

## About this Book

The **Qube System Administration User Guide** provides important information for system administrators of the Qube system. This book includes such topics as installing Omnis and Qube, configuring the system interface, system security, and system utilities. Use this book as a general reference book.

The **Qube System Administration User Guide** is part of a 14-volume set. The other books in the set are:

- General Information User Guide
- Inventory Management User Guide
- Production Scheduling and Bills of Material User Guide
- Sales Order Management User Guide
- Purchasing Management User Guide
- Accounting with Qube User Guide
- Accounting with Dynamics User Guide
- Job Costing User Guide
- Order Configuration User Guide
- Global Commerce User Guide
- Implementation Workbook
- Qube Sample Reports Book
- Index

## Overview

This user guide contains the following topics:

- Installing Omnis 7
- Installing The Qube Controller
- Learning the System
- On-Line Help
- Implementation Team
- Implementation
- Administering the System
- Configuring the System Interface
- System Conventions
- System Security
- System Admin Functions
- Import Data
- Purging Data
- Data File Management
- Data File Structure
- Updating the Qube Application
- Replacing Application Formats

## Installing Your New Application

### Introduction

Qube ERP™ is a multi-user application. This is a “many to one” setup, with many users utilizing a single set of data files. These data files should be set up on a centralized file server, to which each user has read/write access privileges.



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**Note: You will only set up one data file for all the users.**

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In addition, the system administrator will need to set up the software resources at each workstation. In order to work properly, each workstation will need to have a copy of the Qube ERP™ application along with a copy of the Omnis 7<sup>3</sup> database language.

In addition to the Omnis 7<sup>3</sup> and Qube ERP™ resources, you may require other types of files as well. These may be fonts, system extensions, or Omnis 7<sup>3</sup> extensions, depending on your company's platform and configuration. The various resources required are listed in the following sections. In order to avoid confusion, please read these sections carefully prior to installing the system.



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**Important: You must follow these steps in the order specified. Changing the order of installation or skipping any of these steps can result in a system which does not work properly.**

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### Cross Platform Issues

Omnis 7<sup>3</sup> version 7.1.1 is the current platform that Qube runs on. The serial numbers are cross platform.

### Omnis 7 Serial Numbers

Omnis 7<sup>3</sup> is a multi-user application which is serialized in order to control the number of users which log on at any given time. These serial numbers can either be unique (when you buy single-unit Omnis 7<sup>3</sup> runtimes), or they may allow several users to log onto the same serialized version of Omnis 7<sup>3</sup> (when you purchase an **Omnis Workgroup Edition**).

## Workgroup Editions (Multi-User Serial Numbers)

Workgroup Editions typically come with serial numbers which allow multiple users to use the same serial number. You can tell how many users can use these serial numbers by looking at the serial number. They will look something like this:

C7RS 10M XXXXXX XXXXX

The 10M portion of this serial numbers means that up to 10 users may be logged onto Omnis 7<sup>3</sup> at the same time using this serial number. Therefore, you use this Omnis 7<sup>3</sup> resource on 10 simultaneous (or more part-time) users of the system.

## Design Serial Numbers

Design serial numbers will be similar in appearance to the above number, but can be distinguished by a D as the third placeholder:

C7D XXXXXX XXXXX

## Single Unit Runtimes (Unique Serial Numbers)

Single unit Omnis 7<sup>3</sup> runtimes would not have the XXM designation in their serial numbers. You may still have multiple people using the system, but each one would need a unique serial number to do so. These serial numbers will allow only one concurrent user to be logged onto the system at a time using the same serial number.

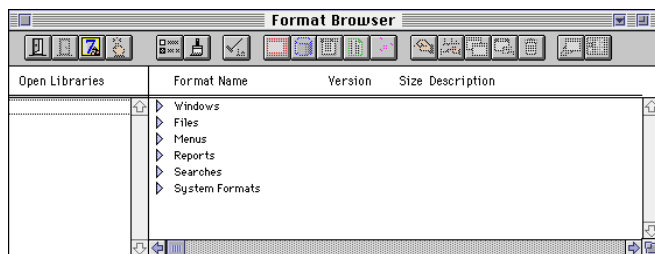
## Developer Versions

The Developer version should only be installed on the System Administrator's workstation. Certain procedures recommended by QCI Technical Support require the developer version.

Be sure to remove the OD7SHELL.LBR out of the **Omnis Extensions Folder** (MacOS) or **Externals Directory** (Windows) and place it into the **Unused Directory** in your Omnis 7 directory:



If you fail to move this file, you will find that a window titled **Format Browser** will open when you log onto Omnis 7.



If this happens, you must immediately log off and place the OD7SHELL.LBR into the **Unused** directory. Do not attempt to log onto Qube ERP™ without doing so.

## Qube Files

After installing Qube ERP™ into the Omnis 7 folder, you should be sure that the following items were placed in each Omnis 7 folder. If you use the **Qube Setup** routine on the Qube ERP™ installation disks to install or update Qube ERP™ in your Omnis 7 folder, they may be installed automatically, but it is wise to confirm that this actually happened.

## OMNISPIC.DF1



When you install Omnis 7, the Omnis 7 Setup program will automatically place a file named OMNISPIC.DF1 in your folder. Qube ERP™ has modified this file and provides it in the Qube ERP installer program. The file contains the pictures displayed on each window

which represent data navigational symbols. This is necessary for all users, Macintosh and Windows.



Make sure you replace the Omnis 7-provided file with the OM-NISPIC.DF1 file provided by Qube ERP™. This file must be located at each workstation; i.e., it is not sufficient to locate only one of these at the data file location.

## Graphrgb.DAT



This is a file which must be included in the **Omnis 7 folder**. This file allows the Qube ERP™ graphing functions to work properly. If you find your graphs do not generate properly, it may be due to the fact that this file is either missing or corrupted. It should be included in each workstation Omnis 7 folder; not with the data file.

## Q3DICT.DF1



This file includes all of the information which is displayed in the Data Dictionary Browser ([see “Data Dictionary Browser” on page SYS-283](#)). Without this file, the Data Dictionary Browser window will be empty when you try to log onto it. In addition, you will receive an error message and the application will quit.



Failed to find the data dictionary file (Q3DICT.DF1). This should be located with either your application or with the main data file.

OK

This file is matched with the Qube Library. It is important that the correct version be used. If not, you will see the following message:



**Caution: Q3DICT was compiled on 02/29/2000, and this Qube erp™ was compiled on 02/12/2000. Please see your system administrator to correct this.**

OK

## Q3HELP.DF1



This is the data file which contains the **Qube ERP™ On-Line Help**. As this help function is updated, new Q3HELP .DF1 data files will be delivered to you. This data file should reside at each user's workstation, in the same folder as the **Omnis 7 application**.

The **Qube ERP™ Setup** program will automatically install this data file whenever needed. You should check the Omnis 7 folder to make sure it is there.

If you do not install this data file properly, you will receive an error message when logging onto the system.



Error 50: Failed to find the Qube erp (tm) help datalookup file (Q3HELP.DF1). This should be located with either your application or with the main data file.

OK

## QUBE.LBR



This is the Qube ERP™ library file. This file contains Qube ERP™ application code. This file must be located in your Omnis 7 folder.

## Steps for the New User

You will take the following steps:

1. Install the Omnis 7<sup>3</sup> application and Omnis 7<sup>3</sup> patches on all workstations using Qube.
2. Install the Qube ERP™ datafile on the server.
3. Install the Qube ERP™ application on the System Administrator's workstation.
4. Distribute the application to all workstations.
5. Install Omnis7 fonts (Windows only) on all workstations.
6. Allocate memory (Macintosh only) on all workstations.
7. Serialize Omnis 7<sup>3</sup> on all workstations.
8. Install the QUBE.CNK (Dynamics only).
9. Install the Dates library.

The Dates library may not be delivered with your initial delivery; QCI may supply this at a later date. For more information on how to install the Dates library, see ["Dates.LBR" on page SYS-258](#).



## Installing Omnis

### Install the Omnis 7<sup>3</sup> application and Omnis 7<sup>3</sup> patches

Qube ERP™ is written in a fourth generation data base language called **Omnis 7<sup>3</sup>**. Therefore, in order for this application to be installed properly and to work at all, Omnis 7<sup>3</sup> must be installed at each workstation prior to running the Qube ERP™ installation procedure.

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**QCI recommends that the Installer program be run on each workstation to ensure all system files are updated and installed appropriately.**

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You should be working with Omnis 7<sup>3</sup> version 7.1. The installation of this version of Omnis 7<sup>3</sup> is a two-step process. First you will be required to install **Omnis 73 v7.1** from CDs and then you will have to upgrade it to **Omnis 73 v7.1.1** using patch files located on the Qube ERP CD.

### Installing Omnis on a Macintosh platform

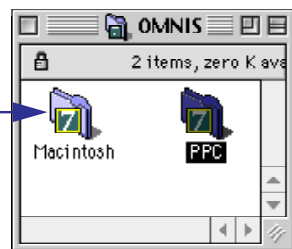
#### • Install Omnis 7<sup>3</sup> on MacOS

Omnis 7<sup>3</sup> is delivered on CD.

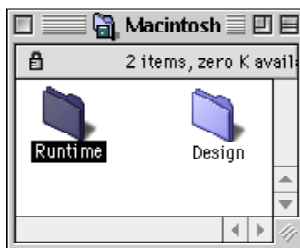
1. Insert the OMNIS 7<sup>3</sup> CD into your CD ROM drive.
2. Install Omnis 7<sup>3</sup>.

Open the OMNIS folder. Then select the Macintosh folder or PPC folder, depending on platform.

Open the correct folder for your platform



3. Inside these folders you will see two additional folders: Design and Runtime.



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At this point, you must decide if you are installing the Runtime or Developer version. Steps 4 through 9 are for Runtime. Steps 10 through 16 are for Developer.

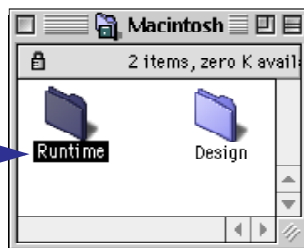
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## Runtime Version Installation steps

4. Open the Runtime folder.

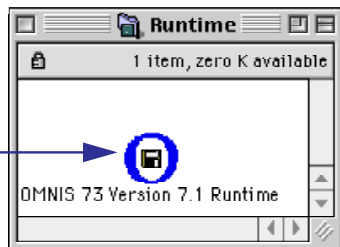
Double-click  
to open



## 5. Run the Installation program.

Click on the *CONTINUE* button when prompted.

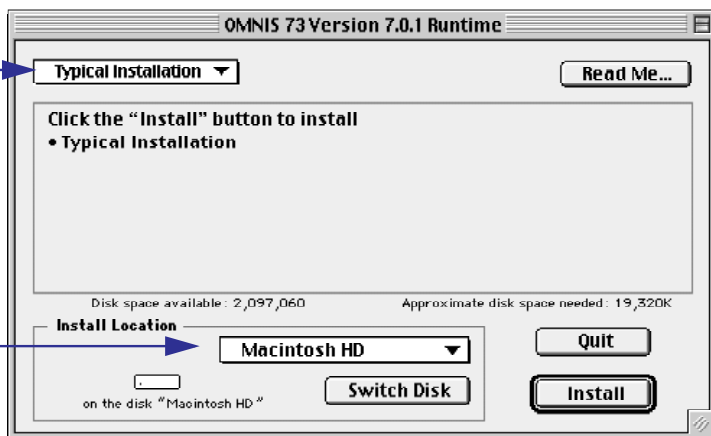
Double-click on the  
Runtime Icon



## 6. Click on the *TYPICAL* installation option, then click on the *INSTALL* button.

Run the "Typical  
installation"  
option

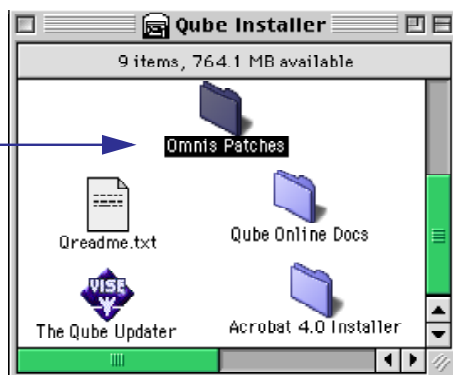
Default folder



The installer begins and files will be copied. QCI recommends that you select the default setting for "Install Location"; an Omnis 7 folder will be created on the hard drive.

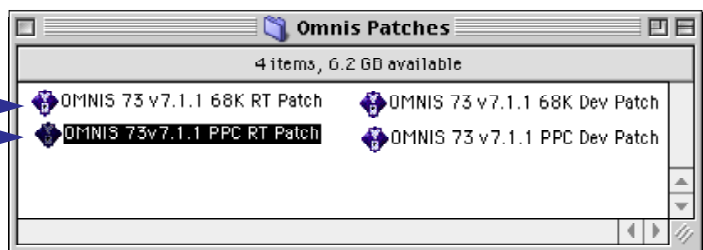
7. Insert the Qube ERP CD. Go to the Omnis Patch folder.

Double-click on the Omnis Patches icon.

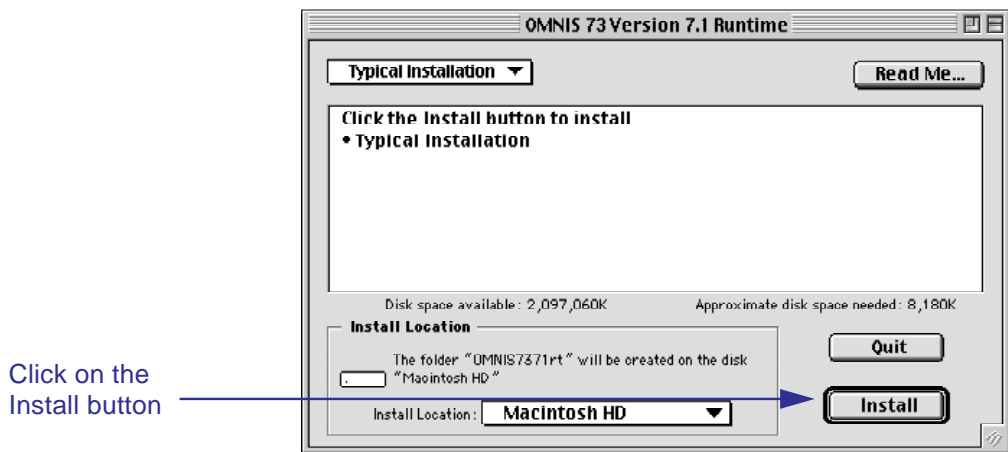


8. Select either Omnis 7<sup>3</sup> v7.1.1 68K RT Patch or Omnis 7<sup>3</sup> v7.1.1 PPC RT Patch.

Double-click on one of the RT Patches, depending on platform



9. Locate the folder used in Step 5 for the original install. Ensure Typical Installation is still selected, and click on the *INSTALL* button:



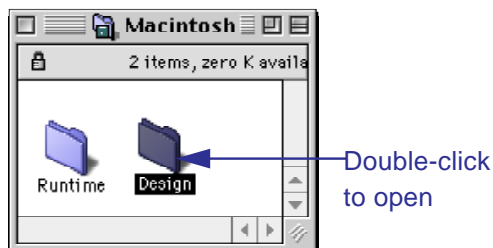
Files are copied, and the runtime installation is complete.



## Developer Version Installation Steps

Make sure you have already followed steps 1 through 3.

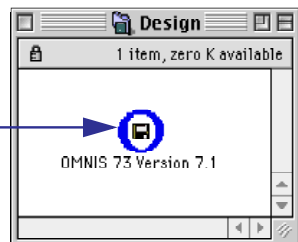
10. Open the Design folder.



## 11. Run the Installation program.

Click on the *CONTINUE* button when prompted.

Double-click on the Icon



## 12. Select Custom Install and select the Workgroup Edition.

Run the “Custom Install” option and check the Workgroup Edition

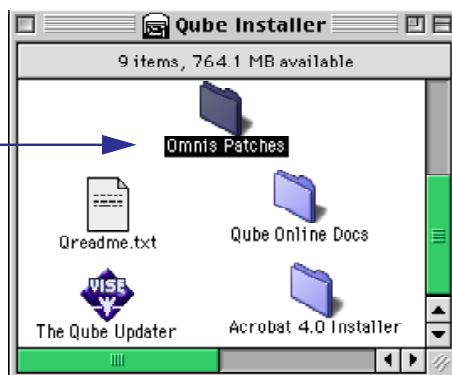


## 13. Click on the *INSTALL* button.

The installer begins and files will be copied. QCI recommends that you select the default setting for “Install Location”; an Omnis 7 folder will be created on the hard drive.

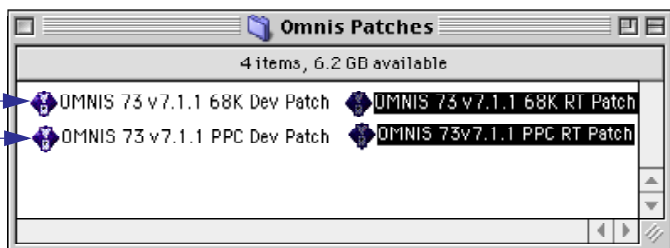
**14. Insert the Qube ERP CD. Go to the Omnis Patch 70702 folder.**

Double-click on the Omnis Patches icon.

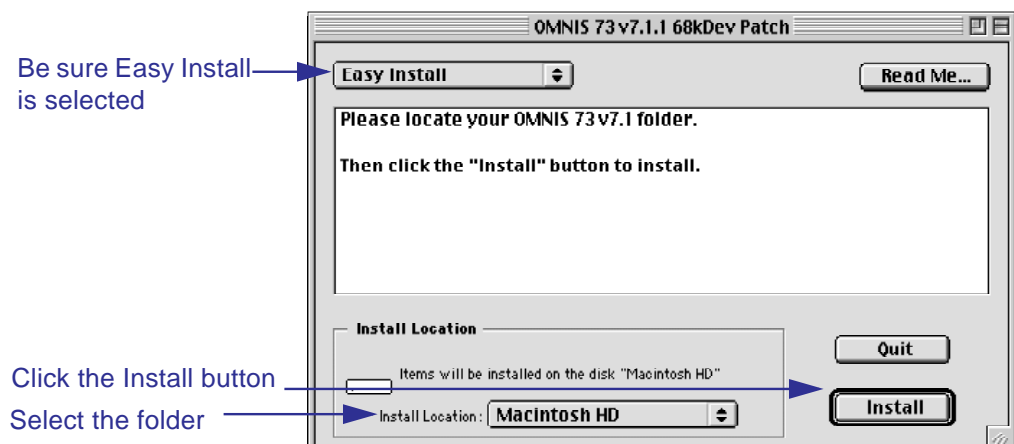


**15. Select either Omnis 7<sup>3</sup> v7.1.1 68K Dev Patch or Omnis 7<sup>3</sup> v7.1.1 PPC Dev Patch.**

Select one of the Dev Patches, depending on platform



16. Locate the folder used in Step 13 for the original install. Ensure Easy Install is selected, and click on the *INSTALL* button:



Files are copied, and the developer version installation is complete.



## Installing Omnis on a Windows platform

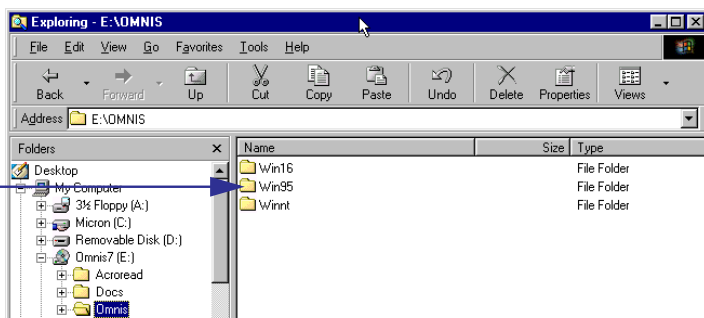
### • Install Omnis 7<sup>3</sup> on Windows

Omnis 7<sup>3</sup>v1.1 is delivered on CD.

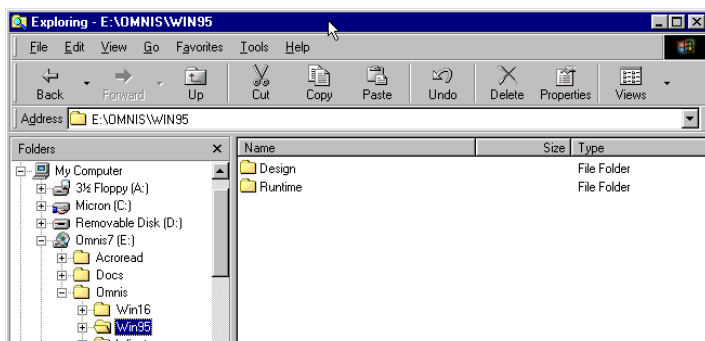
1. Insert the OMNIS 7<sup>3</sup> CD into your CDROM drive.
2. Install Omnis 7<sup>3</sup>.

Open the Omnis folder on the CD and select the appropriate platform. Find the folder for the version of Windows which is installed on your computer. Windows 98 platforms will use \Win95. Windows 2000 platforms will use \Winnt.

Open the correct folder for your platform



3. Inside these folders you will see two additional folders: Design and Runtime.

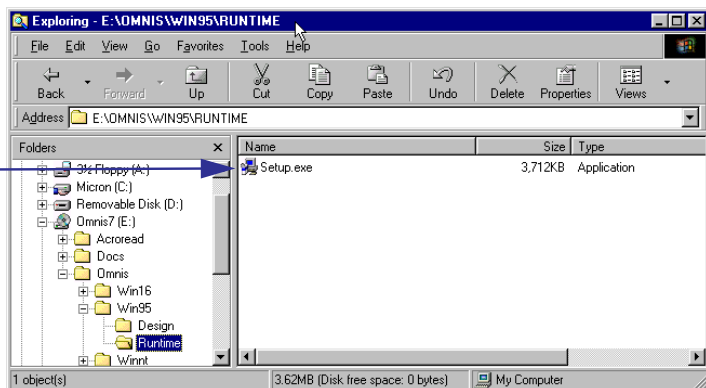


Select either the \Design or \Runtime folder, depending which workstation is being updated. The developer versions should only be installed at the System Administrator's workstation.

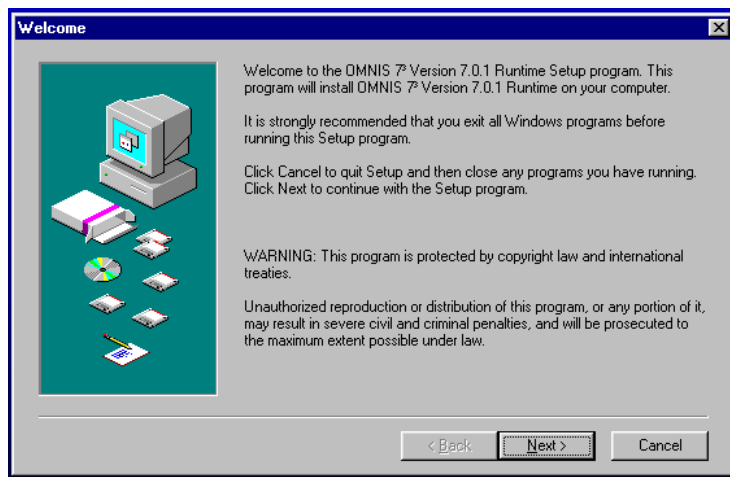
The following steps apply to all types of installation.

## 4. Run the Setup.exe program.

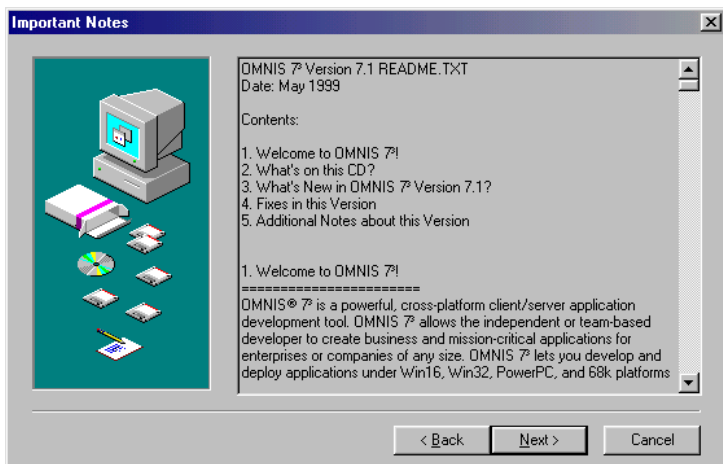
Double-click on  
the Setup Icon



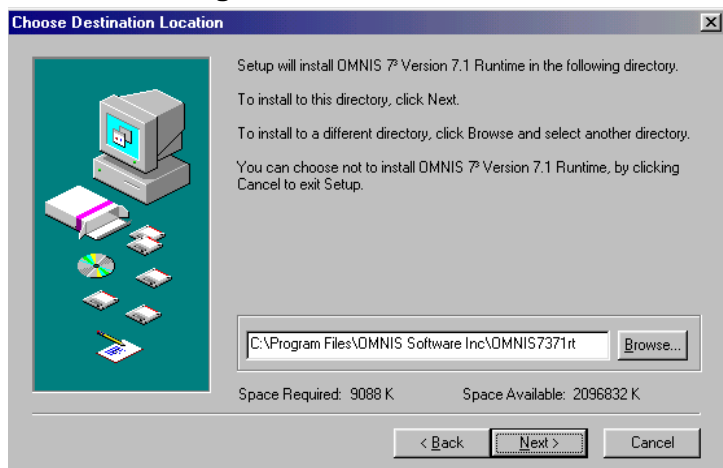
## 5. Click the *NEXT* button.



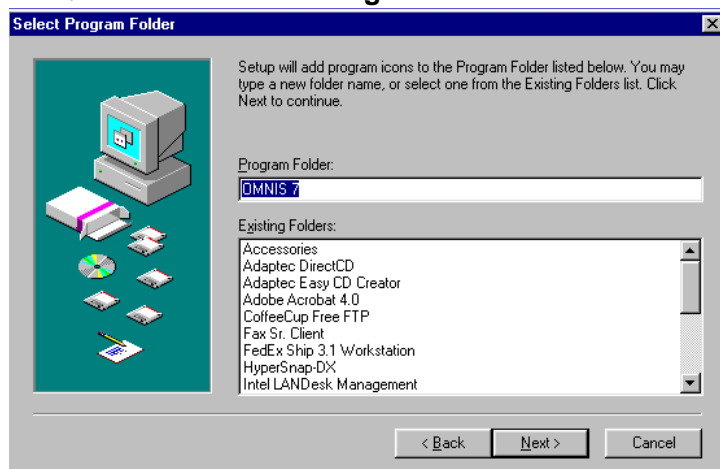
6. This window lists bug fixes included in this delivery. Read them, if you are interested. Click the *NEXT* button.



7. Specify the folder to contain files. QCI recommends using the default.

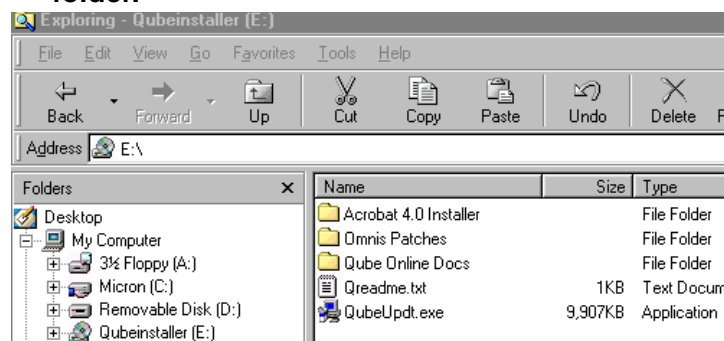


8. Specify the name used in Start, Programs folder. QCI recommends using the default.



9. Click the *NEXT* button to begin the installation. When complete, you will get a message saying, “Setup is complete”.

10. Insert the Qube ERP CD. Go to the Omnis Patches folder.

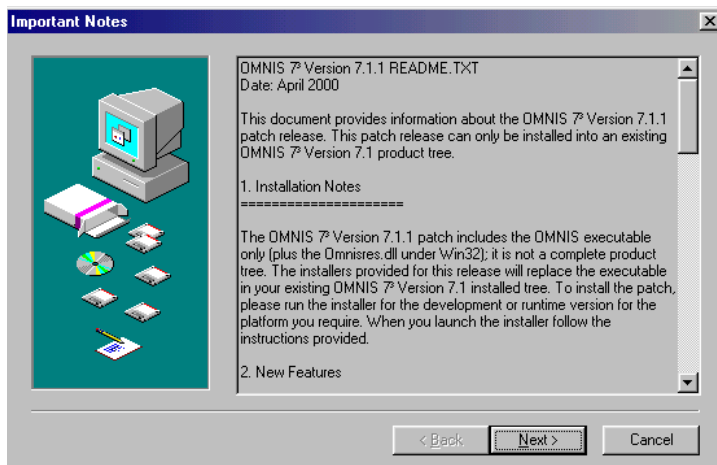


## 11. Select the appropriate patch file based on the platform and the type of installation (Developer or Runtime).

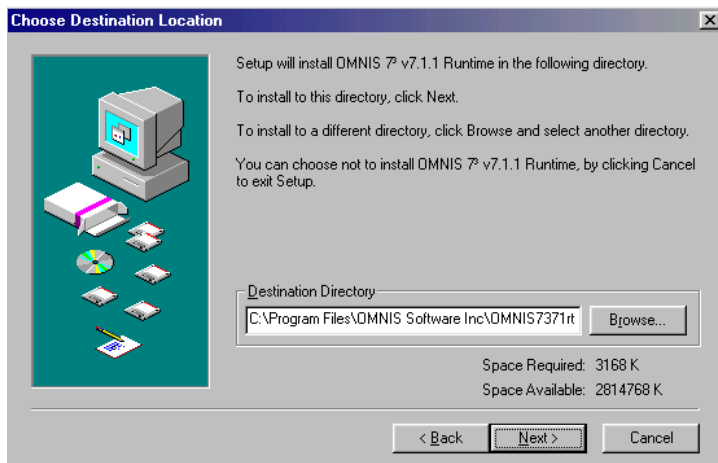
Name	Size	Type	Modified
Icon_	0KB	File	7/7/00 3:40 PM
OmnisPatch711_95d.exe	1,976KB	Application	7/7/00 12:42 PM
OmnisPatch711_95r.exe	1,976KB	Application	7/7/00 12:41 PM
OmnisPatch711_NTd.exe	1,976KB	Application	7/7/00 12:35 PM
OmnisPatch711_NTt.exe	1,976KB	Application	7/7/00 12:39 PM
Patch16d.exe	2,021KB	Application	7/7/00 12:56 PM
Patch16r.exe	2,021KB	Application	7/7/00 12:43 PM

Double-click to start. Windows 98 platforms will use **OmnisPatch711\_95x.exe**. Windows 2000 will use **OmnisPatch711\_NTx.exe**.

## 12. Click the *NEXT* button.



## 13. Verify the folder used in step 8. Use the *BROWSE* button to find the folder. Click the *NEXT* button.



The *NEXT* button starts copying files.

Your Windows setup is complete.

## Installing the Qube ERP™ Data File

Your **Qube ERP™ data file** has been delivered on a separate CD from either the Omnis 7<sup>3</sup> or Qube ERP™ applications.

Make sure to install it on the network file server to which all of your users have read/write access. This will be your main data file, so it is recommended that you install another data file and name it `PLAY-DATA.DF1`. This will provide you with a data file in which to learn and experiment with the system.

### On Macintosh

- **To install the Qube ERP data file on a Macintosh platform**

1. Copy the data file from the CD.

### On Windows

- **To install the Qube ERP data file on a Windows platform**

1. Copy the data file from the CD.
2. Right-click on the data file in Windows Explorer and select Properties.
3. Change the properties from “Read-Only” to “Archive”.

## Installing the Qube ERP™ Application

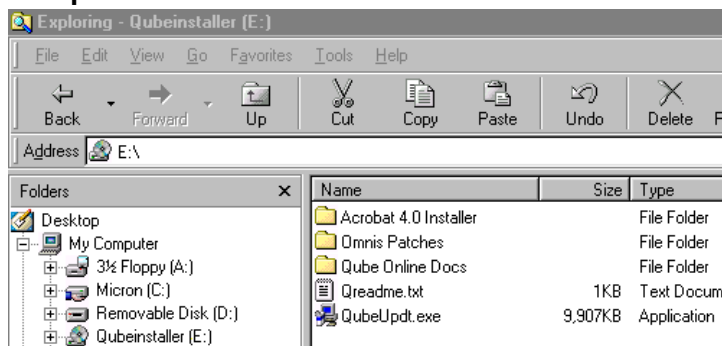
### Install Qube on Windows-Based PCs

#### • 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 [“Distribute the application to all workstations” on page SYS-32](#) for distribution instructions.

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

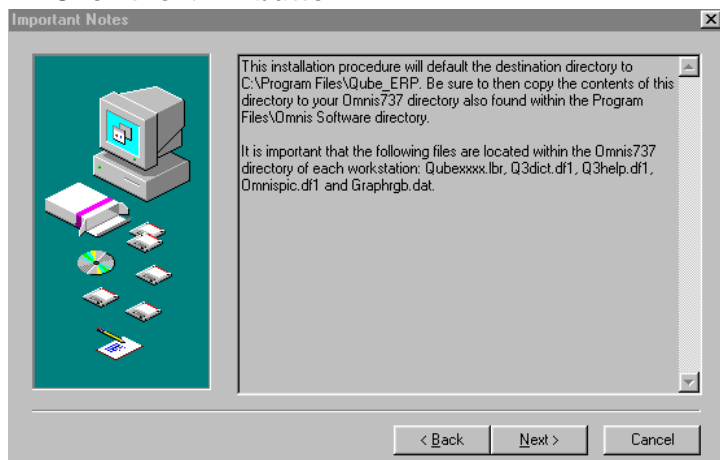




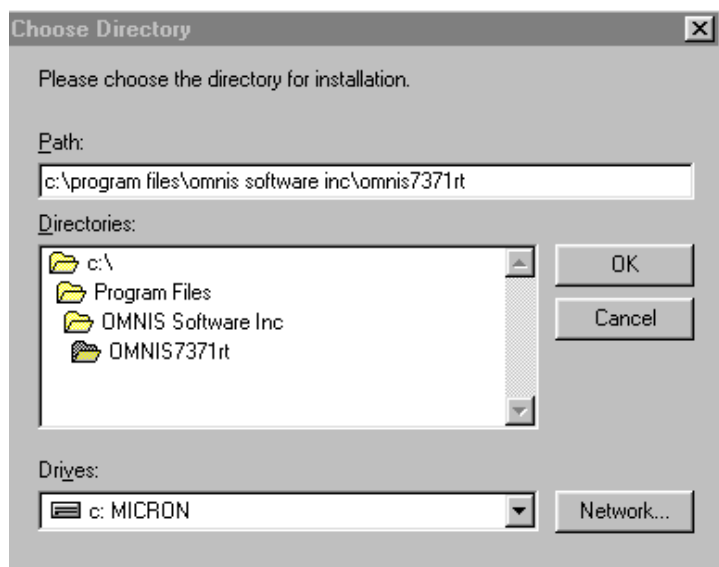
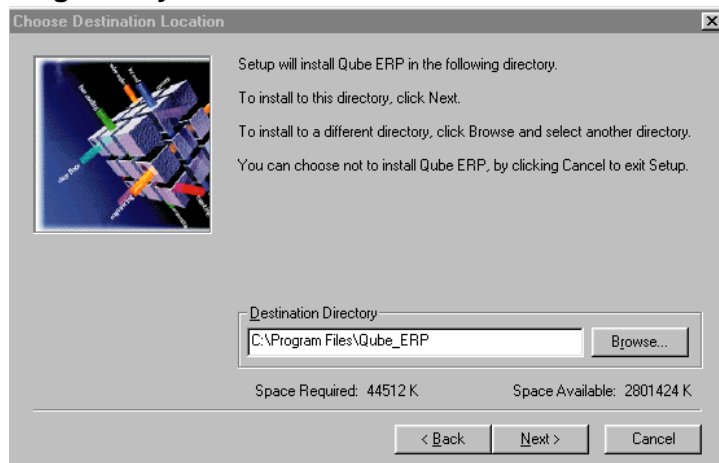
### 3. Click the *NEXT* button.



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

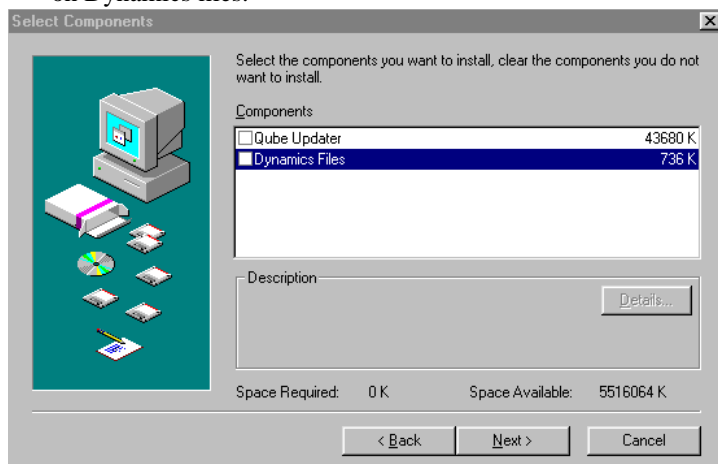


5. The installer defaults the location to `c:\program files\qube_erp`. Use the **BROWSE** button to navigate to your Omnis 7 folder.



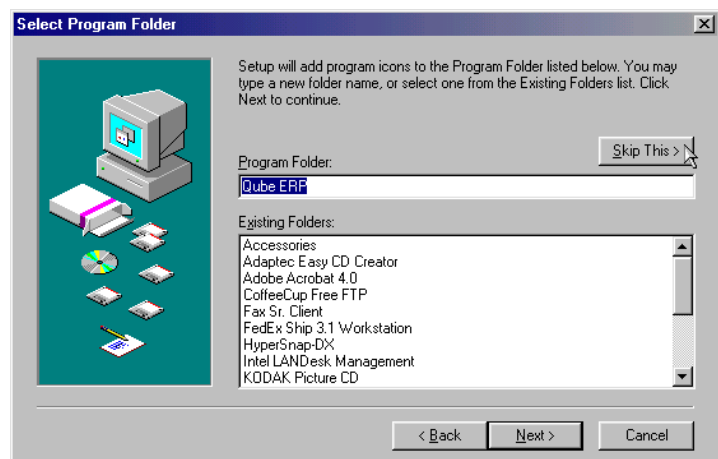
## 6. Select the components to be installed.

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

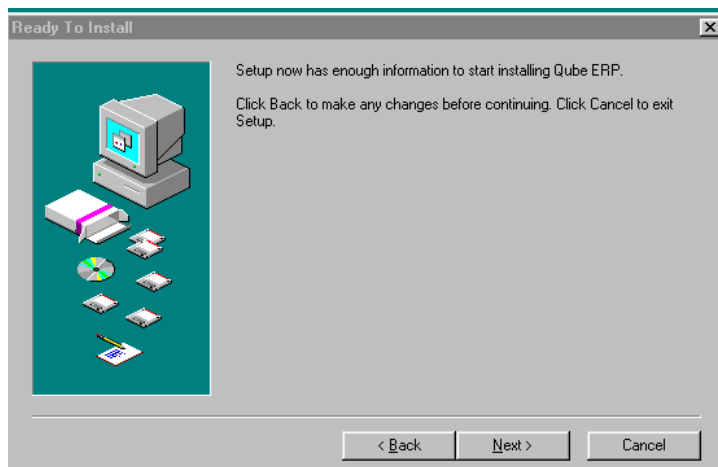


## 7. Select the Program folder to be used from the START button. This is your choice.

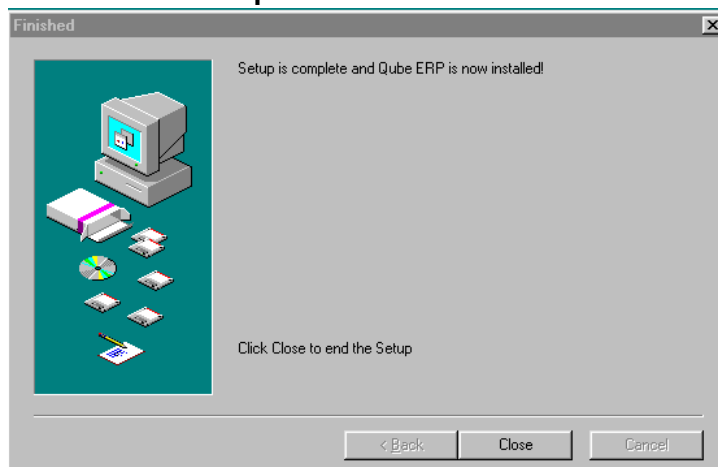
The user has the option to omit adding Qube-ERP to the Program folder.



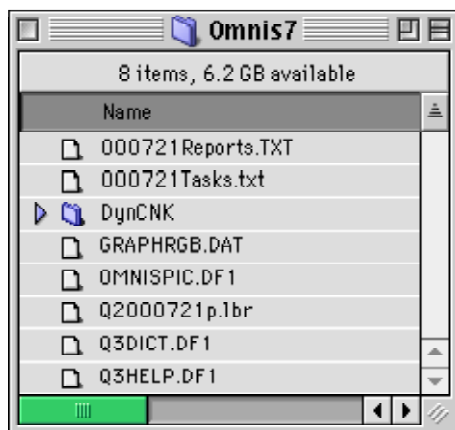
8. The installer can now begin. Click on the *NEXT* button.



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:



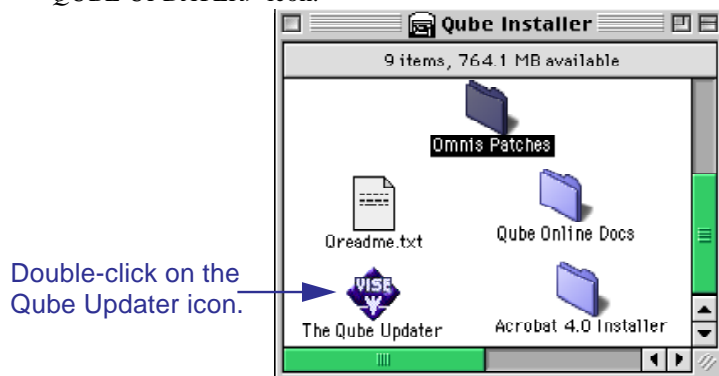
## Install Qube ERP™ on MacOS-Based PCs

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

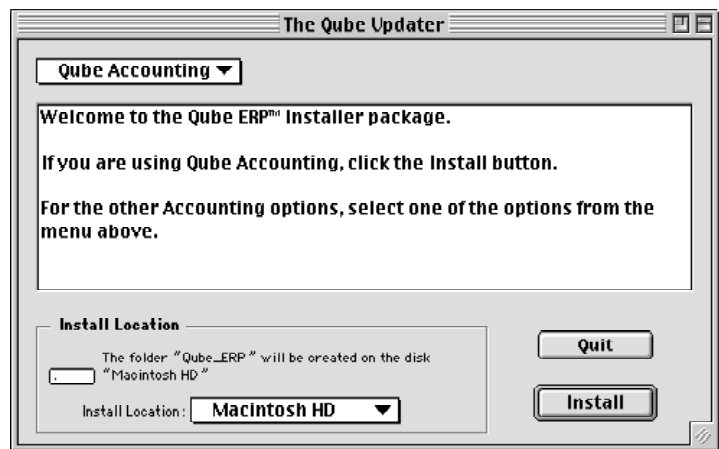
You need at least 43 MB of disk space and 10 to 12 MB of RAM to run this software. First install the delivery on the System Administrator's workstation. Then see [“Distribute the application to all workstations” on page SYS-32](#) for distribution instructions.

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

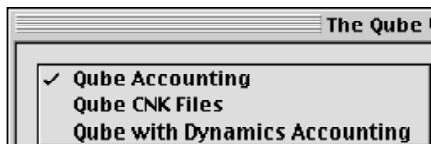
Open the disk icon on your desktop, and double-click on <THE QUBE UPDATER> icon.



The following window will appear on your screen:

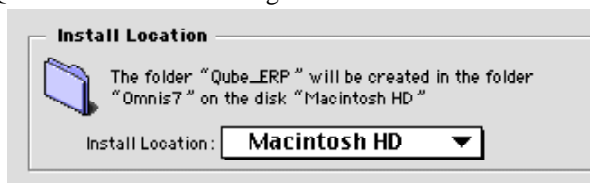


2. This window provides three different choices. Choose the appropriate selection. From the drop-down menu, select the package to install:



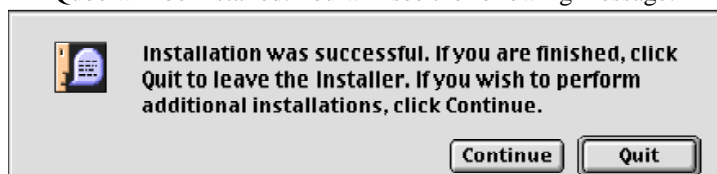
- a) If you use Qube Accounting, select this option. This installs the Qube library and associated files.
  - b) Select this option only on the advice of QCI Technical Support; for instance, if you have a corrupted CNK file, QCI Technical Support may direct you to select this option to reinstall the 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:



## Distribute the application to all workstations

Omnis 7<sup>3</sup> uses several “mini-apps” and data files which need to reside in the Omnis 7 folder of each user’s workstation. If these are not installed, the software will not run correctly.

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**Run the Omnis Installer CD on each workstation. Refer to the section “[Installing Omnis](#)” on page [SYS-9](#) for detailed instructions.**

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QCI recommends running the Qube ERP installer first on the system administrator’s workstation that contains the Omnis 7<sup>3</sup> Developer version. Then run the installer a second time to a centralized location on the server. This second install can be used to copy to all other workstations, regardless of platform. You will need 44 MB of disk space to install this software.

### 1. Run the Installer again.

This time, direct the installation program to a folder on your server. QCI recommends the folder be named QubeERP. Install all files to this folder.

### 2. When the installation program is complete, go in to this QubeERP folder and delete all files inside it except:

- QubeXXXX.LBR
- Q3DICT.DF1
- Q3HELP.DF1
- OMNISPIC.DF1

### 3. Copy the contents of this folder to all workstations, placing these files in the Omnis 7 folder on the workstation.



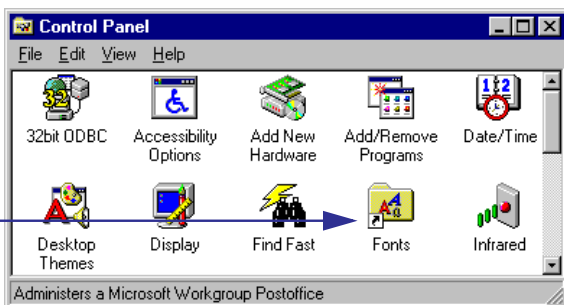
## Install Omnis 7 Fonts (Windows only)

### • Install the fonts.

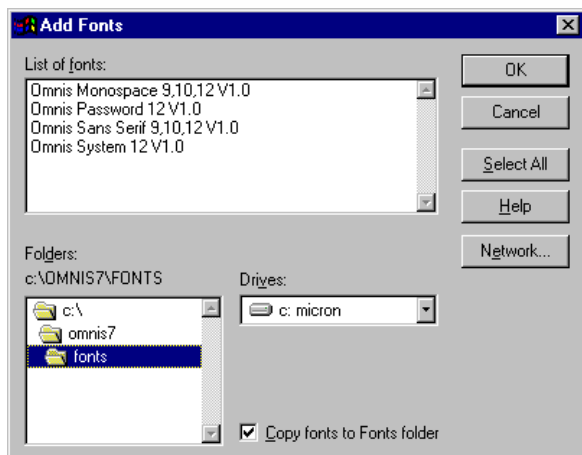
Inside the Omnis 7 folder is a **FONT**S folder. Use the *CONTROL PANEL*->*FONT*S function to install them into the Windows->Fonts directory.

1. **Open the system Control Panels and double-click on the <FONT>S icon.**

Double-click on the  
FONT<S> icon



2. **Select <INSTALL NEW FONT>S from the File Menu. Using the system navigation tools, find and open the Fonts folder which was installed in your Omnis 7 folder:**

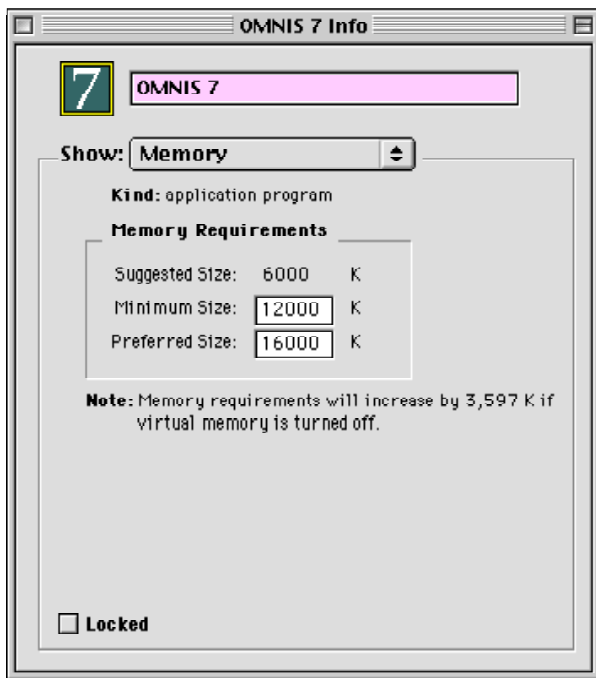


3. **Click the SELECT ALL button, and then click <OK>.**

## Allocate Memory (Macintosh users only)

When installing Omnis 7 on a Macintosh, make sure the application's minimum memory allocation is set to at least 8,000K for non-PowerPCs and 10,000K to 12,000K on PowerMacs (more is better!). The preferred size should be 16,000K to 24,000K if you have enough memory to support this along with your other applications.

