

## **About this Guide**

This library update of Qube ERP™ contains one of the most all-encompassing sets of enhancements in the history of the application. Please review the extensive list of new features to discover which ones will benefit your organization. Some are part of the basic system; others are part of optional modules. Review your feature set to see which modules are currently active in your data file. If you would like to purchase a new module, please contact QCI at 888-557-3534.

This PDF document supplies the System Administrator with instructions on updating the datafile to this new version. It also documents the new features that are being supplied through this update.

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**Use this 736Update.PDF for this install only; do not use any previous UPDATE.PDF files.**

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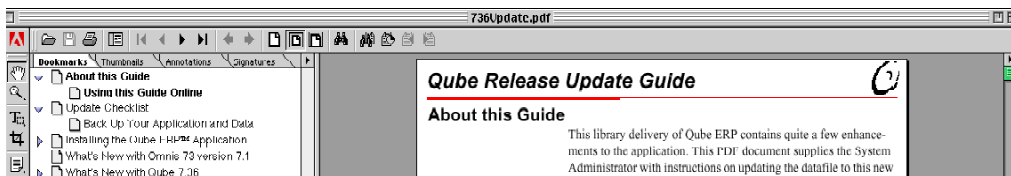
Use this PDF guide to update your Qube ERP™ library to the current release. Using the checklist and other information in this document, you will log off Qube and back up your datafile, run the Qube updater, use the new LBR utilities, learn about new features, and review user access privileges.


You may print this guide if you wish, by using the Adobe Acrobat Reader printing functions.

## Using this Guide Online

If you are using this guide on-line, you may jump to any of the sections in the check list by clicking on the page numbers, which are hypertext-linked to the sections of the guide.

To move about the document, refer to the bookmarks on the left side of the window.



These bookmarks provide a Table of Contents for the document, and also provide a quick and easy way of moving to the information you need. Click on the triangle next to a topic to view its subtopics. Use the bookmarks to jump to any topic in the document. When you jump to a topic, the topic's name will appear bold in the bookmarks list, so you can easily see where you are in the document at any time. If you jump to a topic and need to go back to where you were previously, use the back button in the menu bar .

## Update Checklist



1. Log ALL other users off the system.

Make sure they remain off until you have completed [Step 23](#).



2. Back up your most recent library and your data file ([Page 6](#)).



3. Run the update installer from Qube Connections on one Qube workstation ([Page 7](#)).



4. Log on to Qube, using the newly installed Qube library (QUBE.LBR), as a System Administrator.

For more information, refer to the *Qube ERP System Administration User Guide*; see [“Logging on as a System Administrator or Developer” on page SYS-38](#).



5. Print File List from Examine Data Files ([Page 16](#)).



6. Check your data file size ([Page 18](#)).

Verify that 15 to 20 percent is available. If necessary, perform the Resize Data File function.



7. Perform Check Data ([Page 21](#)).

Make repairs as indicated.



8. Perform the Update Data Dictionary function ([Page 23](#)).



9. Perform Reorganize Data function ([Page 25](#)).



10. **RESTART QUBE.**



11. Reprint the File List from Examine Data Files. Compare with “before list” ([Page 16](#)).

If there are any changes in the Record Counts, call QCI Technical Support.



12. Update your Reports file using the supplied 000721Reports.txt file ([Page 27](#)).





13. Update the Task Assistant using the supplied 000721Tasks.txt file ([Page 28](#)). This step is mandatory.



14. Update the CNK file ([Page 29](#)). This step is for Dynamics users only.



15. **RESTART QUBE.**



16. Go to Task Assistant.

Under New Features, you will find **Update to Version 7.36-A** and **Update to Version 7.36-B**. Print if desired.



17. On the Update to Version 7.36-A, click the *UPDATE TO V7.36* button ([Page 30](#)).



18. On the Update to Version 7.36-A, click the *CONVERT YOUR DATA* button.

Follow the instructions for running utilities, if any.



19. **RESTART QUBE.**



20. Perform the Reconstruct BOMS function ([Page 32](#)).



21. Review Access Privileges ([Page 33](#)).



22. Install Omnis 7<sup>3</sup> v7.1 and the patch on each user's workstation.

For more information, refer to the Qube ERP *System Administration User Guide*; see [“Installing Your New Application” on page SYS-3](#).



23. Copy the new library, Q3DICT.DF1, Q3HELP.DF1, and Omnispic.DF1 to each user's workstation.



You MUST install the latest Q3DICT.DF1 file on each workstation with the new library. This file is now used in conjunction with the Qube.LBR to process transactions.



## **24. Allow all users to use Qube.**

It is never a good idea for users to be using different versions of the library. Be very sure all users get updated at the same time.



## **25. All users review new features.**



## **26. Run the BOM Utility, Reset Usage Each Period to initialize the Inventory Usage window ([Page 34](#)).**

For users who are still in their first segment, this utility will run fairly quickly. Users with two or more segments should schedule this to run over a weekend. This is a long-running utility.

## **Back Up Your Application and Data**

### **• To back up your application & data**

- 1. Sign all users off Qube.**
- 2. If this is your first update, make a new Windows directory or Macintosh folder in your Qube directory/folder or on your server.**

Name this directory/folder “Old Libraries” or some such. Only one user need perform this operation.

- 3. Move into this “Old Libraries” directory/folder your current copy of the Qube ERP library and Q3DICT.DF1.**

If you have any aliases or extra copies of this older library, delete them.

- 4. Make a backup copy of your datafile.**
- 5. QCI recommends running the following procedures. To do this, copy the data file to the fastest workstation you have.**

## Installing the Qube ERP™ Application

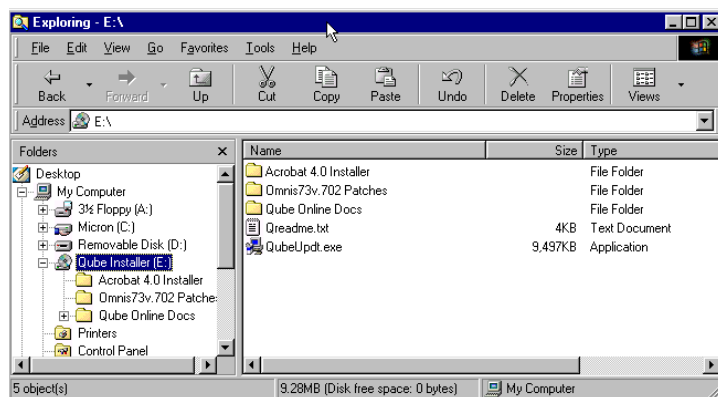
### Install Qube on Windows-Based PCs

#### • To install Qube on PCs running Windows™

Included in your delivery is a CD-ROM which contains the Qube ERP™ Application for Windows™. These will all be installed in the same directory when you run this installation procedure.

You need at least 43 MB of disk space to run this software. First install the delivery on the System Administrator's workstation. Then see [“Print Examine Data File List”](#) on page 16 for distribution instructions.

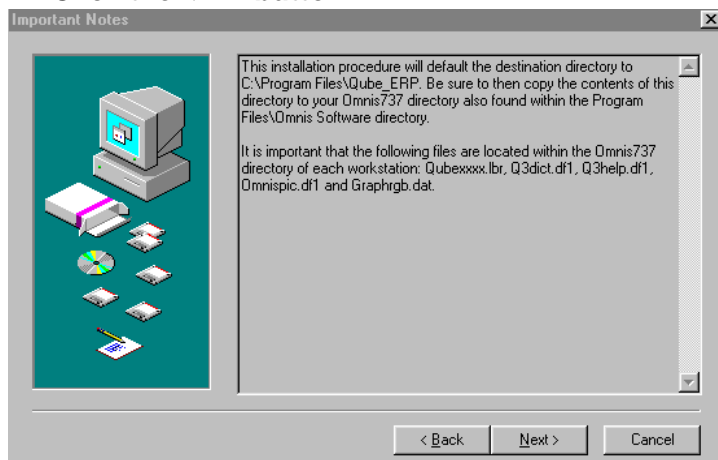
1. Insert the CD labeled **Qube ERP**.
2. In Windows Explorer, double-click on **QubeUpdt.exe**.



### 3. Click the *NEXT* button.

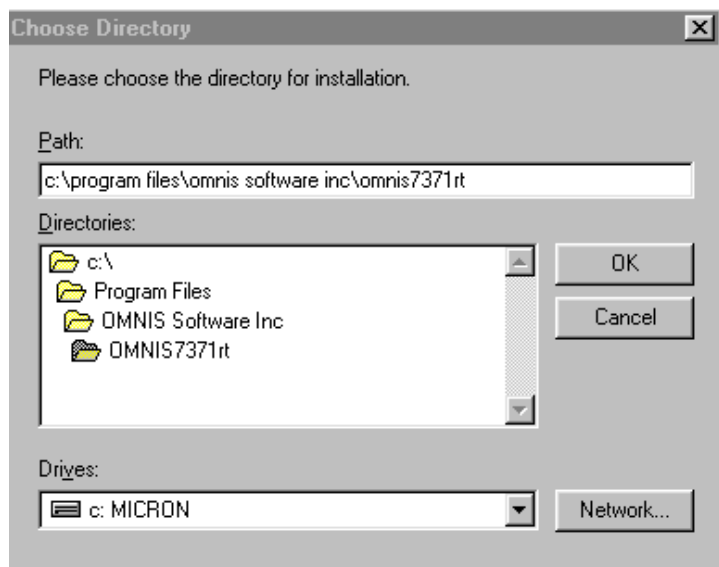
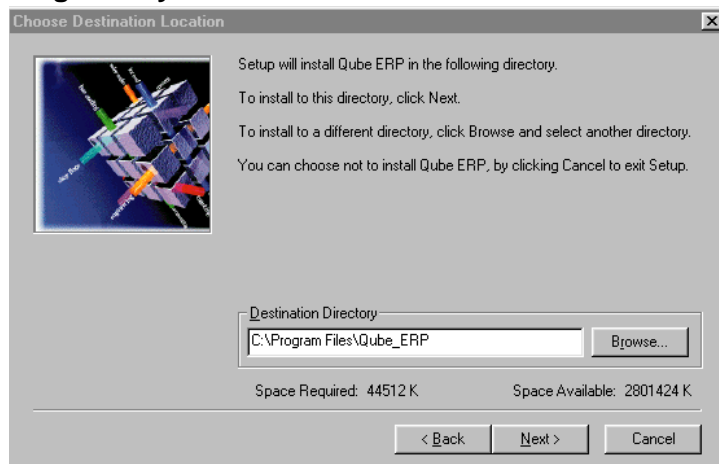


### 4. Click the *NEXT* button.



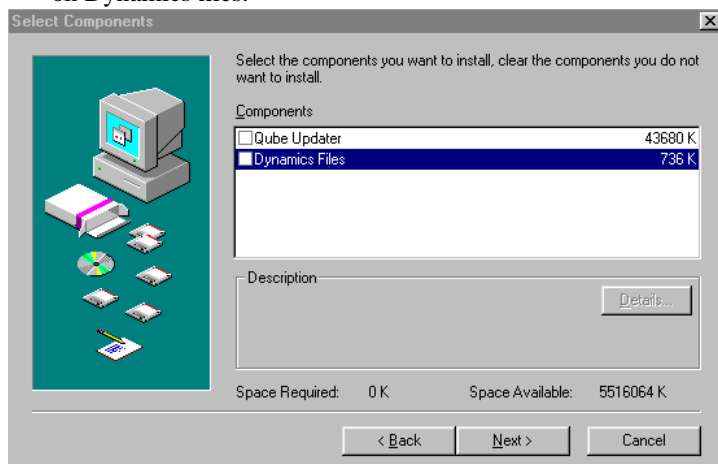


5. The installer defaults the location to `c:\program files\qube_erp`. Use the **BROWSE** button to navigate to your Omnis 7 folder.



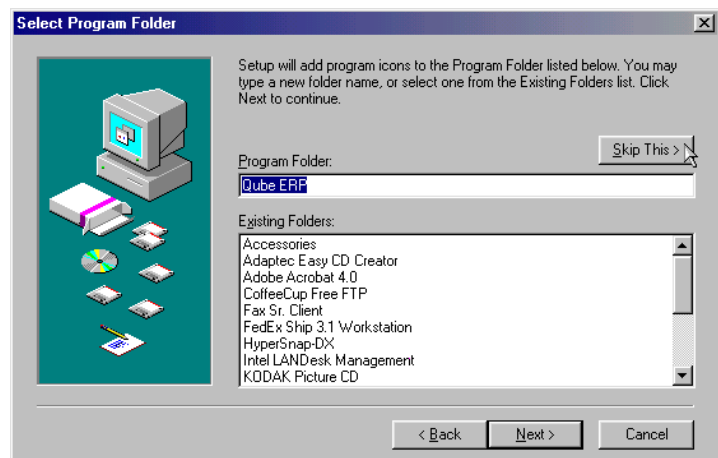
## 6. Select the components to be installed.

To install the Qube library and associated files, click on Qube Updater. If you use Dynamics Accounting software, click also on Dynamics files.

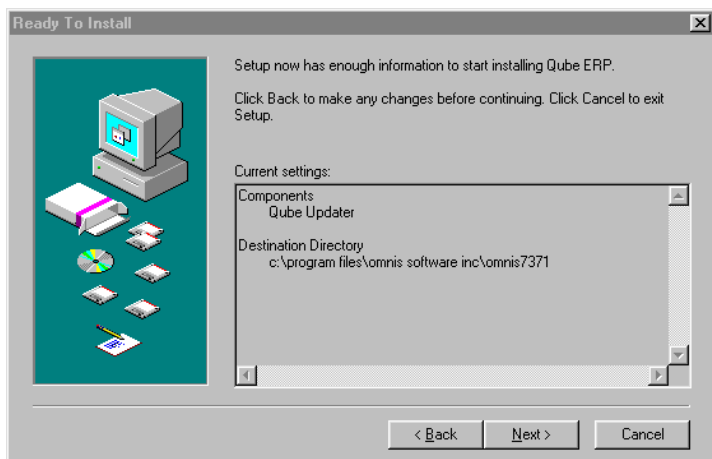


## 7. Select the Program folder to be used from the START button. This is your choice.

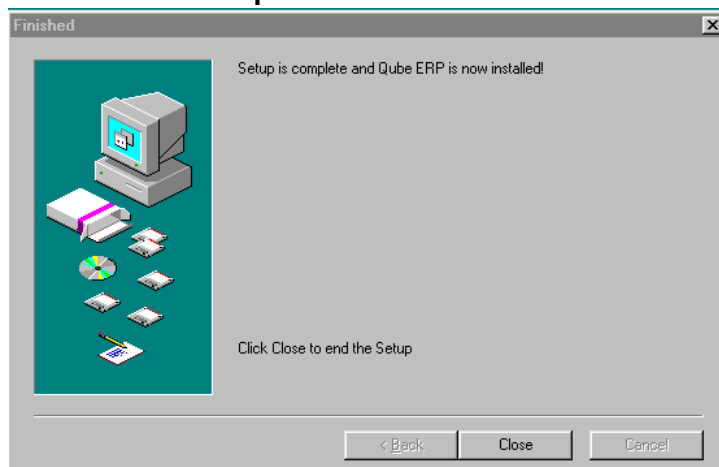
The user has the option to omit adding Qube-ERP to the Program folder.



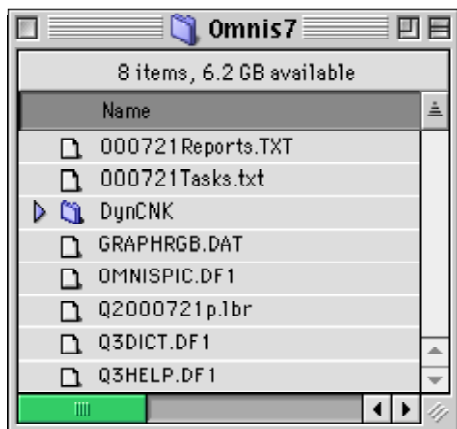
8. The installer can now begin. Click on the *NEXT* button.



9. A series of messages will be displayed informing you what portion of the update is being installed. The installer program will tell you when it is complete.



10. The following files will have been added to the Omnis7 directory on your hard drive:



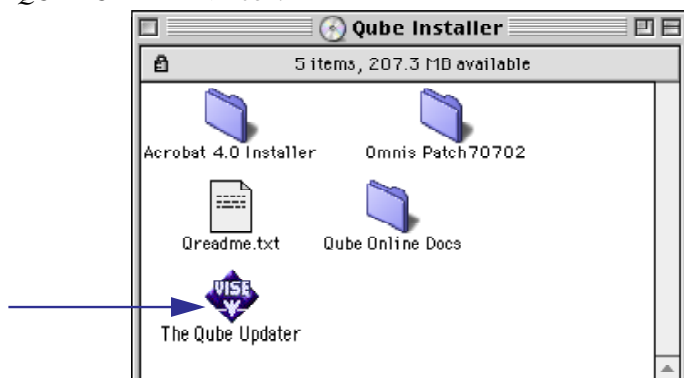
## Install Qube ERP™ on MacOS-Based PCs

### • To install Qube ERP™ on MacOS-based PCs

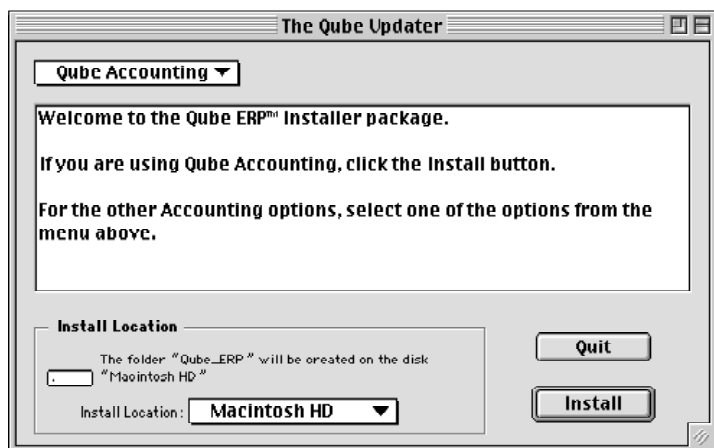
You need at least 43 MB of disk space and 10 to 12 MB of RAM to run this software. First install the delivery on the System Administrator's workstation. Then see [“Print Examine Data File List”](#) on page 16 for distribution instructions.

#### 1. Insert the CD labeled “Qube ERP”.

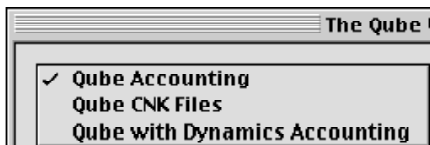
Open the disk icon on your desktop, and double-click on <THE QUBE UPDATER> icon.



