2024

# IFS Cloud User Manual

Published August 9, 2024

# Contents

# Introduction

Welcome to the User Manual of **IFS Cloud**.

**IFS Cloud** is the ERP system used across all the Airmar and Marport entities to manage processes related to purchasing, sales, stock, production, reporting, etc.

This documentation assists you in using **IFS Cloud** and performing the different processes related to your work tasks. If you are new to the system and looking for introductory topics on how to use this platform, start with Basics of Page and Record Management (on page 17).

Otherwise, you can use the search bar to directly find topics that correspond to your processes.

If you have any issues regarding access, processes, documentation, etc., contact the IT project manager at gdaubert@marport.com.

## What's New

This table provides a history of recent updates to the **IFS Cloud** documentation.

| Date | Updates |
|---|---|
| August 9, 2024 | • Added guidance to create templates for purchase and customer orders: Creating a Purchase Order Template (on page 156) and Creating a Customer Order Template (on page 270).<br>• Added guidance to add a payment discount to a supplier invoice in Adding a Payment Discount to a Supplier Invoice (on page 166).<br>• Added guidance to extract legal report types in Extracting a Legal Report Type (on page 433).<br>• Added process to do a year-end closing in Closing an Accounting Year (on page 422). |
| July 24, 2024 | • Added process to add approval templates:<br>◦ In purchase orders of fixed assets: Creating a Purchase Order Using a Purchase Group (on page 123).<br>◦ When creating parts: Adding an Approval Template for Part Creation (on page 449). |

| Date | Updates |
|---|---|
| | • Added guidance to consult reports of orders received but not yet invoiced: Consulting Reports for Received Orders not Yet Invoiced (on page 213).<br>• Added description of cross functional process section. |
| July 16, 2024 | • Added processes for intercompany transactions: Making a Purchase from an Intercompany Seller (on page 435) and Selling to an Intercompany Customer (on page 437). |
| July 9, 2024 | • Added guidance to close or open accounting periods: Opening and Closing Accounting Periods (on page 389). |
| July 4, 2024 | • Added guidance to manage product loans: Managing Product Loans (on page 322). |
| July 2, 2024 | • Added guidance to create a shop order for repair: Creating a Shop Order for Repair (on page 348).<br>• Added guidance to include the landed cost to a receipt value: Including Landed Cost on Receipt Value (on page 177). |
| June 11, 2024 | • Added picture of the access to language settings in Logging In for the First Time to IFS Cloud (on page 11).<br>• Added guidance to consult order reports: Consulting Order Reports (on page 429).<br>• Added guidance on how to add installment plan and discount details to an invoice: Changing Invoice Settings (on page 275). |
| May 30, 2024 | • Updated guidance to insist on the necessity to add notes when completing details in Adding a New Quantity for an Inventory Part (on page 353), Removing a Quantity from an Inventory |

| Date | Updates |
|---|---|
| | Part (on page 356), Scrapping a Part from the Stock (on page 364), and Moving Inventory Part (on page 366).<br>• Clarified guidance on the DAS2 Declaration being for french offices only: DAS2 Declaration (FR Specific) (on page 413). |
| May 23, 2024 | • Added guidance to apply filters directly at page opening: Applying Filters at Page Opening (on page 32).<br>• Added guidance to create complementary parts: Creating Complementary Parts (on page 118).<br>• Added guidance to save list proposals as favorites: Saving List Proposals as Favorites (on page 19). |
| May 17, 2024 | • Added guidance to consult customer and supplier transaction lists in Consulting Customer Transaction List (on page 338) and Consulting Supplier Transaction List Report (on page 207).<br>• Added guidance to consult customer and supplier basic data analysis in Consulting Customer Basic Data Analysis (on page 331) and Consulting Supplier Basic Data Analysis (on page 202). |
| May 14, 2024 | Updated guidance to reserve a shop order: Reserving a Shop Order (on page 233). |
| April 11, 2024 | Modified sales quotation naming convention in Naming Conventions (on page 41). |
| April 5, 2024 | • Added guidance to consult your customer invoices and account analyses: Consulting Customer Invoices (on page 342), Consulting Customer Account Analysis (on page 343)<br>• Added guidance to consult your supplier invoices and account analyses: Consulting Supplier Invoices (on page 211), Consulting Supplier Account Analyses (on page 212) |

| Date | Updates |
| --- | --- |
| | • Added Statistics ans Report chapter in the Record to Report Process: Statistics and Reporting (on page 201).<br>• Added guidance to review the company fixed assets: Consulting Company Fixed Assets (on page 432). |
| April 3, 2024 | • Added guidance for specific supplier invoices in the Purchase to Pay process: Including Cross-Border VAT in a Supplier Invoice (on page 176) and Spain Only: Including a Withholding Tax (IRPF) (on page 177).<br>• Added guidance to display the general ledger entries (on page 427) and balance (on page 428). |
| March 5, 2024 | Added guidance to create a supplier: Creating a Supplier (on page 66). |
| February 6, 2024 | • Added procedures in the Return Material Authorization (on page 286) process.<br>• Added guidance to create a bank reconciliation statement: Creating a Bank Reconciliation Statement (on page 402)<br>• Added guidance to assign a weight and volume to handling units: Changing the Weight and Volume of Handling Units (on page 264).<br>• Added guidance to consult quick reports for master data parts: Consulting Reports of Master Data Parts (on page 118). |
| January 5, 2024 | Public release |

# Connecting to IFS Cloud

Connect to **IFS Cloud** to test and perform your processes.

You can connect to **IFS Cloud** through the following two environments:

- **Migration environment**: use it to test new features and processes. It does not impact real-life flows and accounts.
- **Production environment**: this is the official **IFS Cloud** platform. It registers all the flows and actions and impacts Airmar and Marport businesses.

1. Connect to OpenVPN.

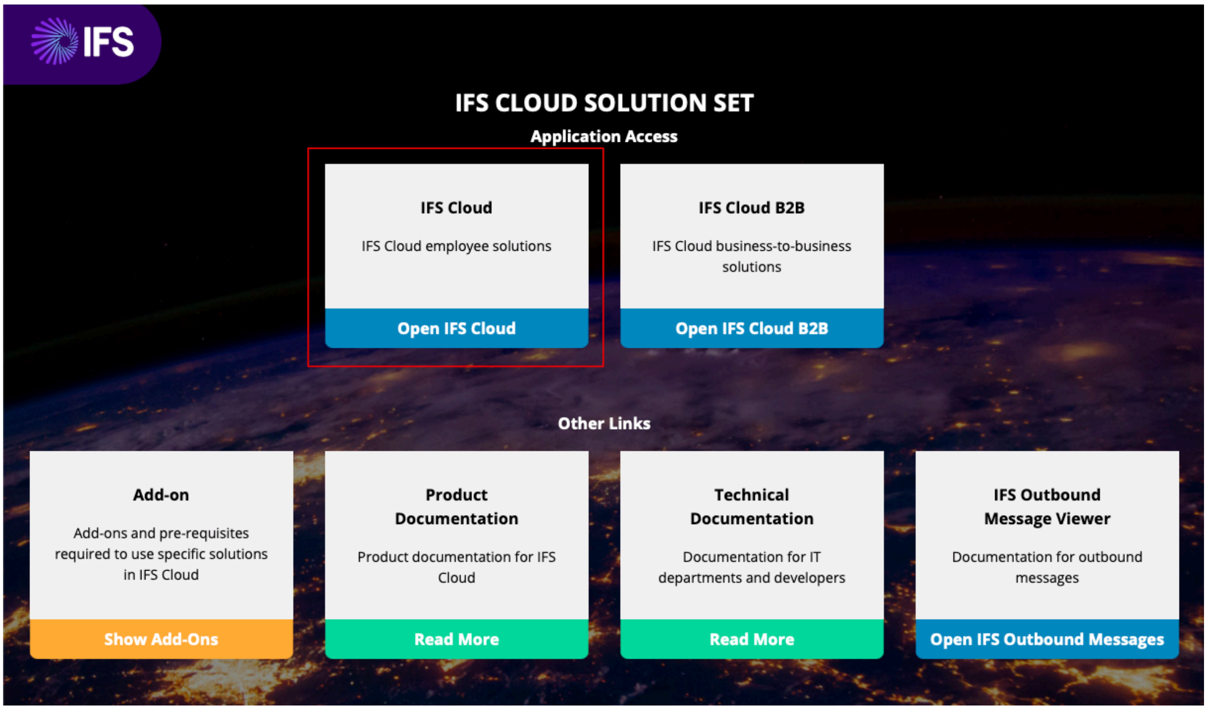
> **Trouble:** If you have any issue connecting to the VPN, contact your IT support team.

2. Go to one of the following web pages, depending on the tasks you perform on **IFS Cloud**:

> **Note:** Always make sure you are in the correct environment before doing any actions in **IFS Cloud**.

   - Migration environment: https://ifsmigr.airmar.com/
   - Production environment: https://ifsprod.airmar.com/

3. Click **Open IFS Cloud**.



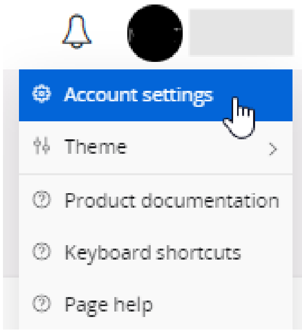

4. Click **Log in with Azure** if you have an account that works with a single sign-on or enter your **Username** and **Password** then click **Log in**.

You are connected to **IFS Cloud**.

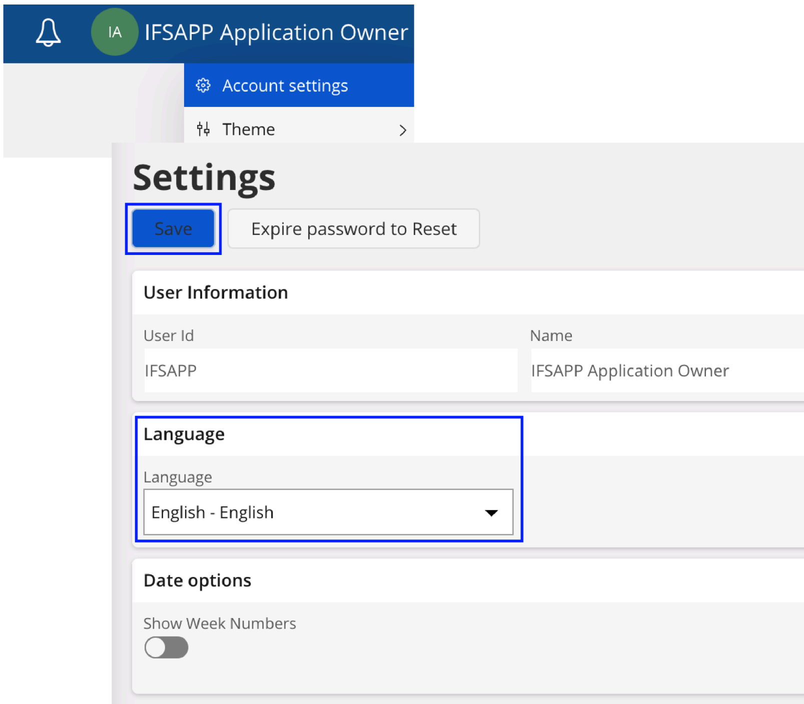
## Logging In for the First Time to IFS Cloud

When you log in to **IFS Cloud** environment for the first time, you need to apply the following settings.

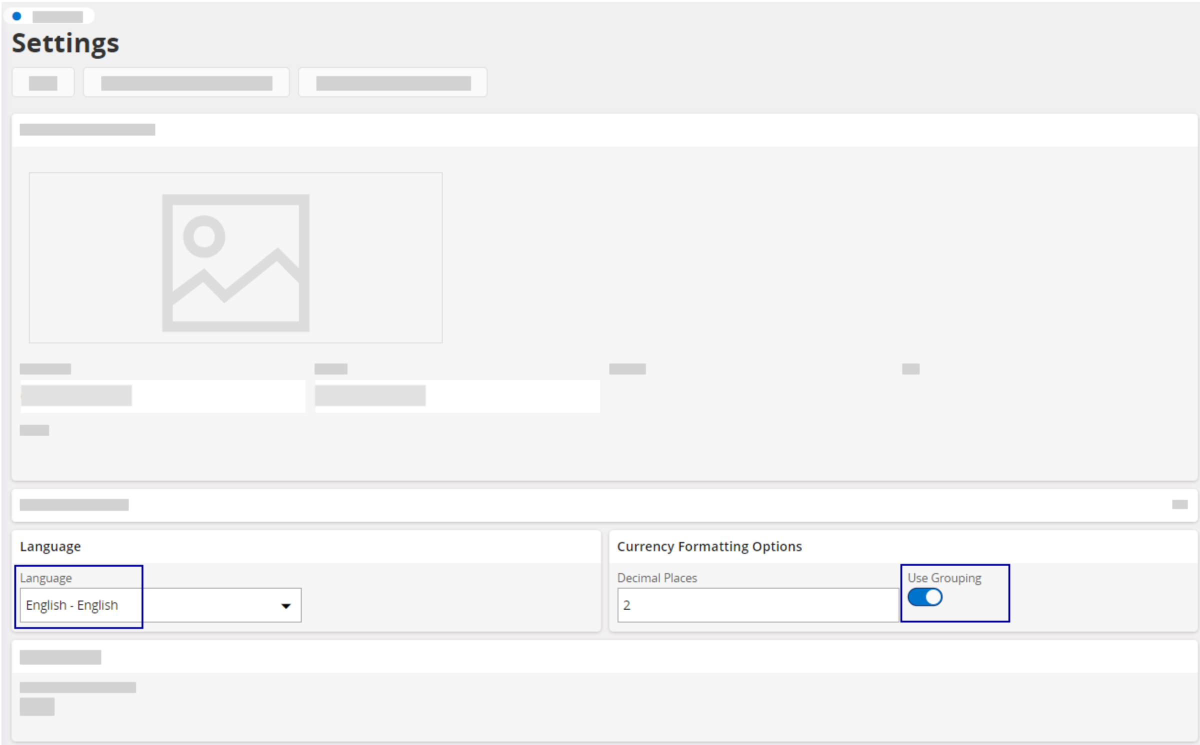
1. Click your name on the upper right corner of the screen, then click **Account settings**.




2. Make sure that the **Language** is set to **English**. Keeping the same language for all users facilitate communication between them and the IT support team. Also note that the documentation will always be in English.




3. Go to **Currency Formatting Options**, and turn on **Use grouping** toggle to unify the number format in all entries. If not activated, number formats may be written differently according to the user's country, causing issues when exporting data.




4. Add a lobby to your home page to facilitate your workflow in **IFS Cloud**: see Adding a Lobby to the Home Page (on page 25).

# Glossary

## Advance Invoice

An advance invoice is a document issued by a seller to request prepayment from a buyer before delivering goods or services. It outlines the products or services, the agreed-upon price, and terms.

## CER

Capital Expenditure Request.

## Credit Note

A credit note is a document issued by a seller to a buyer. It indicates that the buyer is entitled to receive a credit or refund for a certain amount. It is used to correct errors in an invoice, acknowledge returned goods, or resolve disagreement related to billing or payment.

## Customer Order

A customer order is a commercial document issued by a buyer to a seller. It specifies the buyer requirements and specifications for the product or service, including: type of product, quantity, and agreed prices.

## CO

### GL

General Ledger.

### ICO

Internal Customer.

### Intrastat

Report mandatory providing detailed information on the quantity and value of goods exchanged between European Union member states for statistical analysis.

> In France, the Intrastat declaration is referred to as **DEB** - Déclaration d'Échange de Biens.

### INTWIRE

Payment method that allows international wire transfer.

### Location

Where parts are stocked. The location can be physical or virtual.

Some locations stock parts for specific processes.

### Exchange

This location contains identified products intended for exchange.

This location contains second-hand items.

> **Note:** This location is mostly used by Marport Americas.

### Loan

This location contains parts available for loan.

This location contains second-hand items.

### Main

This location is the main stock defined.

### Refurb

This location contains second-hand items that are not identified for either stock exchange or loan.

> **Note:** For example, a hydrophone which is not typically rented out.

### RMA

The part has been returned in stock for Return Material Authorization (on page 16). It needs to be analyzed.

### SHIP

This location contains parts related to shipment.

### Tech

This location contains parts used daily in the office.

> **Note:** For example, parts used to conduct tests.

### Transit-Cust

The parts are assigned to this location when a customer has returned a product but it has not yet been reintegrated into the physical stock and the company has sent a replacement operational product to the customer.

## Transit Customer

### MPT

## Marport

### Net Amount

Amount without the tax amount.

### OPENCO

Open Customer Order. Adding an openco line to your customer order allows to keep it open.

### Purchase Order

A purchase order is a commercial document issued by a buyer and sent to a seller to confirm their intention to purchase products or services. This document defines the conditions for the procurement of goods and services.

## PO

### External Purchase Order

The purchase order is made for an external company sent to a supplier to confirm the purchase of products.

### Internal Purchase Order

The purchase order is made within the company.

### Return Material Authorization

Process used to send back a part to the supplier because of default or malfunction in exchange of a refund, a credit or a new product.

## RMA

### SEPA

A single euro payment area aimed to simplify bank transfers and automatic direct debit payments.

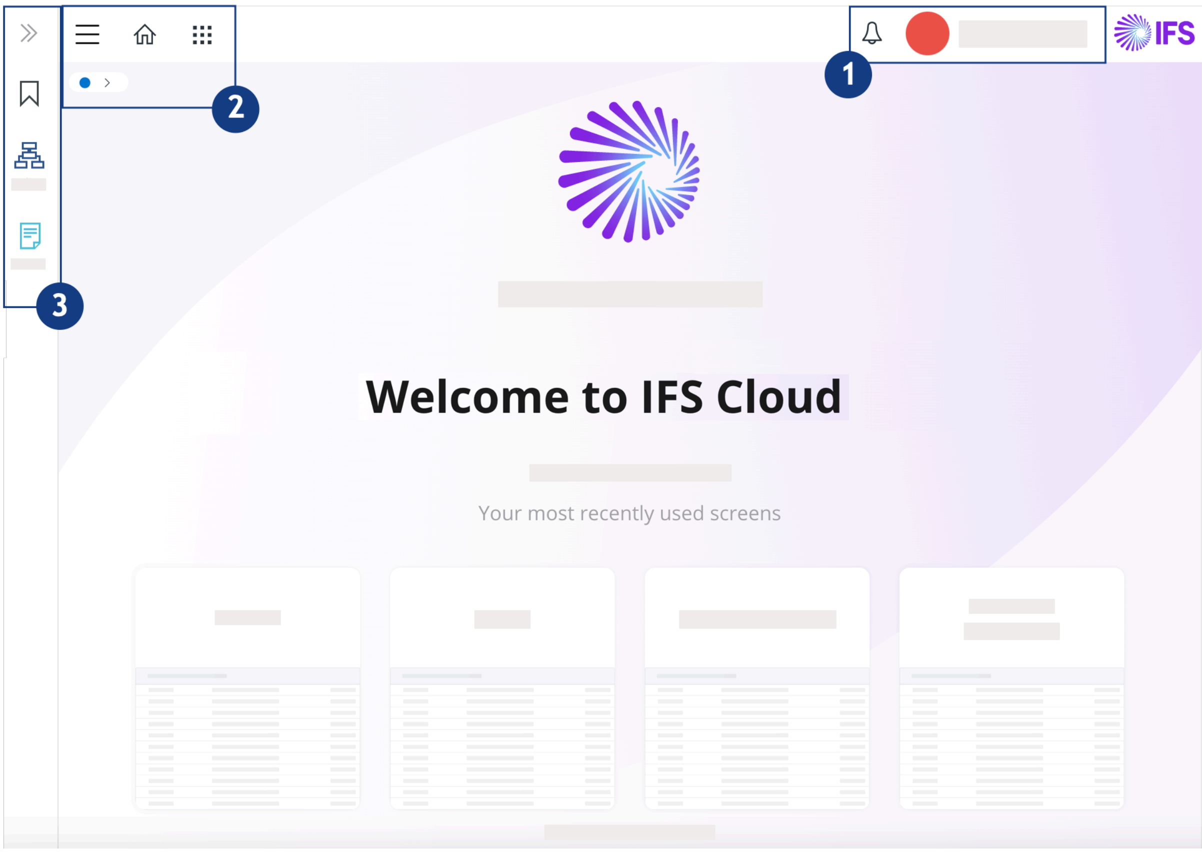
## Single Euro Payments Area

# Basics of Page and Record Management

Make your first steps in **IFS Cloud** and learn how to use the basic features to manage your pages and records.

## Home Page

Discover the home page screen features.



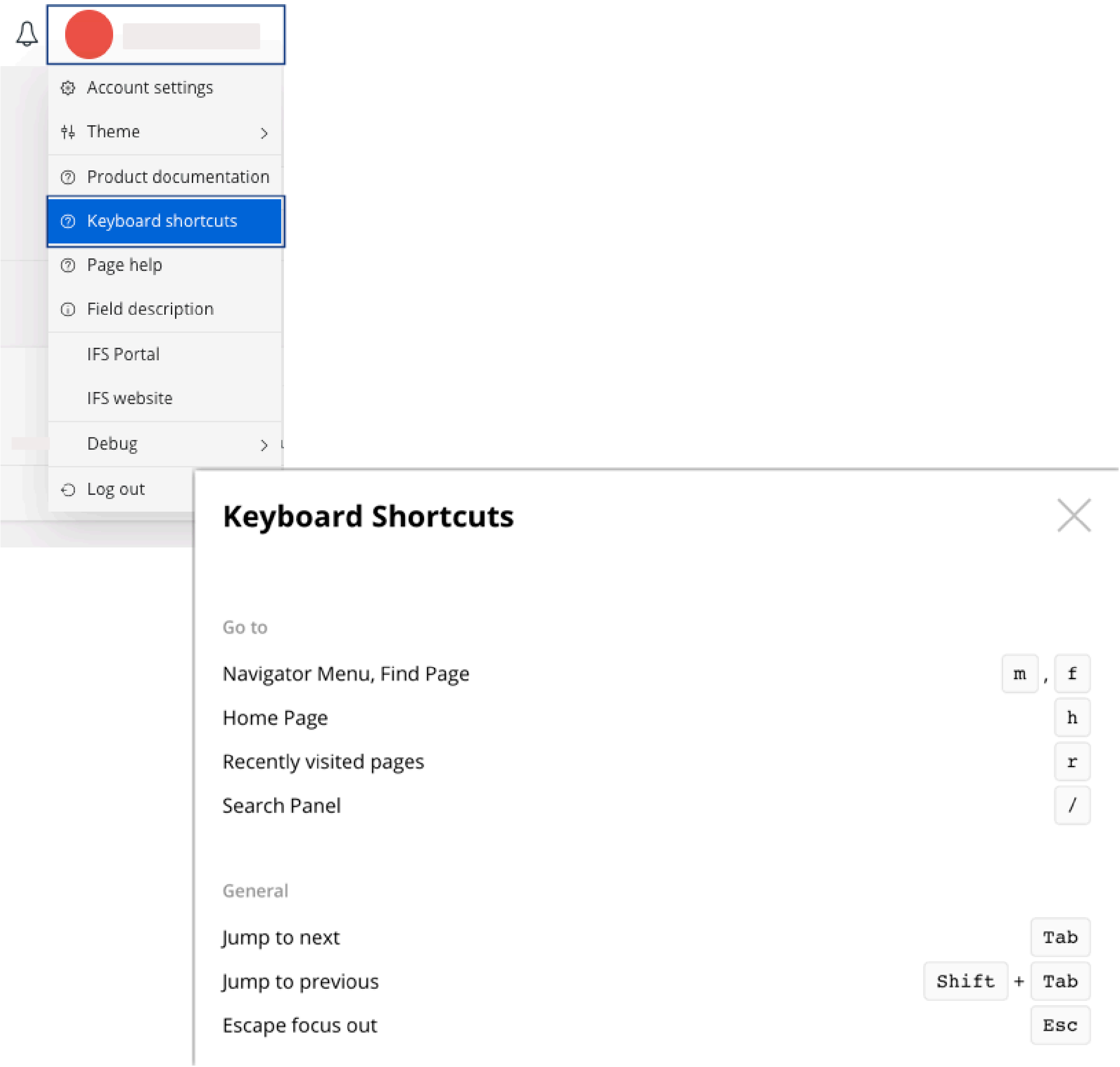

| n° | Description |
|---|---|
| 1 | • **Notifications**: you can get notified for **Tasks**, **Events**, **Subscriptions**, **Subscription Expiry**, **Reports** or **Background jobs**.<br>• Username **Account**: you can act on your **Account settings**: change the **Theme** and **Language**. You can see the **Keyboard Shortcuts** and see **Page help** contents. |

| n° | Description |
|---|---|
| 2 | • **Navigator Menu**: access the Find page and pages.<br>• **Home**: go back to the home page screen.<br>• **Recently visited pages**: see the last 8 pages visited and navigate through them. This page is very useful when working in parallel on different pages because you can quickly find them back. |
| 3 | • **Expand Bookmarks**: develop the menu to see your bookmarks.<br>• **Bookmarks**:<br>◦ **Add Bookmark** : save a page to your bookmarks to access it easily.<br>◦ **Manage Bookmarks** : delete, rename, create group or change your saved bookmarks.<br>• The next icons are your saved bookmarks. |

# Keyboard Shortcuts

Help your navigation and save your time using thekeyboard shortcuts.

To access the shortcuts: click your **Account settings** and then click **Keyboard Shortcuts**.



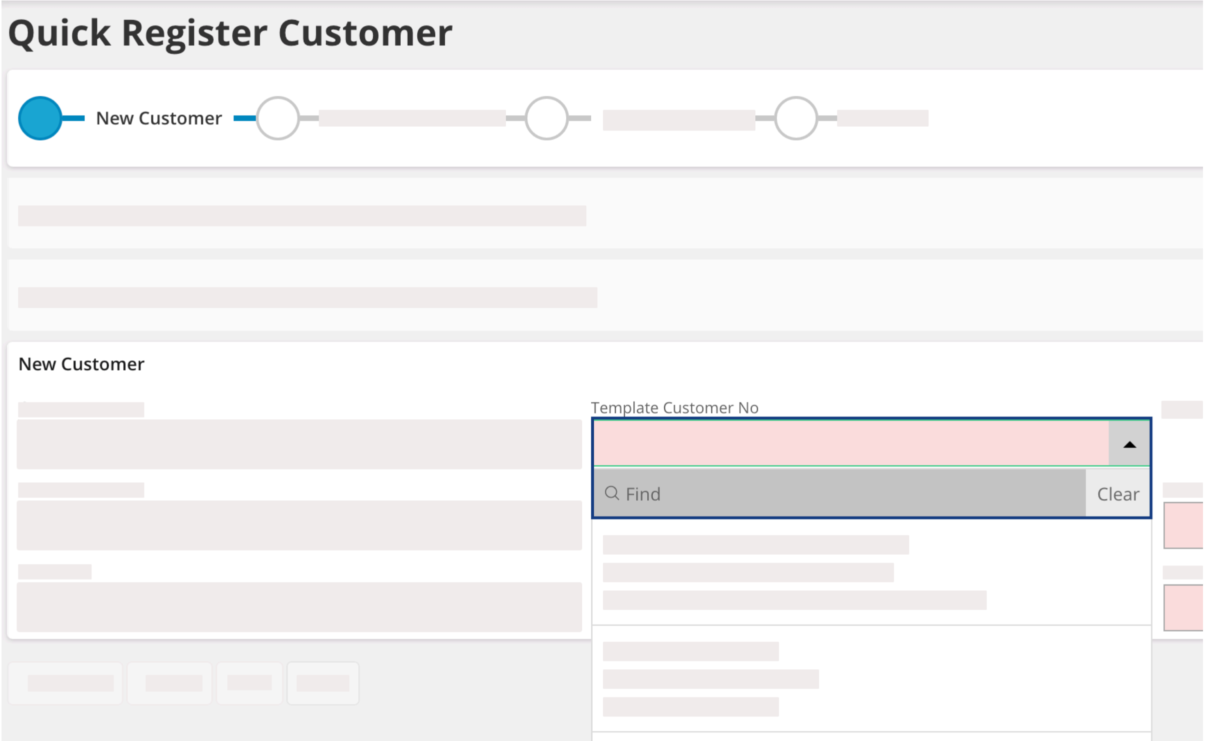

# Saving List Proposals as Favorites

You can filter contents appearing in lists when completing page details, by adding some of them as favorites.

When completing page contents, you may have to browse through large default lists. In order to only show contents relevant to your activity, you can limit the choices by adding some contents as favorites. This way, it will save you time for future operations.

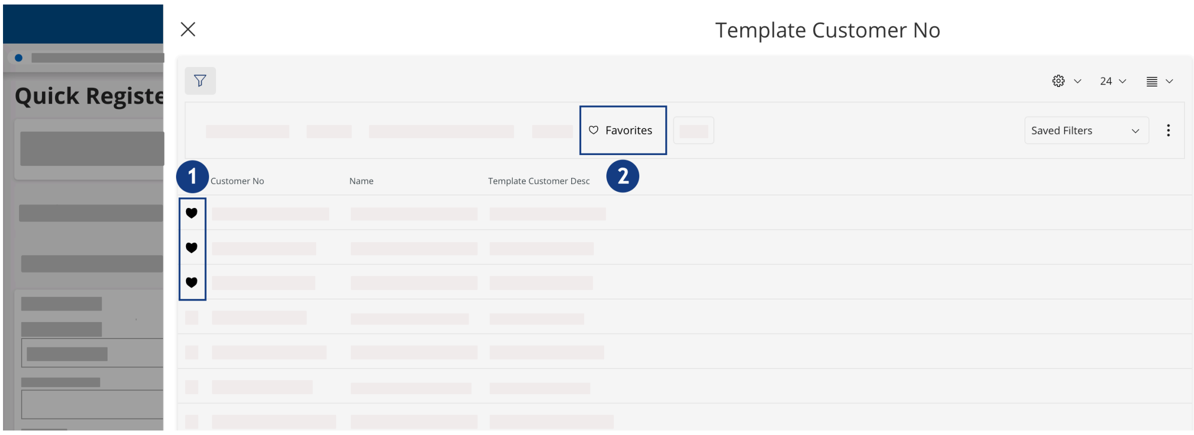
As an example, in this topic we filter a list of templates that are suggested when creating a new customer. We add as favorites the templates that correspond to our sales office.

1. When displaying a list of proposals, click **Find** to display the list details.

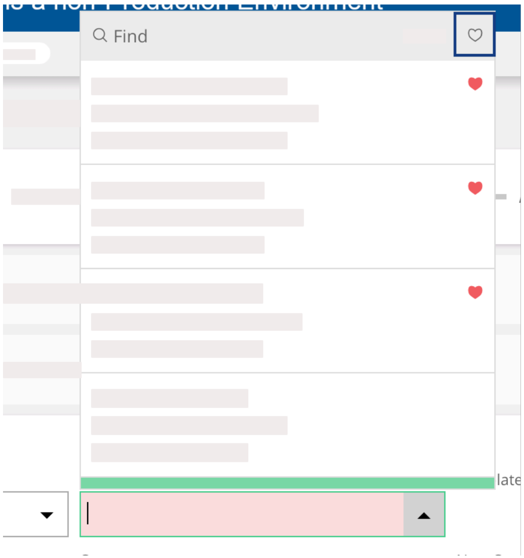


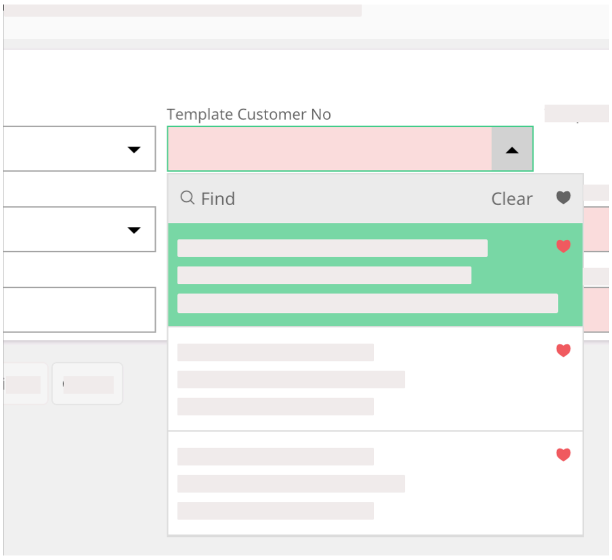

2. Click

**Add to Favorites** heart button in front of the choices you want to keep, then click **Favorites** in the toolbar to save them.



3. When coming back to the form field, the items saved as favorites appear first in the list. Click the heart button at the top of the list to only show your favorites.




# Pages

Manage your pages in **IFS Cloud**.

## What is a page?

A page is a screen already created by the system. Each page has a different name.

In each page you can:

- See different records.
- Perform one or several action(s).

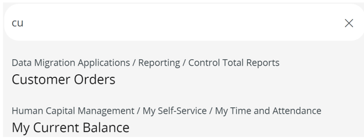
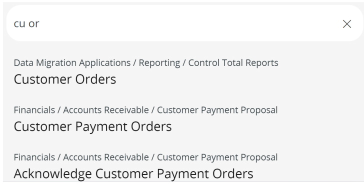
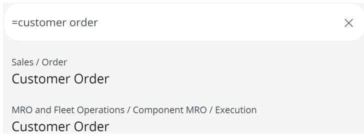
**Note:** According to your role, some accesses or actions may be restricted: contact your admin for more information.

# Opening and Searching for Pages

Find pages efficiently through the ≡ **Navigator Menu**.

1. To search for pages:
    a. Click the ≡ **Navigator Menu**.
    b. Use the search bar at the top left corner 

.
2. To find your page you can use different methods:
   For example, here we are searching for the **Customer Order** page, but these methods also works for all your searches:

| Input | Expected search result | IFS example |
|---|---|---|
| Write the first letters of one word.<br><br>For example: `Cu` | All the pages that start with `Cu` or contain `Cu`. |  |
| Write the first letters of multiple words.<br><br>For example: `Cu or` | All the pages that start with `Cu or` or contain `Cu or`. |  |
| Write an equal sign before the word(s).<br><br>For example: `=customer order` | Find the result(s) that matches the exact word(s). |  |

## Managing the Bookmarks

Adding bookmarks helps you to be efficient while you navigate through **IFS Cloud** because you can go directly to your most used pages.

The list of **Bookmarks** is always available on the left side of your page.

**Note:** A bookmark giving access to the user documentation is by default in the bookmark menu. **Do not remove it.**

1. Click **Expand Bookmarks** to expand the bookmark menu.
2. Click **Bookmarks** to display the bookmarks options.

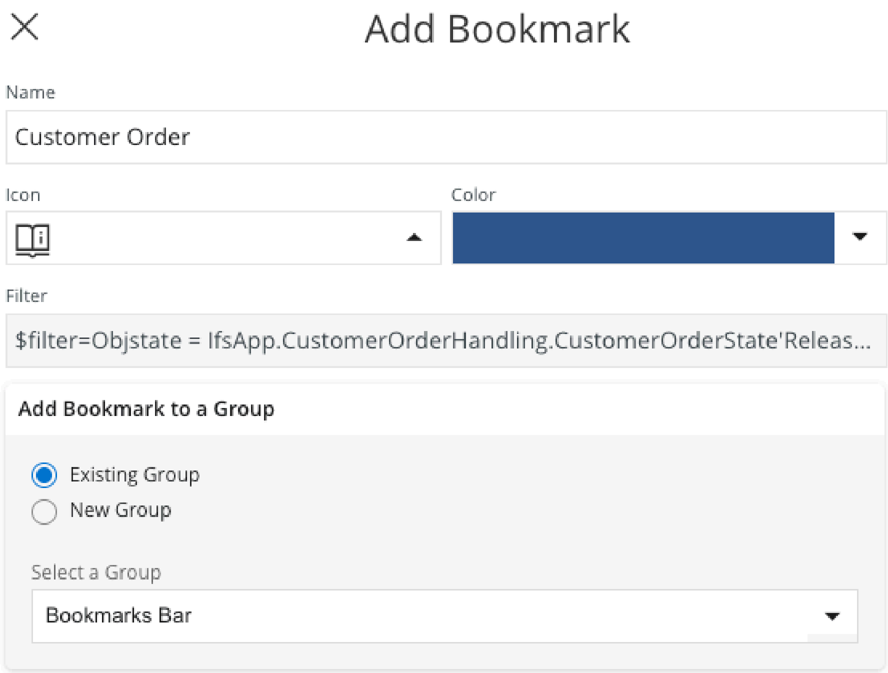

3. When you click **Add Bookmark** + to add your page as a saved bookmark, a new pane appears:

> **Note:** If you set a filter on your page and click **Add Bookmark**, the filter is saved in the bookmark.

a. You can change the name of the bookmark, its icon and its color.

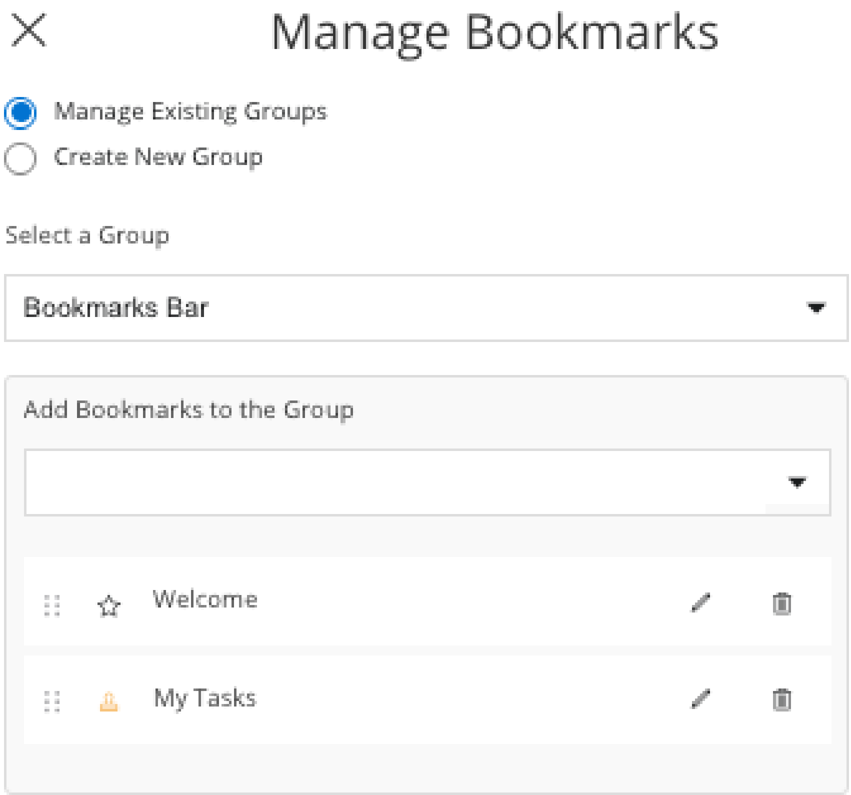
b. You can also click **Add Bookmark to a Group**, to add it to an existing group of bookmarks or a new group.

c. Click **OK**.




Your page is added in the bookmark menu. You can find it just below the bookmark icons.

4. Click **Manage Bookmarks** to create new groups, edit, reorganize or delete your existing bookmarks...

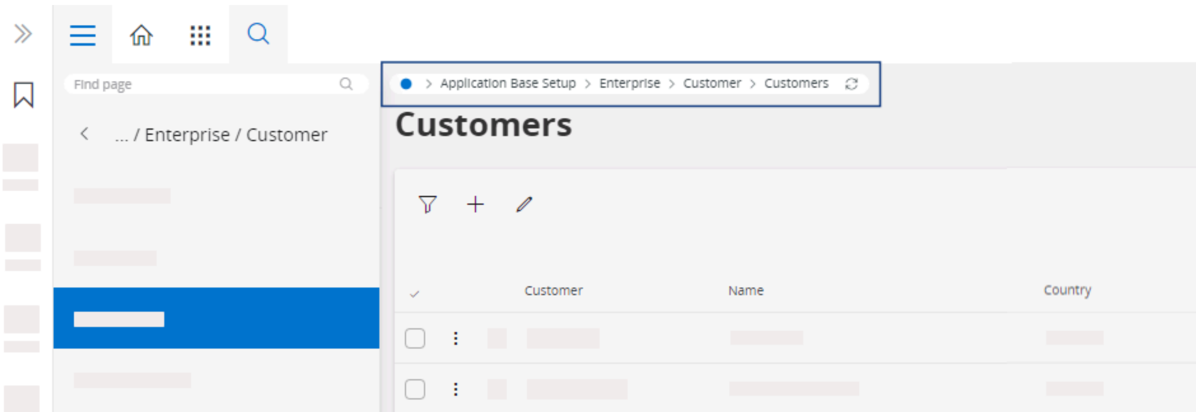



**Tip:** We advise you to have your own color code to find your bookmarks easily. Add the same color and different icons to the bookmarks created for the same process type.

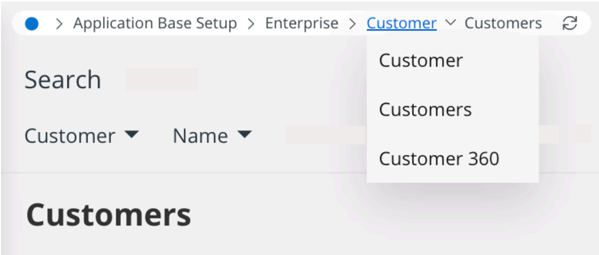
## Navigating Using the File Path

Visualize and navigate through the path of your page, of its parent and the path of the related pages.

1. You can see the path of the page open, on the upper center of the screen.



2. To see the other pages available for each parent: in the path, click the title of the pages. You can access to the related pages of each parent.



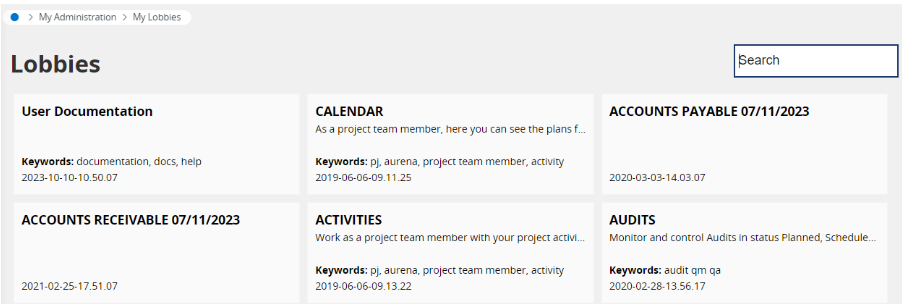

# Adding a Lobby to the Home Page

You can add a lobby to your home page so that you can directly access specific information and pages linked to your tasks on **IFS Cloud**.

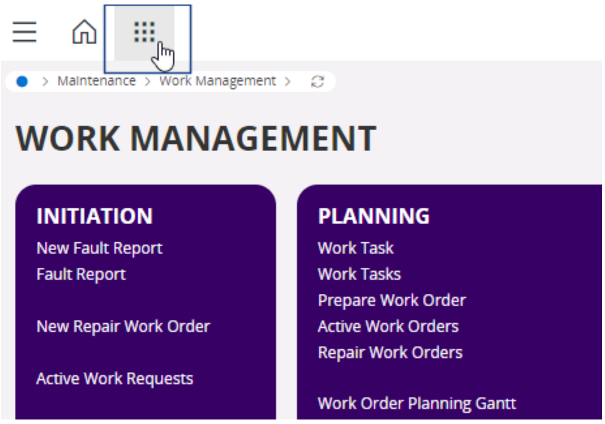
An **IFS Cloud** lobby is a page giving an overview of information important to the user. It gives direct access to pages linked to the users' tasks, making it easy to navigate and work on specific processes.

If you need a specific lobby or modifications to your current lobby, contact IT support.

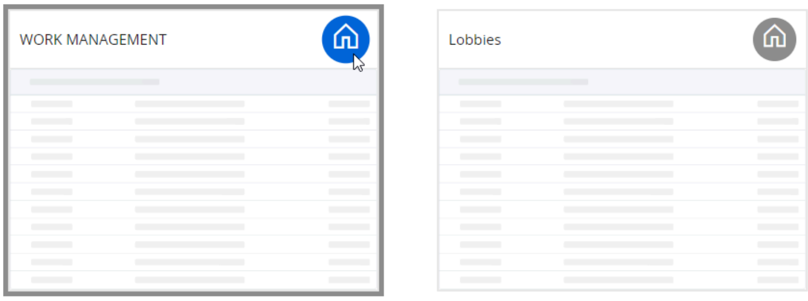
1. Use the panel on the left side of the screen to go to **My administration > My lobbies**.
2. Directly click a lobby listed on the page or use the search bar.




3. Once the lobby page displayed on the screen, click **Recently visited pages** on the upper left corner of the screen.



4. The lobby that you have opened is displayed as a tile, along with other pages that you have visited. Click the **Home** icon that is on the tile to add the lobby to your home page.




5. Click the **Home** icon on the upper left corner of the screen to come back to your home page.

The lobby is now displayed on your home page. This is the first page you will see when logging in.

# Records

Manage your records and learn to use its filters in **IFS Cloud**.

### What is a record?

A record is an entry on a page which contains data.

Your records are the information with which you perform actions.

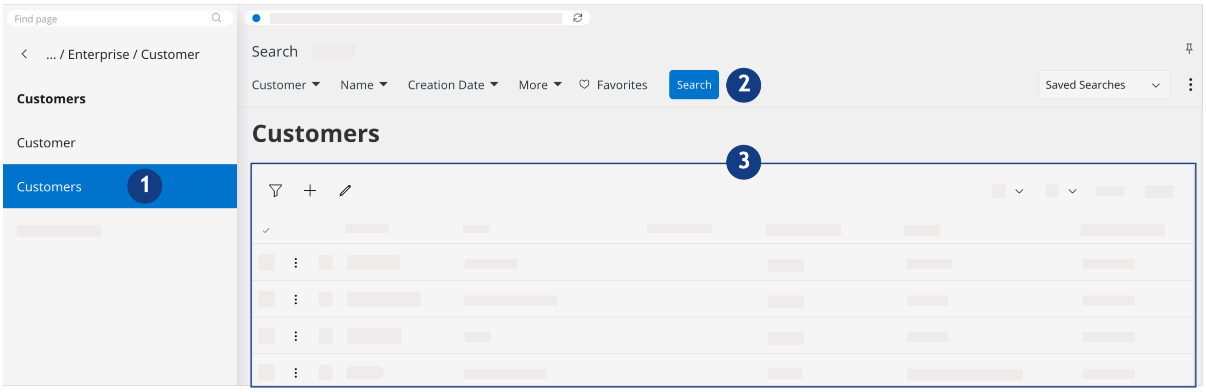
> **Note:** According to your role, some accesses or actions may be restricted: contact your admin for more information.

## Displaying Records

The same records can be displayed through different views based on what you want to see or achieve.

## Displaying Records in a List View

The **List View** is helpful to have an overview of all your records in a list. One line is a record.




1. Go to a new page 1.

> **Note:** To display your records in a list format, select the pages whose title ends with an "s". Example here: Customer**s**.

2. If your records are not displayed:

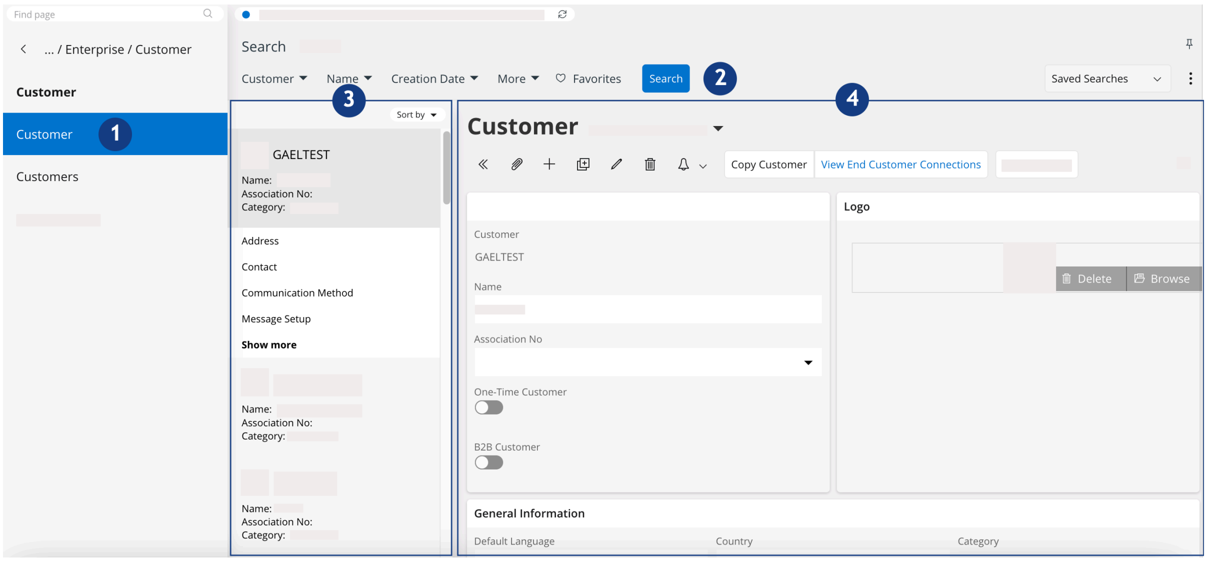
   a. Click the **Search** button 2.

   It displays your records in a table underneath.

   b. Otherwise, you can see your records in a list format.

## Displaying Records in a Detailed Record View

The **Detailed Record View** is a more precise view of all the data contained in each line of record.



1. Go to a new page 1.

> **Note:** To display your records in a detailed format, select the pages whose title does not end with an “s”. Example here: Customer.

2. If your records are not displayed:

    a. Click the **Search** button 2.

    It displays your records in a table underneath.

    b. Otherwise, you can see your records in a detailed record format.

3. Choose the record to develop in the list of all the records 3.

> **Note:** The customer selected here is Gael Test and you can see all his data 4.

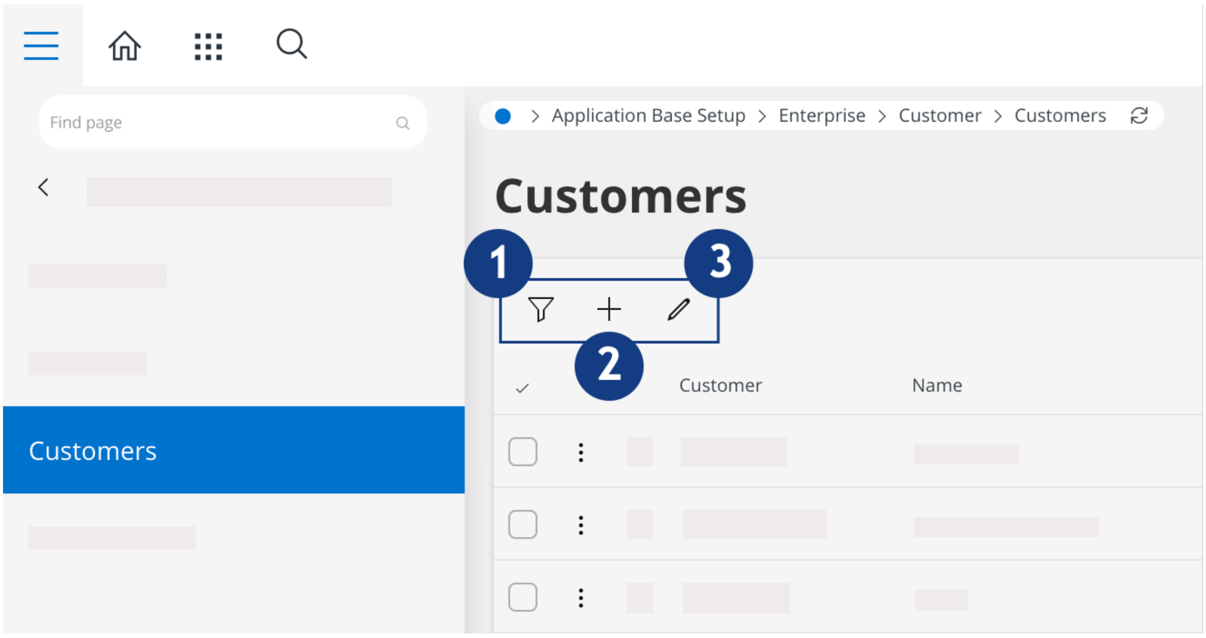
On the right, you can see the data 4 of the record selected among the list 3.

## Managing Records

Make the basics on your records: create a record, duplicate or delete one...

## Managing Records - Create, Delete, Duplicate...

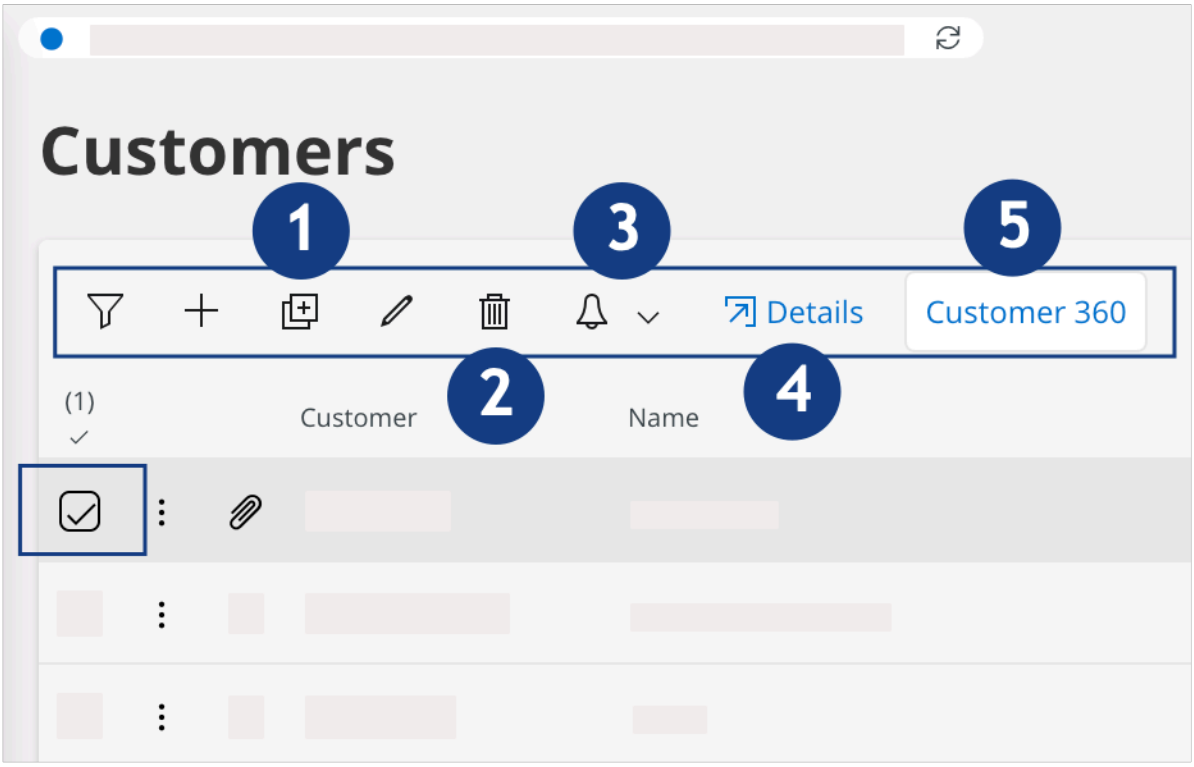
You can use the different filter options available to modify your records.



- 1 **Filter**: you can filter your records, for example here according to the **Customer**, his **Name**, the **Country**, the **Association No**, the **Creation Date** of your record...
- 2 **New**: add a new record.
- 3 **Edit**: modify the data of the record.

When you select a checkbox for a line of a record, new actions are available.

The actions can be different according to the page open. For example, in this page:




- 1 **Duplicate** the record.
- 2 **Delete selected record(s)**.
- 3 **Notification options**, you can configure the setting to be notified when someone perform an action on different options: **Create Task**, **View Tasks**, **Subscribe**.
- 4 **Details**: open **Detailed Record View**.
- 5 **Customer 360**: see an overview of the data.

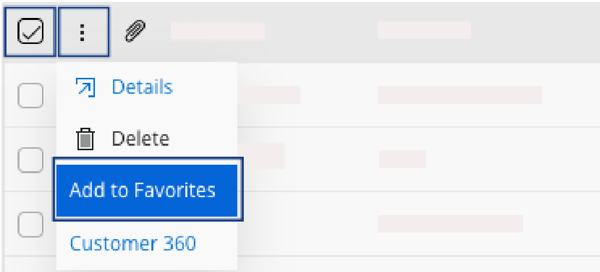
## Saving Records as Favorites

Add and visualize your favorite records.

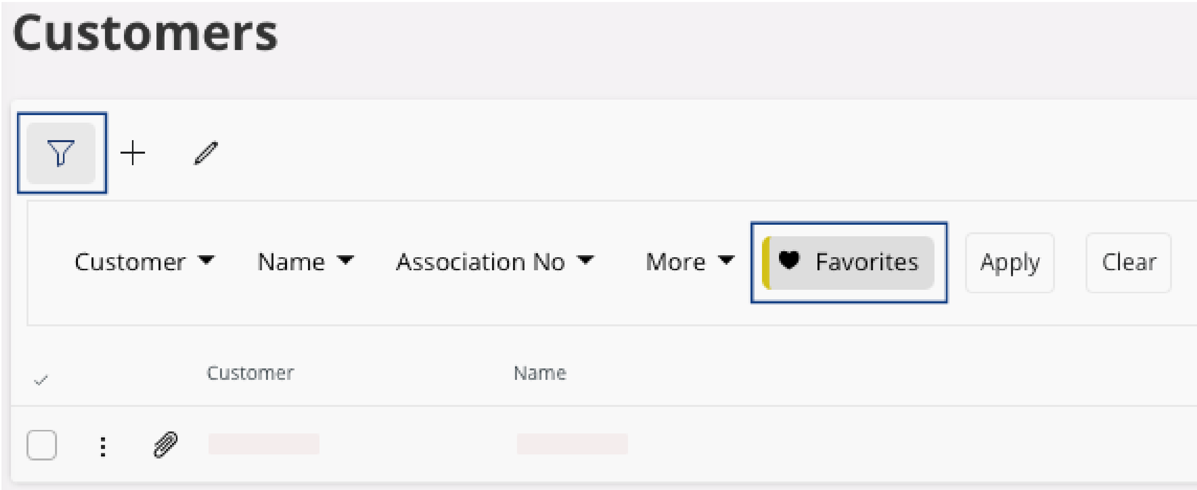
In a **List View** or a **Detailed Record View**, you can add record(s) into **Favorites** in order to find them easily.

> **Note:** For example in your client list, we recommend you to put the intercompany customers into **Favorites**.

1. To add a favorite:
   a. Select the line.
   b. Click the three dots ⋮ and click **Add to Favorites**.



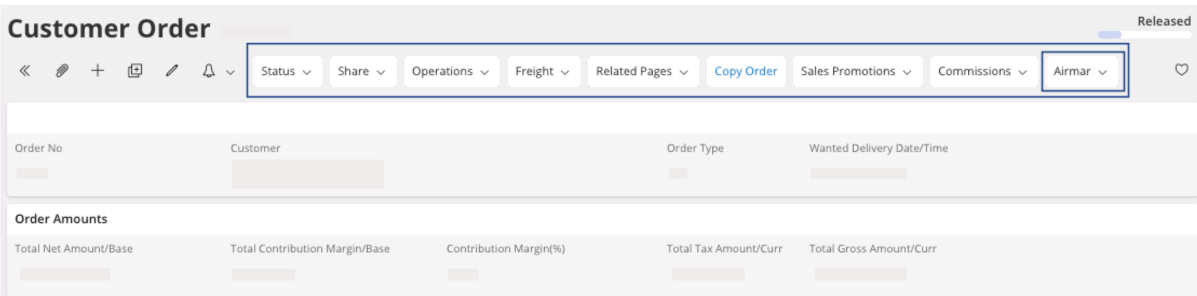

2. To display your saved **Favorites**:
   a. Click the **Filter** icon.
   b. Click **Favorites**.



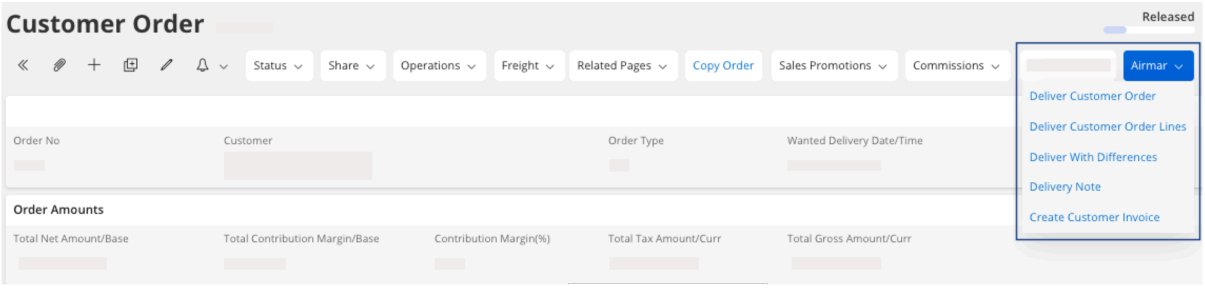

## Using the Airmar Button

In order to help your navigation in **IFS Cloud**, we set up an **Airmar** button, specific for our entities to help you access and perform actions.

1. When you open a page, you need to use the buttons in the header to manage your data.



2. If you click the **Airmar** button, it displays actions that you would use. This button is a shortcut for your actions, instead of searching for pages, you can access it directly through this button.




## Searching Records

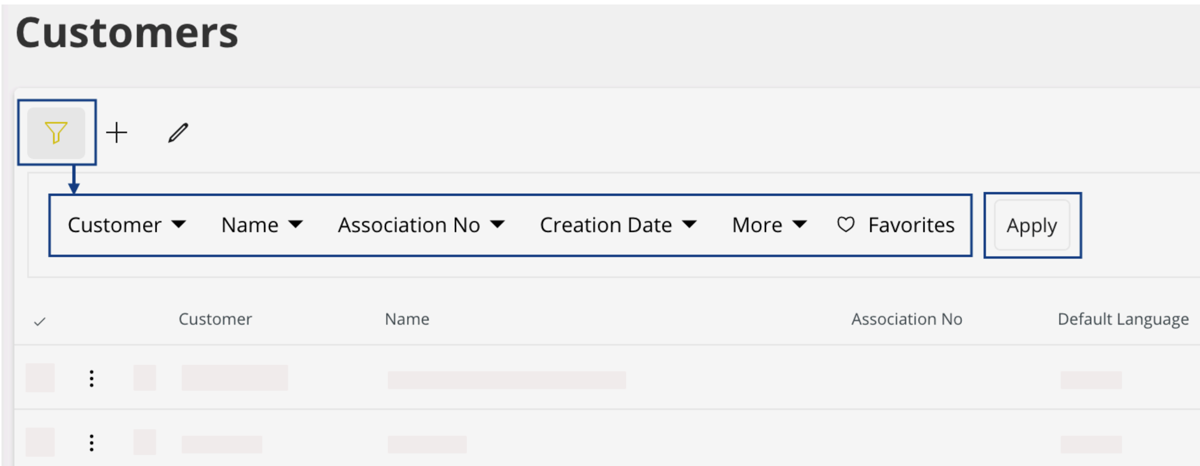
To improve your searches and save time, you need to use record filters or filters in the search tool.

## Using Record Filters

## Applying Filters

Apply basic filters on the record(s) displayed.

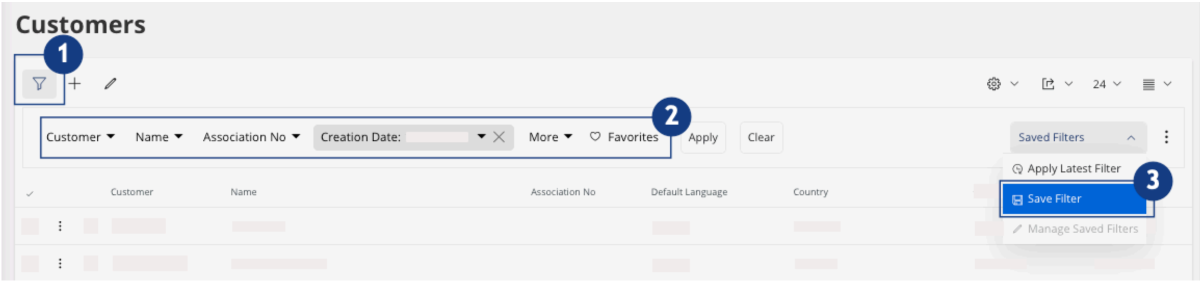
1. Click the **Filter** icon.
2. Select the filter(s) needed.
3. Click **Apply**.




## Saving Filter Settings

Once you apply a filter, you can save it to find it easily for a future search.

1. Select a filter that you want to save 1 and 2.
2. Click the box **Saved Filters** and then **Save Filter** 3.




A pane appears, you can give a name to your filter and add a note.

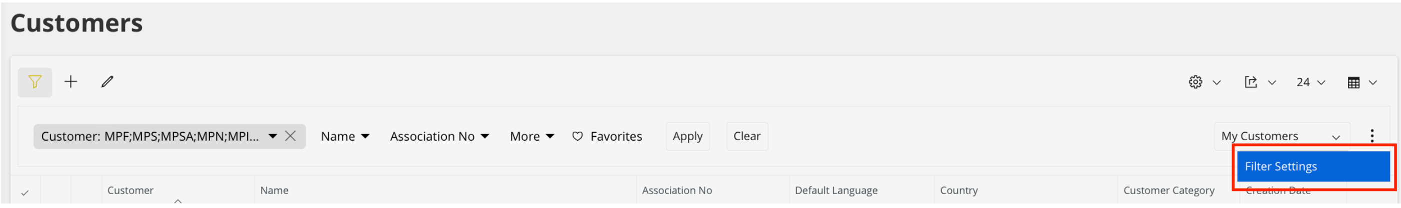
Your search with filter is saved, you can find it in the **Saved Filters** menu.

