



QAD Enterprise Applications  
Standard & Enterprise Edition

# **Training Guide**

# **Allocations and Shipping**

70-3020C  
QAD 2011 Standard & Enterprise Edition  
Lab: Enterprise Edition 2010 - Addons r03 - Training  
Workspace: 10USA > 10USACO  
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# **About This Course**

## Course Description

QAD designed this course to cover the basics of preparing to implement the Allocations and Shipping functions of QAD Enterprise Applications. The course includes

- An introduction to the Allocations and Shipping functions
- An overview of key business issues
- Setting up the Allocations and Shipping functions
- Operating the Allocations and Shipping functions
- References to other QAD materials, such as user guides and on-line help
- Activities and exercises throughout the course
  - Students practice key concepts and processes in the Allocations and Shipping functions

## Course Objectives

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

- Analyze some key business decisions before setting up the Allocations and Shipping functions
- Set up and operate the Allocations and Shipping functions
  - Identify required versus optional setup procedures
- Identify key business issues that change the setup tasks
  - What these business issues are
  - How they might affect setup
  - Why should these issues be considered prior to setup
- Understand general processing flow, with primary and alternative procedures

## Audience

- Implementation consultants, members of implementation teams
- Key users
- Shipping personnel

## Prerequisites

- *Initial QAD Enterprise Applications Setup* training course
- Basic knowledge of how QAD Enterprise Applications is used in the business
- Working knowledge of the manufacturing industry in general

## Course Credit & Scheduling

- This course is designed to be taught in one day, valid for 6 credit hours.

## Virtual Environment Information

The hands-on exercises in this book should be used with the Enterprise Edition 2010 - Addons r03  
- Training environment, in the 10USA > 10USACO workspace.



## **QAD Web Resources**

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

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



Chapter 1

# Introduction

## Course Objectives

### Course Objectives

#### In this class you learn how to:

- Identify some key business considerations before setting up Allocations and Shipping
- Set up Allocations and Shipping
- Process Standard Allocations and Shipping
- Process Enhanced/Global Allocations and Shipping



AS-IN-110

- Identify key business issues that change the setup tasks
  - What these business issues are
  - How they might affect setup
  - Why should these issues be considered prior to setup
- Specific implementation setup procedures for Allocations and Shipping
  - Identify required versus optional setup procedures
- Understand general processing flow, with primary and alternative procedures

### Introduction to Allocations and Shipping

Introduction to the QAD Enterprise Applications functionality we are covering; how this subject matter fits into the overall scope of QAD Enterprise Applications and generic business cases.

### Pre-setup Business Issues

- What these business issues are
- How they might affect setup
- Why should these issues be considered prior to setup

Some key business issues that affect setup and process procedures; definitions of these issues, some reasons to consider the issues, the functionality of these procedures in the context of QAD Enterprise Applications, and the setup implications of these issues.

### **Set up Allocations and Shipping**

- Identify required versus optional setup procedures

Specific implementation setup procedures for Allocations and Shipping. Assumes general implementation of QAD Enterprise Applications already accomplished. Outlines both the required and optional setup procedures. Other procedures specific to other modules as they affect Allocations and Shipping (for example, distributed functionality) can be found in other training materials outside this course.

### **Process Allocations and Shipping**

Understand general processing flow, with primary and alternative procedures for:

- General Allocations
- Detail Allocations
- Standard Shipping
- Enhanced or Global Shipping

## Terminology

### Allocations and Shipping Terminology

- Kitting
- Pre-Shipper (Picklist)
- Shipper (Packing list)
- Allocations (General and Detail)
- BOL (Bill of Lading)
- EDI (Electronic Data Interchange)
- ASN (Advance Ship Notice)
- Containers



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#### Kitting.

The process of removing components of an assembly from the stockroom and sending them to the assembly floor as a kit of items. This action can take place automatically whenever a full set of items is available and can require an authorization.

#### Pre-Shipper

A preliminary and temporary shipper created either automatically from detailed allocation, or manually using the Pre-Shipper/Shipper Workbench. Pre-shippers were formerly referred to as *picklists*.

#### Shipper

The document that the supplier uses to issue and structure shipments and sends to the customer as an ASN. The shipper identifies the items and (optionally) all containers by individual shipment. The shipper itself becomes the master container.

#### Allocation

The setting aside (i.e., reserving) of the required inventory. Does not set aside specific inventory, and no physical movement of inventory takes place.

### Bill of Lading (BOL)

Detailed breakdown of a shipment (for example, products shipped, total weight of product, and containers used for packing). Typically, this is a third-party carrier's contract and receipt for goods transported between two points and deliverable to a specified individual.

### Electronic Data Interchange (EDI)

Enterprise Material Transfer uses Electronic Data Interchange (EDI) to transfer messages between the Primary and the Secondary Business Units. The import and export of EDI messages is steered by the Transmission Manager.

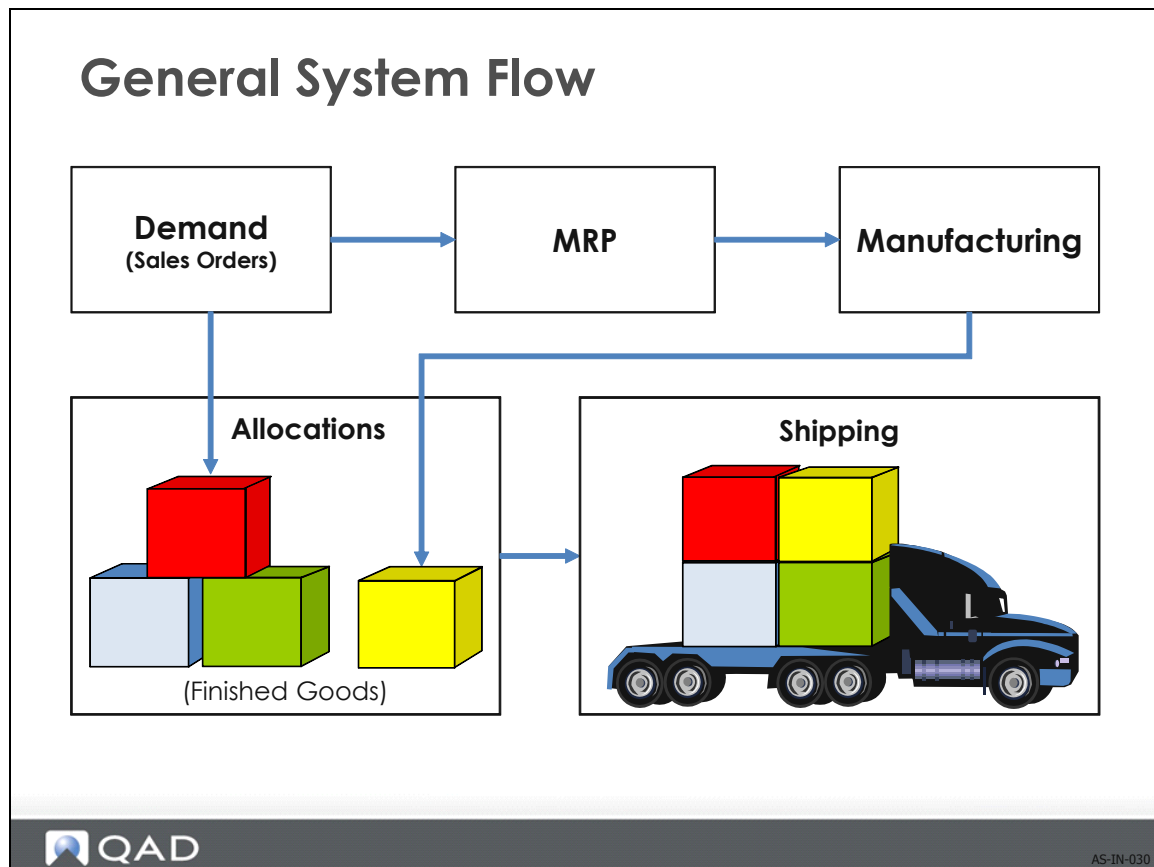
### Advance Ship Notice (ASN)

An electronic document derived from the shipper document and sent by a supplier (see *Electronic Data Interchange (EDI)*) to a customer when a shipment leaves the supplier site. It informs the customer that a shipment is on the way for purposes of in-transit advice and automated receiving. The ASN is also called an 856 transaction set per the ANSI ASC X12 standard. The ASN takes the place of an invoice in some supplier-customer arrangements. See *Electronic Data Interchange (EDI)*.

### Container

1. In shipping, "container" refers to a packing item used to hold goods and subsets of other containers. For example a box, a pallet, a rack, or trailer. 2. In OBCM, "container" launches the application and instantiates, coordinates, and influences the application's components. Instances of a container represent a complete business function for which some processing is to be performed.

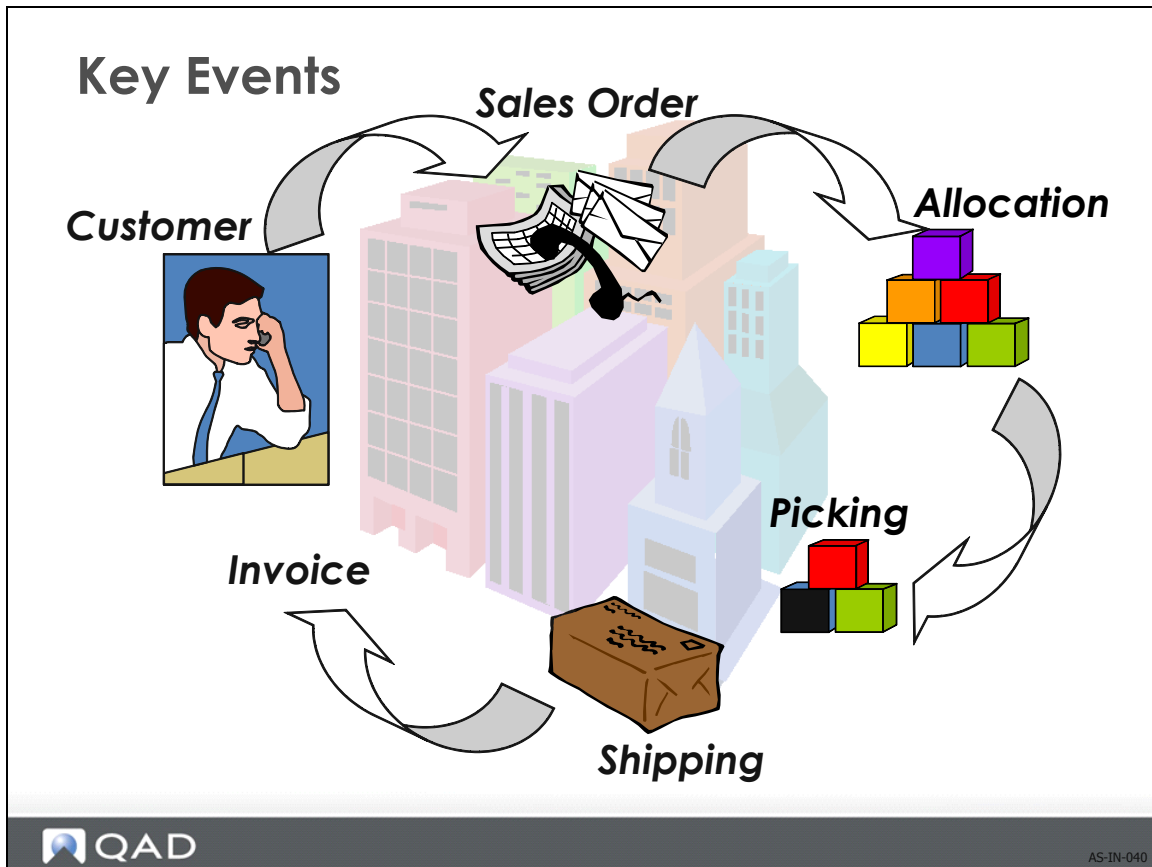
## QAD Enterprise Applications General System Flow



This course focuses on the finished goods provided to the customer. Demand usually comes from Sales Orders. Allocation reserves finished goods to fill these demands. If there is not sufficient available inventory to fulfill orders (depending on the planning method selected), then MRP and Manufacturing plans for and creates enough finished goods to complete the orders. These finished goods can then be allocated, picked, packed, and shipped to the customers.

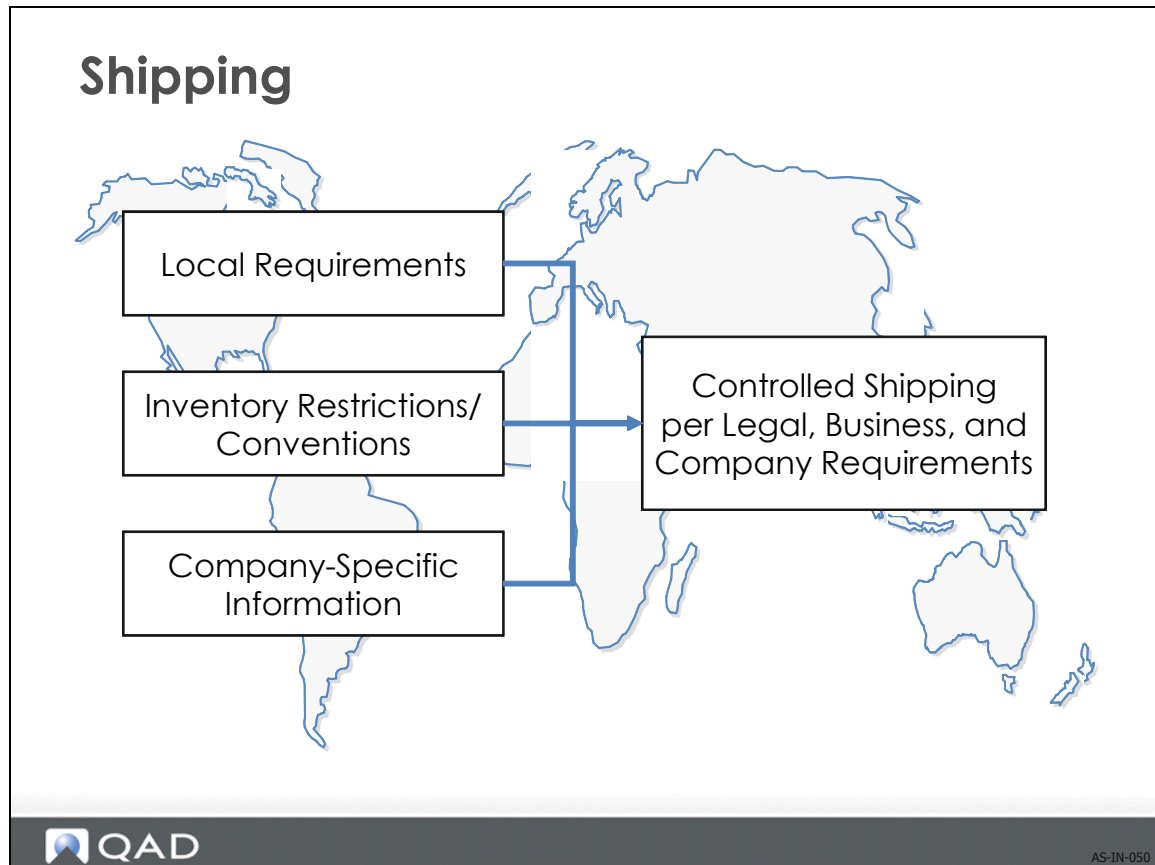


## Key Events



- An agreement is made to provide a customer a quantity of an item or items at a set price by an agreed upon due date for the Sales Order
- The agreed upon items are reserved in inventory to send to the customer in Allocations
- The selected items are prepared for delivery in Shipping and sent to the customer

## QAD Enterprise Applications Shipping Considerations



- Shipping features and procedures in QAD Enterprise Applications combine
  - Local shipping requirements
  - Regional or national inventory restrictions or conventions
  - Company-specific information
- Documents and controls shipping transactions to comply with
  - Legal requirements
  - Business requirements
  - Company requirements

## QAD Enterprise Applications Shipping Methods

### Shipping Methods

- Standard Shipping
- Enhanced or Global Shipping
  - Pre-Shipper/Shipper
  - Inventory Movement Codes



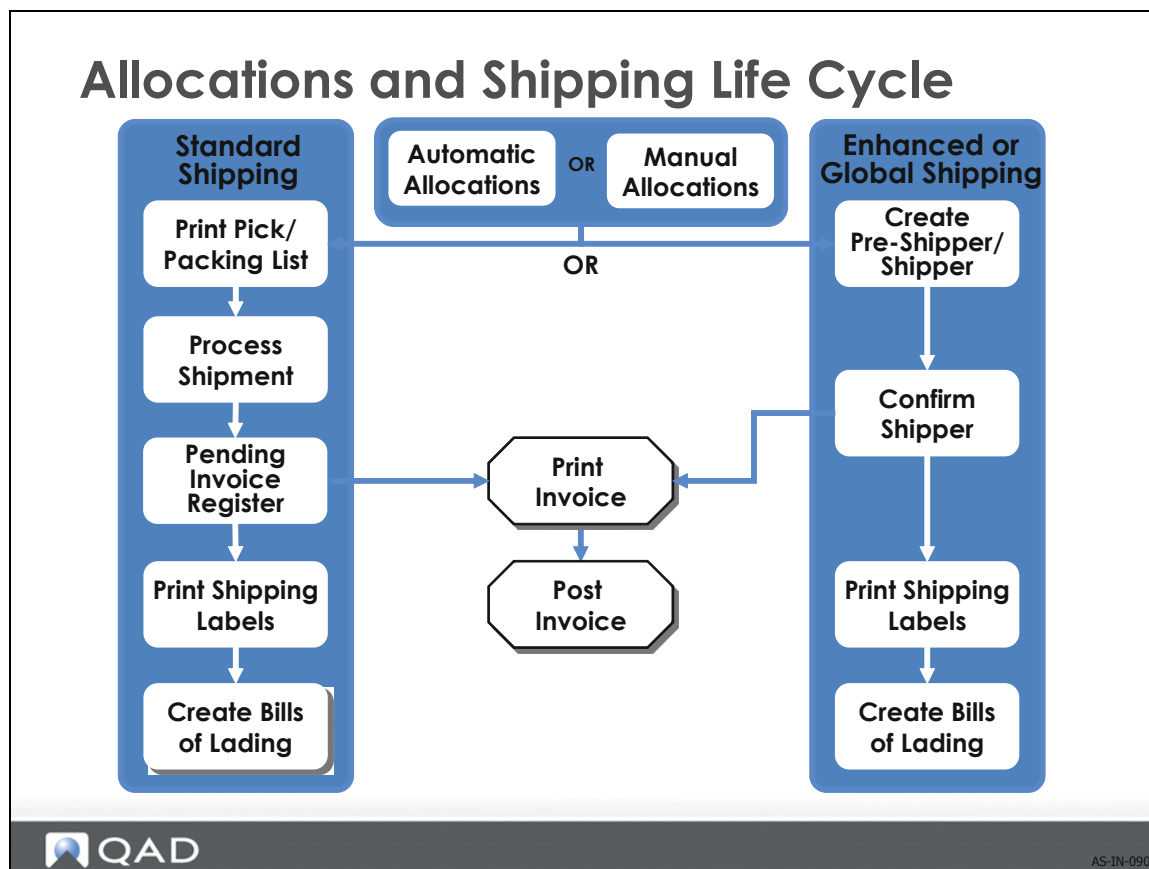
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This course describes the most commonly used methods for shipping:

- Standard Shipping
- Enhanced or Global Shipping
  - Pre-Shipper/Shipper
  - Inventory Movement Codes

Variations in setup and process, according to each of these methods, are identified.

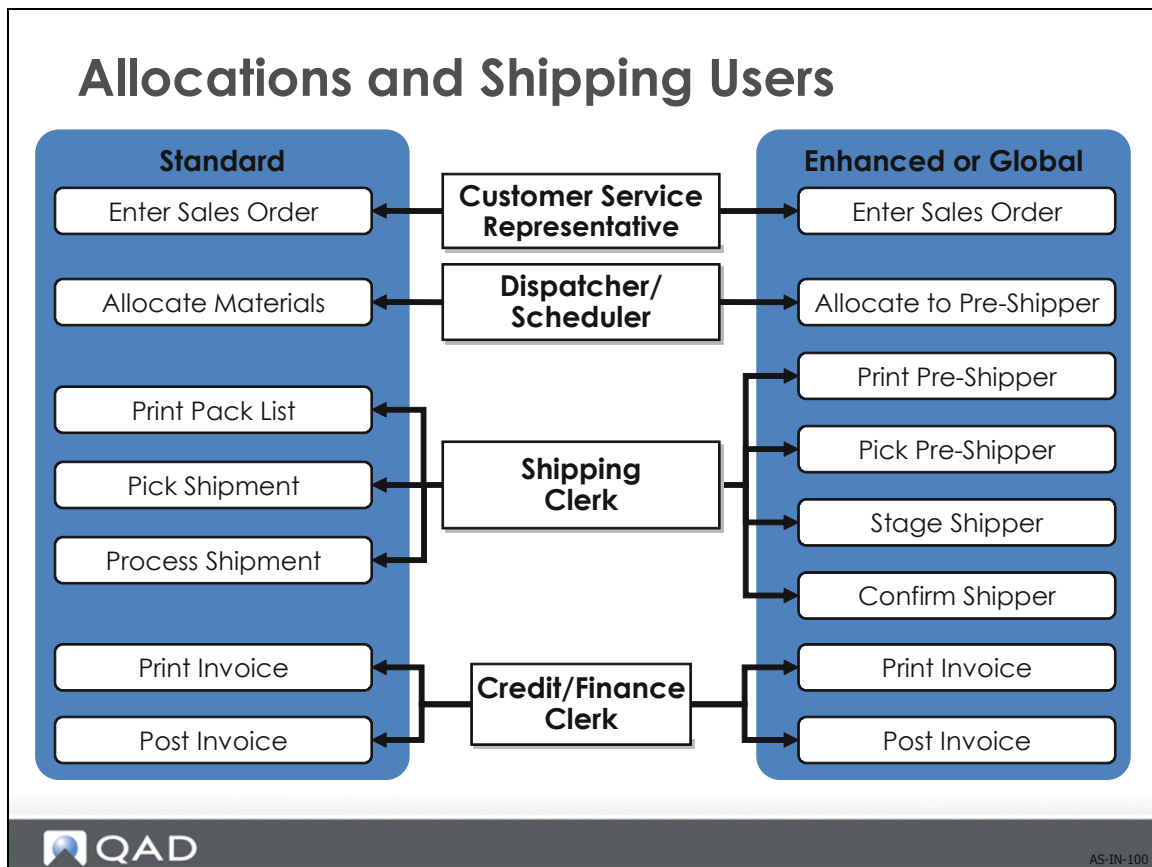
## Allocations and Shipping Life Cycle



The life cycle of the allocations, and both standard and enhanced/global shipping processes are illustrated next to the invoicing life cycle. Invoicing is discussed in more detail in the Sales Order Management course.

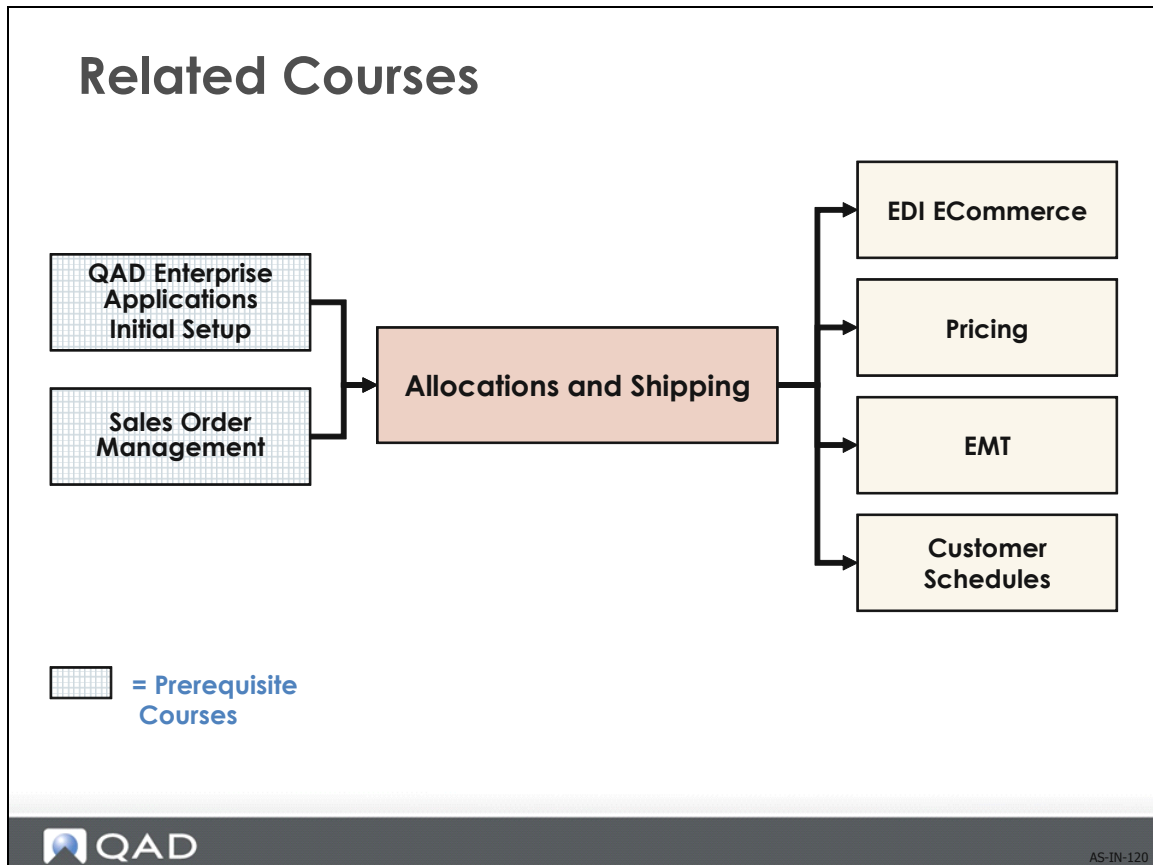
Discussed in the following Training Guide: *Sales Order Management*

## Uses of Allocations and Shipping



The Allocations and Shipping work flow is shown alongside the typical person responsible for each step in the process.