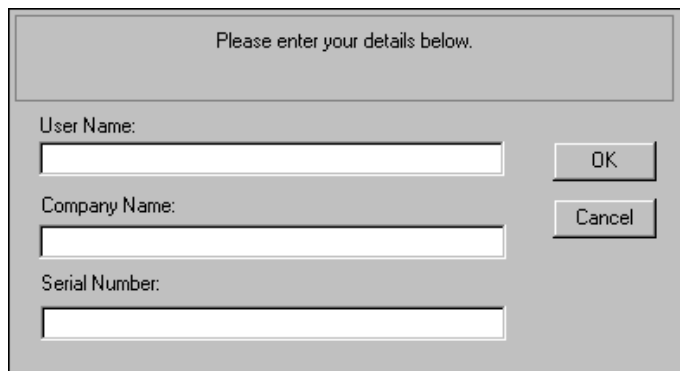
Memory is allocated by clicking on the Omnis 7 application once and pressing **Command I**. Edit the memory allocation as shown.



## Serializing Omnis 7

When first starting Omnis 7 or Qube ERP on the workstation, you will be asked to serialize Omnis.

### 1. Enter the serial number information as requested:



The screenshot shows a standard Windows-style dialog box with a light gray background. At the top, a title bar contains the text "Please enter your details below." Below this, there are three text input fields arranged vertically. The first field is labeled "User Name:", the second "Company Name:", and the third "Serial Number:". To the right of these fields are two buttons: "OK" and "Cancel".

2. Finish the procedure as directed.
3. This process creates a file named **SERIAL.TXT** which contains the three data elements typed above. To speed up the installation of Omnis 7 runtimes, copy this **SERIAL.TXT** file to the server, then to each user's workstation.

## Install the Qube.cnk (Great Plains users only)

If you are linking to Great Plains Dynamics, a file called **Qube.cnk** will have been delivered along with the others. This should be placed in your Great Plains Dynamics directory (see [“Set Up The Dynamics Side” on page GPA-14](#)).

## Learning the System

This system assumes a basic knowledge of your computer system, including how to use the mouse, menus, icons and windows. If you do not have that background, you should practice and become familiar with the Macintosh™ or Windows™ operating systems before attempting to use Qube ERP™ or even before trying to understand this procedures manual.

## Using a Play Data File

After becoming familiar with your computer and reviewing the procedures manual, begin using the system with “Play” data. **Since the system produces records which cannot be changed later, the use of “Play” data to familiarize yourself with the workings of this system is highly recommended.**

## Logging On

The first window presented is designed to enable you to identify yourself and make sure you are accessing the correct data file.

## The Qube ERP™ Logon Window




Look at the lower left corner of the window. The data file name and location is presented here. Since it is possible to use Qube ERP™ with any number of data files, it is always important that you make sure you are not accessing a backup data file or the wrong company's data file. The system will automatically open the data file last

used with the system. If the data file selection is incorrect, click the **<CHANGE DATA FILES>** button and select the correct file.

## Logging onto Qube ERP™

Once the selection of data files is completed, enter your **Employee Code** (this is established in the **Personnel & Labor** module). If this is your first time logging into the system, enter **1**. If there is an **Electronic Signature** associated with your employee code, you will be asked to enter that as well. This helps prevent others from logging on with your employee code and thereby gaining all of your user access privileges. This is entered in the space shown below, and is case-sensitive. Enter the proper **Electronic Signature** and press **<ENTER>**, or click **<OK>**.

## Electronic Signature at Log-On Prompt



The screenshot shows the Qube ERP log-on window. On the left is a 3D cube graphic with colored arrows. On the right, the text reads: "Thank you, Damian Delgado Please enter your Signature." Below this is a text input field containing "DD". At the bottom left, there are two checkboxes: "Log on as a System Administrator" (checked) and "Log on as a Developer" (unchecked). Below these is the text "Data file path: C:\DATAFILES\736A0SR.DF1". At the bottom right, there are three buttons: "Quit", "OK", and "Change Data Files". Below the buttons is the copyright notice: "© 1996-2000 QUBE Software, Inc. All rights reserved Version 7.36".

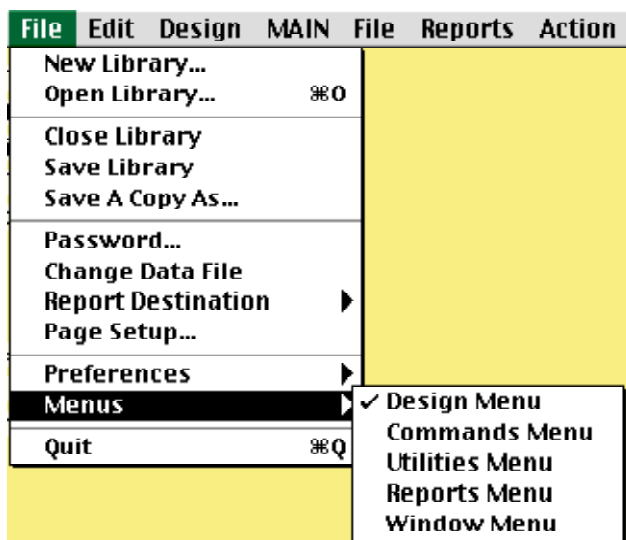
## Logging on as a System Administrator or Developer

Sometimes you will be called upon to log on as a **Developer** or **System Administrator**. If you are ever required to log on as Developer or System Administrator, you will wish to click the small box in the lower left corner of the logon window. Then enter your **user code** and **electronic signature** and proceed.



**Note: Only users with access privileges to these functions will be allowed to log on as a system administrator or developer.**

Logging on as a **System Administrator** will cause Qube ERP™ to load a second, or developer, **File** menu at the top of the screen.



Among other things, this new file menu provides a **Menus** selection, which allows the user to access other menus, like the **Utilities** menu.

## Limit Developer or Administrator Logons

QCI recommends you limit which users can log on as developer and/or system administrator. This limit has been engineered into the **User Access Privileges** function. To access them, open the **User Access Privileges** window, click the **SYSTEM ADMIN** button, and scroll to the bottom of the list. Then set the access privileges as you

would for any other function. For more information, see [“User Access Privileges” on page SYS-123](#).

**User Access Privileges**

Enable All    Disable All  
Enable This    Disable This

Apply These Privileges to Other Users

Order Entry    Inventory    Production Planning    Payables    System Admin.  
Receivables    Purchasing    Labor    General Ledger    Reports

**1 Sally Database User**

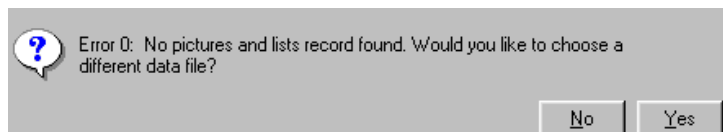
Function	Access Privileges
<b>Allow Logon as Administrator</b>	<input checked="" type="checkbox"/> View <input type="checkbox"/> Add <input type="checkbox"/> Edit or Delete <input type="checkbox"/> Print
GL Accounts Reference List	YES
Outside Reps Reference List	YES
Open Jobs Reference List	YES
Open Orders Reference List	YES
Open POs Reference List	YES
Open Batches Reference List	YES
Allow Logon as Administrator	YES
Allow Logon as Developer	YES



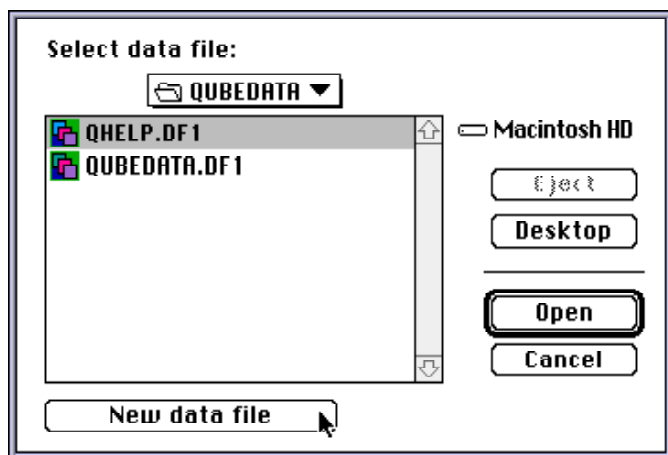
## Error Messages at Logon

There are a few errors which can happen when logging into Qube ERP™.

## No Pictures or Lists



This error occurs when the user is trying to log onto a data file which has no pictures and list. This generally occurs under the following two conditions: the user accidentally created a new data file when logging in, or the user tried to log into another data file that does not contain Qube ERP data.



This can happen if the user clicks on the *NEW DATA FILE* button when selecting a datafile. Note how easily this could happen, if the user was not very careful when choosing a data file. To make matters worse, Qube ERP™ always logs onto the last data file it was in. Therefore, if the user did not understand what is happening, this problem could occur over and over again.

This is likely to happen in two instances; when the server is down and the user tries to log on, or when a new application is distributed, and the user must address the data file for the first time.

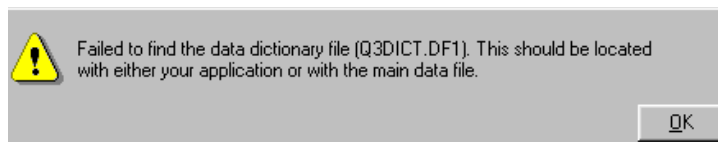
## About QUBE Window

A way to verify that the wrong data file has been selected on a multi-user network is to determine if this error has occurred at only one workstation. If this is true, it would be a clue that all other users are running fine, but one user has opened an incorrect data file. Open the *ABOUT QUBE* selection from the **File** menu.



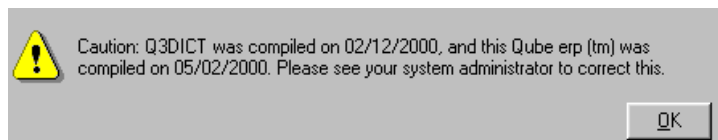
If you check the above and find neither condition to be true, the data file may really be corrupted. This means that the pictures & lists file is trashed.

## Qube Data Dictionary



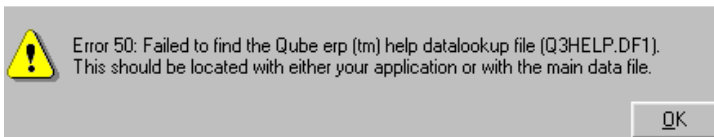
If Qube cannot find the **Qube Data Dictionary**, the user will be logged out of Qube. This data file is primarily used for the **Data Dictionary Browser** (see [“Data Dictionary Browser” on page SYS-283](#)). A similar message, referencing the Q3HELP.DF1 file, will be displayed if that file is missing. These files should be located on each workstation within the Omnis7 directory or folder.

## Mismatched Dates



This message signifies that the Qube Data Dictionary date does not match the Qube library date.

## Q3HELP.DF1 Error Message



This error signifies that the system cannot find the Q3HELP.DF1 data file. This is the Qube on-line help file, which should be located in the /Omnis7 folder or directory on the workstation. This error is most likely to happen in new installs, or when updating the system (see [“Q3HELP.DF1” on page SYS-7](#)).

## Too Many Workstations in Use

This is also an Omnis 7 message which indicates a possible serial number conflict.



It may indicate the user is trying to log onto a data file which is currently being accessed by a workstation that has the same serial number. There are three causes for this error:

1. More than one user is using the same Omnis single-user serial number.
2. The number of logged in users exceeds the Omnis multiple runtime serial numbers
3. The number of logged in users exceeds the allowable number of Qube concurrent users.

## Serial Number Conflicts

You can determine the Omnis 7 serial number in two ways: Select *ABOUT QUBE* from the **File** menu if you are logged onto Qube ERP™. You will see the serial number in the lower right corner:

<b>For sorts/lists:</b>	6786 K
<b>CPU Type:</b>	
<b>Omnis7 Version:</b>	7.0.1
<b>Omnis7 Serial #:</b>	C7D 426153 546
<b>Customer Records:</b>	11
<b>Vendor Records:</b>	14

If you cannot get onto the system because of a serial number conflict, and wish to see the serial number of the Omnis 7 runtime, log onto Omnis 7 directly. Then select About Omnis 7 from the **Apple Menu** on a Macintosh, or from the **File** menu on a PC. You will see the serial number in the extreme lower right corner.

## Too Many Users

Qube ERP™ application is limited to a specific number of simultaneous users. The **Feature Set** window specifies how many simultaneous users are allowed to be logged on at one time for your company. It is possible to have more than the maximum allowable installed user applications on the network, as long as they are not logged onto the system at the same time. Doing this, however, opens the possibility of a error in counting the number of users.

## Qube ERP™ Help Functions

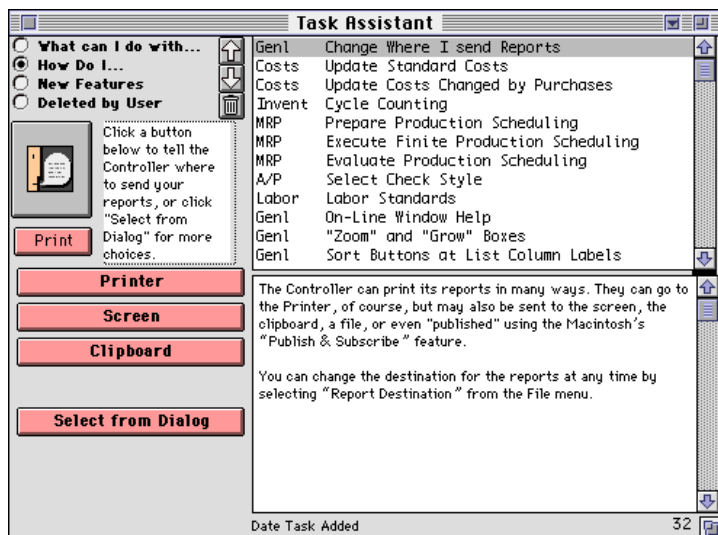
Qube ERP™ provides three types of **On Line Help**:

1. On-Line documentation (Q3Help.df1)
2. Task Assistant help
3. PDF documentation

### On-Line Documentation

The first is **On-Line Documentation**. For more information on on-line documentation, see [“On-Line Documentation” on page GEN-39](#). You may supplement the information supplied with Qube by adding **User Help Notes**: These notes are kept separate from the Q3HELP.DF1 in the company's data file, but are displayed and may be printed together with Q3HELP.DF1. For this reason, you may update the Q3HELP.DF1 from time to time with new data files sent to you by QCI, but retain the **User Help Notes** intact.

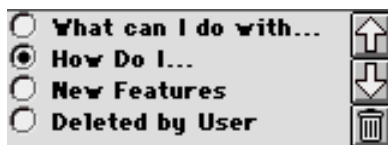
## Task Assistant™



To determine how to use the **Task Assistant** function as a user, see [“Task Assistant” on page GEN-43](#). This section is designed to provide the system administrator with guidance in how to administer this function.

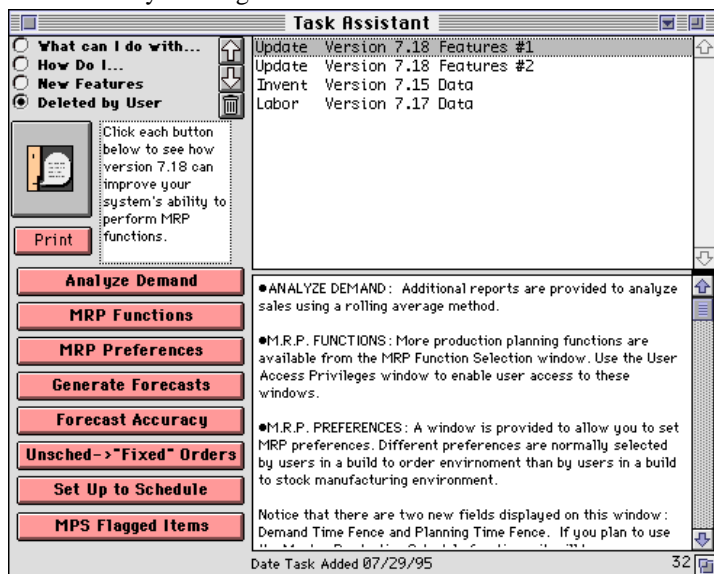
Select **TASK ASSISTANT™** from the **Action** menu, or click on the <**TASK ASSISTANT**> button on the **Module Selection** window. The **Task Assistant™** window will be displayed.

To view the **administrative** functions of the **Task Assistant** window, you must be logged onto Qube ERP™ as a System Administrator. See [“Logging on as a System Administrator or Developer” on page SYS-38](#) for information on how to do this. When you do, you will see in the upper left corner a fourth selection, **DELETED BY USER**, and three icons. This will look like this:



Using these icons, you may move tasks into the various different sections: *WHAT CAN I DO WITH...*, *HOW DO I...*, *NEW FEATURES*, and *DELETED BY USER*. In order to do this, simply click on any Task in a section, and click an <UP> or <DOWN> button. This will move the task into the section above or below the current section, as viewed in the list of sections shown above.

The real power in this function is the ability to delete tasks which are either completed (as in updating the data file), or those which do not apply to your company (for example, production planning tasks if you do not run this function). Then, you can click the trash can icon button, and they will be deleted. However, no tasks are ever really deleted. They are moved to the section, *DELETED BY USER*, which can be used by clicking on the radio button for that section as shown:



In this way, you have access to tasks, even after they have been deleted. Log on as a System Administrator, open the **Task Assistant** window, and click the button Deleted by User. This will display the task. If you wish to move the task back into one of the other sections, click the button until it resides in the section you wish for it to.

## PDF Documents

Portable Document Format (PDF) manuals are delivered with every update of the Qube ERP™ software, along with a copy of the free Acrobat reader. PDF documents are designed for on-line reading on all platforms.

## Advantages of PDF documentation

There are many advantages to working with on-line documentation:

**It's portable.** Users can access information right from their workstations, without having to juggle a bulky manual or dial up the Internet.

**It's convenient.** All manuals are on one CD, which may easily be installed on a server or workstation, or read directly from the CD.

**It's easy to search.** You may search for words or terms within each of the files. Also, each of the files is linked to appropriate topics within the other files.

**You have a choice.** You may use the documentation on-line exclusively, or you may print individual pages, whole chapters, or entire sections for convenient referral. (Note: some graphics may appear blurred or indistinct on the screen at normal viewing magnification, due to PDF's inherent limitations. These graphics print clearly; they may also be more easily viewed at a larger magnification.)

**It's cost-effective.** As your workforce grows, there's no need to purchase additional sets of documentation. You also don't need to buy expensive software, since QCI supplies the free PDF reader on every CD; it is also available from the Adobe web site ([www.adobe.com](http://www.adobe.com)).

## Using PDF Documents

If you have the Adobe Reader software installed, simply click on the PDF file to open it. If you do not have the Adobe Reader software, download it from the Adobe web site ([www.adobe.com](http://www.adobe.com)) or install it from the Qube ERP CD.

Once you have opened the file, you may read it online or print it. You may search for a specific topic using the Find tool (see Adobe's on-line documentation for more information), or you can click on highlighted links within the PDF file to see relevant information in another section.



## Implementation

The following steps are necessary for a successful implementation of Qube ERP™:

### Assign Responsibility

It is strongly recommended that one person be assigned within the client's company to have responsibility for implementing the new system. It is essential that this person have enough available time to devote to training, system tests and data input. It is also recommended that this not be a person whose primary responsibility is daily productivity for the company. Many of the functions necessary for implementing a system are directly in conflict with the daily activities of the company, and a person who shares both responsibilities will end up with a conflicting agenda.

You should be prepared to see at least 3, and often more 6 to 12, months pass before implementation is wholly completed. During this time, you should be prepared for between 6 and 15 days of consulting time from Qube Connections or your local installer.

### Purchase Hardware

The user will need at least the following items for a successful implementation of Qube ERP™:

#### Hardware

Computer and printer: At least a Pentium PC or Power Mac or better, with 64 Mb of RAM per workstation. In addition, at least one printer with PostScript capability, preferably a laser printer of some sort, will be required to print out reports. If you wish to print multipart forms, you will also need a dot matrix impact printer.

Hard disk: A 1-GB hard disk is recommended as a minimum to operate the system. You will also need to have an Iomega Zip or Jaz cartridge drive or writable CD drive to receive and deliver software and data files to Qube Connections.

Backup system: You will need a good DAT tape drive with appropriate software to perform regular backups of your data file.

## Software

Omnis 7: Qube ERP™ communicates with Omnis 7 and cannot function without it. A multi-user Qube ERP™ system requires the use of multi-user Omnis 7, with a separate serial number for each user. One Omnis 7 runtime is provided for each user license purchased from Qube Connections (see [“Installing Your New Application” on page SYS-3](#)).

QCI recommends that you also have a developer version of Omnis 7. This developer software is delivered with your system (see [“Developer Versions” on page SYS-5](#)).

## Study

The people who will be responsible for the operation of Qube ERP™ should read this User's Guide thoroughly. In addition, a test datafile will be delivered to the user. Using the test data file and following the instructions of the Guided Tour, the user will get an introduction to the basic functions of his new system. Use of test data to familiarize the user with the system is essential. Real data upon which the user will rely for the operation of his business should not be entered into the system until the user has familiarized him or herself with the functioning of Qube ERP™ through the use of test data. Each system module should be tried (order entry, purchasing, general ledger, etc.) and each command (add, change, delete, etc.) should be used within each system module. This should be completed before the first on-site visit from QCI personnel.

## Data Conversion

Data sources should be assembled (file folders, existing data on magnetic media, printouts, etc.) which will be entered into the new system. Data should include names and addresses of customers, employees and vendors, codes and descriptions of all items to be carried in inventory, pricing information and current labor rates of all employees who may be referenced in the job costing functions of the system. Once the data sources have been assembled, data input should begin. For further information about the various data to be assembled, see the Import Data section of this manual.

## Data Backup

Data backup procedures should be implemented from this point on (see [“Back Up Data File” on page SYS-220](#)).

## Implement One System Module at a Time

Because Qube ERP™ is such a complete system, it is important that the user implement one system module at a time and not proceed to the next system module until competence has been achieved operating the prior module. The order of implementation will depend on the nature of the user's business and the importance of each module to its business, however a generally recommended sequence of implementation is the following.

## General Ledger

Departments: Department codes are referenced in the chart of accounts and therefore should be entered first. See [“Cost Center Codes” on page GL-9](#).

Chart of Accounts: A competent CPA should be consulted to ensure that the establishment of the chart of accounts is suitable for the user's business. A basic set of accounts is created automatically by the system, however all account numbers can be changed by the user and additional accounts can be created, as recommended by the CPA. Your CPA should be sufficiently familiar with your business to provide guidance in month-end closings and to ensure that the job costing and other accounting procedures are suitable for you or to recommend changes in these procedures. See [“Chart of Accounts” on page GL-40](#) and [“Import Data” on page SYS-145](#).

GL Key Accounts: Once you have established and entered a chart of accounts, your next step must be to tell the system what account numbers you want to use when referencing the “Key Accounts.” To do so, proceed to the General Ledger Functions Window, and then to the GL Key Accounts window. See [“GL Key Accounts” on page GL-21](#).

General Ledger Calendar: Refer to the General Ledger procedures to see how the calendar should be set up. Since the next steps involve the posting and year end closing to set up beginning account balances, it is important that you set up your GL Calendar first. Be sure to set up the calendar to reflect the previous year. When the year end

closing is done, that calendar will be advanced to show the current year's calendar. These steps are only necessary if you are using the Qube ERP™ Accounting Modules. See [“General Ledger Calendar” on page GL-2.](#)

**Beginning GL Account Balances:** You may set up beginning general ledger account balances by making a journal entry showing the appropriate debit or credit for each account. When entering beginning balances for retained earnings, be sure to create an account for Retained Earnings - Beginning Balances, which is different than the retained earnings account that you will use after implementing Qube ERP™. The two retained earnings accounts will be combined into one for financial reporting, but it is essential that the beginning balances be entered in a separate account. Once this entry has been made and posted, you may do a Month End Close and a Year End Close. These steps will establish your beginning balances. Once a year end close has been done, the beginning balances cannot be changed, so do this step carefully.

## Employee Records

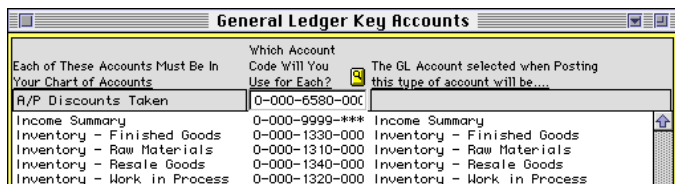
**Employees:** Employee names, codes and labor rates are referenced in customer records, sales order and invoice records, labor cost records. This data should therefore be entered early in the implementation of the system. See [“Personnel Basic Information” on page LAB-18](#) and [“Import Data” on page SYS-145.](#)

**User Access Privileges:** As soon as employee records have been entered, the user access privileges should be set up. This enables the system administrator to establish which windows and reports each user has access to and which will not be made available. See [“User Access Privileges” on page SYS-123.](#)

## Vendor Records

**Vendors:** Vendor names and codes should be referenced in inventory records. Therefore the vendor records must be created before the inventory records. Vendor records also reference GL account numbers, so you should have these in before entering vendor records. It is imperative that vendors from whom you purchase inventory have

a valid inventory account in their records. A valid account is one which is designated as inventory in the GL accounts window:



Each of These Accounts Must Be In Your Chart of Accounts	Which Account Code Will You Use for Each?	The GL Account selected when Posting this type of account will be...
R/P Discounts Taken	0-000-6580-000	
Income Summary	0-000-9999-***	Income Summary
Inventory - Finished Goods	0-000-1330-000	Inventory - Finished Goods
Inventory - Raw Materials	0-000-1310-000	Inventory - Raw Materials
Inventory - Resale Goods	0-000-1340-000	Inventory - Resale Goods
Inventory - Work in Process	0-000-1320-000	Inventory - Work in Process

See [“Vendor Records” on page PUR-3](#) and [“Import Data” on page SYS-145](#).

## Work Centers

**Work Centers:** Work Center codes must be referenced in many bills of materials. Each item record which is an assembled item will require that a work center code be specified to designate where the assembly takes place. Therefore the work center records must be created before the bills of materials records. See [“Work Centers & Processes Window” on page LAB-31](#).

## Inventory

**Inventory Items:** Inventory item codes, descriptions and pricing are required for the proper functioning of the order entry/invoicing system module. It is recommended that these codes be created, if they do not already exist, and that the data be entered and used before the order entry module be implemented. To access more information about the data which can be entered, see the Data Import section of this Installation Guide, and the Inventory Section of the User's Manual. See [“Item Master File” on page INV-4](#) and [“Import Data” on page SYS-145](#).

**Bills of Material:** Before proceeding to the full implementation of the system, it is critical the bills of material be entered. These bills of material will directly impact production scheduling and item definition, so you should have at least one two-day consultation visit with a qualified installer before beginning this phase of the installation. This phase can take several weeks or even months, so it can be done in parallel with other phases of the installation process. See [“Bills of Material” on page BOM-1](#) and [“Import Data” on page SYS-145](#).

## Customers

Customers: Customer codes, names and addresses must be referenced by the order entry/invoicing module. Therefore, these records must be created before the order entry module can be implemented. See [“Customer Master File” on page OE-3](#) and [“Import Data” on page SYS-145](#).

## Accounts Receivable

Order Entry/Invoicing/Cash Receipts: A date should be selected on which all new sales orders will be entered into the new system. The user should keep in mind that sales reports will include only data which has been entered into the system. It is recommended that a date on the first of the month be selected so that sales reports will reflect a complete month.

Beginning A/R Balances: It is possible to enter all outstanding open orders and accounts receivable, if you wish. To record open orders, add a sales order for each existing open order. To record outstanding receivables, add a sales order for each A/R, be sure the order shows that the quantity shipping is equal to the quantity which was invoiced. See [“Sales Orders” on page OE-29](#) and [“Import Data” on page SYS-145](#)). Then invoice all of these orders (see [“Invoicing Functions” on page AR-1](#))

Correct Open Invoice Numbers: Since checks received by your customers to pay open invoices will refer to the invoice numbers printed on the invoices at the time they were created by your old system, it will be important to number the open invoices found in Qube ERP™ with the same numbers referenced by your old system. Use pre-invoice numbers on the **Sales Order Items** window. Be sure to set up your invoice numbers correctly before posting the open invoices.

Post the A/R: After you have checked to be sure the total of the invoices agrees with your beginning A/R and the invoice numbers match, post the invoices (see [“Posting to the GL” on page GL-58](#)).

Reverse the Transactions: This process will generate transactions which you will want to reverse. The invoicing process will automatically generate inventory transactions, reducing inventory for items shipped. You should locate these inventory transactions and delete

them. If you do not, your beginning stock levels will be wrong and the posting of these transactions will distort your cost of sales which you will already have set up in your beginning general ledger balances. Finally, the journal entry produced from posting the invoices should also be reversed and that reversed journal entry posted. If this is not done, the sales number already set up in your beginning account balances will be distorted (*see “[Reverse](#)” on page GL-56*).

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**Make sure you add a comment to both journal entries describing why you reversed the transaction.**

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## Accounts Payable

Accounts Payable: Accounts payable records refer to vendor records, inventory records and general ledger records. Once these records in the data file are correct, the A/P system module can be implemented. Vendor invoices can be entered into the data file, checks can be written by the system and accounts payable aging reports generated, or if you are using the Dynamics interface, records can then be exported to Dynamics.

Beginning Accounts Payable Balances: (This step need only be done if using Qube ERP™ Accounting.) You may enter vendor invoices to record all currently outstanding payables and post those invoices (*see “[Vendor Invoices](#)” on page AP-2*). You may also record any partial payments against those invoices (after the invoices have been posted) and post those payment records (*see “[Cash Disbursements](#)” on page AP-22*).

Check your numbers by printing an Accounts Payable Aging. Again, remember to reverse the journal entries produced when you post these beginning transaction so that your general ledger beginning balances will not be distorted (*see “[Reverse](#)” on page GL-56*).

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**Make sure you add a comment to both journal entries describing why you reversed the transaction.**

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## Job Cost

Job Cost: The job cost functions refer to existing sales orders; employees and their labor rates; and inventory codes and the inventory unit costs. Once this information has been entered into the data file, job cost information can also be entered and reports evaluating the profitability of shipments can be generated (see [“Basic Job Costing” on page JC-3](#)).

## Purchasing

Purchasing: Purchasing records must refer to vendor records and inventory records. Once this information is entered into the system's data file, the purchasing system module can be implemented (i.e., purchase orders generated and the receipt of goods referenced by each PO recorded into the system). It is recommended that the user start by entering all currently open purchase orders, so they can be received when inventory comes in (see [“Purchase Order Processing” on page PUR-49](#)).

## MRP II

Manufacturing Requirements Planning: To work properly, the MRP function of Qube ERP™ must have information on what sales orders are outstanding, what dates they must be delivered on, what inventory levels are for all required raw materials and subassemblies, what the bills of materials are for each subassembly and manufactured product, and what quantities of inventory items have been ordered but have not yet been delivered. The system must also know the prime vendor and lead time on each purchased item, and the work center and time it takes to build for each manufactured item. This setup time can take several months to complete accurately. Once this information has been entered into the data file and carefully audited, the MRP function can be employed. You should have had at least one, and perhaps several on-site visits by a qualified installer before implementing this function.

Labor Requirements Planning: This system module requires correct information on sales orders within the system, the dates on which the orders must be produced, and the routine setup of workstations within the production facilities (who works at each workstation, how much they are paid and how long they work there each day). Once



this information is available within the data file, this system module can be used to generate reports on excess capacity or over-scheduling of work centers. This setup time can take several months to be completed. Once this information has been entered into the data file, the Labor Requirements and MRP functions can be employed. You should have had at least one, and perhaps several, on-site visits by a qualified installer before implementing these functions.

## Beginning Inventory Stock Levels

Before cutting over to Qube ERP™, a physical inventory should be taken to ensure that the numbers produced by the computer agree with the physical counts. Select *BEGINNING STOCK LEVELS* from the **System Admin** module. Then enter the stock levels. See [“Beginning Stock Levels” on page SYS-174.](#)

After entering this data, print one or more inventory lists and compare the output with your source data to identify and correct any errors or omissions.

## Requesting Support

All requests for support should be conveyed via fax or e-mail, not telephone. This method helps both the user and organization providing the support by structuring the information and providing samples of data. Problems can be solved much more quickly this way. To effectively respond to questions about the use and performance of Qube ERP™, several pieces of information are needed, including the following:

1. What function is the user trying to perform? If it is a report, exactly what is the name of the report; if it is a window function, what is the name of the title of the window?
2. If a “windowing” function has been selected, which button or action menu item has been selected (New, Edit, etc.)?
3. If a reporting function has been selected, which report parameters were entered to commence the report?
4. What did the user expect to happen?

5. What did happen and how was it different from what the user expected to see happen?
6. **Send a sample:** If the question involves a report or edited data which may be seen on a report, send a page of the report which shows the data being discussed. Please do not send the entire report, if it is a long report. For example, if you have a question about an ending balance on a detail general ledger report, please do not fax us a 38-page report so you can discuss the value shown on one page. *Just send the one page in question.*

Please circle the specific field(s) in question. This is very important. For example, the user may be questioning a date or quantity on a sales order. Of course, there are several dates (three in the order header, one for each shipment of each item plus one specific to the order date of each item) and many different quantities (four for each shipment record and four for each item record) on each order. It is important to be as specific as possible. Sending a piece of paper with the specific piece of information circled helps to convey exactly what piece of information should be paid attention to.

If the question cannot be represented in a report, use a screen capture utility to take a picture of the screen and send that picture, circling the specific part of the screen in question.

## Administering the System

The following are required duties of the system administrator. The person who is assigned this job should be able to handle these tasks as a routine part of the job. Qube Connections provides classroom training on all of these tasks, and it is recommended that the system administrator attend these classes.

### **Manage Communications between Qube ERP™ and your Users**

The system administrator becomes the focus of communications regarding bugs and enhancements between the company and Qube Connections. QCI asks that communication on these subject pass through the system administrator. It becomes his or her job to clearly define any bugs, the exact conditions under which the bug occurs and does not occur. He or she is also responsible for communicating any changes (new reports, reformatted reports or windows and redesigned functions) needed by your company.

### **Review Security Issues**

As new authorized users are added, the system administrator will be expected to set privileges which allow and deny access of each user to various functions of the system.

On a regular basis, new passwords should be issued to all users.

### **Update or Upgrade the Application and Data File**

Periodically, updated versions of the software will be delivered. New releases are provided to fix bugs and to incorporate design improvements and customized functions (e.g., reports). The system administrator will be responsible for distributing the latest version to all users.

Usually, there is some documentation that accompanies a new release. The system administrator will be expected to distribute the changes in documentation. QCI relies increasingly on on-line documentation and find that this reduces the work load involved in distributing printed documentation.

## Maintain Data File Size and Purge Data

No data is automatically purged from Qube ERP™ data file. Therefore, you should carefully monitor the size of your data file on a regular basis, and perform annual (or more frequent, if necessary) data purging routines (see [“Data File Management” on page SYS-217](#)).

## Check Hard Drive Space

Periodically, the system administrator should ensure that there is adequate space on the server hard drive. It is also good practice to manually expand the defined size of the data file so that data is written to a predefined block of space on your hard drive. It is possible to allow Omnis 7 to expand the data file for you in the first segment only, but this may result in a highly segmented data file. If the server hard drive is reserved for use exclusively by this data file, this problem becomes moot and the task does not have to be done.

## Manage Regularly Scheduled Events

If the Qube ERP™ system is to be used successfully, a series of events must occur on a regular and dependable schedule. Qube Connections and our outside consultants have developed this schedule of utilities to be run on your Qube datafile. This schedule of utilities is designed to assist the System Administrator:

- discover and/or prevent problems before they occur by keeping a close eye on the condition of the data
- discover possible inventory problems before the data is posted
- keep functions and internal counters current (i.e., Total Stock).

Customers should evaluate their needs and adjust the Daily, Weekly, Monthly, and Annual Schedules accordingly. The length of time needed to run each of these utilities will also factor into an administrator's schedule. Timing will be different for each business depending on the volume of each type of record and the overall size of the datafile.

Business functions such as General Ledger Posting and Production Scheduling may be run daily, weekly, or monthly depending on your

requirements. A recommended set of utilities to be run before these functions is included for these activities.

QCI recommends that these utilities be performed during off hours and during a period when NO other users are logged on Qube ERP. This is required for some utilities and only a suggestion for others. Experienced system administrators have developed some unique solutions to running these utilities:

- Run the utilities over the weekend.
- Copy the datafile to the fastest workstation in your office and run the utilities on a local workstation rather than over the network.
- Use the Scheduled Events Manager wherever possible.
- Take a copy of the datafile home over the weekend and run utilities on your home workstation.

## Daily Events

### Back up the Qube datafile

Backups of the data file should be performed each day. This function can be set up to run on a clock. When it is automated, the system administrator needs to ensure that the correct tapes are loaded and that all users are logged off the data file so that the backup can be done at the expected time.

### Update Pop-Up Lists

Each night, the Pop-Up lists should be refreshed. This can be automated through the **Scheduled Events Manager**.

### Data Entry

Data entry should occur on a regular, daily schedule. Enter sales orders, purchase orders, cash receipts, vendor invoices, create sales invoices, etc., daily.

### Qube Reports

Run the following four reports every day.

1. Inventory reports, Negative Stock Quantities

2. Inventory reports, Transactions Resulting in Negative Stock Quantities
3. (Lot & Batch feature only) BOM reports, Total Stock Differs from Stock with Lots/Batches
4. (Lot & Batch feature only) Inventory reports, Transactions with Lot & Batch Errors

## Weekly Events

### Back up the Qube datafile

Perform weekly backups of the data file, in addition to the daily backups. This function can be set up to run on a clock. When it is automated, the system administrator needs to ensure that the correct tapes are loaded and that all users are logged off the data file so that the backup can be done at the expected time.

### Omnis7 Utilities

Run the following Omnis utilities each week:

1. Examine Datafile – Check for Total Disk Blocks Available (minimum 15-20%)
2. Check Free Blocks
3. Quick Check

### Qube Utilities

Run the following Qube utilities each week:

1. System Admin, Listed Utilities, Check Quantities and General Stock
2. System Admin, Listed Utilities, Check Quantities Committed to Sales
3. System Admin, Listed Utilities, Check Open PO Quantities
4. System Admin, Listed Utilities, Check Quantity Backordered

### Qube Reports

Run the following two reports each week.

1. Inventory reports, Last Entered Items
2. (Lot & Batch feature only) BOM reports, Expiring Lots and Batches

## Review and update costs changed by purchases

If new costs based on recent purchases should replace existing unit costs in the item master file, this should be done soon after the new costs are identified. The longer you wait to update these costs, the more inventory transactions will be created containing the old costs. To see which items require updating, you can print either of two reports.

1. Select and print **New Unit Costs Awaiting Replacement in Item Master** from the Inventory reports list.
2. Run the **Costs Changed by Purchases** function on the **Purchasing Functions** window. See [“Costs Changed by Purchases” on page PUR-107.](#)

## Review standard costs

Make sure new items entered to the item master file have a standard cost assigned to them. New items contain a zero standard cost when added to the file. Failure to maintain standard costs regularly will result in inventory transactions which credit inventory at zero and debit cost of sales also at zero. The resulting financial data in your general ledger will be incorrect.

The best way to assign a standard cost for zero cost items is to view the item on the **Inventory Standard Costs** window and edit an item's standard cost. This function is found in the **General Ledger** module (see [“Inventory Standard Costs” on page GL-10.](#))

### •To identify items which have no standard cost

1. Click the **<PRINT>** button and click **<YES>** when asked if you wish to print only those which **SHOW ZERO STANDARD COST.**

2. After reviewing the listing to identify those items which need to be edited, find each item and click the button labeled <EDIT>.
3. After you have changed the standard cost to the correct number, press the <ENTER> key.

After editing each item to assign a standard cost as required by your auditor, the computer will ask if you wish to copy current standard costs into unposted inventory transactions. Click <YES> to this message. Or, you can wait, and run this function in batch mode using the button at the bottom of the window.

## Print pre-posting reports

These include **Trial Posting** lists to review what unposted transactions exist in the data file and to verify that the posting of these transactions will produce correct journal entries.

## Post Open Transactions

Post either to the Qube ERP™ GL or to Dynamics, using Qube.

## Monthly Events

### Monthly Backup of the Qube datafile

Perform monthly backups of the datafile, in addition to the daily and weekly backups. This function can be set up to run on a clock. When it is automated, the system administrator needs to ensure that the correct tapes are loaded and that all users are logged off the data file so that the backup can be done at the expected time.

### Omnis7 Utilities

Run the following Omnis utility each month:

Check Data (run on all files)

### Qube Utilities

Run the following Qube utilities each month:

1. BOM Utilities, Orphan BOM Parents
2. BOM Utilities, Orphan BOM Components



3. Customer Utilities, Sales, Bal Due, Orders
4. Purchasing Utilities, Orphan PO Headers
5. Purchasing Utilities, Orphan PO Items
6. Purchasing Utilities, Orphan Ship Dates
7. Purchasing Utilities, Vendor Open POs
8. Sales Utilities, Print Orphan Order Items
9. Sales Utilities, Print Orphan Order Shipments
10. Purge Functions, Purge Mfg. Orders, Completed Mfg. Orders, Planned Purchases, & Planned Assemblies

## **Qube Reports**

Run the following Qube reports each month:

1. Inventory reports, New Unit Costs Awaiting Replacement in Item Master
2. Inventory reports, New Unit Costs Found in Vendor Invoices
3. Inventory reports, Purchase Price Variance Report
4. General Ledger reports, Unbalanced Journal Entries
5. Production Planning reports, Set Up Errors That Will Cause Scheduling Errors

## **Qube Procedures**

Run the following Qube procedures each month:

1. Purchasing, Costs Changed by Purchasing
2. Inventory & BOM's, Reconstruct BOM's for Current Cost, Total Hours, & Options
3. Inventory & BOM's, Reconstruct BOM's/Current Costs to Transactions
4. General Ledger reports, Inventory Posted at the Wrong Standard Cost?

5. General Ledger, Month End Closing

## Close the Accounting Period

Prepare for Month-End Close by reconciling transaction totals to the totals found in the general ledger. These include reconciliation of:

1. Cash in Bank
2. Accounts Payable
3. Accounts Receivable

Perform the month end closing (*see* [“Month-End Closing” on page GL-97](#)).

## Annually

### Annual Backup of the Qube datafile

Perform annual backups of the Qube datafile, Omnis7 application folder, and Qube Library, in addition to the daily, weekly, and monthly datafile backups. This function can be set up to run on a clock. When it is automated, the system administrator needs to ensure that the correct tapes are loaded and that all users are logged off the data file so that the backup can be done at the expected time.

### Qube Utilities

Run the following Qube utilities each year:

1. BOM Utilities, Reset Usage Each Period
2. BOM Utilities, Reset Fiscal YTD
3. Customer Utilities, Sales, Bal Due, Orders
4. Payables Utilities, Reset Fiscal YTD
5. Receivables Utilities, Reset Fiscal YTD
6. System Admin, Purge Functions (as needed)

### Qube Procedures

Run the following Qube procedures each year:

1. General Ledger, Year End Closing

2. General Ledger, G/L Fiscal Calendar
3. Inventory & BOM's, Reconstruct BOM's for Standard Costs

## **Qube Reports**

Run the following Qube reports each year:

- General Ledger, Financial Reports for Month 1 of the new year

## **As Needed**

## **Delivery of a new Qube ERP™ library**

When a new Qube library is delivered:

- Follow the procedures listed in the UPDATE.PDF on delivery CD-ROM
- Review General Ledger, Key Accounts for errors

## **Qube Accounting before Posting Inventory**

- General Ledger, Inventory Standard Cost, Edit Zero Standard Cost Purchased Items
- General Ledger, Inventory Standard Cost, Update Unposted Transactions
- BOM Utilities, Fix Scheduled Assemblies
- Inventory reports, Unbalanced Assembly Transactions
- General Ledger reports, Unposted Inventory Transactions AND/OR General Ledger reports, Trial Post Inventory Transactions
- General Ledger reports, Questionable Inventory Transaction Costs

## **Qube Accounting before Posting Sales Invoices**

- Receivables Utilities, Balance Due Flag
- Receivables Utilities, Invoice Balance Due
- General Ledger reports, Unposted Transactions AND/OR General Ledger reports, Trial Post Receivables Transactions

## **Qube Accounting before Posting Other Transaction**

## Types

- General Ledger reports, Unposted Transactions AND/OR General Ledger reports, Trial Post Transactions

## Dynamics Links (Weekly)

- Receivables, Update Customer A/R from GPS
- Payables, Update Vendor AP from GPS
- Payables, Read Disbursements from GPS (not available at present time)

## Finite/Infinite Load Scheduling (Each run)

- System Admin, Listed Utilities, Check Quantities and General Stock
- System Admin, Listed Utilities, Check Quantities Committed to Sales
- System Admin, Listed Utilities, Check Open PO Quantities
- System Admin, Listed Utilities, Check Quantity Backordered
- Production Planning, Finite/Infinite Load Scheduling, Setup to Schedule (button on Finite/Infinite Load Scheduling window)

## Physical Inventory (As Needed)

- Inventory Utilities, Check for Location #1
- Inventory Utilities, Delete Location 0
- Inventory Utilities, Delete Orphan Locations
- Inventory Utilities, Delete Dupe Locations
- Inventory Utilities, Check Stock Location Codes
- Inventory reports, Items List at Standard Cost, before Inventory begins
- System Admin, Purge Physical Counts
- Inventory & BOMs, Stock Counts to Temporary File
- Inventory & BOMs, Issue Count Tags
- Inventory & BOMs, Create Count Records

- Inventory & BOMs, Enter Item Counts
- Inventory & BOMs, Accumulated Stock Counts
- Inventory reports, Items List at Standard Cost, after updating Stock Quantities
- General Ledger, Journal Entry, create a manual Inventory adjustment

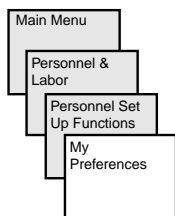
## **Standard Cost Update (As required by your CPA)**

- Inventory reports, Items List at Standard Cost
- Inventory & BOMs, Costs Changed by Purchasing
- Personnel & Labor, Employee Pay Rates (for hourly employees)
- Personnel & Labor, Machine Records
- Personnel & Labor, Work Center Resources
- Personnel & Labor, Work Center Rate & Capacity
- General Ledger, Inventory Standard Costs, Edit All button
- Inventory & BOMs, Reconstruct BOMs for Standard
- General Ledger, Inventory Standard Costs, Update Unposted Transactions
- Inventory reports, Items List at Standard Cost
- General Ledger, Journal Entry, create a manual Inventory adjustment



## Configuring the System Interface

### My Preferences



**My Preferences:**

**Module & Help Bars:**

- ☐ Display Omnis help bar on startup
- ☐ Position Module Bar at the Top
- ☐ Position Module Bar at the Right
- ☐ Show Module Bar at Startup
- ☒ Show Text in Module Bar
- ☒ Position Module Bar at the Bottom
- ☐ Position Module Bar at the Left

**Reporting:**

- ☒ Use large font Report window
- Default destination for reports: ☒ Screen ☐ Printer ☐ File
- ☒ Keep report lists in memory after they're loaded

**Function Selection Display & Menus:**

- ☐ Function descriptions are Black
- ☒ Function descriptions are Red
- ☐ Function descriptions are Green
- ☐ Function descriptions are Blue
- ☐ Function descriptions are Multi-colored

- ☒ Hide functions for which I have no viewing privileges (for shorter functions lists)
- ☒ Save lists in RAM when closing long list windows

Number of menus which may be installed on my screen:

**Default Display of Functions Lists:**

- ☒ Summary List (Subtitles Only)
- ☐ Alphabetical List + Command Keys (No Subtitles)
- ☐ Detail List + Command Keys (Grouped with Subtitles)

☒ Load BOMs automatically when doing Find, Frwd, Back while viewing the BOM window.

**Display these lists on the Executive Information Window**

<input checked="" type="checkbox"/> Booked Orders	<input checked="" type="checkbox"/> Purchases	<input checked="" type="checkbox"/> Cash Flow	<input checked="" type="checkbox"/> Production
<input checked="" type="checkbox"/> Invoiced Sales	<input checked="" type="checkbox"/> Inventory	<input checked="" type="checkbox"/> Receivables & Payables	

Apply These Preferences to Other Users

The **My Preferences** window allows the user to make decisions that directly impact the working environment of Qube ERP™. These preferences are specific to each user. The system administrator may wish to allow access to this window for each user, or it can be used by the administrator to set up access privileges for various users based on their duties and knowledge of the Qube ERP™ system.



**Always restart Qube ERP™ after updating your preferences.**

### Omnis Help Bar

☒ Display Omnis help bar on startup

Some windows in Qube ERP™ utilize the Omnis 7 help bar. This is a bar at the bottom of the window which will display helpful com-

ments about certain fields and buttons when the cursor is placed on top of them. This help bar looks like this:

The Customer Code may be up to 10 alpha-numeric characters (all caps). It may be automatically calculated by the system or manually.

This function has not been fully implemented; however, it is available in some windows. It is not designed to be the primary help function; this On-Line Manual, the On-Line Help and Task Assistant are the primary Qube ERP™ help devices. However users might find it helpful, at least when first learning the system, to activate this help bar. To activate the help bar, click the box on.

