QAD Enterprise Applications
Enterprise Edition

Training Guide
Customer Schedules

Contents

About This Course

Course Description

QAD designed this course to cover the basics of preparing to implement customer schedules in QAD Enterprise Applications Enterprise Edition (EE).

The course includes:

- An introduction to customer schedules
- An overview of key business considerations
- Setting up customer schedules
- Operating customer schedules
- References to other QAD materials
- Activities and exercises throughout the course
  - Students practice key concepts and processes in customer schedules

Course Objectives

By the end of this class, students will:

- Analyze some key business decisions before setting up customer schedules
- Setup and operate customer schedules

Audience

- Implementation consultants
- Members of implementation teams
- Key users
- Information Systems (IS staff who support the EDI/EDI eCommerce interfaces)

Prerequisites

- Basic knowledge of:
  - Hardware and network configurations
  - QAD Enterprise Applications as it is used in the business
- Working knowledge of the manufacturing industry in general

Note Students unfamiliar with QAD Enterprise Applications should work through the User Interface Guide before attending this class.

Course Credit and Scheduling

This course is designed to be taught in two days

Virtual Environment Information

The hands-on exercises in this book should be used with the Enterprise Edition 2011 - Addons r02 - Training environment, in the 10USA > 10USACO workspace.

QAD Web Resources

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

http://www.qad.com/

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Chapter 1

Introduction To Customer Schedules

Course Overview

Course Overview

- Introduction to Customer Schedules
- Business Considerations
- Set up Customer Schedules
- Process Customer Schedules
- Process Customer Schedule Shipments

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Customer Schedules
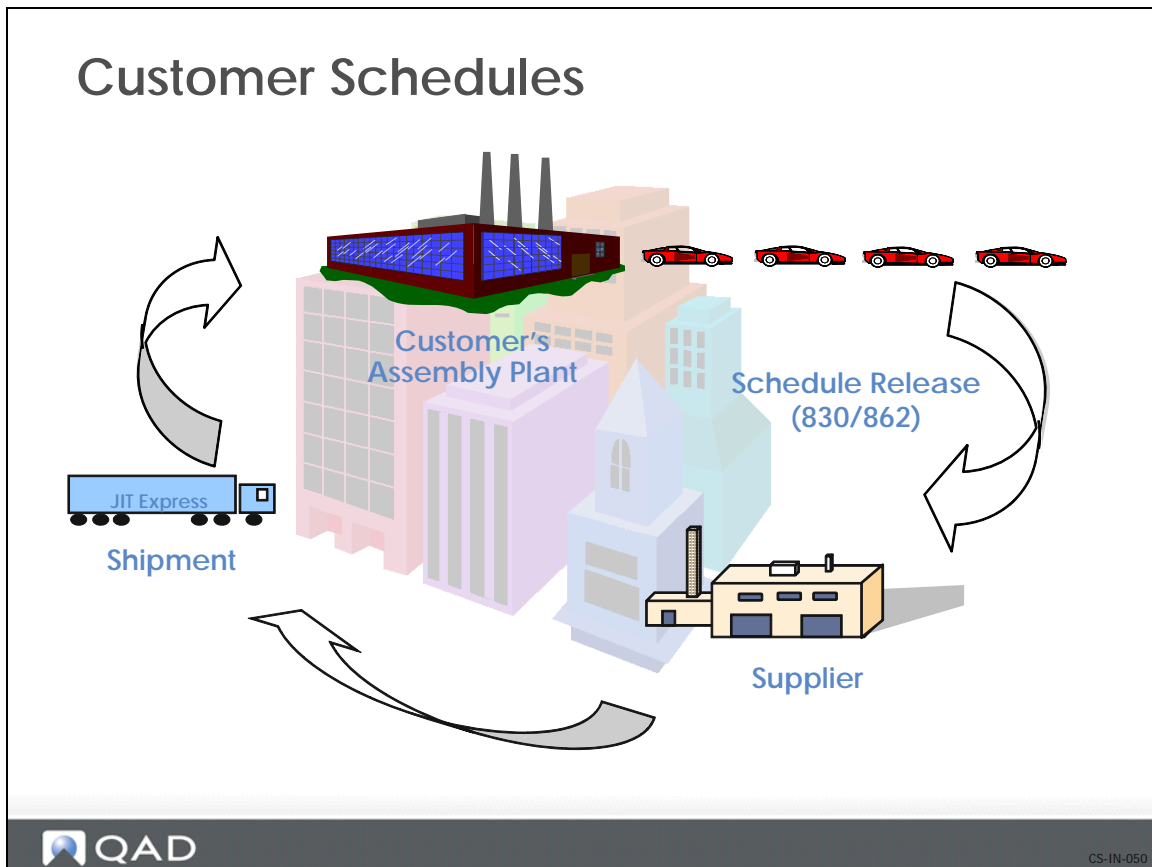
Customer schedules are cumulative, schedule-driven sales orders with multiple line items from which releases of shipments are issued. They have their roots in practices developed by the automotive industry.

- The automotive industry requires the communication of releases and the sending of Advanced Ship Notices (ASNs)
  - Some companies pay from the ASN
- Customer schedules allow automotive companies to maintain an uninterrupted flow of work through manufacturing, while maintaining minimum levels of inventory

Today many businesses and industries use customer schedules. Companies using customer scheduling share a common profile:

- High production volumes
- Long term commitments with suppliers
- Frequent shipments from suppliers
- Normally use EDI or eCommerce

When using customer schedules, the customer sends demand using shipping (862) and/or planning (830) schedules instead of a separate sales order for every date required. The schedules provide a long-term forecast of planned requirements plus the short-term or immediate shipping requirements. Schedules can also include information such as authorization quantities, recent customer receipt quantities, and special delivery requirements.

Planning schedules usually cover a time period of 2 to 6 months. Shipping schedules cover a shorter time period, usually 5 to 10 days.

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Key Events

Key Events

- Customer
  - Demand
- Supplier
  - Allocation
  - Picking
  - Shipping
  - Invoicing

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- Customer places an order with the supplier
- Supplier creates a scheduled order
- Customer sends demand
  - Shipping schedule (short-term demand)
  - Planning schedule (long-term demand)
- Supplier
  - Determines requirements
  - Allocates and picks materials
  - Ships order
  - Invoices customer