## Related Courses



## Course Overview

### Course Overview

- ✓ Introduction to Allocations and Shipping
- Business Considerations
- Set up Allocations and Shipping
- Process Standard Allocations and Shipping
- Process Enhanced/Global Allocations and Shipping





Chapter 2

# **Business Considerations**

## Business Considerations

### Business Considerations

In this section you learn how to:

- **Identify key business considerations before setting up Allocations and Shipping**
- Set up Allocations and Shipping
- Process Standard Allocations and Shipping
- Process Enhanced/Global Allocations and Shipping

## Overview

### Business Considerations

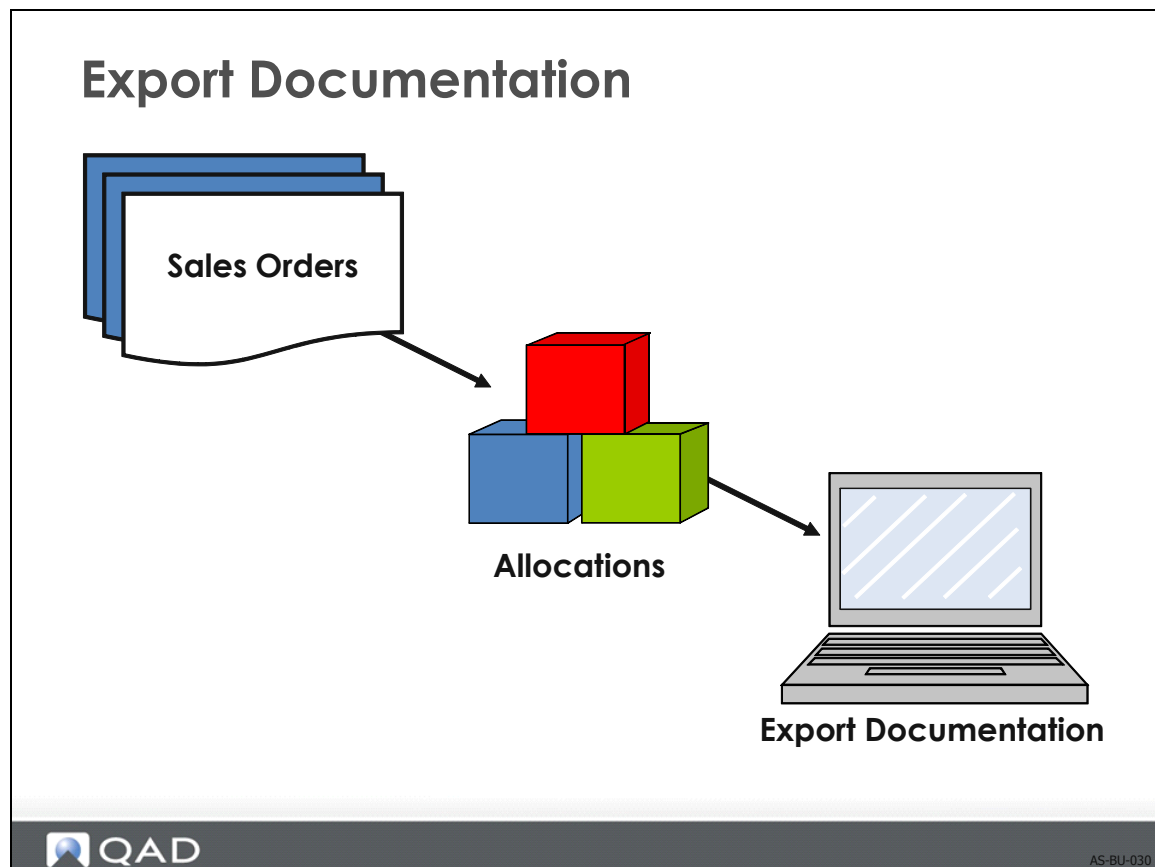
- Export Documentation
- Partial Shipments
  - Backorders
- Containerization
- Electronic Data Interchange
- Available Inventory
- Drop Shipments
- Freight Charges
- Multiple Sites



AS-BU-020

There are several business issues to take into consideration before setting up QAD Enterprise Applications. This section does not discuss all potential issues, but presents some issues to generate thought and discussion.

## Export Documentation



### Definition

If you conduct business in several countries, export documentation is usually required to accommodate the requirements of inter-country reporting

### Why Consider?

- Legal requirements may require certain records to be maintained, such as shipping documentation and invoices
- Partial shipments are usually avoided due to freight, duties, and excessive paperwork

### Functionality in QAD Enterprise Applications

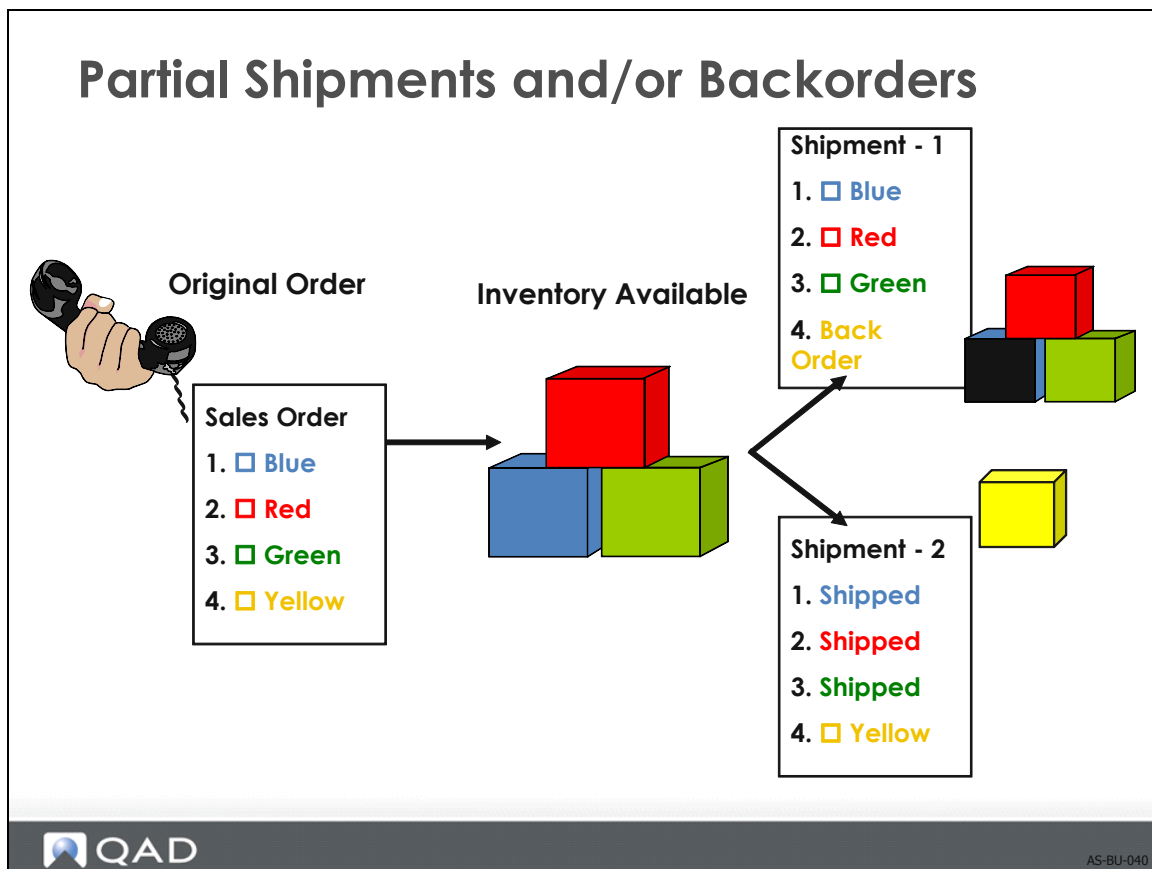
- Intrastat
- Partial Shipment Restrictions on Customer Master Record and Packing List
- Action Status on Sales Order to restrict Packing List printing
- Consolidation of Sales Order shipments and documentation
- Enhanced Shipping allows printing and posting of Invoice during shipment process

**Setup Implications**

- Intrastat files need to be set up to capture data required for reporting
- Relate shipping groups to document formats

**Note** Additional functionality is offered in Logistics Accounting, covered in a separate course.

## Partial Shipments and/or Backorders



### Definition

Partial shipments or backorders allow you to fulfill customer orders as inventory becomes available.

### Why Consider?

- Control file settings for allocation logic
- Customer master records for class and partial shipments

### Functionality in QAD Enterprise Applications

- Partial Shipment Restrictions on Customer Master Record and Packing List
- Action Status on Sales Order to restrict Packing List printing
- Consolidation of Sales Order shipments and documentation

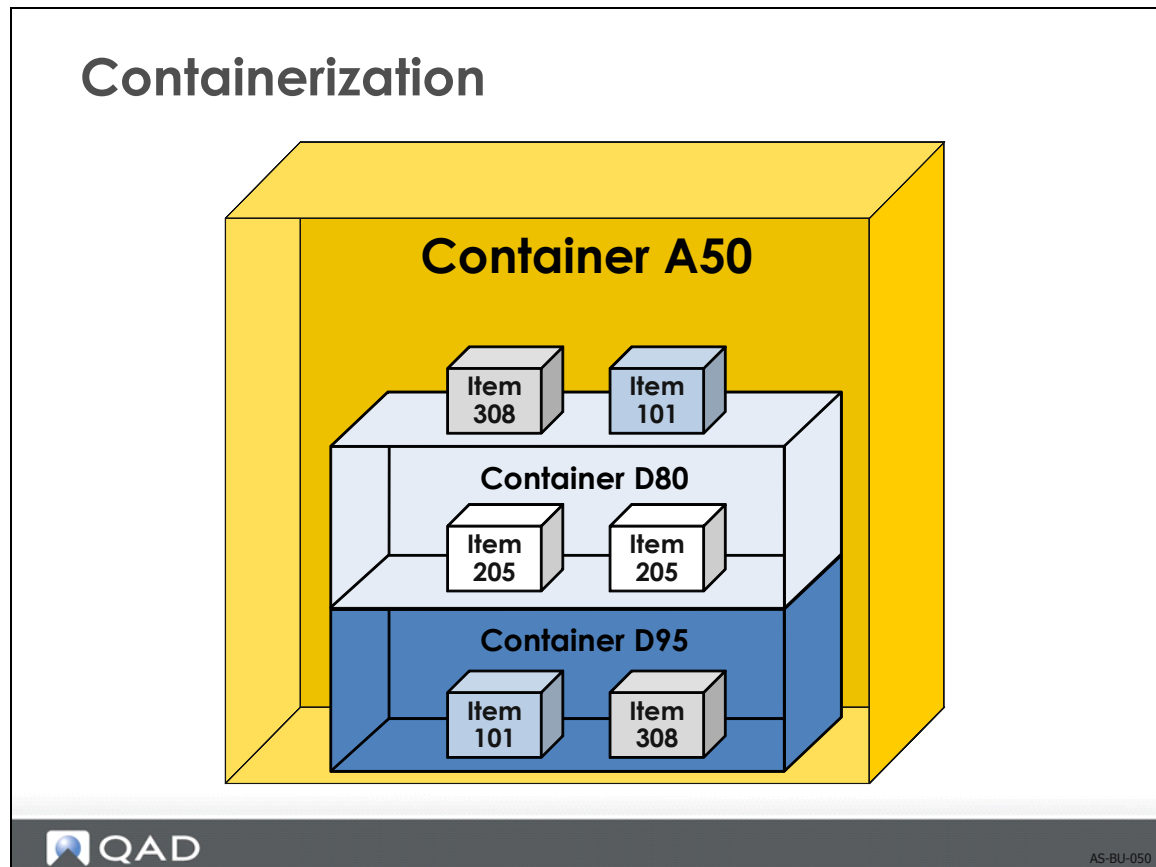
### Setup Implications

- Can result in additional freight charges
- Consolidation of shipments

- Control partial shipments from Customer Maintenance, Sales Order Maintenance, and/or Packing List Print

Discussed in the following Training Guide: *Sales Order Management*

## Containerization



### Definition

Containerization is a shipment method in which items are placed in containers, and after initial loading, the items are not rehandled in shipment until they are unloaded at the destination.

Containerization allows you to package and store finished goods at the end of a production line and warehouse them in single-level containers before shipping and consolidate goods going to the same location. It also allows you to assemble items in a shipment into multi-level containers before shipping.

### Why Consider?

- May affect how orders are entered
- May affect how work order receipts are processed
- May affect how orders are picked, packed, and/or staged
- Often used with customer schedules

### Functionality in QAD Enterprise Applications

- Define and Track Containers by item and serial numbers
- Consolidate Sales Orders into single and nested containers



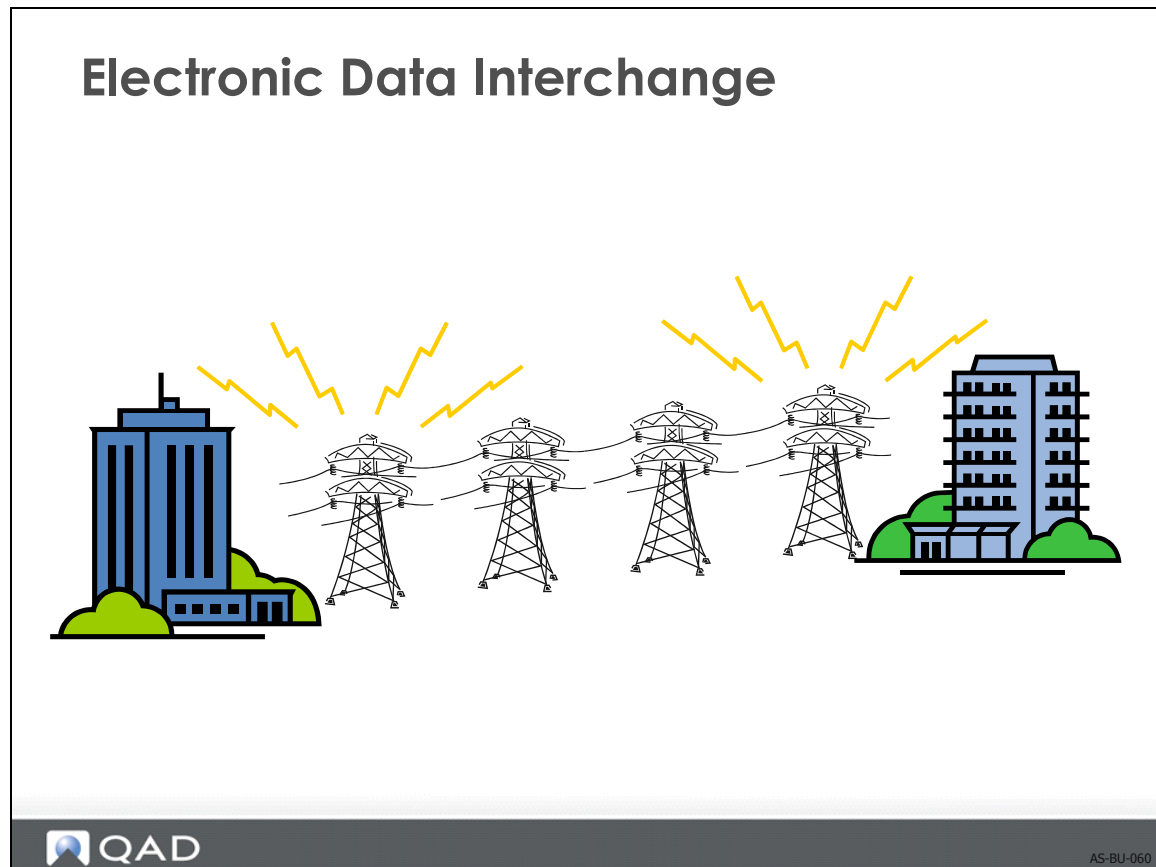
- Ship Confirmation processes single and multiple containers at once
- ASN (advance ship notice) to customer

### Setup Implications

- Typically requires Electronic Data Interchange (EDI)

See in this training guide: *Set up Containers* on page 91

## Electronic Data Interchange



### Definition

EDI is the paperless (electronic) exchange of trading documents, such as purchase orders, shipment authorizations, ASNs, and invoices, using standard business transaction documents between customers and suppliers.

### Why Consider?

- Can reduce or even eliminate paperwork involved in supply chain activities, that in turn can reduce a company's overhead

### Functionality in QAD Enterprise Applications

- ASN (advance ship notice) to customer or from supplier
- Use ASN or Shipper number as Invoice number (paperless invoices)
- Simplifies Shipping and Receiving functions
- Facilitates barcoding requirements

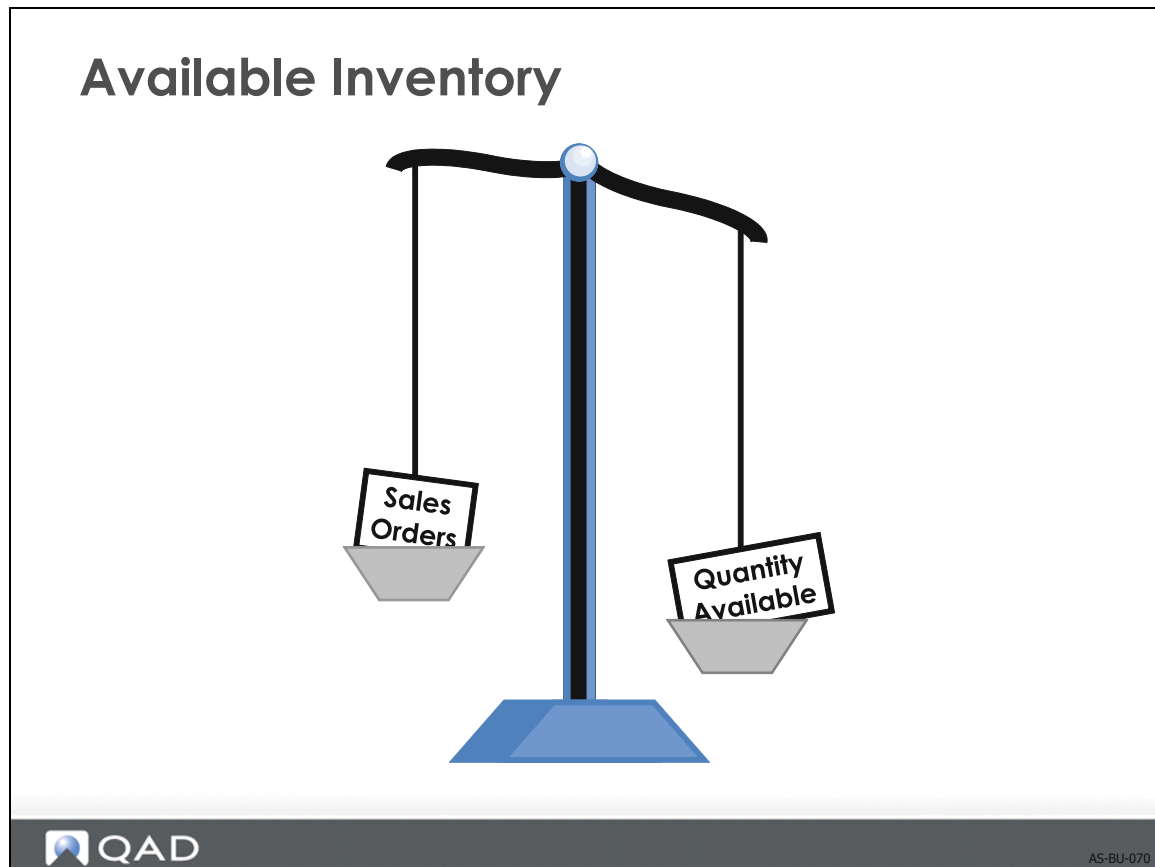
### Setup Implications

- EDI third-party software and files need to be set up

- Control Files need to be set to interact with EDI

Discussed in the following Training Guide: *Electronic Data Interchange (EDI)*

## Available Inventory



### Definition

The available inventory is the on-hand inventory balance minus any allocations, backorders, or quantities held for quality problems. It is often called beginning available balance or net inventory.

### Why Consider?

- Controlling the fulfillment of backorders
- Segregate inventory for quality assurance

### Functionality in QAD Enterprise Applications

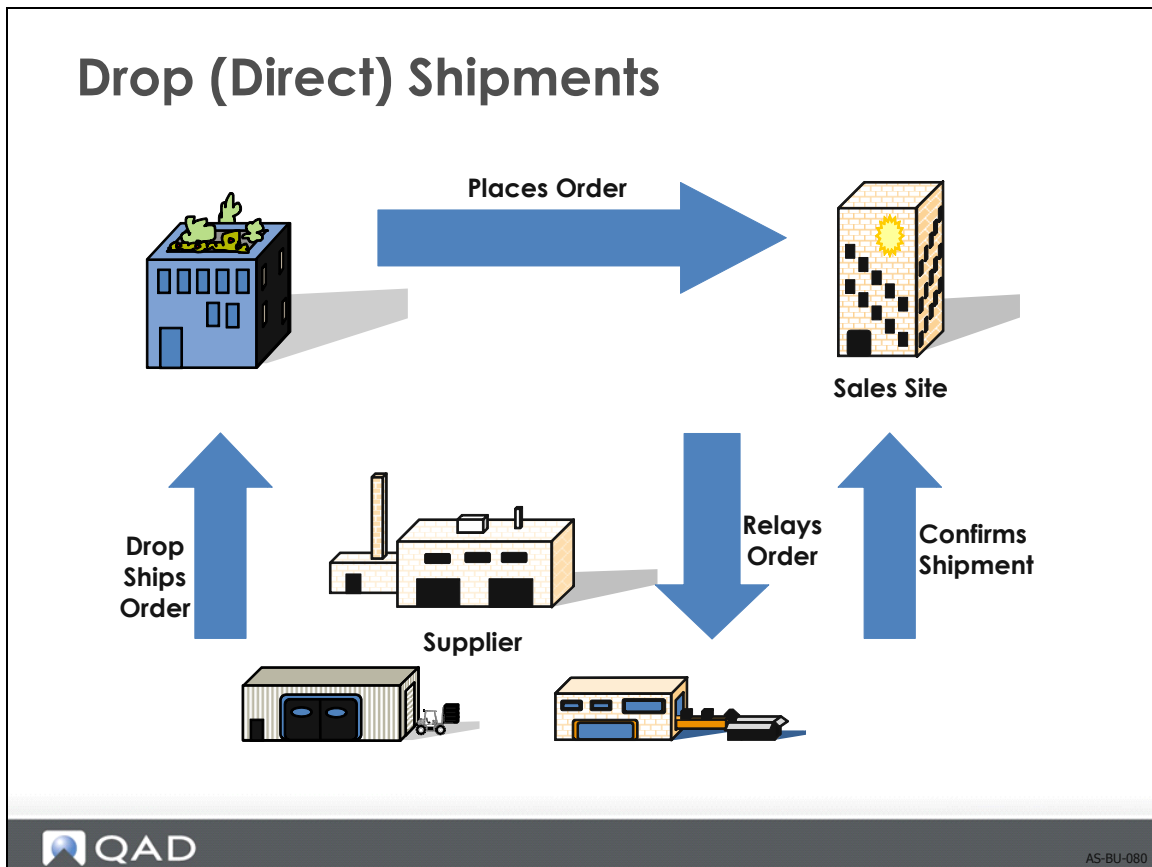
- Inventory Status controls availability, nettability, and transaction types
- Allocations at general and detail levels
- Allocations sequence logic

### Setup Implications

- Method to determine quantity available in the Sales Order Control File
- Setup of inventory status codes

Discussed in the following Training Guide: *Inventory Control*

## Drop (Direct) Shipments



### Definition

Drop shipments (sometimes called Direct Shipments) occur when a supplier ships directly to the buyer's customer, or when a supplier ships directly to another supplier. May occur when the manufacturer completes all operations but one, and then the supplier ships the order directly to the customer upon completion of last operation.

### Why Consider?

- Business processes are different from regular shipments

### Functionality in QAD Enterprise Applications

- Best handled using EMT

### Setup Implications

- Control files, master records, and address records

Discussed in the following Training Guide: *EMT*

## Freight Charges

### Freight Charges



AS-BU-090

#### Definition

Freight charges are the costs of shipping products, either from a supplier to a manufacturer, or from a manufacturer to a customer. Freight charges and calculations can be a costly part of conducting business.