## Module Bar Controls

- ☐ Position Module Bar at the Top  
☐ Position Module Bar at the Right  
☒ Position Module Bar at the Bottom  
☐ Position Module Bar at the Left

These functions allow you to determine where the **Qube ERP™ module bar** will be displayed. You can choose to display it at the top, bottom, left or right of your screen. You can also move the module bar out of its normal position, however Omnis 7 will still take up the area where the bar resides, so this is of questionable value to the user. The module bar, as displayed at the bottom of the window, without text, looks like this:



You can also choose to have text appear in the module bar by clicking on the box:

☒ Show Text in Module Bar

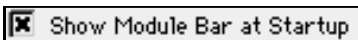
When you display the module bar with text, it looks like this:



The size of your screen and your familiarity with the system will determine where you elect to place the module bar and whether or not to include text in it. With the addition of Tool Tips (below), this option is no longer necessary.



If you wish to have the Module Bar appear on your screen when you start the system, click the following box *ON*.

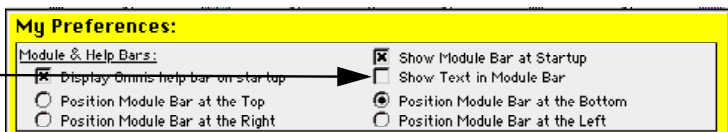


Otherwise, click it *OFF*, and the module bar will not appear until you click the <MODULE BAR> button.

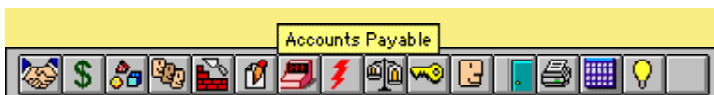
## Tool Tips

Tool Tips are new in this release; when the mouse cursor pauses over a button on the **Module Bar**, a brief message displays. It is no longer necessary to use the show text option on the **My Preferences** window, and QCI recommends you leave it turned off.

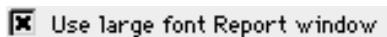
Leave this box  
unchecked



Here is an example of Tool Tips:



## Printer Controls



Qube ERP™ provides two views for the reports window; one a bit larger and easier to read than the other. For versions 7.35 and later, the system administrator should turn this option on for all users. This gives the windowed version of the reports parameters.

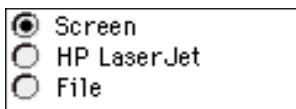


Each time the reports window is loaded, the list of reports must be regenerated. This can take a little time, especially if you have a slow network. By clicking the box *ON* as shown above, you can have your computer keep these lists in RAM once they've loaded for the first time (in each session). Thereafter, they will load much quicker when you open the reports window for those reports that you have already

loaded once in the current session. The downside is that this setting takes more RAM, so if you are running Qube ERP™ with a limited amount of memory, you would probably turn this function *OFF*.

Default destination for reports: ☒ Screen ☐ Printer ☐ File

The selection made on the preferences window determines which selection will be defaulted on the reports window as shown here:

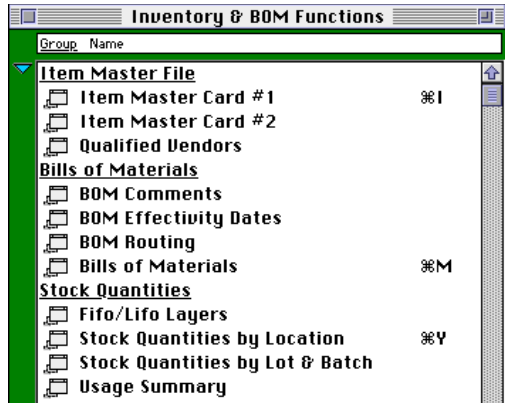


☒ Screen  
☐ HP LaserJet  
☐ File

If you normally want to look at them on the screen before printing, select *SCREEN*. If you normally print them directly to the printer, select *PRINTER*. You can even select *FILE*, if you normally dump the reports to a spreadsheet format. Note that this is only the default; the selection may be changed as the report is printed.

## Module Selection Display & Menus

The current Qube ERP™ design provides a method of selecting functions, called **Function Selection Lists**. An example of a detailed function list is shown here:



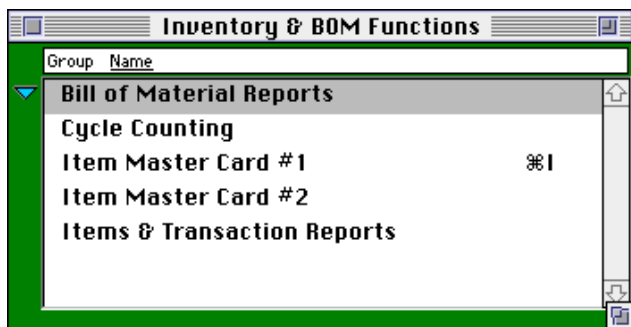
- ☒ Function descriptions are Black    ☐ Function descriptions are Green  
☐ Function descriptions are Red    ☐ Function descriptions are Blue  
☐ Function descriptions are Multi-colored

This applies to the function descriptions in the **Function Lists**. Using colors for the descriptions can make them easier to see and read for some users. Selecting black will cause the lists to be loaded most quickly, since colorizing takes some time. The longest time is required to colorize *MULTICOLORED*. This, again, is a matter of personal choice.

- ☒ Hide functions for which I have no viewing privileges (for shorter functions lists)

This choice allows the user to view more simplified lists of functions available in each module. For example, a user may have access to three of the windows in the inventory module. If the *HIDE FUNCTIONS* box is not activated, the user will see a long list of functions, most of which he or she cannot choose to access, as shown on the previous page. If, on the other hand, this selection is activated, the

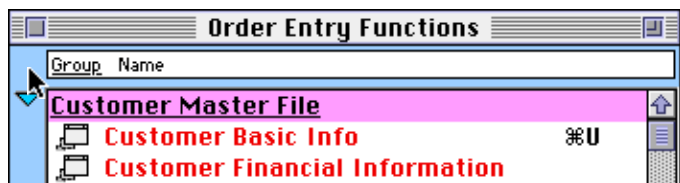
functions list would be much shorter and selections easier. An example is shown here:



**This choice is most effective when displaying lists by name (see below).** Note that if a user does not have access to one window in any set of windows, none of the windows in that set will be displayed as available to him. For example, the system administrator may have selected to disallow access to the bill of materials windows for a particular user. The bill of materials window includes three different windows (components, comments and effectivity dates). *All three* windows will display in the functions list if access is allowed for the bill of material function. *None* of the three will be displayed if access is not allowed for the bill of material function.

## Rebuilding Function Lists

There may still be occasions when the functions you expect to see do not show up on the function lists. You can rebuild lists individually by clicking an **invisible button** in the upper left corner of all of the function selection lists. This is just above the display button in the upper left corner of the window. On Windows this display button appears as a folder icon, on a Macintosh, it appears as a triangle:



If you click in the area just above this icon, as shown above, you can rebuild each list individually, without changing the display options in the **My Preferences** window.

## Save lists in RAM when closing long list windows

As with the reports lists, sometimes other lists can take a little time to load unless you have fast computers and networks. This time can be reduced dramatically by choosing this selection. Whenever you first load a list during a Qube ERP™ session, you will also be loading it in RAM. Then, when you need to return to the list later, it will already be loaded, and will appear much faster. As with reports lists, there is a memory penalty with this function, so only use it if you can allocate plenty of RAM to Omnis 7.

## Number of menus which may be installed on my screen

The Qube ERP™ design allows as many modules to be open as you like. This includes the function selection menus. This selection will determine how many of these menus can be opened at once and displayed in the Menu Bar. If you have a very large monitor, you may select four to six or more. If you are working on a smaller monitor, you will find that fewer menus may be mounted before they begin to “drop off” the edge of your screen and therefore become invisible. In these cases, it is best to limit the number to one or two.

## Default Display of Functions Lists:

- ☒ Summary List {Subtitles Only}    ☐ Alphabetical List + Command Keys {No Subtitles}  
☐ Detail List + Command Keys {Grouped with Subtitles}

Qube ERP™ allows you to display function selection lists in three different ways; subtitles only, subtitles and detail, and all detail in alphabetical order with no subheads. This selection allows you to determine the **default view** for each of these lists. If you turn on **Summary List {Subtitles Only}** and then double-click a subtitle in a function selection list, the list displays in the order that features were added to Qube, rather than in alphabetical order.

## Load BOMs automatically...

*{Checkbox}* When this box is *ON* (an *X* appears in it), the bill of material window will automatically load all of the items for each bill of material when a record which has a bill of material appears in it. Bills of material can often have many items, sometimes as many as several hundred. Therefore, this automatic loading function can often take up a lot of time. When you are scrolling through BOMs or just opening the window, having to wait for many records to load can be annoying. These users would wish to have this function turned *OFF*, and then load the BOMs manually by clicking the *<LOAD>* button. On the other hand, if you have relatively few items in your flat BOMs, loading them would be very fast, and having to click the *<LOAD>* button every time may be an annoyance. If you are operating under these circumstances, you should make sure this switch is *ON*. See [“Load Indented” on page BOM-8.](#)

## Executive Information Preferences

If you have purchased the optional, for-sale Executive Information module, you will need to identify preferences for it here.

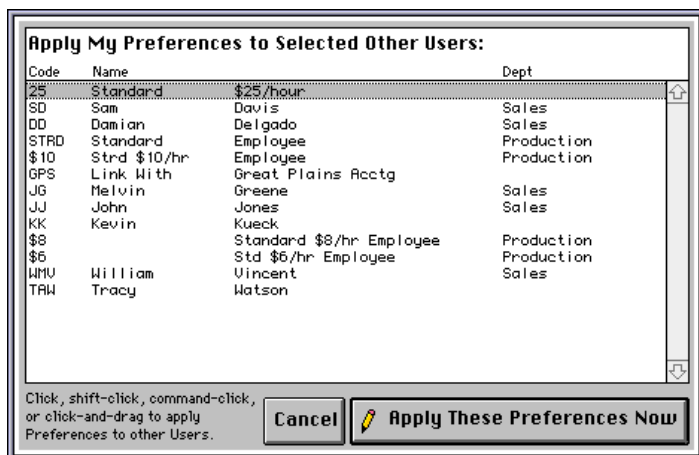
Display these lists on the Executive Information Window			
<input checked="" type="checkbox"/> Booked Orders	<input checked="" type="checkbox"/> Purchases	<input checked="" type="checkbox"/> Cash Flow	<input checked="" type="checkbox"/> Production
<input checked="" type="checkbox"/> Invoiced Sales	<input checked="" type="checkbox"/> Inventory	<input checked="" type="checkbox"/> Receivables & Payables	

For more information on the Executive Information module, see [“To set up and initialize the Executive Information Module” on page EIM-3.](#)



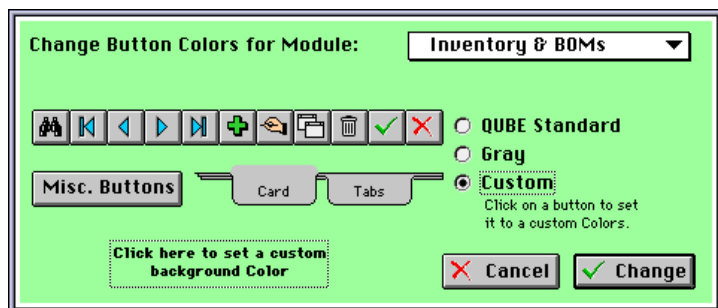
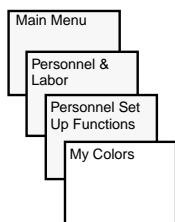
This function is designed to assist a **System Administrator** in setting up other users. The user access privileges list for the **Labor module** includes a selection to enable or disable this function for selected users. If the function is disabled for a selected user, the button

will not be displayed when the window is opened. Clicking on this button will display the following window:



All the system users will be displayed automatically. You can sort the users by clicking on the column heading upon which you wish to sort. Once you have the records sorted appropriately, select which users these preferences should be applied to. You may select multiple users by clicking, shift-clicking or click-dragging (for several contiguous users), and CTRL/Command-clicking (for several non-contiguous users). Once you have the users selected, click the button, **<APPLY THESE PREFERENCES>**. If you make a mistake, you may click **<CANCEL>** and start over.

## My Colors



This function allows you to customize the colors on your windows only.

You can select the *QUBE STANDARD*, all *GRAY* (a common standard in today's software) or *CUSTOM* colors (e.g., all *DELETE* buttons red, all *NEW* buttons green, etc.)



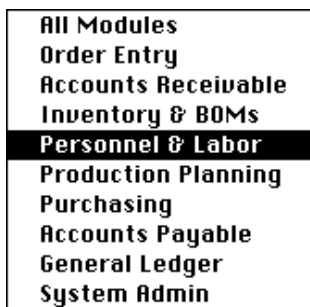
**The coloration will apply to each copy of the Qube ERP™ application or LBR, resident on each hard drive. When an update is delivered, the colorize function will have to be performed again.**

### • Apply a custom background color selection to one module at a time or to all modules

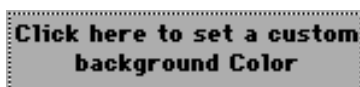
1. To select one module, click on the drop-down module menu and select the desired module.



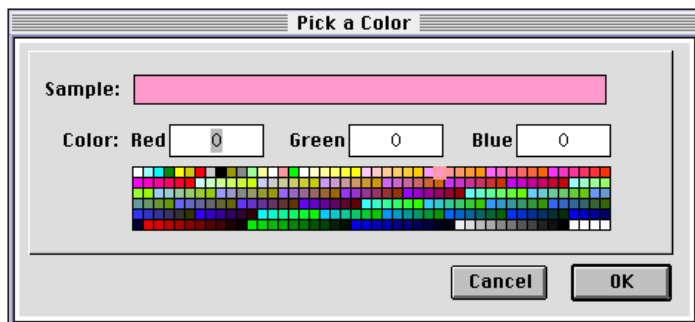
2. To select all modules, make sure that selection is highlighted in the drop-down menu.



3. Then click on the following selection:



4. The following window will appear.



5. Select the color you wish, and click <OK>.

You may do this for each background in each module.

- **Apply** *QUBE STANDARD* **or** *GRAY* **color selections to one module at a time or to all modules**

1. To select one module, click on the drop-down module menu and select the desired module.

2. To select all modules, make sure that selection is highlighted in the drop-down menu.

All Modules
Order Entry
Accounts Receivable
Inventory & BOMs
<b>Personnel &amp; Labor</b>
Production Planning
Purchasing
Accounts Payable
General Ledger
System Admin

3. Then select one of the following options.

<input checked="" type="radio"/>	Qube Standard
<input type="radio"/>	Gray
<input type="radio"/>	Custom
Click on a button to set it to a custom color.	



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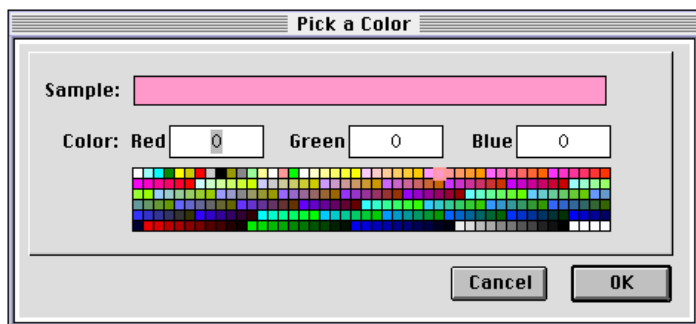
**Note:** The three radio buttons in the right-hand portion of the window will apply both button and background colors at the same time. Therefore, if you select *GRAY* and then click *<SAVE>*, both button colors and window backgrounds will be changed to gray for whichever module you have selected.

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- To colorize specific buttons and background colors in all or specific modules

1. Click radio button next to *CUSTOM*. Then click the button you wish to colorize. The following window will appear.



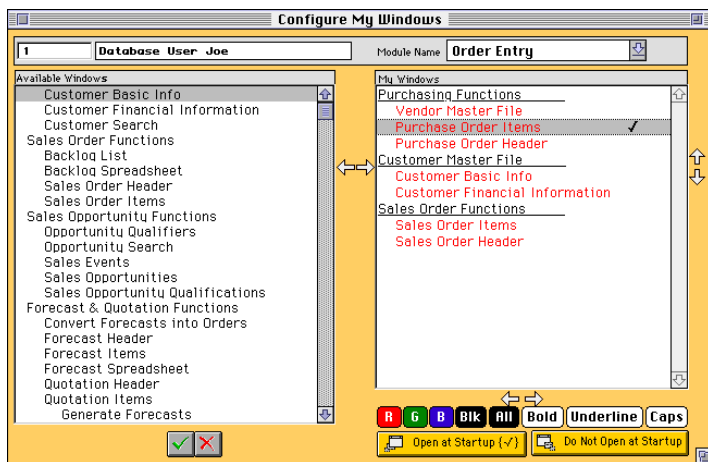
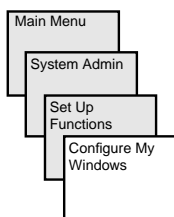
2. Select the color you wish, and click <OK>.

You may do this for each button in each module.

3. Click <CHANGE>.

The system will sweep through all of the windows selected and make the desired changes. This could take a little while.

## Configure My Windows



Qube ERP™ provides the ability for each user to create a customized window functions list which contains only those windows appropriate to that user. This enables each user to simplify an otherwise very complex system, which contains several hundred windows, by reducing that complexity to only those windows that are appropriate. The window used to define these windows is shown above and is found in the System Administration Functions. See [“Module Selection Display & Menus” on page SYS-75.](#)

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**Note: It is possible to configure Qube ERP™ to have multiple windows open at startup, but this may cause memory problems and is not recommended.**

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You may set up a “My Windows” set for yourself or for any other user in the system, if you have access privileges to this window. This allows the system administrator to set up a simplified system interface for each user, showing only those windows which are appropriate to each user.

This drop-down menu will select which module's functions will be displayed in the list on the left. If you have selected the

☒ Hide functions for which I have no viewing privileges

function on the user preferences window, only those functions to which this user has access will be displayed, as shown above.

## • To edit the user's set of windows.



1. Use the Find icon to locate the user.
2. Click the <EDIT> Button.
3. Use the Module Name drop menu to select the module in which you wish to work.



4. Use the arrows in the middle of the window to move the items back and forth between the two lists.

There are two types of items in the lists: headings and function selections. In the **Available Windows** list on the left you will be able to determine which is which; the function selections are indented under each heading. In cases where the user being edited does not have privileges to any item in a section, only the heading will appear; none of the function selection options will be displayed. Once headings and function selections are moved into the **My Windows** list on the right, however, they do not retain their indented characteristics, so be careful to keep an eye on them when they are moved.

Each item will move into the **My Windows** list directly under the item which is highlighted in that list, so it is a good idea to begin with those items you wish to have at the top.

If you wish to remove an item from the **My Windows** list, simply click the **left** button. Don't worry if the module from which the function originally came is not displayed; the system will replace it in the original list.



5. If you wish to move items up and down in the list, use the <UP> and <DOWN> arrows on the right side of the screen.

Again, you must highlight the item you wish to move before clicking the arrows.

6. Use the tools provided at the bottom and right of the My Windows list to assign attributes to each selected line.

You may colorize each line (red, green blue or black). Buttons are also provided which act as toggle switches to allow you to define each line as bold (or plain), underlined (or not) and all capital letters (or upper & lower case). The arrows (right, left and up, down) allow the user to change the relative position of each line on the list (up or down) and to change the relative position of each line (indenting under main headings).

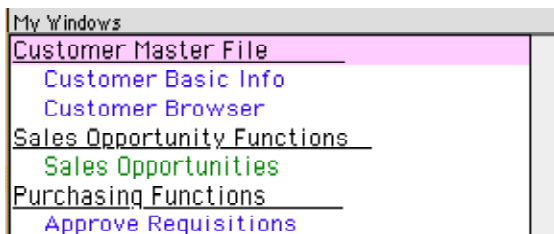


7. Select the window you wish to have open at startup.

This means that, when the user logs onto the Qube ERP™ system, the window which has been selected to open at startup will open immediately, thus setting the system up with the window the user most frequently accesses.

Be sure you do not set a title to Open at Startup; if you do, Qube cannot open and the Signon window will display repeatedly.

Customer Master File, Sales Opportunity Functions, and Purchasing Functions are all titles in the following example.



Those windows selected to *OPEN AT STARTUP* are flagged with a checkmark in the table.



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**Note:** It is possible to configure Qube ERP™ to have multiple windows open at startup, but this may cause memory problems and is not recommended.

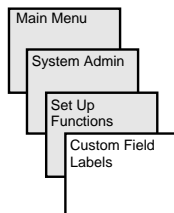
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## 8. Repeat these steps as necessary.

After you have selected the functions you wish from a specific module, you can use the **Module Name** drop down menu to select a different module, and then repeat the steps above. When finished, click the *SAVE* button.

## Custom Field Labels



Which Module		Which Choice	
<input type="radio"/> Item Master File		<input checked="" type="radio"/> Use Generic Labels	
<input type="radio"/> Vendor Master File + Purchasing		<input type="radio"/> Use Custom Labels	
<input checked="" type="radio"/> Customer Master File + Order Entry			

GENERIC	CUSTOM
Field Label	Field Label
Customer Type	Customer Type
Customer Type 2	Customer Type 2
Buyer	Buyer
Acct Mgr	Acct Mgr
Sales Rep	Sales Rep
Sale Type	Sale Type
Credit Card #	Credit Card #
Lead Source	Lead Source
Resale #	Resale #
Contract #	Contract #
User	

### Which Module

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. To see which fields may be customized for each module, click one of the *WHICH MODULE* buttons.

### Which Choice

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.

The **Custom Field Labels** dialog box is used to configure field labels for different modules. It contains two sections: **Which Module** and **Which Choice**.

**Which Module:**

- ☒ Item Master File
- ☐ Vendor Master File + Purchasing
- ☐ Customer Master File + Order Entry

**Which Choice:**

- ☒ Use Generic Labels
- ☐ Use Custom Labels

There is an **EDIT** button (hand icon) next to the **Use Custom Labels** option.

The dialog is divided into two columns: **GENERIC** and **CUSTOM**. Each column has a **Field Label** header and a list of field labels.

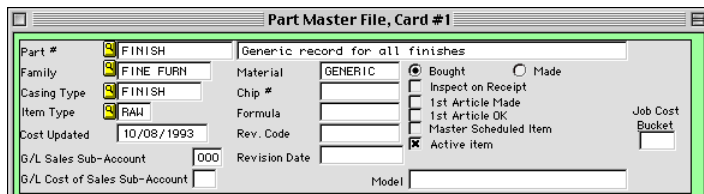
GENERIC	CUSTOM
Item Code	Part #
Group	Family
Sub-Group	Material
Option Class	Casing Type
Sub-Class	Chip #
Type	Item Type
Grade	Formula
Purchased	Bought
Fabricated	Made
Item	Part
Engineering Drawing Ref	Model
1st Article Produced	1st Article Made
1st Article Approved	1st Article OK
Revision Code	Rev. Code
Cross Reference	Internal Part #

Using custom field labels changes the **Item Master File** window from this:

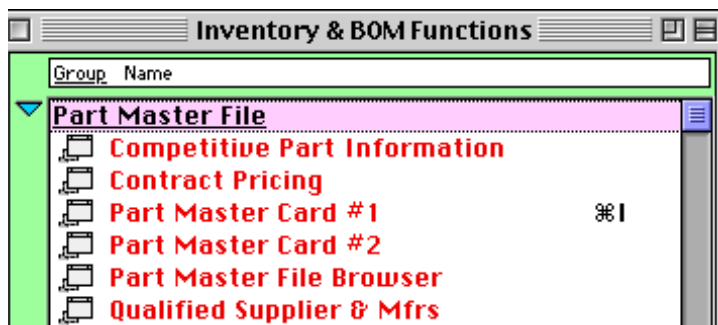
The **Item Master File, Card #1** window displays the configuration for a specific item. It includes the following fields:

- Item Code: FINISH
- Group: FINE FURN
- Option Class: FINISH
- Type: RAM
- Cost Updated: 10/08/1993
- G/L Sales Sub-Account: 000
- G/L Cost of Sales Sub-Account: [empty]
- Generic record for all finishes: [checked]
- Sub-Group: [empty]
- Sub-Class: [empty]
- Grade: [empty]
- Revision Code: [empty]
- Revision Date: [empty]
- Engineering Drawing Ref: [empty]
- Purchased: ☒ (Selected)
- Fabricated: ☐
- Master Scheduled Item: ☐
- Active Item: ☒
- Job Cost Bucket: [empty]

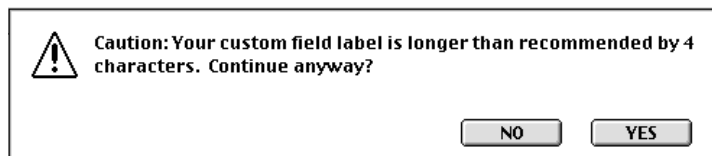
to this:



In addition, since the label “Item” was changed to “Part” and the term “Vendor” was changed to “Supplier”, all other references will also be changed:

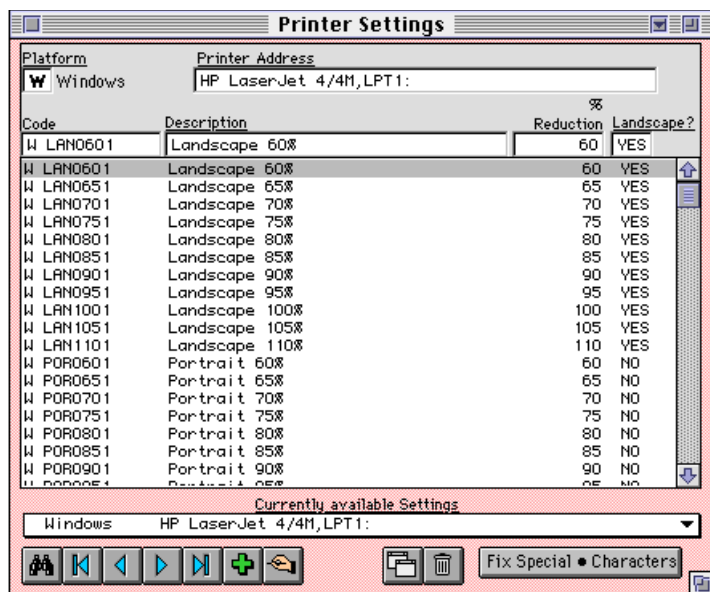
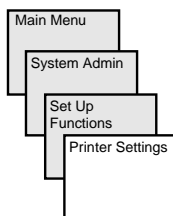


Note that the custom field values will allow up to 20 characters for most labels, but any given window or report may not accommodate such a long label. To ensure that your labels will always be displayed in full, it is best to keep your field labels to about the same length as the generic field label. Qube ERP™ will caution you if a field label is entered which may be too long, like this:

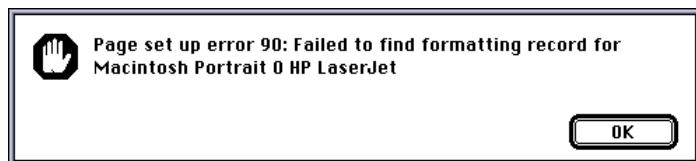


After you change from generic to custom labels or vice versa, you need to refresh your function lists before the changes will be displayed; see [“Rebuilding Function Lists” on page SYS-76](#).

## Printer Settings



Use this window to set up automatic page layout parameters for all your printers. If you don't complete this function, you will get the following error message each time you print a report.

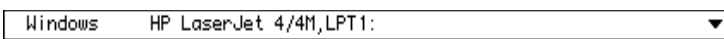


Printer settings will be different for Macintosh and Windows platforms. Therefore, if you use the same printer using a Mac and a PC, you will need separate sets of printer settings, one for each platform.

**Note:** Do not use the *EDIT* button to make changes to this window! Unpredictable results may occur. All changes to printer settings must be made using the Update Reports window; for more information, see [“Update Reports” on page SYS-142](#).

Qube ERP™ interfaces to OEM printer drivers installed on the workstation. Take note of the printer address; it contains the location of the printer (either network address or local address). If the printer is moved, the settings may be affected. If this happens, delete the setting and redo it with the new address.

The starter data file is provided with settings for several different printers, some for the Windows® operating system and some for the Mac OS™. You can see these choices by clicking on the popup list labeled **Currently Available Settings** at the bottom of the window.



This box will expand to display the currently available settings.

## • To set up your printer settings.

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**Be sure to have your default printer set up BEFORE logging into Qube ERP™. In Windows, if you change your default printer AFTER starting Qube ERP™, Qube ERP™ will not be aware of the change. You must open File from the menu bar and select Report Destination, then change the destination to Printer. Qube ERP™ will now use the new default printer.**

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You may set up a printer either by adding one using the <NEW> button, or by duplicating a previously saved printer using the <SAVE AS> button.

The easiest way to set up new settings is to use previously saved settings for another printer. In order to do this, follow these steps:

### 1. Make sure you have selected the printer for which you wish to configure drivers.

For Windows, select **File ->Report Destination ->Printer**, and select the printer from the list. For MacOS, select **Apple Menu ->Chooser**.

## 2. Select a similar printer from the *CURRENTLY AVAILABLE SETTINGS* in Qube ERP™.

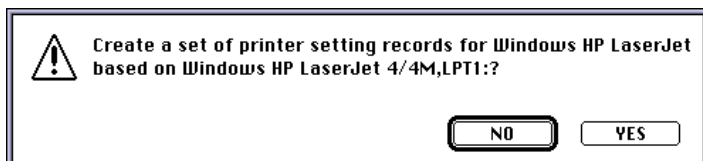
It is crucial that the platform matches the platform you are setting up; therefore if you are working on a Macintosh, select a set already created for the MacOS, and vice versa for Windows.

Windows	Apple LaserWriter II NT,LPT2:
Macintosh	LaserWriter
Macintosh	ImageWriter
Macintosh	StyleWriter I/II
Macintosh	LaserWriter 8.3.2
Windows	HP LaserJet 4/4M,LPT1:

## 3. Click the <SAVE AS> button.



Qube ERP™ will detect your currently selected printer and compare it to the current selection from the **Currently Available Settings** list. A dialog box will be displayed like this.



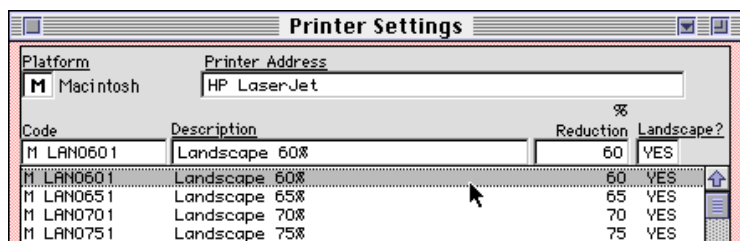
## 4. Click <YES>.

A new set of records will be created with the printer setup information copied from the other printer.

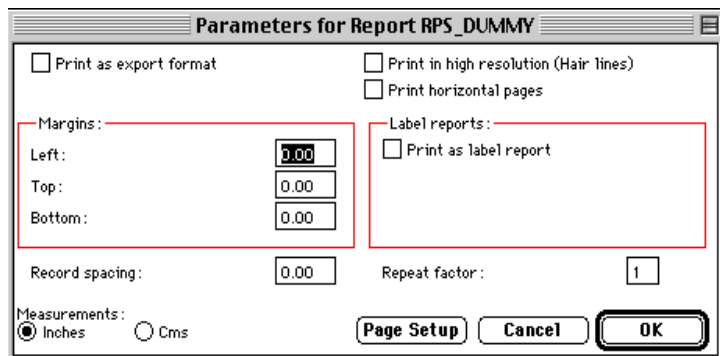
## 5. Close the window and reopen to make sure the settings are correct for the currently selected printer.

If the printer address is incorrect, select the newly created printer settings from the **Currently Available Settings** drop-down menu. There should be 22 lines displayed for most printers. These settings range from Landscape 60% to 110% and Portrait 60% to 110%.

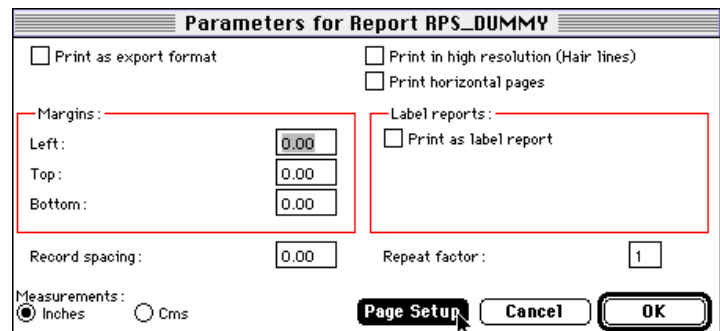
## 6. Double-click on the first line in the list.



The following window will be displayed.

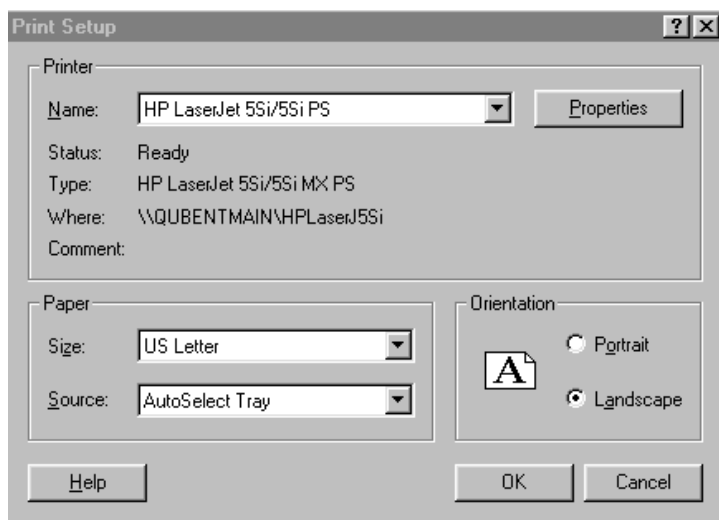
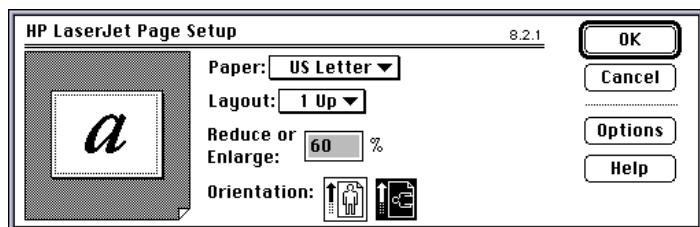


## 7. Now click the button labeled <PAGE SETUP>.



## 8. Set the reduction and orientation settings to match those on the line in the list.

In the following case, the line double-clicked on was *LANDSCAPE 60%*. Therefore the setting will need to be the same in the dialog box. Click <OK> and then click <OK> again. Then repeat this step for each line in the list. Once is enough for each printer; these settings are stored in your data file (so be sure to run this function on your real data file!).



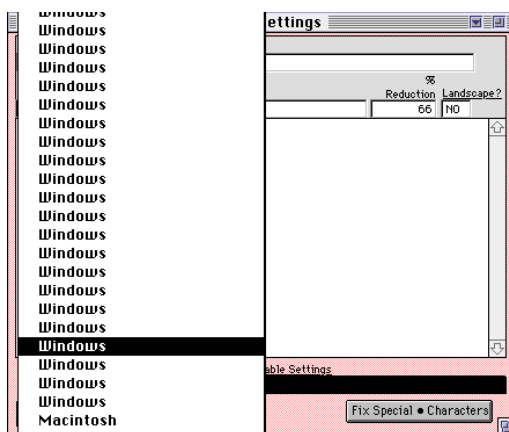
**Note:** The printer driver software you have installed on your computer will determine whether or not you can reduce and enlarge. If the dialog box does not offer reduction, you should install a more robust printer driver on your computer, or many of

the Qube ERP™ reports will not fit on the page. For Windows, you must use a PostScript printer driver. If you are using a Macintosh or PowerMac, in your printer dialog box make sure that you have set the paper size to Letter (Small).

## 9. Repeat steps 7 and 8 for all 22 settings; 11 landscape and 11 portrait.

### Resetting the data after updating your reports

In some rare cases the printer file can become corrupted after running the **Update Reports** function (covered elsewhere in this section). In these cases, the **Currently Available Settings** list can look something like this:



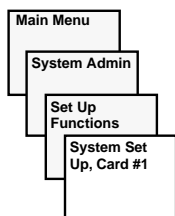
If you find that this happens to your data file, you can reset it by clicking the **Fix Special • Characters** button, and then closing and re-opening this window. This will cause the list and the printer settings to return to normal. Once you have run this procedure, reselect your printer drivers from the **Currently Available Settings** list.



## System Setup Cards

On these window cards you will be able to make selections which determine how Qube ERP™ will function for your company. There are four of these cards, plus the Great Plains Set Up card for those using GP Dynamics for their accounting. The choices include the following.

### System Set Up, Card #1 Window



System Set Up Card #1

**Company Identification**

Company Name: World Class Industries  
Street Address: 12345 Broadway  
City: Irvine  
State: CA Zip Code: 92650 Country: U.S.A.  
Phone Number: 714-550-5650 Fax: 714-551-1621 Manufacturer Code: 25523

**Custom Version Code**

Date Formatting: ☐ Use mm/dd/yy; Do NOT show the century ☐ Use dd/mm/yy; Do NOT show the century  
☒ Use mm/dd/CCyy; Show the century ☐ Use dd/mm/CCyy; Show the century  
06/20/2000

**Order Entry** ☒ Allow multiple shipments on Sales Order items.  
☒ Allow adding new Items to Item Master File during Order entry.  
Default Type for new Items: FWH  
☐ Allow Entry of Batches during Order Entry. ☐ Enter Orders Using Option Selection Window

**Sales Volume Discounts**

Percentages	2.0 %	3.0 %	4.0 %	0.0 %	0.0 %
Apply at	\$ 50000	\$ 100000	\$ 200000	\$ 0	\$ 0

Number of decimal places in sales orders, invoices + quotations is: 1

**Purchasing** Number of decimal places in purchase orders + requisitions is: 1

☒ Allow multiple shipments on Purchase Order items.  
☒ Allow adding new Items to Item Master File during PO entry.  
Default Item Type for new items: HAW  
☐ Allow Entry of Batches during PO entry.  
☒ Default Purchasing Cost from Qualified Vendor History ☐ Restrict POs to authorized amounts.  
☐ Disallow change to Vendor code after a PO has been printed.

Card 1 Card 2 Card 3 Card 4 N/A

### Company Identification

Your company name is preset in the data file; you are not permitted to edit the company name for security reasons. Enter your address and phone information as it should appear on report headings. This information will appear on **Sales Orders** exactly as it appears here. This information also is used to default to **System Set Up Card #4**. The **Country Code** also appears on the **Customer Basic Information** window.

## Manufacturer Code

Enter a default **Manufacturer Code** for your company in this field. This code forms part of the Universal Product Code (UPC) or Shipping Container Code (SCC). For more information, see [“Universal Product Codes/Shipping Container Codes” on page INV-94](#).

If you enter a code in this field, Qube requires that it be exactly 6 characters long. Since it is possible that the item being sold is manufactured as an OEM product for another manufacturer, this field value can be set separately for each item. This is done on the **Item Master File Card #2**, in a section reserved for UPS/SCC information. For more information, see [“Cross Reference” on page INV-34](#).

When an item is flagged as SCC, Qube will insert a leading zero onto the manufacturer code, making it 7 characters long, like this:

☐ UPC Coded    ☒ SCC Coded    ☐ None  
Manufacturer Code    0059668

When an item is flagged as UPC, Qube will default the manufacturer code to 6 characters (removing the leading zero inserted if the item had been previously set up as SCC):

☒ UPC Coded    ☐ SCC Coded    ☐ None  
Manufacturer Code    059668  
UPC Code                059668102120

## Custom Version Code

This code is assigned by Qube Connections, Inc., and is used in the system to cause special report formats and special procedures set up for your company to function for you without disturbing the normal operation of the system for other users.

## VAT Registration #

If you have purchased and initialized the **Global Commerce** module, this field will appear. Enter the VAT registration number.

## Date Formatting

The date formatting buttons allow you to select the date format you prefer. As you select a format, Qube ERP™ displays an example of the format applied to today's date, on the line below.

You may wish to start displaying a four-digit year. Users may interpret a date such as 4/15/02 as April 15, 1902, when in fact the date

is April 15, 2002 since all dates in Qube ERP™ are formatted to fall in the range of 1/1/1980 through 12/31/2079.

It is possible to enter any date as long as you enter the century portion. If you do not specifically enter the four-digit century, Qube ERP™ will assume that the date falls within the 1980 - 2079 date range and set it appropriately. QCI recommends using the century.

## Order Entry

### Allow multiple shipments on Sales Orders

Most users will want this function turned *ON*. Turning it *OFF* indicates that blanket sales orders will never be required. The advantage to this is that the system will operate somewhat faster without having to create the shipment records as part of order entry; however, you will lose the ability to split order line items into multiple shipments.

### Allow adding new items to Item Master File during Order entry

If you turn this *ON*, the system will allow the order entry people to add new items to the item master (inventory) file during the order entry process. The normal condition is *OFF* (empty box). *Consider all of the ramifications carefully before enabling this function!*

### Default item Type for new items

This field will allow you to set a default item type when entering the above items to the item master file from order entry. The possible selections are *FIN* (finished goods), *SUB* (subassemblies), *RAW* (raw materials), *EXP* (expense items), and *RES* (resale goods). Most manufacturing companies would enter *FIN* in this field.

### Allow entry of Batches during Order Entry

Normally users will have this box switched *OFF*. Companies using lots and batches, however, may want to turn this function *ON*. Turning this function *ON* will change the order entry window so that you can enter **Batches** and **Cancel Dates** on the order. You must have **Lot and Batch Tracking** to use this function. Discuss this with your qualified installer if you think you should turn it *ON*.

### Enter Orders Using Option Selection Window

If you intend to use the **Option Selection** feature of Qube ERP™, you must have this box turned to *ON*. This will present the **Sales Order Items** window with the **Options** fields. You must have pur-



chased the **Option Selection** module to use this function. If you have not purchased the Option Selection feature, turn this box *OFF*.

Sales Order  
Volume  
Discounts

Qube ERP™ offers several discount options when entering orders. You may choose to give specific customers discounts which are unrelated to volume or sales. You may price individual items for different types of customers and different quantity price breaks. And, you may set up automatically calculated volume discounts for each order. These discounts are based solely on the order size by dollar volume. (**Note: you may activate or deactivate these discounts on a customer by customer basis.**) For more information, see [“Customer Financial Info Window” on page OE-12](#).

In this area you set up the basic parameters of this last kind of discount. Note that there are two rows to be filled in. The top row shows the percentage of discount, and the bottom row determines the dollar volume (for each individual order) to apply it at. Therefore, if all orders of \$2500 or more have a discount of 2%, enter 2.0 into the first percentage field, and 2500 just below that, in the first **Apply at** field. It is important that two conventions be followed when entering volume discounts; the order for discounts and volumes from left to right goes lower to higher, and all fields must be filled in. This means that if you only have one discount, it should be set up in all the fields. If you have three discounts, the highest level discount and dollar volume is spread across all remaining fields. For example:

Sales Order Volume Discounts					
Percentages	2.0%	5.0%	10.0%	10.0%	10.0%
Apply at	\$ 2500	\$5000	\$ 10000	\$ 10000	\$ 10000

Number of  
decimal places in  
sales orders,  
invoices +  
quotations

You may select the number of decimal places for Qube ERP™ to use in the quantity field in sales orders, invoices, and quotations. Note that the number of decimal places is limited to three. For more information, see [“A Note About Decimal Places” on page SYS-103](#).

## Purchasing

### Number of decimal places in purchase orders + requisitions

You may select the number of decimal places for Qube ERP™ to use in the quantity field in sales orders, invoices, and quotations. Note that the number of decimal places is limited to three. For more information, see [“A Note About Decimal Places” on page SYS-103](#).

### Allow multiple shipments on Purchase Order Items?

This function is normally turned *ON* to allow entry of blanket purchase orders. If turned *OFF*, the system will work a little faster, but you will not be able to enter multiple releases on POs.

### Add new items to Item File during PO Entry?

This function is normally turned *ON*. This will allow your purchasing people to enter items to the item master file while entering POs, without having to exit the purchasing function, go to the item file, enter the item, and then resume entering the PO in progress. This is a real time saver, however, for greater control over your item master file, you may turn this feature *OFF*.

### Default item Type for new items

This field will allow you to set a default item type when entering the above items to the item master file from PO entry. The possible selections are *FIN* (finished goods), *SUB* (subassemblies), *RAW*, (raw materials), *EXP* (expense items), and *RES* (resale goods). Most manufacturing companies would enter *RAW* in this field.

### Allow entry of Batches during PO Entry




This function is obsolete and should be left in the *OFF* condition.

### Default Purchasing Cost from Qualified Vendor History?

This function is only available if you have purchased the **Vendor Performance Grading** module of Qube ERP™. Use this function to set up qualified vendors. When you create a PO, the default cost for the item will come from the last-paid cost to that vendor, if this function is turned *ON*. Otherwise, the normal purchasing cost is taken from the current cost of the item, found on the **Item Master File, Card #1** window. The normal condition of this function is *OFF*.

## Restrict POs to authorized amounts

The PO header window provides a field to authorize an amount for each PO. If you elect to click this box *ON*, POs will be restricted to the amount authorized in this field.

Entered by		1	Database User Joe
Approved by			
Pay Terms			
Default GL Account		1400-000/00	
Authorized \$		5000	Unused \$4335
Request by			

## Disallow change to vendor code

If you check this box, you will not be permitted to change a vendor code after a PO has been printed.

## A Note About Decimal Places

The Decimal Place option allows you to control the number of decimal places for Qube ERP™ to use in the quantity field in sales orders, invoices, quotations, purchase orders and requisitions. Note that the number of decimal places is limited to three. This limit is set because inventory transactions and stock quantities carry quantities in three decimal places and it would not make sense to allow entry of POs or sales orders in quantities which could not be properly recorded in the stock quantities or inventory transactions files.

## Entering and Saving Data

These settings are used to control the display and printing of the data. The actual data will be stored in Qube ERP™ in floating point format. For example, when entering the quantity ordered, you will find that the data entry field will accept any number of decimal places, regardless of the settings entered on the **System Set Up Card #1** window. However, when you exit the field, Qube ERP™ will round the number in response to the number of decimal places entered on the **System Set Up Card #1** window. For example, you would be able to enter a quantity of **100.23456**, but Qube ERP™ automatically rounds this number when you exit the field to **100.23**.

Because the rounding occurs at data entry (before it is saved to disk), the actual data saved to disk is in the exact number of decimal places entered on the **System Set Up Card #1** window. Since the data is saved in the number of decimal places selected at the time of entry, changing the decimal place selection mid-stream is unwise. Doing so will not, and should not, change historical data, since that would entail changing the extended value of orders, quotations, invoices, and POs after these documents have been sent to customers and vendors. Therefore, it is recommended that these settings be made only once.

## Printing Reports and Documents

Qube ERP™ formats all quantity fields according to the settings on the **System Set Up Card #1** window. For example, a setting of two decimal places on a sales report looks like this:

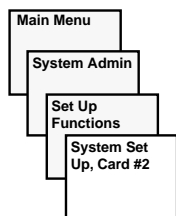
Total Qty <u>Ordered</u>	Qty This <u>Shpmt</u>	Qty Prior <u>Shpmts</u>	Qty Back- <u>Ordered</u>
100.23	0.00	0.00	100.23
200.57	117.00	0.00	83.57

Printing the same report using the same data but with a setting of zero decimal places produces this result:

Total Qty <u>Ordered</u>	Qty This <u>Shpmt</u>	Qty Prior <u>Shpmts</u>	Qty Back- <u>Ordered</u>
100	0	0	100
201	117	0	84



## System Set Up, Card #2 Window



System Set Up Card #2

Qube ERP™ Will Automatically Assign the Following...

☐ Vendor Codes ☒ PO Req. Numbers ☐ Sales Order Numbers ☐ Lot/Batch Numbers at PO Receiving  
☐ Employee Codes ☒ Customer Codes ☐ Calculate Customer Codes from Phone Numbers

Default Tax Rates #1 10.000 #2 0.000 Tax field labels #1 Tax #1 #2 Tax #2

☒ Include Shipping Charges in Sales Tax Computations ☒ Include value of Tax #1 when computing Tax #2

☐ Require P.O. # on Sales Orders

☐ Use Impact Printer to print checks with Top Check Stub & Pre-Printed Column Labels  
☐ Use Impact Printer to print checks with Top Check Stub, No Pre-Printed Column Labels  
☐ Use Impact Printer to print checks with Bottom Check Stub & Pre-Printed Column Labels  
☐ Use Impact Printer to print checks with Bottom Check Stub, No Pre-Printed Column Labels  
☒ Use LaserWriter to Print Checks with top & bottom check stubs

**Last Used Numbers**

Customer.....	10027	Sales Opportunity.....	700003	Option Set #	10
Sales Order.....	2129	Inventory Transaction...	86657	Lot/Batch #	3
Invoice.....	2210	Employee.....	100	Configuration #	141
Requisition.....	40113	Vendor.....	6007	Option Selection Rule #	19
Cash Transaction.....	51193	Journal Entry.....	92141	Pallet Number	6
Purchase Order.....	60197	Serial Number.....	500044	Bill of Lading #	38
Customer Return Order..	16	Item Code.....	11114	Engineering Change #	114
Forecast.....	10067	Quotation.....	20030		

☐ Enable receiving of non-compulsory Apple Events (for scripting)

Your Support Company

Phone numbers  email   
Fax  Hours

Card 1 Card 2 Card 3 Card 4 N/A

## The System Will Automatically Calculate the Following:

### Calculate Customer Numbers from Phone Numbers

### Default Tax Rate #1

If you wish, the system will calculate vendor codes, employee codes, purchase order numbers, customer codes, sales order numbers, and lot/batch numbers at PO receiving automatically. These will be assigned sequential numbers by the system, beginning with the numbers indicated below. Simply click the appropriate boxes *ON*. If you want to enter your own codes or numbers, click *OFF* whichever field is appropriate.

