



QAD Enterprise Applications

User Guide **QAD Cloud ERP Web UI**

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Overview



The QAD Web UI for QAD Cloud ERP streamlines tasks, making them faster and more efficient. Simple and intuitive for the first time user, the system also offers all the complexity needed by the power user, making your enterprise more effective. The QAD Web UI is a web-based user interface consisting of views, including browses, forms, reports, action centers, and many more capabilities, organized as follows:

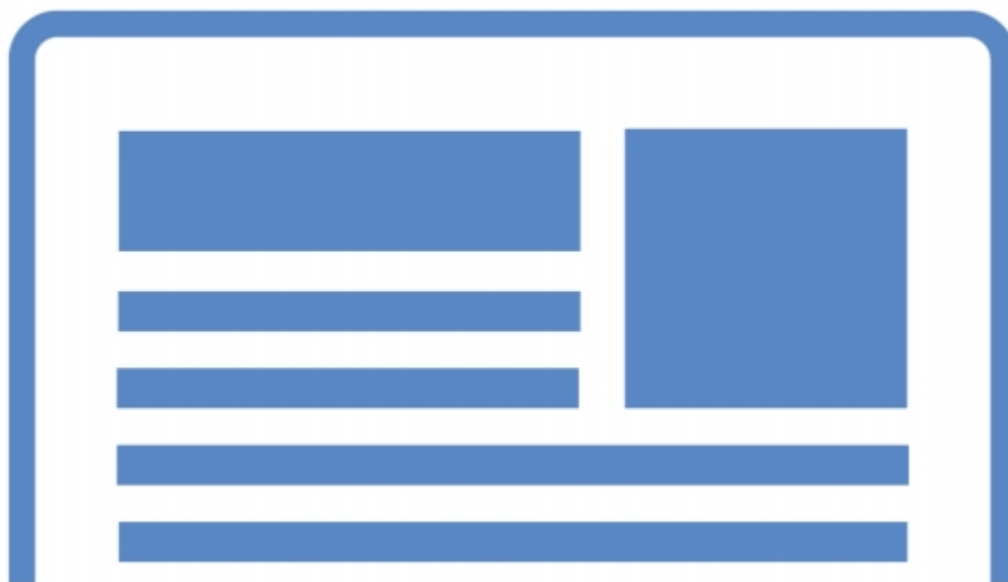
- **Base Data** — manages essential, master data needed in common throughout the application, such as Items, Suppliers, Customers, and much more.
- **Customer Management** — manages all phases of the customer lifecycle from acquiring customers, through managing orders, pricing, and fulfillment.
- **Manufacturing** — provides tools for planning, scheduling, cost management, material control, shop floor control, and reporting in a variety of manufacturing environments.
- **Supply Chain** — supports supply networks with the ability to drive margin and cost improvements, reduce lead times, increase inventory turns, and meet industry compliance.
- **Financials** — provides complete control and immediate information on any aspect of the organization's finances.

Further, with the QAD Web UI, QAD Cloud ERP offers extensive capabilities for actionable insights with Action Centers and their KPIs, and the agility to extend functionality with the QAD Enterprise Platform.

To get started, see: [Getting Started on page 46](#).



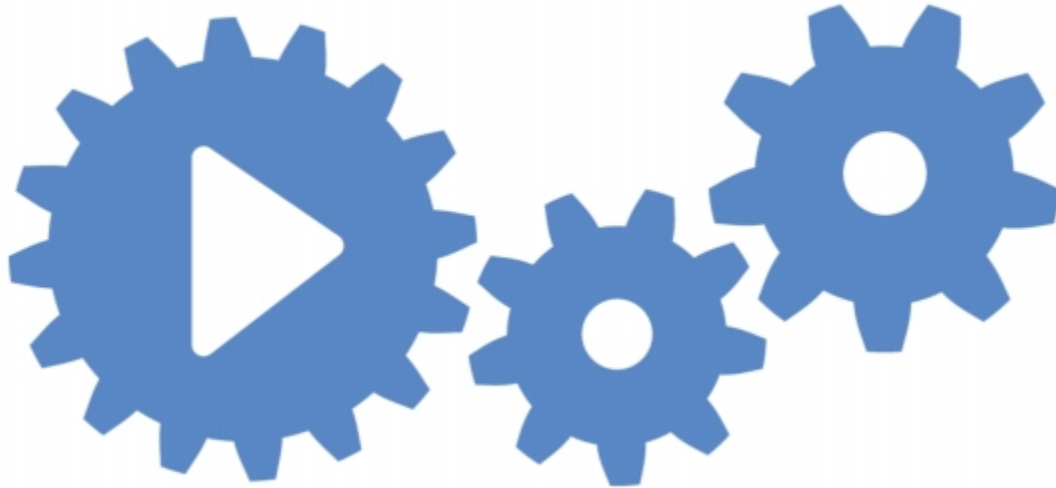
What's New



The QAD Channel Islands program is a technology initiative that transforms the QAD user experience, improving business outcomes through more effective users, processes, and decision making. The QAD Channel Islands program introduces a new user interface: the QAD Web UI. The QAD Web UI provides an intuitive, engaging, and flexible user interface that optimizes and streamlines tasks while offering clear visual insights into business data. The QAD Channel Islands program also includes the QAD Enterprise Platform, which provides the underlying architecture with a set of agile, rapid response technologies.

For a summary of new QAD Web UI features by QAD Channel Islands program releases, see the [release notes](#) in the [QAD Document Library](#).

Getting Started



Here's how to get started with the QAD Web UI.

- [Recommended Browsers on page 47](#)
- [Signing In on page 48](#)
- [Setting Your Home Page on page 49](#)
- [Tablet Usage Guidelines on page 50](#)
- [Keyboard Shortcuts on page 51](#)
- [Training Videos on page 54](#)
- [Training Courses on page 58](#)

To learn more about QAD, see:

- [QAD Support Center on page 59](#)
- [QAD Document Library on page 60](#)

Recommended Browsers

The user interface is only supported on current versions of Chrome and Safari web browsers. Although other web browsers can be used, you may experience differing levels of performance and user experience.

To make sure you have the latest security updates, browsers such as Chrome and Safari can be updated automatically by Google or Apple.

For tablet use, the user interface is only supported on iPad Pro (or newer equivalent) with the Safari web browser. Although other tablets can be used, you may experience differing levels of performance and user experience.

Signing In

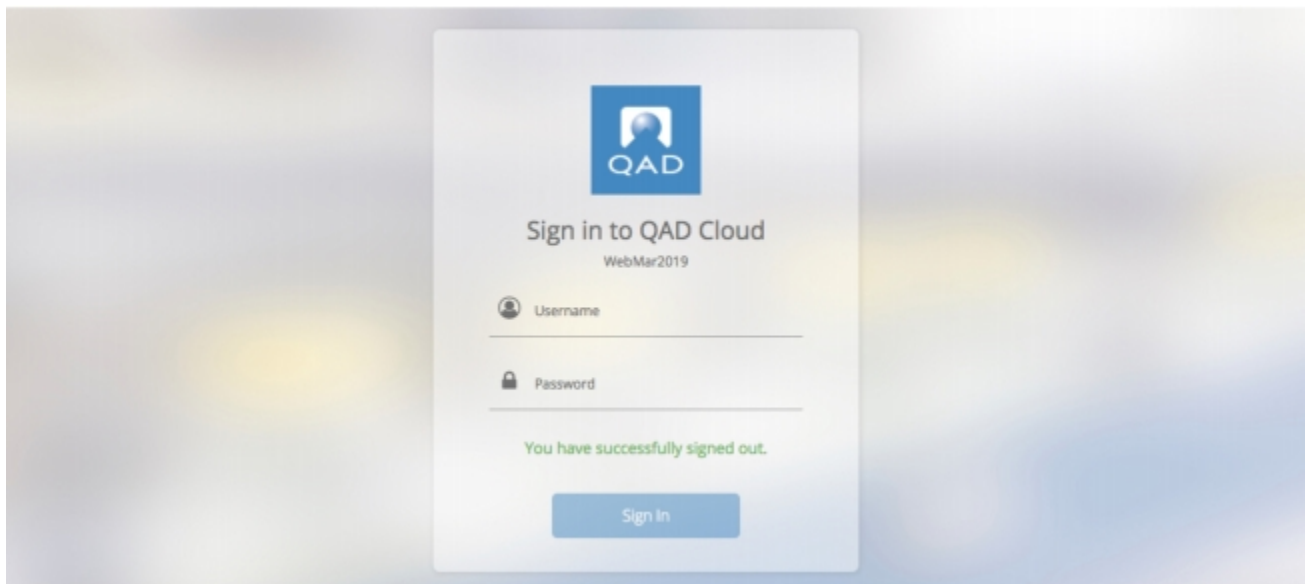
You can access the QAD Web UI from a web browser in the same way that you normally access web pages on the Internet.

Before signing in, check the following:

- Check that your browser accepts cookies and has JavaScript activated.
- Check if your workplace has Internet rules that restrict access. These rules could block access to the QAD Web UI.
- Contact your system administrator to check if any firewall or proxy settings prevent access to QAD domains.

Sign In to QAD

To sign in, open the QAD Web UI in your browser and enter your username and password. Your username can be a user identifier or email address.



If QAD is synchronized to your company's directory service, you can sign in with your company email address and password.

The features you can access depend on your role memberships in the system. The menu options can vary depending on your role.

After signing in, you first see the default home page. You can change the default home page by navigating to any page and setting it as your home page.

Setting Your Home Page

After you sign in, the first page you see is your home page. If this is the first time you have signed in, you will see the default home page.

You can set any page to be your home page by choosing Set Current as Home from the user options drop-down.

The screenshot shows the QAD Purchasing Manager interface. The top navigation bar includes the QAD logo, 'Purchasing Manager', and various menu items like 'Purchasing', 'Requisitions', 'Suppliers', and 'More'. A search bar and a notification icon are also present. The main content area displays a table of 'Salespersons' with columns for Sort Name, Slspsn, Trty, Comm%, Telephone, City, Country, Fax Number, and Bu. The table lists three salespersons: Alanis Warren, Anna Barton, and Anna Ramon. A dropdown menu is open on the right side of the screen, showing the user's profile 'MFG Super User' and several options: 'Submitted Approvals', 'Future Approvals', 'Approval Delegation', 'Favorites', 'Set Current as Home' (highlighted), 'Reset Home to Default', and 'Sign Out'.

Sort Name	Slspsn	Trty	Comm%	Telephone	City	Country	Fax Number	Bu
Alanis Warren	11SP02	112	6.00 %		Boisdale	CANADA		11-
Anna Barton	22SP01	221	4.00 %		Coventry	UNITED KINGDOM		22-
Anna Ramon	40SP02	402	5.00 %	11 3529 4545	Buenos Aires	BRAZIL		40-

Tablet Usage Guidelines

Please note the following guidelines for using the QAD Web UI on a touchscreen tablet.

Interaction Guidelines

- For tablet use, the user interface is only supported on iPad Pro (or newer equivalent) with the Safari web browser. Although other tablets can be used, you may experience differing levels of performance and user experience.
- The user interface is optimized for landscape mode: most tablets in portrait mode are not quite wide enough to fit all of our fields and full menu.
- For data-entry tasks, an external keyboard is highly recommended.
 - If using the tablet's virtual keyboard, consider using an alternative keyboard app for improved functionality and view area usage.
 - If using the tablet's virtual keyboard, use the tablet's settings to make the keyboard smaller so that it does not cover too much of the view area.
 - On some tablets, the virtual keyboard can obscure the view area, especially when used in landscape mode.
- On a tablet, views do not offer a hybrid mode where you can simultaneously access browse and form data.
- Configuring views and stored views is best done on a larger desktop or laptop screen.
- Double-click actions are not supported on tablets.
- Hover events are not supported on tablets.
- The browse grouping (Group By) feature is not yet available for tablet use.
- The Design Layout mode for extending forms is not available on tablets. This feature requires more screen area and so is only available for laptop or desktop use.

Although the Surface Pro has a touchscreen, the user interface works on the Surface Pro as it does with regular laptop and desktop devices. These interaction guidelines do not apply to the Surface Pro.

Windows 10 can automatically scale displays by 150% for high-resolution screens. For best results, change the automatic 150% scaling factor to be from 125% to 100%.

Performance Guidelines

On a tablet, for performance reasons, open no more than five levels deep of drill-down modals. If you need to drill down more than five levels deep, open the next drill-down modal in new browser tab.

For high-speed broadband connection performance, the following is recommended:

- Minimum download speed: 16 mbps
- Maximum latency: 150 ms

Keyboard Shortcuts

When you need to enter data quickly without the use of a mouse, use these keyboard shortcuts for browses and forms. You can also use many standard web browser keyboard shortcuts.



Click for video on keyboard shortcuts.

Browse Keyboard Shortcuts

The following lists keyboard shortcuts you can use with browses.

Table 1. Browse Keyboard Shortcuts

Action	Keyboard Shortcut
Next record	Up Arrow
Previous record	Down Arrow
Create new	Ctrl + Alt + N <i>macOS</i> : Control + Option + N
Edit	Ctrl + E
Next page	Page Down <i>macOS</i> : fn + Down Arrow
Previous page	Page Up <i>macOS</i> : fn + Up Arrow
Access browse search	Ctrl + G
Select Search button	Enter
Exit advanced search	Esc

Form Keyboard Shortcuts

The following lists keyboard shortcuts you can use with forms.

Table 2. Form Keyboard Shortcuts

Action	Keyboard Shortcut
Create New	Ctrl + Alt + N <i>macOS</i> : Control + Option + N
Delete	Ctrl + D
Save	Ctrl + S
Cancel	Esc
Undo last action	Ctrl + Z
Redo last action	Ctrl + Y
Copy text	Ctrl + C
Paste text	Ctrl + V

Action	Keyboard Shortcut
Reload page	Ctrl + R
Next panel	Alt + J <i>macOS:</i> Option + J
Previous panel	Alt + K <i>macOS:</i> Option + K
Next field	Tab
Previous field	Shift + Tab
Clear field	Space bar
Clear date field	Space bar
Select / deselect check box	Space bar
Display selection list on field	Up / Down Arrow
Display calendar picker	Alt + Up / Down Arrow <i>macOS:</i> Option + Down / Up Arrow
Increment selection list by 1	Up / Down Arrow
New form grid record	Ctrl + Alt + N <i>macOS:</i> Control + Option + N
Delete form grid record	Ctrl + Alt + D <i>macOS:</i> Control + Option + N
Open field lookup	Alt + L <i>macOS:</i> Option + L
Execute next button (highlighted in orange)	Enter
Move focus to next button	Ctrl + Enter
Go to right-hand options (Attachments, Activity, Drill-down Links)	Alt + R
Financials Auto-Balance Calculation	Alt + B

Selecting Next Line, Done, or Cancel on Form Grids

In a single-row edit grid, when done editing a row, you can go to the Next Line, Done, and Cancel buttons by typing Ctrl + Enter, which first puts focus on the Next Line button. You can then use the Tab key to go to the Done and Cancel buttons. To select a button, use the Enter key.

Web Browser Keyboard Shortcuts

Remember that you can take advantage of standard browser keyboard shortcuts. Here are some examples:

Table 3. Web Browser Keyboard Shortcuts

Action	Keyboard Shortcut
Find text on page	Ctrl + F
Reload page	Ctrl + R
Undo last action	Ctrl + Z
Redo last action	Ctrl + Y
Copy text	Ctrl + C
Paste text	Ctrl + V
Clear field	Space bar
Clear date field	Space bar
Toggle checkbox	Space bar
Display selection list on field	Alt + Down Arrow <i>macOS</i> : Option + Up / Down Arrow
Display calendar picker <i>macOS</i> : Option + Up / Down Arrow	Esc
Increment selection list by 1	Up / Down Arrow
Open link in new browser tab (especially useful when selecting menu items from menu search results)	Ctrl + (click) <i>macOS</i> : Control + (click)
Open link in new browser window	Shift + (click)

Training Videos

Many training videos are now available so you can learn more about QAD.

The videos are available in the English language only.

The video player includes chat and attachment icons along the bottom of the screen. You can click on the chat icon to ask a question about the video, and click on the attachment icon to view a transcript.



When you see the video icon, click it to view a training video.

Training videos cover the following topics:

General Features Videos

- [sWeb UI Basic Functions and Terminology Overview](#)
- [Activity Tracking](#)
- [Alerts and Approvals](#)
- [Advanced Search](#)
- [Browses and Reports](#)
- [Browse Export and Report Viewer](#)
- [Business Entity Role Permissions](#)
- [Keyboard Shortcuts](#)
- [Lookup Definitions](#)
- [Notifications, Activity, Attachments](#)
- [User Profile, Workspace, Favorites and Drill-Downs](#)
- [Accessing QAD Action Center App from your Mobile Device](#)

Setting Up Base Data Videos

- [Set Up Address Types, Counties and Countries](#)
- [Set Up Analysis Groups, Generalized Code Groups and Generalized Codes](#)
- [Set Up Attribute Categories, Attribute Definitions, Attribute Valuations and Attribute Profiles](#)
- [Set Up Customer Types, Customers and Customer Ship-Tos](#)
- [Set Up Default Daybook, Master Notes and Use Master Notes in Transactions](#)
- [Set Up End Users, Blocked Transactions and Blocked Customer/Supplier](#)
- [Set Up Item and Supplier Certification](#)
- [Set Up Item Status Codes, Commodity Codes and Fiscal Class](#)
- [Set Up Items, Copy an Item Master and Set Up Item-Site](#)
- [Set Up Language Detail, Reason Codes and Daybook Sets](#)
- [Set Up Sites, Units of Measure, Product Lines and Copying Product Lines](#)
- [Set Up States and Corporate Groups](#)
- [Set Up Supplier Types, Suppliers and Credit Terms](#)

Action Center Videos

- [Overview](#)
- [Out-of-the-box Action Centers](#)
- [Create a new Action Center](#)
- [KPI Analysis and Modifications](#)
- [Create a new KPI Overview](#)
- [Create a new KPI -Deep Dive](#)
- [Create Visuals](#)
- [Data Export](#)
- [Query Service](#)
- [New Manufacturing Metrics](#)

Sales Videos

- [Sales Quotes: Navigation/Overview](#)
- [Sales Quotes: Creation](#)
- [Sales Quotes: Creating Sales Quotes by Copying Sales Quotes](#)
- [Sales Quotes: Individual Release to Sales Order](#)
- [Sales Quotes: Bulk Release](#)
- [Sales Quotes: Up and Cross Selling](#)
- [Sales Quotes: Reprice Action](#)
- [Sales Orders: Navigation/Overview](#)
- [Sales Orders: Create Quick Order](#)
- [Sales Orders: Edit Sales Order](#)
- [Sales Orders: Copy a Sales Order](#)
- [Sales Orders: Pick and Ship](#)
- [Sales Orders: Revalue Cost Action](#)
- [Sales Orders: Allocate Action](#)
- [Sales Orders: Bulk Actions](#)
- [Sales Orders: Enhanced Visibility](#)
- [Sales Orders: Available To Promise \(ATP\)](#)
- [Sales Orders: Global Order Management](#)
- [Sales Orders: Global Sales Order Enhancements](#)
- [Global Order Setup and ATP Visibility](#)
- [Navigating Customer Scheduled Orders](#)

Purchasing Videos

- [Requisition and Purchasing Setup](#)
- [Requisitions - Entering a Requisition](#)
- [Requisitions - Add Notes and Route For Approval](#)
- [Requisitions - Release to PO](#)
- [PO Requisitions Workflow and Attachments](#)
- [PO Supplier Certification](#)
- [PO Enhancements](#)
- [Purchasing Manager Action Center](#)
- [Unified Purchase Order Document](#)
- [Unified Receiving and Return Process](#)
- [Creating and Analyzing Customer Scheduled Releases](#)
- [Manage Supplier Releases Action](#)

Service Videos

- [Action Requests](#)
- [Adding a Material Order](#)
- [Creating a Depot Order](#)
- [Receiving a Depot Order and Adding Service Labor](#)
- [Completing and Shipping a Depot Order](#)
- [Browse Creating Service Orders](#)
- [Creating Service Orders from Action Requests](#)
- [Triage and Tracking Service Orders](#)
- [Service Activity Reports](#)
- [Recording Parts and Labor with Service Activity Reports](#)
- [Item Usage Return](#)
- [Action Request Enhancements](#)
- [Customer Quotes for Depot Orders](#)

Enterprise Asset Management Videos

- [Maintenance Request](#)
- [Create and Assign Work Order](#)
- [Close Asset - Work Order](#)
- [Review Close Asset Work Order](#)
- [Manager Action Center](#)
- [Asset Work Order Completion](#)

- [Asset Work Order Finish Approval](#)

Manufacturing Videos

- [Product Structure Training](#)
- [Inventory Transactions and Browse Enhancements](#)
- [Engineering Enhancements](#)
- [Production Planning and Preparation Enhancements](#)

Financials Videos

- [GL Accounts](#)
- [Supplier Activity Dashboards](#)
- [Supplier Invoices](#)
- [Supplier Payment Selections](#)
- [Supplier Invoice with Receiver Matching](#)
- [Supplier Payments](#)
- [Browse Drilldowns](#)
- [Journal Entries](#)

Security Videos

- [Field Security](#)
- [Role Permissions](#)
- [Security Menus](#)
- [Security UserAccess](#)
- [Roles](#)

Platform Videos

- [Business Entity Builder](#)
- [Deploying a Business Component](#)
- [Creating a Relationship](#)
- [Defining a Lookup and Using Data Lists](#)
- [Defining Generalized Code as a Data List](#)
- [Deploying a Business Component](#)

Training Courses

To help you get started with QAD Web UI, the [QAD Channel Islands Quick Start](#) training course is available. The accelerated, 2-day course with hands-on exercises offers a high-level overview of the core features, focusing on the fundamentals and demonstrating how to apply the system to business processes. Prior knowledge of QAD Enterprise Applications - Enterprise Edition is recommended.

Further, the [Web UI Overview Demonstration Guide](#) offers a step-by-step overview of the QAD Web UI, presenting key features and capabilities.

QAD Support Center

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, visit the [QAD Support Center](#).

QAD Document Library

To access release notes, user guides, demo and 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 QsAD 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.

QAD Document Feedback

If you have any feedback about this documentation, please go to the [QAD Document Feedback](#) form.

Learning QAD Web UI



With the QAD Web UI, you can quickly get things done from anywhere, anytime, on any device.

- [Menu Bar on page 64](#)
- [Action Centers on page 65](#)
- [Dashboards on page 66](#)
- [Menu Search on page 72](#)
- [User Options on page 73](#)
- [Favorites on page 76](#)
- [Views on page 77](#)
- [Browses on page 79](#)
- [Forms on page 82](#)
- [Actions on page 85](#)
- [Stored Views on page 87](#)
- [Activity on page 89](#)
- [Attachments on page 92](#)
- [Drill Down Links on page 93](#)
- [Messages on page 95](#)
- [Reports on page 96](#)
- [Security on page 100](#)
- [Approval Delegation on page 101](#)

- [Future Approvals on page 102](#)

Menu Bar



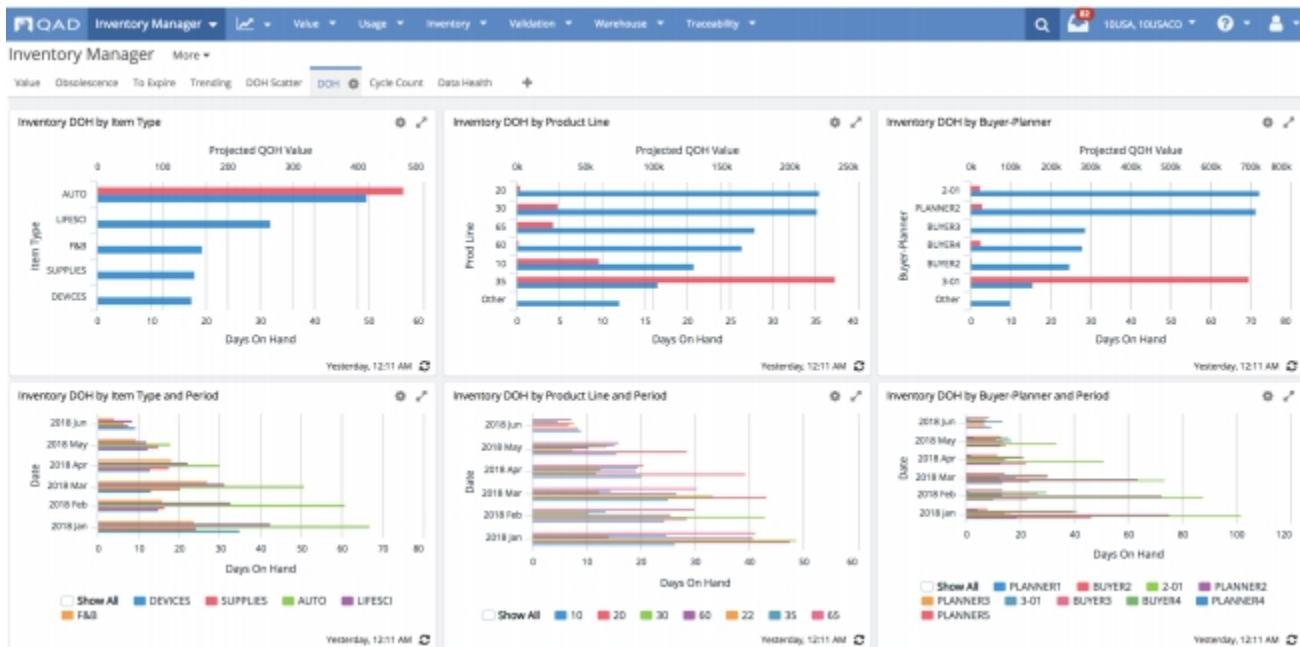
The menu bar starts with the QAD icon, located in the upper left. Clicking on the QAD icon takes you to your home page.

After the QAD icon, the menu bar includes:

- **Menu Selector** — from the menu selector drop-down, choose a role menu from the list of role menus that are available to you. Alternatively, choose Favorites, located at the bottom of the drop-down list, to have the menu bar display all your favorite menu items.
- **Action Centers and Dashboards** — choose an action center or dashboard to view from the dashboard icon drop-down listing all the action centers and dashboards available to you. Various role-based dashboards are included. Note that you can set a dashboard as your home page.
- **Role Menu Options** — the selections here can vary depending on your current role, as selected from the role menu. For example, if your role is Customer Service Manager, the menu options include Sales Orders, Customers, Sales Quotes, Items, and Requisitions.
- **Menu Search** — select the Menu Search icon to find all the menu items you can access on the QAD Web UI.
- **Inbox** — click on the Inbox to see your messages. If you have new messages, an indicator on the Inbox icon tells you how many new messages you have. The Inbox includes Tasks, including Requisition Approvals, and Notifications of system activity and scheduled report availability.
- **Workspace** — choose the workspace from the drop-down of workspaces available to you, where workspace is the domain and entity within which you are working. Changing workspaces applies to all browser tabs running in the QAD Web UI. Be sure you have saved your work in all the tabs before changing workspaces. When you change workspaces, the system will ask you to confirm that you are ready to change workspaces.
- **Help** — from the help drop-down, you can view the online help, open process maps, and access the QAD Document Library.
- **User Options** — from the user options icon drop-down, you can:
 - View your user profile settings and change your language and locale
 - Review submitted approvals and set approval delegation
 - View and organize your favorites
 - Set the current page as your home page or reset to the default home page
 - Sign out of the QAD Web UI

Action Centers

Action Centers provide managers with insights into their business in a visual format. They offer next-generation analytics, which allow managers to monitor KPIs that provide insights into particular areas of responsibility.



Predefined action centers include the following:

- Chief Financial Officer action center
- Customer Service Manager action center
- Inventory Manager action center
- Purchasing Manager action center

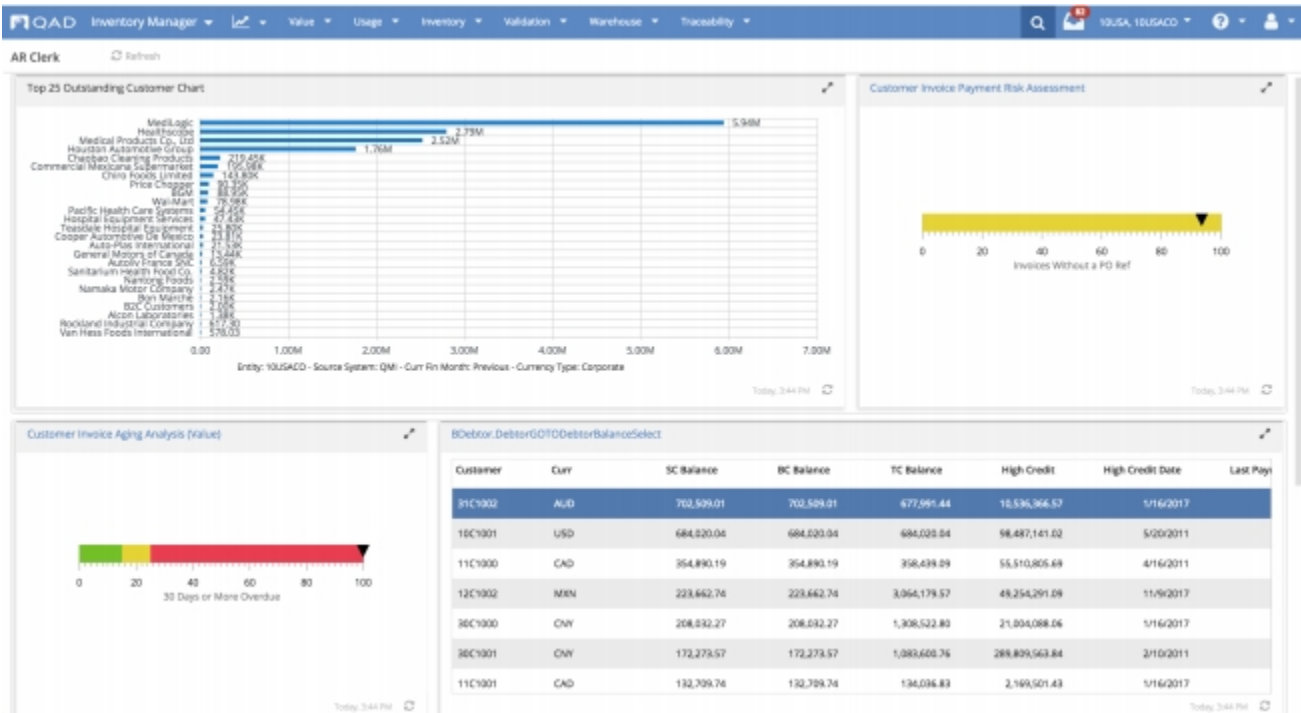


Click for video on overview of action centers.

For more information, see: [Action Centers on page 104.](#)

Dashboards

A dashboard brings together summaries of data, web pages, business intelligence, and operational metrics within panels. Each panel offers a quick summary; to find out more, you can expand the panel or click on the panel to open a view.



Each role-based dashboard provides visual indicators of trends, inefficiencies, and outlying indicators to help users respond to immediate concerns and to develop long-term strategies.

From the dashboards icon located near the QAD icon, you can choose any dashboard to which you have access.

If you have been assigned more than one role, the available dashboards available to you do not change when you change roles. You always have access to the same set of dashboards regardless of your current role.

Note that to create or edit dashboards, you must use the QAD .NET UI.

Inbox

Click on the Inbox to see your messages.



The Inbox lets you know of how many new messages you have with an indicator on the icon.

Inbox messages include Tasks and Notifications.

- Tasks include approval requests such as Requisition Approvals.
- Notifications indicate activity such as system events, comments from other users, and updates on transactions that you are following.

Inbox
✕

Tasks (3)	Notifications (16)
	<div> <div> Item Item-101 <div> The price of the item is now 1256.89. 10USA, 10USACO </div> <div>1d</div> <div>✕</div> </div> </div>
	<div> <div> Item Item-101 <div> created by MFG Super User. 10USA, 10USACO </div> <div>1d</div> <div>✕</div> </div> <div>Comment</div> </div>
	<div> <div> Supplier Invoice Approval 10USACO.2509 <div> has completed Approval with status Denied 10USA, 10USACO </div> <div>1d</div> <div>✕</div> </div> </div>
	<div> <div> Supplier Invoice Approval 10USACO.2543 <div> has completed Approval with status Denied 10USA, 10USACO </div> <div>1d</div> <div>✕</div> </div> </div>
	<div> <div> file001 <div> BROWSEEXPORT SUBMITTED </div> <div>2d</div> <div>▼</div> </div> </div>

[View Inbox](#)

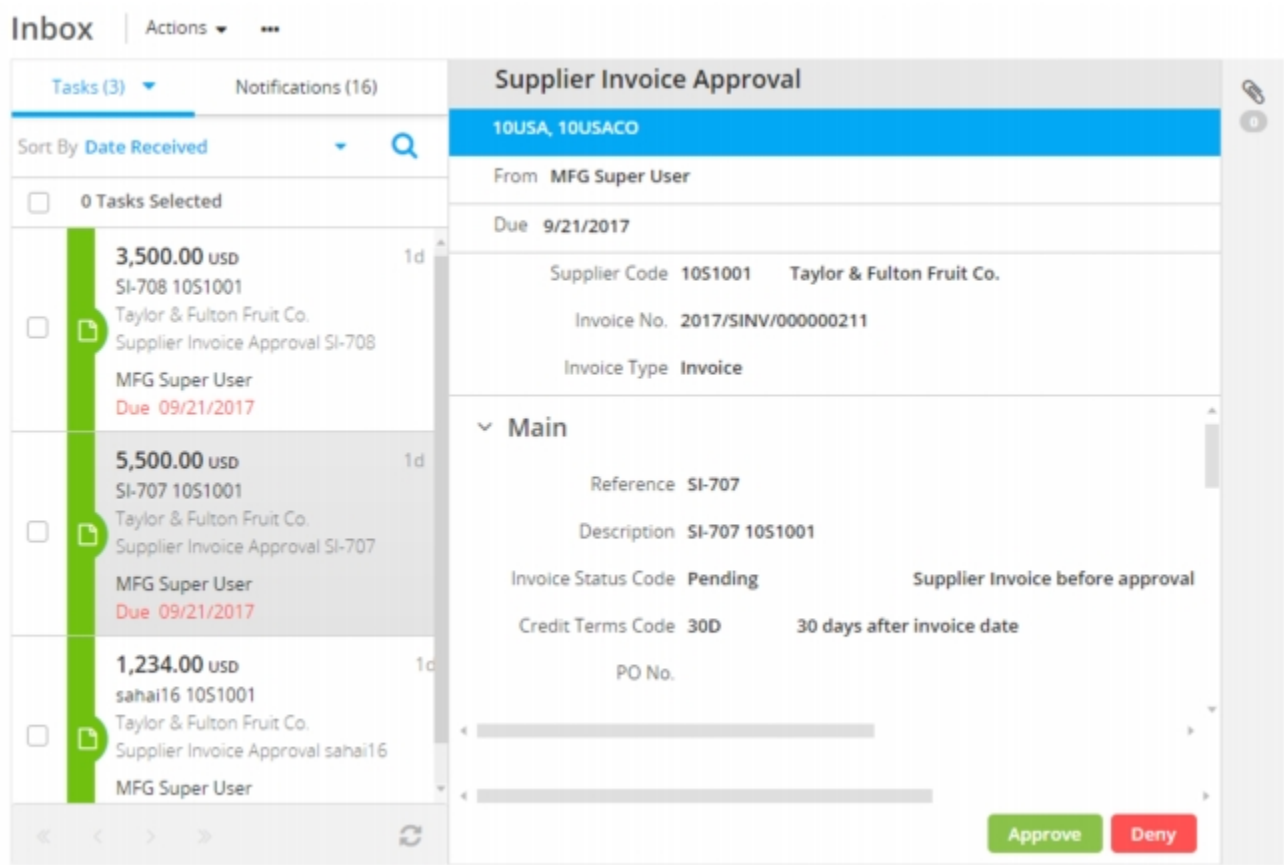
Initially, the Inbox displays a listing of your recent messages in a drop-down box. You can toggle between the Tasks and Notifications tabs, and scroll within each tab to view the messages. Some notifications link to the related views for quick access. And for some notification messages, you can click Comment and enter your comments in the comment box directly.

To view all task messages and notification messages, you can go to the Extended Inbox.

To go to Extended Inbox, click View Inbox.

Tasks in Extended Inbox

On the Task tab in the Extended Inbox, the system displays all the active tasks by default. You can sort the task messages by Date Received, Due Date, From, or Domain. You can also filter the messages by clicking the lookup/browse icon and using searching conditions.



Click a specific task message in the list, and the system displays the approval screen to the right. You can approve, deny, or route the approval request. When you approve or deny a request, you can enter your comments on the request and also update the editable fields. To route the approval request to another user, click the More button and choose Route. When you route the approval request, you can also enter your remarks.

The screenshot displays the QAD Web UI interface. At the top, there is a navigation bar with 'Inbox' and 'Actions' menus. Below this, a 'Supplier Invoice Approval' modal dialog is open. The dialog has a title bar with a close button. Inside, the following information is displayed:

- 10USA, 10USACO
- From: MFG Super User
- Due: 9/21/2017
- Invoice Status Code:
- Add a comment:

At the bottom right of the dialog, there are two buttons: 'Approve' (green) and 'Cancel' (grey). In the background, a list of tasks is visible, including one from 'Taylor & Fulton Fruit Co.' with the subject 'Supplier Invoice Approval sahai16' and the user 'MFG Super User'. At the bottom of the background interface, there are 'Approve' and 'Deny' buttons.

You can approve or deny the approval requests in bulk. To do a mass approval, select the boxes at the beginning of all the listed approval requests that you want to handle. And then from Actions, choose Approve to approve all the selected requests. Choose Deny to deny all the selected requests. You can also give your comments when you approve or deny.

The screenshot displays the 'Inbox' section on the left and the 'Supplier Invoice Approval' details on the right.

Inbox Section:

- Header: **Inbox** | Actions ▼ | ...
- Navigation: **Tasks (3)** | Notifications (16)
- Sort By: **Date Received**
- 2 Tasks Selected
- Task 1: 3,500.00 USD, SI-708 10S1001, Taylor & Fulton Fruit Co., Supplier Invoice Approval SI-708, MFG Super User, Due 09/21/2017
- Task 2: 5,500.00 USD, SI-707 10S1001, Taylor & Fulton Fruit Co., Supplier Invoice Approval SI-707, MFG Super User, Due 09/21/2017
- Task 3: 1,234.00 USD, sahai16 10S1001, Taylor & Fulton Fruit Co., Supplier Invoice Approval sahai16

Supplier Invoice Approval Details:

- 10USA, 10USACO
- From: MFG Super User
- Due: 9/21/2017
- Supplier Code: 10S1001, Taylor & Fulton Fruit Co.
- Invoice No.: 2017/SINV/000000212
- Invoice Type: Invoice
- Main Section:
 - Reference: SI-708
 - Description: SI-708 10S1001
 - Invoice Status Code: Pending, Supplier Invoice before approval
 - Credit Terms Code: 30D, 30 days after invoice date
 - PO No.

You can view archived tasks by clicking the small drop-down arrow button beside Tasks. Archived tasks show all tasks that are completed by you. You cannot take any action on these tasks. To switch from Archived Tasks back to Active Tasks, click the small triangle drop-down button beside Tasks.

The screenshot shows the 'Inbox' section with the 'Tasks (3)' dropdown menu open, displaying 'Archived Tasks'.

Inbox Section:

- Header: **Inbox** | Actions ▼ | ...
- Navigation: **Tasks (3)** ▼ | Notifications (16)
- Archived Tasks

Notifications in Extended Inbox

On the Notifications tab in the Extended Inbox, the system displays all the active notifications by default. You can sort the notification messages by Date Received or Workspace. You can also filter the messages by clicking the lookup/browse icon and using searching conditions. For example, you can search by From and enter System to search the notifications that are not generated from user activities or comments. An example of this kind of notification is a notification to show that an approval request has been approved.

Click a specific notification message in the list, and the system displays the details page to the right. You can comment on the notification message or archive the notification message. If the notification is about a report for downloading, the system displays the Download button instead of the Comment button. To download the report, click Download.

Inbox | Actions ▾ ...

Tasks (0)	Notifications (3) ▾
Sort By Date Received ▾ 	Received at: 2:44 PM on 9/15/2017 Item Item-001
<div>  Requisition Approval GRS R... 23m has completed Approval with statu... 10USA, 10USACO </div> <div>  Supplier Invoice Approval 1... 25m has completed Approval with statu... 10USA, 10USACO </div> <div>  Supplier Payment Selection ... 33m has completed Approval with statu... 10USA, 10USACO </div> <div>  Requisition Approval GRS R... 35m has completed Approval with statu... 30CHN, 30CHNCO </div> <div>  Item Item-001 1d QMI Data Loads, QAD Super User an... 10USA, 10USACO </div>	<div>  QMI Data Loads, QAD Super User and Demo Super User also commented on Demo Super User's activity. 10USA, 10USACO </div> <div> Comment Archive </div>

You can view archived notifications by clicking the small triangle drop-down button beside Notifications. Archived notifications show all notifications that are archived. You can still comment on the notifications. To switch from Archived Tasks back to Active Tasks, click the small drop-down arrow button beside Tasks.

Menu Search

Use the menu search to find all the menu items available to you.



The menu search features “type ahead” behavior so you can easily find items with similar names.

Clicking a menu item launches a view, such as a browse, form, hybrid view (browse and form), or report viewer.

Icons indicate the view types:

-  Browse
-  Form and Hybrid View (Browse and Form)
-  Report Viewer
-  Action Center
-  Dashboard (Published from QAD .NET UI)

You can set a menu item as a favorite directly from the listing of menu items, and see which are already favorites.

User Options

The User Options drop-down includes a variety of user settings.



Profile

Choose Profile from the menu bar user options drop-down to view your contact information and preferences, language and locale, and notification preferences.

For more information, see [Profile on page 75](#).

Note that any profile changes will take effect the next time you sign in to QAD.

Submitted Approvals

Choose Submitted Approvals from the user options drop-down to view submitted approvals.

Click the User Options icon and choose Submitted Approvals. The system displays a browse of all your submitted approvals. Double-click a record to open the Details page, and you can view all information of the approval, including:

- The date when the approval was submitted
- The type and status of the approval
- Its workspace and description
- Past approvers and next approvers
- Audit log

Future Approvals

Choose Future Approvals from the user options drop-down to view future approvals.

Approval Delegation

Choose Approval Delegation from the user options drop-down to delegate approvals.

Approvers can delegate approvals to other users. Use Approval Delegation to define to whom you want to delegate approvals, under what conditions, and when the delegation is effective.

Click the User Options icon and choose Approval Delegation. Set approval delegations on the Approval Delegation Settings window.

- **Delegation Active** Indicate whether to enable the Approval Delegation functionality for you.
- **Start Date** Specify the start date when the delegation starts to be effective.
- **End Date** Specify the end date when the delegation stops being effective.
- **Approver Type** Specify the approval type for which the delegation is set.
- **Route Code** Specify the route for which the delegation is set.
- **Approver** Specify the approver to whom you want to delegate approvals.

Favorites

Choose Favorites from the user options drop-down to manage your favorite menu items.

Set Current As Home

You can set any page to be your home page by choosing Set Current as Home from the user options drop-down.

Reset Home to Default

Choose Reset Home to Default to set your home page to the system default home page.

Sign Out

Choose Sign Out to exit the QAD Web UI.

Profile

The Profile form displays a user's contact information, and provides options to select Language, Format Locale, and how the user will receive notifications for alerts.

Contact Information

User ID

The user's identifier.

Email Address

The user's email address.

Languages

Language

The user's language. When the user signs in, the user interface will display in this language. From the drop-down, select from the supported languages.

Format Locale

The user's locale. When the user signs in, the user interface will display data (such as dates) in a format appropriate for this locale. From the drop-down, select from the supported format locales.

Note that Language and Format Locale changes will take effect the next time the user signs in to QAD.

Notifications

Receive Notifications

Select whether the user will receive notifications.

Category Settings

Category Settings indicate whether notifications for each Notification Category (Activity, Alerts, and Reports) will be sent to the user's QAD Inbox or Email address.

Event Settings

A Notification Category can include various types of events. Event Settings indicate whether notifications for each Event Category will be sent to the user's QAD Inbox or Email address.

Favorites

You can save a menu item as a favorite, and easily access your favorites from the menu bar.

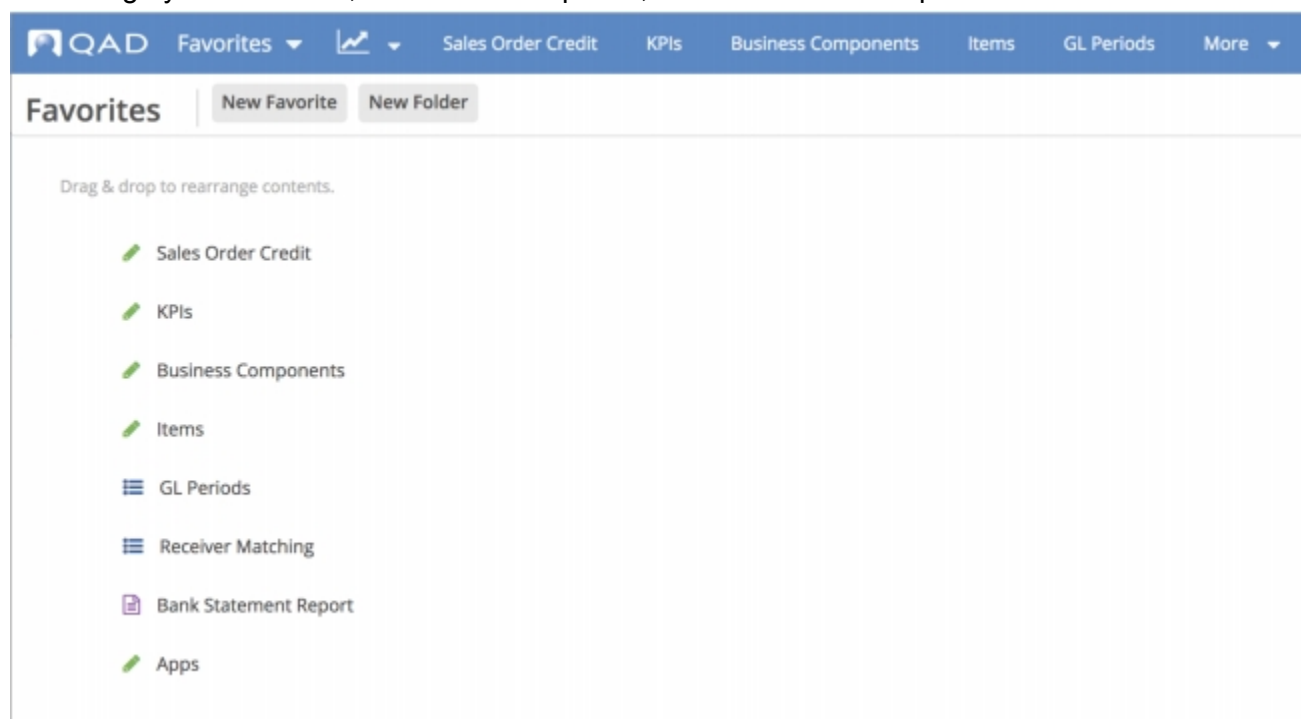


On a menu item where you are currently working, you can save it as a favorite by selecting Favorite from the More drop-down.

You can also set a menu item as a favorite from the menu search results by clicking the star icon next to the menu item name.

Managing Favorites

To manage your Favorites, from the user options, select Favorites to open the Favorites form:



On Favorites, use New Favorite to open the menu search and find menu items you want to set as favorites.

To create folders for your favorites, select New Folder. The folders you create will become the menu bar option drop-downs when you have the menu bar set to Favorites.

Views

The QAD Web UI menu offers views in which you can interact with system resources.

Views that combine forms and browses are called hybrid views (or hybrid browses). Many views in the system are hybrid views, while some views consist of standalone browses, standalone forms, or other types of screens, such as the report viewer.

A hybrid view typically includes a toolbar along the top, a browse displaying a list of records (see Browses on page 79), and a form for completing work (see Forms on page 82).

The form organizes everything you need on a single page, typically starting with a summary panel at the top. Related fields and functions are grouped within panels. The navigation bar, located just below the summary panel, allows for quick access to any panel of interest. You can quickly access anything on the form by scrolling or using the navigation bar.

Here is an example of the Sales Orders hybrid view.

Some hybrid views include complete access, combining the grid with the form; other hybrid views only provide read-only access and display the grid. Hybrid views with complete access include the New and Edit buttons along the top.

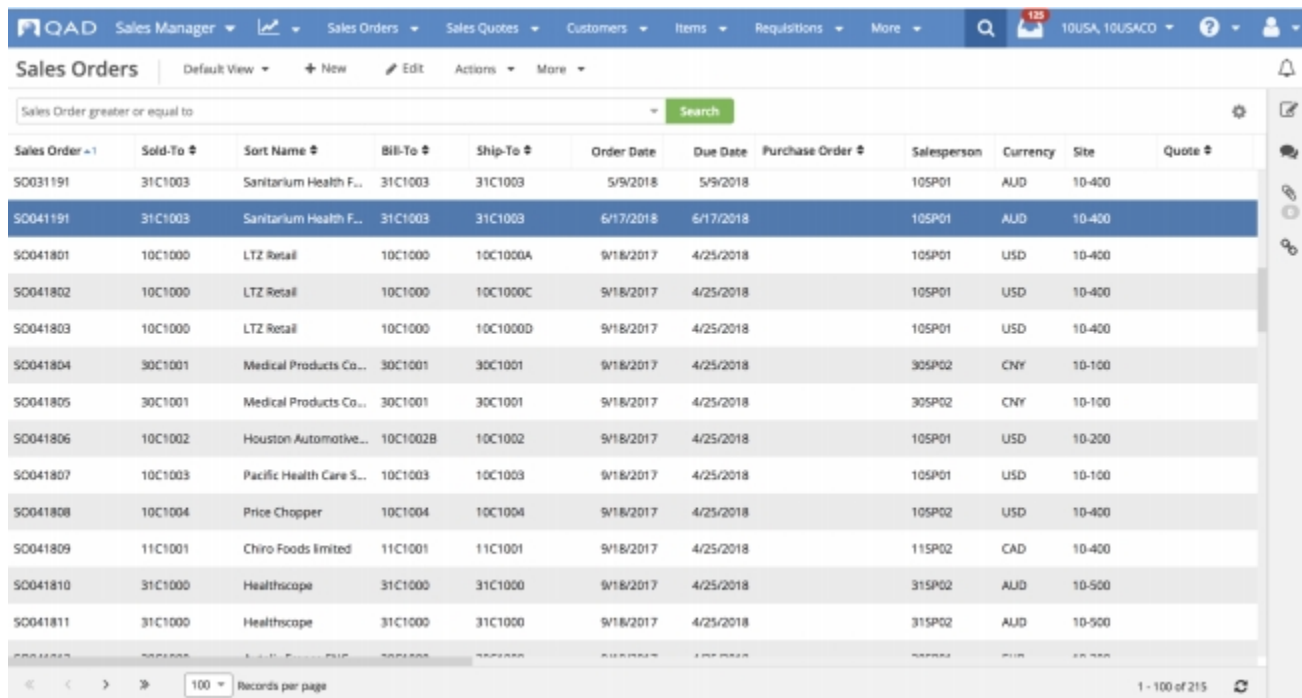
After the view name, the toolbar can include:

- **Stored View Selector** — from the drop-down, choose a stored view. The default is typically Default View.
- **New** — on hybrid views, select New to open the form and create a new record.
- **Edit** — on hybrid views, select Edit to open the form and edit the current record.
- **Delete** — on hybrid views, select Delete to delete the current record.
- **Actions** — from the Actions drop-down, select actions you can take on one or more records.
- **More** — from the drop-down, you can select:

- **Favorite** — to save the current view as a favorite.
- **Share** — to get a link to the current form for sharing with other users.
- **Design Layout** — to make changes to the form (if you have administrative access).
- **Permissions** — to make changes to permissions (if you have administrative access).
- **Show Group By** — to show the Group By feature that can display data hierarchically based on selected columns.
- **Hide Group By** — to hide the Group By feature.
- **Export** — to export and download data. Some views also include an **Import** option.

Browses

When you first open a view, the browse grid displays records in rows.



Sales Order #	Sold-To #	Sort Name #	Bill-To #	Ship-To #	Order Date	Due Date	Purchase Order #	Salesperson	Currency	Site	Quote #
SO031191	31C1003	Sanitarium Health F...	31C1003	31C1003	5/9/2018	5/9/2018		10SP01	AUD	10-400	
SO041191	31C1003	Sanitarium Health F...	31C1003	31C1003	6/17/2018	6/17/2018		10SP01	AUD	10-400	
SO041801	10C1000	LTZ Retail	10C1000	10C1000A	9/18/2017	4/25/2018		10SP01	USD	10-400	
SO041802	10C1000	LTZ Retail	10C1000	10C1000C	9/18/2017	4/25/2018		10SP01	USD	10-400	
SO041803	10C1000	LTZ Retail	10C1000	10C1000D	9/18/2017	4/25/2018		10SP01	USD	10-400	
SO041804	30C1001	Medical Products Co...	30C1001	30C1001	9/18/2017	4/25/2018		30SP02	CNY	10-100	
SO041805	30C1001	Medical Products Co...	30C1001	30C1001	9/18/2017	4/25/2018		30SP02	CNY	10-100	
SO041806	10C1002	Houston Automotive...	10C1002B	10C1002	9/18/2017	4/25/2018		10SP01	USD	10-200	
SO041807	10C1003	Pacific Health Care S...	10C1003	10C1003	9/18/2017	4/25/2018		10SP01	USD	10-100	
SO041808	10C1004	Price Chopper	10C1004	10C1004	9/18/2017	4/25/2018		10SP02	USD	10-400	
SO041809	11C1001	Chiro Foods limited	11C1001	11C1001	9/18/2017	4/25/2018		11SP02	CAD	10-400	
SO041810	31C1000	Healthscope	31C1000	31C1000	9/18/2017	4/25/2018		31SP02	AUD	10-500	
SO041811	31C1000	Healthscope	31C1000	31C1000	9/18/2017	4/25/2018		31SP02	AUD	10-500	

Browses include the following features:

- Quickly search for data or add search conditions
- Sorting on columns
- Paging controls along the bottom of the grid display
- Hide and show columns with configuration settings
- Save column configurations as part of a stored view
- Save search filters as stored searches

Browses that are part of a hybrid view include New and Edit buttons, so that you can create new records and edit existing records in the form. For these, you can also edit an existing record by double-clicking on a row. Double-clicking on a row opens the form for editing the selected record.

Searching and Filtering

You can filter the display using the Search function.

In the Search box, enter the field you are searching on, along with a condition (such as “starts at” or “greater than”), and then a string or value.

For doing a quick search, just enter a string to search based on the default condition for the grid. The default field is typically a key field for the grid.

You can enter as many search criteria as you need to get the display results you need. Click on the drop-down icon in the Search box to add, change, or remove search conditions.

The conditions include:

- Equals
- Does not equal
- Contains
- Range
- Starts with
- Greater than
- Less than
- Greater or equal to
- Less or equal to
- Ends with
- Is null
- Is not null

Once you have entered one or more conditions, a click on the Search box opens the drop-down for adding search conditions.

Use the “+” and “x” icons to add or remove conditions. If you want to clear all the conditions, click “Clear all”.

<https://qad.mediasite.com/mediasite/Play/13ef63c332494c0dbb29f36d573ff08f1d> Click for video on how searching works.

Paging Controls

At the bottom of a grid, you have controls for paging through grid records and controlling the number of records per page.

The controls include:

- Buttons for Next and Previous pages.
- Buttons for First and Last pages.
- A drop-down to select number of **Records per page** (1, 10, 20, 50, 100, 200, 500, 1000, and 2000), with the default set at 100 records per page.
- Indication of number of records currently displayed so that you know the total number of records and your location within those records.
- Refresh button, so you can refresh the display to reflect the most recent data.

Configuring Columns

You can configure which columns display using the Configure Columns dialog. Open the dialog by clicking on the gear icon located by the Search button, and check which columns you want the grid to display.

You can save the column configuration changes as part of a stored view.

Group By

With the Group By feature, you can display data hierarchically based on selected columns.

To use Group By on a browse grid, from the More drop-down, select Show Group By. For Group By, all the records must be on the page. You might need to increase the records per page or apply Search filters to the browse in order to display all the records on the page.

With Group By active, you can drag-and-drop column headers to group the display by the selected columns. You can then expand or collapse the groupings as needed.

Note that applying Group By to a browse with many columns and more than 1,000 records can take a few seconds to complete.

When done, from the More drop-down, select Hide Group By.

Export and Import

You can export browse data to a variety of file formats, including:

- Excel (.xlsx)
- Excel 97 - 2003 (.xls)
- Comma-separated values (.csv)
- Tab-separated values (.tsv)
- Tab-delimited values (.txt)
- Portable Document Format (PDF) (.pdf)

To export, from the More drop-down, choose Export. In the modal dialog, the Search Criteria panel shows any browse search criteria that you have applied, along with the number of records returned. In the File Properties panel, enter the file name and select the file type. If you would like to export the data to Excel, make some changes, and then the re-import data from Excel, select the Format for Later Import option. When you format the data for later import, the data is exported to Excel in a format that is based on the Business Component data structure, which can be different than the browse column order. In Excel, the order of the columns might not match the order of the columns in the browse grid you are currently working with in the QAD Web UI.

Note that you can only import data that is in the format based on the Business Component data structure. To get an Excel file in this format, first export data using the Format for Later Import option. You can then remove the data rows and enter new data rows, following the format in the Excel file.

To import, from the More drop-down, choose Import. In the Choose File panel, choose a file or drag a file to the modal dialog. To help make sure you have selected the file you want, the Data Preview panel shows the first ten lines of the file. The file has now been uploaded, but has not yet been imported into the database. For the import, the system will send the import results to the Inbox and optionally open the results in a new browser tab. Finally, click Import to import the data.

The system provides the import results in an Excel file. The file includes up to four sheets: Log, Errors, Failed, and Properties. The Log sheet tells you the import status for each row (import failed or import successful). For failed rows, the Errors sheet provides further information about each failed row, while the Failed sheet provides the row data so that you can correct it and re-import. Finally, the Properties sheet includes summary information about the report, including the User ID, Time, URN of the Business Component, the Import File Name, and Format for Later Import setting.

Forms

In a form, you create, view, edit, and delete record data. The form displays when you double-click on a row (a record) in an editable view grid. A form includes a summary panel, navigation bar, main panel, and then various detail panels and sub-panels.

Here is an example of a Sales Orders form:

Typically, forms are part of a hybrid view that also includes a browse (see Views on page 77).

Summary Panel

The summary panel displays key data about the form so that you know what you're working on at a glance. The summary panel is located between the menu bar and the navigation bar. These fields are read-only and stay in view even when you scroll down the page.

Navigation Bar

Just below the summary panel, you have a navigation bar. The navigation bar summarizes the various panels on the form, with drop-downs for the sub-panels. Use the navigation bar to jump quickly to any panel on the form. This is particularly useful when you are working with a long form and want to quickly go to a particular panel.

Configuring Panels

The gear icon on the navigation bar opens a Configure Panels dialog where you can control the display of panels and fields on a form.

Select a checkbox to display a panel or field; clear a checkbox to hide a panel or field.

Fields that do not have labels are indicated by their identifiers within square brackets.

You can use this feature to simplify the form as needed so that you just see the panels and fields you need for a particular task.

You can save these configuration settings as part of a stored view.

In the Configure Panels dialog, panels and fields hidden by business logic are indicated by the "eye-slash" icon. Panels or fields hidden by business logic will not display on the form, even if the display checkbox is selected. Conversely, any panels and fields hidden because the display checkbox was cleared will not display even if the business logic requests that they be displayed.

Main and Detail Panels

The main panel is the first panel located below the navigation bar. The main panel includes the most pertinent fields and controls, while the detail panels (and sub-panels) bring together various supporting fields and controls.

Each panel is represented on the navigation bar, with sub-panels included as drop-downs on the menu bar. You can quickly navigate to any panel or sub-panel from the navigation bar. You can also simply scroll up and down the form to access anything on the form. Everything you need is directly available on the page.

Form Grids

A form grid is a grid located in a form's panel that lists data you can edit. The QAD Web UI includes the following types of form grids:

- Single-row edit grid — only one row at a time can be edited.
- Multi-row edit grid — multiple rows can be edited at a time.
- Hierarchical grid — for hierarchical, parent-child data relationships.

Single-Row Edit Grids

With single-row edit grids, you can only edit one row at a time. For example, you can only make changes to one sales order line at a time. In the Order Lines panel on Sales Order, changes to any one particular line must be saved before you can make changes to another line, so the Order Lines panel includes a single-row edit grid.

Under the line you are currently editing, three buttons display: Next Line, Done, and Cancel.

- **Next Line / New Line** — saves the current grid row and moves your focus to the next row. If you are on the last row, a new row is started for you.
- **Done** — indicates you are done with making changes. Clicking Done saves the current row and moves your focus to the next field on the form.
- **Cancel** — discards your changes.

Single-row edit grids make quick entry easy, but on occasion you might need to see additional fields. Next to the New, Edit, and Delete buttons, you have the Details option.

Clicking **Details** opens a form as a modal dialog. In the details form, a breadcrumb in the upper-left corner provides context about your path. When you are done, at the bottom of the form, click Save and then Close to close the dialog.

Multi-Row Edit Grids

With multi-row edit grids, you can edit any field in the grid, and then the changes are saved when you click the Save button located at the bottom of the form page.

Multi-row edit grids are for situations where the individual rows do not need to be saved independently. Multi-row edit grids do not include the Next Line, Done, and Cancel buttons that are included on single-row edit grids. In multi-row edit grids, the changes can be made directly, but the changes are not saved until you click the form's Save button.

Hierarchical Grids

Some form grids can display data hierarchically, showing the parent-child relationships of the data. Hierarchical grids whose rows include child data include a toggle for opening and closing the child grids.

On hierarchical grids, the Group By feature is available for the top level of the hierarchy only.

Group By

With the Group By feature, you can display data hierarchically based on selected columns.

To use Group By on a form grid, from the More drop-down, select Show Group By.

With Group By active, you can drag-and-drop column headers to group the display by the selected columns. You can then expand or collapse the groupings as needed.

When done, from the More drop-down, select Hide Group By.

For hierarchical grids, the Group By feature is available only for the top level of the hierarchy.

Form Grid Column Controls

Each column includes controls to do the following:

- Sort Ascending
- Sort Descending
- Summary: None, Sum, Average, Minimum, Maximum, Count
- Filter: Equals, Does Not Equal, Greater Or Equal To, Greater Than, Less Or Equal To, Less Than, Is Null, Is Not Null, Range, In List, Not In List

Form Footer Controls

The form footer is the area along the bottom of the form.

This area includes buttons for saving and canceling changes you have made on the form:

- **Save** — the Save button becomes active when you have made changes that need saving.
- **Save & Next** — for efficient data entry, you can select Save & Next instead of Save. Clicking Save & Next saves the current form and then moves to the next grid (browse) record so you can continue your work without having to explicitly open the next record. If you are on the last record, clicking Save & Next will start a new record for you.

Actions

On some browses and hybrid views, the Actions drop-down can offer actions you can take for a record or set of records. Individual actions are for individual records and bulk actions are for sets of records that are selected based on browse search criteria and automatically applied required criteria. Bulk actions are only available for a hybrid view in browse-only view mode. For bulk actions, once you select the records and set options, you can simulate or submit the action.

Here's an example of actions available from Sales Orders:

The screenshot shows the QAD Sales Manager interface. At the top, there's a navigation bar with 'QAD Sales Manager', a search icon, and tabs for 'Sales Orders' and 'Sales Quotes'. Below this, the 'Sales Orders' section is active, showing a 'Default View' dropdown, a '+ New' button, and an 'Edit' button. A search box contains the text 'Sales Order greater or equal to'. Below the search box is a table with columns: 'Sales Order', 'Sold-To', 'Sort Name', and 'Bill-To'. The table contains several rows of data. To the right of the table, an 'Actions' dropdown menu is open, showing a list of actions categorized into 'Individual' and 'Bulk'. The 'Bulk' section is highlighted, and the 'Allocate' action is selected.

Sales Order	Sold-To	Sort Name	Bill-To
SO031191	31C1003	Sanitarium Health F...	31C1003
SO041191	31C1003	Sanitarium Health F...	31C1003
SO041801	10C1000	LTZ Retail	10C1000
SO041802	10C1000	LTZ Retail	10C1000
SO041803	10C1000	LTZ Retail	10C1000
SO041804	30C1001	Medical Products Co...	30C1001

Actions dropdown menu:

- Individual
 - Pick Allocated
 - Ship Allocated
 - Copy
 - Copy to Quote
- Bulk
 - Allocate**
 - Confirm
 - Reprice
 - Check Credit
 - Revalue Cost

1. For bulk actions, make sure the hybrid view is in browse-only view mode.
2. Use the Search box to build criteria for filtering.
3. From the Actions drop-down, choose a bulk action.
4. In the modal dialog, set any options in the Options panel and click Continue.

The system displays all the records (or lines) that meet the criteria.

5. Select the specific records (or lines) to which you want to apply the action.

The displayed records (or lines) not only meet the search criteria, but also meet the required criteria for the action.

6. If you want to do simulation before confirming the action, click the Simulate button.

The system displays the simulation results.

- If the simulation results show a success, all the selected records (or lines) are confirmed for the action.

- When conflicts exist, the system displays an error message.

7. To submit the action, click the Submit button.

The action is now applied to the selected records (or lines).

Stored Views

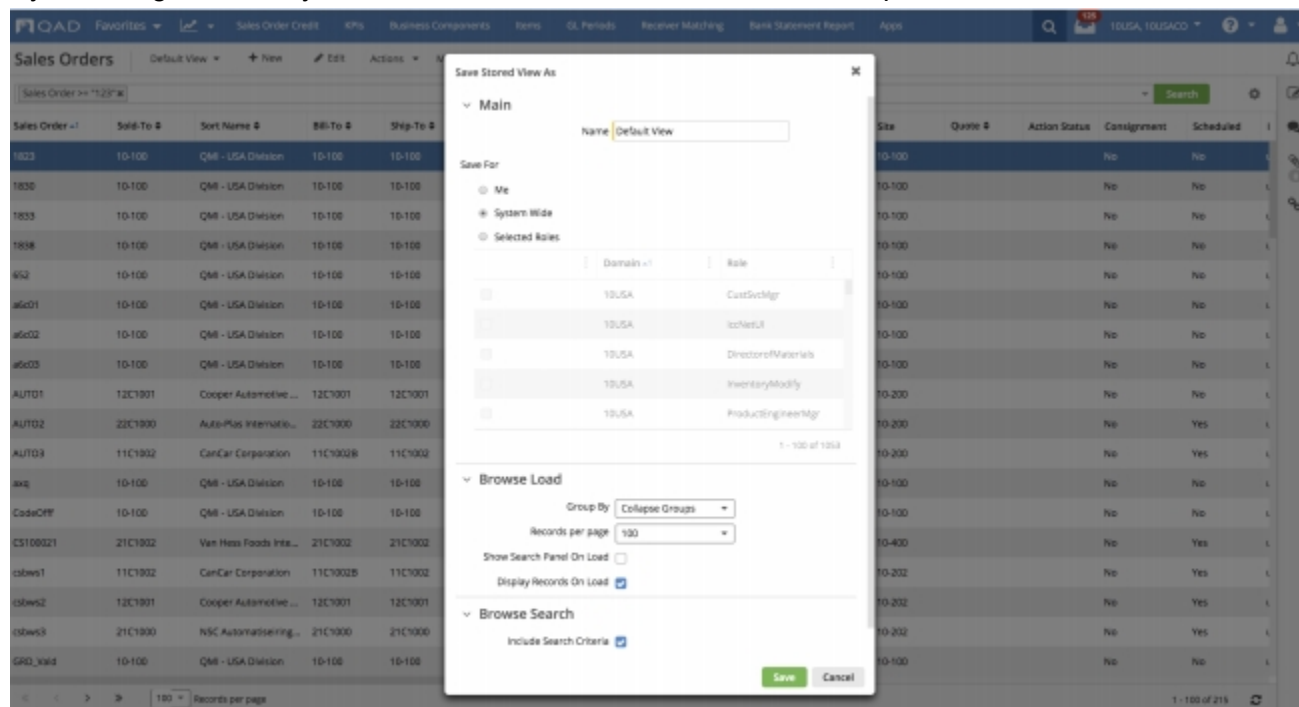
You can modify a view and then save it for later use as a stored view.

QAD includes a Default View, and from that drop-down you can select other stored views:



The drop-down displays the name of the currently selected stored view.

By selecting Save As, you can save a new stored view and select options for it:



Aspects of a view you can modify include the grid columns, grid search conditions, and form panels. After configuring a view, you can save it as a stored view from the drop-down located next to the view title. Once saved, a stored view is available from a pull-down menu located next to the view title.

Stored views can be made available just to you, can be shared with selected roles, or can be made available to everyone on the system.

Some views include predefined views for your convenience. For example, Sales Orders includes a Quick Order view that includes only the panels that contain required fields, while the Default View includes all of the panels. Security settings can limit what a given role can see and update, tailoring access for that role.

When you access the system, the last-used stored view will display. However, when you first access the system, the first stored view for your role in alphabetical order is displayed. If your current role does not have a stored view associated with it, the system view is displayed. If a system view is not available, the QAD default view is displayed. If there is more than one QAD default view, the first view in alphabetical order is displayed.

If you customize a view (such as the sort, search, columns, and panels), the customized view will be used only for the single use unless the view is saved as a stored view.

Browse Load

The Browse Load settings include:

Group By

From the drop-down, choose Collapse Groups to have any groupings collapsed by default. Choose Expand Groups to have any groupings expanded by default.

Records per page

Specify the records per page that will be loaded for the browse (default is 100).

Show Search Panel On Load

Select to have the browse search panel open automatically so that you can quickly enter search criteria.

Display Records On Load

Select to have records displayed automatically (the default). In the case of browses with many records to which you will want to apply your own search criteria, you might want to clear this option so that no records are loaded initially.

Browse Search

You can specify search settings and include those settings as part of a stored view. The search criteria are then applied to the browse automatically for the stored view.

Include Search Criteria

Select to include the current search criteria on the browse as the default search criteria for the stored view.

Activity

With the Activity panel, you can see a history of transactions and follow the things you care about most. You can comment on activity in a way similar to how you use social media. The system can track field changes, comments, and attachment uploads for the current record (such as a field) and displays them in the Activity panel.

From a form, open the Activity panel on the right side of the page by clicking on the Activity icon along the right.

You can add comments directly to the activity feeds, and mention the names of other users in the comments by first typing the @ symbol.

Tagged users receive Inbox notifications that they have been mentioned in a comment. They can then go directly from their Inbox notification to the form and its activity panel. They can also simply reply to the Inbox notification.

You can see these event changes in a view form's Activity panel and also in the Inbox.

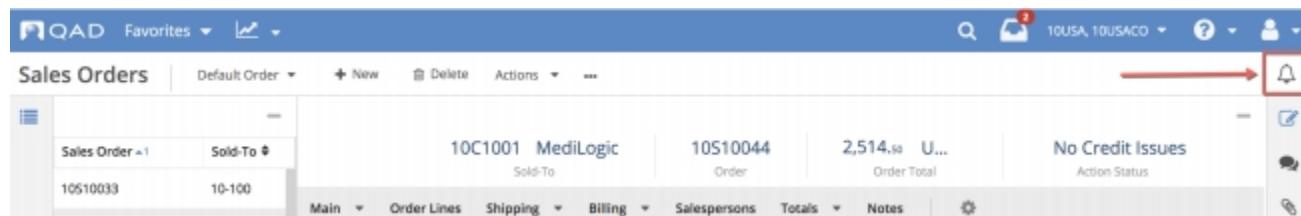
An administrator can configure which fields can be tracked using the Administration > Activity Tracking menu.



Click for video on activity tracking.

Alerts

You can create alerts for selected views, as defined by your administrator. A bell icon is included in the upper right corner of views that are enabled for alerts. Click on the bell icon to open the Alerts pop-up window, where you can create your own alerts.



Note: An administrator can also create alerts and assign them to you. To modify these alerts, contact your administrator. For administrators, see [Alerts on page 1000](#).

You can select whether you want to receive alert notifications from your user profile settings. See [Profile on page 75](#).

The Alerts pop-up window includes the following:

Main

Alert

Enter a name for the alert.

Alert Label

(Reserved for future use.) Select a label for the alert name.

Business Component

Select the business component for which you want to define an alert. Only business components with activity tracking enabled are listed.

Conditions

You can have alerts about changes to fields, and alerts for when specific conditions are met. In the Conditions panel, define the conditions to use for getting alerts when conditions are met.

Click New to define a condition.

Field: select a field from the business component.

Operator: select from the following: equals, does not equal, contains, not contains, range, greater than, greater or equal to, less than, less or equal to, in list, not in list, starts with, ends with, is null, is not null. For operator that require one value, use the Value1 field. For operators that require two values, use the Value1 and Value2 fields.

Value1: Select from available values or click the toggle icon to select available fields.

Value2: For operators that require two values, select from available values or click the toggle icon to select available fields.

Send alerts about changes to fields

From the drop-down, select *Send alerts about changes to fields* to get notifications about any changes to field values. In the Field Changes panel, select the fields for which you want notifications.

Send alert when conditions are met

From the drop-down, select *Send alert when conditions are met* to define a message and notification delivery options for when the specified conditions are met. In the Message and Notification Options panels, define the message content and delivery options.

Field Changes

This panel is displayed if *Send alerts about changes to fields* is selected.

In the grid, select the fields for which you want alerts for field value changes. Note that only fields that are enabled for activity tracking are available for alerts.

Message

This panel is displayed if *Send alert when conditions are met* is selected.

Enter the message text. To include field values, click Include Field and select from the business component fields. The field is included in the text in the `${field_name}` format, indicating that the field value will be included in the text.

Notification Options

This panel is displayed if *Send alert when conditions are met* is selected.

Delivery

Select *Immediate (when conditions are first met)* to have the notification sent as soon as conditions are met. Select Repeat to repeat sending the notification while the conditions are met for the specified Days, Hours, and Minutes.

Select *Delayed (after conditions are still true)* to have the message sent after a time delay (in Days, Hours, and Minutes). Select Repeat to repeat sending the notification while the conditions are still true for the specified Days, Hours, and Minutes.

Select *Relative (before or after a variable date)* to have the notification sent within a specified time (in Days, Hours, and Minutes) before or after a date provided by selected date field. Select Repeat to repeat sending the notification for the specified Days, Hours, and Minutes.

Repeat

Depending on the Delivery option selected, specify how often to repeat the notification in Days, Hours, and Minutes.

Attachments

You can attach files to views to keep relevant documents together for a particular transaction. For example, you can attach spreadsheets, Word documents, and PDFs to a sales order.

- To attach a file, open the attachments panel by clicking on the paper clip icon.
- Drag the attachment to the attachments drop area, or click Upload to select the attachments.
- To view an attachment, in the Attachments panel, click on the attachment title to download and view the file.
- Right-click on the attachment to delete the attachment, view its properties, or download it.

Drill Down Links

Selected views such as Sales Orders include the drill-down links feature. By clicking on the link icon located on the right side of the view, you can quickly access browses related to data in the currently selected record.

The screenshot shows the QAD Sales Orders web interface. The top navigation bar includes the QAD logo, Favorites, and various menu items like Sales Order Credit, KPIs, Business Components, Items, GL Periods, and More. A search bar is also present. Below the navigation bar, the 'Sales Orders' view is active, showing a table of sales orders. The table has columns for Sales Order #, Sold-To #, Sort Name #, Bill-To #, Ship-To #, Order Date, Due Date, Purchase Order #, and Salespers. The first row is highlighted in blue. To the right of the table, there is a 'Drill-Down Links' sidebar. This sidebar contains a 'Browses' section with a list of links, each with a small icon and a plus sign. The links include Sales Order Detail, Sales Order Gross Margin, Contacts, Customer, Customer Ship-To's, Sales Quantity by Month, Sales by Customer, Customers, Invoice History, Sales Order Credit, Cust Ship-To Addresses, and Sales Orders to Ship. The bottom of the interface shows a pagination bar with '100' records per page and '1 - 100 of 215' total records.

Sales Order #	Sold-To #	Sort Name #	Bill-To #	Ship-To #	Order Date	Due Date	Purchase Order #	Salespers
1823	10-100	QMI - USA Division	10-100	10-100	2/17/2019	2/18/2019		
1830	10-100	QMI - USA Division	10-100	10-100	2/13/2019	2/14/2019		
1833	10-100	QMI - USA Division	10-100	10-100	2/12/2019	2/13/2019		
1838	10-100	QMI - USA Division	10-100	10-100	2/14/2019	2/15/2019		
652	10-100	QMI - USA Division	10-100	10-100	2/14/2019	2/15/2019		
a6c01	10-100	QMI - USA Division	10-100	10-100	9/21/2018	9/22/2018		
a6c02	10-100	QMI - USA Division	10-100	10-100	9/21/2018	9/22/2018		
a6c03	10-100	QMI - USA Division	10-100	10-100	9/21/2018	9/22/2018		
AUTO1	12C1001	Cooper Automotive ...	12C1001	12C1001	5/10/2010	2/27/2018		12SP02
AUTO2	22C1000	Auto-Plus Internatio...	22C1000	22C1000	5/10/2010			22SP01
AUTO3	11C1002	CanCar Corporation	11C1002B	11C1002	7/12/2017			11SP01
axq	10-100	QMI - USA Division	10-100	10-100	2/5/2019	2/6/2019	axq	
CodeOff	10-100	QMI - USA Division	10-100	10-100	2/1/2019	2/2/2019		

For example, if you have Sales Orders open and are working on a particular order, you can quickly open the Sales Order Credit browse for the Bill-To of the order.

You can configure which drill-down links display by clicking the gear icon, and then removing (or adding) from the available drill-down links.

The screenshot displays the QAD Sales Orders interface. At the top, there is a navigation bar with tabs for Favorites, Sales Order Credit, KPIs, Business Components, Items, GL Periods, and More. Below this is a search bar and a 'Sales Orders' header with options for Default View, New, Edit, Actions, and More. A search filter 'Sales Order >= 123' is applied. The main table lists sales orders with columns: Sales Order #, Sold-To, Sort Name, Bill-To, Ship-To, Order Date, Due Date, Purchase Order, and Salespers. The table contains 15 rows of data, including orders 1823, 1830, 1833, 1838, 652, a6c01, a6c02, a6c03, AUTO1, AUTO2, AUTO3, axq, and CodeOff. A 'Configure Drill-Down Links' dialog box is open on the right, showing a list of links to be configured. The dialog has a title bar 'Configure Drill-Down Links' and a close button. It contains a section 'Browses' with a list of links, each with a checkbox. The links are: Sales Order Detail, Sales Order Gross M, Contacts, Customer, Customer Ship-To's, Sales Quantity by Mc, Sales by Customer, Customers, Invoice History, Sales Order Credit, and Cust Ship-To Address. The 'Apply' button is at the bottom of the dialog. The background table is dimmed.

Sales Order #	Sold-To	Sort Name	Bill-To	Ship-To	Order Date	Due Date	Purchase Order	Salespers
1823	10-100	QMI - USA Division	10-100	10-100	2/17/2019	2/18/2019		
1830	10-100	QMI - USA Division	10-100	10-100	2/13/2019	2/14/2019		
1833	10-100	QMI - USA Division	10-100	10-100	2/12/2019	2/13/2019		
1838	10-100	QMI - USA Division	10-100	10-100	2/14/2019	2/15/2019		
652	10-100	QMI - USA Division	10-100	10-100	2/14/2019	2/15/2019		
a6c01	10-100	QMI - USA Division	10-100	10-100	9/21/2018	9/22/2018		
a6c02	10-100	QMI - USA Division	10-100	10-100	9/21/2018	9/22/2018		
a6c03	10-100	QMI - USA Division	10-100	10-100	9/21/2018	9/22/2018		
AUTO1	12C1001	Cooper Automotive ...	12C1001	12C1001	5/10/2010	2/27/2018		12SP02
AUTO2	22C1000	Auto-Plus Internatio...	22C1000	22C1000	5/10/2010			22SP01
AUTO3	11C1002	CanCar Corporation	11C1002B	11C1002	7/12/2017			11SP01
axq	10-100	QMI - USA Division	10-100	10-100	2/5/2019	2/6/2019	axq	
CodeOff	10-100	QMI - USA Division	10-100	10-100	2/1/2019	2/2/2019		

100 Records per page 1 - 100 of 215

Configure Drill-Down Links

- ☒ Browses
 - ☒ Sales Order Detail
 - ☒ Sales Order Gross M
 - ☒ Contacts
 - ☒ Customer
 - ☒ Customer Ship-To's
 - ☒ Sales Quantity by Mc
 - ☒ Sales by Customer
 - ☒ Customers
 - ☒ Invoice History
 - ☒ Sales Order Credit
 - ☒ Cust Ship-To Address

Apply

Messages

Information and warning messages provide feedback as you enter data.

Information and warning messages are displayed in a Messages panel, which reduces potential distractions during data entry while improving message accessibility.

While working in a form, you can quickly access the messages panel by clicking on the messages icon located on the right side of the view.

To reduce clutter, you can clear currently displayed messages by clicking on the Clear All button located in the lower right corner of the Messages pael.

Note that error messages are displayed at the bottom of the form, in an Errors grid.

Reports

You can run reports using the report viewer. When you first open a report, complete the Settings and Filter panels. Next, click Run to run the report right away or schedule the report to be delivered in your Inbox using Schedule > Schedule Report.

The screenshot shows the QAD Item Rankings report interface. The top navigation bar includes 'QAD', 'Favorites', and various report categories like 'Sales Order Credit', 'KPIs', 'Business Components', 'Items', 'GL Periods', and 'More'. The main header for the report is 'Item Rankings', with sub-headers for 'Default Report', 'Schedule', 'Burst Settings', and 'More'. The 'Settings' panel is expanded, showing three sub-sections: 'Format', 'Date Display', and 'Decimal Display'. The 'Filter' panel is also expanded, showing a table of filter criteria with columns for the filter name, operator, value, and a 'Reset' button. The 'Run' button is visible at the bottom right of the filter panel.

Settings			
Format			
File Type	PDF	Language	English (United States)
Filter Criteria Display	Footer	Layout	Item Ranking Report
Date Display			
Short Date Format	M/d/yyyy		
Date Separator	/		
Decimal Display			
Decimal Separator	.	Grouping Separator	,
Decimal Digits	2	Digit Grouping	123 456 789
Filter			
Item Number	equals		Reset
Product Line	equals		
YTD Quantity	range	-999,999,999	999,999,999
YTD Sales	range	-999,999,999	999,999,999
YTD Cost	range	-999,999,999.00	999,999,999.00

Some reports can take time to render. After you hit the Run button, a new tab opens with options for viewing the report or having the report sent to your Inbox.

You can save a report with its current settings and filter by using the stored reports drop-down option.

Report Viewer Settings and Filter

The **Settings** panel, which is closed by default, includes panels for Format, Date Display, and Decimal Display settings.

In **Format**:

- **File Type** The default file type is PDF but you can specify Excel (.xlsx) instead. For Excel, also set Layout (if active) to Excel Layout. If the file type is Excel, when you run the report, the browser simply begins downloading the Excel file.
- **Filter Criteria Display** Select whether filter criteria is included on footer or header of the report.
- **Language** Select the language of the report.
- **Layout** Select the layout for the report if multiple layouts have been specified in the report definition. (Otherwise, this field is not active.)

Date Display

In **Date Display**:

- **Short Date Format** Specifies the short date format string used for formatting date values. For example: M/d/yyyy.

- *Date Separator* Specifies the separator character to use for date formats (for example: /).

Decimal Display

In Decimal Display:

- *Decimal Separator* Specifies the character for the decimal point (for example, . or ,) for numeric values.
- *Decimal Digits* Integer value that specifies the number of decimal values to display after the decimal point for numeric values.
- *Grouping Separator* Specifies the character to use for the thousands (for example: ,) for numeric values.
- *Digit Grouping* Specifies the number of digits to use for grouping digits in numeric values. For example, in the United States, three digits is a group for thousands, millions, and billions.

Filter

The **Filter** panel, which is open by default, includes the criteria for the data used in the report.

Stored Reports

For the currently selected report, you can save it as a stored report in a similar way that you can use the stored views feature.

Initially, when you select a report, the Default Report is displayed.

After configuring a report, you can save it as a stored report by selecting Save As and completing the following modal dialog.

Once saved, a stored report is available from a pull-down menu located next to the report title. Stored reports can be made available just to you or can be made available to everyone on the system.

For first time access, the Default Report is displayed. If there is more than one QAD default report, the first report in alphabetical order is displayed.

Scheduled Reports

To schedule a report run, choose Schedule > Schedule Report and specify the settings in the Schedule Report modal window.

Also, from the Schedule drop-down, you can choose View Schedule and View History:

- View Schedule opens the Scheduled Report browse grid in an overlay window displaying on the Scheduled Report browse.
- View History opens the Scheduled Report History browse grid in an overlay window displaying the Scheduled Report History browse.

General

In General:

- *Description* Enter a short, meaningful description of the scheduled report for batch delivery.
- *Batch ID* Specify the batch ID for the scheduled report. The batch ID is created by the administrator in Batch ID Maintenance (36.14.1) on the QAD .NET UI and determines when and how often the report will be run on the report server. It is important that the administrator provide batch IDs with meaningful names (such as "Nightly").

- *Printer* If you want to have the scheduled report printed, specify a printer to send the report to. (The printers available from the pull-down list are set up by the administrator.)

Report Output

In Report Output:

- *Save Report Output* This option directs the report server to send the scheduled report output file to the document service. In QAD Web UI, this option is selected by default.
- *Server Report Output* Indicates the output file path on the server. (Note for administrators: the default is specified by the `OutputFilePath` setting in the `client-session.xml` configuration file. This field is only for administrators in the `rptAdmin` role.)
- *Output File Name* Indicates the output file name. (Note for administrators: the default is specified by the `OutputFileName` setting in the `client-session.xml` configuration file. The setting `$DATE_TIME` defaults to the `yyyyMMddhhmmssffffff` format. This field is only for administrators in the `rptAdmin` role.)

Report Delivery

In Report Delivery:

- *Sent To* Enter a comma-separated list of email addresses and user IDs. Reports are delivered to QAD Web UI Inbox as messages including links to reports.
- *Send As Attachment* Specifies whether to include the report file as an attachment. (The notification message will always include a link to the report located on the server.) For security reasons, QAD recommends just sending a link to the report, but some situations can require that the report be included as an attachment. This setting is off by default.

Burst Settings

The report bursting option is available to administrators (that is, administrators in the `rptAdmin` role) when the report bursting feature is configured on the server. In this case, the Burst Settings option will be available.

In **Report Burst Settings**, set the following:

- *Description* An optional description of the burst. The description is included in burst driver report output as well as in the description of each scheduled target report.

Report Routing

- *Printer* A UNC printer name visible on the report servers if it is desired to print the target reports. If Auto Route is selected, dynamic settings are used for this burst and this setting is ignored. Note that because bursts can create a large volume of report output, users must exercise caution when specifying printers.
- *Send To* A comma-separated list of e-mail addresses to which the output of the burst target reports is sent. If Auto Route is selected, dynamic settings are being used for this burst and this setting is ignored.
- *Save Report Output* If selected, the output of each target report is saved as a file in the report servers document storage. It is recommended to select this if you want to preserve the target report output, which can be viewed using Scheduled Report History Browse. If Auto Route is selected, dynamic settings are being used for this burst and this setting is ignored.
- *Auto Route* If selected, then dynamic report settings are used.

- *Repository* Specifies the repository to use for dynamic report burst settings. Currently only Progress Repository is supported. This field is only enabled if the Auto Route check box is selected. If no dynamic setting lookup is to be attempted, clear the Auto Route check box. Note that if dynamic settings are used, the logic must first be written and deployed (see *QAD Reporting Framework User Guide* for details).

Report Splitting

- *Split Report* Specifies whether to perform report splitting.
- *Split By Field* If report splitting is selected in Split Report, set Split By Field to the data field name in the report data set that is desired to split by. For example, if a report data set contains one record per sales order line, and the split field is chosen to be the sales order number, then the burst splits the data such that one target report per sales order is created.

Status Report for Burst

- *Send To* A comma-separated list of e-mail addresses to which the output of the burst driver report is sent.

Burst Scheduling

- *Run As Burst When Scheduled* If selected, triggers this report to be run as a scheduled burst if the report is scheduled. This setting has no effect if the Run button is invoked to run an immediate burst, and also has no effect (nor will the other burst settings) if the regular Run button is invoked to run the report in regular non-burst fashion.

Click Run to run the report burst as specified.

Security

The security and related internal controls operating in your system must be viewed within the context of your organization's overall security framework.

To assure the confidentiality, integrity, and availability of your data, QAD includes:

- **User and Role Security** — A user and role-based security model to manage who can access data and functionality based on role, entity, domain, and workspace.
- **System Security** — Secure management of servers, databases, user synchronization, and user authentication.
- **Internal Controls** — Mechanisms to help organizations comply with legal or regulatory requirements.

As a QAD Web UI user, you are able to access different areas of the system based on the roles to which you have been assigned. System roles are created to perform different job functions and those roles have defined permissions to carry out those functions. Users are assigned to roles, which gives them access to the areas of the system for which their roles are authorized. You cannot view areas of the system that your role does not have the permission to access.

Most aspects of security should be invisible to the end user of the system. One area that does impact users is record-level security, which allows for restricted user access to individual records. Users with full access, meaning they can view, edit, and delete a record, can share that record with other users through the Share option in the More menu. Users can define who can access the record and what level of access those users have.

When record-level security is active, users must be granted access to individual records while the roles to which the users belong must have access to the business component itself. Permission to access a security-enabled record does not grant access to a business component.

For more information about security, please see the *QAD Security Administration Guide*, located in the [QAD Document Library](#).

For reference information about security functions for administrators using the QAD Web UI, also see Security on page 1017.

Approval Delegation

Using Approval Delegation, you can delegate approvals to other users. You can define whom you want to delegate approvals to, and under what conditions and when the delegation is effective.

Click the User Options icon and choose Approval Delegation. Set approval delegations on the Approval Delegation Settings window.

Approval Delegation Settings

▼ Main

Delegation Active ☒

Start Date 10/17/2016

End Date 10/31/2016

▼ Delegate To Approvers

New Delete

Approval Type	Route Code	Route Description	Approver	Approver Name
Supplier Payment Selection	SI-Route1	For total price 10K~20K	mfg	mfg

Save Close

Approval Delegation Fields

Main

Delegation Active

Indicate whether to enable the Approval Delegation functionality for you.

Start Date

Specify the start date when the delegation starts to be effective.

End Date

Specify the end date when the delegation stops being effective.

Delegate To Approvers

Approval Type

Specify the approval type for which the delegation is set.

Route Code

Specify the route for which the delegation is set.

Approver

Specify the approver whom you want to delegate the approvals to.

Future Approvals

Using Future Approvals, you can view approval processes that are in progress and require your approval in the future.

Click the User Options icon and choose Future Approvals. The system then displays the Future Approvals browse. The Future Approvals browse lists all approvals that are pending for your approval or require your approval in the future, even though they are at an approval step for someone else.

Future Approvals | Default View ▾ ...

Document ID greater or equal to

Approval Type	Document ID	Description	Workspace	Submitted Date	Submitted By	Current Approver
Purchase Order Approval	PO-tst03		10USA	10/18/2017	MFG Super User	QAD Super User
Purchase Order Approval	PO-104		10USA	10/5/2017	MFG Super User	QAD Super User
Purchase Order Approval	PO-103		10USA	10/5/2017	MFG Super User	QAD Super User,Demo Super User
Purchase Order Approval	PO-102		10USA	10/5/2017	MFG Super User	QAD Super User,Demo Super User
Purchase Order Approval	PO-101		10USA	10/5/2017	MFG Super User	QAD Super User,Demo Super User
Purchase Order Approval	PO-eac02		10USA	10/3/2017	MFG Super User	QAD Super User,Demo Super User
Purchase Order Approval	PO-eac01		10USA	10/3/2017	MFG Super User	QAD Super User,Demo Super User
Supplier Invoice Approval	SI-002	SI-002 10S1 ...	10USA, 10USACO	10/3/2017	MFG Super User	Demo Super User
Supplier Payment Selection Approval	SP-001		10USACO	10/3/2017	MFG Super User	Demo Super User

Records per page: 100 | Viewing 1 - 9 of 9

Double-click a record to open the Details screen, and you can view all information of the approval process.

Future Approvals | Default View ▾ ...

Approval Type	Selection Code	Approval Type	Show More
Purchase Order Approval	SP-001	Supplier Payment Selection Approval	
Purchase Order Approval			
Purchase Order Approval			
Purchase Order Approval			
Purchase Order Approval			
Purchase Order Approval			
Purchase Order Approval			
Purchase Order Approval			
Supplier Invoice Approval			
Supplier Payment Selection Approval			

Main | Supplier Payments | Approvers

> Main

> Supplier Payments

▼ Approvers

Name	Role	Approval Status	Comments
Demo Super User	SuperUser	Pending	
QAD Super User	CustomerNotify	Pending	

Approve Deny

If the Early Approval option is selected in Approval Configuration for this entity, action buttons are displayed at the bottom of the Details screen and you can choose an action. After the approval request is approved or denied, the system closes the pending tasks and sets the status of the approvers who are before you in the sequence to Skipped. The system also sends notifications to the skipped approvers, informing them of the action.

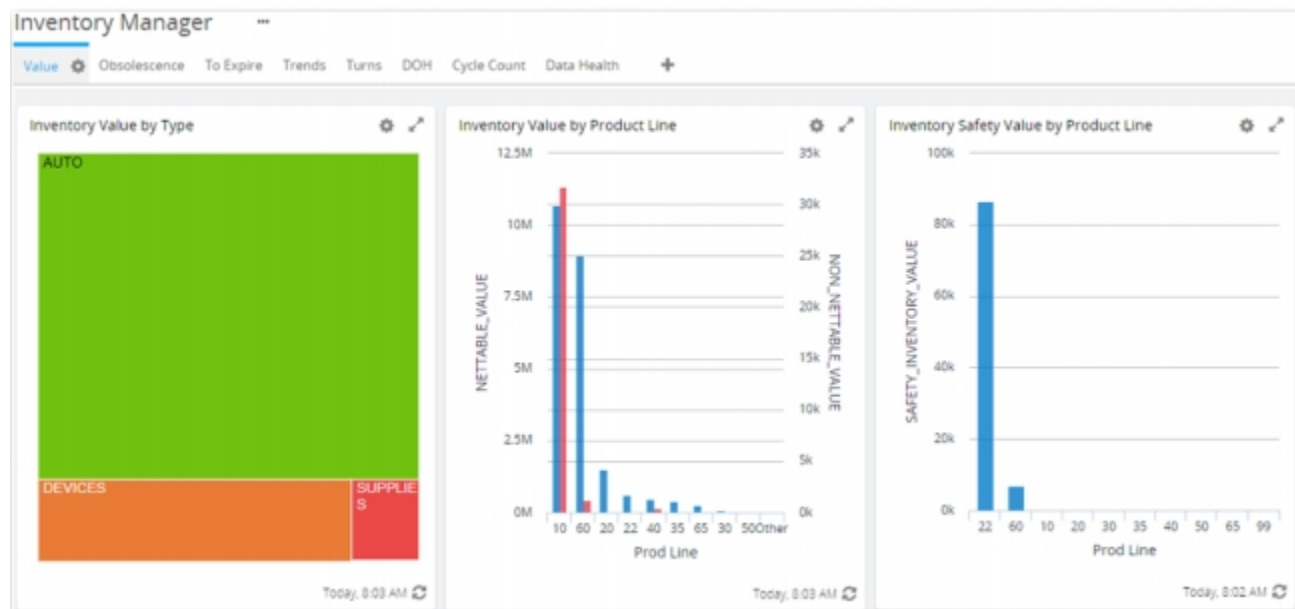
Action Centers

Action Centers provide managers with insights into their business in a visual format. They offer next-generation analytics, which allow managers to monitor KPIs that provide insights into particular areas of responsibility.

The KPIs are based on operational or financial browses and Financial Report Writer (FRW) KPIs created in the .NET UI, and on browses built using the Component Builder functionality. There is also a browse available that is based on operational metric history. They provide slice and dice capabilities, so that you can modify the data output according to your needs. These embedded analytics read the data directly from the core ERP system in real time or daily, depending on your needs.

Visuals are graphical representations of the KPI data in chart or table form. After you create a visual, you can publish it to the Action Center Gallery. You can then create an action center with multiple tabs, each of which contains multiple KPI visuals. You can create personal action centers, and administrators can create shared action centers for distribution to a number of users, based on a user role.

To view an action center, click the Action Centers and Dashboards menu from the menu bar. This menu includes the available action centers and published dashboards. Select an action center from the list. The Web UI includes a number of predefined action centers such as the Inventory Manager action center.



KPIs

This section describes what a KPI is and how you can use the KPIs view to create a KPI definition. You can then use the KPI definitions to create, save, and publish action center visuals.

Summary Panel

The Summary panel includes the KPI name and the app URI (unique resource identifier) related to the KPI.

Main Panel

KPI

A unique name for the KPI.

Important! The name must not contain any of the following special characters: backslash (\), quote ("), or pipe (|).

Type

The type of KPI. To create a KPI based on an operational browse, the operational metrics history browse (urn:browse:mfg:an004), a financial browse, or a browse built using the Entity Builder functionality, select Browse. To create a KPI based on an FRW KPI, select Financial Report Writer. Depending on the value that you select for this field, the Browse panel or FRW panel opens in the KPI form.

Data Source

The source browse or FRW KPI on which the action center KPI is based. When selecting a browse data source, a list of all of the browses that exist in the ERP system and are available in the QAD Web UI is displayed. You can search based on the browse description or URI; the URI contains the browse code used in the .NET UI. When selecting an FRW data source, you can search based on the .NET KPI code or on other criteria. When you locate the browse or KPI, select it and click OK.

Before you select an FRW KPI, ensure that you have a complete understanding of its associated KPI elements and report cube analysis codes. You can use KPI Monitor (25.22.2.5) to view and analyze the source FRW KPI in the .NET UI. Information related to the cube, such as the reporting currency, applies to the KPI definition. For a detailed explanation of Financial Report Writer, see *QAD Financials User Guide*.

Data Source Label

This read-only field populates automatically based on the content of the Data Source field.

Filter by Current Workspace

When this field is selected, the scope of the KPI is restricted to the current domain or entity. All users of the KPI see data related to their current workspace only. When this field is not selected, the KPI can show the data of multiple domains or entities at the same time, depending on the domains or entities selection list in the Domains and Entities panel. The display of data is also constrained by a user's permissions to read data from the selected browse.

App Name

The app in which the KPI data is stored. This field is read only, and is set to the app selected as your default app in the Apps view.

App URI

A unique identifier for the app listed in the App Name field.

Browse Panel

The Browse panel opens when the Type field in the Main panel is set to Browse. The panel contains information that is only relevant when the KPI is based on an operational browse, a financial browse, or a browse built using the Entity Builder functionality. It allows you to control the browse results on which the KPI dataset is based.

The Configure button allows you to run the browse and refine the browse results using selection criteria in Configure Browse Data Source. After specifying the search criteria, click Search to verify that the browse returns the expected records. The number of lines returned appears at the bottom right of the window. For performance reasons, the maximum number of browse lines returned when the browse is run is set to 50000. If the search result exceeds 50000, the number of results is displayed as >=50000. To confirm the selection criteria, click OK. You can change the selection criteria at any time. If the search criteria includes a date, you can use a sliding date such as “this year” or “this quarter.”

Note: You can use the operational metrics history browse (urn:browse:mfg:an004) as the data source for your KPI definition. To select the metric that you want to use, configure this data source by filtering on the Metric field from the browse.

KPIs > Configure Browse Data Source

Metric History Default View More

Metric = "\$OPERATIONAL_INVOICES_VALUE" Snapshot Date range "1/1/2018" & "12/31/2018" Search

Metric Collection	Metric Group	Metric	Translation Term	Snapshot Date	Domain	Entity	Metric Value	Total Value	Minimum	Target 1	Target 2
\$[AR_OPERATIONS]	\$[CUSTOMER_INVOICE_ANALYSIS_CURRENT_Q]	\$[OPERATIONAL_INVOICES_VALUE]	Operational Invoices (Value)	1/23/2018	10USA	10USACO	1,847,371.67	1,864,143.06	0.0	50.0	80.0
\$[AR_OPERATIONS]	\$[CUSTOMER_INVOICE_ANALYSIS_CURRENT_Q]	\$[OPERATIONAL_INVOICES_VALUE]	Operational Invoices (Value)	2/22/2018	10USA	10USACO	2,091,716.92	2,107,694.35	0.0	50.0	80.0
\$[AR_OPERATIONS]	\$[CUSTOMER_INVOICE_ANALYSIS_CURRENT_Q]	\$[OPERATIONAL_INVOICES_VALUE]	Operational Invoices (Value)	3/21/2018	10USA	10USACO	3,155,403.81	3,172,572.68	0.0	50.0	80.0
\$[AR_OPERATIONS]	\$[CUSTOMER_INVOICE_ANALYSIS_CURRENT_Q]	\$[OPERATIONAL_INVOICES_VALUE]	Operational Invoices (Value)	3/23/2018	10USA	10USACO	3,155,403.81	3,172,572.68	0.0	50.0	80.0

Records per page 100 1 - 4 of 4 OK Cancel

Criteria

The filter criteria that you specified for the browse using the Configure option.

Lines Returned

The number of lines returned by the browse. If the number of lines exceeds 50000, this field is set to 50000.

Financial Report Writer Panel

The Financial Report Writer panel open when the Type field in the Main panel is set to Financial Report Writer; it contains information that is only relevant when the KPI is based on an FRW KPI.

You can specify the number of periods to take into account, and you can refresh the Fields and Entities lists based on the FRW report cube.

Number of Periods

The number of periods to which the KPI applies. This is a sliding date that is offset from the current period. You can specify up to 24 periods, which allows you to compare the current quarter with the same quarter from the previous year. If you specify a higher number of periods than are specified in the report cube, the additional periods are ignored. The default value for this field is 20.

Refresh

This button allows you to synchronize the Fields and Entities lists with the underlying FRW report cube. You must click this button before completing the Domains and Entities and Fields panels.

Domains and Entities Panel

The Domains and Entities panel allows you to select the domains or entities included in the KPI scope.

Depending on the KPI data source, you may be able to modify the selected domains or entities. Users of KPI visuals based on this KPI definition can only gather data from the selected domains or entities. Select all of the domains that all users of this KPI need. The smaller the selection, the faster the KPI reads the data. Ensure that you do not select domains that are not expected to be in the data analysis. You can change the selection of domains or entities at any time.

If the Filter by Current Workspace field in the Main panel is selected, then the KPI only includes data from the current domain or entity, regardless of the settings in the Domains and Entities panel. Similarly, if you or subsequent viewers of the KPI do not have access to a particular domain or entity in the .NET UI, then the KPI does not include data from that workspace, regardless of the settings in this panel. Access to read data from the selected browse or FRW KPI definition is also constrained by user role permissions.

If the Filter by Current Workspace field in the Main panel is clear, then the browse or FRW KPI reads the combined data from all domains or entities selected in the Domains or Entities sub-panel.

The content of the Browse by Domain and Browse by Entity fields depends on the KPI data source. If the data source is a browse, then the field values default from the browse settings and are disabled. If the data source is an FRW cube, then these fields are not visible in the UI.

Browse By Domain

This is a read-only field based on the data source. It is selected for operational browses. When the field is selected, you can update the Domains sub-panel.

Browse By Entity

This is a read-only field based on the data source. It is selected for financial browses. When the field is selected, you can update the Entities sub-panel.

Domains Sub-Panel

The Domains sub-panel opens when the KPI is based on an operational browse data source.

Select the domains that you want to include in the KPI scope; only data from the selected domains is made available for the KPI. These selections are only taken into account if the Filter by Current Workspace field in the Main panel is not selected.

Sync

Click the Sync option above the grid to synchronize the grid contents with the system's current list of domains. This action allows you to take into account any domains that have been added or removed.

Entities Panel

The Entities sub-panel opens when the KPI is based on a financial browse or on an FRW data source.

Select the entities that you want to include in the KPI scope; only data from selected entities is made available for the KPI. These selections are only taken into account if the Filter by Current Workspace field in the Main panel is not selected.

If you selected an FRW KPI as the data source, click the Refresh button in the Financial Report Writer panel to update the Entities grid before selecting entities. Click Refresh to display all of the entities in the report cube that you defined in the source FRW KPI.

Sync

Click the Sync option above the grid to synchronize the grid contents with the system's current list of domains. This action allows you to take into account any entities that have been added or removed.

Fields Panel

The Fields panel lists the available fields from the selected data source. Select the Active field for each field that you want to include in the result dataset for KPI analysis. You can select up to 20 fields, which should be sufficient to create a meaningful KPI. If you need to select more than 10 fields to gather the information for the KPI, consider breaking the KPI into multiple KPIs that are more specific.

Important! You can add a field to the list of active fields, or modify the Field Label or Field Format attributes of an active field, at any time. The data saved and displayed in Visuals, described in the Visuals section of the online help, updates to reflect this change. Note that this Visuals update can take some time to process. You can also remove a field from the list of active fields at any time. Any formula, filter, or unpublished visual that references the field is deleted. Published visuals that reference an inactive or modified field are still visible in action centers. However, they may not display the expected data because a field that is used in the visual is no longer accessible or has changed.

You can change the Field Label and Field Format values for each field. However, it may be useful to retain the original settings to maintain consistency with .NET browse data.

The Field Label values are displayed in the current user's language, and any visuals that the user creates include the field labels in that language. Currently, it's not possible for other users to view the same visual in another language. If you want to make a visual available in multiple languages, then you must create a separate KPI for each language and then create a visual based on each KPI.

The Field Format values determine the date and number formats that are used in any visuals that you create using the KPI. If you do not explicitly set the formats in this grid, then visuals include the formats that display best on the screen. It's important to note that the formats that you select here are static and do not update to reflect changes in other settings such as currency settings.

If you selected an FRW KPI as the data source, click the Refresh button in the Financial Report Writer panel to update the Fields grid before you select the active fields. The fields available for KPIs are always:

- **KPIElement.** The KPI element, listed in the KPI formula in the .NET UI, that applies to the relevant row in the dataset.
- **KPIElementLeaf.** The most detailed segment of the element in the FRW report tree. For example, the element is Net Sales and in the report tree, at the lowest child level of Net Sales; Gross Sales Domestic, Discounts Domestic, Gross Sales Abroad, and Discounts Abroad are element leaves.
- **LeafDescription.** The description of the report analysis code that is used as Element Leaf in the FRW report tree.

- Entity. This is a mandatory field in financial KPIs. It identifies the current workspace.
- GL. This is a chart of account (COA) element that may be relevant for the KPI.
- GLDescription
- Sub-Account. This is a COA element that may be relevant for the KPI.
- SubAccountDescription
- CostCenter. This is a COA element that may be relevant for the KPI.
- CostCenterDescription
- Project. This is a COA element that may be relevant for the KPI.
- ProjectDescription
- Currency. This is a COA element that may be relevant for the KPI.
- SAF1–SAF10. These are supplementary analysis fields that may be relevant for the KPI. Only select these fields if they apply to the particular KPI. If you select these fields when they are not relevant for the KPI, then no data is returned.
- SAF1Description–SAF10Description
- <KPI element1>–<KPI elementN>. <KPI element> represents the name of a KPI element in the FRW KPI.
- S1–S5. User-defined slicing categories in the FRW KPI. These slices are based on report analysis codes, and allow you to create groupings that are different from the standard COA groupings. Only select these fields if they apply to the particular KPI. If you select these fields when they are not relevant for the KPI, then no data is returned
- Year. The report year.
- ReportPeriod. The period number; for example, 01.
- ActualAmt
- BudgetAmt
- ReportQuarter
- Quarter. The quarter from the reporting calendar; for example, reporting periods 4–5–6 grouped results in the reporting quarter 2017–Q2.
- Period. The report Period formatted as YYYY–MM; for example, 2017–06.
- PeriodDays. The number of days in the period.
- QuarterDays. The number of days in the quarter.
- YearDays. The number of days in the year.
- QuarterClosingBal. The closing balance of the quarter for the reported GL segment.
- YearClosingBal. The closing balance of the year for the reported GL segment.
- QuarterOpeningBal. The opening balance of the quarter for the reported GL segment.
- YearOpeningBal. The opening balance of the year for the reported GL segment.
- CubeCode. The FRW report cube that the data is extracted from.

- **EntityPeriodKPI.** Calculates the KPI on the current entity and period only. The calculation is as defined in the formula on the FRW module (.NET).
- **EntityYearPeriod.** The concatenation of Entity Code, Year, and Period; for example, 10USACO-2017-06.
- **EntityYearQuarter.** The concatenation of Entity Code, Year, and Quarter; for example, 10USACO-2017-Q2.
- **AllEntitiesPeriodKPI.** Calculates the KPI for all entities marked as active in the Entities sub-panel. This is a standard calculated value available in the dataset.
- **AllEntitiesQuarterKPI.** Calculates the KPI for the quarter for all entities marked as active in the Entities sub-panel. This is a standard calculated value available in the dataset.
- **EntityQuarterKPI.** Calculates the KPI for the current entity over the quarter. This is a standard calculated value available in the dataset.
- **EntityPeriodBudgetKPI.** Calculates the KPI for the current entity and period using budgeted amounts instead of actual amounts. This is a standard calculated value available in the dataset. It only has values if the KPI is defined in FRW with a link to a budget.
- **PeriodStartDate**

Note: All year, quarter, and period fields follow the reporting calendar from the FRW cube.

It is recommended to always select Element, Year, Period, ActualAmount, EntityYearPeriod, and EntityPeriodKPI. These are the key elements of the KPI calculation in FRW, also. It is also recommended to give the field EntityPeriodKPI a label that reflects the actual KPI name.

Before you select the fields from the FRW KPI, you can use KPI Monitor (25.22.2.5) to check that the FRW KPI is set up correctly. You can also run Financial Report Run (25.16.20) to check the results of the KPI. Select the fields from the KPI that produce a dataset on which you can create KPI visuals.

Refresh Options Panel

The Refresh Options panel allows you to specify how often and by what method the KPI is refreshed with data.

Auto-Refresh

If you want the KPI to refresh automatically, then select this field. For performance reasons, your administrator determines the maximum number of KPIs for which you can enable the auto-refresh facility. The default maximum number is 30.

Refresh Rate

If you selected the Auto-Refresh option, then use this field to specify the frequency of the automatic refresh—daily, weekly, or monthly. To configure the exact time of the refresh, contact QAD Cloud Operations.

Allow Manual Refresh

If you want to enable manual refreshment of the KPI, then select this field. Provided that users have the requisite permissions, they can click the refresh icon available for action center visuals based on

the KPI. If it only makes sense to refresh a KPI at specific, predefined intervals; then do not select this option.

Since the refreshed data is visible for all users of the KPI, in some scenarios, you may not want users to perform a manual refresh. For example, you may want all users to see the same KPI values during the day and have the KPIs refreshed automatically overnight.

Visuals Panel

The Visuals panel allows you to generate a chart based on the KPI definition. It is only accessible after you save the settings in the other panels by clicking Save.

For more information, see: Visuals on page 112.

Visuals

After you save the settings in the other panels, the Visuals button becomes active. Click the Visuals button to review the data generated by the KPI definition in table form. Based on the data, you can create additional data and charts.

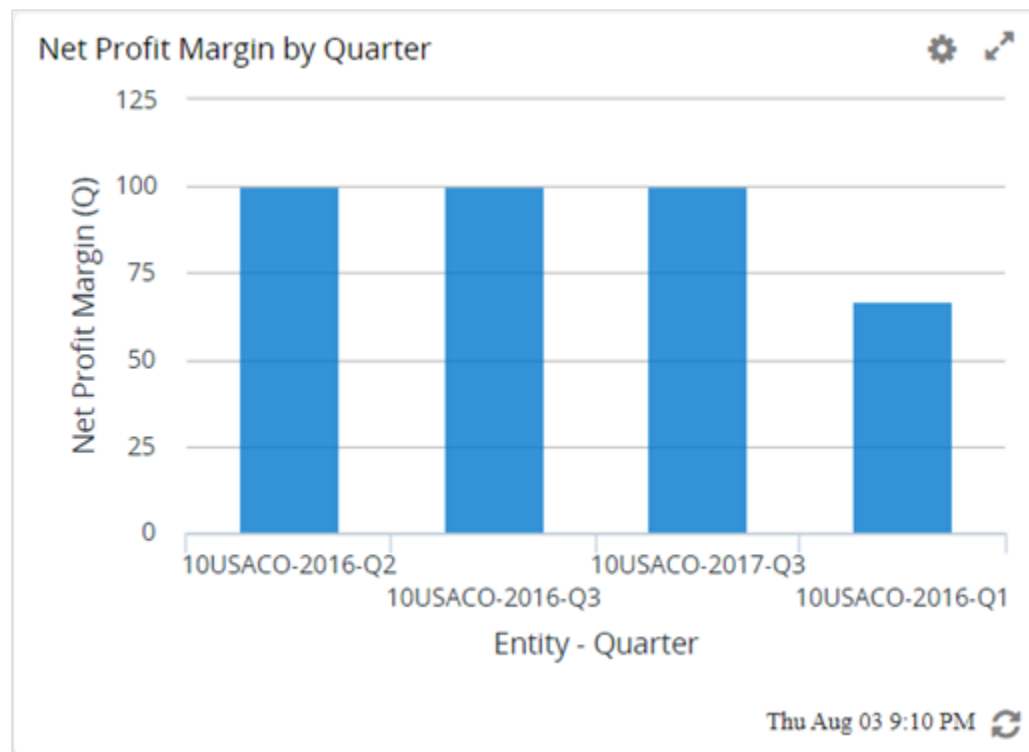
Important! If the number of browse lines returned by the KPI specification exceeds a specified threshold (configured by a system administrator), a warning appears when you click the Visuals button. The warning informs you that the data table in Visuals contains no more than the threshold number of lines. It also informs you that when you create and preview any charts in Visuals, the charts include the complete aggregated results, and are not limited by the threshold set for the browse lines.

Visuals

A visual is a chart based on a KPI definition. You can publish a visual to the gallery for inclusion in action centers. This section describes what a visual is and details how to use the fields in Visuals to create a visual from a KPI definition.

Visuals are graphical representations of KPI data in chart or in table form. You can choose the chart type, define the dimensions used for the chart, define aggregation types, make calculations with formulas, and apply additional filtering. You can also create cross-tables. You can create many different visuals from a single KPI definition and save these visuals in the KPI definition before publishing the visuals to the public gallery. After you publish the visuals to the gallery, you can include them in action centers.

Note: It is recommended that you save a single visual for a KPI definition at a time. You can then publish the visual to the gallery before removing it from the Visuals screen of the KPI definition and creating another visual. Saving multiple visuals to a KPI definition can impact performance.



Visuals, accessible from the Visuals button in the KPIs form for a saved KPI definition, allows you to review the data generated by a KPI. Based on the KPI definition, you can create additional data and visuals.

The Table panel contains a table visual displaying the data generated from the KPI configuration. Initially, the table visual contains:

- A column for each field that you selected in the Fields panel in the KPIs view.
- For KPI definitions based on a browse, TOTAL, MIN, and MAX columns for each column—selected field—that contains numeric data.

Note: Some numeric fields in a browse do not represent numbers that are useful for calculations, and so do not have accompanying TOTAL, MIN, and MAX aggregated fields. For example, “_line”

fields always hold sequence numbers to identify order lines, and creating calculations with these values does not make sense.

- For KPI definitions based on a browse, a Row Count column indicates the number of rows within a group when the table data is grouped using the Group Data option in the Visuals toolbar. When the table data is ungrouped, the Row Count values are always set to 1.
- For KPI definitions based on a browse, a Total of Row Count column, which contains the total number of records before the table data is grouped using the Group Data option.

The visuals toolbar allows you to add a formula to the table visual, filter the data in the table visual, and add a chart or cross-table visual. After you configure and preview a visual, the content in the data visual is automatically grouped based on the dimensions of the new visual and any other existing visuals. You can ungroup and group the data in the table visual using the Ungroup Data and Group Data options.

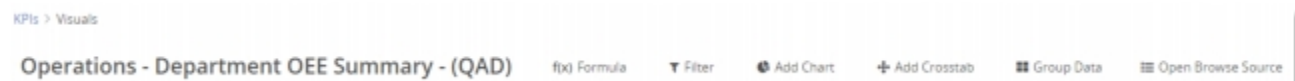
Visual options appear in the Table, Chart, and Crosstab panels, and allow you to perform certain actions on the visual. Depending on the type of visual and your permissions, you may be able to configure, publish, export, or delete the visual.

After you configure the settings in Visuals, you can save these settings by clicking Save. A Reset button is also available. The Reset button removes all of the settings in Visuals and saves this change.

Important! The Reset button allows you to clear all filters, formulas, table settings, charts, and cross-tables in Visuals. The reset allows you to start again with the data in the table, which is based on the KPI definition settings in the KPIs view. To avoid accidental resets, a warning is displayed when you click Reset.

Visuals Toolbar

The visuals toolbar includes the KPI code to uniquely identify the KPI, along with a number of options to build on the data generated by the KPI definition.



Click the Formula option to open the Formula area, where you can create formula columns to add to the table visual. Each new formula column contains a calculation based on existing table content.

Click the Filter option to open the Filter area, where you can filter the table content based on the values in one or more columns.

Click the Add Chart option to open the Chart panel, where you can configure a chart visual based on the table visual.

Click the Add Crosstab option to open the Crosstab panel, where you can configure a cross-table visual based on the table visual.

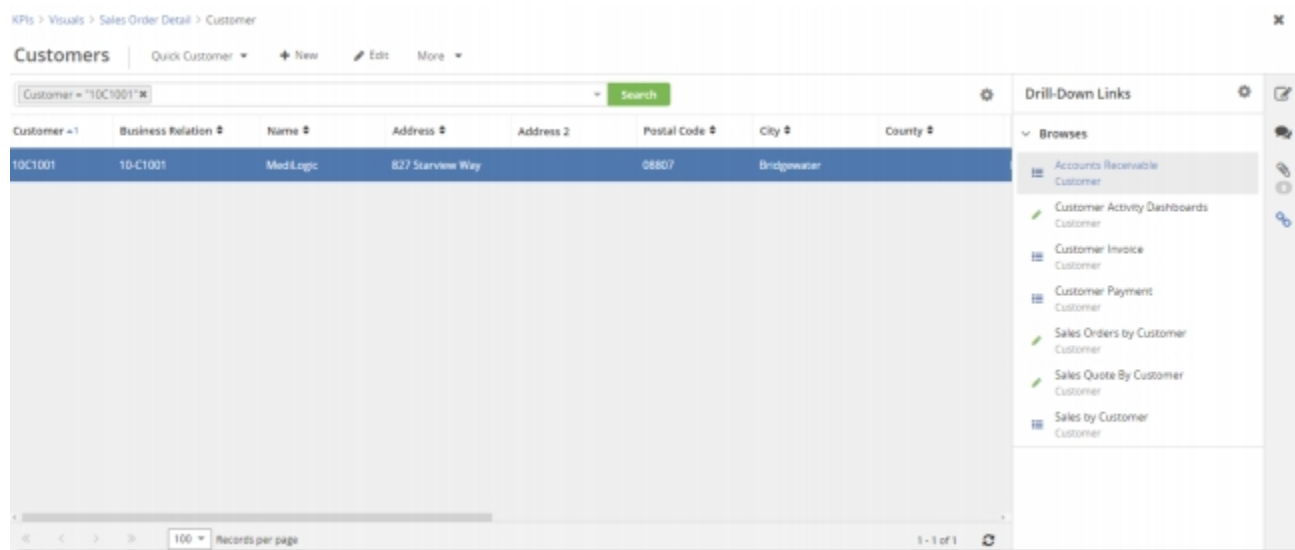
The Group Data option is available for KPI definitions based on a browse. It allows you to aggregate the data table content based on the dimensions of all of the charts and cross-tables created from the data table; if you have not specified any chart or cross-table settings, then the Group Data option has no effect. In addition to explicitly clicking Group Data, clicking the Preview button for a particular chart or cross-table configuration groups the data based on the settings for that visual and any other visuals associated with the KPI definition. When the data is grouped, the following columns display in the data table:

- Columns used in visuals
- Calculated columns (formulas) and their source columns, whether or not they are used in visuals

- Total, minimum, and maximum columns for numeric fields used in visuals, formulas, or filters
- A Row Count column that indicates the number of rows within a group
- A Total of Row Count column, which contains the total number of records before the table data is grouped using the Group Data option

The Ungroup Data option performs the opposite function to the Group Data option, and is only available when the data is already aggregated. When the data is ungrouped, all columns display in the data table, including total, minimum, and maximum columns for numeric fields.

The Open Browse Source option is available for KPIs that use a browse as the source. Click Open Browse Source to view the browse results, or use your browser's shortcut key to open the browse source in a new browser tab. The browse data includes any filters added using the Configure button in the KPIs View or the Filter option in the Visuals toolbar. Use the Drill-Down Links option on the right of the screen to see a list of browses and views. Click on these links to view or add data as appropriate. If you drill down through multiple levels of browses and views, a breadcrumb trail appears above the browse to show you the path to the current data, and to allow you to select a higher level in the trail again. Use the configuration icon to reduce the list of available drill-down links. For information on the drill-down links feature, see the Drill-Down links section of the online help.



Visual Options

The options available for visuals are:

- Configure. The configuration options depend on the visual type. For more information, see the descriptions of the Table, Chart, and Crosstab panels.
- Publish. Publish the visual to the gallery.
- Export. Export the content in Excel, CSV, or PDF format. This option is not available for chart visuals.
- Delete. It is not possible to delete a visual that is published in the gallery. This option is not available for table visuals.

Whether you have access to these options depends on your user permissions.

When you publish a visual, you have a number of options:

- **Publish to Gallery.** This is the only option available when you are creating a new visual. It publishes the visual to the public gallery so that you can include it in an action center.
- **Save Current Visual.** This option is available when you are updating a visual that is already included in an action center. It enables you to replace the existing visual in the action center with the updated visual.
- **Copy to Current Action Center.** This option is available when you are updating a visual that is already included in an action center. It enables you to save the updated visual under a new name and include it in the action center.

Note: When you publish a visual to the gallery, or save or copy a visual within an action center, the total, minimum, and maximum columns (apart from those used in a visual or associated formula or filter) are removed from the associated data table. The Total Row Count field always appears in the data table. In most cases, the source column associated with a total, maximum, or minimum column used in the visual appears in the table. Similarly, the total, minimum, and maximum columns associated with a column that is used in the visual appear in the data table.

Important! Visual settings are saved in three locations—the KPI definition, the gallery, and in each of the action centers in which it is used. It is not possible to directly edit the visual settings stored in the gallery; each time you publish a visual, it is saved as a new visual in the gallery, with the user name of the publisher and a time stamp. If you want, you can delete old versions of the visual from the gallery. When you click **Save Current Visual**, the visual settings saved in the action center are updated. When you click **Copy to Current Action Center**, the settings of the new visual are saved in the action center, along with the settings of the existing visual that you copied.

Formula Area

The Formula area allows you to add a column to the table visual. The contents of each cell in this table column is the result of the formula calculation.

For example, you can use formulas to:

- Create custom time buckets for reporting purposes.
- Compare dates to identify overdue orders or payments.
- Round numbers.
- Convert data from one type to another. This feature is useful because some chart columns can only accept data of a particular type.
- Manipulate text strings. This feature allows you to shorten text labels in charts so that they are easier to read on screen.

Note: It is important to understand the difference between calculating formulas using the columns that appear in the data visual when the Group Data option is selected, and the columns that exist when the Ungroup Data option is selected. When the Group Data option is selected, data from the source browse is aggregated before it appears in the table visual columns. Any formula calculations are made on this aggregated data, rather than the source data in the browse, and, therefore, may yield incorrect results. For the same reason, ensure that you use the maximum and minimum columns that are automatically available in the table, rather than reviewing the values of individual columns to reach maximum or minimum values.

Use the fields in the Formula area to create a formula based on the existing data in the table:

Name

Specify the name of the column that stores the results of the formula calculation.

Insert a column

Specify an existing column that you want to include in the formula calculation, and click Insert.

The column that you specify appears in the Formula field.

Formula

Contains the formula that you create using the Insert a column field and by entering operators between the formula columns. You can use mathematical operators to perform calculations, and you can also use string operators and data conversion functions. To view more information about the formula syntax, click Formula Help.

Note: You cannot perform both the sum operation and the average operation on a single column in a data table. If you try to do so, an error message appears to inform you of this limitation. This limitation applies when you view a data table by accessing Visuals from either a KPI definition or by clicking the expand icon on a published KPI visual in an action center. If you want to perform both the sum and the average operation on the same data column, follow the recommended approach of saving a single visual for a KPI definition at a time. You can save and publish the visual that uses the sum operation before deleting it from the KPI definition and creating another visual that uses the average operation, for example.

Formulas allow you to perform powerful transformations of data. You can calculate differences between dates, add a true/false column that is the result of an IF condition, transform a text field into a number field, transform a number field into a text field, truncate the length of long labels, and transform a period into the first or last day of the period. The Formula field supports many Visual Basic functions.

Use single quotes in formulas—do not use double quotes; double quotes are automatically replaced by ", which can make the formula more difficult to update.

Data Type

Specify the data type that applies to the content of the new column; possible values are Number, Date, DateTime, and a true or false value.

Note: It is important that you select the correct data type because the behavior of a chart depends on the data types used in it. For example, you can use a date or numeric column as the x-axis in a line chart, but you cannot use a text data type in a line chart. You cannot use numeric fields as label columns in bar charts.

Display Format

Specify the format in which you want to display the contents of the new column. Ensure that your choice of format is applicable to your chosen data type; for example, MM/dd/yy applies to dates only.

When you have entered all of the necessary formula information, click Add. The formula then appears in the Formula Columns section below the formula fields, and the new column is displayed in the table visual in the Table Area. If there is an error in the formula used to calculate the column contents, then the column is empty or contains ? characters. The best way to find out why a formula gives unexpected results is to build it up step by step, adding one element of calculation at a time.

Formulas are executed in the order that they are listed and you can use the result of one formula in the next formula.

To modify an existing formula, select the formula name by clicking it. The formula fields populate with the formula settings. Update the fields and then click the Replace button next to the relevant formula in the Formula Columns section.

To remove a formula, click the Remove button next to the relevant formula in the Formula Columns section.

Inventory Value f(x) Formula Filter Add Chart Add Crosstab

f(x) Add a new column from a formula. Formula Help

Name

Insert a column ▼ Insert

Formula

Data Type ▼

Display Format ▼

Add

Formula Columns:

Total Value [NETTABLE_VALUE]+[NON_NETTABLE_VALUE] Replace Remove

Filter Area

The filter area allows you to filter the contents of the table visual, based on a particular column. You can build complex filters by adding and connecting simple filters.

Filter Column

Specify the table column on which you want to filter table content.

Comparison

Specify the type of comparison that you want to make between each cell in the filter column and the value in the Value field; for example, you can look for an exact match or compare against a range of values.

Value

Specify the value that you want to compare with each cell in the table column. Depending on the value of the Filter Column field, you may have the option to choose a value from a lookup.

For date fields, you can choose a specific date or a sliding date such as Today, Yesterday, Last Month Start, or This Year Start.

If you want to specify a range of values, you can do so for date fields, only. For other data types, you can use the In List option and explicitly specify all values in the range.

When you have entered all of the necessary filter information, click Add. The filter details then appear below the filter fields, and the table visual updates based on the filter criteria.

You can add more filters to the table, and each of these appear in the filter details section. Multiple filters on the same column are automatically linked with OR operators. Filters on different columns are automatically linked with AND operators.

To modify an existing filter, select the filter by clicking the filter name; the filter fields populate with the filter settings. Update the filter fields and then click the Replace button next to the relevant filter details below the filter fields.

To remove a filter, click the Remove button next to the relevant filter in the filter details.

You can also add parentheses to complex filters to determine the order in which each part of the filter is applied to the data. Filters with parentheses are indented.

Sales Orders
f(x) Formula
Filter
Add Chart
Add Crosstab

Filter rows by cell values.
Configure

Filter Column
Due Date

Comparison
=

Value
Specific Date
8/21/2016

Add

[Item Number] = 01010
Replace
Remove

Or
[Item Number] = 01011
Replace
Remove
(-) (+)

And
[Due Date] = 2016-08-21
Replace
Remove
(-) (+)

Remove All...

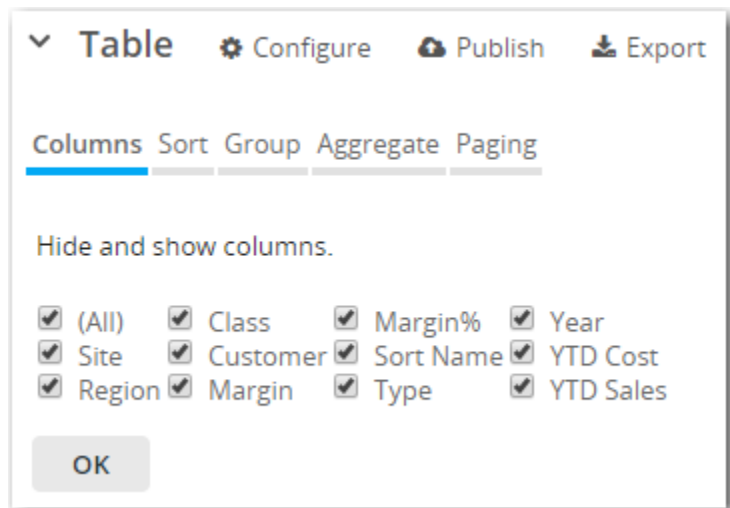
Table Panel

Use the table panel to configure how the KPI data is displayed in the table visual. After you have configured the content, you can publish the table visual to the gallery or export the table.

The Configure option allows you to modify a number of table attributes, and to change how the data in the table is presented by introducing groupings and to aggregate amounts based on the top level of data and any groupings. When you click Configure, the attributes display at the top of the table panel. To update a particular attribute, click the attribute heading; the attribute heading then shows a blue underline, and the attribute settings are displayed below this heading.

Columns

For each column that you want to list in the table visual, select the relevant heading title.



The screenshot shows a configuration window titled 'Table' with a dropdown arrow. It contains four icons: 'Configure' (gear), 'Publish' (cloud), and 'Export' (download). Below these are five tabs: 'Columns', 'Sort', 'Group', 'Aggregate', and 'Paging'. The 'Columns' tab is selected and underlined. The text 'Hide and show columns.' is displayed. Below this is a grid of 12 checkboxes, all of which are checked. The checkboxes are arranged in three rows and four columns. At the bottom left is an 'OK' button.

Columns	Sort	Group	Aggregate	Paging
☒ (All)	☒ Class	☒ Margin%	☒ Year	
☒ Site	☒ Customer	☒ Sort Name	☒ YTD Cost	
☒ Region	☒ Margin	☒ Type	☒ YTD Sales	

OK

Sort

Select the data column by which you want to sort the table. Choose to sort the column content in ascending or in descending order.

▼

Table

⚙️

Configure

📄

Publish

📄

Export

Columns

Sort

Group

Aggregate

Paging

Order rows by cell values.

Data Column

YTD Sales ▼

Order Direction

Ascending ▼

Add

Sort Order Columns:

• Customer

-

Ascending

Replace

Remove

• YTD Sales

-

Ascending

Replace

Remove

Group

Specify the table column by which you want to group the table data. In some instances, you can specify a sub-grouping. For example, if you group the data based on a date column, you must also specify whether you want to group the dates by year, quarter, fiscal quarter, month, or day. Another example is to group sales by regions and then by site. The Exclude Detail Rows option allows you

to display the results at group and sub-group level only, rather than displaying individual rows within these groups. You can replace and remove groups using the Replace and Remove buttons.

Table Configure Publish Export

Columns Sort Group Aggregate Paging

Organize rows with grouping and sub-grouping.

Grouping Column: Site Add

Groups:

- Region Replace Remove
- Site Replace Remove

Detail Rows:

- Exclude Detail Rows ☐

« < 1 2 3 4 > »

Region	Site	Class	Customer	Margin	Margin%	Sort Name	Type	Year	YTD Cost	YTD Sales
AP										
	10-100									
		DIST	30C1001	24528	7.1	Medical Products Co., Ltd	DIST	2017	319546.8	344074.6
		DIST	30C1001	50579	5	Medical Products Co., Ltd	DIST	2016	958640.4	1009219.8
	10-200									
		ENDU	30C1002	4713	34.4	Namaka Motor Company	ENDU	2017	8974.3	13687.2
		ENDU	30C1002	14139	34.4	Namaka Motor Company	ENDU	2016	26922.9	41061.6

Aggregate

You can perform calculations on data at the top level or within groupings. Depending on the data column that you use for the aggregation, you can choose one or more aggregate functions such as sum, average, maximum, or minimum.

You can place the aggregate results at the top or bottom of the table. You can also choose to hide the function name that appears before the numeric values.

Table

Configure

Publish

Export

Columns

Sort

Group

Aggregate

Paging

Calculate totals, averages and such for the top and grouped levels.

Data Column

YTD Cost

Aggregate Function

Average

Add

Aggregates:

SUM(YTD Cost)

Replace

Remove

AVERAGE(YTD Cost)

Replace

Remove

Layout:

Results Positioning

Top

Hide Function Names

☐

<<

<

1

2

3

4

>

>>

Customer	Site	Region	Class	Margin	Margin%	Sort Name	Type	Year	YTD Cost	YTD Sales
									Sum: 12,545,935.4 Average: 199k	
10-100									Sum: 172.5 Average: 172	
	10-100	US-E	INTC	-113	-187.5	QMI - USA Division	INTC	2017	172.5	60
10C1000									Sum: 334,025 Average: 167k	
	10-400	US-S	WHSL	288527	77.5	LTZ Retail	WHSL	2017	83543.74	372071.22

Paging

Choose to display all table rows on the screen at once or to split the table rows over a number of pages. If you select the Show Paging option, specify the number of table rows that you want to appear on the screen at a time.

Table

Configure

Publish

Export

Columns

Sort

Group

Aggregate

Paging

Set the number of rows displayed per page.

Show all rows

Show paging

Rows per Page

OK

«

<

1

2

3

4

5

6

7

8

9

10

>

»

Due Date	Item Number	Line	Order	Purchase Order	Qty Open
2016-04-25T00:00:00	02001	1	SO041628		3000

Chart Panel

Use the Chart panel to create and edit chart visuals, based on the KPI content in the table visual. Your choice of chart depends on the information that you want to show in the KPI. Each chart that you create appears in a separate chart panel above the table visual.

To create a new visual with the Chart panel, click Add Chart. To edit an existing chart in the Chart panel, click the Configure button for the particular chart. When creating or editing a chart, the chart settings show in the panel.

You can choose to display the chart in one of the available formats:

- Bar
- Line
- Curved line
- Pie
- Scatter plot
- Heatmap
- Gauge

Click the appropriate chart type; the selected chart type is displayed with a blue underline. For each chart type, you can specify the data that is displayed in the chart using different chart settings.

After you specify the chart settings, you can click the Preview button to view the chart. If you want to edit the chart, update the settings and click the Preview button again. When you are happy with the chart and want to publish it to the gallery, click Publish.

Bar Chart Settings

The fields available for a bar chart are:

Label Column

Select the table column that you want to use as labels or categories for the bars in the chart—the groups that you want to measure; for example, financial periods or customers. You must choose a table column that contains text or date values—where the field data type is either Text or Date. You cannot choose a table column with a data type of Number—to use this table column, you would have to convert the values in the column to text using a formula. For Date type fields, you can choose to group by Day, Month, Quarter, Fiscal Quarter, and Year.

Data Column

Select the table column that you want to use as the measured value in the chart; for example, sales in dollars. You can choose a table column with a data type of Number or Text. Use the field to specify the operation that you want to perform on the fact. The data type determines the available operations; for example, you can get the sum or average of numeric values, but the only options available for text values are Group Count and Distinct Count. You can use the Show field to specify if you want to show the values in the chart. To reduce the text on the screen, you can hide the values. You can still see the values when you hover over the bars in the chart, regardless of whether you choose to show or hide the values. It's important to note that if you do not explicitly set the format of numeric values using the Field Format column in the Fields panel of the KPIs view, then the system automatically converts the data to the number format that is best suited to the UI; for example, large monetary values are truncated to remove zeros, which are replaced with “k” or “M” to show the actual amount.

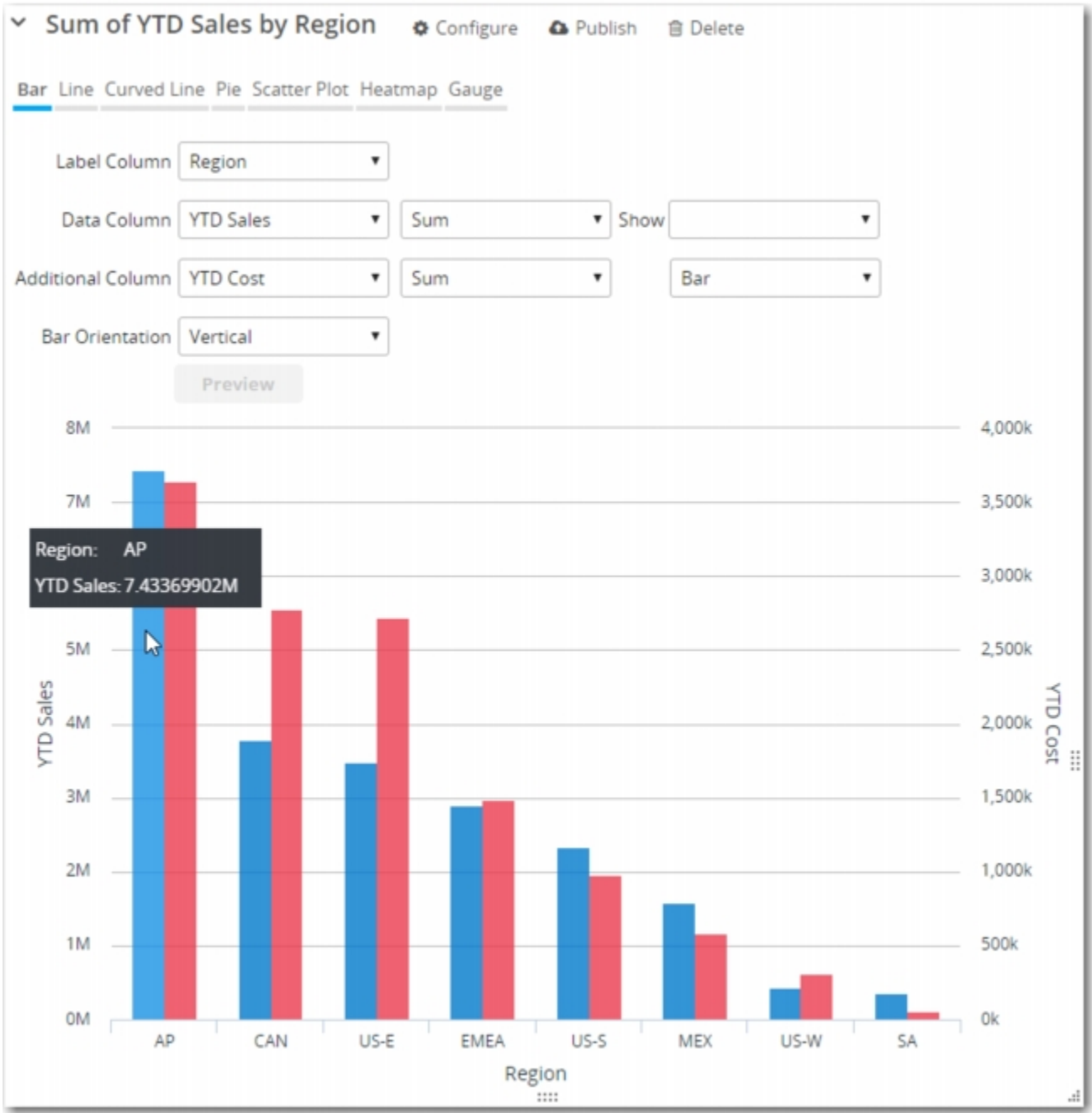
Note: Due to the Group Data feature, when you use the Average operation, it produces the average of the values that are already summed per group. You can still use the Totals and Row Count columns to calculate the average values.

Additional Column

This field allows you to include another fact in the chart. Depending on the data type stored in the table column that you choose here and the operation that you perform on the data, you can display the fact in either the same bars that represent the Label Column categories, in separate bars, or as a line, curved line, or scatter plot within the chart.

If you choose a table column that contains numeric values, then the Additional Column is treated as another data column and you can choose the operation to carry out on the data, and to display the information in bar, line, curved line, or scatter plot form in the chart. Whichever form you choose, increments related to the Additional Column display at the edge of the chart that is labeled with the

table heading related to the Additional Column. For example, the same chart can display increments for YTD Sales (Data Column) and YTD Cost (Additional Column).



If you choose a table column that contains text, and you choose not to perform a group count or distinct count on the data, then the categories are treated as another label column and shown in bars. You can choose to display the information in bars that are separate from the label column bars, or to stack the information in the label column bars using the Stacked or Stacked Percentage options. If you choose to stack the information in the label column bars using the Stacked option, then the Additional Column must contain values that can be grouped into the categories in the Label Column; for example, customers (Additional Column) can be grouped into regions (Label Column). The same bar can then represent a measurement related to one region, with different colors representing measurements for different customers within that region. The Stacked Percentage option is similar to the Stacked option, but it results in all bars being displayed with a total of 100%,

and distributes the additional column sub-totals proportionally over the 100%. This option is useful if some bars have very large values and others have small values. By choosing the Stacked Percentage option, all bars show the same height.



If the table column contains text, and you choose to perform a group count or distinct count on the fact, then the results are numeric values. You can choose to display the information in bars that are separate from the label column bars, or to stack the information in the label column bars. If you choose to stack the information in the label column bars, then the Additional Column must contain values that you can group into the categories in the Label Column; for example, you can group customers (Additional Column) into regions (Label Column).

Bar Orientation

Select horizontal or vertical bars for the chart. If you select vertical bars, then the Label Column categories appear along the bottom of the chart. If the Label Column values are long, then the categories may be more readable in a horizontal bar chart.

Relevance

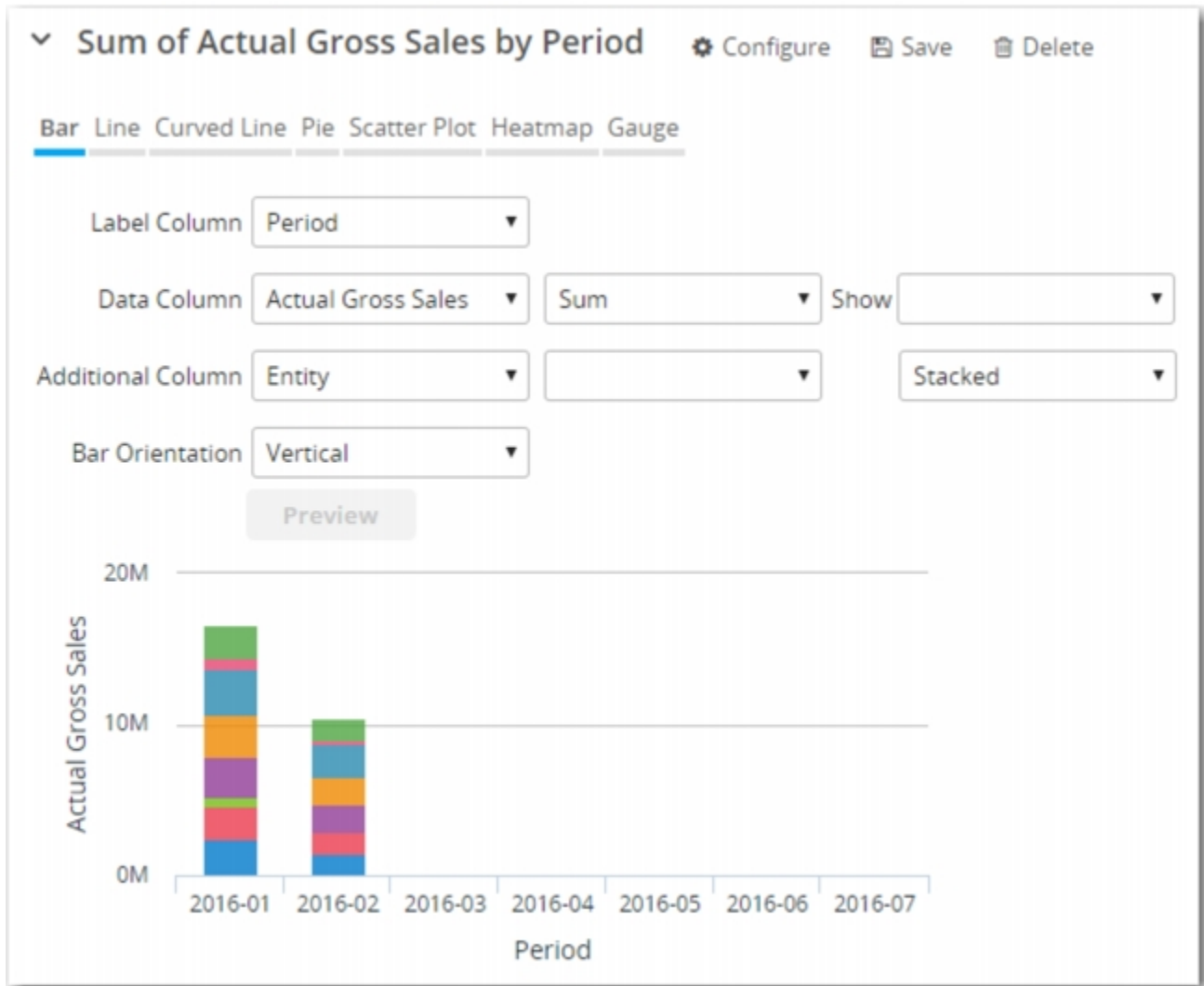
Use this field to specify the level of granularity that you want to apply to the chart. The options available are:

- Automatic: The system limits the number of bars in the chart so that the chart is not crowded with bars, and uses an Other bar to show the measurements for a group of Label Column values. It has individual bars for the Label Column values with the highest Data Column measurements, and one bar for the remaining values.



- Rank: You can specify that you want individual bars for the top N Label Column values, with any other values grouped in a single Other bar. When you set this field to Rank, another field allows you to specify the value of N.
- Percentage: Include bars for a specified percentage of the total; the remaining percentage is displayed in the Other bar.
- Off. Select Off if you do not want to group Label Column values, and to show each Label Column value in a separate bar. For a table with many different values in the Label Column, this option can result in a crowded bar chart. Before you choose this option, ensure that the data in the table is sufficiently filtered to produce a readable bar chart.

When setting the Relevance field, keep in mind that an Other bar with a much higher value than other bars in the chart can impact the chart scale.



Line Chart Settings

The fields available for a line chart are:

X-Axis Column

Select the table column that you want to use as the x-axis in the line chart; you must choose a data type of either date or number.

Y-Axis Column

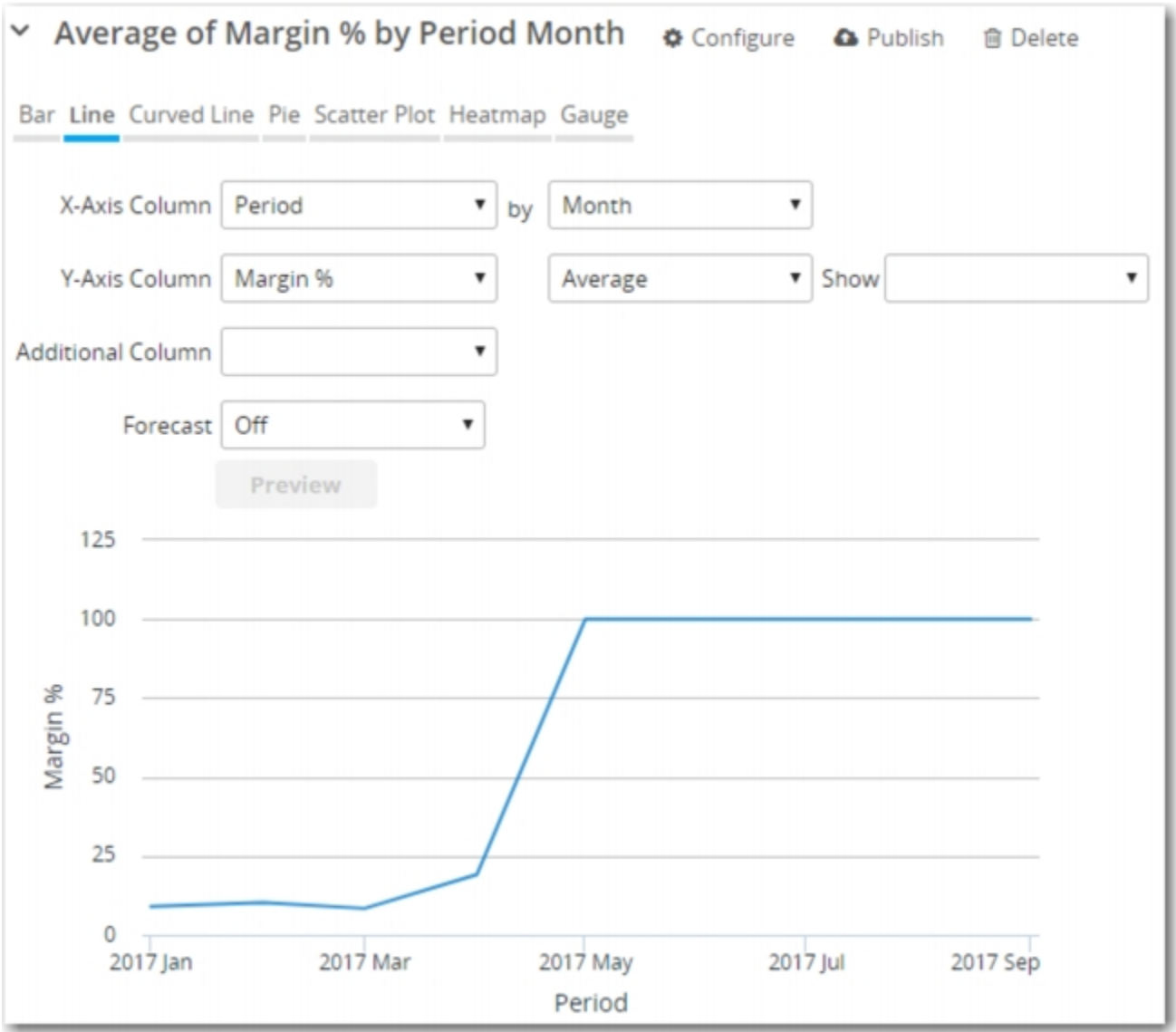
Select the table column that you want to use as the y-axis in the line chart; you must choose a data type of either date or number.

Additional Column

If you wish to measure additional data in the chart, then specify the relevant table column in this field; you must choose a data type of either text or number.

Forecast

Line charts include the capability to show trend lines or forecasts. If you want the graph to include a forecast, then select this field. The forecast field is not available when the Additional Column value is set.



Curved Line Chart Settings

The fields available for a curved line chart are the same as those available for a line chart.

Pie Chart Settings

Pie charts are the best choice when you want to compare values for a Label Column that has a small number of distinct codes. The fields available for a pie chart are:

Label Column

Select the table column that you want to use as labels or categories for the slices in the chart—the groups that you want to measure; for example, financial periods or customers. You must choose a table column that contains text or date values, where the field data type is either Text or Date. You

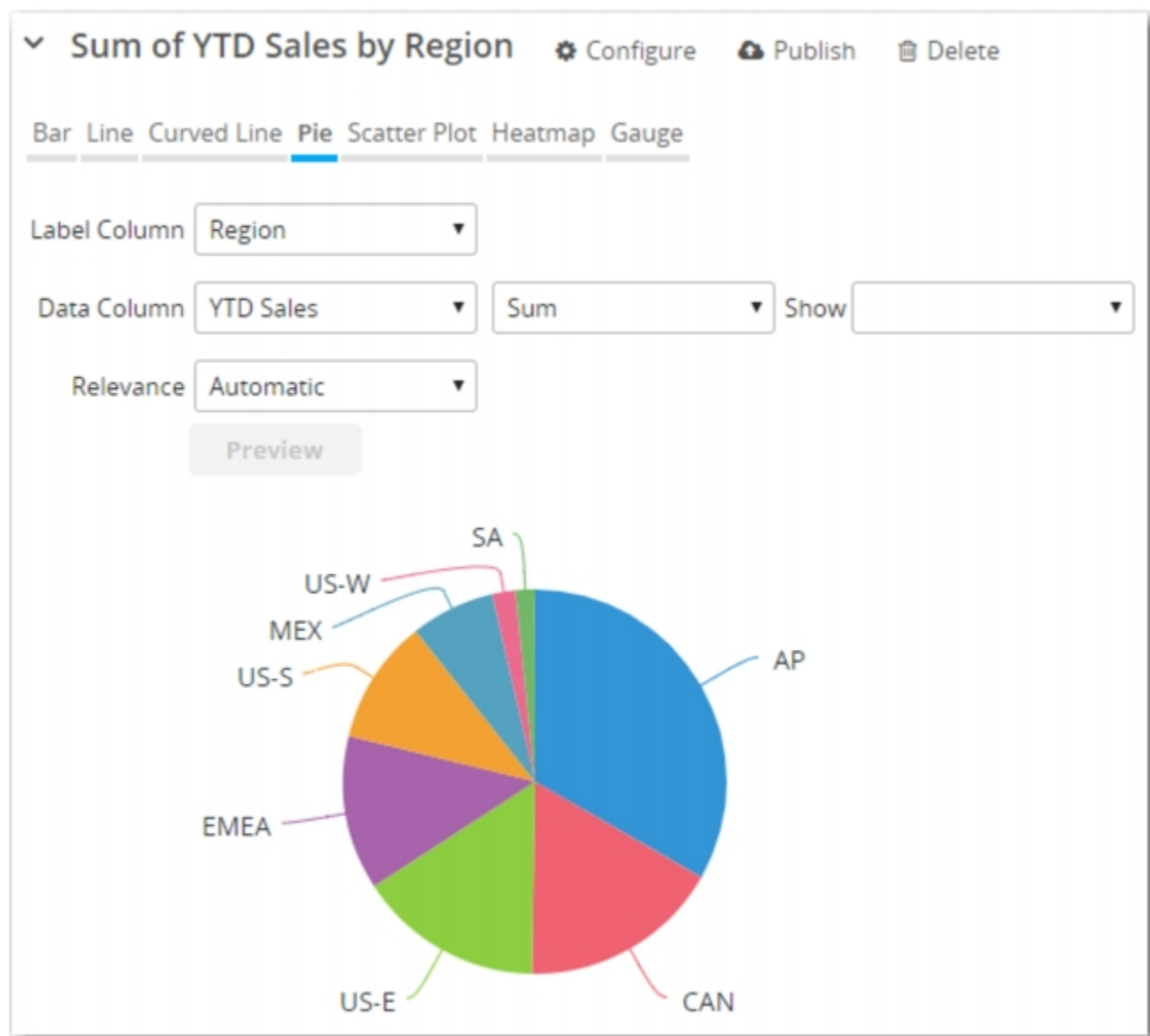
cannot choose a table column with a data type of Number. To use such a table column, convert the values in the column to text using a formula. Pie charts are difficult to read when there are a lot of slices in the chart; keep this in mind when you are choosing the table column to use as the data column.

Data Column

Select the table column that you want to use as the measured value in the chart; for example, sales in dollars. You can choose a table column with a data type of Number or Text. Use the field to specify the operation that you want to perform on the fact. The data type determines the available operations; for example, you can get the sum or average of numeric values, but the only options available for text values are Group Count and Distinct Count. You can use the Show field to specify if you want to show the values in the chart. To reduce the text on the screen, you can hide the values. You can still see the values when you hover over the slices in the chart, regardless of whether you choose to show or hide the values. It's important to note that, if you do not explicitly set the format of numeric values using the Field Format column in the Fields panel of the KPIs view, then the system automatically converts the data to the number format that is best suited to the UI. For example, large monetary values are truncated to remove zeros, which are replaced with "k" or "M" to show the actual amount.

Relevance

Use this field to specify the level of granularity that you want to apply to the chart. The options available are the same as those available for bar charts, except the settings apply to slices rather than bars. When setting the Relevance field, keep in mind that an Others slice with a much higher value than other slices in the chart can impact the chart scale.



Scatter Plot Settings

The fields available for a scatter plot chart are the same as those available for a line chart or a curved line chart. When choosing values for the Label Column and Data Column fields, keep in mind that the data must not have more than one y-axis value with the same corresponding x-axis value. If this occurs, then you must aggregate the data in the table column before you can create a meaningful scatter plot.

Always use ungrouped data in a scatter plot. The purpose of scatter plots is to show the distribution of the data points across multiple dimensions or axes, and grouping data replaces the source data points with aggregated quantities, losing the information about the dispersion of the data that the plot is intended to provide.

Heatmap Settings

The fields available for a heatmap are:

Label Column

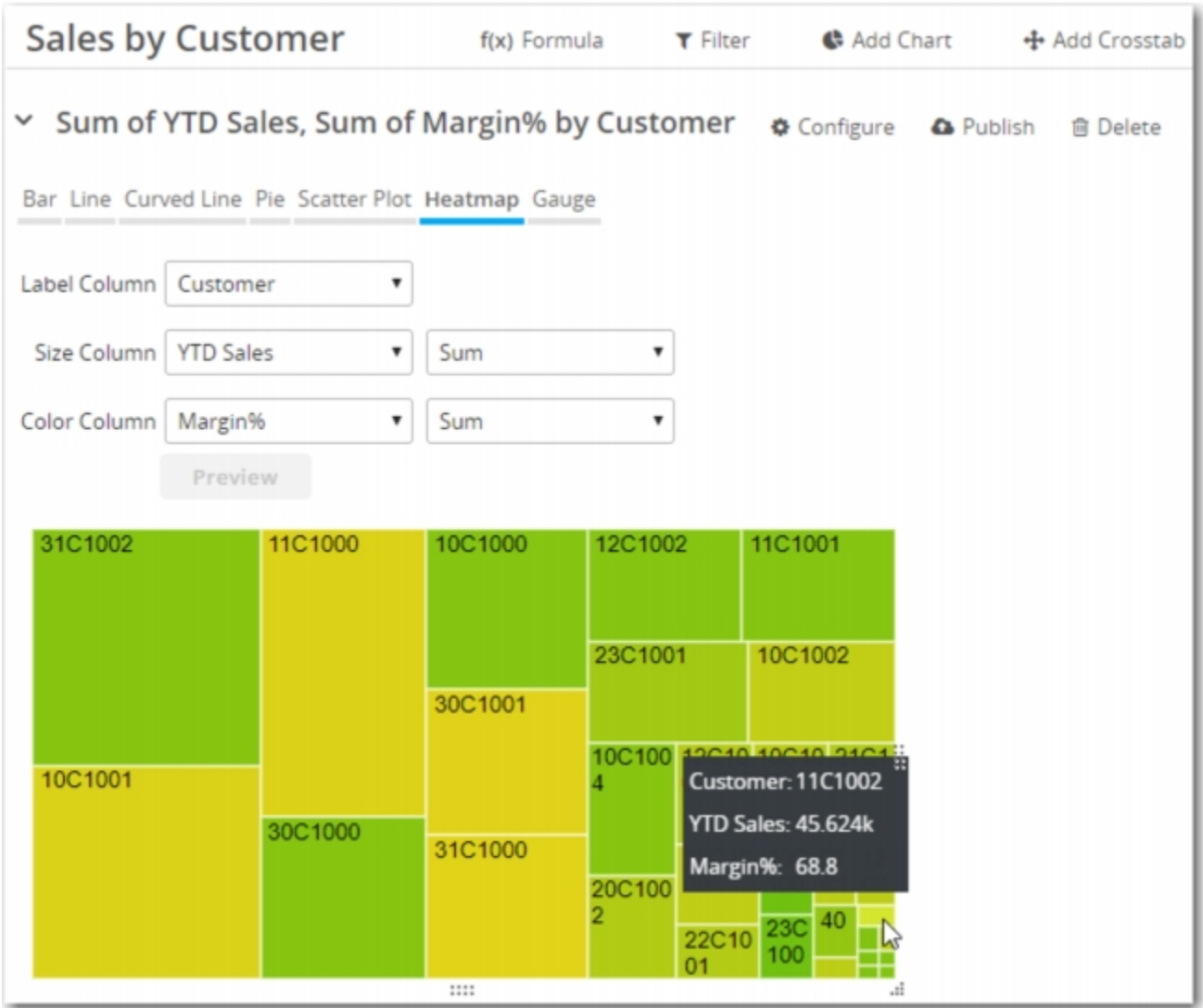
Select the table column that you want to use as labels or categories for the areas in the heatmap—the groups that you want to measure; for example, financial periods or customers. You must choose a table column that contains text or date values, where the field data type is either Text or Date. You cannot choose a table column with a data type of Number. To use a Number table column, you have to convert the values in the column to text using a formula.

Size Column

Select the table column that you want to use as the measured value to determine the size of each area in the chart; for example, sales in dollars. You can choose a table column with a data type of Number or Text. Use the second field to specify the operation that you want to perform on the fact. The data type determines the available operations; for example, you can get the sum or average of numeric values, but the only options available for text values are Group Count and Distinct Count. You can see the values when you hover over the areas in the chart, regardless of whether you choose to show or hide the values. It's important to note that, if you do not explicitly set the format of numeric values using the Field Format column in the Fields panel of the KPIs view, then the system automatically converts the data to the number format that best suits the UI. For example, large monetary values are truncated to remove zeros, which are replaced with “k” or “M” to show the actual amount.

Color Column

Select the table column that you want to use as the measured value to determine the color of each area in the chart; for example, the percentage margin on sales.



Gauge Settings

The fields available for a gauge are:

Gauge Type

Select the gauge appearance: Arc, Balloon Bar, or Bullet Bar.

Data Column

Select the table column that you want to use as the value measured in the gauge. You can choose a table column with a data type of Number or Text. Use the second field to specify the operation that you want to perform on the fact. The data type determines the available operations; for example, you can get the sum or average of numeric values, but the only options available for text values are Group Count and Distinct Count. You can see the values when you hover over the bars in the chart. It's important to note that, if you do not explicitly set the format of numeric values using the Field Format column in the Fields panel of the KPIs view, then the system automatically converts the data to the number format that is most appropriate in the UI. For example, large monetary values are truncated to remove zeros, which are replaced with "k" or "M" to show the actual amount.

Min

Specify the starting point for the measurement. If you do not set the field, it defaults to zero.

Goal–1

Specify a value for an initial goal. Specify the color that you want to display in the gauge when the Data Column value measured is below this initial goal.

Goal–2

Specify a value for an interim goal. Specify the color that you want to display in the gauge when the Data Column value measured has reached the initial goal, specified in the Goal–1 field, and is below this interim goal.

Max

Specify a value for the final goal. Specify the color that you want to display in the gauge when the Data Column value measured has reached the interim goal, specified in the Goal–2 field, and is below this final target.

▼ Sum of YTD Sales

Configure

Publish

Delete

Bar

Line

Curved Line

Pie

Scatter Plot

Heatmap

Gauge

Gauge Type

Arc

Data Column

YTD Sales

Sum

Min

Goal-1

2000000

#CC0000

Goal-2

7500000

#F1C232

Max

100000000

#6AA84F

Preview

22.327M

0100M

Crosstab Panel

Cross-tables—also known as pivot tables—are small summary tables that transform flat source data into two-dimensional tables with one dimension as columns and the other dimension as rows. This format is not graphical, but it’s very easy to read, and it’s popular with Excel users. Use the Crosstab panel to create a cross-table visual based on the KPI content in the table. A cross-table visual allows you to convert a row in the table into a column so that you can display data side by side for comparison purposes.

Before you publish a cross-table visual to the gallery, ensure that it is of a suitable size to appear in an action center tab. If a cross-table visual is too large, then it could be difficult to view on the screen.

Header Values Column

Select the table column whose distinct values you want to appear as column headers—apart from the first or leftmost column—in the cross-table. The values in Header Values Column, Label Values Column, and Aggregate Values Column must all be different.

Label Values Column

Select the table column whose distinct values you want to appear as values in the first or leftmost column in the cross-table; the column header is set to the column header from the table. The values in the Header Values Column, Label Values Column, and Aggregate Values Column must all be different.

Aggregate Values Column

Select the table column that you want to use as values in the cross-table. The values from this table column will be aggregated to produce the values in the remaining cross-table cells. The values in Header Values Column, Label Values Column, and Aggregate Values Column must all be different.

Aggregate Function

Specify the calculation that you want to perform on the values in Aggregate Values Column.

Summary Function

Select a calculation to perform on the data and save in Total Column.

Compare Label Columns

If you want to compare the label columns as values and percentages, then select this field. The Reverse Compare Colors option allows you to specify the colors that represent increases and decreases in values.

Note: If the column that you want to choose is not available in the drop-down list of fields for the cross-table dimensions, you can create a formula that contains the single field that you need; set it to the correct data type and the resulting column becomes available for selection as a cross-table dimension.

In the following example, the cross-table is based on the Net Profit Margin KPI definition data. The Period dimension is selected as the Header Values Column and the Sub-Account dimension is selected as the Labels Value Column. This results in a cross-table with a column for each period and a row for every sub-account. The Aggregate Values Column is set to Margin, and the Aggregate Function is set to Sum. This means that the values in the cross-table are the margin numbers, and the sum of these is calculated. The Summary Function setting results in a Total Sum column. The Compare Label Columns setting results in the difference between the columns being displayed as a value and as a percentage. In this example, you can see how the margin for each sub-account grew or shrank over the months, with color-coded arrows showing the changes.

Net Profit Margin

f(x) Formula

Filter

Add Chart

Add Crosstab

Period by Sub-Account on Sum of Margin

Configure

Publish

Export

Delete

Header Values Column

Period

by

Month

Label Values Column

Sub-Account

Aggregate Values Column

Margin

Aggregate Function

Sum

Summary Function

Sum

Compare Label Columns

Reverse Compare Colors

Red to Green

Preview

Sub-Account	Total Sum	2017 January	2017 February	2017 March	2017 April	2017 May
	620,969.8	164,752.5	106,979	153,161.7	180,960.8	992.7
Gserv	-942,611.5	-342,330.2	-135,510.1↑ 60.42% 206,820.1	-344,330.2↓ -154.10% -208,820.1	-135,510.1↑ 60.65% 208,820.1	992.7↑ 100.73% 136,502.8
Blank	-1,882,629	-662,413.3	-278,897.1↑ 57.90% 383,516.2	-662,413.3↓ -137.51% -383,516.2	-278,933.2↑ 57.89% 383,480.1	
Mech	3,871,886.7	1,302,598.6	601,121.9↓ -53.85% -701,476.7	1,293,007.7↑ 115.10% 691,885.8	675,139.8↓ -47.79% -617,868	↓ -100.00% -675,139.8
Cons	-425,676.5	-133,102.5	-79,735.7↑ 40.09% 53,366.8	-133,102.5↓ -66.93% -53,366.8	-79,735.7↑ 40.09% 53,366.8	↑ 100.00% 79,735.7

Migrating KPIs

This section describes how to import and export a KPI and its associated visuals from one environment to another. Published visuals that are based on the KPI appear in the gallery of the target environment.

Before you begin, ensure that the target environment contains the app, domains, and entities that relate to the KPI that you are importing.

The Migrate KPI action allows you to export a KPI from your environment. The export process extracts the KPI and visual content as XML files. You can then import this content to another environment using the same Migrate KPIs action.

Important! If you try to import a KPI that is built on a domain or entity that is not in the target environment, the KPI is imported, but the import process skips non-existent domains and entities. In this scenario, warning messages are written to the QRA AppServer log file in relation to any skipped domains or entities.

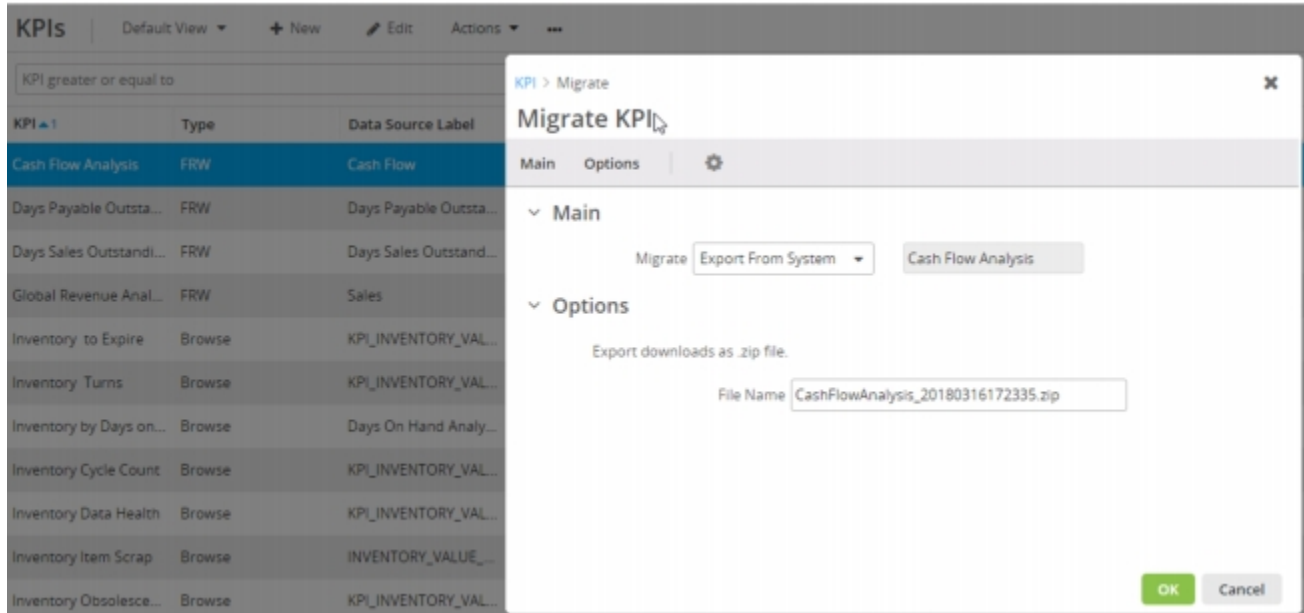
Important! If you import a KPI into an environment that already contains a KPI of the same name, the import overwrites the existing KPI and visuals. However, it does not delete existing published visuals that are based on the original KPI.

Important! While it is possible to add KPIs to an environment through a YAB update, existing KPIs are not updated by a YAB update.

1. Sign in to the environment that you want to export the KPI and associated published visuals from.
2. In the KPIs view, select the KPI that you want to export.

KPI ▲ 1	Type	Data Source Label	Data Source	Auto Refresh ⇅	Refresh Rate
Cash Flow Analysis	FRW	Cash Flow	Cash Flow	Yes	Daily
Days Payable Outsta...	FRW	Days Payable Outsta...	DPO	Yes	Daily

3. From the Actions menu, choose Migrate KPI.



4. Ensure that the value of the Migrate drop-down menu is set to Export from System, and that the name of the selected KPI is displayed next to this field as a read-only value. The automatically generated name of the ZIP file has the format <KPI_Name>_<YYYY><MM><DD><HH><MM><SS>.zip, based on the KPI name and the date and time that the ZIP file is generated; for example CashFlowAnalysis_20180316172335.zip
5. Click OK.
6. When a message appears on the screen to advise you that the KPI was exported successfully, click Close. The ZIP file is saved in the default folder for your browser downloads.
7. Sign out of the environment.
8. Sign in to the environment that you want to import the KPI and associated published visuals to.
9. In the KPIs view, choose Migrate KPI from the Actions menu.
10. Ensure that the value of the Migrate drop-down menu is set to Import to System. Click Choose File to navigate to the ZIP file containing the KPI information that you previously exported from another environment. Alternatively, drag the ZIP file directly into the area that is surrounded by a broken line.

KPI > Migrate



Migrate KPI

Main

Options



▼ Main

Migrate

Import To System ▼

▼ Options

Upload previously exported .zip file:

Choose File

or drag file here

OK

Cancel

11. Click OK.

- a. If the KPI that you are importing already exists in the environment, a message appears advising you that the KPI for the relevant module exists in the system. If you want to replace the existing KPI, click YES.

If the KPI import is successful, a message advises you of this, and informs you of the related app.

KPI Import



KPI "Days Payable Outstanding" for module urn:module:com.qad.financials was imported successfully.

Close

12. Refresh the KPIs view.

The imported KPI is now accessible in the KPIs view. The published visuals that relate to the KPI are now available in the Gallery.

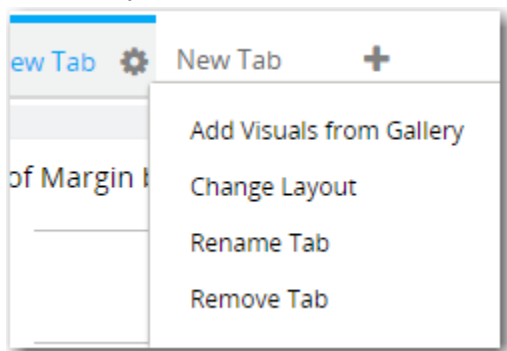
Action Center Tabs

This section describes how action center tabs are used to categorize visuals. It describes the tab settings available from the Configuration icon on the tab, which allows you to delete or rename a tab, to add visuals to the tab from the gallery, and to change the layout of the tab.

Action center tabs allow you to group visuals within an action center, based on a common theme; for example, an inventory management action center can include separate tabs for inventory value metrics and inventory obsolescence metrics. You can add multiple tabs to an action center. Each tab can contain multiple visuals from the gallery.

Tab Settings

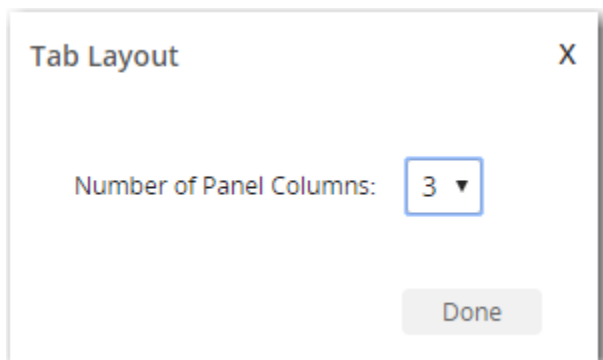
The tab configuration icon allows you to add visuals to a tab, to rename or remove a tab, and to change the tab layout.



Each tab that you add to an action center has the name New Tab. To change the name of a tab, click the Configuration icon in the tab and choose Rename Tab. The tab name becomes editable. Enter the new name and press Enter to save your update.

If your action center contains more than one tab, then you have the option to delete any tab. To delete a tab, click the Configuration icon in the tab and choose Remove Tab.

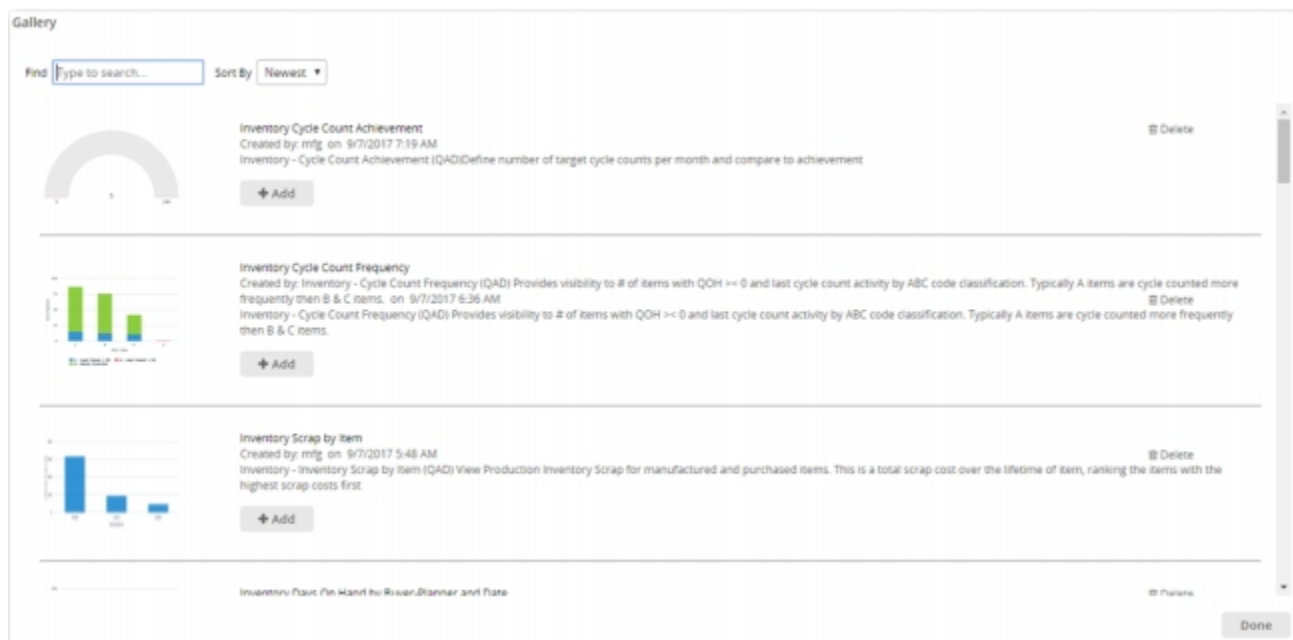
To update the tab layout, click the Configuration icon in the tab and choose Change Layout to view Tab Layout. Update the Number of Panel Columns field and click Done.



Number of Panel Columns

The screen area for each tab is split into a series of invisible rows and columns. The number of columns determines the number of visuals that can appear side by side on the tab. Update the value of the Number of Panel Columns field to specify the number of columns that you want to divide the screen area into.

To add a visual to an Action Center tab, click the Configuration icon in the tab and choose Add Visuals from Gallery.



Use the Find and Sort options to locate the particular visual that you want to add to the tab. Click Add next to each visual that you want to add to the tab, and then click Done to return to the updated tab.

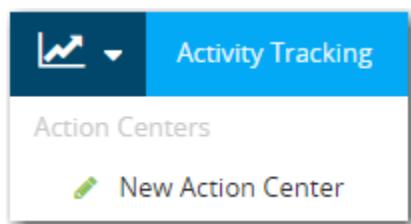
Developing Action Centers

This section describes how to create an action center, to add visuals to the action center, and to modify the action center contents to meet your needs.

Before you begin, ensure that you have read the action center overview, and that there are appropriate KPI visuals available in the gallery to add to the action center tabs.

You can create an action center to store important KPI visuals that you want to access quickly and easily. You can group related visuals in action center tabs, and give these tabs meaningful names. You can modify the layout of these tabs, and adjust the visuals in the tabs to best suit your needs.

1. Create an action center:
 - a. Select the Action Centers and Dashboards menu from the menu bar and choose New Action Center.



- b. In New Action Center, specify a name for the action center.

The new action center is available from the Action Centers and Dashboards menu. Initially, the action center contains one empty tab.

2. Add visuals to the empty action center tab:
 - a. Select the new action center from the Action Centers and Dashboards menu.
 - b. In Gallery, use the Find and Sort options to locate the particular visual that you want to add to the tab. A preview of each visual is displayed in the Gallery, along with information such as the creator, publication date, and a short description. The Gallery consists of both visuals created by users and visuals supplied by QAD as part of the predefined KPI action centers and KPI definitions. To search for visuals related to the predefined Inventory Manager action center, for example, specify Inventory as the search text in the Search field and press Enter to see relevant visuals in the search results.
 - c. Click Add next to each visual that you want to add to the action center.
 - d. Click Done to return to the updated tab. The most recently added visual appears in the top left corner of the tab; any other visuals move right to accommodate this visual.
3. Rename the tab:
 - a. Click the Configuration icon in the tab and choose Rename Tab.
 - b. Enter the new name and press Enter to save your update.

You can add more tabs to the action center, if necessary.

4. Add more tabs:
 - a. Click the + icon below the action center name.

You can add visuals to an action center tab that you created previously.

5. Add more visuals to an action center tab:

- a. Click the Configuration icon for the tab and choose Add Visuals from Gallery.
- b. In Gallery, click Add next to each visual that you want to add to the tab.
- c. Click Done to return to the updated tab.

You can update the layout of an action center tab, if necessary.

6. Update the layout of an action center tab:
 - a. Click the Configuration icon for the tab and choose the Change Layout option.
 - b. In Tab Layout, update the value of the Number of Panel Columns field to specify the number of columns that you want to divide the screen area into.
 - c. Click Done to return to the updated tab.

You can analyze and update the visuals in the action center, if necessary.

7. Analyze and update the visuals in the action center:
 - a. Hover over the graphs to see the values of the data points.
 - b. Click the legend to show and hide the details of the chart.
 - c. Click the expand icon at the top of the visual to view the visual settings. Click the Configure option to adjust the visual settings to suit your needs, using the Preview button to view the changes. For a detailed explanation of visual configuration, see the Visuals section.
 - d. Use the Save option to replace the existing visual or to create a visual in your action center. You can also choose to save the updates as a new visual published in the Gallery, which you can subsequently add to your action center.

If you change or copy an existing visual in your action center, the updated versions of the visuals are published to the Gallery. The existing visuals in the Gallery are not removed. You can differentiate visuals in the Gallery using different names and descriptions. The username of the visual publisher and the date on which the visual was published are also stored in the Gallery. For this reason, it is important to give all visuals distinct names and clear descriptions.

You can filter the data for the visuals in the action center.

8. Filter the data on which the visual is based:
 - a. Click the double arrow at the top of the visual to view the visual settings, and click Filter to see the filter settings.
 - b. Complete the filter fields to filter on one or more columns in the data table below the visual. Click Add to add the filter to the data table. For a detailed explanation of how to filter the data, see the Visuals section.
 - c. Use the Save option to replace the existing visual or to create a visual in your action center. You can also choose to save the updates as a new visual published in the Gallery, which you can subsequently add to your action center.

The action center is now accessible from the Action Centers and Dashboards menu, and contains the tabs and visuals that you added to it, in the chosen layout.

You can access the action center at any time to view, analyze, and update the KPI visuals. You can update the action center regularly to reflect the needs of your business.

You can create visuals in the action center, based on existing KPI definitions or new KPI definitions. For more information on creating KPI definitions and visuals, see the KPIs and Visuals sections.

Action Center Permissions

It is possible to control access to action center functionality. This section describes how administrators update the action center permissions.

Security settings control the ability that each user has to create, edit, update, and delete KPI definitions and visuals. Security settings also control a user’s ability to create and update an action center, and to publish visuals to the gallery. This section assumes that you are familiar with how to configure roles and control user access to roles. Security settings are explained in detail in the Administration section.

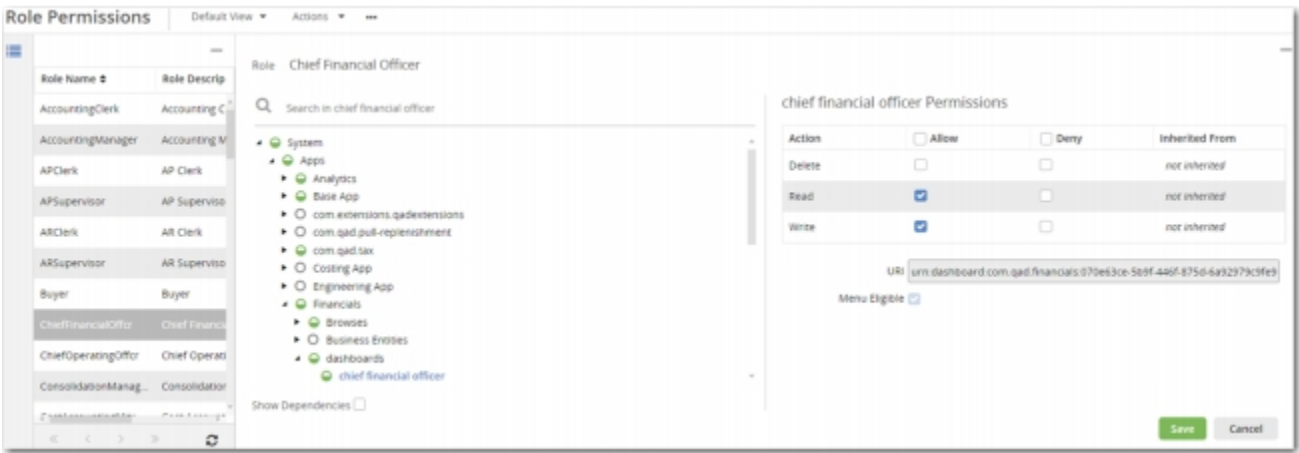
Depending on the level of action center functionality that you want access to, there are a number of different settings:

- Action center permissions
- KPI definition permissions
- Visual and gallery permissions
- Browse and FRW KPI permissions

Important! To make proper use of the action center, KPI definition, and visuals access that you have, you must have access to the browses or FRW KPIs on which they are based.

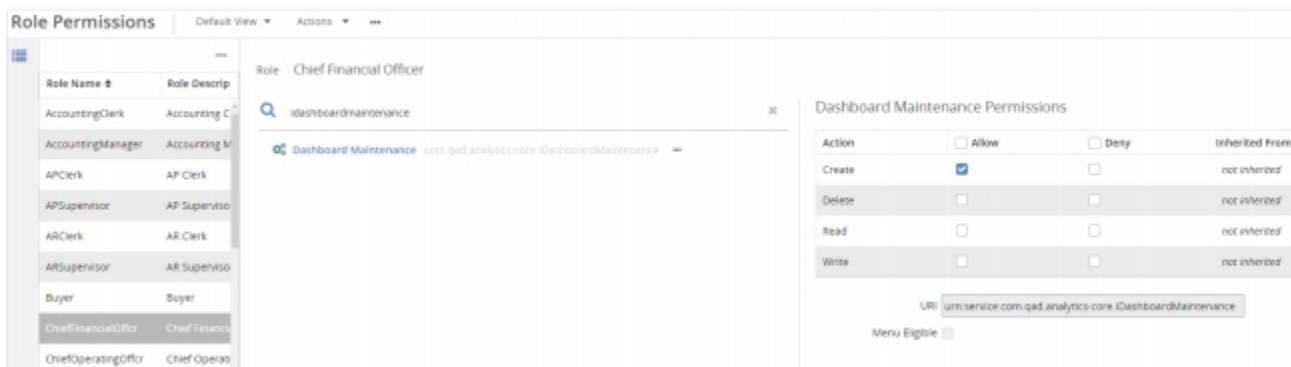
Action Center Permissions

For existing action centers—both predefined action centers and those created by users—you can enable or disable permissions to delete, read, and update the action center using the Allow and Deny fields. For example, you can grant the Chief Financial Officer role read and write—update—permission to the Chief Financial Officer action center. Action centers are identified as “dashboards” in the Role Permissions view.



Each action center is a separate resource stored in an app in the Apps list in the Role Permissions view. The URI of each action center starts with “urn:dashboard:com.qad”. To locate a particular predefined action center, search for the URI stem or search for the app that relates to the action center’s functional area; for example, the Customer Service Manager action center is stored in the Sales app and its URI is urn:dashboard:com.qad.sales:e54d871e-f718-46f0-9230-09e120fc63e4. You can also check the URI of an action center by opening the action center from the Action Centers and Dashboards menu and choosing the Properties option, which is accessible from the More (...) icon.

To grant users permission to create action centers, use the Dashboard Maintenance service in the Analytics app.

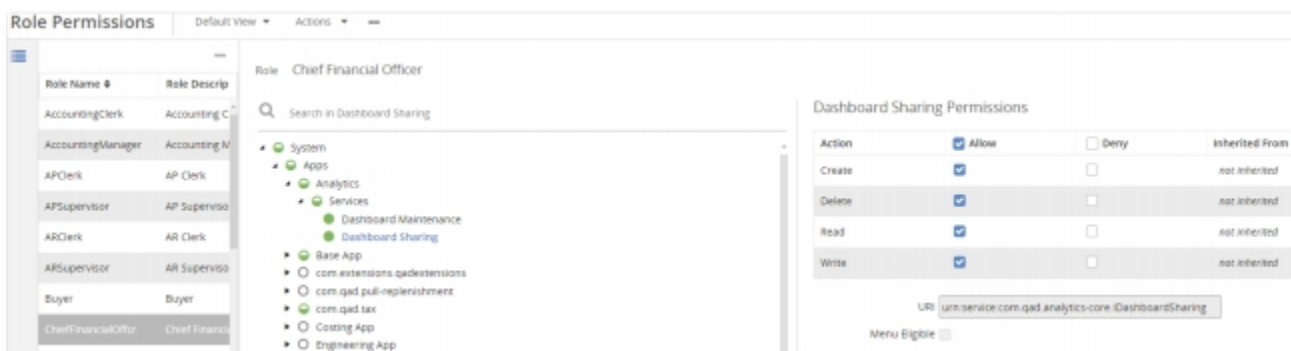


When you create an action center, it is stored in your default app, which you can set using the Default field in the Apps view. You can then control access to this action center using the permissions for that particular action center.

When you create an action center, you automatically have user-specific permissions to it that are unrelated to any role. You cannot maintain these user-based permissions through the .NET UI or Web UI—you must use Role Permissions to share the action center with other users. To ensure that an action center remains for your private use only, leave the Dashboards node in the resource tree of the Role Permissions view clear (unselected) or denied for all apps and all non-administrator roles. Then, all action centers are automatically visible only to the creator until they are shared. To share an action center, ensure that you only select the relevant node in the resource tree, so that you do not incorrectly share other dashboards in the same app at the same time.

Gallery Permissions

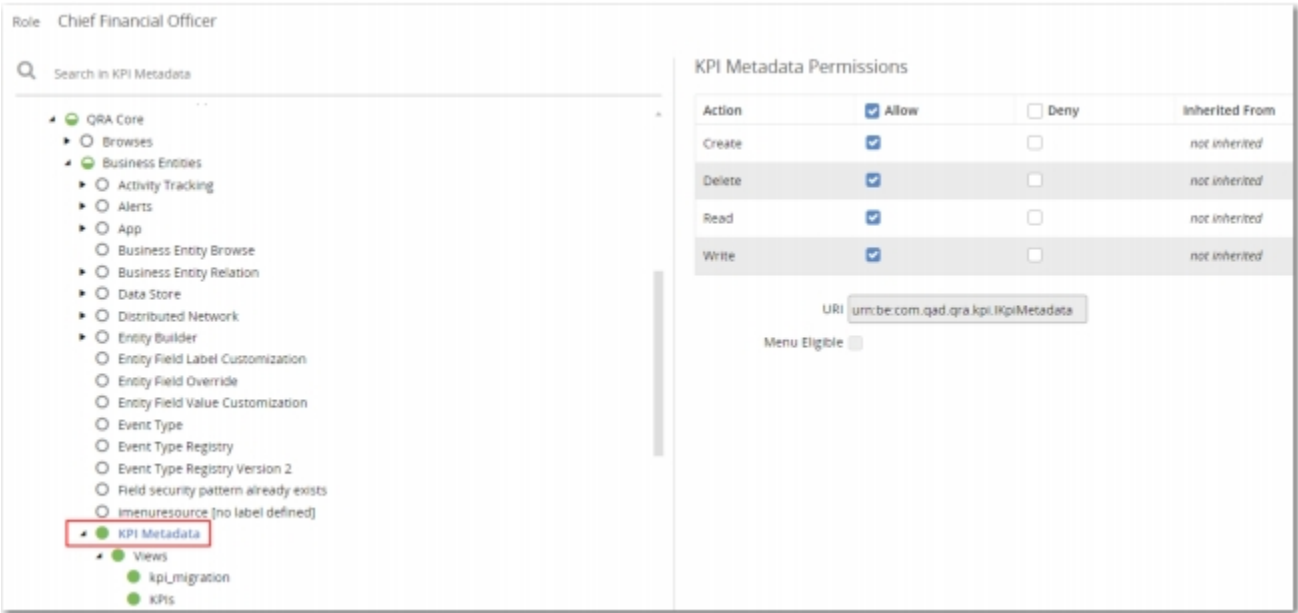
You can grant users permission to create, view, modify, and delete visuals in the public gallery. The create permission relates to publishing a visual to the gallery. The write permission relates to updating visuals that are already part of an action center using the Save Current Visual or Copy to Current Action Center options. The delete permission relates to deleting a visual from the gallery. To control this security, use the Dashboard Sharing service in the Analytics app.



KPI Definition Permissions

You can grant users permission to view, create, modify, and delete KPI definitions and associated visuals in the KPIs view. To control the security for the KPIs view:

- Configure the permissions for the KPI Metadata business entity in the QRA Core app. The URI for this business entity is `urn:be:com.qra.kpi.IKpimetadata`.



- Grant read access to the KPI Metadata Permissions browse in the com.qad.qracore app. The URI for this browse is urn:browse:mfg:an002. This browse lists all of the browses from the ERP system that are available in the Web UI; you can choose one of these browses to create the KPI definition. If you do not have this permission, then you cannot choose a value for the Data Source field when you are creating a KPI definition.



Browse and FRW KPI Permissions

Whether you are viewing KPI information in the KPIs view or in an action center, you can only see data and visuals if you have access to the underlying browse or FRW KPI that the KPI is based on. You can use the search facility in the Role Permissions view to search for a particular browse or FRW KPI description. You can use the URI to identify the correct resource when there are multiple search results. The URI for a browse contains the browse code used in the .NET UI; for example, sa011 for the Sales by Customer browse.

Note: If you created a custom browse in the .Net UI, see the Custom Browses and Drill Downs on page 991 section for details of how to make this browse accessible in the Web UI.

Role: Chief Financial Officer

Search: sa011

Sales by Customer

Sales by Customer Permissions

Action	☐ Allow	☐ Deny	Inherited From
Read	☐	☐	not inherited

URI: urn:browse:mfg-sa011

Menu Eligible: ☐

The URI for an FRW KPI has the format `urn:kpi:com.qad.analytics-financials:<KPI_ID>`, where `<KPI_ID>` is the internal KPI_ID in the financials table; the KPI_ID can vary from database to database. You can see the KPI names in the Role Permissions view under the System -> Apps -> Financials -> KPIs folder. With Financials 2018, the internal record ID is replaced by a readable English KPI name.

Role: Chief Financial Officer

Search: Search in net profit margin

System

- Apps
 - Analytics
 - Base App
 - com.extensions.qadextensions
 - com.qad.pull-replenishment
 - com.qad.tax
 - Costing App
 - Engineering App
 - Financials
 - Browsets
 - Business Entities
 - dashboards
 - KPIs
 - cash flow
 - cfa closing bal
 - cfa financing
 - cfa investing
 - cfa operating
 - dpo
 - dso
 - net profit margin
 - sales
 - wc ratio
 - working capital

Show Dependencies: ☐

net profit margin Permissions

Action	☐ Allow	☐ Deny	Inherited From
Read	☐	☐	not inherited

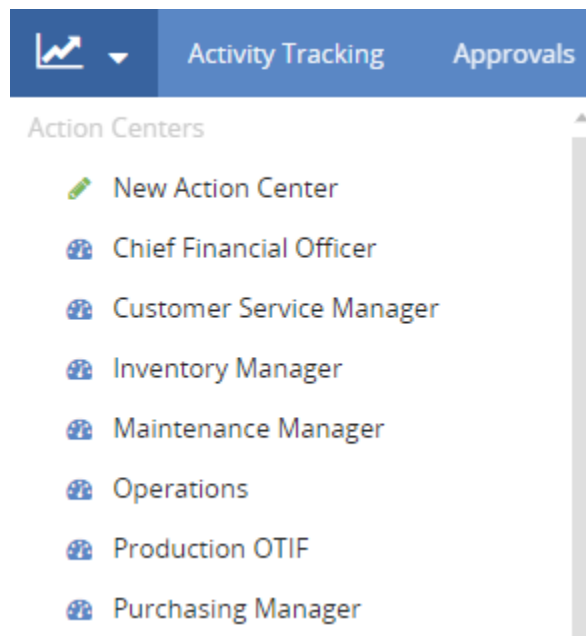
URI: urn:kpi:com.qad.analytics-financials:1172122717

Menu Eligible: ☐

Predefined Action Centers

The Web UI contains a number of predefined action centers with KPI visuals that are relevant for particular roles. This section provides a detailed description of each of these predefined action centers.

The predefined action centers are available from the Action Centers and Dashboards menu.



You can expand each visual and click the Formula, Filter, and Configure options to see how the dataset and visuals were built from a browse or FRW KPI.

These action centers are based on predefined KPI definitions and associated predefined visuals. For more information, see [Predefined KPI Definitions](#) on page 236.

You can export App data, including the predefined action centers and KPI definitions, from an environment in a format that can be easily packaged and installed in another environment. To do so, as a system administrator, you must use the Your Application Builder (YAB) tool's `yab help app-export` command. Please see the YAB documentation for more information.

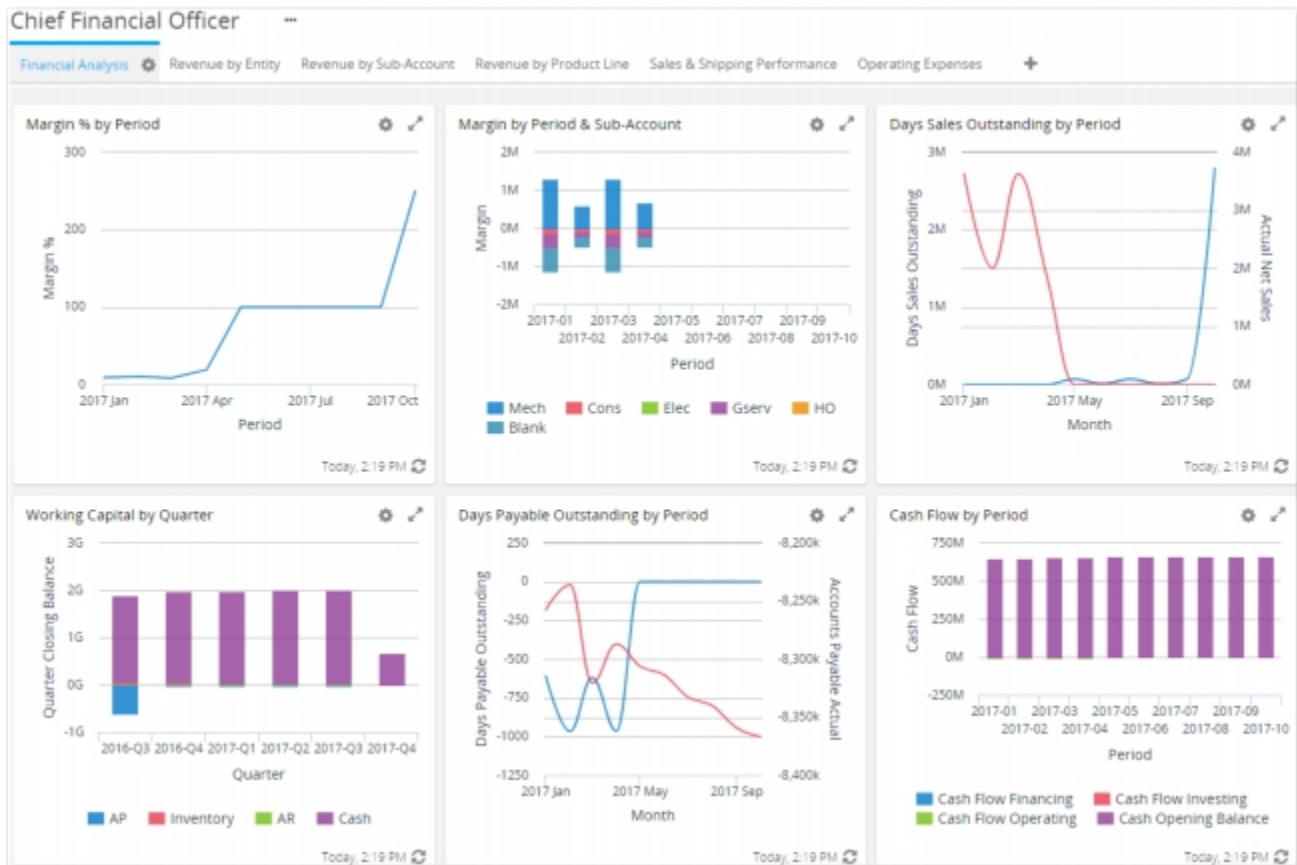
Predefined Chief Financial Officer Action Center

The predefined Chief Financial Officer action center, which is accessible from the Action Centers and Dashboards menu, contains tabs with KPI visuals to aid financial management.

This action center includes the following tabs:

- Financial Analysis
- Revenue by Entity
- Revenue by Sub-Account
- Revenue by Product Line
- Sales & Shipping Performance
- Operating Expenses

For more information on the underlying KPI definitions and visual settings, see [Predefined Chief Financial Officer KPI Definitions](#).



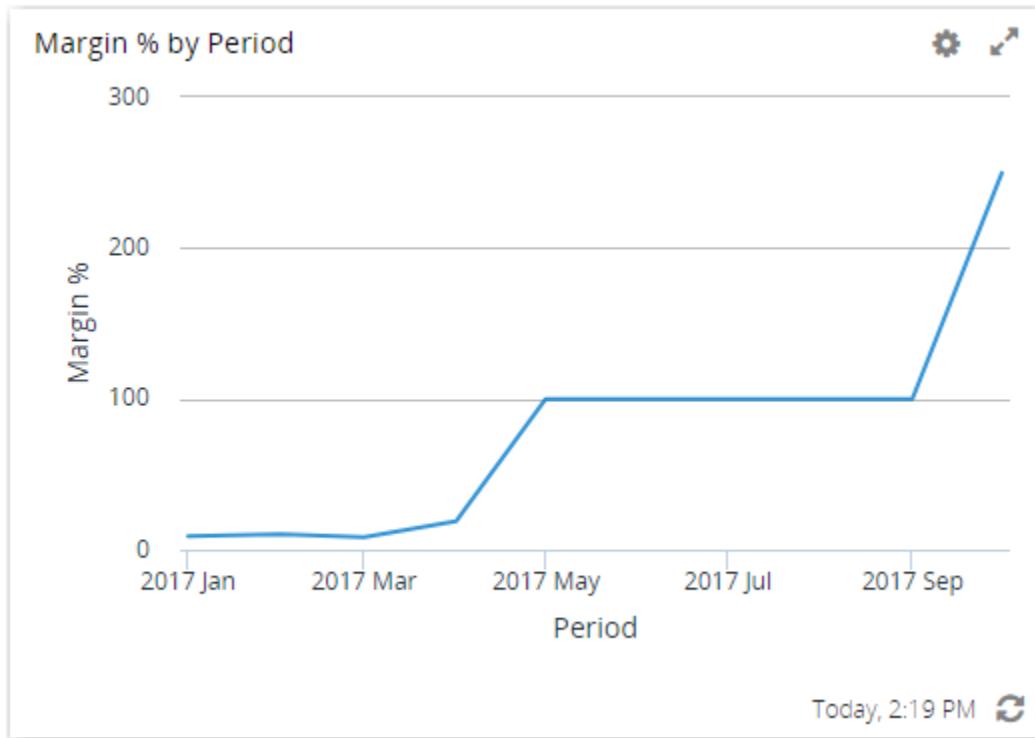
Financial Analysis Tab

The Financial Analysis tab includes a number of KPI visuals:

- Margin % by Period
- Margin by Period & Sub-Account
- Days Sales Outstanding by Period
- Working Capital by Quarter
- Days Payable Outstanding by Period
- Cash Flow by Period

Margin % by Period

The Margin % by Period KPI visual allows you to check the percentage margin by period. Net profit margin is the ratio of net profits to revenues for a company. It's typically expressed as a percentage, and reveals the amount of profit that a company can extract from its sales.



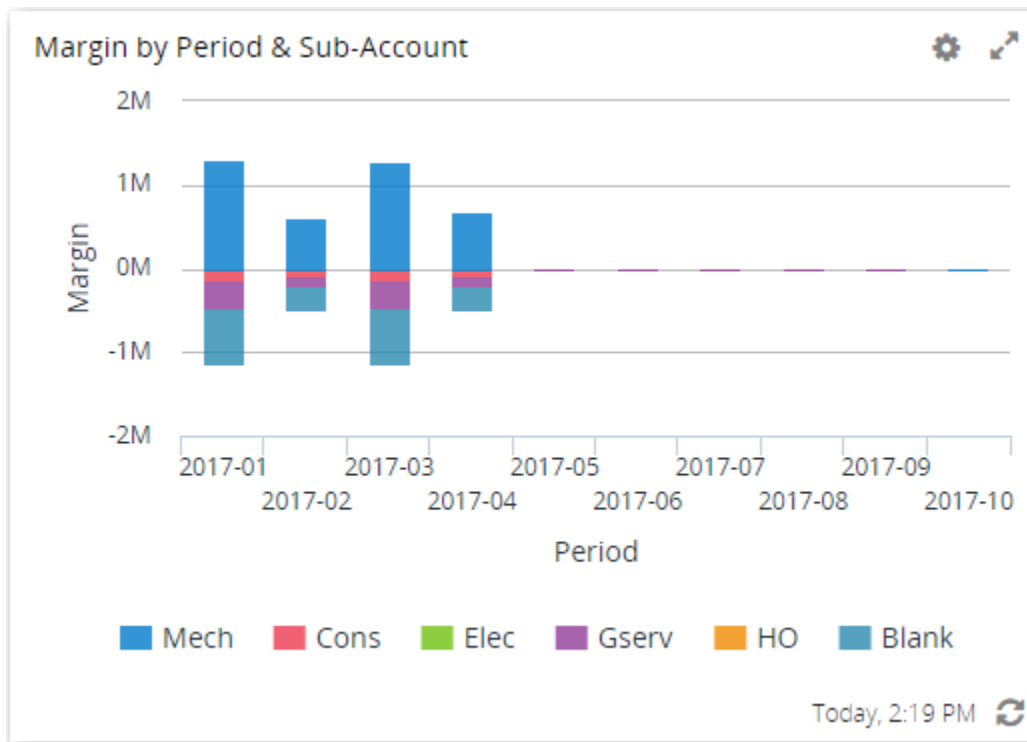
This KPI visual is based on the Net Profit Margin KPI definition, which is filtered by the viewer's current workspace.

You can also analyze margin percentage by quarter, based on the same Net Profit Margin KPI definition.

Margin by Period & Sub-Account

The Margin by Period & Sub-Account KPI visual displays the margin amount by sub-account and by period. Financial analysts use the margin amount to analyze the return on investment and the performance of a business.

You can click the legend icons to select the sub-accounts and to analyze the margin.



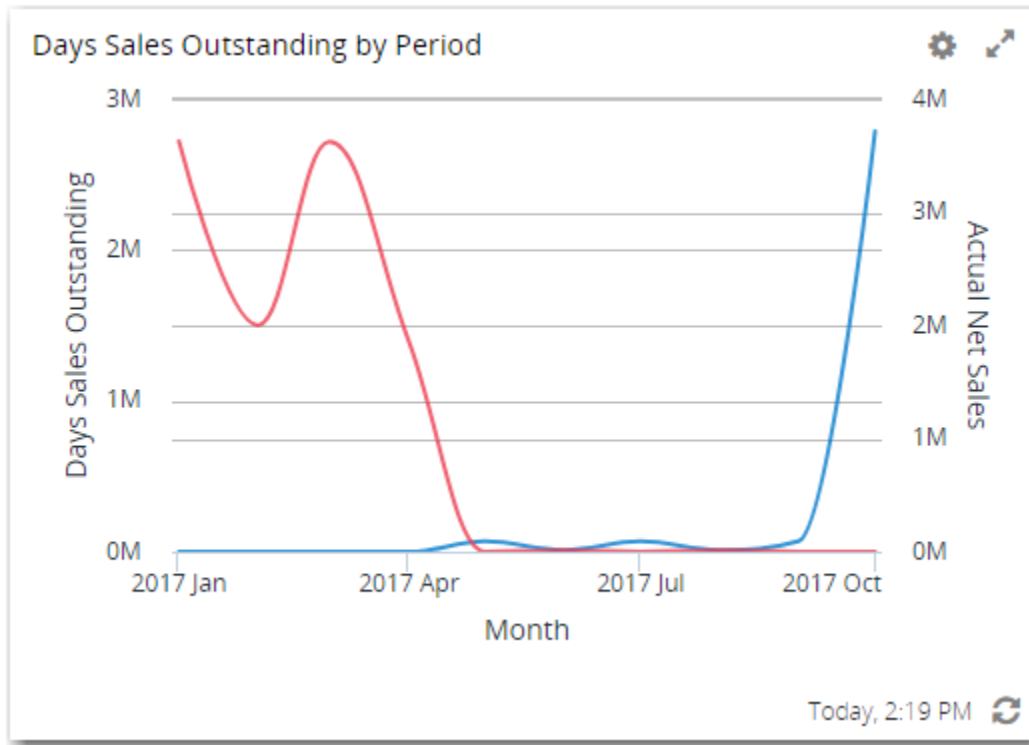
This KPI visual is based on the Net Profit Margin KPI definition, which is filtered by the viewer's current workspace.

Days Sales Outstanding by Period

Days Sales Outstanding is a measure of the average number of days that a company takes to collect revenue after a sale has been made.

This financial ratio shows how efficiently a company collects cash from its customers. A low DSO value—relative to competitors—means that it takes a company fewer days to collect its accounts receivable. A high DSO number—relative to competitors—shows that a company is selling its product to customers on credit and taking longer to collect money.

This visual includes two lines; the blue line displays Days Sales Outstanding, while the red line displays the net sales amount by period, which is correlated with DSO.



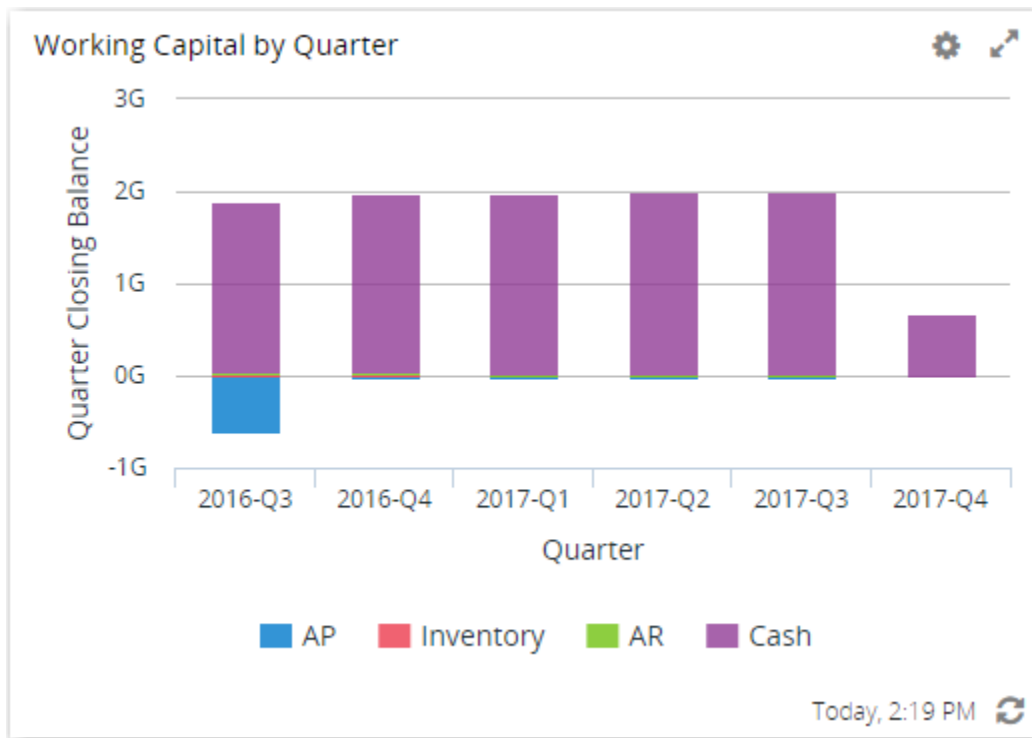
This KPI visual is based on the Day Sales Outstanding KPI definition.

Working Capital by Quarter

Working Capital is the difference between the current assets and the current liabilities.

It's a measure of a company's short-term financial health, and represents the operating liquidity available to the business.

You can click the legend icon to select or remove different asset or liability categories.



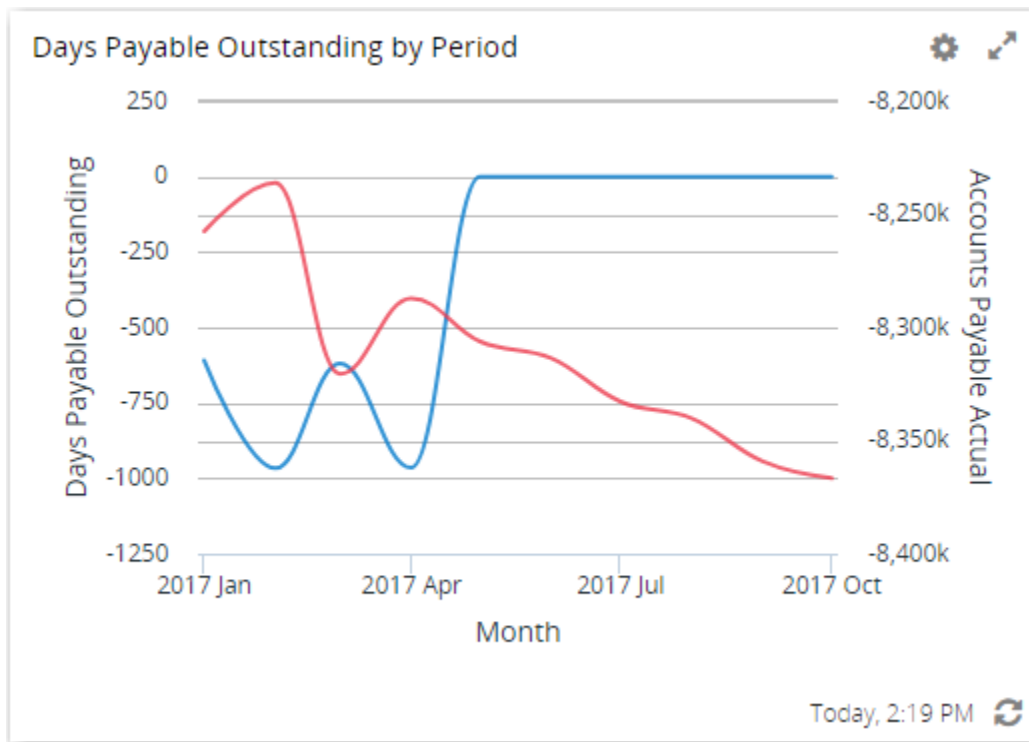
This KPI visual is based on the Working Capital KPI definition.

Days Payable Outstanding by Period

Days Payable Outstanding is the average number of days that a company takes to pay its invoices from trade creditors.

Days Payable Outstanding provides a measure of how long a company takes to pay its invoices from suppliers. It's often used to analyze the company's payment policies.

There are two lines on this visual; the blue line represents Days Payable Outstanding, while the red line represents the accounts payable amount by period, which is correlated with DPO.



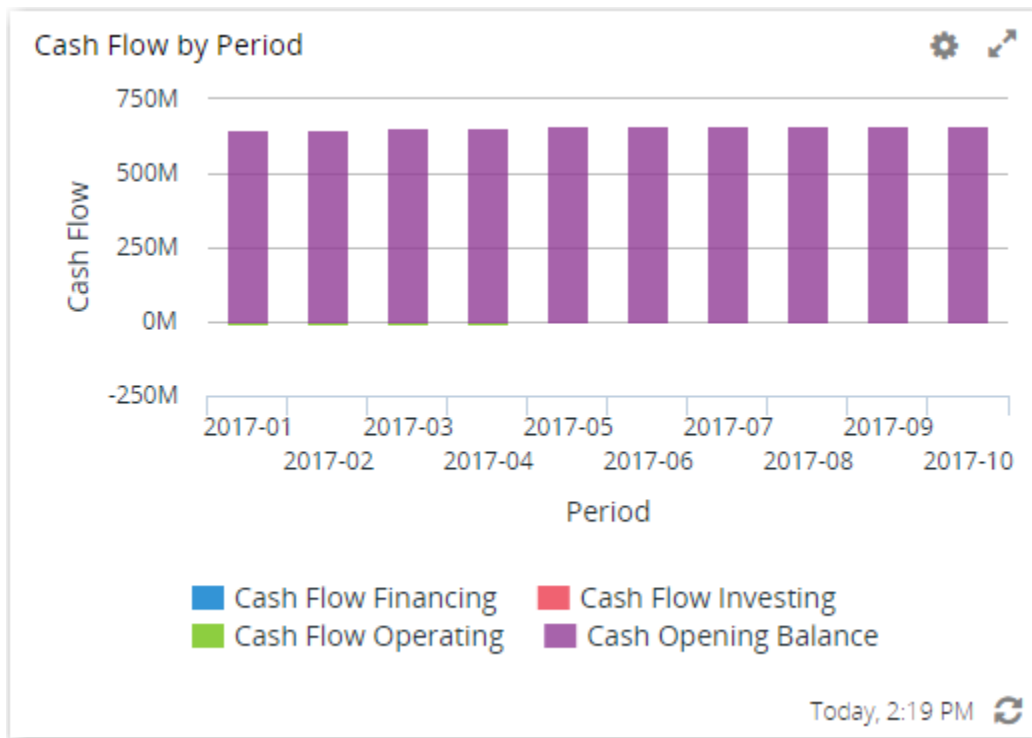
This KPI visual is based on the Days Payable Outstanding KPI definition.

Cash Flow by Period

The Cash Flow by Period KPI visual displays opening balances and cash activity by period.

Cash flow is a key indicator of financial health. Cash flow analysis reveals how the cash and cash-equivalents move into and out of a business.

You can click the legend icons to see the opening balance or the activities.



This KPI visual is based on the Cash Flow Analysis KPI definition.

Revenue by Entity Tab

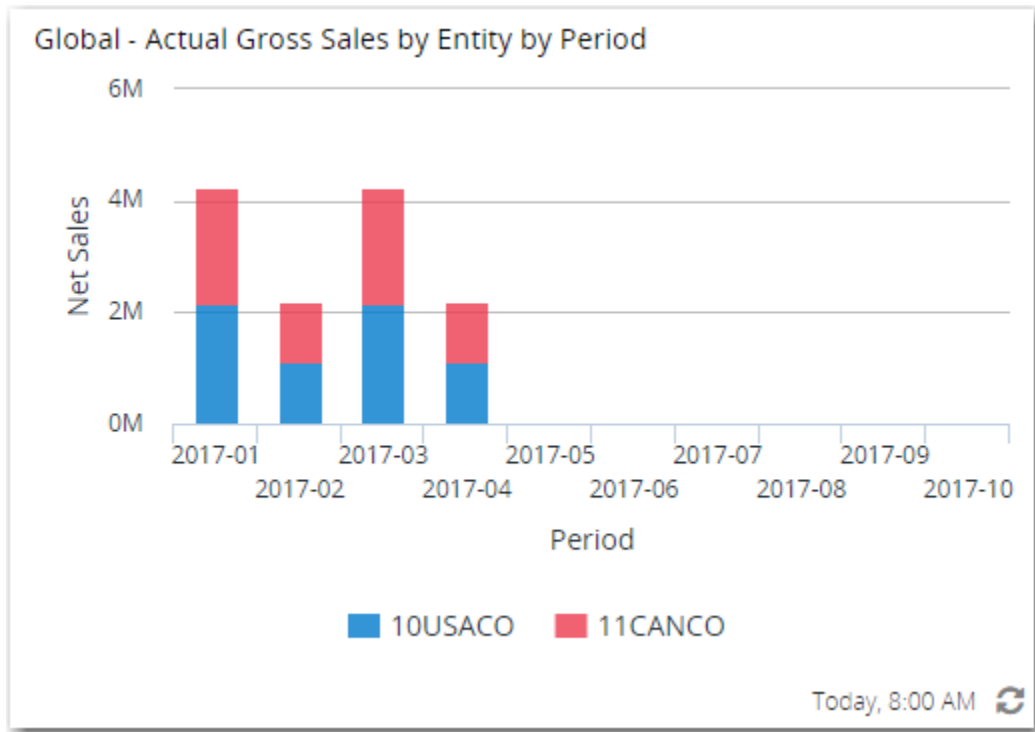
The Revenue by Entity tab includes a number of KPI visuals:

- Global – Actual Gross Sales by Entity by Period
- Global – Actual Gross Sales by Entity
- Global – Actual Net Sales by Entity by Period
- Global – Actual Net Sales by Entity

Global – Actual Gross Sales by Entity by Period

The Global – Actual Gross Sales by Entity by Period KPI visual displays the global gross sales by entity and by period.

Gross sales are the overall sales of a company that have not been adjusted to include discounts or returns from customers. You can click the legend icons to analyze different entities.

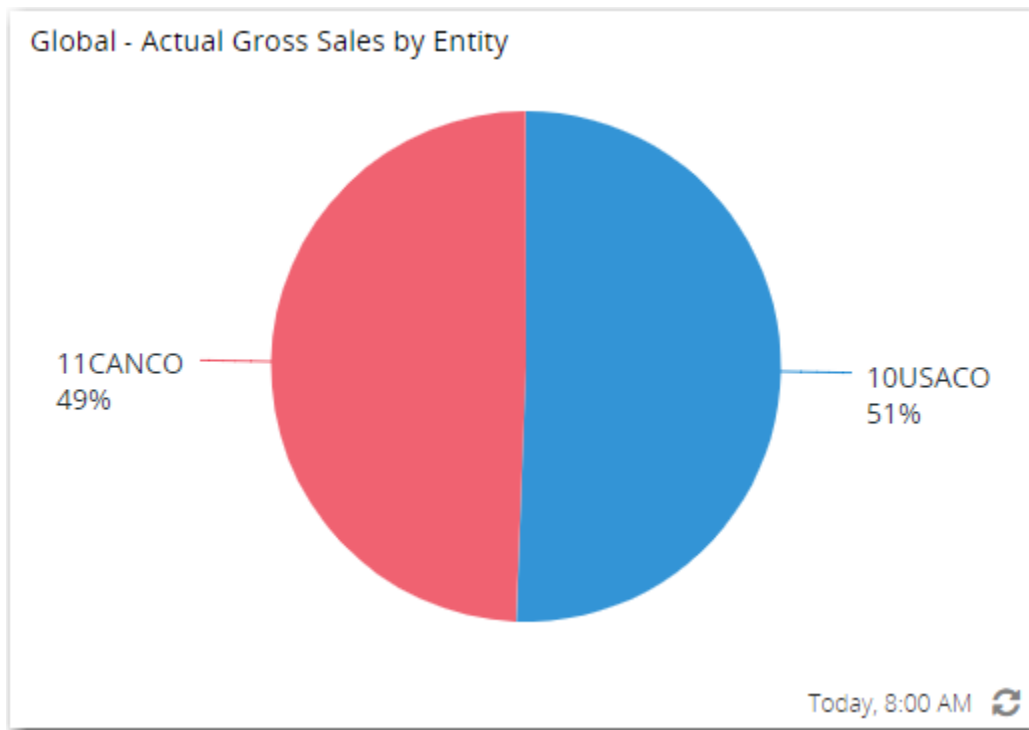


This KPI visual is based on the Revenue Analysis KPI definition.

Global – Actual Gross Sales by Entity

The Global – Actual Gross Sales by Entity KPI visual displays the percentage of global gross sales by entity.

Gross sales are the overall sales of a company that have not been adjusted to include discounts or returns from customers. It's important for a global company to analyze the contribution to the gross sales per entity.



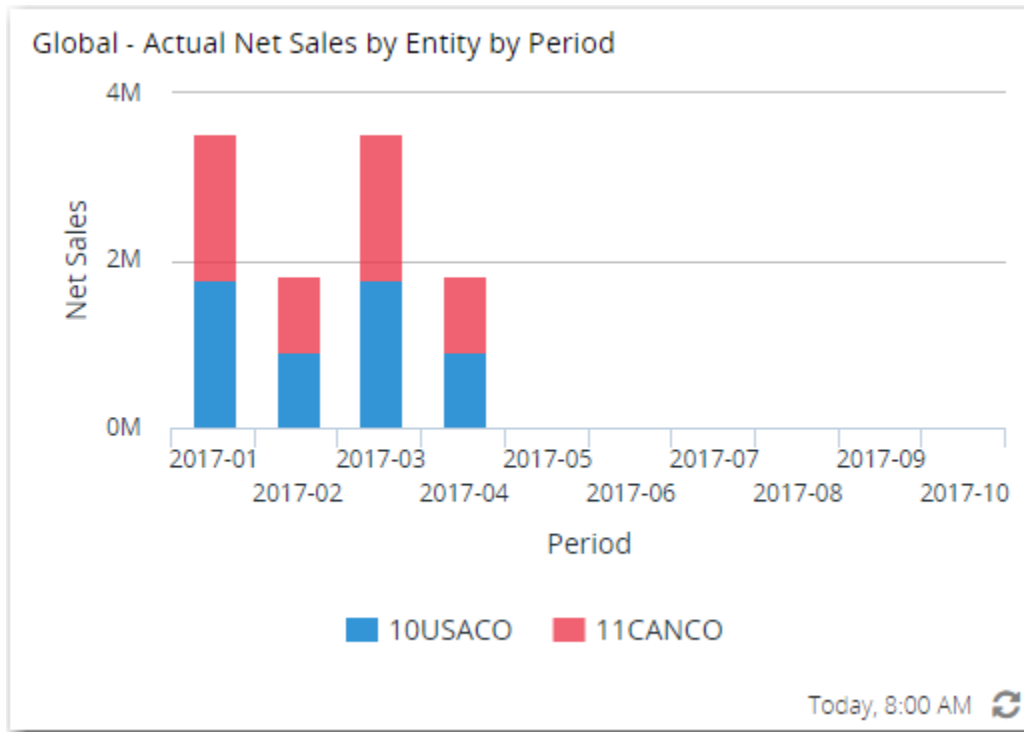
This KPI visual is based on the Revenue Analysis KPI definition.

Global – Actual Net Sales by Entity by Period

The Global – Actual Net Sales by Entity by Period KPI visual displays the global net sales by entity and by period.

Net sales are the amount of sales generated by a company after the deduction of returns, allowances for damaged or missing goods, and any discounts allowed. Net sales provide a more accurate picture of the actual sales generated by the company or the money that it expects to receive.

You can click the legend icons to analyze different entities.