#### Why Consider?

- For many companies today, freight is a significant cost in relation to their products
  - Calculations can be very complicated
  - Calculations can be difficult to set up and maintain
- Can be accrued and/or charged back in a variety of ways

#### Functionality in QAD Enterprise Applications

- Freight rates by zone, class, effective dates
- Freight terms

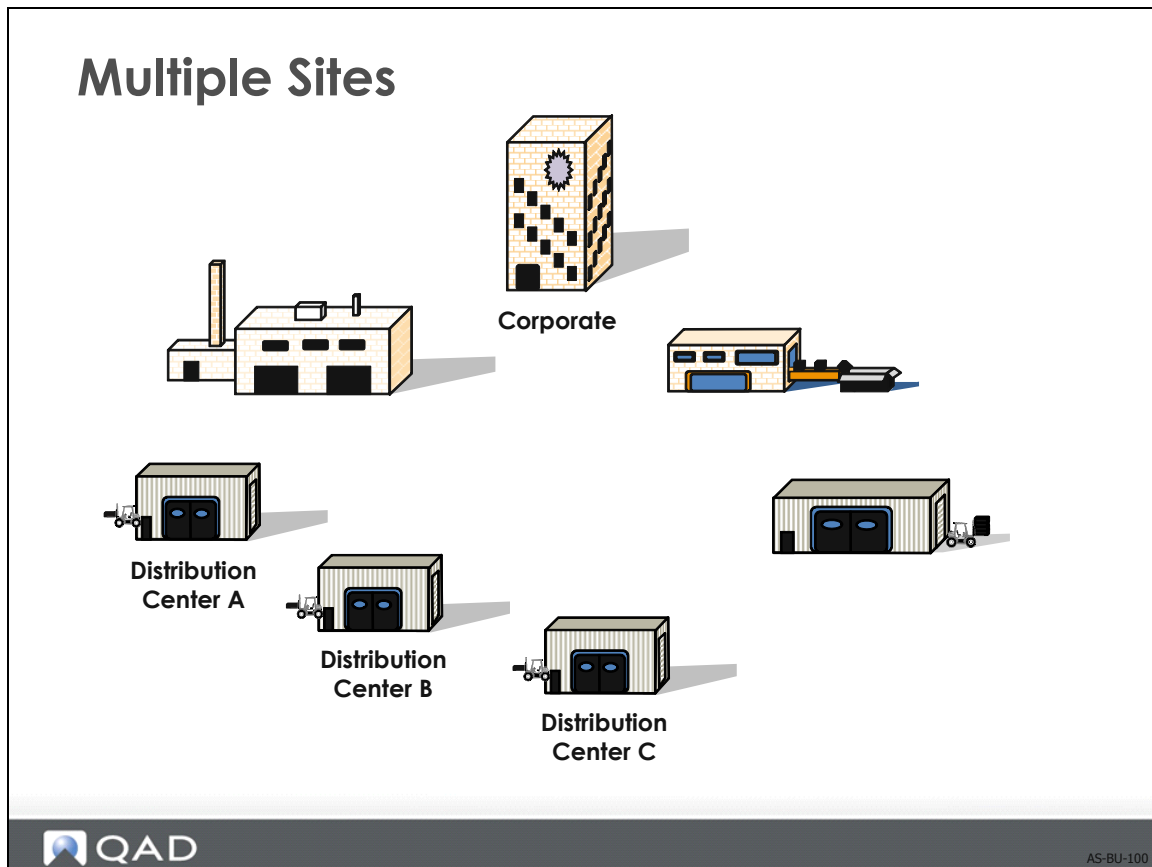
#### Setup Implications

- Freight terms and freight lists need to be referenced on the Customer Records

- Sales Order Control File, freight lists, terms, zones, and charges need to be set to calculate freight properly
- Item weights and volumes need to be recorded in Item Master

Discussed in the following Training Guide: *Sales Order Management*

## Multiple Sites



### Definition

Multiple sites are different physical locations that conduct your business procedures. Multiple sites may perform separate business functions, or perform the same business function serving different regions.

### Why Consider?

- Plan, control, and account for inventory by site
- Allocate inventory by site
- Print Pick/Packing List documents by site

### Functionality in QAD Enterprise Applications

- Item Planning
- Sales and Forecasting
- Inventory Allocations and Shipping
- Distribution Requirements Planning (DRP)
- Cost sets, alternate routings, and alternate product structures by Site



**Setup Implications**

- Site, item-site, and entity security
- Item-site planning parameters
- Number Range Management by site
- Costing by site
- May affect tax setup

Discussed in the following Training Guide: *Initial QAD Enterprise Applications Setup*

## Focusing Activity

### Review

- Processes and Procedures
- Reporting Requirements
- Customer Expectations
- Product Configuration



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Individually, or in small groups, examine your company, or a company your instructor suggests, against the business issues discussed in this chapter. Consider the following:

- 1 the business expectations given this type of company, and
- 2 additional information you may need to elicit to successfully implement Allocations and Shipping for this company.

Do not look ahead in this training guide or at the QAD Enterprise Applications software. The purpose of this exercise is to help you (and your group) focus on what is important to this company about Allocations and Shipping. (Hint: There are no right or wrong answers.)

Your instructor may ask you to list your requirements on an easel or white board to make it easier to share your findings with the whole class.

After you have had a chance to brainstorm your requirements (15 to 20 minutes), your instructor may ask each group to quickly review its findings, and may compile a master list for your class.

## Course Overview

- ✓ Introduction to Allocations and Shipping
- ✓ Business Considerations
  - Set up Allocations and Shipping
  - Process Standard Allocations and Shipping
  - Process Enhanced/Global Allocations and Shipping



Chapter 3

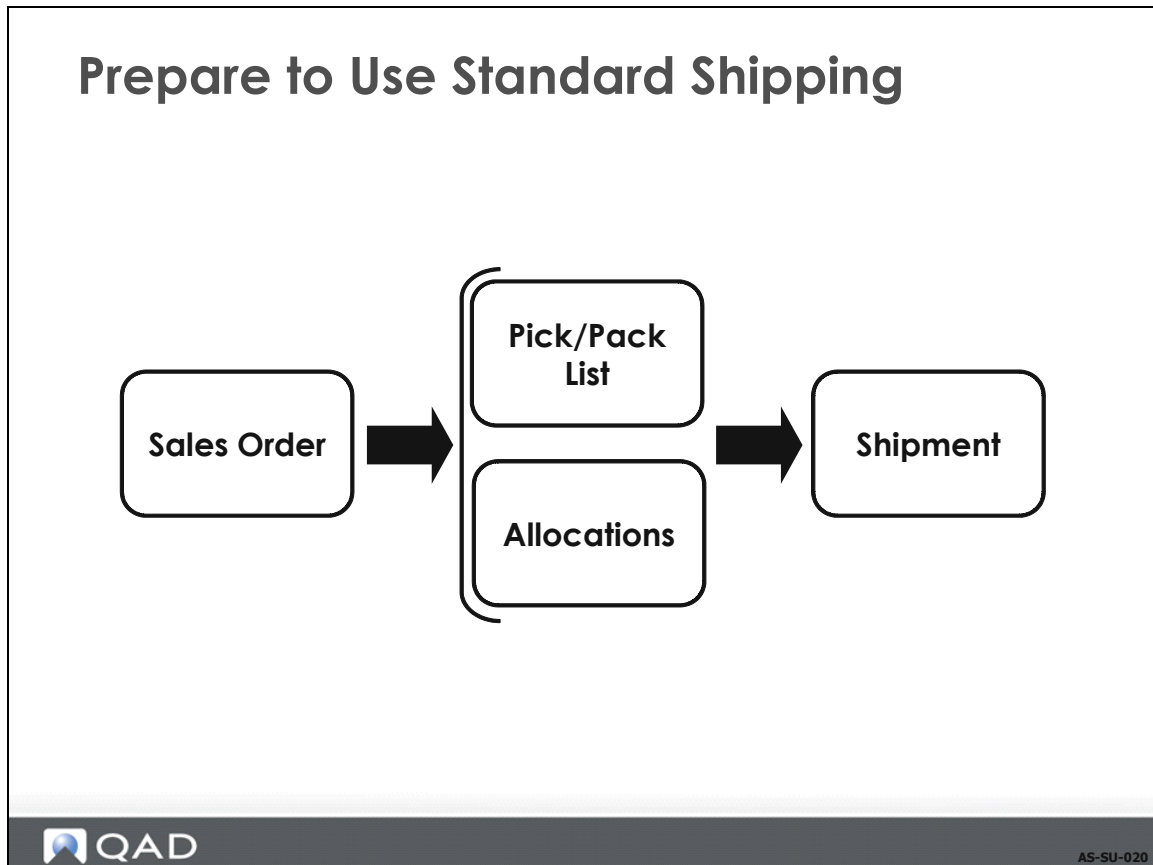
# **Set Up Allocations and Shipping**

## Set Up Allocations and Shipping

In this section you will learn how to:

- Set up Allocations and Shipping

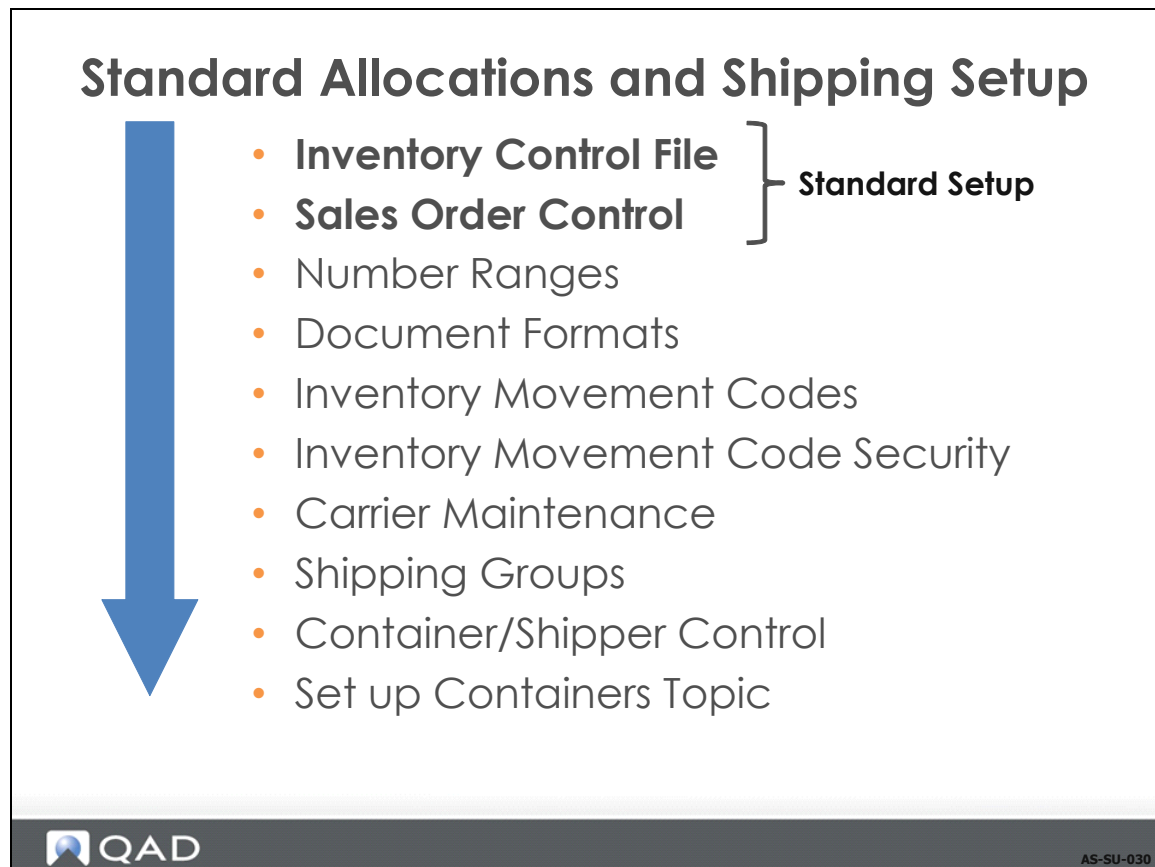
## Prepare to Use Standard Shipping



QAD Enterprise Applications shipping supports a variety of methods that enable you to produce and record Sales Order shipping documents that comply with diverse regional requirements and common business practices on a global scale.

- Standard shipping is sometimes referred to as Sales Order or Discrete shipping
- Standard Shipping key events
  - Sales Order
  - Pick/Pack List
  - Allocations of Finished Goods
  - Shipment of Order

## Standard Allocations and Shipping Setup





This illustration is a suggested setup sequence of master files for the Standard Allocations and Shipping method which is based on information that flows from one master file to another and prerequisites that need to be accomplished before setting up a file.

Boxes with solid lines are required to set up Allocation and Shipping and are covered in this course




## Set up Allocations Picking Logic

### Set Up Allocations Picking Logic



Location
Lot/Serial
Date
Expiration

 **QAD**

AS-SU-040

- QAD Enterprise Applications requires default settings for picking and allocating inventory

## Inventory Control File

### Standard Allocations and Shipping Setup



- **Inventory Control File**
- Sales Order Control
- Number Ranges
- Document Formats
- Inventory Movement Codes
- Inventory Movement Code Security
- Carrier Maintenance
- Shipping Groups
- Container/Shipper Control
- Set up Containers Topic



AS-SU-050

- The Inventory Control File contains settings that affect
  - Inventory Count Parameters
  - Accounting Parameters
  - Picking Logic

## Inventory Control

## Inventory Control File

Inventory Control

Go To Actions Copy Print Preview Attach

Default Site: 10-100

Inventory Count Parameters

Tolerance From Qty On Hand or Annual Usage: Qoh

Issue Days: 7 Default Site: 10-100

Item Tolerances:

Class A:	3.00%	300.00	Class C:	5.00%	500.00
Class B:	4.00%	400.00	All Others:	5.00%	500.00

Picking Logic

- 1) Location
- 2) Lot/Serial
- 3) Date
- 4) Expire Date

Picking Order:  Ascending or Descending:

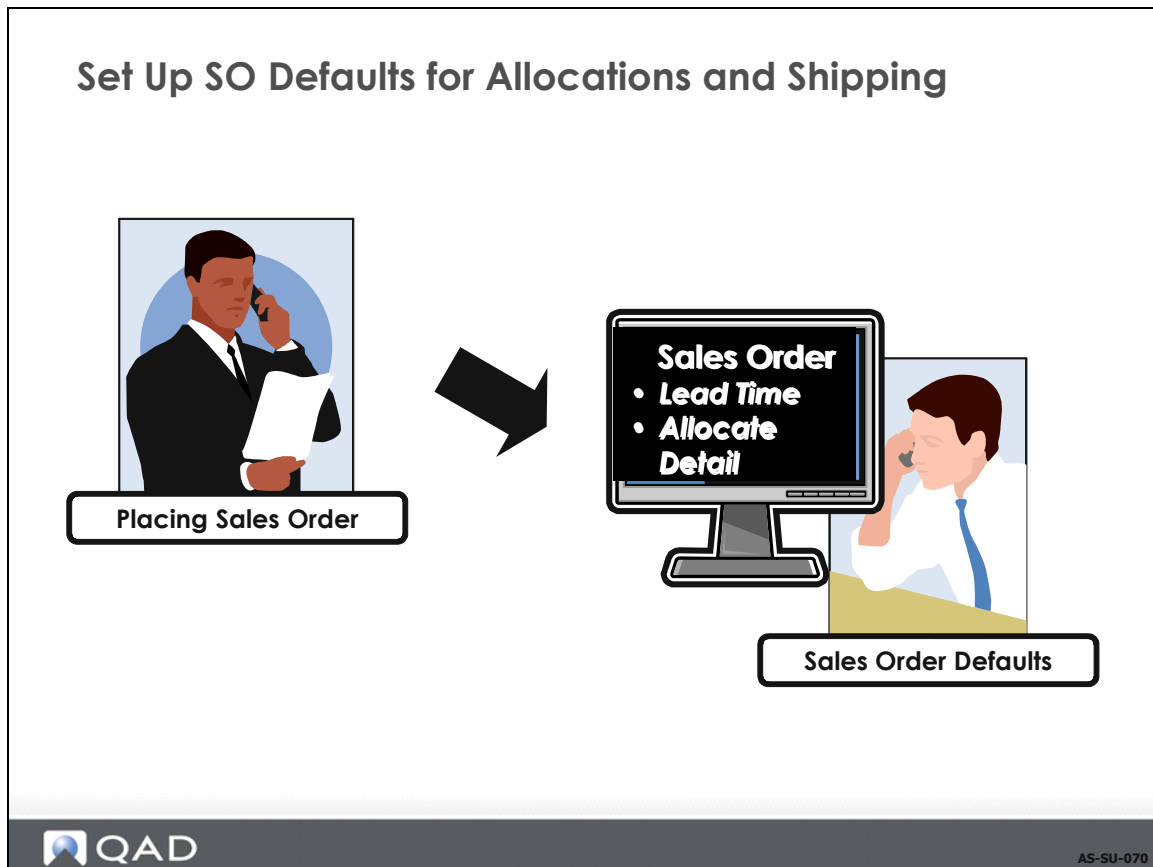
Allocation Picking Logic

- Picking Sequence to use for detail allocation on an item
  - Detail Allocations reserve or allocate from specific sites, locations, lot/serial, and lot reference numbers
  - Detail information prints on the picklist for use by warehouse personnel
- If different inventory is picked, change it manually on the issue/shipment transaction
- Picking sequence defined in the control file is used for all sites and locations in the current working domain

- 1 (default). Inventory is allocated and picked by location. This method is useful when you have sequential warehouse locations laid out for easy picking.
- 2 Inventory is allocated and picked by lot/serial number. This method is useful when you assign meaningful lot/serial numbers; for example, this allows you to pick the oldest lots first.
- 3 Inventory is allocated and picked by date created. This method is useful in LIFO or FIFO picking, but only if all inventory receipts are segregated by location, lot/serial, or lot reference number. Otherwise, the date created is meaningless.
- 4 Inventory is allocated and picked by expiration date. If you have items with a limited shelf life, this is useful for making sure those closest to expiration are picked first.

Inventory can be sorted in ascending or descending sequence for the specified picking order.

### Set up SO Defaults for Allocations and Shipping



- Sales Order generates default data for allocations and shipping

## Sales Order Control

### Standard Allocations and Shipping Setup




- Inventory Control File
- **Sales Order Control**
- Number Ranges
- Document Formats
- Inventory Movement Codes
- Inventory Movement Code Security
- Carrier Maintenance
- Shipping Groups
- Container/Shipper Control
- Set up Containers Topic



AS-SU-080

- Sales Order Control File contains settings that affect
  - How the items are allocated
  - When the items are allocated
  - How they should be handled and invoiced

## Airline Inventory Allocation Analogy

The Airline Inventory Allocation Analogy		
Level of Allocation		This is Like
General Allocation	A <u>general</u> reservation for a specific item, quantity and date	You reserve an airline flight
Detailed Allocation	A <u>specific</u> reservation by item, quantity, date & site, location, batch, lot or serial number	You go to the airport and receive a boarding pass
Picked from Inventory	The item is physically selected for issue and shipment	You are allowed to board and sit in your seat
Over Allocation	An error (human) allocates the same unit of inventory for more than one order	Someone else boards the plane with a ticket for your seat
De-allocation	The allocation is removed from an item, making it available for some other use.	The other persons boarding card is deemed incorrect
Issued from Inventory	The item is subtracted from stock on hand	You're still seated when the door closes The plane takes off
Shipped	The item is physically shipped to receiving customer	
Un-planned Return to stock	The truck breaks down and cannot leave, all orders are un-picked, de-allocated and returned to stock	The plane aborts the take-off, returns to the gate and off-loads
In-Transit	Not an allocation level, but an inventory status	The status of a seat in flight
These allocation levels may be applied to sales orders, work orders, and distribution orders, (as well as airplane seats). As you move down the levels of allocation the firmness of the allocation increases. This means it becomes more difficult to change an allocation, but it can be done.		
 <span style="float: right;">AS-SU-085</span>		

- Types of Allocations
- Definitions of each type
- Comparison to allocating a flight on an airline

## Sales Order Control

## 7.1.24 – Sales Order Control File

Sales Order Control

Go To Actions Copy Print Preview

Use Which Calc for Qty Available to Allocate: 1

Allocate Sales Order Lines Due in Days: 10 (0 for no allocations)

Limit Allocate to Avail Only: ☒ Detail Allocations: ☐

ATP Enforcement Enabled: ☐ ATP Horizon: 30

Family ATP Calculation: 1 Calculate Promise Date: ☒

Pick Only Allocated Lines: ☒ Sales Order Prefix: SO

Are Sales Orders Printed: ☒ Next Sales Order: 1004

Keep Booking History: ☒ Integrate with SA: ☒

Shipping Lead Time: 1 Integrate with TrM: ☐

Sales Order Header Comments: ☐ Confirmed Orders: ☒

Sales Order Line Comments: ☐ Fiscal Start Month: 1

Ln Format S/M: Single

Next Batch: 00000020 FOB:

- Set Allocations defaults for quantity available to allocate, limit allocations to only available, pick only allocated lines, detail or general allocations, and due dates

## Exercise: Standard Setup

### Standard Shipping Setup

In this exercise, you initialize the Inventory Control File and the Sales Order Control File for allocations.

- 1 Use Inventory Control (3.24) to set up the picking logic: Inventory is allocated and picked by location by ascending order.

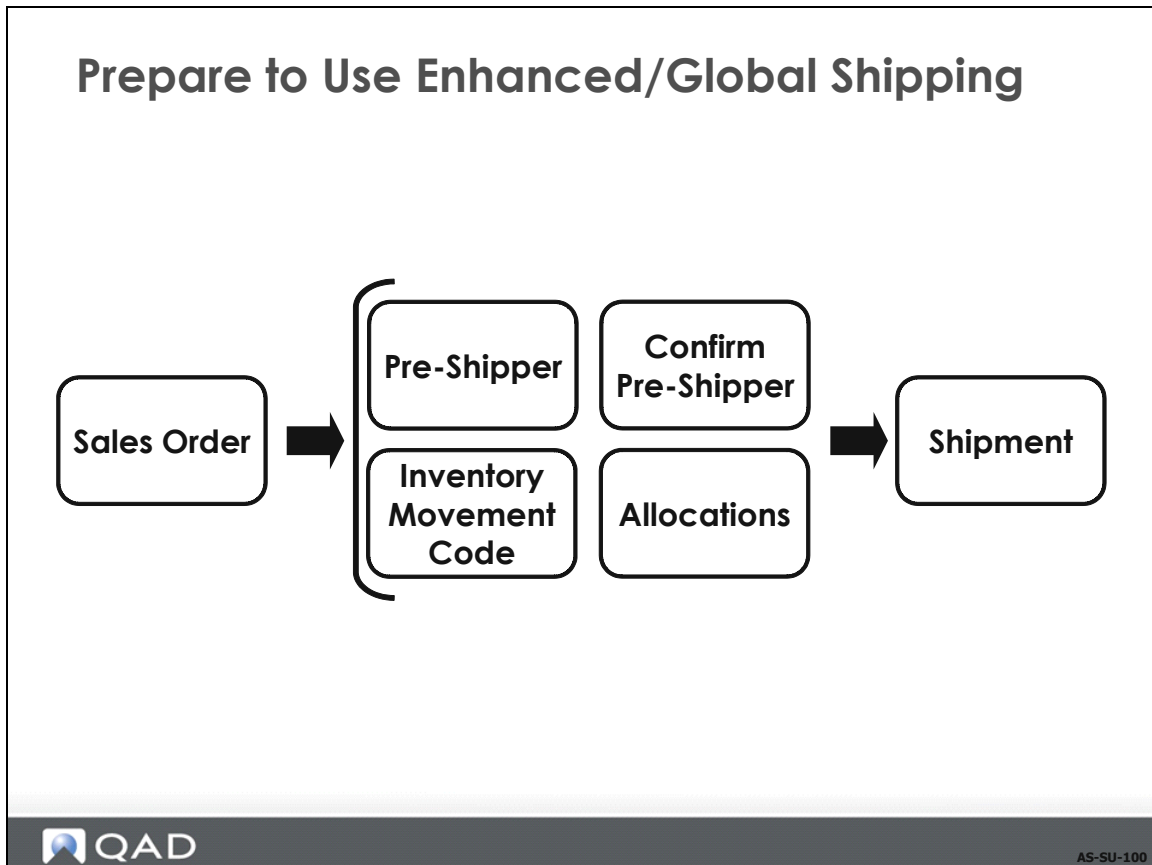
Field	Data
Default Site	10-100
Picking Order	1
Ascending or Descending	Ascending

- 2 Use Sales Order Control (7.1.24) to verify the following settings:
  - Inventory is automatically allocated to all orders due within 3 days of order entry.
  - Only on-hand inventory that has not been allocated to other orders should be considered available for allocations.
  - Detail Allocations are not required.