The following window will appear on your screen:

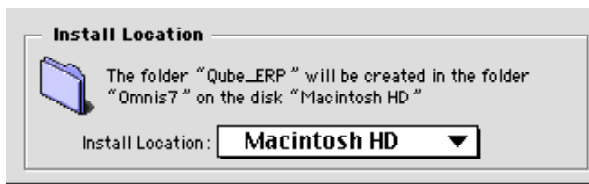


2. This window provides three different choices. Choose the appropriate selection. From the drop-down menu, select the package to install:



- a) If you use Qube Accounting, select this option. This installs the Qube library and associated files.
  - b) Select the **Qube CNK Files** option only on the advice of QCI Technical Support; for instance, if you have a corrupted CNK file, QCI Technical Support may direct you to select this option to reinstall the CNK file. This option installs only the Qube CNK file for Dynamics, NOT the Qube library.
  - c) If you use **Great Plains Dynamics** Accounting, select this option. This installs the Qube library and associated files, and also the Qube CNK file for Dynamics.
3. **Select the Install Location, where you want Qube ERP to be installed.**

QCI recommends installing into the same folder as Omnis 7.



## 4. Click on the *INSTALL* button.

Qube will be installed. You will see the following message:



## Print Examine Data File List

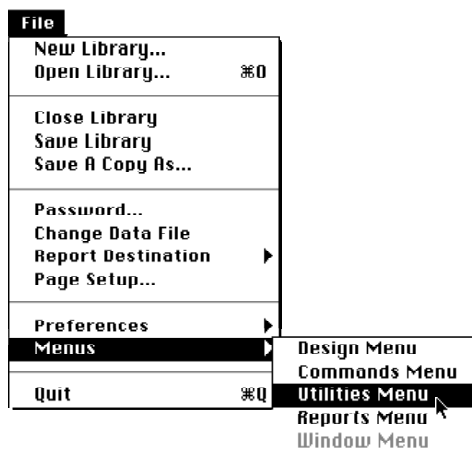
Examine your data file and print a copy. This should be done every week, and always before updating the data with a new release. You should do this before proceeding any further.

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**It is imperative that you save this printed copy until you have finished updating Qube.**

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1. Using the new QUBE.LBR, log on as a *SYSTEM ADMINISTRATOR*.
2. From the left-most File Menu select *UTILITIES*, which is nested under the *MENUS* selection:



3. From the Utilities Menu select *EXAMINE DATA FILE* which is nested under *DATA FILE TOOLS*:





## 4. From the Data File menu, select *PRINT FILE LIST*.



This will give you a printed record of each data file and how many records exist in each.

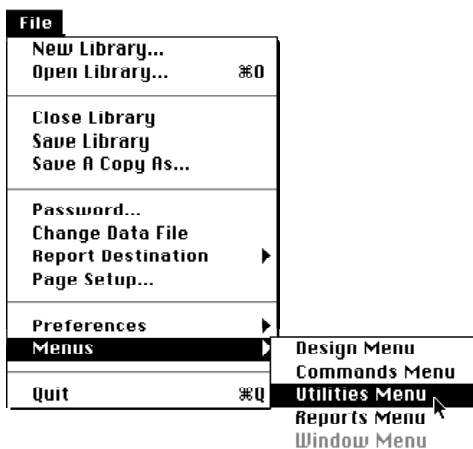
Data file 735A0SR.DF1 as at 04/17/2000 (13:17) PAGE 1

NAME	FIELDS	RECORDS	AVERAGE	MAXIMUM	BLOCKS	UNIQUE_LOCKS	PUBLIC
#INDEXES	9	1013	73	98	240	NO	NO
#SLOTS	11	120	3586	32885	970	NO	NO
FATTEND	5	13	39	41	8	NO	YES
FAVCOST	26	197	120	327	157	NO	YES
FBIITEMS	24	20	143	182	42	NO	YES
FCentNumbers	6	0	0	0	5	NO	YES
FComptelItems	38	0	0	0	5	NO	YES
FCONSTN	26	307	88	217	209	NO	YES
FCotts	8	0	0	0	4	NO	YES
FCountries	22	10	74	132	7	NO	YES
FCRA	126	1	604	792	11	NO	YES
FCSHIPS	37	7	118	133	14	NO	YES
FCUST	128	10	661	1274	34	NO	YES
FCUS_PRICE	24	5	105	112	13	NO	YES
FDEPART	104	81	421	505	132	NO	NO
FDocControl	20	656	89	105	252	NO	NO
FDocuments	151	5	1828	2049	22	NO	NO
FEDI	80	0	0	0	4	NO	NO
FEMPLOY	135	23	908	3053	61	NO	YES
FEMTRAN	49	88	154	405	137	NO	YES
FEVENT	4	3	34	34	5	NO	YES
FExecInfo	77	65	408	1129	78	NO	NO
FExpectedAR	66	0	0	0	2	NO	NO
FFieldLabels	400	2	396	397	5	NO	NO
FFIELDS	41	196	148	199	272	NO	YES
FFieldAdjusts	10	0	0	0	6	NO	YES
FINCOME	41	67	173	237	123	NO	YES
FINLINE	147	56	546	1041	105	NO	YES
FINRevisions	16	0	0	0	8	NO	YES
FINspection	22	8	131	300	13	NO	YES
FINspectTests	13	22	79	120	14	NO	YES
FINVENT	255	277	1677	3876	1300	NO	YES
FINventUsage	36	0	0	0	4	NO	YES
FINventC	173	65	640	765	120	NO	YES

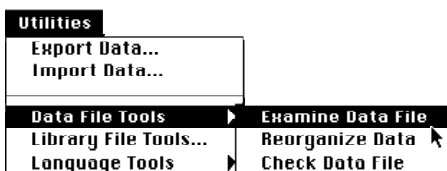
## Check your data file size

Resize your data file so that the number of disk blocks available is equal to at least 15 to 20 percent of the size of the total disk blocks within the data file. Again, this should be done every week, and always before updating the data with a new release. You should do this before proceeding any further.

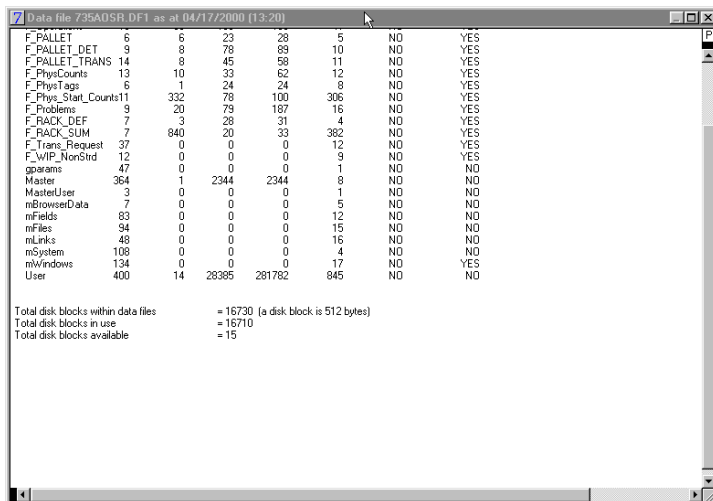
1. You should still be logged on as a *SYSTEM ADMINISTRATOR*.
2. From the left-most File menu, select *UTILITIES* again.



3. From the Utilities Menu, again select *EXAMINE DATA FILE* which is nested under Data File Tools:



## 4. From the Data file menu, select Print File List. Go to the end of the report and review the three disk block counts.



F_PALLET...	6	6	23	28	5	NO	YES
F_PALLET_DET	9	8	78	89	10	NO	YES
F_PALLET_TRANS	14	8	45	58	11	NO	YES
F_PhysCounts	13	10	33	62	12	NO	YES
F_PhysTags	6	1	24	24	8	NO	YES
F_Phys_Start_Counts11		332	78	100	306	NO	YES
F_Problems	9	20	79	187	16	NO	YES
F_RACK_DEF	7	3	28	31	4	NO	YES
F_RACK_SUM	7	840	20	33	382	NO	YES
F_Trans_Request	37	0	0	0	12	NO	YES
F_WIP_NonStd	12	0	0	0	9	NO	YES
gparams	47	0	0	0	1	NO	NO
Master	364	1	2344	2344	8	NO	NO
MasterUser	3	0	0	0	1	NO	NO
mBrowserData	7	0	0	0	5	NO	NO
mFields	83	0	0	0	12	NO	NO
mFiles	94	0	0	0	15	NO	NO
mLinks	48	0	0	0	16	NO	NO
mSystem	108	0	0	0	4	NO	NO
mWindows	134	0	0	0	17	NO	YES
User	400	14	28385	281782	945	NO	NO

Total disk blocks within data files = 16730 (a disk block is 512 bytes)  
 Total disk blocks in use = 16710  
 Total disk blocks available = 15

The total disk blocks available should equal 15 to 20 percent of total blocks in use; in this example:

$$16730 \times 15\% = 2510$$

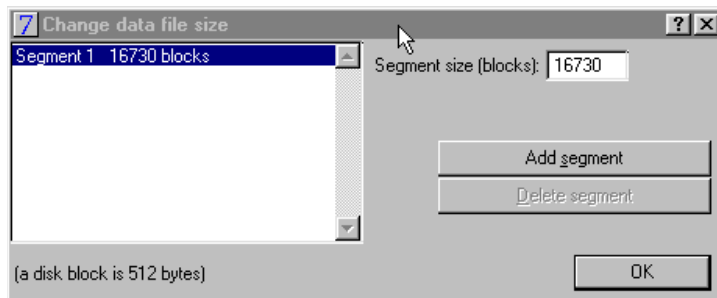
$$16730 \times 20\% = 3346$$

You should increase the number of blocks by 2500 to 3300 blocks.

5. Select *CHANGE DATA FILE SIZE* from the Data File menu:



The following window will be displayed.



6. Change the segment size to allow at least 20 percent of the new size for unused blocks.

In this example, type 20000 in the field segment size (blocks):

$$16730 + 3270 = 20000$$

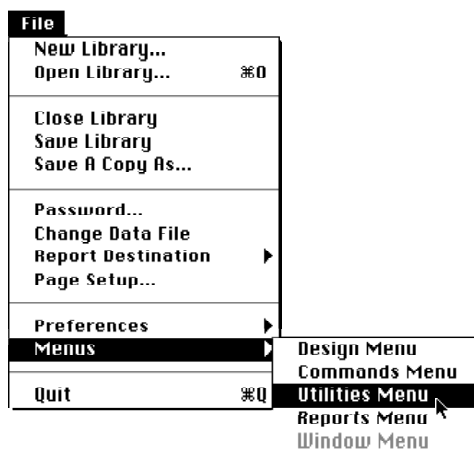


**DO NOT click the button *ADD SEGMENT*, unless your data file is already 524,000 blocks or if adding 20 percent will bring you over 524,000 blocks. If you do, click Cancel immediately. If you do not click Cancel, and proceed with the add segment function, you must immediately revert to a backup of your data file.**

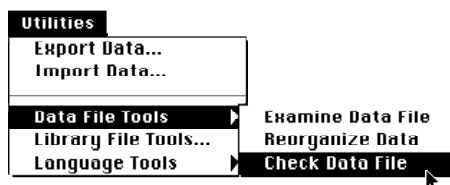
## Run the Check Data routine on your data file

This routine may take several hours, so it should be done overnight. Only one user may be logged onto the system for this routine to work. It should be performed only on those files which are shown as needing reorganization.

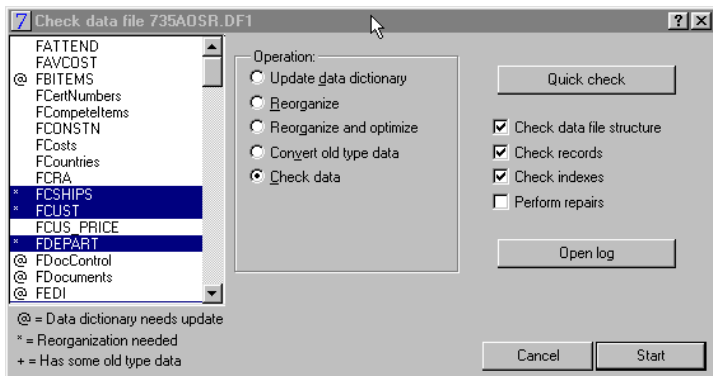
1. You should be logged on as a *SYSTEM ADMINISTRATOR*.
2. From the left-most File menu, select *UTILITIES*.



3. From the Utilities menu, select *CHECK DATA FILE*.



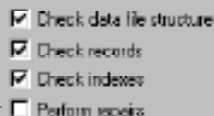
## 4. Click the radio button <CHECK DATA>.



The files that are highlighted are targeted for reorganization and should be checked. It is NOT recommended to select ALL files at this time.

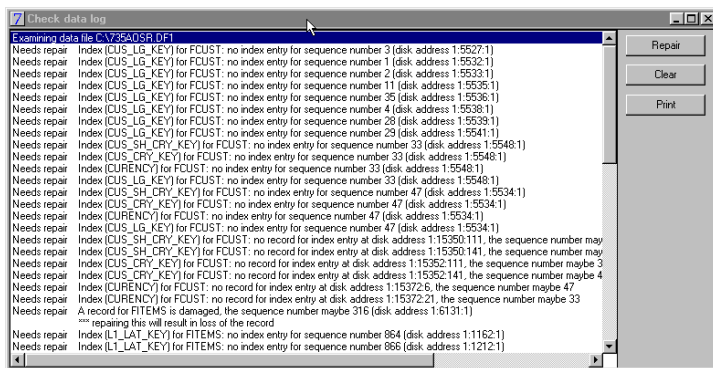
## 5. Be sure to check the box, <PERFORM REPAIRS>.

Put a checkmark in the Perform repairs box, too.



## 6. Click <START>.

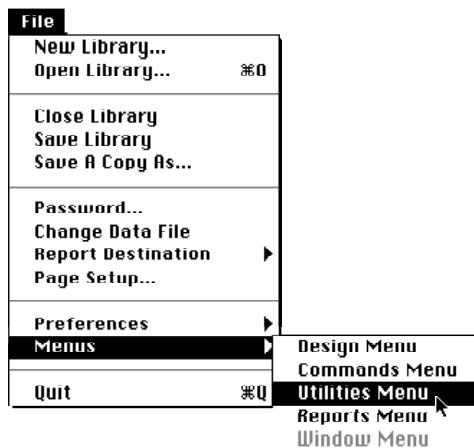
## 7. If data damage is reported, click on the <REPAIR> button and print the report.



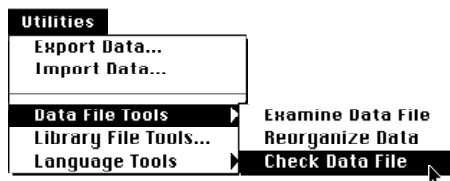
## Update Data Dictionary

This routine will take several minutes. Only one user may be logged onto the system for this routine to work.

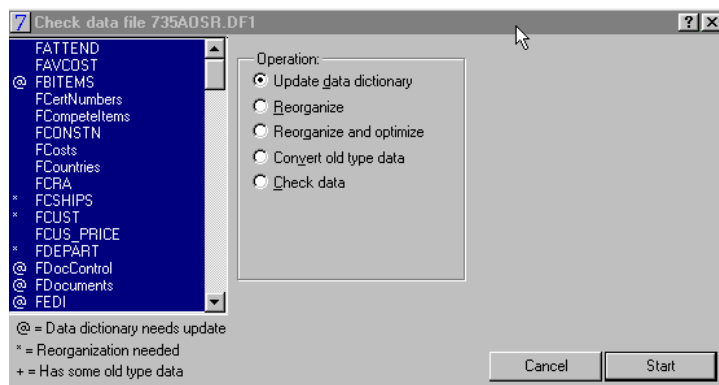
1. You should be logged on as a *SYSTEM ADMINISTRATOR*.
2. From the left-most File menu, select *UTILITIES*.



3. From the Utilities menu, select *CHECK DATA FILE*.



4. Either select all of the files with the @ designation, or select all files by typing CNTL-A on Windows and CMD-A on a Macintosh:



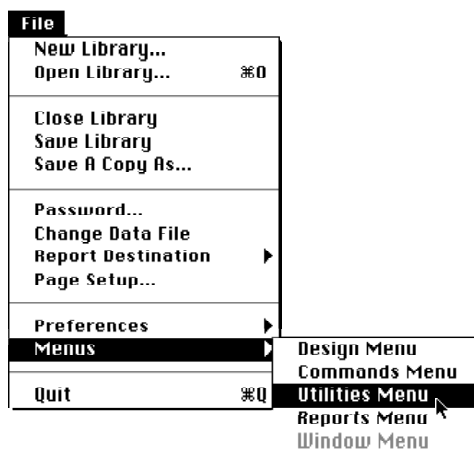
5. Click the *UPDATE DATA DICTIONARY* radio button. Click the *START* button.



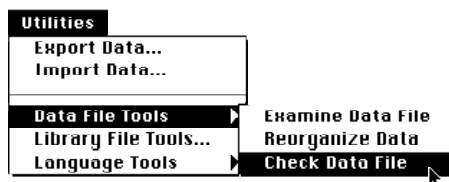
## Reorganize the Data File

This routine may take several hours, so it should be done overnight. Only one user may be logged onto the system for this routine to work. It must be performed only on those files which are shown as needing reorganization.

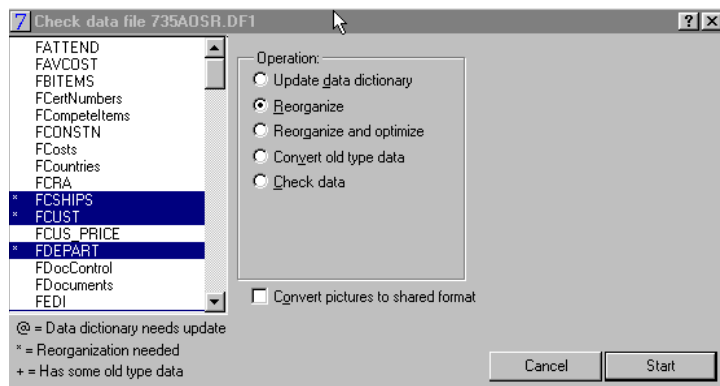
1. You should be logged on as a *SYSTEM ADMINISTRATOR*.
2. From the left-most File menu, select *UTILITIES*.