Some companies like to use a customer's phone number as the customer number. If you want this option, click this box and the *CUSTOMER CODES* box above *ON*. If you leave it *OFF*, the system will calculate the customer numbers sequentially, from the numbers in the **Last Used Numbers** section.

The standard Qube ERP™ system offers two different tax rates. The first one, **Tax Rate #1**, will be used as the default **Resale Tax Rate** when entering a new customer record. It may be overridden when entering the customer record, or when entering the individual sales orders. This is a straight sales tax. In Canada, this would be the PST.

## Default Tax Rate #2

**Tax Rate #2** functions as a value-added tax. This is a global tax rate, functioning in Canada as the GST. This tax rate becomes the default **Tax #2** on sales orders. It does not show up on the customer file. Like **Tax Rate #1**, you may override it on the sales order.

## Tax Field Labels

You may define the labels for **Tax #1** and **Tax #2**.

## Include Shipping Charges in Sales Tax?

Some tax areas require that sales tax include shipping amounts and others do not. This function gives you the capability to choose and applies to both A/R & A/P.



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**Note:** The system also offers an optional multi-zone sales tax accounting function. If you use this function, ignore these settings (see [“Multiple-Zone Sales Tax Accounting” on page TAX-6](#)).

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## Require P.O.# on Sales Orders

Click this box *ON* if you wish to require PO or charge card numbers on sales orders. If this function is activated, the system will give you the following message if the **PO #** field is left empty on the **Sales Order Header** window:

You have forgotten to enter a customer PO number.

OK

## Check Styles

If you use Qube ERP™ accounting, you can set the default printer settings for your checks in this area. Pick the style of check that you use in this section.

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**Note:** Laser-printed checks must have preprinted check numbers. Qube ERP™ will only print check numbers on the bottom stub. Deluxe Corporation has several styles that are compatible with Qube ERP™; for ordering information, call Deluxe at 1-800-328-0304 or visit their web site at [www.deluxe.com](http://www.deluxe.com). Specify that you need checks for Qube (with a “Q”) software.

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## Last Used Numbers

Qube ERP™ will use these numbers as a starting point for generating its own sequential numbers. These numbers can be reset at any time. Some records share files and should have separate ranges, with different setup and sequence numbers. Since different types of records use the same data file, there must be no overlap in the numbers used. Make sure that the ranges for Sales Order, Forecast, and Customer Return Order are widely separated. Purchase Orders and Requisitions also share files and should have widely separated ranges. Item Code and Employee code also share files and should have widely separated ranges; for example, Item Codes = 1000 and Employee Codes = 1.

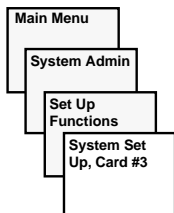
## Apple Events

This is a MacOS-based function only, and is only necessary when linking the Qube ERP™ system to other systems through **Apple Events**.

## Your Support Company

Enter information pertinent to your support company here, including phone number, fax number, email address, and hours of operation.

## System Set Up, Card #3 Window



**System Set Up Card #3**

**Inventory Price Defaults (% Times Cost)**

Price Column	1	2	3
150.0	125.0	100.0	

% Discount applied to Quantity #2: 10.0    Quantity #3: 15.0    Quantity #4: 20.0

☒ Relieve Inventory Upon Invoicing    ☐ Assembly transactions relieve inventory through all indented BOM levels

Default location to pull inventory when invoicing Non-Scheduled orders: 1

Default location to pull inventory when invoicing Scheduled orders: 30

Inventory General Stock Includes Stock Location 1 up to Location #: 50

☒ Define WIP by shop floor location    ☐ Define WIP by item type (SUB)

W.I.P. Inventory Begins at Stock Location Number: 50

Default "Pull From" location for Assemblies: 200    Default "Pull From" location for Raw Materials: 1

Default "Send to" location for Assemblies: 200    Default location for PO Receipts: 1

Default location for Receipts Requiring Inspections:

Stock Batch Label used in Batch Tracking shall be: Batch

☒ Associate Lots and Batches with specific Stock Locations

☒ Preselect Lot/Batch number of components when assembly transactions are created

☐ Allow automatic lot/batch splits for All Items

☐ Allow automatic lot/batch splits only on Selected items    ☒ Do NOT automatic lot/batch splits on any items

Default Item Type for new items: RAH    ☒ Allow adding new items to Item Master File during BOM entry

☒ Use FIFO for job cost evaluation    ☐ Use LIFO for job cost evaluation

Name & path of application used to store Inventory Drawings: Amazing Paint™    Document Suffix:

Code to Request Next Sequential Number: \*

Default Work Center Code: FINAL    Final Assembly

Normal Warranty Period on Shipped Merchandise is: 12 Months

☒ Require Unique Work Center Shop Floor Locations?    ☐ Allow Work Centers to share Shop Floor Locations

☐ Post Sales Using Item Master Sub Accounts

Card 1    Card 2    Card 3    Card 4    N/A

## Inventory Price Defaults

These numbers and percent discounts apply to the computation of default prices in **Item Master File, Card #1**. If your prices are based on cost and quantity levels, these will be useful in helping set up default prices. These fields will apply whenever you enter a new item in the item file, or edit an existing item. In order to see the results of these computations, however, it is necessary to <TAB> through or *CLICK* on each price field in the item file.

When you look at the item file, you will see that the pricing follows a 3x4 pricing matrix. The columns refer to customer type, and the rows refer to quantities purchased. Both axes in the grid are impor-

tant in determining pricing. The pricing matrix for the item file is shown here.

Default Selling Prices					
Quantity	Price	Quantity	Price	Quantity	Price
1	125.000	1	150.000	1	200.000
10	118.750	10	142.500	10	192.500
30	112.500	30	135.000	30	185.000
40	106.250	40	127.500	40	177.500

This section of the **System Set Up** window allows you to compute all 12 prices in the grid. The first row, **Price Column**, indicates the markup of the first price in each column. The above matrix pricing was calculated using this function, with the values set as shown here.

Inventory Price Defaults (% Times Cost)							
Price Column		1	125.0	2	150.0	3	200.0
% Discount on 1st Quantity		Qty #2	5.0	Qty #3	10.0	Qty #4	15.0

The item cost was set to \$100. The calculation for each item in the “Price Column” row is

$$\text{Item Cost} \times \text{Price Column Field} / 100$$

or  $100 \times 1.25$  for the first price in column 1, and  $100 \times 1.50$  for the first price in column 2, etc. These refer to the first price in each column.

The calculation for each of the remaining prices in the grid is determined by the second row in this section, and go as follows:

$$\text{Price \#1} \times (1 - \% \text{ Discount on 1st Quant} / 100)$$

or  $125 \times (1 - 0.05)$  for the second price in column 1, and  $125 \times (1 - 0.10)$  for the third price in column 1, etc.

## Relieve Inventory Upon Invoicing

In most businesses, the invoicing of an order implies the shipment of the goods. It is therefore useful to have the system tie these two events together automatically. Since this is not always the case, a choice is given here. For example, some businesses deliver the product and complete the assembly on site prior to invoicing. In order to have the system automatically relieve inventory items when invoices are generated, click this function *ON*.

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**Note that this flag is only used in Invoicing. It is not used in the BOM/Assembly process.**

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If you leave this function clicked *OFF*, in Version 7.36 you can separate invoicing from shipping and track those conditions. For more information, see [“Ship Select Orders” on page AR-26](#).

## **Assembly transactions relieve inventory through all indented BOM levels**

Most businesses will enter leave this selection turned *OFF*. If you make subassemblies to stock, you must leave it off. If it is turned off, the system will allow you to reference the assembly of both finished goods and subassemblies, thereby allowing you to track every step in the production process.

If, on the other hand, you are a company which never stops the manufacture of an item midway (e.g., a food manufacturer), you will find it useful to turn this selection *ON* and allow a single assembly transaction to backflush all assemblies through all levels of BOM indentation. If you turn this on, the system will limit you so you can reference only top level goods on the assembly transactions (to avoid double counting).

For example, item A may have a BOM consisting of 2 units of B plus 3 units of C. Creating an assembly transaction 1 level deep for 1 unit of item A will increase stock by 1 level of item A and reduce stock by 2 units of B and 3 units of C. If you select to relieve inventory through all BOM levels, the same transaction would add one unit of item A and relieve all indented components required to make 2 units of item B plus all indented components required to make 3 units of item C. Obviously, this will make a difference only if your BOM structure is indented (i.e., uses subassemblies as components within the BOMs of other assemblies). In this example, there would be a difference only if either item B or item C had its own bill of material.



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**Note:** You can set this function to work on an item by item basis by leaving this function *OFF* and creating *Phantom Assemblies* (see [“Phantom Assembly” on page INV-38](#)).

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## Default Location to Pull Inventory When Invoicing Non-Scheduled Orders

If you do decide to have the system automatically relieve inventory on invoicing, the system needs to know which location to relieve it from. Qube ERP™ allows for 99,999 different inventory locations.

Two types of orders may be referenced when relieving inventory: those which are scheduled, or make to order, and those which are non-scheduled, or make to stock. This location deals with those that are non-scheduled. Enter into this field the location number from which you wish to relieve inventory for non-scheduled orders. For most companies this will be shipping and receiving, or location 1.

## Default Location to Pull Inventory When Invoicing Scheduled Orders

The second type of order which might be invoiced are scheduled orders. These would probably be make to order, since make to stock orders would generally be pulled from the stock room inventory. In the cases of make to order or scheduled orders, you might wish to relieve inventory directly from the work center location where they finish the manufacturing process. This can reduce the number of inventory transactions required to close them out. In these cases, you would enter the final manufacturing location in this field.

## Inventory General Stock Includes Stock Location #1 through Location #

General stock and non-general stock locations are important for the production scheduling functions of the system. If you are not using production scheduling, you do not need to worry about this field. If you are, it is very important that you understand the impact of this field, as it will impact your inventory and MRP levels.

Stated simply, inventory in general stock locations is available for scheduling and inventory in non-general stock locations is not. It might be easier, then, to think of general stock as unallocated stock, and non-general stock as allocated stock. How does this impact

scheduling? Because scheduling is a time-sensitive function, it is not enough simply to allocate stock when the schedule is run, rather it is necessary to allocate stock when it is actually being used up. The way you do this in Qube ERP™ is by making sure it is in an inventory location that is non-general stock. Therefore, if you define your general stock locations to encompass, say 1-100, any stock in locations 101 and above would be invisible to production scheduling, and new demand would be created for any needed item residing in these locations. Note: this applies only to new demand. You would not create more demand for the production orders which were originally requiring the stock in question! If, on the other hand, the inventory item was sitting in any location between 1 and 100, scheduling would see it as available and use it up, *even if it had originally been built for another job.*

## Flexible Schedules

Either scenario is perfectly legitimate and each are often the preferred choice for different companies. Some companies, for example, have very dynamic production demands, and as new orders come in and old orders fall out, they want stock to be used up in the most efficient way possible. These companies would likely want to reallocate stock each time an MRP run is conducted, and so would set their work centers in general stock locations. Then, any work centers assigned to these general stock location will contain inventory which can be reallocated any time production scheduling is run. In this arrangement, if a new job comes along and has priority over the original job, the new job will use the existing stock, and the original job will create a new requirement to build or buy more.

## More Rigid Schedules

Other companies might have very specialized or rigid demand, and once an item is allocated to a job, they would not want it used elsewhere. These companies would want their work centers located in non-general stock locations, so each time a new production demand for an item was generated, the system would plan to make or buy



new stock, rather than use up stock which is already allocated to a job.

## **Combination Schedules**

Other companies may wish to use a combination of the two. These might often be job shops or companies who do build to order manufacturing. Often they will build up standard components to a certain level (which could be interchangeable parts). These parts might be dynamic and flow from job to job. At some point, however, these parts might take on certain characteristics, whether physical or temporal, at which point they must be allocated to the original job and not shift around. This then, would simply be a matter of assigning the work centers for the former to general stock locations, and the work centers for the latter to non-general stock locations.

Once you have made the determination of which way you want to go, you would set up your general stock location parameters by entering a number in this field. Once you have entered that number, all locations equal to or less than it will be considered to be in general stock, and all work centers or inventory locations greater than that would be in non-general stock.

## **Planning vs. Production**

All of these considerations are, by the way, merely for planning purposes, and automatic scheduling at that. It is possible to manually plan for and use up stock in the assembly transaction function from any location for any job, whether it is in general stock or not. The only difference is that it requires human intelligence to make the distinction; production scheduling will not automatically be able to see and use something unless it is in general stock.

## **WIP and General Stock**

While they may overlap, WIP and general stock issues are independent of each other. WIP is a GL function, and general stock is a planning function. It is entirely possible that you may have some or all of

your work centers in general stock locations. Therefore, you would most likely want these locations to be considered in WIP.

## Define WIP by Shop Floor Location/Item Type (SUB)

### Stock Quarantine Areas

It is often desirable to set up areas which are not in general stock and not in WIP. These might be incoming inspection areas, obsolete stock holding, or reject staging areas, etc. In order to do this, you would make sure that a gap exists between WIP and general stock. Since you can set general stock to range from 1–?, and WIP goes from ?–up, this is a simple thing to do. You might set general stock to locations 1-100, and set WIP to begin at location 200. This would mean locations 101-199 would be available for quarantine. The down side to this is that you lose the ability to include general stock work centers in WIP. To overcome that, you might use the

#### Define WIP by item type (SUB)

capability of the system or run stock by location reports at the end of the month and make a journal entry to adjust your GL.

This selection will determine whether you wish to relieve inventory more than one level deep, or backflush. If you choose this option, all inventory transactions will relieve inventory all the way down to the bottom level of the bill of materials. This means that if you have a BOM which is indented four levels, all four levels will be relieved. Note: This is a system-wide choice. Either all items are backflushed, or none are.

Use this selection to determine how you will define WIP (work in process). In Qube ERP™, WIP is an accounting function only. All inventory in WIP will be reflected as such on the balance sheet and in the GL. Most companies wish to define WIP by shop floor location, and so choose the first selection. If you select this function, all inventory items, regardless of type (RAW, FIN, SUB, RES), will be considered by the system to be in WIP. Some companies, however, (usually job shops who tend to bring components and labor into a

stationary bay), may prefer to define WIP as all subassemblies in stock. In this case, you would choose the second selection, and only subassemblies (item type SUB) will be included in WIP, regardless of which location they are in.



## WIP Inventory Begins at Stock Location Number...

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**It is very important that you determine which way you wish to go at the outset. Changing this selection after items are posted to WIP could cause a great deal of confusion in the GL.**

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If you choose to define WIP by location, you will need to tell the system which location WIP begins at. All inventory which resides in a location which is equal to or greater than the location number entered here will be considered by the system to be in WIP, and will be so reflected on the balance sheet and in the GL. By the same token, all transactions referencing these same locations (whether into or out of them) will be considered WIP transactions and included in the WIP Inventory transactions reports.



## Default “Pull From” & “Send To” Locations for Raw Materials and Assemblies

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**It is important that you determine which location you wish to choose at the outset. Changing this selection after items are posted to WIP could cause a great deal of confusion in the GL.**

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Normally Qube ERP™ will pull all material components for an assembly, whether raw materials or other subassemblies, from the work center referenced in the assembly's BOM. This can be both beneficial and cumbersome; it can allow more accuracy in the tracking of parts through the manufacturing process, but it also creates more data entry requirements. If you wish to simplify material flow, you can do so by assigning specific stock locations from which to pull raw materials and subassemblies, and send completed assemblies, using these fields. If the system finds a value in any of these fields, it will automatically pull from the location specified, overriding the values found in the BOMs. See [“Simplified Control of Inventory Movement” on page INV-149.](#)

Note: The system will still honor capacity and operational flow through the BOM and routing work centers, and simply pull the component materials from the stock locations specified in these fields. An example of this type of setup might be this:

Default "Pull From" location for Assemblies	200	Default "Pull From" location for Raw Materials	1
Default "Send to" location for Assemblies	200	Default location for PO Receipts	1
		Default location for Receipts Requiring Inspections	550

In this example, assume location 1 is the stock room and location 200 is the shop floor, with several work centers in it. All assemblies will be pulled from and returned to location 200 (flowing around the shop floor from work center to work center), and all raw materials would be pulled from location 1 (the stock room). This will allow you to reduce the amount of data entry required, eliminating such things as kitting BOMs, etc.

## Default Location for PO Receipts

In the same way that you need to know the location from which to relieve inventory when invoicing, you must also let the system know which location incoming inventory should go to. This is where you would enter this number, and this also is most often the shipping and receiving area, or location 1. This number may be overridden during the PO receipt process.

## Default Location for Receipts Requiring Inspections

Items in the Item Master File may be flagged as requiring inspection on receipt. You may choose to have these items use a separate default location; enter the location number in this field. Defaulting this value helps the PO receiving clerk send items requiring inspection to the appropriate locations.

## Lot & Batch Setup Functions

This section applies only to users who have purchased the Lot & Batch functionality in the system. For information on how to use these functions, see [“System Set Up, Card #3” on page LBS-3.](#)

## Default Item Type for New Items

This field will allow you to set a default item type when entering the below items to the item master file from BOM entry. The possible selections are FIN (finished goods), SUB (subassemblies), RAW

(raw materials), EXP (expense items), and RES (resale goods). Most manufacturing companies would enter **RAW** in this field.

## Allow Adding New Items to Item Master File During BOM Entry

This function allows design and engineering personnel to add new items to the item master (inventory) file during the BOM entry process. The advantage is that they will not need to exit a BOM, go to the item file, enter an item, and return to a BOM if an item they need is not already in the item file. This is especially useful for design and build to order manufacturing environments. The disadvantage is that you lose control over your item file. Most companies do not activate this function, especially those with more stable product lines, and build-to-stock manufacturers. You may wish to activate this function at the beginning, when you are just setting up your BOMs and item records, and then remove it later on when you wish to restrict this type of entry.

## Use Fifo or Lifo for Job Cost Evaluation

You will be allowed to select either of these boxes only if the Fifo/Lifo feature has been enabled in your data file. These functions deal with job cost only, as all GL functions are using the fixed standard cost basis. If you wish to use FIFO for your job cost reports, activate that radio button. If you wish to use LIFO, select that one.

## Name of application used to store Inventory Drawings

If you wish to store drawings or technical data for your items, you must place a draw, paint, word processing or CAD application inside a folder or directory called **DRAWINGS** in the directory or folder in which your data file resides. Then, enter the exact file name of the application in this field. If there is a file whose file name exactly matches the **Item Code** of the item open in the **Item Master File, Card #1** window inside this **Drawings** folder or directory, this file will be opened each time you click the button, **<OPEN DRAWING>**. On a Windows-based PC, the path would look like this:



Default Item Type for new items	RAW	<input checked="" type="checkbox"/> Allow adding new items to Item Master File during BOM entry
<input checked="" type="radio"/> Use FIFO for job cost evaluation	<input type="radio"/> Use LIFO for job cost evaluation	
Name & path of application used to store inventory Drawings	C:\PROGRAM FILES\ADOBE\ACROBAT 4.0\READER	Document Suffix
		PDF

On a Macintosh, the path would look like this:

Default Item Type for new items	RAH	<input checked="" type="checkbox"/> Allow adding new items to Item Master File during BOM entry
<input checked="" type="radio"/> Use FIFO for job cost evaluation		<input type="radio"/> Use LIFO for job cost evaluation
Name & path of application used to store Inventory Drawings	Macintosh HD:Acrobat Reader 4.0:Acrobat Reader	Document Suffix
		pdf

## Code to Request Next Sequential Number

When you want the system to assign the next sequential Item Code number when entering a new item, insert this code into the item code field, and the system will automatically pull the next number in sequence as reflected in **System Set Up, Card #2**. For example, if you enter an asterisk into this field, and then enter an asterisk in the item code field when entering a new item on the fly in a BOM, the system will automatically enter an item code in this field based on the last item code found in the **System Set Up, Card #2**. This can be a very powerful feature if managed correctly. In this example, if the engineer finds no reference to a part necessary to complete an assembly, a simple asterisk in the item code field will allow the process to continue without interruption. The engineer can complete the BOM designing process, entering the information at hand right in the BOM. Then, later, the purchasing or materials manager can run a report of recently entered items. This report can be reviewed, parts can be checked, ordered, received, inventoried and used up, because they have unique item codes. Then, at the appropriate time, part numbers can be audited by appropriate personnel, and changed if necessary. The system will check all references to the part, on BOMs, POs, inventory transactions, work orders, and anywhere else they occur, and change them to the new part numbers automatically.

## Default Work Center

The work center designated in this field will be selected any time Production Scheduling is run on an item whose BOM does not include a work center or routing. A handy designation for this field might be a work center entitled, No Work Center Specified.

## Normal Warranty Period on Shipped Merchandise

The system allows the tracking of serialized items and provides for the return of these items. At the same time, it will calculate warranty periods based on the number entered here. The system will compute the time between the shipment of the item and its return and default

the choice as to whether repairs should be billed to the customer based on a comparison of this time with the normal warranty period entered here. These defaults can, of course, be overridden in the return order entry process.

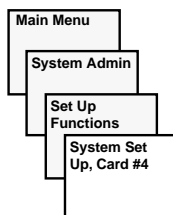
## Unique/Shared Shop Floor Locations


You may require unique stock locations for each work center, or allow several work centers to share a location, as shown in the example above. If you are using the simplified material flow model in the above example, you should allow work centers to share locations.

## Post Sales Using Item Master Sub Accounts

Check this box if you wish to post sales using item master sub accounts. Now when you generate an invoice header, the corresponding **Post Sales Using Item Master Sub Accounts** box will default to **on**. You can now point your invoice header to a general ledger sub account without changing the way your sales are posted. For more information, also see [“GL Cost of Sales Subaccount” on page INV-17](#).

## System Set Up, Card #4 Window



System Set Up Card #4			
<b>Default Ship-To Address</b>		World Class Industries	
Street address	12345 Broadway		
City	Irvine		
State/Province	California	ZIP/Postal Code	92658 U.S.A.
Phone number		Fax	
<b>On-Line Documentation</b>			
Application Name + Path			
Document Name + Path			
Home Currency Symbol	\$	Currency Name (Singular)	Dollar
		Currency Name (Plural)	Dollars
		Secondary Currency Name	Cents
		Std unit of weight is	Lbs
Character Portion of Invoice Number		<input checked="" type="radio"/> Character String is a Prefix <input type="radio"/> Character String is a Suffix	
<b>Company Logo</b>			
Logo Includes Company Name <input checked="" type="checkbox"/>			
Logo Includes the Address <input type="checkbox"/>			
 Card 1 Card 2 Card 3 Card 4 N/A			

Use this window to enter your default ship-to address for purchase orders, your path for online documentation, currency information, alpha prefixes or suffixes for invoice numbers, and logo information for printing on documents.

## Default Ship-to Address

When you first enter your default ship-to address on **System Set Up Card #1** it is also included here. However, you may make changes to the default ship-to address here on card #4 that you cannot make on card #1; i.e., if you wish to have a different division name appear in the ship-to section, only on your purchase order, you may change it here. The purchase order shows information exactly as entered here, including the phone and fax numbers, where the sales order shows the information entered on card #1.

## On-Line Documentation

When you enter the paths for the online documentation, use the double slash universal naming convention; i.e., \\QUBENTMAIN. On Macintosh, the path looks like this:

On-Line Documentation	
Application Name + Path	Macintosh HD:Applications:Acrobat Reader 4.0:Acrobat Reader 4.0
Document Name + Path	Macintosh HD:QubeDocs:index.pdf



On a Windows-based PC, the path looks like this:

<u>On-Line Documentation</u>	
Application Name + Path	C:\Program Files\Adobe\Acrobat 4.0\Reader\AcroRd32.exe
Document Name + Path	F:\QubeData\Online_Docs\index.pdf

## Currency

Enter pertinent currency information, including your home currency symbol, the singular and plural names of this currency, a secondary currency name, and a standard unit of weight.

## Character Portion of Invoice Number

Companies that have multiple sites generating invoices may wish to add a prefix or suffix to the invoice number. (Note, though, that if you use a prefix, the file list for printing will be sorted in alphabetical order, which will make selecting invoices numbers more difficult.)

If you wish to incorporate an alpha string as a prefix or suffix when Qube generates invoice numbers, you can enter the character portion here. To use this feature, enter a character string that is no more than four characters long, then indicate whether to use the character string as a prefix or suffix. If you want the character portion separated from the numeric portion of the invoice number with a dash or slash, you must include that separator in the character string:

Character Portion of Invoice Number	<input type="text" value="A-"/>	<input checked="" type="radio"/> Character String is a Prefix
		<input type="radio"/> Character String is a Suffix

New invoices generated after having made this setup change will incorporate the string as you indicated.

## Company Logo

You may enter company logo, name, and address information here to be printed on sales orders, packing lists, purchase orders, and sales invoices. Edit the window and paste the logo in the available space.

<u>Company Logo</u>	
Logo Includes Company Name	<input checked="" type="checkbox"/>
Logo Includes the Address	<input type="checkbox"/>

The logo will automatically appear on the four documents. The two checkboxes tell Qube whether to print the company name and ad-

dress 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.**

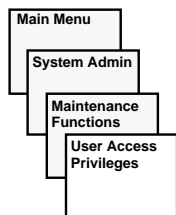
---

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## Great Plains

If you are a Great Plains user, you may click the Great Plains tab to access Dynamics setup. For more information, see [“System Setup - Great Plains Links Window” on page GPA-6](#).

## System Security



Function	View	Add	Edit or Delete	Print
<b>User Access Privileges</b>				
Customers Information	YES	YES	YES	YES
Sales Orders	YES	YES	YES	YES
Sales Order Preferences	YES	YES	YES	YES
Sales Type Codes	YES	YES	YES	YES
Sales Opportunities	YES	YES	YES	YES
Sales Events	YES	YES	YES	YES
Qualifier Descriptions	YES	YES	YES	YES
Sales Forecasts	YES	YES	YES	YES
Generate Forecasts	YES	YES	YES	YES
Convert Forecasts into Sales Orders	YES	YES	YES	YES
Quotations	YES	YES	YES	YES
Contract Pricing	YES	YES	YES	YES
Available to Promise	YES	YES	YES	YES
Serial Numbered Returns	YES	YES	YES	YES
Customer Types	YES	YES	YES	YES
Tax Codes	YES	YES	YES	YES
Backlog List (Prepare Orders to Invoice)	YES	YES	YES	YES
Serial Numbers to Shipments	YES	YES	YES	YES
Opportunity Qualifiers	YES	YES	YES	YES

## User Access Privileges

The Qube ERP™ system is delivered with one user already set up. This user, User #1, has access privileges to the entire system, including this function. You may use this to set up additional users; be sure to restart Qube ERP™ after making any updates.

Any user who has access privileges to this function may enable any other user to use any part of the system, so only give those users who absolutely need it access to this function.

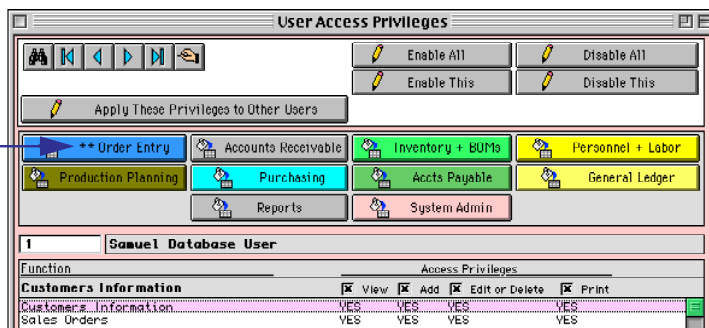


**Careful! You do not want to log on to the system with the only user which has access privileges to the User Access Privileges function, and disable this user's access to this function. If you do, you will lose all ability to control user access privileges for all users in the system!**

QCI recommends that you set up a second user ID that has full access privileges to be used in case of emergency. Use the electronic signature feature on this user and on User #1.

In Version 7.36 and later, the **User Access Privileges** window displays a double asterisk on the module being modified.

A double asterisk—  
shows which module  
is being modified.



In order for a user to be granted access privileges, there must first be a user record entered into the system to grant privileges to. This is done by going to the **Personnel & Labor** module, and entering a record into the **Personnel Basic Info** window (see [“Personnel Basic Information” on page LAB-18](#)). **Note: When a new user record is created, the access privileges are automatically set to null; i.e., initially the user has no access privileges and these must be set up using the User Access Privileges function.**

To move from access privileges for one module to those of another module, click on the module buttons on the top of the window:



Once a user record is displayed, you may do the following things:

To enable all functions within the entire system for one user, click **<ENABLE ALL>**.

To disable all functions within the entire system for one user, click **<DISABLE ALL>**.

To enable all functions for one module for one user, click *<ENABLE THIS>*.

To disable all functions for one module for one user, click *<DISABLE THIS>*.



☒ View ☒ Add ☒ Edit or Delete ☒ Print

To enable or disable specific functions within a module, click *<EDIT IT>*, and then click on the line in the list for which you wish to enable or disable functions. Then, click on the *<VIEW>*, *<ADD>*, *<EDIT OR DELETE>*, or *<PRINT>* check boxes at the top of the window. Note that as you click the box *ON* (contains an X), the corresponding YES/NO in the list changes to YES. Conversely, as you click a box *OFF*, the YES/NO in the list changes to a NO.

Function	Access Privileges			
	<input checked="" type="checkbox"/> View	<input checked="" type="checkbox"/> Add	<input type="checkbox"/> Edit or Delete	<input type="checkbox"/> Print
Customers Information	YES	NO	NO	NO
Sales Orders	YES	YES	YES	YES
Sales Order Preferences	YES	YES	YES	YES

## Editing Access Privileges for Selected Functions

The functions which you are impacting are as follows:

**View:** If a user attempts to view a window but does not have access privileges, the following message will display:

Sorry. You do not have access to this function.

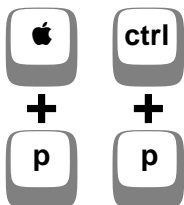
OK



**Add:** A user may view, edit, or delete a record, but not be able to add a new one. This function disables and enables just the add command. This button may not appear if the privilege is turned off.

**Edit or Delete:** In some cases, you may want users to be able to view, add, and print records, but not to edit or delete them. In this case, you would disable just this function. This button may not appear if the privilege is turned off.

Mac OS Windows



**Print:** This refers to the <CTRL/COMMAND-P> (print this record) function which is present for many of the windows. For instance, when you are looking at a sales order, you can print that sales order simply by pressing <CTRL/COMMAND-P>. Disabling this box will prevent that for whichever window you are referring to.

The ☒ **Print** function does not impact the printing of reports as accessed through the **Reports Menu**. In order to disable the printing of reports through the **Reports Menu**, you must select **Reports** by clicking on the <REPORTS> button (shown next), and then enable or disable whichever reports are appropriate. The best way to disable any of the report items is to use the <ENABLE SELECTED> and <DISABLE SELECTED> buttons shown next.



Disabling *DO IT YOURSELF REPORTS* disables all designing and printing of **Ad Hoc Reports** for this user. To disable specific data in ad hoc reporting, you must use the **Omnis 7 password protection** covered elsewhere in this manual (see [“Access Privileges for Ad Hoc Reports” on page SYS-130](#)).

Function	Access Privileges
<b>Opportunity Reports</b>	<input checked="" type="checkbox"/> Print
Opportunity Reports	YES
Customer Reports	YES
Booked Order Reports	YES
Invoiced Sales Reports	YES
Receivables Reports	YES
Inventory Reports	YES
BOM Reports	YES
Labor Reports	YES
MRP Reports	YES
Purchasing Reports	YES
Payables Reports	YES
General Ledger Reports	YES
Do It Yourself Reports	YES



These buttons provide a quick and easy way to modify privileges for individual functions. These buttons appear only after clicking the **<EDIT>** button. Then, you can select one or more items in the list, and click these buttons. To select contiguous items in the list, **SHIFT-CLICK** or **CLICK-DRAG** the series of items you wish to include. To select noncontiguous items in the list, **CTRL/COMMAND-CLICK** on each item you wish to include. Then click whichever of these buttons that is appropriate.

Mac OS Windows



☐ ☐

☐ ☐

☐ Apply These Privileges to Other Users ☐ Enable Selected ☐ Disable Selected

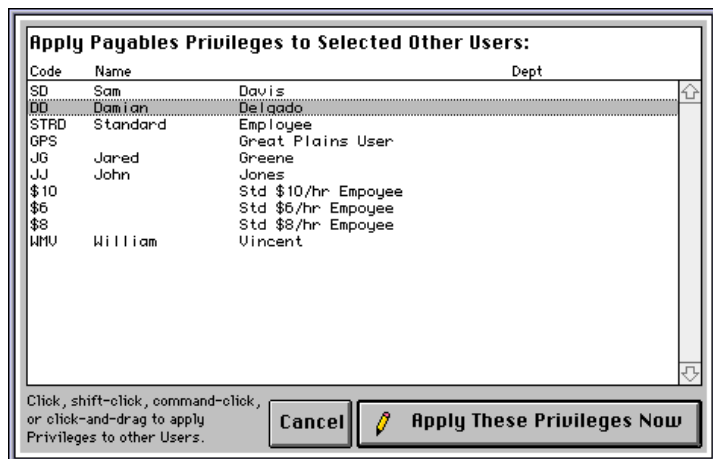
**DD** **Damian Delgado**

Function	Access Privileges			
	<input checked="" type="checkbox"/> View	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Edit or Delete	<input checked="" type="checkbox"/> Print
<b>Batch Update Costs</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Item Master Records	YES	YES	YES	YES
Qualified Vendors	NO	YES	YES	YES
Stock Quantities & Usage	YES	YES	YES	YES
Cycle Counting	YES	YES	YES	YES
Fifo/Lifo Layers	NO	NO	NO	NO
Location Codes	YES	YES	YES	YES
Group Codes	NO	NO	NO	NO
Change Locations	YES	YES	YES	YES
Inventory Transactions	YES	YES	YES	YES
Transaction Reasons	YES	YES	YES	YES
Scheduled Assemblies	YES	YES	YES	YES
Non-Scheduled Assemblies	YES	YES	YES	YES
Multiple Assemblies	NO	NO	NO	NO
RBC Analysis	YES	YES	YES	YES
Update Prices	YES	YES	YES	YES
Overhead Costs	YES	YES	YES	YES
Batch Update Costs	NO	NO	NO	NO
Set Count Frequency	YES	YES	YES	YES
Bills of Materials	YES	YES	YES	YES
Production Set Up	YES	YES	YES	YES



## Apply These Privileges to Other Users

This function allows you to set up a set of **User Access Privileges** for one user, and then apply them to other users automatically. This can be a real time saver for the system administrator. When you have set up a user record the way you want it, click this button, and the following window will appear:



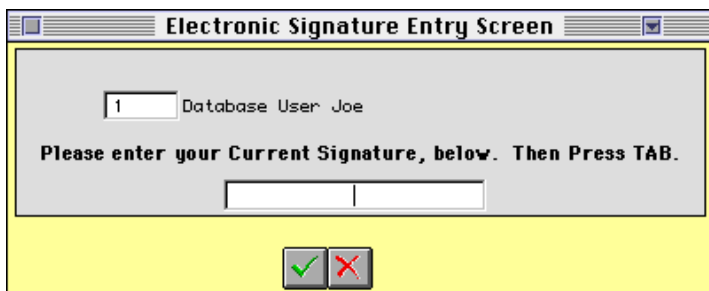
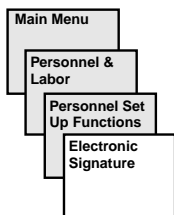
Then, select the user or users to which you wish to apply the privileges. Click the button **<APPLY THESE PRIVILEGES NOW>**, and the system will apply the set of privileges to all selected users. To select contiguous items in the list, **SHIFT-CLICK** or **CLICK-DRAG** the series of items you wish to include. To select noncontiguous items in the list, **CTRL/COMMAND-CLICK** on each item you wish to include.

Mac OS Windows





## Electronic Signatures



In order to get the most from the **User Access Privileges** function, it is wise to assign each user an **Electronic Signature**. (While “electronic signature” is really just a fancy name for a password, it has been named that to distinguish it from the **Omnis 7 Password** function discussed in the following section.) Each user will have both a **logon** (also called the employee, or user) **code** and an **electronic signature**. This is because as time passes, you will wish to keep the employee codes the same, but you may, at regular intervals, change electronic signatures, thereby enhancing system security.

In order to assign the electronic signature for any or all users, go to the window shown above.

*FIND* the user record you wish to change, and then click **<EDIT>**. The window will ask you to enter your current signature and press **<TAB>**. If this is the first time you have ever done this, leave it blank (this is the current signature), and press **<TAB>**. If you have already assigned this user a signature and are changing it, enter it now, and then press **<TAB>**. The window will now appear like this:



Now enter your new electronic signature, and click **<SAVE>**. Be very careful that you get it right, as you will not get another chance to enter it before clicking save!

## Access Privileges for Ad Hoc Reports

Access privileges for Ad Hoc reports apply to the Qube.LBR. Privileges must be reset for each Qube delivery.

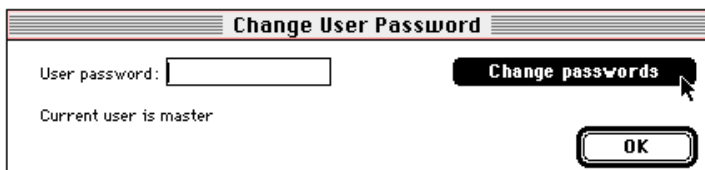


**NOTE:** This Change User Password function should not be confused with the Electronic Signature function. Electronic signatures are linked to a user's logon code. User passwords are not. Electronic signatures are also linked to a user's access privileges throughout the system. Passwords, as used here, impact only a user's access to file formats in the ad hoc report generator. And finally, electronic signatures are specific to each user, allowing for very specific assignments of access privileges to each user. Passwords, on the other hand, are designed for groups of people, and there are only eight levels available. Each user may have *both* a password and an electronic signature.

### • To limit access to ad hoc reports

1. Select the *CHANGE USER PASSWORD* from the File Menu, as shown in the margin.

This will display the following window:

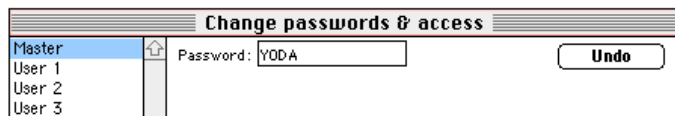


2. If you have never used this function before, the message in the lower left corner should say, Current user is master. If it does, click the button, *<CHANGE PASSWORDS>*, as shown.

3. If it displays another user as the current user, type the master password in the User Password field, and then press <TAB>.

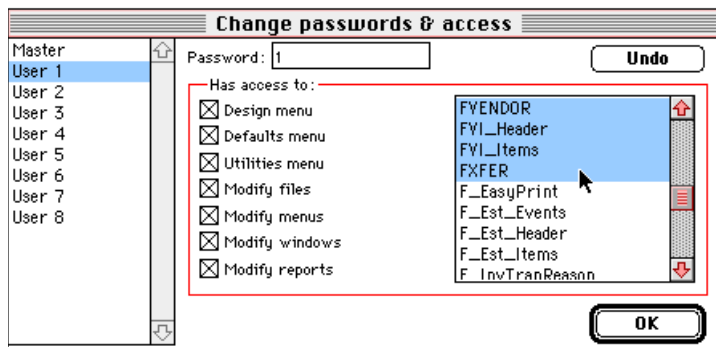
Now you should have access to the button, <CHANGE PASSWORDS>.

4. Click <CHANGE PASSWORDS>, and you will then be presented with the following window:



5. If you haven't yet done so, establish a master password, now, by typing it in to the Password field as shown above.
6. Make sure you write it down and keep it someplace safe, you don't want to lose it!
7. Next, click on *USER 1* in the left-hand column.

The window will change to show all of the things you can enable and disable for user 1.



8. Enter a password for user 1 in the Password field.

The example shows 1, but you will probably wish to choose a real password. Next, turn your attention to the scroll box on the

right with all of the file names listed (you may ignore the column on the left with the check boxes).

Once you have begun this procedure, the system assumes that all files are unavailable to all users except the master user. Therefore, it becomes necessary to enable those files you want different users to have access to. This is easy to do.

## 9. Select the files you wish to grant each user access to, and click <OK>.

Begin by giving user 1 full access to all files.

## 10. Click on the very top format in the list beginning with an F, and, holding the button on your mouse down, drag all the way down in the list until you get to FXFER, as shown above.



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**Note:** The rest of the file formats are temporary or developer formats, and do not contain data which would be useful. Do not activate these formats for any of your users. Use only those that start with F and do not contain the underscore mark (\_).

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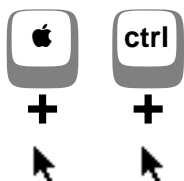
## 11. Click <OK>.

The system will blank out this window and compute for a few seconds. Once this is done, the window will disappear. Now, make a few changes to user #2.

## 12. From the File Menu, select *CHANGE USER PASSWORDS* again.

The current user should still be master, so click the button, <CHANGE PASSWORDS> to return to the **Change Passwords and Access** window. This time, click on *USER 2* in the left hand column, and then enter a password for User 2 in the Password field.

Mac OS    Windows



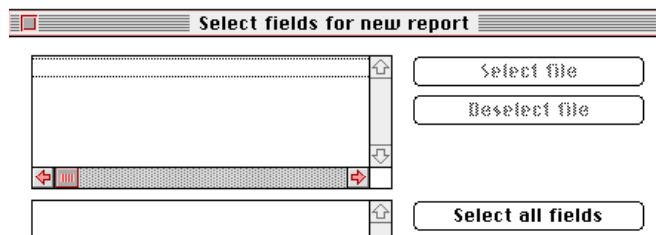
## 13. Next, click on the first file format, *FATTEND*.

Now, scroll down the list until you see the format for FCUST. Holding your <CTRL/COMMAND> key down, click on the format, *FCUST*. This is the way you select multiple, non-sequential items in a list.

## 14. Once you have selected these two file formats, click <OK>.

Now take a look at the impact of what has been accomplished. Select *CHANGE USER PASSWORDS* from the **File Menu** again. Type anything at all into the password field, except for one of the passwords you have assigned. Then press <TAB>. This invalid password will set your user to #3. When this is done, click <OK>. Next, proceed to the **ad hoc reports** function in the system (consult that section of this manual if you need help in getting there), select *NEW*, and then click <OK>. Now you should see the **Report 1 Setup** window, and the **Select Fields** window. But notice that it is empty. This is because you have given user 3 access to no file formats.

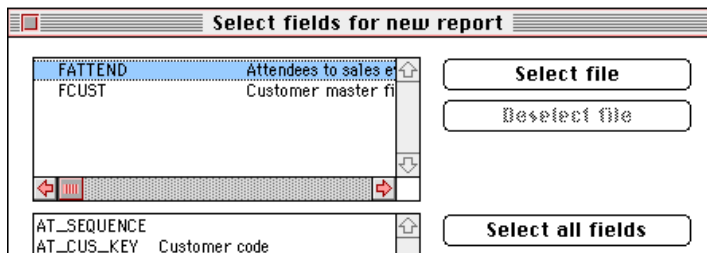
Empty Select  
fields for new  
report window



Now, select *CHANGE USER PASSWORD* from the **File Menu**, and this time enter the password for User 2. Return to the **ad hoc reports**

function and take a look at this window now. You will see the file formats activated for User 2:

## User #2 Select fields for new report window



If you were to look at the same window for User 1, you would find that it had complete access to all file formats.

## Logging on With Passwords

Now when you log onto the system, you will be presented with the **Change User Password** window. Simply enter which password is appropriate, and you will be able to proceed as normal. The only area you have impacted with this function is the ad hoc reports. Everything else, including the normal user access privileges and **Electronic Signature** will remain the same for all users.

## Logging on With Invalid Passwords

If an invalid password (including no password) is entered into the **Change User Password** field at log on, the system will automatically assign the next user level down from the lowest user level during the log on procedure. The only time this will not work is if you have assigned all eight passwords. In this case, every one who logs onto the system will need a valid password.

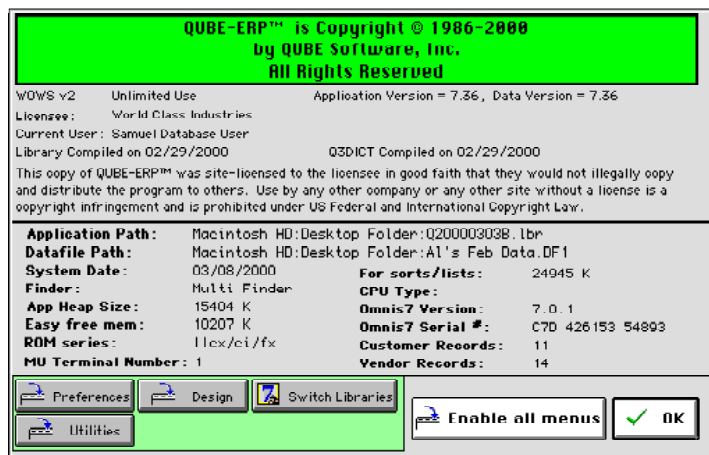
## Updating Applications

**These passwords are assigned to the application, not the data file. Whenever you install a new Qube ERP™ update, you will need to reset these passwords, so keep them simple!**

# System Administration

## System Admin Functions

### About QUBE Window



This window is accessible from the **File Menu** on **Windows**-based systems, and the **Apple Menu** on **Macintosh**-based systems. It is a handy window filled with very useful information.

### WOWS

WOWS is the name of the Windows Management System, a development tool that allows for better handling of open windows. The current version of WOWS is Version 2 (V2).

### License Limitations

Some applications are delivered to clients on a trial basis or as a special financing agreement. In these cases, the duration of the license may be limited and an expiration date may appear instead of the **Unlimited Use** designation as shown above. This information displays only if you have logged on as a developer or system administrator.

### Application/Data Version

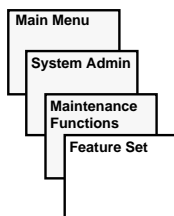
This area shows the application and data file version you are using. They may or may not show the same version number. Depending on your situation, this may or may not be correct. If you have questions regarding this, you should call QCI Technical Support.

<b>Licensee</b>	This is the name of the company which has licensed this software. If this name does not match your company, you should get in touch with QCI Technical Support immediately to rectify the situation.
<b>Current User</b>	This identifies the user who logged on at this workstation.
<b>Library Compiled On</b>	The date in this field is the “version date” of your application. This date should be the most current release date of Qube ERP™, and every workstation in your facility should show this date. If you find that things are not working at one or two workstations like they are at others, you should check to make sure the compiled date agrees.
<b>Data Dictionary Compiled On</b>	The date in this field is the date that the Q3DICT.DF1 was compiled. Make sure that this date agrees with the library’s date.
<b>Application Path</b>	This shows the path of your application.
<b>Data File Path</b>	This shows the path of your data file. It is useful to check this information if you believe you are working in a Play data file, or backup which is not the live data file.
<b>System Date</b>	This is the date set in your computer’s system file.
<b>Finder</b>	This shows your system finder information. It is useful only on Macintosh platforms.
<b>App Heap Size</b>	This shows the amount of RAM your application has partitioned. It is useful only on Macintosh platforms.
<b>Easy free mem</b>	This indicates the amount of memory available within the application. This should be several MB in size. If it is not, you may wish to change the <b>App Heap Size</b> . It is useful only on Macintosh platforms.
<b>ROM Series</b>	This field originally indicated which type of chip your Macintosh computer was using, but is no longer in use.
<b>MU Terminal Number</b>	This field originally indicated the number of multi-user terminals in use, but is no longer supported by Omnis.



<b>For Sorts/Lists</b>	This shows the amount of memory available for sorts and lists. This, too, should be several MB in size. It is useful only on Macintosh platforms.
<b>Omnis 7 Version</b>	This shows the version of the Omnis 7 runtime you are using. All users on the network should be using the most current version of Omnis 7. If you have questions about this, contact QCI Tech Support.
<b>Omnis 7 Serial #</b>	This is the serial number of the Omnis 7 runtime you are using. Each user should have a unique serial number. If you do not, you should call QCI Tech Support.
<b>Preferences</b>	<i>{Button}</i> Only use this button on the recommendation of QCI Technical Support.
<b>Design</b>	<i>{Button}</i> If you are using a <b>Developer</b> version of <b>Omnis 7</b> , you may use this window to display or hide the <b>Design Menu</b> .
<b>Utilities</b>	<i>{Button}</i> Click this button to display or hide the <b>Utilities Menu</b> .
<b>Switch Libraries</b>	<i>{Button}</i> Use this button to open a new Omnis 7 library (another Qube ERP™ application, or something you have written outside Qube ERP™) from within the Qube ERP™ application. If you click this button, you will exit the current application and enter the new one you select.
<b>Enable All Menus</b>	<i>{Button}</i> Sometimes the Qube ERP™ application will execute an illegal event or get into a loop. If you get into something like this, and get out by selecting <b>Stop</b> from the <b>File</b> menu, you might find that some of the menus on the screen are grayed out and not available. Clicking this button will reactivate those menus; however, it is a good idea to reboot the system as soon as possible if this happens.
<b>OK</b>	<i>{Button}</i> Click this button to close this window.