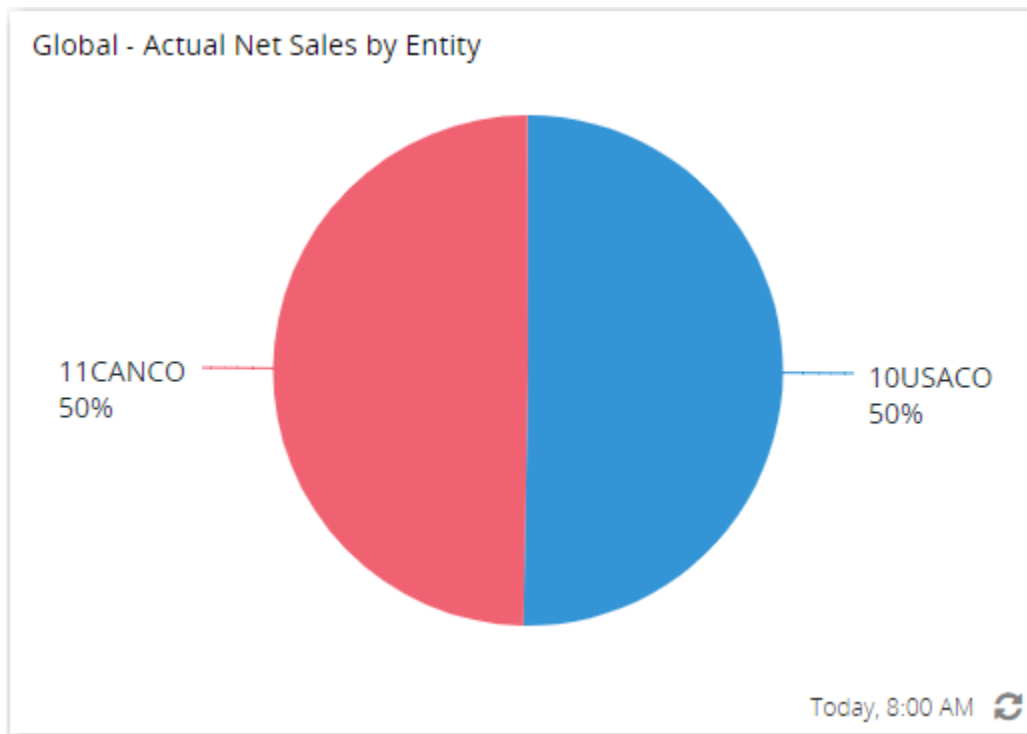


This KPI visual is based on the Revenue Analysis KPI definition.

Global – Actual Net Sales by Entity

The Global – Actual Net Sales by Entity KPI visual displays the percentage of net sales by entity.

Net sales are the amount of sales generated by a company after the deduction of returns, allowances for damaged or missing goods, and any discounts allowed. Net sales provide a more accurate picture of the actual sales generated by the company or the money that it expects to receive.



This KPI visual is based on the Revenue Analysis KPI definition.

Revenue by Sub-Account Tab

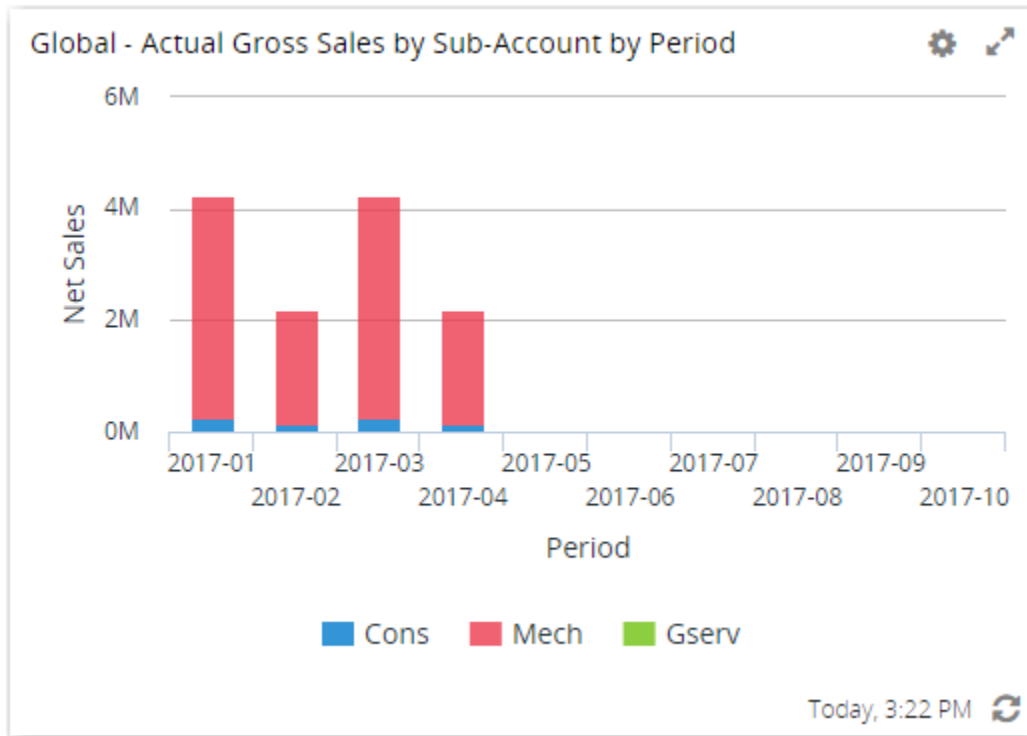
The Revenue by Sub-Account tab includes a number of KPI visuals:

- Global – Actual Gross Sales by Sub-Account by Period
- Global – Actual Gross Sales by Sub-Account
- Global – Actual Net Sales by Sub-Account by Period
- Global – Actual Net Sales by Sub-Account

Global – Actual Gross Sales by Sub-Account by Period

The Global – Actual Gross Sales by Sub-Account by Period KPI visual displays the global gross sales by sub-account and by period.

Gross sales are the overall sales of a company that have not been adjusted to include discounts or returns from customers. You can click the legend icons to analyze different sub-accounts.

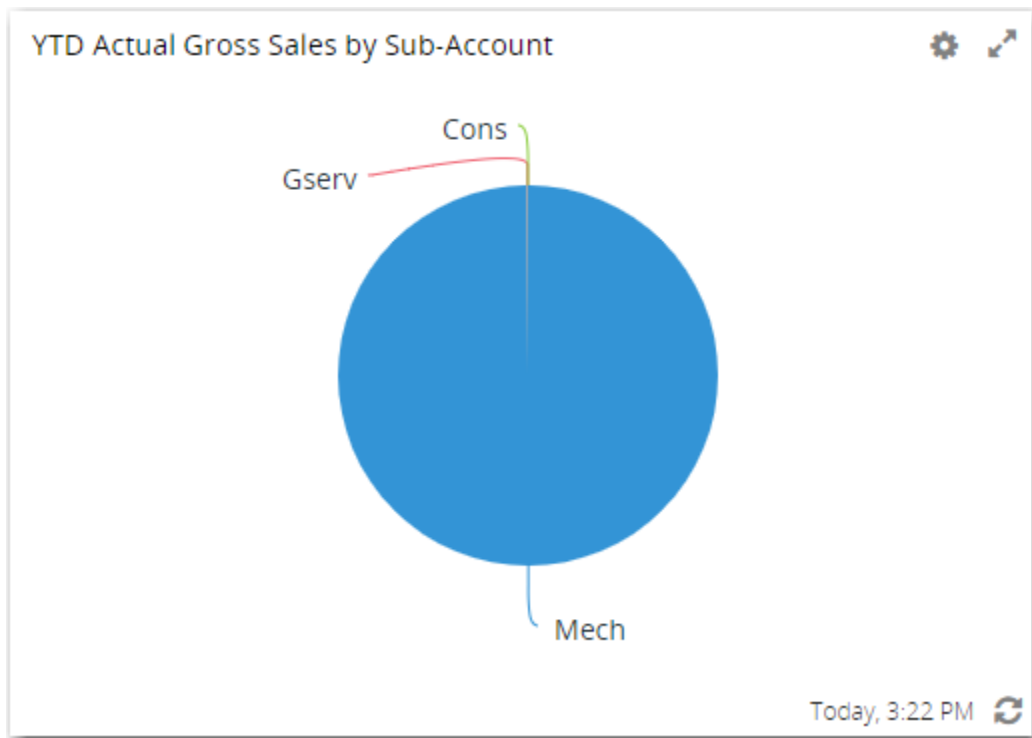


This KPI visual is based on the Revenue Analysis KPI definition.

Global – Actual Gross Sales by Sub-Account

The Global – Actual Gross Sales by Sub-Account KPI visual displays the global gross sales by sub-account.

Gross sales are the overall sales of a company that have not been adjusted to include discounts or returns from customers.



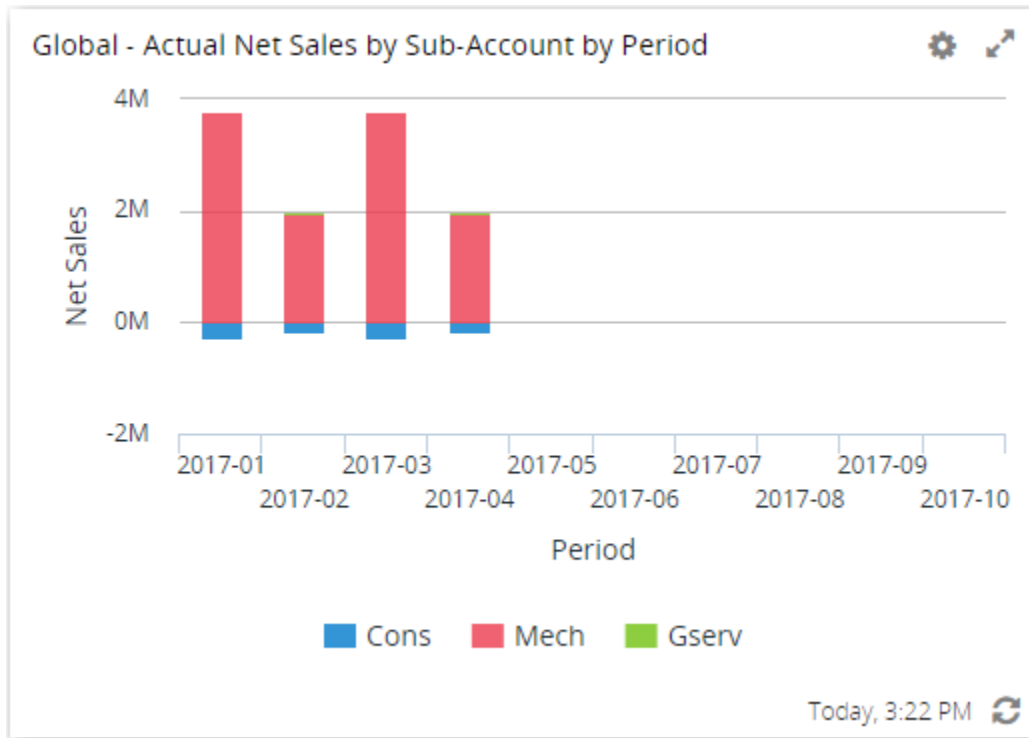
This KPI visual is based on the Revenue Analysis KPI definition.

Global – Actual Net Sales by Sub-Account by Period

The Global – Actual Net Sales by Sub-Account by Period KPI visual displays the global net sales by sub-account and by period.

Net sales are the amount of sales generated by a company after the deduction of returns, allowances for damaged or missing goods, and any discounts allowed. Net sales provide a more accurate picture of the actual sales generated by the company or the money that it expects to receive.

You can click the legend icons to analyze different sub-accounts.

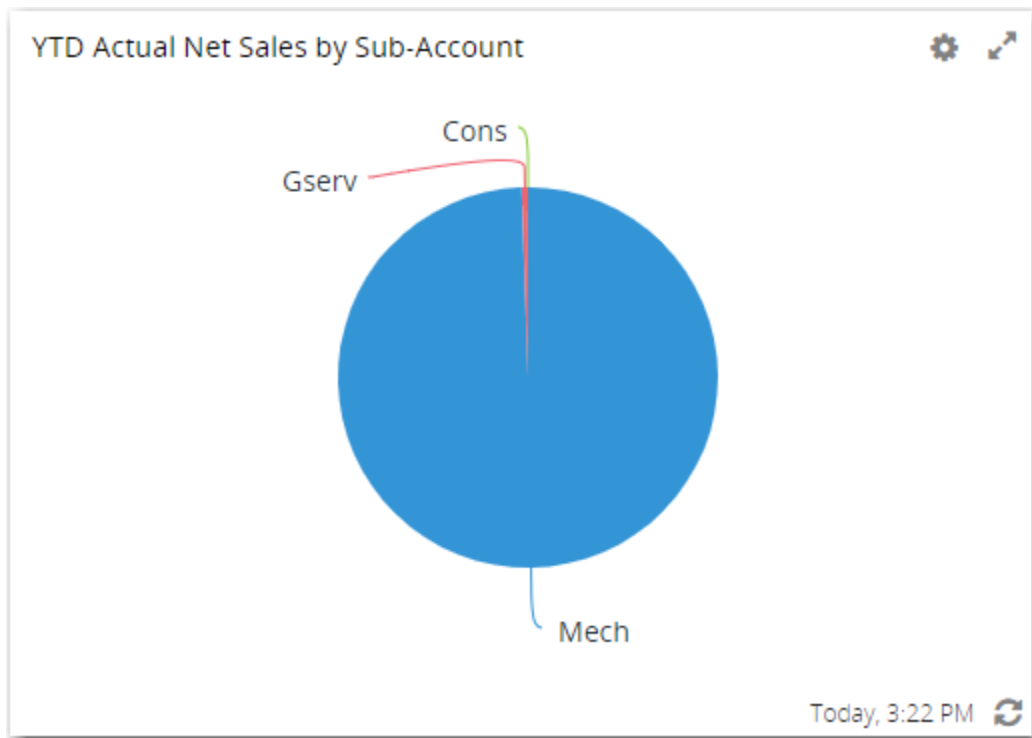


This KPI visual is based on the Revenue Analysis KPI definition.

Global – Actual Net Sales by Sub-Account

The Global – Actual Net Sales by Sub-Account KPI visual displays the global net sales by sub-account.

Net sales are the amount of sales generated by a company after the deduction of returns, allowances for damaged or missing goods, and any discounts allowed. Net sales provide a more accurate picture of the actual sales generated by the company or the money that it expects to receive.



This KPI visual is based on the Revenue Analysis KPI definition.

Revenue by Product Line Tab

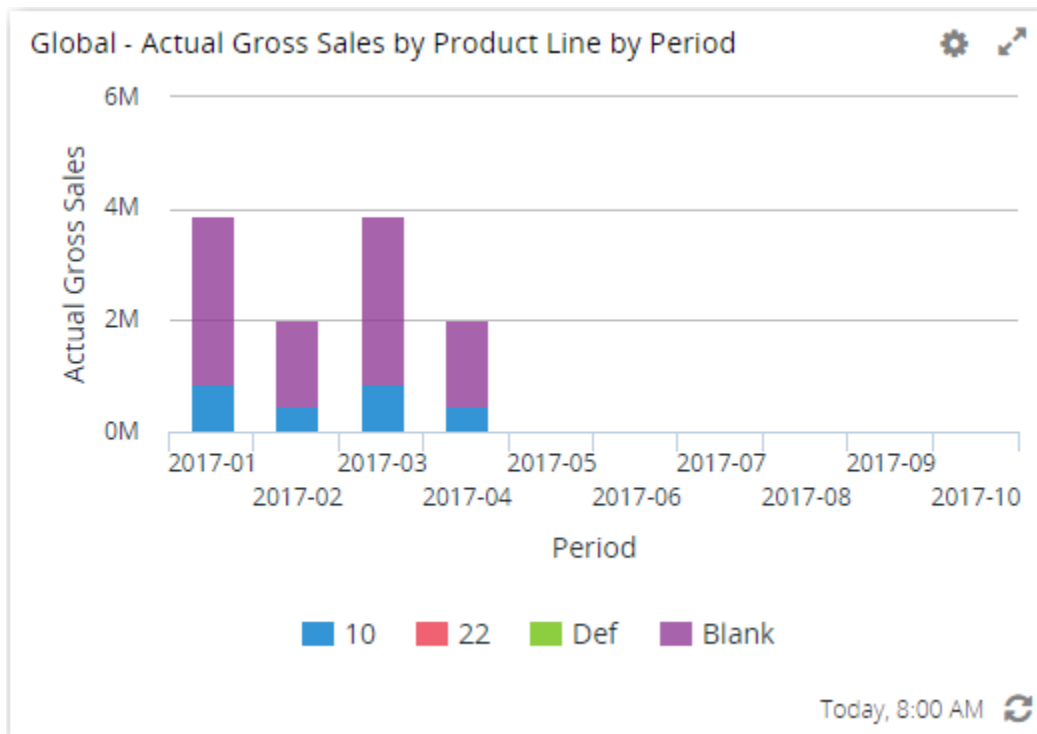
The Revenue by Product Line tab includes a number of KPI visuals:

- Global – Actual Gross Sales by Product Line by Period
- Global – Actual Net Sales by Product Line by Period

Global – Actual Gross Sales by Product Line by Period

The Global – Actual Gross Sales by Product Line by Period KPI visual displays the global gross sales by product line and by period.

Gross sales are the overall sales of a company that have not been adjusted to include discounts or returns from customers. You can click the legend icons to analyze different product lines.



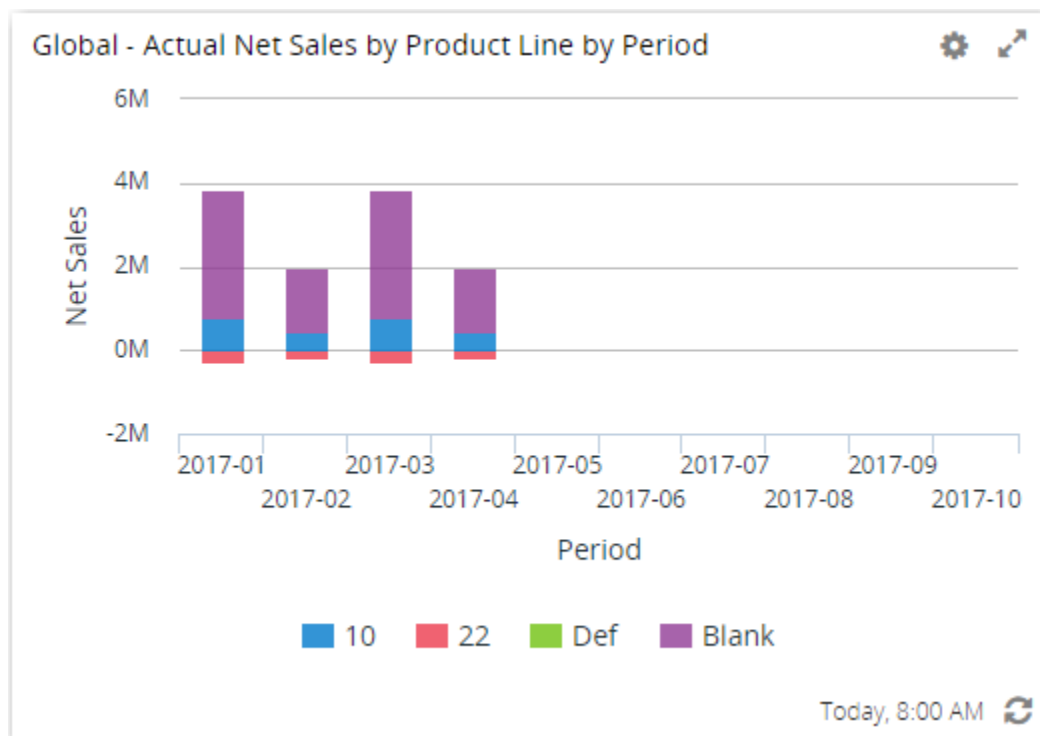
This KPI visual is based on the Revenue Analysis KPI definition.

Global – Actual Net Sales by Product Line by Period

The Global – Actual Net Sales by Product Line by Period KPI visual displays the global net sales by product line and by period.

Net sales are the amount of sales generated by a company after the deduction of returns, allowances for damaged or missing goods, and any discounts allowed. Net sales provide a more accurate picture of the actual sales generated by the company or the money that it expects to receive.

You can click the legend icons to analyze different product lines.



This KPI visual is based on the Revenue Analysis KPI definition.

Sales & Shipping Performance Tab

The Sales & Shipping Performance tab includes a number of KPI visuals:

- Average of Days Late by Ship Date
- Average of Days late by Site by Ship Date
- Last 10 Days Invoice Value by Day

Average of Days Late by Ship Date

The Average of Days Late by Ship Date KPI visual displays the average amount of days late by ship date.

Late shipment is a key indicator to analyze the shipping performance. This visual provides a way to analyze late shipment through the days late for each ship date.

By modifying the shipping date range, you can choose a period of time for which to analyze the late shipments.



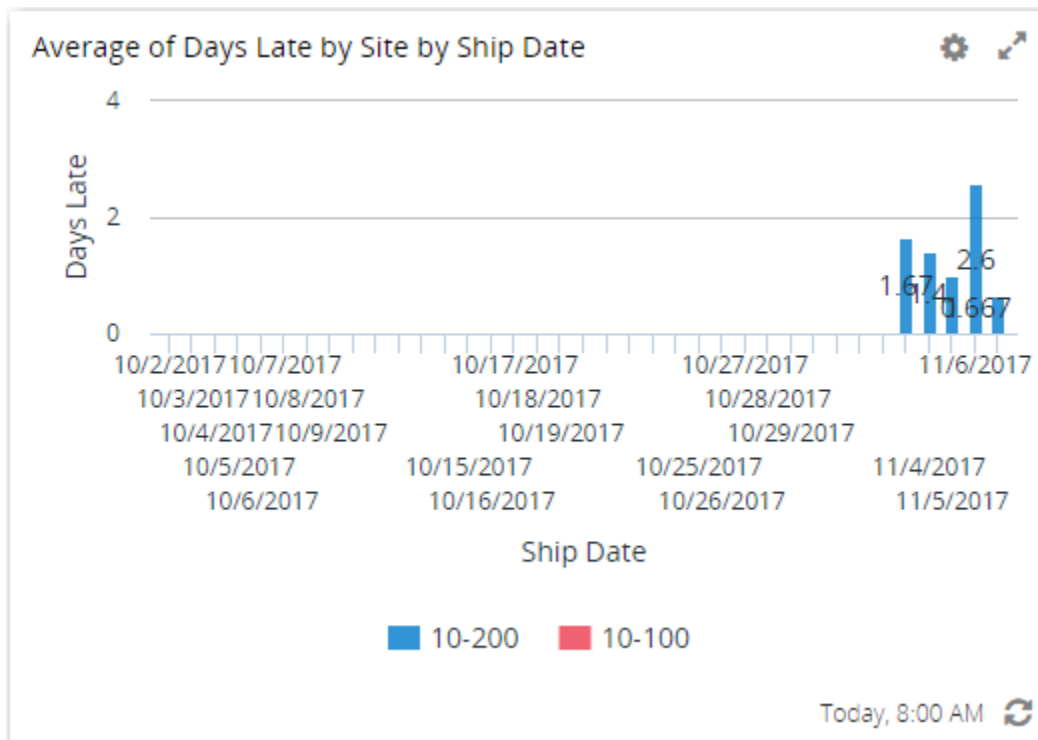
This KPI visual is based on the Shipping Metrics KPI definition.

Average of Days Late by Site by Ship Date

The Average of Days Late by Site by Ship Date KPI visual displays the average amount of days late by site and ship date.

Late shipment is a key indicator to analyze the shipping performance. This visual provides a way to analyze late shipment through the days late for each ship date.

By modifying the shipping date range, you can choose a period of time for the analysis of late shipments. You can click the legend icons to analyze different sites.



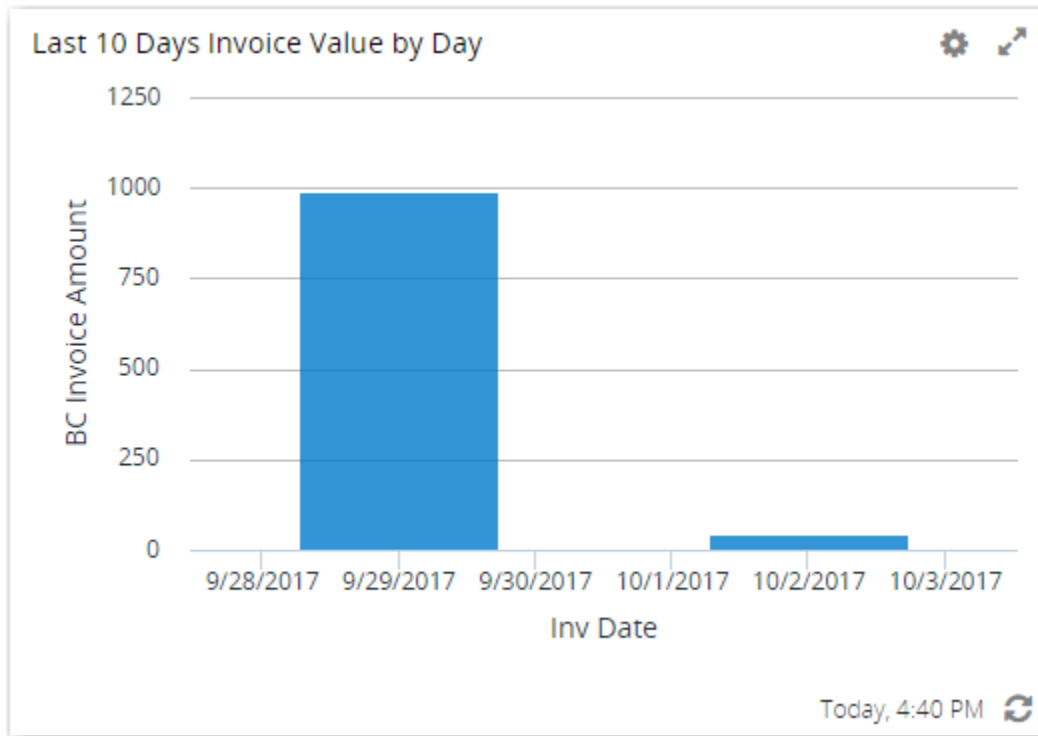
This KPI visual is based on the Shipping Metrics KPI definition.

Last 10 Days Invoice Value by Day

The Last 10 Days Invoice Value by Day KPI visual displays the invoice amounts in the last 10 days.

The KPI visual shows the company's sales volume over time, and you can use it to analyze the sales trends.

You can modify the invoice date range to choose a different period of time for the analysis of sales.



This KPI visual is based on the Sales Analysis 2 KPI definition.

Operating Expenses Tab

The Operating Expenses tab includes a number of KPI visuals:

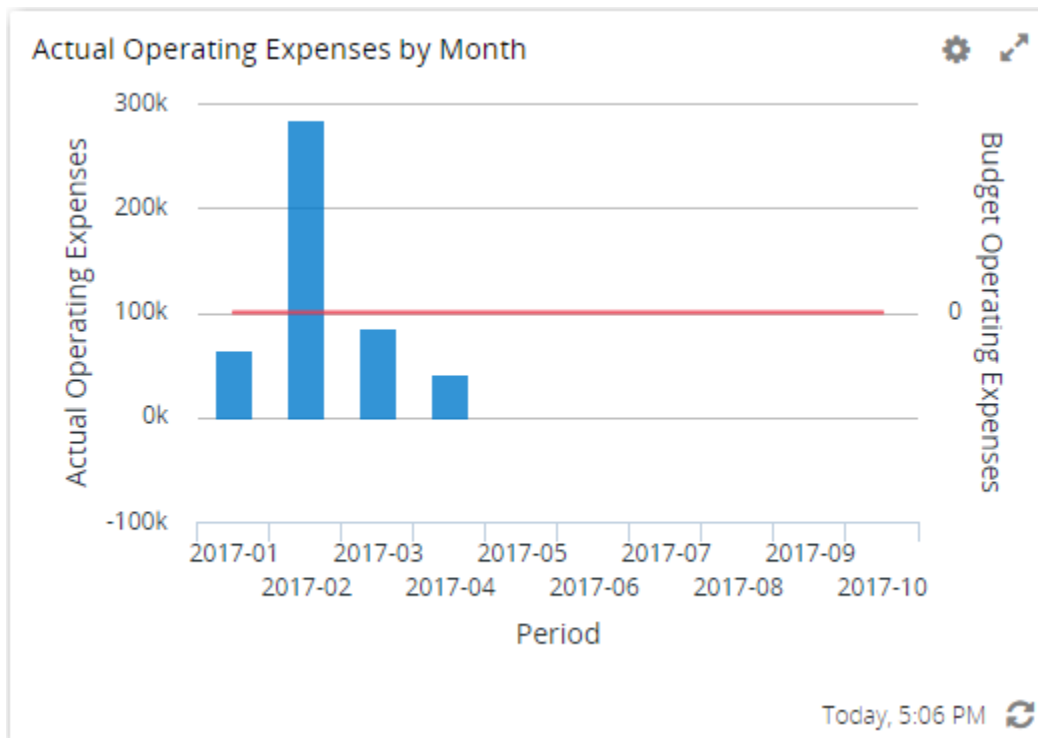
- Actual Operating Expenses by Month
- Actual Operating Expenses by Cost Center
- Actual Operating Expenses by Period by Cost Center

Actual Operating Expenses by Month

The Actual Operating Expenses by Month KPI visual displays the operating expenses by period and compares this with the budget expense amount.

Financial analysts are responsible for comparing the operating expenses against the budget and reducing the operating expenses.

The red line is the budget operating expenses. You can compare the actual expenses with the budget value.

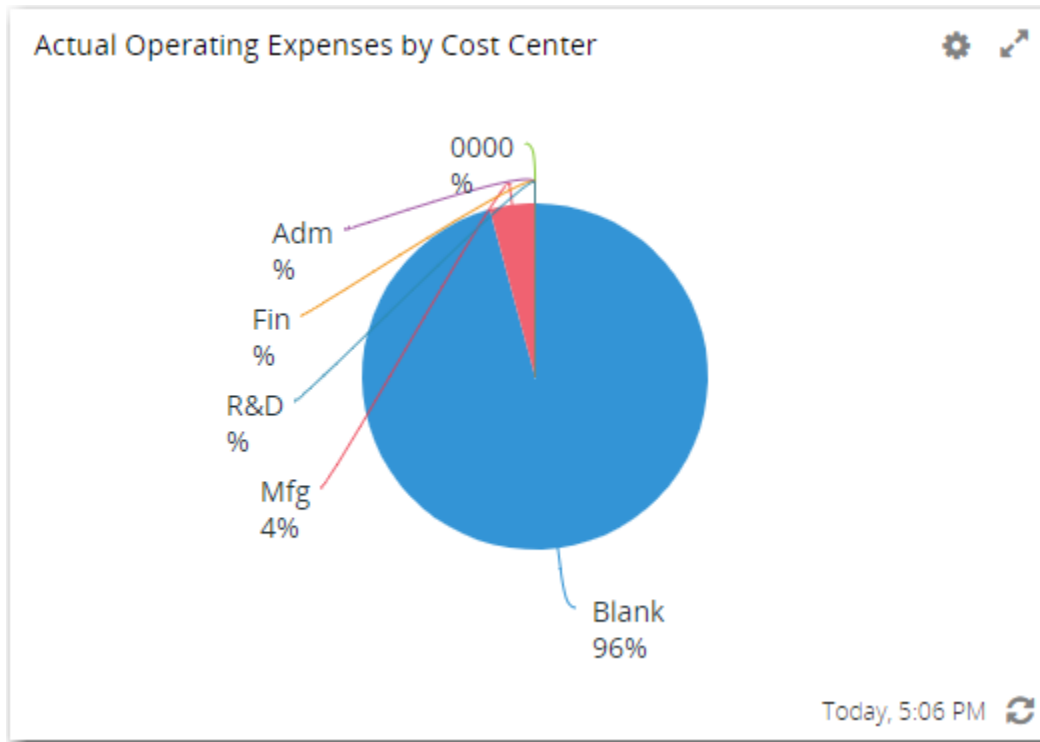


This KPI visual is based on the OPEX Analysis KPI definition.

Actual Operating Expenses by Cost Center

The Actual Operating Expenses by Cost Center KPI visual displays the percentage of operating expenses by cost center.

Financial analysts are responsible for comparing the operating expenses against the budget and reducing the operating expenses.



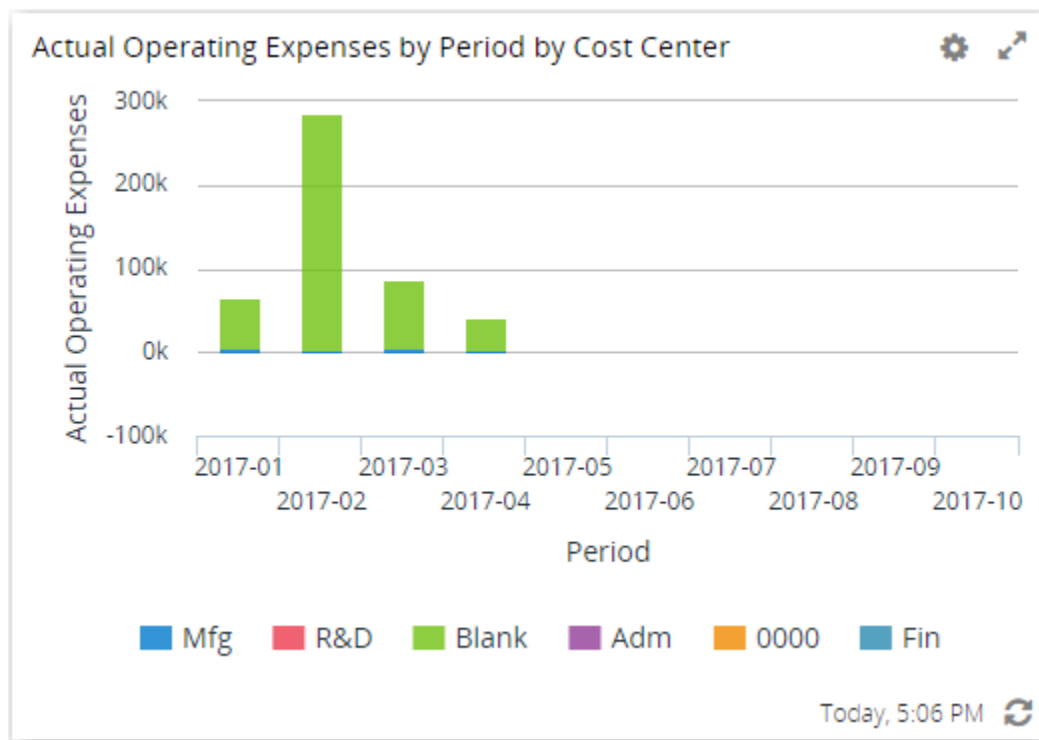
This KPI visual is based on the OPEX Analysis KPI definition.

Actual Operating Expenses by Period by Cost Center

The Actual Operating Expenses by Period by Cost Center KPI visual displays the operating expenses amount by cost center on a monthly basis.

Financial analysts are responsible for comparing the operating expenses against the budget and reducing the operating expenses.

You can click the legend icon to select cost centers to analyze.



This KPI visual is based on the OPEX Analysis KPI definition.

Predefined Customer Service Manager Action Center

The predefined Customer Service Manager action center, which is accessible from the Action Centers and Dashboards menu, contains tabs with KPI visuals to aid customer service management.

This action center includes the Sales Analysis tab.

For more information on the underlying KPI definitions and visual settings, see [Predefined Customer Service Manager KPI Definitions](#).

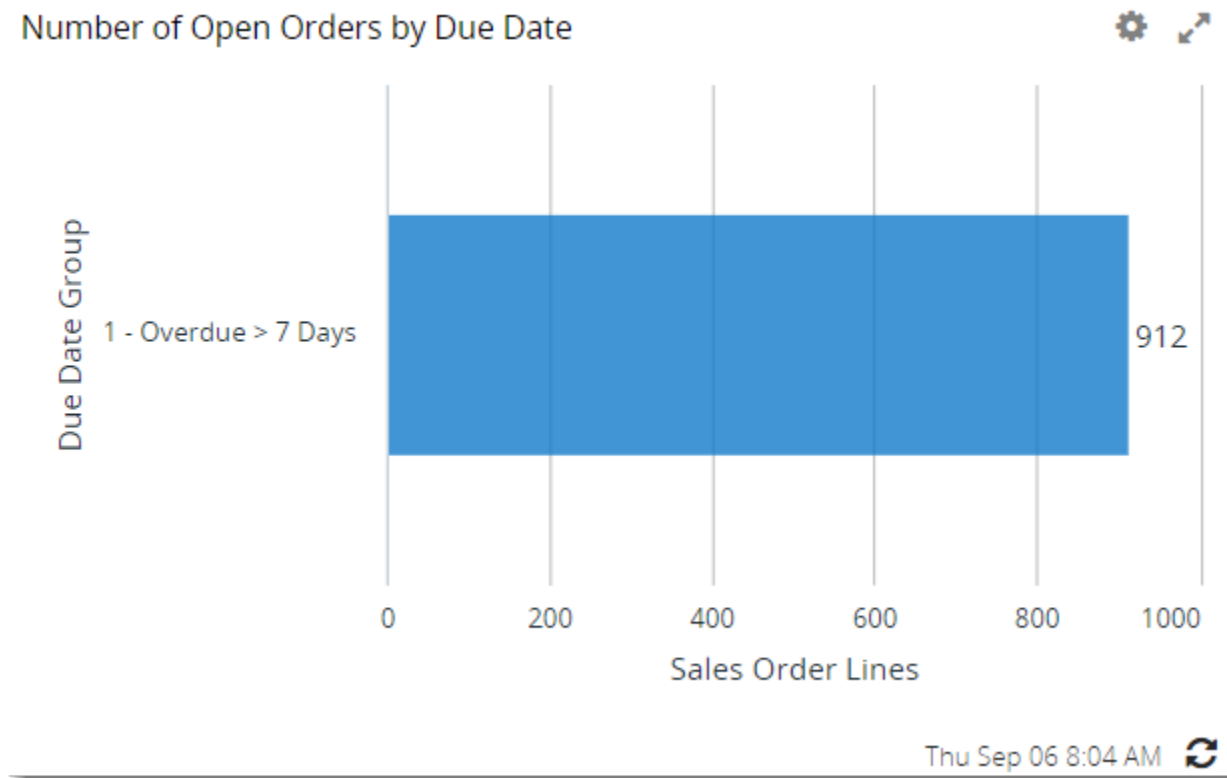
Sales Analysis Tab

The Sales Analysis tab includes a number of KPI visuals:

- Number of Open Orders by Due Date
- Value of Open Orders by Due Date
- Open Orders Summary
- Orders on Credit Hold
- Top Customers
- Top Items
- Late Shipments – Average Days Late
- Late Payments

Number of Open Orders by Due Date

The Number of Open Orders by Due Date KPI visual displays the open sales orders in a timeline relative to today. Moving from top to bottom, the KPI displays the number of orders that are overdue, due today, and due in the future. Aging is determined by comparing the sales order line Due Date to today. Hover over a column to display the number of orders in that column.



This KPI helps you, the Customer Service Manager, to:

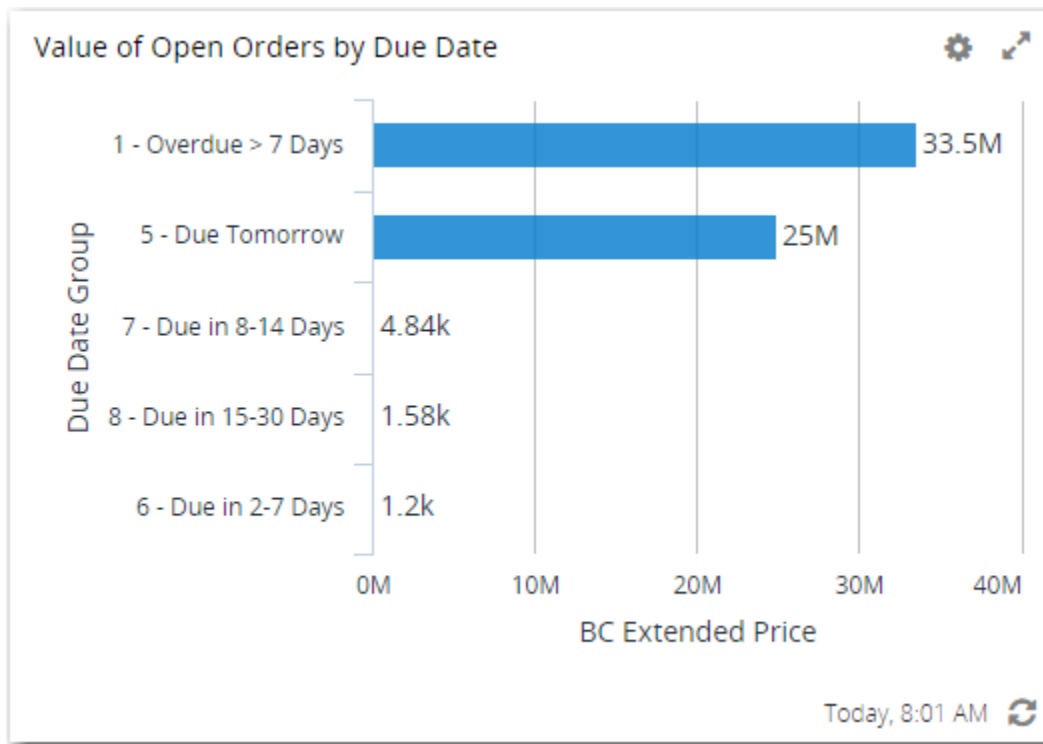
- Identify orders that require immediate attention.
- Prioritize the orders to work on.
- Identify problem areas.
- Respond to questions from customers.

You can also filter open orders by Due Date Group, Site, Customer, or Item.

This KPI visual is based on the Open Orders by Due Date KPI definition, which is filtered by the viewer's current workspace.

Value of Open Orders by Due Date

The Number of Open Orders by Due Date KPI visual displays the total value of all open sales orders in a timeline relative to today. Moving from top to bottom, the KPI displays the total value of the orders that are overdue, due today, and due in the future. Aging is determined by comparing the sales order line due date to today. Hover over a column to display the total value of the orders in that column, expressed in the base currency.



This KPI helps you to:

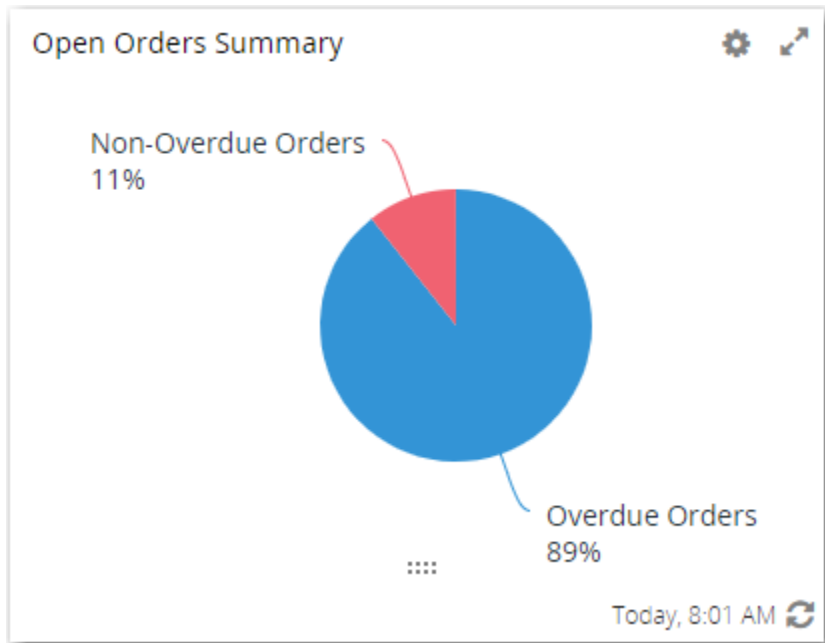
- Identify orders that require immediate attention.
- Prioritize the orders to work on.
- Identify problem areas.
- Respond to questions from customers.

You can also filter open orders by Due Date Group, Site, Customer, or Item.

This KPI visual is based on the Open Orders by Due Date KPI definition, which is filtered by the viewer's current workspace.

Open Orders Summary

The Open Orders Summary KPI visual summarizes the information displayed in the Number of Open Orders by Due Date KPI, and displays the percentage of open sales orders that are overdue and not overdue. Hover over a slice to display the number of orders in that slice.



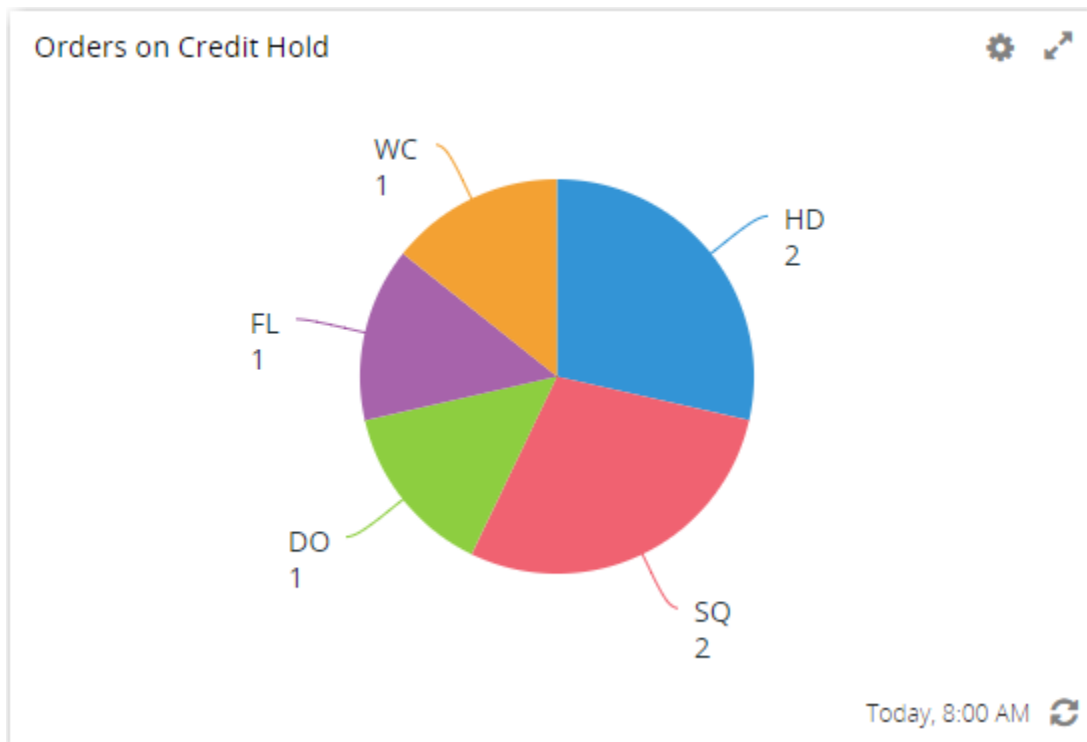
This KPI allows you to monitor the percentage of orders that are overdue and indicates order processing efficiency and the level of customer service.

You can filter open orders by Due Date Group, Site, Customer, and Item.

This KPI visual is based on the Open Orders by Due Date KPI definition, which is filtered by the viewer's current workspace.

Orders on Credit Hold

The Orders on Credit Hold KPI visual displays the sales orders on hold, grouped by Action Status, which is the reason that an order is on hold. Hover over a slice to display the number of orders in that slice.



This KPI visual provides a summary of all the orders that are on hold. Some companies use Action Status to hold orders for reasons other than credit issues. The KPI visual allows you to identify the orders on hold, the reason why the orders are on hold, and the appropriate follow-up actions to that ensure customer service levels are maintained.

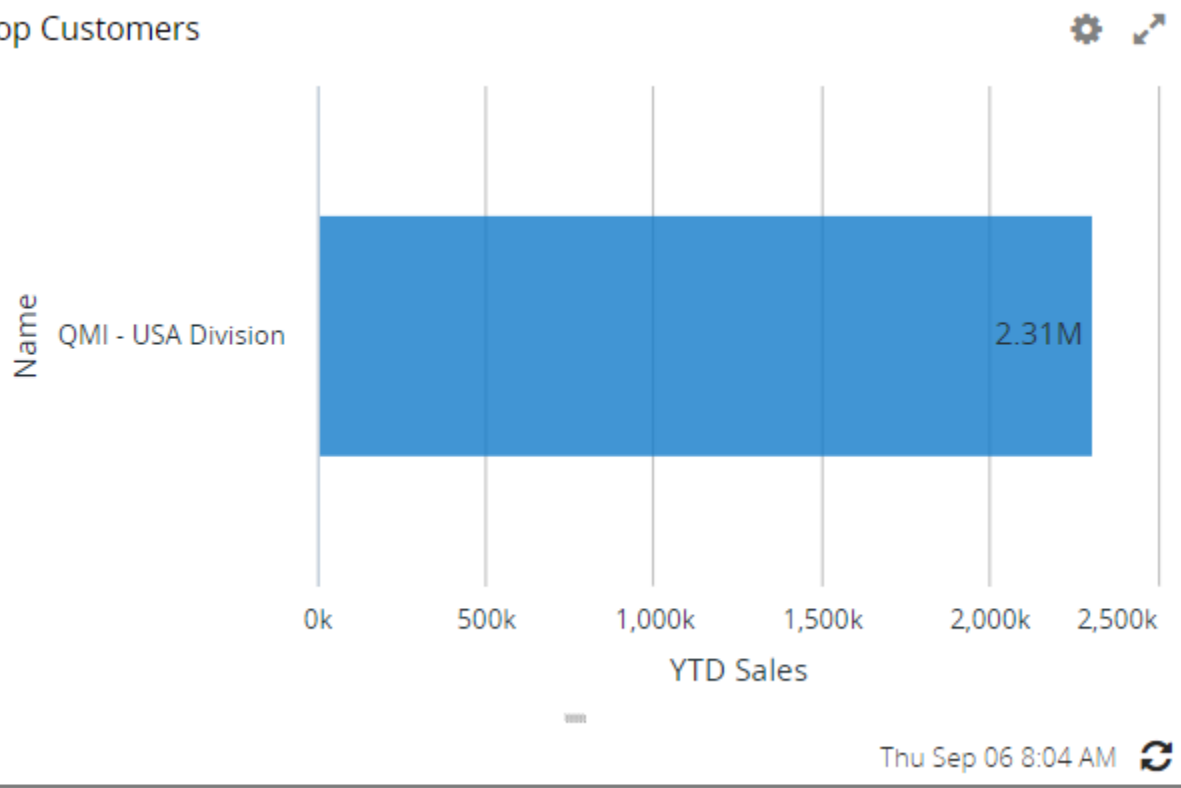
You can also display the total value, in base currency, of the sales orders on hold. You can filter sales orders by Action Status, Bill-To Customer, Sold-To Customer, and Customer Credit Hold Status.

This KPI visual is based on the Open Orders by Credit Hold KPI definition, which is filtered by the viewer's current workspace.

Top Customers

The Top Customers KPI visual displays the top ten customers in descending sales value sequence. Hover over a column to display the total value of sales year-to-date to the selected customer in the current year.

Top Customers



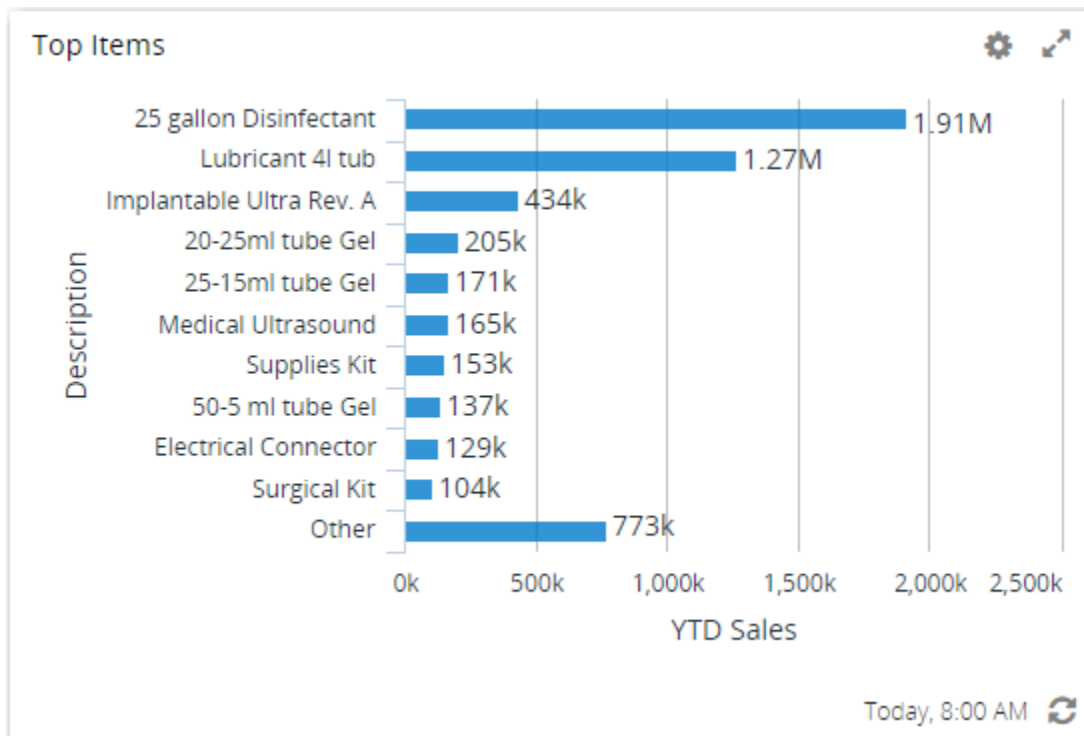
This KPI visual allows you to identify the top customers so that you can ensure that these customers are provided with excellent customer service through fast and accurate processing of orders, communication, and coordination with other departments to resolve inquiries.

The KPI visual can also display Gross Margin and Gross Margin%, and you can filter by Region, Customer Type, and Site to identify the top customers in the selected categories.

The KPI visual is based on the Top Customers KPI definition, which is filtered by the viewer's current workspace.

Top Items

The Top Items KPI visual displays the top ten items in descending sales value sequence. Hover over a column to display the total value of sales year-to-date of the selected item in the current year.



This KPI visual allows you to identify the top items so that you can ensure that orders for these items are processed quickly and shipped on time.

The KPI visual can also display Gross Margin and Gross Margin%, and you can filter by Product Line, Item Type, and Group to identify the top items in the selected categories.

The KPI visual is based on the Top Items KPI definition, which is filtered by the viewer's current workspace.

Late Shipments – Average Days Late

The Late Shipments – Average Days Late KPI visual displays the average number of days shipments are late by ship date, and is a key indicator for analyzing shipping performance.



This KPI visual allows you to measure shipment performance and customer service. It compares the Due Date of each shipment to the Ship Date to determine whether a shipment is late and, if so, the number of days overdue. This information is averaged by Ship Date to indicate shipment performance.

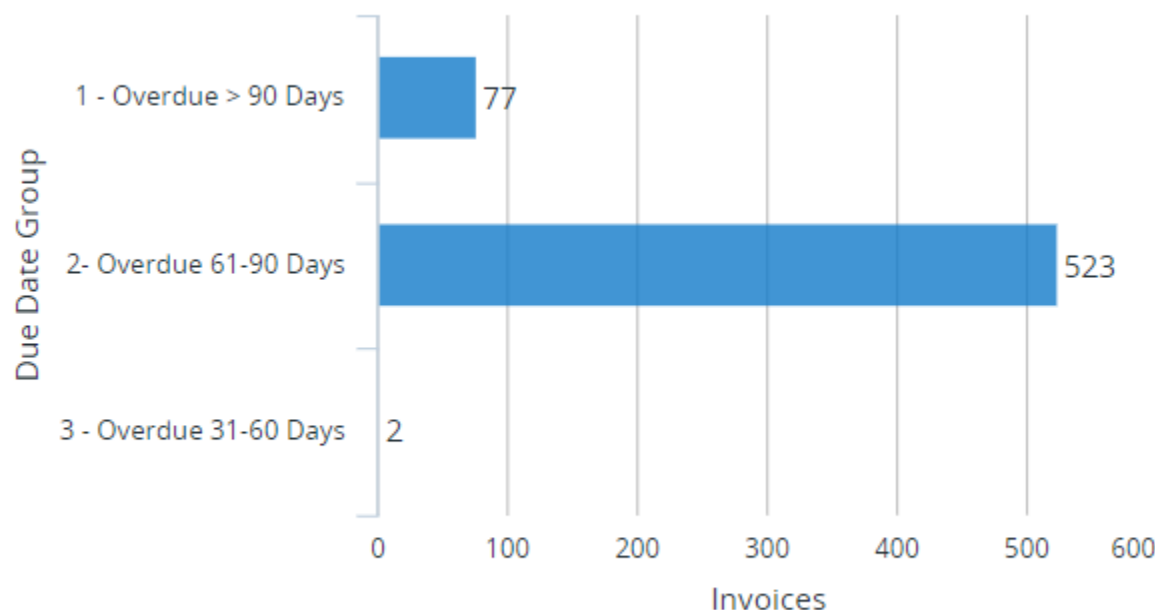
It currently analyzes shipments made in the last seven days. You can change the ship date range to analyze shipments over a different time period. You can also filter the KPI by Customer, Item, and Site to help identify problem areas.

This KPI visual is based on the Late Shipments KPI definition, which is filtered by the viewer's current workspace.

Late Payments

The Late Payments KPI visual displays all open (unpaid) invoices in a timeline relative to today. Moving from top to bottom, the KPI displays the number of invoices that are overdue by more than 90 days, 61-90 days, 31-60 days, 1-30 days, and invoices that are currently due. Hover over a column to display the number of invoices in that period.

Late Payments



Today, 8:05 AM



This KPI visual allows you to measure shipment performance and customer service. It compares the Due Date of each shipment to the Ship Date to determine whether a shipment is late and, if so, the number of days overdue. This information is averaged by Ship Date to indicate shipment performance. It determines the aging by comparing the invoice Due Date to today's date.

This KPI helps you to:

- Identify unpaid invoices and the length of time that they are overdue.
- Respond to questions from customers.
- Identify problem customers.

You can also use the KPI to display the total value of the open invoices, in the base currency, or to filter by Due Date Group and Customer.

This KPI is based on the Late Payments KPI definition, which is filtered by the viewer's current workspace.

Predefined Inventory Manager Action Center

The predefined Inventory Manager action center, which is accessible from the Action Centers and Dashboards menu, contains tabs with KPI visuals to aid inventory management.

This action center includes the following tabs:

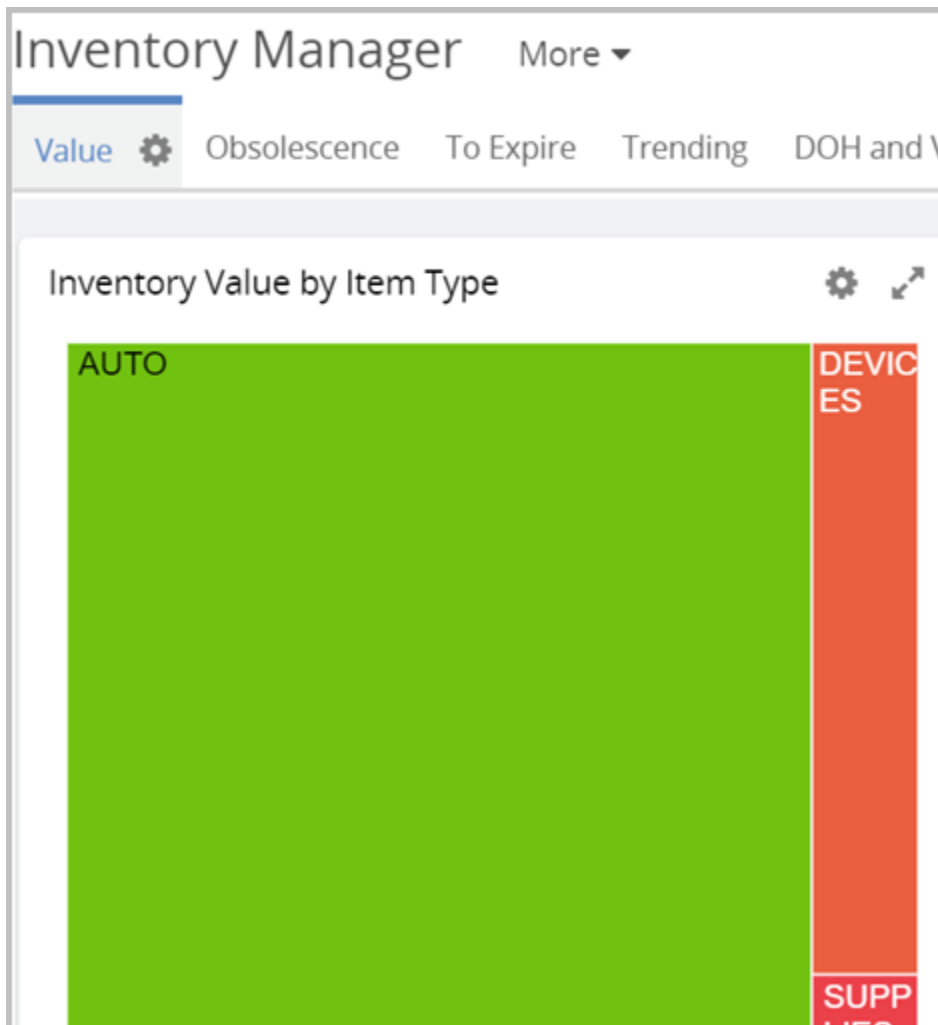
- Value – This tab contains KPIs related to inventory values.
- Obsolescence – This tab contains KPIs related to inventory obsolescence. Visuals here show inventory that is flagged as obsolete or outdated.

- To Expire – This tab contains KPIs related to inventory expiration. Visuals here show expired and soon-to-be expired inventory.
- Trending – This tab contains KPIs related to inventory trends.
- DOH and Value Rankings.
- DOH – This tab contains KPIs related to inventory days on hand.
- Cycle Count – This tab contains KPIs related to inventory cycle count.
- Data Health – This tab contains KPIs related to inventory data health.

For more information on the underlying KPI definitions and visual settings, see [Predefined Inventory Manager KPI Definitions](#)

Value Tab

Inventory Value by Item Type



This KPI visual maps inventory by proportion of current inventory by type, allowing inventory managers to see where their value lies.

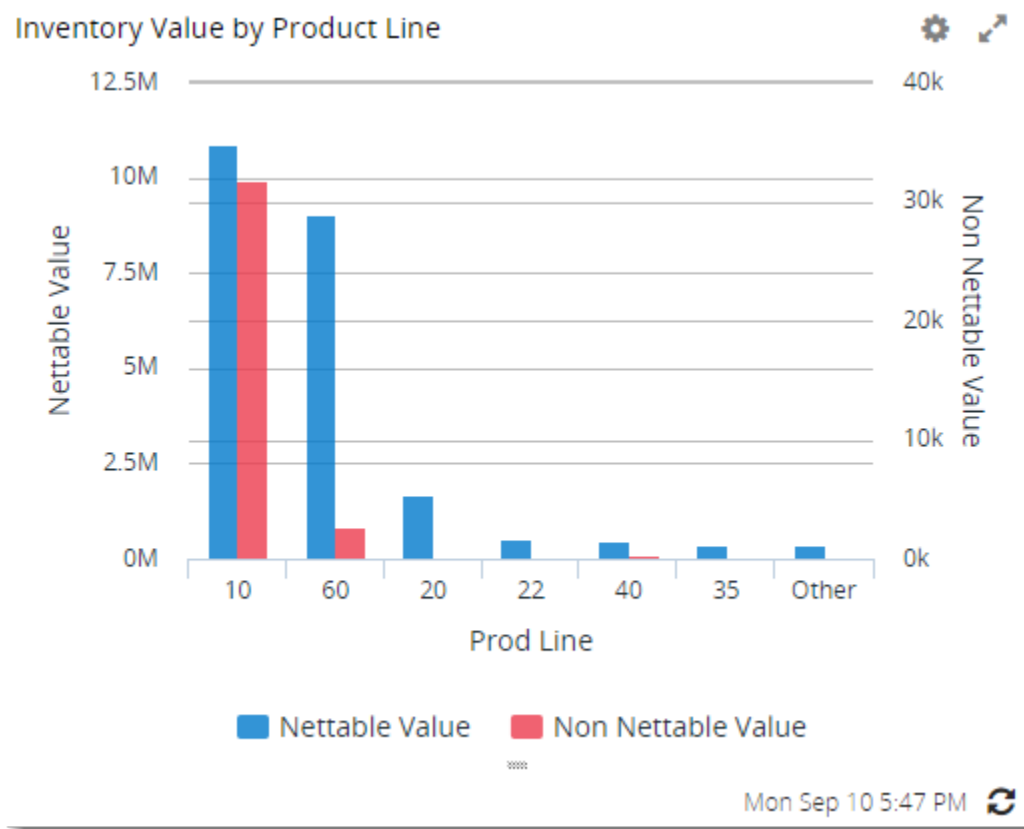
It is based on the Inventory Value KPI definition.

This KPI is filtered to show inventory with quantity on hand greater than zero.

Inventory Value by Product Line

The Inventory Value by Product Line KPI visual shows the total on-hand inventory value, which is the sum of nettable and non-nettable inventory, categorized by product line. Hover over the bars relative to a product line to see the on-hand inventory values.

This KPI visual allows inventory managers to see which product lines have high nettable or non-nettable costs.



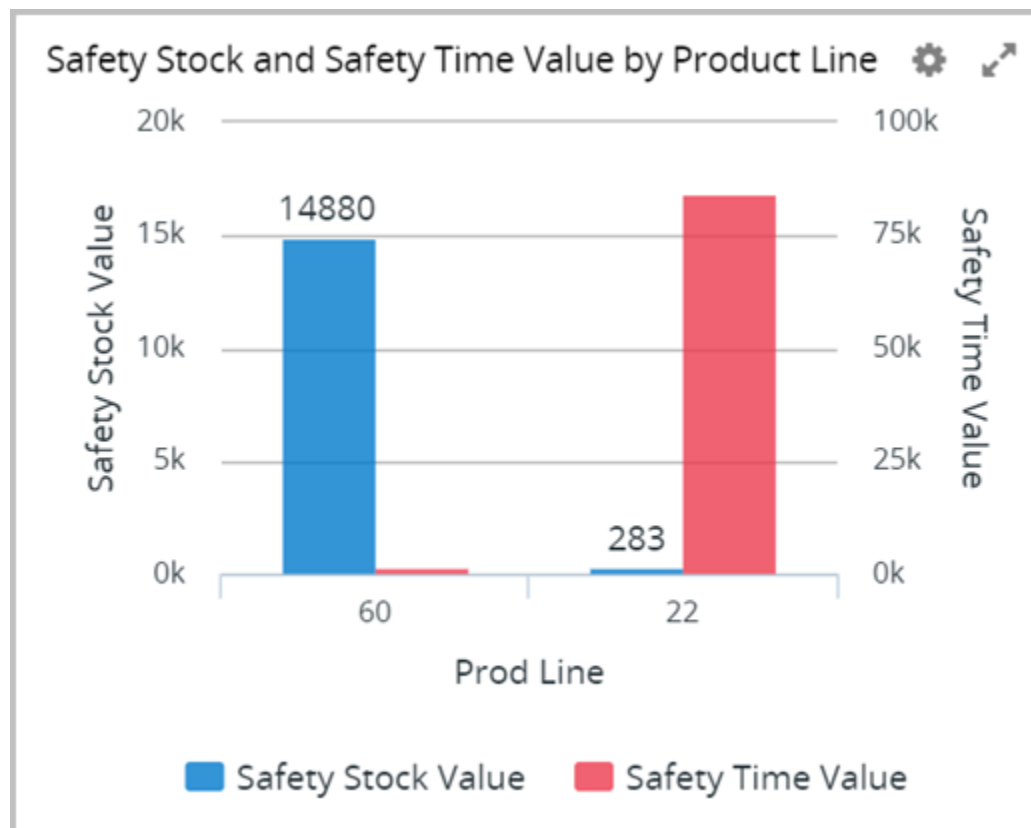
It is based on the Inventory Value KPI definition.

This KPI is filtered to show inventory with quantity on hand not equal to zero.

Safety Stock and Safety Time Value by Product Line

This visual shows the value of safety inventories being held for each product line. Safety inventory is calculated by item, from the specified safety stock and a computation that converts safety time to a quantity based on average demand per day. Safety inventory by item is then totaled by product line for this chart. Hover over the bars relative to a product line to see its inventory safety value.

This KPI visual chart shows which product lines are currently carrying the greatest working capital investment in safety or “fluctuation” inventory. This is the inventory being held to buffer the variability or fluctuation in supply or demand.



It is based on the Inventory Safety Value by Item KPI definition.

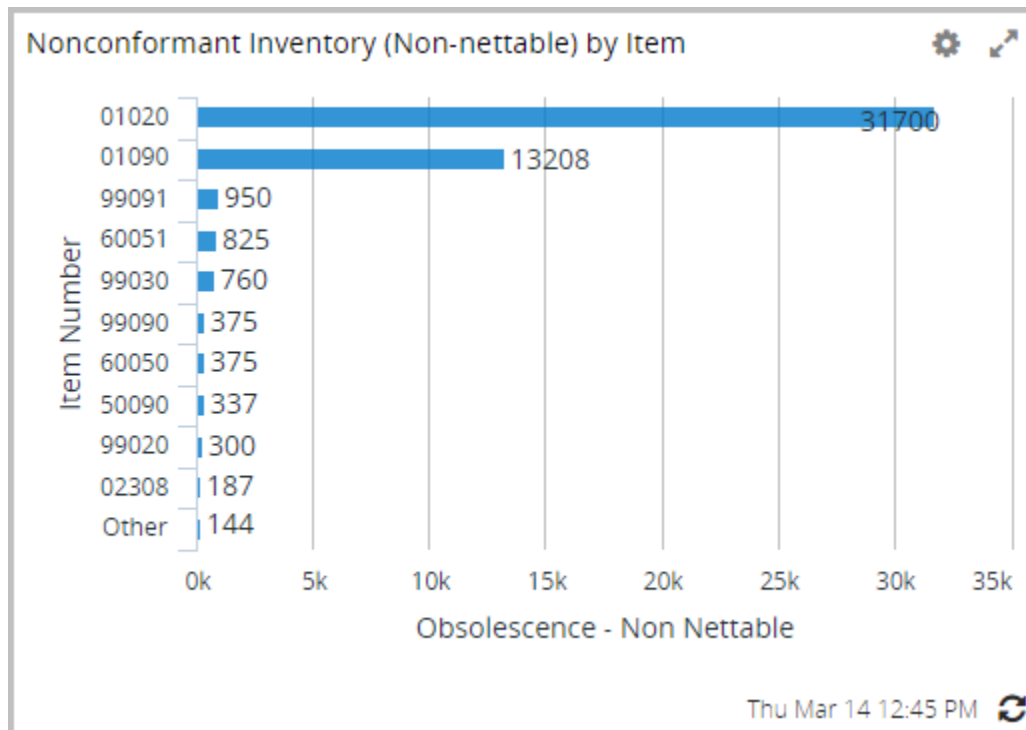
This KPI is filtered to show inventory with a quantity on hand greater than zero.

Obsolescence Tab

Nonconformant Inventory (Non-Nettable) by Item

This KPI visual shows a ranking, based on the value of non-nettable inventory, of the top ten items with potentially defective—and, therefore, unusable or obsolete—inventory. Hover over the bars relative to an item number to see the inventory value at risk.

This KPI visual allows inventory managers to see what inventory is unusable and likely to be scrapped. In some cases, the inventory in question might be reworked or returned to its source for replacement.

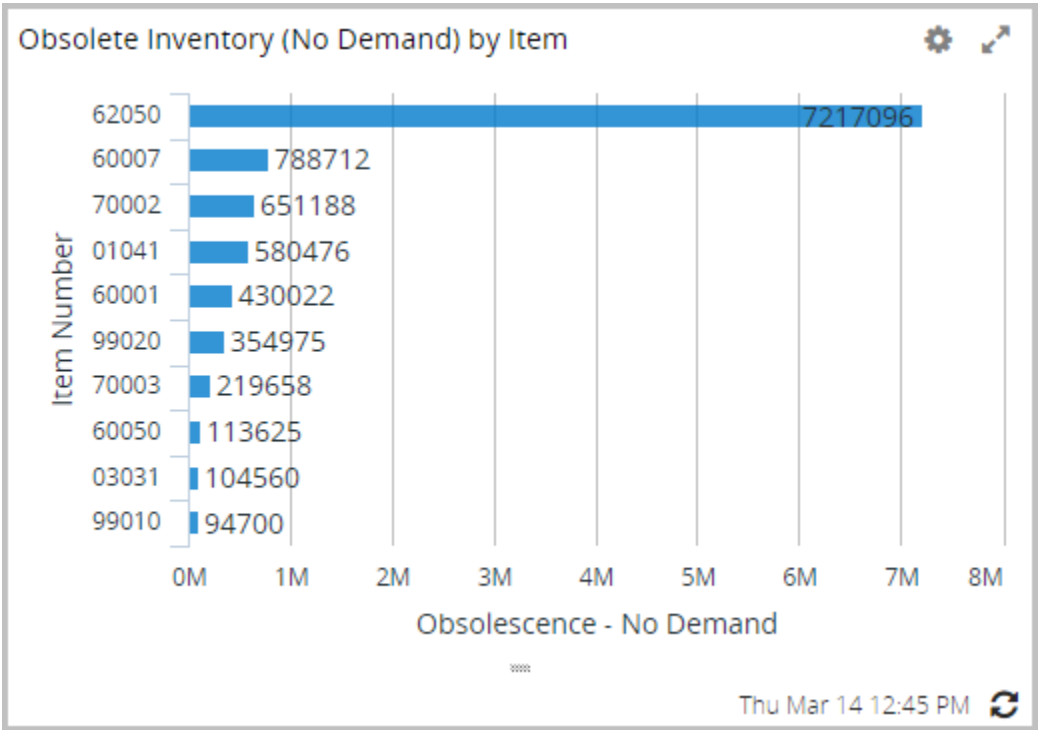


It is based on the Inventory Obsolescence Potential KPI definition.

Obsolete Inventory (No Demand) by Item

This KPI visual shows a ranking, based on the value of nettable inventory, of the top ten items with no demand. These items are potentially obsolete and their inventory is likely to be scrapped or discarded and written off. Hover over the bars relative to an item number to see the inventory value at risk.

This KPI visual allows inventory managers to see active inventory with no demand and with the potential to become obsolete.

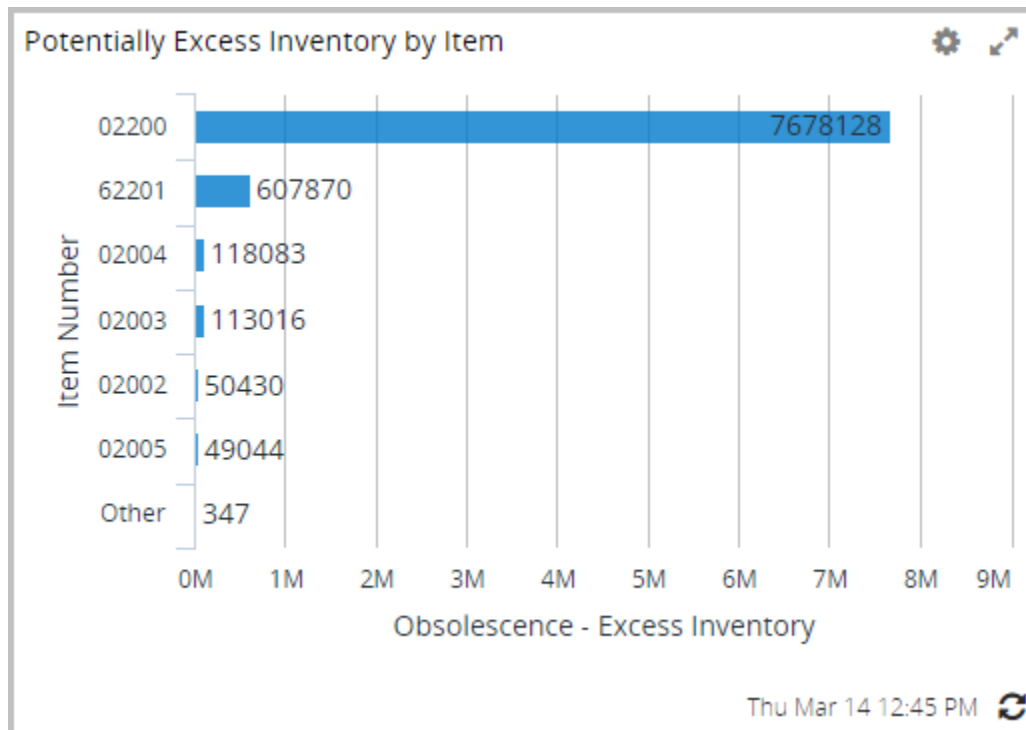


It is based on the Inventory Obsolescence Potential KPI definition.

Potentially Excess Inventory by Item

This KPI visual ranks, based on nettable inventory value, the top items with potentially excess inventory. In this case, an item with potentially excess inventory is determined as an item with nettable inventory greater than the future demand for the item. The future demand must be greater than zero. Hover over the bars relative to an item number to see the inventory value at risk.

This KPI visual allows inventory managers to see inventory with demand less than inventory on hand and with potential to become obsolete.



It is based on the Inventory Obsolescence Potential KPI definition.

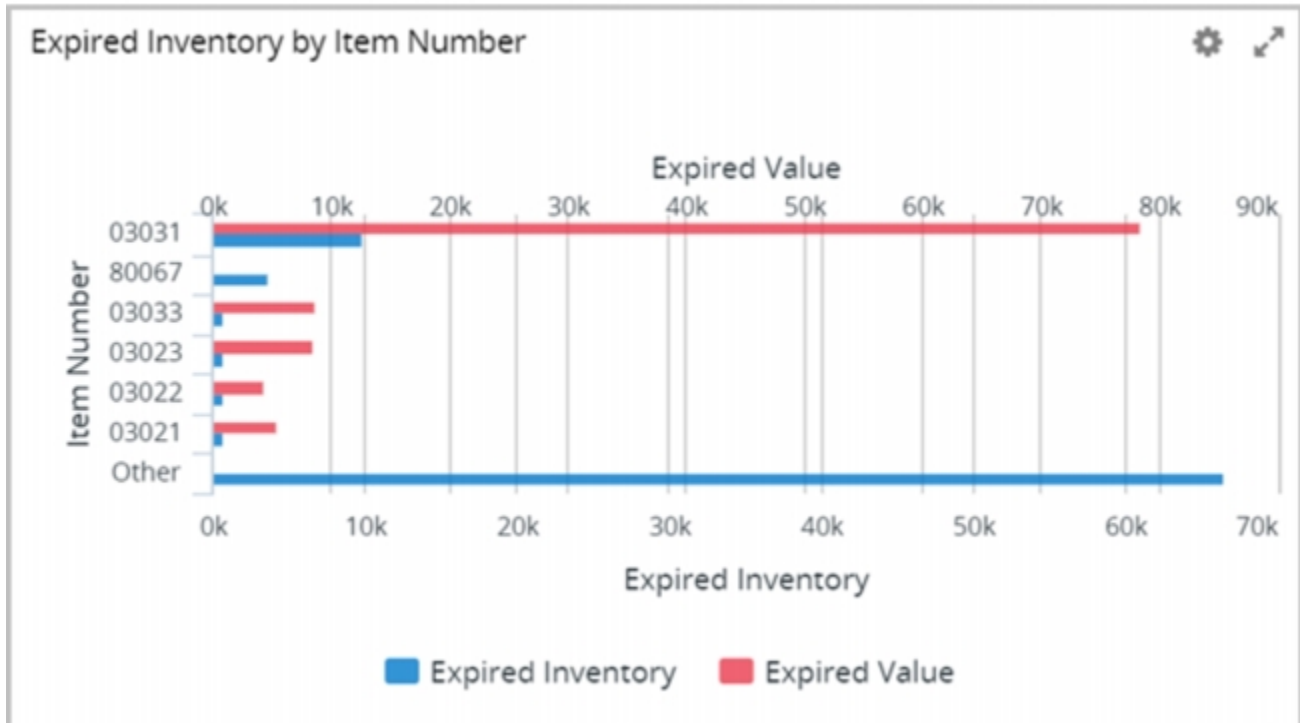
To Expire Tab

Expired Inventory by Item Number

This visual shows the quantity and the value of inventory that has expired. Hover over the bars relative to an item number to see the value of the expired inventory for that item.

This KPI visual allows inventory managers to see how much of their inventory is expired as of the current date.

Note: Totaling “Expired Inventory” into the “Other” category may produce questionable results because not all items have the same unit of measure.



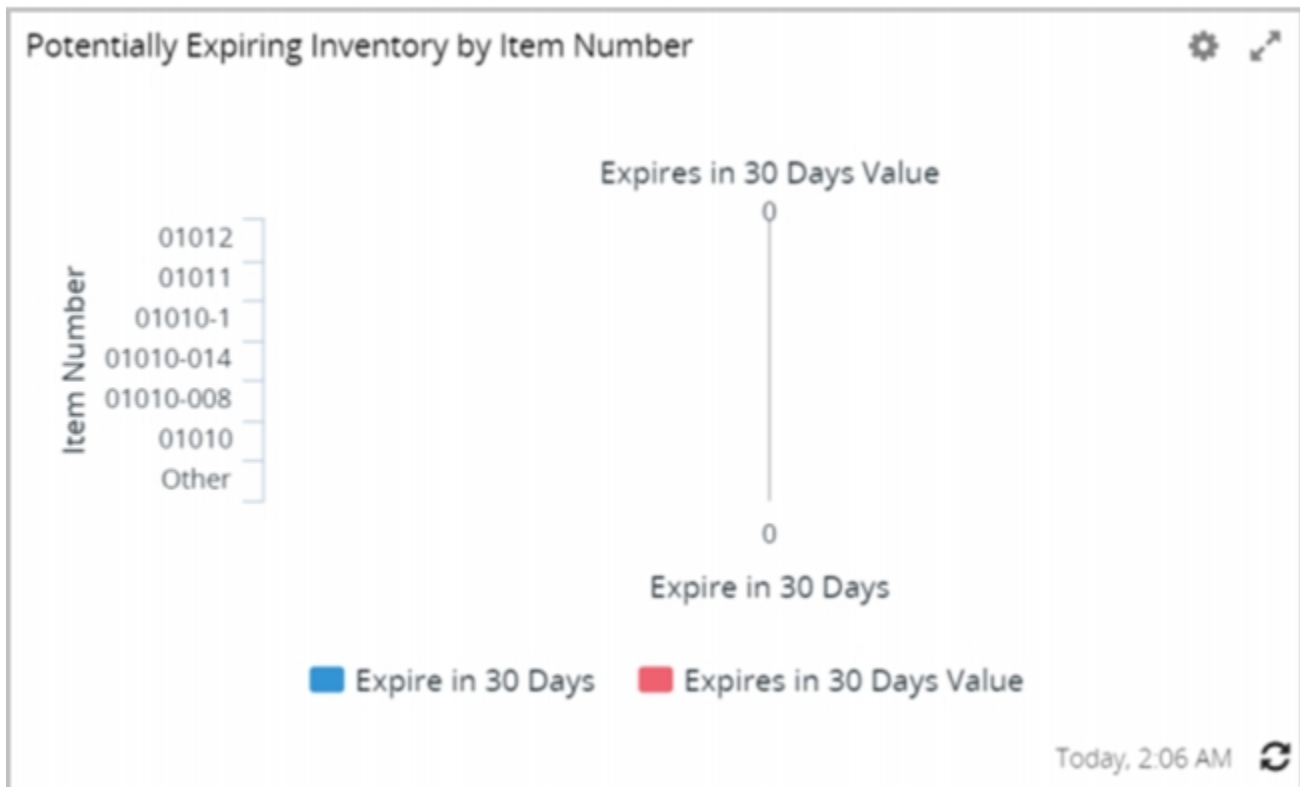
It is based on the Inventory Expired and Expiring KPI definition.

Potentially Expiring Inventory by Item Number

This KPI visual shows the value of inventory set to expire within the next 30 days. Hover over the bars relative to an item number to see the amount at risk of expiration.

This KPI visual allows inventory managers to see inventory with the potential to expire within the next 30 days, if not sold or consumed in production.

Note: Totaling Expire in 30 Days into the Other category may produce questionable results since not all items have the same unit of measure.



It is based on the Inventory Expired and Expiring KPI definition.

Expired Inventory by Product Line and Site

This visual shows the value of inventory that has expired, categorized by product line and site.

This KPI visual allows inventory managers to see how much of their inventory is expired as of the current date.

Expired Inventory by Product Line and Site									
Prod Line	Total Sum	10-100	10-200	10-201	10-202	10-300	10-301	10-303	10-400
	676493.6	17349.86	0	0	0	652229.98	6886.7	0	24.6
10	15874.47	15849.86	0	0	0	0		0	24.6
1000	0	0							
11	0	0	0						
20	1500	1500	0				0		
22	266100.44	0	0			259213.74	6886.7		
30	0	0	0	0	0	0			
35	392934.27	0				392933.98	0		0.2
40	0	0							
50	0	0							
60	84.42	0	0	0	0	82.26	0		
65	0	0	0	0	0	0	0		
99	0	0	0						
999	0	0	0				0		
pl1	0								

It is based on the Inventory Expired and Expiring KPI definition.

Potentially Expiring Inventory by Product Line and Site

This KPI visual shows the value of inventory set to expire within the next 30 days, categorized by product line and site.

This KPI visual allows inventory managers to see inventory with the potential to expire within the next 30 days, if not sold or consumed in production.

Potentially Expiring Inventory by Product Line and Site												
Prod Line	Total Sum	10-100	10-200	10-201	10-202	10-300	10-301	10-303	10-400	10-500		
	0	0	0	0	0	0	0	0	0	0		
10	0	0	0	0	0	0		0	0	0		
1000	0	0										
11	0	0	0									
20	0	0	0				0					
22	0	0	0			0	0		0			
30	0	0	0	0	0	0						
35	0	0				0	0		0	0		
40	0	0										
50	0	0										
60	0	0	0	0	0	0	0		0	0		
65	0	0	0	0	0	0	0		0	0		
99	0	0	0									
999	0	0	0				0		0			
pl1	0											

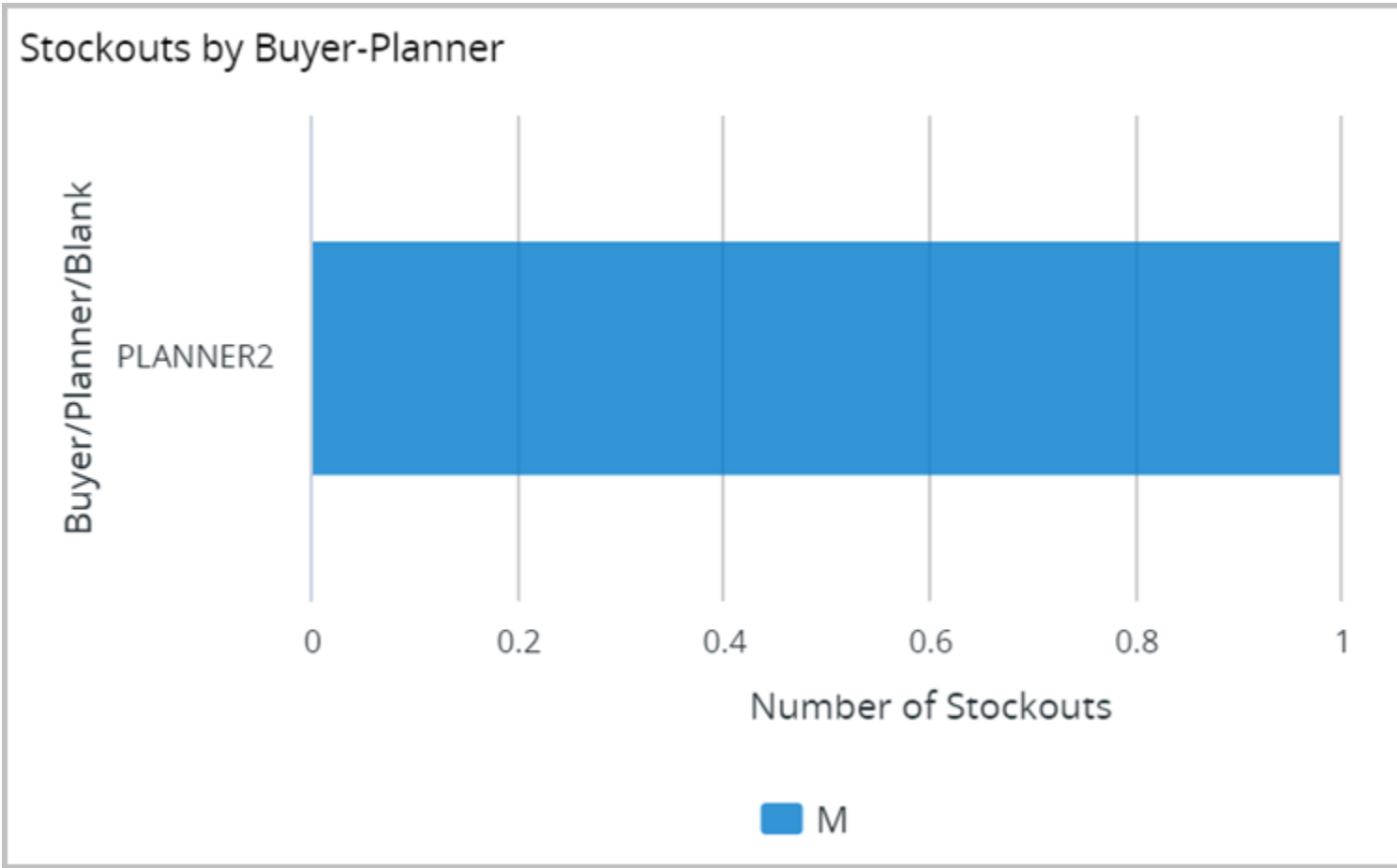
It is based on the Inventory Expired and Expiring KPI definition.

Trending Tab

Stockouts by Buyer-Planner

This KPI visual counts the number of items where the quantity on hand is less than the allocated quantity. An item with an on-hand balance less than the quantity allocated is in a shortage condition.

Hover over the bars relative to a Buyer-Planner to see the number of items for that buyer-planner that are in a shortage condition. This KPI visual allows inventory managers to see which buyers or planners are at greatest risk.



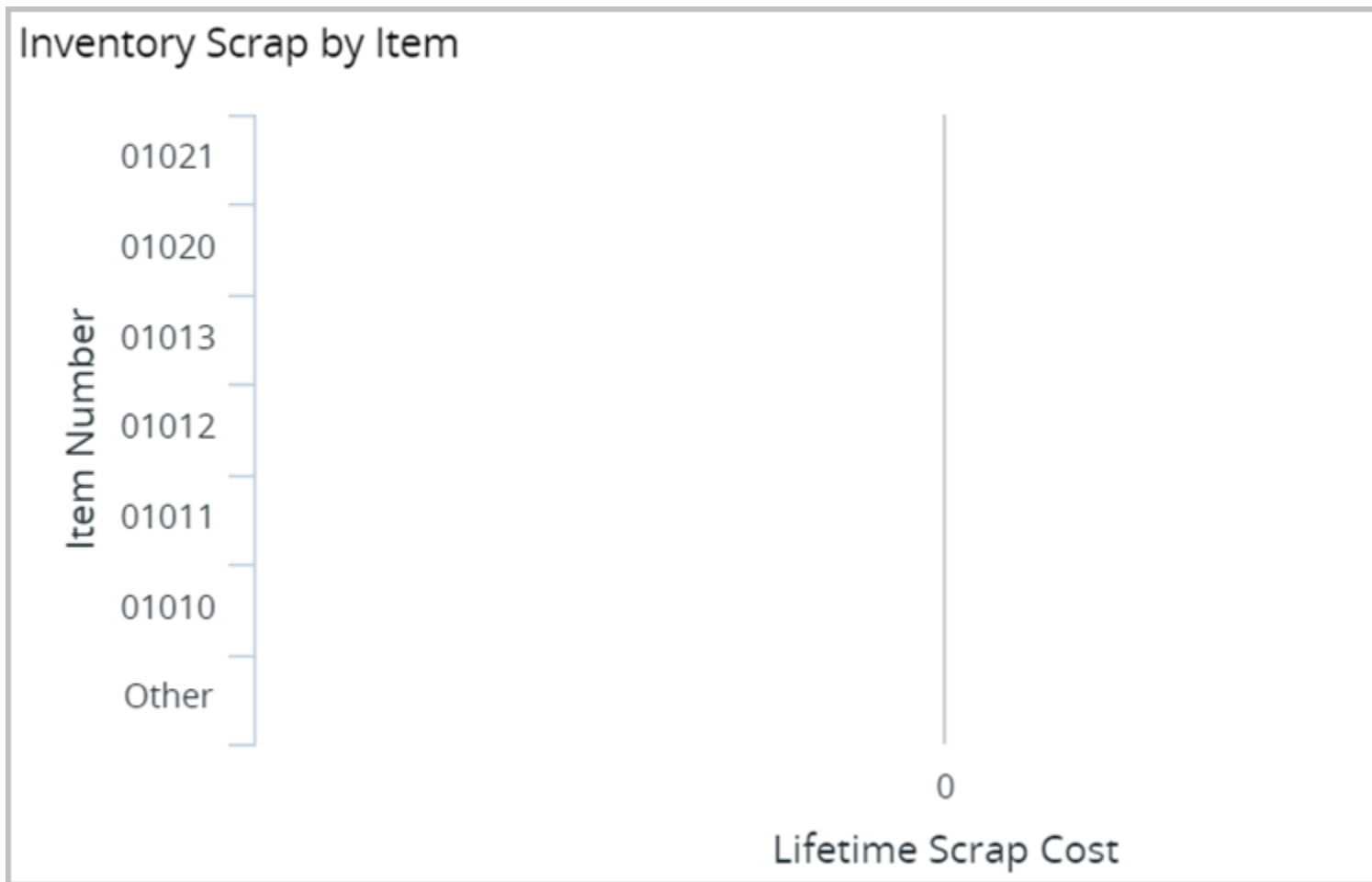
It is based on the Inventory Stockouts by Buyer-Planner KPI definition.

Inventory Scrap by Item

The Inventory Scrap by Item KPI visual ranks items based on the value of inventory scrapped over their lifetime. These items may be purchased items or manufactured items, and the scrap shown here is limited to scrap from the on-hand inventory.

Hover over the bars relative to an item number to see the total scrap cost over that item's lifetime.

This KPI visual allows inventory managers to see the worst-performing items with respect to scrap value.



It is based on the Inventory Item Scrap KPI definition.

Inventory Stockouts by Site

This KPI visual shows the number of items where the quantity on hand is less than the allocated quantity, categorized by site and buyer-planner. An item with an on-hand balance less than the quantity allocated is in a shortage condition.

This KPI visual allows inventory managers to see which sites, buyers, or planners are at greatest risk.

Inventory Stockouts by Site

Buyer/Planner/Blank	Total Sum	10-202
	1	1
PLANNER2	1	1

Fri F

It is based on the Inventory Stockouts by Buyer-Planner KPI definition.

Inventory Scrap by Site

This KPI shows items based on the value of inventory scrapped over their lifetime, categorized by site and product line. These items may be purchased items or manufactured items, and the scrap shown here is limited to scrap from the on-hand inventory.

This KPI visual allows inventory managers to see the worst-performing items with respect to scrap value.

Inventory Scrap by Site

Prod Line	10-100	10-200	10-300	10-400	10-500
10					
20					
22					
30					
60					
65					
99					
35					

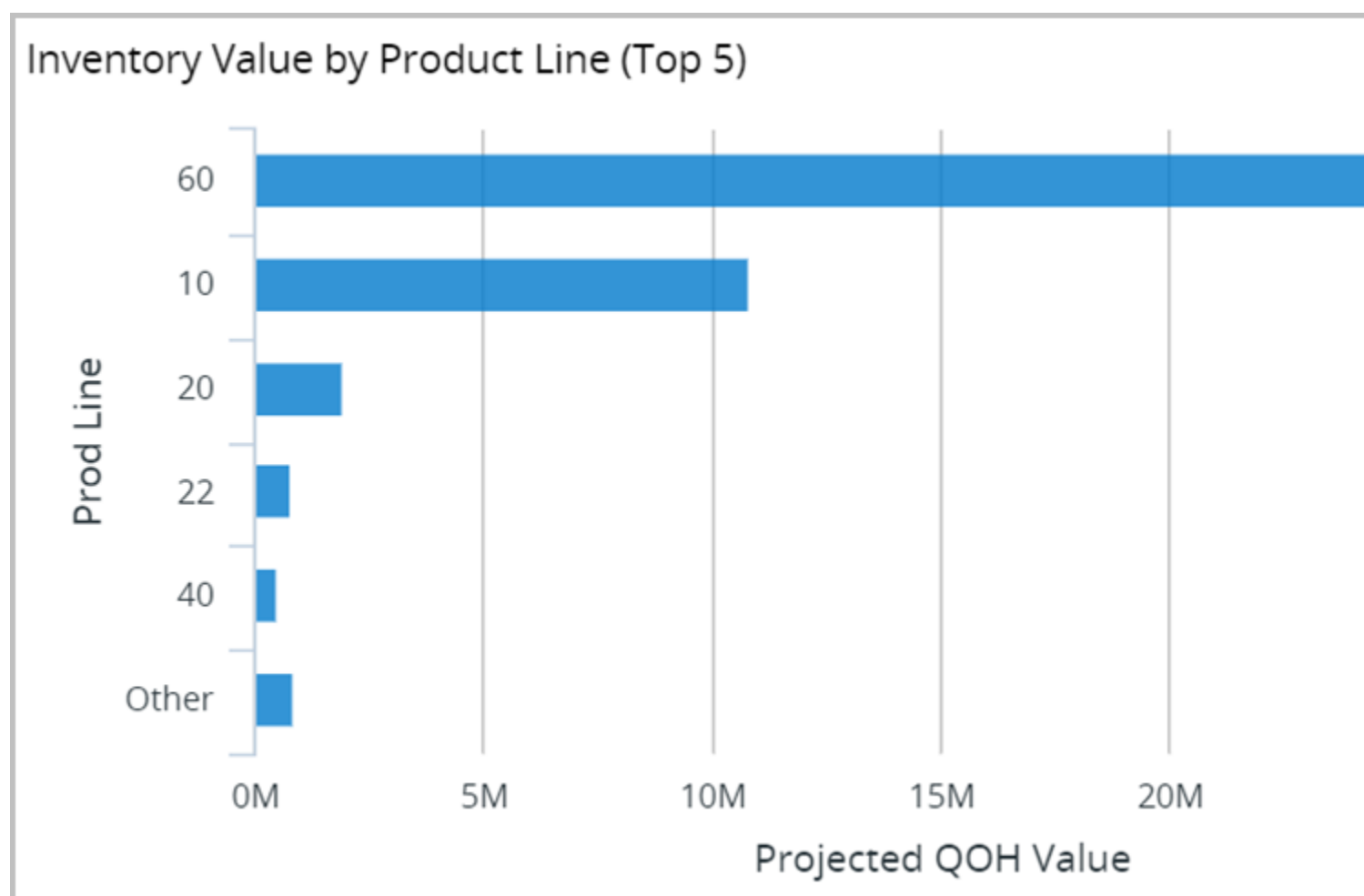
It is based on the Inventory Item Scrap KPI definition.

DOH and Value Rankings Tab

Inventory Value by Product Line (Top 5)

This KPI visual shows the projected quantity on hand (QOH) value of inventory by product line. Hover over the bars relative to a product line to see these values.

The Projected QOH Value used in this metric is the projected QOH value for the current week and is based on the stand-alone calculation of DOH inventory using a 90-day horizon parameter. This metric is dependent upon a batch function in the core system called Build Days On Hand Analysis (3.5.3.3, icdohup.p). It computes the Days On Hand for each item as well as for each product line over some specified horizon. To use this metric, Build Days On Hand Analysis must be run with one of the horizon parameters set to 90 days. If you have the proper permissions, you can base this metric on some other horizon.



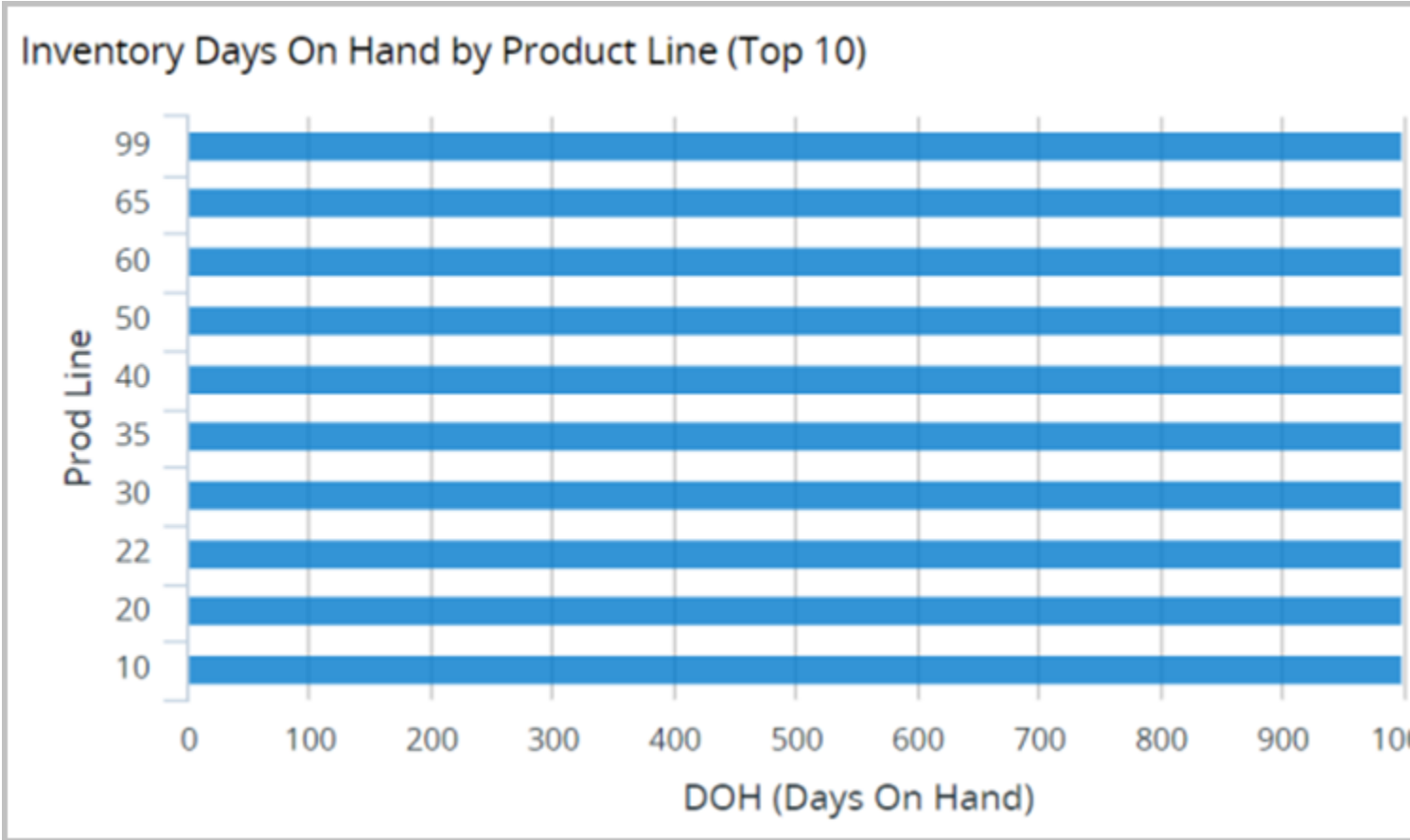
It is based on the Inventory by Days on Hand KPI definition.

This KPI is filtered to display inventory days on hand of less than thirty days.

Inventory Days On Hand by Product Line (Top 10)

This KPI visual shows the amount of days on hand of inventory by product line. Hover over the bars relative to a product line to see these values.

This KPI visual allows inventory managers to see the aggregated amount of inventory days on hand that they are carrying, ranked by product line.



It is based on the Inventory Current Period Analysis by Product Line KPI definition.

The Days On Hand value used in this metric is based on the stand-alone calculation of DOH inventory using a 90-day horizon parameter. This metric is dependent upon a batch function in the core system called Build Days On Hand Analysis (3.5.3.3, icdohup.p). It computes the Days On Hand for each item as well as for each product line over some specified horizon. To use this metric, Build Days On Hand Analysis must be run with one of the horizon parameters set to 90 days. If you have the proper permissions, you can base this metric on some other horizon.

DOH Tab

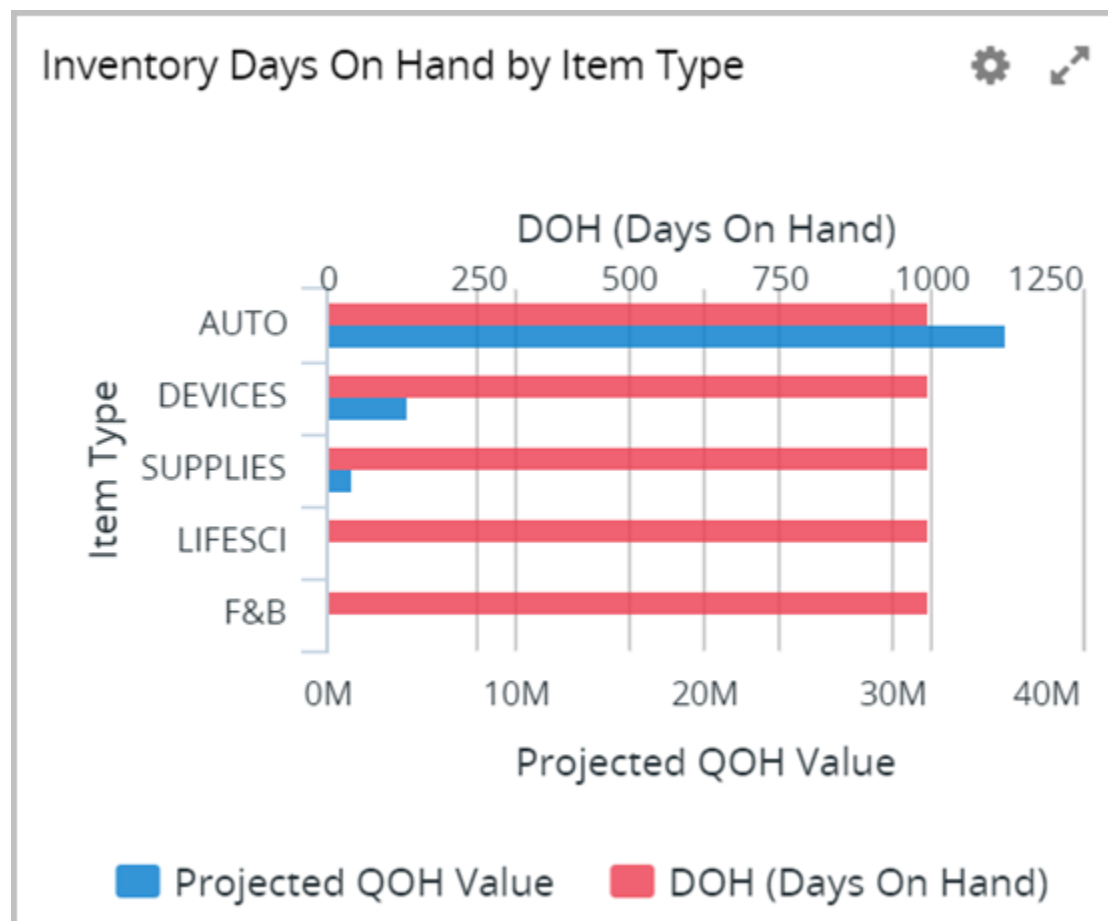
Important! For 2015EE customers, the DOH KPIs should be removed from the Action Center and Gallery.

Inventory Days On Hand by Item Type

This KPI visual shows the number of days on hand and projected quantity on hand (QOH) value of inventory by item type. Hover over the bars relative to an item type to see these values.

This KPI visual allows inventory managers to see the aggregated number of inventory days on hand that they are carrying, ranked by item type. The Projected QOH Value used in this metric is the projected QOH value for the current week associated with the 90-day horizon parameter.

The Days On Hand value and calculated Projected QOH Value used in this metric are based on the stand-alone calculation of DOH inventory using a 90-day horizon parameter. This metric is dependent upon a batch function in the core system called Build Days On Hand Analysis (3.5.3.3, icdohup.p). It computes the Days On Hand for each item as well as for each product line over some specified horizon. To use this metric, Build Days On Hand Analysis must be run with one of the horizon parameters set to 90 days. If you have the proper permissions, you can base this metric on some other horizon.



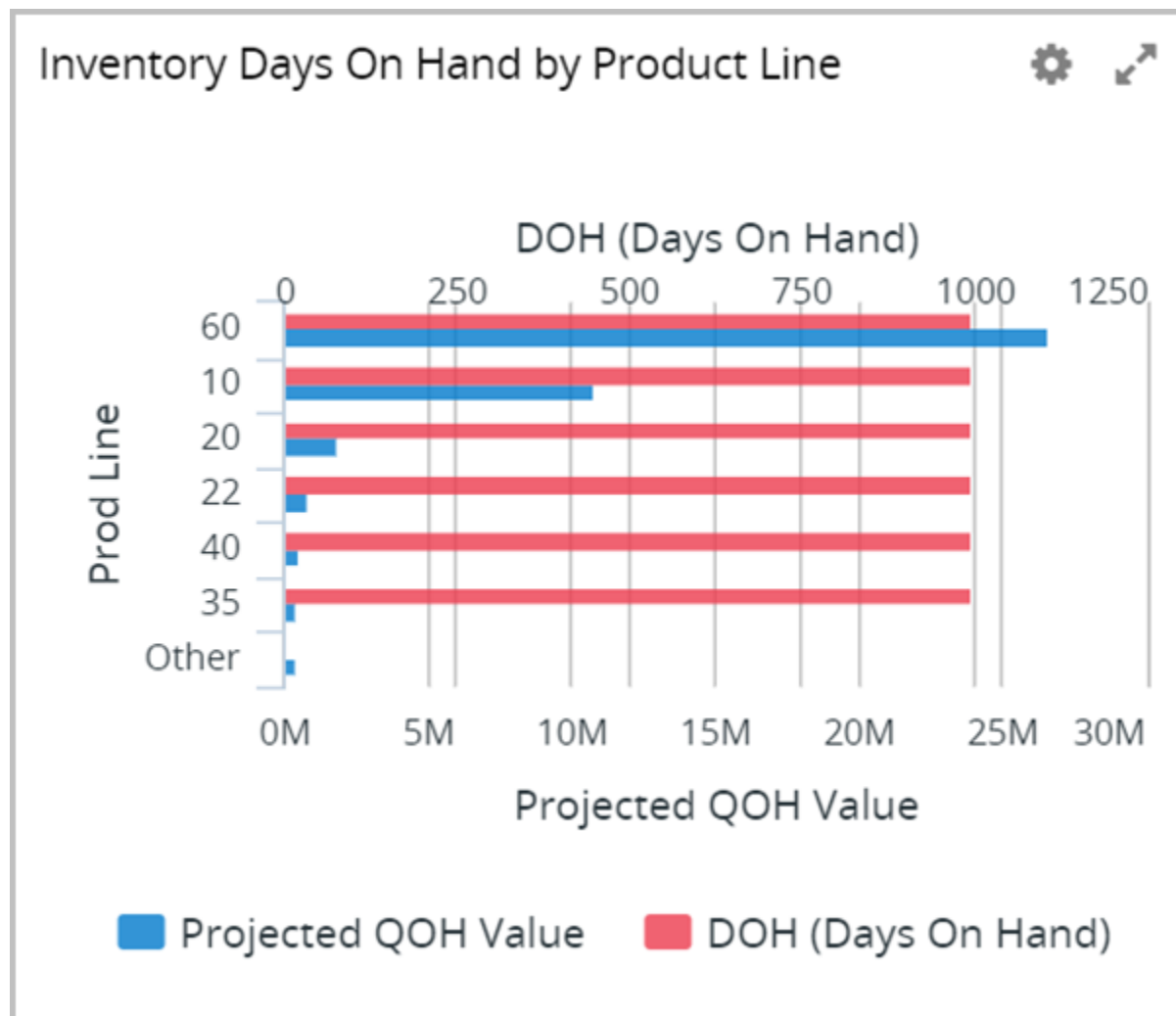
It is based on the Inventory Current Period DOH analysis.

Inventory Days On Hand by Product Line

This KPI visual shows the number of days on hand and projected quantity on hand value of inventory by product line. Hover over the bars relative to a product line to see these values.

This KPI visual allows inventory managers to see the aggregated number of inventory days on hand that they are carrying, ranked by product line. The Projected QOH Value used in this metric is the projected QOH value for the current week associated with the 90-day horizon parameter.

The Days On Hand value and calculated Projected QOH Value used in this metric are based on the stand-alone calculation of DOH inventory using a 90-day horizon parameter. This metric is dependent upon a batch function in the core system called Build Days On Hand Analysis (3.5.3.3, icdohup.p). It computes the Days On Hand for each item as well as for each product line over some specified horizon. To use this metric, Build Days On Hand Analysis must be run with one of the horizon parameters set to 90 days. If you have the proper permissions, you can base this metric on some other horizon.



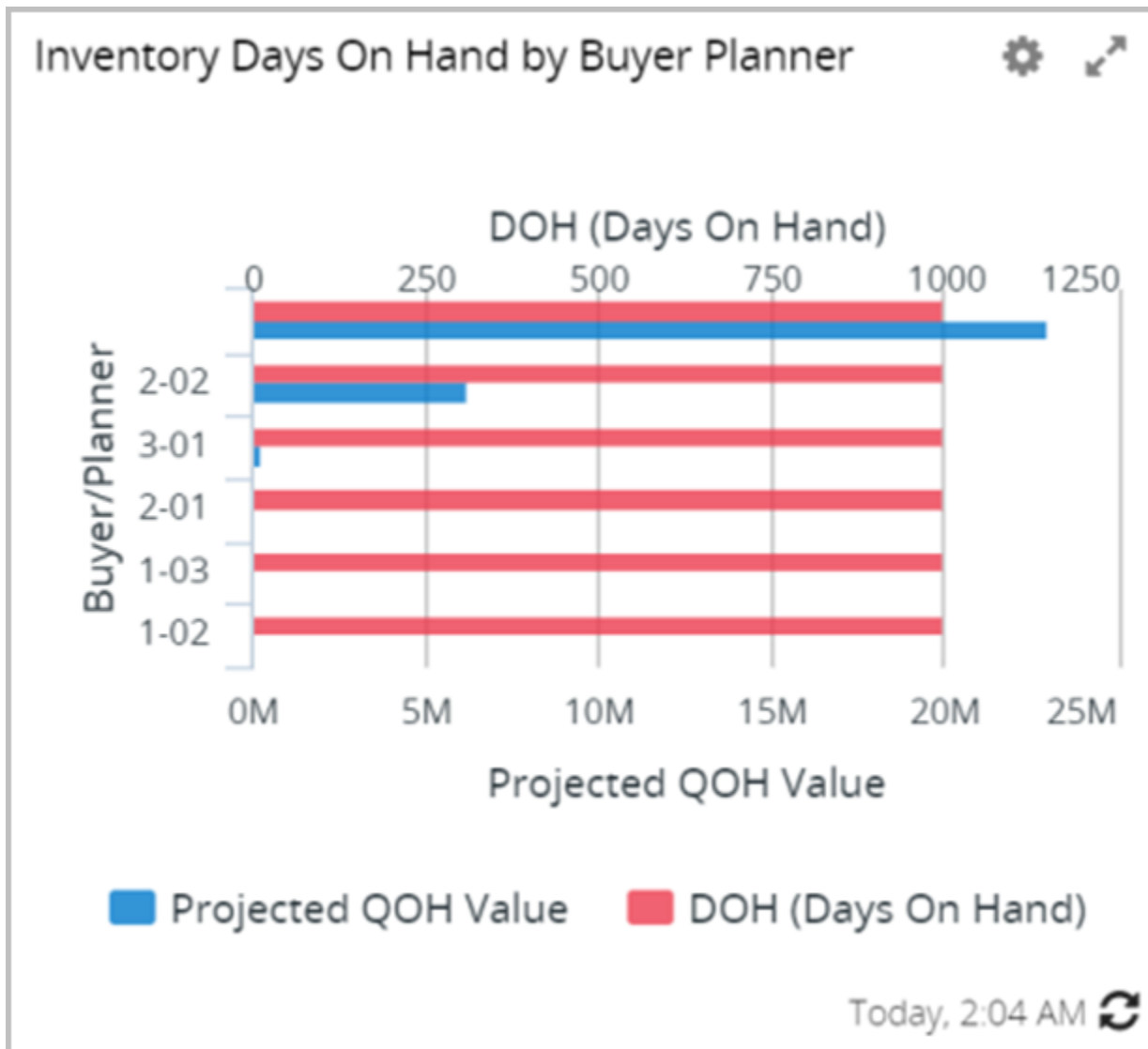
It is based on the Inventory Current Period Analysis by Product Line KPI definition.

Inventory Days On Hand by Buyer Planner

This KPI visual shows the number of days on hand and projected quantity on hand value of inventory by buyer-planner. Hover over the bars relative to a buyer-planner to see these values.

This KPI visual allows inventory managers to see the aggregated number of inventory days on hand they are carrying, ranked by product line. The Projected QOH Value used in this metric is the projected QOH value for the current week associated with the 90-day horizon parameter.

The Days On Hand value and calculated Projected QOH Value used in this metric are based on the stand-alone calculation of DOH inventory using a 90-day horizon parameter. This metric is dependent upon a batch function in the core system called Build Days On Hand Analysis (3.5.3.3, icdohup.p). It computes the Days On Hand for each item as well as for each product line over some specified horizon. To use this metric, Build Days On Hand Analysis must be run with one of the horizon parameters set to 90 days. If you have the proper permissions, you can base this metric on some other horizon.



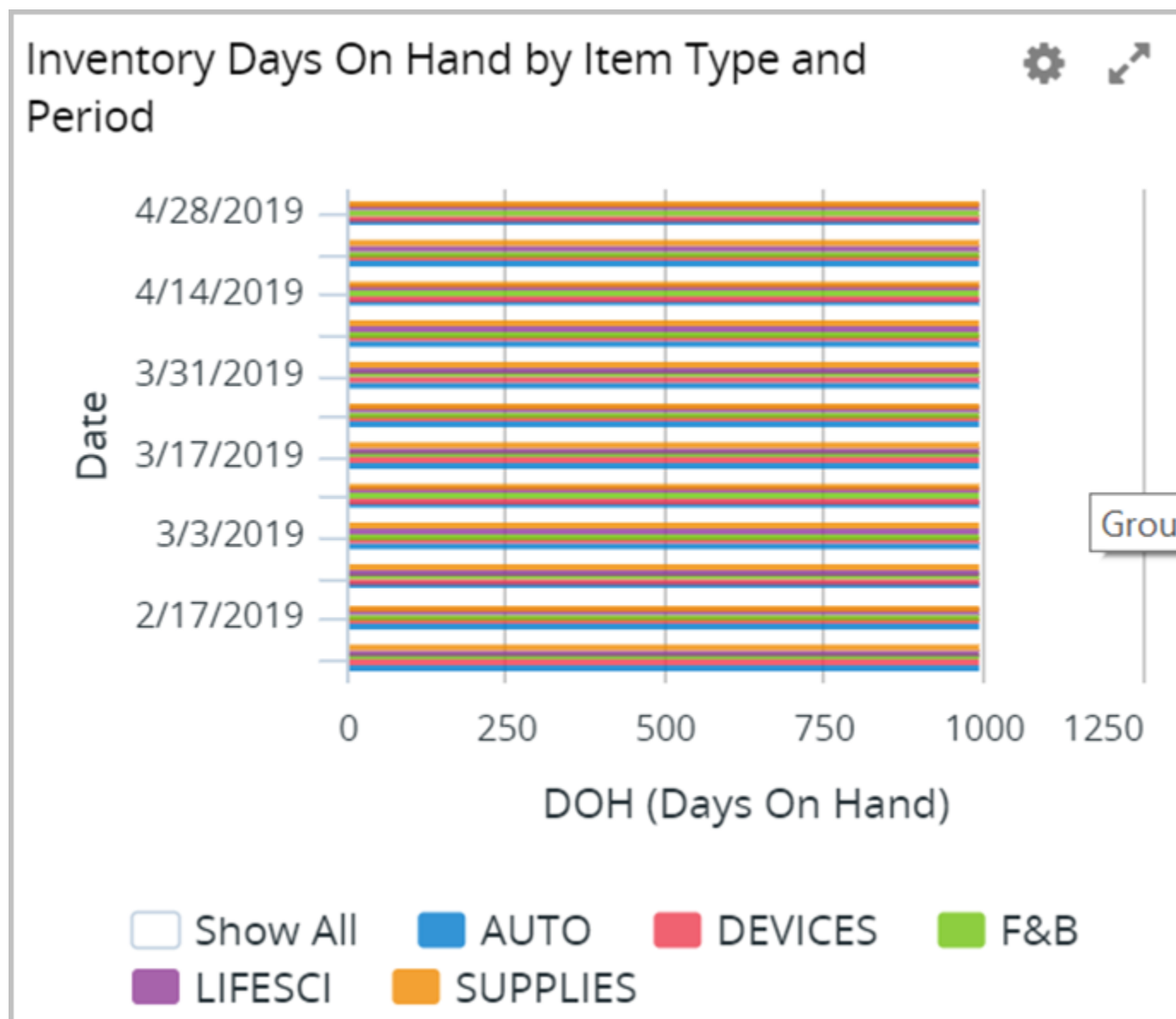
It is based on the Inventory Current Period DOH Analysis by Buyer Planner KPI definition.

Inventory Days On Hand by Item Type and Period

This KPI visual shows the number of days on hand of inventory by item type and period. Hover over the bars relative to each date to see the values for each item type.

This KPI visual allows inventory managers to see inventory days on hand by item type, as forecast over upcoming periods.

The Days On Hand value used in this metric is based on the stand-alone calculation of DOH inventory using a 90-day horizon parameter. This metric is dependent upon a batch function in the core system called Build Days On Hand Analysis (3.5.3.3, icdohup.p). It computes the Days On Hand for each item as well as for each product line over some specified horizon. To use this metric, Build Days On Hand Analysis must be run with one of the horizon parameters set to 90 days. If you have the proper permissions, you can base this metric on some other horizon.



It is based on the Inventory DOH Analysis All Periods by Item Type KPI definition.

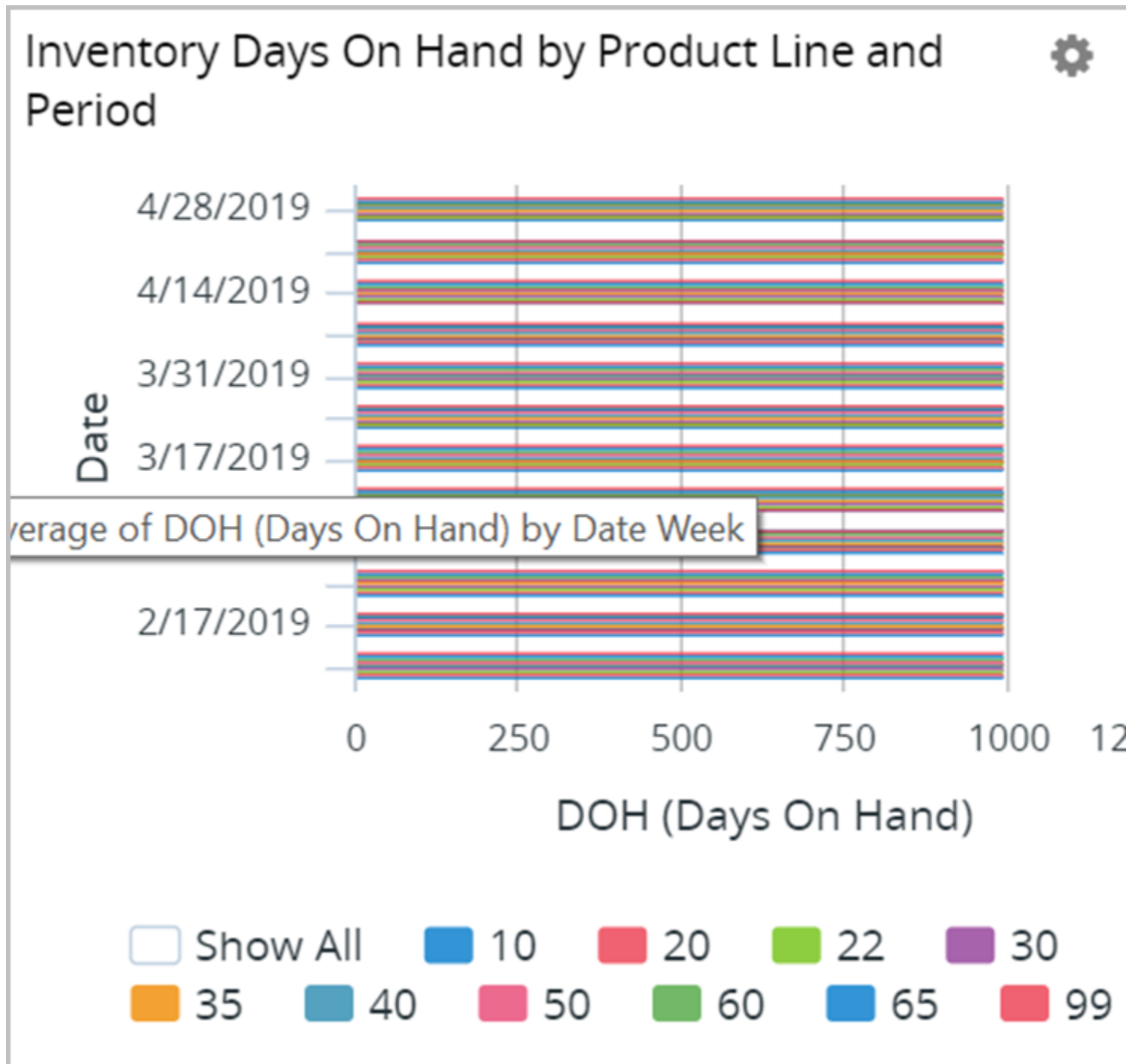
This KPI can also be displayed in daily, weekly, or yearly time buckets.

Inventory Days On Hand by Product Line and Period

This KPI visual shows the number of days on hand of inventory by product line and period. Hover over the bars relative to each date to see the values for each product line.

This KPI visual allows inventory managers to see inventory days on hand by product line, as forecast over upcoming periods.

The Days On Hand value used in this metric is based on the stand-alone calculation of DOH inventory using a 90-day horizon parameter. This metric is dependent upon a batch function in the core system called Build Days On Hand Analysis (3.5.3.3, icdohup.p). It computes the Days On Hand for each item as well as for each product line over some specified horizon. To use this metric, Build Days On Hand Analysis must be run with one of the horizon parameters set to 90 days. If you have the proper permissions, you can base this metric on some other horizon.



It is based on the Inventory DOH Analysis All Periods by Product Line KPI definition.

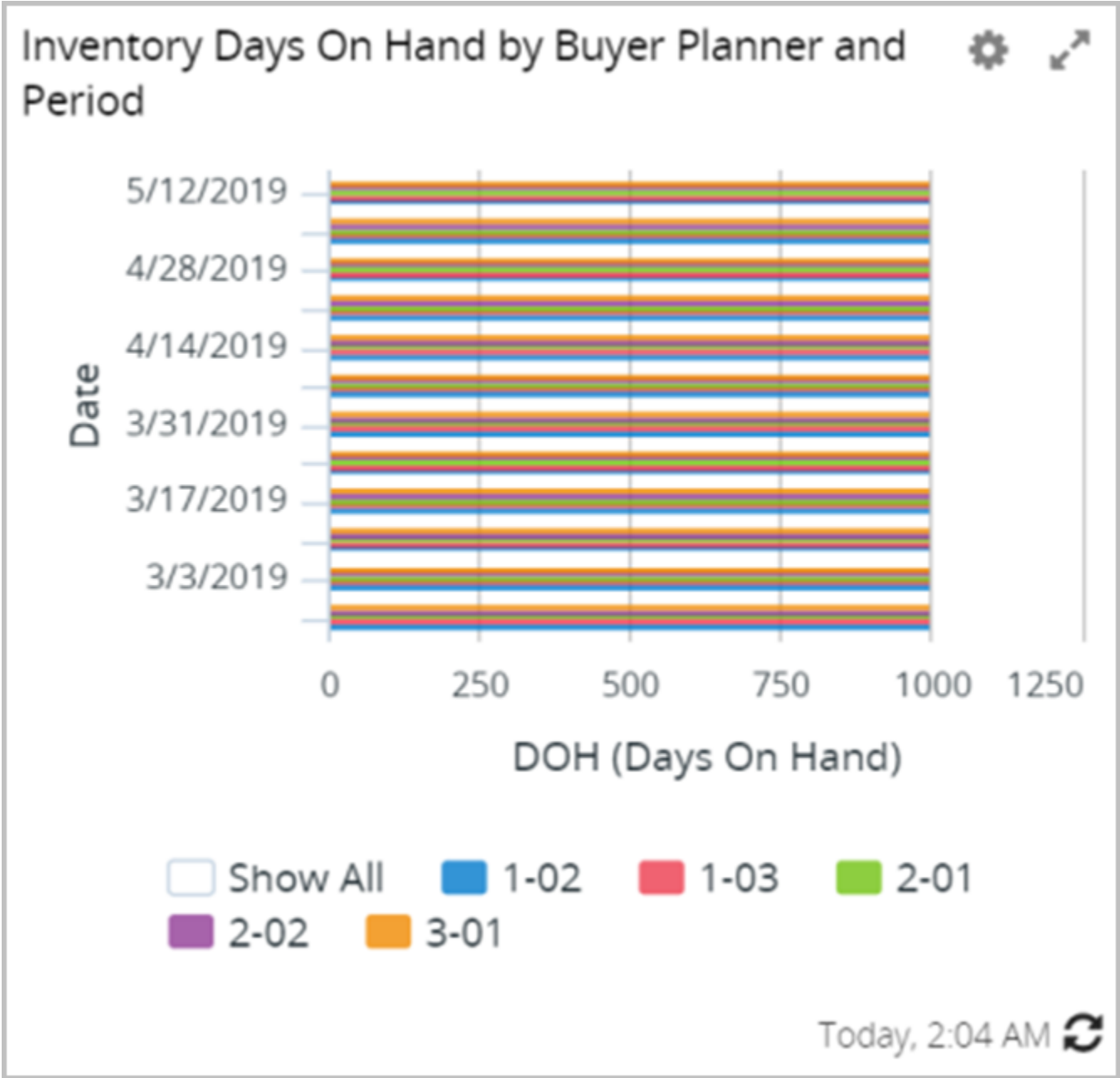
This KPI can also be displayed in daily, weekly, or yearly time buckets.

Inventory Days On Hand by Buyer Planner and Period

This KPI visual shows the number of days on hand of inventory by buyer-planner and date. Hover over the bars relative to each date to see the values for each buyer-planner.

This KPI visual allows inventory managers to see inventory days on hand by buyer-planner, as forecast over upcoming periods.

The Days On Hand value used in this metric is based on the stand-alone calculation of DOH inventory using a 90-day horizon parameter. This metric is dependent upon a batch function in the core system called Build Days On Hand Analysis (3.5.3.3, icdohup.p). It computes the Days On Hand for each item as well as for each product line over some specified horizon. To use this metric, Build Days On Hand Analysis must be run with one of the horizon parameters set to 90 days. If you have the proper permissions, you can base this metric on some other horizon.



It is based on the Inventory DOH Analysis All Periods by Buyer Planner KPI definition. This KPI can also be displayed in daily, weekly or yearly time buckets.

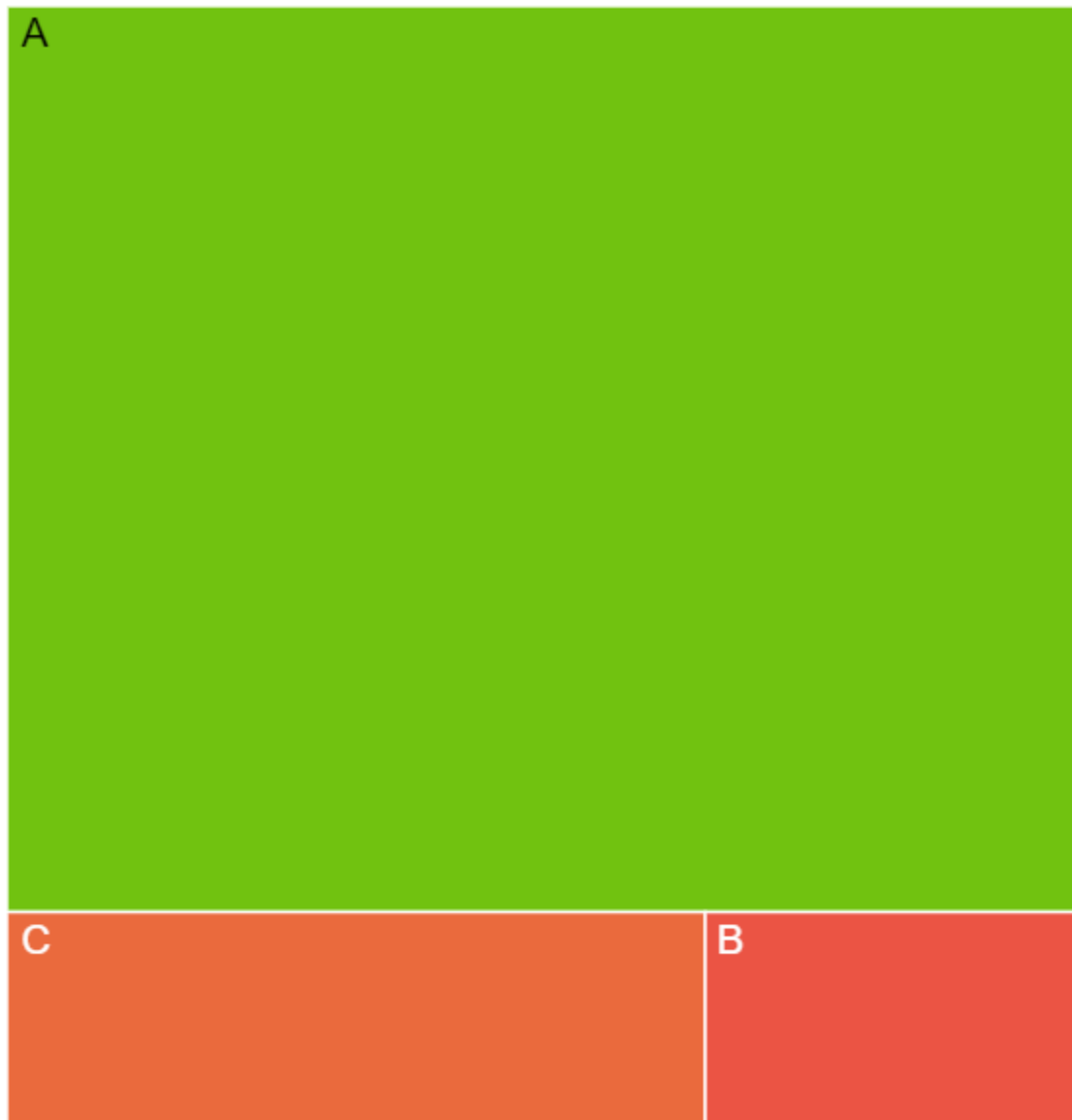
Cycle Count Tab

Inventory Value by ABC Code

The Inventory Value by ABC Code visual shows how much usable (nettable) inventory is in each ABC class. Hover over the sections of the heatmap to see the nettable value by ABC analysis code.

This KPI visual maps inventory by proportion of current inventory by ABC analysis code, allowing the inventory manager to see where their value lies.

Inventory Value by ABC Code



Today, 6:02 AM

It is based on the Inventory Cycle Count KPI definition.

This KPI provides inventory value context by ABC analysis codes for nettable inventory. ABC analysis codes are typically assigned to inventory based on value, with A being the highest and C being the lowest.

Inventory Cycle Count Achievement

The Inventory Cycle Count Achievement KPI visual shows the total number of cycle counts achieved in the last 90 days.

This KPI visual allows inventory managers to define a number of target cycle counts per month and to compare these targets with achievements.

Inventory Cycle Count Achievement



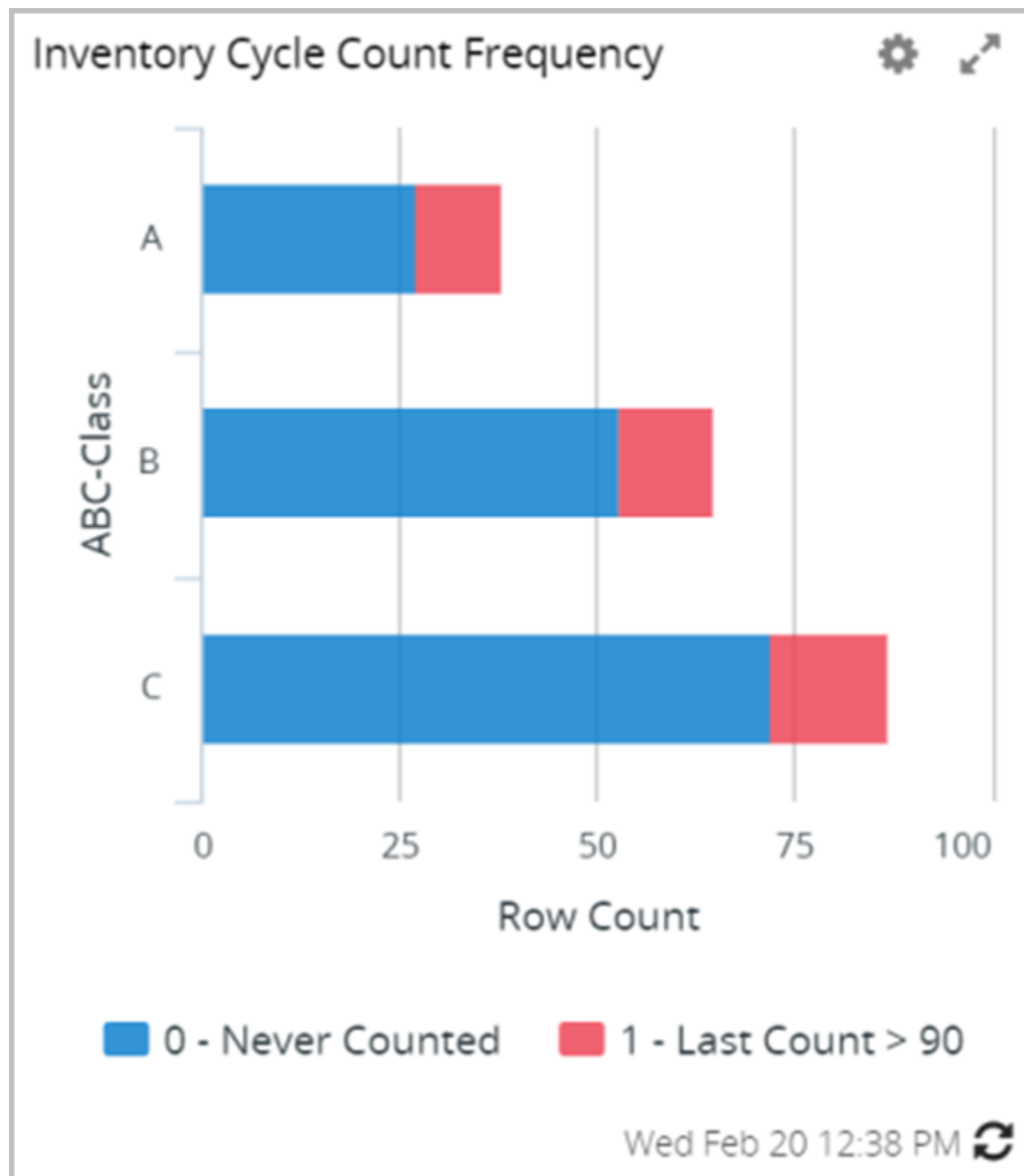
Today, 6:02 AM A circular arrow icon indicating a refresh or update action.

It is based on the Inventory Cycle Count KPI definition.

Inventory Cycle Count Frequency

The Inventory Cycle Count Frequency KPI visual shows how frequently cycle counts occur by ABC analysis code. Hover over the bars relative to the ABC analysis code to see whether an item has been counted in the last thirty days, over ninety days ago, or has never been counted.

This KPI allows inventory managers to monitor the frequency with which items are counted based on ABC analysis code.



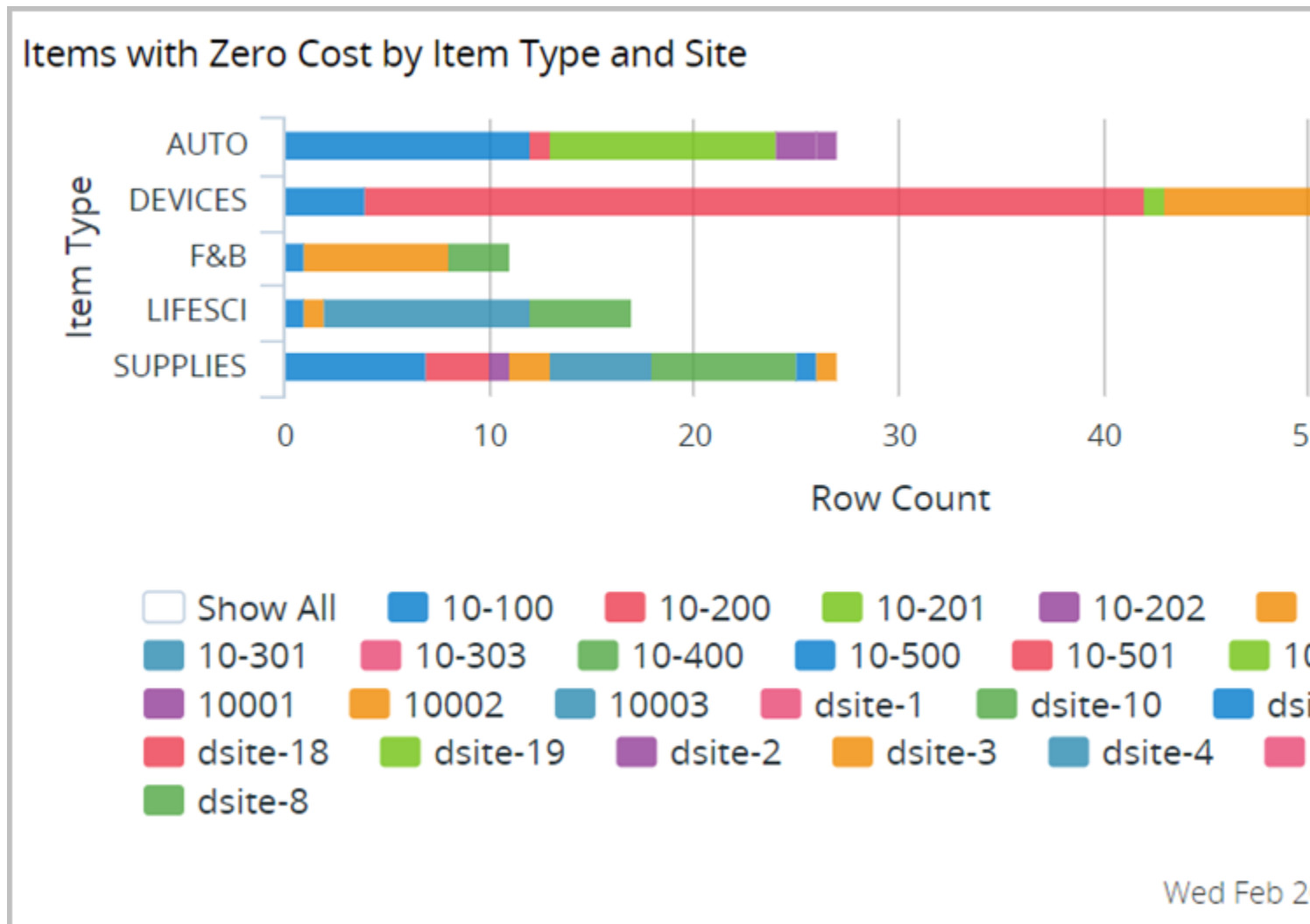
It is based on the Inventory Cycle Count KPI definition.

Data Health Tab

Items with Zero Cost by Item Type and Site

This KPI visual shows item types that include zero-cost inventory. Hover over the bars relative to each item type to see the number of items with zero cost.

This KPI visual allows inventory managers to see which item types have the most zero-cost items.



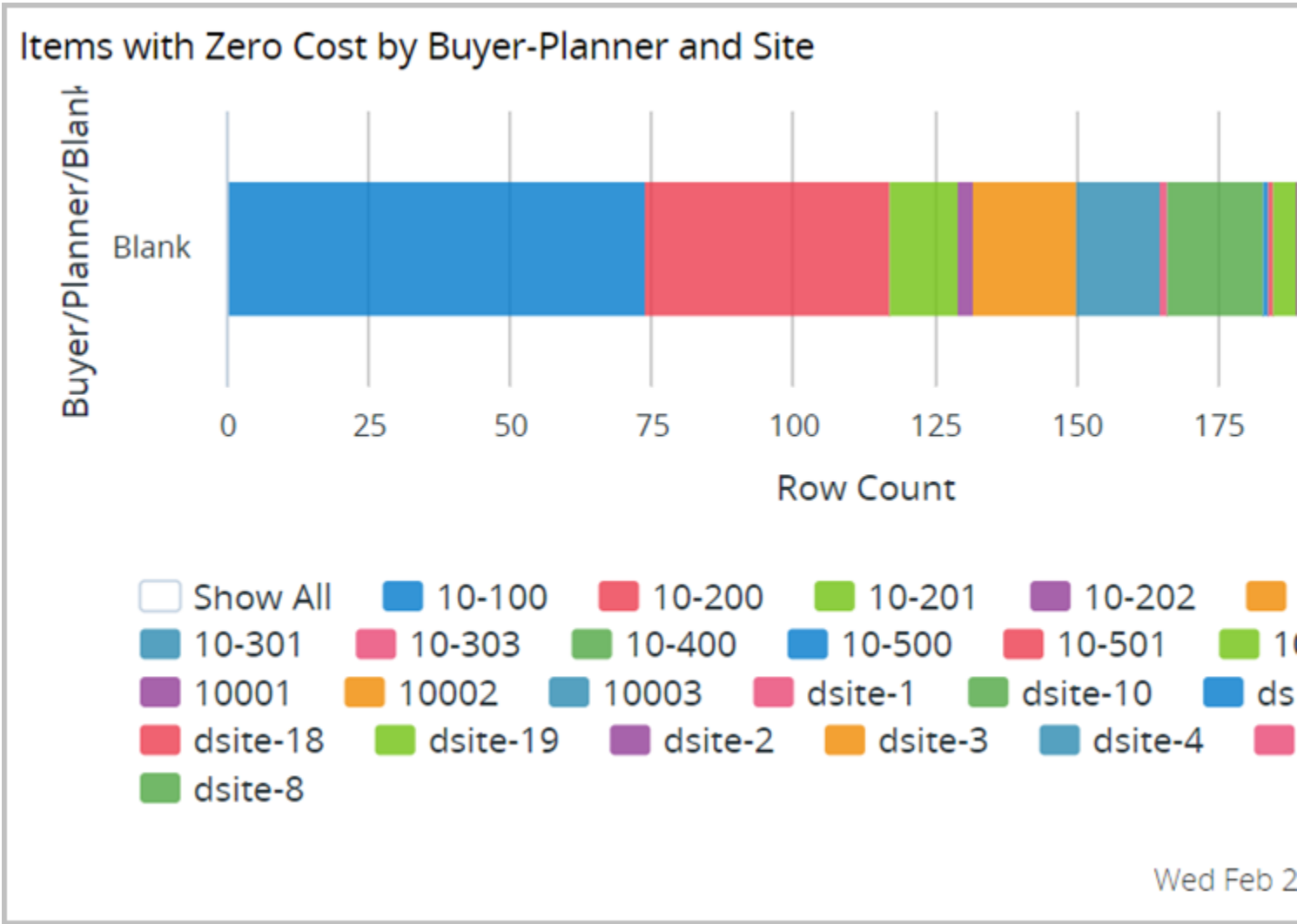
It is based on the Inventory Data Health KPI definition.

This KPI displays inventory items with allocations, issues, quantity on hand, or on order, where the item has no defined costs.

Items with Zero Cost by Buyer-Planner and Site

This KPI visual shows item types that include zero-cost inventory. Hover over the bars relative to each buyer-planner to see the number of items with zero cost.

This KPI visual allows inventory managers to see which buyer-planners have the most zero-cost items.



It is based on the Inventory Data Health KPI definition.

This KPI displays inventory items with allocations, issues, quantity on hand, or on order, where the item has no defined costs.

Purchasing Manager Action Center

The predefined Purchasing Manager action center is accessible from the Action Centers and Dashboards menu. It contains tabs with KPI visuals to aid the purchasing manager.

This action center includes the following tabs:

- Supplier Performance
- Commitments and Spending
- Future Spending
- Inventory Effectiveness
- Supply Chain Risk
- Data Integrity

Note: The visuals in this action center cover particular time periods working backwards from the current date. If you have the necessary permissions, you can modify the reporting periods in either the KPIs view or the underlying browse in the .Net UI. For more information, see [Predefined Purchasing Manager KPI Definitions](#).

Note: If you have the requisite permissions, you can view the KPI definition on which a visual is based. To check the name of the KPI definition, click the “expand” icon on the top right of the visual. The KPI definition name is shown at the top of the window that appears.

The terms used for the KPIs are defined as shown in the following table:

Terms	Definition
OTIF Closed Purchase Order	A closed purchase order is OTIF if all receipts against the order were in the period defined by Due Date – 3 days and Due Date + 3 days, and the total quantity received is within 3% of the order quantity.
OTIF Open Purchase Order	An open purchase order is OTIF if it is not past due, and the total quantity received against the order is within 3% of the order quantity and all receipts against the order were on days in the period defined by Due Date – 3 days and Due Date + 3 days.
Overdue Purchase Order	A purchase order is overdue if it is not closed and its due date is less than the current date. No tolerance is used in this comparison.
Spend	The amount of money spent on a purchase order, based on the quantity received.
Commitment	The amount of money committed but not yet spent on a purchase order, based on the number of items ordered but not yet received.
Extended Amount	The extended amount on a purchase order is the cost price multiplied by the quantity ordered, with any applicable discount taken into account.

Important! The following sections describe the contents of each tab in the Purchasing Manager action center, with tables listing the name and details of each visual in a tab. The name of each visual has been updated for the March 2019 release. The new names are listed in the New Visual Name table columns. The visual names from the previous release are listed in the Old Visual Name table columns.

Supplier Performance Tab

Metrics shown here display delivery performance for purchase orders, including the percentage of purchase order lines delivered on time and in full, and the percentage of purchase order lines that are overdue. The on time and in full metrics consider both early and late deliveries as missed deliveries (not on time), and also consider both under delivery and over delivery against the quantity to be not “in full” in determining OTIF. The overdue metrics consider any order lines that are still open and due in the past, even those with zero or small remaining balances, to be overdue.

Buyer/planners are typically interested in schedule performance because it affects inventory effectiveness, the number of shortages, and inventory investment. Improving schedule performance typically improves inventory availability, without inflating stock levels.

Negotiators and buyers are typically interested in the schedule performance of existing suppliers when committing to additional volumes with an existing source, or when committing to new sources of supply.

Overall supplier performance is typically based on schedule performance, quality performance, and cost performance. Anyone interested in overall supplier performance will want to factor in schedule performance metrics like the ones included here, since placing new orders with suppliers with a poor delivery history—even if those suppliers offer a lower cost—ends up being false economy. Whatever is saved in direct cost is made up for in increased expediting, excess inventory, shortages and their effects on manufacturing and distribution, and other indirect costs.

New Visual Name	Old Visual Name	Description	Purpose
OTIF Percent for Last Weeks	Purchasing – OTIF % for Current and Prior Week – (QAD)	Pie chart that shows the percentage of purchase orders due in the current week or previous week that were: <ul style="list-style-type: none"> Received on time and in full (OTIF). Not received OTIF. 	This metric shows purchasing delivery performance across all deliveries in the recent past. Typically, a value of 95% or higher is seen as good purchasing delivery performance. A lower value would trigger analysis and corrective action.
Not OTIF Order Count for Last Weeks by Buyer-Planner	Purchasing – Breakdown of Not OTIF Orders by Buyer-Planner and Current and Prior Week – (QAD)	Horizontal bar graph. Each bar represents, for a particular buyer-planner, the number of purchase orders with a due date in the current week or previous week that are not OTIF.	This metric breaks down the overall purchasing OTIF metric by buyer/planner, so that attention can be focused on the specific buyer/planner with the greatest number of missed deliveries.
OTIF Percent for Last Quarter	Purchasing – OTIF % for Last 3 Months – (QAD)	Pie chart that shows the percentage of purchase orders due in the last three months that were delivered on time and in full (OTIF) compared to the percentage of purchase orders not received OTIF.	This metric shows purchasing delivery performance across all deliveries over the prior three months. Typically, a value of 95% or higher is seen as good purchasing delivery performance. A lower value would trigger analysis and corrective action. In addition, by comparing weekly performance (OTIF % for Current and Prior Week) to this metric, you can get a sense of the overall performance trend. It allows you to detect whether performance is getting better or worse, or remaining stable. Even though current performance may be acceptable, if it is less than the average of the last three months, you may need to perform root cause analysis to see why it has deteriorated.

New Visual Name	Old Visual Name	Description	Purpose
Not OTIF Order Count for Last Quarter by Buyer-Planner	Purchasing – Breakdown of Not OTIF by Buyer-Planner and Prior 3 Months – (QAD)	Horizontal bar graph of purchase orders due in the last three months. Each bar represents, for a particular month, the number of purchase orders due in that month that are not received OTIF. Within each bar, different colors represent different buyer-planners.	This metric shows purchasing delivery performance by buyer/planner over the prior three months. By comparing weekly performance (Breakdown of Not OTIF Orders by Buyer-Planner and Current and Prior Week) to this metric, you can get a sense of the overall performance trend. It allows you to detect whether performance is getting better or worse, or remaining stable. Even though current performance may be acceptable, if it is less than the average of the last three months, you may need to perform root cause analysis to see why it has deteriorated.
Overall OTIF Percent	Purchasing – OTIF % for All Order Lines – (QAD)	Pie chart that shows the percentage of all open and closed purchase orders that were received OTIF compared to the percentage of purchase orders not received OTIF.	This metric shows purchasing delivery performance across all deliveries in the past. This graph can provide a useful comparison with recent performance, as well as performance over the last three months. It can be useful in trend analysis and in comparing overall history (this metric) to the prior three months and to the immediate past (one past week and current week). When performance is deteriorating, you may need to identify the root causes of declining performance and take corrective action.
Not OTIF Order Count by Commodity	Purchasing – Not OTIF Analysis by Commodity – (QAD)	Horizontal bar graph. Each bar represents, for a particular commodity, the number of open and closed purchase orders that are not OTIF.	This metric breaks down purchasing delivery performance problems across all deliveries into a statistic for each commodity, so that attention can be focused on the specific commodity or commodities with the greatest number of missed deliveries.
Bottom 5 OTIF Suppliers	Purchasing – Top 5 Worst Suppliers for	Horizontal bar graph. Each bar represents, for a particular supplier, the number of open and closed purchase orders	This metric helps to focus improvement efforts on the worst performing suppliers,

New Visual Name	Old Visual Name	Description	Purpose
	OTIF for All Order Lines – (QAD)	that are not OTIF. The top 10 suppliers are represented in separate bars; the remaining suppliers are represented in a single Other bar.	based on their on time and in full performance.
Overdue Order Line Count	Purchasing – Overdue Order Lines with Outstanding Quantities – (QAD)	<p>Pie chart that divides overdue purchase orders from the past 14 weeks that are not closed into two separate segments:</p> <ul style="list-style-type: none"> • Overdue (with balance) • Not Overdue or Zero Balance 	While any purchase order line that is open, irrespective of whether there is an outstanding balance due, is considered “overdue”, this graph shows the percentage of orders that are overdue with a balance remaining. Although past due purchase order lines with a balance of zero are overdue, this is more of a data clean up issue than a performance issue. This graph allows you to see the percentage of purchase order lines where more deliveries are expected.
Purchase Order Aging	Purchasing – Purchase Order Aging – (QAD)	Line graph based on overdue purchase orders from the past 14 weeks that are not closed. The graph shows the number of orders that are past due on each day.	This display of outstanding purchase order lines gives a visual depiction of how overdue all past due purchase order lines really are, and can be useful in determining why purchase order lines are overdue. For example, if all the overdue orders were scheduled one or two weeks before the current date, you might reasonably conclude that there is an actual delivery problem—bad weather, overloaded suppliers, or customs delays. On the other hand, if the graph shows a cluster of past due orders that were scheduled one, two, and three years earlier; a reasonable conclusion might be that the planning and scheduling system is not working, and that suppliers don’t believe the delivery dates that they are being given. After all, if a large percentage of orders are overdue and scheduled for the distant past and no one is expediting them, why should

New Visual Name	Old Visual Name	Description	Purpose
			the dates on any orders mean anything?
Bottom 5 Overdue Order Suppliers	Purchasing – Top 5 Worst Performing Suppliers for Overdue Orders – (QAD)	Horizontal bar graph based on overdue purchase orders from the past 14 weeks that are not closed. Each bar represents, for a particular supplier, the number of orders that are past due. The top five suppliers are represented in separate bars; the remaining suppliers are represented in a single Other bar.	This metric helps you to focus improvement efforts on the worst performing suppliers based on their missed (overdue) deliveries.

Commitments and Spending Tab

Metrics shown here display the dollar value of past purchases—spend—as well as the value of purchase orders that are placed but not received—commitments.

Negotiators and buyers are frequently interested in current commitments and past spending because this data is useful in negotiating new supply agreements with existing suppliers, and in demonstrating past volumes to new sources. Often, it is helpful to organize these purchases by commodity code, by supplier, or by buyer.

New Visual Name	Old Visual Name	Description	Purpose
Spending and Commitments by Site	Purchasing – Historical Spend and Current Commitments by Site – (QAD)	Horizontal bar graph. Each bar represents the extended amount, in the base currency, for orders at a particular site. The top five sites are represented in separate bars; the remaining sites are represented in a single Other bar.	These metrics can be useful as input to budgeting by site, commodity, key item, or supplier. They also enable comparisons of site to site, commodity to commodity, item to item, or supplier to supplier spending. They can also be useful for focusing process improvements, like value analysis to reduce material usage or shift it to other less expensive items, commodities, or suppliers.
Spending and Commitments by Commodity	Purchasing – Historical Spending and Current Commitments by Commodity Code – (QAD)	Horizontal bar graph. Each bar represents the extended amount, in the base currency, for orders of a particular item. The top five commodity codes are represented in separate bars; the remaining codes are represented in a single Other bar.	
Spending and Commitments by Item	Purchasing – Historical Spend and Commitments by Item – (QAD)	Horizontal bar graph. Each bar represents the extended amount, in the base currency, for orders of a particular item. The top five item numbers are represented in separate bars; the remaining items are	

New Visual Name	Old Visual Name	Description	Purpose
		represented in a single Other bar.	
Spending and Commitments by Supplier	Purchasing – Historical Spend and Commitments by Supplier – (QAD)	Horizontal bar graph. Each bar represents the extended amount, in the base currency, for orders from a particular supplier. The top five supplier names are represented in separate bars; the remaining suppliers are represented in a single Other bar.	
Spending by Quarter by Commodity	Purchasing – Two Year Spending Analysis by Due Quarter and Commodity – (QAD)	Vertical bar graph showing the extended amount, in the base currency, for each quarter since the start of the previous year. Within each quarter, the extended amount is separated by commodity, with each commodity represented by a different color.	This graph helps you to understand the volume of past purchases and how they may have changed by commodity. In a company with active value analysis programs in place, this information may also help with monitoring the shift of purchases from one commodity to another, or the reduction in material cost that has been achieved in a particular commodity over time.
Commitments by Supplier	Purchasing – Current Commitments by Supplier – (QAD)	Horizontal bar graph. Each bar represents the current commitments, in the base currency, for orders from a particular supplier.	These graphs can be useful for understanding committed cash flows by supplier, commodity or simply by month due.
Commitments by Year by Commodity	Purchasing – Current Commitments by Commodity Code and Year – (QAD)	Vertical bar graph showing the current commitments, in the base currency, for each year. Within each year, commitments are separated by commodity code, with each code represented by a different color.	
Commitments by Month	Purchasing – Current Commitments by Month Due – (QAD)	Vertical bar graph showing the current commitments, in the base currency, based on the month in which the purchase order is due.	
Top Spending by Site	Purchasing – Top Sites by Historical Spend (QAD)	Horizontal bar graph. Each bar represents, for a particular site, the spend on purchase orders. Amounts are shown in the base currency. The top five sites are represented in separate bars; the remaining sites are	Purchasing management often wants a ranking of items, sites and commodities by money spent. These metrics look at actual historical purchases to rank the top items, sites, and commodities.

New Visual Name	Old Visual Name	Description	Purpose
		represented in a single Other bar.	
Top Spending by Item	Purchasing – Top Items by Historical Spend	Horizontal bar graph. Each bar represents, for a particular item, the spend on purchase orders. Amounts are shown in the base currency. The top five items are represented in separate bars; the remaining items are represented in a single Other bar.	
Top Spending by Commodity	Purchasing – Top Commodities by Historical Spend – (QAD)	Horizontal bar graph. Each bar represents, for a particular commodity, the spend on purchase orders. Amounts are shown in the base currency. The top five commodities are represented in separate bars; the remaining commodities are represented in a single Other bar.	

Future Spending Tab

Metrics shown here display future planned purchase dollars based on planned orders in the system. Future spending projections like these are a primary input to sourcing negotiations and pricing negotiation for future purchases.

New Visual Name	Old Visual Name	Description	Purpose
Planned Purchases by Month	Purchasing – Projected Future Purchases by Month – (QAD)	Line graph showing the expected cost of purchases, in the base currency, based on supply/demand records related to purchasing. Amounts are summarized based on the month in which the supply/demand record is due.	This information might be used for future budgeting purposes, or broken down into commodity projections for the purpose of price negotiations, or broken down by item for negotiating supplier scheduling agreements.
Planned Purchases by Commodity Code	Purchasing – Future Planned Purchases by Commodity Code – (QAD)	Horizontal bar graph. Each bar represents, for a particular commodity, the expected cost of purchases based on supply/demand records related to purchasing. Amounts are shown in the base currency.	This kind of projection might be used for negotiating future sourcing agreements and future pricing in a particular commodity grouping.

Inventory Effectiveness Tab

Metrics shown here display how much obsolete, defective, and excess inventory is being held in purchased parts and raw material. These metrics are displayed in the form of ratios—obsolete and defective inventory to total inventory, and obsolete, defective, and excess inventory to total inventory.

These measurements show the portion of the inventory that is no longer usable, or may be unusable some time in the near future.

Actions taken to improve inventory effectiveness—reduce obsolete, defective, or excess inventory, or plan for the financial consequences of writing off such inventory—can include:

- Changes in the reserve for this kind of inventory.
- Changes to sell off or otherwise dispose of inventory in a manner as advantageous as possible.
- Changes to purchasing, manufacturing, and engineering practices such as buying in smaller quantities, switching to an order fulfillment methodology based on making to order or finishing to order, and better management of engineering change orders.

New Visual Name	Old Visual Name	Description	Purpose
Obsolete and Excess Inventory Ratio by Item	Purchasing – Obsolete and Defective Inventory to Total Inventory Ratio by Item – (QAD)	Horizontal bar graph, showing the top 10 worst performing items, based on the ratio of obsolete and defective inventory to total inventory for the item. Items with higher ratios are worse than items with lower ratios.	Normally, obsolete and defective inventory should be a small percentage of the overall inventory for an item. This graph shows the worst performing items based on this ratio, so that you can take action on the items that have the biggest impact in inventory investment.
Obsolete and Excess Inventory Ratio by Buyer-Planner	Purchasing – Average Obsolete and Defective Inventory Ratio by Buyer-Planner – (QAD)	Vertical bar graph and line graph. Each bar represents, for a particular buyer-planner, the ratio of obsolete and defective inventory to total inventory. The line graph represents the number of items for each buyer-planner.	One buyer/planner may do a much better job of managing his or her purchased part and raw material inventory than other buyer/planners. This metric breaks down the more general Obsolete and Defective Inventory to Total Inventory Ratio by Item into statistics by buyer/planner.
Obsolete and Excess Inventory Value by Buyer-Planner	Purchasing – Defective, Obsolete and Excess Inventory by Buyer-Planner – (QAD)	Horizontal bar graph. For each buyer-planner, two separate bars appear side by side for comparison purposes. The blue bars show the amount of defective, obsolete, and excess inventory. The red bar shows the total inventory.	This metric extends the Average Obsolete and Defective Inventory Ratio by Buyer-Planner metric by the amount of excess or potentially excess inventory that the buyer/planner is managing. A buyer/planner might have done an excellent job of managing obsolete and defective inventory in the past but have looming excesses in the future based on his or her ordering patterns and order quantities. This metric helps focus improvement on areas that are not yet problems but which may be in the near future.

Supply Chain Risk Tab

Metrics shown here display risks to uninterrupted inventory supplies of purchased parts and raw material.

These metrics show how many critical or key items and commodities have no secondary source of supply, and long term supplier agreements, such as blanket orders and supplier schedules, that will expire soon. To mitigate risk to the supply chain, the purchasing organization may wish to develop qualified secondary sources for critical parts and material, and renew or renegotiate expiring supplier agreements.

New Visual Name	Old Visual Name	Description	Purpose
Critical Sourcing Issues Count	Purchasing – Critical Sourcing Issues – (QAD)	<p>Pie chart that divides purchased items into three separate segments:</p> <ul style="list-style-type: none"> Items with a critical sourcing issue—it is a key item and there is no qualified secondary source Items with a non-critical sourcing issue—it is not a key item, but there is no qualified secondary source Items with no sourcing issue—it is not a key item and there is a qualified secondary source 	While sole sourcing or single sourcing is often the best strategy for building positive supplier relationships, it can also be risky if there is no qualified second source for a critical part or material. This metric identifies the percentage of items that are key where there is only a single supplier and no qualified second source, the percentage of items that are not key where there is only a single supplier, and the percentage of items where there are multiple suppliers.
Commodity Sourcing Issues Count	Purchasing – Commodity Codes with Sourcing Issues – (QAD)	<p>Horizontal bar graph that represents commodity codes based on the sourcing issue status of the items in that commodity code:</p> <ul style="list-style-type: none"> Items with a critical sourcing issue—it is a key item and there is no qualified secondary source Items with a non-critical sourcing issue—it is not a key item, but there is no qualified secondary source Items with no sourcing issue—it is not a key item and there is a 	This metric deals with the risk associated with sole sourcing. Often, the best strategy across a group of key parts is to have half sourced from one supplier and the other half sourced from a different one. This metric shows each commodity code and breaks down how many critical items in the commodity are sole sourced, how many non-critical items are sole sourced, and how many items have two or more sources. A commodity code with only a single supplier for all critical items is probably the one at most risk, and this metric might trigger efforts to develop secondary sources.

New Visual Name	Old Visual Name	Description	Purpose
		<p>qualified secondary source</p> <p>Within each bar, the items are further categorized by commodity code; each commodity code is represented by a separate color.</p>	
Expiring Source Agreements Count	Purchasing – Expiring Source Agreements – (QAD)	Horizontal bar graph that displays information about expiring open blanket orders and supplier schedules. Each bar represents a blanket end date within the next 20 days, and shows the number of orders and schedules that expire on that date. Within a bar, individual orders are represented by different colors.	Both blanket purchase orders and supplier schedules are typically covered by a supplier agreement with a definitive start date and end date. If a blanket order or supplier schedule agreement expires (goes past its end date without being renegotiated and extended), the supplier may have every right to refuse to honor the original order's terms and conditions. There is a significant risk to uninterrupted supply when this happens. This metric identifies the source agreements that need to be renegotiated and extended, by looking at orders due to expire in the next 20 days.

Data Integrity Tab

Metrics shown here display purchasing data that is missing or likely to be in error, including purchased parts and raw materials with no primary supplier on record, buyers or commodities with no assigned supplier, and purchased parts and raw materials with no assigned commodity code.

These metrics may be used in data clean up efforts.

New Visual Name	Old Visual Name	Description	Purpose
Items without Primary Supplier	Purchasing – Percentage of Items with No Primary Supplier – (QAD)	Pie chart that shows the percentage of purchased items with a primary supplier, compared to the percentage of purchased items with no primary supplier.	Every active item typically has a default or primary supplier. It's probably an error or oversight if an item doesn't have a primary supplier recorded, and indicative of a basic data quality problem in purchasing and sourcing data. This metric might trigger a larger audit of this kind data, or an improvement program to update basic sourcing records.

New Visual Name	Old Visual Name	Description	Purpose
Primary Supplier Count by Buyer-Planner	Purchasing – Number of Primary Suppliers by Buyer-Planner – (QAD)	Horizontal bar graph. Each bar represents, for a particular buyer-planner, the number of purchased items with a primary supplier.	Buyer/planners who carry out commodity purchasing may have a large number of primary suppliers for the items they manage. This may be perfectly workable since the job largely revolves around checking price and availability and placing an order when an item is needed. For buyer/planners who are responsible for supplier scheduling, there is much more monitoring and relationship building, and it's generally preferable to have fewer suppliers rather than more. This metric gives a picture of how many different suppliers a given buyer/planner is dealing with. It may necessitate balancing of work load across the group of buyer/planners.
Items without Commodity Code	Purchasing – Percentage of items with No Commodity Code – (QAD)	Pie chart that shows the percentage of items without a primary supplier, organized by commodity code.	Note: The name of this graph will be updated in a later release so that it more accurately reflects its content.
Supplier Count by Commodity	Purchasing – Breakdown Number of Suppliers by Commodity – (QAD)	Horizontal bar graph. Each bar represents, for a particular commodity code, the number of purchased items with a primary supplier.	This is similar to the Number of Primary Suppliers by Buyer-Planner metric. For commodities containing a lot of key or critical items, it may be desirable to keep the number of primary suppliers to a small number—two or three—so that the buyer/planner knowledgeable about the commodity can focus his or her attention on them.

Production OTIF Action Center

The predefined Production OTIF action center is accessible from the Action Centers and Dashboards menu. It contains tabs with KPI visuals to aid in understanding plant production performance. It would be of particular interest to master schedulers, material planners, shop schedulers, as well as plant management and supervision.

This action center allows you to check if production orders and production order operations have been completed on time and in full (OTIF). It also allows you to check the number of orders past due, and the aging of those orders. By understanding where the past due orders actually fall, you can learn more about the quality of your schedule planning system.

This action center includes the following tabs:

- Analysis – Master Schedule and Production Orders
- Production Order OTIF – Product Families and Sites
- Production Order OTIF – Production Lines and Sites
- Operations OTIF – Work Centers and Departments

Note: The visuals in this action center cover particular time periods working backwards from the current date. If you have the necessary permissions, you can modify the reporting periods. For more information, see [Predefined Production OTIF KPI Definitions](#).

Note: If you have the requisite permissions, you can view the KPI definition on which a visual is based. To check the name of the KPI definition, click the “expand” icon on the top right of the visual. The KPI definition name is shown at the top of the window that appears.

The terms used for the KPIs are defined as shown in the following table:

Terms	Definition
OTIF Closed Order	A closed order is OTIF if all receipts against the order were in the period defined by Due Date – 3 Days and Due Date + 3 Days, and the total quantity received is within 3% +/- of the order quantity.
OTIF Open Order	An open order is OTIF if it is not past due, and the total quantity received against the order is less than the order quantity plus 3% and all receipts against the order were on days in the period defined by Due Date – 3 Days and Due Date + 3 Days.
OTIF Closed Operation	A closed operation is OTIF if all op_hist transactions reporting operation completions, scrap, setup, or labor against the order were in the period defined by Operation Start Date and Operation Due Date, and the total quantity completed against the order is within 3% +/- of the order quantity. There is no tolerance on the start or due dates.
OTIF Open Operation	An open operation is OTIF if it is not past due, and the total quantity completed against the order is less than the operation quantity plus 3% and all op_hist transactions reporting operation completions, scrap, setup, or labor against the order were in the period defined by Operation Start Date and Operation Due Date. There is no tolerance on the start or due dates.
Overdue Order	An order is overdue if its due date is less than the current date. No tolerance is used in this comparison.
Planned Master Scheduled Order	Planned master schedule orders include those with status P (planned order), F (firm planned order), and B (batch).
Open Master Schedule Order	Open master schedule orders include those with status E (exploded), A (allocated), and R (released).
Closed Master Schedule Orders	Closed master schedule orders include those with the status C.

Analysis – Master Schedule and Production Orders Tab

This tab includes schedule analysis information based on product family, master scheduler, or date.

Visual Name	Description
MPS OTIF for Last 30 Days	Pie chart that shows the percentage of work orders for master schedule items that were delivered on time and in full compared to the percentage of work orders not delivered on time and in full. The period for this measurement ends on the current date and starts 30 days prior to the current date.
Historical Master Schedule OTIF	Pie chart that shows the percentage of work orders for master schedule items from all past periods delivered on time and in full compared to the percentage of work orders not delivered on time and in full.
Past Due Open MPS Orders	Pie chart that shows the percentage of open work orders for master schedule items that are overdue compared to the percentage of open work orders that are not overdue.
Past Due Open and Planned MPS Orders	Pie chart that shows the percentage of all open and planned work orders for master schedule items that are: <ul style="list-style-type: none"> • Overdue • Not overdue
Overdue Production Orders	Pie chart that shows the percentage of all work orders that are overdue compared to the percentage of work orders that are not overdue.
MPS OTIF for Last 30 Days by Product Family	Bar graph that shows a series of horizontal bars, with each bar representing work orders created for a particular product line. The period for this measurement ends on the current date and starts 30 days prior to the current date. Within each bar, the OTIF and non-OTIF work orders are shown in different colors.
Historical Master Schedule OTIF Performance	Horizontal bar graph, with each bar representing work orders created for a particular product line in all past periods. Within each bar, the OTIF and non-OTIF work orders are shown in different colors.
Past Due Open MPS Orders by Master Scheduler	Horizontal bar graph, with each bar representing open and overdue work orders associated with a particular buyer or planner. Note that the visual does not currently have a filter in place to exclude closed orders from the visual. To exclude closed orders from the visual, add a filter on the Status field using the Filter option.
Past Due Open and Planned MPS Orders by Master Scheduler	Horizontal bar graph, with each bar representing overdue open and planned work orders associated with a particular buyer or planner.
Past Due and Future Orders by Week	Curved line graph that shows two separate lines for overdue and future (not overdue) work orders by date.

Production Order OTIF – Product Families and Sites Tab

This tab includes OTIF measurements for product families and sites. The summary visuals show these measurements summarized over a three-month period or time bucket. The other visuals show the measurements for each of 13 weekly periods and the current partial week. Product families are defined by the item master field Prod Line, which is described in the documentation as “product line.” For periods with no production data, OTIF % is set to 100 (100% performance) rather than zero.

Visual Name	Description
OTIF (All Orders) by Site	Horizontal bar graph, with each bar representing the percentage of all open and closed orders in the past three months, for a particular site, that are OTIF.
OTIF by Product Family	Horizontal bar graph, with each bar representing the percentage of all orders for a particular product family (Prod Line) and site combination that are OTIF.
OTIF by Site by Period	Curved line graph, with each line representing the percentage of all open and closed orders in the past 13 weeks and the current partial week, for a particular site, that are OTIF.
OTIF by Product Family by Period	Curved line graph, with each line representing the percentage of all open and closed orders in the past 13 weeks and the current partial week, for a particular product family (Prod Line), that are OTIF.

Production Order OTIF – Production Lines and Sites Tab

This tab includes OTIF measurements for production lines and sites. The summary visuals show these measurements summarized over a three-month period or time bucket. The other visuals show the measurements for each of 13 weekly periods and the current partial week. Production lines can be defined by site, so that the data for these measurements is generated by line and site, and the graphs display selected production lines and sites. For periods with no production data, OTIF % is set to 100 (100% performance) rather than zero.

Visual Name	Description
OTIF by Production Line	Horizontal bar graph, with each bar representing the percentage of all open and closed orders in the past three months, for a particular production line and site, that are OTIF.
OTIF by Site	Horizontal bar graph, with each bar representing the percentage of all orders, for a particular site, that are OTIF.
OTIF by Site by Period	Curved line graph, with each line representing the percentage of all open and closed orders in the past 13 weeks and the current partial week, for a particular site, that are OTIF.
OTIF by Production Line by Period	Curved line graph, with each line representing the percentage of all open and closed orders in the past 13 weeks and the current partial week, for a particular production line and site, that are OTIF.

Operations OTIF – Work Center and Departments Tab

This tab includes OTIF measurements for work order operations scheduled in various work centers and departments. The summary visuals show these measurements summarized over a three-month period or time bucket. The other visuals show the measurements for each of 13 weekly periods and the current partial week. Work centers can be defined by machine, so that the data for these measurements is generated by work center and machine, and the graphs display selected work centers. For periods with no production data, OTIF % is set to 100 (100% performance) rather than zero.

Visual Name	Description
Operations OTIF by Work Center	Horizontal bar graph, with each bar representing the percentage of all operations in the past three months, for a particular work center, that are OTIF.
Operations OTIF by Department	Horizontal bar graph, with each bar representing the percentage of all operations in the past three months for a particular department, that are OTIF.
Operations OTIF by Work Center by Period	Curved line graph, with each line representing the percentage of all operations in the past 13 weeks and the current partial week, for a particular work center and machine, that are OTIF.
Operations OTIF by Department by Period	Curved line graph, with each line representing the percentage of all operations in the past 13 weeks and the current partial week, for a particular department, that are OTIF. Note that the KPI definition on which this visual is based limits the results returned from the underlying browse to operations in particular departments. You can remove the restriction using the Configure button in the KPIs view.

Predefined Operations Action Center

The predefined Operations action center is accessible from the Action Centers and Dashboards menu. It contains tabs with KPI visuals to aid manufacturing executives and shop floor supervisors in the manufacturing area. It contains process-oriented metrics that can be summarized as overall equipment effectiveness (OEE) metrics, along with efficiency and utilization metrics.

This action center includes the following tabs:

- Site OEE
- Production Line (PL) OEE
- Department OEE
- Work Center (WC) OEE
- Site Efficiency and Utilization (E&U)
- PL E&U
- Department E&U
- WC E&U

The overall equipment effectiveness (OEE) tabs present OEE metrics—OEE and its three primary components, availability, quality performance, and performance, as well as a supporting metric for availability called total unplanned downtime. These metrics are produced by production line, by site as

a summary of production line data, by work center, and by department summarized from work center data. These metrics are summarized and shown as a summary statistic for a three-month past period, and are also shown on a week-by-week basis over 13 past weekly periods plus a partial current week from Monday up to the current day.

Note: The visuals in this action center cover particular time periods working backwards from the current date. If you have the necessary permissions, you can modify the reporting periods. For more information, see [Predefined Operations KPI Definitions](#).

Similarly, the E&U tabs present efficiency, utilization, and productivity (load) factor metrics by production line, site, work center, or department. These metrics are summarized over a three-month bucket and also shown on a week-by-week basis over 13 weekly periods and the current partial week from Monday to the current date.

Note: If you have the requisite permissions, you can view the KPI definition on which a visual is based. To check the name of the KPI definition, click the “expand” icon on the top right of the visual. The KPI definition name is shown at the top of the window that appears.

The measurements for the KPIs are calculated as shown in the following table:

Measurement	Formula
OEE	Performance * Availability * Quality Performance
Performance	Ideal Run Time / Actual Run Time Note: Periods with no production data are recorded as having 100% performance.
Availability	Operating Time / Planned Production Time Operating Time = Planned Production Time - Unplanned Downtime - Setup Hours Planned Production Time = Normal Planned Calendar Hours - Calendar Adjustments where Calendar Adjustments include planned down time for breaks, lunch, meetings, planned maintenance, and similar events, recorded in the shop calendar.
Quality Performance	Good Pieces / Total Pieces Note: The calculation of quality performance converts Good Pieces and Total Pieces to standard hours before any summarization—this addresses any issues when items produced in the same resource have different units of measure.
Utilization	Actual Hours Worked / Planned Production Time The formula for utilization excludes setup hours and so the default result for periods with calendar hours ≤ 0 is 100% utilization rather than zero.
Productivity (Load) Factor	Efficiency * Utilization
Efficiency	Total Standard Run Time / Total Actual Run Time

Measurement	Formula
Downtime	Downtime = $\sum (\text{op_time})_i$ where i ranges over all the <code>op_hist</code> records for a work center on a particular date or period where <code>op_type = DOWN</code> or <code>DOWNTIME</code> plus $\sum (\text{op_act_setup})_i$ for all <code>op_hist</code> records with <code>op_act_setup > 0</code>

Site OEE Tab

This tab includes OEE measurements for sites.

The summary visuals on the left side of the tab show these measurements summarized over a three-month period or time bucket. The current ranking shows the data for at least five of the top sites. To show more—or different—sites, use the expand icon to open the graph and specify an appropriate filter or change the configuration from Automatic to a specific number.

The other visuals show the measurements for each of 13 weekly periods and the current partial week.

Visual Name	Description
OEE by Site	Bar graphs that summarize OEE, availability, quality performance, performance, and total unplanned downtime by site over a three-month period. In each visual, hover over the bar for a site to see related data.
Availability by Site	
Quality Performance by Site	
Performance by Site	
Total Unplanned Downtime by Site	
OEE by Site by Period	Line graphs that show OEE, availability, quality performance, performance, and total unplanned downtime for each site over 13 weekly buckets and the current partial week. Each line in the graphs represents a site. In each visual, hover over a data point on a line to see the data for a particular week.
Availability by Site by Period	
Quality Performance by Site by Period	
Performance by Site by Period	
Total Unplanned Downtime by Site by Period	

Production Line (PL) OEE Tab

This tab includes OEE measurements for production lines. Production lines are defined by site, so that the data for these measurements is generated by line and site, and the graphs display selected production lines and sites.

The summary visuals on the left side of the tab show these measurements summarized over a three-month period or time bucket. The current ranking shows the data for at least five of the top production lines. To show more—or different—production lines, click the expand icon to open the graph and specify an appropriate filter or change the configuration from Automatic to a specific number.

The visuals on the right side of the tab show the measurements for each of 13 weekly periods and the current partial week.

Visual Name	Description
OEE by Production Line	Bar graphs that summarize OEE, availability, quality performance, performance, and total unplanned downtime by production line over a three-month period. In each visual, hover over the bar for a production line to see related data.
Availability by Production Line	

Visual Name	Description
Quality Performance by Production Line	
Performance by Production Line	
Total Unplanned Downtime by Production Line	
OEE by Production Line by Period	Line graphs that show OEE, availability, quality performance, performance, and total unplanned downtime for each production line over 13 weekly buckets and the current partial week. Each line in the graphs represents a production line. In each visual, hover over a data point on a line to see the data for a particular week.
Availability by Production Line by Period	
Quality Performance by Production Line by Period	
Performance by Production Line by Period	
Total Unplanned Downtime by Production Line by Period	

Department OEE Tab

This tab includes OEE measurements for departments.

The summary visuals on the left side of the tab show these measurements summarized over a three-month period or time bucket. The current ranking shows the data for at least five of the top departments. To show more—or different—departments, click the expand icon to open the graph and specify an appropriate filter or change the configuration from Automatic to a specific number.

The other visuals show the measurements for each of 13 weekly periods and the current partial week.

Visual Name	Description
OEE by Department	Bar graphs that summarize OEE, availability, quality performance, performance, and total unplanned downtime by department over a three-month period. In each visual, hover over the bar for a department to see related data.
Availability by Department	
Quality Performance by Department	
Performance by Department	
Total Unplanned Downtime by Department	
OEE by Department by Period	Line graphs that show OEE, availability, quality performance, performance, and total unplanned downtime for each department over 13 weekly buckets and the current partial week. Each line in the graphs represents a department. In each visual, hover over a data point on a line to see the data for a particular week.
Availability by Department by Period	
Quality Performance by Department by Period	
Performance by Department by Period	
Total Unplanned Downtime by Department by Period	

Work Center (WC) OEE Tab

This tab includes OEE measurements for work centers.

The summary visuals on the left side of the tab show these measurements summarized over a three-month period or time bucket. The current ranking shows the data for at least five of the top work centers. To show more—or different—work centers, click the expand icon to open the graph and specify an appropriate filter or change the configuration from Automatic to a specific number.

The other visuals show the measurements for each of 13 weekly periods and the current partial week. Work center values are a combination of work center and machine values.

Visual Name	Description
OEE by Work Center	Bar graphs that summarize OEE, availability, quality performance, performance, and total unplanned downtime by work center over a three-month period. In each visual, hover over the bar for a work center to see related data.
Availability by Work Center	
Quality Performance by Work Center	
Performance by Work Center	
Total Unplanned Downtime by Work Center	
OEE by Work Center by Period	Line graphs that show OEE, availability, quality performance, performance, and total unplanned downtime for each work center over 13 weekly buckets and the current partial week. Each line in the graphs represents a work center. In each visual, hover over a data point on a line to see the data for a particular week.
Availability by Work Center by Period	
Quality Performance by Work Center by Period	
Performance by Work Center by Period	
Total Unplanned Downtime by Work Center by Period	

Site Efficiency and Utilization (E&U) Tab

This tab includes efficiency and utilization measurements for sites, developed by summarizing production line data.

The summary visuals on the left side of the tab show these measurements summarized over a three-month period or time bucket. The current ranking shows the data for at least five of the top sites. To show more—or different—sites, click the expand icon to open the graph and specify an appropriate filter or change the configuration from Automatic to a specific number.

The other visuals show the measurements for each of 13 weekly periods and the current partial week.

Visual Name	Description
Efficiency by Site	Bar graphs that summarize efficiency, utilization, and productivity (load) factor by site over a three-month period. In each visual, hover over the bar for a site to see related data. To exclude a site from the graph, click the corresponding color in the legend below the graph.
Utilization by Site	
Productivity (Load) Factor by Site	
Efficiency by Site by Period	Line graphs that show efficiency, utilization, and productivity (load) factor for each site over 13 weekly buckets and the current partial bucket. Each line in the graphs represents a site. In each visual, hover over a data point on a line to see the data for a particular week. To exclude a site from the graph, click the corresponding color in the legend below the graph.
Utilization by Site by Period	
Productivity (Load) Factor by Site by Period	

PL E&U Tab

This tab includes efficiency and utilization measurements for production lines. Production line values are a combination of line and site values.

The summary visuals on the left side of the tab show these measurements summarized over a three-month period or time bucket. The current ranking shows the data for at least five of the top production lines. To show more—or different—production lines, click the expand icon to open the graph and specify an appropriate filter or change the configuration from Automatic to a specific number.

The other visuals show the measurements for each of 13 weekly periods and the current partial week.

Visual Name	Description
Efficiency by Production Line	Bar graphs that summarize efficiency, utilization, and productivity (load) factor by production line over a three-month period. In each visual, hover over the bar for a production line to see related data. To exclude a production line from the graph, click the corresponding color in the legend below the graph.
Utilization by Production Line	
Productivity (Load) Factor by Production Line	
Efficiency by Production Line by Period	Line graphs that show efficiency, utilization, and productivity (load) factor for each production line over 13 weekly buckets and the current partial bucket. Each line in the graphs represents a production line. In each visual, hover over a data point on a line to see the data for a particular week. To exclude a production line from the graph, click the corresponding color in the legend below the graph.
Utilization by Production Line by Period	
Productivity (Load) Factor by Production Line by Period – (QAD)	

Department E&U Tab

This tab includes efficiency and utilization measurements for departments, developed by summarizing work center data.

The summary visuals on the left side of the tab show these measurements summarized over a three-month period or time bucket. The current ranking shows the data for at least five of the departments. To show more—or different—production lines, click the expand icon to open the graph and specify an appropriate filter or change the configuration from Automatic to a specific number.

The other visuals show the measurements for each of 13 weekly periods and the current partial week.

Visual Name	Description
Efficiency by Department	Bar graphs that summarize efficiency, utilization, and productivity (load factor) by department over a three-month period. In each visual, hover over the bar for a department to see related data. To exclude a department from the graph, click the corresponding color in the legend below the graph.
Utilization by Department	
Productivity (Load) Factor by Department	
Efficiency by Department by Period	Line graphs that show efficiency, utilization, and productivity (load) factor for each department over 13 weekly buckets and the current partial bucket. Each line in the graphs represents a department. In each visual, hover over a data point on a line to see the data for a particular week. To exclude a department from the graph, click the corresponding color in the legend below the graph.
Utilization by Department by Period	
Productivity (Load) Factor by Department by Period	

WC E&U Tab

This tab includes efficiency and utilization measurements for work centers. Work Center values are a combination of work center and machine values.

The summary visuals on the left side of the tab show these measurements summarized over a three-month period or time bucket. The current ranking shows the data for at least five of the top work centers. To show more—or different—work centers, open the graph and specify an appropriate filter or change the configuration from Automatic to a specific number.

The other visuals show the measurements for each of 13 weekly periods and the current partial week.

Visual Name	Description
Efficiency by Work Center	Bar graphs that summarize efficiency, utilization, and productivity (load) factor by work center over a three-month period. In each visual, hover over the bar for a work center to see related data. To exclude a work center from the graph, click the corresponding color in the legend below the graph.
Utilization by Work Center	
Productivity (Load) Factor by Work Center	
Efficiency by Work Center by Period	Line graphs that show efficiency, utilization, and productivity (load) factor for each work center over 13 weekly buckets and the current partial bucket. Each line in the graphs represents a work center. In each visual, hover over a data point on a line to see the data for a particular week. To exclude a work center from the graph, click the corresponding color in the legend below the graph.
Utilization by Work Center by Period	
Productivity (Load) Factor by Work Center by Period	

Predefined Maintenance Manager Action Center

The predefined Maintenance Manager action center is accessible from the Action Centers and Dashboards menu.

This action center includes the following tabs:

- Maintenance Backlog
- Equipment Analysis
- Equipment Cost
- PM Compliance

Note: If you have the requisite permissions, you can view the KPI definition on which a visual is based. To check the name of the KPI definition, click the “expand” icon on the top right of the visual. The KPI definition name is shown at the top of the window that appears.

For more information on the underlying KPI definitions on which the action center visuals are based, see [Predefined Maintenance Manager KPI Definitions](#)

Maintenance Backlog Tab

This tab includes information about received maintenance requests that have not yet been turned into a work order. You can use the visuals to monitor these requests and ensure that action is taken in a timely manner. It also shows information about existing work orders that are not closed, canceled, or finished—the backlog.

Visual Name	Description	Purpose
Open Maintenance Request without Work Order	This bar graph shows the number of maintenance requests that are not associated with a work order. The service requests are broken down by calendar month.	A planner should react quickly to new maintenance requests, and this visual provides a quick view of any outstanding requests by month.
Open Maintenance Request without Work Orders by Notify	This bar graph shows the number of maintenance requests received each month that are not associated with a work order. It also shows the people who are expected to take action on each request—the Notify group.	This visual provides a monthly breakdown of maintenance requests by the Notify field. It can help you to understand who has open requests.
Open Maintenance Request without Work Order by Equipment by Priority	This bar graph shows the number of maintenance requests that are not associated with a work order. It categorizes these requests based on the associated piece of equipment, and the priority assigned to the request.	This visual shows which equipment records have open maintenance request, and the priority of these requests. A planner can take action in the order of priority. You can click the legend icon to select different priorities for easier analysis. In this way, you can narrow down the view based on particular priorities.
Backlog Percentage by Work Order Type	This pie chart shows the percentage of work orders by work order type—corrective maintenance or preventive maintenance work orders.	A higher percentage of preventive maintenance work orders indicate a stronger maintenance program is in place and less corrective, unplanned work is being generated.
Monthly Backlog by Work Order Type	This bar chart provides an aging report to show the work orders created each month. It divides these work orders into corrective and preventive maintenance work orders.	The visual displays, by month, how many active work orders are in the backlog and is also broken down by work order type of Corrective Maintenance (CM) or Preventive Maintenance (PM). This provides an overview of how long work orders are aging and can be broken down by CM or PM type work orders. You can click the legend icon to select the different types of work orders—CM or PM—to be able to easily see how many of each order type are aging each month.
Monthly Backlog by Planner	This bar chart provides an aging report to show the work orders created each month. It differentiates these work orders based on the associated planner.	The visual shows, on a monthly basis, how many work orders are open for each planner. This information helps you to analyze the backlog of work orders that each planner is managing and the length of time that work orders remain open.
Backlog by Work Order Status	This pie chart shows the work orders in the backlog, categorized by status. This information can be helpful to estimate when the work order will be completed.	This visual is dependent on how statuses are implemented in the system, but it can provide useful information on the stage of the work order, based on a

Visual Name	Description	Purpose
		particular status. For instance, it could show the number of work orders waiting to be assigned compared to work orders that are currently being worked on.
Backlog by Equipment Type by Work Order Status	This bar chart shows the work orders in the backlog, broken down by the equipment type. For each equipment type, it then provides a further level of categorization to show the status of these work orders.	Consolidating work orders by equipment type, rather than displaying all individual equipment records, makes this visual easier to interpret. You can click the legend icon to select different work order statuses.
Backlog by Planner by Work Order Type	This bar chart shows the work orders in the backlog, broken down by associated planner and then by work order type—corrective or preventive maintenance.	This information is helpful in that it shows the type of work orders that planners are managing, and how many orders fall under that category.
Backlog Percentage by Priority	This pie chart shows the work orders in the backlog, categorized by priority.	This visual displays the percentage of active work orders by priority. Priority can range from the highest or most urgent priority to a very low priority. It is very useful to understand the percentage of work based on a priority.
Backlog by Equipment Type by Planner	This bar chart shows the work orders in the backlog, broken down by the equipment type and planner.	This visual shows if multiple planners are managing work orders for the same type of equipment. Click the legend icon to select different planners.
Backlog by Planner by Status	This bar chart shows the work orders in the backlog, broken down by associated planner and status.	The work order status can indicate the stage that the work order is at, which can provide an indicator of how many work orders are either not yet assigned or are in process and may be closed soon. Click the legend icon to select different statuses.

Equipment Analysis Tab

This tab allows you to analyze the types of failures and the downtime affecting equipment.

Visual Name	Description	Purpose
Total Downtime by Failure by Sites	This bar chart breaks down work orders to show the types of failures by site, and the number of hours of downtime for each of these failure types at each site.	It is important to understand the types of equipment failures that are occurring, and which failures are causing large amounts of downtime. Downtime can affect production. Click the legend icon to select different sites.
Total Hours Down by Equipment by Failure	This bar chart breaks down work orders to show the number of hours of downtime for each equipment number and failure type.	If there are multiple failures occurring for a particular equipment record, you can check how much downtime has been recorded for each failure type. Frequent failures indicate that either a current preventive maintenance template is not

Visual Name	Description	Purpose
		initiated in a timely manner in order to prevent the failure from occurring, or a new preventive maintenance template needs to be created to prevent the failure from occurring.
Top Percentage of Equipment with Failures	This pie chart shows the top individual pieces of equipment associated with failures.	Planners may need to evaluate the current routine maintenance that is being provided for the equipment to avoid these failures from consistently occurring.
Failures by Equipment Type	This bar chart shows the number of failures for each equipment type. In each bar, it represents different failure types with different colors. This information allows you to assess the appropriateness and effectiveness of your preventive maintenance.	Consolidating equipment records by equipment types shows the types of failures that are occurring, based on a group of equipment. If there are multiple failures occurring with a particular equipment type, you can see which failures are occurring, based on the type of equipment. Click the legend icon to select a failure.
Percentage of Failures by Equipment Type	This pie bar shows the percentage of failures by equipment type.	This visual measures which equipment types are recording the highest percentage of failures.
Total Downtime Hours by Reason by Sites	This bar chart shows the amount of downtime by site, and the reason codes associated with these hours.	This visual provides a cross-site view of the amount of downtime that is occurring for each site, and the reasons for the downtime. Click the legend icon to select a site.
Total Hours Down by Equipment Type by Reasons	This bar chart shows the amount of downtime by equipment type, and the equipment failure type associated with these hours.	Recording a reason at the time of entering downtime provides a further explanation of why the equipment was down and for how long.

Equipment Cost Tab

This tab shows different types of equipment maintenance costs—material, labor, and contractor costs—by site, by cost center, and equipment.

Visual Name	Description	Purpose
Material Cost by Sites	These bar charts show the material, labor, or contractor costs by site.	On a site basis, this visual displays the total amount of indirect material cost charged for maintenance repairs over time. It measures all indirect purchases and materials used for maintenance activities.
Labor Cost by Sites		On a site basis, this visual displays the total amount of labor cost charged for maintenance repairs over time. It measures all labor hours posted for maintenance activities.

Visual Name	Description	Purpose
Contractor Cost by Site		On a site basis, this visual displays the total amount of contractor costs charged for maintenance repairs over time. It measures all contractor purchases charged for maintenance activities.
Material Cost by Cost Centers	These bar charts show the material, labor, or contractor costs by cost center.	On a cost center basis, this visual displays the total amount of material cost charged over time. It measures all indirect purchases and materials issued to cost centers for maintenance activities.
Labor Cost by Cost Centers		On a cost center basis, this visual displays the total amount of labor cost charged over time. It measures all labor hours posted against cost centers for repair work.
Contractor Cost by Cost Center		On a cost center basis, this visual displays the total amount of contractor cost over time. It measures all contractor purchases charged against cost centers for repair work.
Material Cost by Equipment	These bar charts show the material, labor, or contractor costs for individual pieces of equipment.	Categorized by equipment number, this visual displays the total amount of material cost charged over time. It measures all indirect purchases and materials issued to equipment for maintenance activities.
Labor Cost by Equipment		Categorized by equipment number, this visual displays the total amount of labor cost charged to equipment over time. It measures all labor hours posted against cost centers for repair work.
Contractor Cost by Equipment		Categorized by equipment number, this visual displays the total amount of contractor purchases charged against equipment for repair work. It measures all contractor purchases charged against equipment over time.

PM Compliance Tab

This tab allows you to compare the volume of corrective maintenance and preventive maintenance work orders.

Visual Name	Description	Purpose
Total PM CM Ratio Percentage	This pie chart shows the percentage of work orders for preventive maintenance	This visual displays the percentage of corrective maintenance (CM) versus preventive maintenance (PM) over time. This ratio provides an indicator

Visual Name	Description	Purpose
	and the percentage of work orders for corrective maintenance.	of the quality of maintenance. If there is a higher ratio of preventive work orders, it indicates a strong preventative maintenance program. This means that the maintenance department is proactive, rather than reactive, with equipment repairs, reducing the amount of unexpected downtime.
Total PM CM Ratio per Year	This bar chart shows the total number of work orders on an annual basis, and breaks down those figures to show the ratio of preventive to corrective maintenance work orders.	This visual allows you to identify any trends and to identify if the maintenance program is improving over time with more preventive maintenance work orders compared to corrective maintenance work orders. Click the legend icons to select work order types.
Planned versus Unplanned Work Orders by Year	This bar chart shows the total number of work orders on an annual basis, and breaks down those figures to show the ratio of planned to unplanned maintenance work orders. This information is important because not all corrective maintenance is unplanned; some corrective maintenance work orders are created as a result of preventive maintenance. All preventive maintenance is planned. These measurements allow you to assess the impact of unplanned work orders.	A higher PM to CM ratio indicates that a strong maintenance program is in place. Even if a CM work order is created, marking it as planned work allows the system to properly measure true unplanned work against planned work. Click the legend icons to select the planned or unplanned work orders generated for a year.

Fixed Assets Manager Action Center

The predefined Fixed Assets Manager action center is accessible from the Action Centers and Dashboards menu. It contains general information about the fixed asset register, which is relevant to the Fixed Assets Manager role.

This action center consists of a single Fixed Asset Manager tab.

For more information on the underlying KPI definitions and visual settings, see [Predefined Fixed Assets Manager KPI Definitions](#).

Note: If you have the requisite permissions, you can view the KPI definition on which a visual is based. To check the name of the KPI definition, click the “expand” icon on the top right of the visual. The KPI definition name is shown at the top of the window that appears.

Fixed Asset Manager Tab

Metrics shown here provide general information about the fixed asset register, which is relevant to the Fixed Assets Manager role.

Visual Name	Description	Purpose
Asset Cost by Class	Vertical bar graph that shows fixed asset costs for the current year and previous year, grouped by asset class.	This visual allows you to see the total costs of all assets, split by asset class, allowing you to track the total cost of the

Visual Name	Description	Purpose
		fixed asset register. The KPI not only tracks the total cost of assets, by class, for the current year. It also tracks the cost of the assets for the prior year. This approach allows you to compare the growth (positive or negative) of the cost of the fixed asset register.
Net Book Value by Class	Vertical bar graph that shows the net book value of fixed assets for the current year and previous year, grouped by asset class.	This visual allows you to see the net book value of all assets, split by asset class, allowing you to track the net book value of the fixed asset register. The KPI not only tracks the net book value of assets, by class, for the current year. It also tracks the net book value of the assets for the prior year. This approach allows you to compare the growth (positive or negative) of the net book value of the fixed asset register.
Acquisition by Class	Vertical bar graph that shows the number of fixed asset acquisitions for the current year and previous year, grouped by asset class.	This visual allows you to see the acquisitions of all assets, split by asset class, allowing you to track the new acquisitions to the fixed asset register. The KPI not only tracks the new acquisitions by class, for the current year. It also tracks the prior year acquisitions. This approach allows you to compare the growth (positive or negative) of acquisitions.
Accumulated Depreciation by Class	Vertical bar graph that shows the accumulated depreciation amount for the current year and previous year, grouped by asset class.	This visual allows you to view the accumulated depreciation by asset class. The KPI not only tracks the accumulated depreciation by asset class for the current year. It also tracks the accumulated depreciation for the prior year, allowing you to make comparisons between the two values.
YTD Depreciation by Class	Vertical bar graph that shows the YTD depreciation amounts for the current year and previous year, grouped by asset class.	This visual allows you to view the Year to Date (YTD) depreciation split by the asset class. Both the current and prior year data is tracked. This approach allows you to compare the current YTD depreciation position with the prior YTD position, aiding in analysis and decision making.
Retirements by Class	Vertical bar graph that shows the number of fixed asset acquisitions for the current year and previous year, grouped by asset class.	This visual allows you to view the retirements made for each asset class. Both the current and prior year data is tracked. This approach allows you to keep track of the rate of retirement of assets over time. Current domain only.

Predefined KPI Definitions

The Web UI now contains a number of predefined KPIs with associated KPI visuals. These KPIs are the basis of the predefined action centers. This section provides a detailed description of each of these predefined KPI definitions.

Important! QAD predefined KPI definitions will be updated automatically with each future product update. For that reason, if you want to change the KPI definitions in your environment, you must create new KPI definitions and visuals with settings that are similar to the QAD predefined KPIs. If you change the QAD predefined KPIs, those changes will be lost and overwritten with product updates (with the exception of the domains or entities selection; that remains unchanged in updates). For the KPI variants that you create, you can use the same data source (a browse or FRW KPI). Copy functions will be made available in the next patch of the Action Center app bundle.

To view the KPIs, go to the More menu and select KPIs. The predefined KPIs are described in the following documents:

- [Predefined Chief Financial Officer KPI Definitions](#)
- [Predefined Customer Service Manager KPI Definitions](#)
- [Predefined Inventory Manager KPI Definitions](#)
- [Predefined Maintenance Manager KPI Definitions](#)
- [Predefined Operations KPI Definitions](#)
- [Predefined Production OTIF KPI Definitions](#)
- [Predefined Purchasing Manager KPI Definitions](#)
- [Predefined Fixed Assets Manager KPI Definition](#)

Base Data



QAD Base Data manages essential, master data needed in common throughout the application, such as Items, Suppliers, Customers, and much more.

Address Data

The Address-related functions provide for location and organizational data.

Address Types

With Address Types, you can view, edit, and delete address types.

Each business relation can have multiple associated addresses, identified by an address type. Some types are predefined and included with the system. The predefined types affect business processing related to addresses.

You can also define your own address types. Any new address types you create can be references only in financial functions for reporting and filtering in browses; they are not used in other operational areas.

Business relation addresses and operational addresses have address types.

There are six system-owned business relation address types:

- Dock — Specific location within a ship-to address for receipt of goods. Docks are associated with customers or customer ship-to addresses and used in shipping functions. When you create a dock, you must select a dock address type. A business relation can have multiple dock addresses.
- Enduser — Address associated with a customer where service for purchased items is delivered. This address type is automatically associated with addresses you create for end users. A business relation can have multiple end user addresses.
- Headoffice — Main address of a business organization, and the only address type that is required. You select this address type for records related to your own company, such as your entity address and site, location, salesperson, and employee addresses, as well as for external organizations, such as customers, suppliers, banks, and carriers. Each business relation must have one and only one headoffice address.
- Reminder — Address where reminder letters are sent if it differs from the headoffice. Each business relation can have only one reminder address. This address type is used only in AR financial functions.
- Remittance — Address where payments are sent if it differs from the headoffice. Each business relation can have only remittance address. This address type is used only in AP financial functions.
- Ship-to — Address for receipt of goods and services. A business relation can have multiple ship-to addresses.
- Substitution — Address type used to link a company address with the state tax ID and tax zone. A tax zone can only have one state tax ID specified. However, in countries where substitution tax applies, multiple IDs may be required in cases where a company is issuing goods or services to multiple states, and each state has its own tax ID.

Some address types, such as reminder and remittance, are used only in financial functions; others, such as ship-to, dock, and enduser, are used only in operational functions. The headoffice type is used in both financial and operational functions. User-defined types are available only in financial functions.

There are nine system-owned operational address types:

- Carrier
- Company
- Customer

- Ship-To
- Slsprsn
- Supplier
- Dock
- Enduser
- Engineer

These are referenced in operational functions. Operational address types are assigned to addresses based on the function that creates the record.

Address Type

Enter the address type.

Description

Enter a description of the address type.

Active

Select whether the address type is active.

System-Owned

Indicates whether the address type is system-owned. The system-owned address types include the business relation address types and the operational address types.

Counties

With Counties, you can create, view, edit, and delete county codes.

Some countries, states, or provinces are subdivided into smaller jurisdictions called counties. Define official county names and specify them when setting up business relations. You can also define any smaller regional units relevant to your county's jurisdictional organization.

County Code

Enter a code that identifies a county.

Description

Enter a brief description of the county.

Active

Indicate if this is an active record.

Countries

With Countries, you can create, view, edit, and delete country codes.

Country codes identify countries and are used when business relations are defined. Country codes apply to all entities and domains in a database.

The country code associated with an address is used to determine the number and date formats displayed on reports.

Internal reports use the country of the user; external reports the country of the sold-to or destination customer or supplier address.

A default set of ISO country codes is supplied with the system.

The form includes the following panels:

- Summary
- Main
- Compliance
- Tax
- Notes

Main

Country Code

Enter a code that identifies a country. This field is mandatory; the code cannot be blank.

Using the ISO coding structure is recommended because this standard is often required for international communication between banks.

Description

Enter a brief description of the country (typically the name of the country). This field is mandatory; the description cannot be blank.

Active

Indicate if this is an active record.

Postal Format

This field determines where postal codes display on printed addresses. It defaults to the Business Relation function when addresses are added for the country. Valid values are:

After: Postal code prints after the city and state.

Before: Postal code prints before the city and state.

This code affects only addresses printed on documents meant to be mailed, such as invoices, purchase orders, mailing labels, statements, checks, and reminder letters.

Alternate Code

Enter the International Organization for Standards (ISO) country code, or some alternate code for sorting purposes.

Intrastat Currency

Enter the Intrastat currency.

Compliance

NAFTA Country

Identifies member countries of the North American Free Trade Agreement.

DEA Country

Identifies countries under the jurisdiction of the United States Drug Enforcement Administration.

GATT Country

Identifies countries as members of the General Agreement on Tariffs and Trade.

Country Group

Use this field to categorize countries. Use letter codes such as those assigned by current Export Administration Regulations.

Country Type

Reference only. Use this field to categorize countries. Use letter codes such as those assigned by current Export Administration Regulations.

Tax

Tax Format

Enter the format for tax identification and tax declaration numbers associated with this country. This format is used to validate the tax IDs specified in the State Tax ID field in the Tax Information tab of the business relation, customer, and supplier functions when the address references an EU member country.

European VAT registration numbers follow strict formats dictated by regulatory authorities, and vary from country to country. You can find lists of valid formats on Web sites such as the following:

<http://www.kd85.com/euvat.html>

You can right-click to add multiple rows to this grid; some EU countries such as the Czech Republic allow multiple formats.

Use the following characters to build the format:

- 9 is 0–9 only.
- ! is any letter.
- A-Z are treated literally.

Example: For tax IDs in Italy, the first two characters must be IT followed by exactly 11 numbers (0-9). To specify the format for Italy, enter IT99999999999. For Austria, the tax format is the letters AT followed by 9 letters or numbers. To validate for this format, you need to create validation rows as follows:

AT9999999999

AT!!!!!!!!

Corporate Groups

With Corporate Groups, you can create, view, and edit corporate groups.

A corporate group is a logical grouping of business relations used for reporting. You can create, view, and edit corporate groups. You can also delete a record that is not referred to in the system.

Group Name

Enter a code that identifies a corporate group. This field is mandatory; the code cannot be blank.

Description

Enter a brief description of the corporate groups. This field is mandatory; the description cannot be blank.

Active

Indicate if this is an active record.

States

Use States to define jurisdictional areas within countries.

Most countries are subdivided in smaller jurisdictional areas. Use States to define the names of these areas, which are then used when business relations are created.

Note that you can also define provinces or other types of legal reporting units here.

State

Enter a code that identifies a state or jurisdictional area.

Description

Enter a brief description of the state.

Active

Select to indicate that this is an active record.

Carriers

With Carriers, you can create, view, edit, and delete carrier codes.

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

Main

Carrier

Enter a code that identifies a carrier.

Business Relation

Choose a business relation code to associate with this carrier. Address and contact details default from the headoffice address type of the business relation; you cannot modify the details here. After you have created a carrier, you cannot modify the associated business relation.

Active

Indicate if this is an active record.

Address

Enter address details for the carrier.

Contact Persons

Enter details for carrier contact persons.

Business Settings

Domain Restricted

Specify whether the business relation can only be viewed, modified, and reported on in the domain in which it was created.

Intercompany

Specify if the business relation identifies an entity that is a member of a group of entities that trade with each other.

If the business relation is identified as an internal entity, this field is automatically set and cannot be changed.

Cust/Supp Comp Allowed

Specify whether to allow open items for customers and suppliers that belong to that business relation to be netted against each other.

When customer and supplier compensation is enabled at entity level, this field must be enabled for the business relations involved for an adjustment to be saved.

When customer and supplier compensation is disabled for the entity, this overrides the customer and supplier compensation setting for the business relation if compensation is enabled here.

Internal Entity

Specify if the business relation identifies one of your entities within this database. Only records marked as internal display for selection as the address for a new entity.

Tax Report

Indicate whether to use this address for 1099 tax reporting.

Last Filing

Indicate whether this is the last time your company is filing a 1099-MISC under its current taxpayer ID number.

Intercompany Code

Specify the intercompany code if Intercompany is selected.

The intercompany code is linked to GL accounts and GL transactions for this business relation when an intercompany transaction is created. This in turn lets you identify transactions that can be eliminated during consolidation.

Typically, you should enter an intercompany code that is the same as the entity code. This field is not validated, so you must plan your intercompany codes carefully.

Name Control

Enter the IRS magnetic media control code assigned to this company.

In the United States, this code is assigned by the IRS and must be included on all 1099 magnetic media. This code is generally listed on your IRS mailing label and contains some combination of the first few letters of your company name.

When Tax Report is selected, a warning displays if this field is blank.

Tax

Tax values default to documents created for the carrier and can be modified during transaction processing.

Taxable Address

Select this field if business activities for this address are normally subject to tax. The taxable status of the address defaults to transactions where the address is used.

Federal Tax

Enter the tax ID assigned to this address by the federal or national government.

State Tax

For reference and documentation purposes, enter either a state or provincial tax identification number or a VAT registration number.

Miscellaneous Tax

The value of this field defaults from the business relation.

Tax Included

The value of this field defaults from the business relation.

Tax in City

The value of this field defaults from the business relation.

Tax Zone

Enter the tax zone for this address.

The system searches for a default based on the country, state or province, county, city, and postal code of the current address.

Tax Class

Enter a tax class. Tax classes group addresses taxed at specific rates or that are tax-exempt and help determine the default tax environment (set of tax types) for related transactions.

The value of this field defaults to the header of transactions created for this address.

Tax Usage

Enter a tax usage code. Tax usage codes identify the normal use of items sold to this address.

The value of this field defaults to the header of transactions created for this address.

Employees

With Employees, you can create, view, edit, and delete employee codes.

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

Main

Employee

Enter a code that identifies an employee.

Active

Indicate if this is an active record.

Business Relation

Choose a business relation code to associate with this employee. Address and contact details default from the head office address type of the business relation; you cannot modify the details here. After you have created an employee, you cannot modify the associated business relation.

Department

Specify the department in which this employee normally works.

Default Project

Enter a code identifying the GL project normally assigned to this employee.

Start Date

Specify the date this employee was hired.

End Date

Specify the date when this employee terminated employment at your company.

Generally, when you enter an end date, you should also clear the Active field to indicate that this employee is no longer active.

External Employee

Select this field if the employee is a contractor or not employed directly by your organization.

Job Title

Enter an optional job title for this employee. This field is for reference only and useful in sorting browses. Job titles can also be useful on shop floor reports.

Supplier

Specify a supplier code to associate with this employee for the payment of expense claims.

User

Indicate whether this employee is defined as a valid user in the system.

Login

If this employee is a user, enter the user ID for accessing the system.

Address

Enter address details for the employee.

Contact Persons

Enter details for employee contact persons.

Business Settings***Domain Restricted***

Specify whether the business relation can only be viewed, modified, and reported on in the domain in which it was created.

Intercompany

Specify if the business relation identifies an entity that is a member of a group of entities that trade with each other.

If the business relation is identified as an internal entity, this field is automatically set and cannot be changed.

Cust/Supp Comp Allowed

Specify whether to allow open items for customers and suppliers that belong to that business relation to be netted against each other.

When customer and supplier compensation is enabled at entity level, this field must be enabled for the business relations involved for an adjustment to be saved.

When customer and supplier compensation is disabled for the entity, this overrides the customer and supplier compensation setting for the business relation if compensation is enabled here.

Internal Entity

Specify if the business relation identifies one of your entities within this database. Only records marked as internal display for selection as the address for a new entity.

Tax Report

Indicate whether to use this address for 1099 tax reporting.

Last Filing

Indicate whether this is the last time your company is filing a 1099-MISC under its current taxpayer ID number.

Intercompany Code

Specify the intercompany code if Intercompany is selected.

The intercompany code is linked to GL accounts and GL transactions for this business relation when an intercompany transaction is created. This in turn lets you identify transactions that can be eliminated during consolidation.

Typically, you should enter an intercompany code that is the same as the entity code. This field is not validated, so you must plan your intercompany codes carefully.

Name Control

Enter the IRS magnetic media control code assigned to this company.

In the United States, this code is assigned by the IRS and must be included on all 1099 magnetic media. This code is generally listed on your IRS mailing label and contains some combination of the first few letters of your company name.

When Tax Report is selected, a warning displays if this field is blank.

Pay Rate

The Pay Rate panel allows you to define the actual employee pay rate as well as specify whether labor reporting programs use this actual employee pay rate or the standard rate set in Routings.

Pay Type

A code indicating the pay rate type of the employee. Select one of the following values:

- HR (Hourly Rate): indicates that actual employee pay rates per hour are used by labor reporting programs. If the actual pay rate is set up for the reporting employee, these actual labor hours are multiplied by that employee's actual pay rate rather than the standard rate from the routing.
- SA (Salary): for reference only now. If you set Pay Type to SA, the system still uses the standard rate from the routing to calculate actual labor cost.

Pay Rate

Specify the pay rate (in dollars) of the employee.

Prior Pay Rate

Specify the pay rate in effect before the last change in pay.

Shift

Specify the work shift for the employee.

The value of Shift can be blank, 1, 2, 3, or 4. The default is blank.

Normal Hours/Units

Specify the default number of hours or units worked per pay period.

Pay Rate Updates

Specify the date of the last change in pay rate for this employee.

Attribute Data

Attributes are used to extend an existing table to suit the installed system's requirements.

Attribute Categories

With Attribute Categories, administrators can maintain and validate attribute categories.

Attribute Categories associates a category to a function and allows for the status of the category to be set to active or inactive.

Category

Enter a unique identifier for the attribute category.

Description

Enter a short description of the attribute category.

Active

Indicate whether the attribute category is active in the system.

Term

Select a valid label term. The system uses this term and the defined attribute to determine the label that displays on the user interface.

Function

Add new functions (enter Function, System, and Comment) or delete functions.

Attribute Definitions

Main

Attribute Name

Enter the name of the attribute field as it will appear in the other tables.

Active

Specifies whether the attribute is active in the system.

Data Type

Specifies the data type for the attribute: character, date, datetime, decimal, integer, logical.

Format

Enter the format for the data type.

Label Term

Select a valid label term.

Default Value

Enter default values for when this attribute is selected.

Description

Enter a description for the attribute.

Required

Select only if the attribute is to be used in Item Attributes Maintenance.

Printable

Specify whether this attribute will be printed on forms such as invoices or sales orders.

Table

The table where the data list is stored.

Field

The field where the data list is stored (required with Table field).

Attribute Category Link

Add new, edit, or delete attribute category links. Specify Category, Domain, System, Active, Label Term, Required, and Allow Modification.

Attribute Profiles**Profile**

Enter the identifier of the attribute profile.

Description

Enter a description of this attribute profile.

Function

Select the function for this attribute profile.

Program

Specify the program for this attribute profile.

Sequence

Specify the sequence for this attribute profile.

Attributes**Attribute**

Specify attributes to be added to the profile.

Attribute Validations**Attribute Name**

Enter the attribute name for which to add the validation.

Function Name

Enter the attribute function for which to add the validation.

Domain

Enter a domain to limit the attribute values to a specific domain. Leave this field blank for system-wide attribute values.

Attribute Validation Detail

Add new or delete attribute validation detail (Value, Active, Comments).

Codes

The Codes functions manage various codes used in the system.

Generalized Codes

Use Generalized Codes to define field values.

When you implement QAD, a number of system and reference fields accept any kind of data, as long as it does not exceed the field length. Use the Generalized Codes view to define values for these kinds of fields.

Many generalized codes values are predefined and loaded into the system during installation. Whenever you create a new domain, this default system data is included.

Field Name

Enter the field name.

Value

Enter a valid value. Values cannot exceed the length of the field.

Comments

Enter a comment. The comment displays next to the value in the lookup.

Group

If you have permission, specify the generalized codes group that this generalized code belongs to. The group the field is currently assigned to is displayed in this field. This field is only relevant if you are using generalized codes groups.

Generalized Code Groups

With Generalized Code Groups, you can define groups of generalized codes for security purposes.

Using generalized code groups, you can extend security access to generalized codes beyond the system level down to the job functional level. This enables you to limit the generalized codes fields that a user can edit.

Group

Enter a meaningful group name for a generalized codes group.

Language Details

Some options appear on the screen using alphabetic codes or words. Internally, these options are controlled by numeric codes. Mnemonics and labels provided in English are not always appropriate in other languages. Use Language Details to create, modify, or delete mnemonic codes and labels.

Language Code

Specify the language code.

Data Set

Enter the program name, a database table name, or an abbreviation of the functionality for a field.

Field Name

Enter the field name associated with the data set.

Numeric Code

These are the values used by the programs. A mnemonic code can be assigned for each numeric code. Codes cannot be added or edited.

Mnemonic

Mnemonic codes are already assigned for each field with several system-specified options. These codes can be changed, added, or deleted using this program.

Label

Default labels already exist for the different mnemonic codes. These labels can be changed, added, or deleted using this program.

Description

Enter a description for reference purposes.

Reason Codes

Use Reason Codes to create codes that can be associated with a transaction or event to categorize or describe it.

Defining reason codes ensures consistent reporting and tracking.

Some transactions or events prompt for reason code and display a list of appropriate reason codes. Reason type identifies the transactions to which a reason code applies. Reason types used by the system include:

- **Corrinv.** Indicates the reason why an invoice correction is needed when a correction sales order is created in Sales Orders.
- **Down.** Used by Shop Floor Non-Productive Labor Feedback to report labor time not directly related to a work order, such as Breakdown or Cleanup.
- **Downtime.** Reports downtime or non-productive labor in the Repetitive and Advanced Repetitive modules; reasons are similar to reason type Down.
- **Ord_Chg.** Associated with changes made in Sales Order Maintenance to order detail, such as a change to the order line quantity or due date.
- **Quote.** Stores reason lost codes entered on sales quotations to identify why the quote did not result in an order, such as Price or Delivery.
- **Reject, Rework, Adjust, Scrap.** Associated with quantities reported in various Repetitive and Advanced Repetitive functions. Scrap is also used with Scrap Transaction Maintenance in Inventory Control.
- **User_Act.** Associated with changes made in User Maintenance to the enabled status of the user ID.
- Use codes of type SHIPQTY and SHIPTIME with the Shipment Performance module.
- Use codes of type ESIG to indicate why a user is authorizing the data in an e-signature enabled program.

You can specify reason codes with user-defined reason types in some functions, such as severity lists in the Product Change Control module and reasons for returns in Purchase Order Returns.

Several reports and inquiries are available to review transactions by reason code.

Reason Type

Enter the reason type for this reason code. Reason types group similar reason codes for easy access in other modules. The system uses several special reason types. You can define other reason types as needed. Each reason code is associated with a reason type.

Reason Code

Enter a reason code associated with the specified reason type. Reason codes identify and categorize activities by reason; for example, sales lost because of price, downtime and rejects caused by machine failure, or user account deactivated because user left company.

The system uses several special reason types. You can define other reason types as needed. Each reason code is associated with a reason type.

Several reports and inquiries are available to review transactions by reason code.

Description

Enter a short description of the reason code. The description prints beside the reason code on most reports and inquiries, as space permits.

Analysis Groups

Use Analysis Groups to define analysis groups in the system.

With Analysis Groups, you can categorize types of data in the system such as Customers, Customer Ship-To, and Items.

The group membership can be configured statically or dynamically based on browse search criteria.

Main

Type

Select the analysis group type, such as Customer, Customer Ship-To, or Item.

Group

Enter a code to identify the group. For example, for customers in California, enter CA.

Description

Enter a group description. For example, enter California if Group is CA.

Active

Indicate whether this analysis group is active in the system.

Members

Select Static if the analysis group members will be selected individually.

Select Dynamic if the analysis group members will be selected based on browse search criteria.

Browse Name

If Members is Dynamic, this field is displayed to indicate the name of the browse from which the group members can be selected based on browse search criteria.

Members

If Members is Static, click New to add new members to the analysis group. For Static analysis groups, you can optionally specify a Start Date and End Date for each member.

If Members is Dynamic, click Configure to create the browse criteria for the dynamic analysis group.

Languages

Use Languages to create, view, and update languages available in the system.

A base set of language codes is supplied with the system. These language codes correspond to the codes used with user interface translation files provided by QAD. System-defined languages cannot be changed or deleted.

Main

Language

Enter a code (maximum two characters) that identifies a language.

Description

Enter a brief description (maximum 24 characters) of the language code.

System

Indicates if the record is supplied with the system or has been added after installation. You cannot delete system-defined records.

Active

Indicate if this is an active record.

Installed

Indicates that translated labels for this language have been loaded and are available in the system.

Currencies and Exchange Rates

The Currencies and Exchange Rates functions manage currencies, exchange rates, and rounding methods.

Currencies

Use Currencies to create, view, modify, and delete currencies.

Currency

Enter an ISO standard code identifying a currency.

Description

Enter a brief description of the currency.

Decimals Description

Enter the descriptive word for the secondary amount of the currency, which is displayed after the decimal point.

Rounding Method

Select the rounding method to apply to the currency.

Active

Indicate if this is an active record.

When you mark a new currency code as active, it is available to assign to new customer or supplier records as their default currency. In addition, you can create customer and supplier invoices with that currency.

Rounding Methods

Use Rounding Methods to define the methods the system uses to round monetary amounts for data entry and display. They are also used in the display of financial amounts in browses. Rounding methods are used in all calculations of monetary values, and are defined at the database level.

Rounding Methods lets you define a rounding unit and a rounding threshold. The rounding unit determines the value by which a monetary amount is modified when subject to rounding.

The rounding threshold determines the value above which a digit is rounded up, rather than removed, and the position after the decimal point where the rounding takes place; that is, the number of decimal places.

Associate a rounding method with each currency. These methods apply when you enter monetary amounts and also when you view data online or generate reports.

Rounding is performed using an identical process for all currencies; the only variable is the number of decimals to use in rounding. For example, for a two-decimal currency, such as the US dollar or euro, if the third digit after the decimal point has a value of 5 or higher, the second digit after the decimal point is rounded up by 1. If the third digit after the decimal point has a value of less than 5, the third and subsequent digits after the decimal point are dropped.

Three rounding methods exist by default:

- 0. Round to zero decimals, using 0.5 as the rounding threshold.
- 1. Round to one decimal, using 0.05 as the rounding threshold.

- 2. Round to two decimals, using 0.005 as the rounding threshold.

Rounding Method

Enter a one-character code identifying the rounding method.

Description

Enter a brief description of the rounding method.

Unit

Enter the number of decimal places used when rounding monetary values. For example, to specify rounding to three decimal places, enter 0.001. Rounding units must be a positive numeric value; you cannot define a negative value.

Threshold

Enter the number at which monetary values are rounded up. This number must be less than the number entered for the rounding unit. The rounding threshold must be a positive numeric value; you cannot define a negative value.

For example, if the rounding unit is 0.001, entering 0.0025 for the rounding threshold tells the system that decimal values of 25 ten-thousandths and higher are to be rounded up to the nearest one-thousandth. Amounts are rounded based on their absolute value. For example, –9.99 is rounded the same as 9.99.

Customer and Supplier Data

The Customers and Suppliers functions manage customer-related and supplier-related data.

Customers

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

Before setting up customers, you must first define customer type codes and credit rating codes, described next. Customer records also require GL account profiles—control accounts for invoices, control accounts for credit notes, customer bank accounts, and sales accounts.

Main

Customer

Specify a code that identifies a customer. If the code you specify matches an existing supplier code, a warning message displays. You can choose to ignore the warning, and create the record. However, when a supplier and customer share the same code, they must reference the same business relation.

If you leave this field blank, the system automatically generates a code.

Active

Indicate if this customer is active. If inactive, transactions can be blocked for this customer. For example, you cannot create a new sales quote or order for this customer.

Business Relation

Choose a business relation code to associate with this customer. Address and contact details default from the headoffice address type of the business relation; you cannot modify the details here. After you have created a customer, you cannot modify the associated business relation.

Active

Indicates whether the business relation is active.

Bill-To Customer

Enter an optional code that identifies another customer that receives the bills for this customer.

Currency

Specify the currency code for this customer. Currency defaults from the current domain base currency, but can be modified.

Customer Type

Enter an optional code classifying customers by type. For example, you might classify customers as type RET for retail customers and WHSL for wholesalers. You can use customer type to select groups of customers for reporting purposes, such as for sales analysis reports.

Address

Enter address details for the customer.

Contact Persons

Enter details about contact persons, including Function, Name, Initials, Gender, Title, Telephone, Mobile Phone, E-Mail, and Fax.

Business Settings

Domain Restricted

Specify whether the business relation can only be viewed, modified, and reported on in the domain in which it was created.

Intercompany

Specify if the business relation identifies an entity that is a member of a group of entities that trade with each other.