## Applying Filters at Page Opening

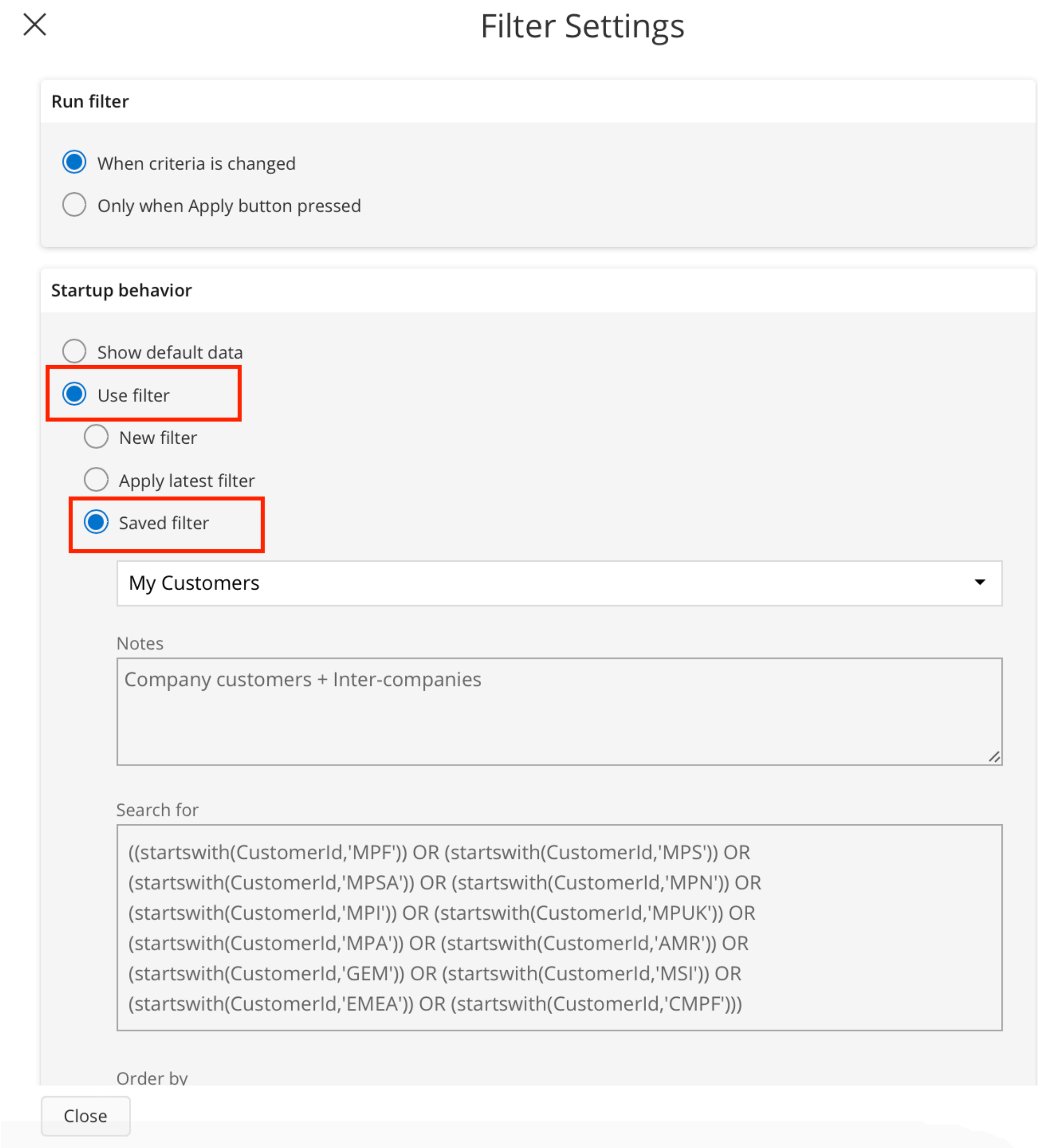
You can configure a page so that filters are already applied to the list of records when opening it.

You must have saved filters.

1. Click ⋮ > **Filter Settings** in the filter toolbar.




2. On the **Filter Settings** page, under **Startup behavior**, select **Use filter**, and **Saved filter**.



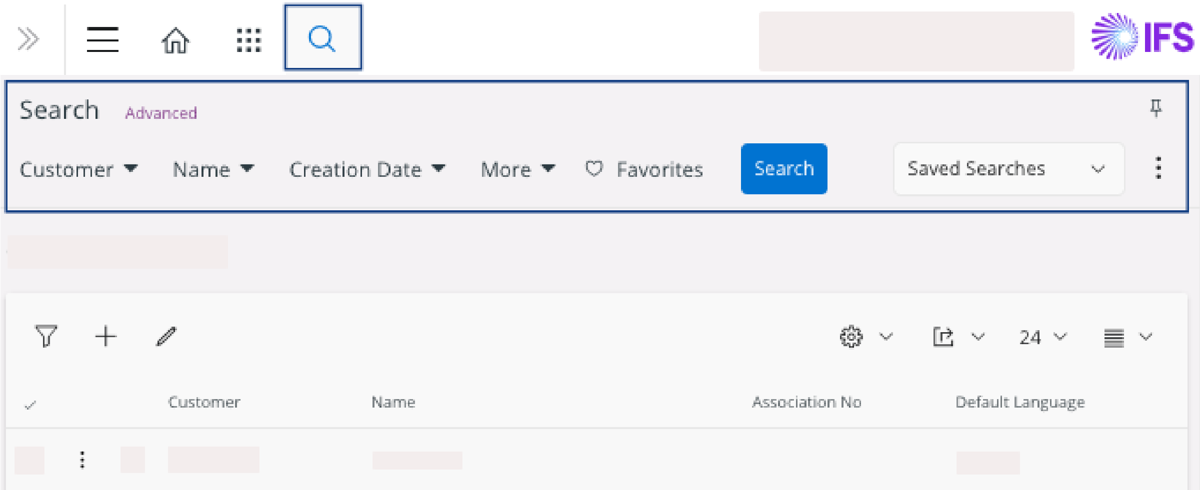

3. Select the filter from the drop-down list.
4. Click **Close**.

Now if you leave this page and come back to it, the filter is applied by default.

## Using the Search Tool

The **Search Settings** are useful to act on the displayed data.

To display the **Search Options**, click the magnifying glass at the top left corner or use the shortcut `MAJ + /`.

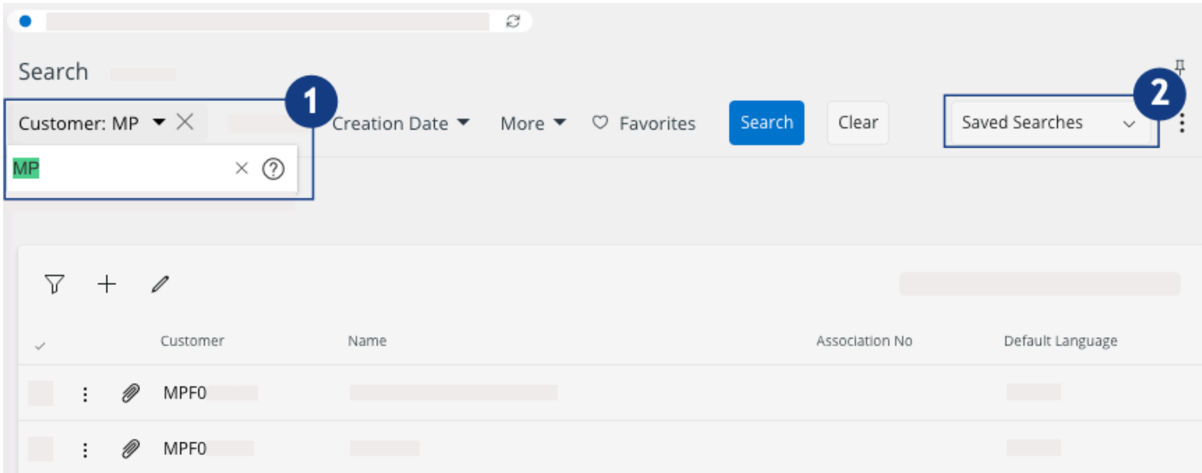



## Saving a Search with Filters

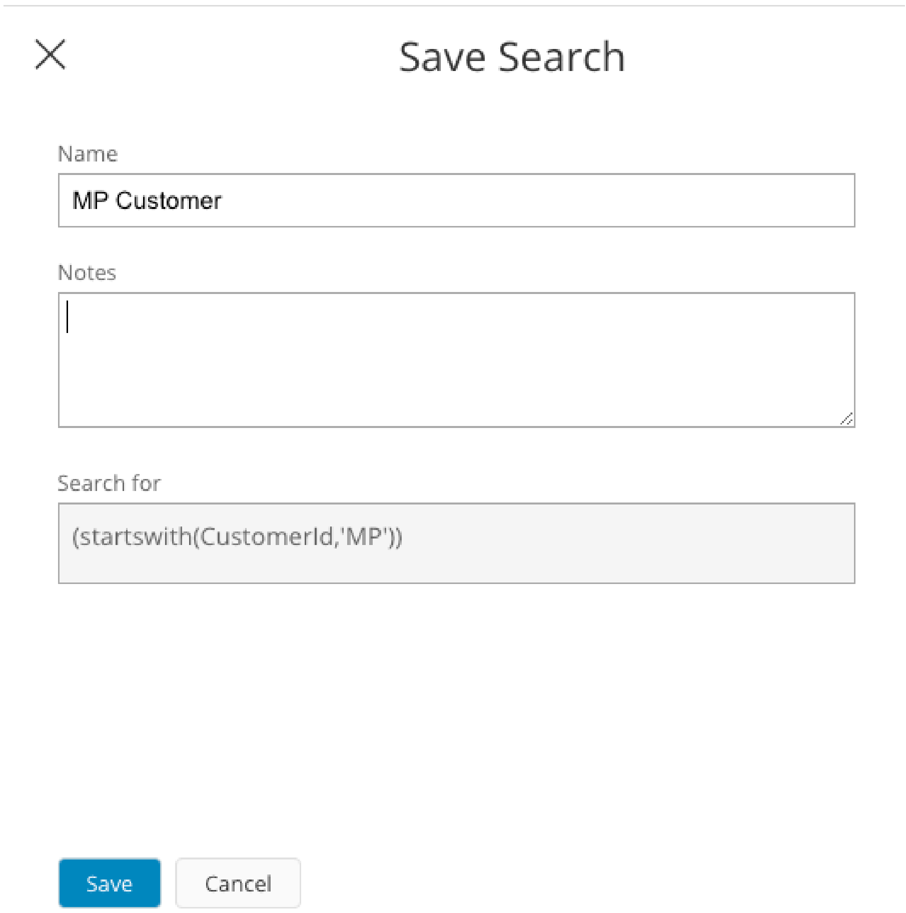
Save a view with filters and find it back at any time.

You can have multiple **Saved Searches**.

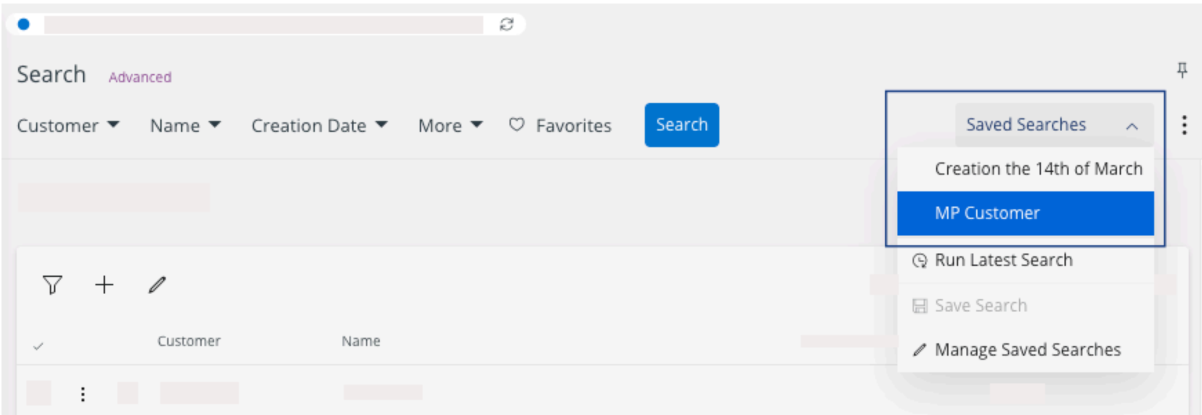
1. Choose the filter(s) needed 1.
2. Click **Saved Searches** 2 at the top right corner and click **Save Search**.




3. Give a name and write a description about the search and click **Save**.



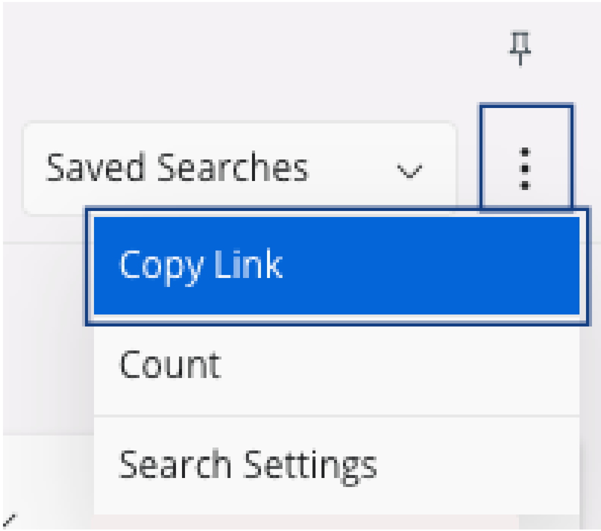

To use your **Saved Searches** on your records, click **Saved Searches**, then click the title of your saved search needed.




## Copying Link

Share your page with filter(s) applied.

1. To display the **Search Options**, click the magnifying glass at the top left corner or use the shortcut `MAJ + /`.
2. Click the three dots ⋮ at the top right corner and click **Copy Link**.

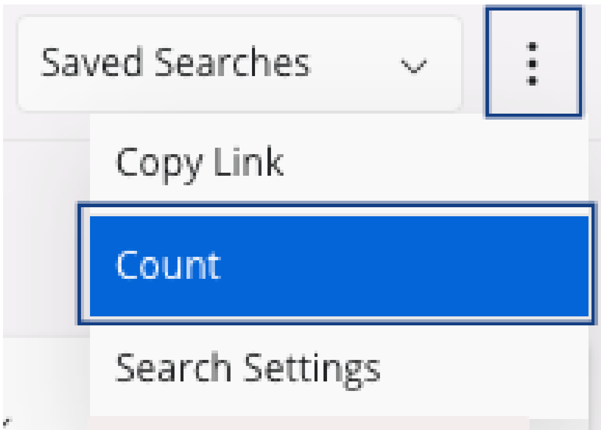



3. Paste the link in a new tab or share it.

## Counting Records

Count the quantity of records displayed according to the filter(s) applied.

1. To display the **Search Options**, click the magnifying glass at the top left corner or use the shortcut `MAJ + /`.
2. Click the three dots ⋮ at the top right corner and click **Count**.



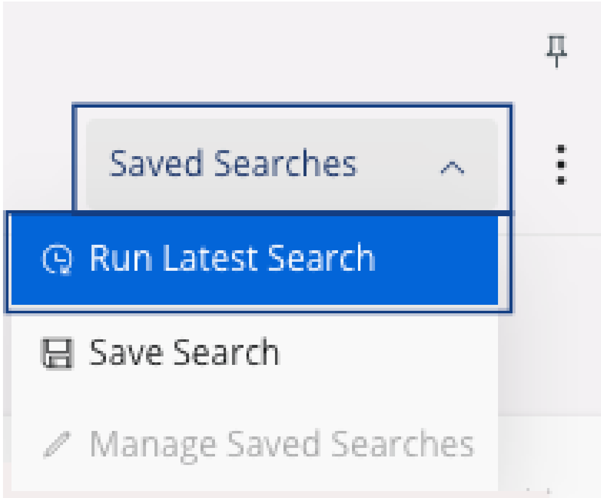

A dialog appears and you can see your total number counted.

## Running Latest Search

Perform your last search with only two clicks.

1. To display the **Search Options**, click the magnifying glass at the top left corner or use the shortcut `MAJ + /`.
2. Click the box **Saved Searches**.

3. Click **Run Latest Search**.



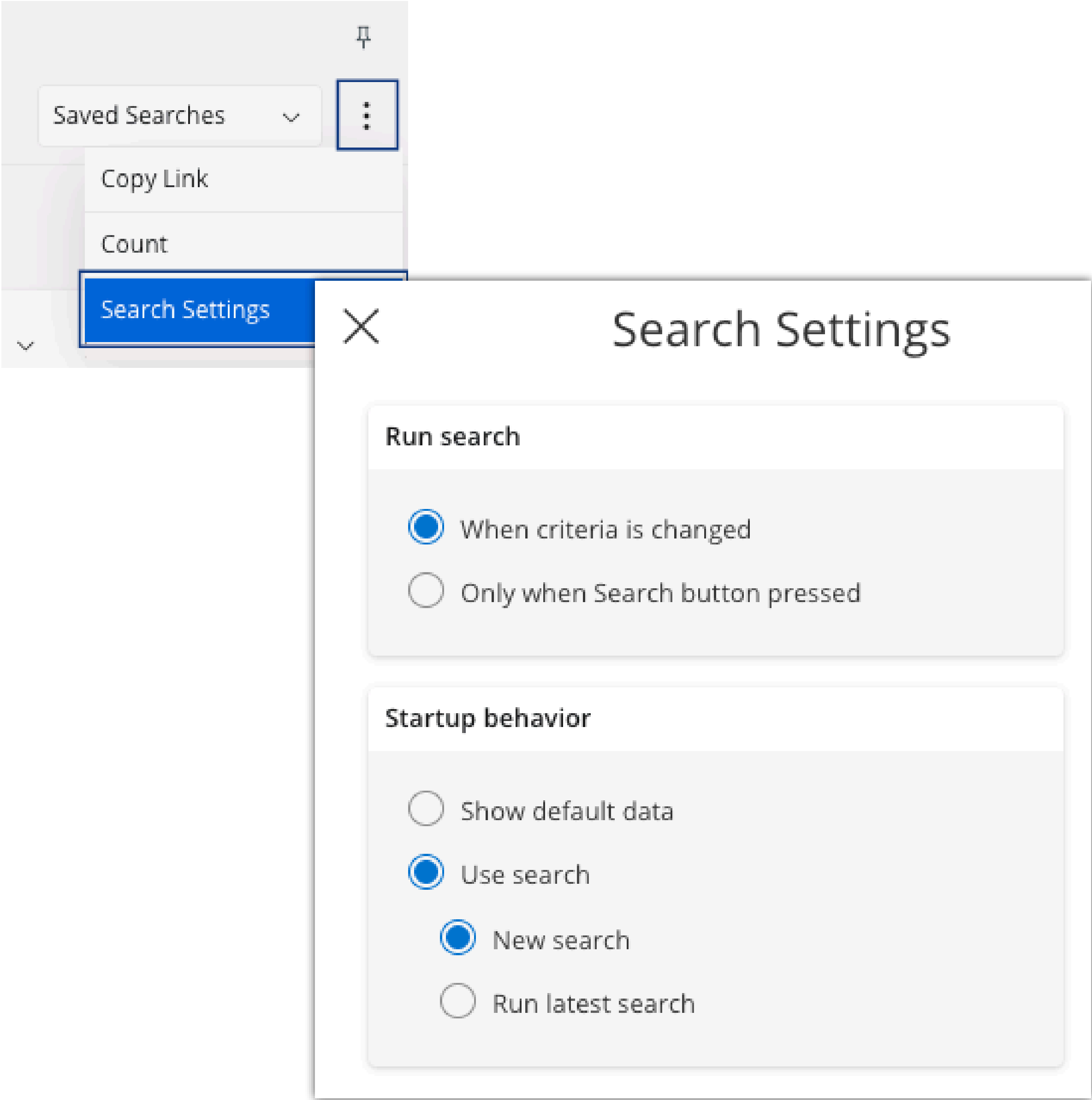

## Running Search Settings

Configure your **Search Settings** to use them by default for your future search.

1. To display the **Search Options**, click the magnifying glass at the top left corner or use the shortcut `MAJ + /`.
2. Click the three dots ⋮ , then click **Search Settings**.
3. In the box **Run Search**, you can set to display the filter that you choose:
   a. **When criteria is changed**, you do not have to click the **Search** button after the change of a filter.
   b. **Only when Search button pressed**.
4. In the box **Startup behavior**, you can set the data behavior when you go to a new page.
   a. Select **Show default data** to display all the records of the page.
   b. Select **Use search > New search** to display only the records that you want with your setuped filters.
   c. Select **Use search > Run Latest Search** when you want to display your record(s) with your latest search.

**Note:** The **Search Settings** configuration below is set up to:

- Display the records directly after the application of filter(s).
- When you go to a new page, records are not displayed, you can set a filter and click the **Search** button to display the record(s) wanted.

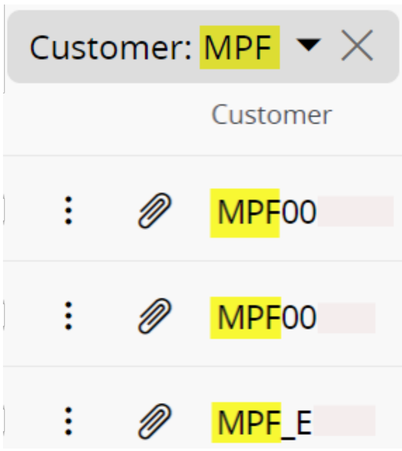
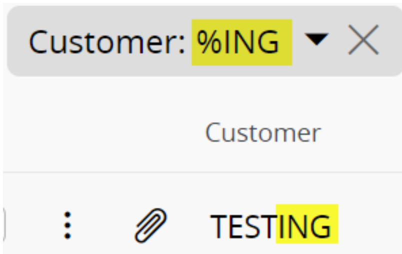
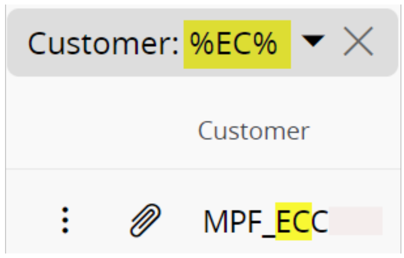



## Advanced Search Methods for Search Filters

Find records efficiently using search methods.

To display the search filters, click the magnifying glass at the top left corner or use the shortcut `MAJ + /`.

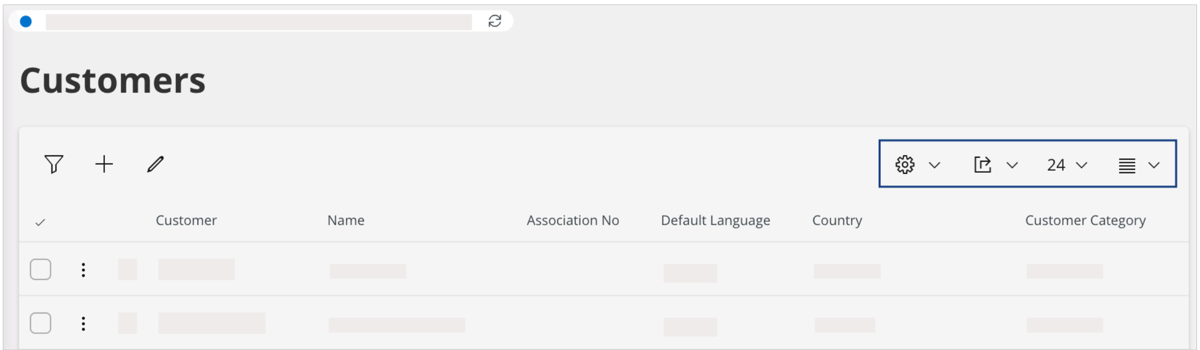
Use the following methods to use efficiently your filters:

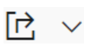
| Search method | Expected search result | IFS example |
|---|---|---|
| First letters of one word<br><br>For example: `MPF` | All the records that start with the value `MPF` |  |
| % before the letter(s)<br><br>For example: `%ING` | All the records that end with `ING` |  |
| Letter(s) between %<br><br>For example: `%EC%` | All the records that contain `EC` |  |

# List View Display Settings

Customize the data display: simplify your settings display and act on the data.

## Toolbar Description




-  Access the **Column Chooser**, **New Formatting** and **Manage Formatting** options.
-  Export the data of records into an Excel file or copy the data.

- 24 Choose a specified quantity of records to display in the view.
- Switch the display to **Chart View**, **List View** or **Table View**.

**Related information**

Customizing the Column Display (on page 40)

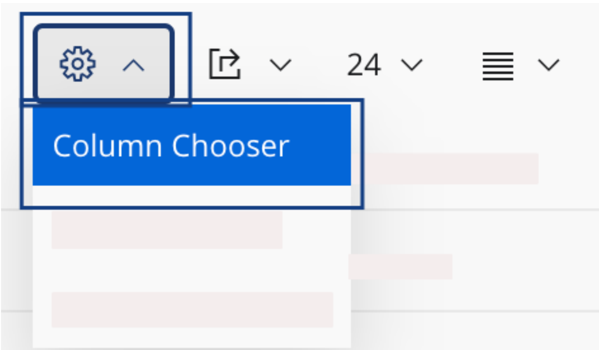
## Customizing the Column Display

Organize your data according to which fields you want to see.

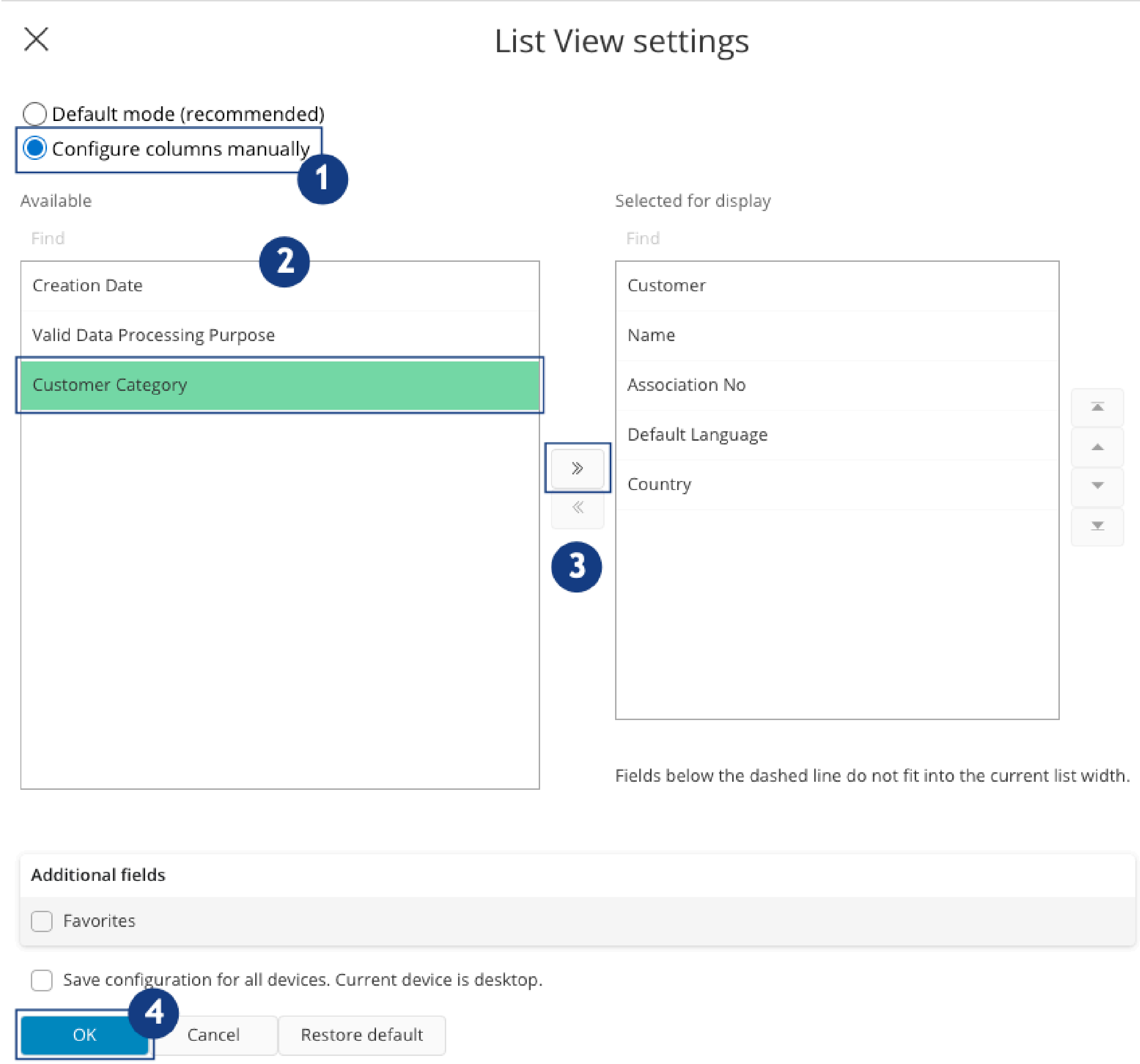
In a **List View**, decide which column you want to display to see the data needed.

Add one or multiple column(s):

1. Click the **List settings** icon at the top right corner and choose **Column Chooser**.




2. Select **Configure columns manually** 1.
3. In the **Available** box on the left side, select the contents that you want to display 2:
   - Drag and drop it in the **Selected for display** box on the right side.
   - Or click the arrow pointing to the right between the two boxes 3.
4. Click **OK** 4.




**Note:** Use the arrow pointing to the left to remove data from the view.

### Related information

**Toolbar Description (on page 39)**

# Naming Conventions

In **IFS Cloud**, each company is defined by a letter.

**Table 1. Company code**

| Company name | Specific code per company | Letter |
|---|---|---|
| Airmar | AMR | A |
| Airmar EMEA | EMEA | B |
| GEMECO | GEM | C |
| MSI Transducers | MSI | D |
| Marport Norway | MPN | E |
| Marport France | MPF | F |
| Marport Americas | MPA | G |
| Marport South Africa | MPSA | H |
| Marport Iceland | MPI | I |
| Marport United Kingdom | MPUK | J |
| Marport Spain | MPS | K |

Those letters and codes generate new codes for several objects in **IFS Cloud**.

**Table 2. Objects code**

| Code | Customer | Supplier | Fixed asset | Sales quo-tation | *Customer order* | *Purchase order* |
|---|---|---|---|---|---|---|
| AMR | CAMR### | SAMR### | FAA### | A60000## | A500000## | A40000## |
| EMEA | CEMEA### | SEMEA### | FAB### | B60000## | B500000## | B40000## |
| GEM | CGEM### | SGEM### | FAC### | C60000## | C500000## | C40000## |
| MSI | CMSI### | SMSI### | FAD### | D60000## | D500000## | D40000## |
| MPN | CMPN### | SMPN### | FAE### | E60000## | E500000## | E40000## |
| MPF | CMPF### | SMPF### | FAF### | F60000## | F500000## | F40000## |
| MPA | CMPA### | SMPA### | FAG### | G60000## | G500000## | G40000## |
| MPSA | CMPSA### | SMPSA### | FAH### | H60000## | H500000## | H40000## |
| MPI | CMPI### | SMPI### | FAI### | I60000## | I500000## | I40000## |
| MPUK | CMPUK### | SMPUK### | FAJ### | J60000## | J500000## | J40000## |
| MPS | CMPS### | SMPS### | FAK### | K60000## | K500000## | K40000## |

**Note:** For example, a fixed asset object will be built automatically following the naming convention rule FAX####:

- FA: Fixed value for a fixed asset.
- X: Letter for the company (MPN=E, MPF=F, MPA=G, MPSA=H, MPI=I, MPUK=J, …).
- ####: automatic numbering.

# Master Data Creation

Create and manage all the data required for your transactions and activities.

## Customer

Create and update customer(s).

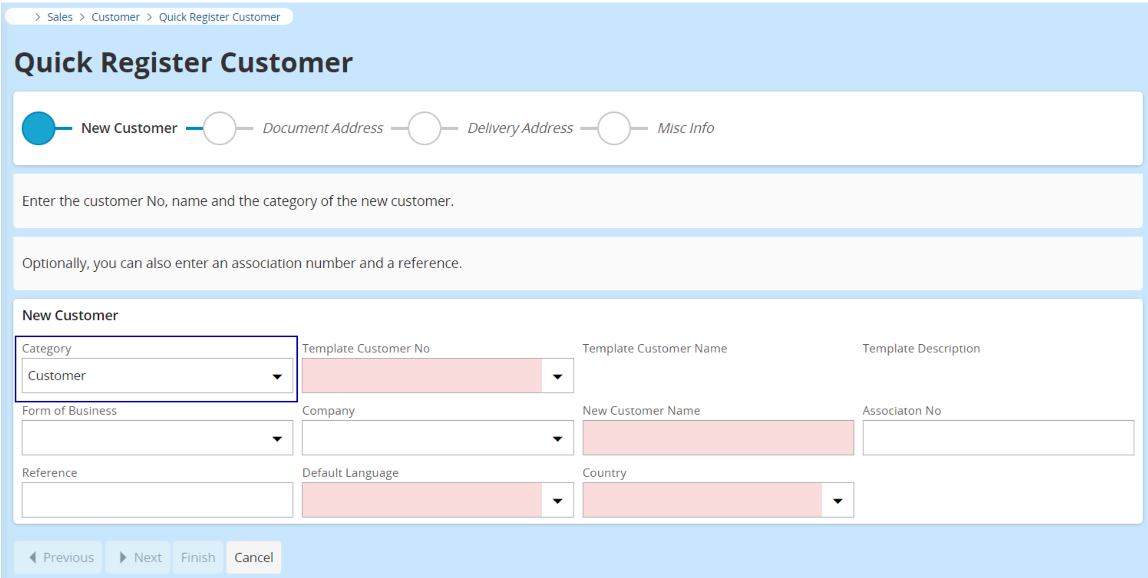
Customers are mandatory master data for all processes linked to sales.

### Creating a Customer

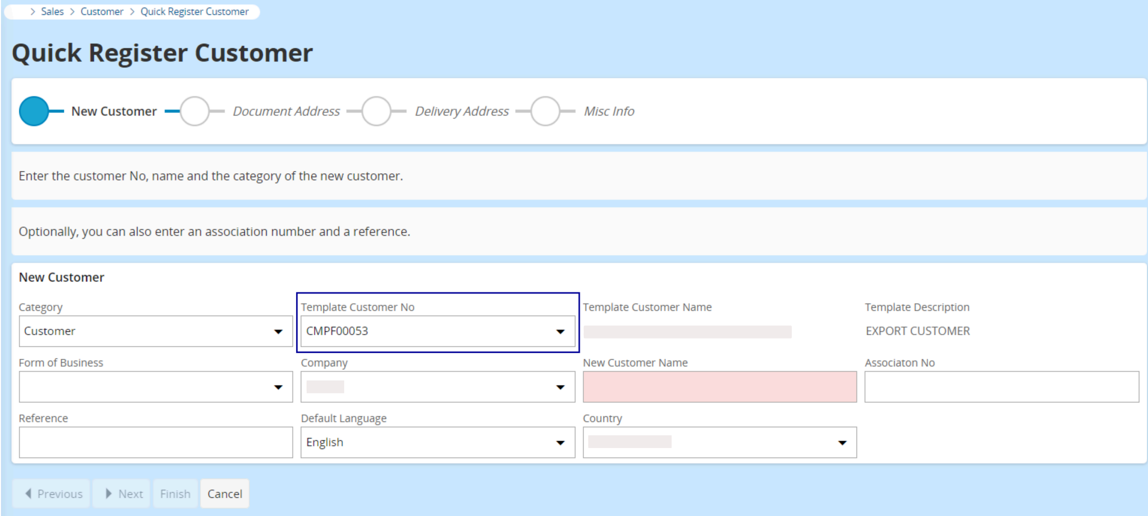
Add a new customer and complete its details.

**Note:** The following instructions explain the basic and mandatory fields to be completed. Your office may use additional fields. Make sure these are correctly completed, and if you have any doubt, contact your IT administrator.

1. Go to the page#**Quick Register Customer**.
2. In the **Category** field, select **Customer**.

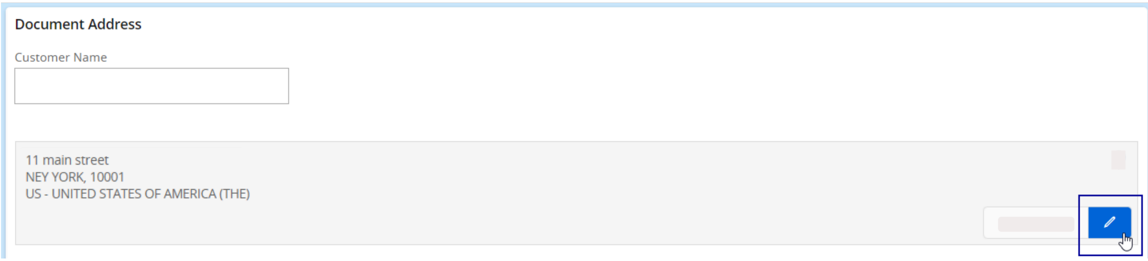



3. In **Template Customer No** select the template that corresponds to the type of customer you want to create. This automatically completes some standard fields such as your **Company**, the customer's **Default Language** and **Country**. Check that the details are correct, or update them.

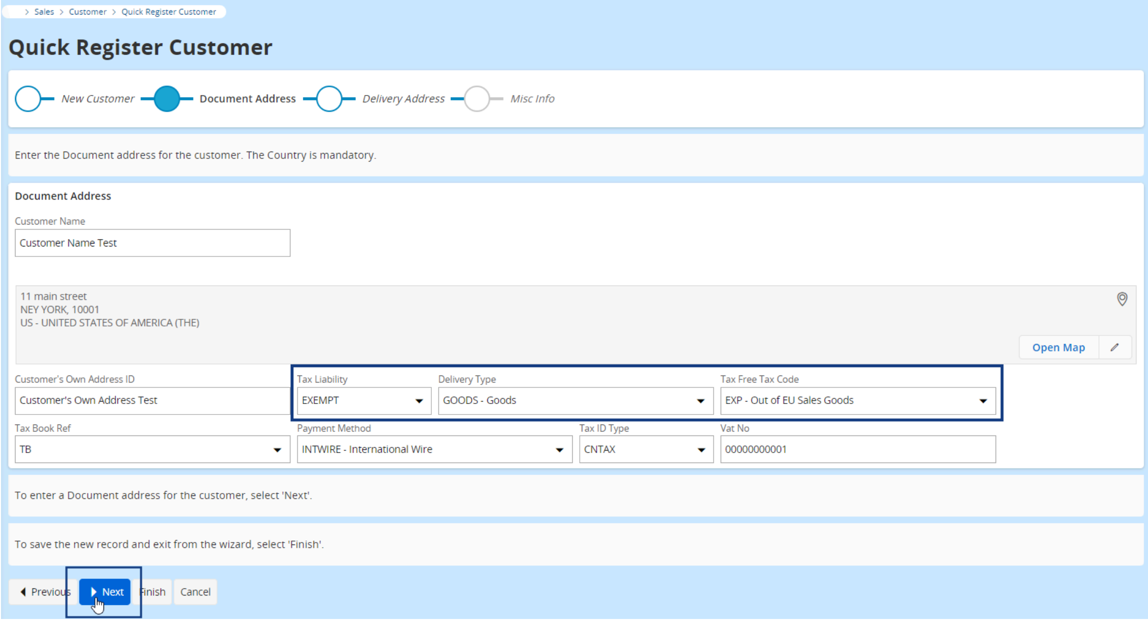



4. Enter the name of the customer in the field **New Customer Name**.
5. Complete the other fields if needed, then click **Next**.

   You switch to the **Document Address** form.
6. By default, the address displayed is copied from the template. Click the **Edit** button to enter the correct **Document Address** of the new customer. This address will appear on all documents generated from IFS for the customer.

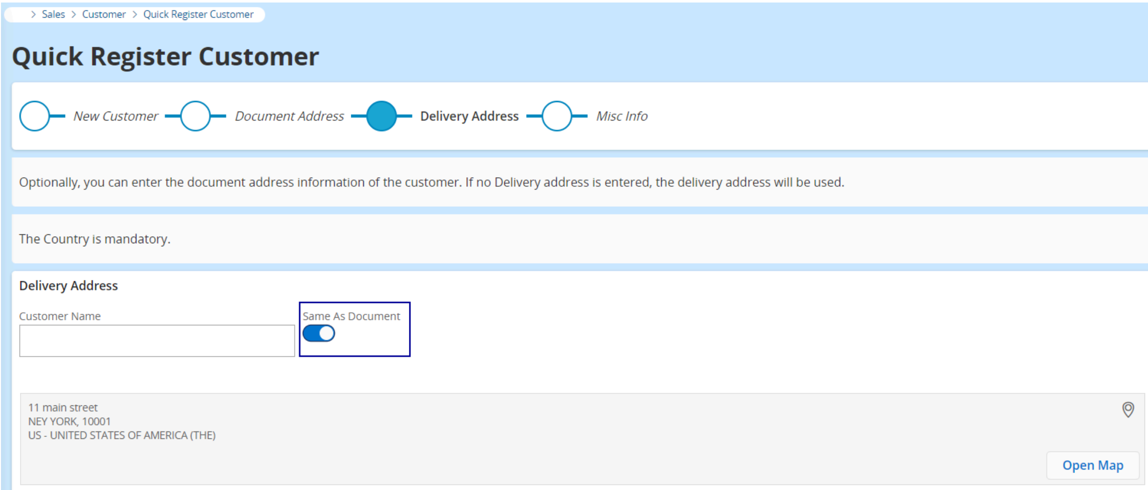



7. Complete the following fields:
   - **Tax Liability**: select **TAX** if you must apply a tax or **EXEMPT** if your customer is exempted from taxes.
   - **Delivery Type**: if tax liability is set to **EXEMPT**, select the value *.
   - **Tax Free Tax Code**: this configuration is only used for exempted customers (Export, Exempted, etc.)
8. Complete the other fields if needed, then click **Next**.

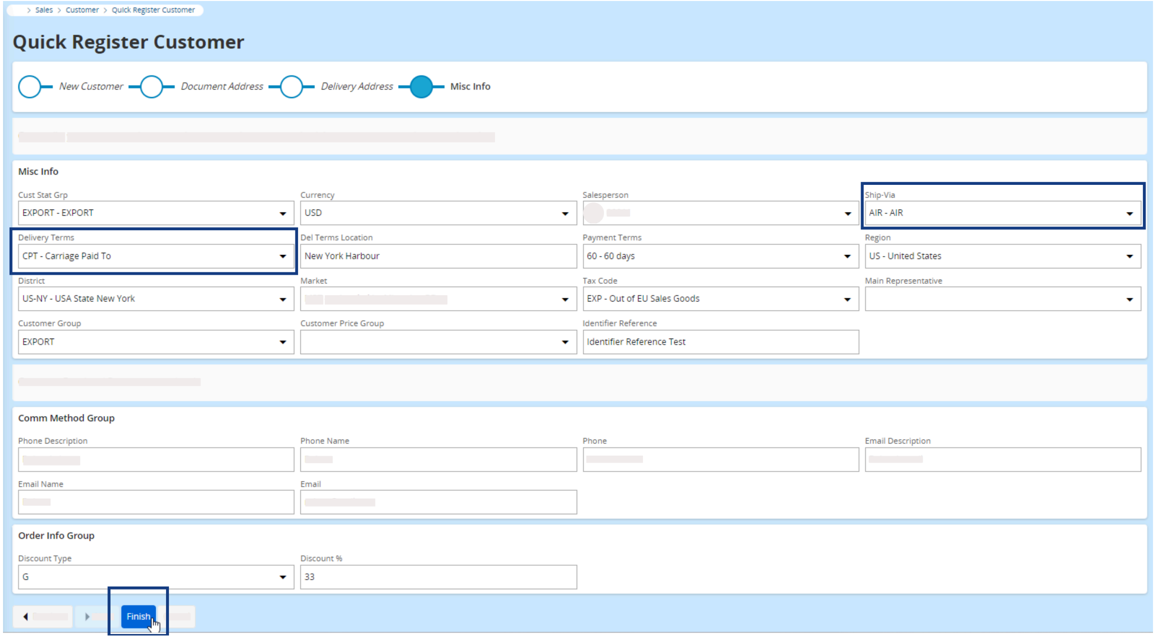



You switch to the **Delivery Address** form.

9. Activate the toggle **Same As Document** if the delivery address is the same as the document address.




10. Click **Next** to switch to the **Miscellaneous Information** form.
11. The following fields are automatically populated, check that the details are correct: **Cust Stat Grp**, **Currency**, **Salesperson**, **Payment Terms**, **Market**, **Customer Group**.
12. Complete the following mandatory fields: **Ship-via** and **Delivery Terms**.




13. Click **Finish** to create the customer.

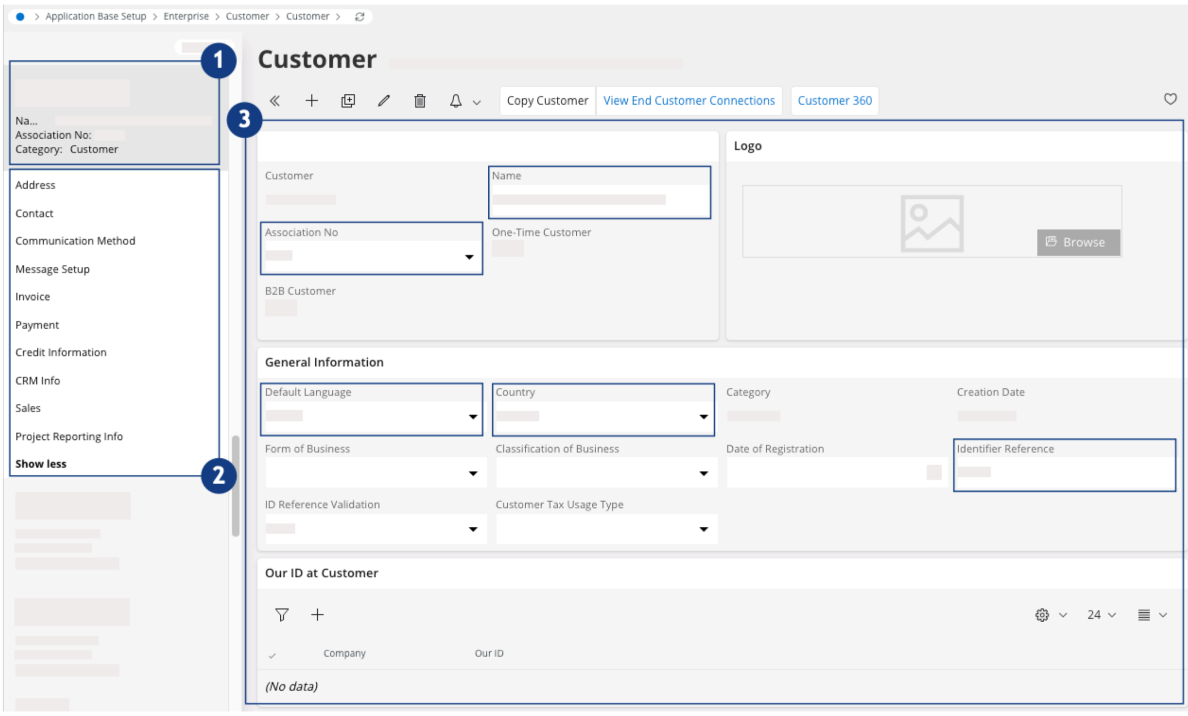
    A dialog appears showing the customer identification number. Click **OK** if you want to preview this customer information sheet.

# Updating a Customer

Edit information about a created customer.

1. Go to **Application Base Setup > Enterprise > Customer > Customer**.
2. On the left side of the page, click the customer name **1** to modify the main information **3**.

   Below the customer name, you can find several tabs that contain the customer information **2**.




## Table 3. Customer Fields 3

| Field | Description | Mandatory | Example |
|---|---|---|---|
| **Name** | Customer name | Yes | Marport |
| **Association No** | Customer identifi-er (SIREN code for MPF) | No | |
| **Default Language** | Customer language | Yes | French |
| **Country** | Customer country | Yes | France |
| **Identifier Reference** | Unique customer ID. For instance, the Navision number for the customer. | No | E222000 |

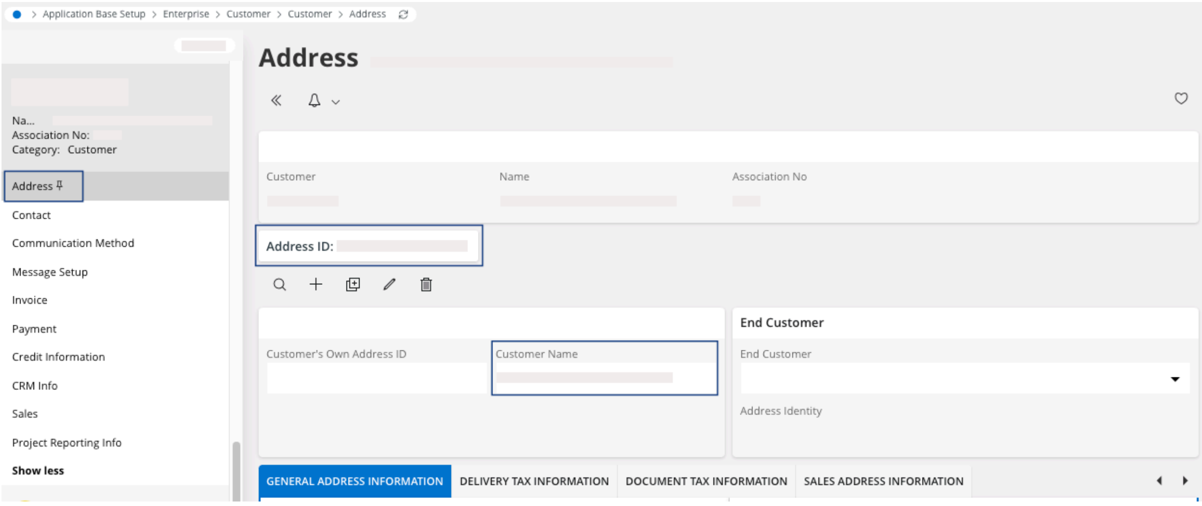
# About Customer Address Configuration

Update your customer address settings.

1. On the left side of the page, click the tab **Address**.

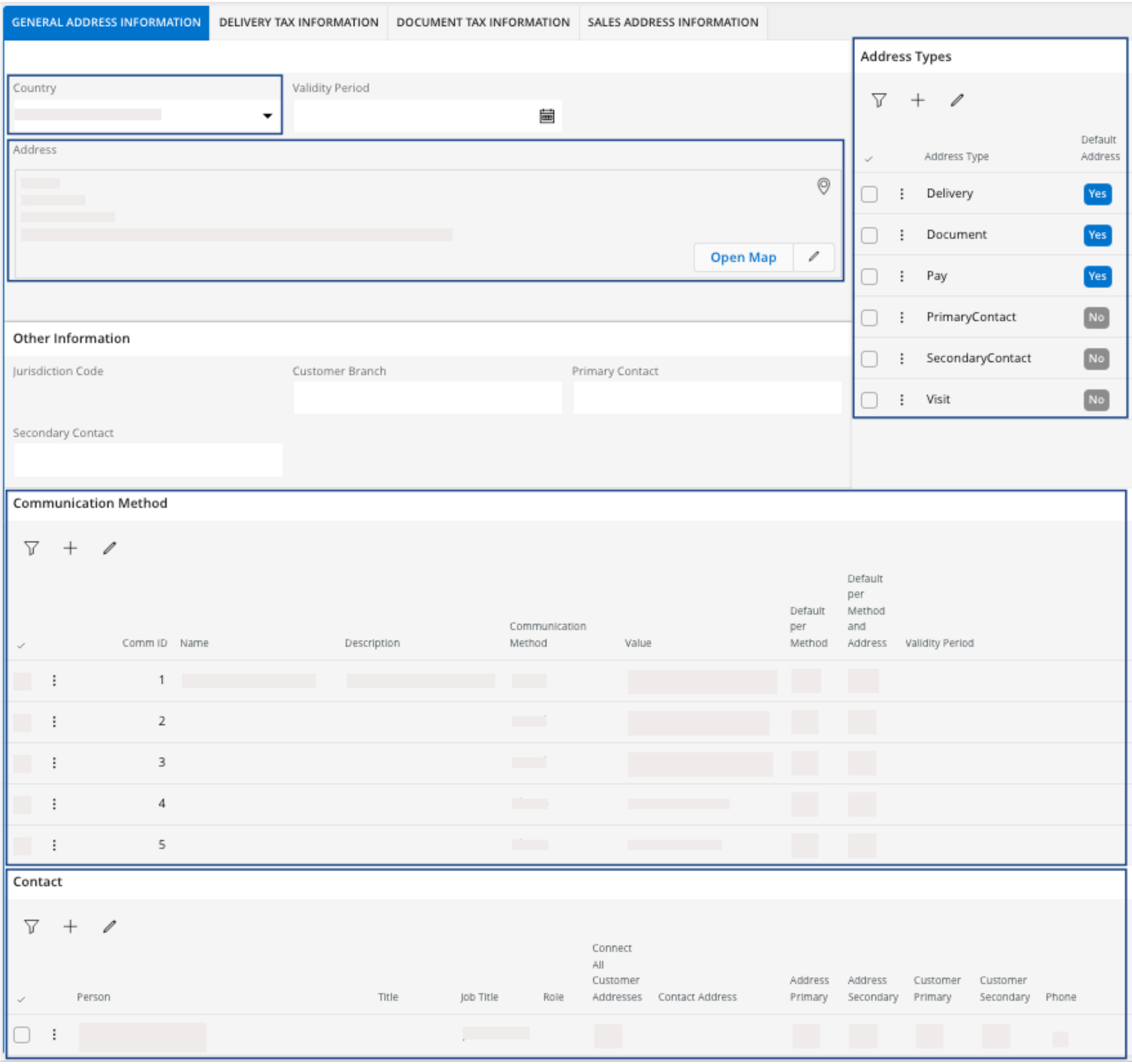
   You access all the information related to the customer address.

2. You access the address header.




| Field | Description | Mandatory | Example |
|---|---|---|---|
| **Address ID** | Address codification | Yes | MPA0231-002 |
| **Customer Name** | If the address name is different from the company name. | No | |

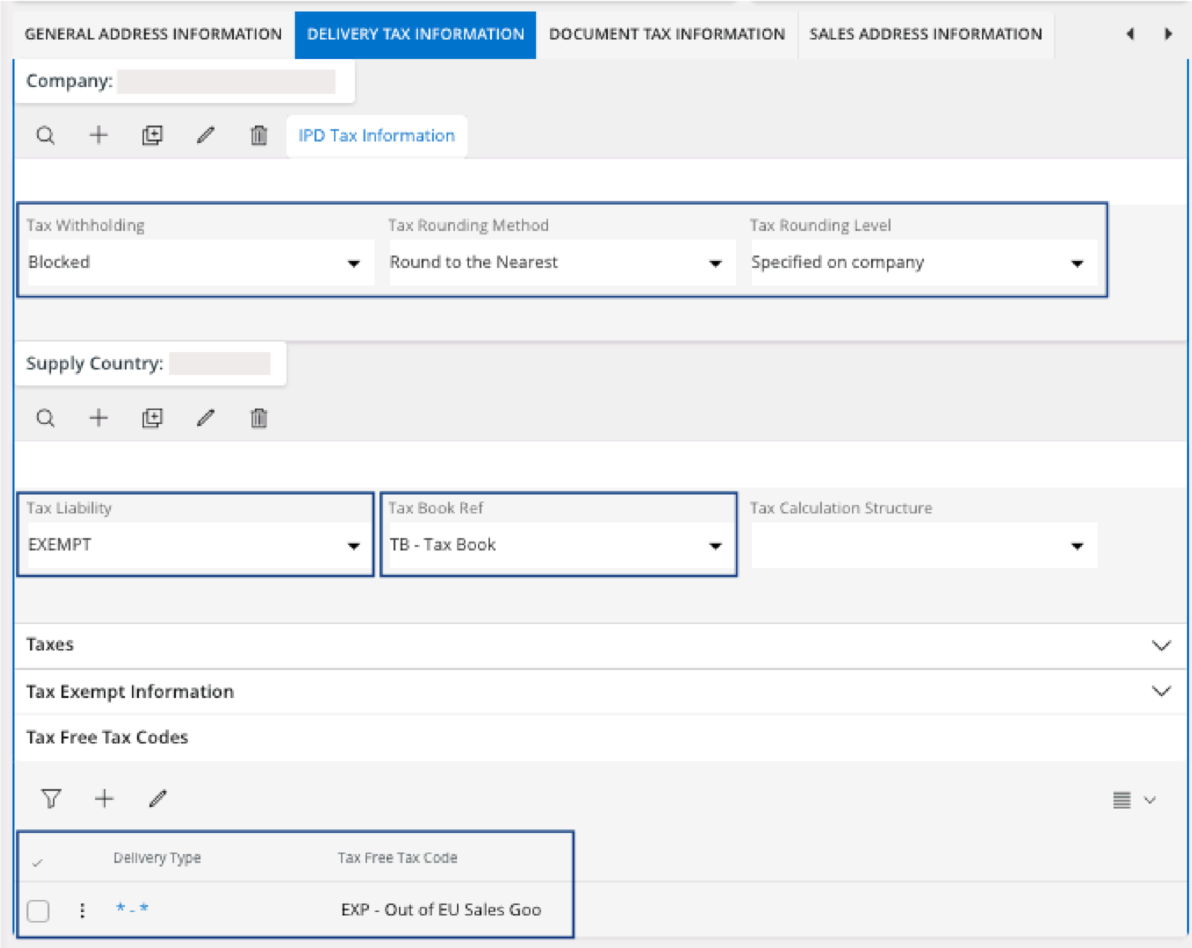
3. You can access the **General Address Information** tab.



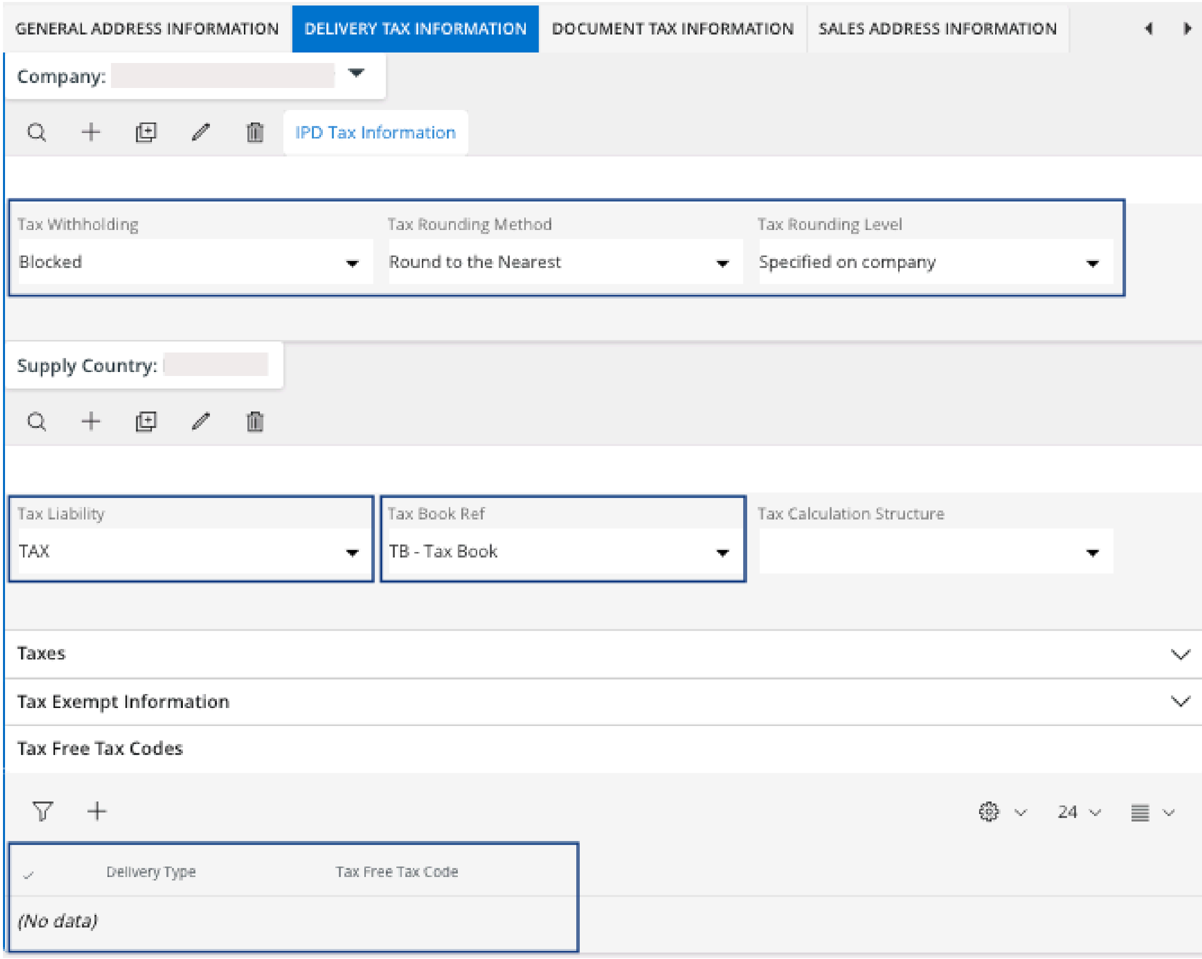

| Field | Description | Mandatory | Example |
|---|---|---|---|
| **Country** | Address country | Yes | FRANCE |
| **Address** | Address details | Yes | N° street XXXX<br><br>City postcode, COUNTRY |
| **Address Types** | Checkbox to define the type of action(s) linked to this address (delivery, document, payment...). | No | |
| **Communication Method** (in the **Gen-** | You can add contact information linked to this address. This | No | |

| Field | Description | Mandatory | Example |
|---|---|---|---|
| **eral Address Information** tab) | data will be used for each document created for this customer address. | | |
| **Contact** | Specific and identified person registered in **IFS Cloud**. | No | |

4. You can access the **Delivery Tax Information** tab. This configuration is linked to the customer address.
   a. Configuration for a tax-exempt customer:



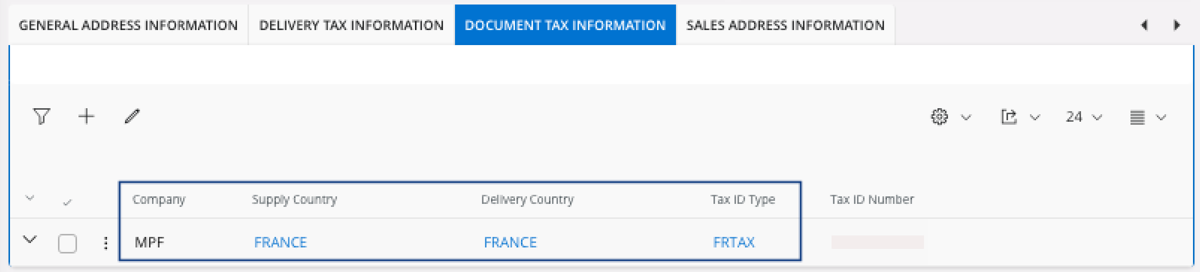
b. Configuration for a customer not exempt for tax:




| Field | Description | Mandatory | Example |
|---|---|---|---|
| **Tax Withholding**, **Tax Rounding Method**, **Tax Rounding Level** | These fields are always configured consistently when there is no withholding tax applicable to the company. | Yes | Check the screenshots. |
| **Tax Liability** | It can be TAX or EXEMPT depending on the customer. | Yes | TAX |
| **Tax Book Ref** | Must be TB. This configuration is the only one used. | Yes | TB - Tax Book |
| **Tax Free Tax Codes** | This configuration is only used for ex- | No | Check the screenshots. |

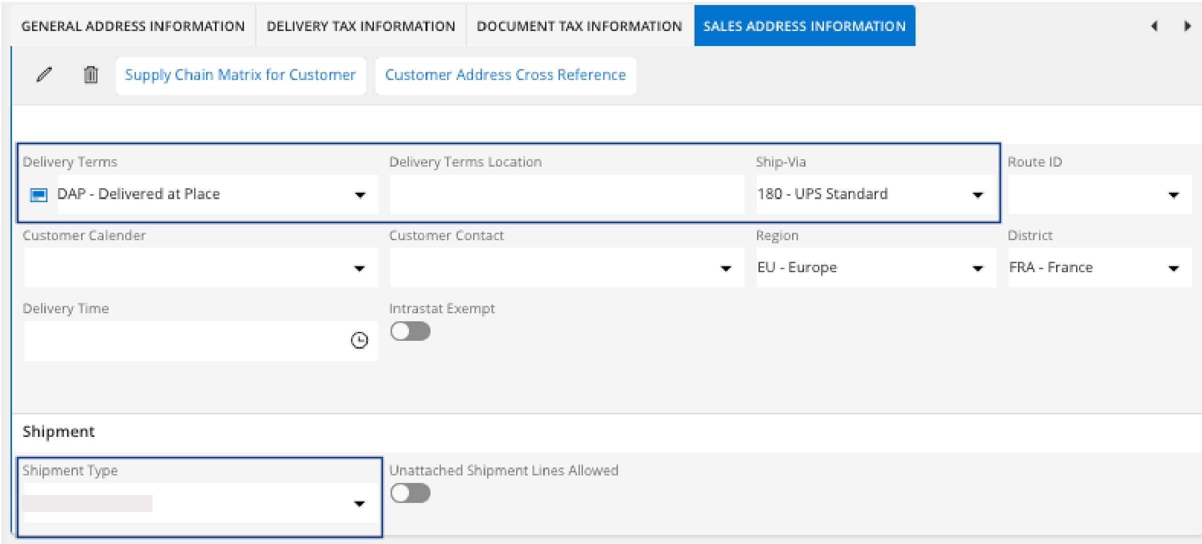
| Field | Description | Mandatory | Example |
|---|---|---|---|
| | empted customer (Export, Exempted, etc.). | | |

5. You can access the **Document Tax Information** tab. This configuration is linked to the customer address. This setup is used when you need to register a Tax ID for your customer partner.




| Field | Description | Mandatory | Example |
|---|---|---|---|
| **Company** | Select your compa-ny. | Yes | MPF |
| **Supply Country** | From which coun-try your customer is supplied. | Yes | FRANCE |
| **Delivery Country** | Where the delivery will be sent.<br><br>It can be * for all. | Yes | * or FRANCE |
| **Tax ID Type** | Type of Tax ID. | Yes | FRTAX |
| **Tax ID Number** | Tax ID Number of your customer. | Yes | FR######### |

6. You can access the **Sales Address Information** tab. This configuration is linked to the customer address.




| Field | Description | Mandatory | Example |
|---|---|---|---|
| **Delivery Terms** | This field fits with IN-COTERMS codes. | Yes | E (EX WORKS) |
| **Delivery Terms Lo-cation** | Define the specific location of delivery terms. | No | Port du Havre |
| **Ship-via** | The way used to send the order to the customer. | Yes | UPS Standard |
| **Shipment Type** | Identify if the delivery must be automatic or not. | No | NA (Not Automatic) |

## About Customer Contact and Communication Method

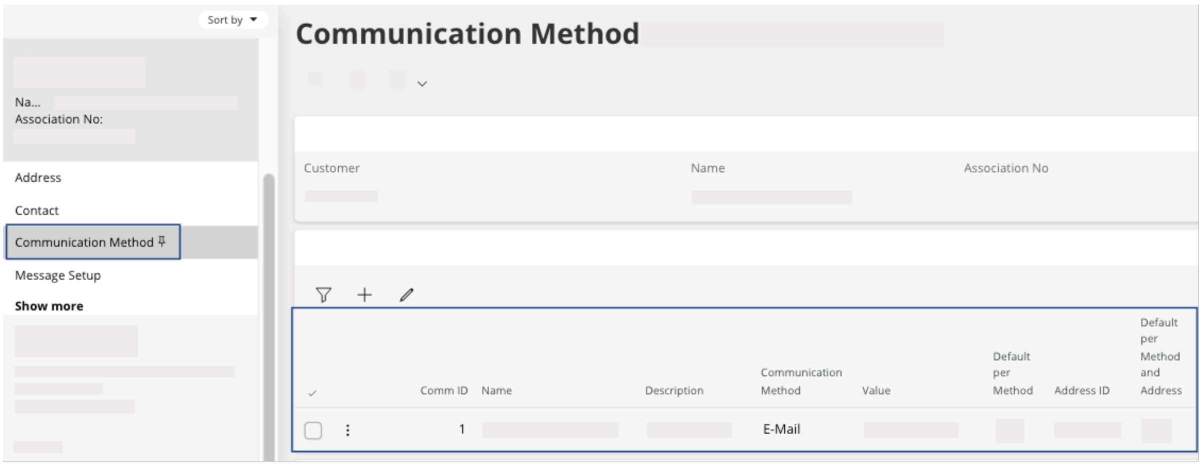
Update your customer contact and communication method settings.