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Terminology

```
Terminology
   •  Advance Ship Notice (ASN)
   •  ANSI
   •  ASC X12
   •  Bill of Lading (BOL)
   •  cumulative accounting
   •  Electronic Data Interchange (EDI)
   •  EDI eCommerce
   •  firm days
   •  netting
   •  netting logic
   •  ODETTE
   •  planning schedule
   •  Release
   •  Required Ship Schedule (RSS)
   •  retrobilling
   •  scheduled order
   •  shipping schedule
   •  trading partner
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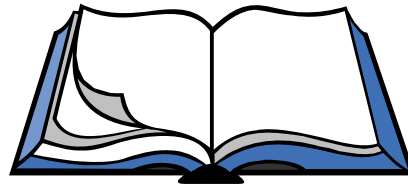
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Advance Ship Notice (ASN)

An electronic document derived from a shipper document and sent by a supplier to a customer when a shipment leaves the supplier site, informing the customer that the shipment is on the way. ASN formats are defined for various international standards; for example, an 856 Transaction Set per ANSI ASC X12. An ASN takes the place of an invoice in some supplier-customer arrangements. See Electronic Data Interchange (EDI).

ANSI & ASC X12

American National Standards Institute Accredited Standards Committee X12

This committee develops and maintains U.S. generic standards for electronic data interchange. Generically, X12 refers to any of the standards that have been published by the ANSI ASC X12 committee as well as any of the industry-specific standards that are a subset of any ANSI X12 standard.

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.

cumulative accounting

A method of tracking shipments and receipts in which trading partners maintain running totals of required and shipped/received quantities.

Electronic Data Interchange (EDI)

An international protocol for electronically transmitting documents such as customer schedules, invoices, and ASNs between trading partners.

EDI eCommerce

The EDI component of QAD Enterprise Applications.

firm days

The number of days in a schedule firm interval. The schedule firm interval begins with the first day of a schedule release.

netting

Calculating net requirements by subtracting quantity-on-hand from gross requirements.

netting logic

The way in which the system calculates a required shipping schedule. There are four options.

- If 1, only shipping schedules are used.
- If 2, only planning schedules are used.
- If 3, planning and shipping schedules are combined, with the shipping schedule taking precedence where schedules overlap (replace logic).
- If 4, planning and shipping schedules are combined, with the greater of the shipping or planning schedule taking precedence where schedules overlap (consume logic).

ODETTE

Organization for Data Exchange by Teletransmission in Europe. The primary standards organization for automotive EDI in Europe.

planning schedule

A schedule used for moderate or long-term planning of production, materials, and resources. Shows weekly/monthly quantities and dates, and covers a time horizon from the present out 2–6 months.

release

A schedule based on a scheduled order.

Required Ship Schedule (RSS)

A schedule containing customer requirements as derived from a customer's planning and ship schedule transmissions.

retrobilling

The process of determining a net amount due by applying a price change to a range of historical invoices.

scheduled order

A specialized sales or purchase order that has schedules attached to it for the suppliers to ship against. The scheduled order can have an indefinite term. The scheduled order serves as the basis for creating the customer and supplier schedules.

shipping schedule

Used for short-term planning of products, materials, and resources. Lists exact quantities with exact dates, usually covering a few days or weeks.

trading partner

A company with which another company engages in buying or selling.

Incoming Information Flow

Incoming Information Flow

- Customer Schedule Releases
- EDI/Ecommerce Enabling Software
- QAD Gateway Programs
- Customer Schedule
- RSS or MRP

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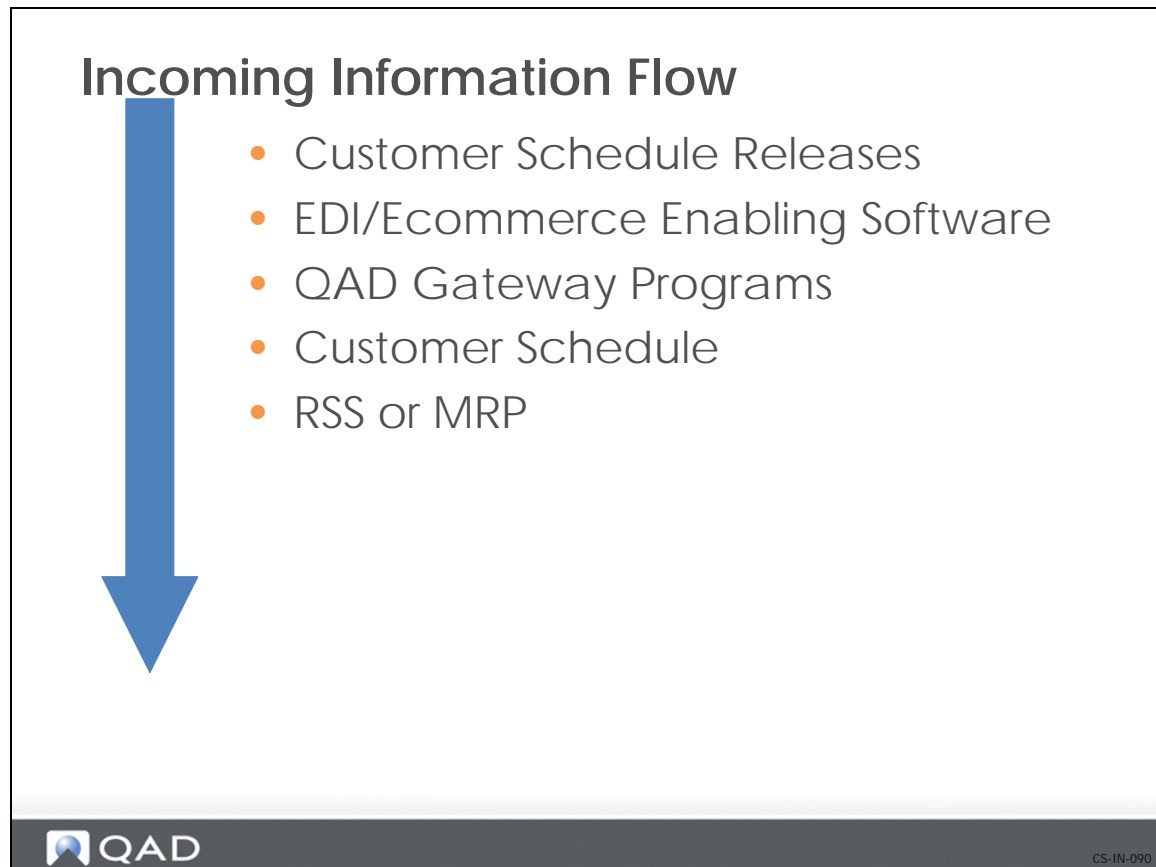
Customers communicate period-oriented demand by sending statements called releases.

- Releases are generally received using EDI or eCommerce

EDI or eCommerce enabling software is used to pull the releases from a customer's computer or electronic mailbox.

- Release information is then mapped through the QAD Enterprise Applications gateway programs into the customer schedule maintenance programs

Note Customers may have their own EDI or eCommerce requirements and signal standards which are handled by the EDI or eCommerce enabling software. Only the required information is passed to QAD Enterprise Applications.

After the releases are entered into the customer schedule maintenance programs:

- An RSS is generated to formulate the input for MRP

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Outgoing Information Flow

Outgoing Information Flow

- Shipment Entry
- QAD Gateway Programs
- EDI/Ecommerce Enabling Software
- ASNs or Invoice
  - If entering an ASN manually in a back-up system, the QAD Gateway programs will not be used

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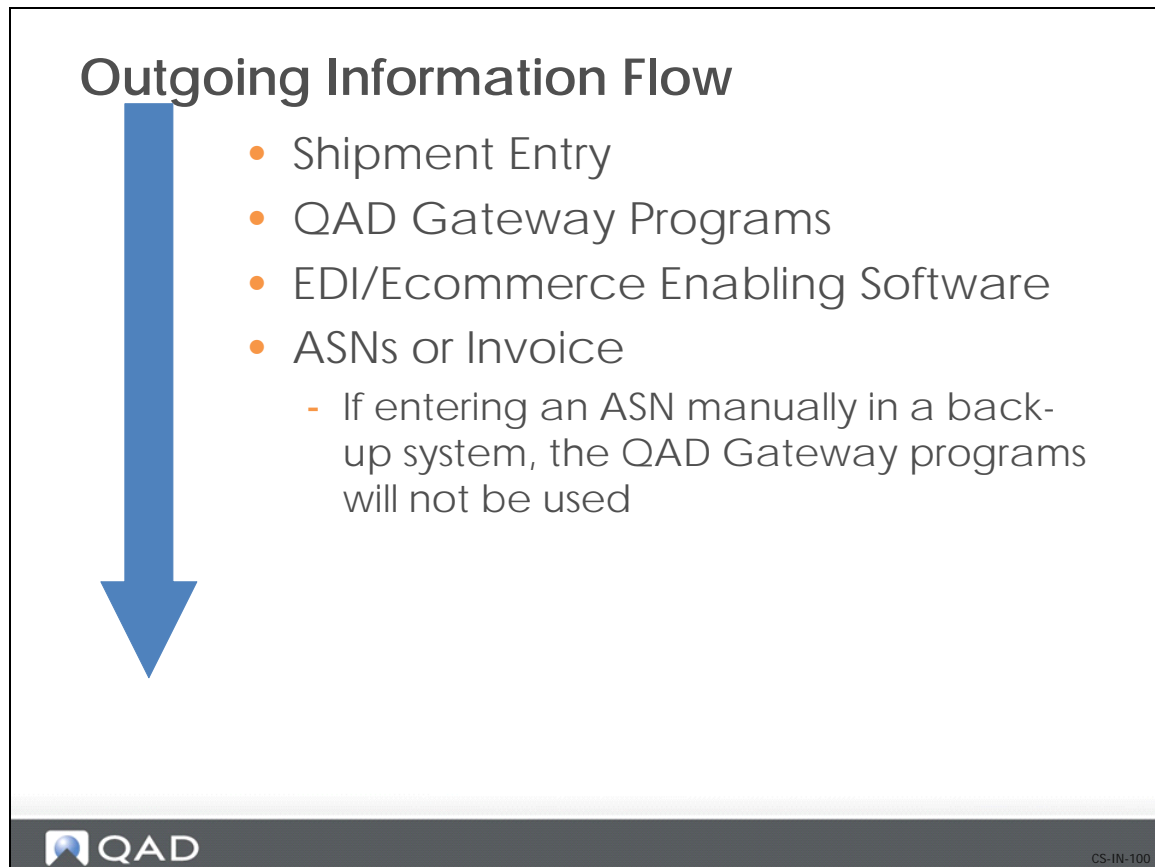
Customers can require that an ASN is communicated by EDI or eCommerce when a shipment is made. This situation can occur:

- When there is significant transportation lead time
- Where the customer has software which can significantly reduce the keying input for receipt of goods

ASNs reduce the need for expediting at the customer end.

- Customer can see when goods are on the road
- If the customer's software allows, an ASN merely needs to be confirmed for items and quantities to make a receipt, rather than keying in all the details again
- Some customers pay from the ASN
  - Some customers also require invoices be sent via EDI or eCommerce

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Customer Schedules Life Cycle

Customer Schedules Life Cycle

- Customer
  - Schedule Release (830/862)
- Supplier
  - Create RSS
  - Run MRP
  - Create/Confirm
  - Shipper
  - Send Shipment (ASN/Invoice)
- Customer
  - Receive Shipment

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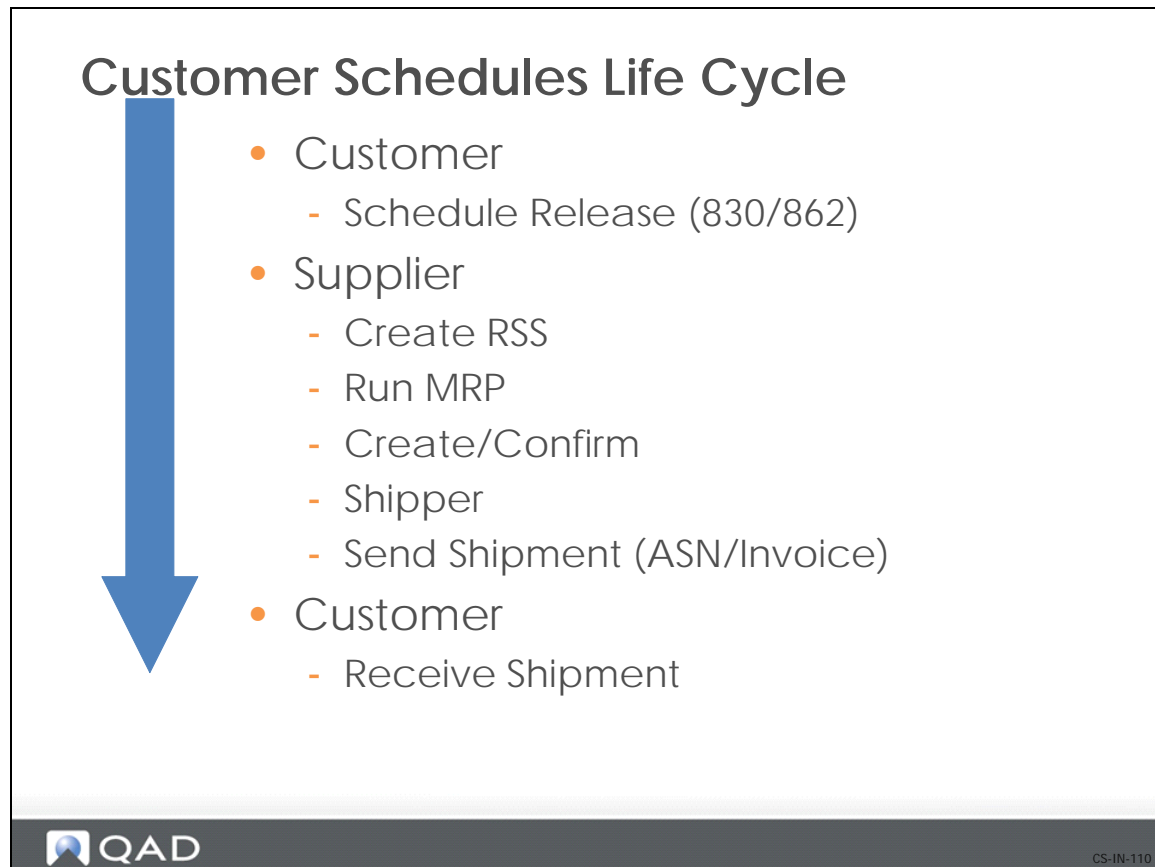
- Customer's schedule release initiates the process
  - Planning schedule
  - Shipping schedule
- Supplier generates an RSS and runs MRP
- The shipment is processed
  - Create pre-shippers/shippers
  - Confirm
- Supplier sends shipment
  - Sends an ASN or an invoice
- Customer receives shipment

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Chapter 2

Business Considerations

Business Considerations

- Netting Logic
- Tracking
- EDI ECommerce
- Containerization
- Price Lists

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There are several business considerations to look at before setting up QAD Enterprise Applications. This section does not discuss all potential considerations, but presents several to generate thought and discussion.

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Netting Logic

Netting Logic

Planning Schedules

2 - 6 Months

Shipping Schedules

5 - 10 Days

Customer   Supplier

- Shipping schedule only.
- Planning schedule only.
- Replace logic:
  - Use both
  - Shipping takes precedence when schedules overlap
- Consume logic:
  - Use both
  - The shipping schedule consumes the planning schedule and any discrepancy is reconciled in the last daily bucket

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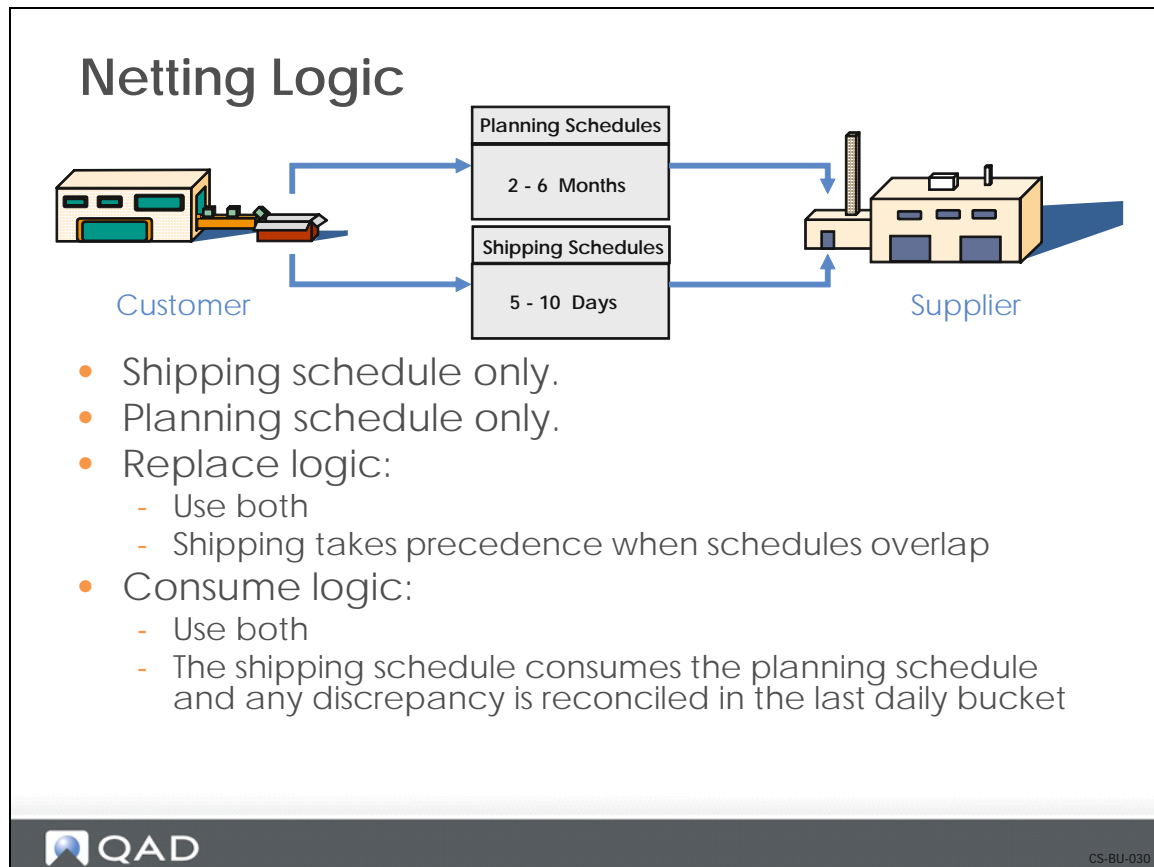
Definition

The method QAD Enterprise Applications uses to calculate the required ship schedule (RSS). Required Ship Schedule Update (7.5.5) uses netting logic to interpret quantities from the planning and shipping schedules and arrive at the correct input for MRP.

Why Consider?

- Customer sends both a planning and a shipping schedule
  - Need to tell system how to handle the schedules when calculating the RSS

Functionality in QAD Enterprise Applications

- Determines which schedule to use to calculate the RSS
- Determines how to handle overlap in planning and shipping schedules, if customer sends both

Setup Implications

- Scheduled Order Maintenance (7.3.13) needs to reflect the netting logic used for this customer's scheduled order
  - Each schedule can have a different netting logic

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Tracking - Cumulative Example

Tracking – Cumulative Example

	January	February	March	April	May	June
Net Demand	1,000	1,000	1,000	1,000	1,000	1,000
Cumulative	1,000	2,000	3,000	4,000	5,000	6,000
	Cum Start					
Cum shipped = 2,500						
Net Required Qty.	0	0	500	1,000	1,000	1,000

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Definition

Accounting method in which trading partners maintain totals of required and shipped/received quantities. There are two methods:

- Cumulative
- Non-Cumulative (i.e., based on net requirements)

Why Consider?

- Traditionally schedules in the automotive industry have been based on cumulative accounting
  - Total schedule quantity determined for a period, often a year
  - Effect of each shipment to a customer was calculated based on a cumulative total
- Today many business environments use release management to ship against specific requirements
  - Original equipment manufacturers (OEMs) in the automotive industry use a schedule releasing method that does not rely on cumulative quantities

Functionality in QAD Enterprise Applications

- Monitor received/shipped quantities
- Quantities can be adjusted

Setup Implications

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• Scheduled Order Maintenance (7.3.13) needs to be set up to reflect the accounting method

Tracking Terminology

Tracking Terminology

- Cum Received
- Cum Required
- Cum Shipped
- Cum Start Date
- Cumulative Accounting
- Prior Cum Date
- Prior Cum Required

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Cum Received

The cumulative total received by the customer. Basically, the difference between Cum Shipped and Cum Received is the quantity of goods in transit at the time of schedule release creation. This can also cover goods which are the subject of a quality dispute or other disagreement.

Note   QAD Enterprise Applications works from the viewpoint of Cum Shipped in demand calculations so that in-transit goods are not manufactured twice.

Cum Required

The gross cumulative quantity on order at any point in a customer schedule.

Cum Shipped

The cumulative total shipped by the supplier.

Cum Start Date

The date a scheduled order shipment began accumulating quantities.

Cumulative Accounting

A method of tracking shipments and receipts in which trading partners maintain running totals of required and shipped/received quantities.

Prior Cum Date

The up to and through date of a prior cumulative required quantity.

Prior Cum Required

The total quantity required prior to the date of release.

EDI eCommerce
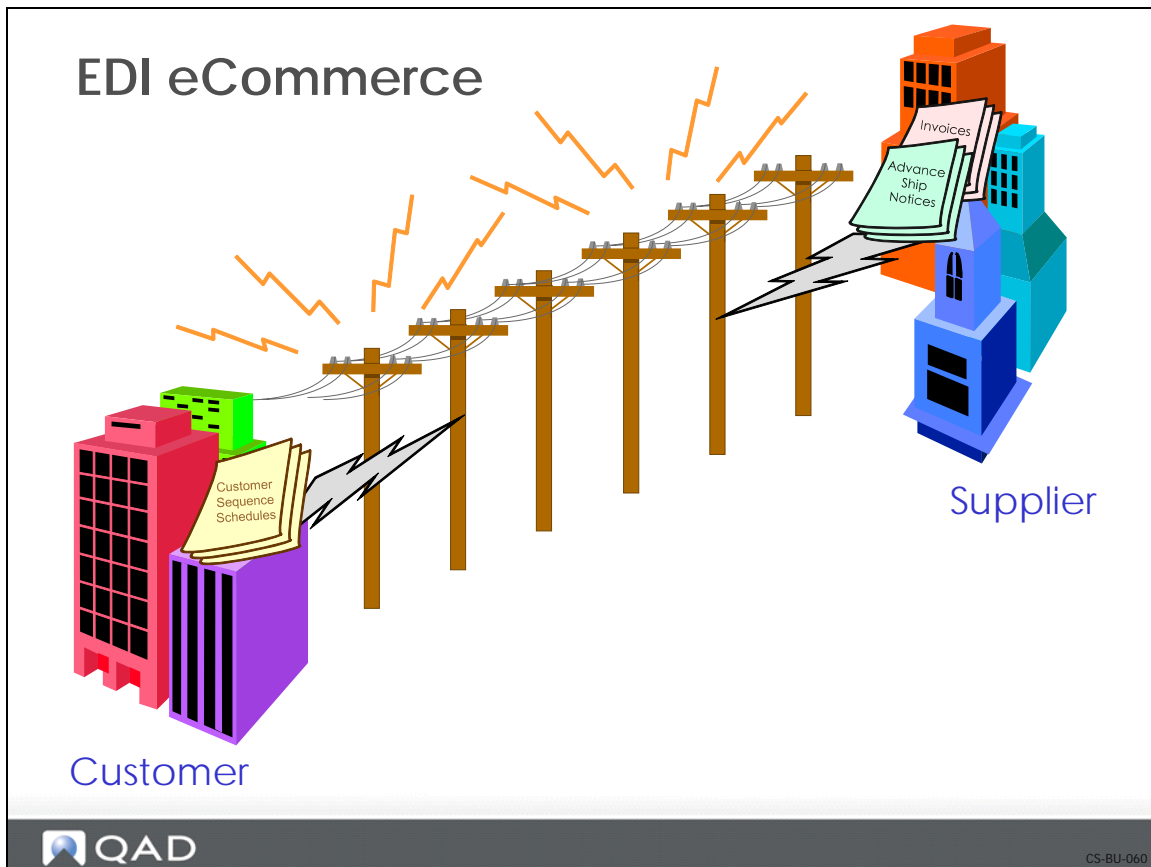
Definition of EDI

An international protocol defining the means and methods for electronic transmission of documents between trading partners. Documents are transmitted in a highly structured format that can be processed by computer software.

Definition of eCommerce

ECommerce is the interface between QAD Enterprise Applications and third-party EDI communications or translator products called EC subsystems. ECommerce enhances the system's ability to manipulate, analyze, edit, and reprocess EDI data.

Why Consider?

- Time saving
  - Information processed faster
  - Shortened response time
- Reduced data input
  - Reduces errors
- Saves labor costs
  - Reduces/eliminates paperwork, fewer people are needed
- Lower inventory levels

Functionality in QAD Enterprise Applications

- Support import of customer sequence schedules
- Support export of invoices or ASNs

Setup Implications

- EDI/eCommerce software, files, etc., need to be setup

Discussed in the following Training Guide: *EDI eCommerce*

See in this training guide: EDI Overview

Containerization
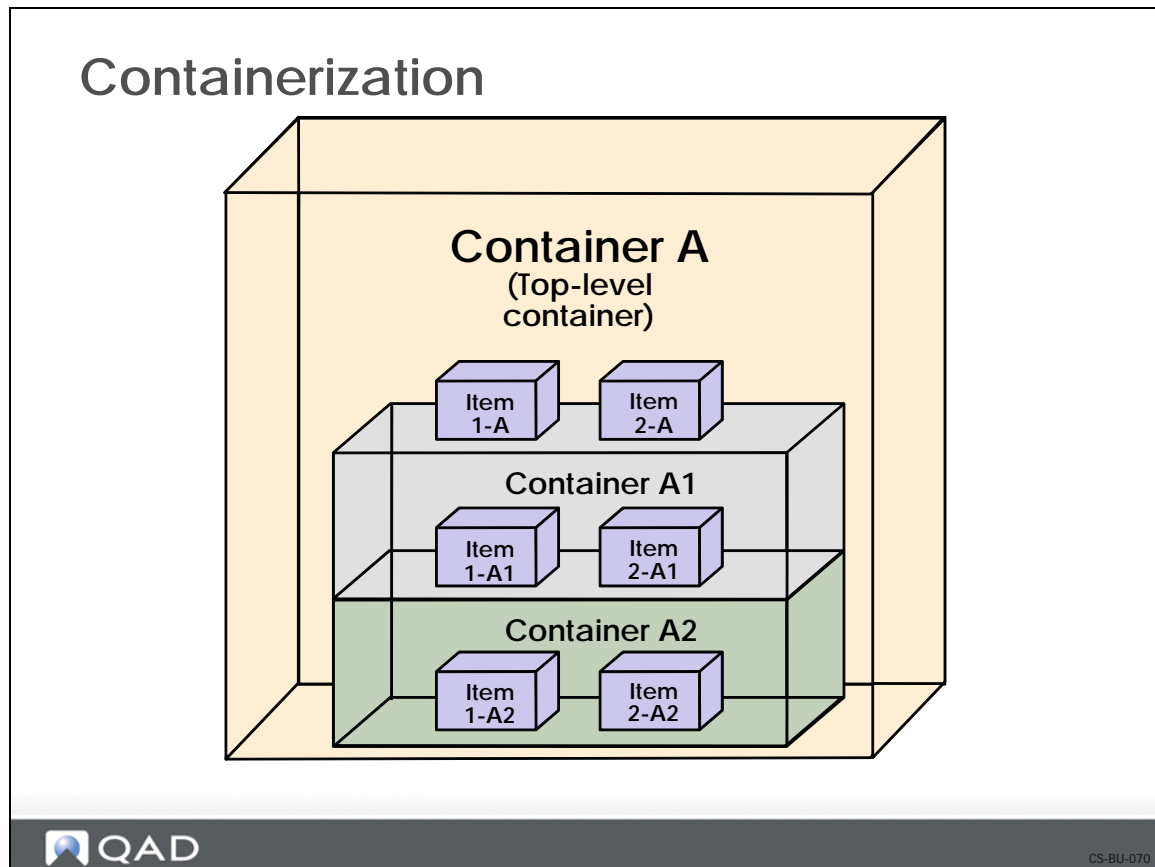
Definition

A shipment method in which commodities are placed in containers, and after initial loading, are not rehandled until unloaded at the destination.

Why Consider?

Many businesses with fast paced, high volume shipping docks place finished goods into containers and warehouse the containers on-site. The containers and their contents are uniquely identified by a number assigned by the company.

For many automotive suppliers, an additional requirement is the ability to define the containers comprising a shipment. This is typically done at the end of the production sequence by attaching products to the containers. The containers are visible within the picking process and attached to the shipper document to satisfy requirements.

At the end of the production line, you can put the finished goods in containers and store them before shipping. At this point you can ship them to your customers by container or by a larger unit, such as a pallet of containers or a truckload.

- You can track container to finished goods relationships throughout the shipping process

Functionality in QAD Enterprise Applications

- Package and store finished goods at the end of a production line and warehouse them in single-level containers before shipping

- Consolidate goods going to the same location
- Use shipping labels

Setup Implications

- Container item numbers need to be set up in Item Master Maintenance (1.4.1)
- Shipping label templates can be set up
- Single level containers set up in Container Workbench (7.7.1)
- Hierarchical containers set up in Pre-Shipper/Shipper Workbench (7.9.2)

Price Lists

Definition

A price structure defining specific prices, discounts, and markups at different quantity levels. Can be stated in terms of company base currency or any other currency.

Why Consider?

Provide a convenient tool for inputting item prices for customers, without having to perpetually maintain the scheduled order.

• Scheduled order references a price list

Functionality in QAD Enterprise Applications

• The price list is maintained separately

    • Allows other departments to maintain prices, without having to access the scheduled order line

• Each item needs to be input on the price list with its relevant price

Setup Implications

• Price lists need to be set up in Price List Maintenance (1.10.2.1)

    • Amount type must be set to P (Price) to be used with customer schedules

    • There are no price breaks

• Scheduled Order Maintenance (7.3.13) needs to be set up to reflect the price list

Review

Review

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

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Course Overview

Course Overview

- Introduction to Customer Schedules
- Business Considerations
- Set up Customer Schedules
- Process Customer Schedules
- Process Customer Schedule Shipments

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Customer Schedules Setup

Customer Schedules Setup

- Item Records
- Customer Calendars *
- Customer Order Periods *
- Dock Addresses
- Shipping Label Templates *
- Control Files
- Requirement Detail Categories *
- Configured Messages *
- Scheduled Orders

* (Optional)

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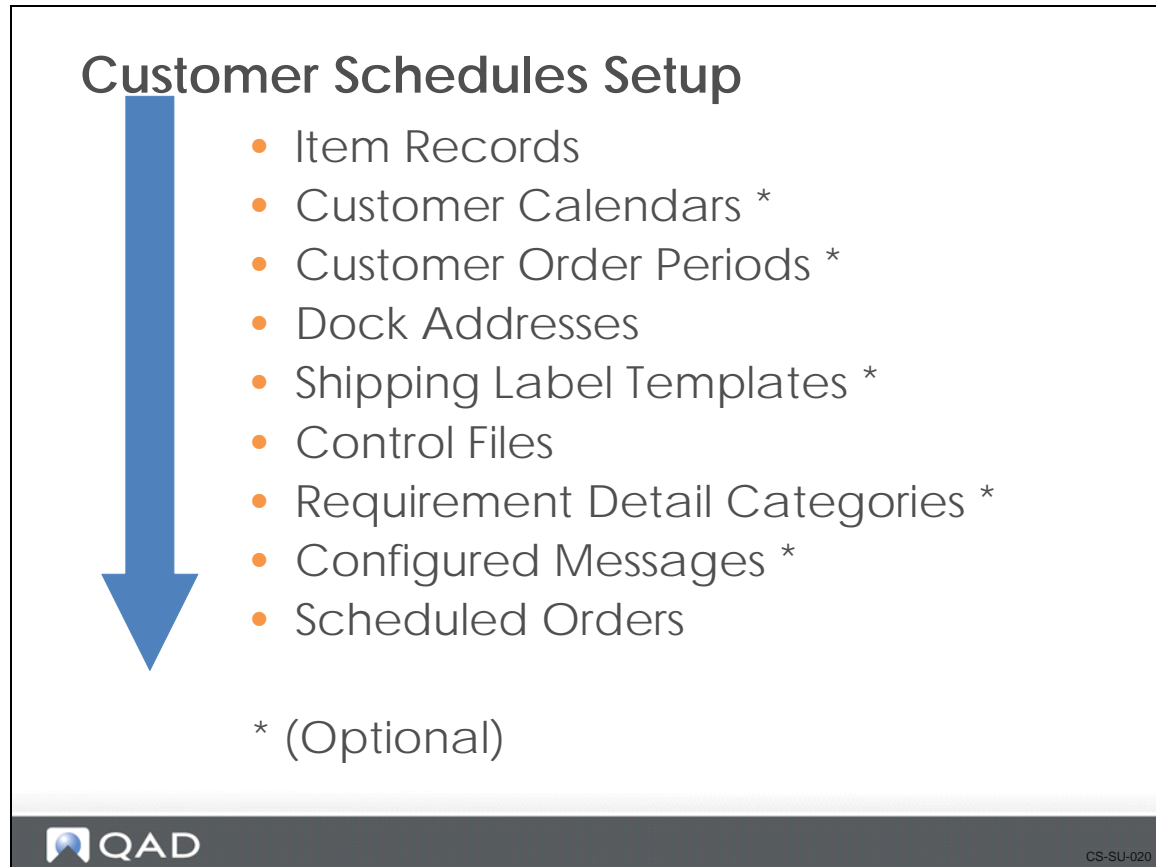
This flowchart is a suggested setup sequence of master files for customer schedules which is based on information that flows from one master file to another and prerequisites that need to be accomplished before setting up a file.

Customer Schedules Business Process
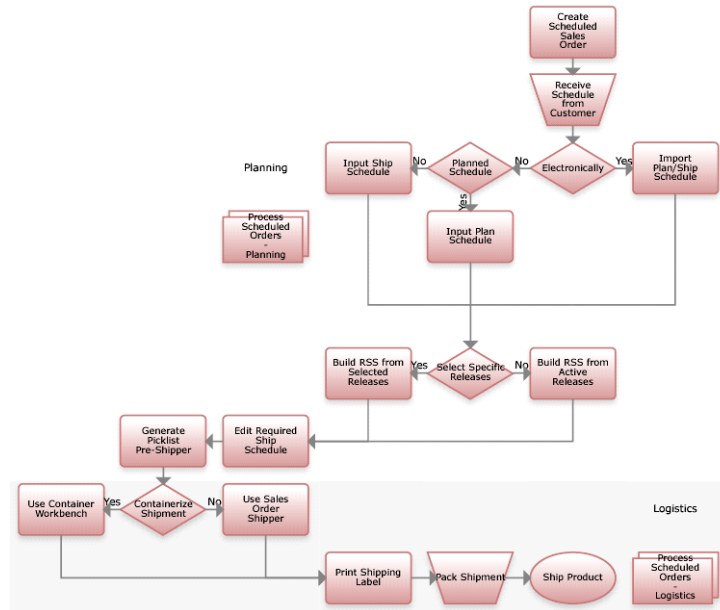
Item Records

Customer Schedules Setup

- **Item Records**
- Customer Calendars *
- Customer Order Periods *
- Dock Addresses
- Shipping Label Templates *
- Control Files
- Requirement Detail Categories *
- Configured Messages *
- Scheduled Orders

* (Optional)

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Before creating a scheduled order, item records must exist for all items and products stored in inventory that you will be shipping. The Item Master file contains records for all items, regardless of site. Item records hold the default information about items.

- If you are using shipping containers, you must set up container item numbers

To add item records, use one of the following:

- Item Master Maintenance (1.4.1)
- Item Data Maintenance (1.4.3)

Customer Item Maintenance (1.16)

Use Customer Item Maintenance (1.16) to set up cross-references between:

- Your internal item numbers and your customer's item numbers
  - You can choose to have one or both item numbers appear on all sales and shipping paperwork

  Note On sales quotes and sales orders the item number can only be 18 characters long.

- Internal numbering systems, industry standard (UPC), or marketing catalog numbers
  - By leaving the Customer field blank, the cross-reference will apply to all customers

Field Definitions

Customer. The customer code or ship-to code.

Customer Item. The item number used by the customer.

Note When EDI imports documents containing the customer's item number, if they use spaces in the item number, the spaces are removed. For example, if the customer' s item number is XZY 1234 AAC, you would enter XZY1234AAC.

Item Number. Your internal item number. This is the item number being cross-referenced to the customer's item number.

Comment. Used for reference only.

Display Item. This shows how the customer wants their item number to print (e.g., on bar code labels). If the customer uses spaces in their item number, you would enter the item number, with spaces. For example, using the same item number as entered in the Customer Item field, you would enter XZY 1234 AAC.

ECO. The customer's engineering change number (ECO). This prints on the shipper.

Note   Customer item numbers cannot be the same as your internal item numbers.

Exercise: Maintain Customer Items

Customer Pacific Health Care Systems (10C1003) has its own internal item numbering system. Use Customer Item Maintenance (1.16) to create a cross-reference of the customer's item numbers to your internal item numbers. There are three item numbers to be cross-referenced.

Customer Item	Your Item
Pump	03011
2.5LBottles	03012
4.5LBottles	03013

Use Customer Item Browse (1.17) to review the cross-references for each item.

Customer Calendars

Customer Schedules Setup

- Item Records
- **Customer Calendars** *
- Customer Order Periods *
- Dock Addresses
- Site Ship-From IDs *
- Shipping Label Templates *
- Control Files
- Requirement Detail Categories *
- Configured Messages *
- Scheduled Orders

- * (Optional)

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QAD Enterprise Applications allows you to define calendars matching your customer's work schedule (for the ship-to location). The system uses this calendar when calculating shipments for the customer. This calendar:

- Identifies the customer's holidays, shutdowns, hours, etc.
- Allows you to calculate a ship date acceptable to you and your customer

Customer Calendar Maintenance (7.3.1)

Use Customer Calendar Maintenance (7.3.1) to set up a customer calendar.

- Useful when a customer has a work schedule different from your company's work schedule
- Specify your customer's work days and their hours of operation
- Can specify exceptions to the customer's calendar

System checks the calendar when calculating the required ship schedule for the customer so releases do not occur on the customer's non-working days.

- If you do not set up a customer calendar, system uses your shop calendar (set up in Calendar Maintenance (36.2.5))

Two additional frames let you specify exceptions to your customer's regular work week:

- Operating Day Hour Exceptions
  - Specify exceptions to the regular work week (e.g., shutdown periods)
  - Specify a start and end date
  - Reference only, not used in schedule calculations
- Non-Operating Days
  - Specify a date

Exercise: Set Up Customer Calendar

Pacific Health Care Systems (10C1003) has a work scheduled different from yours. The customer operates two shifts Monday through Friday for a total of 16 hours per day. They also operate on Saturday for 8 hours.

Use Customer Calendar Maintenance (7.3.1) to set up a customer calendar for the customer; then use Customer Calendar Browse (7.3.2) to review the customer calendar.

Customer Order Periods

Customer Schedules Setup

- Item Records
- Customer Calendars *
- **Customer Order Periods *
- Dock Addresses
- Shipping Label Templates *
- Control Files
- Requirement Detail Categories *
- Configured Messages *
- Scheduled Orders

- * (Optional)

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Some customers divide their working year into periods (instead of using days, weeks, etc.). QAD Enterprise Applications lets you set up order period numbers that correspond to your customer's period numbers and are cross-referenced to dates you define.

- Once you set up order periods, you can match your shipment planning calendar to your customer's order periods
- Order periods can be defined per customer and may be defined as Type W - weeks or M - months

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Customer Order Period Maintenance (7.3.3)

Use Customer Order Period Maintenance (7.3.3) to set up order periods.

* In the first frame you link the period type to a customer
* In the second frame, you specify a period number and a corresponding time frame
    * Define the time frame by entering a start date and an end (expire) date

Dock Addresses

Customer Schedules Setup

- Item Records
- Customer Calendars *
- Customer Order Periods *
- **Dock Addresses**
- Shipping Label Templates *
- Control Files
- Requirement Detail Categories *
- Configured Messages *
- Scheduled Orders

* (Optional)

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Sometimes a customer will have multiple delivery sites (e.g., stores, gates, or docks) at their ship-to location and request you ship to a specific dock. They may even have special docks set up to receive certain types of deliveries. QAD Enterprise Applications gives you the ability to set up one or more customer dock addresses.

The dock address is used as an alternate to the customer's ship-to address.

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Dock Maintenance (7.3.6)

Use Dock Maintenance (7.3.6) to set up individual dock addresses.

- Before defining a dock address, the ship-to address must exist
- A dock address on an order supersedes a ship-to address
- A ship-to address can have more than one dock address
- Tax calculations uses the ship-to address, not the dock address
- The dock address can be temporary or permanent
  - Set the Temporary flag to Yes to make it a temporary address
  - Temporary addresses are deleted automatically by Closed AR Delete/Archive (27.23) when no other open records for that address exist
  - Temporary dock addresses can be changed to permanent by changing the Temporary flag to No

Note Dock addresses must be unique throughout the system. That means you cannot use the same dock address for more than one customer.

You can use the dock address as the default ship-to for the order in Scheduled Order Maintenance (7.3.13).

Exercise: Create Customer Ship-To and Dock Addresses

1 Use Customer Ship-To Create (27.20.2.1) to create a ship-to address for the customer Pacific Health Care Systems (10C1003). Indicate the customer's end user in Los Angeles is also a ship-to address, so the same code and address information is used.

2 The customer's ship-to address also has a receiving dock. Use Business Relation Modify to create a permanent dock address for the business relation 10-C1003; then use Dock Maintenance (7.3.6) to create a dock named LB for the customer.