## Application Features Set Window



Application Features Set	
World Class Industries	
Today's Date is	05/24/2000
Today's Password is	
Data File Password is	
Date Advance Code is	
Feature Set Password is	
Max Users is now set at	10
Maximum Number of Users Password is	
<div>Edit Date</div> <div>Edit Feature Set</div> <div>Edit Number of Users</div>	
<b>Features Allowed to Checked Features</b>	
<input checked="" type="checkbox"/> Core modules	<b>Expiration Date</b>
<input checked="" type="checkbox"/> Indented Bill of Materials	
<input checked="" type="checkbox"/> Manual Mfg Order Processing	
<input checked="" type="checkbox"/> Basic Production Planning	
<input checked="" type="checkbox"/> Advanced Production Planning	
<input checked="" type="checkbox"/> Accounting	
<input checked="" type="checkbox"/> Serial Number Tracking	
<input checked="" type="checkbox"/> Lot and Batch Tracking	
<input checked="" type="checkbox"/> Basic Option Selection	
<input checked="" type="checkbox"/> Rules-Based Configurator	
<input checked="" type="checkbox"/> Visual Drag 'n Drop Shop Floor Control	
<input type="checkbox"/> Basic Job Costing	
<input checked="" type="checkbox"/> Advanced Job Costing	
<input type="checkbox"/> Basic Service Order Tracking	
<input checked="" type="checkbox"/> Customer Service Management	
<input checked="" type="checkbox"/> Available to Promise	
<input checked="" type="checkbox"/> Vendor Management	
<input checked="" type="checkbox"/> Sales Commission Tracking	
<input type="checkbox"/> Great Plains Interface	
<input type="checkbox"/> Ad Specialties Interface	
<input checked="" type="checkbox"/> Multiple Shipping Warehouses	
<input type="checkbox"/> FIFO/LIFO Job Costing	
<input type="checkbox"/> FIFO/LIFO Integrated with General Ledger	
<input checked="" type="checkbox"/> Physical Inventory	
<input checked="" type="checkbox"/> Bar Code Bundle	
<input checked="" type="checkbox"/> Contract Pricing	
<input checked="" type="checkbox"/> Multiple Zones Tax Accounting	
<input checked="" type="checkbox"/> Pallet Position Tracking	
<input checked="" type="checkbox"/> Executive Information System	
<input type="checkbox"/> Global Commerce	
<input checked="" type="checkbox"/> Customer Furnished Materials	
<input type="checkbox"/> Process-Oriented Order Entry	
<input checked="" type="checkbox"/> Internet	
<input checked="" type="checkbox"/> Forward Scheduling	
<input checked="" type="checkbox"/> Quality Inspections	
<input checked="" type="checkbox"/> E.D.I.	
<input checked="" type="checkbox"/> Transportation	
<input type="checkbox"/> Multi-Data File User Management	

This window has two primary functions:

1. Adding and removing features.
2. Changing the number of users allowed on the system.

## Adding and Removing Features

Because Qube ERP™ is a tightly integrated system, most of the system is delivered with every installation, regardless of your individual configuration. If you have not purchased a particular function, most likely it has been disabled, and this window will show which features you have purchased. To add features, you will be supplied with instructions from QCI.

If you are using TestDrv.LBR, you will see an Expiration Date in the last column. To learn how to remove expiration dates, *see* [“Dates.LBR” on page SYS-258](#).

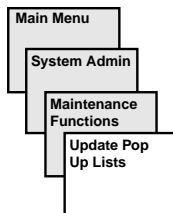
## Changing the Number of Users Limit on the System

It is also possible to expand the number of users you may have logged onto the system at any given time through this window. (Note: Installing additional users is a two-part process. You must increase the number of users with this function, and you must install

new Omnis 7 runtimes on your network. QCI will provide both of these pieces when you call to increase the number of users.)

This manual will not provide detailed instructions on how to do any of these functions. If you need to do any of these things, call our technical support department, and you will be provided whatever materials and instructions are needed.

## Update Popup Lists



**Select and Update Lists All at Once**

☒ Customers List    ☒ Customer Divisions    ☒ Inventory Items  
☒ Open Orders    ☒ Chart of Accounts    ☒ Item Groups  
☒ Open Jobs    ☒ Vendors List    ☒ Bills of Materials  
*(also updates lists of Customer Types, GL Account Types, and Work Centers)*

View my Schedule

**Update Customer List**    **Update Vendor List**

Sort by Code    Clear    Sort by Name    Sort by Code    Clear    Sort by Name

10004	AAA Company	↑	Arragon Draperies	ARRDRA	↑
10001	ABC Company	↓	Classy Couches	CLACOU	↓
10012	Albert Autoclave	↑	Costly Couches	COSCOU	↑
10009	Badluck Brokers	↓	Coverall Upholstery	COUUPH	↓
10008	Buy-A-Lot Builders	↑	DeLorme's Decors	DELDEC	↑
10011	Calvin Clone	↓	Eager Beavers	ERABEA	↓
10005	CCC Company	↑	Ellendale Lamps	ELLLAM	↑

**Update Items List**    **Update Employee List**

Sort by Description    Clear    Sort by Code    Sort by Code    Sort by Name

BOLTS - TABLE LEG	0001	↑	Damian Delgado	DD	↑
BRACKET - CHAIR	0005	↓	Database User Joe	1	↓
BRACKETS - TABLE	0004	↑	Great Plains User	GPS	↑
CRISTERS - TABLE	0003	↓	Jared Greene	JG	↓
CHAIR - ORK DINING/ARM	DRC1	↑	John Jones	JJ	↑
CHAIR - ORK DINING/ARM	DRC3	↓	Sam Davis	SD	↓
CHAIR - ORK DINING/WT	DRC2	↑	Standard Employee	STRD	↑

You have several choices when updating Popup lists. First, you may update all lists at once, one list at a time, or certain combinations of lists. This is important to know, because updating Popup lists can be a lengthy process. Also, an unusually large list (e.g., more than 3,000 records in any one list) would require a large amount of RAM.

---

**Warning! Pop-ups will disappear with Qube version 7.37.**

---

### • To update all lists

#### 1. Click the button labeled:



This will do just as indicated, updating all Pop-Up lists, including those checked in the displayed box.

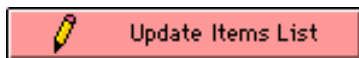
#### 2. If there are any lists you choose not to update at any given time, click the *EDIT* button, then click the *X-BOX* so that it is empty, or not selected.

Now click **SAVE**. Now that list will not be updated when you click the **SAVE** button.

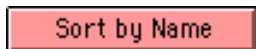
<input checked="" type="checkbox"/> Customers List	<input checked="" type="checkbox"/> Customer Divisions	<input checked="" type="checkbox"/> Inventory Items
<input checked="" type="checkbox"/> Open Orders	<input type="checkbox"/> Chart of Accounts	<input checked="" type="checkbox"/> Item Groups
<input checked="" type="checkbox"/> Open Jobs	<input type="checkbox"/> Vendors List	<input checked="" type="checkbox"/> Bills of Materials

*(also updates lists of Customer Types, GL Account Types, and Work Centers)*

Pop-Up lists can also be updated one at a time. This is useful if you do not wish to take the time to update all lists. In order to do this, click the **<UPDATE>** button at the top of each list, like so:





## Sorting Pop-Up Lists



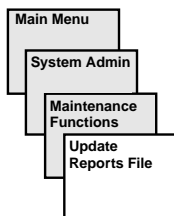
Each Pop-Up list has a ***SORT*** button which lets you choose how you want to sort the list. Once sorted, it maintains that sort until you log off or update the list. After you log off and back on again, the list will revert to the original sort and you must change the sort the same way again; i.e., clicking the sort button does not perform a permanent re-sort, as this would take too long (several minutes on a large data file). You can resort it very quickly with the click of a button and that sort will be maintained as long as you are logged on or until the list is updated. If another user updates the list, your sort will not be affected.

## Schedule the Update

You can also schedule the **Update Pop Up Lists** function through the **Scheduled Events Manager**. This will allow you to sort all or any lists at regular intervals (perhaps, every night), to keep the lists current and reduce the amount of computing time during peak hours. For more information on how to do this, see [“Scheduled Events Manager” on page GEN-47](#).

<input checked="" type="checkbox"/> Execute Later		Print on 04/22/96	and then every	<input type="text"/>	days	<input type="button" value="v"/>
 View my Schedule		at time 13:23				, at the workstation of user 1

## Update Reports



**7 Update Reports File**

☐ Inactive Sequence # 405

Report Code: GL A5 Report Format Name:

Name: Summary Posting Audit

Module: GL

Group:  RPSELECT3

Load Sequence: GL A5 Field Length (2):  or Decimals

Address: MR\_POSTING-B/72

Sort:  Import Field Name (4):

☐ For EXPORT only ☒ Selected for import (RPB1)  
☐ Required on import (RPB2)

Changed on: 12/30/1999

Assigned To: MUNGO Import Type (1): 9595  
0=Character, 1=Number, 2=Date  
3=Boolean, 4=Linked

Assigned On: 12/30/1999

Reduce/Enlarge to: 60 %

☒ Print Landscape ☐ Hide when integrated w/GPS? ☐ Load with Ad Spec Data? ☐ This report can be displayed as a Graphic

Field Description for import records: YES

☐ AutoFind ☐ AutoFind Fixed

☒ Find Duplicate Keys ☐ Update Reports File

☒ Export This 1 ☐ Export Reports file ☐ Export Import Records

☐ All Report Lists ☐ 1 Report List

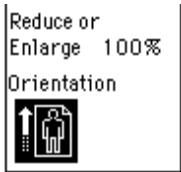
☐ Reports w/Choices

Use this function to update reports, or to change the report orientation of an already existing report.

### • To update reports

All system (non-ad hoc) reports have two components; the report layout, which determines what the report looks like, and the report address and parameters, which determine which report prints and which records to include in the report. The report layout is an element of Qube ERP™ application. Whenever a new Qube ERP™ application is sent to you, any new reports are included in the system. The report address and parameters, however, are stored in the data file. These are the records you see when you look at a print reports window. Therefore, if a new application is sent to you and you have not updated your data file, you may have reports in your system to which you do not have access. To correct this, update the reports following the instructions included in the release package you receive. For more information, see [“Updating reports” on page SYS-254](#).

## Report Orientation

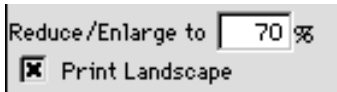


This diagram is found in the reports window and indicates the default page setup of the report. This is determined by the settings in the **Update Reports** window, and are the default page settings for the printed reports. If you wish, you can change the set up. After double clicking on the report selection, you may select *PAGE SET UP* from the **File** menu. You may change the page set up to print any way you want. The new page set up will not be saved, however, and will always revert to the default shown when you first selected the report.

### • To change the default page setup

1. Select the report whose default page set you wish to change.
2. Open the Update Reports File window.

If you clicked on the report before opening the window, it will be the current record. The default parameters for that report are displayed on the window, in the lower left:

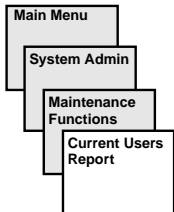


3. Click **<EDIT>**, change the settings and then click **<SAVE>**.



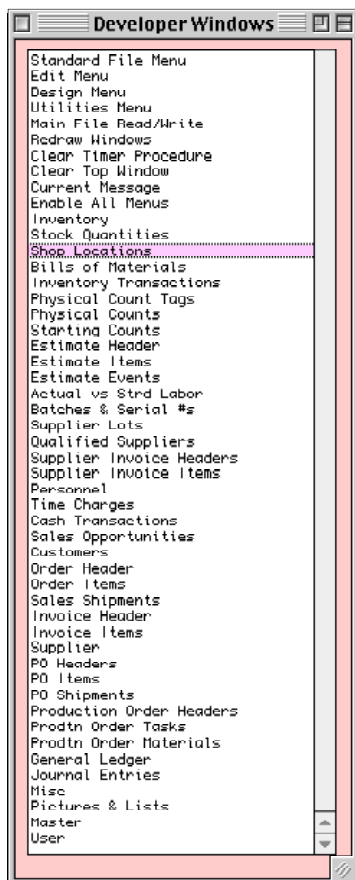
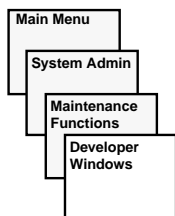
**Caution:** This is a developer window. Do not edit any fields other than the bottom two which control page setup.

## Current Users



Double-clicking on the *CURRENT USERS REPORT* selection (on the **System Admin. Functions** window) will produce a report listing all users who are currently logged onto the system. It will show the date and time they logged on. This is useful if you need to shut the system down and want to notify users of this upcoming event. It is also a useful function to run if the system tells you too many users are logged on, and you wish to see which users actually are.

## Developer Windows



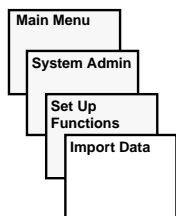
The **Developer Windows** feature provides a list of windows that you can use to view fields within one record or a file. If you have installed the developer version of Qube and have signed on as a developer, you can use this window to edit a field to correct data that can't be fixed on the normal Qube application window.



**Do not use this window to edit any field without specific direction from QCI Technical Support! No record is kept of any change made through this window.**



## Import Data



**Import Starting Data**

File Name:

File Header? ☒ "Header" line with field names at start of file

Field Delimiter: ☒ Tab delimited ☐ Comma delimited

**Available Fields**

- City (PO)
- State (PO)
- Zip (PO)
- Country (PO)
- Phone
- Fax
- Contact
- Last Name
- Taxpayer I.D. #
- FOB Point
- Sales Tax Rate
- Payment Terms
- Payment Terms 2
- Units for Terms 2
- Net
- Send 1099?
- Credit Limit \$
- Ship Via
- G/L Sub-Acct

**Fields to Import**

Field	Type
Vendor Code	Text, 6 char
U.S.A.?	Yes/No
Address (PO)	Text, 45 char
Active?	Yes/No
Send PO's To	Text, 45 char
Default G/L #	
Type	

**\*\*Required\*\* Must be unique.**

This function can be used to set up your data file as well as for importing records on an ongoing basis. Often, data required in your new system can be accessed in electronic form in other databases or spreadsheets. If this is true, much of the data may be able to be imported into your Qube ERP™ database. Be sure to save your import files first as text files (.TXT tab-delimited).



**You must be extremely careful when importing data. You must back up your data file between each importing step. If you have many records in an import file, it can take several hours to import. Once you have imported data, it is too late to catch any errors. Therefore, import one file at a time, then carefully audit the records by scrolling through several records, and printing any necessary reports. If they appear to have imported properly, back up the data file and then proceed with the next. Do not hurry through or skip these procedures. This starting data is the basis of all other data entered into the system and can significantly impact the integrity of the system. *If you elect not to back up and require QCI Tech Support services to help recover the data, you will be charged for this service.***

## Setting up the Data Import Window

Qube ERP™ is set up to easily import records into the sales opportunities, vendors, customers, inventory items, bills of materials, chart of accounts, journal entries files, personnel, BOM routings, sales orders, forecasts, inventory transactions, and cash transactions.

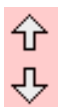
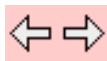
To select which data file you would like to import, use the dropdown menu at the top of the window. Selecting the file you wish to import here displays the proper lists of fields in the lower window. If you do not see all 13 import options, see [“Updating reports” on page SYS-254](#), or call QCI Technical Support for assistance.



The list at the left shows the field descriptions which are available to be imported. The list at the right shows the fields which have been selected to import and the order in which these fields are found in the import file.

### • To change the field names and/or their order in the list

1. Click the **<EDIT>** button.
2. Click on the field name whose position you wish to change.
3. Use the left/right arrows to move fields into and out of the list, and the up/down arrows to change their order in the list.



Note in the lower right corner there is an information display box which contains further data about each field. If you click on a field name which is in the **Fields to Import** column, and more information than the name implies is indicated, this is where this information will appear.

## Required Fields

Some fields are required or the system will not work properly. Examples of these fields are customer numbers and company names in the customer file. Please note that these fields are flagged with the **\*\*Required\*\*** designation in the information display box. All required fields, along with other, commonly used fields, are already in the **Fields to Import** column (not all of the fields in this column are required!). If there is some doubt in your mind whether a field is required or not, simply try to remove the field name from the right hand column by clicking on it and clicking the left arrow as shown on the left.



---

---

**Please note: if you try to import data without including these required fields, the import will not proceed correctly.**

---

---

## Validated Fields

Other fields are validated, in that the system will automatically look elsewhere during import to see if the data being imported into them is correct. These fields may or may not be required fields. An example of a validated, but not required, field in this window is the **Type** (under **Customers**) field in the left column. If you elect to import some data into the customer type field, you must first go to the **Customer and Vendor Types** function in the **Order Entry Functions** window and enter some customer types. Then the codes for only these valid customer types may be imported.

## Calculated Fields

Some data is calculated automatically by the system. An example of this would be the **Status** field in the left column. This field determines whether a customer is active, inactive, or on hold. The default is active. Therefore, if you do not import data into this field, the system will automatically flag all customers imported as **active**.

Now look at the top section of the window. Please note the several choices available to you in this section of the window. The **File Name** selection determines which data file will be imported. Please be sure that the records you wish to import match the file you have selected.

## File Header

The **File Header** selection allows you to designate the first record in the import file as a title record. This is very handy if you are using a spreadsheet program to review your records prior to importing (*this is highly recommended!*). You could put the field name or description at the top of your spreadsheet, thereby making it easier to remember which data each column represents. Then, when it comes time to import the data, you may leave this data in the first row or record of the spreadsheet for future reference, and not import it as a record by activating this check box while in Edit mode:

File Header? ☒ **"Header" line with field names at start of file**

## Field Delimiter

These boxes determine how each field will be separated or delimited in the import file. Most spreadsheet programs delimit fields using Tabs, when saving the files as text (necessary for importing). Unless you specifically know that your data is **comma delimited**, you will probably be safe to select **TAB DELIMITED**. This must be done while in Edit mode:

Field Delimiter ☒ **Tab delimited** ☐ **Comma delimited**

## Importing Data Which References Parent Records

Some data which can be imported will refer to parent records. For example, importing bills of materials requires the user to import the item code of the parent item, the item code of the component item and the quantity of the component required to make the parent item. In order to be a valid BOM record, both the parent and the component items must be valid records in the item master file. In most cases, the system will terminate the import procedure when an invalid condition is found. For example, when importing sales opportunities, the system will look for a valid item code (i.e., what item are we trying to sell to this sales opportunity?). If the item code found during the import does not match one already found in the item master file, the system will display a message and terminate the import.

## Automatic Parent Record Insertions

In some special cases, the system will automatically insert a parent record and allow the import to proceed to its conclusion. The following is a list of the cases where parent records are inserted automatically when an exact match is not found in the data file:

1. Importing **Item Master File**; invalid primary or secondary vendor found;
2. Importing **Bills of Material records**; invalid parent or component item found.

After importing item master and BOM records, you should print the reports so that you can identify items and vendors inserted into the master file during the import. Then you will want to check the default values selected by the system to make sure they are correct.

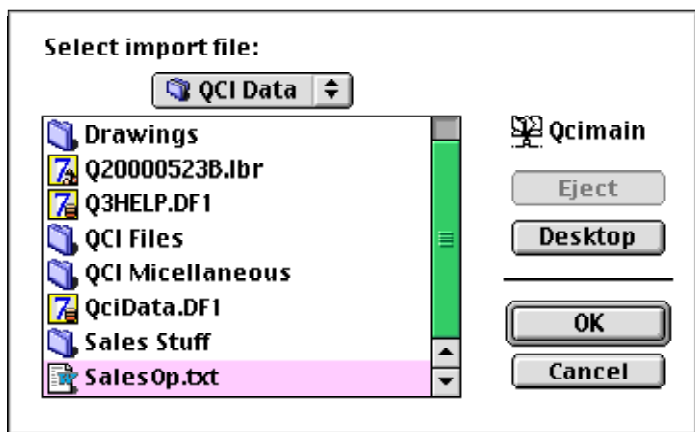
## Importing the Data

Once you have your data import file and **Import Data Setup Windows** established and corresponding to each other, you may begin the data import procedure. If you have not done so already, click <SAVE>. This will save your data import specifications.

Next, make sure your import file has been reviewed and saved as a text file (.TXT tab-delimited). You must save it as text and close it before proceeding. If you are working on it in a spreadsheet, each row of the spreadsheet will signify a record, with each column designating a field. If you are using a word processing program to review your data, each record will be separated by a carriage return, with each field delimited by a tab or comma (see above).



Now, click <IMPORT DATA> in the upper right corner of the window. You will be presented with a file selection window, and be asked to select an import file:



Select the import file, and click <OK>. The system will now import the records from the selected data file and let you know when the import is finished.

## If the Import Stops Prematurely...

If the import procedure should stall for any reason, write down how many records were imported, and the reason for the abort. Then, open your import file in a spreadsheet program, and scroll to the record. Correct the data which aborted the import, delete all of the records prior to that record, save the file as a new file, say CUSTOMERS.TXT.2, and then proceed. In this way you will not have to start the whole process over again.

## Importing Records

### • Importing Records using Sales Orders

The following example uses Sales Orders, but applies to all records.

Click on the **IMPORT DATA** button. You will be prompted for the import file.

Data to import should be prepared in spreadsheet form. One line per imported record is expected. Below is an example of a typical format used for importing orders.

Orders.txt							
A	B	C	D	E	F	G	H
Bill to	Item Code	Quantity	Ship date	Price	Ship-to	Item Notes	
10002	9111	1	6/1/96	15.265	10002	Note for the first item	
10002	9111	2	7/1/96	15.265	10002	Note for the first item	
10002	925	3	8/1/96	25	10002	Note for the 2nd item	
10004	725	4	9/1/96	30	10004-3	Note for the 3rd item	
10004	725	5	10/1/96	30	10004-3	Note for the 3rd item	

After the data is prepared, save the file as a tabs-delimited text file.

When the Sales Orders line is selected, the following fields will display in the bottom portion of the window. The fields on the right are required. The fields on the left are optional.

**Import Starting Data**

File Name: **Sales Orders** Import Data

File Header? ☒ "Header" line with field names at start of file

Field Delimiter: ☒ Tab delimited ☐ Comma delimited

**Available Fields**

- Acct Manager code
- Contact name
- Customer's PO Number
- Handling charge
- Item Code, Option 1
- Item Code, Option 2
- Item Code, Option 3
- Item Code, Option 4
- Item Code, Option 5
- Order Item Date
- Order Item Note
- Payment terms
- Sales Rep
- Sales tax rate
- Ship to address 1
- Ship to address 2

**Fields to Import**

- 1 Customer Code
- 2 Item Code
- 3 Quantity ordered
- 4 Scheduled ship date
- 5 Unit Price
- 6 Ship To Company
- 7 Order Header Note

1st address line of ship-to address

When forecasts are selected, the field selection is slightly different, in that the customer code is not required. If the customer code is left blank, Qube ERP™ will assign it to a customer record named Build to Stock. If such a customer is not found in the data file, Qube ERP™ inserts it.

Qube ERP™ will import the data as sales shipments. After all records are imported, they will be sorted by item code within customer. When a change of item (within the same customer) is detected, a new item will be added to the order, reflecting the total quantity of all shipments for that item. When a new customer or a new PO is detected, a new sales order header will be set up.

Although there are other fields which might indicate a new order header (e.g., sales manager, sales rep, ship-to address), Qube ERP™ will not check all of these to set up a new header if any one of them changes. You will be responsible for setting up the data so that other fields which belong to the header are consistent for all shipments associated with each order. If you want to import several orders from one customer to different ship-to addresses or associated with sales made by different sales reps, you can use the PO number field to indicate that a new header needs to be set up.

If invalid or blank data is encountered in any of the required fields, the procedure will abort and orders will be set up for only the amount of data imported up to that point.

There is always the possibility that you will forget that you imported one batch of orders and duplicate that effort. To minimize this likelihood, Qube ERP™ will look for an exact match on the first shipment of the current batch. If an exact match is found, Qube ERP™ will display a message that looks like this:



**An exact match was found on ship date 06/01/96, customer 10002 and quantity 1. You may have imported this batch before. Proceed anyway?**

You may terminate the import at that point or ignore the message and proceed.

For more information about Master File Layouts and import Field descriptions, see [“Appendix A: Master File Layouts Checklist” on page 43](#) in the Implementation Guide.



## System Utilities

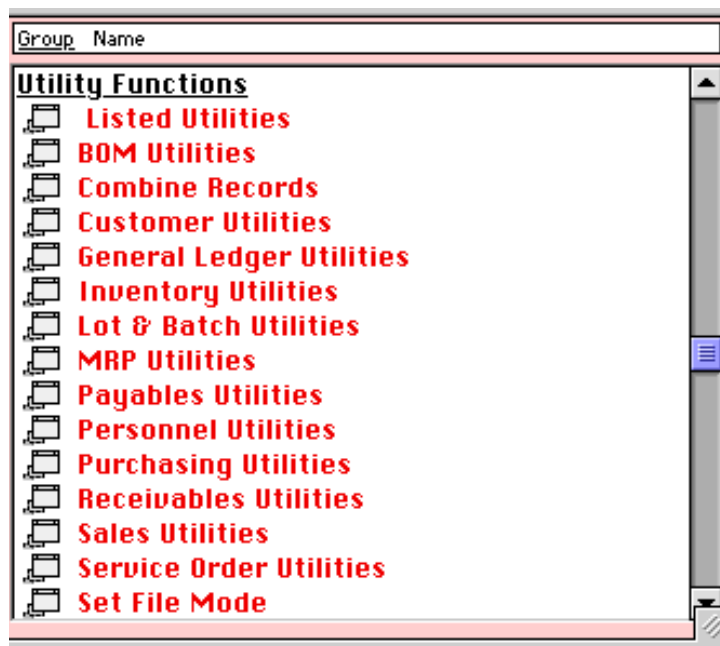
Sometimes you may expect to see some records on the report but do not see them. (While this really isn't a utility function, it is a good troubleshooting tip.) Look carefully at the report parameters. Do the records you expect to see fall outside the date range requested or were they excluded for some other reason?

It is possible, especially when using a distributed data processing system, that one or more elements in the processing may have failed. A power failure during data entry or posting or a hard drive or network failure can cause not only the specific transaction being processed to be incorrect but may also damage the data structure. This may result in damaged indices and a consistent pattern of incorrect data until the damage is identified and corrected. The following utilities are provided to assist the user in identifying and correcting problems. If the use of any of these utilities results in the system correcting the data and if several unexplained errors are found, the condition should be discussed with QCI Tech Support. More extensive data reindexing may be required to cure the problem. Also, if a damaged mother board or hard drive was involved, the hardware must be repaired and hard drive reformatted or the problems will continue to occur.

Qube ERP™ also provides utilities to correct or audit batches of records. These are the utilities which are found on the **System Administration** functions list.

## System Administration Function Selection Palette

The System Administration Function Selection Palette provides the following selections:



Each utility is discussed in the following pages.

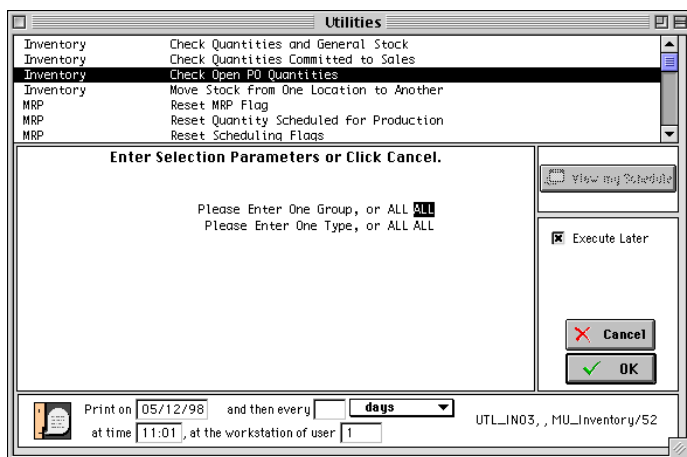
## Listed Utilities

The utilities in this section can be scheduled to be run later using the **Scheduled Events Manager**. To access them, **DOUBLE-CLICK** the selection:



### Listed Utilities

This will display the following window:



Double-click on any of the listed utilities, and click ☒ **Execute Later**. This will cause the scheduled events functions in the bottom of the window to appear as shown. You may then use this function to schedule any of these utilities for a later time, just as when you are scheduling any other event (for more information, see **Scheduled Events** in the General Section of this user documentation).

A description of each of these scheduled utilities follows.

### Check Quantities & General Stock (in the item master file)

The scheduling algorithm compares the quantity required to complete an event with the quantity in general stock. If the general stock quantity is not correct, the quantity recommended for purchase or assembly will be incorrect. This utility is also used to reset the total and general stock counters on the **Stock Quantities** window equal to the sum of the quantities in each location.

## **Check Quantities Committed to Sales (in the item master file)**

This utility verifies a field value (IN\_QTY\_COM\_SALE) used during order entry to help default the quantity recommended for shipping on the selected order. This is the total of quantities in the **Shipping** field on the **Sales Order Items** window. This field value is also recalculated when running the MRP Summary report and in the Generate Requisitions (Stock Up to Max) procedure. It is not used when running Production Scheduling, since this function cannot use summary totals. It must look at each scheduled demand record one at a time.

## **Check Open PO Quantities (in the item master file)**

This utility verifies a field value (INOPPUR) which is relied upon when running the MRP Summary report and in the Generate Requisitions (Stock Up to Max) procedure. This is the total quantity of purchase orders and approved requisitions from the **PO Items** window. It is not referenced or relied upon in any way during Production Scheduling. Scheduling cannot use summary totals such as this. It must go to a much deeper level and examine each purchasing scheduled receipt to see how much of the open purchase quantity is due to arrive in time for the event currently being scheduled.

## **Move Stock from One Location to Another**

This utility is not compatible with lot/batch tracking. It can be used to completely move quantities from one location to another.

## **Reset MRP Flag (in the item master file)**

This validates a field (IN\_RESETPMRP) which is used when printing an indented kit list report. The field value is not used or relied upon in any way during a production scheduling run.

## **Reset Qty Scheduled for Production (in the item master file)**

This utility verifies several field values. One (IN\_QTY\_SCHED) is a field displayed on the Inventory Stock Quantities window (in the

lower right section of the window). This field is not used for comparison purposes or any decisions made by the system. A second field (IN\_QTY\_COM\_SCHD) is used and relied upon during the scheduling run. For this reason the Set Up for Scheduling procedure includes a procedure to verify its value at the start of each run. Running this procedure separately is a waste of time, since it duplicates something already handled automatically by the system.

## **Reset Scheduling Flag (in sales order shipment records)**

If the scheduling flag in the sales order shipments file is not correct, shipments that should be scheduled may be left out of the scheduling queue. It is possible for this to be incorrect if there are multiple scheduled events relating to a job and some tasks are finalized (released) while others are not. The logic of this procedure is that if any one production task is found to be related to a sales order scheduled shipment, that shipment will be flagged so that it is excluded from the next MRP run.

## **Check Quantity Backordered (in sales order shipment records)**

The quantity backordered is used to set the quantity to be scheduled. Therefore, it is important that it be correct.

## BOM Utilities

### Validate Work Center

This utility reads each BOM component record for FIN and SUB Item Master records to find which work center is recorded as the BOM work center. This field value is compared with the work center field on Item Master Card #2 to make sure the two are the same. Where a difference exists, the work center referenced in the BOM is written to the Item Master record.

### Work Center Defaults

The defaults for work centers are different from those for Item Master records. For example, the unit of measure should be HR, the group and subgroup codes should be blank, the “relieve inventory” flag should be false, the total stock quantity associated with the record should be zero, etc. This utility checks that these are set up correctly.

### No Stock if Labor

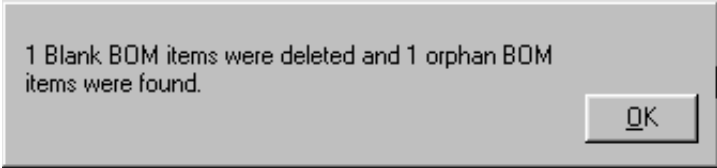
Both Item Master and work center records share the same file format. Work centers are distinguished by an item type of LAB. Works centers should not have stock location records associated with them; Item Master records must have stock location records associated with them. This utility checks to make sure that no work center records have stock location records associated with them.

### Clear \*

The first step in the Reconstructing BOMs function is to identify items which must be reconstructed. This is done by placing the character \* as the first character of the item type. The type FIN becomes \*IN, SUB becomes \*UB. Using this asterisk flag allows Qube ERP™ to run the reconstruct BOM procedure much more quickly. The last step in the procedure is to clear out these asterisks. If the reconstruct BOMs procedure has been illegally aborted, some Item Master records will remain in the data file with these illegal item type codes. This utility will clear these values out.

## Orphan BOM Parents

If the data file is damaged, Item Master &/or BOM records may be lost or field values emptied. An orphan BOM parent results if a BOM record points to an Item Master record which does not exist. This utility will review all BOM records to look for this condition. If the parent item code in the BOM file is blank, the BOM record will be deleted.



1 Blank BOM items were deleted and 1 orphan BOM items were found.

OK

If you receive error messages, call QCI Technical Support for further information to correct the datafile.



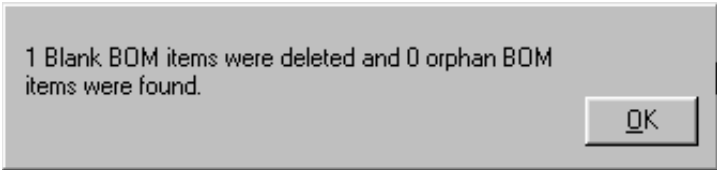
Orphan items include ; 98; 50229



OK

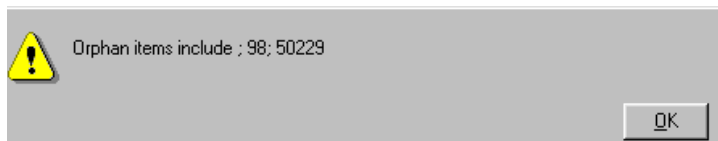
## Orphan BOM Components

This utility reviews all BOM records to look for BOM components which point to nonexistent Item Master records and correct the condition.



1 Blank BOM items were deleted and 0 orphan BOM items were found.

OK



## Fix Scheduled Assemblies

Reviews unposted scheduled assembly transactions for duplicate labor components.

## Check MPS Flag

Qube ERP™ provides Master Production Schedule functions. This utility is related to those functions. When the utility is selected, a window is displayed which explains its function.

Item master records are normally flagged as Master Schedule (MPS) records if either of 2 conditions exist.

1. The item must either be a top level assembly (having a BOM but not being found in any other BOM) or
2. Sales records must be found associated with the item dated within a specified range.

Please enter a valid item code or "ALL":

Please enter the beginning date.....

Please enter the ending date.....

## Reset Usage Each Period


This utility will reset the values in the **Stock Usage** window for the current fiscal year, according to the GL calendar. Usage is defined as any outgoing inventory transaction except out cycle count transactions. Therefore, PO receipts, which represent incoming stock, are not included.

Version 7.36 presents usage as the current year plus 3 years of history. This utility will take a long time to run.



## Reset Fiscal YTD

This utility is useful after closing the fiscal year. It resets a field value displayed on **Stock Usage** window.

Year to Date Sales      7948.69 

The field value is not used in any MRP or other calculations. The fiscal year end closing allows the user to reset the fiscal year to date as part of the closing. But fiscal year closings are rarely done on time. Therefore it is most common to run this procedure separately. It bases the value on a comparison of the sales order item date with the beginning and ending dates of the current fiscal year.

## Set Up BOM Key and Check BOM Units of Measure

This utility will read each BOM record to make sure this field value is set correctly. This utility could be recommended if a report or function such as scheduling cannot find all components of the BOM.

## Reset Open Item Flags

The MPS functions of version 7.18 relies on a field value in several files to quickly identify any records which have open quantities associated with them. The field contains the item code if the record is open and a blank if it is not open. The types of records which use this type of reference are sales shipments, PO scheduled receipts, production order tasks, production order material requirements and MPS orders.

## Scheduling Flag

Resets a flag in PO Shipment records if Production Scheduling indicates a problem.

## Reset Mfg. Order Task Address

This utility connects the Production Order Material Requirement Record to the Production Order Task Record, to correct existing orders. Use this utility to reconcile scheduled assembly transactions with manufacturing orders.

## **Fill in Routing Records**

The BOM routing records contain fields which identify their parent Item Master records and parent work center records. This utility reviews the routing records to make sure these field values exist and are correct.

## **Set Up X\_KEY\_LI**

This utility is used for customers with older versions to update data to newer libraries. Recent versions of Qube ERP™ provide a unique address for each inventory transaction record. Older versions provide only a transaction number which may be shared by many records. This unique index enables Qube ERP™ to quickly identify the exact inventory transaction which is associated with a labor operation (i.e., a final planned operation generates an associated assembly transaction).

## **Set Allocated Status of Prod (manufacturing) Orders**

Manufacturing order tasks may set up planned purchases or assembly events which set up expected stock to be used by other planned events. Since manufacturing order quantities are sometimes not lot-for-lot, but are set up in larger lot quantities, each task may satisfy both the immediate requirement and created expected stock for other requirements. The “allocated status” flags allows Qube ERP™ to distinguish between tasks which still have available stock which can be used by other production orders.

## **Delete Non-Routing Work Centers from BOMs**

This utility was developed to facilitate use of BOM routings. If your BOMs have been set up with one work center per BOM and you have decided to restructure your BOMs to use routings, this can be a useful utility. You can develop your routings on a spreadsheet and then import them, using the Qube ERP™ Import Data function. The import data function will add the ROUTING work center to each BOM for which a routing has been added. It will not, however, delete the

non-routing work center from each BOM. A manual review should be made before performing what might be a massive delete procedure. After deciding that this procedure is a good idea, this utility will review all BOMs. If more than one work center is found in any BOM, this utility will delete the one which is not coded ROUTING. After running this utility, you should reconstruct your BOMs.

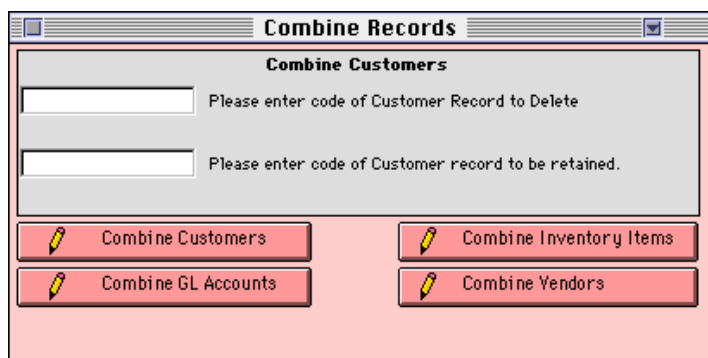
## **Reflect Options in Assemblies**

Reviews all posted and unposted assembly transactions to ensure that correct option costs are reflected at each level.

## Combine Records

Use this function to consolidate all of the history and related transactions for two customers, vendors, inventory items, or G/L account numbers. This might be required if two engineers set up two different item codes for the same part.

Before starting this function, back up your data file. Then, begin by clicking on the button describing which type of records you wish to combine. Then, enter the code of the record you wish to delete in the top field, and the record you wish to retain in the bottom field. Click <SAVE>, and the system will find all records pertaining to the first record, and change the code to the second record. Then it will delete the first record entirely, leaving no trace or history of the first item.





**Combine Records**


**Combine Customers**


Please enter code of Customer Record to Delete

Please enter code of Customer record to be retained.

 Combine Customers

 Combine Inventory Items

 Combine GL Accounts

 Combine Vendors

## Customer Utilities

### Customer Defaults

This utility is useful when you may have imported customer records using Omnis7 utilities or when new fields have been added to the customer master file and you want to set their initialized value. Some of the field values it sets are active (A), default price column (1), send statements (yes), AR sub account, and shipping address (equals bill-to address if otherwise empty).

### Customer Ship-To Defaults

This utility fills in required fields for contact records. It will be used when importing Customer Vendor contact data.

### Short Zip Codes + Blank Padding

This utility places a leading zero in Customer Records when the Zip Code is less than five characters.

### Clear Currency

Older versions of Qube ERP™ contained a currency conversion feature. This feature was never upgraded to the version 7.x release. Therefore, this utility is not currently useful.

### Validate Currency Codes

This utility checks currency codes in customer, invoice, sales order, and cash transactions. This utility uses home currency code.

### ✓ Customer Code

This utility reviews all sales order item records and all sales shipment records to make sure the customer code agrees with that recorded in the associated sales order header record.

### Sales, Bal Due, Orders

Each customer record displays a total value of unshipped orders, balance and year to date sales on the Customer Financial window. This utility will total these fields for each customer and recompute these fields if necessary.

## **Bill to <> Shipto**

Generates a list of all customer records whose bill-to name was different than its ship-to name. It prints a report. No field values are changed.

## **Customer tax rate = Setup Rate #1**

This utility sets tax rates for all non-exempt customers to the value shown in the first tax rate field on **System Set Up Card #2**.

## **√ Prime Vendor Code**

This utility is used only for Ad Specialty installations of the Qube ERP™ system. In this environment, each sales order item is associated with a vendor code. This is needed since most sales are not shipped from stock, they are dropped shipped by a supplier. This utility ensures that this field contains the value of the prime vendor for the item being sold.

## **Purge Backlogged Orders**

This utility allows you to purge backlogged sales shipments found within a given date range. If any part of an order is deleted and the order shows a positive tax rate, the sales tax will be recomputed. The procedure will also delete the order item and order header if no remaining shipments and items remain after deleting each selected shipment.

## **Unique Code for each Sales Shipment**

Each sales order has a unique address (order number) and each line on each order also has a unique address (order-line number). This utility sets up a unique address for each shipment of each order line. This field value is used in version 7.18 and later.

## **Clear old codes from Sales Op Acct Mgr field**

This utility validates codes in the Acct Mgr field on the SalesOP to Personnel file (FEMPLOY).

## **Update tax on Orders & Invoices**

This utility was built to facilitate the new sales tax table feature. It enables conversion of orders and unposted invoices entered without the tax table (referencing only 2 tax fields) to match the tax table (which may have 10 tax fields per customer, per order and per invoice).

## **Vendor Purchase Cost Keys**

This utility validates the key address field in files required for Vendor Performance. This utility is used only by customers with this feature.

## **Delete Dupe Customers**

This utility may be useful if customer records were imported using Omnis7 utilities or if the customer file became corrupted and import utilities were used to try to correct the problem. If a duplicate record is found, based on the customer code, the total balance due is added together and the duplicate record (the second one) is deleted.

## **Fill in Payment Terms Code**

Sets up payment terms code in Customer, Vendor, Vendor Invoice, Sales Orders, Purchase Orders, and Sales Invoices if terms are blank or equal zero.

## **Zero Customer Discounts**

The customer financial information window contains four discount fields. These are used in defaulting the selling price during order entry. Recently, the customer contract pricing feature was added to Qube ERP™. A customer who purchased this feature had set his discount field values to nonzero quantities. This would have made the contract pricing fields incorrect in his case. Manually editing the fields would have been tedious; therefore, this utility was constructed to make this task easier.

## **Language Translation Keys**

This utility appears only if you have purchased the optional, for-sale Global Commerce module and activated its feature set. If Global Commerce is enabled, use this utility to update language description values after importing selected fields using Omnis7 import.

## **Contract price keys**

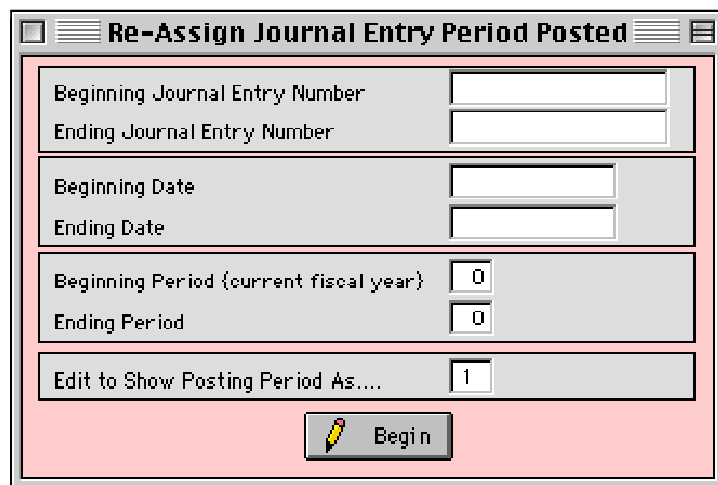
This utility is provided to validate the unique address of each customer contract price record. This is only valid for users with the Contract Pricing feature.




## General Ledger Utilities

### Assign JE Period Posted

This utility helps correct postings assigned to the wrong period.



The dialog box titled "Re-Assign Journal Entry Period Posted" contains the following fields and controls:

- Beginning Journal Entry Number:
- Ending Journal Entry Number:
- Beginning Date:
- Ending Date:
- Beginning Period (current fiscal year):
- Ending Period:
- Edit to Show Posting Period As....:
- Begin button:  **Begin**

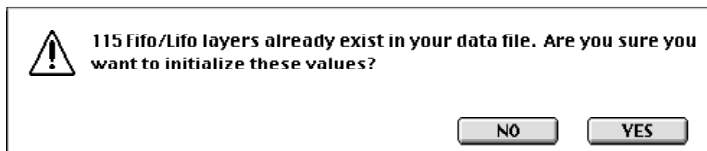
You may select the Journal Entries changed based on JE number, date, or period. Only JEs posted to the current fiscal year can be changed. This utility is also useful when several months of JEs have been posted to period 13 or 14, due to a late year-end closing. After performing the year-end close, the JEs which were lumped into one period can be split up based on the JE date. After running this utility, it is essential that you run a second utility to alter the summary totals in the GL summary file. That second utility is Repost GL from JEs.

### Repost GL from JEs

The effect of this procedure is to ensure that the numbers found in each journal entry are totaled correctly in the general ledger file and that the numbers are reflected in the correct accounting period. If the **General Ledger Chart Of Accounts** window is open to any valid GL account at the time this menu item is selected, the procedure will guess that you want the reposting to effect only the account you are viewing on the screen. Otherwise, it will repost all GL accounts. This reposting will only affect numbers in the current and previous fiscal years. Years prior to that are not altered.

## Initialize FIFO-LIFO Costs

This utility initializes FIFO-LIFO costs. When you click on it, the following message box appears:



## Reset Backup Account Codes

Each account in the chart of accounts has an 11-or 14-character code. When posting is done, Qube looks up the GL account to be posted, either by a manually entered number or by a logic set using the GL Key Accounts plus a subaccount found in the customer file, the vendor file or the item master file. If Qube fails to find the expected GL account, it attempts to complete the posting by using a backup GL account. This is done to avoid an out of balance posting. The backup account is found by looking for an account using only the first four characters of the expected account, to eliminate the complications of finding the exact account by combining the subaccounts and sometimes the department code (final two characters of the account code). This procedure ensures that the backup account codes are set correctly so they can be used reliably in the posting procedures.

## GL Defaults

This utility validates the backup account code and the fields used in printing financial statements. These are compound indices composed of the order and the account type.

## JE's Posted

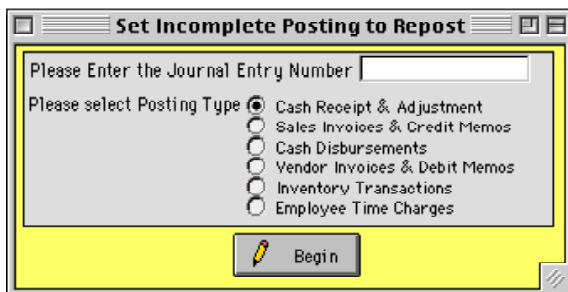
Three field values are used to establish the fact that a journal entry has been posted: a Boolean (yes/no/null) field, a year (relative to the current fiscal year) and a period to which it was posted. This utility looks at each of these values. If the period field indicates the JE was posted, the Boolean field value will be set in agreement. Only JEs from the current fiscal year are affected.

## Incomplete Posting

All posting in Qube ERP™ proceeds in the following manner:

1. Qube ERP™ sets the posting flag to remember that one work station is posting, thus preventing any other work station from posting at the same time.
2. Qube ERP™ identifies the next journal entry number to be assigned, remembers this number, and advances the number in the master file.
3. Transactions are read to see if they qualify for the current posting run. If they qualify, they are flagged as posted and the journal entry number set in step #2 is placed in each transaction. The values are accumulated from each transaction in preparation for the general ledger update and creation of the summary journal entry. These values are placed in a temporary field in the general ledger file in preparation for update of the real fields at the end of the procedure.
4. The last step is to take the total of the transaction values placed in temporary fields in the general ledger file, create a supporting journal entry and update the general ledger summary file.

If the posting process is terminated illegally before the journal entry can be produced and the GL updated, you will find transactions which reference a nonexistent Journal Entry. Use this utility to re-post an incomplete posting.



This utility will not recreate the missing journal entry. The utility first validates the fact that the journal entry referenced in the transactions is, in fact, missing. Then it 1) finds all transactions that reference the missing journal entry, 2) flags them as unposted and 3) removes the invalid journal entry number from them. This restores all transactions to their original unposted state, and the original Journal Entry number is no longer in Qube. Now you can treat them as any other unposted transaction. Run the posting routine again.

## **Invalid Currency Codes**

This utility reads the Chart of Accounts for invalid currency codes and corrects them.

## **Invalid Acct. Types**

This utility validates the field value used to identify GL accounts which reference invalid account type records. This condition could occur if the file FDEPART has become corrupted. The utility will display error messages when invalid account types are found. No data is changed by the utility.

## **√ Annual Totals**

Annual total fields (current year and previous year) are maintained in each GL account record to facilitate reporting. The field values are the total of other period total fields in the same record. This utility ensures that the totals are correct and corrects them if needed.