Contact information can be attached to a customer via the **Contact** tab. However, you can decide to maintain contact information only in the **Communication Method** tab if registering a specific and identified person is not mandatory for your activity.

> **Tip:** We recommend you to use **Communication Method** if you do not have specific requirements covered by **Contact**.

# Updating Communication Method

1. Go to the **Communication Method** tab.
2. You access the communication method information:

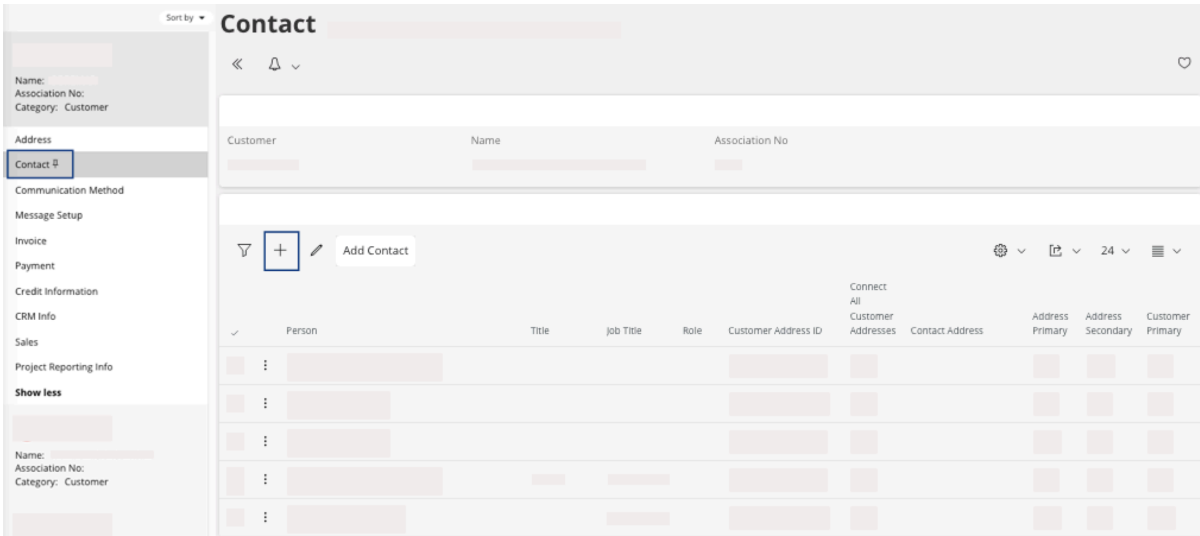



| Field | Description | Mandatory | Example |
|---|---|---|---|
| **Comm ID** | Automatic numbering from the system. | Yes | 1 |
| **Name** | Record name. | No | Arnold Accounting |
| **Description** | Record description. | No | Arnold is responsible for accounting. |
| **Communication Method** | Type of communica-tion method. | Yes | E-mail |
| **Value** | Communication method value. | Yes | ArnoldAcc@test.com |
| **Default per Method** | Checkbox to define default communica-tion method per type. | No | Yes/No |
| **Address ID** | Address ID in case the communication method is linked to a specific address.<br><br>It can be attached di-rectly from the **Ad-dress** tab. | No | Address ID from the system. |

| Field | Description | Mandatory | Example |
|---|---|---|---|
| **Default per Method and Address** | Checkbox to define default communi-cation method per method and address. | No | Yes/No |
| **Validity Period** | Valid From date - To date | No | 01/01/2020 - 02/02/2020 |

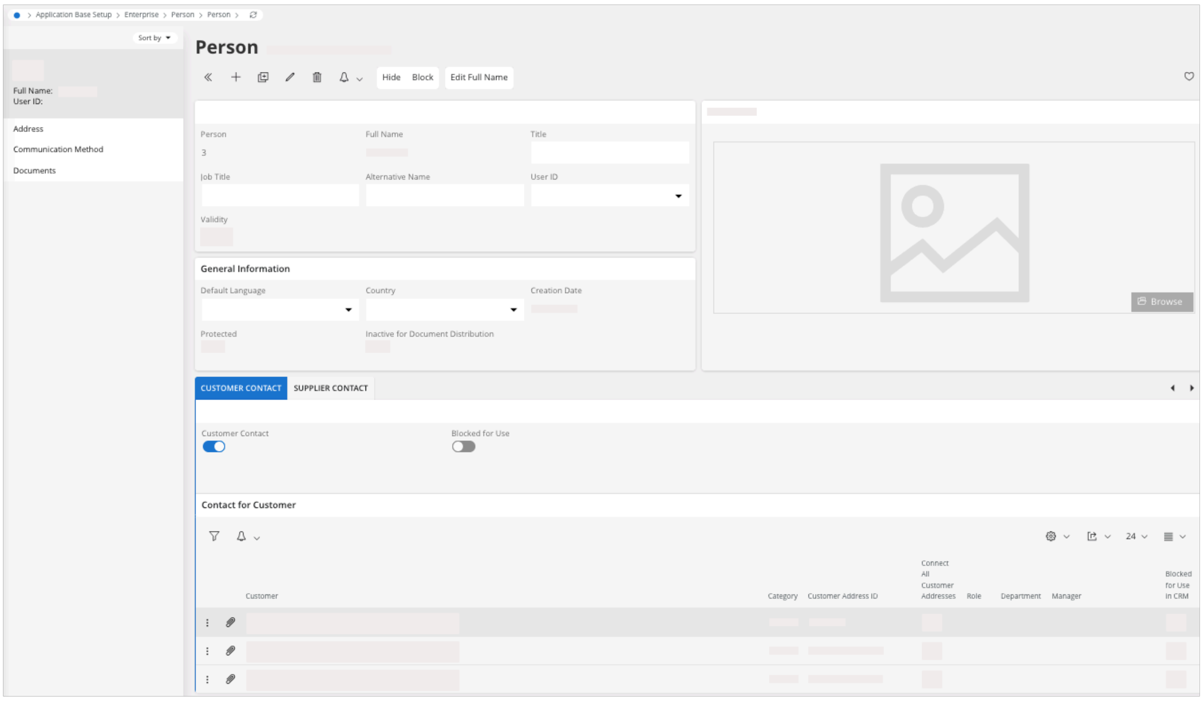
## Updating Contact

1. Go to the **Contact** tab.
2. You access the contact information:




If you want to add a new person, click **New** + and in the **Person** field select a person from the list. The other fields should filled automatically.

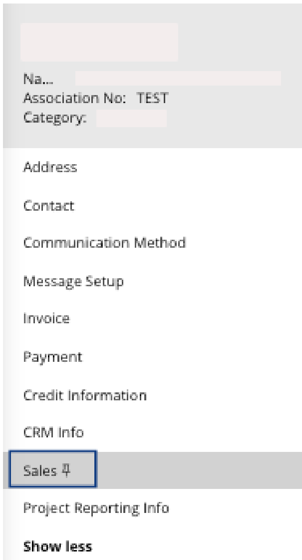
3. Each person is configured in the page **Application Base Setup > Enterprise > Person > Person**. A person can be assigned to one or multiple customer(s).



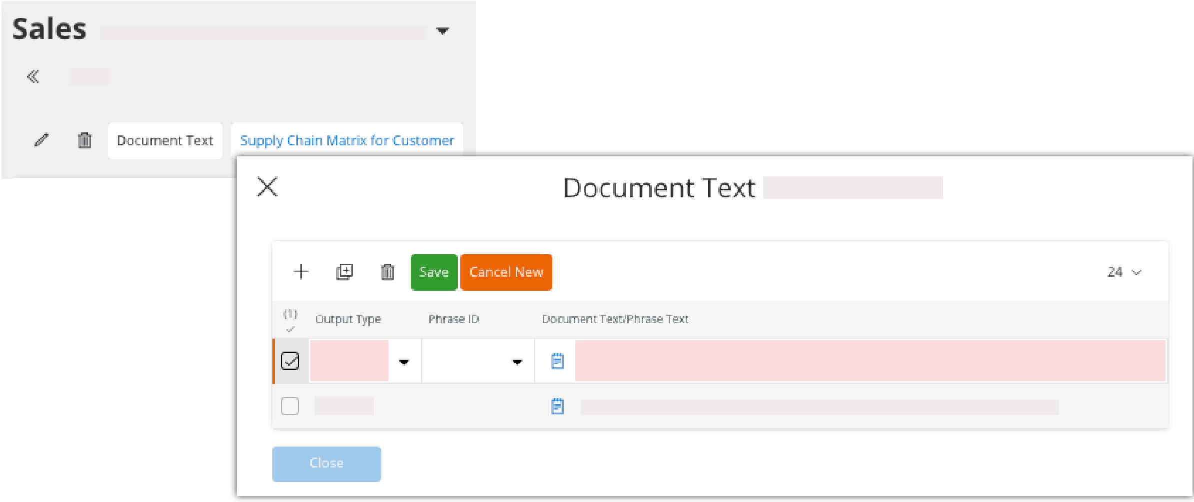

## About Customer Sales Information

Update your customer sales settings.

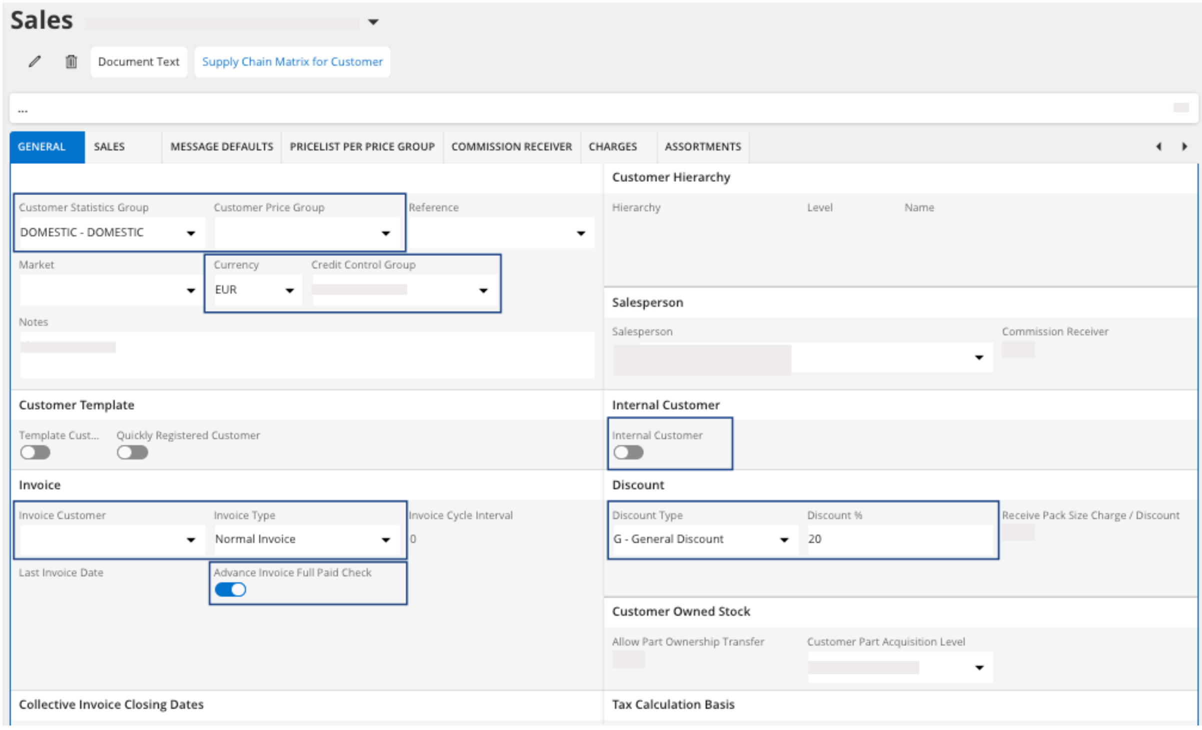
1. Go to the **Sales** tab.




2. Use the **Document Text** button to add a specific text for the customer. This text will be printed on the report you need. You can add a new text or select a text already created.



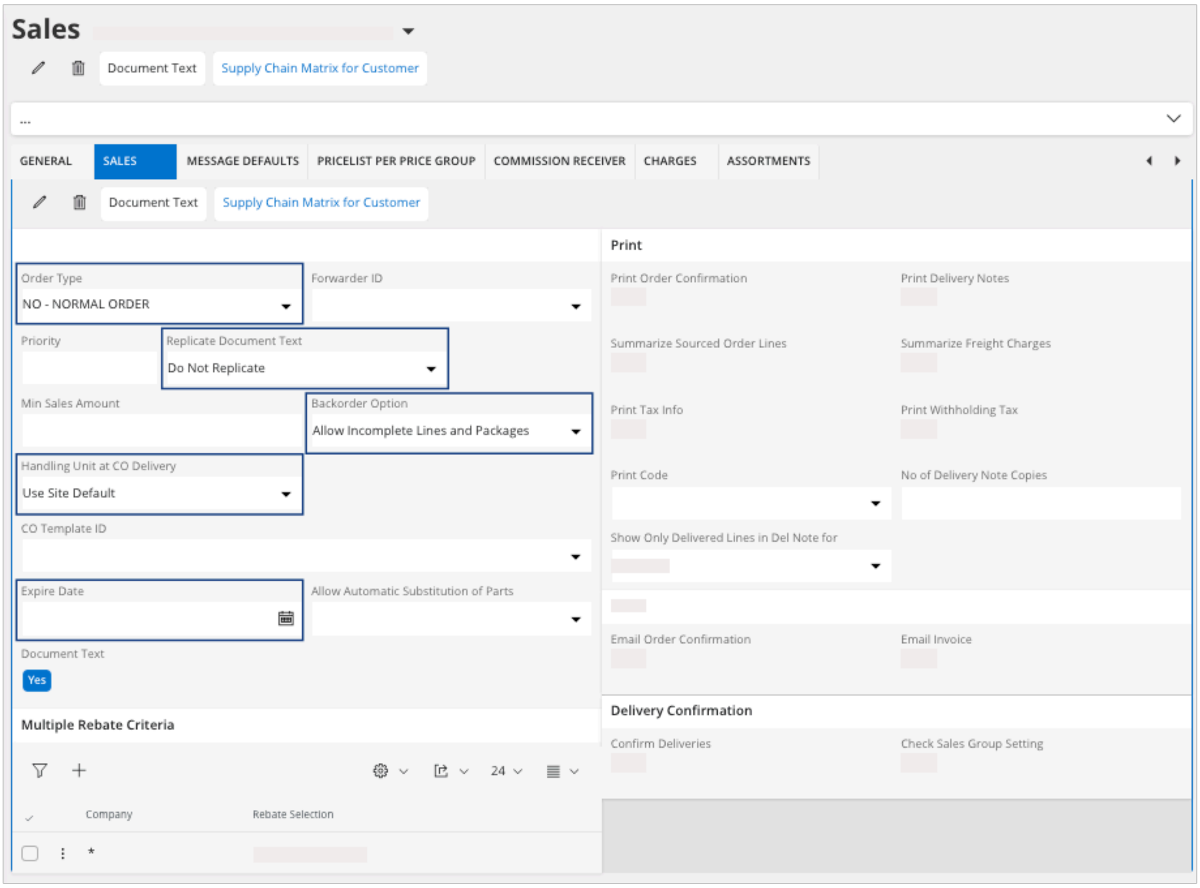

3. In the **Sales** page, you access the **General** tab.




| Field | Description | Mandatory | Example |
|---|---|---|---|
| **Customer Statistics Group** | Grouping of customers for analysis. | Yes | DOMESTIC |
| **Invoice Customer** | To invoice another customer. | No | Existing customer code |
| **Customer Price Group** | Give the possibility to regroup pricing policies for a group of customers. | No | MPA_DISC10% |

| Field | Description | Mandatory | Example |
|---|---|---|---|
| **Credit Control Group** | Rules to apply for credit control. | Yes | MPUK |
| **Currency** | Currency for the or-der. | Yes | EUR |
| **Invoice Type** | The invoice is gener-ated based on the or-der, batch invoicing or both. | Yes | Normal Invoice |
| **Advance Invoice Full Paid Check** | Checkbox that blocks the *customer order* after the creation of an *advance invoice* at the release step. | Yes | Yes/No |
| **Internal Customer** | For *ICO* relation. | Yes | Yes/No |
| **Discount Type** | If any discount is ap-plied, you must de-fine its type in this field. | No | General Discount |
| **Discount %** | If any discount is ap-plied, then you have to define a value in this field. | No | 15 |

4. You can access the **Sales** tab.

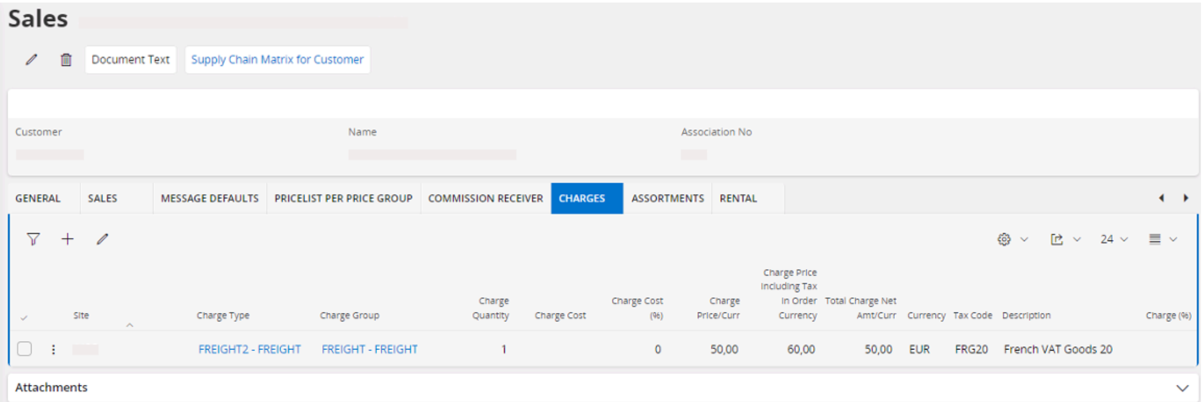



| Field | Description | Mandatory | Example |
|---|---|---|---|
| **Order Type** | The order type is used to define flows related to order management. It can be configured directly on the order and is not set by default on the customer. | No | MPU |
| **Replicate Document Text** | | Yes | Do Not Replicate |
| **Backorder Option** | To define how the system manages orders during reservation, delivery note creation or during the confirmation of picking. | Yes | Allow Incomplete Lines and Packages |

| Field | Description | Mandatory | Example |
|---|---|---|---|
| **Handling Unit at CO Delivery** | | Yes | Use Site Default |
| **Expire Date** | The end date for customer transactions. | No | 01/01/2022 |

5. You can access the **Charges** tab. You can link charges to a customer (e.g. border tax, administrative fees, packaging, etc.).

   For this customer this case, when an order or a sales quotation is created, charges are automatically applied on it and can be modified or deleted manually. Charge types must be configured in a separate list first and the amount can be adjusted at the customer level.

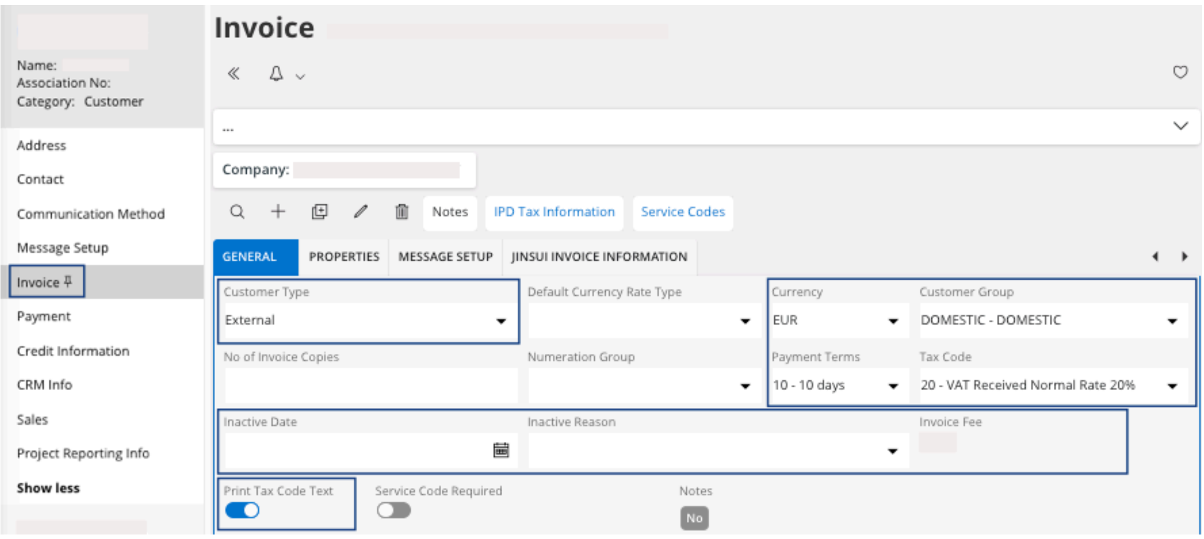



## About Customer Invoice Configuration

Update the customer invoice settings.

Go to the **Invoice** tab.

You access the invoice settings.



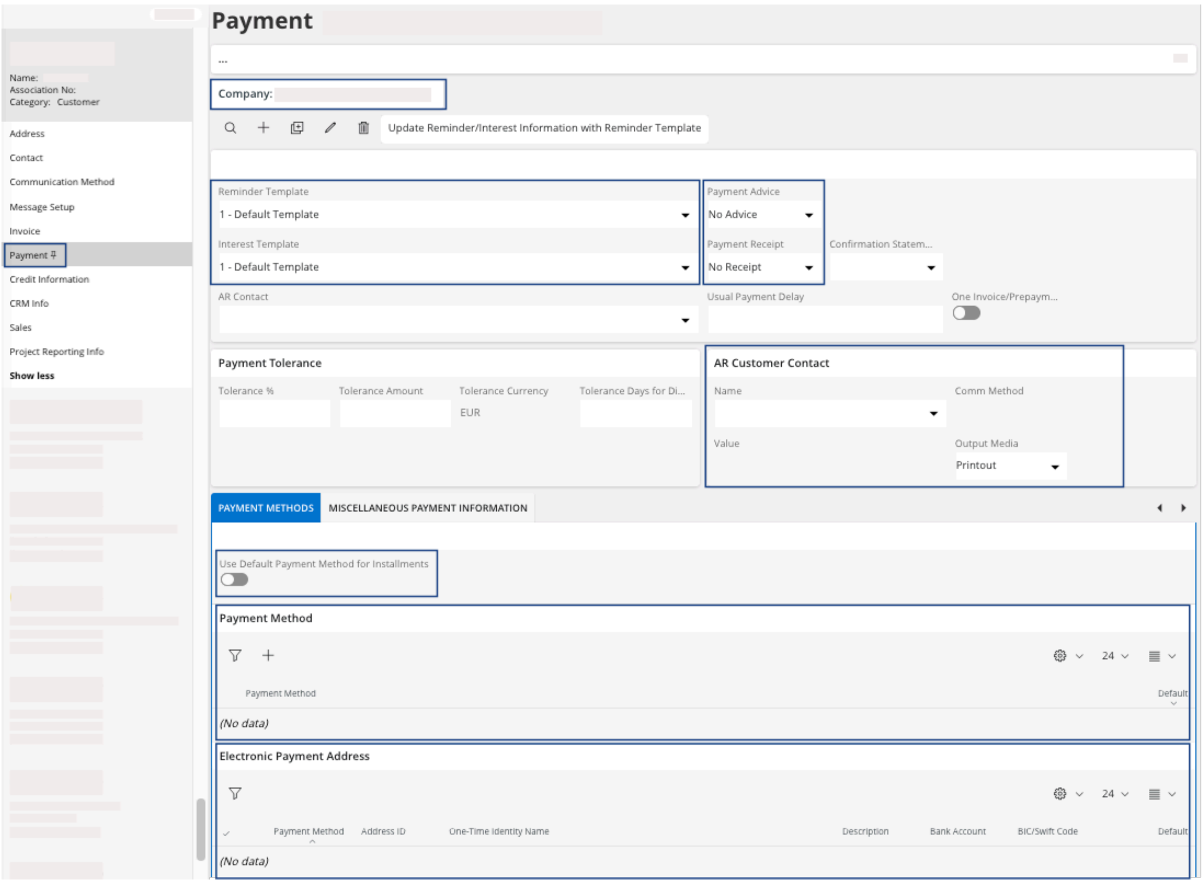
| Field | Description | Mandatory | Example |
|---|---|---|---|
| **Customer Type** | External or internal, in case this is an Airmar or Marport offices using **IFS Cloud**. | Yes | External |
| **Currency** | The currency for customer invoicing. This is the default value that can be modified in a specific order or invoice. | Yes | EUR |
| **Customer Group** | This field indicates if the customer is an external customer or a specific customer within the group. | Yes | EXT |
| **Payment Terms** | This is used in order to calculate the due date of invoices. This is the default value that can be modified in a specific invoice. | Yes | 30 |
| **Tax Code** | This tax code is, by default, only used in manual customer invoices without any connection to orders and sales parts. | No | 20 |
| **Inactive Date** | End date for use of this customer. | No | 01/01/2021 |
| **Inactive Reason** | Inactive reason. | No | |
| **Print Tax Code Text** | Select this checkbox if you want to retrieve specific tax code text in documents. | No | Yes/No |

# About Customer Payment Configuration

Update the customer payment settings.

Go to the **Payment** tab.

You access the payment settings.




| Field | Description | Mandatory | Example |
|---|---|---|---|
| **Company** | The identity of the company to which the customer is linked.<br><br>Refer to: Naming Conventions (on page 41). | Yes | MPUK |
| **Reminder Template** | Most of the time used with 1 value (0 = no reminder). | Yes | 1 |
| **Payment Advice** | Should a payment advice be printed when processing automatic customer payment. | No | No advice |

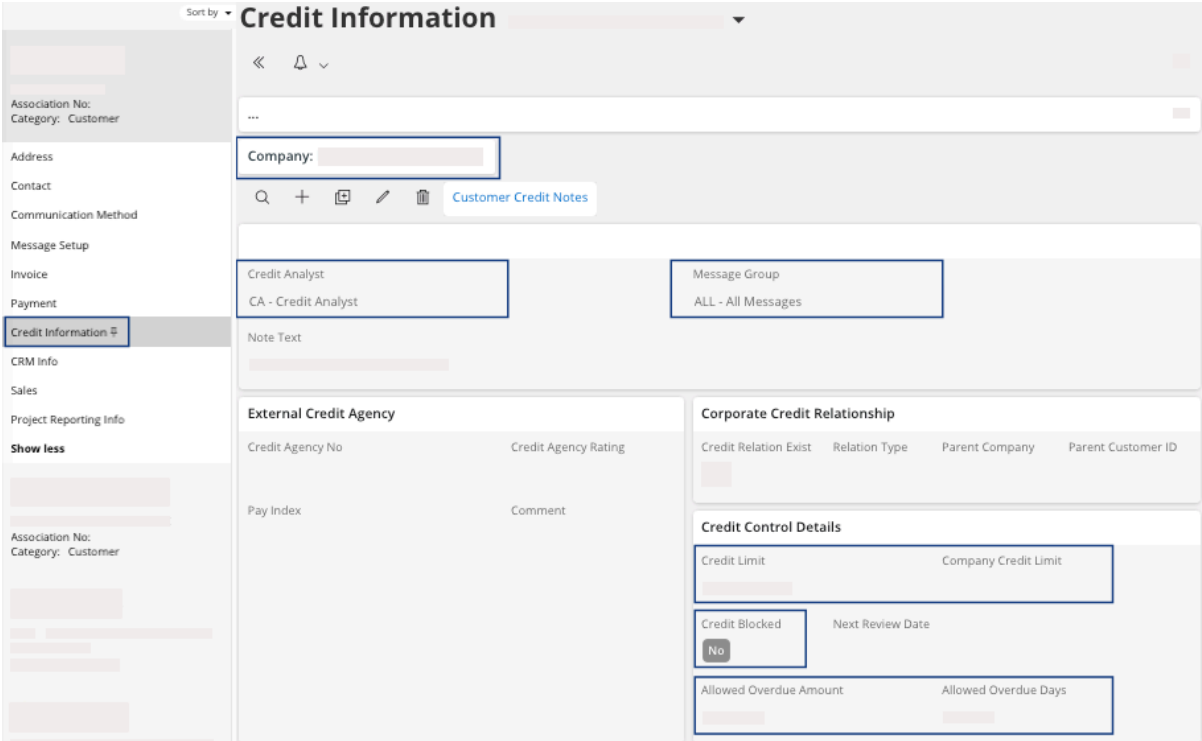
| Field | Description | Mandatory | Example |
|---|---|---|---|
| **Interest Template** | Most of the time used with 1 value (No interest). | Yes | 1 |
| **Payment Receipt** | If payment receipt should be printed. | Yes | No receipt |
| **AR Customer Contact** | Contact used for account receivable communication for this customer. Information comes from **Communication Method** in **Customer**. | No | |
| **Use Default Payment Method for Installments** | If this checkbox is selected, the customer default payment method will be copied to the header and installment lines of all new invoices and items created for the customer. The default payment method will override any payment method linked to the used terms of payment. This checkbox cannot be selected for one-time customers. | No | Yes/No |
| **Payment Method** | The payment method used by the customer when direct debiting is used. This method is used as a selection criterion for loading direct debiting proposals and for creating direct debiting orders. | Yes | WIRE |

# About Customer Credit Information Configuration

Update the customer credit information settings.

Go to the **Credit Information** tab.

You access the credit information settings.




| Field | Description | Mandatory | Example |
|---|---|---|---|
| **Company** | Airmar/Marport company level. | Yes | MPUK |
| **Credit Analyst** | Responsible to analyze open credit for customer. | Yes | CA |
| **Message Group** | Configuration to define the message type sent to the credit analyst. | Yes | ALL |
| **Credit Limit** | Credit limit in the accounting currency of the company Airmar/Marport. | No | 1000 |
| **Company Credit Limit** | Standard credit limit for the company Airmar/Marport selected. | Not available here | 1000 |

| Field | Description | Mandatory | Example |
|---|---|---|---|
| **Credit Blocked** | If this checkbox is selected, then the customer is blocked. | Yes | Yes/No |
| **Allowed Overdue Amount** | The overdue amount allowed for the customer. This value is expressed in the accounting currency. | No | 1000 |
| **Allowed Overdue Days** | The number of overdue days allowed for the customer. For example, if you specify 10 days in this field, it will consider the total of unpaid invoices that have exceeded the due date by 10 days as the overdue amount. | No | 10 |

# Supplier

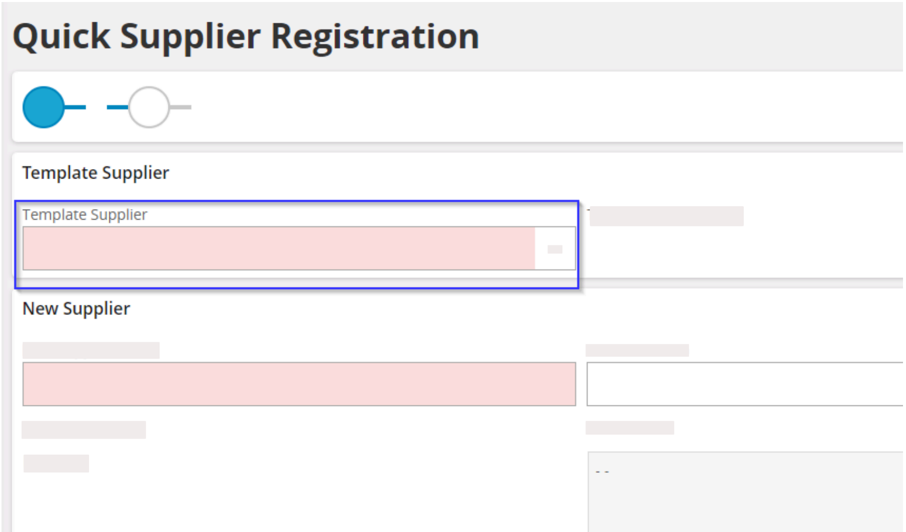
Create and update supplier(s).

Suppliers are mandatory master data for all processes about purchasing.

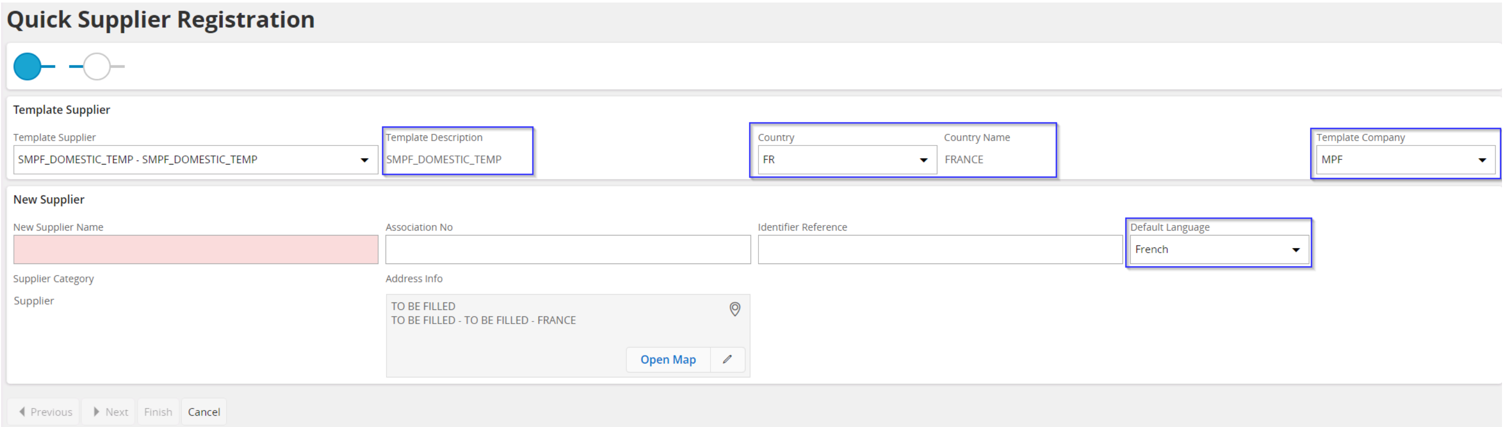
## Creating a Supplier

Add a new supplier and complete its details.

1. Go to the page **Quick Supplier Registration**.
2. In **Template Supplier**, select the template corresponding to the type of supplier that you want to create.




The fields **Template Description**, country details and **Default Language** of the supplier are completed according to the template.



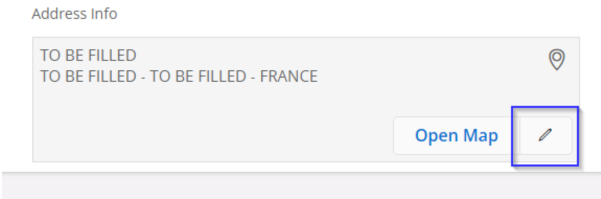

3. Check the information in the fields that have been automatically completed and modify if necessary.
4. Complete the following information:

   a. **New Supplier Name** (mandatory)

   b. **Association No**: corresponds to a unique number to identify your supplier.
   For example, the SIRET number for a French supplier, the kennitala number for an Icelandic supplier.

   c. If the supplier was registered in NAV, add his **Supplier No** from NAV in **Identifier Reference**.

d. Click **Edit** in the address field if you want to edit it.



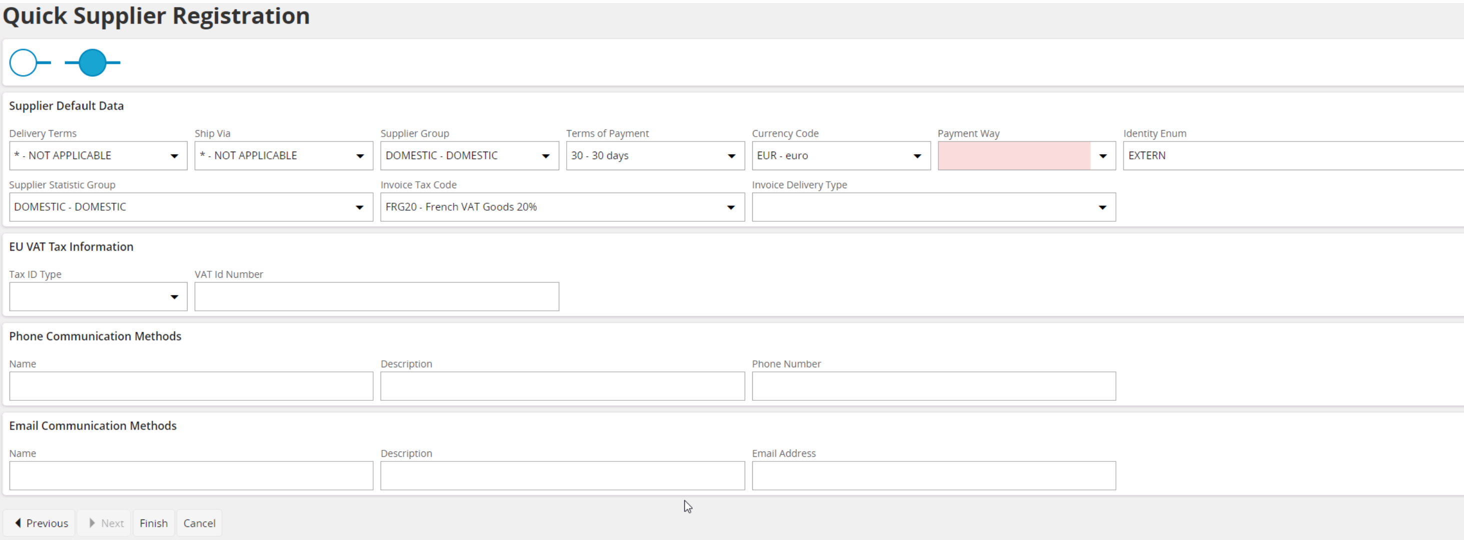

5. Click **Next**.
6. Complete the following information:

   a. **Supplier Default Data**: the fields should be filled according to the template. Check and modify if necessary.

   b. **EU VAT Tax Information**

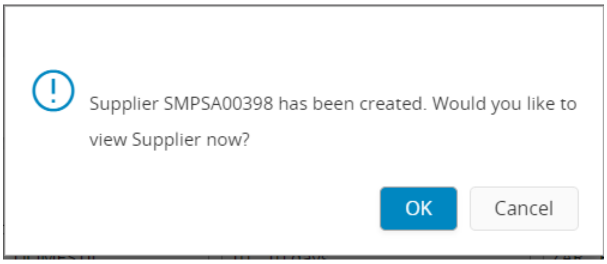
   c. **Phone Communication Methods**

   d. **Email Communication Methods**




**Note:** Make sure that all the fields used in your company are correctly completed. Check with your administrator if you have any doubts.

7. Click **Finish** at the bottom of the page to confirm the supplier creation.
   A dialog appears showing the supplier identification number. Click **OK** if you want to preview this supplier information sheet.

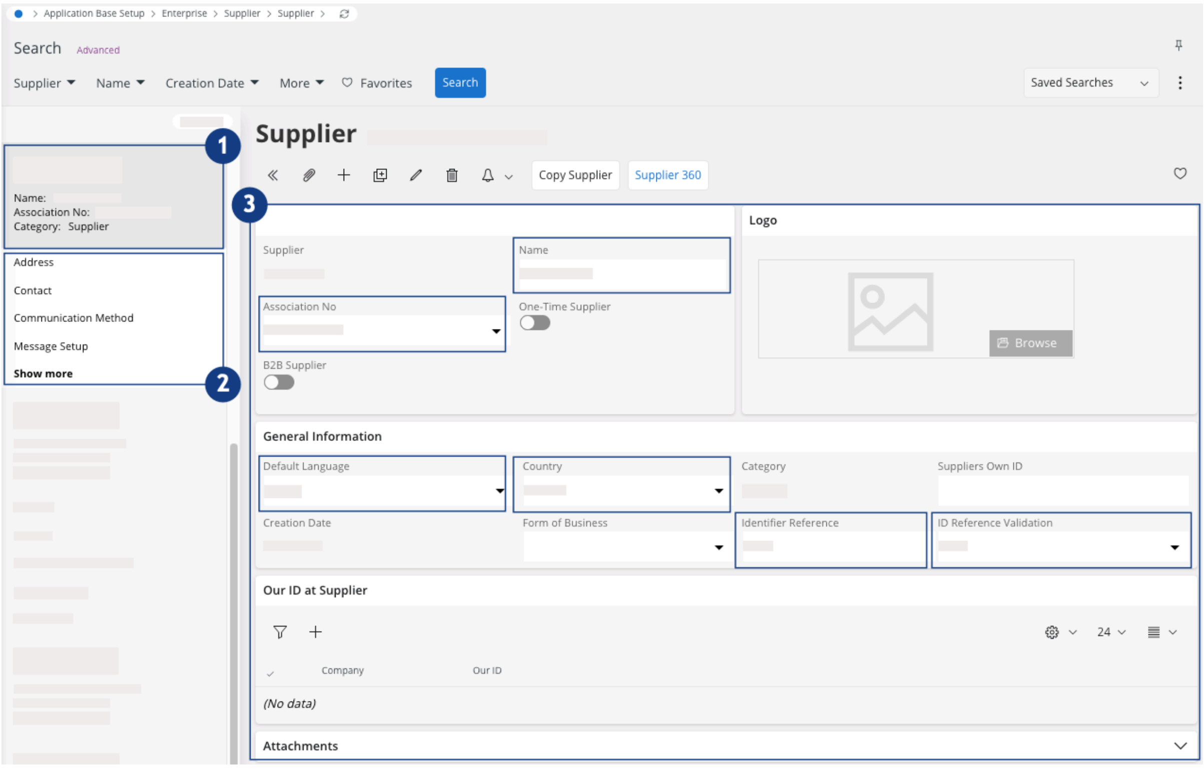



## Updating a Supplier

Edit information about a supplier created.

1. Go to **Application Base Setup > Enterprise > Supplier > Supplier**.
2. On the left side of the page, click the supplier name 1 to modify the main information 3.

   Below the supplier name, you can find several tabs that contain the supplier information 2.




### Table 4. Supplier Fields 3

| Field | Description | Mandatory | Example |
|---|---|---|---|
| **Name** | Supplier name. | Yes | Marport |
| **Association No** | | No | |
| **Default Language** | Supplier language. | Yes | French |

| Field | Description | Mandatory | Example |
|---|---|---|---|
| **Country** | Supplier country. | Yes | France |
| **Identifier Reference** | Unique supplier ID. For instance, the Navision number for the supplier. | No | E222000 |
| **ID Reference Validation** | | Yes | None |

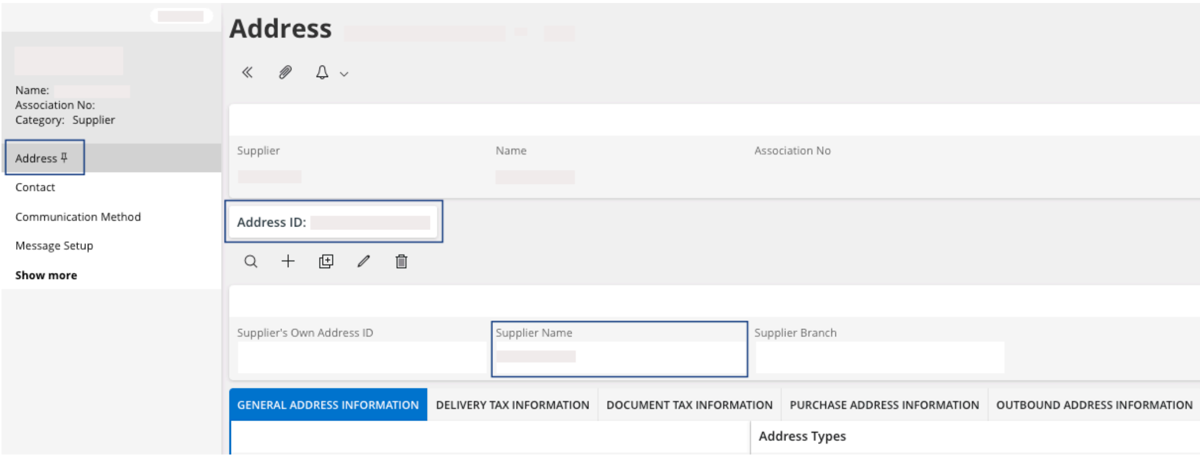
## About Supplier Address Configuration

Update your supplier address settings.

1. On the left side of the page, click the tab **Address**.

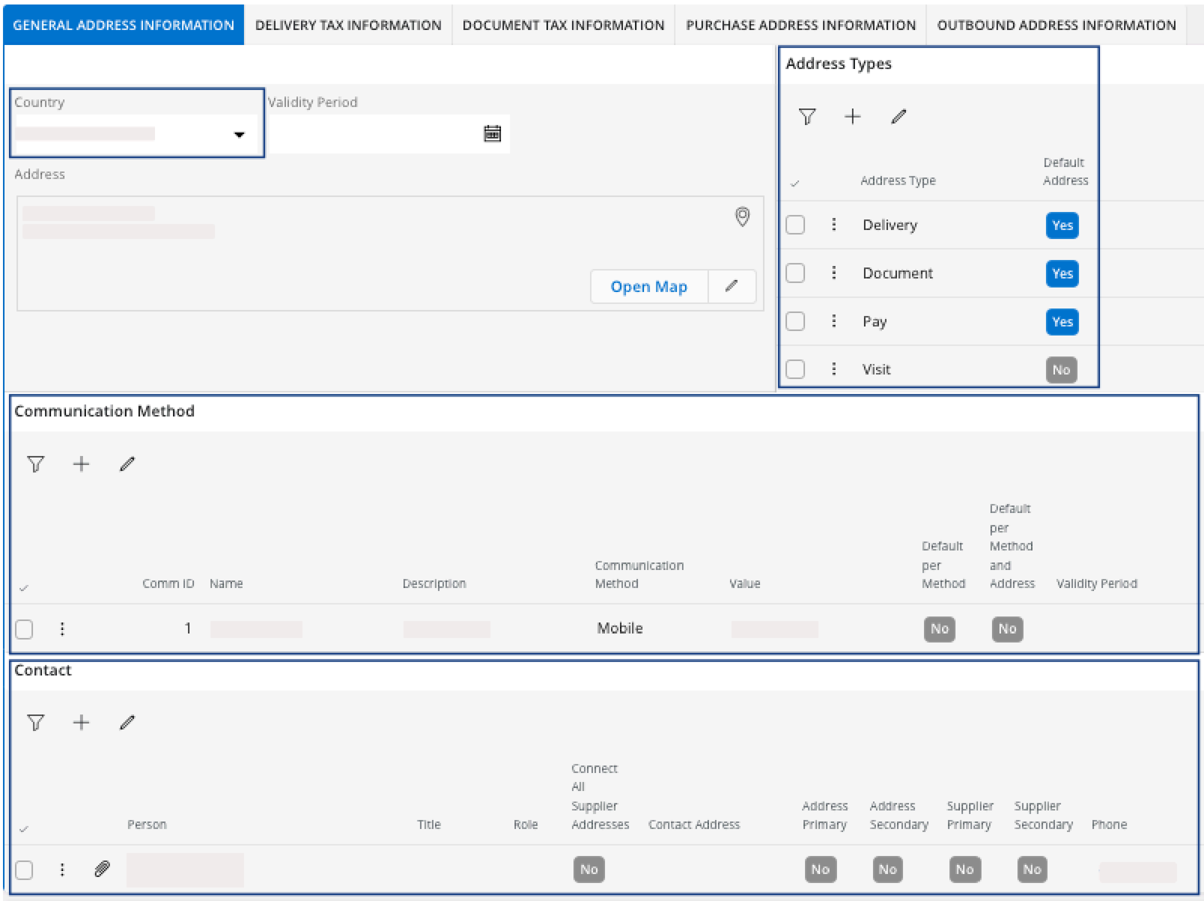
   You access all the information related to the supplier address.

2. You can find first the address header.




| Field | Description | Mandatory | Example |
|---|---|---|---|
| **Address ID** | Address codification. | Yes | SMPA0231-002 |
| **Supplier Name** | If the address name is different from the company name. | No | |

3. You can access the **General Address Information** tab.

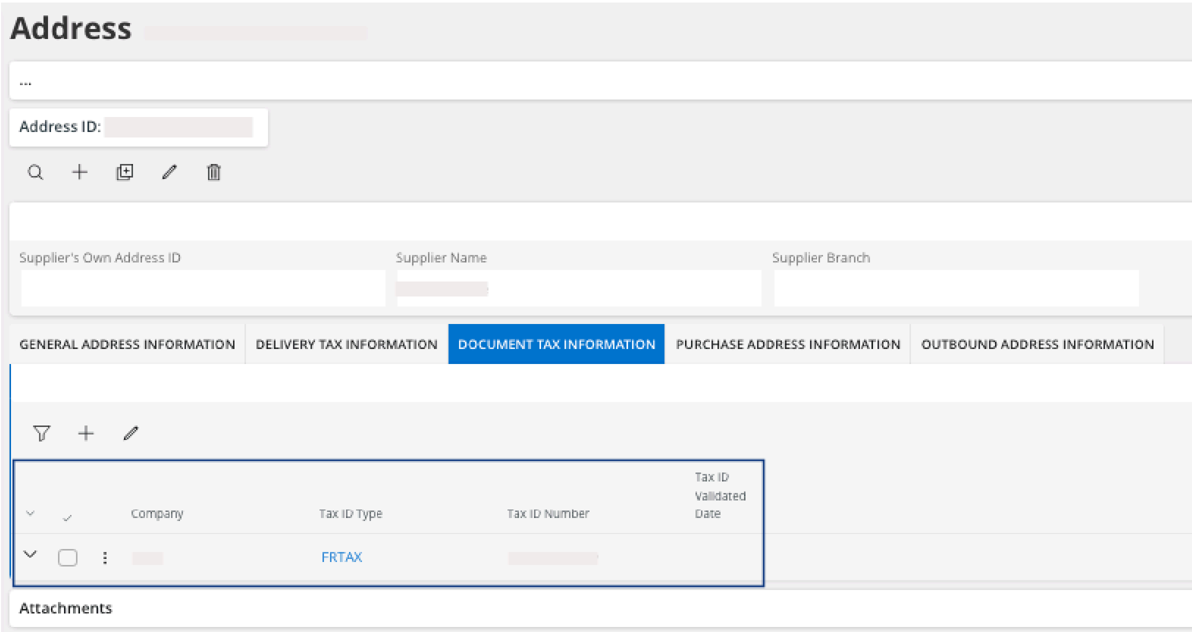



| Field | Description | Mandatory | Example |
|---|---|---|---|
| **Country** | Address country | Yes | FRANCE |
| **Address** | Address details | Yes | N° street XXXX<br><br>City postcode, COUNTRY |
| **Address Types** | Checkbox to define the type of action(s) linked to this address (delivery, document, payment...) | No | |
| **Communication Method** (in the **General Address Information** tab) | You can add contact information linked to this address. This data will be used for each document created for this supplier address. | No | |

| Field | Description | Mandatory | Example |
|---|---|---|---|
| **Contact** | Specific and identified person registered in **IFS Cloud**. | No | |

4. You can access the **Document Tax Information** tab. This configuration is used in case you are constraint to register Tax ID in your supplier partner.

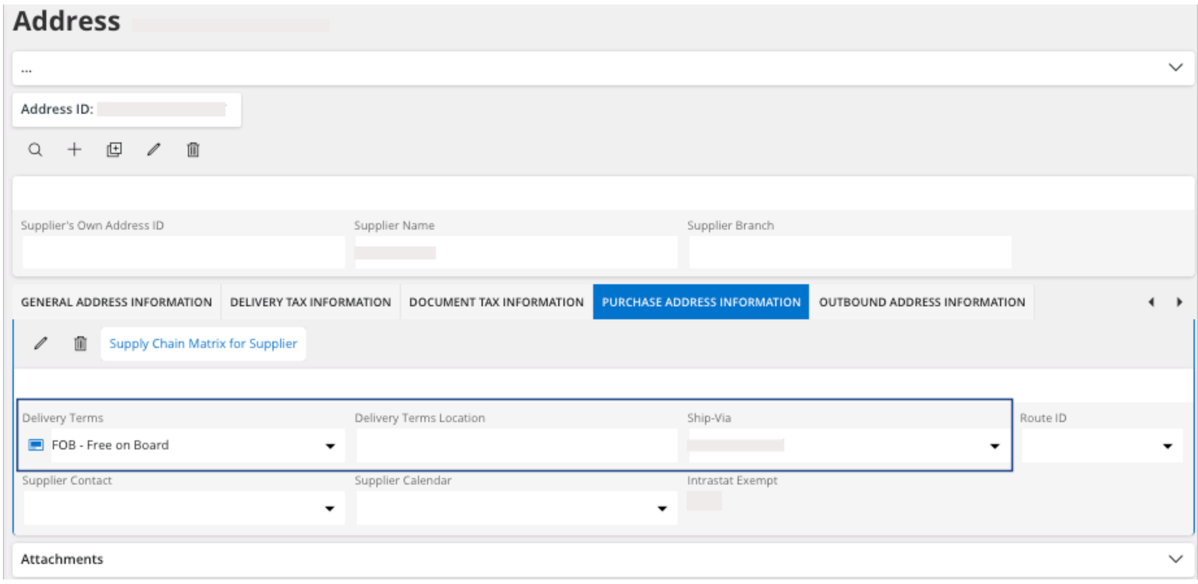
   This configuration is linked to the supplier address.




| Field | Description | Mandatory | Example |
|---|---|---|---|
| **Company** | Your company. | Yes | MPF |
| **Tax ID Type** | Type of Tax ID. | Yes | FRTAX |
| **Tax ID Number** | Tax ID number of your supplier. | Yes | FR########## |

5. You can access the **Purchase Address Information** tab.

   This configuration is linked to the supplier address.




| Field | Description | Mandatory | Example |
|---|---|---|---|
| **Delivery Terms** | This field fits with IN-CORTERMS code. | Yes | EXW |
| **Delivery Terms Location** | Define the specific location of delivery terms. | No | Port du Havre |
| **Ship-via** | The way used to send the order to the customer. | Yes | AIR |

## About Supplier Contact and Communication Method

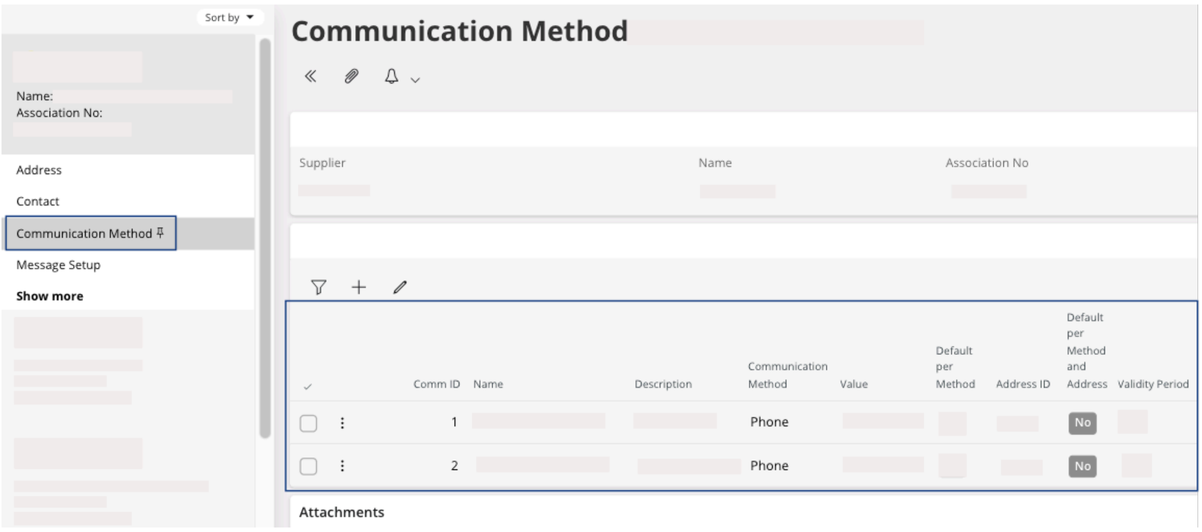
Update your supplier contact and communication method settings.

Contact information can be attached to a supplier via the **Contact** tab. However, you can decide to maintain contact information only in the **Communication Method** tab if registering a specific and identified person is not mandatory for your activity.

**Tip:** We recommend you to use **Communication Method** if you do not have specific requirements covered by **Contact**.

# Updating Communication Method

1. Go to the **Communication Method** tab.
2. You access the communication method information:

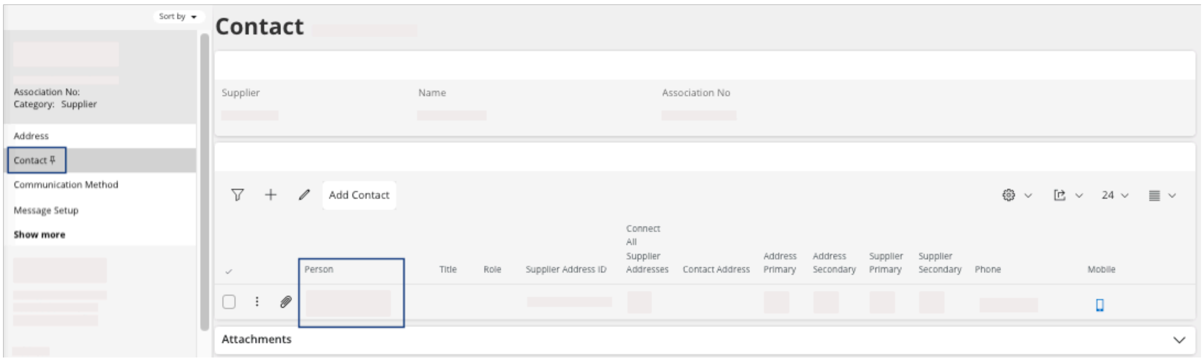



| Field | Description | Mandatory | Example |
|---|---|---|---|
| **Comm ID** | Automatic numbering from the system. | Yes | 1 |
| **Name** | Record name. | No | Arnold Accounting |
| **Description** | Record description. | No | Arnold is responsible for accounting. |
| **Communication Method** | Type of communica-tion method. | Yes | E-mail |
| **Value** | Communication method value. | Yes | ArnoldAcc@test.com |
| **Default per Method** | Checkbox to define default communication method per type. | No | Yes/No |
| **Address ID** | Address ID in case the communication method is linked to a specific address.<br><br>It can be attached di-rectly from the **Ad-dress** tab. | No | Address ID from the system. |

| Field | Description | Mandatory | Example |
|---|---|---|---|
| **Default per Method and Address** | Checkbox to define default communication method per method and address. | No | Yes/No |
| **Validity Period** | Valid From date - To date | No | 01/01/2020 - 02/02/2020 |

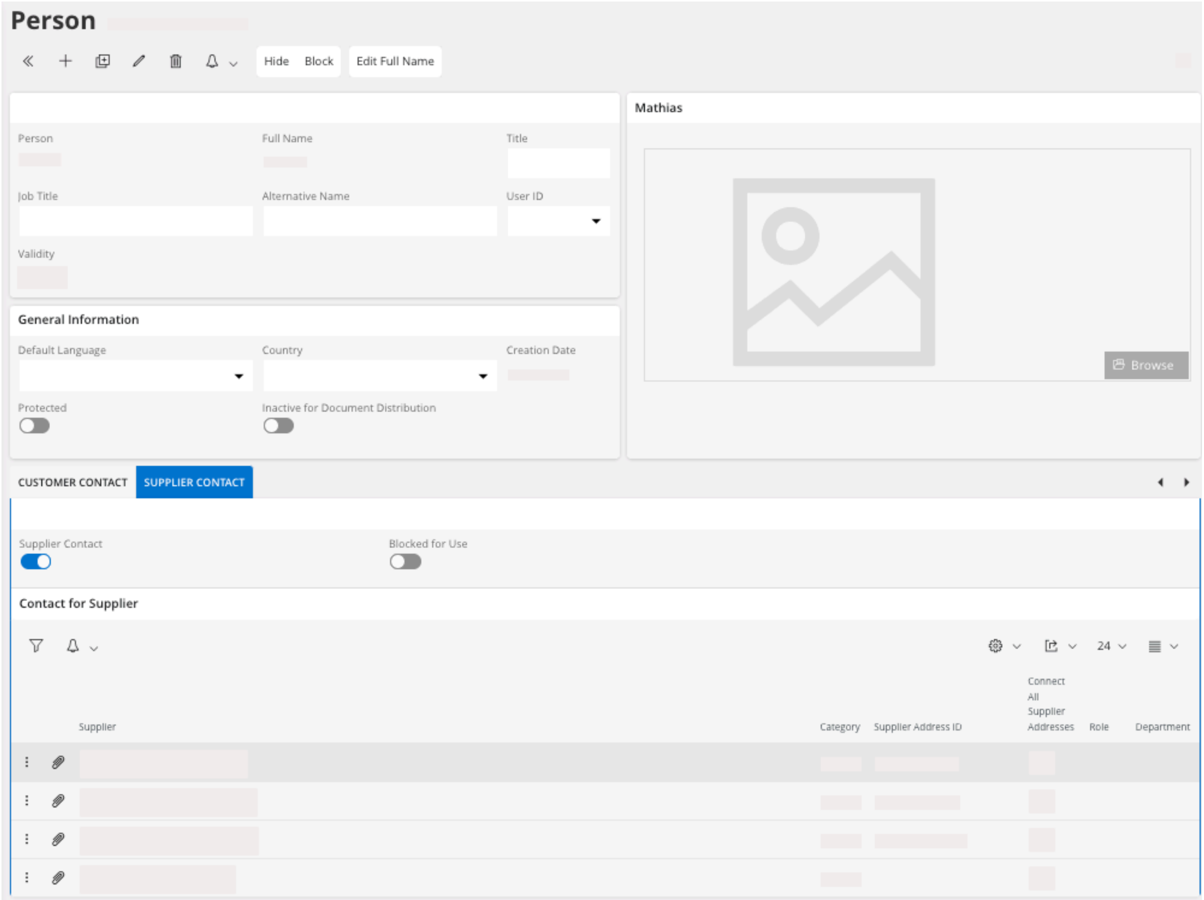
## Updating Contact

1. Go to the **Contact** tab.
2. You access the contact information:




If you want to add a new person, click **New** + and in the **Person** field select a person from the list. The other fields should filled automatically.

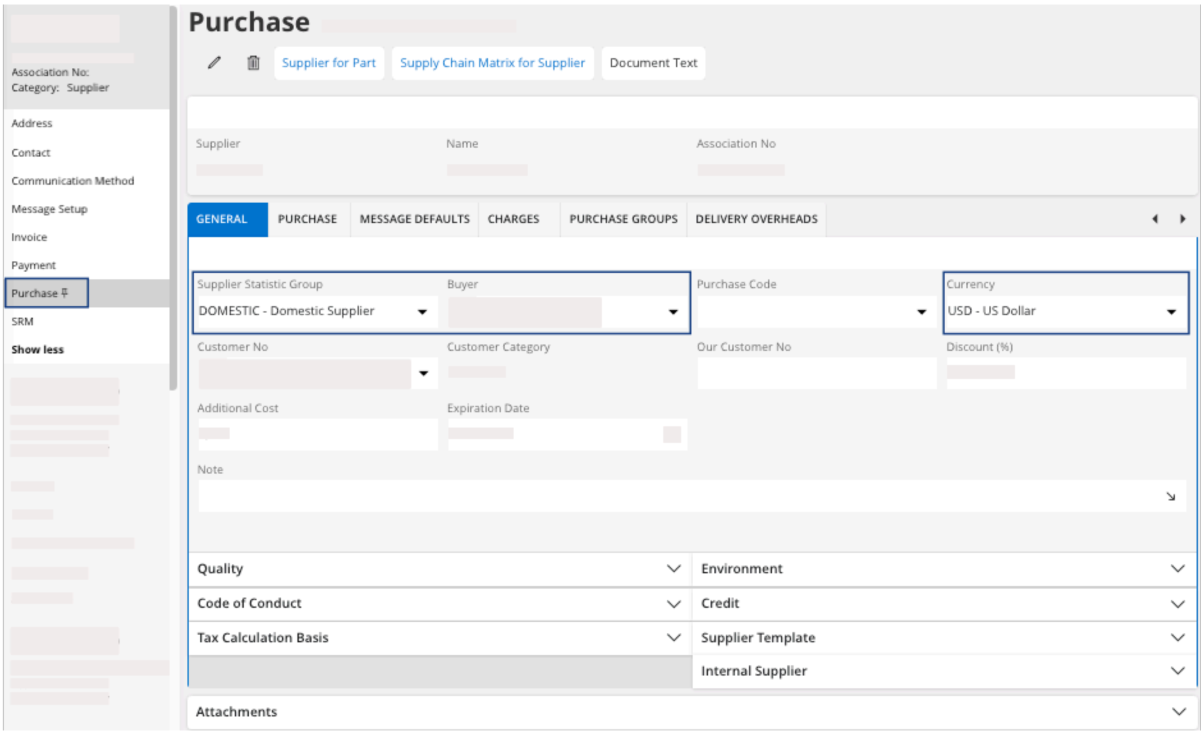
3. Each person is configured in the page **Application Base Setup > Enterprise > Person > Person**. They are assigned to one or multiple supplier(s).