Field	Data
Which calc for Qty Available to Allocate	1
Allocate Sales Order Lines due in Days	3
Limit Allocate to Avail Only	Yes
Detail Allocations	No



## Prepare to Use Enhanced/Global Shipping



- Enhanced Shipping uses Pre-Shippers and/or Shippers
  - Containers are optional
  - Inventory Movement codes are optional
- Global Shipping requires
  - Default pre-shipper, shipper, and master bill of lading sequence IDs and document formats Container/Shipper Control File 7.1.24
  - Inventory movement codes
  - Shipment information for receipt processing
  - Specification whether maintenance of sales order trailer amounts is allowed

## Enhanced/Global Allocations and Shipping Setup

### Review Standard Allocations and Shipping Setup



- **Inventory Control File**
- **Sales Order Control**
- Number Ranges
- Document Formats
- Inventory Movement Codes
- Inventory Movement Code Security
- Carrier Maintenance
- Shipping Groups
- Container/Shipper Control
- Set up Containers Topic




AS-SU-110


- Inventory Control File 3.24 and Sales Order Control File 7.9.24 are still required (Standard Setup)
- Inventory Movement Codes are required for the Global Shipping method
  - Optional for Enhanced Shipping
- Containers can be set up in advance, or created only at the time of shipment

## Set up Number Range Management

### Enhanced/Global Allocations and Shipping Setup



- Inventory Control File
- Sales Order Control
- **Number Ranges**
- Document Formats
- Inventory Movement Codes
- Inventory Movement Code Security
- Carrier Maintenance
- Shipping Groups
- Container/Shipper Control
- Set up Containers Topic


AS-SU-130

Some countries require that businesses adhere to local numbering standards and conventions when assigning numbers to documents, including shipping documents

Often for approval for tax filings or statutory reporting

### Number Range Maintenance (NRM)

- Major Considerations
  - Numbering Standards/Conventions
  - Segments
  - Sequence Number Maintenance

## Numbering Standards/Conventions

### Numbering Standards/Conventions

- Assign Numbers by:
  - Site
  - Date Issued
  - Shipment Type
- Standards and Conventions
  - Temporary Numbers
  - Security on Issuing Numbers
  - Use of prefixed and/or suffixes
  - Void or Disallow Discarded/Unused Numbers

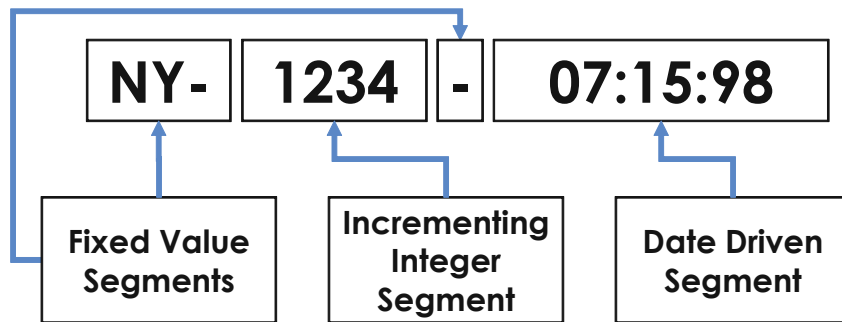


AS-SU-140

- NRM assigns or validates unique ID numbers to each sales order shipper, using predefined sequences
- QAD Enterprise Applications stores all shippers in the same file, using the combination of shipper number and ship-from site

## Segments

## Identify Segment Types



AS-SU-150

There are four types of segments

- Fixed Value
- Incrementing Integer
- Date Driven
- Fiscal

A type of date-driven segment where the change in the Incrementing Integer segment is tied to the fiscal period rather than the date

## Number Range Maintenance

## 36.2.21.1 – Number Range Maintenance

**Number Range Maintenance**

Go To Actions Copy Print Preview

**Sequence Master**

Sequence ID: MBOL  
 Description: Master BOL DIST  
 Target Dataset: abs\_id.mbol  
 Internal: ☒  
 Allow Discarding: ☒  
 Allow Voiding: ☒  
 Effective Date: 4/20/2009  
 Expiration Date:

**Segment List**

Nbr	Type	Settings	Control
1	FIXED	M	
2	INT	1000,9999,1000,1000	
3	FIXED	-	
4	DATE	M.D.Y (MM.DD.YY)	yes



AS-SU-160

- Assign specific number range sequences to pre-shippers, shippers, and master bills of lading to comply with document numbering requirements
- Header Information required:
  - Assign sequence ID
  - Description line (like Master BOL Seq. ID)
  - Target = field name
  - Internal = System only vs. manual

## Sequence Number Maintenance

## Segment Editors

### Integer Segment Editor (INT)

Requires One per Sequence

Integer Segment Editor			
New Seg Nbr:	<input type="text" value="1"/>	Minimum Value:	<input type="text" value="1"/>
		Maximum Value:	<input type="text" value="9999"/>
		Initial Value:	<input type="text" value="1"/>
		Reset Value:	<input type="text" value="1"/>

### Date Segment Editor (DATE)

Limit One per Sequence

Date Segment Editor	
New Seg Nbr:	<input type="text" value="2"/>
Control Segment:	<input type="text" value=""/>
Date Format:	<input type="text" value="Y"/>

### Fiscal Segment Editor (FISCAL)

Must Use Expiration Date  
Cannot Use with DATE

Fiscal Segment Editor	
New Seg Nbr:	<input type="text" value="3"/>
Control Segment:	<input type="text" value=""/>
Fiscal Format:	<input type="text" value="Y"/>

### Fixed Segment Editor (FIXED)

Fixed Segment Editor	
New Seg Nbr:	<input type="text" value="4"/>
Fixed Value:	<input type="text" value="USA--"/>



AS-SU-170

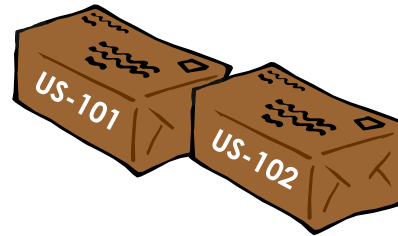
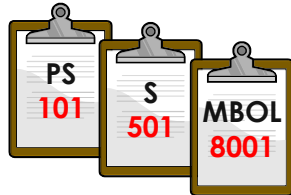
- For each type of segment, a different editor frame controls the values of the segment, activated by selecting an editor from the bottom screen on the previous page
- Each sequence is required to have an incrementing integer segment
- Each sequence is limited to no more than one date or one fiscal segment
- Fiscal segments require an expiration date in the sequence header

## Default Shipping Sequences

## Using Default IDs

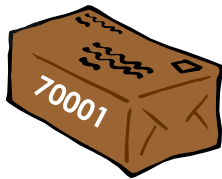
## Default IDs typically

Pre-Shippers, Shippers,  
and Master Bills of Lading

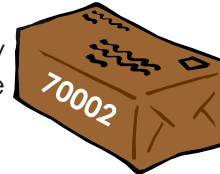


## Generic Default IDs assigned when

No Available  
Shipping Group



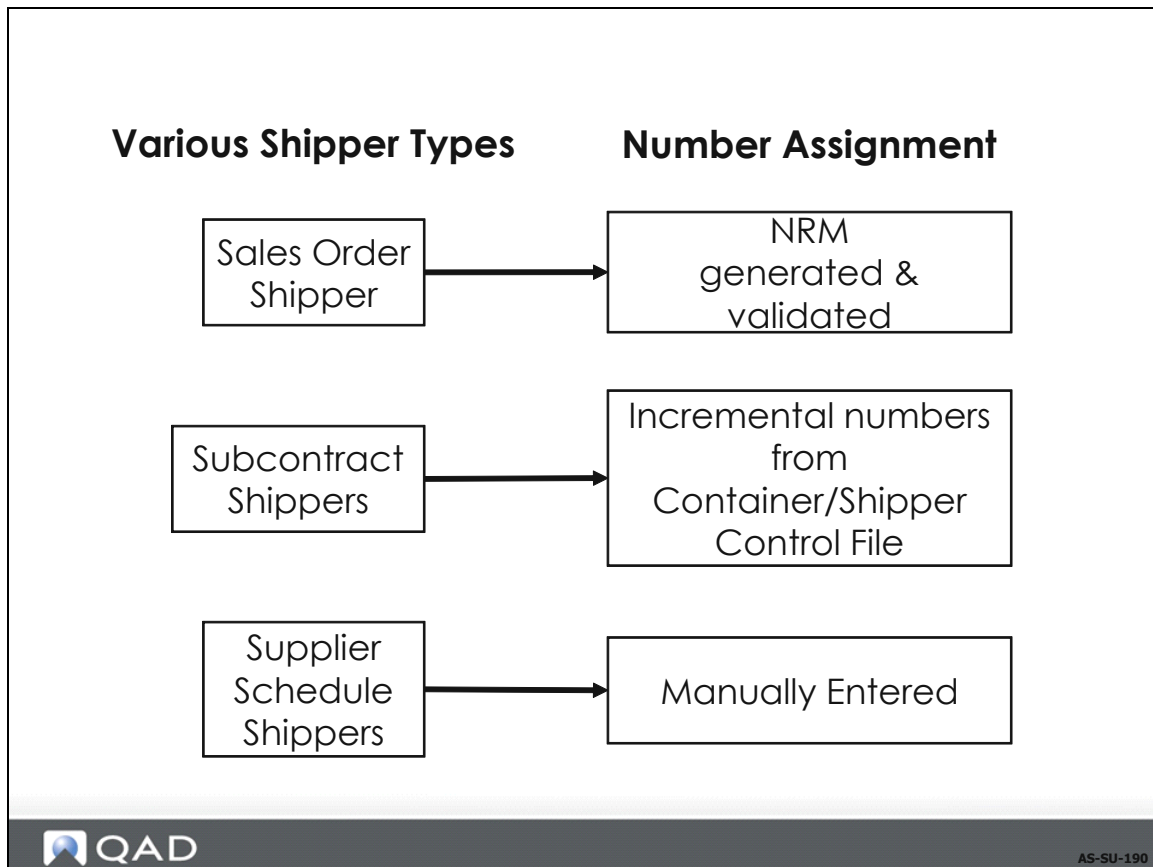
No Inventory  
Movement Code



AS-SU-180

- Default NRM sequences are set in Container/Shipper Control File 7.9.24 for shippers, pre-shippers, and master bills of lading
- Can be defined and associated with each shipping group
- For Global Shipping, the sequence numbers are typically assigned relative to shipping groups
- Generic default in the control file is only used for pre-shippers, shippers, and master bills of lading that do not use inventory movement codes or shipping groups



**Other Shipper Types and Number Assignment**

- QAD Enterprise Applications stores all shippers in the same file, using the combination of shipper number and ship-from site

## Exercise: Number Ranges

### Create Sequence Numbers for Global Shipping Documents

Your company uses the same shipping document for all kinds of shipments, including inventory transfers. You do not need to create separate sequences for non-sales shippers. In this exercise, you create three internal sequence numbers to use with pre-shippers, shippers, and bills of lading. To meet statutory requirements, your company must use numbers that are date-driven, and contain a numerical sequence. Gaps are permitted.

- 1 Use Number Range Maintenance (36.2.21.1) to create Pre-Shipper, Shipper, and Master Bill of Lading number sequence records. Assign the sequence master data from step a. Then assign the sequences in step b. After you finish record 1, continue to record 2 and record 3.

- a Assign the following in the Sequence Master Frame.

Field	Record 1	Record 2	Record 3
Sequence ID	PRSHIP1	SHIP1	MBOL1
Description	Pre-shipper DIST	Shipper DIST	Master BOL DIST
Target Dataset	abs_id.preship	abs_id.shipper	abs_id.mbol
Internal	Yes	Yes	Yes
Allow Discarding	Yes	Yes	Yes
Allow Voiding	Yes	Yes	Yes
Effective Date	[Today's date]	[Today's date]	[Today's date]
Expiration Date	[blank]	[blank]	[blank]

- b Define segments for each sequence. Create a sequential number that starts with P, S, or M for the pre-shipper, shipper, and master bill of lading respectively. Assign a four-digit integer to follow the fixed segment. Separate the final segment from the integer with a fixed hyphen. Assign the date as the final segment, as a control segment that resets the integer when the date changes.

Segment 1 Field	PRSHIP1	SHIP1	MBOL1
Nbr	1	1	1
Type	FIXED	FIXED	FIXED
New Seg Nbr	1	1	1
Fixed Value	P	S	M

Segment 2 Field	PRSHIP1	SHIP1	MBOL1
Nbr	2	2	2
Type	INT	INT	INT
New Seg Nbr	2	2	2
Minimum Value	1000	1000	1000
Maximum Value	9999	9999	9999
Initial Value	1000	1000	1000
Reset Value	1000	1000	1000

Segment 3 Field	PRSHIP1	SHIP1	MBOL1
Nbr	3	3	3
Type	FIXED	FIXED	FIXED
New Seg Nbr	3	3	3
Fixed Value	- (a hyphen)	- (a hyphen)	- (a hyphen)

Segment 4 Field	PRSHIP1	SHIP1	MBOL1
Nbr	4	4	4
Type	DATE	DATE	DATE
New Seg Nbr	4	4	4
Control Segment	YES	YES	YES
Date Format	M.D.Y.	M.D.Y.	M.D.Y.

**Quick Review:** What is the significance of making this a control segment?

- 2 Use Sequence Number History Report (36.2.21.13) to generate a Sequence Number History Report to view the sequence definition, which sequence numbers have been used, and which sequence numbers have not been used, including gaps. This report helps identify missing documents by reporting sequence numbers that are not recorded in the sequence history.
- 3 If you wanted to use a different shipper document format with its own numbering for non-sales shippers (such as transfers between manufacturing and distribution sites) what would be required?

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## Set up Document Formats

**Set Up Document Formats**

**Japan-US Shipper**

**US Domestic Shipper**

**US Int'l Shipper**

**Austr.-Japan Shipper**

**Brazil-US Shipper**

**QAD**

AS-SU-200

- Document formats for shippers and master bills of lading identify any special processing and printing requirements, and whether the document can be used as an invoice
- Some countries require the use of specific documents and document formats when shipping goods

## Document Format Maintenance

### Enhanced/Global Allocations and Shipping Setup



- Inventory Control File
- Sales Order Control
- Number Ranges
- **Document Formats**
- Inventory Movement Codes
- Inventory Movement Code Security
- Carrier Maintenance
- Shipping Groups
- Container/Shipper Control
- Set up Containers Topic



AS-SU-210

- Create multiple document formats for different shippers, bills of lading, or master bills of lading
- Default document format is set in Container/Shipper Control File 7.9.24

Default is used for shippers without inventory movement codes or with no available shipping group, and for master bills of lading

Can also be assigned to inventory movement codes within shipping group

## Document Format Maintenance

## 2.18.13 – Document Format Maintenance



AS-SU-220

**Document Type.** SHP for shippers

- MB for master bills of lading

**Form Code.** Required field: 1-2 character code identifying requirements for processing and printing

**Legal Document Form Code.** When you enter a valid form code, the legal document type description displays to the right of the form code. A valid form code is supported by a legal document generation program file installed in your system. If the file is not found, an error message displays. Currently, the system supports two form codes: 11 for Poland and 21 for Chile.

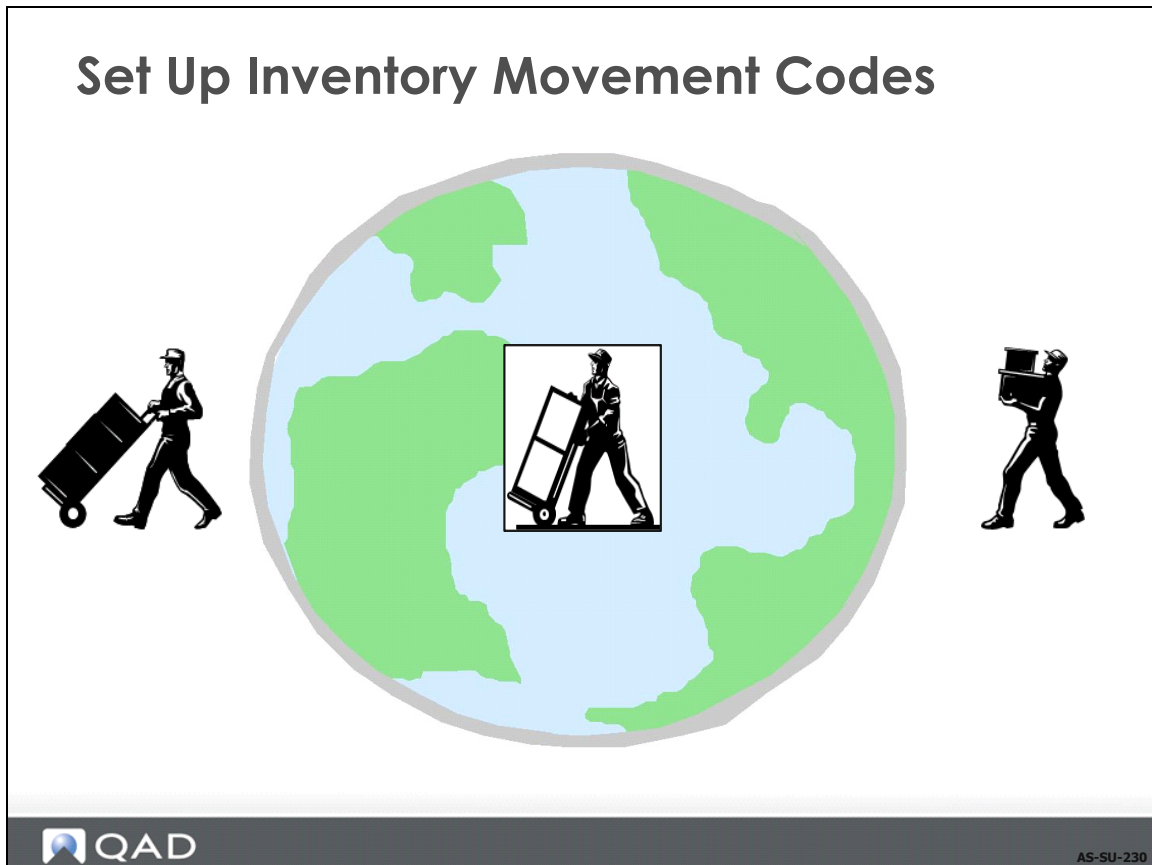
## Exercise: Set Up Allocations & Shipping

### Create Document Formats

Use Document Format Maintenance (2.18.13) to create a new document format for general shipments.

Field	Data
Document Type	SHP
Document Format	SHP
Description	General Shipper
Form Code	01
Legal Document Form Code	[blank]

## Set up Inventory Movement Codes



- A common business practice in many countries and a legal requirement in others
- Further identify the reason for a transaction, as well as the type of transaction
- Optional in the Standard and Enhanced shipping methods, required in global shipping



## Inventory Movement Code Maint

### Enhanced/Global Allocations and Shipping Setup



- Inventory Control File
- Sales Order Control
- Number Ranges
- Document Formats
- **Inventory Movement Codes**
- Inventory Movement Code Security
- Carrier Maintenance
- Shipping Groups
- Container/Shipper Control
- Set up Containers Topic



AS-SU-240

- Create shippers for inventory issues not related to a sales order
- Global Shipping requires Inventory Movement Codes
- All Issues check for Shipping Groups, Inventory Movement Codes, and Shipper number

## Inventory Movement Code Maint

## 1.1.9 – Inventory Movement Code Maint

Inventory Movement Code: DOM SALE

Description: Sales within USA

Transaction Type: ISS-SO

Transaction Flow: Outbound

Relates to a Specific  
Type of Transaction



AS-SU-250

**Transaction Type.** Must have a valid QAD Enterprise Applications transaction type associated with this movement code

- More than one movement code can reference the same transaction type

**Inventory Movement Codes – Global Shipping****Inventory Movement Codes – Global Shipping**

- Inventory Movement Codes Required
  - Set in Container/Shipper Control File
- Added Functionality
  - Can have codes for non-sales transfers



AS-SU-260

- Need to set Inventory Movement Codes = Yes in Container/Shipper Control File 7.9.24
- Non-sale transfers can be tracked by a separate Inventory Movement Code in Global Shipping
- Inventory Movement Codes Required
  - Set in Container/Shipper Control File
- Added Functionality
  - Can have codes for non-sales transfers

## Exercise: Inventory Movement Codes Setup

### Create Inventory Movement Codes

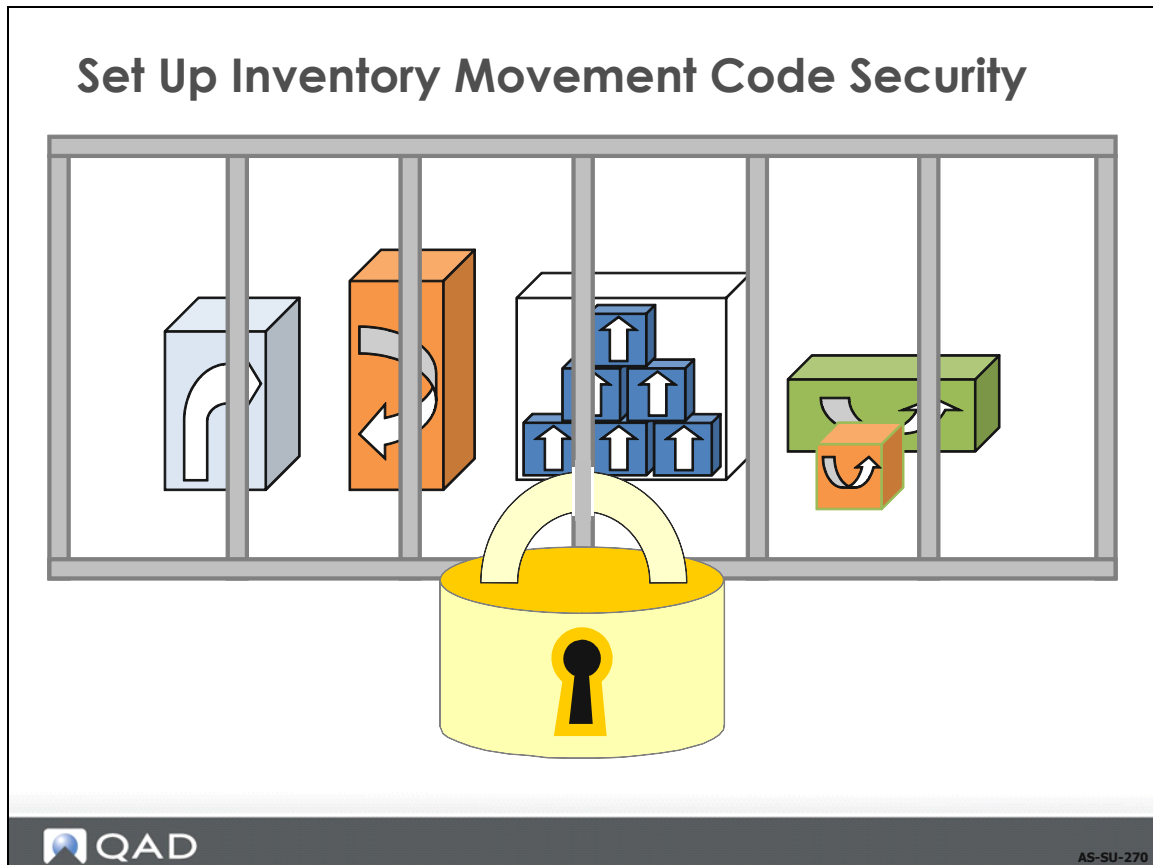
Your company now ships to customers in Canada and throughout Europe. Accounting practices require that shipments within Canada use a unique inventory movement code. In this exercise, you create three inventory movement codes.

- 1 Use Inventory Movement Code Maint (1.1.9) to create three inventory movement codes: one that specifies sales order shipments within USA, one for sales order shipments to international destinations, and one for non-sales internal transfers.

Field	Record 1	Record 2	Record 3
Inventory Movement Code	DOM-SALE	INT-SALE	CN-TSFR
Description	Sales Within USA	Sales To International	Internal Transfers
Transaction Type	ISS-SO	ISS-SO	ISS-TR
Transaction Flow	Outbound	Outbound	Internal

- 2 Use Inventory Movement Code Browse (1.1.10) to verify all available inventory movement codes.

## Set up Inventory Movement Code Security



- Can restrict which inventory movement codes can be used at a site and who can use them
- Grant or deny access to individuals and groups when using a specific inventory movement code at a particular site
- When a shipper is created, the system checks inventory movement code security records to determine which inventory movement codes are available, based on the Ship-From site of the shipper
- This level of security does not affect whether a line item from a given sales order or other originating transaction can be added to a shipper

## Inventory Movement Code Security

# Inventory Movement Code Security

The screenshot shows a software window titled "Inventory Movement Code Sec...". It features a menu bar with "Go To", "Actions", "Copy", "Print", "Preview", and "Attach". Below the menu bar, there is a field for "Site: 10-100" and a dropdown menu showing "Inventory Movement Code: DOM SALE". The main content area displays the following information:

Site: 10-100	Ultrasound Mfg Site
Inventory Movement Code: DOM SALE	Sales within USA

Below this information is a section labeled "User IDs/Roles:" followed by a text input field containing "mfg.abc.elf" and four empty text input fields stacked vertically.