## **Omnis Connects**

The GL totals file is connected to the journal entries file using Omnis connects. Qube ERP™ does not rely upon these connects, but an error in these connects can cause an incorrect records to be brought into memory and result in incorrect reporting data. This utility will validate and correct these connects.

## **JE's Posted to Different Periods**

Journal entries are composed of multiple transactions which share the same journal entry number. All records sharing the same number

should be posted to the same period. If an error occurred which caused different records in the same JE to be posted to different periods, errors would appear in the financial statements. This utility looks for this condition and reports the JE number and the number of errors found, if any are found. No data is changed by this utility.

## **Postings to Title Accts**

There are two types of records in the GL summary file (FINLINE). One is a valid account record which should receive posting data. The other is a record which exists only for the purpose of identifying the label to use when printing financial statements and when summary formatting is used. These title accounts should have no posting data in them. This utility reviews all journal entry records to look for JEs which might reference title accounts. If one is found, an error message will appear. No data is changed by this utility.

## **Dupe Accounts**

This utility will read all GL summary records to identify duplicates. If one is found, the user is offered the option to delete the account. It is a useful utility to run immediately after importing GL accounts.

## **GL Accounts Upper Case**

This utility modifies the Chart of Account descriptions so they are all upper case (capital letters).

## **Convert to 14-Character GL Format**

This utility is for sites which have been using Qube ERP™ accounting but which would prefer to use the GPS 14-character account code format. The utility converts all references to GL accounts from the 11-character Qube ERP™ format into the 14-character GPS format. Eleven different types of fields can be changed by this utility.

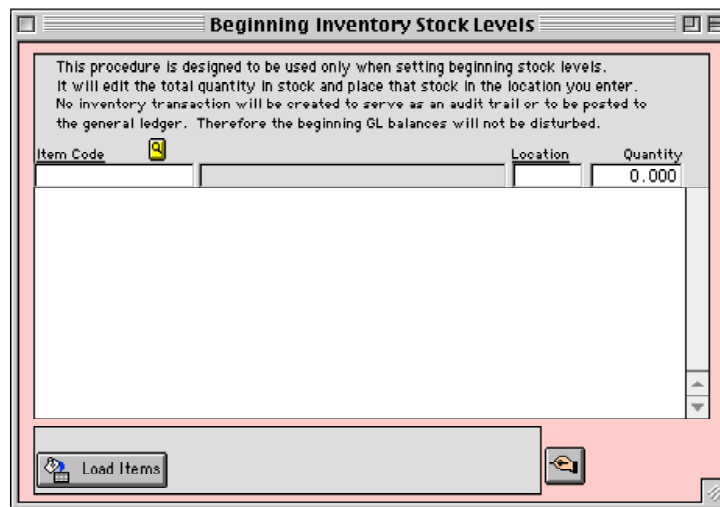
## **GL Department from XY0 to 0XY**

This utility reformats GL accounts showing a character other than zero in the first cost center position.

## Inventory Utilities

### Beginning Stock Levels

This function is used to establish *beginning stock levels only*.



Item Code	Location	Quantity
		0.000

You cannot use this utility once the system is running. It edits the total quantity in stock and places that stock in the location you designate. No inventory transactions are created to serve as an audit trail, or to be posted to the general ledger, thus leaving beginning balances undisturbed.

### Verify Item Type

This utility checks each record in the item master file to see if the item contains a BOM. If it does and is not already coded as a FIN or SUB, the item type will be changed to SUB.

### Check for Location #1

Each non-labor item in the Item Master should have at least 1 stock location record associated with it. If this is not the case, some reports will not print correctly; e.g., reports which work on the stock locations file will not include Item Master records which have no stock location record. This utility checks for the presence of location #1 for each item. If one is not found, the utility will insert it.

## **Delete Blank Item Codes**

This is a condition which should happen only if the data file has been damaged. The utility will look for blank item codes and delete them.

## **Strip Spaces from CN\_IN\_KEY**

Strips blank spaces from stock location records.

## **ID Orphan Locations**

An orphan location is a stock location record which points to a non-existent Item Master record. If the data file has been damaged and Item Master record(s) trashed illegally, stock location records associated with those trashed Item Master records will still exist. They will appear on some reports but will not be viewable on the Item Master window because their parent record is missing. This utility will print a report which identifies such a condition.

## **Initialize Last Incoming Transaction Date**

This utility reads the Inventory Transaction file for the most recent IN transaction and puts the date of that transaction in the location record for the item.

## **Delete Orphan Locations**

This utility will delete the records identified in the ID Orphan Locations utility. It does not require that the ID Orphan Locations utility be run first; this utility does its own checking for the orphan location condition.

## **Delete Duplicate Locations**

Each stock location record should be unique for any selected item and any selected location; e.g., there should not be more than one location 1 record for item ABCDE. This utility checks for such a condition and deletes the duplicate stock location record, if one is found.

## **Set Up FIFO/LIFO Layers**

This utility is used only when FIFO/LIFO Job Costing is an enabled feature. It is needed when you first set up FIFO/LIFO layers or when

you change from FIFO to LIFO. The utility may take a long time to run if there are a large number of unposted inventory transactions found in the data file.

## Set Up Revision Records

This utility establishes a BOM revision record for each Item Code with type = FIN or SUB. The utility uses the revision code set up on Item Master File card #1.

## Delete Location #0

Location zero is an invalid location. This utility will check for the presence of location zero associated with any Item Master record and delete them if any are found.

## Check Stock Location Codes

Checks key value for stock location records.

## Transaction Date

Printing and posting inventory transactions depends on the presence of a transaction date. If this field is empty, the transaction will not qualify for printing or posting and therefore will never be included in these procedures. This procedure will check for this condition and fill it with the current system date if any blanks are found.

## Clear CFM Flag

Resets to blank Item Master records whose CFM Flag was improperly set. **Run this utility under the direction of QCI Technical Support only.**

## Check Inventory Defaults

Damaged data can clear out the value of important fields in the Item Master (e.g., stock keeping unit, item type, taxable status, lot size, active/inactive status, purchased/fabricated flag, etc.). This utility makes sure critical field values contain appropriate values. This utility also corrects errors caused by importing values into the Item Master File.



## Current Costs to Transactions

This utility can be useful if transaction records were posted before the correct current costs were set up in the Item Master. The window displayed when selecting this utility explains how it works.

Inventory transaction unit current and standard costs are maintained by copying these values into each transaction record at the time each transaction is created.

PO receipts are exceptions to this rule. With PO receipts, the current unit costs are derived based on the PO record to which they relate, converted to stockkeeping units when necessary.

Please enter a valid item code or "ALL": \_\_\_\_\_

Please enter the beginning date..... 07/18/95

Please enter the ending date..... 09/18/95

## Bin Locations

Earlier versions of Qube ERP™ had Bin Locations on the Item Master record. This utility ensures that the data has been moved to the Stock Location record. If the field is blank, it will be filled in with the bin location found in the Item Master record.

## Delete Dupe Items

Each Item Master record should have a unique item code. If the Item Code field index is damaged, Omnis7 may allow duplicates. This utility checks for duplicates and combines them into one record.

## Prime Vendor

All purchased items should have a prime vendor noted in the Item Master record. Qube ERP™ allows the user to leave this field blank, although the user is cautioned to not do so. This utility will look up any purchases recorded against items with blank prime vendor fields and fill in the vendor code from the purchase record. The Qube ERP™ system automatically fills the vendor code into Item Master records which contain blank prime vendors, but this feature was not added until June 19, 1995. Therefore, Item Master records added before this date against which purchases were recorded may still have blank prime vendor fields.

## Lot & Batch Utilities

### Copy Item Code to Lot records

Earlier versions of Qube ERP™ lot tracking (prior to 1992) did not contain the item code in the lot records. The field value was instead looked up from the PO item record to which it was associated. This utility upgrades old data to the new format by looking up the PO item and copying the item code directly into the lot record.

### Remove Dupe Lots

This utility will review all lot records to ensure there are no duplicates. Duplicate records will have the quantity fields combined and the duplicate record will be deleted.

### Fix Pallet Records

This utility has two functions: it recalculates the pallet detail (F\_PALLET\_DET) record's address, and it deletes pallet move transactions (F\_PALLET\_TRANS) with zero quantities. The feature set must contain pallet tracking.

### Nonzero Batches and Nonzero Lots

In 1994 a field was added to both the lots and the batches file format to speed identification of nonzero lots and batches. This enables Qube ERP™ to find the first nonzero lot or batch associated with a specific item code immediately, without having to read through all lots & batches associated with that item. This utility was written to populate that field. It can also be used to validate the field if there is any suspicion that it may not be 100% accurate.

### Reset Lot/Batch Flag

Reviews lot and batch records against the flag in Item Master File Card #2 for incorrect matches.

### Blank Serial or Lot/Batch Code

Early designs of the Qube ERP™ lot, batch and serial number tracking functions did not require any flag in the item master file to indicate that an item should or should not have a lot or batch or serial

number associated with it. Later design changes added this flag field. This utility is provided to populate this field in data files in which old data exists without this flag.

## **Clear Pre-Sold Quantities**

The batch records carry quantity field values for current stock, open POs and committed to sales. This utility was provided on request to clear the committed to sales field in all lot and batch records.

## **Option Key**

The valid options and prices file maintains a unique address for each record. This utility validates this field value and will report the number of changes required.

## **Invalid Lot/Batch/Serial Flag**

Reviews the Item Master File for codes that do not equal L, B, or S.

## **Ad Spec Drop Ship field**

This utility was written for Ad Specialty installations of the Qube ERP™ system. It was written to populate a new field which indicates that a specific item is normally drop shipped. In the ad spec industry, most items are drop shipped, but some are not. Therefore a distinction must be allowed in the sales order items file and a default value provided in the item master file.

## **Convert Cust Item from # to String**

This utility is only available for companies who have the Process-Oriented Order Entry feature. The utility converts an Item Code from the Sales Order to a number Qube can process.

## **Stock Quantities = Job Quantities**

This utility is provided for a special type of job tracking in which the quantities associated with every job at every stock location is maintained. This utility validates these field values. Most Qube ERP™ installations will not use this and the Qube ERP™ system will disallow its use when it is not appropriate.

## **Job\_Locations records**

This is a second utility designed for this unique type of job-location tracking installation. Its use is prevented by Qube ERP™ when not appropriate.

## **Calc EDI Keys**

This utility is only available for companies with the EDI feature. It reads records in the FEDI file and calculates a valid index key.

## **Remove Dupe Routing Steps**

This utility can be useful if you have imported routing steps using Omnis7 utilities. Under this circumstance, more than one step 1 or step 2, etc., can exist in the same routing. This utility looks for this condition. If the routing step and the work center reference are both identical, the second occurrence will be deleted. This utility will also print a report of the routing steps it deleted after it has finished.

## **Set Up Job Location Record**

Sets up job location records based on Quantities in the Item Master File record.

## MRP Utilities

### **Delete empty MRP run headers**

This utility deletes MRP headers with no associated allocation records.

### **Check Mfg Order Header Keys**

This utility reads the FPM\_Header file to set the Key index value, then reads all FPRTASK and FPRSHIP records to copy the Key index value into those records. This utility should be run under the direction of QCI Technical Support.

### **Check MO Tasks File**

This utility checks the fields in the Purchase Order Shipments records (FPO\_Ships) for quantity and date, then updates the Manufacturing Order Task (FPRTASK) records appropriately. It updates the Material Requirements (FPRSHIP) and Available to Promise.

### **Check MO Material Requirements File**

This utility reads the Material Requirements File (FPRSHIP) to verify quantity and date.

### **Check PO Shipments File**

This utility reads the PO Shipments File (FPO\_Ships) to verify quantity and date. It marks records appropriately for manual PO allocations.

### **Check “Ready to Build” flag**

This utility initializes or validates the “Ready to Build” field values in the Manufacturing Order Tasks File (FPRSHIP).

### **Clear PO Manual Allocations**

This utility clears manual allocations in PO shipments. Use this utility to clear the visible job allocation flag. You may need to run this prior to scheduling.

## **Clear PO Allocations**

This utility clears the quantity allocated during scheduling in PO shipments.

## **Delete Orphan Tasks, Material Requirements, and Allocations**

This utility will delete Manufacturing Order Tasks records (FPRTASK), Material Requirement records (FPRSHIP), and Allocations records (FMRP\_Items) that do not have an associated Manufacturing Order Header record.

## **Restore Material Requirement Allocations**

This utility restores material requirement allocation records (FPRSHIP) based on data found in allocation records (FMRP\_Items).

## **Restore PO and Task Allocations**

This utility restores PO Shipment records (FPO\_Ships) and Task allocation records (FPRTASK) based on data found in material requirement records (FPRSHIP).

## **Check Top Level Allocations**

This utility reads Sales Order Shipments to determine their qualification for scheduling, then check Manufacturing Order Tasks file (FPRTASK) and PO Shipments file (FPO\_Ships) to verify the status is recorded correctly. It clears out Allocation records (FMRP\_Items) or builds Allocation records where needed.

## **Clear Task Print Flags**

This utility clears print flags in Manufacturing Order tasks.

## **Clear Selected MRP Allocations**

This utility clears out all allocations in the selected date range. Use this utility to override material requirement allocations created during production scheduling runs, or to clear out allocations from planning records which you may want to ignore. Failing to clear out such allocations will cause allocated stock to be represented too high.

## Payables Utilities

### **Clear Comments Cash Disbursements**

This utility clears the comments field in cash disbursements records.

### **Omnis Connects**

This utility sets Omnis Connects between Vendor Invoice items and Vendor Invoice headers.

### **Balance Due Flag**

This utility resets balance due flags on vendor invoices. The value of the balance due is calculated and flag is set based on this value.

### **Purchases & AP Bal Due**

This procedure resets vendor invoice balance due field values. If cash disbursement transactions have been purged, be sure to set your date range to exclude invoices in the purged range. If you fail to set this date range correctly, Qube ERP™ will find invoices that currently show a zero balance due and reset them to a full balance due.

### **Vendor Invoice Date**

This utility fills in blank vendor invoice dates with current system date.

### **Reassign Transactn #'s**

This utility ensures unique transaction numbers.

### **Freight Only Payables**

This utility sets a flag in the vendor invoice header record for those invoices that contain only freight input on the header record. This flag assists in the posting process.

### **# Lines Each Invoice**

This utility computes the number of items on all invoice records.

### **v7.32 Vendor Invoice Key**

This utility upgrades vendor invoice keys to v7.32 standard.

## **Checks Printed/Cleared**

This utility flags all payment records as printed and cleared.

## **v7.32 V Invoice Item Keys**

This utility upgrades vendor invoice keys to v7.32 standard.

## **Strd Cost to Invoices**

This utility copies standard costs to vendor invoices.

## **Check Totals**

This utility reviews all cash transactions to put total value into multiple line checks.

## **Customer Refunds**

This utility edits cash disbursements.

## **IC\_PV\_KEY**

This utility flags sales commission payments.

## **Invalid Tax**

This utility clears invalid tax in vendor invoices.

## **Blank Vendor Code**

This utility checks for vendor invoices where the vendor code has been deleted.

## **Fill in Vendor Invoice Fields**

This utility looks for blank dates and terms in Vendor Invoice Header records. If it finds blanks, it will fill them in with data. If the Vendor Code or Vendor Invoice Number is blank, you are given the opportunity to abort the utility.

## **PI\_KEY to Invoices**

This utility copies PO item keys to vendor invoice items.



## Personnel Utilities

### User Records

Each personnel record has a separate user record associated with it. The user records keep track of user access privileges, the last record of each type viewed by each user and the window position (left top) for all windows last viewed by each user. This utility checks to make sure each personnel record has an associated user record and that the user access privilege fields contain appropriate data.

### Labor Standard Records

This utility is used only for data files flagged as 7.15 and prior; i.e., it is not useful for v7.17 and v7.18 data files. The utility looks for actual versus standard labor records which contain invalid (negative) quantities.

### Invalid User Records

This utility checks for user records which point to invalid personnel records. If one is found, the invalid user record is deleted.

### Delete Duplicate Users

This utility looks for and deletes duplicate User records. A report is generated showing deleted records.

### Invalid Time Charge Records

If employee time charges are entered when a user's system clock is not set correctly (e.g., 12/01/09), time charge records will be created with inappropriate dates. Job cost reports will not print them as expected and posting procedures may also ignore them because they do not fall in normally entered date ranges. This procedure changes the date for any time charges if the date is in the future (after the current system date). In this case, the date is set to the same month and day of 1995. Also, if the date is found to be prior to 6 years ago, the date is also set to the same month and day of 1995.

## Calc Job Estimate Type

This utility converts records of job estimates data to include quotation data.

## Delete Duplicate Personnel

If an import was performed using Omnis7 utilities, duplicate records may be found in the personnel master file. This utility will find them and delete any duplicates. A report is generated showing deleted records.

## Update Rep Sales

This utility recalculates booked orders dollars by Sales Rep and Employee on the **Personnel Basic Info** window, on the **Sales Data** tab.

## Unique Code for Each Employee Time Charge

This utility assigns unique codes for each employee time charge.

## Update Labor Rate in Unposted Emp Time Charges

This utility converts all unposted time charges for all personnel records to the current rate.

## Commissions Terms

This utility sets up sales commission terms in personnel records. The initial value is set at 15 percent. After the utility is complete, edit the percentage on the **Personnel and Labor** window, titled **Commission Terms for Changes**.

## Commissions to Invoice Items

This utility initializes commission amounts in invoice items. It reviews the Personnel records for the Sales Rep and Account Manager Commission percentages. Then, based on the Employee Code and percentage, the utility calculates and updates commissions due.

## Commissions to Order Items

This utility initializes commission amounts in sales order items. It reviews the Personnel records for the Sales Rep and Account Man-

ager Commission percentages. Then, based on the Employee Code and percentage, the utility calculates and updates commissions due.

## **Commissions Paid Outside the System**

Sales commissions due values are carried in each sales invoice header. These amounts are reduced when cash disbursements are created against each invoice. This procedure clears out the commissions due flag and amounts for all invoices found within the specific date range. The effect is to zero out the commission payable amount without having to go to the trouble of generating cash disbursements for each invoice. Qube warns you to review the beginning and ending date ranges carefully.

## **Zero Payment Dates**

When a cash receipt or adjustment is posted and it brings the balance on a sales invoice to zero or less, Qube ERP™ sets the zero payment date equal to the date of the transaction which brought the balance due to zero. This utility allows you to change selected zero payment dates on a large number of invoice records. Qube warns you to review the beginning and ending date ranges carefully.

## **Cash Receipt Dates**

This utility allows you to change a set of cash receipt transactions from one date to another. It will also look for invalid dates (prior to 1/1/80) and change them to whatever date you select.

## **Populate Unburdened Time Charge Rates**

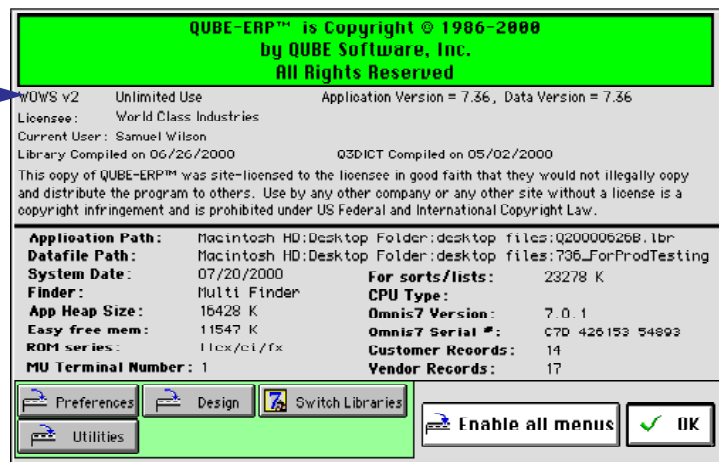
This utility fills in unburdened time charge rates in employee time charge records.

## **Windows Management System**

This utility is new with the library distributed to Qube customers on May 3, 2000. Qube has always maintained the Last Used settings for each user for each window within Qube. This is a very complicated process. In this library release, a new function, nicknamed Wows, was added that allowed more efficient access to the Last Used Set-

tings. The version of WOWS that everyone should be using is WOWS v2. The version is visible on the **About Qube** window in the upper left corner.

WOWS version



This Windows Management System utility toggles all the records in the User file between WOWS v1 and WOWS v2. The utility needs to be run when any of the users display WOWS v1 in the About Qube window or when windows do not appear correctly for any of the users. The utility may need to be run twice, once to set users to WOWS v1 and the second time to WOWS v2. Messages will display to describe the settings as they are being made.

## **Purchasing Utilities**

### **Print Orphan Ship Dates**

An orphan ship date is a PO or Requisition Shipment record which is associated with no PO Item record. This utility searches for this condition and prints a report of those found. If no orphan ship dates are found, no report will print.

### **Print Orphan PO Headers**

This utility searches for PO Headers which have no associated item records. This is not necessarily an error. If no orphan PO Headers are found, no report will print.

### **Print Orphan PO Items**

This utility searches for PO Item records with no associated PO Header record. If no orphan PO Items are found, no report will print.

### **Blank Vendor Codes**

This utility reads every vendor master file record. If the vendor code and vendor name fields are blank, the record is deleted. If the vendor code is blank but the vendor name is not blank, Qube ERP™ displays a message asking if you want to delete the record.

### **Delete Orphan PO Items**

This utility uses the same logic described in the Print Orphan PO Items utility and actually deletes the orphan records.

### **Delete Orphan PO Ship Date**

This utility use the same logic described in the Print Orphan PO Ship Dates utility and actually deletes the orphan records.

### **Blank Purchasing Unit**

This utility fills in blank purchasing units of measure from the Item Master File.

## Vendor Open POs

The Open POs field is the total dollar value of open POs associated with each vendor. It is displayed on the vendor master file window. This utility will check this value and correct it if needed.

## PO Item Status

Earlier versions of Qube ERP™ determined a PO item's status by comparing the quantity ordered with the quantity received. The only way to close out a PO item which was received short was to change the quantity ordered to equal the quantity received. More recent versions (since July 1993) use a status code which allows a PO item to be closed regardless of the quantity received. This utility is used to initialize the value of the PO item status field based on a comparison of the quantity ordered and the quantity received.

## PO Item Qty = PO Ship Qty

This utility will review every PO item record and ensure that the total quantities (ordered and received) agree with the total of all shipment records associated with each item. This utility assumes that the shipment totals are correct and will overwrite the item quantities if any difference is found. At the same time, the utility will reset the PO item status based on a comparison of the quantity ordered and the quantity received.

## PO Item Each Ship Date

This utility is useful if data damage has resulted in lost PO Item records. The utility will read each PO Shipment record and insert a PO Item record if one is not already found associate with the shipment record.

## PO Ship Date for Each Item

This utility is useful if data damaged has resulted in lost PO Shipment records. The utility will read each PO Item record and insert a PO Shipment if one is not already found associated with the item record. The utility is also useful if your system set up was set to not

allow multiple shipments per PO item and you have since decided you do wish to allow multiple shipments per PO item. This utility would fill in the necessary shipment records.

## **Omnis Connects**

This utility is provided in two parts. The first part will restore lost Omnis connects between PO Items and PO Headers. The second will restore the connects between PO Shipments and PO Items. Both sections are preceded by a dialog box asking the user if he wants to run the selected step.

## **√ PO Unit Conversions**

Each PO item record may contain the stock keeping unit of measure or the purchasing unit of measure. This utility will read each PO item record first to determine that each one contains a valid unit of measure. If one is found which is not valid, a message will be displayed telling the user which PO item shows the invalid unit of measure. The utility will abort at this point. The second check is directed at the conversion factor. If the PO item contains the stock keeping unit, the conversion factor will be set to 1; if it contains the purchasing unit, the conversion factor will be set based on the conversion factor found in the item master file (if this is not already the case). The utility will read and change only open PO items.

## **Vendor Performance**

This utility reads every record in the vendor master and the qualified vendors and items files. Also, every PO receiving transaction is read in the inventory transactions file. If you have a large number of records in these files, this utility may take a long time to run. The purpose of the utility is to update the statistical data displayed on the vendor performance windows. The utility was developed for users who had been using the Qube ERP™ system for a while and just added the Vendor Management feature.

## **PO Item Line #**

This utility reads every PO Item record to make sure that three critical values are valid. These three field values are the PO item date, the vendor code and the PO item number.

## **PO Item Keys**

This utility will read every PO Item record to ensure that its address is unique and that there is at least one shipment record associated with each item.

## **Qualified Vendors**

This utility is designed to assist companies who have set up their item master file and wish to copy the primary and secondary vendors from the Item Master into the separate qualified vendors file. It is intended for companies who have the Vendor Management feature.

## **PO Header <>Items Total**

This utility reads all items on all PO/Requisition Item records to verify the dollar value of the items agree with the value shown on the PO/Requisition Header records. A Yes/No dialog box asks you if you wish to have the utility correct any errors that it finds. The utility prints a report to show you which header records were edited and corrects the errors.



## Receivables Utilities

### Blank Bank Code

This utility was written to correct a bug found in version 7.1 many years ago. The bug has been corrected and the utility is no longer needed. The result of the bug is that cash disbursement and/or cash receipt transactions were written containing no bank code. The utility corrected that condition.

### Reset Fiscal YTD

Since year end closings rarely occur on the exact last day of the fiscal year, this utility recomputes this number at any time (i.e., not necessarily at the same time as the year end closing is performed). Each invoice is read for each customer and the date is compared with the GL calendar. If the invoice falls within the range of the current GL calendar, its value is added to the year to date sales total. Otherwise, it is ignored for the purposes of this total.

### Zero transaction #s

This utility was written to correct transactions written without any transaction numbers.

### Invoice Balance Due

This procedure resets invoice balance due field values. If cash receipt transactions have been purged, be sure to set your date range to exclude invoices in the purged range. If you fail to set this date range correctly, Qube ERP™ will find invoices which are currently showing a zero balance due and reset them to a full balance due.

### Average Days Paid

The **Customer Financial Info** window displays the average days each customer takes to pay invoices. This utility will read through each invoice for each customer and recompute these values.

### Zero Invoice Balance Due

This procedure is designed to recover from errors caused by running the Invoice Balance Due utility over a date range for which cash re-

ceipt transactions have been purged. This will reset invoice balance due fields to zero.

## **Order Header & Item Totals**

This utility prints a report of sales orders for which the order header and order items values differ.

## **Invoice Header & Item Totals**

This procedure resets invoice header field values based on the values found in the invoice items file within the selected date range.

## **Clear Currency Conversion in cash receipts**

This utility corrects postings resulting from incorrect use of the GL Currency Revaluation procedure.

## **Balance Due Flag**

Qube ERP™ uses an indexed field value to make the A/R Aging report print as fast as possible. The balance due flag contains the customer code if the balance due is nonzero. Otherwise, the field value is blank. This utility validates this field value by reading each invoice for each customer.

## **Replace Missing Invoice Headers**

This utility was written to correct a condition whereby a corrupted invoice headers file was lost. The invoice header values are read from the invoice item and associated order header records.

## **Invoice Defaults**

This utility will read all invoice header records and ensure key fields (Dept., Sub account, and all ship-to fields) are not blank. It will not change any field values it finds; it only looks for blank fields which should not be blank. It will also validate the customer code and display an error message if one is found. Finally, it will check the sales commission due field values and correct any errors it may find there.

## Invoice Posting Default

This utility sets the posting default in non-posted invoice headers. It reads the *POST SALES USING ITEM MASTER SUB ACCOUNTS* setting on **System Setup Card #3** to determine what sub account to assign to unposted invoice transactions.

## Shipment Date into Invoice Items

This utility was designed to set up data needed by the **Invoiced Sales by Item Code - Delivery Performance** report. This report is found in the Invoiced Sales Reports list. The report relies on a copy of the scheduled shipment date found in the sales order items file. This date is compared with the date of the invoice to determine on-time, early or late shipping performance. The field was added to the invoice items file format on 8/23/95. Therefore, invoices produced prior to this date would have blanks in the field, resulting in a useless report.

## Copy Item Code to RA records

This utility is designed for users who have Basic Service Order Tracking or Customer Service Management tracking in their feature set. Early designs of this function did not maintain the item code in the return tracking records; it looked up the value from the expected return record. It was found later that sometimes the actual item returned differed from the expected item returned. Therefore, it was best to give the return tracking record its own item code fields. The utility looks for blanks in this field and fills them in based on values found in the expected returns file.

## Clear J/E Key if not posted

This utility was written for a special purpose. Do not run it.

## In/Out of Warranty

This utility is also designed for users who have Basic Service Order Tracking or Customer Service Management in their feature set. It fills in a field to enhance the ability of the function to determine if the returned item was in or out of warranty at the time of the return.

## √ Invoice # on Serial #s

The invoice number associated with any serial number is determined based on the associated order number and the date of shipment (since any order item may have any number of shipments against it). This utility validates existing values and prints a report of any corrections it made.

## Invoice Due Date

This procedure will reset invoice balance due field values. If cash receipt transactions have been purged, be sure to set your date range to exclude invoices in the purged range. If you fail to set this date range correctly, Qube will take any invoice currently showing a zero balance due and reset it to a full balance due.

## Customer Code in C/Rs

This utility was written years ago to correct a bug found early in the delivery of Qube ERP™ version 7.1 (1992). It ensures that the customer code associated with all cash receipt transactions is correct. It does this by comparing the customer code found in the C/R record with that found in the order or invoice number entered into the transaction.

## Sales Utilities

### Omnis Connects: Header

### Omnis Connects: Items

### Shipment Scheduling Flag

Omnis7 provides utilities to associate records, called the **Omnis Connect**. If records are imported without calling into memory the parent record to which the child record should be associated, the connect will not be set up correctly. Normally, the Qube ERP™ system does not depend on these joins to be correct, but it doesn't hurt to make sure they are set correctly. These three utilities ensure the connects are correct between the sales order header and the customer record, the order item and the order header and the order shipment and the order item. The utilities must be run in the order listed.

### Flag Invoices as “EDI-sent”

This utility allows you to mark the “EDI-sent” flag on invoice header records to “Yes” within a given date range. It is only available for customers with EDI in their Feature Set.

### Order Status

This utility reviews all sales order headers and items. First, the quantity invoiced on each item is validated by reading all invoice items associated with each sales order item. Then, each order item value is reviewed to validate its status code and quantity backordered.

### Print Orphan Order Items

### Print Orphan Order Shipments

If a sales order file has become corrupted, order items may exist without associated order headers or order shipments may exist without associated order items. These utilities identify these conditions.

### Delete/Replace Orphan Ship Dates (and Headers)

If the order items file has become corrupted, Qube ERP™ can assist in correcting that damage. The damage may have resulted in lost records in the order items file. This would leave orphan shipment records. Qube ERP™ can replace the item record based on values

found in the shipment record and associated invoice item record. If, however, the item was never invoiced, a replacement is not possible. Therefore, the shipment record will be deleted. A report is printed to file listing deleted shipments while the utility is being run. The report is named 'Orphan Shipment Records Deleted by Utility' and can be opened from Excel after the utility is completed.

## **Replace Missing Order Headers**

This utility replaces order header records deleted by damaged data. It reads data from the Invoice Header record and the Customer master record to rebuild the records.

## **Shipments Match Items**

Each sales order item may have an unlimited number of associated shipment records. Both the item and the shipment records maintain values for quantity ordered, shipping, invoiced and backordered. The purpose of this utility is to ensure that each order item record contains the totals (in each of the 4 fields) for all shipment records associated with it.

## **Order Item Class**

This utility is useful only if the Basic Option Selection or the Rules-Based Configurator feature is in the feature set. It reviews all sales order items to make sure the option class for each order item matches the class code found in the associated item master record.

## **Order Header Subtotals**

This utility will review each order header and compare the total dollar value of all order items associated with the order to make sure this total agrees with the subtotal shown on the order header. When item records have been lost due to corruption and the header and item totals disagree, this utility can be useful in resetting the total. It should be run after the lost item records have been replaced.

## **Shipment for Each Item**

This utility ensures that at least one shipment record exists for each Sales Order Item record.

## **% new vs. reorder**

This utility performs a simple calculation and does not edit any field values in the data file. It adds up the total number of invoices and the total value of invoices since Jan. 1, 1990 and computes the number and value which came from repeat customers vs. new customers.

## **Shipment Flags & Dates**

This utility performs two functions. First, it reviews shipment records to update the Backorder Quantity and Committed to Sales Quantity. The second part of the utility changes the Requested Ship Date to be equal to the Scheduled Ship Date. By selecting Yes or No, you have the option to run either or both of these functions.

## **Shipment Scheduling Flag**

This utility performs much the same function as the “Reset Scheduling Flags” utility found in the Listed Utilities. It takes a different approach to the problem, but produces the same result, comparing the existing scheduling flag value with the existence and status of any outstanding manufacturing orders associated with that shipment record.

## **Empty Order Dates**

This utility was written to correct a data corruption problem found in the sales order header file, whereby the value of sales order items contained empty date fields after repair utilities were run. The utility fills in these field values based on values found in the invoice header or order items files.

## **Blank Order #s**

This utility was written to correct data corruption problems which cleared the order number in sales order item and sales shipment

records. The utility replaces this field value based on other field values found in the same file or associated files.

## Cancel Date to Shipments

This utility was written to copy the date on which an order item was canceled into the shipment dates. This resulted in more efficient reporting which previously printed the Canceled Orders report based on the original order date. The new report offers the user a choice to base the report on the date on which the order was canceled.

## # Ship Dates per Line

This utility validates the field value which keeps count of the number of shipments associated with each order line number. This field value is used in determining the unique address of each shipment record.

## Print on Order/Invoice

This utility turns on the *PRINT ON WORK ORDER* and *PRINT ON ORDER/INVOICE* settings on the **Sales Order Header**.



## Service Order Utilities

### Project Code

This utility copies project codes from the purchase order to vendor invoices.

### Svc Order Item Status

This utility validates service order item status codes based on the date and the quantity backordered.

### Fix service order dates

This utility reviews service order records for blank dates and corrects the dates.

### Create problem records from svc order comments

This utility creates problem records from service order comments.

### Remove Dupe Chosen Options

This utility is only available if the optional Customer Service Management feature has been purchased and activated. This utility reviews all chosen options to eliminate duplicates.

### Invalid Customer/Vendor Types

This utility matches Customer and Vendor Master records with the Type Codes as defined in the Order Entry, Sales Type Codes window. It checks for invalid codes in the customer and vendor master files.


## Setting the File Mode


The purpose of the **Set File Mode** window is to change the setting of a file you are about to import to Read/Write mode. The normal setting is Read Only.





After importing the data, be sure to set the file mode back to **Read Only**. Use the following chart to help you determine which file formats each button controls:

System Admin.	FREPORTS, FSETUP, FPARAMS, Master, FDEPART, F_My_Reports, F_Help
Production Planning	FPM_Header, FPRTASK, FPRSHIP, FSH_Calendar
Great Plains	GPS_FDIC, GPS_IFIL, GPS_ISEG, GPS_SRCH, GPS_IIDX
Inventory Control	FINVENT, FCONSTN, FXFER, FLOT, FBITEMS, FAVCOST, FLOCTN, FQV_Vendors, F_InvTranReason, F_Operations, FOP-TION
Purchasing	FVENDOR, FPURCHS, FPO_Ships, FPITEMS

 Accounts Payable FINCOME, FVENDOR, FVI\_Header, FVI\_Items

 Order Entry FCUST, FMEMBER, FITEMS, FFIELDS, FQO\_Header, FQITEMS, FQDATES, FSALEOP, FEVENT, FATTEND, FC-SHIPS

 Labor & Personnel FCRA, FEMPLOY, FEMTRAN, User

 Accounts Receivable FINVOIC, FCUST, FITEM2, FINCOME, FLAB

 General Ledger FINLINE, FJOURNL, FDEPART

## Purging Data

Qube ERP™ provides procedures which will enable the user to easily delete old data and thereby maximize performance and keep to a minimum the increases in the data file's size. The data file does not, however, get smaller when data is deleted. Instead, as old records are deleted, space is designated as available for use by new records of the same type when they are created. It is recommended that users purge their data at least once a year. Always make sure you archive a data file and current version of Qube ERP™ before purging data.

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**When Qube purges any of the data, the counters respective to that data are not reset. For example, purging Sales Order Invoices does not change the counters on the Customer Financial Information window. After purging data, be sure to run the appropriate utilities to reset the counters.**

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**Note: there is no Purge function for Cash records.**

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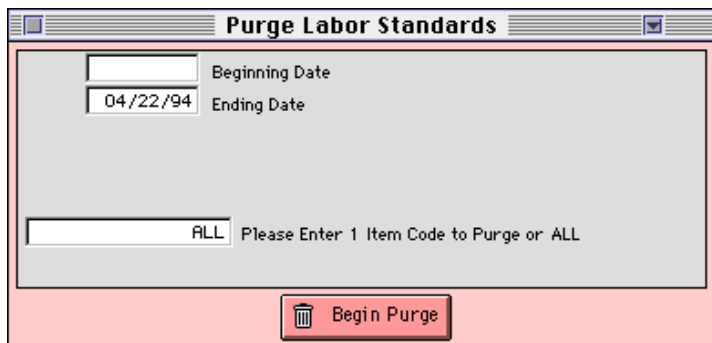
**After purging any data, QCI recommends that you run the Omnis utility Check Free Blocks. See [“Check Free Blocks” on page SYS-225](#).**

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## Purging Actual vs. Standard Labor Data

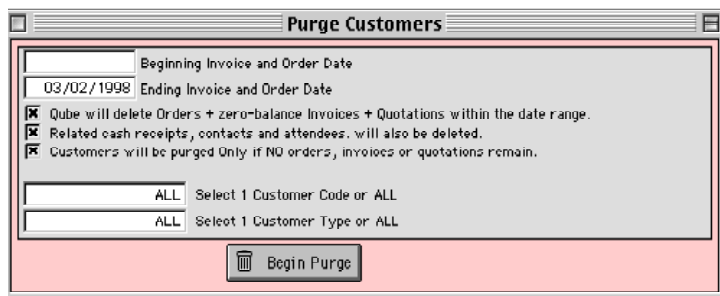
The file being purged by this function is FEMTRAN. When you access this function, the following screen displays:



Click <BEGIN PURGE>. Enter the date range for the labor standards you wish to purge. Once you have selected the ranges of data you wish to purge, click <SAVE>.

## Purging Customers

The file being purged by this function is FCUST. When you access this function, the following screen displays:



Click <BEGIN PURGE>. Enter the date range for the invoice and order dates you wish to purge. Select one customer code or all customer codes, and one customer type or all customer types. Once you have selected the parameters of the data to purge, click <SAVE>.

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**The three checkboxes below the data fields cannot be unchecked; they are on this screen to ensure that you understand how Qube will perform the purge. Qube will purge orders plus**

**zero-balance invoices plus quotations; purge related cash receipts, contacts, and attendees, and purge all selected customers with no orders, invoices, or quotations remaining.**

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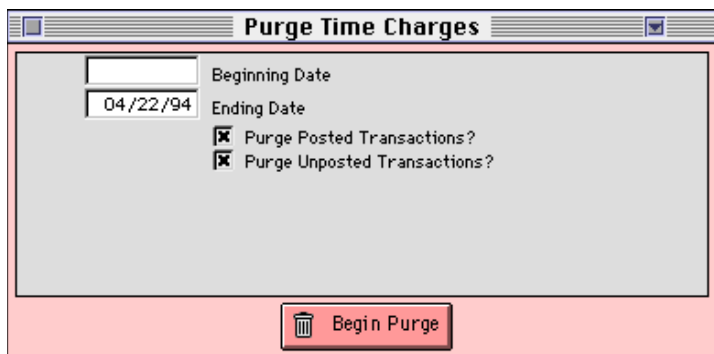
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## Purging Employee Time Charges

Employee time charge records are created to track the expenditure of labor against specific jobs. As these records get old, the value of the information diminishes and it might be advisable to delete them.

As with all purging routines, you should print all relevant reports and save the data for at least one year before purging the old records. It is also advisable to purge only posted time charge records.

The file being purged by this function is FEMTRAN. When you access this function, the following screen displays:

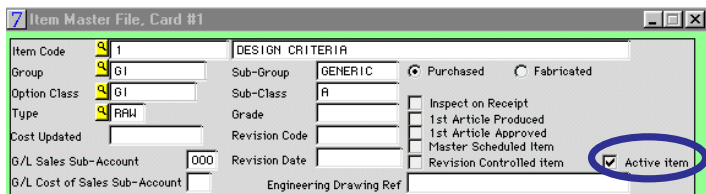


Click **<BEGIN PURGE>**. Enter the date range for the time charges you wish to purge. You may purge posted time charges, unposted time charges, or both, for the date range you have selected. Once you have selected the ranges of data you wish to purge, click **<SAVE>**.

## Purging Inventory Items

Sometimes companies can make extensive changes to their product line, to the extent that items that were required are no longer used. The best short term approach to this condition is to flag such items

as inactive. This selection is found on **Item Master File, Card #1**. Click the *ACTIVE ITEMS* box *OFF*:

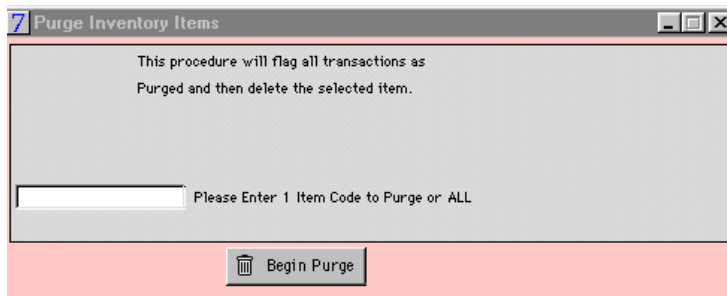


The screenshot shows the 'Item Master File, Card #1' window. It contains various fields for item information. The 'Active item' checkbox is checked and circled in blue. The fields include:

- Item Code: 1
- Group: G1
- Option Class: G1
- Type: RAH
- Cost Updated: [blank]
- G/L Sales Sub-Account: 000
- G/L Cost of Sales Sub-Account: [blank]
- DESIGN CRITERIA: [blank]
- Sub-Group: GENERIC
- Sub-Class: A
- Grade: [blank]
- Revision Code: [blank]
- Revision Date: [blank]
- Engineering Drawing Ref: [blank]
- Purchased: ☒ (circled in blue)
- Fabricated: ☐
- Inspect on Receipt: ☐
- 1st Article Produced: ☐
- 1st Article Approved: ☐
- Master Scheduled Item: ☐
- Revision Controlled item: ☐
- Active item: ☒ (circled in blue)

To clean up the data file and purge the old data, select **Purge Inventory Items**. This purge function only processes one Item Code at a time. The procedure finds all records which include the purged item code (sales order items, sales order ship dates, PO items, PO ship dates, quotation items, etc.) and replaces the item code with “Purged on” followed by the user ID, “Purged”, and the date. Then the item record, its stock locations and BOM are deleted. If the item is a component in any other item's BOM, a message displays reminding you to reconstruct your BOMs after running the purge procedure.

The file being purged by this function is FINVENT. When you access this function, the following screen displays:



The screenshot shows the 'Purge Inventory Items' window. It contains a message box with the following text:

This procedure will flag all transactions as Purged and then delete the selected item.

Below the message box is a text input field with the placeholder text: Please Enter 1 Item Code to Purge or ALL

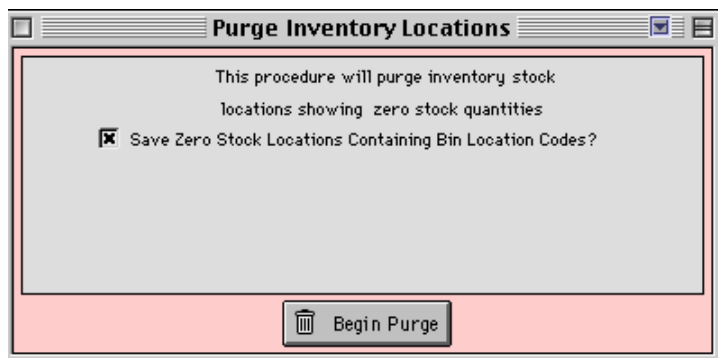
At the bottom of the window is a button labeled 'Begin Purge'.

Click <BEGIN PURGE> and enter the item you wish to purge. Then click <SAVE>.

## Purging Inventory Locations

Each item in the item master file may have any number of stock locations. This purge procedure reviews each of them and deletes the record if the stock quantity in that location is zero and if the location code is not 1 (the default shipping and receiving location code).

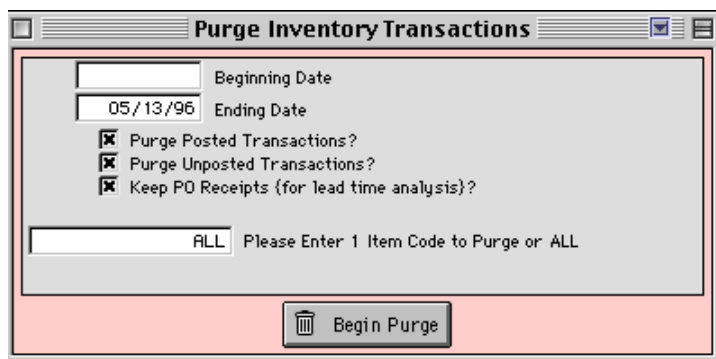
The file being purged by this function is FCONSTN. When you access this function, the following screen displays:



## Purging Inventory Transactions

Each time a change is made in the inventory level of any item, Qube ERP™ creates a transaction record. This transaction record serves as an audit trail and as a basis for posting changes in inventory valuation in the general ledger. These records can also be useful in analyzing transaction histories to set minimum and maximum inventory levels and to confirm vendor lead times. It is probably unnecessary, however, to maintain more than one year of data in this file.

The file being purged by this function is FXFER. When you access this function, the following screen displays:



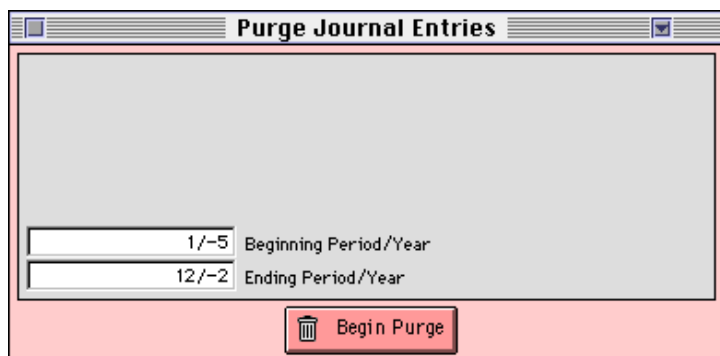
Enter the date range of the transactions you wish to post, and also whether you wish to purge those transactions which have been posted to the GL, those which haven't, or both. You may also save PO



receipts so you can perform automatic lead time analyses later on. These procedures compare POs with receipt dates, letting you know how long it really takes to get items in. Once you have selected the parameters for the data you wish to purge, click <SAVE>.

## Purging Journal Entries

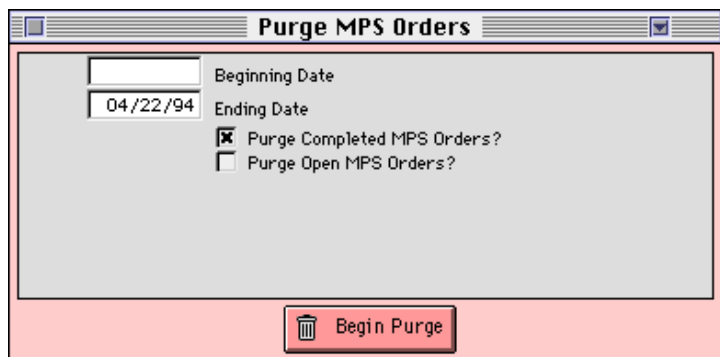
The file being purged by this function is FJOURNAL. When you access this function, the following screen displays:



Click <BEGIN PURGE>. Enter the Period/Year information for the journal entries you wish to purge. See your GL Calendar to determine periods. Year 0 will be whatever the current year is; year -1 will be the year prior, and so forth. Once you have selected the ranges of data you wish to purge, click <SAVE>.

## Purging MPS Orders

The file being purged by this function is F\_Master\_sched. When you access this function, the following screen displays:

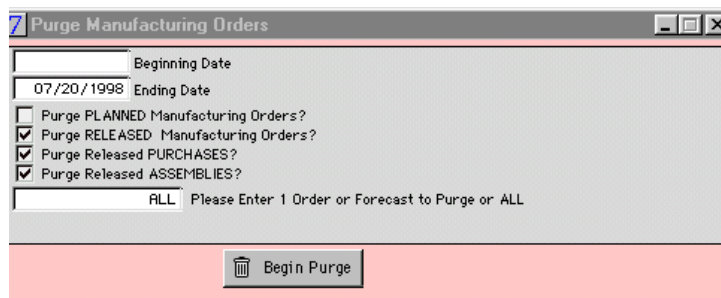


## Purging Manufacturing Orders

Click **<BEGIN PURGE>**. Enter the date range for the MPS Orders you wish to purge, and indicate whether to purge completed or open (incomplete) MPS orders or both. Once you have selected the parameters of the data you wish to purge, click **<SAVE>**.

Manufacturing orders are created by production scheduling and designate planned purchases and assemblies. When you regenerate a production scheduling run, it will purge unreleased manufacturing orders, but not those which are released. To do that, you need to run the **Purge Manufacturing Orders** function in the System Administration module. You should make an ongoing practice of purging completed orders that are more than a week old, since planning records are not of any value after the plan has been executed.