## About Purchase Configuration

Update the purchase settings linked to your supplier.

1. Go to the **Purchase** tab.
2. You access the purchase information linked to this supplier:

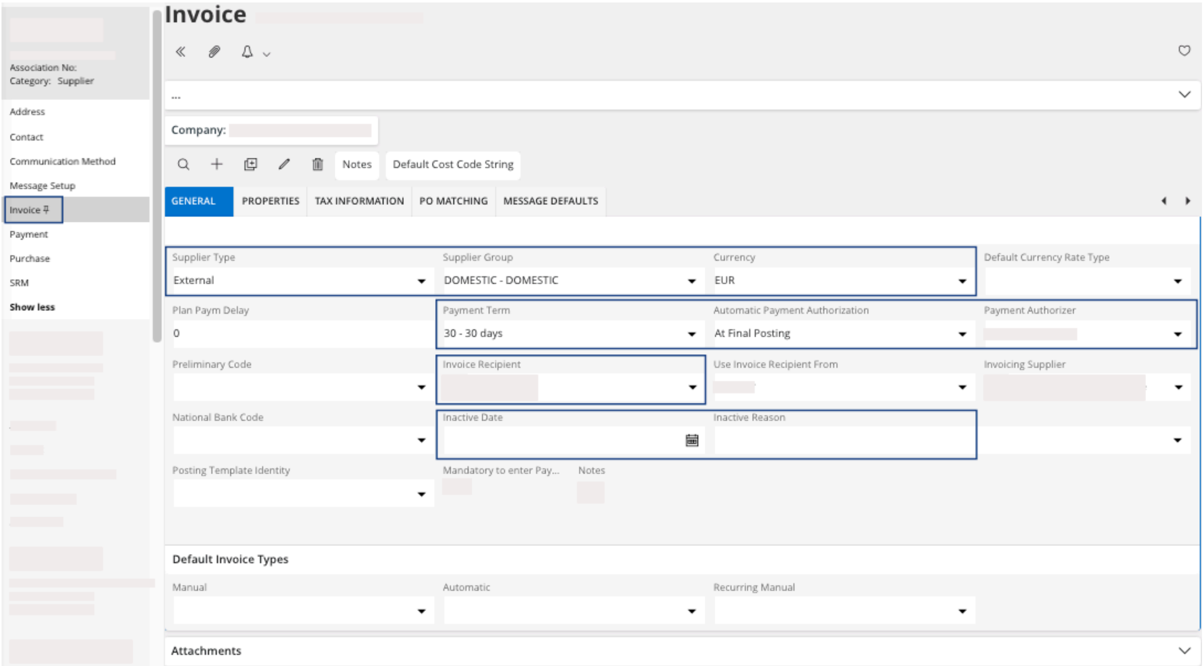



| Field | Description | Mandatory | Example |
|---|---|---|---|
| **Supplier Statistic Group** | Grouping of suppliers for analysis. | Yes | DOMESTIC |
| **Buyer** | Buyer information linked to the supplier. | Yes | 00000 - Name |
| **Currency** | Currency for orders. | Yes | EUR |

## About Supplier Invoice Configuration

Update the supplier invoice settings.

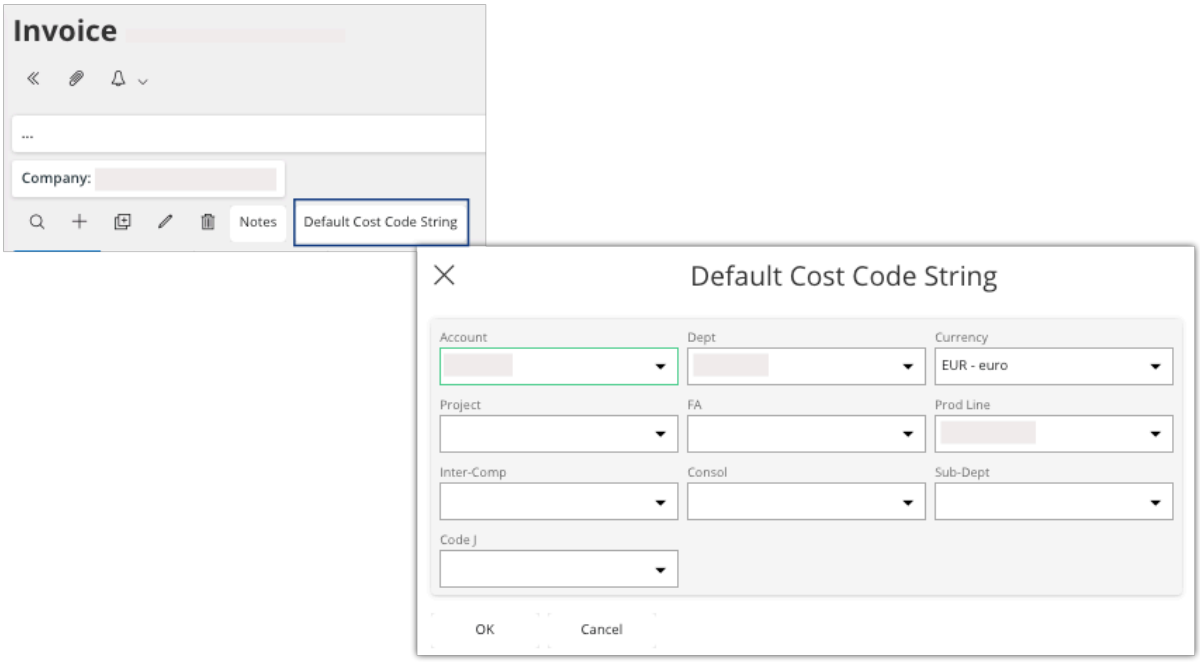
1. Go to the **Invoice** tab.
2. You access the invoice settings.



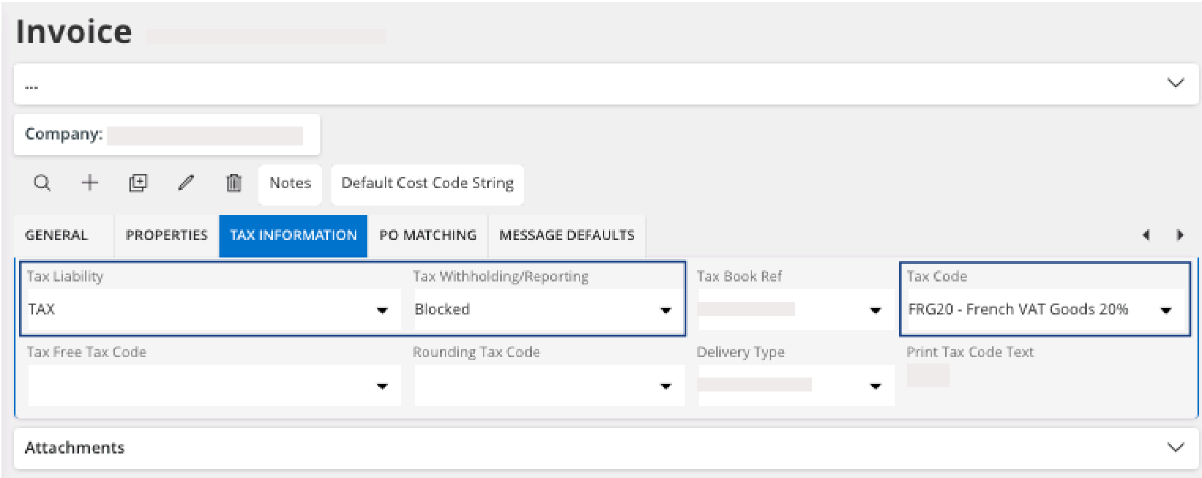

| Field | Description | Mandatory | Example |
|---|---|---|---|
| **Supplier Type** | External or internal, in case this is an Airmar or Marport offices using **IFS Cloud**. | Yes | External |
| **Supplier Group** | Specify if the supplier is external or a specific supplier from a group. | Yes | DOMESTIC |
| **Currency** | The currency for supplier invoicing. This is the default value that can be modified in a specific order or invoice. | Yes | EUR |
| **Payment Terms** | This is used to calculate the due date of invoices. This is the default value that can be modified in a specific invoice. | Yes | 30 - 30 days |

| Field | Description | Mandatory | Example |
|---|---|---|---|
| **Automatic Payment Authorization** | After the invoice posting, choose if the invoice should be automatically in PostedAuth status. | Yes | Yes/No |
| **Payment Authorizer** | Person identified to authorize this supplier invoices payment. | No | Person ID |
| **Invoice Recipient** | The recipient of the invoices for the supplier. | Yes | Person ID |
| **Inactive Date** | End date for use of this supplier. | No | 01/01/2021 |
| **Inactive Reason** | Inactive reason. | No | |

You can use the **Default Cost Code String** button to define the **Account**, **Dept**, **Prod Line**... that are assigned to the supplier and use in various flows like the invoicing.




3. You can access the **Tax Information** tab.



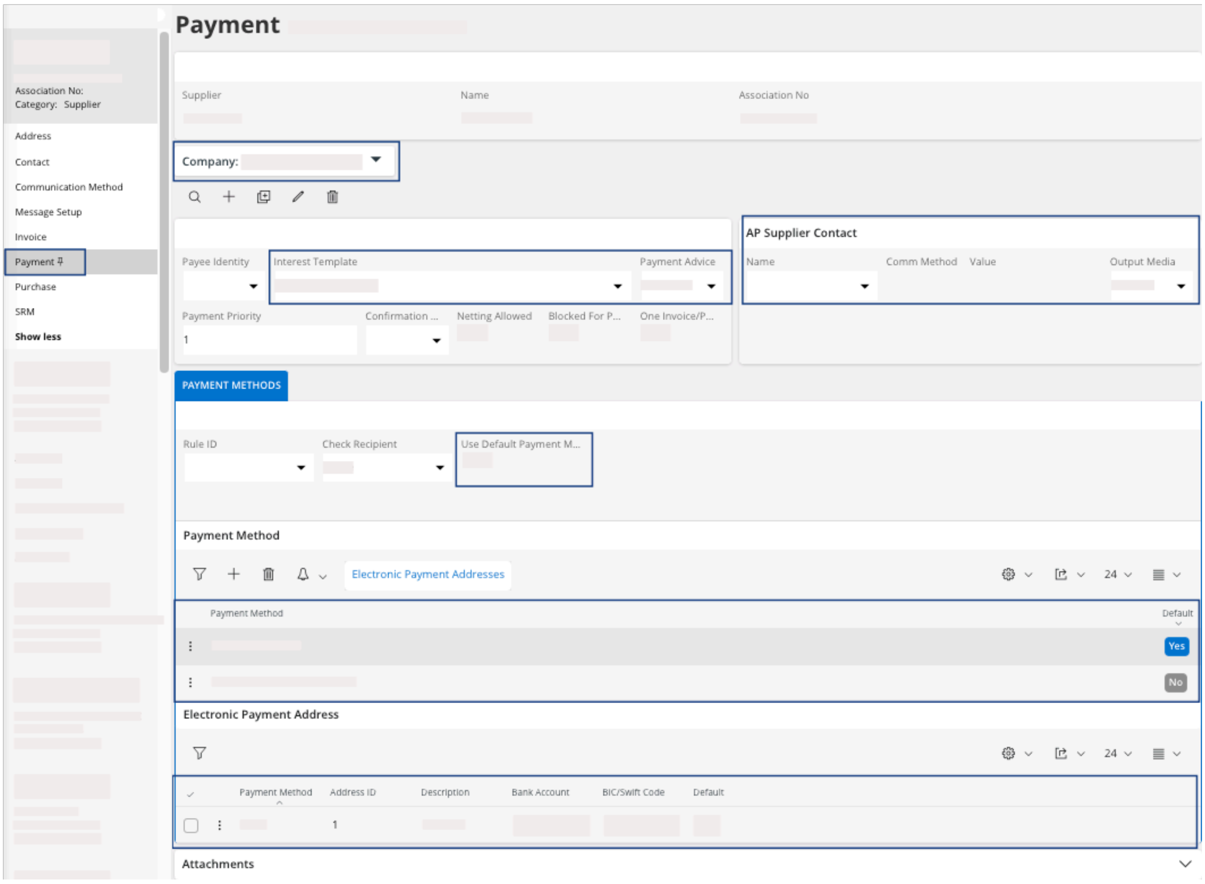

| Field | Description | Mandatory | Example |
|---|---|---|---|
| **Tax Liability** | TAX or EXEMPT | Yes | TAX |
| **Tax Withholding/Reporting** | In case your company is having withholding tax.<br><br>Always **Blocked** if it is out of scope. | Yes | Blocked |
| **Tax Code** | This tax code is by default only used in manual supplier invoice without link with orders and sales parts. | No | EXP |

## About Supplier Payment Configuration

Update the supplier payment method settings.

Go to the **Payment** tab.

You access the payment settings.

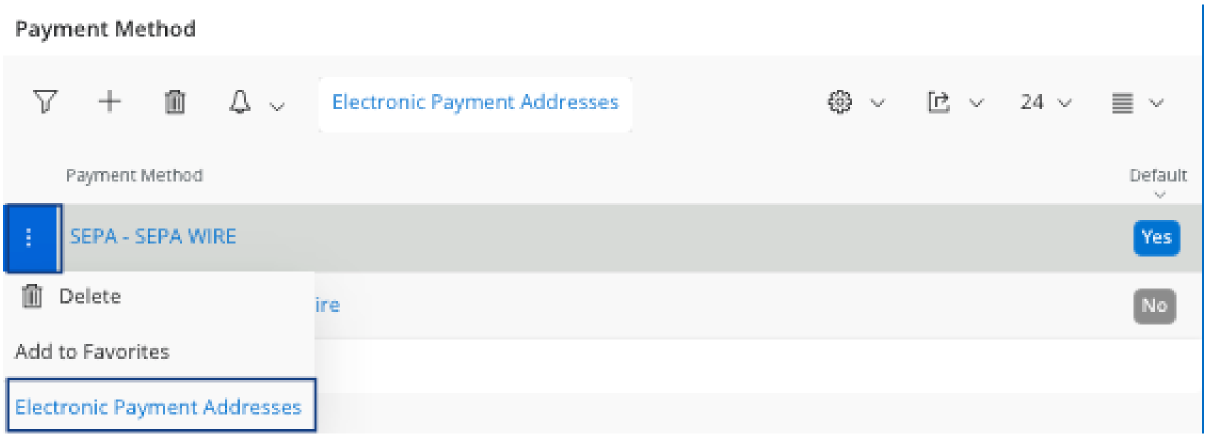



| Field | Description | Mandatory | Example |
|---|---|---|---|
| **Company** | The identity of the company to which the supplier is linked. | Yes | MPUK |
| **Payment Advice** | Should a payment advice be printed when processing automatic supplier payment. | No | No advice |
| **Interest Template** | Most of the time used with 1 value (No interest) | Yes | 1 |
| **AP Supplier Contact** | Contact used for AR communication for this supplier. Information comes from **Communication Method** in **Supplier**. | No | |

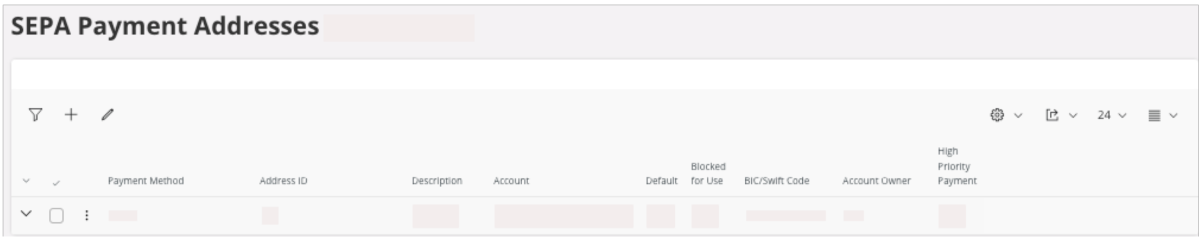
| Field | Description | Mandatory | Example |
|---|---|---|---|
| **Use Default Payment Method for Installments** | If this checkbox is selected, the supplier's default payment method will be copied to the header and installment lines of all new invoices and difference items created for the supplier. The default payment method will also override any payment method connected to the used terms of payment. This checkbox cannot be selected for one-time suppliers. | No | Yes/No |
| **Payment Method** | The method by which the supplier makes payments when direct debiting is used. This method is used as a selection criterion for loading direct debiting proposals and for creating direct debiting orders. | Yes | *SEPA* |
| **Electronic Payment Address** | Configuration of the bank account of the supplier in case you generate payments from **IFS Cloud** for this supplier.<br><br>Refer to: About Electronic Payment Address Configuration (on page 83). | No | |

# About Electronic Payment Address Configuration

In the **Payment Method** area at the bottom of the page, click the three dots ⋮ on a payment method line and click **Electronic Payment Addresses**.

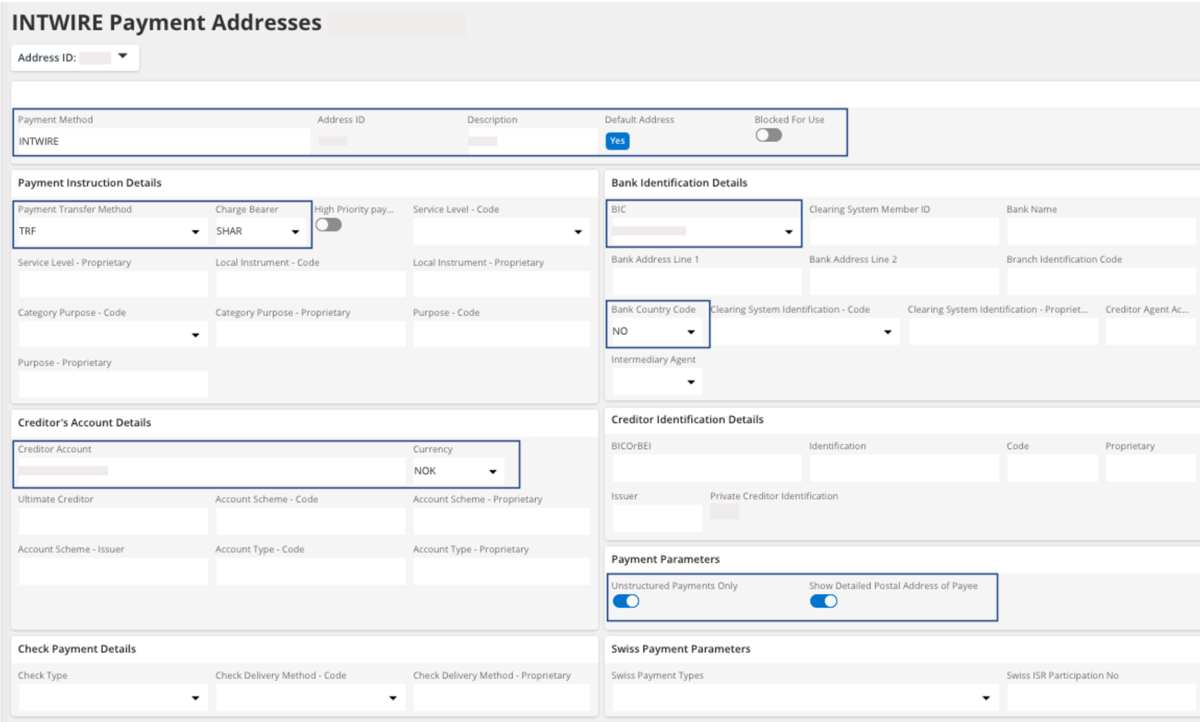



You access a new page with the payment addresses information. For *SEPA* payment:




| Field | Description | Mandatory | Example |
|---|---|---|---|
| **Payment Method** | Payment method for this account. | Yes | SEPA |
| **Address ID** | Address ID associated to the bank account of your supplier. | Yes | Address 1 |
| **Description** | Account description. | Yes | Main Account Supplier |
| **Account** | IBAN account for *SEPA*. | Yes | FR################ |
| **Default** | Checked if it is the default account. | No | Yes/No |
| **Blocked for Use** | Checked if it is blocked for use. | No | Yes/No |
| **BIC/Swift Code** | SWIFT code for the bank account. | Yes | ############ |

For *INTWIRE* payment:




| Field | Description | Mandatory | Example |
|---|---|---|---|
| **Payment Method** | Payment method for this account. | Yes | *INTWIRE* |
| **Address ID** | Address ID associated to the bank account of your supplier. | Yes | Address 1 |
| **Description** | Account description. | Yes | Main Account Supplier |
| **Default Address** | Checked if it is the default address. | No | Yes/No |
| **Blocked for Use** | Checked if it is blocked for use. | No | Yes/No |
| **Payment Transfer Method** | Always TRF. | Yes | TRF |
| **Charge Bearer** | Always SHAR. | Yes | SHAR |
| **BIC** | BIC/SWIFT code for the bank account. | Yes | ############ |
| **Bank Country Code** | Bank account country code | Yes | US |
| **Creditor Account** | Supplier bank account number. | Yes | |

| Field | Description | Mandatory | Example |
|---|---|---|---|
| **Currency** | Bank account curren-cy. | Yes | USD |
| **Unstructured Pay-ments Only** | Must be selected. | Yes | Yes |
| **Show Detailed Postal Address of Payee** | Must be selected. | Yes | Yes |

# Parts

Create and manage parts.

Parts are mandatory master data for all processes linked to sales, stock, purchasing...

## Creating a Local New Part

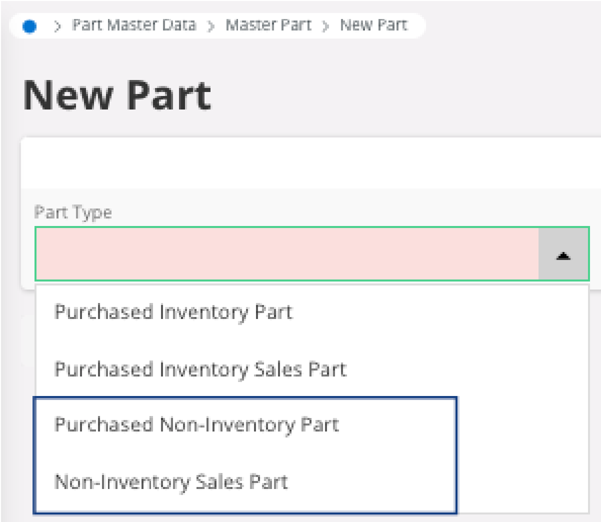
Create a new part at your company level that creates automatically a master part. This process does not impact Airmar and Marport entities.

The part is created for your Marport company.

All the Marport offices and Airmar have access to the creation of these parts.

**Important:** A master part is shared between all the Marport entities, so you must follow a specific naming convention. If you need more information, contact your **IFS Cloud** admin.

1. Go to **Part Master Data > Master Part > New Part**.
2. Select the part type you want to create.



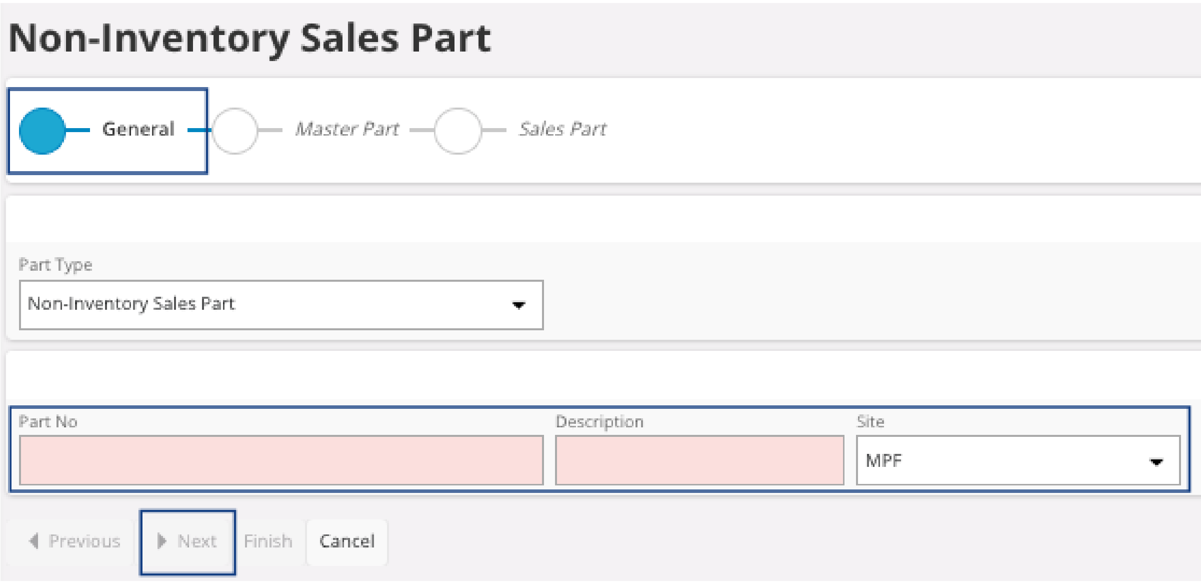

**Remember:**

- Inventory part: the part will be stocked.
- Non-inventory part: the part is not necessarily physical and does not have a serial number.
- Purchased part: the part can be purchased.
- Sales part: the part can be sold.

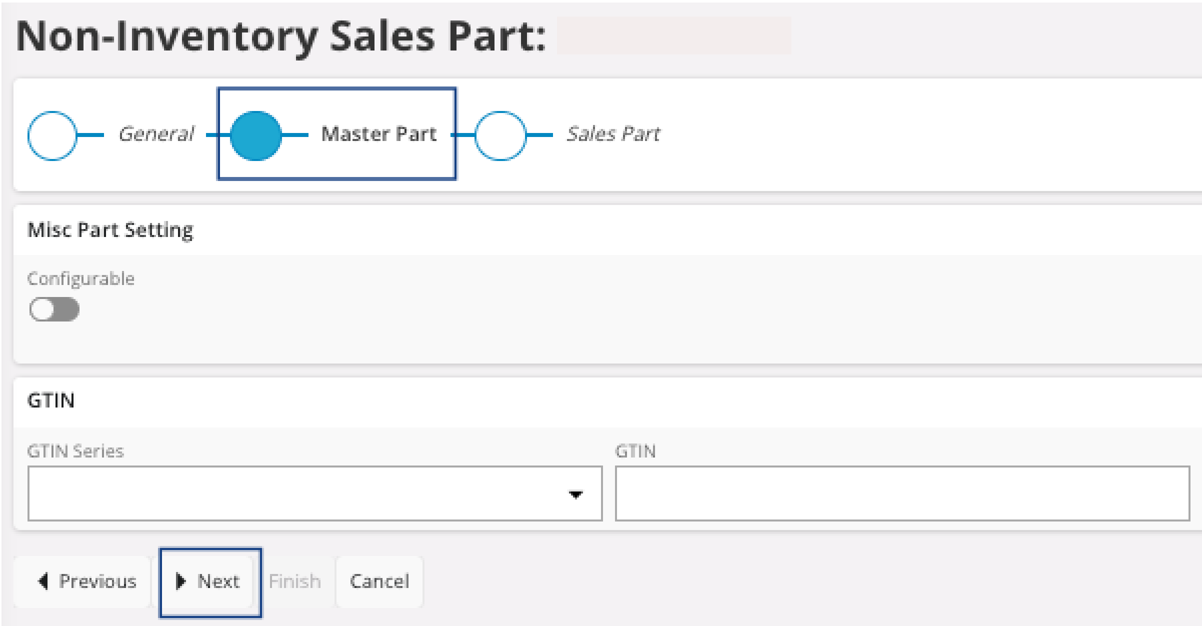
## Creating a Non-Inventory Sales Part

Create a new non-serialized part intended for sale.

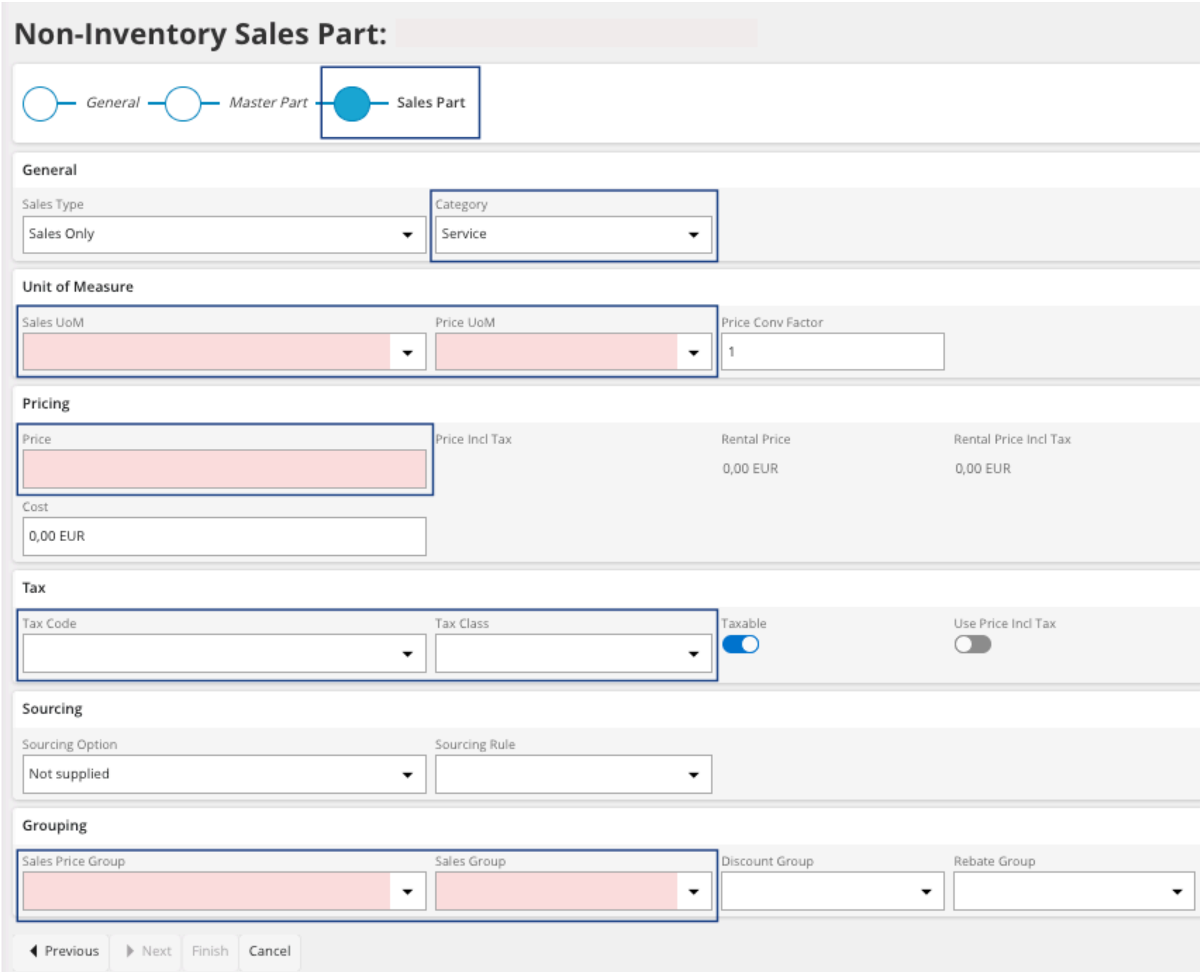
1. If you chose to create a **Non-Inventory Sales Part**:
    a. Enter a name for the new part, in the field **Part No** and a **Description**.
    b. Select your **Site**.
    c. Click **Next**.



2. Do not change any fields in the **Master Part** section. Click **Next**.

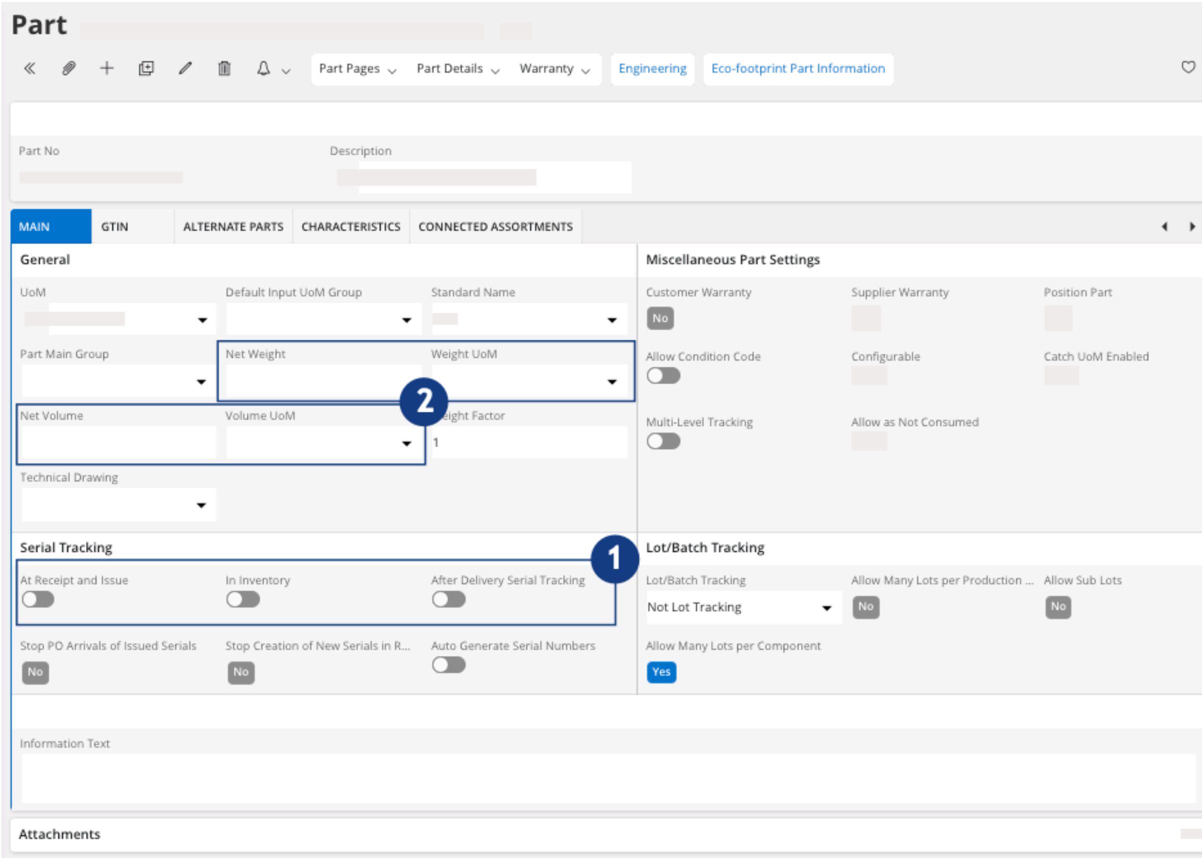



3. In the **Sales Part** section:
    a. Select the **Category** of your part.
    b. Select its unit of measure in the field **Sales UoM**.
    c. Enter the **Price** for one unit.
    d. Select the **Tax Code** to apply.
    e. Turn on the **Taxable** toggle.
    f. Select the **Sales Price Group** and the **Sales Group**.
    g. Click **Finish**.

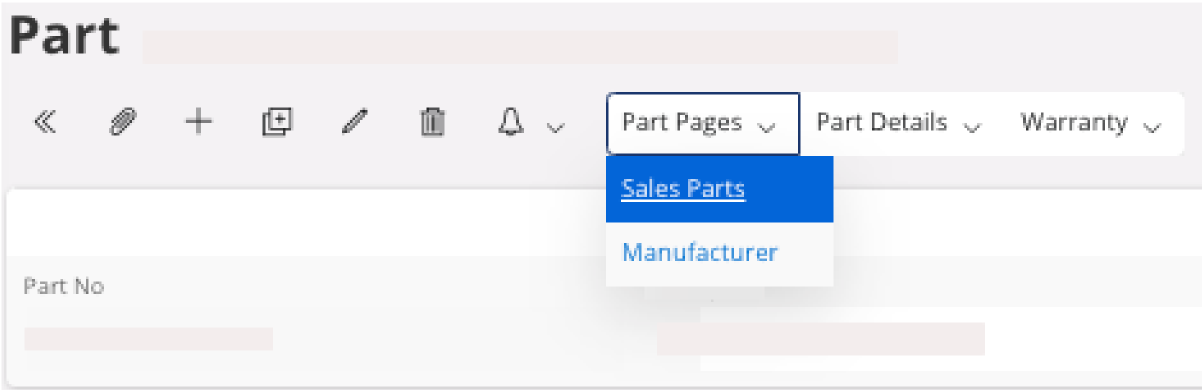



The part has been created.

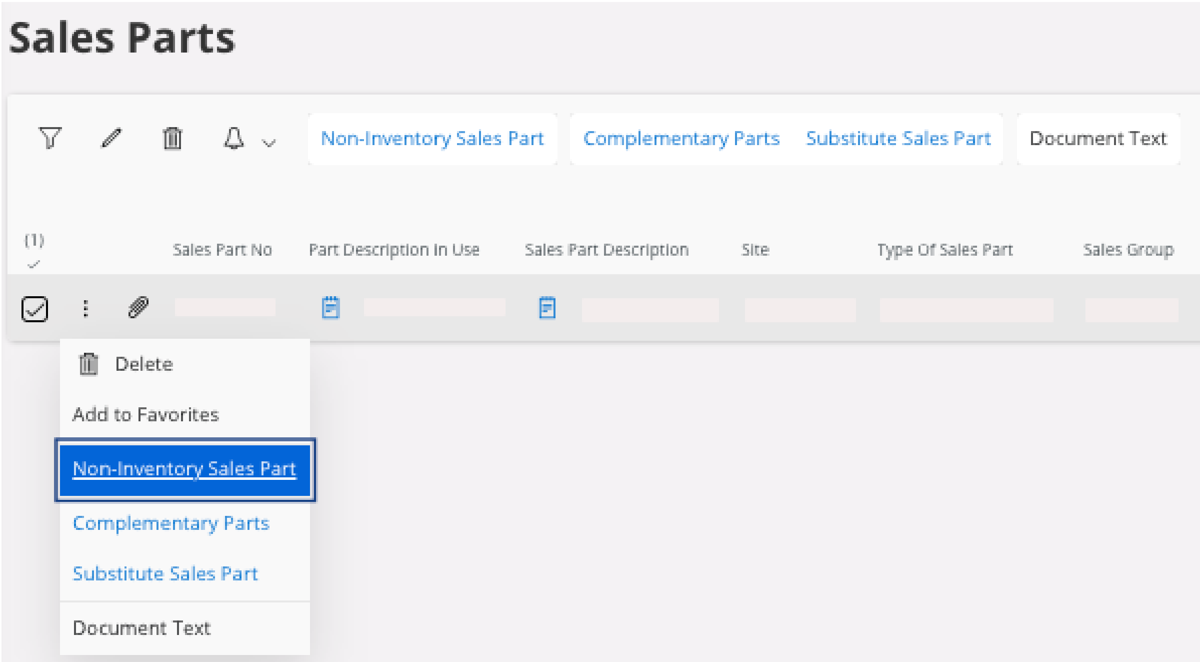
4. You need to go in the page **Parts** and filter the page with the **Part No**. Once you find your part, click the three dots ⋮ and click **Details**.
5. Check your information in the **Main** tab:
    a. In the area **Serial Tracking**, check that the toggles **At Receipt and Issue**, **In Inventory** and **After Delivery Serial Tracking** are turned off 1.
    b. You can add a **Net Weight** and a **Net Volume** for your part 2.



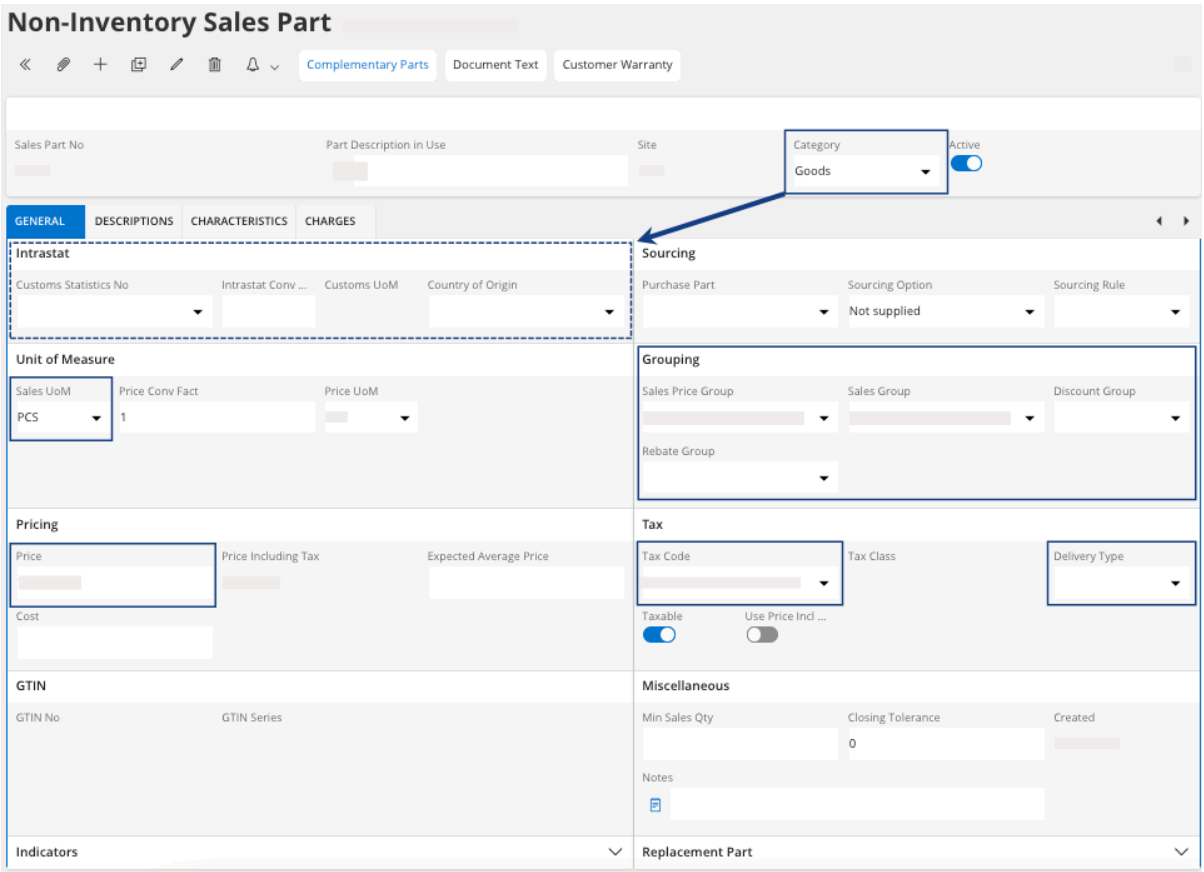
6. Click **Part Pages > Sales Part**.




7. On your lines, click the three dots ⋮ and click **Non-Inventory Sales Part**.



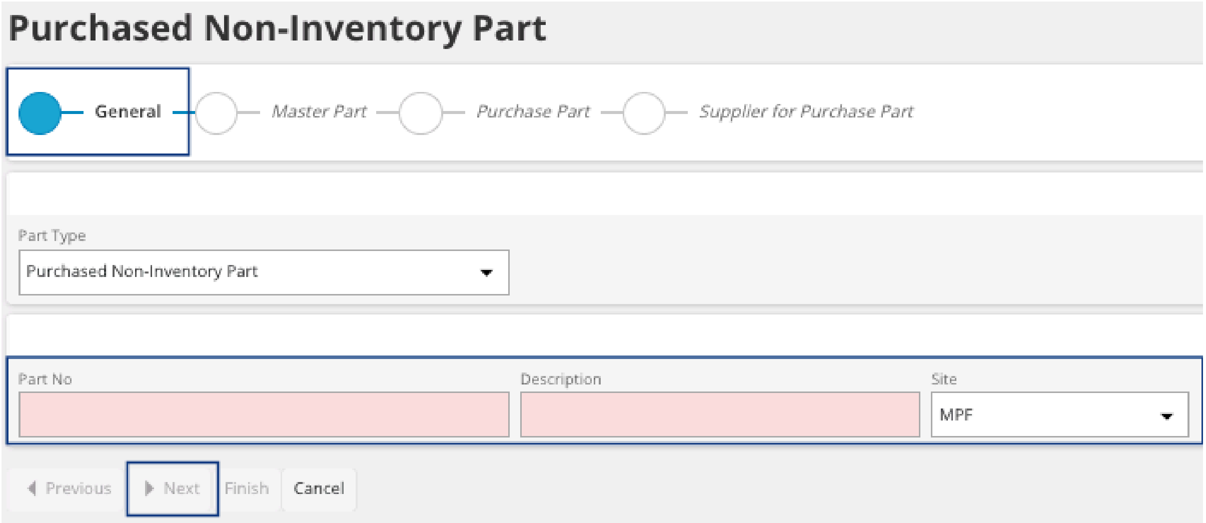

8. You need to:
    a. Check that the **Category** has been correctly configured.
    b. If you have selected `Goods`, you need to fill the fields in the **Intrastat** area. If you have selected `Services`, this area is not available.
    c. Check that the **Sales UoM** has been correctly selected.
    d. Check that the **Price** has been correctly configured.
    e. Check the **Tax Code** and if **Taxable** toggle is turned on, then select a **Delivery Type**.



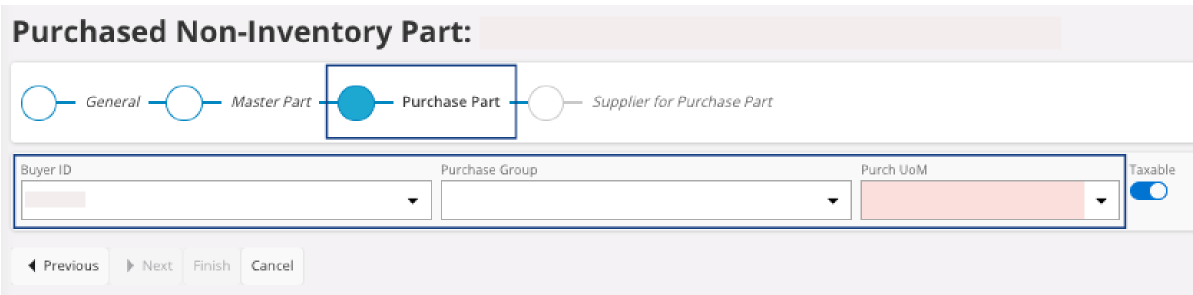
## Creating a Purchased Non-Inventory Part

Create a new non-serialized part for an item that you buy from a supplier.

1. If you chose to create a **Purchased Non-Inventory Part**:
    a. Enter a name for the new part, in the field **Part No** and a **Description**.
    b. Select your **Site**.
    c. Click **Next**.




2. Do not change any fields in the **Master Part** section. Click **Next**.
3. In the **Purchase Part** section:
    a. You can change the person to refer for the purchase in the field **Buyer ID**.
    b. Define the **Purchase Group**.
    c. Define the unit of measure of your part in the field **Purch UoM**.
    d. Click **Next**.

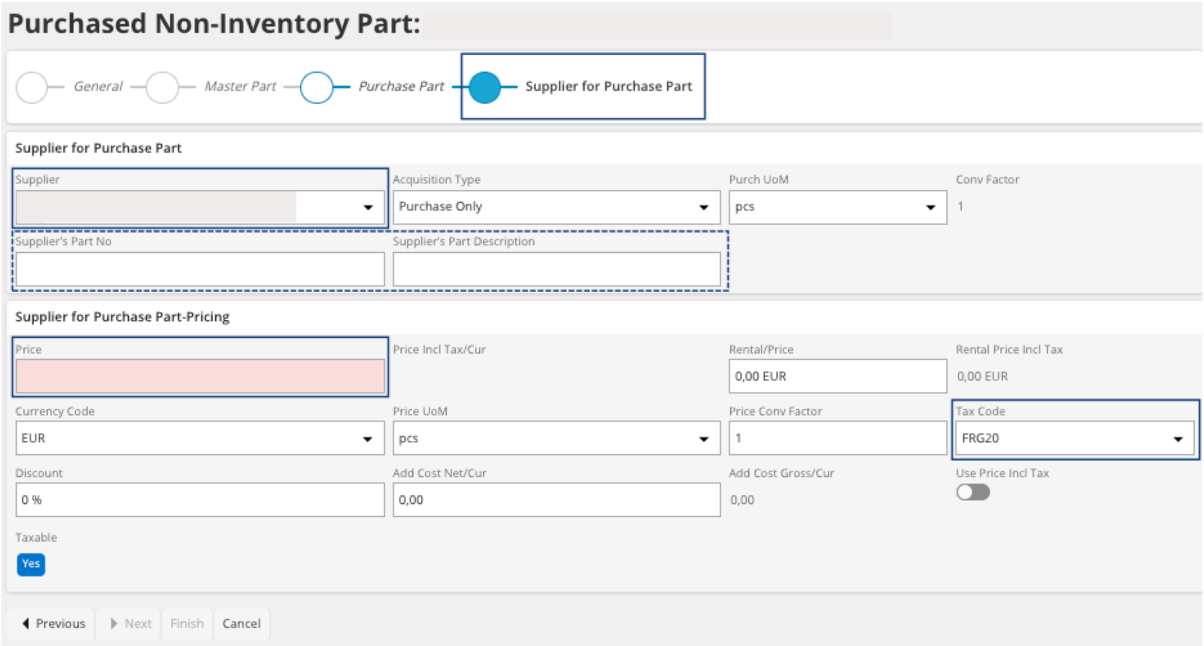



    Your part has been created.
4. Define the **Supplier** settings for your purchase part:
    a. Select the **Supplier**.
       A new area appears.
    b. If your supplier has another name corresponding to the same part, enter this name in the field **Supplier's Part No** and a description in **Supplier's Part Description**.

c. Define the **Price**.

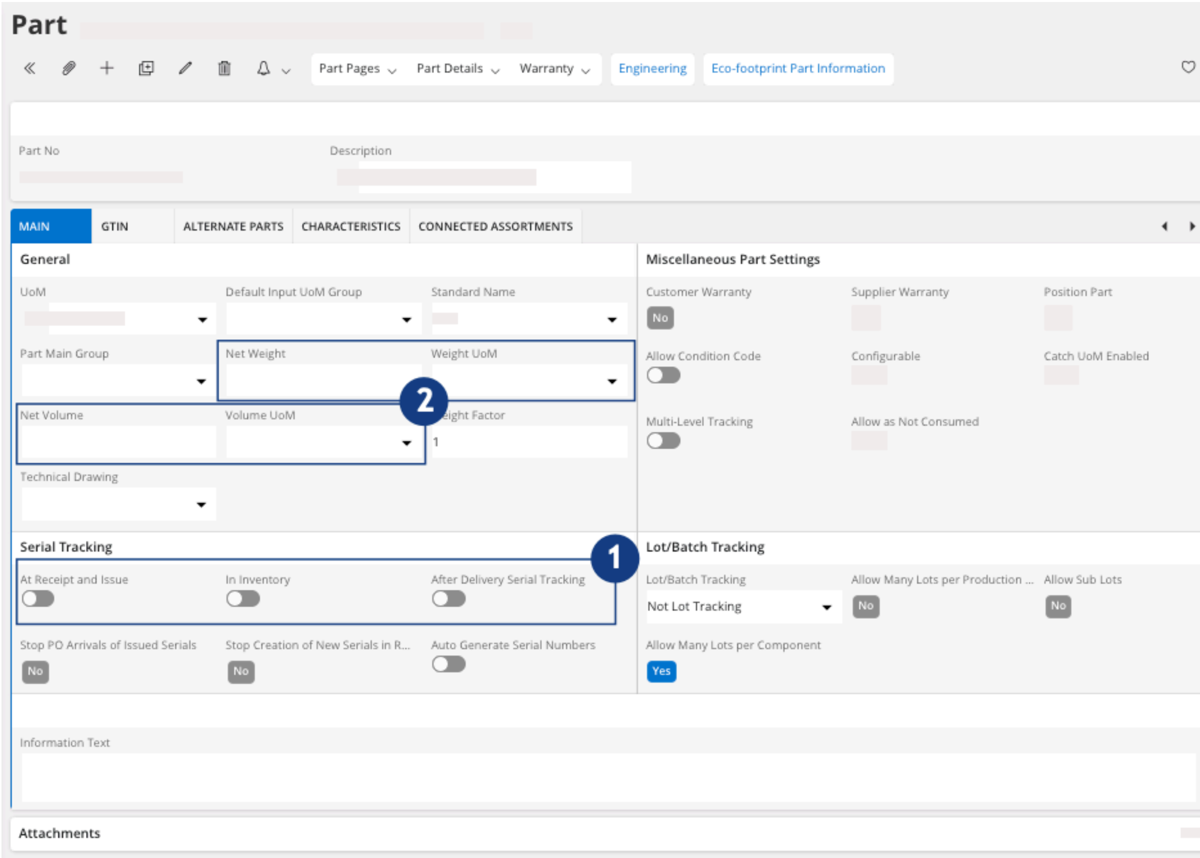
d. Check the **Tax Code** field and all the contents.

e. Click **Finish**.

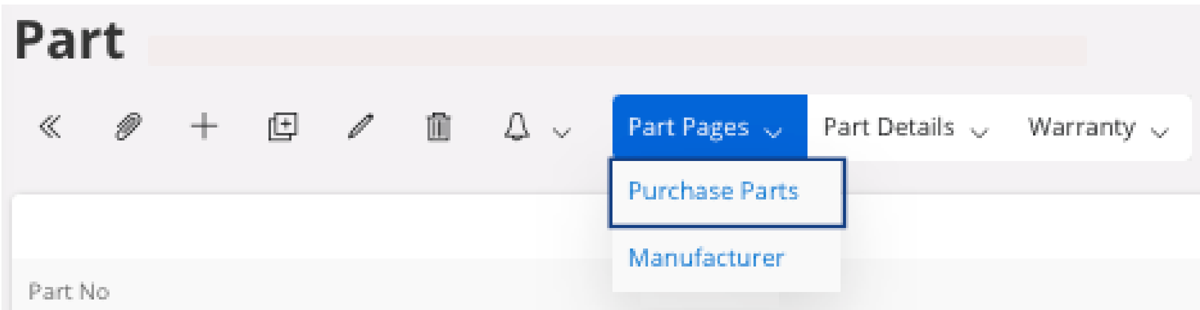



5. You need to go in the page **Parts** and filter the page with the **Part No**. Once you find your part, click the three dots ⋮ and click **Details**.
6. Check your information in the **Main** tab:
   a. In the area **Serial Tracking**, check that the toggles **At Receipt and Issue**, **In Inventory** and **After Delivery Serial Tracking** are turned off 1.

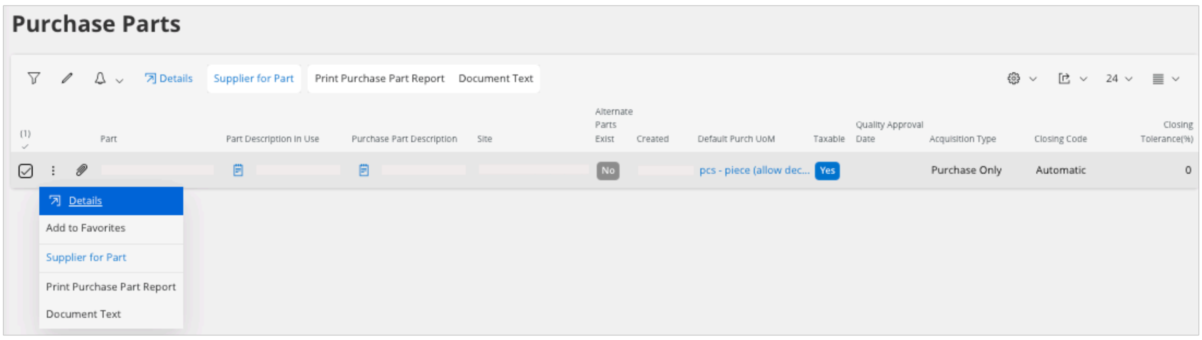
   b. You can add a **Net Weight** and a **Net Volume** for your part 2.




7. In the header, click **Part Pages > Purchase Parts**.

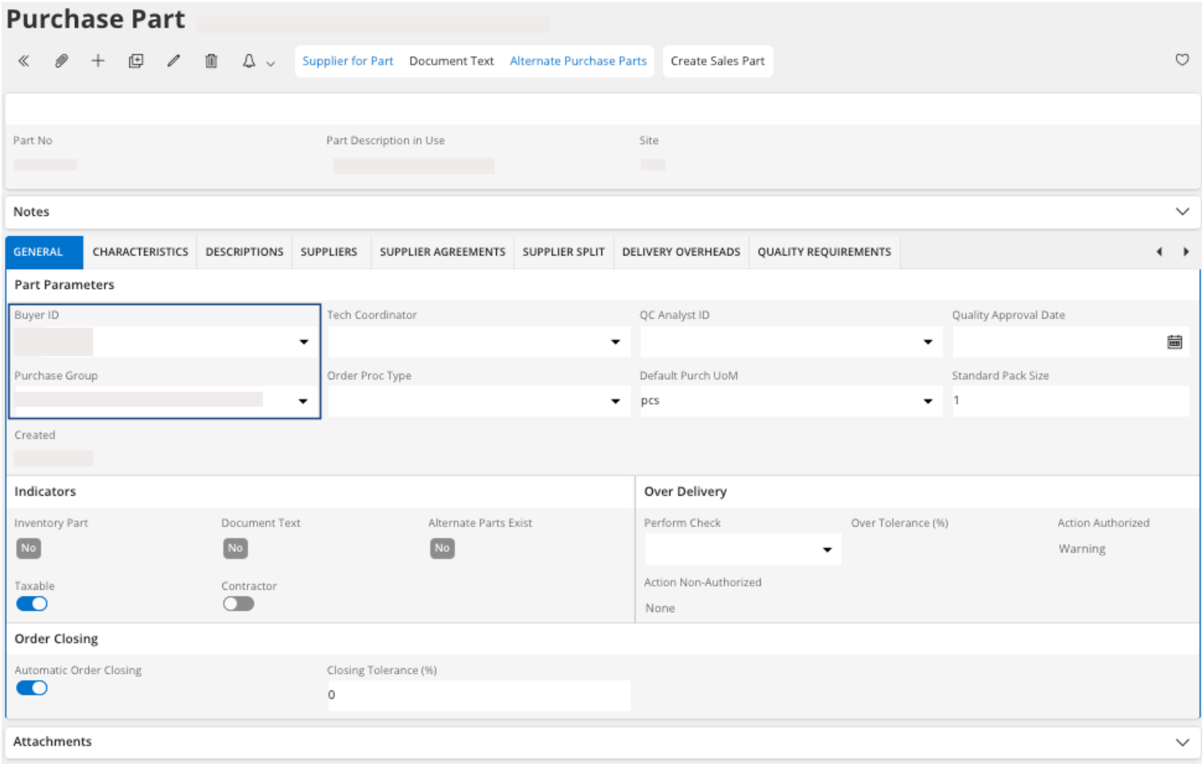



8. In the **Purchase Parts** page, in your line click the three dots ⋮ and click **Details**.

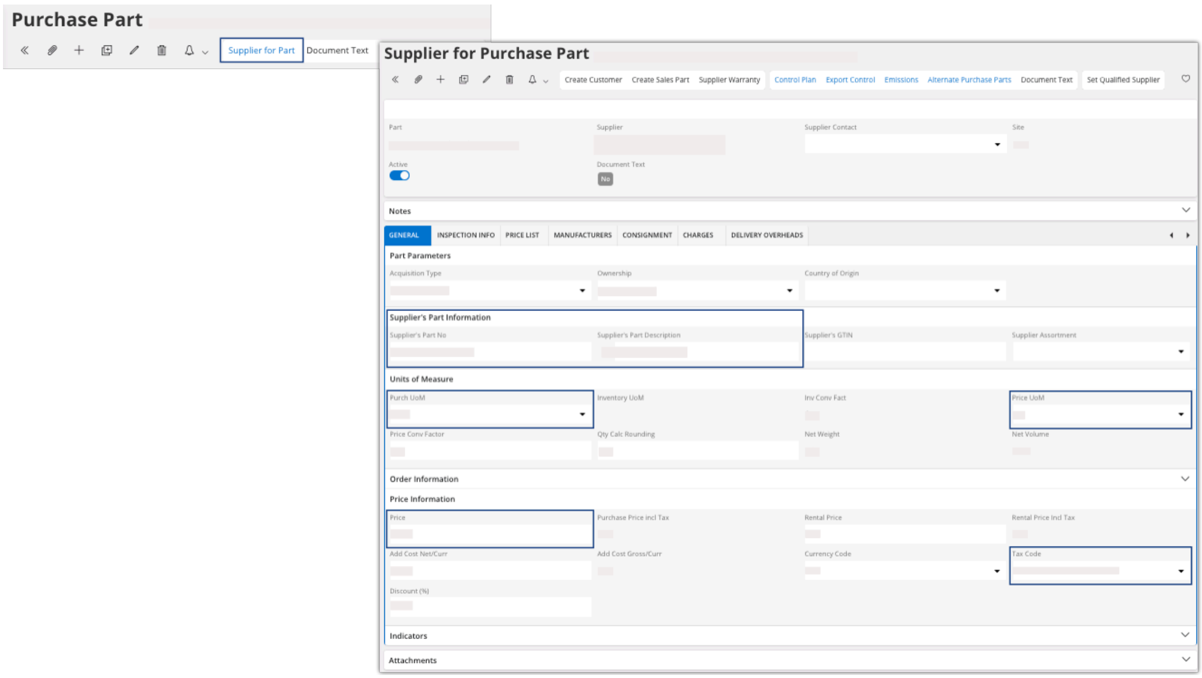



The **Purchase Part** page opens.

9. Check information in the **General** tab:




10. Then click the **Supplier for Part** button at the top of the page to check the information linked to the supplier.




## Creating a Package Part

Create a package part: a group of items identified internally and sold as a pack.

1. Go to **Part Master Data > Sales Part > Package Part**.
2. Click **New** +.

3. You need to fill the fields:

    a. **Sales Part No**: must start with `PP-` 1.

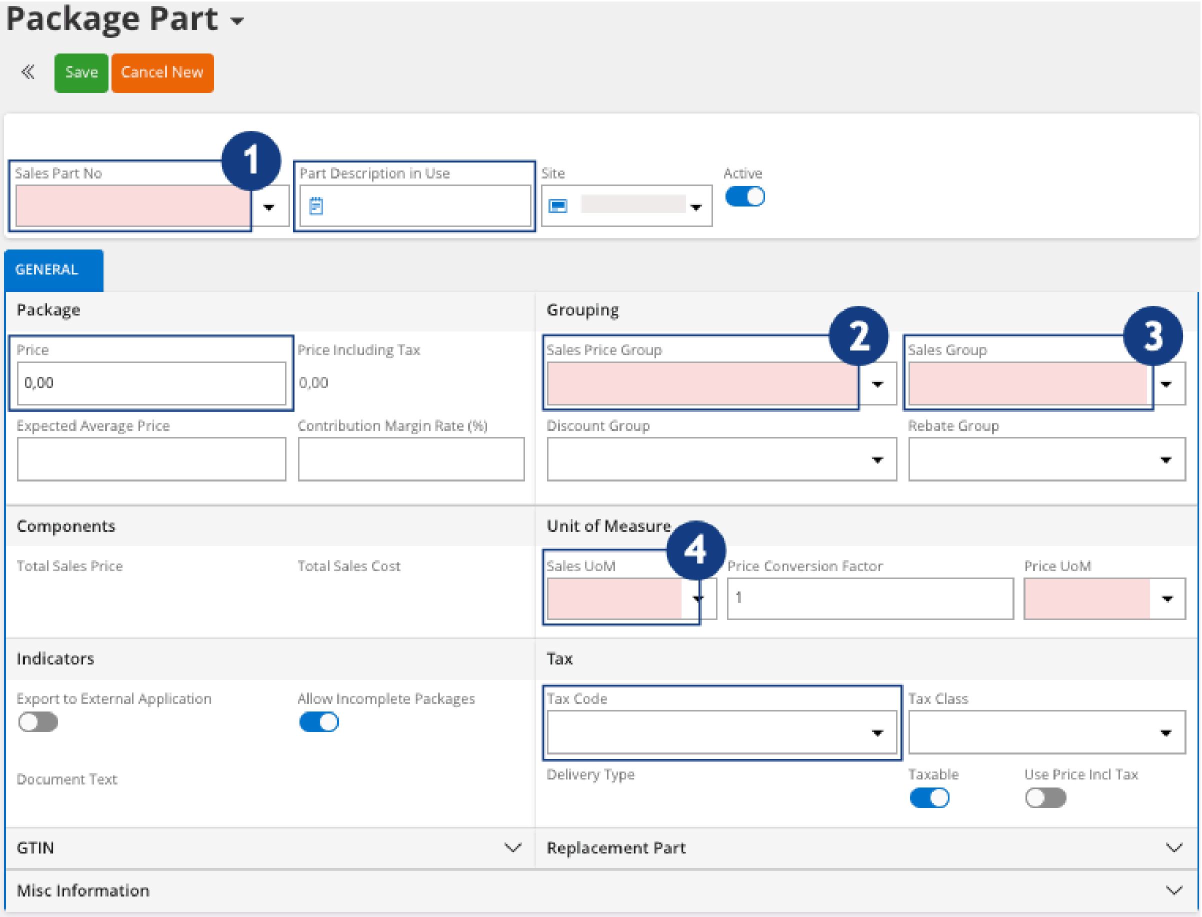
    > **Important:** When you create a package part, the name needs to start with `PP-`.

    b. **Sales Price Group**: sales price group of the company 2.