3. From the Utilities menu, select *CHECK DATA FILE*.



## 4. Click the *REORGANIZE* radio button.



## 5. Qube will select the files that require reorganization. Click the *START* button.

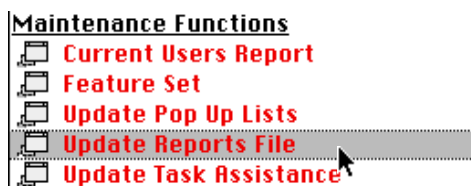


## 6. RESTART THE QUBE APPLICATION!!!

**It is VERY IMPORTANT that you perform step 6, Restart the Qube Application!**

## Update the Reports File

1. Open the *SYSTEM ADMINISTRATION FUNCTIONS* window, and double-click on the selection, *UPDATE REPORTS*:



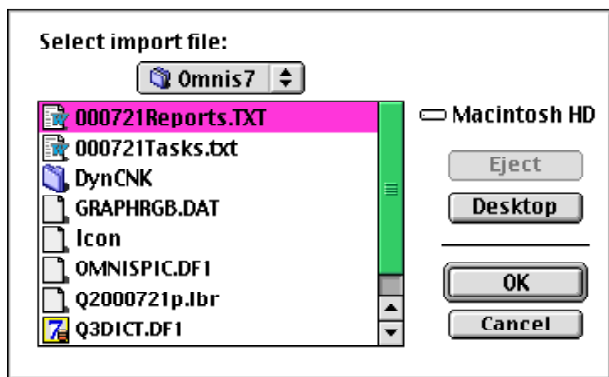
2. Do the same on the Update Reports window:



3. Click **<YES>**.



4. Navigate to select the reports file. It should be in the same directory as your Qube library:



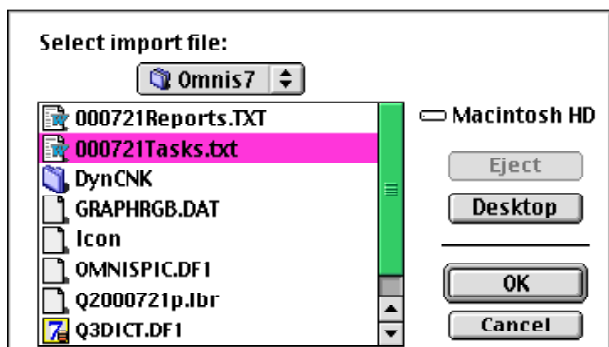
Click the *OK* button. The system will do the rest.

## Update the Task Assistant file

1. From the Main Menu, select **System Admin**.
2. From the **System Admin. Functions** window, select **Update Task Assistance** from the **Maintenance Functions** section.

You will be prompted to find an import file.

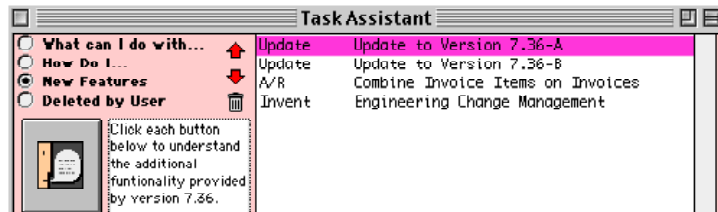
3. Navigate to the folder in which you installed the data resources, and select the **000721Tasks.txt** file sent with this update.



The import will go very quickly. When it is finished, view the **Module Selection** window and click the **TASK ASSISTANT** button. The **Task Assistant** window will be displayed with the imported records available for your use.

4. Click on the **NEW FEATURES** button.

Review each new item and the on-line documentation associated with it.



## Update the QUBE.CNK File

### (FOR DYNAMICS USERS ONLY)

If you are using **Great Plains Dynamics** for your accounting system, you may have an additional file to install on each Dynamics work station as well. This is the **Qube.cnk** (chunk) file, and it would have been installed into the Omnis7 directory.

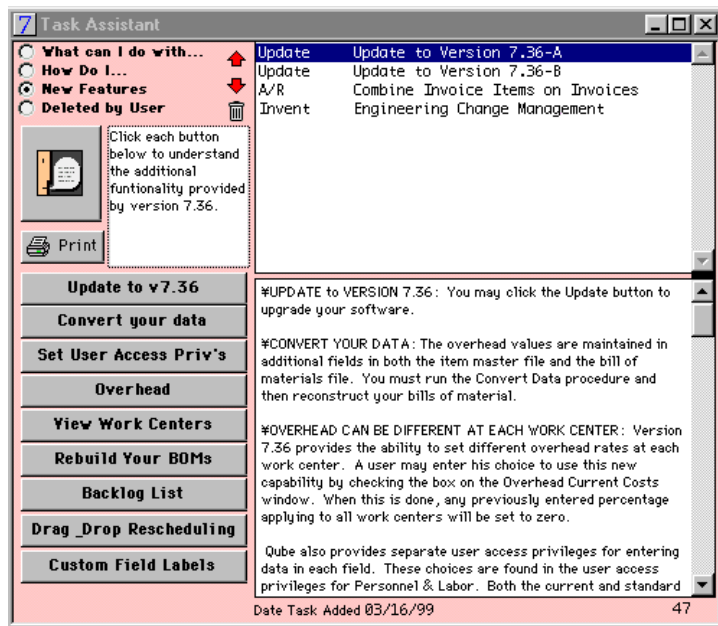
In order to activate this new chunk and integrate it into your Dynamics set, do the following:

1. **Remove the QUBE.DIC file from your Dynamics directory.**
2. **On both Windows and Macintosh platforms, drag the new QUBE.CNK file into the Dynamics directory of all Dynamics workstations which are linked to Qube ERP™.**
3. **On Macintosh computers only, drag the QUBE.CNK file onto the file named “SETICONS 1.x” (which is in the Dynamics folder), and let go. It should take less than 2-5 seconds for this step to be completed.**
4. **On both platforms, start up the Dynamics program. It will see that a new QUBE.CNK file exists, and integrate it into the Dynamics code. This will need to be done on all workstations on which Dynamics is linked to Qube ERP™.**

## Update to Version 7.36

Use your newly updated Task Assistant to update to version 7.36.

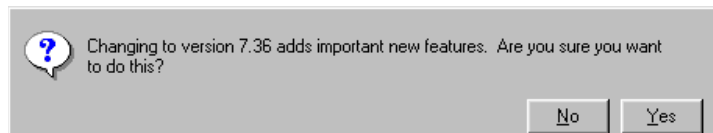
### 1. Go to the Task Assistant.



Under **New Features**, you will find **Update to Version 7.36-A** and **Update to Version 7.36-B**.

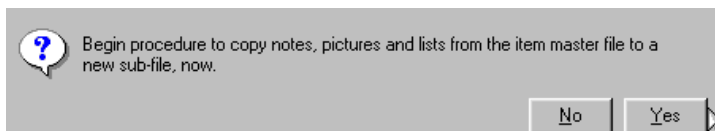
### 2. On the **Update to Version 7.36-A**, click the **UPDATE TO V7.36** button.

Qube will verify that you want to change to version 7.36:



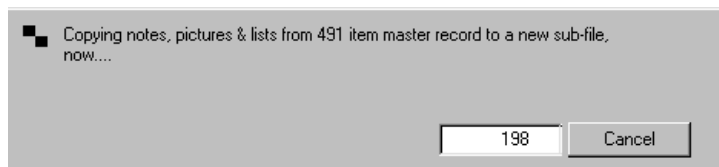
### 3. Respond YES to the prompt.

Next, a message will ask if you want to copy notes, pictures and lists to a new file.

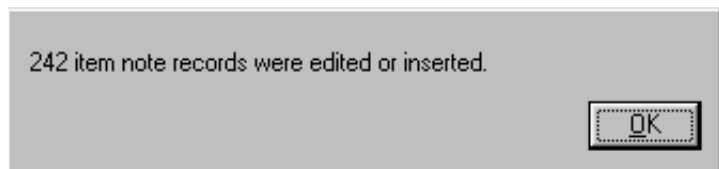


### 4. Respond YES to the prompt.

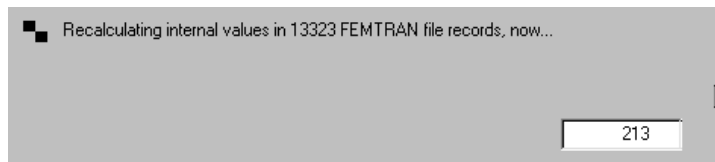
A utility will run, displaying the message:



When complete, you will see a message:



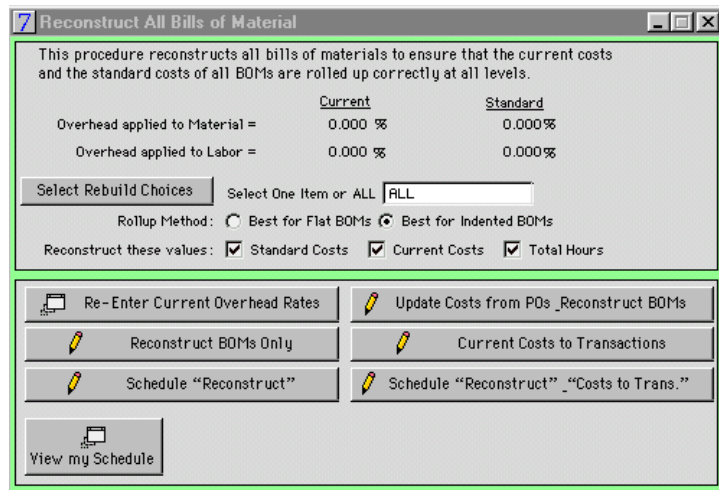
### 5. As soon as you click on OK, Qube starts a utility that recalculates internal values of FEMTRAN; you cannot cancel this utility and it will take awhile to run.



## Reconstruct BOMS function

When you perform this function, use the defaults as shown.

For more information about reconstructing BOMS, refer to the Qube ERP *Production Scheduling and Bills of Material User Guide*; see [“Reconstruct BOMS” on page BOM-35](#). It is critical that you follow the procedure detailed on page BOM-35, since standard costs may change as a result of this function.



**7 Reconstruct All Bills of Material**



This procedure reconstructs all bills of materials to ensure that the current costs and the standard costs of all BOMs are rolled up correctly at all levels.



	<u>Current</u>	<u>Standard</u>
Overhead applied to Material =	0.000 %	0.000 %
Overhead applied to Labor =	0.000 %	0.000 %



Select Rebuild Choices    Select One Item or ALL


Rollup Method: ☐ Best for Flat BOMs ☒ Best for Indented BOMs

Reconstruct these values: ☒ Standard Costs ☒ Current Costs ☒ Total Hours

 Re-Enter Current Overhead Rates     Update Costs from POs \_Reconstruct BOMs

 Reconstruct BOMs Only     Current Costs to Transactions

 Schedule "Reconstruct"     Schedule "Reconstruct" \_"Costs to Trans."

 View my Schedule



## **Review Access Privileges**

The following access privileges have been added in Version 7.36. Review the documentation on these pages to decide who in your organization should be given authorization to use these functions.

## **Order Entry**

Edit Credit Status of Sales Orders - *see* [“New Options for Handling Customer Credit” on page 37.](#)

## **Accounts Receivable**

Outbound Shipment Tracking Information - *see* [“Outbound Shipments Browser” on page 49.](#)

Import Shipment Tracking Data - *see* [“Inbound Shipments Browser” on page 47.](#)

## **Inventory**

Competitive Item Information - *see* [“Competitive Item Information” on page 59.](#)

Reconcile Stock to Transactions - *see* [“Reconcile Stock to Transactions” on page 60.](#)

## **Personnel & Labor**

Allow Entry of Work Center Current Overhead Rate - *see* [“Overhead Current Costs window” on page 63.](#)

Allow Entry of Work Center Standard Overhead Rate - *see* [“Setting Overhead Rates by Work Center” on page 64.](#)

## **General Ledger**

Sales - COGS GL Account Maps - *see* [“Sales - COGS Posting Maps” on page 68.](#)

## **System Administration**

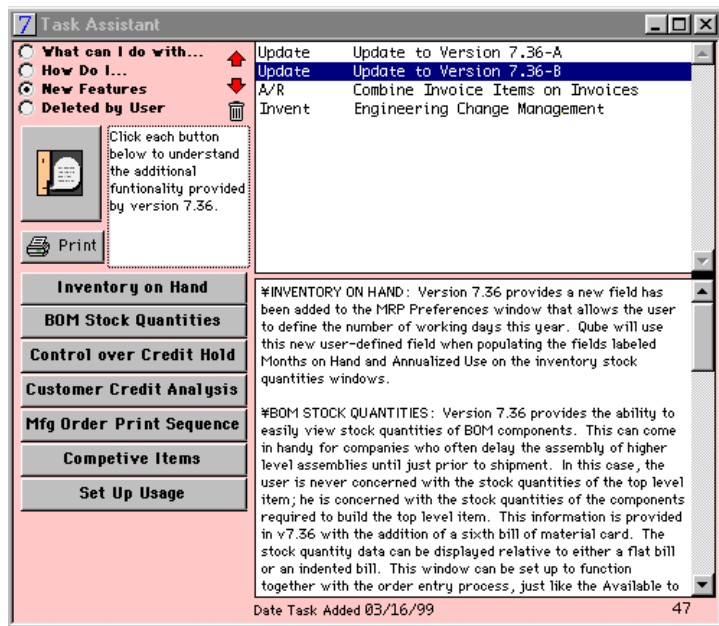
Custom Field Labels - *see* [“Custom Field Labels” on page 78.](#)

## Reset Usage Each Period

Use this utility to initialize the **Inventory Usage** window.

**Warning! This will take a long time and should be done with no other users on the data file.**

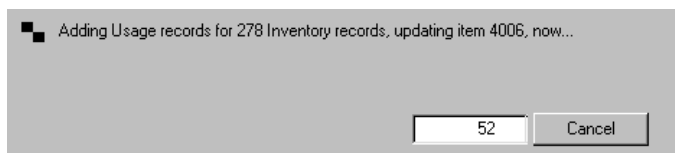
### 1. Go to the Task Assistant.



Under **New Features**, find **Update to Version 7.36-B**.

### 2. On the **Update to Version 7.36-B**, click the **SET UP NEW STOCK USAGE** button.

A message similar to this will display while the utility is running:



## **What's New with Omnis 7<sup>3</sup> version 7.1**

1. On Windows, using the “X” in the upper right corner to close Qube is now a legal sign-off.
2. Problems concerning scheduled events are fixed.
3. Error received when trying to convert a pre-737 ad hoc report is fixed.
4. Microsoft Intellimouse is supported.
5. Insufficient memory errors (memory leaks) are fixed.
6. On Windows, problem of report header tops being cut off on second and subsequent pages is fixed.

## What's New with Qube 7.36

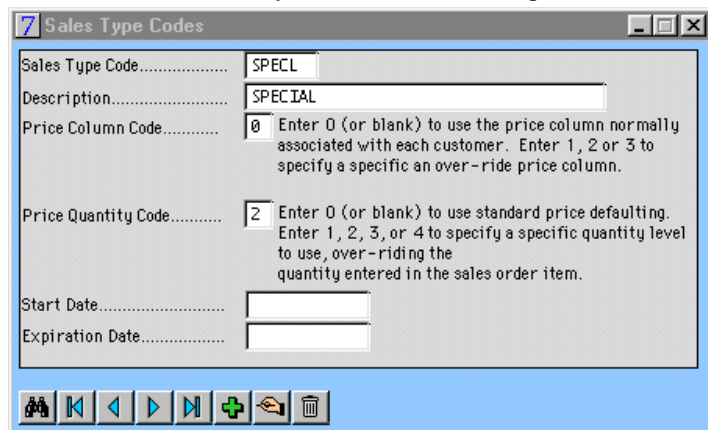
This section outlines what is new in this release, by module.

### Order Entry Module

Changes were made to the **Sales Type Codes**, **Sales Order Preferences**, **Customer Expected Accounts Receivable Balances**, **Customer Basic Info**, **Customer Financial Info**, **Sales Order Header**, **Customer Contact Information**, **Sales Order Items**, **Sales Opportunity**, **Quotations**, the **Available** card tab of the **Quotations** window, **Backlog List Card #1 and #2**, **Generate Forecasts** windows, and the **Electronic Data Interchange** module was added.

### Sales Type Codes Window

In Version 7.36, the **Price Defaulting Code** field has been replaced by the **Price Column Code** and the **Price Quantity Code** field. Version 7.36 also allows you to enter start and expiration dates.



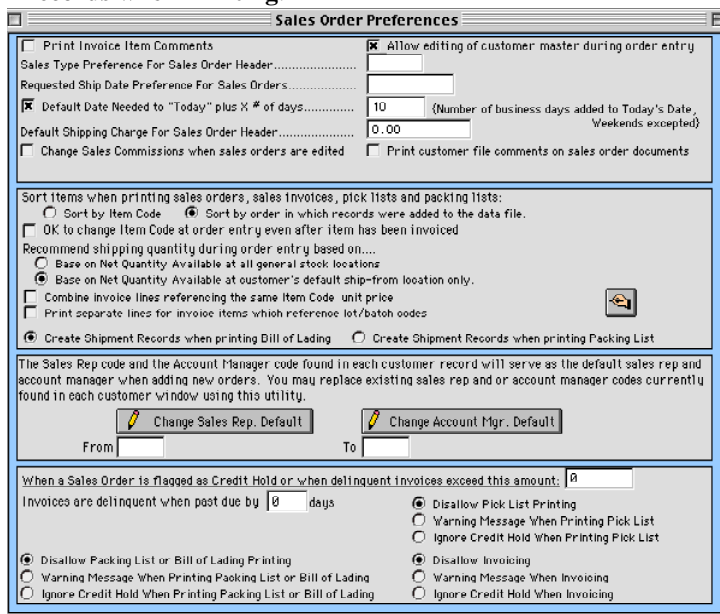
The screenshot shows the 'Sales Type Codes' window with the following fields and values:

Field	Value	Description
Sales Type Code	SPECL	
Description	SPECIAL	
Price Column Code	0	Enter 0 (or blank) to use the price column normally associated with each customer. Enter 1, 2 or 3 to specify a specific an over-ride price column.
Price Quantity Code	2	Enter 0 (or blank) to use standard price defaulting. Enter 1, 2, 3, or 4 to specify a specific quantity level to use, over-riding the quantity entered in the sales order item.
Start Date		
Expiration Date		

At the bottom of the window is a toolbar with icons for: Print, Back, Previous, Next, Forward, Add, Edit, and Delete.

## Sales Order Preferences

The **Sales Order Preferences** window has two new options: **Combine invoice lines/Print separate lines** and **Create Shipment Records when Printing**.



The screenshot shows the 'Sales Order Preferences' dialog box. It contains several sections with checkboxes and input fields. Key options include: 'Print Invoice Item Comments' (unchecked), 'Allow editing of customer master during order entry' (checked), 'Default Date Needed to "Today" plus X # of days' (10), 'Default Shipping Charge For Sales Order Header' (0.00), 'Change Sales Commissions when sales orders are edited' (unchecked), and 'Print customer file comments on sales order documents' (unchecked). There is a section for 'Sort items when printing sales orders, sales invoices, pick lists and packing lists' with options for sorting by item code or order entry date. Another section allows choosing between 'Base on Net Quantity Available at all general stock locations' and 'Base on Net Quantity Available at customer's default ship-from location only'. A 'Combine invoice lines referencing the same Item Code unit price' checkbox is present. Below this are buttons for 'Change Sales Rep. Default' and 'Change Account Mgr. Default' with 'From' and 'To' fields. The bottom section contains options for handling delinquent invoices, including 'Disallow Pick List Printing', 'Warning Message When Printing Pick List', 'Ignore Credit Hold When Printing Pick List', 'Disallow Packing List or Bill of Lading Printing', 'Warning Message When Printing Packing List or Bill of Lading', 'Ignore Credit Hold When Printing Packing List or Bill of Lading', 'Disallow Invoicing', 'Warning Message When Invoicing', and 'Ignore Credit Hold When Invoicing'.