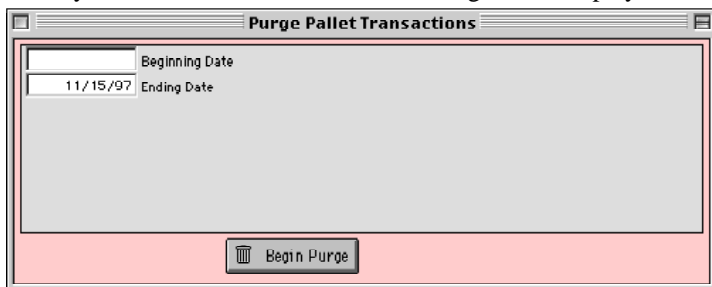
The files being purged by this function are FPM\_Header, FPRTASK, and FPRSHIP. When you access this function, the following screen displays:



Click **<BEGIN PURGE>**. Enter the date range for the production orders you wish to purge. You may purge planned manufacturing orders, released manufacturing orders, released purchases, released assemblies or all of the above, for the date range you have selected. Once you have selected the data range to purge, click **<SAVE>**.

## Purging Pallet Transactions

The file being purged by this function is F\_PALLET\_TRANS. When you access this function, the following screen displays:

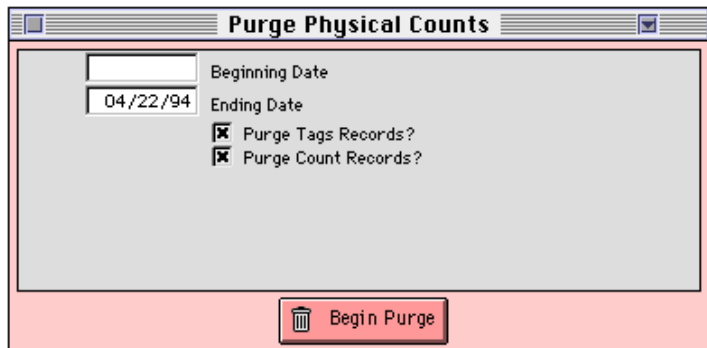


Click *<BEGIN PURGE>*. Enter the date range for the Pallet Transactions you wish to purge. Once you have selected the parameters of the data you wish to purge, click *<SAVE>*.

## Purging Physical Counts

This is only available if the Physical Inventory Module is in the Feature Set.

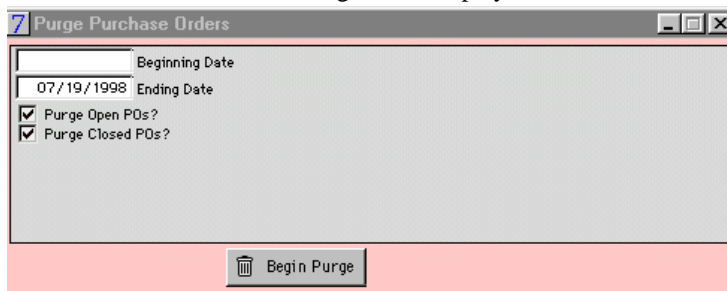
The files being purged by this function are F\_PhysCounts and F\_PhysTags. When you access this function, the following screen displays:



Click *<BEGIN PURGE>*. Enter the date range for the physical inventory records you wish to purge, and indicate whether to purge count records, tag records, or both. Once you have selected the parameters of the data you wish to purge, click *<SAVE>*.

## Purging Purchase Orders

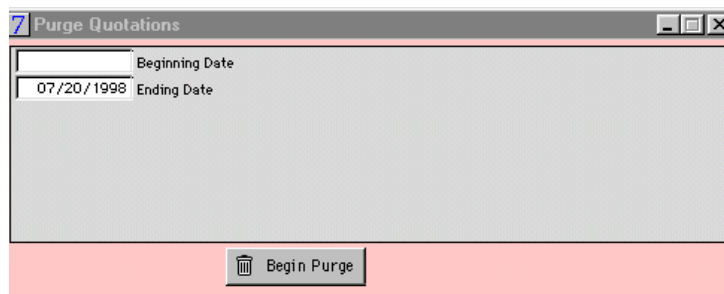
Purchase orders can take up a significant amount of space in your data file. Each PO consists of records in the PO header, PO items and PO ship date files. After all items on a PO have been received and all reports have been run to allow analysis of purchasing activities, the user may wish to purge old records. The files being purged by this function are FPURCHS, FPITEMS, and FPO\_Ships. When you access this function, the following screen displays:



Begin the purging process by clicking the *BEGIN PURGE* button. Select the date range of items you wish to purge, and select whether you wish to purge open POs, closed POs, or both. Then click *<SAVE>*. The system will then purge all PO records within the date range specified, and matching the other parameters in the window.

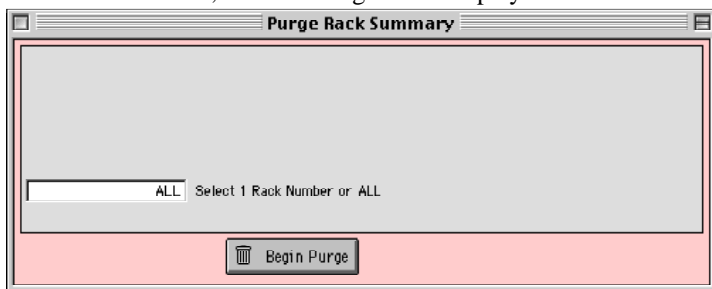
## Purging Quotations

Quotations are purged using this window. Click *BEGIN PURGE*, enter the date range, and save. The files being purged by this function are FQO\_Header, FQITEMS, and FQDATES. When you access this function, the following screen displays:



## Purging Rack Summary Data

The file being purged by this function is F\_RACK\_SUM. When you access this function, the following screen displays:

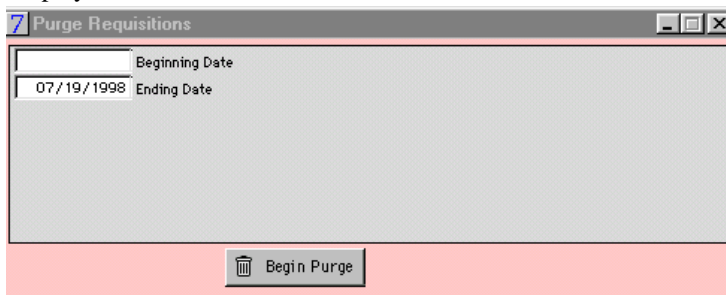


Click *<BEGIN PURGE>*. Select the rack number that you wish to purge, or select ALL. Once you have selected the parameters of the data you wish to purge, click *<SAVE>*.

## Purging Requisitions

Requisitions can take up a significant amount of space in your data file. Each requisition consists of records in the requisition header, requisition items, and requisition ship dates files.

The files being purged by this function are FPURCHS, FPITEMS, and FPO\_Ships. When you access this function, the following screen displays:

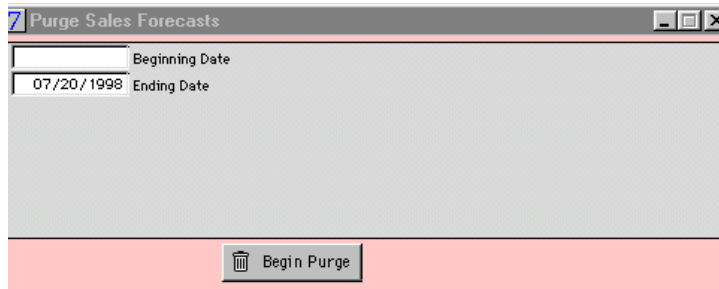


Unlike POs, requisitions are not classified as open or closed, so the only choice presented by the system is a date range. Click *<BEGIN PURGE>*, select the date range of the requisitions you wish to purge, and then click *<SAVE>*.

## Purging Sales Forecasts

Each Forecast consists of records of three types: header, items, and shipments. When Forecast records are no longer needed for scheduling, you may purge them using this window.

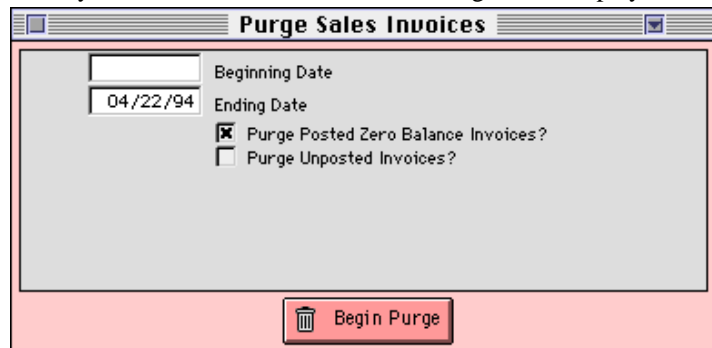
The files being purged by this function are FMEMBER, FITEMS, and FFIELDS. When you access this function, the following screen displays:



Click *BEGIN PURGE*. Enter the date range for the forecasts you wish to purge, then click on *SAVE*.

## Purging Sales Invoices

The files being purged by this function are FINVOIC and FITEM2. When you access this function, the following screen displays:

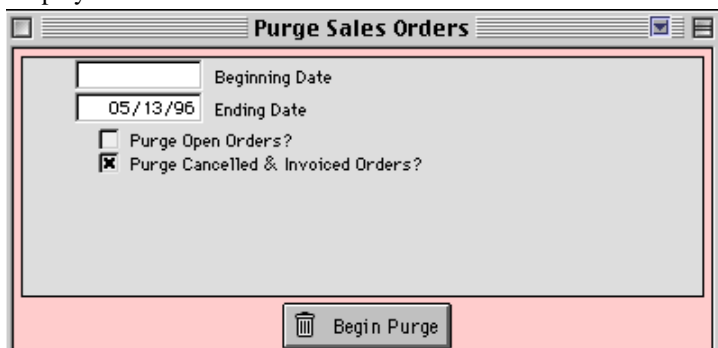


Click *<BEGIN PURGE>*. Enter the date range for the invoices you wish to purge. You may elect to purge posted invoices which have zero balances, all unposted invoices, or both, for the date range you have selected. Once you have selected the ranges of data you wish to purge, click *<SAVE>*.

## Purging Sales Orders

Sales order records can take up a great deal of space in the data file. Each sales order record consists of records in three different files: the sales order header, the sales order items and the shipment date records. After a sales order has been fully shipped and invoiced and any job cost and sales reports referring to those orders have been printed, the records can be deleted. As a precaution against deleting records which may be required for future reports and analysis, it is recommended that these records be kept for at least one year. After that time, it is probably safe to delete them.

The files being purged by this function are FMEMBER, FITEMS, and FIELDS. When you access this function, the following screen displays:

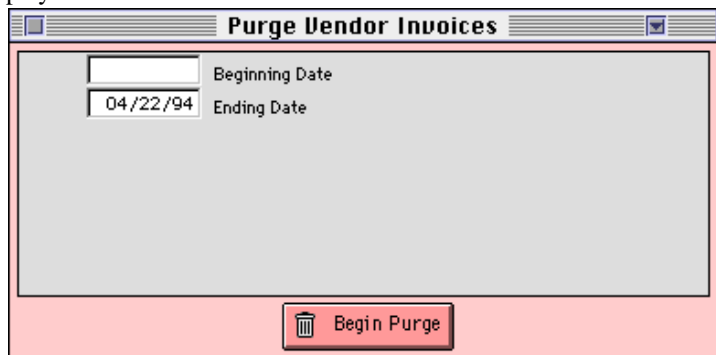


Click **<BEGIN PURGE>** and enter the date range of the sales orders you wish to purge, and then click **<SAVE>**. The system will purge the sales orders which fall within the date range selected.

## Purging Vendor Invoices

Vendor Invoices can take up as much file space as sales invoices and may be purged in the same way.


The files being purged by this function are FVI\_Header and FVI\_Items. When you access this function, the following screen displays:



**Purge Vendor Invoices**

Beginning Date

Ending Date 04/22/94

 **Begin Purge**

Click *BEGIN PURGE*. Enter the date range for the invoices to purge. Once you have selected the ranges of data to purge, click *SAVE*.



## Data File Management

### Introduction

There are many ways in which your data base could become corrupted. It can happen simply by the electrical interference of fluorescent light bulbs placed too close to data communication lines or magnetic storage media. It can happen because of a hardware failure. Or it can result from a power failure or system error occurring in the middle of complex processing procedures (posting invoices or a month-end closing, for example).

Data can also become corrupted because of user error, which might include the following:

- running a procedure for the first time with unexpected results
- practicing data entry
- trying different things to see how they impact your system
- running procedures, such as production scheduling, to see what results they will give you, without slowing down the whole system

The following sections describe in detail the maintenance functions the System Administrator will be called upon to run, either regularly or as needed. The frequency of running each function is described in the detailed instructions.

Most System Administrator maintenance procedures contain four common instructions, outlined in [“Common Instructions” on page SYS-218.](#)

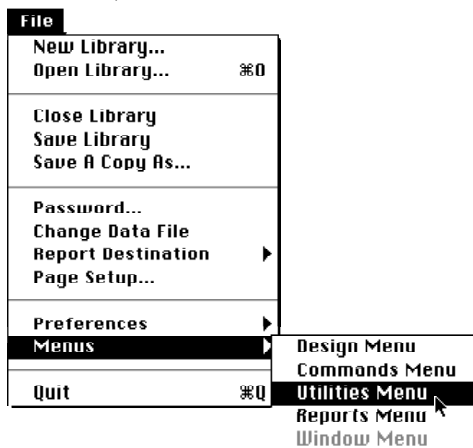
## Common Instructions

### 1. Log in as SYSTEM ADMIN.

See [“Logging on as a System Administrator or Developer” on page SYS-38.](#)

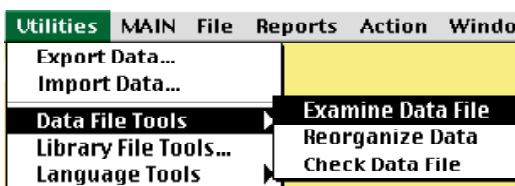
### 2. Open the UTILITIES menu.

When signed on as a developer, from the left-most **File Menu** select *UTILITIES*, which is nested under the *MENUS* selection:



## 3. Print File List.

From the **Utilities** menu, select *DATA FILE TOOLS*, then select *EXAMINE DATA FILE*.



The **Examine Data Files** window will display, and a **Data File** menu option will be added to the menu bar. From the **Data File** menu, select *PRINT FILE LIST*.



This gives you a printed record of each data file and how many records exist in each. Be sure to *print* and *keep* this paper copy!

## 4. Restart Qube.

When signed on as System Administrator or Developer, from the right-most **File Menu** select **Restart Qube erp™**.



## Back Up Data File

This is the single most important function you can perform in keeping your data healthy. It is absolutely necessary to have an efficient and regular backup procedure, and you should have this procedure in place before any data is entered into the system. This must be a **DAILY** function.

When backing up, you must have a regular schedule and several sets of media. You should, at minimum, plan to archive backups quarterly, monthly, weekly and daily. There are many backup schemes that system administrators use. One consists of using A/B sets of tapes.

1. **Daily A/B sets**
2. **Weekly A/B sets**
3. **Monthly A/B sets**
4. **Quarterly A/B sets**

The term “A/B sets” indicates that backups should be alternated between different tapes. Never backup over the most recent backup. If you should have a power surge, system crash, or some other corruption during the backup procedure, you can lose all data on both the original and backup media.

Another scheme is to rotate five tapes, one for each day, Monday through Friday. Then save the Friday tape for archival of Weekly and Monthly backups.

You should also keep at least one set of each off-site. They can be stored in safes, at homes, etc. In case of fire, theft, etc., you want to be able to restore your data safely. Remember, your data is your business!

It is best to program your backups for overnight, when the network traffic is lowest.



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**STOP: When backing up remotely, remember that the Qube ERP™ data file cannot be copied while anyone is logged onto it. Therefore, it is necessary to have everyone off the system before**

**attempting to back up the data file. If the backup program finds someone logged onto the data file, it will be skipped. Normally, no error message will be generated. This can result in you thinking that the data file is being backed up each night, only to find out when you need it that it has been routinely skipped.**

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The safest routine is to take everyone off the system for a few minutes each day and duplicate the data file on your server. Then users can log back onto the data file and continue to run overnight if they choose. The backup program will back up the copy of the data file. In addition to allowing users to continue working and ensuring that a good backup gets completed during the session, you will have a ready backup to revert to in case you need it.

There are also many routines which will require backups prior to performing them. These include, but are not limited to, reorganizing, posting, closing months and years, running many system utilities, purging data, importing and exporting data, etc. Failure to back up the data prior to running these routines constitutes a deliberate choice on your part to take drastic chances with your data. Recovering your data under these circumstances is not included in your Technical Support Agreement coverage.



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***QCI's rate for data recovery caused by the user's failure to perform the regularly prescribed backups is \$150 per hour.***

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## **Optimize your file server**

Often disks will become fragmented so that rather than writing files in consecutive tracks, files are written over the entire hard disk. This will cause overall performance to decrease, and can, in some cases create problems with your data.

Media can also develop bad sectors. If the system attempts to write data to these sectors, data can be damaged. Sometimes this will be evident right away, but other times the problem remains hidden until it develops into something much worse than the original damage.

Find a disk utility such as Norton Utilities and use it to verify and optimize your file server. This routine should be run regularly (at a minimum two to four times per month, and always before updating your system).

## Check data file size

Your data file should contain enough free space so that the number of disk blocks available is 15 to 20 percent of the size of the total disk blocks within the data file. This should be checked every week, and always before updating the data with a new release.

1. **Back up your data file before proceeding.**
2. **Ensure no other users are logged in the datafile.**

When only one user is logged in, it is automatically in single-user: when more than one user logs in, it converts to multi-user.

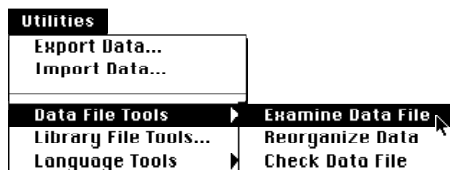
3. **Log onto Qube ERP as a *DEVELOPER*.**

See [“Common Instructions” on page SYS-218.](#)

4. **Open the Utilities menu.**

See [“Common Instructions” on page SYS-218.](#)

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



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

See [“Common Instructions” on page SYS-218.](#)

At the bottom of this report you will find the following section, informing you of your data file size information:

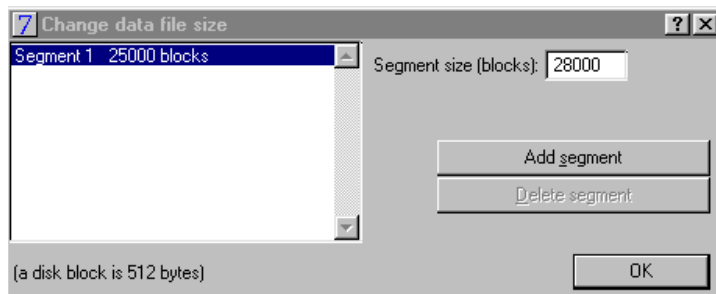
Total disk blocks within data files	= 25000 (a disk block is 512 bytes)
Total disk blocks in use	= 23300
Total disk blocks available	= 1688

This example shows a data file with insufficient free space. With 25,000 total blocks within the data file, there should be between 3,750 (15%) and 5,000 (20%) disk blocks available.

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



The following window will be displayed.



8. Change the segment size so that 15% to 20% of the new size is available for unused blocks.

In the example, an increase in segment size to 28,000 would make 4,700 blocks available which is approximately 17 percent.



**STOP:** It is very important that you do not click the button Add Segment, unless your data file is already 250 MB or over, or the window shows 524,000 in the Segment size (blocks) field. 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.

9. Repeat [Step 6.](#)

Review the report for the available disk blocks. Verify 15% to 20% disk blocks show in the **Total disk blocks available** field.

10. Restart Qube and allow users to log on.

See [“Common Instructions” on page SYS-218.](#)



## Check Free Blocks

Run this procedure at least once a month on your data file.

1. **Back up your data file before proceeding.**
2. **Ensure no other users are logged in the datafile.**

When only one user is logged in, it is automatically in single-user: when more than one user logs in, it converts to multi-user.

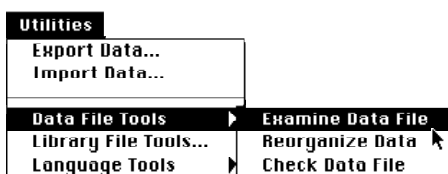
3. **Log onto Qube ERP as a *DEVELOPER*.**

See [“Common Instructions” on page SYS-218.](#)

4. **Open the Utilities menu.**

See [“Common Instructions” on page SYS-218.](#)

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



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

See [“Common Instructions” on page SYS-218.](#)

At the bottom of this report you will find the following section, informing you of your data file size information:

Total disk blocks within data files	= 25000 (a disk block is 512 bytes)
Total disk blocks in use	= 23300
Total disk blocks available	= 1688

7. **If the counter displayed in Total disk blocks available is 15 to 20 percent of the Total disk block within data files, continue with step 8.**

Otherwise, increase the data file size first as described in the procedure [“Check data file size” on page SYS-223.](#)

8. Select *CHECK FREE BLOCKS* from the Data File menu:



9. Click <YES>.



This will read through all the disk blocks allocated to your data file. When complete, it will report the number of free blocks. Any data corruption causes Omnis to report an error. **NOTE: If you find corruption, revert to a backup of the data file and call QCI Technical Support.**

10. Repeat step 6. Compare reports for missing records and disk blocks available in the range of 15 to 20 percent.

Total disk blocks within data files	= 28000 (a disk block is 512 bytes)
Total disk blocks in use	= 23301
Total disk blocks available	= 4687

11. Restart Qube and allow users to log on.

See ["Common Instructions" on page SYS-218.](#)

## Run “Quick Check”

Run this procedure daily on your data file.

1. **Back up your data file before proceeding.**
2. **Ensure no other users are logged in the datafile.**

When only one user is logged in, it is automatically in single-user: when more than one user logs in, it converts to multi-user.

3. **Log onto Qube as a *DEVELOPER*.**

See [“Common Instructions” on page SYS-218.](#)

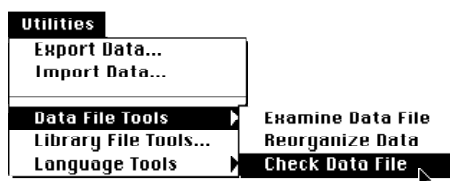
4. **Open the Utilities menu.**

See [“Common Instructions” on page SYS-218.](#)

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

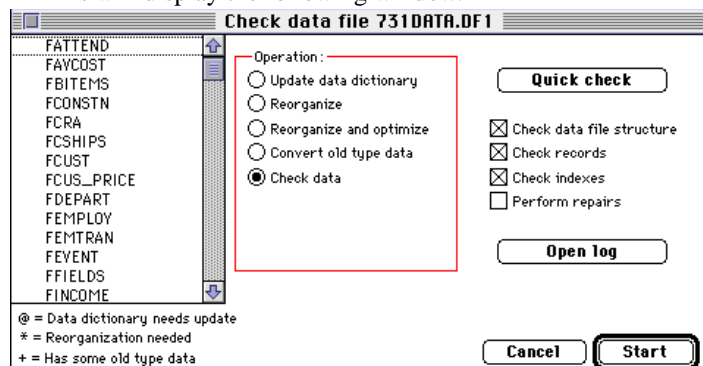
See [“Common Instructions” on page SYS-218.](#)

6. **From the Utilities Menu, select *CHECK DATA FILE*, nested under *DATA FILE TOOLS*.**



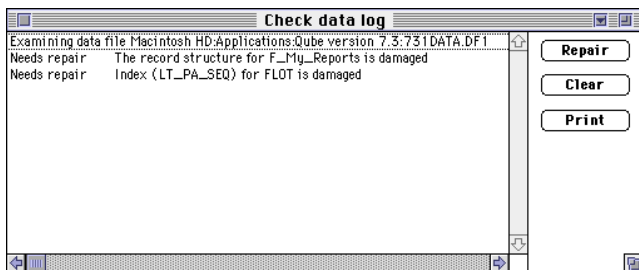
7. **Click the Check data button.**

This will display the following window.



## 8. Click <QUICK CHECK>.

The system will display the **Check data log** as shown below.



This log may list damage in the data file. This reflects only damage found that was written to an internal Omnis Log File. This Log File is only written to when a file is “nexted” through each record, thus may not reflect the true state of the data.

**Quick Check** does not carry out any actual checking of the data file itself, and if it finds no problems in the logs, the system will display the message “No damage found by quick check.”

## 9. If damage is reported, *PRINT* the report. Call QCI Technical Support if you need assistance in making repairs.

See [“Repair Damage Found by Quick Check” on page SYS-229.](#)

## 10. Close the window. Restart Qube and allow users to log on.

See [“Common Instructions” on page SYS-218.](#)

## Repair Damage Found by Quick Check

This procedure will only be run when damage has been found by a Quick Check function.

1. **Back up your data file before proceeding.**
2. **Ensure no other users are logged in the datafile.**

When only one user is logged in, it is automatically in single-user: when more than one user logs in, it converts to multi-user.

3. **Log onto Qube as a *DEVELOPER*.**

See [“Common Instructions” on page SYS-218.](#)

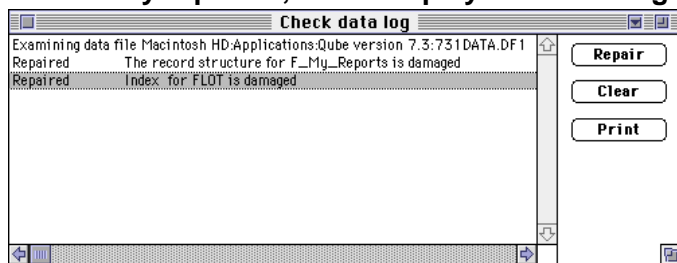
4. **Print the File List.**

See [“Common Instructions” on page SYS-218.](#)

5. **Perform the procedure outline in [“Run “Quick Check”” on page SYS-227.](#)**

The log has three selections, *PRINT*, *CLEAR*, and *REPAIR*. Choosing the *CLEAR* option results in a warning if there are any damaged blocks reported in the log. The *REPAIR* option attempts to correct the damaged blocks and enters a report of found or lost data into the log window. This can take a while to complete, so you are best to run it overnight.

6. **Click on the *REPAIR* button. When the data is successfully repaired, it will display the following:**



Print the report when the function completes.

**7. When complete, restart Qube.**

See [“Common Instructions” on page SYS-218.](#)

**8. Rerun the File List.**

See [“Common Instructions” on page SYS-218.](#)

**9. Compare the record counts. If they match, allow users to sign on to Qube. If the counts do not match, call QCI Technical Support. Do not allow users back into the data file.**

## Check Data File

Run the *CHECK DATA* routine on your data file. This routine may take several hours, so it should be done overnight. It may be performed only on files which are shown as needing reorganization, or be run for all files. QCI Technical Support recommends running this procedure for all files once a month as preventive maintenance.

1. **Back up your data file before proceeding.**
2. **Ensure no other users are logged in the datafile.**

When only one user is logged in, it is automatically in single-user: when more than one user logs in, it converts to multi-user.

3. **Log onto Qube as a *DEVELOPER*.**

See [“Common Instructions” on page SYS-218.](#)

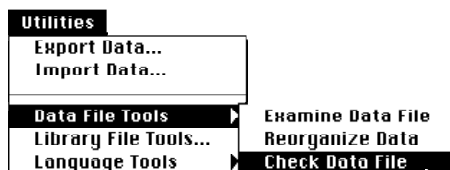
4. **Open the *UTILITIES* menu.**

See [“Common Instructions” on page SYS-218.](#)

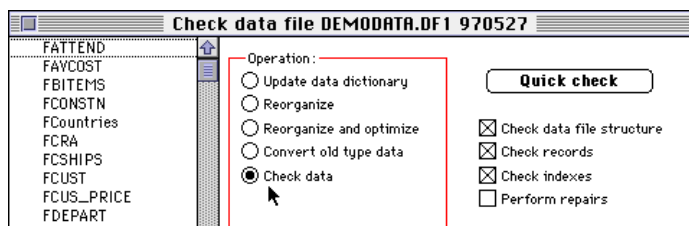
5. **Print the File List.**

See [“Common Instructions” on page SYS-218.](#)

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



7. **Click the radio button *CHECK DATA*.**



When you do, the selections at the right will be displayed.

## **8. Highlight files.**

If directed by QCI Technical Support, highlight files on the left portion of the window. If doing this as a step of updating your data file to a new library, the appropriate files will already be highlighted.

## **9. Click *START*.**

## **10. Review the log file when the procedure has completed. If damage is found, click on the *REPAIR* button.**

## **11. Close the window and restart Qube.**

See [“Common Instructions” on page SYS-218.](#)

## **12. Print the File List.**

See [“Common Instructions” on page SYS-218.](#)

## **13. Compare record counts to the report printed in [Step 5.](#)**

If the counts are different, call QCI Technical Support. If counts are the same, continue with [Step 14.](#)

## **14. Restart Qube and allow users to log on.**

See [“Common Instructions” on page SYS-218.](#)



## Update Data Dictionary

This function will only be performed when receiving a new library delivery from QCI.

1. **Back up your data file before proceeding.**
2. **Ensure no other users are logged in the datafile.**

When only one user is logged in, it is automatically in single-user: when more than one user logs in, it converts to multi-user.

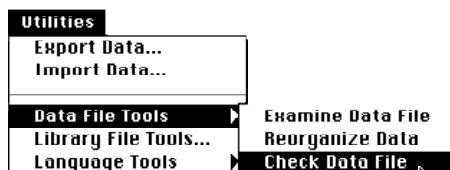
3. **Log onto Qube as a *DEVELOPER*.**

See [“Common Instructions” on page SYS-218.](#)

4. **Open the Utilities menu.**

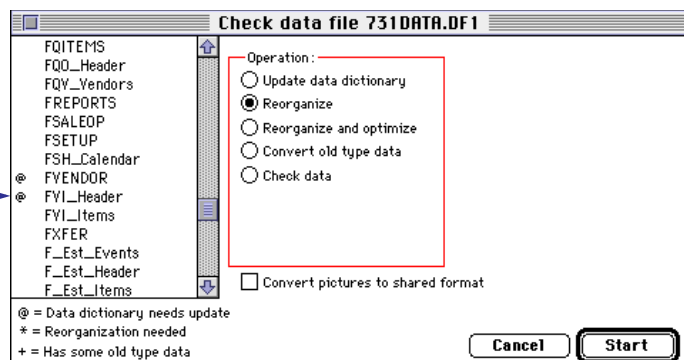
See [“Common Instructions” on page SYS-218.](#)

5. **From the Utilities Menu, select *CHECK DATA FILE*, nested under *DATA FILE TOOLS*.**



Some file slots may display the @ sign next to them like this:

The @ sign means the data dictionary needs updating. →



This indicates that the Data Dictionary needs updating.

6. **Click on *UPDATE DATA DICTIONARY*.**

7. Click on one file name. Do a CNTL-A (Windows) or CMD-A (Macintosh) to select all files, then click *START*.

This should run in less than 2 minutes.

8. Restart Qube.

See [“Common Instructions” on page SYS-218.](#)

## Reorganize the Data File

Periodically, updates to Qube ERP™ will be sent out adding improved functionality and user interface to the system. Some of the enhancements may involve new or modified data file fields. The data in all files must match the file format definitions before you use the enhanced system.

- 1. Back up your data file before proceeding.**
- 2. Ensure no other users are logged in the datafile.**

When only one user is logged in, it is automatically in single-user: when more than one user logs in, it converts to multi-user.

- 3. Log onto Qube as a *DEVELOPER*.**

See [“Common Instructions” on page SYS-218.](#)

- 4. Open the Utilities menu.**

See [“Common Instructions” on page SYS-218.](#)

- 5. Print the File List.**

See [“Common Instructions” on page SYS-218.](#)

- 6. Verify that 15 to 20 percent of the data blocks are available.**

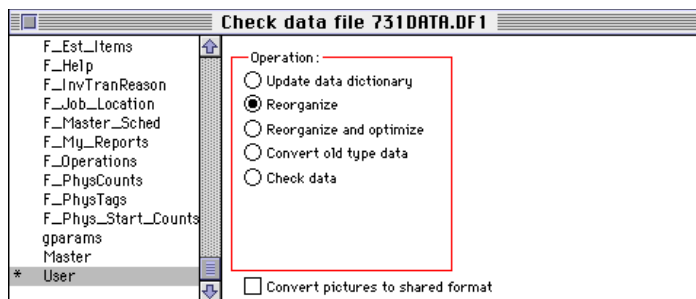
See [“Check data file size” on page SYS-223.](#)

- 7. Select *DATA FILE TOOLS*, then select *CHECK DATA* from the Utilities menu.**

The system will compare your data file with the new library which you have installed. After a moment, the window will open, showing if the data needs reorganization or not. Files

which need reorganizing will be selected, and will have an asterisk to the left of them, like this:

The asterisk indicates the file needs reorganizing.



When reorganizing you will have two choices:

- ☒ Reorganize
- ☐ Reorganize and optimize

- **REORGANIZE**

This starts normal reorganization of the selected data file slots.

- **REORGANIZE AND OPTIMIZE**

This reorganizes the selected file slots and attempts to store the records that optimize the access time; unused space distributed among the data and data files can get larger during this process. QCI does not recommend using this option.



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**Warning: Both of these routines can take a lot of time. It is recommended that they be run overnight.**

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## 8. When the procedure is complete, restart Qube.

See [“Common Instructions” on page SYS-218.](#)

## 9. Print the File List.

See [“Common Instructions” on page SYS-218.](#) Compare the record count and disk blocks available. If there are any differences, call QCI Technical Support.

## Omnis Export and Import

You should conduct this procedure only under the guidance of Qube Technical Support. If you do not, QCI cannot and will not be held responsible for the results of the outcome. This information is included so you will have a reference source to augment the guidance you receive from QCI Tech Support.

Two types of data files are required for this procedure. The data file containing the data that will be exported is called the *source*. The data file into which this data will be imported is called the *target*.

## Back Up the Data File

### 1. Ensure no other users are logged in the datafile.

You must be the only user for the entire procedure.

### 2. Before starting this procedure, make a backup of the target data file.

## Export the Data

### 3. Change data files, opening the source data file.

Make sure you use the *right-most FILE menu* when conducting this procedure.



### 4. Log onto Qube as a *DEVELOPER*.

See [“Common Instructions” on page SYS-218](#).

### 5. Print the File List.

See [“Common Instructions” on page SYS-218](#).

### 6. Select *EXPORT DATA* from the Utilities menu.



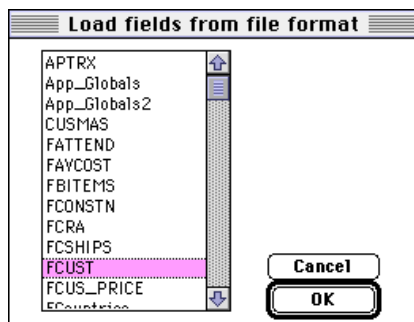
7. Select *DIF* as the export format, unless instructed differently by QCI Technical Support:



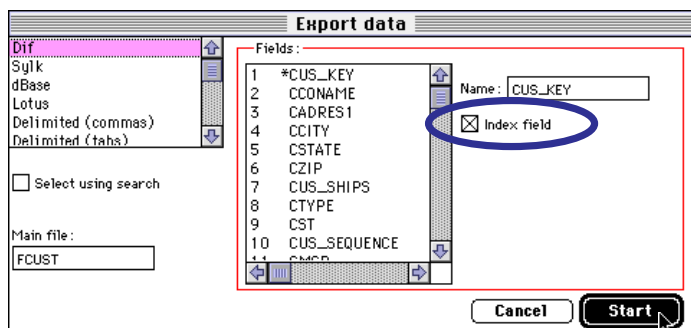
8. From the *EXPORT DATA* menu select *LOAD FIELDS FROM FILE FORMAT*:



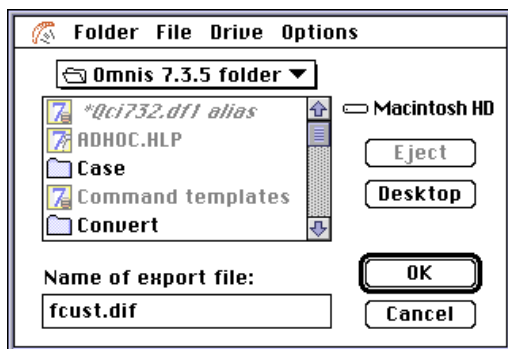
9. Select the first file from which data has been lost, and click <OK>.



10. Turn off index field before clicking <START>.



11. Name the export file the same as the file name you are exporting, with a “.dif” tag.

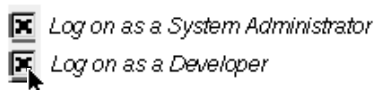


12. Continue exporting files as recommended by QCI.

Repeat [Step 8](#), through [Step 11](#).

13. Change data files back to the data file into which the records will be imported.

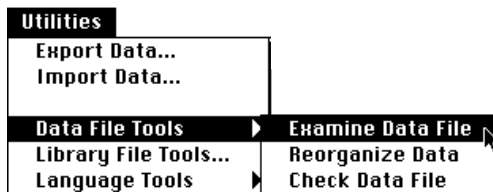
When logging on, make sure to click the *LOG ON AS A DEVELOPER* box as shown here:



## Delete the Corrupted Data

14. Use Omnibus 7 utilities to delete all records from the files from which data was lost.

Select from the **Utilities** menu *EXAMINE DATA FILE*:



Select from the list of files the file(s) from which data was lost. You can select multiple, non-contiguous files by *CTRL/COM-*

**MAND-CLICKING** each file you wish to delete. Click the **<DELETE>** button. You will delete all data from these files because, in your next step, you will reimport all the records that were there before you reindexed:

Data file Working Demo Data.df1					
NAME	FIELDS	RECORDS	AVERAGE	MAXIMUM	BLOCKS
#SLOTS	11	62	3214	18895	453
FATTEND	5	0	0	0	6
FAYCOST	20	85	110	257	54
FBITEMS	24	0	0	0	13
FCONSTN	24	68	145	173	55
FCRA	126	0	0	0	8
FCSHIPS	17	5	114	123	7
FCUST	101	15	482	566	33
FDEPART	87	65	409	451	116
FEMPLOY	136	20	433	528	30
FEMTDAM	44	6	145	146	16

Rename

Delete



**Note:** Deleting data slots can take a long time. To see the number that the counter is likely to reach before finishing, take a look at the number of records of the file(s) being deleted.

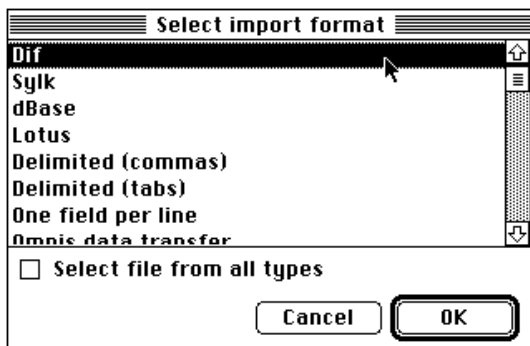
## Import the Data

### 15. Select from the Utilities menu *IMPORT DATA*.

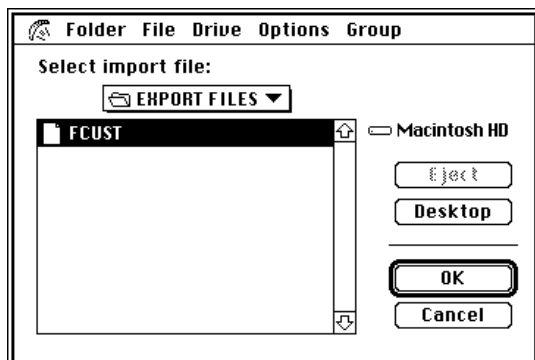




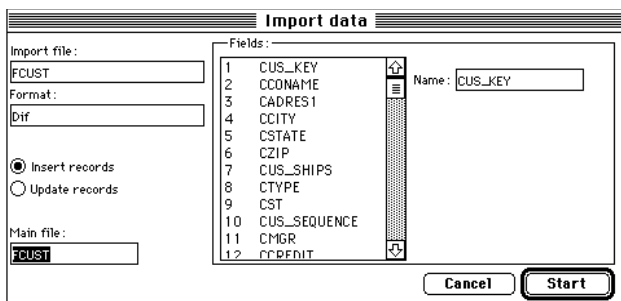
16. The system will prompt you for the import data type. Select *DIF*, or the format you were instructed to use in [Step 7](#).



17. It will next display a list of Dif files. Select the appropriate files, one at a time, which you wish to import.



The system should present the **Import Data** window with all of the pertinent information (Main File, Import File, Format, and Fields) filled in. It should look something like the screenshot below. If it does not, make sure you exported the data in Dif format, and that you have selected the proper import file.



## 18. Set the File Mode.

To import data in a file, it must be set to **Read/Write Mode**. In order to do this, select *FILE MODE* from the right-most **File** menu.



19. This will display the Set File Mode window. To determine which button to click, see [“Setting the File Mode” on page SYS-202](#).

20. Return to the Import Data window, and click **<START>**.

The system will count to the exact number of records you exported. When it is finished, click OK.

## 21. Restart Qube.

See [“Common Instructions” on page SYS-218.](#)

## 22. Carefully review the results.

It is a good idea to audit the results of each file imported. *Once you have done this, and made sure the records are correct, it is a good idea to back up the data file before proceeding with further imports.*

## 23. Allow other users to log in.

## Export Data Using the Search Option

The System Administrator may wish to limit the number of records exported. The search option allows you to do this.

### 1. Ensure no other users are logged in the datafile.

You must be the only user for the entire procedure.

### 2. Log onto Qube as a *DEVELOPER*.

See [“Common Instructions” on page SYS-218.](#)

### 3. Open the Utilities menu.

See [“Common Instructions” on page SYS-218.](#)

### 4. Select *EXPORT DATA* from the Utilities menu.



### 5. Select *DIF* as the export format, unless instructed differently by QCI Technical Support:

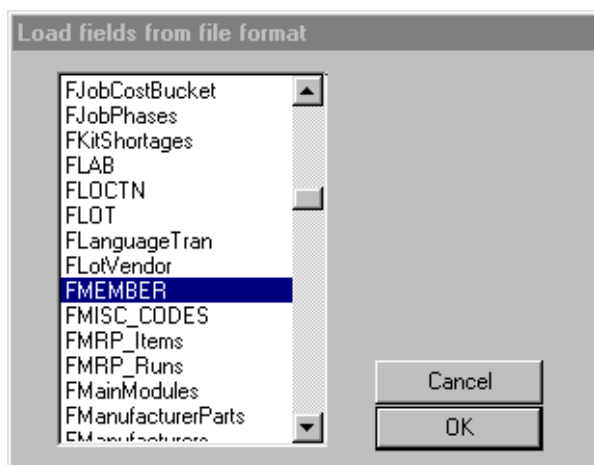


### 6. From the *EXPORT DATA* menu select *LOAD FIELDS FROM FILE FORMAT*:

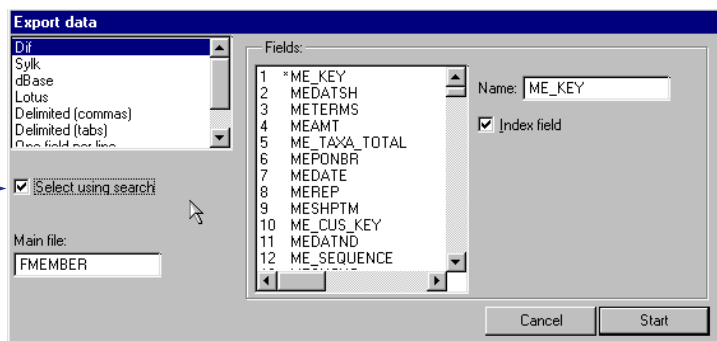


## 7. Select the desired file and click <OK>.

The following example shows exporting Sales Order Header records with Order Dates in the year 2000.



## 8. Click on the field *SELECT USING SEARCH*.

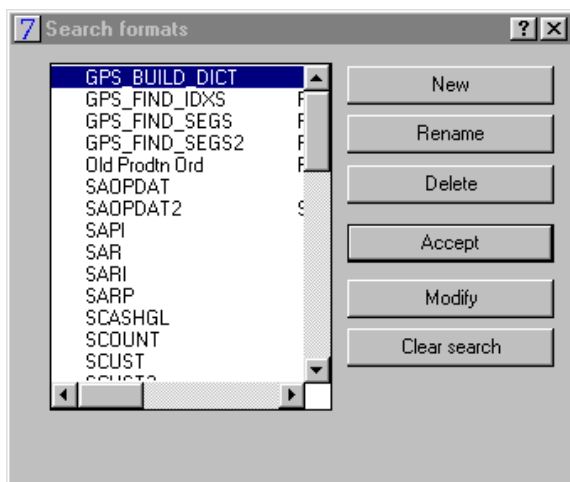


9. Then, in the menu bar, select *EXPORT DATA*, then *SELECT SEARCH*.

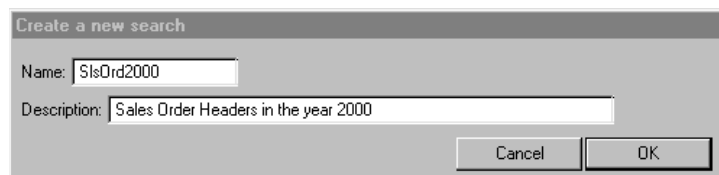
Choose  
Select Search →



10. Click on the *NEW* button.

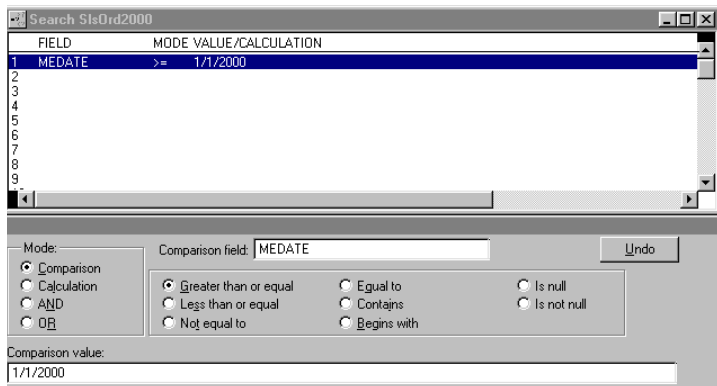


11. Type a Name and Description for the search.

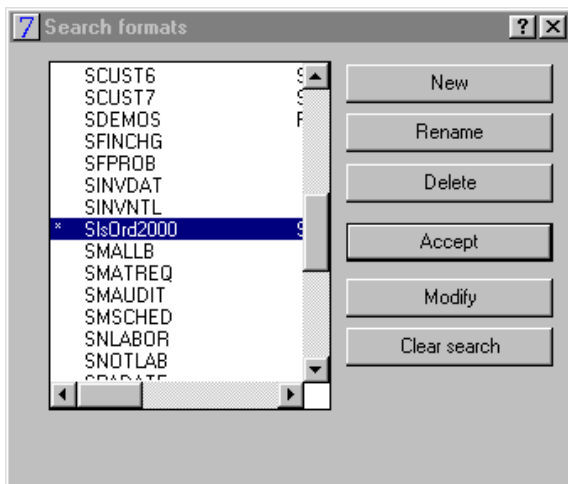


## 12. Using the bottom window, select the search criteria for the export.

In this example, the search field is MEDATE. We want a *COMPARISON* on this field of “greater than or equal to” 01/01/2000.

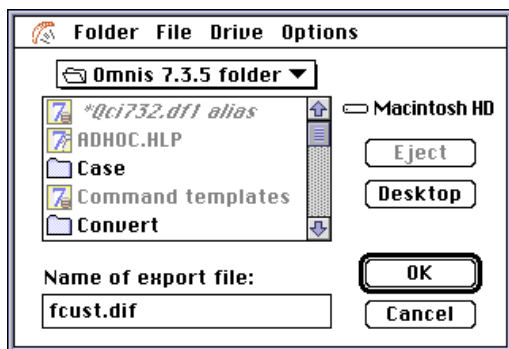


## 13. Verify the Search Formats window has your search marked. Close the Search window.



## 14. Click on the *START* button.

15. Name the export file the same as the file name you are exporting, with a “.dif” tag.





## Updating the Qube ERP™ Application

The following instructions will walk you through backing up your old application, installing a new application, and rebuilding your data file. These operations may take awhile to complete and no one else should be working with your company data file or with Qube ERP™ while you are running them. QCI recommends that you perform them after hours or over a weekend.



### 1. Log ALL other users off the system.

Make sure they remain off until you have completed all steps on the checklist.



### 2. Back up your most recent library and your main data file (see [“Back Up Data File” on page SYS-220](#)).



### 3. Run the update installer from Qube Connections on one Qube workstation (see [“Installing the Qube ERP™ Application” on page SYS-24](#)).



### 4. Using the newly installed Qube library (QUBE.LBR), log on to Qube as a System Administrator (see [“Logging on as a System Administrator or Developer” on page SYS-38](#)).



### 5. Print File List from Examine Data Files (see [“Print File List.” on page SYS-219](#)).



### 6. Check your data file size (see [“Check data file size” on page SYS-223](#)).

If necessary, perform the Resize Data File function.



### 7. Perform Check Data (see [“Check Data File” on page SYS-231](#)) and make repairs as indicated.



### 8. Perform the Update Data Dictionary function (see [“Update Data Dictionary” on page SYS-233](#)).



### 9. Perform Reorganize Data function (see [“Reorganize the Data File” on page SYS-235](#)).



### 10. RESTART QUBE.



- 11. Reprint the File List from Examine Data Files. Compare with “before list” (see [“Print File List.” on page SYS-219](#)).**

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



- 12. Update the Reports file, if you received a new one (see [“Updating reports” on page SYS-254](#)).**



- 13. Update the Task Assistant file, if you received a new one (see [“Task Assistant in Updates & Upgrades” on page SYS-251](#)).**



- 14. Update the Functions lists and User Access Privileges, if instructed by QCI Technical Support (see [“User Access Privileges” on page SYS-123](#)).**



- 15. Update the QUBE.CNK file, if you are linked to Dynamics and if you received a new one (see [“Update the QUBE.CNK File” on page SYS-256](#)).**

This needs to be performed at all “linked” workstations.