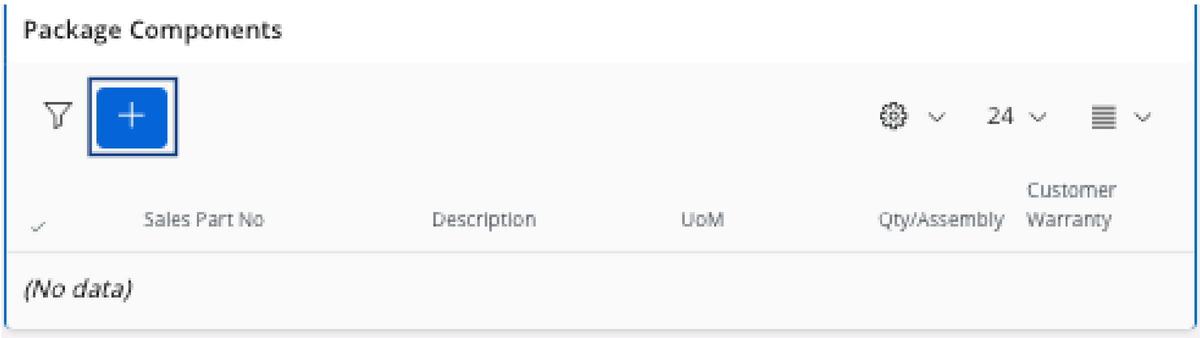
    c. **Sales Group**: if you do not know which one to choose, contact your administrator 3.

    d. **Sales UoM**: select the sales unit of measure 4.

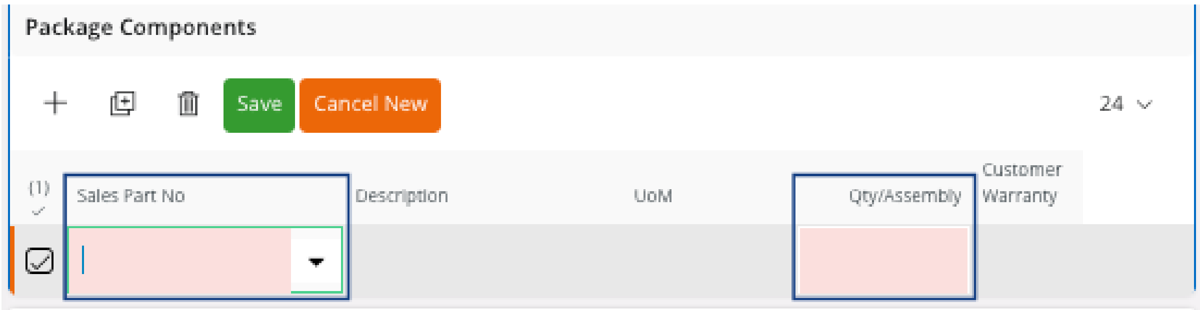
    e. **Price UoM**, **Tax Code** and **Part Description in Use**.




4. Click **Save**.
5. Scroll down to the **Package Components** area and click **New** + to add the parts.




6. Enter the **Sales Part No** and the **Qty/Assembly**.




7. Click **Save**.

The package part has been created. It can be used like any other sales part. For example, it can be added to a customer order.

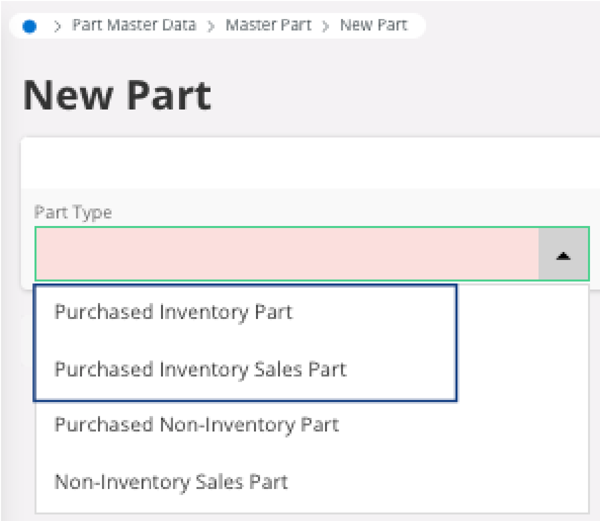
## Creating a Global New Part

Create a new inventory part that can be used by Airmar and the other Marport entities. These parts have to be created as a master data by an admin master data.

You must have a global access to create those parts. If you need more information, contact your **IFS Cloud** admin.

> **Important:** A master part is shared between all the Marport entities, you must follow a specific naming convention. If you need more information, contact your **IFS Cloud** admin.

1. Go to **Part Master Data > Master Part > New Part**.
2. Select the part type you want to create.

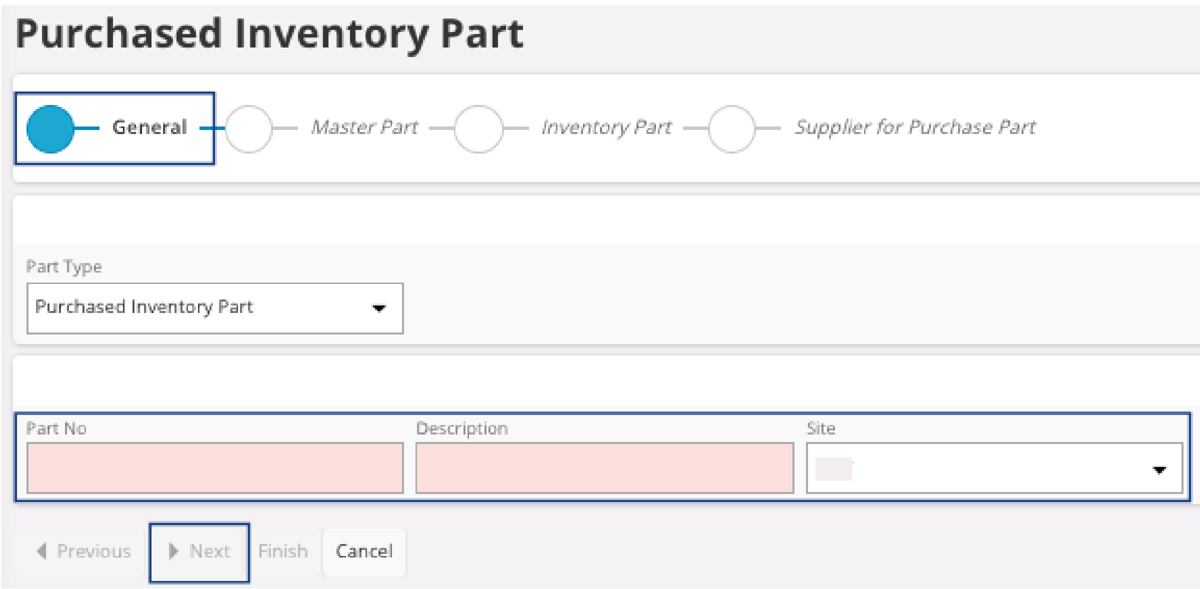



> **Remember:**
> - Inventory part: the part will be stocked.
> - Non-inventory part: the part is not necessarily physical and does not have a serial number.
> - Purchased part: the part can be purchased.
> - Sales part: the part can be sold.

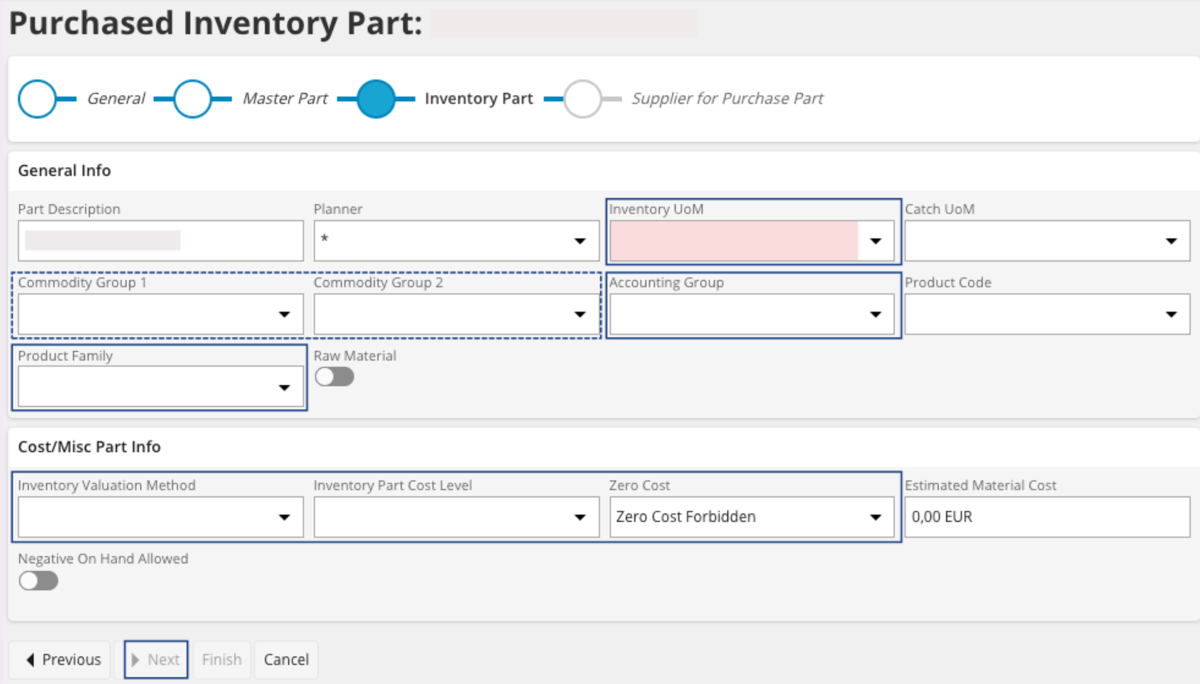
## Creating a Purchased Inventory Part

Create a new serialized part for an item that you buy from a supplier.

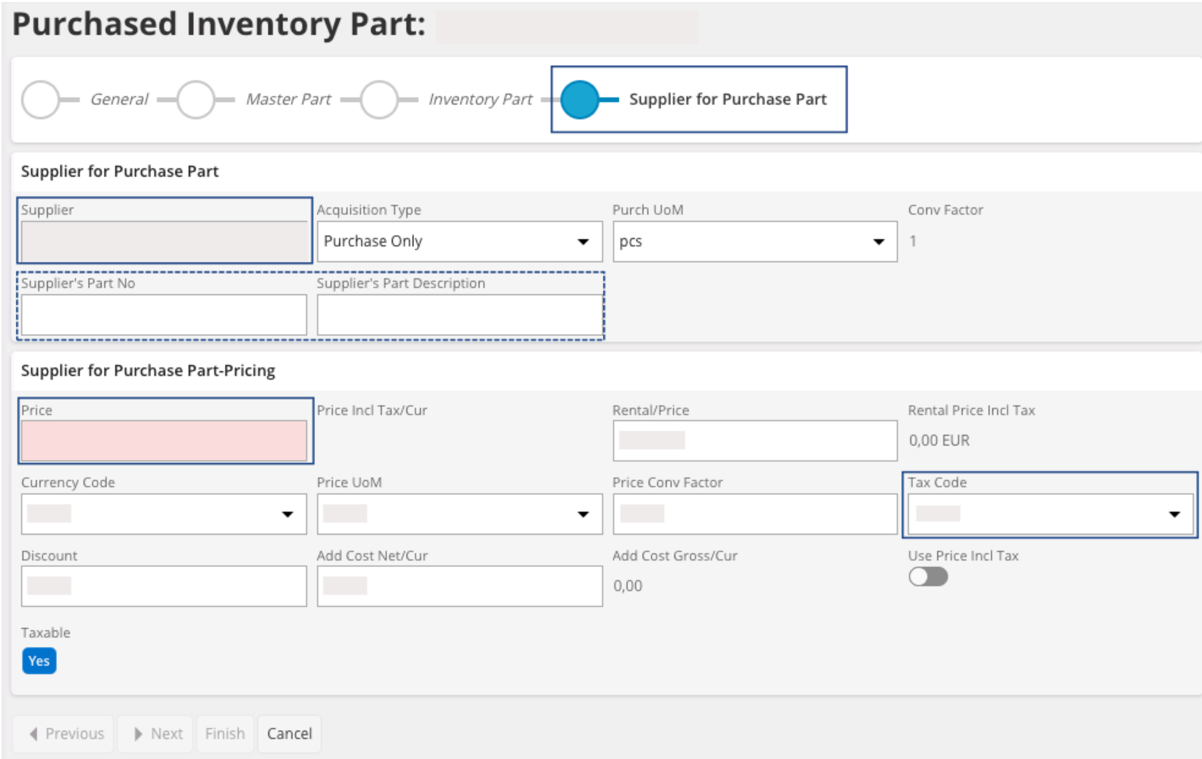
1. If you chose to create a **Purchased Inventory Part**:
    a. Enter a name for the new part, in the field **Part No** and a **Description**.
    b. Select your **Site**.
    c. Click **Next**.



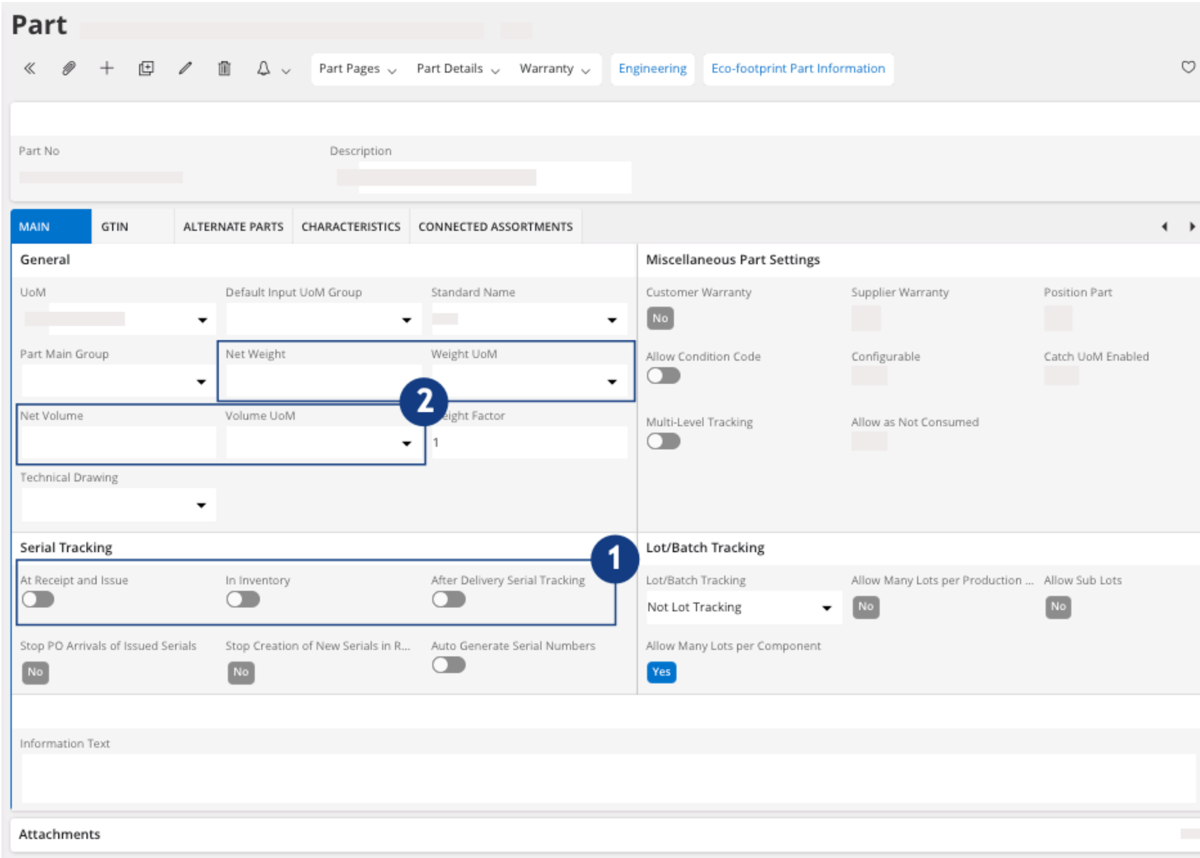
2. Do not change any fields in the **Master Part** section. Click **Next**.
3. In the **Inventory Part** section:
    a. Fill the fields **Inventory UoM**, **Accounting Group** and **Product Family**.
    b. In the **Cost/Misc Part Info** area, fill the fields **Inventory Valuation Method** with `Weighted Average`, **Inventory Part Cost Level** with `Cost Per Part` and **Zero Cost** with `Zero Cost Forbidden`.
    c. If it is applicable, fill the fields **Commodity Group 1** and **Commodity Group 2**.
    d. Click **Next**.



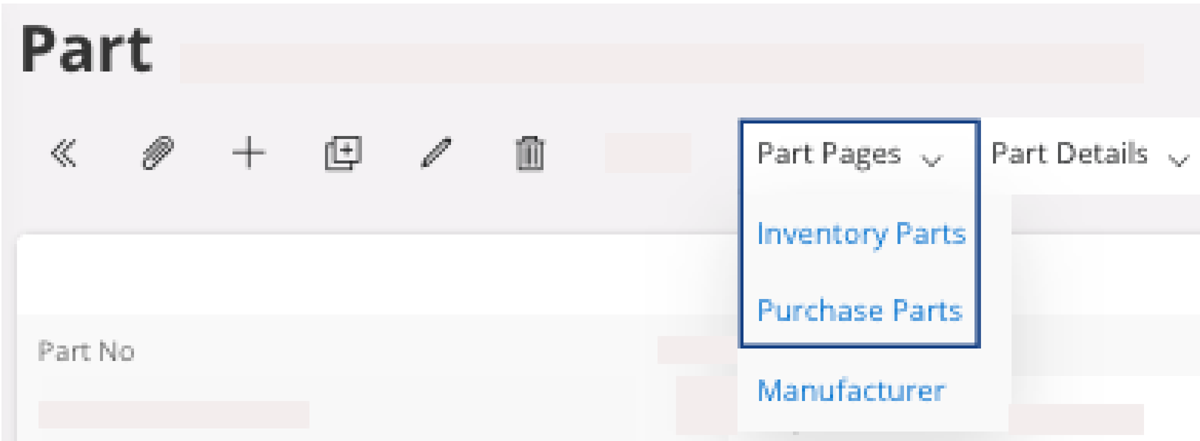

4. Define the **Supplier** settings for your purchase part:
    a. Select the **Supplier**.
    A new area appears.
    b. If your supplier has another name corresponding to the same part, enter this name in the field **Supplier's Part No** and a description in **Supplier's Part Description**.
    c. Define the **Price**.
    d. Check the **Tax Code** field and all the contents.
    e. Click **Finish**.




5. You need to go in the page **Parts** and filter the page with the **Part No**. Once you find your part, click the three dots ⋮ and click **Details**.
6. Check your information in the **Main** tab:
    a. In the area **Serial Tracking**, if you have a part serialized turn on one or all the toggles depending on the moment you want to check the serial tracking. If you have a non-serialized part, turn off the three toggles **At Receipt and Issue**, **In Inventory** and **After Delivery Serial Tracking** 1.
    b. You can add a **Net Weight** and a **Net Volume** for your part 2.



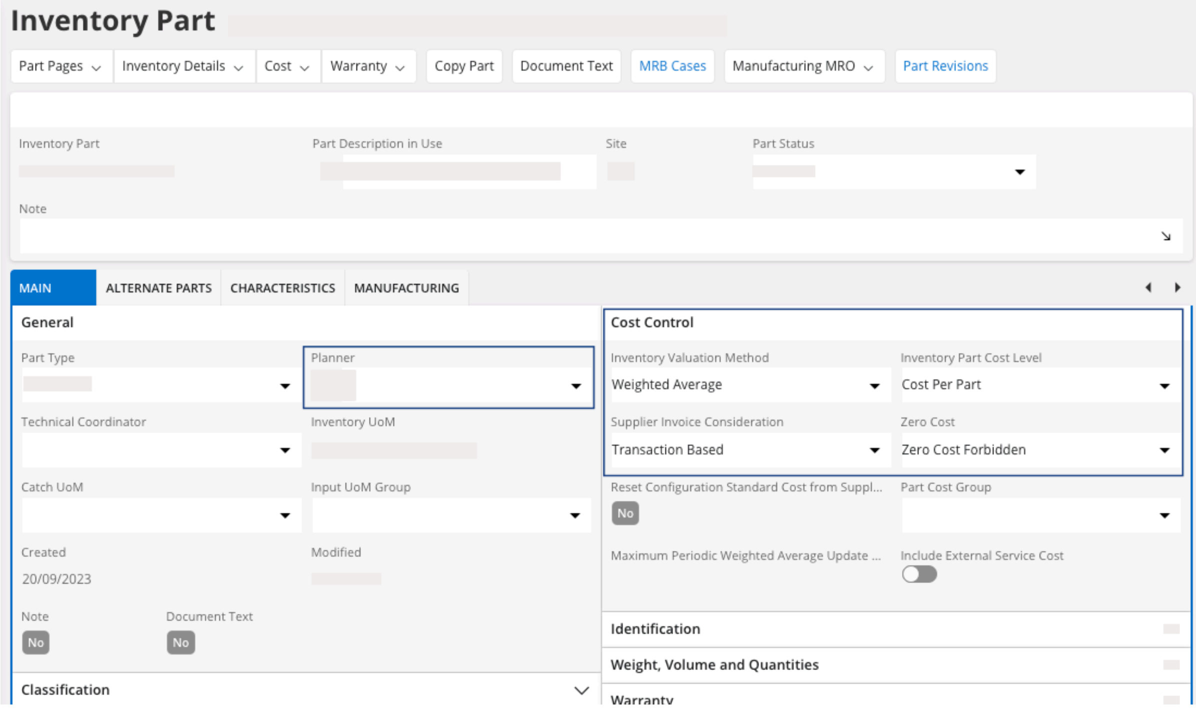

7. You need to check all the information previously filled in the pages **Inventory Parts** and **Purchase Parts**. Go to **Part Pages** and select the part type that you want to check first.




8. If you click **Inventory Parts**:

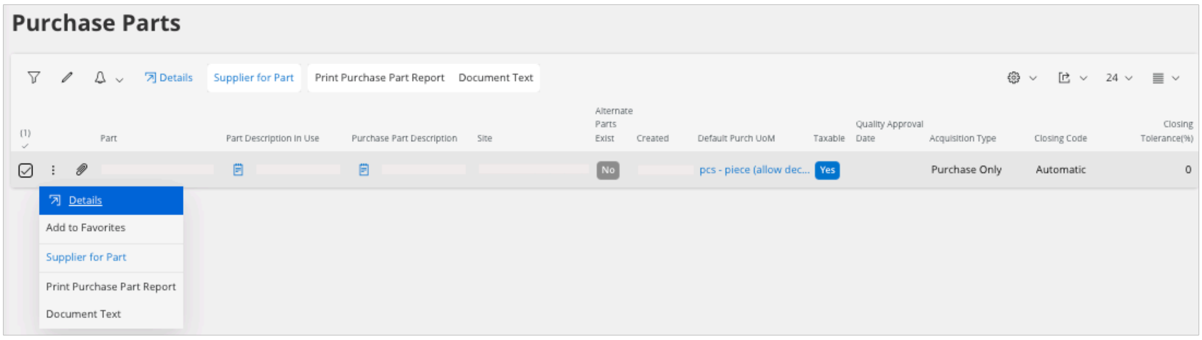
   a. In the **Inventory Parts** page, in your line, click the three dots ⋮ and click **Details**.

   b. In the **Inventory Part** page, you need to check the **Planner** and all the fields in **Cost Control**.

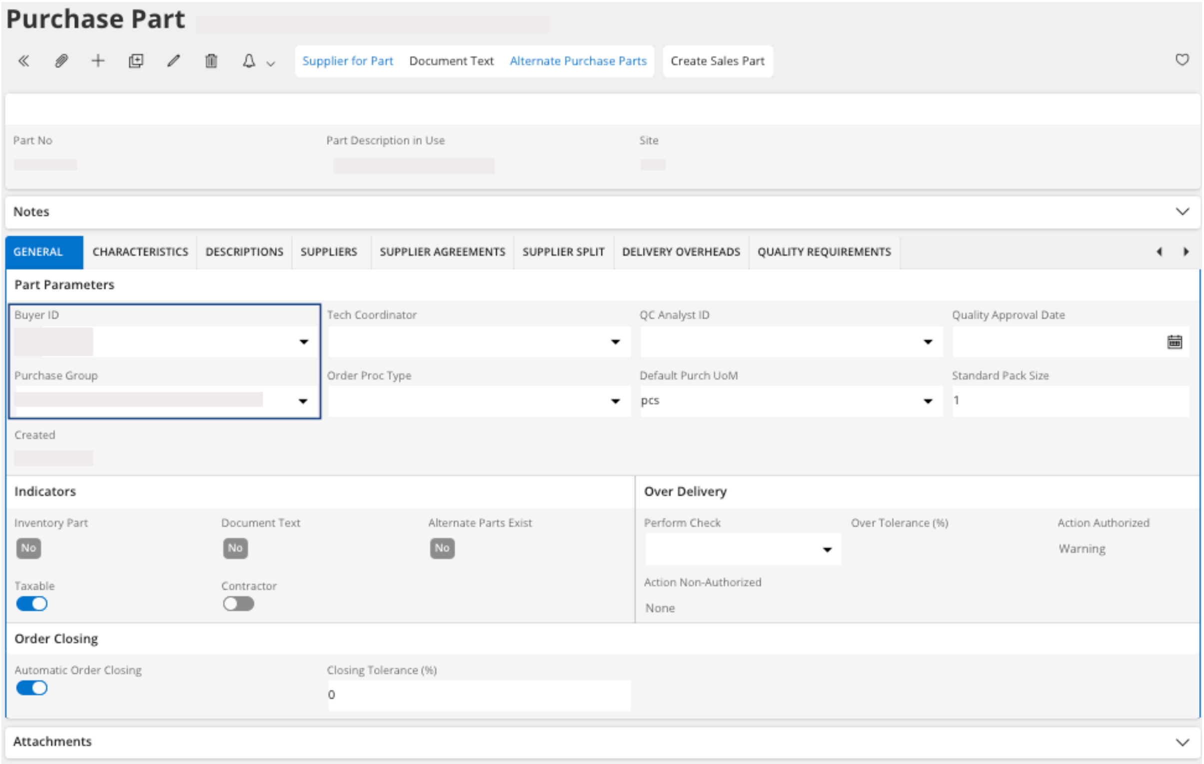



c. Attach an approval template to the inventory part by following the process Adding an Approval Template for Part Creation (on page 449).

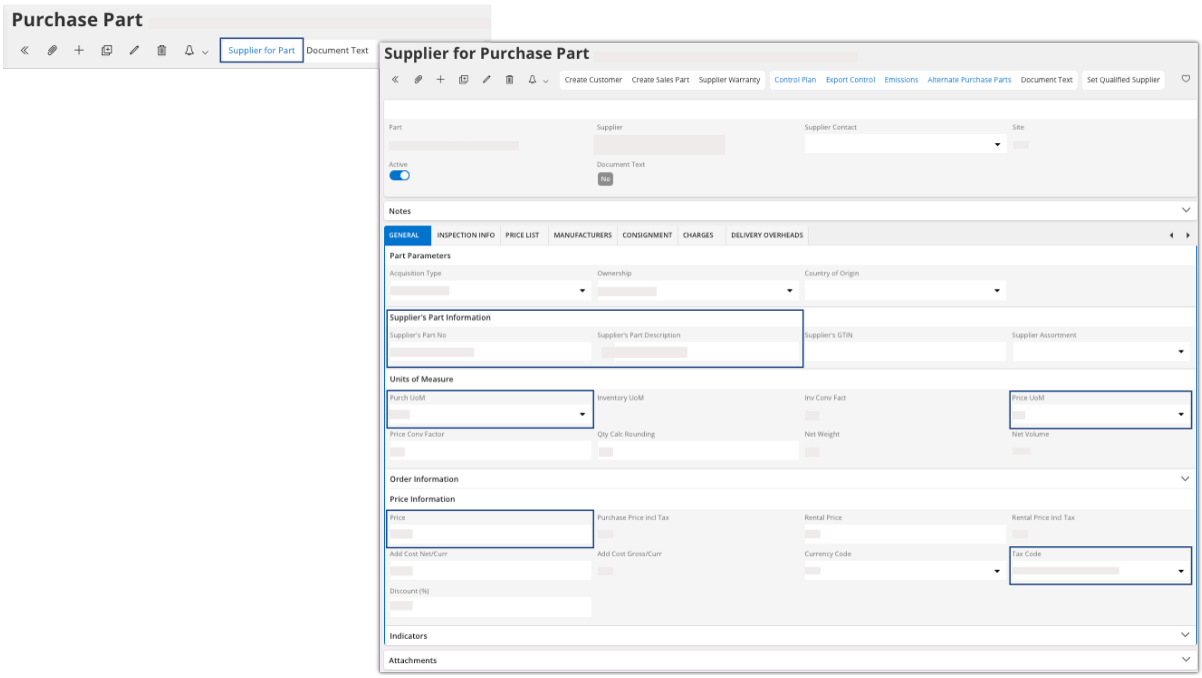
9. In the **Purchase Parts** page, in your line click the three dots ⋮ and click **Details**.




10. Check information in the **General** tab:



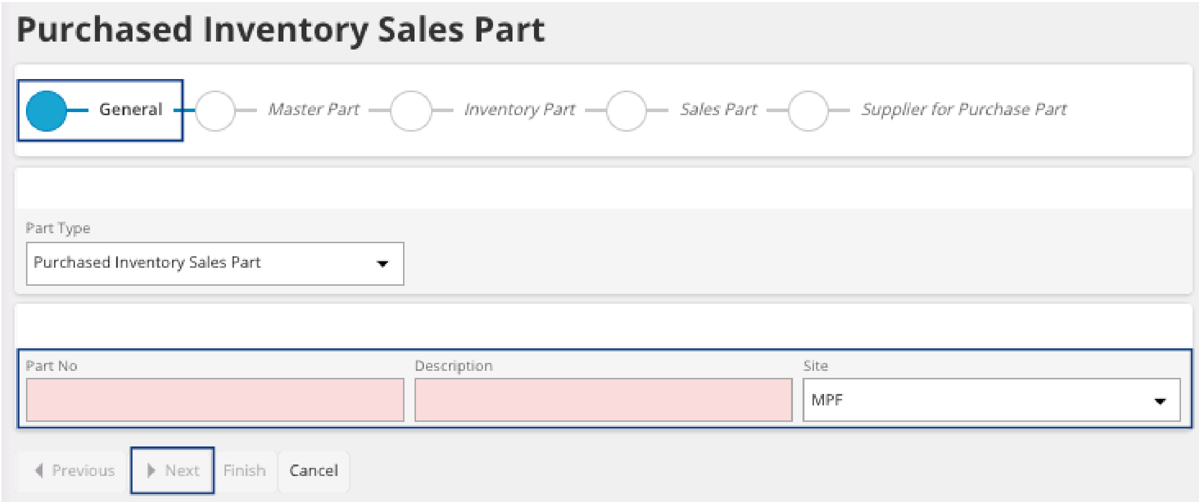

11. Then click the **Supplier for Part** button at the top of the page to check the information linked to the supplier.



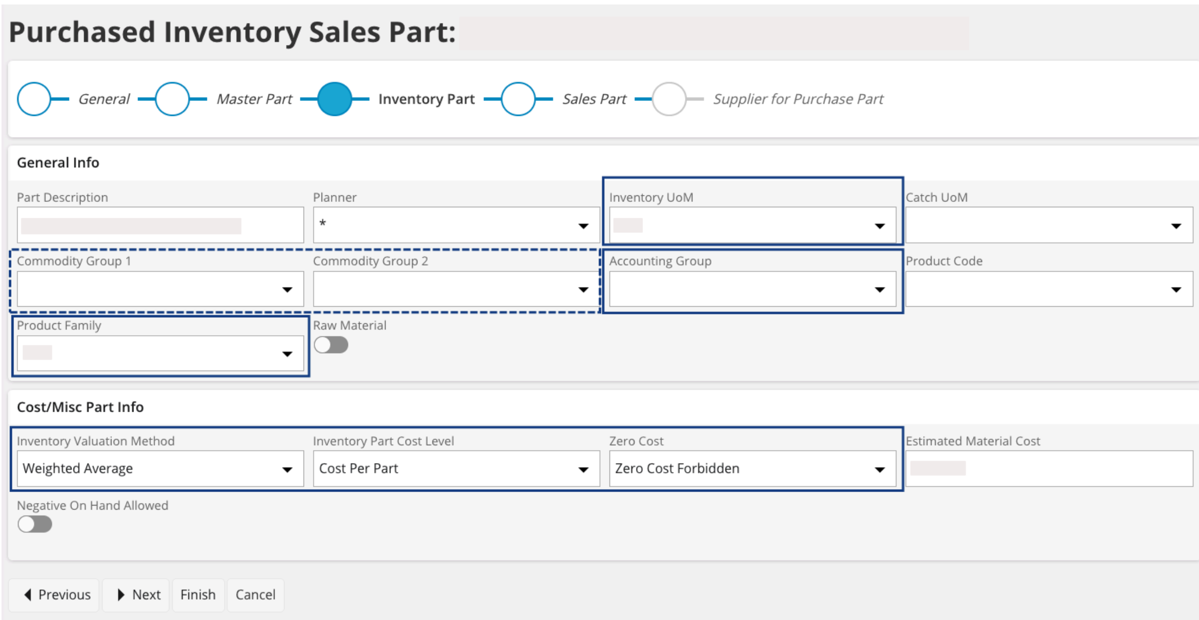

# Creating a Purchased Inventory Sales Part

Create a new serialized part for an item that you buy from a supplier and intended for sale.

1. If you chose to create a **Purchased Inventory Sales Part**:
    a. Enter a name for the new part, in the field **Part No** and a **Description**.
    b. Select your **Site**.
    c. Click **Next**.




2. Do not change any fields in the **Master Part** section. Click **Next**.
3. In the **Inventory Part** section:
    a. Fill the fields **Inventory UoM**, **Accounting Group** and **Product Family**.
    b. In the **Cost/Misc Part Info** area, fill the fields **Inventory Valuation Method** with `Weighted Average`, **Inventory Part Cost Level** with `Cost Per Part` and **Zero Cost** with `Zero Cost Forbidden`.
    c. If it is applicable, fill the fields **Commodity Group 1** and **Commodity Group 2**.
    d. Click **Next**.




The part has been created in the **Part Master Data** page.

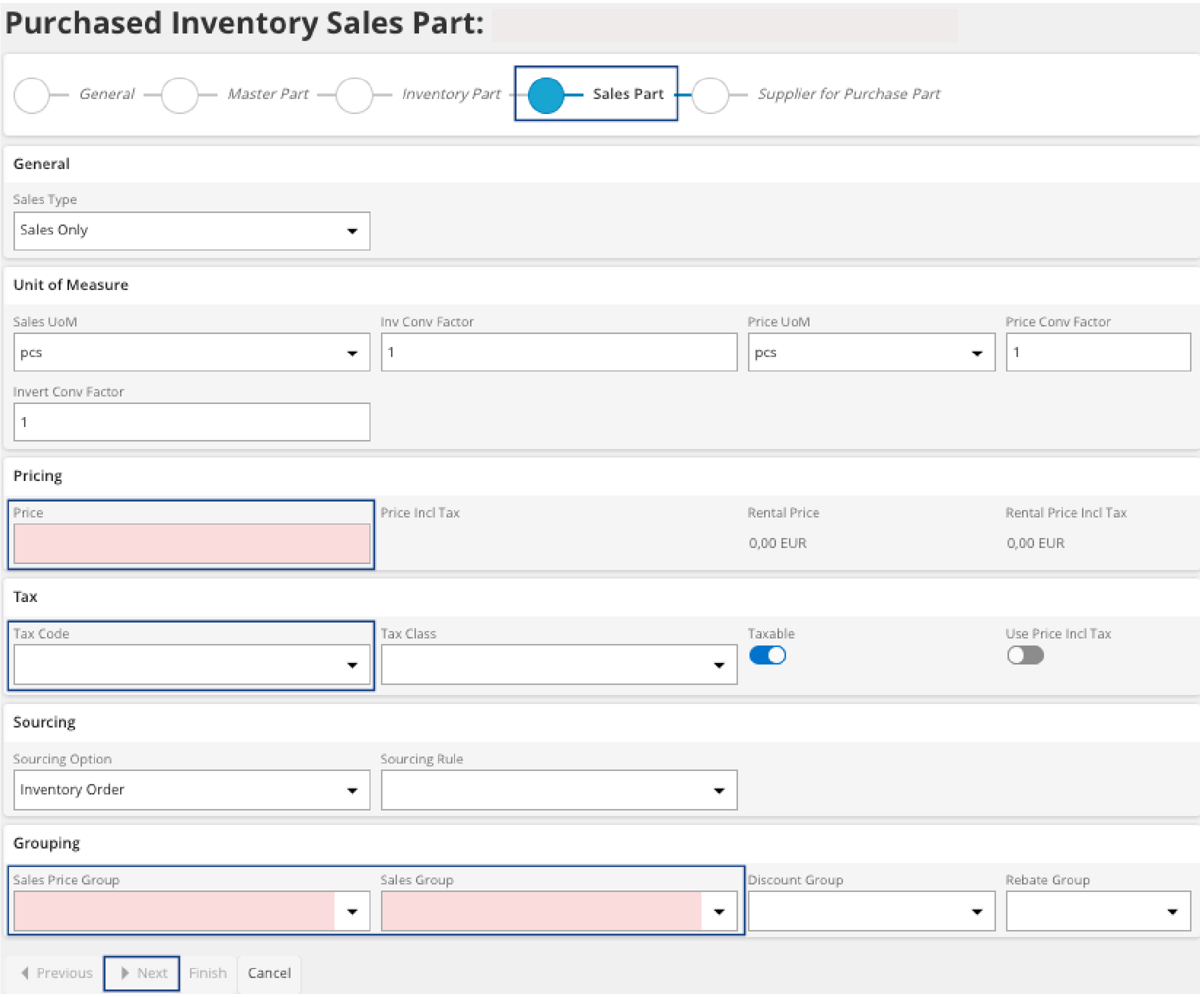
4. In the **Sales Part** section, fill the fields:

a. **Price**.

b. **Tax Code**.

c. **Sales Price Group** and **Sales Group**.

d. Click **Next**.




5. Define the **Supplier** settings for your purchase part:

a. Select the **Supplier**.

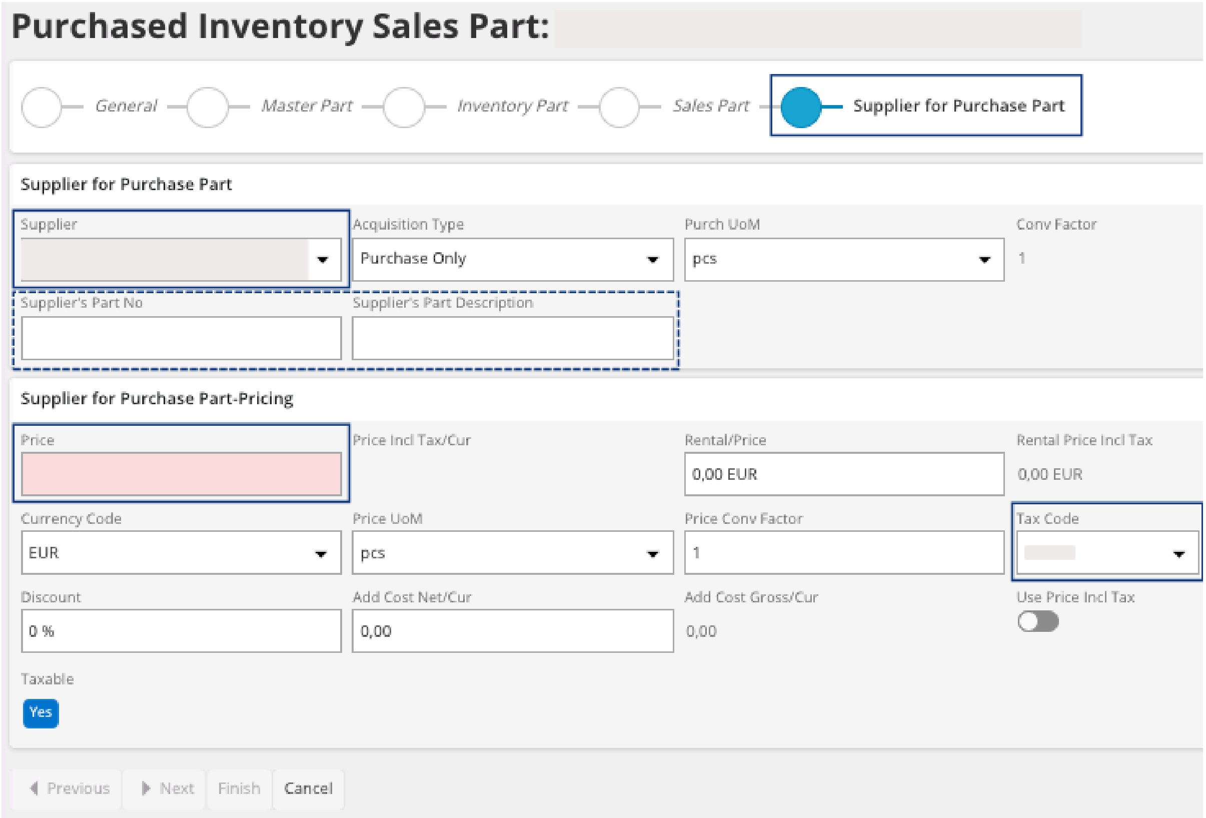
A new area appears.

b. If your supplier has another name corresponding to the same part, enter this name in the field **Supplier's Part No** and a description in **Supplier's Part Description**.

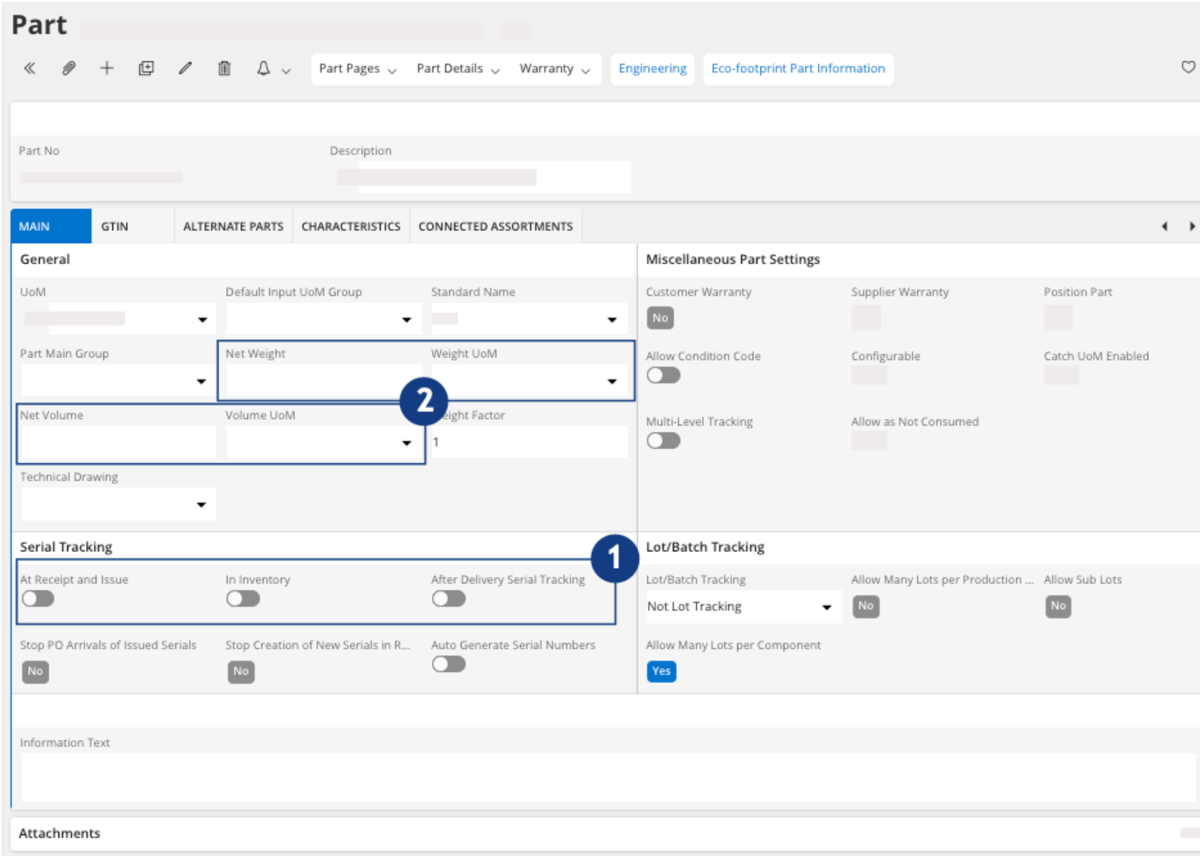
c. Define the **Price**.

d. Check the **Tax Code** field and all the contents.

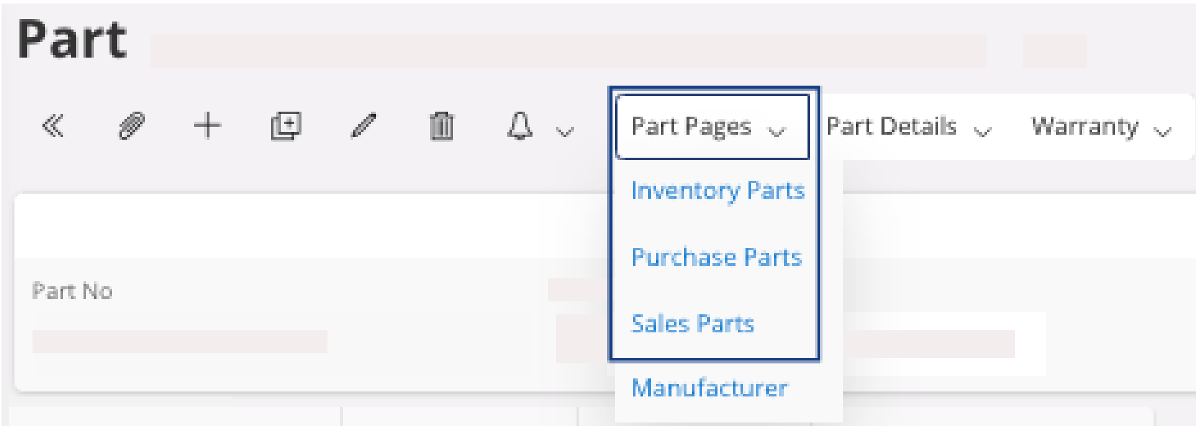
e. Click **Finish**.



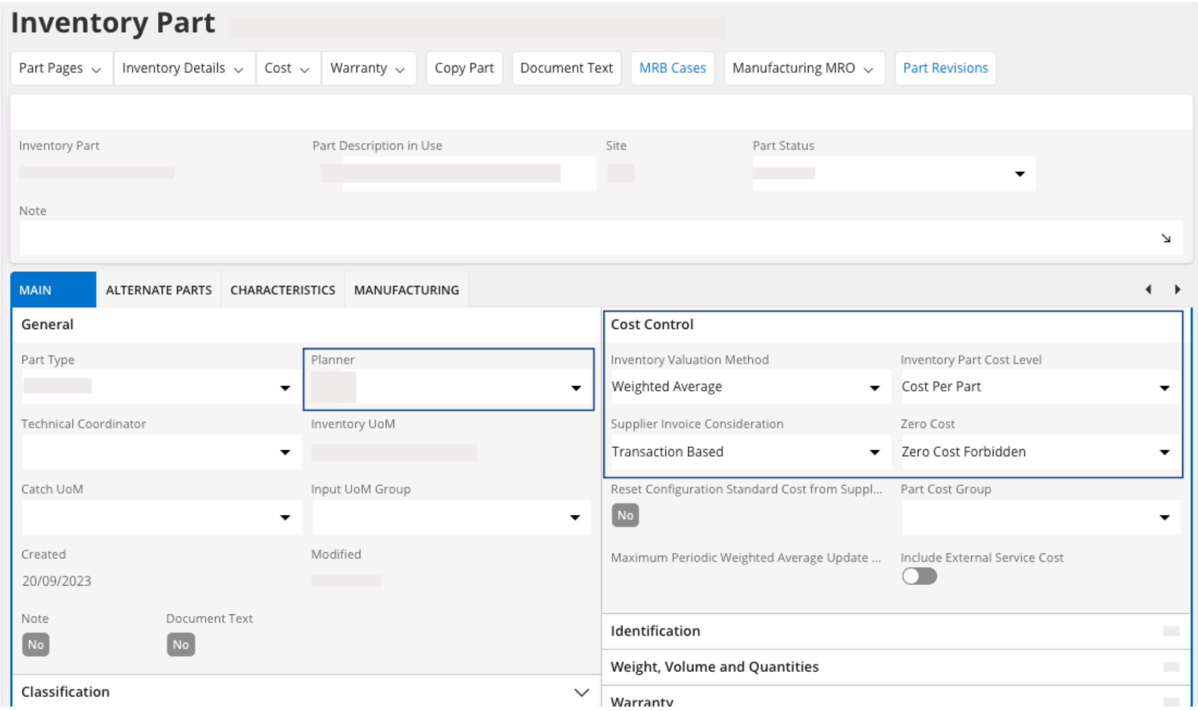

6. You need to go in the page **Parts** and filter the page with the **Part No**. Once you find your part, click the three dots ⋮ and click **Details**.
7. Check your information in the **Main** tab:
    a. In the area **Serial Tracking**, if you have a part serialized turn on one or all the toggles depending on the moment you want to check the serial tracking. If you have a non-serialized part, turn off the three toggles **At Receipt and Issue**, **In Inventory** and **After Delivery Serial Tracking** 1.
    b. You can add a **Net Weight** and a **Net Volume** for your part 2.




8. You need to check all the information previously filled in the pages **Inventory Parts**, **Purchase Parts** and **Sales Parts**. Go to **Part Pages** and select the part type that you want to check first.

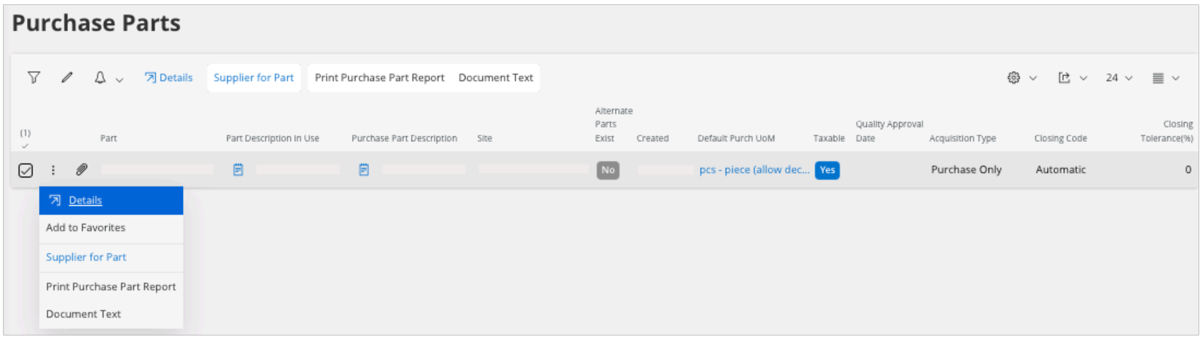



9. If you click **Inventory Parts**:
   a. In the **Inventory Parts** page, in your line, click the three dots ⋮ and click **Details**.
   b. In the **Inventory Part** page, you need to check the **Planner** and all the fields in **Cost Control**.

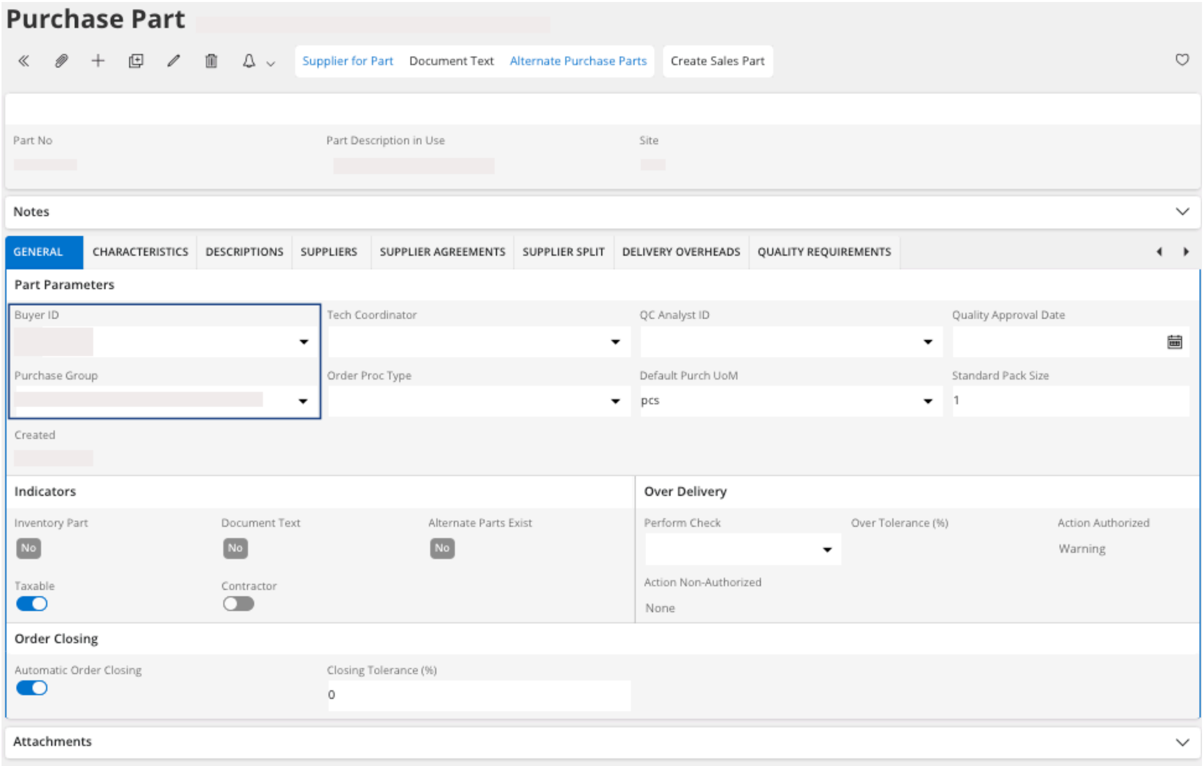



c. Attach an approval template to the inventory part by following the process Adding an Approval Template for Part Creation (on page 449).

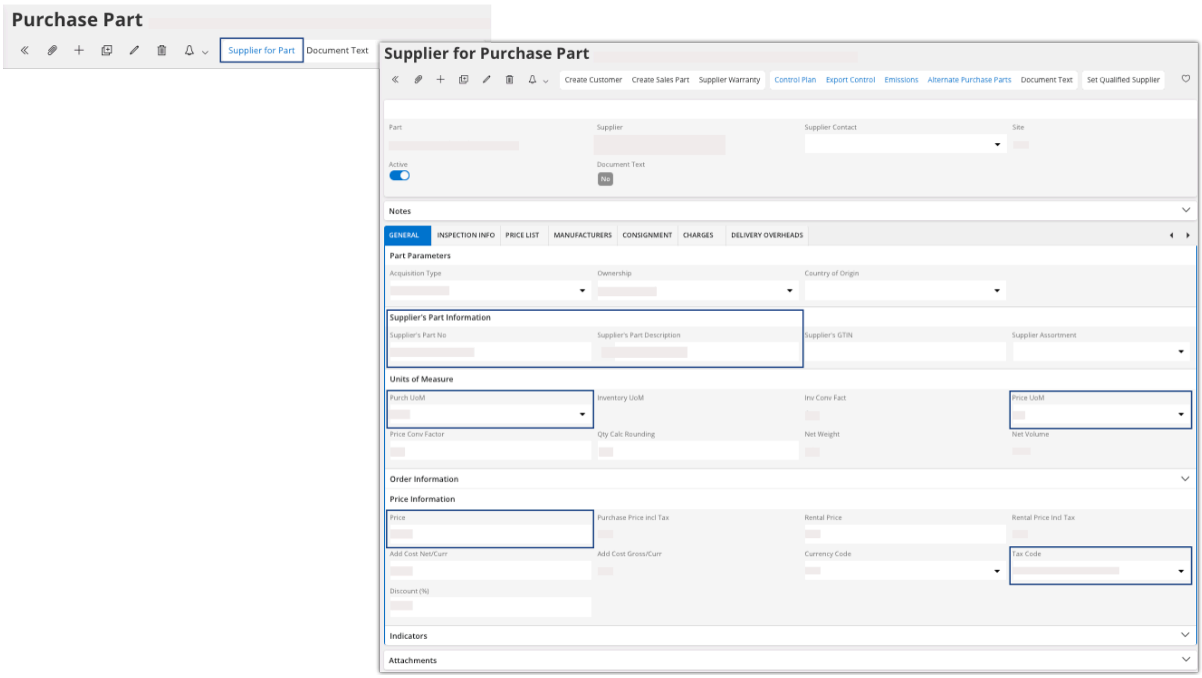
10. In the **Purchase Parts** page, in your line click the three dots ⋮ and click **Details**.




11. Check information in the **General** tab:



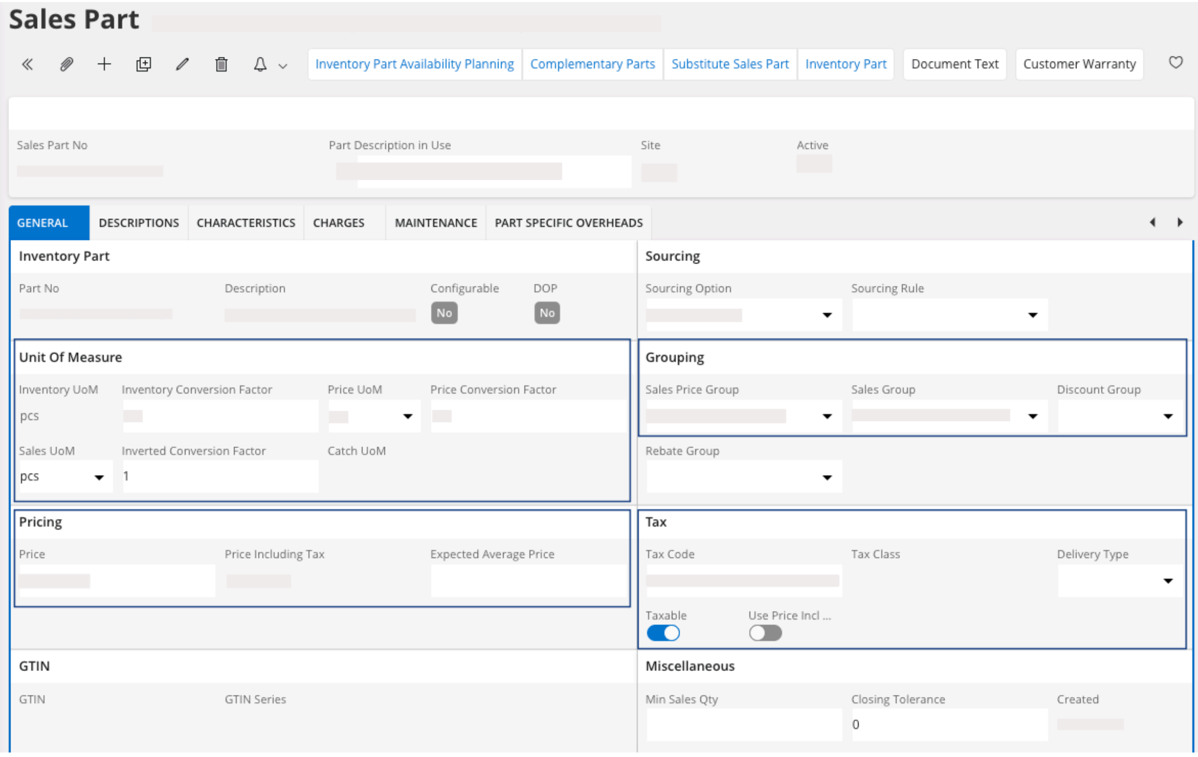
12. Then click the **Supplier for Part** button at the top of the page to check the information linked to the supplier.



13. If you click **Sales Parts**:

a. In the **Sales Parts** page, in your line, click the three dots ⋮ and click **Sales Parts**.

b. In the **Sales Part** page, you need to check the fields in the areas **Unit of Measure**, **Grouping**, **Pricing** and **Tax**.




## Updating a Part

Edit the characteristics of manufactured parts, purchase parts, sales part and non-inventory sales parts.

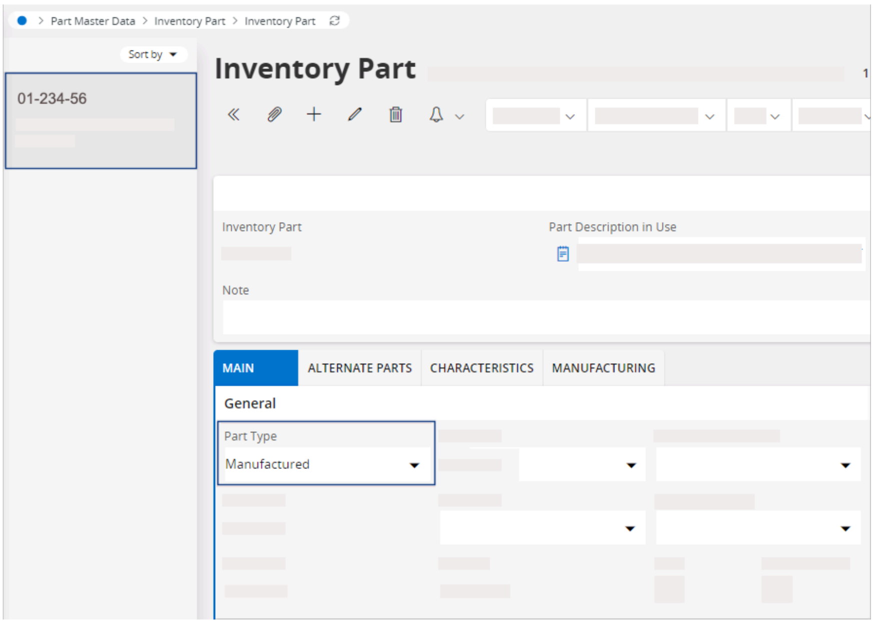
## Updating the Product Structure of a Manufactured Part

You can change the product structure of a manufactured product, by adding components or removing existing components.

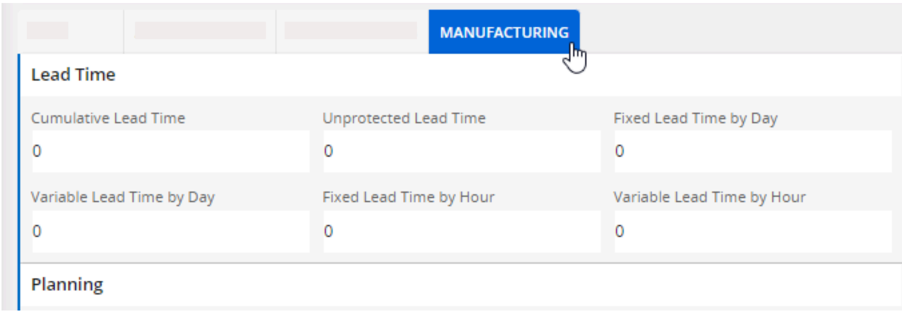
The product structure defines the component parts that are added to a shop order when **IFS Cloud** build the part.

**Note:** If an inventory part was defined before as a part type other than **Manufactured**, then changed to **Manufactured**, a product structure header is automatically created. In this case, you need to create yourself the whole product structure.

1. Go to the page **Inventory Part** and select the part from the list on the left side.

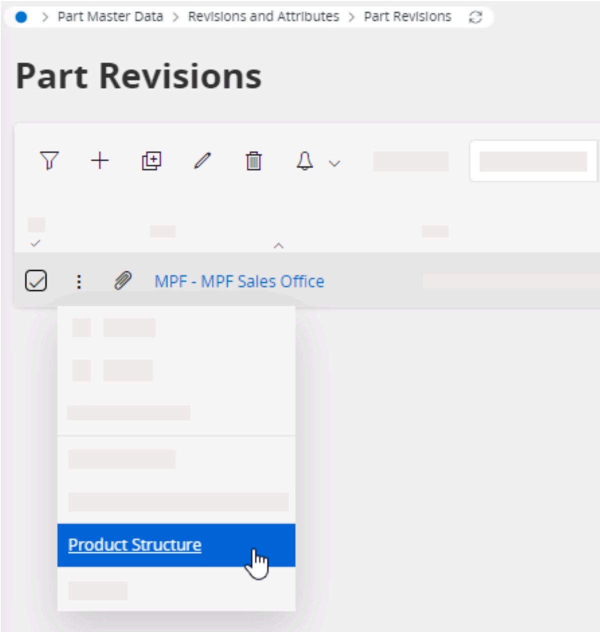



2. If needed, you can add information about the manufacturing settings in the **Manufacturing** tab.

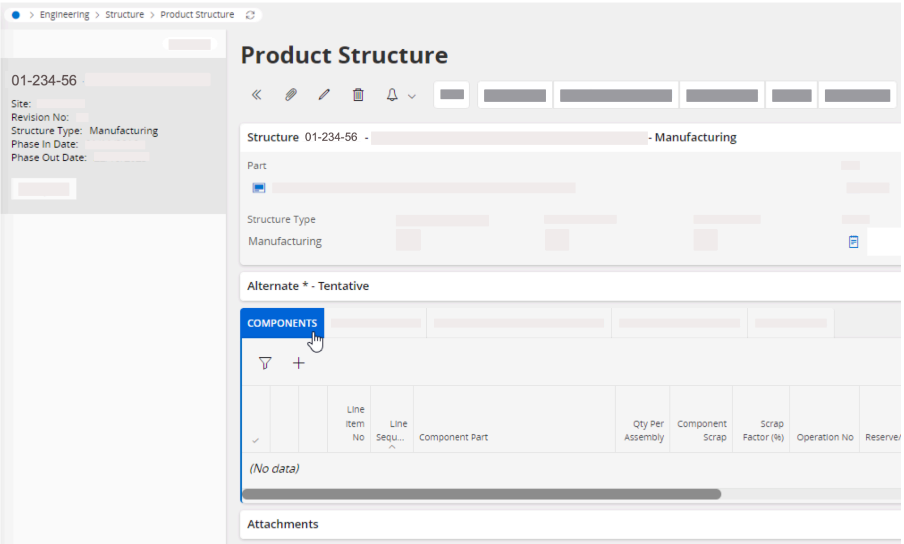



3. To display the product structure:
   a. Click **Part Revisions**.

b. In the list, click the three dots ⋮ , then **Product Structure**.