If the business relation is identified as an internal entity, this field is automatically set and cannot be changed.

Intercompany Code

Specify the intercompany code if Intercompany is selected.

The intercompany code is linked to GL accounts and GL transactions for this business relation when an intercompany transaction is created. This in turn lets you identify transactions that can be eliminated during consolidation.

Typically, you should enter an intercompany code that is the same as the entity code. This field is not validated, so you must plan your intercompany codes carefully.

Cust/Supp Comp Allowed

Specify whether to allow open items for customers and suppliers that belong to that business relation to be netted against each other.

When customer and supplier compensation is enabled at entity level, this field must be enabled for the business relations involved for an adjustment to be saved.

When customer and supplier compensation is disabled for the entity, this overrides the customer and supplier compensation setting for the business relation if compensation is enabled here.

Internal Entity

Specify if the business relation identifies one of your entities within this database. Only records marked as internal display for selection as the address for a new entity.

Name Control

For an internal company, enter the IRS magnetic media control code assigned to this company.

In the United States, this code is assigned by the IRS and must be included on all 1099 magnetic media. This code is generally listed on your IRS mailing label and contains some combination of the first few letters of your company name.

When Tax Report is selected, a warning displays if this field is blank.

Tax Report

For an internal company, indicate whether to use this address for 1099 tax reporting.

In the United States, the IRS requires companies to submit an annual 1099 form on payments to certain suppliers. Only company addresses are used for 1099 tax reporting.

Clear: This address is not used for 1099-MISC reports.

Selected: This is the payer address to appear on 1099-MISC reports.

Last Filing

For an internal company, indicate whether this is the last time your company is filing a 1099-MISC under its current taxpayer ID number.

Select only if your company is going out of business or merging with another company.

Accounting Profile***Control GL (Invoice)***

Specify the valid, active GL profile of type Customer Account used to determine the accounts receivable GL control account for invoices.

Control GL (Credit Note)

Specify the valid, active GL profile of type Customer Account used to determine the accounts receivable GL control account for credit notes.

Control GL (Pre-payment)

Specify the valid, active GL profile of type Customer Account used to determine the accounts receivable GL control account for prepayments.

All functions that create prepayments use the GL account linked to this profile, including Banking Entry, Open Item Adjustment, Customer Payments, and Supplier Payments.

Control GL (Deduction)

Specify the valid, active GL profile of type Customer Account used to determine the accounts receivable holding account for deductions.

Sales Account GL

Specify the valid GL profile of type Sales Account used to determine the account for sales.

Finance Charge

Specify the valid, active GL profile of type Sales Account used to determine the account for finance charge postings. This field is required when the Finance Charge option (in Payment) is selected.

Sub-Account

Optionally specify a default sub-account profile. If the account specified by the Control GL Profile (Invoice) of the customer requires a sub-account, the value used is either:

- The sub-account found in this profile, if specified
- The default sub-account associated with the GL control account

Payment

Credit Terms

Specify the default credit terms for this customer.

Invoice Status

Specify the default invoice status for invoices for this customer.

Generally, you specify a status that indicates invoices are uncontested. A contested invoice is typically a special condition.

Payment Group

Specify a payment group in which you want to include this customer.

Billing Schedule

Specify a billing schedule for the customer by selecting the appropriate billing schedule code.

Bill Collector

Assign a default bill collector.

Statement Cycle

Specify a value to indicate how often you normally print AR statements for this customer.

The system checks the value of this field when generating statements for customers with Print Statement selected. You can select statements to print on a regular basis for each customer based on their cycle code.

Print Reminder

Indicate if reminders are typically printed for this customer to report past due balances.

Clear: The customer's balance is not reviewed when Reminder Letter is executed, regardless of the selection criteria.

Selected: When you generate reminder letters with the appropriate selection criteria, this customer's accounts are reviewed. If the customer has past due balances, a reminder letter is printed.

Print Statement

Indicate if statements should be printed for this customer. When this field is selected, a statement is printed for this customer using the frequency specified in Statement Cycle.

Bill With Item Details

Specifies whether to provide item line details in bills produced for this customer.

Invoice by Authorization

Indicate how invoice totals should be calculated and displayed for this customer.

Clear: Invoice totals are calculated by line. This is the typical method for calculating totals, unless the customer is using AR Self-Billing.

Selected: Invoice totals are calculated by authorization number. The printed invoice includes the price and amount for each authorization line, as well as the total for all authorization lines. The extended price for each invoice line item is not displayed.

This field is important for customers using the AR Self-Billing module and ensures that rounding errors do not occur between the AR amount calculated by Self-Bill Payment Application and the

invoice amount. Rounding errors can prevent invoices from being closed or create unapplied payments.

Select this option if this customer typically pays invoices for items on scheduled orders using authorization numbers. When the self-payment is applied by authorization number, the amounts match exactly.

Finance Charge

Select this field to make this customer's accounts liable for finance charges. If the customer has past due balances, finance charges are levied.

Note: You can use invoice status codes to keep individual customer invoices from being included in finance charges.

Payment Difference Write-Off

Default From Own Bank

Leave this field unselected in order to enter specific tolerance settings for this customer for incoming bank files.

Select this field to use the tolerance settings for the own bank account instead of the customer-specific settings.

Short Tolerance %

Enter a tolerance percent. For example, if you enter 1%, any payment that brings the total payment to 99% or more of the fully allocated invoice amount is considered a payment of that invoice. If both the percent and the amount tolerances are set, the payment difference is only accepted if both conditions are met.

If the payment is outside the tolerance, the system creates an unallocated banking entry, an initial customer payment, or a prepayment (in the case of an overpayment), depending on the settings.

Short Tolerance Amount

Enter a tolerance amount. For example, if the tolerance amount is 50 and the invoice amount is 5000, any payment between 4950 and 5000 is considered a payment on that invoice. If both the percent and amount tolerances are set, the payment difference is only accepted if both conditions are met.

If the payment is outside the tolerance, the system creates an unallocated banking entry, an initial customer payment, or a prepayment (in the case of an overpayment), depending on the settings.

Over Tolerance %

Enter a tolerance percent. For example, if you enter 1%, any payment that brings the total payment to 101% or less of the fully allocated invoice amount is considered a payment of that invoice. If both the percent and amount tolerances are set, the payment difference is only accepted if both conditions are met.

If the payment is outside the tolerance, the system creates an unallocated banking entry, an initial customer payment, or a prepayment (in the case of an overpayment), depending on the settings.

Over Tolerance Amount

Enter a tolerance amount. For example, if the tolerance amount is 50 and the invoice amount is 5000, any payment between 5000 and 5050 is considered a payment on that invoice. If both the

percent and amount tolerances are set, the payment difference is only accepted if both conditions are met.

If the payment is outside the tolerance, the system creates an unallocated banking entry, an initial customer payment, or a prepayment (in the case of an overpayment), depending on the settings.

SAF

Specify SAF concept codes and SAF codes.

Tax

Tax values default to documents created for the customer and can be modified during transaction processing.

Taxable Customer

The default for this setting comes from the Taxable field setting in Global Tax Management Control.

Federal Tax

Enter the tax ID assigned to this address by the federal or national government.

State Tax

For reference and documentation purposes, enter either a state or provincial tax identification number or a VAT registration number.

Tax Included

The value of this field defaults from the business relation.

Tax in City

The value of this field defaults from the business relation.

Tax Zone

Enter the tax zone for this address.

The system searches for a default based on the country, state or province, county, city, and postal code of the current address.

Tax Class

Enter a tax class. Tax classes group addresses taxed at specific rates or that are tax-exempt and help determine the default tax environment (set of tax types) for related transactions.

The value of this field defaults to the header of transactions created for this address.

Tax Usage

Enter a tax usage code. Tax usage codes identify the normal use of items sold to this address.

The value of this field defaults to the header of transactions created for this address.

Domain Settings

View and update domain settings.

Notes

Enter notes for any additional details.

Reminder

Select Create Reminder Address to specify reminder address and contact persons information.

Customer Types

Customer Type

Specify the customer type code. For example, you might classify customers as type RET for retail customers and WHSL for wholesalers. You can use customer type to select groups of customers for reporting purposes, such as for sales analysis reports.

Description

Specify the customer type description. For example, if Customer Type is "OEM," the description could be "Original Equipment Manufacturer."

Active

Specify whether the customer type is active in the system.

Customer Ship-To

With Customer Ship-To, you can create, view, or delete customer ship-to records.

You can manage customer ship-to records in several ways:

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

Main

Customer

Enter the code that identifies the customer for this ship-to record.

Ship To

If you are not linking to another customer or to an end user, specify a new code. This code is automatically created with an address type of ship-to. If you leave Ship-To Code blank, the system automatically generates a number for the record based on the sequence defined in Customer Autonumber Create.

Ship-To Name

Enter the ship-to name. The default is the business relation name for the customer to which the ship-to is linked. This field is optional.

Click the Search Address button to look up Ship To addresses. Fields in the Address panel are automatically populated based on your selection.

Address

Read-only fields populated from your Search Address selection:

Name

The full name of the address.

Search Name

An alternate name for finding this address.

Address

The address details (up to three lines of information).

Postal Code

The postal code (or zip code) associated with the address.

State

The state where the customer is located.

County

The county where the customer is located.

Country

The country where the customer is located.

Business Relation

The customer's business relation.

Address Type

The customer's address type.

Temporary

If the type of the address is ship-to or dock, this field indicates if the address is temporary. (This field is for reference and can be useful for sorting or filtering records.)

Format

Indicates where the postal codes display on the printed address. Values include:

- After: postal code prints after the city and state.
- Before: postal code prints before the city and state.

Language

The valid code identifying the language used by the address. The customer ship-to language defaults to sales documents, such as quotes, sales orders, invoices, and service return material authorizations.

Telephone

The phone number for calling this address.

Fax

The fax or telex number to use when sending documents to this address.

E-Mail

The email address associated with this address.

Internet

The Web site associated with this address.

Tax

Taxable Address

Select this field if business activities for this address are normally subject to tax. The taxable status of the address defaults to transactions where the address is used. Note: a taxable status does not necessarily mean a tax amount is calculated. You can use tax types and zero-percent tax rates to report tax exemptions.

Federal Tax

Enter the tax ID assigned to this address by the federal or national government.

Tax ID prints on tax reports and other selected documents, such as orders and invoices, where it is legally required.

If Tax Report is selected on the General tab, the Federal tax ID must be unique; otherwise, related business relations can share an ID.

State Tax

For reference and documentation purposes, enter either a state or provincial tax identification number or a VAT registration number. If the country specified for the address is an EU member, the ID is validated based on the tax format associated with the country.

Note: You can use non-intrusive customization to implement validation for the state tax ID to ensure it meets the requirements of your local tax authority. This validation is then applied when you enter state tax IDs in this field, or in the State Tax fields on the Customer and Supplier records.

Miscellaneous Tax 1

Enter any other tax identification numbers that are useful for reference or documentation purposes.

Tax Included

Indicate if line item prices for this address normally include tax. The value of Tax Included defaults to the header of the transactions created for this address.

If not selected, tax is calculated and added to line item prices.

If selected, the prices include tax. During line item entry, the system retrieves the item price, reverse-calculates the tax amount, and displays the item price exclusive of tax.

Tax in City

Determines whether the address is in the city limits for taxation purposes. This setting is used only with the Sales and Use Tax Interface for US and Canadian tax processing.

Tax Zone

Enter the tax zone for this address as previously defined in Tax Zone Maintenance. A value is required. The system searches for a default based on the country, state or province, county, city, and postal code of the current address.

If a default is not found, the tax zone specified in Global Tax Management Control is displayed. This normally indicates an error condition, and a warning is displayed when this zone defaults.

The system uses tax zones to help identify the tax environment for transactions involving this address.

Tax Class

Enter a tax class, as previously defined in Tax Class Maintenance. Tax classes group addresses taxed at specific rates or that are tax-exempt and help determine the default tax environment (set of tax types) for related transactions.

End Users

With End Users, you can specify customer end users that you can then reference for sales and service purposes.

Main

Customer

Specify a customer code. Once you do so, use the Use Existing Address button to select from addresses that exist for the customer.

Link To Customer

Select to have the end user be the same as the customer. The end user code will be the same as the customer code.

End User

Enter a code for the end user. The recommendation is to have the end user code be based on the customer code. For example, if the customer code is 10-100, an end user code could be 10-100A.

End User Name

Enter a name for the end user.

Address

Enter address details for the end user.

Tax

Taxable Address

Specify whether the address is used for tax purposes.

Federal Tax

Enter the tax ID assigned to this address by the federal or national government.

State Tax ID

For reference and documentation purposes, enter either a state or provincial tax identification number or a VAT registration number.

Tax Included

The value of this field defaults from the business relation.

Tax in City

The value of this field defaults from the business relation.

Tax Zone

Enter the tax zone for this address.

The system searches for a default based on the country, state or province, county, city, and postal code of the current address.

Tax Class

Enter a tax class. Tax classes group addresses taxed at specific rates or that are tax-exempt and help determine the default tax environment (set of tax types) for related transactions.

Tax Usage

Enter a tax usage code. Tax usage codes identify the normal use of items sold to this address.

The value of this field defaults to the header of transactions created for this address.

Contact Persons

Enter details about contact persons, including Function, Name, Initials, Gender, Title, Telephone, Mobile Phone, E-Mail, and Fax.

Blocked Transactions

Use Blocked Transactions to build one or more sets of blocked transactions and identify each set by a blocked code.

You may want to restrict which activity can be initiated in the system for active customers. For example:

- You might want to create sales orders for some customers but not calls or contracts in the Service app.
- You might need to block a customer who has credit problems.
- You might need to block a supplier who is delivering late or has quality problems.

With Blocked Transactions, the system can block new transactions from being created for a customer or a supplier.

You can add blocked codes or modify them. You can also delete them provided they have not been assigned to a customer or supplier.

Choose transactions to block from the predefined set loaded with the system.

After defining blocked codes, you can then associate them with customers and suppliers.

When a customer has been assigned a blocked code, all end users of that customer in service and support management are automatically blocked from the same transactions.

Main***Blocked Code***

Specify a code to identify a set of blocked transactions that can be assigned to a selected customer or supplier.

Description

Enter a brief description of the blocked transaction code.

Blocked Transactions

Selected

Specifies whether the blocked transaction is active for the specified customers and suppliers.

Transaction Code

Indicates the code for the transaction to be blocked. For example, SO001 is for blocking sales orders.

Description

A description of the transaction code.

Customers

Customer

Specifies the customer code to which the selected blocked transactions apply.

Name

Specifies the customer name.

Suppliers

Suppliers

Specifies the supplier code to which the selected blocked transactions apply.

Name

Specifies the supplier name.

Credit Terms

Use Credit Terms to calculate invoice due dates, apply settlement discounts on early payments, and define staged payments.

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

Two types of credit terms can be defined:

- Normal, for specifying the due date and any settlement discount that may be given for early payment.
- Staged, indicating that multiple payments are made in stages based on invoice percentages.

One credit terms code can contain a combination of types. For example, a long-term construction contract may specify a series of staged payments, with discounts for early payment to be applied to each stage. You can create a credit terms code that defines the stages and the discounts within one structure.

When you create a staged credit terms code, the codes that apply to each stage must be of type Normal.

Aging analysis functions take into account the individual amounts and due dates, and show each amount in a separate due column. Payment selection functions also account for the individual amounts and due dates, and select for payment only the part that is actually due.

When staged terms apply to the invoice, the Staged button is enabled in the Supplier Invoice activity.

Main

Credit Term

Specify a code (maximum of eight characters) that identifies this credit term. You cannot modify existing credit term codes.

Active

Indicate if this is an active record.

Description

Enter a brief description (maximum 40 characters) of the credit term. This field is mandatory; the description cannot be blank.

Payment Type

Select the type of payment: Normal, Scheduled, or Staged.

The payment type determines which tabs can be used to configure the credit terms code. Normal and Discount are used with normal payment types; Staged is used with the Staged payment type. When you select the Scheduled payment type, the tabs are disabled and the Billing Schedule Code field becomes mandatory.

Billing Schedule

This field is only active when the Payment Type field is set to Scheduled, and it is then also mandatory. Enter a billing schedule code or use the lookup to select a code for use in due date calculations. The billing schedule code you enter must already exist and needs to be valid for payment type Scheduled.

Normal

Period Type

Choose the period type from the drop-down list that is used as the base for due date calculation. Calculations can be based on days, weeks, fortnights, months.

Number of Periods

Indicate the number of periods to take into account when calculating the due date.

Supplementary Days

Specify the number of days that should be added to the normal calculation date. This value applies only when you select the period type Month.

Minimum Due Days

Specify the minimum number of days in which the payment must be made. This prevents creating invoices with unreasonable due dates. If an invoice is created near the end of the month and a due date is set for the end of the month, it is not reasonable to expect it to be paid. If the number of days between the invoice creation date and the end of month is less than the minimum number of due days, the payment due date is moved to the next period.

Base Date / Fixed Due Date

Specify a base date to be used as the start date for the due date calculation, instead of the invoice creation date. Do this in situations where goods are shipped in advance of a negotiated invoice date but payment is made relative to the invoice date.

The system uses the later of the invoice date and base date as the starting point for the due date calculation and the earlier of the base date and invoice date as the starting point for the early payment discount date calculation.

When creating credit terms with a fixed due date, specify the due date.

Base Days

Specify the number of calendar days by which the due date and early payment discount date are extended. When the system calculates due or discount dates, it appends Base Days to the calculated date.

Grace Days

Specify the number of days to be added to the financial due date of an invoice, after which interest charges are calculated.

Terms Interest %

Specify a percentage to be used to calculate an amount to be added to the item list price. This percentage is based on the number of days to pay that are defined in the credit terms. When terms interest is used, it accrues the estimated inflation increase in sales and purchases.

Terms interest is typically used in hyperinflation environments to calculate an advance estimate of the currency gain/loss in the hyperinflationary currency.

Daily Overdue Interest %

Specify an interest percentage to be charged per day for overdue payments. This option is used in specific accounting environments only, and is used in EDI Advanced Banking.

Discount

The Discount panel defines the data that determines settlement discounts on early payments for Normal credit terms.

Discount %

Specify a discount percentage to be applied for prompt payments with this credit terms code. The default percentage is zero, and you must specify the actual discount percentage in this field, and not the payment percentage. For example, to apply a discount of 2% on settlement of the payment, you enter 2 as the value, and not 98.

Period Type

Choose the period type from the drop-down list: days, weeks, fortnights, months.

Number of Periods

Enter the number of periods to take into account when calculating the due date.

Supplementary Days

Specify the number of days that should be added to the normal calculation date. This value applies only when you select the period type Month.

Customer Domain Settings

Main

Salesperson 1

Enter a code to identify a salesperson.

Salesperson 2

Enter a code to identify a salesperson.

Salesperson 3

Enter a code to identify a salesperson.

Salesperson 4

Enter a code to identify a salesperson.

Ship Via

Enter a code identifying the carrier normally used for shipments to this customer.

Remarks

Enter brief remarks (up to 40 characters).

Type

Enter a code (maximum four characters) that identifies a customer type.

Region

Enter the region to be used for sales analysis reporting.

Currency

Enter an ISO standard code identifying a currency.

Site

This is the default ship-from site for this customer.

Language

Enter a code (maximum two characters) that identifies a language.

Partial OK

Determines how the system typically processes partial shipments to this customer.

No: The customer does not accept partial shipment. Sales Order Packing List verifies that all line items are allocated and can be completely shipped. If they are not, a packing list does not print for this order.

Yes: A packing list prints and shipments are made when the entire order quantity is not available. The remainder of the order stays in the system as backordered until it can be shipped.

Note: The Partial OK setting is effective only if you use packing lists to control shipping. While it prevents the packing list from printing, it does not prevent you from shipping.

Discount Table

Enter a default discount table for use with scheduled orders for this customer. This discount table must be created using the functions on the Cust Sched/RMA Rcpt Pricing Menu (1.10.3). See Pricing for more details.

Note: Most sales activities use the price lists and analysis codes defined with the SO/SQ/RMA Pricing Menu. Supplier activities use the price lists defined with the Supplier Pricing Menu. If this customer does not use scheduled orders, this field has no effect on pricing.

Fixed Price

Indicates whether prices negotiated with the customer are fixed. Prices not fixed are subject to batch updates based on changes in price lists.

Daybook Set

Specify the daybook set typically associated with this customer.

Class

Enter the class code that indicates the customer priority. When you cannot fill all orders, items can be allocated by customer class.

SIC

Enter the standard industrial classification (SIC) code associated with this customer. These codes are widely accepted classifications for categorizing companies into industry groupings. This reference-only field displays on selected reports and inquiries.

Invoice by Authorization

Indicate how invoice totals should be calculated and displayed.

No: Invoice totals are calculated by line. This is the typical method for calculating totals, unless the customer is using AR Self Billing.

Yes: Invoice totals are calculated by authorization number. The printed invoice includes the price and amount for each authorization line as well as the total for all authorization lines. The extended price for each invoice line item is not displayed.

RSS Calendar Option

Specify which calendar to use when the system generates required ship schedule (RSS) for customer scheduled orders.

Non-Sales Order Price List

Cust Item Required

Time Zone

Resale

Tax

Taxable Customer

Federal Tax

Enter the tax ID assigned to this address by the federal or national government.

State Tax

For reference and documentation purposes, enter either a state or provincial tax identification number or a VAT registration number.

Miscellaneous Tax 1

Enter any other tax identification numbers that are useful for reference or documentation purposes.

Miscellaneous Tax 2

Enter any other tax identification numbers that are useful for reference or documentation purposes.

Miscellaneous Tax 3

Enter any other tax identification numbers that are useful for reference or documentation purposes.

Tax Included

The value of this field defaults from the business relation.

Tax in City

The value of this field defaults from the business relation.

Tax Zone

Enter the tax zone for this address.

The system searches for a default based on the country, state or province, county, city, and postal code of the current address.

Tax Class

Enter a tax class. Tax classes group addresses taxed at specific rates or that are tax-exempt and help determine the default tax environment (set of tax types) for related transactions.

The value of this field defaults to the header of transactions created for this address.

Tax Usage

Enter a tax usage code. Tax usage codes identify the normal use of items sold to this address.

The value of this field defaults to the header of transactions created for this address.

Credit**Discount %**

Enter a discount value if the customer normally receives a total order discount in addition to pricing discounts. If the customer qualifies for a volume discount higher than this, the system uses the volume discount.

PO Required

Specifies whether a purchase order is required.

Credit Terms

Enter the credit terms code. Credit terms codes identify specific types of payment terms.

Bill To

The customer paying the invoice.

Last Sale

Consolidate Invoices

Freight

Freight List

Enter a freight list code identifying a set of shipping rates normally used for this customer.

Freight Terms

Enter a code identifying how freight charges are typically calculated for this customer.

Freight Minimum Weight

Enter the minimum weight to use with bulk freight lists for this customer. Shipments that weigh less than this amount are charged based on minimum weight, not the actual shipment weight.

Enterprise Material Transfer

EMT Type

Determines the default EMT type, either transshipment or direct shipment, or instructs the system to use standard, non-EMT processing.

Customer Shipping LT

Enter the customer's shipping lead time. This is the average number of days needed to get the items to the customer on time. This value is added to the purchase lead time for the item, and the total subtracted from the end customer's required date. The result is the due date used on the EMT purchase order.

Confirmed EMT SO

Indicate whether imported EDI messages with PO data create confirmed or unconfirmed sales orders at the SBU. Enter Yes to specify that a confirmed secondary SO be created. Enter No to specify that unconfirmed SOs be created. This field does not affect processing at the PBU.

EMT Credit Flow

Indicate whether to have EDI transmit the credit status of the order so that credit-held primary sales orders result in credit-held secondary sales orders.

Attribute Detail

Enter customer domain attribute details here.

Docks

Enter dock information. Docks are locations where staff load the boxes onto trucks. The loading dock includes various components, including platforms where goods are stacked, ramps for truck loading, and so on.

Suppliers

Use Suppliers to set up codes representing the companies you purchase goods and services from. Suppliers are used in purchasing, accounts payable, and other functions.

Supplier addresses, like customer addresses, determine default field values and affect how supplier transactions are processed in the system.

Remit-to addresses are used when payments created in accounts payable must be sent to an address other than the supplier address. Each supplier can have only one remit-to address. Remit-to addresses are defined in the business relation with an address type of remittance.

Before setting up suppliers, you must first define payment formats, payment groups, bank account numbers, and supplier types.

Main

Supplier

Specify a code that identifies a supplier. If the code you specify matches an existing supplier code, a warning message displays. You can choose to ignore the warning, and create the record. However, when a supplier and customer share the same code, they must reference the same business relation.

If you leave this field blank, the system automatically generates a code.

Active

Indicate if this supplier is active. If inactive, transactions can be blocked for this supplier.

Business Relation

Choose a business relation code to associate with this supplier. Address and contact details default from the head office address type of the business relation; you cannot modify the details here. After you have created a supplier, you cannot modify the associated business relation.

New / Active

Indicates whether the business relation is active.

Credit Agency Reference

If relevant, enter the credit agency reference number assigned to this supplier. This field is for reference only. It displays on the Supplier Performance Report to help you investigate customer credit issues.

If your company does not use reference numbers as tracking identifiers, record any other identifier you use for credit investigations.

One common credit agency is Dun & Bradstreet, a provider of business-to-business credit and business-related information for both publicly and privately held companies. The D&B number is a distinctive nine-digit number used as an identifier in electronic data interchange (EDI) and global electronic commerce transactions.

Suppliers doing business with your company using EDI can submit their D&B number as part of the registration and transaction processes. This number eliminates errors in electronic transactions and serves as a consistent trading partner.

Chamber of Commerce Number

Enter an optional registration number assigned to this address code—typically, the Chamber of Commerce registration number.

This field is for reference only, and appears on various reports and inquiries.

TID Notice

Optionally, enter the number of times the US Internal Revenue Service has notified you that this supplier's tax ID number is invalid.

External Customer Number

Enter an optional registration number assigned to this address code—typically, the Chamber of Commerce registration number.

This field is for reference only, and appears on various reports and inquiries.

Currency

Specify the default currency code for this supplier. Currency defaults from the domain base currency.

Supplier Type

Enter an optional code classifying suppliers by type. For example, you might classify suppliers as type RAW for raw material suppliers and SUB for subcontractors.

You can use supplier type to select groups of suppliers for reporting, in particular for supplier and accounts payable reports.

If you are in the US and submit 1099 tax reports, you can select suppliers by type. You can also define purchasing accounts by product line, site, and supplier type.

Purchase Type

Specify a code for grouping supplier invoices for reporting, letting you track your cash expenditures for different types of expenses. For example, use EX for miscellaneous expenses and PO for purchases of raw materials or components.

This field is optional when Tax Report is selected, indicating that you are submitting 1099 tax forms in the United States.

Address

Enter address details for the supplier.

Contact Persons

Enter details about contact persons, including Function, Name, Initials, Gender, Title, Telephone, Mobile Phone, E-Mail, and Fax.

Business Settings

Domain Restricted

Specify whether the business relation can only be viewed, modified, and reported on in the domain in which it was created.

Intercompany

Specify if the business relation identifies an entity that is a member of a group of entities that trade with each other.

If the business relation is identified as an internal entity, this field is automatically set and cannot be changed.

Intercompany Code

Specify the intercompany code if Intercompany is selected.

The intercompany code is linked to GL accounts and GL transactions for this business relation when an intercompany transaction is created. This in turn lets you identify transactions that can be eliminated during consolidation.

Typically, you should enter an intercompany code that is the same as the entity code. This field is not validated, so you must plan your intercompany codes carefully.

Cust/Supp Comp Allowed

Specify whether to allow open items for customers and suppliers that belong to that business relation to be netted against each other.

When customer and supplier compensation is enabled at entity level, this field must be enabled for the business relations involved for an adjustment to be saved.

When customer and supplier compensation is disabled for the entity, this overrides the customer and supplier compensation setting for the business relation if compensation is enabled here.

Internal Entity

Specify if the business relation identifies one of your entities within this database. Only records marked as internal display for selection as the address for a new entity.

Name Control

For an internal company, enter the IRS magnetic media control code assigned to this company.

In the United States, this code is assigned by the IRS and must be included on all 1099 magnetic media. This code is generally listed on your IRS mailing label and contains some combination of the first few letters of your company name.

When Tax Report is selected, a warning displays if this field is blank.

Tax Report

For an internal company, indicate whether to use this address for 1099 tax reporting.

In the United States, the IRS requires companies to submit an annual 1099 form on payments to certain suppliers. Only company addresses are used for 1099 tax reporting.

Clear: This address is not used for 1099-MISC reports.

Select: This is the payer address to appear on 1099-MISC reports.

Last Filing

For an internal company, indicate whether this is the last time your company is filing a 1099-MISC under its current taxpayer ID number.

Select only if your company is going out of business or merging with another company.

Accounting Profile**Control GL (Invoice)**

Specify a valid, active GL profile of type Supplier Account that identifies the accounts payable control account for invoices.

Control GL (Credit Note)

Specify a valid, active GL profile of type Supplier Account that identifies the accounts payable control GL account for credit notes.

Control GL (Pre-payment)

Specify a valid, active GL profile of type Supplier Account used to determine the accounts payable GL control account for prepayments.

All functions that create prepayments use the GL account linked to this profile, including Banking Entry, Open Item Adjustment, Customer Payment Create, Supplier Payment Create, and Supplier Payment Selection

Purchases Account GL Profile

Specify valid, active GL profile of type Purchases Account used to determine the account for purchases.

When a purchase order is created for this supplier for a non-inventory item, the default account used is determined by the Purchases Account Profile value, the default cost center defined for this account, and the sub-account found in the Sub-Account Profile.

Sub Account

Optionally specify a default sub-account profile. If the account specified by the Purchases GL Profile of the supplier requires a sub-account, the value used is either:

- The sub-account found in this profile, if specified.
- The default sub-account associated with the GL control account

Payment

Credit Terms

Specify the default credit terms for this supplier.

Invoice Status

Specify the default invoice status for invoices for this supplier.

Generally, you specify a status that indicates invoices are uncontested. A contested invoice is typically a special condition.

Payment Group

Specify a payment group in which you want to include this supplier.

SAF

Specify SAF concept codes and SAF codes.

Tax

Tax values default to documents created for the supplier and can be modified during transaction processing.

Taxable Supplier

The default for this setting comes from the Taxable field setting in Global Tax Management Control.

Federal Tax

Enter the tax ID assigned to this address by the federal or national government.

State Tax

For reference and documentation purposes, enter either a state or provincial tax identification number or a VAT registration number.

Tax Included

The value of this field defaults from the business relation.

Tax in City

The value of this field defaults from the business relation.

Tax Zone

Enter the tax zone for this address.

The system searches for a default based on the country, state or province, county, city, and postal code of the current address.

Tax Class

Enter a tax class. Tax classes group addresses taxed at specific rates or that are tax-exempt and help determine the default tax environment (set of tax types) for related transactions.

The value of this field defaults to the header of transactions created for this address.

Tax Usage

Enter a tax usage code. Tax usage codes identify the normal use of items sold to this address.

The value of this field defaults to the header of transactions created for this address.

Domain Settings

View and update domain settings.

Notes

Enter notes for any additional details.

Supplier Types

With Supplier Types, you can create, modify, and delete supplier type codes for grouping suppliers. You can use supplier type to select groups of suppliers for reporting.

Supplier Type

Specify the supplier type code. For example, you might classify suppliers as type EXT for external suppliers and as type INT for internal suppliers.

Description

Specify the supplier type description. For example, if Customer Type is "EXT," the description could be "External Supplier."

Active

Specify whether the supplier type is active in the system.

Supplier & Schedule Price Lists

With Supplier & and Schedule Price Lists, enter price list information for suppliers and customer schedules.

A price list defines all the information necessary to price an item.

Main

List Type

Select Supplier or Customer Schedule.

Price List

Enter a code that identifies a pricing structure that defines specific prices, discounts, and markups at different quantity levels.

Description

Enter a description of the price list.

Product Line

Enter the product line associated with this price structure.

Because each item in the system belongs to a product line, pricing by product line lets you set up price structures for a group of items so that you do not have to enter them individually.

Item

Select the item for this price list.

If selected, the Item panel is displayed.

Amount Type

Select Discount %, List Price, Markup %, or Price.

The selected Amount Type displays different fields in the Price List panel.

Currency

Enter the currency of the transactions that are subject to this price list. A price list is used only if the currency of the transaction is the same as the price list currency.

Unit of Measure

Enter the unit of measure associated with this price list structure. This field can be left blank if the pricing applies to any unit of measure. Unit of measure is useful for defining special prices based on the unit of measure of the transaction.

Start Date

Enter the first date to use for this price structure.

Expiration Date

Enter the expiration date to use for this price structure.

Item

This panel is displayed if an Item has been selected.

List Price

The system displays the price for one unit of the item, using the item stocking unit of measure, at the item's default site.

Total This Level GL Cost

The system displays the total GL cost for the item's default site. It includes all cost elements for this level and lower levels.

Total GL Cost

The system displays the default purchase price. It includes this#level costs, excluding any overhead cost elements.

Stock UM

The system displays the stock unit of measure for the item.

Site

The system displays the site code for price calculation.

Price List

Enter price list data as required, depending on the selected Amount Type:

- Discount % — Enter Minimum Quantity, Discount %, and Currency.
- List Price — Enter List Price, Minimum Price, and Maximum Price.
- Markup % — Enter Minimum Quantity, Markup %, and Currency.
- Price — Enter Minimum Quantity, Price, and Currency.

Daybook Data

The Daybook functions manage daybook sets and defaults.

Daybook Sets

Use Daybook Sets to define default sets of AR and AP daybooks.

With Daybook Sets, you can define default sets of AR and AP daybooks that are used for recording invoices, credit notes, intercompany transactions, and, when correction invoices are used, associated correction documents. The system-assigned reference numbers for these transactions are based on the daybook code.

Main

Daybook Set

Indicates the daybook set name.

Description

Displays a description of the daybook set.

Site

Displays the ship-to code.

Active

Indicates if this is an active daybook set.

Daybook

Type

Displays the daybook type.

Invoice Daybook

Displays the daybook the system uses for generating invoice numbers. If AR, the invoices daybook must have a daybook type of Customer Invoices. If AP, the invoices daybook must have a daybook type of Supplier Invoices.

Credit Notes Daybook

Displays the daybook the system uses for generating credit note numbers. (This must be an active daybook.)

For AR daybooks, the Daybook Type depends on the Use Correction Invoices settings in Sales Order Accounting Control and GL Correction in GL Correction Control. When Use Correction Invoices is No and GL Corrections is Yes, the system does not use this daybook during processing. However, to validate correctly, the specified daybook must be of type Customer Invoice Corrections.

If you select AP, the credit note daybook must have a daybook type of Supplier Credit Notes.

Intercompany Daybook

Displays the daybook the system uses for managing transactions that involve multiple entries. This must be an active daybook with a daybook type of Journal Entries.

Note: This field is only available for AR daybook sets.

Correction Invoices (Negative)

Displays the daybook the system uses for generating correction invoice numbers for negative correction amounts. This must be an active daybook.

For AR daybooks, the Daybook Type value depends on the setting of the GL Correction field in GL Correction Control. If the GL Correction field is set to Yes, specify a Customer Invoice Corrections daybook. If the GL Correction field is set to No, specify a daybook type of Customer Credit Note. This field displays only when Use Correction Invoices is Yes in Sales Order Accounting Control.

For AP daybook sets, this field only displays if you set the Accounts Payable field to Yes in the AP AR Correction section of GL Correction Control. Specify a daybook type of Supplier Invoice Corrections.

Correction Credit Notes (Negative)

Displays the daybook the system uses for generating credit note numbers for negative correction amounts. It must be an active daybook defined in Daybook Create.

For AR daybooks, the required daybook type depends on the setting of the GL Correction field in GL Correction Control. If the GL Correction field is set to Yes, specify a Customer Credit Note Corrections daybook. If the GL Correction field is set to No, specify a Customer Credit Note daybook. This field displays only when Use Correction Invoices is Yes in Sales Order Accounting Control.

For AP daybook sets, this field only displays if you set the Accounts Payable field to Yes in the AP AR Correction section of GL Correction Control. Specify a daybook type of Supplier Invoice Corrections.

Correction Invoices (Positive)

Displays the customer invoices daybook the system uses for generating correction invoice numbers for positive correction amounts. This must be an active daybook with a daybook type of Customer Invoices.

This field displays only when Use Correction Invoices is Yes in Sales Order Accounting Control.

Note: This field is only available for AR daybook sets.

Correction Credit Notes (Positive)

Displays the customer credit notes daybook the system uses for generating correction credit note numbers for positive correction amounts. This must be an active daybook with a daybook type of Customer Credit Note.

This field displays only when Use Correction Invoices is Yes in Sales Order Accounting Control.

Note: This field is only available for AR daybook sets.

Adjustment Daybook

Displays the daybook the system uses for generating numbers for adjustment transactions. It must be an active daybook with a daybook type of Customer Adjustments.

This field displays only when Use Correction Invoices is Yes in Sales Order Accounting Control.

Note: This field is only available for AR daybook sets.

Default Daybooks

Transaction Type

Specify a valid GL transaction type or leave blank to define the system daybook.

Document Type

Specify the GL document type assigned to this daybook. You can enter a value only when Transaction Type is not blank. If you leave this field blank, the GL transaction is assigned to a transaction type daybook. To define the system daybook, leave both fields blank.

The system assigns GL transactions for the specified transaction type and a corresponding document type to this daybook.

From Entity and To Entity

Optionally enter a range of entity codes to associate with the specified daybook for this transaction type.

Leave these fields blank for the system daybook.

Daybook

Specify the daybook code for an active daybook created using Daybook Create.

All GL transactions created with the specified GL transaction type and GL document type are assigned to this daybook.

Item and Site Data

The Items and Sites functions manage item, item fiscal class, and product line data, as well as site and security data.

Commodity Codes

Use Commodity Codes to create corporate commodity codes.

Corporate commodity codes are similar to the commodity codes used by Intrastat, but are used only within your company's immediate site. Normally Intrastat commodity codes are used to convey information outside of your corporate infrastructure, and corporate commodity codes are used to convey information within it.

Use corporate commodity codes to group similar items into a general category. For example, all types of wire can be grouped under the code WIRE. Similarly, many different types of bottles in a bottling company can be grouped under the code BOTTLE.

In a purchasing department, corporate commodity codes can be used to track a buyer's activities.

You can assign multiple items to codes. You can also associate a commodity code with an item using the Items view.

With Commodity Codes, you can create, view, edit, and delete commodity codes.

The form includes the following panels:

- Main
- Items

Main

Commodity Code

Enter a commodity code.

Description

Enter a brief description of the commodity.

Supplementary UOM

Enter an optional supplementary unit of measure. For conversions, this value must be defined in Unit of Measure Maintenance. Some commodity codes require that an item be tracked in a specified unit of measure. If the line UM differs from the supplementary UM when Intrastat history records are created, the line quantity is converted to the supplementary UM.

Items

Item Number

Enter the item number.

Description

Enter a brief description of the item.

Description 2

Enter an additional description of the item.

Items

Use Items to define the items your company uses.

Items are primarily items stored in inventory and planned by MRP or DRP. However, you can also define other types of items such as planning items, configured products, service kits, and repair parts used in service activities. For co-products and by-products, use Items to add base process items, and use Co/By-Product Maintenance to specify which items are related to the base process.

Item data is divided into four categories that correspond to the way many companies assign maintenance responsibility.

- General data is often managed by Product Engineering or Research and Development.
- Inventory data is managed by Inventory Control or Materials Management.
- Planning data is managed by Material Planning.
- Cost data is managed by Cost Accounting departments.

In the Item view, the summary panel includes Item, Description, Product Line, and Item Status.

Main

Item

Enter a code identifying an item that you stock in inventory, purchase, manufacture, sell, or service.

Item codes can identify raw materials, purchased or manufactured intermediates, finished items, packaging materials, planning items, configured products, service kits, and repair parts used in service activities.

If you have multiple sites, you can set up site-specific planning, inventory, and cost data for items in the various item-site functions. However, item engineering information such as type, group, product line, and description is the same for all sites. If engineering data differs based on sites, you must create different item numbers.

Most reports and inquiries can be selected and sorted for ranges of item codes.

Description

Enter a description of the item.

Unit of Measure

Enter the unit of measure for stocking and planning this item. The default is EA (each). The item unit of measure is used for inventory balances, product structures, manufacturing orders, planning, and reporting. Values can be defined with generalized codes.

Unit of Measure Group

Enter the unit of measure group.

Product Line

Enter the product line associated with this item. Every item must be assigned to a product line for planning and accounting purposes.

Product Lines:

- Group products by similarities of manufacture or application
- Identify families of products that can be planned together using Product Line Planning

- Associate general ledger accounts with groups of products
- Group items for generating inventory, planning, and sales history reports

You can apply field security to this field to restrict access.

Date Added

Enter the date that this item was first entered into the system. The default is the system date. You can select items by date added in the Item Master, Label Print, and Price List Reports.

Item Type

Enter an optional code used to categorize similar items. This field is validated against predefined generalized code values (if any). Product line, group, and type all categorize items. You can use item group and type to subdivide product lines or create categories that cross product lines, providing an entirely different view of your items. You can use both item group and item type to process and report sales and planning information, and to update product costs. Most item and inventory reports can be selected by group and type. Selective Materials Plan and Selective Distribution Plan can be run by item group and type. You can use item type, but not group, to select items for cycle counting. Items are often grouped based on similar characteristics, such as method of manufacture. In this case, you can use group or type to identify manufactured items with similar setups or routings. Then you can release planned orders for these items at the same time. You can also assign group or type codes to correspond with the level in the product structure where the component item appears. During planning, you can then check plans level by level, similar to the way Material Requirements Planning does. You can apply field security to this field to restrict access.

Item Status

Enter a code identifying the status of an item in the product lifecycle.

Set up item status codes in Item Status Code Maintenance. If no codes are defined, this field is not validated. You can use this field to identify the engineering status of an item. For example, use codes such as A (active), I (inactive), E (engineering design), P (prototype), or O (obsolete). Each status code can specify one or more restricted transactions. For example, you can use a status code for obsolete items to prevent an item from being issued to a work order. Before starting an inventory transaction, the system verifies if the item status permits the transaction.

Note: The item status does not restrict system-required transactions such as CST-ADJ, ISS-CHL, and RCT-CHL, even if you list them as restricted for an item status code. To restrict these transactions, use menu security on the functions that create them.

Item Group

Enter an optional code used to categorize similar items. This field is validated against predefined generalized code values (if any). Product line, group, and type all categorize items. You can use item group and type to subdivide product lines or create categories that cross product lines, providing alternate ways to view your items. You can use both item group and item type to process and report sales and planning information, and to update product costs. Most item and inventory reports can be selected by group and type. Selective Materials Plan and Selective Distribution Plan can be run by item group and type. Items are often grouped based on similar characteristics, such as method of manufacture. In this case, you can use group or type to identify manufactured items with similar setups or routings. Then you can release planned orders for these items at the same time. You can also assign group or type codes to correspond with the level in the product structure where the component item appears. During planning, you can then check plans level by level, similar to the way Material Requirements Planning does.

Item Revision

Enter a code identifying the engineering revision of this item. This field is validated against predefined values entered in Generalized Codes Maintenance for field `pt_rev`, if any. Revision codes are typically associated with a particular engineering drawing or process and used to track changes. You can enter the current item revision manually using Item Master Maintenance. Revision is updated automatically by ECO Maintenance or, if you are using the Product Change Control module, by the PCO Implementation function. It is important to keep the revision level current, since it displays on the work order picklist and the purchase order. Setting up a formal change control system and using the automatic update function accomplishes this most effectively. Use Item Revision No Variation Rpt to display version level discrepancies on purchase orders or between item master data and item-site planning data. Unlike other item engineering data, you can set the item revision code in Item Master Maintenance and also define site-specific revision codes in Item-Site Planning Data Maintenance.

Design Group

Enter a code identifying the group of users responsible for the design of this item. If you do not use the Product Change Control (PCC) module, this field is not validated and is for reference only. If you do use PCC, set up design groups in Group Maintenance. A design group is associated with every product change request (PCR) or change order (PCO) based on the PCR and PCO type. The system can automatically notify the members of a design group when a PCO is released and distributed.

Drawing

Enter the engineering drawing number for this item. This field is optional and for reference only. It can appear on some selected reports and inquiries.

Drawing Loc

Enter an optional code representing the storage location of the engineering drawing. This field is validated against predefined generalized code values (if any). This field is for reference only and can help you locate an engineering drawing. The code can represent the location of the drawing (1 represents drawer 1) or it can be a combination representing the size and physical location of the drawing, such as 1A, for a large drawing in drawer 1.

Drawing Size

Enter an optional code representing the size of the engineering drawing. This field is validated against predefined values entered in Generalized Codes Maintenance for field `pt_drwg_size`, if any. This field is for reference only and can help you locate an engineering drawing.

Barcode

Enter a barcode value.

Alternate Barcode

Enter an alternate barcode value.

Inventory

ABC Class

Enter a code classifying and ranking this item. This field is validated against predefined values (if any). ABC classification codes determine the count frequency and the error tolerance allowed for each item. The Cycle Count Worksheet selects items for counting based on ABC class. ABC class can also determine how an item is managed. Class A items usually require tighter physical control, such as a locked stocking area, and tighter planning parameters, as well as more frequent cycle

counts. You can generate some reports, such as the Inventory Valuation Report, for ranges of ABC classes. The value entered in Item Master Maintenance is used as the default for all sites. Set up site-specific values in Item-Site Inventory Data Maintenance. You can use Item ABC Status Report/Update to calculate ABC codes automatically based on annual item usage amounts. Usually items in the top 20% are given class A, the next 30% class B, and the rest class C. However, you can adjust these percentages as needed. Any quantity below C is assigned a blank ABC code. For example, when A is 10%, B is 20%, and C is 30%, the remaining 40% is set to blank. You can also classify items manually. You might do this for an item that has low use but is expensive or theft-prone.

Note: When you first implement the system, load ABC classes either from the old system or manually. The Item ABC Status Report/Update produces meaningful results only when it analyzes at least six months of data.

While you can assign other class codes, Item ABC Status Report/Update only reports and updates items with a class of A, B, C, or blank. Be careful not to assign a non-blank and non-ABC code to any item that may become an A, B, or C item. Assign any non-inventory items such as configured products, pseudo items, or planning parts a different ABC class.

Serial Control

Define whether this item needs to be serialized:

- M: Mandatory. Each item in the inventory requires a serial ID. The default is mandatory.
- N: Never. This item is not serial controlled, but the pack containing this item can have a serial ID.

Lot Control

The value of Lot Control for the item determines if a lot or serial number is required.

Blank: Lot/serial numbers are not required, although they can be recorded as needed. When Serial Control is set to M (Mandatory) and Lot control is blank, the system generates item serial IDs; however, it is not mandatory that you enter the lot number.

L: Lot numbers are required for this item. During issues and receipts, a lot number must be entered. The lot number applies to the entire transaction quantity entered. When set to L and:

- Serial Control is set to M (Mandatory), the item requires both an item serial ID and a lot number, so that each inventory item has a serial ID and the items can be of the same lot.
- Serial Control is set to N (Never), the system does not create an item serial ID for the item; however, you can still pack it in a serialized pack. You must enter a lot number.

S: Single Lot. Lot is limited to having a maximum of quantity of one (1). During issues and receipts, the maximum quantity for each lot is a quantity of one. For example, when you receive 10, you must enter 10 lot numbers with a quantity of one each. When the Serial Control field is set to M (Mandatory), you cannot set this field to S. And, conversely, when you set Lot Control to S, you cannot set Serial Control to M. The value entered in Item Master Maintenance is used as the default for all sites. Set up site-specific values in Item-Site Inventory Data Maintenance. The system maintains complete lot/serial number traceability. The Lot Actual Bill Inquiry lists all the lot/serial numbers of components and raw materials used to make a given lot/serial number.

Site

Enter the site where you normally manufacture or store the item. The site defaults from Inventory Control, but can be overridden. Site codes identify areas where inventory is manufactured or stored, such as an off-site storage area, a distribution center, a warehouse, a manufacturing facility, or any combination of these. All inventory control and planning information is maintained by site, including

inventory availability, manufacturing methods and costs, sales, purchases, manufacturing plans and orders, and forecasts. Each site is associated with a specific general ledger (GL) entity, letting you maintain and monitor complete financial results by site or by groups of sites. The system uses the item master site as a default when transactions are entered for an item. For example, on a new work order, the work order site defaults to the item site. Site can be changed manually as needed. The site entered on the transaction determines costs, manufacturing methods, and GL accounts, if alternate Sales and Inventory accounts are defined. Since all costing information is maintained by site, if you modify the site for an existing item, you may need to set up GL and standard costs for the new site. If this item is made or used at more than one site, enter site-specific attributes using the Item-Site Inventory, Planning, and Cost Maintenance functions. Not all information is used as the default for all sites.

Location

Enter an optional location code indicating the physical location where this item is normally stored. The value is used as the default for all sites. Since locations often vary by site, set up site-specific values in Item-Site Inventory Data Maintenance.

Note: Default locations for sales transactions can also be defined by customer in Reserved Location Maintenance. Consigned inventory uses the default locations defined in Ship-To/Item Controls Maintenance.

Repetitive inventory backflush uses default item or item-site locations only when the work center where the backflush occurs is not itself specified as a location. Assigned item locations are particularly useful when you always store an item in the same place, since they minimize data entry and prevent errors.

Location Type

Enter a code identifying the type of location where this item is stored. This value is used as the default for all sites. Set up site-specific values in Item-Site Inventory Data Maintenance. A type code can be assigned to each location in Location Maintenance. When an item is received, transferred, or counted using a cycle count or tag count, the system verifies that the location type matches the location type associated with the item. If not, an error displays and the transaction cannot be processed. Use type codes for items with special storage requirements, such as temperature or humidity. You can describe the exact requirements using master comments associated with the item.

Auto Lot Numbers

This setting determines whether the system automatically assigns lot numbers to items with Lot/Serial Control set to L (lot). It has no effect for other items. The value entered in Item Master Maintenance is used as the default for all sites. Set up site-specific values in Item-Site Inventory Data Maintenance. The following programs can assign automatic lot numbers:

- Purchase Order Receipts
- Work Order Receipt
- Work Order Receipt Backflush
- Repetitive Labor Transaction
- Work Order Operation Backflush

How lot numbers are generated when Automatic Lot Numbers is Yes depends on whether you specify a lot group. Lot groups are only available if you are using the Regulatory Attributes module.

- If you enter a value in the Lot Group field, number format is determined by the rules specified in Lot Group Maintenance.

- If Lot Group is blank, work orders use the work order ID as the lot number. Automatic lot numbers are not assigned in purchase orders.

Lot Group

Enter a lot group previously defined in Lot Group Maintenance. Lot groups are available only if you are using the Regulatory Attributes module. They determine the format of automatically assigned lot numbers. The system generates lot numbers for an item when:

- Lot/Serial Control is set to L.
- A valid lot group is specified.
- Automatic Lot Numbers is Yes. If Automatic Lot Numbers is No, any entry in the Lot Group field is ignored.

When conditions 1 and 3 are true and Lot Group is blank, work orders use the work order ID as the lot number. Automatic lot numbers are not assigned in purchase orders. The following can assign automatic lot numbers:

- Purchase Order Receipts
- Work Order Receipt
- Work Order Receipt Backflush
- Repetitive Labor Transaction
- Work Order Operation Backflush

Article Number

Enter the article number associated with this item. This field is for reference only and can appear on some selected reports and inquiries.

Average Interval

Enter the number of calendar days used as the averaging interval in ABC computations. Enter the number of calendar days to use as an averaging interval for this item. The default is 90 days. This field is validated against predefined generalized code values (if any). The Item ABC Status Report/Update calculates the average sales shipments and the average total quantity issued by site using this averaging interval. These values may forecast future usage. They also suggest ABC classifications. The value entered in Item Master Maintenance is used as the default for all sites. Set up site-specific values in Item-Site Inventory Data Maintenance. When an item is shipped or issued, the quantity is recorded. Run the Item ABC Status Report/Update on a regular basis to factor in recent activity. When the system is first implemented, average sales and average issues are zero. It can take several years to build up meaningful averages for updating ABC codes.

Cycle Count Interval

Enter the number of calendar days between cycle counts for this item. The default is 120 days. This field is validated against predefined generalized code values (if any). When you print a Cycle Count Worksheet, usually only items due to be counted are included. To determine if an item is due for a count, the system compares today's date with the last date a cycle count was recorded for the item. If the interval between dates is longer than the specified count interval, the system includes this item to be counted. The value entered in Item Master Maintenance is used as the default for all sites. Set up site-specific values in Item-Site Inventory Data Maintenance. Cycle count intervals are normally assigned based on the ABC class of the item. They can be updated automatically using the Item ABC Status Report/Update. When the system is first implemented, last count date is normally blank for all your items. If you do not introduce the dates, the system selects items to be counted in item

number sequence. To avoid this, if you know the last count dates, load them. Otherwise, you may want to set up a Progress routine to assign dates in some logical manner.

Shelf Life

Enter the number of calendar days that this item can be held in inventory before it becomes unusable. Shelf life is typically defined for items that spoil or degrade over time. The value entered is used as the default for all sites. Set up site-specific values in Item-Site Inventory Data Maintenance. You can use shelf life to set the expiration date for inventory. Inventory that has expired does not appear on picklists as a quantity to be picked. If you try to ship or issue expired inventory, an error message displays and you cannot continue. The system calculates an expiration date when an item is received into inventory by adding the number of days specified for shelf life to the receipt date. You can change expiration date using:

- Inventory Detail Maintenance
- Detail Maintenance by Item/Lot
- If you are using the Regulatory Attributes module, Multi-Lot Inventory Detail Update

When a lot is recertified, a new expiration date can be assigned.

You can impose additional restrictions by using the Issue Days field in Inventory Control. If you set the number of days to 5, you cannot ship or issue expired inventory or inventory that will expire in the next 5 days.

Allocate Single Lot

Indicates whether sales orders and work orders should always be filled from a single inventory lot. Any value is ignored unless the item has Lot/Serial Control set to L.

Yes: Customer or manufacturing orders can be filled from one lot number only. For example, an order for 100 units cannot be filled with 50 units from lot A and 50 units from lot B. The system looks for a lot number with at least 100 available to fill this order. If a sufficient quantity of a single lot is not found, an error message displays.

No: Customer and manufacturing orders can be filled from multiple lots. The system looks for a quantity available regardless of the lot reference.

You can manually allocate orders from more than one lot using Manual Sales Order Allocations or Work Order Bill Maintenance, but a warning message displays. Use Allocate Single Lot when lots cannot be mixed, such as different dye lots of fabric or different potency chemical solutions.

Key Item

Select if you do not want to start an order when an insufficient quantity of this item exists. You cannot release a work order or print a picklist when a sufficient quantity on hand of a key item does not exist. An error message displays. You can adjust the order quantity manually to ensure that you can complete the order. Key items are typically difficult to obtain. They may have long lead times or may be in short supply. Only a few items should be designated as key items. For example, glass is a key item for a window manufacturer. When enough glass is not available to fill an order, the order cannot be started.

PO Receipt Status

Enter the default inventory status code for items received on purchase orders. Inventory status codes determine whether inventory balances are available for allocation, are considered by MRP, and are allowed to go negative. Status codes also restrict particular transactions at specific locations. For

example, you can restrict issues from an inspection location. During receipt, the system searches for a default status code in the following order:

- Item-Site Inventory Data Maint
- Item Master Maintenance (Item view)
- Inventory Detail Maintenance
- Location Maintenance
- Site Maintenance (Site view)

An inventory status code is only used when Active is set to Yes. Otherwise, it is ignored and the search continues.

WO Receipt Status

Enter the default inventory status code used when work orders are created for this item. Inventory status codes determine whether inventory balances are available for allocation, are considered by MRP, and are allowed to go negative. Status codes also restrict particular transactions at specific locations. For example, you can restrict issues from an inspection location. When a work order is created, the system searches for a default status code in the following order:

- Item-Site Inventory Data Maintenance
- Item Master Maintenance
- Inventory Detail Maintenance
- Location Maintenance
- Site Maintenance

Note: An item status code is used only when Active is set to Yes. Otherwise, it is ignored and the search continues.

You can change the default receipt status and other attributes for a work order in Work Order Maintenance or Work Order Attribute Maintenance. You can also change work order attributes during receipt.

Memo Order Type

Leave blank to indicate that this is not an expensed memo item. Enter a type code to indicate that this item is an expensed memo type item. These items have no effect on inventory or MRP when they are placed on an order. Any entry other than blank implies an expensed item. The value entered in Item Master Maintenance is used as the default for all sites. Set up site-specific values in Item-Site Inventory Data Maintenance. When you place items on an order, this value defaults to the line item Type field in sales- and purchase-related programs:

- Sales Order Maintenance, Sales Quote Maintenance, Global Requisition Maintenance, RMA Maintenance, and Customer Scheduled Order Maintenance
- Purchase Order Maintenance and Supplier Scheduled Order Maintenance

The value you enter is validated against defined generalized code values (if any).

Do not set up generalized codes for values that already have a specific meaning in the system. For example, values such as B (for blanket), S (for subcontract), and R (for RTS) invoke unique processing that may override or conflict with memo type order processing.

Shipping

Corp Commodity Code

Select the corporate commodity code (defined in Commodity Code). Commodity codes group similar items under one general category name. For example, you can group all types of wire under the commodity code of Wire and all types of bottles under Bottle. Purchasing departments use commodity codes to track buyer activities for items by type or to assign commodity codes to specific buyers. Commodity codes also provide part of a registration record in the Supplier Performance module. Enter an optional corporate commodity code associated with this item. Commodity codes group similar items under one general category name. For example, you can group all types of wire under the commodity code of Wire and all types of bottles under Bottle. Purchasing departments use commodity codes to track buyer activities for items by type or to assign commodity codes to specific buyers. Commodity codes also provide part of a registration record in the Supplier Performance module. Add a group of items to a commodity code in Commodity Code or assign a commodity code to a specific item in Item Master Maintenance.

Note: Corporate commodity codes are not the same as commodity codes used for Intrastat reporting.

Ship Weight

Enter the ship weight per unit for this item. Shipping weight is used:

- By the Distribution Requirements Planning (DRP) Shipping Load Summary and Detail Reports to calculate scheduled load and compare it with available shipping capacity for a specific transport ID.
- By sales-order programs to calculate freight charges for sales orders.
- By container and shipper programs to calculate tare weight (the difference between the item ship weight and net weight).

If you use different units of measure for transport IDs or freight lists, make sure you define appropriate conversion factors in Unit of Measure.

Freight Class

Enter the freight class normally used to calculate freight charges for this item. Define freight classes in Freight Class Maintenance. The item freight class defaults to new sales order lines for this item. Freight classes are associated with both items and freight lists. The system uses the freight class to determine which charges, defined in Freight Charges Maintenance, to apply. Use freight classes to group items with special freight considerations, such as items that must be shipped overnight or frozen.

Trade Class

Enter the trade class for this item.

Net Weight

Enter the net weight per unit for this item. Net weight represents the item weight without packaging. When you use containers and shippers to ship items on sales orders, the shipping programs calculate tare weight as the difference between the item ship weight and net weight. If net weight and ship weight are expressed in different units of measure, be sure to set up unit of measure conversions.

Volume

Enter a code indicating the amount of space this item occupies. The DRP Shipping Load Summary and Detail Reports use the item's ship weight and volume to calculate scheduled load and compare it with available shipping capacity for a specific transport ID. Shipping weight and volume is calculated using the standard weight and volume of each item, as specified in Item Master Maintenance.

First, they are converted to the weight and volume units of the Transport ID, then multiplied by the scheduled shipment quantity in each time period. If you use different units of measure for transport ID, make sure you define appropriate conversion factors in Unit of Measure Maintenance.

Planning

Planning includes fields for determining how and when to replenish inventory. This data affects MRP, purchasing, manufacturing (work orders, repetitive schedules, and master scheduling), configured products, and costing. Most of the fields are used in material requirements planning (MRP).

Master Schedule

Select if this item is master scheduled. Typically, this field is selected for items that require human judgment to evaluate the schedule and its implications for capacity, material, cost, and customer service. Top-level items are normally master scheduled. You can plan master scheduled items separately using Selective Materials Plan. This lets you develop the master schedule for independent demand items, and then plan dependent demand items. Various master schedule reports as well as the Master Schedule Order Inquiry display only items that are master scheduled. The value entered in Item Master Maintenance is used as the default for all sites. Set up site-specific values in Item-Site Planning Data Maintenance. The recommended approach to master scheduling is computer assisted. You maintain the master schedule manually within the cumulative lead time. Material Requirements Planning maintains the plan beyond this cumulative lead time. To use this method, set up your master-scheduled items with the following values:

- Set Master Schedule to Yes.
- Set Plan Orders to Yes.
- Set Plan Orders to any option but blank.

Plan Orders

This field indicates whether Material Requirements Planning (MRP) should create planned orders for this item. MRP calculates planned orders to meet planned future demand with a suggested order quantity and due date. Plan Orders operates in combination with the Order Policy field. When Order Policy is blank, MRP does not plan this item, even when Plan Orders is Yes. No requirements or action messages are generated.

- If Order Policy is not blank and Plan Orders is Yes, MRP plans the item. When a net requirement exists, MRP creates a planned order to fill it. The quantity and due date of the order are determined by the order policy, lead time, and order modifiers.
- If Order Policy is not blank and Plan Orders is No, MRP plans the item but does not create planned orders. Only action messages are created, suggesting what orders should be placed. You enter these orders manually.

The value entered in Item Master Maintenance is used as the default for all sites. Set up site-specific values in Item-Site Planning Data Maintenance. Most items are set up with Plan Orders set to Yes. Sometimes master scheduled items have this field set to No.

The traditional technique for managing the master schedule is to enter and maintain master schedule orders manually using action message reports. This process becomes unwieldy if you have a large

number of master scheduled items, but may work quite well in some situations. To use this method, set up your master scheduled items with the following values:

- Set Master Schedule to Yes.
- Set Plan Orders to No.
- Set Order Policy to any option but blank.

Time Fence

Enter the number of calendar days inside of which Material Requirements Planning (MRP) should not automatically replan this item.

When Plan Orders is Yes, MRP calculates net requirements for an item and automatically creates or adjusts planned orders to satisfy these requirements. You may want to prevent MRP from doing this for the near term. The time fence lets you manually control the schedule for a period of time. For example, to control planned orders manually for the next two weeks, set the time fence to 14 days.

Note: The Max Dynamic Time Fence field in MRP Control may override the item master or item-site Time Fence value. When Max Dynamic Time Fence is greater than the item master or item-site time fence, the system adds Max Dynamic Time Fence to the current date, and sets the time fence as the due date of the last order that falls within this period. In effect, this prevents scheduled receipts far in the future from affecting when new planned orders are created.

Note: Each time it runs, MRP automatically replans existing orders to dates past the current time fence. If you change this value after an item has been scheduled, the next MRP run might move previously planned orders inside or outside of the new time fence. If you want to change the time fence without unintended consequences, consider firming existing planned orders before updating the item record.

MRP adds the number of days specified for time fence to the system date, and does not create any planned orders within this time period. However, MRP does delete any planned order, both within and outside the time fence, if no demand is generated for the item. When a change is needed on a firm order within the time fence, MRP creates an action message indicating what must be done. MRP also generates the message "Time Fence Conflict" to indicate why the change was not made automatically. The value entered in Item Master Maintenance is used as the default for all sites. Set up site-specific values in Item-Site Planning Data Maintenance. Time fence is most often used with master scheduled items. The recommended approach to master scheduling is computer assisted. You maintain the master schedule manually within the cumulative lead time. MRP maintains the plan beyond this cumulative lead time. To use this method, set up your master-scheduled items with the following values:

- Set Master Schedule to Yes.
- Set Plan Orders to Yes.
- Set Order Policy to any option but blank.
- Set Time Fence to the cumulative lead time.

Order Policy

This field determines how Material Requirements Planning (MRP) plans orders for this item. Order Policy operates in combination with Plan Orders. When Order Policy is blank, MRP does not plan this item, regardless of how Plan Orders is set. No requirements or action messages are generated. When Order Policy is not blank, MRP plans the item. It calculates net requirements and suggests or creates planned orders to fill them. The quantity and due date of the order are determined by the

order policy, lead time, and order modifiers. Leave this field blank or enter one of the following order policies:

- POQ (Period Order Quantity): MRP creates one planned order to cover the requirements for the number of calendar days specified in Order Period.
- FOQ (Fixed Order Quantity): MRP creates planned orders with the quantity specified in the Order Qty field. If the value for Minimum Order is greater than Order Quantity, planned orders are created with the order quantity specified in the Minimum Order field instead. Order Quantity must be greater than zero (even if Minimum Order is greater than zero) for MRP to create planned orders.
- LFL (Lot for Lot): MRP creates a separate planned order to satisfy each net requirement. If there are many sources of demand, MRP creates many planned orders.
- OTO (One Time Only): MRP creates a single planned order with an order quantity of one. This policy is not used for inventory items, but could be used to plan project activities and milestone events that happen only once.

Any other non-blank value is processed as lot for lot (LFL).

The value entered in Item Master Maintenance is used as the default for all sites. Set up site-specific values in Item-Site Planning Data Maintenance.

Minimum Order

Enter the minimum quantity of this item to be ordered on a single order. MRP uses the minimum order quantity to determine the quantity of planned orders, regardless of the order policy. If the net requirement is below this amount, MRP creates an order for the minimum quantity. If an existing order is below this minimum, MRP creates an action message. The value entered in Item Master Maintenance is used as the default for all sites. Set up site-specific values in Item-Site Planning Data Maintenance. Order modifiers usually are determined by how a product is manufactured or sold by suppliers. This may reflect capacity considerations such as packaging or shipping volumes. You might set the order minimum to the minimum economic order quantity; for example, a complete pallet. The order maximum may reflect maximum capacity; for example, a full truckload. Order multiple ensures quantities are easy to manage. You probably would not order 1 3/4 pallets. Instead, you would round up for easier shipping and handling.

Maximum Order

Enter the maximum quantity of this item to be ordered on a single order. The 0 (zero) default indicates no maximum. Setting an order maximum does not prevent you from ordering more than this quantity. It is used by the system to mark exceptions. When MRP calculates a requirement greater than the maximum order quantity, it creates a planned order for the amount needed. However, it also creates an action message. The value entered in Item Master Maintenance is used as the default for all sites. Set up site-specific values in Item-Site Planning Data Maintenance. Order modifiers usually are determined by how a product is manufactured or sold by suppliers. This may reflect capacity considerations such as packaging or shipping volumes. You might set the order minimum to the minimum economic order quantity; for example, a complete pallet. The order maximum may reflect maximum capacity; for example, a full truckload. Order multiple ensures quantities are easy to manage. You probably would not order 1 3/4 pallets. Instead, you would round up for easier shipping and handling.

Order Multiple

Enter the multiple for placing orders for this item. The 0 (zero) default indicates no order multiple. MRP uses order multiple to determine the quantity of planned orders only when order policy is period

order policy (POQ) or lot for lot (LFL). The net requirement is rounded up to a multiple of this number. If the order multiple is 50 and the net requirement is 432, MRP creates a planned order for 450. The value entered in Item Master Maintenance is used as the default for all sites. Set up site-specific values in Item-Site Planning Data Maintenance. Order modifiers usually are determined by how a product is manufactured or sold by suppliers. This may reflect capacity considerations such as packaging or shipping volumes. You might set the order minimum to the minimum economic order quantity; for example, a complete pallet. The order maximum may reflect maximum capacity; for example, a full truckload. Order multiple ensures quantities are easy to manage. You probably would not order 1 3/4 pallets. Instead, you would round up for easier shipping and handling.

Supplier schedules and customer schedules provide a special type of order multiple: the standard pack quantity. You may not want to use both order multiple and standard pack quantity.

Order Quantity

Enter the normal order quantity for this item. Material Requirements Planning (MRP) generates planned orders for this quantity when this item's order policy is fixed order quantity (FOQ). For manufactured items, order quantity also identifies the average order quantity of the item. When manufacturing costs are calculated using Routing Cost Roll-Up, setup costs are divided by the order quantity. Manufacturing lead times are stated in terms of this order quantity. The value entered in Item Master Maintenance is used as the default for all sites. Set up site-specific values in Item-Site Planning Data Maintenance. If you leave Order Quantity set to 0 (zero), the system assumes an order quantity of 1 during cost calculations only. This field is not used for co-product or by-product items when they are planned from a base process.

Note: Be careful when setting this value. Since it affects both cost and lead-time calculations, it can significantly impact scheduled due dates. Order due dates are determined using the standard manufacturing lead time for the standard order quantity. If orders are entered for a different quantity, due dates must be adjusted manually.

In a process environment, order quantity should always be the same as the formula batch quantity. This is not maintained by the system; you must do it manually.

Order Period

Enter the number of calendar days that Material Requirements Planning (MRP) should use to determine a planning period when Order Policy is POQ (period order quantity). The default is 7 days. This field is validated against predefined values entered in Generalized Codes Maintenance for field `pt_ord_per`, if any. This field has no effect unless Order Policy is set to period order quantity. Then, MRP looks ahead this number of days when calculating net requirements. One planned order is created to cover the requirement for this period. The value entered in Item Master Maintenance is used as the default for all sites. Set up site-specific values in Item-Site Planning Data Maintenance.

Safety Stock

Enter the quantity of this item to be maintained in inventory as protection against fluctuation in demand and/or supply. MRP considers safety stock a requirement, and schedules planned orders to cover this amount. When quantity on hand falls below the safety stock quantity, MRP plans an order. Safety stock is especially important for critical items, when a shortage can stop production. The value entered in Item Master Maintenance is used as the default for all sites. Set up site-specific values in Item-Site Planning Data Maintenance.

Note: Be careful when you set safety stock and safety time, since they increase your inventory investment by inflating inventory levels. Safety stock can cause MRP to plan an order even when no real demand exists. Safety time consistently plans to have inventory on hand before it is actually needed.

Reorder Point

Enter the inventory level indicating when this item should be reordered. The Reorder Report lists the inventory quantity on hand, and indicates which items are below their reorder point or safety stock levels. You must manually record an order for this item. The system does not calculate or recommend reorder points. Material Requirements Planning (MRP) does not use them. Reorder point is typically used with items that do not need to be planned by MRP. The planner manually controls ordering these items. These items include bulk issue items (nails), expense items (cleaning rags), or items ordered in large quantities (by the railcar). You can reduce MRP-processing time by setting these items up with a blank order policy and specifying a reorder point. The value entered in Item Master Maintenance is used as the default for all sites. Set up site-specific values in Item-Site Planning Data Maintenance.

MRP Required

This field is maintained by the system and indicates if an item needs to be replanned. The system sets this field to Yes when a change is made that affects order timing or quantity, including changes to planning data, inventory balance, product structure, purchase requisitions and orders, sales orders, work orders, master schedule, repetitive schedule, or forecast for the item. Net Change Materials Plan includes items based on this field. It does not replan all items, but only considers items with MRP Required set to Yes. Net Change and Regenerative MRP set this field to No after replanning the item. You should always check the value of MRP Required before reviewing MRP or Master Schedule reports. When MRP Required is Yes, the reports may not reflect changes made after the item was last planned by MRP.

Phantom

This field indicates whether an item is normally stocked or simply put together as part of a higher-level assembly.

No: This item is received into stock and a supply normally exists in inventory.

Yes: This item and its product structure is a phantom. Phantoms are often used for transient assemblies or intermediate products that are not received into stock. Instead, they are included directly in the next higher assembly or product.

MRP processes phantom items in the same way as other items. When a work order requires a quantity of a phantom component, MRP ignores the phantom and lists its components on the work order picklist. However, if any of the phantom item is in stock, MRP plans to use it first. If you want to master schedule a phantom item, for example, to plan kits or buildable subassemblies, you must enter the master schedule order with a status of allocated or released. Releasing a work order for the phantom's parent item reduces any planned or firm planned order quantities to fill the parent demand. Phantom items are backflushed from the operation of the phantom's parent, even if the phantom's operation is entered in Product Structure Maintenance. This may have a small impact on cost accuracy, but is a more stable and predictable means of tracking and coordinating costs. This is especially true when a phantom appears on multiple structures or when multiple levels in a bill use phantoms. The value entered in Item Master Maintenance is used as the default for all sites. Set up site-specific values in Item-Site Planning Data Maintenance. In some cases, an item is not always a phantom. It only acts as a phantom in some product structures. This kind of item is known as a local phantom. To define a local phantom, set Phantom to No in Item Master Maintenance and set the Structure Type to X in Product Structure Maintenance.

Note: You cannot set Phantom to Yes for a base process, a co-product, or a by-product.

Buyer/Planner

Enter a code identifying the person responsible for planning and ordering the item. You can generate several planning reports and inquiries by buyer code, in particular Action Messages and Past Due Receipts. You can also run Selective Material Plan and Selective Distribution Plan by buyer/planner and approve planned orders by buyer/planner.

Note: Buyer/Planner codes are associated with items. You can also specify a buyer code in purchase order functions. When you use buyer/planner to limit output in planning reports, items assigned to the buyer/planner are included. In purchasing reports, buyers select orders, not items.

The value entered in Item Master Maintenance is used as the default for all sites. Set up site-specific values in Item-Site Planning Data Maintenance.

Supplier

Enter a valid, active supplier code identifying the normal or preferred supplier for the item. Several reports and inquiries can be selected by supplier code, including the Purchase Requisition Report and a variety of planning reports. Selective Material Requirements Plan and Distribution Plan can also be run by supplier. The value entered in Item Master Maintenance is used as the default for all sites. Set up site-specific values in Item-Site Planning Data Maintenance.

PO Site

Enter the site where purchase requisitions and orders are typically generated for this item. This site defaults to new requisitions and orders when they are created. If you are not using consolidated order processing, you can leave the PO site blank. In a multi-site environment, the PO site determines which purchasing department is responsible for a requisition or purchase order. With consolidated order processing, some items may be purchased at one site for all other sites, letting your company take advantage of price breaks or quantity discounts. You can run Requisition Print and select requisitions by PO site, regardless of where the requisition originated. When an order is entered referencing a requisition, the system decreases or deletes the requisition from the domain associated with the site where it was created.

Purchase/Manufacture

Enter the code indicating how this item is typically processed by the system. The Purchase/Manufacture code controls how the system explodes forecasts, plans and creates orders, and calculates costs for the item. It affects Material Requirements Planning (MRP) and Distribution Requirements Planning (DRP). This field is validated against predefined values entered in Generalized Codes Maintenance for field `pt_pm_code`, if any. Valid code options include the following.

- P (Purchased). The item is usually purchased. MRP uses the purchasing and inspection lead times to calculate planned order release dates. MRP and cost calculations do not explode purchased assemblies, even when a product structure exists. Any routing/process operations are ignored. You can also manufacture an item designated as purchased. The product structure and routing are accessed if a work order is created for the item.
- D (DRP). The item is usually supplied internally from another site. DRP uses the item's source network to determine where to generate requirements. It uses the transport lead time and shipping schedules to calculate the date when orders must be shipped from the other site. Any routing or BOM codes entered for a DRP item are for reference only. Cost calculations do not explode DRP items.

- M (Manufactured). The item is normally manufactured. MRP uses the manufacturing lead time to calculate planned order release dates. You can also purchase a manufactured item.
- R (Routable). The item is a special type of manufactured item, made only when needed by an upper-level assembly. A work order for the routable item is created automatically when a work order for its parent is released. The work order number is the same, but the lot ID is different. This lets the system track the two orders separately but accumulate the costs.
- C (Configured). The item is configured to order. When a sales quote or order is entered, the system prompts the order taker to select from a list of configuration options. Valid options are defined in Configured Structure Maintenance.
- L (Line manufactured). The item is manufactured repetitively on a single or on multiple production lines. You can approve MRP planned orders for items with this code using Planned Repetitive Schedule Approval.
- W (Flow scheduled). The item is normally manufactured on a flow production line. When you use Import MRP Orders to Schedule to add MRP planned work orders to a flow schedule, you can optionally limit the selection to items with this purchase/manufacture code.
- F (Family). A family item typically represents a generic category that is used for planning only; it is never actually made or stocked. For multilevel master scheduling, family items are set up with a planning bill.

The Operations Plan module uses family items to group end items for family-level planning. You can change a family item to a nonfamily item only if it is not included in a family hierarchy. You can always change a nonfamily item to a family item. The system populates both kinds of changes to all item-site records for the item. However, once you include an item in operations planning, you can no longer update its item-site Purchase/Manufacture code directly. The value entered in Item Master Maintenance is used as the default for all sites. Set up site-specific values in Item-Site Planning Data Maintenance. This means you can manufacture an item at one site, but purchase it at another, or any other combination needed.

Note: If you are viewing items on a production line in the QAD .NET UI Master Scheduling Workbenches, you must set this field to L to view the item.

Configuration Type

When the Pur/Mfg code is C (configured), enter the default configuration type. Type can be either assemble-to-order (ATO) or kit (KIT).

- ATO: The configured item is a discrete end item in itself, produced from a combination of optional and mandatory components. In this case, the configuration defines components or ingredients of a finished product.
- KIT: The configured item consists of a set of items that are picked and shipped together; no real assembly takes place. The configured item is not a finished product; it exists only as a logical superset of its components. In this case, the configuration defines the content of a kit and a shipment contains the end items in the kit.

Inspect

Select to indicate inspection required.

Inspection Lead Time

Enter the normal or average number of working days, based on your shop-floor calendar, needed to inspect this item after it is received. This field is validated against predefined values entered in Generalized Codes Maintenance for field pt_insp_lead, if any. When an item is purchased (Purchase/

Manufacture code is P), Material Requirements Planning (MRP) uses the purchasing and inspection lead times to determine the suggested release date for planned orders. When you create requisitions by approving planned orders, the requisition need date is set to the MRP due date, which was calculated as the requirement need date minus inspection lead time. If you create requisitions manually, you must incorporate inspection lead time if needed. For example, if an item to be issued on July 6 has a five-day inspection lead time, set the need date to July 6 and the due date to July 1. Planning functions use due date as the date the items are actually available to be shipped or issued to manufacturing. The value entered in Item Master Maintenance is used as the default for all sites. Set up site-specific values in Item-Site Planning Data Maintenance.

Purchase Lead Time

Enter the normal or average number of calendar days required to complete a purchasing cycle for this item. The cycle begins on the date the need for a purchase is recognized and ends on the date the item is received. It does not include inspection time. This field is validated against predefined values entered in Generalized Codes Maintenance for field `pt_pur_lead`, if any. For purchased items (Purchase/Manufacture code is P), MRP uses the purchasing lead time along with any inspection lead time to determine the suggested release date for planned orders. When a purchase requisition is entered manually, these times are used to calculate the release date or due date. The value entered in Item Master Maintenance is used as the default for all sites. Set up site-specific values in Item-Site Planning Data Maintenance.

Manufacturing Lead Time

Enter the normal or average number of working days, based on your shop-floor calendar, required to manufacture this item. This includes the time to process paperwork, issue components, inspect the finished product, and receive it into stock. This field is validated against predefined values entered in Generalized Codes Maintenance for field `pt_mfg_lead`, if any. For manufactured items, (Purchase/Manufacture code is M), you can use Routing Cost Roll-Up to automatically calculate the manufacturing lead time from the item's routing/process. Any setup time is divided by the item order quantity. Material Requirements Planning (MRP) uses manufacturing lead time to determine the suggested release date for planned orders. When you create a work order for a purchased or manufactured item, the system uses this lead time to calculate the release date or due date. The value entered in Item Master Maintenance is used as the default for all sites. Set up site-specific values in Item-Site Planning Data Maintenance. If you use different routings/processes at each site, you can roll-up manufacturing lead time by site. Cumulative Lead Time Roll-Up assigns co-products the manufacturing and cumulative lead time values associated with their base process. By-products are assigned the cumulative lead time of the base process; the manufacturing lead time is not updated. A manufacturing lead time entered for a DRP item (Purchase/Manufacture code is D) is included in the cumulative lead time for the item.

Manufacturing

Batch Quantity

This field cannot be updated manually. It is updated by Batch Quantity Change and displays the normal batch size for this item. Batch size is used only with Formula/Process functions. Ingredient quantity per and process operation run times are stated in terms of batch size.

Issue Policy

This field indicates whether this item should be issued on work order picklists.

- Selected (Yes): This item is issued to work orders. Requirements print on the work order picklist and Work Order Component Issue and Work Order Receipt-Backflush record the number of items issued.

- Unselected (No): This item is not issued to work orders. Requirements print on a different section of the work order picklist under the heading Floor Stock.

Issue policy is typically set to No for expense or bulk issue items. When a work order or cumulative order is processed by the accounting close function, the cost of any floor stock items is debited to WIP and credited to the Floor Stock account specified on the order. The value entered in Item Master Maintenance is used as the default for all sites. Set up site-specific values in Item-Site Planning Data Maintenance.

Operation Based Yield

This field determines how the system calculates yield for components of this item when product structures and routings are exploded in Material Requirements Planning (MRP) programs, work orders, repetitive, advanced repetitive, and configured products.

- No: The system uses the Yield % field associated with the parent item in Item Planning Maintenance or Item-Site Planning Maintenance to calculate component requirements.
- Yes: The system derives the yield percentage amount for components from operations on the parent item's routing. The Yield % field associated with the item is used for the parent item only, not the components.

Note: Enable Op Based Yield must also be Yes in MRP Control for this field to have any effect.

Yield%

Indicates the percentage of an order expected to be in usable condition. The default is 100%. The value entered in Item Master Maintenance is the default for all sites, unless item-site records are defined. Yield applies to both purchased and manufactured items. If the yield is less than 100%, material requirements planning (MRP) plans orders for more than needed. For example, if the net requirement is 100 and the item yield is 50%, then the planned order quantity is set to 200. For manufactured items, the yield percentage can be updated automatically by Routing Cost Roll-Up. It is calculated by multiplying the yield percentage at each of the routing/process operations. For example, if two operations yield 98% and 99%, the item yield is 97.02%.

Run Time

Enter the standard time in decimal hours (excluding setup time) required to make one unit of this item. You can use Routing Cost Roll-Up to automatically calculate run time based on the sum of all the operation run times. This field is for reference only and appears on selected reports and inquiries. The value entered is used as the default for all sites. Set up site-specific values in Item-Site Planning Data Maintenance. If you use different routings/processes at each site, you can roll up run time by site.

Setup Time

Enter the standard time in decimal hours required to set up one lot of this item. You can use Routing Cost Roll-Up to calculate setup time automatically based on the sum of all the operation setup times divided by the item order quantity. This field is for reference only and appears on selected reports and inquiries. The value entered is used as the default for all sites. Set up site-specific values in Item-Site Planning Data Maintenance. If you use different routings/processes at each site, you can roll up setup time by site.

Network Code

Enter the source network from which this item is normally supplied. Define network codes in Source Network Maintenance in the Distribution Requirements Planning (DRP) module. Network codes identify a set of sourcing relationships. Each relationship specifies:

- A supplying and a receiving site
- The supply percentage for each supplying site
- The method of transportation between the two sites (or the transport lead time of a transport method is not specified)

Multiple site-to-site relationships can be grouped under the same network code, with one planner assigned to the entire network. You should assign a network code to each item with a Purchase/Manufacture code of D (DRP). You can also specify a source network code for purchased or manufactured items if they can be sourced internally. DRP plans intersite requests in exactly the same way for all items assigned to the same source network. Intersite requests are sent to the same supply sites, calculated using the same supply percentage, and request the same transportation mode (or specify the same lead time).

Routing Code

Enter the code identifying the routing or process normally used to manufacture this item. If you leave this field blank, the system uses the routing with the same code as the item. Routing codes apply only to manufactured items. They determine the operation steps used to calculate product cost and plan for material and capacity. The value entered in Item Master Maintenance is used as the default for all sites. Set up site-specific values in Item-Site Planning Data Maintenance. You can set up routing codes and item numbers independently. This means you can use the same routing for multiple items. For example, if you are making several brands of soup and the only difference is the label glued to the can, you can define the routing once and attach it to all the different finished items. A single item can have more than one routing. The item master routing code is the primary routing for costing and planning, but others can be set up and used as alternates. Routing codes do not apply to co-products, which are produced primarily from a base process, and this field is normally left blank.

BOM/Formula

Enter the code identifying the product structure or formula normally used to manufacture this item. For co-products/by-products, enter the base process item number. If you leave this field blank, the system uses the BOM/formula code that matches the item number. BOM/formula codes apply only to manufactured items. They determine the components used to calculate product cost and plan for material requirements. The value entered in Item Master Maintenance is used as the default for all sites. Set up site-specific values in Item-Site Planning Data Maintenance. The system validates that the BOM/formula is either a valid item number or a predefined BOM code. For co-product/by-products, it also validates that the BOM or formula:

- Is a valid item number
- Is not a configured item or a co-product/by-product item
- Does not have any alternate structures
- Does not exist as a component in a non-co-product/by-product structure
- For the base process, is the same as its item number or blank

You can set up BOM/formula codes and item numbers independently. This means you can use the same product structure or formula for multiple items. You can also use the same co-product/by-product structure for multiple co-products. A single item can have more than one BOM or formula. The item master code is primary for costing and planning, but others can be set up and used as alternates.

Replenishment Method

Enter the method to replenish inventory. The default is Orders.

- Kanban: Entering kanban creates a kanban record for the item. Kanban is a method of just-in-time (JIT) production that uses standard containers or lot sizes with a single card attached to each. It is a pull system in which work centers use a card to signal that items are to be withdrawn from supply sources. The kanban system defines a communication signal or card indicating that items need replenishment.
- Orders: MRP uses order due dates to determine when quantities will be available to replenish inventory.
- Purchase/Manufacture: Inventory is replenished by purchasing it from suppliers or manufacturing it internally, typically with work or production orders.
- DRP: Inventory is replenished through distributed requirements planning (DRP) intersite requests, which balance supply and demand among sites.
- Family: Inventory is replenished through family-level items. Components of the family item are special items that can be any type: manufactured, configured, or another family item.
- Routable: Inventory is replenished from items produced internally.
- Configured: Inventory is replenished through products that are configured to customer order and produced internally. These are indicated by a Pur/Mfg code.
- Purchased: Inventory is replenished through purchased items, driven by purchase orders.
- Manufactured: Inventory is replenished through manufactured items.
- Line Manufactured: Inventory is produced internally, typically on a production line.

Run Sequence 1

Enter the code for the item's primary run sequence. A value is typically specified only for items that are line manufactured (Purchase/Manufacture code is L). You can use run sequences to schedule items on production lines when approving MRP planned orders for line manufacture. When Sort by Run Sequence is Yes in Planned Repetitive Sched Approve, planned orders for all the items produced on a given production line are scheduled by due date, primary run sequence, secondary run sequence, then item number. This field sets the default for Item-Site Planning Maintenance and Production Line Maintenance. Generalized codes can be set up for this field. However, validation depends upon the item's Purchase/Manufacture code.

- If the Purchase/Manufacture code is L (line manufactured), run sequences are validated when generalized codes exist. Any value, including blank, is validated against the codes set up for that field. To allow a blank value in a run sequence field, a blank code must be set up in Generalized Codes Maintenance.
- If the Purchase/Manufacture code is not L, run sequence entries are optional. Even if generalized codes are set up for these fields and blank is not a valid code, blank values are accepted in the primary and secondary run sequence fields.

A two-digit numeric value is recommended for the first two characters of a run sequence. This convention provides enhanced control over sorting when items are scheduled by run sequence. For example, items 100 and 200 are produced on the same production line. Orders for both have been planned by MRP and are due on the same date. 01Plastic is the primary run sequence for item 200 and 02Plastic is the code for item 100. The MRP planned orders for these items are approved using

Planned Repetitive Sched Approve with the Sort by Run Sequence field set to Yes. Item 200 comes before item 100 in the sequence of items on that production line's schedule.

Run Sequence 2

Enter the code for the item's secondary run sequence. A value is typically specified only for items that are line manufactured (Purchase/Manufacture code L). You can use run sequences to schedule items on production lines when approving MRP planned orders for line manufacture. When Sort by Run Sequence is Yes in Planned Repetitive Sched Approve, planned orders for all the items produced on a given production line are scheduled by due date, primary run sequence, secondary run sequence, then item number. This field sets the default for Item-Site Planning Maintenance and Production Line Maintenance. Generalized codes can be set up for this field. However, validation depends upon the item's Purchase/Manufacture code.

- If the Purchase/Manufacture code is L (line manufactured), run sequences are validated when generalized codes exist. Any value, including blank, is validated against the codes set up for that field. To allow a blank value in a run sequence field, a blank code must be set up in Generalized Codes Maintenance.
- If the Purchase/Manufacture code is not L, run sequence entries are optional. Even if generalized codes are set up for these fields and blank is not a valid code, blank values are accepted in the primary and secondary run sequence fields.

A two-digit numeric value is recommended for the first two characters of a run sequence. This convention provides enhanced control over sorting when items are scheduled by run sequence. For example, items 100 and 200 are produced on the same production line. Both items have the same primary run sequence. Orders for both have been planned by MRP and are due on the same date. 99Black is the secondary run sequence code for item 100 and 01White is the code for item 200. The MRP planned orders for these items are approved using Planned Repetitive Sched Approve with the Sort by Run Sequence field set to Yes. Item 200 comes before item 100 in the sequence of items on that production line's schedule.

ATP and EMT

ATP Enforcement Level

Enter the level of available-to-promise (ATP) enforcement for this item. The default is None for new items defined in Item Master Maintenance. In Item-Site Planning Maintenance, the default is the value specified in Item Master Maintenance. ATP is the quantity of uncommitted inventory and planned production that will be available to fill an order line on a specified due date. When ATP Enforcement is Yes in Sales Order Control, the system compares the order-line quantity and due date with the cumulative ATP to ensure that the quantity promised will be available by the due date.

You can specify three levels of enforcement for an item:

- None: The system does not display ATP warnings or errors for this item even if sufficient ATP is not available.
- Warning: A warning pop-up window displays when the quantity available for the order-line item on the due date is less than the order quantity. You can override ATP warnings manually, if necessary.
- Error: An error pop-up window displays when the quantity available for the order-line item on the due date is less than the order quantity. If you attempt to proceed without changing the quantity or due date, an error message displays. You cannot override ATP errors manually.

Family ATP

Select if you want the available-to-promise (ATP) calculation to consider if the specified item is a component of a family item. The default is unselected (No). ATP is the quantity of uncommitted inventory and planned production that will be available to fill an order line on a specified due date. If selected (Yes), the system determines the best possible due date for the family item by checking the availability of all components in the same family. The family ATP is considered only when all of the following are true:

- Family items and family component items have Family ATP set to Yes.
- The due date of the ordered item is outside the MRP time fence of the family item to allow sufficient time to reconfigure the component, if necessary.
- The structure code is P (planning item) in the bill of materials (BOM). The system only checks up one level in the BOM.

If the family component item is a configured item, the system attempts to satisfy the ATP by checking the ATP of each the configured item's components to determine which component item has the smallest ATP quantity. If the components of the configured item are members of families, the system uses the total ATP of the family item if that increases ATP.

If your system is set up to work with an advanced planning application, you may be able to use an optional APO ATP feature to receive real-time ATP data from the planning application. When the system checks for APO ATP, family items are treated just as any other item. This field is disregarded.

ATP Horizon

Enter the number of days from the current date that you want the system to consider when determining if available-to-promise (ATP) quantities are sufficient to fill orders for this item.

EMT Type

When Use Enterprise Material Transfer is selected (Yes) in Sales Order Control, specify the default code that determines how EMT items are processed. Values are:

- NON-EMT. You ship the items directly to the customer.
- TRANSHIP. A secondary business unit satisfies the order demand by shipping items to you, which you then ship to the customer.
- DIR-SHIP. A secondary business unit satisfies the order demand by shipping items directly to the customer.

Note: The direct shipment option applies to sales orders only. When you enter a material order for a DIR-SHIP item, the system changes EMT Type to NON-EMT.

A default EMT shipment type can be defined for customers, items, items/sites, and in Sales Order Control. The EMT Sequence field in Sales Order Control determines the order the system uses to search these records for a default.

Automatic EMT Processing

When Use Enterprise Material Transfer is selected (Yes) in Sales Order Control and you are using multilevel EMT, this field determines whether the system automatically creates EMT purchase orders in intermediate business units. Single-level EMT involves a primary business unit that receives a sales order and a secondary business unit that provides the items. In multilevel EMT, any number of intermediate business units can pass the order down to the unit that actually supplies the items.

Multilevel EMT is available only to users who are equipped with electronic data interchange (EDI) technology, such as the EDI eCommerce module.

- Yes: The system automatically creates a secondary EMT purchase order in intermediate business units when an EMT purchase order is imported and all relevant Auto EMT Processing control settings are Yes.
- No: The system does not create secondary EMT purchase orders. This field should be set to No at the business unit that actually supplies the item.

The system uses the following logic to determine if it should create a secondary purchase order automatically.

- Auto EMT Processing must be Yes for the item in Item-Site Planning Maintenance, or, if no item-site record exists, in Item view (or Item Master Maintenance).
- Auto EMT Processing must be Yes for the supplier record.
- Auto EMT Processing must be Yes in Sales Order Control.

Price

Price

Enter the list price for this item expressed in terms of base currency. This price applies to this item at all sites. If you have a different price at each site, either set up a price list for each site or use a different item number at each site. The item master list price defaults to all sales quotes and orders in your base currency when a price is not found on a price list. In a multi-currency environment, base price is automatically converted if exchange rates are defined. Use price lists to define additional sets of pricing structures with specific prices, mark up percentages, discount percentages, discount amounts, net prices, or accrual percentages. Discount percentages, discount amounts, net prices, and accrual percentages all reference the item master price. You can set up price lists for:

- A specific item, an analysis code grouping a set of item, or all items
- A specific customer, an analysis code grouping a set of customers, or all customers
- Any of the above, for a specified unit of measure
- Any of the above, for a specified currency
- Any of the above, effective only for a specified range of dates

Price Break Category

Enter an optional break category for use with item pricing. Leave blank if this item should not be combined with any others for pricing. Break category is not validated. Use break categories to group items that accumulate together for volume discounts. The system accumulates either item quantities or price amounts based on the Quantity Type field of the applicable price list. When the system prices a sales quote or order, a line may qualify for a price break if the item break category matches:

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

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

Fiscal Class

This field is specific to legal documents implementation for Brazil. Enter a mandatory tax code defined by the Brazilian government to help identify materials and determine their corresponding tax rates. Currently, this Brazil-specific field is used as supplementary information of an item for reference only and does not affect tax calculation in GTM. Fiscal classes are defined in Generalized Code.

Tax Class

Enter a tax class. Tax classes group items taxed at specific rates or that are tax-exempt. Under Global Tax Management, tax classes help determine the default tax environment (set of tax types) for purchasing and sales transactions.

Taxable

Select to indicate item is taxable.

GL Cost

GL Cost includes information on the GL Cost Source Site, where you can edit categories (Category, Element, This Level, Lower Level, Total, Primary, and A/O).

Current Cost

Current Cost includes information on the current Cost Set, where you can edit categories (Category, Element, This Level, Lower Level, Total, Primary, and A/O).

Site

Site includes the Site Inventory Exceptions, Site Planning Exceptions, and Site Cost Exceptions.

Site Inventory Exceptions

In Site Inventory Exceptions, you can edit the following:

- Site
- ABC Class
- Lot/Serial Control
- Location Type
- Auto Lot Numbers
- Shelf Life
- Key Item
- Average Interval
- Cycle Count Interval
- Last Issue
- Last Average
- Last Count
- PO Receipt Status
- WO Receipt Status
- Memo Order Type

Site Planning Exceptions

In Site Planning Exceptions, you can edit the following:

- Site
- Master Schedule
- Plan Orders
- Order Policy
- Order Quantity
- Order Period
- Safety Stock
- MRP Required
- Phantom
- Buyer/Planner
- Supplier
- PO Site
- Purchase/Manufacture
- Configuration Type
- Inspection Lead Time
- Purchase Lead Time
- Cumulative Lead Time
- Network Code
- Routing Code
- BOM/Formula
- Replenishment Method
- ATP Enforcement Level
- Family ATP
- ATP Horizon
- EMT Type
- Automatic EMT Processing

Site Cost Exceptions

In Site Cost Exceptions, you can view and edit Site, GL Cost Source Site, GL Cost Set, Current Cost Set, GL Cost Total, and Current Cost Total.

Warehousing

Shelf Life Offset

For inventory that has a limited shelf life, enter the number of days between the customer's best before date and the expiry date for the item. This time period is taken into account by some of the

picking algorithms to prevent picking inventory that would have insufficient shelf life remaining to be salable. If shelf life is not applicable, leave this field blank. This field is frequently used in the food industry when the customer is a distributor/grocer and not the end customer.

Critical Days

For inventory that has a limited shelf life, enter the number of days counting back from the item's expiry date during which time the inventory can be regarded as critical inventory. This time period is taken into account by some of the picking algorithms that pick only critical inventory. If critical days are not applicable, leave this field blank.

Default Site Data

Warehouse Item Type

Enter a code to categorize items in groups of similar type; for example, handling characteristics or put-away method. These codes can be used in some algorithms and in internal routing assignment. Leave this field blank if the item does not belong to a particular item type.

Replenishment Type

Enter a code to categorize items in groups that have the same replenishment requirements. Replenishment can then be specified for a group of items, rather than for individual items. Leave this field blank if the item does not belong to a particular replenishment type.

Popularity

Locations are assigned popularity codes that represent the ease of access. Similarly, you assign a popularity code to each inventory item so that QAD Warehousing can match popular inventory with popular locations. You can use this facility to ensure that fast moving items are stored in the most accessible locations. A sensible way to define this value is to use an ABC analysis and make categories for fast and slow moving items. Locations have a popularity code as well, and using the appropriate algorithm, QAD Warehousing tries to put away fast-moving items in very accessible locations.

OPC Threshold

This field relates to opportunity counts, which you can specify when this item is stored in an RDT environment. When inventory is taken out of the location, QAD Warehousing checks whether the quantity on-hand falls below the threshold level you specify for the item, and also checks the OPC frequency value for the location where the item is stored. If both conditions are met, a cycle count is requested.

Same Days

Enter the number of days by which the days remaining before expiry date can differ while allowing the inventory to be merged.

Example: If the existing inventory in the location has 70 days remaining before its expiry date, the newly received inventory has 80 days remaining, and the Same Days value for the item is 12, the inventory can be merged in the same location because the difference between 70 and 80 is less than 12. If the Same Days value was 5, QAD Warehousing would not allow the inventory to be merged.

Single Put-Away Transaction

Enter Yes if the system should attempt to put away received quantities of this item in a single put-away transaction; that is, all the inventory in the same location. Otherwise, enter No.

Issue Method

This field specifies the picking transactions that are created for this item in the bulk picking process.

Print ID

Enter Yes to print identification labels for this item; otherwise, enter No.

ID Quantity

If you have entered Yes for Print ID, enter the number of identification labels to be printed; otherwise, leave this field blank.

Days From Expiration/Manufacture

Enter the maximum number of days remaining before expiry date to which this Same Days value applies. You can use this field to set bands of merging rules that depend on the length of time remaining until expiry.

Example: You might want a figure of 10 for the Same Days field if the inventory is within 100 days of expiry, but a figure of 5 if the inventory is within 50 days from expiry. To achieve this, you would specify values of 10 and 100 on the first line, and 5 and 50 on the second line.

The provision of multiple lines on which you can enter Same Days and Days from Exp/Mfg values lets you specify that the further away the expiry date is, the greater the acceptable difference is when merging stock. In practice, this is very useful in a LIFO location, where only the last pallet can be picked. By merging the stock, you can ensure that the last pallet in, if not the oldest, is one of the oldest.

Inspection

Selective Inspection

Enter Yes if you want this item to be inspected every time the corresponding algorithm is used. Only items marked for selective inspection are considered for inspection.

Inspection Frequency

Specify the number of receipts between each inspection of this item, from this supplier, when the corresponding algorithm is used.

Inspection Frequency (Days)

Specify the number of days separating two consecutive inspections of this item, from this supplier, when the corresponding algorithm is used.

Random Inspection %

Specify the random inspection percentage.

Sample Quantity

Specify the sample quantity to consider. If Reference is Yes, quantity indicates a number of references, such as pallets, to consider for inspection. Otherwise, quantity is in the base UM of the item.

Sample Percent

The sample % is used in place of the sample quantity. It represents the percentage of items inspected out of those being received.

Reference

If Reference is Yes, Sample Quantity indicates a number of references, such as pallets, to consider for inspection.

Destructive

Indicate if the inspection test is a destructive test. When set to Yes, the inspection sample is assigned a specific status after inspection. This stock must be deleted manually, using an unplanned issue, for example.

Picking

This panel enables you to set up production picking related data for an item.

Allocation Policy

Specify how automated processes create inventory allocations for production requirements.

- Detail (default): Select Detail to have production order and bulk item picking processes and picklists determine and direct the picking of inventory quantities from specific locations and/or lots. The system creates detail allocation for inventory quantities when a production picklist is created for the production order.
- General: Select General to have production order and bulk item picking processes and picklist identify the item and quantity to pick, and not quantities from specific locations and/or lots. The system creates general allocations for the item and site when the status of the order is changed to Allocated or Released and when a production picklist is created for the production order. Allocation policy is not used for non-production picklists, such as those for sales and distribution orders.

Transfer Allocation Policy

Specify the transfer allocation policy for production materials that are transferred to shop floor locations. Transfer Allocation Policy works together when the Pick Policy for an item is Transfer. The transfer allocation policy determines if the system retains or removes detail allocations for inventory quantities for the item that are transferred when using Production Picklist Transfer.

- Keep: Retains detail inventory allocations for the item and production order after quantities have been picked and transferred using Production Picklist Transfer. Specify to Keep allocations when the lot/serial quantities to be issued or backflushed to a production order are the same as the lot/serial quantities that are picked and transferred using a production picklist.
- Drop (default): Removes detail inventory allocations created for this component item and production order after quantities have been picked and transferred using Production Picklist Transfer. Specify to Drop allocations when the lot/serial quantities to be issued or backflushed to a production order are independent from the lot/serial quantities that are picked and transferred using a production picklist.

The system also examines detailed allocations at the backflush location to determine if there is any excess inventory. When Transfer Allocation Policy is set to Drop, the system considers the earlier transfers for other orders as implicitly allocated when determining the excess inventory.

Transfer Allocation Policy is not used for non-production picklists, such as those for sales and distribution orders.

Pick Policy

Specify how the system processes items to supply production on either a production order picklist or on a bulk item (transfer) picklist. Pick Policy does not apply to items that do not appear on production orders. Select one of the following:

- Issue: For an item used for production, pick inventory from a controlled, typically stockroom location and issued to a production order. Picked quantities can be issued from the controlled locations using Production Order Picklist Issue, before the production order and its materials are dispatched to the shop floor.
- No Pick: Do not pick. Select for items that are replenished on the shop floor by a process other than a picklist, such as Kanban and min/max replenishment systems.
- Transfer (default): For an item used for production, pick inventory from a controlled, typically stock room location, to be transferred to a shop floor location, such as a product line location or a work center location.

Pick Policy works with the Issue Policy field. Valid combinations include:

- Pick Policy “Issue” with Issue Policy “Direct”: Use for an item that is picked on a production picklist then issued to a production order.
- Pick Policy “Transfer” with Issue Policy “Direct”: Use for an item that is picked on a production picklist, transferred to the shop floor, then issued to a production order.
- Pick Policy “Transfer” with Issue Policy “Backflush”: Use for an item that is picked on a production picklist, transferred to the shop floor, then backflushed to a production order.
- Pick Policy “No Pick” with Issue Policy “Direct”: Use for an item that is moved or delivered to the shop floor without a picklist, possibly by using a Kanban, then issued to a production order.
- Pick Policy “No Pick” with Issue Policy “Backflush”: Use this for an item that is moved or delivered to the shop floor without a picklist, possibly by using a Kanban, then backflushed to a production order.
- Pick Policy “No Pick” with Issue Policy “No Issue”: Use this for an expense (floor stock) item that is moved or delivered to the shop floor without a picklist, possibly by a Kanban, and not issued or backflushed to a production order.

Invalid combinations are as follows:

- Pick Policy “Issue” with Issue Policy “No Issue”
- Pick Policy “Issue” with Issue Policy “Backflush”
- Pick Policy “Transfer” with Issue Policy “No Issue”

Pick Policy does not apply to non-production picklists, such as those for sales orders.

Issue Policy

Specify how the system issues inventory quantities for the item to production, and whether they appear on functions such as Product Order Receipt, Operation Activity Transaction, and Production Order Component Issue.

- No Issue: Do not issue. Use this for expense items such as cleaning supplies that are not controlled in inventory with inventory balances, but handled as floor stock. When a production order is processed by the accounting close function, the cost of such items is debited to WIP and credited to the Floor Stock account specified on the order.

- Direct: Issue Direct to Order. Use this to issue component items directly to a production order (as opposed to backflushed). Items with this Issue Policy display in Production Order Picklist Issue and Production Order Component Issue.
- Backflsh (default): Backflush. Inventory for the item to a production order. Use this for production component items that are backflushed from inventory for a production order (operation). Items with Issue Policy Backflsh appear when processing a backflush transaction for a production order (operation) using functions such as Product Order Receipt and Operation Activity Transaction.

Issue Policy works together with the Pick Policy field. Valid Combinations include:

- Pick Policy “Issue” with Issue Policy “Direct”: Use for an item that is picked on a production picklist then issued to a production order.
- Pick Policy “Transfer” with Issue Policy “Direct”: Use for an item that is picked on a production picklist, transferred to the shop floor, then issued to a production order.
- Pick Policy “Transfer” with Issue Policy “Backflush”: Use for an item that is picked on a production picklist, transferred to the shop floor, then backflushed to a production order.
- Pick Policy “No Pick” with Issue Policy “Direct”: Use for an item that is moved or delivered to the shop floor without a picklist, possibly by using a Kanban, then issued to a production order.
- Pick Policy “No Pick” with Issue Policy “Backflush”: Use this for an item that is moved or delivered to the shop floor without a picklist, possibly by using a Kanban, then backflushed to a production order.
- Pick Policy “No Pick” with Issue Policy “No Issue”: Use this for an expense (floor stock) item that is moved or delivered to the shop floor without a picklist, possibly by a Kanban, and not issued or backflushed to a production order.

Invalid combinations are as follows:

- Pick Policy “Issue” with Issue Policy “No Issue”
- Pick Policy “Issue” with Issue Policy “Backflush”
- Pick Policy “Transfer” with Issue Policy “No Issue”

Production Picking Order

Specify the picking sequence to use when detail allocating items to production orders.

Detail allocations are created for items with an allocation policy set to Detail when production orders are allocated or released. Production Picking Order determines which inventory is allocated first. Choose one from the following:

- Default: Inventory is allocated using the value for the Picking Order parameter in Inventory Control.
- Location: Inventory is allocated by location. This method is useful when you have sequential warehouse locations laid out for easy picking.
- Lot/Serial: Inventory is allocated by lot/serial number. This method is useful when you assign meaningful lot/serial numbers; for example, it lets you pick the oldest lots first.
- Date: Inventory is allocated by date created. This method is useful in LIFO or FIFO picking, but only when all inventory receipts are segregated by location, lot/serial, or lot reference number; otherwise, the date created is meaningless.

- **Expire Date:** Inventory is allocated by expiration date. This method is useful when you have items with a limited shelf life and you must be sure those closest to expiration are picked first.

The picking sequence defined here is used for all sites and locations in the current working domain.

Ascending/Descending

Select Ascending to have the system pick the oldest or lowest number first. Select Descending to have the system pick the newest or highest number first. For example, if Production Picking Order is by Date and Ascending order is specified, the first item allocated is that with the oldest create or receipt date.

Allocate Single Lot

Indicates whether sales orders and work orders should always be filled from a single inventory lot. Any value is ignored unless the item has Lot/Serial Control set to Lot.

- Select this check box: Customer or manufacturing orders can be filled from one lot number only. For example, an order for 100 units cannot be filled with 50 units from lot A and 50 units from lot B. The system looks for a lot number with at least 100 available to fill this order. If a sufficient quantity of a single lot is not found, an error message displays.
- Clear this check box: Customer and manufacturing orders can be filled from multiple lots. The system looks for a quantity available regardless of the lot reference.

You can manually allocate orders from more than one lots using Production Order BOMs, but a warning message displays. Use Allocate Single Lot when lots cannot be mixed, such as different dye lots of fabric or different potency chemical solutions.

Key Item

Select this check box if you do not want to start an order when an insufficient quantity of this item exists. You cannot release a production order or print a picklist when a sufficient quantity on hand of a key item does not exist. An error message displays. You can adjust the order quantity manually to ensure that you can complete the order. Key items are typically difficult to obtain. They may have long lead times or may be in short supply. Only a few items should be designated as key items. For example, glass is a key item for a window manufacturer. When enough glass is not available to fill an order, the order cannot be started.

Picking Multiple

Specify the multiple for determining the quantity for the item on production picklist. Production picklist uses Picking Multiple to determine the quantity to be put on picklist. The required quantity is rounded up to a multiple of this number. When the value is 0 (zero), there is no picking multiple. The system validates that the following exists:

Picking Maximum >= Picking Multiple and that Picking Maximum >= Picking Minimum

This does not apply to non-production picklists, such as those for sales and distribution orders.

Picking Minimum

Specify the minimum quantity for the item on a production picklist. Production picklist calculation uses the picking minimum quantity to determine the quantity to be put on picklist. If the required quantity is below this amount, picklist calculation creates picklist detail for the minimum quantity. When the value is 0 (zero), there is no minimum. The system validates that the following exists:

Picking Maximum >= Picking Multiple and that Picking Maximum >= Picking Minimum

This does not apply to non-production picklists, such as those for sales and distribution orders.

Picking Maximum

Specify the maximum quantity of the item on a production picklist sequence. Picking Maximum ensures the amount of each production picklist sequence is never greater than the specified amount. When quantity required is greater than Picking Maximum, the system generates a sequence of picklists, each with the same picklist number, but with different sequence numbers. This is useful when the work center can only hold a certain amount. When the value is 0 (zero), there is no maximum. The system validates that the following exists:

Picking Maximum >= Picking Multiple and that Picking Maximum >= Picking Minimum

This does not apply to non-production picklists, such as those for sales and distribution orders.

Item Fiscal Classes

Item Fiscal Classes is for legal documents implementation in Brazil.

Fiscal Class

Enter an item fiscal class.

Description

Enter a description for the item fiscal class.

Exception Code

Enter an exception code for the item fiscal class.

Total Tax Percent

Enter the total tax percent for the item fiscal class.

Item Site MRO

With Item Site MRO, you can manage Maintenance, Repair, and Operational (MRO) item data.

Main**Item**

Enter a code identifying an item that you stock in inventory, purchase, manufacture, sell, or service.

Description

Enter a description of the item.

Site

Enter the site where you normally manufacture or store the item.

Buyer

Enter a code identifying the person responsible for planning and ordering the item.

Product Line

Enter the product line associated with this item.

Source

Select the source for the item (Internal or Vendor).

Supplier

A valid, active supplier code identifying the normal or preferred supplier for the item.

Manufacturer

The manufacturer of the item.

Status

Select status, such as Active, Inactive, Obsolete, or Spare.

Commodity

Select the commodity code assigned to this item.

Critical

Indicate whether the item is critical.

Serialized

Indicate whether the item is serialized.

Sole Source

Indicate to use sole sourcing and its expedited purchase process for stock replenishment.

Active

Indicate whether the item is active in the system.

Area

Select the area where the item is used.

Lead Days

Enter number of lead days required for item.

Initial Location

The initial bin location of the item.

Inventory

On Hand

The current on-hand quantity in inventory.

Reserved

The current reserved quantity.

Available

The total quantity on hand at all bin locations within a site, minus the quantity on reserve.

Short

The total quantity reserved in all open stores requisitions beyond the current on-hand quantity availability.

Planned Order

The planned order quantity.

On Order

The total quantity of an item from all purchase orders with that item listed.

Date Created

The date when the record was created.

Physical Due

The date of the next required physical inventory. You can search or filter for items by this date.

Last Physical

The date of the last physical cycle count for the item.

Last Received

The date the item was last received from a purchase order.

Last Issue

The date that this item was last issued from inventory.

Notify At or Below

The amount at which the system will send an email to the Notify user.

Reorder Point

Enter the amount at which the item should be reordered. If you enter an amount in this field, you can run stock replenishment routines based on the reorder point. You can also set the system to send an email to the Notify user for the item if it is at or below reorder point.

Min Ord Qty

The minimum economical amount to order.

Safety Stock

Enter the minimum quantity to keep on hand. The stock replenishment can be run to display all items at or below safety stock or reorder point. If the item is at or below the safety stock level, the system can be set to send an e-mail to the Notify user for the item.

Mgt Max Qty

The optimal amount to stock through stock replenishment, a quantity pre-set by management. This amount represents the minimum economical amount to order.

Order Unit

The unit quantity for an order. Typically, this represents the vendor-designated minimum order quantity required to purchase the item.

Issue UOM

The unit of measure (UOM) used when issuing the item.

Order UOM

The unit of measure (UOM) used when ordering the item.

Weight

The weight of the item.

Weight UOM

The weight unit of measure for this item (for example, pounds or kilograms).

Options

Consignment

Indicate that item is consigned from a vendor.

Auto Issue

Indicates whether to auto issue and expense this non-inventoried item on receipt.

Add to BOM

Indicates whether to add the item to the equipment BOM on issue.

Tax

Fiscal Class

This field is specific to legal documents implementation for Brazil. Enter a mandatory tax code defined by the Brazilian government to help identify materials and determine their corresponding tax rates.

Taxable

Select to indicate item is taxable.

Tax Usage

Indicate tax usage for the item to the requisition.

Tax Class

Enter a tax class. Tax classes group items taxed at specific rates or that are tax-exempt.

Cost

Enter accounting data for the item.

Inventory

Typically, you leave Inventory fields blank, unless you intend to debit accounting data that is different from the system default upon receipt.

Inventory Department

Transfer the inventory value upon receipt of the item to this inventory department code.

Inventory Cost Center

Transfer the inventory value upon receipt of the item to this cost center.

Inventory Account

Transfer the inventory value upon receipt of the item to this account.

Inventory Sub Account

The sub-account to which the item's inventory value is associated.

Adjustment

Typically, you leave Adjustment fields blank, unless you intend to debit accounting data different from the system default upon receipt.

Adjustment Department

The department affected by an inventory adjustment transaction.

Adjustment Cost Center

The cost center affected by an inventory adjustment transaction, manually or through Physical Inventory. This cost center overrides the system default adjustment cost center.

Adjustment Account

The account number affected by an inventory adjustment transaction, manually or through Physical Inventory. This account overrides the system default adjustment account.

Adjustment Sub Account

The sub-account number affected by an inventory adjustment transaction, manually or through Physical Inventory.

Primary Expense

Enter the primary expense account information. When an item is not charged directly to a project, equipment, or work order, it is charged to the primary expense account.

Consignment Inventory***Inventory Department***

The consignment inventory department for any adjustments of the vendor-owned stock for this item.

Inventory Cost Center

The consignment inventory cost center used for any adjustments of the vendor-owned stock for this item.

Inventory Account

The consignment inventory account used for any adjustments of vendor-owned stock for this item.

Inventory Sub Account

The consignment inventory sub-account used for any transactions that occur for the vendor-owned stock for this item.

Consignment Adjustment***Adjustment Department***

The consignment adjustment department for any adjustments of the vendor-owned stock for this item.

Adjustment Cost Center

The consignment adjustment cost center used for any adjustments of the vendor-owned stock for this item.

Adjustment Account

The consignment adjustment account used for any adjustments of vendor-owned stock for this item.

Adjustment Sub Account

The consignment adjustment sub-account used for any transactions that occur for the vendor-owned stock for this item.

Miscellaneous

Type

Select the type for filtering purposes.

Notify

Select the employee to notify regarding changes.

Catalog

Select the catalog, which is a broad grouping to use in filtering.

Sub Catalog

Select the sub-catalog, which consists of types in the catalog, used for grouping within the catalog.

Class

Select the class for filtering purposes.

Planner

Select the employee name or code for the planner.

MSDS No

Select a code number for a MSDS (Material Safety Data Sheet) description.

Size

Select the size (for example: large, medium, or small).

ABC Class

Specify the A, B, or C class for cycle count planning.

Purchase Order Text

Enter text about purchase order.

Requisition Notes

Enter requisition notes here.

Item Status Codes

Use Item Status to define status codes to associate with items in the Item view. Status codes indicate where an item is in its life cycle from planning through design, production, and obsolescence.

Item status codes can restrict which transactions can occur for a particular item. When you process an item transaction, the system checks the item's status code to verify that the transaction is not restricted. If it is, an error message displays and you cannot proceed. You can restrict both inventory and non-inventory transactions. However, some inventory transactions are required by the system and cannot be restricted.

You might want to set up a blank item status code to use for active items without restricted transactions.

Transaction Types

The following transaction types are used exclusively to prevent or allow actions in the system. However, since no inventory movement occurs, a transaction history record is not created. These types are listed in the format Transaction Type: Description.

- ADD-FC: Create a forecast
- ADD-PO: Order item on a purchase order
- ADD-PS: Create a product structure relationship
- ADD-RE: Create a repetitive schedule
- ADD-RMA: Add an item to a receipt line on a service/support RMA
- ADD-SEO: Order an item on a material order
- ADD-SO: Order an item on a sales order
- ADD-SQ: Order an item on a sales quote
- ADD-WO: Create a work order for an item
- INC-PS: Create a product structure relationship by incorporating a PCO
- ISS-RMA: Receive an item into inventory on a service/support RMA
- REL-WO: Release a work order

Not every inventory transaction can be restricted. The transactions that you can restrict for an item status code are:

- CUM-RRES ISS-RV RCT-RS
- CUM-SRES ISS-SO RCT-SOR
- CYC-CNT ISS-TR RCT-TR
- CYC-ERR ISS-UNP RCT-UNP
- CYC-RCNT ISS-WO RCT-WO
- ISS-DO RCT-DO RJCT-WO
- ISS-GIT RCT-GIT WIP-ADJ
- ISS-PRV RCT-PO

The following transactions are required by the system. You cannot prevent them from occurring, even when you indicate them as restricted for an item status code.

- CST-ADJ ISS-FAS PLCG-ADJ WO-CLOSE
- CUM-RADJ ORD-PO RCT-CHL
- CUM-SADJ ORD-SO RCT-FAS
- ISS-CHL ORD-SEO TAG-CNT

If you need to restrict these transactions, set up menu security for the functions that generate them.

Booking History

You cannot restrict the ORD-SO, ORD-SEO, or ORD-PO transactions using status codes. Whether these transactions are created in various functions is determined by the following control program settings.

- For sales transactions (ORD-SO), Keep Booking History in Sales Order Control
- For RMAs (ORD-SO), Keep Booking History in RMA/RTS Control
- For contracts (ORD-SO), Keep Contract History in SSM Accounting Control

- For material orders (ORD-SEO), Keep Booking History in Material Order Control
- For purchase orders (ORD-PO), Keep Booking History in Purchasing Control

Use the different ADD transactions to prevent items with a given item status from being added to orders as issue or receipt lines.

- Restrict the ADD-SO transaction for sales orders, contracts, and RMA issue lines
- Restrict ADD-RMA for RMA receipt lines
- Restrict ADD-SEO for material orders
- Restrict ADD-PO for purchase orders
- Restricting these transactions does not affect shipping or receipts.

RMA Transactions

Use the ISS-SO transactions to restrict shipping for sales order lines as well as RMA issue lines. This restriction is checked by sales order shipping functions, as well as shipments processed in RMA Maintenance and RMA Shipments.

Use the ISS-RMA transaction to restrict RMA receipt lines only. This restriction is checked during receipts processed in both RMA Maintenance and RMA Receipts.

Note that the ISS-RMA transaction is never written to transaction history. The ISS-SO transaction is the only transaction type written to transaction history when sales order or RMA shipments or receipts are processed.

Using the ISS-RMA transaction lets you selectively restrict locations against shipping (ISS-SO), while still letting you receive RMA material into that location (ISS-RMA not restricted). This prevents shipment from a location where potentially discrepant material is stored.

Item Status

Displays a code that can be associated with an item to identify the status of that item.

Item status can be used to restrict activity for an item—preventing you from building an obsolete item. When a transaction is processed for an item, the system checks to verify that this is not a restricted transaction for this item status.

Note: Item status prevents users from entering restricted transactions. It does not prevent system-required transactions such as CST-ADJ, ISS-CHL, and RCT-CHL from occurring, even if you've listed them as restricted for an item status code.

If you need to restrict access to functions that create system transactions—such as cost roll ups, which create a CST-ADJ transaction—you should security-protect the functions, not restrict the transactions.

Status often identifies the engineering status of an item—you may code items as Active, Inactive, Engineering design, Prototype, or Obsolete.

Description

Enter a short description of this item status code. The description prints on most reports and inquiries, as space permits.

In the listing of Restricted Transactions, use the Selected check box to select the restricted transactions.

Product Lines

Use Product Line to define product line codes to group items for reporting, planning, and accounting purposes. You can:

- Select and sort reports by product line.
- Use Product Line Planning and Material Requirements Planning (MRP) or Distribution Planning Requirements (DRP) to plan by product line.
- Track sales, costs, and inventory accounts in the General Ledger (GL) by product line.

At least one product line must be defined before you can enter items. Each item must belong to exactly one product line.

Group items into product lines in a way that best fits your company requirements. For example, if marketing requirements have highest priority, consider product lines that reflect target markets. If manufacturing requirements are more important, consider product lines that reflect production methods.

Review the functions and reports that can be selected by product line and decide how product lines can best be used in your company. Choose a numeric coding scheme so that product lines can be grouped easily for reporting.

The summary panel displays Product Line and Description.

Main

The Main panel includes:

Product Line

Product line codes identify major item and product groupings. Every item/product must be assigned to a product line for planning and accounting purposes. Product lines:

- Group products by similarities of manufacture or application.
- Identify families of products that can be planned in aggregate using Product Line Planning.
- Associate general ledger accounts with groups of products.
- Are used throughout the system for selecting and reporting inventory, planning, and sales history reports.

Product lines group items by production process, for example. In the plastics industry, there may be a product line for blow molded items and another for injection molded items. Or group items by application, creating product lines for raw materials, finished goods, and packaging.

You can select many reports by product line code ranges. You can set up similar types of product lines starting with the same character so that they can be easily aggregated on reports. Product lines are alphanumeric and will sort in alphanumeric sequence, even if you use numbers for product lines. For example lines 1, 2, 3, ..., 10, 11, ..., 20, 21, will sort: 1, 10, 11, ..., 2, 20, 21, ..., 3.

Description

Enter a description of the product line code, usually indicating the type of products it categorizes. The description prints on most reports and inquiries, as space permits.

Taxable

Indicates whether the items in this product line are normally subject to tax.

If selected, tax is normally calculated for items in this product line.

If not selected, tax is not normally calculated for items in this product line.

This value determines the default tax status for new items in this product line, but you can override it for individual items.

Under Global Tax Management, taxes are based on the transaction tax environment, tax usage, and tax class. The tax environment represents the set of tax types that applies to the ship-from and ship-to sites/addresses and the customer tax class.

If Taxable is selected, it does not necessarily mean a tax amount is calculated. You can use tax types and zero-percent tax rates to report tax exemptions.

Tax Class

Enter a tax class previously defined in Tax Class Maintenance. This value determines the default tax class for new items in this product line, but you can override it for individual items.

Tax classes group items taxed at specific rates or that are tax-exempt. Under Global Tax Management, tax classes help determine the default tax environment (set of tax types) for the transaction.

Set Default

The Set Default sub-panel includes:

Default Sub-Account

Enter a valid sub-account code to be used as the default sub-account for all accounts in this program.

Use this feature to quickly change only one part of an account number. The use of this field is determined by the value of the Override Sub-Account field.

If selected, the system overrides all sub-accounts with the sub-account code entered in this field.

If not selected, the system ignores the sub-account code entered in this field. You can override the sub-account code manually regardless of the value of Override Sub-Account.

Default Cost Center

Enter a valid cost center code to be used as the default cost center for all accounts in this program. Use this feature to quickly change only one part of an account number.

The use of this field is determined by the value of the Override Cost Center field. If selected, the system overrides all cost centers with the code entered in this field. If not selected, the system ignores the cost center code entered in this field. You can override the cost center manually regardless of the value of Override Cost Center.

Inventory Accounts

Inventory Acct

Enter the general ledger (GL) account code used to track inventory value for items in this product line. This must be a valid, active account of type Inventory Control. This account defaults from Domain/Account Control.

Inventory transactions include sales order shipments, purchase order receipts, service/support returns and shipments, work order issues and receipts, unplanned inventory issues and receipts, and physical inventory counts. Each of these transactions affects inventory value by creating a GL transaction that either debits (increases) or credits (decreases) the Inventory account.

The account entered here defaults to Inventory Account Maintenance and can be changed for each product line, site, and location. If site/location accounts are defined, inventory transactions use them. Otherwise, product line accounts are used.

Account code is one component of an account number defined in GL setup functions. Other components of an account number are sub-account, cost center, and project. Project codes are not available for all GL transactions. Each component you enter must be valid on its own and in combination with the other account number components.

Use accounts to track company-wide assets, liabilities, equities, expenses, and revenues.

Note: You can enter an allocation code, which represents a set of accounts, in any account field in an operational function. During GL transaction post, the system automatically divides transaction amounts among the set of accounts, based on percentages defined in Op Allocation Code Maintenance.

Inv Discrep Acct

Enter the general ledger (GL) account code used to track inventory discrepancies for items in this product line. This must be a valid, active account of type Standard. This account defaults from Domain/Account Control.

Inventory discrepancies can occur during cycle counts or physical inventory. When the system inventory count does not agree with the physical count, the system count is adjusted. These adjustments are reflected in the inventory value by posting a GL transaction to record the increase or decrease in inventory. An increase debits the Inventory account and credits Inventory Discrepancy. A decrease does the reverse.

If you use Average Cost for your GL cost set, the accounts payable (AP) supplier invoice process can update this account. This occurs when the on-hand inventory quantity is less than the invoice quantity. Variance amounts are prorated on a per unit basis.

- AP Rate Variance (on-hand quantity * per unit variance) is posted to the Inventory account.

- Remaining variance (difference between invoice quantity and on-hand quantity * per unit variance) is posted to the Inventory Discrepancy account.

Therefore, the on-hand inventory per unit cost equals the invoice unit price. The account entered here defaults to Inventory Account Maintenance and can be changed for each product line, site, and location.

If site/location accounts are defined, inventory transactions use them. Otherwise, product line accounts are used.

Account code is one component of an account number defined in GL setup functions. Other components of an account number are sub-account, cost center, and project.

Project codes are not available for all GL transactions. Each component you enter must be valid on its own and in combination with the other account number components.

Use accounts to track company-wide assets, liabilities, equities, expenses, and revenues.

Note: You can enter an allocation code, which represents a set of accounts, in any account field in an operational function. During GL transaction post, the system automatically divides transaction amounts among the set of accounts, based on percentages defined in Op Allocation Code Maintenance.

Scrap Acct

Enter the general ledger (GL) account code used to track scrap for items associated with this product line. Scrap amounts are posted to the GL when work order or quality order rejects are reported.

This must be a valid, active account of type Standard. This account defaults from Domain/Account Control.

The account entered here defaults to Inventory Account Maintenance where it can be changed for individual sites as needed. If scrap accounts are defined for specific site and product line combinations, inventory transactions use them. Otherwise, the generic product line accounts are used.

Account code is one component of an account number defined in GL setup functions. Other components of an account number are sub-account, cost center, and project. Project codes are not available for all GL transactions. Each component you enter must be valid on its own and in combination with the other account number components.

Use accounts to track company-wide assets, liabilities, equities, expenses, and revenues.

Note: You can enter an allocation code, which represents a set of accounts, in any account field in an operational function. During GL transaction post, the system automatically divides transaction amounts among the set of accounts, based on percentages defined in Op Allocation Code Maintenance.

Cost Revalue Acct

Enter the general ledger (GL) account code used to track changes in the value of inventory for items in this product line when item GL costs change. This must be a valid, active account of type Standard. This account defaults from Domain/Account Control.

The account entered here defaults to Inventory Account Maintenance and can be changed for each product line, site, and location. If site/location accounts are defined, inventory transactions use them. Otherwise, product line accounts are used.

When the GL cost of an item changes, the inventory value for that item changes. Cost revaluations are calculated as the change in inventory cost multiplied by the inventory quantity.

- Increases in an item's cost debit the Inventory account and credit the Cost Revalue account.
- Decreases credit the Inventory account and debit the Cost Revalue account.

Account code is one component of an account number defined in GL setup functions. Other components of an account number are sub-account, cost center, and project. Project codes are not available for all GL transactions. Each component you enter must be valid on its own and in combination with the other account number components.

Use accounts to track company-wide assets, liabilities, equities, expenses, and revenues.

Note: You can enter an allocation code, which represents a set of accounts, in any account field in an operational function. During GL transaction post, the system automatically divides transaction amounts among the set of accounts, based on percentages defined in Op Allocation Code Maintenance.

Sales Accounts

Sales Account

Enter the general ledger (GL) account code used to track sales of items in this product line. This must be a valid, active account of type Standard. During invoice post, the system posts the total sales amount less any discounts or tax amounts to the Sales account. This amount is recorded in sales history and used for calculating commissions and terms discounts. The account entered here is used in all sales transactions for items in this product line unless you set up alternate accounts. Define these for specific combinations of product line, site, customer type, and channel in Sales Account Maintenance. Use site-specific sales accounts to track sales by site. Use channel and type-specific sales accounts to further separate sales by distribution channel, such as Retail or Wholesale, or customer type, such as Non-Profit or Government. Assign a default channel in Customer Data Maintenance and type in Customer Create. Site, product line, and channel can be modified on a sales order. The system automatically uses the type of the customer ship-to address. Define this account before you process any miscellaneous sales. Account code is one component of an account number defined in GL setup functions. Other components of an account number are sub-account, cost center, and project. Project codes are not available for all GL transactions. Each component you enter must be valid on its own and in combination with the other account number components. Use accounts to track company-wide assets, liabilities, equities, expenses, and revenues.

Note: You can enter an allocation code, which represents a set of accounts, in any account field in an operational function. During GL transaction post, the system automatically divides transaction amounts among the set of accounts, based on percentages defined in Op Allocation Code Maintenance.

Sales Disc Acct

Enter the general ledger (GL) account code used to track sales discounts given to customers for items in this product line. This must be a valid, active account of type Standard.

During invoice post, the system posts the total sales amount less the extended list price to the Sales Discount account. The account entered here is used in all sales transactions for items in this product line unless you set up alternate accounts. Define these for specific combinations of product line, site, customer type, and channel in Sales Account Maintenance.

Use site-specific sales accounts to track sales by site. Use channel and type-specific sales accounts to further separate sales by distribution channel, such as Retail or Wholesale, or customer type, such as Non-Profit or Government. Assign a default channel in Customer Data Maintenance and type in Customer Create.

Account code is one component of an account number defined in GL setup functions. Other components of an account number are sub-account, cost center, and project. Project codes are not available for all GL transactions. Each component you enter must be valid on its own and in combination with the other account number components.

Use accounts to track company-wide assets, liabilities, equities, expenses, and revenues.

Note: You can enter an allocation code, which represents a set of accounts, in any account field in an operational function. During GL transaction post, the system automatically divides transaction amounts among the set of accounts, based on percentages defined in Op Allocation Code Maintenance.

COGS Material Acct

Enter the general ledger (GL) account code used to track the material portion of cost of goods sold (COGS) for items in this product line. This must be a valid, active account of type Standard.

The account entered here is used in all sales transactions for inventory items in this product line unless you set up alternate accounts. Define these for specific combinations of product line, site, customer type, and channel in Sales Account Maintenance.

Use site-specific sales accounts to track sales by site. Use channel and type-specific sales accounts to further separate sales by distribution channel, such as Retail or Wholesale, or customer type, such as Non-Profit or Government. Assign a default channel in Customer Data Maintenance and type in Customer Create.

When a sales order for inventory items is shipped, both inventory and cost of goods sold accounts are updated using the item's GL cost. For example, if an item has a total GL cost of 10 (5 material, 2 labor, 1 burden, 1 overhead, and 1 subcontract), the system creates the following GL transaction:

- Credit Inventory 10
- Debit COGS Material 5
- Debit COGS Labor 2
- Debit COGS Burden 1
- Debit COGS Overhead 1

- Debit COGS Subcontract 1

Summarize LL Cost into Material Cost in Inventory Accounting Control determines the amount posted to each of the COGS accounts. If this field is selected, all lower-level costs are summed into COGS Material.

Account code is one component of an account number defined in GL setup functions. Other components of an account number are sub-account, cost center, and project. Project codes are not available for all GL transactions. Each component you enter must be valid on its own and in combination with the other account number components.

Use accounts to track company-wide assets, liabilities, equities, expenses, and revenues.

Note: You can enter an allocation code, which represents a set of accounts, in any account field in an operational function. During GL transaction post, the system automatically divides transaction amounts among the set of accounts, based on percentages defined in Op Allocation Code Maintenance.

COGS Labor Acct

Enter the general ledger (GL) account code used to track the labor portion of cost of goods sold (COGS) for items in this product line. This must be a valid, active account of type Standard.

COGS Burden Acct

Enter the general ledger (GL) account code used to track the burden portion of cost of goods sold (COGS) for items in this product line. This must be a valid, active account of type Standard.

COGS Overhead Acct

Enter the general ledger (GL) account code used to track the overhead portion of cost of goods sold for items in this product line. This must be a valid, active account of type Standard.

COGS Subcontract Acct

Enter the general ledger (GL) account code used to track the subcontract portion of cost of goods sold (COGS) for items in this product line. This must be a valid, active account of type Standard.

Purchasing Accounts

Purchases Acct

Enter the general ledger (GL) account code used to track non-inventory purchase expenses for items in this product line. This must be a valid, active account of type Standard.

This field defaults from Domain/Account Control. This account is used only for memo purchases, which are directly expensed, not inventoried, such as repairs. The items are defined in Item Master Maintenance and belong to a product line, but are marked as memo items with a line type of M. When purchase orders for memo items are received, a GL transaction debits the Purchases account and credits Expensed PO Receipts.

When an inventory item is entered on a requisition or purchase order, the system searches for a default Purchases account first in Purchasing Account Maintenance, using the item product line, item site, and supplier type, if available. If an alternate account is not defined, the account defined in Product Line Maintenance is used. If that is not found, the one in Domain/Account Control is used.

Account code is one component of an account number defined in GL setup functions. Other components of an account number are sub-account, cost center, and project. Project codes are not available for all GL transactions. Each component you enter must be valid on its own and in

combination with the other account number components. Use accounts to track company-wide assets, liabilities, equities, expenses, and revenues.

PO Receipts Acct

Enter the general ledger (GL) account code used to track purchase accrual amounts for items in this product line. These items have been received into inventory but have not yet been invoiced, representing an accrued liability.

This must be a valid, active system account of type PO Receipts. This field defaults from Domain/Account Control.

A PO Receipts account can also be associated with a supplier in Supplier Accounts Maintenance and defined for product line, site, and supplier type in Purchasing Account Maintenance.

During transaction processing, the system searches for a default PO Receipts account first in Supplier Accounts Maintenance. If that is not available, it then looks for one defined in Purchasing Account Maintenance, using the item product line, item site, and supplier type. If alternate accounts are not defined, the PO Receipts account defined in Product Line Maintenance is used.

When inventory is received, the system updates the inventory balance and accrues the amount payable. It also applies any overhead and calculates purchase price variance.

Note: If you are using multiple currencies, specify an account set up in base currency to ensure accurate reporting.

Applied overhead amounts are calculated on both manufacturing and purchase order receipts. Any amount in the overhead cost category is multiplied by the quantity received and posted to the Overhead Applied account. Applied overhead is always posted prior to calculating manufacturing method variance or purchase price variance. For example, an item has a GL (standard) cost of 10 cents per unit (9 cents material and 1 cent overhead). If you receive 100 units at a PO cost of 11 cents per unit, the system creates the summarized GL entry:

- Debit Inventory 10
- Debit Purchase Price Variance 2 (11-9)
- Credit PO Receipts 11
- Credit Overhead Applied 1

Account code is one component of an account number defined in GL setup functions. Other components of an account number are sub-account, cost center, and project. Project codes are not available for all GL transactions. Each component you enter must be valid on its own and in combination with the other account number components.

Use accounts to track company-wide assets, liabilities, equities, expenses, and revenues.

Overhead Appl Acct

Enter the general ledger (GL) account code used to track applied overhead for items in this product line.

This must be a valid, active account of type Standard. This field defaults from Domain/Account Control.

During transaction processing, the system searches for a default Overhead Applied account first in Purchasing Account Maintenance, using the item product line, item site, and supplier type. If alternate accounts are not defined, the Overhead Applied account defined in Product Line Maintenance is used.

PO Price Var Acct

Enter the general ledger (GL) account code used to track purchase price variances (PPV) for items in this product line. PPV is the difference between the standard cost of the item and the purchase order cost.

This must be a valid, active account of type Standard. This field defaults from Domain/Account Control.

During transaction processing, the system searches for a default PO Price Variance account first in Purchasing Account Maintenance, using the item product line, item site, and supplier type. If alternate accounts are not defined, the PO Price Variance account defined in Product Line Maintenance is used.

When a purchase order is received, both purchase price variance and overhead applied are posted as:

$$\text{PPV} = [(\text{Total GL Cost} - \text{GL Overhead}) - \text{PO Cost}] * \text{Qty Received} \\ \text{Overhead Applied} = \text{GL Overhead} * \text{Qty Received}$$

For example, an item has a GL cost of 10 dollars per unit (9 dollars material and 1 dollar overhead). If you receive one unit at a PO cost of 11 dollars per unit, the system creates the following GL entry:

- Debit Inventory 10
- Debit Purchase Price Variance 2 = (11-9)
- Credit PO Receipts 11
- Credit Overhead Applied 1

Account code is one component of an account number defined in GL setup functions. Other components of an account number are sub-account, cost center, and project. Project codes are not available for all GL transactions. Each component you enter must be valid on its own and in combination with the other account number components.

Use accounts to track company-wide assets, liabilities, equities, expenses, and revenues.

AP Usage Var Acct

Enter the general ledger (GL) account code used to track accounts payable (AP) usage variances for items in this product line. This must be a valid, active account of type Standard.

This field defaults from Domain/Account Control.

During transaction processing, the system searches for a default AP Usage Variance account first in Purchasing Account Maintenance, using the item product line, item site, and supplier type. If alternate accounts are not defined, the AP Usage Variance account defined in Product Line Maintenance is used. AP variances are split into two components: rate variances and usage variances. Rate variances arise when the price charged by the supplier on the invoice is different from the price quoted on the purchase order. Usage variances arise when the quantity billed on the invoice is different from the quantity received. For example, a PO is issued for 100 units of an item at 11 cents each, but the invoice specifies 110 at 15 cents each. The system creates the following GL entry:

- Debit AP Rate Variance 4.40
- Debit AP Usage Variance 1.10
- Debit PO Receipts 11.00

- Credit Accounts Payable 16.50

Account code is one component of an account number defined in GL setup functions. Other components of an account number are sub-account, cost center, and project. Project codes are not available for all GL transactions. Each component you enter must be valid on its own and in combination with the other account number components.

Use accounts to track company-wide assets, liabilities, equities, expenses, and revenues.

Work Order Accounts

The Work Order Accounts panel includes:

Floor Stock Account

Enter the general ledger (GL) account code used to track work-in-process (WIP) stock adjustments for bulk issue items in this product line. Bulk issue items are identified by setting Issue Policy to No in Item Master Maintenance. This must be a valid, active account of type Standard. This field defaults from Domain/Account Control. Since the cost of bulk issue items is included in the rolled-up GL cost of the finished item, WIP must be adjusted for the cost of these items. Otherwise, this cost would post incorrectly to variance. For example, an item has a rolled-up GL (standard) cost of 10 dollars. The bulk issue components cost 1 dollar. When a work order is received and closed, a GL transaction is created as follows:

- Debit Inventory 10
- Credit WIP 9
- Credit Floor Stock 1

During transaction processing, the system searches for a default Floor Stock account first in Work Order Account Maintenance, using the item product line and item site. If an alternate account is not defined, the account defined in Product Line Maintenance is used.

Account code is one component of an account number defined in GL setup functions. Other components of an account number are sub-account, cost center, and project. Project codes are not available for all GL transactions. Each component you enter must be valid on its own and in combination with the other account number components.

Use accounts to track company-wide assets, liabilities, equities, expenses, and revenues.

Material Usage Var

Enter the general ledger (GL) account code used to track material usage variances for items in this product line.

This must be a valid, active account of type Standard. This field defaults from Domain/Account Control.

When you issue components to a work order, material costs post to work in process (WIP) as the quantity issued multiplied by the GL cost. When the work order is closed, usage variance can be calculated. Usage variance is calculated as the difference between the actual quantity of each component issued and the standard quantity required, multiplied by the GL cost of that component.

During transaction processing, the system searches for a default Material Usage Variance account first in Work Order Account Maintenance, using the item product line and item site. If an alternate account is not defined, the account defined in Product Line Maintenance is used.

Account code is one component of an account number defined in GL setup functions. Other components of an account number are sub-account, cost center, and project. Project codes are

not available for all GL transactions. Each component you enter must be valid on its own and in combination with the other account number components.

Use accounts to track company-wide assets, liabilities, equities, expenses, and revenues.

Material Rate Var

Enter the general ledger (GL) account code used to track material rate variances for items in this product line.

This must be a valid, active account of type Standard. This field defaults from Domain/Account Control.

When you issue components to a work order, material costs post to work in process (WIP) as the quantity issued multiplied by the GL cost of the material. Rate variance is calculated as the difference between the GL cost of materials used and the GL cost of materials required.

The GL cost of each component is copied into the work order bill when the work order is released. Rate variances occur when:

- Costs change after the work order is released.
- Substitute items are used.
- Items are issued from a different site with a different cost structure.

During transaction processing, the system searches for a default Material Rate Variance account first in Work Order Account Maintenance, using the item product line and item site. If an alternate account is not defined, the account defined in Product Line Maintenance is used.

Account code is one component of an account number defined in GL setup functions. Other components of an account number are sub-account, cost center, and project. Project codes are not available for all GL transactions. Each component you enter must be valid on its own and in combination with the other account number components.

Use accounts to track company-wide assets, liabilities, equities, expenses, and revenues.

Mix Variance

Enter the general ledger (GL) account code used to track mix variance amounts for co-product and by-product items in this product line. This must be a valid, active account of type Standard. When a joint order set is closed, mix variance is calculated as the difference between the standard or expected quantity and the actual quantity received, multiplied by the GL cost of that item.

Note: The system calculates expected receipt quantities for co-products and by-products based on the quantity complete method specified in the co/by-product structure. For more information, see the online help for the Quantity Complete Method field in Co/By-Product Maintenance or Process/Formula Maintenance.

This field defaults from Domain/Account Control.

During transaction processing, the system searches for a default Mix Variance account first in Work Order Account Maintenance, using the item product line and item site. If an alternate account is not defined, the account defined in Product Line Maintenance is used.

Account code is one component of an account number defined in GL setup functions. Other components of an account number are sub-account, cost center, and project. Project codes are not available for all GL transactions. Each component you enter must be valid on its own and in combination with the other account number components.

Use accounts to track company-wide assets, liabilities, equities, expenses, and revenues.

Cost of Production

Enter the general ledger (GL) account code used to track indirect production costs for items in this product line. This must be a valid, active account of type Standard.

Reported labor that is not associated with a repetitive schedule or a work order updates the Cost of Production (COP) account. This includes costs for preventive maintenance, cleanup, or meetings. Material issues or subcontract receipts not associated with a manufacturing order also update this account.

Receiving subcontract purchase orders (POs) also debits the COP account. When a work order ID is associated with the PO, this posting is subsequently reversed and the purchase order price is posted to work in process (WIP). When work order ID is blank for the PO, the subcontract price remains in COP.

This field defaults from Domain/Account Control.

The department COP account is used for repetitive downtime and shop floor nonproductive labor-feedback transactions. For unplanned issues and subcontract receipts, the system searches for a default Cost of Production account first in Work Order Account Maintenance, using the item product line and item site. If an alternate account is not defined, the account defined in Product Line Maintenance is used.

Account code is one component of an account number defined in GL setup functions. Other components of an account number are sub-account, cost center, and project. Project codes are not available for all GL transactions. Each component you enter must be valid on its own and in combination with the other account number components.

Use accounts to track company-wide assets, liabilities, equities, expenses, and revenues.

Subcontract Usage Var

Enter the general ledger (GL) account code used to track subcontract usage variance for items in this product line.

This must be a valid, active account of type Standard. This field defaults from Domain/Account Control. During transaction processing, the system searches for a default Subcontract Usage Variance account first in Work Order Account Maintenance, using the item product line and item site. If an alternate account is not defined, the account defined in Product Line Maintenance is used.

When purchase orders are recorded for subcontract operations, the purchase order receipt posts the standard subcontract cost to Work in Process (WIP) and the actual subcontract expense amount to the PO Receipts accrual account. Any variance is posted as a rate variance. When the work order is closed, a usage variance is calculated.

Rate variance is posted as the difference between the purchase order cost and the standard subcontract cost.

Usage variance is an efficiency variance, calculated as the difference between the subcontracted quantities received and the standard subcontract quantity needed to make this work order quantity complete (received or rejected). This variance can be due to yield differences or rework.

Account code is one component of an account number defined in GL setup functions. Other components of an account number are sub-account, cost center, and project. Project codes are not available for all GL transactions. Each component you enter must be valid on its own and in combination with the other account number components.

Use accounts to track company-wide assets, liabilities, equities, expenses, and revenues.

Subcontract Rate Var

Enter the general ledger (GL) account code used to track subcontract rate variance for items in this product line. This must be a valid, active account of type Standard.

This field defaults from Domain/Account Control.

During transaction processing, the system searches for a default Subcontract Rate Variance account first in Work Order Account Maintenance, using the item product line and item site. If an alternate account is not defined, the account defined in Product Line Maintenance is used.

When purchase orders are recorded for subcontract operations, the purchase order receipt posts the standard subcontract cost to Work in Process (WIP) and the actual subcontract expense amount to the PO Receipts account. Any variance is posted as a rate variance. When the work order is closed, a usage variance is calculated.

Note: Separate PO Receipt accounts can be defined by site and supplier type in Purchasing Account Maintenance. A PO Receipts account can also be associated with a supplier in Supplier Accounts Maintenance. If defined there, the supplier account is used in preference over any other account.

Rate variance is posted as the difference between the purchase order cost and the standard subcontract cost.

Usage variance is an efficiency variance, calculated as the difference between the subcontracted quantities received and the standard subcontract quantity needed to make this work order quantity complete (received or rejected). This variance can be due to yield differences or rework.

Account code is one component of an account number defined in GL setup functions. Other components of an account number are sub-account, cost center, and project. Project codes are not available for all GL transactions. Each component you enter must be valid on its own and in combination with the other account number components.

Use accounts to track company-wide assets, liabilities, equities, expenses, and revenues.

Work In Process Acct

Enter the general ledger (GL) account code used to track work in process (WIP) inventory value for items in this product line. This must be a valid, active account of type WIP Control.

This account defaults from Domain/Account Control. During transaction processing, the system searches for a default WIP account first in Work Order Account Maintenance, using the item product line and item site. If an alternate account is not defined, the account defined in Product Line Maintenance is used.

WIP value is updated by component issues, labor reporting, and work order receipts. For closed orders, the accounting close functions calculate and post variances and zero out WIP.

Account code is one component of an account number defined in GL setup functions. Other components of an account number are sub-account, cost center, and project. Project codes are not available for all GL transactions. Each component you enter must be valid on its own and in combination with the other account number components.

Use accounts to track company-wide assets, liabilities, equities, expenses, and revenues.

Method Variance Acct

Enter the general ledger (GL) account code used to track unaccounted manufacturing variances for items in this product line.

This must be a valid, active account of type Standard. This account defaults from Domain/Account Control. During transaction processing, the system searches for a default Method Variance account first in Work Order Account Maintenance, using the item product line and item site. If an alternate account is not defined, the account defined in Product Line Maintenance is used.

This account is used when work orders and cumulative orders are closed. The accounting close functions zero out work in process (WIP), and then calculate and post any variance amounts. Any amount remaining in WIP after material, labor, burden, and subcontract rate and usage variance amounts are calculated is posted to Method Variance.

Account code is one component of an account number defined in GL setup functions. Other components of an account number are sub-account, cost center, and project. Project codes are not available for all GL transactions. Each component you enter must be valid on its own and in combination with the other account number components.

Use accounts to track company-wide assets, liabilities, equities, expenses, and revenues.

Service Accounts

The Service Accounts panel includes:

Service Labor

Enter the general ledger (GL) account code used to track labor expended in activity related to Service/Support Management (SSM) call tracking functions. During processing of labor recorded in Call Activity Recording, the WIP account is debited and Service Labor is credited. This must be a valid, active account of type Standard. This field defaults from Domain/Account Control. Account code is one component of an account number defined in GL setup functions. Other components of an account number are sub-account, cost center, and project. Project codes are not available for all GL transactions. Each component you enter must be valid on its own and in combination with the other account number components. Use accounts to track company-wide assets, liabilities, equities, expenses, and revenues.

Note: You can enter an allocation code, which represents a set of accounts, in any account field in an operational function. During GL transaction post, the system automatically divides transaction amounts among the set of accounts, based on percentages defined in Op Allocation Code Maintenance.

Service Overhead

Enter the general ledger (GL) account code used to track labor burden for activity related to Service/Support Management (SSM) call tracking functions. The standard formula for burden is used, although the number of machines is not relevant in a service context. During processing of labor recorded in Call Activity Recording, the WIP account is debited and Service Overhead is credited. This must be a valid, active account of type Standard. This field defaults from Domain/Account Control. Account code is one component of an account number defined in GL setup functions. Other components of an account number are sub-account, cost center, and project. Project codes are not available for all GL transactions. Each component you enter must be valid on its own and in combination with the other account number components. Use accounts to track company-wide assets, liabilities, equities, expenses, and revenues.

Note: You can enter an allocation code, which represents a set of accounts, in any account field in an operational function. During GL transaction post, the system automatically divides transaction amounts among the set of accounts, based on percentages defined in Op Allocation Code Maintenance.

Service Expense Account

Enter the general ledger (GL) account code used to track service expenses related to Service/Support Management (SSM) call tracking functions.

This must be a valid, active account of type Standard. This field defaults from Domain/Account Control.

During processing of expenses recorded in Call Activity Recording, the WIP account is debited and Service Expense is credited. The cost of inventory issued on an expensed material order (MO) is also debited to this account. An expensed MO uses a charge code to find a charge product line. When the items on the MO are issued, the Service Expense account of the product line is debited and inventory is credited.

Account code is one component of an account number defined in GL setup functions. Other components of an account number are sub-account, cost center, and project. Project codes are not available for all GL transactions. Each component you enter must be valid on its own and in combination with the other account number components.

Use accounts to track company-wide assets, liabilities, equities, expenses, and revenues.

Note: You can enter an allocation code, which represents a set of accounts, in any account field in an operational function. During GL transaction post, the system automatically divides transaction amounts among the set of accounts, based on percentages defined in Op Allocation Code Maintenance.

Expense Due Employee

Enter the general ledger (GL) account code used to track the amounts due to employees for expenses that occur in service activity related to Service/Support Management (SSM) call tracking functions.

When invoices for call activity are posted, this account is debited for the expense amounts recorded in Call Activity Recording and the WIP account is credited.

This must be a valid, active account of type Standard. This field defaults from Domain/Account Control.

Account code is one component of an account number defined in GL setup functions. Other components of an account number are sub-account, cost center, and project. Project codes are not available for all GL transactions. Each component you enter must be valid on its own and in combination with the other account number components.

Use accounts to track company-wide assets, liabilities, equities, expenses, and revenues.

Note: You can enter an allocation code, which represents a set of accounts, in any account field in an operational function. During GL transaction post, the system automatically divides transaction amounts among the set of accounts, based on percentages defined in Op Allocation Code Maintenance

Service Returns

Enter the general ledger (GL) account code used to track the financial impact of items returned for credit in Call Activity Recording.

During processing of returned items recorded in Call Activity Recording, the inventory account is debited and Service Returns is credited.

This must be a valid, active account of type Standard. This field defaults from Domain/Account Control.

Account code is one component of an account number defined in GL setup functions. Other components of an account number are sub-account, cost center, and project. Project codes are not available for all GL transactions. Each component you enter must be valid on its own and in combination with the other account number components.

Use accounts to track company-wide assets, liabilities, equities, expenses, and revenues.

Note: You can enter an allocation code, which represents a set of accounts, in any account field in an operational function. During GL transaction post, the system automatically divides transaction amounts among the set of accounts, based on percentages defined in Op Allocation Code Maintenance.

Deferred Revenue

Enter the general ledger (GL) account code normally used to track deferred revenue for service contracts referencing this product line. Collected revenue is held in a deferred account and is posted periodically over the contract duration.

Note: For deferred revenue, the system uses the product line of the contract type associated with the contract.

This must be a valid, active account of type Standard. This account defaults from Domain/Account Control and defaults to Sales Account Maintenance, where it can be changed for combinations of site, channel, and customer type.

Account code is one component of an account number defined in GL setup functions. Other components of an account number are sub-account, cost center, and project. Project codes are not available for all GL transactions. Each component you enter must be valid on its own and in combination with the other account number components.

Use accounts to track company-wide assets, liabilities, equities, expenses, and revenues.

Note: You can enter an allocation code, which represents a set of accounts, in any account field in an operational function. During GL transaction post, the system automatically divides transaction amounts among the set of accounts, based on percentages defined in Op Allocation Code Maintenance.

Accrued Revenue

Enter the general ledger (GL) account code normally used to track accrued revenue from service contracts that reference this product line. In accrual-basis accounting, revenue is recorded in the period in which it is earned, regardless of whether cash is received in that period.

Note: For accrued revenue, the system uses the product line of the contract type associated with the contract.

This must be a valid, active account of type Standard. This account defaults from Domain/Account Control and defaults to Sales Account Maintenance, where it can be changed for combinations of site, channel, and customer type.

Account code is one component of an account number defined in GL setup functions. Other components of an account number are sub-account, cost center, and project. Project codes are not available for all GL transactions. Each component you enter must be valid on its own and in combination with the other account number components.

Use accounts to track company-wide assets, liabilities, equities, expenses, and revenues.

Note: You can enter an allocation code, which represents a set of accounts, in any account field in an operational function. During GL transaction post, the system automatically divides transaction amounts among the set of accounts, based on percentages defined in Op Allocation Code Maintenance.

Consignment Accounts

The Consignment Accounts panel includes:

SO Consigned In-Transit Acct

Enter the general ledger (GL) account code used to track revenue for consigned inventory that is in-transit to a customer location. This must be a valid, active account of type Inventory Control.

The account code defined in Domain/Account Control defaults to Product Line Maintenance, which in turn defaults to Inventory Account Maintenance. The system always looks for the most specific record first.

Account code is one component of an account number defined in GL setup functions. Other components of an account number are sub-account, cost center, and project. Project codes are not available for all GL transactions. Each component you enter must be valid on its own and in combination with the other account number components.

Use accounts to track company-wide assets, liabilities, equities, expenses, and revenues.

Note: You can enter an allocation code, which represents a set of accounts, in any account field in an operational function. During GL transaction post, the system automatically divides transaction amounts among the set of accounts, based on percentages defined in Op Allocation Code Maintenance.

SO Consigned Inventory Acct

Enter the general ledger (GL) account code used to track revenue for consigned inventory that has been shipped and resides at the customer location. This must be a valid, active account of type Inventory Control.

The account code defined in Domain/Account Control defaults to Product Line Maintenance, which in turn defaults to Inventory Account Maintenance. The system always looks for the most specific record first.

Account code is one component of an account number defined in GL setup functions. Other components of an account number are sub-account, cost center, and project. Project codes are

not available for all GL transactions. Each component you enter must be valid on its own and in combination with the other account number components.

Use accounts to track company-wide assets, liabilities, equities, expenses, and revenues.

Note: You can enter an allocation code, which represents a set of accounts, in any account field in an operational function. During GL transaction post, the system automatically divides transaction amounts among the set of accounts, based on percentages defined in Op Allocation Code Maintenance.

SO Consigned Offset Acct

Enter the general ledger (GL) account code used to track revenue for the deferred receivable associated with consigned shipments. This must be a valid, active account of type Inventory Control.

The account code defined in Domain/Account Control defaults to Product Line Maintenance, which in turn defaults to Inventory Account Maintenance. The system always looks for the most specific record first.

Account code is one component of an account number defined in GL setup functions. Other components of an account number are sub-account, cost center, and project. Project codes are not available for all GL transactions. Each component you enter must be valid on its own and in combination with the other account number components.

Use accounts to track company-wide assets, liabilities, equities, expenses, and revenues.

Note: You can enter an allocation code, which represents a set of accounts, in any account field in an operational function. During GL transaction post, the system automatically divides transaction amounts among the set of accounts, based on percentages defined in Op Allocation Code Maintenance.

PO Consigned Inventory Acct

Enter the general ledger (GL) account code used to track expenses for consigned inventory that has been received. This must be a valid, active account of type Inventory Control. The account code defined in Domain/Account Control defaults to Product Line Maintenance, which in turn defaults to Purchasing Account Maintenance. The system always looks for the most specific record first. Account code is one component of an account number defined in GL setup functions. Other components of an account number are sub-account, cost center, and project. Project codes are not available for all GL transactions. Each component you enter must be valid on its own and in combination with the other account number components.

Note: You can enter an allocation code, which represents a set of accounts, in any account field in an operational function. During GL transaction post, the system automatically divides transaction amounts among the set of accounts, based on percentages defined in Op Allocation Code Maintenance.

PO Consigned Offset Acct

Enter the general ledger (GL) account code used to track deferred expenses for consigned inventory that has been received. This must be a valid, active account of type Inventory Control.

The account code defined in Domain/Account Control defaults to Product Line Maintenance, which in turn defaults to Purchasing Account Maintenance. The system always looks for the most specific record first.

Account code is one component of an account number defined in GL setup functions. Other components of an account number are sub-account, cost center, and project. Project codes are

not available for all GL transactions. Each component you enter must be valid on its own and in combination with the other account number components.

Use accounts to track company-wide assets, liabilities, equities, expenses, and revenues.

Note: You can enter an allocation code, which represents a set of accounts, in any account field in an operational function. During GL transaction post, the system automatically divides transaction amounts among the set of accounts, based on percentages defined in Op Allocation Code Maintenance.

Sites

Use Sites to define records that identify the places where you manufacture or store inventory.

A site can be a distribution center, warehouse, manufacturing facility, or a combination of these.

Inventory control and planning information is maintained by site, including inventory availability, manufacturing methods and costs, sales and purchasing data, manufacturing plans and orders, and forecasts.

Main

Site

Enter a code identifying a site. A site represents a place where inventory is manufactured or stored, such as a distribution center, a warehouse, a manufacturing facility, or any combination of these.

You must define at least one site before setting up items. A blank site is not allowed. All inventory control and planning information is maintained by site, including inventory availability, manufacturing methods and costs, sales, purchases, manufacturing plans and orders, and forecasts.

Each site is associated with a specific general ledger (GL) entity, allowing complete financial results to be maintained and monitored by site or by groups of sites. Each site is also associated with a specific domain, which provides support for processing transactions between different domains, either in a single database or between connected databases.

If the domain associated with the site is your current working domain, then the site type is primary. Otherwise, site type is connection. Connection records do not contain inventory data; they point to the domain where the actual site data is maintained.

A site can be a primary site in one domain only. When you create a new primary site in a multiple database environment, all databases must be connected. The system ensures that the site does not already exist as a primary record in one of the connected databases. If it does or if all databases cannot be connected, an error is generated. Usually each site is split into multiple locations where the inventory is actually stored. In this sense, a site is a group of physical locations such as stockrooms, inspection stations, and shop floors.

Site lookups typically sort by the site code, rather than description. If you have several sites, choose site codes that are easy to recognize. For example, begin all US sites with US.

To calculate taxes, you must set up a corresponding address code for each site in Company Address Maintenance. On taxable transactions, the system uses the site address to select the correct line-item tax environment.

Description

Enter a short description of the site, usually describing the site's location — New York Factory or Brussels Distribution Center. Description prints on most reports and inquiries, as space permits.

Domain

Enter the name of the domain associated with this site. You must specify a valid, active domain to which you have access. The default is your current working domain.

A domain represents a business operation with a single currency and chart of accounts. Each database can have one or more domains. Each domain can include one or more entities, one of which is designated as the primary entity, and one or more sites.

If the domain associated with the site is your current working domain, then the site type is primary. Otherwise, site type is connection. Connection records do not contain inventory data; they point to the domain where the actual site data is maintained.

The domain associated with a site supports processing transactions between different domains, either in a single database or between connected databases. The system determines the database to use based on the value defined in Domain Create.

Entity

Enter the entity associated with this site for managing financial activities. Entity codes identify general ledger (GL) transactions for a specific company within a domain. When a domain includes multiple entities, one must be designated as primary.

Note: The entity you specify cannot have Consolidation set to Yes in Entity Code Create. Only transactions created in the General Ledger module can be created in a consolidation entity. Inventory control and planning information is maintained by site, including inventory availability, manufacturing methods and costs, sales, purchases, manufacturing plans and orders, and forecasts.

When you generate GL transactions, they post to a specific entity, account, sub-account, cost center, and project. The entity associated with a transaction is determined by the site.

A transaction can reference more than one site and possibly more than one entity. Intercompany transfer transactions are automatically created when more than one entity is involved.

Automatic Locations

Enter a code indicating whether locations must be predefined for this site.

You can control whether new inventory locations can be added automatically during an inventory transaction. If this field is set to No, then new locations must be set up first using Location Maintenance. Automatically adding locations is handy, but can get you into trouble because of typographical errors, especially if you allow overissues. If you receive 100 units of an item into location STOCK, the system adds a new location record for STOCK. If you receive an additional 50 units of the same item but accidentally enter the location STOKC, the system displays a warning "Location does not exist" and continues by adding a new location for STOKC.

When overissues are permitted, if you later issue 150 units from STOCK, you will end up with a quantity of -50 in STOCK and +50 in STOKC. If you have few locations, always set Automatic Locations to No. Automatic locations should only be set to Yes if you have complex location identification schemes that have so many combinations they just cannot be predefined. Even then you may consider setting Automatic Locations to No and predefining a few locations. Then use the lot reference field to specify the sub-location, such as the row, shelf, bin, pallet, or spool.

Inspection Location

Enter a code identifying the location where purchased items needing inspection are received.

This field defaults from the Inspection Location field in Purchasing Control and sets the default value for the same field in Item-Site Planning Maintenance when new item-site records are defined.

Note: To update the inspection location in existing item-site records to the one specified for the site, use Inspection Location Update.

This inspection location is used during receipts only when Inspection Required is Yes for the purchase order line item.

During receipts, the system searches for an inspection location in this order:

- The inspection location specified for the site and item in Item-Site Planning Maintenance
- The inspection location defined for the site in Site Maintenance
- The inspection location defined in Purchasing Control

Default Inventory Status

Enter the default inventory status code for all locations created for this site. Inventory status codes determine whether specific inventory balances on hand are available for allocation to sales orders or work orders, are considered available by MRP, and are allowed to go negative.

Inventory status codes also restrict particular transactions at specific locations — you can restrict issues from an inspection location.

Inventory status codes are assigned when items are received by inventory. They can be changed using Inventory Detail Maintenance or Detail Maintenance by Item/Lot. PO Rcpt Status assigns a default inventory status code for purchase order receipts. WO Rcpt Status assigns a default inventory status code to work order receipts.

At least one inventory status code must be defined before you can enter site/item combinations. Set up an initial blank inventory status code that is available and nettable in Inventory Status Code Maintenance. Then set up other inventory status codes as needed.

Additional Information

Declarant

Enter the address code of the declarant who makes Intrastat declarations for inventory movements in and out of this specific site. (The declarant must first be defined in Declarant Maintenance.)

EMT Supplier

When Use Enterprise Material Transfer is Yes in Sales Order Control, this field specifies the default supplier for this site.

When this field is blank, memo items ordered by this site are created as non-EMT memo items. When a valid supplier is specified, memo items are created as EMT memo items.

To determine the default supplier when you enter an order line, EMT processing looks for suppliers in this sequence:

1. The supplier associated with the item/site in Item-Site Planning Maintenance
2. The supplier associated with the item in Item Master Maintenance
3. The EMT supplier specified in Site Maintenance

External Supplier

When you are using the direct allocation feature of Enterprise Material Transfer (EMT), specify whether this site corresponds to a secondary business unit (SBU) in another domain, either in this database or an external connected database.

With direct allocation, the primary business unit (PBU) can make a special, temporary allocation of an EMT sales order or material order line item at the SBU site. When the SBU imports the PBU's EMT purchase order to create a secondary sales order, the system automatically converts this temporary allocation to a general allocation.

No: This is an internal supply site. It does not represent a secondary business unit.

Yes: This site corresponds to an SBU in the domain specified in the Domain field. The PBU can directly allocate the SBU's inventory.

Note: To enable direct allocation, you must set Direct Allocation to Yes in Sales Order Control in the PBU domain.

Transfer Variance Account

Enter the general ledger (GL) account code used to track cost variances for inventory transfers between two sites. This must be a valid, active account of type Standard.

This account defaults from the Transfer Variance account set up in Domain/Account Control, but you can change it.

Inventory activity typically occurs at the site where orders are processed. However, in a multi-site environment, you can ship, receive, or issue inventory from a different site. If the other site has different costs for the item, a variance occurs.

This variance is posted to the Transfer Variance account defined for the item product line and site in Inventory Account Maintenance, if available. Otherwise, the account defined for the site in Site Maintenance is used.

If the two sites are in different entities, an intercompany transaction may also be posted. The system automatically updates costs at both the central and remote sites.

- When the transfer-from and transfer-to sites are in different entities, the system automatically generates the appropriate intercompany balancing entries using the Cross-Company Inventory Control account associated with the current domain and the intercompany codes associated with the entities.
- When the two sites are in the same entity, a balancing debit or credit is posted to the Transfer Clearing account defined in Inventory Accounting Control.

Account code is one component of an account number defined in GL setup functions. Other components of an account number are sub-account, cost center, and project. Project codes are not available for all GL transactions. Each component you enter must be valid on its own and in combination with the other account number components.

Use accounts to track company-wide assets, liabilities, equities, expenses, and revenues.

Note: You can enter an allocation code, which represents a set of accounts, in any account field in an operational function. During GL transaction post, the system automatically divides transaction amounts among the set of accounts, based on percentages defined in Op Allocation Code Maintenance.

Transfer Ownership

When the Supplier Consignment Inventory module is active, you can indicate how consigned inventory should be managed when it is transferred to a specific site. The value you specify for a site determines the default value for new locations created in the site. This default applies both to locations created in Location Maintenance and any locations created by the system when Automatic Locations is Yes.

At the location level, this field has the following effect:

No: Inventory received into the location retains its consigned status.

Yes: Receiving inventory into the location initiates a transfer in ownership. To track the ownership change, RCT-PO and CN-ISS transactions occur in addition to the inventory transfer and receipt. The supplier can now invoice you for the inventory, and general ledger accounts are updated.

When the Supplier Consignment Inventory module is not active, the Transfer Ownership field is disabled.

Transfer of ownership occurs automatically when consigned inventory is issued to work orders, sales orders, or final assembly orders and when unplanned issues occur. Ownership transfer is optional during inventory transfer and receipt.

PO Transit Location

Optionally enter an existing location used to track items on PO shippers that are currently in transit to this site. These are items you own and must pay for before they actually arrive. This field is active only when you are using Logistics Accounting.

Inventory is received into this location by PO Shipper Receipt Into Transit or PO Shipper/Invoice Maintenance and transferred out of this location by PO Shipper Receipt.

Ensure that the inventory status codes assigned to this location are set to not available, since the items are still in transit, and not nettable. Otherwise, MRP will consider supply in that location twice: once for the scheduled receipt and again for the nettable quantity in the location. You can also restrict transactions to prevent inventory from being inadvertently issued from the transit location by other QAD programs.

To track in-transit goods separately in the General Ledger, use Inventory Account Maintenance to specify an inventory account for the transit location.

Use Plan/Sched Workbenches

Indicate whether to use planned or scheduled workbenches.

Site Security

Use Site Security to specify user IDs or roles that can update data associated with a specific site.

A user's ID or role must be specified here so that the user can update data for a site.

If you do not set up an access record for a site, by default all users and roles have access.

Main

Site

Enter a code identifying a site. A site represents a place where inventory is manufactured or stored, such as a distribution center, a warehouse, a manufacturing facility, or any combination of these.

User IDs/Roles

Enter the user IDs or roles for the specified site.

UM Conversions

Use UM Conversions to associate conversion factors with selected items.

With UM Conversions, for a given item, you can specify the unit of measure, an alternate unit of measure, and a conversion factor.

Main

Unit of Measure

Enter the unit of measure.

Alternate UM

Enter the alternate unit of measure.

Item Number

Enter the item number.

UM Conversion

Enter the unit of measure conversion.

Other Data

Other miscellaneous functions include Master Notes.

Master Notes

Use Master Notes to store standard text information that can be retrieved later in various functions throughout the system. Notes can be retrieved for use by reference code, type, language, and page number.

Text can be reviewed on screen or printed, but master notes primarily associate text with specific transactions for printing on reports and documents.

You can use the Master Reference field to associate notes with items, customers, or suppliers by entering these codes in the reference field. Store sales and purchase order notes with Type blank and Language equal to the customer or supplier language to print notes in the relevant language.

Sales and Purchasing

You can enter transaction notes on both order headers and line items:

- Header notes might include shipping instructions, customs declarations
- Line item notes can include item descriptions, specifications

You can manually enter orders or reference master comment. When you reference master notes, you can modify them as needed for a specific transaction. Each page of transaction notes can be designated printing or nonprinting on each document type. For example, you can specify that page 1 prints on invoices but not packing slips; page 2 only on sales orders.

Service/Support Management

You can enter comments on calls, contracts and RMAs, both at the header and line level.

Work Orders

Associate transaction comments with work orders or work order routings. Work order routing comments default from routing operation comments, which default from standard operation comments, if defined.

Main

Master Reference

Enter a reference code that identifies a master comment. Reference codes typically identify the topic of the comment. For example, reference can be the item number or address code to which the comment text applies.

Reference code, language, type, and page number combine to identify a master comment. All four must be entered to access a particular comment. Comments can be reviewed on the screen, printed, or attached to transactions such as sales orders or purchase orders.

Develop a consistent coding scheme that helps users find the comments they want. For example, code comments for sales or purchase order headers with Reference set to the customer or supplier address code and Language set to the customer or supplier language. Code comments for line items with Reference set to the item number. This speeds up order entry, since these are the default values the screen displays.

Language

Enter the code identifying the comment text language. Leave blank if you are not using multiple languages.

Reference code, language, type, and page number combine to identify a master comment. All four must be entered to access a particular comment. Comments can be reviewed on the screen, printed, or attached to transactions such as sales orders or purchase orders.

If you are using multiple languages, consider storing customer, supplier, and item comments in each language. During order entry, transaction comment language code defaults to the language code of the customer or supplier, which simplifies and speeds up data entry.

Type

Enter an optional type code. Use type codes to group similar comments. For example, Type can identify the source or use of the comment. Type can be left blank. This field is validated against codes set up in Generalized Codes.

Reference code, language, type, and page number combine to identify a master comment. All four must be entered to access a particular comment. Comments can be reviewed on the screen, printed, or attached to transactions such as sales orders or purchase orders.

If you choose to use type codes, be careful to assign them consistently. This will help users find the exact comments they need during transaction processing.

It saves time during data entry to leave Type blank for comments used on sales order or purchase order transactions, since the transaction comment Type field defaults to blank.

Page

Enter a page number to retrieve master comment text or add new text to this page. Each comment can have up to 99 pages of text, identified and accessed by page number.

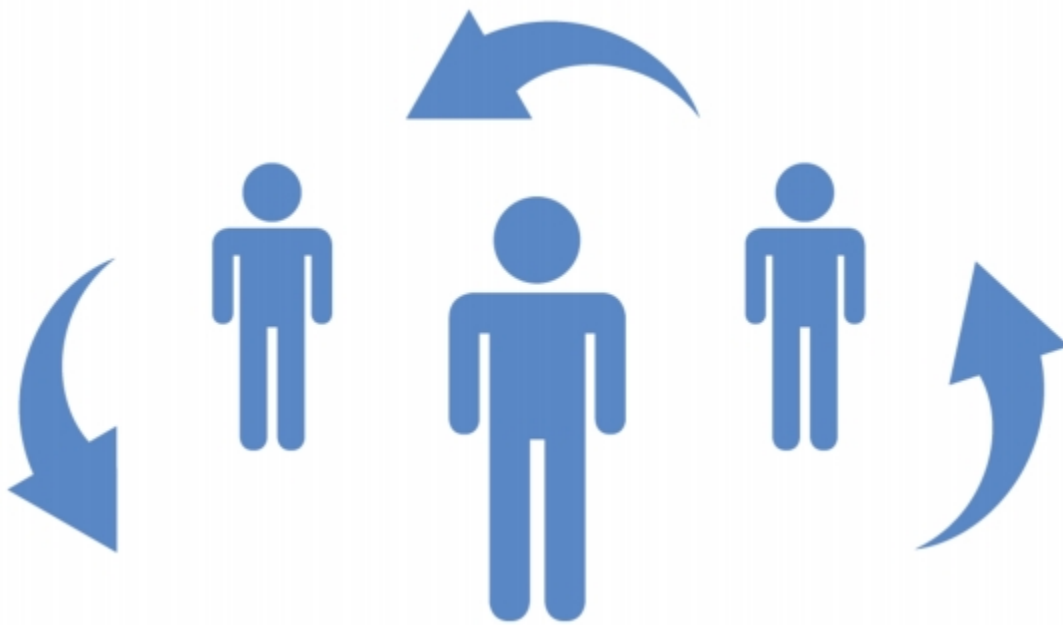
Reference code, language, type, and page number combine to identify a master comment. All four must be entered to access a particular comment. Comments can be reviewed on the screen, printed, or attached to transactions such as sales orders or purchase orders.

Use page numbers to organize information. For example, page 1 is always shipping instructions; pages 90-99 are reserved for internal use. On transactions, users can select the relevant subset of text pages; for example, pages 1, 4, and 7 only.

Master Notes

Enter text in the expandable panel.

Customer Management



QAD Customer Management supports all phases of the customer lifecycle from acquiring customers, through managing orders, pricing, and fulfillment.

Sales

Sales includes managing sales-related activities, including sales quotes, sales orders, salespersons, and more.

Salespersons

Use Salespersons to set up salesperson codes. Associate each salesperson code with a business relation for address and tax details.

Salesperson codes reference business relations for address and tax details. Creating a salesperson creates an operational address record. These records are stored in a single database table and distinguished by a list type. Salespersons have the slsprsn operational address list type and reference the headoffice address type of the specified business relation.

Main

Enter the salesperson information.

Salesperson

Enter a code to identify a salesperson for operational functions. The salesperson is linked to a business relation for address details. When you add a new salesperson, you can enter a salesperson address code manually or let the system assign one. If you leave salesperson code blank and press Enter, the next number is assigned.

Territory

Enter an optional code grouping salespersons by sales territory. Use territory to select groups of salespersons for reporting, particularly for sales analysis reports.

Business Relation

Enter the business relation to associate with the current record, such as company, salesperson, or carrier.

Commission

Enter the normal commission percentage given on orders taken by this salesperson.

The salesperson commission percentage is the normal rate earned by the salesperson. If no other rates are specified, this rate is displayed as the default when entering a sales quote, order, or invoice referencing this salesperson. You can change the rate manually during entry.

If you define commission percentages by customer or product line in Salesperson Commission Detail, these rates are used instead of the normal salesperson rate.

Salesperson commissions are not posted automatically to Accounts Payable; however, a variety of commission reports are available.

Added Date

Enter the date when this address was entered into the system.

For a new address, the default is the system date. You can override this manually to reflect the actual length of time you have worked with this company or individual.

This field is for reference, identifying how long a particular address has been active.

Address

Enter address information.

Name

Enter the name associated with this address. This is typically a company name (The ABC Company) or the individual's complete name (Mr. David Green).

All non-blank address lines print on formal documents and on most reports and inquiries. Address lines print in the sequence they are entered.

If you are producing 1099 forms for submission to the IRS, the first line of the address must be the street address. This is what prints on the 1099 form.

Sort Name

Enter the sort name for this address. The sort name is used when sorting addresses for reports and inquiries.

The way a name prints on formal documents is often not the way you want to sort addresses on reports. For example, The ABC Company is normally sorted with the A's and Mr. David Green with the G's. Use Sort Name to specify an alternate name for sorting. Sort Name defaults from Name, but you can change it as needed.

Address

Enter the address. All non-blank address lines print on formal documents and on most reports and inquiries. Address lines print in the sequence they are entered.

If you are producing 1099 forms for submission to the IRS, the first line of the address must be the street address. This is what prints on the 1099 form.

City

Enter the city for this address. All non-blank address lines print on formal documents and on most reports and inquiries.

On transactions, the system uses addresses for tax calculations. Under Global Tax Management, the city, county, state/province, postal code, and country help determine the tax environment. Make sure that you spell city, county, and state/province names the same way in tax rate and address records or the applicable tax rates cannot be found.

State

Enter the state for this address.

State

Enter the state for this address.

Zip Code

Enter the postal code or zip code associated with this address.

Postal codes print on all address reports and documents. Some reports can be selected for ranges of postal codes, letting you print reports for specific regions as identified by the postal code.

For Global Tax Management, the postal code is part of the tax zone for the address. On transactions, the ship-to and ship-from tax zones determine the tax environment (set of tax types) used in tax calculations.

County

Enter the county for this address.

Telephone

Enter the telephone number.

Mobile Phone

Enter the mobile phone number.

Fax

Enter the fax number.

E-mail

Enter the e-mail address.

Commission

Add, update, or delete customer and product line commissions for the salesperson.

Customer Code

Enter the code identifying the customer.

Product Line

Enter the product line code.

Commission

Enter the normal commission percentage given on orders taken by this salesperson.

The salesperson commission percentage is the normal rate earned by the salesperson. If no other rates are specified, this rate is displayed as the default when entering a sales quote, order, or invoice referencing this salesperson. You can change the rate manually during entry.

If you define commission percentages by customer or product line in Salesperson Commission Detail, these rates are used instead of the normal salesperson rate.

Salesperson commissions are not posted automatically to accounts payable; however, a variety of commission reports are available.

Sales Quotes

Use Sales Quotes to create and enter sales quotes.

The sales quote is an optional first step in the sales order process; you can enter most of the data that the sales order needs on a sales quote. The system copies the data to the sales order when you release the sales quote. You create a sales quote by entering data in Sales Quotes or by copying an existing quote or sales order.

Actions

The Actions drop-down offers actions you can take for a record or set of records. Individual actions are for individual records and bulk actions are for sets of records that are selected based on browse search criteria and automatically applied required criteria. Bulk actions are only available for a hybrid view in browse-only view mode. For bulk actions, once you select the records and set options, you can simulate or submit the action.

Copy

Choose Actions > *Individual* Copy to copy an existing sales quote to create a new one.

Options

Quote

Indicates the sales quote to be copied.

Sold-To

Enter the customer placing the order.

Quote Date

Indicates the day the quote was created.

Expire Date

Enter the date the quote expires. The system calculates this date by adding the time interval specified in the Days Until Expire field to the quote date. You can override this date.

Reprice

If set to yes, the sales quote will be repriced upon action.

Recalculate Freight

If set to yes, freight costs will be recalculated upon action.

Bill-To

Enter the billing address. This value defaults from the Sold-To field.

Ship-To

Enter the shipping address. This value defaults from the Sold-To field.

Lines to Release

The Lines to Release panel displays the sales quote lines to release.

Release

Choose Actions > *Individual* Release to release a sales quote.

Options

Sales Order

Enter the sales order number uniquely identifying a sales order. You can either manually enter a number or leave it blank for the system to generate a sales number.

Number Format

Enter the number format.

Order Date

Enter the creation date for the sales order. Defaults to the current date.

Confirmed

If set to Yes, the sales quote will release as a confirmed sales order.

Recalculate Freight

If set to Yes, the system will recalculate freight costs.

Lines to Release

The Lines to Release summary grid displays the sales quote lines to be released.

Workflow Options

Print Sales Order

Set this field to Yes to print the sales order upon release.

Release (Bulk)

Choose Actions > *Bulk Release* to release currently listed sales quotes.

Options

Sales Order

Enter the sales order number uniquely identifying a sales order. You can either manually enter a number or leave it blank for the system to generate a sales number.

Number Format

Enter the number format.

Order Date

Enter the creation date for the sales order. Defaults to the current date.

Confirmed

If set to Yes, the sales quote will release as a confirmed sales order.

Recalculate Freight

If set to Yes, the system will recalculate freight costs.

Reprice

Choose Actions > *Bulk Reprice* to reprice sales quote lines.

Options

Check Credit

Set this field to Yes to perform credit checks based on values entered in subsequent fields. Credit-related fields can be updated only when Check Credit is Yes. Set this field to No to skip the credit check.

Set/Clear Action Status

If set to yes and the quote exceeds the customer credit limit, the sales quote action status is updated to the value of New Action Status. If a quote that was on hold is now found to be within the customer credit limit, the action status is cleared.

Recalculate Tax

Set this field to Yes to recalculate taxes when repricing.

New Action Status

This field represents the new action status to be placed on orders that exceed the customer credit limit. If left blank and Set/Clear Action Status is Yes, the system automatically resets the order action status to HD (hold).

Main***Sold-To***

Indicates the customer placing the order.

Ship-To

Enter the shipping address. This value defaults from the Sold-To field.

Quote

Indicates the quote identifier.

Revision

Enter a value identifying the revision level of this quote. When a quote is initially created, revision defaults to zero. Use revision numbers to identify the most current copy of a document.

Purchase Order

Specify the customer purchase order number, if any. Frequently, the customer knows only their own purchase order number—so a cross-reference on your quote can be useful. If PO Required is Yes for the customer, the quote cannot be released to a sales order unless a purchase order number is specified.

Quote Date

Indicates the day the quote was created.

Required Date

Enter the date the customer requires delivery.

Expire Date

Enter the date the quote expires. The system calculates this date by adding the time interval specified in the Days Until Expire field to the quote date. You can override this date.

Promise Date

Enter the date that items are promised to arrive at the customer location.

Pricing Date

Enter the pricing date.

Confirmed Date

Enter the confirmed date.

Follow-Up Date

Enter the follow-up date.

Remarks

Enter brief remarks pertaining to this customer, usually pertaining to the quote, order, or shipping process. Remarks default from the ship-to address, if defined for the customer record.

Taxable

Indicate whether the quote is subject to taxation.

Entered By

Indicates the user that entered the quote.

Quote Options

Quote Options includes additional optional sales quote information.

Ready to Release

Enter Yes or No to indicate whether to create a sales order from this quote. Orders are only created for quotes with a Yes in the release field, matching other selection criteria. Typically, this field is set to Yes when the customer accepts the quote.

Recurring

Enter Yes to allow a quote to be used for a sales order more than once. If the quote is reused on a regular basis, you can enter a cycle code. Recurring quotes can also be used for recurring deliveries or blanket customer orders. Quotes are not considered by MRP.

Last Sales Order

Used for recurring quotes only. Last Sales Order displays the number of the last sales order released from this recurring quote.

Cycle Code

If Recurring is Yes, indicate the frequency you plan on releasing sales orders from this quote. Set up values in Generalized Codes to standardize input.

Release Count

Used for recurring quotes only. While Last Sales Order displays the number of the last sales order released from this recurring quote, Release Count displays how many times this quote has been released to sales orders.

Release Date

Specifies the release date for the quote.

Reason Lost

You can use this field to track sales quotes that did not become sales orders. Predefine codes with Reason Codes. The Sales Quote Reason Lost Report lists quotes by reason lost codes. You can also enter a reason lost code by line item.

Language

Specifies the language for the quote.

Quote Lines

On the Quote Lines panel, you can view, create, edit, and delete quote line records. The quote lines are displayed as a summary grid. Clicking Details on the upper-right corner of the panel brings you to the details of the lines, where you can view and edit the line details.

Creating or editing a quote line in the Summary mode works only on the displayed fields.

The order line details form is in a structure that is similar to Sales Quote panel. It contains the following panels:

- Main Panel
- Shipping Panel
- Billing Panel
- Notes Panel

All the line items in a sales quote are listed in the grid on the left side. The right side displays the detailed information against the selected quote line. When you add a quote line, some of the values for the quote line default from the corresponding panels in the Sales Quote form. You can override them as needed.

Shipping

The Shipping panel contains basic shipping information and some optional shipping features, including consignment and Intrastat options.

Ship-To

This value defaults from and is always identical with the Ship-To field on the Main panel. As you change the ship-to information on a panel, the value on the other panel changes.

Site

Select the site where the items are shipped from. The available sites in the look-up menu depend on the settings on the Site panel of the Item form.

Due Date

The system calculates the default due date by adding the Shipping Lead Time from Sales Orders to the Order Date. You can change this date.

Note: Based on program settings, the system may use Due Date, Required Date, and Promise Date to determine default dates on order lines.

Ship Via

Default carrier name that is set up in Customers, which identifies the preferred carrier for a customer's orders. This value can be overridden.

Partial OK

Specify whether lines on this order can be shipped before all quantities of all items are available. This option defaults to settings from Customers. You can also change it on the Shipping panel.

Print Pack List

This field indicates whether a packing list for this order should be printed.

Other factors such as confirmation, partial shipment, and allocation quantity can also prevent a packing list from printing. In addition, only sales orders with a blank action status are considered. Any other action status indicates that the order is on hold.

To support multi-site shipment, the system does not automatically change this field after a packing list print or after a shipment is processed. However, you cannot print a second packing list when one already exists at a specific site and the order has not shipped yet.

Calculate Freight

Specify whether you want the system to calculate freight charges for this transaction. This field defaults to Yes for new orders and No for existing orders. When orders are shipped, it defaults to Yes if the order has a valid freight list.

If you change the freight terms on an existing order, set this field to Yes to recalculate freight based on the new value.

Note: The system only calculates freight when the Freight List field has a value, regardless of the value of Calculate Freight.

The system calculates site-specific and currency-specific freight charges based on:

- The shipping weight of each item for unit price lists
- The total shipping weight of the applicable items for bulk price lists

Note: The site used in freight calculations is determined by the value of Calculate Freight by Site in Sales Order Accounting Control. If Yes, the line-item site is used. If No, the site entered on the Main panel is used.

Calculated freight charges display on the trailer or are added to the unit price, based on the type of freight terms that apply.

By default, freight calculations use item master shipping weights. These weights can be overridden, if needed. To do this, set Display Weights to Yes. You can also change weight values during shipment, if needed. The system then recalculates freight based on the new weight.

Note: The Calculate Freight setting in Sales Order Shipments has important implications when processing partial shipments. If Yes, the system recalculates freight charges for the specific lines and quantities being shipped based on the freight information from each order line. If No, the system applies the total freight charge from the sales order trailer to the first shipment for the sales order. This occurs even when no charges apply to the specific lines being shipped.

Bill of Lading

BOL number is typically entered during sales order shipment but can also be specified here during SO creation.

Incoterms

Specify an International Commercial Term for this sales order. It identifies where title passes to the buyer and is used to indicate who pays shipping charges.

Allocate Days

Optionally, enter the number of calendar days until cutoff date for allocating sales orders items. Use this field to manually control allocations. In Sales Orders, the system allocates inventory only to line items due within this number of days.

Performance Date

Enter the date originally planned to be the due date. The date entered in the header defaults as the performance date for the line items only when the header Due Date and Performance Date fields are different. If the header dates are the same, the line-item Performance Date field is blank. The header default is blank on both new orders and revised orders. If you enter a date in this field, the system resets the field to blank each time you access the order header. This date does not include transit time and can be used to evaluate the accuracy of shipment due dates.

Freight Minimum Weight

For bulk freight lists, enter the minimum weight for calculating freight charges for the shipment. This field does not apply to unit freight lists. It defaults from the freight data defined for the ship-to customer. Freight charges for shipments that weigh less than the minimum amount are based on this field, not the actual shipment weight.

Freight Terms

Enter the freight term code that applies to this order. This field defaults from the freight data defined for the ship-to customer.

You can also assign freight terms by defining applicable price lists in Price Lists with an amount type of freight. Freight terms from these price lists are applied at the order-line level only when you leave the order Freight Terms field blank or the default freight terms are not manually updated. If you modify the default freight terms, they override the freight terms from the price list. If multiple freight terms apply, the last freight terms are used.

If you leave the header Freight Terms field blank and the system does not find an applicable freight terms price list, an error displays. If you modify the terms on an existing order, you must set Calculate Freight to Yes.

The freight terms type determines how or if freight charges are displayed and calculated.

- **ADD:** Freight is calculated and displayed on the trailer.
- **COLLECT:** Freight is calculated and placed on the trailer. However, the freight charges are not tracked through the Freight Accrued and the Freight Applied accounts. The customer will pay freight charges directly to the freight carrier when the shipment is delivered.
- **INCLUDE:** Freight is calculated, then added to the item's unit price. The price is recalculated after you exit the order line-item screen.
- **PREPAID:** Freight is calculated and tracked through the Sales Freight Accrued and Sales Freight Applied accounts, but not included on the order or customer invoice because it has been prepaid or is already a part of the normal selling price.

Before it applies a freight terms price list, the system verifies that freight charges have been defined for the freight class of the item being priced. If not, the freight list is not used.

Note: If you are using the Logistics Accounting module, the system uses the freight terms to determine whether freight charges are accrued. When the freight terms indicate an accrual level by shipment (type 1 or 2) or by line (type 3 or 5), you are prompted to enter the supplier for the logistics charge associated with the freight terms in Freight Terms Maintenance. You must enter a supplier; otherwise, an error displays. If necessary, you can change the supplier during shipment processing.

Print Sales Order

Specify whether the sales order can be printed.

Logistics Accounting

The Logistics Accounting sub-panel is displayed and editable only when the Logistics Accounting functionality is enabled in Logistics Accounting Control.

Logistics Charge Code

Select a logistics charge code defined in Logistics Charge Code Maintenance. Usually, outbound logistics charges include the cost of freight only. The freight charges are paid to third-party carriers when items are shipped to a customer or another company location.

Logistics Supplier

Optionally enter a default logistics supplier for this logistics charge.

Charge

Enter the charge that is to be paid to the logistics supplier.

Amount

The amount is the calculated freight charge.

Type

Specify the item type (unit or bulk).

Note: Specify item type to determine how the logistics charge amount is calculated. If it is a fixed amount per delivery, choose “bulk.” For variable amounts by quantity, choose “unit.”

Unit of Measure

Specify the unit of measure.

Currency

Specify the currency.

Consignment

The Consignment sub-panel contains options for customer consignment. You can edit the options on this sub-panel only when Consignment is set to Yes on the Main panel.

Consignment Location

Enter the location representing consigned inventory that resides at a customer facility.

In-Transit Location

Optionally enter the location that represents consigned inventory that is in-transit between you and your customer. When you enter a value for a consigned location but not for an in-transit location, inventory ready for shipping is transferred from the inventory location directly to the location representing the customer facility. When you enter an in-transit value, inventory is transferred from the inventory stocking location to the in-transit location. Enter only valid locations set up in Locations.

Note: Assign in-transit and consignment locations an inventory status code with Nettable set to No. Otherwise, MRP considers items in these locations as available to net against open requirements. This understates real demand. Do not use locations defined for customer reserved inventory since this may prevent shipping from occurring.

Maximum Aging Days

Enter the maximum number of days consigned inventory is allowed to be in-transit to a customer facility or remain there after shipment. The default value is 0 (zero), which indicates there is no scheduled aging deadline.

Intrastat

The options on this sub-panel are editable only when the Import/Export option on the Main panel is set to Yes. Most of the options default from the settings in Intrastat Control. (See *QAD Intrastat User Guide* for information on Intrastat.)

Include Memo Items

Enter Yes if you typically create Intrastat history records for memo items. Otherwise, enter No. This value defaults from Intrastat Control. You can override it during order entry.

Correction

Indicate whether this Intrastat data is a correction of previously recorded data. This is a requirement in Italy and the Netherlands.

Original Document

If this Intrastat data is a correction of previously recorded data, enter the ID of the original document this document is correcting. Otherwise, leave the fields blank.

Year/Month

Enter year and month.

Billing

The Billing panel includes the following:

Bill-To

The customer paying the invoice. A single bill-to is assigned when the customer is set up. If no bill-to is assigned, the sold-to customer code is used as the bill-to.

Currency

Currency defaults from the bill-to address. Currency codes identify monetary units and form the basis of exchange rate relationships.

Daybook Set

Enter the code for the set of daybooks that the system will use during invoice post. This defaults from the sold-to customer address. You can change it to a valid value defined in Daybook Sets. If daybooks have been set up by site—based on a setting in Sales Orders—the system verifies that the specified daybook set matches the sales order site. See *QAD Financials User Guide* for details on daybooks.

Channel

Indicates the distribution channel through which this sales quote originated. Channel is used when the system searches for default accounts on this order. Alternate Sales and Sales Discount accounts can be set up in Sales Accounts based on product line, site, channel, and customer type

Project

Enter an optional code identifying the default general ledger (GL) project associated with the sales order. If you specify a value, it defaults to each line item and can be changed as needed. Project codes are one component of an account number defined in GL setup functions. Other components of account numbers are account, sub-account, and cost center code. Project codes are not available for all GL transactions. Each component you enter must be valid on its own and in combination with the other account number components. Although project details are not printed on standard financial statements, project summary and detail transaction reports are available to review project activity. Inventory value, but not physical inventory, can be tracked by project codes.

Discount %

Enter the order discount percentage given to this customer, in addition to price list discounts and discounts for individual line items. The value must be between -99.99 and +99.99. The discount

percentage defaults from Customer Credit Data in Customers. You can modify discount percent during order entry. If the customer qualifies for a larger volume discount, it is used instead. This discount is an order discount, taken off the order total before tax. Salesperson commission and gross margin reports do not reflect order discounts. Neither do sales analysis or other history reports.

Manual Price List

Enter a price list to have it included as a price list candidate when the system selects price lists to consider for this order. By specifying a manual price list, you are only marking it to be considered. The system still determines the best price according to the rules and codes previously set up.

Reprice/Edit

Enter Yes to have the system reprice changed line items. It also reprices line items belonging to the same break category as an item code to which you make a change. If No, you can still reprice each line item individually in the order detail pop-up window. If Reprice is No on the order header and you enter a new line item, the system automatically reprices the new line.

When Reprice/Edit is Yes, you can also:

- Modify the bill of material for an existing configured line item. If you do, the system recalculates the cost and price.
- Update the discount account, sub-account, cost center, and project for an existing line item.

Fixed Price

Indicates whether the prices for items on this order are normally fixed or subject to batch updates due to inflation, commodity repricing, or break quantities. If Yes, Sales Order repricing does not update the line. Fixed Price defaults from the customer ship-to Fixed Price setting, if it exists; otherwise, from the sold-to. The header value of Fixed Price defaults to line items and can be changed on each line.

Line Pricing

Enter Yes to have the system price each line item as it is entered and then display the best price. If No, the system waits until all line items are entered, then prices the order. In either case, if the prices change because of quantity breaks, the system recalculates the price. This setting only affects new orders. If you are maintaining an existing order, this field has no effect.

EDI Invoice

Enter Yes to have the system generate electronic data interchange (EDI) invoice data for this order. You can then select this order to have an invoice sent using Invoice Export. If you do not export invoices using EDI eCommerce, enter No.

If the order customer is defined in Trading Partner Parameter Maintenance, this field defaults from the corresponding Send EDI Invoice field. Otherwise, it defaults to No.

Exporting invoice history can be important if you are using EDI eCommerce in high-volume shipping environments. An invoice is typically created for each shipment. When a trading partner is sent invoices using Invoice Export, you can export many invoices in one batch. This means you can ship repeatedly and export all the invoices later.

Credit

Credit Terms

Enter the credit terms code that applies to this quote. Credit terms default from the bill-to customer. Credit terms codes identify specific types of payment terms. They print on formal documents and determine the payment due date and any discount allowed for early payment.

Credit Terms Interest %

Enter the credit terms interest percent for this order. This field defaults from the credit terms specified.

Action Status

Leave blank if this order can be processed immediately. Any non-blank entry indicates that the order is on hold and no action should be taken until it has been approved. During order entry, the system uses customer-specific parameters, as well as control settings, to perform a credit check. If the system detects that the customer has any credit issue, this field is automatically set to one of the following codes:

- CH: Credit Hold
- FL: Fixed Credit Limit
- HD: Hold
- MD: Maximum Days Exceeded
- TL: Turnover Credit Limit

After an order is saved, you cannot modify a non-blank status on the Sales Order panel. To change or remove the hold status, go to the Sales Order Credit panel.

Prepaid

Indicates the amount of prepayment applied to this sales quote. The amount does not update the GL or customer account balance. Note that a separate cash payment entry must be made to record the payment in Accounts Payable. This can be done by recording a manual non-AP check. A supplier credit note should also be entered to track the prepayment amount. The supplier credit note can be placed on hold and released later when the invoice is received.

Reviewed

Enter Yes to indicate that a credit controller has reviewed the order. When Reviewed is Yes, its effect depends on a setting in Sales Order Accounting Control:

- When Allow Maintenance of Reviewed Orders is Yes, the Reviewed value is for reference only. This order can be updated in the associated maintenance program.
- When Allow Maintenance of Reviewed Orders is No, the order cannot be updated after it has been reviewed.

Sales Order Credit Report let you determine whether orders are included in the report output based on the Reviewed value.

CR Initials

Enter a code identifying the person who approved the credit and terms on this order. This field is for reference only and can appear on selected reports and inquiries. It is validated against predefined

values entered in Generalized Codes. Typically, not all employees are authorized to approve credit. Use generalized codes to restrict entry to approved values.

Credit Card

Specify the credit card that the customer uses to pay for this order.

Tax Settings

The Tax Settings sub-panel includes the following:

Tax Class

Enter a tax class. Tax class defaults from the ship-to address if it is defined for the customer record. Tax classes group customers taxed at specific rates or that are tax-exempt. Under Global Tax Management, tax classes help determine the default tax environment (set of tax types) for the transaction. The header tax class is used as the default for memo items on the order. The tax class for inventory items defaults from Items.

Tax Environment

Specify the tax environment that applies to this order. The system determines a default environment based on:

- The To tax zone, determined by the customer ship-to address. If a customer tax zone is not found, the system uses the tax zone specified in Global Tax Management Control.
- The From tax zone, determined by the order ship-from site. If a tax zone for the ship-from site is not found, the system searches for the zone associated with an environment set up for a blank From tax zone and then the tax environment in Global Tax Management Control. If no environment is defined in the control program, taxes cannot be calculated and errors display.
- The customer tax class, if any. If the customer does not have a tax class, the environment is based on tax zones only.

The tax environment determines which tax types apply to order transactions. The header environment is only a default since the From tax zone may change depending on the site associated with each order line.

Transactions are subject to the tax laws that govern both your company and the customer. Before the system calculates taxes, it determines which taxes (such as state sales tax, local tax, or value-added tax) apply to the addresses that ship and receive the goods.

In Company Address Maintenance, make sure you have a corresponding address code for every shipping site. The system selects tax zones based on addresses, not sites.

Tax Included

This field determines whether the system calculates tax and adds it to the net price or assumes the tax amount is already included in the price.

No: Tax is calculated and added to line-item prices.

Yes: The prices include tax. During line-item entry, the system retrieves the item price, reverse-calculates the tax amount, and displays the item price exclusive of tax. The tax amount is displayed on the Summary sub-panel of Billing panel.

The value of Tax Included defaults from the customer address. The value on the order header defaults to each line item.

Note: The tax rate that applies to the item must have Allow Tax Included set to Yes in Tax Rates for the system to reverse-calculate tax amounts.

In the following example, an item priced at 100.00 includes a 10% tax. The system reverse-calculates the tax and taxable base (item amount before tax) amounts as:

$\text{Tax Rate} * (\text{Item Price} / (1 + \text{Tax Rate})) = \text{Tax Amount}$

$0.10 * (100.00 / 1.10) = 0.10 * 90.90 = 9.09$

$\text{Item Price} - \text{Tax Amount} = \text{Taxable Base}$

$100.00 - 9.09 = 90.91$

Note: For regressive taxation (Global Tax Management method 11), the system calculates the tax amount as simply Tax Rate * Item Price.

Sales analysis commission reporting is based on item price including tax. Accounts Payable and Accounts Receivable payments with credit terms discounts also calculate the discount on item price including tax. For general ledger reporting, the system posts the tax and net item price separately. Since commission reporting uses item price including tax, you may have to adjust your commission structure to reflect this.

Tax Usage

Enter the tax usage code that applies to this order. This field defaults from the customer ship-to address. Tax usage codes identify the normal use of items on this order. Tax usage codes, along with tax class and tax date, determine which tax rates apply to the order. Tax rates may vary depending on the nature of operation of the buyer or seller or on the intended usage of the item. Common tax usage codes are retail, manufacturing, and industrialization. The tax usage code specified on the header defaults to each order line. You can change it for order lines, but not for trailer charges.

Tax Date

The transaction tax date is used to select tax rates. At order entry, the default tax date is the order due date.

Exchange

The Exchange sub-panel is displayed only when the currency of the order is different from the base currency.

Exchange Rate From

Displays the exchange rate of the order currency against a unit of base currency.

Exchange Rate To

Displays the base currency.

Fixed Rate

Specify whether to use a fixed exchange rate.

Salespersons

The Salespersons panel allows you to record the salespersons who contribute this order and the commission percentage that they can get from selling the items in this order.

The commission percentage for a salesperson defaults from the settings in the Salesperson form. You can also overwrite the percentage when maintaining sales orders.

Totals

The Totals panel includes the discount, charges, and tax information of an order. The panel includes three sub-panels: Charges, Taxes, and Summary. In the Summary sub-panel, you can change the discount information and then recalculate the tax and total value using the Recalculate button.

Charges

The Freight, Taxable Freight, and Taxable Special trailer codes default from the settings in Sales Order Accounting Control. The Container Charges and Line Charges default from the line items in the sales order. You can override them, if necessary.

Taxes

The Taxes sub-panel lists the taxes of the order lines and the trailer. The taxes amounts are subject to the tax class and tax environment specified in the order lines and the trailer code selected for the taxable freight.

Summary

The Summary sub-panel displays the calculated line price, discount amount, tax amount, charges amount, and the total order price. On this sub-panel, you can only change the discount percentage. After you change the discount percentage, click Recalculate to update the prices and charges.

Notes

On the Notes panel, you can add, edit, and delete notes attached to the sales order.

In the Notes Details window, you can add the predefined master references to the sales quote. In the Options panel, you can specify whether to print the notes as follows:

- Print On Quote
- Print On Invoice
- Print On Sales Order
- Print On Packing List

Sales Order Credit

Sales Order Credit checks customer liability against credit parameters.

During order entry, the system verifies that the bill-to customer's total current liability does not exceed customer-specific credit parameters.

If the system detects credit issues for a customer, the system place the order on hold by setting the Action Status field to a status code. You can define the status codes in [GeneralizedCodes on page 251](#) and associate them with corresponding credit issues in Sales Orders. The system-defined credit status codes are as follows:

Status Codes	Credit Issues
CH	The bill-to customer is on credit hold.
FL	The customer has exceeded the specified credit limit.
TL	The customer has exceeded the specified turnover credit limit.

Status Codes	Credit Issues
MD	The customer has exceeded the specified maximum days overdue limit.

The Sales Order Credit form allows you to review and maintain credit status for sales orders.

Your company's credit controller can review sales orders, RMAs, or material orders using Sales Order Credit and mark them as reviewed. The reviewed orders can no longer be modified. To disable this feature, set Allow Maintenance of Reviewed Orders to Yes in Sales Order Accounting Control. Credit controllers can also change the credit-related fields, such as action status, credit terms, credit card information, and prepaid value.

Credit

The Credit panel displays the credit settings of the bill-to customer. The main fields on this panel are as the follows:

Action Status

Any non-blank value indicates that the order is on hold and you cannot process the order. You can approve the order by clearing this field.

Reviewed

Select this option to mark it as reviewed. When Allow Maintenance of Reviewed Orders is set to No in Sales Order Accounting Control, you cannot modify a reviewed order.

Credit Control Settings

System behavior related to credit checking varies based on several possible combinations of customer-specific settings defined on the Credit panel in Customers:

- The basis of the credit check can include the customer's total open order balance across all domains, the total AR open item balance, or both.
- Credit checking can be based on a specified maximum currency value or a percentage of the customer's total sales during the previous one-year period. If you do not want to perform credit checks, do not select one of the options in the customer record. See *QAD Financials User Guide* for information on how to set up credit management features.
- The system determines whether any invoices are overdue more than a specified number of days. If such an invoice is found, the customer is considered over-limit.
- Credit checks can take place before an order is entered or modified, after it is completed, or both. Additional control fields let you set similar parameters for invoices.
- The system can be configured to display a warning message during order entry when a specified percentage of the credit limit is reached or allow new orders but automatically place them on credit hold.
- An additional setting lets you put all orders for the customer on credit hold regardless of calculated credit availability.

The Hold Orders Over Credit Limit field in Sales Order Accounting Control determines whether the Action Status field is updated during credit checking. When that option is set to No, the system displays a warning when the credit check fails, but does not put new orders on hold.

Credit Status

QAD includes the following types of customer credit issues:

- Order is on credit hold.
- Fixed credit limit is exceeded.
- Percentage of turnover credit limit is exceeded.
- Invoice is overdue the maximum number of days.

To easily identify the cause for a credit-held order, do the following:

1. Define a specific action status code for each credit issue in Generalized Codes.
2. Specify the defined code for the corresponding credit issue in Sales Order Accounting Control.

You can define the action status codes for the following orders and services:

- Sales Orders/Material Orders/RMA: create codes for the field so_stat
- Sales Quotes: create codes for the field qo_stat
- Contracts/Contract Quotes: create codes for field sa_stat

When Hold Orders Over Credit Limit is set to Yes, the system puts on hold orders for the customers who have any of the listed issues. The Action Status field for orders displays the corresponding code based on the detected credit issue.

The Action Status field displays one code only. When multiple credit issues are detected for a customer, the display of this field depends on the setting of Credit Limit Selection Sequence field in Sales Order Accounting Control. However, all the credit issues that cause the order to be on hold are displayed as warning messages after credit checking.

Sales Orders

A sales order is an agreement to provide a customer with a quantity of a certain item or items at a set price by a set date. In the QAD Web UI, you can use the Sales Orders view to create and manage sales orders.

Navigating Sales Orders

This section focuses on the basic navigation for the Sales Orders screen.

<https://qad.mediasite.com/mediasite/Play/8baa384fb041480fae08f78db1684ee61d> Click for video on sales order navigation.

1. Navigate to Sales Orders from the Menu Bar.
2. Go to the Sales Orders hybrid view to create, modify, or delete an order.
 - Go to the Sales Order Credit option to put a customer on credit hold or to remove a credit hold.
 - Go to the Sales Order Details view to edit existing sales orders. Clicking on the target row to begin your editing.
 - Go to the Sales Order Pricing report to view pricing information about a sales order line.
 - Go to Sales Order Print to print a nicely formatted sales order that can be sent to a customer. Sales Order Print uses the QAD Reporting Framework.

Creating Quick Sales Order

This section focuses on how to create a new sales order.



Click for video on how to create a quick sales order.

1. Click on the menu item Sales Orders and select the Sales Order hybrid view. If your role does not have this menu, simply type in Sales Orders into the search panel and select the hybrid view indicated by the green pencil.

The system opens the Sales Orders screen.

2. Change the view from Default Order to Quick Order in the drop-down list.
3. Click the New button to create a sales order.

The Quick Order screen has three tabs: Main, Order Lines, and Totals.

4. Enter a customer name in the Sold-To line
5. Move to the Order Lines and click the New button. You can:
 - Enter the quantity and product name of the line.
 - Click on the search icon to choose an item from the lookup browse.
6. Define and check discount settings on the Totals tab.

The Order Total is also displayed at the top of the page in the Summary tab, along with the sales order number and action status information, such as potential credit issues with the customer.

7. Click on the Save button to save the sales order.

Editing Sales Orders

This section focus on how to edit sales order details.

<https://qad.mediasite.com/mediasite/Play/9a3cb63b1ab04e3290bb7d9d701e2a7b1d> Click for video on editing sales orders.

1. Navigate to Sales Orders from the Menu Bar.
2. Use the Search function to filter to the existing sales order that you want to edit.
3. Open the sales order by double-clicking it.
4. Set a Sales Order view that best suits your need. You can:
 - Click the Configure Panels Icon to enable hidden tabs.
 - Click the Default View drop-down to view tabs including: Shipping, Billing, Salespersons, and Notes.

5. Click the Details button under Order Lines.

The Sales Order Detail view shows up.

6. In the Main tab of the Sales Order Detail view, you can:
 - Check information such as the Unit of Measure conversion and Site.
 - Enter a manual price list.
 - Go to the Order Line Options to set Detail Allocations, Consume Forecast, and Fixed Price, among others.

You can select the Fixed Price check box to prevent repricing through a batch routine.

7. In the Shipping tab, you can:

- Edit the shipping site, location, and quantity allocation.
- Provide Enterprise Material Transfer (EMT) information.

Click the search icon, clear the search box, and press the search button. Now you can see the direct shipment, from your supplier to the customer, the non-EMT shipment, and the transshipment.

8. In the Charge tab of the Billing panel, you can click the New button to add a new charge type.

9. In the Accounts tab, you can change account information.

10. In the Price Details tab, you can check how the price is derived.

The item price details are managed in Price List Maintenance.

11. Once all the settings are done, click Close to close out the Order Line Detail view.

Copying a Sales Order

This section focuses on how to copy an existing sales order to create a new one.

<https://qad.mediasite.com/mediasite/Play/00c17534537448429554ab0d702e98b11d> Click for video on editing sales orders.

1. Navigate to Sales Orders from the Menu Bar.
2. Select the sales order you want to copy. Click Action and select Copy.

The Sales Order Copy screen opens.

3. Confirm the information in Sold-To, Bill-To, and Ship-To fields. Then, clear the Confirm field and click the Submit button.

If you change the customer, make sure that you change the Sold-To, Bill-To, and Ship-To fields accordingly. This may trigger a tax code change depending on the customer settings.

The system automatically creates an order for the specified customers including the line items from the initial sales order. You can modify and delete the existing sales order lines or add new lines.

4. If you have made modifications, click Save; otherwise, click Close.

A new Sales Order is created.

Item Up and Cross Selling

This section focus on how to validate the up and cross selling settings.

<https://qad.mediasite.com/mediasite/Play/bf3b227978e545f6a04e1bd023158a921d> Click for video on up and cross selling.

1. Open the Item Replacement Up-Sell & Cross Sell report under the Items menu.

You can also search for it in the search box.

A report shows items with up or cross selling settings, and other information such as type, quantity impact, and effective date.

2. Validate all the settings in the report. The settings can be set to be automatically accepted, which may be useful when a product is being phased out.

Picking and Shipping a Sales Order

This section focuses on how to allocate, pick, and ship an item.

1. Navigate to Sales Order > Order Lines.
2. Click the Details button.
3. In the Sales Order Detail view, scroll down to find the Order Line Options panel.
4. Select the Detail Allocations.
5. Scroll further down to Detail Allocation and click Auto-Allocate.

Location Allocation Detail Selection shows the allocated quantity and sources.

You can also manually allocate the item.

6. Click Continue and save the item.
7. Click the Close button to quit the Sales Lines Detail view.
8. Click on Actions and select Pick Inventory.

In order to pick an item, the item has to be detail allocated already.

9. Click Submit and the system creates a picklist.
10. Copy the pre-shipper number from the pop-up message.

This step changes the status of the order from detail allocated to picked.

11. To ship the order, go to the Shipping menu and select the hybrid view of pre-shippers.
12. Click on the search drop down, select ID, equals, and paste the pre-shipper number you copied from the pop-up message. Then, click Search.
13. Click on the Action drop-down and select Confirm.

Confirm tells the system that the items have been taken out of the inventory and are gone.

14. On the Confirm screen, click the Workflow Options and select how you want to invoice the items. Then click Submit.

The system displays the shipper ID of your order.

15. Click OK. You could select to print the invoice right now or later.

The system displays the Order Lines to Invoice view.

16. Click Submit to finish the process.

This means the sales order is deleted, and the invoice goes to Account Receivable.

17. You can also go to the Action menu to allocate, confirm, and reprice sales orders in bulk.

The sales order is allocated, picked, shipped, and invoiced.

Using EMT

Enterprise Material Transfer (EMT) enables you to translate sales orders into purchase orders automatically.

When you add an EMT-forced item to sales order lines, the EMT subpanel under the Shipping panel is available and the Calculate ATP field is disabled on the Shipping panel.

By default, the EMT Supplier and EMT Type fields are from the item EMT settings. If you enforce EMT and save this line, the system ignores the item site and automatically creates a purchase order for a supplier site. The system displays the purchase order number and line number, supplier site, due date, and need date. You can choose a different supplier. The EMT processing is across domains.

If you set the EMT Type field to Non-EMT and click Save for this specific sales order line, the system enforces ATP for ATP-controlled items. The system displays ATP Enforcement dialog. Follow the ATP logic to choose the due date and quantity option.

Visibility at the Primary Business Unit (PBU) of the order status changes from the sourcing site or Secondary Business Unit (SBU) when the order has been shipped.

Sales Orders

Use Sales Orders to create and edit sales orders.

You can quickly create new sales orders and edit existing orders. Everything you need is on this form; you can go to any panel or field by scrolling or using the navigation bar.

A customer sale can begin as a sales order or a sales quote. Both represent offers to sell the customer certain items at a certain price at a certain time. The sales order represents a commitment from the customer to purchase the items, but a sales quote does not.

When a customer accepts a sales quote, the quote is released to a sales order. Information from the sales quote is automatically transferred to the sales order. The quote number is also displayed in the sales order record.

The Sales Order form allows you to create sales orders, view, edit, and delete the existing sales orders. The default view displays all the columns for sales orders. You can configure the columns to display by selecting the desired columns from the Configure Columns drop-down list on the upper-right corner of the Sales Order form.

Note that the Sales Order view includes two system-defined stored views for your convenience:

- Quick Order — the Quick Order view includes only the panels that contain required fields for quickly completing a sales order. These panels include: Main, Order Lines, and Totals.
- Default View — the Default View includes all of the panels and fields for a detailed view of a sales order. These panels include Main, Order Lines, Shipping, Billing, Salespersons, Totals, and Notes.

This topic describes all the actions, panels, and fields included in the Default View.

Actions

The Actions drop-down offers actions you can take for a record or set of records. Individual actions are for individual records and bulk actions are for sets of records that are selected based on browse search criteria and automatically applied required criteria. Bulk actions are only available for a hybrid view in browse-only view mode. For bulk actions, once you select the records and set options, you can simulate or submit the action.

Pick Allocated

Choose Actions > *Individual* Pick Allocated to allocate sales orders for picking.

Options

Shipping Group

Indicates the shipping group associated with the sales order.

Inventory Movement Code

Enter an inventory movement code that can be used for shipments within this shipping group. Inventory movement codes determine the default NRM sequence, carriers, and document format used for the shipment.

Ship Via

Indicates the default carrier name that is set up in Customers, which identifies the preferred carrier for a customer's orders. This value can be overridden.

Carrier

Enter the carrier associated with this sales order.

Carrier Account

Enter the carrier account number associated with this sales order.

Carrier Shipment Reference

Enter a shipment reference associated with this carrier.

Payment Type

Enter the payment type associated with this sales order.

Incoterms

Specify an International Commercial Term for this sales order. It identifies where title passes to the buyer and is used to indicate who pays shipping charges.

Mode of Transport

Enter the mode of transport.

Vehicle ID

Enter the Vehicle ID number associated with the mode of transport.

Document Format

Enter the numerical code indicating the document format type.

Consolidate Shipments

Indicate the number of shipments to be consolidated.

Total Pallets

Enter the total number of pallets to be picked.

Lines to Pick

The Lines to Pick panel displays the sales order lines to be allocated for picking.

Workflow Options***Create***

Indicate whether picked lines should be allocated as Pre-Shipper or Unconfirmed Shipper.

Print Picklist

Set this field to Yes to print the picklist upon allocation.

Ship Allocated

Choose Actions > *Individual* Ship Allocated to allocate completed orders for shipment.

Options

Shipping Ground

Indicates the shipping group associated with the sales order.

Inventory Movement Code

Enter an inventory movement code that can be used for shipments within this shipping group. Inventory movement codes determine the default NRM sequence, carriers, and document format used for the shipment.

Ship Via

Default carrier name that is set up in Customers, which identifies the preferred carrier for a customer's orders. This value can be overridden.

Carrier

Enter the carrier associated with this sales order.

Carrier Account

Enter the carrier account number associated with this sales order.

Carrier Shipment Reference

Enter a shipment reference associated with this carrier.

Payment Type

Indicate the payment type associated with this sales order.

Incoterms

Specify an International Commercial Term for this sales order. It identifies where title passes to the buyer and is used to indicate who pays shipping charges.

Mode of Transport

Enter the mode of transport.

Vehicle ID

Enter the Vehicle ID number associated with the mode of transport.

Document Format

Enter the numerical code indicating the document format type.

Consolidate Shipments

Indicates the number of shipments to be consolidated.

Total Pallets

Enter the total number of pallets to be shipped.

Ship Date

Enter the intended date of shipment for the allocated sales order.

Ship Items

The Ship Items panel displays the sales order lines to be shipped.

Workflow Options

Invoice

Indicate whether you would like to create the invoice for this shipment now, later, or apply a hold status.

Print Shipper

Set field to Yes to print the shipper upon allocation.

Copy

Choose Actions > *Individual Copy* to copy an existing sales order to create a new one.

Options

Order

The sales order number uniquely identifying the sales order you are creating. You can either manually enter a number or leave it blank for the system to generate a sales number.

Number Format

The format determining the sales order number format. If you do not specify a format here, the sales order number is generated based on the numbering rule defined in Sales Orders.

Sold-To

Enter the customer placing the order.

Order Date

The default is the system date. It can be the date the order was entered into the system or the date the customer placed the order.

Purchase Order

Enter the customer purchase order (PO) number related to this sales order, if applicable.

Reprice

Enter Yes to have the system reprice changed line items.

Recalculate Freight

Specify whether you want the system to recalculate freight charges for this transaction.

Bill-To

Enter the billing address for the sales order. This indicates the customer paying the invoice.

Ship-To

Enter the shipping address for the sales order.

Confirmed

Set this field to Yes to copy this sales order as a confirmed sales order.

Lines

The Lines panel displays the sales order lines to be copied.

Copy to Quote

Choose Actions > *Individual* Copy to Quote to copy an existing sales order to a sales quote.

Options

Quote

The sales quote number uniquely identifying the sales quote you are creating. You can either manually enter a number or leave it blank for the system to generate a sales quote number.

Sold-To

Enter the customer placing the order.

Quote Date

Indicates the date the sales quote was created. Defaults to the current date.

Expire Date

Enter the expiration day for the sales quote.

Purchase Order

Enter the customer purchase order (PO) number related to this sales order, if applicable.

Reprice

Enter Yes to have the system reprice changed line items.

Bill-To

The customer paying the invoice. A single bill-to is assigned when the customer is set up. If no bill-to is assigned, the sold-to customer code is used as the bill-to.

Ship-To

Enter the shipping address for the sales quote.

Recalculate Freight

Specify whether you want the system to recalculate freight charges for this transaction.

Lines

The Lines panel displays the sales order lines to be copied to the sales quote.

Allocate

Choose Actions > *Bulk* Allocate to allocate inventory for sales orders.

Options

Allocate Days into Future

Enter the number of calendar days until the cutoff date for allocating sales order items. Use this field to manually control allocations. In Sales Orders, Sales Order Manual Allocations, and Sales Order Auto Allocations, the system allocates inventory only to line items due within this number of days.

Full Orders Only

Set this field to Yes to allocate full orders only. If an order is not considered full, it will remain unallocated.

Full Lines Only

Set this field to Yes to allocate full lines only. If a line is not considered full, it will remain unallocated.

Show Exceptions Only

Set this field to Yes to show all records that could not allocate under the current conditions.

Detail Allocations

Specify whether the system makes detail allocations for the selected sales order lines. If No, the system makes general allocations. This value defaults from Sales Order Control and becomes the default value for line items. If there is inventory in reserved locations for the customers on the sales orders, detail allocation first uses the reserved inventory before allocating from general inventory.

Single Lot Only

This field is only visible if Detailed Allocations is selected. Indicate whether to treat all allocations as single lots, ignoring cross-multiple lots. This overrides the Single Lot flag on individual records.

Newer Lots Only

This field is only visible if Detail Allocations is selected. Indicate whether to allocate only lots with expiration dates newer than the last lot shipped to each specific customer.

Confirm

Choose Actions > *Bulk Confirm* to confirm sales orders or sales order lines.

Options**Allocate**

By default, this option is set to Yes. If Yes, the system allocates inventory to the selected sales orders. If No, the system does not allocate inventory.

Change Promise Date

Specify Yes to change the promise date for the range of sales orders or RMAs you have selected to confirm based on the new due date. Otherwise, enter No. This applies only if the system assigns a new due date based on the value of one of the Change Due Date fields.

The promise date is the due date plus the delivery time entered in Delivery Transit Time Maintenance.

The initial value defaults from the Calculate Promise Date field in Sales Order Control. If the Calculate Promise Date field is set to No, this Change Promise Date option is disabled.

Change Due Dates for ATP Enforcement Warnings

Specify Yes to change the due dates on order lines if ATP is insufficient for items with ATP Enforce set to Warning. The system adjusts the order-line due date to the best possible later due date and confirms the order.

If No and ATP is insufficient, the order is confirmed, and a warning message displays on the report.

By default, this option is set to No.

Change Due Dates for ATP Enforcement Errors

Specify Yes to change the due dates on order lines if ATP is insufficient for items with ATP Enforce set to Error. The system adjusts the order-line due date to the best possible later due date and confirms the order.

If No and ATP is insufficient, the order is not confirmed, and an error message displays on the report.

By default, this option is set to No.

Simulate

Click this button to do simulation before confirming the selected sales order lines. If the simulation results show a success, all the selected sales order lines are confirmed. When conflicts exist, the system displays a warning message.

Confirm

Click this button to confirm the selected sales order lines without simulating the result.

Reprice

Choose Actions > *Bulk Reprice* to reprice sales order lines.

Options

Check Credit

Set this field to Yes to perform credit checks based on values entered in subsequent fields. Credit-related fields can be updated only when Check Credit is Yes. Set this field to No to skip the credit check.

Set/Clear Action Status

If Yes and the order exceeds the customer credit limit, the sales order action status is updated to the value of New Action Status. If an order that was on hold is now found to be within the customer credit limit, the action status is cleared.

New Action Status

This field represents the new action status to be placed on orders that exceed the customer credit limit. If left blank and Set/Clear Action Status is Yes, the system automatically resets the order action status to HD (hold).

Check Credit Hold

Set this field to Yes for the system to check the hold field in the customer record before removing the order from credit hold. If the customer hold is Yes, the hold is not removed. If No, the sales order can be approved even if the customer is on credit hold.

Hold Over Credit Limit

Set this field to Yes for the system to compare the customer balance to the customer credit limit before approving the order. The customer balance includes open invoices and, depending on the value of Include Sales Orders, can optionally include open order balances. Set this field to No to have orders approved even if the customer is over its credit limit.

Set Sales Order to Print

Set this field to Yes to have the system change Print Sales Order to Yes.

Combine Sales Orders

Set this field to Yes to combine sales orders according to specified matching criteria to provide for best pricing based on quantity discounts. Use Match Sold-To, Match Ship-To, and Match Bill-To to specify the combining logic. These three Match fields can be updated only when Combine Sales Orders is Yes.

When this field is No, the system reprices each order individually.

Match Sold-To

Set this field to Yes to combine sales orders with the same Sold-To.

Match Ship-To

Set this field to Yes to combine sales orders with the same Ship-To.

Match Bill-To

Set this field to Yes to combine sales orders with the same Bill-To.

Match PO

Set this field to Yes to combine sales orders with the same PO.

Check Credit

Choose Actions > *Bulk* Check Credit to update the credit status of sales orders.

Options**Set Approvals**

Specify Yes for the system to remove the hold status for selected orders.

Set Holds

Specify Yes for the system to run a credit check on selected orders and assign hold status to those orders that fail.

Check Credit Hold

When used in combination with the Set Holds field, this field specifies whether orders are to be marked on hold when the credit customer is on credit hold. Specify Yes for the system to set the New Action Status field to the value specified when the customer is on credit hold. Otherwise, sales orders are listed with all the credit status information.

When used in combination with the Set Approvals field, this field specifies whether to check the hold field in the customer record before removing an order from credit hold. If you set this field to Yes, the system checks the hold field in the customer record before removing an order from credit hold. If Credit Hold is Yes, the hold cannot be removed. If Credit Hold is No, the system removes the credit hold and approves the order. If you set this field to No, the sales order can be approved even if the customer is on credit hold.

Check Credit Limit

Specify Yes for the system to mark an order on hold when the customer is over its credit limit. Otherwise, sales orders are listed with all the credit status information.

This field can be used in combination with the Set Approvals field. If both fields are Yes, when a customer is over its credit limit, it cannot be approved.

New Action Status

Specify the action status code to be placed on orders that exceed credit limits, or whose customer is on credit hold when Check Credit Hold is Yes. The default is HD (hold). Any non-blank status puts the order on hold.

Maximum Overdue Amount

Specify a maximum overdue amount that the system allows when checking credit limit. When the customer balance minus customer limit does not exceed the maximum overdue amount, the order is not marked with credit hold. When the customer balance minus customer limit exceeds the maximum overdue amount, the order is marked with credit hold when Check Credit Limit is Yes.

Only Orders with Lines Due Before

Specify a due date to only consider order lines that have due dates earlier than the specified date. If an order has no lines due before the specified date, the order is not considered in this credit check bulk action.

Update Orders in All Domains

Specify Yes to update orders for a given shared set customer across domains, although the open order balance considers orders in all domains. If you specify No, the system only updates orders in the current domain.

Revalue Cost

Choose Actions > *Bulk Revalue Cost* to revalue the costs of sales orders.

Main

The Main panel contains the basic information for a sales order. Some elements on the Main panel, such as some date fields, Detail Allocations, Consignment, Confirmed, and Consume Forecast, default to the line items and can be overridden during line item entry.

Sold-To

The customer placing the order.

Number Format

The format determining the sales order number format. If you do not specify a format here, the sales order number is generated based on the numbering rule defined in Sales Orders.

Order

The sales order number uniquely identifying a sales order. You can either manually enter a number or leave it blank for the system to generate a sales order number.

The system generates the number based on the Number Format you choose and the settings in Sales Orders. If you do not specify a number format in Number Format field, the system generates the sales order number following the numbering rule defined in Sales Orders.

Revision

Enter a value identifying the revision level of this order. When an order is initially created, revision defaults to zero. Use revision numbers to identify the most current copy of a document.

Each time the order changes, you can manually increase the revision number by 1. A new copy of the document can be printed listing the current information along with the revision number.

If you are keeping booking history, a complete audit trail of all changes is maintained in transaction history along with the document revision number.