### Combine invoice lines/Print separate lines...

You may choose either to combine invoice lines referencing the same Item Code and unit price, or to print separate lines for invoice items which reference lot/batch codes.

### Create Shipment Records when Printing...

You may create a shipment tracking record when a packing list is printed, or when a bill of lading is printed.

## New Options for Handling Customer Credit

Version 7.36 provides new options for handling customer credit. Use the **Sales Order Preferences** window to set up credit controls, and use the **Credit** tab on either of the Customer Information windows to review the results.

## When a Sales Order is flagged as Credit Hold...

Version 7.36 allows you to control how Qube ERP™ responds to a sales order flagged as credit hold or when delinquent invoices exceed a set amount. You can select options in each of three categories: packing list printing, pick list printing, and invoicing.

When a Sales Order is flagged as Credit Hold or when delinquent invoices exceed this amount: 10000

Invoices are delinquent when past due by 10 days

☐ Disallow Packing List or Bill of Lading Printing  
☒ Warning Message When Printing Packing List or Bill of Lading  
☐ Ignore Credit Hold When Printing Packing List or Bill of Lading

☐ Disallow Pick List Printing  
☒ Warning Message When Printing Pick List  
☐ Ignore Credit Hold When Printing Pick List

☐ Disallow Invoicing  
☒ Warning Message When Invoicing  
☐ Ignore Credit Hold When Invoicing

The credit controls act on two levels:

1. They check the status of the order header and will disallow, warn, or ignore if this is flagged as H.
2. They check delinquent invoices and perform the same functions if any are found.

They do not act on the credit status of any one line item.

## Credit Info

In version 7.36, clicking on the **Credit Info** tab on either the **Customer Basic Info** window or the **Customer Financial Info** window will display the **Customer Expected Accounts Receivable Balances** window.

**Customer Expected Accounts Receivable Balances**










Customer Code: 10004 AAA Company

Date A/R Last Advanced: 12/28/1998 Recalculate All Field Values for All Customers ✓

Open Orders \$ 182,120.05 First Ordered 07/08/1992 Credit Limit \$ 1000  
 YTD Sales \$ 1,000.00 Last Ordered 05/20/1997 Date CR set 02/08/1994  
 Balance Due \$ 2,801.46 Last Invoiced 02/27/1997  
 # of Invoices: 0  
 Orders Every: 0 days Payment Terms: 2.0 % 10 DAYS Net 30 Use to Est. A/R ✓

Average Pay History: All Invoices days Last 360 days days Last 180 days days Last 90 days days

Week Beginning	INCREASES	REDUCTIONS	Net A/R	Week Beginning	INCREASES	REDUCTIONS	Net A/R	Week Beginning	INCREASES	REDUCTIONS	Net A/R	Week Beginning	INCREASES	REDUCTIONS	Net A/R
12/28/1998	180,379	177,528	2,851	02/01/1999	2,751	02/01/1999	2,751	03/08/1999	2,751	03/08/1999	2,751	03/15/1999	2,751	03/15/1999	2,751
01/04/1999			2,751	02/08/1999	2,751	02/08/1999	2,751	03/15/1999	2,751	03/22/1999	2,751	03/22/1999	2,751	03/22/1999	2,751
01/11/1999			2,751	02/15/1999	2,751	02/15/1999	2,751	03/22/1999	2,751	03/29/1999	2,751	03/29/1999	2,751	03/29/1999	2,751
01/18/1999			2,751	02/22/1999	2,751	02/22/1999	2,751	04/05/1999	2,751	04/05/1999	2,751	04/05/1999	2,751	04/05/1999	2,751
01/25/1999			2,751	03/01/1999	2,751	03/01/1999	2,751								










 Basic Info \$\$\$ Info Credit Info

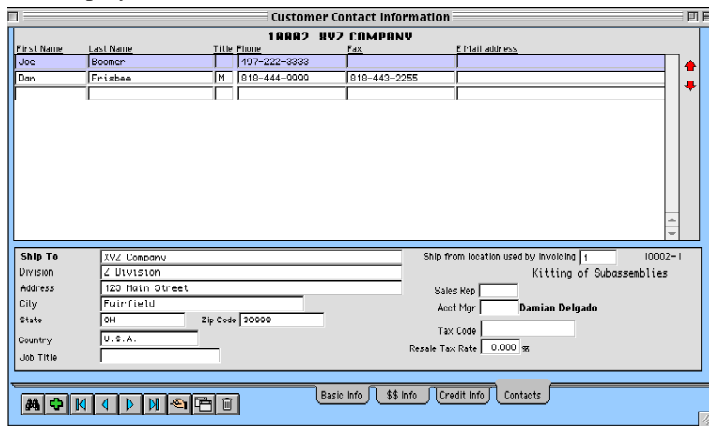
This window allows you to analyze each customer's credit history and to forecast the cash flow from a customer. You can view all pertinent information about a customer's credit worthiness from this

window. You can also print an AR for this customer that includes both posted and unposted invoices, and view and drill down from lists of orders and invoices.

## Customer Basic/ Financial Info window

### Contacts

In version 7.36, clicking on the **Contacts** tab on either the **Customer Basic Info** window or the **Customer Financial Info** window will display the **Customer Contact Information** window.



You can enter as many contacts for a customer record as you like. Enter any additional contact information you choose. When you are finished, close the window. Be aware, however, that each contact is treated as a new record in the ship-to addresses file. The default address is the bill-to address of the customer record (i.e., it is not treated as a new address, although each contact may have a unique address).

### Bill of Lading

Version 7.36 allows you to print bills of lading for each shipment. This is accessed from either the **Print** menu found on the **Sales Order Header** window or the **Booked Order Reports** list. Each bill of lading should have a unique bill of lading number. This field value is set up on System Setup Card #2 (see [“System Set Up, Card #2”](#)).

[Window” on page SYS-105](#)), along with all of the other “Last Used Numbers.”

Qube ERP™ assigns a new bill of lading number for each new sales order. However, there is a possibility of multiple shipments on any sales order, requiring the bill of lading to be updated when additional shipments are made. Qube checks for new shipments by looking for an invoice issued against the current order and comparing the current **Last Shipped On** from the Sales Order Header with the **Shipped On** field found on the related invoice. If the date found on the order is later than the date found on the invoice, Qube infers that a new shipment is being made and prompts you to decide if a new bill of lading number should be assigned.



**This appears to be a new shipment. Would you like a new Bill of Lading number assigned?**

NO

YES

It is always safe to respond by clicking the *YES* button. The bill of lading number will be copied into the invoice record when the order is invoiced.

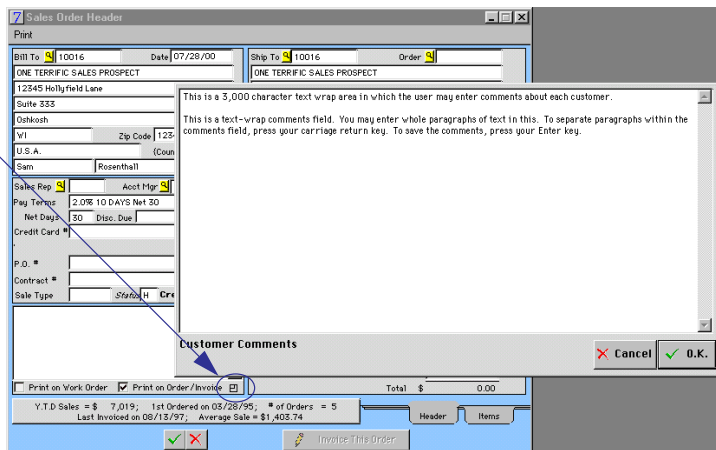


## Sales Order Header Window

## Customer Comments

Version 7.36 allows you to view comments from the customer master file. Click on the zoom box in the lower right corner of the comments box.

Click on the zoom box

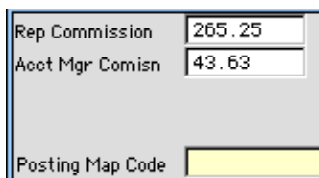


The screenshot shows the 'Sales Order Header' window. The 'Customer Comments' section is expanded, showing a text area for comments. A blue arrow points to a small square zoom box in the bottom right corner of the comments area. The window also displays various order details such as Bill To, Ship To, Date, and Order number.

## Sales Order Items window

## Posting Map Code

On the **Sales Order Items** window, you can associate posting maps with individual lines of each sales order, thereby enabling each order item to be posted to different GL accounts under user control.



The screenshot shows a window with three fields: 'Rep Commission' with a value of 265.25, 'Acct Mgr Comin' with a value of 43.63, and 'Posting Map Code' with a yellow background.

For more information, see [“Sales - COGS Posting Maps” on Page 68](#).

## Quotations for Sales Opportunities

You can now create a Quotation for a Sales Opportunity, as well as for a customer. The *QUOTATIONS* button on the **Sales Opportu-**

nity window drills down to display the list of quotations associated with the selected sales opportunity.

In addition, the **Quotations** window has two new radio buttons, for selecting either a Customer or a Sales Op.

## Display BOM During Quotations

If you own the **Available to Promise** feature, the third card tab of the **Quotations** window, **Available**, has a **Bill of Materials** section

that displays any particular details about the parent item and stock allocations and availability:

**Quotation Items**

10027 Felix Runkel Company 20020 Z of Z

Item Code	Date	Status	Ordered	Shipping	B/O	Price	Unit	Extension
4050KT	04/26/1999	0	25.0	0.0	25.0	50.000	EA	1,400.00
1000SS	04/26/1999	0	100.0	100.0	100.0	15.000	EA	1,500.00

Valve 1.00

**Available to Promise**

Week Beginning	Quantity Available	Week Beginning	Quantity Available	Week Beginning	Quantity Available	Week Beginning	Quantity Available	Week Beginning	Quantity Available
04/26/1999		05/31/1999		07/05/1999		08/09/1999		09/13/1999	
05/03/1999		06/07/1999		07/12/1999		08/16/1999		09/20/1999	
05/10/1999		06/14/1999		07/19/1999		08/23/1999		09/27/1999	
05/17/1999		06/21/1999		07/26/1999		08/30/1999		10/04/1999	
05/24/1999		06/28/1999		08/02/1999		09/06/1999		10/11/1999	

**Default Selling Prices**

Quantity	Price	Quantity	Price	Quantity	Price
0	0.000	0	0.000	0	0.000
0	0.000	0	0.000	0	0.000
0	0.000	0	0.000	0	0.000
0	0.000	0	0.000	0	0.000

**Bill of Materials**

Quantities of Parent Item: 0 0 0

Item Code	Quantity	Description	Non-Allocated General Stock	Committed to Sales	Quantity Available
01-11111-05	1.00000	Valve body			
56-22222-C27K	1.00000	Valve stem assembly			
05-44444-1	2.00000	Packing			
07-99999-05	1.00000	Pack nut			
20-00000-23	1.00000	Washer	750		750
11-77777-25	1.00000	Handle	200		200
62-99999-01	1.00000	Valve seal	100		100
BOX	1.00000	Packing box	25		25
STAMP	0.01000	Stamping		75	

## Backlog List Card #1

**Backlog List Card #1** now has an option to export manifest data. Click on the word “Print”, and the menu will display:

**Print**

- Packing Lists
- Pick Lists
- Work Orders
- Export Manifest Data

Select the lines from the **Backlog List** window that you wish to print. If you choose the **Export Manifest Data** option, the following message will display:

This procedure will create a text file named UPS 05/04/2000 which will contain manifest data for the 1 selected shipments.

OK

## Backlog List Card #2

Card #2 displays the **Sales Order Shipments Schedule** window.

Sales Order Shipments Schedule, Loaded MAY 7 99 12:10:32

Sched. Date	Shipment Code	Customer	Item Code	Qty Back-Ordered	Quantity to Ship	Quantity Available
05/23/1994	1936-1-1	10002	XVZ COMPANY	0001	1	858
05/23/1994	1936-4-1	10002	XVZ COMPANY	40085	5	1
05/23/1994	1936-5-1	10002	XVZ COMPANY	30092	5	1
10/09/1994	1859-1-1	10001	ABC COMPANY	925	9	24
04/07/1995	1939-1-1	10016	ONE TERRIFIC SALES P	9111	10	1
04/07/1995	1939-2-2	10016	ONE TERRIFIC SALES P	9111	20	1
04/16/1995	1940-1-1	10015	Rockwell Engineering	0001	100	858
07/01/1995	1921-3-1	10004	ABC COMPANY	10020	200	200
08/02/1995	1855-1-1	10004	AAA Company	725	2	16
08/02/1995	1855-2-1	10004	AAA Company	7111	7	1
08/02/1995	1855-3-1	10004	AAA Company	725	4	16
08/02/1995	1857-1-1	10002	XVZ COMPANY	725	2	16
08/02/1995	1857-2-1	10002	XVZ COMPANY	DR3	6	25
08/02/1995	1857-4-1	10002	XVZ COMPANY	LJHP1	3	5
11/15/1995	1921-3-2	10004	ABC COMPANY	10020	100	100
04/06/1996	1953-1-1	10005	CCC Company	0001	50	858
04/06/1996	1953-2-1	10005	CCC Company	0002	100	50
04/06/1996	1953-3-1	10005	CCC Company	0003	200	45
04/06/1996	1954-1-1	10007	Highwater Furniture	0001	2	858
04/06/1996	1954-2-1	10007	Highwater Furniture	0002	6	1
04/06/1996	1954-3-1	10007	Highwater Furniture	9111	1	10
04/06/1996	1954-4-1	10007	Highwater Furniture	9111	1	50
04/06/1996	1954-5-1	10007	Highwater Furniture	TOP	10	858
05/01/1996	1953-1-2	10005	CCC Company	0001	50	1
05/01/1996	1953-2-2	10005	CCC Company	0002	100	50
05/01/1996	1953-3-2	10005	CCC Company	0003	200	45
05/01/1996	1954-1-2	10007	Highwater Furniture	0001	5	858

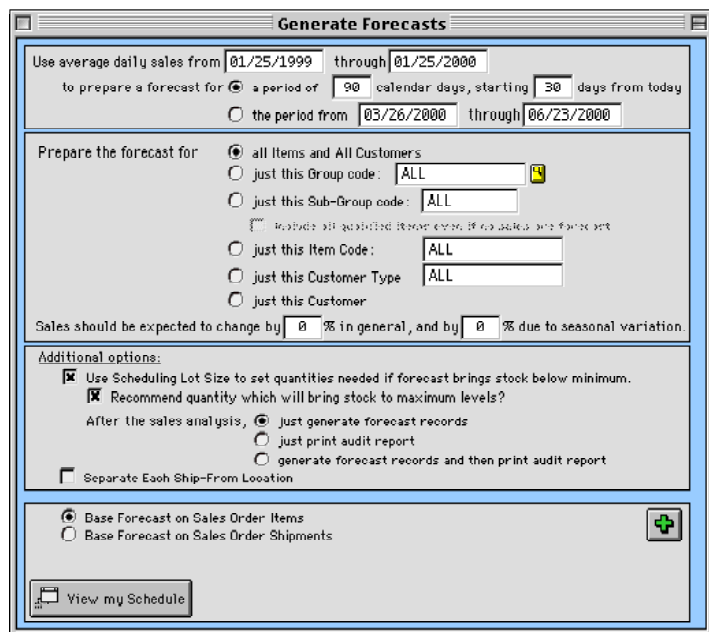
Table Leg Bolts

Card #1 Card #2

This window displays the ship-to company name and a **Quantity Available** column. The **Quantity Available** is defined as the general stock value minus the total value of “quantity to ship” values for each item at the time the list was loaded. Qube ERP™ maintains a total “quantity to ship” field in each item master file record. This field is updated whenever the shipping quantity changes (while editing a sales order item, invoicing an order item, deleting an invoice, or editing the sales order backlog shipping quantity). This allows you to disburse net quantities available over the many orders which may be demanding these quantities. After any shipping quantity is edited, Qube ERP™ will update the Quantity Available on all lines of the list which reference the selected item.

## Generate Forecasts Window

The **Generate Forecasts** window has two new options: you can now select to prepare forecasts for *JUST THIS CUSTOMER TYPE* or *JUST THIS CUSTOMER*.



The screenshot shows the "Generate Forecasts" window with the following settings:

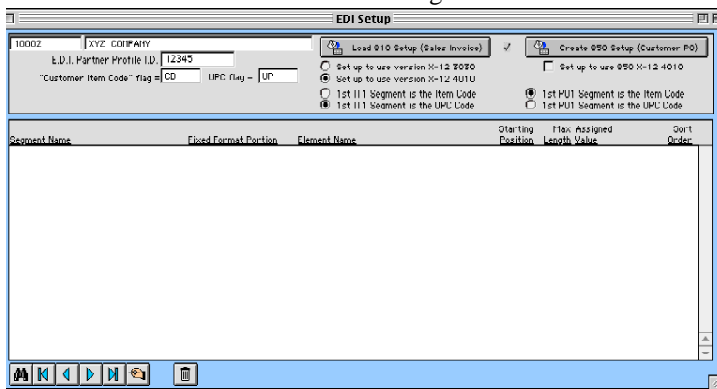
- Use average daily sales from **01/25/1999** through **01/25/2000**
- to prepare a forecast for ☒ a period of **90** calendar days, starting **30** days from today
- ☐ the period from **03/26/2000** through **06/23/2000**
- Prepare the forecast for:
  - ☒ all Items and All Customers
  - ☐ just this Group code: **ALL**
  - ☐ just this Sub-Group code: **ALL**
  - ☐ just this Item Code: **ALL**
  - ☐ just this Customer Type: **ALL**
  - ☐ just this Customer
- Sales should be expected to change by **0** % in general, and by **0** % due to seasonal variation.
- Additional options:
  - ☒ Use Scheduling Lot Size to set quantities needed if forecast brings stock below minimum.
  - ☒ Recommend quantity which will bring stock to maximum levels?
  - After the sales analysis, ☒ just generate forecast records
  - ☐ just print audit report
  - ☐ generate forecast records and then print audit report
  - ☐ Separate Each Ship-From Location
- ☒ Base Forecast on Sales Order Items
- ☐ Base Forecast on Sales Order Shipments
- 

## EDI

The **Electronic Data Interchange** (EDI) module enables Qube users to define EDI input and output for different customers and vendors.

When you click on the **EDI Setup** option, the following window displays. The first time the window is opened, it will appear empty.

Use this window to enter your EDI Partner Profile ID number, and set the customer item code and UPC flags.



When a customer record is displayed, using the find, forward, last, etc., function, then you may select which type of setup to view. To make this selection, click either the 810 or the 850 button. If setup records have been created for that customer previously, Qube will display them. If none have been created for the selected customer, Qube will create them with their initial values.

## Purchasing

### Inbound Shipments Browser

The **Inbound Shipments Browser** was added for users with Transportation in their Feature Set.

The **Inbound Shipments Browser** helps you see where the shipment is, providing easy visibility of delays, shipments still on the dock that need quick response, or higher than expected costs.

The **Inbound Shipments Browser** window is provided as a two-window card set, since there is so much information which may be associated with inbound shipments.