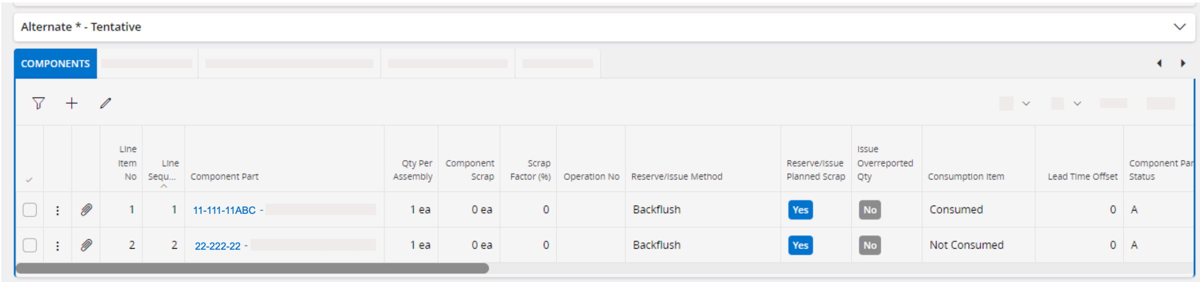

The components are listed in the **Components** tab.



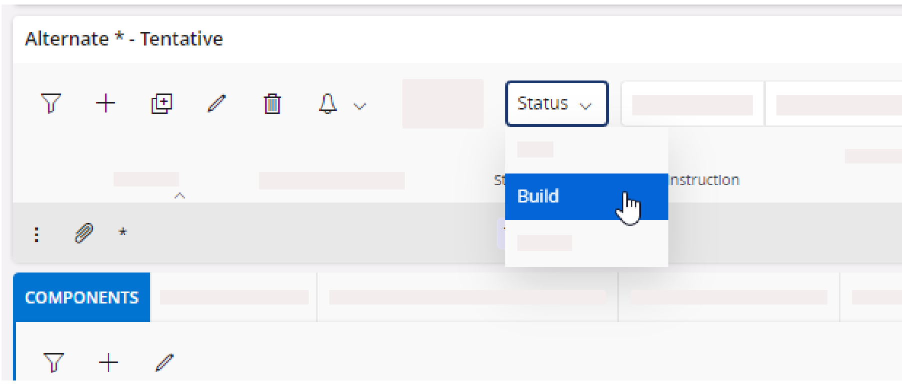

4. To add a new component click **New** +.
5. Complete the following fields:
    - **Line Item No**: the field automatically assigns a number, but you can also do it yourself.
    - **Component Part**: inventory part used in the BOM structure.
    - **Qty per Assembly**: quantity used to build the part.
    - **Reserve/Issue Method**: set to **Backflush**.

- **Consumption Item**: defines if a part is consumed or not consumed.

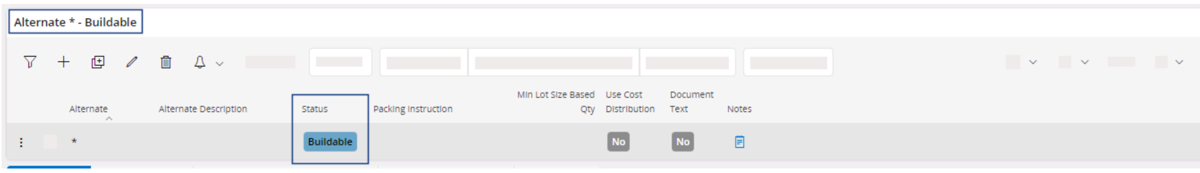
> **Note:** If the component is defined as an expense part, you can only set it as not consumed.




6. To remove a component from the product structure, select the component in the list, then click **Delete** .
7. To validate the product structure, expand the box **Alternate**, then click **Status > Build**.



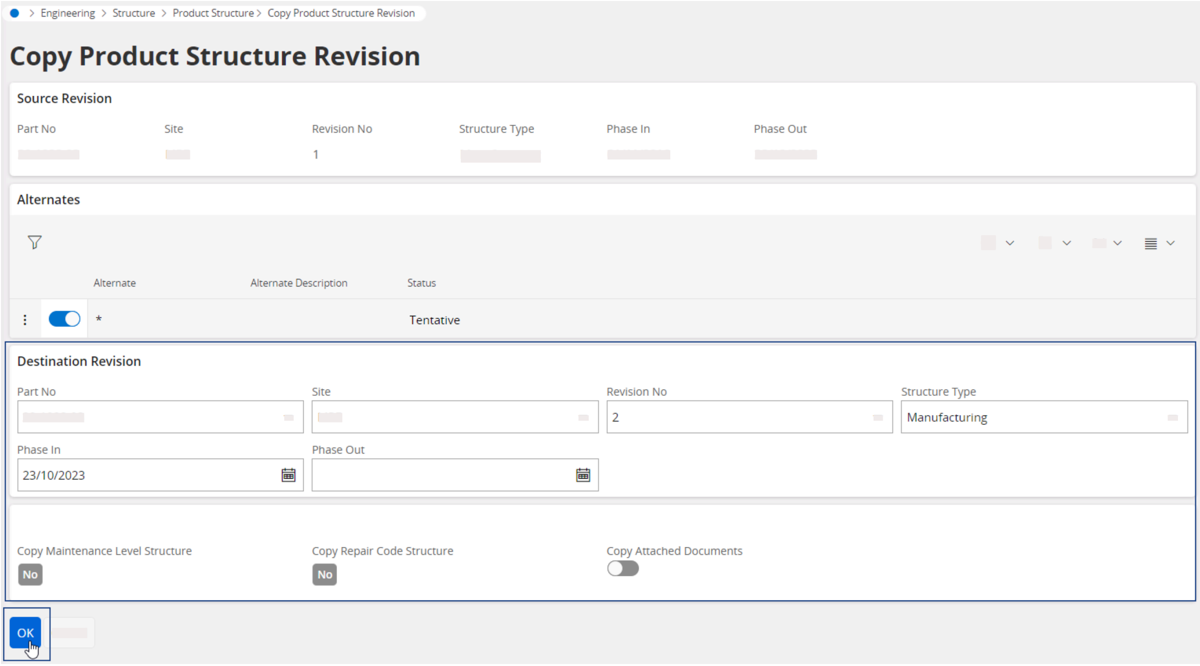

The product structure is now set as **Buildable**. When adding the part in a customer order, it will have the correct components.



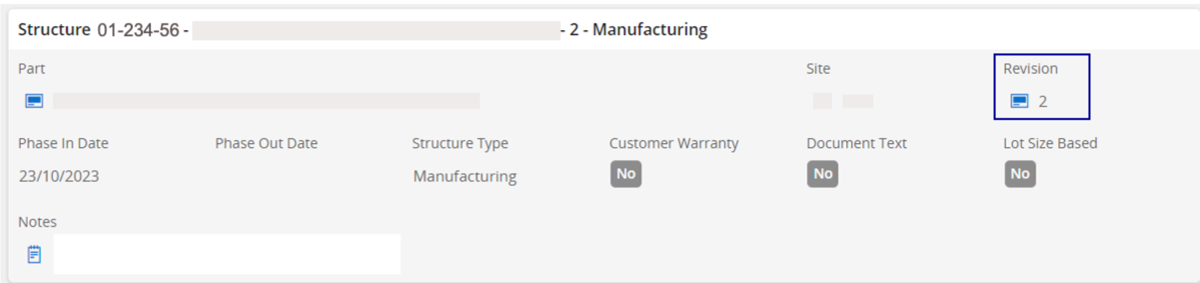

8. If needed, you can keep track of the revisions made to the product structure:

a. Click **Copy Revision**.

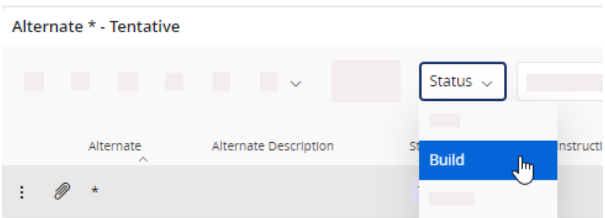

b. Update the product structure information if necessary, then click **OK**.



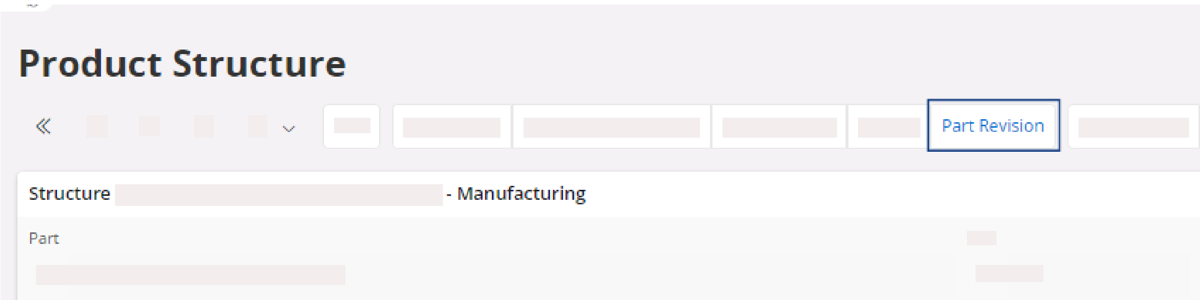

A new revision is created. The new product structure is given a revision number.



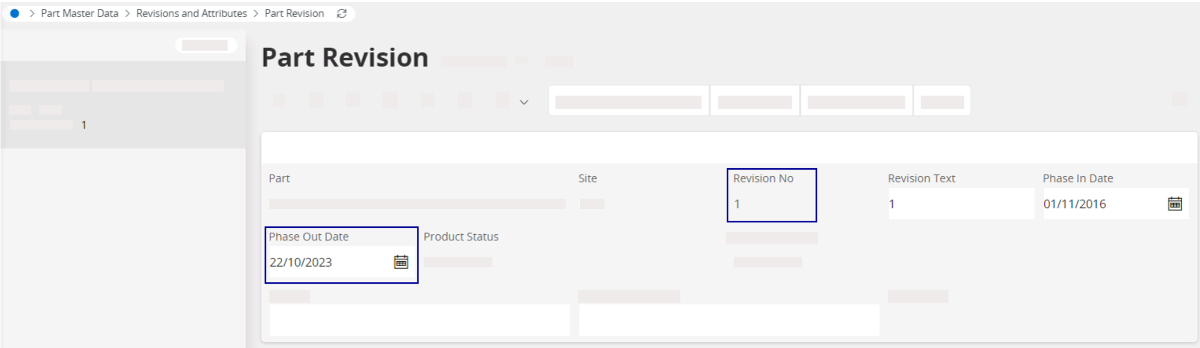

c. Update the components, then click **Status > Build** when finished.



d. Click **Part Revisions** in the toolbar to display the revision list.



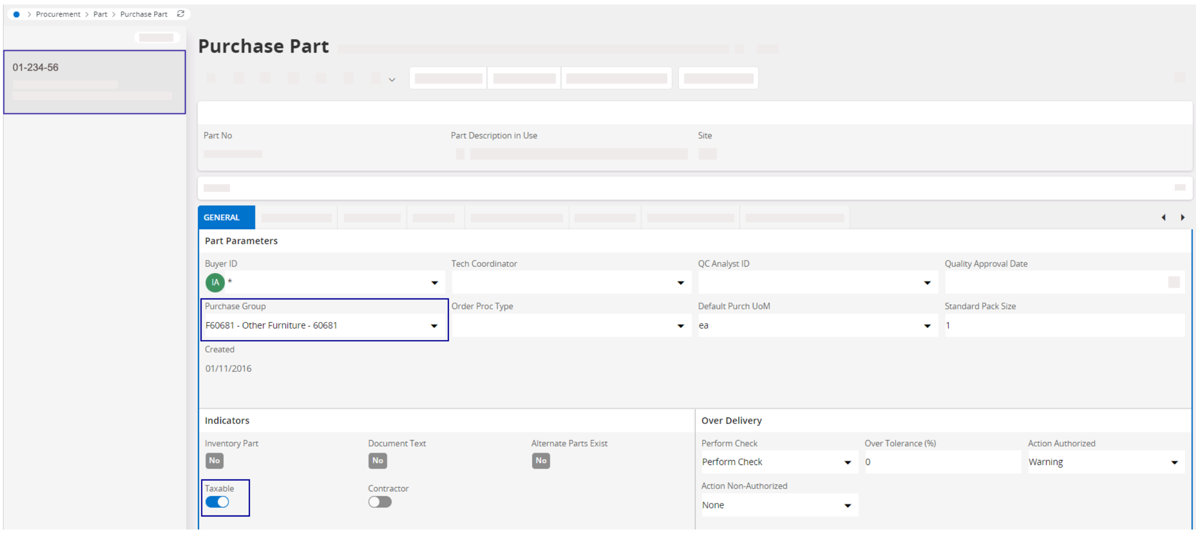

e. Click the older revision, then in **Phase Out Date**, set the date from which the product structure becomes obsolete. This way, it will not be used in the future.




## Updating a Purchase Part

You can edit purchase part information, their supplier, and deactivate the parts if no longer used.

1. Go to the **Purchase Part** page and select the part from the list on the left side.
2. You can check information such as:
    - **Purchase Group**: add a purchase group for a non-stocked part.
    - **Taxable**: turn on the toggle if a tax must be applied.



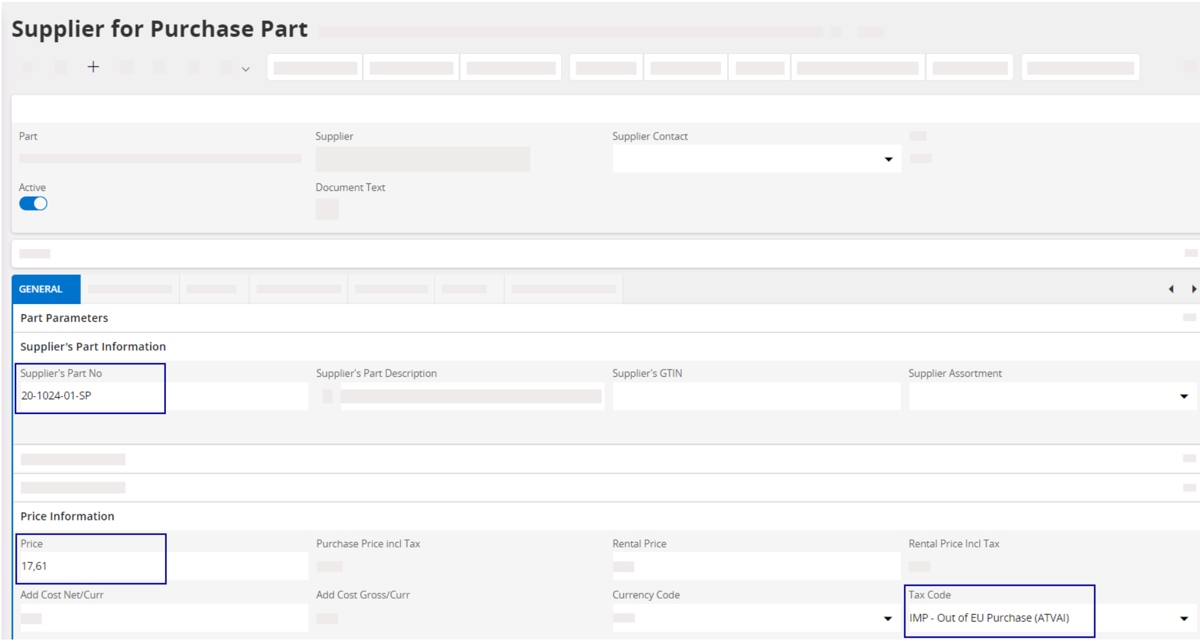

3. You can connect purchase parts to a specific supplier and update the information from the supplier of the purchase part:

a. Go to the **Supplier for Purchase Part** page.

> **Fastpath:** If you are on the **Purchase Part** page, directly click **Supplier for Part** in the top toolbar.

b. You can modify the following fields:

- **Supplier's Part No**: link between the part and the supplier. This part number is automatically retrieved on the purchase order.
- **Price**
- **Tax code**: if taxable and predefined by the supplier.




4. If you no longer order a part from a supplier, you need to deactivate the purchase part:

a. Go to the page **Supplier for Purchase Part**, then select the part you want to deactivate.

b. Turn off the **Active** toggle.


c. Go to the **Inventory Part** page, then select the part you want to deactivate.

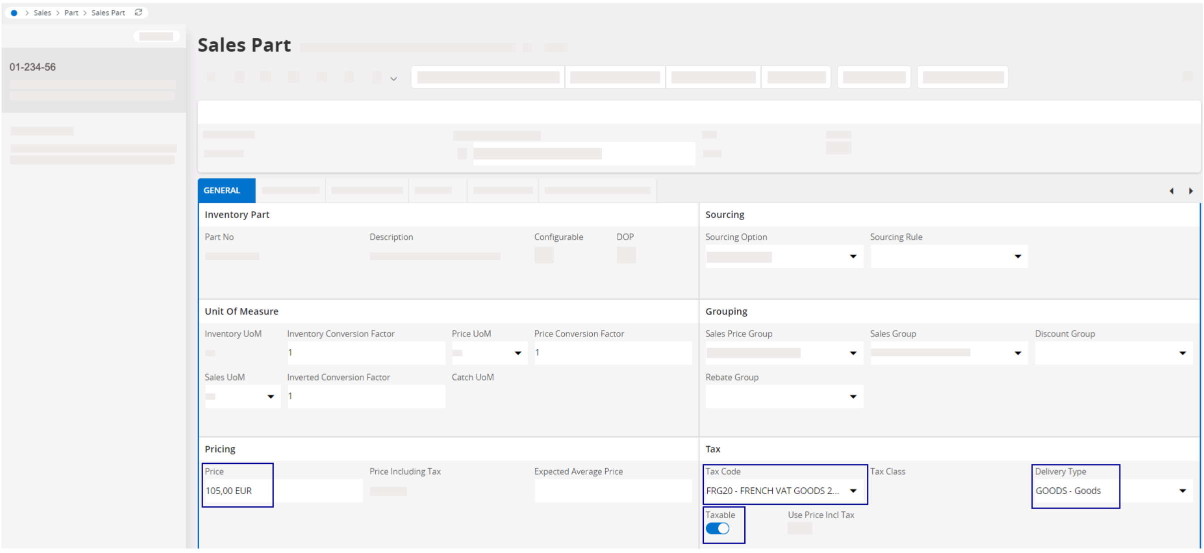
d. In **Part Status**, select **INACTIVE**.


The part is still available for a customer order if already in your stock, but it is impossible to order it from the supplier anymore.

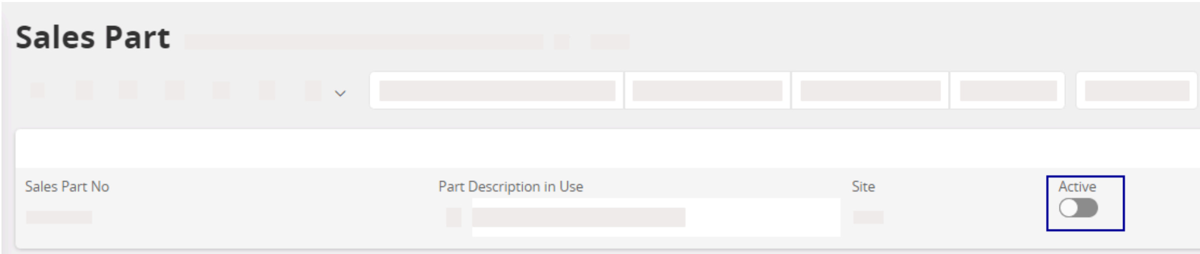
## Updating a Sales Part

You can edit sales part information and deactivate it if no longer used.

1. Go to the **Sales Part** page and select the part from the list on the left side.
2. You can check and modify information such as:
    - **Price**
    - **Taxable**: turn on the toggle to apply a tax.
    - **Tax Code**
    - **Delivery Type**




3. If you do not want to sell a part anymore, you need to deactivate it: turn off the **Active** toggle.

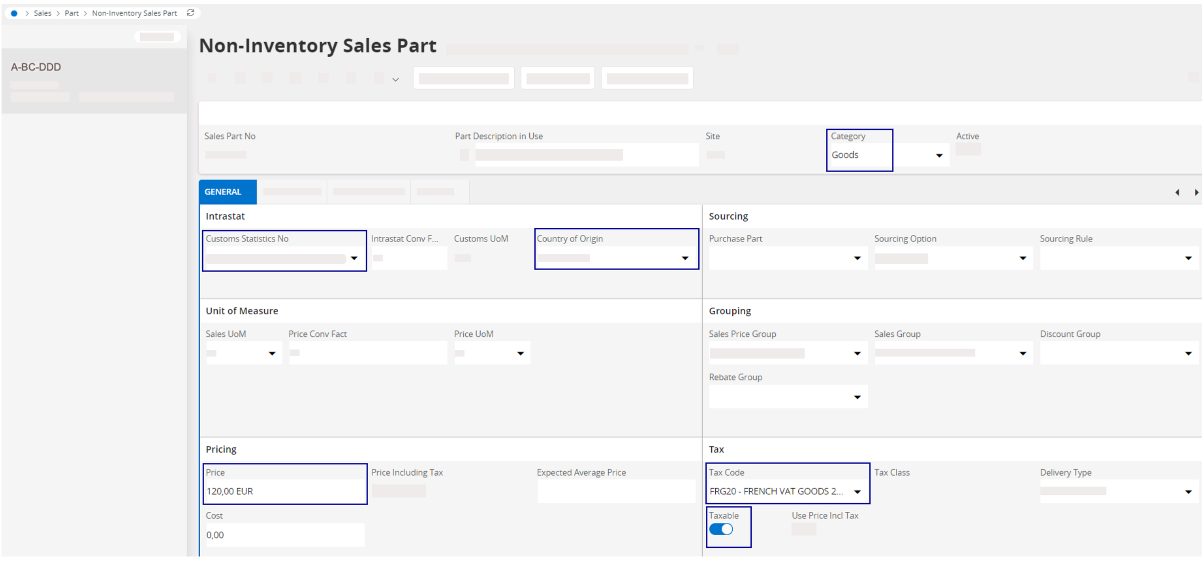



This part no longer appears in the list of a customer order.

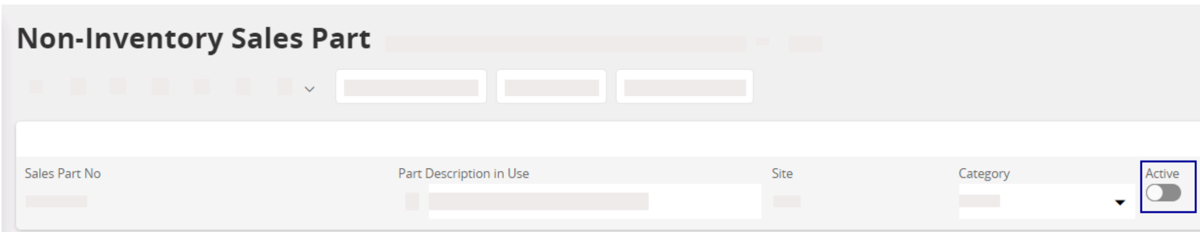
## Updating a Non-Inventory Sales Part

You can edit non-inventory sales part information and deactivate it if no longer used.

1. Go to the **Non-Inventory Sales Part** page and select the part from the list on the left side.
2. You can check and modify information such as:
    - **Category**: **Goods** or **Services**
    - **Customs Statistics No**: if categorized as **Goods**.
    - **Country of Origin**
    - **Price**
    - **Taxable**: turn on the toggle to apply a tax.
    - **Tax Code**



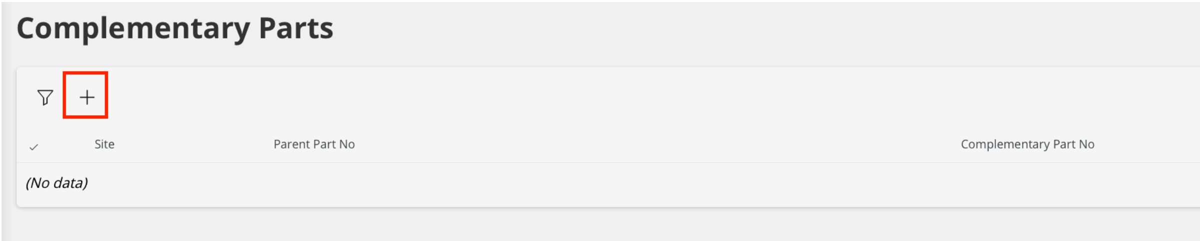

3. If you do not want to use a non-inventory sales part anymore, you need to deactivate it: turn off the **Active** toggle.



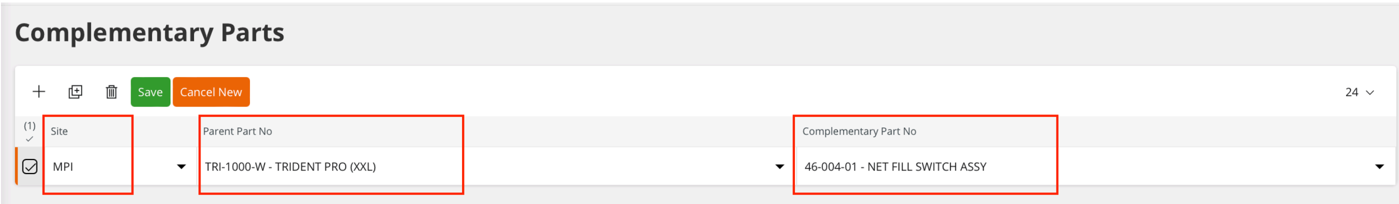
## Creating Complementary Parts

You can link different parts that are often sold together. This way, when you select a part in a customer order or sales quotation, the other(s) part(s) are also suggested.

1. Go to the **Complementary Parts** page.
2. Click **New** to create a new complementary part.




3. Fill in the fields, then click **Save**.

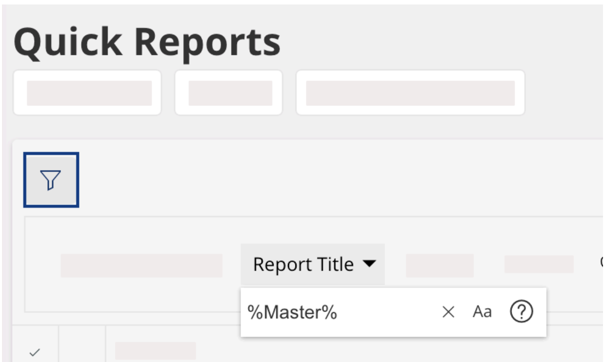



The complementary part is created. It will now be suggested when adding a line with the **Parent Part No** to a customer order (on page 227) or sale quotation (on page 215).

## Consulting Reports of Master Data Parts

You can see reports with specific details about the master data parts.

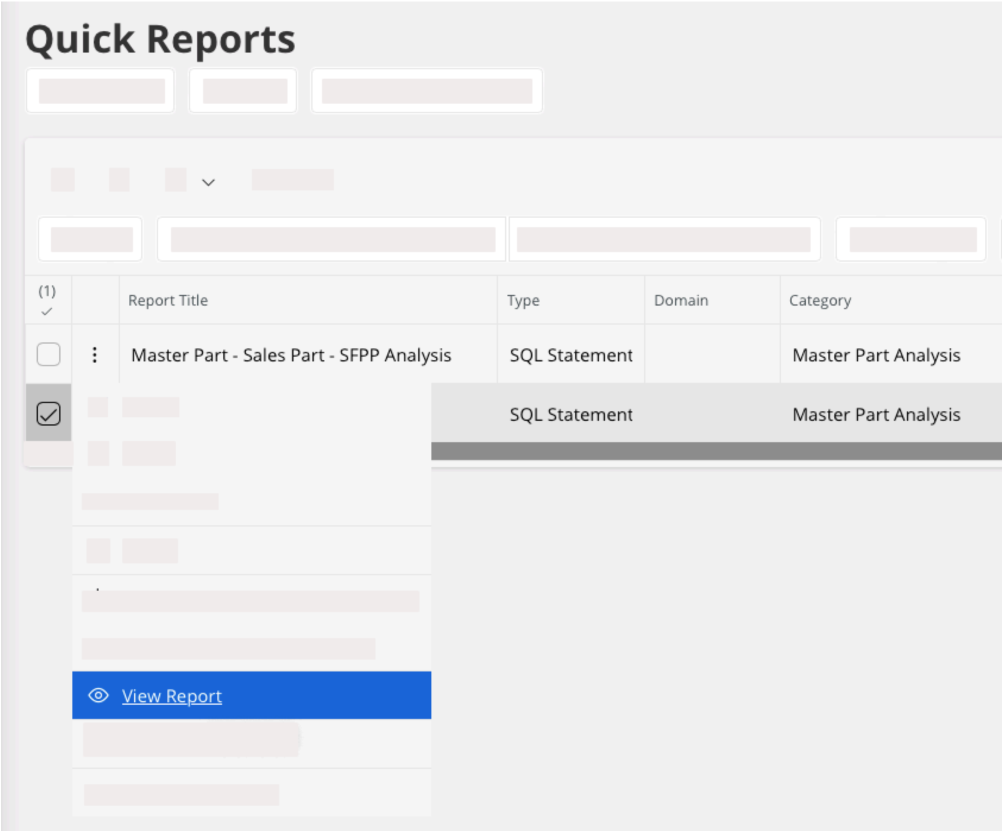
1. Go to **Quick Reports** page.
2. Click the **Filter** icon in the top toolbar, then click **Report Title** and enter `%Master%`.



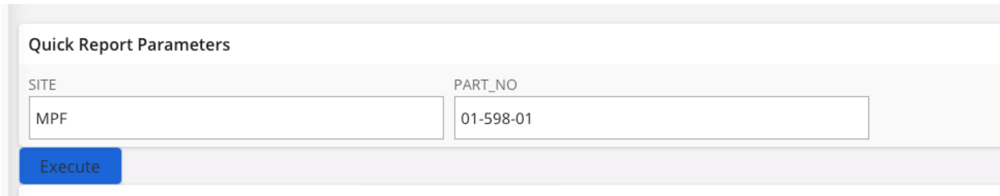

Two types of reports are listed:

- **Master Part – Sales Part – SFPP Analysis**: sales and supplier details about the parts.
- **Master Part – Existing Site Parts**: to know if a part is is a sales part, purchase part or inventory part.

3. Click the three dots in front of the type of report you want to see, and click **View Report**.




4. In **Quick Report Parameters**, select a site and a part number, or enter `%` to display all the parts.

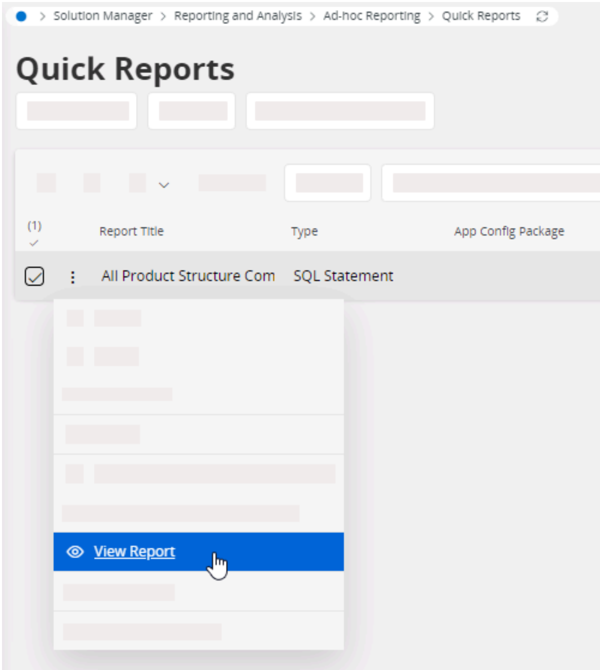



5. Click **Execute**.
6. The part information is displayed. Use **Column Chooser** tool to add additional information.

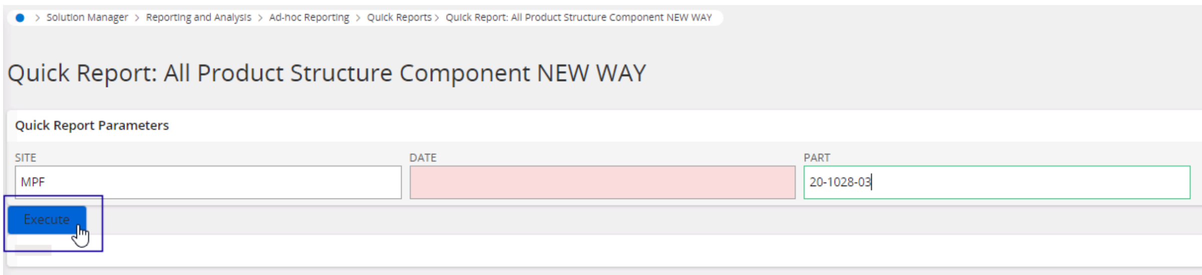
## Extracting Manufactured Part Product Structures

Extract the product structures of manufactured parts.

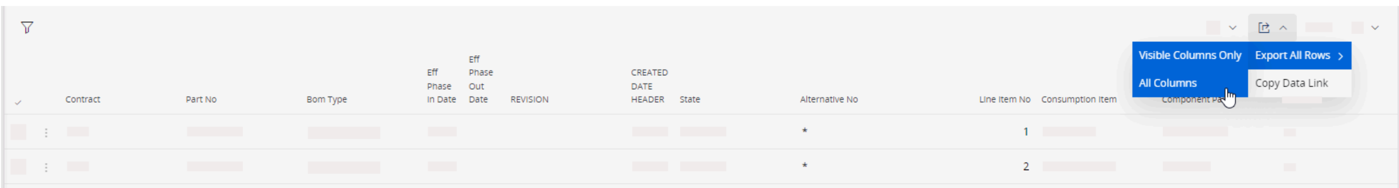
1. Go to the **Quick Reports** page.
2. Click the filter icon in the top toolbar, then select **Report Title** and enter `All Product Structure Component NEW WAY`.
3. Select the report, then click the three dots `⋮` and **View Report**.




4. Set the following filters:
    - **Site** (mandatory)
    - **Date**: (optional) get only active product structures from the specified date, using the format: YYYYMMDD. If empty, the current date is applied.
    - **Part**: (optional) filter with the first characters of the part (for example `NFS%`) or put a specific part number.
5. Click **Execute**.




6. To export the data to an Excel file click **Export** **> Export All Rows**, then **Visible Columns Only** or **All Columns**.




# Fixed Assets

Fixed assets are referenced as objects in **IFS Cloud**. The company follows them along their useful life in order to manage: acquisition, adjustments, depreciation, scrap, sales.

A fixed asset is a tangible or intangible acquisition, purchased by the company for long-term use rather than for sale. It can be a building, equipments, investments, etc.

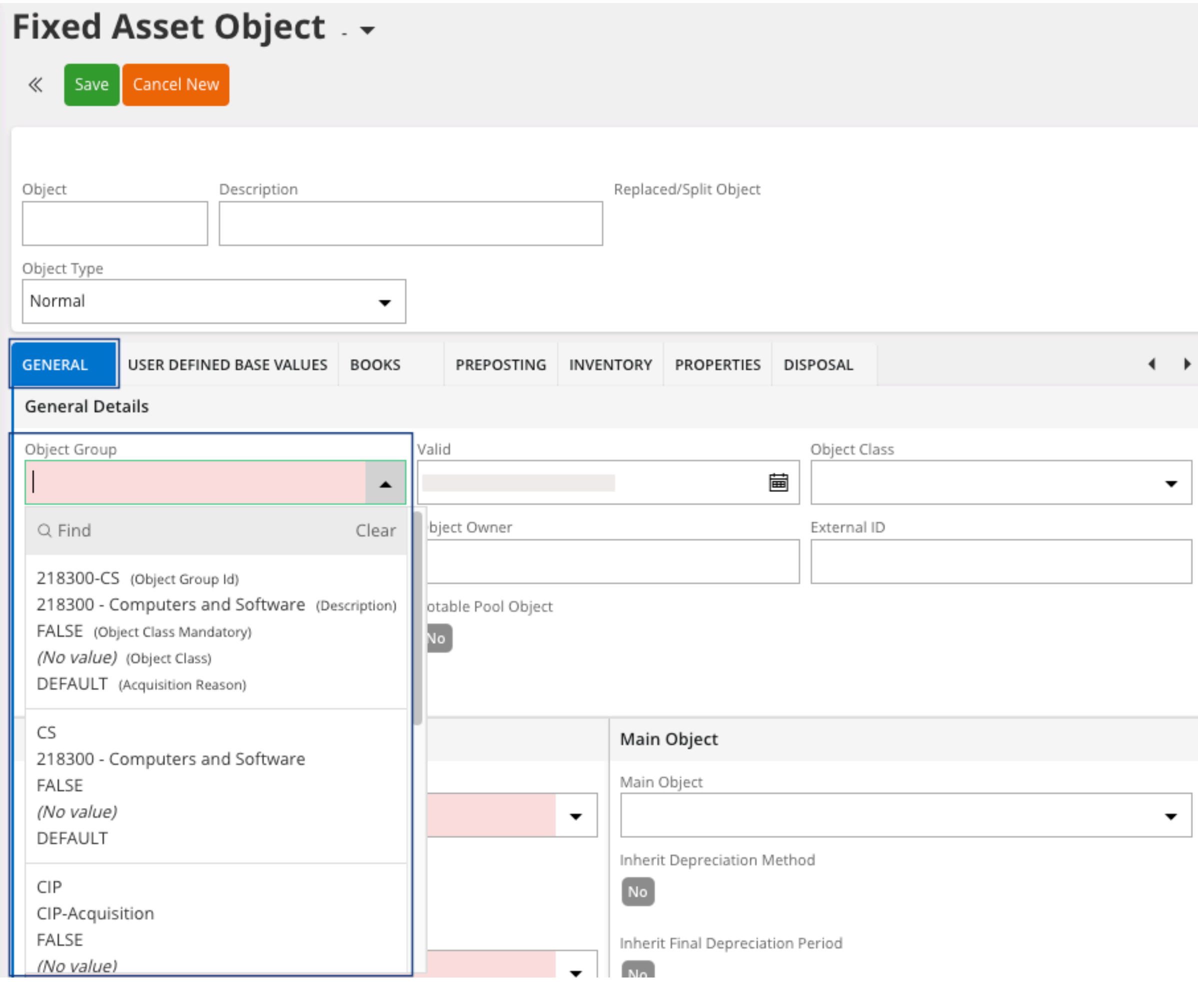
## Creating a Fixed Asset

You need to create a fixed asset as an object.

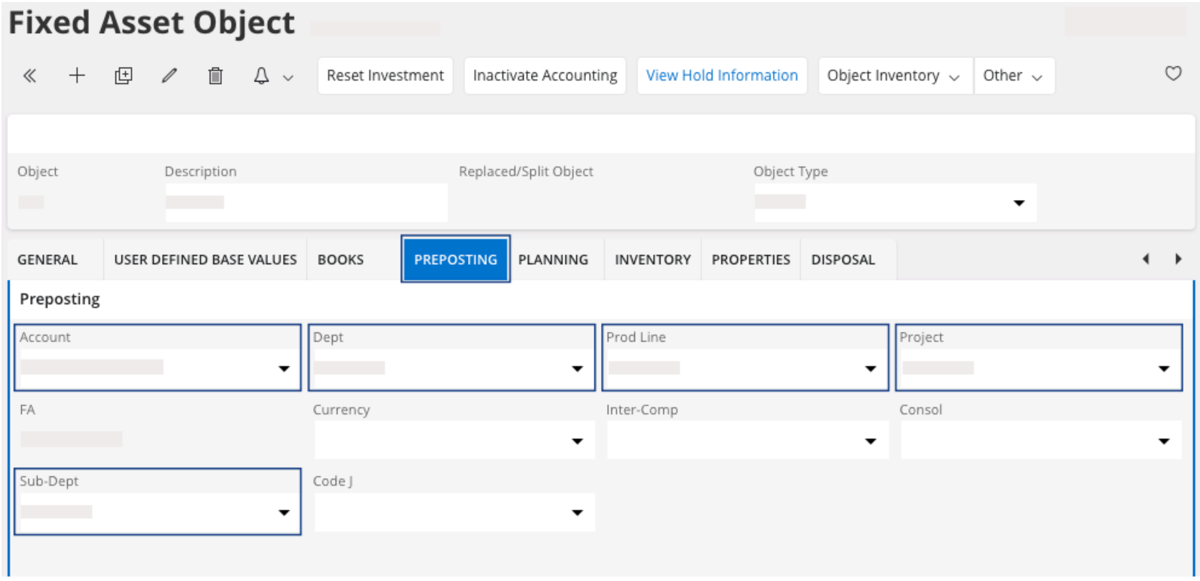
1. Go to **Financials > Fixed Assets > Fixed Asset Object**.
2. Click **New** + to create a new object.

> **Important:** Do not fill the field **Object**, it follows automatic Naming Conventions (on page 41).

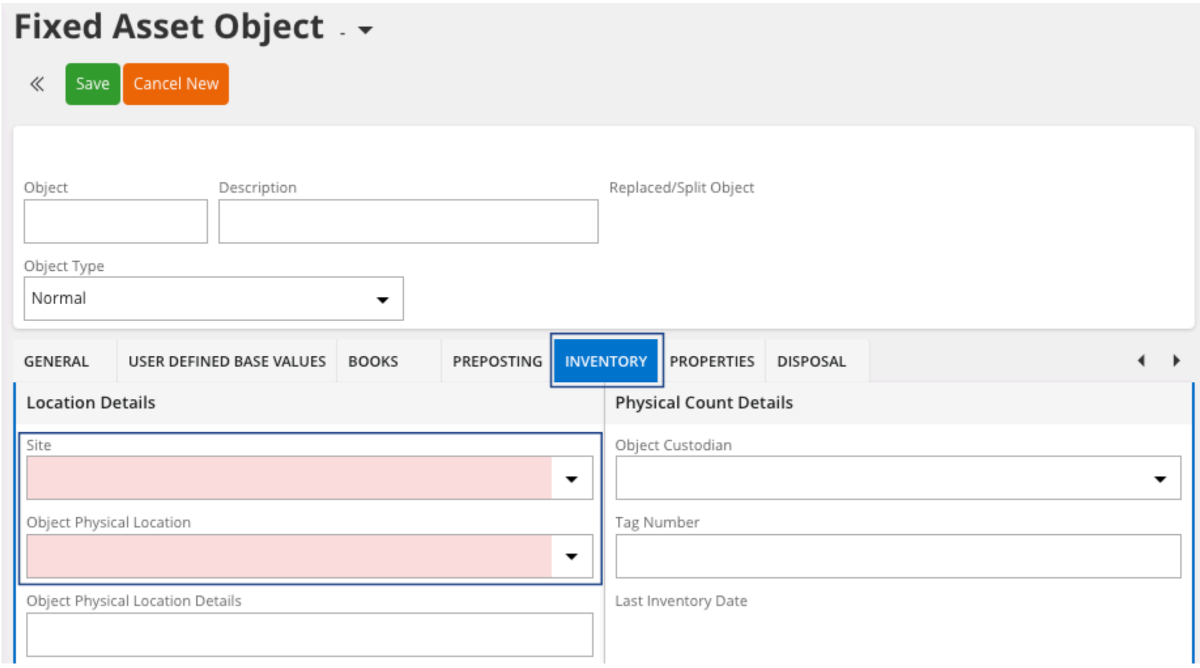
3. In the tab **General**, you need to fill the field **Object Group**. An object group is a type of fixed asset, so make sure that it corresponds to the type of fixed asset you are creating.




4. In the **Pre-Posting** tab, you need to:
   a. Check if the **Account** is correctly filled.
   b. Link the fixed asset to a **Dept**, a **Project**, a **Prod Line** and a **Sub-Dept**.

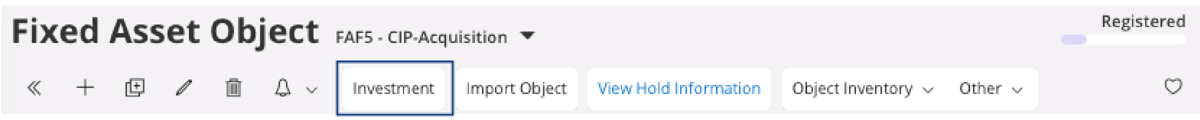



5. In the **Inventory** tab, you need to define:
    a. The **Site**.
    b. The **Object Physical Location**.




6. Click **Save**.

   The **Object** and the **Description** fields are automatically filled.
7. In the header, click **Investment**.




   The **Object** status moves to **Investment**.
8. In the tab **Books**:

a. Check and adjust the information if necessary.
b. Adjust the **Estimated Life** to match with the life duration/depreciation of the asset and fit with legal requirements in your country.

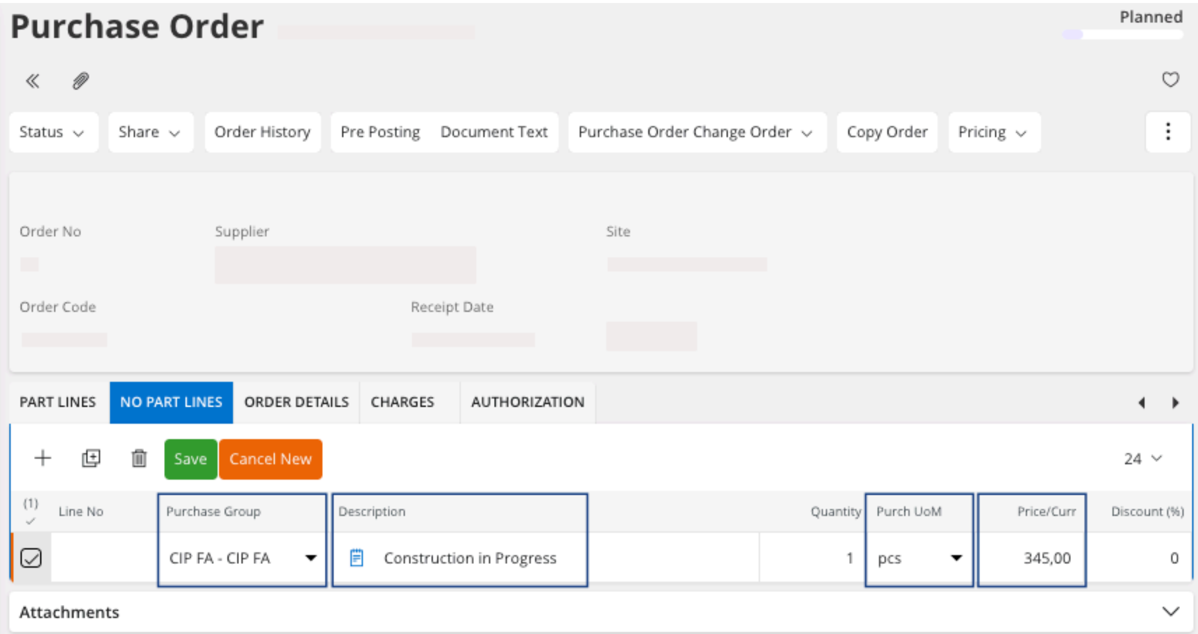
> **Important:** If you do not know the duration that you have to enter, contact your accountant responsible, or external accountant support, or Airmar accounting team, depending on your situation.

## Creating a Purchase Order Using a Purchase Group

If you are not used to accounting tasks and need to do a *purchase order* for an item, you need to use what is called a purchase group, that correspond to the type of item that you need to order.

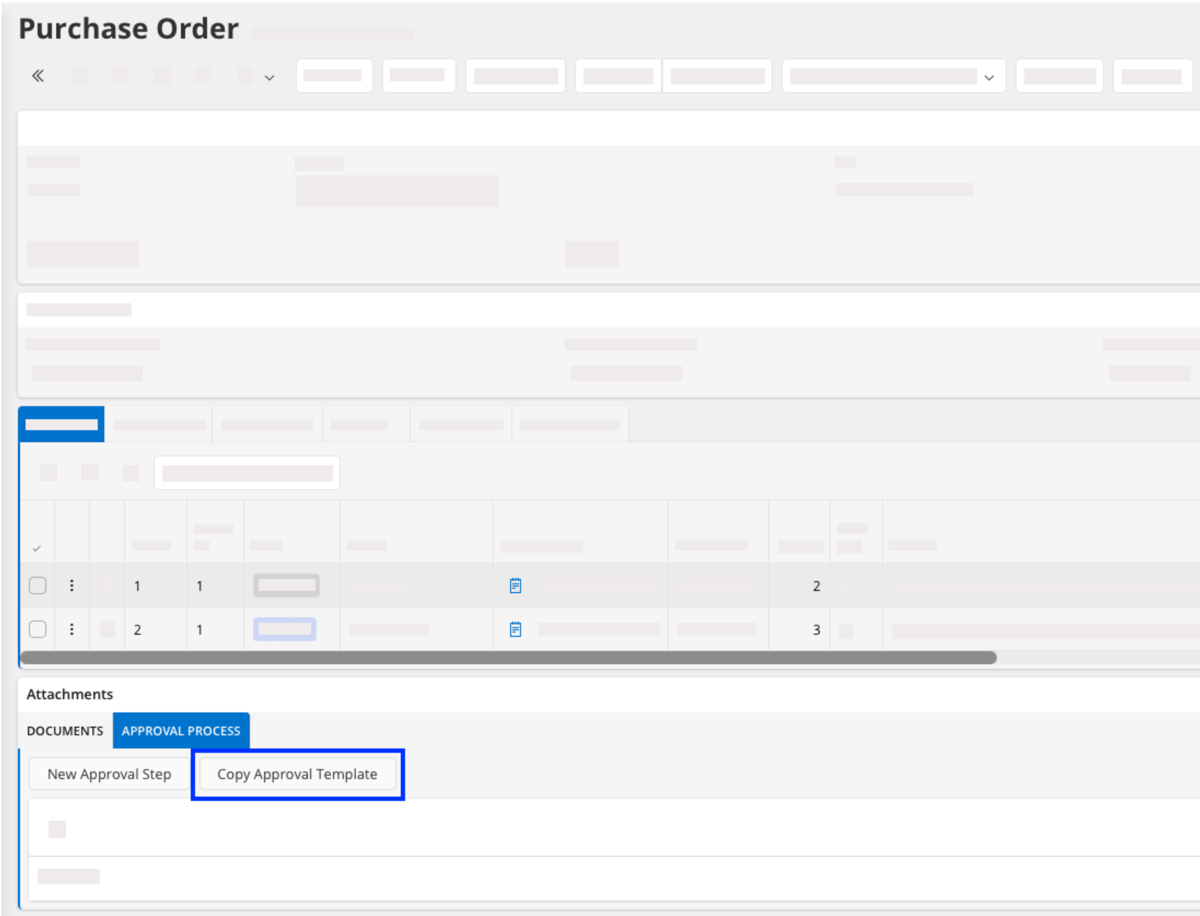
If you register directly the manual invoice (see Acquiring a Fixed Asset with the Manual Supplier Invoice (on page 125)), then this process using a *purchase order* is not necessary.

1. Go to **Procurement > Order > Purchase Order**.
2. Click **New** + to create a new purchase order.
3. Select a **Supplier** and click **Save**.
4. In the tab **No Part Lines**, fill the fields:
   a. **Purchase Group**: select a purchase group that is marked as **CIP** (Construction in progress).
   b. **Description**: enter `Construction in progress`.
   c. **Purch UoM**.
   d. **Price/Curr**.
   e. Click **Save**.



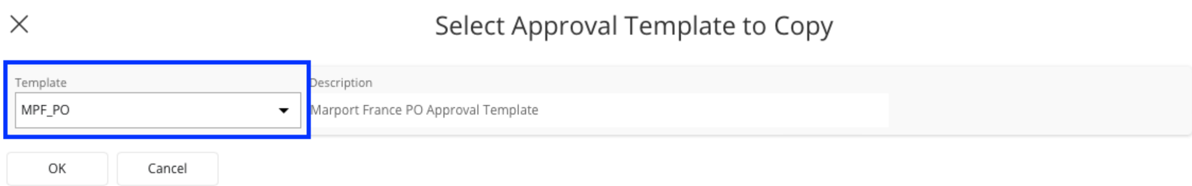

5. Expand **Attachments** panel on the bottom of the page and go to the **Approval Process** tab.

6. Click **Copy Approval Template**.

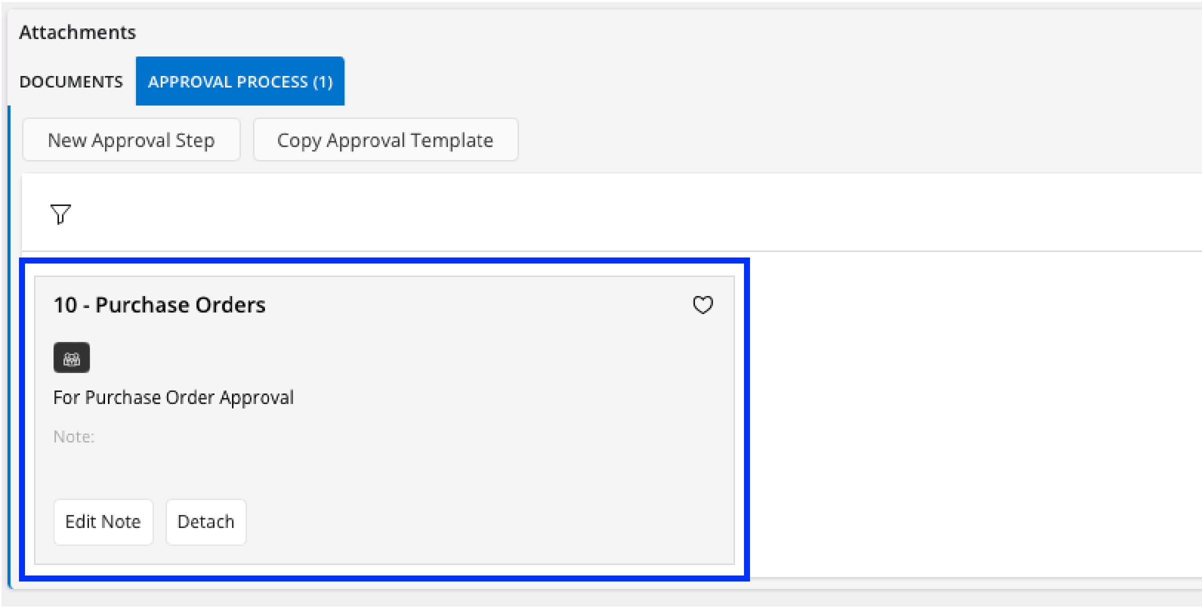



A new pane appears.

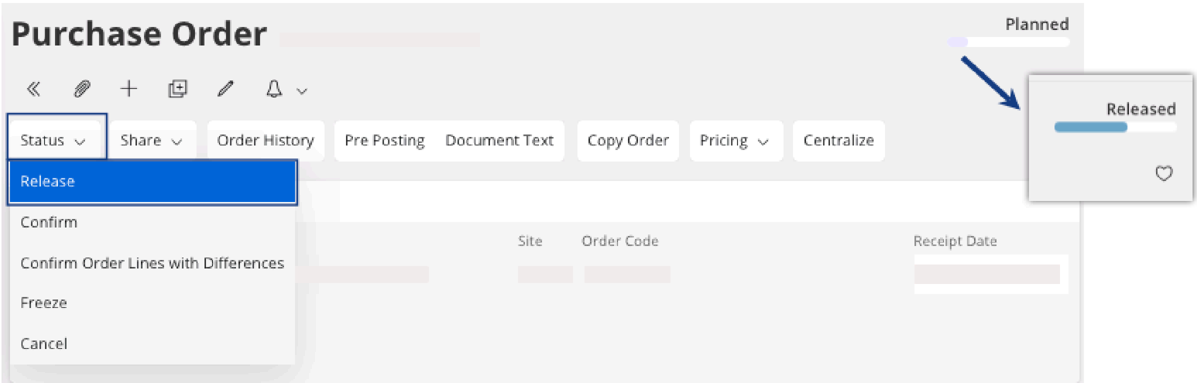
7. Select the template referring to the approbation of the purchase order.




8. The approbation is now created and will be validated by the approver.




9. Release the purchase order, click **Status > Release**.



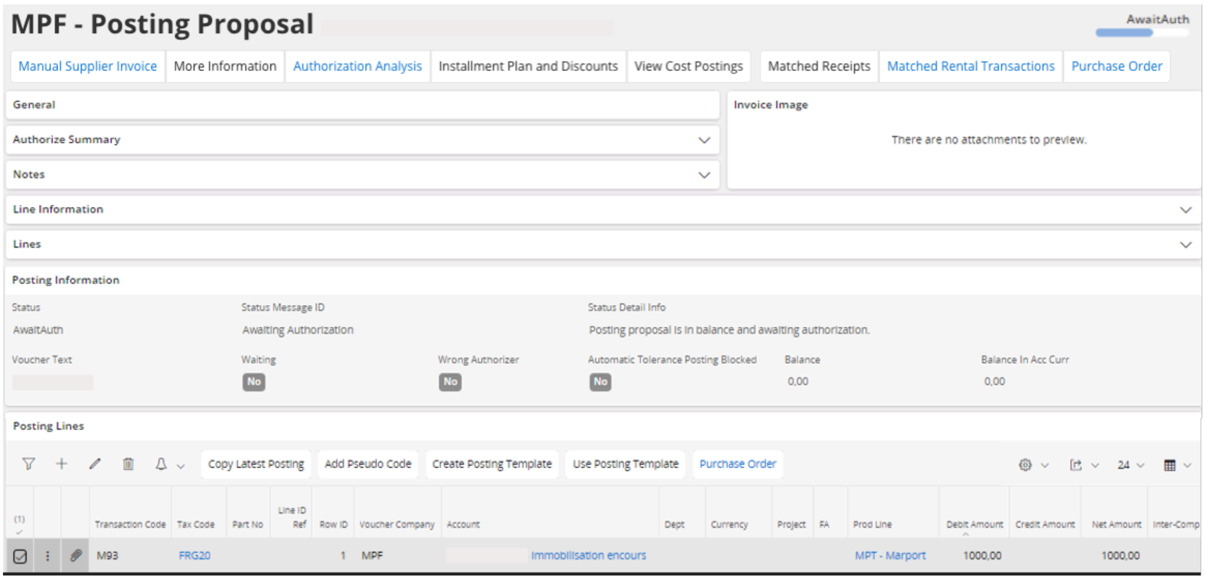

## Acquiring a Fixed Asset with the Manual Supplier Invoice

Create a fixed asset after a *purchase order* and from an invoice received from a supplier.

You need to have created a purchase order.

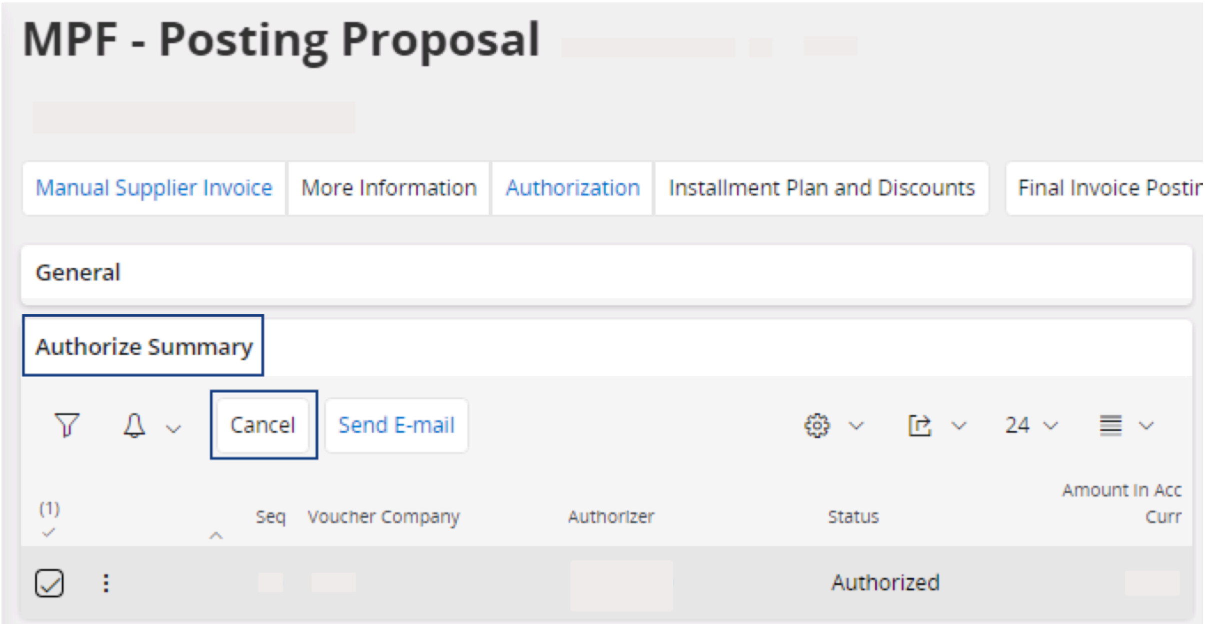
To get more information about the supplier manual invoice, see External Purchase Invoice (on page 140).

1. Once you have an invoice, register it via the standard process, perform Adding the External Purchase Invoice (on page 140).
2. Once you created your invoice, in the header, click **Posting Proposal**.
3. Check your line information. Automatically via the *PO* match receipt process, you get the **Construction in Progress** account.




If your invoice status is **Authorized**, your invoice has been authorized automatically and you cannot modify your lines.

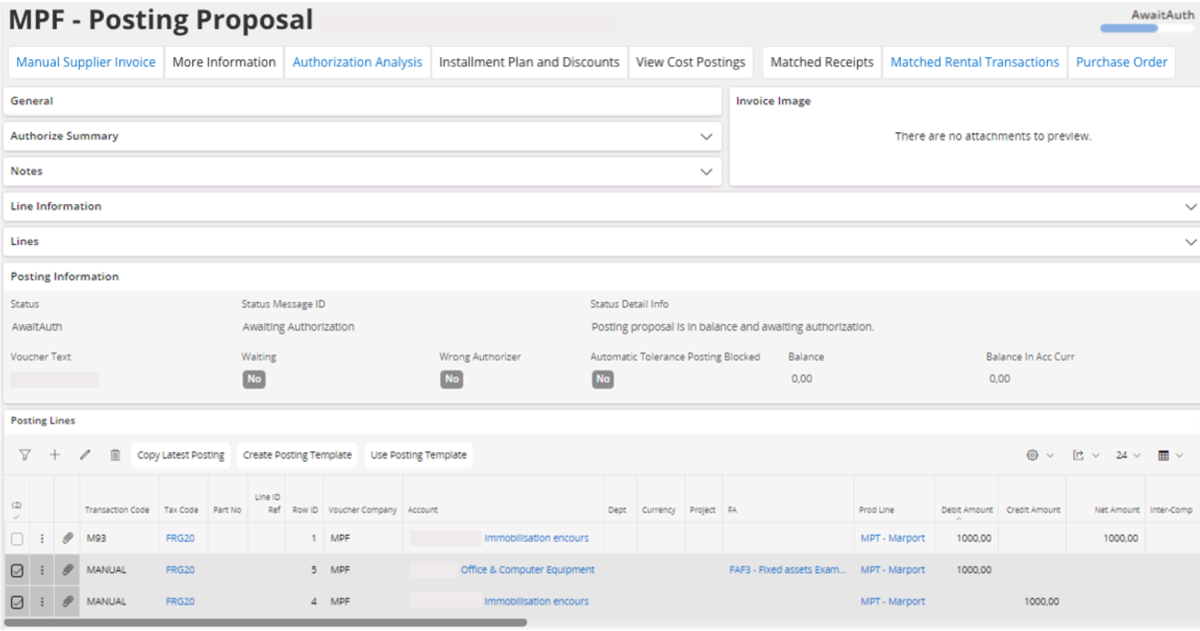
To modify your lines: in the area **Authorize Summary**, click **Cancel**. It removes your invoice authorization and you can modify your lines.




4. In the **Posting Proposal** page, you have to:

a. Duplicate your initial line and enter the reverse amount.

b. Add another line about the fixed asset that you need. Fill at least the fields: **Account**, **FA**, **Tax Code** and **Debit Amount**.




You need to approve the invoice: Approving the Invoice (on page 172).

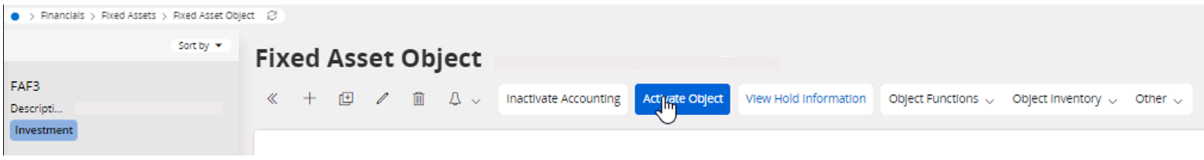
## Activating the Fixed Asset

After the acquisition of a fixed asset, you need to activate it.

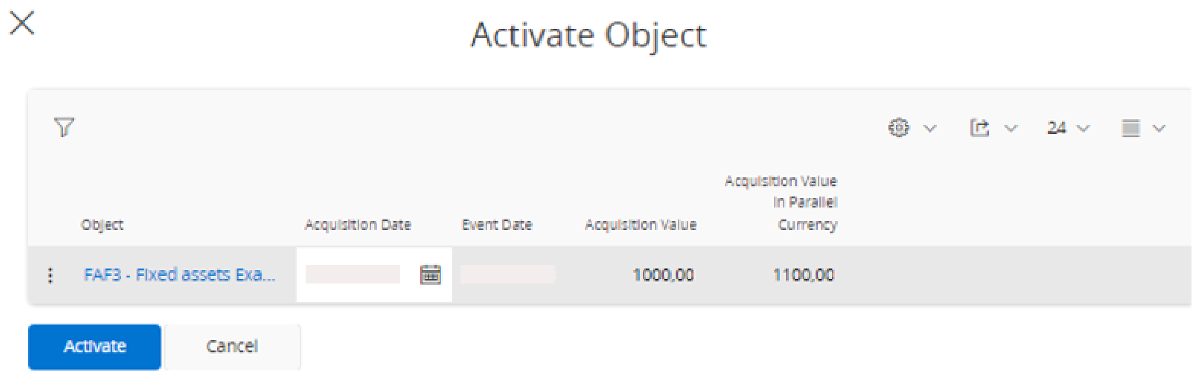
In case you registered the invoice before the date of activation, this operation must be done when the fixed asset starts to be in service.

> **Important:** If you have any doubts, contact your accountant responsible, or external accountant support, or Airmar accounting team, depending on your situation.

1. Go to **Financials > Fixed Assets > Fixed Asset Object**.
2. Click **Activate Object**.



3. Enter an **Acquisition Date** and click **Activate**.




Your fixed asset object is **Active**.

# Purchase to Pay Process

Manage all company purchasing activities, such as the purchase of products and services up to their final payment.