AS-SU-290

- Inventory Movement Code field and Site field used together as key fields
- Specify the user IDs and or Roles who are granted or denied access

## Set up Carriers

### Set Up Carriers



AS-SU-300

- The carrier's name, address, and tax ID is required on shipping documents in some countries
- Shipments often require more than one carrier
  - Can assign a series of carriers to each address in a shipping group
  - Carriers are listed sequentially based on their role in the transportation of inventory

## Carrier Maintenance

### Enhanced/Global Allocations and Shipping Setup



- Inventory Control File
- Sales Order Control
- Number Ranges
- Document Formats
- Inventory Movement Codes
- Inventory Movement Code Security
- **Carrier Maintenance**
- Shipping Groups
- Container/Shipper Control
- Set up Containers Topic



AS-SU-310

- Set up Business Relation Records for all carriers with whom you ship materials, finished goods, or documents



## Carrier Control

# Carrier Control



Next Carrier: 00009000

 QAD

AS-SU-311

Set next carrier numbering to be assigned in Carrier Control

## Carrier Maintenance

## 2.17.1 – Carrier Maintenance

Carrier Maintenance X

Go To Actions Copy Print Preview

Carrier: 00009000 Business Relation: DHL

Name: DHL

Address: 344 Ivy Way

Address:

Address:

City: St. Paul State: MN Post: 30333 Format: After

Country: USA - TAX PURPOSE USA

County:

Attention: Attn:

Telephone: Telephone:

Fax: Fax Number:

Email: Email 2:

Sort Name: DHL

Tax ID:

- Assign Business Relation Codes to Carrier Numbers
- All address, Tax and contact information defaults from the Business Relation

## Exercise: Carrier Maintenance Setup

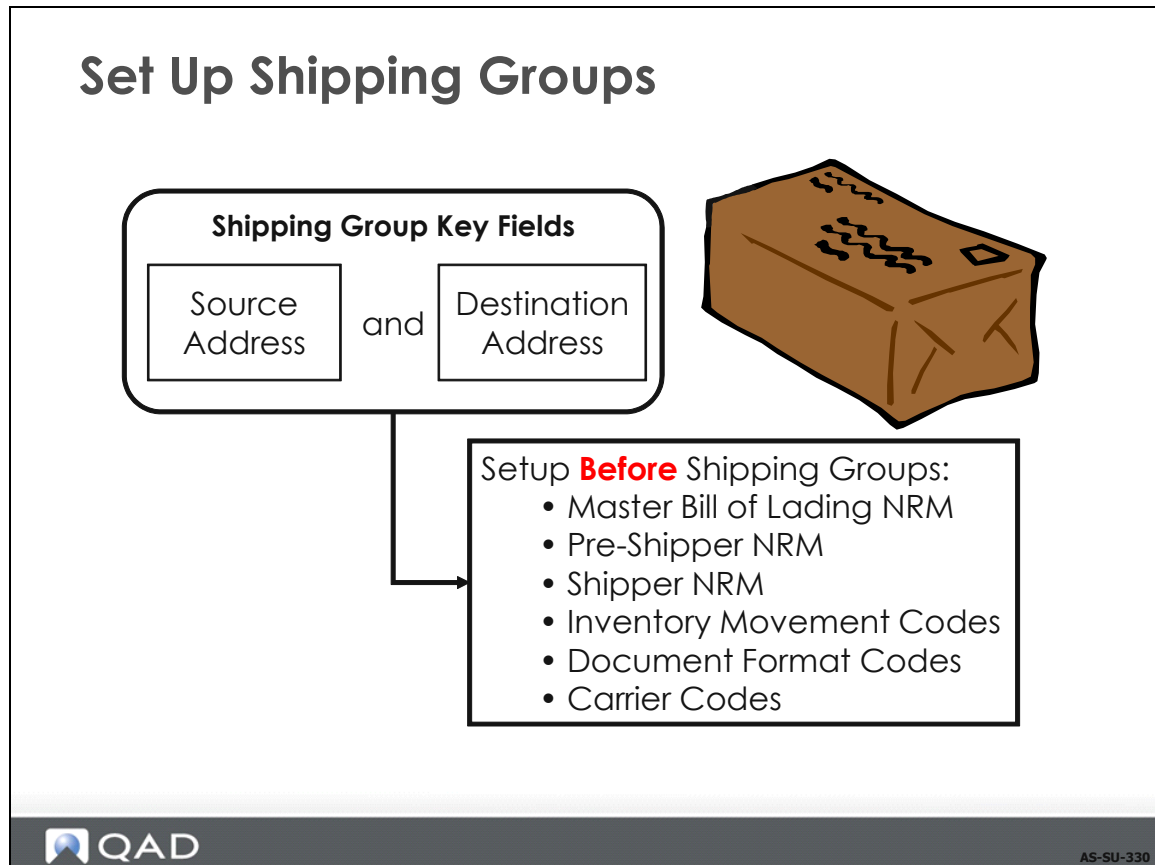
### Create Carrier Codes

Your company requires that carrier information be included on the printed shipping documents. In this exercise, you enter carrier address records for the air and ground carriers used by your company, and for your company's delivery trucks.

- 1 Use Carrier Control (2.17.24) to set Next Carrier to 9000.
- 2 Use Carrier Maintenance (2.17.1) to add two carriers for air and ground transportation respectively. Let the carrier number default from the control counter.
  - Set Business Relation to DHL for the first carrier
  - Set Business Relation to Fedex for the second carrier
- 3 Use Carrier Browse (2.17.2) to verify all available carrier codes.

**Note** Ignore the existing carrier records for DHL and Fedex in the system. This exercise is intended to familiarize you with the steps of adding new carriers.

## Set up Shipping Groups



- Shipping groups determine many shipment defaults, as well as consolidation and auto-transfer requirements

**Note** To assign default numbering for pre-shippers, shippers, and master bills of lading, these need to be set up before the shipping group. Inventory movement codes, document format codes, and carrier codes also need to be set up before shipping groups.

- Carriers are used for shipments with a specific inventory movement code  
When several carriers are required for a shipment, define a default series, listing them sequentially based on their role in the transportation of inventory

## Shipping Group Maintenance

### Enhanced/Global Allocations and Shipping Setup



- Inventory Control File
- Sales Order Control
- Number Ranges
- Document Formats
- Inventory Movement Codes
- Inventory Movement Code Security
- Carrier Maintenance
- **Shipping Groups**
- Container/Shipper Control
- Set up Containers Topic



AS-SU-340

- Assign a shipping group based on the Ship-From and Ship-To addresses
  - A source/destination address combination can belong to only one shipping group
  - Shipping groups contain source and/or destination addresses that include inventory movement and carrier defaults. The system uses the attributes of a shipping group when processing a shipment from any source address to any destination address within the group.
- To use broad defaults, define shipping groups that contain only source addresses, only destination addresses, or all addresses by entering blank source and destination address fields
- When a new Ship-to address or Customer address is created in QAD Enterprise Applications, you should add it to the appropriate shipping group
 

If it is not added to a shipping group, it will fall into the blank destination address bucket
- When a new ship-from address or site address is created in QAD Enterprise Applications, you should create and maintain the appropriate shipping groups
 

If it is not added to the shipping groups, it will fall into the blank source address bucket

## Shipping Group Maintenance

## Shipping Group Maintenance

Shipping Group Maintenance
Go To Actions Copy Print Preview Attach

Shipping Group: Ground

Description: General Sales Shipments

Auto Transfers: ☒

Master Bill Sequence ID: MBOL

Source Addresses

Address	Name	Consolidate Ship
10-100	QMI -USA Division	optional

Address	Name	Consolidate Ship
<input type="text" value="10-100"/>	<input type="text" value="QMI -USA Division"/>	optional

AS-SU-350

**Auto Transfers.** When shipping or receiving an item from a site other than the line item site, QAD Enterprise Applications generates an automatic inventory transfer

- Determines whether automatic transfer of inventory is allowed, Default = Yes
- Specify No if movement of inventory requires formal shipment

**Source and Destination Addresses.** Assign source and destination address codes that are not assigned to any other shipping group

- May not have two shipping groups with the same source/destination address combination
- Blank address field indicates “All Addresses”

**Consolidate Ship.** Whether the address allows for consolidation of shipments across multiple transactions of a given type such as sales orders or transfers

- No = Consolidation is prohibited
- Optional (the default) = Consolidation is allowed
- Yes = Consolidation is required

**Warning** Cannot establish a shipping group where one address requires consolidation and another prohibits it

See in this training guide: *Document Type* on page 64

## Inventory Movement Details

## Inventory Movement Details

Shipping Group Maintenance
Go To Actions Copy Print Preview

Shipping Group: Ground

Description: General Sales Shipments

Auto Transfers: ☒

Master Bill Sequence ID: MBOL

Inventory Movement Details							
Inventor	Trans	Default	PS Seq	Ship Seq	Format	Carrier	Multi
DOM SALE	ISS-SO	<input checked="" type="checkbox"/>	PRSHIP1	SHIP1	SHP	00009001	<input type="checkbox"/>

Inventor	Trans	Default	PS Seq	Ship Seq	Format	Carrier	Multi
DOM SALE	ISS-SO	<input checked="" type="checkbox"/>	PRSHIP1	SHIP1	SHP	00009001	<input type="checkbox"/>

AS-SU-360

**Inv Mov.** One or more inventory movement codes can be used for shipments within this shipping group

- Each movement code determines the default NRM sequence, carriers, and document format used for a shipment associated with this code

**Default.** Yes = this inventory movement code is the default for the associated transaction type for the shipping group

**Important** You can designate only one default inventory movement code for each shipping group.

**PS Seq and Ship Seq .** Default NRM sequence codes for all pre-shippers or shippers for this shipping group with this inventory movement code

**Format .** Default document format for shipments within this shipping group with this inventory movement code

## Carriers

## Carrier Codes

Shipping Group Maintenance
Go To Actions Copy Print Preview

Shipping Group: INT AIR

Description: International Air Freight

Auto Transfers: ☒

Master Bill Sequence ID: MBOL

Carriers			
	Seq	Carrier	Name
	1	00009001	Fedex
	2	00009000	DHL
	3	00009001	Fedex

Inventor	Seq	Carrier	Name
INT SALE	<input type="text" value="1"/>	00009001	Fedex



AS-SU-365

**Carrier** . Default carrier for shipments within this shipping group with this inventory movement code

- Shipments often require only one carrier
- If a series of carriers is needed, maintain the list by Multi = Yes

If a shipping group has multiple carriers, the Carrier field displays the first carrier and cannot be edited

When Multi = No, you can enter only one carrier

- The sequence position of the carrier is determined by the value entered in the Seq field, not by the order used to enter the information

When you remove a carrier, the system does not automatically renumber the remaining carriers

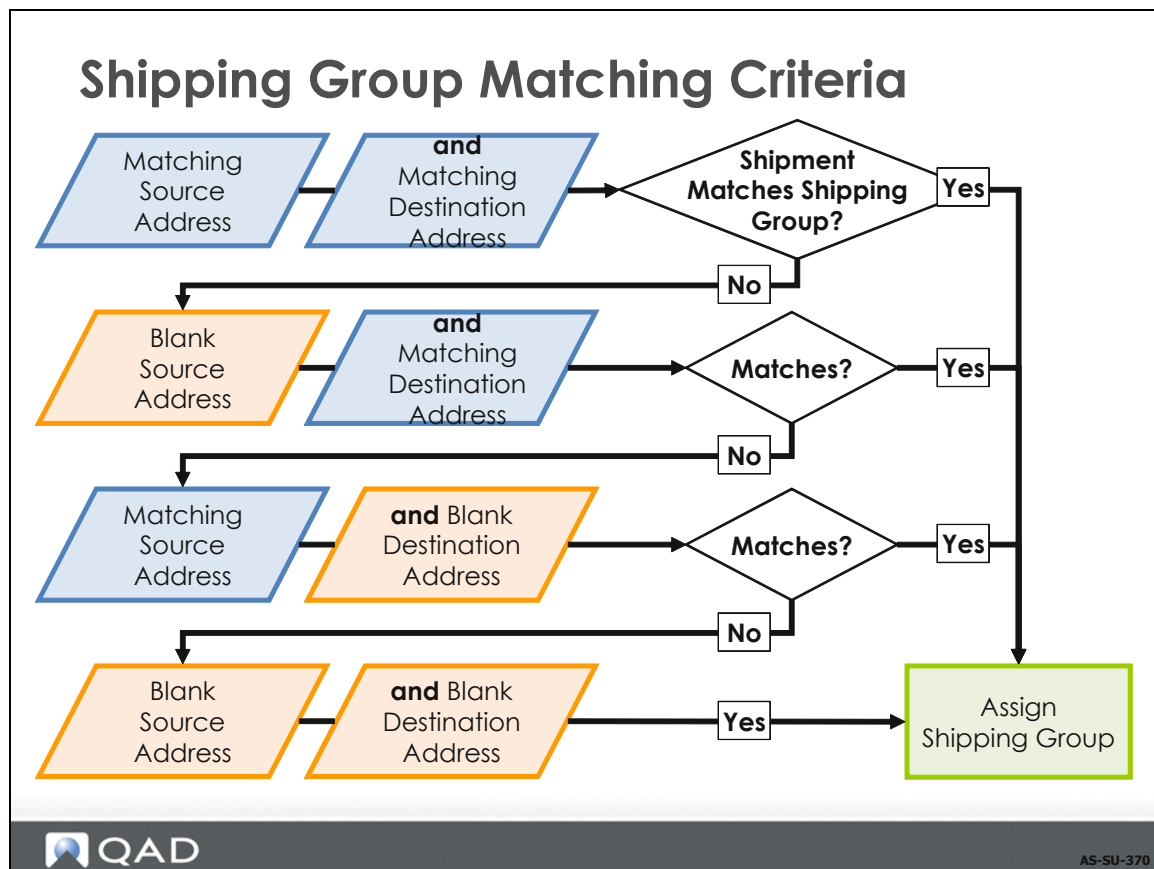
The lowest-numbered carrier is always considered the first carrier

Enter an integer greater than zero that has not already been used for this shipping group and inventory movement code

**Warning** Do not confuse this sequence field on the Carriers frame with NRM sequence fields



## Shipping Group Matching Criteria



- Once the shipping group has been found, the system applies appropriate defaults and shipment attributes

First, searches for a group matching both source and destination addresses

Second, searches for a group matching the shipment's destination address and has a blank source address

Third, searches for a group matching shipment's source address and has a blank destination address

Finally, searches for a group with both blank source and destination addresses

## Exercise: Shipping Groups

### Create Global Shipping Groups

- 1 Use Shipping Group Maintenance (2.18.1) to create a shipping group for ground shipments to any domestic address.

- a Enter header information

Field	Data
Shipping Group	Ground
Description	General sales shipments
Auto Transfers	No
Master Bill Sequence ID	MBOL1

- b Advance to the Source Addresses frame. Enter the ultrasound manufacturing site 10-100 as well as three distribution centers (sites 10-301, 10-302, and 10-303) as the source addresses for your company. Set Consolidate Ship to No for all the sites.
    - c Advance to the Destination Addresses frame. Leave this field blank to allow the shipping group to be used for any destination address.
    - d Advance to the Inventory Movement Details frame. Enter the appropriate inventory movement codes and associated document formats to be used with the shipping group. Assign the Canadian DIST shipper sequence you created for Ship Seq.

Field	Data
IMC	DOM-SALE
Default	Yes [checked]
Ship Seq	SHIP1
Format	SHP
Carrier	00009000
Multi	No [unchecked]

This shipping group is used for all Sales Orders between sites 10-100, 10-301, 10-302, 10-303, and any domestic customer.

- 2 Use Shipping Group Maintenance (2.18.1) to create a shipping group for sales shipments throughout Europe. It should include ultrasound manufacturing site and distribution centers as source addresses for your company, and should include your European customer addresses for the destination addresses (20C1000, 20C1001, 20C1002).

- a Enter the header information:

Field	Data
Shipping Group	INT-AIR
Description	International air freight
Auto Transfers	No
Master Bill Sequence ID	MBOL1

- b** Advance to the Source Addresses frame. Enter the ultrasound manufacturing site 10-100 as well as three distribution centers (sites 10-301, 10-302, and 10-303) as the source addresses for your company. Set Consolidate Ship to No for all the addresses.
- c** Advance to the Destination Addresses frame. Enter 20C1000, 20C1001, 20C1002 as destination addresses and set Consolidate Ship to No for all the addresses.
- d** Advance to the Inventory Movement Details frame. Enter the appropriate inventory movement codes and associated document formats for European shipments. Assign the Canadian DIST pre-shipper and shipper sequences you created for PS Seq and Ship Seq.

Field	Data
Inv Mov	INT-SALE
Default	Yes
Ship Seq	SHIP1
Format	SHP
Carrier	00009000
Multi	Yes

- e** Because you specified multiple carriers in the previous step, the Carriers frame appears. Enter a second carrier address.

Field	Data
Seq	2
Carrier	00009001

This shipping group is used for all sales orders between site 10-100 and European customers. For other customers who would use this same shipping group, you need to add their addresses to this shipping group as well. The multiple carries reflects the ground transport to the airport and the air carrier to the destination, and then ground transport to the customer.

- 3** Use Shipping Group Report (2.18.5) to verify the shipping codes you just set up.

## Set up Container/Shipper Control File



- Default settings for both containers and pre-shippers/shippers
- Changes to Container/Shipper Control File 7.9.24 automatically update Customer Schedules Control File 7.3.24

## Container/Shipper Control File

### Enhanced/Global Allocations and Shipping Setup



- Inventory Control File
- Sales Order Control
- Number Ranges
- Document Formats
- Inventory Movement Codes
- Inventory Movement Code Security
- Carrier Maintenance
- Shipping Groups
- **Container/Shipper Control**
- Set up Containers Topic



AS-SU-390

- Must have Number Range Management set up before this control file
- Requiring Inventory Movement codes turns on Global Shipping

## Container/Shipper Control File

## 7.9.24 – Container/Shipper Control

The screenshot shows the 'Container/Shipper Control' window with the following fields and values:

- Next Container: 1
- Pre-Shipper Sequence ID: PRE
- Shipper Sequence ID: SHIP
- Master Bill Sequence ID: MBOL
- Shipper Document Format: 01
- Master Bill Document Format: 01
- Max Lines on a Pre-Shipper: 0
- Shipping Label Templates:
  - Mixed Load Label: (empty)
  - Master Load Label: (empty)
  - Single Load Label: (empty)
- Shipment Info For Receipts: ☒
- Use Ship/Plan PCR: ☐
- RSS Calendar Option: 1 Customer/Shop
- Separate Invoices for Each Shipment: ☐
- Pre-Shipper Sequence ID (label): (empty)
- Shipper Sequence ID (label): (empty)
- Master Bill of Lading Sequence (label): (empty)
- Shipper Document Format (label): (empty)
- Master Bill of Lading Format (label): (empty)
- Automatic Cum Pegging: ☒
- Customer Ref Is Customer Item: ☐



AS-SU-400

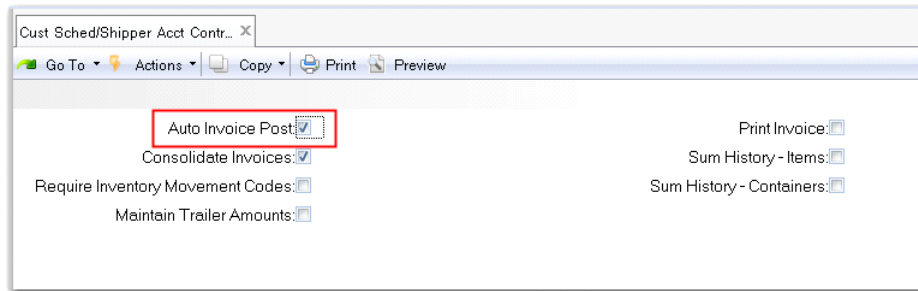
**Pre-Shipper Sequence ID, Shipper Sequence ID.** The NRM sequence codes used for pre-shippers and shippers when there is no inventory movement code or shipping group

**Master Bill Sequence ID.** The NRM sequence code used for master bills of lading when there is no shipping group

**Shipper Document Format.** Document format code applicable to pre-shippers/shippers and master bills of lading for when there is no inventory movement code or shipping group

Leave blank to specify no format code

## Cust Sched/Shipper Acct Control



Cust Sched/Shipper Acct Contr...

Go To Actions Copy Print Preview

Auto Invoice Post ☒

Consolidate Invoices ☒

Require Inventory Movement Codes ☐

Maintain Trailer Amounts ☐

Print Invoice

Sum History - Items

Sum History - Containers



AS-SU-405

**Auto Invoice Post:** This field sets the default value for the Auto Inv Post field in Customer Scheduled Order Maintenance and the Post Invoice field in Pre-Shipper/Shipper Confirm

**Consolidate Invoices:** This sets the default value for the corresponding field in Pre-Shipper/Shipper Confirm

**Require Inventory Movement Codes.** This field indicates whether inventory movement codes are required for newly created pre-shippers and shippers. If you use movement codes and shipping groups, set this field to Yes to ensure they are always applied. This field should be No if you are not using advanced shipping features or if the setup of inventory movement codes and shipping groups is not complete. The default is No.

## Exercise: Container/Shipper Control

### Set up Container/Shipper Control File Settings

In this exercise, you determine the default sequence codes for shippers, pre-shippers, and master bills of lading.

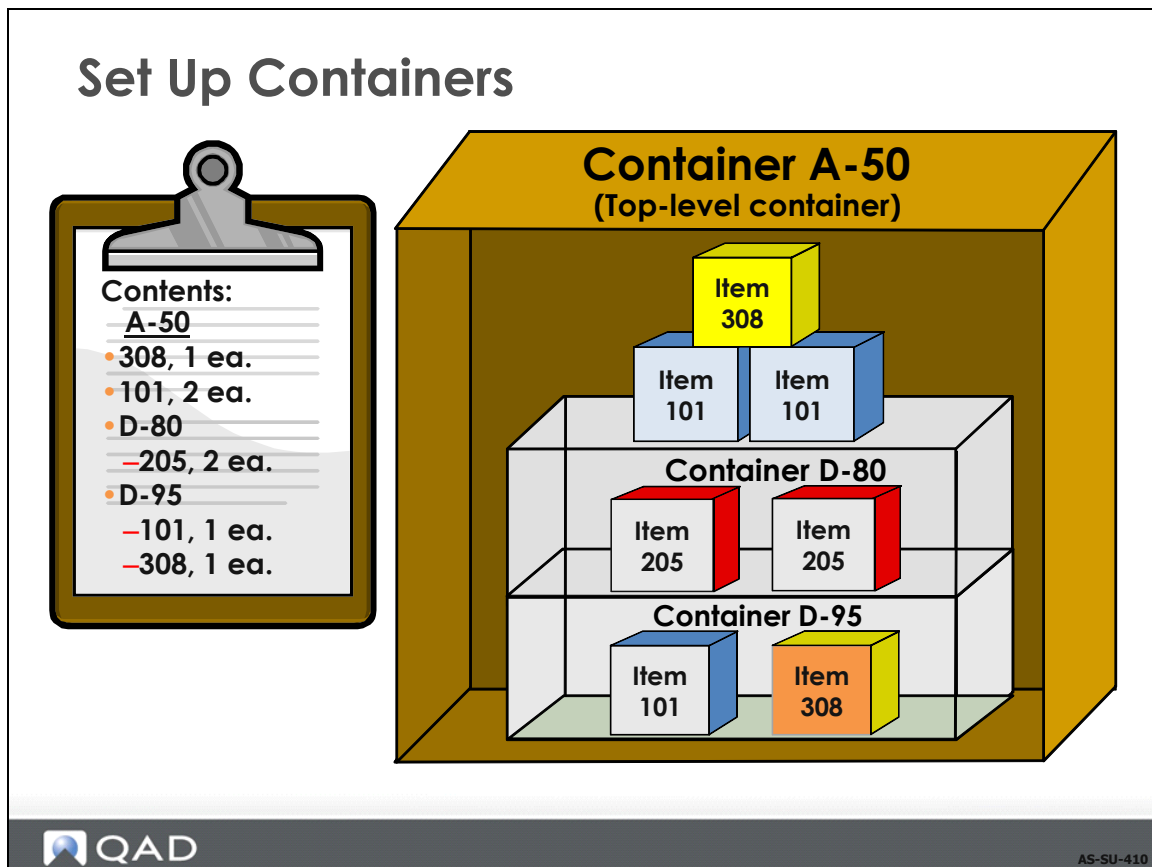
- 1 Your company requires global shipping. Use Cust Sched/Shipper Control (36.9.7) to set Require Inventory Movement Codes to Yes.
- 2 Use Container/Shipper Control (7.9.24) to assign the sequence codes you created in the previous activity as defaults.

Field	Data
Next Container	3000
Pre-Shipper Sequence ID	PRSHIP1
Shipper Sequence ID	SHIP1
Master Bill Sequence ID	MBOL1
Shipper Document Format	SHP

If a shipping group is available, sequences are assigned from the shipping group first. If no shipping group is assigned to the transaction, or your company does not use shipping groups, the control file settings are assigned to the transaction.