**Inbound Shipments Browser**

Earliest Ship Date: 01/01/1980      Latest Ship Date: 06/30/1999

Vendor Name	Bill of Lading #	Vendor Code	Ship Date	PO #	PO Subtotal	Actual Freight Cost	Expected Freight Cost	Int'l Freight Forwarder
K-1 PRINTING & 9988-QUE		6031	04/01/1999	9930238	2,060.00		50.00	
INDUSTRIAL THREE RBCD-99765/00H 12		6045	04/01/1999	9930241	2,360.00	603.03		
RIERICRI HANDLE ZZE-564		6029	04/01/1999	9930240	3,900.00		100.00	American Presid

Shipment date: [dropdown] to 06/30/1999      Card #1      Card #2

Clear and Load the List      Edit Field Values for Selected Lines

**Inbound Shipments Browser**

Vendor Name	Internatl Freight Quote	Nmbr of Containers	ETA Port	Last Free Day	Arrival Notice	OBL Recd	Pack List Recd	Customs Exam	Customs Cleared
OE8			05/15/1999	05/15/1999	05/17/1999				
			04/01/1999	04/02/1999	04/03/1999	05/01/1999	05/02/1999	05/03/1999	
			06/01/1999	06/02/1999	06/03/1999	06/04/1999	06/05/1999	06/06/1999	

Card #1      Card #2

## Accounts Receivable Module

Changes were made to the **Invoice Header**, **Invoice Payments**, **Invoice Select Orders**, and **Serial Numbers in Shipments** windows, and to the **Receivables Aging** report, and the **Transportation Management** module and **Sales Invoices Browser** were added.

## Transportation

The **Transportation Management** module integrates shipping data with Sales Order Processing, Accounts Receivable, Purchasing, and Accounts Payable. The function can be divided between Outbound and Inbound functions. Qube provides some basic functions to all sites using Qube v7.36 and above. More sophisticated functions are provided for sites which have purchased the **Transportation Management** module.

### Outbound Functions

Outbound functions include Outbound Freight, Bills of Lading, Outbound Shipment Tracking Information, Import Shipment Tracking Data, and Outbound Shipment Browser.

The Bill of Lading, Outbound Shipment Tracking Information, and Import Shipment Tracking Data are part of the core system; Outbound Freight and Outbound Shipment Browser are part of the **Transportation Management** module only.

### Inbound Functions

Inbound functions include Inbound Freight, Inbound Shipment Tracking Information, and the Inbound Shipment Browser.

All of these functions are part of the **Transportation Management** module only.



## Outbound Shipments Browser

The **Outbound Shipments Browser** window enables you to view and sort information about a large number of outbound shipments.

Bill of Lading #	Customer Code	Ship Date	Pro Number	Invoice #	Invoice Subtotal	Freight Charge	Actual Freight Cost	Expected Freight Cost
95441	1406	04/01/1999	126874	9910007	46.14			
901492	1406	03/30/1999	ABC-65432	9911568	3,798.22	246.35	2,160.16	
901668	1406	04/09/1999		9911572	6,555.12			
Totals					10,399.48	246.35	2,160.16	

This window allows easy comparison of outbound shipment charges with outbound shipment costs, making it easy to create freight-only invoices for shipments on which freight costs have been incurred but not yet passed onto your customers.

The window also allows you to a) drill down to each shipment by double-clicking on each line and b) edit key fields so that updating the data can be done quickly and efficiently.

## Sales Invoices Browser

The **Sales Invoices Browser** makes viewing and editing Sales Invoice records quicker and easier. You can select one or all customers and one or more posted or unposted invoices, invoices showing a balance due, or invoices showing no balance due.

Invoice #	Customer Code	Invoice Date	Customer PO	Freight Invoice	Invoice Subtotal	Freight Charge	Freight Cost
1235	10002	09/02/1995			1,275.00	75.00	
5006	10002	09/02/1996	120156		0,176.00	150.00	
5008	10007	09/21/1992			3,750.00	10.00	
5009	10002	10/03/1992			100.00		
5014	10001	01/10/1993			125.00		
5039	10002	10/01/1996			15,426.00		
5047	10002	02/01/1996			2,304.00		
5048	10001	08/01/1996			7,000.00	50.00	
5050	10002	09/01/1996			2,010.00		
5082	10004	08/23/1993			50.00		
5100	10001	07/01/1990			780.00		
5117	10002	08/01/1996			150.00		
5118	10002	09/01/1996			91.94		
5121	10001	09/15/1996			2,942.02		
5229	10001	04/21/1997			6,300.00		
5548	10010	10/10/1998			8,277.88		
016157	10002	07/26/1995			-350.00	-75.00	
0161201	10026	02/12/1999			-10.60		

## Invoice Header Window

The **Invoice Header** window has four new fields:

- Post Sales using Item Master Sub accounts
- Invoice sent via EDI
- Shipment Tracking button
- Prefix or Suffix on Invoice Number

## Post Sales Using Item Master Sub Accounts

Check this box if you have invoices with non-000 A/R subaccounts but you wish to post sales based on the item master file settings. Note that the posting maps always override this if used on any invoice.

The default is set on System Setup Card #3:

Set the default here →

## Shipment Tracking button

Click this button to display the **Import Shipping Data** window.



The screenshot shows the 'Import Shipping Data' window. It has a title bar with the text 'Import Shipping Data'. Below the title bar, there are two buttons: 'Import Data' (with a pencil icon) and a button with a hand icon. Below these buttons, there are two checkboxes: 'File Header?' (unchecked) and 'Field Delimiter' (set to 'Tab delimited'). Below these, there are two panels: 'Available Fields' and 'Fields to Import'. The 'Available Fields' panel contains 'COD Call Tag'. The 'Fields to Import' panel contains 'Ship Date', 'Order Number', 'Tracking Code', and 'Ship Charge'. Each field in the 'Fields to Import' panel has a status indicator: 'Ship Date' is '\*Required\* Date', 'Order Number' is '\*Required\* Character, 10', 'Tracking Code' is '\*Required\* Character, 20', and 'Ship Charge' is '\*Required\* Numeric, 2 decimals'. There are arrows between the two panels to indicate field movement.

If no shipment tracking information was found associated with the selected invoice, Qube ERP™ will display this message:

No shipment information was found for invoice #2180. Create a record, now?

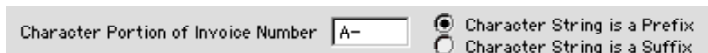
NO

YES

## Character Portion of Invoice Number

Companies that have multiple sites generating invoices can now add a prefix or suffix to the invoice number.

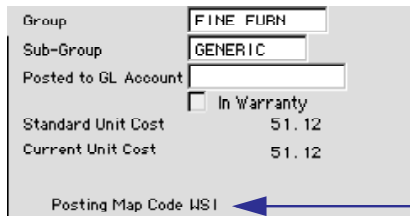
If you wish to incorporate an alpha string as a prefix or suffix when Qube generates invoice numbers, you can enter the character portion on **System Setup Card 4**.



The screenshot shows 'System Setup Card 4'. It has a label 'Character Portion of Invoice Number' followed by a text box containing 'A-'. To the right of the text box are two radio buttons: 'Character String is a Prefix' (selected) and 'Character String is a Suffix'.

## Posting Map Code on Invoice Items window

When the subaccount on the **Invoice Header** is any number other than 000, Qube will look for the subaccount. If a posting map code has been assigned, this code appears on the **Invoice Items** window:

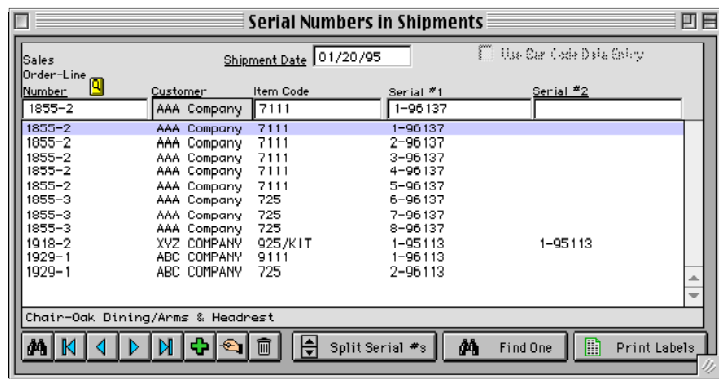


The screenshot shows the 'Invoice Items' window. It has a title bar with the text 'Invoice Items'. Below the title bar, there are several fields: 'Group' (containing 'FINE FURN'), 'Sub-Group' (containing 'GENERIC'), 'Posted to GL Account' (empty), 'In Warranty' (unchecked checkbox), 'Standard Unit Cost' (51.12), and 'Current Unit Cost' (51.12). At the bottom, there is a field 'Posting Map Code WSI' with a blue arrow pointing to it from the right.

Posting Map Code

## Split Serial Numbers

The **Serial Numbers in Shipments** window has a new button for splitting serial numbers.



You can generate multiple serial numbers automatically with a minimum of user data entry by using the *SPLIT SERIAL #S* button. This function will operate on an existing list of serial numbers.

## Receivables Aging Report

You can now print the **Receivables Aging** report by invoice date or invoice due date.

Base Aging on Invoice Date? YES  
Base Aging on Invoice Due Date? NO

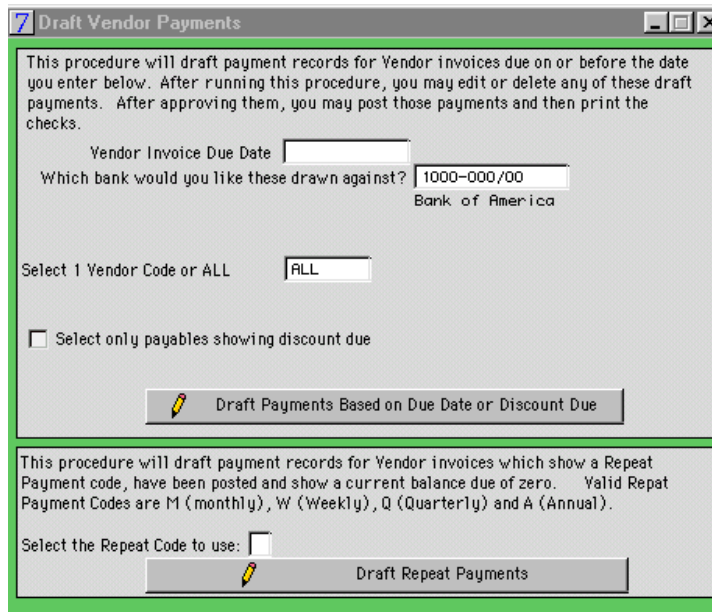
The reports are called “Aging as of End of an Accounting Period” and “AR Aging by Customer as of Today”.

## Accounts Payable Module

### Draft Vendor Payments window

Changes were made to the **Draft Vendor Payments**, **Outstanding Checks**, **Draft Commission Checks**, **Vendor Invoice Header**, and the **Vendor Master** windows, and the new **Clear Checks Utility** and **Vendor Contact Information** window were added.

In version 7.36, you can load one vendor at a time or you can load all vendors. You can also draft payments based either on due date or on the discount due date.



**7 Draft Vendor Payments**


This procedure will draft payment records for Vendor invoices due on or before the date you enter below. After running this procedure, you may edit or delete any of these draft payments. After approving them, you may post those payments and then print the checks.

Vendor Invoice Due Date

Which bank would you like these drawn against?   
Bank of America

Select 1 Vendor Code or ALL


☐ Select only payables showing discount due

 Draft Payments Based on Due Date or Discount Due

---

This procedure will draft payment records for Vendor invoices which show a Repeat Payment code, have been posted and show a current balance due of zero. Valid Repeat Payment Codes are M (monthly), W (Weekly), Q (Quarterly) and A (Annual).

Select the Repeat Code to use:

 Draft Repeat Payments

## Outstanding Checks

You can now use the **Outstanding Checks** window to load one bank at a time. You can also load by date range or by one vendor at a time.

Transaction Number	Check Number	Check Date	Paid To	Amount	Cleared Bank?
51170	8473	01/28/1999	Morris Industries	-1,900.00	NO
51258	8503	06/20/2000	Morris Industries	-1,100.00	NO
51264	8508	07/28/2000	Morris Industries	-2,264.13	NO

(5,264.13)

## Clear Checks Utility

In Version 7.36, you can also clear checks by running the **Clear Checks Utility**. On the **Outstanding Checks** window, click the **CLEAR CHECKS UTILITY** button. The following window displays:

Cash receipts and disbursements are entered as "Not Cleared" and "Not Printed" until some action causes these flags to be changed.

This procedure will flag each record within the selected date range as both Cleared and Printed

Only POSTED cash transactions will be affected.

Please enter the Beginning Transaction Date..... 01/01/1980

Please enter the Ending Transaction Date..... 04/18/2000

Cancel O.K.

## Draft Commission Checks window

You can draft commission checks on partial customer payments.



The screenshot shows a software window titled "Draft Commission Checks". It contains several input fields and checkboxes for configuring commission checks. The fields are as follows:

- Beginning Invoice Date: 06/07/2000
- Ending Invoice Date: 07/07/2000
- Select Invoices Paid in Full on or Before: 08/07/2000
- Select One Employee or All?: ALL
- ☒ Select Employees
- ☒ Select Outside Reps
- Compute Negative Commission for Credit Memos?: YES
- Select Only Invoices which are Paid in Full?: NO
- Select Invoices Which are Partially or Fully Paid?: YES
- Which Bank should checks be drawn upon?: 1000-000/00  
Bank of America
- Please select a Commission Expense Account: 5500-\*\*\* /00  
Sales Commission Expense

At the bottom of the window, there are two buttons: a green checkmark button and a red X button.

For example, on an invoice for \$1,000, a sales representative may have earned a 10 percent commission and a customer may have paid \$400. If you choose to report commissions or draft checks using partial payments, Qube would compute the amount due as \$40. The amount due is based on a percentage of the invoice paid. In this case, 40 percent of the invoice is paid; therefore, 40 percent of the commission is considered due.

## Vendor Invoice Window

On the **Vendor Invoice Header** window, you can now designate either inbound freight or outbound freight.

## Vendor Master window

On the **Vendor Master** window, there is a new **Contacts** tab.



Clicking on this tab displays the **Vendor Contact Information** window.

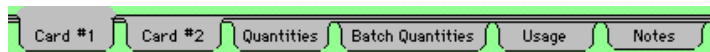


## Inventory and BOMs Module

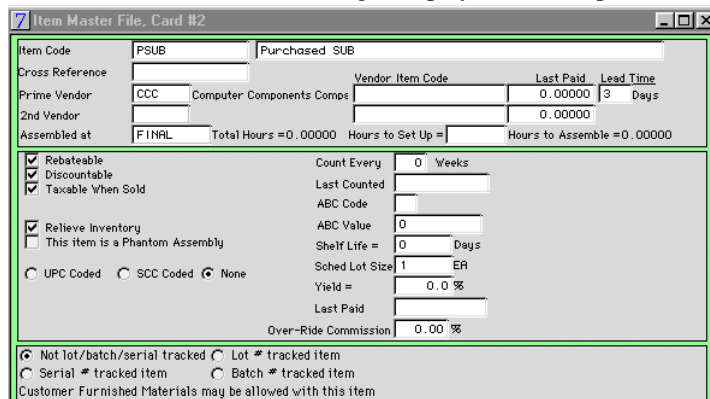
Changes were made to the **Item Master File**, **Item Master File Card 2**, **Stock Usage**, **Inventory Cycle Counting**, **Competitive Item Information**, **Reconcile Stock to Transactions**, **ECO Dispositions**, **Inventory Stock Quantities**, and the **Overhead Current Costs** windows, and an **Item Master File Notes** card and **Bill of Materials Component Stock Quantities** window were added.

## Item Master File

The **Item Master File** has a new Notes tab.



**Item Master File Card 2** no longer displays notes and pictures:



since this information has been moved to the new **Notes** card:

The **Notes** card also has a checkbox to designate hazardous materials, and a comments box to record information about the hazardous materials.

**Item Master Notes and Pictures**

Item Code: 9111 9111 Chair  
 Cross Reference: 12345 Sub-Group: GENERIC  
 Group: FINE FURN Sub-Class:   
 Option Class:   
 Grade:   
 Type: FIN  
☐ Purchased ☒ Fabricated  
☒ Active Item

Pictures:

Note 1: These are Notes 1 from the item master. The comments may be up to 3,000 characters long.

Note 2: These are Notes 2 from the item master. The comments may be up to 3,000 characters long and may be printed on PO documents, if you wish.

☒ This is a Hazardous Material  
 Hazardous Materials: These are note for hazardous material  
 Text:

Card 1 Card 2 Quantities Batch Quantities Usage Notes

Use this checkbox  
to designate  
hazardous material

## Stock Usage Window

The **Stock Usage** window now displays up to 4 years of data, showing the number of units for each month of each year plus totals.

**Stock Usage**

Item Code: LAM-2 Laminite in Aubergine  
 Group: FINE FURN Sub-Group:   
 Type: RAIL Grade:   
☒ Purchased Min: 0 Year to Date Sales: 0.00  
☐ Fabricated Max: 0 0.00

2000		1999		1998		1997	
Month	Units Used	Month	Units Used	Month	Units Used	Month	Units Used
Dec 2000		Dec 1999		Dec 1998		Dec 1997	
Nov 2000		Nov 1999		Nov 1998		Nov 1997	
Oct 2000		Oct 1999		Oct 1998		Oct 1997	
Sep 2000		Sep 1999		Sep 1998		Sep 1997	
Aug 2000		Aug 1999		Aug 1998	30	Aug 1997	
Jul 2000		Jul 1999		Jul 1998		Jul 1997	
Jun 2000		Jun 1999		Jun 1998	30	Jun 1997	
May 2000		May 1999		May 1998		May 1997	
Apr 2000	3	Apr 1999		Apr 1998		Apr 1997	
Mar 2000		Mar 1999	60	Mar 1998		Mar 1997	
Feb 2000	3	Feb 1999		Feb 1998		Feb 1997	
Jan 2000	3	Jan 1999		Jan 1998	30	Jan 1997	
Total:	9	Total:	60	Total:	90	Total:	0

Card #1 Card #2 Quantities Batch Quantities Usage

Note that you may see less than 4 years of data; the setup utility goes back 2 years, so starting from the year 2000, it will go back to Jan. 1, 1998. The utility to initialize the data is found with the v7.36 Task Assistant, called **Set Up Usage**.



# Qube Release Update Guide

## Inventory Cycle Count window

On the **Inventory Cycle Counting** window, you have more selections available. If you click on the **SELECT ITEMS TO COUNT** button, the following window will display:

Select Items to Count button

A description of the item follows the item code. If a loaded item is an option, a number may appear in brackets preceding the Item Description. This number is the unit of measure conversion factor.