## Purchase Order

You can create an external or an internal *purchase order*.

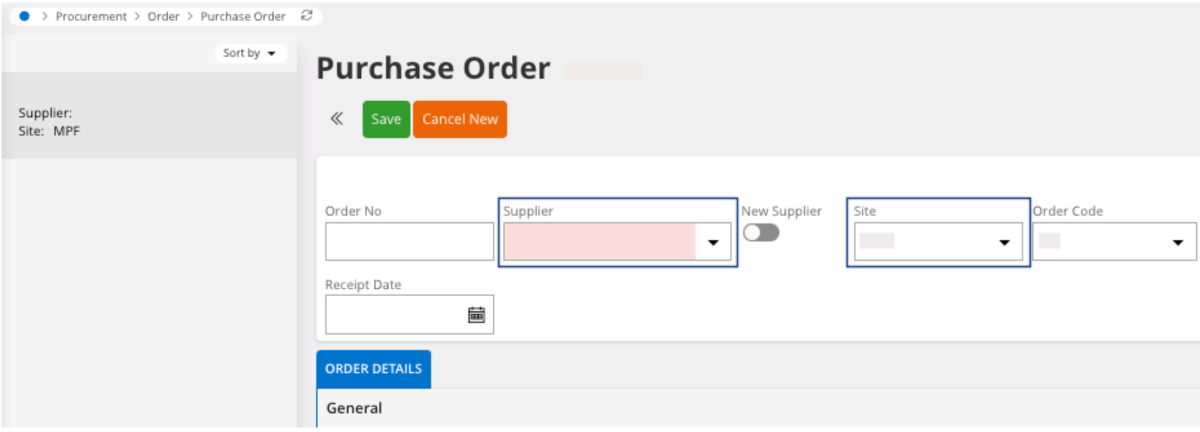
**Note:** To accomplish the following process, ensure that your **Supplier** has been correctly created, with the following information: legal and tax purpose, addresses, contacts…

### External Purchase Order

Manage your purchases made from external suppliers.

### Creating an External Purchase Order

1. Go to **Procurement > Order > Purchase Order**.
2. Click **New** + to create a new purchase order.
3. Select your **Site** and your **Supplier**.

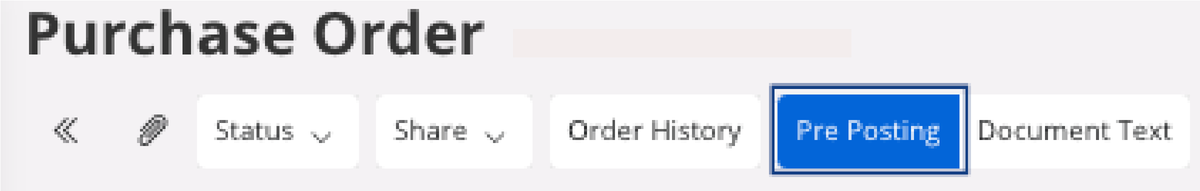



Fields fill automatically with the default values from the supplier.

**Note:** If you want to change information about the supplier, make the changes directly from this page.

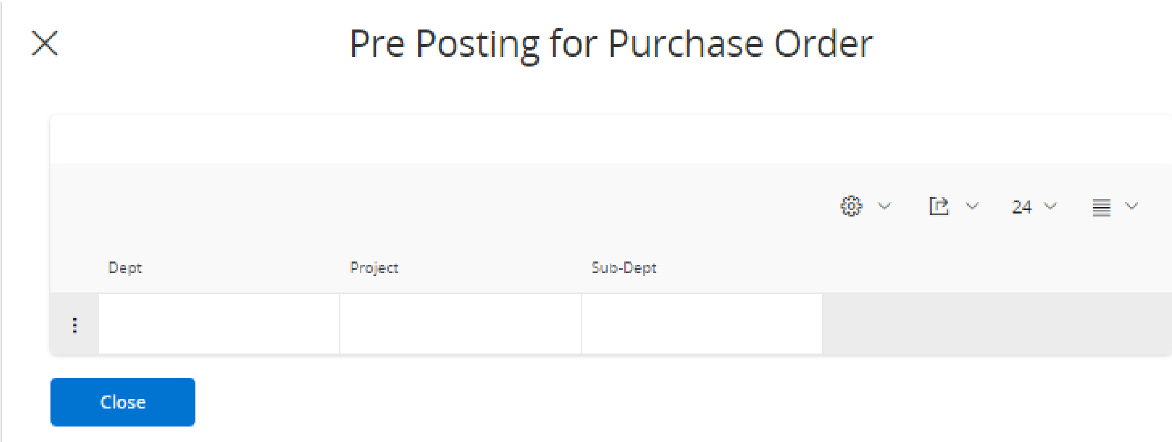
4. Click **Save**.
5. You can specify to which department, project, or sub-department this purchase order will be allocated:

a. In the header, click **Pre-Posting**.




The **Pre-Posting** pane appears.

b. You can associate the purchase order to a **Dept**, a **Project** or a **Sub-Dept**. You can fill the three fields or choose one of them.




> **Note:** If you specify information in the pre-posting header, the same information is applied to each line. However, you can directly modify it in the lines.

You need to add your part(s) to the purchase order. You can choose to:

- Add lines with parts that exist in **IFS Cloud**, see below Adding Lines with Parts from IFS Cloud (on page 130).
- Add lines with no parts from **IFS Cloud**, see below Adding Lines with No Part Lines (on page 131).

## Adding Lines with Parts from IFS Cloud

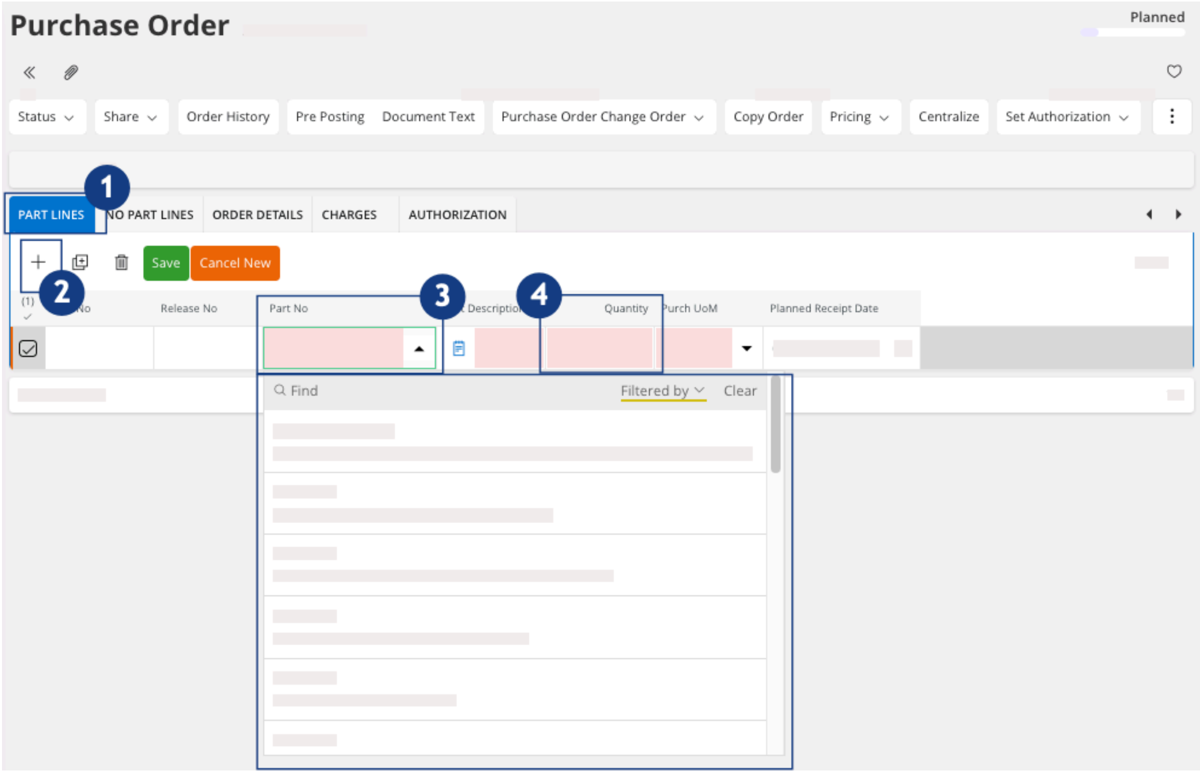
1. Go to the tab **Part Lines** 1:

   a. Click **New** + to add line(s) 2.

   b. Select the **Part No** of the product(s) that you want to buy 3.

**Note:** You can select only parts available from the supplier selected and already in the system. To add parts that do not use existing parts in **IFS Cloud**, see below in these instructions (on page 131).

2. Add the **Quantity** of each product 4.




**Note:** The creation of parts is important because each line is automatically filled with the default information from these parts.

For example, here, the fields **Tax**, **Price** and **Price UoM** are automatically filled.

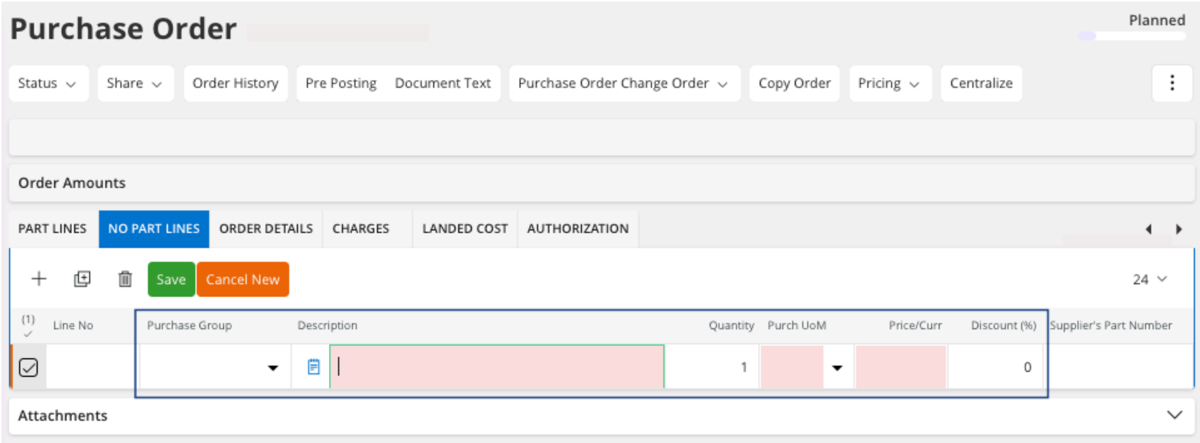
3. Click **Save**.

## Adding Lines with No Part Lines

1. Go to the **No Part Lines** tab.
2. Click **New** + to add line(s) and fill the fields:
    a. **Purchase Group**.
    b. **Description**.
    c. **Quantity**.
    d. **Purch UoM**.
    e. **Price/Curr**.

f. **Discount**.

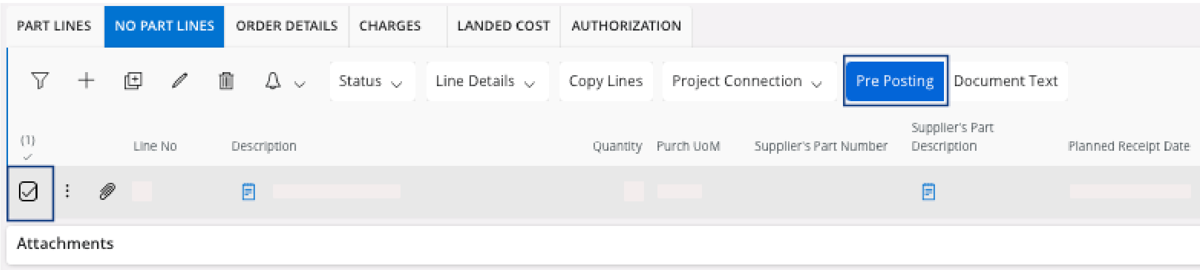
g. According to your needs you can fill the other fields.




3. Click **Save**.
4. You need to define to which department, project, and sub-department these no parts lines will be allocated:

> **Important:** The **Pre-Posting** is mandatory in these lines.

a. Select one or several lines and click **Pre-Posting**.




The **Pre-Posting** pane appears.

b. Associate the lines with a **Dept**, a **Project** and a **Sub-Dept**.

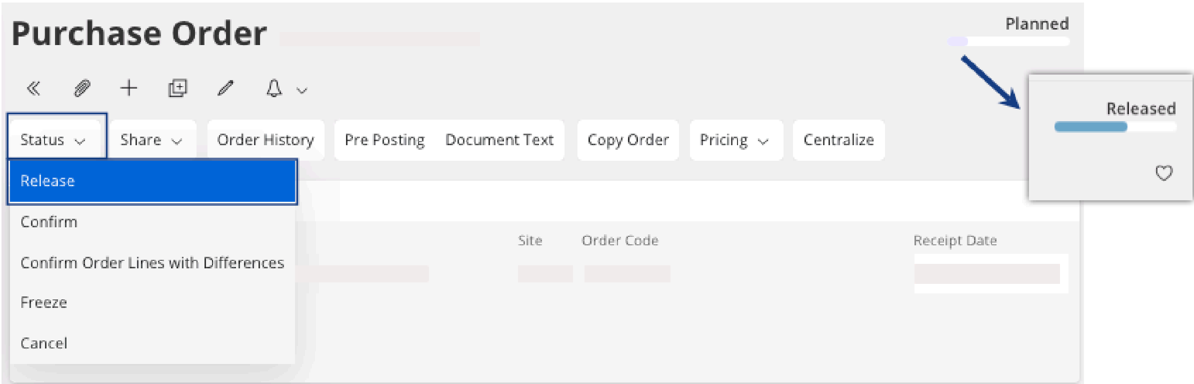
> **Note:** If you specify information in the pre-posting header, the same information is applied to each line. However, you can directly modify it in the lines.

Once you entered all the products that you want to buy from this supplier, you need to change the status of your purchase order, perform Changing the Purchase Order Status to Released (on page 132).

## Changing the Purchase Order Status to Released

Once your lines with all the product(s) that you want to buy have been created, you can release your *purchase order*.

1. Go to your **Purchase Order** page.
2. Click **Status > Release**.



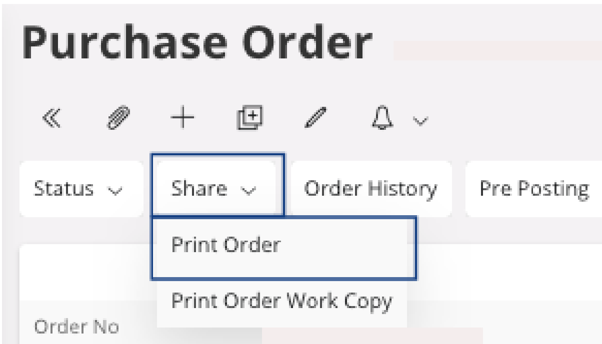

The purchase order status changed from **Planned** to **Released**. It has been validated in your company.

- You can print a summary document of the order for your supplier, perform Printing a Purchase Order (on page 133).
- You can change the purchase order status to confirm if your supplier validates it, perform Changing the Status to Confirmed (on page 134).
- If you do not need these information, you can directly process the creation of the receipt, perform Creating a Receipt (on page 136).

## Printing a Purchase Order

If you want to print a document for your supplier, you can print an order.

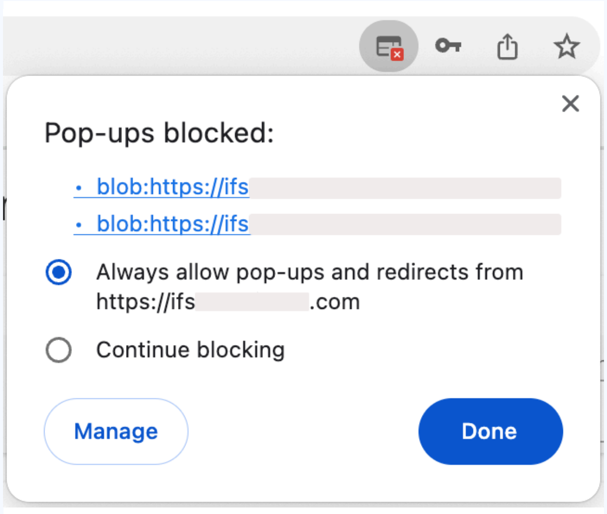
1. On your page **Purchase Order**, in the header, click **Share > Print Order**.




   The **Report Format & Output** pane appears.
2. You have several options:

- **Preview** button: to do before printing. Click **Preview**: the document appears on your screen. From here, you can check your information, print your document or keep it on your computer in PDF.

**Trouble:** If the preview is not displayed, your browser might block your pop-ups. Check your authorization in your browser settings.




- **Print**: if you want your document on paper, choose your printer, or if you want to keep it on your computer in PDF, choose **IFS PDF Archiver**.
- **Email**: fill in or check the email address and send it.

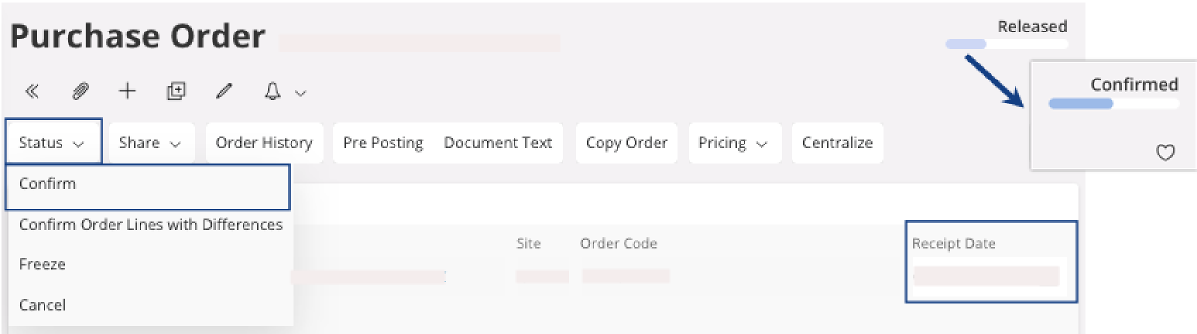
• You can change the purchase order status to **Confirmed**, if your supplier validates it, perform Changing the Status to Confirmed (on page 134).
• If you do not need these information, you can directly process the creation of the receipt, perform Creating a Receipt (on page 136).

## Changing the Status to Confirmed

If your supplier confirm the purchase order and/or a date of delivery, you can update your *purchase order* information.

This step is not mandatory but provides updated information directly in the system.

1. On the page **Purchase Order**, click **Status > Confirm**.
2. You can change the field **Receipt Date** if you receive the information from your supplier.




The status of your purchase order changed to **Confirmed**.

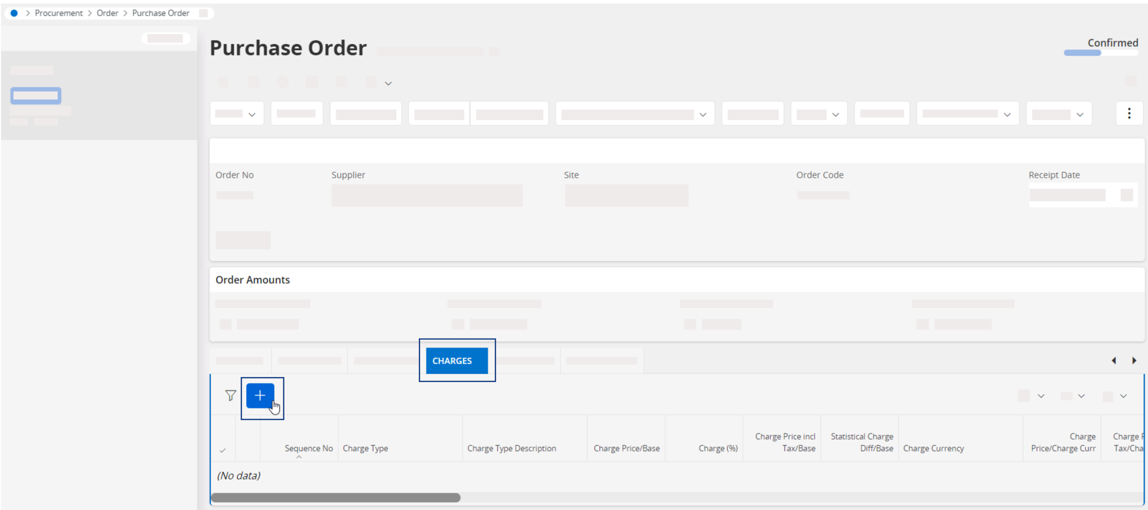
You need to create a receipt, perform Creating a Receipt (on page 136).

## Adding Landed Costs to a Purchase Order

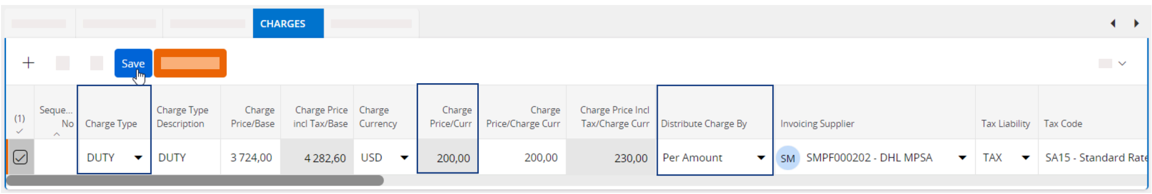
Perform this process to include to a purchase order the total expense associated with the shipping of a product (such as freight costs, duties, customs, etc.).

**Note:** This process is not mandatory. It answers specific needs to add value to the stock.

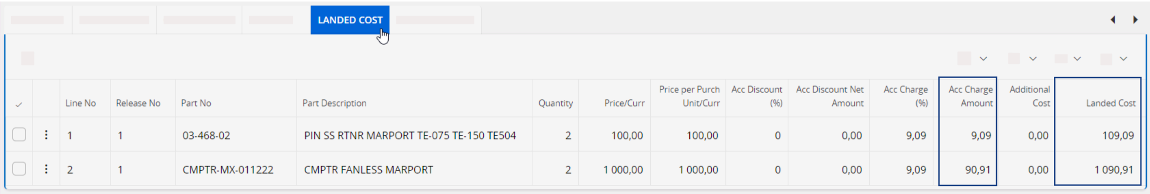
1. From your purchase order, go to the tab **Charges** then click **New +** to add a charge.




2. Fill in the fields according to your needs, then click **Save**.
   In the example below, we added a 200 USD duty charge, distributed per product unit and charged to DHL (delivery service) supplier.



3. Go to the tab **Landed Cost**. You can see the landed cost distributed between the units in **Acc Charge Amount** and the cost of the part including the charge in **Landed Cost** field.




| Line No | Release No | Part No | Part Description | Quantity | Price/Curr | Price per Purch Unit/Curr | Acc Discount (%) | Acc Discount Net Amount | Acc Charge (%) | Acc Charge Amount | Additional Cost | Landed Cost |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 1 | 03-468-02 | PIN SS RTNR MARPORT TE-075 TE-150 TE504 | 2 | 100,00 | 100,00 | 0 | 0,00 | 9,09 | 9,09 | 0,00 | 109,09 |
| 2 | 1 | CMPTR-MX-011222 | CMPTR FANLESS MARPORT | 2 | 1 000,00 | 1 000,00 | 0 | 0,00 | 9,09 | 90,91 | 0,00 | 1 090,91 |

4. Create a receipt to complete the process: see Creating a Receipt (on page 136).

## Creating a Receipt

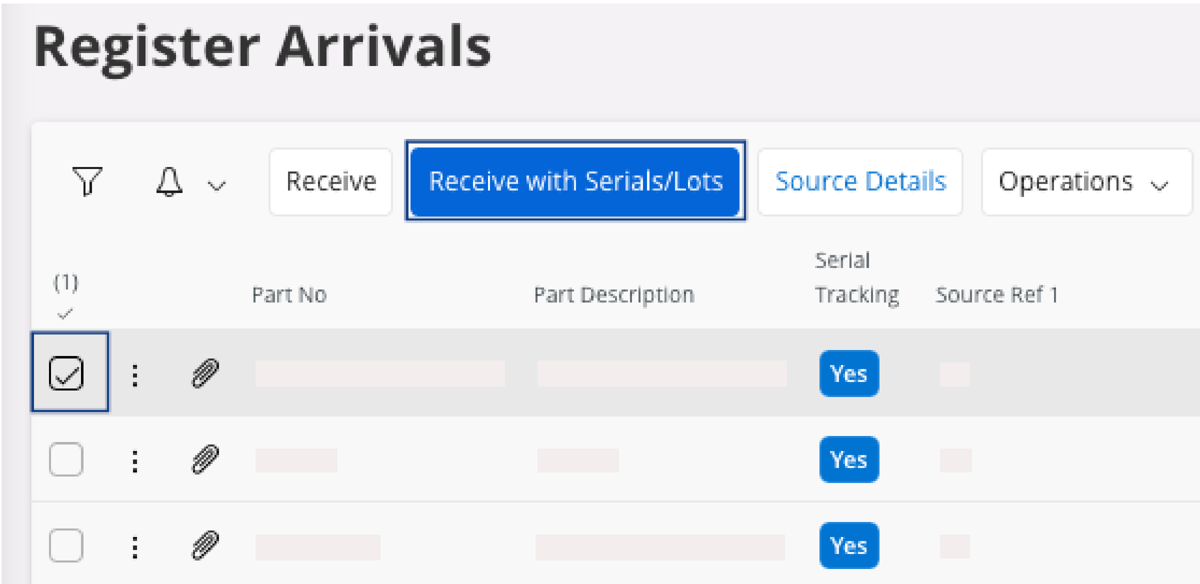
After the reception of the delivery from your supplier, you need to receive and register the order.

1. Go to **Procurement > Receipt > Register Arrivals**.
2. You need to find your purchase order:
   a. You can select directly your purchase order number using the field **Source Ref 1**.
   b. You can filter the records according to your **Site** information.

> **Tip:** To identify easily your line(s) as serialized part(s) or non serialized part(s), see the fields **Part No** and **Description** or refer to the field **Serial Tracking**.
> - If **Serial Tracking** field is **Yes**: your line contains serialized part(s).
> - If **Serial Tracking** field is empty: your line contains non serialized part(s).

## Creating a Receipt for Serialized Part

1. Select your line, then in the header, click **Receive with Serials/Lots**.

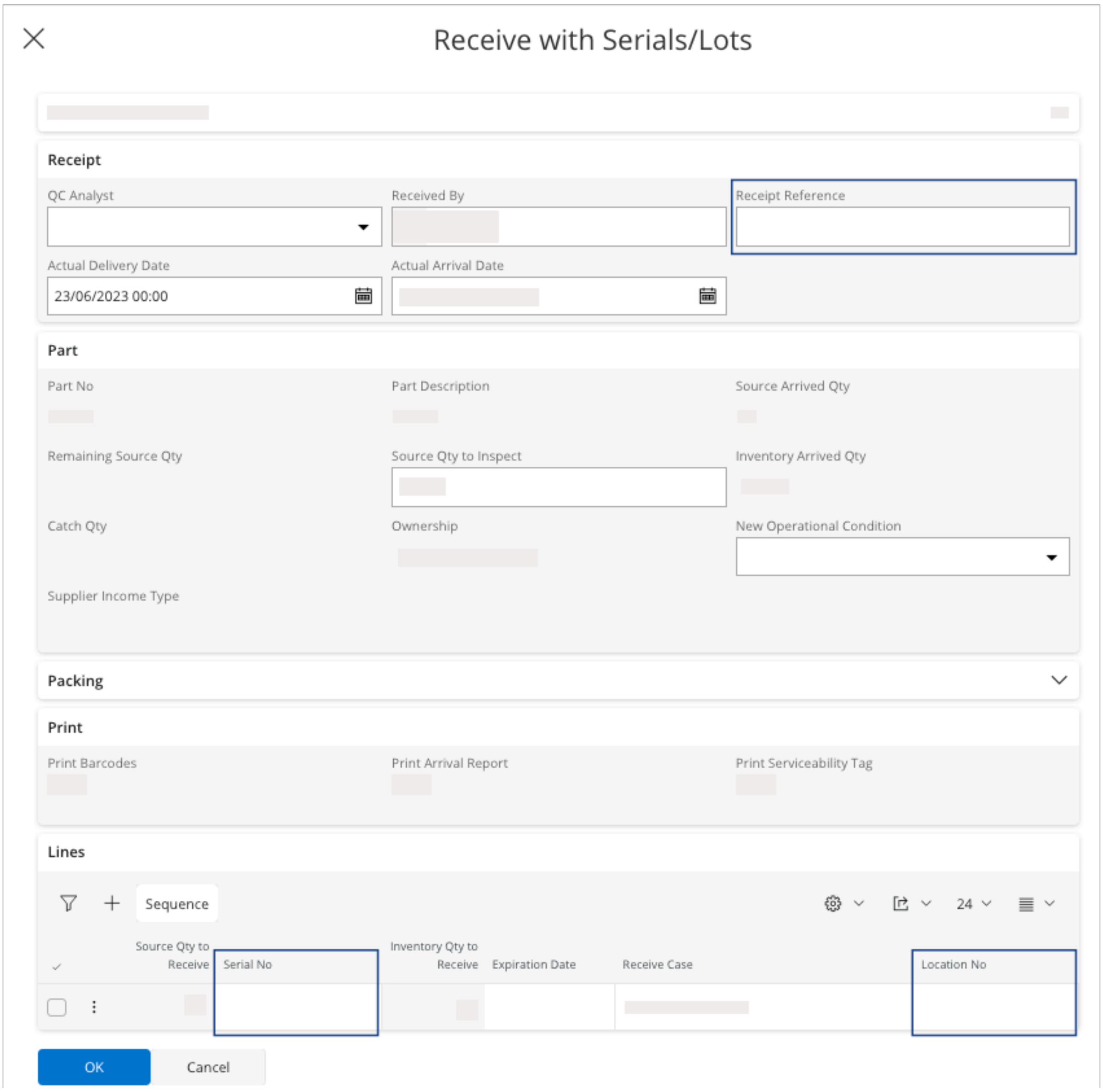



The **Receive with Serials/Lots** pane appears.
2. Fill the following fields:

a. **Receipt Reference**.

b. **Location No**: choose a *location* where the part will be stocked.

c. **Serial No**, mandatory on those parts. It must correspond to the serial number on the delivery note from the supplier or on the product.




**Note:** In case you receive a partial quantity of your order lines, you need to delete the lines non-received. In the box **Lines**: select your line(s) and click **Delete selected record(s)** .

3. Click **OK** and **Proceed**.

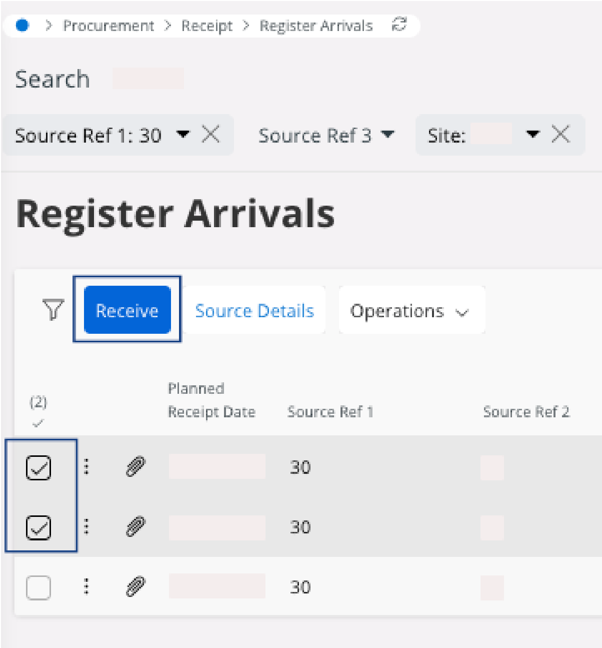
**Note:** In case of error during this task, the serial number is checked. You cannot put twice the same serial number.


Once you made the full reception of a line, the order line is not available in the page **Register Arrivals**.

You need to create an invoice, perform External Purchase Invoice (on page 140).

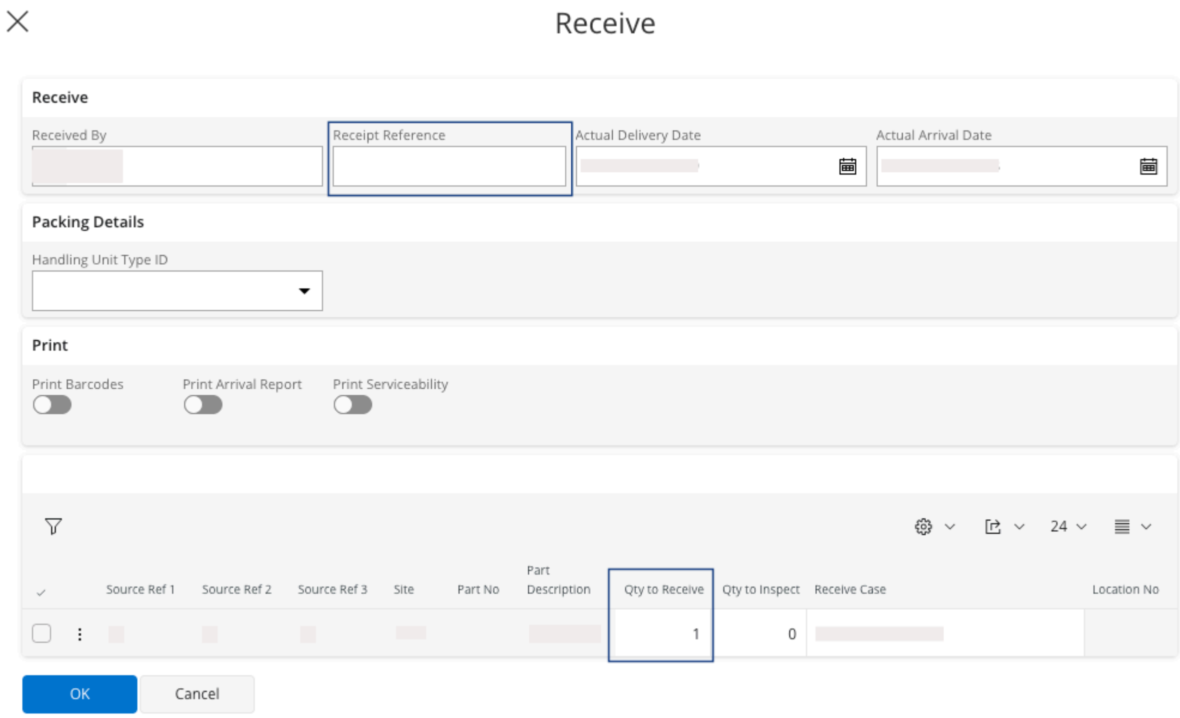
## Creating a Receipt for Non Serialized Part

1. Select your line(s) and click **Receive**.




The **Receive** pane appears.

2. Fill the following fields:
   a. **Receipt Reference**.
   b. **Qty to Receive**: enter the real quantity received.




**Note:** In case you receive a partial quantity of your order lines, you can find the remaining quantity in the page **Register Arrivals**. You will be able to select it during the next reception.

3. Click **OK** and **Proceed**.

Once you made the full reception of a line, the order line is not available in the page **Register Arrivals**.

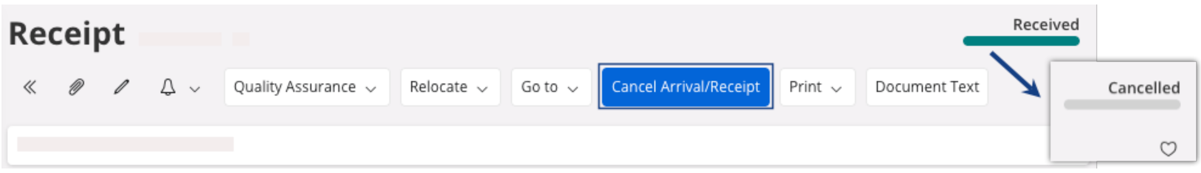
You need to create an invoice, perform External Purchase Invoice (on page 140).

## Canceling a Receipt

You must not have invoice associated.

1. Go to **Procurement > Receipt > Receipt**.
2. You need to find your purchase order receipt:
    a. You can select directly your purchase order number using the field **Source Ref 1**.
    b. You can filter the records according to your **Site** information.
3. Once you find your receipt, in the header, click **Cancel Arrival/Receipt**.

After the cancellation, the receipt status changes to **Cancelled**.




## External Purchase Invoice

You need to enter the details of the invoice received for your external purchase, link it to the *purchase order* and match the lines of the purchase order with the ones of the invoice.

## Adding the External Purchase Invoice

You need to add to the order the details of the invoice received from the external supplier.

> **Note:** Ensure that your **Company** information are correctly filled. It helps to complete the fields automatically.

1. Go to **Financials > Supplier Invoice > New Manual Supplier Invoice**.

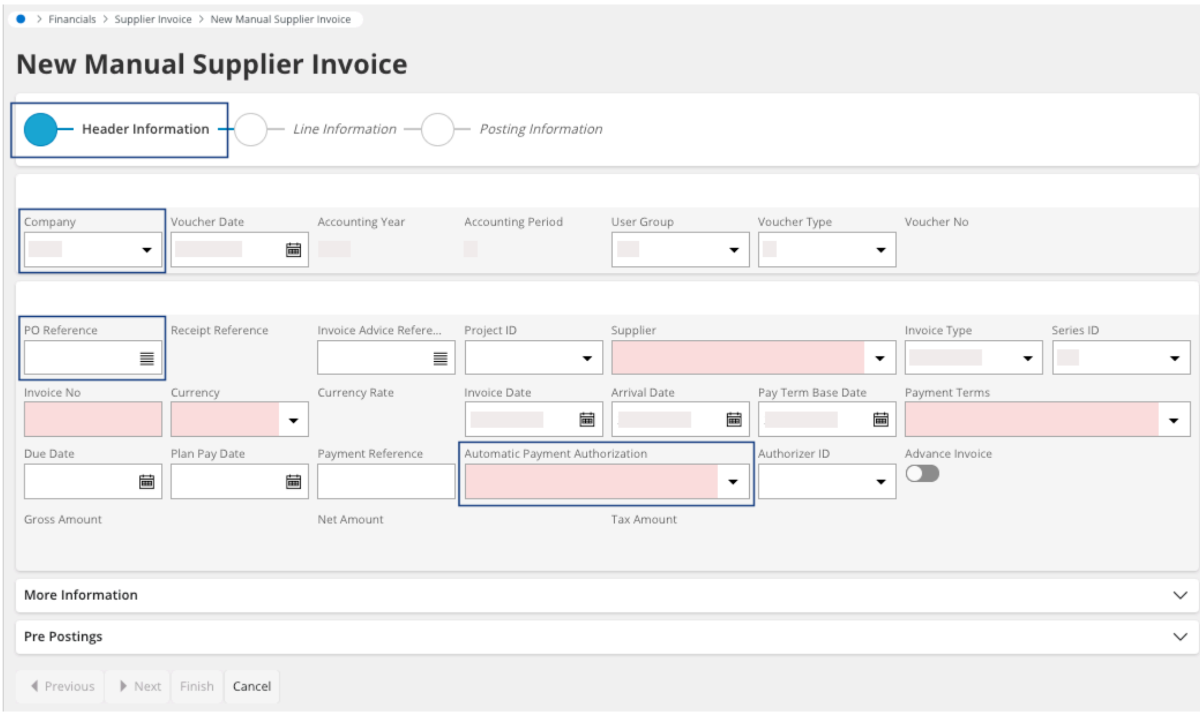
> **Tip:** Add this page to your bookmarks to access it easily.

You need to complete the **Header Information**:

2. Select your **Company**.
3. If you want to invoice one purchase order, select the **PO Reference**. This field makes the link with your purchase order and fills the invoice header with default values.

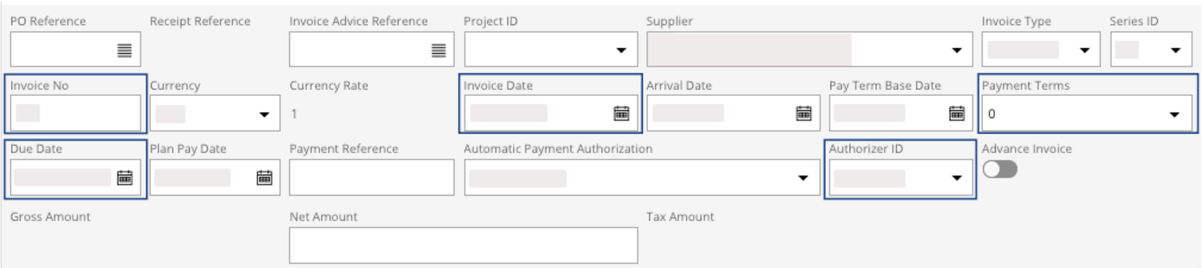
> **Note:** If you want to invoice several purchase orders, do not fill the field **PO Reference** and fill the other fields manually.

4. If you do not want to authorize the automatic payment for your invoice, change the field **Automatic Payment Authorization** and select the value **No**.

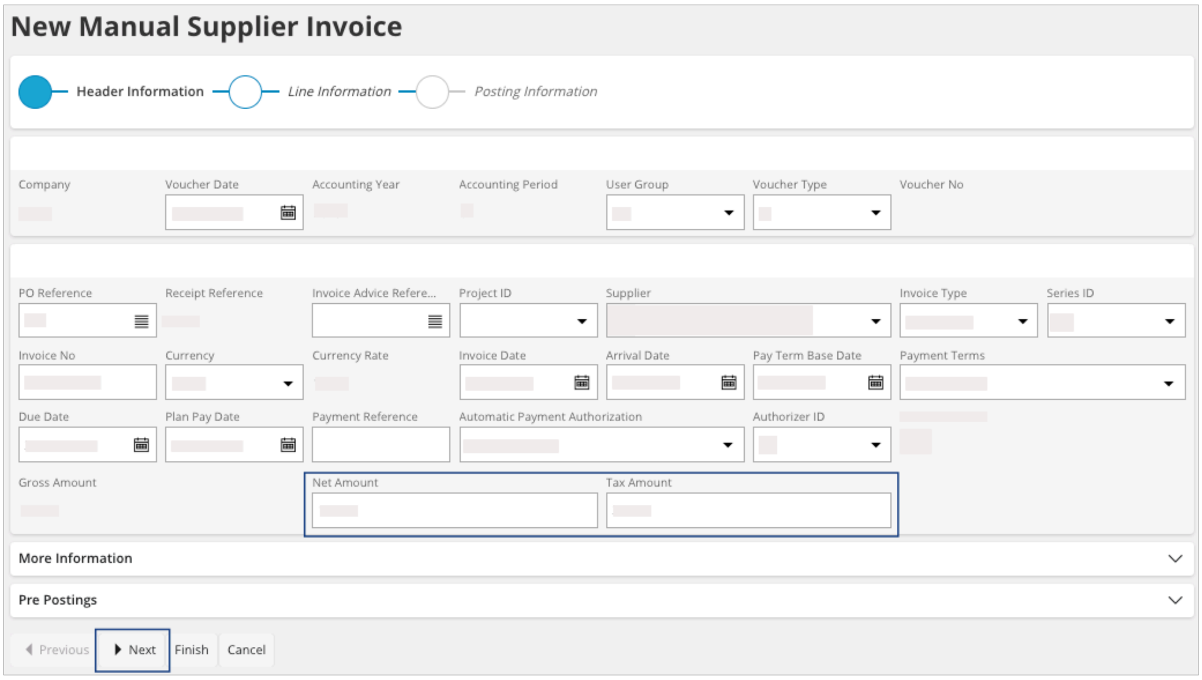



Once you selected your **PO Reference**, most of the fields automatically fill and you get one in red: the **Invoice No**.

5. Check and fill the various information linked to the supplier: **Invoice No**, **Invoice Date**, **Payment Terms**, **Due Date**, **Authorizer ID**, etc.



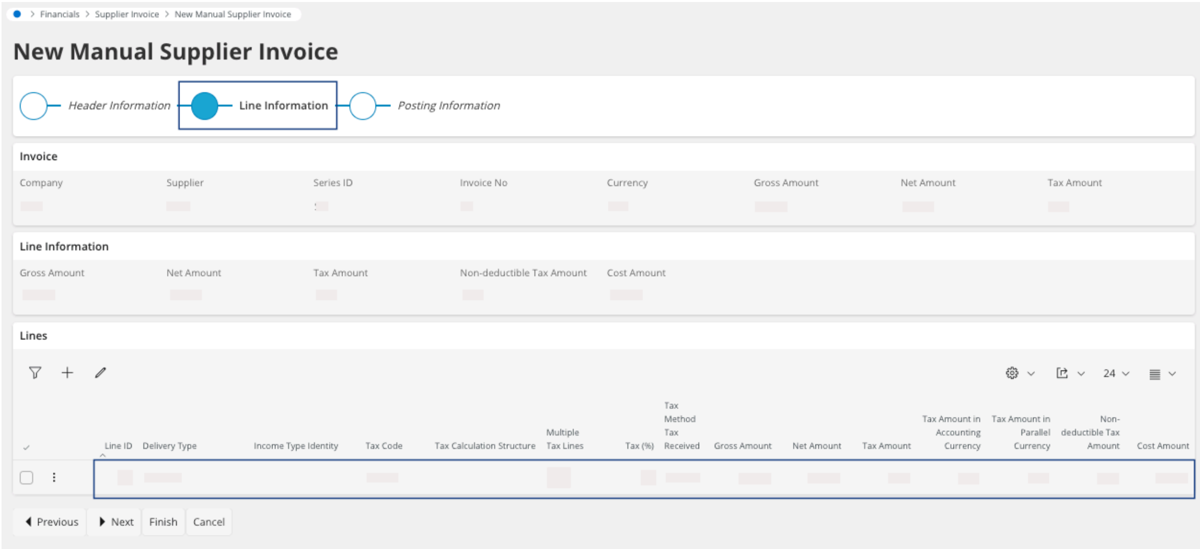

6. Insert the **Net Amount**: the amount of the invoice without the tax amount. If the **Tax Code** has been correctly completed in the supplier, the **Tax Amount** appears automatically. Otherwise, enter its value or correct it.




7. Once you have filled and checked all the fields, click **Next**.

   You move to the **Line Information** section.

8. Check the information displayed on your line(s) like the value of the **Tax Code** and the various amounts. Complete or change information if they are not correct.




9. If you have different tax amounts on your invoice, add as many lines as tax code you have:
   a. Click **New** +.
   b. Enter your **Tax Code** and enter the **Net Amount** link to it.

10. Click **Next**.

    You move to the **Posting Information** section.

You do not have to fill this section because you will match the invoice with your purchase order lines.

11. Click **Finish**.

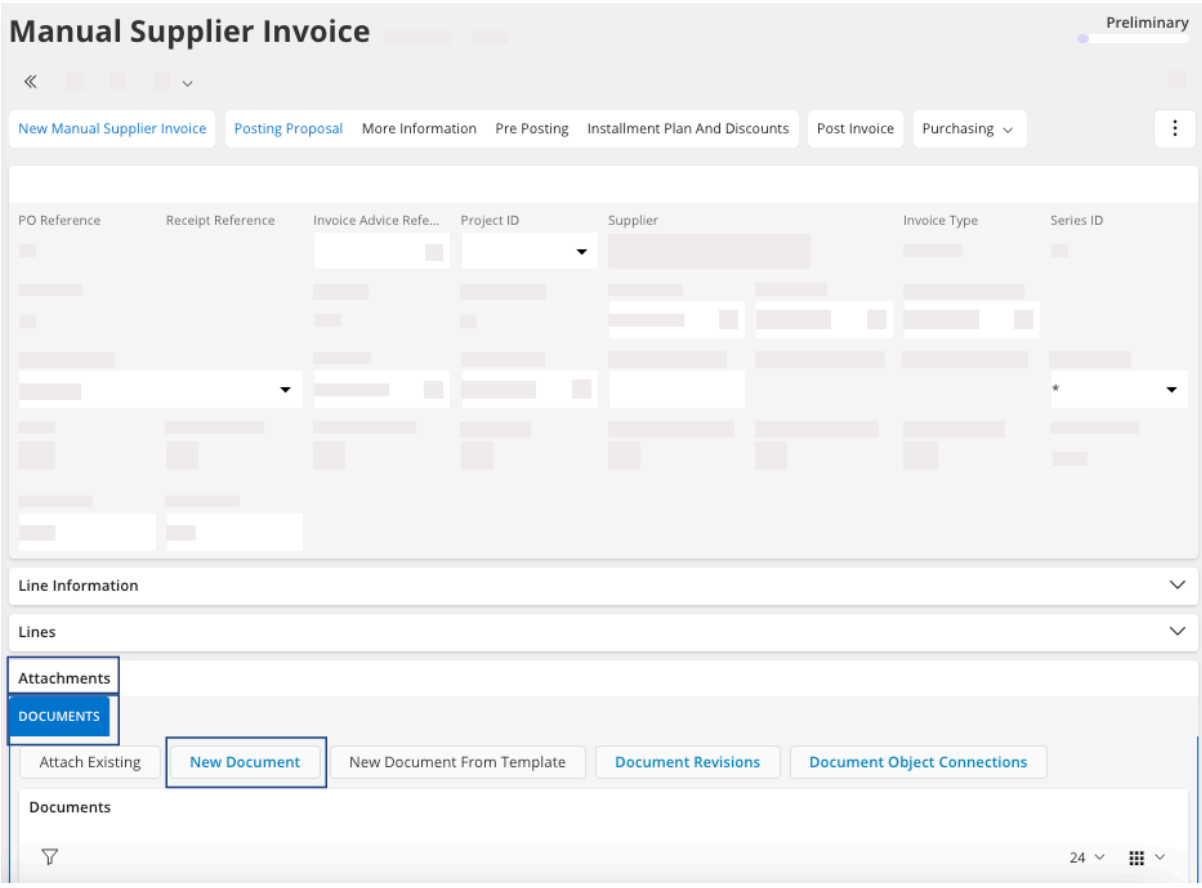
You need to add a copy of the invoice as an attachment to the manual supplier invoice, perform Adding an Attachment to the External Purchase Invoice (on page 143).

## Adding an Attachment to the External Purchase Invoice

You need to add a document like the picture of the scanned invoice to complete the creation of the **Manual Supplier Invoice**.

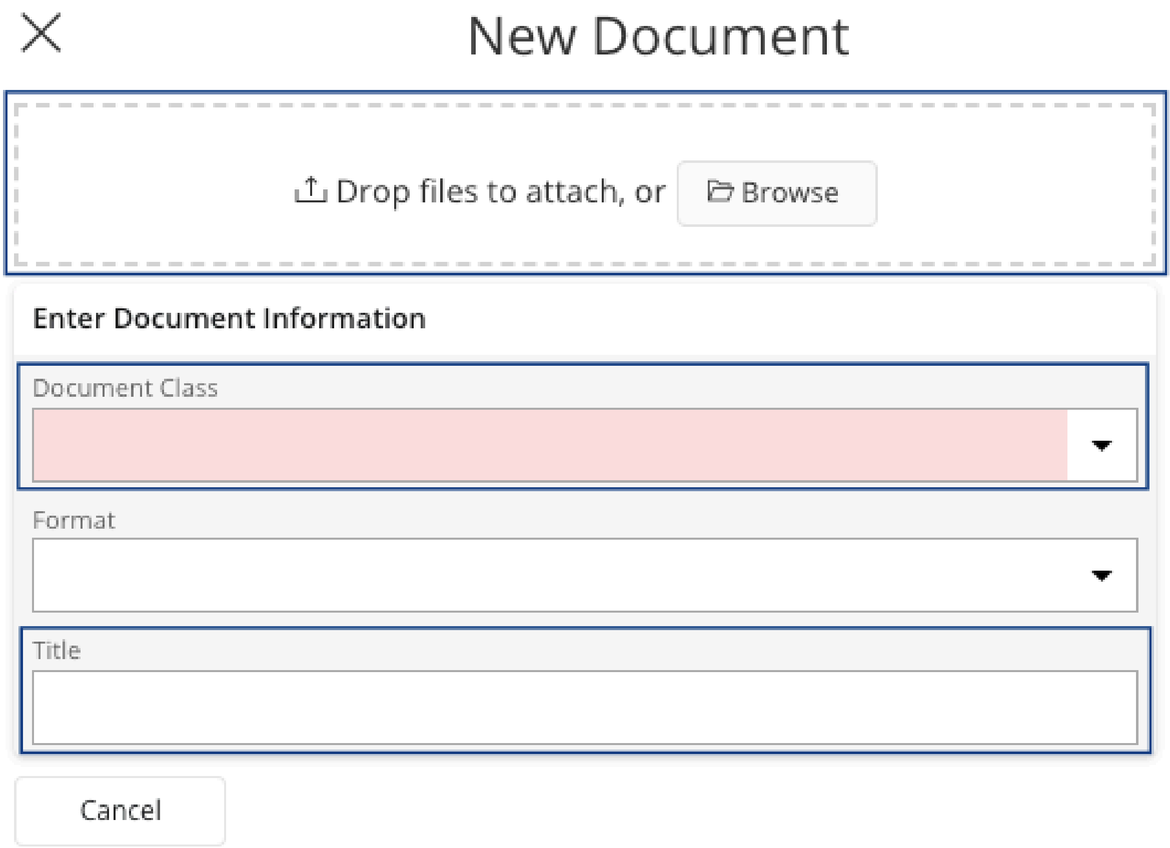
After the creation of a new manual supplier invoice, the page **Manual Supplier Invoice** opens automatically with your invoice in **Preliminary** status.

1. Scroll down and click the **Attachments** area at the bottom of the page.
2. Click **Documents** and then **New Document**.




The **New Document** pane appears.

3. Select your file and a document class, according to your company. You can change the title of the file. Then click **OK**.

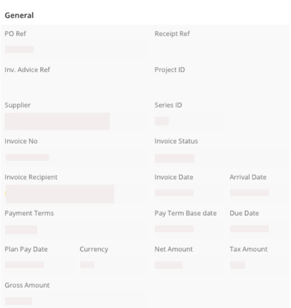
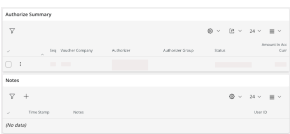
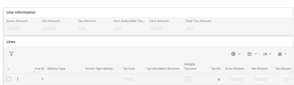
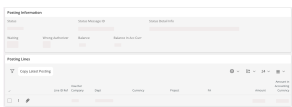



You need to match the *purchase order* lines with the invoice lines, perform Matching the Purchase Order Lines to the Invoice Lines (on page 144).

## Matching the Purchase Order Lines to the Invoice Lines

1. In the page **Manual Supplier Invoice**, in the header, click **Posting Proposal**.

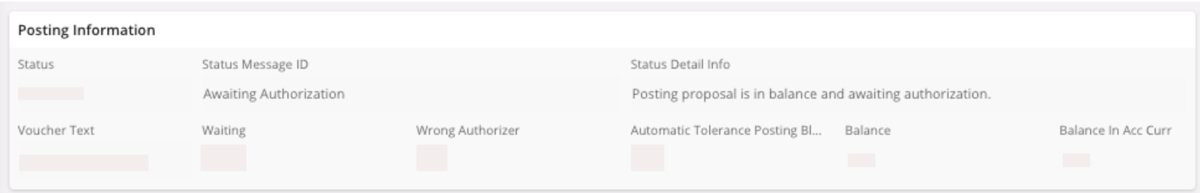
The **Posting Proposal** page is composed of four areas:

| Invoice header | Authorize Summary | Invoice lines calculated | Accounting posting lines |
|---|---|---|---|
|  |  |  |  |

2. Scroll down to see your matched lines, in the area **Posting Lines**.

   If you have no lines in the area **Posting Lines**, refer to The lines did not match automatically (on page 146).
3. If the matching has been correctly done:
   - In the area **Posting Information**, the **Status Message ID** is `Posting proposal is fully authorized and ready for final posting`.
   - In the **Authorize Summary** area you should see the status **Authorized**.

   It means that the invoice approval is automatic and you do not have to manually authorize it. You can perform Posting the Final Invoice (on page 173).
4. If the matching has not been completed, you can see in the area **Posting Information**, the information **Status Message ID** and **Status Detail Info**:
   a. If the field **Status Message ID** shows the message `Awaiting Authorization`, it means there is no error in your invoice. You need to perform Approving the Invoice (on page 172).
   b. If there is another message, it means there is an error between the lines of the invoice and the purchase order. You need to find which one through the Invoice and Purchase Order Discrepancies (on page 145).




- If the invoice approval has been done automatically, you can perform Posting the Final Invoice (on page 173).
- If you need to do the invoice approval, perform Approving the Invoice (on page 172).
- If you have an issue with your matching lines, see Invoice and Purchase Order Discrepancies (on page 145).

## Invoice and Purchase Order Discrepancies

In case you have differences between your invoice and your purchase order receipt, you have to search why.

In the area **Posting Information**, the **Status Message ID** and the **Status Detail Info** gives you information about the issue.

## The balance is negative or positive

You have a price issue, you must adjust the price.

### Condition

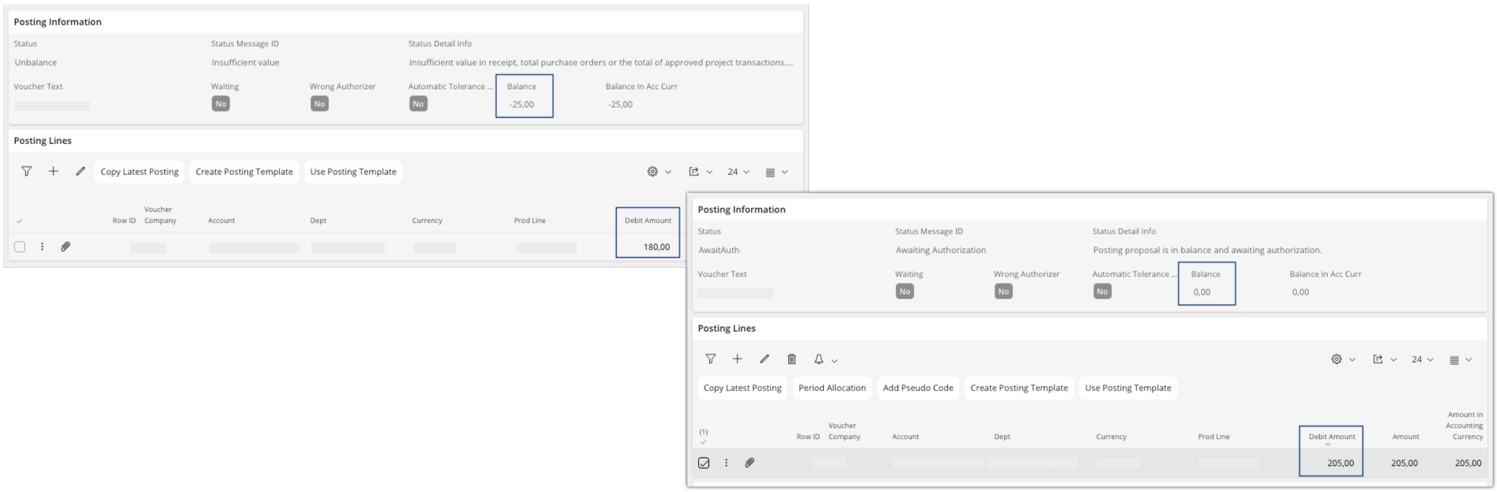
The field **Balance** is not equal to 0.

## Cause

The **Debit Amount** or **Credit Amount** entered in the invoice does not match the one in the purchase order.

## Remedy

1. On the **Posting Proposal** page, scroll down to the **Posting Lines** area.
2. Change the value in the field **Debit Amount** to match the one from the purchase order in order that the **Balance** field become equal to 0:
   a. Click **Edit** .
   b. Change your **Debit Amount**.
   c. Click **Save**.




In the **Posting Information** area, check the **Status Message ID**, if you do not have any issue, you can perform Approving the Invoice (on page 172).

# The lines did not match automatically

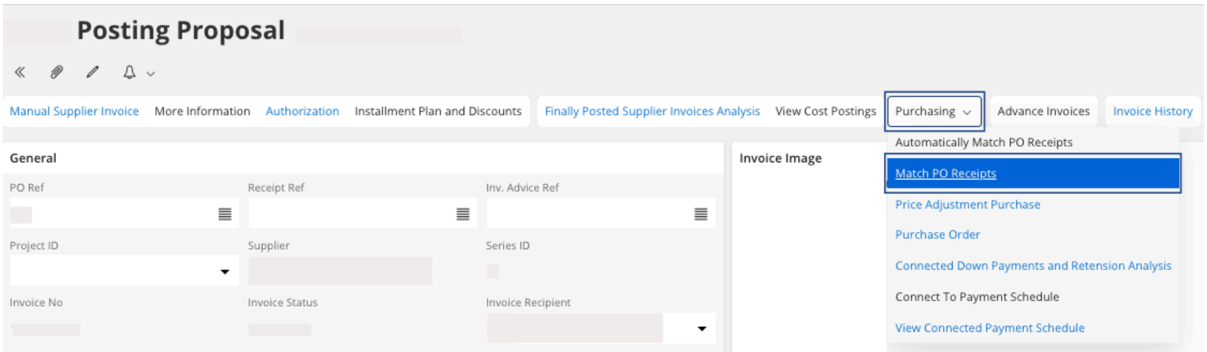
In case of complex matching, you can open a specific page to match correctly your received lines.

## Condition

The purchase order lines and invoice lines do not match.

## Remedy

1. On the page **Posting Proposal**, in the header, click **Purchasing > Match PO Receipts**.




   A new page appears, **Post from Purchase Order**.

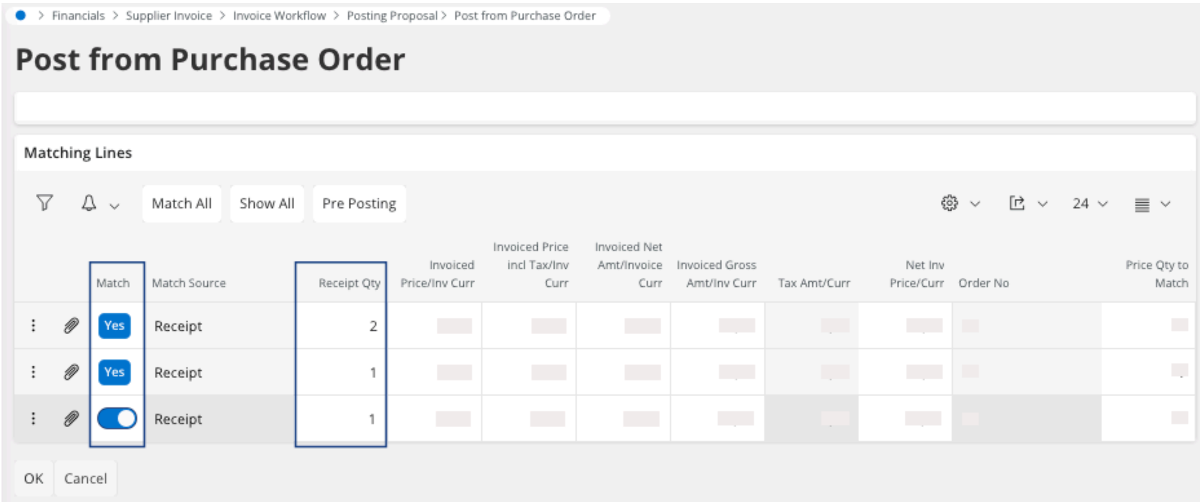
2. In the section **Matching Lines**, you can see the lines that come from your purchase order. If they do not appear, click **Show All**.

   The lines that appear may match the invoice lines.

3. On those lines:

   a. You can select the lines that have not been selected: in the field **Match**, turn on the toggle, it selects the line and displays **Yes**.

   b. You can enter your received quantity in the field **Receipt Qty** to match with the invoice.




4. Click **OK**.

   You can go back to your **Posting Proposal** page. In the area **Posting Information**, check the **Status Message ID**, if you do not have any issue, you can perform Approving the Invoice (on page 172).

## A cost is missing in the purchase order lines

You want to add an additional cost.

## Condition

You want to add a cost not registered in the *purchase order*.

## Remedy

You need to add this cost in three areas of the **Posting Proposal**: **Posting Lines**, **Lines** and **General**.

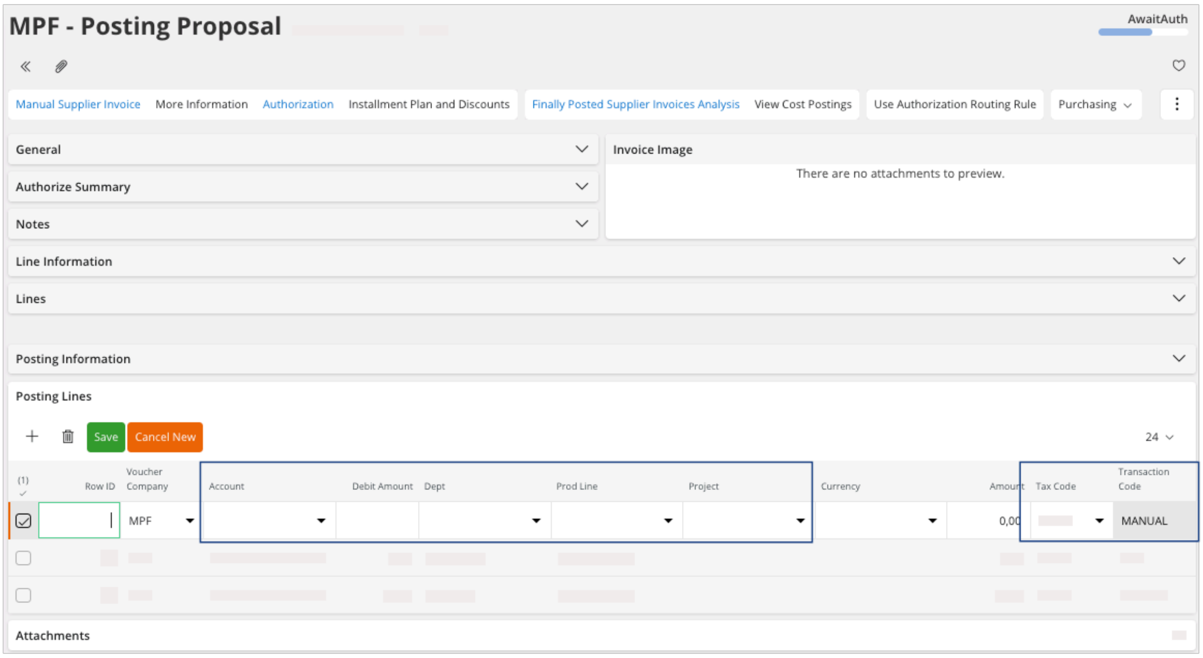
1. In the area **Posting Lines**:

   a. Add a line: click **New** +.

   b. Fill the fields:

   > **Note:** If you cannot see the field(s): click ⚙ ⌄ **> Column Chooser > Configure columns manually** and choose the fields that you want to display.