Purchase Order

Enter the customer purchase order (PO) number related to this sales order, if applicable.

You can select information on some reports and inquiries by customer PO. The PO number is passed to Accounts Receivable (AR) when an invoice is posted. The PO number can assist your company in responding to customer inquiries since the customer may know only their purchase order number.

Whether or not this field is required depends on the setting of PO Required in Customers. For service purchases such as contracts, RMAs, and calls, the PO Required field in End Users applies.

A warning displays if the same purchase order number is entered more than once for the same customer. If Use Enterprise Material Transfer is Yes in Sales Orders, a warning also displays when the Purchase Order field is left blank.

Order Date

The default is the system date. It can be the date the order was entered into the system or the date the customer placed the order.

Required Date

Enter the date the customer requires delivery. The default is blank. If you specify a different date than the due date, the system uses the value you enter as the default for new line items. If the header required date is the same as the due date, the line-item default is blank.

Promise Date

Enter the date that items are promised to arrive at the customer location. If you enter a date, it defaults to each new order line.

The header default is blank on both new orders and revised orders. If you enter a date in this field, the system resets the field to blank each time you access the order header.

Pricing Date

Enter the date used to select effective price lists. If you leave this field blank, it defaults from one of the other dates after you finish entering data in the Main panel. See *QAD Master Data User Guide* for more information on sales order pricing.

The date in this field defaults to each line item. You can modify it for individual lines only when Vary Pricing Date by SO Line is Yes in Sales Orders.

Remarks

Enter brief remarks (up to 40 characters) pertaining to this customer, usually pertaining to the order or shipping process. Remarks default from the ship-to address, if defined for the customer record.

Remarks print on formal documents such as sales orders, RMAs, packing lists, and invoices.

Confirmed

When you create a sales order, the Confirmed option defaults from Confirmed Orders in Sales Orders and can be modified. This value then defaults to the line items. When the order is released from a sales quotation, the Confirmed option is set to Yes, by default.

Enter Yes to indicate a firm order. Firm orders can be allocated, consume forecast, and create demand for MRP. Enter No to keep the order unconfirmed. Unconfirmed orders cannot be allocated and are not considered by MRP.

Taxable

Enter Yes if the items on this order are subject to tax; otherwise, enter No. The tax status defaults from the ship-to address if it is defined for the customer record.

For the line-item tax status to default to Yes for an inventory item, do any of the following:

- Set the taxable status for the item to Yes in Base data.
- Set the tax status on the Main panel of the order to Yes.

Under Global Tax Management, taxes are based on the transaction tax environment, tax usage, and tax class. The tax environment represents the set of tax types that applies to the ship-from and ship-to sites/addresses and the customer tax class.

A tax status of Yes does not necessarily mean a tax amount is calculated. You can use tax types and zero-percent tax rates to report tax exemptions.

Entered By

Displays the user ID who entered the sales order.

Order Options

The Order Options sub-panel includes additional, optional settings.

Detail Allocations

Indicates whether the system should make detail allocations for this order. If No, the system makes general allocations. This value defaults from Sales Orders and becomes the default value for line items.

Consume Forecast

Specifies whether the quantity ordered should consume available forecast. If Yes, the order consumes the forecast. If No, the order quantity is considered abnormal and is planned in addition to the forecast. The setting on the Main panel defaults to the line items and can be changed.

Import/Export

The Import/Export field controls whether the Intrastat Data sub-panel is editable in the Shipping panel.

Enter Yes if the order is subject to Intrastat reporting; otherwise, enter No.

This value defaults from the setting in Intrastat Control. You can manually change the value on the Main panel. The value on the Main Panel defaults to the line item.

Note: For the defaulting logic to work correctly, you must associate address records with each site. This is also required for Global Tax Management.

Consignment

Enter Yes if most items on this order are shipped to the customer as consigned inventory. This field has an effect only if you are using the optional Customer Consignment Inventory module. Otherwise, it is for reference only.

When Customer Consignment Inventory is being used and this field is set to Yes, the Consignment sub-panel is available for editing in the Shipping panel of the sales order.

Consignment Orders defaults from Customer Ship-To's/Items if a record exists for the order customer. It sets the default for the same field associated with each line item on the order. You can change it at the line-item level if needed.

EDI PO Acknowledgement

If you use EDI eCommerce to import purchase orders from your customers in electronic data interchange (EDI) format to be converted to sales orders, this field controls whether the system creates a PO acknowledgment for export to the customer using Purchase Order Acknowledgment (35.4.5). If the customer has a record defined in Trading Partner Parameter Maintenance (35.13.10), the value defaults from the Send EDI PO Ack parameter. Otherwise, the default is No.

Language

Enter the language used by the customer on this order. Language defaults from the ship-to address as specified in Customer Ship-to Create.

You can select orders for printing by range of language codes. This lets you use different preprinted forms in different languages.

Master comments are also stored by language. When you update comments during order entry, the system searches for comments stored in the document's language. This lets you quickly access text, such as customs documentation or item descriptions, in the correct language.

Order Lines

On the Order Lines panel, you can view, create, edit, and delete order line records. The order lines are displayed as a summary grid. Clicking Details on the upper-right corner of the panel brings you to the details of the lines, where you can view and edit the line details.

Creating or editing an order line in the Summary mode works only on the displayed fields.

The order line details form is in a structure that is similar to Sales Order panel. It contains the following panels:

- Main Panel
- Shipping Panel
- Billing Panel
- Salespersons Panel
- Notes Panel

All the line items in a sales order are listed in the grid on the left side. The right side displays the detailed information against the selected order line. When you add an order line, some of the values for the order line default from the corresponding panels in the Sales Order form. You can override them as needed.

Shipping

The Shipping panel contains not only the basic shipping information, but also some optional shipping features such as consignment and Intrastat options.

Ship-To

This value defaults from and is always identical with the Ship-To field on the Main panel. If you change the ship-to information on a panel, the value on the other panel changes.

Site

Select the site where the items are shipped from. The available sites in the look-up menu depend on the settings on the Site panel of the Item form.

Due Date

The system calculates the default due date by adding the Shipping Lead Time from Sales Orders to the Order Date. You can change this date.

Note: Based on control program settings, the system may use Due Date, Required Date, and Promise Date to determine default dates on order lines.

Ship Via

Default carrier name that is set up in Customers, which identifies the preferred carrier for a customer's orders. This value can be overridden.

Partial OK

Specify whether lines on this order can be shipped before all quantities of all items are available. This option defaults the settings from Customers. You can also change it on the Shipping panel.

Print Pack List

This field indicates whether a packing list for this order should be printed.

Other factors such as confirmation, partial shipment, and allocation quantity can also prevent a packing list from printing. In addition, only sales orders with a blank action status are considered. Any other action status indicates that the order is on hold.

To support multi-site shipment, the system does not automatically change this field after a packing list print or after a shipment is processed. However, you cannot print a second packing list when one already exists at a specific site and the order has not shipped yet.

Calculate Freight

Specify whether you want the system to calculate freight charges for this transaction. This field defaults to Yes for new orders and No for existing orders. When orders are shipped, it defaults to Yes if the order has a valid freight list.

If you change the freight terms on an existing order, set this field to Yes to recalculate freight based on the new value.

Note: The system only calculates freight when the Freight List field has a value, regardless of the value of Calculate Freight.

The system calculates site-specific and currency-specific freight charges based on:

- The shipping weight of each item for unit price lists
- The total shipping weight of the applicable items for bulk price lists

Note: The site used in freight calculations is determined by the value of Calculate Freight by Site in Sales Orders. If Yes, the line-item site is used. If No, the site entered on Main panel is used.

Calculated freight charges display on the trailer or are added to the unit price, based on the type of freight terms that apply.

By default, freight calculations use item master shipping weights. These weights can be overridden, if needed. To do this, set Display Weights to Yes. You can also change weight values during shipment, if needed. The system then recalculates freight based on the new weight.

Note: The Calculate Freight setting in Sales Orders has important implications when processing partial shipments. If Yes, the system recalculates freight charges for the specific lines and quantities being shipped based on the freight information from each order line. If No, the system applies the total freight charge from the sales order trailer to the first shipment for the sales order. This occurs even when no charges apply to the specific lines being shipped.

Bill of Lading

BOL number is typically entered during sales order shipment but can also be specified here during SO creation.

Incoterms

Specify an International Commercial Term for this sales order. It identifies where title passes to the buyer and is used to indicate who pays shipping charges.

Allocate Days

Optionally, enter the number of calendar days until the cutoff date for allocating sales orders items. Use this field to manually control allocations. In Sales Orders, the system allocates inventory only to line items due within this number of days.

Performance Date

Enter the date originally planned to be the due date. The date entered in the header defaults as the performance date for the line items only when the header Due Date and Performance Date fields are different. If the header dates are the same, the line-item Performance Date field is blank. The header default is blank on both new orders and revised orders. If you enter a date in this field, the system resets the field to blank each time you access the order header. This date does not include transit time and can be used to evaluate the accuracy of shipment due dates.

Freight Minimum Weight

For bulk freight lists, enter the minimum weight for calculating freight charges for the shipment. This field does not apply to unit freight lists. It defaults from the freight data defined for the ship-to customer. Freight charges for shipments that weigh less than the minimum amount are based on this field—not the actual shipment weight.

Freight Terms

Enter the freight term code that applies to this order. This field defaults from the freight data defined for the ship-to customer.

You can also assign freight terms by defining applicable price lists with an amount type of freight. Freight terms from these price lists are applied at the order-line level only when you leave the order Freight Terms field blank or the default freight terms are not manually updated. If you modify the

default freight terms, they override the freight terms from the price list. If multiple freight terms apply, the last freight terms are used.

If you leave the header Freight Terms field blank and the system does not find an applicable freight terms price list, an error displays. If you modify the terms on an existing order, you must set Calculate Freight to Yes.

The freight terms type determines how or if freight charges are displayed and calculated.

- **ADD:** Freight is calculated and displayed on the trailer.
- **COLLECT:** Freight is calculated and placed on the trailer. However, the freight charges are not tracked through the Freight Accrued and the Freight Applied accounts. The customer will pay freight charges directly to the freight carrier when the shipment is delivered.
- **INCLUDE:** Freight is calculated, then added to the item's unit price. The price is recalculated after you exit the order line-item screen.
- **PREPAID:** Freight is calculated and tracked through the Sales Freight Accrued and Sales Freight Applied accounts, but not included on the order or customer invoice because it has been prepaid or is already a part of the normal selling price.

Before it applies a freight terms price list, the system verifies that freight charges have been defined for the freight class of the item being priced. If not, the freight list is not used.

Note: If you are using the Logistics Accounting module, the system uses the freight terms to determine whether freight charges are accrued. When the freight terms indicate an accrual level by shipment (type 1 or 2) or by line (type 3 or 5), you are prompted to enter the supplier for the logistics charge associated with the freight terms in Freight Terms. You must enter a supplier; otherwise, an error displays. If necessary, you can change the supplier during shipment processing.

Print Sales Order

Specify whether the sales order can be printed.

Logistics Accounting

The Logistics Accounting sub-panel is displayed and editable only when the Logistics Accounting functionality is enabled in Logistics Accounting Control.

Logistics Charge Code

Select a logistics charge code defined in Logistics Charge Code Maintenance. Usually, outbound logistics charges include the cost of freight only. The freight charges are paid to third-party carriers when items are shipped to a customer or another company location.

Logistics Supplier

Optionally enter a default logistics supplier for this logistics charge.

Charge

Enter the charge that is to be paid to the logistics supplier.

Amount

The amount is the calculated freight charge.

Type

Specify the item type (unit or bulk).

Note: Specify item type to determine how the logistics charge amount is calculated. If it is a fixed amount per delivery, choose “bulk.” For variable amounts by quantity, choose “unit.”

Unit of Measure

Specify the unit of measure.

Currency

Specify the currency.

Consignment

The Consignment sub-panel contains options for customer consignment. You can edit the options on this sub-panel only when Consignment is set to Yes on the Main panel.

Consignment Location

Enter the location representing consigned inventory that resides at a customer facility.

In-Transit Location

Optionally enter the location that represents consigned inventory that is in-transit between you and your customer. When you enter a value for a consigned location but not for an in-transit location, inventory ready for shipping is transferred from the inventory location directly to the location representing the customer facility. When you enter an in-transit value, inventory is transferred from the inventory stocking location to the in-transit location. Enter only valid locations set up in Locations.

Note: Assign in-transit and consignment locations an inventory status code with Nettable set to No. Otherwise, MRP considers items in these locations as available to net against open requirements. This understates real demand. Do not use locations defined for customer reserved inventory since this may prevent shipping from occurring.

Maximum Aging Days

Enter the maximum number of days consigned inventory is allowed to be in-transit to a customer facility or remain there after shipment. The default value is 0 (zero), which indicates there is no scheduled aging deadline.

Intrastat

The options on this sub-panel are editable only when the Import/Export option on the Main panel is set to Yes. Most of the options default from the settings in Intrastat Control.

Include Memo Items

Enter Yes if you typically create Intrastat history records for memo items. Otherwise, enter No. This value defaults from Intrastat Control. You can override it during order entry.

Correction

Indicate whether this Intrastat data is a correction of previously recorded data. This is a requirement in Italy and the Netherlands.

Original Document

If this Intrastat data is a correction of previously recorded data, enter the ID of the original document this document is correcting. Otherwise, leave the fields blank.

Year/Month

Enter year and month.

Billing

The Billing panel includes the following:

Bill-To

The customer paying the invoice. A single bill-to is assigned when the customer is set up. If no bill-to is assigned, the sold-to customer code is used as the bill-to.

Currency

Currency defaults from the bill-to address. Currency codes identify monetary units and form the basis of exchange rate relationships.

Daybook Set

Enter the code for the set of daybooks that the system will use during invoice post. This defaults from the sold-to customer address. You can change it to a valid value defined in Daybook Sets. If daybooks have been set up by site—based on a setting in Sales Orders—the system verifies that the specified daybook set matches the sales order site. See *QAD Financials User Guide* for details on daybooks.

Channel

Enter an optional code identifying the distribution channel through which this sales quote, order, or invoice originated. Channel is used when the system searches for default accounts on this order. Alternate Sales and Sales Discount accounts can be set up in Sales Account Maintenance based on product line, site, channel, and customer type.

Project

Enter an optional code identifying the default general ledger (GL) project associated with the sales order. If you specify a value, it defaults to each line item and can be changed as needed. Project codes are one component of an account number defined in GL setup functions. Other components of account numbers are account, sub-account, and cost center code. Project codes are not available for all GL transactions. Each component you enter must be valid on its own and in combination with the other account number components. Although project details are not printed on standard financial statements, project summary and detail transaction reports are available to review project activity. Inventory value, but not physical inventory, can be tracked by project codes.

Discount %

Enter the order discount percentage given to this customer, in addition to price list discounts and discounts for individual line items. The value must be between -99.99 and +99.99. The discount percentage defaults from Customer Credit Data in Customers. You can modify discount percent during order entry. If the customer qualifies for a larger volume discount, it is used instead. This discount is an order discount, taken off the order total before tax. Salesperson commission and gross margin reports do not reflect order discounts. Neither do sales analysis or other history reports.

Manual Price List

Enter a price list to have it included as a price list candidate when the system selects price lists to consider for this order. By specifying a manual price list, you are only marking it to be considered. The system still determines the best price according to the rules and codes previously set up.

Reprice/Edit

Enter Yes to have the system reprice changed line items. It also reprices line items belonging to the same break category as an item code to which you make a change. If No, you can still reprice each

line item individually in the order detail pop-up window. If Reprice is No on the order header and you enter a new line item, the system automatically reprices the new line.

When Reprice/Edit is Yes, you can also:

- Modify the bill of material for an existing configured line item. If you do, the system recalculates the cost and price.
- Update the discount account, sub-account, cost center, and project for an existing line item.

Fixed Price

Indicates whether the prices for items on this order are normally fixed or subject to batch updates due to inflation, commodity repricing, or break quantities. If Yes, the Sales Order Reprice action does not update the line. Fixed Price defaults from the customer ship-to Fixed Price setting, if it exists; otherwise, from the sold-to. The header value of Fixed Price defaults to line items and can be changed on each line.

Line Pricing

Enter Yes to have the system price each line item as it is entered and then display the best price. If No, the system waits until all line items are entered, then prices the order. In either case, if the prices change because of quantity breaks, the system recalculates the price. This setting only affects new orders. If you are maintaining an existing order, this field has no effect.

EDI Invoice

Enter Yes to have the system generate electronic data interchange (EDI) invoice data for this order. You can then select this order to have an invoice sent using Invoice Export. If you do not export invoices using EDI eCommerce, enter No.

If the order customer is defined in Trading Partner Parameter Maintenance, this field defaults from the corresponding Send EDI Invoice field. Otherwise, it defaults to No.

Exporting invoice history can be important if you are using EDI eCommerce in high-volume shipping environments. An invoice is typically created for each shipment. When a trading partner is sent invoices using Invoice Export, you can export many invoices in one batch. This means you can ship repeatedly and export all the invoices later.

Credit

The Credit sub-panel includes the following:

Credit Terms

Enter the credit terms code that applies to this order. Credit terms default from the bill-to customer. Credit terms codes identify specific types of payment terms. They print on formal documents and determine the payment due date and any discount allowed for early payment.

Credit Terms Interest %

Enter the credit terms interest percent for this order. This field defaults from the credit terms specified. This header percent sets the default for each line item on the order. You can change line-item interest percent only when Vary Pricing Date by SO Line is Yes in Sales Order Accounting Control. When that field is No, the system automatically updates all line items when the header value is modified. Terms interest is used to calculate an amount to be added to the item list price based on the number of days to pay defined for the credit terms. Terms interest percent is typically used in hyper-inflationary environments. It represents an advance estimate of the gain or loss in the hyper-inflationary currency. When you use terms interest, you can track the interest component of item prices through separate general ledger (GL) postings. For sales orders, the Sales and Accounts

Receivable accounts include the interest component of sales. The included interest amounts are also separately tracked in the GL interest accounts to facilitate reporting requirements such as those of the Financial Accounting Standards Board (FASB). GL terms interest entries are created at invoice post. They post to the SO Interest Accrued and SO Interest Applied accounts defined in Sales Order Accounting Control. The amounts in these accounts are then used to adjust inventory and sales accounts per FASB requirements.

Action Status

Leave blank if this order can be processed immediately. Any non-blank entry indicates that the order is on hold and no action should be taken until it has been approved. During order entry, the system uses customer-specific parameters, as well as control settings, to perform a credit check. If the system detects that the customer has any credit issue, this field is automatically set to one of the following codes:

- CH: Credit Hold
- FL: Fixed Credit Limit
- HD: Hold
- MD: Maximum Days Exceeded
- TL: Turnover Credit Limit

After an order is saved, you cannot modify a non-blank status on the Sales Order panel. To change or remove the hold status, go to Sales Order Credit panel.

Prepaid

The amount of prepayment applied to this sales order. The amount does not update the GL or customer account balance. Note that a separate cash payment entry must be made to record the payment in Accounts Payable. This can be done by recording a manual non-AP check. A supplier credit note should also be entered to track the prepayment amount. The supplier credit note can be placed on hold and released later when the invoice is received.

Reviewed

Enter Yes to indicate that a credit controller has reviewed the order. When Reviewed is Yes, its effect depends on a setting in Sales Order Accounting Control:

- When Allow Maintenance of Reviewed Orders is Yes, the Reviewed value is for reference only. This order can be updated in the associated maintenance program.
- When Allow Maintenance of Reviewed Orders is No, the order cannot be updated after it has been reviewed.

Sales Order Credit Report lets you determine whether orders are included in the report output based on the Reviewed value.

CR Initials

Enter an optional code identifying the person who approved the credit and terms on this order. This field is for reference only and can appear on selected reports and inquiries. It is validated against predefined values entered in Generalized Codes for field so_cr_init, if any. Typically, not all employees are authorized to approve credit. Use generalized codes to restrict entry to approved values.

Credit Card

Optionally specify the credit card that the customer uses to pay for this order.

Tax Settings

The Tax Settings sub-panel includes the following:

Tax Class

Enter a tax class previously defined in Tax Class Maintenance. Tax class defaults from the ship-to address if it is defined for the customer record. Tax classes group customers taxed at specific rates or that are tax-exempt. Under Global Tax Management, tax classes help determine the default tax environment (set of tax types) for the transaction. The header tax class is used as the default for memo items on the order. The tax class for inventory items defaults from Item Master Maintenance.

Tax Environment

Enter the tax environment that applies to this order. The system determines a default environment based on:

- The To tax zone, determined by the customer ship-to address. If a customer tax zone is not found, the system uses the tax zone specified in Global Tax Management Control.
- The From tax zone, determined by the order ship-from site. If a tax zone for the ship-from site is not found, the system searches for the zone associated with an environment set up for a blank From tax zone and then the tax environment in Global Tax Management Control. If no environment is defined in the control program, taxes cannot be calculated and errors display.
- The customer tax class, if any. If the customer does not have a tax class, the environment is based on tax zones only.

The tax environment determines which tax types apply to order transactions. The header environment is only a default since the From tax zone may change depending on the site associated with each order line.

Transactions are subject to the tax laws that govern both your company and the customer. Before the system calculates taxes, it determines which taxes (such as state sales tax, local tax, or value-added tax) apply to the addresses that ship and receive the goods.

In Company Address Maintenance, make sure you have a corresponding address code for every shipping site. The system selects tax zones based on addresses, not sites.

Tax Included

This field determines whether the system calculates tax and adds it to the net price or assumes the tax amount is already included in the price.

No: Tax is calculated and added to line-item prices.

Yes: The prices include tax. During line-item entry, the system retrieves the item price, reverse-calculates the tax amount, and displays the item price exclusive of tax. The tax amount is displayed on the Summary sub-panel of the Billing panel.

The value of Tax Included defaults from the customer address. The value on the order header defaults to each line item.

Note: The tax rate that applies to the item must have Allow Tax Included set to Yes in Tax Rate Maintenance for the system to reverse-calculate tax amounts.

In the following example, an item priced at 100.00 includes a 10% tax. The system reverse-calculates the tax and taxable base (item amount before tax) amounts as:

$\text{Tax Rate} * (\text{Item Price} / (1 + \text{Tax Rate})) = \text{Tax Amount}$

$0.10 * (100.00 / 1.10) = 0.10 * 90.90 = 9.09$

$\text{Item Price} - \text{Tax Amount} = \text{Taxable Base}$

$100.00 - 9.09 = 90.91$

Note: For regressive taxation (Global Tax Management method 11), the system calculates the tax amount as simply Tax Rate * Item Price.

Sales analysis commission reporting is based on item price including tax. Accounts Payable and Accounts Receivable payments with credit terms discounts also calculate the discount on item price including tax. For general ledger reporting, the system posts the tax and net item price separately. Since commission reporting uses item price including tax, you may have to adjust your commission structure to reflect this.

Tax Usage

Enter the tax usage code that applies to this order. This field defaults from the customer ship-to address. Tax usage codes identify the normal use of items on this order. Tax usage codes, along with tax class and tax date, determine which tax rates apply to the order. Tax rates may vary depending on the nature of operation of the buyer or seller or on the intended usage of the item. Common tax usage codes are retail, manufacturing, and industrialization. The tax usage code specified on the header defaults to each order line. You can change it for order lines, but not for trailer charges.

Tax Date

The transaction tax date is used to select tax rates. At order entry, the default tax date is the order due date.

Exchange

The Exchange sub-panel is displayed only when the currency of the order is different from the base currency.

Exchange Rate From

Displays the exchange rate of the order currency against a unit of base currency.

Exchange Rate To

Displays the base currency.

Fixed Rate

Specify whether to use a fixed exchange rate.

Salespersons

The Salespersons panel allows you to record the salespersons who contribute this order and the commission percentage that they can get from selling the items in this order.

The commission percentage for a salesperson defaults from the settings in Salespersons. You can also overwrite the percentage when maintaining sales orders.

Totals

The Totals panel includes the discount, charges, and tax information of an order. The panel includes three sub-panels: Charges, Taxes, and Summary. In the Summary sub-panel, you can change the discount information and then recalculate the tax and total value using the Recalculate button.

Charges

The Freight, Taxable Freight, and Taxable Special trailer codes default from the settings in Sales Order Accounting Control. The Container Charges and Line Charges default from the line items in the sales order. You can override them, if necessary.

Taxes

The Taxes sub-panel lists the taxes of the order lines and the trailer. The taxes amount are subject to the tax class and tax environment specified in the order lines and the trailer code selected for the taxable freight.

Summary

The Summary sub-panel displays the calculated line price, discount amount, tax amount, charges amount, and the total order price. On this sub-panel, you can only change the discount percentage. After you change the discount percentage, click Recalculate to update the prices and charges.

Notes

On the Notes panel, you can add, edit, and delete notes attached to the sales order.

In the Notes Details window, you can add predefined master references to the sales order. In the Options panel, you can specify whether to print the notes as follows:

- Print On Quote
- Print On Invoice
- Print on EMT PO
- Print On Sales Order
- Print On Packing List

Sales Order Detail

Use Sales Order Detail to edit sales order lines.

On the Order Lines panel, you can view, edit, and delete order line records. The order lines are displayed as a summary grid. Clicking Detailson the upper-right corner of the panel brings you to the details of the lines, where you can view and edit the line details.

Creating or editing an order line in the Summary mode works only on the displayed fields.

The order line details form is in a structure that is similar to Sales Order Panel. It contains the following panels:

- Main Panel
- Shipping Panel
- Billing Panel
- Salespersons Panel
- Notes Panel

All the line items in a sales order are listed in the Grid on the left side. On the right side display the detailed information against the selected order line. When you add an order line, some of the values for the order line default from the corresponding panels in Sales Order form. You can override them as needed.

Actions

The Actions drop-down offers actions you can take for a record or set of records. Individual actions are for individual records and bulk actions are for sets of records that are selected based on browse search criteria and automatically applied required criteria. Bulk actions are only available for a hybrid view in browse-only view mode. For bulk actions, once you select the records and set options, you can simulate or submit the action.

Allocate

Choose Actions > *Bulk Allocate* to allocate inventory for sales orders.

Options

Allocate Days into Future

Enter the number of calendar days until the cutoff date for allocating sales order items. Use this field to manually control allocations. In Sales Orders, Sales Order Manual Allocations, and Sales Order Auto Allocations, the system allocates inventory only to line items due within this number of days.

Full Orders Only

Set this field to Yes to allocate full orders only. If an order is not considered full, it will remain unallocated.

Full Lines Only

Set this field to Yes to allocate full lines only. If a line is not considered full, it will remain unallocated.

Show Exceptions Only

Set this field to Yes to show all records that could not allocate under the current conditions.

Detail Allocations

Specify whether the system makes detail allocations for the selected sales order lines. If No, the system makes general allocations. This value defaults from Sales Order Control and becomes the default value for line items. If there is inventory in reserved locations for the customers on the sales orders, detail allocation first uses the reserved inventory before allocating from general inventory.

Single Lot Only

This field is only visible if Detailed Allocations is selected. Indicate whether to treat all allocations as single lots, ignoring cross-multiple lots. This overrides the Single Lot flag on individual records.

Newer Lots Only

This field is only visible if Detail Allocations is selected. Indicate whether to allocate only lots with expiration dates newer than the last lot shipped to each specific customer.

Confirm

Choose Actions > *Bulk Confirm* to confirm sales orders or sales order lines.

Options

Allocate

By default, this option is set to Yes. If Yes, the system allocates inventory to the selected sales orders. If No, the system does not allocate inventory.

Change Promise Date

Specify Yes to change the promise date for the range of sales orders or RMAs you have selected to confirm based on the new due date. Otherwise, enter No. This applies only if the system assigns a new due date based on the value of one of the Change Due Date fields.

The promise date is the due date plus the delivery time entered in Delivery Transit Time Maintenance.

The initial value defaults from the Calculate Promise Date field in Sales Order Control. If the Calculate Promise Date field is set to No, this Change Promise Date option is disabled.

Change Due Dates for ATP Enforcement Warnings

Specify Yes to change the due dates on order lines if ATP is insufficient for items with ATP Enforce set to Warning. The system adjusts the order-line due date to the best possible later due date and confirms the order.

If No and ATP is insufficient, the order is confirmed, and a warning message displays on the report.

By default, this option is set to No.

Change Due Dates for ATP Enforcement Errors

Specify Yes to change the due dates on order lines if ATP is insufficient for items with ATP Enforce set to Error. The system adjusts the order-line due date to the best possible later due date and confirms the order.

If No and ATP is insufficient, the order is not confirmed, and an error message displays on the report.

By default, this option is set to No.

Simulate

Click this button to do simulation before confirming the selected sales order lines. If the simulation results show a success, all the selected sales order lines are confirmed. When conflicts exist, the system displays a warning message.

Confirm

Click this button to confirm the selected sales order lines without simulating the result.

Revalue Cost

Choose Actions > *Bulk* Revalue Cost to revalue the costs of sales orders.

Summary

The Summary panel displays the Sold-To ID, Order, Order Subtotal, Extended Price, and Item. The values here are for display only. To modify the values, go to the corresponding detail panels.

Main

Line

PO Line

Specifies the line number for the PO.

Item

Specifies the item number of the line item.

Customer Item

Specifies the customer item number.

Quantity Ordered

Enter the quantity of the line item requested by the customer.

UM Conversion

Specifies a value based on the unit of measure specified for this item.

Site

Optionally enter the site originating this order.

Entity

Specifies the current entity.

Ship Type

Optionally specify a code indicating whether shipments of this item are to affect inventory balances.

Required Date

If required date is left blank, it defaults to the due date.

List Price

For a new line, the system calculates and displays the best list price based on the analysis codes and price lists. If no applicable price lists are found, list price defaults from Items.

Discount

Enter the discount to be applied to this specific item.

Net Price

For a new line, the system calculates and displays the net price as the list price minus the specified discount. You can change the calculated list price, discount, and net price if you have access to these fields. For existing lines, Net Price can be updated only when Reprice is Yes.

Cost

Displays the cost associated with

Pricing Date

Enter the effective date to use in determining prices for this line item. The field defaults from the header. The system uses pricing date in the search for applicable price lists.

Manual Price List

Enter a price list to be considered for pricing this line item in addition to the ones that the system automatically selects. A manual price list specified in the header defaults to each line. You can modify it as needed.

Promise Date

Optionally, enter the promise date for which you want to determine availability to promise.

Quantity On Hand

Specifies the quantity on hand for this item, lot/serial, and lot reference number, in storage at this site and location.

Quantity On Order

Specifies the quantity currently on order for this item.

Qty Available to Allocate

Specifies the quantity of this item available for allocation.

Order Line Options**Detail Allocations**

Indicate whether detail allocations should be made during order entry.

Taxable

Enter Yes if the items on this order are subject to tax; otherwise, enter No. The tax status defaults from the ship-to address if it is defined for the customer record.

Consignment

Enter Yes if the item on this sales order line is consigned; otherwise, enter No. If Yes, you can update consignment data on a separate panel.

Confirmed

Indicate whether this order should be specified as confirmed.

Consume Forecast

For confirmed order lines only, this field indicates whether the quantity ordered consumes available forecast.

Fixed Price

Indicate whether item prices are fixed.

Update ISB

Indicate whether item issues and returns in PAR should update the installed base (ISB) for the project end user.

Installation Call

Enter Yes if a call should be automatically scheduled during invoice post so that an engineer can install the item at the customer site. Otherwise, enter No.

Configured Item

This panel is either Configured Item or Installed Base.

Configured

Indicate if this is a configured item.

Effective Date

The default is the system date.

Final Assembly

A system maintained field recording the work order number for the final assembly.

ID

A system maintained field recording the work order lot for the final assembly.

Configured Price

Enter the price of the configured item.

Click +New to add a configured item.

Installed Base

This panel is either Configured Item or Installed Base.

End User

Enter an end user previously defined using End Users.

Warranty Code

Enter a warranty code that identifies the warranty terms and conditions that apply to this item.

Warranty Start Date

Enter the date that the warranty covering this item goes into effect. The warranty start date is normally the same as the install date, but you can override this if needed.

Ownership

Optionally enter a user-defined code indicating who actually has possession of the item. Since the end-user address may represent a large company, this gives you a more precise way of identifying the user of a particular item. For example, you might specify a department name or subdivision in a company as the owner.

Parent Item

Indicates The code identifying the parent item in this product structure or formula.

Parent Serial

Enter the serial number of an item already in the installed base. Specify a value only if the current order line item should be added to the installed base as a component of another serialized item.

ISB Location

Enter a short description of the current location of this installed base item at the end-user facility.

Shipping

Site

Enter the site originating this sales order or invoice. This field cannot be left blank.

Entity

Indicates the current entity.

Location

Enter the location associated with this site.

Lot/Serial

The lot or serial number assigned to the item.

Quantity Ordered

Enter the item quantity to order on this line. MRP plans to have this quantity available for shipment on the due date specified.

Performance Date

Optionally enter the date by which items are to be available to ship. This is the date originally planned to be the due date.

Due Date

Enter the date the order is due to be shipped. For a new order, the default due date is the system date plus the shipping lead time specified in Sales Order Control.

Ship-To

This value defaults from and is always identical with the Ship-To field on the Main panel of Sales Orders. If you change the ship-to information on a panel, the value on the other panel changes.

Category

Enter the category associated with this shipment.

Freight List

Enter the freight list code that applies to this line item. Freight list codes identify a set of shipping rates for different freight zones and shipping measures (weight or unit). Freight list defaults from the header.

Freight Class

Enter the freight term code that applies to this order.

Item Ship Weight

Enter the ship weight per unit for this item.

Freight Ship Weight

Enter the ship weight per unit of this item that will be shipped. Value defaults from Item Ship Weight.

Freight Minimum Weight

For bulk freight lists, enter the minimum weight for calculating freight charges for the shipment. This field does not apply to unit freight lists. It defaults from the freight data defined for the ship-to customer.

Unit Freight Charge

The minimum freight charge that applies to shipments of this weight.

EMT

EMT Supplier

When Use Enterprise Material Transfer is set to Yes in Sales Orders, this field specifies the default supplier for this site.

EMT PO Number

Indicates the purchase order number.

EMT PO Line

Indicates the purchase order line.

EMT Type

When Use Enterprise Material Transfer is Yes in Sales Orders, specify the default code that determines how EMT items are processed.

Due Date

Indicates the ship-by due date for the items.

Need Date

Indicates the date items must be available to ship or issue to manufacturing.

Ship Details

Displays Pre-Shipper Number, Pre-Ship Qty, Shipper Number, Ship Qty, Ship Date, and Status.

Billing

Quantity to Invoice

The quantity to be shipped and invoiced for this line item.

Quantity Invoiced

The quantity to be shipped and invoiced for this line item.

Credit Terms Interest %

Enter the credit terms interest percent for this order. This field defaults from the credit terms specified.

Charges

Displays Line, Charge Type, Amount, Code, Description, OTC, and Reference.

Select New to add a new charge.

Accounts

Sales

Enter a sales code associated with this account.

Discount

Enter the discount to be applied to this account.

Tax Settings

Tax Class

Enter a previously defined tax class. Tax class defaults from the ship-to address if it is defined for the customer record.

Tax Environment

Enter the tax environment that applies to this order.

Tax Included

This field determines whether the system calculates tax and adds it to the item net price or assumes the tax amount is already included in the price.

Tax Usage

Enter the tax usage code that applies to this order. This field defaults from the customer ship-to address. Tax usage codes identify the normal use of items on this order.

Price Details

Displays the price details associated with the order lines. Includes Price List, Source, Amount Type, Amount, Quantity, Break Quantity, Break Category, Customer/Analysis Code, Item/Analysis Code.

Invoice Details

Displays the invoice details associated with the order lines. Includes Invoice Number, Quantity Invoiced, and Invoice Date.

Salespersons

The Salespersons panel allows you to record the salespersons who contribute this order and the commission percentage that they can get from selling the items in this order.

The commission percentage for a salesperson defaults from the settings in Salesperson form. You can also overwrite the percentage when maintaining sales orders.

Notes

On the Notes panel, you can add, edit, and delete notes attached to the sales order. Up to 99 pages of notes can be added to a sales order. In the Notes Details form, you can add the pre-defined master references to sales order and specify whether to print the notes on sales quote, sales order, invoice, packing list, and EMT purchase order.

Customer Scheduled Orders

Use Customer Scheduled Orders to create a special type of sales order that includes both typical order fields and item planning fields.

Customer Scheduled Orders, also known as contracts or agreements, occur when the manufacturer negotiates ahead of time with customers who have ongoing demand for items.

Customer schedules give you visibility into your customer's master production schedule, and are used when you are supplying items repetitively based on customer needs.

These cumulative, schedule-driven orders have multiple line items with sets of due dates and quantities. You can then release multiple shipments against the order, based on the customer's planned requirements.

Customer schedules give you visibility into your customer's master production schedule, and are used when you are supplying items repetitively based on customer needs. Your customers can provide three different types of schedules:

- Long-term advanced schedules, which are used for planning but not considered firm
- Short-term shipping requirements, which are considered firm and override any planned schedule
- More detailed sequence schedules that indicate the order in which the customer plans to use items

You must create scheduled orders manually. The schedule details can be generated using information you enter manually or by importing documents using EDI eCommerce.

Main

Ship-From

Indicates site from which all items for this order will be shipped.

All line items for this order are assigned to the Ship-From site. Demand information is passed to MRP accordingly.

Under Global Tax Management, the ship-from site also helps determine the applicable tax types. The tax zones for the ship-to address and the ship-from site, along with the customer tax class, determine the tax environment for the transaction.

Multiple orders can be entered for unique combination of ship-from to ship-to. Additionally, the order can be used to reference an existing schedule order.

Ship-To

Enter the customer or ship-to address code to receive the items on this scheduled order.

Under Global Tax Management, the ship-to address helps determine the applicable tax types. The tax zones for the ship-to address and the ship-from site, along with the customer tax class, determine the tax environment for the transaction. In addition, the ship-to address determines the transaction tax usage code.

Multiple orders can be entered for unique combination of ship-from and ship-to. A scheduled order is uniquely identified by ship-from, ship-to, and order.

Sold-To

Enter the address code of the customer requesting the items on this order. The address code identifies a specific customer and related data and credit information.

Order

Order number uniquely identifies a specific scheduled sales order. Order numbers select information to appear on reports and inquiries.

Remarks

Optionally, enter any remarks.

Currency

Enter the currency code for this order. Currency defaults from the bill-to address.

Currency codes identify monetary units and form the basis of exchange rate relationships.

Each domain has a base currency. You can specify foreign currencies during sales, purchasing, service, and accounting transactions. Each currency must be predefined and a valid exchange rate must exist for the transaction effective date.

When you enter a non-base currency, the system displays the exchange rate relationship effective on the order date. You can modify it and, optionally, mark it as fixed. Fixed rates are not updated later in the document life cycle.

You cannot change the currency on an existing order. If you made a mistake and entered the wrong currency, you can only correct it by deleting the order and reentering it.

You can apply field security to this field to restrict access.

Entered By

Indicates the user who first entered this scheduled order.

Order Options

Show Qty as Cumulative

If selected, quantity will be displayed as cumulative.

Ship to Cum/Req

Select Cum (cumulative) or Req (required) to specify the type of quantity accounting to be used.

If Req is selected, the Requirement Based Schedule Sub Panel will appear in the Scheduling panel.

Consignment

If selected, the item on this sales order line is consigned. You can update consignment data in a separate panel.

Sequenced

If selected, indicates that this order is a sequenced scheduled order.

Note: Sequenced schedules are not supported when using a trade sales arrangement; therefore, if Trade Sales is Yes, this field is display only.

This value is used by EDI eCommerce, Required Ship Schedules, and Picklist/Pre-Shippers to verify whether scheduled orders are also sequenced orders.

Trade Sales

If selected, indicates that this order is a trade sales order.

Note: Sequenced schedules are not supported when using a Trade Sales arrangement; therefore, the system displays an error message when you set both the Sequenced field and the Trade Sales is selected.

The system automatically creates a customer scheduled order for a trade sales line item, sets the ship type to blank on the created scheduled orders, and displays an additional Trade Sales PO Data frame.

If line items already exist on the order, the system prompts you to confirm that you want trade sales purchase orders created for them. Once you confirm, the system creates the trade sales customer scheduled orders for the supplier associated with the items in Items.

If line items do not exist, the system creates a new customer schedule order line as you enter new line items. If a valid supplier is not associated with the item on the order, an error displays and you cannot continue.

If the trade sales order has more than one item supplied by the same supplier, the system creates one customer scheduled order with multiple lines for the items. However, if the trade sales order has multiple order lines with the same item number and supplier, the system creates multiple customer scheduled orders for one supplier.

Import/Export

This field determines whether an additional frame displays where you can enter data required for Intrastat reporting. This frame displays at the end of order processing.

The value defaults to Yes when Import/Export Default is Yes in Intrastat Control and the ship-from and ship-to site addresses are both EU countries.

Intrastat refers to a system used by regulatory officials of the European Union to monitor trade between member countries.

Intrastat data defaults to each line. You can add Intrastat data to an existing order. In this case, the system copies the header data to all order lines without Intrastat information, as well as any new lines you enter.

Taxable

If selected, the system calculates tax and adds it to the item net price.

Scheduling

Required Ship Schedule

Week Offset

Must be between 0 and 6.

Indicates the starting day of the week of the customer or ship-to. Monday is 0, Tuesday 1, ... Sunday 6.

This field is used by Required Ship Schedules only. It causes weekly schedule dates to be interpreted as starting on the day indicated by the week offset value—for a ship/delivery pattern code of Monday-Wednesday-Friday and a week offset value of 2 (start the week on Wednesday), the interpreted shipment dates will be Wednesday, Friday, and the following Monday.

This should be 0, unless your customer requires something different.

Dynamic Unpeg

If selected, the system generates pre-shippers.

Include Saturday/Sunday

If selected, Required Ship Schedules calculate the schedule ship date with weekends when transport days is greater than zero.

Requirement Based Schedule***Ship Complete***

Indicates the percentage of a shipment needed against an authorization number in order for the authorization number to be considered shipped complete.

AUTHNBR Unique Days

Enter the interval of days in which an authorization number must be unique.

To have the system skip this edit check, enter Zero.

When any other number is entered, the system checks whether authorization numbers being entered are in use on or after a certain date. The date is equal to the schedule detail date, less the number of days entered in this field. If an authorization number being entered is found to already be in use after the described date, an error occurs. You are prompted to re-enter the authorization number.

Use this field to enable editing for re-useable authorization numbers. This field ensures that an authorization number can be used only once during the interval specified by this field.

EDI Update RSS

If selected, system updates the required ship schedule (RSS) after importing a ship schedule.

Merge RSS

If selected, open requirements from existing required ship schedules (RSS) are copied to newly generated schedules. A requirement is considered open if it has not been fully shipped. The value of Ship Complete determines what percentage of an order must ship before it is considered complete.

Note: Open requirements that are already allocated are always copied, regardless of this setting.

Set to Yes if your trading partner does not retransmit requirements that have not yet been shipped.

Exclude Planning Data

If selected, planning data from the active required ship schedule is not merged into the newly generated schedule.

You can update this field only when Merge RSS is selected. When open requirements are being merged, this field determines how the system manages planning data.

Order Lines

Use the Order Lines panel to maintain order line data.

Click +New to add a new line.

Click Details to open Order Lines Detail.

Order Lines Detail***Actions******Copy Line***

Choose Actions > *Individual Copy Line* to copy item data to a new line.

Order Lines Main Panel

Line

Indicates the order line.

The system assigns the next sequential line number.

Line item is automatically assigned when you are adding new line items. Use this number to access and modify an existing line item.

Unique line numbers allow you to enter multiple lines for the same item, perhaps with different quantities or dates.

Customer Item

The customer item number to be used for this order line item.

The purpose for entering this value is because it is possible to have more than one customer item number per internal item number. Therefore, it is necessary to identify which customer item number to work with.

Item

Enter the code identifying the item on this scheduled order. You can specify a non-inventory item, such as a service, or an inventory item previously defined in Items. If you specify a customer item defined in Customers, the system replaces it with the associated internal item number.

Item codes uniquely identify items or products such as raw materials, purchased or manufactured intermediates, finished items, or packaging materials. Item codes also identify planning items, configured products, service kits, and repair parts used in service activities.

When an inventory item is entered, the system automatically accesses and displays recommended pricing, location, and GL accounts. These can be changed manually, as needed.

When you specify a non-inventory item, the system checks to see if this is a valid customer item, as defined in Customer Items. If it is, the internal item number is accessed and displayed. If it is not, you must enter all relevant information manually. The system sets Ship Type to Memo, indicating that this shipment does not affect inventory.

For scheduled orders, the combination of item number, PO number, customer reference, and model year uniquely identifies each detail line item. Additionally, you can use the line item number assigned to the detail record to access the detail record.

UM

Indicates the unit of measure for this item.

Purchase Order

Indicates the customer purchase order (PO) number.

Customer Reference

Enter the customer reference that identifies the schedule line to display or update. For scheduled orders, the combination of item number, PO number, customer reference, and model year uniquely identifies each detail line item.

Model Year

Indicates the model year for the schedule order line.

Discount Table

Enter the discount table for this order.

Price for scheduled orders from within a discount table is based on the quantity shipped during Pre-Shipper/Shipper Confirm.

List Price

For a new line, list price defaults from the items record.

List price represents the unit price before applicable discounts or markups are applied. This value is used by the system to calculate the net price. The list price is posted to the Sales account during invoice post. If there is a difference between the net price and list price, the difference is posted to the Sales Discount account.

The system displays a warning when the list price on the schedule order is not the same as the list price in Items. This may occur if the item master price has been changed, or the list price is changed manually in Customer Scheduled Orders.

Net Price

Indicates the net price for this item.

Taxable

If selected, indicates that this line item is subject to tax.

Master Line

If selected, indicates that the current line is considered the master line by the system.

Start Effective

The starting effective date of this order line item.

End Effective

The ending effective date of this order line item.

Order Lines Scheduling Panel***Req Schedule Days***

The number of days of discrete data to place in a Required Ship Schedule.

When creating required ship schedules, the system interprets any bucketed quantities from the planning and shipping schedules and divides them into discrete quantities. Since it may not be necessary to have such detail far into the future, the Req Days, Req Weeks, and Req Months fields can be used to define the bucketing intervals for re-bucketing, or to simply put a limit on how far into the future to retain data. For example, if 30, 12, 2 are used for these fields respectively, the first 30 days' of discrete data will be left discrete, the following 12 weeks' will be bucketed into weekly

quantities, and the following 2 months' worth will be bucketed into monthly quantities. Any data past that is not kept.

Entering zeros in these fields will cause no action to be taken, that is, all discrete data will be placed as-is into the required ship schedule.

Be careful—since MRP is essentially bucketless, MRP will view bucketed quantities as discrete requirements. For example, a monthly bucketed quantity will appear as one quantity due at the beginning of the month.

Ordinarily, these fields should be set to zero.

Req Schedule Weeks

The number of weeks of discrete data to place in a Required Ship Schedule.

When creating required ship schedules, the system interprets any bucketed quantities from the planning and shipping schedules and divides them into discrete quantities. Since it may not be necessary to have such detail far into the future, the Req Days, Req Weeks, and Req Months fields can be used to define the bucketing intervals for re-bucketing, or to simply put a limit on how far into the future to retain data. For example, if 30, 12, 2 are used for these fields respectively, the first 30 days' of discrete data will be left discrete, the following 12 weeks' will be bucketed into weekly quantities, and the following 2 months' worth will be bucketed into monthly quantities. Any data past that is not kept.

Entering zeros in these fields will cause no action to be taken, that is, all discrete data will be placed as-is into the required ship schedule.

Be careful—since MRP is essentially bucketless, MRP will view bucketed quantities as discrete requirements. For example, a monthly bucketed quantity will appear as one quantity due at the beginning of the month.

Ordinarily, these fields should be set to zero.

Req Schedule Months

The number of months of discrete data to place in a Required Ship Schedule.

When creating required ship schedules, it interprets any bucketed quantities from the planning and shipping schedules and divides them into discrete quantities. Since it may not be necessary to have such detail far into the future, the Req Days, Req Weeks, and Req Months fields can be used to define the bucketing intervals for re-bucketing, or to simply put a limit on how far into the future to retain data. For example, if 30, 12, 2 are used for these fields respectively, the first 30 days' of discrete data will be left discrete, the following 12 weeks' will be bucketed into weekly quantities, and the following 2 months' worth will be bucketed into monthly quantities. Any data past that is not kept.

Entering zeros in these fields will cause no action to be taken, that is, all discrete data will be placed as-is into the required ship schedule.

Be careful—since MRP is essentially bucketless, MRP will view bucketed quantities as discrete requirements. For example, a monthly bucketed quantity will appear as one quantity due at the beginning of the month.

Ordinarily, these fields should be set to zero.

Fab Auth Days

The number of days to use to calculate fabrication quantity.

Scheduled orders uses Fab Auth Days to calculate the default fabrication quantity, in the event customer authorizations are for a number of days into the future. This capability is enabled if it is greater than zero.

Raw and Fabrication Quantity are authorization quantities that can be sent as footnote data in a schedule. They indicate a commitment by the customer, with raw quantity the quantity of product for which the customer commits to covering component costs, and fab quantity the quantity of product for which the customer commits to covering manufacturing costs. These commitments are made to give the supplier some protection against sudden and unforeseen reductions in demand.

Authorization quantities are usually cumulative quantities.

Some customers state authorizations as a number of days into the future. In this case, the numbers of days into the future are entered into these fields.

Raw Auth Days

The number of days to use to calculate raw quantity.

Raw Auth Days is used by Customer Scheduled Orders to calculate the default raw quantity, in the event customer authorizations are for a number of days into the future. This capability is enabled if it is greater than zero.

Raw and Fabrication Quantity are authorization quantities that can be sent as footnote data in a schedule. They indicate a commitment by the customer, with raw quantity the quantity of product for which the customer commits to covering component costs, and fab quantity the quantity of product for which the customer commits to covering manufacturing costs. These commitments are made to give the supplier some protection against sudden and unforeseen reductions in demand.

Authorization quantities are usually cumulative quantities.

Some customers state authorizations as a number of days into the future. In this case, the numbers of days into the future are entered into these fields.

Netting Logic

Enter one of the following codes that specify how the system uses planning and shipping schedules when it creates the required ship schedule:

- 1: Use the shipping schedule only.
- 2: Use the planning schedule only.
- 3: Replace beginning of the planning schedule with the shipping schedule (replace logic).
- 4: Replace beginning of the planning schedule with the shipping schedule, then adjust the last quantity in each week of the shipping schedule data upward so the cumulative of the shipping schedule requirements is not less than the cumulative of the planning schedule requirements (consume logic).
- 5: Replace the beginning of the planning schedule with the shipping schedule. Determine the excess planning quantity in the last overlap week (the last week with both planning and shipping schedules) and spread the excess planning quantity over the open work days in the last overlap week.

The RSS is the actual schedule of shipping requirements necessary to meet customer demand. It is what is visible to MRP. Other parameters, such as transport lead time, standard pack quantity,

customer calendars, and shop calendars are also utilized by Required Ship Schedule Update or Selective Required Ship Schedule Update to build the RSS. When you select netting logic 5, the system places excess quantities on open work days. An open work day is a valid business day on the selected calendar on which there are no identified shipping requirements. The system selects the days on which to place excess planning requirements, based on open work days in either the customer calendar or the shop calendar. The system determines to which calendar to add excess planning quantities by calculating the gap in days between the last shipping requirement and the first open day in both calendars. The system selects the calendar with the smallest gap since this provides the most efficient RSS. If the gap in days is equal in both calendars, the calendar that has the shortest working week is selected.

For example, the shipping schedule shows 30 quantities for the week: 10 quantities for Monday, 10 quantities for Tuesday, and 10 quantities for Wednesday. The planning schedule shows 60 quantities for the same week. This results in an excess planning quantity of 30 in this overlap week. The shop calendar shows open days as Monday through Friday. The customer calendar shows open days as Monday through Saturday. The system uses the shop calendar to spread the excess planning quantity of 30 over the two remaining open work days of the shop calendar. So, the last overlap week on the RSS is as follows:

- Monday = 10
- Tuesday = 10
- Wednesday = 10
- Thursday = 15
- Friday = 15

If the customer calendar work days were from Monday through Thursday, the system would use the customer calendar to spread the excess planning quantity. In this case, the RSS would show the following results for the last overlap week:

- Monday = 10
- Tuesday = 10
- Wednesday = 10
- Thursday = 30

When the shipping schedule covers an interval longer than a day, such as a ten- or fourteen-day schedule, use option 3, 4, or 5. If the shipping schedule is next-day-only shipping instructions, or if the customer sends a combined planning and shipping schedule, use option 2.

The system adjusts the schedule quantities to include the shipping and planning PCR quantities when it reconciles shipping and planning schedules in the last week when the two schedules overlap. The system calculates the difference between the cumulative planning quantity and the cumulative shipping quantity as of the end of the overlap week and places the difference as an adjustment on the first day of the following week. This results in a required shipping schedule that extends into the next week beyond the customer shipping schedule.

When Use Ship/Plan PCR is No, the system does not include the PCR quantities in the reconciliation.

The system uses a Ship/Delivery pattern (SDP) to calculate actual required ship dates when it updates the RSS. The SDP is a code that specifies the days of the week or month when the customer requires shipments or deliveries. The system preserves the planning SDP code when

excess planning quantities are added to the RSS. For example, the excess quantity is placed on Friday when:

- The planning SDP code stipulates Monday, Wednesday, and Friday.
- Shipping requirements exist for Monday, Tuesday, and Wednesday.
- The calendar depicts Thursday and Friday as open days. The system selects Friday for the excess, even though Thursday is open because Thursday does not conform to the SDP code.

When you set RSS Calendar Option to 3 (no calendars) in Container/Shipper Control, Customer Data Maintenance, and Customer Scheduled Order Maintenance; you indicate that the system should not adjust the initial and final RSS dates by shop or customer calendars. However, if you set netting logic to 5, the system uses a calendar or calendars to determine the days over which to spread the excess planning quantity, regardless of how you set RSS Calendar Option. When you create the RSS, the system processes requirement due dates by considering RSS Calendar Option settings and available calendars. Netting logic routines do not manipulate the requirements and dates at this point, unless SDP codes or RANs are involved. When netting logic routines run, the system may move planning or shipping schedule requirements and dates. To prevent the requirements from ending up on inappropriate dates, the system moves requirements to appropriate dates, using the following calendar processing to resort the requirements and dates:

- If RSS Calendar Option is 1, RSS uses the available shop and customer calendars to move requirements so that they end up on days when both the shop and customer are open.
- If RSS Calendar Option is 2, RSS uses the available customer calendar only to move requirements so that they end up on days when only the customer is open.
- If RSS Calendar Option is 3, the system does not place dates with any calendar. The requirements are left on the dates upon which they were entered or received.

Cum Start

Indicates when shipped quantities on this schedule began to accumulate.

When a line item is first scheduled, the cumulative ship quantity is zero and the cumulative start date is set to the first day of the schedule. As shipments are processed, the system updates the cumulative ship quantity.

The cumulative ship quantity is netted against the current required ship schedule. Remaining open quantities are visible to MRP.

You may need to adjust cumulative ship quantity manually. For example, some customers may require that the cumulative quantity be reset to zero at the start of the fiscal year. The cumulative start date is also reset.

You can also adjust cumulative shipments manually to reflect returned or defective items, or losses due to theft. Manual adjustments may also be needed if the documents from the customer do not match yours.

Plan SDP Code

A code specifying the default ship/delivery pattern code.

Ship/Delivery patterns are used by Required Ship Schedule to calculate actual required ship schedule dates. For bucketed quantities, the usual interpretation is to divide the date and quantity into discrete dates and quantities. For discrete quantities, the usual interpretation is to backward-adjust the date until it matches an acceptable ship/delivery pattern date.

The following codes are recognized:

- Blank: Any day, Monday through Sunday
- 01 or 1: First week of month
- 02 or 2: Second week of month
- 03 or 3: Third week of month
- 04 or 4: Fourth week of month
- 05 or 6: 1/2 first and third weeks of month
- 06 or 7: 1/2 second and fourth weeks of month
- 07: First day of month
- 10 or A: Any day, Monday through Friday
- 11 or B: Any day, Monday through Saturday
- 12 or D: Monday
- 13 or E: Tuesday
- 14 or F: Wednesday
- 15 or G: Thursday
- 16 or H: Friday
- 20 or 1/5: Monday through Friday
- 21 or Q: 1/2 Tuesday, Thursday
- 22 or R: 1/2 Wednesday, Friday
- 23 or U: 1/2 Monday, Wednesday
- 24: 1/2 Monday, Thursday
- 25: 1/2 Tuesday, Friday
- 26: 1/3 Monday, Wednesday, Friday
- 27: 1/4 Monday, Tuesday, Wednesday, Thursday
- 28: 1/3 Monday, Tuesday, Thursday
- 30: 1/4 Monday, Tuesday, Wednesday, Friday
- 31: 1/4 Tuesday, Wednesday, Thursday, Friday
- 32: 1/3 Tuesday, Wednesday, Thursday
- 33: 1/6 Monday through Saturday
- 34: 1/7 Monday through Sunday

You can use ship/delivery pattern codes for both planning and shipping schedules. You would ordinarily use pattern codes only for planning schedules that use bucketed quantities frequently.

Plan SDT Code

A code specifying the default ship/delivery time code.

Ship SDP Code

A code specifying the default ship/delivery pattern code.

Ship/Delivery patterns are used by Required Ship Schedule to calculate actual required ship schedule dates. For bucketed quantities, the usual interpretation is to divide the date and quantity into discrete dates and quantities. For discrete quantities, the usual interpretation is to backward-adjust the date until it matches an acceptable ship/delivery pattern date.

The following codes are recognized:

- Blank: Any day, Monday through Sunday
- 01 or 1: First week of month
- 02 or 2: Second week of month
- 03 or 3: Third week of month
- 04 or 4: Fourth week of month
- 05 or 6: 1/2 first and third weeks of month
- 06 or 7: 1/2 second and fourth weeks of month
- 07: First day of month
- 10 or A: Any day, Monday through Friday
- 11 or B: Any day, Monday through Saturday
- 12 or D: Monday
- 13 or E: Tuesday
- 14 or F: Wednesday
- 15 or G: Thursday
- 16 or H: Friday
- 20 or 1/5: Monday through Friday
- 21 or Q: 1/2 Tuesday, Thursday
- 22 or R: 1/2 Wednesday, Friday
- 23 or U: 1/2 Monday, Wednesday
- 24: 1/2 Monday, Thursday
- 25: 1/2 Tuesday, Friday
- 26: 1/3 Monday, Wednesday, Friday
- 27: 1/4 Monday, Tuesday, Wednesday, Thursday
- 28: 1/3 Monday, Tuesday, Thursday
- 30: 1/4 Monday, Tuesday, Wednesday, Friday
- 31: 1/4 Tuesday, Wednesday, Thursday, Friday
- 32: 1/3 Tuesday, Wednesday, Thursday
- 33: 1/6 Monday through Saturday

- 34: 1/7 Monday through Sunday

You can use ship/delivery pattern codes for both planning and shipping schedules. You would ordinarily use pattern codes only for planning schedules that use bucketed quantities frequently.

Ship SDT Code

A code specifying the default ship/delivery time code.

Std Pack Qty

Enter the multiple in which orders for this item are usually shipped. Leave the default to use the order multiple associated with the item in Items.

Order multiples are used to calculate shipment quantities so that they conform to packaging configurations and transportation constraints. MRP uses the order multiple from the item record to determine the quantity of planned orders. The net requirement is rounded up to a multiple of this number. For example, if the order multiple is 50 and the net requirement from the customer is 432, MRP creates a planned order for 450.

For scheduled orders, Required Ship Schedule rounds orders based on the standard pack quantity specified on the scheduled order. If you plan to enter the standard pack quantity on scheduled orders, make sure that an order multiple is not defined for the item or the two planning functions update orders differently.

On discrete sales orders, this field is for reference only.

End Eff Qty

Indicates the end effective quantity.

Order Lines Shipping Panel

Dock

The dock address code to which shipments of the product item on this line item are made.

Ship-From

Site from which all items for this order will be shipped.

Location

Enter the location where this sales order line item is stored in inventory.

You can leave Location blank during order entry and let the system determine an inventory location during allocation or when the packing list is printed. To make detailed allocations during order entry, you must specify a location. Enter Yes in Detail Allocation to specify multiple locations.

Location defaults from Item-Site Data for the order line site; if a site-specific record does not exist; location defaults from Items.

Consume Forecast

For confirmed order lines only, this field determines whether the quantity ordered consumes available forecast. The line-item value defaults from the header. Yes: The order consumes forecast. No: The order quantity is considered abnormal and is planned in addition to the forecast.

For example, you forecast to sell 100 and had an abnormal sale of 50. If you set Consume Forecast to No, the system plans to make or buy 150 to satisfy the forecast plus this extra demand. If Consume Forecast is Yes, the remaining forecast is 50.

Orders consume forecast in the week they are due. However, if no unconsumed forecast remains in that week, the system looks for unconsumed forecast within a range of weeks before and after this due week.

Service orders, such as RMAs and material orders, do not typically consume forecast, unless you have included spare parts or repairs requirements in your forecast.

Consignment

Enter Yes if the item on this sales order line is consigned; otherwise, enter No. If Yes, you can update consignment data in a separate panel.

Ship Type

Indicates the shipping type.

Category

Enter Yes if the item on this sales order line is consigned; otherwise, enter No. If Yes, you can update consignment data in a separate frame.

Category is a generalized code that can be specified when order lines are created. Categories can group order lines, based on shipping characteristics; for example, rush order, special order, or replacement.

This field is validated against values defined in Generalized Codes.

Order Lines Billing Panel**Credit Terms**

Indicates the credit terms code that applies to this order. Credit terms default from the bill-to customer

Credit Terms Interest%

Enter the credit terms interest percent for this order. This field defaults from the credit terms specified.

Order Lines Billing Charges Sub Panel

The Charges data grid displays the charges associated with this line item.

Click +New to add a new charge.

Order Lines Billing Accounts Sub Panel

Sales

Enter the general ledger (GL) account code used to track the sales amount for this line item. This must be a valid, active account of type Standard.

During invoice post, the system posts the total sales amount, less any discounts or tax amounts, to the Sales account. This amount is recorded in sales history and used for calculating commissions and terms discounts.

Account code is one component of an account number defined in GL setup functions. Other components of an account number are sub-account, cost center, and project. Project codes are not available for all GL transactions. Each component you enter must be valid on its own and in combination with the other account number components.

Use accounts to track company-wide assets, liabilities, equities, expenses, and revenues.

Note: You can enter an allocation code, which represents a set of accounts, in any account field in an operational function. During GL transaction post, the system automatically divides transaction amounts among the set of accounts.

Discount

Enter the general ledger (GL) account code used to track discounts for this line item. During invoice post, the system posts the total sales amount, less the extended list price, to the Sales Discount account. This must be a valid, active account of type Standard.

Order Lines Billing Tax Settings Sub Panel

Tax Class

Enter a tax class. Tax classes group items taxed at specific rates or that are tax exempt. Under Global Tax Management, tax classes help determine the default tax environment (set of tax types) for the transaction.

The tax class for inventory items defaults from Items.

Tax Environment

Enter the tax environment that applies to this line item.

The tax environment determines which tax types apply to the line. If you change the site on an existing line, the system displays a warning to verify the tax environment. It does not reselect it for you.

Transactions are subject to the tax laws that govern both your company and the customer. Before the system calculates taxes, it determines which taxes (such as state sales tax, local tax, or value-added tax) apply to the addresses that ship and receive the goods.

Tax Usage

Enter the tax usage code that applies to this line item. Tax usage codes identify the normal use of this line item.

The system uses the tax usage code, along with tax class and tax date, to determine which tax rates apply to the line item.

Tax rates may vary, depending on the nature of operation of the buyer or seller or on the intended usage of the item. Common tax usages are retail, manufacturing, and industrialization.

Tax Included

If selected, indicates that the system should calculate tax and add it to the item net price.

Order Lines Salespersons Panel

The Salespersons panel allows you to specify different salespersons on a line-by-line basis. You can record the salespersons who contribute to this order and the commission percentage that they can get from selling the items in this order.

The commission percentage for a salesperson defaults from the settings in Salespersons. You can also overwrite the percentage when maintaining scheduled orders.

Order Lines Notes Panel

Optionally, enter any notes.

Click +New to add a new line.

Shipping***Ship-To***

Indicates the customer or ship-to address code to receive the items on this scheduled order.

Under Global Tax Management, the ship-to address helps determine the applicable tax types. The tax zones for the ship-to address and the ship-from site, along with the customer tax class, determine the tax environment for the transaction. In addition, the ship-to address determines the transaction tax usage code.

Multiple orders can be entered for a unique combination of ship-from and ship-to. A scheduled order is uniquely identified by ship-from, ship-to, and order.

Ship Via

Enter a code identifying the carrier for order shipments. This field defaults from the customer record.

Ship Via is validated against predefined values entered in Generalized Codes, if any. It prints on formal documents such as sales quotes, sales orders, packing lists, and invoices.

For customer scheduled orders, the system updates Ship Via on the scheduled order when Auto Invoice is No. Confirming a shipper updates the scheduled order Ship Via to match the shipper's. When Auto Invoice is Yes, no automatic update occurs.

Terms of Trade Point

Enter a code identifying the terms of trade for this order.

Transport Days

The lead time days required to transport from the Ship-From site to the Ship-To destination.

This is used by Required Ship Schedule to determine the required ship schedule dates. Required Ship Schedule offsets dates from the Planning and Shipping schedules by this amount—given a Friday due date and transport days of 2, a required date of Wednesday will be calculated.

This value will be rounded prior to offsetting dates.

Print Invoice

If selected, the invoice will print upon order creation.

Print Pack List

If selected, the pack list will print upon order creation.

Other factors; such as confirmation, partial shipment, and allocation quantity; can also prevent a packing list from printing. In addition, only sales orders with a blank action status are considered. Any other action status indicates that the order is on hold.

To support multi-site shipment, the system does not automatically change this field after a packing list prints or after a shipment is processed. However, you cannot print a second packing list if one already exists at a specific site and the order has not shipped yet.

Billing

Bill-To

Enter the address code assigned to the bill-to location for this customer. This field defaults from Sold-To, if a bill-to address has been defined in the customer record.

Sales history is maintained by sold-to and ship-to addresses.

AR Site

Indicates the AR Site associated with the bill-to customer.

Channel

Enter an optional code identifying the distribution channel through which this sales quote, order, or invoice originated.

Channel is used when the system searches for default accounts on this order.

Daybook Set

Specify the daybook set you want to use to number the invoice.

EDI Invoice

If selected, the system generates electronic data interchange (EDI) invoice data for this order.

Auto Invoice Post

If selected, the invoice created by Pre-Shippers/Shippers Confirm action is automatically posted and the Ship Via and FOB Point fields remain unchanged when issuing the shipper.

Invoice by Authorization

If selected, invoice totals are calculated by authorization number. The printed invoice includes the price and amount for each authorization line, as well as the total for all authorization lines. The extended price for each invoice line item is not displayed.

This field is important for customers using the AR Self-Billing module and ensures that rounding errors do not occur between the AR amount calculated by Self-Bill Confirm and the invoice amount. Rounding errors can prevent invoices from being closed or create unapplied payments.

Enter Yes if the customer on this scheduled order pays invoices using authorization numbers. When the self-payment is applied by authorization number, the amounts match exactly.

This field defaults from the customer record. It can be changed for individual orders, as needed.

Credit Terms

Indicates the credit terms code that applies to this order. Credit terms default from the bill-to customer

Credit Terms Interest%

Enter the credit terms interest percent for this order. This field defaults from the credit terms specified.

Tax Settings

Tax Class

Enter a tax class. Tax classes group items taxed at specific rates or that are tax exempt. Under Global Tax Management, tax classes help determine the default tax environment (set of tax types) for the transaction.

The tax class for inventory items defaults from Items.

Tax Environment

Enter the tax environment that applies to this line item.

The tax environment determines which tax types apply to the line. If you change the site on an existing line, the system displays a warning to verify the tax environment. It does not reselect it for you.

Transactions are subject to the tax laws that govern both your company and the customer. Before the system calculates taxes, it determines which taxes (such as state sales tax, local tax, or value-added tax) apply to the addresses that ship and receive the goods.

Tax Usage

Enter the tax usage code that applies to this line item. Tax usage codes identify the normal use of this line item.

The system uses the tax usage code, along with tax class and tax date, to determine which tax rates apply to the line item.

Tax rates may vary, depending on the nature of operation of the buyer or seller or on the intended usage of the item. Common tax usages are retail, manufacturing, and industrialization.

Tax Included

If selected, indicates that the system should calculate tax and add it to the item net price.

Salespersons

The Salespersons panel allows you to specify different salespersons on a line-by-line basis. You can record the salespersons who contribute to this order and the commission percentage that they can get from selling the items in this order.

The commission percentage for a salesperson defaults from the settings in Salespersons. You can also overwrite the percentage when maintaining scheduled orders.

Notes

Optionally, enter any notes here.

Click +New to add a line.

Customer Scheduled Releases

Use Customer Scheduled Releases to enter or update customer shipping schedules.

Customer Scheduled Releases allow you to identify, for a particular customer and scheduled order, the item quantities you need to ship on what dates and what times.

A customer shipping schedule states, for the short term, how much of a certain item a customer expects to need and when. The line-item, or release, schedule may be transmitted to you in electronic data interchange (EDI) format and imported using EDI eCommerce, or you can enter it manually from customer requests. MRP uses customer planning and shipping schedules to generate the required ship schedule. However, in order for shipping schedule data to be included when calculating the required ship schedule, Netting Logic in Customer Scheduled Orders must be set to 1 or 3.

Main

Release ID

Release ID identifies a specific version (release) of a customer schedule.

Each customer schedule is identified by a sales order number, line item, and release ID, allowing the system to maintain multiple releases of the same schedule, keeping complete online history of all schedule revisions.

Normally, customers send in schedule releases on a weekly or daily basis. These are normally recorded in the system with a different release ID.

Only one schedule release can be designated as the currently active release. For required ship schedules, this is the schedule whose requirements are visible to MRP.

Type

Enter the type code identifying the master comment you want to copy into this transaction. Type codes group similar comments. Use type code; in combination with reference, language, and page; to select the exact comment you want to use.

Type code can identify the source or use of the comment. Type can be left blank. This field is validated against codes set up in Generalized Codes.

Order

Order number uniquely identifies a specific scheduled sales order. Order numbers select information to appear on reports and inquiries.

Line

The system assigns the next sequential line number.

Line item is automatically assigned when you are adding new line items. Use this number to access and modify an existing line item.

Unique line numbers allow you to enter multiple lines for the same item, perhaps with different quantities or dates.

Customer Item

The customer item number to be used for this order line item.

The purpose for entering this field is because it is possible to have more than one customer item number per internal item number. Therefore, it is necessary to identify which customer item number to work with.

Item

Enter the code identifying the item on this scheduled order. You can specify a non-inventory item, such as a service, or an inventory item previously defined in Items. If you specify a customer item defined in Customers, the system replaces it with the associated internal item number.

Item codes uniquely identify items or products such as raw materials, purchased or manufactured intermediates, finished items, or packaging materials. Item codes also identify planning items, configured products, service kits, and repair parts used in service activities.

When an inventory item is entered, the system automatically accesses and displays recommended pricing, location, and GL accounts. These can be changed manually, as needed.

When a you specify a non-inventory item, the system checks to see if this is a valid customer item, as defined in Customer Items. If it is, the internal item number is accessed and displayed. If it is not, you must enter all relevant information manually. The system sets Ship Type to Memo, indicating that this shipment does not affect inventory. For scheduled orders, the combination of item number, PO number, customer reference, and model year uniquely identifies each detail line item. Additionally, you can use the line item number assigned to the detail record to access the detail record

UM

Indicates the unit of measure for this item.

Start Effective

The starting effective date of this release.

End Effective

The ending effective date of this release.

Status

Indicates the current status of this release.

Create Date

The date this release was initially created.

Ship-From

Indicates site from which all items for this order will be shipped.

All line items for this order are assigned to the Ship-From site. Demand information is passed to MRP accordingly.

Under Global Tax Management, the ship-from site also helps determine the applicable tax types. The tax zones for the ship-to address and the ship-from site, along with the customer tax class, determine the tax environment for the transaction.

Multiple orders can be entered for a unique combination of ship-from and ship-to. Additionally, the order can be used to reference an existing schedule order.

Ship-To

Enter the customer or ship-to address code to receive the items on this scheduled order.

Under Global Tax Management, the ship-to address helps determine the applicable tax types. The tax zones for the ship-to address and the ship-from site, along with the customer tax class, determine

the tax environment for the transaction. In addition, the ship-to address determines the transaction tax usage code.

Multiple orders can be entered for a unique combination of ship-from and ship-to. A scheduled order is uniquely identified by ship-from, ship-to, and order.

PO Number

The customer purchase order for this line item record.

Customer Reference

Enter the customer reference that identifies the schedule line to display or update. For scheduled orders, the combination of item number, PO number, customer reference, and model year uniquely identifies each detail line item.

Model Year

Indicates the model year for the schedule order line.

Master Line

If selected, indicates that the current line is considered the master line by the system.

Scheduling

Ship/Delivery Pattern

Specify the code for the ship delivery time pattern.

Ship/Delivery Time

A code specifying the customer's required routine ship or delivery patterns. This specifies the time of day when shipments or deliveries are accepted.

Prior Cum Req

Optionally, enter the total quantity required previous to the date of this release (the Prior Cum Date) based on the customer release.

Quantity planned for previous periods drops off the schedule but is added to the prior cumulative requirement quantity. MRP compares this amount to the cumulative amount shipped, and any remainder is a net demand.

Each customer schedule is identified by a sales order number, line item, and release ID, allowing the system to maintain multiple releases of the same schedule, keeping complete online history of all schedule revisions.

Normally, customers send schedule releases on a weekly or a daily basis. These are normally recorded in the system with a different release ID.

Only one schedule release can be designated as the currently active release. For required ship schedules, this is the schedule whose requirements are visible to MRP.

For example, in week 1, you can enter a plan for 100 units in weeks 1, 2, and 3. During week 1, you ship only 80 units. The new customer release in week 2 plans the quantity of 100 in weeks 2, 3, and 4. (Week 1 is no longer on the schedule.) When this new release is entered, the prior cumulative requirement is 100, the plan quantity for week 1 is deleted, and the plan quantity for week 4 is 100.

MRP sees a demand for 400 (prior cumulative plus weeks 2, 3, and 4). This is reduced by the 80 shipped, leaving a net demand for 320.

You can, optionally, include prior cum required quantities in the required ship schedule.

Prior Cum Date

The date through which the prior cumulative requirement amount includes.

When a new revision of a schedule is created, the quantity planned for previous periods drops off the schedule but is added to the prior cumulative requirement quantity—in week 2, the requirement for week 1 no longer appears on the schedule but is added into prior cumulative requirements. The prior cumulative start date is set to the last day in week 1. This field is for reference only, and can appear on some selected reports and inquiries.

Schedule Date Type

Indicates the shipment performance for scheduled orders.

Fab Qty

The maximum quantity of fabricated (manufactured) items that you are authorized to produce in anticipation of this customer's scheduled demand.

This field is for reference only and can appear on some selected reports and inquiries. This does not prevent you from producing more than this quantity, but it is the maximum quantity that the customer has committed to buy. Always compare the production schedule with this quantity.

Fab Start

The starting date of the period over which this quantity has been authorized—usually, the start date of the cumulative period.

Fab End

The ending date of the period over which this quantity has been authorized.

Show Qty as Cumulative

If selected, will display the line quantity as cumulative.

Int Purpose Code

Indicates the internal purpose code.

Create internal purpose codes in Generalized Codes.

Ext Purpose Code

Indicates the external purpose code.

Create external purpose codes in Generalized Codes.

Active Start

Enter the starting date for the schedule horizon.

Active Start defaults to the date the release is created. Leave this date and the active end date blank to indicate that the current schedule is open.

In some programs, reports, and inquiries; the active start date is for reference only and cannot be changed.

Active End

Enter the ending date for the schedule horizon.

This date must be on or after the active start date. Leave this date and the active start date blank to indicate that the schedule is open.

In some programs, reports, and inquiries; this field is for reference only and cannot be changed.

Raw Qty

Enter the maximum quantity of product that you are authorized to acquire raw materials for in anticipation of this customer's scheduled demand.

This field is for reference only and can appear on some selected reports and inquiries. This does not prevent you from purchasing more than this quantity, but it is the maximum quantity that the customer has committed to buy. Always compare planned purchases with this quantity.

Raw Start

The starting date of the period over which this quantity has been authorized—usually, the start date of the cumulative period.

Raw End

The ending date of the period over which this quantity has been authorized—usually, the start date of the cumulative period.

Schedule Detail

The Schedule Detail panel displays data about scheduled release lines.

Click Details to open Customer Scheduled Release Lines.

Customer Scheduled Release Lines

Customer Scheduled Release Lines displays release order line information.

Customer Scheduled Release Lines Main Panel

Date

The date this quantity is required at the customer site.

To generate your required ship schedule, first the customer's required receipt date is adjusted to reflect the schedule of their receiving department and predetermined shipping patterns. Then, transportation lead time is subtracted, resulting in a scheduled ship date—the date you need to have the items ready to ship out the door. This is the date MRP plans to have the required quantity available for shipment.

If the customer picks up this product with their trucks, this is the scheduled pick-up date. The delivery lead time is zero.

Time

The time at which this quantity is to be delivered.

Qualifier

Forecast quantity qualifier dictated by the customer: Defines whether the quantity is firm (F) or still only planned (P).

In Customer Scheduled Releases, all quantities are considered firm. For reference, the Q column displays 1 for requirements originating from a planning schedule or 2 for requirements originating

from a shipping schedule. However, if bucketing quantities are indicated in Customer Scheduled Orders, and the schedule does not have any AUTHNBRs, the Q column will display F after bucketing processing. Authorization numbers are categories (reference fields) that track the schedule from the time of receipt through the entire shipment process.

Interval

Select intervals of day, week, or month for this function to use when displaying aged quantities.

Reference

A reference number used by the customer to identify a specific shipment or delivery quantity.

Quantity

Indicates the quantity displayed on the current line.

Customer Scheduled Release Lines Requirement Detail Panel

The Requirement Detail panel displays requirement details associated with the current line.

Customer Scheduled Release Lines Notes Panel

Optionally, enter any notes here.

Customer Receipts

The Customer Receipts panel displays receipt information.

Notes

Optionally, enter notes here.

Customer Items

Use Customer Items to cross-reference customer item numbers to your internal item numbers.

Each item you sell has an item number, used internally for inventory control, planning, and production. However, your customers do not usually use the same item numbering scheme you do. You can also use it to cross-reference industry standard item numbers, such as UPC codes or marketing catalog numbers, to your internal item numbers.

Main

Customer/Ship-To

Indicates a customer address code identifying the customer with which to associate a customer item. Address information defaults below.

Customer Item

Indicates the customer item number to associate with an internal item number.

When you specify customer item numbers on sales quotes, sales orders, invoices, customer schedules, and RMAs; the associated internal item number automatically displays on the order line. Both the customer and the internal item number display on printed packing lists and invoices.

Description

Optionally, enter a brief description to be associated with this customer-item relationship.

Item

Indicates the item number to associate with the specified customer item number.

Display Customer Item

Enter the customer item number to display on scheduled orders and EDI advanced ship notices (ASNs) for this customer.

Customer Item ECO Nbr

Indicates the Engineering Change Order Number, if applicable.

Pre-Shipper

Use Pre-Shipper to confirm the selection of inventory items needed to fulfill an order.

Pre-shippers are pick lists that allow a company to select the inventory to fulfill an order. Pre-Shipper allows you to view documents created in the order process and provides the Confirm action for confirming Pre-Shipper records.

Actions

The Actions drop-down offers actions you can take for a record or set of records. Individual actions are for individual records and bulk actions are for sets of records that are selected based on browse search criteria and automatically applied required criteria. Bulk actions are only available for a hybrid view in browse-only view mode. For bulk actions, once you select the records and set options, you can simulate or submit the action.

Confirm

Choose Actions > *Bulk Confirm* to confirm pick lists which indicate the inventory to be used to fulfill an order.

Shipper

Shipping Group

Indicates a unique code for identifying a shipping group.

Ship Via

Default carrier name that is set up in Customers, which identifies the preferred carrier for a customer's orders. This value can be overridden.

Carrier

Indicates the address code of the carrier used for this shipment.

Carrier Shipment Reference

Enter a shipment reference number supplied by the carrier, such as a bill of lading number, carrier tracking number, or packing slip number. This number is used as the external reference when a pending invoice is created from this order.

Payment Type

Indicates the payment type to inform carriers of the accounts that require shipment payment collection.

Incoterms

Specify an International Commercial Term for this order. It identifies where title passes to the buyer and is used to indicate who pays shipping charges.

Ship Date

Enter the date this shipment was processed. Ship date defaults from the effective date entered on header, normally the system date.

Arrival Date

Optionally enter the date of arrival. This field is for reference only.

Vehicle ID

Enter the vehicle ID for this shipment.

Document

The legal document ID associated with the transaction.

Calculate Freight

Specify whether you want the system to calculate freight charges for this transaction. This field defaults to Yes for new orders and No for existing orders. When orders are shipped, it defaults to Yes if the order has a valid freight list. If you change the freight terms on an existing order, set this field to Yes to recalculate freight based on the new value.

Lines to Ship

Displays the Order, Line, Item, Description, Site, Quantity to Ship and UM columns.

Workflow Options**Invoice**

Specify if this order should be invoiced now, later, or placed on hold.

Consume Shipped Lines

Set this field to Yes to indicate that the selected items should be consumed automatically when shipped.

Print Shipper

Set this field to Yes to print pre-shipper upon action.

Main

Enter the pre-shipper information.

Ship-to ID

Indicates the ship-to site to which this pre-shipper/shipper is delivered.

Ship-From

Indicates the first ship-from address or site code in a range for this function to consider.

Ship Via

Indicates a code identifying the carrier normally used for shipments to this customer.

Shipping Group

Indicates the previously defined shipping group code.

Incoterms

Specifies an International Commercial Term for this order. It identifies where title passes to the buyer and is used to indicate who pays shipping charges.

Pre-Shipper Lines

Displays the Level, Order, Line, Item, Description, Site, Location, Quantity to Ship, UM, Lot/Serial and Customer Ref columns.

Shippers

Use Shippers to confirm the delivery of inventory to a customer.

Shippers are the documents used to indicate outbound delivery of inventory to a customer. Shippers allows you to view documents created in the order process and provides the Confirm action for confirming shipper records.

Actions

The Actions drop-down offers actions you can take for a record or set of records. Individual actions are for individual records and bulk actions are for sets of records that are selected based on browse search criteria and automatically applied required criteria. Bulk actions are only available for a hybrid view in browse-only view mode. For bulk actions, once you select the records and set options, you can simulate or submit the action.

Confirm

Choose Actions > *Bulk Confirm* to confirm shippers, signifying inventory has left the warehouse and been used to fulfill an order.

Shipper

Shipping Group

Indicates a unique code for identifying a shipping group.

Ship Via

Default carrier name that is set up in Customers, which identifies the preferred carrier for a customer's orders. This value can be overridden.

Carrier

Indicates the address code of the carrier used for this shipment.

Carrier Shipment Reference

Enter a shipment reference number supplied by the carrier, such as a bill of lading number, carrier tracking number, or packing slip number. This number is used as the external reference when a pending invoice is created from this order.

Payment Type

Indicates the payment type to inform carriers of the accounts that require shipment payment collection.

Incoterms

Specify an International Commercial Term for this order. It identifies where title passes to the buyer and is used to indicate who pays shipping charges.

Ship Date

Enter the date this shipment was processed. Ship date defaults from the effective date entered on header, normally the system date.

Arrival Date

Optionally enter the date of arrival. This field is for reference only.

Vehicle ID

Enter the vehicle ID for this shipment.

Document

The legal document ID associated with the transaction.

Calculate Freight

Specify whether you want the system to calculate freight charges for this transaction. This field defaults to Yes for new orders and No for existing orders. When orders are shipped, it defaults to Yes if the order has a valid freight list. If you change the freight terms on an existing order, set this field to Yes to recalculate freight based on the new value.

Lines to Ship

Displays the Order, Line, Item, Description, Site, Quantity to Ship and UM columns.

Workflow Options**Invoice**

Specify if this order should be invoiced now, later, or placed on hold.

Consume Shipped Lines

Set this field to Yes to indicate that the selected items should be consumed automatically when shipped.

Print Shipper

Set this field to Yes to print shipper upon completing this action.

Main

Enter the shipper information.

Ship-to ID

Indicates the ship-to site to which this pre-shipper/shipper is delivered.

Ship-From

Indicates the first ship-from address or site code in a range for this function to consider.

Ship Via

Indicates a code identifying the carrier normally used for shipments to this customer.

Shipping Group

Indicates the previously defined shipping group code.

Incoterms

Specifies an International Commercial Term for this order. It identifies where title passes to the buyer and is used to indicate who pays shipping charges.

Shipper Lines

Displays the Level, Order, Line, Item, Description, Site, Location, Quantity to Ship, UM, Lot/Serial and Customer Ref columns.

Sales Workflows

Use Sales Workflows to set specific workflows for fields within the system.

Workflows can be created to define sequences and steps for fields.

Main

Workflow

Indicates a name for the current workflow.

Business Component

Indicates the business component that the control field is attached to.

Control Field

Indicates the field that the workflow is applied to.

Description

Optionally, enter a brief description about the workflow.

Start Date

Enter a start date for the workflow.

End Date

Enter an end date for the workflow.

Steps

Click Details to open the Step Detail Window.

Click +New to add a new line to the data grid.

Step Detail Main Panel

Sequence

Indicates the current sequence number.

Step

Using the drop-down menu, select a code that corresponds with the correct step for this sequence number.

Description

Optionally, enter a brief description.

Step Detail Roles Panel

The Roles panel show the role permissions associated with this workflow.

Step Detail Possible Next Steps Panel

The Possible Next Steps data grid shows which steps are available to move to from the current step.

Use the Allow column on the far left of the data grid to manipulate this data.

Customer Quotes

Use Customer Quotes to send price quotes for services rendered.

Customer Quotes can be used by service organizations to get customer approval of a quote for services such as repairs, installation, and preventive maintenance. This quote provides details about labor, expenses, and items to be consumed in the service process. Once released to a linked order, the order is updated with approved price and service activities.

It is possible to create a customer quote directly from an active service or depot order.

The New and Delete button in the line grid are disabled when the quote is created from an existing order.

Actions

Release

Choose Actions > *Individual Release* to release the quote to a depot order.

Main

Order

Indicates the order number associated with this quote.

Order Date

Indicates the order date for this quote. This value defaults to the current date.

Confirmed

If set to Yes, this quote will be released as a confirmed depot order.

Include Notes

If set to Yes, notes entered in the quote will be included in the order.

Recalculate Freight

If set to Yes, the system recalculates freight costs.

Service Information

Engineer

Indicates the engineer responsible for this service.

Copy Item Usage

If set to Yes, the system copies all manually added required items to the order. Note that all items on the original order will remain on the order.

Recalculate Coverage

If set to Yes, the system recalculates coverage costs.

Override Coverage Limits

If set to Yes, the system determines whether the system should cover any amounts not covered when contract limits are applied during the release process.

This field is only available for edit when the Recalculate Coverage field is selected.

Lines to Release

This grid displays the customer quote lines to be released to a depot order.

Workflow Options

Print Order

If set to Yes, the order invoice will print upon completion.

Main

Sold-To

Indicates the customer placing the order.

Quote

Indicates the quote identifier.

Status

Select a status for the quote from the drop-down menu. The options available here are set up in Sales Workflows.

Quote Date

Indicate the day the quote was created.

Expire Date

Indicate the date the quote expires.

Site

Indicates the site where the items are shipped from.

Entity

Indicates the entity associated with the site field.

Purchase Order

Indicates the purchase order number associated with this quote.

Contact

Indicates the contact associated with this quote.

E-mail

Indicates the email address associated with this contact.

Phone

Indicates the phone number associated with this contact.

Currency

Indicates the currency type associated with this contact.

Required Date

Indicates the date by which the customer requires service to be completed.

Promise Date

Indicates the date the customer was promised service to be completed.

Follow-Up Date

Indicates the date in which follow-up with the customer is intended.

Accepted Date

Indicates the date in which the customer accepted the quote terms.

Remarks

Optionally, enter any remarks.

Quote Options**Ready to Release**

If set to Yes, a depot order will be created upon acceptance of this quote. Orders are only created for quotes with a Yes in the release field, matching other selection criteria. Typically, this field is set to Yes when the customer accepts the quote.

Print Quote

Set this field to Yes to print the quote upon release.

Taxable

Indicate whether the quote is subject to taxation.

Reminders Sent

Indicates the amount of system-generated reminders sent to the customer.

Last Release Date

Indicates the date the quote was last released to an order.

Reason Lost

In the case of unaccepted quotes, enter a reason the customer chose to accept. For example, Price Not Accepted.

Language

Indicates the primary language used in communicating with the customer.

Quote Lines

On the Quote Lines panel, you can view, create, edit, and delete quote line records.

The quote lines are displayed as a summary grid.

Clicking Details brings you to the details of the lines, where you can view and edit the line details. Creating or editing a quote line in the Summary mode works only on the displayed fields.

The order line details form is in a structure that is similar to the Customer Quote panels.

All the line items in a sales quote are listed in the grid on the left side.

The right side displays the detailed information against the selected quote line.

When you add a quote line, some of the values for the quote line default from the corresponding panels in the Customer Quote form. You can override them, as needed.

Customer Quote Detail Main Panel

End User

Indicates the end user.

Quote Type

Indicates the type of quote. For example, Depot or Service.

Order Reference

Indicates the original or future released order number associated with this quote.

Line

Indicates the current line for which information is displayed.

Item

Indicates the current line item number.

Description

Displays a short description of the line item.

Lot/Serial

The lot/serial number of the inventory counted. This may be blank, if the item is not Lot/Serial number controlled.

Reference

Indicates the reference number of the line item.

Quantity Quoted

Indicates the quantity of the item being quoted in this line.

Repair Type

Indicates the nature of the service repair. For example, Repair or Replace for depot orders.

Work Code

Work codes designate what type of work is performed during service activity. The work codes are generally broken down into broad areas of service that reflect how your service organization is structured. Work codes, in combination with other features, are used to manage call defaults and to control the flow of call activity into General Ledger accounts.

Service Type

Indicates the nature of the service type. For example, a 30- or 90-day warranty that covers the service being rendered.

Site

Indicates the site where the items are shipped from.

Location

Select a location from the drop-down menu.

Pricing Date

Indicates the pricing date.

Price List

Select a price list for this line item from the drop-down menu.

Net Price

Indicates the net price.

Cost

Indicates the line cost.

Customer Quote Detail Quote Line Options**Taxable**

Indicate whether the quoted line is subject to taxation.

Reason Lost

In the case of unaccepted quotes, enter a reason the customer chose to accept. For example, Price Not Accepted.

Customer Quote Detail Item Service Structure**BOM Code**

Indicates the code identifying the product structure or formula normally used to manufacture this item.

Routing

Indicates the code identifying the routing or process normally used to manufacture this item.

Customer Quote Detail Shipping Panel**Site**

Indicates the customer site to which the item or service is being shipped.

Ship-To

Enter the shipping address.

Freight List

Select a freight list from the drop-down menu.

Freight Class

Select a freight class from the drop-down menu.

Item Ship Weight

Indicates the total ship weight of the item.

Freight Ship Weight

Indicates the total freight ship weight.

Freight Minimum Weight

Displays the minimum weight for calculating freight charges for the shipment. It is retrieved from the freight data defined for the ship-to customer. Freight charges for shipments that weigh less than the minimum amount are based on this field, not the actual shipment weight.

Item Ship Weight Ext

Displays the extended ship weight for the line items.

Freight Ship Weight Ext

Displays the extended freight ship weight.

Unit Freight Charge

Displays the freight charge per unit.

Customer Quote Detail Billing Panel

Fixed Price

If set to Yes, the line item price is considered fixed.

Customer Quote Detail Labor Panel

The Customer Quote Detail Labor panel displays labor associated with the current quote line.

Customer Quote Detail Expenses Panel

The Customer Quote Detail Expenses panel displays expenses associated with the current quote line.

Customer Quote Detail Required Items Panel

The Customer Quote Detail Labor Required Items panel displays required items associated with the current quote line.

Customer Quote Detail Notes Panel

The Customer Quote Detail Notes panel displays any notes attached to the current quote line.

Shipping

Ship-To

Indicates the shipping address for this quote. This value defaults from the Sold-To field in the Main panel.

Due Date

Indicates the due date for service completion. This value defaults from the Required Date field in the Main panel.

Ship Via

Default carrier name that is set up in Customers, which identifies the preferred carrier for a customer's orders. This value can be overridden.

Calculate Freight

If set to Yes, the system calculates freight charges for this transaction.

Freight List

Indicates the freight list for this shipment.

Freight Minimum Weight

Indicates the freight minimum weight.

Freight Terms

Indicates the freight term code that applies to this order. This field defaults from the freight data defined in Customer Ship-To's.

Terms of Trade Point

Enter a code identifying the terms of trade for this order.

Billing***Bill-To***

Indicates the customer paying the invoice. A single bill-to is assigned when the customer is set up. If no bill-to is assigned, the sold-to customer code is used as the bill-to.

Daybook Set

Indicates the code for the set of daybooks that the system will use during invoice post. This defaults from the sold-to customer address.

Discount%

Enter the order discount percentage given to this customer, in addition to price list discounts and discounts for individual line items. The value must be between -99.99 and +99.99.

Pricing Date

Indicates the pricing date of this quote. Defaults to the current date.

Channel

Indicates the distribution channel through which this quote originated.

Project

Indicates the project ID associated with this quote.

Credit***Credit Terms***

Enter the credit terms code that applies to this quote. Credit terms default from the bill-to customer.

Credit Terms Interest%

Enter the credit terms interest percent for this order. This field defaults from the credit terms specified.

Action Status

Leave blank if this order can be processed immediately. Any non-blank entry indicates that the order is on hold and no action should be taken until it has been approved. During order entry, the system uses customer-specific parameters, as well as control settings, to perform a credit check.

Prepaid

Indicates the amount of prepayment applied to this quote.

Credit Invoice

Enter a code identifying the person who approved the credit and terms on this order.

Credit Card

Specify the credit card that the customer uses to pay for this order.

Tax Settings

Tax Class

Enter a tax class. Tax class defaults from the ship-to address, if it is defined for the customer record.

Tax Environment

Specify the tax environment that applies to this order.

Tax Included

If set to Yes, the system assumes the tax amount is already included in the price.

Tax Usage

Enter the tax usage code that applies to this order. This field defaults from the customer ship-to address.

Tax Date

The transaction tax date is used to select tax rates. At order entry, the default tax date is the order due date.

Exchange Rate

Exchange Rate From

Displays the exchange rate of the order currency from another unit of base currency.

Exchange Rate To

Displays the exchange rate of the order currency to another unit of base currency.

Fixed Rate

Displays the base currency.

Salespersons

Total

Taxes

The Taxes data grid displays tax information associated with this quote.

Summary

Discount%

Enter the order discount percentage given to this customer, in addition to price list discounts and discounts for individual line items. The value must be between -99.99 and +99.99.

Tax Date

The transaction tax date is used to select tax rates. At order entry, the default tax date is the order due date.

Taxable

Displays the total amount of taxable charges included in the quote.

Non-Taxable

Displays the total amount of non-taxable charges included in the quote.

Lines Subtotal

Displays the total amount of line charges included in the quote.

Discount

Displays the total discount amount applied to the quote.

Trailer Charges

Displays the total trailer charges associated with the quote.

Total Tax

Displays the total tax charges associated with the quote.

Quote Total

Displays the total quote amount.

Notes

Optionally, include any notes here.

Timestamp***Entered By***

Indicates the user who created this quote in the system.

Last Modified By

Indicates the last user to modify quote information.

Entered Date

Indicates the date this quote was created in the system.

Last Modified Date

Indicates the date quote information was last modified.

Global Sales Order Sourcing

When a sales order line is confirmed and the current site cannot fulfill the ordered quantity on the requested due date, Global Sales Order Sourcing provides a list of sites as the sourcing options for the sales order line.

Choose the *Select an alternate due date and quantity* option and Global Sales Order Sourcing displays alternate global sourcing options across sites and domains, based on:

- Site settings

When the current site cannot fulfill the ordered quantity on the requested due date, the system considers all other global sites that provide the line item and are marked as External Supplier in Site Maintenance.

- Sourcing control settings

You can choose whether to source from only sites that have sourcing rules defined, and whether to source from only sites that have quantity available.

For example, if Only Sites with Rules is selected in sourcing control settings, a site that has available items but does not have sourcing rules defined for it cannot be listed as an eligible sourcing option.

See [Setting Up Global Sales Order Sourcing on page 442](#).

- **Sourcing rules**

You define the sourcing rules based on the customer, item, site combination. And for each sourcing rule, you enter an integer score to indicate its priority. Global Sales Order Sourcing displays the eligible sourcing sites in order of score, from the highest score to the lowest score.

See [Creating Sourcing Rules on page 443](#).

With Global Sales Order Sourcing functionality, you have clear visibility into the eligible global sourcing options in order of priority score before making sourcing decisions. This functionality facilitates global order management.

When Global Sales Order Sourcing functionality is not enabled, the system follows the standard ATP or EMT logic.

Setting Up Global Sales Order Sourcing

To set up global sales order sourcing:

1. Open the Sales Control view.
2. In the Sourcing panel, enable Global Sales Order Sourcing functionality by selecting the Enabling Sourcing Rule option.
3. In the Sourcing panel, optionally set up other control options for Global Sales Order Sourcing functionality.
4. Click Save.

Sales Control

Sourcing

Enable Sourcing Rules

By default, this option is set to No. To enable Global Sales Order Sourcing functionality, set this field to Yes.

Only Sites with Rules

By default, this option is set to No. Specify Yes to consider only sites that have sourcing rules defined. Specify No to consider all sites in the current domain and external supplier domains.

Only Sites with Quantity Available

By default, this option is set to No. Specify Yes to consider only sites that have quantity available on the requested due date. Specify No to consider all sites in the current domain and external supplier domains.

Additional Score for Quantity Available

Specify an integer score from zero to 100. The system adds this additional score when calculating the score of each sourcing option that has quantity available on the requested due date. By default, this field is set to zero (0).

Creating Sourcing Rules

To create a sourcing rule:

1. Navigate to the Sourcing Rules menu and click the menu to open the Sourcing Rules browse.
2. Click New to open a new Sourcing Rules form.
3. On the Main panel, enter the name and description of the sourcing rule.
4. On the Main panel, specify the customer, item, site combination and enter a score to define the sourcing rule.
5. On the Main panel, enter the Start Date and the End Date, and click Save.

The sourcing rule is created. The system displays the rule name and the customer, item, site combination on the top of the Sourcing Rules form.

Sourcing Rules

Summary

The Summary panel displays the Name, Customer/Analysis Group, Item/Analysis Group, and more. The values here are for display only.

Main

Name

Enter a distinct name for the current sourcing rule.

Description

Enter a brief description of the current sourcing rule.

Customer/Analysis Group

Enter a valid customer address code, analysis group code, or leave blank for all customers.

Item/Analysis Group

Enter a valid item number, analysis group code, or leave blank for all items.

Start Date

Enter the first date when this sourcing rule is effective. If left blank, the sourcing rule is effective for any date before the expiration date.

End Date

Enter the last day when this sourcing rule is effective. Make sure that the date is greater than or equal to the start date. Blank indicates that there is no expiration date.

Site

Enter a valid sourcing site. You cannot leave this field blank.

Domain

The system displays the domain of the specified sourcing site.

Score

Enter an integer ranging from zero (0) to 100 to indicate the priority of the current sourcing rule. The greater the number, the higher the priority.

Service

Service addresses the needs of companies that have made a fundamental decision to be a service provider. These companies have recognized that service and support can play an increasingly strategic role in manufacturing markets and are learning that a well-managed service and support strategy can be leveraged into long-term competitive advantages.

Service can be used to build long-term customer relationships or long-term customer loyalty—that is, service can help build markets, not just sales.

The relationships fostered by a well-managed customer service orientation can lead to more sales through the testimony of satisfied customers.

Those who service a product often learn as much or more about how it works than those who built it. Proper management of this service experience can provide visibility of this data through a service request (SR) system and drive new product development.

The revenue from service contracts extends throughout the lifetime of a product, providing a financial base for future development and growth.

The critical requirement in providing excellent and timely service is up-to-date information. This includes knowledge both about the products a customer has and about their expectations and understanding of the service relationship.

Service and Support Management provides a way of capturing this information and making it easily accessible.

Action Requests

In day-to-day business operations, requests come in on topics ranging from requests for marketing or sales material to questions regarding how your equipment works to complaints about equipment breakdown and failure. Action requests let you manage internal responses to problems relayed from field activities or customer calls.

An action request represents an open problem or service project. An action request can be raised for an issue or issues about the same problem and is used for dispatching.

For dispatching purposes, each action request is assigned a Queue and Status. The queue defaults to blank. The status defaults from Service Request Control in the QAD .NET UI. You can override the defaults.

Managing action requests can help you detect the causes of problems and prevent future support costs. To fulfill a request, you perhaps need support from various functional departments. From an action request, you can generate the following documents:

- Sales quotes
- Sales orders
- Service orders
- Returned Material Authorizations (RMAs)
- Emails (sending the activity request through an email)

Creating an Action Request

This topic focuses on creating an action request.

1. Navigate to Action Requests on the menu bar.

2. Click New.

The Action Requests window opens.

3. Enter the contact information in the Contact panel.

The contact person can be yourself, or the people who request for a resolution for the reported issue. The Name field is mandatory. Enter the phone number or the email address or both for the contact.

4. In the Main panel, enter the summary of the request.

To give more details on the request, you can optionally provide a detailed description.

5. In the Additional Details panel, specify the status for the request. By default, the status is Open. You can also specify the severity level, request type, and ISB item information, and assign a queue and an engineer to the request.
6. Click Save to save the request.

An action request is created.

Processing an Action Request

This topic focuses on processing an action request.

1. Navigate to Action Requests from the menu bar.
2. Use the filters to find your desired action request and open it by double-clicking it.
3. In the Additional Details panel,
 - a. Change the request status in the Status field.
 - b. Assign the request to a queue using the Queue field.
 - c. Appoint an assignee for the request in the Assignee field.
 - d. Assign the request to yourself by clicking the Assign To Me button.
4. Record the resolution details for the request in the Resolution Panel.
5. In the Referenced Documents panel, link the related documents to the request. See “Adding Referenced Documents to Action Request” for more details.
6. Click Save.

An action request is processed.

Closing an Action Request

This topic focuses on closing an action request.

1. In the Additional Details panel, change the status to Closed.
2. Optionally enter the resolution for the request in the Resolution panel.
3. If there is any referenced document related to this request, add it to the Referenced Documents.
See “Adding Referenced Documents to Action Request” for more details.
4. Click Save.

An action request is closed.

Adding Referenced Documents to Action Requests

This topic focuses on adding referenced documents to an action request.

1. In the Referenced Documents panel of the request, click New.

2. Choose a document type from the drop-down menu of the Type field.
3. In the Number field, choose the desired document from the look-up browse.
4. Optionally enter the notes for this referenced document.
5. Click Save.

Referenced documents are added to the action request.

Routing an Action Request to an RMA

This topic focuses on routing an action request to a returned material authorization (RMA).

1. Open the action request in the Action Requests form.
2. Choose Create RMA from the Actions drop-down menu.

The Create RMA window displays.

3. In the Main panel, enter information about the RMA.
 - **Sold-To:** When the Contact Type of the action request is Customer, the sold-to address defaults from the customer address. When the Contact Type is End User, the sold-to address is the customer address that is associated with the end user. When the Contact Type of the action request is not Customer or End User, this field defaults to blank. You can select the customer from the lookup browse.
 - **End User:** When the Contact Type of the action request is Customer or End User, the end user defaults from the customer or the end user of the action request. Otherwise, this field is blank. You can select an end user from the lookup browse for the specified customer.
 - **RMA:** If required, you can enter the RMA number. If left blank, the system will assign the RMA number using the rule defined in RMA/RTS Control in the QAD .NET UI.
 - **Purchase Order:** Optionally enter the associated purchase order number, if any.
 - **Order Date:** Defaults to the current system date. You can change it as needed.
 - **Expected Date:** Defaults to the current system date. You can change it as needed.
 - **Contract:** Specify the contract to apply to the customer. The contract determines the applicable service type.
 - **Service Type:** The service type is determined by the specified contract. You can also change it as needed. When the contract is changed, the service type is changed accordingly.
 - **Currency:** The currency defaults from the currency of the associated bill-to customer.
 - **Confirm:** Specify whether to create a confirmed or unconfirmed RMA.
4. Use the Return Lines panel to add or modify the return item information.

If an item is specified in the Additional Details panel of the action request, the item is defaulted as a return line of the RMA. You can edit the serial number, reference, and quantity. If no item is specified for the action request, the returned item is empty. You can specify an item in the grid.
5. Click Submit.

The RMAs window displays.

6. Complete more details for the RMA and save it.

You can also modify the details of the RMA by clicking View in the Referenced Documents panel of the action request.

The created RMA is attached to the action request as a referenced document.

Routing an Action Request to a Service Order

This topic focuses on routing an action request to a service order.

1. Open the action request.
2. Choose Create Service Order from the Actions drop-down menu.

The Create Service Order modal dialog is displayed.

3. In the Item Selection panel, choose the item that requires service.

The system recognizes the installed base item by the combination of item number, serial number, and ISB reference.

To minimize the search scope of items, specify the end user before choosing the ISB item.

4. If you want to move the ISB item to another end user, use the Move ISB button.
5. In the Service Information panel, enter the service order information.
 - Leave the service order number blank for the system to generate one.
 - Bill-To customer code is required.
 - When a non-base currency is entered, the exchange subpanel is opened for you enter the exchange rate.
 - Work Code, Model, and Service Group determine the default values for the service order to be created.
6. Click Submit.
 - If multiple coverage sources for the specified item are found, the Coverage Selection dialogue pops up for you to select a coverage to use. Click Continue.
 - If there are no multiple coverage sources, the service order is created when you click Submit.

The Service Orders window pops up.

7. Complete more details for the service order.
8. Click Save to save the service order.

The service order is created. The created service order is added to the action request as a referenced document.

Routing an Action Request to a Sales Order

This topic focuses on routing an action request to a sales order.

1. Open the action request in the Action Requests form.
2. Choose Create Sales Order from the Actions drop-down menu.

The Create Sales Order window is displayed.

3. Enter sales order information in the fields.
 - **Sales Order Number:** Enter the sales order number or leave it blank for the system to generate one. The system generates the sales order number following the rule set

in Sales Order Control in the QAD .NET UI or using the number format specified in the Number Format field.

- **Number Format:** Specify a number format from the lookup browse. The system generates the sales order number based on the specified format. The number format is maintained in Number Range Maintenance in the QAD .NET UI.
- **Sold-To:** Defaults to the Customer field in the action request only if the Contact Type is Customer or End User. If the Contact Type is End User, the customer linked to the end user is used as the sold-to customer. You can also select a sold-to customer from the lookup browse.
- **Purchase Order:** Optionally, select the purchase order that relates to the sales order.
- **Order Date** Defaults to the system date. You can change the date as needed.
- **Item:** The item defaults to the item specified in the action request. You can modify it as needed.
- **Description:** Displays the item description defined in Items.
- **Quantity Ordered:** Enter the quantity of the item to order.
- **Channel:** Optionally specify the channel for the sale.

4. Click Submit.

The Sales Orders window pops up for you to enter more details for the order.

5. Click Save when you finish editing the sales order.

The sales order is created. The created sales order is added to the action request as a referenced document.

Sending an Action Request to the Contact

This topic focuses on sending an action request to the specified contact.

1. Navigate to Action Requests on the menu bar.
2. Find the action request to send using the filters.
3. Select the action request from the Action Requests view or open the action request by double-clicking it.
4. Choose Email Action Request from the Actions drop-down menu.

The system uses the email address specified on the Action Request.

A confirmation message pops up.

5. Click Continue on the confirmation message.
6. Click Submit.

An information message pops up showing that the action request is sent and that a notification will be sent to your Inbox.

Action Requests

Action Requests includes the following panels:

Contact

Main

Additional Details

Resolution

Referenced Documents

Contact

The Contact panel contains the contact information of the action request.

Contact Type

Specify the contact type of the request. When you choose an option, except for the option of Other, you are allowed to specify a contact code in the field below the Contact Type field. The label of the field below depends on the contact type you choose here.

The available options are:

- Customer
- Employee
- End User
- Engineer
- Other
- Salespsn
- Supplier

Customer/Employee/End User/Engineer/Other/Salesperson/Supplier

The field label depends on the contact type that you choose in the Contact Type field. After you choose a code from the lookup browse, the system brings the primary contact's name, phone, email, and company name and address into the corresponding fields.

Contact Name

Select a contact name from the lookup browse.

If you have specified a code in the Customer/Employee/End User/Engineer/Salesperson/Supplier field, the primary contact name is automatically brought into this field.

Phone/Email

After you select a contact from contact browse, the system brings in the contact's phone and email information. You can update the phone number as needed.

The Phone or Email must be entered.

Company Name

The company name defaults from the business relation associated with the contact. You can update it as needed.

Company Address

The company address defaults from the business relation associated with the contact. You can update it as needed.

Main

The Main panel is for inputting the content of the action request.

Summary

Enter a summary of the request. Up to 256 characters are allowed. The summary entered here is displayed on the request header.

Description

Enter a detailed description for the action request. Up to 2000 characters are allowed.

Additional Details

The Additional Details panel is used to process action requests and track their status. You can change the action request status, assign it to yourself or to another employee, and put the request into a queue. The entered assignee must be a valid employee.

Severity

Specify a code indicating the severity of the issue. The code must be a valid code set for the field `acr_severity` in Generalized Codes.

Request Type

Specify a code indicating the type of the request. You can set up the request types in Language Details. The request type is used to determine the subsequent process. For example, a request of Sales may be routed to create a sales order or sales quote eventually in this process. The available options are:

- Service
- Sales
- Purchase
- Billing
- Product
- Other

Status

Specify a code indicating the status of this action request. The status code must be a valid code set up in Language Details. The available values are:

- Open (default)
- Work
- Closed

Queue

Specify a queue for the action request. The queue is a holding area you define to indicate who is responsible for the action request. The queue code must be a valid code defined for the field `acr_que` in Generalized Codes.

Assignee

The person to whom this action request is assigned. By default, the Assignee is blank. Enter the employee ID or choose one from the lookup browse. The assignee must be a valid employee in the system.

Assign To Me

To assign the action request to yourself, click the Assign To Me button.

Lot/Serial

This field is used for a service request related to installed base items. Enter the serial number of the installed item, then the Item field below is automatically populated with the associated item number.

Item

Enter the item number that relates to the request. The item can be an item required to create a sales quote or sales order and can be an item for repair or return.

When a serial number is entered in the Serial field, the associated item number is automatically filled in.

Request Date

The date and time when the request is created. It defaults to the system date and time and can be modified.

Close Date

Enter the date and time when you close this request.

Reported Problem

Specify a code for the problem reported. You can predefine the codes in Reason Codes. The Reason Type for the reported problem reason codes must be set to any of the request types: Bill, Product, Purchase, Sales, Service, and Other.

The lookup browse shows all the codes for the specified Request Type. If the reported problem is not for the specified request type, the system displays an error message when saving.

Entered By

Displays the code of the user who created this action request.

Resolution**Actual Problem**

Specify a code for the problem reported. You can predefine the codes in Reason Codes. The Reason Type for the actual problem reason codes must be set to any of the request types: Bill, Product, Purchase, Sales, Service, and Other.

The lookup browse shows all the codes for the specified Request Type. If the actual problem is not for the specified request type, the system displays an error message when saving.

Resolution

Record the resolution for the action request. You can predefine the codes for the field acr_resolution in Generalized Codes.

Details

Enter more details to describe the actual problem and the resolution.

Referenced Documents

In the Referenced Documents panel, you can link the relevant documents to the action request. When resolving action requests, some documents may be produced based on the request content. The documents include:

- Sales orders
- Sales quotes
- Service quotes
- Service orders
- Purchase requisitions
- Purchase orders
- RMAs
- Action requests
- Customer Invoice

The available actions on this panel include:

- New: Add a referenced document
- Delete: Delete an existing reference record
- View: Open and view the details of the linked reference document

Installed Base

The installed base is a repository of information about items and the organizations that own and use them. An installed base record links three essential elements: an item, the customer who purchased it, and an end user. It also maintains details about an item, including serial number, installation date, warranty coverage, and how often maintenance is required.

An installed base record links three essential elements:

- An item
- A customer
- An end user

The customer is the organization that purchased the item, and represents the parent record to which end users and installed items relate. Each end user must be linked to a customer and, in turn, each installed item must be linked to an end user. The customer can also be an end user.

End users are the people who most often use an item, request maintenance for it, and report problems. For the installed base that is updated from sales orders, the end user is from the ship-to address of sales orders. The end user is not necessarily the customer.

Each customer can have multiple end users, but a given end user is linked to only one customer. Typically, the end user possesses the item, even though the item might have been purchased by the main office.

Example: A parent company buys a forklift and ships it to a warehouse. The parent company is the customer. The warehouse is the end user. The warehouse did not buy the forklift, but uses it at that location. Someone at the warehouse usually reports service problems.

A customer can also be the end user, but an end user cannot exist by itself—it must be linked to a valid customer record. The end user is always connected to the customer who purchased the item that the end user possesses.

Creating an ISB Record

This section focuses on creating an installed base record from scratch.

1. Navigate to Installed Base in the Menu Bar.
2. Click New.

The Installed Base form is displayed.

3. In the Main panel, specify the end user of the ISB item.

The customer that the specified end user is associated with is displayed in the Customer field. The time zone of the customer is also displayed when Multiple Time Zones is enabled in Service Management Control.

4. In the Main panel, specify the item code and the lot/serial number, if the item is lot/serial-controlled.

The following information is retrieved from the item data defined in Service Item Maintenance.

- Item Revision
- Item Type
- Warranty Code
- PM Days

5. Enter the quantity of the item that is installed at the end user location.

The default quantity is the shipment quantity. For serial-controlled items, the quantity can only be one.

6. If the ISB item is a component of an existing ISB record, specify the parent item by entering the Parent Item number, Parent Serial number, and the ISB reference.
7. In the Service Coverage panel, optionally enter the Install Date.

By default, the Install Date is the current system date. You can change it to reflect the actual installation date of the item. When you change the Install Date, the system updates the Warranty Expiration date by adding the warranty period to the installation date.

8. Click Save to save the record.

The installed base record is created.

If you added this ISB item as a component to an existing ISB record, you can see the component in the Component panel of the parent ISB item.

Deleting an ISB Record

This section focuses on how to delete an installed base record.

You cannot delete an ISB record in any of the following cases:

- There is an open service order that references this ISB record.

- There is an active contract for this ISB record.
- 1. Navigate to Installed Base in the Menu Bar.
- 2. Use the Search bar to find the record to delete.
- 3. Select the record and click Edit on the tool bar, or double-click the record.

The ISB record is open for editing.

- 4. Click Delete on the tool bar.

The confirmation message is displayed.

- 5. Click Delete to confirm the action.

The record is deleted from the system.

Moving an ISB Record

For some reasons, you may need to move an ISB item from a customer to the actual end user. You can change the end user of an ISB record when you:

- Create a service order from installed base using the Service Orders window, or
- In a service order line, enter an item that belongs to another end user

- 1. Navigate to Service Orders in the Menu Bar.
- 2. Click New.

The Service Orders window is displayed.

- 3. In the Main panel, click the Create from ISB button next to the End User field.

The Create Service Order popup shows up.

- 4. Specify the ISB item to move by entering the serial number, item number, end user, and the ISB reference information.

If there is a service order for the ISB item, you cannot move it to another end user.

- 5. Click the Move ISB button.

The Installed Base Move modal dialog is displayed.

- 6. Specify the end user that the ISB item will be moved to.
- 7. If needed, you can also change the coverage information by selecting the Recalculate Coverage field.
- 8. Click Submit and then click Continue on the confirmation message.

The installed base record is moved to the specified end user.

Creating an ISB Record from a Sales Order

Invoice Post and Print creates installed base records for items from sales orders when these settings are in place:

- Ship to Installed Base is Yes in Service Management Control.
- Installed Base must be Yes in Service Item Maintenance for the item.

You can let the system add items to the installed base as you sell them. Creating records this way minimizes the data entry required to update the installed base.

The system creates the actual ISB record when you post the invoice for the sales order, minimizing the cleanup required if you find mistakes on the pending invoice. If a sales order shipment created the ISB record and you change the invoice later, the ISB record may be wrong.

When the system creates an ISB record during invoice post, it includes the sales order number, line item number, and invoice number. You can use these fields later as search criteria. Invoices created for both standard sales orders and RMAs create or update installed base records.

1. Navigate to Sales Orders and create a sales order for the item.
2. Go to the Main panel of the sales order line details.
3. Enter the item number and the order quantity.

You cannot add memo items to the installed base from Sales Orders, since the system creates the ISB record only if the item is predefined in Service Item Maintenance.

4. In the Order Line Options subpanel, select the Update ISB option.

The Installed Base subpanel is displayed.

5. Optionally enter more information in the Installed Base subpanel.

If you do not specify the End User in the Installed Base panel of the sales order line, the end user of the generated ISB record is the ship-to address of the sales order.

6. Save the sales order line and close it.

Now you are back to the Sales Orders form.

7. On the top of the Sales Orders form, click Actions > Ship Inventory to ship the sales order.
8. In the Ship Inventory popup, select the item to ship and select Now in the Invoice field.
9. Click Submit.

An information message is shown with the shipment status and the shipper number.

10. Click OK on the message.

11. In the Invoice popup, click Submit.

An information message is shown with the invoice status and the invoice number.

The sales order is shipped and invoiced successfully. The line item is recorded in the Installed Base. Go to the Installed Base to view and manage the record.

Updating an ISB Record from an RMA

Invoice Post and Print for RMAs creates installed base records when these settings are in place:

- Ship to Installed Base is Yes in Service Management Control.
- Installed Base must be Yes in Service Item Maintenance for the item.

Like sales orders, invoices for RMAs also update the installed base. Items on an RMA can also generate installation calls.

You can change default installed base information in an RMA—just like on a sales order by—setting Edit Installed Base to Yes in RMA/RTS Control. For instance, if you need to define an end user on a line item that is different from the end user specified on the header, you can change the end user line-by-line.

RMAs add records to the installed base and remove them. If you issue an item in place of a returned item in an RMA, the old record is removed and replaced by the new record.

Updating ISB Records from Service Activities

Processing service activity reports (SAR) updates installed base records when these settings are in place:

- Ship to Installed Base is Yes in Service Management Control.
- Installed Base must be Yes in Service Item Maintenance for the item.

Processing a service activity report can:

- Add a new item to ISB records

When the service activity report references a service order line that contains an item that is not an existing ISB item, select the Update ISB field in the Main panel of the SAR.

The Installed Base hybrid view is displayed. The item and the end user information are brought in from the referenced service order.

If you want to add this item as a component to an existing ISB item, specify the ISB item with the Parent Item, Parent Serial, and Parent Reference fields.

After you process the SAR, the item is added into the ISB records. You can check it in Installed Base History.

- Replace an existing ISB component with a new one

Changing some parts of a product is a common instance during service activities. If the replaced part is repairable, it should be returned to the seller's site. In this case, you can record the item used in the Item Usage panel and record the item returned using the Item Return panel.

After you process the service activity, the new item is added to the end user's installed base. At the same time, the item returned is removed from the installed base. View the transactions in Installed Base History.

Adding a New ISB Item to ISB Structure

Use the Open Component button on the Component panel to add a new ISB item as a component to ISB structure.

For instructions about adding existing ISB items into ISB structure, see [Adding an Existing ISB Item to ISB Structure on page 457](#).

1. Navigate to Installed Base in the Menu Bar.
2. Use the Search bar to find the desired ISB record and double-click it to open it.
3. Go to the Component panel.
4. Click Open Component.

The Installed Base form is displayed.

5. On the Main panel, enter the item number and the lot/serial number.

On the Main panel, you can also optionally change the Model, Item Revision, and Item Type. The other fields are automatically filled with data retrieved from the parent ISB item and the product structure.

6. Click Save and then close the form.

Now you are back to the parent ISB record. The new ISB record you just created is added to the Component grid.

7. Click Save to save the record.

Adding an Existing ISB Item to ISB Structure

The Component grid in the Installed Base form enables you to track the key components of ISB items. You can add an existing ISB item as a component to an ISB structure. The hierarchical structure of the Component grid shows the parent-child relationship of the ISB items.

With the Open Component button on top of the grid, you can create another ISB record and add it to the current ISB item as a component. For details, see [Adding a New ISB Item to ISB Structure on page 456](#).

1. Navigate to Installed Base from the Menu Bar.
2. Use the Search bar to find the desired ISB record and double-click it to open it.
3. Go to the Component panel.
4. Click New on the top of the Component grid.

A blank line is added to the grid.

5. In the Item field, select an ISB item from the lookup browse.

By default, the Installed Base hybrid browse displays all the installed base items for the end user specified in the Main panel. You can apply more filters to minimize the search results.

- The ISB item must be a valid item in the end user's ISB records.
- Cyclic structures are not allowed. The component item must be different from the item specified in the Main panel.
- You cannot add an ISB item that has already been configured in another ISB structure.

The Serial Number, Reference Number, and the Item Revision information are brought into the grid line.

6. Click Done to complete the line and click Save to save the ISB record.
7. If you want to add a child item to the component, select the component and click Add Child.

A blank child item line shows up in the grid.

8. Repeat steps 5 and 6 to complete the child item line.

Deleting an ISB Structure

You can use the Component panel to edit and delete ISB structures.

Only the Item Revision can be modified for a component item.

Deleting a component only removes the component item from the ISB structure. The component item still exists in the end user's installed base.

To delete a component from an ISB structure, follow these steps:

1. Navigate to Installed Base in the Menu Bar.
2. Use the Search bar to find the record.
3. Double-click the ISB record to open it and go to the Component panel.
4. Select the component in the Component grid and click Delete.
5. Click Delete to confirm the action when prompted.

The component item is deleted from the ISB structure.

Installed Base

Main

End User

Specify a valid end user code. End user codes are defined in End Users. Once you have saved the ISB record, you can no longer change the end user.

When the installed base is updated while posting an invoice for a sales order, the end user address code is set to the ship-to address from the sales order by default. If the installed base record is updated due to an RMA or a material order, the end user in the RMA or work order is displayed here.

All reports and inquiries can be sorted and selected by end user address code.

The original customer who bought the item often is different than the ship-to and the end user address. For example, a corporate office may purchase items and have them shipped to their various regional offices. These regional offices in turn may distribute the product to end users at their branch offices.

Item

This number identifies an item installed at this end user location. The installed base item can be a finished product or a component. Once the record is saved, you can no longer modify the Item field.

Installed base information can be used in most service activities. Installed base items may be under warranty and others under specific service contracts, which determine levels of coverage. Service orders and other service activities may reference an installed base item number along with its serial number and reference.

Generally any item that is under warranty, covered by a service contract, or likely to be subject to repair or exchange should be set up in the installed base. Consumable items (such as printer ribbons) would not normally be entered into the installed base.

If you want to limit service to items in the installed base, you should set Items In Installed Base in Service Management Control to Yes. This field controls whether items must be in the installed base before service requests can be recorded.

Inventory items to be added to the installed base are normally set up with Service Item Maintenance on the QAD .NET UI. The service information provides defaults for the installed base records created during invoice post of sales orders for the item.

Description

A short description of this installed base item. When you enter an item that exists in the item master data, the description is from the item's master data. You can override it as needed.

The item description is helpful when the end user only knows what the item is and cannot tell you the item number. For this reason, you should make your descriptions as informative as possible.

Lot/Serial

Enter the lot or serial number uniquely identifying the installed item. If the item has been set up in Items with Lot/Serial Control set to Yes, this field is required.

You can modify this field directly when you need to change the serial number of an item that exists in the installed base.

Installed base information can be used in most service activities. Installed base items can be under warranty and others under specific service contracts, which determine levels of coverage. Service

orders and other service activities can reference an installed base item number along with its serial number and reference.

When the installed base is updated from Invoice Post and Print (in the QAD .NET UI), the lot/serial number of the item shipped is recorded.

An installed base item can be assigned a serial number for service tracking purposes even if it is not normally a lot/serial controlled item. If no serial number is entered, the system generates a unique reference number so that non-serialized items can be tracked separately.

Reference

Enter a reference number that uniquely identifies an item without a serial number in the installed base (ISB).

Installed base reference numbers are not used with serial numbers. When a serial number is entered, a reference number defaults to 0. ISB reference numbers are used generally in two situations:

- To uniquely identify items without lot or serial numbers
- To uniquely identify individual items that are part of a lot

Quantity

The quantity of the item that is installed at this end user location. The default is the shipment quantity. For serial-controlled items, the quantity can only be one.

Customer

Displays the customer that the specified end user is associated with.

Time Zone

Displays the time zone of the end user when Multiple Time Zones is enabled in Service Management Control.

Parent Item

When the specified item is a component of a current product structure, this field displays its parent item code. You cannot change it.

When the specified item is a component of a current product structure and no parent item is found, you can select the parent item from the lookup browse. The serial number and reference number of the selected parent item are respectively auto-filled in the Parent Serial field and the Parent Reference below.

When the specified item is not a component, leave this field empty.

Parent Lot/Serial

This field displays the lot/serial number of the parent item. For a component in the current product structure, you cannot change the lot/serial number.

If you manually specified a parent item in the Parent Item field, you can change the lot/serial number. Once you save the record, you can no longer change it.

Parent Reference

This field displays the ISB reference number of the parent item. For a component in the current product structure, you cannot change the reference number.

If you manually specified a parent item in the Parent Item field, you can change the reference number. Once you save the record, you can no longer change it.

Model

The product model with which this item is associated. It defaults from the model associated with the item in Service Item Maintenance.

Many organizations service products by model. Associating a model number with a set of items allows you to create call defaults based on the model. This is useful if service orders associated with various product models follow different paths in the service organization.

Item Revision

An optional code identifying the engineering revision of this item.

Revision codes are associated with a particular engineering drawing or process. When a change is made, the revision code usually changes. The current revision for an item can be entered manually using Items or automatically using ECO Maintenance in the QAD .NET UI.

It is important to enter the correct revision number for the installed item. The service process may change from one revision to the next. For example, component items may have changed or upgraded to field replaceable units.

Item Type

A code grouping service items according to a user-defined type schema. Defaults from the Item Type specified in Service Items Maintenance in the QAD .NET UI. Validated against predefined values entered in Generalized Codes, if any.

The system type code is for reference only, unless you designate one code as indicating a system-level item. This is done by specifying its value in the System Level field in Service Management Control.

System level is usually used to indicate the top-level item in an installed configuration, although it can be used for whatever meaning suits your business needs. The Installed Base Report can be used to generate reports displaying only system-level items.

Three codes are predefined: S for system, SW for software, and O for other.

You can set up as many others as you need.

Service Coverage

The Service Coverage panel contains the warranty-relevant fields that determine the service coverage of the installed base item.

Warranty Code

Identifies the normal warranty terms applying to this item. The warranty code defaults from service item information. You can change it to a valid warranty code set up with Warranty Type Maintenance.

When an item is added to the installed base (Installed Base is Yes) during invoice post, this warranty is used by default.

Each service item may be assigned a warranty type, identifying the normal warranty terms applying to it. This may be changed manually on individual installed items as needed. When a service request

is processed for an installed item, the warranty information is used to determine its coverage. Once the warranty period has expired, a service contract is usually negotiated and then the contract terms apply.

Install Date

For a new item, Install Date defaults from the system date, but you can change it. When the Invoice Post and Print program creates an installed base record, the install date defaults from the sales order shipping date. If the item has Install Call set to Yes, the system sets the install date to the ship date plus the installation days ahead in Call Management Control. When you close the installation call, however, the system updates Install Date to reflect the call closure date and recalculates the warranty end date. The system applies these rules for defaulting an install date only if you do not specify an install date while maintaining sales orders or installed base records. The system never overwrites an install date you specify.

Warranty Expiration

The system calculates the expiration date by adding the warranty duration to the install date. You can manually change it, but if you specify a warranty, you must also specify an expiration date.

PM Days

Defaults from the value in Days Between PM in Service Item Maintenance and indicates the preventive maintenance cycle for this item in calendar days. The system adds this value to the install date initially to determine the Next PM Date field value in Installed Base. When you close subsequent PM service orders or lines with the PM work code, the system adds PM Days to Last PM Date to determine the Next PM Date value.

Last PM Date

The system updates this field when you close a service order line with the PM work code for this item. The Last PM Date is the close date of the service order.

Next PM Date

This field is for display only. When a service order line with the PM work code is closed, the system adds the Days Between PM value in Service Item Maintenance to Last PM Date or, if blank, to Install Date.

If the value in the PM Days field or the Last PM Date field is modified, the system updates the Next PM Date field accordingly. The Next PM date may also be updated when a service order is created for this item using the PM work code. In this case, the date of the service order will be used as the next PM date.

Item Information

The Item Information panel contains additional detailed information about the installed base item.

Ownership

A reference-only field indicating who actually possesses the item. This field defaults to blank. The specified owner code must be set up for field isb_owner in Generalized Codes. For a large company, you might enter the department or individual that uses the item.

Status

A user-defined code indicating the status of this installed base item; for example, BETATEST or OBSOLETE. Set up status codes in Generalized Codes for the field isb_status.

ISB Location

A short description (up to 24 characters) of the current location of this installed base item at the end user facility.

This field is for reference only and may appear on some selected reports and inquiries.

Since the end user code may identify a large company, this field can be used to pinpoint the exact location of an item. For example, you might specify a building number, suite number, or floor.

Source Order

The Source Order panel shows the order/line number, ship date, and invoice number that are related to this installed base item.

Order

This field is for display only. When the installed base item is added from invoicing a sales order or an RMA, this field displays the sales order number or the RMA number. When the installed base item is added from a service order report, this field displays the service order number.

Line

This field displays the line number of a sales order, an RMA, or a service order that this installed item record is derived from.

Ship Date

Displays the shipment date of the installed item.

Invoice

Displays the invoice number of the installed item.

Components

The Components panel enables you to add the existing ISB item to the current ISB record, modify the existing component structure. If you want to add a new ISB item to the component grid, use the Open Component function to create an ISB record. Once the ISB record is created, it is added to the component grid.

New

Adds an existing ISB item to the ISB structure as a component. The item to add must be an existing ISB item for the end user, and the ISB item cannot be included in any other ISB structure. Otherwise, an error message is shown.

Add Child

Adds an existing ISB item as a child item of the existing ISB item component. The item to add must be an existing ISB item for the end user, and the ISB item cannot be configured to any other ISB record. Otherwise, an error message is shown.

Edit

Modifies the existing product structure of the ISB item. Only the Item Revision information can be changed.

Delete

Deletes an ISB item from the ISB structure, not from the ISB record. If you delete a parent component, then its child item is also deleted from the structure.

Open Component

Clicking Open Component opens the selected component in the Installed Base hybrid view, where you can view and modify the ISB information of the component. You can also add a new record into the Installed Base data.

Return Material Authorization

A Return Material Authorization (RMA) tracks items leaving from or arriving at your site or warehouse, which includes items shipped to and returned from customers. After you receive or issue items, the installed base can be updated when you post the RMA invoice. Again, the system can record items issued to your end users and remove items received from them.

RMA Return

RMA enables you to process the receipt of items returned from your customers. These items might be damaged or broken, or perhaps are being returned for a different or upgraded model.

RMA Replacement

RMA enables you to issue items as replacements for items returned by your customer.

The replacement line can link to the associated return line. When you record the returned item, there is an option for you to let the system generate a replacement line automatically.

RMA Coverage

When handling returns, you address many coverage issues. Is repair covered? Is repair feasible in terms of the amount of coverage? Is this item critical to the account, and should the RMA costs be shifted to goodwill? How can coverage be adjusted for one item or for a special case?

Pricing is another coverage issue for RMA items. A returned item is usually not new and may not be in good condition. How much credit do you give for the return if you issue a new item and credit the customer for the return?

Coverage issues for RMAs are handled through service types, charge types, and RMA credit price lists:

- Service types determine credit pricing and coverage levels for the RMA as a whole.
- Charge types enable you to change the service type for a particular item on an RMA.
- RMA credit price lists manage the cost of returns.

Only the percent of coverage defined for the service type or contract is used in RMA.

RMA Service Type

The service type associated with an RMA determines credit pricing and coverage levels, as well as other coverage details. By default, an RMA uses the service type from one of three sources:

- The service type of the service order associated with the RMA
- The service type of a contract selected to cover the RMA
- The default service type in RMA/RTS Control on the QAD .NET UI, if no service order or contract is associated with the RMA

Service types determine the financial impact of RMA processing. They provide default credit price lists for RMA receipts, default restocking charges, and also determine the percentage of coverage. In addition, the service type determines whether you can ship a replacement item before you receive the defective item, and can determine the default product line.

Credit Price List

During returns, an RMA credit price list must exist before the system can calculate the credit price. If no credit price list exists, the system sets the line item price of a receipt to zero. Define RMA credit price lists in the Cust Schedule Price List Maint in the QAD .NET UI.

Product Line

RMA supports an expanded use of product lines to determine accounting impacts. Support organizations use product lines to distinguish the financial impacts of service provided under different kinds of coverage: warranty, contract, giveaway, billable.

The default product line for RMAs depends on the setting of Use Item Prod Line in SSM Accounting Control. If this is Yes, the item's product line is the default. If No, the product line of the service type is the default. The product line determines which GL accounts are affected by an RMA.

The system uses the product line for the RMA line to determine sales-related accounts in the same way as sales orders. In RMAs, the system determines COGS accounts in the same manner. The system first looks for accounts set up with Sales Account Maintenance, using the product line associated with the RMA line item, the RMA header's site and channel, and the customer type of the sold-to address. If no matching records exist, the system uses the accounts in Product Line Maintenance.

Inventory accounts for RMA transactions are based on the product line associated with the item being issued or returned in Item Master Maintenance. This is essential to inventory control implementation, since the same source for GL account numbers must be used for issuing and receiving items to reconcile inventory value with GL account balances.

Replacement Line Percentage of Coverage

For RMA replacement lines, line item discount reflects the level of coverage of the service type in effect for the RMA. The system supplies a default for this field in the following manner:

1. First, the system determines the service category associated with the line item. You can specify service category with Service Item Maintenance. Otherwise, the system uses the item service category from Call Management Control.
2. If a contract is associated with the RMA, the system searches the contract header limits for a coverage percentage in the following order.
 - Search for a coverage percent defined for the invoice sort related to the item's service category.
 - Search for a coverage percent defined for the contract total limit.
3. If contract or contract header limits are not found, search the service type specified on the RMA header: first by invoice sort, then total.
4. Add the service coverage percent to any discount calculated by the best pricing algorithms and display the results in the line item Discount field.

The system uses the replacement-line due date when it searches for effective coverage level records.

The system displays the amount of discount that results from service coverage and the amount that results from a price list discount.

RMA Charge Types

The RMA charge type addresses an issue arising daily for many service organizations: How can coverage be adjusted for one call or special case?

When this need occurs, you want the ongoing contractual or warranted relationship with the customer to remain unchanged. You need only a one-time adjustment. For example, the service engineer can make a special charge for an unusual repair. Or, for various reasons, you waive normal charges for this RMA. Using a charge type, you can adjust coverage for this special case without changing the coverage relationship with the customer.

Example: You issue replacement items normally covered 100% by a warranty. However, one item is broken due to misuse by the customer and therefore is not covered under the warranty terms. You need to charge full price for this part. Change the charge type for this item issue to reference a service type that has 0% coverage.

Creating an RMA

This section focuses on creating an RMA from scratch.

For more options about creating an RMA, see

- Creating an RMA from a Service Order
- Creating an RMA from an Action Request

1. Navigate to RMAs from the Menu Bar.
2. Click New.

The RMAs window is open.

3. In the Main panel, enter the following information:

To simplify the data entry process in the Main panel, you can just enter the relevant service order number. Then the system automatically fills the fields in the RMA Main panel with the data retrieved from the service order.

If there is no any relevant service order to use, go the following instructions to manually fill the fields in the Main panel.

- Enter the sold-to customer code.

The End User field and the Ship-To field are auto-filled with the specified sold-to address.

- If the end user is not the customer who ordered the item, click on the Lookup icon in the End User field and choose an end user from the End Users lookup browse.

The Ship-To field is updated as you change the end user.

- Leave the RMA field for the system to assign an RMA number based on the rules set in RMA/RTS Control in the QAD .NET UI.
- If there is an applicable service contract for this RMA, enter it in the Contract field. The contract determines the service type.

4. Click Save to save the RMA.
5. In the Return Lines panel, add item lines to this RMA.

- a. Click New in the Return Lines panel.

An empty item line appears in the grid.

- b. Enter the item and the receipt quantity. If the item is lot/serial-controlled, enter the lot/serial number and the reference information to identify the item.

- c. If you want a replacement line to be generated for this return, set the Replace field to Yes. You are prompted to confirm adding the replaced item when you save the line.

A replacement line is added as a linked line after you complete the return line. You can view and maintain the replacement line in the Replacement Lines panel.

- d. If you want the installed base data to be updated as you maintain the RMA line, set the Update ISB field to Yes.

The installed base is updated when the invoice for the RMA is posted.

- e. Click Next Line to save the current line and create another line; or click Done to complete the current line and save it.

6. In the Replacement Lines panel, add replacement items. Click New to add a record of replacement item that the customer requires.

- a. Click New in the Replacement Line panel.

An empty item line appears in the grid.

- b. If this replacement item has an associated return, enter the return line number in the Linked Line field.

- c. Enter the item and the quantity ordered. If the item is lot/serial-controlled, enter the lot/serial number and the reference information to identify the item.

- d. Click Next Line to save the current line and create another line; or click Done to complete the current line and save it.

7. Go to the other panels to check whether you need to update any other data.

- Go to the Logistics panel to change the receiving site, location, and the freight information.
- Go to the Billing panel to update the billing and taxing information.
- Go to the Salespersons panel to manage the associated salespersons and their commissions.
- Go to the Totals panel to update the charges and discount.
- Go to the Notes panel to add additional notes for the RMA.

8. Click Save to save the RMA.

The RMA is created.

Managing RMA Lines

You can manage RMA lines using either the grid on Return Lines panel and Replacement Lines panel or the corresponding line detail forms.

Managing RMA Lines in RMA Lines Panel

1. Open an existing RMA and click Return Lines or Replacement Lines on the Navigation Bar.
2. Do any of the following, as you need:
 - Click New to add an RMA line.
 - Click Edit to edit the selected line.
 - Click Delete to delete the selected line.

- Click Details to open the RMA Return/Replacement Detail form where you can manage more details of the RMA lines.

3. Click Save to save the changes.

Managing RMA Lines in RMA Detail Form

1. Open an existing RMA and click Return Lines or Replacement Lines on the Navigation Bar.
2. Click Details to open the RMA Return/Replacement Detail form.

You can see the Browse Grid of the lines on the left. The RMA Detail form on the right displays the details of a selected line, where you can edit the details.

3. Do any of the following:
 - Add an RMA line by clicking New on the Tool Bar.
 - Delete an RMA line by clicking Delete on the Tool Bar.
 - Update the line details in the right-hand form.
4. Click the Save button to save the changes.

Allocating RMA Replacement Lines

For RMA replacement lines, you can perform detail allocations to reserve inventory for the ordered items. In the Detail Allocation subpanel, you can either manually allocate the inventory or use the auto-allocation function.

The Detail Allocations field on the RMA Line Options subpanel controls whether general allocation or detail allocation is applied. When this field is selected, detail allocation is applied. Otherwise, general allocation is applied.

Performing Auto-Allocation

1. Open the RMA replacement line in the detail form.
2. Go to the RMA Line Options and select the Detail Allocations option.

The Detail Allocations subpanel is displayed in the Shipping panel.

3. Click Auto-Allocate in the Detail Allocations panel.

The Location Allocation Detail Selection frame pops up.

The frame shows all the items available.

4. Select the check box on the appropriate line and enter the quantity in the Quantity Allocated field.
5. Click Continue to confirm your selection.
6. Click Save to save the line.

The inventory is allocated for the replacement line.

Performing Manual Allocation

Perform manual allocation when you need to allocate the inventory with a specific lot/serial.

1. Open the RMA replacement line in the detail form.
2. Go to the RMA Line Options and select the Detail Allocations option.

The Detail Allocations subpanel is displayed in the Shipping panel.

3. Click New in the Detail Allocations panel.

A new line is added to the Detail Allocations grid.

4. Click any magnifying glass icon within the line to bring out the Item Lot/Serials pop-up.
5. Select your preferred line from the pop-up and click OK.
6. Enter the quantity to allocate.

If you do not enter the Quantity Allocated, the system enters the quantity based on the available quantity and the ordered quantity.

Do not allocate inventory from a location with status set to N-N-N.

7. Click Save to save the line.

The inventory is allocated for the replacement line.

RMA Header Fields

This section describes the fields in the panels of the RMA header.

Main

Sold-To

Enter a valid active customer code, indicating the address code of the original customer who purchased the items being returned and/or replaced with this RMA.

If a service order is associated with this RMA, Sold-To defaults to the customer that is associated with the end user of the service order. Otherwise, it is blank.

The original customer who bought an item quite often is different than the ship-to and the end user address. For example, a corporate office may purchase items and have them shipped to their various regional offices. These regional offices in turn may distribute the product to end users at their branch offices.

End User

Enter the address code of the actual end user for this item. The end user must have been predefined using End Users.

If you have specified a customer in the Sold-To field, the end user defaults from the sold-to customer. If this RMA references a service order, this field defaults from the service order's end user. If you leave this field blank, enter a non-existent end user, or enter an end user unmatched to the specified sold-to customer, you cannot save the RMA.

The original customer who bought the item quite often will be different than the ship-to and the end-user address. For example, a corporate office may purchase items and have them shipped to their various regional offices. These regional offices in turn may distribute the product to end users at their branch offices.

RMA

Enter an RMA number or leave the field blank to have the system generate one using the rules defined in RMA/RTS Control in the QAD .NET UI.

Revision

Enter a value identifying the revision level of this RMA. When an RMA is initially created, revision defaults to zero. Use revision numbers to identify the most current copy of a document.

Each time the RMA changes, you can manually increase the revision number by 1. A new copy of the document can be printed listing the current information along with the revision number.

Service Order

Optionally select a service order from the lookup browse when you want to associate the RMA with a service order.

When a service order is specified here, some fields default from the corresponding data of the service order. The fields include Sold-To, Ship-To, End User, Contract, Purchase Order, and Service Type.

If you enter a service order that is linked to another RMA, you get the message "This service order has already been assigned to an RMA." You can still proceed with this RMA.

Contract

Optionally enter a service contract, if any. If this RMA is associated with a service order, the contract is retrieved from the service order.

The contract specified determines the default service type used for the RMA and may determine the coverage percentage. Other terms and conditions are derived from the service type. These include the default RMA credit price list; restocking charges for receipts; and whether items can be shipped before a receipt has been completed.

When the system looks for a coverage percent, it searches the RMA contract header limits first. It looks for limits defined for the invoice sort associated with the item's service category, then for total limits. If no applicable limits are found, it searches for coverage based on limits defined for the service type specified in the RMA header.

The contract specified in the RMA header prints on the RMA invoice for both issues and receipts, as long as a contract service type is used for coverage.

Purchase Order

Enter the purchase order number. This field is mandatory when the PO Required field is selected for the end user in Customer Data Maintenance in the QAD .NET UI.

If the RMA is associated with a service order, this field defaults from the service order; otherwise, it defaults to blank.

Order Date

Enter the date on which you create the RMA. The default is the current system date. You can change it as needed.

Expected Date

Optionally specify the date you expect to receive items being returned from the customer on this RMA. The default is the current system date. The date entered here defaults to the lines of this RMA.

Promise Date

Enter the date that items are promised to arrive at the customer location. The date entered in the RMA header, if any, defaults as the promise date for the line items.

When Calculate Promise Date is Yes in Sales Order Control, the system may calculate the line-item promise date or due date based on values in the RMA header.

When Calculate Promise Date is No, you can enter a promise date manually or leave the field blank. The header value defaults to each line item. You can manually update the line-item date.

In some cases, the customer is promised delivery on a different date than they require it. For example, they may say that they need the items tomorrow, but you can only promise delivery next

week. Both of these dates can differ from the due date, since required and promise dates include delivery time, while due date is the date the items must be ready for shipment.

Pricing Date

Enter the effective date to be used by the system to find price lists that apply to replacement lines on this RMA. If you leave the field blank, the system uses the order date specified on the RMA header to set the default pricing date. The default value displays after you save the RMA header.

This header date sets the default for each line item on the RMA. You can change the line-item pricing date only when Vary Pricing Date by SO Line is Yes in Sales Order Accounting Control. When that field is No, the system automatically updates all line items when the header value is modified.

Price lists can include effective dates, letting you phase in price changes based on the pricing date specified on the RMA. When you modify the original pricing date on an RMA line, repricing functions use the new date in determining effective price lists.

Remarks

The remarks are defaulted from the ship-to customer data when a valid ship-to customer is specified. You can change the remarks as needed.

Confirmed

Select this field to indicate that this RMA is considered firm; otherwise, clear it. For a new RMA, this field is selected, by default. You can modify this default only when an RMA is first created. The confirmation date is displayed next to this field after the RMA is confirmed.

The header value defaults to each line item on the RMA and can be changed. Line items can have a different confirmation status from the RMA header. For example, an item line can be unconfirmed when the header is confirmed. After you create a confirmed line, you cannot change its status.

Confirmed RMAs can be allocated, consume forecast, and create demand for Material Requirements Planning (MRP). You cannot process an unconfirmed line item using RMA Receipts/Shipments on the QAD .NET UI. Ensure that the RMA lines are confirmed before the receipts/shipments.

Service Type

Specify the service type for the RMA. For a new RMA, it defaults from the RMA/RTS Control setting on the QAD .NET UI when no contract or service order is specified. If a contract is specified, it defaults from the contract. If a service order is specified, it defaults from the service type providing coverage on the service order.

The service type defines coverage percentages, default credit price list, and restocking charges for items returned and issued on this RMA.

The RMA header service type determines the default credit price list for returns, any restocking charge to be added for returned items, and whether items can be shipped before a return is complete. If a contract is not specified in the Contract field or no applicable limits are found on the contract, the service type determines the coverage percent applied to replacement items.

The service type on the header determines the default charge type for each RMA Replacement line: S is for the service contract type and W is for the warranty type.

When the system looks for a coverage percent, it searches the RMA contract header limits first. It looks for limits defined for the invoice sort associated with the item's service category, then for

total limits. If no applicable limits are found, it searches for coverage based on limits defined for the service type specified on the RMA header.

If you change the service type on the RMA header once lines exist, its terms and conditions will apply to any new lines you add. They will be applied to existing lines only if you reprice them.

On RMA Replacement Lines, a charge type can be specified, allowing you some flexibility in overriding the coverage currently in force.

Taxable

Specify whether the RMA is subject to tax. The default setting is from the ship-to address. The setting of this field defaults to the RMA item lines. When this field is selected, the Tax Settings subpanel is available in the Billing panel.

Under Global Tax Management, taxes are based on the transaction tax environment, tax usage, and tax class. The tax environment represents the set of tax types that applies to the ship-from and ship-to sites/addresses and the customer tax class.

A status of taxable does not necessarily mean that a tax amount is calculated. You can use tax types and zero-percent tax rates to report tax exemptions.

Entered By

Displays the ID of the current log-in user who created this RMA.

RMA Options

Detail Allocations

Defaults from RMA/RTS Control. Specifies whether you usually make detail allocations during line item entry. Detail allocations assign specific inventory lot/serial numbers and locations to be shipped on an RMA. The setting on the header determines each replacement line's default.

Consume Forecast

Defaults from RMA/RTS Control. This field specifies whether the quantity ordered on the RMA consumes available forecast. If selected, the RMA consumes the forecast. If cleared, the system considers the order quantity abnormal and plans for it in addition to the forecast.

Import/Export

The Import/Export field controls whether the Intrastat subpanel is available in the Receiving panel. Select this field if the RMA is subject to Intrastat reporting; otherwise, do not select it.

This field value defaults from the setting in Intrastat Control on the QAD .NET UI. You can manually change the value in the Main panel.

EDI PO Acknowledgement

If you use EDI eCommerce to import purchase orders from your customers in electronic data interchange (EDI) format to be converted to RMA, this field controls whether the system creates a PO acknowledgment for export to the customer using Purchase Order Acknowledgment in the QAD .NET UI. If the customer has a record defined in Trading Partner Parameter Maintenance (35.13.10), the value defaults from the Send EDI PO Ack parameter. Otherwise, the default is No.

Language

Enter the language used by the customer on this RMA. Language defaults from the ship-to address as specified in Customer Ship-To's.

You can select RMAs for printing by range of language codes. This lets you use different preprinted forms in different languages.

Master comments are also stored by language. When you update comments during RMA entry, the system searches for comments stored in the document's language. This lets you quickly access text, such as customs documentation or item descriptions, in the correct language.

Print RMA

Indicates whether to print the RMA. When selected, you can use RMA Print to print the RMA; otherwise, the RMA is not printed when you run RMA Print.

Return Lines and Replacement Lines Panels

The RMA Return Lines panel and Replacement Lines panel allow you to create the item lines in a quick mode. The line records are listed in a grid, which enables you to quickly get brief information about the line items. If you want to edit and view the item lines in more detailed way, go to the Return or Replacement Lines Details.

New

Creates an item line in the grid.

Edit

Makes the selected item line editable.

Delete

Deletes the selected item line.

Details

Opens the selected item line in the RMA detail frame.

Logistics

Ship-To

The ship-to address code identifies where the items on the RMA should be delivered. Select a ship-to address from the lookup browse, which lists all the available ship-to address for the specified sold-to customer. You can associate multiple ship-to addresses with a customer in Customer Ship-To's. If the customer does not have an associated ship-to address, this field is populated with the sold-to address.

If a service order is attached to the RMA, Ship-To defaults from the service order's end user. Otherwise, it defaults from the Sold-To.

Note: You cannot modify the ship-to address after the RMA lines have been included on a pre-shipper or shipper.

The ship-to address helps determine applicable tax types. The tax zones for the ship-to address and the ship-from site, along with the customer tax class, determine the tax environment for the transaction. If you change the ship-to address on an existing order, the system prompts you to update related tax data.

Site

The site specified in this field determines the tax information for this RMA.

Entity

This field is read only and is automatically populated with the entity that the site is associated with.

Receive Site

Identifies the site where items returned from customers are received. It defaults from the Customer Return Site in RMA/RTS Control.

Site codes identify areas where inventory is manufactured or stored: an off-site storage area, a distribution center, a warehouse, a manufacturing facility, or any combination of these.

This site displays as the default for RMA return lines, but can be changed manually. When the items are received back from the customer, the inventory balance at this site is increased.

All inventory control and planning information is maintained by site, including inventory availability, manufacturing methods and costs, sales, purchases, manufacturing plans and orders, and forecasts.

Each site is associated with a specific general ledger entity, allowing complete financial results to be maintained and monitored by site (or by groups of sites).

Receive Location

Identifies the inventory location where items returned from customers are received. It defaults from the Customer Return Location in RMA/RTS Control.

This location displays as the default for RMA receipt lines, but can be changed manually. When the items are received back from the customer the inventory balance at this location is increased.

At least one returns location should be defined. This location is non-nettable and not available.

Issue Site

Identifies the site that replacement items sent to customers are shipped from. It defaults from Customer Spares Site in RMA/RTS Control.

Site codes identify areas where inventory is manufactured or stored: an off-site storage area, a distribution center, a warehouse, a manufacturing facility, or any combination of these.

This site displays as the default in the Replacement lines of an RMA, but can be changed manually. When the items are shipped to the customer, the inventory balance at this site is decreased.

All inventory control and planning information is maintained by site, including inventory availability, manufacturing methods and costs, sales, purchases, manufacturing plans and orders, and forecasts.

Each site is associated with a specific general ledger entity, allowing complete financial results to be maintained and monitored by site (or by groups of sites).

Issue Location

Identifies the inventory location that replacement items sent to customers are shipped from. It defaults from Customer Spares Location in RMA/RTS Control.

This location displays as the default in the Replacement lines of an RMA, but can be changed manually. When the items are shipped to the customer the inventory balance at this location is decreased.

Ship Via

Enter a code identifying the carrier for RMA shipments. This field defaults from the customer record.

Calculate Freight

Specify whether you want the system to calculate freight charges for this transaction. By default, this field is selected for new RMAs and cleared for existing orders. When RMAs are shipped, this field is selected if the order has a valid freight list.

If you change the freight terms on an existing RMA, select this field to recalculate freight based on the new value.

The system only calculates freight when the Freight List field has a value, regardless of the value of Calculate Freight.

The system calculates site-specific and currency-specific freight charges based on:

- The shipping weight of each item for unit price lists
- The total shipping weight of the applicable items for bulk price lists

The site used in freight calculations is determined by the value of Calculate Freight by Site in Sales Order Accounting Control in the QAD .NET UI. If it is selected, the line-item site is used. If it is cleared, the site entered on the Main panel is used.

Calculated freight charges display on the trailer or are added to the unit price, based on the type of freight terms that apply.

By default, freight calculations use item master shipping weights. These weights can be overridden, if needed. To do this, select Display Weights. You can also change weight values during shipment, if needed. The system then recalculates freight based on the new weight.

Freight List

Enter the freight list code that applies to this RMA. Freight list codes identify a set of shipping rates for different freight zones and shipping measures (weight or unit). Freight list defaults from the freight data set up for the ship-to customer. The header value sets the default for each line on the RMA.

The list you specify must be set up for the RMA header site and currency.

Note: You can also assign freight lists by defining applicable price lists in Price List Maintenance with an amount type of freight in the QAD .NET UI. These price lists are applied to the RMA line only when you leave the RMA Freight List field blank. If multiple pricing freight lists apply, the last freight list is used.

Before applying a freight list, the system verifies that freight charges have been defined for the freight class of the item being priced. If not, the freight list is not used.

Freight Minimum Weight

For bulk freight lists, enter the minimum weight for calculating freight charges for the shipment. This field does not apply to unit freight lists. It defaults from the freight data defined for the ship-to customer.

Freight charges for shipments that weigh less than the minimum amount are based on this field, not the actual shipment weight.

Freight Terms

Enter the freight term code that applies to this RMA. This field defaults from the freight data defined for the ship-to customer.

You can also assign freight terms by defining applicable price lists in Price List Maintenance with an amount type of freight. Freight terms from these price lists are applied at the RMA-line level only when you leave the RMA Freight Terms field blank or the default freight terms are not manually updated. If you modify the default freight terms, they override the freight terms from the price list. If multiple freight terms apply, the last freight terms are used.

If you leave the header Freight Terms field blank and the system does not find an applicable freight terms price list, an error displays. If you modify the terms on an existing order, you must select Calculate Freight.

The freight terms type determines how or if freight charges are displayed and calculated.

- **ADD:** Freight is calculated and displayed on the trailer.
- **PREPAID:** Freight is calculated and tracked through the Sales Freight Accrued and Sales Freight Applied accounts, but not included on the RMA or customer invoice because it has been prepaid or is already a part of the normal selling price.
- **COLLECT:** Freight is calculated and placed on the trailer. However, the freight charges are not tracked through the Freight Accrued and the Freight Applied accounts. The customer will pay freight charges directly to the freight carrier when the shipment is delivered.
- **INCLUDE:** Freight is calculated, then added to the item's unit price. The price is recalculated after you exit the RMA line-item screen.

Before it applies a freight terms price list, the system verifies that freight charges have been defined for the freight class of the item being priced. If not, the freight list is not used.

Bill of Lading

BOL number is typically entered during RMA shipment but can also be specified here during RMA creation.

Incoterms

Specify an International Commercial Term for this RMA. It identifies where title passes to the buyer and is used to indicate who pays shipping charges.

Allocate Days

Optionally, enter the number of calendar days until cutoff date for allocating RMA items. Use this field to manually control allocations. The system allocates inventory only to RMA replacement lines due within this number of days.

The default value is from Allocate Days in RMA/RTS Control. If you enter zero, the system does not allocate inventory.

Due Date

Enter the date RMA issue lines are due to be shipped. For a new RMA, the default due date is the system date plus the shipping lead time specified in Sales Order Control. The initial value for new

RMAs defaults to the current system date. The due date specified here sets the default due date for each replacement line.

When Calculate Promise Date is Yes in Sales Order Control, you can have the system calculate a line-item due date based on the promise date and delivery transit time data.

Planning functions use the due date to ensure that the right quantity of each item is available for shipment when needed. Due date helps determine which forecast period is to be consumed by this RMA and how freight is calculated.

The system uses the replacement line due date when selecting service coverage levels, if they were defined using effective dates.

Some functions can use due date ranges as selection criteria, such as Sales Order Packing List.

Performance Date

Optionally enter the date by which items are to be available to ship. It is the date originally planned to be the due date.

The date entered in the header defaults as the performance date for the line items only when the header Due Date and Performance Date fields are different. If the header dates are the same, the line-item Performance Date field is blank.

This date does not include transit time and can be used to evaluate the accuracy of shipment due dates.

Partial OK

Specify whether replacement lines on this RMA can be shipped before all quantities of all items are available. This option defaults the settings from Customer Data Maintenance.

Print Pack List

This field indicates whether a packing list for this RMA should be printed.

Other factors such as confirmation, partial shipment, and allocation quantity can also prevent a packing list from printing. In addition, only RMAs with a blank action status are considered. Any other action status indicates that the RMA is on hold.

To support multi-site shipment, the system does not automatically change this field after a packing list print or after a shipment is processed. However, you cannot print a second packing list when one exists at a specific site and the RMA has not shipped yet.

Logistics Accounting

The Logistics Accounting subpanel is displayed and editable only when the Logistics Accounting functionality is enabled in Logistics Accounting Control.

Logistics Charge Code

Select a logistics charge code defined in Logistics Charge Code Maintenance. Usually, outbound logistics charges include the cost of freight only. The freight charges are paid to third-party carriers when items are shipped to a customer or another company location.

Logistics Supplier

Optionally enter a logistics supplier for this logistics charge.

Charge

Enter the charge that is to be paid to the logistics supplier.

Amount

Displays the amount of the calculated freight charge.

Currency

Specify the currency.

Type

Specify the item type (unit or bulk).

Note: Specify item type to determine how the logistics charge amount is calculated. If it is a fixed amount per delivery, choose “bulk.” For variable amounts by quantity, choose “unit.”

Unit of Measure

Specify the unit of measure.

Exchange Rate From/To

Displays the exchange rate between the RMA currency and the base currency.

Fixed Rate

Specify whether to use a fixed exchange rate.

Intrastat

The Intrastat subpanel is available only when the Import/Export field is selected in the Main panel.

Terms of Delivery

Enter a valid code for terms of delivery. This field defaults from Intrastat Control on the QAD .NET UI. The terms of delivery are defined in Terms of Delivery Maintenance in the QAD .NET UI.

Nature of Transaction

Enter a valid code for the nature of transaction. This field defaults from Intrastat Control in the QAD .NET UI. The codes for nature of transaction are defined in Nature of Transaction Maintenance in the QAD .NET UI.

Country of Dest/Disp

Enter a valid code for the destination or the dispatch country. The destination is the country that receives shipments. The dispatch country is where shipments originate. The country codes are defined in Country Code Maintenance in the QAD .NET UI.

Mode of Transport

Enter a valid code for the mode of transport. This field defaults from Intrastat Control in the QAD .NET UI. The codes for transport mode are defined in Mode of Transport Maintenance in the QAD .NET UI.

Statistical Procedure

Enter a valid code for the statistical procedure. This field defaults from Intrastat Control in the QAD .NET UI. The codes for statistical procedure are defined in Statistical Procedure Maintenance in the QAD .NET UI.

Port of Transshipment

Enter a valid code for the transshipment port. This field defaults from Intrastat Control in the QAD .NET UI. The codes for the transshipment port are defined in Port Maintenance in the QAD .NET UI.

Port of Arrival/Dispatch

Enter a valid code for the arrival port or the dispatch port. This field defaults from Intrastat Control in the QAD .NET UI. The codes for the ports are defined in Port Maintenance in the QAD .NET UI.

Include Memo Items

Specify whether to collect Intrastat data for memo items. This field defaults from Intrastat Control in the QAD .NET UI.

Billing

Bill-To

The customer paying the invoice. A single bill-to is assigned when the customer is set up. If no bill-to is assigned, the sold-to customer code is used as the bill-to.

Currency

Currency defaults from the bill-to address. Currency codes identify monetary units and form the basis of exchange rate relationships.

Daybook Set

Enter the daybook set that will be used when this RMA is invoiced. This value defaults from customer data defined in Customers.

Channel

Enter an optional code identifying the distribution channel through which this RMA originated.

The channel can be used in determining the default accounts affected by this RMA. Alternate sales and sales discount accounts can be set up in Sales Account Maintenance based on product line, site, channel, and customer type.

Project

Enter an optional code identifying the default general ledger (GL) project associated with the RMA. If you specify a value, it defaults to each line item and can be changed as needed.

Project codes are one component of an account number defined in GL setup functions. Other components of account numbers are account, sub-account, and cost center code. Project codes are not available for all GL transactions. Each component you enter must be valid on its own and in combination with the other account number components.

Although project details are not printed on standard financial statements, project summary and detail transaction reports are available to review project activity. Inventory value, but not physical inventory, can be tracked by project codes.

Discount %

Enter the RMA discount percentage given to this customer, in addition to price list discounts and discounts for individual line items. The value must be between -99.99 and +99.99.

The discount percentage defaults from Customer Credit Data in Customer Data Maintenance in the QAD .NET UI. You can modify discount percent during RMA entry. If the customer qualifies for a larger volume discount, it is used instead.

This discount is an RMA discount, taken off the RMA total before tax. Salesperson commission and gross margin reports do not reflect the RMA discounts. Neither do sales analysis or other history reports.

Manual Price List

Enter a price list to be considered for pricing items of the RMA in addition to the ones that the system automatically selects. A manual price list specified in the header defaults to each replacement line. You can modify it as needed.

Specifying a manual price list only marks it to be considered. The system still determines the best price based on the rules and codes previously set up.

When a price list is defined in Price List Maintenance, you can optionally mark it as manual. In this case, the system never considers it for pricing unless it is specified in a line-item Manual Price List field.

Credit Price List

Enter the price list code that applies to items returned on an RMA.

This price list is accessed when processing an RMA return to determine the amount of credit to give to the customer for the returned items.

The credit price list is **ONLY** used for RMA returns. RMA return lines access price lists defined with Cust Schedule Price List Maint. You cannot enter a supplier price list in an RMA return line.

The credit price is used along with any restocking charge defined for the service type in effect in RMAs. The credit is automatically reduced by the amount of the restocking charge. If no credit price list is available in RMAs or if a price for the item being received is not found, its price defaults to zero and must be specified manually.

Reprice/Edit

This field determines whether replacement item prices are refreshed during maintenance based on current pricing data. It also determines whether you can modify price-related fields. Repricing applies to existing replacement lines only. The system always executes pricing logic for a new line.

When selected, the system always reprices changed line items during RMA maintenance and the price-related fields can be modified. The system also reprices line items belonging to the same break category as a changed item.

When not selected, the system does not recalculate prices and you cannot modify price-related fields for existing lines. A Reprice/Edit button is available in the RMA line to process the repricing as needed.

When Reprice/Edit is selected, you can manually adjust list price, discount, and net price for a line. The system marks these changes as manual overrides. Once a price has been manually overridden, the system never changes it, regardless of the setting of the Reprice/Edit field.

Selecting Reprice/Edit also controls:

- Whether you can modify the bill of material for an existing configured line item. If you change the bill, the cost and price are automatically recalculated.
- Whether you can update the discount account, sub-account, cost center, and project for an existing line item.

Fixed Price

This field indicates whether item prices are normally fixed or subject to batch update. The header value sets the default for each new line added to this RMA.

If this field is selected, this RMA is not updated when you run Sales Order Repricing in the QAD .NET UI. If you want to reprice the RMA using Sales Order Repricing, clear this field and select Include RMA Issues when you run repricing.

Fixed Price defaults from the customer ship-to Fixed Price setting, if it exists; otherwise, from the sold-to address. The header value of Fixed Price defaults to line items and can be changed on each line.

Line Pricing

This value determines whether the system recalculates line prices to include volume price breaks during line-item entry or when transaction entry is complete.

When not selected, the system prices each line separately without considering other lines on the transaction. It recalculates line prices only once, when transaction entry is complete.

When selected, the system considers previous line items when calculating prices during line entry. It recalculates prices for previous lines when they change due to volume price breaks.

For new RMAs, this value defaults from Price SO by Line in Pricing Control. On existing transactions, it defaults to No and cannot be updated.

Example: Items 20-005 and 30-005 belong to price break category A100. Price list PR-047 gives a 15 discount to customers who order 500 items from this category. On an RMA, you specify item 20-005 on line 1 for a quantity of 200 and item 30-005 on line 2 for a quantity of 300.

- When Line Pricing is No, the system prices lines 1 and 2 independently and does not factor in price list PR-047 until transaction entry is complete.
- When Line Pricing is Yes, the system considers price list PR-047 after you enter line 2 and reprices line 1 accordingly.

Setting Line Pricing to No on RMAs may reduce processing time during line-item entry since the system does not recalculate prices for previous lines. However, if you need to know the exact price of each transaction line as you enter it, set Line Pricing to Yes.

If Price Table Required is Yes in Sales Order Accounting Control, Line Pricing must be Yes on new orders.

EDI Invoice

Specify whether to allow the system to generate electronic data interchange (EDI) invoice data for this RMA.

When selected, you can select this RMA to have an invoice sent using Invoice Export. If you do not export invoices using EDI eCommerce, do not select this field.

If the customer is defined in Trading Partner Parameter Maintenance, this field defaults from the corresponding Send EDI Invoice field. Otherwise, it defaults to No.

Exporting invoice history can be important if you are using EDI eCommerce in high-volume shipping environments. An invoice is typically created for each shipment. When a trading partner has sent invoices using Invoice Export, you can export many invoices in one batch. It means that you can ship repeatedly and export all the invoices later.

Ready to Invoice

Specify whether the invoice for this RMA should be posted.

If you want the invoice to be posted when you run Invoice Post and Print in the QAD .NET UI, select this field; otherwise, do not select it.

Credit**Credit Terms**

Enter the credit terms code that applies to this RMA. Credit terms default from the bill-to customer.

Credit terms codes identify specific types of payment terms. They print on formal documents and determine the payment due date and any discount allowed for early payment.

Credit Terms Interest %

Enter the credit terms interest percent for this RMA. This field defaults from the credit terms specified. This header percent sets the default for each replacement line item on the RMA. You can change line-item interest percent only when Vary Pricing Date by SO Line is Yes in Sales Order Accounting Control. When that field is No, the system automatically updates all line items when the header value is modified.

Terms interest is used to calculate an amount to be added to the item list price based on the number of days to pay defined for the credit terms.

Terms interest percent is typically used in hyperinflationary environments. It represents an advance estimate of the gain or loss in the hyperinflationary currency.

When you use terms interest, you can track the interest component of item prices through separate general ledger (GL) postings.

GL terms interest entries are created at invoice post. They post to the SO Interest Accrued and SO Interest Applied accounts defined in Sales Order Accounting Control. The amounts in these accounts are then used to adjust inventory and sales accounts per requirements of Financial Accounting Standards Board (FASB).

Action Status

When you enter an RMA, the system checks the credit status against the bill-to customer. When no credit issue is detected, you can manually enter the action status to put the RMA on hold. When a

credit issue is detected, the system populates this field with the corresponding status code. In this case, you cannot update this field.

The system-assigned action status depends on the settings in SSM Accounting Control in the QAD .NET UI.

- When the Use Action Status in SO Accounting Control field is selected, the customer credit settings in Sales Order Accounting Control are used.
The action status can be blank (No credit issue), CH (Credit Hold), FL (Fixed Credit Limit), HD (Hold), MD (Maximum Days Exceeded), or TL (Turnover Credit Limit).
- When the Use Action Status in SO Accounting Control field is not selected, the action status can be blank (No credit issue) or HD (Credit Hold).

The Credit Hold Option field in SSM Accounting Control determines whether you can process an RMA that is on hold.

- 0: The RMA is accepted regardless of the customer credit status.
- 1: The RMA can be created, but cannot be further processed when the customer has a credit issue.
- 2: The RMA cannot be created when the customer has a credit issue.

Prepaid

Enter the prepayment amount received with this RMA, if any.

This field is for reference only and can appear on selected reports and inquiries.

This amount does not update the general ledger or the customer account balance. You must make a separate unapplied cash receipt in Accounts Receivable to record the prepayment amount. Later, when the invoice is posted, the prepayment is applied to the invoice.

Reviewed

Displays the review status of this RMA.

CR Initials

Enter an optional code identifying the person who approved the credit and terms on this RMA.

This field is for reference only and can appear on selected reports and inquiries. It is validated against predefined values entered in Generalized Codes for field so_cr_init, if any. Typically, not all employees are authorized to approve credit. Use generalized codes to restrict entry to approved values.

Credit Card

Enter an optional code identifying the credit card used for RMAs paid by credit card.

This field is for reference only and can appear on selected reports and inquiries. It is validated against predefined values entered in Generalized Codes for field so_cr_card, if any.

Tax Settings

The Tax Settings subpanel is available only when the Taxable field is selected in the Main panel.

Tax Class

Enter a tax class previously defined in Tax Class Maintenance in the QAD .NET UI. Tax class defaults from the ship-to address if it is defined for the customer record. Tax classes group customers

taxed at specific rates or that are tax-exempt. Under Global Tax Management, tax classes help determine the default tax environment (set of tax types) for the transaction.

The header tax class is used as the default for memo items on the RMA. The tax class for inventory items defaults from Item Master Maintenance.

Tax Environment

Enter the tax environment that applies to this RMA. The system determines a default environment based on:

- The To tax zone, determined by the customer ship-to address. If a customer tax zone is not found, the system uses the tax zone specified in Global Tax Management Control.
- The From tax zone, determined by the ship-from site. If a tax zone for the ship-from site is not found, the system searches for the zone associated with an environment set up for a blank From tax zone and then the tax environment in Global Tax Management Control. If no environment is defined in the control program, taxes cannot be calculated and errors display.
- The customer tax class, if any. If the customer does not have a tax class, the environment is based on tax zones only.

Tax Included

This field determines whether the system calculates tax and adds it to the net price or assumes that the tax amount is already included in the price.

The value of Tax Included defaults from the customer address and can be changed. The value on the RMA header defaults to each line item.

When this field is not selected, tax is calculated and added to line-item prices. When selected, the prices include tax. During line-item entry, the system retrieves the item price, reverse-calculates the tax amount, and displays the item price exclusive of tax. You can view the taxes on the Totals panel.

Tax Usage

Enter the tax usage code that applies to this RMA. This field defaults from the customer ship-to address. Tax usage codes identify the normal use of items on this RMA.

Tax usage codes, along with tax class and tax date, determine which tax rates apply to the RMA. Tax rates may vary depending on the nature of operation of the buyer or seller or on the intended usage of the item. Common tax usage codes are retail, manufacturing, and industrialization.

The tax usage code specified on the header defaults to each RMA line. You can change it for item lines, but not for trailer charges.

Tax Date

The transaction tax date is used to select tax rates.

Exchange Rate

The Exchange Rate subpanel is available only when the specified currency is different from the base currency.

Exchange Rate From/To

Displays the exchange rate between the RMA currency and the base currency.

Fixed Rate

Specify whether to use a fixed exchange rate.

Salespersons

The Salespersons panel allows you to manage the sales personnel and their commission associated with this RMA. When the goods are returned, the commission should be deducted for the salespersons. Up to four salespersons can be added to an RMA. Salespersons default from the customer address.

The header values default to each RMA line. If you change the header salesperson with unshipped lines, you are prompted to change the lines to match. If you do not change existing lines, only new lines are associated with the new salesperson.

Salesperson

Select a salesperson from the look-up browse to add it to the RMA. For an existing record, clear the salesperson field to delete the record.

Name

Displays the name of the salesperson.

Commission

Enter the commission rate that applied to the salesperson. The system searches for a commission rate in this sequence:

1. Salesperson and customer
2. Salesperson's normal commission rate as defined in Salespersons

Totals

The Totals panel comprises the Charges, Taxes, and Summary subpanels.

Charges

The Freight, Taxable Freight, and Taxable Special trailer codes default from the settings in SSM Accounting Control in the QAD .NET UI. You can override them, if necessary.

Taxes

The Taxes subpanel lists the taxes of the RMA lines and the trailer. The taxes amounts are subject to the tax class and tax environment specified in the RMA lines and the trailer code selected for the taxable freight.

Summary

The Summary subpanel displays the calculated line price, discount amount, tax amount, charges amount, and the total price. On this subpanel, you can only change the discount percentage. After you change the discount percentage, click Recalculate to update the prices and charges.

Discount %

Optionally enter the discount percentage for the RMA. The discount works on the total price of all the RMA lines. The change takes effect when you click Recalculate or Save.

Tax Date

Enter the date for determining which tax rates apply to the RMA.

Taxable

Displays the taxable amount of the RMA total.

Non-Taxable

Displays the non-taxable amount of the RMA total.

Recalculate

Recalculates the amount of non-taxable, discount, and RMA total against the discount percentage.

Lines Subtotal

Displays the subtotal amount of all the RMA lines.

Discount

Displays the calculated discount amount of the lines subtotal.

Trailer Charges

Displays the trailer charges for this RMA.

Total Tax

Displays the total tax amount that is applied to this RMA.

RMA Total

Displays the total amount of the RMA.

Notes

In the Notes panel, you can add, edit, and delete notes attached to the RMA. Up to 99 pages of notes can be added to an RMA. In the Notes Details form, you can add the predefined master references to RMA and specify whether to print the notes on RMA and invoice.

New

Adds a note record to the Notes panel.

Edit

Opens the selected note record for editing.

Delete

Deletes the selected note record.

Details

Leads to the Notes details where you can select the master note to use and set the print options for the notes.

RMA Return Lines Fields

This section contains the field descriptions about the panels of RMA Return lines.

Main***Line***

The system assigns a line number when you create an RMA. You can also manually enter a number.

Item

Enter an item to be received. The item usually is an inventory item defined in Items. You can also enter a customer item number defined in Customer Item Maintenance in the QAD .NET UI. When you enter a customer item number, it is replaced with the associated internal item number.

If you leave it blank and enter a customer item code in the Customer Item field, the Item field is populated with the associated inventory item.

When an item is specified, the system checks if a restocking charge is applied to this item. When an applicable restocking charge is found, you cannot change the discount and restock charge.

Description

Displays the description of the specified item.

Customer Item

The customer item is the code that the customer uses to identify the item. The customer item must be set for the specified customer in Customer Item Maintenance in the QAD .NET UI.

If the specified item has a customer item linked to it, this field is populated with the customer item code automatically. When you change the customer item, the item code in the Item field is updated accordingly.

Receipt Quantity

Enter the quantity of the item that the customer is returning.

UM Conversion

Specify a unit of measure conversion when the line UM is different from the inventory UM.

Lot/Serial

Enter the lot/serial number that applies to this line item. If the specified line item is not lot/serial-controlled, leave this field blank.

Reference

Reference numbers uniquely identify items in the installed base with the same serial/lot number or items without numbers.

Linked Line

For RMA return lines, a non-zero value indicates the number of the replacement line linked to this return line.

The system updates this field automatically when a return line is created for a replacement line by setting the Replace field to Yes. If you add replacement lines later, you can manually update the Linked Line field in the replacement lines to link them to the correct return lines.

Linking replacement and return lines tells the system that the two lines are related. When lines are linked, the system checks the value of Ship Before Return on the service type providing coverage for the RMA. If this is No, the return line must be processed before the shipment. If you do not process the entire quantity expected on the return, you can only ship the number received. If Yes, replacement items can be sent out regardless of whether the receipt has been processed.

List Price

The list price defaults from the Credit Price List specified in the Billing panel on the RMA header. If no credit price list is specified, this list price defaults to zero. You can change the list price as needed.

When you change the list price, the net price is updated automatically based on the displayed discount rate.

Discount

Discount displays the restocking charge from the service type in effect and is not editable. If no restocking charge applies, discount defaults to zero and can be modified.

The discount is applied to the list price in calculating the net price. Any difference between list and net price is posted to Sales Discount during invoice post.

Net Price

For an RMA receipt line, this is the amount of credit the customer receives for the item being returned.

You can change the net price. A change in the net price changes the list price. If a restocking charge does not apply, a change in the net price adjusts Discount percent.

Once a line has been created, net price can only be changed when you click Reprice/Edit. If Fixed Price is No in the RMA header, line item prices are subject to repricing using the Sales Order Repricing in the QAD .NET UI.

Restock

Displays the restock charge calculated based on the list price and the discount rate.

Cost

Displays the cost of the line item.

Site

The site where the returned item is stored. It defaults from the Receive Site in the Receiving panel of the RMA header. If the line item does not exist in the receive site, the item's site specified in Items is used.

Entity

Displays the entity in which the site resides.

Ship Type

Determines whether shipment or receipt of RMA line items affects inventory balances.

If blank: RMA line items affect inventory. When RMA shipments are processed, inventory is decreased and general ledger credits the inventory account. For RMA receipts, inventory is increased, and the inventory account is debited.

If any value other than blank (such as Drop Shipment or Memo): RMA line items do not affect inventory and do not create a general ledger transaction.

This only applies to inventory items: If an item is not in the Item Master, the system always sets Ship Type to M, even if generalized codes are set up for sod_type.

You can only override the ship type if it is blank and no quantity on the line has already been shipped or received. You can override a non-blank default on a linked receipt line, but only when it is created. Use this when RMA shipments do not affect inventory but receipts do.

Reprice/Edit

Used to change the price for a saved RMA line.

RMA Line Options

Taxable

Specify whether the RMA line is subject to tax. The default setting is from the RMA header. When this field is selected, the Tax Settings subpanel is available in the Billing panel.

Under Global Tax Management, taxes are based on the transaction tax environment, tax usage, and tax class. The tax environment represents the set of tax types that applies to the ship-from and ship-to sites/addresses and the customer tax class.

A taxable line does not necessarily mean that a tax amount is calculated. You can use tax types and zero-percent tax rates to report tax exemptions.

Confirmed

Select this field to indicate that this RMA line is considered firm; otherwise, clear this field. For a new RMA line, this field defaults from the RMA header. You can modify this default only when a line is first created.

Confirmed RMA lines can be allocated, consume forecast, and create demand for Material Requirements Planning (MRP). You cannot ship an unconfirmed line item using RMA Shipments in the QAD .NET UI. You must confirm the RMA lines before shipment on the QAD .NET UI.

Replace

Specifies whether a Replacement line should be generated and linked to this Return line.

If this option is selected, a pop-up window prompts you to decide whether to add the replaced item. Choose Yes and click Continue to allow the system to create a replacement line. A replacement line is generated automatically and linked to this return line. The number of the generated replacement line is displayed in the Linked Line field.

If this option is not selected, the replacement line can be entered later and manually linked as needed.

The linked return and replacement lines do not need to reference the same item number or quantity—a new component can be used to replace an old one.

Fixed Price

This field indicates whether the price for this line item is fixed or subject to batch update. It defaults from the RMA header.

The RMA lines with Fixed Price selected are skipped when Sales Order Repricing is executed, even if they meet the selection criteria. Sales Order Repricing works on the RMA lines with this field deselected.

Note: Fixed Price does not affect the update of prices in the RMAs form. This is determined by the value of Reprice/Edit at the RMA header or at the RMA line details.

Update ISB

Specify whether to update the installed base information. This field is selected by default when any of the following conditions are met; otherwise, it is not selected by default. You can manually change it.

- Ship to Installed Base is selected in Service Management Control in the QAD .NET UI.
- Installed Base is selected in Service Item Maintenance for the line item in the QAD .NET UI.
- Create ISB is selected in End User Data Maintenance in the QAD .NET UI.

- At least one installed base record exists for the line item, lot, and reference.

Clear this field when the line item is not an installed base item.

Receiving

Site

The site where the returned item is stored. It defaults from site specified in the Main panel of the RMA line.

Entity

Displays the entity that the specified site belongs to.

Location

Identifies the location where the returned items from customer are stored. The location defaults from the RMA header.

Receipt Quantity

Enter the quantity to receive.

Expected Date

Specify the date when the returned items are expected to be received.

The default is blank. If you leave the field blank, the system sets it to the due date after you complete the line.

Received Date

Displays the date when the receipt process of the returned item is completed.

Fault Code

Optionally enter a code that identifies the problem or reason for the return. Set up fault codes for field `rmd_fault_cd` in Generalized Codes.

Category

Optionally specify a category associated with the RMA line. The category must be a valid code defined for the field name `line_category` in Generalized Codes. Categories can group order lines based on shipping characteristics; for example, rush order, special order, or replacement.

Freight List

Enter the freight list code that applies to this line item. Freight list codes identify a set of shipping rates for different freight zones and shipping measures (weight or unit). Freight list defaults from the RMA header.

The list you specify must be set up for the RMA line site and currency.

You can also assign freight lists by defining applicable price lists in Price List Maintenance with an amount type of freight on the QAD .NET UI. These price lists are applied to the RMA line only when you leave the RMA Freight List field blank or the default freight list is not manually updated. If you modify the default freight list, it overrides the freight lists from the price list. If multiple pricing freight lists apply, the last freight list is used.

Before a freight list is applied, the system verifies that freight charges have been defined for the freight class of the item being priced. If not, the freight list is not used.

Freight Class

Enter the freight class to be used in calculating freight charges for this item. Class defaults from the item master if freight data is defined. This field can be updated only when a line is first added or when Calculate Freight is selected on the RMA header.

Freight classes are associated with items and freight lists. The system uses the freight class to determine which charges, defined in Freight Charges Maintenance in the QAD .NET UI, to apply.

Freight classes group items with special freight considerations, such as items that must be shipped overnight or frozen.

Item Ship Weight

Displays the ship weight per unit of the line item from the item master data. The item ship weight is used to calculate the freight costs.

Freight Ship Weight

Enter the ship weight per unit of this item. If you specify a weight, it is used instead of the item master default value for calculating freight costs.

Freight charge calculations use the item's shipping weight to determine freight costs.

The system calculates site-specific and currency-specific freight charges based on:

- The shipping weight of the line item for unit price lists
- The total shipping weight of the order for bulk price list

If item weight is expressed in a different unit of measure than the freight list, be sure to set up the unit of measure conversions in Unit of Measure Maintenance in the QAD .NET UI.

Calculated freight charges display on the trailer or are added to the unit price, based on the type of freight terms that apply.

By default, freight calculations use item master shipping weights. These weights can be overridden, if needed. You can also change weight values during shipment. The system then recalculates freight based on the new weight.

Freight Minimum Weight

Displays the minimum weight for calculating freight charges for the shipment. It is retrieved from the freight data defined for the ship-to customer. Freight charges for shipments that weigh less than the minimum amount are based on this field, not the actual shipment weight.

Item Ship Weight Ext

Displays the extended ship weight for the line items.

Freight Ship Weight Ext

Displays the extended freight ship weight.

Unit Freight Charge

Displays the extended freight ship weight.

Follow Up

Processing

Specify the processing status for the RMA line. The available statuses are P (Pending), R (Return to Supplier), and W (Rework Work Order). The default status for a new line is P (Pending).

Repair Work Order

A system maintained field recording the work order number for the final assembly of the returned item for repair. This field is for configured products.

ID

A system maintained field recording the work order lot for the final assembly of the returned item for repair. This field is for configured products.

Linked Line

Specify the replacement line that is associated with this return line. This field is the same as the Linked Line field in the Main panel of the item line.

RTS

If an RTS is generated referencing the RMA return line, this system maintained field shows the RTS number.

RTS Line

If an RTS is generated referencing the RMA return line, this system-maintained field shows the RTS line number.

Intrastat

The Intrastat subpanel is available only when the Import/Export field is selected in the Main panel.

Intrastat Item

If you want to record Intrastat data for the item, select this option. Otherwise, clear this field. This field defaults from the settings against the item and the country code in Item Intrastat Data Maintenance.

Country Code

Displays the country code that is associated with the declarant address specified in Intrastat Control.

The values for commodity code, country of origin, and Intrastat item apply to the specified item for orders placed in this country. The system uses the country associated with the order line site to look up defaults during order entry.

Commodity Code

Enter a the commodity code for collecting Intrastat data for the line item and country. The code must have been previously defined in Commodity Code Maintenance and associated with the country specified in Item Intrastat Data Maintenance.

The default commodity code is retrieved from Item Intrastat Data Maintenance. If a default is not specified in Intrastat Data Maintenance, the commodity code from Intrastat Control is used.

During order entry, you can override this value.

Terms of Delivery

Enter a valid code for terms of delivery. This field defaults from Intrastat Control in the QAD .NET UI. The terms of delivery are defined in Terms of Delivery Maintenance in the QAD .NET UI.

Nature of Transaction

Enter a valid code for the nature of transaction. This field defaults from Intrastat Control in the QAD .NET UI. The codes for nature of transaction are defined in Nature of Transaction Maintenance in the QAD .NET UI.

Mode of Transport

Enter a valid code for the mode of transport. This field defaults from Intrastat Control in the QAD .NET UI. The codes for transport mode are defined in Mode of Transport Maintenance in the QAD .NET UI.

Ship Via

Displays the shipment carrier specified in Customer Data Maintenance.

Country of Destination/Dispatch

Enter a valid code for the destination or the dispatch country. The destination is the country that receives shipments. The dispatch country is where shipments originate. The country codes are defined in Country Code Maintenance in the QAD .NET UI.

Country of Origin

Enter the country code that indicates the country where the item is usually manufactured. The default value is from Item Intrastat Data Maintenance. You can overwrite it.

Statistical Procedure

Enter a valid code for the statistical procedure. This field defaults from Intrastat Control in the QAD .NET UI. The codes for statistical procedure are defined in Statistical Procedure Maintenance in the QAD .NET UI.

Port of Arrival/Dispatch

Enter a valid code for the arrival port or the dispatch port. This field defaults from Intrastat Control in the QAD .NET UI. The codes for the ports are defined in Port Maintenance in the QAD .NET UI.

Region of Origin/Destination

Optionally enter the declarant region of the origin or destination. It defaults from the declaration region specified in Declarant Maintenance.

Port of Transshipment

Enter a valid code for the transshipment port. This field defaults from Intrastat Control in the QAD .NET UI. The codes for the transshipment port are defined in Port Maintenance in the QAD .NET UI.

Net Weight

Displays the net weight of the line items.

Billing

Quantity to Invoice

Displays the quantity to invoice for this RMA line.

Quantity Invoiced

Displays the quantity that has been invoiced for this RMA line.

Product Line

The default product line depends on the settings of the Use Item Prod Line field in SSM Accounting Control.

When the Item Prod Line field is selected, the product line of the line item is used as the default product line. When the Item Prod Line field is cleared, the product line associated with the service type in effect is used as the default product line.

The product line affects the default sales account and discount account to use.

Accounts

Sales

Enter the sales account and sub-account for this RMA line to use. The default sales account depends on the specified product line. You can optionally enter the cost center and project when applicable.

Discount

Enter the discount account and sub-account for this RMA line to use. The default discount account depends on the specified product line. You can optionally enter the cost center and project when applicable.

Invoice Detail

The Invoice Detail subpanel displays all the invoices associated with this RMA line.

Tax Settings

The Tax Settings subpanel is available only when the Taxable field is selected in the RMA line's Main panel.

Tax Class

Enter the tax class that applies to this RMA line.

The tax class is defaulted from the item setting. If there is no tax class set for the item, it defaults from the RMA header. You can change it as needed.

Tax Environment

Enter the tax environment that applies to this RMA line. The system determines a default environment based on:

- The To tax zone, determined by the customer ship-to address. If a customer tax zone is not found, the system uses the tax zone specified in Global Tax Management Control.
- The From tax zone, determined by the line item site. If a tax zone for the site is not found, the system searches for the zone associated with an environment set up for a blank From tax zone and then the tax environment in Global Tax Management Control. If no environment is defined in the control program, taxes cannot be calculated and errors display.
- The customer tax class, if any. If the customer does not have a tax class, the environment is based on tax zones only.

Tax Included

This field determines whether the system calculates tax and adds it to the net price or assumes the tax amount is already included in the price.

The value of Tax Included defaults from the RMA header.

Tax Usage

Enter the tax usage code that applies to this RMA line. This field defaults from the RMA header.

Salespersons

The Salespersons panel allows you to manage the sales personnel and their commission associated with this RMA Line. When the goods are returned, the commission should be deducted for the salespersons. Up to four salespersons can be added to an RMA. The default salesperson is from the RMA header.

Salesperson

Displays the salespersons from the RMA header. You cannot add salespersons to or remove salespersons in the Salespersons panel of RMA return lines.

Name

Displays the name of the salesperson.

Commission

Enter the commission rate that applied to the salesperson. The system searches for a commission rate in this sequence:

1. Salesperson, order customer, and item product line
2. Salesperson and order customer
3. Salesperson and item product line
4. Salesperson's normal commission rate as defined in Salespersons

Notes

In the Notes panel, you can add, edit, and delete notes attached to the RMA line. Up to 99 pages of notes can be added to an RMA line. In the Notes Details form, you can add the predefined master references to service order and specify whether to print the notes on RMA and invoice.

New

Adds a note record to the Notes panel.

Edit

Opens the selected note record for editing.

Delete

Deletes the selected note record.

Details

Leads to the Notes details where you can select the master note to use and set the print options for the notes.

RMA Replacement Line Fields

This section contains the field descriptions about the panels in the RMA Replacement Detail window.

Main

Line

The system assigns a line number when you create an RMA replacement line. You can also manually enter a number.

Item

Enter an item to replace the returned one. The item usually is an inventory item defined in Items. You can also enter a customer item number defined in Customer Item Maintenance in the QAD .NET UI. When you enter a customer item number, it is replaced with the associated internal item number. The customer item number is displayed in the Customer Item field.

If you leave it blank and enter a customer item code in the Customer Item field, the Item field is populated with the associated inventory item.

Description

Displays the description of the specified item.

Customer Item

The customer item is the code that the customer uses to identify the item. The customer item must be set for the specified customer in Customer Item Maintenance in the QAD .NET UI.

If the specified item has a customer item linked to it, this field is populated with the customer item code automatically. When you change the customer item, the item code in the Item field is updated accordingly.

Quantity Ordered

Enter the quantity of the item that is required for the replacement. The quantity cannot be negative. Enter the unit of measure in the field next to the Quantity Ordered field.

UM Conversion

Specify a unit of measure conversion when the line UM is different from the inventory UM.

Site

Line-item site defaults from the issue site specified on the header. On the issue portion of an RMA, items are issued from this site. Default RMA issue site is defined in RMA/RTS Control in the QAD .NET UI.

When you ship a replacement, inventory and cost of sales are posted to the shipment site. When you post the invoice, sales are posted to the shipping site and accounts receivable (AR) is posted to the header site. If the header site is blank, AR posts to the default general ledger (GL) entity.

To calculate taxes, a corresponding address code must exist for this site in Company Address Maintenance. On taxable transactions, the system uses the site address to select the correct line-item tax environment.

Entity

Displays the entity that the site resides.

Charge Type

The default charge type depends on the Service Type specified in the RMA header. If the Service Type is Warranty, the default charge type is W. If the Service Type is Contract, the default charge type is S.

You can change the default charge type when you create the line. If the Reprice/Edit option is selected in the RMA header and no quantity of this line is shipped, you can modify the charge type of a saved line. The valid charge type codes are W, S, or the billable/giveaway charge type specified in RMA/RTS Control in the QAD .NET UI.

Changing the charge type of a line may change the product line in the Billing panel of the replacement line.

Ship Type

Determines whether shipments of RMA line items affect inventory balances.

If blank, RMA line items affect inventory. When RMA shipments are processed, inventory is decreased and general ledger credits the inventory account.

If any value other than blank (such as Drop Shipment or Memo) is entered, RMA line items do not affect inventory and do not create a general ledger transaction.

This only applies to inventory items: If an item is not in the Item Master, the system always sets Ship Type to M, even if generalized codes are set up for sod_type.

You can only override the ship type if it is blank and no quantity on the line has already been shipped.

Item Revision

Enter the code that identifies the engineering version of the line item. The code must be predefined in Generalized Codes. This field defaults from Item-Site Planning Maintenance or Items.

Linked Line

For RMA replacement lines, a non-zero value indicates the return line linked to this replacement line. Zero indicates that this line item is not linked to any line.

The system updates this field automatically when a return line is created for a replacement line by setting the Replace field to Yes. If you add replacement lines later, you can manually update the Linked Line field in the replacement lines to link them to the correct return lines.

Linking replacement and return lines tells the system that the two lines are related. When lines are linked, the system checks the value of Ship Before Return on the service type providing coverage for the RMA. If Ship Before Return is not selected, the return line must be processed before the shipment. If you do not process the entire quantity expected on the return, you can only ship the number received. If Yes, replacement items can be sent out regardless of whether the receipt has been processed.

List Price

The system determines the best list price based on the analysis codes and price lists defined in the SO/SQ/RMA Issues Pricing Menu in the QAD .NET UI. If no applicable price list is found, it defaults to the list price defined in item master data. You can change the list price as needed. When you change the list price, the net price is updated automatically based on the displayed discount rate.

Discount

Enter the discount to be applied to this specific item. Discount can be displayed (and entered) as a percent or as a factor, depending on the setting of Display SO Discounts As in Pricing Control. The number of decimals included in the display is also determined by the SO Factor Rounding field in Pricing Control.

For an RMA replacement line, Discount is determined using the same algorithm and price lists used for sales orders. The service coverage discount is then applied in addition to any other price list discount and displayed in this field.

The discount is applied to the list price in calculating the net price. Any difference between list and net price is posted to Sales Discount during invoice post.

During processing of an RMA replacement line, the system first determines the best list price for an item by searching for applicable price lists set up in sales order Price List Maintenance with a list type of Price List. If more than one price list is found, the lowest price is used.

Then the system accesses each applicable price list with an amount type of Discount %, Discount Amt, Markup, and Net Price. It then determines what combinations of these yield the lowest price. The rules for combining price lists are based on the value of Comb Type field specified when the price list was defined. Once the pricing discount is determined, the service coverage discount is applied and net price is calculated. The system displays a message indicating the service coverage percentage being applied to the current line item.

If you have access to these fields, you can change the calculated list price, discount, and net price. If you do, the system records a manual discount, which reflects the difference between the system-generated price and the price entered.

When you enter an RMA replacement line for a configured product, the discount is not initially displayed. The way discounts are applied to configured items depends on the Config Disc field in Price List Maintenance. If Yes, the price applies to everything in a configured product. If No, the price list is applied only against the component that qualifies.

The setting of Line Pricing for a new RMA can affect the final discount and prices calculated by the system. If Line Pricing is not selected, the system waits to the end of order entry to recalculate prices based on any quantity breaks that may have been reached on this order.

Net Price

The net price is calculated as the List Price multiplied by the Discount. You can change the net price. A change of the net price updates the Discount against the List Price.

For an RMA replacement line item, the customer pays this amount.

This price prints on all formal documents and is used to calculate taxes, sales margins, and commission amounts. Any difference between the list and net price is posted to Sales Discount during invoice post.

Once a line has been created, net price can only be changed when you click Reprice/Edit. If Fixed Price is No in the RMA header, line item prices are subject to repricing using the Sales Order Repricing in the QAD .NET UI.

Covered Amount

Displays the amount that the service type covers for the replacement item.

Cost

Displays the cost of the line item. You can edit the cost only for non-inventory items.

Pricing Date

Specify the pricing date. It defaults from the Pricing Date specified in the RMA header. The system uses the pricing date to look for the effective price list for the line item.

Manual Price List

Enter a price list to be considered for pricing this line item in addition to the ones that the system automatically selects. The manual price list for the replacement line defaults from the header. You can modify it as needed.

Specifying a manual price list only marks it to be considered. The system still determines the best price based on the rules and codes previously set up.

When a price list is defined in Price List Maintenance, you can optionally mark it as manual. In this case, the system never considers it for pricing unless it is specified in a line-item Manual Price List field.

Required Date

Enter the date the customer requires delivery of this line item.

The default is blank. If you leave the field blank, the system sets it to the due date after you complete the line.

This field is for reference only and can appear on selected reports and inquiries.

Promise Date

Enter the date that items are promised to arrive at the customer location. The date defaults from the specified promise date on the RMA header.

Quantity on Hand

Displays the available quantity of the line item at the specified site.

Quantity on Order

Displays the item quantity that is on order.

Qty Available to Allocate

Displays the quantity available for allocating to the RMA line.

Reprice/Edit

Used to change the price-related fields in a saved RMA line.

RMA Line Options

Detail Allocations

Specify whether to apply detail allocation or general allocation to the line item at line entry. This field defaults from the RMA header setting. You can change it as needed.

To apply detail allocation to the replacement line, select this field. Otherwise, clear this field.

Taxable

Specify whether the RMA line is subject to tax. The default setting is from the RMA header. When this field is selected, the Tax Settings subpanel is available in the Billing panel.

Under Global Tax Management, taxes are based on the transaction tax environment, tax usage, and tax class. The tax environment represents the set of tax types that applies to the ship-from and ship-to sites/addresses and the customer tax class.

A taxable line does not necessarily mean that a tax amount is calculated. You can use tax types and zero-percent tax rates to report tax exemptions.

Confirmed

Select this field to indicate that this RMA line is considered firm; otherwise, clear this field. For a new RMA line, this field defaults from the RMA header. You can modify this default only when a line is first created.

The confirmed RMA lines can be allocated, consume forecast, and create demand for Material Requirements Planning (MRP). You cannot ship an unconfirmed line item using RMA Shipments in the QAD .NET UI. You must confirm the RMA lines before shipment in the QAD .NET UI.

Consume Forecast

Specify whether the RMA replacement lines consume the forecast as sales orders do.

When the Consume Forecast option is selected for the line, the system deducts the quantity from the planned forecast. Note that only the confirmed replacement lines and the lines containing inventory items with a blank Ship Type consume forecast.

How the replacement lines consume forecast depends on the settings in Sales Order Control. The replacement lines consume forecast in the week they are due. However, if no unconsumed forecast remains in the due week, the system looks for unconsumed forecast within a range of weeks before and after the due week. The range is set in the Consume Forward and Consume Back fields in Sales Order Control in the QAD .NET UI.

When the Consume Forecast option is cleared for the line, the system does not deduct the quantity from the planned forecast.

Fixed Price

This field indicates whether the price for this line item is fixed or subject to batch update. It defaults from the RMA header.

The RMA lines with Fixed Price selected are skipped when Sales Order Repricing is executed, even if they meet the selection criteria. Sales Order Repricing works on the RMA lines with this field deselected.

Note: Fixed Price does not affect the update of prices in the RMAs form. This is determined by the value of Reprice/Edit at the RMA line details.

Update ISB

Specify whether to update the installed base information. This field is selected by default when any of the following conditions are met; otherwise, it is not selected by default. You can manually change it.

- Ship to Installed Base is selected in Service Management Control in the QAD .NET UI.
- Installed Base is selected in Service Item Maintenance for the line item in the QAD .NET UI.
- Create ISB is selected in End User Data Maintenance in the QAD .NET UI.

- At least one installed base record exists for the line item, lot, and reference.

Clear this field when the line item is not an installed base item.

Installation Call

Specify whether a service order for installation is generated upon invoice posting and printing of the RMA replacement line.

When the Auto Install Calls field in Call Management Control and the Installation Call field for the current item in Service Item Maintenance are selected, this field is selected, by default. You can either select it or not as needed.

Configured Item

The Configured Item subpanel is displayed only when the entered item in the replacement line is a configured item.

Configuration

For configured items (items with a Pur/Mfg code of C), the configuration type defaults from the item master data defined in Items, but can be changed. Valid types are assemble-to-order (ATO) and kit (KIT).

- ATO: The configured item is a discrete end item in itself, produced from a combination of optional and mandatory components. In this case, the configuration defines components or ingredients of a finished product.
- KIT: The configured item consists of a set of items that are picked and shipped together; no real assembly takes place. The configured item is not a finished product; it exists only as a logical superset of its components. In this case, the configuration defines the content of a kit and a shipment contains the end items in the kit.

When you ship a kit, the component items are automatically issued. You cannot choose individual components to ship. The complete kit configuration always appears on inquiry screens and printed forms. The system records a shipment transaction for each item in transaction history.

When you ship an ATO item, you cannot backflush components. Instead, create a final assembly work order and issue the components using Work Order Component Issue.

You cannot modify the configuration type after an order line is confirmed.

Effective Date

Enter the effective date used to select the standard bill for a configured item. The default is the RMA replacement line due date.

More than one version of a product configuration can be defined, each effective for a specified range of dates. This lets you phase in engineering or model changes over time.

The system chooses configuration options based on the effective date you enter. Only options effective as of this date are included in the configuration.

Repair Work Order

A system-maintained field recording the work order number for the final assembly.

This field is only for ordering configured products. The product configuration options are specified on the RMA and a work order is released from that RMA to build that specific assembly. To tie them together, the work order number and lot are recorded on the RMA.

ID

A system-maintained field recording the work order lot for the final assembly.

This field is only for ordering configured products. The product configuration options are specified on the RMA and a work order is released from that sales order to build that specific assembly. To tie them together, the work order number and lot are recorded on the RMA.

Configured Price

Displays the price of the configured item.

Installed Base

The Installed Base subpanel is displayed only when the Edit Installed Base field and the Ship to Installed Base field are selected in Service Management Control.

End User

The end user defaults from the RMA header.

Warranty Code

The warranty code defaults from the settings of line item in Service Item Maintenance in the QAD .NET UI. You can change the warranty code as needed. The warranty code must be a valid code defined in Warranty Type Maintenance in the QAD .NET UI.

Warranty Start Date

Specifies the start date for the warranty. When left blank, the system uses the ship date as the warranty start date when it creates the ISB record upon invoice post.

Ownership

Optionally specify a code as the ownership of the line item. The specified code must be a valid code defined in Generalized Codes.

Parent Item

If you want to add the replacement item as a component of an installed base item, enter the parent item code.

Parent Serial

Optionally enter the serial number of the parent item.

ISB Location

Optionally enter the installed base location.

Shipping**Site**

This field is consistent with the Site field in the Main panel of the replacement line. When you change the site here, the site in the Main panel is changed.

Location

Identifies the location where the replacement item is stored. The location defaults from Issue Location specified in the RMA header.

Lot/Serial

Enter the lot/serial number of the item to be shipped as the replacement.

Quantity Ordered

This field is consistent with the Quantity Ordered field in the Main panel of the replacement line. When you change the quantity here, the ordered quantity in the Main panel is changed.

Quantity Allocated

Enter the number of items to allocate for this replacement line. Allocations reserve inventory for this line so it is not available for other orders in the system. Allocations also control shipment quantities when there are not enough items to fill all orders. You can choose to ship the quantity allocated or the quantity picked.

The total of quantity allocated, plus quantity shipped, plus quantity picked cannot be greater than the quantity open on the line item.

A quantity allocated can be specified for a confirmed RMA line only.

Quantity Picked

Displays the quantity picked, or printed on a packing list, for this line item. The sum of the quantity allocated, shipped, and picked cannot be greater than the quantity ordered.

When you print a packing list in Sales Order Packing List, the system updates the quantity picked so items cannot be picked more than once.

Quantity picked can display as the default quantity to ship during shipment processing, simplifying shipments.

Quantity Shipped

Displays the total quantity shipped for this RMA line. The sum of the quantity allocated, shipped, and picked cannot be greater than the quantity ordered.

This field is for reference only and may appear on selected reports and inquiries.

Performance Date

Optionally enter the date by which items are to be available to ship. This is the date originally planned to be the due date.

The date entered in the header defaults as the performance date for the line items only when the header Due Date and Performance Date fields are different. If the header dates are the same, the line-item Performance Date field is blank.

This date does not include transit time and can be used to evaluate the accuracy of shipment due dates.

Due date

Enter the date this line item is due to be shipped. The initial value for new lines defaults from the header.

When Calculate Promise Date is Yes in Sales Order Control, you can have the system calculate a line-item due date based on the promise date and delivery transit time data.

Planning functions use the due date to ensure that the right quantity of each item is available for shipment when needed. Due date helps determine which forecast period is to be consumed by this RMA and how freight is calculated.

The system uses Due Date when selecting service coverage levels, if they were defined using effective dates.

Some functions can use due date ranges as selection criteria, such as Sales Order Packing List.

Calculate ATP

Use the Calculate ATP button to verify whether the RMA replacement line can be filled within the specified due date.

The Calculate ATP button is enabled only when ATP Enforcement is selected, ATP Horizon is set in Sales Order Control, and the line item is an ATP-enforced item.

If there is no ATP issue for the line, clicking the Calculate ATP button shows that the ordered quantity is available for the due date. If there are ATP issues, you are prompted to choose an option from the list.

Ship-To

Displays the ship-to address code of the end user.

Category

Optionally specify a category associated with the RMA line. The category must be a valid code defined for the field name `line_category` in Generalized Codes. Categories can group order lines based on shipping characteristics; for example, rush order, special order, or replacement.

Freight List

Enter the freight list code that applies to this line item. Freight list codes identify a set of shipping rates for different freight zones and shipping measures (weight or unit). Freight list defaults from the RMA header.

The list you specify must be set up for the RMA line site and currency.

You can also assign freight lists by defining applicable price lists in Price List Maintenance with an amount type of freight in the QAD .NET UI. These price lists are applied to the RMA line only when you leave the RMA Freight List field blank or the default freight list is not manually updated. If you modify the default freight list, it overrides the freight lists from the price list. If multiple pricing freight lists apply, the last freight list is used.

Before a freight list is applied, the system verifies that freight charges have been defined for the freight class of the item being priced. If not, the freight list is not used.

Freight Class

Enter the freight class to be used in calculating freight charges for this item. Class defaults from the item master if freight data is defined. This field can be updated only when a line is first added or when Calculate Freight is selected on the RMA header.

Freight classes are associated with items and freight lists. The system uses the freight class to determine which charges, defined in Freight Charges Maintenance in the QAD .NET UI, to apply.

Freight classes group items with special freight considerations, such as items that must be shipped overnight or frozen.

Item Ship Weight

Displays the ship weight per unit of the line item from the item master data. The item ship weight is used to calculate the freight costs.

Freight Ship Weight

Displays the ship weight per unit of this item. If you specify a weight, it is used instead of the item master default value for calculating freight costs.

Freight charge calculations use the item's shipping weight to determine freight costs.

The system calculates site-specific and currency-specific freight charges based on:

- The shipping weight of the line item for unit price lists
- The total shipping weight of the order for bulk price lists

If item weight is expressed in a different unit of measure than the freight list, be sure to set up the unit of measure conversions in Unit of Measure Maintenance in the QAD .NET UI.

Calculated freight charges display on the trailer or are added to the unit price, based on the type of freight terms that apply.

By default, freight calculations use item master shipping weights. These weights can be overridden, if needed. You can also change weight values during shipment. The system then recalculates freight based on the new weight.

Freight Minimum Weight

Displays the minimum weight for calculating freight charges for the shipment. It is retrieved from the freight data defined for the ship-to customer. Freight charges for shipments that weigh less than the minimum amount are based on this field, not the actual shipment weight.

Item Ship Weight Ext

Displays the extended ship weight for the line items.

Freight Ship Weight Ext

Displays the extended freight ship weight.

Unit Freight Charge

Displays the freight charge per unit.

Detail Allocations

The Detail Allocations subpanel is displayed only when the Detail Allocations field is selected on the line's Main panel. You can either manually allocate or use the auto-allocate function on this panel.

New

Click New to manually allocate the available items to the replacement line. You can add multiple lines, if necessary. Location and Quantity Allocated are required. For lot or serial-controlled items, the lot/serial number and reference number are also required.

Delete

Deletes the selected allocation line. Deleting an allocation line deallocates the quantity that has been allocated to the replacement line.

Auto-Allocate

Clicking Auto-Allocate brings out the Location Allocation Detail Selection list. In the list, the available items are automatically selected. You can also select the items as you need and deselect the system-allocated items.

EMT

The EMT subpanel is available only when User Enterprise Material Transfer is selected in Sales Order Control.

EMT Supplier

Specify the code identifying the supplier for this line item. An EMT purchase order will be created and queued for transmission to the supplier site for the items on this line unless the EMT Type is Non-EMT.

This field defaults in order of precedence from Item-Site Planning Data Maintenance, Item Master Maintenance, or Site Maintenance.

EMT PO Number

Displays the purchase order number that the system generated for the RMA replacement line.

EMT PO Line

Displays the associated line number in the purchase order that the system generated for the RMA replacement line.

EMT Type

Specify the default code that determines how EMT items are processed. Available options are:

- NON-EMT: You ship the items directly to the customer.
- TRANSHIP: A secondary business unit satisfies the demand by shipping items to you, which you then ship to the customer.
- DIR-SHIP: A secondary business unit satisfies the demand by shipping items directly to the customer.

A default EMT shipment type can be defined for customers, items, items/sites, and in Sales Order Control. The EMT Sequence field in Sales Order Control determines the order the system uses to search these records for a default.

Due Date

Displays the due date of the generated purchase order line. This field defaults from the due date specified for the replacement line. If the due date of the replacement line is blank, this field defaults from the due date specified on the RMA header.

Need Date

Displays the need date of the generated purchase order line. The need date defaults from the line-item due date.

Ship Details

The Ship Details subpanel displays the shipment information of the RMA line, such as shipper number, ship quantity, ship date, and the shipment status.

Intrastat

The Intrastat subpanel is available only when the Import/Export field is selected in the Main panel.

Intrastat Item

If you want to record Intrastat data for the item, select this option. Otherwise, clear this field. This field defaults from the settings for the item and the country code in Item Intrastat Data Maintenance.

Country Code

Displays the country code that is associated with the declarant address specified in Intrastat Control.

The values for commodity code, country of origin, and Intrastat item apply to the specified item for orders placed in this country. The system uses the country associated with the order line site to look up defaults during order entry.

Commodity Code

Enter the commodity code for collecting Intrastat data for the line item and country. The code must have been previously defined in Commodity Code Maintenance and associated with the country specified in Item Intrastat Data Maintenance.

The default commodity code is retrieved from Item Intrastat Data Maintenance. If a default is not specified in Intrastat Data Maintenance, the commodity code from Intrastat Control is used.

During order entry, you can override this value.

Terms of Delivery

Enter a valid code for terms of delivery. This field defaults from Intrastat Control on the QAD .NET UI. The terms of delivery are defined in Terms of Delivery Maintenance on the QAD .NET UI.

Nature of Transaction

Enter a valid code for the nature of transaction. This field defaults from Intrastat Control on the QAD .NET UI. The codes for nature of transaction are defined in Nature of Transaction Maintenance on the QAD .NET UI.

Mode of Transport

Enter a valid code for the mode of transport. This field defaults from Intrastat Control on the QAD .NET UI. The codes for transport mode are defined in Mode of Transport Maintenance in the QAD .NET UI.

Ship Via

Displays the shipment carrier specified in Customer Data Maintenance.

Country of Destination/Dispatch

Enter a valid code for the destination or the dispatch country. The destination is the country that receives shipments. The dispatch country is where shipments originate. The country codes are defined in Country Code Maintenance in the QAD .NET UI.

Country of Origin

Enter the country code that indicates the country where the item is manufactured. The default value is from Item Intrastat Data Maintenance. You can overwrite it.

Statistical Procedure

Enter a valid code for the statistical procedure. This field defaults from Intrastat Control in the QAD .NET UI. The codes for statistical procedure are defined in Statistical Procedure Maintenance in the QAD .NET UI.

Port of Arrival/Dispatch

Enter a valid code for the arrival port or the dispatch port. This field defaults from Intrastat Control in the QAD .NET UI. The codes for the ports are defined in Port Maintenance in the QAD .NET UI.

Region of Origin/Destination

Optionally enter the declarant region of the origin or destination. It defaults from the declaration region specified in Declarant Maintenance.

Port of Transshipment

Enter a valid code for the transshipment port. This field defaults from Intrastat Control in the QAD .NET UI. The codes for the transshipment port are defined in Port Maintenance in the QAD .NET UI.

Net Weight

Displays the net weight of the line items.

Billing***Quantity to Invoice***

Displays the quantity to invoice for this RMA line.

Quantity Invoiced

Displays the quantity that has been invoiced for this RMA line.

Credit Terms Interest %

Enter the credit terms interest percent for this line item. This field defaults from the RMA header. You can change line-item interest percent only when Vary Pricing Date by SO Line is Yes in Sales Order

Accounting Control. When that field is No, the system automatically updates all line items when the header value is modified.

Terms interest is used to calculate an amount to be added to the item list price based on the number of days to pay defined for the credit terms.

Terms interest percent is typically used in hyperinflationary environments. It represents an advance estimate of the gain or loss in the hyperinflationary currency.

When you use terms interest, you can track the interest component of the item price with separate general ledger (GL) postings.

GL terms interest entries are created at invoice post. They post to the SO Interest Accrued and SO Interest Applied accounts defined in Sales Order Accounting Control. The amounts in these accounts are then used to adjust Inventory and Sales accounts per the requirements of Financial Accounting Standards Board (FASB).

Product Line

The default product line depends on the settings of the Use Item Prod Line field in SSM Accounting Control.

When the Item Prod Line field is selected, the product line of the line item is used as the default product line. The Item Prod Line field is cleared, the product line associated with the service type in effect is used as the default product line.

The product line affects the default sales account and discount account to use.

Accounts

Sales

Enter the sales account and sub-account for this RMA line to use. The default sales account depends on the specified product line. You can optionally enter the cost center and project when applicable.

Discount

Enter the discount account and sub-account for this RMA line to use. The default discount account depends on the specified product line. You can optionally enter the cost center and project when applicable.

Tax Settings

The Tax Settings subpanel is available only when the Taxable field is selected in the RMA line's Main panel.

Tax Class

Enter the tax class that applies to this RMA line.

The tax class is defaulted from the item setting. If there is no tax class set for the item, it defaults from the RMA header. You can change it as needed.

Tax Environment

Enter the tax environment that applies to this RMA line. The system determines a default environment based on:

- The To tax zone, determined by the customer ship-to address. If a customer tax zone is not found, the system uses the tax zone specified in Global Tax Management Control.

- The From tax zone, determined by the line item site. If a tax zone for the site is not found, the system searches for the zone associated with an environment set up for a blank From tax zone and then the tax environment in Global Tax Management Control. If no environment is defined in the control program, taxes cannot be calculated and errors display.
- The customer tax class, if any. If the customer does not have a tax class, the environment is based on tax zones only.

Tax Included

This field determines whether the system calculates tax and adds it to the net price or assumes that the tax amount is already included in the price.

The value of Tax Included defaults from the RMA header.

Tax Usage

Enter the tax usage code that applies to this RMA line. This field defaults from the RMA header.

Price Details

The Price Details subpanel displays the price lists that determine the price of the line item.

Invoice Details

The Invoice Detail subpanel displays all the invoices associated with this RMA line.

Salespersons

The Salespersons panel allows you to manage the sales personnel and their commission associated with this replacement line. Up to four salespersons can be added to an RMA. The default salesperson is from the RMA header.

Salesperson

Displays the salespersons from the RMA header. You cannot add salespersons to or remove salespersons in the Salespersons panel of RMA replacement lines.

Name

Displays the name of the salesperson.

Commission

Enter the commission rate that applied to the salesperson. The system searches for a commission rate in this sequence:

1. Salesperson, order customer, and item product line
2. Salesperson and order customer
3. Salesperson and item product line
4. Salesperson's normal commission rate as defined in Salespersons.

Notes

In the Notes panel, you can add, edit, and delete notes attached to the RMA line. Up to 99 pages of notes can be added to an RMA line. In the Notes Details form, you can add the predefined master references to service order and specify whether to print the notes on RMA and invoice.

New

Adds a note record to the Notes panel.

Edit

Opens the selected note record for editing.

Delete

Deletes the selected note record.

Details

Leads to the Notes details where you can select the master note to use and set the print options for the notes.

Service Orders

A service order refers to a unique record of communication between the end user and the service organization. Each service order identifies the end user, the nature of the problem or request, the urgency associated with that request, and the products involved.

The actual communication related to the service order can take any form: telephone call, physical visit or service call, email. The service order, in terms of processing, is a record used to track activity between the service organization and the end user and to generate statistics about this activity.

Service order management handles all kinds of end-user input, covering a range of needs. Usually the primary concern of a service and support organization is to support the installed base. This may include installing new equipment, fixing broken equipment, correcting faulty design, or performing preventive maintenance.

A service order is created with the goal of closing it. Closing a service order means the problem, question, or service situation has been resolved to your standards.

Creating a Service Order

This topic focuses on creating a service order.

1. Navigate to Service Orders from the menu bar.
2. Click New.

The Service Orders window opens.

3. Enter the information in each panel of the service order header.
 - In the Main panel, specify the End User.
 - If you want to create a service order from an installed base item, use the Create from ISB button. See [Creating a Service Order from ISB on page 510](#) for more information.
 - In the Tracking panel, the default values are from the settings in Call Default Maintenance. You can overwrite them as needed.
4. To enter line items, you can add new lines in the Order Lines panel quickly or click Details in the Order Lines panel to enter line item details.
5. Save the service order.

A service order is created.

Creating a Service Order from ISB

This topic focuses on creating a service order from installed base.

1. Navigate to Service Orders from the menu bar.

2. Click New.

The Service Orders window opens.

3. Click the Create from ISB button next to the End User field in the Main panel.

The Create Service Order window opens.

4. In the Item Selection Panel, choose the item that requires service.

The system recognizes the installed base item by the combination of item number, serial number, and ISB reference.

To minimize the search scope of items, specify the end user before choosing the ISB item.

5. In the Service Information panel, enter the service information.

The fields in this panel get default values based on the ISB item you specified in the Item Selection panel.

- a. Leave the service order number blank for the system to generate one.
- b. Bill-To customer code is required.
- c. When a non-base currency is entered, the exchange subpanel is opened for you to enter the exchange rate.
- d. Work Code, Model, and Service Group determine the default values for the service order to be created.

6. Click Submit.

- If multiple coverage sources for the specified item are found, the Coverage Selection dialog pops up for you to choose a coverage to use. Click Continue.
- If there are no multiple coverage sources, the service order is created when you click Submit.

A service order is created from ISB.

Adding Service Order Line in Quick Mode

This topic focuses on adding a service order line in quick mode. Creating service order lines in the grid view requires minimum inputs and is an efficient way.

1. Open a service order and go to the Order Lines panel.
2. Click New in the Order Lines panel.
3. Choose the ISB item, serial number, and reference ID.
4. Click Done. If you want to add another line, click Next Line.
5. Click Save to save the service order.

A service order line is added.

Adding a Service Order Line in Details View

This topic focuses on adding a service order line in the Details view. In the Details view, you can create a service order line with more details, such as fault codes and notes.

1. Open a service order and go to the Order Lines panel.
2. Click Details in the Order Lines panel to open the Service Order Line window.
3. Click New to add a line.

4. Enter the detailed information about the service order line.
5. Click Save.

A service order line is created.

Deleting Service Order Line

This topic focuses on deleting a sales order line.

1. Navigate to Service Orders from the menu bar.
2. Open the service order to be deleted.
3. In the Order Lines panel, select the order line and click Delete.
4. When prompted, click Yes.
5. Click Save.

A sales order line is deleted.

Working with a PM Service Order

When you set a preventive maintenance (PM) schedule in a contract, a PM service order is created automatically. When you finish the maintenance task and close the service order, the system creates another service order for the next scheduled PM service.

Currently, the PM scheduling function is only available in the QAD .NET UI. See [QAD Service/Support Management User Guide](#) for details.

The system uses the following information to determine the default values for automatically generated PM service orders:

- Service order default information for the PM work code, defined in Call Default Maintenance
- End user record
- Service contract type

You can control the way this call is defined by setting up special service order defaults for the PM work code. For example, a separate queue is often set up for preventive maintenance with its own status codes and escalation sequences, if you are using service order escalation.

Use the following steps to close a PM service order. This action triggers the auto-creation of a PM service order for the end user and the item that the contract covers.

1. Navigate to Service Orders on the menu bar.
2. Use the search filters to find the auto-generated PM service order.
3. Go to the Order Lines panel and the Tracking panel; set the Status to close by specifying the proper code.
4. Click Save to save the service order.

The PM service order is closed and another service order is automatically created for the next scheduled preventive maintenance service.

You can check the schedule in the contract in Contract Maintenance in the QAD .NET UI.

Creating an RMA from a Service Order

If the item in the service order needs to be returned to the seller for repair or for a replacement, you can use the Actions button to create an RMA directly from the service order.

1. Navigate to Service Orders from the menu bar.

2. Use the filters in the search function to find the service order.
3. Select the service order and click Actions > Create RMA from the tool bar.

The Create RMA modal dialog displays.

4. Edit the fields in the Main panel as needed. The default values are from the service order.
5. In the Return Lines panel, select the line items to return. You can only change the quantity for the line items.
6. Click Submit.

The RMAs hybrid view opens.

7. Check the details of the RMA and modify the details as needed.
8. Click Save and then close the hybrid view.

The RMA is created.

Service Order Header Fields

This section contains descriptions of the fields in each panel of the service order header.

Summary

Service order header summary displays the end user, service order number, order status, and assignee.

Main

End User

Enter the end user initiating this service order. If specified, the end user must have been previously defined in End User Create in the QAD .NET UI. If a report related to the service order exists in the system, you cannot change this field.

Various data elements associated with the service order can default from the end-user record, including Service Area, Caller, Phone, Priority, and Assigned. The end user also determines the customer and default bill-to address, tax environment, and tax usage.

Create from ISB

This button is available only when you create a service order. Clicking this button allows you to create a service order from installed base.

Service Order

Enter a service order number or leave the field blank for the system to generate one based on the numbering rule defined in Call Management Control in the QAD .NET UI.

Work Code

The work code indicates the type of work you performed for each labor operation, expense, and item you consumed. This field defaults from the value of Technical Work Code specified in Call Management Control. You can specify the work code as needed.

Severity

Severity indicates the end user's perception of how serious the problem is. The severity defaults from Call Default Maintenance.

The severity code entered must be a valid code defined in Generalized Codes for field ca_severity.

Type

Enter a call type defined in Call Types Maintenance (11.1.21.4). The default value of this field depends on the settings in Call Default Maintenance.

Priority

Enter priority for the service order. Priorities can be used for dispatching service personnel, ensuring that the highest priority items get worked on first. Lower numbers indicate a higher priority.

The default priority for a service order is determined by the factors in the following sequence:

- The Call Priority set for the end user in the QAD .NET UI.

- The priority in Warranty Type Maintenance or Contract Type Maintenance.

- The priority of the Default Service Type in Call Management Control.

- The priority of the user in Service/Support User Preference.

If an escalation is in effect, the system deducts the number of points in the Bump Priority field of Escalation Maintenance from the initial default value.

Purchase Order

Whether a purchase order number is required for the service order depends on the PO Required field in End User Data Maintenance in the QAD .NET UI. If the end user is set to require PO, the system shows a warning message when you leave this field blank.

Service Order Date

Defaults to the current system date and time. If you are recording a service request taken earlier, you can change the date during entry. The system uses the service order date in the search for valid coverage sources (warranty or contract), price lists, and service BOMs and routings.

When Multiple Time Zones is active, the service order date is displayed using the end user's time zone.

Caller

Defaults from the first primary contact associated with the end-user record.

Phone

Defaults from the primary contact phone number in End User Create in the QAD .NET UI.

Service Area

Displays the default service area of the end user.

Description

Enter a description of the service order. Up to 60 characters are allowed. The default description can be defined against a work code in Call Default Maintenance in the QAD .NET UI.

Service Type

Specify a valid service type for this service order. The service type can be Warranty Type or Contract Type defined in the Warranty Type Maintenance or Contract Type Maintenance.

Service type takes effect only for a new service order without call escalation. You cannot change service type when a service activity report for this service order exists.

Taxable

Enter Yes if the items on this service order are subject to tax; otherwise, enter No. The default tax status is from the end-user address.

The taxable status of the service order defaults to each line item and can be changed as needed.

Under Global Tax Management, taxes are based on the transaction tax environment, tax usage, and tax class. The tax environment represents the set of tax types that applies to the ship-from and ship-to sites/addresses and the customer tax class.

A tax status of Yes does not necessarily mean that a tax amount is calculated. You can use tax types and zero-percent tax rates to report tax exemptions.

Entered By

Defaults to the current user and can be changed.

Order Options***Language***

Enter a valid, active language code. Language defaults from the end user and identifies the native language used at this address.

Language is particularly useful when printing formal documents such as call quotes, which you can print by range of language codes. It lets you use different preprinted forms in different languages.

The system also stores and accesses comment information by language code. This method lets you quickly access text, such as customs documentation or item descriptions, in the correct language.

From Quote

Displays the quote number from which this service order is generated.

Service Order Printed

Indicates if this service order was printed before.

Order Lines

The Order Lines panel enables you to:

- View service order lines in grid view.

- Create, modify, and delete service order lines in a quick mode.

- Access order line detail

For the reference information about the fields in service order lines, see [FieldsofServiceOrder Line on page 522](#).

Tracking***Assigned***

Optionally assign an engineer for the service order. If Assign Primary Engineer is Yes in Call Management Control (in the QAD .NET UI), the default engineer is the primary engineer associated with the end user.

Site

Indicate the inventory site where repair parts for the item being serviced reside.

The system follows a sequence to derive a default site:

The key site and location the system uses is the one associated with the assigned engineer in Engineer Maintenance (11.13.1).

If the engineer does not have a site or location, the system uses the ones associated with the engineer's area in Area Maintenance (11.15.1).

If these values are all blank, the system uses the default spares site/location set up in Default Site Maintenance (11.21.13).

If a site has still not been found, the system uses the site and location defined when the call item was set up in Item Master Maintenance (1.4.1).

If a site has still not been found, the system uses the site associated with the end user's customer in Customer Data Maintenance (2.1.1).

Queue

Optionally assign the service order to a queue. The system uses the following sequence to derive a default queue:

The escalation sequence in effect, if any

The Call Queue field for applicable call defaults in Call Default Maintenance

The call queue associated with the current user in Service/Support User Preferences

The Default Call Queue field in Call Management Control

Response

Displays the response time for the service order. The response time defaults from the contract or warranty associated with the specified item/serial/reference combination or the standard coverage defined in Call Management Control.

The system uses the response time to calculate Next Status Date.

Escalation

If you are using escalations, enter the code of the escalation sequence to be used by the Escalation Monitor (in the QAD .NET UI) to update this service order.

The escalation determines the value for Next Status Date and Next Status Time. If no service order defaults are being used, it can also determine the value of the Next Status. Without an escalation, you must update the next date/time fields manually. The steps defined in the escalation can affect the priority, status, and queue of the service order.

The system searches for a default escalation in the following sequence:

1. The escalation associated with the end user in End User Data Maintenance
2. The escalation specified for applicable service order defaults in Call Default Maintenance
3. The escalation associated with the current user in Service/Support User Preferences
4. The Default Call Escalation field in Escalation Control

Sequence

Specify the next sequence of the associated escalation code to be run against this service order.

Sequence is normally set by the Escalation Monitor in the QAD .NET UI according to the escalation used by this service order, but can be overridden if needed.