Field	Data
Address	518 Windsor Way
Zip/City	90802/Long Beach
State	CA
Country Code	US
Language Code	US

Shipping Label Templates

QAD Enterprise Applications gives you the ability to print shipping labels (i.e., bar code labels). Shipping labels enable shipments to be received with bar code readers. In some supplier-customer relationships, shipping labels can replace shipper documents used as packing lists.

You can print shipping labels for:

- Single-item number containers (contains a single item)
- Master containers (e.g., pallets) of single-item number sub-containers (each containing all the same item)
- Mixed content containers (different items on the same pallet)

Creating shipping labels involves:

1   Creating the template files.

2   Assigning data prefixes and specifying the location of the template files.

3   Printing the shipping labels.

Creating the Template Files

To use bar code labels for shipments, you first need to set up a shipping label template file for each type of label required by each customer. The template files control:

- Data format

- Bar size
- Printed boundary lines
- Other label printing information

The template files are specific to your:

- Operation
- Customer's bar code reading equipment
- Industry

To create the template files you can select from a wide array of bar code label design software. The software package provides its own requirements for creating the template.

Assign Data Prefixes and Template Files

You assign data prefixes and specify the location of the template files in Shipping Label Definition Maintenance (7.3.11).

Printing

Printing bar code labels requires you have either a bar code label design package (which converts data inputs and controls the printed output) or that you enter the printer control codes in the Bar Code Control frame of Printer Setup Maintenance (36.13.2).

Discussed in the following Training Guide: *System Administration*.

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Shipping Label Definition Maintenance (7.3.11)

Note Shipping Label Setup is a technical setup handled by local IT staff. The following is provided as general background information.

Use Shipping Label Definition Maintenance (7.3.11) to enter data prefixes and to specify the location of the template files.

There are three frames you use to enter data:

- Barcode Data Prefixes
- Special Text Fields
- Template Files

Barcode Data Prefixes Frame

- Enter alphanumeric values for the system to use to create the correct bar code prefix for the customer's bar code receiving readers

Special Text Fields Frame

- Enter text for the system to print on the label (e.g., shipment or receiving instructions)

Template Files Frame

- Specify a template file containing the template values and link it to a label type (mixed, master, or single)

- Template values correspond to an order's field values (For example, template value 000003 corresponds to customer item number.)

- The system converts these template values to bar code label formats in Shipping Label Print (7.7.7)

Control Files

Customer Schedules Setup
- Item Records
- Customer Calendars *
- Customer Order Periods *
- Dock Addresses
- Shipping Label Templates *
- **Control Files**
- Requirement Detail Categories *
- Configured Messages *
- Scheduled Orders

* (Optional)

CS-SU-280

Before you begin processing customer schedules, you need to set up certain default information for the system to use during processing. You use the control files to set up default information for:

- Pre-shipper sequence numbers
- Shipper sequence numbers
- Master billing of lading sequence ID
- Document formats
- Invoice processing
- Shipping labels

Also, it is in the control files that you indicate if inventory movement codes are required and if maintenance of SO trailer amounts are allowed.

Customer Schedules Control (7.3.24)

Use Customer Schedules Control File (7.3.24) to set up default customer schedule information.

Any changes you make to this file are automatically made to the Container/Shipper Control File (7.9.24).

Field Definitions

Next Container. Container IDs are assigned to individual containers when preparing a shipment. Each ID is unique, giving each pallet, box, or returnable package a specific identifier. This information is often required by customer's on the ASN.

Pre-Shipper Sequence ID and Shipper Sequence ID. Number Range Management (NRM) sequence codes the system uses to generate sequence numbers for all pre-shippers (or shippers) that do not use inventory movement codes or have no available shipping group.

Master Bill Sequence ID. NRM sequence code the system uses to generate sequence numbers for all master bills of lading with no available shipping group.

Before you specify the sequence numbers for pre-shippers, shippers, and bills of lading, you must define them using the NRM feature

Shipper Document Format. Document format code applicable to pre-shippers/shippers.

Default for all pre-shippers/shippers that do not use inventory movement codes

Master Bill Document Format. Valid document format code applicable to master bills of lading.

Default for all master bills of lading that do not use inventory movement codes or having an available shipping group

Max Lines on a Pre-Shipper. Determines the maximum number of lines printed on a pre-shipper.

Mixed Load Label, Master Load Label, Single Load Label. You use these fields to enter the name of the template files to be used for shipping labels

Auto Invoice Post. Determines if the invoice created at the time the shipper is confirmed is automatically posted and whether or not to update the Ship Via and FOB Point on the original scheduled order to match the shipper's.

- If Yes, invoice is automatically posted
  - The Ship Via and FOB Point remain unchanged
- If No, invoice is not posted
  - The Ship Via and FOB Point can change when confirming the shipper

Note   Becomes the default setting in Pre-Shipper/Shipper Confirm (7.9.5). Also defaults in Customer Scheduled Order Maintenance (7.3.13).

Use Shipper Number for Invoice. Determines how a invoice number is assigned.

- If Yes, then the invoice generated when the shipper is confirmed has the same number as the shipper
  - Useful for tracing missing invoices/payments and for being able to track them back to the shipment generating the transaction
- If No, the numbers are not the same. The system uses the next available invoice number

Note   Becomes the default setting in Pre-Shipper/Shipper Confirm (7.9.5).

Consolidate Invoices. Determines if a single invoice is generated for a specified range of orders, or if one invoice is generated for each order.

- If Yes, all referenced orders are consolidated into a single invoice
- If No, one invoice per order is generated

  You can override this setting when you confirm the shipper.

Note   Becomes the default setting in Pre-Shipper/Shipper Confirm (7.9.5).

Print Invoice. Determines if invoice is printed at the time the shipper is confirmed.

- If Yes, invoice is printed at confirmation
  - Set to Yes if you need a paper record of the invoice
- If No, invoice is not printed at confirmation

Note   Becomes the default setting in Pre-Shipper/Shipper Confirm (7.9.5).

Require Inventory Movement Codes. Determines if inventory movement codes are required for newly created pre-shippers/shippers.

- If Yes, inventory movement codes will be required
- If No, inventory movement codes are not required
  - Default
  - Set to No if you are not using advanced shipping features

Sum history - Items, Sum history - Containers. Determines if the Pre-Shipper/Shipper Confirm generates a separate transaction history record for each item or container detail record on a shipper or summarizes transaction history by item or container.

- If Yes, system generates a transaction history record for each unique combination of the following shipper detail data:
  - Sales order number
  - Line number
  - Item or container number
  - Ship-from site and location
  - Lot or serial number
  - Reference number
- If No, system generates a separate transaction history record for each detail record on the shipper

Maintain Trailer Amounts. Determines if you can maintain sales order trailer amounts during shipper maintenance and confirmation.

- If Yes, you can maintain trailer amounts
- If No, you can specify trailer amounts

Note   Applies only when the shipper document format is used as an invoice.

Shipment Info For Receipts. Determine if the system prompts you for shipment information during material receipt entry.

- If Yes, when entering receipts, you can specify shipment number, ship date, and inventory movement codes
- If No, system does not prompt you for entry
  - Default

Use Ship/Plan PCR. Determines if prior cumulative required quantities are considered by Required Ship Schedule Update (7.5.5) or Selective Required Ship Schedule Update (7.5.6).

- If Yes, the beginning of the planning schedule is replaced by the shipping schedule and the remaining planning schedule quantities are adjusted by prior cumulative quantities
- If No, the beginning of the planning schedule is replaced by the shipping schedule and no prior cumulative quantities are considered

Note   This field only affects customer scheduled orders with netting logic set to 3.

Container/Shipper Control (7.9.24)

Any changes you make to this file are automatically made to the Customer Schedules Control File (7.3.24). These two screens are the same program called from two different menu locations.

Exercise: Set Up Customer Schedules Control

Use Cust Sched/Shipper Acct Control (36.9.7) to set up the following:

- The system will automatically post the invoice.
- You can print the invoice.

Requirement Detail Categories
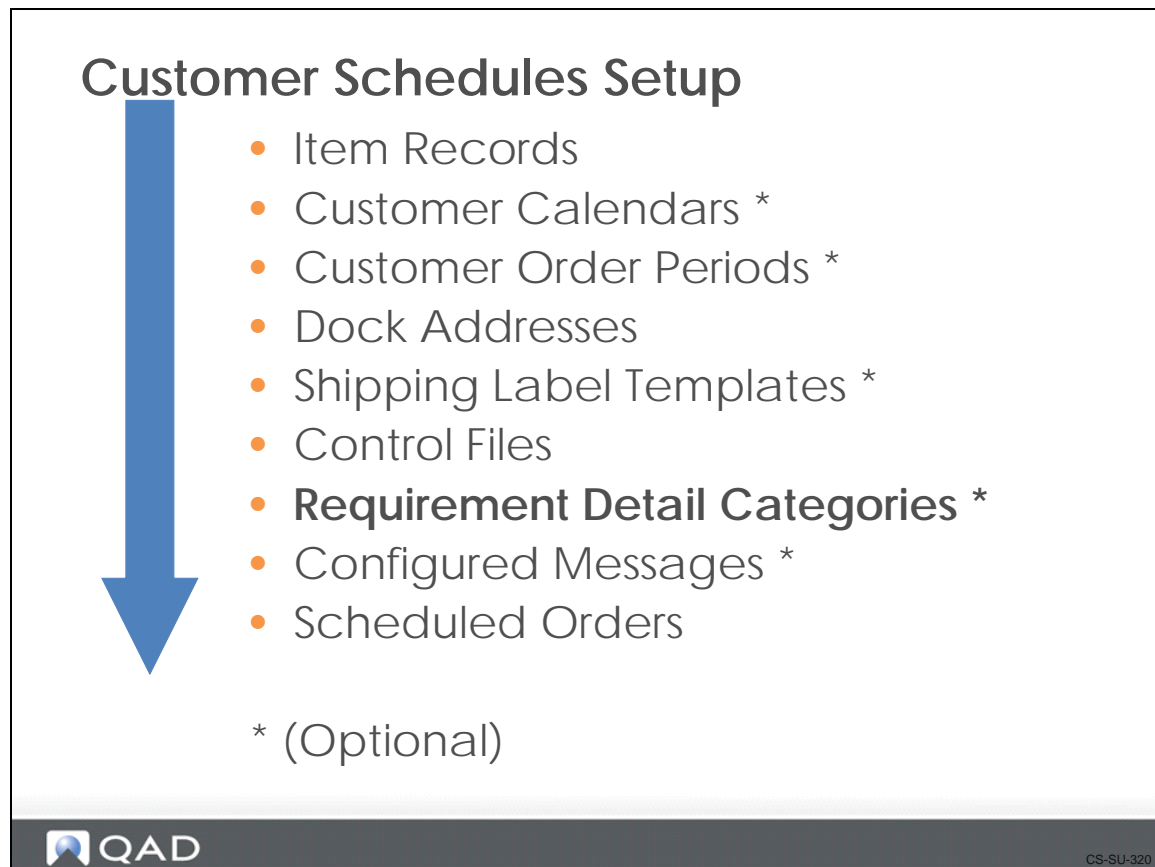
You can create requirement detail categories which contain special information associated with the schedules. Information such as:

- Special markings required by the customer for items shipped
- Specific information needed on bar code labels for packaging
- Requirements tied to authorization numbers (e.g., release authorization number [RAN], kanban number, pull signal with a number)

Each schedule can have multiple sets of requirement detail categories. You add requirement detail categories to a schedule in:

- Customer Plan Schedule Maintenance (7.5.1)
- Customer Ship Schedule Maintenance (7.5.2)

Note If you use a noncumulative accounting procedure for Release Management, you need to set up categories to use for requirement detail pegging.

Generalized Codes Maintenance (36.2.13)

Use Generalized Codes Maintenance (36.2.13) to set up requirement detail categories.

• The field name is rqm_cat

• You create the categories based on the type of requirement detail you receive (e.g. packaging information)

Customer Plan Schedule Maintenance (7.5.1)

You attach requirement details to a schedule in the Requirement Detail Maintenance frame of:

• Customer Plan Schedule Maintenance (7.5.1)
• Customer Ship Schedule Maintenance (7.5.2)

The category AUTHNBR (authorization number) is significant to the system.

• During document import, if it does not exist the system creates it
• If authorization numbers are received during import, the system checks the database to verify that the numbers are unique, based on business rules

All other categories are for your reference.

Configured Messages

Customer Schedules Setup

- Item Records
- Customer Calendars *
- Customer Order Periods *
- Dock Addresses
- Shipping Label Templates *
- Control Files
- Requirement Detail Categories *
- **Configured Messages ***
- Scheduled Orders

* (Optional)

QAD   CS-SU-350
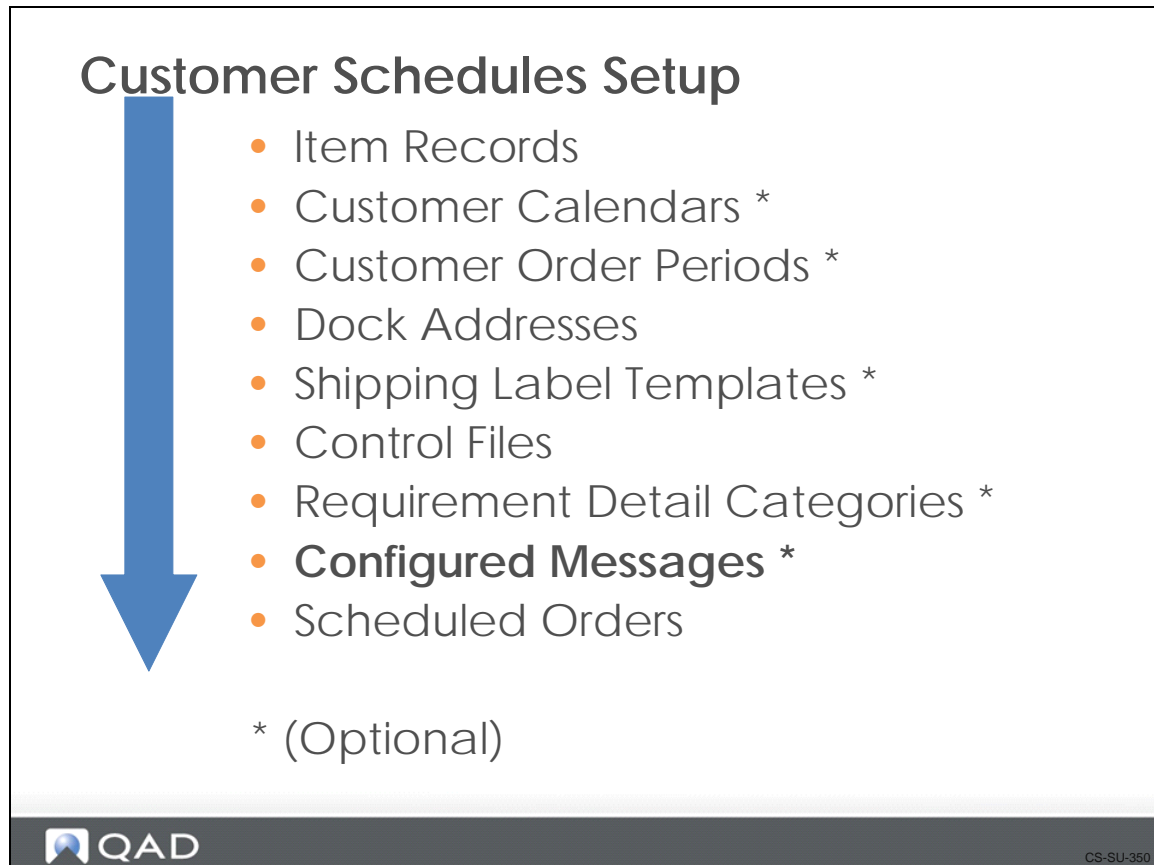
QAD Enterprise Applications configured message functionality gives you the ability to verify the structure and content of newly created shippers.

- Able to verify both automatically created shippers and manually created shippers
- Alerts you to potential shipping problems that need to be corrected before shipment
- Able to taylor conditional error processing to meet specific business rules

Note Configured messages are currently only implemented for shippers.

When defining configured messages, you determine:

- The error conditions and assign the level of severity
- The sequence in which the system checks for errors
- Which conditions require a message to display and the type of message (informational, warning, or error)
- Which conditions do not need to display a message
- If the message is to be a generic message (all shippers) or customer specific

Even though shipper verification with configured messages is optional, its use is recommend since the verification process gives you the ability to identify initial problems with shippers. The shipper is typically used to create an ASN. Since transmission of the ASN is often time critical, being aware of a problem with the shipper before shipment is vital.

QAD

Configured Message Maintenance (36.4.6.13)

Use Configured Message Maintenance (36.4.6.13) to define the:

• Customer
• External execution file
    • Contains the verification process used to confirm that the shipper's structure and content are valid
• Calling program
• The message to display if the shipper fails verification
• Sequence to have the system check for errors

You set up configured messages based on the language code (Language ID), site, and/or address.

Field Definitions

Language ID. Determines the language used in the message.

Site and Address. To have a configured message be a generic message, leave the Site and Address fields blank

To have a configured message be customer (i.e., trading-partner) specific, complete the address field

Note   More specific messages take precedence over generic messages.

Calling Program. The only valid entry is rcvrfsh1.p, the Shipper Verification program

Message Number. Number identifying the specific message text.

Execution File. You can use one of the five sample verification programs that come with QAD Enterprise Applications

Execution File	Description
rcvrfc01.p	Sample container quantity verification program,
rcvrfi01.p	Sample item containerization verification program.
rcvrfc02.p	Sample container empty verification program.
rcvrfc03.p	Sample containerization level verification program.
rcvrfi02.p	Sample container has same order/line verification program.

- You can also use custom, user-defined programs
  - For consistency, standard messages should be used when writing your own custom Progress programs
  - These are accessed using the include file mfmsg.i
  - Pass the message number and a severity indicator to display the message

Severity Level. You have five options:

Option	Explanation
0	No message displays.
1	An informational message displays.
2	A warning message displays.
3	An error message displays, along with "Please re-enter", and processing stops.
4	An error message displays, and processing stops.

Important When verifying shippers, do not use severity level 3. Verification is a noninteractive process run after the shipper is created, without opportunity to re-enter data. Use severity level 4, which does not include "Please re-enter."

Scheduled Orders

Customer Schedules Setup

- Item Records
- Customer Calendars *
- Customer Order Periods *
- Dock Addresses
- Shipping Label Templates *
- Control Files
- Requirement Detail Categories *
- Configured Messages *
- **Scheduled Orders**

* (Optional)

QAD

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A scheduled order is like a sales order, you create it in response to a customer demand and shipments are made against it. However, it differs from a sales order in that each line item has multiple delivery dates and quantities.

A scheduled order is a combination of sales order header and trailer fields and line item planning fields

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

QAD

Header Frame

Use Scheduled Order Maintenance (7.3.13) to create a new scheduled order, review, or modify an existing scheduled order.

Scheduled order numbers must be unique. When creating a new scheduled order, you can:

- Leave the Order field blank and have the system assign an order number
- Enter an order number of your own choosing

Order Data Frame

Much of the Order Data information defaults from Customer Maintenance (2.1.1) and Trading Partner Parameters Maintenance (35.1).

Field Definitions

AR Account. General Ledger (GL) account code used to track AR amounts for this scheduled order.

- Defaults from the AR account associated with the customer's bill-to address, if specified
- If there was no bill-to address specified, defaults to the customer's sold-to address

Taxable. Determines if the items on the scheduled order are subject to tax

- If Yes, the items are subject to tax
  - Defaults to the customer's ship-to address if specified
- If No, the items are not subject to tax

Week Offset. Use to set the weekly starting date of the scheduled order to match the customer's work week. Bucketing requirements are allocated using this value.

- Defaults to 0 (zero), Monday. (Monday is 0 [zero], Tuesday is 1, etc.)
    - For example, if your customer's work week starts on Tuesday, set the week offset to 1

Cumulative. Indicates if the quantities in the schedule are stated in cumulative terms.

- If Yes, all quantities are entered as cumulative
    - The discrete quantity is added to the cumulative quantity of the previous requirement
- If No, all quantities are entered as net

Bill-To. The address code of the customer's bill-to address.

- Defaults to the customer's sold-to address if a bill-to address was not specified in Customer Maintenance

Auto Inv(oice) Post. Determines if the invoice automatically posts at the time of shipper confirmation (Pre-Shipper/Shipper Confirm (7.9.5)).

Defaults from the Customer Schedules Control File (7.3.24).

- If Yes, system automatic posts invoice during shipper confirmation
    - Posts to the Accounts Receivable account specified in Customer Maintenance (2.1.1)
- If No, system does not automatically post invoices during shipper confirmation
    - You must post them manually using Invoice Post (7.13.4)

Imp/Exp. Determines if import/export data is maintained for the order.

- If Yes, you are able to enter or maintain import/export data for the order
- If No, you are not able to enter or maintain import/export data for the order

Note If European Intrastat statistics are required for this order, denoting the movement of goods within the EU, this field must be set to Yes. The Intrastat Control File (2.22.24) and valid inputs for Despatch, Country of origin on the bill-to/sold-to and ship-to etc., must also be set up.

Sequenced. Used when using Customer Scheduled Sequences.

- If Yes, scheduled order is a sequenced scheduled order
    - Sequence Delivery Data frame displays
- If No, scheduled order is not a sequenced scheduled order

Dynamic Unpeg. Determines if dynamic de-allocation is initiated or not. If initiated, affects the open quantity by letting pegged requirement quantities on unconfirmed shippers or pre-shippers for the same order line number be included in the calculation.

- If Yes, Picklist/PreShipper–Automatic (7.9.1) removes pegging information from any existing unconfirmed shippers or pre-shippers before building new pre-shippers
- If No, new pre-shippers are built using open demand not already pegged to other shippers or pre-shippers

Entered By. The initials of the user entering the scheduled order.

- Display only

Ship Via. Indicates the carrier normally used between the ship-from site and the customer.

- Can validate using generalized codes set up in Generalized Codes Maintenance (36.2.13)

FOB Point. The point at which the ownership of the goods transfers to the customer.

- For example, FOB Destination means that ownership transfers at the point of delivery
- Can validate using generalized codes set up in Generalized Codes Maintenance (36.2.13)
- If Auto Invoice is set to Yes, system picks up the FOB Point from this entry

Transport Days. The number of days needed to transport the goods from the ship-from site to the customer.

- Use if you are calculating the shipping schedule
- Acts like a lead time

Print Inv Hist. Determines if an invoice history record created by this order can be printed using Closed Invoice Reprint (7.13.12).

- If you are using EDI or eCommerce, and you set this field to Yes, you can print the invoice in addition to exporting it electronically

EDI Inv Hist. Determines if the invoice history record created for this order can be transmitted via EDI or eCommerce using Invoice Export (35.8).

- If Yes, EDI or eCommerce is enabled

Print Pack List. Determines if you can print a packing list/picklist for this order.

Note   There are other factors which can prevent a packing list from being printed. Factors such as partial shipments being set to No, if the order line is not confirmed, if there is a requirement for allocated quantities, or if the customer has an active status of hold due to a credit problem.

Comments. Set to Yes if you wish to make comments or notes about this scheduled order.

- Comments made here print out below the order header, but above the line items

AR Site. Site where the sales order or invoice was generated.

- Use in centralized sales model to identify accounts receivable and sales site
- For example, the manufacturing site dispatches the goods, but a central headquarters site deals with the commercial side of the contract
  - This gives the customer a central point of contact for a number of different ship-from sites

Ship to Cum/Req. •Cum(umlative) indicates this is a cumulative schedule

- Req(uirement) indicates this is a noncumulative (i.e., net) schedule
  - If Req, the Non-Cumulative Quantity Account Data frame displays

Currency. The currency being used for the scheduled order.

Discussed in the following Training Guide: *Customer Sequence Schedules*

Tax data Frame

Customer Scheduled Order Maintenance: Tax Data Frame

The order tax data frame displays for the input of Global Tax Management data.

The Non-Cumulative Quantity Account Data frame

The Non-Cumulative Quantity Account Data frame only displays if the Ship to Cum/Req field (found in the Order Data header frame) is set to Req.

Field Definitions

Ship Complete. The percentage of a requirement quantity that must be shipped to be considered complete

Merge RSS. Affects the generation of required ship schedules

• Set to Yes if your trading partner does not re-transmit requirements that have not yet been shipped

AUTHNBR Unique Days. If not zero (0), system verifies that duplicate authorization numbers are not reused within the time period

Exclude Planning Data. Determines how system manages planning data when open requirements are being merged.

• If Yes, system does not merge planning data from the active required ship scheduled (RSS) into the newly generated schedule
• If No, system merges planning data from the active RSS into the newly generated schedule

Note   You can only update this field if Merge RSS is set to Yes.

Line Item Data Frame

In the line item data frame you identify the item being shipped and the line number.

- Item number
- Customer purchase order number (optional)
- Unit of measure (UM)
- Scheduled order line number
  - Sequential number
  - Can be system assigned or user assigned
  - You can have multiple lines on one scheduled order
  - Must have same ship-to

Note If your customer has multiple docks, with requirements coming on the same scheduled order, you should create a line for each dock, with the same item number and different purchase orders.

The system asks you if you want to copy order details from another purchase order for the same item.