## Set up Containers



- Containers can
  - Be embedded within one another
  - Contain products directly or products within containers
  - Be set up in advance or created at the time of use

## Container Workbench

### Enhanced/Global Allocations and Shipping Setup



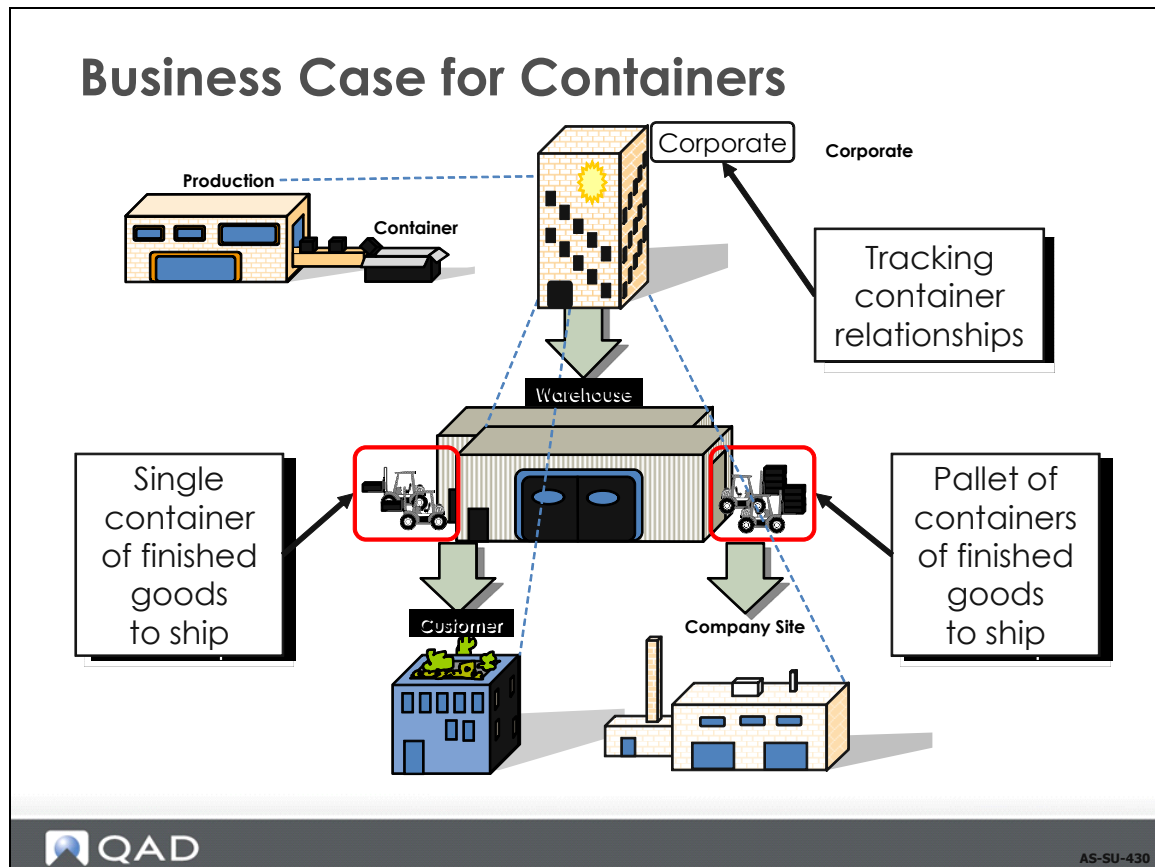
- Inventory Control File
- Sales Order Control
- Number Ranges
- Document Formats
- Inventory Movement Codes
- Inventory Movement Code Security
- Carrier Maintenance
- Shipping Groups
- Container/Shipper Control
- **Set up Containers Topic**



AS-SU-420

- For setting up standard (stock) containers, rather than creating containers at time of shipment

## Business Case for Containers



- Types of containers and various uses
  - Tracking inventory by containers
  - Shipping finished goods in containers
  - Shipping large quantities of containers or finished goods by large containers, such as pallets

**Re-Usable Containers:**

## Re-Usable Containers

The screenshot shows the 'Item Master Maintenance' window for Item Number 01011, Description: Supplies Kit. The window has a menu bar with 'Go To', 'Actions', 'Copy', 'Print', 'Preview', and 'Attach'. Below the menu bar is a tabbed interface with 'Item', 'Planning', and 'Price' tabs. The 'Item' tab is active, showing a breadcrumb trail: 'Item > Item Data > Inventory > Item Shipping Data'.

**Item Tab:**

- Item Number: 01011
- Description: Supplies Kit
- Unit of Measure: EA

**Item Data Tab:**

- Prod Line: 10
- Item Type: KIT
- Drawing:
- Added: 1/30/2002
- Status: ACTIVE
- Revision:
- Design Group: PRODMGMT
- Group: Medical
- Drawing Loc:
- Size:
- Promo Group: MEDICAL
- Price Break Category: SUPPLIES

**Item Inventory Data Tab:**

- ABC Class: C
- Average Interval: 90
- Lot/Serial Control:
- Cycle Count Interval: 180
- Site: 10-100
- Shelf Life:
- Location: 010
- Allocate Single Lot: ☐
- Location Type:
- Key Item: ☐
- Auto Lot Numbers: ☐
- PD Receipt Status:
- Active: ☐
- Lot Group:
- WO Receipt Status:
- Active: ☐
- Article Number:
- Memo Order Type:



AS-SU-433

Set up containers such as pallets, air cargo containers, shipping containers, or crates boxes etc. that you want to control and or charge for as items in Item Master Maintenance. You may want a product line code just for these types of items.

**Note** See Container and Line Charges for much additional functionality associated with containers.

## Container Items

## Container Items

The screenshot shows the 'Container Item Maintenance' window. The title bar includes a close button and the text 'Container Item Maintenance'. Below the title bar is a menu bar with 'Go To', 'Actions', 'Copy', 'Print', 'Preview', and 'Attach'. The main content area displays 'Container: 01011' and 'Supplies Kit'. Below this, there is a 'Description' field with the text 'Standard supplies kit'. Underneath the description is an 'Apply Charges' checkbox, which is currently unchecked. Below the checkbox is a 'Charge Type' field with a search icon. At the bottom of the form is a 'Container Type' dropdown menu.

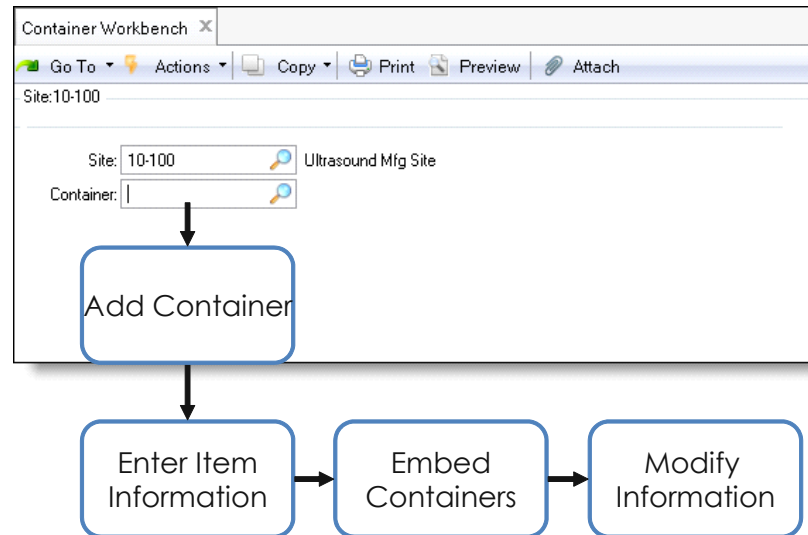


AS-SU-436

Use Container Item Maintenance to assign other attributes to the container. This setup also allows you to lookup only containers when in the container workbench rather than all items in the item master. The other attributes are covered in the course Containers and Line Charges.

## Primary Steps for Creating Containers

## 7.7.1 – Container Workbench



AS-SU-440

- Add Container
- Enter Item Information

## Optional Steps

- Embed Containers within other containers
- Modify existing container data

## Add Container

## Add Container

Container Workbench
Go To ▾ Actions ▾ Copy ▾ Print Preview Attach

Site: 10-100
Container Item: 01011

Container Information

Next Container: 3001

Container Item: 01011  
Supplies Kit

Quantity:

Unit of Measure: EA

Tare Weight:

Volume:

Sales Order:

Site:

Location:

Lot/Serial:

Reference:

Multi Entry: ☐

Order Line:

AS-SU-450

- New record frame
- Specify next container number to use, or allow default from control fire.
- If using containers defined in the item master, enter the container item number, how many you are using and the location they came from.
- Advance to line item frame

## Enter Item Information

## Enter Item Information

Container Workbench X

Go To Actions Copy Print Preview Attach

Site: 10-100

Item Information

Item Number: 01011  
Supplies Kit

Quantity: 100.0  
Unit of Measure: EA  
Conversion: 1.0000

Net Weight: 0.25 KG  
Tare Weight: 0.01  
Volume: 0.01 CF

Sales Order:

Site: 10-100  
Location: 010  
Lot/Serial:  
Reference:

Multi Entry: ☐  
Comments: ☐  
Order Line:



AS-SU-460

- Required fields
  - Item Number
  - Quantity
  - Site
  - Location



## Embed Containers

## Embed Containers

The screenshot shows the 'Container Workbench' application window. It has a menu bar with 'Go To', 'Actions', 'Copy', 'Print', 'Preview', and 'Attach'. Below the menu bar, there are fields for 'Site: 10-100' and 'Item Number: 01011'. A table with three columns is displayed: 'Container', 'Item Number', and 'Quantity'. The table contains one row with the values '.Item', '01011', and '50.0'. At the bottom left of the table, there is a label 'Add Containers:' followed by a checkbox, which is highlighted by a red rectangular box.

Container	Item Number	Quantity
.Item	01011	50.0

Add Containers: ☐



AS-SU-470

- Workbench allows you to store one container in another
- Set Add Containers = Yes to embed containers within containers for multi-hierarchies
- Add Containers = No to allow only single-level containers

## Modify Information

## Modify Information

Container Workbench x

Go To Actions Copy Print Preview Attach

Site: 10-100 Item Number: 01011

Container Workbench

Level	Container	Item Number	Quantity	UM
0	3002	01011	1.0	EA
.1		01011	50.0	EA

Container: 3002

Item Number: 01011

Quantity: 1.0 UM: EA

Net Weight: 12.5 KG

Tare Weight: 0.26 KG

Gross Weight: 13.26 KG

Order:

Volume: 0.01 CF

Site: 10-100 Loc: 010

Lot/Serial:

Reference:

Kanban:

Description: Supplies Kit

Order Line:

Comments:



AS-SU-480

- Use to modify standard containers for a specific shipment
- Use to modify specific containers when changes have been made while staging the shipment

## Exercise: Containers

- 1 Use Product Line Maintenance (1.2.1) to create a product line code for containers shipping supplies.

Field	Data
Product Line	9000
Description	Containers and Supplies

**Note** You can change the account codes to suit your business practices for these items. In some cases you would want different account structure for expensed supplies and reusable containers which could be inventoried.

- 2 Use Item Master Maintenance (1.4.1) to create a container item.

Field	Data
<b>Item Data</b>	
Item Number	Pallet 48x48
Unit of Measure	EA
Description	Shipping pallet
Prod Line	9000
Item Type	SUPPLY
Status	ACTIVE
ABC Class	C
Site	10-301
Location	010
<b>Shipping Data</b>	
Ship Weight	5KG
Net Weight	5KG
<b>Item Planning Data</b>	
Mstr Sched	No
Plan Orders	No
Reorder Point	25
Purchase/Manufacture	P
Pur LT	3

- 3 Use Item Master Maintenance (1.4.1) to create another container item.

Field	Data
<b>Item Data</b>	
Item Number	Carton 12x12x6
Unit of Measure	EA
Description	Shipping carton
Prod Line	9000
Item Type	SUPPLY
Status	ACTIVE
ABC Class	C
Site	10-301

Location	010
<b>Shipping Data</b>	
Ship Weight	0.25KG
Net Weight	0.25KG
<b>Item Planning Data</b>	
Mstr Sched	No
Plan Orders	No
Reorder Point	50
Purchase/Manufacture	P
Pur LT	3

- 4 Use Container Item Maintenance (7.22.10) to associate container information with the container items.

Field	Data
Container	Pallet 48x48
Description	Standard shipping pallet

Field	Data
Container	Carton 12x12x6
Description	Standard shipping pallet

Leave other fields at default. The use of the other fields is covered in Containers and Line Charges. Setting this function tells the system the item numbers are containers.

- 5 Use Receipts Unplanned (3.9) to receive 10 pallets and 25 cartons into inventory location 010 at site 10-301.

## Enhanced/Global Allocations and Shipping Setup Summary

### Enhanced/Global Allocations and Shipping Setup



- ✓ Inventory Control File
- ✓ Sales Order Control
- ✓ Number Ranges
- ✓ Document Formats
- ✓ Inventory Movement Codes
- ✓ Inventory Movement Code Security
- ✓ Carrier Maintenance
- ✓ Shipping Groups
- ✓ Container/Shipper Control
- ✓ Set up Containers Topic

## Course Overview

- Introduction to Allocations and Shipping
- Business Considerations
- Set up Allocations and Shipping
- Process Standard Allocations and Shipping
- Process Enhanced/Global Allocations and Shipping

Chapter 4

# **Process Standard Allocations and Shipping**

## Process Allocations and Shipping

In this section you will learn how to:

- Process Standard Allocations and Shipping

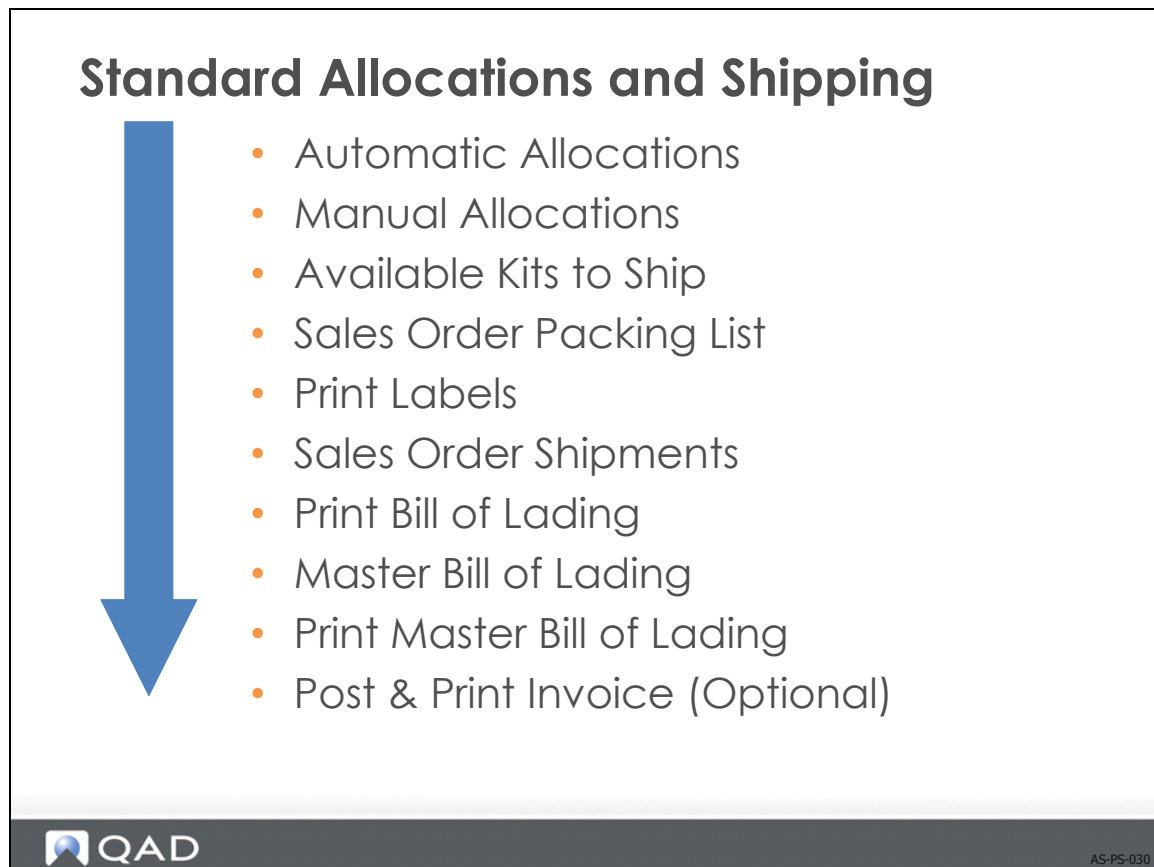


## Process Standard Shipping

### Process Standard Shipping



## Standard Allocations and Shipping Life Cycle



This illustration is the first of two suggested process sequences of master files for the Allocations and Shipping module which is based on information that flows from one master file to another and prerequisites that need to be accomplished. Optional steps are noted as such.

## Allocate Finished Goods



- Allocations reserve inventory so it is not allocated to other sales orders, RMA issue lines, intersite requests, or work orders
- Also used to control shipment quantities when there are not enough items to fill all orders

## Automatic Allocations

### Standard Allocations and Shipping



- **Automatic Allocations**
- Manual Allocations
- Available Kits to Ship
- Sales Order Packing List
- Print Labels
- Sales Order Shipments
- Print Bill of Lading
- Master Bill of Lading
- Print Master Bill of Lading
- Post & Print Invoice (Optional)



AS-PS-050

- 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

Detail allocations are automatically created or generated when sales orders, distribution orders, or RMA packing lists and work order picklists print

## Sales Order Maintenance

## 7.1.1 - Sales Order Maintenance

Sales Order Maintenance X

Go To Actions Copy Print Preview Attach

Sales Order: S01001 Order: S01001 Sold-To: 10INTCUS Bill To

Header Lines Trailer

Line Details Freight Data Tax Info Comments

Header

Order: S01001 Sold-To: 10INTCUS Ln For: Single Org:

Sales Order Line

Ln	Item Number	Qty Ordered	UM	List Price	Discount	Net Price
3	01011	10.0	EA	60.50	7.0	56.265

Line Details

Desc: Supplies Kit

Loc: 010 Site: 10-100

USD Cost: 4.50

Lot/Serial:

Qty Allocated: 10.0

Qty Picked: 0.0

Qty Shipped: 0.0

Qty to Invoice: 0.0

Salesperson 1:

Commission 1: 0.00%

Category:

Fixed Price:

Sales Acct: 4010 mech ADM

Disc Acct: 4200 Mech

Confirmed: ☒

Required:

Promised: 10/10/2010

Due Date: 10/10/2010

Perform Date:

Pricing Date: 10/9/2010

Multiple:

Credit Terms Int: 0.00

Ship Type:

UM Conversion: 1.0000

Consume Fcst: ☒

Detail Alloc: ☐

Taxable:

Freight List: 10FRIT

Comments:



AS-PS-060

- If Detail Allocations field = No, sales order generates an automatic general allocation
- Lead time field specifies the number of calendar days until the cutoff date for allocating items

## Sales Order Auto Allocations

## Sales Order Auto Allocations

Item: Order:SO1000 To: SO1001

Order: SO1000 To: SO1001

Item Number: To:

Class: To:

Site: 10-100 To: 10-100

Allocate Days into Future: 10

Print Audit Trail: ☐

Update: ☒

Output:

Batch ID:

**QAD** AS-PS-070

- General allocations for any orders due within a certain number of days
- Can be run by customer class, allocating scarce inventory to your best customers first
- Use for allocating both RMA issue lines and sales orders
- Typically used to “Sweep Allocate” blocks of orders all at once
- Cannot automatically allocate a primary Enterprise Material Transfer (EMT) sales order from this menu
- To look for shortages use Update = No to print without updating the records

## Manual Allocations

### Standard Allocations and Shipping



- Automatic Allocations
- **Manual Allocations**
- Available Kits to Ship
- Sales Order Packing List
- Print Labels
- Sales Order Shipments
- Print Bill of Lading
- Master Bill of Lading
- Print Master Bill of Lading
- Post & Print Invoice (Optional)



AS-PS-080

- Used to allocate stock manually
- Used to override general allocations and to correct picked quantities
- Manual allocations can be either general or detail

## Sales Order Maintenance

## Sales Order Maintenance

Sales Order Maintenance X

Go To Actions Copy Print Preview Attach

Sales Order: S01001 Order: S01001 Sold-To: 10INTCUS Bill To

Header Lines Trailer

Lines Line Details Freight Data Tax Info Comments

Header

Order: S01001 Sold-To: 10INTCUS Ln For: Single Org:

Sales Order Line

Ln	Item Number	Qty Ordered	UM	List Price	Discount	Net Price
3	01011	10.0	EA	60.50	7.0	56.265

Line Details

Desc: Supplies Kit Sales Acct: 4010 mech ADM

Loc: 010 Site: 10-100 Disc Acct: 4200 Mech

USD Cost: 4.50 Confirmed: ☒ Credit Terms Int: 0.00

Lot/Serial: Qty Allocated: 10.0 Required: Ship Type:

Qty Picked: 0.0 Promised: 10/10/2010 UM Conversion: 1.0000

Qty Shipped: 0.0 Due Date: 10/10/2010 Consume Fcst: ☒

Qty to Invoice: 0.0 Perform Date: Detail Alloc: ☐

Salesperson 1: Pricing Date: 10/9/2010 Taxable: ☐

Commission 1: 0.00% Multiple: ☐ Freight List: 10FRT

Category: Fixed Price: ☒ Comments:

QAD

AS-PS-090

- An existing order, with Detail Allocations = No can be manually overridden to accept a detail allocation
- Allocation lead times can also be edited or manually changed on existing orders



## Sales Order Manual Allocations

## Sales Order Manual Allocations

Sales Order Manual Allocations X

Go To Actions Copy Print Preview Attach

Order: SO1000

Order	Sold-To	Site
SO1000	10-100	QMI -USA Division

Ln	Item Number	T	Qty Allocated	Qty Picked	Qty B/O	Due Date
1	01011		0.0	0.0	10.0	10/10/2010
2	01011		10.0	0.0	0.0	10/10/2010

Ln	Item Number	T	UM	Qty Allocated	Qty Picked	Detail Allocations
1	01011		EA	5.0	0.0	<input checked="" type="checkbox"/>


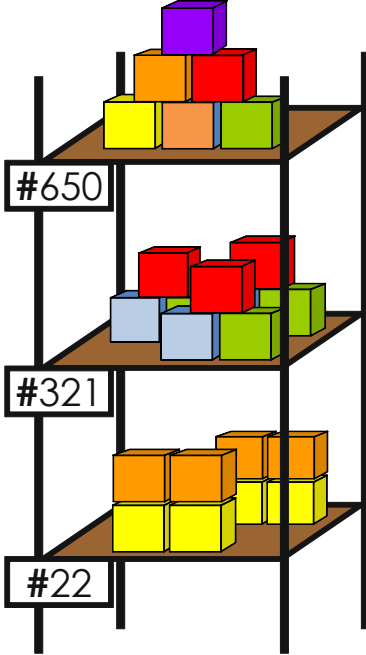



AS-PS-100

- Used to allocate stock manually, and override general allocations:
  - Select the Sales Order
  - Assign the allocation lead time
  - Specify whether a Detail or a General Allocation
- To reprint a picklist:
  - Reset the Qty Allocated and set Qty Picked = zero on the Sales Order line
  - After a partial shipment, reset happens automatically

## Verify Available Kits to Ship

### Verify Available Kits to Ship


AS-PS-110

- Examines the quantity of finished goods currently in inventory available to kit for a shipment for Kit configurations
- Valid whether you choose Automatic or Manual Allocations as your generation method

## Available Kit Quantity to Ship

### Standard Allocations and Shipping



- Automatic Allocations
- Manual Allocations
- **Available Kits to Ship**
- Sales Order Packing List
- Print Labels
- Sales Order Shipments
- Print Bill of Lading
- Master Bill of Lading
- Print Master Bill of Lading
- Post & Print Invoice (Optional)



AS-PS-120

- Kit configured items consist of a set of items picked for shipment, no assembly takes place
- The configuration is a superset of components
- Report examines whether sets of items are available to be picked together

## Available Kit Quantity to Ship

## Available Kit Quantity to Ship

Available Kit Quantity to Ship

Go To Actions Copy Print Preview Attach

Item: 01011 Language ID: To:

Due Date: Sales Order: Ship-To: Language ID: Site: 10-100 Address List Type: Item Number: 01011 Update: ☒

To: To: To: To: To: To: To: 01011

Configured Products  
KIT not ATO

QAD AS-PS-130

- Quantity referenced is the least available quantity to detail allocate across the entire kit configuration
- Insures that complete kits are shipped and maximizes the remaining available inventories for other orders to ship
- Prevents the allocation of inventory to a Kit that could not be shipped due to incomplete inventory

## Sales Order Packing List

### Standard Allocations and Shipping



- Automatic Allocations
- Manual Allocations
- Available Kits to Ship
- **Sales Order Packing List**
- Print Labels
- Sales Order Shipments
- Print Bill of Lading
- Master Bill of Lading
- Print Master Bill of Lading
- Post & Print Invoice (Optional)



AS-PS-150

- Packing list details what items to pick and ship
- Printed document has 2 sections:

Header – the general order information: order number, date, addresses, and terms

Line Items – one per item to ship, listing the quantity open, quantity to ship, and the locations, lot/serial and lot reference numbers to pick

## Sales Order Packing List

## Sales Order Packing List

Sales Order Packing List
Go To
Actions
Copy
Print
Preview
Attach

Language ID: To: Site:10-100

Due Date:

Sales Order: SO1000

Ship-To:

Language ID:

Site: 10-100

To:

To: So1001

To:

To:

To: 10-100

Entity Address: 10-100

Print Only Lines to Pick: ☒

Override Partial OK Flag: ☐

Print Features and Options: ☐

Print Negative Quantities: ☐

Form Code: 1

Update: ☒

Used to pick and verify quantity for shipment

Note: Only orders with an action status of blank will print

AS-PS-160

- Prints only allocated quantities (as set in Sales Order Control File 7.1.24)
  - Must perform at least a general allocation for Sales Order Packing List to consider an item
  - Details each item by quantity per location, lot, and reference number
  - Only Sales Orders with blank action status are considered by the system for printing
- General allocations converted to detail allocations at this time
- Inventory balances are not decreased until the shipment is processed
  - If quantity on hand is less than quantity to ship, sales is notified before shipment