A sequence is a particular step in a service order escalation and can update certain user-defined characteristics of a service order including priority, status, and queue. It also sets the next status date and time for the service order.

You can manually change the sequence if, for example, you wanted to boost the status of a service order beyond what the Escalation Monitor would next move it to.

Travel Time

Designates the number of hours required to travel the distance between the end-user installation and the service office. Defaults from Travel Time in End User Data Maintenance. This field is for reference only and does not affect the estimated visit duration.

Travel Distance

Designates the distance from the support office to the end user; defaults from the value specified in End User Data Maintenance. If you include travel time as part of the service order duration, you can adjust the estimate based on the travel distance.

Status

Specify the current status of the service order. It defaults from the Call Status field in Call Default Maintenance. If the Call Status field is not specified, it defaults from the Open Status field in Call Management Control.

If the customer of the end user is on credit hold, the status defaults from the Hold Status field in Call Management Control.

Next Status

Specify the next status that normally follows this status in the call life cycle. It defaults from the following sequence:

Call Next Status in Call Default Maintenance.

The escalation sequence in effect, if any. If the first sequence changes the call status, it displays. Any default set by Call Default Maintenance is changed.

The Next Status field specified when the status was created in Call Status Code Maintenance.

Next Status Date

Specify the date when the status of this service order is due to be updated. When Multiple Time Zones is active, this date is calculated relative to the end user's time zone.

The calculation of the next status date and time varies depending on whether you are using escalations.

- Without service order escalation, the system calculates the next date and time based on the response time and coverage days of the service type in effect (warranty, service contract, or the Default Call Service Type in Call Management Control). For example, if the service type specifies a two-day response time, then the next status date and time are set to two days from now, unless this day is not covered by the service type. In this case the system moves the date forward until a covered day is found. After the system calculates an initial value, you must

update the Next Status Date and Time fields manually as the service order is moved through its life cycle.

- If you are using service order escalation, the date and time are set (and updated) automatically according to the value specified for days and time allowed in status for the escalation sequence assigned to the service order. The default value calculation is impacted by the Use Calendar Days in Escalation field in Escalation Control.

With or without escalations, you can override the default values of Next Status Date and Next Status Time of the service order.

The system clears Next Date and Time automatically when the call is closed or canceled, since no further activity will occur.

Event Date

This field displays the date when the service order was last updated. Initially, the event date is set to the date of service order creation. When Multiple Time Zones is active, this date is calculated relative to the end user's time zone.

The system updates this field every time the service order is updated. This can occur when an engineer records an activity for the service order by an engineer, or automatically when the Escalation Monitor changes some aspect of the service order.

Current Date

Displays the current system date and time. This field is displayed only when MTZ is enabled.

Estimated Visit Duration

Enter the time you estimate will be required to resolve the problem.

The value specified here is used by the engineer scheduling function to determine engineer availability when availability is being calculated by hours, not service orders.

Estimated time defaults from the duration specified in Call Default Maintenance if call defaults are used. Otherwise, depending on the work code, it defaults from the various default call lengths defined in Call Management Control.

Skills

Use the Skills subpanel to add the skills required to fulfill the service order. The first problem/skill defaults from the Call Problem field in Call Default Maintenance.

Line

The system automatically fills the line number in incrementally as you add new lines.

Problem/Skill

Specify a problem/skill code from the lookup browse. You can define the codes against the field fsskill in Generalized Codes.

Description

Displays the description of the problem code or the skill code.

Billing

Bill-To

Specify the address code assigned to the bill-to location for the customer associated with the end user. Bill-to defaults from the customer record. If a bill-to has not been specified, the sold-to address defaults.

Credit limit, terms, and currency default from the bill-to address. Invoices print to this bill-to and all accounts receivable activities reference this bill-to address.

Currency

Enter the currency code for prices and invoices on this service order. Currency defaults from the customer associated with the end user and can be modified. You can only modify this currency when you create a service order. Once you save the service order, the currency cannot be changed.

Currency codes identify monetary units and form the basis of exchange rate relationships.

Each domain has a base currency. You can specify foreign currencies during sales, purchasing, service, and accounting transactions. Each currency must be predefined and a valid exchange rate must exist for the transaction effective date.

When a non-base currency order is entered, the system displays the exchange rate relationship effective on the order date. You can modify it and optionally mark it as fixed. This exchange rate relationship is used for reporting.

Price List

Enter the price list that the system uses to determine prices for activity on this service order. Price list defaults from the Call Price List on the service type or contract attached to the call.

Price Date

Enter the effective date to be used by the system to find price lists that apply to this service order. It defaults to the current system date.

Channel

Optionally, enter a code identifying the distribution channel through which this service order originated.

The channel can affect which accounts are updated by the invoice generated from the service order. Alternate sales, sales discount, and COGS accounts can be set up in Sales Accounts Maintenance based on channel. The system looks for these accounts during invoice post based on the revenue product line, site, customer type, and channel.

Since revenue product lines can already be defined based on several search fields, using the alternate sales accounts for service order billing may not be needed.

Credit Terms

Identify the normal credit terms extended to this customer. Credit terms identify the due date and any discount for early payment.

This field defaults from the customer bill-to address of the end user associated with this service order. You can change credit terms manually, if needed.

Daybook Set

Enter the daybook set that is used when this service order is invoiced. This value defaults from Customer Data Maintenance.

Exchange Rate

When the entered currency is not the base currency, the Exchange Rate subpanel is displayed.

Tax Settings

Tax Class

Enter a tax class previously defined in Tax Class Maintenance. Tax class defaults from the end-user address.

Tax classes group end users taxed at specific rates or that are tax-exempt. Under Global Tax Management, tax classes help determine the default tax environment (set of tax types) for the transaction.

The tax class on the header is not actually used in any determination of tax amounts. Tax calculations are based on the tax class associated with the items and service categories recorded for a service order line.

Tax Environment

Enter the tax environment that applies to this service order. The system determines a default environment based on three factors:

The From tax zone, determined by the site on the service order header. If a tax zone for the From site is not found, the system searches for an environment set up for a blank From tax zone, and then for the tax environment in Global Tax Management Control.

The To tax zone, determined by the end user address on the service order. If an end-user tax zone is not found, the system uses the tax zone specified in Global Tax Management Control.

The end-user tax class, if any. If the end user does not have a tax class, the environment is based on tax zones only.

The tax environment determines which tax types apply to service order transactions. The header environment is only a default since the From tax zone can change depending on the site associated with each service order line or with the detailed usage records for the service order line.

Transactions are subject to the tax laws that govern both your company and the customer. Before the system calculates taxes, it determines which taxes (such as state sales tax, local tax, or value-added tax) apply to the addresses that ship and receive the goods.

Tax Included

This field determines whether the system calculates tax and adds it to the net price or assumes that the tax amount is already included in the price.

Yes: The prices include tax. During line-item entry, the system retrieves the item price, reverse-calculates the tax amount, and displays the item price exclusive of tax.

No: Tax is calculated and added to line-item prices.

The value of Tax Included defaults from the end-user address. The value on the order header defaults to each line item.

The tax rate that applies to the item must have Allow Tax Included set to Yes in Tax Rate Maintenance for the system to reverse-calculate tax amounts.

In the following example, an item priced at 100.00 includes a 10% tax. The system reverse-calculates the tax and taxable base (item amount before tax) amounts as:

$\text{Tax Rate} * (\text{Item Price} / (1 + \text{Tax Rate})) = \text{Tax Amount}$

$0.10 * (100.00 / 1.10) = 0.10 * 90.90 = 9.09$

$\text{Item Price} - \text{Tax Amount} = \text{Taxable Base}$

$100.00 - 9.09 = 90.91$

For regressive taxation (Global Tax Management method 11), the system calculates the tax amount as simply $\text{Tax Rate} * \text{Item Price}$.

Tax Usage

Enter the tax usage code that applies to this service order. This field defaults from the end-user address. Tax usage codes identify the normal use of items on this service order.

The tax usage specified on the service order header defaults to each service order line.

Tax Date

Enter the date the system should use when searching for tax rates. The default is the system date.

The system accesses the correct tax rates based on the tax effective date specified on the service order.

Effective date control lets you record changes in tax rates in advance of the date they take effect. The system automatically applies the new rates based on this date.

Exchange Rate

When the entered currency is not the base currency, the Exchange Rate subpanel is displayed.

Exchange Rate From

This field displays the first component in an exchange rate relationship.

By default, the system displays both components of the relationship for the effective date of the transaction. One of the components is the base currency and the other is the transaction currency.

The exchange rate is used to convert the amount from the transaction currency to the base currency. Changes in exchange rates between transaction points can cause exchange rate gains and losses. These gains and losses are posted to accounts associated with the currency in Purchase Gain/Loss Maintenance or the system Exchange Rate Gain or Loss account.

If one or both of the exchange rate components is an EMU member currency in transition to the euro, triangulation through the euro is used to determine the exchange rate. The fixed rate of the EMU currency to the euro cannot be updated.

Exchange Rate To

This field displays the second component in an exchange rate relationship.

Fixed Rate

Enter Yes to indicate that the exchange rate relationship is fixed on this transaction.

Yes: The system does not look for a more current exchange rate at the next step in the transaction business cycle. Instead, the system uses the fixed rate for all calculations.

No: The system looks for the current exchange rate at later points in the transaction life cycle. Amounts are updated based on the current exchange rate, which may result in exchange rate variances.

Resolution

Resolution

Enter a code indicating the solution applied to the problem associated with this call line item. Set up resolution codes in Generalized Codes for field ca_resolve.

This reference-only field can appear on selected reports and inquiries.

Time Spent

Record the time that the engineer spent on this service order.

Notes

On the Notes panel, you can add, edit, and delete notes attached to the service order. Up to 99 pages of notes can be added to a service order.

In the Notes Details window, you can add the predefined master references to the service order. The Insert Timestamp button enables you to add date and time labels to the notes. In the Notes Details window, you can also specify whether to print the notes as follows:

- Print On Invoice
- Print On Customer Reports
- Print On Problem Reports
- Print On Internal Reports

Service Order Line Fields

This section contains the field description for service order line details.

The service order line window contains the following panels:

Line Summary

Main Panel

Fault Codes Panel

Billing Panel

Notes Panel

Line Summary

The line summary displays the end user, service order number, line number, status, and assigned engineer.

Main

Line

The system increments the line number when you add a line to the service order.

Item

Enter the identifier of an item requiring service activity. Two control program settings affect the validation of this field:

If Items Must Exist in Service Management Control is Yes, the system checks this field against items in the item master.

If Items in Installed Base is Yes, the item must exist in the installed base before you can take a service order for it.

Serial

Specify the item's lot or serial number, used to identify installed base records. You cannot update this field after you open a report for the item. If you leave this field blank and the item is defined as lot- or serial-number controlled in Item Master Maintenance, a warning displays. You cannot update the installed base without a lot or serial number.

Reference

Reference numbers uniquely identify items in the installed base with the same serial/lot number or items without numbers. You cannot update this field after you open a report for the item.

Work Code

For a new line, work code defaults from the service order header. The work code indicates the type of work you performed for each labor operation, expense, and item you consumed. If you set up contract limits using work code/service category combinations, this work code determines the applicable limit.

Service Type

For a new line, the service type defaults first from a warranty or a contract covering this particular item. If the item has no warranty or contract, this field defaults from Default Call Service Type in Call Management Control.

Service types identify terms and conditions of coverage, including response time, price lists, and days of coverage. They define coverage levels and charge codes for covered or over-limit amounts.

You cannot update this field after you open a report for the item.

Revision

Displays the item's revision level in the item master and can be updated.

Assigned

For a new line, it defaults from the engineer assigned to the service order. When you create the first report for a service order line, the engineer information helps determine the line-item site. This site can also affect the BOM and routing that the system suggests.

Engineer provides the default for each line of detail, but you can edit it any time. If a service order involves multiple engineers, create a service order line for each engineer. Alternately, you can open a separate report for each engineer.

Service Area

The service area defaults from the assigned engineer record.

Site

The site code identifies the facility that issues items you use to service the order line. This site code is the default for item usage records. Site defaults from the engineer record if the engineer has a designated site. Otherwise, the system searches for the site of the engineer's assigned area, then the default spares site in Default Site Maintenance, then the item's site in the item master, and finally the customer site.

The system determines costs by site. After you create a report, you cannot change the site for the line.

Quantity

Indicates the quantity of items you are servicing. For installed base items, Quantity defaults from the quantity in the installed base record. If you are working with serialized items and managing the installed base, create separate lines for each item. You cannot update this field after you open a report for the item.

Status

Enter the status of the service order line. For a new line, it defaults from the service order header.

Model

The item's model number, which defaults from the value in Service Item Maintenance.

Update Installed Base

If this field is selected and the line item is not in the installed base, a pop-up displays so you can specify ISB parameters and add the item to the installed base. If the line item is in the installed base, no additional frames display.

If you do not enter an item number, Update ISB defaults to No. If you enter the item number of a lot/serial-controlled item and do not specify a lot/serial number, the system sets Update ISB to No and does not let you change it. A lot/serial controlled item can only be added to the installed base with a lot or serial number.

If Update ISB is Yes and Load Available Structure is Yes in Service Management Control, the system adds component items that you used to the installed base. You must mark these items as belonging in the installed base in Service Item Maintenance. The system removes returned items that exist in the installed base regardless of the setting of Load Available Structure.

Taxable

Defaults from the header Taxable field. You can determine the tax status for each line item.

Item Service Structure

BOM Code

Use only service BOMs set up with Service Structure Maintenance. When you add items, the system searches first for BOM codes you have defined in Service Item by Site Maintenance. If no BOM exists for the service order line site, the system searches for a BOM you defined in Service Item Maintenance. For the PM work code, the system uses the PM BOM code. For the install work code, the system uses the install BOM code. In all other cases, the system uses the repair BOM code.

Routing

Use only service routings from Service Routing Maintenance.

When you add items in service order, the system uses the routing for the item's work code in Service Item by Site Maintenance. If no routing exists for the site, the system searches for a routing in Service Item Maintenance. For the PM work code, the system uses the PM routing. For the install work code, the system uses the install routing. In all other cases, the system uses the repair routing.

Parts List Panel

Click +New to add a new line item to the data grid.

MO Assigned

Indicates the assigned engineer.

MO Ship-To

Indicates the assigned engineer the material order is being shipped to.

Required Date

Enter the date this line item is due to be shipped.

Due Date

Enter the required due date for this shipment.

Fault Codes

When you complete the task on the service order, you can record the problem, its cause and resolution, and hours spent.

Before you add fault code records, ensure that the codes for problem, cause, and resolution are defined in Generalized Codes.

The resolution codes specified for fault codes are more specific than the codes specified for the service order resolution. Fault codes are typically entered after specific data related to the service order line is known in detail. Enter multiple lines of fault codes if necessary.

Billing

On the Billing panel of the service order line, most of the fields are for display only.

Fixed Price

Displays the fixed price if the applicable fixed price exists. If you define the work code with Fixed Price set to Yes in Work Code Maintenance, Fixed Price in service order is for display only. The system calculates the service price at the fixed rate regardless of the actual service cost. The system searches the price list for a price with the fixed price unit of measure in Call Management Control.

When you use fixed prices, the system requires a charge code with Fixed Billable set to Yes.

Price Date

The price date defaults from the service order header; you can specify a different price date for each line.

Accounts

The Accounts subpanel displays the sales account and sales discount account and allows you to enter the associated project.

The sales project is associated with the Sales account for tracking service order revenue. This project is validated with the other Sales account components that display on the screen.

The sales discount project is associated with the Sales Discount account. This project is typically the same as the Sales account project. This project is validated with the other Sales Discount account components that display on the screen.

Tax Settings Subpanel

The fields on the Tax Settings subpanel default from the service order header. You can change them as needed.

Coverage Subpanel

The Coverage subpanel displays the warranty coverage and contract coverage information associated with the line item.

Notes

On the Notes panel, you can add, edit, and delete notes attached to the service order line. Up to 99 pages of notes can be added to a service order.

In the Notes Details window, you can add the predefined master references to the service order. The Insert Timestamp button enables you to add date and time labels to the notes. You can also specify whether to print the notes on invoices, customer reports, problem reports, and internal reports.

Depot Orders

Use Depot Orders to create and edit depot orders.

Typically a depot order is defined as an activity that occurs in-house at the site of the manufacturer or distributor, rather than at the site of the end user. Repair activities that take place at the customer site are usually defined as service orders.

A depot order may require a replacement part to be sent to the customer before the damaged part is received in-house. A depot order also requires the defective part to be tracked when received in-house for repair from the customer.

As with any repair, the repaired items may or may not be covered by a warranty contract. Chargeable labor, material, and miscellaneous expenses may be incurred during evaluation and repair processes. Changes to installed base records must be recorded timely and accurately.

Where a customer wants to return a recently purchased item, an RMA should be used. Using an RMA instead of processing a negative sales order allows the item to be properly inspected before it is returned to inventory. Where a user has returned a defective item, QAD recommends that a depot order be used rather than an RMA since a depot order allows the replace/repair process to be tracked more effectively. Note, however, that depot orders do not provide RTS capability.

Actions

Receive Order

Choose Actions > *Individual* Receive Order to receive a depot order for repair.

Main

Packing Slip

Enter the packing slip number included in receiving the shipment of a depot order.

Receive Full Quantity

Set this field to Yes to receive all lines associated with this depot order.

Effective Date

Enter the date the order is to be received. This field defaults to the present date.

Ship Date

Enter the date the depot order is to be shipped back to the customer.

Receipt Date

Enter the date to be indicated on the depot order receipt. This field defaults to the present date.

Exchange Rate**Exchange Rate From**

This field displays the first component in an exchange rate relationship.

By default, the system displays both components of the relationship for the effective date of the transaction. One of the components is the base currency and the other is the transaction currency.

The exchange rate is used to convert the amount from the transaction currency to the base currency. Changes in exchange rates between transaction points can cause exchange rate gains and losses. These gains and losses are posted to accounts associated with the currency in Purchase Gain/Loss Maintenance or the system Exchange Rate Gain or Loss account.

If one or both of the exchange rate components is an EMU member currency in transition to the euro, triangulation through the euro is used to determine the exchange rate. The fixed rate of the EMU currency to the euro cannot be updated.

Exchange Rate To

This field displays the second component in an exchange rate relationship.

Ship Allocated

Choose Actions > *Individual Ship Allocated* to create shipments of allocated repaired items back to customers.

Main**Shipping Group**

Indicates the shipping group associated with the depot order.

Inventory Movement Code

Enter an inventory movement code that can be used for shipments within this shipping group. Inventory movement codes determine the default NRM sequence, carriers, and document format used for the shipment.

Ship Via

Default carrier name, which identifies the preferred carrier for a customer's orders. This value can be overridden.

Carrier

Enter a shipment reference associated with this carrier.

Carrier Account

Enter the carrier account number associated with this depot order.

Carrier Shipment Reference

Optionally enter a shipment reference associated with this carrier.

Payment Type

Enter the payment type associated with this depot order.

Incoterms

Specify an International Commercial Term for this sales order. It identifies where title passes to the buyer and is used to indicate who pays shipping charges.

Mode of Transport

Enter the mode of transport being used in shipping this depot order.

Vehicle ID

Enter the Vehicle ID number associated with the mode of transport.

Document Format

Enter the numerical code indicating the document format type.

Consolidate Shipments

Indicates the number of shipments to be consolidated.

Total Pallets

Enter the total number of pallets to be picked.

Ship Date

Enter the date these depot order lines will be shipped.

Restock Order

Choose Actions > *Individual* Restock Order to restock returned parts in inventory.

Main

Receive Full Quantity

Set this field to Yes to restock all lines associated with this depot order.

Effective Date

Enter the date the order is to be restocked. This field defaults to the present date.

Exchange Rate

Exchange Rate From

This field displays the first component in an exchange rate relationship.

By default, the system displays both components of the relationship for the effective date of the transaction. One of the components is the base currency and the other is the transaction currency.

The exchange rate is used to convert the amount from the transaction currency to the base currency. Changes in exchange rates between transaction points can cause exchange rate gains and losses.

These gains and losses are posted to accounts associated with the currency in Purchase Gain/Loss Maintenance or the system Exchange Rate Gain or Loss account.

If one or both of the exchange rate components is an EMU member currency in transition to the euro, triangulation through the euro is used to determine the exchange rate. The fixed rate of the EMU currency to the euro cannot be updated.

Exchange Rate To

This field displays the second component in an exchange rate relationship.

Workflow Move

Choose Actions > *Individual* Workflow Move to change an order's workflow status.

Main

Using the drop-down in the To field, select the next workflow code the order should be set to.

Create Quote

Choose Actions > *Individual* Create Quote to create a customer quote from an existing depot order.

Main

Quote

Indicates the quote number being created. The system generates a value for this field upon creation.

Revision

Indicates the revision number.

Quote Date

Indicate the day the quote was created.

Expire Date

Indicate the date the quote expires.

Load Parts

If set to Yes, parts information will carry over to the quote.

Load Routing

If set to Yes, routing information will carry over to the quote.

Include Existing Service Activities

If set to Yes, existing service activities will be carry over to the quote.

Include Notes

If set to Yes, any notes created will carry over to the quote.

Workflow Options

Print Quote

If set to Yes, the quote will print upon creation.

Add Service Labor

Choose Actions > *Individual* Add Service Labor to add service labor information to a depot order.

Main

Assigned

Indicates the engineer assigned to this order.

Lines

Lines displays the line items or services being assigned to this engineer.

Click +New to add a new line.

Workflow Options

Process Activities

If set to Yes, the system will process activities.

Main

End User

Enter the end user initiating this depot order. The end user must have been previously defined in End Users.

Various data elements associated with the depot order can default from the end-user record. These include: Queue, Assigned, Ship-To, Site, Bill-To, Daybook Set, Tax Environment, and Tax.

You cannot change the end user when a service activity report for this depot order exists.

Sold-To

Displays the sold-to address that is associated with the specified end user.

Depot Order

Enter a depot order number or leave it blank for the system to generate one based on the numbering rule defined in Call Management Control.

Revision

Enter the revision number for this depot order to track changes.

Work Code

The work code for a depot order must be a valid work code that has Repair Center set to Yes.

The work code indicates the type of work you performed for each labor operation, expense, and items you consumed.

Severity

Severity indicates the end user's perception of how serious the problem is.

Type

Indicate the service order type associated with this depot order.

Priority

Enter priority for the depot order. Priorities can be used for dispatching service personnel, ensuring that the highest priority items get worked on first. Lower numbers indicate a higher priority.

Service Type

Specify a valid service type for this depot order.

Service type takes effect only for new depot orders without call escalation. You cannot change service type when a service activity report for this depot order exists.

Purchase Order

Whether a purchase order number is required for the depot order depends on the PO Required field in End Users.

Order Date

Defaults to the current system date and time. If you are recording a service request taken earlier, you can change the date during entry. The system uses the order date in the search for valid coverage sources (warranty or contract), price lists, and service BOMs and routings.

When Multiple Time Zone is active, the service order date is displayed using the end user's time zone.

Required Date

Specifies the date the customer requires delivery. If required date is left blank, it defaults to the due date.

The date entered on the header displays as the date for each line item. It can be changed manually as needed.

This field is for reference only and may appear on some selected reports and inquiries.

Promise Date

Enter the date that items are promised to arrive at the customer location.

In some cases, the customer is promised delivery on a different date than they require it. For example, they may say that they need the items tomorrow, but you can only promise delivery next week. Both of these dates can differ from the due date, since required and promise dates include delivery time, while due date is the date the items must be ready for shipment.

When Calculate Promise Date is Yes in Sales Orders, the header promise date may have an effect on date calculations for individual order lines.

When Calculate Promise Date is No, you can enter a promise date manually or leave the field blank. The header value defaults to each line item. You can manually update the line-item date.

Pricing Date

The pricing date for a depot order defaults from the order date. The system uses the pricing date in determining the effective date for price list searches.

Caller

Enter the Caller associated with the end user.

Phone

Enter the phone number associated with this end user.

Description

Enter a description about the depot order.

Confirmed

Select this field to indicate that this depot order is considered firm; otherwise, clear it. For a new depot order, this field is selected by default. You cannot change the field when the status of the depot order is Complete, Cancel, Close or Hold, or when shipments exist. The confirmation date is displayed next to this field after the depot order is confirmed.

Taxable

Select this field if the items on this depot order are subject to tax; otherwise, clear this field. The default tax status is from the end-user address.

The taxable status of the depot order defaults to each line item and can be changed as needed.

Under Global Tax Management, taxes are based on the transaction tax environment, tax usage, and tax class. The tax environment represents the set of tax types that applies to the ship-from and ship-to sites/addresses and the customer tax class.

A tax status of Yes does not necessarily mean that a tax amount is calculated. You can use tax types and zero-percent tax rates to report tax exemptions.

Entered By

Defaults to the current user and can be changed.

Order Options

Language

Enter a valid, active language code. Language defaults from the end user and identifies the native language used at this address.

Language is particularly useful when printing formal documents such as call quotes, which you can print by range of language codes. It lets you use different preprinted forms in different languages.

The system also stores and accesses comment information by language code. This method lets you quickly access text, such as customs documentation or item descriptions, in the correct language.

From Quote

Displays the quote number from which this depot order is generated.

Depot Order Printed

Indicates if this depot order has been printed previously.

EDI PO Acknowledgment

If you use EDI eCommerce to import purchase orders from your customers in electronic data interchange (EDI) format to be converted to a depot order, this field controls whether the system creates a PO acknowledgment for export to the customer.

Order Lines

The Order Lines panel enables you to:

- View depot order lines in grid view.

- Create, modify, and delete depot order lines in a quick mode.

- Access Order Line Details.

Tracking

Assigned

Assign an engineer for the depot order.

Queue

Assign the depot order to a queue.

Response

Displays the response time for the depot order. The response time defaults from the contract or warranty associated with the specified item/serial/reference combination or the standard coverage.

The system uses the response time to calculate Next Status Date.

Escalation

Enter the code of the escalation sequence to be used to update this depot order.

The escalation determines the value for Next Status Date and Next Status Time. If no order defaults are being used, it can also determine the value of the Next Status. Without an escalation, you must update the next date/time fields manually. The steps defined in the escalation can affect the priority, status, and queue of the depot order.

Sequence

Specify the next sequence of the associated escalation code to be run against this depot order.

A sequence is a particular step in a depot order escalation and can update certain user-defined characteristics of a service order including priority, status, and queue. It also sets the next status date and time for the depot order.

You can manually change the sequence if, for example, you wanted to boost the status of a depot order beyond what the Escalation Monitor would next move it to.

Status

Specify the current status of the depot order.

Next Status

Specify the next status that normally follows this status in the call life cycle.

Next Status Date

Specify the date when the status of this depot order is due to be updated. When Multiple Time Zones is active, this date is calculated relative to the end user's time zone.

The calculation of the next status date and time varies depending on whether you are using escalations.

With or without escalations, you can override the default values of Next Status Date and Next Status Time of the depot order.

The system clears Next Date and Time automatically when the depot order is closed or canceled, since no further activity will occur.

Event Date

This field displays the date when the depot order was last updated. Initially, the event date is set to the date of depot order creation. When Multiple Time Zones is active, this date is calculated relative to the end user's time zone.

The system updates this field every time the depot order is updated. This can occur when an engineer records an activity for the depot order, or automatically when the Escalation Monitor changes some aspect of the depot order.

Shipping

Ship-To

Defaults from the End User ID. If you update it, the value must be a valid ship-to address assigned to the sold-to customer.

Site

Enter the inventory site where repair parts for the item being serviced reside.

Entity

This field is read only and is automatically populated with the entity that the site is associated with.

Due Date

Enter the date the depot order is due to be shipped.

Ship Via

Defaults from the shipment carrier specified in Customer Ship-To's. You can change it as needed.

Calculate Freight

Specify whether you want the system to calculate freight charges for this transaction. By default, this field is selected for new depot orders and cleared for existing orders. When depot orders are shipped, this field is selected if the order has a valid freight list.

If you change the freight terms on an existing depot order, select this field to recalculate freight based on the new value.

The system only calculates freight when the Freight List field has a value, regardless of the value of Calculate Freight.

The system calculates site-specific and currency-specific freight charges based on:

- The shipping weight of each item for unit price lists
- The total shipping weight of the applicable items for bulk price lists

Freight List

Defaults from the freight list for the sold-to address. Freight list codes identify a set of shipping rates for different zones and shipping weights or units. The freight list on the header sets the default for each line item.

Freight Minimum Weight

Defaults from the freight minimum weight for the sold-to address. This field is the minimum weight on which to base the shipping charge if the freight list type is bulk. This field does not apply to freight lists of type unit. For bulk freight lists, shipments that weigh less than this amount are charged based on a minimum weight charge, not the shipment weight.

Freight Terms

Defaults from the freight terms for the sold-to address. The freight terms determine how the system applies freight charges. They can be added to the order totals summary, added to the unit cost for each ordered item, displayed as a freight allowance, or not calculated.

Bill of Lading

Enter the bill of lading (BOL) number for the depot order shipment. A BOL shows a detailed list of a shipper's content.

BOL number is typically entered during depot order shipment but can also be specified in Depot Orders.

Incoterms

Specify an International Commercial Term for this depot order. It identifies where title passes to the buyer and is used to indicate who pays shipping charges.

Partial OK

Specify whether the lines on this depot order can be shipped before all quantities of all items are available.

Print Pack List

This field indicates whether a packing list for this depot order should be printed.

Other factors such as confirmation and partial shipment can also prevent a packing list from printing. In addition, only depot orders with a blank action status are considered. Any other action status indicates that the order is on hold.

To support multi-site shipment, the system does not automatically change this field after a packing list print or after a shipment is processed. However, you cannot print a second packing list when one exists at a specific site and the order has not shipped yet.

Logistics Accounting

The Logistics Accounting subpanel is displayed and editable only when the Logistics Accounting functionality is enabled in Logistics Accounting Control.

Logistics Charge Code

Select a logistics charge code. Usually, outbound logistics charges include the cost of freight only. The freight charges are paid to third-party carriers when items are shipped to a customer or another company location.

Logistics Supplier

Enter a logistics supplier for this logistics charge.

Charge

Enter the charge to be paid to the logistics supplier.

Amount

Displays the amount of the calculated freight charge.

Currency

Specify the currency.

Type

Specify the item type (unit or bulk).

Note: Specify item type to determine how the logistics charge amount is calculated. If it is a fixed amount per delivery, choose “bulk.” For variable amounts by quantity, choose “unit.”

Unit of Measure

Specify the unit of measure.

Exchange Rate From/To

Displays the exchange rate between the depot order currency and the base currency.

Fixed Rate

Specify whether to use a fixed exchange rate.

Billing

Bill-To

Specify the address code assigned to the bill-to location for the customer associated with the end user. Bill-to defaults from the customer record. If a bill-to has not been specified, the sold-to address defaults.

Credit limit, terms, and currency default from the bill-to address. Invoices print to this bill-to and all accounts receivable activities reference this bill-to address.

Currency

Enter the currency code for prices and invoices on this depot order. Currency defaults from the customer associated with the end user and can be modified. You can only modify this currency when you create a depot order. Once you save the depot order, the currency cannot be changed.

Currency codes identify monetary units and form the basis of exchange rate relationships.

Each domain has a base currency. You can specify foreign currencies during sales, purchasing, service, and accounting transactions. Each currency must be predefined and a valid exchange rate must exist for the transaction effective date.

When a non-base currency order is entered, the system displays the exchange rate relationship effective on the order date. You can modify it and optionally mark it as fixed. This exchange rate relationship is used for reporting.

Daybook Set

Enter the daybook set that is used when this depot order is invoiced.

Discount%

Enter the discount percentage given to the customer, in addition to price list discounts and discounts for individual line items. The value must be between -99.99 and +99.99.

You can modify discount percent during order entry. If the customer qualifies for a larger volume discount, it is used instead.

This discount is a depot order discount, taken off the depot order total before tax. Salesperson commission and gross margin reports do not reflect the depot order discounts. Neither do sales analysis or other history reports.

Price List

Enter the price list that the system uses to determine prices for activity on this depot order. Price list defaults from the Call Price List on the service type or contract attached to the depot order.

Channel

Specify an optional code identifying the distribution channel through which this depot order originated. Channel can be used to determine GL sales and COGs accounts affected by inventory transactions. This field is validated against Generalized Codes.

EDI Invoice

Specify whether to allow the system to generate electronic data interchange (EDI) invoice data for this depot order.

When selected, you can select this depot order to have an invoice sent using Invoice Export. If you do not export invoices using EDI eCommerce, do not select this field.

If the customer is defined in Trading Partner Parameter Maintenance in the QAD .NET UI, this field defaults from the corresponding Send EDI Invoice field. Otherwise, it defaults to No.

Exporting invoice history can be important if you are using EDI eCommerce in high-volume shipping environments. An invoice is typically created for each shipment. When a trading partner has sent invoices using Invoice Export, you can export many invoices in one batch. It means that you can ship repeatedly and export all the invoices later.

Ready to Invoice

Specify whether the invoice for this depot order should be posted.

Credit**Credit Terms**

Defaults from the credit terms for the sold-to address. Credit term codes identify types of payment terms, defining the due date and discounts for early payment.

Action Status

When you enter a depot order, the system checks the credit status against the bill-to customer. When no credit issue is detected, you can manually enter the action status to put the depot order on hold. When a credit issue is detected, the system populates this field with the corresponding status code. In this case, you cannot update this field.

Prepaid

Enter the prepayment amount received with this depot order, if any.

This field is for reference only and can appear on selected reports and inquiries.

This amount does not update the general ledger or the customer account balance. You must make a separate unapplied cash receipt in Accounts Receivable to record the prepayment amount. Later, when the invoice is posted, the prepayment is applied to the invoice.

Reviewed

Displays the review status of this depot order.

CR Initials

Enter an optional code identifying the person who approved the credit and terms on this depot order.

This field is for reference only and can appear on selected reports and inquiries. Typically, not all employees are authorized to approve credit. Use generalized codes to restrict entry to approved values.

Credit Card

Enter an optional code identifying the credit card used for depot orders paid by credit card.

This field is for reference only and can appear on selected reports and inquiries.

Tax Settings

The Tax Settings subpanel is available only when the Taxable field is selected in the Main panel.

Tax Class

Enter a tax class previously defined in Tax Class Maintenance. Tax class defaults from the end-user address.

Tax classes group end users taxed at specific rates or that are tax-exempt. Under Global Tax Management, tax classes help determine the default tax environment (set of tax types) for the transaction.

The tax class on the header is not actually used in any determination of tax amounts. Tax calculations are based on the tax class associated with the items and service categories recorded for a depot order line.

Tax Environment

Enter the tax environment that applies to this depot order. The system determines a default environment based on three factors:

The From tax zone, determined by the site on the depot order header. If a tax zone for the From site is not found, the system searches for an environment set up for a blank From tax zone, and then for the tax environment in Global Tax Management Control.

The To tax zone, determined by the end user address on the depot order. If an end-user tax zone is not found, the system uses the tax zone specified in Global Tax Management Control.

The end-user tax class, if any. If the end user does not have a tax class, the environment is based on tax zones only.

The tax environment determines which tax types apply to depot order transactions. The header environment is only a default since the From tax zone can change depending on the site associated with each depot order line or with the detailed usage records for the depot order line.

Transactions are subject to the tax laws that govern both your company and the customer. Before the system calculates taxes, it determines which taxes (such as state sales tax, local tax, or value-added tax) apply to the addresses that ship and receive the goods.

Tax Included

This field determines whether the system calculates tax and adds it to the net price or assumes that the tax amount is already included in the price.

Yes: The prices include tax. During line-item entry, the system retrieves the item price, reverse-calculates the tax amount, and displays the item price exclusive of tax.

No: Tax is calculated and added to line-item prices.

The value of Tax Included defaults from the end-user address. The value on the order header defaults to each line item.

In the following example, an item priced at 100.00 includes a 10% tax. The system reverse-calculates the tax and taxable base (item amount before tax) amounts as:

$\text{Tax Rate} * (\text{Item Price} / (1 + \text{Tax Rate})) = \text{Tax Amount}$

$0.10 * (100.00 / 1.10) = 0.10 * 90.90 = 9.09$

$\text{Item Price} - \text{Tax Amount} = \text{Taxable Base}$

$100.00 - 9.09 = 90.91$

For regressive taxation (Global Tax Management method 11), the system calculates the tax amount as simply $\text{Tax Rate} * \text{Item Price}$.

Tax Usage

Enter the tax usage code that applies to this depot order. This field defaults from the end-user address. Tax usage codes identify the normal use of items on this depot order.

The tax usage specified on the depot order header defaults to each depot order line.

Tax Date

Enter the date the system should use when searching for tax rates. The default is the system date.

The system accesses the correct tax rates based on the tax effective date specified on the depot order.

Effective date control lets you record changes in tax rates in advance of the date they take effect. The system automatically applies the new rates based on this date.

Exchange Rate

When the entered currency is not the base currency, the Exchange Rate subpanel is displayed.

Exchange Rate From

This field displays the first component in an exchange rate relationship.

By default, the system displays both components of the relationship for the effective date of the transaction. One of the components is the base currency and the other is the transaction currency.

The exchange rate is used to convert the amount from the transaction currency to the base currency. Changes in exchange rates between transaction points can cause exchange rate gains and losses. These gains and losses are posted to accounts associated with the currency in Purchase Gain/Loss Maintenance or the system Exchange Rate Gain or Loss account.

If one or both of the exchange rate components is an EMU member currency in transition to the euro, triangulation through the euro is used to determine the exchange rate. The fixed rate of the EMU currency to the euro cannot be updated.

Exchange Rate To

This field displays the second component in an exchange rate relationship.

Fixed Rate

Enter Yes to indicate that the exchange rate relationship is fixed on this transaction.

Yes: The system does not look for a more current exchange rate at the next step in the transaction business cycle. Instead, the system uses the fixed rate for all calculations.

No: The system looks for the current exchange rate at later points in the transaction life cycle. Amounts are updated based on the current exchange rate, which may result in exchange rate variances.

Resolution

The Resolution panel contains information related to the resolution of depot order.

Resolution

Enter a code indicating the solution applied to the problem associated with this line item.

This reference-only field can appear on selected reports and inquiries.

Time Spent

Record the time that the engineer spent on this depot order.

Salespersons

The Salespersons panel allows you to manage the sales personnel and their commission associated with this depot order. When the goods are returned, the commission should be deducted for the salespersons. Up to four salespersons can be added to a depot order. Salespersons default from the customer address.

Totals

The Totals panel comprises the Charges, Taxes, and Summary subpanels.

Charges

The Freight, Taxable Freight, and Taxable Special trailer codes default from the settings in SSM Accounting Control in the QAD .NET UI. You can override them, if necessary.

Taxes

The Taxes subpanel lists the taxes of the depot order lines and the trailer. The taxes amounts are subject to the tax class and tax environment specified in the depot order lines and the trailer code selected for the taxable freight.

Summary

The Summary subpanel displays the calculated line price, discount amount, tax amount, charges amount, and the total order price. On this subpanel, you can only change the discount percentage. After you change the discount percentage, click Recalculate to update the prices and charges.

Discount %

Optionally enter the discount percentage for the depot order. The discount works on the total price of all the order lines. The change takes effect when you click Recalculate or Save.

Tax Date

Enter the date for determining which tax rates apply to the depot order.

Taxable

Displays the taxable amount of the depot order total.

Non-Taxable

Displays the non-taxable amount of the depot order total.

Recalculate

Recalculates the amount of non-taxable, discount, and order total against the discount percentage.

Lines Subtotal

Displays the subtotal amount of all the depot order lines.

Discount

Displays the calculated discount amount of the lines subtotal.

Trailer Charges

Displays the trailer charges for this depot order.

Total Tax

Displays the total tax amount that is applied to this depot order.

Order Total

Displays the total amount of the depot order.

Notes

On the Notes panel, you can add, edit, and delete notes attached to the depot order.

In the Notes Details window, you can add the predefined master references to the depot order. The Insert Timestamp button enables you to add date and time labels to the notes. In the Notes Details window, you can also specify whether to print the notes as follows:

- Print On Invoice
- Print On Customer Reports
- Print on Packing List
- Print On Problem Reports
- Print On Internal Reports

Depot Order Process Flow

Use the following process flow description to help you process depot orders in your organization.

The first step involves the service call being logged using Call Maintenance (11.1.1.1). Optionally, at this point, if the depot order item now belongs to another end user, this can be recorded by using the Installed Base Move frame of Call Maintenance. Next, the item is received from the customer and inspected to determine whether the item should be replaced or repaired, and associated repair/replacement costs are determined. The receipt is recorded using Depot Order Maintenance (11.1.2.1) by setting the Receive field to Yes.

Selecting Views for a Depot Order

This topic focuses on selecting views for a depot order.

1. Click the Default View field to open a drop-down menu.
2. In the menu, select Default Order for the Depot Order hybrid browse to display the following panels:
 - Main, including the Order Options subpanel
 - Order Lines
 - Tracking
 - Shipping
 - Billing, including the Credit and Tax Setting subpanels
 - Resolution
 - Salespersons
 - Totals, including Summary, Charges and Taxes subpanels
 - Notes
3. Alternatively, you can also select Quick Order for a quick view of the Main, Order Lines, and Totals panels. The Totals panel only displays the Summary subpanel.

The depot order is displayed according to your needs.

Creating a Depot Order

This topic focuses on creating a depot order.

1. Navigate to Depot Orders from the Repair Activity menu.
2. Click New.

The Depot Orders window opens.

3. Enter the information in each panel of the depot order.
 - In the Main panel, specify the End User.
 - In the Billing panel, specify a valid customer for the Bill-to field. If the customer is on credit hold or over credit limit, the system displays a warning.
 - In the Shipping panel, specify default values for order lines to be shipped back to the customer.
4. In the Order Lines panel, you can either add new lines in the grid quickly, or click the Details button to enter line item details.
5. Save the depot order.

A depot order is created.

Creating a Depot Order from ISB

This topic focuses on how to create a depot order from installed base.

1. Navigate to Depot Orders from the Repair Activity menu.
2. Click New.

The Depot Orders window opens.

3. In the Main panel, click the Create from ISB button next to the End User field.

The Create Depot Order window opens.

4. In the Item Selection Panel, choose the item for the depot order. The system recognizes the installed base item by the combination of item number, serial number, and ISB reference. To minimize the search scope of items, specify the end user before choosing the ISB item.
5. In the Service Information panel, enter the service information.
 - a. Leave the depot order number blank for the system to generate one.
 - b. Bill-To customer code is required.
 - c. Before you enter a non-base currency, define its exchange rate with the base currency.
 - d. Work Code, Model, and Service Group determine the default values for the depot order to be created.
6. Click Submit.

A depot order is created from ISB.

Adding a Depot Order Line in Quick Mode

This topic focuses on adding a depot order line in quick mode. Creating depot order lines in the grid view requires minimum inputs and is an efficient way.

1. Open a depot order and go to the Order Lines panel.
2. Click New in the Order Lines panel.
3. In the Order Lines grid, click the lookup icon to choose an item, its lot/serial number, and reference ID.
4. Click Done. If you want to add another line, click Next Line.
5. Click Save to commit the change.

A depot order line is added.

Adding a Depot Order Line in Details View

This topic focuses on adding a depot order line in the Details view. This view lets you create a depot order line with more details, such as fault codes and notes.

1. Open a depot order and go to the Order Lines panel.
2. Click Details in the Order Lines panel to open the Service Order Line window.
3. Click New to add a line.
4. Enter the detailed information about the depot order line.
5. Click Save.

A depot order line is created.

Adding Service Labor to Depot Order Lines

This topic focuses on adding service labor to depot order lines.

To add service labor, make sure that:

The depot order has been received.

The depot order line is not item replacement line.

The status of the order line is not Closed, Hold, Cancel, or Complete.

The Assigned (engineer) for the order line is not blank.

1. Open a depot order and go to the Order Lines panel.
2. Click Details in the Order Lines panel.
3. In the Depot Order Line window, click Actions and then choose Add Service Labor.

The Add Service Labor window is displayed.

4. In the Main panel, specify the assigned engineer. This field defaults from the depot order.
5. In the Line panel, check the lines auto-loaded from the service routing. Click New to add service labor, or click Delete to delete unwanted records.
6. In the Workflow Options panel, set Process Activities to yes if the line is ready for processing.
7. Click Submit to commit the change.

Service Labor is added to depot order lines.

Receiving a Depot Order

This topic focuses on how to receive a depot order.

1. Open the depot order.
2. Click Actions and then choose Receive Order.

The Receive Order window opens.

3. In the Main panel, specify the mandatory fields of Effective Date and Receipt Date.
 - To receive the full quantity, set Receive Full Quantity to Yes.
 - Specify the Packing Slip number, if any.
4. In the Lines panel, you can:
 - Click New to add a new repair or replace line from the depot order.
 - Click Delete to remove an existing line.
 - Click Receive All to add all the valid depot order lines to the grid.

5. Click Submit to commit the change.

A depot order is received.

Auto-Closing Depot Order When Invoicing

This topic focuses on auto-closing a depot order when invoicing.

1. Navigate to SSM Accounting Control.
2. Set Close Depot Order on Invoicing to yes; after Invoice Post and Print, the status of the depot order is changed to Close.

A depot order is auto-closed when invoicing.

Deleting a Depot Order Line

This topic focuses on deleting a depot order line.

1. Navigate to Depot Orders from the menu bar.
2. Open the depot order that contains the line to be deleted.
3. In the Order Lines panel, select the order line and click Delete.
4. In the prompted message, click Delete.

5. Click Save to commit the change.

A depot order line is deleted.

Service Activity Reports

With Service Activity Reports (SAR), you can record the parts, labor, and expenses used in servicing a service order. This detail becomes the basis for generating an invoice.

Service Activity Reports (SAR) provide a flexible, comprehensive way to record labor, expenses, and items consumed for a service order. Service Activity Reports function is designed to support a wide variety of service contexts. With SAR, you can set work codes, charge codes, service categories, service types, and invoice sorts in a combination specific to your business.

Primary functions of SAR are:

- Recording parts, labor, and expenses used for a service order
- Recording items returned for a service order
- Producing invoices from the service order data for customer billing

Main

Service Order

Choose a service order from the lookup browse. The system uses the service order number and the service order line number to retrieve the service order and the relevant data.

Line

Enter the service order line number or choose a line from the lookup browse. The system uses the service order number and the service order line number to retrieve the service order, item, service type, and so on.

Report

Enter a service activity report number or leave it for the system to generate a number for this report.

Report Status

By default, a new service activity report is assigned with the status Invoiceable. You can change it as needed. The available status includes:

- C (Closed)

The system sets a report to C when you post the invoice. You cannot modify closed reports. You can enter a status of C only if the report has no detail. You cannot reopen a closed report. Only fault codes and comments can be updated.

- H (Hold)

Indicates that the report should not be invoiced. The status of H prevents the system from invoicing the report.

- I (Invoiceable)

Indicates that the report is ready for invoice. Invoiceable is the default status when you create a report.

- Q (Quote)

A report opened in Call Quote Maintenance to record the activity needed for a line item has a status of Q.

Project

The report project is used for tracking service costs. It defaults from the specified service order line and defaults to the labor line, expense line, and item usage line of the report.

WIP Product Line

The default for the WIP product line is either the service type's product line or the item's product line, depending on User Item Prod Line in SSM Accounting Control in the QAD .NET UI. You can change this field only when you first access a report.

BOM Code

Displays the BOM code of the related service order line.

Routing

Displays the routing of the related service order line.

Update ISB

Displays the Update ISB status from the service order line.

Item

Displays the item number of the service order line.

Description

Displays the description of the service item.

Serial

Displays the serial number of the service item.

Reference

Displays the reference information of the item.

Quantity

Displays the quantity of items from the service order line.

Assigned

Enter the employee code for the engineer who is assigned to be working on this report. The default engineer is from the specified service order line.

When you change the assigned engineer, the location is updated accordingly.

Site

Displays the site from which the service parts are issued. The site is retrieved from the service order line.

Location

The site code and the location identify the facility from which items used to service this service order line will be issued.

The location defaults from the location associated with the engineer assigned to this report. If no location is specified for the engineer, the value defaults the location associated with the engineer's area. If no data is found, Location defaults from the spares location set up in Default Site Maintenance. It is used as the default site and location for all item usage records.

Work Code

Displays the work code of the specified service order line. The work code defaults to each labor, expense, and item usage line, indicating the type of work performed for each labor operation, expense, and item consumed.

If contract limits have been set up using work code/service category combinations, this work code is used to determine the applicable limit.

Service Type

Displays the service type of the service order line. The service type determines a group of warranty or service contract terms and conditions, such as response time, price lists, days of coverage, and coverage limits and levels.

Coverage

The Coverage panel displays the service coverage and the coverage limits retrieved from the specified service order line.

Labor

The Labor panel enables you to record the labor hours spent on the service order.

Click details to open Service Labor Detail, where you can view and edit more details for the labor lines.

Service Labor Detail Main Panel

Operation

The system auto-fills the operation number in ascending sequence as you add an operation. You can manually enter an operation number as needed.

Description

Optionally enter the description for the operation. If you choose a standard operation, the field displays its description.

Standard Operation

Optionally choose a standard operation from the lookup browse. The standard operation determines the default service category and the default time duration required to finish the operation.

Work Code

The work code defaults from the service order line item. You can change it as needed. The work code in a report line can be different from another line.

If contract limits have been set up using work code and service category combinations, this work code is used to determine the applicable limit. The work code is also used to determine the default charge code and the effective price.

Service Category

If you specified an operation from a service routing or a standard operation, the service category defaults from the settings in Service Routing Maintenance or Service Std Operation Maint in the QAD .NET UI.

The service category is used along with invoice sorts and work codes to define contract and warranty coverage limits and manage the financial impact of service activity in service orders and Call Invoice Recording in the QAD .NET UI.

The service category also determines the prices for labor and expense, and costs for expenses.

Assigned

The assigned engineer defaults from the report header. You can reassign it to another engineer as needed.

Start

The start date defaults to the current system date and time. You can change it to record the actual start time of the operation. When you change it, the system recalculates the duration of the operation.

End

If you use a standard operation, the end date and time are calculated based on the start date and the standard duration. If no standard operation is specified, it defaults to the current date and time. You can change it to record the actual end time of the operation. When you change it, the duration is automatically updated. Also, when you change the time duration for the operation, the system recalculates the end time.

Duration

When you use a standard operation, the duration defaults from the standard operation. If no standard operation is specified, it defaults to zero.

When you change the duration, the End field is updated accordingly. When you update the Start or the End field, the system recalculates the duration.

Service Labor Detail Billing

Charge Product Line

Displays the charge product line for the labor costs.

Charge Code

The charge code default is based on several factors. For a fixed price work code, the Fixed Billable charge code from Default Charge Code Maintenance in the QAD .NET UI displays.

If this is not a fixed repair, the system uses the under- or over-limit charge code for the coverage limits of the contract or service type. The default depends on the item's extended price and, for contracts only, the amount applied to the limit.

If the limits have no associated charge codes, a charge code defined in Default Charge Code Maintenance displays. The system selects a charge code depending on the source of coverage

(contract, warranty, or default service type of service order line) and whether the operation is over or under limit.

With some restrictions, you can change the displayed value, but you cannot change between a non-fixed and fixed repair charge code. The system uses the charge code to determine the charge product line and the GL accounts that this service activity affects.

Project

Enter an optional code identifying the GL project for the labor detail. The system associates the project code with the GL transactions it creates. You can track the service order line's cost by project.

Whether the field can be updated depends on the setting of Project Code Handling in SSM Accounting Control in the QAD .NET UI. If you use a charge code with Project Mandatory set to Yes, you must enter a project code.

Service Type Used

Displays the service type that determines this operation's coverage. The service type that the system uses is not necessarily the one that you specified for the line item. The system can change the service type if you change the charge code.

Price

The price for one unit of the operation's service category. Defaults from the price list on the service activity report header unless this is a fixed price repair. For fixed price repairs, the system sets detail prices to zero, which you cannot change. If no price is found on the price list, the default is zero. To prevent changes, apply field security to Price.

Covered Amount

Amount of the total price for which you are not billing the customer. The system determines this amount from the coverage limits for the contract or service type. The covered amount defaults to zero when:

- No coverage exists on the contract or service type.
- The item has exceeded the contract's service limits.
- The item has exceeded a list price limit.
- The service is for a fixed price. In this case, covered amount cannot be changed.

Covered amount cannot exceed the price times the quantity.

To prevent changes, apply field security to Covered Amount.

Extended Price

The total price minus the covered amount. For fixed price repairs, this field is zero. The system calculates the extended price as follows:

$(\text{Quantity} * \text{Price}) - \text{Covered Amount}$

Cost

If this operation has a labor service category, the standard labor cost for the engineer for one hour displays, and cannot be modified. The system calculates the cost from the operation's work center, either from the service routing or a standard operation. The work center determines the labor rate, labor burden rate, and the labor burden percentage. For labor operations without a work center, the system calculates the cost from the Service Work Center in Call Management Control in the QAD .NET UI.

Expense

The Expense panel enables you to manage the expense lines of the service activity report.

Click Details to open Service Expense Detail, where you can view and edit more details for the expense lines.

Service Expense Detail Main

Charge Product Line

Displays the charge product line for the labor costs.

Charge Code

The charge code default is based on several factors. For a fixed price work code, the system displays the Fixed Billable charge code from Default Charge Code Maintenance in the QAD .NET UI.

If this is not a fixed repair, the system uses the under- or over-limit charge code for the coverage limits of the contract or service type. The default depends on the item's extended price and, for contracts only, the amount applied to the limit.

If the limits have no associated charge codes, a charge code defined in Default Charge Code Maintenance displays. The system selects a charge code depending on the source of coverage (contract, warranty, or default service type of service order line) and whether the operation is over or under limit.

With some restrictions, you can change the displayed value, but you cannot change between a non-fixed and fixed repair charge code. The system uses the charge code to determine the charge product line and the GL accounts that this service activity affects.

Project

Enter an optional code identifying the GL project for the labor detail. The system associates the project code with the GL transactions it creates. You can track the service order line's cost by project.

Whether the field can be updated depends on the setting of Project Code Handling in SSM Accounting Control in the QAD .NET UI. If you use a charge code with Project Mandatory set to Yes, you must enter a project code.

Service Type Used

Displays the service type that determines this operation's coverage. The service type that the system uses is not necessarily the one that you specified for the line item. The system can change the service type if you change the charge code.

Price

The price for one unit of the operation's service category. Defaults from the price list on the service activity report header unless this is a fixed price repair. For fixed price repairs, the system sets detail prices to zero, which you cannot change. If no price is found on the price list, the default is zero. To prevent changes, apply field security to Price.

Covered Amount

Amount of the total price for which you are not billing the customer. The system determines this amount from the coverage limits for the contract or service type. The covered amount defaults to zero when:

- No coverage exists on the contract or service type.

- The item has exceeded the contract's service limits.
- The item has exceeded a list price limit.
- The service is for a fixed price. In this case, covered amount cannot be changed.

Covered amount cannot exceed the price times the quantity.

To prevent changes, apply field security to Covered Amount.

Extended Price

The total price minus the covered amount. For fixed price repairs, this field is zero. The system calculates the extended price as follows:

$(\text{Quantity} * \text{Price}) - \text{Covered Amount}$

Cost

If this operation has a labor service category, the standard labor cost for the engineer for one hour displays, and cannot be modified. The system calculates the cost from the operation's work center, either from the service routing or a standard operation. The work center determines the labor rate, labor burden rate, and the labor burden percentage. For labor operations without a work center, the system calculates the cost from the Service Work Center in Call Management Control in the QAD .NET UI.

Service Labor Expense Billing

Charge Product Line

Displays the charge product line for the expense.

Charge Code

The charge code default is based on several factors. For a fixed price work code, the Fixed Billable charge code from Default Charge Code Maintenance in the QAD .NET UI displays.

If this is not a fixed repair, the system uses the under- or over-limit charge code for the coverage limits of the contract or service type. The default depends on the item's extended price and, for contracts only, the amount applied to the limit.

If the limits have no associated charge codes, a charge code defined in Default Charge Code Maintenance displays. The system selects a charge code depending on the source of coverage (contract, warranty, or default service type of service order line) and whether the operation is over or under limit.

With some restrictions, you can change the displayed value, but you cannot change between a non-fixed and fixed repair charge code. The system uses the charge code to determine the charge product line and the GL accounts that this service activity affects.

Project

Enter an optional code identifying the GL project for the labor detail. The system associates the project code with the GL transactions it creates. You can track the service order line's cost by project.

Whether the field can be updated depends on the setting of Project Code Handling in SSM Accounting Control in the QAD .NET UI. If you use a charge code with Project Mandatory set to Yes, you must enter a project code.

Service Type Used

Displays the service type that determines this operation's coverage. The service type that the system uses is not necessarily the one that you specified for the line item. The system can change the service type if you change the charge code.

Price

The price for one unit of the operation's service category. Defaults from the price list on the service activity report header unless this is a fixed price repair. For fixed price repairs, the system sets detail prices to zero, which you cannot change. If no price is found on the price list, the default is zero. To prevent changes, apply field security to Price.

Covered Amount

Amount of the total price for which you are not billing the customer. The system determines this amount from the coverage limits for the contract or service type. The covered amount defaults to zero when:

- No coverage exists on the contract or service type.
- The item has exceeded the contract service limits.
- The item has exceeded a list price limit.
- The service is for a fixed price. In this case, covered amount cannot be changed.

Covered amount cannot exceed the price times the quantity.

To prevent changes, apply field security to Covered Amount.

Extended Price

The total price minus the covered amount. For fixed price repairs, this field is zero. The system calculates the extended price as follows:

$(\text{Quantity} * \text{Price}) - \text{Covered Amount}$

Cost

If this operation has an expense service category, the system calculates the cost from the expense cost price list (type E) for the service order. The cost of one unit of the service category displays. If no expense cost list exists, expense cost defaults to zero.

Item Usage

The Item Usage panel enables you to manage the items consumed while dealing with the service order.

Click Details to open [ServiceItem Usage Detail on page 554](#), where you can view and edit more details for the item usage lines.

Item Return

The Item Return panel enables you to record the items returned against the service order.

Click Details to open [Service ReturnedItem Detail on page 558](#), where you can view and edit more details for the item return lines.

Notes

On the Notes panel, you can add, edit, and delete notes attached to the service activity report. Up to 99 pages of notes can be added to a report. In the Notes Details window, you can add the predefined master references to the report and specify whether to print the notes on invoice, customer report, problem report, and internal report.

Click details to select the master note and set the print options for the notes.

Fault Codes

The Fault Codes panel is used to record the problems, causes, resolutions, and hours spent on this service order.

New

Creates a fault codes line.

Delete

Deletes a selected fault codes line.

Line

The system auto numbers the record lines as you add them.

Problem

Choose a problem code from the lookup browse. The problem codes have to be predefined in Generalized Codes.

Cause

Choose a cause code from the lookup browse. The cause codes have to be predefined in Generalized Codes.

Resolution

Choose a resolution code from the lookup browse. The resolution codes have to be predefined in Generalized Codes.

Hours

Enter the time spent on resolving the specific problem.

Completion

The Completion panel is used to record the report status and the service order status, as well as the start and complete dates, when you complete the service.

Line Status

The line status defaults from the status of the service order line. The status reflects the position of a service order line in its life cycle.

Display Time Zone

This field is available only when Multiple Time Zones (MTZ) is enabled in Service Management Control.

By default, it displays the current domain time zone. You can change the time zone as needed to display the time zone of the end user, the current user, or the assigned engineer. After you change

the display time zone, all the other date-relative fields in the Completion panel display date and time in the specified time zone.

Start Down

Enter the date and time when the service order was created.

When MTZ is enabled, the date and time are displayed in the selected Display Time Zone.

End Down

Defaults to the current system date. You can change it as needed.

When MTZ is enabled, the date and time are displayed in the selected Display Time Zone.

Job Start

Optionally enter the date when the work for the service order line started.

When MTZ is enabled, the date is displayed in the selected Display Time Zone.

Complete Date

Optionally enter the date when the work for the service order line is finished. If the service order line status is Complete, this date defaults to the current system date.

When MTZ is enabled, the date and time are displayed in the selected Display Time Zone.

Service Order Status

This status is retrieved from the header of the service order.

Complete Date

Optionally enter the date when the work for the service order is finished. If the service order status is Complete, this date defaults to the current system date.

When MTZ is enabled, the date and time are displayed in the selected Display Time Zone.

Close Date

Displays the close date of the service order.

When MTZ is enabled, the date and time are displayed in the selected Display Time Zone.

Next Status Date

Displays the next status date that is retrieved from the service order.

When MTZ is enabled, the date and time are displayed in the selected Display Time Zone.

Service Item Usage Detail

This section contains the field descriptions for Service Item Usage Detail.

Main Panel

Operation

The system auto-fills the operation number in ascending sequence as you add an operation. You can manually enter an operation number as needed.

You can record items for each operation. If you are not using operation steps, record all items on the first operation.

Source

Specify the source where the item used should be issued from. For issuing from the available items in item master, choose Item. For issuing from engineer stocking locations, choose Inventory.

Item

Enter the item number of an item defined in Items that you consumed during the repair. If the service order line item has an associated service BOM or its routing operations had associated BOMs, records for these items are already created.

Record a non-inventory item as an expense on the Labor panel.

If the item you specify in this field is the same as the item on the service order line, a warning displays. If you choose to continue, you are prompted to indicate if this component issue is a swap. Your response affects how the installed base is updated.

If the item you specify in this field is a repairable item, you are prompted to indicate whether you have the returned item. If you respond with Yes and Continue, an item return line is created in the Item Return panel.

Lot/Serial

If the item is lot/serial controlled, enter the lot or serial number. When lot/serial controlled items are loaded from MOs, this field defaults from the MO line and cannot be changed.

If Load Available Structure is Yes in Service Management Control and the item has Installed Base set to Yes in Service Item Maintenance, you must specify a lot/serial number to add the item to the installed base. The lot/serial number is part of the installed base record. If you are exchanging an installed base item, the system replaces the previous lot/serial number with this one.

Reference

Enter the item's lot reference number. Lot reference, site, location, and lot/serial number specifically identify inventory quantities. For lot reference, you can use the production lot of the item or a location reference such as a skid, roll, or pallet number.

Work Code

The work code defaults from the report header and indicates the type of work performed for the item consumed.

Quantity Available

Displays the available quantity of the specified item in the site and location.

Assigned

The assigned engineer defaults from the report header. You can reassign it to another engineer as needed.

Site

Enter the site from which you are issuing the item. This field defaults from the service order line item site.

Location

Enter the inventory location at the site from which you are issuing the item.

Quantity

Enter the number of item units you consumed. If this record came from a service BOM, Qty Used displays the value of Quantity Per on the BOM. The system uses this field to calculate the extended price according to this formula:

$(\text{Quantity} * \text{Price}) - \text{Covered Amount}$

After inventory has been issued, you can increase the quantity used for an operation, but you cannot decrease it. To correct an overissue made by mistake, open a new operation and enter a negative quantity. Processing this line creates reversing GL transactions and increases inventory at the specified site and location.

You cannot enter a negative quantity when you are executing a swap.

Quantity Allocated

Specify the quantity of items on this line to allocate. This defaults to zero. Normally, you do not allocate items in Service Activity Reports because you are recording items that you have used. The system issues the inventory immediately in Service Activity Reports. However, if you are not going to issue the inventory at this time, enter a quantity to allocate. Service Activity Reports does general allocations only. It does not create detail allocations even if you enter inventory detail.

Service Category

If you specified an operation from a service routing or a standard operation, the service category defaults from the settings in Service Routing Maintenance or Service Std Operation Maint in the QAD .NET UI.

The service category is used along with invoice sorts and work codes to define contract and warranty coverage limits and manage the financial impact of service activity in service orders and Call Invoice Recording in the QAD .NET UI.

The service category also determines the prices for labor and expense, and costs for expenses.

Quantity Processed

Displays the processed quantity of the line items.

Inventory Details Subpanel

The Inventory Details subpanel is active only when the item usage line has a quantity of more than one.

New

Add a line with the detailed information to identify the item used.

Delete

Delete a selected record.

Site

Enter the site the item used is issued from. The default site is from the Main panel of Service Item Usage Detail. You can change it as needed.

Location

Enter the location the item used is issued from. Location defaults from the Main panel of Service Item Usage Detail. You can change it as needed.

Lot/Serial

Enter the lot or serial number of the item used.

Reference

Enter the reference number of the item used.

Quantity

Enter the quantity of the item used. For a lot or serial-controlled item, enter 1.

Billing Panel**Charge Product Line**

Displays the charge product line for the item consumed.

Charge Code

The charge code default is based on several factors. For a fixed price work code, the system displays the Fixed Billable charge code from Default Charge Code Maintenance in the QAD .NET UI.

If this is not a fixed repair, the system uses the under- or over-limit charge code for the coverage limits of the contract or service type. The default depends on the item's extended price and, for contracts only, the amount applied to the limit.

If the limits have no associated charge codes, a charge code defined in Default Charge Code Maintenance displays. The system selects a charge code depending on the source of coverage (contract, warranty, or default service type of service order line) and whether the operation is over or under limit.

With some restrictions, you can change the displayed value, but you cannot change between a non-fixed and fixed repair charge code. The system uses the charge code to determine the charge product line and the GL accounts that this service activity affects.

Project

Displays the project code retrieved from the service activity report header.

Service Type Used

Displays the service type retrieved from the service activity report header.

Net Price

Enter the net price for the item consumed. The system looks for the best matched price list with "R" type. If no price list is found, the list price of the item is used.

Covered Amount

Amount of the total price for which you are not billing the customer. The system determines this amount from the coverage limits for the contract or service type. The covered amount defaults to zero when:

- No coverage exists on the contract or service type.
- The item has exceeded the contract's service limits.
- The item has exceeded a list price limit.

- The service is for a fixed price. In this case, covered amount cannot be changed.

Covered amount cannot exceed the price times the quantity.

To prevent changes, apply field security to Covered Amount.

Extended Price

The total price minus the covered amount. For fixed price repairs, this field is zero. The system calculates the extended price as follows:

(Quantity * Price) – Covered Amount

Unit Cost

Displays the unit cost of the item consumed. The system derives the cost from the site of the item you are repairing—not the site from which you issued the component.

For the system to find a cost, either:

- The site associated with the item in Item Master Maintenance is the same as the service order line-item site, or
- Costs for the issued item at the service order line-item site are set up using Item-Site Cost Maintenance.

Otherwise, cost defaults to zero. The cost displays in the Item Cost column in Call Invoice Recording in the QAD .NET UI. The system uses the cost to calculate the margin for this service activity.

Service Returned Item Detail

This section contains the field descriptions for Service Item Usage Detail.

Main

Operation

The system auto-fills the operation number in ascending sequence as you add an operation. You can manually enter an operation number as needed.

You can record items for each operation. If you are not using operation steps, record all items on the first operation.

Source

Specify the source where the item is returned from. The available options are Installed Base, Inventory, and Item.

Item

Enter the item number for the returned item.

Lot/Serial

If the item you are returning is lot/serial controlled, enter the serial number. When you return an unused lot/serial-controlled item originally loaded from an MO line, this field defaults from the MO line.

If the serial number is in the installed base and Update ISB is Yes for this service order line, the system removes the item with this serial number from the installed base. If you are returning multiple serial-controlled items, you can access the Inventory Details subpanel.

If Load Available Structure is Yes in Service Management Control and the item has Installed Base set to Yes in Service Item Maintenance in the QAD .NET UI, you must specify a lot/serial number to

add the item to the installed base. The lot/serial number is part of the installed base record. If you are exchanging an installed base item, the system replaces the previous lot/serial number with this one.

Reference

Enter the item's lot reference number. Lot reference, site, location, and lot/serial number specifically identify inventory quantities. For lot reference, you can use the production lot of the item or a location reference such as a skid, roll, or pallet number.

Note: You cannot update Reference when an item is loaded from an MO.

ISB Reference

All items that do not have serial numbers in the installed base need ISB reference numbers. Specify the ISB reference on a return so the system can exactly identify the item to remove from the installed base.

Assigned

The assigned engineer defaults from the report header. You can reassign it to another engineer as needed.

Status

The return status defaults from either:

- The default return status in Call Management Control in the QAD .NET UI if the item is repairable
- The default scrap status in Call Management Control in the QAD .NET UI if the item is not repairable

Repairable items have Repairable set to Yes in Service Item Maintenance in the QAD .NET UI.

You can change the return status to any status defined with Return Status Maintenance on .Net UI. However, you can use a Pending status only for items you ordered on an MO and an Exchange status only for items returned from the customer.

Site and Location

Depending on the return status and whether or not the item is repairable, the return site and location default as follows:

- To the return site and location, if the item is repairable and Good is Yes for the return status, or if the item is not repairable and Scrap is No.
- To the scrap site and location, if the item is not repairable and Scrap is Yes for the return status.
- To the repair site and location, if the item is repairable and Good is No for the return status.

Set up default sites and locations with Default Site Maintenance in the QAD .NET UI.

The system searches for default sites and locations based on the returned item's product line, service group, work code, and item number and the area you specified on the service order. Enter a site if no default site exists.

Qty Returned

Enter the number of item units that are returned.

Work Code

The work code defaults from the report header and indicates the type of work performed for the item consumed.

Inventory Details

The Inventory Details subpanel is active only when the returned item line has a quantity of more than 1.

New

Add a line with the detailed information to identify the item returned.

Delete

Delete a selected record.

Status

The status defaults from the Main panel of this returned item line. You can change it as needed.

Site

Enter the site that the item is returned to. The default site is from the Main panel of Service Returned Item Detail. You can change it as needed.

Location

Enter the location that the item is returned to. The default location is from the Main panel of Service Returned Item Detail. You can change it as needed.

Lot/Serial

Enter the lot or serial number of the returned item.

Reference

Enter the lot reference number of the item returned.

ISB Reference

Enter the ISB reference for the item, if any.

Quantity

Enter the quantity of the item returned.

Billing

Exchange Price

If you are exchanging an item that has no coverage, the system searches the header's repair price list for an exchange price with the exchange unit of measure in Call Management Control in the QAD .NET UI. If the exchanged item has coverage, the exchange price defaults to zero.

Creating a Service Activity Report

1. Go to Repair Activity > Service Activity Reports.
2. Click New on the Tool Bar.

The Service Activity Reports window is opened.

3. In the Main panel, choose a service order from the Service Orders lookup browse and choose a service order line from the lookup browse.

If the item in the entered service order line does not exist in installed base and the Update ISB field is selected in SAR, the Installed Base hybrid view pops up. You can update the installed base with the line item in the service order.

The system generates a report number for the SAR. The other fields in the Main panel are also auto-filled with the data retrieved from the specified service order line.

4. Locate the Assigned field and assign an engineer to work on this report from the Engineers lookup browse.

The assigned engineer defaults to the lines of expense, item used, and item returned. You can change the assigned engineer when you record the expenses, consumed items, or returned items.

5. Specify a status for this report.

By default, a new report is assigned a status of Invoiceable. If you want to prevent the report from being invoiced for now, you can set the status to Hold. You can modify the report status at a later time.

6. Click Save to save the SAR.
7. As needed, you can add lines of expense, item usage, item return, notes, and fault codes on the respective panel. If you want to save it now without these lines, click Save and come back later to supply more details.

The Item Usage panel and the Item Return panel may have been loaded with the predefined service components. You can modify the lines as needed: deleting the components that are not needed, adding new lines, or changing the quantity.

The service activity report for a service order is created.

You can come to this report later to add report lines for expenses, items consumed, and items returned. See the corresponding topics for instructions.

Processing a Service Activities

Before processing service activities, ensure that the following settings are done:

- If you want the ISB to be updated during service activity processing, select the Update ISB for the service activity report.
- Add structures as needed.
 1. Go to Repair Activity > Service Activity Reports.
 2. Locate the report to process using the search filters. Then, select it or open it.
 3. On the Tool Bar, click Actions > Process Activities.
 4. Specify a status for this report.

By default, a new report is assigned a status of Invoiceable. If you want to prevent the report from being invoiced for now, you can set the status to Hold. You can modify the report status at a later time.

5. Click Save to save the SAR.
6. As needed, you can add lines of expense, item usage, item return, notes, and fault codes on the respective panel. If you want to save it now without these lines, click on the Save button and come back later to supply more details.

The Item Usage panel and the Item Return panel may have been loaded with the predefined service components. You can modify the lines as needed: deleting the components that are not needed, adding new lines, or changing the quantity.

The service activity report for a service order is created.

You can come to this report later to add report lines for expenses, items consumed, and items returned. See the corresponding topics for instructions.

Reporting Expense for a Service Activity

1. Go to Repair Activity > Service Activity Reports.
2. Locate the report using the search filters and open it by double-clicking it or clicking Edit on the Tool Bar.

The Service Activity Report is open for editing.

3. In the Expense panel, click New to quickly add an expense line in the grid, or click Details to add an expense line in the Service Expense Detail window.
4. Enter the required information in the grid or in the Service Expense Detail window.
 - Choose a standard operation from the Standard Operations lookup browse.
 - The other fields are auto-filled with the default values. You can change them as needed.
5. Click Save to save the report.

Managing Item Usage for a Service Activity

1. Go to Repair Activity > Service Activity Reports.
2. Locate the report using the search filters and open it by double-clicking on it or clicking Edit on the Tool Bar.

The Service Activity Report is open for editing.

3. Click Item Usage on the Navigation Bar.
4. In the Item Usage panel, you can do the following:
 - Click New to quickly add an item line for the item consumed in the grid.
 - Click Edit to edit the selected item line.
 - Click Delete to delete the unneeded lines.
 - Click Details to manage the item usage lines with more details.

If the line item in the service order contains service components in its service structure, the components are automatically loaded into the Item Usage panel. If any of the service components are repairable, the system loads the corresponding components into the Item Return panel. You can modify them as needed.

5. Save the changes.

If the item consumed that you just added is a repairable item, you are prompted for the corresponding returned item for this repairable item. A returned item line is created when you respond Yes and click Continue.

If the entered quantity for an item usage line is more than 1, go to the Service Item Usage Detail window and enter information for each specific item in the Inventory Details subpanel.

6. Click Save to save the report.

Reporting Labor for a Service Activity

1. Go to Repair Activity > Service Activity Reports.
2. Locate the report using the search filters and open it by double-clicking it or clicking Edit on the Tool Bar.

The Service Activity Report is open for editing.

3. Go to the Labor panel, click New to quickly add a labor line in the grid, or click Details to add a labor line in the Service Labor Detail window.
4. Enter the required information in the grid or in the Service Labor Detail window.
 - Choose a standard operation from the Standard Operations lookup browse.
 - The other fields are auto-filled with the default values. You can change them as needed.
5. Click Save to save the report.

End User Domain Settings

Use End User Domain Settings to create and edit end user domain settings.

Service

End User Type

Specify the type of end user.

Primary Engineer

Specify the primary engineer associated with servicing this end user.

Secondary Engineer

Specify the secondary engineer associated with servicing this end user.

Engineer Group

Specify a code used to group service engineers. For example, groups can be defined for the type of support offered—telephone or on-site services—or for regional service areas such as Northwest, South, and Central.

Service Area

The system displays the area associated with the call's end user. Service areas identify centers that provide service to a geographical region. For example, a service center could service North America, Canada, or just the province of Ontario.

Login

Optionally enter a login ID for the end user's system.

Message End Date

Enter a valid date for the last day that this message is effective.

Message

Optionally enter a short message regarding this end user.

Call Priority

Enter the normal call priority assigned to calls from this end user.

Escalation

A code uniquely identifying this escalation.

Travel Time

Enter the amount of time it takes for an engineer to travel from the service center to this end user location.

Travel Distance

Specify the travel distance involved in resolving this service call, stated in terms of the travel unit of measure (UM). Usually this is the distance from the service engineer's location to the customer's location.

Create ISB

Specify whether to create installed base records for items shipped to this end user. Enter Yes to create records; otherwise, enter No.

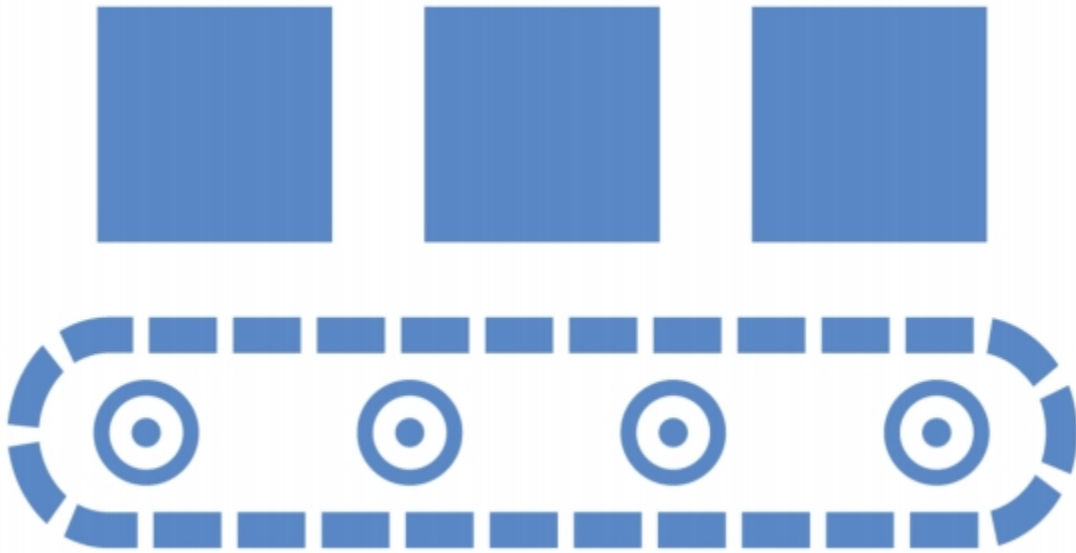
Purchase Order Required

Specify whether a purchase order is required before service activity can be initiated for this end user. Enter Yes to require purchase orders; otherwise, enter No.

Auto Renew Contracts

Specify the default for whether a service contract for this end user can be automatically renewed. Enter Yes to automatically renew contracts by default; otherwise, enter No.

Manufacturing



QAD Manufacturing provides tools for planning, scheduling, cost management, material control, shop floor control, and reporting in a variety of manufacturing environments.

Engineering

Engineering provides a tool set for defining key manufacturing setup data, including:

- Product structures: Bills of material used during MRP and other planning activities to determine what materials are required for manufacturing.
- Production lines: Physical arrangements of work centers that can perform a sequence of manufacturing and processing operations.
- Routings: Sequences of production operations required to manufacture items.

Product Structures

The product structure is a bill of materials that guides product manufacturing.

A product structure is a bill of material that lists all the subassemblies, intermediates, parts, and raw materials that go into the parent assembly, including the quantity of each that is required.

Understanding Product Structures and Formulas

Product structures and formulas identify the components and quantities needed to make a product.

Product structures are much like the list of ingredients for a recipe—they indicate the components and quantities needed to make a product. Unlike a recipe, in many cases, these documents also list the ingredients for each component. Graphically, if a product structure or formula is considered in its entirety, it looks like a tree, with the parent item at the top (level 0) and all the components branching off down to the raw material level (levels 1, 2, 3, and so on).

Product structures are recorded as single-level relationships between parent (or higher-level items) and component items. For formulas, these are the relationships between products and ingredients. Product structures are modular. Separate structures are entered for finished goods and lower-level assemblies or intermediate products. So, a component in a higher-level structure might be a parent in a lower-level structure. Looking in the other direction, a parent in a lower-level structure can be a component in a higher-level structure.

Accessing Product Structures

Access Product Structures from the Product Definition menu.

As in other QAD Web UI functions, Product Structures is associated with roles—in this case, Product Engineer Manager and Mfg Engineering Manager. When you are assigned one of those roles, you can find Product Structures under the Product Definition menu. Additionally, you can access Product Structures through the search field.

Note: All menus and roles are security controlled.

Creating a Product Structure

Product structures are based on item numbers or product structure codes.

You can create a new product structure in two ways:

- Using an existing item number
- Assigning a new product structure code

Create a New Product Structure Using an Existing Item Number

You can use an item number to represent a product structure.

1. In the default browse view, click New.

The cursor displays in the Product Structure field in the Main panel.

2. Select the item using the lookup (Item Master table), or manually enter an existing item number.

The Unit of Measure and Description fields default based on the item number.

3. Click Save to create the new product structure.

The section above the Main panel is called the Summary panel. It has important information that can be useful in creating or maintaining a product structure.

Create a New Product Structure Using a Product Structure Code

A product structure can be associated with a new code.

1. In the default browse view, click New.

The cursor displays in the Product Structure field in the Main panel.

2. Enter a new product structure code.
3. Optionally, enter a description and UM.
4. Optionally, select Formula or Service BOM:
 - a. Select Formula to define a formula. The Batch Size field displays.
 - b. Select Service BOM to define a service product structure (associated with SSM).
5. Click Save to create the product structure.

Updating a Product Structure

You can only update limited information at the top level of the structure definition.

You can update the description and UM of an existing product structure.

You can only update the UM of a non-item related structure. For example, if you select an item-related structure, the UM field is disabled.

1. Select an existing product structure from the browse.
2. Click Edit.

You also can double-click the product structure record in the browse.

3. Update the description and UM, as needed.
4. Click Save to commit your changes.

Creating, Updating, and Saving Components in a Product Structure

You can update a product structure through either a grid or a form.

You can add component items to an existing product structure, as well as update information about the items, using two methods:

- Directly in the grid view of the product structure
- In a form view

Make Product Structure Component Changes in the Grid View

Use the grid to update a subset of detailed information.

You can use the grid view to perform two tasks:

- Add a component to the product structure.
- Update many fields on an existing component.

Add New Component in Grid View

The grid lets you enter significant information about a component.

1. Select an existing product structure from the browse.
2. Click Edit.

You also can double-click the product structure record in the browse.

3. Click on the Components panel, or scroll down to it.
4. Click New.

This creates a new in-line editable row in the grid.

5. In the Component field, select the item using the lookup (Item Master table), or manually enter an existing item number.

The first field in the grid is the Type field, which defaults to Item. The Type field toggles the lookup in the Component field between the Item Master table and the BOM Master table. In the Component field, select an item using the lookup (Item Master table), or manually enter an existing item number.

You can also add a BOM code as a component of a product structure by changing the Type field to BOM (this changes the lookup to the BOM Master table) or manually entering the BOM code in the Component field.

6. Enter values for the other fields, as needed.

You cannot update Description or UM, which come from the Item Master record or BOM.

7. When you are finished, click Done.

Update Existing Component In Grid View

You can update much of a component's information through the grid.

1. Select an existing product structure from the browse.
2. Click Edit.

You also can double-click the product structure record in the browse.

3. Click on the Components panel, or scroll down to it.
4. Double-click a component to update, or select the component and click Edit.

The component record opens in an in-line editable row.

5. Update available fields, as required. When Formula or Service BOM is selected, the fields in the component record vary.

You cannot update the following key fields:

- Component
- Reference
- Start Effective
- Description, UM (from Item Master)

6. To navigate down the product structure and access more components, click Next Line.

7. When you are finished, click Done.

Retrieve, Add, Update, and Save Product Structure Components in the Details Mode

Use details mode to access all available fields of component information.

An alternative to the grid view lets you use a form to add and update product structure information.

Use Details mode to perform several functions:

- Add a component to the selected product structure shown in the Summary panel by clicking New above the Summary panel.
- Modify information about existing parent-component relationships, except for the following key fields: Component, Start Effective Date, Reference.
- Delete a component from the selected product structure shown in the Summary panel by clicking Delete above the Summary panel
- Click Save to save any changes made to the parent-component relationship.

To access this alternative navigation:

1. Select an existing product structure from the browse.
2. Click Edit.

You also can double-click the product structure record in the browse.

3. Click on the Components panel, or scroll down to it.
4. Click the Details link.

The system displays a hybrid view, consisting of:

- A component browse on the left that lets you navigate to the components of the selected product structure. You can navigate to individual components and update them, as needed, while maintaining parent-component relationships.
- A form displaying fields on the right. You can update most of the values, as required.

Updating a Component with Levels = Yes

A component with Levels selected has its own product structure.

When a component of a product structure is itself a parent item, you can add or update child-level components.

You can easily determine such relationships using the Levels field on the component grid or details form. When Levels is selected, the item can have a subordinate structure.

Levels is a read-only field.

If you add an existing BOM code to the product structure, the Levels field is selected to indicate that it relates to a structure.

On a component where Levels is selected, you can click Open Structure to view the subcomponent structure of the selected component.

Updating a Component with Levels = No

When Levels is not selected, the component does not have a subordinate product structure.

On a component where Levels is unchecked, you can directly create a structure for that component.

1. Click the Open Structure button.

A message prompts you to create a new structure.

2. Click Yes to begin the process of creating a new structure, just as if you had clicked on New above the Summary panel. Click Cancel to exit the prompt and to return to the previous screen.
3. Click Save at the bottom right or click New in the Components panel to add components.

The system displays a “Saved” message when the record is saved.

At the top left of the screen, breadcrumbs help you to easily navigate to the previous screen.

Accessing Alternative Structures

Use the Item Structure Assignment panel to see alternate product structures that can be used to produce the parent item.

When the product structure is a pure BOM (that is, the BOM code is not an item number), an additional grid panel below the Components grid displays a list of all the alternate structures that you can use to produce the item.

Alternatives can come from any of the following sources:

- Structures set up in Alternate Structure Maintenance in .NET UI or CHUI. The Source field in this case is Alternate.
- BOM/Formula field populated in Item-Site Planning Maintenance. The source field in this case is Item-Site.
- BOM/Formula field populated in Item Master Maintenance. The Source field in this case is Item BOM/Formula. The Site field also shows the site where the setup was done.
- The item itself in Item Master. The BOM/Formula field is non-blank. The item number with BOM/Formula = item number should appear in the grid. The Source field in this case is Item.

1. Select an alternative structure.
2. Click Details to view information about the structure.

If the BOM/Formula code entered in Item Master Maintenance or Item-Site Planning Maintenance does not exist, you can use the Open Structure button to create a structure for it. See *Updating a Component with Levels = No* on page 569.

Working With Configured Product Structures

Product Structures includes the ability to set up configured items.

You can use Product Structures to define structures for configured items. See *QAD Sales User Guide* for detailed information on configured items.

The P/M column in the main Product Structures browse identifies items defined with a Purchase Manufacture code of C (Configured) in Items.

Note: Some configured items are defined on the item-site level, even if they have a P/M code of M in the Item Master. In those cases, the Product Structure browse shows a P/M code of M.

When you select a product structure record for a configured item, the Web UI includes an Options grid.

Determining Where Items Are Used in Product Structures

Use the Where Used grid to view product structures and formulas that use the item.

The Web UI includes where-used functionality, which is only available in .NET UI as a separate report or inquiry. You can either click the Where Used tab or scroll down to view where the current record is used.

Separate grids display the following information:

- Parents that use the current product structure as a component.
- Item records that reference the current product structure as the BOM/Formula code.

Both views include where-used information from both site and item-site records.

Where-used information is included at only one level of the product structure. To view hierarchical data for multilevel structures, continue to use the Where-Used Report or Where-Used Inquiry.

Using Co/By-Products in Product Structures

Channel Islands includes limited support for co/by-products.

You cannot directly define a co/by-product structure in Channel Islands UI, although the main browse displays such structures, and you can add regular (that is, non-co/by) components. However, the list of components does not include components with a Structure Type of Joint Type, so you cannot maintain them.

Deleting a Product Structure

The system validates that a component is not used in another record before allowing you to delete the component's product structure.

Before you can delete a product structure record, the system verifies that it is not used. If the structure is used, Product Structures displays an error message and does not delete the record.

- The Delete button is not available on a product structure that has components assigned. You must first delete all components from the product structure before you can delete the structure itself.
- If you attempt to delete a product structure that is not an item and that is referenced as a component in another product structure, the system displays the following messages:

Failed to delete product structure.

Delete not allowed, product structure in use as component.

Viewing Product Structure Reports

Use .NET UI reports to view product structure information.

The Web UI includes the same reports available through the .NET UI on the Product Structure Reports menu.

For example, to see all levels of a product structure in a single view, you can use Product Structure by Item Report.

Product Structures

These descriptions summarize the functions of Product Structures.

The Product Structures view consists of several panels, supporting a variety of functions.

Summary

The Summary panel is located between the menu bar and the navigation bar. It displays the key data about the product structure you are working on, including Product Structure, Unit of Measure, and Configured. These fields are read-only and stay in view even when you scroll down the page.

Main

The Main panel allows you to set the basic information about the selected product structure.

Product Structure

Select an item using the lookup, or manually enter an existing item number.

After you specify an item in Product Structure, more information about this item automatically displays on the right side of this panel, including the following:

- Item
- Description 1
- Description 2
- BOM/Formula
- Routing
- Item Status
- Item Revision
- Purchase/Manufacture

These fields are for reference only and can help you better understand the item.

Description

This field defaults based on the item number you specified. You can reserve the item description defined in Items or modify the description as needed.

Unit of Measure

This field defaults based on the item number you specified.

You can only update the Unit of Measure field of a non-item related structure. For example, if you select an item-related structure, the Unit of Measure field is disabled.

Formula

Leave this field blank or select it to define a formula.

Note: Once you select Formula, the Service BOM field disappears but the Batch Size field displays.

Batch Size

Enter the normal batch size for this item. This field displays only when the Formula field is selected.

Service BOM

Leave this field blank or select it to define a service product structure (associated with SSM).

Note: Once you select Service BOM, the Formula field disappears.

Components

The Components panel displays the details of the components involved in the product structure.

On this panel, you can click New to create more components, or select an existing record and click Edit or Delete to modify or remove it.

This panel allows you to click Details to open the Components hybrid view. The browse on the left helps you navigate to different components of the selected product structure, and the form on the right enables you to maintain parent-component relationships of the components.

You can also click Open Structure on this panel to view or update child components for a selected item when Levels is set to Yes, or to create a structure for a selected item when Levels is No.

Type

This field identifies whether the component is an item or a BOM code. The value determines how the lookup is displayed when you add a new item in the Grid or Detail view.

- Item (default): Values defined in Items display.
- BOM: BOM codes display.

When you manually enter a component, which is not an item, in the Component field, and move the cursor out of the Type field, the system automatically sets Type to BOM.

Component

Enter the code identifying a component in this product structure or formula. This must be an item defined in Items or a predefined BOM code.

Each level of the product structure includes only those components used directly at that level. Multiple levels of a structure exist when a component in one relationship is a parent of another.

You cannot define a cyclic product structure. For example, if item 22-B is a component of item 11-A, you cannot specify that item 11-A is a component of 22-B.

Description 1

This field is read-only and displays a description from item master data if Component is an item or from BOM master data if it is a BOM code—that is, represents a sub-assembly.

Description 2

This field is read-only and displays the second description line set in the master data for extra or supplementary information on the item or BOM.

Reference

Enter a code uniquely identifying this parent/component relationship. This field is required only if the same component appears in the product structure at the same level more than once. In this case, each relationship is uniquely described by the combination of parent item, component item, start effective date, and reference code.

This field cannot be edited after the component has been added.

In a product structure for a discrete product, the reference identifier is often used as a position indicator. For example, a particular resistor is located in four places on a printed circuit board. This is identified on the bill using the reference code. Picklists summarize the component requirement, showing a quantity of 4.

You can also use reference for drawing or document references, such as footnotes on engineering blueprints or shop assembly drawings.

When you define an alternate structure, you can enter a reference number to separate alternates visually from standard component items and from each other. You can generate some reports in sequence by reference number rather than component item number, so that alternates can be listed separately.

Quantity Per

Enter the quantity of the component item required to make one unit of the parent item. Unit is the standard unit of measure identified for the parent item in Items or the BOM code in Product Structures.

Component quantity per and scrap percentage are used throughout the system for manufacturing planning and control. When a manufacturing demand is created for the parent item, the component requirements are determined by multiplying the order quantity by the component quantity per, and then adjusting this upward to account for any scrap percentage. This is the demand quantity used by Material Requirements Planning (MRP). This quantity prints on picklists and other reports.

Quantity per and scrap percentage are also used by Product Structure Cost Roll-Up to calculate the cost of the parent item.

You can add items to a product structure with a 0 (zero) quantity per. These items do not print on picklists. Use this method to record miscellaneous items, such as tooling, on the product structure, without printing them on a picklist or generating requirements.

Structure Type

Enter the code that indicates how this component is used in this structure or formula.

Typically, Structure Type is left blank, indicating that the component is used in standard manufacturing planning and control and product costing functions. Other product structure type codes indicate special relationships:

- Document. Items with this code are not planned, costed, or exploded. Use Document for miscellaneous expense items or documents associated with the bill.
- Phantom. A local phantom is never planned as a component requirement. The explosion logic always ignores the phantom item, using only its components for costing, planning, and manufacturing activity. Phantom use-up is not available for local phantoms. Use phantoms to identify such things as repair kits, which may sometimes be assembled and sold separately as well as included in a finished item.
- Planning. This code identifies a relationship used for planning only. The parent item of a planning bill is typically a family item. Planning bills are used for multilevel master scheduling.
- Alternate. This code is set by the system to identify an alternate bill. You cannot specify it manually. In the Channel Islands Product Structures, the alternates are shown on the Item Structure Assignment panel.
- Joint. This structure type is set in Co/By-Product Maintenance. You cannot enter Joint in other product structure programs or modify a relationship of type Joint. You cannot maintain joint components or product structures in the current version of Channel Islands.
- Configured. Use this code for items whose Purchase/Manufacture code is set to C (Configured) in Items.

Option Group

Enter an optional code grouping components in this product structure. This field is validated against the predefined values entered in Generalized Codes for the ps_group field, if any.

Option group is used only by Receipts - Backward Exploded. Otherwise, this field is for reference only.

If you specify an option group in Receipts - Backward Exploded, only components in the bill that belong to the group are backflushed. Typically, all components are backflushed from inventory when

a finished item is received. However, in some situations, you may not have used all the components in the bill. For example, a configured product may be assembled from a particular group of options.

Process

Enter an optional code grouping components in this product structure by process. This field is validated against the predefined values entered in Generalized Codes for the ps_process field, if any.

Process is used only by Receipts - Backward Exploded. Otherwise, this field is for reference only.

If you specify a process in Receipts - Backward Exploded, only components in the bill associated with the process are backflushed. Typically, all components are backflushed from inventory when a finished item is received. However, in some situations, you may use different components based on the manufacturing process.

Scrap %

Enter the percentage of this component item expected to be scrapped during the process of making the parent item.

Component quantity per and scrap percentage are used for manufacturing planning and control. When a manufacturing demand is created for the parent item, the component requirements are determined by multiplying the order quantity by the component quantity per, and then adjusting this upward to account for any scrap percentage. This results in the demand quantity used by Material Requirements Planning. This quantity prints on picklists and other reports.

Quantity per and scrap percentage are also used by Product Structure Cost Roll-Up to calculate the cost of the parent item.

When a scrap percentage is used, component quantities are not rounded, which may result in fractional amounts rather than whole units. Use scrap percentage carefully, especially for discrete items, since both MRP and inventory backflush calculations use it.

For example, a discrete item such as an engine has a 2% scrap rate. When a requirement for 80 engines exists, the system calculates the demand quantity to be 81.6. You can use the Order Multiple field in the item planning data to ensure discrete order quantities for end items only. When scrap is used, you cannot prevent the system from calculating fractional quantities for components.

Lead Time Offset

Enter the number of working days required from the start of production on the parent item until this component is required. You can enter a negative lead time offset if a component is required before the release date of the parent item.

Manufacturing picklists and Material Requirements Planning (MRP) determine dates for component requirements using lead time and lead time offset.

When the same component is required more than once with different lead time offsets, you should enter a different operation for each component occurrence. Otherwise, the component requirements for orders will be summarized by operation. When this happens, the requirement for the component is based on the shortest lead time offset.

Lead time offset is useful for long production lead times, expensive components, and when components have a limited shelf life. Accurate lead time offsets can reduce costs by delaying the acquisition or production of an expensive component until the latest possible time.

Start Effective

Enter the first day this parent/component relationship is effective. Leave it blank if the relationship has no defined start date. Starting and ending effective dates are inclusive and cannot overlap.

The Start Effective date cannot be edited after the component has been added.

Parent/component relationships are typically effective over a defined period of time. Effective dates are used to phase in engineering changes and to maintain product structure history.

Manufacturing planning and control functions always use the product structure information in effect on that date. You can generate many reports and inquiries for a specific effective date. This is useful for cost calculations, letting you change the product structure effective in the future, and then evaluate the effect of the change.

To maintain product structure history, use the following procedure when you make changes. Modify or add an end effective date to the current relationship. Then add a new relationship with the required change with a start date after the end date of the older relationship. If you are using engineer change orders (ECN), you can enter the ECN number in the reference field.

End Effective

Enter the last day this parent/component relationship is effective. Leave it blank if the relationship has no defined end date. Starting and ending effective dates are inclusive and cannot overlap.

Operation

Enter the number identifying the operation in the routing or process where this component is used.

For components, this field:

- Determines whether this component is backflushed in repetitive manufacturing. If you enter the operation number here, this component is automatically issued (backflushed) when you report quantities for the parent in Repetitive Labor Transaction or Repetitive Scrap Transaction. If Operation is blank or does not match a defined operation, this component is not backflushed. You can issue items manually using Modify Backflush.
- Enables component yield cost calculations. Both Product Structure Cost Roll-Up and Routing Cost Roll-Up use this field when calculating material costs. If the operation yield is less than 100% in Routings, then material costs are increased to reflect yield loss. If Operation is left blank, the system assumes components are issued at the first operation.
- Enables operation-based yield calculations. If the parent item is defined with Operation Based Yield set to Yes in Items and Enable Op Based Yield is Yes in MRP Control, MRP derives component yield percentages from the operations on the parent's routing. The same method is used when bills of material are exploded in work orders, repetitive, advanced repetitive, and configured products.
- Determines whether this component prints on Repetitive Picklist Print. If Operation is entered here, the component can be picked.

When the same component is required more than once with different lead-time offsets, specify a different operation for each occurrence. Otherwise, the component requirements for orders are

summarized by operation. When this happens, the requirement for the component is based on the shortest lead-time offset.

Do not leave Operation blank if you are using yield costing or Repetitive. In Repetitive, you do not need to report at this operation in order to backflush this component. Reporting at a subsequent milestone operation backflushes this one.

If a structure is used in more than one routing but components are issued at different operations, set up an alternate structure.

Sequence Number

Enter an optional sequence number for this product structure relationship. Most functions list component items in sequence by item number. Use the Product Structure by Number Report to list components based on the sequence number.

Remarks

Enter optional remarks regarding this product structure relationship.

This field is for reference only and may appear on selected reports and inquiries. You can use remarks to help identify when and where alternate structures are used.

Forecast %

Enter the forecast percentage for this component item. The default is 100%. The forecast percentage is used by Material Requirements Planning (MRP) when the structure type is Planning. MRP calculates the component production forecast by multiplying the quantity available to promise for the parent by the component quantity per and forecast percent.

Levels

This field is read-only and indicates whether a component item has its own structure.

Click Open Structure to view or update child components for a selected item when Levels is Yes or to create a structure for a selected item when Levels is No.

Item Structure Assignment

The Item Structure Assignment panel is available only when Service BOM is not selected. This panel displays the items for which the product structure could be used to produce.

You can click New to define more items. The Edit, Delete, and Details buttons are enabled only after you select an item whose Source is Alternate on this panel. This then enables you to modify or delete an item, or launch the Alternative Structures hybrid view for further maintenance.

Note: You can also set up alternate product structures in the Items view. This way, you can define the product structures that could be used to produce a certain item.

After you add an item on this panel for a product structure, you can set BOM/Formula of this item to this product structure when creating a production order for manufacturing this item.

The Item Structure Assignment panel consists of the following fields:

Item

Enter an item number to identify for which the product structure could be used to produce.

Description 1

This field is read-only and displays the primary description set in Items for the specified item.

Description 2

This field is read-only and displays the second description line set in Items for extra or supplementary information on the item.

Reference

Enter a code uniquely identifying this parent/component relationship. This field is required only if the same component appears in the product structure at the same level more than once. In this case, each relationship is uniquely described by the combination of parent item, component item, start effective date, and reference code.

Note: You can add two or more records for one item if you set Reference differently for them.

Unit of Measure

Unit of measure for stocking and planning this item. This field is view-only and defaults based on the item number you specified.

Purchase/Manufacture

A code indicating how this item is typically processed by the system. This field is view-only and defaults based on the item number you specified.

Source

Indicate the source of the alternate product structure. Alternate product structures can come from any of the following sources:

- Item BOM/Formula: indicates the product structure is defined for this item in Items.
- Item-Site BOM/Formula: indicates the product structure is defined for this item in item-site planning exception data. In this case, the Site field also shows the specific site where the setup has been made.
- Alternate: indicates the product structure is defined for this item as an alternate routing on this panel. In this case, the Source field is not reconfigurable.
- Item: indicates the parent item itself.

Site

This field is view-only and defaults based on the item number you specified. The specific site where the setup has been made displays in this field only when Source is Item-Site BOM/Formula.

Remarks

Enter optional remarks pertaining to the item. This field is for reference only and you can leave it blank.

Note: When updating an item record, only the Remarks field is reconfigurable.

Where_Used

The Where Used panel allows you to view product structures and formulas that use the item. It consists of two sub-panels: Where-Used as Component and Where-Used as BOM/Formula.

The two sub-panels include where-used information from both site and item-site records.

Where-Used as Component

This grid lists the parents that use the current product structure as a component. You can view the following fields about each parent:

- Parent
- Description
- Source
- Parent UM
- Component
- Reference
- Start Effective
- End Effective
- Qty Per
- Scrap %
- LT Offset
- Forecast %
- Structure Type

You can select a parent record and click Open Structure to launch the Product Structures hybrid view for the selected record for further maintenance.

Where-Used as BOM/Formula

This grid lists the item records that reference the current product structure as the BOM/Formula code. You can view the following item information:

- Item
- Description
- UM
- Source
- BOM/Formula
- Site
- P/M
- Item Status
- Item Type
- Revision

Production Lines

A production line is defined at a site by specifying the hourly production rate for items produced on that line during a normal shift. One or more items can be made on the same production line, and the same item can be produced on several production lines, all at the same or at different production rates. Optionally, orders for an item can be allocated to several different production lines.

Navigate to Product Definition|Production Lines to open the Production Lines menu. Or access Production Lines through the search field.

The Production Lines default view lists all the production lines with details displayed in columns.

You can create, modify, or delete production lines.

Creating Production Lines

To create a production line:

1. In the Production Lines default view, click New.
The system opens a new Production Line form.
2. On the Main panel, record information about the production line, including the site, standard production rate, scheduler, and other data.
3. On the Line Items panel, specify attributes and options for specific items that you manufacture on the production line.
 - a. Click New to add an item to the production line.
 - b. In the Line Items grid, specify the item, start effective date, and other attributes, and click Done.
 - c. To quickly edit the item production line in the grid, select the specific record and click Edit. After you edit the information, click Done.
 - d. To add details of the production line item, click Details to open the Item Production Line Details page. Select the specific record from the browse, and then edit the details.

Modifying Production Lines

To modify an existing production line:

1. In the Production Lines default view, use the Search function to filter out the production line that you want to edit.
2. Open the Production Line record, by double-clicking the record or by clicking Edit.
3. On the Main panel, modify the standard production line data, as required.
4. Click the Line Items panel and modify the production line items in the grid.
5. On the Line Items panel, click Details to view and modify the details of each item on the production line.

Deleting Production Lines

To delete a production line:

1. In the Production Lines default view, use the Search function to filter out the production line that you want to delete.
2. Open the Production Line record, by double-clicking the record or by clicking Edit.
3. Click Delete.

Production Lines

The Production Line form includes the following panels:

- Main
- Line Items

The Production Line name and its site are displayed only on the top of the Production Line form.

Main

On the Main panel, record information about the production line, including the site, standard production rate, number of lines, duration buffer, standard setup time, and other data.

Site

Specify the site where this production line is located.

Production Line

Enter the name or code for this production line.

Description

Optionally, enter a brief description of this production line.

Planning Units/Hour

Enter the standard production rate on this line. The production rate for an item on a production line is equal to that of the operation with the lowest production rate. A production line is no faster than its slowest operation. This value is used in process EPEI calculations. The default is 0 (zero).

Ideal Units/Hour

Enter the maximum production rate at which the line could run, that is, the ideal number of units to be completed in one hour on this production line. The default is 0 (zero).

This field is not used for planning and scheduling, and its use is limited to one of the OEE submetrics called Performance. The Performance metric measures the actual run rate to this ideal run rate. Retain the default value if you do not want to use

Enable Run Size

Enter Yes to enable a link between the run crew size and the run rate. When Yes, any modification to the run crew size on the production order causes the system to calculate the run crew productivity value.

Number of Lines

Enter the number of lines/machines that the system uses to process the production order. The default is 1. You cannot enter 0 (zero).

The system uses this field to calculate the production order duration by dividing the production run time by the number of lines/machines the production line represents. Changes to this field cause the system to recalculate duration hours and duration days.

Duration Buffer

Enter the average number of days, hours, minutes, and seconds required to process a production order in addition to run and setup time. The default is 0 (zero). Changes to this field cause the system to recalculate duration hours and duration days.

Setup time

Optionally, enter the time, in days, hours, minutes, and seconds, required to prepare the production line for manufacture, independent of order quantity. This value is used in process EPEI calculations. The default is 0 (zero).

Auto Firm

Specify Yes to have the system automatically firm orders scheduled on this production line.

Last Auto Firm

Select from the calendar a date of the last auto-firm by clicking the calendar icon.

Scheduler

Enter a valid user name specified in User Maintenance for the person responsible for scheduling the production line.

Horizon End

Enter the number of periods and specify either Day, Week, or Month as the horizon end for this production line.

The system calculates the end date based on the period and period number and displays it in the Calculated End field.

Calculated End

This field is read-only. The system calculates the end date based on the period and period number. For example, if Horizon End is set to 5 days, the Calculated End is five days starting with today.

Line Items

On the Line Items Panel, you specify attributes and options for specific items that you manufacture on the production line.

Item

Enter the item being manufactured, either a finished product or an intermediate product or subassembly. The item can be a co-product/by-product or base process item.

The item number, site, and production line together determine the default routing code, BOM code, estimated yield, lead time calculation, and components for the order from data setup for the item, item-site, and item and production line.

Description 1

This field is read-only and displays the primary item description set in Item Master.

Description 2

This field is read-only and displays the second description line set in Item Master for extra or supplementary information on the item.

Start Effective

Click the calendar icon to select the start date from which this item becomes effective for the current production line.

Planning Units/Hour

Enter the production rate for this specific item on the current production line. This value is used in process EPEI calculations. The default is 0 (zero). When the production rate for the item is 0 (zero), the system uses the standard production rate of the current production line.

Setup Time

Optionally, enter the time, in days, hours, minutes, and seconds, required to prepare the production line to manufacture this item, independent of order quantity. This value is used in process EPEI calculations. The default is from the production line setup time.

Setup Crew

Enter the code that identifies the crew that typically sets up the production line for this item.

No scheduling or cost calculations use the setup crew and run crew values.

Setup Crew Size

Enter the number of people in the setup crew.

Run Crew

Enter the code that identifies the crew that typically runs the production line for this item.

No scheduling or cost calculations use the setup crew and run crew values.

Run Crew Size

Enter the number of people in the run crew.

No scheduling or cost calculations use the setup crew and run crew values.

Routing Code

Enter a valid code that identifies the routing or process used to produce this item on this production line. The code can identify an alternate routing or process.

This field can be left blank. When blank, the system accesses the routing or process with a routing code equal to the item number.

BOM/Formula

Enter a valid BOM code for the product structure or formula used with the routing or process to produce the item on this production line.

This field can be left blank. When blank, the system accesses the product structure or formula with a BOM code equal to the item number.

Tooling

Enter a valid code for the tool that the run crew typically uses when this item is produced on this production line.

Run Sequence 1

Enter the code for the primary run sequence of the item. A value is typically specified only for items that are line manufactured (Pur/Mfg code L).

Run Sequence 2

Enter the code for the secondary run sequence of the item. A value is typically specified only for items that are line manufactured (Pur/Mfg code L).

Page

Enter the page number for the note.

Note

Enter the note that you want to add to the current item production line.

Routings

Use Routings to manage the operations for manufacturing a product.

To manufacture an item or product, you must complete one or more activities or operations. The list of required operations is called a routing, which basically defines the process needed to produce the item or product.

If a product structure is the list of ingredients in a recipe, a routing is the directions. The routing is generally associated with some elements, such as work centers, machines, sequence of operations, and required tools.

A routing also provides manufacturing instructions, such as how long it takes to produce items, what quantities are produced and by whom, whether there are any interruptions to production, and so on.

In addition, a routing contains data used as a standard for evaluating production, operation times, yield percentages, the number of machines normally needed, and so on. The work center codes associated with routing operations link actual production results with capacity planning, cost accounting, and other programs.

Routings can be used in various scenarios such as:

- Calculate the cost of producing an item.
- Calculate the time it takes to manufacture an item.
- Schedule operations for production orders and repetitive schedules.
- Calculate load in work centers.
- Print routings for production orders.

The Routings view allows you to create, modify, or delete routings. To open the Routings view, you can either choose Product Definition > Routings or enter Routings in the search field.

As in other QAD Web UI functions, the Routings menu is associated with roles; in this case, Master Scheduler, Mfg Engineering Manager, Production Manager, Production Operator, and Quality Manager. When you are assigned one of those roles, you can find Routings under the Product Definition menu.

Summary

The Summary panel displays key data about the routing you are working on, including Routing and Description. These fields are read-only and stay in view even when you scroll down the page.

Main

On the Main panel, add information about the routing, including the routing code and description.

Routing

Enter a code identifying the set of operations required to manufacture an item. For manufactured items, the system uses the routing to calculate product cost and plan for capacity.

You can create a routing for any item; however, when the item is not manufactured, the routing information is not used for planning or in the cost roll-up functions.

Assign a default routing code to an item in Items. The system assumes the item number is the default routing if a routing code is not specified. Assign a routing code to an item at each site in the Site Planning Exceptions panel of Items, indicating how the item is normally made at that site.

You do not need to define routings for co-products because the system uses the routing associated with the base process.

Description

Optionally, enter a brief description of the routing.

Operations

The Operations panel allows you to click New to create more operations for the routing, or select an existing operation record and click Edit or Delete to modify or remove it.

You can also click Details on this panel to open the Routing Operations hybrid view. You can then set attributes and options for the operations involved in the routing, including the operation number, operation time, operation options, subcontract details, and costing data.

Operation

Enter an operation sequence number to identify a step within this routing.

Each routing consists of a series of operations. Operation numbers must be unique within a routing. Routing operations are always printed in ascending sequence by operation; for example, operation 20 follows operation 10. QAD recommends that you number operations by 10s or 100s. In this way you can add new intermediate steps without renumbering the existing ones.

Deleting an operation from a routing does not change any existing orders that reference it. If you delete an operation from a routing, close any open cumulative orders using the routing. Otherwise, employees can report labor against the operation by manually entering the number.

Standard Operation

Enter a code identifying a standard operation defined in Standard Operations. A standard operation is common to several products or applicable to different routings in different operation sequences.

Standard operations act as templates and can help speed up entry of your routing or process operations by providing default information when you create a new routing operation. You can modify defaults as needed.

You can also reference standard operations directly on a production order.

Changing a standard operation does not automatically change the routings or processes that reference it. You must make changes to these manually.

After you set Standard Operation, values of the following fields default from this standard operation:

- Work Center
- Machine
- Overlap Units
- Setup Time
- Run Time
- Move Time
- Yield Percent
- Milestone Operation
- Subcontract Lead Time
- Tooling
- Inventory Value
- Subcontract Cost

You can modify these values as needed to create the specific operation for this routing.

Work Center

Enter the code identifying the work center where this operation is normally performed. The work center and machine code together identify work center defaults. Work centers represent individual machines, groups of similar machines, or subcontract suppliers.

Machine

Enter the machine normally used for this operation. The work center and machine code together identify work center defaults.

You can uniquely identify a work center by using a work center code along with an optional machine code. You can leave Machine blank if only one type of machine is available in the work center. If there are multiple machine types or models, set up a different record for each machine, using the same work center ID.

When an operation can be performed on more than one machine, enter the preferred work center and machine on the standard routing. Define alternate routings for the other machines, specifying their lead time components, yields, and processing instructions. Set up work center routing standards for each alternate machine, defining the standard run rates to use for efficiency reporting.

After you set Work Center and Machine, the system fills in the following fields by default:

- Machines per Operation
- Queue Time
- Wait Time
- Setup Crew
- Run Crew
- Supplier

Description

Enter a brief description of this manufacturing operation to include on reports, inquiries, and printed shop documents.

Description defaults from the standard operation, if specified.

Machines per Operation

Enter the number of machines that can process work at the same time at this operation. You can also use this field to indicate multiple operators on one machine.

This value defaults from the work center. You can modify it as needed. The number of machines per operation affects scheduling and cost. The system schedules operations by dividing run time by the number of machines.

Standard machine burden is calculated as:

*$$(((\text{Setup time}/\text{Order quantity}) * \text{Routing machines per operations}) + \text{Run time}) * \text{Work center machine burden rate}$$*

Start Date

Click the calendar icon to specify the first day this routing step is effective. Leave this field blank if the operation has no defined start date. Starting and ending effective dates are inclusive and cannot overlap.

Routing steps are typically effective over a defined period of time. When specified, the start date determines when this step should be included on the routing. You can use effective dates to phase in engineering changes and to maintain product history.

The system uses start and end dates to determine which routing information is effective on a specific date. You can generate many reports and inquiries for a specific effective date. This is useful for cost calculations, letting you change the routing effective in the future, and then evaluate the effect of the change.

If you use Product Change Control, the incorporation process updates the start date for new routing operations automatically.

End Date

Click the calendar icon to specify the last day this operation is effective. Leave this field blank if the operation has no defined end date. Starting and ending effective dates are inclusive and cannot overlap.

If you use the Product Change Control module, the incorporation process updates the end date for deactivated routing operations automatically.

Setup Time

Enter the standard time, in decimal hours, required to prepare this work center to carry out this operation, independent of order quantity. This value defaults from the standard operation, if any.

Setup time is one component of the operation lead time. When scheduling production order operations, the system uses setup and run times to determine the operation duration. The interoperation lead time is calculated based on the first operation's wait and move times and the following operation's queue time.

If actual setup labor is not reported for an operation, the system assumes that standard setup was completed and not reported. Setup is posted at standard during Production Order Accounting Close.

Run Time

Enter the time, in decimal hours, required to process one unit at this operation. This value defaults from the standard operation, if any.

Run time is one component of the operation lead time. When scheduling production order operations, the system uses setup and run times to determine the operation duration. The interoperation lead time is calculated based on the first operation's wait and move times and the following operation's queue time.

Order Quantity

Specify the number of items you need to make in this operation. Generally, the value defaults from Items.

Subcontract Lead Time

Enter the average number of calendar days it normally takes a subcontractor to perform the operation. This value defaults from the standard operation, if specified, and is only needed for subcontract operations.

You should enter either subcontract cost and lead time (LT) or setup, run, and move time. Specifying both can overstate lead time and result in incorrect schedules. If you subcontract an operation sometimes and at other times complete it on site, set up an alternate routing rather than combining the information in one.

Subcontract Cost, Subcontract Lead Time, and WIP Item are available in multiple detail panels.

Once you set the Subcontract Cost, Subcontract Lead Time, or WIP Item field on either detail panel, the value of these fields on the other detail panels are synchronized accordingly.

Total Operation Time

The system automatically calculates the value of this field based on the values of Setup Time, Run Time, Order Quantity, and Subcontract Lead Time:

$$\text{Total Operation Time} = \text{Setup Time} + \text{Run Time} * \text{Order Quantity} + \text{Subcontract LT}$$

If Order Qty is zero or the routing code is not equal to the item number, the system takes Order Quantity as 1 in calculations.

For example, if Setup Time, Run Time, Order Qty, and Subcontract LT are set to 2.0, 2.0 Units/Hour, 1, and 0 Day respectively, the system automatically displays 2.50 in the Total Operation Time field.

Move Time

Enter the time, in decimal hours, required to move work from this operation to the next, independent of order quantity. This value defaults from the standard operation, if any.

Since move time is often dependent on the next operation, it is typically modified for each operation.

Move time is one component of the operation lead time. When scheduling production order and repetitive operations, the system uses setup and run times to determine the operation duration. The interoperation lead time is calculated based on the first operation's wait and move times and the following operation's queue time.

Move time is not adjusted by the system to reflect differences in order quantity. It is stated in terms of the item order quantity. You can change it on the work order, as needed.

In a process flow environment, move time is normally 0 (zero). Move time applies to a physical movement of product that affects the schedule. For example, when product moves between buildings, time may be spent loading and unloading as well as in transit.

Queue Time

Enter the amount of time, in decimal hours, a job normally waits at this work center before this operation is set up and processed. Queue time defaults from the work center.

Queue time is one component of the operation lead time. When scheduling production order operations, the system uses setup and run times to determine the operation duration. The interoperation lead time is calculated based on the first operation's wait and move times and the following operation's queue time.

Queue time is independent of order quantity and can be compressed in past-due situations. When the system uses backward scheduling, it works backward from the order due date to determine a

scheduled start date. If the start date is before the current date, you may want to reschedule by reducing or eliminating queue time.

When scheduling operations, the system looks at the shop calendar for the work center to determine the maximum number of hours available for queue time in each calendar period.

Wait Time

Enter the amount of time, in decimal hours, a job normally waits at this work center after the current operation is complete before it can be moved to the next operation. Wait time defaults from the work center.

Wait time is one component of the operation lead time. When scheduling production order and repetitive operations, the system uses setup and run times to determine the operation duration. The interoperation lead time is calculated based on the first operation's wait and move times and the following operation's queue time.

Wait time is independent of order quantity. An order must wait at least this long before it can move to the next operation. Wait time cannot be compressed in past-due situations since it may be required for drying, cooling, aging, or curing.

Wait time is expressed in hours and is not affected by the shop calendar. If the factory is shut, this type of process continues.

Total Non-Operation Time

The system automatically calculates the value of this field based on the values of Move Time, Queue Time, and Wait Time:

$$\text{Total Non-Operation Time} = \text{Move Time} + \text{Wait Time} + \text{Queue Time}$$

For example, if Move Time, Queue Time, and Wait Time are set to 1, 0.5, and 0.5 respectively, the system automatically displays 2.00 in the Total Non-Operation Time field.

Milestone Operation

Select or clear this check box as needed. This field determines whether to designate a routing operation as a milestone operation so as to simplify the reporting of shop floor activity for production operations. The reporting of a completed quantity at a milestone operation initiates a backflush for the milestone operation, as well as previous non-milestone operations, back to but not including a previous milestone. Quantities can be reported as completed at milestone operations, and not at non-milestone operations.

This field is selected by default if this operation is a standard operation.

Auto Labor

Select or clear this check box as needed. This field determines whether standard labor is reported automatically by backflush transaction.

Do not select this check box if you do not want to generate labor reporting automatically.

If you select this check box, the backflush transaction automatically reports the standard number of run hours for the quantity processed. Any hours specified directly are considered as additional to the standard. Negative numbers are subtracted from the standard. The backflush transaction also automatically reports standard hours for each prior non-milestone operation that also has this Auto Labor selected.

Move Next Operation

Select or clear this check box as needed.

If you select this field, the quantity completed for the operation automatically moves to the next operation. This occurs regardless of whether the previous operation is complete.

If you do not select this field, the quantity completed for the operation does not affect the quantity open at the next operation.

WIP Item

Optionally, enter an item number to represent work-in-process (WIP) material for subcontract shipments.

Setup Crew and Run Crew

Enter the number of people normally required to set up this operation. This value defaults from the work center.

Setup and run crew are not used in any scheduling or cost calculations. This field is for reference only and can appear on some selected reports and inquiries.

Run Crew

Enter the number of people normally required to run this operation at this work center. This value defaults from the work center.

Setup and run crew are not used in any scheduling or cost calculations. This field is for reference only and can appear on some selected reports and inquiries.

Overlap Units

Enter the number of units that must be completed before they are moved to the next operation.

When there are two consecutive operations, you can sometimes save time by moving partial quantities from one operation to the next before the first operation has been completed.

Yield Percent

Enter the normal yield percentage for this operation. Yield is the percentage of any order expected to be in usable condition after this operation.

Tooling

Optionally, enter a valid code for the tool that the run crew typically uses when this item is produced in this operation.

This field is for reference only and may appear on some selected reports and inquiries.

Subcontract Cost

Enter the average cost per unit normally charged by the subcontractor to perform this operation. This value defaults from the standard operation, if specified, and is only needed for subcontract operations.

Cost calculation functions determine item costs based on subcontract cost.

You should enter either subcontract cost and lead time or setup, run, and move time. Specifying both can overstate cost and lead time and result in incorrect schedules.

Supplier

If this is a subcontract operation, enter the code of the supplier doing the work.

When Production Orders is installed, the value of this field defaults from Work Center.

If Production Orders is not installed, this field is editable and defaults from Standard Operation.

Inventory Value

Enter a cost amount, representing accumulated cost through this operation.

You might use inventory value when costs are set internally or negotiated with a customer, or for any cost you want to track in WIP, such as union costs or miscellaneous supplies.

Item Routing Assignment

After you set up a routing, you can link it to an item in several ways, depending on whether this routing should be used as the default routing code or available for use as an alternate routing.

The Item Routing Assignment panel enables you to specify for which item the selected routing can be used.

You can click New to define more items. The Edit, Delete, and Details buttons are enabled only after you select an item whose Source is Alternate on this panel. This then enables you to modify or delete such an item, or launch the Alternate Routings hybrid view for further maintenance.

You can also define an alternate routing for an item site in Items.

After you add an item on this panel for a routing (for example, routing A), you can set Routing of this item to routing A when creating a production order for manufacturing this item.

The Item Routing Assignment panel consists of the following fields:

Item

Enter a number to identify the item that the routing could be used to produce.

Description 1

This field is read-only and displays the primary item description set in Items.

Description 2

This field is read-only and displays the second description line set in Items for extra or supplementary information on the item.

Source

Indicate the source of the alternate routing. Alternate routings can come from any of the following sources:

- Item Routing: indicates the routing is defined for this item in Items.
- Item-Site Routing: indicates the routing is defined for this item in item-site planning exception data. In this case, the Site field also shows the specific site where the setup has been made.
- Item: indicates the item shares the same code as the selected routing.
- Alternate: indicates the routing is defined for this item as an alternate routing on this panel. In this case, the Source field is not reconfigurable.

The first three types of items cannot be created, modified, or deleted on this panel. Only items whose Source is Alternate can be created, modified, or deleted here.

Site

Enter the site where you normally manufacture or store the item. The specific site where the setup has been made displays in this field only when Source is Item-Site Routing.

BOM/Formula

Enter the code identifying the product structure or formula normally used to manufacture this item.

After an item is added to this panel, you can click Edit or Details to modify it. However, only the BOM/Formula is reconfigurable.

Unit of Measure

Unit of measure for stocking and planning this item. This field is view-only and defaults based on the item number you specified.

Drawing

Engineering drawing number for this item. This field is view-only and defaults based on the item number you specified. It is optional and for reference only and can appear on some selected reports and inquiries.

Item Type

An optional code used to categorize similar items. This field is view-only and defaults based on the item number you specified.

Item Status

Status of this item in the product lifecycle. This field is view-only and defaults based on the item number you specified.

Inventory

Inventory manages the materials used in production processes.

Locations

Use Locations to specify areas within a particular site where inventory is stored.

A location can include shelves, bins, tanks, lots or other storage areas. Each location's parameters identify what can be stored there and how that inventory can be used.

Each time you perform an inventory transaction, such as an issue, receipt, or transfer, you must specify both a site and location. Use Items or Item-Site Inventory Data Maintenance to define default sites and locations for individual items. Use Item-Site Inventory Data Maintenance to assign site-specific locations to an item. When considering location defaults, the system searches for a site-specific record first. If the record does not exist, location defaults from the Items view.

A site can have an unlimited number of locations. Although the system permits the use of blank location codes, this is not recommended.

Note: The Transfer Ownership field is active only if you are using the optional Supplier Consignment Inventory module.

When establishing a naming convention for location identifiers, consider the picking order specified in Inventory Control. When items are picked by location code, work order and sales order picklist functions check locations in ascending or descending order, according to the Inventory Control setting. Because of this, numeric location codes such as 1000, 1100, and 8000 are recommended. If you use significant codes and allocate in ascending order, the system checks locations in alphabetical order; for example, Inspect would come before Storage.

Permanent/Temporary Locations

Locations can be defined as permanent or temporary. When you define a location as permanent, the system maintains all location detail records for that site/location until they are deleted using Zero Balance Delete/Archive. Since detail records are maintained, locations with zero balances appear on reports.

If you define a location as temporary, the system automatically deletes inventory detail records when the location's balance falls to zero. It does not delete the location code. Since zero balance locations do not have detail records, they do not appear on reports.

Automatic Locations

The system can automatically create location codes whenever you enter an undefined value. Do this by selecting Automatic Locations in the Sites view. This option is useful if you frequently need to define a new location while entering a transaction.

Note: The system automatically creates new location codes without verification. This means that you can inadvertently create a new location code from a typing error. For example, if you type STWCK instead of STOCK, the system creates a location code called STWCK.

If a site has a complex network of storage locations, automatic locations may be a useful feature. An alternate approach is to set up your main locations in Locations and to define sub-locations using the Reference field in the Inventory Detail view.

Location Types

Some items require special storage conditions such as temperature control or sterile environments. Storing these items in an inappropriate location can cause inventory to become unusable. Location type codes enable you to control the type of inventory stored in a location.

Specify the type code for a location in Locations. Then, identify the items that require this type of storage by specifying the same type code for them in Items.

When the item is received, transferred, or counted using a cycle count or a tag count, the system verifies that the type associated with the location and item match. If the types do not match, an error displays and the transaction cannot be processed. This is useful for items with special storage requirements such as temperature or humidity. The location type can indicate this and comments can describe the exact requirements.

Single Item Locations

Some locations can be used to store different types of the same kind of material. For example, a vat may contain any kind of liquid, such as olive oil, ammonia, or acetic acid. However, at any one time, you only want one type of liquid in that location.

Define these locations as single-item locations by selecting the Single Item check box. When a location is designated as a single item location, it can only have an on-hand balance for a single lot of one item at a time.

Note: Single item applies to lot reference also, if it is used.

Physical Address

In some business environments, formal shipping documents must accompany any movement of goods between distinct addresses. While this typically occurs between two sites, locations within a site can also have distinct physical addresses. When two locations involved in a transfer have different addresses defined in Locations and the proper shipping groups and inventory movement codes are defined, you are prompted to create a shipper in the transfer functions.

Customer Reserved Locations

Customer Reserved locations let you dedicate inventory to a specific customer or customers to ensure an adequate supply for sales orders.

Click New in the Customer Reserved panel to assign reserved locations to specified customers.

Select a customer address from the lookup and indicate whether this location is the customer's primary location; also specify whether detail allocations should normally be created. The primary location always defaults on new sales quotes and orders. Each customer can have only one primary location at a site, but you do not need to designate any reserved location as primary.

When you create a sales order for a customer with a reserved location, the reserved location defaults during line-item entry. For other customers, the system automatically blocks sales order line-item entry or shipment from a reserved location.

Note: When doing general allocations in Sales Orders, the system does not update location detail records for locations with inventory status codes that have Available set to No—the recommended setting for reserved locations. In these cases, entering subsequent sales orders for the same item in non-reserved locations may display an incorrect quantity available to allocate at the bottom of the Order Lines panel. Set Detail Allocate to Yes in the Customer Reserved panel to avoid this situation.

The system does not prevent you from reserving the same site and location for multiple customers. You must ensure that only appropriate customers are assigned to reserved locations. Use Reserved Location Browse and Report to monitor customer associations with reserved locations.

Reserved Locations and Inventory Status Codes

You can manage inventory in a reserved location by assigning the appropriate inventory status code to the location.

Note: Since all inventory detail records in the location must have the correct status code, you should create new locations for the reserved inventory.

Set up the status code in Inventory Status Code Maintenance before assigning it to the new location in the Locations view:

- Set Available to Allocate to No. This prohibits allocating inventory from reserved inventory to undesignated customers. This setting does not affect customers who have been assigned a reserved location.
- Set Nettable to No. This excludes reserved inventory from Materials Requirement Planning (MRP) functions. Otherwise, the system counts reserved inventory in its planning functions, and inventory shortages for other customers may occur.
- Set Overissue to Yes or No, depending on your inventory management policy on issuing inventory from a location that has a zero or negative inventory balance.
- Set up restricted transactions for all non-sales order transactions. This prohibits non-sales order transactions for reserved locations inventory. For example, apply restrictions to work order component issue, DRP shipments, RMA shipments, issue and receipt transactions, and others that may allow other order functions to access reserved-location inventory.

Effect of Reserved Locations in Sales Order Functions

When an item is entered on a sales order, the default location is normally the one associated with the item in the Items view. When reserved locations exist for the order customer, a new method is used to determine the default location.

The system checks for reserved location records for the ship-to customer address, then the sold-to address, and finally the bill-to address. If a record is found with Primary set to Yes, this location is used as the default. If reserved locations are defined for one of the order address records but none are designated as primary, the first reserved location found alphabetically within the site is used as the default.

Main

The Main panel contains the parameters that allow you to identify what can be stored in the location and how that inventory can be used.

Site

The site where this storage location can be found. All inventory balances are maintained by site and location. Since inventory locations are a subset of site, the same location codes may be used for different sites. All inventory information is accessed and displayed using both site and location code.

Location

Location defaults from the browse selection. Location codes identify physical locations where inventory is stored. Every item in inventory is associated with a location. A given item may be stored in multiple locations.

Description

A short description of this location code, usually describing where to look for it. The description prints on most reports and inquiries, as space permits.

Inventory Status

The usual status of inventory held in this location. Inventory status codes determine whether specific inventory balances on hand are available for allocation to sales orders or work orders, are considered available by MRP, and are allowed to go negative.

Inventory status codes also restrict particular transactions at specific locations. You can restrict issues from an inspection location. Inventory status codes are assigned when items are received by inventory. They can be changed using the Inventory Detail view or Detail Maintenance by Item/Lot. PO Rcpt Status assigns a default inventory status code for purchase order receipts. WO Rcpt Status assigns a default inventory status code to work order receipts.

Project

Optionally, specify a valid, active general ledger (GL) project code to associate with this location.

When you enter or change the project value for a location with inventory, the system displays a warning.

Project locations are typically assigned a default inventory status that is:

1. Non-nettable. This prevents planning functions such as Material Requirements Planning (MRP) from considering items in project locations as a source of supply.
2. Does not allow overissues. Order enough items in advance using MOs or project purchase orders so that a sufficient quantity is on hand in the project location when you record activity against the project.

Location Type

Enter a code that identifies the type of this location.

Locations are categorized by type and each item can also be assigned a specific location type in Items, Item Inventory Data Maintenance, or Item-Site Inventory Data Maintenance. When the item is received, transferred, or counted using a cycle count or a tag count, the system verifies that the type associated with the location and item match. If the types do not match, an error displays and the transaction cannot be processed.

The location type is useful for identifying items with special storage requirements such as temperature or humidity. The location type can flag these conditions and comments describe the exact requirements.

Capacity

The capacity of this inventory storage location, in terms of the capacity unit of measure. This field is for reference only and may appear on some selected reports and inquiries.

Capacity UM

The unit of measure in which the location capacity is expressed. This field is for reference only and may appear on some selected reports and inquiries.

Physical Address

Use the lookup and select the company address that represents the actual physical address of the location. This address is used to generate shipper documents for inventory transfers between locations that are physically separated.

Date Created

The default is the system date. The date this location was created. This may be the date it was entered into the system or the date it was put into use. This field is for reference only and may appear on selected reports and inquiries.

Permanent

Select whether inventory location detail records in this location are permanent or temporary.

Clear this check box so that the inventory location detail records are temporary. These records are deleted by the system when the on-hand balance is brought to zero (0) for the combination of item, site, location, lot or serial number, and reference number.

Select this check box so that the inventory location detail records are permanent and retained in the system, even when the balance on hand is zero.

Note: This setting has no effect on the location itself; the system never automatically deletes locations, regardless of whether they contain inventory or not.

Use temporary locations to keep inventory reports at a reasonable length, particularly when you have lot/serial controlled items with zero balances. When a location is defined as permanent, all location details are maintained in the system until they are deleted using Zero Balance Delete/Archive.

You may want to use permanent inventory locations when items have fixed or designated stocking locations. For example, a particular resistor is always stored in a specific bin location. In this case, you want to see the information on reports and inquiries, even when the balance is zero.

Single Lot/Reference

Select whether more than one lot/ref number of the same item may be stored in this location.

Select this check box to prevent receipt of more than one lot/serial number into a location. This check box is selected for positive receipt, negative issue, and cycle count adjustment transactions. It is not selected when counting tags or updating inventory balances using Physical Inventory. There are several reasons for this:

1. Live inventory balances may change after a tag is counted.
2. When updating inventory from tag records, there may be several offsetting tags that could be rejected in error when they are processed in a particular sequence. This approach could prevent counts from being corrected.

Negative receipt and positive issue transactions can permit a user to reverse a previous receipt. This step can result in additional inventory records with negative balances to be created for a location that is defined as Single Item or Single Lot/Ref.

This is especially useful in situations where ingredients are stored in tanks or silos and must never mix. Or, when different dye lots, potencies, or grades of an item should not be mixed.

Transfer Ownership

When the Supplier Consignment Inventory module is activated, you can indicate how consigned inventory should be managed when it is transferred to a specific location. The value defaults from Site Maintenance.

Select this check box so that inventory received into the location retains its consigned status.

Clear this check box so that receiving inventory into the location initiates a transfer in ownership. To track the ownership change, RCT-PO and CN-ISS transactions occur, in addition to the inventory transfer and receipt. The supplier can now invoice you for the inventory and general ledger accounts that are updated.

When the Supplier Consignment Inventory module is not active, the Transfer Ownership field is disabled.

Transfer of ownership occurs automatically when consigned inventory is issued to work orders, sales orders, or final assembly orders and when unplanned issues occur. Ownership transfer is optional during inventory transfer and receipt.

Customer Reserved

Address

The customer or ship-to address.

Name

The name of the customer or ship-to address.

Primary Location

Select Yes to designate this location as the primary reserved location for the customer at the selected site. Otherwise, select No. A customer can have only one primary reserved location at a site.

If another location is designated as primary and you set this field to Yes, the system displays a confirmation message indicating that the address already has a primary reserved location. Click Confirm to change the primary location.

The setting of this field affects how the system determines a default inventory location for new sales orders and quotes for this customer:

- If Yes, this location is used as the default.
- If reserved locations are defined for the customer, but none are designated as primary, the first location found alphabetically within the site is used as the default.
- If no reserved locations are assigned to the customer at the site, the location associated with the order line item in Items defaults.

Detail Allocate

Specify whether the system automatically generates detail allocations on sales orders for this customer from this reserved location.

- Yes (default). When creating sales orders, the system forces detailed allocation of the reserved inventory. This ensures that quantity-to-allocate calculations are correct for the same item in non-reserved locations.

- No. The system does not automatically generate detailed allocations.

It is recommended that you leave this field set to Yes. During general allocation, the system does not update location detail records for locations with inventory status codes that have Available set to No, which is the typical setting for a reserved location. In these cases, entering subsequent orders for the same item in non-reserved locations can display an incorrect quantity to allocate. Setting Detail Allocate to Yes avoids this situation.

Inventory Detail

Use Inventory Detail to review and modify the regulatory attributes for items held in inventory at a particular site and location.

Use the Inventory Detail view to review and modify the regulatory attributes for items held in inventory at a particular site and location. Attributes include: Inventory Status, Expire Date, Grade, and Assay %. When items are received into inventory, they are assigned Assay %, Grade, Expire Date, and Inventory Status. There are three ways to assign inventory attributes:

- They are preset using attribute default settings.
- They are set at the time of receipt using the Chg Attributes field in receipt functions.
- They are modified using the Inventory Detail view, Detail Maintenance by Item/Lot, or Multi-Lot Inventory Detail Update.

Separate inventory attributes are stored for each combination of site, location, item number, lot/serial, and reference. This function changes inventory attributes for a specific item number at a particular site and location. In many cases expire date is changed using a formal recertification process. Use functions in Quality Management rather than changing the date in the Inventory Detail view. A complete audit trail of all inventory transactions is maintained in transaction history (tr_hist). These can be reviewed using the Inventory Transactions view. Each transaction is identified by a transaction number and a transaction type. Two transaction types, ISS-CHL and RCT-CHL, maintain records of the original attributes and the new attributes. You should define menu security for this program to restrict access.

Main

Item

The item this inventory detail information relates to.

The system organizes inventory detail data by item number, site, location, lot or serial number, and reference number. For each unique combination of these values, it tracks the quantity on hand (QOH) and inventory attributes such as assay percentage, grade, expiration date, and status code.

Site

Site codes identify areas where inventory is manufactured or stored: an off-site storage area, a distribution center, a warehouse, a manufacturing facility, or any combination of these.

All inventory control and planning information is maintained by site, including inventory availability, manufacturing methods and costs, sales, purchases, manufacturing plans and orders, and forecasts.

Each site is associated with a specific general ledger entity, allowing complete financial results to be maintained and monitored by site (or by groups of sites).

Usually each site is split into multiple locations where the inventory is actually stored, so you may think of a site as a group of physical locations—stockrooms, inspection stations, shop floors.

Location

Identifies this inventory quantity's location.

Location codes identify physical locations where inventory is stored.

Every item in inventory is associated with a location. A given item may be stored in multiple locations. The location code must be specified on every inventory transaction—issues, receipts, transfers, and counts.

Location code can be used to select specific information to appear on reports and inquiries.

Lot/Serial

The lot/serial number associated with this inventory quantity.

The Lot Control value for the item determines if a lot or serial number is required. The Lot Control value, which is set in the Items view, is used as the default for all sites. Set up site-specific values in the Site panel in the Items view. For more information on the Lot Control setting, see the field definition for Lot Control.

Reference

Lot reference, with site, location, and lot/serial number, specifically identifies inventory quantities. Lot reference may be the production lot of the item or it may be a location reference such as a skid, roll, or pallet number.

The system organizes inventory detail data by item number, site, location, lot or serial number, and reference number. For each unique combination of these values, it tracks the quantity on hand (QOH) and inventory attributes such as assay percentage, grade, expiration date, and status code.

Location Quantity

Quantity at selected location.

Quantity Allocated

The total quantity to be allocated for this item in this site, location, lot/serial, and lot reference. The quantity unit of measure is the same as the item unit of measure. For serial-number controlled items, quantity must be 1 or -1.

Quantity allocated cannot be greater than the quantity required.

Component items are automatically allocated by the system when the production order status is changed to A, for allocated. These are general allocations, reserving components for this order by reducing the quantity available to allocate. The items are not physically picked or issued, just flagged as allocated. When inventory status displays, the quantity available to allocate appears with the quantity on hand. This is useful for preventing sales orders from being taken for component items needed by manufacturing. Other production orders could be processed, since production order allocations are not restricted by quantity on hand or available.

There are two types of allocations: general and detail. General allocations allocate the required quantity of an item. Detail allocations specify the site, locations, lot/serial numbers, and lot references from which that quantity is to be allocated.

The system automatically generates detail allocations when sales order, distribution order, or RMA packing lists and work order picklists print.

Frozen Loose Quantity

The frozen loose quantity is the quantity of items that are not in packs residing at a location when the snapshot of inventory balances is taken. During the Physical Inventory process, a snapshot of inventory balances is taken in the system for counting purposes. After counting how many items are physically in the location, the system compares that quantity with the frozen quantity as well as any inventory transactions that have occurred to justify any differences.

Freeze Date

The date when the Physical Inventory snapshot was taken of the inventory balance for the item, site, location.

Shelf Life

The number of calendar days that this item can be held in inventory before it becomes unusable. Shelf life is typically defined for items that spoil or degrade over time.

Regulatory Attributes

Inventory Status

Enter the inventory status code to associate with this inventory quantity.

Inventory status codes determine whether inventory balances are available for allocation, are considered by MRP, and are allowed to go negative. Status codes also restrict particular transactions at specific locations. For example, you can restrict issues from an inspection location.

Set up inventory status codes in the Inventory Status Codes view.

Item quantities received into inventory are automatically assigned an inventory status based on one of the following:

- The production order or PO Receipt Status settings in the Items view.
- Settings in the Inventory Detail view.
- The default inventory status for the receiving location or site, set up in the Locations view or the Sites view.

You can assign a different inventory status to individual item quantities at a particular site or location or item quantities in the same location that are differentiated by unique lot, serial, or reference numbers.

You can apply field security to this field to restrict access.

If you do not have access to the Inventory Status field (Id_status), transferred items must assume the default inventory status of the transfer-to location. In this case, you must respond Yes to the "Use to status?" prompt. For example, a restricted user transferring items from location 100, with a default inventory status of GOOD, to location 200, with a default inventory status of INSPECT, cannot have the transferred items retain the GOOD inventory status.

Expire Date

Enter the expiration date associated with this specific inventory quantity.

The system calculates an expiration date when an item is received into inventory by adding the number of days specified for shelf life to the receipt date. The system searches for a value for shelf life in this order:

1. For the item and site in the Site Inventory Exceptions grid on the Site panel in the Items view.
2. For the item in the Inventory panel in the Items view.

Shelf life is typically defined for items that spoil or degrade over time. Inventory that has expired does not appear on picklists as a quantity to be picked. If you try to ship or issue expired inventory, an error message displays and you cannot continue.

You can impose additional restrictions by setting Issue Days in Inventory Control. For example, if Issue Days is 5, you cannot ship or issue inventory that will expire within the next 5 days.

Grade

The grade associated with this inventory quantity. Usually identifies the quality or physical properties. Graded products include raw materials, intermediates, or finished goods.

When allocating items, Assay % and Grade may be important. Specific formulations may require a minimum assay percentage or grade. These values are reviewed on the screen prior to allocating or picking ingredients.

Grade may determine the price charged for the finished product. Some customers may require a certain grade.

Default values for Assay % and Grade are set in Prod Order Attribute Maintenance in the Regulatory Attributes module. If these are blank or if the Regulatory Attributes module is not active, values come from existing inventory detail records. If there are no existing records, Assay % is set to 0.00% and Grade is set to blank.

Assay %

The assay percentage associated with this inventory quantity. Usually identifies the percent solution.

When allocating items, Assay % and Grade may be important. Specific formulations may require a minimum assay percentage or grade. These values are reviewed on the screen prior to allocating or picking ingredients.

Default values for Assay % and Grade are set in Prod Order Attribute Maintenance in the Regulatory Attributes module. If these are blank or if the Regulatory Attributes module is not active, values come from existing inventory detail records. If there are no existing records, Assay % is set to 0.00% and Grade is set to blank.

Issue Unplanned Action

Use the Issue Unplanned action to register an issue not involving any open sales, purchase, manufacturing, or quality order.

To perform an unplanned issue, select the item in the Inventory Detail browse and select Actions > Issue Unplanned. In the Issue Unplanned modal, fill out the required information in the fields.

To perform an unplanned issue on multiple items, click New to add additional rows to the grid and then fill out the required information in the fields.

Once you have entered all the required information, click Submit.

Multi-Entry

Use the Multi-Entry option to issue multiple lot/serials for an item. In the Line Multi-Entry modal, enter the Site, Location, Lot/Serial, Reference Number, and Quantity. When the entire transaction quantity has been entered, click OK to return to the Issue Unplanned modal. The quantity to process is updated to reflect the total entered in the Multi-Entry modal.

About Issue Unplanned

Use the Issue Unplanned action to register an issue not involving any open sales, purchase, manufacturing, or quality order. An issue reduces inventory quantity for an item at the designated sites and locations.

Use the Issue Unplanned action to record miscellaneous inventory issues such as floor stock items sent out to production or materials sent to engineers for building prototypes or testing. You can also register the issue of materials to a manufacturing order that has been closed for accounting purposes.

To record transfers, use the Transfer action instead of the Issue Unplanned and Receive Unplanned actions. The Transfer action maintains complete lot/serial traceability.

When you use Issue Unplanned to issue inventory that is packed and the packed items are serialized, the system displays an error and prompts you to use the Pack Issue program on the Serialization menu.

If you allow overissue, an issue can cause the inventory balance for an item to go negative. This is controlled by the inventory status assigned to each inventory detail record.

Inventory Effects

The system maintains a complete audit trail of inventory transactions in transaction history (tr_hist). Inventory transactions can be reviewed in the Inventory Transactions hybrid view. Each transaction is identified by a transaction number and a transaction type. The transaction type is ISS-UNP.

General Ledger (GL) Effects

GL transactions created by inventory movements (type IC) are stored in the unposted transaction table until they are posted using Operational Transaction Post. Review unposted transactions with Unposted Transaction Inquiry and Register. Transactions:

- Debit the account defined for the selected inventory movement code. If no inventory movement code is selected or there is no account defined for the selected inventory movement code, then it debits the Cost of Production account defined in Prod Order Account Maintenance for the product line and site. You can change this account, as needed.
- Credit the Inventory account defined in Inventory Account Maintenance for the product line, site, and location.

Corrections

To reverse an Issue Unplanned transaction for an item, perform the Receive Unplanned action for that item.

Implementation

During implementation, use unplanned transactions to substitute for inventory transactions in modules not yet implemented. For example, use Issue Unplanned in place of Sales Order Shipments until the Sales Orders/Invoices module is implemented.

After the module is implemented, use its functions, since unplanned transactions do not update all the records that functions in other modules do, such as invoicing, history, and costs.

Main

Item

Enter a code identifying an item that you stock in inventory, purchase, manufacture, sell, or service. Item codes can identify raw materials, purchased or manufactured intermediates, finished items, packaging materials, planning items, configured products, service kits, and repair parts used in service activities.

If you have multiple sites, you can set up site-specific planning, inventory, and cost data for items in the various item-site functions. However, item engineering information such as type, group, product line, and description, is the same for all sites. If engineering data differs based on sites, you must create different item numbers.

Most reports and inquiries can be selected and sorted for ranges of item codes.

Description 1

The primary description of this item (up to 24 characters). You can use the primary description to look up item codes. The first description line appears on all reports, inquiries, and printed documents.

Description 2

The second line of description of the item. Provides additional or supplementary information. It prints on most reports, inquiries, and documents, as space permits.

Quantity

The total quantity processed on this inventory transaction. This is the quantity taken out of stock.

Normally issues should be processed against a valid order—sales order or manufacturing order. You can apply field security to this field to restrict access.

The Quantity can be a positive or negative value:

- If the item is a Serial (S) controlled item and the Multi Entry option is set to No (no additional items are entered in the Multi Entry grid), the quantity entered must be 1 or -1, otherwise the system displays the following error message: "Quantity must be 1 or - 1 . Please re-enter".
- If the item is a Serial (S) controlled item and the Multi Entry option is set to No (no additional items are entered in the Multi Entry grid), the quantity entered must be 1 or -1, otherwise the system displays the following error message: "Quantity must be 1 or - 1 . Please re-enter".

UM

The unit of measure of the inventory transaction quantity. It is validated against predefined values entered in the Generalized Codes view, if any.

You can process any inventory transaction using an alternate unit of measure. In this case, the system accesses the appropriate conversion factor defined in the UM Conversions view. For example, the item may be held in inventory in the unit of measure EA but sold or purchased in a case (CS) of 25. If you enter the unit of measure CS, the system displays a UM conversion of 25. The cost and inventory quantity adjust automatically when this item is shipped or received.

If the alternate unit of measure has not been predefined in the UM Conversions view, a warning displays and the UM Conversion remains at 1.0000. Adjust it manually.

The unit of measure is maintained for auditing and is especially useful when investigating incorrect inventory balances. Check the unit of measure to ensure the correct conversion factor was entered. This could be the source of your error.

Conversion

The conversion factor determines how the system converts quantities stated in terms of the alternate unit of measure back into terms of the item unit of measure. This is expressed as the ratio of the alternate unit of measure to the item unit of measure.

The default is 1.0000.

When a transaction uses an alternate unit of measure, the system accesses the appropriate conversion factor defined in the UM Conversions hybrid view.

For example, the item is held in inventory in the unit of measure EA, but sold or purchased in a case (CS) of 25. If you enter the unit of measure CS, the system displays a UM conversion of 25. The cost and inventory quantity adjust automatically when this item is shipped or received.

The system uses item unit of measure for all planning and inventory reporting.

All inventory transactions can specify an alternate unit of measure. Conversion factors do not have to be predefined, but predefinition helps minimize errors. When a conversion factor exists, the quantity is automatically converted and displayed for verification.

Site

Site codes identify areas where inventory is manufactured or stored: an off-site storage area, a distribution center, a warehouse, a manufacturing facility, or any combination of these.

All inventory control and planning information is maintained by site, including inventory availability, manufacturing methods and costs, sales, purchases, manufacturing plans and orders, and forecasts.

Each site is associated with a specific general ledger entity, allowing complete financial results to be maintained and monitored by site (or by groups of sites).

Usually each site is split into multiple locations where the inventory is actually stored, so you may think of a site as a group of physical locations—stockrooms, inspection stations, shop floors.

Note: Use the Multi-Entry option to enter more than one site on the inventory transaction.

Location

Enter the location code associated with this inventory transaction.

Location codes identify physical locations where inventory is stored.

Every item in inventory is associated with a location. A given item can be stored in multiple locations. The location code must be specified on every inventory transaction, including issues, receipts, transfers, and counts.

Location code can be used to select specific information to appear on reports and inquiries.

Note: Use the Multi-Entry option to enter more than one location on the inventory transaction.

Lot Control

The Lot Control value for the item determines if a lot or serial number is required. The value, which is set in the Items view, is used as the default for all sites. Set up site-specific values in the Site panel in the Items view.

Lot Control values include:

- Blank: The Lot/serial numbers are not required, although they can be recorded as needed.

- L: Lot numbers are required for this item. During issues and receipts, a lot number must be entered. The lot number applies to the entire transaction quantity entered.
- S: Serial numbers are required for this item. During issues and receipts, a unique serial number must be entered for each item. For example, if you receive 10, you must enter 10 serial numbers.

The system maintains complete lot/serial number traceability. The Lot Actual Bill Inquiry lists all the lot/serial numbers of components and raw materials used to make a given lot/serial number. Lot Where-Used Inquiry lists all the places that an individual lot/serial number was used, all the way to the end customer.

For manufactured items, lot numbers can optionally be assigned by the system by setting Automatic Lot Numbers to Yes. When the item is received into inventory using a production order receipt function, the lot number is set to the work order lot ID.

If you are using Regulatory Attributes, stricter levels of lot and serial control are available. You can also generate lot numbers based on a pattern specified in the Lot Group field.

Note: You cannot modify this value from blank to S or L if a quantity of the item already exists in inventory.

Lot/Serial

Enter the lot/serial number associated with this inventory quantity.

The system organizes inventory detail data by item number, site, location, lot or serial number, and reference number. For each unique combination of these values, it tracks the quantity on hand (QOH) and inventory attributes such as assay percentage, grade, expiration date, and status code.

If the item is a Lot (L) or Serial (S) controlled item, a lot/serial number must be entered in this field. If a value is not entered, the system displays the following error message: "Lot/Serial number required. Please re-enter". If a lot/serial already exists at the item/site/location combination, the system displays the following error message: "Serial exists at Site, Location [Site, Location]. Please re-enter".

Note: Use the Multi-Entry option to issue multiple lot/serials for an item.

Reference

The lot reference, along with site, location, and lot/serial number, specifically identifies inventory quantities. Lot reference may be the production lot of the item or it may be a location reference such as a skid, roll, or pallet number.

The system organizes inventory detail data by item number, site, location, lot or serial number, and reference number. For each unique combination of these values, it tracks the quantity on hand (QOH) and inventory attributes such as assay percentage, grade, expiration date, and status code.

Note: Use the Multi Entry option to issue items with multiple reference values.

Multi Entry

Indicates whether this transaction references multiple sites, locations, lot number, serial numbers, or lot reference numbers. When the Multi-Entry option is used to enter multiple lot/serials to issue for an item, this field automatically changes to Yes. If you then change this field to No after using the Multi-

Entry option to select multiple lot/serials for an item, the system will delete the multiple lot/serials that were selected in the Multi-Entry modal. By default, this field is set to No.

The system creates an individual transaction history record for each transaction line. The total of all lines is used to update the inventory balance.

Unit Cost

This value defaults from the Item-Site Cost record, if available; otherwise, it defaults from the item master.

Total Lot/Serial Quantity Entered

The total number of lot/serials that have been specified for the item in the Multi-Entry modal.

Total Cost

This value is automatically calculated as follows: Total Lot/Serial Quantity Entered * Unit Cost.

Order

Enter the order number associated with this inventory transaction.

When you create an unplanned inventory transaction manually, you can enter an order number for the record. Inventory transactions created by other functions, such as Sales Orders, automatically reference the order number in transaction history. You can use order number to select records to include on some reports and inquiries.

Order number can be a sales order number, production order number, purchase order number, RMA/RTS number, or any other user-defined value. An order number entered on an unplanned inventory transaction is typically for reference. The system does not access this information from other modules. If you enter a production order number on an unplanned issue, it does not appear on the Production Order Costs report.

The system does, however, validate order lines against inventory transactions when you are using Customer Consignment Inventory. When the system identifies inventory that is consigned or when not enough non-consigned inventory exists to fill your order, an error message displays. For customer consigned inventory, use sales order or consignment shipping and usage programs to create inventory transactions.

Line

The line item number associated with this inventory transaction.

When an unplanned inventory transaction is processed, you can manually enter an order line item for the record. When an inventory transaction is processed in another module, the order number and line item remain in transaction history. This field is for reference only and may appear on some selected reports and inquiries.

The system performs the following validations on the order and line:

- If the order and line are found to be a customer consigned Sales Order and the Item does not match the Sales Order Line, the system prevents the receipt from completing and the following error is displayed: "Matching order line item for this part not found." (msg 8285)
- If the order and line are found to be a customer consigned Sales Order and the Item matches but the receipt is for a negative quantity, the system prevents the receipt from completing and the following error is displayed: "Unable to issue/receive consigned inventory." (msg 4937)

Sales/Job

Enter an optional code associating this inventory transaction with a particular unit of work.

Sales/job numbers can be referenced on sales orders, purchase orders, production orders, intersite requisitions, and inventory transactions. The sales/job number is stored in transaction history, letting you review the progress of activities associated with a particular sales order, contract, or job number.

Sales/job numbers are not validated and have no GL effect. Use project code to record the cost of a particular job in the GL.

Address

An optional address code associated with this transaction. Address code uniquely identifies a name and address record, usually of a customer or supplier.

When an unplanned inventory transaction or inventory transfer is processed, you can manually enter an address code for the record. When an inventory transaction is processed in another module, such as sales, the customer address code is kept in transaction history.

This field is for reference only and appears on various reports and inquiries. Some reports and inquiries can be selected by address code.

Remarks

Specify brief remarks (up to 10 characters) associated with this transaction.

Usually these identify the source or the reason for the transaction—for example, the document number associated with an unplanned transaction. When transactions are recorded in other modules, such as sales, the system sometimes stores information (the packing list or invoice number) in the remarks field.

This field is for reference only and may appear on some selected reports and inquiries.

Effective Date

The general ledger effective date associated with this inventory transaction. The default is the system date.

The effective date determines when the general ledger transaction created by this transaction affects general ledger balances: a production order does not increase the balance in the general ledger inventory account until this effective date.

Inventory quantity on hand is affected immediately upon processing the receipt, regardless of the effective date.

The date of the transaction may differ from the effective date. Date is usually when the transaction was actually entered into the system. Effective date is when the transaction is to affect the general ledger. At period end these are often different: if the period ends on Friday but you are still processing receipts on Monday, you may set the effective date to Friday's date. The entered date is Monday's date.

Note: If the user enters an effective date that is not in the open GL period, the system displays the following error: "Period has been closed for entity xxx." (msg 3036)

Inventory Movement Code

Enter an inventory movement code for this unplanned issue. The code must allow transaction type ISS-UNP.

Inventory movement codes are required when Require Inventory Movement Codes is Yes in Cust Sched/Shipper Acct Control. The code determines the default debit GL account, sub-account, and cost center for unplanned issues.

The account, sub-account, and cost center defined in Inventory Movement Code Maintenance for this code are used by default. If these values are not defined, account information defaults from the Cost of Production account defined in Prod Order Account Maintenance for the product line and site.

Debit Account

Enter the general ledger (GL) account code used to track debit amounts for this inventory transaction. This must be a valid, active account of type Standard. The default for this field is from the Cost of Production Account of the Product Line of the item.

Account code is one component of an account number defined in GL setup functions. Other components of an account number are sub-account, cost center, and project. Project codes are not available for all GL transactions. Each component you enter must be valid on its own and in combination with the other account number components.

Use accounts to track company-wide assets, liabilities, equities, expenses, and revenues.

Note: You can enter an allocation code, which represents a set of accounts, in any account field in an operational function. During GL transaction post, the system automatically divides transaction amounts among the set of accounts, based on percentages defined in Op Allocation Code Maintenance.

Dr Sub-Acct

Enter the general ledger (GL) sub-account to be debited for this inventory transaction. The default for this field is from the Cost of Production Sub-Account of the Product Line of the item.

Sub-account code is one component of an account number defined in GL setup functions. Other components of an account number are account, cost center, and project code. Project codes are not available for all GL transactions. Each component you enter must be valid on its own and in combination with the other account number components.

Use sub-accounts to provide additional detail on GL reports.

Dr Cost Ctr

Enter the general ledger (GL) cost center code to be debited for this inventory transaction. The default for this field is from the Cost of Production Cost Center of the Product Line of the item.

Cost center code is one component of an account number defined in GL setup functions. Other components of an account number are account, sub-account, and project code. Project codes are not available for all GL transactions. Each component you enter must be valid on its own and in combination with the other account number components.

Use cost centers to provide additional detail on GL reports.

Debit Project

Enter an optional code identifying the default general ledger (GL) project to be debited by this inventory transaction.

Project codes are one component of an account number defined in GL setup functions. Other components of account numbers are account, sub-account, and cost center code. Project codes are not available for all GL transactions. Each component you enter must be valid on its own and in combination with the other account number components.

Although project details are not printed on standard financial statements, project summary and detail transaction reports are available to review project activity. Inventory value, but not physical inventory, can be tracked by project codes.

Shipper Number

Along with Ship-From Site, Shipper ID uniquely identifies a shipper record.

Shipper records represent shippers being prepared for shipment. Additionally, content information -- the product being sold or container records -- is assigned to shipper records.

Container records represent containers being prepared for shipment. Additionally, you can assign content information to container records. Contents can be either the product being sold, or can be subcontainers, such as cardboard boxes that are packed onto a pallet.

Creating a container record follows the physical process of preparing a shipment. First a container is obtained (create a container record), then it is packed (assign contents to the container record). This process is repeated for all similar containers.

If necessary a supercontainer, such as a pallet, is obtained (create a container record) and loaded with the previously packed containers (assign subcontainers to this container record).

Once the final containers have been packed, they can be assigned to a shipper record. Use SO Shipper Maintenance to create a shipper record and register its contents. There are no restrictions on how you can structure a shipment.

Defaults to the last accessed shipper record, or if left blank, defaults to the next shipper number of Customer Schedules Control.

The container record is also the basis for printing shipping labels.

Note: This field is active if the Shipment Info For Receipts check box is selected in the Container/ Shipper panel in the Logistics Control hybrid view.

Ship Date

This is a system-maintained field that records the last date a shipment was processed for this order. Invoices and commission reports may be printed for a range of ship dates. The default is the effective date entered on the shipment transaction, which is normally the system date.

Note: This field is active if the Shipment Info For Receipts check box is selected in the Container/ Shipper panel in the Logistics Control hybrid view.

Expire Date

Enter the expiration date associated with this specific inventory quantity.

The system calculates an expiration date when an item is received into inventory by adding the number of days specified for shelf life to the receipt date. The system searches for a value for shelf life in this order:

- For the item and site in the Site Inventory Exceptions grid on the Site panel in the Items view.
- For the item in the Inventory panel in the Items view.

Shelf life is typically defined for items that spoil or degrade over time. Inventory that has expired does not appear on picklists as a quantity to be picked. If you try to ship or issue expired inventory, an error message displays and you cannot continue.

You can impose additional restrictions by setting Issue Days in Inventory Control. For example, if Issue Days is 5, you cannot ship or issue inventory that will expire within the next 5 days.

You can modify inventory attributes such as expire date, grade, assay %, and inventory status using:

- Inventory Detail view
- Detail Maintenance by Item/Lot
- If you are using the Regulatory Attributes module, Multi-Lot Inventory Detail Update

Inventory Status

The status of inventory in this location for the item and quantity on this transaction. Inventory status codes determine whether inventory at a site or location is:

- Available for sales order and work order allocations. Allocations reserve inventory and assist in picking inventory to be shipped or issued.
- Considered nettable by Material Requirements Planning (MRP) calculations.
- Issued even if the site or location has a zero or negative inventory balance. Typically, overissues are not allowed for items that are lot or serial controlled.

Inventory status codes also restrict particular transactions at specific locations—you can restrict issues from an inspection location.

Inventory status codes are assigned when items are received by inventory. They can be changed using the Inventory Detail view or Detail Maintenance by Item/Lot. PO Rcpt Status assigns a default inventory status code for purchase order receipts. WO Rcpt Status assigns a default inventory status code to work order receipts.

Note: This field is read only if the quantity entered in the Quantity field is a positive value. If quantity entered in the Quantity field is a negative value and the item's site/location/lot/serial/ref combination does not already exist, then this field is editable.

Grade

The grade associated with this inventory quantity. Usually, identifies the quality or physical properties. Graded products include raw materials, intermediates, or finished goods.

When allocating items, Assay % and Grade can be important. Specific formulations may require a minimum assay percentage or grade. These values are reviewed on the screen prior to allocating or picking ingredients. Grade may determine the price charged for the finished product. Some customers may require a certain grade.

Default values for Assay % and Grade are set in Prod Order Attribute Maintenance in the Regulatory Attributes module. If these are blank or if the Regulatory Attributes module is not active, values come

from existing inventory detail records. If there are no existing records, Assay % is set to 0.00% and Grade is set to blank.

Inventory attributes —Expire Date, Grade, Assay %, and Inventory Status—are changed in the Inventory Detail view or Detail Maintenance by Item/Lot. They can also be changed in Multi-Lot Inventory Detail Update in the Regulatory Attributes module.

Note: This field is read only if quantity entered in the Quantity field is a positive value. If quantity entered in the Quantity field is a negative value and the item's site/location/lot/serial/ref combination does not already exist, then this field is editable.

Assay Percent

The assay percentage associated with this inventory quantity. Usually identifies the percent solution.

When allocating items, Assay % and Grade can be important. Specific formulations may require a minimum assay percentage or grade. These values are reviewed on the screen prior to allocating or picking ingredients.

Default values for Assay % and Grade are set in Prod Order Attribute Maintenance in the Regulatory Attributes Module. If these are blank or if the Regulatory Attributes Module is not active, values come from existing inventory detail records. If there are no existing records, Assay % is set to 0.00% and Grade is set to blank.

Inventory attributes—Expire Date, Grade, Assay %, and Inventory Status—are changed in the Inventory Detail view, Detail Maintenance by Item/Lot. They can also be changed in Multi-Lot Inventory Detail Update in the Regulatory Attributes Module.

Note: This field is read only if quantity entered in the Quantity field is a positive value. If quantity entered in the Quantity field is a negative value and the item's site/location/lot/serial/ref combination does not already exist, then this field is editable.

Line Multi Entry

Use the Multi-Entry option to issue multiple lot/serials for an item. In the Line Multi-Entry modal, enter the Site, Location, Lot/Serial, Reference Number, and Quantity. When the entire transaction quantity has been entered, click OK to return to the Issue Unplanned modal. The quantity to process is updated to reflect the total entered in the Multi-Entry modal.

Site

Site codes identify areas where inventory is manufactured or stored: an off-site storage area, a distribution center, a warehouse, a manufacturing facility, or any combination of these.

All inventory control and planning information is maintained by site, including inventory availability, manufacturing methods and costs, sales, purchases, manufacturing plans and orders, and forecasts.

Each site is associated with a specific general ledger entity, allowing complete financial results to be maintained and monitored by site (or by groups of sites).

Usually each site is split into multiple locations where the inventory is actually stored, so you may think of a site as a group of physical locations—stockrooms, inspection stations, shop floors.

Location

Enter the location code associated with this inventory transaction.

Location codes identify physical locations where inventory is stored.

Every item in inventory is associated with a location. A given item can be stored in multiple locations. The location code must be specified on every inventory transaction, including issues, receipts, transfers, and counts.

Location code can be used to select specific information to appear on reports and inquiries.

Lot/Serial

Enter the lot/serial number associated with this inventory quantity.

The system organizes inventory detail data by item number, site, location, lot or serial number, and reference number. For each unique combination of these values, it tracks the quantity on hand (QOH) and inventory attributes such as assay percentage, grade, expiration date, and status code.

If the item is a Lot (L) or Serial (S) controlled item, a lot/serial number must be entered in this field. If a value is not entered, the system displays the following error message: "Lot/Serial number required. Please re-enter". If a lot/serial already exists at the item/site/location combination, the system displays the following error message: "Serial exists at Site, Location [Site, Location]. Please re-enter".

Reference

The lot reference, along with site, location, and lot/serial number, specifically identifies inventory quantities. Lot reference may be the production lot of the item or it may be a location reference such as a skid, roll, or pallet number.

The system organizes inventory detail data by item number, site, location, lot or serial number, and reference number. For each unique combination of these values, it tracks the quantity on hand (QOH) and inventory attributes such as assay percentage, grade, expiration date, and status code.

Quantity

The total quantity processed on this inventory transaction. This is the quantity taken out of stock.

Normally issues should be processed against a valid order—sales order or manufacturing order. You can apply field security to this field to restrict access.

The Quantity can be a positive or negative value. If the item is a Serial (S) controlled item, the quantity entered must be 1 or -1, otherwise the system displays the following error message: "Quantity must be 1 or - 1 . Please re-enter"

Expire Date

Enter the expiration date associated with this specific inventory quantity.

The system calculates an expiration date when an item is received into inventory by adding the number of days specified for shelf life to the receipt date. The system searches for a value for shelf life in this order:

- For the item and site in the Site Inventory Exceptions grid on the Site panel in the Items view.

- For the item in the Inventory panel in the Items view.

Shelf life is typically defined for items that spoil or degrade over time. Inventory that has expired does not appear on picklists as a quantity to be picked. If you try to ship or issue expired inventory, an error message displays and you cannot continue.

You can impose additional restrictions by setting Issue Days in Inventory Control. For example, if Issue Days is 5, you cannot ship or issue inventory that will expire within the next 5 days.

You can modify inventory attributes such as expire date, grade, assay %, and inventory status using:

- Inventory Detail view
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Inventory Status

The status of inventory in this location for the item and quantity on this transaction. Inventory status codes determine whether inventory at a site or location is:

- Available for sales order and work order allocations. Allocations reserve inventory and assist in picking inventory to be shipped or issued.
- Considered nettable by Material Requirements Planning (MRP) calculations.
- Issued even if the site or location has a zero or negative inventory balance. Typically, overissues are not allowed for items that are lot or serial controlled.

Inventory status codes also restrict particular transactions at specific locations—you can restrict issues from an inspection location.

Inventory status codes are assigned when items are received by inventory. They can be changed using the Inventory Detail view or Detail Maintenance by Item/Lot. PO Rcpt Status assigns a default inventory status code for purchase order receipts. WO Rcpt Status assigns a default inventory status code to work order receipts.

Note: This field is read only if the quantity entered in the Quantity field is a positive value. If the quantity entered in the Quantity field is a negative value and the item's site/location/lot/serial/ref combination does not already exist, then this field is editable.

Grade

The grade associated with this inventory quantity. Usually, identifies the quality or physical properties. Graded products include raw materials, intermediates, or finished goods.

When allocating items, Assay % and Grade can be important. Specific formulations may require a minimum assay percentage or grade. These values are reviewed on the screen prior to allocating or picking ingredients. Grade may determine the price charged for the finished product. Some customers may require a certain grade.

Default values for Assay % and Grade are set in Prod Order Attribute Maintenance in the Regulatory Attributes module. If these are blank or if the Regulatory Attributes module is not active, values come from existing inventory detail records. If there are no existing records, Assay % is set to 0.00% and Grade is set to blank.

Inventory attributes —Expire Date, Grade, Assay %, and Inventory Status—are changed in the Inventory Detail view or Detail Maintenance by Item/Lot. They can also be changed in Multi-Lot Inventory Detail Update in the Regulatory Attributes module.

Note: This field is read only if the quantity entered in the Quantity field is a positive value. If the quantity entered in the Quantity field is a negative value and the item's site/location/lot/serial/ref combination does not already exist, then this field is editable.

Assay Percent

The assay percentage associated with this inventory quantity. Usually identifies the percent solution.

When allocating items, Assay % and Grade can be important. Specific formulations may require a minimum assay percentage or grade. These values are reviewed on the screen prior to allocating or picking ingredients.

Default values for Assay % and Grade are set in Prod Order Attribute Maintenance in the Regulatory Attributes Module. If these are blank or if the Regulatory Attributes Module is not active, values come from existing inventory detail records. If there are no existing records, Assay % is set to 0.00% and Grade is set to blank.

Inventory attributes—Expire Date, Grade, Assay %, and Inventory Status—are changed in the Inventory Detail view, Detail Maintenance by Item/Lot. They can also be changed in Multi-Lot Inventory Detail Update in the Regulatory Attributes Module.

Note: This field is read only if the quantity entered in the Quantity field is a positive value. If the quantity entered in the Quantity field is a negative value and the item's site/location/lot/serial/ref combination does not already exist, then this field is editable.

Receive Unplanned Action

Use the Receive Unplanned action to register a receipt not related to any open sales, purchase, manufacturing, or quality order.

To perform an unplanned receipt, select the item in the Inventory Detail browse and select Actions > Receive Unplanned. In the Receive Unplanned modal, fill out the required information in the fields.

To perform an unplanned receipt on multiple items, click New to add additional rows to the grid and then fill out the required information in the fields.

Once you have entered all the required information, click Submit.

Multi-Entry

Use the Multi-Entry option to receive multiple lot/serials for an item. In the Line Multi-Entry modal, enter the Site, Location, Lot/Serial, Reference Number, and Quantity. When the entire transaction quantity has been entered, click OK to return to the Receive Unplanned modal. The quantity to process is updated to reflect the total entered in the Multi-Entry modal.

About Receive Unplanned

Use the Receive Unplanned action to register a receipt not related to any open sales, purchase, manufacturing, or quality order. A receipt increases inventory quantity for an item at the designated sites and locations.

Use unplanned receipts to record miscellaneous inventory receipts such as floor stock items sent back from production or materials sent back from engineering. You can also record the receipt of materials from a manufacturing order that has already been closed for accounting purposes.

To record transfers, use the Transfer action instead of the Issue Unplanned and Receive Unplanned actions. The Transfer action maintains complete lot/serial traceability.

When you use Receive Unplanned to receive inventory that is packed and the packed items are serialized, the system displays an error and prompts you to use the Pack Receipt program on the Serialization menu.

Inventory Effects

The system maintains a complete audit trail of inventory transactions in transaction history (tr_hist). Review these with Transactions Detail Inquiry. Each transaction is identified by a transaction number and a transaction type. The transaction type is RCT-UNP.

General Ledger (GL) Effects

GL transactions created by inventory movements (type IC) are stored in the unposted transaction table until they are posted using Operational Transaction Post. Review unposted transactions with Unposted Transaction Inquiry and Register. Transactions:

- Debit the Inventory account defined in Inventory Account Maintenance for the product line, site, and location.
- Credit the account defined for the selected inventory movement code. If no inventory movement code is selected or no account is defined for the selected inventory movement code, then it credits the Purchases account defined in Purchasing Account Maintenance for the product line and site. If you enter a valid supplier in the Address field, the supplier type is also used to find a Purchases account. You can change this account, as needed.

Corrections

To reverse a Receive Unplanned transaction for an item, perform the Issue Unplanned action for that item.

Implementation

During implementation, use unplanned transactions to substitute for inventory transactions in modules not yet implemented. For example, use Issue Unplanned in place of Sales Order Shipments until the Sales Orders/Invoices module is implemented.

After the module is implemented, use its functions, since unplanned transactions do not update all the records that functions in other modules do, such as invoicing, history, and costs.

Options

Item

Enter a code identifying an item that you stock in inventory, purchase, manufacture, sell, or service. Item codes can identify raw materials, purchased or manufactured intermediates, finished items, packaging materials, planning items, configured products, service kits, and repair parts used in service activities.

If you have multiple sites, you can set up site-specific planning, inventory, and cost data for items in the various item-site functions. However, item engineering information such as type, group, product line, and description is the same for all sites. If engineering data differs based on sites, you must create different item numbers.

Most reports and inquiries can be selected and sorted for ranges of item codes.

Description 1

The primary description of this item (up to 24 characters). You can use the primary description to look up item codes. The first description line appears on all reports, inquiries, and printed documents.

Description 2

The second line of description of the item. Provides additional or supplementary information. It prints on most reports, inquiries, and documents, as space permits.

Quantity

The total quantity processed on this inventory transaction. This is the quantity taken out of stock.

Normally receipts should be processed against a valid order—purchase order or manufacturing order. You can apply field security to this field to restrict access.

The Quantity can be a positive or negative value:

- If the item is a Serial (S) controlled item and the Multi Entry option is set to No (no additional items are entered in the Multi Entry grid), the quantity entered must be 1 or -1, otherwise the system displays the following error message: "Quantity must be 1 or - 1 . Please re-enter".
- If the item is a Serial (S) controlled item and the Multi Entry option is set to Yes (multiple items are entered in the Multi Entry grid), the quantity entered can be a value other than 1 or -1.

UM

The unit of measure of the inventory transaction quantity. It is validated against predefined values entered in the Generalized Codes view, if any.

You can process any inventory transaction using an alternate unit of measure. In this case, the system accesses the appropriate conversion factor defined in the UM Conversions view. For example, the item may be held in inventory in the unit of measure EA but sold or purchased in a case (CS) of 25. If you enter the unit of measure CS, the system displays a UM conversion of 25. The cost and inventory quantity adjust automatically when this item is shipped or received.

If the alternate unit of measure has not been predefined in the UM Conversions view, a warning displays and the UM Conversion remains at 1.0000. Adjust it manually.

The unit of measure is maintained for auditing and is especially useful when investigating incorrect inventory balances. Check the unit of measure to ensure the correct conversion factor was entered. This could be the source of your error.

Conversion

The conversion factor determines how the system converts quantities stated in terms of the alternate unit of measure back into terms of the item unit of measure. This is expressed as the ratio of the alternate unit of measure to the item unit of measure.

The default is 1.0000.

When a transaction uses an alternate unit of measure, the system accesses the appropriate conversion factor defined in the UM Conversions hybrid view.

For example, the item is held in inventory in the unit of measure EA, but sold or purchased in a case (CS) of 25. If you enter the unit of measure CS, the system displays a UM conversion of 25. The cost and inventory quantity adjust automatically when this item is shipped or received.

The system uses item unit of measure for all planning and inventory reporting.

All inventory transactions can specify an alternate unit of measure. Conversion factors do not have to be predefined, but predefinition helps minimize errors. When a conversion factor exists, the quantity is automatically converted and displayed for verification.

Site

Site codes identify areas where inventory is manufactured or stored: an off-site storage area, a distribution center, a warehouse, a manufacturing facility, or any combination of these.

All inventory control and planning information is maintained by site, including inventory availability, manufacturing methods and costs, sales, purchases, manufacturing plans and orders, and forecasts.

Each site is associated with a specific general ledger entity, allowing complete financial results to be maintained and monitored by site (or by groups of sites).

Usually each site is split into multiple locations where the inventory is actually stored, so you may think of a site as a group of physical locations—stockrooms, inspection stations, shop floors.

Note: Use the Multi-Entry option to enter more than one site on the inventory transaction.

Location

Enter the location code associated with this inventory transaction.

Location codes identify physical locations where inventory is stored.

Every item in inventory is associated with a location. A given item can be stored in multiple locations. The location code must be specified on every inventory transaction, including issues, receipts, transfers, and counts.

Location code can be used to select specific information to appear on reports and inquiries.

Note: Use the Multi-Entry option to enter more than one location on the inventory transaction.

Lot Control

The Lot Control value for the item determines if a lot or serial number is required. The value, which is set in the Items view, is used as the default for all sites. Set up site-specific values in the Site panel in the Items view.

Lot Control values include:

- Blank: The Lot/serial numbers are not required, although they can be recorded as needed.
- L: Lot numbers are required for this item. During issues and receipts, a lot number must be entered. The lot number applies to the entire transaction quantity entered.
- S: Serial numbers are required for this item. During issues and receipts, a unique serial number must be entered for each item. For example, if you receive 10, you must enter 10 serial numbers.

The system maintains complete lot/serial number traceability. The Lot Actual Bill Inquiry lists all the lot/serial numbers of components and raw materials used to make a given lot/serial number. Lot Where-Used Inquiry lists all the places that an individual lot/serial number was used, all the way to the end customer.

For manufactured items, lot numbers can optionally be assigned by the system by setting Automatic Lot Numbers to Yes. When the item is received into inventory using a production order receipt function, the lot number is set to the work order lot ID.

If you are using Regulatory Attributes, stricter levels of lot and serial control are available. You can also generate lot numbers based on a pattern specified in the Lot Group field.

Note: You cannot modify this value from blank to S or L if a quantity of the item already exists in inventory.

Lot/Serial

Enter the lot/serial number associated with this inventory quantity.

The system organizes inventory detail data by item number, site, location, lot or serial number, and reference number. For each unique combination of these values, it tracks the quantity on hand (QOH) and inventory attributes such as assay percentage, grade, expiration date, and status code.

If the item is a Lot (L) or Serial (S) controlled item, a lot/serial number must be entered in this field. If a value is not entered, the system displays the following error message: "Lot/Serial number required. Please re-enter". If a lot/serial already exists at the item/site/location combination, the system displays the following error message: "Serial exists at Site, Location [Site, Location]. Please re-enter".

Note: Use the Multi-Entry option to issue multiple lot/serials for an item.

Reference

The lot reference, along with site, location, and lot/serial number, specifically identifies inventory quantities. Lot reference may be the production lot of the item or it may be a location reference such as a skid, roll, or pallet number.

The system organizes inventory detail data by item number, site, location, lot or serial number, and reference number. For each unique combination of these values, it tracks the quantity on hand (QOH) and inventory attributes such as assay percentage, grade, expiration date, and status code.

Note: Use the Multi Entry option to issue items with multiple reference values.

Multi Entry

Indicates whether this transaction references multiple sites, locations, lot number, serial numbers, or lot reference numbers. When the Multi-Entry option is used to enter multiple lot/serials to issue for an item, this field automatically changes to Yes. If you then change this field to No after using the Multi-Entry option to select multiple lot/serials for an item, the system will delete the multiple lot/serials that were selected in the Multi-Entry modal. By default, this field is set to No.

The system creates an individual transaction history record for each transaction line. The total of all lines is used to update the inventory balance.

Unit Cost

This value defaults from Item-Site Cost record, if available; otherwise, it defaults from the item master.

Total Lot/Serial Quantity Entered

The total number of lot/serials that have been specified for the item in the Multi-Entry modal.

Total Cost

This value is automatically calculated as follows: Total Lot/Serial Quantity Entered * Unit Cost.

Order

Enter the order number associated with this inventory transaction.

When you create an unplanned inventory transaction manually, you can enter an order number for the record. Inventory transactions created by other modules, such as Sales Orders, automatically

reference the order number in transaction history. You can use order number to select records to include on some reports and inquiries.

Order number can be a sales order number, production order number, purchase order number, RMA/RTS number, or any other user-defined value. An order number entered on an unplanned inventory transaction is typically for reference. The system does not access this information from other modules. If you enter a production order number on an unplanned issue, it does not appear on the Production Order Costs report.

The system does, however, validate order lines against inventory transactions when you are using Customer Consignment Inventory. When the system identifies inventory that is consigned or when not enough non-consigned inventory exists to fill your order, an error message displays. For customer consigned inventory, use sales order or consignment shipping and usage programs to create inventory transactions.

Line

The line item number associated with this inventory transaction.

When an unplanned inventory transaction is processed, you can manually enter an order line item for the record. When an inventory transaction is processed in another module, the order number and line item remain in transaction history. This field is for reference only and may appear on some selected reports and inquiries.

The system performs the following validations on the order and line:

- If the order and line are found to be a customer consigned Sales Order and the Item does not match the Sales Order Line, the system prevents the receipt from completing and the following error is displayed: "Matching order line item for this part not found." (msg 8285)
- If the order and line are found to be a customer consigned Sales Order and the Item matches but the receipt is for a negative quantity, the system prevents the receipt from completing and the following error is displayed: "Unable to issue/receive consigned inventory." (msg 4937)

Sales/Job

Enter an optional code associating this inventory transaction with a particular unit of work.

Sales/job numbers can be referenced on sales orders, purchase orders, production orders, intersite requisitions, and inventory transactions. The sales/job number is stored in transaction history, letting you review the progress of activities associated with a particular sales order, contract, or job number.

Sales/job numbers are not validated and have no GL effect. Use project code to record the cost of a particular job in the GL.

Address

An optional address code associated with this transaction. Address code uniquely identifies a name and address record, usually of a customer or supplier.

When an unplanned inventory transaction or inventory transfer is processed, you can manually enter an address code for the record. When an inventory transaction is processed in another module, such as sales, the customer address code is kept in transaction history.

This field is for reference only and appears on various reports and inquiries. Some reports and inquiries can be selected by address code.

Remarks

Specify brief remarks (up to 10 characters) associated with this transaction.

Usually these identify the source or the reason for the transaction—for example, the document number associated with an unplanned transaction. When transactions are recorded in other modules, such as sales, the system sometimes stores information (the packing list or invoice number) in the remarks field.

This field is for reference only and may appear on some selected reports and inquiries.

Effective Date

The general ledger effective date associated with this inventory transaction. The default is the system date.

The effective date determines when the general ledger transaction created by this transaction affects general ledger balances: a production order does not increase the balance in the general ledger inventory account until this effective date.

Inventory quantity on hand is affected immediately upon processing the receipt, regardless of the effective date.

The date of the transaction may differ from the effective date. Date is usually when the transaction was actually entered into the system. Effective date is when the transaction is to affect the general ledger. At period end these are often different: if the period ends on Friday but you are still processing receipts on Monday, you may set the effective date to Friday's date. The entered date is Monday's date.

Note: If the user enters an effective date that is not in the open GL period, the system displays the following error: "Period has been closed for entity xxx." (msg 3036)

Inventory Movement Code

Enter an inventory movement code for this unplanned issue. The code must allow transaction type ISS-UNP.

Inventory movement codes are required when Require Inventory Movement Codes is Yes in Cust Sched/Shipper Acct Control. The code determines the default debit GL account, sub-account, and cost center for unplanned issues.

The account, sub-account, and cost center defined in Inventory Movement Code Maintenance for this code are used by default. If these values are not defined, account information defaults from the Cost of Production account defined in Prod Order Account Maintenance for the product line and site.

Cr Account

Enter the general ledger (GL) account code used to track credit amounts for this inventory transaction. This must be a valid, active account of type Standard.

Account code is one component of an account number defined in GL setup functions. Other components of an account number are sub-account, cost center, and project. Project codes are not available for all GL transactions. Each component you enter must be valid on its own and in combination with the other account number components.

Use accounts to track company-wide assets, liabilities, equities, expenses, and revenues.

Note: You can enter an allocation code, which represents a set of accounts, in any account field in an operational function. During GL transaction post, the system automatically divides

transaction amounts among the set of accounts, based on percentages defined in Op Allocation Code Maintenance.

Cr Sub-Acct

Enter the general ledger (GL) sub-account code used to track credit amounts for this inventory transaction.

Sub-account code is one component of an account number defined in GL setup functions. Other components of an account number are account, cost center, and project code. Project codes are not available for all GL transactions. Each component you enter must be valid on its own and in combination with the other account number components.

Use sub-accounts to provide additional detail on GL reports.

Cr Cost Ctr

Enter the general ledger (GL) cost center code used to track credit amounts for this inventory transaction.

Cost center code is one component of an account number defined in GL setup functions. Other components of an account number are account, sub-account, and project code. Project codes are not available for all GL transactions. Each component you enter must be valid on its own and in combination with the other account number components.

Use cost centers to provide additional detail on GL reports.

Credit Project

Enter an optional code identifying the default general ledger (GL) project to be credited by this inventory transaction.

Project codes are one component of an account number defined in GL setup functions. Other components of account numbers are account, sub-account, and cost center code. Project codes are not available for all GL transactions. Each component you enter must be valid on its own and in combination with the other account number components.

Although project details are not printed on standard financial statements, project summary and detail transaction reports are available to review project activity. Inventory value, but not physical inventory, can be tracked by project codes.

Shipper Number

Along with Ship-From Site, Shipper ID uniquely identifies a shipper record.

Shipper records represent shippers being prepared for shipment. Additionally, content information—the product being sold or container records—is assigned to shipper records.

Container records represent containers being prepared for shipment. Additionally, you can assign content information to container records. Contents can be either the product being sold, or can be subcontainers, such as cardboard boxes that are packed onto a pallet.

Creating a container record follows the physical process of preparing a shipment. First a container is obtained (create a container record), then it is packed (assign contents to the container record). This process is repeated for all similar containers.

If necessary a supercontainer, such as a pallet, is obtained (create a container record) and loaded with the previously packed containers (assign subcontainers to this container record).

Once the final containers have been packed, they can be assigned to a shipper record. Use SO Shipper Maintenance to create a shipper record and register its contents. There are no restrictions on how you can structure a shipment.

Defaults to the last accessed shipper record, or if left blank, defaults to the next shipper number of Customer Schedules Control.

The container record is also the basis for printing shipping labels.

Note: This field is active if the Shipment Info For Receipts check box is selected in the Container/Shipper panel in the Logistics Control view.

Ship Date

This is a system-maintained field that records the last date a shipment was processed for this order. Invoices and commission reports may be printed for a range of ship dates. The default is the effective date entered on the shipment transaction, which is normally the system date.

Note: This field is active if the Shipment Info For Receipts check box is selected in the Container/Shipper panel in the Logistics Control view.

Expire Date

Enter the expiration date associated with this specific inventory quantity.

The system calculates an expiration date when an item is received into inventory by adding the number of days specified for shelf life to the receipt date. The system searches for a value for shelf life in this order:

- For the item and site in the Site Inventory Exceptions grid on the Site panel in the Items view.
- For the item in the Inventory panel in the Items view.

Shelf life is typically defined for items that spoil or degrade over time. Inventory that has expired does not appear on picklists as a quantity to be picked. If you try to ship or issue expired inventory, an error message displays and you cannot continue.

You can impose additional restrictions by setting Issue Days in Inventory Control. For example, if Issue Days is 5, you cannot ship or issue inventory that will expire within the next 5 days.

You can modify inventory attributes such as expire date, grade, assay %, and inventory status using:

- Inventory Detail view

- Detail Maintenance by Item/Lot
- If you are using the Regulatory Attributes module, Multi-Lot Inventory Detail Update

Note: This field is editable if the item's site/location/lot/ref combination does not exist. If the site/location/lot/serial/ref combination already exists, this field is read only.

Inventory Status

The status of inventory in this location for the item and quantity on this transaction. Inventory status codes determine whether inventory at a site or location is:

- Available for sales order and work order allocations. Allocations reserve inventory and assist in picking inventory to be shipped or issued.
- Considered nettable by Material Requirements Planning (MRP) calculations.
- Issued even if the site or location has a zero or negative inventory balance. Typically, overissues are not allowed for items that are lot or serial controlled.

Inventory status codes also restrict particular transactions at specific locations—you can restrict issues from an inspection location.

Inventory status codes are assigned when items are received by inventory. They can be changed using the Inventory Detail view or Detail Maintenance by Item/Lot. PO Rcpt Status assigns a default inventory status code for purchase order receipts. WO Rcpt Status assigns a default inventory status code to work order receipts.

Note: This field is editable if the item's site/location/lot/ref combination does not exist. If the site/location/lot/serial/ref combination already exists, this field is read only.

Grade

The grade associated with this inventory quantity. Usually, identifies the quality or physical properties. Graded products include raw materials, intermediates, or finished goods.

When allocating items, Assay % and Grade can be important. Specific formulations may require a minimum assay percentage or grade. These values are reviewed on the screen prior to allocating or picking ingredients. Grade may determine the price charged for the finished product. Some customers may require a certain grade.

Default values for Assay % and Grade are set in Prod Order Attribute Maintenance in the Regulatory Attributes module. If these are blank or if the Regulatory Attributes module is not active, values come from existing inventory detail records. If there are no existing records, Assay % is set to 0.00% and Grade is set to blank.

Inventory attributes —Expire Date, Grade, Assay %, and Inventory Status—are changed in the Inventory Detail view or Detail Maintenance by Item/Lot. They can also be changed in Multi-Lot Inventory Detail Update in the Regulatory Attributes module.

Note: This field is editable if the item's site/location/lot/ref combination does not exist. If the site/location/lot/serial/ref combination already exists, this field is read only.

Assay Percent

The assay percentage associated with this inventory quantity. Usually identifies the percent solution.

When allocating items, Assay % and Grade can be important. Specific formulations may require a minimum assay percentage or grade. These values are reviewed on the screen prior to allocating or picking ingredients.

Default values for Assay % and Grade are set in Prod Order Attribute Maintenance in the Regulatory Attributes Module. If these are blank or if the Regulatory Attributes Module is not active, values come from existing inventory detail records. If there are no existing records, Assay % is set to 0.00% and Grade is set to blank.

Inventory attributes—Expire Date, Grade, Assay %, and Inventory Status—are changed in the Inventory Detail view, Detail Maintenance by Item/Lot. They can also be changed in Multi-Lot Inventory Detail Update in the Regulatory Attributes Module.

Note: This field is editable if the item's site/location/lot/ref combination does not exist. If the site/location/lot/serial/ref combination already exists, this field is read only.

Line Multi Entry

Use the Multi-Entry option to receive multiple lot/serials for an item. In the Line Multi-Entry modal, enter the Site, Location, Lot/Serial, Reference Number, and Quantity. When the entire transaction quantity has been entered, click OK to return to the Receive Unplanned modal. The Total Lot/Serial Quantity Entered is updated to reflect the total entered in the Multi-Entry modal.

Site

Site codes identify areas where inventory is manufactured or stored: an off-site storage area, a distribution center, a warehouse, a manufacturing facility, or any combination of these.

All inventory control and planning information is maintained by site, including inventory availability, manufacturing methods and costs, sales, purchases, manufacturing plans and orders, and forecasts.

Each site is associated with a specific general ledger entity, allowing complete financial results to be maintained and monitored by site (or by groups of sites).

Usually each site is split into multiple locations where the inventory is actually stored, so you may think of a site as a group of physical locations—stockrooms, inspection stations, shop floors.

Location

Enter the location code associated with this inventory transaction.

Location codes identify physical locations where inventory is stored.

Every item in inventory is associated with a location. A given item can be stored in multiple locations. The location code must be specified on every inventory transaction, including issues, receipts, transfers, and counts.

Location code can be used to select specific information to appear on reports and inquiries.

Lot/Serial

Enter the lot/serial number associated with this inventory quantity.

The system organizes inventory detail data by item number, site, location, lot or serial number, and reference number. For each unique combination of these values, it tracks the quantity on hand (QOH) and inventory attributes such as assay percentage, grade, expiration date, and status code.

If the item is a Lot (L) or Serial (S) controlled item, a lot/serial number must be entered in this field. If a value is not entered, the system displays the following error message: "Lot/Serial number required. Please re-enter". If a lot/serial already exists at the item/site/location combination, the system displays the following error message: "Serial exists at Site, Location [Site, Location]. Please re-enter".

Reference

The lot reference, along with site, location, and lot/serial number, specifically identifies inventory quantities. Lot reference may be the production lot of the item or it may be a location reference such as a skid, roll, or pallet number.

The system organizes inventory detail data by item number, site, location, lot or serial number, and reference number. For each unique combination of these values, it tracks the quantity on hand (QOH) and inventory attributes such as assay percentage, grade, expiration date, and status code.

Quantity

The total quantity processed on this inventory transaction. This is the quantity taken out of stock.

Normally issues should be processed against a valid order—sales order or manufacturing order. You can apply field security to this field to restrict access.

The Quantity can be a positive or negative value. If the item is a Serial (S) controlled item, the quantity entered must be 1 or -1, otherwise the system displays the following error message: "Quantity must be 1 or - 1 . Please re-enter"

Expire Date

Enter the expiration date associated with this specific inventory quantity.

The system calculates an expiration date when an item is received into inventory by adding the number of days specified for shelf life to the receipt date. The system searches for a value for shelf life in this order:

- For the item and site in the Site Inventory Exceptions grid on the Site panel in the Items view.
- For the item in the Inventory panel in the Items view.

Shelf life is typically defined for items that spoil or degrade over time. Inventory that has expired does not appear on picklists as a quantity to be picked. If you try to ship or issue expired inventory, an error message displays and you cannot continue.

You can impose additional restrictions by setting Issue Days in Inventory Control. For example, if Issue Days is 5, you cannot ship or issue inventory that will expire within the next 5 days.

You can modify inventory attributes such as expire date, grade, assay %, and inventory status using:

- Inventory Detail view
- Detail Maintenance by Item/Lot
- If you are using the Regulatory Attributes module, Multi-Lot Inventory Detail Update

Note: This field is editable if the item's site/location/lot/serial/ref combination does not exist. If the site/location/lot/ref combination already exists, this field is read only.

Inventory Status

The status of inventory in this location for the item and quantity on this transaction. Inventory status codes determine whether inventory at a site or location is:

- Available for sales order and work order allocations. Allocations reserve inventory and assist in picking inventory to be shipped or issued.
- Considered nettable by Material Requirements Planning (MRP) calculations.
- Issued even if the site or location has a zero or negative inventory balance. Typically, overissues are not allowed for items that are lot or serial controlled.

Inventory status codes also restrict particular transactions at specific locations—you can restrict issues from an inspection location.

Inventory status codes are assigned when items are received by inventory. They can be changed using the Inventory Detail view or Detail Maintenance by Item/Lot. PO Rcpt Status assigns a default inventory status code for purchase order receipts. WO Rcpt Status assigns a default inventory status code to work order receipts.

Note: This field is editable if the item's site/location/lot/ref combination does not exist. If the site/location/lot/serial/ref combination already exists, this field is read only.

Grade

The grade associated with this inventory quantity. Usually, identifies the quality or physical properties. Graded products include raw materials, intermediates, or finished goods.

When allocating items, Assay % and Grade can be important. Specific formulations may require a minimum assay percentage or grade. These values are reviewed on the screen prior to allocating or picking ingredients. Grade may determine the price charged for the finished product. Some customers may require a certain grade.

Default values for Assay % and Grade are set in Prod Order Attribute Maintenance in the Regulatory Attributes module. If these are blank or if the Regulatory Attributes module is not active, values come from existing inventory detail records. If there are no existing records, Assay % is set to 0.00% and Grade is set to blank.

Inventory attributes —Expire Date, Grade, Assay %, and Inventory Status—are changed in the Inventory Detail view or Detail Maintenance by Item/Lot. They can also be changed in Multi-Lot Inventory Detail Update in the Regulatory Attributes module.

Note: This field is editable if the item's site/location/lot/ref combination does not exist. If the site/location/lot/serial/ref combination already exists, this field is read only.

Assay Percent

The assay percentage associated with this inventory quantity. Usually identifies the percent solution.

When allocating items, Assay % and Grade can be important. Specific formulations may require a minimum assay percentage or grade. These values are reviewed on the screen prior to allocating or picking ingredients.

Default values for Assay % and Grade are set in Prod Order Attribute Maintenance in the Regulatory Attributes Module. If these are blank or if the Regulatory Attributes Module is not active, values come

from existing inventory detail records. If there are no existing records, Assay % is set to 0.00% and Grade is set to blank.

Inventory attributes—Expire Date, Grade, Assay %, and Inventory Status—are changed in the Inventory Detail view, Detail Maintenance by Item/Lot. They can also be changed in Multi-Lot Inventory Detail Update in the Regulatory Attributes Module.

Note: This field is editable if the item's site/location/lot/ref combination does not exist. If the site/location/lot/serial/ref combination already exists, this field is read only.

Transfer Action

Use Transfer Inventory to transfer stock between sites and locations. You can specify the site and location for the stock, plus the quantity to transfer.

From the Inventory Detail, select Actions > *Individual* > Transfer. In the Transfer window, complete the form and click Submit.

Main

Item

The item that is being transferred. Value defaults from browse.

Lot

The lot number of the item being transferred. Value defaults from browse.

Quantity

Enter the quantity of inventory to transfer to the destination site/location.

Effective Date

Enter the date the stock should be transferred.

Remarks

Use this field to type any comments that you want to record with the transfer.

Transfer

From Site

The site from which the inventory is being transferred. Value defaults from browse.

From Location

The location from which the inventory is being transferred. Value defaults from browse.

From Lot

The lot number of the inventory being transferred. Value defaults from browse.

From Reference

The reference number of the inventory being transferred. Value defaults from browse.

From Inventory Status

The inventory status code associated with the inventory quantity at the original location. Value defaults from browse.

Inventory status codes determine whether specific inventory balances on hand are available for allocation to sales orders or work orders, are considered available by MRP, and are allowed to go negative.

Inventory status codes also restrict particular transactions at specific locations—you can restrict issues from an inspection location.

Inventory status codes are assigned when items are received by inventory. You can change the status codes using the Inventory Detail view or Detail Maintenance by Item/Lot. PO Rcpt Status assigns a default inventory status code for purchase order receipts. WO Rcpt Status assigns a default inventory status code to work order receipts.

To Site

Enter the site to which the inventory is being transferred.

To Location

Enter the location to which the inventory is being transferred.

To Lot

The lot number of the inventory being transferred. Value defaults from browse.

To Reference

Optionally, enter a reference number to associate with the items to transfer. For example, this can be the production lot of the item or a location reference such as a pallet number. Value defaults From Reference. For MRO items, the field is removed.

To Inventory Status

The inventory status code associated with the inventory quantity at the target location.

Inventory status codes determine whether specific inventory balances on hand are available for allocation to sales orders or work orders, are considered available by MRP, and are allowed to go negative.

Inventory status codes also restrict particular transactions at specific locations—you can restrict issues from an inspection location.

Inventory status codes are assigned when items are received by inventory. You can change the status codes using the Inventory Detail view or Detail Maintenance by Item/Lot. PO Rcpt Status assigns a default inventory status code for purchase order receipts. WO Rcpt Status assigns a default inventory status code for work order receipts.

Zero Balance Delete/Archive

Use Zero Balance Delete/Archive to remove the inventory detail information for any item, site, location, lot/serial, and lot reference combination with zero quantity currently on hand.

Zero Balance Delete/Archive is needed only if you define permanent locations in the Locations view. In this case, the system tracks items stored in a location even when the balance falls to zero. This is useful for items with fixed or designated stock locations that you want to see on inventory reports even

when the quantity on hand is zero. The zero balances remain in the system until you run Zero Balance Delete/Archive. When a location is non-permanent, the system automatically deletes inventory detail records when the location balance falls to zero.

You cannot delete non-zero balances. If inventory detail is not deleted as expected, a fractional quantity may be left in the location. Use the following reports to review inventory quantities:

- Use the Inventory Detail browse to display detail to nine decimal places.
- Use Cycle Count Results in .NET to clear small fractional quantities.

You should run this function twice. First, run it with Delete set to No and review the report. Then, run it with Delete set to Yes.

Settings

For more information about running reports, see: Reports on page 96.

Filter

Site

Enter a code identifying a site. A site represents a place where inventory is manufactured or stored, such as a distribution center, a warehouse, a manufacturing facility, or any combination of these.

All inventory control and planning information is maintained by site, including inventory availability, manufacturing methods and costs, sales, purchases, manufacturing plans and orders, and forecasts.

Each site is associated with a specific general ledger (GL) entity, allowing complete financial results to be maintained and monitored by site or by groups of sites. Each site is also associated with a domain, which provides support for processing transactions between different domains, either in a single database or between connected databases.

Usually each site is divided into multiple locations where the inventory is actually stored. In this sense, a site is a group of physical locations such as stockrooms, inspection stations, and shop floors.

Location

Enter the location code that identifies the physical locations where inventory is stored.

Every item in inventory is associated with a location. A given item may be stored in multiple locations. The location code must be specified on every inventory transaction—issues, receipts, transfers, and counts.

Location codes can be used to select specific information to appear on reports and inquiries.

Location codes may be predefined or created automatically by the system as you transact inventory. This is determined by the Automatic Locations setting at that site. If Automatic Locations is set to No for the site, the location must be defined in Locations before any inventory can be received or transferred into that location.

When assigning location codes, keep in mind that they are alphanumeric and sort in alphabetic sequence. For example, if you set up locations 1, 2, and 10, they will sort as 1, 10, 2. Most inventory reports, in particular picklists and cycle count worksheets, sort by location code. Well-devised coding schemes can make life easier in the stockroom.

Item Number

Enter the code that identifies an inventory item defined in Items.

Item codes uniquely identify items or products. These may be raw materials, purchased or manufactured intermediates, finished items, or packaging materials. Item codes are also used to identify planning items, configured products, repair parts, service items, and kits.

Most reports and inquiries can be selected by item number.

Lot/Serial

Enter the lot/serial number associated with this inventory quantity.

The system organizes inventory detail data by item number, site, location, lot or serial number, and reference number. For each unique combination of these values, it tracks the quantity on hand (QOH) and inventory attributes such as assay percentage, grade, expiration date, and status code.

Some reports, such as the Inventory Valuation Report, can be selected for ranges of ABC classes.

Reference

Enter a reference number to associate with the specified item quantity. For example, this can be the production lot of the item or a location reference such as a pallet number. Reference numbers are optional.

Delete

Indicate whether to delete the selected records or to generate a report only.

When you set Delete to No, the selected records are not deleted. A report is generated listing the selected records.

When you set Delete to Yes, the inventory detail that satisfies the selection criteria is deleted from the database and listed in a report. If you set Archive to Yes while Delete is also set to Yes, the deleted data are copied to an ASCII file that can be reloaded using Archive File Reload. Otherwise, deleted data cannot be recovered.

Archive

Indicate whether to archive the selected records.

When you set Archive to No, the selected records are not copied to an ASCII file.

When you set Archive to Yes, the selected data is copied to an ASCII file named xxYYMMDD.hst where xx is the module code and YYMMDD is the file creation date. If this file does not exist, it is created. If it does exist because you already ran delete/archive the same day, the system adds the additional archived records to the end of the file.

Since the generated file has no internal label or content description, you should keep a record of the file name and contents, in case you need to reload the data. Also, remember that you cannot selectively reload data from archive files. If an archive file contains data for an entire year and you need to access records for one month, you must reload all the data in the file to access the records you need.

Note: Date and time in the stored data are formatted based on the country code associated with the user who archived the data. If a user with a different date and time format reloads the data, load errors and corrupted data can occur.

To avoid these problems, use the same settings when archiving and reloading the data. Before loading data, use User Maintenance to temporarily change your country code to match that of the user who archived the data.

Cycle Count

The Cycle Count browse contains the following actions:

- Cycle Count Results

After completing the cycle count, use the Cycle Count Results action to generate a count report showing the items counted, in-tolerance quantity, in-tolerance percent, and items recounted.

- Cycle Count Worksheet Create

Use Cycle Count Worksheet Create to produce a worksheet to record the results of physical inventory cycle counts. This worksheet is typically sent to the stockroom on a daily or a weekly basis. Cycle counts are recorded and used for input to Cycle Count Results.

You can print the worksheet in a variety of ways. Refer to the field help for each field to learn how to print the worksheet with the options that meet your physical inventory requirements.

The Date Counted column is reserved for the date of the physical count completed by the stockroom personnel. This worksheet is a turnaround document. Once printed, the stockroom personnel use the sheet to record their cycle counts and then return it to the system operator for input. It is essential that the timing of input for issues and receipts coincides with the Cycle Count Results input.

The system counts serialized items in a pack through Cycle Count Entry by Location or Cycle Recount Entry by Location. You can create a worksheet to record the results of a cycle count. For serialized data, the system lets you record counted serialized items in a pack using Cycle Count Entry by Location or Cycle Recount Entry by Location. You can see the results in Cycle Count Results Report. When the items are packed and serialization is enabled, the system prints the number of packs using Cycle Count Worksheet Print.

You enter the time for cycle count batch processing in the Cycle Count Batch Active (D H: M) field in Serialization Control. Once you initiate a cycle count for a location, the system initiates a new batch at the same time. The batch expires after this amount of time has elapsed.

- Item ABC Status Update

Use Item ABC Status Report/Update to assign ABC classifications to items, which identify the item's relative importance and how tightly controlled the items should be. Count frequencies and error tolerances are identified by ABC class. The more important A items are cycle counted more often and more carefully than C items. Normally, ABC classifications are reviewed and updated at least once a year.

This function can take a long time to process. Submit it in batch to free your terminal for other tasks. You can run Item ABC Status Report/Update several times, once for each combination, and review the suggested ABC classes. Pick the best one and use that to set the ABC class for each item.

Make manual adjustments in the Site Inventory Exceptions grid on the Site panel in the Items view. A key item may have been assigned class C because it is inexpensive when it should be class A because it has a long lead time.

All items in the specified product line and site are ranked in descending sequence by annual usage. Annual usage is calculated as Average Sales (or Average Issues) multiplied by item cost (or gross margin). Usually, the top 20% of the items are ranked A; the next 30% B; the rest, C. Any quantity

below C is assigned a blank ABC code. For instance, if A=10, B=20, and C=30, the remaining 40% has a blank code.

If you specify Update Average Usage, average sales and average issues are updated first to reflect activity since the last average was calculated.

If you set the Update fields to Yes, the Item Master is updated with the new ABC classes and count intervals only. Otherwise, a report is generated but no update occurs.

When this program updates the ABC class and item-site inventory records do not exist in the Site Inventory Exceptions grid on the Site panel in the Items view, new records are created.

Always print the audit report when you update. If you need to go back to the original ABC class or cycle count interval, the information for each item must be entered manually in the Site Inventory Exceptions grid on the Site panel in the Items view.

You should define menu security for this program to restrict access.

Actions

Cycle Count Results

Last Count

The default is the system date. This is a system-maintained field that records the last date a cycle count or physical inventory count updated a location detail record.

Last count date can be used to select items for cycle counting, either by a range of dates or by past due only.

Item Number

Enter the code that identifies an inventory item defined in the Items view.

Item codes uniquely identify items or products. These may be raw materials, purchased or manufactured intermediates, finished items, or packaging materials. Item codes are also used to identify planning items, configured products, repair parts, service items, and kits.

Most reports and inquiries can be selected by item number.

Location

Location codes identify physical locations where inventory is stored.

Every item in inventory is associated with a location. A given item may be stored in multiple locations. The location code must be specified on every inventory transaction—issues, receipts, transfers, and counts.

Location code can be used to select specific information to appear on reports and inquiries.

Location codes may be predefined or created automatically by the system as you transact inventory. This is determined by the setting for Automatic Locations at that site. (If automatic locations is set to No for the site, the location must be defined in the Locations view before any inventory can be received or transferred into that location.)

When assigning location codes, keep in mind that they are alphanumeric and sort in alphabetic sequence. (For example, if you set up locations 1, 2, and 10, they will sort as 1, 10, 2.) Most inventory reports, in particular picklists and cycle count worksheets, sort by location code. Well-devised coding schemes can make life easier in the stockroom.

Site

Enter a code that identifies a site. A site represents a place where inventory is manufactured or stored such as a distribution center, a warehouse, a manufacturing facility, or any combination of these.

All inventory control and planning information is maintained by site, including inventory availability, manufacturing methods and costs, sales, purchases, manufacturing plans and orders, and forecasts.

Each site is associated with a specific general ledger (GL) entity, allowing complete financial results to be maintained and monitored by site or by groups of sites. Each site is also associated with a domain, which provides support for processing transactions between different domains, either in a single database or between connected databases.

Usually, each site is divided into multiple locations where the inventory is actually stored. In this sense, a site is a group of physical locations such as stockrooms, inspection stations, and shop floors.

New Page on Location

Specifies if items from different locations must be printed on separate pages of the report.

If set to No, all locations are printed on the same report. If set to Yes, different locations should be printed on separate pages. The printer advances to the next page before printing items for a different location.

If locations are physically separated, or if different people have responsibility for counting inventory at each location, then set this field to Yes. This allows you to easily distribute parts of the report to different people.

Show Initial

Specifies what information is to appear on this report.

If you set this field to Yes, this report includes the initial count transaction on the report. If you set this field to No, this report does not include the initial count transaction on the report.

Usually, the results report is printed showing initial counts, error counts, and recounts. This gives you a complete view of the count process. In some cases, you may just want to select one or two of the counts. After all initial counts are entered, print a list of the error counts for items that need recounting. Or, after the entire count is done, print a list of initial counts and recounts for use when reconciling the Inventory Discrepancy amount.

Show Recounts

Specifies what information is to appear on this report.

If you set this field to Yes, this report includes the recount transaction on the report. If you set this field to No, this report does not include this type of count transaction on the report.

Usually, the results report is printed showing initial counts, error counts, and recounts. This gives you a complete view of the count process. In some cases, you may just want to select one or two of the counts. After all initial counts are entered, print a list of the error counts for items that need recounting. Or, after the entire count is done, print a list of initial counts and recounts for use when reconciling the Inventory Discrepancy amount.

Show Errors

Specifies what information is to appear on this report.

If you set this field to Yes, this report includes the error count transaction on the report. If you set this field to No, this report does not include this type of count transaction on the report.

Usually, the results report is printed showing initial counts, error counts, and recounts. This gives you a complete view of the count process. In some cases, you may just want to select one or two of the counts. After all initial counts are entered, print a list of the error counts for items which need recounting. Or, after the entire count is done, print a list of initial counts and recounts for use when reconciling the Inventory Discrepancy amount.

Cycle Count Worksheet Create

Item Number

Enter the code that identifies an inventory item defined in the Items view.

Item codes uniquely identify items or products. These may be raw materials, purchased or manufactured intermediates, finished items, or packaging materials. Item codes are also used to identify planning items, configured products, repair parts, service items, and kits.

Most reports and inquiries can be selected by item number.

Prod Line

Product line codes identify major item and product groupings. Every item/product must be assigned to a product line for planning and accounting purposes.

Product lines:

- Group products by similarities of manufacture or application.
- Identify families of products that can be planned in aggregate using Product Line Planning.
- Associate general ledger accounts with groups of products.
- Are used throughout the system for selecting and reporting inventory, planning, and sales history reports.

Product lines group items by production process, for example. In the plastics industry, there may be a product line for blow molded items and another for injection molded items. Alternatively, you can use product lines to group items by application, creating product lines for raw materials, finished goods, and packaging.

Item Type

Optionally, enter a range of item type codes. This limits item record selection to records associated with these type codes.

Item type is an optional code specified in the Items view that lets you categorize similar items. Item type is validated against predefined values entered in the Generalized Codes view for the field `pt_part_type`, if any.

Product line, group, and type all categorize items. You can use item group and type to subdivide product lines, or they may cross product lines, providing an entirely different view of your items.

You can use both group and type for processing and reporting sales and planning information, and updating product costs. Most item and inventory reports can be selected by group and type. Selective MRP/DRP can be run by item group and type.

Items can be selected for cycle count based on item type, but not group.

Site

Enter a code that identifies a site. A site represents a place where inventory is manufactured or stored such as a distribution center, a warehouse, a manufacturing facility, or any combination of these.

All inventory control and planning information is maintained by site, including inventory availability, manufacturing methods and costs, sales, purchases, manufacturing plans and orders, and forecasts.

Each site is associated with a specific general ledger (GL) entity, allowing complete financial results to be maintained and monitored by site or by groups of sites. Each site is also associated with a domain, which provides support for processing transactions between different domains, either in a single database or between connected databases.

Usually, each site is divided into multiple locations, where the inventory is actually stored. In this sense, a site is a group of physical locations such as stockrooms, inspection stations, and shop floors.

Location

Location codes identify physical locations where inventory is stored.

Every item in inventory is associated with a location. A given item may be stored in multiple locations. The location code must be specified on every inventory transaction—issues, receipts, transfers, and counts.

Location code can be used to select specific information to appear on reports and inquiries.

Location codes may be predefined or created automatically by the system as you transact inventory. This step is determined by the setting for Automatic Locations at that site. (If Automatic Locations is set to No for the site, the location must be defined in the Location view before any inventory can be received or transferred into that location.)

When assigning location codes, keep in mind that they are alphanumeric and sort in alphabetic sequence. (For example, if you set up locations 1, 2, and 10, they will sort as 1, 10, 2.) Most inventory reports, in particular picklists and cycle count worksheets, sort by location code. Well-devised coding schemes can make life easier in the stockroom.

Last Count

The default is the system date. This is a system-maintained field that records the last date a cycle count or physical inventory count updated a location detail record.

Last count date can be used to select items for cycle counting, either by a range of dates or by past due only.

ABC Class

A blank in this field selects all records in the item range specified, regardless of the ABC code. Enter A, B, or C to select only those items with the specified ABC code. This field is validated against generalized codes.

ABC classification codes determine the count frequency and the error tolerance allowed for each item. The Cycle Count Worksheet selects items for counting based on ABC class. ABC class can also dictate how the item is managed. For example, A items usually require tighter physical controls such as a locked stocking area and tighter planning parameters, along with more frequent cycle counts.

Some reports, such as the Inventory Valuation Report, can be selected for ranges of ABC classes.

Number of Items

Specifies the maximum number of items to be printed on this report. The default is 99999999.

Items are selected for counting based on the selection criteria. Then, this number of items is printed on the cycle count worksheet. If more than this number are selected for counting, only this number print.

If number of items is left at 99999999, all items are printed, regardless of the percentages entered by A, B, C class or the selection of random counts.

A, B, C

Specifies the percentage of class A, B, or C items to count.

Items are selected for counting based on the selection criteria. At least this percentage of the items selected are from this class. However, if the percentages do not sum to 100%, the system adjusts the percentages. For example, if you enter 10% for A, 10% for B, and 10% for C, the system treats the percentages as if you entered 33%-33%-34%.

If Number of Items is left at 99999999, all items are printed, regardless of the percentages entered by A, B, C class or the selection of random counts.

Other

Specifies the percentage of non-ABC items to count.

Items are selected for counting based on the selection criteria. At least this percentage of the items selected are from this class. However, if the percentages do not sum to 100%, the system adjusts the percentages. For example, if you enter 10% for A, 10% for B, and 10% for C, the system treats the percentages as if you entered 33%-33%-34%.

If Number of Items is left at 99999999, all items are printed, regardless of the percentages entered by A, B, C class or the selection of random counts.

Sort by Item or Site

Values can be Item or Site. The default is Item. Specifies the sequence in which items are to be selected for counting.

Item specifies items are to be reviewed and selected in item code sequence. Site specifies items are to be reviewed and selected in sequence by site and then by item code.

Notice that, in both cases, items are selected alphabetically by item code—they are not selected randomly.

Randomized Selection

Indicates if the selection should be random.

If this field is set to No, the selection is not random. Items are selected based on the last count date and item number. If this field is set to Yes, the selection is random. This field does not use the results of earlier cycle counts—if item X was counted last time, it is just as likely to be selected for count this time as item Y, even if item Y has never been counted.

Depending on the other selections you have made in Cycle Count Worksheet Print, you may get fewer than the number of items you have entered in Number of Items. Number of Items sets a maximum.

If number of items is left at 99999999, all items are printed, regardless of the percentages entered by A, B, C class or the selection of random counts.

When you first start using cycle counting, last count dates are likely to be blank. You may consider using random counting for a period of time, at least until most items have been counted at least once. After that, you may choose to use other criteria for selection. Remember that the true purpose of cycle counting is not to correct the quantity in inventory, but to correct the cause of that inaccuracy.

Customer Consigned

This field has an effect only when you are using Customer Consignment Inventory.

Select Exclude (the default), Include, or Only to indicate how consigned inventory should display on this report or inquiry.

- Exclude displays non-consigned inventory only.
- Include displays both consigned and non-consigned inventory.
- Only displays consigned inventory.

You do not typically include customer consigned inventory in physical inventory functions since this inventory does not actually reside at your site. It is physically located at the customer site and only tracked in the system until used by the customer.

Supplier Consigned

This field has an effect only when you are using Supplier Consignment Inventory.

Select Exclude (the default), Include, or Only to indicate how consigned inventory should display on this report or inquiry.

- Exclude displays non-consigned inventory only.
- Include displays both consigned and non-consigned inventory.
- Only displays consigned inventory.

Past Due Only

Validated against predefined values entered in the Generalized Codes view, if any. Indicates if only items due to be counted should be included on this report.

When a Cycle Count Worksheet is printed, usually only items due to be counted are included. To see if an item is due for a count, the system compares today's date with the last date it recorded a cycle count for the item. If the period is longer than the specified count interval, then this item is due to be counted.

The value entered in the Item view is used as the default for all sites. It may be changed manually for any site, as needed.

Cycle count intervals are normally assigned based on the ABC class of the item. They can be updated automatically using the Item ABC Status Report/Update.

This field refers to inventory location detail records for any given item. Therefore, it may be possible that any two location detail records for the same item have different last-counted dates. This may result in the selection of only one item rather than both items when the Past Due Only field is set to Yes.

Print Quantity OH

Indicates if the quantity on hand for the item prints on the cycle count worksheet.

If Yes, the quantity on hand prints right beside the item number. This is the quantity of the item, lot/serial, and lot reference, that the system has recorded as on hand at this site and location. After the physical count is taken, it is compared to this quantity.

Usually, you do not print the quantity on hand on the cycle count worksheet. If the quantity counted does not match the quantity printed on the report, the person counting may be tempted to record what is on the sheet rather than recount and enter that count. Since the reason for cycle counting is to verify inventory accuracy and catch errors, this would not be very effective.

New Page on Site

Specifies if items from different sites are to be printed on separate pages of the report.

If this field is set to Yes, different sites must be printed on separate pages. The printer advances to the next page before printing items for a different site. If this field is set to No, all sites are printed on the same report.

If sites are physically separated, or if different people have responsibility for counting inventory at each site, set this field to Yes. This allows you to easily distribute parts of the report to different people.

Include Zero Quantity

Specifies if locations with zero quantity on hand should be counted.

If this field is set to Yes, locations with zero quantity are selected for counting. If this field is set to No, they are not.

In some stockrooms, specific locations are reserved for specific items. For example, one type of resistor may always be stored in a specific bin location and, normally, nothing else is stored there. In that case, you normally count locations with zero quantity on hand. This verifies that you actually have none of the item in that location and that nothing else has been put there by mistake.

New Page on Location

Specifies if items from different locations are to be printed on separate pages of the report.

If this field is set to No, all locations should be printed on the same report. If this field is set to Yes, different locations should be printed on separate pages. The printer advances to the next page before printing items for a different location.

If locations are physically separated, or if different people have responsibility for counting inventory at each location, set this field to Yes. This allows you to easily distribute parts of the report to different people.

Include Negative Inventory

Specifies if locations with negative quantity on hand should be counted.

If this field is set to Yes, locations with negative quantity are selected for counting. If this field is set to No, they are not.

This field should be set to Yes if you allow overissues. (See the Inventory Detail view.) When overissues are allowed, inventory may be issued from a location, even if that issue causes the quantity on hand to become negative. This may happen when transactions are batched for data entry simply because of timing. The issues get processed before the receipts.

Negative quantity on hand, in this situation, tends to be short lived. However, if an item has a negative inventory balance after all transactions are processed, this indicates a problem. That is one of the reasons for counting, to identify and solve problems.

Print Bar Code

Assuming your printer is set up to print bar codes, this field specifies whether bar codes are printed or not.

If this field is set to Yes, fields such as item number are printed in bar code format with the alphabetic code beside it. If this field is set to No, only the alphabetic code prints.

To implement bar code printing, you need a bar code capable printer, and correct printer control sequences for the printer entered in the Bar Code Control fields in Printer Setup Maintenance.

Include Phantom Items

Specifies if phantom items are counted. Phantom items are not normally held in stock; instead, they are transient assemblies or intermediate products—ones that are not (and often cannot be) received into stock but instead go directly into the next higher assembly or product.

If this field is set to Yes, the report includes phantom items. Phantom items are set up when Phantom is Yes in the Planning panel in the Items view.

Usually, phantom items are not stocked, so they do not need to be counted. If your company does hold stock of phantom items, you may want to include them in your regular cycle counts.

Print Serial ID

Determines if serial IDs at the pack level are displayed on the report. If this field is set to Yes, the report displays the serial IDs from the master pack level to the aggregated pack levels. If this field is set to No, the report does not display the pack serial IDs.

Display Item Serial ID

Determines if serial IDs at the item level are displayed on the report. Item serial IDs are only displayed if the Print Serial ID setting is also set to Yes.

Item ABC Status Update

Line

Product line codes identify major item and product groupings. Every item/product must be assigned to a product line for planning and accounting purposes.

Product lines:

- Group products by similarities of manufacture or application.
- Identify families of products that can be planned in aggregate using Product Line Planning.
- Associate general ledger accounts with groups of products.
- Are used throughout the system for selecting and reporting inventory, planning, and sales history reports.

Product lines group items by production process, for example. In the plastics industry, there may be a product line for blow molded items and another for injection molded items. Alternatively, you can use product lines to group items by application, creating product lines for raw materials, finished goods, and packaging.

You can select many reports by product line code ranges. You can set up similar types of product lines starting with the same character so that they can be easily aggregated on reports. Product lines are alphanumeric and sort in alphanumeric sequence, even if you use numbers for product lines. For example, lines 1, 2, 3, ..., 10, 11, ..., 20, 21, will sort: 1, 10, 11, ..., 2, 20, 21, ..., 3.

Site

Enter a code that identifies a site. A site represents a place where inventory is manufactured or stored such as a distribution center, a warehouse, a manufacturing facility, or any combination of these.

All inventory control and planning information is maintained by site, including inventory availability, manufacturing methods and costs, sales, purchases, manufacturing plans and orders, and forecasts.

Each site is associated with a specific general ledger (GL) entity, allowing complete financial results to be maintained and monitored by site or by groups of sites. Each site is also associated with a domain, which provides support for processing transactions between different domains, either in a single database or between connected databases.

Usually, each site is divided into multiple locations where the inventory is actually stored. In this sense, a site is a group of physical locations such as stockrooms, inspection stations, and shop floors.

Based on Sales or Issues

Enter the ranking criteria for this report.

Items are ranked, based on the selection criteria, and are listed in descending sequence of annual usage amount. Annual usage amount may be calculated using either the average sales or the issue quantity, along with either the cost or the gross profit for the item.

The system keeps track of the quantity sold and the quantity issued for each item and site. On a periodic basis, the Item ABC Status Report/Update can be used to calculate the averages of each.

Average sales include only quantities shipped on sales orders. Average issues include the quantity sold, along with all other issues such as unplanned issues and work order issues.

If this field is set to S (Sales), items are ranked according to average sales. If this field is set to I (Issues), items are ranked according to average issues.

This value is multiplied by the item cost or gross profit to determine the annual usage amount. If C (cost) is specified, the system uses the total GL (standard) cost for the item. If G (gross profit) is specified, the system subtracts the total GL (standard) cost from the item base price.

Only items with an ABC class of A, B, C, or blank are considered by this report. Other item ABC classes are ignored.

Based on Cost or Gross Profit

Values can be C (Cost) or G (Gross profit). The default is C.

Specifies the ranking criteria for this report.

Items are ranked based on the selection criteria and listed in descending sequence of annual usage amount. Annual usage amount can be calculated using either the average sales or the issue quantity, along with either the cost or gross profit for the item.

The system keeps track of the quantity sold and the quantity issued for each item and site. On a periodic basis, the Item ABC Status Report/Update can be used to calculate the averages of each. Average sales include only quantities shipped on sales orders. Average issues include quantity sold, along with all other issues such as unplanned issues and work order issues.

A Based on Sales or Issues field value of S indicates that items are to be ranked according to average sales. A Based on Sales or Issues field value of Issues indicates that items are to be ranked according to average issues.

This value is multiplied by the item cost or gross profit to determine the annual usage amount. If Cost is specified, the system uses the total GL (standard) cost for the item. If Gross Profit is specified, the system subtracts the total GL (standard) cost from the item base price.

Only items with an ABC class of A, B, C, or blank are considered by this report. Other item ABC classes are ignored.

Cost Set

The default is Standard. The name of the cost set storing the general ledger (GL) cost for this item at this site.

The cost set is used by Detail Forecast Report to calculate the cost of production and sales price for the item forecast.

Update ABC Class

Specify whether to update item ABC class to reflect the recommended ABC classifications.

If this field is set to No, the report lists the recommendations but does not change the item ABC class. If this field is set to Yes, the item ABC class is changed automatically to the recommended value.

Items are ranked, based on the selection criteria, and listed in descending sequence of annual usage amount. Each item is assigned either an A, B, or C classification. Usually, the top 20% of the items are A, the next 30% are B, and the rest C, but this can be changed manually. Any quantity below C—

for instance, where A=10, B=20, and C=30, and a remainder of 40% is left—is assigned a blank ABC code.

Only items with an ABC class of A, B, C, or blank are considered by this report. Other item ABC classes are ignored.

Update Average Usage

Specifies whether average sales and issues for each item should be updated.

Items are ranked, based on the selection criteria, and listed in descending sequence of annual usage amount. Annual usage amount can be calculated using either the average sales or the issue quantity, along with either the cost or gross profit for the item.

The system keeps track of the quantity sold and the quantity issued for each item and site. On a periodic basis, the Item ABC Status Report/Update can be used to calculate the averages of each. Average sales include only quantity shipped on sales orders. Average issues include quantity sold, along with all other issues such as unplanned issues and work order issues.

A Based on Sales or Issues field value of Sales indicates that items are to be ranked according to average sales. A Based on Sales or Issues field value of Issues indicates that items are to be ranked according to average issues.

This value is multiplied by the item cost or gross profit to determine the annual usage amount. If Cost is specified, the system uses the total GL (standard) cost for the item. If Gross Profit is specified, the system subtracts the total GL (standard) cost from the item base price.

Only items with an ABC class of A, B, C, or blank are considered by this report. Other item ABC classes are ignored.

Item Status to Exclude

Optionally, enter one or more item status codes. Item status codes are defined in the Item Status Codes view and they are associated with items on the Main panel in the Items view or Item Data Maintenance. Separate multiple status codes with commas.

If you enter codes in this field, this function does not process items associated with the specified status codes.

Update Cycle Count Interval for A, B, C Items

Indicate if the cycle count interval for each item in this class should be changed to a specified value.

Cycle count intervals are usually different for different classes of items. For example, A items are subject to a higher level of control and will be counted more frequently than B or C items. These intervals can be assigned automatically, based on the item ABC class. If Update ABC Class is set to Yes, first the system calculates the new ABC classes, then assigns the new count intervals.

Only items with an ABC class of A, B, C, or blank are considered by this report. Other item ABC classes are ignored.

New Interval

Specify the number of days cycle count interval to be assigned to items in this ABC class.

The default is 30 days for A items, 90 days for B items, and 180 days for C items.

Cycle count intervals are usually different for different classes of items. For example, A items are subject to a higher level of control and will be counted more frequently than B or C items. These intervals can be assigned automatically, based on the item ABC class. If Update ABC Class is set to Yes, first the system calculates the new ABC classes, then assigns the new count intervals.