- If Yes, the system prompts you through the copy
- You need the purchase order number and the sequential line number you are copying from

Order Line Item Data - First Frame

There are two Order Line Item Data frames. The first frame contains pricing and inventory information.

Field Definitions

Disc Tbl. The price list to use in pricing this item

Note   Customer schedules only use the "P" type price list.

List Price. The unit price before applicable discounts or mark-ups are applied

Net Price. The price the customer pays for the item
- Updated once the shipper is confirmed
- If the price is different at the time of shipment (determined by the start and end effective dates of the price list), this field is updated at the time of shipment

Sales Acct. The GL account used to track the sales amount for this line item

Disc Acct. The GL account used to track discounts for this line item

Consume Forecast. Use to specify if quantities in the active RSS should consume available forecast.
- If you use the forecasting module to give early warning of future plant load (beyond the schedule horizons), you may want the actual RSS to consume the predicted load

- If the schedule you are creating forms part of that forecast, then set to Yes, or you will have double-counted the load
- If this schedule order has not been predicted, and forms additional load, set to No

Type. Determines if shipments of this item are to affect inventory.

- If left blank, line item is to be shipped from inventory
- If any value other than blank (e.g., M for Memo, D for Drop Shipments), shipment does not affect inventory
- Can validate using generalized codes set up in Generalized Codes Maintenance (36.2.13)
- Location
- Location where this line item is stored in inventory
  - Defaults from Item Master

Taxable. Indicates if this item is taxable (Yes) or not (No).

- An item can have a different taxable status from other items on the order

Order Line Item Data - Second Frame

This is where you enter the specific order information. Some of this data determines how the system builds the shipping schedule.

Field Definitions

Required Schedule Days/Weeks/Months.

- Seen by MRP
    - Scheduled order data bucketed according to the rules you set up here
- Setting to zero (0) maintains customer's date and quantity requirements
- The raw customer data is transferred into the MRP process
- Set to zero (0) if using noncumulative accounting procedures and pegging requirements through authorization numbers
- Used to bucket requirements for the supplier at the time the schedule release is transmitted.
    - Daily requirements appear as discrete quantities on discrete dates, including any intraday requirements and times
    - Weekly requirements are bucketed into weekly quantities with a delivery date of Monday
    - Monthly requirements are bucketed into monthly quantities with a delivery date of the first Monday of the month

Fab Auth Days/Raw Auth Days. The number of days the customer agrees to cover you for the manufacturing or ordering of the raw materials used in the manufacture of the ordered item.

- Normally a contractually agreed set of time
- When you first set up the scheduled order, these are usually left at zero (0) until a steady state of supply and demand exists
- Raw quantity is the quantity of product for which the customer commits to cover component costs
- Fab quantity is the quantity of product for which the customer commits to cover manufacturing costs

Customer Item. Customer's internal item number.

- Appears on the ASNs and invoices
- Must be set up using Customer Item Maintenance (1.16)

Container Item. The item number of the normal or primary container used to ship this item.

- If using, the item number must be an existing item number in the Item Master file

Alternates. Determines if the item can be shipped in a container other than the primary container.

- If Yes, a pop-up window appears allowing you to enter alternate container item numbers
- If No, only the primary container item is allowed

Dock. Customer's dock address.

- If using, the dock address must be set up in Dock Maintenance (7.3.6)
- Items will be delivered to this ship-to location

Start Effective/End Effective. The beginning and ending dates defining the period of time you and your customer have agreed for you to supply the item.

- For example, you may have to deliver to a different dock or location for a set period of time
  - Also, some customers prefer to make a new scheduled order after a certain period of time, allowing them to close off the schedule order and account against it

Max Order Qty. Determines the maximum quantity of the item to be shipped.

- Some customers may want to renew a scheduled order after a certain limit has been reached
- If specified, when the quantity has been exceeded, system displays warning messages at order updates, maintenance functions, inquiries, and reports

Std Pack Qty. Multiple in which orders for this item are to be shipped (e.g., 5, 10, 12).

- Schedule update rounds order quantities up to this number
- Often related to the container being used to ship the item

Plan SDP, Ship SDP. A code specifying the default ship/delivery pattern. Indicates the days of the week or month that shipments or deliveries are required. Required Ship Schedule Update (7.5.5) uses this code to determine the due dates for shipping the order.

The SDP codes can be different for shipping and planning schedules.

- If you do not use planning schedules, leave both fields blank to avoid any rescheduling of the planning dates
- Ship schedule is rescheduled based on your shipping days

  Codes support both ODETTE and Automotive Industry Action Group (AIAG) ship/delivery patterns.
- Translated to the appropriate industry standard code during EDI conversion and transmission

Netting Logic. Determines how the customer's planning and/or shipping schedules are used to create the final shipping (required) schedule.

- Four options:
- Use ship schedule only
- Use plan schedule only
- Combine the planning and shipping schedules, with the shipping schedule taking precedence where the schedules overlap (replace logic)
- The shipping schedule consumes the planning schedule and any discrepancy is reconciled in the last daily bucket (consume logic)

Cum Start. Date on which shipment quantities start to accumulate.

- Defaults to the current date
- Date you and your customer have agreed upon

Comments. Set to Yes if you wish to make comments or notes about this line item.

- Comments made here print out below each line item

Exercise: Create a Scheduled Order

Use Customer Scheduled Order Maintenance (7.3.13) to create a customer scheduled order.

Field	Data
Ship-From	10-300
Ship-To	10C1003
Order	[Record the system-generated order number]
Transport Days	0
Item Number	03011
Customer Ref	Pump

Select No at the prompt to copy data from another order line for this item.

Enter the following in the Order Line Item Data frame.

Field	Data
Req Sched Days	0
Req Sched Weeks	0
Req Sched Months	0
Customer Item	Pump
Dock	LB
Std Pack Qty	1
Netting Logic	3

Save the customer scheduled order.
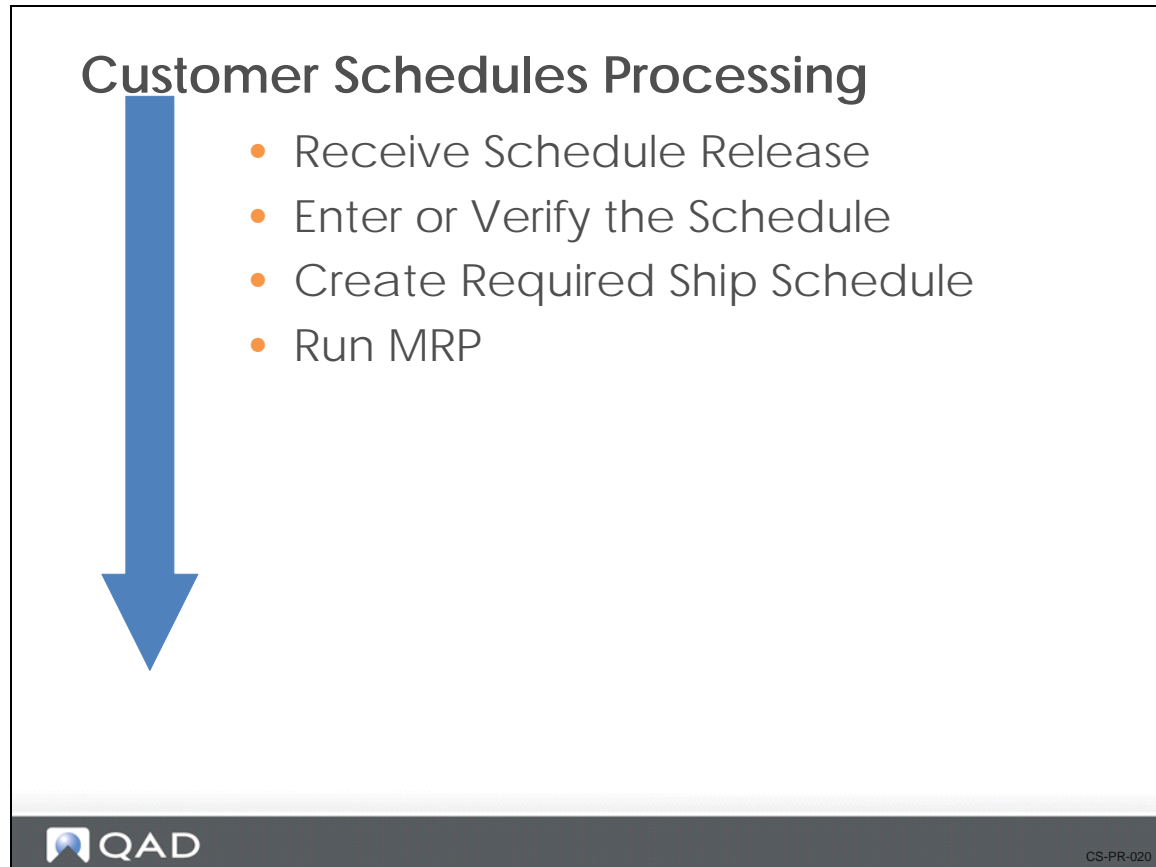
Customer Schedules Processing

This illustration is a suggested processing sequence of master files for customer schedules 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.

Receive Schedule Release
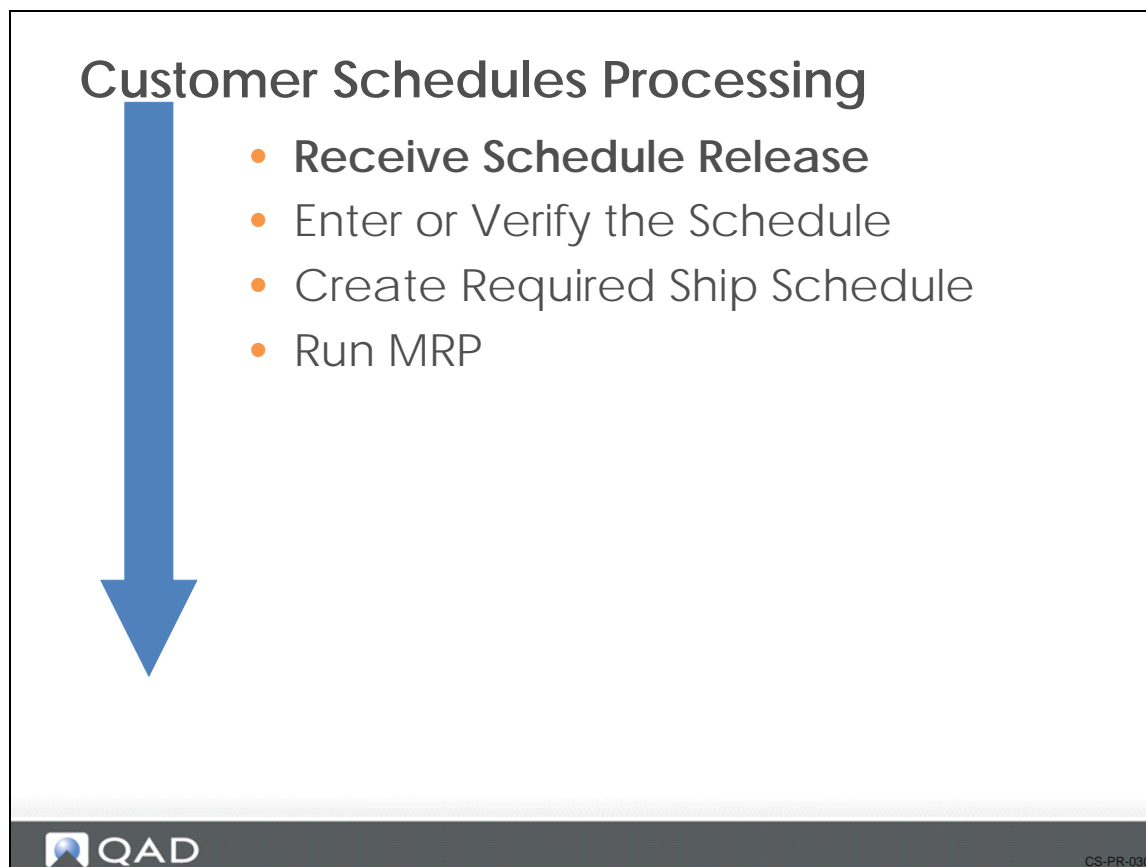
Once you have set up a customer's scheduled order, you are ready to receive their schedule releases.

- The most recently received schedule release normally supersedes all previous schedule releases
  - Raw and fabrication authorization are an exception to this
  - The longest authorizations, calculated by end date, are the valid ones

There are two types of schedule releases supported by QAD Enterprise Applications. Each states how much of a certain item a customer expects to need and when. The primary difference between the two is the planning horizon. The two types of schedules are:

- Planning Schedule (830, Delfor)
  - Shows long-term planning (e.g., weekly, monthly buckets)
- Shipping Schedule (862, Deljit)
  - Shows short-term planning (e.g., daily buckets)
  - Usually the more accurate

If there are two schedules, the scheduled order's netting logic (set up in Scheduled Order Maintenance (7.3.13)) determines how to combine the schedules to obtain a RSS.

Note   QAD Enterprise Applications retains every schedule the customer sends until you delete them from the system using Schedule Delete/Archive (7.5.23).

There are two ways to receive a schedule release:

- Import EDI or eCommerce
  - Use Document Import (35.13)
- Enter manually
  - Use Customer Plan Schedule Maintenance (7.5.1) or Customer Ship Schedule Maintenance (7.5.2), depending on the type of schedule

Note Throughout this course we will be using manual schedule transactions as the learning environment is not set up for EDI communication.

Document Import (35.1)

Use Document Import (35.1) to electronically import all schedule releases. The system processes the schedule based on the schedule's purpose code (e.g., add, change).

When importing a schedule, the system follows the following steps:

1 Verifies that the trading partner exists in the system.

2 Verifies that your site code matches that referenced on the release.

3 Cross-references item numbers to your internal item numbers.

4 Checks and opens the order record and line number in QAD Enterprise Applications.

5 Determines if quantities are discrete or cumulative based on the EDI indicator.

6 Checks that the cumulative quantities appear in ascending order.

7 Deletes this specific release if it already exists in the system.

8 Sets the effective end date of the prior release.

9 Adds any comments and the detail schedule data.

10 Creates requirement detail records if they are received.

- If authorization numbers are received, verifies that they are unique based on the AUTHNBR Unique Days setting in the schedule (set in Schedule Order Maintenance)

11 Updates the cumulative requirements.

12 Updates last receipt information from attached ASNs.

13 Updates the fabrication and raw materials authorizations.

14 Creates a new schedule release, incrementing the release ID.

If you make the imported schedule the active schedule (Update set to Yes), then update the schedule in Required Ship Schedule Update (7.5.5). If it is not the active schedule (Update set to No), then edit the schedule using Customer Plan Schedule Maintenance (7.5.1) or Customer Ship Schedule Maintenance (7.5.2) and make it the active schedule. Then run Required Ship Schedule Update to create the RSS.

Enter or Verify the Schedule
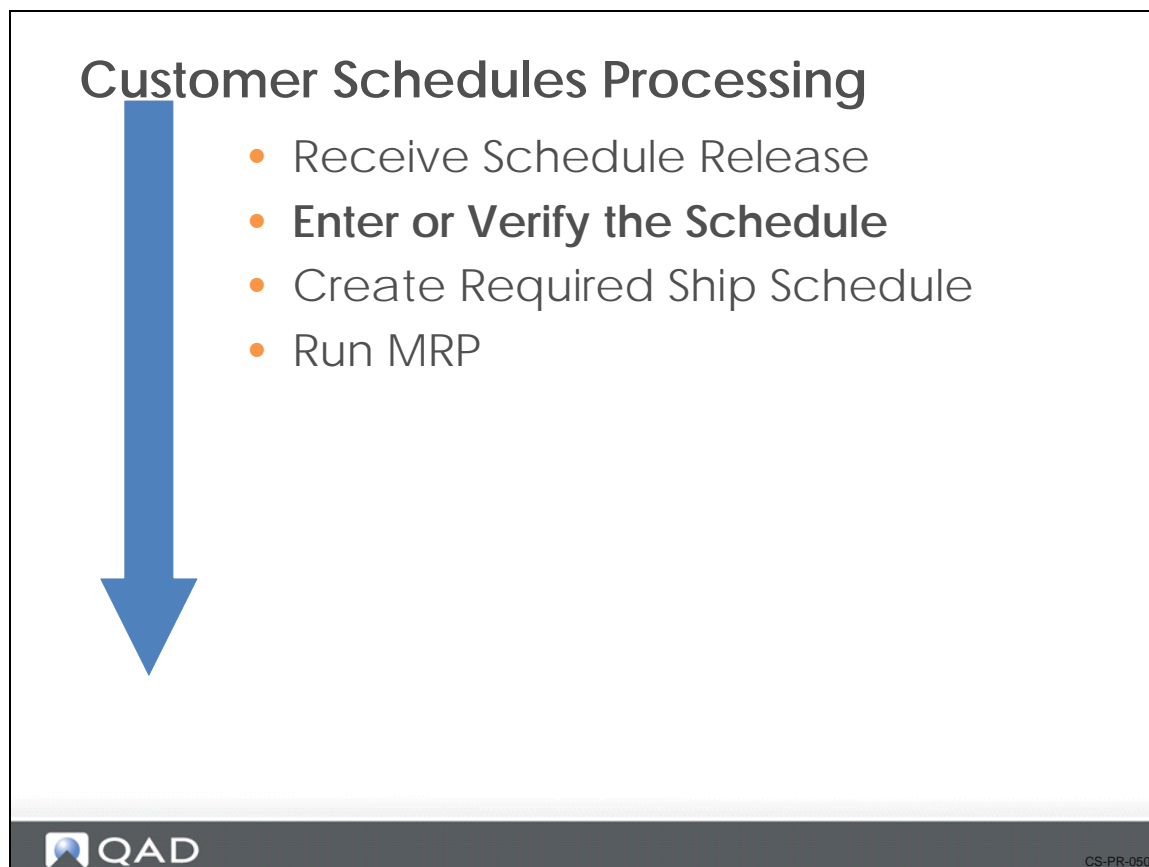
If you do not import schedules using EDI or eCommerce, you need to manually enter the schedule release into the system. You need to verify that the schedule release receipt was successful and that past customer receipts match your shipment records. Depending on the type of schedule release sent by the customer, you would use one of the following:

- Customer Plan Schedule Maintenance (7.5.1)
- Customer Ship Schedule Maintenance (7.5.2)

Customer Plan Schedule Maintenance (7.5.1)

Use Customer Plan Schedule Maintenance (7.5.1) to enter or modify a planning schedule. A planning schedule gives you visibility into the future so you can plan materials, work-in-process, and resources to meet the customer's demands. Typically a planning schedule shows medium to long range requirements, usually by week or month.

There are five frames of data.

Header Frames

There are two header frames. In the first frame you identify the scheduled order (ship-from, ship-to, item number, order number) and assign a release number.

Field Definitions

Release ID. Number identifying a specific release (version) of a customer schedule. Customers can send schedule releases on a weekly or daily basis. When this occurs, you record each schedule release in the system with a different release ID.

Pressing Go selects the active release.

• You can enter a number and select another release

The second header frame contains the order detail information.

SDP Code. Code representing the ship/delivery pattern (day of week or month when shipments or deliveries are required by the customer). Your order header takes precedence over the customer's SDP code.

SDT Code. Code representing the customer's required ship/delivery time. This field is for reference only. It is currently not used.

Internal Purpose Code. A user-defined code providing more detail about the external purpose code (e.g., add, change).

External Purpose Code. External purpose code from the EDI document.

Prior Cum Req. Prior cumulative requirement represents the total customer cumulative requirement on this scheduled order up to the Prior Cum Date.

MRP compares this quantity with the cumulative shipped quantity before determining the net demand. For example, if the total you have shipped against an order is less than the Prior Cum Req value by the Prior Cum Date, this shortfall appears as a demand requirement on MRP, with a due date equal to the Prior Cum Date. However, if you are ahead of demand, the difference is deducted from the schedule release demand.

Prior Cum Date. The date through which the prior cumulative requirement amount includes.

- The Prior Cum Req and Prior Cum Date are required fields for cum (cumulative) schedules
    - They are not required fields for req (required) schedules

Cumulative. Indicates if quantities in the schedule are stated in cumulative terms.

- If Yes, the plan is entered with cumulative quantities
    - For example, if the plan is for 100 per week, then it is entered as 100 in the first week, 200 in the second week, 300 in the third week, and so on
- If No, The plan is entered with discrete quantities per period
    - For example, if the plan is for 100 per week, then it is entered as 100 in the first week, 100 in the second week, 100 in the third week, and so on

Schedule Date Type. Determines how the requirement dates are calculated by the Required Ship Schedule Update. You have two options:

- Ship
- Delivery

If Ship, schedule dates are shipment based and requirement dates are not adjusted. If Delivery, schedule dates are delivery based. Requirement dates are adjusted by the number of days specified in the Transport Days field set in Scheduled Order Maintenance (7.3.13).

Active Start. Start date of this schedule release. Defaults to the system date.

Active End. End date of this schedule release.

- Typically left blank
- When a new release is made active, the system inputs the current system date into this field of the previously active release

Customer Receipts Frame

The third frame displays up to the last ten ASN's sent to the customer. Frequently they have been appended to the release to enable tracking of the shipments and to help maintain accurate cumulative totals.

  • You can use the information in this frame to resolve discrepancies between your cum ship number and the customer's cum receipt number

You can perform data entry on this frame. However, the fields are normally populated by EDI import of the release, if given by the customer.

Field Definitions

> *ASN/Shipper Nbr.* A number identifying the receipt document or ASN.
>
> *Receipt Date, Time.* The delivery date and time of the shipment.
>
> *Receipt Qty.* The discrete quantity the customer received in the shipment.
>
> *Cum Receipt Qty.* The cumulative quantity for this item, including this ASN/shipper receipt.

Schedule Detail Data Frame

The Schedule Detail Data frame shows the requirements by date. This frame allows you to view or edit the requirements sent by the customer on this release. It shows the quantity required, date, and bucket intervals this quantity relates to (day, week, month, etc.). Quantities can be firm or planned.

Note   To add a new line, type over the existing line.

Field Definitions

> *Date.* The beginning date of the bucket period being considered.
>
> *Note*   The date depends on the start of the customer's work week.
>
> For example:
>
>   • With a weekly interval, the date should be the start of the week (usually a Monday)
>   • With a monthly interval, the date is usually the first Monday of the month
>
> *Note*   When the interval involved is a monthly interval, where there are weekly quantities for that month as well, QAD Enterprise Applications is expecting a date of the week commencing after the weekly quantities with a quantity for the remainder of the month. For example, if a customer normally demands 1,000 per week, the input would be:

Date	Interval	Quantity
MM/02/YY	W	1000
MM/08/YY	W	1000
MM/15/YY	M	1000

> The RSS update process will then bucket the quantities correctly at 1,000 per week (in conjunction with the appropriate ship/delivery pattern).
>
> *Time.* The time the shipment is to be delivered to the customer.
>
> *Note*   MRP does not schedule by hours. However, a customer can specify a time when they want the shipment to arrive.
>
> *Int.* Indicates the period this quantity requirement covers. Options are:
>
>   • D – Daily
>   • W – Weekly
>   • M – Monthly

- Q – Quarterly
- H – Half-yearly
- Y – Yearly

Note   Weekly intervals bucket requirements into the first day of the week. Monthly intervals bucket all requirements for the next month into the first Monday of the month.

Reference. In version 8.5 and below, the customer's reference number used to identify a specific shipment or delivery quantity. If the customer uses authorization numbers (e.g., release authorization numbers [RANs], kanban number, or a pull signal with a number), they display in this field.

Note   Some customers use authorization numbers on their releases and require you reference them on ASNs, invoices, etc.

Quantity. The amount of this item required at this date (and time).

Q. A one-character forecast qualifier communicated by the customer in their planning and shipping schedules. Normally defines if the requirement quantity is firm or still in the planning stages. It can also be used for any special purpose specified by the customer communicating the schedule.

Since all quantities in a RSS are considered firm, Required Ship Schedule Update sets this field to indicate the source of the requirement.

- – Originated from a planning schedule
- – Originated from a shipping schedule

Note   If the scheduled order defines bucketing quantities and the schedule does not have any detailed requirements, this column still displays F (firm) after bucketing processing.

Req Det. Specifies if requirement detail is entered.

- If Yes, requirement detail entries exist, and an additional frame displays
- If No, requirement detail does not exist, and an additional frame does not display

Note   Requirement detail is typically updated only if you are using noncumulative accounting practices.

Requirement Detail Maintenance Frame

This frame only displays if the Rqm Det field (set in the previous frame) is Yes.

Field Definitions

Category. Enter a valid requirement detail category.

- If you specify an authorization number (AUTHNBR), the system verifies that it is unique, based on the setting of the AUTHNBR Unique Days field set in Scheduled Order Maintenance

Value. The requirement detail.

Resource Authorization Data Frame

Resource authorization data for this scheduled line shows the maximum amount of raw materials and semi-finished items the customer has committed to purchase during a specific time period. This does not limit you to that quantity. It simply means this is the maximum quantity the customer has agreed to pay for.

The quantity and dates are used by the Schedule Authorization Report (7.5.12), which calculates the largest fab and raw authorizations by item and order.

Field Definitions

Fab Qty, Raw Qty. The quantity of this item, in end-item terms, that the customer authorizes you to fabricate/manufacture (Fab Qty) or purchase materials for (Raw Qty), as of this scheduled release.

Fab Start/End, Raw Start/End. Start and end date defining the authorization horizon.

After completing this frame, the system prompts you to make this schedule active. There can only be one active planning schedule at a time. If you already have an active planning schedule, the system puts an end date on the currently active planning schedule and the new planning schedule coming in becomes the active planning schedule.

If you are receiving both a planning and a shipping schedule, you will have an active schedule for both. The RSS calculation will then use the netting logic to determine how to combine the two schedules to get the RSS.

Exercise: Create a Planning Schedule

Use Customer Plan Schedule Maint (7.5.1) to create a planning schedule for the customer Pacific Health Care Systems (10C1003).

Field	Data
Ship-From	10-300
Ship-To	10C1003
Item Number	03011
Order	[The customer scheduled order number created earlier]
Line	1
Release ID	001
Prior Cum Date	[Last Friday]

Advance to the Schedule Detail Data frame. Enter the following information:

- Shipments start next Monday and run for 8 weeks
- Shipments are at weekly intervals
- Each shipment is for 500 units

In the Resource Authorization Data frame, enter the following:

Field	Data
Fab Qty	500
Fab Start	[Today's date]
Fab End	[The last ship date]
Raw Qty	500
Raw Start	[Today's date]
Raw End	[Last ship date]

Select Yes when the system asks you to make this schedule active.

Customer Ship Schedule Maintenance (7.5.2)

Use Customer Ship Schedule Maintenance (7.5.2) to enter or modify a shipping schedule. A shipping schedule lets you plan materials, work-in-process, and resources to meet the customer's demands. Usually, a shipping schedule shows short range requirements, in daily buckets.

There are four frames and they are identical to the first four frames in Customer Plan Schedule Maintenance (7.5.1). A shipping schedule does not include resource authorizations.

After completing all four frames, the system prompts you to make this schedule active. There can only be one active shipping schedule at a time. If you already have an active shipping schedule, the system puts an end date on the currently active shipping schedule and the new shipping schedule coming in becomes the active shipping schedule.

If you are receiving both a planning and a shipping schedule, you will have an active schedule for both. The RSS calculation will then use the netting logic to determine how to combine the two schedules to get the RSS.

Exercise: Create a Shipping Schedule

Use Customer Ship Schedule Maint (7.5.1) to create a shipping schedule for the customer Pacific Health Care Systems (10C1003).

Field	Data
Ship-From	10-300
Ship-To	10C1003
Item Number	03011
Order	[The customer scheduled order number created earlier]
Line	1
Release ID	001
Prior Cum Date	[Last Friday]

Advance to the Schedule Detail Data frame. Enter a shipping schedule using the following information:

- Shipments start next Monday and run for 2 weeks
- Shipments are at daily intervals, Monday through Friday
- Each shipment is for 100 units

Select Yes when the system asks you to make this schedule active.

Create Required Ship Schedule

Customer Schedules Processing

- Receive Schedule Release
- Enter or Verify the Schedule
- **Create Required Ship Schedule**
- Run MRP
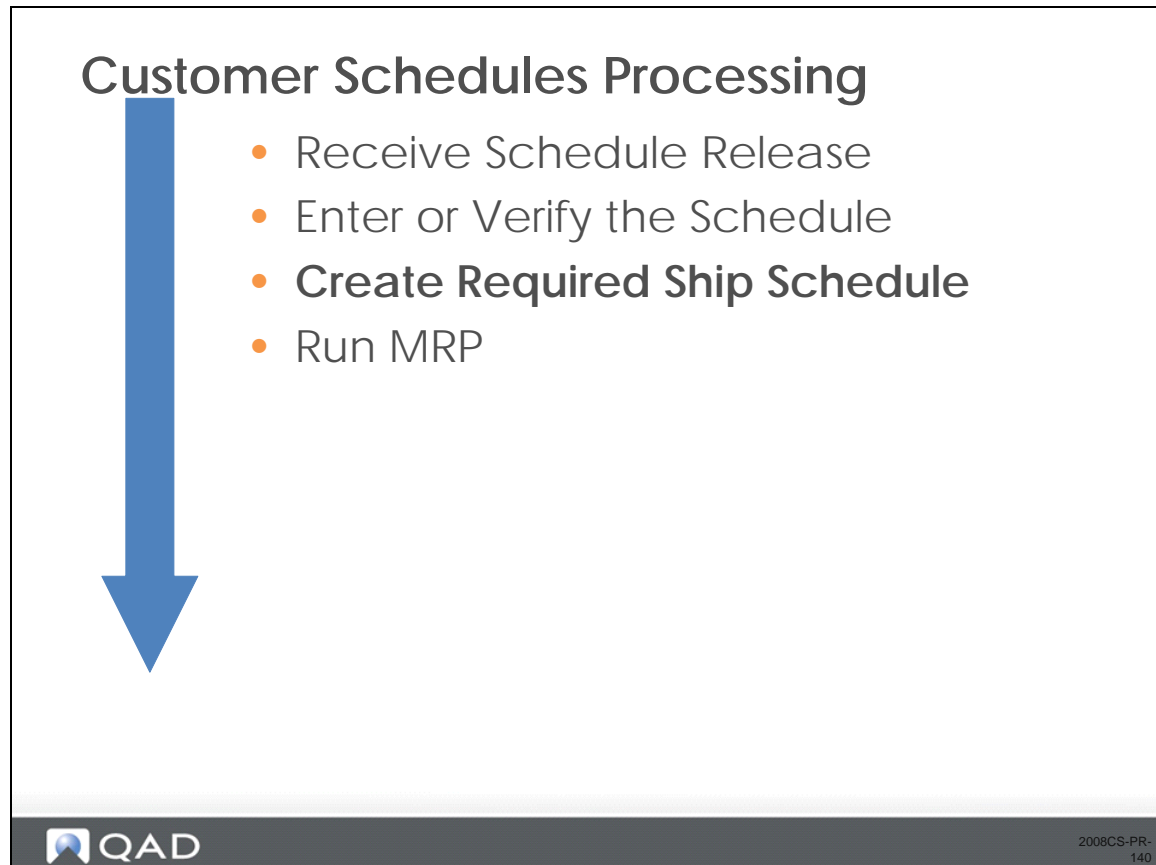
The RSS identifies for a particular customer and scheduled order, the item quantities they need you to ship, on what dates, and at what time.

You create an RSS using one of the following:

- Required Ship Schedule Update (7.5.5)
- Selective Required Ship Schedule Update (7.5.6)

Required Ship Schedule Update (7.5.5)

Required Ship Schedule Update

Required Ship Schedule Update ✕