## Sales Order Shipping Label Print

### Standard Allocations and Shipping



- Automatic Allocations
- Manual Allocations
- Available Kits to Ship
- Sales Order Packing List
- **Print Labels**
- Sales Order Shipments
- Print Bill of Lading
- Master Bill of Lading
- Print Master Bill of Lading
- Post Print Invoice (Optional)



AS-PS-180

- Can print a variety of different label forms without having to customize QAD Enterprise Applications
- Optional step, your procedure may vary

## Sales Order Shipping Label Print

# Sales Order Shipping Label Print

Order	Qty
SO1000	3
SO1001	4
	1
	1
	1
	1
	1
	1

Lines Per Label: 18 (Must be at least 9)

Prints 1 of 3, 2 of 3, 3 of 3, etc

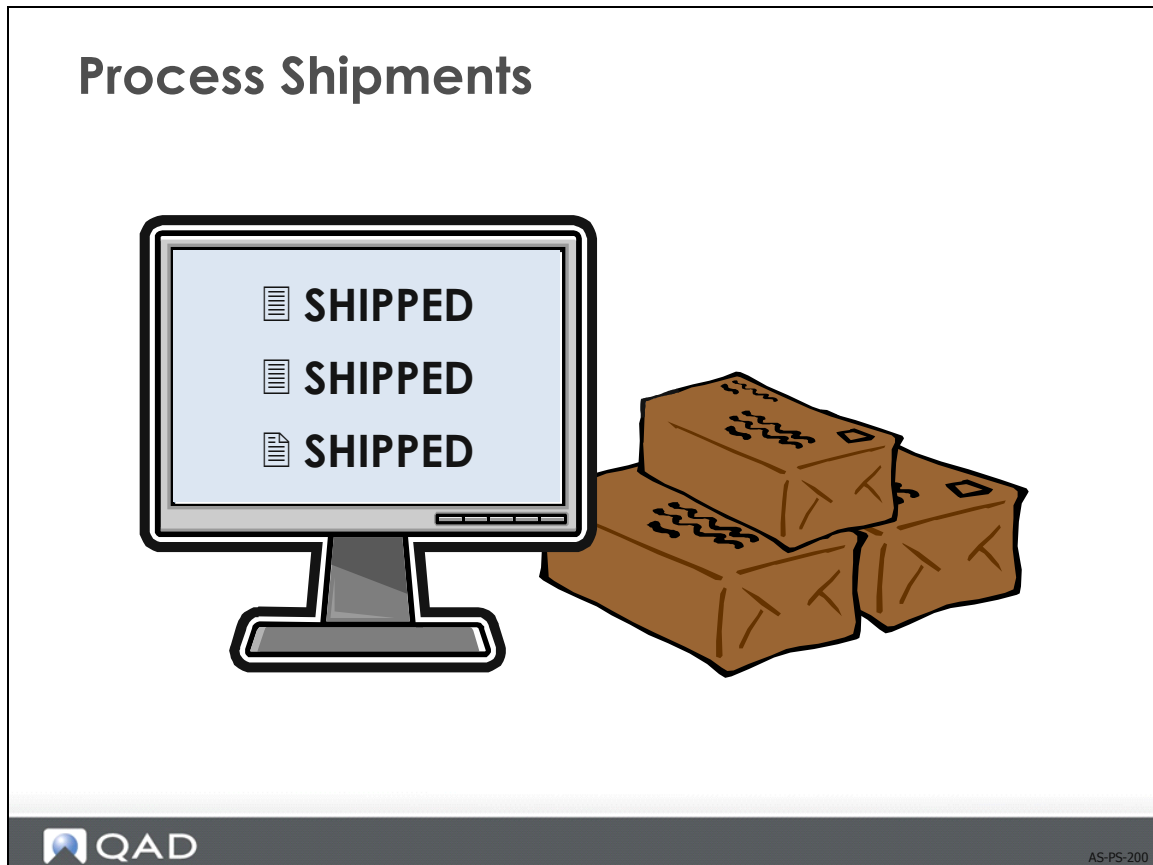


AS-PS-190

- Labels include:
  - Sales order number
  - Customer name and address
  - Sales order remarks
  - Label number
  - After this, blank lines are printed up to the number of lines specified
- Qty field adds a “1 of 3, 2 of 3, 3 of 3” line to the label



## Process Shipments



- Enter information into QAD Enterprise Applications to indicate that the goods have actually shipped

## Sales Order Shipments

### Standard Allocations and Shipping



- Automatic Allocations
- Manual Allocations
- Available Kits to Ship
- Sales Order Packing List
- Print Labels
- **Sales Order Shipments**
- Print Bill of Lading
- Master Bill of Lading
- Print Master Bill of Lading
- Post & Print Invoice (Optional)



AS-PS-210

- Records that you have fulfilled all or part of your customer order
- Can process SO shipments only against open sales orders
- Shipping items sets the Quantity to Invoice equal to the Quantity Shipped
  - Create an invoice for each shipment
  - Or set Ready to Invoice = No to hold up invoicing until the order is completely shipped
- Multiple shipments can be processed against one order
- Once all line items on an order are shipped and invoiced, the system closes the SO
- Shipments relieve inventory and charge Costs of Goods Sold (COGS) accounts

## Sales Order Shipments

## Sales Order Shipments

Sales Order Shipments X

Go To Actions Copy Print Preview Attach

Sales Order: S01000 Site: Site: 10-100

Order: S01000

Ship Allocated: ☐

Ship Picked: ☒

Sold-To: 10-100 Site:

Effective: 10/9/2010 QMI -USA Division

Document:

Sales Order Line Items

Ln	Item Number	T	Qty Alloc	Qty Picked	To Ship	Backorder Site
1	01011		0.0	0.0	0.0	10.0 10-100
2	01011		10.0	0.0	0.0	10.0 10-100

Line: 2 Cancel B/O: ☐

Quantity: 5.000000000

Site: 10-100 Loc: 010

Item Number: 01011 UM: EA Lot/Serial:

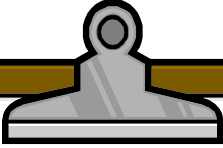
Reference: Multi Entry: ☐

Description: Supplies Kit

- Specify the SO number, which lists the line items and the quantity open (ordered but not yet shipped)
- For each line item enter the quantity and the Site, Location, Lot/Serial, and Ref  
Multi-entry = Yes, brings up another screen for a list of sites, locations, lot/serial, lot reference numbers, and quantities
- Can change the add-on charge amounts, the carrier, bill of lading (BOL), and invoicing
- Can enter a specific invoice number
- To hold up invoicing until the remainder of the order ships, set Ready to Invoice = No

## Print Bill of Lading

### Print Bill of Lading



**Bill of Lading**  
**A-50**

- 308, 1 ea.
- 101, 2 ea.

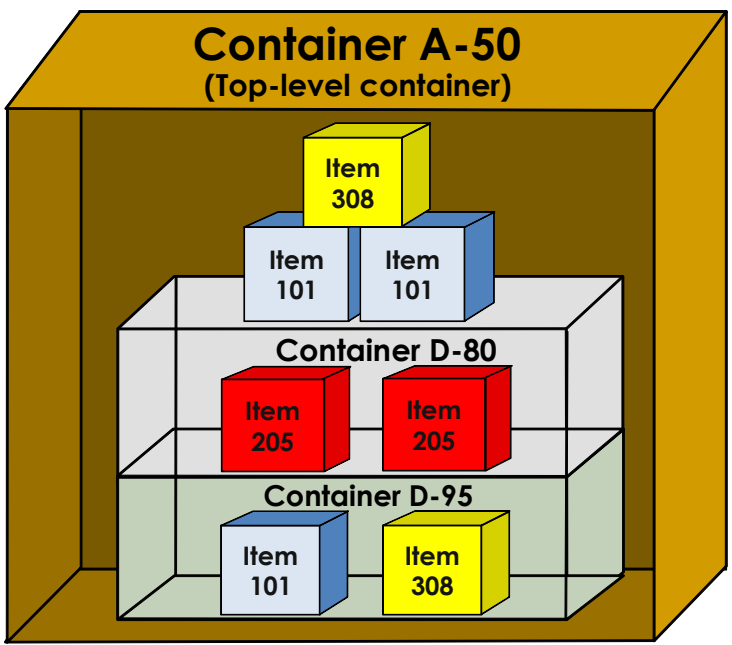
**D-80**

- 205, 2 ea.

**D-95**

- 101, 1 ea.
- 308, 1 ea.


**55.8 Kg**



**Container A-50**  
(Top-level container)

**Container D-80**

**Container D-95**


AS-PS-230

- Bill of Lading identifies the contents of all containers, including embedded items
- Shows a final summary of the package weight

## Bill of Lading Print

### Standard Allocations and Shipping



- Automatic Allocations
- Manual Allocations
- Available Kits to Ship
- Sales Order Packing List
- Print Labels
- Sales Order Shipments
- **Print Bill of Lading**
- Master Bill of Lading
- Print Master Bill of Lading
- Post Print Invoice (Optional)



AS-PS-240

- Bill of Lading Print is an optional procedure
- Shows a container-level summary of the shipper's content information

## Bill of Lading Print

## Bill of Lading Print

Bill of Lading Print X  
 Go To Actions Copy Print Preview  
 Ship-From ID: 10-100 QMI -USA Division  
 Shipper: S1000-04.28.09 Output: printer

Bill of Lading Print - 4/29/2009... X  

QMI US Division  
 166 Calle Nueva  
 Suite 101  
 8900 San German, PR  
 UNITED STATES

B I L L O F L A D I N G  
 Shipper ID: S1000-04.28.09  
 Ship Date: 04/28/09  
 Print Date: 04/29/09  
 Page: 1

Sold To: 10NTCUS  
 QMI -USA Division  
 30 Ridgedale Avenue

Ship To: 10NTCUS  
 QMI -USA Division  
 30 Ridgedale Avenue

Ship Via:  
 FOB Point:  
 Total Pallets: 0

Mode of Transport:  
 Carrier Shipment Ref: S1000-04.28.09  
 Vehicle ID:

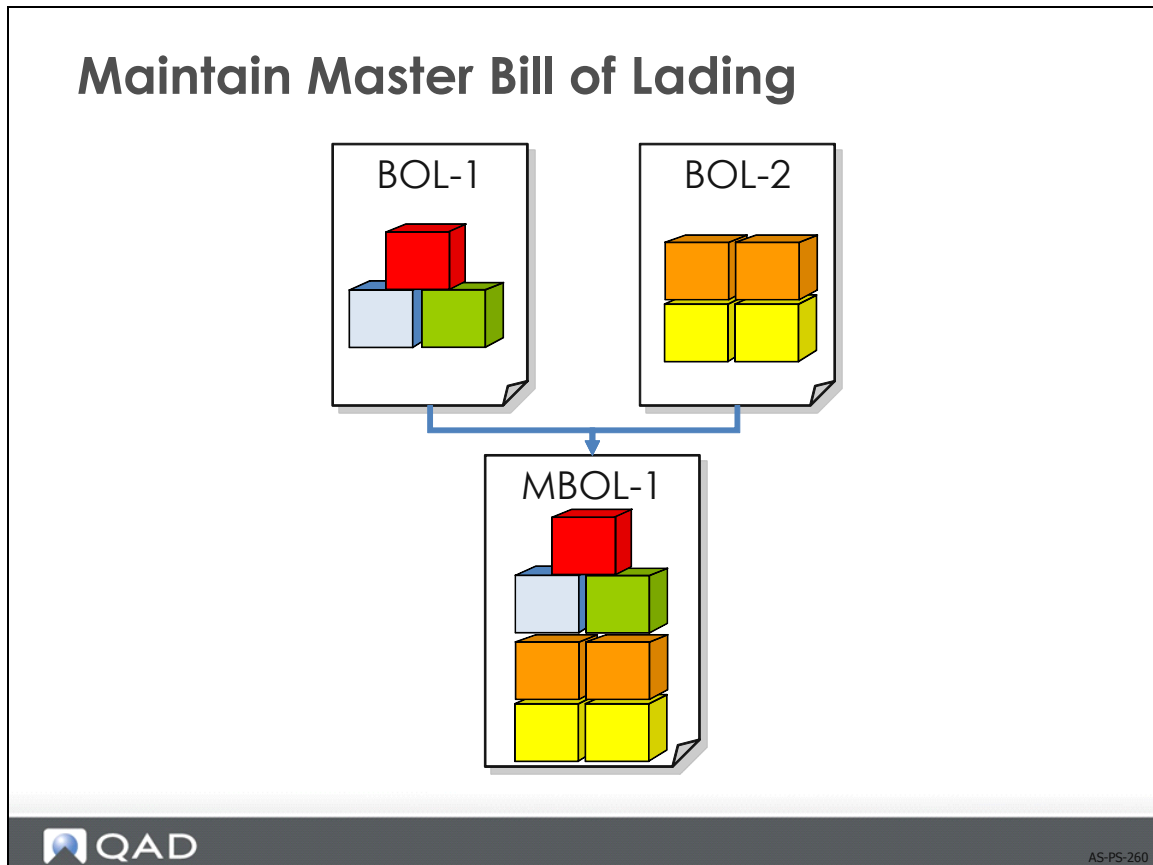
Description	Quantity	Net Weight	Tare Weight	Gross Weight UM

Container Level Summary of Shipper

AS-PS-250

- Header section:
  - Sold-to/ship-to information for a specified shipper, shipper number, and ship date
- Line items list the container summary totals:
  - Quantity of the product being shipped
  - Net weight (weight of the product without packing materials or containers)
  - Tare weight (weight of packing materials or containers)
  - Gross weight (combined weight of the product and all packing materials or containers)

## Maintain Master Bill of Lading



- Master Bill of Lading collates the contents of several Bills of Lading to identify the contents of a consolidated shipment

## Master Bill of Lading Maintenance

### Standard Allocations and Shipping



- Automatic Allocations
- Manual Allocations
- Available Kits to Ship
- Sales Order Packing List
- Print Labels
- Sales Order Shipments
- Print Bill of Lading
- **Master Bill of Lading**
- Print Master Bill of Lading
- Post & Print Invoice (Optional)



AS-PS-270

- Combines two or more individual bills of lading to consolidate shipments
- Shipper documents are used as the basis for bills of lading
- Has no inventory or financial effects



## Master Bill of Lading Maint

## Master Bill of Lading Maintenance

Master Bill of Lading Maint X
Go To Actions Copy Print Preview

Ship-From ID: 10-100 QMI -USA Division  
Master Bill: M1000-04.28.09  
Ship-To/Dock: 10NTCUS QMI -USA Division  
30 Ridgedale Avenue  
Shipping Group: Ground General Sales Shipments

Carrier: 00009001 Multi: ☐ Document Format: MBOL  
Ship Via:  Language: us  
FOB Point:   
Mode of Transport: Truck  
Carrier Shipment Ref:   
Vehicle ID:   
Ship Date: 4/28/2009 Ship Time: 00:00  
Arrive Date:  Arrival Time: 00:00  
Comments:

BOL#  
from  
Carrier  
(tracking  
number)

Required  
Fields

- Identified by:
  - Ship-from code
  - Master bill number
  - Ship-to code
- Next master bill number is automatically assigned and is defined in the Container/Shipper Control File 7.9.24
- Can assign a shipping group if global shipping functionality is activated
- The next frame lists bills of lading that have been added to this master bill
  - To add a shipper, press Add for the Add Shipper pop-up
- Choose a ship-from code and a shipper number; press Enter

## Print Master Bill of Lading

### Print Master Bill of Lading



AS-PS-300

- Print the consolidated shipment documents

## Master Bill of Lading Print

### Standard Allocations and Shipping



- Automatic Allocations
- Manual Allocations
- Available Kits to Ship
- Sales Order Packing List
- Print Labels
- Sales Order Shipments
- Print Bill of Lading
- Master Bill of Lading
- **Print Master Bill of Lading**
- Post & Print Invoice (Optional)

**Master Bill of Lading Print**

## Master Bill of Lading Print

The screenshot shows a software window titled "Master Bill of Lading Print" with a standard menu bar (Go To, Actions, Copy, Print, Preview). The window contains two columns of input fields, each with a magnifying glass icon for search. The left column fields are: Ship-From Site (10-100), Master Bill (MBOL-1009-09), Ship-To (10NTCUS), Document Format, Language, and Carrier (UPS). The right column fields are: To (10-100), To (MBOL-1011-09), To (10NTCUS), To, To, and To (UPS).



AS-PS-320

- Select master bill criteria to print the formal document showing consolidated shipments

## Process Invoices

### Process Invoices



AS-PS-330

Discussed in the following Training Guide: *Sales Order Management*

## Invoice Post and Print

### Standard Allocations and Shipping



- Automatic Allocations
- Manual Allocations
- Available Kits to Ship
- Sales Order Packing List
- Print Labels
- Sales Order Shipments
- Print Bill of Lading
- Master Bill of Lading
- Print Master Bill of Lading
- **Post & Print Invoice (Optional)**



AS-PS-340

- Invoices (which itemize what a customer owes you for products you shipped) are normally printed and sent to the customer for verification and payment
- In Global Tax Management, the tax detail (tax type, tax rate, etc.) prints only if Display Detail on Reports is Yes in the Global Tax Management Control File 2.13.24

## Posting and Printing an Invoice

## Invoice Print

Invoice Post and Print X
 Go To Actions Copy Print Preview

Sales Order:   
 Ship Date:   
 Daybook Set:   
 Sold-To:   
 Bill To:   
 Language ID:

To:   
 To:   
 To:   
 To:   
 To:   
 To:

GL Effective Date: 4/29/2009

Print GL Detail: ☐

Include Debit Invoices: ☒  
 Include Credit Invoices: ☒  
 Consolidate Invoices: ☐  
 Correction Invoices: ☐  
 Print Correction Invoice: ☐  
 Print Invoice: ☐

Blank sweeps all not previously posted

Invoice Post Output:  
 Invoice Print Output:  
 Batch ID:

- Each time you process a sales order shipment, QAD Enterprise Applications flags the sales order for invoicing
- After you verify the invoices, run Invoice Post (which updates Accounts Receivable and invoice history)
- If you process more than one shipment against a single SO before printing the invoice, that invoice includes all items shipped
- If you ship additional items after the invoice is printed, QAD Enterprise Applications flags it for reprinting
  - A new invoice replaces the original (which should be discarded), and includes the additional shipment

## Standard Allocations and Shipping Process Summary

### Standard Allocations and Shipping



- ✓ Automatic Allocations
- ✓ Manual Allocations
- ✓ Available Kits to Ship
- ✓ Sales Order Packing List
- ✓ Print Labels
- ✓ Sales Order Shipments
- ✓ Print Bill of Lading
- ✓ Master Bill of Lading
- ✓ Print Master Bill of Lading
- ✓ Post & Print Invoice (Optional)



## Course Overview

- ✓ Introduction to Allocations and Shipping
- ✓ Business Considerations
- ✓ Set up Allocations and Shipping
- ✓ Process Standard Allocations and Shipping
- Process Enhanced/Global Allocations and Shipping



Chapter 5

# **Process Enhanced/Global Allocations and Shipping**

## Process Allocations and Shipping

### In this section you learn how to:

Identify key business considerations before setting up Allocations and Shipping

Set up Allocations and Shipping

Process Standard Allocations and Shipping

- **Process Enhanced/Global Allocations and Shipping**

## Process Enhanced/Global Shipping



## Enhanced/Global Allocations and Shipping Life Cycle



This illustration is the second of two suggested process sequences of master files for the Allocations and Shipping module which is based on information that flows from one master file to another and prerequisites that need to be accomplished. Read the illustration:

Optional steps are noted as such.

### New Steps in Enhanced/Global Shipping Process

The highlighted steps are specific to the Enhanced/Global Shipping Process. These will be covered in this chapter. See chapter 4 for steps identical to Standard Shipping Process

## New Steps in Enhanced/Global Shipping Process



This illustration is the second of two suggested process sequences of master files for the Allocations and Shipping module which is based on information that flows from one master file to another and prerequisites that need to be accomplished. Reading the illustration:

Optional steps are noted as such.

The highlighted steps are specific to the Enhanced/Global Shipping Process. These will be covered in this chapter. See chapter 4 for steps identical to Standard Shipping Process

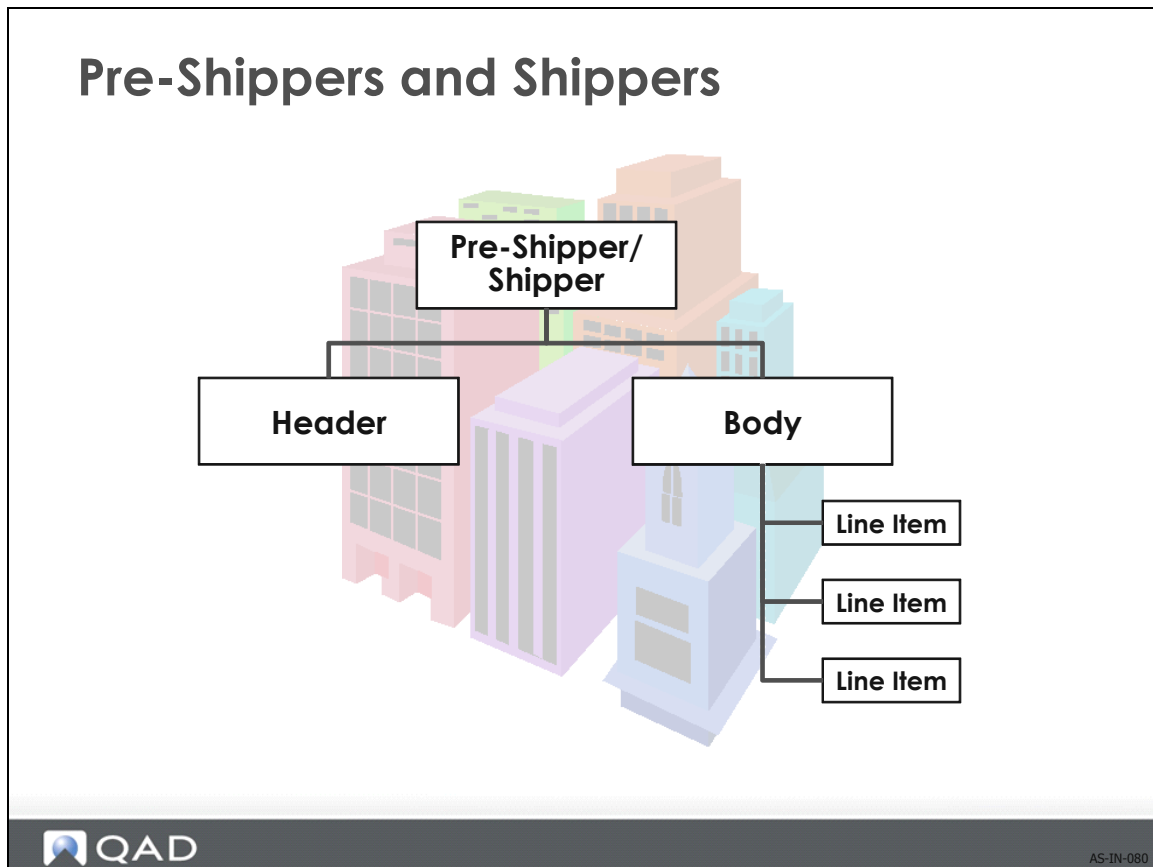
## Create Picklist/Pre-Shipper



- Enhanced/Global shipping uses the Picklist/Pre-Shipper to indicate finished goods for allocations and picking
- A pre-shipper/shipper is a document that is used to select and ship inventory
  - Send a shipper electronically as an ASN (advance shipping notice)
  - Send it with the shipment like a packing list
- Create picklists using Picklist/Pre-Shipper - Automatic



## Pre-Shippers and Shippers



- Header contains generic shipping information
  - Defines customer information
  - Applies to the entire shipment
- Line Items
  - Includes all the items in the shipment
  - May include containers

## Picklist/Pre-Shipper – Automatic

### Global Allocations and Shipping



- Automatic/ Manual Allocations
- Available Kits to Ship
- Sales Order Packing List
- Print Labels
- Process Sales Order Shipments
- **Picklist/ Pre-Shipper Automatic**
- Pre-Shipper/ Shipper Workbench
- Confirm Pre-Shipper/ Shipper
- Print Shipper
- Shipper Gateway
- Unconfirm/ Undo Shippers
- Print Bill of Lading
- Master Bill of Lading
- Print Master Bill of Lading
- Print Invoice (Optional)
- Post Invoice (Optional)



AS-PG-060

- A pre-shipper is a document describing items and/or containers that should be picked
- Pre-shippers are created based on customer requirements in Sales Orders/Invoicing and Customer Schedules

## Picklist/Pre-Shipper – Automatic

## Picklist/Pre-Shipper - Automatic

Go To
Actions
Copy
Print
Preview

Due Date:
Sales Order: SO1005
Ship-To:
Language ID:
Site:
Address List Type:
Item Number:
Reference:

To:
To: SO1005
To:
To:
To:
To:
To:
To:

Auto Allocation: ☒
Allocate Components: ☐
Ship Avail Qty for Kit: ☐
Stage Open Quantities: ☐
Override Partial OK Flag: ☐
Use Containers: ☐
Break on Sales Order: ☐
Update: ☒

Break on Maximum Weight: 0.00
Break on Maximum Volume: 0.00
Include Packing List Comments: ☐
Print Only Lines to Pick: ☒
Print Features and Options: ☐
Print Packing List Comments: ☐
Create Pre-Shipper in SO UM: ☒

Form Code: 1
Output:
Batch ID:

- Created based on lines that can be detail allocated only
- If Stage Open Quantities = Yes  
Pre-shippers will be created based on open sales order quantities not the quantity allocated
- Print Only Lines to Pick = No  
All line items with a non-zero open quantity are printed, regardless of the quantity allocated

## Exercise: Global Shipping Process

### Create a Non-Sales Shipper

- 1 Use Receipts Unplanned (3.9) to receive 500 of each of the following items into location 010 at site 10-300: items 03021, 03022, and 03023.