## Competitive Item Information

Use the **Competitive Item Information** window to compare competitors' prices with your prices:

Item Code	Vendor Code	Competitor Name
9111 KNOCK-OFF	EAGBEA	Eager Beavers
9111 2ND KNOCK-OFF	ONETIME	One Time Vendor

World Class Industries Selling Prices			
Quantity	Price	Quantity	Price
1	777.231	1	647.692
25	699.508	25	582.923
75	660.646	75	550.538
150	621.785	150	518.154

Selling Prices from Eager Beavers			
Quantity	Price	Quantity	Price
1	750	1	650
25	700	25	580
75	630	75	530
150	620	150	510

Notice that the selling prices grid changes for each vendor.

**Competitive Item Information**

Item Code: 9111 Chair - model 9111  
Cross Reference:

Item Code	Vendor Code	Competitor Name
9111 2ND KNOCK-OFF	ONETIME	One Time Vendor
9111 KNOCK-OFF	ERGBER	Eager Beavers
9111 2ND KNOCK-OFF	ONETIME	One Time Vendor

**World Class Industries Selling Prices**

Quantity	Price
1	777.231
25	699.508
75	660.646
150	621.785

Quantity	Price
1	647.692
25	582.923
75	550.538
150	518.154

Quantity	Price
1	518.154
200	453.385
300	421.000
400	388.616

**Selling Prices from One Time Vendor**

Quantity	Price
1	800
25	700
75	680
150	650

Quantity	Price
0	0
0	0
0	0
0	0

Quantity	Price
0	0
0	0
0	0
0	0

## Reconcile Stock to Transactions

Version 7.36 allows you to reconcile and adjust stock location quantities to inventory transactions using the **Reconcile Stock to Transactions** window. The function allows you to work either forward or backward. The function may be useful in the case of repairing damaged data. An example is shown below:

**Reconcile Stock to Transactions**

☒ Select All Unders and All Items  
☐ Select Range of Items

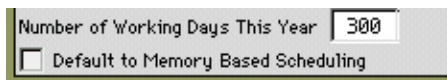
Beginning Item Code: ALL Enter Earliest Date: 01/01/1990  
Ending Item Code: ALL Enter Latest Date: 02/23/2000

☐ Work back from current values  
☐ Start from Zero  
☒ Start from most recent cycle count

Transaction #	Transaction Type	Cycle Count	Item Code	Date	Type	Location	PO/Invoice Item #	Order Line # If Made to Order	Transaction Quantity	Unit	Stock Location Quantity
0001	01/07/2000	IN	1	EA	00000	8.000	EA	8.000	+		
0001	01/10/1999	IN	1000	EA	00000	5.000	EA	5.000	+		
0001	03/20/1996	IN	200	EA	99999	127.328	EA	127.328	+		
0001	01/06/1996	IN	200	EA	00000	197.328	EA	197.328	+		
0001	04/18/1996	IN	200	EA	99999	15.000	EA	152.328	+		
0001	02/27/1997	OUT	200	EA	99999	1.000	EA	151.328	+		
0001	02/27/1997	IN	201	EA	99999	1.000	EA	152.328	+		
0001	02/25/1997	OUT	2	EA	99999	10.000	EA	142.328	+		
0001	04/21/1994	IN	3	EA	00000	EA	EA	-10.000	+		
0001	06/01/1994	OUT	3	EA	00000	10.000	EA	-20.000	+		
0001	05/06/1996	IN	3	EA	99999	4.000	EA	-16.000	+		
0001	07/27/1995	OUT	3222	EA	99999	8.000	EA	-8.000	+		
0001	03/25/1994	OUT	4	EA	99999	20.000	EA	-20.000	+		
0001	04/21/1994	OUT	4	EA	00000	EA	EA	-20.000	+		
0001	07/01/1994	OUT	4	EA	99999	15.000	EA	-35.000	+		
0001	08/20/1995	IN	41	EA	00000	20.000	EA	-20.000	+		
0001	03/15/1996	OUT	41	EA	99999	10.000	EA	10.000	+		
0001	05/10/1995	IN	6	EA	00000	3.000	EA	3.000	+		
0001	07/10/1995	IN	7	EA	99999	7.000	EA	7.000	+		

## Ability to define number of Working Days per Year

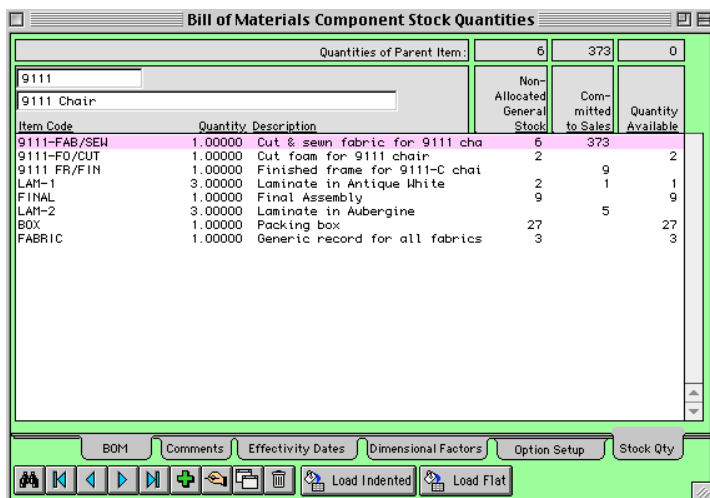
On the **MRP Preferences** window, you can define the number of working days per year.



Qube ERP™ uses this field when populating the **Months on Hand** and **Annualized Use** on the **Inventory Stock Quantities** windows.

## Component Stock Quantities Window

If your features set includes **Available to Promise**, Version 7.36 includes a new tab, **Stock Qty**, on the **Bills of Material** window. Clicking on this tab displays the **Component Stock Quantities** window.



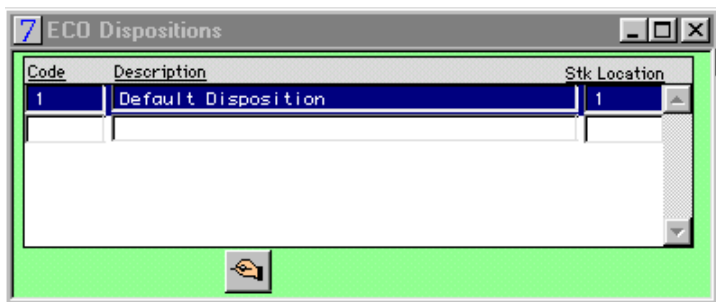
This feature provides the ability to easily view stock quantities of BOM components. This can come in handy for companies who often delay the assembly of higher level assemblies until just prior to shipment. In this case, the user is never concerned with the stock quantities of the top-level item, but rather with the stock quantities of the components required to build the top-level item.

Use the **Bill of Materials Component Stock Quantities** window to display flat or indented BOMs. This window can be set up to function together with the order entry process; if Qube notices that

the **Bill of Materials Component Stock Quantities** window is open while you are entering order items, Qube will redraw the **Bill of Materials Component Stock Quantities** window to show the BOM of each item currently being entered. The redraw occurs when you tab out of the item code field.

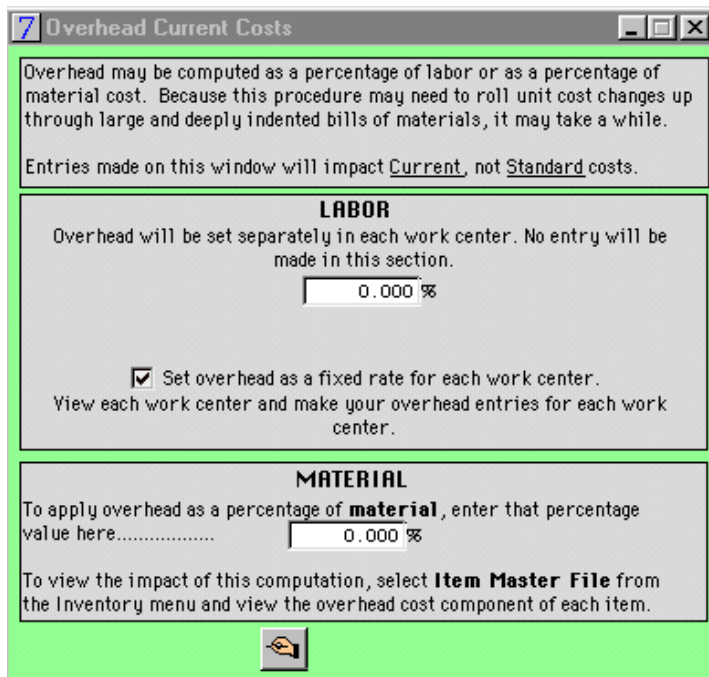
## ECO Dispositions

Before using the **Revisions and ECOs** window, you must create a table of ECO Disposition Codes.



## Overhead Current Costs window

You can now use the **Overhead Current Costs** window to set different overhead rates at each workcenter.



The screenshot shows the 'Overhead Current Costs' window. It has a title bar with a green icon and standard window controls. The main area contains instructional text: 'Overhead may be computed as a percentage of labor or as a percentage of material cost. Because this procedure may need to roll unit cost changes up through large and deeply indented bills of materials, it may take a while. Entries made on this window will impact Current, not Standard costs.' Below this is a section titled 'LABOR' with the text 'Overhead will be set separately in each work center. No entry will be made in this section.' and a text box containing '0.000 %'. A checkbox is checked, labeled 'Set overhead as a fixed rate for each work center. View each work center and make your overhead entries for each work center.' Below the labor section is a section titled 'MATERIAL' with the text 'To apply overhead as a percentage of **material**, enter that percentage value here.....' and a text box containing '0.000 %'. At the bottom of the material section, it says 'To view the impact of this computation, select **Item Master File** from the Inventory menu and view the overhead cost component of each item.' and there is a hand icon button.

If you want to set different overhead rates at each workcenter, click on the checkbox in the labor section that reads:

☐ Set overhead as a fixed rate for each work center.

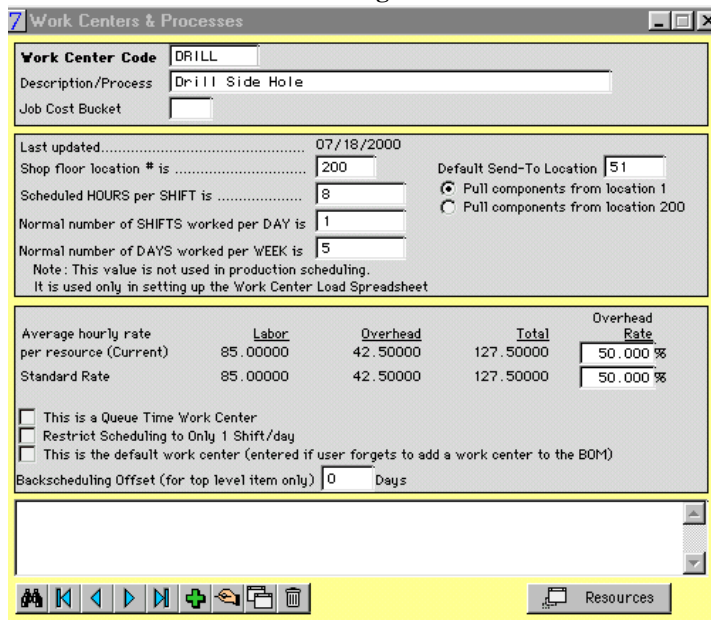
When you check this box and save your changes, any previously entered percentage applying to all work centers will be set to zero. Both the current and the standard overhead rate for each work center are entered on the **Work Centers & Processes** window. The labor overhead value is maintained separately in each BOM component record and each item master record.

## Personnel & Labor Functions Module

### Setting Overhead Rates by Work Center

Changes were made to the **Work Centers & Processes** window and the **Outside Reps** window, and the **Employee Time Charges** window has been split into the **Employee Time Charges, by Date and Person** and the **Employee Time Charges, By Job** cards.

The standard overhead rate can be entered for individual work centers on the **Work Centers & Processes** window, or can be monitored and changed for all work centers on the **Inventory Standard Costs** window in the **General Ledger** module.



**Work Center Code** DRILL  
**Description/Process** Drill Side Hole  
**Job Cost Bucket**

Last updated ..... 07/18/2000  
Shop floor location # is ..... 200  
Scheduled HOURS per SHIFT is ..... 8  
Normal number of SHIFTS worked per DAY is ..... 1  
Normal number of DAYS worked per WEEK is ..... 5  
Note: This value is not used in production scheduling.  
It is used only in setting up the Work Center Load Spreadsheet

Default Send-To Location 51  
☒ Pull components from location 1  
☐ Pull components from location 200

	Labor	Overhead	Total	Overhead Rate
Average hourly rate per resource (Current)	85.00000	42.50000	127.50000	50.000 %
Standard Rate	85.00000	42.50000	127.50000	50.000 %

☐ This is a Queue Time Work Center  
☐ Restrict Scheduling to Only 1 Shift/day  
☐ This is the default work center (entered if user forgets to add a work center to the BOM)  
Backscheduling Offset (for top level item only) 0 Days

Resources



The work center record for FIN shown above would appear in the **Inventory Standard Costs** window like this:

	Current Unit Costs	Standard Unit Costs
Material	\$ 0.00000	\$ 0.00000
Freight In	\$ 0.00000	\$ 0.00000
Overhead as % Material	\$ 0.00000	\$ 0.00000
Outwork	\$ 0.00000	\$ 0.00000
Labor	\$ 11.50000	\$ 8.00000
Overhead as % Labor	\$ 2.30000	\$ 2.00000
Total Unit Cost	\$ 13.80000	\$ 10.00000
Overhead applied to Material =	1.000%	5.000%
Overhead applied to Labor =	20.000%	25.000%

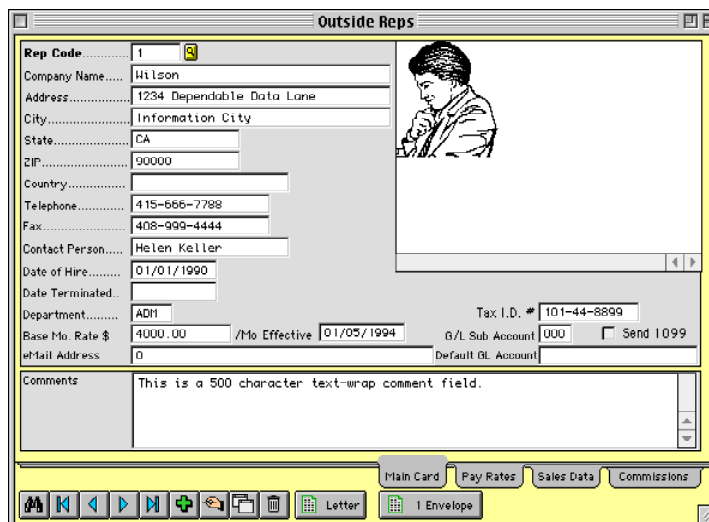
Buttons: Print, Edit All, Update Unposted Transactions, Edit Zero Standard Cost Purchased Items, Edit Standard Overhead Rates

## Back Scheduling Offset on the Work Center & Processes window

Enter the number of days offset for back scheduling. You can control the number of days prior to the scheduled ship date that the final assembly task will be scheduled. If you leave the default value of zero, Qube will schedule the top-level item to be completed one day prior to the scheduled ship date.

## Outside Reps window

On the **Outside Reps** window, there is now a field to enter Tax ID number and a checkbox to mark to send a 1099.

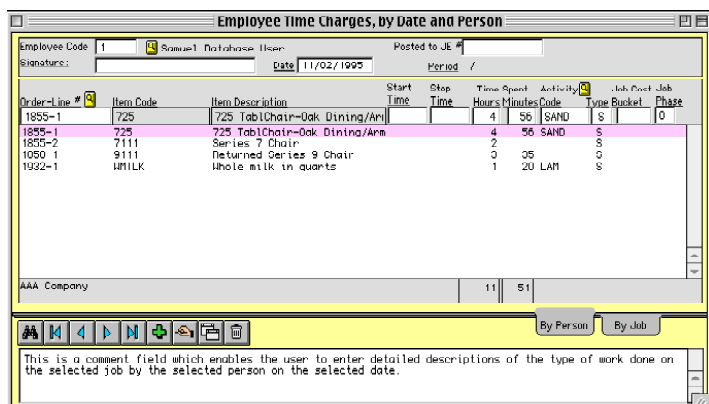


The **Outside Reps** window displays a form for entering rep information. The form includes fields for Rep Code, Company Name, Address, City, State, ZIP, Country, Telephone, Fax, Contact Person, Date of Hire, Date Terminated, Department, Base Mo. Rate, w/ail Address, Tax I.D., G/L Sub Account, and a checkbox for Send 1099. A comments field is also present. The window has a toolbar with icons for navigation and a status bar at the bottom.

Rep Code	1
Company Name	Hilson
Address	1234 Dependable Data Lane
City	Information City
State	CA
ZIP	90000
Country	
Telephone	415-666-7788
Fax	408-999-4444
Contact Person	Helen Keller
Date of Hire	01/01/1990
Date Terminated	
Department	ADM
Base Mo. Rate \$	4000.00 /Mo Effective 01/05/1994
w/ail Address	0
Tax I.D.	101-44-8899
G/L Sub Account	000
Send 1099	<input type="checkbox"/>
Comments	This is a 500 character text-wrap comment field.

## Employee Time Charges window

Three new features have been added to the **Employee Time Charges** window, now called the **Employee Time Charges, by Date and Person** window.



The **Employee Time Charges, by Date and Person** window displays a table of time charges. The table includes columns for Order-Line #, Item Code, Item Description, Start Time, Stop Time, Time Spent (Hours, Minutes), Activity, Type, Buckets, and Phase. The window also has a toolbar with icons for navigation and a status bar at the bottom.

Order-Line #	Item Code	Item Description	Start Time	Stop Time	Hours	Minutes	Activity	Type	Buckets	Phase
1855-1	725	725 TablChair-Oak Dining/Am			4	56	SAND	S		0
1855-2	7111	Series 7 Chair			2	05		S		
1090-1	9111	Returned Series 9 Chair			0	05		S		
1992-1	WHILK	Whole milk in quarts			1	20	LAM	S		

## Start/Stop Time

You may choose to enter start and stop times and let Qube ERP™ compute the hours and minutes spent on the job, instead of entering time directly in the **Time Spent** fields. Also, if you change the **Time Spent** fields directly, Qube will automatically adjust the stop time.

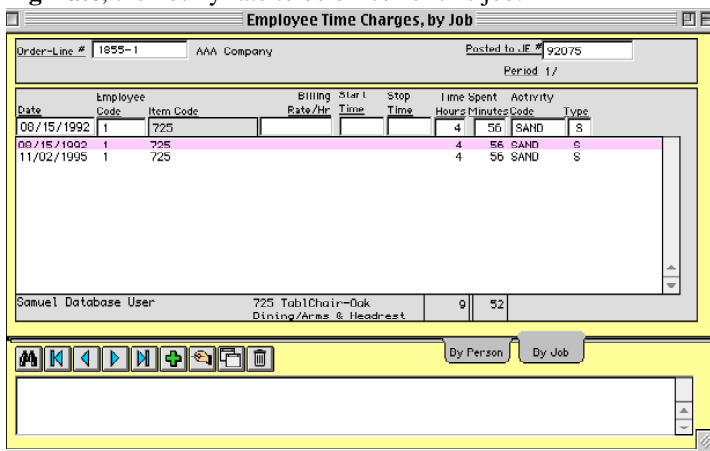
## By Person

Click on this tab to enter and view time charges for a specific employee on a specific date.