```
        Ship-From: 12-200          To: 12-300
          Sold-To: 10c1000         To: _____
          Ship-To: _____        To: _____
             Dock: _____        To: _____
      Item Number: 02200           To: 02200
        PO Number: _____  To: _____
     Customer Ref: _____  To: _____
       Model Year: ____            To: ____
            Order: _____        To: _____

         Report Detail/Summary: Summary
                        Update: No            Output:
                                              Batch ID:
```

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Use Required Ship Schedule Update (7.5.5) to create an RSS using either or both active planning and shipping schedules. Which schedule the system uses and how depends on the schedule order's Netting Logic (set in Scheduled Order Maintenance). The system records the source of the requirement (shipping or planning schedule) and displays this information in the report generated at the end of the update process.

Basically, the RSS turns the customer's need dates into due dates which you can then use for planning and production.

The update first selects the most recent release for each schedule type. It then uses the following information to create the RSS:

- Scheduled order data (Week Offset, Cumulative, Transport Days, Req Sched Days, Weeks, Months, standard pack quantity, Netting Logic, and SDP codes)
- Your calendar
- Your customer's calendar, if necessary.
  - System uses this to adjust dates or quantities if your customer does not schedule their requirements to coordinate with your open days, ship schedule, or shipment multiples
  - QAD Enterprise Applications back-schedules all date adjustments

Field Definitions

Report Detail/Summary. You have two report options:

- Detail
- Summary
- If Detail, a complete audit report prints. This report shows:
- Order details such as the ship-from, ship-to, item number, order number, line number, and PO Number
- The planning and shipping schedule details, including the Release ID for each
- If there is a customer or ship-to calendar
- What the transportation leadtime is for each schedule
- Resource authorization data
- If bucketing was used, and if so, the what is being used
- The new active RSS

If Summary, only the Sold-To, Ship-To, Item Number, PO Number, Plan Release ID, and Ship Release ID print as the system processes each order detail record.

Update. The system uses this setting to determine if it is to create a new schedule release for the order detail records selected.

- If Yes, the system calculates and creates a new schedule release
- If No, the system does the calculations and generates report, but does not do any actual updating to the database

Note It is a good idea when first running this process to set Update to No. This gives you the ability to review the new schedule release prior to actually creating it.

Customer Schedule Calculation
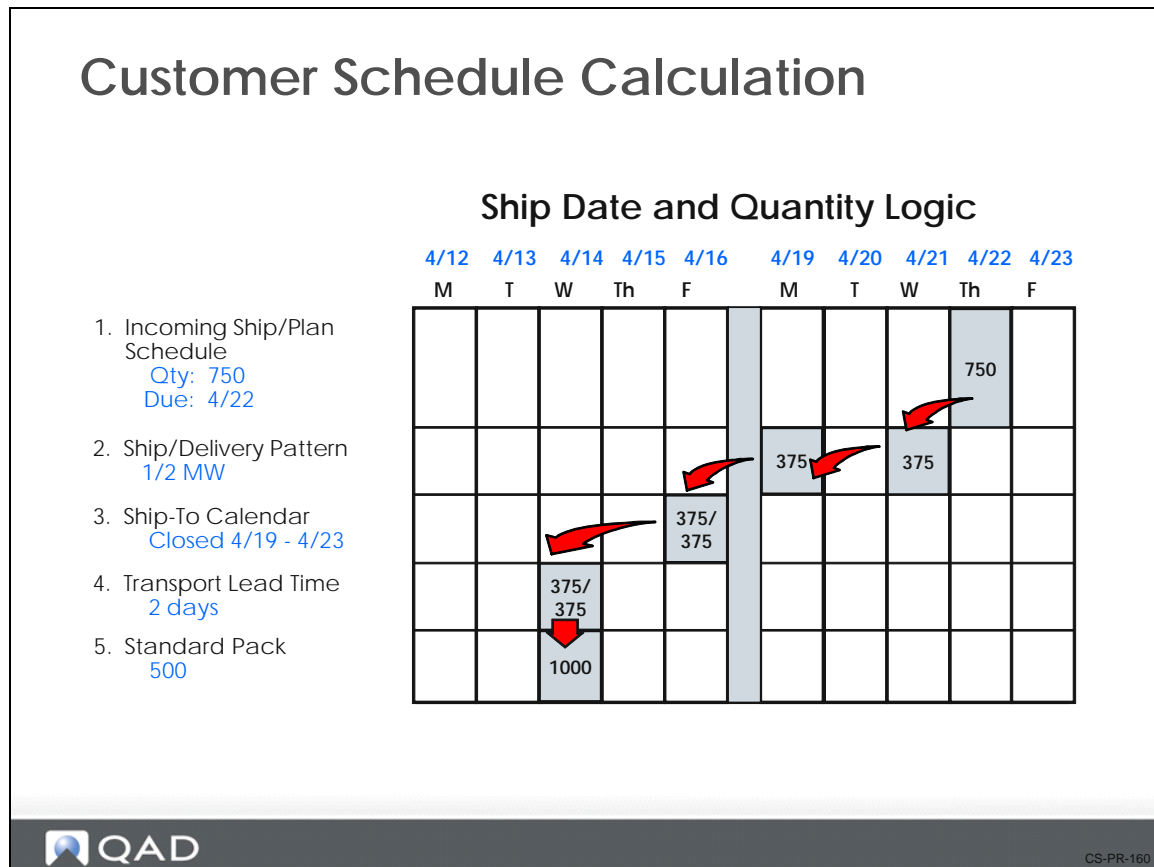
In creating the RSS, the update program performs the following calculations:

1   Back-schedules for ship/delivery pattern.

- This has the effect of bucketing the required quantity over the interval specified according to the SDP

- In the example above, a weekly quantity of 750 is divided into 375 Monday and 375 on Wednesday for delivery

2   Combines schedules using netting logic.

- Set in Scheduled Order Maintenance

3   Back-schedules for customer calendar from ship/delivery schedule.

- If one of the delivery days calculated above is a non-operating day for the customer (indicated in the customer calendar), the program will bring the delivery date forward to the next available day for that quantity

4   Back-schedules for transport lead time from calendar-adjusted schedule.

- Set in Scheduled Order Maintenance

- All delivery dates are adjusted by the number of calendar days entered in the Transport Days field

  - Shown in line 4 above.

5 Revises quantities to standard packing quantity multiple.

- Set in Scheduled Order Maintenance

6 Rebuckets quantities from month and week quantities into dates and quantities.

- Rebucketing is carried out according to the values entered in the Req Sched Days, Req Sched Weeks, Req Sched Months fields (set in Scheduled Order Maintenance)

7 Creates a new active RSS.

    a Assigns a release ID.

    b Displays quantities and dates.

Managing Requirement Detail

If you are using non-cumulative accounting procedures, the system manages requirement detail using the settings you define in the Non-Cumulative Quantity Accounting Data frame of Scheduled Order Maintenance.

If requirement detail exists, during the update process the system:

1 Copies requirement detail to the RSS.

2 Creates a schedule detail record for each requirement detail record.

If the Merge RSS field is Yes (in the Non-Cumulative Quantity Accounting Data frame), open requirements from the previous active RSS can be carried to the new RSS.

Exercise: Create a Required Ship Schedule

1 Use Required Ship Schedule Update (7.5.5) to run the update for the required ship schedule (RSS) release for the customer Pacific Health Care Systems (10C1003).

Field	Data
Ship-From	10-300
Ship-To	10C1003
Item Number	03011
Order	[The customer scheduled order number created earlier]

Select the Detail report option and set Update to No.

2 Run the program again, this time selecting the Summary report option. Leave Update set to No.

3 Review both reports to see what information each provides.

4 Run the program again, selecting either report option, and set Update to Yes.

Selective Required Ship Schedule Update (7.5.6)

Use Selective Required Ship Schedule Update (7.5.6) to create an RSS using a specific release (not necessarily the active one).

The method for calculating the RSS is the same as used in Required Ship Schedule Update.

Selection Criteria

Ship-From/Ship-To/Item/PO Number/Order/Line

Use one or more of the above criteria to select the scheduled orders. To select all, leave the field blank.

Field Definitions

Ship Schedule Release ID/Plan Schedule Release ID/Sequence Schedule Release ID.
Specify the release ID of the specific version of the customer schedule.

Report. You have the option of generating an audit report (Yes) or not generating a report (No). The report shows the records that are being changed.

Update.
- If Yes, the system makes the changes to the database
- If No, no changes are made

Required Ship Schedule Maintenance (7.5.3)

Use Required Ship Schedule Maintenance (7.5.3) to modify an RSS release (does not have to be an active RSS). You can do this at any point during the schedule processing.

There are three frames.

In the first frame you identify the RSS. To call up the active RSS, enter the order number and line number (if the order has multiple lines) and press Go. In the Release ID field, press Go and the system opens the active release.

The second frame shows:

- The total quantity requested from the customer (Prior Cum Req) as of a certain date (Prior Cum Date)
- If this release is cumulative (Cumulative)
- Dates showing when this release was active (Active Start/Active End)
    - The Active End field is blank for the currently active release

The third frame is the Schedule Detail Data frame. It shows the dates and quantities in the RSS, which were generated using the customer's requirements.

Field Definitions

Reference. The value of Reference is linked to the value for AUTHNBR. If you modify the Reference values, a new schedule detail record is created. Only one authorization number can exist for each entry. If you attempt to add a second authorization number, an error displays.

After completing all the frames, if this was not the active schedule, the system prompts you to make it the active schedule.

Run MRP

Once you have the active RSS, you are ready to run MRP to explode demand and schedule component orders. The dates in the RSS drive MRP. Sometimes a customer includes a time as well as the date. Although, MRP does not schedule by hours, you can use the times specified on the RSS to be more precise about when the customer wants the shipment to arrive.

MRP does not look at the customer's planning or shipping schedules, only at the active RSS.

Net Change MRP (23.1)

Use Net Change MRP (23.1) to plan for items that have had changes in supply or demand since the last MRP run.

Discussed in the following Training Guide: *Materials Requirements Planning*

Regenerate Materials Plan (23.2)

Use Regenerative MRP (23.2) to look at all MRP-planned items and to create a completely new material plan.

Discussed in the following Training Guide: *Materials Requirements Planning*

Selective Materials Plan (23.3)

Use Selective Materials Plan (23.3) to run MRP on selective items only.

- It can be run in net change mode by setting the Required Items Only field to Yes, or in regenerative mode by setting Required Items Only to No

- You can use Selective Materials Plan to plan master schedule items separately from other items, or to plan small groups of items by using buyer/planner, product line, group, type, supplier, or any combination of these, as selection criteria

Discussed in the following Training Guide: *Material Requirements Planning*

Customer Schedules Processing Summary

Customer Schedules Processing Summary

- Receive Schedule Release
- Enter or Verify the Schedule
- Create Required Ship Schedule
- Run MRP

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Course Overview

Course Overview

✓Introduction to Customer Schedules

✓Business Considerations

✓Set up Customer Schedules

✓Process Customer Schedules

• Process Customer Schedules Shipments

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Customer Schedule Shipment Processing

Customer Schedule Shipment Processing

- Create Containers
- Create Shipper
- Verify Shipper
- Print Shipping Labels
- Print Bill of Lading
- Confirm Shipper
- Send Shipper
- Print Invoice

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This illustration is a suggested processing sequence of master files for customer schedule shipments 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.

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Shipment Processing

**Shipment Processing
Outgoing Shipper Structure**

Shipper

Shipper ID 239985

Pallet   Pallet

Container ID 256990AP   Container ID 256990AP
Item #   "Pallet"   Item #   "Pallet"

Box   Box   Box   Box

Container ID: Container ID: Container ID: Container ID:
  15789234   15789235   15789236   15789237

Item #: "Box"   Item #:"Box"   Item #: "Box"   Item #: "Box"

Product   Product   Product   Product

Qty: # in box   Qty: # in box   Qty: # in box   Qty: # in box

Item #: "#1"   Item #: "#2"   Item #: "#3"   Item #: "#3"

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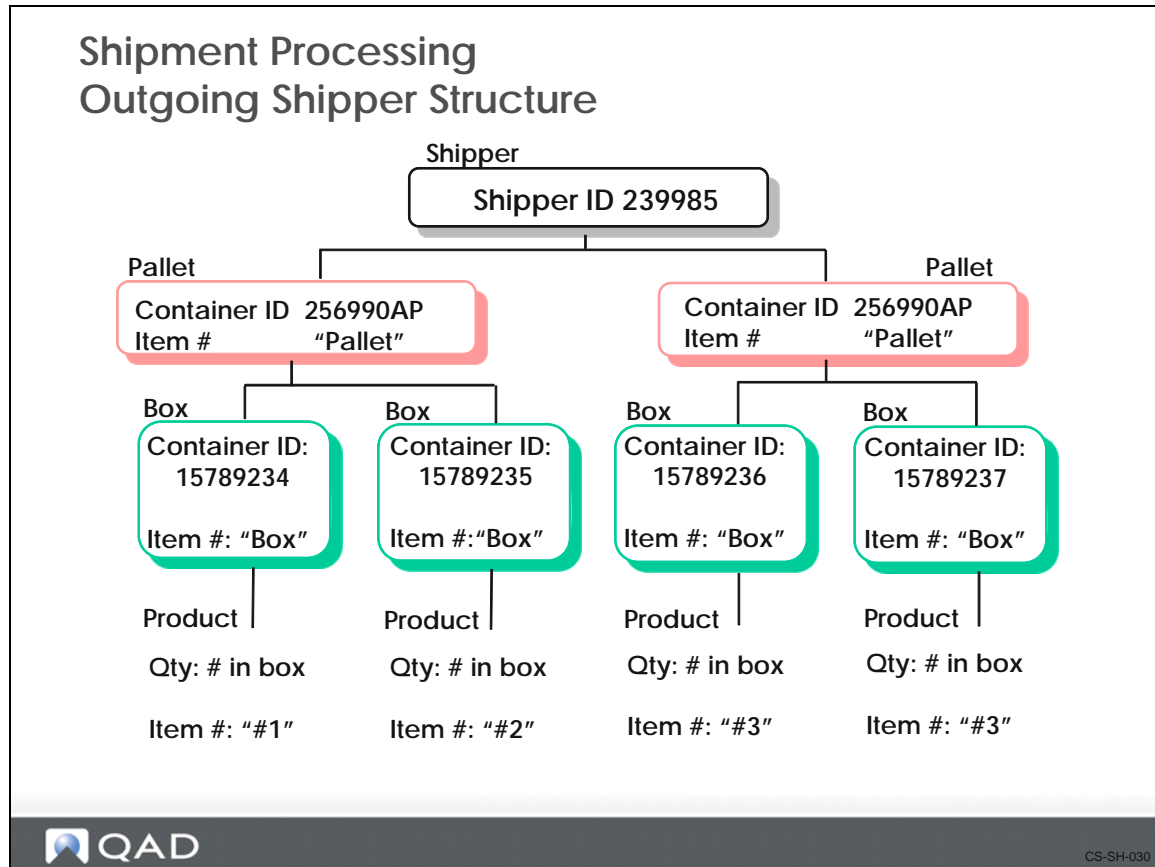
A shipment consists of multiple items, which can be end items or containers holding other containers and/or end items. Each shipper has a unique ID, which can also be the ASN number and invoice number. A shipper is defined for the entire shipment, which contains all containers as well as any items that are not in containers.

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Create Containers

Customer Schedule Shipment Processing

- **Create Containers**
- Create Shipper
- Verify Shipper
- Print Shipping Labels
- Print Bill of Lading
- Confirm Shipper
- Send Shipper
- Print Invoice

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CS-SH-040

Shipment maintenance relies on a structural relationship between items and containers. Containers are similar to parent items and can include any number of items or other containers. You use containers to:

- Package and store finished goods at the end of a production line
- Warehouse finished goods in single level containers before shipping
- Consolidate finished goods going to the same location

QAD Enterprise Applications does not require that you use containers, you can list items directly under the shipper. However, if you use shipping labels, typically items must be in a container.

You can create containers in two places:

- Container Workbench (7.7.1)
  - Single level containers
- Pre-Shipper/Shipper Workbench (7.9.2)
  - Hierarchical containers

If you want to track container inventory, you need to assign a nonzero GL cost to container item numbers.

Ensures that the system creates inventory transactions of type ISS-UNP when you confirm shippers referencing the container items

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If you do not want to track container inventory, create dummy item numbers for containers that have zero GL costs.

Container Workbench (7.7.1)
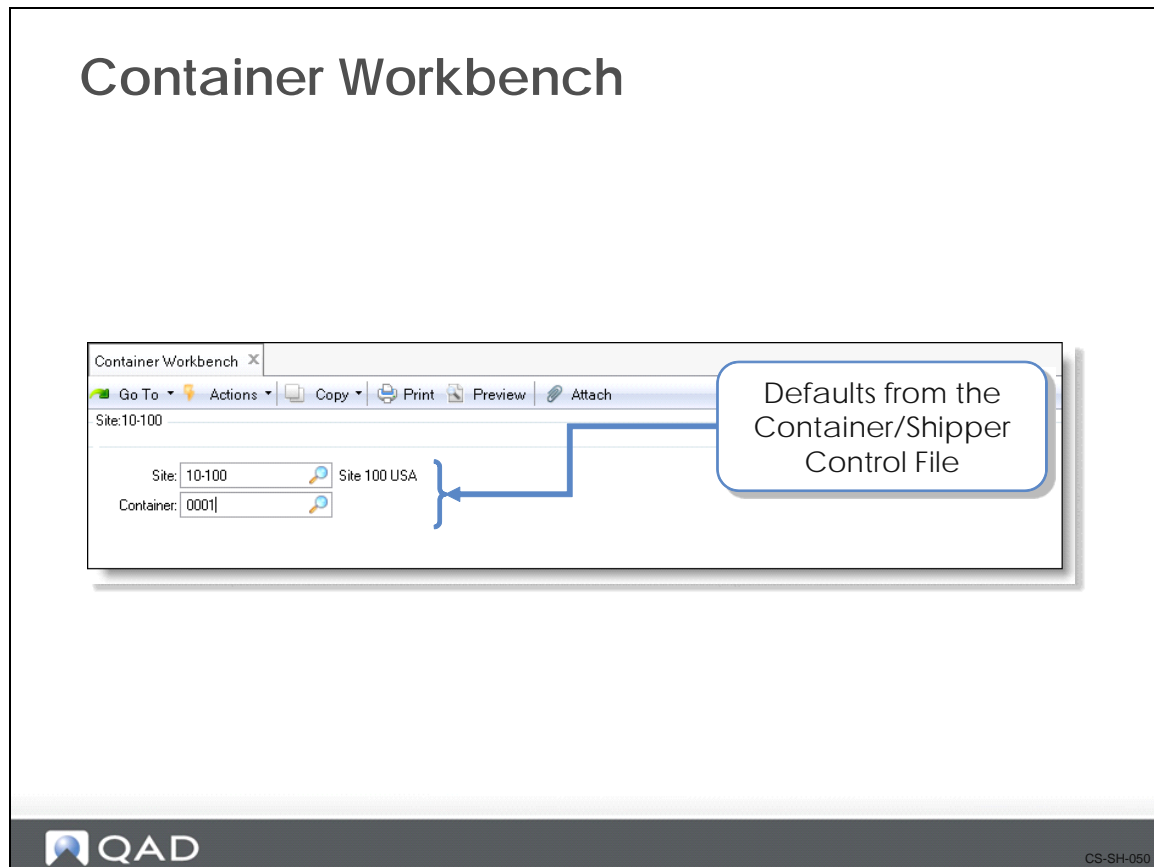
Use Container Workbench (7.7.1) to containerize the shipment by creating or maintaining item/container records.

• Create the containers, then add the items to the containers

Since containers can be nested, start the setup with those containers that hold the shipped items (i.e., those at the bottom of the structure).

Note Container item numbers need to be set up before you can create a item/container record. You set up the container item numbers in Item Master Maintenance (1.4.1).

You start by entering the identifying information in the header frame. What displays next depends on if you are adding a new item/container record or if you are modifying an existing item/container record.

• If you are adding a new item/container record, there are three additional frames
• If you are modifying an existing item/container record, the next frame to display is the Container Workbench Frame

Field Definitions

Site, Container. These fields uniquely identify a container. The Site is the ship-from site code. Container is the container ID number. If you are creating a new container, leave the Container field blank. If you are modifying an existing container, enter the container ID number.

Container Information Frame (7.7.1)

This frame contains information about the container you are using. The quantity you enter here is distributed equally over all containers. For example, if you enter 6 containers in this frame and you enter 120 items in the Item Information frame, the system creates a container structure of 6 containers holding 20 items each.

Any remainder is added to the first container.

Field Definitions

> *Next Container.* The container number to be assigned to the first container in the set of containers you are creating. You cannot use a container number that is already being used. If you leave this field blank, the next container number defaults from the Container Shipper Control File.
>
> **Note**   Each container in the shipment must have a unique ID.
>
> *Container Item.* The item number of the container you are using for this shipment.
>
> *Quantity.* The number of containers you are using.
> - Defaults to one
> - System creates as many container records as you specify here
>   - Assigns sequential container numbers to each one

Note Each container record you create shares the same values that you enter in the container information field. If you set Multi Entry to Yes, you can assign different site, location, lot/serial, and reference codes for each record.

UM. The volume unit of measure of this container.

Tare Weight. The weight of the container deducted from the gross weight to obtain the net weight.

UM Tare Weight. The tare weight unit of measure for this container.

Volume. The volume of the container before packing or loading.

- Defaults from the Item Master

UM Volume. The volume unit of measure.

- Defaults from the Item Master

Site. Site code for the container.

- Defaults to the site entered in the header
- You can assign a different site by setting Multi Entry to Yes

Location. Location code for the container

- Defaults to the location associated with the item number entered in the Container Item field
- You can assign a different location by setting Multi Entry to Yes

Lot/Serial. The lot/serial number for the container.

- You can assign a different lot/serial number by setting Multi Entry to Yes

Note If Lot/Serial is Yes in the item master record of this container item, you must set Multi Entry to Yes and enter each lot/serial number separately.

Ref. The lot reference number for the container

- You can assign a different lot reference number by setting Multi Entry to Yes

Multi Entry. Indicates if the container records being created reference multiple sites, locations, lot/serial, nd/or lot reference numbers.

- If Yes, the Issue Detail frame displays allowing you to add the additional information
- If No, the information you enter on this screen is used

Issue Detail Frame

Use the Issue Detail frame to assign for each container item different:

- Sites
- Locations
- Lot/serial numbers
- Lot reference numbers

Item Information Frame

You use this frame to enter information about the items being placed in the container.

Item Number. The item number of the item you are adding to the container.

Quantity. The number of items being added to the container.

UM. The unit of measure of the item.
  • Defaults from the Item Master

Conversion. The conversion factor for the system to use if you specify an alternate unit of measure.

Net Weight. The net weight per unit of the item.
  • Defaults from the Item Master

UM Net Weight. The net weight unit of measure of the item.
  • Defaults from the Item Master

Volume. The volume of the item.
  • Defaults from the Item Master

UM Volume. The volume unit of measure of the item.
  • Defaults from the Item Master

Site. The site code for the item.

Location. The location of the item.

Lot/Serial. The lot/serial number of the item.

Ref. The reference number of the item.

Multi Entry. Indicates if the items being added reference multiple sites, locations, lot/serial, and/or lot reference numbers.

- If Yes, the Issue Detail frame displays allowing you to add the additional information
- If No, the information you enter on this screen is used

Comments. Comments or remarks associated with the item.

- If Yes, you can enter new comments or edit existing comments
- If No, you cannot enter or edit comments

Container Workbench Frame

There are two frames. The Container Workbench frame displays the containers in a hierarchical level, showing each container and the items contained in each container. The container detail frame displays detailed item/container information. Using these frames, you can:

- Modify detail for a container
- Add another container to the master container
- Add an item to a container
- Delete an item from a container

To select a container or item, position your cursor at the line (use the arrow keys to move up and down), then press Enter. Your cursor moves to the lower frame which displays detail information for the selected item or container.

Field Definitions

  Container. The container number of this container item.

  Item Number. The item number of the container or item.

  Quantity. The number of items (Item Number) being added to the container.

  UM. The unit of measure of the item.

  - Reference only

  Net Weight. The net weight per unit of the item or container

UM Net Weight. The net weight unit of measure of the item or container.

Gross Weight. The gross weight of the item or container.

- If a container item number, it is the sum of the net weight of the container item number plus the net weight of the item numbers added to the container
- If an item number, it is the net weight of the item

UM Gross Weight. The gross weight unit of measure of the item or container.

Volume. The volume of the item or container.

UM Volume. The volume unit of measure of the item or container.

Site. The site code for the item or container.

Lot/Serial. The lot/serial number of the item or container.

Ref. The reference number of the item or container.

Kanban. The kanban number of the container.

- Reference only

Description. The description of the item or container.

Comments. Comments or remarks associated with the item.

- If Yes, you can enter new comments or edit existing comments
- If No, you cannot enter or edit comments

Adding a New Item/Container Record

To Add a Container

1   From the container detail frame, select from the actions menu insert. (You can also right mouse click to get the same menu.)

The Add Options pop-up box appears.

2   Choose option 2, Add Container.

The Container Information frame appears.

3   Enter the container item number you are adding and complete the remaining container information.

To Add an Item to an Existing Container

1   In the Container Workbench frame, using your cursor, select the container to which you are adding the item.

2   From the actions menu select insert, or right mouse click.

The Add Options pop-up box appears.

3   Choose option 1, Add Item.

The Item Information frame appears.

4   Enter the item number you are adding and complete the remaining item information.

When all item/container information has been entered, the Container Workbench frame displays all item/container information in hierarchical order. It shows all the containers and the items contained in each container. If you wish to modify any of the information, move your cursor to the desired record and press Enter. The item/container information displays in the lower frame where you can make the desired modifications.

Deleting an Existing Item/Container Record

1   In the Container Workbench frame, select the item or container.

2   From the actions menu select delete

3   From the delete options pop up window choose one of the following options:

   a   Delete Pre-Shipper/Shipper

   Delete the entire container from the database.

   b   Delete Item/Container Line

   Delete a container or item line from the database. Any container or item belonging to the deleted container or item line is moved up one level. You cannot delete a container line if it results in an item that does not have a container item.

   c   Delete Container (plus contents)

   Delete a container and all containers or items belonging to it.

   d   Remove Container

   Remove a next level container from a container. The container can still be accessed under its own container number.

   e   Remove Container (plus contents)

   Remove a next level container and all containers or items belonging to it from a container. The container can still be accessed under its own container number.

4   The system prompts you to confirm the deletion. Choose one of the following:

   • Yes to confirm the deletion
   • No to cancel the deletion

Create Shipper

Customer Schedule Shipment Processing

- Create Containers
- **Create Shipper**
- Verify Shipper
- Print Shipping Labels
- Print Bill of Lading
- Confirm Shipper
- Send Shipper
- Print Invoice

QAD

CS-SH-120
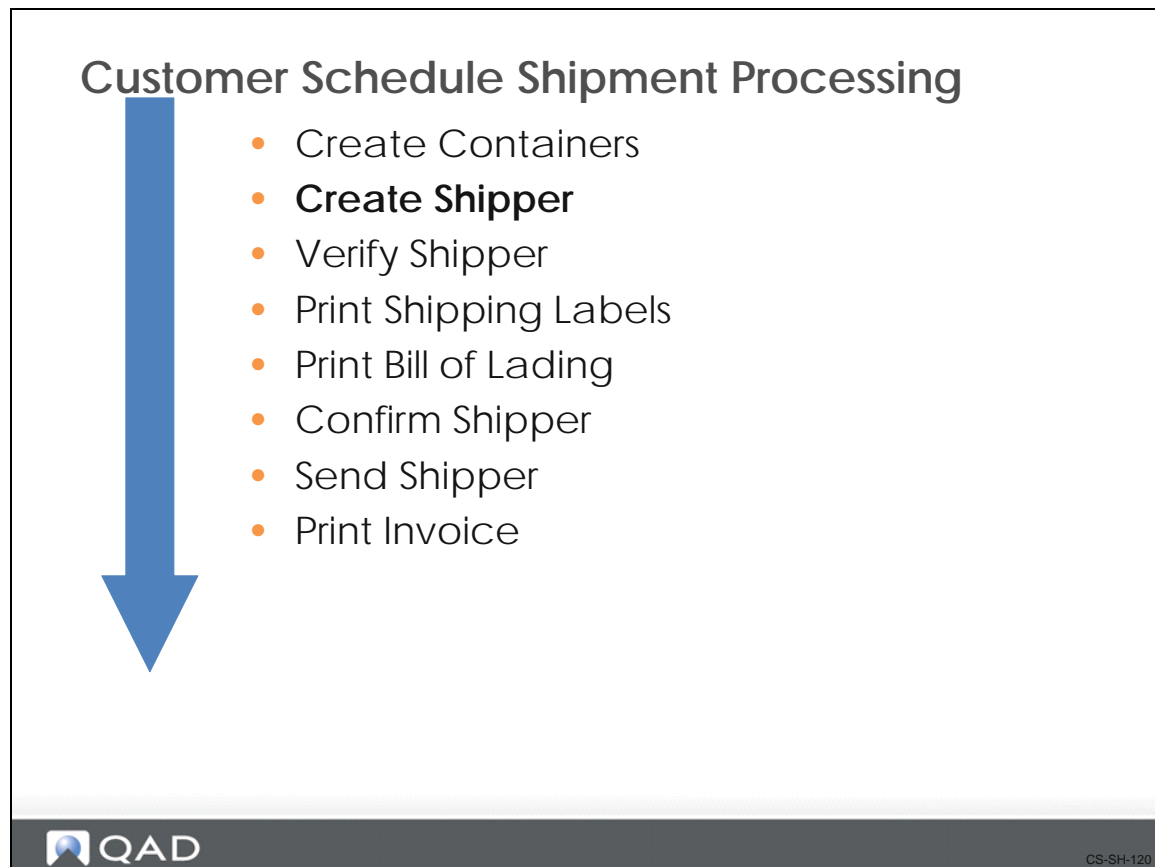
.A shipper is a document that records what is being shipped. You can send the shipper:

- Electronically as an ASN
- With the shipment

The pre-shipper is used to select the containers and items which make up the shipment. (The terms picklist and pre-shipper are synonymous.)

- A pre-shipper is the basis for a shipper