You may need to ship products from your process manufacturing site (10-300) to your distribution site 1 (10-301). This is an inventory transfer transaction but if you use a common carrier you will want a shipping document. Create and print a non-sales shipper.

- 2 Use Shipping Group Maintenance (2.18.1) to create a new shipping group.

Field	Data
Shipping Group	INTRAPLT
Description	Intra-plant shipments
Auto Transfers	No
Master Bill Sequence ID	MBOL
Source Addresses	10-300, 10-301
Destination Addresses	10-300, 10-301
Inventory Movement Code	CN-TSFR
Ship Seq	SHIP1
Format	SHP
Carrier	99Maersk

- 3 Use Transfer - Single Item (3.4.1) to transfer 100 EA of item 03021 from site 10-300, location 010 to site 10-301, location 010 as per the sales order created in step 2.
- 4 Because the two sites belong to a shipping group, you will be prompted to enter shipper information.

- a Accept all the defaults and advance to the shipping information frame. Enter the following shipping information.

Field	Data
Number	[Press Enter for system assigned No]
Inventory Movement Code	CN-TSFR
Carrier	99Maersk
Ship Via	Maersk
[accept other fields at default]	

(Record Shipper Number Assigned:) \_\_\_\_\_

- b Accept all other defaults. Set Trailer Comments to Yes and enter the following comment:  
A receipt should not be processed at the receiving site, since a transfer was used.
- c Set Output to PAGE to view the shipper.

## Create Global Sales Orders

Before you can create a sales shipper, a sales order must exist for the finished goods you plan to ship.

- 5 Use Sales Order Maintenance (7.1.1) to create a sales order for 100 item 03021 to customer 10C1000. Record the Sales Order number to refer to later.

Field	Data
<b>Header</b>	
Order	[system assigned order number]
Sold-to	10C1000
Bill-to	[default]
Ship-to	[default]
Site	10-301
<b>Freight Data</b>	
[If a freight list is filled in, delete the default and continue to the next frame.]	
<b>Line</b>	
Item	03021
Qty Ordered	100

## Create Sales Pre-Shippers

You require Pre-Shippers for picking orders. Generate a pre-shipper for the sales order created in the previous exercise.

- 6 Use Pre-Shipper/Shipper Workbench (7.9.2) to create a pre-shipper to ship the order.
  - a Enter the following header information.

Field	Data
Ship-From	10-301
Pre-Shipper/Shipper	Pre-Shipper
Number	[blank]
Ship-To/Dock	10C1000

When the header information is accepted, the system assigns a shipping group based on the Ship-From and Ship-To/Dock sites entered.

(Record Pre-Shipper Number Assigned:) \_\_\_\_\_

- b The system will find the appropriate shipping group.
- c Set Multi to No. Click Next or Enter.
- d In the Shipper Workbench, select Insert from the Actions drop down menu. Select 1 (Add Item) from the Add options, and click OK.
- e In the Item Information frame, tab to the Sales Order field and use the lookup to find your sales order and line; then click Next.

- f** In the Quantity field enter the quantity to be shipped, in this case 100; then enter the corresponding lot number. Click Next twice to return to the workbench, where you can add more items or containers. In our case, we are finished with adding items, so click Back.
- g** In the Trailer Information frame, you can add trailer comments as needed. Click Next.
- h** In the Print Shipper frame note the options; leave Assign Shipper Number unchecked to create a pre-shipper and click Next.
- i** Direct output to Page and review the pre-shipper.

## Modify Pre-Shipper/Shippers

### Modify Pre-Shipper/Shipper



AS-PG-080

- Use the workbench to modify existing Pre-Shippers/Shippers

## Pre-Shipper/Shipper Workbench

### Global Allocations and Shipping



- Automatic/ Manual Allocations
- Available Kits to Ship
- Sales Order Packing List
- Print Labels
- Process Sales Order Shipments
- Picklist/ Pre-Shipper Automatic
- **Pre-Shipper/ Shipper Workbench**
- Confirm Pre-Shipper/ Shipper
- Print Shipper
- Shipper Gateway
- Unconfirm/ Undo Shippers
- Print Bill of Lading
- Master Bill of Lading
- Print Master Bill of Lading
- Print Invoice (Optional)
- Post Invoice (Optional)

AS-PG-090

- The system makes a distinction between pre-shippers and shippers
- If your business needs to number shipments consecutively:
  - Always create pre-shippers
  - Using Pre-Shipper/Shipper Print 7.9.4 transforms the pre-shipper into a shipper



## Pre-Shipper/Shipper Workbench

## Pre-Shipper/Shipper Workbench

Level	Order Ln	Item Number	Quantity	UM	Container	Canc B/O
0						
.1	SO1005 1	01011	100.0 EA		no	

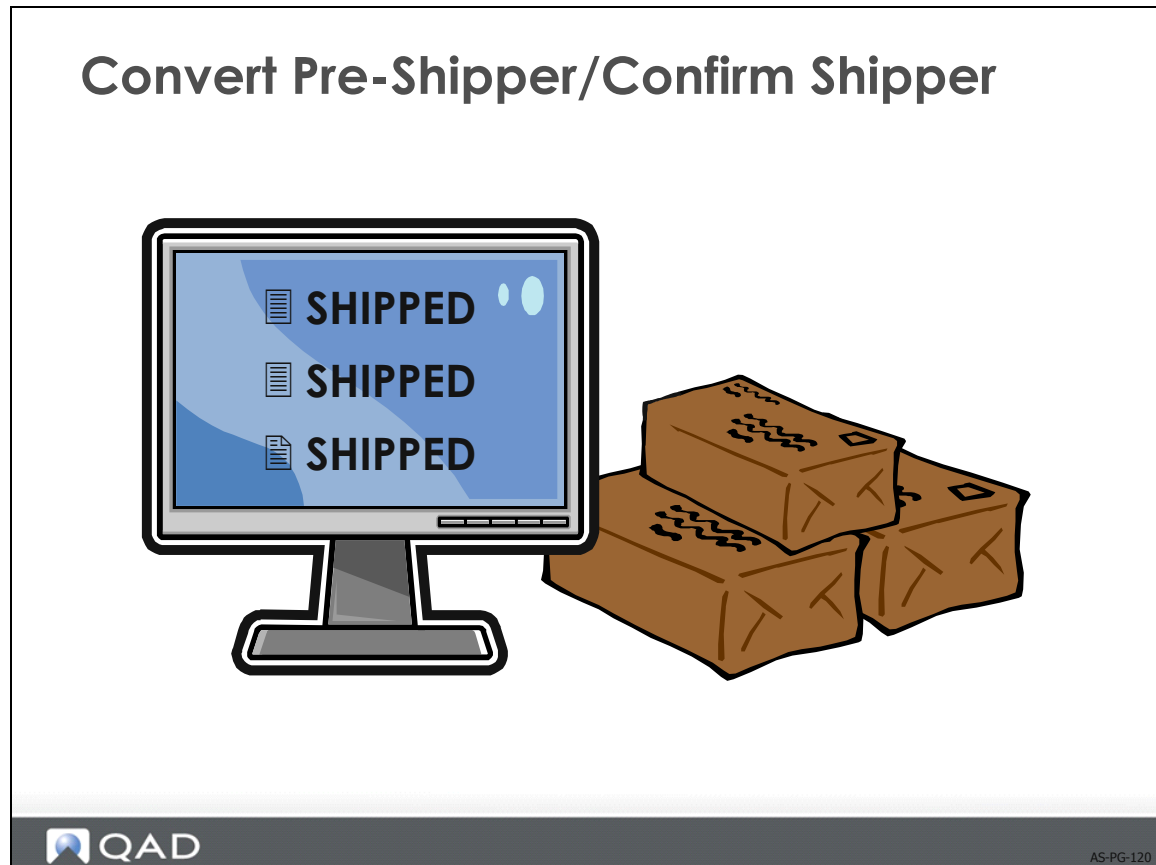
Sales Order:	Line:	Order:	
Quantity: 1.0	UM:	Site:	Loc:
Qty Picked: 0.0		Lot/Serial:	
Net Weight: 0.0		Reference:	Type:
Tare Weight: 100.000000000		Consume Req: <input type="checkbox"/>	ID:
Gross Weight: 100.0		Description:	
Volume: 0.0		Comments: <input type="checkbox"/>	Cancel B/O: <input type="checkbox"/>



AS-PG-100

- At the first screen, identify the pre-shipper/shipper  
Enter information regarding the carrier
- Merge other pre-shippers with this pre-shipper/shipper (optional)
- Enter Carrier Shipper Reference here, the tracking number from the Carrier  
Rolls information from here into the Bill of Lading
- Add and delete items/containers
- Modify various data items for the item/container records

## Convert Pre-Shipper/Confirm Shipper



- If you did not assign a shipper number to a pre-shipper at printing time, the system will always assign this number during Pre-Shipper/Shipper Confirm

## Pre-Shipper/Shipper Confirm

### Global Allocations and Shipping



- Automatic/ Manual Allocations
- Available Kits to Ship
- Sales Order Packing List
- Print Labels
- Process Sales Order Shipments
- Picklist/ Pre-Shipper Automatic
- Pre-Shipper/ Shipper Workbench
- **Confirm Pre-Shipper/ Shipper**
- Print Shipper
- Shipper Gateway
- Unconfirm/ Undo Shippers
- Print Bill of Lading
- Master Bill of Lading
- Print Master Bill of Lading
- Print Invoice (Optional)
- Post Invoice (Optional)



AS-PG-130

- Transform a pre-shipper into a shipper
- Record shipments of orders
- Create, print, and post invoices based on shipments (optional)
- Export a shipper as an Advance Shipping Notice (ASN)
- Inventory and financial effects occur when you confirm the pre-shipper/shipper

## Pre-Shipper/Shipper Confirm

## Pre-Shipper/Shipper Confirm

Pre-Shipper/Shipper Confirm x  
 Go To Actions Copy Print Preview

Ship-From ID: 10-100	QMI -USA Division
Pre-Shipper/Shipper: Pre-Shipper	
Number: P1000-04.30.09	
Ship-To/Dock: 10NTCUS	QMI -USA Division
	30 Ridgedale Avenue
Ship Date: 4/30/2009	
Effective Date: 4/30/2009	

---

Vehicle ID:
Ship Time: 00:00
Arrive Date:
Arrival Time: 00:00

**Convert Pre-Shipper To Shipper**  
 Shipper Number: S1001-04.30.09

Convert Pre-Shipper  
to Shipper

AS-PG-140

- Pre-Shipper is converted to a Shipper before the confirmation process
- The shipper number is assigned based on the Number Range Management (NRM) sequence ID from the shipping group of the shipment, or from the Container/Shipper Control File 7.9.24
  - If the NRM sequence is an internal sequence (system generated), the system generates and displays the shipper number
  - If the sequence is external, the system prompts you for an entry and validates the results
- The system carries forward the new shipper numbers to all records linked to the converted pre-shippers, including containers, line items, and carrier detail records

## Pre-Shipper/Shipper Confirm

## Pre-Shipper/Shipper Confirm

Pre-Shipper/Shipper Confirm

Go To Actions Copy Print Preview

Ship-From ID: 10-100 QMI -USA Division

Pre-Shipper/Shipper: Shipper

Number: S1001-04.30.09

Ship-To/Dock: 10NTCUS QMI -USA Division  
30 Ridgedale Avenue

Ship Date: 4/30/2009

Effective Date: 4/30/2009

Post Invoice: ☒

Print Invoice: ☐

Daybook Set: train

Consolidate Invoices: ☒

Calculate Freight: ☒

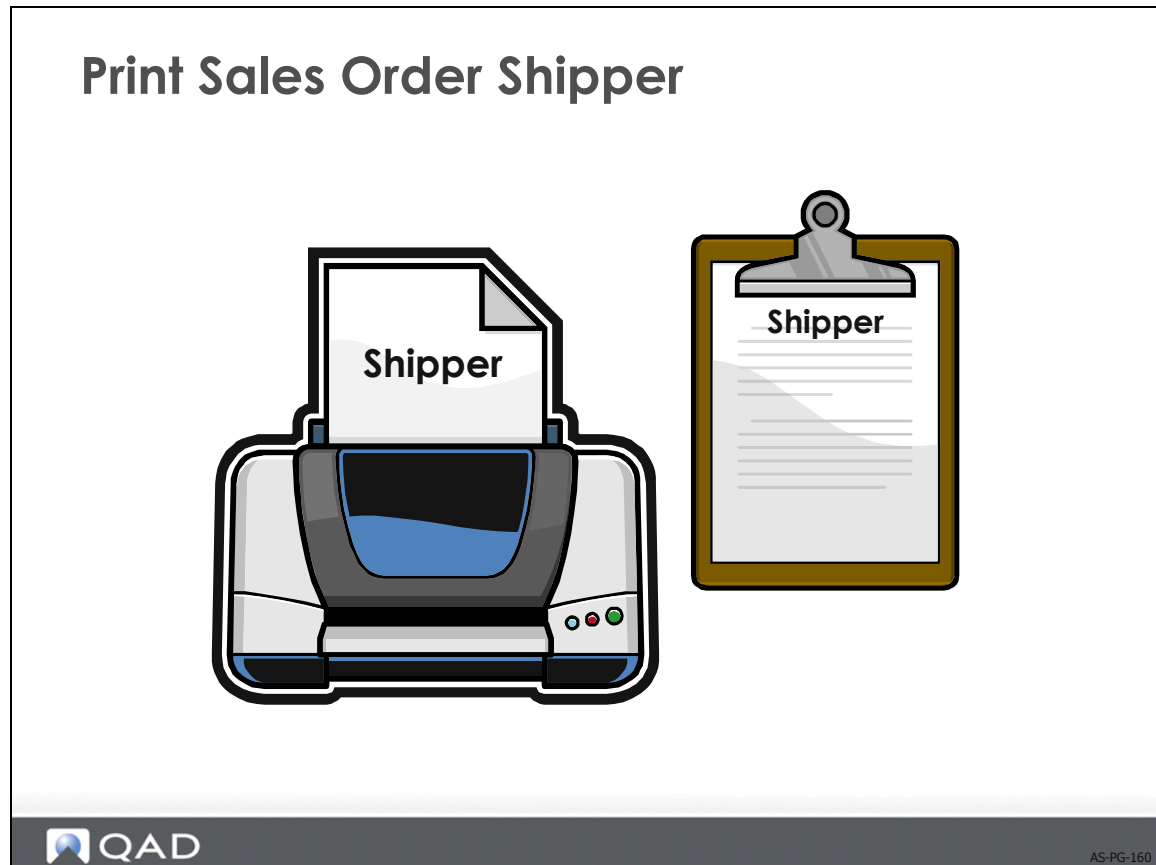
Have all documents printed correctly

yes no

Confirmed Shipper = Shipped

- Record shipments of orders and to do the following activities in the process:
  - Create, print, and post invoices based on shipments (optional)
  - Export a shipper as an Advance Shipping Notice (ASN)
- If the Container/Shipper Control File 7.9.24 trailer amounts cannot be maintained, the system does not display the trailer amount maintenance frames during confirmation

## Print Sales Order Shipper



- Printed shipper can be used as an invoice if shipper document format is set for invoice = Yes
- Shipper can also be Packing List

## Sales Order Shipper Print

## Global Allocations and Shipping



- Automatic/ Manual Allocations
- Available Kits to Ship
- Sales Order Packing List
- Print Labels
- Process Sales Order Shipments
- Picklist/ Pre-Shipper Automatic
- Pre-Shipper/ Shipper Workbench
- Confirm Pre-Shipper/ Shipper
- **Print Shipper**
- Shipper Gateway
- Unconfirm/ Undo Shippers
- Print Bill of Lading
- Master Bill of Lading
- Print Master Bill of Lading
- Print Invoice (Optional)
- Post Invoice (Optional)



AS-PG-170

- Print a Shipper (Type = Shipper) or a Packing List (Type = Container)
- Documents show:
  - Items being shipped
  - Purchase order number associated with the shipment
  - Cumulative quantity
  - Quantity being shipped

## Sales Order Shipper Print

# Sales Order Shipper Print

Sales Order Shipper Print X

Go To Actions Copy Print Preview

Type: Shipper

Ship-From: 10-100


Shipper/Container ID: S1001-04.30.09

Print Lot/Serial Numbers:

Print Sales Order Detail:

Entity Address: 10-100

Output

QAD

AS-PG-180

- Normally prints allocated quantities



## Validate/Scan with Shipper Gateway



- Automated method of pegging the Required Ship Schedule (RSS) requirement to the shipper line
- Two processing options in the normal shipment flow from pre-shipper to shipper:
  - Validate the actual shipment contents against the suggested shipment contents on the pre-shipper
  - Create shippers from scanned information

## Shipper Gateway

### Global Allocations and Shipping



- Automatic/ Manual Allocations
- Available Kits to Ship
- Sales Order Packing List
- Print Labels
- Process Sales Order Shipments
- Picklist/ Pre-Shipper Automatic
- Pre-Shipper/ Shipper Workbench
- Confirm Pre-Shipper/ Shipper
- Print Shipper
- **Shipper Gateway**
- Unconfirm/ Undo Shippers
- Print Bill of Lading
- Master Bill of Lading
- Print Master Bill of Lading
- Print Invoice (Optional)
- Post Invoice (Optional)


AS-PG-200

- Use to create and peg shipper lines based on an imported ASCII file
  - File contains records that represent containers, pre-shippers, and shippers
- If using scanned data, you do not need to use a pre-shipper
  - Scan in the shipment information as you go and create the shipper from the scanned data
  - Can satisfy some customer requirements to create shippers and ASNs electronically, rather than manually

## Shipper Gateway

# Shipper Gateway

Shipper Gateway X

Go To Actions Copy Print Preview


Process/File: File

File Name: ascii/shipperdataload.prm

Load Multiple Containers: ☐

Verify Only: ☐

Output


AS-PG-210

- Type of input to be read, default = File

Process = only used with UNIX: Enables you to connect real-time processes with Shipper Gateway

*Verify Only.*

- No = The picklists, shipper and container records will be validated, and stored in the database if they meet all validations
- Yes = The picklists, shippers and container records are only validated and are not stored in database

## Unconfirm/Undo Shippers

### Unconfirm/Undo Shippers



 QAD

AS-PG-220

- Unconfirm reverses confirmation
- Undo reverses the shipper number assignment

## Unconfirm/Undo Shippers



### Global Allocations and Shipping

- Automatic/ Manual Allocations
- Available Kits to Ship
- Sales Order Packing List
- Print Labels
- Process Sales Order Shipments
- Picklist/ Pre-Shipper Automatic
- Pre-Shipper/ Shipper Workbench
- Confirm Pre-Shipper/ Shipper
- Print Shipper
- Shipper Gateway
- **Unconfirm/ Undo Shippers**
- Print Bill of Lading
- Master Bill of Lading
- Print Master Bill of Lading
- Print Invoice (Optional)
- Post Invoice (Optional)

AS-PG-230

- Unconfirm reverses most actions performed by the system at confirmation
  - Returns shipment to its pre-confirmed state
  - Allows it to be subsequently modified, canceled, reprinted, and reconfirmed
- Undo reverses the shipper number assignment done by Pre-Shipper/Shipper Print 7.9.4

## Shipper Unconfirm

## Shipper Unconfirm



AS-PG-240

- The shipment must have been confirmed
  - Selection of the shipper must be permitted by both site and inventory movement security
  - The effective date must be in a valid open fiscal period for all entities, with inventory affected by the confirmed shipper
  - Sites and locations where the inventory was issued from must still exist
- When you unconfirm a shipper, the system performs the following actions
  - Reverses the movement of inventory
  - Reverses any automatic transfers
  - Creates IC and SO general ledger (G/L) transactions, reversing the G/L transactions
  - Reverses modifications to sales order fields updated at confirmation, including line item quantities, calculated freight charges included in the price, and schedule details
  - Updates the Materials Requirement Plan (MRP) to reflect items returned to inventory
  - Creates reversing entries to Global Tax Management History

**Warning** Some actions performed during or after unconfirm are not reversible

- Unconfirm does not fully populate all fields of re-created location and lot/serial records
  - If such information is required (for example, if the unconfirmed shipper is not intended to be reconfirmed), you must enter the information manually
- Unconfirm does not fully reverse changes to G/L average costs for line items

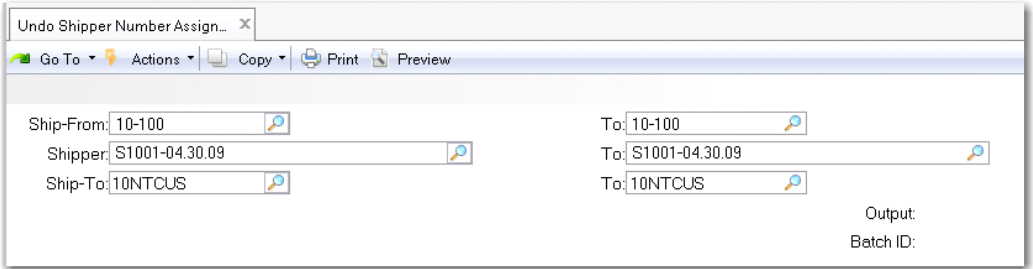
After the original confirmation, average costs could have been changed and recorded in various other transactions that are not reversible (for example, if other receipts or issues were made in that time period)

- Unconfirm does not reverse trailer amounts entered or modified during or following the original confirmation
- Unconfirm does not reverse the issue of any invoice numbers assigned during or following the original confirmation

You can edit the invoice number manually using Pending Invoice Maintenance 7.13.1

## Undo Shipper Number Assignment

# Undo Shipper Numbers Assignment



Undo Shipper Number Assign...

Go To Actions Copy Print Preview

Ship-From: 10-100 To: 10-100

Shipper: S1001-04.30.09 To: S1001-04.30.09

Ship-To: 10NTCUS To: 10NTCUS

Output:  
Batch ID:

QAD AS-PG-250

- Reverses the shipper number assignment done by Pre-Shipper/Shipper Print 7.9.4

If you accidentally assign shipper numbers to picklists, you can use this function to undo the shipper number assignment

Restore the original picklist number, and change the type of the document from shipper to picklist again

You can reverse the shipper number assignment for unconfirmed shippers only



## Exercise: Global Shipping Process

**Important** You must have completed all the setup exercises before you can work on the processing exercises.

### Print the Sales Pre-Shippers and Assign the Shipper Numbers

When you use Pre-Shipper/Shipper Print (7.9.4) to print a pre-shipper, you can convert it to a shipper by specifying that the system assigns the shipper number.

- 1 Select the pre-shipper you created by entering the following fields.

Field	Data	Field	Data
Ship-From	10-301	To	10-301
Ship-To/Dock	10C1000	To	10C1000
Number	[Pre-shipper Number]	To	[Pre-Shipper Number]

- 2 Enter the remaining key fields as follows, allowing the other fields to default.

Field	Data
Print Pre-Shippers/Shippers	Pre-Shipper
Assign Shipper Number	Yes
Include Printed Pre-Shippers/Shippers	Yes

- 3 Direct your output to PAGE.
- 4 After the shipper is printed, the system prompts you to indicate whether the documents have printed correctly. If they have, click Yes. If you enter No, the shippers are not flagged as printed and are returned to pre-shipper status.

(Record Shipper Number Assigned:) \_\_\_\_\_

### Confirm Shippers

Once the pre-shippers have been printed and converted to shippers, you can confirm them.

- 5 Use Pre-Shipper/Shipper Confirm (7.9.5) to confirm the shipper you created.

Field	Data
Ship-From	10-301
Pre-Shipper/Shipper	Shipper
Number	[The assigned shipper number]
Ship-To/Dock	10C1000
Post Invoice	Yes
Use Shipper Nbr for Inv Nbr	No
Consolidate Invoices	No

When the system prompts you to indicate if all the information is correct, enter Yes to confirm the shipper, if appropriate. Print the invoice.

## Enhanced/Global Allocations and Shipping Process Summary

### Review Global Allocations and Shipping



- ✓ Automatic/ Manual Allocations
- ✓ Available Kits to Ship
- ✓ Sales Order Packing List
- ✓ Print Labels
- ✓ Process Sales Order Shipments
- ✓ Picklist/ Pre-Shipper Automatic
- ✓ Pre-Shipper/ Shipper Workbench
- ✓ Confirm Pre-Shipper/ Shipper
- ✓ Print Shipper
- ✓ Shipper Gateway
- ✓ Unconfirm/ Undo Shippers
- ✓ Print Bill of Lading
- ✓ Master Bill of Lading
- ✓ Print Master Bill of Lading
- ✓ Print Invoice (Optional)
- ✓ Post Invoice (Optional)

## Course Overview

- ✓ Introduction to Allocations and Shipping
- ✓ Business Considerations
- ✓ Set up Allocations and Shipping
- ✓ Process Standard Allocations and Shipping
- ✓ Process Enhanced/Global Allocations and Shipping