ABC%-A, B, C

Specify the percentage of the items to be placed in each class. Percentages default to 20% A, 30% B, and 50% C.

Items are ranked, based on the selection criteria, and listed in descending sequence of annual usage amount. Each item is assigned either an A, B, or C classification. Usually, the top 20% of the items are A, the next 30% are B, and the rest C, but this can be changed manually. Any quantity below C—for instance, where A=10, B=20, and C=30, and a remainder of 40% is left—is assigned a blank ABC code.

If you specify Update ABC Class Yes, the item ABC class is changed automatically to the recommended value. If you specify No, the report lists the recommendations but does not change the item ABC class.

Only items with an ABC class of A, B, C, or blank are reported and updated by this report. Other ABC classes are used to determine the percentage of items for ABC classification, but they are not reported or updated by this report.

Inventory Tags

The Inventory Tags browse displays information about all the inventory tags that have been created in the system.

Physical Inventory enables you to count and compare actual, on-hand inventory balances with on-hand quantities recorded in the system. This can also be done with cycle counting. To perform a physical inventory count, first determine the items you want to count and the count frequency. Each item to be counted must have a system-generated count tag, used to record item count information. Inventory Tags, which displays information about all the inventory tags that have been created in the system, contains the following actions:

- **Inventory Balance Update**

Use Inventory Balance Update to adjust inventory balances to reflect the item quantity counted at a given site. Update balances for a range of sites, locations, product lines, item numbers, or ABC classes.

Set Update to No to print changes for review before updating the system. SIMULATION appears at the top of each page, along with the header information. Set Update to Yes to update the database. This transaction may take some time to process. Submit it in batch to free up your system for other tasks.

Life Cycle

A complete physical inventory usually involves the following steps:

1. Delete/archive previous physical inventory tags.
2. Freeze inventory balances.
3. Create and print count tags (or do this before freezing).
4. Enter initial tag counts.
5. Review results and enter recounts, if necessary.
6. Void unused tags.
7. Update inventory balances.

Note: The alternative to physical inventory is cycle counting. Regular cycle counting is usually preferred. It facilitates timely detection and the correction of errors and maintains a high level of inventory accuracy.

Managing Tag Counts

Inventory Balance Update adds (or subtracts) the difference between the frozen and the counted inventory item quantity, rather than overriding inventory balances with the counted amount.

You should establish procedures to prevent inventory transactions between the time you run Inventory Balance Freeze and this program. Otherwise, incorrect inventory balances may occur.

For example, the freeze quantity for an item is 100 and the count quantity 40. The inventory adjustment is minus 60. However, if 60 items are shipped after the freeze, inventory is already decreased by 60. If you adjust inventory by another -60, the shipment is double counted.

Inventory Variance Report displays a message indicating when inventory transactions have occurred after the freeze/tag creation date. However, the report shows only the variance between an item's freeze balance and the tag count.

If you choose to ignore this warning, you should maintain a paper record of all transactions and then cycle count the affected locations after running Inventory Balance Update.

Transaction History

A complete audit trail of inventory transactions is maintained in transaction history (tr_hist). Review these using Inventory Transactions. A transaction number and a transaction type identify each transaction. The transaction type generated by this program is TAG-CNT.

General Ledger (GL) Effects

GL transactions are stored in the unposted transaction table until they are posted. Review these transactions using Unposted Transaction Inquiry. Review and delete transactions created in modules other than GL using GL Transaction Delete/Archive.

- Debits or credits the Inventory account defined in Inventory Account Maintenance for the product line, site, and location.
- Credits or debits the Inventory Discrepancy account defined in Inventory Account Maintenance for the product line, site, and location.

Consigned Inventory

If you are using the optional Customer or Supplier Consignment Inventory functionality, procedurally determine how to manage consigned inventory during physical inventory.

- If you are using Customer Consignment Inventory, you typically exclude consigned inventory during inventory counts because it is not physically present at your site.
- If you are using Supplier Consignment Inventory, you typically include consigned inventory in inventory counts.

When you exclude consigned inventory, any inventory adjustments affect non-consigned inventory only.

If you choose to include supplier consigned inventory or to do a count of supplier or customer consigned inventory only, the system uses special transactions when adjusting inventory downward.

- Downward adjustments to customer consigned inventory create the standard count transaction (TAG-CNT) and a CN-CNT transaction. The CN-CNT transaction is used to reverse the inventory effects of the TAG-CNT transaction. This is followed by an ISS-SO and CN-USE to track the inventory changes and transfer ownership of the material.
- When consigned and non-consigned supplier inventory are combined in a location, the system checks the value of Use Consigned First in Supplier Consignment Control to determine how to manage adjustments. Downward adjustments to supplier consigned inventory create the standard TAG-CNT transaction, followed by RCT-PO and CN-ISS transactions to track the inventory changes and transfer ownership of material.

Whenever the system updates consigned inventory, appropriate updates are also made to corresponding consignment accounts.

Adjustments that increase the quantity use the standard TAG-CNT transactions. Surplus is always added to non-consigned inventory. In both modules, you can use the appropriate Consignment Inventory Adjustment program to associate surplus inventory with a consignment order, if needed. See the .NET UI procedure help for the various consignment usage programs in either Customer or Supplier Consignment Inventory for details on these transactions.

Corrections

Change counts in Tag Recount Entry any time before Inventory Balance Update is run. Then, make adjustments with Cycle Count Results Entry.

- **Tag Delete**

Use Tag Delete to delete and archive physical inventory count tags, usually ones from the last count that are no longer needed.

Tag Delete is the first step in the physical inventory process. Use it to clear out old tag records before you create tags for a new physical inventory. If the old tag counts have been posted to inventory and stored in inventory transaction history, they do not need to be retained.

The system does not automatically delete historical information at period or year end. You can delete this information as frequently or as infrequently as you prefer. How often you should run this function depends on how long you need to retain historical information in your database. Most companies keep historical data for at least one year or longer, depending on availability of disk space.

You should run this function twice. First, run it with Delete set to No and review the report. Then, run it with Delete set to Yes.

When you set Delete to Yes, inventory count tags that satisfy the selection criteria are deleted from the database. If you set Archive to Yes, deleted data is copied to an ASCII file that can be reloaded using Archive File Reload. Otherwise, deleted data cannot be recovered.

When Archive is Yes, selected data is stored in a file named xxYYMMDD.hst, where xx is the module code or record type and YYMMDD is the file creation date. If this file does not exist in the system, it is created. If it does exist because you already ran delete/archive the same day, the system adds the additional archived records to the end of the file.

Since the generated file has no internal label or content description, you should keep a record of the file name and contents, in case you need to reload the data. Also, remember that you cannot selectively reload data from archive files. If an archive file contains data for an entire year and you need to access records for one month, you must reload all the data in the file to access the records you need.

Note: Date and time in the stored data are formatted based on the country code associated with the user who archived the data. If a user with a different date and time format reloads the data, load errors and corrupted data can occur.

To avoid these problems, use the same settings when archiving and reloading the data. Before loading data, use User Maintenance to temporarily change your country code to match that of the user who archived the data.

You should define menu security for this program.

- **Tag Print**

Each item to be counted needs a tag showing the item's site, location, and item number. Then, record count information on the tag. In the event of a recount, recount information goes on the same tag.

There are two types of count tags: item and bulk. Use Item Tag Create to create tags for selected items. You can select items by item number, site, product line, or ABC class. Enter no selection criteria to create tags for all items in your system.

Use Bulk Tag Create to create bulk tags. Bulk tags are the same as item tags, except that the item information on bulk tags is blank. Use bulk tags to count items that do not have item tags. After creating count tags, use Tag Print to print both types of tags. You can print tags on most standard-size forms. Default forms are set to print on 3 x 5 inch card stock. You can optionally print the tag number in bar code format, if your system is formatted to do so.

In the event of errors, delete incorrect tags using Tag Delete, then recreate and print new ones.

Note: Before deleting bulk tags, void the tags using Tag Void Status Update.

- **Uncounted Tag Update**

Tags facilitate the control and monitoring of the physical inventory process. At the end, all tags should be either counted or voided.

Uncounted Tag Report/Update lists uncounted tags, and, optionally, lets you set the count to zero. A complete physical inventory usually involves several steps:

- Delete/archive tags from the previous physical inventory.
- Freeze inventory balances.
- Create and print count tags (can be done before freezing).
- Enter initial tag counts.
- Review results and enter recounts, if necessary.
- Void unused tags.
- Update inventory balances.

This report identifies tags whose items have not yet been counted. Also, if you specify Set Tag Count to Zero, you can enter a count quantity of zero for these tags.

The Uncounted Tag Report/Update lists tags that have not had any count entered—unused bulk tags that are not needed and should be voided, or item tags for which the count was entered on a bulk tag by mistake.

Tags for items that were not counted or that were not found in inventory—leftover tags—are not voided. If you find no such items, enter a count quantity of zero.

A special use for the Uncounted Tag Report/Update is to employ zero-based inventory (starting with inventory balances at zero). To do this set the item tag counts to zero and then enter the count quantities using bulk tags. To maintain traceability, do not do this for lot/serial controlled items.

You should define menu security for this program to restrict access.

Actions

Inventory Balance Update

Site

Enter a code that identifies a site. A site represents a place where inventory is manufactured or stored such as a distribution center, a warehouse, a manufacturing facility, or any combination of these.

All inventory control and planning information is maintained by site, including inventory availability, manufacturing methods and costs, sales, purchases, manufacturing plans and orders, and forecasts.

Each site is associated with a specific general ledger (GL) entity, allowing complete financial results to be maintained and monitored by site or by groups of sites. Each site is also associated with a

domain, which provides support for processing transactions between different domains, either in a single database or between connected databases.

Usually, each site is divided into multiple locations, where the inventory is actually stored. In this sense, a site is a group of physical locations such as stockrooms, inspection stations, and shop floors.

Location

Location codes identify physical locations where inventory is stored.

Every item in inventory is associated with a location. A given item may be stored in multiple locations. The location code must be specified on every inventory transaction—issues, receipts, transfers, and counts.

Location code can be used to select specific information to appear on reports and inquiries.

Location codes may be predefined or created automatically by the system as you transact inventory. This is determined by the Automatic Locations setting at that site. If Automatic Locations is set to No for the site, the location must be defined in Locations before any inventory can be received or transferred into that location.

When assigning location codes, keep in mind that they are alphanumeric and sort in alphabetic sequence. For example, if you set up locations 1, 2, and 10, they sort as 1, 10, 2. Most inventory reports, in particular picklists and cycle count worksheets, sort by location code. Well-devised coding schemes can make life easier in the stockroom.

Prod Line

Product line codes identify major item and product groupings. Every item/product must be assigned to a product line for planning and accounting purposes.

Product lines:

- Group products by similarities of manufacture or application.
- Identify families of products that can be planned in aggregate using Product Line Planning.
- Associate general ledger accounts with groups of products.
- Are used throughout the system for selecting and reporting inventory, planning, and sales history reports.

Product lines group items by production process, for example. In the plastics industry, there may be a product line for blow molded items and another for injection molded items. Alternatively, you can use product lines to group items by application, creating product lines for raw materials, finished goods, and packaging.

Item Number

Enter the code that identifies an inventory item defined in Items.

Item codes uniquely identify items or products. These may be raw materials, purchased or manufactured intermediates, finished items, or packaging materials. Item codes are also used to identify planning items, configured products, repair parts, service items, and kits.

Most reports and inquiries can be selected by item number.

ABC Class

A blank in this field selects all records in the item range specified, regardless of the ABC code. Enter A, B, or C to select only those items with the specified ABC code. This field is validated against generalized codes.

ABC classification codes determine the count frequency and the error tolerance allowed for each item. The Cycle Count Worksheet selects items for counting based on ABC class. ABC class can also dictate how the item is managed. For example, A items usually require tighter physical controls such as a locked stocking area and tighter planning parameters, along with more frequent cycle counts.

Some reports, such as the Inventory Valuation Report, can be selected for ranges of ABC classes.

Update

Enter Yes to run this program in Update mode and to change records in the database.

Enter No to run this program in Report-only mode, without updating the database. A report is printed for review with SIMULATION displayed at the top of each page.

Effective Date

The general ledger effective date associated with this inventory transaction. The default is the system date.

When inventory balances are adjusted by a physical count, a general ledger transaction is processed increasing or decreasing inventory value and recording an inventory discrepancy. The effective date determines when the general ledger transaction affects general ledger balances. Inventory quantity on hand is affected immediately upon processing the receipt, regardless of the effective date.

Sort Option

Specify the sort option the system uses when displaying data for this report. Enter 1 to sort by site, item, operation, line. Enter 2 to sort by extended cost descending.

Tag Delete**Tag Number**

The tag number for this physical inventory count. Tag number identifies the site, location, item, lot/serial, and lot reference number counted. Tag numbers must be unique.

Each physical inventory count tag is assigned a unique tag number, which prints on the tag and is used for recording tag counts. Reports can be selected for ranges of tag numbers.

This number is assigned to the first tag created, then it is incremented by 1. This numbering system prevents duplicate tag numbers.

Tag Delete/Archive resets this number to 1.

Site

Enter a code that identifies a site. A site represents a place where inventory is manufactured or stored such as a distribution center, a warehouse, a manufacturing facility, or any combination of these.

All inventory control and planning information is maintained by site, including inventory availability, manufacturing methods and costs, sales, purchases, manufacturing plans and orders, and forecasts.

Each site is associated with a specific general ledger (GL) entity, allowing complete financial results to be maintained and monitored by site or by groups of sites. Each site is also associated with a

domain, which provides support for processing transactions between different domains, either in a single database or between connected databases.

Usually, each site is divided into multiple locations, where the inventory is actually stored. In this sense, a site is a group of physical locations such as stockrooms, inspection stations, and shop floors.

Location

Location codes identify physical locations where inventory is stored.

Every item in inventory is associated with a location. A given item may be stored in multiple locations. The location code must be specified on every inventory transaction—issues, receipts, transfers, and counts.

Location code can be used to select specific information to appear on reports and inquiries.

Location codes may be predefined or created automatically by the system as you transact inventory. This is determined by the Automatic Locations setting at that site. If Automatic Locations is set to No for the site, the location must be defined in Locations before any inventory can be received or transferred into that location.

When assigning location codes, keep in mind that they are alphanumeric and sort in alphabetic sequence. For example, if you set up locations 1, 2, and 10, they sort as 1, 10, 2. Most inventory reports, in particular picklists and cycle count worksheets, sort by location code. Well-devised coding schemes can make life easier in the stockroom.

Item Number

Enter the code that identifies an inventory item defined in Items.

Item codes uniquely identify items or products. These may be raw materials, purchased or manufactured intermediates, finished items, or packaging materials. Item codes are also used to identify planning items, configured products, repair parts, service items, and kits.

Most reports and inquiries can be selected by item number.

Lot/Serial

The lot/serial number of the inventory counted. This may be blank, if the item is not Lot/Serial number controlled.

If the item is serial number controlled, a separate tag is created for each serial number in stock. The tag count must be for a quantity of one.

The lot/serial number entered must be valid. You can not create lot/serial numbers in inventory functions.

Posted Only

Specifies whether unposted tags are deleted. Each tag has a Posted field.

Yes indicates that the Inventory Balance Update has processed this tag count and used it to update the inventory balance. Inventory Balance Update only processes tags which have not yet been posted (Posted = No), and then sets the Posted field to Yes. This prevents a tag from updating inventory balances more than once.

The Tag Delete/Archive function is used to purge tags that have been posted.

Delete

Indicate whether to delete the selected records or to generate a report only.

If No, the selected records are not deleted. A report is generated listing the selected records. If Yes, the selected records are deleted from your database and listed in a report.

If you set Archive to Yes when Delete is Yes, the selected records are copied to an ASCII file before deletion. Use Archive File Reload to reload the data, if needed.

Archive

Indicate whether to archive the selected records.

If No, the selected records are not copied to an ASCII file. If Yes, the selected records are copied to an ASCII file. The system creates a file name in the following format: xxYYMMDD.hst, where xx identifies the module code or record type and YYMMDD is the file creation date. If this file does not exist, it is created. If it does exist, records are appended to the end.

Archive File

Enter the name of the file that will contain the exported data.

Although the system generates a comma-delimited file, it does not add an extension. For example, if you want the file to be accessible to an external application that recognizes comma-separated value files, add .csv to the file name.

Tag Print**Tag Number**

The tag number for this physical inventory count. The tag number identifies the site, location, item, lot/serial, and lot reference number counted. Tag numbers must be unique.

Each physical inventory count tag is assigned a unique tag number, which prints on the tag and is used for recording tag counts. Reports can be selected for ranges of tag numbers.

This number is assigned to the first tag created, then it is incremented by 1. This numbering system prevents duplicate tag numbers.

Tag Delete/Archive resets this number to 1.

Reprint Tags

Specifies whether to print tags that have already been printed.

When a tag is printed, the print date is set to the system date to show that the tag has been printed, and to prevent it from being printed again by mistake.

To reprint a damaged tag, you can specify Reprint Tags = Yes on the Tag Print function.

Print Bar Code

Assuming that your printer is set up to print bar codes, this field specifies whether bar codes are printed or not.

If Yes, work order ID and the operation number are printed in bar code format in the routing section of the picklist, with the alphabetic code beside it. If No, only the alphabetic code prints.

To implement bar code printing, you need a bar code capable printer, and correct printer control sequences for the printer entered in the Bar Code Control fields in Printer Setup Maintenance.

Bulk Tag Format

Indicate the format of bulk tags to print. Enter Pack to print bulk tags as a pack tag. Enter Item to print item tags.

Print Item Serial

Enter Yes to print item serial IDs.

Print Content of Pack

Indicate how the system prints the pack contents. Enter Summary to print the quantity of child packs by pack code or enter Detail to list lower-level packs by serial IDs.

If the pack data cannot be printed on a single tag, print the other information on another page, with the tag number on it.

Levels

Identify the number of levels of serial hierarchy to print on the pack tag. Only enabled when Print Content of Pack is set to Detail. Default value is 2. When 2, the system prints serial IDs of the second level on the pack tag. When set to 1, no lower-level packs print because level 1 is the top level of the serial hierarchy. Set to 0 to print all lower-level serial IDs of the pack.

Forms Across

Specifies the number of count tags to print side by side. The default is 1.

This number of tags prints horizontally across the page. For example, if you specify Forms Across = 2, then count tags for the first two items are printed, then line feed(s), then the tags for the next to items, and so on.

Forms Across, Lines Per Form, and Width are all used to define the size and layout of your company's tags. You are not restricted to a particular size or type of tag.

Uncounted Tag Update

Tag Number

The tag number for this physical inventory count. The tag number identifies the site, location, item, lot/serial, and lot reference number counted. Tag numbers must be unique.

Each physical inventory count tag is assigned a unique tag number, which prints on the tag and is used for recording tag counts. Reports can be selected for ranges of tag numbers.

This number is assigned to the first tag created, then it is incremented by 1. This numbering system prevents duplicate tag numbers.

Tag Delete/Archive resets this number to 1.

Site

Enter a code that identifies a site. A site represents a place where inventory is manufactured or stored such as a distribution center, a warehouse, a manufacturing facility, or any combination of these.

All inventory control and planning information is maintained by site, including inventory availability, manufacturing methods and costs, sales, purchases, manufacturing plans and orders, and forecasts.

Each site is associated with a specific general ledger (GL) entity, allowing complete financial results to be maintained and monitored by site or by groups of sites. Each site is also associated with a

domain, which provides support for processing transactions between different domains, either in a single database or between connected databases.

Usually, each site is divided into multiple locations, where the inventory is actually stored. In this sense, a site is a group of physical locations such as stockrooms, inspection stations, and shop floors.

Location

Location codes identify physical locations where inventory is stored.

Every item in inventory is associated with a location. A given item may be stored in multiple locations. The location code must be specified on every inventory transaction—issues, receipts, transfers, and counts.

Location code can be used to select specific information to appear on reports and inquiries.

Location codes may be predefined or created automatically by the system as you transact inventory. This is determined by the Automatic Locations setting at that site. If Automatic Locations is set to No for the site, the location must be defined in Locations before any inventory can be received or transferred into that location.

When assigning location codes, keep in mind that they are alphanumeric and sort in alphabetic sequence. For example, if you set up locations 1, 2, and 10, they sort as 1, 10, 2. Most inventory reports, in particular picklists and cycle count worksheets, sort by location code. Well-devised coding schemes can make life easier in the stockroom.

Item Number

Enter the code that identifies an inventory item defined in Items.

Item codes uniquely identify items or products. These may be raw materials, purchased or manufactured intermediates, finished items, or packaging materials. Item codes are also used to identify planning items, configured products, repair parts, service items, and kits.

Most reports and inquiries can be selected by item number.

Lot/Serial

The lot/serial number of the inventory counted. This may be blank, if the item is not Lot/Serial number controlled.

If the item is serial number controlled, a separate tag is created for each serial number in stock. The tag count must be for a quantity of one.

The lot/serial number entered must be valid. You can not create lot/serial numbers in inventory functions.

Sort Option

Specify the sort option the system uses when displaying data for this report. Enter 1 to sort by site, item, operation, line. Enter 2 to sort by extended cost descending.

Set Tag Count to Zero

The system sets the count quantity of uncounted packs and uncounted lower-level packs to zero (0) when you set the Set Tag Count To Zero filter to Yes. The system generates serial history and marks the packs as missing. The system dismisses them when you run an inventory balance update.

This is used for processing a zero-based inventory. For example, if you have been using your system for some time, but not the inventory modules, all of your items can have incorrect balances. One way

to zero them out is to create tags for all inventory and use this option to set the count to zero. Then do your physical count and enter it using bulk tags. After the update, your inventory is correct.

Do not use this on items under lot/serial control as you will lose your actual-bill and where-used traceability.

Include Missing Lower Level Pack

The Include Missing Lower Level Pack filter controls whether the system displays missing content of counted packs in the results. Missing content of the counted pack displays at the end of the report when you set the filter to Include Missing Uncounted Lower Packs to Yes.

The system displays the serial ID when the tag is for a pack; the items contained in the pack display, too. When multiple items are contained, the system displays multiple lines with the same tag number and serial ID.

Tag Inventory Valuation

The Tag Inventory Valuation report shows the value of counted inventory.

Use the Tag Inventory Valuation report to see the value, at GL Cost, of all the completed physical inventory counts (tags) so that you can properly plan for the impact on total inventory. Properly planning for the impact might include recounting one or more of the tags or creating or applying a "reserve" balance to the update.

This report displays the following information:

- Site
- Item Number
- Location
- Lot/Serial
- Reference
- Prod Line
- ABC Class
- Inventory Account
- Counted Tags
- Counted Quantity. Allows users to validate that all expected tags have been counted, which is useful when you have tags by serial ID.
- Frozen Quantity
- Qty Diff (Counted Qty - Frozen Qty)
- GL Cost
- Extended Counted Cost (Counted Qty x Unit Cost)
- Extended Frozen Cost (Frozen Qty x GL Cost)
- Adjustment (Qty Diff x GL Cost)

By default, the printed output is sorted by Site, Item, Location, and Lot/Serial.

Settings

For more information about running reports, see: Reports on page 96.

Filter

Site

Enter a code identifying a site. A site represents a place where inventory is manufactured or stored, such as a distribution center, a warehouse, a manufacturing facility, or any combination of these.

All inventory control and planning information is maintained by site, including inventory availability, manufacturing methods and costs, sales, purchases, manufacturing plans and orders, and forecasts.

Each site is associated with a specific general ledger (GL) entity, allowing complete financial results to be maintained and monitored by site or by groups of sites. Each site is also associated with a domain, which provides support for processing transactions between different domains, either in a single database or between connected databases.

Usually each site is divided into multiple locations where the inventory is actually stored. In this sense, a site is a group of physical locations such as stockrooms, inspection stations, and shop floors.

Location

Enter the location code that identifies the physical locations where inventory is stored.

Every item in inventory is associated with a location. A given item may be stored in multiple locations. The location code must be specified on every inventory transaction—issues, receipts, transfers, and counts.

Location codes can be used to select specific information to appear on reports and inquiries.

Location codes may be predefined or created automatically by the system as you transact inventory. This is determined by the Automatic Locations setting at that site. If Automatic Locations is set to No for the site, the location must be defined in Locations before any inventory can be received or transferred into that location.

When assigning location codes, keep in mind that they are alphanumeric and sort in alphabetic sequence. For example, if you set up locations 1, 2, and 10, they will sort as 1, 10, 2. Most inventory reports, in particular pick lists and cycle count worksheets, sort by location code. Well-devised coding schemes can make life easier in the stockroom.

Prod Line

Enter the product line code that identifies the major item and product groupings. Every item/product must be assigned to a product line for planning and accounting purposes.

Product lines:

- Group products by similarities of manufacture or application.
- Identify families of products that can be planned in aggregate using Product Line Planning.
- Associate general ledger accounts with groups of products.
- Are used throughout the system for selecting and reporting inventory, planning, and sales history reports.

Product lines group items by production process, for example. In the plastics industry, there may be a product line for blow molded items and another for injection molded items. Or group items by application, creating product lines for raw materials, finished goods, and packaging.

You can select many reports by product line code ranges. You can set up similar types of product lines starting with the same character so that they can be easily aggregated on reports. Product lines

are alphanumeric and will sort in alphanumeric sequence, even if you use numbers for product lines. For example lines 1, 2, 3, ..., 10, 11, ..., 20, 21, will sort: 1, 10, 11, ..., 2, 20, 21, ..., 3.

Item Number

Enter the code that identifies an inventory item defined in Items.

Item codes uniquely identify items or products. These may be raw materials, purchased or manufactured intermediates, finished items, or packaging materials. Item codes are also used to identify planning items, configured products, repair parts, service items, and kits.

Most reports and inquiries can be selected by item number.

ABC Class

A blank in this field selects all records in the item range specified, regardless of the ABC code. Enter A, B, or C to select only those items with the specified ABC code. This field is validated against generalized codes.

ABC classification codes determine the count frequency and the error tolerance allowed for each item. The Cycle Count Worksheet selects items for counting based on ABC class. ABC class can also dictate how the item is managed. For example, A items usually require tighter physical controls such as a locked stocking area and tighter planning parameters, along with more frequent cycle counts.

Some reports, such as the Inventory Valuation Report, can be selected for ranges of ABC classes.

Cost Set

The default is Standard.

The name of the cost set storing the general ledger (GL) cost for this item at this site.

The cost set is used by Detail Forecast Report to calculate the cost of production and sales price for the item forecast.

Detailed Excel Output

To export the report as an .xls Excel file, set this field to Yes. Then go to Settings and set the File Type to Excel and the Layout to Excel Layout. Then click Run.

Item Packaging

The Item Packaging browse, which displays item packaging information including Item Number, Site, Address, Transaction Type, and BOP Code, contains the Packaging Simulation and Packaging Hierarchy actions.

The Item Packaging browse contains the following actions:

- Packaging Simulation

The Packaging Simulation action is used to view the whole Serial Hierarchy Definition from the master pack level to component level.

- Packaging Hierarchy

The Packaging Hierarchy action is used to view the whole Serial Hierarchy Definition to be used in transactions. The difference between this and Packaging Simulation is that it uses the matching rule in Item Packaging Maintenance to get the result to be used based on the entered value; therefore, it must have only one result.

Actions

Packaging Simulation

Item Number

Enter the code that identifies an inventory item defined in Items.

Item codes uniquely identify items or products. These may be raw materials, purchased or manufactured intermediates, finished items, or packaging materials. Item codes are also used to identify planning items, configured products, repair parts, service items, and kits.

Most reports and inquiries can be selected by item number.

Site

Enter a code that identifies a site. A site represents a place where inventory is manufactured or stored such as a distribution center, a warehouse, a manufacturing facility, or any combination of these.

All inventory control and planning information is maintained by site, including inventory availability, manufacturing methods and costs, sales, purchases, manufacturing plans and orders, and forecasts.

Each site is associated with a specific general ledger (GL) entity, allowing complete financial results to be maintained and monitored by site or by groups of sites. Each site is also associated with a domain, which provides support for processing transactions between different domains, either in a single database or between connected databases.

Usually, each site is divided into multiple locations, where the inventory is actually stored. In this sense, a site is a group of physical locations such as stockrooms, inspection stations, and shop floors.

BOM Code

A code uniquely that identifies a service product structure (BOM), which defines the set of items required for a service activity.

Parts or components used in the service of an item can be grouped under a BOM code. The BOM code can represent all the parts needed for the activity, or just those used at a certain operation. The items on the BOM print on Call Reports, and can be loaded as item usage in Call Activity Recording and Call Quote Maintenance.

You can set up any number of service BOMs and routings for a single item. Service BOMs can be associated with service standard operations or with operations on a service routing. They can also be associated with items in Service Item Maintenance or Service Item by Site Maintenance. Currently, the system allows you to link three per item.

- A PM BOM and PM Routing used by default for calls with the PM Work Code, including those automatically generated by the system as part of Preventive Maintenance scheduling.
- An Installation BOM and Installation Routing used by default for calls with the Install Work Code, including those automatically generated by the system during invoice post for items requiring an installation.
- A Repair BOM and Repair Routing used by default for calls with any other work code. The Repair BOM and Repair Routing are also used on the rework work order created by the RMA Release to Work Order function.

The PM Work Code and Install Work Code are specified in Call Management Control.

Address

The address code uniquely identifies a name and address record, usually of a customer or supplier.

Transaction Type

Transaction type codes identify the source of an inventory transaction record maintained in transaction history. The system also uses them to determine records to display on reports. For example, a Sales Booking Report only includes booking transactions of type ORD-SO. Item and inventory status codes can restrict inventory transactions by type code.

Packaging Hierarchy

Item Number

Enter the code that identifies an inventory item defined in the Items view.

Item codes uniquely identify items or products. These may be raw materials, purchased or manufactured intermediates, finished items, or packaging materials. Item codes are also used to identify planning items, configured products, repair parts, service items, and kits.

Most reports and inquiries can be selected by item number.

Site

Enter a code that identifies a site. A site represents a place where inventory is manufactured or stored such as a distribution center, a warehouse, a manufacturing facility, or any combination of these.

All inventory control and planning information is maintained by site, including inventory availability, manufacturing methods and costs, sales, purchases, manufacturing plans and orders, and forecasts.

Each site is associated with a specific general ledger (GL) entity, allowing complete financial results to be maintained and monitored by site or by groups of sites. Each site is also associated with a domain, which provides support for processing transactions between different domains, either in a single database or between connected databases.

Usually, each site is divided into multiple locations, where the inventory is actually stored. In this sense, a site is a group of physical locations such as stockrooms, inspection stations, and shop floors.

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A code that uniquely identifies a service product structure (BOM), which defines the set of items required for a service activity.

Parts or components used in the service of an item can be grouped under a BOM code. The BOM code can represent all the parts needed for the activity, or just those used at a certain operation. The items on the BOM print on Call Reports, and can be loaded as item usage in Call Activity Recording and Call Quote Maintenance.

You can set up any number of service BOMs and routings for a single item. Service BOMs can be associated with service standard operations or with operations on a service routing. They can also be associated with items in Service Item Maintenance or Service Item by Site Maintenance. Currently, the system allows you to link three per item.

- A PM BOM and PM Routing used by default for calls with the PM Work Code, including those automatically generated by the system as part of Preventive Maintenance scheduling.

- An Installation BOM and Installation Routing used by default for calls with the Install Work Code, including those automatically generated by the system during invoice post for items requiring an installation.
- A Repair BOM and Repair Routing used by default for calls with any other work code. The Repair BOM and Repair Routing are also used on the rework work order created by the RMA Release to Work Order function.

The PM Work Code and Install Work Code are specified in Call Management Control.

Address

The address code uniquely identifies a name and address record, usually of a customer or supplier.

Transaction Type

Transaction type codes identify the source of an inventory transaction record maintained in transaction history. The system also uses them to determine records to display on reports. For example, a Sales Booking Report only includes booking transactions of type ORD-SO. Item and inventory status codes can restrict inventory transactions by type code.

Inventory Transactions

Use Inventory Transactions to display detailed inventory transaction history records ordered by transaction number.

Inventory Transactions includes the following information:

- Information about the inventory history transaction
- Information about how inventory was impacted
- Information about how GL was impacted with unit and extended costs

Main

Transaction

Each transaction history record is uniquely identified by a transaction number, assigned by the system. Use transaction numbers to select and sort information on reports and inquiries. Transactions usually appear in descending sequence by date and transaction number.

Transactions are assigned sequentially across the entire database. When a database has multiple active domains, transaction numbers within a domain may appear to have gaps because of the numbers assigned in other domains.

The system automatically assigns transaction numbers beginning with 1. Once the number reaches 99999999, the system resets the number to 1 and starts over. If you have deleted some, but not all, transaction history, the system only assigns unused numbers. Duplicate numbers cannot occur.

Transaction Type

Transaction type codes identify the source of an inventory transaction record maintained in transaction history. The system also uses them to determine records to display on reports. For example, a Sales Booking Report only includes booking transactions of type ORD-SO. Item and inventory status codes can restrict inventory transactions by type code.

Date

The default is the system date. The date this transaction was processed.

Transaction date can be used for selecting information to appear on reports and inquiries, and for deleting and archiving transaction history.

The date of the transaction may differ from the Effective Date. Date is usually when the transaction was actually entered into the system. Effective date is when the transaction is to affect the general ledger. At period end, these are often different. For example, if the period ends on Friday but you are still processing receipts on Monday, you may set the effective date to Friday's date but the entered date is Monday's date.

Time

The time this transaction was processed.

Effective Date

The general ledger effective date associated with this inventory transaction. The default is the system date.

The effective date determines when the general ledger transaction created by this transaction affects general ledger balances. A work order does not increase the balance in the general ledger inventory account until this effective date. Inventory quantity on hand is affected immediately upon processing the receipt, regardless of the effective date.

The date of the transaction may differ from the Effective Date. Date is usually when the transaction was actually entered into the system. Effective date is when the transaction is to affect the general ledger. At period end, these are often different. For example, if the period ends on Friday, but you are still processing receipts on Monday, you may set the effective date to Friday's date but the entered date is Monday's date.

Remarks

Any remarks associated with this transaction. Usually, these identify the source or the reason for the transaction. For example, remarks can indicate the document number associated with an unplanned transaction. When transactions are recorded in other modules, such as sales, the system sometimes stores information (the packing list or invoice number) in the Remarks field.

This field is for reference only and may appear on some selected reports and inquiries.

User ID

The system records and displays the ID of the user who processed this inventory transaction.

This Reference field appears on selected reports and inquiries.

Program

The Progress program that created this transaction history record. For example, an unplanned issue transaction history record (ISS-UNP) is created by the program icunis.p.

This field is for reference only and may appear on some selected reports and inquiries.

Currency

This field displays the currency code associated with this inventory transaction. Currency codes identify monetary units and form the basis of exchange rate relationships.

Each domain has a base currency. You can specify foreign currencies during sales, purchasing, service, and accounting transactions. Each currency must be predefined and a valid exchange rate must exist for the transaction effective date.

When transactions are processed in non-base currency, the currency code and exchange rate are maintained in transaction history along with the price. This lets you review prices in terms of your company base currency or the foreign currency. Costs are always stated in your company base currency. Only prices can be held in another currency.

Shipper

The identifying number that represents the shipper associated with this transaction. The combination of supplier and shipper ID uniquely identifies a shipper record.

Ship Date

This is a system-maintained field that records the last date a shipment was processed for this order. Invoices and commission reports may be printed for a range of ship dates. The default is the effective date entered on the shipment transaction, which is normally the system date.

Inventory Movement Code

Inventory movement codes assigned by the system include the following:

Inventory Movement Code	Description
CST-ADJ	Cost Adjustment
CUM-RADJ	Cumulative Received Adjustment
CUM-RRES	Cumulative Received Reset
CUM-SADJ	Cumulative Shipped Adjustment
CUM-SRES	Cumulative Shipped Reset
CYC-CNT	Cycle Count Adjustment
CYC-ERR	Cycle Count Error
CYC-RCNT	Cycle Count Recount
ISS-CHL/RCT-CHL	Change Inventory Detail
ISS-DO/RCT-GIT	Distribution Order Shipment
ISS-GIT/RCT-DO	Distribution Order Receipt
ISS-FAS/RCT-FAS	Final Assembly Order
ISS-PRV	Purchase Return to Supplier
ISS-RV	Inventory Return to Supplier
ISS-SO	Sales Order Shipment
ISS-TR/RCT-TR	Inventory Transfer

Inventory Movement Code	Description
ISS-UNP/RCT-UNP	Unplanned Issue/Receipt
ISS-WO/RCT-WO	Work Order Issue/Receipt
ORD-PO	Purchase Order Booking
ORD-SO	Sales Order Booking
ORD-SEO	Material Order Booking
PLCG-ADJ	Product Line Change
RCT-PO	Purchase Order Receipt
RCT-RS	Inventory Return to Stock
RCT-SOR	Inventory Sales Order Return
RJCT-WO	Work Order Reject
TAG-CNT	Physical Inventory Update
WIP-ADJ	Work in Process Adjustment
WO-CLOSE	Work Order Close

Order

The order number associated with this inventory transaction.

When an unplanned inventory transaction is processed, you can manually enter an order number for the record. When an inventory transaction is processed in another module, such as sales, the order number remains in transaction history.

Some reports and inquiries can be selected by order number. Order number may be a sales order number, work order number, purchase order number, RMA/RTS number, or any other user-defined value.

Note: An order number entered on an unplanned inventory transaction is for reference only. The system does not access this information from other modules. For example, if you enter a work order number on an unplanned issue, it does not appear on the Work Order Cost Report.

ID

The lot identification number associated with this inventory transaction.

Throughout the system, lot ID numbers uniquely identify the source of inventory transactions, allowing complete lot/serial number traceability. The system usually assigns a unique lot ID number to sales and purchase orders. You may manually assign lot ID numbers to work orders or let the system assign them.

Some reports and inquiries may be selected by lot ID.

Order Revision

The revision number of the order associated with this inventory transaction. Each time a purchase order or sales order is changed, the revision number can be increased by 1. This field is for reference only and may appear on some selected reports and inquiries.

Line

Identifies the order or pending invoice line number associated with this transaction.

Item

The item code associated with this inventory transaction. This can be a new item to receive or an item that is not normally expected for a base process or a joint work order set.

Item codes uniquely identify items or products such as raw materials, purchased or manufactured intermediates, finished items, packaging materials. Item codes also identify planning items, configured products, service kits, and repair parts used in service activities.

Transaction history is maintained by, and all reports can be selected by, item code. Usually, this is an inventory item, so beginning and ending inventory balances are maintained. Transactions can also be entered for non-inventory items such as invoices for services or purchases of miscellaneous supplies. These are indicated by a transaction type M for memo, and do not affect inventory balances.

Description 1

The primary description of the item (up to 24 characters) associated with this transaction. You can supply two lines of description.

You can use the primary description to look up item codes. The first description line appears on all reports, inquiries, and printed documents.

The second line of description provides additional or supplementary information. It prints on most reports, inquiries, and documents, as space permits.

Description 2

The second line of description of the item associated with this transaction. Provides additional or supplementary information. It prints on most reports, inquiries, and documents, as space permits.

Unit of Measure

The unit of measure of the inventory transaction quantity. It is validated against predefined values entered in the Generalized Codes view, if any.

You can process any inventory transaction using an alternate unit of measure. In this case, the system accesses the appropriate conversion factor defined in the UM Conversions view. For example, the item may be held in inventory in the unit of measure EA but sold or purchased in a case (CS) of 25. If you enter the unit of measure CS, the system displays a UM conversion of 25. The cost and inventory quantity adjust automatically when this item is shipped or received.

If the alternate unit of measure has not been predefined in the UM Conversions view, a warning displays and the UM Conversion remains at 1.0000. Adjust it manually.

The unit of measure is maintained for auditing and is especially useful when investigating incorrect inventory balances. Check the unit of measure to ensure the correct conversion factor was entered. This could be the source of your error.

Price

This field displays the price or cost associated with this inventory transaction. Costs are in base currency. Prices are in the transaction currency, which can be a foreign currency.

Currency codes identify monetary units and form the basis of exchange rate relationships. Each domain has a base currency. You can specify foreign currencies during sales, purchasing, service,

and accounting transactions. Each currency must be predefined and a valid exchange rate must exist for the transaction effective date.

When transactions are processed in another currency, the currency code and exchange rate are maintained in transaction history, along with the price. This allows you to review prices in terms of your company base currency or the foreign currency.

Price prints on most transaction reports and inquiries, in particular Sales Bookings and Purchase Transaction reports.

Prices are most important for sales orders, service/support orders, and purchase orders. This records the price you charge the customer or the price the supplier charges you. A negative price indicates a credit. Manufacturing and inventory activities not associated with an order normally store the total GL cost in base currency in the price field.

Address

An optional address code associated with this transaction. Address code uniquely identifies a name and address record, usually of a customer or supplier. This field is not displayed for scrap transactions.

The Address Name is displayed to the right of the Address field. The address name is the name associated with this address—normally, the company name (The ABC Company) or the individual's complete name (Mr. David Green).

When an unplanned inventory transaction or inventory transfer is processed, you can manually enter an address code for the record. When an inventory transaction is processed in another module, such as sales, the customer address code is kept in transaction history.

This field is for reference only and may appear on some selected reports and inquiries. Some reports and inquiries may be selected by address code.

Sales Order Job

An optional sales/job number associated with this transaction. This field is not displayed for scrap transactions.

When an inventory transaction is processed in the Purchasing or Work Order modules, the sales/job number entered on the order remains in transaction history. When an unplanned inventory transaction or inventory transfer is processed, you can manually enter a sales/job number for the record.

This field is for reference only and may appear on some selected reports and inquiries. Some reports and inquiries may be selected by sales/job number.

Sales/job numbers can be referenced on sales orders, purchase orders, work orders, and inventory transactions so you can review the progress of all activities associated with a particular sales order, contract, or job number. Sales/job numbers are not validated and have no GL affect.

Ship Type

The ship type associated with this transaction. Ship Type indicates whether shipments of this item are to affect inventory balances. Type defaults from Memo Order Type field in the Items view, if

defined for the order line site. If the item is not defined, type defaults to M (memo). This field is not displayed for scrap transactions.

If Blank, this line item ships from inventory. When the shipment is processed, inventory balances are decreased, a general ledger (GL) transaction credits the Inventory account, and forecast is consumed.

If Non-blank, this shipment does not affect inventory, does not create a GL Inventory transaction, and does not consume forecast. While a non-blank ship type prevents the update of the Inventory account, Accounts Receivable (AR) balances are updated, regardless of the ship type.

This field is validated against codes defined in the Generalized Codes view for field `sod_type`. You cannot modify this field after a quantity has been shipped or invoiced.

Reason

The reason code for the scrap transaction. A short description of the reason code is displayed to the right of the reason code. The Reason field is only displayed for scrap transactions.

Employee

The employee code of the person who created the inventory scrap transaction. This field is only displayed for scrap transactions.

Authorization Document

The ID number for the document that authorizes the scrap transaction. Some reports and inquiries can be selected by document ID number. This field is only displayed for scrap transactions.

Inventory

Site

The site at which this inventory transaction was processed.

Site codes identify areas where inventory is manufactured or stored, such as, an off-site storage area, a distribution center, a warehouse, a manufacturing facility, or any combination of these.

All inventory control and planning information is maintained by site, including inventory availability, manufacturing methods and costs, sales, purchases, manufacturing plans and orders, and forecasts.

Each site is associated with a specific general ledger entity, allowing complete financial results to be maintained and monitored by site (or by groups of sites).

Usually, each site is split into multiple locations, where the inventory is actually stored, so you may think of a site as a group of physical locations such as stockrooms, inspection stations, shop floors.

Location

The location code associated with this inventory transaction.

Location codes identify physical locations where inventory is stored. Every item in inventory is associated with a location. A given item may be stored in multiple locations. The location code must be specified on every inventory transaction, including issues, receipts, transfers, and counts.

Location code can be used to select specific information to appear on reports and inquiries.

Lot/Serial

The lot/serial number that applies to this line item.

Reference

Lot reference, with site, location, and lot/serial number, specifically identifies inventory quantities.

Lot reference may be the production lot of the item or it may be a location reference such as a skid, roll, or pallet number.

Inventory detail information is stored by Item Number, Site, Location, Lot/Serial, and Ref number. Details kept for each combination include the quantity on hand and inventory attributes such as Assay %, Grade, Expire Date, and Status Code.

Inventory Status

The status of inventory in this location for the item and quantity on this transaction. Inventory status codes determine whether inventory at a site or location is:

- Available for sales order and work order allocations. Allocations reserve inventory and assist in picking inventory to be shipped or issued.
- Considered nettable by Material Requirements Planning (MRP) calculations.
- Issued even if the site or location has a zero or negative inventory balance. Typically, overissues are not allowed for items that are lot or serial controlled.

Inventory status codes also restrict particular transactions at specific locations—you can restrict issues from an inspection location.

Inventory status codes are assigned when items are received by inventory. They can be changed using the Inventory Detail view or Detail Maintenance by Item/Lot. PO Rcpt Status assigns a default inventory status code for purchase order receipts. WO Rcpt Status assigns a default inventory status code to work order receipts.

Supplier Lot

The external lot number provided by the supplier/vendor for the item associated with this transaction.

Grade

The grade associated with this inventory quantity. Usually, identifies the quality or physical properties. Graded products include raw materials, intermediates, or finished goods.

When allocating items, Assay % and Grade can be important. Specific formulations may require a minimum assay percentage or grade. These values are reviewed on the screen prior to allocating or picking ingredients. Grade may determine the price charged for the finished product. Some customers may require a certain grade.

Default values for Assay % and Grade are set in Production Order Attribute Maintenance in the Regulatory Attributes module. If these are blank or if the Regulatory Attributes module is not active, values come from existing inventory detail records. If there are no existing records, Assay % is set to 0.00% and Grade is set to blank.

Inventory attributes —Expire Date, Grade, Assay %, and Inventory Status—are changed in the Inventory Detail view or Detail Maintenance by Item/Lot. They can also be changed in Multi-Lot Inventory Detail Update in the Regulatory Attributes module.

Assay Percentage

The assay percentage associated with this inventory quantity. Usually identifies the percent solution.

When allocating items, Assay % and Grade can be important. Specific formulations may require a minimum assay percentage or grade. These values are reviewed on the screen prior to allocating or picking ingredients.

Default values for Assay % and Grade are set in Production Order Attribute Maintenance in the Regulatory Attributes Module. If these are blank or if the Regulatory Attributes Module is not active, values come from existing inventory detail records. If there are no existing records, Assay % is set to 0.00% and Grade is set to blank.

Inventory attributes—Expire Date, Grade, Assay %, and Inventory Status—are changed in the Inventory Detail view, Detail Maintenance by Item/Lot. They can also be changed in Multi-Lot Inventory Detail Update in the Regulatory Attributes Module.

Expire Date

Enter the expiration date associated with this specific inventory quantity.

The system calculates an expiration date when an item is received into inventory by adding the number of days specified for shelf life to the receipt date. The system searches for a value for shelf life in this order:

- For the item and site in the Items view
- For the item in the Items view

Shelf life is typically defined for items that spoil or degrade over time. Inventory that has expired does not appear on picklists as a quantity to be picked. If you try to ship or issue expired inventory, an error message displays and you cannot continue.

You can impose additional restrictions by setting Issue Days in Inventory Control. For example, if Issue Days is 5, you cannot ship or issue inventory that will expire within the next five days.

You can modify inventory attributes such as expire date, grade, assay %, and inventory status using:

- Inventory Detail view
- Detail Maintenance by Item/Lot
- If you are using the Regulatory Attributes module, Multi-Lot Inventory Detail Update

Batch

Batch numbers are used to group and categorize work orders. A group of work orders that is run through a single manufacturing process can be assigned the same batch number.

The Batch number field is stored in the work order master and in transaction history. This field is for reference and tracking.

One batch number can be assigned to many work orders. You can use the batch number to report on a group of work orders. Some functions use batch number as the only index for reports or inquiries.

Begin Balance

The inventory balance of the item in all locations at the site before the transaction was processed.

Quantity Change

The total quantity processed on this inventory transaction.

On a shipment, issue, or transfer, the quantity taken out of stock. On a purchase order or a work order receipt, the quantity received into stock.

The beginning quantity on hand, transaction quantity, and transaction type can help track problems, such as cycle count errors. You can review the inventory transactions for an item and the effect of each. If the ending quantity is equal to the beginning quantity on hand, check the transaction type. It must have been processed as a non-inventory transaction and may be the source of your error.

This field is only updated when an item exists in the item master and the inventory transaction was processed at a nettable location. If the location status is non-nettable, only the tr_loc_chg is updated.

End Balance

The inventory balance of the item in all locations at the site after the transaction was processed.

Begin Location Balance

The inventory balance of the item, lot number, and reference in the specified site and location before the transaction was processed.

Location Quantity Change

The quantity processed on this inventory transaction applying to this site and location.

On a shipment, issue, or transfer, the quantity taken out of stock. On a purchase order or work order receipt, the quantity received into stock.

The beginning quantity on hand, transaction quantity, and transaction type can help track problems, such as cycle count errors. You can review the inventory transactions for an item and the effect of each. If the ending quantity is equal to the beginning quantity on hand, check the transaction type. It must have been processed as a non-inventory transaction and may be the source of your error.

This field is only updated when an item exists in the item master and the inventory transaction was processed at a nettable location. If the location status is non-nettable, only the tr_loc_chg is updated.

End Location Balance

The inventory balance of the item, lot number, and reference in the specified site and location after the transaction was processed.

Quantity Required

The total quantity required before this inventory transaction was processed.

When an inventory transaction is processed in another module, the system tracks the original quantity required, the transaction quantity, and the quantity short. For example, if this is a sale order shipment:

- The quantity required is the open order quantity.
- The transaction quantity is the quantity shipped.
- The quantity short is the difference.

This field is for reference only and may appear on some selected reports and inquiries. Useful for comparing what was needed or expected with what was transacted.

Quantity Short

Any shortage associated with this inventory transaction.

When an inventory transaction is processed in another module, the system tracks the original quantity required, the transaction quantity, and the quantity short. For example, if this is a sale order shipment:

- The quantity required is the open order quantity.
- The transaction quantity is the quantity shipped.
- The quantity short is the difference.

This field is for reference only and may appear on some selected reports and inquiries. Useful for comparing what was needed or expected with what was transacted.

WIP Lot Trace

The WIP Lot Trace grid displays WIP lot trace data for the inventory transaction, including Produced/Consumed, Item, Item Description, Lot/Serial, Reference, Quantity, and Unit of Measure.

GL Cost**Material**

The material cost of the item associated with this transaction. Cost elements include material, labor, burden, overhead, or subcontract.

Labor

The labor cost of the item associated with this transaction. Cost elements include material, labor, burden, overhead, or subcontract.

Burden

The burden cost of the item associated with this transaction. Cost elements include material, labor, burden, overhead, or subcontract.

Overhead

The overhead cost of the item associated with this transaction. Cost elements include material, labor, burden, overhead, or subcontract.

Subcontract

The subcontract cost of the item associated with this transaction. Cost elements include material, labor, burden, overhead, or subcontract.

Unit Cost

The total cost of the item associated with this transaction. The cost total equals the sum total of the material, labor, burden, overhead, and subcontract costs.

Extended Material

This cost is calculated by multiplying the Material cost by Location Quantity Change.

Extended Labor

This cost is calculated by multiplying Labor cost by Location Quantity Change.

Extended Burden

This cost is calculated by multiplying Burden cost by Location Quantity Change.

Extended Overhead

This cost is calculated by multiplying Overhead cost by Location Quantity Change.

Extended Subcontract

This cost is calculated by multiplying Subcontract cost by Location Quantity Change.

Extended Cost

This cost is calculated by multiplying Cost Total by Location Quantity Change.

Accounts

The Accounts grid displays GL transaction data related the selected transaction, including the GL Transaction Type, Account, Sub-Account, Cost Center, Project, BC (Base Currency) Debit, BC Credit, GL Reference, and Reference ID.

E-Signature

Date

The date the e-signature was created.

Time

The time the e-signature was created.

User

The user who signed the e-signature.

Event ID

The system automatically assigns a unique event ID each time an electronic signature is created.

Category

A category is a QAD-provided definition of a set of system data that can be signed as a unit in certain menu programs. For example, it identifies a set of tables and fields, as well as the menu program or programs from which this data can be signed.

Because records in a given database table can be updated by more than one program, a category can be associated with more than one menu program. Conversely, a program can update more than one table; multiple categories can apply to a single menu program.

For example, the Operation History category (0003) generates signatures for tables and fields that store operation history information. Since these tables can be updated from several Shop Floor Control programs, several programs are included in the category. Because those same programs can also update records associated with quality results, they are included in the Quality Results category (0002) as well. Users cannot update category definitions. Instead, QAD provides a default profile for each category. You can refresh the workbench profiles with these defaults and modify them based on the specific needs of your environment.

Category definitions include a default set of filters that can be used to determine whether a signature is required based on a given value for a site, item number, or other data element. Although filters are

defined for each category, their use is optional; control how filters apply to your implementation by updating the category profile using the workbench.

For more information, see *QAD Security Administration Guide*.

Reason

The signature reason code is a critical element of the electronic signature. In regulatory environments, the signature record typically must include the meaning of the signature. The system uses reason codes to provide the meaning.

Each time the system prompts for an electronic signature, the user must provide a valid reason code. For example, reason codes might indicate that a quality record has been approved, reviewed, or inspected.

Use the Reason Codes view to define signature reason codes that are appropriate to your environment.

Note: All reason codes used by electronic signatures must be associated with the QAD-provided ESIG reason type. Reasons of any other type cannot be entered in the signature prompt frame.

Remarks

Additional remarks that the user can optionally add while entering electronic signature data.

Planning

Planning manages the availability of items and shop floor resources for the manufacturing process.

Planned Orders

Use Planned Orders to fill demand with Material Planning.

Planned orders are created by Material Planning only and deleted the next time Material Planning runs. Planned orders can be included in CRP calculations.

An order generated by Material Planning has an item number that determines what is made (one item per production order) and site, which determines the routing code, bill of material, and expected yield. The production order type is blank. Material Planning fills in the quantity ordered and due date, and calculates the release date by subtracting the lead time for the item at that site from the due date. Material Planning supplies the quantity ordered based on the expected yield. The yield is not used for calculating quantities for joint orders.

The Planned Orders view allows you to view items, IDs, production orders, quantity ordered, and release dates, but does not provide information about the material plans, supply/demand, component availability, resource load or capacity.

You can select a planned order record and click Open to view the details about it. You can then click Delete to remove this order. However, planned order creation and modification are not supported in the Planned Orders view.

Summary

The Summary panel displays the key data about the planned order you are working on, including Order, ID, Item, Release Date, and Quantity To Start. These fields are read-only and stay in view even when you scroll down the page.

Main

On the Main panel, you can view the following fields:

Site

A code identifying a valid site associated with the planned order.

Item

A code identifying the item required for this planned order.

Description 1

This field is read-only and displays the primary item description set in Items.

Description 2

This field is read-only and displays the second description line set in Items for extra or supplementary information on the item.

Buyer/Planner

A code identifying the person responsible for planning and ordering this item. This field is validated against predefined values entered in Generalized Codes for pt_buyer, if any.

Purchase/Manufacture

A code indicating how this item is typically processed by the system. The Purchase/Manufacture code controls how the system explodes forecasts, plans and creates orders, and calculates costs for the item. It affects Material Planning (MRP) and Distribution Requirements Planning (DRP).

This field is validated against predefined values entered in Generalized Codes for field `pt_pm_code`, if any. Valid code options include the following:

- P (Purchased). The item is usually purchased. Material Planning uses the purchasing and inspection lead times to calculate planned order release dates. Material Planning and cost calculations do not explode purchased assemblies, even when a product structure exists. Any routing/process operations are ignored. You can also manufacture an item designated as purchased. The product structure and routing are accessed if a production order is created for the item.
- D (DRP). The item is usually supplied internally from another site. DRP uses the item's source network to determine where to generate requirements. It uses the transport lead time and shipping schedules to calculate the date when orders must be shipped from the other site. Any routing or BOM codes entered for a DRP item are for reference only. Cost calculations do not explode DRP items.
- M (Manufactured). The item is normally manufactured. Material Planning uses the manufacturing lead time to calculate planned order release dates. You can also purchase a manufactured item.
- R (Routable). The item is a special type of manufactured item, made only when needed by an upper-level assembly. A production order for the routable item is created automatically when a production order for its parent is released. The production order number is the same, but the lot ID is different. This lets the system track the two orders separately but accumulate the costs.
- C (Configured). The item is configured to order. When a sales quote or order is entered, the system prompts the order taker to select from a list of configuration options. Valid options are defined in Configured Structures.
- L (Line manufactured). The item is manufactured repetitively on a single or on multiple production lines.
- F (Family). A family item typically represents a generic category used for planning only; it is never actually made or stocked. For multilevel master scheduling, family items are set up with a planning bill.

Order

A name or a code for the planned order.

ID

A unique ID for the planned order. The system always assigns the next lot ID if it is left blank.

Scheduling

The Scheduling sub-panel consists of the following fields:

Quantity to Start

Quantity to begin producing when an order is released. When the order is maintained by entering the Quantity to Start in Production Orders, the system calculates the Quantity to Complete from the Quantity to Start and the Estimated Yield Percent. When an order is maintained by entering the

Quantity to Complete, the system calculates the Quantity to Start. When both quantities are entered, the system recalculates and updates the Estimated Yield Percent.

Release Date

Date when the order is scheduled to release to production. The default is today's date.

Due Date

Date when the order is due to be completed. The default is today's date plus the manufacturing lead time for the item.

Order Status

Current status of the order, which is P (Planned).

Routing

A code identifying the routing or process used to produce this item or product.

BOM/Formula

A code identifying the product structure or formula. The production order BOM is derived from the item's product structure, defined in Product Structures or Formulas, and the quantity ordered.

Actions

The Planned Orders view supports the following actions:

- **Bulk Firm Production**
After Material Planning creates time-phased material plans and production orders with a P (Planned) status, you can use the *Bulk Firm Production* action to approve the planned orders and change their status to F (Firm Planned).
- **Bulk Delete**
Use the *Bulk Delete* action to delete planned orders in batches.

Bulk Firm Production

From the Planned Orders view, Choose Actions > *Bulk Firm Production*.

Set filter criteria in the Setup window for approving planned orders and click Continue.

The Setup window consists of three panels, Search Criteria, Required Criteria, and Additional Criteria, including the following fields:

Criteria

Indicate the search criteria, which default from the Planned Orders browse. This field is view-only.

Orders Returned

Indicate the number of orders that meet search criteria, which defaults from the Planned Orders browse. This field is view-only.

Required Criteria

Indicate that orders whose Order Status is P (Planned) are searched for. This field is view-only.

Include Discrete Manufactured Items

Select or clear this check box as needed to determine if production orders for discrete manufactured items are considered by this function.

Include Line Manufactured Items

Select or clear this check box as needed to determine if production orders for line manufactured items are considered by this function.

Include Purchased Items

Select or clear this check box as needed to determine if production orders for purchased items are considered by this function.

Include Kanban Replenished Items

Select or clear this check box as needed to determine if production orders for kanban replenished items are considered by this function.

Kanban items are defined in Items for use in the QAD kanban module.

Include MPS Items

Select or clear this check box as needed to determine if production orders for Master Production Schedule (MPS) items are considered by this function.

Master schedule items are typically end items, critical subassemblies, spares, service items, critical components, or key resources.

Include non-MPS Items

Select or clear this check box as needed to determine if production orders for non-MPS items are considered by this function.

Include Phantoms

Select or clear this check box as needed to determine if production orders for phantom items are considered by this function.

Phantom items are often used for transient assemblies or intermediate products—ones that are not (and often cannot be) received into stock but instead go directly into the next higher assembly or product. Phantom items are identified by the Phantom field in Items.

Include GRC Items

Select or clear this check box as needed to determine if production orders for Governance, Risk Management, and Compliance (GRC) items are considered by this function.

GRC aims to synchronize information and activity across governance, risk management, and compliance to operate more efficiently, promote information sharing and effective reporting, and avoid overlaps.

The following check boxes are selected by default:

- Include Discrete Manufactured Items
- Include Line Manufactured Items
- Include MPS Items
- Include non-MPS Items

In the Submit window, review the selection that displays, select orders as needed, and click Submit for further processing.

On the Main panel of the Submit window, you can reconfigure Production Order, Qty Ordered, and Due Date before clicking Submit. Due Date should be equal to or later than Release Date. A firm order has the same release date and due date with the planned order. Qty Ordered should be greater than zero (0).

Once you approve planned orders successfully, the order status of each of them changes from P (Planned) to F (Firmed). In addition, the Planned Orders view automatically refreshes and such orders become unavailable in this view. You can open the Production Orders view to search for those orders.

Bulk Delete

From the Planned Orders view, Choose Actions > *Bulk Delete*.

Set filter criteria on the Criteria panel of the Delete window, including:

Search Criteria

Indicate the search criteria, which default from the Planned Orders browse. This field is view-only.

Required Criteria

Indicate that orders whose Order Status is P (Planned) are searched for. This field is view-only.

Include Discrete Manufactured Items

Select or clear this check box as needed to determine if production orders for discrete manufactured items are considered by this function.

Include Line Manufactured Items

Select or clear this check box as needed to determine if production orders for line manufactured items are considered by this function.

Include Purchased Items

Select or clear this check box as needed to determine if production orders for purchased items are considered by this function.

Include Kanban Replenished Items

Select or clear this check box as needed to determine if production orders for kanban replenished items are considered by this function.

Kanban items are defined in Items for use in the QAD kanban module.

Include MPS Items

Select or clear this check box as needed to determine if production orders for Master Production Schedule (MPS) items are considered by this function.

Master schedule items are typically end items, critical subassemblies, spares, service items, critical components, or key resources.

Include non-MPS Items

Select or clear this check box as needed to determine if production orders for non-MPS items are considered by this function.

Include Phantoms

Select or clear this check box as needed to determine if production orders for phantom items are considered by this function.

Phantom items are often used for transient assemblies or intermediate products—ones that are not (and often cannot be) received into stock but instead go directly into the next higher assembly or product. Phantom items are identified by the Phantom field in Items.

Include GRC Items

Select or clear this check box as needed to determine if production orders for Governance, Risk Management, and Compliance (GRC) items are considered by this function.

GRC aims to synchronize information and activity across governance, risk management, and compliance to operate more efficiently, promote information sharing and effective reporting, and avoid overlaps.

The preceding check boxes are all selected by default. You can clear any of them as needed.

After setting filter criteria, click Search.

On the Planned Orders panel, review the selection that displays, select the orders you want to delete, and click Submit for deletion.

Once deleted, those planned orders are removed from both the Planned Orders view and the Production Orders view.

Production

Production provides functions to manage the manufacture and processing of goods from materials with production resources. It supports manufacturing for job shop, repetitive, and mixed-mode production environments. These are managed using production orders, which can be maintained and scheduled either as work orders or as repetitive schedules.

Production Orders

Use Production Orders to manage production orders.

Production Orders enables you to manage manufacturing orders in both discrete and repetitive manufacturing environments.

Summary

For a specific production order, you can see some key information about the order in the Summary panel. The panel is located between the menu bar and the navigation bar. It displays information about production order ID, product item number, order release date, and quantity to start.

Main

The Main panel contains key information that identifies a production order, including fields such as Site and Order Type. The panel also includes subpanels such as Scheduling, Actual, and Order Options.

Production Order

Enter the production order number. The production order number and lot ID together identify a specific production order.

The same production order can be used with different lot IDs. If the field is left blank, the system automatically assigns one to the order.

ID

Specify a unique production order lot ID. If the field is left blank, the system automatically assigns a sequential lot ID to the order.

Item

Enter the code that identifies an item defined in Items.

Item codes uniquely identify items or products. Items can be raw materials, purchased or manufactured intermediates, finished items, or packaging materials. Item codes are also used to identify planning items, configured products, repair parts, service items, and kits.

Most reports can be selected by item number.

Description 1

The system displays the primary description for the item of the production order.

Description 2

The system displays the extra or supplementary information for the item of the production order.

Site

Specify the site where the production line is located.

Order Type

Indicate the type of the production order.

The production order type identifies the production order source and how it should be processed.

Values are E (Expense), R (Rework), S (Scheduled), C (Cumulative), F (Final Assembly), or blank.

- Blank: When the field is left blank, the system assumes it is a discrete manufacturing environment and the order is treated as a discrete work order.
- E (Expense): Create an order with type E when a production order is required to capture the costs and expenses for non-inventory jobs, such as engineering prototypes or design projects. They are tracked by a production order so costs can be accumulated. Usually a special GL account and project code is entered. Expense production orders do not have any routing operations or components.
- R (Rework): Create an order with type R when a production order is required for the rework or repair of an item quantity. This type of order is created with no routing and only one component—the product being reworked. Additional component materials can be issued as required to complete the rework or repair. Rework expenses can be tracked separately by entering a different GL account and project code.
- S (Scheduled): When it is repetitive manufacturing, enter S for field for the system to create a scheduled order. When the Pur/Mfg code for the item or item-site is L, the system also create a scheduled order. The system also generates scheduled orders when a production order is split.
- C (Cumulative): Cumulative orders are generated by the system to account for the production costs of both repetitive scheduled orders and split production orders.
- F (Final Assembly): The system generates final assembly production orders when a sales order for a configured product is released to manufacturing. It uses the standard routing for the item, but the product structure contains only the items chosen on the sales order configuration. These orders are released and processed as regular production orders.

Manufacturing Type

This field displays how the production order is manufactured, either Work Order or Repetitive.

Remarks

You can enter some remarks about the production order. This field is for reference only and can appear on some reports.

Scheduling

The system uses a combination of order due date, release date, and so on to schedule production orders.

Production Line

Enter a valid production line for the order.

Order Date

Specify the date when the production order was entered into the system. The default is today's date. Production order reports can be selected for ranges of order dates.

Release Date

Specify the date when the production order is scheduled to release to production. The default is today's date.

The system changes the date you enter here to the actual release date when you release and print the production order.

Most reports and inquiries can be selected for ranges of release dates. Orders you have not released by this date are flagged on the Material Planning reports.

The release date also determines the date components are required. Normally components are picked when an order is released, so the component need date defaults to the order release date. Some components may be needed before or after production begins, as defined on the product structure in the Lead Time Offset field. If lead time offset is positive, it is added to the release date. If it is negative, it is subtracted. Material Planning uses component need dates, and they print on the picklist document.

The system calculates either release or due date, creating, in effect, forward or backward order scheduling. When you enter:

- A release date and enter a question mark in the Due Date, the system calculates the Due Date by starting at the beginning of the Release Date and forward scheduling starting with the queue time for the first operation.
- A due date and enter a question mark in the Release Date, the system starts at the end of the Due Date and backward schedules starting with the last move time for the last operation.
- Leave both dates blank, the Release Date is set to today's date and forward scheduling is used.

In any case, the order quantity is used in calculating run time.

You may get different release and due dates using forward versus backward scheduling. This is because some lead time components are scheduled in shop days, and some in calendar days. A shop day lead time component may be in effect over a weekend in one direction, whereas in the opposite direction, a calendar day component may be in effect.

Due Date

Specify the date when the production order is due to be completed. The default is today's date plus the manufacturing lead time for the item.

This is the date you plan to have product available for shipment to a customer or to issue to another manufacturing order. All Material Planning plans are based on supply being available on this due date.

When you create an order, the due date is calculated from the release date. The calculation begins by setting the release date to the current date, then uses the manufacturing lead time and shop calendar to calculate the due date.

Material Planning uses a combination of production order due date, release date, and manufacturing lead time to schedule production orders.

You can manually control due dates. To define either the release or due date and have the program calculate the undefined date, enter the defined date and enter a question mark for the date you want calculated. The system calculates the date for the field containing the question mark using the date from the other field and the operation times from the item routing.

- If you enter a release date and enter a question mark in the Due Date field, the system calculates the due date by starting at the beginning of the release date and forward scheduling starting with queue time for the first operation.
- If you enter a due date and enter a question mark in the Release Date field, the system starts at the end of the due date and backward schedules by starting with the last move time for the last operation.
- If you leave both dates blank, the release date is set to today's date and forward scheduling is used.

In all cases, the order quantity is used in calculating run time.

Need Date

Enter the date that the completed quantities are required to fulfill higher-level demand. This is a reference date.

Order Status

Production order status tracks the order through the manufacturing process. Status mainly determines whether the production order quantity and due date can be changed by Material Planning, and whether the order should be affected by engineering changes prior to release. Most functions can specify order status—in particular, capacity planning recalculations.

- **P (Planned):** Planned orders are created by MRP and are deleted the next time MRP runs.
A planned order generated by MRP has an item number that determines what is made (one item per production order) and site, which determines the routing code, bill of material, and expected yield. The production order type is blank. MRP fills in the quantity ordered and due date, and calculates the release date by subtracting the lead time for the item at that site from the due date.
- **F (Firmed):** The Firmed status indicates that the planned order is frozen in quantity and time and cannot be changed by MRP. The firm planned order can only be changed by the planner. If the planner changes the quantity for an order, the quantities of its components and the times for its routing operations are automatically adjusted. If the planner changes a quantity or date on a co-product/by-product or base process production order, the quantities and corresponding dates are automatically adjusted on the other orders in the joint production order set.
- **E (Exploded):** When the production order status is changed to exploded, the order is broken into its component parts. Explosion adds components, extended quantities, and byproducts. Exploded orders firm the bill and routing for this production order. Once an order is exploded, changing the standard bill or routing does not affect the order. Any changes must be made in Production Order BOMs and Production Order Routings.
- **A (Allocated):** Allocated orders are extensions of exploded orders and are used for inventory transactions. You cannot record labor feedback against orders with status Allocated. Allocations can be made based on the Allocation Policy you set for the item.
- **R (Released):** All available components are allocated, and a picklist can be printed when the order has the released status. When a key item is not available, the production order cannot be released. You can process material issues, receipts, and labor feedback against released production orders.
- **C (Closed):** No more material can be issued or received against a closed production order. Labor can still be reported. When the status of a joint production order set is set to closed using Production Order Receipt, current average, current last, and GL average costs are updated.

Costs are also updated when running Prod Order Accounting Close. When the status of an order is changed to C, all of the open requirements for materials, allocations, and work center operations are removed.

Production Sequence

Enter the sequence number. The production sequence number defaults to zero (0). This lets you insert a production order between orders that have already been sequenced.

Shift

You can enter which shift the production is on. The default value is blank; you can change to 1, 2, 3, or 4. When you change the shift, it may change the production productivity percentage, which in turn may change the production order required capacity, and ultimately change the projected duration days and hours.

Quantity to Start

The quantity that is expected to be completed for the production order. When the order is maintained by entering the Quantity to Start, the system calculates the Quantity to Complete from the Quantity to Start and the Estimated Yield Percent. When an order is maintained by entering the Quantity to Complete, the system calculates the Quantity to Start. When both quantities are entered, the system recalculates and updates the Estimated Yield Percent.

Quantity to Start cannot be zero (0).

Quantity to Complete

The quantity that is expected to be completed for the production order. When the order is maintained by entering the Quantity to Start, the system calculates the Quantity to Complete from the Quantity to Start and the Estimated Yield Percent. When an order is maintained by entering the Quantity to Complete, the system calculates the Quantity to Start. When both quantities are entered, the system recalculates and updates the Estimated Yield Percent.

Quantity to Complete cannot be zero (0).

Estimated Yield Percent

Enter the percentage of items that are expected to be produced and completed in conforming or usable condition. Yield defaults from data from Items.

When you enter a value in either Quantity to Start or Quantity to Complete, the system calculates the other value based on the estimated yield percent. The difference between the two fields displays in the display-only Estimated Qty to Scrap field. When both the Quantity to Start and Quantity to Complete are entered, the system recalculates and updates the value for the Estimated Yield Percent and Estimated Quantity to Scrap.

Estimated Qty To Scrap

The difference between the Quantity to Complete and the Quantity to Start, rounded up to the next integer value. It is the quantity that is expected to be unusable as the result of production.

Routing

Enter a code identifying the routing or process used to produce this item or product.

BOM/Formula

Enter a code identifying the product structure or formula.

The production order BOM is derived from the item's product structure defined in Product Structures. Inventory allocations and issues are based on the bill. Material Planning uses the bill of material to calculate component demand.

As production progresses, you can make any required changes to the order BOM. In this way, you can compare what you actually use with the standard. Item quantities allocated, issued, or picked are also maintained in the BOM.

The BOM code accesses the components for the order bill. These components are listed on the order picklist, and MRP demands are created for them.

Sales/Job

Enter the code for the sale or job associating this production order with a specific sales/job. For a new order, the default is blank. For an existing order, the default is the Sales/Job from the first detail line.

Supplier

Specify the supplier associated with this production order, if any.

Split Order Cum ID

This display-only field shows the assigned cumulative ID for the split production order. Split orders have the same order number, but a unique cumulative ID.

Actual

The system displays the actual completed quantity and actual scrapped quantity in the Actual sub-panel.

Actual Qty Completed

The total quantity of finished items received against this production order.

This total is updated by the system as finished items are received into inventory. The amount remaining open on a production order is calculated as the quantity to complete less this quantity received.

This quantity is not permitted to go below 0.

Actual Qty Scrapped

The total quantity reported as scrapped against this production order.

Order Options

You can indicate whether to print the order sheet for the production order.

Order Sheet Printed

Select this check box if you want to print the order sheet for this order.

This check box is not selected by default.

Regulatory Attributes

Regulatory Attributes can trace material in the manufacturing process.

Batch

This is an optional reference field that you can use for tracking production orders. The batch number field is stored in the production order master and in transaction history.

Single Lot

Use Single Lot to restrict receipts from this production order to a single end-item lot. You cannot modify this value after items have been received from the production order.

When Single Lot is selected, all end items received in the same production order receipt transaction must have the same lot number. An end-item lot number cannot be received in multiple order receipt transactions; however, you can use the multi-entry feature in receipt transactions to assign item quantities from the same end-item lot to multiple sites, locations, or references.

Lot Number

The default value for Lot Number for inventory lots received from this production order. Once a receipt occurs, Lot Number cannot be changed.

If the Auto Lot Numbers field in Items is selected, an automatic lot number is assigned to the receipt.

Receipt Status

The default value for the inventory status code for inventory lots received from this production order.

Active

Indicates whether the preceding inventory status should be used as the default for inventory receipts.

Select this check box to use the preceding status code. If you do not select this check box, the system ignores any entry in the previous field.

Expire Date

The default value for expiration date for inventory lots received from this production order.

When Expire Date is blank for the production order, the system calculates an expiration date when an item is received into inventory by adding the number of days specified for shelf life to the receipt date.

Grade

The default value for grade for inventory lots received from this production order. Grade is used to identify the quality or physical properties of a lot. Grade may determine the price charged for the finished product. Some customers may require a certain grade.

Assay%

The default value for assay percentage for inventory lots received from this production order.

Accounting

The Accounting panel is available only for discrete production orders. It displays the Project field as well as the following production order accounts:

- Work in Process
- Material Usage Variance
- Material Rate Variance
- Subcontract Usage Variance

- Subcontract Rate Variance
- Mix Variance
- Floor Stock

The Project field indicates an optional component of an account number defined in the GL setup functions.

The previous production order accounts are maintained for the production order or CUM order, and their values default from the product line for the item.

You can view and reserve the default values. You can also reconfigure those fields.

Split Order Set

If you split a production order, you can view information for the resulting scheduled orders and the cumulative order in the Split Order Set panel.

The Split Order Set panel is only displayed when the order is discrete. When the order is repetitive, you can view information for the split scheduled orders and the cumulative order in the Production Orders browse.

Bill of Materials

You can click New to create more component items, or select an existing record and click Edit or Delete to modify or remove it. This panel also allows you to click Details to open the Production Order BOMs hybrid view to maintain BOMs.

For Repetitive production orders, you cannot add, remove, or modify components on this panel.

You can also click Allocate on this panel to manually update detail allocation for a component item on a production order.

Routing

You can click New to create more operations for the routing, or select an existing record and click Edit or Delete to modify or remove it. This panel also provides a means of accessing the Production Order Routings hybrid view as well as lets you drill down into related routing data.

For Repetitive production orders, you cannot add, remove, or modify operations on this panel.

Actions

Production Order Allocate

Choose Actions > (*Individual* or *Bulk*) Allocate to run Production Order Allocate.

When you run Production Order Allocate, the system allocates inventory by reserving item quantities in stock for the production order. After the inventory is allocated, it is no longer available for other customer orders.

Allocation for a component can be made based on the Allocation Policy you set for the component in Items > Picking.

Allocation Policy

- **Detail (default):** Specify Detail to have production order and bulk item picking processes and picklists determine and direct the picking of inventory quantities from specific locations and/or lots. The system creates detail allocation for inventory quantities when a production picklist is created for the production order. When it is Detail, system automatically creates detail allocation for the item when the order is allocated or released. When a component item has an issue policy of No Issue, it is not allocated to the production order.
- **General:** Specify General to have production order and bulk item picking processes and picklist identify the item and quantity to pick, but not quantities from specific locations and/or lots. The system creates general allocations for the item and site when the status of the order is changed to Allocated or Released and when a production picklist is created for the production order.

You can set an allocation policy for each component. In this way, you decouple allocation from order status. The system creates allocation based on the allocation policy regardless of whether an order status is A(llocated) or R(eleased). To manually update allocation for a component item on a production order, you can click Allocate on Production Orders > Bill of Materials.

Filter

You can set filter criteria for Production Order Allocate, including production order code, ID, batch, release and due dates, item number, scheduler, production line, shift, BOM/formula code, site, and order status. Choose whether to include production orders, repetitive orders, or both; MPS/non-MPS; subcontract, kanban, GRC, or phantom items; or sequence orders only. You can choose whether to calculate the picklist.

Production Order

Enter one or a range of codes to identify the production orders to release.

Production order and ID together identify a specific production order. The same production order can be used with different IDs.

ID

Enter one or a range of IDs to identify the production orders to release.

Production order and ID together identify a specific production order. The same production order can be used with different IDs.

Batch

Specify the batch number that groups and categorizes production orders. One batch number can be assigned to many production orders.

Batch is an optional reference field that you can use for tracking production orders.

Release Date

Specify the date the production order is scheduled to release to production.

Due Date

Enter the first due date for selecting records to display. Leave it blank to begin with the first transaction date.

Item Number

Enter the item for selecting orders to release.

Scheduler

Enter a valid user name specified in Users for the person responsible for scheduling the production line.

Production Line

Enter the production line for selecting orders to release.

Shift

Specify which shift the production order is on. The value for shift can be blank, 1, 2, 3, or 4.

BOM/Formula Code

Enter a BOM or formula code for selecting orders to release.

Site

Enter a valid site code for selecting orders to release. A site represents a place where inventory is manufactured or stored, such as a distribution center, a warehouse, a manufacturing facility, or any combination of these.

Order Status

Specify the order status for selecting orders to release. You can leave this field blank or set it to F (Firmed), E (Exploded), or A (Allocated).

Include Work Order/Rep/Both

Set this field to WO, Rep, or Both to indicate if discrete production orders, repetitive production orders, or both are considered by this function.

The default is Both.

Include MPS/non-MPS Items

Set this field to MPS, non-MPS, or Both to indicate if production orders for Master Production Schedule (MPS), non-MPS, or both type items are considered by this function.

Master schedule items are typically end items, critical subassemblies, spares, service items, critical components, or key resources.

The default is Both.

Include Subcontract Work Center

When the field is set to No, the system excludes subcontract requirements. When it is set to Yes, the system includes subcontract requirements. The default is No.

If a supplier is set up on the work center, it can be considered a subcontract work center.

Include Kanban Items

Set this field to Yes or No to indicate if production orders for kanban items are considered by this function.

Kanban items are defined in Items for use in the QAD kanban module.

The default is No.

Include Phantom Items

Set this field to Yes or No to indicate if production orders for phantom items are considered by this function.

Phantom items are often used for transient assemblies or intermediate products—ones that are not (and often cannot) be received into stock but instead go directly into the next higher assembly or product. Phantom items are identified by the Phantom field in Items.

The default is No.

Include GRC Items

Set this field to Yes or No to indicate if production orders for Governance, Risk Management, and Compliance (GRC) items are considered by this function.

GRC aims to synchronize information and activity across governance, risk management and compliance to operate more efficiently, promote information sharing and effective reporting, and avoid overlaps.

The default is No.

Sequence Orders Only

Set this field to Yes or No to indicate whether to include sequence orders only.

The default is No.

Calculate Picklist

Indicate whether to calculate a picklist for each production order.

The default is Yes.

Bulk Picklist Calculation

Choose Actions > *Bulk* Calculate Bulk Picklist to calculate the picklists for multiple production orders and combine them into one picklist. This action works only for the component items whose Pick Policy is set to Transfer.

A picklist is a list of components that lets you pick, prepare, and optionally transport materials from the stockroom to support production orders and production activities on the shop floor.

There are two kinds of production-related picklists:

- Bulk item picklists: are independent from production order picklists, release, and order dispatch. Such picklists:
 - List the materials to be transferred to the shop floor for one or more production orders.
 - Can be for a group of items not necessarily representing an entire, single production order.
 - Transfer large quantities of low cost, bulk materials to the shop floor for either production order or repetitive production.

- Are appropriate when production is supported by paperless systems and/or procedures.
- Production order picklists: let you supply materials for a production order. Such picklists:
 - List the materials for a single production order.
 - Are appropriate when production is scheduled, dispatched, and controlled using production orders.
 - Are appropriate when production is set according to contract requirements for a customer.
 - Let you optionally issued or backflush to the order before or after the order and picked quantities are dispatched to production.
 - Let you optionally transfer to a shop floor location.

Before you calculate picklists and begin picking, you must set Pick Policy. You should specify the pick policy for either a bulk item in Items or for a production order picklist as part of production order setup.

Pick Policy

Pick Policy specifies how the system processes items to supply production on either a production order picklist or on a bulk item (transfer) picklist. Pick Policy does not apply to items that do not appear on production orders. Three options are available for Pick Policy:

- No Pick: Do not pick. Select for items that are replenished on the shop floor by a process other than a picklist, such as Kanban and min/max replenishment systems.
- Transfer (default): Pick and transfer. Select for items that are picked from a stockroom location, then transferred to a shop floor location such as a product line location or a work center location for production.
- Issue: Pick and issue. Select for items that are picked from a stockroom location, moved with a production order to shop floor, then issued to the production order.

Filter

Set the following filter criteria as needed. You can set filter criteria for site, production line, shift, item number, component item number; due, release, and issue dates; production order, ID, or order status. You can also choose whether to include production orders, repetitive orders, or both; subcontract work centers; or sequence orders only.

By default, Calculate Bulk Picklist creates one picklist per shop floor location.

Site

Enter a valid site code for selecting production orders. A site represents a place where inventory is manufactured or stored, such as a distribution center, a warehouse, a manufacturing facility, or any combination of these.

Production Line

Enter the production line for selecting production orders.

Shift

Specify which shift the production order is on. The value for shift can be blank, 1, 2, 3, or 4.

Item Number

Enter the item for selecting production orders.

Component Item

Enter the component item for selecting production orders.

Work Center

Enter the work center for selecting production orders.

Release Date

Specify the date the production order is scheduled to release to production.

Due Date

Enter the first due date for selecting records to display. Leave it blank to begin with the first transaction date.

Issue Date

Specify the date a component on a production order bill is required for the production order.

Production Order

Enter one or a range of codes to identify the production orders.

Production order and ID together identify a specific production order. The same production order can be used with different IDs.

ID

Enter one or a range of IDs to identify the production orders.

Production order and ID together identify a specific production order. The same production order can be used with different IDs.

Order Status

Specify the order status for selecting orders. You can leave this field blank or set it to F (Firmed), E (Exploded), A (Allocated), or R (Released).

Include Work Order/Rep/Both

Set this field to WO, Rep, or Both to indicate if discrete production orders, repetitive production orders, or both are considered by this function.

The default is Both.

Sequence Orders Only

Set this field to Yes or No to indicate whether to include sequence orders only.

The default is No.

Include Subcontract Work Center

Set this field to Yes or No to indicate if subcontract work centers are considered by this function. This field is used to filter materials from the picklists that are required for subcontract work centers.

The default is No.

Detail/Summary

Specify the level of detail on the report output.

- Detail: The report generated displays detailed information about each selected order, including detailed allocations, quantity requirements, and inventory shortages.

- Summary: The report displays summarize information about each selected order.

The default is Detail.

Release

Choose Actions > (*Individual* or *Bulk*) Release to release one or more production orders. Inventory can only be issued or received against a released production order.

Releasing a production order has the following effects:

- Items not previously allocated are allocated based on the setting of the allocation policy of the item. The system uses Production Picking Order defined in Items to create detail allocation, if needed.
- The picklist is printed, displaying the quantity of the material to be picked. Location may be shown based on the setting of the allocation policy.
- The first operation is moved to the queue status if Move First Operation is set to Yes in Production Order Control.

You can prevent production orders for specified items from being released to the shop floor. For example, you might want to restrict from release any items that are going to be phased out or obsoleted in the near future.

To use this feature, use Item Status Codes to identify one or more status codes that you want to associate with items that cannot have production orders released. Assign REL-WO to these codes as a restricted transaction, then enter one of these codes in the Item Status field in Items for any item you want to prevent from being released on a production order.

Then when you attempt to release an order for such an item in the QAD Planning and Scheduling Workbenches or Production Orders, the system displays an error message.

When there are shortages of important components in a production order, you can specify these items as key items in Items. This then prevents the system from releasing the order.

You can also change any component on a production order bill to a key item in Production Order BOMs.

The Release action also enables you to:

- Print production order sheets.
- Release production orders along with printed shop paper.
- Calculate picklists.
- Print picklists.
- Print shortage tags (for component inventory that is short/not allocated).
- Dispatch the shop paper along with any picked materials to the shop floor.

Filter

Set the following filter criteria as needed. You can set filter criteria for production order, ID, batch, release and due dates, item number, scheduler, production line, shift, BOM/formula code, site, and order status. You can also choose whether to include MPS/non-MPS; subcontract, kanban, GRC, or phantom items; or sequence orders only.

Production Order

Enter one or a range of codes to identify the production orders to release.

Production order and ID together identify a specific production order. The same production order can be used with different IDs.

ID

Enter one or a range of IDs to identify the production orders to release.

Production order and ID together identify a specific production order. The same production order can be used with different IDs.

Batch

Specify the batch number that groups and categorizes production orders. One batch number can be assigned to many production orders.

Batch is an optional reference field that you can use for tracking production orders.

Release Date

Specify the date the production order is scheduled to release to production.

Due Date

Enter the first due date for selecting records to display. Leave it blank to begin with the first transaction date.

Item Number

Enter the item for selecting orders to release.

Scheduler

Enter a valid user name specified in Users for the person responsible for scheduling the production line.

Production Line

Enter the production line for selecting orders to release.

Shift

Specify which shift the production order is on. The value for shift can be blank, 1, 2, 3, or 4.

BOM/Formula Code

Enter a BOM or formula code for selecting orders to release.

Site

Enter a valid site code for selecting orders to release. A site represents a place where inventory is manufactured or stored, such as a distribution center, a warehouse, a manufacturing facility, or any combination of these.

Order Status

Specify the order status for selecting orders to release. You can leave this field blank or set it to F (Firmed), E (Exploded), or A (Allocated).

Include MPS/non-MPS Items

Set this field to MPS, non-MPS, or Both to indicate if production orders for Master Production Schedule (MPS), non-MPS, or both type items are considered by this function.

Master schedule items are typically end items, critical subassemblies, spares, service items, critical components, or key resources.

The default is Both.

Include GRC Items

Set this field to Yes or No to indicate if production orders for Governance, Risk Management, and Compliance (GRC) items are considered by this function.

GRC aims to synchronize information and activity across governance, risk management and compliance to operate more efficiently, promote information sharing and effective reporting, and avoid overlaps.

The default is No.

Include Phantom Items

Set this field to Yes or No to indicate if production orders for phantom items are considered by this function.

Phantom items are often used for transient assemblies or intermediate products—ones that are not (and often cannot be) received into stock but instead go directly into the next higher assembly or product. Phantom items are identified by the Phantom field in Items.

The default is No.

Include Kanban Items

Set this field to Yes or No to indicate if production orders for kanban items are considered by this function.

Kanban items are defined in Items for use in the QAD kanban module.

The default is No.

Include Work Order/Rep/Both

Set this field to WO, Rep, or Both to indicate if discrete production orders, repetitive production orders, or both are considered by this function.

The default is Both.

Sequence Orders Only

Set this field to Yes or No to indicate whether to include sequence orders only.

The default is No.

Include Subcontract Work Center

Set this field to Yes or No to indicate if subcontract work centers are considered by this function. This field is used to filter materials from the picklists that are required for subcontract work centers.

The default is No.

Move First Operation

Indicate whether the production order release function should set the status of the first operation to Queue.

- Yes: When the production order is released, the status of the first operation is automatically set to Queue. The status displays on the dispatch list for the specified work center, and the operation status of Queue indicates that it is waiting to be started.
- No: The operation status is left blank. It can be changed manually. When there is a lengthy picking effort required, the order may not be ready as soon as it is released. In that case, set this field to No. Once the picking is complete, use the Operation Move function to change the status to Queue.

The default is Yes.

Calculate Picklist

Set this field to Yes or No to indicate whether to calculate a picklist for each order and whether to assign the allocation (general or detail) to the picklist.

The default is Yes.

Print Picklist

Select one of the following options:

- Unprinted: The system prints unprinted picklists only.
- None: The system does not print picklists. Users could print the picklists using the Production Order Picklist Print function.
- Printed: The system prints printed picklists only.
- Both: The system prints both printed and unprinted picklists.

The default is Unprinted.

Picklist Sort By

Set this field to Location or Item Nbr to determine the sort order of the components on each picklist:

- Location: sort by Location/Item.
- Item Nbr: sort by Item/Location.

The default is Location.

Page Break By Sort Option

Set this field to Yes or No to determine whether to add page breaks by sort.

The default is Yes.

Print Shortage Tags

Set this field to Yes or No to determine whether to print shortage tags for production orders that meet the search criteria and have shortage allocations. The sort is by component.

The default is No.

Remarks

Add remarks pertaining to the release. This field displays on the report header and is not store in the database.

Print Production Order Sheet

Select one of the following options:

- Unprinted: The system prints unprinted order sheets only.
- None: The system does not print order sheets.
- Printed: The system prints printed order sheets only.
- Both: The system prints both printed and unprinted order sheets.

The default is Unprinted.

Include Routing

Set this field to Yes or No to determine whether to print the routing information for the production order.

The default is Yes.

Include Components

Set this field to Yes or No to determine whether to print the components with the associated routing operations.

The default is Yes.

MSW Selected to Print

Set this field to Yes if you want to print the production orders preselected in the MSW.

The default is No.

Print Attribute Profile

Set this field to Yes or No to determine whether to print attribute profiles.

The default is Yes.

Print Item Level Attributes

Set this field to Yes or No to determine whether to print item-level attributes.

The default is No.

Group Attributes by Category

Set this field to Yes or No to determine whether to divide attributes into several groups according to their categories.

The default is No.

Print Test Data

Set this field to Yes or No to determine whether to print test data.

The default is Yes.

Print Lot Attributes

Set this field to Yes or No to determine whether to print lot attributes.

The default is No.

Update Release Date

Set this field to Yes or No to determine whether to update the release date.

The default is No.

Print

Choose Actions > (*Individual* or *Bulk*) Print to print shop floor paper for production order releases.

With this function, you can print shop floor paper if someone wants to:

- Review component requirements, routing operations, and test specifications for a production order.
- Review engineering modifications made to the components or routing operations to a released order.
- Reprint or print more copies of an order.

There are another two ways for you to print shop paper when releasing production orders. You can:

- Choose Actions > (*Individual* or *Bulk*) Release.

This action enables you to prepare documents that authorize production, print picklists, print production order sheets, and change the order status to R (Released).

The Release action also enables you to:

- Print production order sheets.
- Release production orders along with printed shop paper.
- Calculate picklists.
- Print picklists.
- Print shortage tags (for component inventory that is short or not allocated).
- Dispatch the shop paper along with any picked materials to the shop floor.
- Print orders through the Planning and Scheduling Workbenches.
To do this, you need to take the following steps:
 1. Specify orders for print in the MSW.
 2. Save the production orders you want to print.
 3. Launch the Web UI, and choose Actions > (*Individual* or *Bulk*) Release in Production Orders.
 4. Set the MSW Selected to Print field to Yes.

Then the system prints the production orders you have selected in the MSW.

Filter

Set the following filter criteria as needed. You can set filter criteria for production order, ID, batch, release and due dates, item number, scheduler, production line, shift, BOM/formula code, site, and order status. You can also choose whether to include MPS/non-MPS; kanban, GRC, or phantom items; or sequence orders only.

The Include Routing and Include Components are mandatory. Set them to Yes or No as needed.

Production Order

Enter one or a range of codes to identify the production orders to print.

Production order and ID together identify a specific production order. The same production order can be used with different IDs.

ID

Enter one or a range of IDs to identify the production orders to print.

Production order and ID together identify a specific production order. The same production order can be used with different IDs.

Batch

Specify the batch number that groups and categorizes production orders. One batch number can be assigned to many production orders.

Batch is an optional reference field that you can use for tracking production orders.

Release Date

Specify the date the production order is scheduled to release to production.

Due Date

Enter the first due date for selecting records to display. Leave it blank to begin with the first transaction date.

Item Number

Enter the item for selecting orders to print.

Scheduler

Enter a valid user name specified in Users for the person responsible for scheduling the production line.

Production Line

Enter the production line for selecting orders to print.

Shift

Specify which shift the production order is on. The value for shift can be blank, 1, 2, 3, or 4.

BOM/Formula Code

Enter a BOM or formula code for selecting orders to print.

Site

Enter a valid site code for selecting orders to print. A site represents a place where inventory is manufactured or stored, such as a distribution center, a warehouse, a manufacturing facility, or any combination of these.

Order Status

Specify the order status for selecting orders to print. You can leave this field blank or set it to F (Firmed), E (Exploded), A (Allocated), or R (Released).

Include MPS/non-MPS Items

Set this field to MPS, non-MPS, or Both to indicate if production orders for Master Production Schedule (MPS), non-MPS, or both type items are considered by this function.

Master schedule items are typically end items, critical subassemblies, spares, service items, critical components, or key resources.

The default is Both.

Include GRC Items

Set this field to Yes or No to indicate if production orders for Governance, Risk Management, and Compliance (GRC) items are considered by this function.

GRC aims to synchronize information and activity across governance, risk management, and compliance to operate more efficiently, promote information sharing and effective reporting, and avoid overlaps.

The default is No.

Include Phantom Items

Set this field to Yes or No to indicate if production orders for phantom items are considered by this function.

Phantom items are often used for transient assemblies or intermediate products—ones that are not (and often cannot be) received into stock but instead go directly into the next higher assembly or product. Phantom items are identified by the Phantom field in Items.

The default is No.

Include Kanban Items

Set this field to Yes or No to indicate if production orders for kanban items are considered by this function.

Kanban items are defined in Items for use in the QAD kanban module.

The default is No.

Include Work Order/Rep/Both

Set this field to WO, Rep, or Both to indicate if discrete production orders, repetitive production orders, or both are considered by this function.

The default is Both.

Sequence Orders Only

Set this field to Yes or No to indicate whether to include sequence orders only.

The default is No.

Print Production Order Sheet

Select one of the following options:

- Unprinted: The system prints unprinted order sheets only.
- None: The system does not print order sheets.
- Printed: The system prints printed order sheets only.

- Both: The system prints both printed and unprinted order sheets.

This field is mandatory. The default is Unprinted.

Include Routing

Set this field to Yes or No to determine whether to print the routing information for the production order.

This field is mandatory. Set it to Yes when document review is required.

Include Components

Set this field to Yes or No to determine whether to print the components with the associated routing operations.

This field is mandatory. Set it to Yes when document review is required.

Print Attribute Profile

Set this field to Yes or No to determine whether to print attribute profiles.

The default is Yes.

Print Item Level Attributes

Set this field to Yes or No to determine whether to print item-level attributes.

The default is No.

Group Attributes by Category

Set this field to Yes or No to determine whether to divide attributes into several groups according to their categories.

The default is No.

Print Test Data

Set this field to Yes or No to determine whether to print test data.

The default is Yes.

Update Order Sheet Print Flag

Set this field to Yes or No to determine whether to update the print flag on the printed order sheet.

The default is Yes. Leave set to the default when document review is required.

Split Order

You can level production quantities by splitting a production order. Choose *Actions > Individual Split Order* to split a production order.

The objective of splitting a production order is to level the load on resources, so that the required quantity can be completed by the due date. For example, when materials are not available or other issues arise, you may want to split a production order according to the current availability.

Main

When you split a production order with a large quantity, the system creates two resulting scheduled orders. The original production order becomes a cumulative order that can be referenced for traceability.

- Scheduled Orders

- The resulted scheduled orders are of order type S (Scheduled).
- They can be assigned to different production lines.
- Cumulative Order
 - The cumulative order is created from the original production order.
 - It gets the production order bill and routing from the original production order.
 - It exists to account for production costs for the scheduled orders.
 - It exists to trace batch history record for production.
 - It can also be referenced for lot traceability and product genealogy.

Open Quantity

The system displays the open quantity for the production order to split.

Start Qty to Split

Specify the quantity to be split off from the original production order. After you submit the splitting request, the system creates two scheduled orders.

New Release Date

You can also update the release date for the new scheduled order when you split the original production order.

Example

A production order originally has a large quantity on order of 3380. Due to a material shortage, you want to split the order into two scheduled orders, one order with a quantity of 380 and another with the remaining quantity of 3000. So you specify Start Quantity to Split as 380. After you click Submit, the system creates two scheduled orders for you, one with a quantity of 3000 and the other with a quantity of 380. The original production order now becomes a cumulative order, which gets the same ID as the original production order.

Split Order Set

You can view the order number and ID information for the resulting scheduled orders and the cumulative order in the Split Order Set panel.

Each split scheduled order has the same order number as the original production order, but with different IDs.

When you split a production order, the original production order becomes a cumulative order, which gets the same ID as the original production order.

The cumulative order exists to trace batch history for production and account for production costs for the related scheduled orders.

The Split Order Set panel is only displayed when the order is discrete. When the order is repetitive, you can view the order number and ID information for the split scheduled orders and the cumulative order in the Production Orders browse.

For the cumulative order, you can modify its bill of materials and routing, and the system then updates the changes to the corresponding scheduled orders. But if the scheduled orders have been exploded, allocated, released or closed, the system cannot update the BOM or routing for the orders.

A cumulative order can be deleted only when the related scheduled orders have been deleted and the accounting has been closed.

Example: Splitting a Production Order into Three Scheduled Orders

A production order can be split into two scheduled orders and the original production order itself becomes a cumulative order. What if you want to divide the production order into more than two scheduled orders? For example, the original production order has a large quantity of 3380. Due to material shortage, you want to split the order into three scheduled orders, one order with a quantity of 380 and two orders each with a quantity of 1500. In this case, you can split twice. First specify the Start Quantity to Split as 380, then split the order with the quantity of 3000 into 1500 and 1500.

The multiple scheduled orders are all organized under the cumulative order.

To divide into more small quantities, you can take an open scheduled order and split further.

Production Order BOMs

Use Production Order BOMs to manage the production order bill.

You can modify a production order bill:

- To add or delete components
- To change quantities
- To change dates
- For engineering changes that require immediate implementation for all work-in-process, including orders that have been exploded, allocated, or released

Final assembly orders use production order bills equal to sales order bills. When the sales order configuration is changed, make the same changes to the production order bill.

When the production order quantities change after production order release, the quantity required for each item number increases automatically based on the standard quantity per, and is allocated. You can generate a picklist for the incremental quantity.

Normally, Material Planning plans all components to be available on the release date of the production order. If items should be available earlier or later, specify a lead-time offset in Product Structures or manually override the production order bill issue date.

The Production Order BOMs view allows you to view production order bill details as well as lets you drill down into related data.

You can access Production Order BOMs by choosing Production > Production Order BOMs. In this stand-alone Production Order BOMs view, you can edit and delete components, but are not allowed to add components.

Alternatively, you can access Production Order BOMs from the Bill of Materials panel in the Production Orders view, and then edit and delete components. In this case, New is also available in the Production Order BOMs view, enabling you to create more components.

The Production Order BOMs view is read-only for repetitive production orders, but you can reconfigure the fields on the Material Handling panel for repetitive production orders when the order status is E (Exploded).

The Production Order BOMs view is read-only for discrete production orders when the order status is P (Planned), F (Firmed), or C (Closed). You can reconfigure the fields on the Material Handling panel for discrete production orders when the order status is E (Exploded).

Summary

The Summary panel is located between the menu bar and the navigation bar. It displays key data about the component you are working on, including Component, Operation, Quantity Required, Quantity Issued, and Issue Date. These fields are read-only and stay in view even when you scroll down the page.

Main

The Main panel lists details of a specific component item.

Component

Enter the code identifying a component item required for this production order.

Production order component information prints on picklist documents and most other reports and inquiries, in particular, Production Order Component Issue.

When a production order is entered, the bill of material (BOM) code specified determines which component items are required. When the production order is exploded, the production order bill is created by copying this standard bill. After it is copied, the production order bill can be modified specifically for this production order. You can adjust quantities, allocate specific locations or lots, and add or subtract component items.

A final assembly production order, created by releasing a sales order for a configured product, uses the sales order bill, listing the components selected for that specific configuration. If the sales order is changed later, modify the production order bill to reflect the change.

When a production order is closed, the system calculates production order rate and usage variances. Rate variance reflects differences in cost caused by issuing different items or by issuing them at a different cost. Usage variance is an efficiency variance, calculated as the difference between the actual quantity of components issued and the standard quantity required.

These variances are calculated based on the production order bill. Add any additional components you plan to use to the bill. Otherwise, their issue is treated as unplanned and the cost updates usage variance.

This is particularly important when you are using rework or expense production orders, since they do not have a standard bill. Add the components to the bill before issuing them.

Description 1

This field is read-only and displays the primary description of the component set in Items.

Description 2

This field is read-only and displays the second description line set in Items for extra or supplementary information on the component.

Operation

Enter a number to identify the operation defined for the component in the production order.

Each routing consists of a series of operations. Operation numbers must be unique within a routing. Routing operations are always printed in ascending sequence by operation; for example, operation 20 follows operation 10. QAD recommends you number operations by 10s or 100s. In this way you can add new intermediate steps without renumbering the existing ones.

Quantity Required

Specify the quantity of this component item, including expected scrap, you expect to use to complete this production order.

When the production order bill is exploded, quantity required is set to the standard component quantity per multiplied by the production order quantity, and then adjusted upward to account for any scrap percentage on the bill.

The quantity required can be a decimal value. If the item is only issued in discrete units (using whole number quantities), modify the quantity required.

If you expect to use more or less of this item than it is stated, modify the quantity required on the production order bill. Otherwise, production order variances will be calculated incorrectly.

When a production order is closed, the system calculates the production order rate and usage variances. Rate variance reflects differences in cost by issuing different items or by issuing them at a different cost. Usage variance is an efficiency variance, calculated as the difference between the actual quantity of components issued and the standard quantity required.

These variances are calculated based on the production order bill, so add any components you plan to use to it. Otherwise, their issue will be treated as unplanned and the cost written off to usage variance.

This is particularly important when using rework or expense production orders, since they do not have a standard bill. Add the components to the bill before issuing them.

Quantity Allocated

Enter the quantity allocated to this production order. The quantity allocated cannot be greater than the quantity required.

Component items are automatically allocated, based on their allocation policy, by the system when the production order status is changed to A (Allocated). This field indicates general allocations, reserving components for this order by reducing the quantity available to allocate. The items are not physically picked or issued, just flagged as allocated.

When inventory status displays, the quantity available to allocate appears with the quantity on hand. This is useful for preventing sales orders from being taken for component items needed by manufacturing. Other production orders could be processed, since production order allocations are not restricted by quantity on hand or available.

There are two types of allocations: general and detail. General allocations allocate the required quantity of an item. This field is the quantity general allocated. Detail allocations specify the site, locations, lot/serial numbers, and lot references from which that quantity is to be allocated.

The system automatically generates detail allocations for components with an allocation policy set to Detail when production orders are allocated.

Quantity Per

Specify the quantity of this component item called for in the standard bill of material.

When components are issued to a production order, material costs are posted to WIP as the quantity issued multiplied by the GL cost.

When the production order is closed, usage variance can be calculated. Usage variance is an efficiency variance, calculated as the difference between the actual quantity of each component issued and the standard quantity required, multiplied by the GL cost of that component.

This variance reflects any difference between the standard quantity required at the time the production order was exploded and the standard quantity required now.

Unit Cost

Enter the total GL cost of this component item when the production order was exploded. The system uses the cost to calculate material rate variances.

When you issue components to a production order, material costs post to WIP as the quantity issued multiplied by the GL cost of the material. At the same time, any rate variance is calculated and posted.

Rate variance reflects differences in cost caused by items issued at a different cost (for example, from a different site). It is calculated as the difference between the GL cost of the materials actually used and the GL cost of the material required. When using production orders, the GL cost of each component is copied into the production order bill at the time the production order is released. Should costs subsequently change, this will result in material rate variances.

If costs change, you can use WIP Material Cost Revaluation to update frozen production order costs to reflect the new GL cost. If you have changed this cost manually in Production Order BOMs, WIP Material Cost Revaluation resets the Unit Cost to standard and posts a Material Rate Variance for the difference on the production order.

Key Item

Indicate whether this item must be available before a production order can be released. This field defaults from Items.

You can neither release a production order nor remove or print a picklist when the on-hand quantity of a key item is insufficient. An error message displays. You can adjust the order quantity manually to ensure that you can complete the order.

Key items are typically difficult to obtain. They may have long lead times or may be in short supply. Only a few items should be designated as key items. For example, glass is a key item for a window manufacturer. When there is not enough glass available to fill an order, the order cannot be started.

Issue Date

The date a component on a production order bill is required for the production order. The issue date is determined by the operation defined for the product structure component, and the system sets it to the Start Date for the production order routing operation. When the product structure component operation is not specified (blank), the system sets the issue date to the Start Date for the first production order routing operation.

The system automatically reschedules production order operations, together with the issue dates for production order components, updating the start and due dates for operations when modifying the production order due date, quantity to complete, quantity to start, and/or estimated yield percent.

This rescheduling process is needed to update the load that production orders present against work center capacity.

Quantity Picked

This field is read-only in the Production Order BOMs view and displays the quantity printed on a picklist for this component item.

When a picklist is printed, the system updates the quantity picked, ensuring that the same quantity is not printed again on the next picklist printed for this order.

Quantity Picked can be displayed as the default quantity to issue during the Production Order Component Issue function, simplifying the entry of issues.

If component quantities are increased or new components are added to the production order bill, another picklist can be printed listing only these quantities.

Quantity Issued

The total quantity of this component issued to this production order.

This is a system-maintained field increased each time this component is issued (or backflushed) to this production order. Total quantity issued is compared to the standard quantity required to determine production order usage variance.

Material Handling

The Material Handling panel consists of the following fields:

Allocation Policy

This field is the value for Allocation Policy, Pick Policy, Issue Policy, Transfer Allocation Policy, and other parameters for the component item that displays on the production order bill. Values are maintained using Items.

The system displays one of the following allocation policies for the component item:

- Detail (default): Select Detail to have production order and bulk item picking processes and picklists determine and direct the picking of inventory quantities from specific locations and/or lots. The system creates detail allocation for inventory quantities when a production picklist is created for the production order.
- General: Select General to have production order and bulk item picking processes and picklist identify the item and quantity to pick, and not quantities from specific locations and/or lots. The system creates general allocations for the item and site when the status of the order is changed to Allocated or Released and when a production picklist is created for the production order. Allocation policy is not used for non-production picklists, such as those for sales and distribution orders.

Pick Policy

This field is the value for Allocation Policy, Pick Policy, Issue Policy, Transfer Allocation Policy, and other parameters for the component item that displays on the production order bill and as maintained using Items.

The system displays one of the following pick policies for the component item:

- No Pick: Component items are not put on the pick list. Component items where the issue policy is not set to No Issue can be detail allocated but are not assigned a picklist number and are not allocated as picked.

- Issue: Component items appear on a production order picklist with the intent to directly issue the component to the order.
- Transfer: Component items can appear on either a bulk item picklist or on a production order picklist with the intent to transfer the items to the work center.

Issue Policy

This field is the value for Allocation Policy, Pick Policy, Issue Policy, Transfer Allocation Policy, and other parameters for the component item that displays on the production order bill as maintained using Items.

The system displays the Issue Policy for the component item as one of the following:

- Backflush: Component inventory for the item is consumed by production by using production backflush transactions.
- Direct: Issue Direct to Order. Use this to issue component items directly to a production order (as opposed to backflushed). Items with this Issue Policy display in Production Order Picklist Issue and Production Order Component Issue.
- No Issue: Component items are floorstock and are not consumed by production and not processed by inventory transactions.

Transfer Allocation Policy

This field is the value for Allocation Policy, Pick Policy, Issue Policy, Transfer Allocation Policy, and other parameters for the component item that displays on the production order bill and as maintained using Items.

This field specifies the transfer allocation policy for production materials that are transferred to shop floor locations. Transfer Allocation Policy works together with Pick Policy when the Pick Policy for an item is Transfer. The transfer allocation policy determines if the system retains or removes detail allocations for inventory quantities for the item that are transferred when using Production Picklist Transfer.

The system displays one of the following transfer allocation policies for the component item:

- Keep: Retains detail inventory allocations for the item and production order after quantities have been picked and transferred using Production Picklist Transfer. Specify to Keep allocations when the lot/serial quantities to be issued or backflushed to a production order are the same as the lot/serial quantities that are picked and transferred using a production picklist.
- Drop (default): Removes detail inventory allocations created for this component item and production order after quantities have been picked and transferred using Production Picklist Transfer. Specify to Drop allocations when the lot/serial quantities to be issued or backflushed to a production order are independent from the lot/serial quantities that are picked and transferred using a production picklist.

The system also examines detailed allocations at the backflush location to determine if there is any excess inventory. When Transfer Allocation Policy is set to Drop, the system considers the earlier transfers for other orders as implicitly allocated when determining the excess inventory.

Transfer Allocation Policy is not used for non-production picklists, such as those for sales and distribution orders.

When the system transfers the inventory from its current location to the shop floor, the system can retain or drop the allocation based on Transfer Allocation Policy.

Production Order Routings

Use Production Order Routings to modify the routing for a production order.

You can modify a production order routing:

- To add, edit, and delete operations
- To modify the work center and machine
- To change the operation status
- To modify production order routing fields and parameters that impact scheduling and cost
- To change the operation start and end dates
- For engineering changes that require immediate implementation for all work-in-process, including orders that have been exploded, allocated, or released

The Production Order Routings view allows you to view production order routing details as well as lets you drill down into related data.

You can access Production Order Routings by choosing Production > Production Order Routings. In this stand-alone Production Order Routings view, you can edit and delete operations, but are not allowed to add operations.

Alternatively, you can access Production Order Routings from the Routing panel in the Production Orders view, and then edit and delete operations. In this case, New is also available in the Production Order Routings view, enabling you to add more operations to the routing.

On the Bills of Materials panel of the Production Order Routings view, you can also maintain components used in a specific operation.

The Production Order Routings view is read-only for repetitive production orders.

The Production Order Routings view is read-only for discrete production orders when the order status is P (Planned), F (Firmed), or C (Closed).

Summary

The Summary panel is located between the menu bar and the navigation bar. It displays key data about the operation you are working on, including Operation, Work Center, Run Complete, Quantity Ordered, and Start Date. These fields are read-only and stay in view even when you scroll down the page.

Main

The Main panel lists the details of a specific operation in the production order routing.

Operation

Enter the operation number identifying a manufacturing step required for this production order.

Standard Operation

Enter the valid standard operation code that identifies a process operation common to several products or applicable to different routings in different sequences.

Description

The description of the production operation, determined by routing operation, as determined by the routing code for the production order.

This description prints on most reports, inquiries, and printed shop documents.

Work Center

Specify the work center where this operation is normally performed. It is the work center for the routing operation, as determined by the routing code for the production order.

The work center code and the machine code together identify a work center, which is a basic production unit used in manufacturing planning and control. Work centers identify individual machines, groups of similar machines, or subcontract suppliers.

When a dispatch list is printed, this operation displays for this work center. When labor is reported, this work center displays as the default, but can be changed manually if the work was performed at a different work center.

If work is reported at a different work center than planned, any difference in work center labor or burden rates is written off as a production order rate variance.

Machine

The machine normally performing this operation.

When a dispatch list is printed, this machine displays for this work center. When labor is reported, this machine displays as the default, but can be changed manually if the work was performed at a different machine.

If work is reported at a different machine than planned, any difference in labor or burden rates is written off as a production order rate variance.

Machines per Operation

The number of machines at this work center that can work at the same time to process a given operation.

Machines per operation is defined for each work center.

The Machines per Operation field affects scheduling of operations that occur at this work center machine. During scheduling, the system uses the operation run time divided by the Machines per Operation.

Alternatively, you can use this field to indicate multiple people to operate one machine.

Standard Setup Time

The standard time, in decimal hours, it takes to prepare this work center to carry out this operation, independent of order quantity.

Standard Run Time

The time, in decimal hours, it normally takes to process one unit at this operation.

Quantity Ordered

The scheduled quantity to start for the production routing operation.

Run Complete

The quantity completed at this operation—the number of good items received not including any scrap or reject quantity.

Quantity Scrap

The quantity removed from work-in-process as scrap from an operation.

Quantity Rework

This display-only field indicates the quantity that has been subjected to rework processing, after it had been rejected at that operation.

When a quantity is reported as rejected at an operation, it can be moved to either the reject queue of that operation, or back into either the input queue or output queue of the previous operation.

The quantity rejected can later be reported as having been reworked. Once a quantity is reworked, it can subsequently be reported as completed, and moved to the next operation, or alternatively it can be reported as scrapped from the operation.

Start Date

The date the production order routing operation is scheduled to begin.

Production order routing operation start and due dates are scheduled for production orders by using data defined for the routing operation, work center, and calendars set up for the domain, site, production line, and/or work center. The start and due dates for production operations are calculated by exploding the production quantity to determine the queue, setup, run, and wait times required for each the operation.

You can manually adjust the start and due dates for production order routing operations by using views such as Production Order Routings. The production routing operations, together with the start and due dates for each operation, are used to determine the load on work centers in the Production Scheduling Workbench and CRP.

The system automatically reschedules production order operations, updating the start and due dates when modifying the production order due date, quantity to complete, quantity to start, and/or estimated yield percent. This rescheduling process is needed to update the load that production orders present against work center capacity.

Due Date

The date this production order operation is scheduled to be completed.

The system schedules production order routing operation start and due dates by using data defined for the routing operation, work center, and calendars set up for the domain, site, production line, and/or work center. The system calculates start and due dates for production operations by exploding the production quantity to determine the queue, setup, run, and wait times required for each operation.

You can manually adjust the start and due dates for production order routing operations by using views such as Production Order Routings. The production routing operations, together with the start and due dates for each operation, are used to determine the load on work centers in the Planning and Scheduling Workbenches and CRP.

The system automatically reschedules production order operations, updating the start and due dates when modifying the production order due date, quantity to complete, quantity to start, and/or estimated yield percent. This rescheduling process is needed to update the load that production orders present against work center capacity.

Actual Setup Time

The actual time, in decimal hours, spent setting up this work center for this operation. The sum of all reported setup hours.

Actual Run Time

The actual time, in decimal hours, spent working on this operation, apart from setup time. The sum of all reported run time.

Operation Options

The Operation Options sub-panel consists of the following fields:

Milestone Operation

Specifies whether you can report completions at this operation. Completions initiate a backflush for this and all previous non-milestone operations, back to but not including a previous milestone.

The system assumes the last operation is a milestone, regardless of what is in this field.

Auto Labor

When this check box is selected, it indicates the system automatically reports standard labor for run time for quantities reported as backflushed for that operation, as well at each prior non-milestone operation. These hours are added to any manually reported hours for run labor.

Do not select this check box if you do not want report run labor automatically from quantities that are reported as backflushed for an operation.

Move Next Operation

Select this check box or not to determine the default for the same field in Move Transaction. When you enter a transaction, the system moves either the quantity ordered or the quantity reported complete at the last operation to the operation being reported. Which quantity displays depends on the setting of Move Next Operation for the previous operation. The quantity open for an operation is this starting quantity minus the quantities completed and rejected at that operation.

Additional Details

The Additional Details sub-panel lists additional information of an operation.

Status

Specify the current status of a production order operation, for tracking the order through the manufacturing process. It can be updated through this program or automatically when reporting activity for the production order. Operation status displays on most reports and inquiries.

Values are blank, Q, S, R, C, or H:

- Blank. When a production order is first exploded, all operation status codes are blank.
- Q (Queue). The operation is waiting to be set up and run at the designated work center. Usually when a production order is released, it is moved into queue at the first operation. When an operation is completed, it can be moved into queue at the next operation automatically.
- S (Setup). The work center is in the process of being set up to run this operation. Status is changed to S when setup time is recorded.
- R (Running). This operation is in process. Status is changed to R when run time is recorded.
- C (Complete). This operation is complete. This can be set automatically when reporting labor for this operation, or at operations after this one.
- H (Hold). This operation is on hold, perhaps waiting for a machine to be repaired or waiting for components. This can only be updated manually using Production Order Routings.

Move Time

Enter the time, in decimal hours, required to move work from this operation to the next operation.

Since move time is often dependent on what the next operation is, this normally is changed on each routing or process operation.

Move time is not adjusted by the system to reflect differences in order quantity. It can be changed manually for the production order operation.

Queue Time

Enter the amount of time, in decimal hours, a job normally waits at this work center before this operation is set up and processed. Queue time defaults from the work center.

Queue time is one component of the operation lead time. When scheduling production order operations, the system uses setup and run times to determine the operation duration. The interoperation lead time is calculated based on the first operation's wait and move times and the following operation's queue time.

Queue time is independent of order quantity and can be compressed in past-due situations. When the system uses backward scheduling, it works backward from the order due date to determine a scheduled start date. If the start date is before the current date, you may want to reschedule by reducing or eliminating queue time.

When scheduling operations, the system looks at the shop calendar for the work center to determine the maximum number of hours available for queue time in each calendar period.

Wait Time

Enter the standard wait time in decimal hours that a job normally spends waiting at this work center after processing has been completed.

This value displays as the default whenever you enter a standard operation, routing operation, or process operation that references this work center. It can be changed.

Total manufacturing lead time includes queue, setup, run, wait, and move time. Lead time is used for operation scheduling and capacity requirements planning. Wait time is independent of order quantity. An order must wait at least this long before it can go on to the next operation and it cannot be skipped in past due situations: wait time may be required for drying, cooling, aging, or curing.

Wait time is expressed in hours and is not affected by the shop calendar. If the factory is shut, this type of process continues.

Setup Crew

The number of people normally required to set up this operation.

This field is for reference only and can appear on some selected reports and inquiries.

No scheduling or cost calculations use setup and run crew.

Run Crew

The number of people normally required to run this operation at this work center.

This field is for reference only and can appear on some selected reports and inquiries.

No scheduling or cost calculations use setup and run crew.

Overlap Units

The number of units that must be completed at this operation before work can begin at the next operation.

Operation overlap is considered by scheduling algorithms, usually with the effect of reducing overall manufacturing lead time. For example, if the overlap quantity is 10, the system schedules only enough time to setup, run, wait, and move 10 items before starting the next operation. If the processing time at the next operation is longer than at the first, overall lead time is reduced.

If overlap is not used, overlap quantity should be zero.

Yield Percent

The yield percentage for this production order operation. Yield is the percentage of any order expected to be in usable condition after this operation.

For the yield calculation, the system calculates component requirements based on either the parent item yield percentage or the yield associated with each operation in the parent's routing.

Tooling

Specify a code identifying the tool normally used by this operation. This field is validated against predefined values entered in Generalized Codes, if any.

This field is for reference only and can appear on some selected reports and inquiries.

Subcontract

The Subcontract panel allows you to set attributes about the subcontractor, if any.

Subcontract Cost

Enter the actual cost per unit charged by the subcontractor to perform this operation.

The default is the standard subcontract cost defined in Routings and is only needed for subcontract operations. When the actual subcontract cost differs from the standard cost, entering the actual cost prevents Prod Order Accounting Close from generating a subcontract cost variance. Cost calculation functions use the subcontract cost in determining item costs.

Subcontract Lead Time

Enter the average number of calendar days it normally takes a subcontractor to perform this operation.

Subcontract Complete

The actual quantity of items received for this subcontract operation.

When operations are subcontract, a purchase order is issued that references the production order ID and operation. When these subcontract items are received, the quantity and cost are recorded. These are used for calculating subcontract rate and usage variances.

Supplier

The code of the supplier on the work center for a subcontract operation.

Queue Status

The Queue Status panel lists information about the input, output, and rejected queues as well as the corresponding quantities for you to view.

Bills of Material

The Bill of Materials panel lists the details of the components involved in the production order.

The Bill of Materials panel allows you to click New to create more component items, or select an existing record and click Edit or Delete to modify or remove it. This panel also allows you to click Details to open the Production Order BOMs hybrid view to maintain BOMs.

For repetitive production orders, you cannot add, remove, or modify components on this panel.

You can also click Allocate on this panel to manually update detail allocations for a component item on a production order.

Repetitive Cumulative Orders

Use Repetitive Cumulative Orders to manage repetitive cumulative orders, including order creation, modification, and deletion.

The system keeps a running total for each combination of items, sites, production lines, product structures, and routings using a cumulative order. The cumulative order tracks work-in-process (WIP) costs and quantities for repetitive production. A cumulative order is created for a profile that defines the site, item number, production line, routing code, BOM/formula code for the order, and start and end effective dates.

Cumulative orders account for the cost of repetitive production. The cost of production is determined by the production order routing and production order bill for a cumulative order, together with the inventory transactions posted against that cumulative order.

Cumulative orders can be created in the following ways:

- Automatically created by the system when you invoke a repetitive transaction
- Created one at a time when you click New in the Repetitive Cumulative Orders view
- Created in batches when you choose Actions > *Bulk Create Orders* in the Repetitive Cumulative Orders view

The Repetitive Cumulative Orders view allows you to create, modify, and delete repetitive cumulative orders:

- Creation: Click New, set the attributes on the Main panel, and click Save.

When creating a repetitive cumulative order, you can set Site, Item, Production Line, Routing, BOM/Formula, and Start Effective Date only, but leave Production Order and ID blank. The system then automatically assigns a production order number and ID during order creation.

- Modification: Select a repetitive cumulative order record, click Edit, and then modify related parameters in the form.

Only Start Effective Date and End Effective Date are reconfigurable.

- Deletion: Select a repetitive cumulative order record, click Edit, and then click Delete in the form.

Before deleting a repetitive cumulative order, make sure that its accounting is closed. That is, the Order Status is C (Closed).

Summary

The Summary panel displays key data about the repetitive cumulative order you are working on, including Production Order, ID, Item, Start Effective Date, and End Effective Date. These fields are read-only and stay in view even when you scroll down the page.

Main

The Main panel consists of the following fields:

Production Order

Enter a number for the production order, or leave this field blank to accept the system-defaulted production order number.

When adding or creating a new repetitive cumulative order, the new production order number is displayed after you confirm that the site, item, production line, routing, BOM/formula code, and start effective date are correct, and the new order is created.

ID

Enter an ID for the production order, or leave this field blank to accept the system-defaulted production order number.

Repetitive cumulative orders are created by invoking any of the repetitive transactions or by the Create function in the Repetitive Cumulative Orders view. When created, the repetitive cumulative order is assigned an ID number.

When adding or creating a new repetitive cumulative order, the new ID number is displayed after you confirm that the site, item, production line, routing, BOM/formula code, and start effective date are correct, and the new order is created.

Site

Enter the site code identifying the facility at which this repetitive cumulative order is being processed.

Item

Specify the item being manufactured on this repetitive cumulative order, either a finished product or an intermediate sub-assembly. The item can be a Co-Product/By-Product or base process item.

Description 1

This field is read-only and displays the primary item description set in Items.

Description 2

This field is read-only and displays the second description line set in Items for extra or supplementary information on the item.

Production Line

Specify the production line this repetitive cumulative order is to run on.

Routing

Enter a code identifying the routing or process used to produce this item or product. The code can identify an alternate routing or process. When an alternate routing is entered for this repetitive cumulative order, the appropriate product structure or process must also be specified. Otherwise, an error displays.

You can also leave this field blank. When it is left blank, the system accesses the routing stored with a routing code equal to the item number on the repetitive cumulative order.

BOM/Formula

Enter a code identifying the product structure or formula for this repetitive cumulative order. The code can identify an alternate product structure or base process. When an alternate routing is entered for

this repetitive cumulative order, the appropriate product structure or process must also be specified. Otherwise, an error displays.

This field can be left blank. When it is blank, the system accesses the product structure or formula related to the item specified for this repetitive cumulative order.

Created Date

Indicate the date this repetitive cumulative order was entered. The default is the system date.

Order Status

Indicate the current status of the repetitive cumulative order. Values are P, F, E, A, R, and C.

- P (Planned). Created only by Material Planning and deleted the next time Material Planning runs. Planned orders can be included in CRP calculations.
- F (Firmed) or B (Batch). Orders you enter, or planned orders you firm up. Once firm, Material Planning cannot change them. If Material Planning sees a need to change them, it generates action messages. If you change the quantity on a production order, the quantities of its components and the times for its routing operations are automatically adjusted. If you change a quantity or date on a co-product/by-product or base process production order, the quantities and corresponding dates are automatically adjusted on the other orders in the joint production order set.
- E (Exploded). Fixes the bill and routing for this production order. Once exploded, changing the standard bill or routing does not affect the order. Any changes must be made in Production Order BOMs and Production Order Routings.
- A (Allocated). Generally allocates components in inventory against other production or sales orders. Detail allocations (specific lots or locations) can be made in Production Order BOMs and components can be issued. You can also receive against an allocated order.
- R (Released). All available components are detail allocated and a picklist can be printed. If a key item is not available, the production order cannot be released. You can process material issues, receipts, and labor feedback against released production orders.
- C (Closed). No more material can be issued or received against a closed production order. Labor can still be reported. When the status of a joint production order set is changed to Closed, the current average, current last, and GL average costs are updated. Costs are also updated when the Production Order Accounting Close function is running. When the status of an order is changed to C, all of the open requirements for materials, allocations, and work center operations are removed.

For exploded, allocated, or released joint orders, you can change the quantities for co-product/by-product production orders without having their quantities automatically rescaled. You can also add or delete co-product/by-product orders from a joint production order set.

Start Effective Date

This field defines the starting date for a new repetitive cumulative order. The value entered for start date is used with the method defined by the End Eff Default Method field to determine the default start and end dates when adding a new repetitive cumulative order.

The start effective date cannot overlap with the effective dates of another cumulative order for the same site, item, production line, routing, and bill of material.

End Effective Date

This field defines the end of the effective interval that the repetitive cumulative order covers. You can leave this field blank. In this case, the end of the effective interval is taken to be in the indefinite future; that is, no effective interval in any other repetitive cumulative order can occur after the Start Effective date of this order.

Actions

The Repetitive Cumulative Orders view supports the following action: *Bulk Create Orders*.

Choose Actions > *Bulk Create Orders* to create new cumulative production orders in advance in a batch-oriented setting. This prevents the system from creating them during repetitive transactions, and ensures a better response time for items with many components.

To use this function, orders must already exist in the system. The new order is based on the old, with a different effective date.

This function selects cumulative production orders based on the selection criteria entered. For a cumulative production order to be selected, its end effective date must match the end effective date entered in the selection criteria. Also, the cumulative production order must have a WIP balance.

You can then select all or some of the cumulative orders listed on the Main panel and click Simulate to generate new repetitive cumulative orders.

For each cumulative production order selected, the system looks for an existing cumulative production order with an effective date range that includes the day after the entered end effective date. If none exists, a new cumulative production order is created. The start and end effective dates of the new cumulative production order are set based on the value of the End Eff Default Method field.

After you confirm the attributes of the simulated orders are correctly set on the Summary panel, click Submit. Then the system creates these orders.

When a cumulative production order is created:

- The production order number is automatically assigned.
- The production order ID is automatically assigned.
- The production order type is C (Cumulative).
- The production order status is R (Released).

When the system generates the cumulative order ID, it searches for subcontract orders associated with the cumulative order and automatically updates the production order ID and operation on the order. The system also replaces expired cumulative order IDs with the new cumulative order ID on the appropriate purchase orders.

For this automatic update to occur, you must specify a subcontract routing and operation for the subcontract order in Subcontract Routing/Operation if you use discrete purchase orders for your subcontract orders or in Subcontract Order MRP% if you use scheduled orders for your subcontract orders.

Production Accounting

Production accounting provides functions to determine the cost of production for a fiscal period. These functions calculate and create transactions for cost variances that were not captured by production activity transactions, transactions that create entries to account for the material, labor, and burden, costs for production, together with associated cost material, labor, and burden variances.

Production Order Accounting Close

Production Order Accounting Close clears work in process (WIP) amounts, calculates and posts variances, and closes outstanding operations for closed production orders.

Execute this program regularly or at least at the end of each fiscal period as defined in your General Ledger (GL) calendar. This program works with all types of production orders.

When selecting records to run this function, the Effective Date must be in an open GL calendar period.

This program creates transactions in Inventory History and Operation History tables that represent the GL transactions created when closing out the WIP value of the production order. You should execute WIP Material Cost Revaluation before closing orders with this program to prevent unaccounted material rate variances.

The system does not close final assembly orders with open sales order lines.

Accounting close makes the following updates to closed orders:

1. It marks production order operations as complete.
2. For standard costing only, accounting close uses the total quantity received against this production order to calculate material and subcontract usage variances. For example, if 80 units are received but material was issued for 100 units, the excess material cost is posted to material usage variance.
3. Floor stock is added to the WIP value of the production order, using the quantity processed plus the quantity scrapped at each operation. This is the cost of any component item with an Issue Policy set to No Issue.
4. For standard costing only, any amount remaining in WIP is posted to the Method Variance account. Usually this results from using non-standard routings and BOMs. It may also reflect in-process losses resulting from labor on materials that were rejected.
5. Current costs are updated to reflect the actual cost of labor, burden, and subcontracts.
6. Optionally, WIP is transferred from semi-processed repetitive CUM orders to the next CUM order for the following period.

Settings

For more information about running reports, see: Reports on page 96

Filter

Effective Date

Enter the general ledger (GL) effective date associated with this transaction. The system validates that the date is within an open fiscal period. The effective date determines when GL transactions created by this transaction affect GL balances. A transaction does not increase the balance in the Inventory account until this effective date. The date of the transaction can differ from the effective date. The transaction date usually indicates when the transaction was actually entered into the system. Effective date is when the transaction affects the general ledger. At period end, these dates often differ.

Site

Enter a range of sites for the Production Order Accounting Close operations.

Production Line

Enter a range of production lines for the Production Order Accounting Close operations.

Include Work Order/Rep/Both

Enter the order type as WO (work order), rep(etitive), or both for the Prod Order Accounting Close operations. The default is both.

CUM Order End Date

Enter the cumulative order end date.

Production Order

Enter a range of production orders with WIP amounts to clear, variances to calculate and post, and operations to close.

ID

Enter a range of IDs. The production order and ID must be unique. Production order number and ID together identify a specific manufacturing order. The same order number can be used with different IDs.

Item

Enter a range of items numbers being manufactured on this production order, either a finished product or an intermediate subassembly.

Project

Enter a range of project code IDs for the Production Order Accounting Close operations. Project codes are one component of an account number defined in GL setup functions.

Sales/Job

Enter a range of sales/job code in a range for the Production Order Accounting Close operations. Note that the project code records the cost of a particular job in the GL.

Transfer Work in Process

Select Yes to have the system transfer work in process automatically.

Print Account Detail

Select Yes to print the GL transaction detail by production order. If No is selected, output of GL transaction detail is not required. Output displays in sequence by production order number, ID, item number, site quantities ordered, completed and rejected, SO/Job, Project, and Effective Date for each order that meets the selection criteria. When checked, the system prints the GL transactions in sequence by GL reference number showing the debit and credit accounts and amount of each WO-CLOSE transaction created for each production order. The default is Yes.

Print GL Summary

Select Yes to print GL data in the report. Select No to omit the GL data. The default is Yes.

Update/Simulation

Select Update to run this program in Update mode and change records in the database. When selected, the system:

- Completes Open Operations: The system marks all operations complete. No more labor can be recorded against this order. Any unreported operations are closed at standard. Adjusts quantities completed at open operations to match the total of completions plus rejects at Work Order Receipt.

- Posts Floor Stock: Costs of components are flagged as Issue Policy No are added to WIP before variances are calculated. Thus floor stock cost is not included in variance.
- Calculates Usage Variances: The system calculates material and subcontract usage variances. Total quantity issued is compared to total quantity required to make quantity reported complete (receipts plus rejects). Any difference is a usage variance.
- Clears Out WIP Balance: The system sets any remaining WIP balance to zero. Any amount left in WIP at this point is reported as a Method Variance that cannot be traced to any specific source (for example, material or labor, rate or usage). Method variances can result from the use of alternate bills and routings, different lot sizes, in-process loss, or changes in GL costs (without revaluing WIP). Because costs of component issues are tracked by operation, a method variance occurs if you issue components at an operation different than the one recorded in the bill.

Select Simulation to run this program in Simulation mode. The same results are calculated for Update without updating the database. Simulation is displayed on the top of the report. The default is Simulation.

Post Production Order Usage Variance

Use Post Production Order Usage Variance to calculate and post accumulated usage variances in production orders.

This function calculates and recognizes the following variances:

- Component Material Usage Variance
- Run Labor Usage Variance
- Run Labor Burden Usage Variance
- Setup Labor Usage Variance
- Setup Labor Burden Usage Variance
- Floorstock Component Expense

Note the following when this function posts variances:

- The GL transaction type for production order variances is WO-VAR.
- This function does not create Subcontract Usage Variances, Mix Variances, or Method Variances; these variances are created by Production Order Accounting Close.

The following sections provide more information on the variance types. Each topic includes a table that depicts the transaction type, the GL transaction type, the debited and credited accounts, and the program or condition that creates the variance. Use the information in the table to help you decipher transaction/costing information that displays in reports.

Component Material Usage Variance

Table 4. Component Material Usage Variance

Std Transaction	Transaction Type	GL Transaction Type	Debit	Credit
Material Usage Variance	WO-VAR (tr_hist)	MATL-VAR	WIP (wo_acct)	Inventory

When using standard costing, material usage variances are calculated based on the standards in the production order bill. Some production orders start out with a different production order bill. Rework orders have only one billed item, the item being reworked. Expense orders have no bill. To calculate variances, you must enter a standard bill. The system calculates material usage variance from the difference between the total quantity issued for a component and the expected quantity on the production order bill and the general ledger cost for the item.

The system determines Earned Quantity, which is the expected component quantities from the production order bill to make the quantity reported complete. Earned quantity is compared to actual issues (at item standard cost). Any difference is posted as a variance. The calculation is as follows:

*(Actual Qty Issued – [qty per (wod_bom_qty) * (qty completed + qty scrapped)]) * Frozen Std Unit Cost (wod_bom_amt)*

Run Labor Usage Variance

Table 5. Run Labor Usage Variance

Std Transaction	Transaction Type	GL Transaction Type	Debit	Credit
Labor Run Usage Variance	WO-VAR (op_hist)	LBR-2002	Labor Usage Variance	WIP (wo_acct)

The system determines labor usage variances for the reported setup and run hours by the difference between the total actual setup and run labor hours and the expected setup and run labor hours for the production operation. The system uses the expected labor rates for the work center on the production order routing operation.

The labor run usage variance is as follows per operation:

*lbr_usage var= [Actual Run Hrs - Std Run) * Std Run Rate*

Run Labor Burden Usage Variance

Table 6. Run Labor Burden Usage Variance

Std Transaction	Transaction Type	GL Transaction Type	Debit	Credit
Burden Run Usage Variance	WO-VAR (op_hist)	BDN-2002	Burden Usage Variance	WIP (wo_acct)

The system determines labor usage variances for the reported setup and run hours by the difference between the total actual setup and run labor hours and the expected setup and run labor hours for the production operation. The system uses the expected labor rates for the work center on the production order routing operation.

The run labor burden usage variance is as follows per operation:

*run time * ((run rate * (bdn pct/100)) + bdn rate + mch bd rate)*

Setup Labor Usage Variance

Table 7. Setup Labor Usage Variance

Std Transaction	Transaction Type	GL Transaction Type	Debit	Credit
Labor Setup Usage Variance	WO-VAR (op_hist)	LBR-1002	Labor Usage Variance	WIP (wo_acct)

The system determines labor usage variances for the reported setup and run hours by the difference between the total actual setup and run labor hours and the expected setup and run labor hours for the production operation. The system uses the expected labor rates for the work center on the production order routing operation.

The setup labor usage variance is as follows per operation:

$$lbr_usage_var = (Actual\ Setup\ Hrs - Std\ Setup) * Std\ Setup\ Rate$$

Setup Labor Burden Usage Variance

Table 8. Setup Labor Burden Usage Variance

Std Transaction	Transaction Type	GL Transaction Type	Debit	Credit
Burden Setup Usage Variance	WO-VAR (op_hist)	BDN-1002	Burden Usage Variance	WIP (wo_acct)

The system determines labor usage variances for the reported setup and run hours by the difference between the total actual setup and run labor hours and the expected setup and run labor hours for the production operation. The system uses the expected labor rates for the work center on the production order routing operation.

The setup labor burden usage variance is as follows per operation:

$$setup\ labor\ burden\ usage\ variance = (Actual\ Setup\ Hours - Operation\ Standard\ Setup\ Hours) * [(Frozen\ Work\ Center\ Run\ Rate * Frozen\ Work\ Center\ Labor\ Burden\ %) + Frozen\ Work\ Center\ Labor\ Burden\ Rate + Frozen\ Machines\ Burden\ Rate]$$

Floorstock Component Expense

Table 9. Floorstock Component Expense

Std Transaction	Transaction Type	GL Transaction Type	Debit	Credit
Floor Stock	WO-VAR (tr_hist)	FLR-STK	WIP (wo_acct)	Floor Stock (wo_flr_acct)

Floorstock is inexpensive, easily replenished components such as screws, usually stocked on a factory floor and used as needed, without requisition. Floor stock is added to the WIP value of the production order, using the quantity processed at each operation.

The calculation is as follows:

$$[qty\ per\ (wod_bom_qty) * (qty\ completed + qty\ scrapped)] * Frozen\ Std\ Unit\ Cost\ (wod_bom_amt)$$

Settings

For more information about running reports, see: Reports on page 96

Filters

Effective Date

Enter the transaction effective date. The default is the current date, but you can modify it as needed. The system verifies that the effective date is within an open fiscal period. The effective date determines when the general ledger (GL) Inventory account balance is updated.

Production Order

Enter a range of production orders with variances to calculate and post.

ID

Enter a range of IDs. The production order and ID must be unique. Production order number and ID together identify a specific manufacturing order. The same order number can be used with different IDs.

Item

Enter a range of items for this function to consider.

Site

Enter a range of sites for this function to consider.

Production Line

Enter a range of production lines.

Include Work Order/Rep/Both

Select the order type as WO (Work Order), Rep(etitive), or Both. The default is Both.

Show Variances with 0 to Post

Select Yes if you have an order that has variances that were previously posted, and you want to view the total variances posted so far. This has no financial or database effect; it only affects what displays on the report. Select No to display new variances to post. The default is No.

Print GL Summary

Select Yes to include GL data in the report. Select No to omit the GL data. The default is No.

Update

Select Yes to run this program in Update mode and change records in the database. Select No to run this program in Simulation mode. The same results are calculated for Update without updating the database. Simulation is displayed on the top of the report. The default is No.

Production Order Variance Rules

The system uses rules when determining how to calculate variances for production orders.

Rules for Calculating Usage, Rate, and Method Variances

The system calculates usage and rate variances using the components and operations on the production order BOM and routing. The system does not calculate the variances in the way that it calculates standard cost; that is, when the production order uses an alternate routing or BOM, the system calculates the variances, comparing them to the expected component and operation values from the production order's BOM and routing.

The comparison includes one-off components and operations that you create for the production order.

To ensure accuracy, the system does not compare variances to the component and operation costs on the BOM and routing for the standard cost roll-up. When the production order BOM and routing result in a cost that is different from the standard cost, the system records the difference as a Method Variance (MTHD-CHG).

The system does not post variances for overhead. The system posts the overhead value to the Overhead Account (OVH-POST) as:

*Overhead Cost * Received Quantity*

When calculating quantities at each operation, the system includes the cumulative yield at the operation to obtain the operation's correct expected quantity.

Labor Usage and Rate Variances (includes Burden)

The system calculates usage variance by comparing the value of the actual hours reported to the cost of the total standard hours. The variance is calculated as:

*(Actual labor hours reported - Standard hours * Actual quantity processed) * Work Order Routing Work Center rate*

The system calculates rate variance by comparing the work center's current setup and run rates for the production order routing operation to the setup and run rates of the work center that reports labor. The rate variance is calculated as:

*Actual labor hours reported * (Actual Labor rate - work order routing work center rate)*

Any remaining WIP value from the operation becomes Method Variance when an alternate work center or an employee rate is used.

Usage variances are calculated and posted from Post Production Order Usage Variances, Production Order Accounting Close, or Operation Close.

Material Rate and Usage Variances

The system calculates usage variance by comparing the actual quantity reported to the quantity per multiplied by the quantity processed at operation. The system calculates rate variance by comparing the current component cost of the component on the production order BOM to the current component cost of the component used when reporting issue/backflush. Any remaining WIP value from the component becomes Method Variance.

When substitute components are in use, a usage variance is calculated for the quantity not used of the original component:

*(Quantity substituted * original component cost)*

In addition, a corresponding usage variance is calculated for the substitute component:

*(Quantity substituted * substitute component cost)*

The system calculates rate variances at all component issues when the current component cost is different from the cost when the production order is in the E, A or R status.

The component cost is locked in when the production order is exploded; and once locked in, the system compares the current component cost to this locked-in cost to get the rate variance.

The system posts usage variances during Accounting Close, but optionally, you can post usage variances at any time before close using Post Production Order Usage Variance.

Subcontract Usage and Rate Variances

The system calculates usage variances for a subcontract operation by comparing the quantity processed on the operation with the total quantity received of the finished good. The system only calculates subcontract usage variances during accounting close.

The system calculates rate variances by comparing the production order's subcontract cost on the operation to the PO price. The system only calculates rate variances during PO Receipt.

For accounts payable (AP), the system posts rate and usage variances directly to the variance accounts and never posts to the WIP value of the order.

Any remaining WIP value from the operation becomes Method variance.

Method Variance

Method Variance is posted at the time of accounting close, after all other variances have been calculated and posted to GL; that is, the Method Variance is what is left of WIP on the order after all other variances have been calculated and eliminated from WIP.

Costing

QAD Costing determines how costs are determined and applied, as well as the level of production output. Costing includes cost management, which, in turn, includes multi-element costing, cost simulation, and cost planning.

The cost of producing at a specific level of output depends on the price of needed resources—materials, labor, and so on—and the quantities of resources needed to produce that output. The level of output also depends on how the company uses fixed resources, in combination with variable resources, such as labor, material, or equipment.

Finally, tracking costs is important in determining product costs, total cost of production, inventory values, and productivity.

Cost Roll-Up Freeze/Unfreeze

Cost Roll-Up Freeze/Unfreeze freezes standard (or other) cost sets for fiscal year control over costs or selectively unfreezes items to allow cost updates for new/revised items.

Once standard GL costs are established, use Cost Roll-Up Freeze/Unfreeze to prevent the system from recalculating the costs the next time routing or product structure roll-ups are performed. For example, you may want to set standard costs or create a reference cost set that does not change over a specific period. Any cost set can be frozen.

Freezing standard costs provides fiscal-year control over those costs. You can freeze approved or verified standard costs at the start of your fiscal year, and then track cost changes in variance accounts through the year. At the close of the fiscal year, copy the current cost set to the standard set. Freezing costs also improves processing speed during cost roll-up calculations. After item costs are calculated and frozen, all subsequent cost roll-up calculations simply use the frozen cost.

Freezing costs only prevents the system from recalculating costs. It does not prevent manual changes in item cost data maintenance functions, cost set copy functions, or operation cost calculation.

To introduce an item with wholly new components mid-year, add the items, structure, and routing, then roll up as usual and freeze the item's standard costs. To add or change components in an existing structure or to change a routing mid-year, unfreeze the affected items including components and parents. Roll up the revised structure and routing and refreeze.

When a changed item is optional in the structure or routing or if its parent can use other unchanged subassemblies as a direct replacement, be careful to unfreeze the parent without unfreezing unchanged subassemblies.

For the correct calculation of co-product costs, freeze the costs for by-products once those by-product costs have been determined. When by-product costs are not frozen, the cost of a base process item may not be equal to the costs of the co-/by-products that it produces. This is because the costs for a by-product may have been recalculated after the costs were calculated for one or more of the co-products. This can result in co-product costs that do not tie to the cost of a by-product.

Settings

For more information about running reports, see: Reports on page 96.

Filter

Site

Enter a site associated with the cost set to freeze or unfreeze.

Cost Set

Enter the cost set to use with this function.

Item

Enter item numbers to filter records for the cost freeze or unfreeze.

Product Line

Enter a product line to filter records for the cost freeze or unfreeze.

Item Type

Enter an item type to filter records for the cost freeze or unfreeze.

Item Group

Enter an item group to filter records for the cost freeze or unfreeze. Product line, group, and type all categorize items.

Purchase/Manufacture

Enter a purchase/manufacture (pur/mfg) code to filter records for the cost freeze or unfreeze. The Pur/Mfg code controls how the system explodes forecasts, plans and creates orders, and calculates costs for the item.

Buyer/Planner

Enter a buyer or planner code to filter records for the cost freeze or unfreeze. This code identifies the person responsible for planning and ordering this item.

Freeze/Unfreeze

Specify to freeze or unfreeze item costs by cost set against roll-ups, usually after roll-ups have been performed.

Frozen item costs (by item, range, product line, types, groups, and so on) are individually marked by Cost Roll-Up Freeze/Unfreeze and are not changed by subsequent roll-ups.

Unfreeze unflags item costs that have been flagged as frozen.

Update

Select Yes to run this program in update mode and change records in the database. Select No to run this program in report-only mode without updating the database. A report prints for review with SIMULATION displayed at the top of each page.

Item-Element Cost Name Change

Use Item-Element Cost Name Change to change the name of an existing cost element.

Use this program when you need to change the name of a cost element; for example, when you need to change names because cost element names are incorrectly translated or to improve cost management clarity.

Set Update to No to print changes for review before updating the system. SIMULATION appears at the top of each page along with the header information.

When you are satisfied with the cost-element names, set Update to Yes to update the database.

You should define menu security for this program to restrict access.

Settings

For more information about running reports, see: Reports on page 96.

Filter

Cost Set

Enter the cost set associated with the cost element name that you want to change. Leave blank to change the specified cost element name for all cost sets.

From Cost Element

Enter the cost element name to be changed. The From Cost Element must exist. The From and To Cost Elements must have the same cost category. The From Cost Element cannot be the Primary element.

To Cost Element

Enter the new cost element name for the change. The To Cost Element must exist. The From and To Cost Elements must have the same cost category.

Item Number

Enter item(s) to include.

Site

Enter sites to include.

Cost Transfer Option

Choose one of the following selections to manipulate the From and To cost element details:

- Add From and To Element Cost: Use this selection when you want to combine two cost elements. The system combines the From cost element value to the To cost element name's value. Use this option to resolve situations where two different translations exist for the same cost element and the total of the two elements represent the correct cost. This is the default.
- From Element Cost Only: Use this selection when merging two existing cost elements. The From cost element contains the correct cost and To cost element values should not be retained.
- To Element Cost Only: Use this selection when merging two existing cost elements. The To cost element contains the correct cost and the From cost element value should not be retained.

Update

Select Yes to run this program in update mode and change records in the database. The From cost element should be set to zero for all records processed by this program when Update is Yes. When you select No, the system runs this program in report-only mode without updating the database. A report prints for review with SIMULATION displayed at the top of each page. The default is No.

Item-Element Cost Calculation

Item-Element Cost Calculation calculates the value for a particular cost element as a percentage of one or more cost elements.

Use this program to calculate element costs from a set of existing element costs. For example, you can set up Freight as 10% of Domestic Material costs and 30% of Foreign Material costs. You can specify whether the system should calculate costs as a percentage of an item's this-level or lower-level costs. The ability to calculate a particular cost element as a percentage of lower-level costs is especially important for companies that calculate fixed overhead as a percentage of total material costs.

You must specify both a site and cost set. This function can take a long time to process.

Total cost for an item is made up of elements in five cost categories: material, labor, burden, overhead, and subcontract. Each cost category always has one primary element. You can create an unlimited number of non-primary cost elements as subsets of these categories using Cost Element Maintenance.

Enter the target cost element in the Cost Element filter, and the source elements and their percentages in the Element # and Element # Percent filters. The system multiplies each item cost as assigned to the listed source elements by the percentages entered. The resulting cost is updated or reported by item under the target element.

You can run this program twice, once to calculate item costs based on lower-level cost element values and again to calculate item costs based on this-level values. For example, do this if you want to update lower-level material cost and this-level material overhead cost. When you calculate item costs twice, once for each level, set Add To/Replace Existing Cost to Replace for the first cost calculation. The program overwrites the existing cost element value with the calculated value. For the second calculation, set Add To/Replace Existing Cost to Add to add the calculated cost to the total value of the cost element. Otherwise, the second calculation overwrites the first calculated value.

Set Update to No to print a simulated report before updating the database. To update the database, set Update to Yes.

You should run a report first and verify the changes before updating the system. Only update a current cost set or some other non-GL cost set. When you are satisfied with the changes in the current or non-GL cost set, copy the costs to the GL cost set.

When the GL cost set assigned to a site is updated using this function, inventory is revalued to reflect the new costs. To reflect this cost change in work in process (WIP) and open sales orders, run WIP Material Cost Revaluation.

If a site is the source for GL costs at other sites, updating the active GL cost set automatically generates cost adjustment (CST-ADJ) transactions at any target sites. You cannot update GL costs at a target site, since these costs are referenced from the source site.

When you change the cost of non-primary elements, the total cost for each cost category is not automatically updated. To update category costs, perform routing and product structure cost roll-ups or run Cost Update from Cost Elements.

You should define menu security for this program to restrict access.

Settings

For more information about running reports, see: Reports on page 96.

Filter

Prod Line

Enter the product line to include.

Item Number

Enter item numbers to include.

Item Type

Enter the item type to include.

Purchase/Manufacture

Enter the Purchase/Manufacture (Pur/Mfg) code to include.

Site

Enter the site associated with the cost set.

Cost Set

Enter the cost set to use for this calculation.

Cost Element

Enter the Target cost element. Cost element codes group different types of costs within a single cost category. All costs are associated with a cost category. Each cost category must have at least one cost element.

Add To/Replace Existing Cost

Select either Add or Replace. When you select Add, the system adds the calculated cost to the cost element value. When you select Replace, the system replaces the existing value of the cost element with the calculated value. The default is Replace.

You can optionally run the calculation twice. When you calculate costs for more than one level, set this filter to Replace for the first cost calculation. The system overwrites the existing cost element value with the calculated value. For the second calculation, set this field to Add so that the system adds the calculated cost to the total value of the cost element. Otherwise, the second calculation overwrites the first calculated value.

Use This/Lower Level Costs

Select to calculate costs at This Level cost elements, Lower Level cost elements, or Both. This Level cost is the cost added at the current stage of manufacturing. Lower Level cost represents cost added at prior stages of manufacturing. The default is This Level.

If Both is selected, the This Level and Lower Level costs for the element(s) are added together, and then either used to Replace the existing cost or Add to the existing cost based on the selection you make in the Add to/Replace Existing Cost filter. The default is This Level.

Update

Select Yes to run this program in update mode and change records in the database. When you select No, the system runs this program in report-only mode without updating the database. A report prints for review with SIMULATION displayed at the top of each page.

Element #1 through #15

Enter source cost elements for the calculation. You can enter up to 15 cost elements. The system calculates a particular cost element as a percentage of costs for This Level, Lower Level, or Both (refer to the Use This/Lower Level Costs filter).

Element #1 through #15 Percent

Indicate the percentages for each of the source cost elements.

Product Structure Cost Roll-Up

Product Structure Cost Roll-Up calculates the total cost for manufactured items, and also lower level run and setup times.

Each manufactured item can have a standard product structure, formula, or co-product/by-product structure associated with it (BOM/Formula in Item-Site Planning Maintenance) that describes the components or base process required to make the item.

Components in a product structure have information for the quantity required, the expected percentage of scrap, and the operation where they are required. Purchased components have material and overhead costs; manufactured components also have labor, burden, and subcontract costs. Product Structure Cost Roll-Up uses these costs to calculate total cost by item, and lower-level run and setup times.

You must specify both a site and cost set.

Costs should be recalculated whenever purchase or manufacturing costs or structures or routings change. Only roll up a current cost set or some other non-GL cost set. When you are satisfied with the changes in the current or non-GL cost set, copy the costs to the GL cost set.

For cost calculations, lower-level material cost is calculated as the total material cost for each component divided by 100% less the scrap percentage, then multiplied by the quantity per. For example, for a material cost of \$5 per unit, a scrap percentage of 2%, and a quantity per of 2, the calculation is $5 / .98 * 2 = 5.10 * 2 = 10.20$ for this component. Each lower-level cost is calculated this way.

The system performs the roll-up for items with costs in the specified cost set. The components of such items are included, whether or not they have costs in the cost set.

Any item in the system is available at any site. This means that a routing or product structure roll-up includes every item in the item range you define regardless of which site you roll up. In other words, the roll-up can create item costs for items you did not explicitly define at the site you roll up. These costs, furthermore, can be incomplete since the item range entered may not include the entire structure at another site. However, the costs for items not used at a site are not used for any cost transactions, so there is no business impact. If you want to avoid these cost records altogether, you can maintain item numbering schemes that isolate specific item ranges to specific sites.

Yield

Expected yield losses can be factored into cost calculations using the quantity per multiplied by the input quantity at that operation. This is the number of units that must be started at this operation to yield 1 unit from the last operation. This input quantity is calculated as 1 divided by the cumulative yield %. Cumulative yield % is the yield percentage for that operation multiplied by all subsequent operation yields.

Roll-up calculations only consider operations effective on the specified date.

Co-/By-Products

For co-products, the same co-product can result from more than one base process, but only the base process specified in the BOM/Formula field of the co-product's item record determines the co-product's cost at a particular site. Costs for a co-product are calculated from base process costs, using the cost allocation percentage assigned to the co-product. Allocation percentages for co-products of the same base process should add up to 100 percent. Each cost element of a co-product is updated with the allocation of its base process cost element at this level and at lower level.

The cost roll-up assumes that by-product costs are fixed. By-product costs are subtracted from corresponding base process cost elements (the base process cost is not actually updated). Then this adjusted base process cost is allocated entirely to co-products. Since costs never go negative, the cost of a base process element must be greater than or equal to the corresponding element cost for a by-product.

Linked Sites

For linked sites, one site can be used as the source for GL costs at other sites. This eliminates the need to set up duplicate GL cost records for the same items at all sites. When GL costs are updated at the source site, the system automatically generates cost adjustment (CST-ADJ) transactions at any target sites. Links are maintained for active GL costs only. A target site uses the active GL cost set at the source site and its own GL cost set becomes inactive. Links are recognized only when you use a GL standard cost set, active or inactive, for a cost roll-up. A cost roll-up for a current or simulation cost set at a target site will not recognize linked costs. Instead of using a simulation cost set to maintain costs for future periods, you should use an inactive GL standard cost set. A cost roll-up at a target site has no effect on GL costs at a source site. Product Structure Cost Roll-Up will not roll up costs for a linked subassembly or end item. Their GL costs at the source site are used to calculate the cost of the parent item at the target site.

Settings

For more information about running reports, see: Reports on page 96.

Filter

Site

Enter the site associated with the cost roll-up.

Cost Set

Enter the cost set to be updated by the roll-up. The default is Current, but you can change it manually. Cost set codes identify specific groups of product costs. Default GL standard and current cost sets always exist.

Item Number

Enter item numbers to filter records for the roll-up.

Prod Line

Enter a product line to filter records for the roll-up. Product lines identify major item and product groupings.

Item Type

Enter an item type code to filter records for the roll-up. Item type is an optional code specified in Items that lets you categorize similar item.

Group

Enter a product group to filter records for the roll-up. Product line, group, and type all categorize items. Item group and type may be used to subdivide product lines, or they may cross product lines, providing an entirely different view of your items.

As of Date

Enter the effective date to use when selecting which parent/component relationships to display. The default is the system date.

Low Level Material

Indicate if these low level costs should be rolled up to calculate the cost of the parent item. Total cost is the sum of all of the This Level and Low Level costs for an item. This-level costs are costs directly incurred during the production of this item. Low level costs are costs incurred to purchase or manufacture the components used to make this item. When you include low level material, these low level costs will be included in the total cost of the parent item. For example, if you are making sunglasses, the low level material cost of a pair of sunglasses is the total cost of the lenses, frames, and screws. This-level material cost may be the cost of the cleaning solution and rags used to clean the finished sunglasses. Low level material costs that are calculated by this function are set up by filters; other lower-level costs are calculated by the Routing Cost Roll-Up. The default is Yes.

Low Level Labor

Indicate if low level labor time should be rolled up to calculate the total run time for the parent item. When lower level labor is specified, the lower-level labor time is included in the run time for the parent item. The default is Yes.

Low Level Burden

Indicate if low level burden costs should be rolled up to calculate the cost of the parent item. When this field is set to Yes, these lower-level costs will be included in the total cost of the parent item. The default is Yes.

Low Level Overhead

Indicate if low level overhead costs should be rolled up to calculate the cost of the parent item. When this field is set to Yes, these lower-level costs will be included in the total cost of the parent item. The default is Yes.

Low Level Subcontract

Indicate if low level subcontract costs should be rolled up. When you include low level subcontract costs, these lower-level costs will be included in the total cost of the parent item. The default is Yes.

Low Level Labor Time

Indicate if low level labor times for manufactured items should be rolled up to calculate the cost of the parent item. The default is No.

Low Level Setup Time

Indicate if low level setup time should be rolled up to calculate the cost of the parent item. The default is No.

Include Yield %

Determines whether yield percentages from Routing Maintenance are used to calculate component item costs. When included, the component quantity per is adjusted upward to account for any yield percentage. This adjusted quantity is used to calculate the cost. When not included, the expected yield is not factored into the cost calculations. The default is Yes.

Set Cost Update Field For

Indicate how the system should update the Last Cost Update date for the items processed by this roll-up function.

- All (the default) updates the last cost update date for all items processed.
- Changed updates the date only on items that have a cost change.

Detailed Excel Output

Specify whether the system outputs cost roll-up results to a Microsoft Excel spreadsheet. The default is Yes.

Production Order Accounting Close

Production Order Accounting Close clears work in process (WIP) amounts, calculates and posts variances, and closes outstanding operations for closed production orders.

Execute this program regularly or at least at the end of each fiscal period as defined in your General Ledger (GL) calendar. This program works with all types of production orders.

When selecting records to run this function, the Effective Date must be in an open GL calendar period.

This program creates transactions in Inventory History and Operation History tables that represent the GL transactions created when closing out the WIP value of the production order. You should execute WIP Material Cost Revaluation before closing orders with this program to prevent unaccounted material rate variances.

The system does not close final assembly orders with open sales order lines.

Accounting close makes the following updates to closed orders:

1. It marks production order operations as complete.
2. For standard costing only, accounting close uses the total quantity received against this production order to calculate material and subcontract usage variances. For example, if 80 units are received but material was issued for 100 units, the excess material cost is posted to material usage variance.
3. Floor stock is added to the WIP value of the production order, using the quantity processed plus the quantity scrapped at each operation. This is the cost of any component item with an Issue Policy set to No Issue.
4. For standard costing only, any amount remaining in WIP is posted to the Method Variance account. Usually this results from using non-standard routings and BOMs. It may also reflect in-process losses resulting from labor on materials that were rejected.
5. Current costs are updated to reflect the actual cost of labor, burden, and subcontracts.
6. Optionally, WIP is transferred from semi-processed repetitive CUM orders to the next CUM order for the following period.

Settings

For more information about running reports, see: Reports on page 96

Filter

Effective Date

Enter the general ledger (GL) effective date associated with this transaction. The system validates that the date is within an open fiscal period. The effective date determines when GL transactions created by this transaction affect GL balances. A transaction does not increase the balance in the Inventory account until this effective date. The date of the transaction can differ from the effective date. The transaction date usually indicates when the transaction was actually entered into the system. Effective date is when the transaction affects the general ledger. At period end, these dates often differ.

Site

Enter a range of sites for the Production Order Accounting Close operations.

Production Line

Enter a range of production lines for the Production Order Accounting Close operations.

Include Work Order/Rep/Both

Enter the order type as WO (work order), rep(etitive), or both for the Prod Order Accounting Close operations. The default is both.

CUM Order End Date

Enter the cumulative order end date.

Production Order

Enter a range of production orders with WIP amounts to clear, variances to calculate and post, and operations to close.

ID

Enter a range of IDs. The production order and ID must be unique. Production order number and ID together identify a specific manufacturing order. The same order number can be used with different IDs.

Item

Enter a range of items numbers being manufactured on this production order, either a finished product or an intermediate subassembly.

Project

Enter a range of project code IDs for the Production Order Accounting Close operations. Project codes are one component of an account number defined in GL setup functions.

Sales/Job

Enter a range of sales/job code in a range for the Production Order Accounting Close operations. Note that the project code records the cost of a particular job in the GL.

Transfer Work in Process

Select Yes to have the system transfer work in process automatically.

Print Account Detail

Select Yes to print the GL transaction detail by production order. If No is selected, output of GL transaction detail is not required. Output displays in sequence by production order number, ID, item number, site quantities ordered, completed and rejected, SO/Job, Project, and Effective Date for each order that meets the selection criteria. When checked, the system prints the GL transactions in sequence by GL reference number showing the debit and credit accounts and amount of each WO-CLOSE transaction created for each production order. The default is Yes.

Print GL Summary

Select Yes to print GL data in the report. Select No to omit the GL data. The default is Yes.

Update/Simulation

Select Update to run this program in Update mode and change records in the database. When selected, the system:

- Completes Open Operations: The system marks all operations complete. No more labor can be recorded against this order. Any unreported operations are closed at standard. Adjusts

quantities completed at open operations to match the total of completions plus rejects at Work Order Receipt.

- Posts Floor Stock: Costs of components are flagged as Issue Policy No are added to WIP before variances are calculated. Thus floor stock cost is not included in variance.
- Calculates Usage Variances: The system calculates material and subcontract usage variances. Total quantity issued is compared to total quantity required to make quantity reported complete (receipts plus rejects). Any difference is a usage variance.
- Clears Out WIP Balance: The system sets any remaining WIP balance to zero. Any amount left in WIP at this point is reported as a Method Variance that cannot be traced to any specific source (for example, material or labor, rate or usage). Method variances can result from the use of alternate bills and routings, different lot sizes, in-process loss, or changes in GL costs (without revaluing WIP). Because costs of component issues are tracked by operation, a method variance occurs if you issue components at an operation different than the one recorded in the bill.

Select Simulation to run this program in Simulation mode. The same results are calculated for Update without updating the database. Simulation is displayed on the top of the report. The default is Simulation.

Post Production Order Usage Variance

Use Post Production Order Usage Variance to calculate and post accumulated usage variances in production orders.

This function calculates and recognizes the following variances:

- Component Material Usage Variance
- Run Labor Usage Variance
- Run Labor Burden Usage Variance
- Setup Labor Usage Variance
- Setup Labor Burden Usage Variance
- Floorstock Component Expense

Note the following when this function posts variances:

- The GL transaction type for production order variances is WO-VAR.
- This function does not create Subcontract Usage Variances, Mix Variances, or Method Variances; these variances are created by Production Order Accounting Close.

The following sections provide more information on the variance types. Each topic includes a table that depicts the transaction type, the GL transaction type, the debited and credited accounts, and the program or condition that creates the variance. Use the information in the table to help you decipher transaction/costing information that displays in reports.

Component Material Usage Variance

Table 10. Component Material Usage Variance

Std Transaction	Transaction Type	GL Transaction Type	Debit	Credit
Material Usage Variance	WO-VAR (tr_hist)	MATL-VAR	WIP (wo_acct)	Inventory

When using standard costing, material usage variances are calculated based on the standards in the production order bill. Some production orders start out with a different production order bill. Rework orders have only one billed item, the item being reworked. Expense orders have no bill. To calculate variances, you must enter a standard bill. The system calculates material usage variance from the difference between the total quantity issued for a component and the expected quantity on the production order bill and the general ledger cost for the item.

The system determines Earned Quantity, which is the expected component quantities from the production order bill to make the quantity reported complete. Earned quantity is compared to actual issues (at item standard cost). Any difference is posted as a variance. The calculation is as follows:

*(Actual Qty Issued – [qty per (wod_bom_qty) * (qty completed + qty scrapped)]) * Frozen Std Unit Cost (wod_bom_amt)*

Run Labor Usage Variance

Table 11. Run Labor Usage Variance

Std Transaction	Transaction Type	GL Transaction Type	Debit	Credit
Labor Run Usage Variance	WO-VAR (op_hist)	LBR-2002	Labor Usage Variance	WIP (wo_acct)

The system determines labor usage variances for the reported setup and run hours by the difference between the total actual setup and run labor hours and the expected setup and run labor hours for the production operation. The system uses the expected labor rates for the work center on the production order routing operation.

The labor run usage variance is as follows per operation:

*lbr_usage var= [Actual Run Hrs - Std Run) * Std Run Rate*

Run Labor Burden Usage Variance

Table 12. Run Labor Burden Usage Variance

Std Transaction	Transaction Type	GL Transaction Type	Debit	Credit
Burden Run Usage Variance	WO-VAR (op_hist)	BDN-2002	Burden Usage Variance	WIP (wo_acct)

The system determines labor usage variances for the reported setup and run hours by the difference between the total actual setup and run labor hours and the expected setup and run labor hours for the production operation. The system uses the expected labor rates for the work center on the production order routing operation.

The run labor burden usage variance is as follows per operation:

$$\text{run time} * ((\text{run rate} * (\text{bdn pct}/100)) + \text{bdn rate} + \text{mch bd rate})$$

Setup Labor Usage Variance

Table 13. Setup Labor Usage Variance

Std Transaction	Transaction Type	GL Transaction Type	Debit	Credit
Labor Setup Usage Variance	WO-VAR (op_hist)	LBR-1002	Labor Usage Variance	WIP (wo_acct)

The system determines labor usage variances for the reported setup and run hours by the difference between the total actual setup and run labor hours and the expected setup and run labor hours for the production operation. The system uses the expected labor rates for the work center on the production order routing operation.

The setup labor usage variance is as follows per operation:

$$\text{lbr_usage_var} = (\text{Actual Setup Hrs} - \text{Std Setup}) * \text{Std Setup Rate}$$

Setup Labor Burden Usage Variance

Table 14. Setup Labor Burden Usage Variance

Std Transaction	Transaction Type	GL Transaction Type	Debit	Credit
Burden Setup Usage Variance	WO-VAR (op_hist)	BDN-1002	Burden Usage Variance	WIP (wo_acct)

The system determines labor usage variances for the reported setup and run hours by the difference between the total actual setup and run labor hours and the expected setup and run labor hours for the production operation. The system uses the expected labor rates for the work center on the production order routing operation.

The setup labor burden usage variance is as follows per operation:

$$\text{setup labor burden usage variance} = (\text{Actual Setup Hours} - \text{Operation Standard Setup Hours}) * [(\text{Frozen Work Center Run Rate} * \text{Frozen Work Center Labor Burden \%}) + \text{Frozen Work Center Labor Burden Rate} + \text{Frozen Machines Burden Rate}]$$

Floorstock Component Expense

Table 15. Floorstock Component Expense

Std Transaction	Transaction Type	GL Transaction Type	Debit	Credit
Floor Stock	WO-VAR (tr_hist)	FLR-STK	WIP (wo_acct)	Floor Stock (wo_flr_acct)

Floorstock is inexpensive, easily replenished components such as screws, usually stocked on a factory floor and used as needed, without requisition. Floor stock is added to the WIP value of the production order, using the quantity processed at each operation.

The calculation is as follows:

*[qty per (wod_bom_qty) * (qty completed + qty scrapped)] * Frozen Std Unit Cost (wod_bom_amt)*

Settings

For more information about running reports, see: Reports on page 96

Filters

Effective Date

Enter the transaction effective date. The default is the current date, but you can modify it as needed. The system verifies that the effective date is within an open fiscal period. The effective date determines when the general ledger (GL) Inventory account balance is updated.

Production Order

Enter a range of production orders with variances to calculate and post.

ID

Enter a range of IDs. The production order and ID must be unique. Production order number and ID together identify a specific manufacturing order. The same order number can be used with different IDs.

Item

Enter a range of items for this function to consider.

Site

Enter a range of sites for this function to consider.

Production Line

Enter a range of production lines.

Include Work Order/Rep/Both

Select the order type as WO (Work Order), Rep(etitive), or Both. The default is Both.

Show Variances with 0 to Post

Select Yes if you have an order that has variances that were previously posted, and you want to view the total variances posted so far. This has no financial or database effect; it only affects what displays on the report. Select No to display new variances to post. The default is No.

Print GL Summary

Select Yes to include GL data in the report. Select No to omit the GL data. The default is No.

Update

Select Yes to run this program in Update mode and change records in the database. Select No to run this program in Simulation mode. The same results are calculated for Update without updating the database. Simulation is displayed on the top of the report. The default is No.

Routing Cost Roll-Up

Routing Cost Roll-Up calculates the manufacturing costs, lead times, and total yield for one or more items at a particular site.

Routing Cost Roll-Up performs the following:

- Totals the labor/machine hours and cost, subcontract cost, and burden cost.

- Computes the cumulative operation yield for a routing or routings.
- Posts the cost data to this-level labor and burden fields for the specified cost set.

Costs are calculated for each operation after accessing the item master, work center, routing, and standard operation data.

You can roll up either current or GL costs. The default is to roll up current costs. Although you can roll up GL costs when they change, it is safer to roll up current costs and then copy them to the GL.

If you are using cost linking, you must roll up costs in a GL cost set that uses the standard costing method. Refer to the linked-sites information in your costing user documentation.

Only one field for run time exists on the routing. You cannot divide run time into machine run time and labor run time. For burden calculations, the machine and the labor are both assumed to be in use for the entire run time.

Recalculate manufacturing costs whenever work center rates, routings, or processes change.

Before you specify to roll-up labor, setup, or lead time, be aware that sometimes these fields are not set so that the manufacturing lead time entered in the item planning data is not overwritten. This should be discussed with the planners to determine how these fields should be set.

For yield, expected yield losses can be factored into cost calculations. The system computes the cumulative yield percentage based on multiplying the operation yields for all operations. This value is posted to the item master and is used for material planning purposes. For example, yield percentages for a two-operation routing are both 90%, so the cumulative yield percent posted to the Yield% field in the item master is 81.00% (.90 * .90).

Settings

For more information about running reports, see: Reports on page 96.

Filter

Site

Enter the site associated with the cost roll-up.

Cost Set

Enter the code identifying the cost set to be updated by the roll-up. Defaults to Current.

Item Number

Enter item numbers to filter records for the roll-up.

Item Type

Enter an item type code to filter records for the roll-up. Item type is an optional code specified in Item Master Maintenance that lets you categorize similar item.

As of Date

Enter an effective date. Roll-up calculations only consider operations that are effective on the specified date. Any time the batch is submitted, the system sets this field to the date the batch is run.

Roll Up Labor Time

Indicate if labor times (run or setup) on the routing should be rolled up to calculate this-level run or setup time for the item. When this filter is set to Yes, the function accumulates the labor time from

the routing and updates Run Time or Setup Time in Item-Site Planning Data or, if not available, Item Planning Data. The default is Yes.

Roll Up Setup Time

Indicate if setup times (run or setup) on the routing should be rolled up to calculate this-level run or setup time for the item. When this filter is set to Yes, the function accumulates the labor time from the routing and updates Run Time or Setup Time in Item-Site Planning Data or, if not available, Item Planning Data. The default is Yes.

Roll Up Lead Time

Indicate if low level burden costs should be rolled up to calculate the cost of the parent item. When this filter is set to Yes, these lower-level costs will be included in the total cost of the parent item. The default is Yes.

Roll Up Item Time

Indicate if manufacturing lead times should be calculated. The manufacturing lead time is the normal or average number of working days it takes to manufacture an item, including the time to process paperwork, issue components, inspect the finished product, and receive it into stock. When you specify to roll up manufacturing lead time, the system calculates it from the routing. The default is Yes.

Roll Up Labor Cost

Indicate if this cost should be rolled up to calculate this-level costs for the item. Total cost is the sum of all of the This-Level and Lower-Level costs for an item. This-level costs are costs directly incurred during the production of this item. Lower-level costs are costs incurred to purchase or manufacture the components used to make this item. When this filter is set to Yes, these this-level costs will be included in the total cost of the parent item. The default is Yes.

Roll Up Burden Cost

Indicate if the burden cost should be rolled up to calculate this-level costs for the item. The default is Yes.

Roll Up Subcontract Cost

Indicate if subcontract cost should be rolled up to calculate the cost of the parent item. The default is Yes.

Include Yield in Cost

Determines whether yield percentages from Routings are used to calculate component item costs. When included, the component quantity per is adjusted upward to account for any yield percentage. This adjusted quantity is used to calculate the cost. When not included, the expected yield is not factored into the cost calculations. The default is Yes.

Update Items Without Routing

This filter determines whether cost calculations include only those items with routings, or all items. Setting this filter to Yes lets you clear costs associated with obsolete routings. For example, your company decides to stop making an item and acquire it from another source. Simply deleting the routing does not clear out all of the manufacturing costs. To reset those costs to zero, set this filter to Yes and run the routing cost roll-up. If this item is a component, also run Product Structure Cost Roll-Up. The default is Yes.

Update Items At This Site Only

Indicate whether to include only those items that exist at the specified site in the cost roll-up, or create cost details at the specified site for all items in the item number range regardless of whether the item is defined at the site. The default is Yes.

Detailed Excel Output

Specify that the system outputs routing cost roll-up results to a Microsoft Excel spreadsheet. The default is Yes.

Update

Select Yes to run this program in update mode and change records in the database. Select No to run this program in report-only mode without updating the database. A report prints for review with SIMULATION displayed at the top of each page. The default is Yes.

GL Cost Set Move to Current Set

Use GL Cost Set Move to Current Set to copy costs from the general ledger (GL) cost set to the current cost set at a specified site.

Every item has at least two cost sets: GL and current. At the beginning of each fiscal year, most companies set current and GL costs equal. To copy costs between different sites, use Cost Set Copy to Cost Set.

This function can take a long time to process.

You must specify a site. Records are selected based on the selection criteria you enter. The system first looks for item data specific for the site. If none is found, the system uses the item master record.

You can enter values in the Negative Change Allowed % and Positive Change Allowed % fields to indicate the percentage change to allow on all costs copied. Current costs are updated only if the difference between the costs lies within this tolerance range.

Total cost for an item is made up of elements in five cost categories: material, labor, burden, overhead, and subcontract. You can copy all or some of the cost elements from one cost set to another. Each cost element is copied from the GL cost set to the Current cost set, provided the difference between the two total costs does not exceed the range specified in the Negative Change Allowed % and Positive Change Allowed % fields.

When a site is the source for GL costs at other sites, copying GL costs to the current cost set does not affect the current cost sets at any target sites. If this is a target site, only GL costs for items not linked to the source site are copied. Linked costs are not copied since they are referenced from the source site. For more information on linked sites, refer to information on Linked-Site Rules in your Costing user documentation.

You should define menu security for this program to restrict access. You may want to back up the database prior to updating costs, particularly GL costs.

Settings

For more information about running reports, see: Reports on page 96

Filter

Site

Enter the site from which costs are copied.

Item

Enter item(s) to filter cost data to copy.

Product Line

Enter product lines to filter cost data to copy.

Item Type

Enter item types to filter cost data to copy. This limits item record selection to records associated with these type codes. Item type is an optional code specified in Item Master Maintenance that lets you categorize similar items.

Item Group

Enter item groups to filter cost data to copy.

ABC Class

Enter the ABC classifications to filter cost data to copy. The ABC classification codes determine the count frequency and the error tolerance allowed for each item.

Purchase/Manufacture

Enter the purchase/manufacture (Pur/Mfg) code to filter cost data to copy. The Pur/Mfg code controls how the system explodes forecasts, plans and creates orders, and calculates costs for the item.

Buyer/Planner

Enter the buyer/planner code to filter cost data to copy. This is an optional code identifying the person responsible for planning and ordering this item.

Negative Change Allowed %

Specify a percentage to indicate the negative percentage change to allow on all costs copied.

Positive Change Allowed %

Specify a percentage to indicate the positive percentage change to allow on all costs copied.

Copy Material Cost

Select Yes if the material cost element is to be copied from the source GL cost set to the target Current cost set. No specifies that the material cost element is not copied. The default is Yes.

Copy Labor Cost

Select Yes if the labor cost element is to be copied from the source cost set to the target cost set. No specifies that the labor cost element is not copied. The default is Yes.

Copy Burden Cost

Specify Yes if the burden cost element is to be copied from the source cost set to the target cost set. No specifies that the burden cost element is not copied. The default is Yes.

Copy Overhead Cost

Specify Yes if the overhead cost element is to be copied from the source cost set to the target cost set. No specifies that the overhead cost element is not copied. The default is Yes.

Copy Subcontract Cost

Specify Yes if the subcontract cost element is to be copied from the source cost set to the target cost set. No specifies that the subcontract cost element is not copied. The default is Yes.

Sum Cost to Material This Level for DRP

If you select Yes for Sum Costs to Material This Level for DRP, the system rolls up this/lower-level costs into this-level (TL) material costs during the copy process. Otherwise, costs are copied as-is. For example, this feature lets you build subassemblies at one site, ship them to a second site, and continue the manufacturing process without requiring manual updates to the subassembly cost. The default is No.

Summary/Detail

Specifies the level of detail to appear on this report. Select Yes to print a detailed report of each transaction selected on this report. Select Summary to print a report with transaction totals only. Detailed reports are normally used as audit trails or when investigating sources of errors. Summarized reports are useful when you just need a bottom line total.

Update

Select Yes to run this program in update mode and change records in the database. Select No to run this program in report-only mode without updating the database. A report prints for review with SIMULATION displayed at the top of each page. The default is No.

Current Cost Set Move to GL Cost Set

Use Current Cost Set Move to GL Set to copy costs from the current cost set to the general ledger (GL) cost set at a specified site.

Every item has at least two cost sets: GL and current. When costs change, update and verify the current costs first, then use Current Cost Set Move to GL Set to reflect the change in the GL cost set. At the beginning of each fiscal year, most companies set current and GL costs equal. You can do this with GL Cost Set Move to Current Set.

This function can take a long time to process.

You must specify a site. Records are selected based on the selection criteria you enter. The system first looks for item data specific for the site. If none is found, the system uses the item master record.

You can enter values in the Negative Change Allowed % and Positive Change Allowed % fields to indicate the percentage change to allow on all costs copied. GL costs are updated only if the difference between the costs lies within this tolerance range.

When one cost set is copied to another, costs may already exist in the target cost set. If so, costs are updated only if the difference between the costs lies within this tolerance range.

Total cost for an item is made up of elements in five cost categories: material, labor, burden, overhead, and subcontract. You can copy all or some of the cost elements from one cost set to another. Each cost element is copied from the current cost set to the GL cost set, provided the difference between the two total costs does not exceed the range specified in the Negative Change Allowed % and Positive Change Allowed % fields.

When the GL cost set assigned to a site is updated using this function, inventory is revalued to reflect the new costs. To reflect this cost change in work in process (WIP), run WIP Material Cost Revaluation.

When a site is the source for GL costs at other sites, updating the active GL cost set automatically generates cost adjustment (CST-ADJ) transactions at any target sites. You cannot update GL costs at a target site, since these costs are referenced from the source site. For more information on linked sites, refer to information on Linked-Site Rules in your Costing user documentation.

You may want to back up the database prior to updating costs, particularly GL costs.

Settings

For more information about running reports, see: Reports on page 96

Filter

Site

Enter the site from which costs are copied.

Item

Enter item(s) to filter cost data to copy.

Product Line

Enter product lines to filter cost data to copy.

Item Type

Enter item types to filter cost data to copy. This limits item record selection to records associated with these type codes. Item type is an optional code specified in Items that lets you categorize similar items.

Item Group

Enter item groups to filter cost data to copy.

ABC Class

Enter the ABC classifications to filter cost data to copy. The ABC classification codes determine the count frequency and the error tolerance allowed for each item.

Purchase/Manufacture

Enter the purchase/manufacture (Pur/Mfg) codes to filter cost data to copy. The Pur/Mfg code controls how the system explodes forecasts, plans and creates orders, and calculates costs for the item.

Buyer/Planner

Enter the buyer/planner codes to filter cost data to copy. This is an optional code identifying the person responsible for planning and ordering this item.

Negative Change Allowed %

Specify a percentage to indicate the negative percentage change to allow on all costs copied.

Positive Change Allowed %

Specify a percentage to indicate the positive percentage change to allow on all costs copied.

Copy Material Cost

Select Yes if the material cost element is to be copied from the source cost set to the target cost set. No specifies that the material cost element is not copied. The default is Yes.

Copy Labor Cost

Select Yes if the labor cost element is to be copied from the source cost set to the target cost set. No specifies that the labor cost element is not copied. The default is Yes.

Copy Burden Cost

Select Yes if the burden cost element is to be copied from the source cost set to the target cost set. No specifies that the burden cost element is not copied. The default is Yes.

Copy Overhead Cost

Select Yes if the overhead cost element is to be copied from the source cost set to the target cost set. No specifies that the overhead cost element is not copied. The default is Yes.

Copy Subcontract Cost

Select Yes if the subcontract cost element is to be copied from the source cost set to the target cost set. No specifies that the subcontract cost element is not copied. The default is Yes.

Sum Cost for Material This Level for DRP

If you select Yes for Sum Costs to MTL TL for DRP, the system rolls up this/lower-level costs into this-level (TL) material costs during the copy process. If you select No, costs are copied as-is. For example, this feature lets you build subassemblies at one site, ship them to a second site, and continue the manufacturing process without requiring manual updates to the subassembly cost. The default is No.

Summary/Detail

Specifies the level of detail to appear on this report. Select Yes to print a detailed report of each transaction selected on this report. Select Summary to print a report with transaction totals only. Detailed reports are normally used as audit trails or when investigating sources of errors. Summarized reports are useful when you just need a bottom line total.

Update

Select Yes to run this program in update mode and change records in the database. Select No to run this program in report-only mode without updating the database. A report prints for review with SIMULATION displayed at the top of each page. The default is No.

Cost Set to Site Assignment

Use Cost Set to Site Assignment to activate a new GL or current cost set at a site.

At least sets of costs are maintained for each item and site:

- The current cost reflects today's cost for an item.
- GL cost is used for all general ledger transactions.

These default to cost set codes Current and Standard. To set up current or GL costs under different cost set codes, assign them to the site before they are used.

Use this function only if you store costs under cost set codes other than Current and Standard. This is required if one site uses standard costing and the other average, or if one maintains current costs as Average and the other as Last.

This function can take a long time to process.

The process is as follows:

1. If necessary, back up the database prior to updating costs, particularly GL costs.
2. Create a new GL or current cost set in Cost Set Maintenance.
3. Enter new costs manually, or copy costs from an existing cost set using Cost Set Copy to Cost Set.
4. Run Cost Set to Site Assignment and specify a site.

5. Assign a new GL Cost Set or leave blank to use the default. Only cost set type GL can be assigned. If this site is the source for GL costs at other sites, the new cost set must use the standard costing method, since average costing does not consider inventory at multiple sites. If average costing is used, GL costs are not updated at any linked sites.
6. Assign a new Current Cost Set or leave blank to use the default. Only cost set type Current can be assigned.
7. An audit trail report will be generated when the report is run.

Once you run this function, all transaction activity at the specified site accesses costs.

When the GL cost set assigned to a site is updated using this function, inventory is revalued to reflect the new costs. To reflect this cost change in work in process (WIP) and open sales orders, run WIP Material Cost Revaluation and Sales Order Cost Revaluation.

When this site is the source for GL costs at other sites, updating the active GL cost set automatically generates cost adjustment (CST-ADJ) transactions at any target sites.

When GL costs are changed by mistake, you must manually reenter the old cost in Item-Site Cost Maintenance. Manually adjust any incorrect GL transactions.

Settings

For more information about running reports, see: Reports on page 96.

Filter

Site

Enter the site to which these costs apply. This is the site for which you are changing the cost set.

Each site may have its own set of product costs. Material costs, routings, and product structures are entered by site, and cost roll-up functions calculate costs by site. The site GL cost is used for all general ledger transactions created by activity at this site.

When a new GL cost set is assigned to a site, the system automatically revalues inventory to these new costs, creating general ledger transactions to the Inventory and Cost Revalue accounts.

New GL Cost Set

Enter the GL cost set code to assign to the specified site. The default is the system GL cost set.

Default GL standard and current cost sets always exist; you can create additional sets and assign them to sites with functions in the Costing module.

When specified, item costs associated with this cost set are used for all GL transactions that reference this site.

New Current Cost Set

Enter the new current cost set to assign to this site.

Update

Select Yes to run this program in update mode and change records in the database. Select No to run this program in report-only mode without updating the database. A report prints for review with SIMULATION displayed at the top of each page. The default is No.

Cost Set Delete

Cost Set Delete deletes an old cost set and all associated costs and cost elements.

Use this program to delete cost sets when you need to free disk space or archive outdated costs sets.

All cost data associated with the specified cost set, including item costs and simulation elements and costs, is deleted from the database when you run Cost Set Delete.

You cannot delete the standard and current cost sets or a cost set being used as the GL or current cost in the system.

Once deleted, records cannot be recovered. You may want to back up your database prior to executing this, just in case you need to recover.

Settings

For more information about running reports, see: Reports on page 96.

Filter

Cost Set

Specify a cost set. The system deletes the cost set along with all of the costs associated with it. This includes any direct item costs, subcontract costs, and work center rates. You may not delete the current or standard cost set. These are the default cost sets used by the system. Also, you cannot delete a cost set that is in use as the GL or current cost set in the system.

Archive

Select Yes to archive the selected records. When indicated, the selected records are copied to an ASCII file. The default is No.

The system creates a file name in the following format: xxYYMMDD.hst, where xx identifies the module code or record type and YYMMDD is the file creation date. If this file does not exist, it is created. If it does exist, records are appended to the end.

When you do not specify to archive, the selected records are not copied to an ASCII file.

Delete

Select Yes to delete the selected records and generate a report of the records deleted. Select No to generate a report only. The default is No.

When you set Archive to Yes when Delete is Yes, the selected records are copied to an ASCII file before deletion. Use Archive File Reload to reload the data, if needed.

Cost Set Copy to Cost Set

Use Cost Set Copy to Cost Set to copy costs stored in on cost set to another cost set.

For each item and site, multiple sets of costs can be maintained. You can copy costs between different types of cost sets (GL, current, and simulation) within the same site or between different sites. This function can take a long time to process. When you use this function to update the GL cost set assigned to a site, inventory is revalued to reflect the new costs.

After costs are copied, you can adjust them manually in Item-Site Cost Maintenance or have the system calculate costs as a percentage of one or more cost elements in Item-Element Cost Calculation.

You copy cost sets typically when:

- Costs for items used at more than one site can be entered for one site and then copied to all of the others.

- Generating costs for the next period, you can use the active GL or current cost set as a basis, and then make adjustments.
- For a simulation using costs stored in another cost set and adjusting for possible cost changes. When creating a new simulation, also run Item/Routing to Simulation Copy to initialize work center and routing costs in the simulation.

You must specify both a site and cost set for the source and target cost sets. Records are selected based on the selection criteria you enter. The system first looks for item data specific for the site. If none is found, the system uses the item master record.

You can enter values in the Negative Change Allowed and Positive Change Allowed % fields to indicate the percentage change to allow on all costs copied.

When one cost set is copied to another, costs may already exist in the target cost set. If so, costs are updated only if the difference between the costs lies within this tolerance range.

When the GL cost set assigned to a site is updated using this function, inventory is revalued to reflect the new costs. To reflect this cost change in work in process (WIP) and open sales orders, run WIP Material Cost Revaluation.

When a site is the source for GL costs at other sites, updating the active GL cost set automatically generates cost adjustment (CST-ADJ) transactions at any target sites. You cannot update GL costs at a target site, since these costs are referenced from the source site.

Settings

For more information about running reports, see: Reports on page 96

Filter

From Site

Enter the site from which costs are copied.

From Cost Set

Enter the code specifying the cost set from which you want to copy costs to another cost set. You can copy from any cost set type. The system first searches for item-site cost records to copy. If none exists, the system searches item master records.

To Site

Enter the site for the cost set to which you are copying cost data.

To Cost Set

Enter the cost set to which you want to copy cost data.

Item

Enter item(s) to filter cost data to copy.

Product Line

Enter product lines to filter cost data to copy.

Item Type

Enter item types to filter cost data to copy. This limits item record selection to records associated with these type codes. Item type is an optional code specified in Items that lets you categorize similar items.

Item Group

Enter an item group to filter cost data to copy.

ABC Class

Enter the ABC classification to filter cost data to copy. The ABC classification codes determine the count frequency and the error tolerance allowed for each item.

Purchase/Manufacture

Enter the purchase/manufacture (Pur/Mfg) code to filter cost data to copy. The Pur/Mfg code controls how the system explodes forecasts, plans and creates orders, and calculates costs for the item.

Buyer/Planner

Enter the buyer/planner code to filter cost data to copy. This is an optional code identifying the person responsible for planning and ordering this item.

Negative Change Allowed %

Specify a percentage to indicate the negative percentage change to allow on all costs copied.

Positive Change Allowed %

Specify a percentage to indicate the positive percentage change to allow on all costs copied.

Copy Material Cost

Select Yes if the material cost element is to be copied from the source cost set to the target cost set. No specifies the material cost element is not copied. The default is Yes.

Copy Labor Cost

Select Yes if the labor cost element is to be copied from the source cost set to the target cost set. No specifies the labor cost element is not copied. The default is Yes.

Copy Burden Cost

Select Yes if the burden cost element is to be copied from the source cost set to the target cost set. No specifies the burden cost element is not copied. The default is Yes.

Copy Overhead Cost

Select Yes if the overhead cost element is to be copied from the source cost set to the target cost set. No specifies the overhead cost element is not copied. The default is Yes.

Copy Subcontract Cost

Select Yes if the subcontract cost element is to be copied from the source cost set to the target cost set. No specifies the subcontract element is not copied. The default is Yes.

Sum Cost for Material This Level for DRP

If you select Yes for Sum Costs to MTL TL for DRP, the system rolls up this/lower-level costs into this-level (TL) material costs during the copy process. If you select No, costs are copied as-is. For example, this feature lets you build subassemblies at one site, ship them to a second site, and continue the manufacturing process without requiring manual updates to the subassembly cost. The default is No.

Summary/Detail

Specifies the level of detail to appear on this report. Select Yes to print a detailed report of each transaction selected on this report. Select Summary to print a report with transaction totals

only. Detailed reports are normally used as audit trails or when investigating sources of errors. Summarized reports are useful when you just need a bottom line total.

Update

Select Yes to run this program in update mode and change records in the database. Select No to run this report in report-only mode without updating the database. A report prints for review with SIMULATION displayed at the top of each page. The default is No.

WIP Material Cost Revaluation

WIP Material Cost Revaluation revalues production orders when standard costs change or when additional materials are issued.

Use this program to revalue open production orders when standard costs change when:

- Standard costs change after you release a production order.
- Additional materials have been issued to work in process (WIP).

Standard component costs are recorded on production orders at release when the status is E, A or R. When materials are issued to the order, the standard cost of those materials is posted to WIP from the production order bill.

WIP Material Cost Revaluation updates the production order bill with the currently effective GL cost. Any difference between the unit cost of the components issued and the standard cost is posted as a material rate variance. WIP Material Cost Revaluation does not update product structures or labor and burden costs.

Execute this program before closing orders with Production Order Accounting Close to prevent unaccounted material rate variances.

Depending on the number of orders selected for processing, this function can take some time to complete. The program creates transactions in Inventory History and Operation History tables that represent the GL transactions created when closing out the WIP value of the production order. You should execute WIP Material Cost Revaluation before closing orders with this program to prevent unaccounted for material rate variances.

GL Transactions

GL transactions are stored in the unposted transaction table until they are posted. Review unposted transactions with Unposted Transactions. The GL reference begins with WO.

This program:

- Debits the WIP account from the production order
- Credits the Material Rate Variance account from the production order

Settings

For more information about running reports, see: Reports on page 96.

Filter

Account

Enter the account codes to include. Leave blank to begin with the first account code matching the other criteria.

Sub-Account

Enter sub-accounts to include. Leave blank to begin with the first sub-account matching the other criteria.

Cost Center

Enter cost centers to include. Leave blank to begin with the first cost center matching the other criteria.

Project

Enter projects to include. Leave blank to begin with the first project matching the other criteria.

Production Order

Enter production order numbers to include. The production order number and the ID together identify a specific manufacturing order. The same order may be used with different IDs.

ID

Enter the production order IDs to include.

Item Number

Enter item numbers being manufactured on this production order, either a finished product or an intermediate subassembly.

Site

Enter sites to include.

GL Effective Date

Enter the general ledger (GL) effective date associated with this transaction. The default is the system date. The system validates that the date is within an open fiscal period.

Summary/Detail

Specifies the level of detail to appear on this report. Detail prints a detailed report of each transaction selected on this report. Summary prints a report with transaction totals only. Detailed reports are normally used as audit trails or when investigating sources of errors. Summarized reports are useful when you just need a bottom line total.

Update

Select Yes to run this program in update mode and change records in the database. When you select No, the system runs this program in report-only mode without updating the database. A report prints for review with SIMULATION displayed at the top of each page.

Costing Rules

The following pages list the costing rules.

Standard Material Costing Transactions

Use this table to help you understand standard material costing transactions.

The table below includes the following data:

- Standard transaction name
- Transaction type

- GL transaction type
- Debited and credited accounts
- Calculations
- Functions or conditions that create the transaction

Use this information to decipher transaction types that display in reports and browses and to understand how and when various transaction types are created.

Table 16. Standard Material Costing Transactions

Std Trans	Trans Type	GL Trans Type	Debit	Credit	Calculation	Function or Condition
Material Actual Cost	tr_hist ISS-WO	ISS-WO	WIP (wo_acct)	Inventory	Actual Unit Cost at Issue * Actual Quantity Issued	<ul style="list-style-type: none"> • Production Order Component Issue • Production Order Receipt • Operation Activity Transaction
Material Rate Variance	tr_hist ISS-WO	RATE-VAR	Material Rate Variance (wo_mvrr_acct)	WIP (wo_acct)	(Actual Unit Cost at Issue-Standard Unit Cost (wod_bom_amt)) * Actual Quantity Issued	<ul style="list-style-type: none"> • Production Order Component Issue • Production Order Receipt • Operation Activity Transaction
Material Usage Variance	tr_hist WO-CLOSE	MATL-VAR	Material Usage Variance (wo_mvar_acct)	WIP (wo_acct)	{Actual Qty Issued – [qty per (wod_bom_qty) * (qty completed + qty scrapped)]} * Frozen Std Unit Cost (wod_bom_amt)	Production Order Close
Material Usage Variance	WO-VAR	MATL-VAR	Material Usage Variance (wo_mvar_acct)	Inventory	Same as row above.	Post Production Order Usage
Floor Stock	tr_hist WO-CLOSE	FLR-STK	WIP (wo_acct)	Floor Stock (wo_flr_acct)	[qty per (wod_bom_qty) * (qty completed + qty scrapped)] * Frozen Std Unit Cost (wod_bom_amt)	Production Order Close

Std Trans	Trans Type	GL Trans Type	Debit	Credit	Calculation	Function or Condition
Floor Stock	WO_VAR	FLR-STK	WIP (wo_acct)	Floor Stock (wo_flr_acct)	Same as row above.	Post Production Order Usage Variances
Production Receipt Inventory Receipt	tr_hist RCT-WO	RCT-WO	Inventory	WIP (wo_acct)	Standard Rolled up Cost of Production Order Item * completed qty	<ul style="list-style-type: none"> Production Order Operation Activity Transaction
Production Receipt Method Variance	tr_hist RCT-WO	MTHD-CHG	Method Variance Account (pl_mstr.pl_wvar_acct)	WIP (wo_acct)	[Rolled up costs of Production Order Item at time of status set to 'R' - (Standard Rolled up Cost of Production Order Item - Standard Overhead amount)] * completed qty	<ul style="list-style-type: none"> Production Order Receipt Operation Activity Transaction
Method Variance	tr_hist WO-CLOSE	MTHD CHG	Method Variance Account (pl_mstr.pl_wvar_acct)	WIP (wo_acct)	Cost left in WIP after all variances have been accounted for	Production Order Accounting Close
Material Rate Variance	tr_hist ISS-WO	WIP-ADJ	WIP (wo_acct)	Material Rate Variance	(New Std Cost - Previous Std Cost (wod_bom_amt)) * Quantity Issued	WIP Material Cost Revaluation
Mix Variance	tr_hist WO-CLOSE for base production order	MIX-VAR	Mix Variance Account (wo_xvar_acct)	WIP (wo_acct)	See text following this table.	Production Order Accounting Close
Overhead	tr_hist RCT-WO	OVH POST	WIP (wo_acct)	Overhead Applied	qty received * std overhead cost	<ul style="list-style-type: none"> Production Order Receipt Operation Activity Transaction
WIP Transfer	op_hist TRANSFER	TRANSFER WIP	WIP (wo_acct)	Transfer Clearing found on Production	N/A	Production Order Accounting Close

Std Trans	Trans Type	GL Trans Type	Debit	Credit	Calculation	Function or Condition
				Order Control		
Substitute items	WO-CLOSE	MATL-VAR	Material Usage Var	WIP (wo_acct)	At close or post usage variances, system posts a usage variance for the substitute component item and for the original component	<ul style="list-style-type: none"> Purchase Order Receipts Operation Activity Transaction
Substitute items	RCT-WOVAR	MATL-VAR	Material Usage Var	WIP (wo_acct)	At close or post usage variances, system posts a usage variance for the substitute component item and for the original component.	Receipt Backward Exploded

The Mix Variance Calculation is as follows for co/by product production orders:

$$\text{Mix Variance} = \text{Expected Costs} - \text{Accumulated Cost}$$

$$\text{old_mix_var} = \text{coBy-wo_mstr.wo_mix_var}$$

$$\text{coBy-wo_mstr.wo_mix_var} = \text{if base-wo_mstr.wo_qty_ord} = 0 \text{ then } ((\text{base-wo_mstr.wo_qty_comp} + \text{base-wo_mstr.wo_qty_rjct}) - (\text{coBy-wo_mstr.wo_qty_comp} + \text{coBy-wo_mstr.wo_qty_rjct})) * \text{coBy-wo_mstr.wo_unit_cost}$$

$$\text{else } (((\text{base-wo_mstr.wo_qty_comp} + \text{base-wo_mstr.wo_qty_rjct}) * (\text{coBy-wo_mstr.wo_qty_ord} / \text{base-wo_mstr.wo_qty_ord})) - (\text{coBy-wo_mstr.wo_qty_comp} + \text{coBy-wo_mstr.wo_qty_rjct}))$$

Standard Labor/Burden Costing Transactions

Use this table to help you understand standard labor/burden costing transactions

The table below includes the following data:

- Standard transaction name
- Transaction type
- GL transaction type
- Debited and credited accounts
- Calculations
- Functions or conditions that create the transaction

Use this information to decipher transaction types that display in reports and browses and to understand how and when various transaction types are created.

Table 17. Standard Labor/Burden Costing Transactions

Std Trans	Trans Type	GL Trans Type	Debit	Credit	Calculation	Function or Condition
Labor Setup	op_hist SETUP	LBR-1000	WIP (wo_acct)	COGS Labor	lbr_act_amt = Actual Setup Rate * Actual Setup Hours lbr_wr_std_amt = wr_setup_rte * Actual Setup Hours <i>Note:</i> <i>Actual setup rate from routing setup time divided by item planning order qty</i>	<ul style="list-style-type: none"> • Production Order Receipt • Operation Activity Transaction • Operation Labor Transaction
Labor Setup Rate Variance	op_hist SETUP	LBR-1001	Labor Rate Variance	WIP (wo_acct)	br_rate_var = (Actual Setup Rate - Std Setup Rate) * Setup Hours	<ul style="list-style-type: none"> • Production Order Receipt • Operation Activity Transaction • Operation Labor Transaction
Labor Setup Usage Variance	op_hist OP- CLOSE	LBR-1002	Labor Usage Variance	WIP (wo_acct)	Per operation: lbr_usage_var = (Actual Setup Hrs - Std Setup) * Std Setup Rate	<ul style="list-style-type: none"> • Production Order Receipt • Operation Activity Transaction • Operation Labor Transaction • Production Order Maintenance setting status to C
Labor Setup Usage Variance	op_hist WO-CLOSE	LBR-1002	Labor Usage Variance	WIP (wo_acct)	Same as Labor Setup Usage Variance.	Production Order Accounting Close
Labor Setup Usage Variance	WO-VAR	LBR-1002	Labor Usage Variance	WIP (wo_acct)	Same as Labor Setup Usage Variance.	Post Production Order Usage Variances
Burden Setup	op_hist SETUP	BDN-1000	WIP (wo_acct)	COGS Burden	(setup time/ POQ) * ((setup rate * (bdn pct/100)) + bdn	<ul style="list-style-type: none"> • Production Order Receipt

Std Trans	Trans Type	GL Trans Type	Debit	Credit	Calculation	Function or Condition
					rate + (mch bd rate * mach/op))	<ul style="list-style-type: none"> • Operation Activity Transaction • Operation Labor Transaction
Burden Setup Rate Variance	op_hist SETUP	BDN-1001	Burden Rate Variance	WIP (wo_acct)	Same as Burden Setup	<ul style="list-style-type: none"> • Production Order Receipt • Operation Activity Transaction • Operation Labor Transaction
Burden Setup Usage Variance	op_hist OP-CLOSE	BDN-1002	Burden Usage Variance	WIP (wo_acct)	Same as Burden Setup	<ul style="list-style-type: none"> • Production Order Receipt • Operation Activity Transaction • Operation Labor Transaction • Production Order Maintenance setting status to C
Burden Setup Usage Variance	op_hist WO-CLOSE	BDN-1002	Burden Usage Variance	WIP (wo_acct)	Same as Burden Setup	Production Order Accounting Close
Burden Setup Usage Variance	WO-VAR	BDN-1002	Burden Usage Variance	WIP (wo_acct)	Same as Burden Setup	Post Production Order Usage Variances
Labor Run	LABOR	LBR-2000	WIP (wo_acct)	COGS Labor	lbr_act_amt = Actual Run Rate * Actual Run Hours lbr_wr_std_amt = wr_lbr_rate * Actual Run Hours	<ul style="list-style-type: none"> • Production Order Receipt • Operation Activity Transaction • Operation Labor Transaction
Labor Run Rate Variance	op_hist LABOR	LBR-2001	WIP (wo_acct)	WIP (wo_acct)	Same as above.	<ul style="list-style-type: none"> • Production Order Receipt

Std Trans	Trans Type	GL Trans Type	Debit	Credit	Calculation	Function or Condition
						<ul style="list-style-type: none"> Operation Activity Transaction Operation Labor Transaction
Labor Run Usage Variance	op_hist OP-CLOSE	LBR-2002	Labor Usage Variance	WIP (wo_acct)	Per operation: lbr_usage_var = (Actual Run Hrs - Std Run) * Std Run Rate	<ul style="list-style-type: none"> Production Order Maintenance change status to C Production Order Receipt Operation Labor Transaction Operation activity
Labor Run Usage Variance	WO-CLOSE	LBR-2002	Labor Usage Variance	WIP (wo_acct)	Same as above.	Production Order Accounting Close
Labor Run Usage Variance	WO-VAR	LBR-2002	Labor Usage Variance	WIP (wo_acct)	Same as Labor Run Usage Variance.	Post Production Order Usage Variances
Burden Run	op_hist LABOR	BDN-2000	WIP (wo_acct)	COGS Burden	run time * ((run rate * (bdn pct/100)) + bdn rate + mch bd rate)	<ul style="list-style-type: none"> Production Order Receipt Operation Activity Transaction Operation Labor Transaction
Burden Run Rate Variance	op_hist LABOR	LBR-2001	Burden Rate Variance	WIP (wo_acct)	Same as for Burden Run	<ul style="list-style-type: none"> Production Order Receipt Operation Activity Transaction Operation Labor Transaction
Burden Run Usage Variance	op_hist OP-CLOSE	BDN-2002	Burden Usage Variance	WIP (wo_acct)	Same as for Burden Run.	<ul style="list-style-type: none"> Production Order Receipt

Std Trans	Trans Type	GL Trans Type	Debit	Credit	Calculation	Function or Condition
						<ul style="list-style-type: none"> • Operation Activity Transaction • Operation Labor Transaction • Production Order Maintenance C status
Burden Run Usage Variance	op_hist WO-CLOSE	BDN-2002	Burden Usage Variance	WIP (wo_acct)	Same as for Burden Run.	Production Order Accounting Close
Burden Run Usage Variance	WO-VAR	BDN-2002	Burden Usage Variance	WIP (wo_acct)	Same as for Burden Run.	Post Production Order Usage Variance

Standard Subcontract Costing Transactions

Use this table to help you understand standard subcontract costing transactions.

The table in this help includes the following data:

- Standard transaction name
- Transaction type
- GL transaction type
- Debited and credited accounts
- Calculations
- Functions or conditions that create the transaction

Use this information to decipher transaction types that display in reports and browses and to understand how and when various transaction types are created.

Table 18. Standard Subcontract Costing Transactions

Std Trans	Trans Type	GL Trans Type	Debit	Credit	Calculation	Function or Condition
Subcontract	op_hist SUBCNT	SUB-2000	WIP	Cost of production	std_cost = std subcontract rate * qty received	<ul style="list-style-type: none"> • Purchase Order Receipt • PO Shipper Receipt • Kanban Fill/Receive

Std Trans	Trans Type	GL Trans Type	Debit	Credit	Calculation	Function or Condition
Subcontract	tr_hist RCT-PO	RCT-PO	Cost of production	PO receipt	act_cost = po price * qty received	
Subcontract Rate Variance	op_hist SUBCNT	SUB-0001	Subcontract Rate Variance	Cost of production	rate_var = (po price - std subcontract rate) * qty received	<ul style="list-style-type: none"> • Purchase Order Receipt • PO Shipper Receipt • Kanban Fill/Receive
Subcontract Usage Variance	op_hist WO-CLOSE	SUB-0002	Subcontract Usage Variance	WIP	lbr_usage_var = [Qty received - (op qty completed + op qty scrapped)] * subcontract std unit cost	Production Order Accounting Close

Standard Scrap Costing Transactions

Use this table to help you understand standard scrap costing transactions.

The table below includes the following data:

- Standard transaction name
- Transaction type
- GL transaction type
- Debited and credited accounts
- Calculations
- Functions or conditions that create the transaction

Use this information to decipher transaction types that display in reports and browses and to understand how and when various transaction types are created.

Table 19. Standard Scrap Costing Transactions

Std Trans	Trans Type	GL Trans Type	Debit	Credit	Calculation	Function or Condition
Scrap	op_hist SCRAP-I SCRAP-R SCRAP-O	SCRAP	Scrap acct from production line (pld_det or pl_mstr)	WIP (wo _acct)	See text below.	<ul style="list-style-type: none"> • Production Order Receipt • Operation Activity Transaction • Reject/Scrap Transaction

Std Trans	Trans Type	GL Trans Type	Debit	Credit	Calculation	Function or Condition
Scrap with Floor Stock	op_hist SCRAP-I SCRAP-R SCRAP-O	FLR-STK	WIP (wo _acct)	Floor stock (wo_flr_acct)	See text below.	<ul style="list-style-type: none"> • Production Order Receipt • Operation Activity Transaction • Reject/ScrapTransaction

For scrap calculations, the scrap transaction rolls up and totals the material (including floor stock costs), run time labor, run time burden, and subcontract costs by operation based on the production order reporting the scrap, using that order's routing and bill data to determine the value of the scrap at the operation where it is scrapped.

For floor stock components included in the calculation, the system:

- Reduces component quantity required by qty scrapped * BOM qty:
 $(wod_qty_req = wod_qty_req - (qty\ scrapped * wod_bom_qty))$
- Reduces component quantity issued by qty scrapped * BOM qty:
 $(wod_qty_iss = wod_qty_iss - (qty\ scrapped * wod_bom_qty))$
- Adds the floorstock cost to the actual costs:
 $(wod_tot_std = wod_tot_std + (wod_bom_amt * wod_bom_qty * qty\ scrapped))$
- Adds the floorstock costs to the field that stores WIP costs removed from actual costs:
 $(wod_mtl_totx = wod_mtl_totx + (wod_bom_amt * wod_bom_qty * qty\ scrapped))$

Average Material Costing Transactions

Use this table to help you understand average material costing transactions.

The table below includes the following data:

- Average transaction name
- Transaction type
- GL transaction type
- Debited and credited accounts
- Calculations
- Functions or conditions that create the transaction

Use this information to decipher transaction types that display in reports and browses and to understand how and when various transaction types are created.

Table 20. Average Material Costing Transactions

Avg Trans	Trans Type	GL Trans Type	Debit	Credit	Calculation	Function or Condition
Material Actual Cost	tr_hist ISS-WO	ISS-WO	WIP (wo_acct)	Inventory	Actual Unit Cost at Issue * Actual Quantity Issued	<ul style="list-style-type: none"> • Production Order Component Issue • Production Order Receipt • Operation Activity Transaction
Floorstock	tr_hist WO-CLOSE	FLR-STK	WIP (wo_acct)	Floor Stck (wo_flr_acct)	[qty per (wod_bom_qty) * (qty completed + qty scrapped)] * Item-Site Average Cost	Production Order Close
Floorstock	tr_hist CST-ADJ	RCT-AVG	Inventory	WIP (wo_acct)	Same as above.	Production Order Close
Production Receipt Inventory Receipt	tr_hist RCT-WO	RCT-AVG	Inventory	WIP (wo_acct)	Total unused labor and material cost of final operation + (quantity completed final operation/ quantity completed lower operation) * (total unused labor and material costs)	Operation Activity Transaction
Production Receipt Inventory Receipt	tr_hist RCT-WO	RCT-AVG	Inventory	WIP (wo_acct)	Adds all actual costs and removes costs already removed from WIP from previous transactions to calculate receipt amount.	Production Order Receipt (see exception below this table)
WIP Transfer Out	op_hist TRANSFER	TRANSFER-WIP	WIP	Transfer clearing account	Takes remaining WIP from each production order operation and moves it to the new repetitive CUM order.	Production Order Accounting Close with Transfer WIP set to TRUE.

Avg Trans	Trans Type	GL Trans Type	Debit	Credit	Calculation	Function or Condition
WIP Transfer In	op_hist CLOSE	CLOSE	Transfer clearing account	WIP	Creates a new repetitive cum order, moves remaining costs from previous repetitive CUM order into new order.	Production Order Accounting Close with Transfer WIP set to TRUE.
Cost Adjustment	tr_hist CST-ADJ	RCT-AVG	Inventory	WIP	When there are additional costs that have not been absorbed by the RCT-AVG transaction, during close, a CST-ADJ is made to re-average in the costs.	Production Order Accounting Close
Inventory Discrepancies	tr_hist WO-CLOSE	blank	Inventory discrepancies	WIP	See text below table.	Production Order Accounting Close
Overhead	tr_hist RCT-WO	OVH POST	WIP (wo_acct)	Overhead applied	qty received * std overhead cost	<ul style="list-style-type: none"> Production Order Receipt Operation Activity Transaction

Notes:

- For the Production Receipt Inventory Receipt transaction, note the following exception:
Do not use Production Order Receipt for production orders with subcontract costs. Production Order Receipts does not report setup time for repetitive type production orders, even if the standard setup time is set to yes.
- Inventory discrepancies can happen because there is not enough inventory for the cost adjustment, so it must go to discrepancy. For example: your order is for 10. You receive 10; then, you report labor. You then issue 10 to a sales order before you close the order. Now there is no inventory for your finished goods, so the remaining costs must go to discrepancy.

Average Labor/Burden Costing Transactions

Use this table to help you understand average labor/burden costing transactions.

The table below includes the following data:

- Average transaction name
- Transaction type
- GL transaction type
- Debited and credited accounts

- Calculations
- Functions or conditions that create the transaction

Use this information to decipher transaction types that display in reports and browses and to understand how and when various transaction types are created.

Table 21. Average Labor/Burden Costing Transactions

Avg Trans	Trans Type	GL Trans Type	Debit	Credit	Calculation	Function or Condition
Labor Setup	op_hist SETUP	LBR-1000	WIP (wo_acct)	COGS Labor	$\text{lbr_act_amt} = \text{Actual Setup Rate} * \text{Actual Setup Hours}$	<ul style="list-style-type: none"> • Production Order Receipt • Operation Activity Transaction • Operation Labor Transaction
Labor Run	op_hist LABOR	LBR-2000	WIP (wo_acct)	COGS Labor	$\text{lbr_act_amt} = \text{Actual Run Rate} * \text{Actual Run Hours}$	<ul style="list-style-type: none"> • Production Order Receipt • Operation Activity Transaction • Operation Labor Transaction
Burden Setup	op_hist SETUP	BDN-1000	WIP (wo_acct)	COGS Burden	$\text{setup time} * ((\text{setup rate} * (\text{bdn pct}/100)) + \text{bdn rate} + (\text{mch bd rate} * \text{mach}/\text{op}))$	<ul style="list-style-type: none"> • Production Order Receipt • Operation Activity Transaction • Operation Labor Transaction
Burden Run	op_hist LABOR	BDN-2000	WIP (wo_acct)	COGS Burden	$\text{run time} * ((\text{run rate} * (\text{bdn pct}/100)) + \text{bdn rate} + \text{mch bd rate})$	<ul style="list-style-type: none"> • Production Order Receipt • Operation Activity Transaction • Operation Labor Transaction

Average Subcontract Costing Transactions

Use this tables to help you understand average subcontract costing transactions.

The table below includes the following data:

- Average transaction name
- Transaction type
- GL transaction type
- Debited and credited accounts
- Calculations
- Functions or conditions that create the transaction

Use this information to decipher transaction types that display in reports and browses and to understand how and when various transaction types are created.

Table 22. Average Subcontract Costing Transactions

Avg Trans	Trans Type	GL Trans Type	Debit	Credit	Calculation	Function or Condition
Subcontract	op_hist SUBCNT	SUB-2000	WIP	Cost of production	act_cost = po price * qty received	<ul style="list-style-type: none"> • Purchase Order Receipt • PO Shipper Receipt • Kanban Fill/Receive
Subcontract	tr_hist RCT- PO	RCT-PO	Cost of production	PO Receipt	act_cost = po price * qty received	

Average Scrap Costing Transactions

Use this table to help you understand average scrap costing transactions.

The table below includes the following data:

- Average transaction name
- Transaction type
- GL transaction type
- Debited and credited accounts
- Calculations
- Functions or conditions that create the transaction

Use this information to decipher transaction types that display in reports and browses and to understand how and when various transaction types are created.

Table 23. Average Scrap Costing Transactions

Avg Trans	Trans Type	GL Trans Type	Debit	Credit	Calculation	Function or Condition
Scrap	op_hist SCRAP-I SCRAP-R SCRAP-O	SCRAP	Scrap Account	WIP (wo_acct)	For each operation starting with the operation with the scrap, sum all cost elements as: Qty scrapped / Qty processed * Actual costs for each code element	<ul style="list-style-type: none"> • Production Order Receipt • Operation Activity Transaction • Reject/Scrap Transaction

Avg Trans	Trans Type	GL Trans Type	Debit	Credit	Calculation	Function or Condition
Scrap with Floor Stock	op_hist SCRAP-I SCRAP-R SCRAP-O	FLR-STK	WIP (wo_acct)	Floor stock (wo_flr_acct)	Same as above.	<ul style="list-style-type: none"> • Production Order Receipt • Operation Activity Transaction • Reject/Scrap Transaction

Production Order Variance Rules

The system uses rules when determining how to calculate variances for production orders.

Rules for Calculating Usage, Rate, and Method Variances

The system calculates usage and rate variances using the components and operations on the production order BOM and routing. The system does not calculate the variances in the way that it calculates standard cost; that is, when the production order uses an alternate routing or BOM, the system calculates the variances, comparing them to the expected component and operation values from the production order's BOM and routing.

The comparison includes one-off components and operations that you create for the production order.

To ensure accuracy, the system does not compare variances to the component and operation costs on the BOM and routing for the standard cost roll-up. When the production order BOM and routing result in a cost that is different from the standard cost, the system records the difference as a Method Variance (MTHD-CHG).

The system does not post variances for overhead. The system posts the overhead value to the Overhead Account (OVH-POST) as:

*Overhead Cost * Received Quantity*

When calculating quantities at each operation, the system includes the cumulative yield at the operation to obtain the operation's correct expected quantity.

Labor Usage and Rate Variances (includes Burden)

The system calculates usage variance by comparing the value of the actual hours reported to the cost of the total standard hours. The variance is calculated as:

*(Actual labor hours reported - Standard hours * Actual quantity processed) * Work Order Routing Work Center rate*

The system calculates rate variance by comparing the work center's current setup and run rates for the production order routing operation to the setup and run rates of the work center that reports labor. The rate variance is calculated as:

*Actual labor hours reported * (Actual Labor rate - work order routing work center rate)*

Any remaining WIP value from the operation becomes Method Variance when an alternate work center or an employee rate is used.

Usage variances are calculated and posted from Post Production Order Usage Variances, Production Order Accounting Close, or Operation Close.

Material Rate and Usage Variances

The system calculates usage variance by comparing the actual quantity reported to the quantity per multiplied by the quantity processed at operation. The system calculates rate variance by comparing the current component cost of the component on the production order BOM to the current component cost of the component used when reporting issue/backflush. Any remaining WIP value from the component becomes Method Variance.

When substitute components are in use, a usage variance is calculated for the quantity not used of the original component:

*(Quantity substituted * original component cost)*

In addition, a corresponding usage variance is calculated for the substitute component:

*(Quantity substituted * substitute component cost)*

The system calculates rate variances at all component issues when the current component cost is different from the cost when the production order is in the E, A or R status.

The component cost is locked in when the production order is exploded; and once locked in, the system compares the current component cost to this locked-in cost to get the rate variance.

The system posts usage variances during Accounting Close, but optionally, you can post usage variances at any time before close using Post Production Order Usage Variance.

Subcontract Usage and Rate Variances

The system calculates usage variances for a subcontract operation by comparing the quantity processed on the operation with the total quantity received of the finished good. The system only calculates subcontract usage variances during accounting close.

The system calculates rate variances by comparing the production order's subcontract cost on the operation to the PO price. The system only calculates rate variances during PO Receipt.

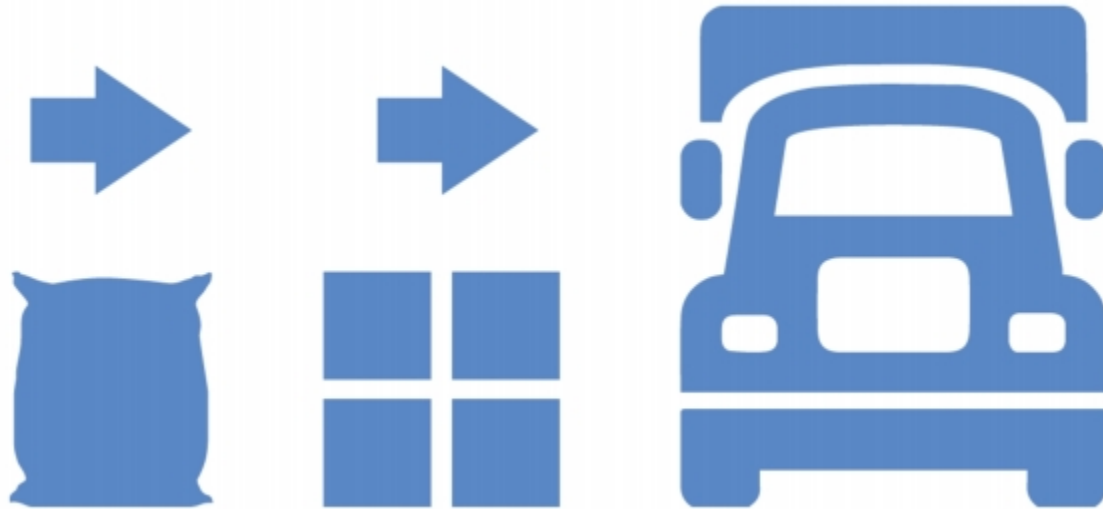
For accounts payable (AP), the system posts rate and usage variances directly to the variance accounts and never posts to the WIP value of the order.

Any remaining WIP value from the operation becomes Method variance.

Method Variance

Method Variance is posted at the time of accounting close, after all other variances have been calculated and posted to GL; that is, the Method Variance is what is left of WIP on the order after all other variances have been calculated and eliminated from WIP.

Supply Chain



QAD Supply Chain supports supply networks with the ability to drive margin and cost improvements, reduce lead times, increase inventory turns and meet industry compliance.

Requisitions

Requisitions allow you to control your internal review process for purchased items before ordering them from suppliers.

Requisition entry lets requesters create requisitions and route them into the approval process. Approvers can easily review requisition information and take appropriate approval actions both on the Web and from mobile devices. Additionally, buyers can release authorized requisition lines to purchase order documents from the QAD Web UI.

Requisitions provide a single streamlined screen where you can request both Enterprise Edition (EE) direct materials and EAM MRO items through a harmonized user experience.

Additionally, requesters gain visibility into the requisition approval process directly on the requisition, providing them with easy access to information related to their purchase requests, again in a single place.

For Requisition Approvals, the integration with the Inbox generates approval tasks, notifying approvers that they have an approval task awaiting their action. Each approver can then manage and take action on requisition approvals, along with any other required approvals in a common location—from the Inbox and from their mobile devices in the QAD action center app.

Requisition Workflow

Purchase Requisitions supports:

- QAD EE-only installations
- Combined EAM and EE installations, where EAM is used to manage MRO inventory and GRS is used for direct material requisitioning

When EAM is enabled, you can view and update MRO-type requisitions through either the QAD Web UI requisition entry browse or the .NET UI Requisitions (EAM) browse. Direct-type requisitions are hidden in the .NET UI EAM application, so these records have to be created and updated in the QAD Web UI only.

In the requisition workflow where EAM is not enabled, the QAD Web UI requisitions (direct and MRO) are not available to be updated through the GRS .NET UI application. They should only be maintained in the QAD Web UI, although the system *does* allow the requisition to leverage the GRS approval groups (set up in .NET UI) for approval processing.

Despite the requisition record being visible in GRS, any updates made there to requisitions in the direct and EE-only flow are not reflected in the QAD Web UI and do not move forward in the workflow to the purchase order.

To determine which requisition workflow is active, open System Control (EAM), click Edit, and review the EAM Bridge Is Enabled field. If the field is selected, EAM is enabled and used for MRO requisitions. Otherwise, EAM is not enabled and the EE flow is used for all requisitions.

Effects of Turning EAM On and Off

Deactivating EAM does not cause issues with QAD Web UI requisitions, and you can do this freely.

Note: If you are using EAM requisitions, you must enable EAM for QAD Web UI requisitions. QAD does not support using the EE flow in the QAD Web UI while managing EAM separately in the .NET UI, because the QAD Web UI functionality uses the EAM tables.

Requisition Approvals Overview

You can manage both EE and EAM requisition approvals from the same QAD Web UI function.

Requisition Approvals

Requisition Approvals is a QAD Web UI solution for managing both EE and EAM approvals from the same browse, letting you act upon and manage requisition approvals anytime, anywhere from the Web.

The Requisition Approval by User browse lists all requisitions for which you are a required member of the approvals group. The browse supports your approval decision by providing you with easy access and visibility to the most important requisition details.

QAD Web UI requisition approvals are completely co-existent with the QAD .NET UI requisition approvals for both GRS and EAM. An approval you make in the QAD Web UI is recorded and reflected in the QAD .NET UI. For requisitions created in the QAD .NET UI, approvers can work from either the QAD Web UI or the QAD .NET UI until all approvers have been migrated to the QAD Web UI. Requisitions created in the QAD Web UI must be approved in the QAD Web UI; you cannot approve these requisitions in EE or EAM.

Note: If EAM is not enabled, all requisitions created directly in the QAD Web UI follow the GRS flow for approvals. Direct requisitions use the GRS product line approval groups and process, and MRO requisitions use the GRS horizontal and vertical approval groups and process. If EAM is enabled, MRO-type requisitions use the EAM approval groups and process.

You can receive two types of notifications to alert you to approval actions required:

- Notifications to your QAD Web UI inbox
- Notifications using external email

To establish actionable insight into your approvals queue in the Requisition Approval by User browse, you can set up and access stored searches in the Advanced Search. For example, you might only want to see approvals that require your immediate action, allowing you to attend to these requisitions promptly.

Through the use of the Requisition Approval by User browse, you can stay informed of actions that you are required to take and use the QAD Web UI Activity Feed to collaborate with other approvers throughout the process.

Important! For detailed information on EE requisitions and their associated processes in the QAD .NET UI, see *QAD Purchasing User Guide*. For detailed information on EAM requisitions and their associated processes in the QAD .NET UI, see *QAD Enterprise Asset Management User Guide*.

Approval Setup

To enable requisition approvals for the QAD Web UI:

1. In Number Range Maintenance in the QAD .NET UI, define an approval sequence for requisition approvals.
2. Then, in the Approval Sequence field in Requisition Control, specify the approval sequence that you just defined. The Approval Sequence field is only visible in Requisition Control if the QAD Web UI is installed.

When you have access to the QAD Web UI Requisition Approvals screen, some optional setup is required to take full advantage of the requisition approval functionality.

After a system administrator has enabled activity tracking in the Activity Tracking browse in the QAD Admin menu, you can set up and customize your inbox notifications and stored searches to gain actionable insight into requisition approvals.

Using the Activity Feed, you can collaborate easily with other approvers within the context of a requisition and the approval process, posing questions to other approvers, communicating concerns, and confirming approval actions. You can comment on activity in a way similar to how you use social media.

Approval Notifications

You can receive two types of notifications to alert you if your approval is required for requisitions: Inbox alerts and QAD Web UI email notifications.

If you activate QAD Web UI generic approvals, then QAD Web UI Inbox task notifications are generated automatically when you become the current approver of a requisition. However, additional setup is required if you want additional notifications for requisition approvals such as when a high priority requisition enters the approval process and you are a required approver. Additionally, if you are an administrative approver for your manager, you can use the Follow feature to track when your manager becomes the current approver so that you can take action as a delegated approver.

If you receive an inbox notification, go to your QAD Web UI Inbox. The notification body contains a link that you can click to take you directly to the requisition that requires your approval.

If you receive an external email alerting you to a requisition approval, the email body contains a hyperlink that you can click to launch the Requisition Approval by User screen in a new browser tab. If you are not already logged into the QAD Web UI, you are first prompted to log in.