The system uses the shipper to select and ship inventory. You can create a shipper automatically using Picklist/Pre-Shipper – Automatic (7.9.1) or Shipper Gateway (7.9.22).

QAD

Picklist/Pre-Shipper - Automatic

Use Picklist/Pre-Shipper – Automatic (7.9.1) to create a pre-shipper for scheduled orders.

• Can create pre-shippers in batches

Note QAD Enterprise Applications converts pre-shippers to shippers before shipping.

Creating a pre-shipper pegs shipper lines based on the active RSS (Required Ship Schedule) for the appropriate requirement.

• As shipper lines are created and pegged, the requirement is consumed

Field Definitions

Auto Allocation. Determines if the system performs a general inventory allocation for confirmed scheduled order lines that are not yet general allocated at the time you run Picklist/Pre-Shipper Automatic.

• If Yes, allocations are limited to the quantity available to allocate

• If there is not enough inventory to allocate the entire scheduled order, the system partially allocates the inventory

• If there is no inventory available to allocate, the system does not allocate inventory for the scheduled order

• If No, system does not allocate inventory

• Default

Allocate Components. Lets you automatically apply pick logic and create detail inventory allocations for components of configured kits.

- If Yes, system creates detail allocations for the confirmed scheduled order lines
- If No, system uses scheduled order line site for the site and default item location
  - Default

Note   Quantity to ship for a component is determined by the quantity open for the configured kit item, not the quantity available to allocate for the component.

Ship Avail Qty for Kit. Determines quantity picked for kit items. (A kit is a type of configured item that represents a set of items that are picked and shipped together. No real assembly takes place.)

- If Yes, the system determines the component of the kit with the least quantity available to allocate
  - The quantity to ship for the kit item is set to this quantity
- If No, the quantity to ship for the kit item is set to the corresponding quantity open on the order line
  - Default

Stage Open Quantities. Allows creation of picklists for scheduled order lines that cannot be detail allocated because inventory is not yet available. Useful if at the time you create the picklist the inventory is not available, but will become available soon.

- If Yes, picklists will be created based on open scheduled order line quantities.
  - The open scheduled order line quantity does not have to be detail allocated
  - Can create a pre-shipper for an order line even if there is insufficient inventory
  - Overrides the effects of the Auto Allocation setting and overrides a Yes setting in Ship Avail Qty for Kit
- If No, picklists will be created based on scheduled order lines that have been detail allocated only
  - Default

Note   If this option is set to Yes, you cannot have the Use Containers option also set to Yes.

Override Partial OK. Determines if the partial shipment flag on each scheduled order is to be considered when printing picklists.

- If Yes, the customer will accept a partial shipment
  - A packing list prints (and shipments made) even if the entire scheduled order quantity is not available
  - The remainder of the scheduled order is backordered and remains in the system until it can be shipped
- If No, the customer will not accept partial shipment
  - If all items are not available (allocated) and cannot be completely shipped, a packing list does not print for this scheduled order
  - Packing list prints only if all line items have been allocated
  - Default

Use Containers. Determines if containers meeting specific criteria are assigned to and referenced on the picklists. Useful if you temporarily store your finished goods in containers before shipping. It allows you to pick specific containers rather than items at specific locations.

- If Yes, system assigns containers meeting the specific criteria to picklists
  - Picklists reference the assigned containers
- If No, system does not assign containers to picklists
  - Default

Note If this option is set to Yes, the Stage Open Quantities options cannot be set to Yes.

Only containers meeting the following criteria are assigned to picklists:

- The container has no parent
  - The container cannot already be assigned to another container, pre-shipper, or shipper
- The container contains only the scheduled order line item number.
  - Automatic container assignment doesn't work when containers contain more than one item number
- The container contains a quantity of the scheduled order line item number that is equal to or less than the uncontainerized quantity for the scheduled order line
- The container item number is either the primary container for the scheduled order line or one of the alternate containers for the scheduled order line

Break on Sales Order. Determines if system creates separate pre-shippers for each selected scheduled order with the same ship-to.

- If Yes, system creates separate pre-shippers
- If No, system creates a combined pre-shipper
  - Default

Update. Determines if the changes are made to the database.

- If Yes, the system generates the report and makes the changes to the database
  - Default
- If No, the system only generates the report

Break on Maximum Weight. Determines the maximum gross weight for the pre-shipper.

- If zero (0), system creates pre-shippers without regard to maximum gross weight
- If nonzero, system checks pre-shipper gross weight before adding a new order line item to make sure the addition will not cause the pre-shipper to exceed the maximum gross weight
  - If it would exceed the maximum gross weight, the system creates a new pre-shipper

UM Maximum Weight. The unit of measure of the Break on Maximum Weight value.

Break on Maximum Volume. Determines the maximum volume for the pre-shipper.

- If zero (0), the system creates pre-shippers without regard to maximum volume
- If nonzero, the system the pre-shipper volume before adding a new order line item to make sure the addition will not cause the pre-shipper to exceed the maximum volume
  - If it would exceed the maximum volume, the system creates a new pre-shipper

UM Maximum Volume. The unit of measure of the Break on Maximum Volume value.

Include Packing List Comments. Determines whether or not the system leaves room for packing list comments on the pre-shipper.

- If Yes, the system leaves room for packing list comments on the pre-shipper
- If No, the system does not leave room for packing list comments on the pre-shipper
  - Default

Print Only Lines to Pick. Determines if the system prints on the pre-shipper all scheduled order line item numbers that have been detailed allocated.

- If Yes, system prints only scheduled order line item numbers that have been detailed allocated
  - Default
- If No, system prints all scheduled order line item numbers

Print Features and Options. Determines if the system prints configures line item numbers followed by a list of features and options.

- If Yes, features and options print after the configured item number
- If No, only the configured item number prints
  - Default

Print Packing List Comments.

- If Yes, system prints packing list comments
- If No, system does not print packing list comments
  - Default

Create Pre-Shipper in SO UM. When an alternate unit of measure (UM) is used, this determines which UM the system uses when creating the pre-shipper.

- If Yes, system uses the UM specified on the scheduled order in Scheduled Order Maintenance
  - Default
- If No, system uses the UM specified for the item in Item Master Maintenance

Form Code. The form code of the document format on which you want these documents to print.

- Defaults to 1

Shipper Verification. Shipper verification occurs automatically at the end of processing. A pre-shipper is generated displaying the general order details (order number, ship-to, item number) and the pre-shipper number. It also provides information regarding the pegged requirements, including requirement detail authorization numbers.

- Authorization numbers are assigned to shipper lines based on a FIFO (first in, first out) method

You can use Pre-Shipper/Shipper Workbench (7.9.2) to view and maintain pegged shipper lines.

Exercise: Create a Shipper

Use Picklist/Pre-Shipper-Automatic (7.9.1) to create a shipper for the customer Pacific Health Care Systems (10C1003) using the following information:

Field	Data
Sales Order/To	[The customer scheduled order number created earlier]
Auto Allocation	No
Allocate Components	No
Ship Avail Qty for Kit	No
Stage Open Quantities	Yes
Override Partial OK	Yes
Use Containers	No
Break on Sales Order	No
Print Only Lines to Pick	No

Pre-Shipper/Shipper Workbench (7.9.2)

Use Pre-Shipper/Shipper Workbench (7.9.2) to:

- Modify pre-shippers that were created automatically
- Maintain the relationship between RSS requirements and individual shipper lines
- Maintain item/container records for a pre-shipper/shipper
- Create a pre-shipper/shipper without using Picklist/Pre-Shipper Automatic
- Establish a master container hierarchy

Header Frame

The header frame uniquely identifies shipper using the ship-from site, pre-shipper/shipper number, ship-to.

- If a pre-shipper exists for the entered information, the system retrieves that pre-shipper
- If a pre-shipper does not exist, the system creates a new document

Carrier Detail Frame

Use the Carrier Detail frame to enter carrier data for this shipment (Ship Via, FOB Point, Mode of Transport).

- If the shipment uses more than one carrier, set the Multi field to Yes
  - The Carriers frame displays
- If you are combining pre-shippers, set the Merge Other Pre-Shippers field to Yes
  - Defaults to No
  - Cannot merge shippers
  - Merged pre-shippers must share the same Ship-To/Dock address
  - If Yes, the system prompts you to enter the pre-shipper number you want to merge with this pre-shipper

Shipper Workbench Frame

The Shipper Workbench frame shows what items and containers are included in this shipment. The lower frame shows the shipper detail for individual items or containers. Using these frames, you can:

- Add items or containers
- Delete items or containers
- Modify or remove items for the item/container records
- Maintain pegged shipper lines

Add Options
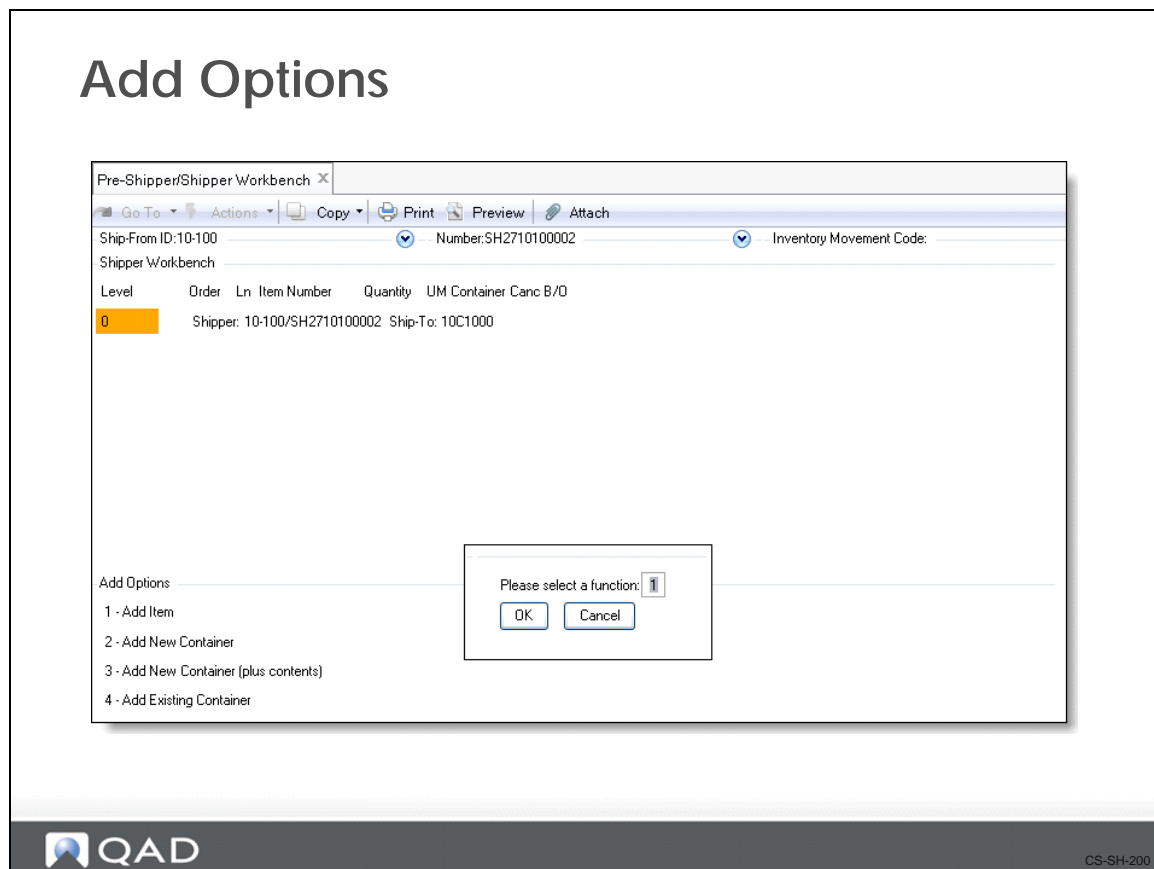
1   In the Shipper Workbench frame, using your cursor, select a container number, pre-shipper number or shipper number.

2   From the actions menu select Insert, or right mouse click and select Insert.

    The Add Options pop-up box appears.

3   Choose option 1, Add Item, click OK or press enter.

    The Item Information frame appears.

4   In the Item Number field enter the item number you are adding and in the Sales Order field enter the scheduled order number.

Note   The item must be from an open scheduled order having the same ship-from and ship-to as the pre-shipper or shipper.

5   Complete the remaining item detail information.

To Add a Container

1   In the Shipper Workbench frame, using your cursor, select a container number, pre-shipper number or shipper number.

2   From the actions menu select Insert.

The Add Options pop-up box appears.

3   Choose option 2, Add Container.

The Container Information frame appears.

Note   You can only add to a pre-shipper containers created in Container Workbench.

4   Enter the item number for the container you are adding and complete the remaining container information.

Add Options
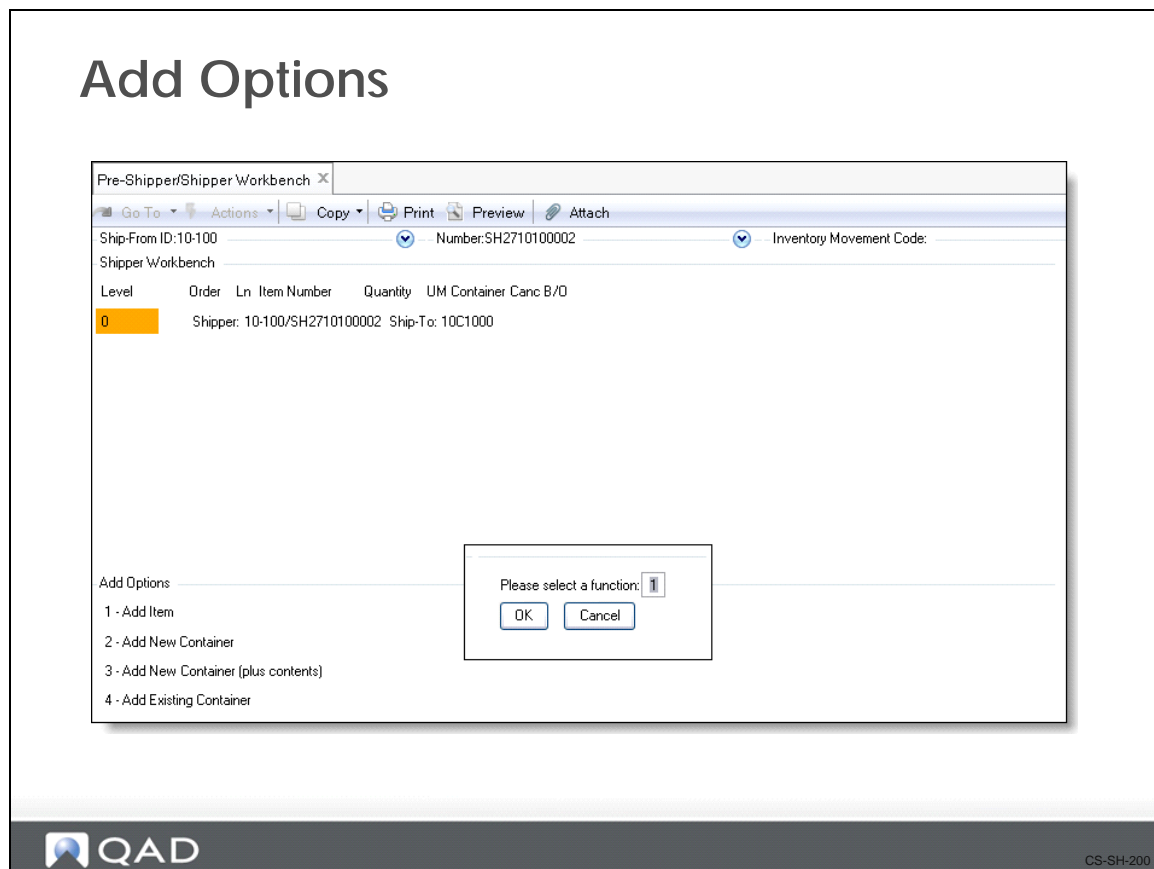
1 In the Shipper Workbench frame, using your cursor, select a container number, pre-shipper number or shipper number.

2 From the actions menu select Insert

   The Add Options pop-up box appears.

3 Choose option 3, Add Container (plus Contents).

   The Container Information frame appears.

4 Enter the item number for the container you are adding and complete the remaining container information.

   The Item Information frame appears

Note You cannot add a container created in Container Workbench to a shipper.

5 In the Item Number field enter the item number you are adding and in the Sales Order field enter the scheduled order number.

Note The item must be from an open scheduled order having the same ship-from and ship-to as the pre-shipper or shipper.

6 Complete the remaining item detail information.

Delete Options
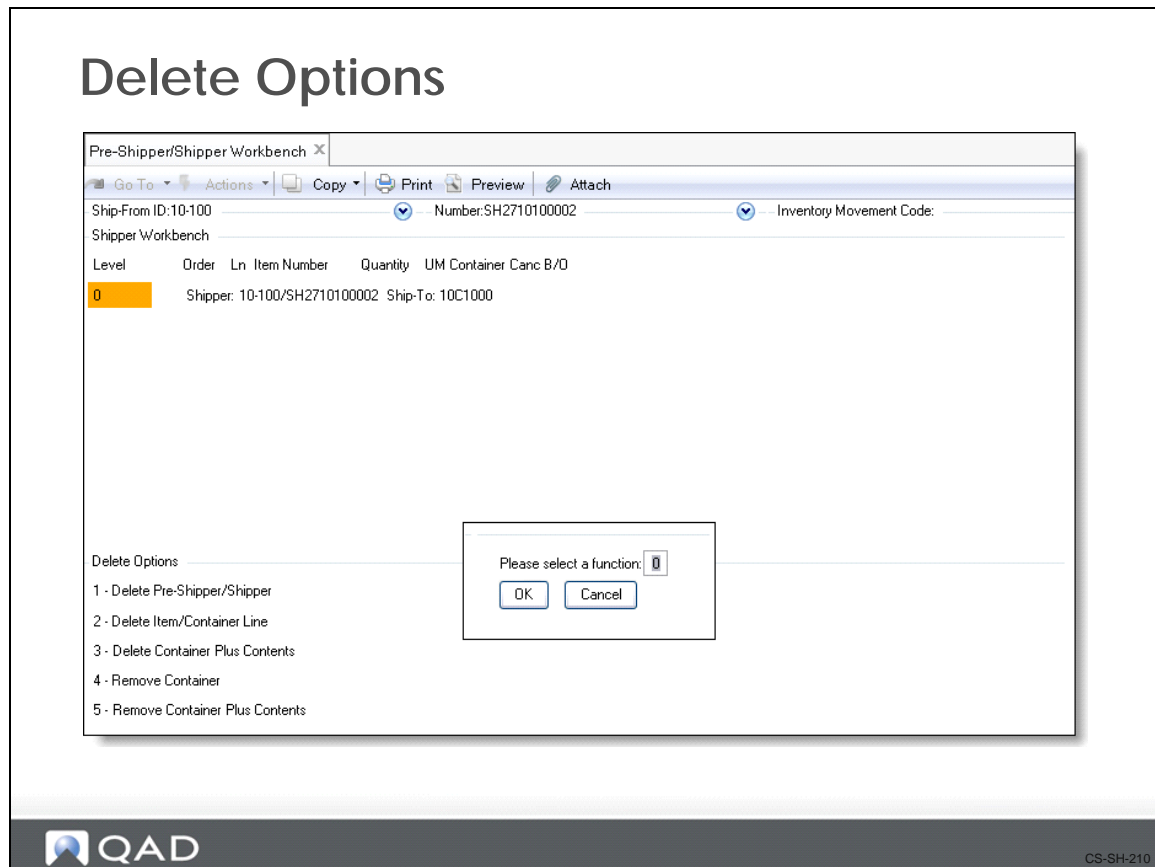
1   In the Shipper Workbench frame, select a container number.

2   Click the Delete button. This brings up the pop-up window with the delete options.

3   Choose one of the following options:

   a   Delete Pre-Shipper/Shipper

   Delete the entire container from the database.

   b   Delete Item/Container Line

   Delete a container or item line from the database. Any container or item belonging to the deleted container or item line is moved up one level. You cannot delete a container line if it results in an item that does not have a container item.

   c   Delete Container Plus Contents

   Delete a container and all containers or items belonging to it.

   d   Remove Container

   Remove a next level container from a container. The container can still be accessed under its own container number.

   e   Remove Container Plus Contents

   Remove a next level container and all containers or items belonging to it from a container. The container can still be accessed under its own container number.

4   The system prompts you to confirm the deletion.

To Maintain Pegged Shipper Lines

1   In the Shipper Workbench frame, select the desired line.

2   Click Next.

3   Set the Consume Req field to Yes.

The Consume Required Ship Schedule Requirements frame displays.

Consume Required Ship Schedule Requirements Frame

Another frame displays if the Consume Req field was set to Yes. This frame shows the RSS requirements for the scheduled order line number.

You can modify the Ship Line Peg Qty. The system adjusts the Open Qty based on the pegged quantity you enter.

The system calculates the open quantity for the requirement based on:

• The Ship Complete percentage set in Scheduled Order Maintenance

• The RSS requirement quantity tied to this shipper line

• The amount pegged (i.e., the quantity entered in Ship Line Peg Qty)

• Dynamic Unpeg set in Scheduled Order Maintenance

Trailer Information Frame

Status. Specifies if the shipper is active or cancelled.

- If blank, the shipper is active
  - Newly created shipper
- If X, the shipper is cancelled
  - You cannot cancel a confirmed shipper
  - Cancelled shippers are ignored by the system, except for deleting or archiving
- If C, the shipper is confirmed
  - Confirmed in Pre-Shipper/Shipper Confirmed (7.9.5)

Cancel Date. The date the shipper was cancelled.

Trailer Comments. Determines if trailer comments are added to this shipment.

- If Yes, you can enter trailer comments
  - A Transaction Comments screen appears
- If No, you cannot enter trailer comments

Print Shipper Frame

In this frame you determine how your pre-shipper/shipper will print.

Field Definitions

Include Shipper Comments.

- If Yes, shipper comments are included
- If No, shipper comments are not included

Include Packing List Comments. Determines whether to consider the size of pack list comments when calculating the maximum number of lines to be printed on the pre-shipper/shipper. Used in conjunction with the Max Lines on a Pre-Shipper field (set in the Customer Schedules Control File (7.3.24).)

- If Yes, system leaves enough room on each page of the pre-shipper/shipper to print the packing list comments
- If No, system does not allocate space for packing list comments on the pre-shipper/shipper

Print Features and Options. Determines if a list of features and options prints.

- If Yes, system prints each configured assemble to order item followed by a list of features and options for the item
- If No, system prints only the item number for the configured assemble to order item

Print Sales Order Detail. Determines whether the order number and the order line number associated with the line items on the pre-shipper/shipper will be included.

- If Yes, the order number and order line number are included
- If No, they are not

Display Quantity In SO UM. Determines which UM the system uses to display the quantity and UM for the item.

- If Yes, system displays the quantity and UM using the sales order UM
- If No, system displays the quantity and UM using the pre-shipper/shipper UM

Company Address. Determines the company address which prints at the top of the pre-shipper/shipper document.

Print Lot/Serial Numbers. Determines whether or not lot and or serial numbers are printed on the shipper.

As you select next to print the shipper document a message line appears to let you know the pre-shipper has been converted into a shipper and the shipper number.

Customer Schedule Shipment Processing   135

Exercise: Add Item to the Shipper

The customer wants a shipment today. Use Pre-Shipper/Shipper Workbench (7.9.2) to add a shipment to the shipper created earlier.

Field	Data
Ship-From:	10-300
Number:	[Record the system-generated number]
Ship-To/Dock:	LB

Advance to the Shipper Workbench frame and ship 100 of item 03011 from site 10-300 to the customer Pacific Health Care Systems (10C1003). Provide a lot number as required.

Print the shipper and when the system prompts if all documents have printed correctly, select Yes.

QAD

Shipper Gateway (7.9.22)
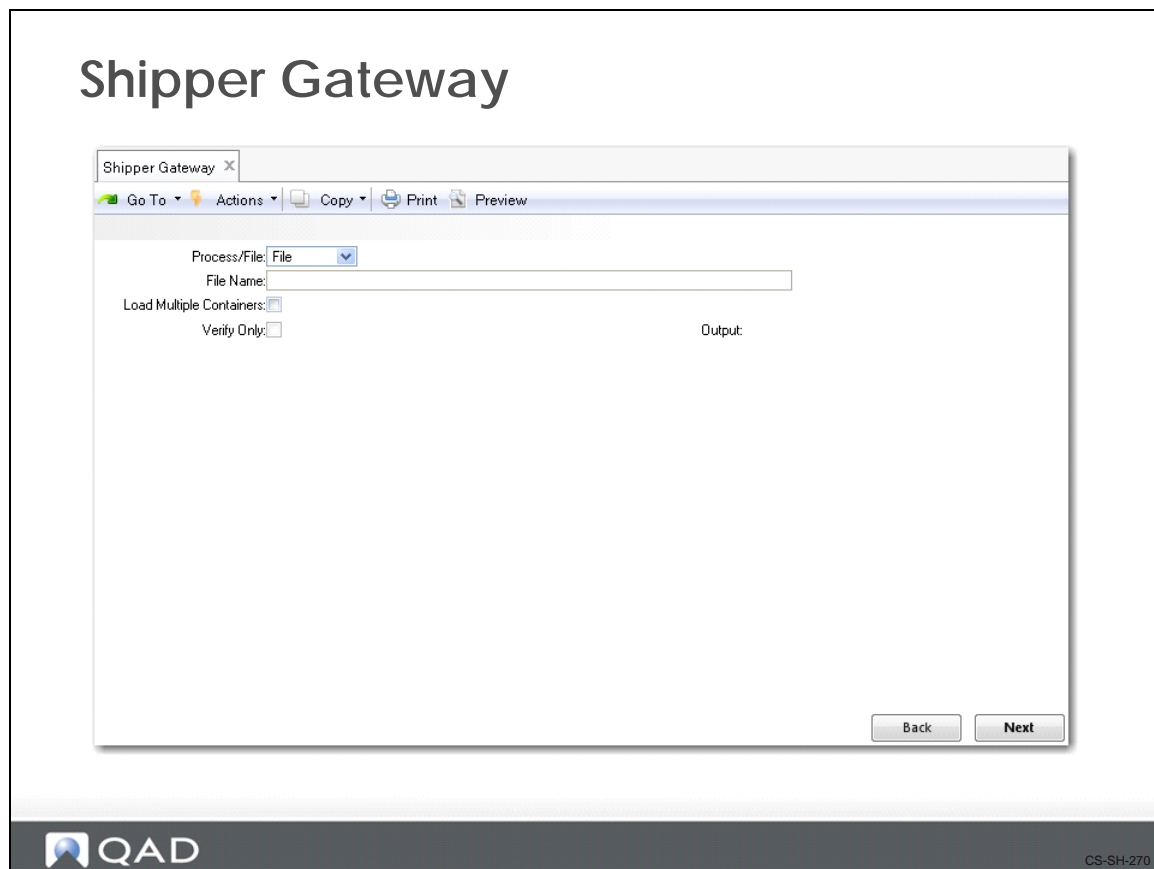
Shipper Gateway (7.9.22) uses an external ASCII file in the designated format to create shippers. The data can also come from a UNIX process.

- Pegging automatically occurs during execution of Shipper Gateway
- Relationship between RSS lines and individual shipper lines is maintained
- As shipper lines are created and pegged, the requirement is consumed

Shipper verification occurs automatically at the end of processing. A report is generated displaying information regarding the pegged requirements.

- Includes requirement detail authorization numbers

Field Definitions

Process/File. Specify where the system is to look for the records.
- If Process, the system looks for an executable program or script

  Can only be used with UNIX systems
- If File, the system looks for an ASCII file

Filename. The name of the file or process.
- If a Process, it must exist in your PROPATH and be an executable program
- If a File, it must be in ASCII format

Verify Only. •If Yes, the system verifies that the shipment contents match the pre-shipper

- If No, the system verifies the shipment contents and creates shippers from the scanned information

Verify Shipper
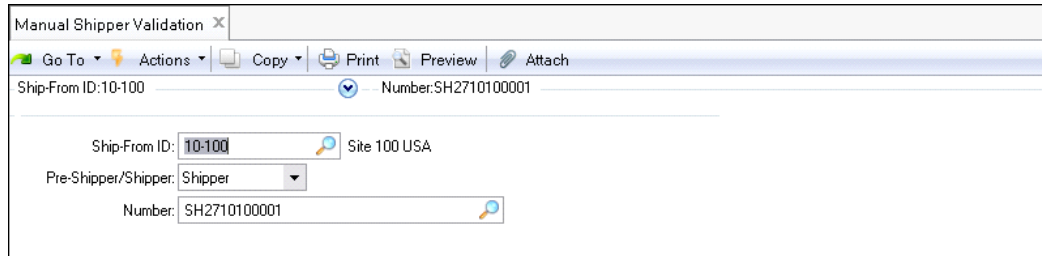
Shipper verification occurs automatically at the end of the creating a pre-shipper/shipper. You also have the option of manually verifying a pre-shipper/shipper. This is useful in the event you make modifications to the pre-shipper/shipper.

Manual SO Shipper Verification (7.9.10)

Use Manual SO Shipper Verification (7.9.10) to manually verify the shipper. This gives you the ability to locate and correct potential shipment problems before proceeding with the shipment process.

Enter the information identifying the shipper and specify an output device for the report.

Print Shipping Labels

You print shipping labels by container. When you reference multiple containers under one container ID, the system prints multiple labels. If no other containers are referenced, one label prints.

Shipping Label Print (7.7.7)

Use Shipping Label Print (7.7.7) to print the bar code shipping labels for containers. You can print master labels and carton labels. When you assemble a container for shipment, you need labels for each carton and a label, a master label, for the container holding the cartons.

In the Output field, select the printer for which you have added bar code escape codes and developed template files.

Note   Your printer must be set up to handle bar code labels and you must have set up the template files.

Sales Order Shipping Label Print (7.9.14)

Use Sales Order Shipping Label Print (7.9.14) to print bar code shipping labels. In the Output field, select the printer for which you have added bar code escape codes and developed template files.

Your printer must be set up to handle bar code labels and you must have set up the template files.

Print Bill of Lading

Customer Schedule Shipment Processing

- Create Containers
- Create Shipper
- Verify Shipper
- Print Shipping Labels
- **Print Bill of Lading**
- Confirm Shipper
- Send Shipper
- Print Invoice

QAD Enterprise Applications gives you the ability to print a bill of lading (BOL) for each shipment. The system uses the shipper as the basis for the bill of lading.

- A BOL shows a detailed breakdown of a shipper's content
- A master BOL combines two or more individual BOLs
  - Use Master Bill of Lading Maintenance (7.9.12.2) to create a master BOL

Bill of Lading Print (7.9.12.1)

Bill of Lading Print

Bill of Lading Print ✕

Go To ▾ 🔧 Actions ▾ 🖳 Copy ▾ 🖨 Print 📄 Preview 📎 Attach

Ship-From ID:10-100   ⌄   Shipper:SH2710100001

Ship-From ID: 10-100   🔍   Site 100 USA
Shipper: SH2710100001   🔍   Output:

🔲 QAD   CS-SH-340

Use Bill of Lading Print (7.9.12.1) to print a separate BOL for a shipper. You identify the BOL by the ship-from site and the shipper ID code. The BOL shows:

- Items shipped
- Total weight of the items
- Containers used to pack the items

The report has two sections, a header section and a line item section.

Header Section

The header section contains sold-to and ship-from information. It also shows the shipper ID and ship date. If comments were entered in Pre-Shipper/Shipper Workbench (7.9.2), they are also shown.

Also shown are carrier details – Ship Via, FOB Point, Mode of Transport, Carrier Shipment Ref., and Vehicle ID.

Line Item Section

The line item section contains a breakdown of the shipper's content. It lists the:

- Items shipped
- Quantity of items being shipped
- Net weight (weight of the item without packing materials or containers)
- Tare weight (weight of packing materials or containers)

• Gross weight (combined weight of the item and all packing materials or containers)

Confirm Shipper

Customer Schedule Shipment Processing

- Create Containers
- Create Shipper
- Verify Shipper
- Print Shipping Labels
- Print Bill of Lading
- **Confirm Shipper**
- Send Shipper
- Print Invoice

QAD

CS-SH-360

During the process of confirming the shipper, the system:

- Decreases finished goods inventory
- Uses the requirement quantity to increase the cumulative shipped quantity
- Decreases the net requirement for the order line item
- Performs the first step in invoicing
- Updates general ledger (GL) accounts

Pre-Shipper/Shipper Confirm (7.9.5)

Use Pre-Shipper/Shipper Confirm (7.9.5) to:

• Record the shipments

• Convert pre-shipper to shipper

Requirement quantities are considered open until you confirm the shipper. Once a shipper is confirmed:

• Pegged quantities are transferred to shipped quantities

• Shipped quantities are incremented by the ship line quantities