## By Job

Click on this tab to enter and view all time charges entered by any person on any date for a specific job.

A new card, **Employee Time Charges, By Job**, has been added in v7.36. The window attributes are the same as card 1 except for **Billing Rate**, the hourly rate to be billed for this job.



Date	Employee Code	Item Code	Billing Rate/Hr	Start Time	Stop Time	Time Spent Hours Minutes	Activity Code	Type
00/15/1992	1	725				4 56	SAND	S
08/18/1992	1	725				4 56	SAND	S
11/02/1995	1	725				4 56	SAND	S

Samuel Database User      725 TubChair-Oak Dining/Arms & Headrest      9      52

By Person      By Job

## General Ledger

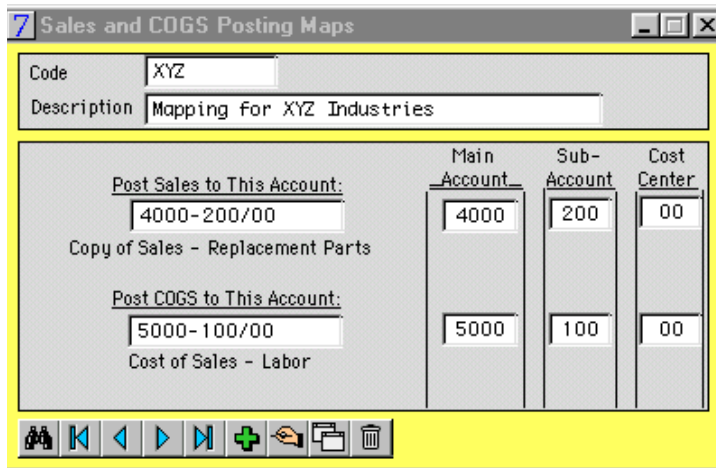
Changes were made to Dynamics Links and to the **Trial Post & Summary Posting Audit** report and the **Chart of Accounts**, and the **Sales and COGS Posting Maps** window was added.

## Dynamics Links

Version 7.36 adds the ability to write back detail from Dynamics to sales invoices and vendor invoices. Contact QCI Technical Support for detailed instructions to complete this process.

## Sales - COGS Posting Maps

You can use posting maps to control the GL accounts to which sales and cost of goods sold (COGS) are posted.



	Main Account	Sub-Account	Cost Center
Post Sales to This Account: 4000-200/00 Copy of Sales - Replacement Parts	4000	200	00
Post COGS to This Account: 5000-100/00 Cost of Sales - Labor	5000	100	00

Qube allows the posting maps to be associated with individual lines of each sales order, thereby enabling each order item to be posted to different GL accounts under user control. This can be helpful if an order includes some items which are normal customer purchases plus other items which are provided to the customer as part of a promotional allowance or as free samples. Qube will use the posting maps in selecting the appropriate GL account code when performing trial post, actual posting and summary posting audits involving invoices and inventory transactions.

# Qube Release Update Guide

## Chart of Accounts

The **Chart of Accounts** window has a new comments field; a white, unlabeled box in the bottom right corner. Use it to make notes of different valuation bases at different times (e.g., stock prices).

**Chart of Accounts - Current Year Period Totals**

Code: 1200-000/00 Accounts Receivable - Trade  
 Type: AC Current Assets  
 Order: 120000000 Used In Balance Sheet Normally DR balance

Period	Amounts	
7	0.00	
6	53.50	= Current Accounting Period
5	4,240.75	
4	(1,467.45)	
3		
2	5,053.81	
1	507.77	

**Previous Year Totals**

1 Year Prior	
2 Years Prior	
3 Years Prior	
4 Years Prior	14,567.87
5 Years Prior	
6 Years Prior	
7 Years Prior	
8 Years Prior	
9 Years Prior	
Prior to 9 Years	
Re-Opened	

Current Year Previous Year

## Trial Post & Summary Posting Audit

If a customer uses multiple Cost of Sales accounts to record invoiced items, the traditional Trial Post & Summary Posting Audit reports lumped all accounts past the twelfth one in a bucket titled "OTHER".

<u>5000-030/00</u>	<u>5000-035/00</u>	<u>5000-040/00</u>	<u>Other</u>	<u>Totals</u>	Net Posting <u>Totals</u>
					0.00
				92.00	
			-92.00	-92.00	
					0.00
				-92.00	
			92.00	92.00	
					0.00
				10.00	
			-10.00	-10.00	
					0.00

Version 7.36 gives a new option on these reports to print the data in a non-spreadsheet format. The option on the report parameter list is:

“Use spreadsheet format (limited to 13 accounts)”

Posting	Trial Post Inventory Transactions
Posting	Trial Post Invoices and Credit Memos
Posting	Trial Post Payables
Posting	Trial Post Payments
Posting	Trial Post Employee Time Charges
Posting	Trial Post Receipts & Adjustments

**Enter Selection Parameters or Click Cancel.**

Please Enter Beginning Transaction Date

Please Enter Ending Transaction Date

Please Enter Beginning Transaction Number or ALL

Please Enter Ending Transaction Number or ALL

Print Detail of Each Transaction?

Use Spreadsheet Format (limited to 13 accounts)

The revised format looks like:

World Class Industries

Trial Post Inventory Transactions

Report Printed on 08/07/2000 at 12:24, Page #1

Account	Date	Trans. #	Transaction Type	Item Code	Description of 0001	Debit	Credit
1400-000/00	07/21/2000	86861-1	P.O. Receipt	0001	Description of 0001	5,112.35	
1400-000/00	07/31/2000	86863-1	Job Cost or Adjustmt	0006	Item #6		6.00
1400-000/00	07/21/2000	86862-1	P.O. Receipt	KEYBOARD	Computer Keyboard	120.00	
				1400-000/00	Inventory - Raw Materials	5,232.35	6.00
1400-200/00	07/20/2000	86859-1	Job Cost or Adjustmt	SHADE1	Table Lamp Shade		20.00
1400-200/00	07/20/2000	86860-1	Job Cost or Adjustmt	SHADE1	Table Lamp Shade		30.00
				1400-200/00	Inventory - Resale Goods		50.00
2001-000/00	07/21/2000	86861-1	P.O. Receipt	0001	Description of 0001		5,112.35
2001-000/00	07/21/2000	86862-1	P.O. Receipt	KEYBOARD	Computer Keyboard		120.00
				2001-000/00	Estimated Accounts Payable		5,232.35
5000-000/00	07/31/2000	86863-1	Job Cost or Adjustmt	0006	Item #6	6.00	
5000-000/00	07/20/2000	86859-1	Job Cost or Adjustmt	SHADE1	Table Lamp Shade	20.00	
5000-000/00	07/20/2000	86860-1	Job Cost or Adjustmt	SHADE1	Table Lamp Shade	30.00	
				5000-000/00	Cost of Sales - Materials	56.00	
						5,288.35	5,288.35



## Production Planning Module

### Drag and Drop Rescheduling

Changes were made to the **Master Production Schedule Detail**, **Manufacturing Order Header**, **Manufacturing Order Tasks**, **MRP Preferences**, **Material Requirement Plan**, and **MRP Runs & Allocations** windows, and **Drag and Drop Rescheduling** and **Split Select Mfg Order Tasks** windows were added.

Version 7.36 allows you to easily move manufacturing order tasks between work centers to facilitate load leveling. The window is set up to allow you to view and change manufacturing events planned for up to three different work centers at a time.

☐ Load Planned Mfg Orders
 ☒ Load Released Mfg Orders
 ☐ Select All Jobs, Items and Work Centers
 ☐ Select 1 item
 ☐ Select 1 job
 ☐ Select 1 Work Center
 ☐ Select past due planned events
 ☐ Select past due planned events with 0 made so far
 

Load Tasks

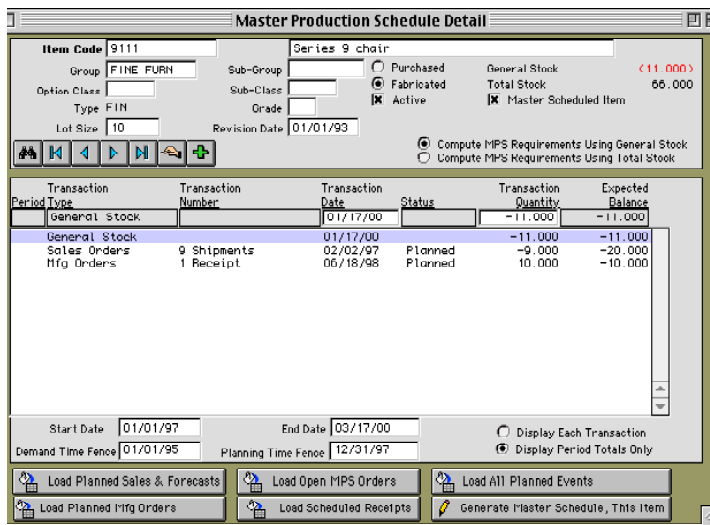
Earliest Date: 10/01/98  
 Latest Date: 10/30/98

Scheduled Date	Work Center or Vendor	Task	Job Reference	Item Code	Quantity Required	Sch. Total Hours	Sched. Hrs Remaining	Status
10/07/98	MACH11 Machine 11 Work	8		85102720	1,200,000	6,912	6,912	Plan Assy
10/07/98	MACH11 Machine 11 Work	7		85104690	2,000,000	8,640	8,640	Plan Assy
10/07/98	MACH11 Machine 11 Work	6		82202755	600,000	3,456	3,456	Plan Assy
10/07/98	MACH11 Machine 11 Work	5		82002755	2,000,000	11,520	11,520	Plan Assy
10/07/98	MACH11 Machine 11 Work	4		80000372	300,000	1,296	1,296	Plan Assy
10/07/98	MACH11 Machine 11 Work	3		80070390	250,000	1,440	1,440	Plan Assy
10/07/98	MACH11 Machine 11 Work	2		81602700	150,000	2,589	2,589	Plan Assy
10/07/98	MACH11 Machine 11 Work	1		80000390	200,000	1,152	1,152	Plan Assy
10/21/98	MACH11 Machine 11 Work	6		82004515	41,600,000	12,896	12,896	Plan Assy
Work Center #1: MACH11 Machine 11 Work Center							151,065	
10/02/98	MACH12 Machine 12 Work	1		6388000750	200,000,000	32,000	32,000	Plan Assy
10/02/98	MACH12 Machine 12 Work	2		6586000305	10,000,000	0,000	0,000	Plan Assy
10/02/98	MACH12 Machine 12 Work	3		1372095	9,000,000	1,350	1,350	Plan Assy
10/12/98	MACH12 Machine 12 Work	1		6385000307	288,000,000	25,920	25,920	Plan Assy
10/14/98	MACH12 Machine 12 Work	1		6385000607	26,000,000	35,840	7,280	Plan Assy
10/15/98	MACH12 Machine 12 Work	2		6397001072	108,000,000	47,520	47,520	Plan Assy
10/15/98	MACH12 Machine 12 Work	1		6394001070	118,800,000	16,632	16,632	Plan Assy
10/19/98	MACH12 Machine 12 Work	1		6387000181	10,000,000	10,000	10,000	Plan Assy
10/19/98	MACH12 Machine 12 Work	2		6387000185	25,000,000	29,500	29,500	Plan Assy
Work Center #2: MACH12 Machine 12 Work Center							239,572	
10/01/98	MACH14 Machine 14 Seco	2	60003-4-1	6390000471	10,000,000	1,000	1,000	Plan Assy
10/01/98	MACH14 Machine 14 Seco	5		84704435	30,000,000	5,700	5,700	Plan Assy
10/08/98	MACH14 Machine 14 Seco	2	60004-2-1	87524281	20,000,000	3,200	3,200	Plan Assy
10/08/98	MACH14 Machine 14 Seco	3	60004-3-1	87524335	20,000,000	3,000	3,000	Plan Assy
10/09/98	MACH14 Machine 14 Seco	1		84702715	2,500,000	1,300	1,300	Plan Assy
10/09/98	MACH14 Machine 14 Seco	2		84704300	10,000,000	1,500	1,500	Plan Assy
10/12/98	MACH14 Machine 14 Seco	1		6389000150	76,000,000	42,000	31,920	Plan Assy
10/15/98	MACH14 Machine 14 Seco	1		87504281	25,000,000	4,000	4,000	Plan Assy
10/15/98	MACH14 Machine 14 Seco	2		87504335	20,000,000	3,000	3,000	Plan Assy
Work Center #3: MACH14 Machine 14 Secondary Operations Work Cen							71,221	

### Master Production Schedule Detail Window

This window now shows the amount of General Stock and Total Stock. Also in Version 7.36, you can drill down to see exactly

which sales orders and forecasts are associated with a sales demand line in the list.



**Master Production Schedule Detail**

Item Code: 9111 Series: 9 chair

Group: FINE FURN Sub-Group: ☐ Purchased General Stock: (11,000)

Option Class: Sub-Class: ☒ Fabricated Total Stock: 66,000

Type: FIN Grade: ☒ Active Master Scheduled Item

Lot Size: 10 Revision Date: 01/01/93

☒ Compute MPS Requirements Using General Stock  
☐ Compute MPS Requirements Using Total Stock

Transaction Period	Transaction Type	Transaction Number	Transaction Date	Status	Transaction Quantity	Expected Balance
	General Stock		01/17/00		-11,000	-11,000
	General Stock		01/17/00		-11,000	-11,000
	Sales Orders	9 Shipments	02/02/97	Planned	-9,000	-20,000
	Mfg Orders	1 Receipt	06/18/98	Planned	10,000	-10,000

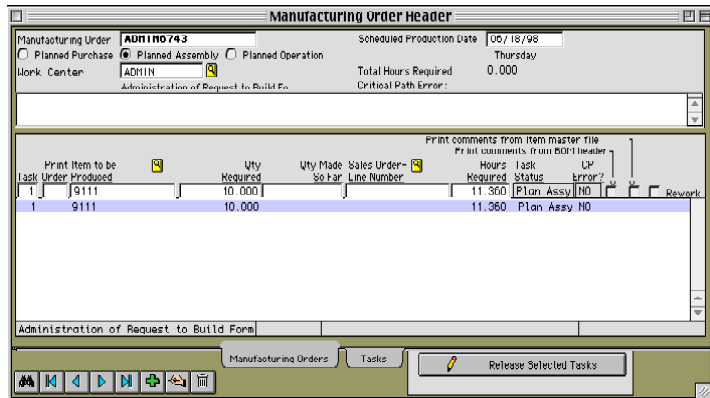
Start Date: 01/01/97 End Date: 03/17/00  
Demand Time Fence: 01/01/95 Planning Time Fence: 12/31/97

☐ Display Each Transaction  
☒ Display Period Totals Only

Load Planned Sales & Forecasts Load Open MPS Orders Load All Planned Events  
Load Planned Mfg Orders Load Scheduled Receipts Generate Master Schedule, This Item

## Manufacturing Order Header Window

The Manufacturing Order Header window has a rework checkbox.



**Manufacturing Order Header**

Manufacturing Under: ADMIN 743 Scheduled Production Date: 06/18/98

☐ Planned Purchase ☒ Planned Assembly ☐ Planned Operation

Work Center: ADMIN Total Hours Required: 0.000

Administration of Request to Build For: Critical Path Error:

Task Under Produced	Qty Required	Qty Made	Sales Under-	Hours Task Required	Status	UP Error?	Rework
1 9111	10,000			11,360	Plan Assy	NO	
1 9111	10,000			11,360	Plan Assy	NO	

Administration of Request to Build For

Manufacturing Orders Tasks Release Selected Tasks

## Rework

If you check this box, you can enter “rework” manufacturing tasks. These differ from normal manufacturing orders in two ways:

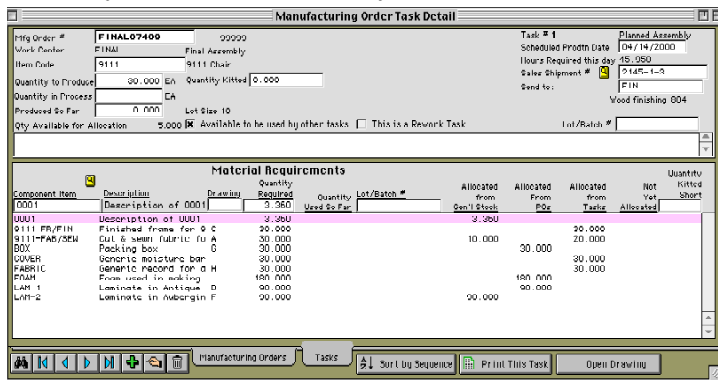


1. Each task will be flagged as fully allocated, making it impossible to allocate these tasks to other manufacturing tasks.
2. Adding the rework task will not automatically add material requirements based on the bill of materials of the parent item, as Qube does with normal tasks. You must manually add the material requirements for a rework task, since they are likely to include only a small proportion of the BOM components and maybe even some components not found in the BOM.

The part being reworked should also be referenced as a component on the task window and moved to a non-general stock location until the rework activity is complete. This way the defective part is not treated as general stock for scheduling purposes and the defective part will be “consumed” when the reworked part goes into inventory via the assembly transaction.

## Manufacturing Order Tasks window

The **Manufacturing Order Tasks** window has two new fields: **Quantity in Process** and **Quantity Kitted Short**.