- 16. Copy the new library, Q3DICT.DF1 and Q3HELP.DF1 to each user’s workstation (see [“Distribute the application to all workstations” on page SYS-32](#)).**



**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.**



- 17. 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.**

## Task Assistant in Updates & Upgrades

Qube Connections uses the **Task Assistant™** to communicate new functions and features included with updates and upgrades.

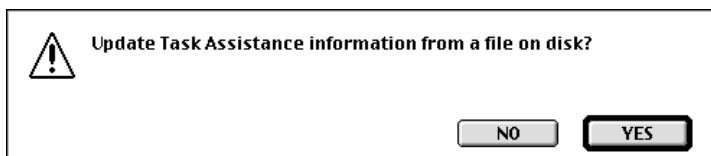
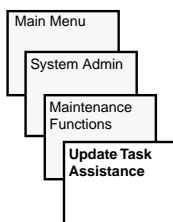
Sometimes you will be called upon to add new Task Assistant scripts to your data file. This might happen if Qube Connections or another installation site have written Task Assistant scripts which are being distributed to sites, if you have received an update of Qube ERP™ with new features that are outlined in the new features section of the Task Assistant, or if you have more than one data file and wish to transfer tasks from one to another.

Access this function, and you will be prompted to find an import file. Select the new tasks file, and these new tasks will be added to your data file. Note: This does not replace your existing tasks, it only updates them. You may use this function without fear of losing or impacting your existing tasks.

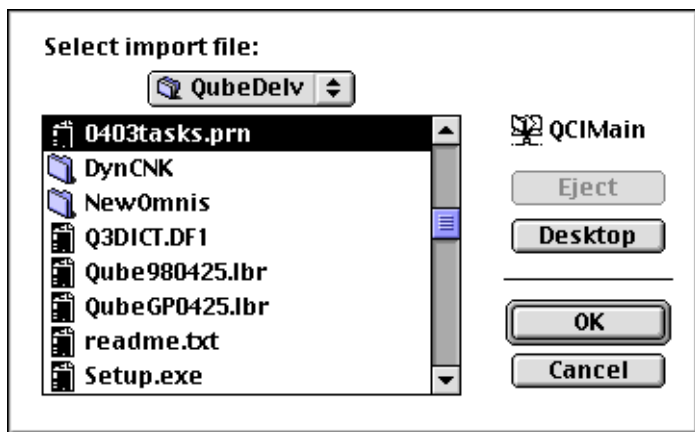
### • To update the Task Assistant

1. Select the *SYSTEM ADMIN* module.
2. Double-click *UPDATE TASK ASSISTANCE*.

The following message will appear:



When the system asks for the import file, select the tasks file which is delivered with your new application:



**3. Select the new tasks file and click <OK>.**

These new tasks will be added to your data file.

---

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**Note:** This does not replace your existing tasks, it only updates them. You may use this function without fear of losing or impacting your existing tasks.

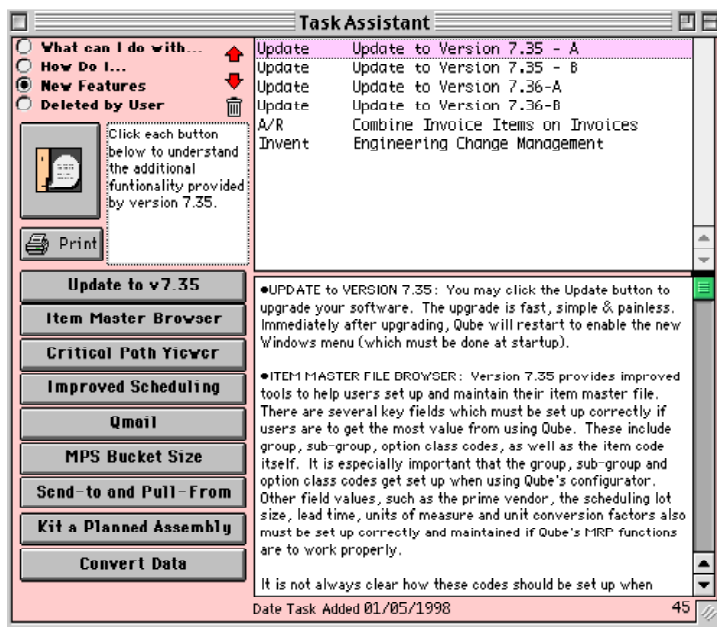
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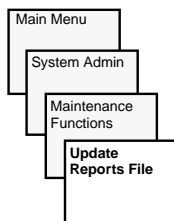
**4. Once you have updated the tasks, go to the Task Assistant window, and click the radio button next to *NEW FEATURES*.**

This will display the newly delivered Qube ERP™ functions.

## Task Assistant window displaying New Features



## Updating reports



Whenever a new Qube ERP™ application is sent to you, any new report formats are included in the system. If a new application is sent to you and you have not updated your data file, you may have reports in your system to which you do not have access. To correct this, you need to perform the **Update Reports File** procedure, which adds the new report(s) to your reports palette. These instructions will be included in any release package you receive.

### • To update reports

1. Select the *SYSTEM ADMIN* module.
2. Double-click *UPDATE REPORTS FILE*.

The following window will appear:

Use this button in Step 3

**Update Reports File**

☐ Inactive Sequence # 0

Report Code  Report Format Name

Name

Module

Group  RPSELECT3

Load Sequence  Field Length (2)  or Decimals

Address

Sort  Import Field Name (4)

☐ For EXPORT only ☐ Selected for import (RPB1)

Changed on  ☐ Required on import (RPB2)

Assigned To  Import Type (1)

Assigned On

0=Character, 1=Number, 2=Date  
3=Boolean, 4=Linked

Reduce/Enlarge to  %

☐ Print Landscape

☐ Hide when integrated w/GPS?

☐ Load with Ad Spec Data?

☐ This report can be displayed as a Graphic

Field Description for import records

☐ AutoFind ☐ AutoFind Fixed

3. Click on the *UPDATE REPORTS* button, as shown.

The system will ask you to select a reports file.

4. Select whichever file is sent with your latest system update, and your reports file will automatically be updated.



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**Note:** since this affects your data file, you will need to do this on all data files your company uses (*not* Qube ERP™ libraries). This may include any backups or play data files you wish to use with any new reports that were delivered. You will not, however, have to repeat this procedure on every workstation of a multi-user installation, providing all users are accessing the same data file.

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## 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 workstation as well. This would be the **Qube.cnk** (chunk) file, and it would have been installed into the folder containing the reports and tasks on a Mac, and in the Omnis7 directory on a PC.

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™.**

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**Note:** If you did not receive a new Qube.cnk file with this installer, then don't worry about it, as no changes were delivered with this update.

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## Other Library Files

### Introduction

There are certain situations that require the use of special library files. These libraries will be delivered by QCI on CD or diskette. The following types of libraries are discussed in this section:

- Dates.LBR
- Updater library
- Transfer library
- Test Drive library
- NewData library
- Company Name Change library

## Dates.LBR

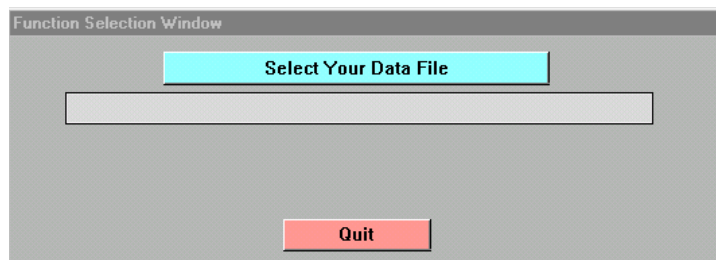
QCI delivers a data file to new customers with a 30-day expiration date. The expiration date cannot be cleared until final payment is made. Find your expiration date by selecting *ABOUT QUBE* from the **Apple Menu** on a Macintosh, and from the **File Menu** on a PC. Next, take a look in the upper left corner of the window. It will either show a date, or the words, *Unlimited Use*. If it shows a date, this is your expiration date.

To permanently remove the date, you must receive an unlimited use application from Qube ERP™ and use Dates.LBR. When payment for the application has been received in QCI offices, QCI delivers a Dates.LBR file to the System Administrator. Follow this procedure to set the date on your datafile to **Unlimited Use**.

1. **Save the Dates.LBR to your workstation, into the Omnis directory.**
2. **Open Dates.LBR by double-clicking on the icon.**

You could also launch Omnis 7, then select **Open Library** from the **File** pulldown menu. Choose **Dates.LBR**.

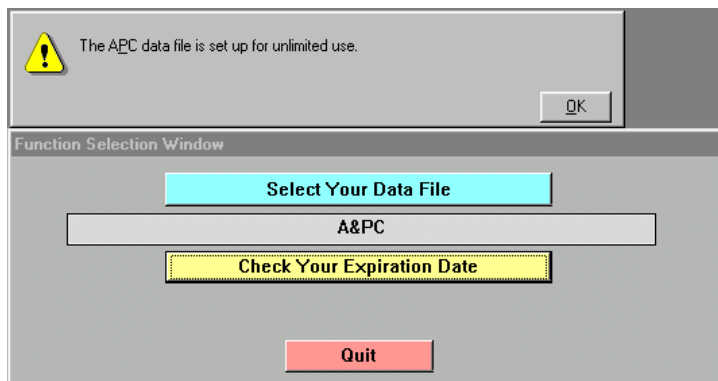
3. **Click the *SELECT YOUR DATA FILE* button.**



4. **Select your data file from the Browser window.**

## 5. Click the *CHECK EXPIRATION DATE* button.

The program will update the expiration date of your data file to Unlimited Use. You may now quit out of this library and resume using Qube.



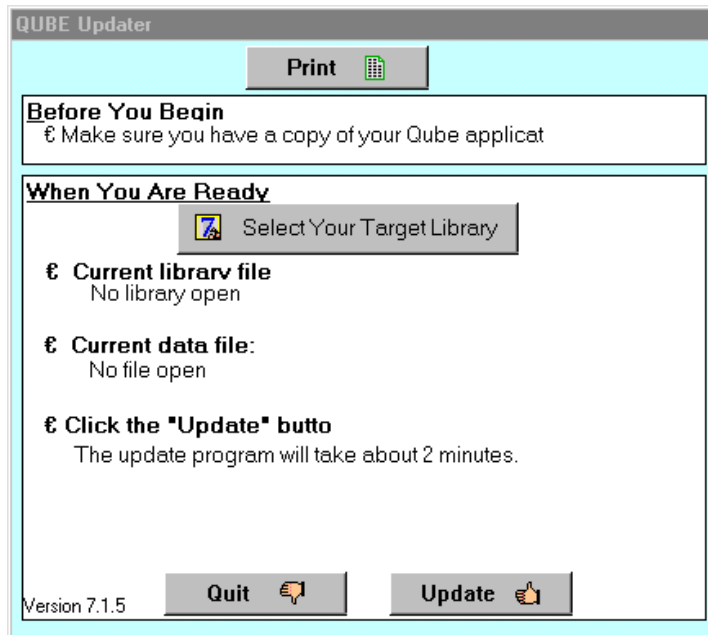
## 6. Repeat this process for every data file you or your users may have.

## Updater Library

The Qube Updater is an Omnis7 library designed to facilitate delivery of bug fixes and enhancements without requiring the use of Omnis7 utilities. Each updater is unique and addresses specific issues. Only install Updater Libraries from QCI Technical Support.

1. **Copy the Updater library to the workstation hard drive.**
2. **Double-click on the library.**

This window will open:



3. **Click the *PRINT* button.**

This will generate a report explaining the issues addressed by this updater.

4. **Click the *SELECT YOUR TARGET LIBRARY* button and select the Current library you are using.**

5. Click the *UPDATE* button and let the library perform its update.

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**Note - Qube cannot be in use while performing the update.**

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6. After performing the update, quit the updater and open the updated library.

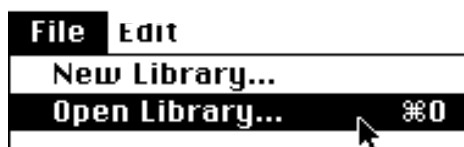
QCI recommends that you modify the name of the updated library to distinguish it from versions which have not been updated.

7. Do this on each workstation running Qube, or copy the updated library to each workstation.

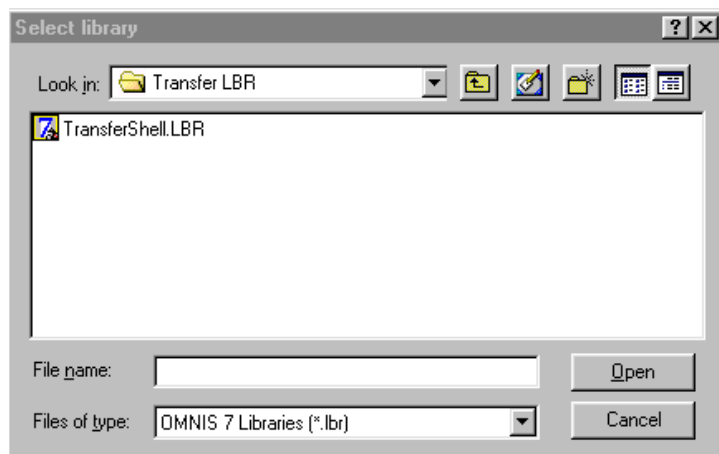
## Transfer Library

As enhancements are made to Qube ERP™, the system can be updated by replacing only the affected formats. This makes a system update possible by email. It also allows the updating of specific functions without replacing formats which the user may have modified for his own purposes (e.g., customized reports). In order to have access to this functionality, you must have a developer version of Omnis 7.3.

1. **Open your developer copy of Omnis 7.3. Select Open Library from the file menu.**



2. **Select the library containing the new formats.**

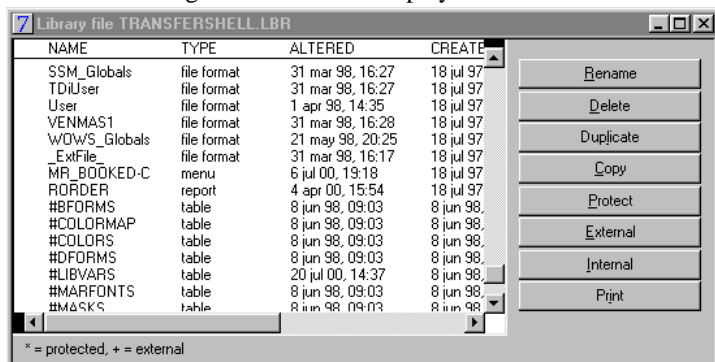


3. **If the Utilities menu does not appear, select File, then Menu, then Utilities Menu.**

## 4. From the Utilities menu, select *LIBRARY FILE TOOLS*:



The following window will be displayed:

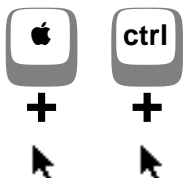


Note that this window provides a list of formats from the Qube ERP™ system. These formats can be **file formats**, **menu** formats, **window** formats, **search formats**, **report** formats or **table** formats.



All of the windows, menus, etc., require **FILE DEFINITIONS** to maintain their own integrity. Therefore, all of the **FILE FORMATS** will always be delivered, even when they are not necessary for your update. You will be instructed on which formats to copy. Copy the *FILE FORMATS* only when instructed, otherwise ignore them.

Mac OS Windows

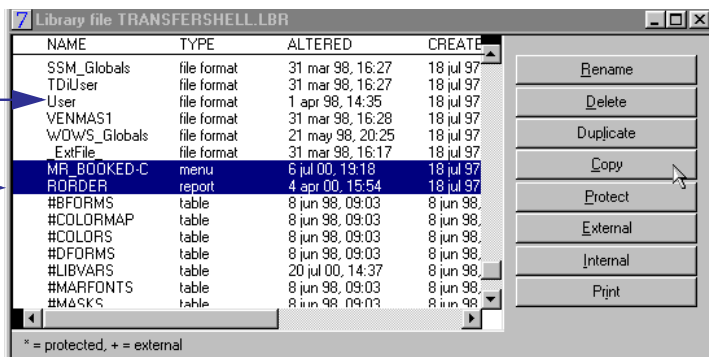


## 5. QCI will tell you which formats to copy. Highlight the indicated formats.

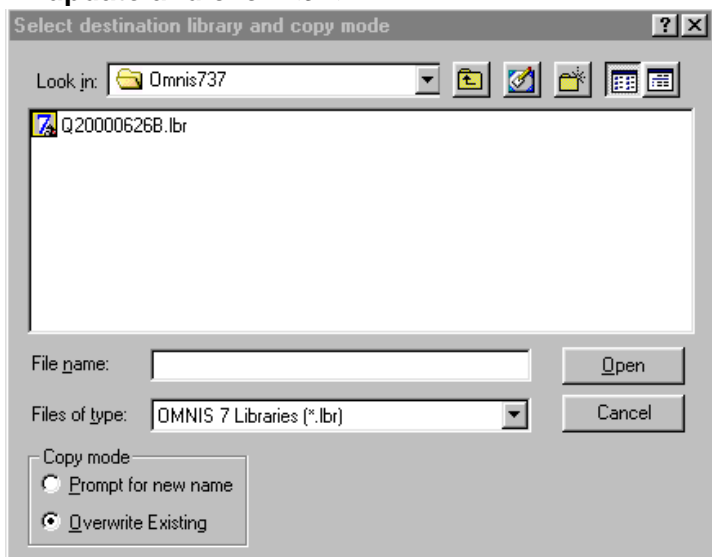
You can select multiple formats by *CTRL/COMMAND-CLICKING* on each designated format.

6. Once all of the file formats are selected, click <COPY>.

All file formats will always be delivered, in addition to those which should be copied.



7. Navigate to and select the library you wish to update and click <OK>:



Make sure the *OVERWRITE EXISTING* button is turned on.

8. If reorganization of your datafile is required, you will be instructed by QCI Technical Support.





## Storing Your Own Formats

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You have just updated only one copy of the application. If you have a multi-user installation, you must replace all copies of the application on your network with the version you just updated.

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Sometimes you might develop your own customized formats (for example, your own report formats).

### •To store your own formats

1. Log on as a *SYSTEM ADMINISTRATOR*.
2. Select *NEW APPLICATION* from the left-most File menu.

Once the new application is created, return to the application you wish to copy the formats from.

3. **Copy all file formats into the new application first, and then proceed as outlined above.**

## Test Drive Library

The Test Drive library is a tool that can be used to test new modules (before purchase), using your own company data.

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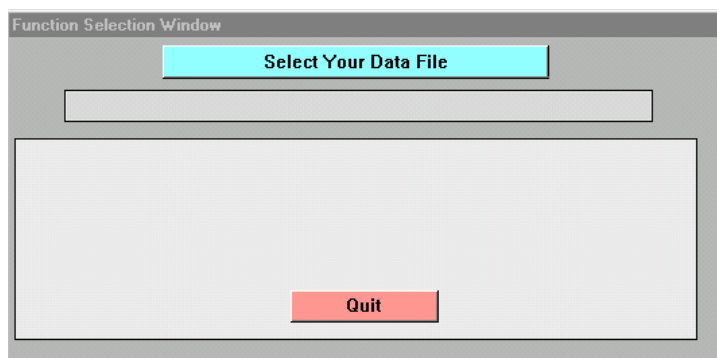
---

**QCI recommends that ALL features that you wish to test drive be tested on a copy of your data file. DO NOT use your live data file.**

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1. Copy the TestDrv.LBR to your workstation from the floppy disk.
2. Open the enclosed TesetDrv.LBR with Omnis7 or by double-clicking on the icon.
3. Click the *SELECT YOUR DATA FILE* button.



4. Select your Play data file.

5. Click the button(s) for the feature you would like to test drive.

Function Selection Window

Select Your Data File

World Class Industries

Change or Clear Expiration Date

**Test Drive Advanced Functions**

Executive Information	Advanced Option Selection
Advanced Service Tracking	Modular Building Option Selection
Production Planning	Advanced Job Costing
Vendor Management	Pallet Position Control
Customer Furnished Materials	Forward Scheduling
Quality Inspections	Contract Pricing
Qube Accounting	Fifo/Lifo Integrated with G/L

Change Company Name

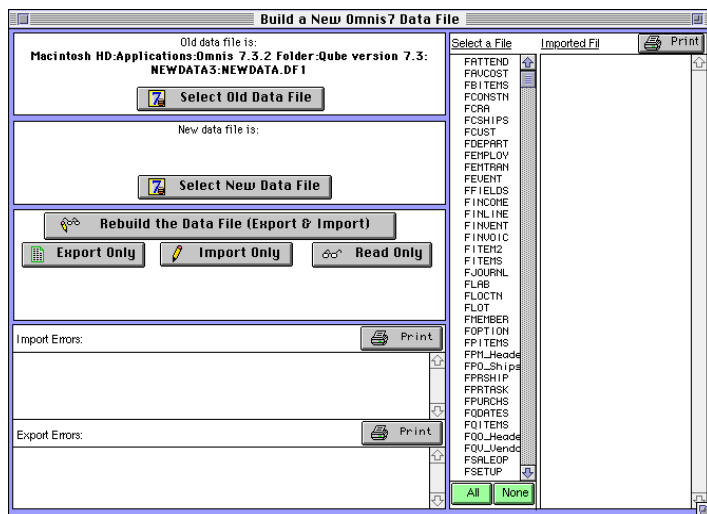
Quit

The program updates the feature set and installs an expiration date.



## NewData.LBR

There may be instances where the damage in the data file is so severe, the Omnis built-in utilities are unable to repair the data. The NewData.LBR is an optional set of library tools that help you repair or rebuild your data file should it become this badly corrupted.



This library will export all the data into text files, then import it back into an empty datafile. This can be a very complicated procedure. Some users may be able to run this process but most users needing this function will contract with QCI Technical Support to complete the work.

## Company Name Change Library

This is a special library supplied by QCI for use when a customer must change the company name. This could be the result of a buyout or corporate restructuring. There is normally a charge for this.

1. **Copy the Coname.LBR to your workstation desktop.**
2. **Log all users out of Qube.**
3. **Open the enclosed Coname.LBR by double-clicking on the icon.**

You can also open the library by launching Omnis7. Next, select **Open Library** from the **File** pulldown menu and choose **Coname.LBR**.

4. **Click the *SELECT YOUR DATA FILE* button.**
5. **Select the Qube data file from the Browser window.**

## 6. Click the *CHANGE COMPANY NAME* button.

Function Selection Window

Select Your Data File

A&PC

Change or Clear Expiration Date

**Test Drive Advanced Functions**

Executive Information	Advanced Option Selection
Advanced Service Tracking	Modular Building Option Selection
Production Planning	Advanced Job Costing
Vendor Management	Pallet Position Control
Customer Furnished Materials	Forward Scheduling
Quality Inspections	Contract Pricing
Qube Accounting	Fifo/Lifo Integrated with G/L

Change Company Name

Quit

The program will update the company name within your data file. You will see a dialog box showing the name change.

## 7. Quit out of this library and log on to Qube using your Qube.LBR.



## Data File Structure

### Application versus Data

Qube ERP™ is composed of two components: the Qube ERP™ application and the data file. The two components must be compatible; i.e., the application's definition of how the data should be organized, indexed, how the fields are defined (field length and type) and how each file is related should match the actual representation of the data found in the data file.

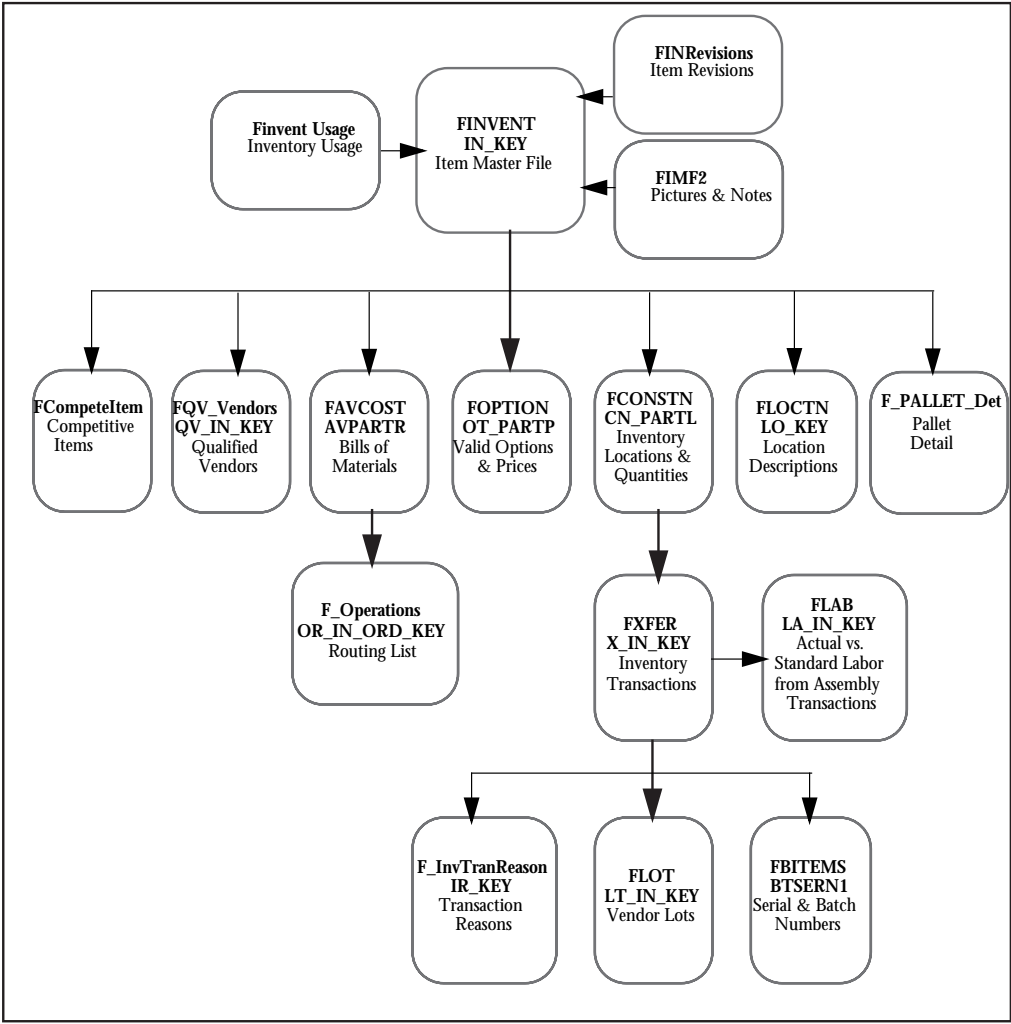
The application is the component that Qube Software produces. It includes data file definitions. The contents of the data file is the part each user produces and changes every day.

The following pages are designed to describe the data files used to record data in Qube ERP™ and how each file is related to the others. This can be very helpful when designing ad hoc reports, etc.

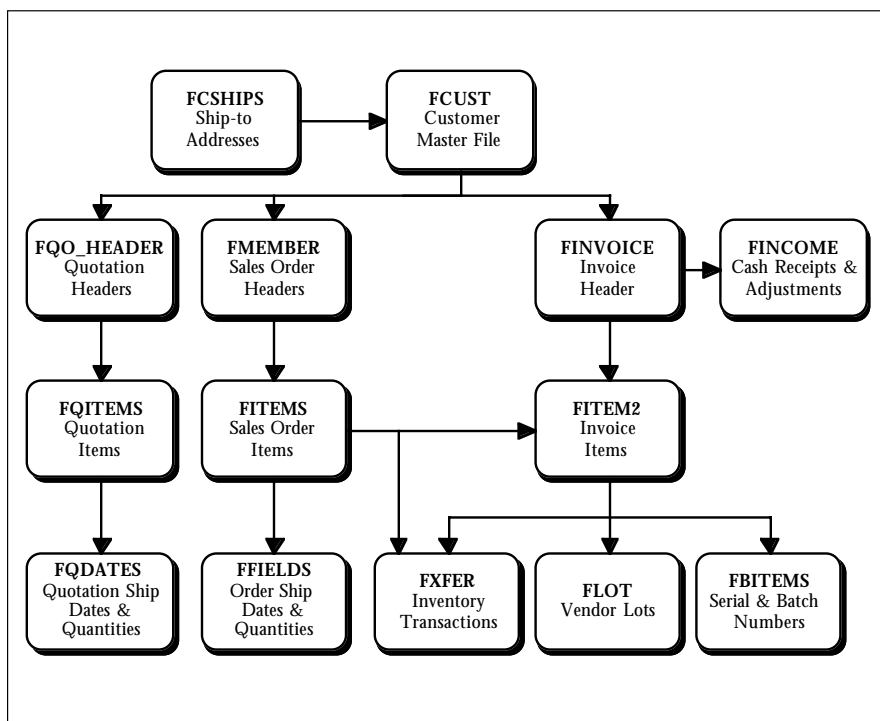




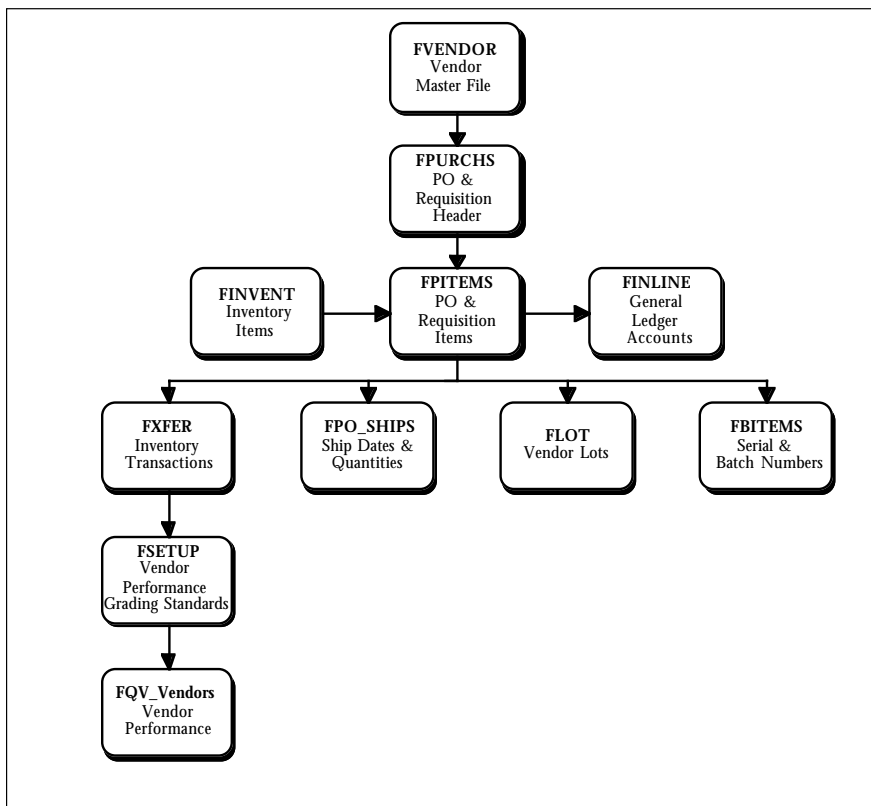
## Inventory Control



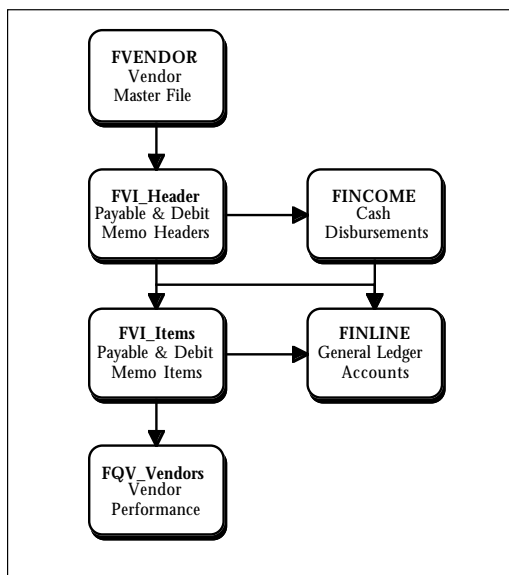
## Quotations, Sales & Accounts Receivable



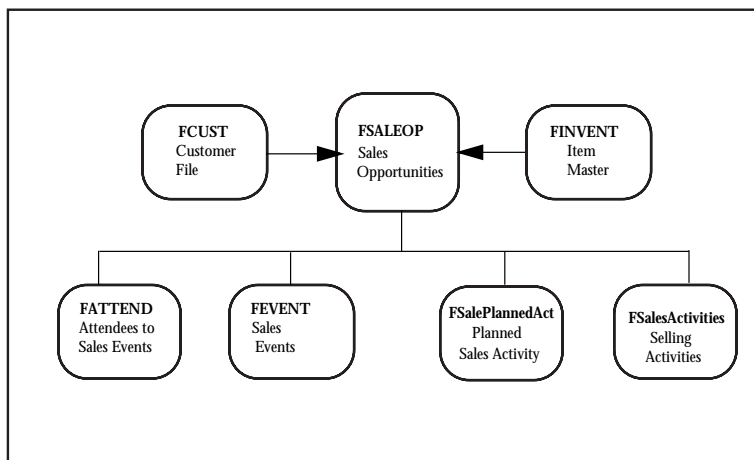
## Purchasing



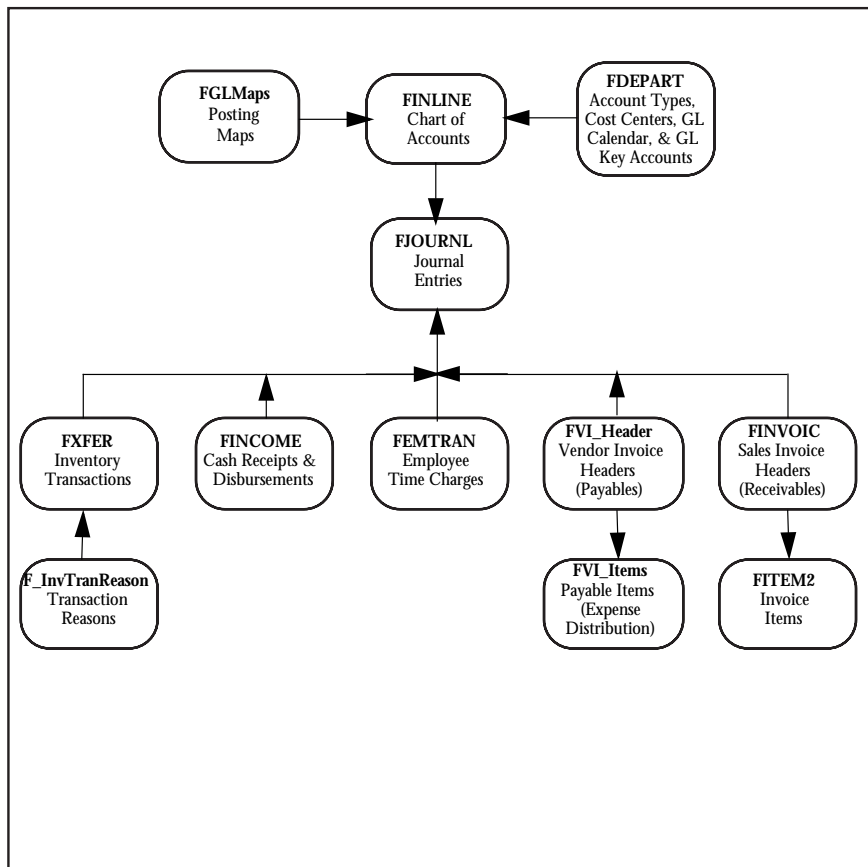
## Accounts Payable



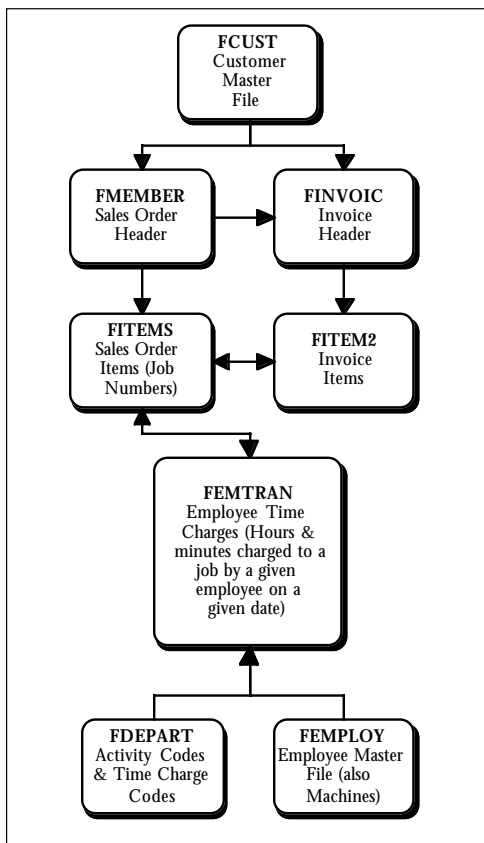
## Sales Opportunities



## General Ledger

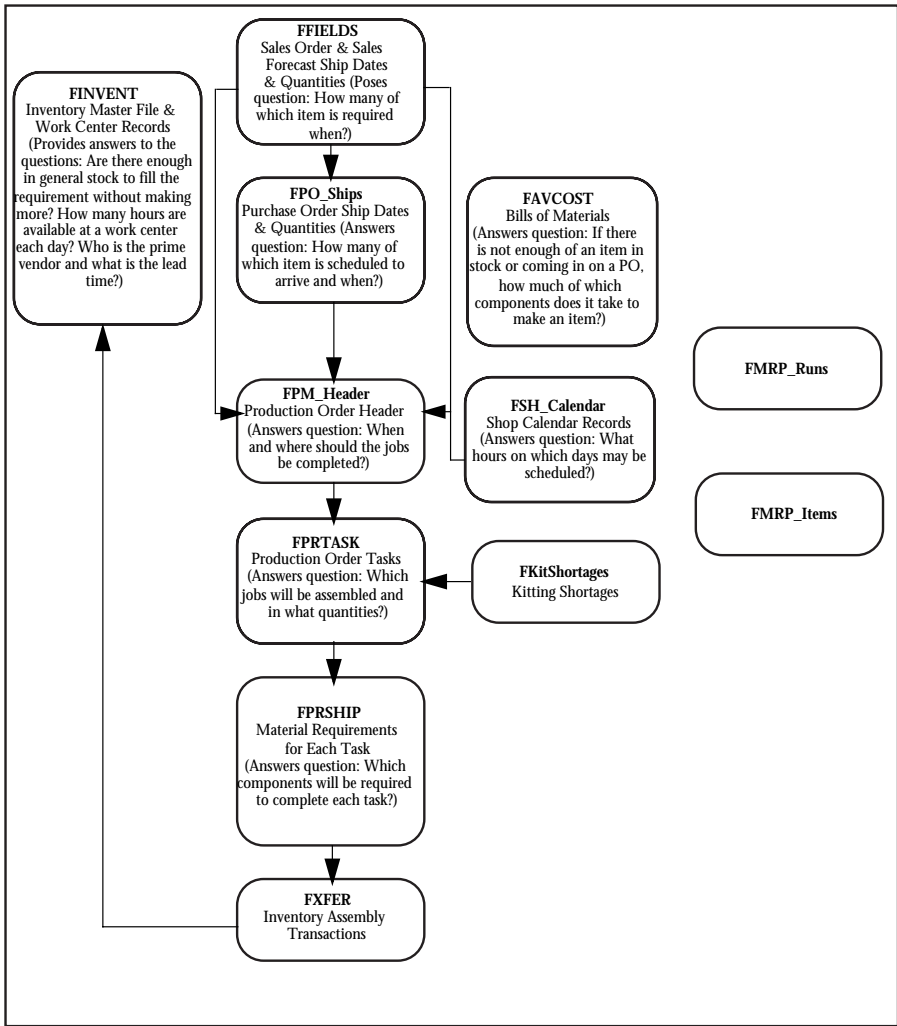


## Job Costing



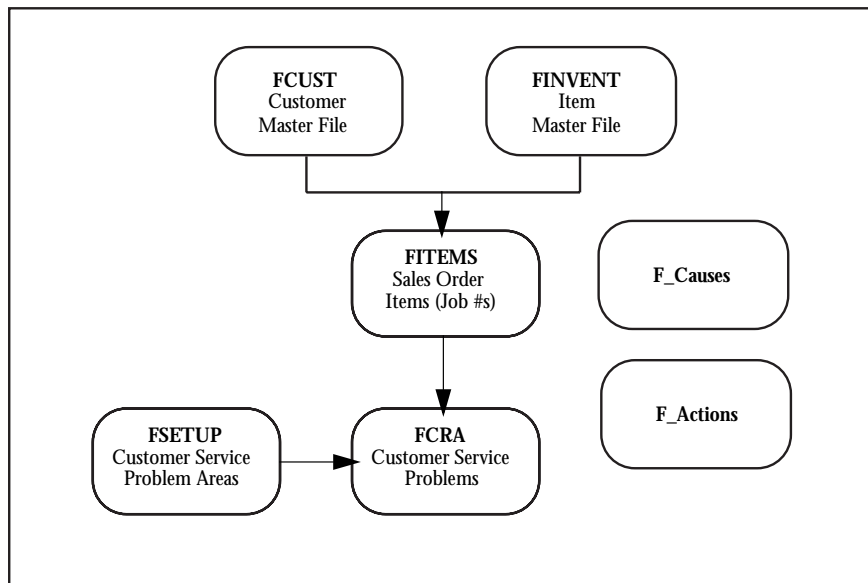


## Production Scheduling (MRP II)





## Return Order Tracking



## System Files

### **FREPORTS**

1 record for each report in the system. Editing this record sets the parameters for that printing of the report.

### **F\_My\_Reports**

Copy of a report file, cataloged for use by a selected user. Allows a user to "library" a selection of reports, to be called up and printed when desired.

### **Master**

System constants (e.g., last invoice number, last cash transaction number, WIP begins at location xx, etc.

### **User**

1 record for each record in the personnel file. Access privileges for each user. Also records of the last sequence numbers from every type of record in the file so that when any function is selected by a user, the last record of that type accessed by that user will be displayed on the newly opened window.

### **App\_Globals**

Memory-only variables

### **App\_Globals2**

Memory-only variables

### **App\_Globals3**

Memory-only variables

### **WOWS\_Globals**

Memory-only variables used in the object-oriented windows management system

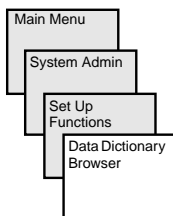
### **FPARAMS**

Pictures and Pop-Up Lists

### **FMISC\_CODES**

Shipping & Payment Terms

## Data Dictionary Browser



File Name	Description
Customer Master File	Customer master file
Journal Transactions	Journal entry transactions (child to FINLINE)
Misc Categories	Misc. file (employee departments, shop calendar, customer types, GL account types)
Order Headers	Sales order header (child to FCUST)

On-Screen Label	Field Name	Additional Description
1 Invoice Item	IV_KEY	Invoice #
2 Dated	IVDATE	Invoice date
3 Pay Terms	IVTERMS	Payment terms
4 Cr Memo Subtotal	IVAMT	Invoice subtotal
5 % Sales Tax #1	IV_TAXA_TOTAL	Sales tax amount
6 PO/Visa #	IVPONBR	Customer PO number
7 Sales order date	IVORDAT	Sales order date
8 Shipped on	IVSHPDA	Shipment date
9 Ship Terms...	IVSHPMT	Shipping terms
10 Bill To #	IV_CUS_KEY	Customer code
11 Date Needed...	IVDATND	Date shipment was requested
12 RSN	IV_SEQUENCE	RSN
13 Shipping Handling	IVSHCHG	Shipping charge
14 Not in use	IVSTATS	Not in use

File Name	Description
Cash Transactions	Cash transactions (receipts & disbursements)
Invoice Items	Invoice items (child to FINVOICE)
Serial Numbers	Serial numbers

Qube ERP™ provides an on-line tool for determining the parent/child relationship of all of the data files, and the field structure associated with each data file. This information is critical for users who wish to use the ad hoc reporting function, or for outside developers who wish to create applications which “hang” off Qube ERP™. This information is also necessary for users who wish to import and export data in the system. This function is found in the **System Administration Module**.



**Note:** This function is only available for those users who have logged on as a **System Administrator** (see [“Logging on as a System Administrator or Developer”](#) on page SYS-38).

## Qube ERP™ Version 7.32 or Greater

For this function to be available and active, you must be using a data file which is designated as being version 7.32 or greater.

## Data File

The data displayed in the **Data Dictionary Browser** does not reside in the main data file. If it did, each user site would have to update its data file whenever QCI made changes to the data dictionary. Instead,

the data resides in a lookup data file named **Q3DICT.DF1**. This data file is delivered with each library delivery from QCI. Place the file in the Omnis 7 directory for each user who is accessing it.

## Empty Window

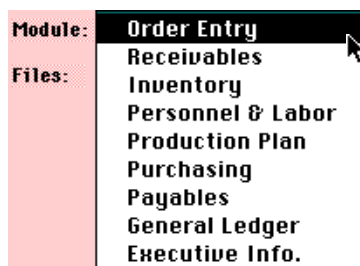
If you try to access the Data Dictionary Browser and find that the window is empty, it is because you have not installed the **Q3DICT.DF1** data file correctly. This data file should reside on your local workstation in the **Omnis 7 Directory**.

## Using the Browser

When using the data dictionary browser as an assist to the ad hoc report generator, it is recommended that the browser be opened at the same time as the ad hoc report generator window. This way, the user can switch back and forth between the two and use both tools to produce the report he or she wants.

## Module and File Selections

You may select different modules and different files using the drop down menus provided. Each module has its own set of data files. In some cases, data files will appear in several different modules. To select a module, use the **Module** drop down menu:



To select a data file, use the **Files** drop down menu:



When a module is selected, the Files drop-down menu will display a selection of files associated with the module. The advantage of this is that it reduces the number of files that the user has to choose from.

You may also navigate to see the fields available in different files by double-clicking on any file. Select any file in either the parent or child files lists. Double-click on it and the screen will be rearranged and redrawn appropriately.

## The Selected File

The selected file is shown in the middle of the window, in the **Files** display box. The window also displays all of the parent and child files (i.e., how the files relate to each other) associated with the selected file. The top list shows the parent files while the bottom list shows the child files.

## File Relationships

When you click on any of the parent or child files, the relationship of the selected file will be described. For example, when the **Country Codes** file is selected, the following information is displayed:

The data relationship is described here



Parent Files for Customer Master File:	
Country Codes	FCountries
Misc Categories	FDEPART
Tax Zones	FLAB

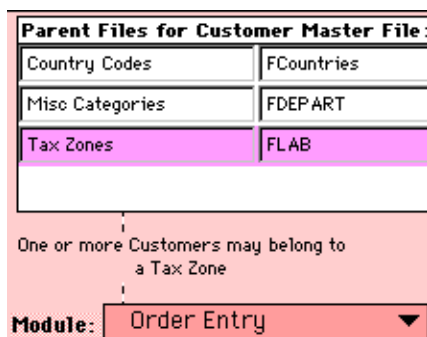
One or more Customers may belong to a Country

Module: Order Entry ▼

However, when the **Tax Zone** data file is clicked, the information changes to the following:

The data relationship is described here



## Fields Display

Qube ERP™ will also display all of the fields related to the selected file. These fields are displayed to the right of the selected file:

Fields for Customer Master File:			{Key field; Link field; Indexed field}
#	On-Screen Label XXXX	Field Name XXXX	Additional Description
1	<b>Customer*</b>	<b>CUS_KEY</b>	<b>A unique code identifying the customer</b>
2	<b>Bill To</b>	<b>CCONAME</b>	<b>The full name of the customer</b>
3	Address	CADRES1	The first line of the main street address
4	City	CCITY	City
5	State	CSTATE	State
6	<b>Zip</b>	<b>CZIP</b>	<b>Zip</b>
7	Last number of shipment address	CUS_SHIPS	Last number of shipment address
8	<b>Type Codes</b>	<b>CTYPE</b>	<b>Customer type</b>
9	Status	CST	Status
10	Record sequence number	CUS_SEQUENCE	Record sequence number
11	<b>Account Mgr</b>	<b>CMGR</b>	<b>Acct manager</b>
12	Credit Limit	CCREDIT	Credit limit
13	Date CR set	CCRDATE	Date credit limit set
14	Contact first name	CFSTNAM	Contact first name

## Display Columns

The first column is the on-screen label of each field (what the field is named on the various windows). The second column is the field

name (what the programmers call it in the code), and the third column provides additional information about each field.

You may sort the files and field lists by clicking on the column label. In this example, the FINVOICE file is selected. Therefore, the fields for this file are displayed. The window allows you to sort the fields by the On-screen label, the internal field name (as displayed in the Omnis7 ad hoc report generator) and additional descriptive information.

## Field Type Displays

The function also provides a code for determining what each field type is. Most of the fields in the list are simply data fields. These fields are displayed as black roman (normal weight) type.

Other fields are indexed. Indexed fields are useful for finding records. These fields are displayed as bold, black type.

Link fields are those fields which link files together. For example, an invoice record is really a combination of several different files (as seen on the browser window). The link fields provide the linkage between these connected files. Link fields are displayed as bold blue type.

Finally, each data file will have a key field. The key field is the main record identifier for each file. An example would be the item code in the item master file, or the invoice number in the invoices file. These fields are displayed as bold red type.