• Pegged quantities are decremented by the ship line quantities

Field Definitions

Ship-From. The site shipping the shipment.

Pre-Shipper/Shipper. Enter the document you are confirming (i.e., pre-shipper or shipper).

• If confirming a pre-shipper, the system converts it to a shipper before beginning the confirmation process

• The system displays a message box advising you that it is converting pre-shipper to shipper and shows you the shipper number

Number. Number identifying the pre-shipper or shipper you want to confirm.

Ship-To/Dock. The location receiving the shipment.

Ship Date. The last date the system processed a shipment for the scheduled order associated with this shipper.

- Defaults to the system date

Effective Date. The date of the shipment.

- Defaults to the system date

Note A detail window allows entry the time of shipment, the specific vehicle ID the shipment is loaded onto, and the estimated time of delivery.

Handling Shipment Dates at a GL Period End. Usually the ship date and effective date of the shipment are the same. However, you can assign an effective date that is earlier or later than the actual ship date.

- Effective date must be in an open GL calendar period
- Useful if a GL period ends before all shipments from that period have been fully processed

If you area not automatically posting and printing the invoice at confirmation, make sure the same date is used for:

- Effective Date in Pre-Shipper/Shipper Confirm
- Invoice Date in Invoice Print (7.13.3)
- Effective Date in Invoice Post (7.13.4)

If you use different dates, your shipment history for the GL period will not correspond to the Accounts Receivable and GL balances.

Discussed in the following Training Guide: *Period End Processing*

Invoice Options

You use the fields in this frame to determine how the system processes the invoices generated by the shipment.

Field Definitions

Post Invoice. The confirmation process can perform the first step in invoicing. The value defaults from the Auto Inv Post field set in Scheduled Order Maintenance.

Note   You can override this setting for individual shippers.

- If Yes, confirmation automatically posts the invoice to the customer's AR account

    The system uses the ShipperID/ASN number as the invoice number

    - You have the option of printing the invoice during the confirmation process
    - You can print the invoice later using Closed Invoice Reprint (7.13.12) or Invoice Export (35.8)

- If No, you follow the normal invoice process, manually printing and posting the invoice
    - You use Invoice Print (7.13.3) to print the invoice and Invoice Post (7.13.4) to post the invoice

Use Shipper Nbr for Inv. Determines what number the system is to use for the invoice being generated by this shipment.

Defaults from the Customer Schedules Control File, but can be overridden.

- If Yes, the shipper number is used as the invoice number

- If No, the next available invoice number is used

Consolidate Invoices. Has no effect on customer schedules.

Note If Use Shipper Nbr for Inv is set to Yes, then Consolidate Invoices must also be set to Yes.

Calculate Freight. Determines if the system recalculates the freight charges for all scheduled orders attached to the shipper being confirmed.

- If Yes, the system recalculates freight charges
- If No, the system does not recalculate freight charges

After you complete entering all information, the system prompts you twice. The first is to ask if all information is correct. The second is to ask if you want to print the invoice.

Note You can print the invoice before you post the invoice. However, if printing and posting are not simultaneous, posting information can be consolidated and therefore not match the invoice.

Printing Invoices. If you want to print the invoice, a frame displays asking for invoice printing information.

Form Code. Use to specify the format for printing the invoice.

- Defaults to 1, standard format.

Exercise: Confirm the Shipper

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

1 Accept the default header information.

2 Accept the default invoice information. Select yes at the system prompt.

3 Accept the default invoice detail information.

4 Print the invoice.

Send Shipper

Customer Schedule Shipment Processing

- Create Containers
- Create Shipper
- Verify Shipper
- Print Shipping Labels
- Print Bill of Lading
- Confirm Shipper
- **Send Shipper**
- Print Invoice

QAD

CS-SH-400

QAD Enterprise Applications gives you two options to send the shipper to your customer:

- Print it and include with the shipment, like a packing list
- Electronically as an ASN when the shipment leaves your shipping area

Pre-Shipper/Shipper Print (7.9.4)

Use Pre-Shipper/Shipper Print (7.9.4) to create and print a shipper record. You can print a pre-shipper or a shipper, but you cannot print both at the same time.

The system updates the item quantity picked for this order

Shipment ASN Export (35.4.1)

Use Shipment ASN Export (35.4.1) to electronically transmit the ASN to the customer. The system exports one ASN at a time. The shipper number becomes the ASN number.

Whether or not an ASN is electronically transmitted using EDI to the customer depends on the setting of the EDI ASN flag in Trading Partner Parameters Maintenance (35.1). If Yes, then the ASN can be transmitted by EDI.

The ASN provides shipment detail such as:

- Purchase order and order line number
- Supplier and customer item numbers
- Authorization numbers, if available
- Item(s) shipped
- Quantities shipped
- Cumulative quantities
- Arrival date and time

It is not uncommon for a customer to plan the shipment quantities directly into their production line based on the ASN, with no receipt processing and no inspection.

Field Definitions

> *Ship-From Site.* The site sending the shipment.

Shipper ID. Number identifying the shipper.

Ship-To/Dock. The ship-to or dock address where the deliveries are to be made. Frequently this is the point on the production line where the shipped items are going to be used. Their arrival time is coincident with the item the first item is needed for production.

Print Invoice

Customer Schedule Shipment Processing
- Create Containers
- Create Shipper
- Verify Shipper
- Print Shipping Labels
- Print Bill of Lading
- Confirm Shipper
- Send Shipper
- **Print Invoice**

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CS-SH-430

Invoices itemize what a customer owes you for the products you shipped. An invoice contains three sections:

- Header – order number, date, addresses, terms
- Line Items – item number, quantity, ship-to site
- Trailer – line item totals, taxes, freight

Processing the shipper flags the order as ready for invoicing. QAD Enterprise Applications gives you two options for invoicing your customer. You can:

- Print an invoice and send the printed invoice to the customer
- Electronically transmit the invoice to the customer

The Print Inv hist flag in Trading Partner Parameters Maintenance (35.1) determines if invoices can be printed (Yes) or not (No). If invoices are neither printed nor transmitted, the customer pays against the ASN. The EDI Inv Hist flag in Trading Partner Parameters Maintenance determines if invoices are sent using EDI (set to Yes).

If a customer requests a printed invoice and the order is set for auto-invoicing, the shipper confirmation process creates an invoice using the Shipper ID number as the invoice number. It then closes the invoice.

- Equivalent to the standard printing and posting of an invoice

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- Allows you to make several daily or weekly shipments without requiring any specific invoicing tasks
- Gives you the option of printing closed invoices at the end of the day, week, or month
    - Use Closed Invoice Reprint (7.13.12) to print closed invoices

Invoice Print (7.13.3)

Use Invoice Print (7.13.3) to print a single invoice or a range of invoices. After printing the invoices, you post them by running Invoice Post (7.13.4).

Note You could have printed an invoice as part of the shipper confirm process by checking the print invoice selection.

Closed Invoice Reprint (7.13.12)

Use Closed Invoice Reprint (7.13.12) to print a single closed invoice or a range of invoices.

Invoice Export (35.4.3)

Use Invoice Export (35.4.3) to electronically transmit single, multiple, or cumulative invoices to a customer.

To export an invoice using EDI, the EDI Inv Hist flag should be set to Yes in Trading Partner Parameters Maintenance (35.13.10) and in Scheduled Order Maintenance (7.3.13).

Customer Schedule Shipment Processing Summary

Customer Schedule Shipment Processing Summary

- Create Containers
- Create Shipper
- Verify Shipper
- Print Shipping Labels
- Print Bill of Lading
- Confirm Shipper
- Send Shipper
- Print Invoice

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CS-SH-470

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Course Overview

Course Overview

✓Introduction to Customer Schedules

✓Business Considerations

✓Set up Customer Schedules

✓Process Customer Schedules

✓Process Customer Schedules Shipments

CS-SH-480

Special Processes

Special Processes

- Unconfirm Shipper
- Cumulative Totals
- Retrobilling

QAD

CS-SPPR-010

QAD Enterprise Applications gives you the ability to:

- Unconfirm a confirmed shipper
- Adjust cumulative totals for a scheduled order line item
- Reset the cumulative totals for a scheduled order
- Adjust prices on a scheduled order

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Unconfirm Shipper

Special Processes

- **Unconfirm Shipper**
- Cumulative Totals
- Retrobilling

CS-SPPR-020

You have the option of undoing or reversing a confirmed shipper. Unconfirming a shipper returns it to the pre-confirmed state, allowing it to be:

- Modified
- Canceled
- Reprinted
- Reconfirmed

Shipper Unconfirm (7.9.21)

Use Shipper Unconfirm (7.9.21) to unconfirm a confirmed shipper. In order for a shipper to be unconfirmed, the following criteria must be met:

- The shipper must have been confirmed
- Selection of the shipper must be permitted by both site security and inventory movement security
- The effective date must be in a valid, open GL fiscal period for all entities with inventory affected by the confirmed shipper
- Sites and locations where the inventory was issued from must still exist

Note If a confirmed shipper does not meet the above criteria and you try to unconfirm it, the system displays an error message.

When unconfirming a shipper the system does the following:

- Reverses the movement of inventory out of the ship-from site/location/lot-serial for each shipped line and container
- Reverses any automatic transfer made between the inventory site of each line item and container, and the ship-from site of the shipper
- Creates IC and SO GL transactions, reversing the GL transactions created at the original confirmation
- Creates intercompany transactions, as necessary

- Reverses modifications to sales order fields updated at confirmation, including:
    - Line item quantities
    - Calculated freight charges included in the price
    - Schedule details
- Updates the MRP to reflect items returned to inventory
- Creates reversing entries to Global Tax Management history

Unconfirming a shipper does not do any of the following:

- Fully populate all fields of re-created location and lot/serial records
    - If such information is required (e.g., the unconfirmed shipper is not going to be reconfirmed) you must enter the information manually
- Fully reverse changes to GL average costs for line items
    - After the original confirmation, average costs could have been changes and recorded in various other transactions that are not reversible (e.g., if other receipts or issues were made in that time period)
- Reverse trailer amounts entered or modified during or following the original confirmation
- Reverse the issue of any invoice numbers assigned during or following the original confirmation

Cumulative Totals

<div style="border:1px solid #000; padding:1em;">

Special Processes

- Unconfirm Shipper
- **Cumulative Totals**
  - Adjust Cumulative Line Item Totals
  - Reset Cumulative Totals To Zero
- Retrobilling

<div style="text-align:right;">QAD   CS-SPPR-040</div>

</div>

If you use cumulative tracking you may find that you occasionally need to make adjustments to the line item cumulative totals for a customer or reset the scheduled order totals to zero (0).

Adjust Cumulative Line Item Totals

Special Processes
- Unconfirm Shipper
- Cumulative Totals
  - **Adjust Cumulative Line Item Totals**
  - Reset Cumulative Totals To Zero
- Retrobilling

QAD

CS-SPPR-050

There are situations that can occur which require that you adjust a scheduled order's cumulative line item totals.

- When a customer sends you a revised scheduled typically an ASN is attached
  - The ASN shows the cumulative quantity the customer has received along with information about the last shipment
  - If their totals are different from yours, you need to resolve the difference
- Sometimes a customer requests that you reset a scheduled order's line item cumulative total to zero and adjust the cumulative start date
  - This could be the result of an accounting close or the start of their fiscal year
- When you initially start QAD Enterprise Applications and you need to bring in a customer's cumulative totals

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Cumulative Shipped Maintenance (7.5.16)

Use Cumulative Shipped Maintenance (7.5.16) to change a line item's cumulative shipped quantity or to reset the line item's quantity to zero (0). You can also use Cumulative Shipped Maintenance to enter a customer's cumulative shipped quantities when you first start using QAD Enterprise Applications.

Note This program should be password controlled.

The system maintains an audit trail for all inventory transactions. When you adjust a cumulative quantity, a CUM-SADJ transaction is placed in the transaction history file. You can view these transactions using Transaction Detail Inquiry (3.21).

You identify the scheduled order by entering the ship-from, ship-to, order number, item number, and line number.

Field Definitions

> *Adjust or Reset (A/R).* If you are changing (adjusting) the cumulative shipped quantity, select A(djust). If you are resetting the quantity on this line item to zero, select R(eset).
>
> - Selecting Adjust moves you to the Cum Shipped and Prior Day Cum Shipped fields
>   - Adjust the Cum Shipped quantity if the ASN reflects the most recent shipment
>   - Adjust the Prior Day Cum Shipped quantity if another shipment has gone out
> - Selecting Reset moves you to the Cum Shipped Start Date and the Prior Day Cum Shipped Date fields

• The cum shipped and prior day cum shipped quantities will be reset to 0

Cum Shipped. The adjusted cumulative quantity shipped for this line item.

Prior Day Cum Shipped. The cumulative quantity shipped as of the end of the previous day.

Cum Shipped Start Date. The date to start accumulating cumulative quantities.

Prior Day Cum Shipped Date. The date through which the prior cumulative quantity includes.

Reset Cumulative Totals To Zero

Special Processes

- Unconfirm Shipper
- Cumulative Totals
  - Adjust Cumulative Line Item Totals
  - **Reset Cumulative Totals To Zero**
- Retrobilling

QAD

CS-SPPR-070

Some customers require that once a year you reset their scheduled order cumulative totals to zero (0).

Cum Shipped Reset (7.5.18)

Use Cum Shipped Reset (7.5.18) to reset cumulative totals for scheduled orders. This resets the cumulative totals for the entire order on the specified date and time. The process generates a report listing all selected scheduled orders. You can reset one scheduled order or several scheduled orders.

- When the cumulative totals are reset to zero for a date in the past, all shipments made between the specified time in the past and the current system date are totaled
  - The total is set as the new cumulative total for the scheduled order line

Note   This procedure cannot be undone.

Select one or a range of scheduled orders by entering selection criteria information such as:

- Ship-From
- Sold-To
- Ship-To
- Dock
- Item Number
- PO Number
- Order

Field Definitions

Update. Determines if the cumulative totals on the selected scheduled orders are actually reset.

- If Yes, the cumulative total is reset to zero
- If No, the cumulative total is not reset to zero
  - By selecting No, you can run the cumulative reset process without actually resetting any cumulative totals
  - This allows you to review the selected scheduled orders

Each option produces a report showing the scheduled orders selected.

Note You cannot undo resetting the cumulative shipped total.

Shipment/Effective Date. The type of date specified in the Cum Shipped Start Date.

- If Shipment, the date when the shipment was initially entered into the system
  - Default
- If Effective, the date when the shipment was effective for accounting purposes

Cum Shipped Start Date. This is the date to start accumulating cumulative quantities. It replaces the scheduled order's current cumulative start date (specified in Scheduled Order Maintenance).

- Defaults to the system date

Start Time. Determines the exact time the cum shipped reset procedure takes place.

- Must be in 24 hour format (e.g., from 00:00 to 23:59)
- For example, 9 AM is 09:00, 6:30 PM is 18:30
- Defaults to blank
- Defaults to 00:00 if the Cum Start Date is set to a date other than the system date

Include Manual Cum Adjustment. Determines if manual adjustments made in Cumulative Shipped Maintenance (7.5.16) are included.

- If Yes, all manual adjustments made in Cumulative Shipped Maintenance are included
- If No, manual adjustments are not included

Report Summary/Detail. Determines if the report prints in Detail or Summary format.

Remarks. Comments regarding this transaction.

- Reference only

Sort Option. Determines the order of the information from the selected scheduled orders appears on the report.

Retrobilling

Special Processes
- Unconfirm Shipper
- Cumulative Totals
  - Adjust Cumulative Line Item Totals
  - Reset Cumulative Totals To Zero
- **Retrobilling**

QAD   CS-SPPR-090

Retrobilling is the process where a price change and effective date (in the past), agreed upon between you and your customer, is put into effect. It gives you the means to adjust prices on items already shipped to your customers.

The QAD Enterprise Applications retrobilling function gives you the ability to make price changes by individual line item in a scheduled order instead of by invoice. You can:

- Specify a scheduled order
- Change prices for one or more line items on a scheduled order
- Create a separate debit/credit invoice for each line item or create a single invoice for all line items within the same purchase order
  - You can change line items from multiple purchase orders as long as they are on the same scheduled order
- Specify if the retrobill change is a change in an existing price or a totally new price

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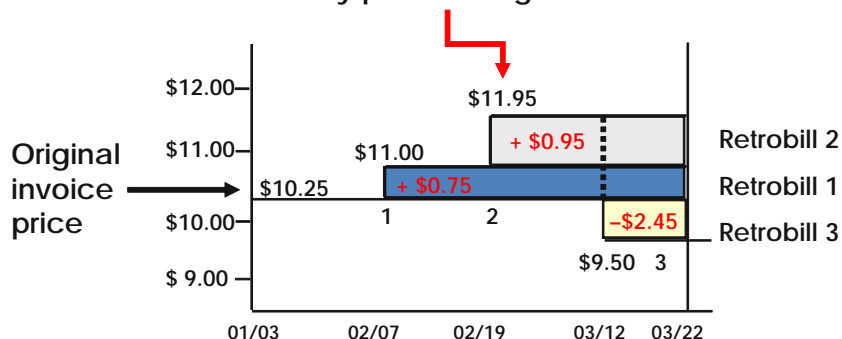
Retrobilling

You can enter multiple retrobills which affect the same items over overlapping dates and invoices. The system uses the as-of-date (specified in Retrobill Maintenance (7.13.13.1)) to determine the sequence for applying multiple retrobills.

If the effective date is in the past, an invoice detailing all shipments since the effective date through the end date must be created for the incremental price difference.

Retrobill Process

The procedure for processing a retrobill for a scheduled order line item is:

1   Create retrobill in Retrobill Maintenance (7.13.13.1).

2   View retrobill information in Retrobill Inquiry (7.13.13.2).

3   Create a DR/CR memo with Retrobill Report (7.13.13.3).

4   Print the DR/CR invoice using Invoice Print (7.13.3).

5   Post the invoice using Invoice Post (7.13.4).

6   View the invoice using DR/CR Memo Inquiry (27.2).

Retrobill Maintenance (7.13.13.1)

Use Retrobill Maintenance (7.13.13.1) to set up a retrobill for a scheduled order line item.

Note   If the new item price is to appear on all future shipments to this customer, you also need to go into Scheduled Order Maintenance and change the price. If a price list is used, you must modify the price list. You only use Retrobill Maintenance to change prices on items you have already shipped.

First Frame

In this frame you set up the retrobill identifier. The sold-to code and amendment number identify this retrobill.

In this frame you set up the retrobill identifier. The sold-to code and amendment number identify this retrobill.

Field Definitions

   Amendment Number. This is typically provided by the customer and it authorizes the retrobill.

   As of Date. Date to be used when more than one retrobill is applied to the same scheduled order line items. The system uses this date to determine the sequence for applying the retrobills.

   Memo Per Item. Determines how many debit/credit invoices are to be created.

   • Set to Yes if you want a separate debit/credit invoice created for each line item

- Set to No if you want one debit/credit invoice created for all line items in a purchase order, or if no debit/credit invoice should be created

Note   This field works in conjunction with the Create Memos field in Retrobill Report (7.13.13.3). Both fields, Memo Per Item and Create Memos, must be set to Yes if you want to print invoices.

Retrobill Maintenance 2nd Frame

Retrobill Maintenance

This frame consists of two sections. In the first section you identify the scheduled order and line item affected by the retrobill. In the second section you define the terms of the retrobill.

Identify the scheduled order by entering the ship-from, ship-to, item number, purchase order number, and scheduled order number. Enter the line item number being changed.

The following fields define the terms of the retrobill.

Field Definitions

> *From Ship Date/To Ship Date.* The from (beginning) and to (ending) dates defining the date range the system will use to select invoices for retrobill processing. Invoices falling outside this date range are not included.

> *Price/Change.* This field tells the system the type of change being made.
> - Price indicates this is a new price
>   - The value entered in the Amount field replaces the current price
> - Change indicates this a change in price
>   - The value entered in the amount field is applied to the current price

> *Amount.* The currency value to be used. This can be a positive or negative amount. If you are making a change to reduce an existing price, enter a negative value. How the system uses this amount, depends on the setting of the Price/Change field.

Memo Invoice. Displays the debit/credit invoice number after you run Retrobill Report (7.13.13.3) with the Create Memo field set to Yes. You can also use this field to manually enter a debit/credit invoice number.

Retrobill Inquiry (7.13.13.2)

Use Retrobill Inquiry (7.13.13.2) to view the retrobill information you entered in Retrobill Maintenance.

Retrobill Report (7.13.13.3)