**Manufacturing Order Task Detail**

Mfg Order # **FINAL07400** 00000 Task # **1** Planned Assembly  
 Work Center **FINAL** Final Assembly Scheduled Production Date **04/14/2000**  
 Item Code **9111** 9111 Final Hours Required this day **15.050**  
 Quantity to Produce **90.000** Qty Quantity Kitted **0.000** Sales Shipment # **0145-1-5**  
 Quantity in Process **0** Send to: **FIN** Wood finishing 004  
 Produced So Far **0.000** Lot Size **10**  
 Qty Available for Allocation **9.000** ☒ Available to be used by other tasks ☐ This is a Rework Task Lot/Batch #

**Material Requirements**

Component Item	Description	Quantity Required	Quantity Used So Far	Lot/Batch #	Allocated from Gen'l Stock	Allocated from POs	Allocated from Task	Not Yet Allocated	Quantity Kitted Short
0001	Description of 0001	9.000							
0001	Description of 0001	9.000							
9111 PR/PIH	Finished frame for 0 C	30.000					30.000		
9111 FAB/SEN	Cut & sewn fabric for A	30.000			10.000		20.000		
BOX	Packing box	0				30.000			
COVER	Generic moisture bar	30.000					30.000		
FABRIC	Generic material for 0 H	30.000					30.000		
FRAM	Frame used in making	180.000				180.000			
LAM 1	Laminates in Antique D	90.000					90.000		
LAM 2	Laminates in Aubergin F	90.000				90.000			

Manufacturing Orders Tasks Sort by Sequence Print This Task Open Drawing

## Quantity in Process

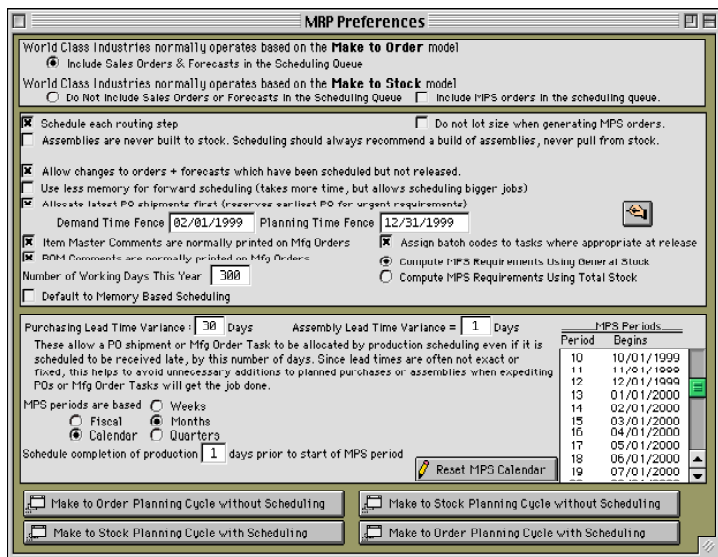
Quantity in process is defined as “at the work center in which the assembly process is expected to take place but not yet completed.” This field may be manually updated. Qube will not update this field's value as a side effect of any other transaction.

## Quantity Kitted Short

This field assists in keeping track of shortages in any one assembly. It can be edited. Changes in a material requirement's kit shortage quantity or item code will be reflected immediately in the shortage record to ensure that they are always in sync.

## MRP Preferences Window

On the **MRP Preferences** window, there are new fields for Working Days per year and Total/General stock selection. You can also select a printing preference.



The screenshot shows the 'MRP Preferences' window with various settings for material requirements planning. The window is titled 'MRP Preferences' and contains several sections of options and input fields.

**World Class Industries normally operates based on the **Make to Order** model**

☒ Include Sales Orders & Forecasts in the Scheduling Queue

**World Class Industries normally operates based on the **Make to Stock** model**

☐ Do Not Include Sales Orders or Forecasts in the Scheduling Queue ☐ Include MPS orders in the scheduling queue.

☒ Schedule each routing step ☐ Do not lot size when generating MPS orders.

☐ Assemblies are never built to stock. Scheduling should always recommend a build of assemblies, never pull from stock.

☒ Allow changes to orders + forecasts which have been scheduled but not released.

☐ Use less memory for forward scheduling (takes more time, but allows scheduling bigger jobs)

☒ Allocate latest PO shipments first (reserve earliest PO for urgent requirements)

Demand Time Fence  Planning Time Fence

☒ Item Master Comments are normally printed on Mfg Orders ☒ Assign batch codes to tasks where appropriate at release

☒ BOM Comments are normally printed on Mfg Orders ☐ Generate MPS Requirements Using Order at Stock

☐ Compute MPS Requirements Using Total Stock

Number of Working Days This Year

☐ Default to Memory Based Scheduling

Purchasing Lead Time Variance =  Days Assembly Lead Time Variance =  Days

These allow a PO shipment or Mfg Order Task to be allocated by production scheduling even if it is scheduled to be received late, by this number of days. Since lead times are often not exact or fixed, this helps to avoid unnecessary additions to planned purchases or assemblies when expediting POs or Mfg Order Tasks will get the job done.

MPS periods are based ☐ Weeks ☒ Months ☐ Fiscal ☐ Calendar ☐ Quarters

Schedule completion of production  days prior to start of MPS period

Period	MPS Periods	Begin
10	10/01/1999	
11	11/01/1999	
12	12/01/1999	
13	01/01/2000	
14	02/01/2000	
15	03/01/2000	
16	04/01/2000	
17	05/01/2000	
18	06/01/2000	
19	07/01/2000	

## Material Requirements Plan

The **Material Requirements Plan** window is now split into three cards. On Card 1, you can edit scheduled receipts and control kitting and kit shortages.

Scheduled Date	Work Center or Vendor	Ready to Build	Print Order	Sales Shipments	Item Code	Quantity Required	Qty Made So Far	Quantity Kitted	Status
04/24/2000	CCC		1	2064-2-1	SOFT-MONITOR				
09/08/1998	SHOP			1 2064-1-1	453	1,000			Plan Labor
09/08/1998	SHOP			1 2064-1-1	453	1,000			Plan Assy
09/08/1998	WC15			1 2064-1-1	453 KIT	1,000			Released L
09/08/1998	WC15			1 2064-1-1	453 KIT	1,000			Released F
09/08/1998	WC21			1 2064-1-1	453 KIT	1,000			Released L
09/08/1998	WC44			1 2064-1-1	453 KIT	1,000			Released L
09/08/1998	WC98			1 2064-1-1	453 KIT	1,000			Released L
09/08/1998	WC99			1 2064-1-1	453 KIT	1,000			Released L
04/25/2000	W000H			1 2064-2-1	BOX	10,000			Plan Purch

You may kit selected tasks; identify, view, manage, edit, and fill shortages; and reverse the kitting process to return a kit to a stock-room.

Date Scheduled	Quantity Not Kitted	Quantity to Kit	Item Code	Description	Send To Location
03/14/2000	20,000	20,000	9111	FRAME Assembled Frame for 9111-C chair	181 OK

Item Code	Description	Pull From Location	Quantity Required	Quantity in Stock	Qty from Prior Kits in this List	Quantity To Pull	Quantity Shortage	Short Location
0001	Description of 0001	1	40,000	756,426		40,000		OK
0001		7		7,000				
0001		30		21,224				
0001		41		10,000				
STR W000	Structural wood used i	1	40,000	249,000		40,000		OK
STR W000		30		88,000				
W000	Generic record for woo	1	100,000	94,000		94,000		OK
W000		30		70,000		6,000		

On Card 2, you can select tasks to be split into lot sizes.

Print Order	Task #	Item Code	Quantity Required	Lot Size	Qty in Process	Quantity Produced	Hours Remaining	Status	Scheduled Date
0	ADH1N067401	9111	10.000	10			11.360	Plan Assy	06/10/1990
1	ADH1N067431	9111	10.000	10			11.360	Plan Assy	06/18/1998
1	F1H1L070231	9111	10.000	10			12.310	Plan Assy	01/19/2000

Series 9 chair

Card 1 Card 2 Card 3

When you click the *SPLIT TASKS* button, Qube displays a message:

**Please select list lines whose task quantities will be split into scheduling lot sizes, now.**

OK

You may select multiple list lines. After you click the *SAVE* button, Qube will read each selected list line and, if the quantity scheduled is less than the scheduling lot size, it will copy each selected line into a temporary list and display the selections on the **Split Select Mfg Order Tasks** window.

Print Order	Task #	Item Code	Quantity Required	Lot Size	Qty in Process	Quantity Produced	Hours Remaining	Status	Scheduled Date
1	F1H1L073781	9111 FRAME	20.000	5			20.000	Plan Assy	03/14/2000
1	F1H1L073781	9111	10.000	10			10.950	Plan Assy	03/14/2000

Split Select Mfg Order Tasks

Split	Resulting	Number of	Item Code	Description
Lot	Lot	Tasks		
5	5,000	4	9111 FRAME	Assembled Frame For 9111-C chair
5	5,000	4	9111 FRAME	Assembled frame for 9111-C chair

Reassembled frame for 9111

Cancel OK Remove Selected Lines Allow Short Task to account for rounding difference Round Last Task Up if needed to account for rounding difference

*Q*

Material Requirements Plan, Loaded MAR 00 09:19:37									
Flag as OK to Kit		Flag as Not OK to Kit		Kit Selected Manufacturing Under Tasks Reverse - Kit Selected Mfg Order Tasks					
Part	Part Desc	Quantity Required	Quantity Killed	Qty in Process	Quantity Produced to Date	Qty Avail to Allocate	Scheduled Network	OK to Kit	
1	FINAL 1641	9111	10,000			0.000	08/12/1999		
2	FINAL 1642	FOHBITER	5,000			1.000	08/13/1999		
3	FINAL 1643	SOFT-BASIC	5,000				08/13/1999		
4	FINAL 1644	MAN-BASIC	5,000				08/13/1999		
5	FINAL 1045	SOFTWARE	5,000				08/13/1999		
6	EA08E422231	FOAM	07,000				10/11/1999		
7	TR01M70101	TR01C	20,000				01/19/2000		
8	EA08E473301	F1HIGH	1,000				01/26/2000		
9	EA08E473352	H050	140,500				01/28/2000		
10	CRANE73461	SOLVENT ENU	1,000				02/11/2000		
21	CRANE73462	GLOVES	1,000			1.000	02/11/2000		
3	CRANE 31983	DRILL 1/4"	10,000				02/11/2000		
4	CRANE 3404	TENSIO SPRING	20,000				02/11/2000		
10R10073301	9111 SUB FRAME	20,000				4.000	02/13/2000		
11	MILL73501	9111 FRAME	20,000				02/19/2000		
1	CUTT73501	CORNER	20,000				02/19/2000		
1	CRANE73561	DRILL 3/4"	1,000				02/21/2000		
1	ACHE73501	SHANK-URAP	45,000				02/25/2000		
1	CEP73601	9222	10,000			10,000	02/25/2000		
1	FINAL 730U1	UZZZ	10,000			5,000	02/25/2000		
1	FINAL 73002	9222	10,000				02/25/2000		
1	FIND7301	0111 FIN FRAME	10,000				02/25/2000		
1	EA08E473601	LAMINATE	160,000				02/25/2000		

Table Log Nuts	XYZ COMPANY
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Card 1
Card 2
Card 3

On the **MRP Runs and Allocations** window, you can load all top level allocations with one button, and flag whether items are available for allocation.

MRP Runs and Allocations									
MRP Run = 35197		Executed by 1		Run Date and Time 01/07/2000 14:25		Load Time List			
Finite Lead Dtk Based Production Scheduling Events at version 7.26 using Back Scheduling, 1 job(s) in the queue Samuel Database User Scheduling Execution Time = 0.00 Minutes Number of Scheduling Events = 4									
Start Date		End Date		Load Allocations As... <input checked="" type="checkbox"/> POs <input checked="" type="checkbox"/> Tasks <input type="checkbox"/> Stock		(Scheduling Run Specific) <input checked="" type="radio"/> Load Open Allocations <input type="radio"/> Load All Allocations <input type="radio"/> Load Closed Allocations		(Scheduling Run Independent) <input checked="" type="radio"/> Select All Shipments + Items <input type="radio"/> Select 1 Item <input type="radio"/> Select 1 Dates Shipment <input type="radio"/> Load Invoiced + Cancelled Orders <input type="radio"/> Load Not Yet Allocated	
Item Code	Item Doc	Dated	For Material Requirement	Demand Source	Parent Item Code	Scheduled for	Quantity Allocated	Quantity Received	Net Allocated
9111	Top 2079	1	01/20/2000	0	2079	1	01/20/2000		
<div> </div> <div>  Clear Detected Allocations            Load All Top Level Allocations         </div>									

Click on the *LOAD ALL TOP LEVEL ALLOCATIONS* button to load all top level allocations.

You can turn this field on or off.

## System Administration Module

### Company Logo

Changes were made to the **System Setup Card #4** window, and the **Custom Field Labels** window was added.

You may enter company logo, name, and address information to be printed on sales orders, packing lists, purchase orders, and sales invoices. Edit **System Setup Card #4** and paste the logo in the available space.



The logo will automatically appear on the four documents. The two checkboxes tell Qube whether to print the company name and address on a document. If the logo includes the company name or the company address, Qube will not print it again. The sole exception to this is the purchase order, which has a specific section of the document dedicated to the bill-to address.

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**Note: The amount of space available for use by a company logo is limited. You must make the logo size appropriate to the space available on the documents. If, for example, you paste in a very large logo, you may find the logo overlapping other sections of the sales order, invoice, etc.**

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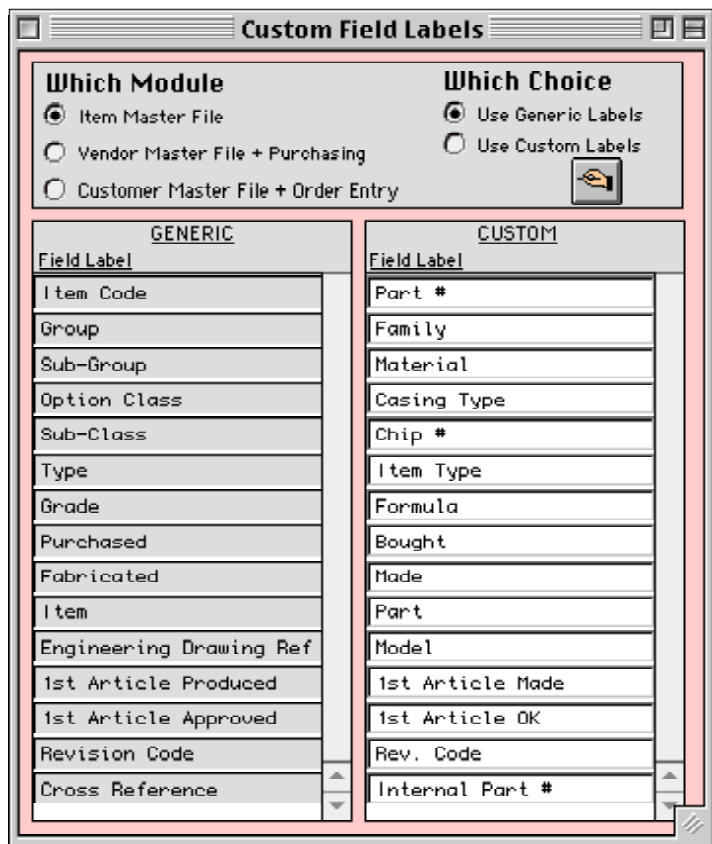
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### Custom Field Labels

Qube ERP™ offers the ability to set custom field labels in three major areas of the application: **Item Master File**, **Vendor Master File + Purchasing**, and **Customer Master File + Order Entry**.

You may choose to use generic or custom labels. The choice will apply globally to all elements of Qube's user interface (all windows, reports, menus, tables, and dialog messages). You cannot select generic labels for one module and custom labels for another

module. The first time you use this function, the generic labels will be identical to the custom labels. To customize your field labels, click the *EDIT* button and change the values in the **Custom** column. The example below shows a customized set of field labels.



Custom Field Labels	
<b>Which Module</b>	
<input checked="" type="radio"/> Item Master File	
<input type="radio"/> Vendor Master File + Purchasing	
<input type="radio"/> Customer Master File + Order Entry	
<b>Which Choice</b>	
<input checked="" type="radio"/> Use Generic Labels	
<input type="radio"/> Use Custom Labels	
	
<b>GENERIC</b>	<b>CUSTOM</b>
<u>Field Label</u>	<u>Field Label</u>
Item Code	Part #
Group	Family
Sub-Group	Material
Option Class	Casing Type
Sub-Class	Chip #
Type	Item Type
Grade	Formula
Purchased	Bought
Fabricated	Made
Item	Part
Engineering Drawing Ref	Model
1st Article Produced	1st Article Made
1st Article Approved	1st Article OK
Revision Code	Rev. Code
Cross Reference	Internal Part #





The following window displays replacement parts.

**Order Problems, Causes & Replacement Parts**

Order Item Code: 100002-1    Open    XYZ COMPANY  
 Item Code: LDS-1    Closed    KSIS II InfusaSleeve (Cougar)  
 Follow Up Person:    Invoked  
 Follow Up Date:     
 Qty to be Returned:    Date Closed:     
 Quantity Received:    Date Rec'd:       Print on Service Order    Print on Invoice

**Problems List**

01	Imager (CID)
02	Imager Bd.
03	Video Bd.

**Problem Comment**  
This is the location where the problem associated with the returned item is recorded.

**Causes List**

01	Supplier error
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**Cause Comment**  
This is where the technician will supply information describing how the problem occurred and how it was corrected.

**Replacement Items List**

Item Code	Quantity	Unit	Location	Pull from	Lot/Batch/Serial	Reason Code	Billing Unit Price	Comment	Print on Invoice + Packing List	Shipped
02-22222-C27	1.000	ER	1							
62-88888-01	1.000	ER	1			0	7.000	Customer broke		

Value Item

Service Order    Problems & Causes    Questionnaire

Follow Up Activities    Time Charges

## Customer Service Orders List window

On the **Customer Service Orders List** window, you may now draft an unapplied credit memo for any service order.

**Customer Service Orders List**

Get Quotes to Print    Draft Un- Applied Credit Memo    Load Service Order Items    Select All Customers and Items  
 Get Quotes to Print    Draft Invoice Applied Credit Memo    Load Service Order Items    Select 1 Item  
 Issue Replacement Invoice    Load OPEN Service Orders    Select 1 Customer  
 Return Items to Stock    Load CLOSED Service Orders    Select 1 Follow Up Person  
 Load INVOICED Service Orders

Order Date	Follow-up Person	Follow-up Date	Service Order-Line #	Item Code	Qty to be Returned	Quantity Received	Date Received	Status
12/31/1900			100018-1	18-2K	0			Open Event
12/31/1900			100001-1	LDS-1	2			Open Return
12/31/1900			100001-2	0100-U00-U1				Open Event
12/31/1900			100001-3	NPR	2			Open Return
12/31/1900			100002-1	18S-1				Open Event
12/31/1900			100004-1	0100-007-01				Open Event
12/31/1900			100004-10	0100-U14-S1				Open Event
12/31/1900			100017-1	18-2K				Open Event
03/04/1997			100019-1	725				Open Event
03/04/1997			100019-2	150				Open Event
03/04/1997			4-1	0002				Open Event
03/07/1997			4-1	0003				Open Event
03/07/1997			4-1	0004				Open Event
03/07/1997			4-4	0001				Open Event

ABC COMPANY

## General Information

Changes were made to many fields to incorporate an invisible recalculate button.

## Recalculate Buttons

Many fields which display computed information in Qube ERP™ will recalculate if you click on the field label, and these fields can be identified by their *italicized* labels; this serves as an invisible recalculate button. For example, on **Item Master Card #1**, on the **Quantities** tab, you will find a number of italicized field labels:

<i>Committed to Sales</i>	0.000	Average Daily Use	<input type="text" value="0.000"/>	<i>Total Stock</i>	0.000
<i>Qty. in Forecasts</i>	0.000	Annualized Use	<input type="text" value="0.000"/>	<i>General Stock</i>	0.000
<i>Open P.O.s</i>	0.000	E.O.Q.	<input type="text" value="0.000"/>	<i>Min. (Safety) Stock</i>	0
<i>Outwork Open P.O.s</i>		<i>Scheduled for Prod'n</i>	0.000	<i>Maximum Stock</i>	0
Customer Stock		<i>Allocated Gen'l Stock</i>	0.000	Months on Hand	0.000