Supplier Certification

Use the Supplier Certification feature to ensure that planners, buyers, and requestors use only suppliers that have been vetted or certified, based on your company's procurement policies.

Supplier certification is the process of ensuring that various types of suppliers and providers meet agreed-upon company standards in terms of quality and price. Often, the list of suppliers is derived from a supplier certification program that ranks and certifies, based on such criteria as delivery performance, price, and so on.

The definition of approved suppliers will vary with each company. For example, you may rely on external ratings to vet suppliers for the initial list, then use QAD's Supplier Performance module to refine the list from your own ratings, based on actual performance.

Supplier Certification Scenarios

Depending on a setting in QAD Enterprise Edition Purchasing Control, you can enforce certified supplier requirements at the system-wide level or on an item/supplier basis.

Select Enforce Supplier Certification to require that all purchasing activities be handled by certified suppliers. You can manage certification requirements by:

- Supplier
- Item
- Both supplier and item—specific items can be associated with specific suppliers

The supplier-level enforcement setting is in QAD Web UI Suppliers. Go to Details in Domain Settings, Supplier Certification panel, then click Details. When the supplier's status is Approved or Conditional, just select Approve. In this case, the supplier is eligible for all purchasing activities—or you can use the Item Certification subpanel to associate specific items with the supplier. Note that, when you have added an item to a supplier's list, that supplier cannot provide items that are *not* on the list.

When you do not want to require certified suppliers for all purchases—for example, if your company is concerned only about enforcing supplier certification for a small number of items—you can still apply controls by individual suppliers and items, or even both. In this case, do *not* select Enforce Supplier Certification in Purchasing Control.

The item-level enforcement setting is in QAD Web UI Items, in the Planning subpanel. Select Enforce Supplier Certification to indicate that the item can only be purchased from a certified supplier.

Validation

QAD Enterprise Edition validates the use of certified suppliers and items in the following screens. Equivalent QAD Web UI functions behave similarly.

EE Screen	Type of Supplier Certification Control
Requisition Maintenance	Hard Error
PO Build From Requisition	Hard Error
Purchase Order Maintenance	Hard Error
Purchase Order Receipts	Warning
PO Shipper Maintenance	Hard Error
Blanket Order Maintenance	Warning
Blanket Order Release To PO	Hard Error
Scheduled Order Maintenance	Hard Error
PO Fiscal Receiving	Warning
PO Shipper Receipt	Warning
RTS Maintenance	Warning

Purchase Requisition Control

Purchase Requisition Control includes settings that affect requisition processing.

Purchase Requisition Control consists of four panels.

Requisitions

Use Requisitions to define requisition processing parameters that apply to the entire domain. Use the Site Exceptions subpanel to specify different values that only apply to a specific site.

Requisition Sequence

Specify the NRM requisition sequence.

Non-Stock UOM

Specify the default unit of measure for non-stock requisition items.

Direct Admin Buyer

Specify the buyer to be assigned to requisitions for direct items when a buyer is not assigned during requisition entry. If the Buyer field on a new requisition is blank the first time the requisition is saved, the system fills in the specified value.

MRO Admin Buyer

Specify the buyer to be assigned to requisitions for MRO items when a buyer is not assigned during requisition entry. If the Buyer field on a new requisition is blank the first time the requisition is saved, the system fills in the specified value.

Enforce Buyer to Line

When this option is selected, the Buyer field on the line details form is disabled. The same buyer applies to all requisition lines.

When this option is not selected, the buyer looks for a line buyer in the supplier record, then the item record, then the commodity code record. If no buyer is found, the system uses the buyer from the requisition header.

Single Site Requisition

When this option is selected, the Site field on the line details form is disabled. The same site applies to all requisition lines.

Header Charges to Line

When this option is selected, when charges are specified on the header, they are defaulted to the lines and are not editable. Charges specified on the header apply to all requisition lines.

Enforce Sub-Acct to Line

When this option is selected, the sub-account specified on the header applies to all requisition lines.

Enforce CC to Line

When this option is selected, the cost center specified on the header applies to all requisition lines.

Price By Requisition Line Due Date

When this option is selected, the system uses the line due date rather than the requisition date for line pricing.

Site Exceptions

Use this grid to define site-specific values that differ from values set up in the Requisitions panel. When you add a site, initial values default from the Requisitions panel. You can then update just the values that are different.

Requisition Approval

Approval Sequence

The system displays the NRM sequence specified for approvals in .NET UI Requisition Control.

Buyer Tolerance

Out of Tolerance Routing

The current version of the QAD Web UI automatically routes out-of-tolerance requisition lines back to the requestor. QAD .NET UI offers additional options of routing to the first or last approver, or no routing at all; however, these options are not currently available in the QAD Web UI.

Enforce Tolerance %, Increase/Decrease %

Select this option to have the system check the cost of an item shown on the requisition against the actual cost specified on the purchase order. If you enter a value in Increase %, Decrease %, or both; the system compares the requisition line cost to the purchase order line cost if the buyer changes the cost after copying the approved requisition line to the purchase order. If the increase/decrease tolerance percentage is exceeded, the system prompts the buyer to mark the line out of tolerance.

Note: The Increase options are the same as the values specified in .NET UI Requisition Accounting Control. However, the Decrease options are defined only in the QAD Web UI. They are not enforced for .NET UI purchase orders.

Enforce Tolerance Amount, Increase/Decrease Amount

Select this option to have the system check the cost of an item shown on the requisition against the actual cost specified on the purchase order. If you enter a value in Increase Amount, Decrease Amount, or both; the system compares the requisition line cost to the purchase order line cost if the buyer changes the cost after copying the approved requisition line to the purchase order. If the increase/decrease tolerance amount is exceeded, the system prompts the buyer to mark the line out of tolerance.

Note: The Increase options are the same as the values specified in .NET UI Requisition Accounting Control. However, the Decrease options are defined only in the QAD Web UI. They are not enforced for .NET UI purchase orders.

Requisitions

Use Requisitions to communicate internal requirements for items and materials that can be approved before being placed on a purchase order.

Requisitions provides a streamlined requisition entry process: a single screen where you can request both EE direct materials and Asset Management MRO Items.

With minimal data entry, you can create and save your requisition and add lines for the items that you request for purchase.

The following roles provide access to the Requisition Entry screen:

- Purchase Material Planner
- Customer Service Manager
- Sales Manager
- Purchasing Manager
- Financial Controller
- VP Supply Chain

If not available from a role menu but you have proper security permissions for the Requisitions, Requisition Approvals, and/or Requisition Lines screens, you can access them from the QAD Web UI Search.

The requisitions screen browse visibility can be managed by security access. The My Requisitions screen provides a view of the requisitions screen that only shows the requisitions the signed-in user has created. The Requisitions screen provides a domain-wide view of all the requisitions created.

The Requisitions screen has a summary and seven panels:

- Main
- Purchase
- Charges
- Accounting
- Lines
- Approval Status
- Notes

Summary

The requisition header includes several top-level fields to identify the requisition.

Requisition Number

The unique control number assigned to the requisition.

Requisition Status

The status of the requisition. The possible values are:

- **Planned.** The state assigned to requisitions when they are created and while the requisitions are open.
- **Ordered.** This status only applies to MRO requisitions containing Asset Management items that have been placed on a PO that has been ordered. When Asset Management is not enabled, MRO requisitions can be created in QAD .NET UI.

An Asset Management action called Order PO submits the PO to QAD EE. Prior to submitting the Asset Management PO to QAD EE, you can create POs that contain authorized requisition lines but are still considered to have the Planned status.

Conversely, for requisitions containing EE items, once a requisition line is placed on a PO, the status becomes C – Closed.

Only the Asset Management MRO requisitions can have a status of O in the QAD Web UI Requisitions browse. However, in the Summary panel of the Requisitions screen, ordered Asset Management requisitions show a status of Closed.

- **Closed.** For direct and EE MRO requisitions when Asset Management is not enabled, the requisition is closed when all lines have been placed on a PO in ERP.

For Asset Management MRO type requisitions, the requisition is only actually closed once the Asset Management PO has been received.

Total Cost

The total cost in the supplier or requisition document currency.

Approval Status

The status of the approval flow.

- Blank. The requisition has not yet started the approval cycle.
- Routing. The requisition has been routed to an approver.
- Stopped (for Asset Management-related requisitions only). The requisition has started the approval cycle, but the flow has been stopped with the Stop Route button.
- Authorized. The approval process is complete and the requisition lines can then be placed on a PO.
- Denied (for Asset Management-related requisitions only). The requisition has been denied and needs to be adjusted or the purchase is not authorized.
- On Hold (for Asset Management-related requisitions only). Requisition approval has been placed on hold and the approval routing has been suspended until the approver placing the approval on hold activates it again.

Main

Reason for Request

Specify a maximum of 50 alphanumeric characters for the request reason.

Requisition Type

Select a value to indicate the requisition type. The possible values are:

- Direct. Regardless of whether Asset Management is enabled, direct requisitions in the QAD Web UI always use the EE flow and allow EE items to be requested.
- MRO. If Asset Management is enabled and you create an MRO-type requisition, the requisition follows the Asset Management requisition flow; Asset Management items can be requested and the system uses the Asset Management approval process. If Asset Management is not enabled and you create an MRO-type requisition, the requisition follows the EE flow; EE items can be requested and the system follows the EE approval process.

Requestor

The user ID of the person who is requesting the items. This field is mandatory.

Entered by

The system records the user ID of the signed-in user.

Site

Specify the site at which the item is needed. The lookup displays configured EE sites and the lookup list is validated against EE Site Security Maintenance.

This field is mandatory.

Requisition Number

The system-generated unique identifier for this requisition.

Entity

The system displays the entity associated with the requisition. You cannot update this field.

Need Date

The date on which the requested items are needed in the hands of the requestor.

High Priority

Indicates high priority for Asset Management requisitions.

Requisition Date

This field is read only and displays the date on which you are entering the requisition.

Purchase

Supplier

Specify the code for the supplier who you want to supply this item. You can leave this field blank and the buyer will specify the supplier when the requisition is approved and being placed on a purchase order.

If your role has permission to access the Supplier function, you can use the New and Edit buttons on the lookup browse to create or update supplier records while you are entering a purchase order.

Important! Suppliers are validated against the EE list of suppliers. If not all suppliers have been downloaded into Asset Management, there may be some data entry problems for MRO requisitions when Asset Management is enabled.

Contact/E-mail/Phone

Your company's main contact at the supplier organization, and that person's e-mail address and phone number, if recorded. These fields are read only and the values default from the supplier's business relation record, if you specify a supplier.

Currency

Enter the currency code for this requisition. The value defaults to the domain base currency. You cannot change this field after saving the requisition.

Due Date

The date that the items are due to be received at your site.

The default is the system date. This must be a valid calendar date. It cannot be earlier than the current system date.

The system uses this date as the default for all line items on this requisition. You can change the due date when entering line item data.

Buyer

The buyer who will purchase the item when the requisition has final approval. This field must include a valid buyer before you can save the requisition.

- For Asset Management MRO requisitions, if you leave the Buyer field blank, the system defaults the MRO admin buyer value from Purchase Requisition Control when you save the requisition. If no default admin buyer is specified, an error results.
- For direct requisitions and MRO requisitions when Asset Management is disabled, if you specify a supplier that has an associated buyer in the EE Buyer Browse record, the buyer value defaults to the requisition. Furthermore, if the Buyer field for a direct requisition remains blank when the record is first saved, the direct admin buyer defaults from Purchase Requisition Control. If no default admin buyer is specified, an error results.

Note: Admin buyers can be defined at domain level or for specific sites.

Ship To

Enter the address to which the supplier is to send the goods.

Pricing

Price List

Specify the price table to use to find the item's price. If a supplier is specified, this defaults from the supplier record. The entry in this field becomes the default value for the line items.

Discount List

Specify the discount table to use to look up the discount associated with this item. If a supplier is specified, this defaults from the supplier record. The entry in this field becomes the default value for line items.

Discount %

Enter the discount percentage that the supplier is allowing for the requisitioned items. This discount percentage is the default for line items; you can change the discount at the line-item level if it varies by item.

Asset Management MRO items

If you specify a supplier, the system defaults the discount percentage from Inventory > Vendor Parts if the requisition quantity, currency, and date meet the criteria for the discount.

If a supplier price list of amount type D, M, or P is not provided or applicable or if the Asset Management discount is not provided or applicable, the system applies the discount percentage defined at header level.

EE items

If a supplier price list of amount type D, M, or P is provided, the system defaults the discount percentage of the price list if one of the following conditions applies AND the supplier price list is effective for the requisition date:

- The currency, price list, item number, and unit of measure of the supplier price list match those of the requisition line.
- The currency, price list, and item number of the supplier price list match those of the requisition line
- The currency, price list, and product line (with item number blank) of the supplier price list match those of the requisition line
- The currency and price list (with product line and item number blank) of the supplier price list match those of the requisition line

If a price list applies, the discount:

- For price list of type D, the discount percentage is the one defined in the supplier price list, according to the quantity ordered.
- For price list of type P, the discount percentage is calculated as follows.

- If the requisition line unit cost is not 0 and the header discount percentage is 0:

$\text{Discount \%} = (\text{Req Line Unit Cost} - \text{Price from Discount List for the quantity ordered}) / \text{Req Line Unit Cost}$

- If both the requisition line unit cost and header discount percentage are not 0:
$$\text{Discount \%} = \text{Req Line Unit Cost} * (1 - \text{Price List Discount\%}) * (1 - \text{Header Discount \%})$$

Where $\text{Price List Discount \%} = (\text{Req Line Unit Cost} - \text{Price from Discount List for the quantity ordered}) / \text{Req Line Unit Cost}$
- If the requisition line unit cost is 0, the system uses the price from discount list for the quantity ordered and the discount percentage is equal to header discount percentage
- For price lists of type M, the discount percentage is calculated as follows:
 - $\text{Discount percentage} = (\text{Req Line Unit Cost} - \text{Net Price}) / \text{Req Line Unit Cost} * ((100 - \text{Header Discount \%}) / 100)$
 - If the header discount percentage is 0, the Net Price is $\text{Req Line Unit Cost} * (1 + (\text{Markup} / 100))$
 - If the header discount percentage is not 0, then Net Price is $\text{Req Line Unit Cost} * (1 + (\text{Markup} / 100))$

Exchange Rate

The Exchange Rate panel displays the exchange rate between the domain currency and the requisition currency, as defined in the Exchange Rate table for the effective date.

Exchange Rate From

This is the domain currency.

Exchange Rate To

This is the supplier's currency.

Charges

Work Order

This sub-panel only displays for MRO requisitions.

Work Order

If the requisition is associated with a maintenance work order number, you can identify it here. It is validated from the work order table and only displays open work orders.

If the requisition is set to auto issue, when the parts, goods, or services are received through the purchasing system, they charge directly to the work order's expense accounting data.

Stores Requisition

When you enter a work order number with an associated stores requisition number, it displays in this field.

Note: You also can enter a stores requisition independently from a work order.

Equipment

This sub-panel only displays for Asset Management MRO requisitions.

Equipment

The identifying number for a piece of equipment. If the requisition is associated with a piece of equipment, identify the equipment in this field.

When you specify a piece of equipment, the associated charge account information defaults to the requisition charge account panel. You can update this, if needed.

System

The specific system code for the piece of equipment.

Note: System and Assembly are available for data entry only if the Equipment record has a BOM Type value defined and the BOM Type has systems and assemblies.

Assembly

The specific assembly code for the piece of equipment. The assembly code is associated with the system code and to the specific piece of equipment that is associated with the work order.

Rebuild

The functionality associated with this sub-panel is not yet available—you cannot charge purchases directly to a rebuild, so the fields are disabled for data entry. If a work order was created for rebuild activities, the rebuild information is displayed when the requisition is charged to the associated work order. The rebuild information comes from the work order.

Rotable Part

The part number of the rotatable item.

Serial Number

The serial number of the rotatable part.

Rebuild

The rebuild location.

Project

This sub-panel displays for both direct and MRO requisitions.

Project

Specify the project if the equipment is required for a specific project.

Project is common for both EE and Asset Management purchases. In Asset Management, the projects available must also exist in EE since there is GL impact. The lookup is based on the EE project table, regardless of whether the purchase is for Asset Management parts or EE items.

Job

Specify the job if the equipment is required for a specific job.

When you specify a valid project number for an Asset Management MRO requisition, the Job field becomes enabled and the job lookup only displays the Asset Management jobs that are defined for the selected project. In the EE flow, you can enter any EE job.

Charge Type

Select the charge type for the Asset Management project accounting. The options are:

- Expense. Associated with maintenance and plant work or other organizational activities.

- Capital. Related to new equipment acquisitions and installations. This value is related to the approval groups that will be assigned to the requisition and the expense limits each of the approvers have.

Note: This value only displays for Asset Management MRO requisitions.

Accounting

Receive Type

Use the Receive Type to specify how the item requested will be received. You can specify this value on the header and at line level, depending on what items you are ordering. If you are charging the purchase to a work order, equipment, and so on; you will see different options at line level.

- Inventory. This is the default. If receive type is Inventory, the item is an inventory item in the item master or Asset Management parts table. If there are no associated charges on the requisition, the item is received into inventory until it is needed in a manufacturing process or for maintenance. The inventory charge accounting will be used for the item. These GL accounts are either specified in the Asset Management part record or are defaulted from the EE item or EE product line or EE domain account control file for the purchases entry.

Once an item is pulled out of inventory and used, other accounting transactions charge the items to the process or department that consumed the inventory.

- Memo. The item will not be received into inventory and the cost of the item is charged directly to the accounts specified. In EE, you can store items in the item master of type M. These are items ordered regularly but are not kept in inventory or charged to the inventory accounting. These memo items are charged directly to the accounting components listed.

In Asset Management, if a requisition is charged to a work order, equipment, stores requisition, rebuild, or project; the parts are not received into inventory but are used immediately for the equipment repair or work order, for example, and the charges are made directly to the work order or equipment.

- Sub-Contract. This option is only available for MRO type requisitions when Asset Management is enabled. Like the memo, a different set of accounting is used specific for subcontract projects with outside partners. This is available with the different charges like work order, equipment, and so on. This option makes a Sub-Contract panel visible at line level.

Account/Sub-Account/Cost Center

For Asset Management MRO requisitions where the Receive Type is Inventory; the account, sub-account, and cost center values default from Sites (Asset Management) > Inventory Tab.

For Asset Management MRO requisitions where the Receive Type is Memo; the account, sub-account, and cost center values default from Project > Expense Accounts Sub-Menu > Primary Expense Account, Sub-Account, CC.

For Asset Management MRO requisitions where the Receive Type is Memo and the job is entered for the project and the job has an associated account, sub-account, cost center, and charge type value; the account, sub-account, and cost center values default from the job.

Lines

Use the Lines grid to add or update the items that you want to purchase.

Note: The grid is for quick entry. Go to the Lines Detail form to enter more specific information.

Next Line

Click Next Line to save current line updates and to open the next line for editing. If the last line is open for editing, Next Line adds a new line and opens for line editing.

Done

Click Done to save the current line and to exit line entry.

Cancel

Click Cancel to end line entry on the current line. Changes to the current or new line are not saved.

Buttons in the Top Toolbar**Stored Views**

An out-of-the-box stored view called Quick View is configured for quick requisition entry. It only shows a subset of the requisition browse columns and requisition form panels and fields that are most common for the quick entry scenario. You can configure the default Quick View and save your personalizations as a new stored view.

New

Click New to create a new requisition.

Delete

Click the Delete button to delete the requisition. Requisitions can only be deleted when they are not routing in the approval process and have not been authorized for purchase. Outside of that, it is up to the buyer and requester to communicate if a requisition should not be placed on a purchase order.

Buttons at the End of the Screen**Route**

When a requisition document is routed for approval, the Requisition screen is disabled, preventing document modification.

- The Save and Cancel buttons are disabled.
- The Submit button is hidden and the Stop Route button becomes visible and enabled for Asset Management MRO requisitions only.
- The Submit button is hidden and the Stop Route button becomes visible and enabled.
- A message on top of the Requisition Entry screen states "Requisition has been routed for approval."
- The Delete and Edit buttons in the top toolbar are hidden and disabled.
- Approval group and approval status table become populated on the requisition document with approval information.

Stop Route

Note: The Stop Route button is available only on Asset Management requisitions.

Click the Stop Route button to stop the requisition approval process and to make the requisition editable again. The requisition is no longer visible in the Requisition Approval by User browse or in the QAD Web UI inbox/QAD Action Center app.

- The action button visible at the bottom of the form is the Route button.

- The Save and Cancel buttons are enabled again.
- The Edit and Delete buttons are enabled again. (Requisitions can be deleted until sent to purchasing.)
- The “Requisition has been routed for Approval” message is removed from the top of the screen.
- The requisition status (displayed in the Summary panel) does not change.
- The Approval Group field and approval grid will again be blank since, at this time in the process, approval routing must be restarted.
- When you click the Route button a second time, the approval process starts again. When the requisition is rerouted to the approval process, a new routing iteration is created and becomes visible in the Requisition Approval screen. The approval status grid is repopulated with the second (new) approval group. The Requisition screen is in “routing” state—buttons are disabled, the “routed” message is displayed, and the screen becomes read only.
- The system sends a notification email to the current route-to user indicating that the requester has stopped routing and that no action is required
- Only for Asset Management MRO requisitions, an internal Asset Management notification is sent to the next approver if the person is NOT a QAD Web UI user.

Save

Click Save to save your changes to the requisition. Click the triangular part of the button and select Save & Next to save and close the current requisition and to display the next available requisition from the browse. If you are in the last requisition, the system creates a new requisition record.

Cancel

Click Cancel to cancel any changes that you have made since the last save. The system prompts you to confirm.

Notes

When notes are entered on requisitions headers, they are visible in the Requisition Approvals by User record.

Notes on the header and lines are copied to the PO header and lines, along with the options settings. The options settings can be updated on the PO, as needed.

Line Details Summary

Requisition Number

Displays the requisition number, which defaults from the requisition header.

Line

Displays the number of the selected requisition line.

Line Status

Displays the status of the selected requisition line.

For MRO type lines when Asset Management is enabled, the options are:

- Planned. The line has been added to a requisition during the approval process.
- Ordered. The Asset Management PO Order action has been executed.

- Closed. The line items have been received in Asset Management.
- Canceled. The line was canceled in Asset Management.

For direct requisition lines and MRO lines when Asset Management is not enabled, the options are:

- Planned. The line has been added to a requisition during the approval process.
- Closed. The authorized requisition line has been added to a PO document.

Line Total Cost

Displays the calculated cost of the selected requisition line in the supplier's currency.

Requisition Total Cost

Displays the calculated total cost of the requisition in the requisition document currency, as defined in the header.

Item

Displays the item requested on the selected line.

Main (Lines)

Line

Enter a unique identifier for each line of the requisition. Press Enter to create a new line number. The line number is used to identify individual requisition lines during the review, approval, and purchase order process.

Site

This value defaults from the header. The ability to update the site for individual line times depends on the value of Single Site Requisition in Purchase Requisition Control. You can only update the line-level site when Single Site Requisition not selected.

Note: The Site field is mapped to the Asset Management line record Source Site and is duplicated in the Asset Management record Expense Site, which displays for information only in the QAD Web UI.

Item

Enter the catalog or stock identifier used for the inventory system. For memo item purchases, enter a brief description of the item being purchased. For other purchases, enter the item number from the item master.

Note: The Item field has a conditional lookup. On an Asset Management MRO line, Asset Management parts are available for selection. If it is an EE flow, EE items are available for selection.

Item Description

Displays the item description from the EE Item Master table or the Asset Management Inventory table. You can update this field in the QAD Web UI and your change remains in place throughout the purchasing work flow. For memo items, enter a description of the item. (EE memo items may exist in the Item Master, depending on the value of Memo Order Type.)

Quantity Requested

Enter the quantity of the item needed.

Supplier

Optionally, enter the supplier of this item. Otherwise, the buyer selects a supplier when placing the requisition line on a purchase order.

Supplier Item

If the item has been defined in Supplier Item Maintenance (1.19) or in the Inventory Vendor Parts table in Asset Management, the system displays the supplier's item number in this field so that it can be referenced on the purchase order.

The field is editable for ad hoc items or EE items, but not for Asset Management parts.

Price List

This value defaults from the header but can be changed for each line item.

Discount List

This value defaults from the header but can be changed for each line item.

Unit Cost

Enter the price from the associated price list or discount table. The system uses this information to calculate the extended cost of the line item. Defaulting logic is as follows.

For EE items

1. If a supplier price list is provided (Amount type = L), the system defaults the Price table list price to the Unit Cost field only if:
 - The currency, price list, item number, and unit of measure of the supplier price list matches with the requisition line; OR
 - The currency, price list, and item number of the supplier price list matches with the requisition line; OR
 - The currency, price list, and product line (with item number blank) of the supplier price list matches with the requisition line; OR
 - The currency and price list (with product line and item number blank) of the supplier price list matches with the requisition line; AND
 - The supplier price list is effective for the requisition date.
2. If a supplier price list is not provided or is not applicable, the system defaults the quote price from Supplier Item Maintenance (1.19), if available for the item and supplier provided.
3. If the quote price is 0 in Supplier Item Maintenance, the system defaults the Material Cost of This Level available in Base Module Item (in EE the cost is available in 1.4.18. Item-Site Cost Maintenance or 1.4.9. Item Cost Maintenance)

Note: When the unit cost is defaulted from the GL Cost (This Material Level) and the requisition currency is different from the base currency, the unit cost is converted using the exchange rate specified in the requisition header.

For Asset Management parts

- If a vendor part price schedule specified in the Vendor Part sub-menu matches the requisition information, this unit cost value should be used.

- If no vendor price schedule exists, the system should populate the unit cost with the last price in the same requisition currency charged for this part from the vendor.
- If no price schedule or last price in the requisition currency exists, the system uses the Asset Management Part unit cost.

Disc %

This value defaults from the header, but you can change it for each line item.

Note: For Asset Management MRO lines, Asset Management does not currently support discount percentages in cost calculations. If this is used, the requisition should only be maintained in the QAD Web UI.

Quantity Ordered

This reference field displays the actual quantity ordered. The default is zero. When all or part of a requisition line-item quantity is placed on a purchase order, the quantity is reflected in this field.

Approval Status

The system displays the approval status of this requisition line.

Item Details (Lines)

Item Revision

Enter a code that represents the revision level of the line item. Revision defaults from item master data, but you can change it, as needed. The entry in this field is copied from the approved requisition line into the same named field on the purchase order.

Revision Date

Specify the date the line item revision level is effective. The default is blank.

Location

Specify the location codes associated with the item.

UM Conversion

The system calculates and displays a value in this field, based on the unit of measure (UM) specified for the line item.

- If the line-item UM is the same as the item master UM, a value of 1.0000 displays.
- If the line-item UM is not the item master UM, the system looks for a conversion factor in Unit of Measure Maintenance and displays it. If none is found, a warning is displayed and the UM Conversion remains 1.0000. Adjust it manually.

You can only modify the conversion factor on a new line. Once a line has been saved, UM Conversion is display only.

Stock UM Quantity

This reference field displays the order quantity converted from the supplier's unit of measure to the unit of measure in which your company stocks this item.

Commodity

The commodity code associated with the item.

Single Lot

Specify whether each receipt requires a unique lot number. This information is copied onto the purchase order with the approved line item.

Supplier Item Details (Lines)

Manufacturer

If the supplier item master includes a manufacturer, it displays in this field.

Manufacturer Item

If the supplier item master includes the manufacturer's original item identifier, it displays in this field.

Requested By (Lines)

Requester

This represents the person who requested this item. It defaults from the requisition header.

If Asset Management is enabled and you create an MRO-type requisition, the Requester field displays your Asset Management employee code. However, if Asset Management is not enabled and you create an MRO-type requisition, the Requester field displays your EE employee code.

For direct requisitions, the Requester field always displays the EE employee code, regardless of whether Asset Management is enabled.

Need Date

Displays the date on which the requested items are needed.

The date defaults from the header, when specified.

Entered By

This field is read only and displays the user ID of the current user.

Purchase (Lines)

Supplier

Displays the supplier that you specified in the main Purchase panel. You can change this value for requisitions in the EE flow but not for Asset Management MRO requisition lines.

Contact/E-mail/Phone

Your company's main contact at the supplier organization, and that person's e-mail address and phone number, if recorded. These fields are read only and the values default from the supplier's business relation record, if you specify a supplier.

Currency

The currency code associated with the requisition; defaults from the header. You cannot update the field on the line level.

Due Date

The date on which the items are due to be received from the supplier, as defaulted from the requisition header.

Original Due Date

The original due date for the items, as defaulted from the requisition header.

Buyer

The buyer responsible for placing this requisition line on a purchase order; defaulting logic depends on the setting of Enforce Buyer to Line in Requisition Control.

- When Enforce Buyer to Line is selected, the line Buyer field defaults from the header. You cannot change it.
- When Enforce Buyer to Line is not selected, the system looks for a buyer specified for the supplier, then for the item, then for the commodity code. If no value is found, the system uses the buyer from the header.

Ship-To

Displays the ship-to company address from the requisition header.

Charges (Lines)

The Charges Panel displays various fields for information only. Values cannot be updated on the line level.

Work Order (Lines)

This sub-panel only displays for MRO requisitions.

Work Order/Stores Req

If applicable, displays the work order and stores requisition values, which default from the Charges panel in the main Requisition Entry screen.

Equipment (Lines)

This sub-panel only displays for Asset Management MRO requisitions.

Equipment/System/Assembly

If applicable, displays the equipment, system code, and assembly code values, which default from the Charges panel in the main Requisition Entry screen.

Rebuild (Lines)

This sub-panel only displays for Asset Management MRO requisitions.

Rotable Part/Serial Number/Rebuild

If applicable, displays the rotable part, serial number, and rebuild values, which default from the Charges panel in the main Requisition Entry screen.

Project (Lines)

This sub-panel displays for both direct and MRO requisitions.

Project/Job/Charge Type

If applicable, displays the project, job, and charge type values, which default from the Project panel in the main Requisition Entry screen.

Subcontract (Lines)

In some manufacturing environments, specific operations or processes may be outsourced to a supplier or subcontractor.

Work Order

Enter the number of the manufacturing work order associated with the subcontract work.

Work Order ID

Enter the work order ID for the manufacturing work order.

Operation

Enter the routing operation number of the subcontract operation.

Subcontract Type

Enter an optional code representing a subcontract type. Valid values—if any—are defined in Generalized Codes Maintenance for field subtype.

Lot/Serial

Enter an optional lot or serial number associated with the subcontract item. This value is for reference only.

Accounting (Lines)

Receive Type

This field specifies how the requested item will be received. It defaults from the Charge Account panel in the main Requisition Entry screen.

- Inventory
- Memo
- Subcontract

Note: This field is available for direct and MRO lines when you are not using Asset Management. However, when Asset Management is enabled, Receive Type is not available for MRO lines.

Expense Account

Enter the expense account, sub-account, and cost center for this requisition line.

- Account is only editable for EE flow requisitions. For Asset Management MRO requisitions, you can only edit accounting information on the header.
- Sub-account and cost center are not editable on any requisitions.

Notes (Lines)

Use the Notes panel to enter more information about the requisition line. You can either enter text for one or more notes manually in a grid, or click Details to access Master Notes functionality, which lets you insert standardized notes text, add attachments, and so on. Notes are copied to the PO line, and option settings are preserved.

From the Details view, click Options to control which types of printed documents include notes text:

- Purchase Order; selected by default
- PO Receipts
- Return to Supplier; cleared by default

Attachments in Purchasing Workflow

You can control whether attachments are available for viewing throughout the steps of the purchasing workflow.

You can promote attachments throughout the purchasing workflow—from Requisitions through the Requisition Approval process and onto Purchase Orders.

The Keep with Workflow setting in Attachment Properties controls this feature at header and line levels. When attachments are added to requisitions or requisition approvals, Keep with Workflow defaults as checked. Unless you clear the check box, specified attachments will be promoted through the workflow and available for review by all participating users.

The promotion feature can be changed at any step in the workflow; it controls the way in which attachments are promoted moving forward. For example, if you add an attachment to the original requisition and disable Keep with Workflow, the attachment is part of the requisition record. However, it is not included as an Approval attachment, nor will it be promoted to the purchase order later in the workflow. By the same token, if an approver adds an attachment but disables Keep with Workflow, the new attachment stays as part of the approval process for other approvers to see, but is not available as part of the requisition record.

Note: Requisition Approvals do not have line-level details; requisition line attachments are not promoted to the requisition approvals and so are not available for approvers to review.

When approved, requisition lines are placed on a purchase order, either directly or through Release to Purchase Order. Attachments are promoted to the purchase order from the requisition header and lines based on the Keep with Workflow settings for the header and lines.

- If a requisition line is split between two or more purchase orders, the requisition header/line attachments are promoted to all related purchase orders.
- If requisition lines from different requisitions are added to the same purchase order, the requisition header/line attachments from each of the requisitions are promoted to the purchase order header/lines.

Requisition Approvals

Use Requisition Approvals to approve or deny requisitions for which you are a defined approver.

Requisition Approvals lets you view and act on requisitions. The following roles provide access to the Requisition Approvals screen:

- Purchasing Manager
- VP Supply Chain
- VP Logistics
- Logistics Manager
- Director of Materials
- Customer Service Manager
- Sales Manager
- VP Sales

Unapproved requisitions are visible to:

- The current approver or the administrative approver for the current approver

- The previous route-to approver or the administrative approver for the previous approver (who is not the initiator)
- Approvers who already took action or the administrative approvers for approvers who took action
- Required approvers who are not quality approvers and who did not take action
- Asset Management quality approvers who are the current route-to approver for the requisition or who have already taken action on the requisition

When a substitute approver is deputizing for an approver who is named in the approval group for an Asset Management requisition, the substitute approver can see pending approvals in the Requisition Approval by User browse.

Note: Substitute approvers in Asset Management are termed administrative approvers in the QAD Web UI.

Requisition Approvals Browse

You can load a system-wide stored view called My Approvals, which displays only the most critical information that is pertinent to both GRS and Asset Management approvals.

You can define additional stored views customized to your exact need. An administrator can create views that are system-wide for all users or role views that are limited to users with specific roles such as Purchasing Manager or Logistics Manager. Additionally, approvers can create user views (personal views) that are only available for their own use.

The Default view shows all fields and columns unconfigured, even if the column information does not apply to the user's particular use.

Note: You can set up the browse to provide actionable insights using the steps shown in [Gaining Actionable Insights to Approvals](#).

The Requisition Approvals browse contains the following columns.

Requisition Number

The unique control number assigned to the requisition. Requisition numbers are assigned to requisitions created directly in the QAD Web UI and requisitions that originate from Asset Management.

If no QAD Web UI requisition number is assigned to an Asset Management requisition, the source requisition number for Asset Management is displayed in this field.

For GRS requisitions, this field displays the GRS requisition number assigned in the QAD .NET UI.

This field has a related browse field called Source Req No.

Reason for Request

A brief explanation of the requisition for the benefit of the approvers or purchase reviewers who will approve or deny the request.

For Asset Management requisitions, this information is recorded in the requisition Description field. For EE requisitions, this information is recorded in the requisition Remarks field.

Total Cost

The total cost in the supplier or requisition document currency.

Currency

The currency of the requisition.

If a supplier has been specified on the requisition, this value defaults to the supplier's currency but can be updated on the original requisition record.

Base Total Cost

The total cost of the requisition in the domain base currency.

Base Currency

The domain base currency.

Due Date

The date on which the items are due to be received from the supplier.

High Priority

Indicates if the requisition was designated as high priority when created.

Action

The last action performed on the requisition by you. This field is blank if you have not yet taken any action on the requisition or if you were skipped in the Asset Management flow. The possible values are:

- Approve
- Deny
- Route (Asset Management requisitions only)

Note: If an approver performs a Hold or Stop action from Asset Management, the requisition approval is not visible in the Requisition Approval browse. See the Action field for detailed information on actions.

Action Date

The date on which you took action on the requisition. This field is blank if you have not taken action yet.

Action Time

The time of day on which you took action on the requisition. This field is blank if you have not taken action yet.

Currently Routed To

This column displays the ID of the user in whose queue the requisition currently resides.

You can change this value only if you are an alternate or administrative approver for the current route-to user.

Prev Route To

The last approver who performed an action on the requisition.

If no approval action has been taken on the requisition, the Prev Route To column displays the user ID of the person who entered the requisition in the system.

Max Total Cost

For GRS requisitions, this value is the calculated maximum total cost of the requisition.

GRS determines approvers based on the total maximum cost of the requisition. For horizontal approvers, GRS selects approvers based on the total maximum cost of all the line items for each category included on the requisition. For product line approvers, GRS determines approvers based on the total value of requisition lines that have the same site and product line (product line is specified in Item Data Maintenance). Note that the total requisition value is used only if the same site and product line apply to all requisition lines.

For Asset Management requisitions, this column displays the total cost of the requisition.

Site

The site from which the order will be placed, if the requisition is approved.

Entity

The entity code for the requisition.

Requester

The ID of the person requesting the items, goods, or services associated with the requisition.

Entered By

The user ID of the person who entered the requisition.

Requisition Date

The date on which the requisition was created.

Max Base Total Cost

The maximum total cost in base currency. See the Max Total Cost column description.

Route Next

The next approver to whom the requisition will be routed.

This column is blank for Asset Management requisitions if the current route-to approver is the final approver in the hierarchy.

For Asset Management requisitions, you cannot change this value in the Requisition Approval screen.

This column may be blank for GRS requisitions and requisitions created directly in the QAD Web UI. For these requisition approvals, you can change the route-to approver in the Requisition Approval by User screen.

Account/Sub-Account/Cost Center/Project

The account/sub-account/cost center/project to be charged with the cost of the order, if the requisition is approved.

End User

The user ID of the person for whom the requisitioned items are intended.

Category

This column is GRS specific. A category is a logical grouping of accounts related to specific approvers. For example, one person in an organization may review all computer purchases.

Job

For GRS, this is an alphanumeric code used to track expenses for a specific event or activity for job requisition approvals.

If a job is related to an Asset Management project, the job is displayed here for Asset Management requisitions.

Buyer

The buyer who will purchase the item when the requisition has final approval. For GRS approvals, this value can be blank until final approval.

Supplier

The code for the supplier who will supply the item, if the requisition is approved. This field can be blank on the requisition and specified by the buyer at time of purchase.

Supplier Name

The name of the supplier who will supply the item, if the requisition is approved.

Revision

This column is Asset Management specific and displays the approval routing revision number of an Asset Management requisition that has been modified and then routed again.

Exchange Rate

The current exchange rate for the requisition currency.

Exch Rate 2

The secondary exchange rate for the requisition currency.

Source

Displays a value of GRS or Asset Management to indicate the origin of the requisition.

Approval Code

A unique system-generated number used to identify the approval record.

Domain

The domain in which the requisition was created.

Source Req No

For Asset Management requisitions, this column displays the Asset Management requisition number assigned to the requisition. For Asset Management requisitions, the Source Req Number can be different than the QAD Web UI requisition number displayed in the Requisition Number column. If no QAD Web UI requisition number was assigned to the Asset Management requisition, the Source Req No and Requisition Number columns can display the same number—the source requisition number from Asset Management.

For GRS requisitions, this column displays the GRS requisition number assigned to the requisition, which is the same value as displayed in the Requisition Number column.

For requisitions created directly in the QAD Web UI, this column displays the requisition number, which is the same value as displayed in the Requisition Number column.

Requisition Approvals Screen

Requisition Approvals lets you review and take action on GRS and Asset Management requisition approval records, and on requisitions created directly in the QAD Web UI that follow the GRS approvals flow.

Asset Management and GRS approvals have key differences in terms of routing and available actions.

GRS approvals have a more flexible approval process and provide approvers with the ability to adjust the approval routing. Because of this flexibility, approvers have a wider selection of actions that they can take throughout the lifetime of a GRS requisition.

The Asset Management approval process is hierarchical and moves linearly with the approvals sequence. Once an approver action has been taken for an Asset Management requisition, the approver can no longer undertake subsequent actions and the Requisition Approvals screen becomes disabled. In contrast, GRS approvers can continue to act upon the requisition until the approval status changes to Authorized.

For Asset Management requisitions, the only available actions are Approve, Deny, and Route (if you are the final approver, Route is not available). For GRS requisitions, the same Approve, Deny, and Route actions are available with two additional actions: Reverse Route and Undo. Reverse Route pulls back the requisition approval so that you become the current approver again. This action is only available on requisitions where you were the previous route-to approver. The Undo action removes your previous action, and is available only after an Approve or Deny action.

From the browse, double-click a requisition to open the Requisition Approvals screen. The screen includes a header and the following panels:

- Actions
- Main
- Lines
- Approval Status
- Notes

Requisition Header

The Requisition Approval by User screen header contains two fields, Requisition Number and Approval Status, and an area where notification messages display, if applicable.

Two types of message display in the screen, and both types of message are specific to Asset Management approvals. If you open an Asset Management approval that you have already acted on, a “No further action required message” displays in the header. The second type of message notification displays if you delegate review and action for your Asset Management requisition approvals to a substitute approver during a defined time period and then open any of your approval records during the substitution period.

Requisition Number

Displays the requisition number. See the description for the Requisition Number browse column.

Approval Status

Displays the approval status. The possible statuses are:

- Routing. The status assigned to requisitions that have not yet reached final approval.

- Authorized. A requisition that has reached final approval.
- Disapproved. A requisition approval that has been denied approval.

Actions

Use the Actions panel to perform approval actions. Select an action and add comments/remarks. It is important to review the key requisition details in the Main and Lines panels before making your decision.

Action

Choose an action from the lookup. The options available vary, depending on whether the requisition is GRS or Asset Management. For GRS approvals, approvers can take the following actions:

- Approve. Approve the requisition. See [Approving a GRS Requisition \(Non-Final Approval\)](#) and [Authorizing a GRS Requisition \(Final Approval\)](#) for information on GRS approvals and their effects.
- Deny. Deny your approval of the requisition. The effects of this action depend on whether the Reset Approval on Denial field is selected in GRS.

If the Reset Approval on Denial field is selected and you deny approval of a requisition, all previous approvals are removed and the requisition is routed back to the requester for update. If the Reset Approval on Denial field is not selected and you deny approval of a requisition, the requisition continues forward in the approval process until the total number of approvals needed has been achieved.

See [Denying a GRS Requisition](#).

- Route. Route the requisition to another approver. In the GRS flow, routing a requisition approval is not treated as an action. See [Routing a GRS Requisition](#).
- Reverse Route. Pulls back the requisition approval so that you become the current approver again. You can now route the requisition approval to a different next approver. This action is only available on requisitions where you were the previous route-to approver. See [Reverse Routing a GRS Requisition](#).
- Undo. Removes your previous action. This action is available only after an Approve or Deny action. See [Undoing a GRS Requisition Approval or Denial](#).

For Asset Management approvals, approvers can take the following actions:

- Approve. Approve the requisition. See [Approving an Asset Management Requisition \(Non-Final Approval\)](#), [Authorizing an Asset Management Requisition \(Final Approval\)](#), and [Approving an Asset Management Requisition Out of Turn \(Skipping Approvers\)](#) for information on Asset Management approvals and their effects.
- Deny. Deny your approval of the requisition. See [Denying an Asset Management Requisition](#).
- Route. Route the requisition to another approver. The Route action is only available for approvers who are not the final approver. A Route action in the QAD Web UI is equivalent to a No Comments action in Asset Management. See [Routing an Asset Management Requisition](#).

Route To

This field is editable for GRS and QAD Web UI requisitions and is read only for Asset Management requisitions.

For GRS and QAD Web UI approvals, enter the ID of the next person in the approval process. The system may suggest a next route-to approver. However, you can change the suggested value.

For Asset Management requisitions, the Route To field displays the next approver in the hierarchy provided by the Asset Management requisitions system until an approver in the group with a high enough spending limit approves the requisition. This process also includes quality approvers and substitute approvers.

If the current approver is the highest approver in the hierarchy for Asset Management or is the final approver for GRS and QAD Web UI requisitions, the Route To field is blank and becomes read only after you select the Approve action.

Remarks

When you approve, deny, reverse, or route a requisition; you are prompted to enter optional comments.

For example, after denying a requisition, you might paste in the manufacturer's description of an item that you feel is a better alternative before routing the requisition back to the originator.

Buyer

Specify the buyer for the requisition. This field is only editable for GRS approvals and for QAD Web UI approvals that use the GRS process.

For GRS and QAD Web UI approvals, you can leave this field blank, unless you are the final person to approve the requisition. You can change the buyer at any time during the approval process.

When a requisition is finally approved, the requisition lines are routed to the buyer for processing into purchase orders.

Note: For Asset Management requisitions, the Buyer field is read only and displays the buyer specified when the requisition was created.

Main

The Main panel is read only and displays the most important information needed to support your approval decision, including the total cost of the requisition, reason for the requisition, due date, requisition date, requester, buyer (if recorded), supplier (if recorded), and end user.

Lines

The Lines panel is read only and displays the requisition line details including the line number, item, product line, quantity, unit cost, discounts, total cost, and currency.

Like the Main panel, the Lines panel also contains important information to help you to make your approval decision.

Approval Status

The Approval Status panel provides you with visibility into the progress of the approval process. The Approval Status grid lists all approvers in the approval group. Not all approvers will be required to take an action.

When an approver takes action from the QAD Web UI, the Approval Status grid is updated for the approver who performed the action, listing the action, date, time, and remarks.

Approver ID

The user ID of the approver.

Note: If a substitute or administrative approver performs an Approve, Deny, or Route action, the approver ID in the Approval Status grid is that of the original approver. The substitute approver ID is displayed in the Administrative Approver column.

Approval Required

Displays Yes if it is mandatory that the user listed takes action against the requisition. Approval Required is a GRS concept.

For Asset Management, all approvers have a Yes value, even if their approval is not necessarily required such as in the case of quality approvers.

Displays No if the user's approval of the requisition is optional.

Reviewer

Displays the user ID of the reviewer who reviewed the requisition approval.

A reviewer is a person who may not have a high enough level to approve a purchase, but still reviews it from a policy or compliance standpoint.

Review Required

Displays Yes if it is mandatory that the user listed reviews the requisition. This field relates to GRS only.

Type

Displays one of the following possible values:

- Vertical. Indicates that the approval action was taken as part of a vertical approval process. Asset Management approvals always follow a vertical approval process.
GRS approvals can also follow a vertical approval process, where approval levels are related to entities, sub-accounts, and cost centers.
- Horizontal. This value relates to GRS only, and indicates that the approval action was taken as part of a horizontal GRS approval process, based on the categories of item being approved.
- Quality. Indicates that the approval action was taken by an Asset Management quality reviewer.
A quality approver can only verify the quality of the information on the requisition (approved vendor or pricing, for example).
Quality approvers cannot override other approvers, and only see the requisition in the QAD Web UI when they are the current approvers.
- Product Line. This value relates to GRS only, and indicates that the approval action was taken by a GRS product line approver who is responsible for replenishing inventory used for manufacturing.
- Job. This value relates to GRS only, and indicates that the approval action was taken by a GRS job approver who is responsible for a project that crosses different organizations or departments in the company.

Delegated Approval

Records which user actually took an action on the requisition approval if it is different than the original member of the approval group.

For Asset Management requisitions, if a substitute approver is defined for one of the original members of the approval group, the substitute user ID is recorded in this field and the original approver is maintained in the approval group.

For GRS requisitions, if either an administrative or alternate approver takes an action on the requisition instead of the main approver, the person's user ID is recorded here.

Action

Displays the action that the approver took. The possible values are:

- Approve
- Skipped. This action indicates that the approver's action was rendered unnecessary when an approver higher in the approval hierarchy took action out of sequence. This status only applies to Asset Management requisitions and indicates that the current user was skipped in the approval hierarchy.
- Deny
- Route. This action status only applies to Asset Management requisitions, and indicates that the approver routed the requisition to the next person in the list without taking action.

Approvers can also route GRS requisitions and requisitions created directly in the QAD Web UI, but this move is not treated as an action on the requisition.

- Stopped. This action only applies to Asset Management requisitions and indicates that the initiator of the requisition stopped the routing by choosing Action > Stop Routing in Asset Management. The Remarks field is updated with a related comment. A stopped Asset Management requisition is no longer visible in the Requisition Approvals by User browse.

If an Asset Management user subsequently performs an action on the stopped requisition, such as Approve or No Comments, from within Asset Management; the requisition becomes visible again in the Requisition Approvals by User browse in the QAD Web UI.

Date

The date on which the approver took action.

Time

The time at which the approver took action.

Remarks

Displays the comments that the approver recorded when taking action.

If an Asset Management approver was skipped when an approver higher in the hierarchy took action out of sequence, the Remarks field for the skipped approver is automatically updated with the comments "Overridden by <user ID of more senior approver>."

If an Asset Management requisition is stopped in Asset Management by the initiator, the Remarks field for the current approver is automatically updated with the comments "Routing for requisition <requisition ID> has been stopped by <initiator's user ID>."

Administrative Approver

The ID of the substitute or administrative approver who took action on behalf of the approver. Designating substitute or administrative approvers allows routine requisition activities to continue during a manager's absence.

Alt Approver 2

The ID of a second approver with the same or a greater expenditure authorization limit who is allowed to authorize requisitions on behalf of a regular approver when that person is not available.

Product Line

The product line, if the approval was taken as part of a GRS product line approval process.

This field is always blank for Asset Management approvals.

Site

The site associated with the requisition.

Category

The approval category that applies for a horizontal GRS approval process.

In GRS, approvers can be set up horizontally, based on the categories of items they are approving. For example, one manager might approve all computer purchases, regardless of which department creates the requisition. You use Category Maintenance (5.2.1.4) in GRS to assign a range of accounts to a category.

This field is blank for Asset Management approvals.

Job

Displays the job code assigned to the project or activity, if the approval was taken as part of a GRS job approval process.

This field is blank for Asset Management approvals.

Notes

The Notes panel in the Requisition Approval by User screen displays any notes recorded against the requisition in Asset Management or GRS.

Requisition Lines

You can add approved purchase requisition lines directly to purchase orders.

Buyers can use the Requisition Lines browse to release authorized requisition lines to purchase orders in a bulk process that creates multiple purchase orders at a time for both EE and Asset Management purchases.

The way in which POs are built depends on whether Asset Management is enabled:

- Asset Management enabled: direct requisition lines are placed on an EE purchase order; MRO requisition lines are placed on an Asset Management purchase order.
- Asset Management not enabled: direct and MRO requisition lines are placed on an EE purchase order.

Requisition Lines Browse

The browse shows requisition lines in all statuses, but only lines that are authorized, but not on a PO, can be selected. Use the search criteria panel to filter the list to a workable set of lines.

Note: A stored search is a convenient way to limit the browse to authorized lines of interest to a specific buyer.

When you have filtered the set of lines to a workable number, choose Actions > Release to PO.

Note: This action does not directly release lines. A subsequent screen lets you fine-tune your selection down to the level of a single PO line, if needed.

Build Criteria

This screen shows a summary of the search criteria used to pull requisition lines into the Purchase Order Build function.

Search Criteria

Criteria

Displays the search criteria that you specified in the advanced search before you selected the Release to PO action.

Lines Returned

Displays the line count returned from the advanced search query including any additional lines that meet the Required Criteria.

Note: This number is of particular interest if you ran the query with broad criteria or with no criteria at all. For example, a large number of lines returned might have a negative impact on system performance during the PO build process.

Required Criteria

Required Criteria

Displays the additional required criteria that are applied to every session of Release to Purchase Order.

- The approval status must be Authorized.
- The line status must be Planned.
- The PO number must be null.
- The item must not be blocked from being on a PO, based on Enterprise Edition restricted transactions functionality.

Options

Include Direct

Select this field to include direct requisition type lines in the PO.

This field is selected by default. Clear the field if you do not want to include direct requisitions in the PO.

Include MRO

Select this field to include MRO requisition type lines in the PO.

This field is selected by default. Clear the field if you do not want to include MRO requisitions in the PO.

Group PO by Supplier

Select this field if you want to assign requisition lines to POs according to unique combinations of:

- Supplier
- Site
- Ship-To
- Currency
- PO Source Type (Asset Management or EE)

If any of the above information is missing, no PO group is assigned to the line.

Important! The Group PO by Supplier option is only available for EE requisition lines. For Asset Management requisitions, all lines on a requisition must go on the same PO document.

Release MRO Requisition to Single PO

This system-maintained field determines whether all the lines from an MRO-type requisition must be grouped on a single PO. It is set based on the following rules:

- If Asset Management is installed and enabled:
 - When Include MRO Requisition is True, Release MRO Requisition to Single PO is True. Asset Management functionality requires all the lines from a requisition to be placed on the same PO.
 - When Include MRO Requisition is False, Release MRO Requisition to Single PO is False.
- If Asset Management is not installed and enabled, Release MRO Requisition to Single PO is False. Enterprise Edition allows different lines from the same requisition to be placed on different POs.

Release to Purchase Order Action

When the Release to Purchase Order screen opens, the requisition lines that meet the search criteria are loaded into the Main panel grid.

If Asset Management is enabled, authorized MRO requisition lines are placed on Asset Management purchase orders and authorized direct requisition lines are placed on EE purchase orders. If Asset Management is not enabled, all authorized requisition lines are placed on EE purchase orders.

For the lines selected, the Simulate button lets you pre-validate and view statistics on your Release to PO session prior to submitting requisition lines to purchase orders.

At completion of the release to PO process, a confirmation popup indicates the outcome of the process.

Summary Fields

Lines Selected

Displays a count of the lines selected in the Main grid.

Expected PO Documents

Displays a count of the PO groups that contain only valid lines. PO groups that contain lines with errors are not included.

Total Cost of Lines Selected

Displays the sum of the total cost values in the requisition base currency for the lines selected.

Lines with Errors

Displays a count of the lines selected that have errors.

Grid Fields

You can update the following fields in the selection grid.

Selection Check Box

Use the check boxes to select requisition lines that will be processed when you click Simulate or Submit.

Use the box in the heading row to select or deselect all lines.

PO Group

If the Group PO by Supplier check box is selected and the lines pass validation when you click Simulate, the lines are placed into PO groups when you click Submit, each represented by a system-assigned number. The numbers provide a visual cue to let you easily determine which lines will be on the same PO.

PO groups are assigned according to unique combinations of:

- Supplier
- Site (applies to MRO requisitions when Asset Management is enabled)
- Ship-To
- Currency
- PO Source Type (Asset Management or EE)

If any of the above information is missing, no PO group is assigned to the line.

When Asset Management is enabled and MRO lines are involved, all requisition lines for the same requisition document are placed in the same PO group.

Supplier

This field is editable. If the line does not contain a valid supplier code, the line will fail validation when you click the Simulate or Submit button.

Note: When Asset Management is active, all selected Asset Management requisition lines must be placed on the same PO. If you change the supplier on one line, the system automatically updates the Supplier field on all the Asset Management lines.

Due Date

This field is editable. The system uses the specified date as the PO due date.

Ship To

This field is editable. If the line does not contain a valid ship-to code, the line will fail validation when you click the Simulate or Submit button.

Note: When Asset Management is active, all selected Asset Management requisition lines must be placed on the same PO. If you change the ship-to on one line, the system automatically updates the Ship-to field on all the Asset Management lines.

Buttons

Simulate

Click the Simulate button to validate the grid lines for errors.

If the lines pass validation, the lines are placed into PO groups. The Summary panel displays statistics for the selected lines:

- Lines Selected
- Total Cost of Lines
- Expected PO Documents
- Total Lines with Errors

Note: The Simulate button is enabled only when lines are selected in the main grid.

Submit

When you click the Submit button, the selected lines in the main grid are validated. If the lines pass validation, the lines are placed into PO groups and the purchase order is created.

The purchase order is only created if there are no errors with any of the selected lines. At completion of the release to PO process, a confirmation popup displays the outcome of the process.

When all lines have been processed into a purchase orders, the system updates the status of all EE requisition lines statuses to C – Closed. If all requisition lines on a requisition document have a status of C – Closed, the requisition header status is also updated to C – Closed.

For Asset Management requisition lines, when all lines have been processed into a purchase orders, the Asset Management purchase order number is added to the requisition line PO Number field. The line or requisition document status is not updated in Asset Management; it remains Planned. Asset Management updates the requisition line or document status within Asset Management when purchase order is ordered. However, in the QAD Web UI, the Asset Management requisition line displays a status of C – Closed.

Note: The Submit button is enabled only when lines are selected in the main grid.

Cancel

Any changes that you have made during the current Release to PO session are canceled.

Completing the Purchase Order

After adding requisition lines to purchase orders, you can use PO & Req Cross Reference Browse to determine the associated PO for each requisition line. You can also use filtering to limit the orders shown to those created on the current date.

Use Purchase Orders on page 806 to make necessary adjustments to the POs before sending them to the suppliers.

If Purchase Order Approvals is enabled, you must click Route to begin the approval process and move the PO out of Pending status. When the purchase order is authorized, the PO status is set to Open and you can send the order to the supplier. When approvals are not being used, the system sets the PO status to Open.

Note: Even when the approval functionality is in use, the PO can be auto-approved—that is, have its status set to Open—when no approval routing group applies to that PO. Under those circumstances, the system updates the status to Open when you click Route.

Buyer Tolerance

Tolerance settings control the degree to which the buyer can change item cost while placing requisition lines on a purchase order.

Tolerance limits give purchasing managers and financial controllers control over how much an order line unit cost can be adjusted when buyers are placing authorized requisition lines on purchase orders. When the buyer changes a cost enough to make requisition lines go out of tolerance, the lines must be reauthorized according to the updated line unit price and total cost. When this feature is enabled, buyers are only allowed to update the unit price for authorized requisition lines within the tolerance limits specified in setup data.

Setup

You can set buyer tolerance limits in the QAD Web UI using fields in the Buyer Tolerance Limits frame of Purchase Requisition Control.

Out of Tolerance Routing

The current version of the QAD Web UI automatically routes out-of-tolerance requisition lines back to the requestor. QAD .NET UI offers additional options of routing to the first or last approver, or not routing at all; however, these options are not currently available in the QAD Web UI.

Enforce Tolerance %, Increase/Decrease %

Select this option to have the system check the cost of an item shown on the requisition against the actual cost specified on the purchase order. If you enter a value in Increase %, Decrease %, or both, the system compares the requisition line cost to the purchase order line cost, if the buyer changes the cost after copying the approved requisition line to the purchase order. If the increase/decrease tolerance percentage is exceeded, the system prompts the buyer to mark the line out of tolerance.

Note: The Increase options are the same as the values specified in .NET UI Requisition Accounting Control. However, the Decrease options are defined only in the QAD Web UI. They are not enforced for QAD .NET UI purchase orders.

Enforce Tolerance Amount, Increase/Decrease Amount

Select this option to have the system check the cost of an item shown on the requisition against the actual cost specified on the purchase order. If you enter a value in Increase Amount, Decrease Amount, or both, the system compares the requisition line cost to the purchase order line cost, if the buyer changes the cost after copying the approved requisition line to the purchase order. If the increase/decrease tolerance amount is exceeded, the system prompts the buyer to mark the line out of tolerance.

Note: The Increase options are the same as the values specified in QAD .NET UI Requisition Accounting Control. However, the Decrease options are defined only in the QAD Web UI. They are not enforced for QAD .NET UI purchase orders.

Out-of-Tolerance Work Flow

1. When adding a requisition line to a purchase order using Purchase Orders in the QAD Web UI, the buyer increases or decreases the line unit price that was copied from the requisition line.
2. If one or both of the Enforce Tolerance options are selected in Purchase Requisition Control, the system determines whether the change amount and/or percentage is within the specified tolerance.

3. If the line unit cost is adjusted beyond the buyer tolerance limits, the system prompts the buyer with an out-of-tolerance message.
4. When the buyer confirms that the line should go out of tolerance by clicking Continue, the system sets the requisition line approval status as Out-of-Tolerance and routes the requisition line back to the requester. The requestor can update the line unit cost information and resubmit the requisition for approval.
5. If the buyer responds with Cancel to the confirmation prompt, the system resets the line unit cost to the original requisition line value.

Purchasing

With Purchasing, you communicate demand for items and materials to your company's suppliers.

Purchase Orders

Use Purchase Orders to communicate demand for items and materials to your company's suppliers.

A purchase order is a contract with a supplier for items to be delivered on specified dates. It includes the delivery address, the terms of the agreement, tax data, and shipping costs. Purchase orders created in the QAD Web UI can be also maintained in .NET UI in Purchase Order Maintenance; .NET UI purchase orders can be maintained in the QAD Web UI.

Buyer is the role that most typically creates purchase orders in the system. The Buyer is responsible for negotiating contracts with suppliers and agreeing on pricing, due dates, credit terms, and so on. All this information is recorded in the purchase order document.

Additionally, other management roles, such as the Purchasing Manager, have access to Purchase Orders in the QAD Web UI. If not available from a role menu but you have proper security permissions for the Purchase Orders screens, you can access them from the QAD Web UI Search.

The Purchase Orders screen has a summary and the following panels:

- Main
- Order Lines
- Receiving
- Billing
- Totals
- Notes

Purchase Orders includes a Quick Order view that includes only the panels that contain required fields, while the Default View includes all of the panels.

Summary

The summary at the top of the order screen includes several system-maintained fields to identify the purchase order.

Order

The unique QAD Enterprise Edition control number assigned to the purchase order.

Supplier

A code for the company responsible for providing the items specified in the order lines. This value defaults from the Main panel.

Order Total

The total cost in the transaction currency.

Status

The status of the purchase order. The possible values are:

- Pending. Available only in the QAD Web UI. Purchase orders are created with status Pending only when PO Approvals is in use. This status indicates that the order is in process and requires approval before it can be sent to the supplier.

When a purchase order has a Pending status, MRP still sees the lines as planned orders due, rather than as scheduled receipts. The quantities are not considered as on-order quantities, and they are not considered as available inventory.

- Open. Equivalent to <blank> status in .NET. When PO Approvals is not enabled, Open is the default initial status.
- Closed. The order has been fully received. Closed status is equivalent to C status in .NET.
- Canceled. The order has been canceled. Canceled status is equivalent to X status in .NET.

Purchase Order Entry Screen Buttons

New

Click New to create a new purchase order.

Delete

Click Delete to remove the purchase order from the system.

Actions (Order Level)

Available actions that apply to the entire order include the following.

Note: Close, Cancel, and Reopen actions are available for individual lines. Select a line from the Order Lines grid and click Details; the Actions menu changes to show those actions.

- Cancel Order Action on page 824
- Close Order Action on page 825
- Email Supplier Action on page 825
- Receive Purchase Order Action on page 826
- Return Purchase Order Action on page 830
- Reopen Order Action on page 833

Not all actions are available at all times. For example, Reopen Order displays in gray text if the current order is still open.

Route

Click the Route button to route the purchase order for approval. When a PO document is routed for approval, the maintenance screen and all buttons are disabled, preventing document modification. A color message at the top informs you that the order is routed for approval.

Note: Approval routing only applies when the Purchase Order Approvals function is enabled. Otherwise, when you click Route, the system automatically sets the PO status to Open.

Save

Click Save to save your changes to the purchase order. Click the triangular part of the button and select Save & Next to save and close the current order and to display the next available order from the browse.

Cancel

Click Cancel to cancel any changes you have made since the last save. The system prompts you to confirm.

Main

Supplier

Enter the supplier name manually or select it from the lookup. You can only specify active, non-blocked, and certified (if AVL is enabled) suppliers.

If your role has permission to access the Supplier function, you can use the New and Edit buttons on the lookup browse to create or update supplier records while you enter a purchase order.

Site

Site is defaulted from the domain settings for the specified supplier. You can change it to any site valid for the domain (assuming that you have security access to the selected site). The site entered on the header may or may not be the site where items are received. This site code displays as the default for each line item, but you can change it manually. If you leave the site code blank on the header, you must enter a site manually for each line item.

Entity

Entity is defaulted from the Site record. This field is not editable.

Ship To

Enter the address code that identifies where the items on the order should be delivered. This field defaults from the ship-to address specified in Purchasing Control. You can modify the ship-to address, as needed.

Number Format

If purchase order sequences are defined in your system (sequences for po_nbr.standard defined in Number Range Maintenance), optionally select one from the lookup. When you specify a format, the system generates an order number using the sequence specified in this field. Otherwise, unless you specify your own value in the Number field, the system uses the prefix and next number specified in Purchasing Control to assign a number.

Note: This field is not available on orders created directly from purchase requisitions. In that case, the system uses Purchasing Control to obtain a number. If you need an order with a number from a specified sequence definition, you must create it in Purchase Orders, select the sequence in Number Format, and add requisition lines manually.

Order

You can enter the order number manually or it can be auto-generated by the system.

- If you enter a number manually, the system verifies that it has not been used.
- If a number format is specified and you do not manually enter a number, the PO number is generated using the number format sequence.
- If no number format is specified and you do not manually enter a number, the PO number is generated using the prefix and the next available number defined in Purchasing Control.

Once the PO header is saved, this field cannot be changed.

Revision

Enter a value that identifies the revision level of this order. Use revision numbers to identify the most current copy of a document. For the current version of the QAD Web UI, this field is for reference only.

Revision Date

If this is a PO revision, enter the revision date. For the current version of the QAD Web UI, this field is for reference only.

Order Date

Enter the date when this order was recorded. This can be the date the order was entered into the system or the date you placed the order. Defaults to today's date. It can be blank.

Due Date

Enter the date the items on this order are due to be received at the order site. If specified, the header due date sets the default line-item due date. Defaults to today's date. It can be blank.

Close Date

The system displays the date on which the purchase order was fully received.

Remarks

Enter brief remarks (up to 40 characters) pertaining to this supplier, usually relating to the order or shipping process. Initial remarks default from the supplier record.

Currency

Specify the domain base currency or an alternate currency. An order entered in an alternate currency can be paid in the alternate currency or the base currency. Defaulted from the Supplier master data. Once the PO header is saved, the currency cannot be changed.

Requestor

Enter the user ID of the person who is requesting the items on this purchase order. For example, this is typically the person who initiated the purchase requisition.

Entered By

The system records and displays the user ID of the person who entered this order.

Buyer

Enter the buyer responsible for this order. If you use commodity codes, the default value depends on the setting of Enforce Buyer to Lines in Purchase Requisition Control.

- When that option is selected, Buyer defaults from the requisition header and cannot be updated.
- When Enforce Buyer to Lines is not selected, the system first looks for a buyer in the supplier record, then in the item record, then in the Commodity Codes record for the buyer associated with the line item and purchasing site. If those records do not include a buyer, the default is the header Buyer value.

Supplier Contact Info**Contact**

Enter the name of an individual at the supplier who is the contact for this order.

E-mail

Enter the e-mail address of the supplier contact.

Phone

Enter the telephone number of the supplier contact.

Confirm

Select this option to indicate that this order is a confirmation of an order placed previously by phone, fax, or other means. This field is for reference only.

Order Options

Import/Export

When you are using Intrastat functionality, this field determines whether an additional frame displays, where you can enter data required for Intrastat reporting.

The default value for Import/Export is determined as follows. When the Use Intrastat option in Intrastat Control is selected and the purchase order supplier and ship-to addresses are both EU countries but not the same country (for example, France and Spain), Import/Export is set to the Imp/Exp Default value from Intrastat Control.

You cannot update this field after the first time the order is saved.

Consignment

Select this option if most items on this order are received from the supplier as consigned inventory. This field has an effect only if you are using the optional Supplier Consignment Inventory module. Otherwise, it is for reference only.

Taxable

Indicate whether items on the order are taxable. Items purchased for resale are normally not taxable. The taxable status on the purchase order header displays as the default for each line item, but it can be changed.

EDI PO

Select this option to allow this purchase order to be selected for transmission to your supplier in electronic data interchange (EDI) format using Purchase Order Export. If you do not export purchase orders using EDI eCommerce, enter No.

Print PO

Specify whether a purchase order is selected for printing using Purchase Order Print or Blanket Order Print or whether a scheduled order is selected for print using Purchase Order Print. For new orders, if the order supplier is an EDI trading partner, the default is No; otherwise, the default is Yes.

Fixed Price

This field indicates whether item prices are fixed or can be updated when Purchase Order Cost Update is executed. Fixed Price defaults from the supplier record. The header value sets the default for each new line added to this order.

ERS Option

Enter the Evaluated Receipts Settlement (ERS) option. ERS Option defaults from Purchasing Control.

ERS Price List Option

Enter the value indicating which date the ERS Processor should use to determine effective price lists for lines on this purchase order.

- 0: The line-item price list option is determined by the header ERS Option field.
- 1: Use the receipt date.

- 2: Use the ship date.
- 3: Use the order date.

Language

Enter the language used by the supplier on this order. Language defaults from the supplier record.

Approval

Approval Status

If Purchase Order Approvals is enabled, the system displays the PO approval status.

- Blank
- Approved: The purchase order has been approved and can be placed with the supplier.

Approval Date

The date on which the order was approved.

Receiving

Ship-To

Enter the address code that identifies where the items on the order should be delivered.

Ship Via

Enter a code that identifies the carrier for supplier shipments. This field defaults from the supplier record.

Deliver To

Enter an optional code that identifies the person or department that receives the items.

Incoterms

The International Commercial Terms, or Incoterms, are internationally accepted definitions and rules of interpretation of common commercial terms including ex works, and carriage paid to. Choose from the available terms in the drop-down menu.

Consignment

Maximum Aging Days

The maximum number of days consigned inventory is allowed to reside at your facility. A value of 0 (zero) indicates that no scheduled aging deadline exists.

PO Cost Point

The purchase order cost that the system uses to calculate the purchase price variance. This is the cost at which the usage is paid/invoiced.

- Usage: Use purchase order cost at time of usage.
- Receipt: Use purchase order cost at time of physical receipt.

Intrastat

Terms of Delivery

Specify the terms of delivery (FOB point) code for this order. The value defaults from Intrastat Control. You can update it to any valid value defined in Terms of Delivery Maintenance.

Nature of Transaction

Specify the nature of transaction code for this order. The value defaults from Intrastat Control. You can update it to any valid value defined in Nature of Transaction Maintenance.

Mode of Transport

Specify the mode of transport code for this order. If a ship via code is specified and there is a record for that ship-via in the Intrastat Transport Maintenance, the system defaults the associated mode of transport value from Intrastat Transport Maintenance. Otherwise, the system uses the default mode of transport specified in Intrastat Control.

Country of Destination/Dispatch

Specify the country of destination/dispatch for this order. The value defaults from the business relation associated with the supplier address.

Statistical Procedure

Specify the statistical procedure for this order. The value defaults from Intrastat Control.

The statistical procedure—specified in Statistical Procedure Maintenance—defines parameters for automatically calculating the statistical value of goods at the border for Intrastat reporting.

Port of Arrival/Dispatch

Specify the port of arrival/dispatch for this order. The value defaults from Intrastat Control. You can update the field.

You cannot leave this field blank if the ship via value entered in the Receive panel is associated with an Intrastat Transportation Maintenance record that has Port Mandatory set to Yes.

Port of Transshipment

Specify the port of transshipment for this order. The value defaults from Intrastat Control. You can update the field to any valid value defined in Port Maintenance.

Include Memo Items

Select this option to create Intrastat history records for memo items on this order. The value defaults from Intrastat Control.

Intrastat Correction

Use these fields to correct Intrastat information that was applied to an earlier order involving a few specific countries. The subpanel is displayed only under specific circumstances for orders on which the supplier and ship-to addresses are both in EU countries and the countries are not the same; additionally, the header site must be in Italy, The Netherlands, or Poland. Additionally:

- For Italy and The Netherlands, Intrastat Control must have different values for the Arrival/Dispatch flow indicator and the related Correction Flow.
- For Poland, Intrastat Control must contain a value in at least one of the Arrival/Dispatch Correction Flow fields (the same as or different than the value in the Flow indicator fields).

Note: If PO header site is blank, the panel may still be visible based on the ship-to address; Correction is not selected and cannot be updated. However, it is still possible to enter a value in Original Document.

Correction

For orders involving Italy, The Netherlands, or Poland; specify whether this order includes a correction to previous Intrastat data.

Original Document

Specify the number of the original order that is being corrected.

Year

Specify the year of the correction. The default is the current year.

Month

Specify the month of the correction. The default is the current month.

Intrastat Italian Country Specific

Italian Intrastat is different from all other European countries in the sense that, in Italy, Intrastat should coincide with VAT. Therefore, in Italy you also need to report sales of services. This subpanel lets you record information related to these transactions. The subpanel displays only when:

- The order supplier and ship-to addresses are both EU countries but not the same country.
- Import/Export is selected.
- Line site company address has Country set to IT (Italy).
- Line item is an Intrastat item with Country set to IT (Italy) AND a commodity code specified that is for Country = IT (Italy) AND Services is selected.

Note: If PO header site is blank, the panel may still be visible, based on the ship-to address; Correction is not selected and cannot be updated. However, it is still possible to enter a value in Original Document.

Delivery Mechanism

Specify the delivery mechanism used for the items.

Cash Collection

Specify the cash collection method.

Declaration Protocol

Specify the number of the Intrastat declaration protocol.

Intrastat German Country Specific

Intrastat requirements specific to Germany are covered in this subpanel, which displays only when:

- The order supplier and ship-to addresses are both EU countries but not the same country.
- Import/Export is selected.
- Site company address has Country set to DE (Germany).

State Number

Initially set to blank on the header. When the first PO line is added and saved, the system defaults the declaration region value from Declarant Maintenance for the declarant specified for the first PO line site.

Affiliation

For declarants in Germany, specify the degree to which the declaration company and the foreign customer/supplier are affiliated:

- 1. The companies are more than 50% affiliated.
- 2. The companies are less than 50% affiliated.

The default is the affiliation of the declarant specified in Intrastat Control.

Billing

Bill-To

Enter the address code where the supplier should send the bill for these purchased items.

Daybook Set

Specify the daybook set that will be used to number supplier invoices that originate from this order. The default daybook set is copied from the supplier record in Supplier Data Maintenance, but you can overwrite it with a new value.

Contract

Enter an optional purchase contract associated with this order.

Charges

Project

Enter an optional code that identifies the default GL project associated with the purchase order.

Sales/Job

Enter an optional code to associate the order with a specific sales or job number.

Credit

Credit Terms

Enter the credit terms code that applies to this order. Credit terms default from the supplier record.

Credit Terms Interest

Enter the credit terms interest percent for this order. This field defaults from the credit terms specified. When you modify the default terms interest percent associated with a credit term code, the system displays a warning and prompts you to continue.

Prepaid

Enter the amount of deposit sent with this purchase order. The amount does not update the GL or the supplier account balance. A payment must be created in Accounts Payable, entered as a prepayment. When the invoice finally arrives, you can use Open Item Adjustment to match the prepayment record to the invoice.

Pricing

Price List

Enter a price list defined in the PO/Sched/RMA Rcpt Price Menu. These lists differ from those used for sales orders. You can specify default price lists for purchase orders in Supplier Data

Maintenance. When a price list is referenced on an order, the system uses it to calculate the item's unit cost.

Discount Table

Enter the discount table for this order. Discount table defaults from Supplier Data Maintenance. Create supplier discount tables using the functions on the PO/Sched/RMA Rcpt Price Menu.

Discount %

Enter the percentage, if any, by which the unit price is decreased.

Tax Settings

Tax Class

Enter a tax class previously defined in Tax Class Maintenance. Tax class defaults from the supplier address.

Tax Environment

Enter the tax environment that applies to this order. The tax environment determines which tax types apply to orders.

Tax In

This field determines whether the system calculates tax and adds it to the net price or if it assumes the tax amount is already included in the price.

- No: Tax is calculated and added to line-item prices.
- Yes: The prices include tax. During line-item entry, the system retrieves the item price, reverse-calculates the tax amount, and displays the item price, exclusive of tax. To view the tax amount, select the View/Edit Tax Detail option in the trailer.

The value of Tax Included defaults from the customer address.

Tax Usage

Enter the tax usage code that applies to this order. This field defaults from address associated with the header Site field. If Site is blank, the tax usage defaults from the ship-to address. Tax usage codes identify the normal use of this line item.

Tax usage codes, along with the item tax class and the tax date, determine which tax rates apply to the order.

Tax Date

Enter the date for determining which tax rates apply to items on this purchase order. During order entry, the default tax date is the purchase order due date. During shipment and receipt, the default tax date is the transaction effective date.

Exchange Rate

The Exchange Rate panel displays exchange rate between the domain currency and the order currency, as defined in the Exchange Rate table for the effective date.

Important! The Exchange Rate panel is only displayed if the supplier currency is not the same as the domain currency.

Exchange Rate From

The domain currency.

Exchange Rate To

The supplier's currency.

Exchange Rate

The current exchange rate for the order currency.

Totals

The Totals panel includes two subpanels:

- The Taxes subpanel grid summarizes tax information for the purchase order, including the level (header or line) to which the information applies. Click Details to view additional field-by-field information.
- The Summary subpanel summarizes key information about the purchase order, including the following values:
 - Discount %
 - Tax Date
 - Taxable Total
 - Lines Subtotal
 - Discount Amount
 - Total Tax

Lines

Use the Lines grid to add or update the items you want to purchase.

Next Line

Click Next Line to move down the list of existing lines. If the cursor is in the last line, the system creates a new line.

Done

Click Done to exit line entry.

Cancel

Click Cancel to end line entry on the current line. Changes to the current line are not saved.

Purchase Order Lines Maintenance Screen

Click Details at the top of the line grid to view and update all available fields in the selected purchase order line.

In Details mode, you can view the following panels for the selected line:

- Main
- Receiving
- Billing
- Charges
- Accounting
- Notes

Order Line Details Screen Buttons

New

Click New to create a new purchase order line. The system assigns the next available line number.

Delete

Click Delete to remove the current line from the order.

Actions (Line Level)

Available actions that apply to the current line include the following.

You can also apply Close, Cancel, and Reopen actions to the entire order at one time. Navigate to the top-level Purchase Orders view; the Actions menu changes to show order-level actions.

- Cancel Line Action on page 833
- Close Line Action on page 833
- Reopen Line Action on page 833

Not all actions are available at all times. For example, Reopen Line displays in gray text if the current line is still open.

Save

Click Save to save your changes to the purchase order line. Click the triangular part of the button and select Save & Next to save and close the current line and to display the next line.

Close

Click close the line and cancel any changes you have made since the last save. The system prompts you to confirm.

Line Details Summary

Supplier

Displays the supplier code, which defaults from the purchase order header.

Purchase Order

Displays the PO number, which defaults from the purchase order header.

Line

Displays the number of the selected purchase order line.

Item

Displays the item ordered on the selected line.

Extended Net Cost

Displays the calculated cost of the selected line in the supplier's currency.

Main (Lines)

Line

Enter a unique identifier for each line of the requisition. Press Enter to create a new line number. The line number is used to identify individual order lines during the purchase order process.

Status

The system displays the PO status.

- Pending: The purchase order is awaiting approval.
- Open: The purchase order has been approved and can be placed with the supplier.
- Closed: All lines have been received.

Site

This value defaults from the header, but you can change it for each line item.

Entity

This field is read only and is automatically populated with the entity that the site is associated with.

Requisition Number

To add a purchase requisition line as an order line, select the line from the browse.

Note: When you bring in an item from a requisition, the system defaults several purchase order line fields, based on data entered on the requisition.

Requisition Line

The system displays the line number associated with the selected purchase requisition.

Item

Enter the catalog or stock identifier used for the inventory system. For memo item purchases, enter a brief description of the item being purchased. For other purchases, enter the item number from the item master. If you entered a requisition number, the system defaults the associated item information.

Supplier Item

If the item has been defined in Supplier Item Maintenance (1.19), optionally use this field to add the item to the purchase order.

Qty Ordered

Enter the quantity of the item needed.

Quantity Received

The system displays the cumulative quantity received against this purchase order line.

Unit Price

Enter the price from the associated price list or discount table. The system uses this information to calculate the extended cost of the line item.

If you created the line by referencing an approved requisition line, be aware that any changes you make to this field are subject to tolerance validation.

Disc %

This value defaults from the header, but you can change it for each line item.

Due Date

Enter the date when items are due to be received at the specified site. Defaults from the header.

Original Due Date

The system displays the due date that was entered when the order was created. Use this as a point of comparison to determine if the Due Date field has been updated.

Performance Date

Enter the supplier's promised delivery date, or leave blank to default to the due date.

Item Details (Lines)**Revision**

Enter a code representing the revision level of the line item.

Item Revision Date

Enter the date on which the item revision becomes effective.

Location

The location associated with the item.

UM Conversion

The system calculates and displays a value in this field, based on the unit of measure (UM) specified for the line item.

- If the line-item UM is the same as the item master UM, a value of 1.0000 displays.
- If the line-item UM is not the item master UM, the system looks for a conversion factor in Unit of Measure Maintenance and displays it. If none is found, a warning displays and the UM Conversion remains 1.0000. Adjust it manually.

You can only modify the conversion factor on a new line. Once a line has been saved, UM Conversion is display only.

Stock UM Quantity

This reference field displays the order quantity converted from the supplier's unit of measure to the unit of measure in which your company stocks this item.

Commodity Code

The commodity code associated with the item.

Single Lot

Specify whether each receipt requires a unique lot number.

Inspection

Specify whether the item is subject to receiving inspection.

Supplier Item Details (Lines)**Manufacturer**

If the supplier item master includes a manufacturer, it displays in this field.

Manufacturer Item

If the supplier item master includes the manufacturer's original item identifier, it displays in this field.

Requested By (Lines)

Requested By

Enter the user ID of the person who is requesting the items on this purchase order line.

Need Date

Enter the date on which the requested items are needed.

Entered By

This field is read only and displays the user ID of the current user.

Blanket Order Details (Lines)

If this line is based on a blanket purchase order created in and released from .NET UI, the system displays information about the blanket order.

Blanket Order

The number of the blanket purchase order created in .NET UI.

Blanket Line

The line number from the blanket order.

Release

The identifier of the blanket order release that resulted in this purchase order line.

Release Quantity

The quantity associated with the current blanket order release of this line.

Blanket Quantity Ordered

The original order quantity of this line from the blanket order.

Blanket Quantity Open

The remaining quantity for the blanket line; that is, Blanket Order Quantity minus total Release Quantity from all releases.

Blanket Amount

The value from the Est Value field on the blanket order.

Remaining Balance

The original blanket amount minus the total value of all quantities released.

Line Order Options (Lines)

Import/Export

This field determines whether an additional frame displays, where you can enter data required for Intrastat reporting. This frame displays at the end of order processing.

Consignment

Select this option if most items on this order are received from the supplier as consigned inventory. This field has an effect only if you are using the optional Supplier Consignment Inventory module. Otherwise, the field is for reference only.

Update Average/Last Cost

Indicate whether the purchase order is to be reflected in the current cost of the item. The update sets the cost to the last cost (that is, this purchase) or to a weighted average cost, depending on the setting in Inventory Accounting Control (36.9.2).

If you use the Cost Management module and select average cost for GL, as well as current costs, the system updates both current and GL costs.

Taxable

Indicate whether items on the order are taxable. Items purchased for resale are normally not taxable. The taxable status on the purchase order header displays as the default for each line item, but you can change it.

Fixed Price

This field indicates whether item prices are fixed or can be updated when Purchase Order Cost Update is run. Fixed Price defaults from the supplier record. The header value sets the default for each new line added to this order.

ERS Option

Enter the Evaluated Receipts Settlement (ERS) option. This defaults from the order header.

ERS Price List Option

Enter the value that indicates which date the ERS Processor should use to determine effective price lists for this line. This value defaults from the order header.

Receiving (Lines), Consignment**Maximum Aging Days**

Enter the maximum number of days consigned inventory is allowed to reside at your facility.

PO Cost Point

Specify which purchase order cost you want the system to use to calculate the purchase price variance. This is the cost at which the usage is paid/invoiced.

- Usage: Use the purchase order cost at time of usage.
- Receipt: Use the purchase order cost at time of physical receipt.

Receiving (Lines), Intrastat**Intrastat Item**

Specify whether Intrastat declarations are made for this line item.

If the item is defined as an Intrastat item in Item Intrastat Data Maintenance, this field is selected by default. Otherwise, the default is determined by the value of Include Memo Items in the PO header. When that field is selected, Intrastat Item is also selected.

Country Code

The system displays the country code and description for the line site company address. You cannot update this field.

Commodity Code

Enter the commodity code associated with this item. Commodity Code defaults from Intrastat Item Maintenance, if one is specified. Otherwise, the system uses the value from Intrastat Control.

You can update the commodity code to any valid value defined in Intrastat Commodity Code Maintenance.

Terms of Delivery

Specify the terms of delivery (FOB point) code for this order line. The value defaults from the PO header. You can update the terms of delivery code to any valid value defined in Terms of Delivery Maintenance.

Nature of Transaction

Specify the nature of transaction code for this order line. The value defaults from the PO header. You can update the nature of transaction code to any valid value defined in Nature of Transaction Maintenance.

Mode of Transport

Specify the mode of transport code for this order line. The value defaults from the PO header. You can update the mode of transport code to any valid value defined in Mode of Transport Maintenance.

Ship Via

The system displays the ship via value specified in the PO header. You cannot update this field.

Country of Destination/Dispatch

Specify the country of destination/dispatch for this order line. The value defaults from the PO header. You can update the country of destination/dispatch to any valid country code.

Country of Origin

Specify the country of origin for this order line. If the item has a country of origin value in the Item Intrastat record, the system uses that as the default. Otherwise, the default is blank.

Statistical Procedure

Specify the statistical procedure for this order. The value defaults from the PO header.

The statistical procedure—specified in Statistical Procedure Maintenance—defines parameters for automatically calculating the statistical value of goods at the border for Intrastat reporting.

Port of Arrival/Dispatch

Specify the port of arrival/dispatch for this order. The value defaults from the PO header. You can update the field to any valid port defined in Port Maintenance.

You cannot leave this field blank if the ship via value entered in the Receive panel is associated with an Intrastat Transportation Maintenance record that has Port Mandatory set to Yes.

Region of Origin/Destination

Enter the region code associated with the origin or destination of this order line. If any values are defined in Region Maintenance, the field cannot be blank. You can enter any valid region code.

Port of Transshipment

Specify the port of transshipment for this order. The value defaults from the PO header. You can update the field to any valid value defined in Port Maintenance.

Net Weight/UM

Enter the net weight and unit of measure of this item. The default is the value in Item Master Maintenance.

Billing (Lines), Credit**Credit Terms Interest**

Enter the credit terms interest percent for this order line. This field defaults from the purchase order header.

Tax Settings (Lines)**Tax Class**

Enter a tax class previously defined in Tax Class Maintenance. Tax class defaults from the purchase order.

Tax Environment

Enter the tax environment that applies to this order. The tax environment determines which tax types apply to orders.

Tax In

This field determines whether the system calculates tax and adds it to the net price or if it assumes the tax amount is already included in the price.

- No: Tax is calculated and added to line-item prices.
- Yes: The prices include tax. During line-item entry, the system retrieves the item price, reverse-calculates the tax amount, and displays the item price, exclusive of tax. To view the tax amount, select the View/Edit Tax Detail option in the trailer.

The value of Tax Included defaults from the purchase order header.

Tax Usage

Enter the tax usage code that applies to this order line. This field defaults from the purchase order header. Tax usage codes identify the normal use of this line item.

Tax usage codes, along with item tax class and tax date, determine which tax rates apply to the line item.

Tax Date

Enter the date used to determine which tax rates apply to this purchase order line. During order entry, the default tax date is the purchase order due date. During shipment and receipt, the default tax date is the transaction effective date.

Charges (Lines), Project**Project**

If applicable, this field displays the project, which defaults from the Charges subpanel in the order-level Billing panel.

Sales/Job

If applicable, this field displays the job, which defaults from the Charges subpanel in the order-level Billing panel.

Subcontract (Lines)

In some manufacturing environments, specific operations or processes may be outsourced to a supplier or subcontractor.

MFG Work Order

Enter the number of the manufacturing work order associated with the subcontract work.

Work Order ID

Enter the work order ID for the manufacturing work order.

Operation

Enter the routing operation number of the subcontract operation.

Subcontract Type

Enter an optional code that represents a subcontract type. Valid values—if any—are defined in Generalized Codes Maintenance for the field subtype.

Lot/Serial

Enter an optional lot or serial number associated with the subcontract item. This value is for reference only.

Accounting (Lines)

Receive Type

This field specifies how the requested item will be received. It defaults from the Charge Account panel in the main Requisition Entry screen.

- Inventory
- Memo
- Subcontract

Purchase, Inventory Account

Enter the purchase and inventory accounts, sub-accounts, and cost centers for this purchase order line.

Notes (Lines)

Use the Notes panel to enter more information about the purchase order line. You can manually enter text for one or more notes in a grid, or you can click Details to access Master Notes functionality, which lets you insert standardized notes text, add attachments, and so on.

From the Details view, click Options to control which types of printed documents include notes text:

- Purchase Order
- PO Receipts
- Return to Supplier

Cancel Order Action

Choose Actions > Cancel Order to change the status of the entire order to Canceled.

When you select Cancel Order, the system sets the status of all open lines to Canceled. The line grid view displays an X symbol in the Status column for each canceled line.

Note: To cancel only an individual line, select Action > Cancel Line from the Line Detail view.

You cannot make any changes to a canceled purchase order or order line. Canceled line items are not considered by MRP, nor can you process receipts against them. However, you can manually change the statuses of individual line items if required.

Close Order Action

Choose Actions > Close Order to change the status of the entire order to Closed.

When you select Close Order, the system sets the status of all open lines to Closed. The line grid view displays a checkmark symbol in the Status column for each line.

Note: To close only an individual line, select Action > Close Line from the Line Detail view.

You cannot make any changes to a closed purchase order or order line. Closed line items are not considered by MRP, nor can you process receipts against them. However, you can manually change the statuses of individual line items, if required.

Email Supplier Action

Choose Actions > Email Supplier to send a copy of the purchase order to the supplier contact.

When you select Email Supplier, the system uses setup data to determine the email address of a supplier contact:

- First, the system looks for a supplier business relation contact person email address associated with the supplier contact entered on the purchase order.
- Next, the system looks for a contact email address for the primary contact of the supplier.
- If no email address is defined for the primary contact of the supplier, no email is generated, and the system displays an error message.

The system uses Purchase Order Print functionality to schedule a QRF report run. The user sees an information message saying that a notification will be sent to the user's Inbox when the Email Supplier task is completed. After the report is finished, the system creates an attachment, transmits it to the appropriate supplier email address, and generates the Inbox message. If the user record of the specified purchase order buyer includes an email address, a copy of the purchase order is also sent to the buyer.

Email Template

The email template used for the Email Supplier action is the common QRF email template. This is configurable in the customer environment, but it is important to understand this template is shared for all reports that are scheduled to be delivered in an email.

The system uses the email template to determine the subject and body of the report notification emails. This template is stored in a special file called report-email-template.txt on the QAD .NET UI home server. The file can be modified if administrators want to change the default content.

Note: The e-mail template can be overridden for a specific scheduling of a report by setting the sys_email_template report value to contain the desired template string. This is possible when scheduling a report programmatically using the Scheduled Report API.

The file is located on the home server as follows:

.../webapps/qadhome/configurations/<configuration-name>/storage/reports/report-email-template.txt

The default content of report-email-template.txt is as follows:

[SUBJECT]

Scheduled Report Completed: {\$RRO_DESC}

[BODY]

A scheduled report from QAD Enterprise Applications has completed:

Report: {\$RRO_DESC} ({\$RRO_CODE})

Description: {\$SR_DESC}

Link to Report: {\$REPORT_FILE_LINK}

The default template structure includes two parts:

- A [SUBJECT] tag followed by the subject content on the next line, which is used as the subject of the email notification.
- A [BODY] tag followed by any number of lines of text, which is used as the body of the email.

The Description field variable is used to pass in relevant information indicating that the email resulted from an Email Supplier action; it is not advised that you remove this field from the email template.

Receive Purchase Order Action

Use the purchase order receiving process to record quantities of ordered items that have been received from your suppliers.

Select the Receive Order item from the Actions menu in Purchase Orders to start the receiving process for the current purchase order.

Note: The order must be in Open status to be received. Otherwise, you cannot select Receive Order.

The navigation always includes two panels, Main and Lines. Additionally, an Exchange Rate subpanel is displayed under some conditions.

You can either:

- Receive individual lines using the Add button on the Lines grid.
- Click the Receive All button in the Lines frame to pre-populate the Lines grid with all lines that have an open quantity.

Note: The default value of Qty Received depends on the setting of Receive Full Quantity in the Main frame. When that option is selected, Qty Received defaults to the open line quantity. Otherwise, it defaults to 0. You can update each individual line, as needed.

Main

Packing Slip

Enter an optional supplier packing slip number for the items received. In many environments, the fiscal document number is recorded here. This field can be used in Accounts Payable for supplier invoicing by fiscal document number. This number is also stored in the tax history.

Receiver

Enter a number that identifies the receiver associated with the items received. If you leave this field blank, the system assigns a number, based on the receiver prefix and the next receiver number maintained in Purchasing Control. When you receive or return purchased items, the system always generates a receiving record (receiver). Use it to verify the supplier invoice data entered in Accounts Payable.

Receive Full Quantity

Enter Yes if the supplier delivers all line items in a complete shipment for this purchase order; otherwise, enter No. This value defaults from Purchasing Control. You can change it, as needed.

Effective Date

Enter the receipt effective date. The default is the system date, but you can modify it, as needed. The system verifies that the effective date is within an open fiscal period.

Ship Date

Enter the date that the supplier shipped the items.

Receipt Date

Enter the date on which the items were received from the supplier.

Exchange Rate

This subpanel is displayed only under these conditions:

- The order currency is not the same as the base currency.
- The Fixed Rate option is not selected.

Exchange Rate From

Displays the exchange rate of the order currency against a unit of base currency.

Exchange Rate To

Displays the base currency.

Lines**Line**

Enter a number that identifies an open line on the purchase order. When you enter a line number; the item number, unit of measure, and supplier item number are displayed.

Item

Enter the code that identifies an item to be received on this purchase order receipt.

Type

The receipt type; for example, S for a receipt related to a subcontract purchase order.

Qty Open

The system displays the unreceived quantity from the purchase order.

UM

The system displays the unit of measure of the open quantity.

Qty Received

Enter the quantity received for this line item. The default quantity to receive is set, based on the value of Receive All:

- If Receive All is set to Yes, the quantity to receive defaults from the open quantity on the purchase order line.

- If Receive All is set to No, the quantity to receive defaults to zero and you must enter it manually.

UM Received

Enter the unit of measure (UM) for the quantity received. If you enter a value other than the item master unit of measure, the system accesses the conversion factor defined in Unit of Measure Maintenance.

Packing Qty

Enter the quantity listed on the supplier packing list.

This amount is usually the same as the quantity received. If it is not, you can record any discrepancy between the actual quantity received and the quantity listed on the packing list. Review these records later during invoice matching.

Due Date

The line item due date from the purchase order.

Cancel B/O

This field determines how the system handles unshipped quantities.

No: Any remaining unshipped quantity remains open on backorder. This quantity can be shipped at some future time.

Yes: The quantity remaining is canceled and is not received later; the quantity required is set to zero and MRP is notified of the decreased requirement.

Typically, Cancel B/O is set to Yes when only a trivial quantity remains to be shipped. For example, 10,120 items ship on an order for 10,124.

Site

Enter the site where this item was received. Site defaults from the order, but you can change it, if necessary.

Set Multi Entry to Yes to receive inventory into multiple locations or to specify multiple lot/serial and reference numbers, maintaining complete traceability.

Note: You cannot change the site if multi-entry detail lines exist. To change the site, you must first delete each multi-entry line.

Multi Entry

Enter Yes to specify multiple locations or lot/serial and lot reference numbers.

When multi-entry lines exist, Multi-Entry is set to Yes and cannot be changed. You also can no longer update the Site, Location, Lot/Serial, or Ref fields in the line detail. To change any of these values, you must first delete each multi-entry line.

Location

Enter the location where this item was received.

Set Multi Entry to Yes to receive inventory into multiple locations or to specify multiple lot/serial and reference numbers, maintaining complete traceability.

Lot/Serial

Enter the lot/serial number of the items received on this purchase order line.

Set Multi Entry to Yes to receive inventory into multiple locations or to specify multiple lot/serial and reference numbers, maintaining complete traceability.

Reference

Enter the optional lot reference number for the items received on this purchase order line.

Set Multi Entry to Yes to receive inventory into multiple locations or to specify multiple lot/serial and reference numbers, maintaining complete traceability.

Use lot references to subdivide lot/serial numbers. Each lot reference can have its own quantity, status, and lot characteristics such as assay and expiration date. Lot reference is optional and can be left blank.

Supplier Lot

Enter a supplier lot or serial number for reference. To specify multiple supplier lot numbers, set Multi Entry to Yes.

To assign your own lot number to the material being received or to use the supplier lot number in your tracking records, specify the number in Lot/Ser. The system maintains detailed receipt records showing that the lot number you enter in Lot/Ser is directly related to the supplier lot number specified here.

Production Order

For a subcontract line item (receipt type S), the work order or production order number.

ID

For a subcontract line item (receipt type S), the production order or cumulative order lot ID associated with the subcontracted service. A single production order or cumulative order can have multiple associated lot IDs.

Operation

The operation number associated with the subcontract order.

Project

The project identifier associated with the subcontract order.

Supplier Item

The supplier item number associated with line item.

Unit Price

The unit price of the line item.

Discount %

The discount percentage associated with this line item.

Ext Net Cost

The cost of the line after an applicable discount is taken.

Currency

The receipt currency.

Remarks

Optional remarks about this receipt line.

Return Purchase Order Action

Use the purchase order return process to return received quantities of ordered items to your suppliers.

Select the Return Order item from the Actions menu in Purchase Orders to start the return process for the current purchase order.

Note: Return Order is available only when one or more lines have had a quantity received.

The navigation includes two panels, Main and Return Items.

You can either:

- Return individual lines using the Add button on the Return Items grid.
- Click the Return All button in the Return Items frame to pre-populate the grid with all lines that have a received quantity. Depending on the Return Full Quantity setting, Qty to Return for each line defaults to either zero or the quantity received, less any quantity returned previously.

Main

RTV Number

Enter a number identifying the receiver associated with the items returned. An RTV (return to vendor) number is a form of receiver number. If you leave this field blank, the system assigns a number based on the receiver prefix and next receiver number maintained in Purchasing Control.

Return Full Quantity

Select this option to set the default Qty to Return in the Return Items grid to the entire purchase order line quantity. Otherwise, Qty to Return defaults to zero.

Return to Replace

Select this option if the returned item is to be replaced; the system adds a new line to the original purchase order for the returned quantity. Otherwise, the return is for credit.

For a return for replacement, all fields on the new PO line default to the values for the returned line item, except that Order Quantity shows the quantity returned, and Qty Received is set to zero.

Effective Date

Enter the return effective date. The default is the system date, but you can modify it as needed. The system verifies that the effective date is within an open fiscal period.

Ship From

The company address from which the returned items will be sent. Defaults from the ship-to on the purchase order. This value is used in conjunction with ship-to to determine if a shipper should be created for the return being processed. If a Shipping Group is set up with the specified ship-from as a source and the ship-to as a destination, and this Shipping Group is marked to create shippers for PO Returns, then a shipper will be created. If the value of the ship-from is not blank, the system validates this field to ensure that the ship-from is a valid site. If the ship-from is not a valid site, you cannot proceed with PO Return.

Ship To

The company address to which the returned items will be sent. Defaults from the supplier on the purchase order. This value is used in conjunction with the ship-from to determine if a shipper should

be created for the return being processed. If a Shipper Group is set up with the specified ship-from as a source and the ship-to as a destination, and this Shipping Group is marked to create shippers for PO Returns, then a shipper will be created.

Return Items

Line

Enter a number that identifies a line on the purchase order that has a received quantity. When you enter a line number, the system populates various grid fields with values from the purchase order line record.

Item

The system displays the code that identifies an item to be returned.

Description

The system displays the description of the item from the purchase order line.

Quantity to Return

Enter the quantity of this line item to be returned. If Return Full Quantity is Yes, this is set by default to the quantity received.

UM

Specify the unit of measure of the received quantity. The value defaults from the receipt document.

Packing Qty

Specify the packing quantity for this return line. The default is zero.

This amount is usually the same as the quantity received. If it is not, you can record any discrepancy between the actual quantity received and the quantity listed on the packing list.

Receiver

Specify the inventory transaction number associated with the purchase order receipt for this line.

Site

Enter the site where the items being returned to the supplier are currently located.

Set Multi Entry to Yes to return inventory from multiple locations or to specify multiple lot/serial and reference numbers, maintaining complete traceability.

Note: You cannot change the site if multi-entry detail lines exist. To change the site, you must first delete each multi-entry line.

Reason

Enter a code identifying the reason for the return.

When a Return to Supplier is processed, the items are taken from inventory and the quantity returned is recorded. The Supplier Performance Report uses this return quantity to evaluate supplier performance. The quantity returned is listed and compared to the receipt quantity.

Multi Entry

Enter Yes to specify multiple locations or lot/serial and lot reference numbers.

When multi-entry lines exist, Multi-Entry is set to Yes and cannot be changed. You also can no longer update the Site, Location, Lot/Serial, or Ref fields in the line detail. To change any of these values, you must first delete each multi-entry line.

Location

Specify the location from which the returned quantity is to be issued. Often, this is a scrap or inspection location.

Set Multi Entry to Yes to return inventory from multiple locations or to specify multiple lot/serial and reference numbers, maintaining complete traceability.

Lot

Enter the lot/serial number of the items returned on this purchase order line.

Set Multi Entry to Yes to return inventory from multiple locations or to specify multiple lot/serial and reference numbers, maintaining complete traceability.

Reference

Enter the optional lot reference number for the items returned on this purchase order line.

Set Multi Entry to Yes to return inventory from multiple locations or to specify multiple lot/serial and reference numbers, maintaining complete traceability.

Use lot references to subdivide lot/serial numbers. Each lot reference can have its own quantity, status, and lot characteristics such as assay and expiration date. Lot reference is optional and can be left blank.

Supplier Lot

Enter a supplier lot or serial number for reference. To specify multiple supplier lot numbers, set Multi Entry to Yes.

To assign your own lot number to the material being returned or to use the supplier lot number in your tracking records, specify the number in Lot/Ser. The system maintains detailed receipt records showing that the lot number you enter in Lot/Ser is directly related to the supplier lot number specified here.

Reopen

If the purchase order line to be returned is in Closed status, indicate whether it should be reopened.

Qty Ordered

The system displays the total quantity ordered from the purchase order.

Qty Received

The system displays the total quantity received to date.

Qty Returned

The system displays the total quantity returned before the current return transaction.

Qty Net Received

The system displays the total quantity received to date minus any quantities returned before the current return transaction.

UM

The system displays the unit of measure for the quantity received.

Due Date

The system displays the line item due date from the purchase order.

Project

The system displays the project identifier associated with the subcontract order.

Supplier Item

The system displays the supplier item number associated with line item.

Type

The system displays the return type; for example, S for a return related to a subcontract purchase order.

Reopen Order Action

Choose Actions > Reopen Order to change the status of the entire order to Open.

When you select Reopen Order, the system sets the status of all lines to Open. The line grid view displays an O symbol in the Status column for each line.

Note: To reopen only an individual line, select Action > Reopen Line from the Line Detail view.

When you reopen a purchase order line, it is again considered by MRP, and you can process receipts against it.

Cancel Line Action

Choose Actions > Cancel Line to change the status of an individual line to Canceled.

When you select Cancel, the system sets the status of the current line to Canceled. The line grid view displays an X symbol in the Status column.

Note: To cancel all lines at the same time, navigate to the top level of the purchase order and select Action > Cancel Order.

You cannot make any changes to a canceled purchase order line. Canceled line items are not considered by MRP, nor can you process receipts against them. However, you can manually change the statuses of individual line items, if required.

Close Line Action

Choose Actions > Close Line to change the status of the selected line to Closed.

When you select Close Line, the system sets the status of the current line to Closed. The line grid view displays a checkmark symbol in the Status column for the line.

Note: To close the entire purchase order, select Action > Close Order from the top-level view.

You cannot make any changes to a closed purchase order or order line. Closed line items are not considered by MRP, nor can you process receipts against them. However, you can manually change the statuses of individual line items, if required.

Reopen Line Action

Choose Actions > Reopen Line to change the status of the current line to Open.

When you select Reopen Line, the system sets the status of the selected line to Open. The line grid view displays an O symbol in the Status column for the line.

Note: To reopen all lines, select Action > Reopen Order from the top-level view of the purchase order.

When you reopen a purchase order line, it is again considered by MRP, and you can process receipts against it.

Supplier Schedules

Use supplier schedules to communicate ongoing demand to your suppliers.

Supplier schedules are cumulative, schedule-driven purchase orders with multiple line items from which releases of requirements and due dates are issued. They are typically used by companies with long-term supplier contracts that require regular weekly or daily deliveries.

Most setup activities are currently performed in Enterprise Edition through the QAD .NET UI interface. These tasks are described in *QAD Scheduled Order Management User Guide*.

Supplier Scheduled Orders

Use Supplier Scheduled Orders to view key values on supplier schedules and to specify schedule variance percentages.

Use Supplier Schedule Maintenance in QAD .NET UI to define the content of schedules.

In the QAD Web UI, Supplier Scheduled Orders provides read-only access to a limited number of key fields. It also lets you specify tolerances for variances between scheduled releases. If the calculated variance between releases is outside the tolerance, the system displays graphical indicators in Supplier Scheduled Releases to alert the planner to areas that require attention.

Main

This frame displays information about the schedule header, including supplier and ship-to addresses, effective date range for the schedule, and the buyer. You cannot update these fields.

Order Lines

This grid displays information about the individual line items on the scheduled order. Most values come from order setup data in QAD .NET UI and you cannot update them.

The only accessible fields are related to schedule variances.

Line

This number uniquely identifies a line on this scheduled purchase order. Unique line numbers let you enter multiple lines for the same item, as long as each line has a different ship-to site.

Ship-to Site

This is the site for which this scheduled order detail line is being placed.

Item

The item number this detail record is for. For scheduled orders, the combination of item and ship-to site uniquely identifies a detail line item.

Item Description

A description of the item, taken from item master data.

Supplier Item

The item number by which the supplier identifies this item.

Both your item number and the supplier item number are listed on most reports and inquiries, and both print on the formal purchase order document.

Unit of Measure

The unit of measure (UM) for this line item. The value defaults from the item master, or for a supplier item, from Supplier Item Maintenance.

Unit Cost

The purchase cost per unit for this item.

This is the price you have agreed to pay the supplier for this item. It prints on all formal documents and is used to calculate taxes and purchase commitments. If the invoice arrives with any variance from this price, the variance is calculated and posted to the AP Rate Variance account.

Plan Schedule Variance

Specify the percentage by which the current release quantity on planning schedules can exceed the previous quantity without being flagged as an exception in Supplier Scheduled Releases.

Negative Plan Schedule Variance

Specify the percentage by which the current release quantity on planning schedules can underrun the previous quantity without being flagged as an exception in Supplier Scheduled Releases.

Ship Schedule Variance

Specify the percentage by which the current release quantity on shipping schedules can exceed the previous quantity without being flagged as an exception in Supplier Scheduled Releases.

Negative Ship Schedule Variance

Specify the percentage by which the current release quantity on shipping schedules can underrun the previous quantity without being flagged as an exception in Supplier Scheduled Releases.

Supplier Scheduled Releases

Use Supplier Scheduled Releases to manage active shipping and planning releases.

Supplier Scheduled Releases lets you:

- Review all active shipping and planning scheduled releases in a single view, including graphical icons and cell shading to indicate that quantity variations between releases are outside of specified tolerance limits.
- Manage these schedules with the Manage Scheduled Releases action, which lets you update key values as needed.

Browse

Use standard search tools to narrow the display to schedules of interest; for example, you might want to only see planning schedules, and only those that have a variance indicator. If any of the releases require action, select Action > Manage Schedule Releases.

Manage Schedule Releases Action

When you select the action, you have a chance to further refine the list of releases created by the browse selection criteria. Set the options in the Criteria panel as required, then click Search at the bottom of the Additional Criteria subpanel to view the releases.

Search Criteria

The system displays the user-defined criteria that were set in the initial search browse.

Required Criteria

The system displays several predefined criteria that are always applied to the initial search.

Show Exceptions Only

When this option is selected, the list will be limited to releases that have a variance indicator in the first column—that is, releases with a quantity that varies from the previous release by more than the specified positive or negative tolerance threshold.

Reference

Optionally, enter a range of reference codes for selecting schedule releases.

Qualifier

Optionally, use this field to limit the selection to either Firm or Planned schedules. By default, the selection includes both.

Date Range

Optionally, enter a range of release dates.

Variance Threshold

Optionally, specify the parameters for selecting releases based on the variance threshold defined in the schedule.

- Less than: enter a percentage
- Range: enter minimum and maximum percentages
- Equals: enter a percentage
- Greater or equal to: enter a percentage
- Greater than: enter a percent
- Is not null: the selection includes all releases whose schedules have any variance thresholds defined
- Less or equal to: enter a percentage

Updating Release Data

After generating the list of releases that you might want to review or take action on, you can use the resulting grid to update some fields. For example, on lines with out-of-tolerance quantity variances, you can change the quantities to be more appropriate.

Note: The checkbox column at the left of the grid determines whether release records are updated when you click Save. By default, all lines are checked. The system only saves lines that still checked when you click Submit.

You can update fields on two levels:

- The release
- Detail buckets within the release

To change release values, select a line. The following fields become available for update:

Prior Cum Required

The total quantity required prior to the date of release.

Prior Cum Date

The up to and through date of a prior cumulative required quantity.

Fab Qty

The quantity of finished items the supplier is authorized to produce for the time period.

Fab Start

The first date when the supplier is authorized to begin manufacturing to fill this order.

Fab End

The last date when the supplier is authorized to begin manufacturing to fill this order.

Raw Qty

The quantity of manufactured items for which the supplier is authorized to purchase raw materials for the time period.

Raw Start

The first date when the supplier is authorized to begin purchasing raw materials to fill this order.

Raw End

The last date when the supplier is authorized to begin purchasing raw materials to fill this order.

Active Start

The starting date for the schedule horizon.

Active End

The ending date for the schedule horizon.

To view the individual release buckets for a schedule, click the maximize/minimize arrow in the left column of the grid. The following fields become available for update:

Reference

Optionally, enter or update the reference associated with this schedule bucket.

Adjusted Quantity

Optionally, update the quantity of this schedule bucket.

Adjusted Variance

The system displays as a percentage the difference between the quantity on the current release and the quantity on the previous release.

The system color-codes this cell based on the positive and negative variance tolerance values associated with the schedule:

- No shading: The difference is within tolerance.

- Orange: The increased quantity exceeds the positive tolerance percentage.
- Yellow: The decreased quantity exceeds the negative tolerance percentage.

The system updates the shading when you change the Adjusted Quantity value.

Qualifier

Optionally, update the schedule qualifier associated with this schedule bucket: Firm or Planned.

Schedule Update from MRP

Schedule Update from MRP creates a new supplier schedule release.

Schedule Update from MRP locates all planned orders for the selected items and schedules quantities and dates using scheduled order parameters. MRP planned orders for a co-/by-product or a base process item cannot be used to update supplier schedules.

Creating Releases

To create supplier schedules automatically from MRP data, run Schedule Update from MRP after creating a scheduled order and distributing percentages for the items among multiple suppliers.

To create supplier schedules for subcontract operations, enter the scheduled PO number and line number into the subcontract routing operation using Subcontract Order MRP %. Also, set the order type to S for scheduled, repetitive. The order must use a routing which refers to the scheduled order and line. This function will then locate planned and released order operations to build a new schedule for each scheduled purchase order processed.

To create scheduled releases manually, enter scheduled orders, then enter specific due dates and quantities in Schedule Maintenance.

No matter how the release is created, you can now modify it in Schedule Maintenance, send it to your supplier, and repeat this process on a daily or weekly basis with updated requirements.

Adjusted Dates and Quantities

Schedule Update from MRP takes planned orders from MRP and distributes the requirements among suppliers using the percentages in Scheduled Order MRP % Maint. Next, it looks at the scheduled order for that supplier and adjusts the due dates and quantities using the following calculations:

For due dates:

1. Back-schedules for safety days from the planned order due date.
2. Back-schedules for Ship/Delivery Pattern from the safety day schedule. This may split the delivery —half Monday and half Wednesday.
3. Back-schedules for Supplier Calendar from the ship/delivery date.

For quantities:

1. Revises net required (open, not scheduled) quantities to Standard Pack Quantity multiple.
2. Displays any unfulfilled prior cumulative requirements.
3. Displays fabrication and raw authorizations quantities and start and end dates.

The quantity ordered displays in the MRP Demand column of the report.

Replacing Schedules

Each time you run Schedule Update from MRP, all or part of the schedule is replaced. If Firm Days in Scheduled Order Maintenance is set to 0, the schedule is replaced with current requirements. MRP treats this type of schedule as it would planned orders—if Firm Days is nonzero, requirements within the firm time fence are not changed. MRP treats this part of the schedule as it would firm planned orders—these are considered scheduled receipts. Outside of this period, the schedule is replaced. In case of any new requirement that falls within the firm time fence, the work order is not processed and the warning displays.

Schedule Bucketing

Depending on Schedule Days, Schedule Weeks, and Schedule Months in the scheduled order, the requirements may be grouped in weekly or monthly buckets or truncated to fit the supplier's planning horizon. The number of daily buckets may be adjusted so that weekly and monthly buckets start on Mondays.

With the Report Detail/Summary field set to Detail, the calculation prints an audit trail. Always set Update to No and preview the report before creating releases.

Supplier Time Window Processing

Each time you run Schedule Update from MRP, all or part of the schedule is replaced. If Firm Days in Scheduled Order Maintenance is set to 0, the schedule is replaced with current requirements. MRP treats this type of schedule as it would planned orders—if Firm Days is nonzero, requirements within the firm time fence are not changed. MRP treats this part of the schedule as it would firm planned orders—these are considered scheduled receipts. Outside of this period, the schedule is replaced. In case of any new requirement that falls within the firm time fence, the work order is not processed and the warning displays.

Effective Dates

The system determines whether a scheduled order line is active before assigning demands to the schedule release that it creates for the order or supplier. If the planned order is outside of the scheduled order line effective date range, the system:

- Excludes the planned order on the schedule release
- Displays the excluded planned order and a message indicating the order is not active
- Displays the demands for the excluded order

Scheduled orders have both header and line start and end effective dates. When processing the order, the system uses the line start date and the later of the header or line end date as the active order line date range.

Zero Schedules

If there is no demand for an item, the system creates a zero-quantity schedule to inform suppliers that an item is not needed. You specify the number of zero schedules to produce in the Zero Schedules field in Supplier Schedule Control and Scheduled Order Maintenance.

The system creates zero schedules when you run Schedule Update from MRP when:

- The prior schedule has zero net requirements.
- A record exists in Scheduled Order MRP % Maintenance or Subcontract Order MRP % Maintenance.

- The number of zero schedules sent by the system does not equal the number specified in Scheduled Order Maintenance.

Note: The system count of zero schedules does not include zero schedules you manually create in schedule maintenance programs.

Previous Quantity

The report output includes the quantity of the previous active release. The system uses this value to calculate the variance between the active release and the previous active release.

Previous Quantity is 0 when:

- There is no previous active release.
- There is no previous active bucket.
- The interval of the previous active bucket is not equal to the interval of the active bucket; for example, Monthly (Previous) = 1000, while Weekly (Active) = 250.

Corrections

When you run Schedule Update from MRP by mistake, you can use Schedule Maintenance to either modify the release or reactivate a previous release. All releases are maintained on the system, identified by their Release ID.

Settings

For more information about running reports, see Reports on page 96.

Filters

Purchase Order

Enter the customer purchase order for this function to consider.

Item Number

Enter an item number to filter criteria.

Site

Enter the site for this function to consider.

Supplier

Enter the address code that uniquely identifies a specific supplier—pointing to their name and address, and the supplier data and credit information applicable to this name and address. This is the supplier associated with the purchase order.

Planner

Enter the planner code to filter criteria. This is an optional code identifying the person responsible for planning the manufacture of the item.

Include MPS/non-MPS Items

Specify whether this function includes master production schedule items or items not on the master production schedule.

Include GRC Items

Specify whether this function includes GRC items.

Generate Planning Schedules

Specify whether to generate planning schedules for this release.

This function generates planning schedules for each scheduled order line item that meets the selection criteria when you set this field and specify to Update. Also, the schedule week or months must have a nonzero value for the applicable order line before this function can generate planning schedules.

You must generate either a planning schedule or a shipping schedule. When Generate Shipping Schedules is No, the value for this filter must be Yes. Planning schedules can be generated and used individually, or they can be generated and used in combination with shipping schedules.

This field cannot be updated when Enable Shipping Schedule is No in Supplier Schedule Control.

When Generate Shipping Schedules is No in Supplier Schedule Control and this filter is Yes, item requirements for the number of schedule days specified on applicable scheduled order lines are loaded into planning schedules rather than shipping schedules. These requirements display in daily requirement buckets on each planning schedule.

Generate Shipping Schedules

Enter Yes to generate shipping schedules for this release.

This function generates shipping schedules for each scheduled order line item that meets the selection criteria when you set this filter to Yes and specify to Update. Also, the schedule days must have a nonzero value for the applicable order line before this function can generate shipping schedules, and Generate Ship Schedule From MRP must be Yes for the applicable order line.

This field cannot be updated when Enable Shipping Schedule is No in Supplier Schedule Control.

When all conditions are met, the system:

- Generates a supplier schedule to cover item requirements for the schedule days specified on each applicable scheduled order line.
- Divides daily shipping requirements into hour and minute buckets based on the SDT code and standard pack quantity specified for each scheduled order line.

You must generate either a planning schedule, or a shipping schedule. When Generate Planning Schedules is No, the value for this filter must be Yes. Shipping schedules can be generated and used individually, or they can be generated and used in combination with planning schedules.

When Generate Shipping Schedules is No and Generate Planning Schedules is Yes, item requirements for the number of schedule days specified on applicable scheduled order lines are loaded into planning schedules rather than shipping schedules. These requirements display in daily requirement buckets on each planning schedule.

As of Date

Specify the beginning date for schedule releases generated by this run. The day prior to this date is stored in the Prior Cum Date field of each new schedule release generated. Schedule detail requirements will start on or after this date.

For scheduled order detail records with a positive number of firm days and an existing prior schedule, all firm detail requirements of the prior schedule before this date will be summed into the Prior Cum Req field and deleted.

For all other scheduled order detail records, MRP planned order requirements before this date will be summed into the Prior Cum Req field.

Calendar/Working Firm Days

Specify either Calendar (the default) or Working firm days, depending on how you want the system to interpret the number of days you set as Firm Days in Scheduled Order Maintenance. Orders within the Firm Day period are not replanned by MRP.

When set to Calendar, the system refers to the supplier calendar set up in Supplier Calendar Maintenance. When set to Working, the system refers to the shop floor calendar set up in Calendar Maintenance. Note that this is only relevant when Firm Days is set to a value greater than zero.

Report Detail/Summary

Specifies the level of detail to appear on this report. Detail prints a detailed report of each transaction selected on this report. Summary prints a report with transaction totals only. Detailed reports are normally used as audit trails or when investigating sources of errors. Summarized reports are useful when you just need a bottom line total.

Print Exceptions Only

Specify whether the system displays only exception messages or displays data for the entire scheduled order and schedules including exceptions. When Yes, the system displays only exception messages. When No, all scheduled order data, schedules, and exception messages display.

Update

Check this option to run this program in update mode and change records in the database. When not checked, the system runs this program in report-only mode, without updating the database. A report prints for review with SIMULATION displayed at the top of each page.

Asset Management

Use Asset Management to effectively manage your organization's physical assets.

With Asset Management, you can maximize manufacturing equipment use and minimize repair costs. Lifecycle management includes design, construction, commissioning, operation, maintenance, and replacement of plant, equipment, and facilities.

Master Instruction Lists

Use master instruction lists to develop work procedures to perform on equipment.

You can associate one master instruction list with a number of PM templates or copy an MIL to corrective maintenance asset work orders.

Main

Kind

The kind of master instruction list.

- **Instruction:** Used to create steps detailing maintenance activities that need to be done for an asset work order issued from a PM or directly attached to an asset work order.
- **Route:** Used to create steps for taking DUOM readings for one or many pieces of equipment for an asset work order issued from a PM or directly attached to an asset work order.
- **Safety:** Safety procedures used to create steps for internal and external safety requirements that need to be assessed with possible corrective actions for asset work orders issued from a PM or directly attached to an asset work order.

Description

A description explaining the purpose of the MIL.

Type

The type of MIL based on a user-defined grouping of MILs by function, such as rebuild, calibrate, or lubrication.

Procedure

A free-form field that can be used as a cross-reference to another application, such as a quality system that may identify this MIL.

Owner

An optional setting that adds security to the MIL by limiting the users who can modify it. If an owner is defined, only that user or group can modify the list.

Steps

Step

The step number. This value is automatically assigned by the system. To change the order of the steps, use the Move Up or Move Down actions on the Instruction Lists (EAM) subdetail in the QAD .NET UI.

Description

The Steps table lists the tasks associated with the selected MIL. Each line describes one procedure that must be completed for this MIL.

Quantity

The number of people required to complete the step.

Craft

The specific craft required to complete this step from a validated table of user-defined codes. The regular pay rate for each craft is defined within the Craft lookup.

Skill

The skill level required to complete this step, selected from a validated table of user-defined codes.

Standard Hours

The calculated amount of time in whole and fractional hours required to complete this step, based on the Hours and Minutes fields.

Cost

The calculated cost to complete this step. $\text{Quantity} * \text{Standard Hours} * \text{Pay Rate}$.

Equipment

The equipment required to perform this step.

DUOM

The equipment's DUOM, which defaults from the equipment record. If necessary, use the lookup to enter another DUOM defined for the equipment.

Reading Date

The reading date for the equipment.

Reading

The current reading for the equipment.

Time

The time the reading was taken.

DUOM Description

A description of the DUOM.

Type

The type of master instruction list.

Equipment Description

The description of the equipment from the equipment's record.

Hours

The estimated amount of time in whole hours required to complete this step.

Minutes

The estimated amount of time in whole minutes required to complete this step.

Regular Pay Rate

The standard hourly rate an employee is paid for this task, expressed in the company's base currency.

Tool DUOM

The DUOM defaults from the tool's serial number record.

Tool Number

The tool number of a tool for this template.

Tool Number Description

A description of the tool selected in Tool Number.

Tool Serial

The serial number for the tool you selected in Tool Number.

Details***Main******Craft***

The specific craft required to complete this step from a validated table of user-defined codes. The regular pay rate for each craft is defined within the Craft lookup.

Quantity

The number of people required to complete the step.

Skill

The skill level required to complete this step, selected from a validated table of user-defined codes.

Regular Pay Rate

The standard hourly rate an employee is paid for this task, expressed in the company's base currency.

Description

A free-form text field to describe the step in detail.

Route Options

The route options are only enabled for Route MILs. When a PM Route MIL for DUOM Readings is attached, each step of the MIL has a piece of equipment or serialized tool specified with its DUOM. This is used on PM templates and work orders to facilitate recording equipment or serialized tool DUOM readings.

Equipment

Use the lookup to select the piece of equipment.

DUOM

The equipment's driving unit of measure, which defaults from the equipment record.

Tool Number

Enter the tool number or use the lookup to select a tool for this MIL.

Tool Serial

The serial number for the tool you selected.

Tool DUOM

The DUOM defaults from the tool's serial number record.

Type

Monitor or Meter

Reading

The current reading for the specified equipment or tool. It defaults from the Date Read field in Readings.

Reading Date

The reading date for the specified equipment or tool.

Master Parts Lists

Use the master parts lists to build a standard list of parts required for a preventive maintenance or corrective maintenance asset work order.

You can create multiple parts lists, group them by user-defined type fields, provide descriptions, and cross-reference other quality systems procedures. You can associate one master parts list with multiple PM templates or copy the list to the corrective maintenance asset work orders.

Main

Type

The type of parts list, based on a user-defined grouping of parts lists, such as parts associated with specific pieces of equipment or certain types of repairs.

Description

The purpose of the parts list.

Procedure

A cross-reference to another application, such as a quality system, to identify this master parts list.

Source Site

The site from which this master parts list sources its parts. The parts lookup filters to the specified source site.

Owner

An optional setting that adds security to the parts list by limiting the users who can modify it. If an owner is defined, only that user or group can modify the list.

Parts

Part

The individual parts that make up this list. Add new parts by selecting New and entering the required information. The Part lookup is filtered to the specified source site.

Part Description

The part description, automatically populated for stock parts. For non-stock parts, enter the part description

Quantity

The number of this part required to perform the task for an asset work order.

Total Cost

The total cost for the part, which Asset Management calculates by multiplying the part's current cost by the planned quantity in the parts list. For non-stock parts, enter the total cost for the parts by multiplying the part cost by the quantity required.

Parts List

The parts list with which this line item is associated.

Source Site

The site where the part is located.

Issue UOM

The issue unit of measure, which may differ from the vendor's specified order unit of measure. For example, a vendor may sell parts by the box, but your organization uses and issues the parts by Each, meaning one at a time.

UOM Cost

The part's cost per unit.

Equipment

Use Equipment to track regularly scheduled work and breakdowns while collecting repair and maintenance cost information for each piece of equipment.

You can use Equipment to store and track information, including maintenance requests, cost analysis, failure analysis, bills of material, driving units of measurement, and serialized components. System-wide information feeds back into the equipment record. Historical data triggers preventive asset work orders for equipment associated with metering data and failure analysis.

Equipment Entry Screen Buttons**New**

Select New to create a new equipment record.

Edit

Select Edit to edit the highlighted equipment record.

Actions

You can perform the following actions from the Equipment Actions menu:

- Initialize Limits Action on page 855
- Lock/Unlock Action on page 855
- Rename Equipment Action on page 856
- Refresh Action on page 856

Main

Equip No

The equipment number.

Description

A brief description of the piece of equipment.

Category

The most general equipment code. Use it to designate ownership or virtual equipment.

Type

The type of equipment, grouped by functional application or classification.

Status

The status of the equipment or machine. A code shows the current standing of the equipment; for example, A-Active, I-Inactive Equipment, R-Retired Equipment, T-Transferred Equipment.

Location

The physical location of a piece of equipment.

Catalog

The class or group structure of equipment.

BOM Type

A grouping of system and assembly codes unique to a specific type of equipment, building, or facility.

Failure Type

Group selected failure and repair codes for the equipment. When the failure or repair lookup runs from the Work Order Maintenance screen in the QAD .NET UI, the system filters to those codes linked to the failure type of the equipment.

Priority

The priority level for the piece of equipment. It automatically is copied to maintenance requests and asset work orders added for this equipment.

Has Parent

When selected, indicates that this piece of equipment is a child to another and attaches the equipment to the parent. For example, the parent equipment could be a virtual piece of equipment representing a production line and the children are the blow mold machines, formers, labelers, conveyors, and palletizers.

Parent Code

The parent code of this child equipment, when applicable.

Update Children

When selected, the equipment DUOM updates when the parent's current reading changes. Any children conversions set up in DUOM Conversion are calculated.

Planner

The employee responsible for planning the maintenance on a piece of equipment. QAD validates the selection against a list of designated planners. Planner is copied to associated PM templates and asset work orders.

Responsible

The employee who is responsible for the equipment.

Owner

The user or group authorized to edit the equipment record. If an owner is associated with the equipment record, only the owner or owner group members can edit the equipment record.

Work Order Owner

If a work order owner is added to the equipment record, only the owner or owner group members can edit asset work orders for that equipment.

Notify

The user or group of users to notify with email when a piece of equipment reaches its spending limits.

Manual

The name of the equipment manual for a specific piece of equipment. This field is for reference purposes only.

Details**Purchase Order**

The original purchase order number used to purchase the equipment.

Purchase Date

The date on which the equipment was purchased.

Vendor

The vendor from whom the equipment was purchased.

Acquisition Cost

The original purchase cost of the equipment.

Project

Use a project number when you purchase and install a new piece of equipment. When you enter a project number, Asset Management defaults the acquisition cost from the total spent in the project record.

Job

A valid job number associated with the specified project.

Cost Center

The job cost center from Finance > Projects in the QAD .NET UI.

Sub Account

The job sub-account number from Finance > Projects in the QAD .NET UI.

Date Capitalized

The job's capitalize date, from Finance > Projects in the QAD .NET UI. This field cannot be modified.

Manufacturer

The manufacturer for the piece of equipment.

Model

A reference field for storing the equipment or machine's model number.

Year Made

The year the equipment was built.

Asset Serial

The serial number of the equipment or machine. Serial number is for reference purposes only.

Weight

The weight of the asset or equipment represented by the Gross Vehicle Weight Rating.

Weight UOM

The weight unit of measure.

Tax Authority Location

The physical location where the asset resides to identify proper depreciation/tax codes.

Profile ID

The profile ID of the equipment.

Fixed Asset

This panel is for reference purposes. It is not integrated with the Fixed Assets module.

Fixed Asset Code

The asset number that cross-references the equipment with the equipment fixed asset or tag number from your finance department.

Created

The default value for this field is blank. The field is system generated when the interface picks up the asset and sends it to asset accounting as a new asset. When this field contains a date, clear the New Asset check box.

Installed

The date the piece of equipment was installed.

Retired

The date the piece of equipment was removed from service, when applicable.

New Asset

By default, this check box is clear. It is only enabled if the Asset Create Date field is blank. The check box is used to determine new records to pick up in the Asset Accounting interface.

Update Asset

By default, this check box is clear. It is only available for update when the asset has been created and the Created field is populated.

Last Updated

The date on which the asset was last updated in Asset Accounting.

Replacement Value

The cost of replacing this piece of equipment.

Book Value

The amount that represents the calculated worth of the equipment. Accounting can update the field and use it for insurance purposes.

Life Expectancy

The life expectancy of a piece of equipment in years. This field is for reference purposes only.

County

The county where the equipment resides.

Quantity

A reference field whose contents you can self-define. For example, you could enter an amount that represents the count that was generated by a project or job for this asset.

Accounting***Expense Site***

The site to which to charge expenses for this equipment.

Department

Accounting does not assign a department. Maintenance or Production can use this field to track expenses. It can represent legacy departments or cost centers.

Cost Center

Accounting assigns this piece of equipment to a cost center. All labor, material, and contractor maintenance costs are charged to this cost center.

Labor Account

The account number assigned to a piece of equipment to collect internal labor costs.

Material Account

The account number assigned to a piece of equipment to collect material costs.

Contract Account

The account number assigned to a piece of equipment to collect contractor costs.

Labor Sub Account

The sub-account number assigned to a piece of equipment to collect more detailed internal labor costs associated with an account number.

Material Sub Account

The sub-account number assigned to a piece of equipment to collect more detailed material costs associated with an account number.

Contract Sub Account

The sub-account number assigned to a piece of equipment to collect more detailed contractor costs associated with an account number.

Spending Limits

Lifetime Basis

The lifetime expense limit for the piece of equipment during its lifetime.

Annual Basis

The expense limit for the year for the piece of equipment. If the annual basis is exceeded, Asset Management displays the message, "Equipment has exceeded the Annual Limits."

Work Order Basis

The limit on expenses charged to a piece of equipment per asset work order.

Current Lifetime

The transaction costs from other areas of Asset Management, specifically when labor, parts, or contractor costs are charged to the equipment. You can use the Initialize Limits option in Actions to record expenses predating the equipment record.

Current Annual

The expenses charged to the equipment during the current year.

Last Refreshed

The date when the current lifetime and annual fields were last refreshed.

Production

Production Schedule

This text field displays the code for the production schedule.

Lost Opportunity Rate

The per-hour cost to the company when the equipment is down.

Cost Analysis

Current Planned Labor Expense

Planned Labor = Sum of all asset work order instructions' (Standard Hours * Craft Quantity * Craft Regular Pay Rate)

Actual Labor Expense

Total cost of labor postings for expenses on the work orders related to this piece of equipment.

CM Labor Expense

Total cost of labor associated with corrective maintenance for this piece of equipment.

PM Labor Expense

Total cost of labor associated with preventive maintenance for this piece of equipment.

Other Labor Expense

Labor expenses that do not fall into any of the other categories.

Current Planned Material Expense

Planned Material = Open Non-Contract Purchases + Open Stores Reqs

Actual Material Expense

Total cost of inventory issued to the equipment.

CM Material Expense

Total cost of materials issued to the equipment for corrective maintenance.

PM Material Expense

Total cost of materials issued to the equipment for preventive maintenance.

Other Material Expense

Material expenses that do not fall into any of the other categories.

Current Planned Contract Expense

Planned Contract = Open Contract Purchases

Actual Contract Expense

Total cost of purchasing receipts for contract expenses.

CM Contract Expense

Total cost of purchasing receipts for contract expenses related to corrective maintenance on the equipment.

PM Contract Expense

Total cost of purchasing receipts for contract expenses related to preventive maintenance on the equipment.

Other Contract Expense

Contract expenses that do not fall into any of the other categories.

Current Planned Manual GL Expense

The planned cost of manual GL records.

Actual Manual GL Expense

Cost of manual GL records.

CM Manual GL Expense

Cost of manual GL records related to corrective maintenance on the equipment.

PM Manual GL Expense

Cost of manual GL records related to preventive maintenance on the equipment.

Other Manual GL Expense

Cost of manual GL records that do not fall into any of the other categories.

Current Planned Tax

The current planned tax, based on inventory transactions received from Purchasing.

Actual Tax

The actual tax charged to this equipment.

CM Tax

The tax charge related to corrective maintenance on this piece of equipment.

PM Tax

The tax charge related to preventive maintenance on this equipment.

Other Tax

Tax charges for this piece of equipment that do not fit into the other tax categories.

Total Column

The total cost for each row in Cost Analysis.

Labor

Labor

The labor transactions that make up the actual labor cost in the Cost Analysis table.

Material Cost

Material Cost

The material transactions that make up the actual material cost in the Cost Analysis table.

Contract Cost

Contract Cost

The contract transactions that make up the actual contract cost in the Cost Analysis table.

Manual Cost

Manual Cost

The manual transactions that make up the actual manual GL cost in the Cost Analysis table.

User Defined

Detail

Character 1-2

User-defined character fields, validated against tables that you add.

Character 3-22

Free-form user-defined character fields, not validated against tables.

Decimal 1-8

User-defined decimal fields.

Integer 1-2

User-defined integer fields.

Date 1

A user-defined date.

Logical 1

User-defined check box.

Equipment Alternate Drill-down

In the Equipment Alternate drill-down, you can enter an alternate name for the selected piece of equipment. The system checks this alternate name during the Loads DUOM batch job, which reads a DUOM file from an outside source.

To add an alternate name for an equipment record:

1. Open the record and select Equipment Alternate from the drill-down options.
2. Enter an alternate name/number in the Alt Equip No field.
3. Select Save.

Equipment Rotable Parts

The Equipment Rotable Parts drill-down cannot be edited in the QAD Web UI. It is populated when a serialized rotatable part is assigned to a piece of equipment using the Inventory > Issue action in the QAD .NET UI.

Initialize Limits Action

Choose Actions > Initialize Limits to record expenses that predate creation of a new equipment record.

The action allows you to enter the initial lifetime and annual maintenance costs of expenses that predate the new record. Entries display in the Lifetime Basis and Annual Basis fields in the Spending Limits panel.

Initialize Limits**Site**

The equipment's site. This field cannot be changed.

Equipment

The equipment name. This field cannot be changed.

Initial Lifetime

Enter the initial lifetime cost.

Initial Annual

Enter the initial annual maintenance costs.

Lock/Unlock Action

Choose Actions > Lock/Unlock to prevent additional charges to a piece of equipment after it goes out of service.

Locking the equipment ID ensures that no one charges inventory issues or labor distribution to the equipment. When an equipment record is locked, the Locked? check box on Equipment is selected.

When you select Lock/Unlock for an active piece of equipment, you must confirm that you want to “Set equipment’s active PM templates to inactive?” Select Yes to confirm.

Rename Equipment Action

Choose Actions > Rename Equipment to assign a new name to a piece of equipment.

Asset Management updates all records that include this equipment, retaining the history.

Options

Site

The equipment’s site. This field cannot be edited.

Old Equip No

Verify that the old equipment number is the one you want to change.

New Equip No

Enter a new equipment number.

Refresh Action

Choose Actions > Refresh to update the equipment record so that it displays the most recent equipment cost figures.

This action does not require additional confirmation. The record automatically updates when you select Refresh in the Actions menu.

PM Templates

Use PM Templates to produce asset work orders, based on a variety of scheduling methods.

A PM template addresses several scheduling methods, including calendar frequency, equipment meter DUOM, special events, and a combination of calendar and equipment DUOM. PM templates can specify a piece of equipment.

PM Templates Entry Screen Buttons

New

Select New to create a new PM template.

Edit

Select Edit to edit the highlighted PM template.

Actions

You can perform the following action from the PM Templates Actions menu:

- Issue Action on page 865

Main

Description

A brief description of the issue the PM addresses, such as “Monthly ball bearing replacement.”

Equipment

A valid equipment number in the current site. If the equipment is locked, Asset Management displays a warning message. Equipment originates in the Maintenance > Equipment module in the QAD .NET UI. If a route instruction list is attached to this PM, the Equipment field is blank and disabled because the route instruction list identifies multiple pieces of equipment for this PM.

Tool

A tool number in the current site.

Tool Serial

The serial number identifying the particular tool selected in Tool.

Location

The geographic location of the equipment. Asset Management copies location data from the equipment record.

Catalog

Use cataloging to report differences in operating characteristics, such as costs and failures. The data is copied from the equipment or tool record.

Planner

The assigned planner's name. The lookup filters planners at the current site.

Notify

This functionality will be enabled in a future release.

The user or group to notify with e-mail when this PM is due. The lookup filters users in the user and mail groups.

Assigned

The person responsible for the PM. The lookup filters eligible employees at the current site.

Priority

A valid priority from the standard priorities defined for your system.

Problem**Problem**

A detailed description of issues with the equipment, along with general information such as "Monthly PM, perform all tasks on the attached asset work orders." Data in this field is print on the PM asset work order document.

Precautions

Include any special precautions to take while maintaining the equipment, such as "Let this conveyor belt sit idle for 20 minutes before touching the motor, because it is hot."

Work Log**System**

A valid system code from the standards defined for your system. If the equipment has a BOM type, the lookup filters by the equipment's BOM-type system codes.

Assembly

A valid assembly code from the standards defined for your system. If the equipment has a BOM type, the lookup filters by the equipment's BOM-type system codes.

Primary Craft

A primary craft from the standard craft codes defined for your system.

Owner

The user or group who can make changes to the PM template. Use when change control for PM is needed to meet internal or external compliance requirements.

Work Order Owner

The user or group that is copied to the asset work order when the PM template is issued. Only the specified user or group can make changes to the asset work order.

Crew

A group of technicians identified by the crew code. The code is associated with the PM template. When the PM is issued and an asset work order is created, that crew number or crew code is copied to the designated asset work order.

Shift

A valid shift from the standard shifts defined for your system.

Clearance

A valid clearance level from the standard clearances defined for your system.

Work Order Class

A valid work order class from the standard classes defined for your system.

Estimated Labor Hours

The estimated hours of labor required to perform this PM. This value is automatically populated and updated with the total number of estimated hours entered on all MIL steps attached to the PM.

Note: If you manually change this value at any time, Asset Management no longer updates the estimated hours automatically.

Estimated Hours Down

The estimated hours of equipment downtime required to perform this PM.

Settings

Active

Select to indicate that the PM is currently active.

Planned

This setting is copied to the asset work order at issue. Planners use the information to track the amount of planned and unplanned work.

Lock Lists

Select this check box to lock the instructions list so no changes can be made.

Link to Equipment

Linking to equipment populates the following accounting fields with details from the equipment record: expense site, department, cost center, labor account and sub-account, material account and sub-account, and contractor account and sub-account.

Scheduling

Issue Method

There are four ways to schedule PMs.

- Both. Calendar and DUOM. With issue method Both, establish a PM template to issue based either on calendar or meter DUOM, whichever comes first.
- Calendar. Calendar-based PMs depend on issue cycle and number of cycles. The issue cycle is one of the following: day, week, month, or year. The issue cycle, combined with the number of cycles, determines the number of days between due PMs.
- DUOM. Meters accumulate measurements, such as hours or miles. Define these measurements in Maintenance > Codes > DUOMs in the QAD .NET UI and establish them on relevant equipment records. The term for defined metering is “driving unit of measurement.” Select one from a list.
- Event. Events are on-demand PM asset work orders. This PM occurs on a specific event date established using event maintenance. Define event maintenance in Maintenance > Codes > Events in the QAD .NET UI. Events can be annual, such as an annual plant shutdown, which may not always fall on the same date. Events can represent opportunities to perform maintenance on equipment. For example, if production brings down a line or piece of equipment, maintenance can use unscheduled downtime to perform predefined preventive maintenance that is not dated.

Issue Cycle

Day, Week, Month, or Year to use for calendar-based PMs only.

Note: This field is not active when DUOM or Event is selected as the issue method.

Number of Cycles

The number of cycles between PMs.

Note: This field is not active when DUOM or Event is selected as the issue method.

For example, if you selected a daily issue cycle and you want to perform the PM every day, enter 1 as the number of cycles. If you want the PM to be due every six months, select a monthly issue cycle and enter 6 in this field.

Complete By

Displays the next scheduled issue date. If you do not enter a date, the setting defaults to today's date. Asset Management calculates the PM Issue By date based on the issue cycle and the number of cycles.

Note: The value changes to Last Issue Date when Sliding Sch? is selected and an open asset work order references the PM number.

Status

Displays Active or Inactive, depending on the setting from the Detail tab. If you select Sliding Sch? and there is an open asset work order from this PM template, then status is active.

Lead Days

This field is used for planning purposes, and displays the number of days before the actual due date. Asset Management backs up the PM Issue By date by the number of days entered here. It is active only when the issue method is calendar or both.

Sliding Schedule

Determines the PM Complete By date. Select if you want the calculation of the PM Complete By date based upon the closing of the previously generated asset work order for that PM. Leave the check box clear if you want the PM to be issued routinely, even when there is already an open asset work order for the same PM.

Last Day of Month

If the last issue falls on the last day of the month, select this check box so that subsequent PMs also occur on the last day of the month.

DUOM

When Issue Method is DUOM or both, indicate the DUOM. Enter a valid DUOM for the equipment. This must be a type of meter if issue method is set to both. If you change the issue method and DUOM type is meter, it defaults to the current reading.

DUOM Cycle

The number of cycles or units between PMs.

DUOM Next Issue

A PM is due when the meter reaches this reading value. Enter it when you create the PM. Asset Management generates it automatically for subsequent PMs based on the DUOM cycle.

Current Reading

The current DUOM reading for the equipment.

Estimated Due Date

The estimated due date calculated with the formula: $\text{Today} + ([\text{next DUOM cycle} - \text{current reading}] / \text{average unit per day usage})$.

Event

The selected event.

Event Next Issue

The next issue date if the selected Issue Method is event.

Issue By

Asset Management calculates this value with the formula: $\text{PM Complete By} - \text{lead days}$.

Next Failure

The next statistical failure date for a defined failure code associated with the current PM template.

Note: If multiple failure codes associated with this PM have different failure dates, this field displays the closest date or the next date available.

Shift Work Day

You can create a maintenance department workday calendar. If a PM is due on a non-work day and you select the check box, then Asset Management adjusts the Requested Start Date to the next

available work day. If this check box is not selected, then Asset Management issues the PM asset work order based on the PM Complete By date.

Duration

The estimated duration for this work.

Expenses***Project***

A project number to use for asset work orders issued from the template.

Job

A job number for the project entered. Use job numbers to break down large jobs into component parts for better cost analysis. All jobs in a PM template are copied to corresponding asset work orders. If the Link to Equip? check box is clear, the user can enter account numbers, sub-accounts, cost center, and department to use for PM activity. When the asset work order is generated, accounting from the PM template is copied to the work order.

Expense Site

Defaults to the current site, but you can charge expenses for work related to this PM to another site.

Department

The expense site department for the PM.

Cost Center

Cost center for charges for materials, internal labor, or outside contractor costs for this PM.

Accounting***Labor Account and Sub Account***

Account and sub-account assigned to this PM to collect internal labor costs.

Material Account and Sub Account

Account and sub-account assigned to this PM to collect material costs.

Contract Account and Sub Account

Populated when contract costs are charged directly to this PM through a PO receipt. When a PO is received, the system automatically expenses the contract account and sub-account numbers on the PM.

User Defined***Character 1/2***

User-defined character fields, validated against tables that you add.

Character 3/4

Free-form, user-defined character fields, not validated against tables.

Date 1

User-defined date.

Integer 1/2

User-defined integer fields.

Decimal 1/2

User-defined decimal fields.

Logical

Select this check box to add a logical field to the PM template.

Skips

Asset Management gives you the ability to skip a PM during a set range of dates. During this time, the PM is inactive and Asset Management does not create asset work orders for it.

Start Date

Use the calendar lookup to select the first day the PM is inactive.

End Date

Use the calendar lookup to select the last day the PM is inactive.

Description

Enter a short description explaining why the PM is being skipped during these dates.

Perennials

Select Yes if the PM should be skipped every year during this the specified time period.

PM Template

The PM template number of the currently selected template.

Add Date

The date the skip was added to the system.

Add Time

The time the skip was added to the system.

Add User ID

The user ID of the user who added the skip to the system.

Change Date

If the skip is updated, the date the change was made.

Change Time

If the skip is updated, the time the change was made.

Change User

If the skip was updated, the user who made the change.

Superiors

Superiors prevent excessive maintenance by linking multiple levels of PMs. By establishing superior and subordinate PMs, you prevent performing duplicate work for both PMs. For example, if you have an annual PM and it includes all of the work of a quarterly PM, you would not want to perform the quarterly within a few days of the annual PM. In this case, the annual PM would be the superior.

Superior PM

Use the lookup to select a PM template that is superior to the currently select PM template.

Days Difference

Enter the number of days that the superior template should be considered. During the specified time period, this PM template is not issued.

Original Issue

The superior template's original issue date.

Linked

Set to Yes if the PM templates are linked.

PM Template

The PM template number of the currently selected template.

Add Date

The date the superior template was added to the record.

Add Time

The time the superior template was added to the record.

Add User

The user who added the superior template to the record.

Change Date

If the line is updated, the date the change was made.

Change Time

If the line is updated, the time the change was made.

Change User

If the line is updated, the user who made the change.

Subordinates

Subordinates prevent excessive maintenance by linking multiple levels of PM templates together. For example, if you have an annual PM and it includes all the work of the quarterly PM, you would not want to perform the quarterly within a few days of the annual PM. In this case, the quarterly PM would be subordinate to the annual PM.

Subordinate PM

Use the lookup to select a PM template that is subordinate to the currently select PM template.

Days Difference

Enter the number of days that the subordinate template should be considered. During the specified time period, the subordinate template is not issued.

Original Issue

The subordinate template's original issue date.

Linked

Set to Yes if the PM templates are linked.

PM Template

The PM template number of the currently selected template.

Add Date

The date the subordinate template was added to the record.

Add Time

The time the subordinate template was added to the record.

Add User

The user who added the subordinate template to the record.

Change Date

If the line is updated, the date the change was made.

Change Time

If the line is updated, the time the change was made.

Change User

If the line is updated, the user who made the change.

Failures

The Failures table displays the potential failures that this PM template addresses. As corrective maintenance is performed on equipment, Asset Management updates this table with more accurate information regarding next failure date. If the failure date falls before this PM template's next due date, the PM's frequency should be adjusted to avoid this failure.

Failure

Use the lookup to select a failure code from the list.

Description

Displays the description associated with the selected failure code.

Next Failure

The Failure Analysis batch job populates this date based on PM failure codes and MTBF calculation.

Equipment

Automatically displays the equipment associated with the PM template.

Tool

Automatically displays the tool associated with the PM template.

Tool Serial

The tool serial of the tool displayed in the Tool field.

PM Template

The current PM template number.

Add Date

The date the failure line was added.

Add Time

The time the failure line was added.

Add User

The user who added the failure line.

Change Date

If the line was updated, the date the change was made.

Issue Action

Choose Actions > Issue to create an asset work order from this PM template.

Asset work orders created from a PM template can be viewed from the Asset Work Orders drill-down menu.

Issue**Issue Date**

Complete By or Today. The date on which Asset Management creates an asset work order from this PM template. The field defaults to today's date. When Complete By is selected, the asset work order is issued on the PM template's Complete By date. The Complete By date is located on the PM template's Scheduling panel.

Options**Issue if Inactive**

When selected, the system creates an asset work order on the defined Issue Date, even if the PM template has been marked as inactive.

Ignore Locks

When selected, the system creates an asset work order on the defined Issue Date, even if the PM template is locked.

Ignore Sliding Schedule

When selected, the system creates an asset work order on the defined Issue Date, ignoring the date determined by the Sliding Schedule setting.

Ignore Open Work Order

When selected, the system creates an asset work order on the defined Issue Date, even if there is already an open asset work order from this PM template.

Ignore Skips

When selected, the system creates an asset work order on the defined Issue Date, ignoring any date ranges that have been entered to skip preventive maintenance.

Ignore Next Issue Date

When selected, the system creates an asset work order on the defined Issue Date, ignoring the next scheduled issue date.

Ignore Superior

When selected, the system creates an asset work order on the defined Issue Date, ignoring the settings defined in any superior PM templates to which this PM template is linked.

Readings

Use Readings to enter driving unit of measure information for equipment.

You can view calibration readings and a list of all the readings that have been recorded for a piece of equipment.

Main

Equipment

The equipment whose readings are on display.

DUOM

Displays the DUOM for the piece of equipment. DUOMs are set up in the QAD .NET UI in Maintenance > Codes > DUOM and can be used across the system.

DUOM Type

The DUOM type for the piece of equipment.

- Monitor: DUOM reading is measured, such as temperature.
- Meter: Reading is a number of cycles such as time, miles, or revolutions.

Date Read

Defaults to today's date for the first reading. The field displays the same date for subsequent readings entered, unless you change it.

Current Reading

The current calibration reading.

Upper Limit

Displays the upper limit for the calibration reading.

Lower Limit

Displays the lower limit for the calibration reading.

Reading History

Date Read

The date the reading was entered.

Time Read

The time the reading was entered.

Read By

The user who entered the reading.

Reading

The DUOM reading number that was entered.

Usage

The number of cycles since the last reading was entered. For monitor DUOM types, this column displays 0.

Replaced

Indicates if a meter was replaced.

Alarm

The system updates this check box, which indicates if there is an OOT condition based on the calibration readings entered. If the check box is clear, the readings have not exceeded the Max or Min Occurrences measured by the Actual High or Low readings recorded. If the check box is selected, an OOT condition exists where the number of readings exceeded the Max or Min Occurrences measured by the Actual High or Low readings recorded.

Alarm Type

Displays if the OOT reading exceeded the Actual High or Low.

CM Work Order

If the Create CM? setting is activated, this field displays the CM work order that was created automatically when the OOT reading was entered.

CM Status

The status of the CM work order that was created to address the OOT reading.

Equipment

The piece of equipment from which the reading was taken.

DUOM

The DUOM for the piece of equipment.

Asset Work Orders

Use asset work orders to initiate plant maintenance, summarize work done on equipment and tools, and analyze historical reporting.

You can use asset work orders for fabricated inventory orders, which replenish inventory items sourced from an internal shop instead of purchased from a vendor. When a part falls below the reorder point, Asset Management creates an asset work order instead of a purchase requisition. Once the parts are fabricated, inventory can receive them.

Asset Work Order Entry Screen Buttons**New**

Select New to create a new asset work order.

Edit

Select Edit to edit the highlighted asset work order.

Actions

You can perform the following actions from the Asset Work Order Actions menu:

- Change Status Action on page 879
- Reopen Action on page 881
- Post Labor Action on page 880
- Reverse Labor Action on page 881

Main

Equipment

Select the equipment number associated with this asset work order.

Tool ID

Select the tool ID. This field is disabled if a piece of equipment has been defined.

Tool Serial

Select the serial number for the specific tool for this asset work order.

Rebuild

Select the tool rebuild area if this tool is rotatable.

Route Instruction List Used

When selected, indicates that a route MIL is attached to the asset work order.

Requestor

The individual who is requesting work to be performed.

Assigned

Select an employee to assign to the asset work order. The lookup displays employees designated as assignable in Employee Maintenance. If a number of employees have been assigned using the Assigned submenu, the first employee in the list is displayed in this field.

Asset Management sends an e-mail to the assigned employee when the asset work order is created and also sends an e-mail any time the Assigned field is updated. Both the employee newly assigned to the asset work order and the employee removed from the asset work order receive an e-mail.

Planner

Select the user responsible for planning and scheduling this asset work order, or use the default planner from the equipment record.

Notify

The specified person or mail group receives e-mail associated with an event on the asset work order. Several events on a work order can trigger Asset Management to send an e-mail: a work order status change, the use of an as-left code, or a part status change (parts on-order, due date changes, and part receipts).

Alert

The designated user or mail group who receives notification about the maintenance request, which is triggered based on the Priority code.

Problem

Problem

A description of the problem this asset work order addresses.

Dates**Received**

The date the asset work order was created in the system. Changes to the received date create asset work order revisions, if applicable. On both add and copy, the date defaults to the current date, which can be updated.

Time Received

The time the asset work order was created in the system. Changes to the time create asset work order revisions, if applicable.

Start

The date the requestor or planner wants the work to be performed. The start date is not used in the asset work order scheduling; however, it can be used to designate a proposed date for work to begin.

- On a CM asset work order, the start date defaults to today's date when the asset work order is first created.
- On a PM asset work order, the start date depends upon which Issue Date calculation method is selected when the PM is issued.

Time Started

The time work started on the asset work order.

Target Date

The date by which the asset work order should be complete.

Closed

The date the asset work order was closed.

Status**Priority**

Denotes the rank or importance of the asset work order. Use to sort or filter records.

If the equipment number is specified when adding an asset work order, Asset Management defaults the asset work order's priority from the equipment. If the equipment number changes on an existing asset work order, Asset Management prompts the user with the question "Pull in equipment defaults?" If yes, Asset Management defaults the priority from the equipment. If no, the priority does not change. You can change the priority on the asset work order. Priority codes can be set to send alert notifications to a person or group.

Status

Asset work order statuses are user defined except for (F)inished, (C)losed, and (X) canceled, which are updated based on specific functionality for the work order life cycle. Any other status can be changed, deleted, or added.

In Status, you can decide the default status for CM and PM work orders. For example, you can configure Asset Management so that the initial status of new CM work orders is Requested or Planning, and new PM work orders is Scheduled.

When technicians have completed the work, the status changes to Finished, where the asset work order waits for a supervisor's approval.

Delay

Codes that indicate why an asset work order has remained open for a given period of time. For example, the reason could be the unavailability of parts or skilled labor needed for the repair, a missing permit/authorization to perform the job, or the equipment is not available.

Class

Classes that group common types of asset work orders together, which can be used for filtering. Sample class codes are unplanned corrective, planned corrective, breakdown, safety/health, and preventive maintenance.

Work Log

Equipment Failure

A code that indicates the failure that the asset work order addresses.

Equipment Repair

A code that indicates the type of repair made to the equipment.

Tool Failure

A code that indicates the failure that the work order addresses.

Tool Repair

A code that indicates the type of repair made to the tool.

System

A code that denotes a specific area or component of the equipment. These codes are assigned to the equipment record through the BOM Type group. Only valid system codes that are associated with the piece of equipment are displayed. All costs charged to the asset work order, such as parts, labor, and downtime, are denoted to the equipment. If a piece of equipment is not denoted on the work order, then no system codes are available.

Assembly

Assembly codes are created for system codes and identify a labor transaction associated with a piece of equipment after labor was distributed to the equipment. Only assembly codes associated with the selected system code are displayed in the lookup.

As Found

A code that identifies the condition of the equipment before work is performed.

As Left

A code that identifies the condition of the equipment at the completion of the asset work order. This code can indicate that additional work is required.

Primary Craft

The employee's primary craft.

Owner

Adds security to each asset work order. Once an owner is defined, only that owner can modify the asset work order.

Crew

The crew for which the employee works.

Shift

The shift the employee works.

Clearance

The type of safety clearance required when performing the work. You can identify which equipment to shut down before performing maintenance.

Planned

When selected, indicates the asset work order was planned.

Fabricated**Fabricated**

When selected, indicates that the work order is for an internally sourced fabricated part.

Stock Run

The stock run number for the fabricated part. Displays on the work order for planning.

Source Site

The part's source site. You can source the part from one site and expense it to another, creating an intercompany part.

Quantity to Build

The number of fabricated parts to build.

Part UOM

The unit of measure in which parts are typically issued.

Date Due

The estimated due date, calculated by adding Today + Lead Days.

Quantity Received

The number of fabricated parts received.

Rebuild**Rebuild**

The rebuild location.

Rotable Part

The rotatable part.

Rebuild Serial

The serial number of the rotatable part being rebuilt.

Department

The department against which the cost of the rotatable part is charged.

Cost Center

The cost center against which the cost of the rotatable part is charged.

Account

The account against which the cost of the rotatable part is charged.

Sub Account

The sub-account against which the cost of the rotatable part is charged.

Precautions

Precautions

The warnings from a PM template that are transferred when an asset work order is created from a PM template. For example, if the equipment spending limits have been exceeded or if maintenance requests exist, that information is automatically defaulted into this field.

Work Performed

Work Performed

An open text field to describe the work performed.

Expenses

Project

Identifies a project for which an asset work order captures cost.

Job

A job within the selected project.

Expense Site

Site for expenses for this asset work order.

Department

Department for expenses for this asset work order.

Cost Center

Cost center for expenses for this asset work order.

Accounting

Material Account and Sub Account

Account and sub-account assigned to a piece of equipment or tool to collect material costs.

Contract Account and Sub Account

Populated when contract costs are charged directly to an asset work order through a PO receipt. When a PO is received, the system automatically expenses the contract account number and sub-account number on the asset work order.

Labor Account and Sub Account

Account and sub-account assigned to a piece of equipment or tool to collect internal labor costs.

Estimates***Labor***

Cost estimate for labor on the asset work order.

Material

Cost estimate for materials on the asset work order.

Contract

Cost estimate for contract work on the asset work order.

Labor Hours

Estimated hours of labor required to complete work on the equipment or tool.

Downtime Date

Estimated start date for work to begin on the piece of equipment. Tools do not need downtime estimates.

Downtime Hours

Estimated number of hours required to complete work on the piece of equipment.

Downtime End

Estimated date and time the work will be complete, based on estimated downtime date and downtime hours.

Authorize***Authorized***

The system updates this check box when the asset work order is authorized.

Authorized By

The system updates this field with the ID of the user who authorized the asset work order.

Original Work Order

The original asset work order number, if the work order was copied from an earlier work order.

Type

The type of asset work order, either PM (preventive maintenance) or CM (corrective maintenance).

PM Template

PM template number, if the asset work order originated as a PM template.

PM Run

A number assigned automatically when PM templates are globally issued.

User Defined Fields***Character 1/2***

User-defined character fields, validated against tables that you add.

Character 3/4

Free-form user-defined character fields, not validated against tables.

Integer 1/2

User-defined integer fields.

Decimal 1/2

User-defined decimal fields.

Date

User-defined date.

Equipment Downtime

The equipment downtime of this asset work order, including total downtime and reason for the downtime.

New

Start Date

Active for both Start/End and Down methods. This date must be the same as or earlier than the End Date.

- Start/End. Select the starting date for the equipment downtime.
- Down. Select the starting date for the equipment downtime or allow Asset Management to automatically calculate the Start Date based on the amount of downtime you enter.

Method

Select Start/End or Down from the drop-down. This setting determines which fields on the panel are active and how downtime is calculated.

- Start/End. Asset Management automatically calculates the equipment downtime based on what you enter for the actual starting date and time and the actual ending date and time.
- Down. Asset Management defines the End Date as today and calculates the Start Date backward based on the amount of downtime you enter.

Start Time

Active only for the Start/End method. Enter the start time for the equipment downtime in the HH:MM format.

End Date

Active only for the Start/End method. Defaults to today's date. This date must be the same as or later than the Start Date.

End Time

Active only for the Start/End method. Enter the end time for the equipment downtime in the HH:MM format.

Lost Opportunity Rate

Enter the hourly rate for the lost opportunity due to the equipment's downtime.

Sch Down?

Select Yes if the downtime was scheduled. Select No if the downtime was not scheduled.

Production Shift

Use the lookup to select the production shift during which the downtime occurred.

Reason

Use the lookup to select the reason code that explains why the equipment was down.

Details**Method**

Select Start/End or Down from the drop-down. This setting determines which fields on the panel are active and how downtime is calculated.

- Start/End. Asset Management automatically calculates the equipment downtime based on what you enter for the actual starting date and time and the actual ending date and time.
- Down. Asset Management defines the End Date as today and calculates the Start Date backward based on the amount of downtime you enter.

Start Date

Active for both Start/End and Down methods. This date must be the same as or earlier than the End Date.

- Start/End. Select the starting date for the equipment downtime.
- Down. Select the starting date for the equipment downtime or allow Asset Management to automatically calculate the Start Date based on the amount of downtime you enter.

Start Time

Active only for the Start/End method. Enter the start time for the equipment downtime in the HH:MM format.

End Time

Active only for the Start/End method. Enter the end time for the equipment downtime in the HH:MM format.

Downtime

Displays the equipment downtime.

- Start/End. Autofills based on the information entered in the starting and ending date and time fields.
- Down. Enter the equipment downtime in the format HH:MM. Asset Management automatically calculates the Start Date based on a 24-hour time period.

Repair

Autofills with the repair code entered on the asset work order.

Lost Opportunity Rate

Enter the hourly rate for the lost opportunity due to the equipment's downtime.

Schedule

Select this check box if the downtime was scheduled.

Production Shift

Use the lookup to select the production shift during which the downtime occurred.

Reason

Use the lookup to select the reason code that explains why the equipment was down.

System

Autofills with the system code entered on the asset work order.

Assembly

Autofills with the assembly code entered on the asset work order.

Labor History

The asset work order's labor history, including employee name and number, hours worked, and labor cost.

Instruction Lists

The work instructions for this asset work order. Before an asset work order can be closed or finished, the Complete column in the Details view of the Instruction List Steps must be changed to Yes for all steps when Require Completion is selected on the Sites > Maintenance tab in the QAD .NET UI.

New

Description

A description for the instruction list you are adding to the asset work order.

Details

Work Order

The current asset work order number.

Step

The step number. This value is automatically assigned by the system. To change the order of the steps, use the Move Up or Move Down actions on the Instruction Lists (EAM) subdetail in the QAD .NET UI.

Quantity

The number of people required to complete the step.

Craft

The specific craft required to complete this step from a validated table of user-defined codes. The regular pay rate for each craft is defined within the Craft lookup.

Skill

The skill level required to complete this step, selected from a validated table of user-defined codes.

Time

The estimated amount of time in whole hours required to complete this individual step.

Standard Hours

The calculated amount of time in whole and fractional hours required to complete this step, based on the Hours and Minutes fields.

Description

A description of the specific step.

Complete

Specify if the step is complete, Yes or No. Before the asset work order can be closed or finished, this column must be changed to Yes for all steps when Require Completion is selected on the Sites > Maintenance tab in the QAD .NET UI.

Assigned

The technicians assigned to the asset work order. You can assign an additional technician by selecting an employee in the Assigned lookup.

Equipment DUOM

The driving units of measure and current readings for equipment monitored by this asset work order.

New**DUOM**

Displays the DUOM for the piece of equipment. DUOMs are set up in the QAD .NET UI in Maintenance > Codes > DUOM and can be used across the system.

DUOM Type

The DUOM type for the reading.

- Monitor: DUOM reading is measured, such as temperature.
- Meter: Reading is a number of cycles such as time, miles, or revolutions.

Lower Limit

Enter the lower limit for the calibration reading.

Upper Limit

Enter the upper limit for the calibration reading.

Date Read

Defaults to today's date, but you can select a different date using the calendar.

Current Reading

Enter the current calibration reading.

Details

The Details button takes you to the Readings panel. See Readings on page 866 for details.

Cost Analysis

Summary and detailed cost analysis for a piece of equipment.

Totals

Estimated Labor

Estimated labor costs from the Estimates section of the Asset Work Orders Main panel.

Planned Labor

Planned Labor = Sum of all asset work order instructions' (Standard Hours * Craft Quantity * Craft Regular Pay Rate)

Estimated Material

Estimated material cost from the Estimates section of the Asset Work Orders Main panel. This value is manually entered by a user.

Planned Material

Planned Material = Open Non-Contract Purchases + Open Stores Reqs

Estimated Contract

Estimated contractor cost from the Estimates section of the Asset Work Orders Main panel. This value is manually entered by a user.

Planned Contract

Planned Contract = Open Contract Purchases

Actual Manual

Displays manual GL records.

Planned

Calculated as follows:

Planned Expenses = Labor Planned + Material Planned + Contract Planned

Actual

Sum of costs from labor, material, contract, and manual.

Variance

Calculated as follows: Variance % = (Actual Expense/Planned Expense) - 1.

Total

Total costs of Estimated, Planned, and Actual entries.

Labor

Displays any labor postings to this asset work order and their associated costs.

Material

Displays all part issues expensed to the asset work order.

Contract

Displays outside contractor charges associated with this asset work order.

Manual

A list of manual GL transaction expenses associated with this asset work order.

Links

Link external web sites to this asset work order.

New

Select New and enter the full URL of the web site you want to link to this asset work order. Select Done to save the link.

Delete

If you no longer want a URL linked to the asset work order, highlight the URL and then select Delete.

Open

To open a linked URL, highlight the URL and then select Open. Depending on your browser settings, the web page opens in a new tab or a new window.

Approval

Active when generic approval groups have been enabled. The current Approval Status and Approval Date when generic approval groups have been enabled.

Approval Status

The status of the asset work order. Select from the following:

- Approved
- Denied
- Error
- Routing
- Stopped

Approval Date

The date of the status change.

Change Status Action

Choose Actions > Change Status to change the status of an asset work order.

Options

Status

Asset Management is delivered with four default status options. You can create additional asset work order status options in the QAD .NET UI in Maintenance > Codes > Work Order > Work Order Status.

Select the new status from the drop-down. The default status options are:

- C-Closed
- F-Finished
- O-Open
- X-Canceled

Date

This field automatically populates with today's date, but you can change the value.

Time

This field automatically populates with the current time, but you can change the value.

Post Labor Action

Choose Actions > Post Labor to post labor to an asset work order.

Users who have the Other Users? check box selected on the Detail tab of the Users (EAM) browse in the QAD .NET UI can post labor details for other users. All other users can only post labor themselves.

Post Labor

Employee

The employee number of the employee who worked on the asset work order. Defaults to the current user's employee number. This employee number pulls in all related information such as pay additive, employee rate, and primary craft.

Primary Craft

The primary craft code, which defaults from the employee record.

Date

The date of the labor transaction. This defaults to today's date but can be changed.

Time HH:MM

The amount of time in hours and minutes that the employee worked on the activity for which labor is being charged.

Comment

Text that is attached to the labor record and displays in the Labor History browse in QAD .NET UI.

Pay Additive

A code that specifies an amount of money paid to an employee on an hourly basis, in addition to that employee's regular hourly wage.

Pay Multiplier

A code that adds a multiplier to the employee's pay rate.

Overhead Group

The employee's overhead group.

Total Cost

The total labor cost charged against the asset work order.

Total cost = Total hours x [(pay rate + pay additives) x pay multiplier]

Expense

To Site

The asset work order's source or default site.

Work Order

The asset work order number.

Equipment

The equipment number linked to the asset work order.

System

The system to which to charge the labor. If the labor transaction is against a piece of equipment that has corresponding system codes, you can charge labor to the system, as well as to the piece of equipment.

Assembly

The assembly to which to charge the labor if a system code was specified.

Project

The project number associated with the asset work order and labor transaction.

Job

The job number associated with this asset work order.

Expense Site

The current asset work order's expense site.

Department

The department to charge for this labor transaction.

Cost Center

The cost center to charge for this labor transaction.

Account

The account number associated with the labor transaction.

Sub Account

The sub-account number associated with the labor transaction.

Rebuild

For rotatable part asset work orders, the rebuild location for the part.

Rotable Part

For rotatable part asset work orders, the rotatable part number.

Serial

For rotatable part asset work orders, the serial number for the rotatable part.

Reverse Labor Action

Choose Actions > Reverse Labor to reverse labor that was posted to an asset work order.

Users who have the Other Users? check box selected on the Detail tab of the Users (EAM) browse in QAD .NET UI can reverse labor for other users. All other users can only reverse labor for themselves.

Highlight the labor entry you want to reverse and select Submit.

Reopen Action

Choose Actions > Reopen to open an asset work order that has been closed.

The reopen option only applies if Reopen WOs? has been enabled in General > Business Units > Domain on the Maintenance tab in the QAD .NET UI. Users with the required settings in Roles can reopen asset work orders once they have been closed.

Options

Status

Select the status for the reopened asset work order.

Date

This field automatically populates with today's date, but you can change the value.

Time

This field automatically populates with the current time, but you can change the value.

Asset Work Order Close

Use Asset Work Order Close to update asset work orders when maintenance or repair work is complete, and when you are ready to finish or close an asset work order.

Asset Work Order Close provides a filtered view of asset work orders where you can enter maintenance codes, repair codes, and work performed, and view labor and downtime in a single entry form. Data entered in the Asset Work Order Close view is reflected in the Asset Work Orders browse. Asset Work Order Close is pre-filtered to exclude closed and canceled asset work orders and contains a subset of information from the Asset Work Orders browse.

Asset Work Order Close Entry Screen Buttons

Edit

Select Edit to edit the highlighted asset work order.

Actions

You can perform the following actions from the Asset Work Order Close Actions menu:

- Finish Work Order Action on page 884
- Close Work Order Action on page 884
- Post Labor Action on page 885
- Reverse Labor Action on page 886

Main

Equipment

Select the equipment number associated with this asset work order.

Tool ID

Select the tool ID. This field is disabled if a piece of equipment has been defined.

Tool Serial

Select the serial number for the specific tool for this asset work order.

Work Log

Equipment Failure

A code that indicates the failure that the asset work order addresses.

Equipment Repair

A code that indicates the type of repair made to the equipment.

Tool Failure

A code that indicates the failure that the asset work order addresses.

Tool Repair

A code that indicates the type of repair made to the tool.

System

A code that denotes a specific area or component of the equipment. These codes are assigned to the equipment record through the BOM Type group. Only valid system codes that are associated with the piece of equipment are displayed. All costs charged to the asset work order, such as parts, labor, and downtime, are denoted to the equipment. If a piece of equipment is not denoted on the work order, then no system codes are available.

Assembly

A code associated with the system code and the specific piece of equipment that is associated with the asset work order.

As Found

A code that identifies the condition of the equipment before work is performed.

As Left

A code that identifies the condition of the equipment at the completion of the asset work order. This code can indicate that additional work is required.

Primary Craft

The employee's primary craft.

Owner

Adds security to each asset work order. Once an owner is defined, only that owner can modify the asset work order.

Crew

The crew for which the employee works.

Shift

The shift the employee works.

Clearance

The type of safety clearance required when performing the work. You can identify which equipment to shut down before performing maintenance.

Planned

When selected, indicates the asset work order was planned.

Work Performed

Work Performed

The work performed.

Equipment Downtime

Equipment Downtime

The equipment downtime of this asset work order, including total downtime and reason for the downtime.

Labor History

Labor History

The asset work order's labor history, including employee name and number, hours worked, and labor cost.

Links

Link external web sites to this asset work order.

New

Select New and enter the full URL of the web site you want to link to this asset work order. Select Done to save the link.

Delete

If you no longer want a URL linked to the asset work order, highlight the URL and then select Delete.

Open

To open a linked URL, highlight the URL and then select Open. Depending on your browser settings, the web page opens in a new tab or a new window.

Finish Work Order Action

Choose Actions > Finish Work Order to finish an asset work order.

Standard asset work order rules apply. You must be the owner and the asset work order cannot have any open requisitions.

Date/Time

Date

The date to finish the asset work order.

Time

The time in HH:MM and AM or PM.

Close Work Order Action

Choose Actions > Close Work Order to close an asset work order.

Standard asset work order rules apply. You must be the owner and the asset work order cannot have any open requisitions.

Date/Time***Date***

The date to close the asset work order.

Time

The time in HH:MM and AM or PM.

Post Labor Action

Choose Actions > Post Labor to post labor to an asset work order.

Users who have the Other Users? check box selected on the Detail tab of the Users (EAM) browse in the QAD .NET UI can post labor details for other users. All other users can only post labor themselves.

Post Labor***Employee***

The employee number of the employee who worked on the asset work order. Defaults to the current user's employee number. This employee number pulls in all related information such as pay additive, employee rate, and primary craft.

Primary Craft

The primary craft code, which defaults from the employee record.

Date

The date of the labor transaction. This defaults to today's date but can be changed.

Time HH:MM

The amount of time in hours and minutes that the employee worked on the activity for which labor is being charged.

Comment

Text that is attached to the labor record and displays in the Labor History browse in QAD .NET UI.

Pay Additive

A code that specifies an amount of money paid to an employee on an hourly basis, in addition to that employee's regular hourly wage.

Pay Multiplier

A code that adds a multiplier to the employee's pay rate.

Overhead Group

The employee's overhead group.

Total Cost

The total labor cost charged against the asset work order.

Total cost = Total hours x [(pay rate + pay additives) x pay multiplier]

Expense***To Site***

The asset work order's source or default site.

Work Order

The asset work order number.

Equipment

The equipment number linked to the asset work order.

System

The system to which to charge the labor. If the labor transaction is against a piece of equipment that has corresponding system codes, you can charge labor to the system, as well as to the piece of equipment.

Assembly

The assembly to which to charge the labor if a system code was specified.

Project

The project number associated with the asset work order and labor transaction.

Job

The job number associated with this asset work order.

Expense Site

The current asset work order's expense site.

Department

The department to charge for this labor transaction.

Cost Center

The cost center to charge for this labor transaction.

Account

The account number associated with the labor transaction.

Sub Account

The sub-account number associated with the labor transaction.

Rebuild

For rotatable part asset work orders, the rebuild location for the part.

Rotable Part

For rotatable part asset work orders, the rotatable part number.

Serial

For rotatable part asset work orders, the serial number for the rotatable part.

Reverse Labor Action

Choose Actions > Reverse Labor to reverse labor that was posted to an asset work order.

Users who have the Other Users? check box selected on the Detail tab of the Users (EAM) browse in QAD .NET UI can reverse labor for other users. All other users can only reverse labor for themselves.

Highlight the labor entry you want to reverse and select Submit.

Maintenance Requests

Use maintenance requests to consolidate requests and to improve communication through automated email between requestors and the maintenance department.

Employees can use a maintenance request to report an equipment problem that does not need immediate attention. Often, the originator of the maintenance request is the person who uses the piece of equipment. This employee is the most likely person to notice that a piece of equipment needs repair or service. Typically this person is not involved in creating asset work orders directly. Maintenance requests provide an effective means of reporting equipment problems for which maintenance planners can subsequently create asset work orders.

Maintenance requests also can be used for non-equipment issues in a facility. For example, companies use maintenance requests when a light bulb needs to be replaced or when printer toner is running low. Users leave the Equipment field blank and select the department that needs to be notified of the new request.

Maintenance requests ensure that all needed work happens at the same time. When you create an asset work order for a piece of equipment with open maintenance requests, the system prompts you to attach those maintenance requests. Attach any number of maintenance requests, or none at all. The maintenance request originator receives notifications about status changes.

Maintenance Request Entry Screen Buttons

New

Select New to create a new maintenance request.

Edit

Select Edit to edit the highlighted maintenance request.

Actions

You can perform the following actions from the Maintenance Request Actions menu:

- Create Work Order Action on page 889
- Change Status Action on page 889
- Remove Work Order Action on page 890

Main

Originator

By default, this field displays the user who created the maintenance request. You can use the lookup to select a new originator.

Original Notify

Defaults from the originator but can be changed. The selected user or mail group receives automatic e-mail notification when the originator creates and saves a maintenance request.

Original Date

The date on which the maintenance request was created. The field defaults to today's date but can be overwritten.

Alert

This field is enabled when the Alert setting for Priority is selected. The selected user or mail group receives texts for this maintenance request.

Equipment

The equipment number associated with this maintenance request.

Location

The physical location for the equipment entered on the maintenance request.

Notify

The designated user or mail group who receives notification when action needs to be taken regarding the maintenance request.

Priority

The importance of the maintenance request. The priority code defaults from the equipment record, but you can manually enter it. If the Alert setting for the Priority is selected, then you can update the Alert field for the maintenance request.

Service Type

A code representing the category of service requested.

Class

Used to classify the type of work required, such as preventive maintenance.

Problem

Problem

A description of the problem this maintenance order addresses.

Status

Status

Default status of the maintenance request until an asset work order is created. Once an asset work order is created, the status identifies where the work order is in its life cycle.

Work Order

The asset work order number if a work order has been created from this maintenance request.

Assigned

The employee assigned to the work order associated with the maintenance request.

Start

The date when the requestor or planner wants the work to start.

Authorization

Authorized?

The system updates this check box when the maintenance request is authorized.

Authorized By

The system updates this field with the ID of the user who authorized the maintenance request.

User Defined Fields

Character 1/2

User-defined character fields, validated against tables that you add.

Decimal 1/2

User-defined decimal fields.

Character 3/4

Free-form user-defined character fields, not validated against tables.

Integer 1/2

User-defined integer fields.

Date

A user-defined date.

Logical

A user-defined check box.

Work Orders

The asset work orders that have been created from this maintenance request.

Equipment

The details about the equipment being worked on for this request.

Change Status Action

Choose Actions > Change Status to change the status of a maintenance request.

You can only change the status of a maintenance request that does not have an associated asset work order. To change the status of a maintenance request that is part of an asset work order, you must change the status of the work order.

Options

Status

Asset Management uses work order codes to add supporting data to lookup tables. The system is delivered with four default status options. You can create additional asset work order status options in the QAD .NET UI in Maintenance > Codes > Work Order > Work Order Status.

Select the new status from the drop-down. The default status options are:

- C-Closed
- F-Finished
- O-Open
- X-Canceled

Create Work Order Action

Choose Actions > Create Work Order to create an asset work order from this maintenance request.

The Create Work Order action allows you to create an asset work order from a maintenance request. When you create an asset work order from a maintenance request, Asset Management pulls in all the data from the maintenance request and automatically enters it into the asset work order. The asset work order remains tied to the maintenance request through the asset work order's life cycle.

When you select Create Work Order from the Actions menu, Asset Management automatically creates an asset work order and displays the message "Work Order xxx Created successfully!" You do not need to enter any additional information. The new asset work order is visible in the Asset Work Orders browse.

Remove Work Order Action

Choose Actions > Remove Work Order to remove an asset work order from a maintenance request.

Removing an asset work order from a maintenance request breaks the link between the two. You cannot reattach a maintenance request to an asset work order after you perform a Remove Work Order action, but you can create new work orders for this maintenance request.

After you select Remove Work Order, a dialog box cautions you that you cannot reattach the maintenance request to the work order after it is removed. Select Continue to confirm the action and remove the work order.

Indirect Inventory

Use Indirect Inventory to view parts records for inventory related to maintenance, repair, and operations.

The data in the browse is obtained from the Item Site Indirect hybrid view.

The Indirect Inventory browse contains the following actions:

- Issue
Issues the part to an internal product, including asset work orders, projects, and pieces of equipment.
- Return
Returns a part to inventory.

Actions

Issue

1. Highlight the part you want to issue.
2. Select Issue from the Actions menu.
3. Enter the required information in the From and To panels, then select Submit.

From

Source Site

The site from which the part is coming.

Location

Use the drop-down list to select the part location from which to issue the part.

On Hand (Location)

The quantity of parts that are available in the selected location that can be issued.

Overhead Group

The part's overhead (OH) group, if one is associated with the part.

Comment

Enter free-form comments.

Quantity

The number of parts you want to issue.

UM

The unit of measure with which to issue parts. For example, you buy parts in boxes, but you issue them individually or in units of each.

UM Base Cost

The part's cost per unit or issue cost.

Date

Today's date.

To**To Site**

The site to which to issue the part.

Requestor

Use the lookup to select the employee number of the person requesting the part.

Stores Requisition

Stores requisitions have unique numbers. Use the lookup to charge the part to a stores requisition.

Reserved

Displays the quantity that the system has reserved.

Work Order

If the part must be issued and expensed to an asset work order, use the lookup to select the work order number.

Equipment

If appropriate, use the lookup to select the equipment number to which the part is charged.

System

Asset Management allows you to issue a part against a system, which is a major component on a piece of equipment. If appropriate, use the lookup to issue the part against a system.

Assembly

Asset Management allows you to issue a part against a piece of equipment and its system and assembly codes. The assembly code is used to break the equipment's system into smaller components. If appropriate, use the lookup to issue the part to a system's assembly.

Project

If appropriate, use the lookup to issue the part to a project.

Job

The job number associated with the part.

Rebuild

If this issue transaction is expenses to a serialized part, identify the current rebuild location of the part.

Rotable Item

Displays the rotatable part to which the part is charged.

Serial Number

The serial number of the part.

Expense Site

Defaults to the current site. Use the lookup to charge the parts to another site.

Department

Use the lookup to select the department against which to issue the part.

Cost Center

Use the lookup to select the cost center against which to issue the part.

Account

Use the lookup to select the account against which to issue the part.

Sub Account

Use the lookup to select the sub-account against which to issue the part.

Return to Inventory

1. Highlight the part you want to return.
2. Select Return to Inventory from the Actions menu.
3. From the lookups, select the Transaction, Location, and Quantity of the item, and specify the return date.
4. Select Submit.

Financials



QAD Financials consists of a set of financial modules that provide a complete solution for global manufacturing companies to:

- Support accounting transactions and financial management across the organization.
- Offer both simple internal reporting tools and sophisticated budgeting and analysis.

This release of QAD Financials contains some functionality of the core financial administrative processes: General Ledger, Accounts Payable, and Accounts Receivable.

The term financials is used to refer to those modules, programs, and functions that deal with financial accounting and reporting. The term operational is used to refer to the other types of activities that take place in QAD applications, such as sales orders, purchasing, inventory transactions, and manufacturing activity.

Core Financial Essentials

The core financials essentials consists of a set of financial modules that provide a complete solution for global manufacturing companies to:

- Support accounting transactions and financial management across the organization.
- Offer both simple internal reporting tools and sophisticated budgeting and analysis.

This release includes some functionality of the core financial administrative processes: General Ledger, Accounts Payable, and Accounts Receivable.

The term financials is used to refer to those modules, programs, and functions that deal with financial accounting and reporting. The term operational is used to refer to the other types of activities that take place in QAD applications, such as sales orders, purchasing, inventory transactions, and manufacturing activity.

GL Accounts

Use GL Accounts to create and maintain GL accounts.

GL Accounts allows you to create and maintain the following types of account:

- Bank
- Cash
- Closing
- Cross-Company Control
- Customer Control
- Customer Payment
- Fixed Assets
- Inventory Control
- Open Items
- Standard
- Supplier Control
- Supplier Payment
- System
- Tax
- WIP Control

System accounts are used for system-wide functions, such as rounding differences or exchange rate gains and losses. The System Type drop-down list is enabled when you specify a system account. You cannot delete a GL account if it is referred to by another system element. You can modify certain attributes of an existing GL account if it has not been used in posting.

GL Accounts contains these panels: Main, Posting, Currency, Analysis, Banking, Cash, and SAF Defaults. Use the Posting panel to set posting attributes for the account. Use the Currency panel to specify the currency attributes of the account. Use the Analysis panel to set analytical parameters for the account. When you define analysis for an account, you can specify the individual sources or targets, such as cost centers or SAFs, of transaction amounts.

The Banking panel is displayed when you create an account with the GL type Bank Account or Cash Account. Use this tab to enter bank account details. You can assign multiple bank accounts for each GL account to support each entity where the GL account is used. The bank information you specify here identifies your company banks. You associate these banks with customer and supplier banks in the customer and supplier functions. When you select a GL type of Cash Account, the Cash panel is used to set the daybook profiles for incoming and outgoing cash transactions. Use the SAF Defaults panel to specify which concepts within a structure to associate with the account and specify default values for the concepts. Only one default can be specified for each concept. The defaults are used when a code value is not supplied in a transaction. These fields are not required.

Main

GL Account

Enter a code (maximum eight characters) identifying the account. You cannot create a GL account that has the same code as an existing operational allocation code.

Description

Enter a brief description (maximum 24 characters) of the GL account. You can optionally enter descriptions in more than one language.

GL Type

Select the type of account.

System Type

This drop-down menu is enabled when you select a system account as the account type. Select a value from the list.

Category

Select a code for classifying the account based on its function on financial statements. Choices are:

- **Asset:** These represent economic resources owned by an entity, both tangible and intangible, such as bank balances, amounts owed by customers, inventories, land, buildings and machinery, investments, and goodwill. Asset accounts appear on the balance sheet.
- **Liability:** Liabilities are amounts owed to other parties for goods and services supplied and loans. This category also includes capital -- sometimes termed equity or net worth -- which represents the economic resources supplied to an organization such as share capital, reserves, and loan capital. Liability and capital accounts appear on the balance sheet.
- **Expense:** Any account to appear in the income statement and not defined exceptionally as an income account is defined as an expense. Typically, materials, labor, and expense accounts are all expense accounts. Some revenue accounts may also be defined in the expense category; for example, scrap sales and recovery accounts.
- **Income:** This category identifies any account to appear as a sales account in the income statement. The system assumes, in some reports, that the income account values provide the denominator when the system calculates percentages of sales. For example, Labor account (expense category) is 50% of the sum of the sales accounts (income category).

Active

Indicate if this is an active account. Inactive accounts cannot be used to record new transactions. An inactive account is still available, however, for historical transactions in overviews and reports.

Budget Group

If this account is to be included in a budgeting group, enter a code for the group, or click to look up and select an existing code. Setting up a budget can be done with this group code or by specifying ranges or lists of GL accounts.

Budget Enabled

Select the field to enable budget checking. This field is effective if budget checking is enabled at system level.

Cash Group

Select the cash group to which the account belongs. Cash groups are used to categorize information in the Cash Flow Report.

Consumption Tax

Select this field to enable consumption tax for this account. Use the Consumption Tax grid to specify the tax code to use for consumption tax in each domain that you add. The GL account must be of standard and open item with manual posting.

Referenced

This read-only field indicates that the account is already referenced within the system. For example, when the account is used in a payment instrument process, this field is automatically selected.

In Posting

This read-only field indicates that the account has been used in postings.

Posting

Balance/P&L

Indicate whether this is a Balance or Profit and Loss account. Profit and loss accounts are cleared at year-end closing, and the total balance of profit and loss is transferred to a profit and loss transfer balance account. This selection is available for standard account types, and for these system type accounts:

- Rounding Differences
- Realized and Unrealized Exchange Profit and Loss

All other account types are balance accounts by default, and this field is disabled.

Note: For standard accounts, you cannot modify the Balance/P&L field after transactions have been posted to the GL account.

Debit/Credit

Select the posting designation for this account. The posting designation is a convenient way of identifying accounts that hold only debit postings or only credit postings; however, the designation is not binding. You can hold both debit and credit postings in the same account. The system also supports negative debits and negative credits as a correction of a previous transaction.

Quantity

Select this field if you want to store quantity values for posting lines for this account. When selected, the GL Account Unit of Measure field is enabled in postings using this account, and you must specify a quantity and unit of measure in the posting lines.

GL Account Unit of Measure

When Quantity is selected, specify a unit of measure for quantities specified for this account. By default, all quantities on the account are assumed to be in the same unit of measure.

Auto/Manual

Indicate what types of posting this account accepts.

- Automatic: The account cannot be used for a manual posting line entry such as Journal Entry or Supplier Invoice Allocation.
- Manual: The account can be used for all manual posting line entries, as well as in programs that create transactions automatically. Manual posting is available for the following types of account:
 - Bank
 - Cash
 - Cross-company
 - Fixed Asset
 - Open items
 - Standard
 - Tax

Posting is automatic for all other account types. System accounts and control accounts must use automatic posting with the exception of the Conversion system account, which has manual posting. You cannot modify the value in the Auto/Manual field after transactions have been posted to the GL account.

Intercompany Account

Select to designate the account as an intercompany account. This field is always selected for cross-company control accounts and cannot be modified. The intercompany identifier distinguishes organizations that are members of a group of entities that trade with each other. When the field is selected, you can choose to enter an intercompany code for postings to this account. Intercompany codes are configured in business relation records.

Default Intercompany

Optionally, specify the default intercompany code associated with the GL account. This field becomes active when you select the Intercompany Account field. This field is used only if the system cannot find an intercompany code from the business relation associated with a transaction.

Fixed Intercompany

Select this field if you do not want the default intercompany code to be changed during manual entry. When this field is clear, the system uses any intercompany code associated with the business relation in the transaction, rather than the code associated with the account.

Currency

Base Currency Only

Select to ensure that postings are performed in the base currency only. When selected, you cannot specify a currency code in the next field.

Note: For most accounts, this field is cleared. For accounts where transactions are enacted in a number of currencies, separate balances are maintained for each currency against the account.

Currency

Select a unique currency for the account. You typically enter a currency for accounts that use only a specific currency, such as bank and cash accounts, or customer and supplier control accounts. Postings for the account use this currency only. If you do not specify a currency, postings can use any of the currencies configured for the entity. This field is disabled when you select the Base Currency Only option.

Revaluation

TC Revaluation in BC

Select a transaction currency revaluation method from the following options:

- None: No revaluation is performed on transactions.
- Accounting Rate: The accounting exchange rate for that date is used; this is the most common option.
- Revaluation Rate: You can use a separate rate. For example, in certain countries, the government sets the rate that must be used for revaluation, and this is separate from the accounting exchange rate.
- User Defined Rate: This option accommodates situations where different revaluation rules apply for particular types of assets.

Rate Type for Revaluation in BC

When you select User Defined Rate in the TC Revaluation in BC field, specify a revaluation exchange rate type for determining rates. Otherwise, this field is disabled.

TC Revaluation in SC

Select a revaluation method for the statutory currency. Select from None, Accounting Rate, Revaluation Rate, Statutory Rate, or User Defined Rate.

Statutory Rate: This option is available for revaluation relative to the statutory currency, and uses the statutory exchange rate. If the option is defined in Exchange Rate Type Create, the system can revert to using the accounting exchange rate if there is no valid statutory exchange rate available at the time of revaluation.

Inventory Rate: This option is available for revaluation relative to the statutory currency for Inventory and Work in Process (WIP) Control accounts, and uses the inventory exchange rate. You must revalue open balances in Inventory and WIP Control accounts relative to the statutory currency to report closing valuations for the balance sheet. Inventory and WIP balances in statutory currency must be revalued to use the latest inventory exchange rate when:

- The inventory exchange rate type is used to calculate standard costs in statutory currency.
- Standard costs in base currency are reviewed periodically and the inventory exchange rates are modified.

Rate Type for Revaluation in SC

When you select User Defined Rate in the TC Revaluation in SC field, specify a revaluation exchange rate type for determining rates. Otherwise, this field is disabled.

Revaluation GL

Specify an account to be used for revaluation postings.

Note: This field is activated if the account you are creating or updating has a GL Type of control account.

When the parent account is a control account, the Revaluation GL account acts as a mirror balance account, to which revaluation differences of unrealized exchange profits and losses are posted. You cannot select a revaluation account for bank, cash, open items, standard, or system accounts. The revaluation account tracks unrealized gains and losses that occur on assets and liabilities that have not yet been converted to cash, such as AR. When the AR payment is received and converted to cash, the exchange gain or loss associated with that payment becomes a realized gain or loss.

Unrealized Gain GL

This field is active when one of the TC Revaluation fields is set to a value other than None. The unrealized gain account you specify in this field must be a standard account with TC Revaluation in BC and TC Revaluation in SC set to None. The field is optional, but when this field and the Unrealized Loss GL field contain entries, the accounts cannot be the same. When the field contains a valid GL, this unrealized gain GL overrules the system unrealized accounts when you revalue the GL transactions and balances. When the field is blank, the system uses the system unrealized gain account.

Unrealized Loss GL

This field is active when one of the TC Revaluation fields is set to a value other than None. The unrealized loss account you specify in this field must be a standard account with TC Revaluation in BC and TC Revaluation in SC set to None. The field is optional, but when this field and the Unrealized Gain GL field contain entries, the accounts cannot be the same. When the field contains a valid GL, this unrealized loss GL overrules the system unrealized accounts when you revalue the GL transactions and balances. When the field is blank, the system uses the system unrealized loss account.

Consolidation

Consolidation Method

If this account will be used by a domain that is the target of a consolidation, select the revaluation exchange method from the drop-down list. The exchange method of the account in the consolidation entity determines how subsidiary transaction amounts are converted to transactions in the consolidation entity. In each case, the system uses the exchange rates defined in the domain of the consolidation entity. The possible settings of the Consolidation Method are as follows:

- **Current Exchange Rate:** The system recalculates the value of transactions based on current exchange rates.
- **Historical Exchange Rate:** The system consolidates transactions at the exchange rate effective on the date of the transaction.
- **Simple Average Exchange Rate:** The system determines a set value for a transaction by averaging the rates for the first and last dates in the range of transaction effective dates. For example, if transactions are imported for the month of January, the system averages the rates for January 1 and January 31.

- **User-Defined Exchange Rate:** If you select the User-Defined Rate option, you must set up specific exchange rates for each subsidiary base currency, for each GL account with this method, and for each GL period.
- **Weighted Average Exchange Rate:** The system determines a set value for a transaction by averaging the rates for all dates in the range of transaction effective dates. For example, if transactions are imported for the month of January, the system adds up the rates for each date (January 1, January 2, and so on) and then divides by 31.

Consolidation Rate Type

When you select User-Defined Exchange Rate for the consolidation method, specify a user-defined exchange rate type for determining rates. Otherwise, this field is disabled.

The Consolidate Rate by Entity grid enables you to specify a different user-defined exchange rate for each consolidated entity. You can apply the exchange rate to any account type for consolidation purposes. For each of the rate types that you specify here, you must also create the actual exchange rates before you can run the consolidation. These rates must be entered in the shared set used by the consolidation entity.

Analysis

GL Analysis Set On Date

This field displays the date on which analysis was activated for the account. This field is unavailable if analysis is not activated for the account.

GL Sub-Account Set On Date

This field displays the date on which sub-account analysis was activated for the account. This field is unavailable if sub-account analysis is not activated for the account.

GL Analysis Set by

This field displays the user who activated analysis for the account. This field is unavailable if analysis is not activated for the account.

GL Sub-Account Set by

This field displays the user who activated sub-account analysis for the account. This field is unavailable if sub-account analysis is not activated for the account.

Sub-Account Analysis

Sub-Account

Select to indicate that this account uses sub-account analysis. Enter the default sub-account profile in the next field.

Default Sub-Account

This field is enabled when you select the Sub-Account field. Specify a default sub-account profile. When you enable sub-account analysis for bank accounts, tax accounts, and accounts with automatic posting, you must specify a default sub-account profile.

Cost Center/Project Analysis

Cost Center

Select this field to enable cost center analysis.

Default Cost Center

You must specify a default cost center profile when:

- Only Cost Center Analysis is enabled.
- Both Cost Center Analysis and Project Analysis are enabled, and the analysis limitation is Both Required or Cost Center Required.

Project

Select this field to enable project analysis.

Default Project

You must specify a default project profile when:

- Only Project Analysis is enabled.
- Both Cost Center Analysis and Project Analysis are enabled, and the analysis limitation is Both Required or Project Required.

Analysis Limitation

When you enable both cost center and project analysis, you can specify any analysis limitation.

Choose from the following options:

- Both Required: You must specify both a project and a cost center on the transaction.
- Cost Center Required: You must specify a cost center. The Default Project field must be blank.
- Excluding Each Other: You must specify either a project or a cost center on the transaction. You cannot specify both types of analysis and you cannot leave both blank.
- None: There is no limitation on how you use cost centers and projects on the transaction. In this case, the Default Cost Center and Default Project fields must be blank.
- One Required: You must specify either one project or one cost center on the transaction.
- Project Required: You must specify a project. The Default Cost Center field must be blank.

Note: The analysis limitations are validated by the system when you save them. Any validation problems return errors for automatic GL accounts and return warnings for manual GL accounts. You can change the analysis limitation setting at any stage even after transactions have been posted using the account.

Default SAF Structure

Enter a default SAF structure associated with the cost center or project analysis.

SAF Analysis

SAF

Select this field to enable SAF analysis. This field is enabled when neither cost center or project analysis are enabled.

SAF Structure

Enter a default SAF structure to use for analysis.

Banking

The Banking panel is displayed when the GL Account is of type Bank or Cash. You can add a list of bank accounts that are used for these GL accounts.

Daybooks and Accounts

Banking Daybook Profile

Specify the daybook profile to be used for registering bank transactions.

AP Discount Account

Specify a discount account to be updated when an AP discount is applied to a payment.

AP Interest Account

Specify the AP interest account to use for EDI Advanced Banking. The AP Interest Account field is hidden by default, but you can activate it using design mode. See User Guide: QAD System Administration for more information on design mode.

Deduction Daybook Profile

Specify a deduction daybook profile to associate it with the entity bank account used for deductions.

AR Discount Account

Specify a discount account when an AR discount is applied to a payment; for example, for credit terms payment amounts.

AR Interest Account

Specify the AR interest account to use for EDI Advanced Banking. The system posts interest received if customers do not pay by the due date. The AR Interest Account field is hidden by default, but you can activate it using design mode.

Cash

Cash Received Daybook Profile

Select a profile that indicates the daybook used to record cash receipt transactions using Petty Cash. Only profiles that have a Cash Received Profile Type are available to select.

Cash Paid Daybook Profile

Select a profile that indicates the daybook used to record cash payment transactions using Petty Cash. Only profiles that have a Cash Paid Profile type are available to select.

SAF Defaults

SAF Concept

Select a SAF concept to link to this account.

SAF Concept Description

This field contains a description of the SAF concept.

SAF

Select a SAF code related to the concept for this account.

SAF Description

This field contains a description of the SAF.

Sub-Accounts

Use Sub-Accounts to create and maintain sub-accounts for analyzing activity on an account code and to provide further detail in financial reporting.

Sub-accounts are typically used to report on the financial activity of business units or divisions within an entity. You can create sub-accounts to correspond to those parts of the entity for which you would like to generate separate balance sheets, profit and loss statements, or open customer and supplier items. You can further analyze the sub-account by including it within a budget group. A single GL account can be associated with multiple sub-accounts. You cannot modify an existing sub-account code.

You can also use sub-accounts to enable financial reporting at site level. You can have multiple sites in the same entity and have the sub-account that is used in the AR/AP control account defaulted to the site of the associated sales order.

Main

Sub-Account

Specify a sub-account code if the supplier control account is defined with sub-account analysis. This sub-account applies to all invoice posting lines.

Description

Enter a brief description (maximum 24 characters) of the sub-account. You can optionally enter descriptions in more than one language.

Active

Indicate whether this is an active sub-account.

Budget Group

Select a budget group for the sub-account.

Sub-Account Mask

Specify the COA mask that applies to the sub-account. Click the lookup to display all sub-account masks for the assigned sub-account COA mask shared set. A sub-account COA mask defines the list of GL accounts that the sub-account can be combined with during posting. The COA Element without Mask field set for the domain controls how the system treats sub-accounts that are not assigned a sub-account COA mask. If sub-account COA masks are enabled for the current domain and the COA Element without Mask field is set to Exclude from Posting, the system prevents all sub-accounts without a sub-account COA mask from being used in postings. If the COA Element without Mask field is set to No Posting Restrictions, you can use the sub-account with any GL account. If sub-account COA masks are not enabled for the current domain, this field is read-only.

Cost Centers

Use Cost Centers to create and manage cost centers.

Cost centers provide an additional reporting level for the GL account and sub-account. Typically, a cost center can be a department or profit center within the entity for which you want to generate separate reports. You can associate a range of different accounts and sub-accounts with a cost center, and also associate a number of cost centers with a single account. You can further analyze a cost center by including it within a budget group. You can also assign a COA mask to the cost center. A cost center COA mask defines the lists of GL accounts and sub-accounts that the cost center can be combined with during posting.

The SAF Defaults grid lets you specify which SAF concepts within a structure to associate with the cost center and to specify default values for the concepts. Only one default can be specified for each concept. The defaults are used when a code value is not supplied in a transaction. You cannot delete a cost center if it is assigned to a GL account, used in consolidation, used in a COA cross reference, or used in transactions.

Main

Cost Center

Enter a code (maximum four characters) that identifies the cost center. You cannot modify an existing cost center code.

Description

Enter a brief description (maximum 24 characters) of the cost center.

Budget Group

Select a budget group to associate with the cost center.

Administrator

Select a user to associate with the cost center; for example, the department (cost center) manager.

Cost Center Mask

Specify the COA mask that applies to the cost center. Click the lookup to list all cost center masks for the assigned cost center COA mask shared set. A cost center COA mask defines the lists of GL accounts and sub-accounts that the cost center can be combined with during posting. The COA Element without Mask field set for the domain controls how the system treats cost centers that are not assigned a cost center COA mask. If cost center COA masks are enabled for the current domain and the COA Element without Mask field is set to Exclude from Posting, the system prevents all cost centers without a cost center COA mask from being used in postings. If the COA Element without Mask field is set to No Posting Restrictions, you can use the cost center in combination with any GL account or sub-account. If cost center COA masks are not enabled for the current domain, this field is read-only.

Active

Indicate if this is an active cost center.

SAF Structure from GL Account

Select the field to use the SAF structure from the GL account for posting purposes. To enable this setting, a SAF structure must be set for all accounts that have analysis type Cost Center or Both. In addition, a SAF Structure Code cannot be specified for the cost center.

SAF Structure

Select a SAF structure code to link to the cost center. The SAF structure cannot be removed from a cost center if the cost center has been used in posting.

SAF Set by

This read-only field displays the ID of the user who activated the SAF analysis.

SAF Set on Date

This read-only field displays the date on which SAF analysis was activated for the cost center.

SAF Defaults

SAF Concept

Select a default SAF Concept.

SAF Concept Description

This field contains the SAF Concept description.

SAF

Select a default SAF code.

SAF Description

This field contains the SAF description.

Project Groups

Use Project Groups to create and manage codes for categorizing a collection of projects for reporting purposes.

Before creating projects, you must define two required codes: project groups and project status codes.

Main

Project Group

Enter a code (maximum of 20 characters) to identify the project group.

Description

Enter a description (maximum of 40 characters) of the project group.

Active

Indicate if this is an active project group.

Project Status

Use Project Status to define and manage project status codes.

Before creating projects, you must define two required codes: project groups and project status codes. You can post transactions to a project only if its system status is active. Before you can begin to create project codes, you must first define the set of statuses that control how the project code can be used. The status assigned to a project determines whether it can be used for postings in GL transactions, in invoices, and if costs can be assigned to it. You must associate each project status code you define with one of five predefined system status codes:

- Initial
- Open
- Closed for Accounting
- Closed for Costs
- Closed

The system status code assigned determines the effect of the status code you define, and consequently how the project codes assigned to that status can be used. The project status codes you define populate the Status drop-down list in Projects, and are then available to assign to project codes.

Only projects that have a system status of Open or Closed for Costs can be used in profile creation.

Main

Project Status

Enter a code (maximum 20 characters) that identifies a user-defined project status.

Description

Enter a description (maximum 40 characters) of the project status code.

System Status

Select the system status to associate with the project status code. The restrictions for that system status apply to the status code you create. The possible values are:

- Initial: A project with this status cannot be used in accounting transactions, but can be used in operational activities, such as purchase order creation.
- Open: A project with this status can be used in GL transactions and in invoice creation.
- Closed for Accounting: A project with this status cannot be used in posting costs or revenue, but is still visible on reports.
- Closed for Costs: A project with this status cannot have expenses posted to it.
- Closed: Projects with this status cannot be used in transactions.

Active

This field indicates whether the project status is active. Only active status codes can be assigned to projects.

Projects

Use Projects to create and maintain project codes.

Projects are chart of account (COA) elements that provide analytical reporting on activities, such as engineering design work or production rework. You can associate a range of account codes, sub-account codes, and cost centers with a specific project or multiple projects. The COA mask determines the valid COA combinations (account, sub-account, cost center, and project) for posting. Before creating projects, you must define two required codes: project groups and project status codes. You can post transactions to a project only if its system status is active.

Optionally, you can use the SAF Defaults sub-panel to specify which concepts within a structure to associate with the project and specify default values for the concepts. Only one default can be specified for each concept. The defaults are used when a code value is not supplied in a transaction. These fields are not required.

Main

Project

Enter a code (maximum eight characters) that identifies the project.

Description

Enter a brief description (maximum 24 characters) for the project. You can optionally enter descriptions in more than one language.

Project Group

Use the lookup to specify the project group to which the project belongs, if any. Define the project group first.

Main Project

Enter the code of the main project. This can be used when the current project is a subproject of a larger one. The main project is used for reporting purposes, and the linked projects behave completely independently.

Status

Select the project status code from the drop-down list, which shows codes defined using Project Status. The system status assigned to the project status controls how the projects can be used.

Project Administrator

Select a system user to associate with the project; for example, the department (project) manager.

Project Mask

Specify the COA mask that applies to the project. A project COA mask defines the lists of GL accounts, sub-accounts, and cost centers that the project can be combined with during posting. The COA Element without Mask field on the domain record controls how the system treats projects that are not assigned a project COA mask. If project COA masks are enabled for the current domain and the COA Element without Mask field is set to Exclude from Posting, the system prevents all projects without a COA mask from being used in postings. If the COA Element without Mask field is set to No Posting Restrictions, you can use the project in combination with any GL account, sub-account, or cost center. If project COA masks are not enabled for the current domain, this field is read-only.

Project Details

Sub-Account Profile

Select a sub-account profile to indicate which division or business unit is responsible for the project.

Budget Group

Select a budget group to associate with the project. Project budgets track cost and revenue evolution during a project life cycle.

Retrieve SAF Structure from GL

Select the field to use the SAF structure found in the Analysis Tab of the GL account for posting purposes. To enable this setting, a SAF structure must be specified for all accounts that have analysis type Project or Both. In addition, a SAF Structure Code cannot be specified for the project.

SAF Structure

Select a SAF structure code to link to the project. The SAF structure cannot be removed from a project if it has been used in posting. If a SAF structure code is specified, Retrieve SAF Structure from GL cannot be selected.

SAF Set on Date

This read-only field displays the date on which SAF analysis was activated for the project.

SAF Set by

This read-only field displays the ID of the user who activated the SAF analysis.

Currency

Specify the currency in which project transactions are denoted and recorded.

Start Date

Enter the start date of the project activities. No transactions can be posted before that date.

End Date

Enter the date on which the project is expected to end. No transactions can be posted after that date.

Original Completion Date

Enter the initial planned completion date of the project.

Revised Completion Date

If necessary, enter the date that the completion date was revised to.

Date Revised

Enter the date on which the revised project completion date was set.

SAF Defaults

SAF Concept

Select a SAF concept.

SAF Concept Description

The description defaults from the associated SAF concept.

SAF

Select the default SAF code.

SAF Description

The description defaults from the associated SAF.

SAF Concepts

Use SAF Concepts to create and maintain SAF concepts.

When creating and modifying SAF concepts, these restrictions apply:

- 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.

Main

SAF Concept

Specify a SAF structure and concept code for the first SAF level in the structure. The system creates rows for each SAF concept and automatically links the SAF concepts to the rows. These fields are enabled only when the topic references a SAF level.

Description

Enter a brief description of the concept code. This field is mandatory; the description cannot be blank. You can optionally enter descriptions in more than one language.

System

When this read-only field is selected, this is a system concept; it cannot be deleted.

Active

Indicate if this is an active SAF concept.

SAF Structures

Use SAF Structures to create and maintain SAF structures.

With SAF structures, you can 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 a 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, the SAF concepts are predefined in the system, but you must create the corresponding SAF codes.
- When user-defined concepts have more than one value, you must select the value to use when you create the transaction.

SAF structures are independent of the entity and domain, and can contain both system and user-defined concepts. Each structure must contain a minimum of one concept and up to a maximum of five concepts. Each concept must have one and only one default value, which is used to supply a value based on the defaulting logic. Other defaults are optional, but the one associated with the structure is required and used when more specific defaults have not been defined. After a SAF structure has been used in a transaction, you cannot delete any of the associated SAF concepts.

Main**SAF Structure**

Enter a code (maximum 20 characters) that identifies the SAF structure.

Description

Enter a brief description (maximum 40 characters) of the SAF structure. You can optionally enter descriptions in more than one language.

Active

Indicate if this is an active SAF structure.

Structure Details**Line**

Enter a value to uniquely identify each concept associated with the structure. If you do not enter a value, the system automatically assigns a line number. The lowest line number must be 1 and the highest line number cannot be greater than 5. You cannot change the line sequence when the structure has been linked to an account, sub-account, or cost center.

SAF Concept

Specify a SAF concept to be linked to this structure. At least one concept but no more than five concepts must be specified.

SAF Concept Description

The SAF concept description defaults based on the SAF concept.

Default SAF

Specify the default SAF value for the concept. Every concept must have one default code.

Default SAF Description

The SAF description defaults based on the SAF.

SAFs

Use SAFs to create and maintain the values that you assign to a SAF concept.

SAFs generally correspond to the individual item for which you require analysis. For example, you can track transactions relating to a particular vehicle belonging to the organization by creating a SAF code of the vehicle registration number. Every SAF concept must have at least one default SAF code—defined in the SAF structure where it is used—and you can link any number of codes to the same concept. You build SAF analysis for an account by creating a SAF code for each type of transaction that updates the account. You build the list of SAF codes for both system-defined and user-defined SAF concepts manually.

Main

SAF

Enter a code (maximum 20 characters) that identifies a specific value associated with a SAF concept.

Description

Enter a brief description (maximum 40 characters) of the SAF code. You can optionally enter descriptions in more than one language.

SAF Concept

Specify a SAF concept to associate with the SAF code.

Budget Group

Specify a budget group to associate with this SAF code. Budget groups are optional links for reporting.

Active

Indicate if this is an active SAF code.

Journal Entries

Use Journal Entries to manually record transactions for financial daybooks.

A journal entry, or posting, is the basic transaction in the accounting system. In its most simple representation, a journal entry is a transaction composed of multiple posting lines, each of them associated with a GL account and an amount. Nevertheless, in most cases, journal entries also have other dimensions, represented by analytical codes.

Use Journal Entries to create, view, modify, delete, and reverse journal entries. You can only manually record transactions for financial daybooks. However, you can view transactions posted to operational and external daybooks, in addition to financial daybooks.

Note: You can only modify or delete journal entries posted to a transient layer.

Main

Posting Date

Specify the date for the posting. The posting date for transactions must occur within the GL calendar year and period.

Year

Specify an accounting year and period for the posting.

Daybook

Specify a daybook code for the transaction. The daybook must be of type Journal Entries or Year-End Closing.

Voucher

This field displays a nine-digit sequence number generated for the journal entry. This is an alternative reference number for use in countries where local GAAP constraints require that GL posting numbering be sequential, without any gaps. The sequence number is generated when additional GL numbering is activated for the entity.

Description

Enter a brief description of the journal entry. The description defaults to each entry line.

Second Description

Specify a plain, easily understood additional description for this journal entry.

Replacement

Select this field if the journal entry is a replacement posting. Normally, if a GL posting is incorrect, it is rectified using two subsequent GL postings: a reversal posting to balance out the original, incorrect posting, and a new replacement posting with the correct values.

Reversal

Select the field if the journal entry is a reversal posting to balance out a previous, incorrect posting. You cannot reverse and replace a journal entry at the same time. You may select only one of the Replacement and Reversal fields for a journal entry.

Origin Posting Reference

Use this field to select the original posting reference in cases where a posting has been reversed or replaced.

Layer Type

This field displays the layer with which the daybook is associated.

Sequence Number

This field displays a nine-digit sequence number generated for the journal entry. This is an alternative reference number for use in countries where local GAAP constraints require that GL posting

numbering be sequential, without any gaps. The sequence number is generated only if the Additional GL Numbering check box is activated for the entity.

Additional GL Numbering Date

This field displays the GL numbering date associated with the additional GL sequence. When creating a journal entry in a normal GL period, the numbering date defaults to the posting date and cannot be modified. When creating or modifying a posting for a correction period, the Additional GL Numbering Date field becomes active and you can specify the numbering date to use.

Posting Lines

Define the transaction posting lines in the grid. Depending on how the GL accounts used in the transaction are defined, you can enter information in various fields and information is also defaulted. Each posting line displays key fields with the following information:

- GL account and description
- Sub-account
 - You can add the sub-account description using the Configuration icon.
- Cost center and project
- Journal entry description
- Transaction currency details and amounts

Click the line expander to view further information on the posting line in tab format. The tabs displayed depend on the type of transaction.

- The Details tab displays key amounts in base and statutory currencies and an overview of GL analysis. You can modify these amounts. The Details tab also displays GL analysis. Quantity and unit of measure information is also displayed when the GL account is a quantity account.
- When a posting contains SAF analysis, a SAF tab is displayed. This tab displays the SAF concept, description, and structure details.
- Open items are displayed on the Open Items tab.
- When the GL account is an intercompany account, information is displayed on the Intercompany & Cross-Company tab.
- Tax information is displayed on the Tax tab.

You can only delete journal entries posted to a transient layer. You can only modify or delete journal entries posted to a transient layer.

Totals

This read-only panel displays the debit and credit totals for the transaction in transaction, base, and statutory currencies. The totals are calculated from the values you enter in the Posting Lines grid.

Customer Credit Rating Categories

Use Customer Credit Rating Categories to create and maintain categories for ranking customers by creditworthiness.

Use Customer Credit Rating Categories to select groups of customers for reporting. Customer credit rating codes are system-wide data and apply to all domains and entities. You cannot delete a customer credit rating when it has been assigned to a customer. Credit rating is for reference only to help you evaluate customer credit issues.

Main

Category

Enter a category code.

Description

Enter a meaningful description for this category.

Active

Select this field to make the category active. When a category is inactive, it cannot be assigned to a customer.

Customer Invoices

Use Customer Invoices to directly create and maintain invoices for miscellaneous customer charges or credit notes.

For manual customer invoices, you must specify most of the fields that are automatically populated during invoice post.

Use the Main panel to complete the customer details, invoice or credit note amount and exchange rate, posting date, invoice details, and analytical details. Use the Addresses panel to specify the ship-from address - the address that identifies one of your inventory sites - and the customer ship-to address. The address on the General panel is the bill-to address for the invoice. The fields on this panel display mostly read-only information for sales-related invoices.

Use the Tax panel to provide details of the tax associated with this invoice. When the invoice is taxable, the system calculates tax information and displays it here. This information is read-only for sales-related invoices, and reflects the tax amounts generated based on the order tax details. Use the Banking Information panel to provide details of the bank accounts and payment information associated with this invoice. Use the Credit Terms Details panel to specify the discount due date. The Operational Information panel and the Sales Persons and Sales Order sub-panels do not apply to a manually created invoice. The values on these panels are defaulted from the sales order when it is posted. The Comments panel lets you enter comments related to the invoice.

Main

Invoice Type

This field displays the invoice type. When creating an invoice, choose the invoice type from the drop-down list:

- Credit Note
- Credit Note Correction
- Finance Charge
- Invoice
- Invoice Correction

Invoice Correction and Credit Note Correction display as choices only when the appropriate daybook types have already been defined.

Customer

Specify the code that identifies the customer address that pays the invoice. The business relation code associated with the bill-to automatically displays, as well as other details based on today's date

such as the credit terms and the posting date. When you create a new invoice, you can specify a business relation before selecting the customer. In this case, the customer code is loaded. When more than one customer is linked to the business relation, you must select from the available customer codes. The bill-to address can represent a corporate parent or simply a different location for billing. Credit information defaults from the bill-to address, including credit limit, terms, and currency. For sales-related invoices, the customer code displays the customer bill-to address specified on the associated order. You can retrieve customers by selecting their business relation codes or business relation names.

Business Relation

This field displays the business relation code, when one has been defined. Alternatively, you can also select customers by their business relation. When the code is entered, the system automatically retrieves the business relation and customer codes.

TC Invoice Amount

Enter the total invoice amount and specify a transaction currency. For a new invoice, currency defaults from the customer bill-to. For sales-related invoices, this field displays the total invoice amount, including tax, in the transaction currency. For manually created invoices, the value of Tax Excluded determines whether this amount includes tax. You can save zero-value invoices, which have no TC invoice amount. However, the system displays a warning to prevent you from doing so by mistake.

Description

Enter a brief description (maximum 40 characters) of the invoice.

Invoice Date

Specify an invoice creation date; the default is the system date. A warning displays if this date is not prior to the posting date. The system uses the invoice date with the credit terms to calculate due date and discount date.

Posting Date

This field displays the date the sales-related invoice was generated. When creating an invoice, specify a date on which the invoice is to be posted. This date defaults from the invoice creation date, if that belongs to an open GL period. If you select another GL calendar year or GL period, the end date of that GL period is used as the default value for the posting date. The date must be within the start date and end date limits for that GL period.

GL Analysis

Specify a sub-account if the customer control account is defined with sub-account analysis. Otherwise, the field cannot be updated. The system also uses the specified sub-account for all invoice posting GL transactions to GL accounts with sub-account analysis. The system uses the specified cost center and project for all invoice posting GL transactions to GL accounts with cost center and project analysis.

Credit Terms

Specify the credit terms that apply to this invoice. Credit terms determine invoice due dates and any settlement discounts on early payments. Credit terms also determine if multiple payments are made in stages based on invoice percentages. When the credit terms code is changed, the invoice due date is recalculated. Credit terms default from the customer record. Credit terms for sales-related invoices default from the associated sales order.

Due Date

The Due Date field displays the date when payment is due. You can modify the due dates without affecting the credit terms. If the credit terms have a base date specified, this is used in the due date calculations rather than the invoice creation date.

Taxable

Select if this invoice is subject to taxes. For a new invoice, this defaults from the customer. For sales-related invoices, this field is based on the taxable status of the associated order.

Tax Excluded

When selected, this field indicates that the amount specified for Invoice Amount excludes tax. This means that the system uses the total amount as the basis for tax calculation. When tax is included (that is, the Tax Excluded field is cleared), it is assumed that the value you specify in the Invoice Amount field includes the tax. This field defaults from the Customer Invoice Total Excludes Tax field in Global Tax Management.

Daybook

This field displays the daybook specified on the associated order of a sales-related invoice. The system selects the appropriate daybook based on the invoice type: adjustment, invoice, invoice correction, credit note, credit note correction, deduction, prepayment, or finance charge. The system-generated invoice number is based on the daybook. When creating an invoice, you must specify an internal daybook with a type that matches the invoice type.

Invoice Number

You cannot edit this field. It contains the invoice number, which is automatically generated on invoice creation.

Invoice Status

This field displays the default invoice status code associated with the customer. Invoice status codes can be used on customer invoices to indicate whether the invoice is contested and—if so—why it is contested. Invoice status codes have a different usage for supplier invoices where they are used to control the invoice approval process.

Open

When selected, this read-only field indicates the invoice has not been completely paid. It is updated automatically when complete payment is registered.

Payment Reference

Optionally, specify a reference number to identify a customer payment for this invoice. If the payment format is of type Single Euro Payments Area (SEPA), leave this field blank. When you click Save, the field is then automatically populated with a valid system-generated SEPA payment reference number. However, if you enter a reference and then click Save, no SEPA payment reference number is generated and assigned to this invoice. When SEPA messages are turned on at entity level, a warning message is displayed before allowing you to continue the Save operation. For any entity outside SEPA, you can enter a reference such as a Transfer with Structured Message (TSM) number. The TSM is a standard reference numbering system for electronic transfers, used by many banks.

Batch Number

If this is a sales-related invoice, the batch number specified during invoice post displays. For manually created invoices, you cannot enter a value in this field.

Currency Details

BC Exchange Rate

If the transaction currency is not the same as the domain base currency, the applicable accounting exchange rate displays and can be edited; otherwise, the system displays 1 and the field cannot be changed. The BC Invoice Amount is calculated based on the exchange rate. If you modify the BC Invoice Amount, the exchange rate is automatically adjusted. For example, the base currency is Euro, the transaction currency is GBP, and the default exchange rate for these currencies is 0.5 (2 euro to 1 GBP). The transaction amount is 1000 euro, and the base currency amount is 500 GBP. By increasing the base currency amount to 750 GBP, you change the exchange rate for this transaction from 0.5 to 0.75.

BC Invoice Amount

When the transaction and base currencies are the same, this field is read-only and displays the same amount as TC Invoice Amount. Otherwise, it is TC amount adjusted based on the exchange rate. If you modify the base currency amount when creating an invoice, the system automatically recalculates the exchange rate to ensure that the transaction currency amount remains the same.

SC Exchange Rate

If the transaction currency is not the same as the domain statutory currency, the applicable accounting exchange rate displays and can be edited; otherwise, the system displays 1 and the field cannot be changed. The SC Invoice Amount is calculated based on the exchange rate. For example, the statutory currency is Euro, the transaction currency is GBP, and the default exchange rate for these currencies is 0.5 (2 euro to 1 GBP). The transaction amount is 1000 euro, and the statutory currency amount is 500 GBP. By increasing the statutory currency amount to 750 GBP, you change the exchange rate for this transaction from 0.5 to 0.75.

SC Invoice Amount

When the transaction and statutory currencies are the same, this field is read-only and displays the same amount as TC Invoice Amount. Otherwise, it is TC amount adjusted based on the exchange rate. If you modify the statutory currency amount when creating an invoice, the system automatically recalculates the exchange rate to ensure that the transaction currency amount remains the same.

Adjustments

Link To Invoice

Specify an invoice or credit note to which you want to link the current document. A credit note can have a one-to-one link to an invoice. You can select invoices for this customer that have opening balances greater than or equal to the amount of the credit note. When you create the link, the system creates an automatic open item adjustment (customer adjustment) of linked documents with a posting date equal to that of the credit note, using a Customer Adjustment daybook. The following links are possible.

- Credit Note - Invoice
- Correction Invoice - Invoice
- Correction Credit Note - Credit Note

Adjustments

If an invoice is linked to a credit note, specify a daybook for the credit note and invoice adjustment. The internal daybook must be of type Customer Adjustment (CA), and the voucher number is system-generated.

Addresses

Ship-From

Enter the code that identifies the business relation associated with the site where items being invoiced are shipped from. If this is a miscellaneous invoice or credit note, the ship-from site is still required. The default for a new invoice is the business relation associated with company address defined for the bill-to customer site.

Address Type

This read-only field displays the ship-from address.

Sold-To

Enter the code identifying the sold-to customer who received the items being invoiced. On a new manually created invoice, the code entered in the Customer field on the Main panel displays by default. The sold-to address displays on the printed invoice.

Ship To

Enter the code that identifies the address receiving the items being invoiced. This field defaults from the sold-to address; you can change it to another valid ship-to defined for the business relation. The system uses the tax detail for the ship-from and ship-to addresses to select the correct tax environment for tax calculation.

- For the ship-from, this is the head-office address of the business relation.
- For the ship-to, the tax details defined for the customer record are used.

Business Relation

This read-only field displays the business relation code related to the sold-to customer.

Address Type

This read-only field displays the address of the customer.

Contact

Specify a contact name for the customer. The lookup displays the contact details defined for the customer's business relation.

Tax

Tax Point Date

This field displays the date to be used in tax calculations, which by default is the same as the posting date. For sales-related invoices, this field displays the tax calculation date on the associated order.

Own Tax Number

This field displays the state tax ID of the ship-from business relation, which is associated with the current entity and displayed on the Addresses tab.

TC Amount With Taxes

This field displays the trade currency amount of the invoice including taxes.

Customer Tax Number

This field displays the state tax ID of the bill-to customer, which is displayed on the General tab. If no customer bill-to is defined, the state tax ID of the ship-to customer is displayed.

Tax Grid

When the invoice is taxable, the system calculates tax information and displays it on the Tax tab

Tax Class

For a new invoice, this field defaults from the tax definitions for the customer and determines the tax calculation amounts. For an invoice posted from a sales order, tax details default from the order. The default tax environment is calculated using the tax zone of the ship-to site, the tax zone of the supplier's address, and the tax class of the supplier or PO, if linked. You can overwrite the default tax environment, tax class, tax usage, and tax codes to select new values. If you modify any of these fields, the system resets the TC Base Amount (Cr) field to zero, and a new tax rate can be applied. Instead of modifying the default tax details, you can also insert a new tax row, enter the new tax details, and delete the original default tax row. To recalculate the tax amounts after modifying default details or after entering tax details in a new tax row, re-enter the invoice amount before tax in the TC Base Amount (Cr) field.

Tax Usage

For a new invoice, this field defaults from the tax definitions for the customer and determines the tax calculation amounts. For an invoice posted from a sales order, tax details default from the order. The default tax environment is calculated using the tax zone of the ship-to site, the tax zone of the supplier's address, and the tax class of the supplier or PO, if linked. You can overwrite the default tax environment, tax class, tax usage, and tax codes to select new values. If you modify any of these fields, the system resets the TC Base Amount (Cr) field to zero, and a new tax rate can be applied. Instead of modifying the default tax details, you can also insert a new tax row, enter the new tax details, and delete the original default tax row. To recalculate the tax amounts after modifying default details or after entering tax details in a new tax row, re-enter the invoice amount before tax in the TC Base Amount (Cr) field.

Tax Environment

For a new invoice, this field defaults from the tax definitions for the customer and determines the tax calculation amounts. For an invoice posted from a sales order, tax details default from the order. The default tax environment is calculated using the tax zone of the ship-to site, the tax zone of the supplier's address, and the tax class of the supplier or PO, if linked. You can overwrite the default tax environment, tax class, tax usage, and tax codes to select new values. If you modify any of these fields, the system resets the TC Base Amount (Cr) field to zero, and a new tax rate can be applied. Instead of modifying the default tax details, you can also insert a new tax row, enter the new tax details, and delete the original default tax row. To recalculate the tax amounts after modifying default details or after entering tax details in a new tax row, re-enter the invoice amount before tax in the TC Base Amount (Cr) field.

Tax Type

For a new invoice, this field defaults from the tax definitions for the customer and determines the tax calculation amounts. For an invoice posted from a sales order, tax details default from the order. The default tax environment is calculated using the tax zone of the ship-to site, the tax zone of the

supplier's address, and the tax class of the supplier or PO, if linked. You can overwrite the default tax environment, tax class, tax usage, and tax codes to select new values. If you modify any of these fields, the system resets the TC Base Amount (Cr) field to zero, and a new tax rate can be applied. Instead of modifying the default tax details, you can also insert a new tax row, enter the new tax details, and delete the original default tax row. To recalculate the tax amounts after modifying default details or after entering tax details in a new tax row, re-enter the invoice amount before tax in the TC Base Amount (Cr) field.

Tax

For a new invoice, this field defaults from the tax definitions for the customer and determines the tax calculation amounts. For an invoice posted from a sales order, tax details default from the order. The default tax environment is calculated using the tax zone of the ship-to site, the tax zone of the supplier's address, and the tax class of the supplier or PO, if linked. You can overwrite the default tax environment, tax class, tax usage, and tax codes to select new values. If you modify any of these fields, the system resets the TC Base Amount (Cr) field to zero, and a new tax rate can be applied. Instead of modifying the default tax details, you can also insert a new tax row, enter the new tax details, and delete the original default tax row. To recalculate the tax amounts after modifying default details or after entering tax details in a new tax row, re-enter the invoice amount before tax in the TC Base Amount (Cr) field.