```
Retrobill Report

Retrobill Report ×

                          Sold-To: 22C1000█
              Authorization Number: _____

                      Create Memos: No
              Use Default Accounts: Yes

                     Retrobill Acct:


                                                        Output:


[QAD logo]  Retrobill Report (7.13.13.3)                    CS-SPPR-150
```

Use Retrobill Report (7.13.13.2) to run the retrobill process. The retrobill process:

- Selects invoices meeting the selection criteria you defined in Retrobill Maintenance
- Uses the price/change setting and the specified amount to calculate the net amount of the price adjustment for each line item being changed

Field Definitions

Sold-To. The customer to whom this retrobill applies.

Authorization Number. The customer's authorization number.

Note   The sold-to and authorization number identify the retrobill record.

Create Memos. Determines if the retrobill process creates a debit/credit invoice.

- If Yes, the process creates a debit/credit invoice
- If No, the process does not create a debit/credit invoice

Note   In Retrobill Maintenance (7.13.13.1), the Memo Per Item setting determines if a debit/credit invoice is created per line item or per purchase order. In the Retrobill Report (7.13.13.3), the Create Memo setting determines if a debit/credit invoice is created at all. If the Credit Memo fields is set to No, a debit/credit invoice is not created regardless of how the Memo Per Item field is set.

Use Default Accounts. Determines which accounts the system uses.

- If Yes, system uses the default sales account
- If No, the system uses the accounts you enter in the Retrobill Account fields

Retrobill Acct. You can specify an account number(s) for the system to use in posting the calculated debit/credit amount.

- Account(s) used to track the difference between the invoiced price and the price in the effective retrobill

Retrobill Process
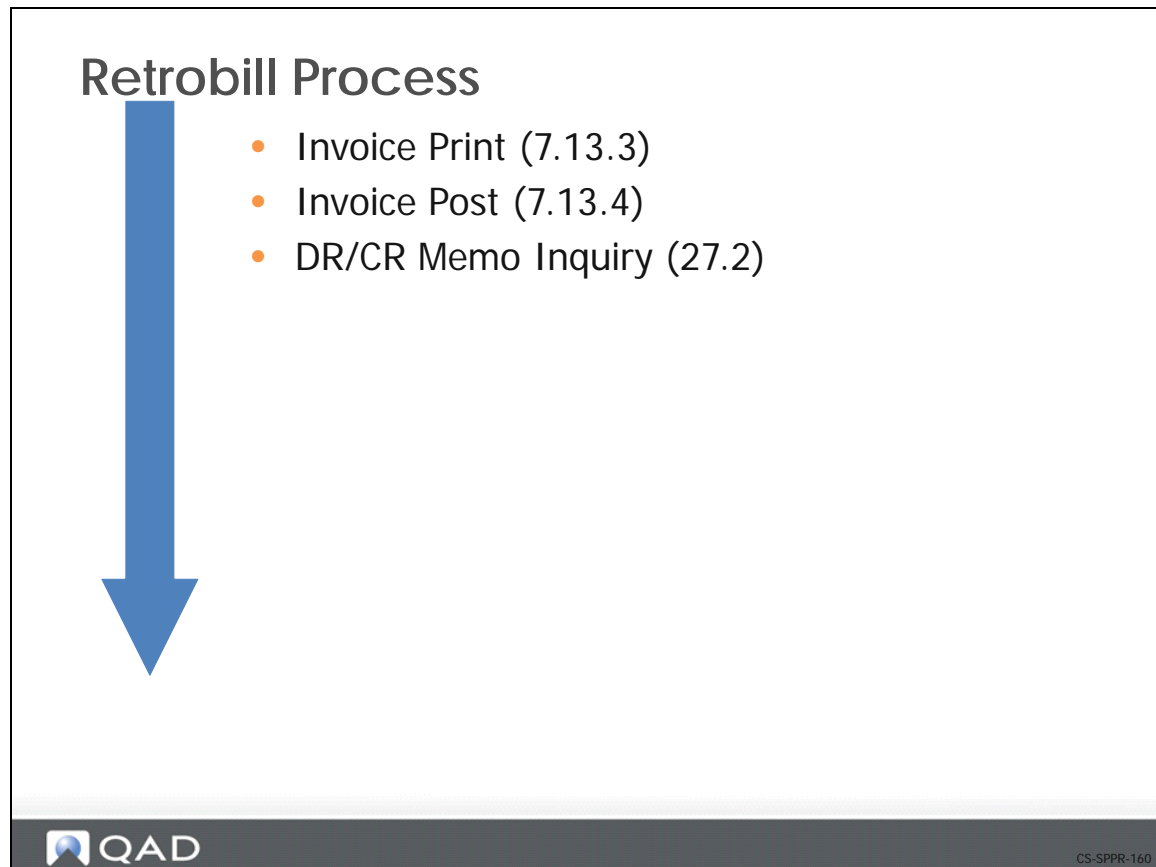
Invoice Post

Use Invoice Post (7.16) to post the debit/credit invoice.

DR/CR Memo Inquiry

Use DR/CR Memo Inquiry (27.2) to view the debit/credit invoice.

Use Invoice Print (7.15) to print the debit/credit invoice created during the retrobill process.