Domain

This field displays the current domain.

TC Base Amount (DR)

This field displays the debit base amount in the transaction currency. This is calculated by the system using the total invoice amount (TC) and the applicable tax rate code.

TC Base Amount (CR)

This field displays the credit base amount in the transaction currency. This is calculated by the system using the total invoice amount (TC) and the applicable tax rate code.

TC Tax Amount (DR)

This field displays the debit tax amount (TC) calculated by the system using the total invoice amount (TC) and the applicable tax rate code.

TC Tax Amount (CR)

This field displays the credit tax amount (TC) calculated by the system using the total invoice amount (TC) and the applicable tax rate code.

Recalculate

When you change the Tax Class, Tax Usage, Tax Environment, or the Taxable fields, or modify one of the base amounts, this field is automatically set to Yes, and the system recalculates the amounts when you have completed the line in the grid. You can also manually set this field.

Update Tax Allowed

When this field is set to Yes, you can modify the base and tax credit and debit amounts during transaction entry. The changes you make are displayed in the CI Posting tab. This field is set in the tax rate. This feature is useful for overriding the system if there is a need to match amounts on manually issued documents. In some environments, tax authorities require that you cannot modify the calculated tax amounts.

Absorbed

This field indicates whether the tax rate in use has been configured to absorb taxes or to retain them for payment directly to the government.

Accrued At Receipt/Usage

This field indicates whether tax is accrued at receipt or usage.

Tax Transaction Type

This field displays the tax transaction type.

Reverse Charge

Sometimes, item amounts already include tax. This field indicates whether this amount is a reverse charge.

TC Non-tax Base Amount (DR)

This field displays the non-tax base debit amount in trade currency.

TC Non-tax Base Amount (CR)

This field displays the non-tax base credit amount in trade currency.

Suspended Tax

When set to Yes, this field indicates that the taxes on this invoice are suspended. Suspended taxes are enabled for invoices through the customer tax setup.

Tax Amount on Suspended Account (TC)

This field displays the tax amount in the suspended account.

Normal Tax Account

This field displays the normal tax account.

Normal Tax Sub-Account

This field displays the normal tax sub-account.

Absorbed Tax Account

This field displays the absorbed tax account.

Absorbed Tax Sub-Account

This field displays the absorbed tax sub-account.

Suspended Tax Account

This field displays the suspended tax account.

Suspended Tax Sub-Account

This field displays the suspended tax sub-account.

Tax Totals

The read-only fields on this sub-panel display the tax totals for the invoice.

Banking Information

The Banking Information panel contains the banking and payment details for this customer invoice. If you have configured multiple bank accounts for this customer, you can add these account details by inserting a new row in the grid for each account. This lets you split the invoice amount over several accounts. You can add a customer bank number and TC payment amount for each row. The rest of the fields in the grid are read-only.

Expected Payment Date

Specify the date when payment is expected to be received. The expected payment date is used in cash flow reporting.

TC Non-Disc Amount

This read-only field displays the non-discounted amount on the invoice in trade currency.

Credit Terms Details

Discount Due Date

The Discount Due Date field displays the last date a discount applies, calculated by the system based on the credit terms and the invoice date. You can modify the due dates without affecting the credit terms.

Reminder Counter

This field displays the reminder level that applies to this invoice.

Operational Information

Purchase Order

If a purchase order number was recorded on the original sales order, it displays in this field. This number indicates the original number of the document that initiated the sale, and can be useful when communicating with the customer.

Golden Tax Trans Type

The system supports two types of Golden Tax invoice transactions. Special invoices are for general taxpayers selling goods or providing taxable services. Ordinary invoices are for small-scale taxpayers.

Sales Amount

Specify the amount for which the salespersons should receive commission credit. This is normally the invoice total minus any non-commissioned charges such as freight or tax. This defaults from the order and is the only field that can be modified in this tab.

Salespersons

Salesperson

This field in the grid displays the code of the salespersons specified on the order to receive commission and quota credit for the order. The commission percentage defaults from the salesperson record.

Name

This field in the grid displays the code of the salespersons specified on the order to receive commission and quota credit for the order.

Commission

This field in the grid displays the commission percentage each salesperson receives. For invoices posted from sales orders, this amount defaults from the associated sales order. For manually created invoices, commission defaults from Salesperson Commissions, if rates have been defined for the customer; otherwise, from the salesperson record.

Sales Order

Sales Order

This read-only field in the grid displays the sales order number related to this invoice.

Description

This field in the grid displays the description of the sales order related to this invoice.

Shipper

Shipper

This field displays the shipper number related to this invoice.

Description

This field in the grid contains the description of the associated shipper.

Comments

Enter comments in the Comments field. The field is only available for new manually created invoices.

Customer Payment Status

Use Customer Payment Status to create and manage customer payment statuses.

The payment status is the transition state through which you process the payment, and contains the posting details for the transitions. You can create customer payment statuses for checks, drafts, direct debits, promissory notes, credit card transactions, and summary statements. Using Customer Payment Status, you can create the following statuses:

- Accepted
- Allocated
- Bounced
- Conditional Collection
- For Collection
- Initial
- Paid
- Paid Conditionally

When a payment status has been used in a transaction, it cannot be deleted or modified.

Main

Payment Instrument

Select a payment instrument from the drop-down list.

Status

Select a status to associate with the payment instrument from the drop-down list.

Bank GL Account

Specify the GL account code for your bank that is used to process the payment.

Daybook

Specify a code for the daybook to contain the status transition postings. The daybook must be of type Customer Payments. Daybook cannot be specified for the Initial status.

Customer Payment Account

Specify the code of the account used for status transition postings. For all statuses except Initial and Bounced, you must specify an account type of Customer Payment. For the Initial status, this field does not apply. For the Bounced status, this must be an account of type Open Items. This account is only used for Paid Conditionally payments that are bounced. Instead of crediting the bank account, the open item account is credited so that a special follow-up process can be started for requesting a new payment from the customer. Accounts are updated automatically when you change the payment status. The account balance reflects the value of all payments that have this status.

Default Value Days

Specify the number of value days it takes to change from one payment status to another. This value defaults to zero. When a status transition requires some activity on the part of the bank, you can increase the number of days, in line with banking practice. This information is added to the current date when determining the due date for cash reporting.

Customer Payments

Use Customer Payments to create and maintain customer payments.

You can link a customer payment to an existing open item through allocation, creating a prepayment, or creating a deduction. You can allocate items to a customer payment immediately or you can modify an initial payment to enable allocation at a later stage. The following rules apply to customer payments:

- When you create a payment with a status other than Initial and do not link it to an open item, the system automatically creates a prepayment open item (CR) for the customer.
- You can adjust the prepayment and the invoice paid later using Open Item Adjustment.
- When you change a customer payment status to Bounced or Initial, open items are unlinked and reopened.

When a customer payment is in the Initial status, you can modify all aspects of the payment, including the customer and the amount. When the payment status changes to a status other than Initial, you can only modify the status and the description. However, you can reset the payment status to Initial, provided that the payment has not been paid, bounced, or voided. When a payment is set to the Paid, Bounced, or Void status, you can no longer modify the payment. At this point, the only way to correct the payment is to manually re-open all customer invoices linked to the payment using Open Item Adjustments, and then create a new payment with the correct details. You can delete only Initial customer payments. To delete a customer payment with a status other than Initial, you must first change the status to Initial.

Main

Customer

Specify the code that identifies the customer making a payment. The system loads the customer's default bank information defined for that customer. Most bank details default from the bank and cannot be modified.

Business Relation

This field displays the business relation associated with the customer.

Amount

Specify the value of the payment in the transaction currency. The amount must be positive and can be entered manually or automatically by linking the payment to open items in the Allocations panel. The payment currency must be the same as that of the open items against which you allocate the payment. If an invoice for this customer is in US dollars, your customer payment must be in the same currency.

Reference

Enter reference text (maximum 40 characters) for the payment. When the payment instrument is check, this is typically the check number. A warning displays if a duplicate reference is specified for a customer.

Year/Number

This field displays the accounting year and payment sequence number, which is automatically generated by the accounting year.

Posting Date

Specify a posting date for the payment.

Due Date

Specify the date on which the payment is receivable.

Status

Choose a payment status from the drop-down list. Choose from Accepted, For Collection, Initial, or Paid.

Value Days

Enter a value for the number of days required by the bank to process the transaction. The default number of days is retrieved from the payment status definition.

Bank

Bank GL Account

Specify the GL account of type bank receiving the payment. If you specify a customer first, the banking details default from the customer. If you leave customer blank, the lookup retrieves all the bank account numbers and formats defined for all customers on the customer record. Selecting a bank account fills in all of the other relevant fields, most in read-only mode.

Payment Format

This field displays the payment format associated with the selected customer bank account number.

Subtype

This read-only field indicates that the payment is manual or automatic. You create manual customer payments through Customer Payments, and automatic payments through Customer Payment Selections.

Own Bank Number

This field displays the number of your own bank account, which is defined in the customer record.

Bank Number

This field displays the customer bank associated with the specified bank account.

Allocations

Use the Allocations panel to retrieve open items for this customer to which you can allocate the customer payment. Use the search criteria fields to select open items for allocation to the customer payment. You can simply search for all open items for this customer, or specific invoices or invoice amounts. You can also allocate to open items for any customer in the system. The system retrieves the customer name and business relation details into the Allocation grid from the payment record as defaults.

You can create a deduction or a prepayment by clicking the Prepayment or Deduction actions. The New icon enables you to create an adjustment.

Search for Invoices

Invoice Reference

Specify the invoice reference text to search for open items.

Shipper

Specify a shipper number to select invoices related to a specific shipment. This field applies to automatically created sales-related invoices.

Purchase Order

Enter a purchase order to find invoices associated with that order.

Payment Reference

Specify the payment reference to search for open items.

Amount

Specify an amount for the open item.

Amount Range

Enter an amount range to return all open invoices within that range.

Bill Year/Number

Enter the year and number of the bill that this amount belongs to.

Customer

Specify the customer code to search for open items.

Business Relation

Specify the business relation code to search for open items.

Sold To

Enter a sold to customer in this field to find invoices related to a particular customer associated with a business relation.

Group Name

If you enter a group name, all invoices related to the business relations in that group are displayed in the grid.

Year/Daybook/Voucher

Specify a GL calendar year, daybook, or voucher number.

Include All Entities

Select this field to retrieve open items from other domains. The domains do not need to have the same shared set as the current domain.

Allocations Grid

To allocate the payment to an existing invoice, select the invoice line in the grid. You can then enter the TC Allocated Amount, TC Discount Amount, TC Interest Amount, and the TC Payment. Allocating the payment fully to an invoice for the full amount is equivalent to paying the invoice. This means that general rules for financial discounting apply.

You can also create an adjustment by clicking the New icon. A line is added to the grid and you can then enter the TC Allocated Amount, TC Discount Amount, TC Interest Amount, and the TC Payment.

Prepayment

You can create a new prepayment instead of allocating the payment amount by clicking Prepayment. Click Prepayment when you have received a payment and do not know which invoice it is related to or when you receive payments before invoices are sent. Many of the fields in the Prepayment dialog are populated by default. However, you can enter a description of the prepayment, details of any analysis, and the amount of the prepayment.

Deduction

Deductions occur when a customer pays less than the amount owed. To create a deduction, click the Deduction action. Many of the fields in the Deductions dialog are populated by default. However, you must provide a description for the deduction. You must also specify the Deduction Category in the Deduction Details grid. Categories can include rounding differences, reductions due to quality issues, perceived entitlements based on commercial agreements, damaged goods, spoilage, improper packaging or labeling, or any other reason for which a customer pays less. You can optionally provide details of GL analysis.

Totals

Amount to Allocate

This read-only field is updated by the allocation process.

Amount Allocated

This field indicates whether the payment was a short payment or an overpayment.

Balance

This read-only field displays the unallocated balance from this customer payment after the allocation process.

Difference Allowed

This field indicates whether a payment difference has been allowed. For example, if payment tolerances are enabled for the customer or for the own bank number, but the difference for a payment is outside the range allowed by the tolerance settings, the Difference Allowed field is cleared.

Difference Amount

This field displays the difference between the payment amount and the allocated amount.

Difference Type

This field indicates whether the payment was a short payment or an overpayment.

History

Creation Date

This read-only field indicates the payment creation date.

Last Printed Date

This read-only field indicates the last printed date.

Times Printed

This read-only field indicates the number of times the payment has been printed.

Deduction Categories

Use Deduction Categories to create and manage deduction categories.

The deduction category designates whether the deduction is standard or promotional, the account to which the deduction is posted when approved, and whether or not low-value deduction amounts can be written off without review and approval. Deduction categories are partially stored at system level and partially stored at domain level. The deduction code, the description, and the deduction type are stored at system level. The values for the other fields are stored in the current domain. Therefore, if you reuse a category in another domain, you must specify the expense account, COA analysis elements, and daybooks that are relevant to that domain.

Deductions are removed as a lump sum in Customer Payments, in Banking Entries, and in Petty Cash. You cannot delete a deduction category if it has been used in a posting. You cannot modify the deduction category code or any deduction category details stored in the current domain; for example, the daybook, account, and write-off settings.

Promotional deductions are handled using a different business process than standard deductions.

Main

Deduction Category

Specify a maximum of 20 alphanumeric characters for the deduction category code. The deduction category code must be unique within the current domain.

Description

Specify a maximum of 40 characters for the description of the deduction category.

Type

Select Standard or Promotion. Standard indicates deductions used in the Financials module. Promotion indicates promotional deductions used in the Trade Activity Management module. You cannot update the deduction category type if the deduction category has been used in a posting.

GL Analysis

These three fields enable you to specify GL analysis. Specify an expense GL account, a sub-account, and a cost center for the deduction category. If you select the Auto Write-Off field, the system automatically writes off deductions within the deduction limit for the specified deduction category to the account associated with the deduction category. GL analysis is only available for standard deductions.

Expense Daybook

Specify the expense daybook in which approved deduction transactions are posted. The daybook must be of type Customer Deduction.

Auto Write-Off

Select this field to automatically write off deduction amounts that are less than a predefined limit. This field is only enabled for deduction categories of type Standard. Selecting the Auto Write-Off field enables the Write-Off Limit field, where you can define the maximum amount that can be written off without approval.

Write-Off Limit

Specify the maximum amount that can be written off without approval. The write-off limit is denominated in the base currency. If the deduction amount is greater than the write-off limit, it must be approved. Zero means no limit. This field is only available if you select the Auto Write-Off field.

Active

Indicate if this is an active deduction category. You can only assign active deduction categories to deductions.

Expense SAFs

SAF Concept

Expense SAFs are only enabled for deduction category types of Standard and if the specified account, cost center, or project uses SAF analysis.

SAF Concept Description

This field contains a description of the SAF concept.

SAF

Select a default SAF code.

SAF Description

This field contains the SAF description.

Customer Activity Dashboards

Customer Activity Dashboards enables you to view customer activity.

Customer Activity Dashboards offers a comprehensive overview of all activity related to a single customer, in a single entity or over multiple entities. For each record, you can see the invoice or payment in more detail by clicking the Details button. The drill-down generates read-only credit information that includes sales order and open item balances, total current liability, individual drill-downs on invoices, credit notes, and open item adjustments. You can display credit information for a customer with reference to one or multiple entities in the domain and see the balance for the selected entities and all entities. Amounts in the payment and invoice grids are displayed to two decimal places and discount calculations support negative quantities.

The Drill-Down Links on the Side Bar enable you to edit customers and customer payments, sales orders, sales order credit, and sales order detail. You can also view invoice history, sales order gross margin, customer balance, and customer invoice activity.

Main

The Main panel displays the overall state of activity for the selected customer, along with particular current credit-related settings. You can also change the currency in which the totals are displayed.

Customer

This field displays the customer that you selected previously in the browse for which you want credit information. The associated business relation name and code display.

Business Relation

These fields display the associated business relation and name.

Fixed Credit Limit

This field displays the fixed credit limit amount defined for this customer.

Turnover Credit Limit

This field displays the turnover credit amount, which is calculated as a percentage of the customer turnover for the previous 12-month period.

Highest Reminder Level

This field displays the maximum amount allowed on all open invoices for the customer before the customer is sent a reminder.

Currency

Specify a currency in which to display the information. The customer currency is loaded by default. When you specify a different display currency, amounts are converted from the customer currency using the default accounting exchange rate. For example, switch currencies to view the amounts in the currency of the current domain.

All Entities Open Items

This field displays the total amount of customer open items generated in all entities. Open items consist of invoices and credit notes entered directly using Customer Invoice Create and posted invoices and credit notes from operational activity. Unposted sales orders are not included in the balance of open items.

All Entities Sales Orders

This field displays the total amount of customer sales orders generated in all entities. The following types of orders are included:

- Discrete sales orders, both confirmed and unconfirmed

- Pending invoices
- Return Material Authorizations from Service/Support Management

Note: Sales quotes and customer scheduled orders are not included in the open order amount. When a quantity is shipped on a customer scheduled order, a pending invoice is created, which is included.

All Entities Exposure

This field displays the customer total liability, based on the total sales order balance plus the AR balance for all entities.

All Entities Drafts

This field displays the total amount of customer drafts generated in all entities.

Entities

The Entities grid enables you to select which entities you want to display totals for. Select those entities to include. The totals are displayed in the currently selected currency.

Highest Reminder Level

This field displays the maximum amount allowed on all open invoices in the selected entities before the customer is sent a reminder.

Selected Entities Open Items

This field displays the total amount of customer open items generated in the selected entities.

Selected Entities Sales Orders

This field displays the total amount of customer sales orders generated in the selected entities.

Selected Entities Exposure

This field displays the total amount of customer liability in the selected entities.

Selected Entities Drafts

This field displays the total amount of customer drafts generated in the selected entities.

Activities

The Activities panel displays all invoices and associated payments for the customer, including payments created by allocating a bank statement line to an invoice. Payments display as child rows beneath their associated invoices. By default, open invoices for a three-month range display. You can change the start and end dates, as needed, and choose to look at closed invoices or both closed and open invoices using the Status field. If you change the filters on the Activities panel, click Apply to display the results.

Invoice Date

Enter an invoice date range for which to display invoices. By default, the range is three months.

Due Date

Enter an invoice due date range for which to display invoices.

Status

Choose whether to return only open invoices, closed invoices, or all invoices. By default, the status is Open.

Invoices

You can view the invoice information separately on the Invoices panel. If you change the filters on the Invoices panel, click Apply to display the results.

Invoice Date

Enter an invoice date range for which to display invoices. By default, the range is three months.

Due Date

Enter an invoice due date range for which to display invoices.

Status

Choose whether to return only open invoices, closed invoices, or all invoices. By default, the status is Open.

Payments

The Payments panel displays the payments and payment selections received for this customer for a specified date range. Payments displayed include invoices allocated through banking entries. The Status filter lets you select partial payments for which invoices are still open. If you change the filters on the Invoices panel, click Apply to display the results.

Creation Date

Enter a payment creation date range for which to display payments. By default, the range is three months.

Status

Choose whether to return payments for only open invoices, closed invoices, or all invoices. By default, the status is Open.

Credit Details

The Credit Details panel displays credit details for the customer credit limit.

Credit Hold

When selected, future orders for this customer are placed on credit hold, and existing orders are placed on hold so they cannot be shipped without the hold being released.

High Credit

This field displays the highest amount of credit extended to this customer to date, which is equivalent to the largest AR balance so far reported. The amount is recalculated with each revision of the customer credit limit.

Credit Terms

This field displays the credit terms assigned to this customer.

Average Days Paid Late

The average number of days this customer has paid late beyond the due date of the invoice.

Credit Rating

This field displays the internal credit rating defined for this customer, if any.

Credit Agency Reference

This field displays any credit agency reference number assigned to the customer.

Last Payment Date

This field displays the date of the last completed customer payment.

Last Sale Date

This field displays the date of the most recent sales order completed with this customer.

High Credit Date

This field displays the date on which the highest credit amount was extended to this customer. The date is recalculated with each credit revision.

Receiver Matchings

Use Receiver Matchings to retrieve pending invoices associated with a purchase order so that you can record invoice lines against them. In this release, only initial receiver matchings without variances are supported.

Receiver Matchings enables you to retrieve pending invoices associated with a purchase order so that you can record invoice lines against them. If the invoiced items, quantities, and prices match the receiver, the receiver is closed. To complete the matching process successfully, you must match the full amount of the invoice to the receiver amounts.

The most common type of pending invoice is generated in the standard purchasing flow. However, you can also match logistics charges incurred when items are received into, shipped from, or moved between sites, and are payable to third-party suppliers. Pending invoices for inbound logistics charges for purchased items are created automatically during purchase order receipts and shipments. Pending invoices for outbound logistics charges for items sold are created during shipment. When you receive an invoice from the logistics supplier, you can match the invoice to the logistics charges pending invoices.

Note: Receiver matchings for logistics charges are not supported in this release.

When the invoiced quantities and prices are different, the system displays a discrepancy. For example, the supplier may have invoiced you at the wrong price or you may not have received all the items that were invoiced. This kind of discrepancy is called a variance, and the system generates a variance posting for the outstanding amount when you complete and save the matching.

Note: Receiver Matchings with variances are not supported in this release.

You must match the whole amount of the invoice against the receipt amounts. When a variance occurs in the matching, the open amount to be compared against the invoice amount is adjusted accordingly. The invoice and receiver must be of the same currency. Use Receiver Matchings for either single or multiple purchase orders from all suppliers. The main reason for starting the matching from Receiver Matchings, rather than from the supplier invoice, is for segregation of duties purposes. However, you can also use this screen for random or monthly matching cycles.

You can delete matchings, but only those that are in the Initial status. When you save a receiver matching with the Initial status, you do not generate matching postings and can modify the matching at a later stage. You cannot modify a receiver matching record that has a status of Finished.

The Drill-Down Links on the Side Bar enable you to view Supplier Invoice Activity. You can also open Supplier Invoice Extended View and Receiver Matching Lines. From Receiver Matching Lines, you can open Inventory Transactions.

Receiver Matchings is also displayed when you click Matching on a supplier invoice.

Note: Manual Posting is not available in this release.

The Manual Posting button lets you balance the total amount on an invoice when the matching process results in an outstanding amount. Use Manual Posting to account for freight or other charges that arise from the purchase of the goods, but are not detailed on the purchase order. The Manual Posting button is enabled when there is a difference between the To Match and Matching amounts on the matching grid. Click Manual Posting to display the Manual Posting screen where you can add a posting line and specify an account, sub-account, and cost center to which to post the difference.

Note: The Update Invoice Amount button is not available in this release.

Click the Update Invoice Amount button to update the amount of the invoice with the results of the matching. This button is available when the matching results in a difference between receiver and invoice amounts, and for matchings that have been saved in Initial status. The Update Invoice Amount option is only available for initial invoices.

Main

Use this panel to complete the posting details for the receiver matching posting.

Posting Date

Specify a date for the matching posting. The default is the system date.

Year/Period

This field defaults to the year and period of the posting date. If you specify a different year/period, the posting date is changed accordingly.

Matching Daybook

Specify a daybook for the matching entries. You must select a matching daybook. If only one matching daybook exists in the system, it defaults automatically.

Matching Daybook Number

The number defaults based on the matching daybook you select.

Year/Daybook/Voucher

Specify the invoice year, daybook, and number. These values default from the supplier invoice when you access Receiver Matchings from the Supplier Invoice screen.

Registration Number

This field indicates the invoice registration number. This value defaults from the supplier invoice when you open Receiver Matchings from the Supplier Invoice screen.

Invoice Reference

Enter a matching reference. This field is typically used to record the invoice number on the document received from the supplier. This value defaults from the supplier invoice when you open Receiver Matchings from the Supplier Invoice screen.

Invoice Status

The system by default displays the invoice status code defined for the Status After Match field of the status code used on the invoice, when available.

Matching Status

When you save the matching, it must have an Initial status. No postings are created and updates to current and average costs from variance adjustments are not completed.

Note: For this release, you can only create Receiver Matchings with Initial status.

Invoice Type

This field indicates the type of invoice being matched: invoice, credit note, or correction.

Supplier

The system displays the supplier code defined on the selected invoice.

Business Relation

The system displays the business relation defined on the selected invoice.

Matching Lines

Click Search to apply the search criteria and display pending invoices in the matching grid.

Note: You cannot search for Logistics Charges in this release.

Search for Pending Invoices

Use these filter fields to retrieve purchase orders if you have not loaded the purchase order through the Supplier Invoice screen. Click Search to apply the search criteria and display pending invoices in the matching grid.

To remove a line from the receiver matching, clear the Selected field and then click Clear. The line is removed from the Matching Details grid. If you click the Reset button, the filter fields are reset.

Note: In this release, you cannot edit the grid. It is only possible to accept what is displayed.

Orders

Click the lookup to select one or more purchase orders. You can also type the purchase orders in the field in a comma-separated list. You can only select purchase orders for which receipts have been recorded. Each pending invoice line is displayed individually so, if there are ten lines on an invoice, you will see that invoice ten times.

Transaction Date

Select transaction dates for the selected range of orders.

Transaction Detail Date

Specify the date that the receipt was processed. When the PO line is not consigned, the Transaction Date and the Transaction Detail date are the same. When the PO line is consigned, you can have multiple usages for the same PO receipt. The Transaction Detail Date reflects the date of the usages, whereas the Transaction Date reflects only the date of the first usage for the PO line. In other words, you can have multiple usages for one purchase order receipt transaction.

External Reference

Select an external reference range for the selected range of orders. The external reference number is typically the supplier's invoice number, carrier tracking number, bill of lading number, or packing slip number.

Internal Reference

Select an internal reference range for the selected range of orders. Internal references are used to track orders internally such as a receiver number.

Ship-To

Specify a range of ship-to address codes for the selected range of orders. The ship-to address is printed on the purchase order.

Item Number

Enter a range of item numbers for the selected range of orders.

Buyer

Enter a buyer for the selected range of orders.

Supplier

Enter a supplier code to display receipts for one specific supplier.

Approved By

Specify the code of the user who approved the original purchase requisition for selecting pending invoices to process.

Transaction Type

This field enables you to search for Purchase Order Receipt pending vouchers, Price Adjustment pending vouchers, or both. The default is blank (both).

Autoselect

Select this field if you want to automatically select all of the matching pending invoices in the grid for processing. You can then deselect any pending invoices that you do not want to include. Leave the field clear to display all matching pending invoices unselected. You must then select each pending invoice that you want to process.

Recalculate Tax Rates

This field defaults to the value set in Supplier Invoice Control.

Matching Lines Grid

Use the grid to match the purchase order amounts and to make variance adjustments for taxes, quantities to be invoiced, and costs of items. This panel displays the receiver amounts, the invoice amounts to be matched, and the difference between the two, and displays the following:

- Amounts without taxes
- Recoverable and non-recoverable taxes accrued at receipt
- Recoverable and non-recoverable taxes accrued at invoice
- Manual posting amounts (if any)
- Totals

Select

Select to include this pending invoice in the matching.

Log Charge

When selected, this field indicates that this receiver is for a logistics charge.

Item

This field displays the number of the item on the purchase order line. For outbound logistics charges, this field does not display a value.

Logistics Charge

If this line is for a logistics charge, the charge code used on the line displays.

TC Accrued Amount

This field displays the original amount accrued for the pending invoice. When the accrued amount is different from the open amount, this indicates that the difference has been matched on a previous invoice.

TC Invoiced Amount

This field displays the cumulative amount invoiced to date (not including the current transaction). This field contains a value if part of the pending invoice was paid to a previous supplier invoice.

Open Quantity

This field displays the item quantity on the PO receipt.

Unit Price

This field indicates the item unit price on the PO receipt.

TC Open Amt

This field displays the PO receipt amount in transaction currency.

Matched Quantity

You update this amount to reflect the quantity actually received in this invoice. The field displays the open quantity by default.

Matched Unit Price

This field displays the unit price on this invoice. The field displays the open unit price by default. You adjust this amount to reflect changes in unit price between the issuing of the receipt and the creation of the invoice.

TC Matched Amount

This field displays the matched amount, which is the matched quantity multiplied by the matched unit price.

Finished

Select this field to change the matching status to Finished. This field indicates the status of the matching line. If the received and invoiced quantities match, the field is selected by default.

Usage Variance Account

Select this field to ensure that item costs are not updated by this matching, when average costs are being used in the GL cost set. The system posts the variance to a variance account. When you do not select this field, item costs are updated by the matching process.

Order

This field displays the purchase order number.

Account

This field displays the default debit account, depending on the type of matching.

Sub-Account

This field displays a sub-account, if one has been defined for the inventory account.

Cost Center

This field displays a cost center code, if one has been defined for the inventory account.

Project Code

This field displays a project code, if one has been defined for the inventory account.

Op Alloc Code (Pinv)

This field displays an operational allocation code, if one was specified on the purchase order in place of the purchasing account. For memo purchases only, you can change the GL account on the Receiver Matching line to an allocation code or you can change the allocation code on the matching line to a different one. In each of these cases, the Receiver Matching GL postings reverse the original postings made at PO Receipt and replace those with the new account or allocation code. As part of Receiver Matching, the allocation code is then exploded to its constituent accounts, sub-accounts, cost centers, and projects. For memo items only, you can also enter a new allocation code, even if one was not used on the purchase order line.

Tax Included

This field indicates whether the receiver matching line includes tax.

Unit Price (excl Tax)

This field indicates the unit price on the purchase order receipt excluding tax.

Packing Slip Qty

This field indicates the packing quantity entered on the Purchase Order Receipt. You normally set the packing quantity to the quantity received or returned.

Supplier

This field displays the supplier who supplied the items.

Order Type

This field indicates the type of receiver being matched: Purchase Order, PO Shipper/Invoice, Logistics Charge.

Note: Logistics charges are not supported in this release.

Transaction Date

This field indicates the date on which a receipt was issued for the purchase order.

PLI Line

This field indicates a line on the PO shipper/invoice.

From Tax Zone (pvo)

This field indicates the from tax zone of the pending voucher.

To Tax Zone (pvo)

This field indicates the to tax zone of the pending voucher.

Tax Included

This field indicates whether the pending voucher includes tax.

Matched Unit Price (excl Tax)

This field displays the matched unit price without tax.

TC Matched Amount (incl Tax)

This field displays the matched amount including tax in transaction currency, which is the matched quantity multiplied by the matched unit price.

Tax Env

When taxes are defined to accrue at receipt for this receiver, this field indicates the tax class being applied. Select a different tax class, if necessary.

Tax Class

When taxes are defined to accrue at receipt for this receiver, this field indicates the tax class being applied, if any. Select a different tax class, if necessary.

Tax Usage

When taxes are defined to accrue at receipt for this receiver, this field indicates the tax usage being applied, if any. Select a different tax class, if necessary.

Taxable

Select this field to apply tax rates to the To Match amount. When taxes are accruing at receipt, this field is selected by default.

TC Pending Matched Amount

This field displays the amount of this pending invoice that has not yet been matched.

Pending Matched Quantity

This field displays the quantity of this pending invoice that has not yet been matched.

Item Type

This field displays the item type associated with this receiver matching line.

GL Cost Method

This field displays the GL cost method for this receiver matching line.

Current Cost Method

This field displays the current cost method for this receiver matching line.

Receipt Quantity

This field displays the quantity of items received on this receiver matching line.

Currency

This field displays the currency of the amounts on this receiver matching line.

Internal Ref

This field displays the internal reference number of the pending invoice. For inbound logistics charges, this is the receiver number. For outbound logistics charges, the internal reference is the shipment ID.

External Ref

This field displays the external reference number of the pending invoice. For inbound logistics charges, this is the packing slip number. For outbound logistics charges, it is the carrier reference ID or the bill of lading.

Adjustment Ref

This field displays the receiver number of the original purchase order receipt number and a unique two-digit number indicating the adjustment number of the related price adjustment pending voucher. The column is hidden by default.

Supplier Item

This field displays the supplier item code.

Item Description

This field displays the description for the received item.

Item Description (2)

This field displays the second description for the received item.

GL Unit of Measure

This field displays the unit of measure used for this item in the GL.

Order Line Nbr

This field displays the purchase order line number associated with the receiver matching line.

Temporary Price

This field displays whether the item price is temporary or agreed. If the price is temporary, the field is selected. The column is hidden by default. Your ability to edit the purchase order receipt or purchase order line depends on the setting of the Match Receipts with a Temporary Price field in Supplier Invoice Control. When that field is selected, you can edit the purchase order receipt here. When that field is not selected, purchase order receipts and lines with a temporary price are displayed here as read only. The price status—agreed or temporary—is retrieved from the supplier price list. For discrete purchase orders with a price and a discount table on the order, the price status is received from the one with the temporary price.

Entity Code

This field displays the entity of the receiver matching line.

Credit Terms

This field displays the credit terms associated with the invoice.

Taxable

When the invoice line is taxable, this field is selected.

Tax Env (pvo)

This field displays the tax environment for taxes on this invoice line.

Tax Class (pvo)

This field displays the tax class for taxes on this invoice line.

Tax Usage (pvo)

This field displays the tax usage for taxes on this invoice line.

TC Rate Variance

This field displays the difference between the exchange rate on the purchase order and the invoiced amount.

Transaction Type

This field displays whether the pending voucher is a purchase order receipt or a price adjustment. The column is hidden by default.

Matching Detail

This is a read-only panel that displays details of the receiver matching. It displays the receiver amounts, the invoice amounts to be matched, and the difference between the two. It displays the amounts without taxes, recoverable and non-recoverable taxes accrued at receipt and invoice, any manual posting amounts, and totals.

Supplier Invoices

Use Supplier Invoices to create standard supplier invoices. For this release, you can create supplier invoices of type Initial. Other invoice types are read-only.

When you complete certain key fields on the Supplier Invoices screen, the system then loads defaults for other key fields. When you change a key field, the system warns you that tax, financial, and posting data has changed and will be recalculated. If you click No, the update you made to the key field is discarded.

Initial supplier invoices let you quickly enter each day's supplier documents into the system, without generating postings. This ensures that supplier documents are registered from the moment they enter the accounts department and prevents invoices from being mislaid or overlooked.

Initial invoices also let you deal with supplier queries before accounts are updated, and provide data for accruals calculation before a period end. You can create initial versions of invoices, but not invoice corrections, credit notes, and credit note corrections. The system warns you when creating duplicate initial invoices by validating the invoice reference you enter against existing invoices.

You can also use role-based security to assign any combination of Create, View, Modify and Delete to users. Initial invoices are not considered open invoices, and you cannot include them in supplier payments. You can delete an invoice that has an initial invoice status code.

Initial supplier invoices are also used as part of the receiver matching process. An initial invoice contains the basic information necessary to perform matching against PO receipts, namely the supplier name and code, the invoice amount, the invoice reference, and the registration number. You can initiate the matching process using the Matching button on the initial invoice, or by starting Receiver Matchings and selecting an initial invoice with which to match the receivers.

You identify initial invoices in the system by their registration numbers. The Registration Number field identifies all supplier invoices and credit notes in the system, both initial and standard, and is an automatic number generated by entity and year. The system does not assign voucher numbers to initial invoices, and when you retrieve a daybook code during invoice creation, the voucher number is set to zero.

Initial invoices can be viewed and modified, but are not displayed in the standard AP reports. However, when you save an initial invoice, the system records the creation date. When your role has the relevant permissions, you can use Supplier Invoice Extended to view initial invoices by their creation date. You can only select an invoice status code with a status of Initial when creating an initial invoice. These status codes do not allow allocation.

You cannot delete an invoice that has a non-initial invoice status code.

Main

Invoice Type

This field displays the invoice type. When creating an invoice, choose the invoice type from the drop-down list:

- Credit Note
- Credit Note Correction
- Invoice
- Invoice Correction

Each option displays only when the appropriate daybook type has already been defined.

Important: In this release, you can only select an invoice.

Supplier

Specify the code that identifies the supplier. The business relation code associated with the supplier automatically displays next to it. When you create a new invoice, you can specify a business relation before selecting the supplier. In this case, the supplier code is loaded. When more than one customer is linked to the business relation, you must select from the available supplier codes.

Business Relation

This is the business relation code linked to the supplier and the business relation name.

Purchase Orders

If you are matching this invoice to PO receipts, you can enter one or more purchase orders. However, this step is not mandatory; you can add PO numbers separately in receiver matching.

This field is not available for this release. However, in read-only mode, the first five POs are displayed. If there are more than five, this is indicated with an ellipsis.

TC Invoice Amount

Enter the total invoice amount, including tax, and specify a transaction currency. Currency defaults from the supplier record. You can save zero-value invoices, which have no TC invoice amount.

Reference

Enter an alphanumeric reference to help identify the invoice in the system. This reference is typically the ID number of the invoice received from the supplier. When you select the saved invoice for other invoicing functions, the reference is loaded automatically with the invoice details. Supplier Invoices

validates the uniqueness of the invoice reference for the same invoice type and supplier within the current entity. If you enter a duplicate reference, you receive a warning message. The invoice can still be posted.

Description

Enter a brief description of the invoice. This field defaults based on the Reference and Supplier. Invoice descriptions are displayed automatically for saved invoices.

Invoice Date

Specify an invoice creation date; the default is the system date. A warning displays if this date is not prior to the posting date or within the same GL period as the posting date. The system uses the invoice date with the credit terms to calculate due date and discount date.

Posting Date

Specify the date on which the invoice is to be posted. This date defaults from the invoice creation date.

GL Analysis

Specify a sub-account code if the supplier control account is defined with sub-account analysis. This sub-account applies to all invoice posting lines. Specify a project and cost center to which this invoice is to be posted. The system uses the specified cost center for all invoice posting GL transactions to GL accounts with cost center analysis.

Payment Reference

Optionally specify a unique reference number to be included in the supplier payment file. If the payment is of type Single Euro Payments Area (SEPA), this reference is a SEPA reference number from the supplier. If you enter an incorrect reference or no reference in this field and SEPA messages are turned on for this entity, a warning is displayed that the reference number is not a valid SEPA reference. This reference can also consist of a Transfer with Structured Message (TSM) number. The TSM is a standard reference numbering system for electronic transfers, used by many banks.

This field is not available for this release.

Credit Terms

Specify the credit terms that apply to this invoice. Credit terms determine invoice due dates and any settlement discounts on early payments. Credit terms also determine if multiple payments are made in stages, based on invoice percentages. When the credit terms code is changed, the invoice due date is recalculated. Credit terms default from the supplier record.

Due Date

The Due Date field displays the date when payment is due, calculated by the system based on the credit terms and the invoice date. You can modify the due date without affecting the credit terms. If the credit terms have a base date specified, this is used in the due date calculations rather than the invoice creation date.

Discount Due Date

The Discount Due Date field displays the last date a discount applies, calculated by the system based on the credit terms and the invoice date. You can modify the due date without affecting the credit terms.

Taxable

If the Taxable Supplier field is selected on the Tax panel of the supplier record, this field is selected by default. If the supplier has not been defined as taxable, you can select the Taxable field to subject the invoice to tax.

Tax Excluded

Select this field when the TC Invoice Amount does not include the tax. You can enter the tax separately on the Tax panel.

Registration Number

The Registration Number field identifies all supplier invoices and credit notes in the system, both initial and standard, and is an automatic number generated by entity and year.

Daybook Set

Specify the daybook set you want to use to number the invoice. The default value is the daybook set associated with the supplier in supplier data. If read-only, this field displays the daybook set associated with the invoice.

Site

If daybook set by site is activated, specify the site for which you want to use specific invoice numbering. The default value is the site associated with the supplier in supplier data. If read-only, this field displays the site associated with the invoice, if applicable.

Daybook

Specify an internal daybook that matches the invoice type: supplier invoice, invoice correction, credit note, or credit note correction. The system-generated invoice number is based on the daybook.

Daybook Number

The daybook number defaults in, based on the selected daybook

Currency Details**BC Exchange Rate**

If the transaction currency is not the same as the domain base currency, the applicable accounting exchange rate displays and can be edited; otherwise, the system displays 1 and the field cannot be changed. The BC Invoice Amount is calculated based on the exchange rate. If you modify the BC Invoice Amount, the exchange rate is automatically adjusted.

For example, the base currency is Euro, the transaction currency is GBP, and the default exchange rate for these currencies is 0.5 (2 Euros to 1 GBP). The transaction amount is 1000 Euros, and the base currency amount is 500 GBP. By increasing the base currency amount to 750 GBP, you change the exchange rate for this transaction from 0.5 to 0.75.

BC Invoice Amount

When the transaction and base currencies are the same, this field is read-only and displays the same amount as TC Invoice Amount. Otherwise, it is the TC amount adjusted, based on the exchange rate. If you modify the base currency amount when creating an invoice, the system automatically recalculates the exchange rate to ensure that the transaction currency amount remains the same.

SC Exchange Rate

This field contains the statutory currency exchange rate. For example, the manufacturing facility is in the UK, the invoices received are in Euro, and the company head office is in the US. In this scenario,

the base currency is USD and the transaction currency is EUR. However, because you must also report to the authorities in the country where you are located, the statutory currency is GBP.

SC Invoice Amount

This field displays the invoice amount in statutory currency. When Statutory Currency is enabled on the domain, you can update the amount in this field. Changing the amount automatically updates the SC Exchange Rate field.

Adjustments

Adjustments are not implemented for this release. These fields are read-only.

Link to Invoice

Specify an invoice or credit note to which you want to link the current document. A credit note can have a one-to-one link to an invoice. You can select invoices for this supplier that have opening balances greater than or equal to the amount of the credit note. When you create the link, the system creates an automatic invoice adjustment (supplier adjustment) of the invoice and credit note with a posting date equal to that of the credit note, using a Supplier Adjustment daybook. The following links are possible:

- Invoice links to Correction Invoice, Credit Note
- Credit Note links to Invoice, Correction Credit Note
- Invoice Correction links to Invoice
- Credit Note Correction links to Credit Note
- Invoice links to Prepayment on an account

When you select a correction invoice for a specific supplier in a browse, the results also display all previous invoices created for this supplier.

Adjustment

If you are linking documents, specify a daybook for the credit note and invoice adjustment. The internal daybook must be of type supplier adjustment (SA) and the voucher number is system-generated.

Invoice Status

Invoice Status

Specify an invoice status code to determine the approval, payment, and allocation status. The default code is taken from the supplier record. The Invoice Status Code Allocation Status field displays the allocation status defined for this code.

Note: You can create initial invoices by selecting an Initial status invoice status code. You can only create invoices of type Initial for this release.

Allocation Status

This field displays the allocation status defined for this code.

Submit for Approval

Note: This field is read-only for this release.

This field is visible when supplier invoice approval workflow is enabled at entity level. When you select this field, the approver can approve or deny the invoice. The field is active when supplier invoice approval workflow is enabled at entity level and the invoice status code is set to Invoice

Status Before Approval in Invoice Approval Transition (36.1.12). Otherwise, the field will be disabled and cleared.

Print Invoice

Note: This field is read-only for this release.

Approved

The Approved field indicates whether the invoice is approved. Approvals must be enabled at entity level for this field to possibly be active.

Lock Payment

The Lock Payment field display the values for these attributes of the invoice status code. If the Receiver Matching field is selected, this field makes the Matching button available, which you click to start Receiver Matchings.

Initial Status

The Initial Status field indicates whether the invoice status code is of type Initial.

Receiver Matching

If the Receiver Matching field is selected, this field makes the Matching button available, which you click to start Receiver Matching Create.

Open

When selected, this read-only field indicates that the invoice has not been completely paid. It is updated automatically when complete payment is confirmed.

Selected

This read-only field indicates whether the invoice is included in a payment selection.

Ship-To Address

Business Relation

These details default from the head-office address of the business relation associated with the current entity.

Address Type

These details default from the head-office address of the business relation associated with the current entity.

Contact

Specify the name of the purchasing contact in the supplier company. This field defaults from the supplier record.

Tax

When the invoice is taxable, the system calculates tax information and displays it on the Tax panel. The tax rates, zone, and setup details derive from the tax attributes defined for the supplier. Tax accounts are defined for the current domain in Domain/Account Control. You can edit tax lines to allow for changes in tax rates to be applied, and add additional lines where the invoice amount is split between multiple tax rates.

Tax Point Date

Specify the date to be used in tax calculations. This date defaults from the posting date.

Purchase Type

Select a purchase type code, if required. Purchase types group invoices together for reporting, letting you track your cash expenditures for different types of expenses. For example, use EX for miscellaneous expenses and PO for purchases of raw materials or components. You must use at least three purchase codes—for Rents, Royalties, and Non-Employee Compensation—if you are submitting 1099 tax reports. Each of these categories is summarized into a different box on the 1099 report. A default purchase type can be assigned to the supplier.

Own Tax Number

The tax number for the entity in which you are working displays. This number defaults from the head-office address of the business relation to which the entity is linked.

Supplier Tax Number

This field displays the State Tax ID of the head-office address of the business relation associated with the supplier.

Tax Totals

TC Total Taxable Base Amount

This field displays the sum of the base amounts—debit or credit—of all the tax detail lines in transaction currency.

TC Total Tax Amount

This field displays the sum of the tax amounts—debit or credit—of all the tax detail lines in transaction currency.

TC Total Base + Tax Amount

This field displays the sum of the total base amount and the total tax amount—debit or credit—in transaction currency.

TC Invoice Amount (DR)

This field displays the total invoice amount—debit or credit—as entered on the General tab in transaction currency.

Invoice Lines

Note: For this release, the Invoice Lines panel is read-only and is populated with matching details from previously saved invoices.

The Invoice Lines panel displays the invoice lines on this invoice. To view the posting details, click GL Postings. This displays a combined view of the SI and Matching postings, based on the invoice amounts and accounts you have defined. In the case of initial status invoices, the GL Postings button is disabled as there are no postings. The postings are displayed, based on the invoice amounts and accounts you have defined.

Banking Information

Use the Banking Information panel to view and define the banking and payment details for this supplier.

Note: For this release, the Banking Grid is read-only.

The grid displays the default banking and payment details configured for this supplier. The default supplier bank account details are displayed in the first line of the grid.

TC Hold Amount

This field displays the amount of the invoice total that is not to be paid.

TC Non-Disc Amount

Specify the non-discount amount in the transaction currency. This is the amount of the invoice total that is not subject to any discount defined as part of an early settlement discount credit term. For example, if tax and freight charges cannot be discounted, specify that amount here.

Credit Terms Details

Use the Credit Terms panel to view and to modify staged credit terms for this invoice. The panel is only displayed when the credit terms relate to staged terms. By default, the credit terms displayed here are taken from the credit terms on the Main panel.

Withholding Tax

Note: The Withholding Tax panel is read-only for this release.

Notional WHT Liability***TC WHT Base Amount***

This field displays the total withholding tax amount in the base currency.

TC WHT Total Amount

This field displays the total withholding tax amount in the transaction currency. This withholding tax amount is automatically calculated based on withholding tax data within the invoice. For partial payments, the withholding tax is proportional to the amount paid against the invoice. The withholding tax amount calculated for the payment cannot exceed the withholding tax amount calculated for the invoice.

Approval History

The Approval History panel is read-only. This panel is only displayed when Supplier Invoice Approval Workflow is enabled in the entity.

Comments

The Comments panel enables you to include any other pertinent information for this invoice.

Supplier Payment Status

Use Supplier Payment Status to create and manage payment statuses.

The payment status is the transition state through which you process the payment. It contains the posting details for the transitions. You can create supplier payment statuses for checks, drafts, promissory notes, electronic transfers, summary statements, and transfers. Using Supplier Payment Status, you can create the following statuses:

- Accepted
- Allocated
- Bounced
- For Collection
- Initial

- Paid
- Void

When a payment status has been used in a transaction, it cannot be modified or deleted.

Main

Payment Instrument

Select a payment instrument from the drop-down list.

Status

Select a status to associate with the payment instrument from the drop-down list.

Bank GL Account

Specify the account code for your bank to be used to process the payment. The account must be of type Bank.

Daybook

Specify a code for the daybook to contain the status transition postings. The daybook must be of type Supplier Payments. Daybooks cannot be specified for the Initial or Void statuses.

Supplier Payment Account

Specify the code of the account used for status transition postings. For the Initial and Void statuses, this field does not apply. For all other statuses, an account of type Supplier Payment must be specified. Accounts are updated automatically when you change the payment status. The account balance reflects the value of all payments that have this status.

Default Value Days

Specify the number of value days it takes to change from one payment status to another. This value defaults to zero. When a status transition requires some activity on the part of the bank, you can increase the number of days, in line with banking practice. This information is added to the current date when determining the due date for cash reporting.

Payment Groups

Use Payment Groups to create and maintain codes for grouping payments.

You can select payments for processing by payment group code in customer and supplier payment selections. You use payment groups to link multiple customers or suppliers together and to use as filter criteria when making payment selections. Payment groups are linked to customers or suppliers, and let you search for invoices from multiple customers or suppliers when you create the payment selection. You link a payment group with a customer or supplier in their individual record.

Main

Payment Group

Enter a code (maximum of 20 characters) to identify the payment group.

Description

Enter a description (maximum of 40 characters) of the payment group.

Active

Indicate if this is an active payment group.

Supplier Payments

Supplier Payments enables you to create and maintain supplier payments.

Use Supplier Payments to create supplier payments. You specify the supplier to pay, the amount to pay, the payment status, and reference details. When you specify the supplier code, the system loads the supplier's default bank information defined on the supplier record. Most bank details default from the bank and cannot be modified. If you specify a supplier first, the banking details default from the supplier. If you leave the supplier blank, the lookup retrieves all the bank account numbers and formats defined for all suppliers.

You always specify the value of the payment in the transaction currency. The amount must be positive and can be entered manually or automatically by linking the payment to an open item. The payment currency must be the same as that of the open item against which you allocate the payment. If an invoice for this supplier is in US Dollars, your supplier payment must be in the same currency. Currency information is contained in the payment format linked to your bank account. If you have the relevant permissions, you can allocate the payment from within Supplier Payments on the Allocations panel.

You can delete supplier payments, but only those with Initial status. To delete a supplier payment with a status other than Initial, you must first change the status to Initial. You can revert to the Initial status from the For Collection and Allocated status, before you have sent payment to the bank.

You can also modify supplier payments. Because businesses frequently change the default own bank account and payment format during the payment cycle, you can change the payment banking details for a payment in any status other than Paid. The original and new payment formats used may contain payment attributes, and the attributes of a new payment format must be consistent with the attributes applied to the original open item. You cannot modify supplier payments with a status of For Collection and Conditional Collection, except to change the payment status. You cannot modify payments with a status of Void or Paid.

You can save a payment without linking it to an invoice. If you do, a prepayment is automatically created.

The drill-down links on the Side Bar enable you to create or edit supplier details and supplier payment statuses on the fly through a pop-up window. You can also view bank numbers, business relations, and supplier payment postings.

Main

Supplier

Specify the code that identifies the supplier to be paid. The system loads the supplier's default bank information defined on the Supplier record. Most bank details default from the bank and cannot be modified.

Business Relation

The business relation and name associated with the supplier displays.

Amount

Specify the value of the payment in the transaction currency. The amount must be positive and can be entered manually or automatically by linking the payment to an open item. The payment currency must be the same as that of the open item against which you allocate the payment. If an invoice for this supplier is in US Dollars, your supplier payment must be in the same currency. Currency information is contained in the payment format linked to your bank account, and you ensure that the currencies match by selecting the correct bank account.

Reference

Enter reference text for the payment.

Bank Charge Amount

If there are bank charges associated with this bank account, the amount is displayed here.

Net Payment Amount

This field displays the total payment amount, minus the amount of any bank charges.

Year/Number

This field displays the accounting year and payment sequence number, which is automatically generated by the accounting year.

Posting Date

Specify a posting date for the payment.

Due Date

Enter a due date for this payment. The supplier payment date cannot be earlier than the posting date of the invoice the payment pays.

Status

Choose a payment status from the drop-down list.

Value Days

Specify the number of value days it takes to change from one payment status to another. This value defaults to 0 (zero). When a status transition requires some activity on the part of the bank, you can increase the number of days, in line with banking practice. This information is added to the current date when determining the due date for cash reporting.

Bank

Bank GL Account

Specify the GL account of type bank updated by the payment. If you specify a supplier first, the banking details default from the supplier. If you leave Supplier blank, the lookup retrieves all the bank account numbers and formats defined for all suppliers on the supplier record. Selecting a bank account fills in all of the other relevant fields, most in read-only mode.

Payment Format

This field displays the payment format associated with the selected supplier bank account number.

Subtype

This read-only field indicates whether the payment is manual or automatic. You create manual supplier payments through the Supplier Payment activities, and automatic payments through the Supplier Payment Selection activities.

Own Bank Number

This field displays the number of your own bank account, which is defined on the supplier record.

Supplier Bank No

The system displays the supplier bank number associated with the specified bank account.

Allocations

The Allocations panel enables you to search for supplier invoices so that you can allocate a supplier payment. Complete the relevant fields and click Search. Any linked invoices are displayed in the grid. To allocate the payment to any line, select the line and click Clear. Only the selected line is then displayed. The Reset button removes any entries that you have made to the search filter fields.

If you choose to save a payment without linking it to an invoice, a prepayment is automatically created. However, you can also manually create a prepayment by clicking the Prepayment button above the grid. The Details button displays the details of a selected invoice or prepayment. If you click the Prepayment button to add a prepayment invoice and click the Details button, you can update the fields in the popup.

Search For Invoices

Invoice Reference

Specify an invoice reference. This applies to supplier invoices only.

Business Relation

Specify a business relation to search for invoices.

Payment Reference

Specify an optional payment reference number for selecting invoices to allocate. If you are in the Single Euro Payments Area (SEPA), this reference is a SEPA reference number.

Amount

Specify an amount. The currency is the currency specified on the Main Panel.

Amount Range

The amount range field enables you to specify a range for the amount on an invoice.

Supplier

This search field enables you to enter a supplier. By default, the field contains the supplier entered on the Main panel.

Business Relation Name

Select a business relation name. The business relation name is typically the name of the supplier.

Group Name

If you enter a group name, all invoices related to the business relations in that group are displayed in the grid.

Year/Daybook/Voucher

Specify a GL calendar year, daybook, or voucher number. Any combination of the three subfields can be used. Click the lookup to select a daybook type.

Include All Entities

Select this field to extend the search to all entities defined in the system. Whenever an open item for another entity is selected, a cross-company posting is triggered.

Prepayment

When you click Prepayment, a pop-up displays, containing several fields to be completed. Click OK to confirm the prepayment.

Supplier

By default, the supplier associated with the payment is displayed.

Business Relation

This field is read only and displays the business relation associated with the selected supplier.

Invoice Description

Enter an invoice description for the invoice that this prepayment is for.

TC Prepayment Amount

By default, this is the amount in the Amount field. You can change the value.

GL Analysis

These fields enable you to add sub-account, cost center, and project analysis for the payment against the invoice.

Totals

Amount to Allocate

This field displays the amount to be allocated to this selection. This amount defaults from the statement line.

Amount Allocated

This field displays the amount allocated when you have chosen a selection.

Balance

This field displays the difference between the amount to allocate and the selection amount.

TC WHT Total

This field displays the total withholding tax amount in the transaction currency. This withholding tax amount is automatically calculated based on withholding tax data within the invoice. For partial payments, the withholding tax is proportional to the amount paid against the invoice. The withholding tax amount calculated for the payment cannot exceed the withholding tax amount calculated for the invoice.

BC WHT Total

This field displays the total withholding tax amount in the base currency.

WHT Exchange Rate

This field displays the withholding tax exchange rate. If the payment is in foreign currency, the withholding tax exchange rate defaults to the tax exchange rate applied. If a tax exchange rate does not exist, the system reverts to using the accounting exchange rate, provided that Fallback to Accounting is enabled in the Exchange Rate Type for the tax exchange rate type. If neither rate is available, an error is displayed.

WHT %

This field displays the withholding tax percentage. This is the calculated average of the withholding tax total over the total withholding tax base amount of the payment.

History**Creation Date**

This read-only field indicates the payment creation date.

Last Printed Date

This read-only field indicates the most recent printing date.

Times Printed

This read-only field indicates the number of times the payment has been printed.

Supplier Payment Selections

Supplier Payment Selections enables you to create or modify a supplier payment selection and submit it for approval.

Use Supplier Payment Selections to select multiple invoices by due date and create payments for groups of invoices.

Note: You can create supplier payment selections including invoices, credit notes, invoice and credit note corrections, prepayments, and adjustments.

To create a supplier payment selection:

1. Specify the details of the payment.
2. Specify account and file format details for the bank account to which the payment file is to be exported.
3. Use a combination of criteria to retrieve invoices and add them to the selection. You can also create a prepayment in the grid.
4. Save the payment selection and, optionally, submit it for approval when approval workflow is enabled in the entity.

You can delete a payment selection with Initial status, as long as the payment selection has not been submitted for approval.

Main**Payment Selection**

Enter a unique code to identify the payment selection.

Status

This read-only field displays the payment selection status. The status controls the availability of other fields.

Execution Date

Specify a date on which the bank should execute the payment selection. The execution date cannot be earlier than the date (system date) on which the payment selection is created.

Approval Status

This field is read only. It displays the current approval status of this payment selection. The field is only displayed when approval workflow is enabled in the system.

Submit for Approval

This field is only visible when approval workflow is enabled in the system. When you select this field and save the payment selection, the payment selection is submitted for approval. The status changes to Pending and another role can then approve or deny the approval. You do not have to submit the payment selection for approval when you create it.

Current Balance

This read-only field indicates the current balance on the bank account.

Payment Total

This field displays the total amount of the payment in the payment currency. When calculating payment totals involving an exchange rate, the payment total is calculated using the invoice exchange rate for the supplier payment selection. The payment total can, therefore, differ from the real cash movement. The latter depends on the exchange rate applied by the bank when the actual payment is executed.

Number of Lines

This field displays the value of the Invoices per Check field of the payment format associated with the GL bank account selected. After you save a payment selection, you cannot change the bank account or account number selected, since this would invalidate the payment formats and attributes assigned to the payment.

Hash Total

This field is read only. The hash total is a method for ensuring the accuracy of processed data. It is the total of several fields of data in the payment selection.

Bank

Bank GL Account

Specify the code of the GL bank account in which the payments are to be executed.

Own Bank Number

This field displays the default account number for the bank GL account. You can select a different account if multiple account numbers were associated with the GL account. The payment format displayed is determined by the bank account number you select.

Payment Format

This field displays the format for the export file. This format is retrieved from the payment format and attributes linked to the GL bank account selected. Depending on the payment format, you may be able to modify some header attributes for the payment. The selected invoices must match this payment format. When the payment selection is in an initial status, you have the option to change the payment format used in the selection by selecting a different bank account from which to pay the selection.

Allocations

The Allocations panel enables you to set search criteria for the invoices you want to include in the payment selection. Click Search to retrieve invoices that match the search criteria. The results of the selection are displayed in the grid. You can modify the criteria and append subsequent results to the grid. For invoices, you can only modify the TC Payment, TC Discount Amount, TC WHT, TC Interest Amount, and Supplier Bank Number fields.

Click Clear to clear unselected invoices from the results grid. Click Reset to clear filter criteria fields. For existing prepayments, you can only modify the Selected, TC Payment Amount, TC WHT fields, and the External Number fields. The External Number field lets you distinguish between prepayments if the same supplier has several prepayments relating to different orders. The value you enter as a prepayment reference lets you easily identify each prepayment when allocating them to invoices later in the AP process.

To include a new prepayment:

1. Click New. A new row is inserted and the External Number field becomes available.
2. Enter the bank format, supplier, and amount, and other details for the prepayment.
3. Enter reference text for the prepayment in the External Number field. The reference you enter for the prepayment must be unique.
4. Save the payment selection.

Business Relation

Enter a business relation or range of business relation codes.

Payment Group

Specify a payment group to search for invoices.

Group Name

If you enter a group name, all invoices related to the business relations in that group are displayed in the grid.

Currency

Specify the currency of the invoices.

Invoice Reference

This field allows you to specify a unique invoice reference for a supplier and entity.

Payment Reference

You can specify a payment reference for the open items to find.

Intercompany

Specify an intercompany code to search for invoices.

Sub-Account

You can specify a sub-account for the open items to find.

Country

Specify a country code to search for invoices.

Set Selected

Specify how you want the system to set the Selected field on the invoices that are displayed in the grid after you click Search.

- All: Enable the Selected field for all invoices, regardless of the due date.
- Due Only: Enable the Selected field only for invoices with a due date on or before the Ref Due Date specified.
- Due and Discounted: This setting enables the Selected field for invoices that are due either on or before the date in the Reference Due Date field. It also enables the selected field for invoices that will be discounted on or after the date in the Reference Due date field but on or before the date in the Discount Up To field.
- None: Do not enable the Selected field for any of the invoices.

Reference Due Date

Specify the date the system should use for finding invoices to be included in this payment selection. The system selects invoices due on or before this date that meet the other selection criteria.

Note: The system includes invoices with staged credit terms in the grid if the due date of at least one stage matches the selection criteria.

Discount Up To

This field is only enabled when the value in the Set Selected field is Due and Discounted. The value defaults to seven days after the date in Ref Due Date. When enabled, the search returns open items according to the due date and the discount due date. The selected open items are invoices due on or before the date in Ref Due Date and invoices with an invoice discount due date up to and including the date in the Discounts up to field. It is recommended that you set the Discounts up to date to the date of the next payment run.

If you enter a date that is earlier than the Ref Due Date, a warning is displayed that some invoices may not be selected or discounts may not be received.

Visible Items

Choose to display all search results or only those results that match the Set Selected filter criteria. If you display All, you can manually modify the Selected field to include additional invoices, if necessary.

Include All Entities

Select this field to retrieve invoices from other domains that have the same shared set as the current domain. You can create a payment selection within one entity that includes invoices created in other entities within the same domain. The system creates a record for the Cross-Company daemon to process, and the payments for the invoices in the other entity are posted as cross-company transactions.

View Invoices without Banks

Select this field to display only invoices that are not already associated with a bank account. Invoices without banks do not appear on payment selections, so may inadvertently be skipped during processing. This is especially important for supplier invoices.

Logging

The Logging panel displays payment selection history, including status changes and dates, user names, approvals, and generated files.

Supplier Activity Dashboards

Supplier Activity Dashboards enables you to view supplier activity.

ERS Configuration

Use ERS Configuration to define and maintain default Evaluated Receipts Settlement (ERS) settings for a particular supplier, site, item number, or any combination of these.

ERS functions let you record liabilities to suppliers and generate invoices based on purchasing transaction receipts rather than supplier invoices. Purchasing transactions supported by ERS include purchase orders, blanket orders, and supplier schedules. The ERS Option setting associated with each line item on a purchasing transaction determines:

- Whether ERS functions can be used in conjunction with that line.
- When applicable, whether ERS Processor generates confirmed or unconfirmed invoices for that line.

The ERS option for a purchasing transaction line generally defaults from ERS Configuration for the supplier, site, and item combination associated with that line.

To set the default value for the ERS Option field on a purchasing transaction line, the system looks for a corresponding ERS record or combination of ERS records in the following order:

1. Supplier/site/item record
2. Supplier/site record
3. Supplier/item record and a separate site record
4. Supplier record and a separate site record

The system sets the default ERS option for the line based on the first ERS record or combination of records that it finds. When a combination of records with different ERS options is found, the system sets the ERS option to the lowest value in the combination. If no records or record combinations are found, the system sets the ERS option to 1, disallowing ERS processing for that line. When Fixed Price is No on a purchasing transaction line, ERS Processor automatically updates the purchase price on that line based on the applicable price list.

The ERS Price List Option setting for each transaction line determines which date ERS Processor uses to select a price list for that line. When Price List Option is zero (the default) in the transaction header, the ERS Configuration record applicable to each transaction line determines the default price list option for that line. Valid values for Price List Option are:

1. Receipt date
2. Ship date
3. Order date

Note: When Fixed Price is Yes on a purchasing transaction, ERS Processor uses the purchase prices recorded on the transaction and does not attempt to reset them, regardless of how ERS Price List Option is set.

Main

Supplier

Specify a valid, active supplier address for defining ERS defaults. Entry in this field enables you to set up an ERS Option and an ERS Price List Option for a supplier. You can also set up an ERS Option and an ERS Price List Option for a supplier/site or supplier/site/item combination. The ERS Conversion must be run before setting up ERS Configuration. The Supplier field can be left blank. If it is left blank, the Site field must be filled in.

Site

Site codes identify where inventory is manufactured or stored. The site is used as a key to set up ERS Options for supplier/site/item or supplier/site combinations. Alternatively, the site alone (with the supplier and item number left blank) can be used to set up an ERS Option. Entry in this field enables you to set up an ERS Option for a site. You may also set up an ERS Option and an ERS Price List Option for a supplier/site or supplier/site/item combination. The site must exist before the ERS fields can be maintained. A site/item combination is not valid. The ERS Conversion must be run before setting up ERS Configuration. The Site field may be left blank. If it is left blank, the Supplier field must be filled in.

Item

Item codes uniquely identify items or products such as raw materials, purchased or manufactured intermediates, finished items, or packaging materials. The item number is used as a key to set up an ERS Option or ERS Price List Option for supplier/item or supplier/site/item combinations. Entering this field makes the ERS Option and ERS Price List Option specific to this supplier and item or supplier/site/item combination. When the ERS Option and ERS Price List Option is determined on a purchase order line or scheduled order line, a supplier/site/item combination is looked for first to determine the ERS values. To enter the Item field, the Supplier field must be filled in.

ERS Option

This field determines how ERS processes a purchase order line or scheduled order line.

- 1 - ERS Processing Disallowed: ERS Processor skips purchasing transaction lines with this setting and does not generate invoices for them.
- 2 - Create an initial invoice and receiver matching: ERS Processor generates unconfirmed invoices for transaction lines with this setting.
- 3 - Create a confirmed invoice and receiver matching: ERS Processor generates confirmed invoices for transaction lines with this setting.

This field can be set up based on a combination of supplier/site/item, supplier/site, or supplier/item. When the ERS conversion is run, it sets this field for each supplier and each site in your current domain. To set the default value for the ERS Option field on a purchasing transaction line, the system looks for a corresponding ERS record or combination of ERS records in the following order:

- Supplier/site/item record
- Supplier/site record
- Supplier/item record and a separate site record
- Supplier record and a separate site record

The system sets the default ERS option for the line based on the first ERS Configuration record or combination of records that it finds. When a combination of records with different ERS options is

found, the system sets the ERS option to the lowest value in the combination. If no records or record combinations are found, the system sets the ERS option to 1, disallowing ERS processing for that line.

ERS Price List Option

Select the value indicating which date the ERS Processor should use to determine effective price lists for the order line.

1 - Use Receipt Date

2 - Use Ship Date

3 - Use Order Date

Order date is determined by the type of order:

- For discrete orders, the order date is used.
- For blanket orders, the order date of release is used.
- For scheduled orders, the order date on the main order is used.

This field is only used if a price list specified on the order and the order line Fixed Price field is set to No. The ERS Processor then uses the price list option to determine which date to use as the effective date for the price list.

Fixed Assets

Fixed assets are tangible assets that a business uses to produce income. Fixed assets represent a substantial financial investment for a business. The costs of acquiring, maintaining, insuring, and replacing fixed assets, along with depreciation, can have a substantial impact on both financial statements and tax liabilities. Use Fixed Assets to set up, maintain, transfer, and retire your company's fixed assets.

Fixed Assets Control

Use Fixed Assets Control to specify how the Fixed Assets module works at domain level.

Use Fixed Assets Control to specify whether:

- Asset IDs are generated by the system or assigned manually
- The system creates summary or detailed journal entries for fixed-asset GL transactions
- The differences between the primary and secondary books are posted to the GL or the full amounts of the secondary posting books are posted to the GL.

Main

Auto Generated

This field determines how asset IDs are assigned in Fixed Assets. When this field is selected, the system automatically assigns unique asset IDs, using Number Range Management (NRM) to generate, control, and audit sequence numbers. NRM prevents gaps in the numbering sequence. This reduces errors and is useful for auditing. When this field is not selected, you enter a unique asset ID each time you create a fixed asset.

NRM Sequence

If the Auto Generated field is selected, specify the predefined Number Range Management (NRM) Sequence ID.

Note: Use number ranges and sequence numbers to define the NRM Sequence ID. The sequence must be 12 characters or less. NRM lets you customize the asset number sequence. A sequence can be built from one or more segments, each with its own set of characteristics and behavior. You can add or remove segments only during sequence definition. After a sequence has been used to generate or validate numbers, you cannot change its structure.

GL Summary

This field determines whether the system creates summary or detailed journal entries for fixed-asset GL transactions. When this field is selected, Fixed Asset Transaction Posting and Reversal creates unposted transaction totals by account, sub-account, cost center, and project combination. When the field is not selected, Fixed Asset Transaction Posting and Reversal creates detailed unposted transactions by individual asset and account, sub-account, cost center, and project combinations.

When you first implement Fixed Assets, consider creating detailed journal entries. You can verify that each transaction is being posted correctly with the right account numbers and then correct any mistakes. After you verify that the entries are correct, you can switch to a summarized journal, which takes less space and is easier to handle in the GL.

Depreciation Deviation

When this field is selected, the differences between the primary and secondary books are posted to the GL. Otherwise, the full amounts of the secondary posting books are posted to the GL.

Note: You can override the depreciation deviation setting at book level.

Use Default Year

This field enables you to define a standard year in the GL calendar that is used to determine the periods in a year when a particular year does not exist in the GL calendar. You cannot use a leap year as the default year.

Example: The GL calendar has been created up to 2021. There are 13 periods in a year. An asset is created with a 10-year expected life, starting at the beginning of 2019. When the depreciation schedule is created, it is easy to determine the number of periods in years 2019, 2020, and 2021 because these years have been created in the GL calendar. However, there are no periods defined for the years from 2022 onwards. This is where the default year is used. Set the default year to 2019. When the depreciation calculation is run, for any year not yet defined in the GL calendar, the depreciation schedule simply uses the periods defined for 2019 for those years not defined in the GL calendar.

Post to GL

This field does not have a function in this release.

Post Acquisition

Select this field to enable you to post an acquisition when you create a fixed asset. When you select this field and subsequently create a fixed asset in Fixed Assets, the Acquisition Post frame enables you to immediately post the acquisition to the GL. If you do not select this field, you must manually post the acquisition using Journal Entries.

Maximum Number of Transaction Lines

Specify the maximum number of lines that a journal entry (transaction posting) can contain. These journal entries are created by Fixed Asset Transaction Post and Reversal. It creates either detailed journal entries or combines the journal entries into summarized transactions, depending on the setting in the GL Summary field. However, regardless of this setting, a journal entry is limited to the number of lines you specify in this field. The default value is 500.

Fixed Asset Methods

Use Fixed Asset Methods to specify the depreciation methods that your company uses. For this release, the straight line and declining balance depreciation methods are supported.

Depreciation allocates asset cost to periods in its service life. Depreciation affects tax and financial reporting. Methods identify how annual depreciation is calculated for the asset. You assign active depreciation methods to assets in Fixed Assets and as class defaults in Fixed Asset Classes. You cannot modify methods that are assigned to assets.

There are several methods for calculating depreciation. Assets can have depreciation calculated one way for tax reporting purposes and another for financial purposes. Depreciation methods for tax purposes are usually based on the type of asset and the tax laws in effect when the asset was placed in service. Depreciation methods for financial or management purposes usually follow generally accepted accounting practices and policies.

Main

Method

Enter a depreciation method ID.

Description

Enter a meaningful description of this depreciation type.

Depreciation Type

The system currently supports the following depreciation methods:

- **Straight Line:** Allocates the asset cost evenly over its service life, depreciating the asset at the end of the fiscal year in its first and each subsequent year of service. For example, if an asset is purchased in June and the fiscal year ends on December 31, the asset is depreciated on December 31.
- **Declining Balance:** An accelerated method that provides higher depreciation charges in the earlier years of the asset life and lower depreciation charges in the later years.

Active

To make a method active, select this field. Depreciation methods must be active in order to be used when setting up fixed asset classes or fixed assets. If you make a depreciation method inactive and this method is used by any classes, you must update the classes to use another active method before using them again. Otherwise, an error displays when you create new assets that use the classes.

Finalization

This field applies to the declining-balance depreciation method only. The standard declining-balance method does not depreciate the asset to zero. You have three choices for the finalization of an asset using the declining-balance depreciation method.

- **None:** The declining-balance method does not switch to straight-line. The remaining amount of depreciation on the asset remains unallocated.
- **Switch to Straight Line:** This method fully depreciates the asset. The declining-balance method switches to straight-line when the depreciation amount calculated using the straight-line method exceeds the depreciation amount calculated using the declining-balance method. When you specify the switch to straight-line method, the system uses a different calculation than for the standard straight-line method.

Depreciation Charge = (Depreciable Basis – Accumulated Depreciation) / Remaining Service Life

The system performs this calculation every year to compare the results against the declining balance. When the straight-line method yields higher annual depreciation, the calculation is switched.

- **Put Balance Amount into Last Period:** When you choose this option, the balance amount of the depreciation on the asset is added into the last period of depreciation using the declining-balance method and the asset is fully depreciated.

Use Salvage

This field indicates whether the depreciation method reduces the cost by the salvage value to calculate the depreciation basis. Salvage value is the book value the asset is expected to have at the end of its expected life. When this field is selected, the depreciation method uses salvage value.

Parameters

Expected Life

Enter the expected useful life for assets depreciated by this method. The expected life is used in calculating depreciation over the life of the asset.

Factor

Enter the depreciation factor rate expressed as a percentage. This percentage is used to calculate the depreciation per period. Factor only applies to the declining-balance depreciation method. Declining balance uses the factor percentage against the net book value of the asset at the beginning of each fiscal year.

Timeline Setting

Actual Days

This field indicates whether the actual calendar days in the period that the asset is put into service are used when calculating the depreciation expense. After the annual depreciation is calculated, it is divided by a standard 365 to determine the calendar-day depreciable expense. Depreciation expense for each period is defined as the number of calendar days in the period times the daily depreciation expense. When selected, the method uses actual days to allocate the annual depreciation.

Convention

Conventions determine how much depreciation is taken in the first and last period of an asset life. The following conventions are available:

- Full Period: A full period's depreciation is calculated for the first period of the asset's life. No depreciation is calculated for the last period of the asset's life. Depreciation is calculated as if the asset were put into and taken out of service the first day of the month.
- Half Period: A half period's depreciation is calculated for the first and last period of the asset's life.
- Next Period: A full period's depreciation is calculated for the period following the period that the asset was placed into service. A full period's depreciation is taken in the last period of the asset's life.
- Full Quarter: A full quarter's depreciation is calculated for the first quarter of the asset's life. No depreciation is calculated for the last quarter of the asset's life.
- Half Quarter: A half quarter's depreciation is calculated for the first and last quarter of the asset's life.
- Full Year: A full year of depreciation is taken, regardless of the period that the asset was put into service. No depreciation is calculated for the last year of the asset's life.
- Half Year (Standard): A half year's depreciation is calculated for the first and last year of the asset's life.
- Half Year (Version 1): If the asset is put into service in the first half of the year, a full year of depreciation is calculated for the year. If the asset is put in service in the second half of the year, no depreciation is taken. If the asset is disposed of in the first half of the year, no depreciation is calculated for the year. If the asset is disposed of in the second half of the year, a full year's depreciation is taken.
- Half Year (Version 2): If the asset is put into service in the first half of the year, a full year of depreciation is calculated for the year. If the asset is put in service in the second half of the year,

a half year's depreciation is calculated. If the asset is disposed of in the first half of the year, no depreciation is calculated for the year. If the asset is disposed of in the second half of the year, a half year's depreciation is calculated.

Fixed Asset Calendars

Use Fixed Asset Calendars to optionally set up calendars for non-posting books.

Fixed asset calendars determine active periods. You can assign a calendar to non-posting books in Fixed Asset Books. This information is then used as the default when setting up assets. The information set up in Fixed Asset Calendars is used to create the depreciation schedule for assets assigned to non-posting books that use a calendar other than the GL calendar. You cannot specify a fixed asset calendar for posting books. Posting books automatically follow the GL calendar set up in the current domain and entity.

You cannot modify a fixed asset calendar after an asset has been assigned to a book that uses the calendar. You cannot delete a fixed asset calendar that is being used by a fixed asset book.

Main

Calendar

Enter a calendar ID. This ID is used to specify a calendar for non-posting books in Fixed Asset Books.

Description

Enter a meaningful description of the fixed asset calendar.

Calendar Panel

Set up the fixed asset calendar on the Calendar Panel. To add a calendar, click New. Enter a year and a period start. A twelve-month calendar is automatically created and the Period End is set a year into the future. Twelve monthly periods are added at child level. You can delete periods in a calendar and manually create a calendar with periods of bespoke length. You cannot delete calendars or periods that have been assigned to a book.

Year

Enter the year that applies to this fixed asset calendar.

Period Start

Enter the date on which the calendar begins. By default, the date is January 1.

Period End

Enter the date when the calendar ends. By default, the calendar ends a year after the start date.

Fixed Asset Books

Use Fixed Asset Books to set up depreciation books for fixed assets.

Any fixed assets that are depreciated must be assigned to a posting book. For each book, you specify:

- If it is the primary posting book
- The book currency
- If the book updates the GL
- Any user-defined fixed asset calendars associated with non-posting books

- The unique sort sequence used for reporting

You can assign a daybook or daybooks for each posting fixed asset book you create, including a transaction type and entity for each daybook. The system posts the GL transactions for any fixed asset using this book to this daybook. After you set up a book, you can assign assets to it in Fixed Assets or assign it to classes in Fixed Asset Classes. The information set up in Fixed Asset Books establishes default book information for assets in Fixed Assets. A depreciable asset must be assigned to a posting book for fixed asset transactions to be recorded in the GL. Multiple depreciation books are often required to meet different reporting needs. An asset can be depreciated under an unlimited number of non-posting books. However, only the posting book affects the GL. You cannot delete a book that is associated with an asset.

Main

Book

Enter a unique identifier for the fixed asset book.

Description

Enter a brief description describing this fixed asset book. This description displays on various reports.

Currency

Specify the book currency. Use the lookup to select any currency defined in the system. You can only specify one currency for each fixed asset book. The default value is the base currency for the current domain.

Note: If a book has been used in a fixed asset class or assigned to a fixed asset in Fixed Assets, you cannot change the book currency.

Sort

Enter the order in which the system is to display this book in browses, reports, and on the Depreciation Books panel in Fixed Assets.

Calendar

This field only applies to non-posting books. Enter the calendar identifier for the calendar you want associated with this non-posting book. If this field is blank, the non-posting book automatically follows the GL calendar.

Active

Select this field to make the book available for use.

Primary

When this field is selected, this book is the primary posting book. Only one primary posting book is allowed.

Posting Book

When selected, this book posts to the GL. There can be more than one posting book, but only one can be a primary book; the others are secondary posting books. Fixed Assets Transaction Posting and Reversal creates unposted transactions for accumulated depreciation and depreciation expense accounts, based on depreciation calculated for this book. Posting books always follow the GL calendar. When Posting Book is selected, the Daybooks panel is displayed.

Depreciation Deviation

When this field is selected, the differences between the primary and secondary books are posted to the GL. When the field is cleared, the full amounts of the secondary posting books are posted to the GL. You can specify a depreciation deviation value for non-primary posting books only. To select the Depreciation Deviation field for a book, the book currency must be the same as the primary book currency. If the field is cleared, the book currency can be any value in the system currency list. The default value is retrieved from Fixed Assets Control. However, you can change the default value for non-primary posting books. For primary books and non-posting books, the Depreciation Deviation field is cleared and read only.

Post Overridden Depreciation

This field does not have a function in this release.

Daybooks

The Daybooks panel is displayed when the book is a posting book. When you do not add any daybooks to the grid, the system uses the default fixed asset daybook for creating GL transactions for the book.

Daybook

Specify the daybook to which the system must post GL transactions for fixed asset movements for the posting book. The daybook must be of type Journal Entries, must have a daybook control of Operational, and cannot be associated with the transient layer. GL transactions for fixed asset movements on primary posting books must be posted to daybooks in the official layer, and GL transactions for fixed asset movements on secondary posting books must be posted to daybooks in the management layer.

Transaction Type

Choose the type of transaction recorded in this daybook. The options are:

- Acquisition
- Cost Adjustment
- Depreciation
- Retirement
- Transfer

Entity

Specify the entity in which the system must create the GL postings for the fixed asset movements for the book. This field is optional and can be left blank. In this case, the system uses the same daybook for all entities in the domain.

Note: You can update the entity. However, if any fixed asset GL transactions are posted to that posting book, the system displays a warning when you click Save.

Fixed Asset Classes

Use Fixed Asset Classes to set up fixed asset classes.

Depreciation for assets in the same class generally affects the same GL accounts for the asset investment, accumulated depreciation, and depreciation expense. Primary criteria for a class are:

- Items are similar and grouping is reasonable.

- Items are related for accounting purposes, affecting the same GL accounts. These accounts are set as the default entries for the class.
- Items use the same books.
- Items have the same service lives for calculating depreciation.
- Items use the same depreciation methods for book and tax purposes.

In Fixed Assets, accounts default from the class-book combination.

Main

Class

Enter a unique class ID. Classes group similar fixed assets together and define GL accounts, depreciation books, service lives for calculating depreciation, and depreciation methods. In Fixed Assets, assets are assigned to a class. The information set up in Fixed Asset Books and Fixed Asset Classes establishes default values for the asset in Fixed Assets.

Description

Enter up to 40 characters describing this fixed asset class. This description displays on various reports.

Depreciate Assets

This field indicates whether this fixed asset class is depreciated. When selected, depreciation schedules are created for assets assigned to this class. When not selected, assets in this class are not depreciated. For example, land is not depreciated.

Active

By default, this field is selected. When a class is active, you can add assets to it.

Books

Use the Books panel to add the books that record transactions for this asset class. To add a new book, click New. You can only delete a book from a class if it has not been used to record transactions for assets in that class. You must add at least a primary book when creating a class for depreciating assets. Primary posting books and secondary posting books can use the same account or different accounts. For each added book, you must enter the GL account types displayed in the table. Primary posting books and secondary posting books can use the same account or different accounts.

Account	GL Type	Category	Debit/ Credit	Description
Asset Account	Fixed Asset	Asset	Debit	Tracks the acquisition of a fixed asset.
Accumulated Asset	Standard	Asset	Credit	Tracks the amount of depreciation that has accumulated and posted since the start of the depreciation calculation.
Periodic Expense	Standard	Expense	Debit	Tracks the amount of depreciation expense for the accounting period.
Construction in Process	Standard	Asset	Debit	Tracks the purchase cost of a fixed asset.
Gain on Disposal	Standard	Income	Credit	Tracks gains from fixed asset disposal.
Loss on Disposal	Standard	Income	Debit	Tracks losses from fixed asset disposal.

Account	GL Type	Category	Debit/ Credit	Description
Asset Suspense	Standard	Liability	Debit	Tracks the disposal value of a fixed asset (proceeds of sale).

If the asset class is not depreciated, you cannot add any books on the Books panel.

Book

Enter a predefined fixed asset book ID for this class. Define book IDs in Fixed Asset Books. Any fixed assets that are depreciated must be assigned to a posting book.

Book Description

The book description associated with the selected book is displayed.

Method

Enter the predefined depreciation method ID. It cannot begin with a zero. Set up depreciation methods in Fixed Asset Methods. Methods identify how depreciation is calculated for the asset service years.

Method Description

The method description associated with the selected method is displayed.

Life

Enter the number of years for the book's life. This number is used as a basis for depreciation calculations.

Currency

The currency defaults from the setup in Fixed Asset Books. This field is read only.

Posting Book

This field is read only and the value is Yes or No. The value defaults from the setup in Fixed Asset Books.

Primary

This field is read only and the value is Yes or No. The value defaults from the setup in Fixed Asset Books.

Fixed Asset Locations

Use Fixed Asset Locations to set up fixed asset locations. Asset locations identify the accounting location and entity of the fixed asset and the default sub-account, cost center, and project for depreciation reporting.

For each location, you must set up a:

- Location name
- Location entity
- Business relation for supplying optional address and telephone information

You can also add a valid combination of sub-account, cost center, and project.

In contrast to locations used elsewhere in the system, fixed asset locations are generally used to locate an asset for tax and asset tracking purposes. There is no connection between the fixed asset location and the inventory location. For example, you cannot issue inventory from a fixed asset location.

You cannot delete locations that are associated with an asset. In Fixed Assets, each asset is assigned to a location, which determines default asset values.

Note: In Fixed Assets, the entity, sub-accounts, cost centers, and projects default from the location. Accounts default from the class.

On the Side Bar, you can open a browse to view all fixed assets currently associated with this fixed asset location. Click the Drill-down Links icon and select Fixed Assets Location.

Main

Location

Enter a code for identifying a fixed asset location. Fixed asset location IDs refer to the accounting location of the fixed asset. This location does not necessarily have to be the physical location of the fixed asset. In contrast to location IDs used elsewhere in the system, fixed asset location IDs are generally used to locate an asset for tax and asset tracking purposes. There is no connection between the fixed asset location and inventory location. For example, you cannot issue inventory from a fixed asset location.

Description

Enter a brief description of the fixed asset location.

Entity

Enter a valid, active entity code to associate with this location. An entity is an independent financial unit used for financial reporting. It allows you to generate a separate balance sheet, income statement, and budget. Because the system supports businesses with multiple entities, all transactions are posted by entity.

Business Relation

Specify the business relation to associate with this fixed asset location.

Site

Specify the site to associate with this fixed asset location. The site is generally associated with the specified business relation.

Active

Select this field to make the location active. Fixed assets can only be assigned to active fixed asset locations.

GL Analysis

This set of fields enables you to enter a default sub-account, cost center, and project for this fixed asset location.

GL Analysis

GL analysis fields provide additional detail on GL reports. Each GL analysis field you complete must be valid on its own and in combination with other account analysis fields. The GL analysis you specify here defaults for assets created in Fixed Assets for this location.

Address

The address details are read only. They default from the information on the business relation record.

Fixed Asset Meters

Use Fixed Asset Meters to create fixed asset meters and enter meter readings. However, the Units of Production depreciation method is not available in this release.

Meters are used to measure asset usage for the Units of Production depreciation method. You can attach a meter to an asset or group of assets to collect the usage in Fixed Assets. For example, a punch press machine costs \$5000 and the meter records that the machine produced 10,000 units for the period. The punch press is expected to produce 1,000,000 units during its service life. The depreciation per period calculation is:

$$\text{depreciation per period} = (10,000 \text{ units} / 1,000,000 \text{ units}) * \$5,000 = \$50$$

You can specify the following information:

- The meter beginning number, which is displayed as the INITIAL reading
- A rollover number, where the meter resets to zero
- Whether the meter is active
- Actual meter readings

You can only delete a meter when it has not been linked to a Units of Production depreciation method that has been used by its associated fixed asset.

Main

Meter

Enter a unique meter ID. Meters are used to measure asset usage for the Units of Production depreciation method. You can attach a meter to an asset or group of assets to collect the usage in Fixed Assets.

Description

Enter a meaningful description for the meter.

Rollover

Enter the number after which the meter should reset to zero. For example, if a meter can read a maximum number of 999, enter 999. When the meter reaches 1000, the meter displays zero. You cannot update a rollover to a number that is less than the current reading.

Active

You can still enter readings for an inactive meter. However, they are not recorded against the fixed asset.

Meter Readings

Use the Meter Readings panel to add readings for the meter.

Action

The first reading you enter is INITIAL. For this reading, the Action field is read only. For all subsequent readings, select either READING or RESET. READING enables you to enter the updated meter reading, which increments the total accumulated units. RESET enables you to reverse the counter, reducing the total accumulated units.

Date

Enter a valid date. After the initial reading, you cannot enter a subsequent reading for an earlier date. Each reading must be on a later date.

Reading

Enter a valid reading. If the meter has a rollover, you cannot enter a number greater than the rollover.

Note: For a new meter, enter an initial reading of zero for the accumulated units to accurately reflect the total consumed for subsequent readings.

Accumulated Units

This field is read only and displays the cumulative amount of units consumed since the initial reading.

Rollover Status

When the rollover value is updated or rollover occurs, the change is displayed in this column the next time you enter a reading. By default, this column is not displayed.

Fixed Assets

Use Fixed Assets to set up and maintain your company's fixed assets.

Before you enter assets in Fixed Assets, you must set up values in the following programs:

- Fixed Assets Control
- Fixed Asset Methods
- Fixed Asset Calendars (optional)
- Fixed Asset Books
- Fixed Asset Locations
- Fixed Asset Classes
- Fixed Asset Meters (optional)

You can perform multiple functions using Fixed Assets. The functions include:

- Maintaining asset account information
- Transferring, splitting, or retiring an asset
- Maintaining insurance and warranty data
- Adjusting depreciation books
- Adjusting posted depreciation
- Maintaining book detail
- Maintaining information for the units-of-production depreciation method
- Maintaining information about asset components

Note: You can use Excel integration to add or update assets. If you are adding existing assets, you may want to turn off the function to post acquisition to the GL in Fixed Assets.

The Actions menu on the Navigation Bar enables you to post the acquisition of an asset, or to split, retire, or transfer it.

The Attachments menu on the Side Bar enables you to upload documents or a picture to display as a visual of the asset.

Although there are many functions available, you can very quickly create a new fixed asset by clicking New in the Navigation Bar and completing the mandatory fields on the Main panel.

Adding a Thumbnail

You can upload an image of the asset, attach it to the fixed asset record, and display the image in the Summary panel.

1. On the Side Bar, click the Attachments icon.
2. Drag an image to the Attachments area or select the image using the Upload button.
3. The uploaded image is displayed in the list of attachments. Click the attachment name and select Properties from the menu.
4. In the pop-up, select the Use as Primary Thumbnail field and click Done. The image is displayed in the top left of the Summary panel.

Main

Asset

Assign an asset ID, unless Fixed Assets Control has been configured for the ID to be auto-generated by NRM.

Description

Enter a meaningful description for this asset.

Class

Specify the class that this asset belongs to. If you change the class before the asset has been posted, the depreciation schedule is updated with the new values. If you change the class after the asset is created, the accounts are not automatically updated.

Location

Specify a location for this fixed asset. You cannot update the location if the asset has been posted to the GL. If you change the location after the asset is created, the sub-accounts and cost centers are not automatically updated.

Entity

The Entity field is read only and defaults from the asset location associated with the fixed asset.

Depreciate Asset

When selected, this field indicates depreciation is calculated for this asset. This field is read only and defaults from the setting at class level. If selected, this is a depreciable asset and must be assigned to a posting book.

Cost

Enter the amount paid to acquire the asset in the currency of the primary book. This cost is not necessarily a basis for a depreciation calculation. This cost defaults as the cost for each asset book. The cost amount for each book in the Depreciation Book grid defaults automatically after you specify the cost here. You cannot update the cost here if the asset has been posted to the GL. You must adjust the cost for each book on the Depreciation Books panel.

Salvage

Optionally enter a salvage value for this asset. Use the currency of the primary book. The salvage value must be less than the asset cost. Salvage value is the estimated value of property at the end of its useful life. It is the amount reasonably expected in an open market for the asset after it is no longer productive. If a salvage value is defined at the beginning of the depreciation calculation, it is used to reduce the depreciable base. This amount defaults as the salvage amount for each asset book when the depreciation method uses salvage value. If the asset has been posted to the GL, you must update the salvage amount in each book on the Depreciation Books Panel. You can define a separate salvage value for each fixed asset book.

Replacement

Enter the replacement value for the asset in the currency of the primary book. This value is not used for any calculations, but can be used for management purposes. For example, this value can be used to create budgets for assets replaced on a recurring basis.

Sold For

This field is read only. The value defaults from the value entered in the Retire pop-up. The field displays the amount received for the disposal of the asset. This field is optional and used when calculating the gain or loss on the disposition of an asset.

Parent

Enter the parent asset ID for this asset if it is a component of another asset. For example, a keyboard is a component of a computer, the parent asset.

Sort

Optionally enter a sort code. Use sort codes for sorting purposes and grouping similar assets within a category. You can also use them to establish a standard for describing assets. The field is validated against codes set up in Generalized Codes for field fa_code. For example, sort codes can include FC (Filing Cabinets), FC2 (Filing Cabinets, 2 drawer), FC4 (Filing Cabinets, 4 drawers).

Status

There are three possible statuses: Initial, Active, and Retired. When you create an asset, by default it is of status Initial. You can manually change this to Active. When you then save the asset and Fixed Assets Control is set up to post acquisitions in Fixed Assets, you are automatically prompted to post the asset acquisition. You cannot change the status from Active to Initial.

When you dispose of an asset, it is assigned Retired status. Retire an asset using the Actions menu on the Navigation Bar. You cannot change the status of a retired asset.

Components

Enter the number of items that belong to this asset. For example, if an asset is acquired that consists of 10 chairs, the chairs can be grouped as one asset. However, any value you specify here is automatically updated when you begin to add components to the Components sub-panel. An asset must have at least one component.

Acquisition Posted

This field is read only and is automatically selected when the acquisition transaction for the fixed asset has been posted.

Depreciation Posted

This field is read only and is automatically selected when depreciation has been posted for this fixed asset.

Authorization Number

Optionally enter an authorization number for this fixed asset. This field is for reference only.

Acquisition Posting Date

This field contains the date on which the acquisition transaction for the fixed asset was posted. The date is used to retrieve the exchange rate for calculating base currency and statutory currency amounts. The field is read only when the fixed asset acquisition has been posted. You must post an acquisition in the Acquisition Post pop-up.

Service Date

Enter the date that this fixed asset was put into service. This date defaults as the service date for each asset book and is used to calculate depreciation. The service date must exist in the GL calendar and any fixed asset calendar associated with the default books.

Disposition Date

This field is read only. The value defaults from the value entered in the Retire pop-up. The disposal date is the date the asset is removed from service and ownership interest is relinquished.

Disposition Reason

This field is read only. The value defaults from the value entered in the Retire pop-up. Disposition reason is the reason the asset is removed from service and ownership interest relinquished. Examples of disposition reasons are sold, stolen, destroyed, donated, and impaired.

You might enter a cost and salvage amount for a book and the book currency and the statutory currency and base currency are not equal. In this case, the system displays an error when the exchange rate from transaction currency to statutory currency or from transaction currency to base currency is not defined for the acquisition effective date. When the transaction currency to statutory currency exchange rate is missing but Fallback to Accounting is selected for the statutory exchange rate and an accounting exchange rate is defined for the effective date, no error message is displayed.

Split From

This field is read only. The value defaults from the value entered in the Retire pop-up. The Split From field displays the source asset when this asset was created as the result of an asset split.

Split Date

This field is read only. The date defaults from the value entered in the Split pop-up when the asset was split.

Depreciation Books

The Depreciation Books panel displays the depreciation books used to record transactions for this fixed asset. When you save and post the acquisition of the fixed asset, the books associated with the fixed asset class you specified for this asset on the Main panel are added and displayed by default. You can add, modify, and delete books before you post the acquisition of an asset. After the acquisition is posted, you can no longer delete books.

To modify a book, select the relevant line and click Details. To add another book, click New. The Fixed Asset Book Details pop-up is displayed.

Additional Information

The Additional Information panel enables you to add components to an asset. You can also enter warranty and insurance information.

Components

A fixed asset always has at least one component, which is created automatically on the creation of the fixed asset. This component has an automatically generated tag number that is set to the fixed asset number plus a suffix. You can add more components to the asset. For each component you create, a tag and a serial number are generated automatically. The currency of each component is read only and is set to the currency of the primary posting book for this asset.

When you add components to the asset, the total is expected to equal the cost of an asset. You receive a warning when you save an asset with non-matching component costs. You can add and delete components, and you can also split components off from an asset. When you do this, a new asset is created that holds the components split off from the asset.

Tag

When you create a fixed asset, a tag is automatically generated for the component. You can edit the tag field before you save the fixed asset. However, after you save, the field is read only. The tag number is set to the fixed asset number plus a suffix.

Description

Enter up to 20 characters describing this asset component. The component description for the original component defaults from the Description field on the Main panel.

Cost

Enter the amount paid to acquire the asset component. This amount is automatically calculated by dividing the cost by the number of components entered for this fixed asset. If you change this amount, the total amounts for all asset components are expected to equal the value in the Cost field.

Currency

This field displays the currency of the primary fixed asset book, as defined in Fixed Asset Books.

Serial Number

Optionally enter a serial number for the asset. This number is a unique identifier for the asset and is not necessarily the same as the asset ID. The serial number defaults based on previous component entries but you can edit the default.

Warranty

The Warranty sub-panel allows you to enter details of the warranty associated with this asset.

Warranty Date

Optionally enter an expiration date for the asset warranty.

Custodian

Optionally enter the name of the asset custodian. Custodians are employees responsible for tracking the location of fixed assets.

Supplier

Optionally enter a predefined supplier of this asset. Define suppliers in Suppliers.

Receiver

Optionally enter a receiver number for this fixed asset. When you receive fixed assets, you can create a receiving record for verification against the supplier invoice when it is entered into Accounts Payable. If you enter a receiver number, the associated purchase order number defaults in the PO Number field.

Purchase Order

Optionally enter a purchase order number for this asset. The default is the purchase order number associated with the receiver.

Insurance

The Insurance sub-panel enables you to enter details of insurance associated with this asset.

Insurance Company

Optionally enter the name of the company that insures the asset.

Insurance Number

Optionally enter an insurance policy number for the asset.

Insurance Date

Optionally enter the date that insurance coverage begins or ends for the asset. This date depends on how your company records coverage dates.

Insurance Value

Optionally enter an insurance value or replacement cost of the asset.

Actions

Fixed Asset Book Details

Use Fixed Asset Book Details to maintain fixed asset books for a fixed asset.

The Fixed Asset Book Details Frame enables you to view the details of a depreciation book associated with this fixed asset or to add another existing depreciation book to record transactions for this asset. When depreciation has been posted for an asset, you cannot edit this frame. The cost, salvage, service date, and currency for the primary book must be consistent with the values in the Main panel of the Fixed Assets screen. Therefore, any change that you make to these values in the Fixed Asset Book Details Frame are reflected on the Main panel of Fixed Assets.

On the Side Bar, you can open a browse to view the full depreciation schedule for the fixed asset in this fixed asset book. Click the Drill-down Links icon and select the Depreciation Schedule browse.

Main

Book

If you are adding a new book, select a predefined book using the lookup. If you are editing an existing book, this field is read only. When depreciation has been posted for an asset, you cannot edit this field.

Service Date

If required, specify an alternative service date of the associated asset for use with this depreciation book. When depreciation has been posted for an asset, you cannot edit this field.

Method

If required, specify an alternative depreciation method from the lookup for use with this depreciation book. Only valid methods for this book are displayed. When depreciation has been posted for an asset, you cannot edit this field.

Expected Life

If required, you can enter an alternative expected life for use with this depreciation book. When depreciation has been posted for an asset, you cannot edit this field.

Cost

If required, you can enter an alternative cost amount for this asset for use with this depreciation book. When depreciation has been posted for an asset, you cannot edit this field.

Salvage

If required, you can enter an alternative salvage amount for this asset for use with this depreciation book. When depreciation has been posted for an asset, you cannot edit this field.

Net Book Value

The Net Book Value field is read only and displays the current net book value of the asset.

As Of

This field is read only and displays the date when the current net book value became valid.

Additional Information

The fields in the Additional Information sub-panel are read only and default from other fields.

Basis Amount

This field displays the amount for the depreciation calculation.

Override Accumulated Depreciation

This field displays the amount of the overridden accumulated depreciation.

BC Exchange Rate

This field displays the exchange rate between the book currency and the base currency. Where they are the same currency, the exchange rate is always 1.

BC Rate Scale

This field displays the exchange rate scale between the book and base currency.

BC Cost

This field displays the asset cost in base currency.

BC Salvage

This field displays the asset salvage value in base currency.

Override Depreciation Date

This field displays the date of the overridden depreciation.

SC Exchange Rate

This field displays the exchange rate between the book currency and the statutory currency. Where they are the same currency, the exchange rate is always 1.

SC Rate Scale

This field displays the exchange rate scale between the book currency and the statutory currency.

SC Cost

This field displays the asset cost in statutory currency.

SC Salvage

This field displays the asset salvage value in statutory currency.

Accounts

The Accounts panel enables you to specify a predefined GL account for each type of account required for a fixed asset.

Account Type

For each account type in the fixed asset book, specify a predefined GL account. The GL account you choose for each account type must be unique for this fixed asset.

Account

Enter the account number for this account type or use the lookup to select from the list.

GL Description

This field is read only and defaults from the account number that you selected.

Sub-Account

Where sub-account analysis is available for the selected GL account, the sub-account defaults based on the GL account. You can edit the sub-account when sub-account analysis is enabled. The sub-account description is read only and defaults from the value in this field.

Cost Center

Where cost center analysis is enabled for the GL account, the cost center defaults, based on the GL account. You can edit the default cost center when cost center analysis is enabled. The cost center description is read only and defaults from the value in this field.

Project

Where project analysis is enabled for the GL account, the project defaults based on the GL account. You can edit the default project when project analysis is enabled. The project description is read only and defaults from the value in this field.

Acquisition Post Action

Use the Acquisition Post frame to post the acquisition of a fixed asset to the GL.

The Acquisition Post frame is automatically displayed when you save an unposted fixed asset with Active status and Post Acquisition is selected in Fixed Assets Control. You can also choose to post the acquisition of an active fixed asset later by selecting Post Acquisition from the Action menu on the Navigation Bar. Post an acquisition by completing the Acquisition Posting Date field and clicking Submit.

Acquisition Posting Date

Enter the date on which the acquisition transaction for the fixed asset was posted. The default value is the system date, but you can modify the default. The acquisition posting date cannot be after the service date. The date is used to retrieve the exchange rate for calculating base currency and statutory currency amounts.

Print GL Audit Trail

When you select this field, the system prints and displays a report containing the fixed asset acquisition transaction.

Adjustments

Use the Adjustment pop-up to adjust fixed assets when depreciation has already been posted.

You can only open the Adjustment pop-up when depreciation has already been posted for an asset. To display the Adjustment pop-up, first open a fixed asset book from within a fixed asset record. Next, select Adjustment from the Action menu on the Navigation Bar. The pop-up enables you to:

- Adjust the original cost or salvage value of the asset
- Suspend and reinstate depreciation on an asset
- Adjust the expected life of the asset
- Change the depreciation method

You can make these adjustments based on the full service life of the asset or for the rest of the asset life.

You perform the adjustments in the grid. The grid displays the next period for which transactions have not been posted.

Year-Period

This field is read-only. It displays the first period in the future for which transactions have not yet been posted.

Life Basis

Choose Service Life or Rest of Life.

- Service Life: Calculate the difference between the old depreciation schedule and the new depreciation and post the adjustments to posted periods in the first open period.
- Remaining Life: Calculate the difference between the old depreciation schedule and the new depreciation and spread the adjustments to posted periods over the remaining periods.

Period Posted

This field specifies whether the displayed period is posted.

The next step is to specify the type and the amount of the adjustment. Select the line and click Add Child. A child line is inserted in the grid.

Adjustment Type

Choose from the drop-down list. You can only perform each adjustment type one time in any period.

- Cost Basis: Select this option to adjust the original cost of the asset in this fixed asset book. The system uses the new basis to recalculate the depreciation schedule for the life of the asset. Then the difference between the old depreciation schedule and the new depreciation schedule is calculated. Any adjustments to posted periods are posted in the first open period. The new basis must be greater than the posted depreciation and cannot be negative.
- Life: Select this option to adjust the expected life of the asset in this fixed asset book. The system calculates the difference between the old depreciation schedule and the new depreciation schedule. The new depreciation schedule begins in the first open period.
- Method: Select this option to adjust the depreciation method for the asset in this fixed asset book. The system calculates the difference between the old depreciation schedule and the new depreciation schedule. The new depreciation schedule begins in the first open period.
- Reinstate: Select this option to reinstate the asset into service. The reinstate date must be after the suspension date.
- Salvage: Select this option to adjust the salvage amount for the asset in this fixed asset book. Often, when the fixed asset basis is adjusted, the salvage must also be adjusted. If you adjust the salvage value, the system uses the basis minus the salvage adjustment as the new basis to recalculate the depreciation schedule for the life of the asset. The current depreciation method must allow for salvage.
- Suspend: Select this option to suspend depreciation postings for the asset in this fixed asset book. Suspensions are not allowed if the asset is already suspended or the starting period is posted.

Method

This field is only active when you choose Method as the adjustment type. You can select another method of depreciation to apply to this book from the lookup.

Expected Life

This field is only active when you choose Life as the adjustment type. You can enter a new expected life to be applied for this fixed asset book.

Adjustment Amount

This field is active when you choose Cost Basis or Salvage as the adjustment type. Enter a new cost basis for the asset in this fixed asset book or a new salvage amount. For Cost Basis, the new basis must be greater than the posted depreciation and cannot be negative. For Salvage, the salvage amount cannot be larger than the net book value of the asset.

Currency

The Currency field is read-only and a currency is displayed when you are adjusting the cost basis or salvage value.

When you have completed your adjustment, click Submit. When the adjustment is successful, a message is displayed informing you. The adjustment is then included when you run Fixed Assets Transaction Posting and Reversal for the relevant assets for the next period.

Split Action

Use the Split frame to split a fixed asset.

The Split frame is displayed when you select Split from the Action menu on the Navigation Bar. This frame enables you to split an asset. When you save the new asset, it is displayed in the Fixed Asset Browse.

New Asset

Assign an asset ID, unless Fixed Assets Control has been configured for the ID to be auto-generated by NRM.

Description

The description defaults from the description of the main asset. You can update the description in this field.

Percentage

Enter the percentage of the value of the original asset that the new asset makes up. This field automatically updates the Cost field. Any changes to the Cost field also automatically update this field. The percentage cannot exceed 100%.

Cost

Enter the cost of this new asset, based on the value of the original asset that the new asset makes up. This field automatically updates the Percentage field. Any changes to the Percentage field also automatically update this field. You cannot enter a cost that is greater than the original cost of the asset.

Split Date

Enter a split date for the asset.

Transfer Action

Use the Transfer frame to transfer a fixed asset.

The Transfer frame is displayed when you select Transfer from the Action menu on the Navigation Bar. This frame enables you to transfer an asset to a new location.

Transfer Date

Enter the effective date for the transfer. This date determines the year and period of the GL transaction. The transfer date must be a valid date in the GL calendar and any fixed asset calendars associated with the asset books. It must also be in an open GL period and must be after the service date.

Old Location

This field is read only. It displays the location of the fixed asset before the transfer.

Old Entity

This field is read only. It displays the entity of the fixed asset before the transfer.

Site

This field is read only. It displays the site of the fixed asset before the transfer.

Partial

If Yes, this is a partial transfer and you split the existing asset into two separate assets. The new asset created is transferred.

New Asset

This field is active only when the Partial field is selected. Enter a unique asset ID for the components being removed from the asset. When Auto Generated is selected in Fixed Assets Control, the system automatically assigns an asset ID using the predefined sequence.

Amount

This field is active only when the Partial field is selected. Enter the base currency amount to assign to the new asset. When you enter a percentage of the original cost in the Percent field, the Amount field is automatically updated.

Percent

This field is active only when the Partial field is selected. Enter the percentage of the original asset cost to assign to the new asset. When you enter a currency amount in the Amount field, the Percent field is automatically updated.

Print GL Audit Trail

When you select this field, the system prints and displays a report containing the fixed asset transfer transaction.

New Location

Enter a predefined location for the transferred asset. By default, the entity, site, and GL analysis associated with this new location default for the transferred asset.

New Entity

This field is read only and defaults based on the New Location field.

Site

This field is read only and defaults based on the New Location field.

New GL Analysis

This field is a list. You can choose:

- **New Location.** This setting is the default and the GL analysis is based on the setup for the new location.
- **Keep Analysis.** This setting keeps the GL analysis associated with the asset originally.
- **User Specified.** You can specify new GL analysis.

New Sub-Account

This field is active only when you select User Specified in the New GL Analysis field. Enter a valid, active sub-account. Otherwise, the field is read only and based either on the new location or on the analysis associated with the asset originally.

New Cost Center

This field is active only when you select User Specified in the New GL Analysis field. Enter a valid, active cost center. Otherwise, the field is read only and based either on the new location or on the analysis associated with the asset originally.

New Project

This field is active only when you select User Specified in the New GL Analysis field. Enter a valid, active project. Otherwise, the field is read only and based either on the new location or on the analysis associated with the asset originally.

Retire Action

Use the Retire frame to take a fixed asset out of service.

The Retire frame is displayed when you select Retire from the Action menu on the Navigation Bar. This frame enables you to retire an asset from service. When you retire the asset, the necessary postings are automatically updated and the asset status is set to Retired.

Disposition Date

Enter the disposal date for the asset. The disposal date is the date the asset is removed from service and ownership interest is relinquished. If the asset is suspended as of the disposal date, you must reinstate the asset before retiring it. The date must be a valid date in the GL calendar or any fixed asset calendar associated with the book. It must also be in an open GL period and must be after the service date.

Disposition Reason

Enter the reason for the disposal of the asset. The field is validated against codes set up in Generalized Codes Maintenance for field fa_disp_rsn. Disposition reason is the reason the asset is removed from service and ownership interest relinquished. Examples of disposition reasons are sold, stolen, destroyed, donated, and impaired.

Sold For

Enter the amount received for the disposal of the asset. This amount is optional and used when calculating the gain or loss on the disposition of an asset.

Administration



As a system administrator with an Administrator (Admin) role, on the QAD Web UI, you have access to the Administration functions.

Some system administration tasks can require using the QAD .NET UI as well as the QAD Web UI.

Technical Overview

The QAD Web UI is based on a layered, services-oriented architecture, with separate layers responsible for presentation, business logic, data, and foundation services. This new architecture is called the QAD Reference Architecture (QRA). Some administration tasks will require familiarity with the concepts of QRA, including modules, business components, and the framework for running the QAD Enterprise Applications system.

QAD Reference Architecture (QRA)

The QAD Reference Architecture (QRA) is a layered, services-oriented architecture, with separate layers responsible for presentation, business logic, data, and foundation services:

- **Presentation** — the presentation layer includes the components that implement the user interface.
- **Business logic** — the business logic layer consists of the application business logic and exposes functionality through business service APIs.
- **Data** — the data layer represents the data store of the application.
- **Foundation** — the foundation layer includes the functionality and services that are common to the various architectural layers (such as exception handling, logging, and so on).

QRA has a app-based modular architecture, and it is in the various apps that each of the business areas of QAD's products is organized. Apps are comprised of object-oriented business components.

Business Component (BC)

A business component (BC) brings together the business logic and data necessary to represent a business activity within the application. Users interact with business components through the user interface's menu items. These menu items are hybrid views, which combine a browse grid with a form where you create and interact with data based on the business logic. Typically, a hybrid view is based on one business component, but can use more than one business component. For example, the Address Types hybrid view is based on one business component, but the Sales Orders hybrid view is based on several related business components.

Some administration tasks require a familiarity with the business component (BC) concept. These tasks include configuring activity tracking, setting security and permissions, and designing or modifying forms.

Your Application Builder (YAB)

QAD Enterprise Applications with QRA is installed and maintained using a framework called Your Application Builder (YAB). YAB is a console application that is used to create new QAD Enterprise Applications instances and to update, start, stop, and query existing instances. Further, a single installation of YAB can be used to manage multiple QAD Enterprise Applications instances.

Activity Tracking

In the Activity panel, you can see a history of transactions and follow the things you care about most. You can comment on activity in a way similar to how you use other kinds of collaborative media.

The system can track field changes, comments, and attachment uploads for the current record (such as a field) and displays them in the Activity panel.

From a form, open the Activity panel on the right side of the page by clicking on the Activity icon along the right.

By default, not all field activity can be tracked. As an administrator, you can specify which fields can be tracked using Activity Tracking. From the Activity Tracking view, you can configure what users can track based on business component. Each business component is listed along with a description, whether the entity is activity-tracked, and then the Business Component URI is included for reference. The Activity Tracked column indicates whether the business component is being tracked (Yes or No). By double-clicking on a business component row, you then get a display of the fields associated with the business component. For each field, in the Following column, you can edit whether the field can be tracked as part of Activity Tracking.

Note that users will only receive notifications on fields they have chosen to follow; these Activity Tracking administration settings only control which fields users can follow.

Note: When a business component has activity tracking enabled for the first time, a system administrator must run a YAB command that will compile and load the triggers into the database. The YAB command is as follows: `yab activity-feed-update`

Dashboard Configuration

In addition to the action centers, the QAD Web UI includes the dashboards available on the QAD .NET UI.

These dashboards are created and configured in the QAD .NET UI and then displayed in both the QAD .NET UI and the QAD Web UI.

For information on configuring dashboards using the QAD .NET UI, see: *QAD .NET UI Administration Guide*.

Lookup Definitions

A lookup gives users a way to select a value from a browse instead of having to enter the value manually. On the user interface, a lookup can be included on various input fields, indicated by a magnifying glass icon located on the right side of the field.

With Lookup Definitions, you can define these lookups: you can view lookup definitions, create new lookup definitions, and edit lookup definitions.

As an administrator, you can configure lookups to apply to specified fields under certain conditions. Further, you can have the lookup on a particular field change depending on application conditions.

You can define lookups for a business component field or at the level of a view field. Lookups defined for a business component field can then be used by all the view fields that are based on the business component field. Lookups defined for a view field can only be used by the field in that particular view.

When you open Lookup Definitions, you first get a listing of the settings for the currently defined lookups, including:

- Module
- Field
- Reference
- Browse
- Result Field
- Search Field

Click New to create a new lookup or Edit to modify a lookup. Lookup Definitions includes Main, Qualifier, and Browse panels.

Main

A lookup definition is uniquely identified by Field, Reference, and Module values. The Main panel includes:

Field

Enter the URI value for a business component field, a view field, or a browse search field.

A business component field takes the following format: `urn:field:<business component interface namespace>:<TableName.FieldName>`

For example, for the Site Code field in Sales Order Line business entity:
`urn:field.qad.sales.salesorder.ISalesOrderLine:SalesOrderLine.SiteCode`

Note: The lookup on this field only provides a browse of business component fields. View field URIs must be manually entered.

Reference

This is a free-form text field that can be used to differentiate between multiple lookup definitions for the same field value. For a single lookup definition for a field, this value can be left blank.

Module

The URI for the module that owns the lookup definition. For example, the Sales module is:
`urn:module:com.qad.sales`

Note: Because the Field, Reference, and Module values specify the primary key for a lookup, they cannot be changed after the lookup is created.

Qualifier

The Qualifier panel specifies any conditions that could determine whether to apply the lookup.

Qualifiers can be used to define conditional lookups. They are used to limit the set of lookups that can be used with a field and to select a particular lookup when there are multiples available. Each qualifier has a type, name and value.

The Qualifier types include Field and View.

Field

A Field qualifier prevents a lookup from being used for a field unless another field in the view has a particular value. The Name identifies a field in the view and Value specifies the value that the field should hold in order for the lookup to be used.

View

A View qualifier limits the use of a lookup to within a specific view. For a View qualifier the value is a view URI. The Name is not used. The view URI is typically the URI of the view containing the field from which the lookup will be launched.

Note: Multiple Qualifier records are combined together using a logical AND. For example if there are qualifiers (Type=Field,Name=X,Value=2), (Type=Field, Name=X,Value=3), (Type=Field, Name=Y, Value=4) this is evaluated as (X=2) AND (X=3) AND (Y=4). In a future release, qualifiers with the same Name will be combined using logical OR.

Browse

In this panel, you specify the configuration of the browse data for the lookup definition.

Browse

The URI for the browse to be used for the lookup. This is in the format urn:browse:<browse type>:<browse identifier>. For example, for standard browses, enter urn:browse:mfg:gp072 and for Financials browses, enter urn:browse:fin:BGL.SelectGL.

Result Field

Specifies the result field in the browse whose value will be assigned to the field from which the lookup is launched.

For standard browses, the lookup result field is specified in the format <table.field>. For example: pt_mstr.pt_part. If this value is left blank, then the default from the browse definition is used.

For Financials browses, the lookup result field must be specified and in the format <field>. For example: tcGLCode.

Search Field

If there is a value in the field from which the lookup is launched, a browse search condition will be created for the specified search field and the value.

For standard browses, the lookup result field is specified in the format <table.field>. For example: pt_mstr.pt_part. If this value is left blank, then the default from the browse definition is used.

For Financials browses, the lookup search field must be specified and in the format <table-name>.<field-name>. For example: tGL.GLCode.

Search Condition

Enter search conditions for the browse, including:

- **Field** — the name of the search field to which the search condition applies.
- **Operator** — the operator to apply for this search condition. Currently only Equals is supported.
- **Value** — the field value to use in the search condition. If Type is set to Field and the lookup is on a grid field, then the referenced field should be in the format `jsonTableName[0].jsonFieldName` (for example: `items[0].unitOfMeasure`).
- **Type** — set to Literal or Field. A type of Literal means the actual value will be used. A type of Field means the value of the business component field referenced by Value will be used.

Custom Browsers and Drill Downs

Browse Naming

As an administrator, you can define custom browses using Browse Maintenance in the QAD .NET UI. These browses are available in the QAD Web UI when the qra-sync YAB command (yab qra-sync) is run.

When defining custom browses, the labels for menu items on the QAD .NET UI are defined in Menu System Maintenance (in the Label field), while the labels for menu items in the QAD Web UI are defined in Browse Maintenance (in the Description Term field).

When defining a custom browse, be sure that the name of the browse (the label) is unique to avoid user confusion. Also, note that the browse naming convention on the QAD .NET UI is to have the name of the browse end with "Browse", while on the QAD Web UI, the menu item type is indicated by the menu type icon instead of including "Browse" at the end of the name.

To assure consistency, be sure that the Menu System Maintenance's Label field setting is consistent with Browse Maintenance's Description Term field, except that we would omit the term "Browse" at the end for the string in Browse Maintenance's Description Term field.

Drill Down Link Definitions

As an administrator, you can define drill-down links on the .NET UI using Drill-Down/Lookup Maintenance.

For the drill-down links to be included on a QAD Web UI hybrid view, you will first need to identify the browse used by the hybrid view of interest. To identify the browse used by a hybrid view, on Role Permission Maintain's Secured Resources tab, locate the browse and get the browse identifier. For example, the browse used with the Sales Orders hybrid view is identified as "so803.p".

With the browse identifier, you can then define the drill-down links for it using Drill-Down/Lookup Maintenance. Note that in Drill-Down/Lookup Maintenance, in the Calling Procedure field, the browse identifier includes "br". For example, for "so803.p", in the Calling Procedure field, you enter "sobr803.p". You can then specify the Procedure to Execute.

Once the link has been defined in Drill-Down/Lookup Maintenance, the change will be included on the QAD Web UI after an administrator runs the following YAB commands:

- Update resource dependencies: yab qra-resource-dependency-update
- Restart Tomcat: yab -tomcat stop start

Design Layout

A form organizes everything a user needs for some business task. In a form, a user can create, view, edit, and delete data. In a hybrid browse, which initially displays the full browse, the form opens when the user double-clicks a row (that is, a record) in the browse. A form includes a summary panel, navigation bar, a main panel, and then various detail panels and sub-panels.

As an administrator, you can design the layout of a form using the Design Layout feature.

The layouts are based on templates. The Default template is provided by QAD and cannot be changed.

New Layout

Name

The name of the layout.

Description

A short description of the layout.

Layout Context

Select System Wide for the layout to apply across all domains, or select a domain.

App

Indicates the app for the layout.

App URI

Indicates the uniform resource identifier (URI) for the app.

Select Existing Template

Pick a template to use for creating a new layout. For example, you can create a new layout from the Default.

Design Layout

In the Design Layout, you can design the form. You can drag-and-drop user interface components, including panels and fields. You can specify panel and field properties, such as their labels and default values.

Set Layout Properties

Name

The name of the layout.

Description

A short description of the layout.

Active

Indicates whether the layout is active (Yes or No).

Manage Active Layouts

Click to select which layout is active for the form. Initially, the Default layout is active, but you can change that to any of the layouts that have been defined.

Layout Context

Indicates whether the layout to apply across all domains (System Wide), or to a domain.

App

Indicates the app for this layout.

App URI

Indicates the uniform resource identifier (URI) for the app.

View Field Properties***Edit***

Click Edit to change the field properties for the business component. See [Business Component Field Properties on page 993](#).

Field

The field name.

Field Label

The field label.

Business Component

The business component for the field.

Detail Table

The detail table for the field.

Physical Field

The physical field table identifier.

Business Component Field Properties***Field***

The field name.

Business Component

The business component for the field.

Detail Table

The detail table for the field.

Physical Field

The physical field table identifier.

Layout Context

Indicates whether the layout to apply across all domains (System Wide), or to a domain.

Default Value

Enter the default value for the field.

Note: Changes to this property affect all layouts using this business component.

Required

Select whether the field is a required field, requiring a value from the user.

Note: Changes to this property affect all layouts using this business component.

Field Label

Use the Labels lookup to select the label for the field.

Note: Changes to this property affect all layouts using this business component.

Field Length

Indicates the display length of the field.

Note: Changes to this property affect all layouts using this business component.

Format

Indicates the format for the field. For example, a field whose value is twenty characters is indicated by x(20).

Note: Changes to this property affect all layouts using this business component.

Reset

Reset field properties back to their original values.

Add to Layout

From the Add to Layout panel, you can choose user interface elements to add to the form you are building.

Select Show Unused Only to have the Add to Layout panel only show elements that are not currently used on the form. While you are building a form, this option can help to make the panel easier to navigate and can prevent you from inadvertently adding the same element (such as a field) more than once on the same form.

Select from Form Elements or Fields to add elements to the form.

The listed fields are organized by field groups, including User Defined Fields, which are listed last.

Form Elements include Panels. Under Form Elements, you can select an element and then drag it to the form area, placing it where you would like the element on the form.

Fields include all the fields available, organized by panel. Under Fields, you can select a field and then drag it to the form area, placing it where you would like it on the form. Fields must be located within a panel. Fields listed with a checkmark are already included on the form. Fields listed with a plus (+) sign are not currently included on the form. Fields with a yellow horizontal indicator are required fields.

Exporting and Importing Design Layout Data

The following describes how data created using the Design Layout tool can be exported from one environment and imported into another environment.

Exporting Design Layout Data

1. View layout and business component property data created using the Design Layout tool is written to the application database and is associated with the module URI urn:module:customization.
2. All data associated with this module URI can be exported by executing the following two YAB commands:

```
yab metadata-export urn:module:customization -type:layout -dir:/directory_path
```

```
yab metadata-export urn:module:customization -type:entityfieldoverride -dir:/directory_path
```

This will create the following structure in the /directory_path directory:

```
|--entityfieldoverride
    <entity field override xml files>
|--layout
    <view layout xml files>
```

Creating a Module Package

1. The YAB command `system-package-create` can be used to create a package for the data exported above. In the following example a package named `cust001` with `moduleURI=urn:module:customization.001` is created that includes all the files in the current working directory.

```
yab -class:cust001 -attribute:module.uri=urn:module:customization.001 -version:1 system-package-create .
```

This will create a package named `cust001-1.0.0.0` in the location where the YAB command is executed.

Loading a Module Package

1. The module package created above can be loaded into another environment using the following commands:

```
yab install cust001-1.0.0.0.zip -install-update:false
```

```
yab info (should now show the cust001 package)
```

```
yab metadata-cust001-update
```

Global Distribution

Global Distribution provides information on the status of the distributed environment, including all the properties sent in the broadcast by each environment.

Global Order Management Distribution Processing enables Available-To-Promise / Enterprise Materials Transfer (ATP/EMT) Visibility and EMT Tracking across domains of multiple instances of QAD where you have a central instance that can have visibility into all the others.

Please contact QAD Services to implement this capability in your system.

Alerts

Alerts provide the capability to notify users when certain conditions are met.

For example, you can create an alert so that if a purchase order's revision number changes, a notification is automatically sent to a user's Inbox or email address.

Alerts can be created by users and by administrators, who can define alerts for users.

Before you can set alerts about fields on a hybrid view form, you must enable activity tracking for those fields on that hybrid view's business component. Activity tracking must be enabled so that the system is following the activity of the fields of interest.

For more information about activity tracking, see [Activity Tracking on page 986](#).

Users can create their own alerts for hybrid view field activity if activity tracking is enabled for that view's business component. A bell icon in the upper right corner of the form is displayed if activity tracking is enabled for the business component. A user can click on the bell icon to open the Alerts pop-up window for creating alerts.

Users can choose how they receive alert notifications from their user profile settings. Notifications can be sent to the QAD Inbox and the user's email address.

In addition, an Alerts view is available for administrators. Administrators can access the Alerts view to create, modify, or delete alerts, and to add users for specific alerts. In this way, administrators can help users have the alerts they need. For more information on the Alerts view, see [Alerts on page 1000](#).

The Alerts pop-up window for users is identical to the Alerts view for administrators, except the Alerts view includes additional settings to select users for alerts.

On Alerts pop-up windows, users can see both the alerts that they have defined, and the alerts defined for them by an administrator. Note that alerts defined by an administrator can only be changed by an administrator.



Click for video on alerts and approvals.

Managing Alerts

- [Creating Alerts on page 997](#)
- [Choosing to Send Alerts about Changes to Fields on page 998](#)
- [Choosing to Send Alerts When Conditions Are Met on page 998](#)
- [Defining Periodical Reminders of Alerts on page 999](#)

Creating Alerts

Before you can set alerts about fields on a hybrid view form, you must enable activity tracking for those fields on that hybrid view's business component.

For example, on Purchase Orders, to have alerts about changes to the Revision field, activity tracking must be enabled so that the system is following the activity of the Purchase Order Header business component's Revision field.

For more information about activity tracking, see [Activity Tracking on page 986](#).

As an administrator, to create an alert:

1. Open the Alerts view.

For more information about the Alerts view, see [Alerts on page 1000](#).

Note: Users can define alerts by clicking the bell icon located a hybrid view form whose business component has activity tracking enabled.

2. Click New.
3. In the Main panel, in the Name field, enter a description of the alert that you want to create.
4. In the Business Component field, select the business component for which you want to define this alert.
5. In the Conditions grid, set up the conditions that trigger the alert.

If you do not set up the conditions, whenever the tracked field is changed, the system delivers an alert notification to users.

To add a condition, click New. To delete an existing condition, choose the record and then click Delete. If you leave either the Name field or the Business Component field blank, clicking New does not work.

When setting up a condition, you can click the toggle button to enable field comparison in alert condition definition. When field comparison functionality is on, the Value 1 field is offered with field options. You can choose a field as the value. For example, for the Item entity, you can define: Description contains Item Type.

The rules for combinations of conditions are standard. Conditions with different Conditions Fields are joined with the AND operation. Conditions with the same Conditions Fields are joined with the OR operation.

6. Define the alert type.
 - You can choose to send alerts about changes to fields. See [Choosing to Send Alerts about Changes to Fields on page 998](#).
 - Optionally, you can choose to send alerts when conditions are met. See [Choosing to Send Alerts When Conditions Are Met on page 998](#).
7. On the Users panel, add users to subscribe them to the alert.

To add a user, click New. In the User ID field, choose a user ID and the system displays its user name. To delete an existing user, choose the record and then click Delete.

Choosing to Send Alerts about Changes to Fields

If you want the system to send alerts when changes are made to specific fields, choose the *Send alerts about changes to fields* option under the Conditions grid. When conditions are met, the system sends alerts that notify users of the changes to the tracked fields.

1. Choose the *Send alerts about changes to fields* option.

The system displays the Field Changes panel.

2. On the Field Changes panel, select the fields that you want to track.

For more information about the Alerts view, see [Alerts on page 1000](#).

Choosing to Send Alerts When Conditions Are Met

If you want the system to send alerts when the conditions to trigger the alert are met, choose the *Send alert when conditions are met* option under the Conditions grid.

1. Choose the *Send alert when conditions are met* option.

The system displays the Message panel and the Notification Options panel.

2. In the Message box, define the alert message. You can click Include Field to include fields in the alert message.

The added fields are automatically added to the end of the text. You can adjust the positions of the added fields manually.

3. On the Notification Options panel, configure the Delivery setting.

- *Immediate (when conditions are first met)*: Let the system deliver alert messages when conditions are first met.

When you choose this delivery option, the first time the conditions are met, the system sends the defined alert message to users.

Take price, for example: if the condition is that price is greater than 1,000 and the price value is changed to 1,100 first and then to 1,200, users will only receive one alert about the first change. Under the same condition, if the price is changed to 800 first and then to 1,200, users will also only receive one alert. But this time the alert is to notify users of the price change to 1,200, because the price change to 1,200 is the first time the condition is met.

- *Delayed (after conditions are still true)*: Let the system deliver alert messages only when the defined delay time has passed.

If you choose this delivery option, you are required to specify a time delay in days, hours, and minutes.

In this way, you let the system deliver alert messages when the delay time has passed, as long as the business event remains in a triggered state.

If the alert conditions are not true any more during the delay period, the system does not send the alert message in the end.

- *Relative (before or after a variable date)*: Let the system deliver alert messages at a defined time relative to a variable date.

If you choose this delivery option, you are required to specify the relative conditions.

4. Optionally, on the Notification Options panel, define periodical reminders of alerts to let the system send alert notifications periodically. See [Defining Periodical Reminders of Alerts](#) on page 999.

For more information about the Alerts view, see [Alerts on page 1000](#).

Defining Periodical Reminders of Alerts

When you choose to send alerts when the conditions to trigger the alert are first met, you can define periodical reminders of alerts at the same time.

On the Notification Options panel, specify the Repeat for every days, hours, and minutes as the repetition interval. The system sends alert notifications at specified intervals about the most recent event that happens during each interval, as long as the conditions are satisfied.

For example, you set to trigger the alert when item price is over 1,000 and repeat notifications every two weeks. Now you change the price from 900 to 1,100. The system sends a notification about the price change to 1,100. Then within two weeks, you change the price from 1,100 first to 1,200 and then

to 1,400. The system sends a second notification about the price change to 1,400 two weeks after the first notification. If you do not change the price later, every two weeks, the system sends the reminder of the same notification as the second one.

For more information about the Alerts view, see [Alerts on page 1000](#).

Alerts

With Alerts, you can create and manage alerts for users.

The Alerts view is available for administrators. Administrators can access the Alerts view to create, modify, or delete alerts, and to add users for specific alerts. In this way, administrators can help users have the alerts they need.

Main

Alert

Enter a name for the alert.

Alert Label

(Reserved for future use.) Select a label for the alert name.

Business Component

Select the business component for which you want to define an alert. Only business components with activity tracking enabled are listed.

Conditions

You can have alerts about changes to fields, and alerts for when specific conditions are met. In the Conditions panel, define the conditions to use for getting alerts when conditions are met.

Click New to define a condition.

Field: select a field from the business component.

Operator: select from the following: equals, does not equal, contains, not contains, range, greater than, greater or equal to, less than, less or equal to, in list, not in list, starts with, ends with, is null, is not null. For operator that require one value, use the Value1 field. For operators that require two values, use the Value1 and Value2 fields.

Value1: Select from available values or click the toggle icon to select available fields.

Value2: For operators that require two values, select from available values or click the toggle icon to select available fields.

Send alerts about changes to fields

From the drop-down, select *Send alerts about changes to fields* to get notifications about any changes to field values. In the Field Changes panel, select the fields for which you want notifications.

Send alert when conditions are met

From the drop-down, select *Send alert when conditions are met* to define a message and notification delivery options for when the specified conditions are met. In the Message and Notification Options panels, define the message content and delivery options.

Field Changes

This panel is displayed if *Send alerts about changes to fields* is selected.

In the grid, select the fields for which you want alerts for field value changes. Note that only fields that are enabled for activity tracking are available for alerts.

Message

This panel is displayed if *Send alert when conditions are met* is selected.

Enter the message text. To include field values, click Include Field and select from the business component fields. The field is included in the text in the `{field_name}` format, indicating that the field value will be included in the text.

Notification Options

This panel is displayed if *Send alert when conditions are met* is selected.

Delivery

Select *Immediate (when conditions are first met)* to have the notification sent as soon as conditions are met. Select Repeat to repeat sending the notification while the conditions are met for the specified Days, Hours, and Minutes.

Select *Delayed (after conditions are still true)* to have the message sent after a time delay (in Days, Hours, and Minutes). Select Repeat to repeat sending the notification while the conditions are still true for the specified Days, Hours, and Minutes.

Select *Relative (before or after a variable date)* to have the notification sent within a specified time (in Days, Hours, and Minutes) before or after a date provided by selected date field. Select Repeat to repeat sending the notification for the specified Days, Hours, and Minutes.

Repeat

Depending on the Delivery option selected, specify how often to repeat the notification in Days, Hours, and Minutes.

Users

An administrator can select which users will receive the notifications for this alert.

Once selected to receive alerts by an administrator, a regular user must contact an administrator if they do not want receive the notifications.

Note: This panel is included on the Alerts view for use by administrators, but is not included on the Alerts pop-up window for regular users.

Click New to select active users who will receive this alert.

User ID

Select a user from the lookup.

User Name

Displays the name of the user who will receive alerts.

Managing Approvals

As an administrator, you can configure and manage approvals using the following functions:

- Approval Configuration
- Approval Routes
- Approval Monitor
- Approval Log

Approval Configuration

The Approval Configuration function allows administrators to view and update configuration meta data of approval processes.

The initial configuration is loaded during deployment of an application module.

Using Approval Configuration, you can:

- Enable or disable an approval process
- Configure how approvers and stakeholders get email notifications
- View predefined read-only data of an approval process

Navigate to Approval > Approval Configuration to open the Approval Configuration menu.

The Approval Configuration menu lists all types of approvals with details displayed in columns. The types of approval processes include:

- Asset Work Orders
- Purchase Order
- Requisition Approval
- Supplier Invoice

You can use Browse Configuration to display or hide desired columns.

Editing Approval Configuration

You can edit the details in the Approval Configuration Form to configure the approval process. To edit the approval configuration:

1. Double-click the record listed in the browse to open the Approval Configuration Form.
2. On the Main panel, configure the basic data.
3. On the Approvers panel, configure whether and how approvers receive email notifications about an approval process.
4. On the Stakeholders panel, configure whether and how stakeholders receive email notifications about an approval process.

Approval Configuration Form

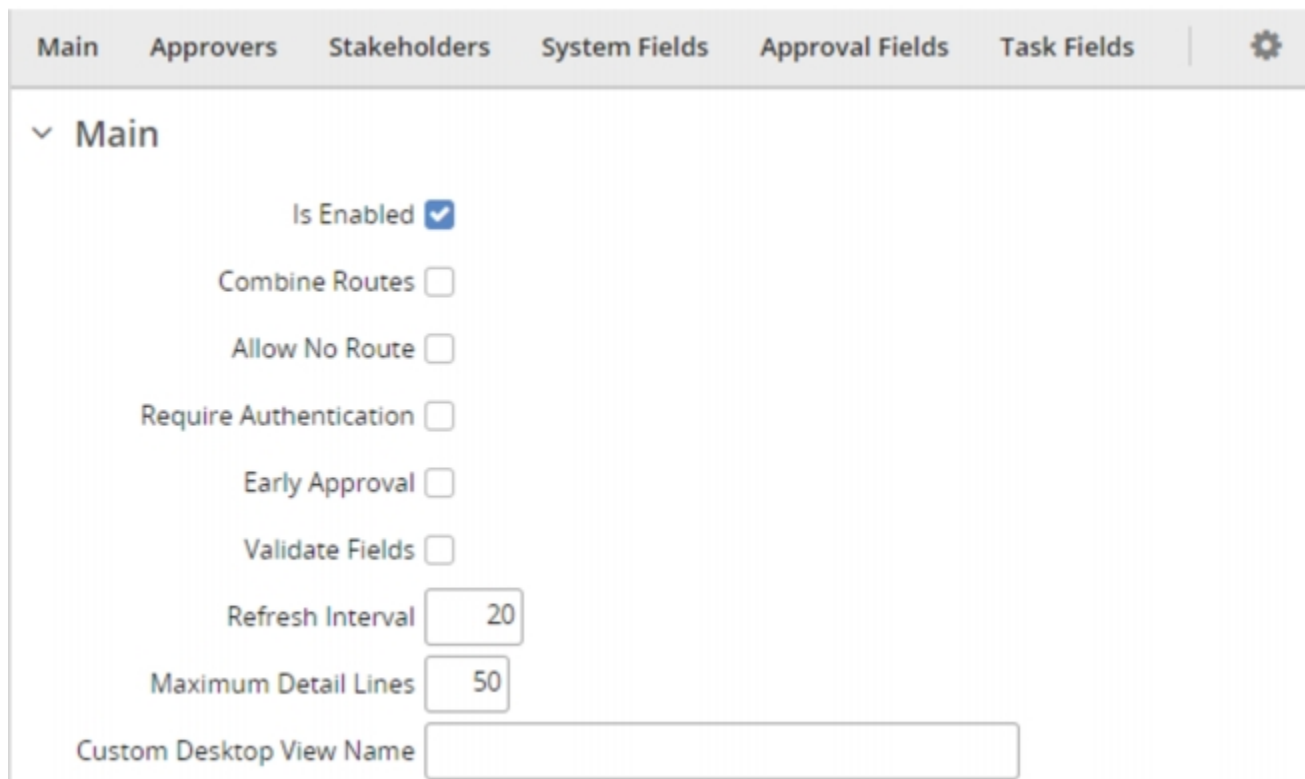
The Approval Configuration Form includes the following panels:

- Main
- Approvers
- Stakeholders

- System Fields
- Approval Fields
- Task Fields

The business component name and business component URI are displayed at the top of the Approval Configuration Form.

Main



The screenshot shows the 'Main' configuration tab for the Approval Configuration Form. The navigation bar at the top includes tabs for 'Main', 'Approvers', 'Stakeholders', 'System Fields', 'Approval Fields', and 'Task Fields', along with a settings gear icon. The 'Main' section is expanded, displaying the following configuration options:

- Is Enabled**: ☒
- Combine Routes**: ☐
- Allow No Route**: ☐
- Require Authentication**: ☐
- Early Approval**: ☐
- Validate Fields**: ☐
- Refresh Interval**:
- Maximum Detail Lines**:
- Custom Desktop View Name**:

Is Enabled

Indicate whether this approval functionality is enabled in Generic Approval. Take Requisition Approval, for example: a requisition can be approved either through requisition functions or through Generic Approval functions. If Is Enabled is not set to Yes for the Requisition Approval type, requisition approvals can still be done in requisition functions.

Combine Routes

If you set this field to Yes, when an approval request meets the conditions of multiple routes, the system combines these routes. All approvers from those routes are required to approve this approval request. If an approver is set for multiple routes, this approver only needs to approve once. Early Approval is not available when Combine Route is set to Yes.

If No, the system chooses the first route that matches the request.

Allow No Route

If you set this field to Yes, when there is no route that matches the request, the system automatically approves the approval request.

If you set this field to No, when there is no route that matches the request, the system marks the approval process with the Error status.

Require Authentication

If this field is set to Yes, approvers are required to provide credentials when clicking an action in the approval screen. If No, no authentication is required when choosing an action.

Early Approval

This field is not available when Combine Routes is set to Yes.

If this field is set to Yes, early approvals are allowed in the business component. You can skip approvers before you in the sequence to take action on an approval request using Future Approvals. If No, early approvals are not allowed.

Validate Fields

If this field is set to Yes, validations are enforced against the fields of the business component under approval. If by default, this field is set to No, then the validation is not implemented for this approval process and there is no need to turn it on.

Refresh Interval

Specify the amount of time in minutes before the business component is refreshed with the back-end.

Maximum Detail Lines

Specify the maximum detail lines that are displayed on the Approval Details screen. When the record number exceeds the maximum detail lines, the browse is incomplete and a link is displayed for you to view all the records.

For example, if a purchase order has 100 lines but Maximum Detail Lines is set to 20, in the approval screen, the system only shows 20 lines. If the approver wants to view all other lines, the approver can click the link.

Custom Desktop View Name

Enter the name of the custom Approval View that overrides the default.

Approvers

Main Approvers Stakeholders System Fields Approval Fields Task Fields

▼ Approvers

Approver Email Subject You have a Payment Selection `${paySelCode}`

Approver Email Body Payment Selection for `${paySelCode}` with total price `${paySelTotalAmtBC}`

Approver Email Subject

Enter the subject of the notification email that is sent to an approver. You can include key fields as tokens. You can find some of the key fields from the Approval Fields and Task Fields panels.

Approver Email Body

Enter the body of the notification email that is sent to an approver. You can include key fields as tokens. You can find some of the key fields from the Approval Fields and Task Fields panels.

Here is an example:

For notifications about Supplier Payment Selection Approvals, in the approver email body, include the following:

Payment selection for `${paySelCode}` with a total amount of `${paySelTotalAmtBC}`

During run time, Token `${paySelCode}` and Token `${paySelTotalAmtBC}` are replaced with real values.

If you leave both the Approver Email Subject field and the Approver Email Body field blank, the system does not send emails to any approver.

Stakeholders

MainApproversStakeholdersSystem FieldsApproval FieldsTask Fields

Stakeholders

Stakeholder Email Subject

Supplier Invoice approval is complete

Stakeholder Email Body

Email body

Stakeholder Email Subject

Enter the subject of the notification email that is sent to a stakeholder. You can include key fields as tokens.

Stakeholder Email Body

Enter the body of the notification email that is sent to a stakeholder. You can include key fields as tokens.

If you leave both the Stakeholder Email Subject field and the Stakeholder Email Body field blank, the system does not send emails to any stakeholder.

System Fields

The data on the System Fields panel is the configuration meta data and is for display only.

MainApproversStakeholdersSystem FieldsApproval FieldsTask Fields

System Fields

Document ID Field

supplInvoiceReference

Description Field

supplInvoiceDescription

Application Service Implement...

Progress

Approval Label

SUPPLIER_INVOICE_APPROVAL

Mass Approval Label

SUPPLIER_INVOICE_APPROVAL

Routing Service Implementation

Java

Task View Template

resources/qad/erp/financials/view/SupplierInvoiceApprovalT

Currency Code Field

Application Service Key

supplierinvoice

Container Class Name

com.qad.financials.purchaseedge...ce.impl.QraSupplInvoiceApproval

Mass Approval Fields

supplInvoiceReference,supplInvoic...pplInvoiceAmountTC,currencyCod...ionName1

Routing Service Key

Default

Document ID Field

Displays the field name that determines the document ID of an approval.

Description Field

Displays the field name that determines the description of an approval.

Currency Code Field

If this field displays a value, it indicates that the business component supports multi-currency. The value is the name of the field that holds the currency code in the business component.

Application Service Implementation

Displays the location of the approval application interface implementation.

Application Service Key

Displays the Service Key of the approval application interface implementation.

Approval Label

Displays the label that describes this approval process.

Container Class Name

Displays the container class that holds the data when the Generic Approval back-end fetches the application business component.

Mass Approval Label

Displays the label that describes the mass approval process.

Mass Approval Fields

Displays the fields to show in the Inbox mass approval dialog for this approval process.

Routing Service Implementation

Displays the location of the approval routing interface implementation.

Routing Service Key

Displays the Service Key of the approval routing interface implementation.

Task View Template

Displays the location of the Task View template.

View Meta URI

Displays the URI of the View Meta.

View Link URL

Displays the URL that links an approval task to the original approval object. This URL is used on the details screen of Approval Log, Approval Monitor, and Submitted Approval.

External Link Url

Displays the URL that points to the business component and can be resolved from external resources, such as emails and tablets.

Task Color

Displays the color band that is used for Inbox tasks related to this approval process.

Task Icon

Displays the icon that is used for Inbox tasks related to this approval process.

Approval Fields

The Approval Fields panel displays all the fields that are used in the Approve, Deny, and More pop-up windows as extra fields to collect data input.

Task Fields

The Task Fields panel displays all the fields that are used in Extended Inbox left panel to display the key information of an approval task.

Main	Approvers	Stakeholders	System Fields	Approval Fields	Task Fields	
Task Fields						
Field Name	Field Label	Entity URI				
businessRelatio...	fin-4550					
currencyCode	fin-1003					
supplInvoiceAm...	fin-4089					
supplInvoiceDes...	fin-733745911					
supplInvoiceNu...	fin-4080					
supplInvoiceRef...	fin-886					

Approval Routes

With the Approval Routes function, you, as an administrator, can configure routes for an approval process. In other words, you can configure the chain of approvers who need to approve a request, based on the approval request data.

Navigate to Approval > Approval Routes to open the Approval Routes menu.

The Approval Routes menu lists all the routes with details displayed in columns. You can use Browse Configuration to display or hide desired columns.

You can create, modify, or delete routes.

- To create a route, click New.
- To modify a route, choose its record in the Approval Routes browse and click Edit. Or, double-click the record.
- To delete a route, double-click its record to open the Approval Routes Form and then click Delete.

Approval Routes Form

There are three panels in the Approval Routes:

- Main
- Conditions
- Approvers

When you create a route, on the Main panel, enter the name, entity, and description of the route.

If the Currency Code Field in Approval Configuration has a value, the Currency Code field is editable and you can specify a currency for the current route. This field determines the currency of the amounts in both route conditions and approver conditions. When the currency of the value in the entity is different from the currency specified in the route, the system first converts the values of the entity before evaluating the conditions.

After an approval request is submitted, the system first determines the route to use based on the route conditions set up on the Conditions panel. Then the system determines the specific approver based on the approver conditions set up on the Approvers panel.

Configuring Route Conditions

On the Conditions panel, you can set up route conditions. The route conditions determine which route the system uses when an approval is submitted. The system chooses the first route where conditions match the request data.

Route conditions are a list of conditions with Field, Operator, and Values. When setting up the conditions, you can click the lookup browse button to choose a field from the object being approved.

For example, in the following figure, only when payment selection total amount is greater than 20,000 dollars, the system uses the route SP-Test02.

Approval Routes | Default View ▾ | + New | Delete | ...

SP-Test02	For total price greate than 20K	Supplier Payment ...	56...
Name	Description	Business Entity	Currency Code

Main | Conditions | **Approvers** | ⚙

▼ Main

Name: SP-Test02

Description: For total price greate than 20K

Business Entity: Supplier Payment S...

Currency Code:

▼ Conditions

+ New | Delete

Field ▾	Operator ▾	Value1 ▾	Value2 ▾
paySelTotalAmtBC	greater than	20000	

▼ Approvers

+ New | Delete | Details

The rules for combination of conditions are standard. Conditions with different Conditions Fields are joined with the AND operation. Conditions with the same Conditions Fields are joined with the OR operation.

Fields from both the top-level table and the second-level table of the entity are listed in the lookup browse. Conditions on child fields can be used with conditions on parent fields in one route. If a child field is used in a route condition, this route condition is regarded as a filter for child records. If no child record satisfies the condition, this route does not match the approval request. Also, only child records that match the condition participate in approver condition evaluation.

Here is an example. In the following figure, Purchase Order Line Item Code is a child field from the second-level table Purchase Order Line Details. The route conditions are:

- Supplier Code equals 10-300, and
- Any of the purchase order lines has Item Code being 01010.

When an approval request meets these two conditions at the same time, the system chooses this route.

Approval Routes | Default View ▾ | + New | Delete | ⋮

PO-Test01 Name	Supplier 10-300 and Purchase Item 01010 Description	Purchase Order Business Entity	73... Currency Code
Main Conditions Approvers ⚙			
▾ Conditions + New Delete			
Field ▾	Operator ▾	Value1 ▾	Value2 ▾
supplierCode	equals	10-300	
purchaseOrderLineDetails.itemCode	equals	01010	

You can modify or delete an existing Conditions record.

- If you modify a Route Conditions record, the system saves the new record as a new version of the route in the back-end database. The existing active approval processes follow the old route version, but new approval processes follow the new route version.
- If there is an active approval process that follows an existing Route Conditions record, you cannot delete this Route Conditions record.

Configuring Approvers

On the Approvers panel, you define the approvers in the current route. For each approver, you define the user, its sequence, duration, and other data.

Click Details to open the Configuration Details window. On the Conditions panel of this screen, you can configure specific conditions related to specific approvers. Fields from both the top-level table and the second-level table of the entity are listed in the lookup browse. The rules for combination of approver conditions are the following:

- Conditions with different Conditions Fields are joined with the AND operation.
- Conditions with the same Conditions Fields are joined with the OR operation
- Conditions of a second-level table field are iteratively evaluated on the second-level table record collection. If one record satisfies the condition, then the system returns true. If there is no second-level table record, or none of the records satisfy the condition, then the system returns false.

You can use aggregate calculation in setting up approver conditions. Define the field for which you want to calculate an aggregate amount, and set Aggregate to Yes. Then set up the condition based on the aggregate amount of this specified field.

The Aggregate field can only be set to Yes when the value is integer or decimal.

In the following figure, when the aggregate extended cost of all the child records is greater than 500, the system routes the approval to the qad user.

Approval Routes PO-Test01 > Approvers

Approvers + New Delete ...

2	qad	YES	DescriptionDescription
Sequence	User	Is Literal	

Main Conditions

▼ Main

Sequence Description

User Is Literal ☒

Duration Duration Unit

▼ Conditions

+ New Delete

Field	Operator	Value1	Is Literal	Value2	Is Literal	Aggregate
purchaseOrderLineD...	greater than	500	YES		YES	YES

The system first determines the route to follow based on route conditions. If approver conditions are also configured, the system then determines the specific approver based on approver conditions.

For example, in the following figure, if an approval request meets these two conditions at the same time, the system chooses Route PO-Test01.

- Supplier Code equals 10-300, and
- Any of the purchase order lines has Item Code being 01010.

Approval Routes Default View + New Delete ...

Name	PO-Test01	Supplier 10-300 and Purchase Item 01010	Purchase Order	93...
	Name	Description	Business Entity	Currency Code

PO-Test01 PO-Test02 SI-Test01 SP-test01

Main Conditions Approvers

Field Operator Value1 Value2

supplierCode equals 10-300

purchaseOrderLineD... equals 01010

▼ Approvers

+ New Delete Details

Sequence	User	Is Literal	Duration	Duration Unit	Description	Conditions
1	demo	YES	0	Days		
2	qad	YES	0	Days		Aggregated purchaseOrderLineDetails.extendedCost > "500"
3	qmi	YES	0	Days		purchaseOrderLineDetails.extendedCost > "1000"

Then the system routes the approval request to different approvers in the following sequence:

1. The approval request is first routed to the demo user.

2. Then, if the aggregate extended cost of all lines with Item Code 01010 is greater than 500, the approval request is routed to the qad user. In this case, the qad user becomes the second approver in the sequence.
3. Then, if any of the purchase order lines with Item Code 01010 has an extended cost greater than 1,000, the approval request is routed to the qmi user. In this case, the qmi user becomes the third approver following the demo user and the qad user successively.

If a route is selected, but no approver is selected, the system behavior depends on the Allow No Route setting in the Approval Configuration form.

- If Yes, the system automatically approves the approval request.
- If No, the system marks the approval process with the Error status.

If you modify an Approver Conditions record, the system saves the new record as a new version of the route in the back-end database. The existing active approval processes follow the old route version, but new approval processes follow the new route version.

Sequence Number

Indicate the sequence of the approvers in which the approval process goes through all the approvers. More than one approver can have the same sequence number. Parallel approvers are assigned tasks at the same time and any of them can approve or deny approval requests without waiting for others. If any of the parallel approvers deny the request, the approval process is closed with a Denied status. Only when all parallel approvers approve the approval request, can the approval request move to the next approver.

Description

Enter a short description of this approver sequence.

User

Specify the user who you define as the approver.

Is Literal

If you set it to Yes, you can only enter a constant in the User field. If you set it to No, you can only enter a field name in the User field and this field holds the user ID of the approver.

Duration

Specify the number of duration units as the time limit for the validity.

Duration Unit

Choose Days, Hours, or Weeks as the unit of measure for the duration.

Configuring Alternate Approvers

For each approver, you can define alternate approvers. Alternate approvers can be assigned tasks and take action when the task for the main approver becomes overdue. This functionality prevents an approval process from being stuck for a long time.

Define alternate approvers on the Alternate Approvers panel. For each alternate approver, enter the user ID, set the duration in hours, days, or weeks, and enter a description.

User

Enter a user ID as an alternate approver.

User Name

The system displays the user name according to the specified user ID.

Duration

Specify the number of the duration units as the time limit for the approval to take place.

Duration Unit

Choose Days, Hours, or Weeks as the unit of measure for the duration.

Description

Enter a brief description.

When the approval task for the main approver is overdue, the system creates a second task and sends it to the first alternate approver. Either the main approver or the alternate approver can approve or deny the approval. When the waiting time exceeds the duration set for the first alternate approver and still no one has responded to it, this task becomes overdue. The system creates a third approval task and assign it to the second alternate approver.

You can view all the created approval tasks in Approval Monitor and Approval Log.

If there is no alternate approver and Early Approval is defined for the approval process, the system creates a notification for the next approver. The next approver can take action in the Future Approvals menu.

Approval Monitor

With Approval Monitor, administrators can do the following:

- View all open approvals, including the ones with errors.
- Stop an approval process by using the Stop Route button.
- Resume an approval process with an error after fixing the error.

Navigate to Approvals > Approval Monitor to open the Approval Monitor menu. Double-click a record to open the Approval Monitor Form to view the details.

Approval Monitor Form

On the top of the Approval Monitor Form, the following information is displayed:

- The date when the approval request is submitted
- The person who submits the approval request
- The status of the approval process

There are six types of status: Approved, Denied, Pending, Error, Paused, and Stopped. Only processes in the Pending, Error, Paused, and Stopped status are displayed in the Approval Monitor Form. The approval processes in the Pending, Error, Paused, or Stopped status are not completed and are called open approval processes.

- The status message
- The approval link
- The workspace

Approval Monitor | Default View ▾

9/15/2017 Submitted Date Error Status [P1010003](#) Approval Link 10USA Workspace demo Submitted By Demo Super User Show More

Main **Past Approvers** Next Approvers Audit Log ⚙

▼ Main

Submitted Date: 9/15/2017 Status: Error

Approval Type: Purchase Order Approval Status Message: Unable to create a session. Invalid user ID.

Submitted By: demo Demo Super User

Approval Link: [P1010003](#) Description:

Workspace: 10USA

▼ Past Approvers

Approver	Approver Name	Completion Date	Outcome	Time to Complete	Comments
demo	Demo Super User	9/15/2017		2 hours, 45 minutes	

Resume Stop Route

The Approval Monitor Form includes the following panels:

- The Main panel: Displays the basic information of the approval request. Besides the information displayed on the top of the Approval Monitor Form, it also includes approval type and description.
- The Past Approvers panel: Displays the approvers that have taken action on the approval request with their usernames, names, completion dates, comments, and other details. If an approver is an alternate approver, the system displays the main approver in the Alternate For column. If an approver is a delegated approver, the system displays in the Delegate For column the original approver who delegated the approval task to this approver.
- The Next Approvers panel: Displays in sequence the approvers to whom the approval request will route, with their usernames and names. If an approver is an alternate approver, the system displays the main approver in the Alternate For column. If an approver is a delegated approver, the system displays in the Delegate For column the original approver, who delegates the approval task to this approver.
- The Audit Log panel: Displays the history of the audit, including time, action, user ID, user name, and status message.

Stopping Approval Processes

The administrator can stop an approval process in the Pending or Error status.

1. Double-click the record to open its Approval Monitor Form.
2. Click the Stop Route button in the lower-right corner of the form.

Resuming Approval Processes

You can only resume approval processes that are in the Error status.

To resume an approval process:

1. Resolve the error.

2. Click the Resume button in the lower-right corner of the form.

For example, if the error is *Access is denied*, the administrator can grant privilege to the approver. Then click the Resume button in the lower-right corner of the form.

Approval Monitor | Default View ▾ ⋮

Approval Type ▾

Purchase Order App...

Supplier Payment Se...

Supplier Invoice App...

Requisition Approval

Requisition Approval

Supplier Invoice App...

Supplier Invoice App...

Supplier Invoice App...

Supplier Invoice App...

Requisition Approval

Supplier Invoice App...

Purchase Order App...

Purchase Order App...

9/15/2017
Submitted Date

Error
Status

[P1010003](#)
Approval Link

10USA
Workspace

demo Demo Super User
Submitted By

Show
More

Main

Past Approvers

Next Approvers

Audit Log

⚙

Submitted Date

9/15/2017

Status

Error

Approval Type

Purchase Order Approval

Status Message

Unable to create a session.
Invalid user ID.

Submitted By

demo Demo Super User

Approval Link

[P1010003](#)

Description

Workspace

10USA

Past Approvers

Approver ▾	Approver Name ▾	Completion Date ▾	Outcome ▾	Time to Complete ▾	Comments ▾
demo	Demo Super User	9/15/2017		2 hours, 45 minutes	

Resume

Stop Route

Approval Log

Approval Log is a browse that shows all approval processes, including closed ones.

Navigate to Approval > Approval Log to open the Approval Log menu.

To view details of an approval process, choose the record and double-click it to open the details screen. The details screen is for display only and it shows all information about the approval process, including an audit log. This function can be used for audit purpose.

Security

QAD includes comprehensive security features. For more information about security, please see the [QAD Security Administration Guide](#), located in the [QAD Document Library](#).

Roles

Use Roles to create new roles and to manage the active status of all roles in the system.

Your system has predefined, pre-configured roles that are provided as starting points for the roles you will create. Do not assign users to the default roles, except for webui_user, because any permission changes you make to the default roles will be overwritten with each software update. The default roles' permissions are set using the principle of least privilege, which grants users access to only the resources they require to complete tasks.

Note: Use role menus to set permissions for new roles.

Roles Entry Screen Buttons

New

Select New to create a new role.

Edit

Select Edit to edit the highlighted role.

Actions

You can perform the following action from the Roles Actions menu:

- [Remove All Role Members Action on page 1017](#)

Main

Role

Enter the role name.

Role Label

Enter a label for the role. The label displays as an option in the Roles drop-down menu for users assigned to the new role. You can select a string code from the lookup, which allows the role label to be translated.

Active

When selected, the role is active upon save.

Remove All Role Members Action

Choose Actions > Remove All Role Members to remove all users assigned to the selected role.

You see the following message when you select the action: "Removal of role membership will be applied to all role members and may impact permissions." Select Continue to complete the action.

Menus

Use Menus to view all role and favorites menus, to create new menus, and to assign permissions.

Menus lists all QAD-provided role menus, non-QAD role menus, and user favorites menus in the QAD Web UI.

Menus are made up of menu-eligible resources, which are resources that have their own views and can be displayed in the Menu Bar. These resources can be grouped into folders, with the folder name appearing on the Menu Bar and the folder contents visible in associated drop-down menus.

Menu Entry Screen Buttons

New

Before you can create a new role menu, the system must have a role that is not yet associated with a role menu. Create a new role in Roles before proceeding.

1. Select New.
2. Select Role or Favorites from the Type drop-down menu.
3. In the Name lookup, select the role to which to assign a role menu, or for a favorites menu, select the user.
4. Save the new menu.
5. Add pages and folders to the new menu. These pages and folders become the drop-down menus available in the menu bar. Pages are the system's menu-eligible resources. Folders organize pages.
6. Save the populated menu.
7. Select Permissions at the bottom of the screen. Role Permissions displays only the resources that make up the menu you created. You must grant access to these resources for the role or user to have access to all required areas.
8. Select Allow All Permissions from the Action menu.
9. All of the secured resources should now have a green circle next to them. Select Save in the lower-right corner of the Role Permissions dialog.

Edit

Select Edit to edit the highlighted menu.

Actions

You can perform the following actions from the Menus Actions menu:

- Copy Action on page 1019
- Copy & Merge Action on page 1020

Role Menus

QAD-provided role menus cannot be modified or deleted but can be copied to create new role menus for roles. The new role menus can be edited and updated with additional folders, pages, and permissions. Role menus are selected through the Web UI Menu Bar and users see a role menu for each role to which they have been assigned.

Favorites Menus

Favorites menus are not provided by QAD. Administrators can create and configure favorites menus for all users from the Menus view. Users can configure their own favorites menu through the user drop-down in the Menu Bar.

Main

Type

Role or Favorites.

Name

For a role menu, the role to which this role menu is assigned. For a favorites menu, the user ID to which this menu is assigned.

Assign Permissions to a Menu

You must add pages and folders to a menu to make it visible. Pages are the system's menu-eligible resources. Folders organize the pages and appear on the menu bar. You can select a string code from the Folder lookup, which allows the folder label to be translated.

After you have saved the menu with its folders and pages:

1. Select Permissions at the bottom of the screen. Role Permissions displays only the resources that make up the menu you created.
2. Select Allow All Permissions from the Actions menu to grant access to all required areas of the QAD Web UI.

Copy Action

Choose Actions > *Individual* > Copy to create a new role or favorites menu based upon the selected menu.

Before you can copy a menu to create a new role menu, the system must have a role that is not yet associated with a role menu. Create a new role in Roles before proceeding. If you are copying a menu to create a Favorites menu for a user, that user cannot already have an existing Favorites menu.

Copy Steps

1. Highlight the menu you want to copy.
2. Select Copy from the Actions menu.
3. Select Role or Favorites from the Type drop-down menu.
4. In the Name lookup, for role menus, select the role that will be assigned this menu. For favorites menus, select the appropriate user ID.
5. Select Save. Then select Permissions at the bottom of the screen. Role Permissions displays the resources that make up the menu you copied. You must grant access to these resources for the new role or user to have access to all required areas.
6. Select Allow All Permissions from the Actions menu.
7. All of the secured resources should now have a green circle next to them. Select Save in the lower-right corner of Role Permissions.

Main

Type

Role or Favorites

Name

For role menus, select the role that will be assigned this new menu. For favorites menus, select the appropriate user ID.

Menu

Add Page

Pages are the system's menu-eligible resources. Select a page to add those resources to this menu.

Add Folder

Folders organize the pages you add and their names appear on the menu bar.

Rename Folder

Select to rename a folder already in the system.

Copy & Merge Action

Choose Actions > *Bulk* > Copy & Merge to create a new menu by combining multiple existing menus.

This action is available from the Actions menu on the Menus browse, not the hybrid view. If you only see Copy in the Actions menu, close the hybrid view so you only see the list of menus.

Copy and Merge Steps

1. Select Copy and Merge from the Actions menu.
2. Select the role menus you want to merge.
3. Select Submit.
4. Select the type of menu you are creating, either Role or Favorites.
5. In the Name lookup, select the role that will be assigned this combined menu.
6. Select Save. Then select Permissions at the bottom of the screen. Role Permissions displays the resources that make up the merged role you created. You must grant access to these resources for the new role to have access to all required areas.
7. Save the new menu.

Search Criteria

Criteria

The search parameters you entered in the Search box on the Menus browse.

Menus Returned

The number of menus that match the search criteria.

Menus

Name

The Menu name, which has been filtered based on the search criteria.

Label

The menu's label.

Type

The type of menu, either role or favorites.

Role Permissions

Use Role Permissions to view settings for all roles in your system and to fine-tune permissions for roles you have created.

Role Permissions displays all the resources that can be secured in the system. You can access role permissions information through the main Role Permissions screen or by selecting Permissions from the ellipses icon on every screen. You should set up and configure permissions through role menus and the Permissions option on individual screens. The Role Permissions tree is not intended to be used to set all permissions for a role—use it sparingly.

Note: Use role menus to set permissions for new roles.

Role Permissions Entry Screen Buttons

Edit

Select Edit to edit the role permissions for the highlighted role.

Actions

You can perform the following actions from the Role Permissions Actions menu:

- Clear Permissions Action on page 1025
- Refresh Permissions Action on page 1025
- Role Permissions Sync Action on page 1025

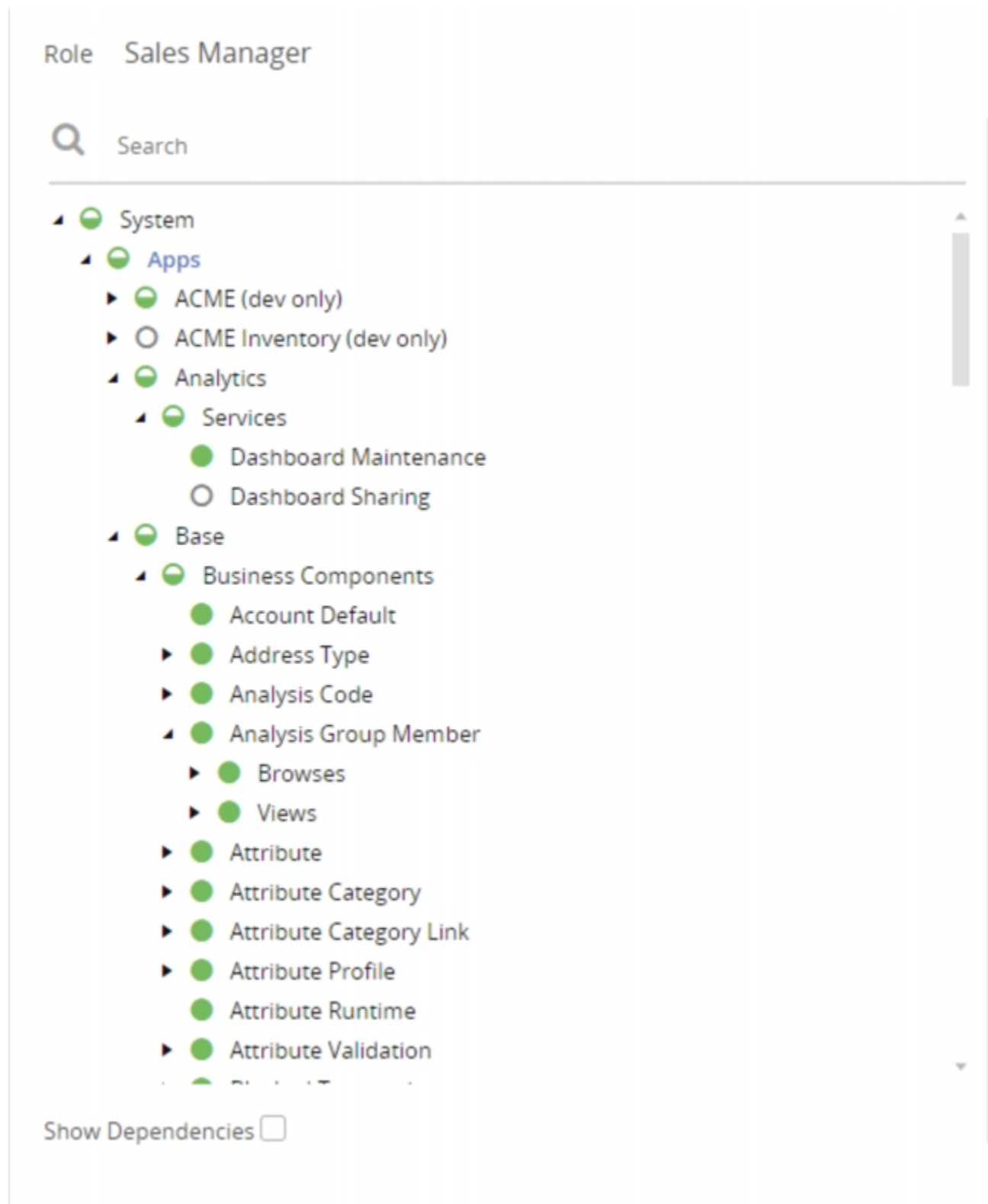
Permissions Inheritance and Configuration

Permissions are assigned in a top-down manner, with automatic inheritance for child resources. When you grant Allow access to a parent resource, all children of that resource are granted full permission. You can manage the granularity of child permissions by setting those permissions to Deny. If, however, you deny access to a parent resource, all children of that resource are denied access, regardless of their individual settings.

For security reasons, grant access to the minimum permissions a role needs to complete required tasks.

Permissions Tree

The permissions tree identifies how resources are organized in the system. Resources are arranged in a hierarchy and can have multiple permission types.



A solid green circle represents full access to the actions associated with the resource. A white circle with a gray outline represents no access. A half-green circle indicates partial access.

Permissions Tree Search

You can search for resources by URI or by label name using the Search feature at the top of the permissions hierarchy tree. Search results display the resource type icon to the left of the search list items and partial URIs to the right side of the search list items. You can select a search result and edit the resource's permissions in the permissions table.

If you need more information to determine which result is the correct resource, you can view the resources within the context of the permission hierarchy.

1. Select one of the resources.
2. Select the more icon.
3. Select View in context.

Resource Dependencies

Resources often depend on other resources to create the different elements of the QAD Web UI. These dependent components must have permissions set for the main resource to have full functionality. The software automatically identifies dependencies and sets permissions as needed.

Select the Show Dependencies check box to view resource dependencies. When selected, the permissions tree displays Dependencies folders that contain the resources that are required to populate the main view.

Permissions Grid

Every resource has an associated permissions grid, which displays to the right of the permissions tree when you select a resource in the tree.

The grid lists the actions for the resource that can be set to Allow or Deny, and if the permissions were inherited. If neither the Allow nor Deny check box is selected, the role inherits permissions from its parent resource.

Business Components Permissions

Action	☒ Allow	☐ Deny	Inherited From
Create	☒	☐	Requisition Header
Delete	☒	☐	Requisition Header
Read	☒	☐	Requisition Header
Write	☒	☐	Requisition Header

URI

Menu Eligible ☐

Action

Approve, Archive, Create, Delete, Read, and Write. Every resource has Read, which allows the role's users to view the data.

Allow

Select to grant access to the action. Allow grants a role's users permission to use all functionality in the designated area.

Deny

Select to implicitly deny access to the action. Deny provides no access and prohibits a role's users from viewing or changing the designated area.

Inherited From

When a particular resource has inherited permissions from a parent, the relationship is indicated in this column.

The possible actions associated with different resource types are listed in the following table.

Resource Type	Action
App	Approve, Create, Delete, Read, Write
Business Component	Approve, Create, Delete, Read, Write
Browse	Read
View	Read

Resource Type	Action
Report	Read
Service	Create, Delete, Read, Write
Dashboards and KPIs	Delete, Read, Write
Field	Read, Write
Field Groups	Read, Write

The Menu Eligible check box identifies the resources that can be added to a role menu. It is for informational purposes only.

Securing Fields and Field Groups

Secure fields and field groups from the individual screens containing the fields.

1. Navigate to the screen that requires field security.
2. Select Permissions from the ellipses icon to launch Role Permissions.
3. Select the role that needs field security enabled.
4. Find the field in the role permissions tree.
5. To make the field read-only, select Deny for the Write check box. To remove the field entirely from the screen for this role, select Deny for both the Read and Write check boxes.
6. Select Save.

Clear Permissions Action

Choose Actions > Clear Permissions to remove all permissions assigned to the currently selected role.

You see a message similar to the following when you select the action: “Are you sure you want to clear all permissions for Engineering and child resources?” Select Clear to continue.

Refresh Permissions Action

Choose Actions > Refresh Permissions to immediately update the permissions in the QAD Web UI to reflect changes made in the QAD .NET UI.

This action is only available when viewing the Role Permissions browse. If you only see Clear Permissions in the Actions menu. close the hybrid view.

Use Refresh Permissions if you make updates to role permissions through Role Permissions Maintain (36.3.6.5) in the QAD .NET UI and want the permissions to be updated immediately in the QAD Web UI. If you do not refresh the permissions using this action, users will not see updated permissions until the cache automatically updates, which could take 24 hours depending on settings. It can take several minutes for this action to complete.

Role Permissions Sync Action

Choose Actions > Role Permissions Sync to synchronize the settings in the QAD Web UI based on the settings defined in Enterprise Edition.

This action is only available when viewing the Role Permissions browse. If you only see Clear Permissions in the Actions menu. close the hybrid view.

The action updates permissions that have been configured on the Secured Resources tab of Role Permissions Maintain (36.3.6.5) in the QAD .NET UI. Run this action if you set up or change role permissions using Role Permissions Maintain. The action can take several minutes to complete.

Options

Overwrite Existing Permissions

Select this check box to have the synchronization overwrite the permissions already defined for the selected roles.

Enable Verbose Logging

Select the check box to enable more logging information.

Update Resource Dependencies

Select this check box to have the synchronization automatically update resource dependencies.

Roles

Select the roles you want to synchronize.

Users

The Users view specifies contact information and preferences, language and locale, and notification preferences.

From the Users view, you can access a browse of all users in the system, including the settings for:

- User Name
- User ID
- E-mail Address
- Language
- Format Locale
- Enabled
- Active

For a selected user, choose Edit to find out more, including the user's profile image, contact information, and preferences. The profile image and contact information is read-only, but you can modify the Language and Format Locale settings.

Contact Information

User ID

The user's identifier.

Email Address

The user's email address.

Languages

Language

The user's language. When the user signs in, the user interface will display in this language. From the drop-down, select from the supported languages.

Format Locale

The user's locale. When the user signs in, the user interface will display data (such as dates) in a format appropriate for this locale. From the drop-down, select from the supported format locales.

Note that Language and Format Locale changes will take effect the next time the user signs in to QAD.

Notifications

Receive Notifications

Select whether the user will receive notifications.

Category Settings

Category Settings indicate whether notifications for each Notification Category (Activity, Alerts, Approvals, and Reports) will be sent to the user's QAD Inbox or Email address.

Event Settings

A Notification Category can include various types of events. Event Settings indicate whether notifications for each Event Category will be sent to the user's QAD Inbox or Email address.

User Access

Use User Access to configure access to domains, entities, and sites, and to assign users to eligible roles.

Every QAD Web UI user must be assigned at least two roles, one of which is the webui_user role. A user cannot access the QAD Web UI without the webui_user role, but can still access the QAD .NET UI. Do not assign users to the QAD default roles, except for webui_user, because any permission changes you make to the default roles will be overwritten with each software update.

[illegible]

The System tree is a hierarchical view of all domains, entities, and sites. Each level of the tree shows the number of roles the selected user belongs to at that level, and a circular status indicator denotes the user's access to that level and its children. A solid green circle denotes access to that level and

all items lower in the tree. A white circle with a gray border indicates the user has no access to the associated node, nor to that node's children. A half-green circle indicates the user has access to some but not all of the nodes lower in the tree.

Sites are the lowest level of the hierarchy and can only be a solid green circle or a solid white circle with a gray border.

Inheritance of access and role membership runs both up and down the tree. Enabling access or adding a role to a node automatically enables access to the node's parent and children. Removing access to a child does not affect the parent. You can remove the access for nodes lower in the tree by clearing the Access check box for those child items one by one. If you clear the Access check box of a parent element, no children of that element can have access. You cannot select the Access check box of a child element when a parent element has the Access check box cleared.

System |

Access ☒

Roles (12)

☐	Role Description	Role Name
☐	Production Operator	ProductionOperator
☒	Create/Update Product	ProductModify
☒	Enter Product Transactio	ProductTrxns
☐	Purchase Matl Planner	PurchaseMatlPlanner
☐	Purchasing Manager	PurchasingMgr
☒	QAD Admin	qadadmin
☐	Quality Manager	QualityManager
☐	Restrict Browse Field	rfjTest
☒	Report Administration	rptAdmin
☒	Report Design	rptDsgn

The Roles grid displays all of the roles in the QAD Web UI. The selected check boxes indicate the roles to which the highlighted user is assigned. The Access check box controls whether the selected user has access to the associated domain, entity, or site. You can only edit the Roles grid when the Access check box is selected.

Record Level Security

Use Record Level Security to restrict user access to individual records.

Note: Before implementing record-level security, contact QAD to review configuration requirements and to evaluate how it will affect your system.

When record-level security is enabled on a business component, users must be granted access to the records, while the roles to which the users belong must have access to the business component itself. Permission to access a security-enabled record does not grant access to a business component.

Each business component has a resource instance access table. The table contains the groups or users that have access to the business component and their related CRUD permissions. As record-level security is enabled for a business component, the applied security rules do not take effect immediately because the processing of the rules is handled by a batch process that individually updates the tables for each instance of a component.

Create

New

To enable record-level security on a business component:

1. Select New.
2. Use the Select button to choose the business component.
3. Use the lookup to select the default owner for records that already exist in the business component.
4. If records in this business component inherit their record-level security settings from another business component, select the Inherit Security check box.
5. If the business component records inherit their security, use the lookup to select the business component from which they inherit that security in the Inherited From field.

Main

Business Component

The business component that has record-level security applied to it.

Default Owner

The user to whom ownership is assigned if records exist for this business component before record-level security is initiated.

Inherit Security

Determines if this business component inherits its record-level security from another business component.

Inherits From

Specifies the business component from which this business component inherits record-level security.

Security Groups

Use Security Groups to organize groups of users.

You can use security groups to share records. All security groups belong to a single hierarchical structure. This structure is displayed on the left side of the Security Groups screen. The right side of the screen displays the specific information for the security group selected in the tree.

For detailed information on sharing records, see the *QAD Security Administration Guide* in the QAD Document Library.

Tree Structure

The tree structure that contains the hierarchy of security groups in your system is primarily controlled by the toolbar. Each item in the tree displays the group's Group Label, number of users assigned to the group, and a toggle icon to indicate if the element has children associated with it. The tree is arranged alphabetically and cannot be reorganized.

Toolbar

New

Adds a new sibling to the selected tree item. You cannot add a new item when the top node is selected.

Add Child

Adds a new child item to the currently selected tree item.

Delete

Removes the selected items from the hierarchical tree view.

Main

Group Code

The coded name for the group. This code must begin with a letter and be 2-32 characters in length. It can contain letters (a-z and A-Z), numbers (0-9), and the underscore character. It cannot contain spaces.

Group Label

A label for the group, which displays in the tree and at the top of the Security Groups form and can be translated.

Description

A text field for a plain-text description of the group.

Users

User ID

The user ID of a user in the QAD Web UI. When adding a new user to a security group, this lookup displays all users in the Users browse.

User Name

A read-only field that displays the full user name.

Note: Level of access is always set at the role level, so even if a user is in a security group that has access to a record, if that user's role does not have access to the record's business component, the user cannot access the record.

Security Rules

Use Security Rules to automate sharing with rules that filter and apply record-level security permissions.

Security rules can be applied to individual users or to groups of users, using security groups. Granting access to records does not happen immediately upon save when using security rules. The rules are applied through batch processing, and it can take some time with large datasets for the new

permissions to take effect. You can view the status of submitted requests on the Secure Records and Secure Records Detail browses in the Processed column. Requests that have been saved but not activated display No in the Processed column, while those that are active in the system display Yes.

When record-level security is enabled on a business component, users require access to the component itself through their roles, defined in Role Permissions, and to the specific instance of a record.

Main

Rule Code

The coded name of the rule. It must meet the following requirements:

- Be from two to 32 characters in length
- Begin with a letter
- Only contain letters (a-z and A-Z), numbers (0-9), and these special characters: # \$ _ % &
- Not contain spaces

Rule Label

The display label for the rule, which displays at the top of the Security Rules form. This field supports translatable strings.

Business Component

The business component to which this rule applies. The lookup only displays record-level security enabled business components that do not inherit their record-level security from another component.

Description

A text field for a plain-text description of the rule.

Active

Determines if the security rule is in effect. Until the Active box is selected, the rule does not take effect, even upon save.

Scope

A dynamic text field that supports comma-separated values for restricting the scope of a rule. This field label varies, depending on the business component selected from the lookup. If no information is entered in the field, the rule is not limited at the defined system level.

- For system-level business components, the field is disabled.
- For domain- and entity-level business components, you can restrict the domains and entities to which the rule applies.

Criteria

Use the Criteria grid to set up security rule conditions to filter the specified business component's records. The rules for combination of conditions are standard. Criteria with different fields are joined with an AND operation. Lines that have the same field code are joined with an OR operation.

Field

The field being evaluated. The drop-down menu contains:

- The selected business component's fields

- Fields from the Instance Security Access Table, which includes fields such as Owner
- Fields from business components that have relationships with the selected business component defined on the Business Components screen. This also includes fields from the related business components' Instance Security Access Table.

Operator

A drop-down menu with operators. Custom operators can appear in this menu, based on the specified field. For example, Member Of is available when the Field column is Owner.

Value 1

The item being compared against the selected field. This drop-down menu changes based on the Field and Operator. For example:

- A numeric field value shows a numeric input field for Value 1.
- A boolean field value shows a drop-down menu with yes or no options for Value 1.
- A user field value along with a Member Of custom operator shows a lookup of groups for Value 1.
- A user field value without a Member Of custom operator shows a lookup of users for Value 1.

Value 2

The second value for range functions when Value 1 is a range type. This value is disabled for all other operator selections.

Preview

The Preview option in the Criteria toolbar displays all of the records that match the criteria you entered in the grid. You cannot edit the record information, but it helps you determine if you are defining the criteria in the way you intended.

Applies To

Type

Group or User.

Name

The user name or user group to whom the rule applies. When User is selected in the Type field, you can toggle the Name field between a lookup of the Users browse and a drop-down menu of the user fields from this and related business components.

Permissions

Select how much access the user or group should have. The permission levels you can select are:

- Read Only
- Read/Write
- Full Access

Applies to Parents

Yes or No. Active when Group is the selected type. Determines if the permissions for a security group are applied to the group's parents. A child group can have permissions separate from and greater than the parent's.

Secure Records

Use Secure Records to change ownership of secure records, either as an individual or bulk action.

The Secure Records browse lists one entry for each record that is secured in the system. The entry identifies the business component label and URI, record URI, owner, and if the record has been processed.

Actions

Individual Change Owner

1. Select the record in the browse.
2. Choose Individual Change Owner from the Actions menu.
3. Choose the new owner from the New Owner lookup.

It is important to remember that the previous owner no longer can access the record unless that user has been granted access through any method of sharing.

Bulk Change Owner

1. Use the Search box to build criteria for filtering. For example, if you are reassigning all records owned by one user to another user, filter by the current owner's user ID.
2. From the Actions drop-down, choose the bulk Change Owner.
3. In Change Owner, select the user ID of the new owner and check that all records listed in the Records panel should be reassigned. Clear any records that should not be assigned to the new owner.
4. Select Submit to save.

Security Controls

Use Security Controls to establish basic security parameters for your environment and to define the way you want to set up and control passwords.

Two special considerations apply to records created on this screen.

- Each time a field is updated, the system notifies administrators by email. See “Set Up E-mail Notifications” in *QAD Security Administration Guide* for details.
- You must use this screen or Security Control (36.3.24) in the .NET UI to update data values in the user control (usrc_ctrl) table. The system prevents you from using other methods, such as the Progress Editor, to modify that record.

Main

Idle Timeout Minutes

Specify a number of minutes after which the system automatically signs out inactive sessions in the character UI and .NET UI. Set a value in this field to minimize unnecessary overhead on busy systems. Values can range from 0 through 9999 minutes.

If you enter a value, when the system considers a session inactive depends on the UI:

- In the character UI, the time out is applied only when a menu is displaying, such as Item Data Menu (1.4). If the user is executing a program—Item Master Maintenance (1.4.1), for example—a session is never automatically signed out.

- In the .NET UI, the time out is applied regardless of what the signed-in user is doing. This is because the load on system resources for inactive users is much greater in the .NET UI.
- This setting does not affect the QAD Web UI. Web UI timeout is determined by values defined in Tomcat settings.

Note: If a nonzero value is entered in this field, the Timeout daemon also must be configured and started. For more information on daemons, see *QAD System Administration Guide*. The field also can be used as part of an overall security strategy to prevent users from inadvertently allowing access to unauthorized individuals. See “Client-Level Security” in *QAD Security Administration Guide* for details.

For a particular user, you can use Generalized Codes Maintenance to set a timeout that is different than the general timeout in Security Control. To do this, use the `sess_timeout_min` field in Generalized Codes Maintenance, specify the user ID in the Value field, and specify the timeout in minutes in the Comments field. If you specify 0 (zero) as the timeout, the user’s session will never expire. This feature is particularly useful for a user who runs batch processes.

You can only use Generalized Codes Maintenance to set a timeout for one user ID. If you try to enter a timeout record for more than one user ID, an error is displayed. For more information on generalized codes, see *QAD System Administration Guide*.

Session Expires Minutes

Specifies how long the session can be used before it expires (in minutes). The value must be a much larger value than the Idle Timeout Minutes. For example, a typical value for Session Length is 1440 (24 hours). If set to 0 (zero), sessions never expire.

Header Display Mode

Indicate what information you want to display in menu and program title bars within the character user interface. This setting does not impact the .NET UI or the QAD Web UI.

Valid values are:

- 0 (Display Date) The menu title bar displays the domain name defined in Domain Create and the current database name defined in Database Connection Maintenance. The program title bar from left to right displays the program name, the program version, the menu number and title, and the current date.
- 1 (Display User ID) The menu title bar is the same as choice 0. The program title bar is the same as choice 0 except that the login ID of the current user replaces the current date. Reading from left to right, the title bar displays the program name, the program version, the menu number and title, and the login ID of the current user.
- 2 (Display Date & Domain) The menu title bar displays only the current database name defined in Database Connection Maintenance. The program title bar from left to right displays the short name and currency of the current working domain, the menu number and title, and the current date.
- 3 (Display User ID & Domain) The menu title bar is the same as choice 2. The program title bar is the same as choice 2 except that the login ID of the current user replaces the current date. Reading from left to right, the program title bar displays the short name and currency of the current working domain, the menu number and title, and the login ID of the current user.

Note: When this field is set to 2 or 3, the current domain displays only for programs that have Multi Domain set to No in Program Information Maintenance. When the program updates or displays data

that applies across domains in a database, the string All Domains displays in the title bar to help users easily identify functions that operate across domains.

Administrator Role

Select a role defined in the system as the administrator. Define roles in Roles.

Users assigned the administrator role can receive system-generated email when specific security and controlled events occur, such as:

- A user account is disabled for too many failed login attempts.
- If you are using electronic signatures, an electronic signature profile is activated or a user account is disabled for too many failed signature attempts.
- An update is made in Security Control.

Any user who is assigned the administrator role and should receive an email notification must have an email address specified in Users.

Auto-Disablement Reason

Enter the reason code that applies when a user account is automatically disabled by the system because of too many failed login or electronic signature attempts. This code must be defined in Reason Codes and associated with reason type USER_ACT.

The system automatically updates the Enabled Reason field to this value in the user's User Maintenance record when it disables the account.

Reason codes are domain specific. If you attempt to enter a reason code that has not been defined for the current working domain, the system displays an error message. To ensure that all codes are available in all domains, you should determine during planning activities which codes you will use. Then set up the codes in Reason Codes in the system domain so that the system copies them by default to newly created domains.

Client ID

The client ID is required to create tokens for session management. This value is automatically populated during installation and is linked to Client ID Maintenance (36.3.12).

Maximum Access Failures

Enter the maximum consecutive failed login or electronic signature attempts allowed before the system disables the user's login ID.

When an account is disabled, an email notification is sent to the users assigned the administrator role defined in Security Control. The email subject line displays Security Alert for User ID: xxx, where xxx indicates the disabled account ID. Set up email systems in E-mail Definition Maintenance and specify email addresses for users assigned the administrator role in User Maintenance.

When this field is set to the default 0 (zero), user accounts are never disabled for any number of failed login or electronic signature attempts.

Email System

Specify a valid email definition for the system to use to notify the administrator role when security and Enhanced Controls events take place. For example, the system generates email when an audit trail profile is activated.

This must be defined in E-Mail Definition Maintenance. The definition should specify a message file, rather than a message string.

Note: The system first attempts to use the email definition specified for the logged-in user in User Maintenance. If the user record does not include a valid email definition, the one specified in this field is used.

Logon History Level

Indicate the level of login history to maintain.

- Failed (the default): Login history is maintained for failed attempts only.
- All: Login history is maintained for all login activity.
- None: Login history is not maintained.

The following details are saved for each maintained login event:

- User ID entered
- The login date and time, based on the server date and time
- Server time zone
- Indication of whether a valid password was used
- System-assigned login status code

Use Logon Attempt Report to view login history for any user.

Note: Be sure to set this field based on the level of information you think will be needed when you run the report. For example, if you set the history level to None, Logon Attempt Report will not include any data.

Enabled Reason Type

This is a display-only field. The system-assigned value is USER_ACT, the reason type associated in Reason Codes with reason codes used by security functions. The system uses reason codes of this type in two places:

- The Auto-Disablement Reason field.
- Reason codes entered manually in the Enabled Reason field in User Maintenance. See “Enabled Reason” in *QAD Security Administration Guide* for details.

Example: You could use Reason Codes to create the following reason codes associated with type USER_ACT:

- AUTO. The system automatically disabled the account. You could enter this in AutoDisablement Reason.
- REACT. The system administrator has manually re-enabled the account.
- NEW. The system administrator has added the account for a new user.
- LEFT. The user is no longer with the organization, and the system administrator has disabled the account.

Note: System installation or conversion automatically creates one default reason code, QAD_DEF, for reason type USER_ACT. After installation, this code displays in the Enabled Reason field in the user record of the default system user, mfg. During conversion, existing user records are populated with this value. After you set up values in Reason Codes that apply to your system, you do not have to use this default reason code.

Enforce Licensed User Count

There are three license types:

1. **Named User.** Each physical user logging in is counted as a user. A finite set of users is predefined. If a single user logs into multiple sessions simultaneously, each login is not counted.
2. **Business process cycles.** This license type is used in combination with the named user license and is based on business process cycle usage.
3. **Concurrent session.** Each concurrent login is counted as a session. If a single user logs in to multiple sessions simultaneously, each login is counted.

The license registration record for each license type includes the number of users, business process cycles, or sessions, allowed based on your license agreement. Use this field to implement enforcement of the total number of each based upon the license agreement.

No (the default): The system issues license violation warnings if you violate your license agreement, but you are not prevented from completing the action that caused the violation.

Yes: The system issues a violation error if you violate your license agreement and you cannot complete your current activity.

The system tracks all license violations, both warnings and errors. License violations can occur in the following situations:

- In User Maintenance when you attempt to add users or assign them to applications
- In License Registration when you assign users to applications
- During user login to the system
- When users attempt to use separately licensed applications or non-registered applications

Use Detailed License Violation Report to view license violation information.

Enforce OS User ID

Specify whether the system allows users to access application sessions from the character user interface based on their operating system login when it is also a valid user ID defined in User Maintenance:

No: Users are always required to enter a valid user ID and password.

Yes: The user's operating system user ID displays in the login screen and the user cannot change it.

Subsequent processing depends on whether a password is specified in User Maintenance or User Password Maintenance:

- If no password is specified in the user record, login proceeds automatically, subject to proper licensing.
- If the user record includes a password, the system displays a password prompt.

If you do not plan to limit system access with passwords, this feature lets you bypass login security and rely on operating-system security.

Note: Regardless of this setting, QAD Web UI and .NET UI users must enter a valid user ID and password to access the system.

It is important to know that if you enable this feature and user passwords are blank, you should use caution when changing Enforce OS User ID to No. If you do so without re-entering passwords in user

records, anyone can gain access to the system by entering just a user ID. The system displays a message to warn you of a potential security compromise when this field is changed to No.

In Windows environments, having blank user passwords is not recommended. It is relatively easy to create a new user on an existing Windows machine with an ID that matches one in the system.

If using Active Directory authentication, Enforce OS User ID must be set to Yes. The user IDs must match the operating system user IDs and blank passwords are not allowed.

Password

Minimum Length

Enter the minimum number of characters allowed for new passwords. Passwords cannot exceed 16 characters.

Optionally leave the default 0 (zero) to indicate that passwords are not required.

System administrators should document any special password requirements and provide this information to users.

Note: Passwords are validated against this parameter only when they are first created, rather than each time they are used. To make password structure changes apply immediately, use User Password Force Change Utility to force users to change their passwords at the next log-in. New passwords must meet the updated structure requirements.

Minimum Numeric Characters

Enter the minimum number of numeric characters required for new passwords. This value plus the value in Min Non-Numeric Characters cannot exceed 16 and must be the same as or greater than the specified minimum length.

Leave the default 0 (zero) to indicate that numeric characters are not required in the password.

System administrators should document any special password requirements and provide this information to users.

Note: Passwords are validated against this parameter only when they are first created, rather than each time they are used. To make password structure changes apply immediately, use User Password Force Change Utility to force users to change their passwords at the next log-in. New passwords must meet the updated structure requirements.

Minimum Non-Numeric Characters

Enter the minimum number of non-numeric characters required for new passwords. This value plus the value in Min Numeric Characters cannot exceed 16 and must be the same as or greater than the specified minimum length.

Leave the default 0 (zero) to indicate that non-numeric characters are not required in the password.

System administrators should document any special password requirements and provide this information to users.

Note: Passwords are validated against this parameter only when they are first created, rather than each time they are used. To make password structure changes apply immediately, use User Password Force Change Utility to force users to change their passwords at the next log-in. New passwords must meet the updated structure requirements.

Minimum Reuse Days

Enter the number of days a user must wait before a password can be reused.

The system maintains a record of user passwords for historical purposes. If users define new passwords at specific time intervals, you can set this value so that the same password cannot be reused for a given period of time.

For example, enter 364 to indicate that users selecting a new account password cannot specify a password used within the previous year.

This password check can be used independently, or in conjunction with Minimum Reuse Changes. If you set both options, both rules apply.

Leave the default 0 (zero) to indicate that this rule should not apply.

Minimum Reuse Changes

Indicate the number of password changes required before a password can be reused.

The system maintains a record of user passwords for historical purposes. If users define new passwords, you can set this value so that a password cannot be reused until the user has changed the password at least this many times.

For example, enter 3 to indicate that users must change their passwords three times before they can use the same password again.

This password check can be used independently or in conjunction with Minimum Reuse Days. If you set both options, both rules apply.

Leave the default 0 (zero) to indicate that this rule should not apply.

Password Creation Method

Indicate whether new temporary passwords will be entered manually or automatically generated and emailed or displayed to the user.

No (the default): The person setting up the user record in User Maintenance, typically a system administrator, must enter a temporary password manually. Automatic password generation is not enabled.

Display: A temporary, single-use password is automatically generated and displayed in User Maintenance. The system administrator must then communicate the password to the user.

E-mail: A new system-generated temporary password is sent using the email system definition and address specified in User Maintenance. This option is particularly useful in high-security environments because it prevents even the system administrator from seeing the temporary password.

When a user logs in using the temporary password, the system immediately prompts for a password change. The new password must meet the requirements defined in Security Control.

Password Expiration Days

Specify the number of days users can use the same password before the system prompts them for a new one.

If you enter a number greater than zero, this is the maximum number of consecutive days a user is allowed to use the same password. Once the specified number of days passes since a user's last password change, the system prompts for a new password at the next login.

Leave the default 0 (zero) to indicate that passwords never expire.

The date of the user's last password change displays in User Maintenance and User Password Maintenance.

Warning Days

Enter the number of days before the password expiration date when users should be warned of the pending expiration. The warning displays at all subsequent logins until the password is updated.

Users are also given the option to change their password when the warning message displays. Based on menu access, they also can change the password in User Password Maintenance. New passwords must meet the requirements defined in Security Control.

This must be less than the value of Password Expiration Days.

When the field is set to the default 0 (zero), no warnings display.

Platform

The platform capabilities enable you to extend the functionality and user interface.

With the platform capabilities, you can create apps, data stores, and business components that extend the system. You can then build hybrid views that provide a user interface to a business component.

For more detailed information, see the *QAD Platform Developer Guide*, available in the QAD Document Library.

Apps

With the Apps view, you can view, create, and edit apps and app dependencies.

An app brings together a group of related business components, providing the context for some related activities. For example, QAD provides an Sales app for sales-related activities. The Sales app includes business components for Sales Quotes, Sales Orders, and more. With the Apps view, you can create your own apps for your business needs. You can then create the business components for the app, and then the hybrid views that provide a user interface to the app's business components.

Main

App

Enter the app name. This represents the logical name of the app.

App URI

The app URI is based on the environment namespace and the app name.

The format of the URI is: `urn.app.environment_namespace.app_name`.

For example, if the environment namespace is "extensions" and the app name is "myapp", the app URI will be: `urn.app.com.extensions.myapp`.

Display Label

Enter the display label for the app.

Description

Enter a brief description of the app.

Default

Select to specify this app as the default, active app. The system can have only one active app for each user at a time. New system data is stored in your active app.

In the Current Developer Settings view, you can view and change your active app.

App Dependencies

An app can have implicit or explicit dependencies on other apps. Any implicit dependencies are listed automatically.

If you know that the new app will be dependent on another app, you can add that app here as an explicit dependency. For example, if the new app extends the capabilities of an existing app, then you can identify that existing app as an explicit app dependency by clicking +New, adding the app, and setting Implicit to No.

Current Developer Settings

use Current Developer Settings to set the active app or restore the active app to the default app for the current developer.

Active App

The active app contains all the business components and business component relations that the developer creates using the Business Components view. This also applies to any other platform function that is used to store system data (such as the Form Builder, any stored views, or form layout changes using the Design Layout option).

Active App

The name of the currently active app for your development. You can select the available apps from the lookup. The lookup only shows the Apps that are defined within the environment namespace. Apps are defined using Apps view. New system data will be stored in your active app.

Environment Namespace

Displays the value of the environment namespace. This is always read-only, as it can only be specified using a YAB configuration.

App URI

Displays the App URI of the currently active app.

Reset to Default

Click **Reset** to reset the currently active app to the system default app.

Data Store

Use the Data Store view to establish the data stores associated with your business components.

Main

Data Store

The name of the data store.

Data Store URI

The Data Store URI, a unique identifier of the data store, will automatically be displayed based on the entry in the Data Store field.

Description

A description of the data store.

Data Store Type

Indicates whether the data is stored as a Database or a File.

Mode

The mode of the data store: DEVELOPMENT or PRODUCTION. Business components can be deployed only to data stores in DEVELOPMENT mode.

Database

Database Type

The type of database (currently only Progress is supported).

Host

The database host name.

User Name

The database user name.

Database Name

The database name.

Port

The database port number.

Password

The password to access the database.

Business Components

With the Business Components view, you can view, create, and edit all the business components in the system.

A business component brings together the business logic and data necessary to represent a business activity within the application. Users interact with business entities through the user interface's menu items. These menu items are hybrid views, which combine a browse grid with a form where you create and interact with data based on the business logic. Typically, a hybrid view is based on one business component, but can use more than one business component. For example, the Address Types hybrid view is based on one business component, but the Sales Orders hybrid view is based on several related business components.

Business components provided by QAD (in the "com.qad" environment namespace) cannot be modified.

With the Business Components view, you can create new business components that you can then edit and use as part of your system.

Main**Business Component**

Enter the identifier of the business component. This identifier is used to construct the Business Component URI. This field becomes read-only after you first save it. This value should be unique within the current, active app.

Business Component Type

Indicates the business component type: Standard or Action.

If you create a new virtual business component, Business Component Type is automatically set to Standard and disabled.

Business Component Label

Enter the label name for this business component.

Physical Table

Enter the database table name where the records for this business component will be saved.

Physical Table

Enter the database table name where the records for this business component will be saved.

Description

Enter description of the business component for informational purposes.

Scope

Select the scope of the entity: Domain, Entity, Site, or System. By selecting the scope, the system will automatically validate the existence of the appropriate scope field (respectively "DomainCode", "EntityCode", or "SiteCode") in the business component when it is saved.

Business Component URI

The business component URI is generated automatically based on the App URI and Business Component identifier.

App

The name of the currently active app for your development.

App URI

The App URI is set to the default app in the system, or the active app if one is set for the current user, as specified in Current Developer Settings.

Options

Embedded

This checkbox indicates whether the business component is either standalone or can only be used as an extension of some other business component, either as a one-to-one (1-1) extension or many-to-one (N-1) extension.

Business Document

Indicates whether a business document is enabled for this business component. A business document is a collection of related business components, mainly used for integration with the application. When this option is activated, the Business Document panel is displayed.

Allow Activity Tracking

Indicates whether this business component is enabled for activity tracking. This field is read-only. Activity tracking can be enabled for any business component using the "Activity Tracking" menu option.

Approvals

Indicates whether this business component is enabled for approvals. When this option is activated, the Approvals panel appears on the Business Components page, and the business component can then be used in an approval process (using generic approvals). You can configure the business component approval settings by using the Configure button on the Approvals panel.

Fields

The Fields grid lists all the fields of the business component.

The **Import** option supports loading from a file or a database. You can import fields from an Excel (.xls or .xlsx) or comma-separated value (.csv) file. The maximum file size is 100 MB. The first row in the sheet specifies the field names, while the cells in the subsequent rows specify the data type and format.

The **Formula** option allows you to include a formula for the currently selected field. In the Formula modal window, you can specify an Excel-style formula for calculating the value of the field based on other fields. Click **Include Field** to select fields, and click **Include Operator** to select the Excel-style mathematical operations to apply to the fields. Click **Check Syntax** to validate the syntax of your formula. Note that the field's Formula column must be selected to indicate the field's value is calculated based on a formula.

Primary Key

Primary key fields must be specified in the proper numerical order.

Field

Enter the field name.

Field Label

Enter a display label. This will be used in the browses and views for this new business component.

Lookup

Indicates whether a lookup based on the lookup relation is set up for the field. You can set up a lookup relation for this field in the Field Details screen. When set to Yes, the field will have the magnifying glass icon to open a pop-up window and select different options for the field value. (This field is read-only.)

Data Type

Select the data type: Character, Date, Datetime, Datetime-tz, Decimal, Integer, Integer (64-bit), Logical.

Length

For character fields, specify the maximum character length.

Format

Indicate the data format based on the data type.

Drop-Down List

The drop-down list that you can assign to the field. Then the field will have a drop-down list where you can select the possible values for the field values.

Default Value

Enter the default value.

Formula

Indicate whether this field's value is calculated based on a formula during run-time.

Physical Field

The name of the column in the corresponding database table for business components created by importing from the database. (This field is read-only.)

Field Group

Displays the name of the field group to which this field is assigned. You can assign a field to a field group using the Field Groups grid.

Minimum Value

Specifies the minimum value allowed for the field. This setting can be applied to fields of all data types except the Character and Logical data types.

Maximum Value

Specifies the maximum value allowed for the field. This setting can be applied to fields of all data types except the Character and Logical data types.

Required

Indicate whether this field is required.

Read Only

Specifies whether the field value is read-only or can be changed by the user.

Internal

Specifies whether the field will be displayed on the form.

User Defined

Indicates whether the field is user-defined.

This field is only used for the legacy implementations in which one or more fields in the physical table can be configured to hold data specifically for the customer's implementation. For these fields specific code is required on the back-end business logic implementation to fetch and update the fields properly. For platform data driven components this indication should always be "false", as the guideline is to use the extension business components together with a 1-1 business component relation to bind it to the business component it extends.

Deployed

Indicate whether this field is currently deployed. This is always read-only.

Discriminator

Indicates whether the field will be used as a discriminator field. A discriminator field is used only for data extension only business components to allow for extending several parent base business components in 1-1 relations. This field must be primary key and will not be visible on a form.

Field Groups

New

Create a new field group.

Delete

Delete a field group.

Assign Fields

Assign fields to the current field group.

Field Group

Enter the name for the field group.

Field Group Label

Enter a label for the field group.

Drop-Down Lists

New

Enter a name for a new drop-down list. You can then assign this drop-down list to the field.

Add Child

Add a child to a drop-down list and enter a value (database value) and label (name that will be displayed in drop-down options) for it. To add additional value and label to a drop-down list, click +New.

Delete

Delete a drop-down list.

More

Show Group By – Select a column header and group by that column.

Show Group By – Select a column header and group by that column.

Drop-Down Lists

Shows a list of drop-down lists available, which you can sort ascending, descending, or filter as needed.

Relationships

Relationships

Use this grid to view and maintain the relationships of the business component. You can add new relationships only after the first save of the business component.

New

Define a new business component relation.

Edit

Edit a business component relation.

Delete

Delete a business component relation.

Details

Enter further details about the relation.

Relationship

The relationship of this business component to the current business component.

Relationship Label

Enter the label for the business component relationship.

Source Business Component

Specifies the business component on which a relation was created.

Related Business Component

The name of the business component to which the current business component is related.

Relationship Type

Specifies the parent or child relationship type.

Cardinality

Specifies the cardinality of the relationship: 1-1, N-1, or 1-N.

This field is automatically populated based on the selection from the Related Business Component lookup, which is based on comparing primary keys of the Source and Related Business Components, which take part in this relationship. For example, if the amount and datatypes of primary key fields coincide, a system will propose 1-1 cardinality and fill in the Field Mapping grid with corresponding primary keys. Still, the developer can then modify the cardinality. If the developer modifies the cardinality, the Field Mapping grid is filled in automatically only on the 1-side of relationships.

Source App

Specifies the application to which the source business component belongs.

Source App URI

Specifies the unique identifier of the app where the source business component resides.

Related App

Specifies the app of the related business component.

Related App URI

Specifies the unique identifier of the related app.

Business Document

The Business Document panel appears only if it is activated on the Main > Options panel. The business document structure is automatically generated based on the existing relationships for the current business component, and it can be viewed using a hierarchical grid.

To create a business document:

- Create a relationship under Relationships. The business document only considers a parent-child relationship defined on a parent side. If a relationship is defined on a child side, it is not considered in a business document.
- Enable a business document in Main > Options.

Excel integration (import and export) is available for all business components (except extended business components) and business documents.

Business Document

Enter the name for this business document. By default, this field displays the value from the Business Component field. The field is enabled until the business document is released as part of an app package.

Business Document Label

Enter the label for this business document. By default, this field displays the value from the Business Component Label field.

Business Document URI

The URI of the business document associated with this business component. It reflects changes to the Business Document field when created.

Form***Existing Form***

Indicates whether a form already exists for this view.

Build Form (or Edit Form)

Click to start building a new form or to edit an existing form. Click Build Form or Edit Form to open the Build Form pop-up window.

The Build Form button is disabled until the business component is saved for the first time.

Event Handlers

Edit event handlers for the form. You can specify whether the event handlers are active and the timing as Pre (run before any other event handlers) or Post (run after any other event handlers).

Views

The Views panel lists all the views created for the business component. Click New to define a new view or click Details to view and edit the details of an existing view. When you click New or Details, the Form Builder - Views pop-up window opens.

View

The display label for the view.

Type

Indicates the view type: Hybrid Browse (includes a browse and a form) or Form Only (only includes a form).

Eligible for Menu

Indicates whether this view will be available on the menu (and menu search).

App

The name of the app associated with the view.

App URI

The URI of the app associated with the view.

View URI

The URI of the view.

Secure URI

The URI for security and menu linking.

Source File Generation

Click Download to generate business component source files and download them in a .zip file.

Deployment

Deployment of a business component is a process of verifying if everything is available and correctly defined for the business component, this includes having available view and view resources available.

Data Store URI

The URI of the data store that stores the schema and the data of the business component.

After the business component is deployed for the first time, this field becomes read-only: the Data Store URI cannot be changed.

Import Data

Select to import data from the data source from which the business component definition has been loaded.

This field becomes enabled only if business component fields were created using a file upload. If this checkbox is selected, then during the deploying of the business component, the data from the Excel file is copied to the corresponding database table.

Deploy

Click Deploy to deploy the business component. Once a business component has been deployed, a user interface view can built for it using the Form Builder.

Business Components - Build Form

Use Build Form to build the views associated with your business entities.

Set Layout Properties

App

Specifies the app for this view.

Business Component

Specifies the business component for this view.

Include Summary Panel

Specifies whether to include the Summary Panel in the layout.

Select drop-down

From the drop-down (initially named <select>), you can select an element currently on the form and view its details, which are displayed in a box below the drop-down option.

Panels

Panel Label

Specifies the label for the panel's name. Use the lookup to open the Labels pop-up window and select an existing label.

Columns

Indicates the number of field columns in the panel (set to 2).

Buttons

Element Name

Specifies the identifier for the button.

Button Label

Specifies the display label for the button. Use the lookup to select an existing label from the Labels pop-up window.

Width

Specifies the width of the button in pixels; currently, the width adjusts automatically and the setting is "auto".

Alignment

Specifies the alignment for a button within a cell. The following options are available:

- Left — Left aligns a button in a cell.
- Right — Right aligns a button in a cell.
- Center — Center aligns a button in a cell.

Margin Left

Specifies the margin area on the left side of a button. The default value is 0 pixels.

Margin Right

Specifies the margin area on the right side of a button. The default value is 0 pixels.

State

Specifies whether the button is enabled or disabled.

Column Span

Specifies the number of columns that contain the button (set to 1).

Row Span

Specifies the number of rows that contain the button (set to 1).

Labels

Element Name

Specifies the identifier for the label.

Label

Specifies the display label. Use the lookup to select an existing label from the Labels pop-up window.

Width

Specifies the width of the label in pixels; currently, the width adjusts automatically and the setting is "auto".

Alignment

Specifies the alignment for a label within a cell. The following options are available:

- Left — Left aligns a label in a cell.

- Right — Right aligns a label in a cell.
- Center — Center aligns a label in a cell.

Margin Left

Specifies the margin area on the left side of a label. The default value is 0 pixels.

Margin Right

Specifies the margin area on the right side of a label. The default value is 0 pixels.

Column Span

Specifies the number of columns that contain the label (set to 1).

Row Span

Specifies the number of rows that contain the label. Select from 1 to 10.

Grids

Detail Table

Specifies the detail (data) table for the grid.

Element Name

Specifies the identifier for the grid.

Grid Label

Specifies the display label for the grid.

Width

Indicates the width of the grid. This is set to auto: the grid automatically uses the area provided by the panel in which the grid is located.

Max Display Lines

Specifies the maximum number of grid lines to display.

Allow New

Specifies whether the New button is displayed for the grid, which allows users to add new lines.

Allow Select

Specifies whether the user can select lines in the grid.

Allow Edit

Specifies whether the Edit button is displayed for the grid, which allows users to edit lines.

Allow Delete

Specifies whether the Delete button is displayed for the grid, which allows users to delete lines.

Add Child Grid

Click to open the Grid Definition pop-up window, where you can specify a child grid.

Grid Columns

In Build Form, when you click a grid column header, the column's properties are listed in the right-hand panel.

Similar to the properties for fields, the column properties are organized into the Business Component Properties and the Display Properties. The Business Component Properties for a given column are the same as the properties for fields because the columns consist of business component fields, but displayed in columns. The Display Properties are similar to the field display properties, but include settings for behavior such as column sort order and a way to configure column styling for the use of color and icons.

Field

Indicates the identifier for the field.

Display Label

Indicates the identifier for the field.

Business Component

Indicates the field's business component.

Detail Table

Indicates the detail table for the field.

Physical Field

Indicates the physical field identifier, based on the detail table and identifier for the field. This is useful for distinguishing between fields that might have similar identifiers and labels.

Max Characters

Indicates the maximum number of characters allowed for the field's data.

Format

Indicates the data format for the field. For example, a checkbox has the Yes/No format, while a field of up to 80 characters has the x(80) format.

Default Value

Specifies the default value for the field.

Required

Specifies whether the field is required.

Display Properties***Element Name***

Indicates the element identifier for the field.

Control Type

Specifies the control the field uses for accepting and displaying data. For example, a checkbox field has the CheckBox control type, and a text string field has the TextEditor control type.

Width

Indicates the width available for the column's data.

State

Specifies whether the field is Enabled, Disabled, or Read-only.

Sort

Specifies the default sorting for the column as None, Ascending, Descending, or Disabled.

Sort Order

Specifies the column's order for sorting, relative to other columns. Select 1, 2, 3, or 4.

Conditional Styling

Specifies whether conditional styling is applied to the column's display of data. Click the gear icon to open Grid Conditional Styling and configure the conditional styling.

Groups

Note that these settings pertain to a group of fields organized in a grid-like display within a panel. The term "grid" can sometimes be used in this context, but here it refers to the grid-like layout of the group of fields, rather than form data grids, which offer a browse-like display of data.

Element Name

Specifies the identifier for the field grid.

Columns

Specifies the number of columns in the group. From the drop-down, choose from 1 to 9.

Click the gear icon to configure the columns. In the Configure Columns pop-up window, specify the number of columns from the Columns drop-down (from 1 to 9), and then the Column Width Type and Value for each column. The Column Width Type can be one of the following: Auto size, Percentage, or Pixel; the Value is then set accordingly for the selected type.

Note: Pixel column widths can be overridden by fields that require more width to display content.

Rows

Specifies the number of rows in the group.

Column Span

Specifies the number of columns spanned by the group. (Set to 1.)

Row Span

Specifies the number of rows spanned by the field grid (group). Select from 1 to 10.

Custom

Element Name

Specifies the identifier for the custom element.

Display Label

Specifies the display label. Use the lookup to select an existing label from the Labels pop-up window.

Column Span

Specifies the number of columns spanned by the custom element. (Set to 1.)

Row Span

Specifies the number of rows spanned by the custom element. Select from 1 to 20.

Fields

Business Component Properties

Field

Indicates the identifier for the field

Display Label

Specifies the display label. Use the lookup to select an existing label from the Labels pop-up window.

Business Component

Indicates the field's business component.

Detail Table

Indicates the detail table for the field.

Physical Field

Indicates the physical field identifier, based on the detail table and identifier for the field. This is useful for distinguishing between fields that might have similar identifiers and labels.

Max Characters

Indicates the maximum number of characters allowed for the field's data.

Format

Indicates the data format for the field. For example, a checkbox has the Yes/No format, while a field of up to 80 characters has the x(80) format.

Default Value

Specifies the default value for the field.

Required

Specifies whether the field is required. On the form, required fields include the gold bar along the left side of the field value box

Display Properties

Element Name

Indicates the element identifier for the field.

Control Type

Specifies the control the field uses for accepting and displaying data. For example, a checkbox field has the CheckBox control type.

Input Width

Indicates the width available for the field's data input.

Label Visibility

Indicates whether the label is Visible, Hidden, or None.

- Visible — When selected, the label displays as usual (default).
- Hidden — When selected, the label is hidden but the label width is still accounted for.

- None — When selected, the label is removed and the label width is no longer accounted for. The Label Width field is hidden when this option is selected.

Label Width

Indicates the width available for the field's display label. This field is hidden when the None option under Label Visibility is selected.

State

Specifies whether the field is Enabled, Disabled, or Read-only.

Column Span

Specifies how many columns the field occupies (1 or 2).

Row Span

Specifies the number of rows the field occupies (from 1 to 10).

Add to Layout

From the Add to Layout panel, you can choose user interface elements to add to the form you are building.

Select Show Unused Only to have the Add to Layout panel only show elements that are not currently used on the form. While you are building a form, this option can help to make the panel easier to navigate and can prevent you from inadvertently adding the same element (such as a field) more than once on the same form.

Select from UI Elements or Fields to add elements to the form.

The listed fields are organized by field groups, including User Defined Fields, which are listed last.

UI Elements include:

- Panel
- Button
- Label
- Grid
- Group
- Custom

Under UI Elements, you can click an element, and then drag it to the form area, placing it where you would like the element on the form.

Fields include:

- Default – These fields are business component fields or field groups and you cannot edit or delete them after deployment. These fields are located on the Business Component page.
Suggestions – You can add fields from related business components to a form. These fields are disabled by default. If fields from the business component are used in any view metadata, they display under the Suggestions section.
+More – The button displays to add additional fields from the business component that do not display in the Suggestions section.

- **UI-Only Field** – You can drag-and-drop this field when building a form if you need a new field or when you cannot edit some of the Default fields

Field Properties

Field properties include Business Component Properties and Display Properties.

Business Components - Views

Main

View Label

The label to display for the view.

Type

Select the view type: Hybrid Browse (includes a browse and a form) or Form Only (only includes a form).

The Business Component's Hybrid Browse view includes the following panels:

- Main
- Browse
- Form
- Drill Downs

The Business Component's Form Only view includes the following panels:

- Main
- Form

Eligible for Menu

Specifies whether this view will be available on the menu (and menu search).

App

Indicates the app to which this view belongs.

App URI

Indicates the Uniform Resource Identifier (URI) for the app to which this view belongs.

View URI

Indicates the URI of the view.

Secure URI

Indicates the URI for security and menu linking.

Options

Activity Panel

Specifies if this view includes an Activity panel. With the Activity panel, you can see a history of transactions and follow the things you care about most.

Attachments Panel

Specifies if this view includes an Attachments panel. With the Attachments panel, you can attach files to views to keep relevant documents together for a particular transaction.

Browse

Include settings for the hybrid browse view.

Business Component Browse

Specifies whether the hybrid browse is based on a business component or is a standard browse.

Browse

Specifies the standard browse for this hybrid browse. Click Select to choose a standard browse. This field is displayed only if Business Component Browse is not selected.

Browse

Specifies the standard browse for this hybrid browse. Click Select to choose a standard browse. This field is displayed only if Business Component Browse is not selected.

Browse URI

The URI of the browse.

View Customizer

Specifies a Java resource that applies view metadata changes before the browse is rendered (example: com.qad.acme.mvc.CustomerBrowseViewCustomizer).

Field Mapping

This panel is displayed if you are working with a standard browse.

Mapping grid for mapping form key fields with browse key fields, with following columns:

Form Key Field

Specifies the key field of the form.

Browse Column

Specifies the corresponding key field on the browse.

Columns

This panel is displayed if you are working with a business component browse.

The grid lists the browse columns, initially including all the business component fields. You can remove columns by selecting the checkbox for each corresponding field. You can add fields by clicking the +Select button. The fields you select can be from the current business component or from other business components that have a lookup relationship with the current business component.

Column Order

This panel is displayed if you are working with a business component browse.

By default, the browse column order is based on the order of appearance of the fields on the form. However, depending on your requirements, the first field that displays on the form might not be the best choice for the first column in the browse (and so on).

Click Configure to preview and configure the browse column order. In the Configure Column Order pop-up window, you can drag-and-drop columns to configure the column order.

TS Handlers

Specifies TypeScript (TS) handlers located on the server.

This panel is for adding coded Browse TS handlers. These TS handlers should exist on the server in .js files.

Actions

Specifies bulk or individual actions that can be included as part of this Hybrid Browse view. The actions then become available from the Hybrid Browse view's Actions drop-down.

The action itself can currently only be written in standard code.

To add a new action, click New and complete the new row in the grid.

Type

The type of action: Bulk or Individual.

ID

The unique identifier for the action.

Action Label

The display label for the action. This value for this label is displayed in the Actions drop-down.

Secure URI

The URI for the action's resource, typically starting with the format urn:view:maint:com.qad.com.*

Required Permission

The access permission required for the action (example: Read).

Form

View Customizer

Specifies a Java resource that applies view metadata changes before the form is rendered (example: com.qad.erp.base.mvc.ViewCustomizer). This applies only to coded business components.

Uses Domain

Specifies whether to use the current domain.

Resource URL Prefix

Specifies resource URL prefix, such as "erp".

Data Resource

Specifies data resource. Typically this is in camel-case format (example: salesOrders).

Table

Specifies a database table.

TS Handlers

Specifies coded form TypeScript (TS) handlers located on the server.

These TS handlers should exist on the server in .js files.

Drill Downs

Specifies the drill downs for this Hybrid Browse view.

Note: Currently, the Views screen only supports Hybrid Browse and Form Only views. It does not yet support Browse Only views. Because configuring Browse Only views are not yet supported by the Views screen, note that it is not yet possible to specify drill downs for Browse Only views using this Drill Downs panel on the Views screen.

The grid displays a list of the drill downs. You can add, modify, or delete drill downs using the Drill Downs pop-up window.

Business Components - Drill Downs

Main

Drill Down To

You can have the drill down go to a Hybrid Browse, Browse Only, Report, or External Link.

Note: If you choose the External Link type, you will need to enter a link template to the external site on the URL panel. If you select the Modal Window option from the Open In drop-down menu, then the same-origin mechanism will be applied. In case the external resource does not allow to be opened in iframe, in the runtime you will see an empty modal window.

Drill Down Hybrid Browse

(Displayed if Drill Down To is set to Hybrid Browse.) Specifies the hybrid browse for the drill down. Click Select to open the Resource pop-up window, from which you can select a hybrid browse. Note that the URI for hybrid browses uses the format urn:view:hybridbrowse:.*.

Drill Down Browse

(Displayed if Drill Down To is set to Browse Only.) Specifies the browse only for the drill down. Click Select to open the Resource pop-up window, from which you can select a browse. Note that the URI for browses only uses the format urn:browse:.*.

Drill Down Report

(Displayed if Drill Down To is set to Report.) Specifies the report for the drill down. Click Select to open the Resource pop-up window, from which you can select a report. Note that the URI for report uses the format urn:report:.*.

Use Existing Label

Select whether to use the existing display label for the hybrid browse, browse only, or report. Clear the checkbox to choose a different label.

Visible

Select this checkbox to make the drill down visible in the runtime.

Drill Down Label

(Displayed if Use Existing Label is not selected.) Use the lookup to open the Labels pop-up window and select a different label.

Field Mapping

Source Field

Specifies the field from which you want to map the drill down.

Source Field 2

Specifies the second source field for range operators when the first Source Field is a range type. This source field is disabled for all other operator selections.

Drill Down Field

Specifies the field to which you want to map the drill down.

Operator

Shows a drop-down menu with available operators based on the selected Drill Down Field.

Primary

The primary field drives the drill down order. Select one field as the primary field for the drill down.

Additional Conditions

This panel is optional and includes the additional conditions for the hardcoded values of drill down fields.

Drill Down Field

Specifies the field to which you want to map the drill down.

Operator

Shows a drop-down menu with available operators based on the selected Drill Down Field.

Value

Specifies the hardcoded value.

Value 2

Specifies the second value for range operators when the first Value is a range type. This value is disabled for all other operator selections.

Business Components - Event Handlers

Main

Active

Indicates whether the event handler is active and will be executed at runtime.

Timing

Indicates the selected event handler type.

App

Indicates the app name and URI in which the event handler will be created (that is, the current, active app) or is already created.

TypeScript

The code that will be compiled into JavaScript and executed at runtime.

Business Components - Grid Definition

Main

Detail Table

Indicates the business component data table for the grid. Click Select to open the Detail Grids pop-up window for selecting a data table.

JSON Path

For an internal grid, the JSON path to the top level of the data to bind to the grid. Note: If you are converting a Java View Controller, this value can be taken directly from `setRecordListFieldName()`. In the view resource metadata, this is the value of `<RecordListFieldName>`.

For an external grid, specifies parameters for grids that display data that is external to the form's business component (single-row edit grids). In the view resource metadata, this is the value of `<ExternalGridParameters>`.

Data URI

Indicates the URI for data based on the business component detail table.

View

Select the view that will open from the Details button.

Field Mapping

Child Key Field

Indicates the child key field for a given column.

Parent Key Field

Indicates the parent key field for a given column.

Columns

Select

Indicates whether the column is displayed in the grid.

Field

The field identifier.

Label

The field display label for the field, displayed in the grid column header.

Required

Indicates whether data is required.

Business Components - Conditional Styling

Styles

Style Type

Choose the type of styling as Background Color or Icon.

The grid displays any currently specified styles. Click New to add a new style, Edit to modify an existing style, or Delete to remove a style.

Condition

The condition being applied.

Preview

Shows a preview of the applied condition.

Background Color Styles

When you click New with Background Color selected (or Edit an existing style for background color), the Conditional Styles - Styles pop-up window opens, where you can specify conditions for styling the background color for the field's column.

Conditions

In Conditions, for the current field's column, you can specify conditions using any of the fields on the grid. You can specify multiple conditions for the current field's column by clicking the + icon (and remove a condition by clicking the x icon), in the same way that you specify browse search conditions.

Field

From the drop-down listing the available fields for the grid, select a field that you want to use to create a condition.

Operator

From the drop-down, choose:

- equals
- greater than
- greater or equal to
- is not null, is null
- less than
- less or equal to
- contains
- starts with
- ends with
- does not equal
- range

In the adjacent two fields, enter the value(s) for the conditions.

Use the + and x icons to add or remove conditions.

Icon Styles

When you click New with Icon selected (or Edit an existing style for an icon), the Conditional Styles - Styles pop-up window opens, where you can specify conditions for styling the icon for the field's column.

Conditions

In Conditions, for the current field's column, you can specify conditions using any of the fields on the grid. You can specify multiple conditions for the current field's column by clicking the **+** icon (and remove a condition by clicking the **x** icon), in the same way that you specify browse search conditions.

Field

From the drop-down listing the available fields for the grid, select a field that you want to use to create a condition.

Operator

From the drop-down, choose:

- equals
- greater than
- greater or equal to
- is not null, is null
- less than
- less or equal to
- contains
- starts with
- ends with
- does not equal
- range

In the adjacent two fields, enter the value(s) for the conditions.

Use the **+** and **x** icons to add or remove conditions.

Style

Style Type

Set to Icon.

Icon

Click Select to open the Select Icon pop-up window that offers many icons to use.

Icon Color

Select from the following colors: Blue, Green, Grey, Magenta, Orange, Purple, Red, Turquoise, or Yellow.

Logging Options

With Logging Options, you can set specific logging levels for Java and Progress code for the current user session.

Logging Options includes the ability to set up a Correlation ID marker, which will then be present in the Java and Progress logs so that we can correlate Java and Progress logs related to the current user session. When users sign off from the Web UI, those settings are then gone; if they log in again, they will get the default logging settings

Logging

Correlation ID

A marker that you can set and then search for this marker in the logs to identify the logs from the current session.

Java Log Level

Specify the log level (info, warning, and so on) for Java logging.

QRA Application Log Level

Specify the log level for QRA application logging.

Progress Log Level

Specify the Progress log level. For more information, see [Progress OpenEdge Logging Level](#).

Progress Stack Trace

Turn the Progress stack trace on or off.

Progress Log Entry Types

Set additional log entry types of Progress logs, which can be switched on or off by selecting each checkbox. Typically, 4GLTrace is selected.

For more information, see [Progress OpenEdge Log Entry Types](#).

Troubleshooting

This section provides common troubleshooting recommendations.

- [Tabbing on Safari Browser on page 1068](#)
- [Auto Scaling on Windows on page 1068](#)
- [Pop-up and Redirect Web Browser Behavior on page 1068](#)
- [HTTP/HTTPS Status Codes on page 1068](#)

For further assistance, contact [QAD Support](#).

Tabbing on Safari Browser

On the Safari browser, for the tabbing behavior to navigate actionable fields on forms, you need to make the following change:

1. With Safari running, choose Safari > Preferences.
2. Choose the Advanced tab.
3. On the Advanced tab, under Accessibility, select "Press Tab to highlight each item on a webpage."

Once this option is selected, additional text is displayed: "Option-Tab highlights only text fields and pop-up menus."

Auto Scaling on Windows

Windows 10 can automatically scale displays by 150% for high-resolution screens, but this automatic scaling can sometimes cause unexpected effects.

For best results, reduce the Windows automatic scaling factor to 125% or 100%.

Pop-up and Redirect Web Browser Behavior

In the QAD Web UI, some actions can open pop-ups or redirect you to a new browser tab, but your browser settings might block this behavior by default. Check that your browser will allow pop-ups and redirects for the domain where you are running the QAD Web UI. For example, for Chrome where the QAD Web UI is in the qad.com domain, go to `chrome://settings/content/popups` (Settings > Advanced > Content settings > Popups and redirects); for Allow, add `[*.]qad.com` as an allowed site.

HTTP/HTTPS Status Codes

In the event of HTTP/HTTPS status code errors, consult the following.

Status Code	Message	Explanation	Resolution
400	Bad Request	The request you sent to the web server was incorrect or corrupted and the server could not understand it. An internal error should occur only if someone modified the request parameters.	Try your request again. If unsuccessful, contact your system administrator or QAD Support.

Status Code	Message	Explanation	Resolution
401	Unauthorized	The user has not been authenticated. This error is most likely to occur when calling REST APIs directly.	Contact your system administrator or QAD Support to request system access.
403	Access Denied	The user is authenticated but does not have access to the requested component.	Contact your system administrator or QAD Support to request updated permissions.
404	Not Found	The requested resource could not be found. This error occurs if something is removed after a URL is generated. For example, you might see an error for Inbox notifications if the item referenced was removed after the notification was sent.	Contact your system administrator or QAD Support with the URL you were trying to reach.
500	Internal Server Error	The system encountered an unexpected condition on the server. The software did not properly handle an error condition.	Check system logs. Contact your system administrator or QAD Support.

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