   - **Account**.
   - **Debit Amount**.
   - The **Tax Code** with the correct VAT setup.
   - You can fill the **Dept**, **Prod Line** and **Project** fields.



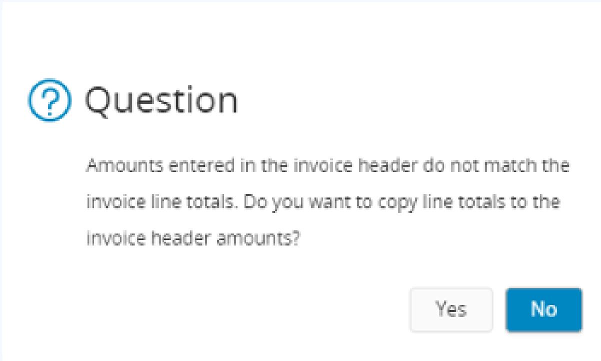

   > **Note:** The **Transaction Code** field is automatically **Manual** as this line does not come from the purchase order lines.

   c. Click **Save**.

2. In the area **Lines**, you also need to add a line and fill the fields:

a. **Tax Code**.

b. **Cost Amount**.

> **Note:** The following dialog can appear. If you want to copy the line that you just created in the area **General**, click **Yes**. Otherwise, you need to create it manually.
>
> 
> 

3. If you did not click **Yes** and automatically add it, in the area **General**, you need to perform the same process as in the two others areas: add a new line and fill the fields **Tax Code** and **Cost Amount**.
   In the **Posting Information** area, check the **Status Message ID**, if you do not have any issue, you can perform Approving the Invoice (on page 172).

## An inventory part is missing in the purchase order

You need to add an inventory part in your *purchase order*. This process must be an exceptional case and always need to be confirmed with the responsible of the initial purchase order.

### Condition

> **Important:** If you already invoiced and accepted the receipt, you cannot perform this process. The quantity or the part have been already received in the stock. In this case you need to create a new purchase order.

An inventory part is not registered in the purchase order.

### Remedy

1. You need to go back to the purchase order.
   If your purchase order has the status **Closed**, you cannot add a line. You need to create a new purchase order.

2. Add a line with your information.
   Once you enter your information, your purchase order and your invoice are disconnected, you need to match their lines again, perform Matching the Purchase Order Lines to the Invoice Lines (on page 144).

# A quantity in your purchase order has not been received

The correct process is to wait until the full reception before registering the invoice.

## Condition

The quantity or parts are not received but exists in the *purchase order*.

## Remedy

1. You need to confirm within your company if your system is up to date regarding reception.
2. In case the invoice is not correct from the supplier: you have to receive a *credit note* from him, in order to register the invoice and the credit note at the same time.
3. In case your receive the part after the invoice has been initialized, there is a background job that can be configured to detect the reception and match automatically with the invoice. This action can be done manually in the page **Match Invoices with New PO Receipts**.

# You have different taxation

You have differences between your invoice and your purchase order tax code.

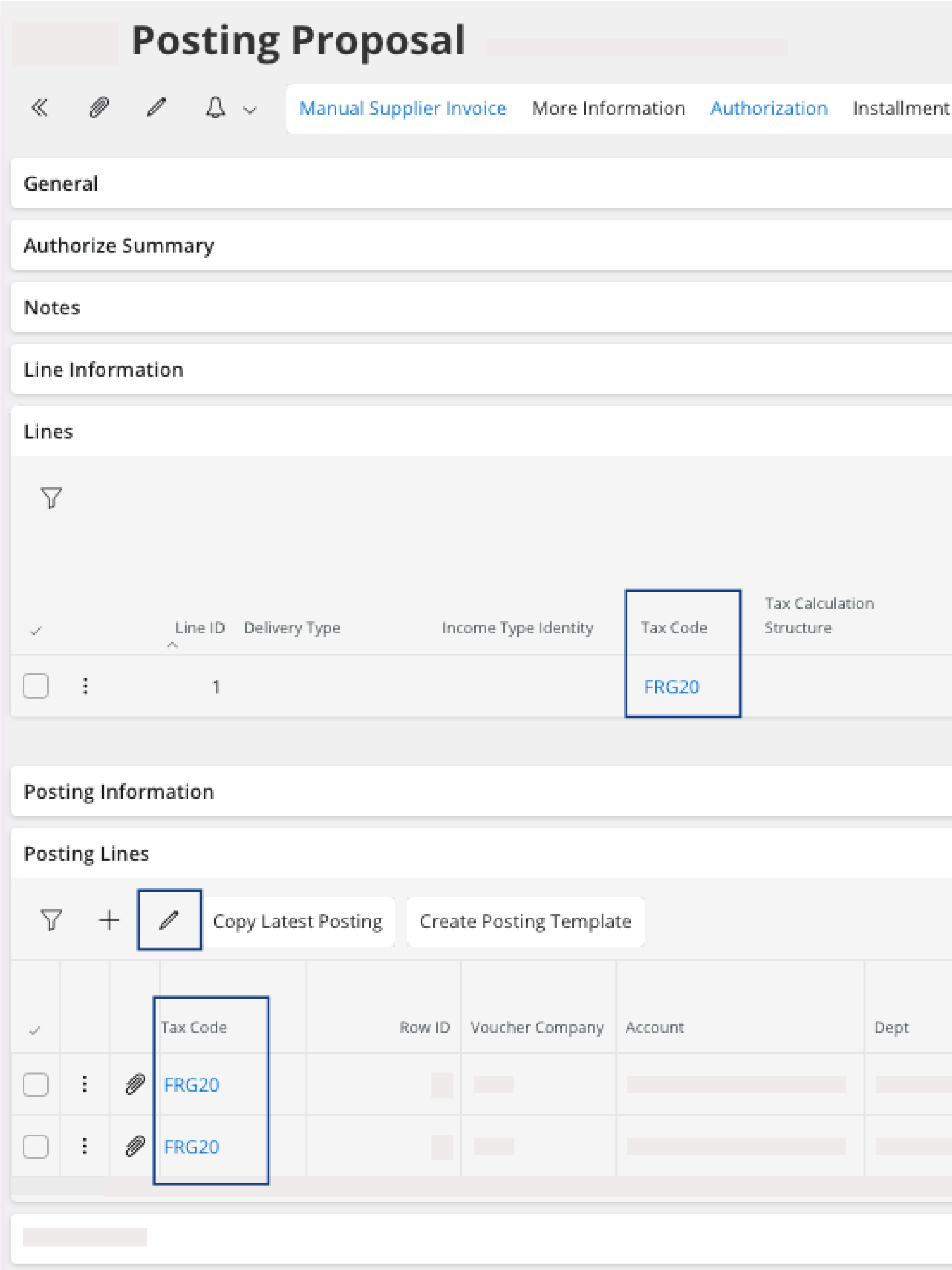
## Condition

You have different **Tax Code**.

## Remedy

The taxation on the invoice prevails over the one in the purchase order, so information must be adjusted in the purchase order receipt lines.

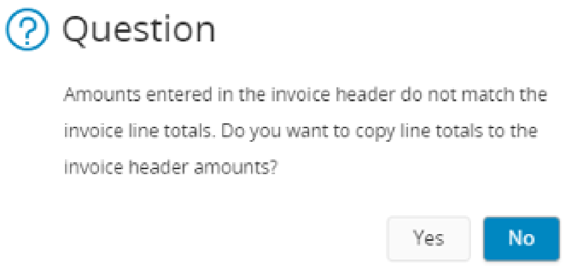
You can see the invoice **Tax Code** in the **Lines** area and the purchase order tax code in the **Posting Lines** area.




1. In the **Posting Lines** area, click **Edit** .
2. Change the **Tax Code**.
3. Click **Save**.

   In the **Posting Information** area, check the **Status Message ID**, if you do not have any issue, you can perform Approving the Invoice (on page 172).

The following dialog can appear. If you want to copy the line that you just created in the **General** area, click **Yes**. Otherwise, you need to create it manually.




# You have a currency variance or currency rounding issue

## Condition

You have an issue regarding currency amount.

## Remedy

1. In the **Posting Lines** area, click **New** + to add a line.
2. Adjust the fields:

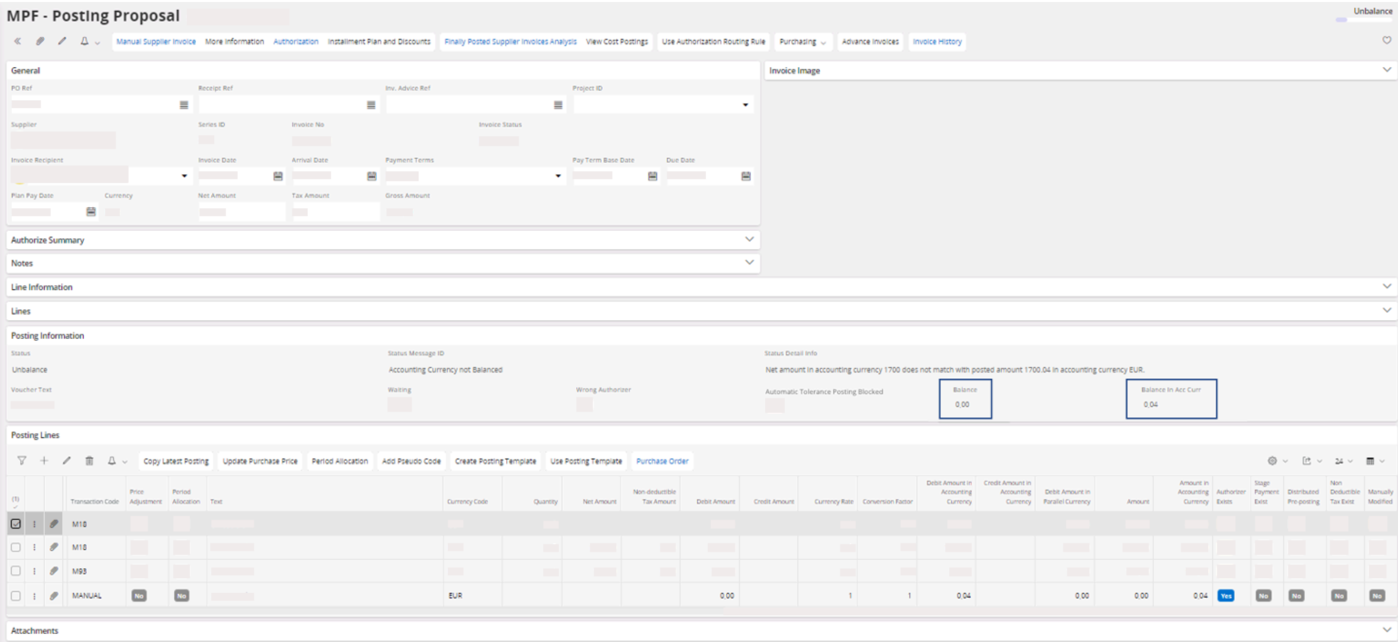
    a. **Amount in Accounting Currency** to register the variance.

    b. **Account**: you have to register this variance in a specific account.

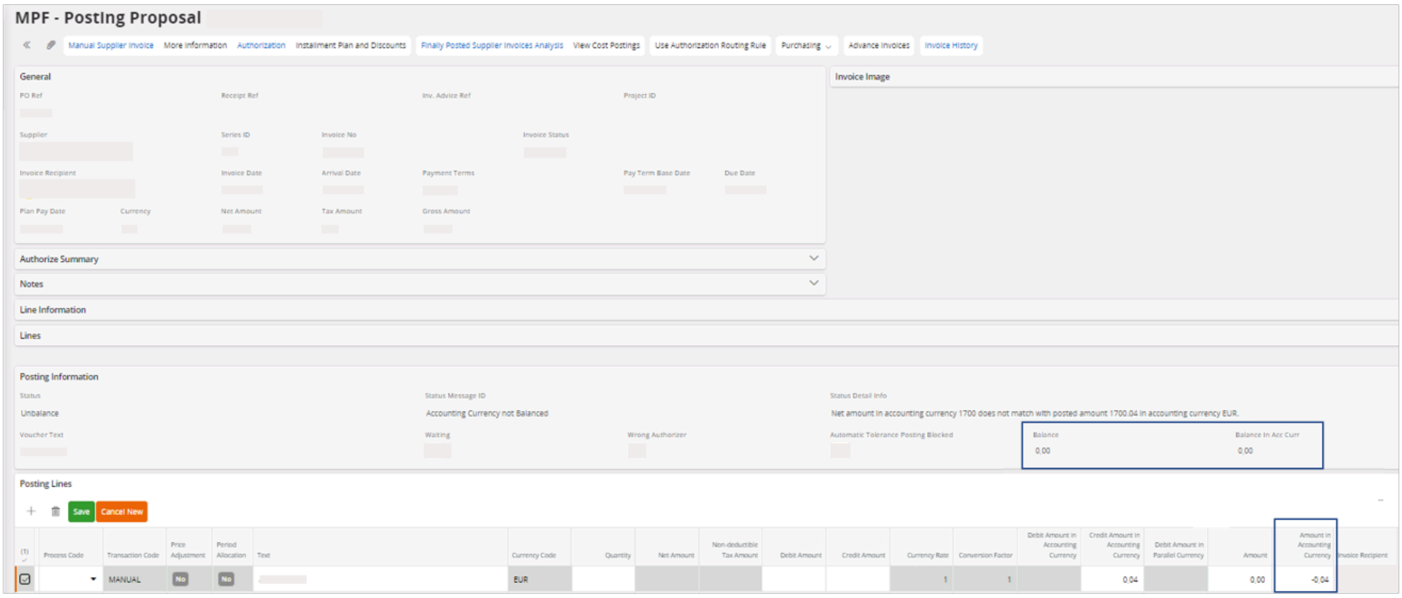
    > **Important:** Contact your accounting responsible if you do not have the information about which account must be used.

Example:

In the case below, you can see a discrepancy of 0.04 GBP for an invoice in EUR. This is due to exchange rate rounding.




In order to solve it, we add a line in the account dedicated to variance, and remove for this case 0.04 in the **Amount in Accounting Currency**.




In the **Posting Information** area, check the **Status Message ID**, if you do not have any issue, you can perform Approving the Invoice (on page 172).

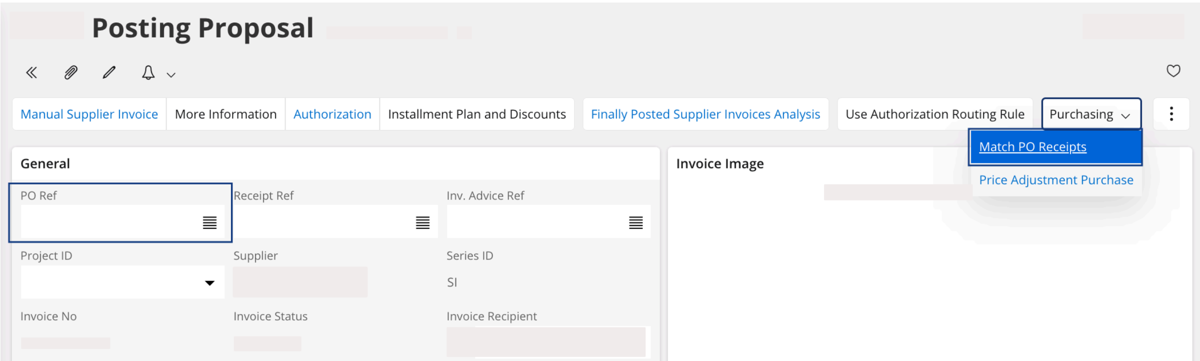
## Matching an Invoice with Several Purchase Order Lines

You can choose received lines from several purchase orders but this should be exceptional.

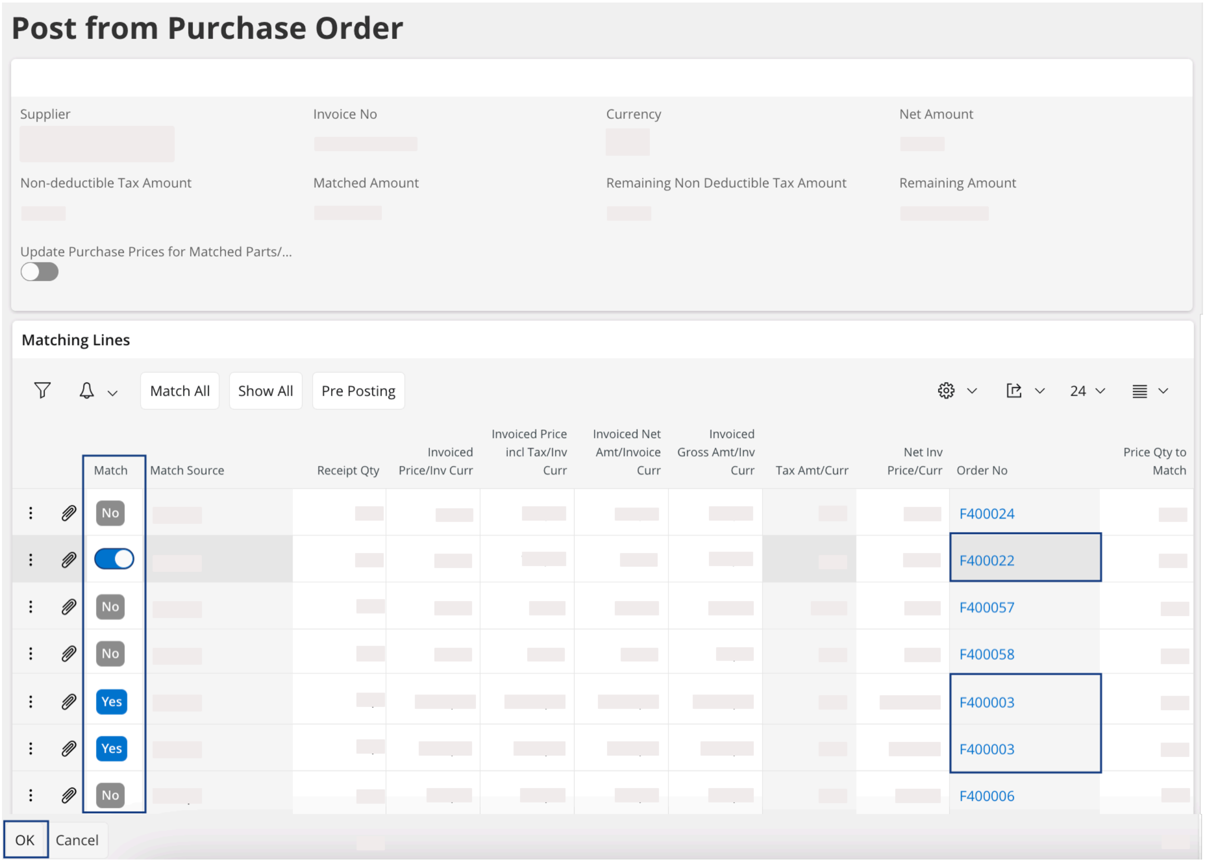
On the **Posting Proposal** page, in the **General** area, you have two options:

1. If you have just several purchase orders corresponding, you can enter their number in the field **PO Reference**.
2. If you have a lot of purchase orders corresponding, do not fill the field **PO Reference**, you will select your purchase orders through the next step.

   a. In the header, click **Purchasing > Match PO Receipts**.




   b. Select the purchase orders that you want to match with the invoice and click **OK**.




**Note:** In this example, we match the purchase order numbers *F400022* and *F400003*.

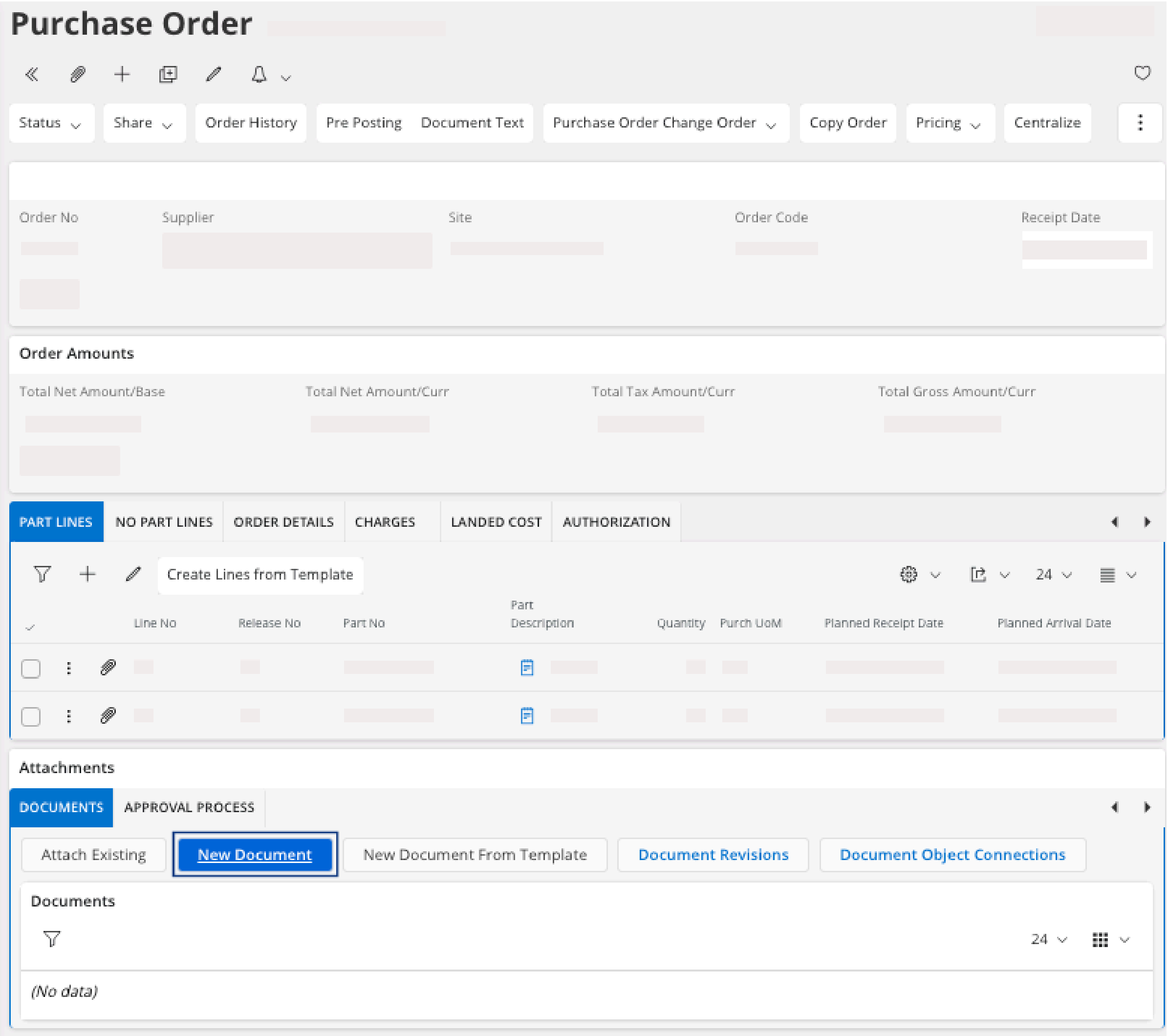
You matched your purchase orders with your invoice.

# Adding an Attachment to a Purchase Order

You can add external documents to the purchase order.

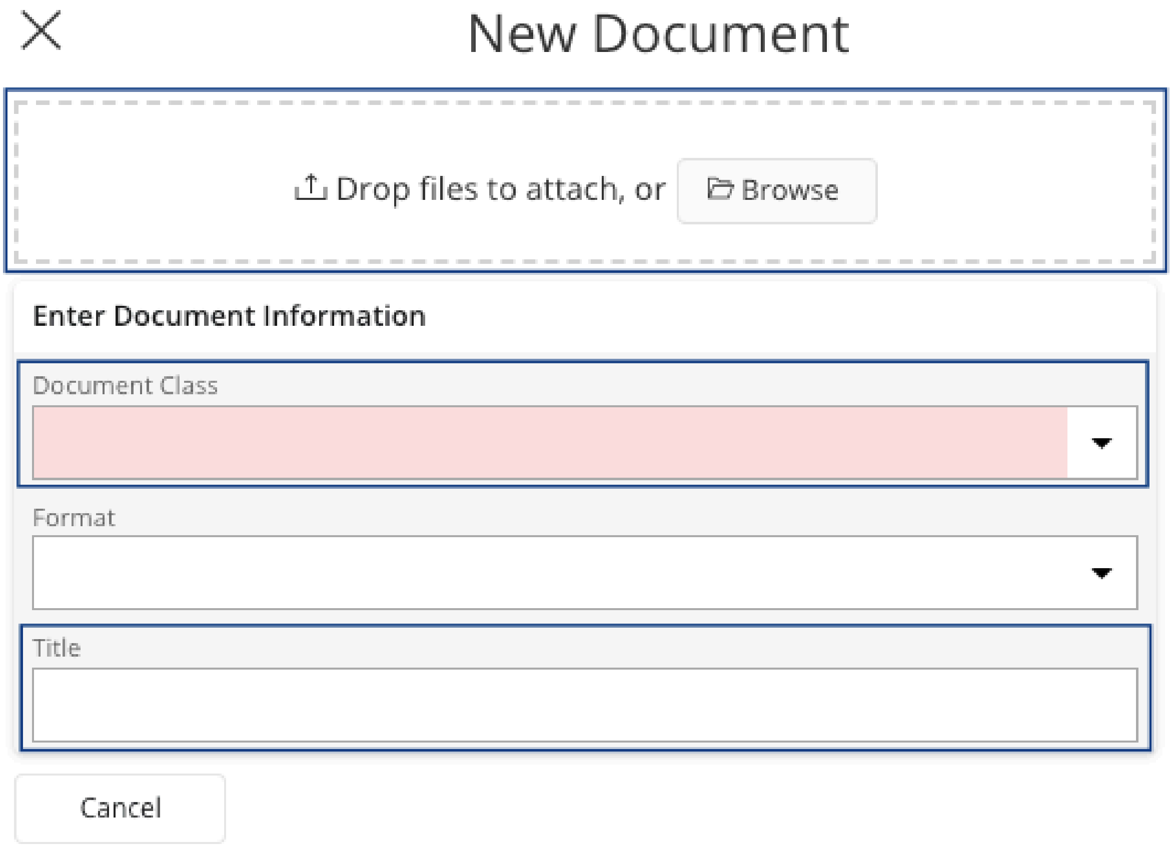
The document can be a *CER*, a packing slip,...

1. Go to your **Purchase Order**.
2. Scroll down and click the **Attachments** area at the bottom of the page.
3. Click **Documents** and then **New Document**.




The **New Document** pane appears.

4. Select your file.
5. In the **Document Class** field:
   a. To add a packing slip: choose the document class 153 corresponding to your company. For example, for MPF it will be: DOC MPF153.
   b. To add a *CER* or another document for a purchase order: choose the document class 181 corresponding to your company. For example, for MPF it will be: DOC MPF181.




6. If you need, you can edit the title of the file.
7. Click **OK**.

Your attachment has been added to your purchase order.

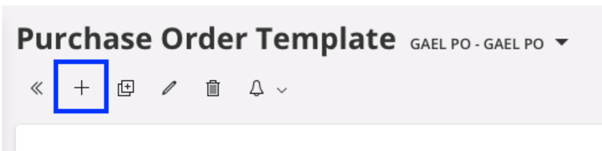
## Creating a Purchase Order Template

If you frequently create purchase orders with the same items, you can use a template to automatically fill in a new purchase order.

1. Go to the page **Purchase Order Template**.
2. Click **New**

   to create a new template.

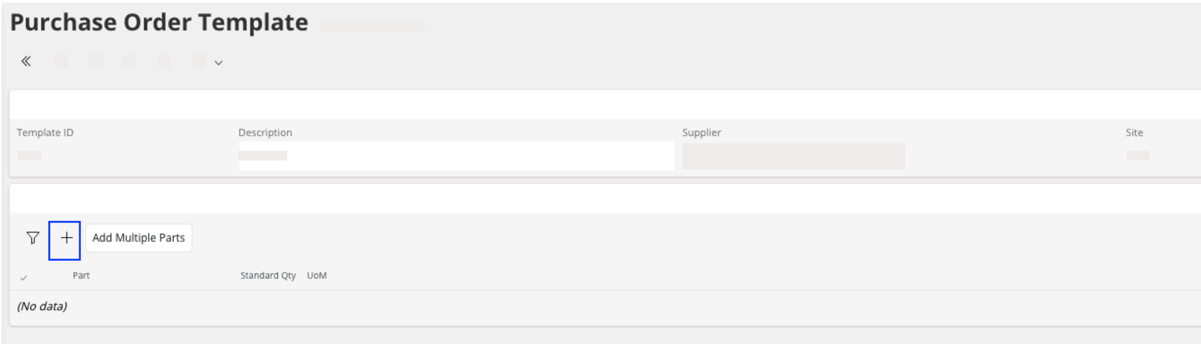
   
   

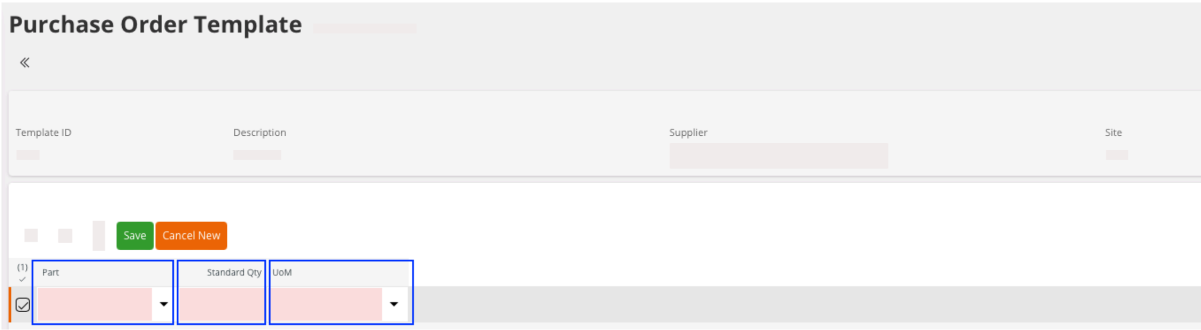
3. Enter a **Template ID**, **Description**, **Supplier** and **Site** and click **Save**.


4. To add parts to the template:

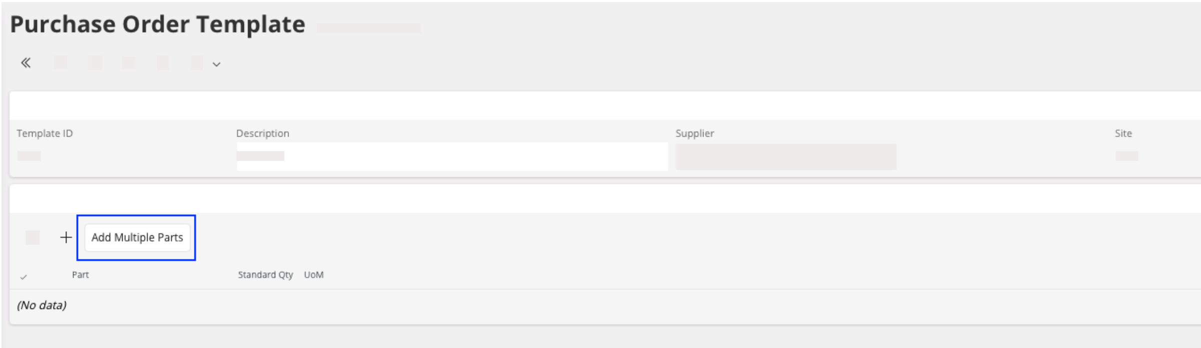
    a. To add parts one by one, click **New**

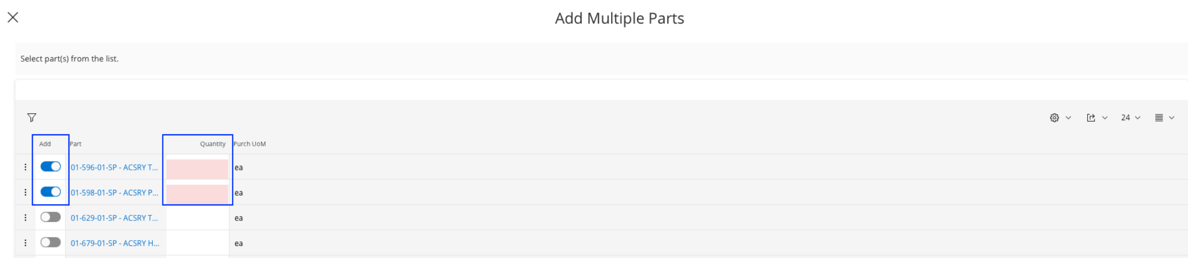
, then choose the part and quantity.




    b. To add several parts at once, click **Add Multiple Parts**, then select the parts and their quantity.



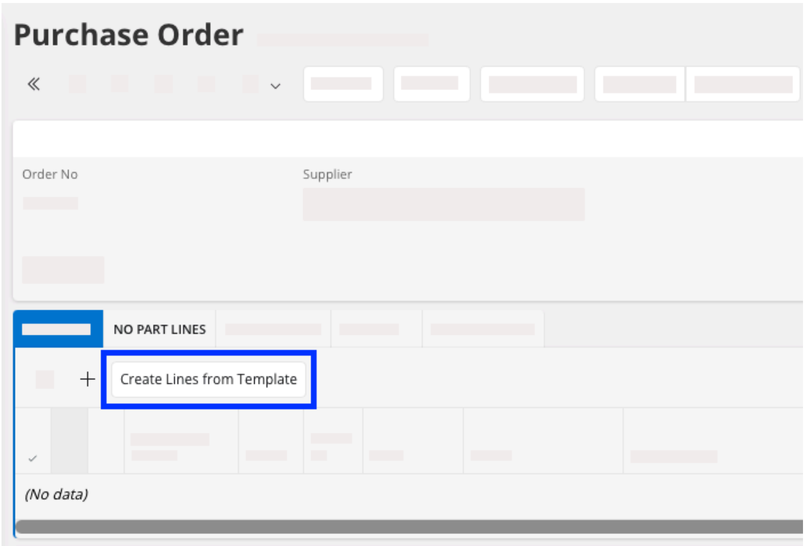

Once you have added the parts, the template is created.

5. To access the template afterward:

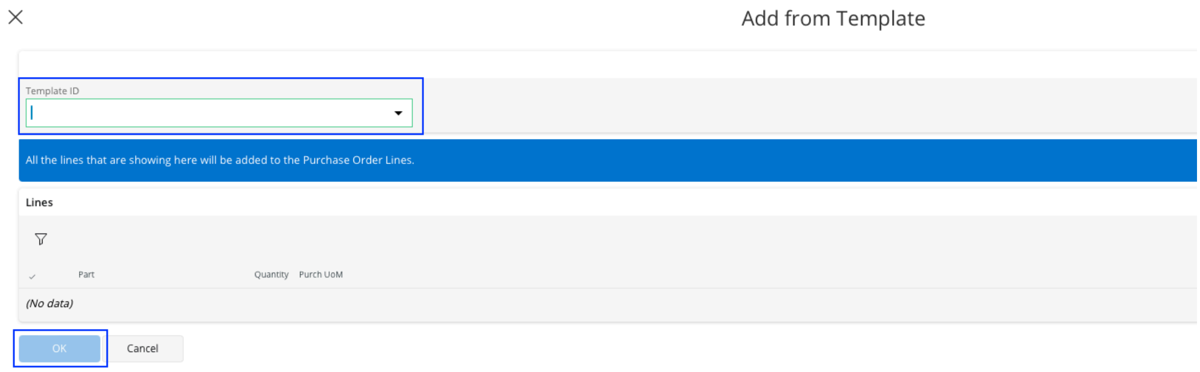
   a. Create a purchase order (see Creating an External Purchase Order (on page 129)).

   > **Important:** The supplier must be the same as the one from the template.

   b. Once created, go to the **Part Lines** tab and click **Create Lines from Template**.




   c. Select the **Template ID** of the template you created. The part lines are displayed.




d. Click **OK** to add the lines to your purchase order.

# Financial Invoice

Register a supplier financial invoice, which is an invoice from a supplier that do not made a *purchase order*.

The process is the same as an invoice based on a purchase order, except you do not have to register a purchase order number and do not match the purchase order receipt.

## Adding a Financial Invoice

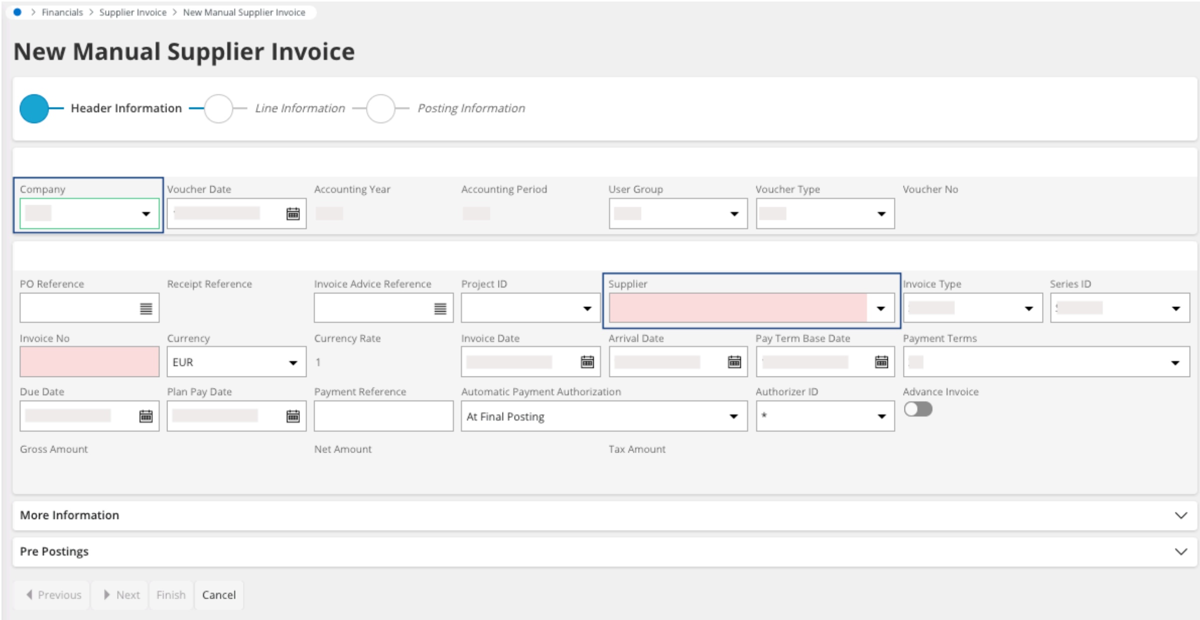
Ensure that your **Company** and **Supplier** information are correctly filled. It helps to complete the fields automatically.

1. Go to **Financials > Supplier Invoice > New Manual Supplier Invoice**.

> **Tip:** Add this page to your bookmarks to access it easily.

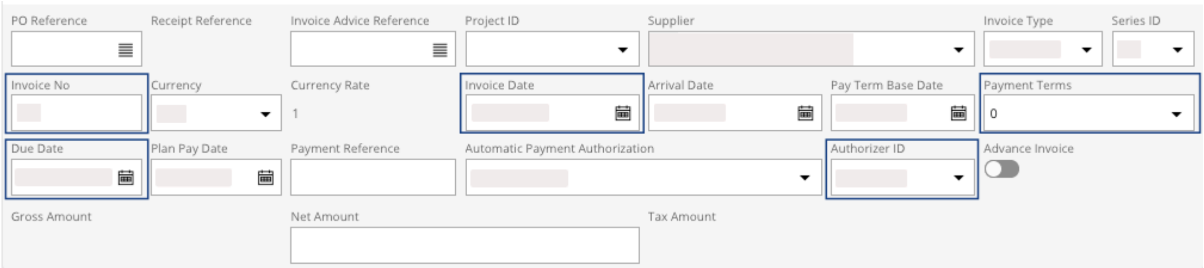
You need to complete the **Header Information**:

2. Select your **Company** and the **Supplier** of the invoice.

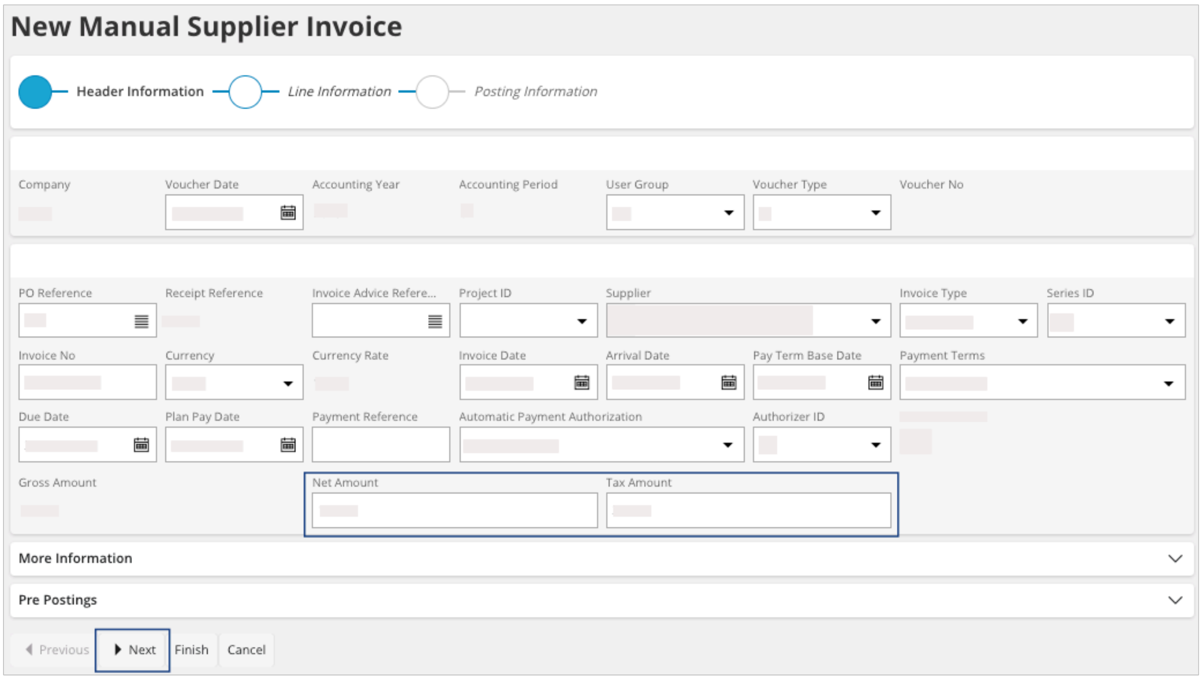



If they have been correctly configured, the fields linked to the company and the supplier appear automatically.

3. Check and fill the various information linked to the supplier: **Invoice No**, **Invoice Date**, **Payment Terms**, **Due Date**, **Authorizer ID**, etc.



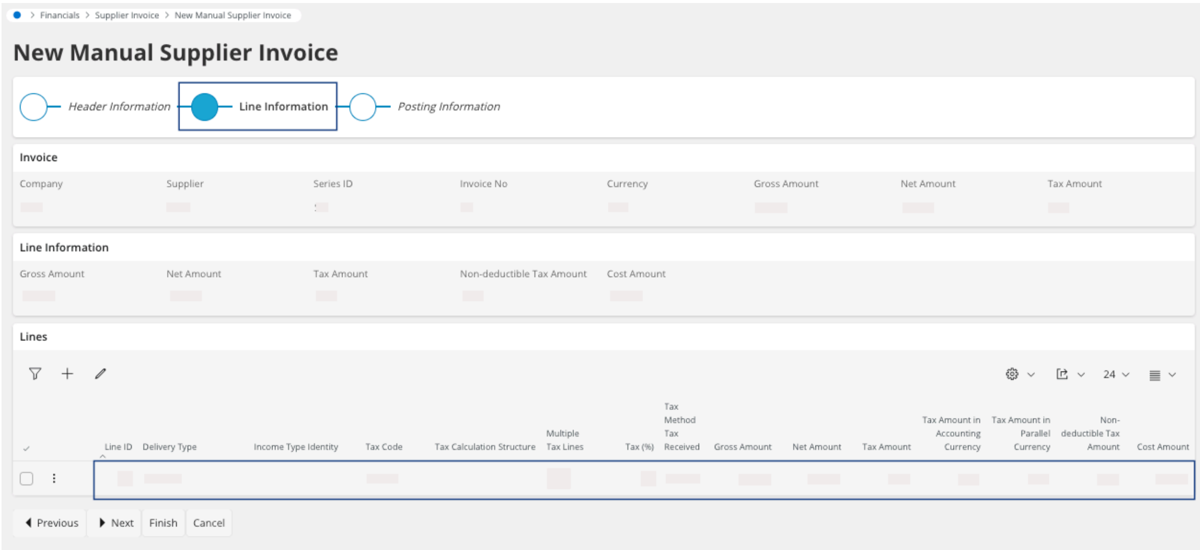

4. Insert the **Net Amount**: the amount of the invoice without the tax amount. If the **Tax Code** has been correctly completed in the supplier, the **Tax Amount** appears automatically. Otherwise, enter its value or correct it.




5. Once you have filled and checked all the fields, click **Next**.

   You move to the **Line Information** section.

6. Check the information displayed on your line(s) like the value of the **Tax Code** and the various amounts. Complete or change information if they are not correct.



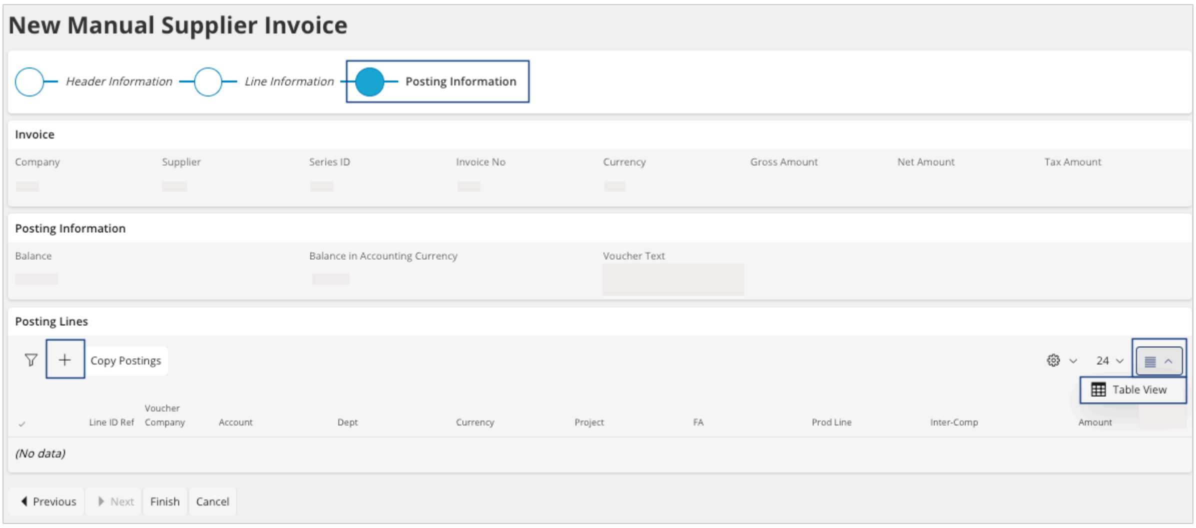

> **Note:** If you have an invoice with several **Tax Amount**, refer to: Adding a Financial Invoice with Different Tax Amounts (on page 163).

7. Click **Next**.

   You move to the **Posting Information** section.

You need to complete the **Posting Information** with the lines of the invoice:

8. In the tab **Posting Lines**, click **New** + to add a line.




**Tip:** You can click **Table View** to display all your records.

9. On this line:

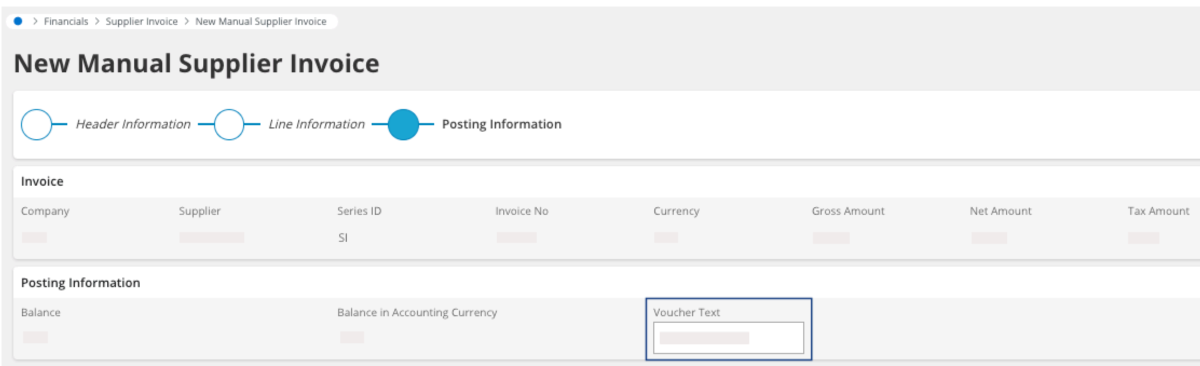
    a. If the information and the **Default Cost Code String** have been correctly completed in the **Supplier**, values appear automatically. Otherwise, complete them: the **Account**, the department **Dept**, the **Currency** and the **Prod Line**.

    b. Add the **Amount** for each line.

    **Important:** If you are registering a *credit note*, the amount must be negative.

When you finished to add your lines, the balance should be equal to 0. Otherwise, check that you filled the correct amounts in your lines.

10. Click **Done**.
11. In the area **Posting Information**, you can add a **Voucher Text**. This text is used as a description in General Ledger Transactions. If you do not change it, by default it is the name of the supplier.




12. Once you have checked all your fields, click **Finish**.

You need to add a copy of the invoice as an attachment to the manual supplier invoice, perform Adding an Attachment to the Financial Invoice (on page 167).

## Adding a Financial Invoice with Different Tax Amounts

You need to perform a specific process if your manual supplier invoice has more than one tax amount.

Ensure that your **Company** and **Supplier** information are correctly filled. It helps to complete the fields automatically.

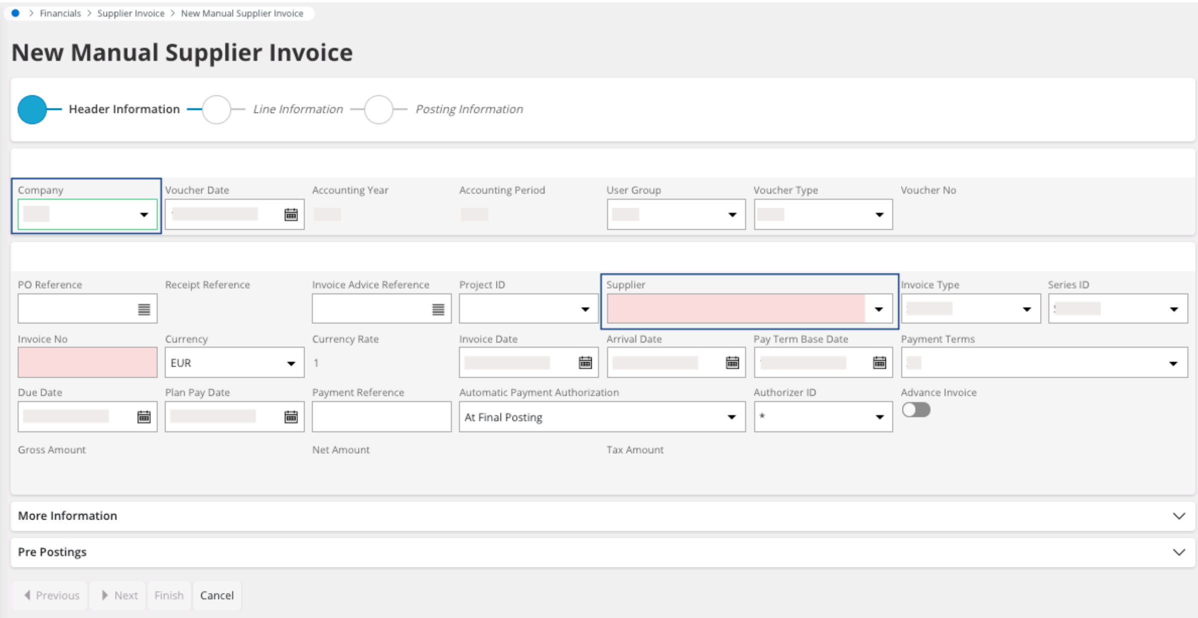
If you started this process in Adding a Financial Invoice (on page 159) but you have several lines with different tax amounts, you can directly go to the step Line Information (on page 164).

If not, you can start the creation of your new manual supplier invoice:

1. Go to **Financials > Supplier Invoice > New Manual Supplier Invoice**.

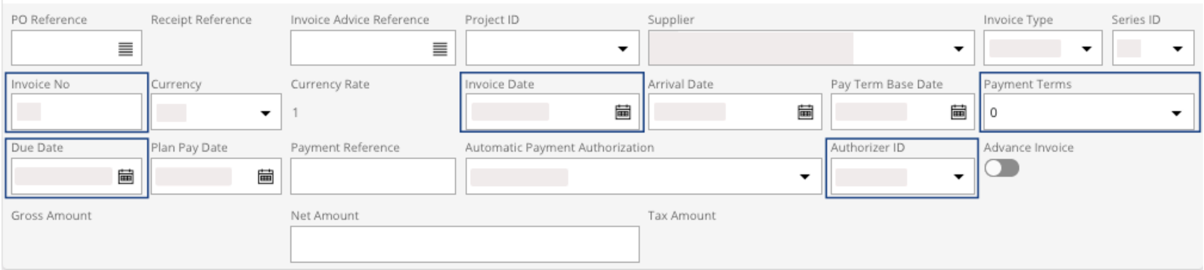
You need to complete the **Header Information**:

2. Select your **Company** and the **Supplier** of the invoice.

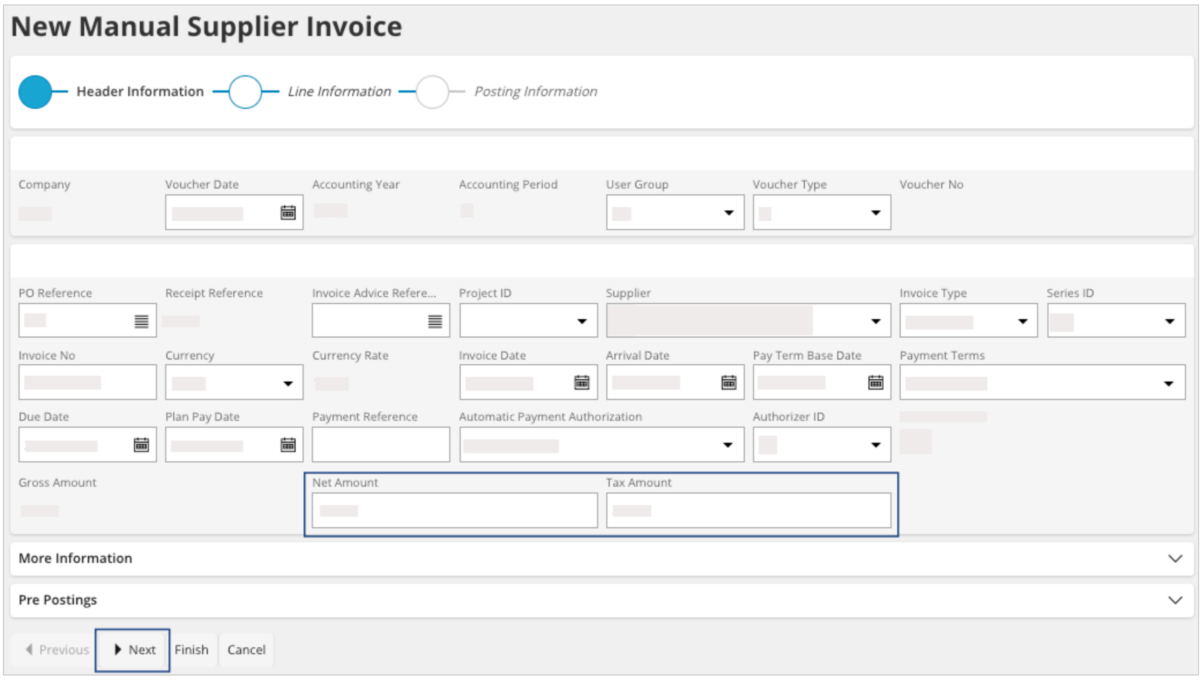



If they have been correctly configured, the fields linked to the company and the supplier appear automatically.

3. Check and fill the various information linked to the supplier: **Invoice No**, **Invoice Date**, **Payment Terms**, **Due Date**, **Authorizer ID**, etc.



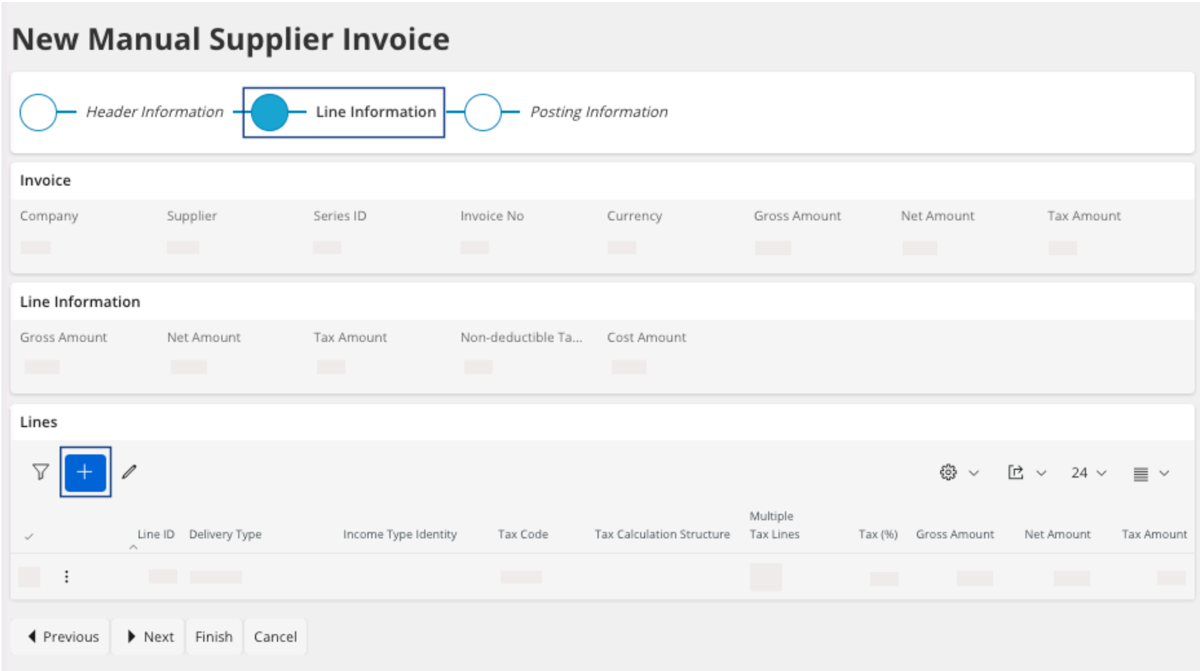

4. Insert the **Net Amount**: the amount of the invoice without the tax amount. The **Tax Amount** is filled automatically but in this case, you have several tax amount so you need to correct it to correspond to your invoice.




5. Once you have filled and checked all the fields, click **Next**.

   You move to the **Line Information** section.

6. Click **New** + to add a line.

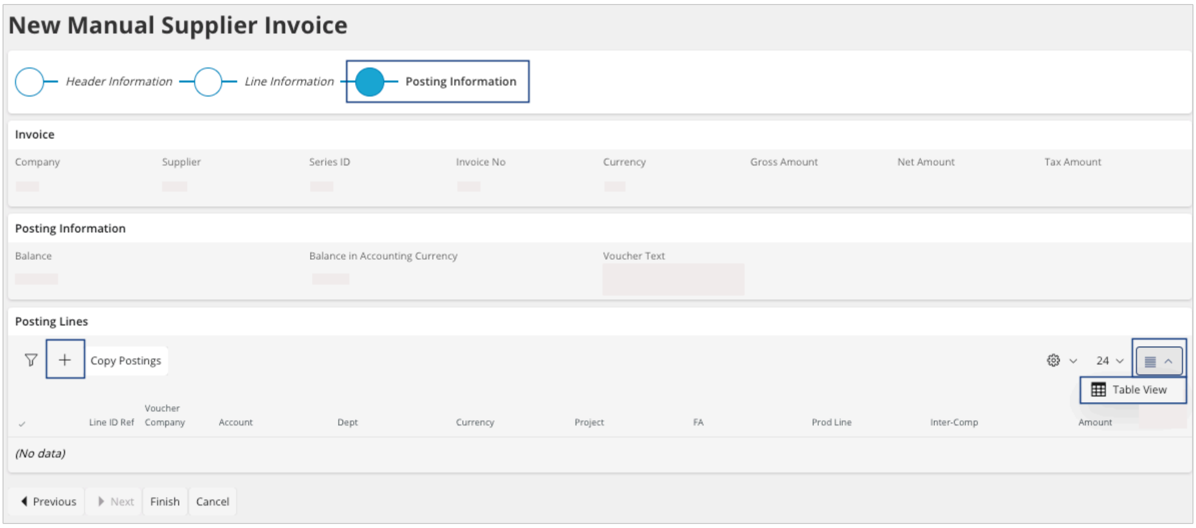



7. Add as many lines as you have different **Tax Code**.

> **Note:** Pay attention to put the right amount for each **Tax Code**.

8. Click **Done** above your lines.
9. Click **Next**.

   You move to the **Posting Information** section.
10. Click **New** + to add lines.




> **Tip:** You can click **Table View** to display all your records.

11. Change the **Tax Code** and the **Amount** for each line.
12. Click **Done** above your lines.

13. The **Account**, **Dept**, **Currency** and **Prod Line** should filled automatically with the supplier information if it has been correctly created. Otherwise, complete the fields.
14. Click **Finish**.

    If the tax amount entered in the header does not match the invoice line total entered, a dialog appears and ask you if you want to change the value of the tax amount. Click **Yes** and change it.

Your **Manual Supplier Invoice** is created.

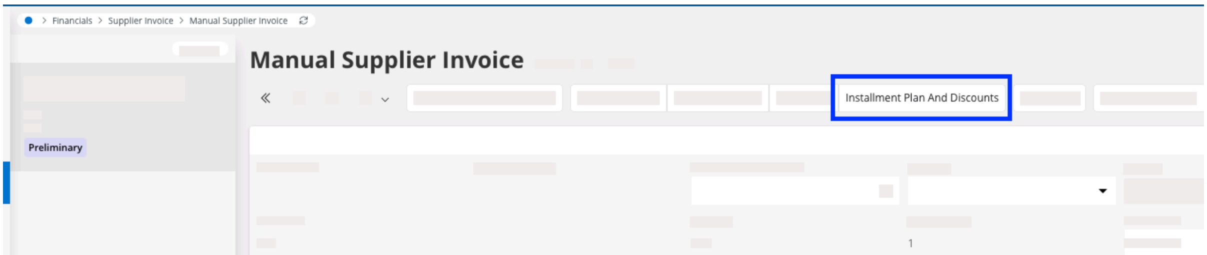
Perform Adding an Attachment to the Financial Invoice (on page 167).

## Adding a Payment Discount to a Supplier Invoice

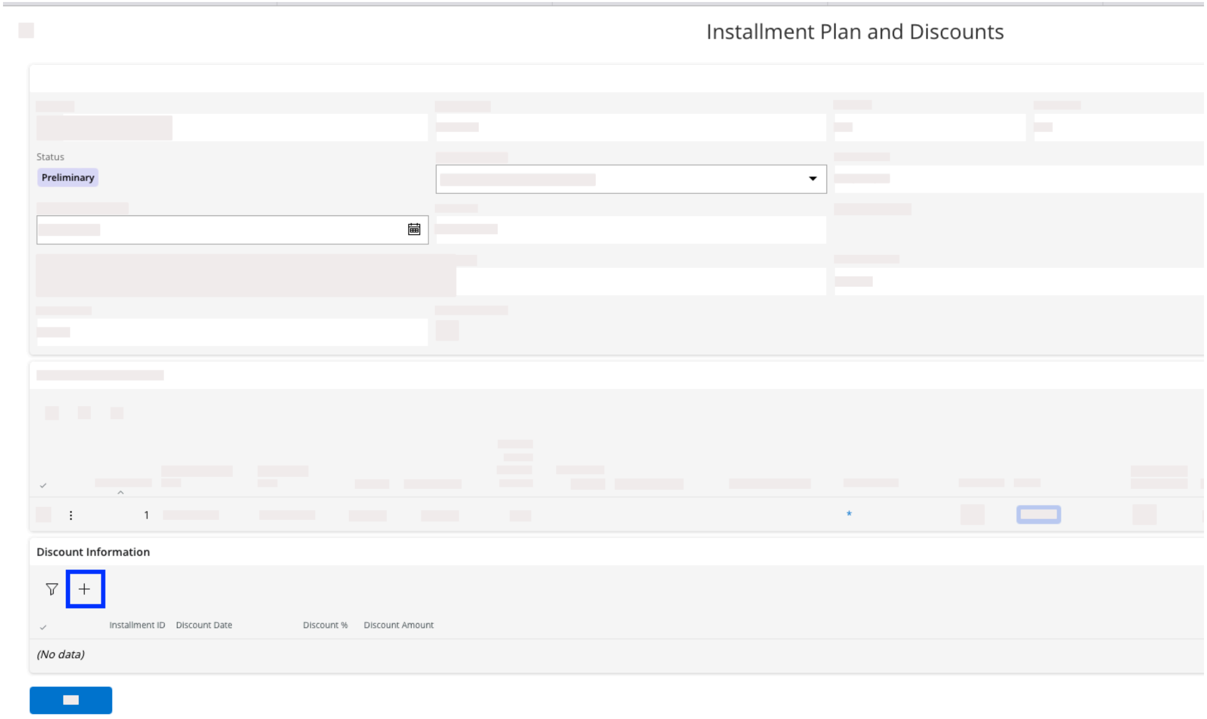
If the supplier has planned a discount for a payment made in advance, you need to add it to the supplier invoice.

> **Notice:** You need to do this procedure directly after registering the manual supplier invoice because the invoice must have the status **Preliminary**.

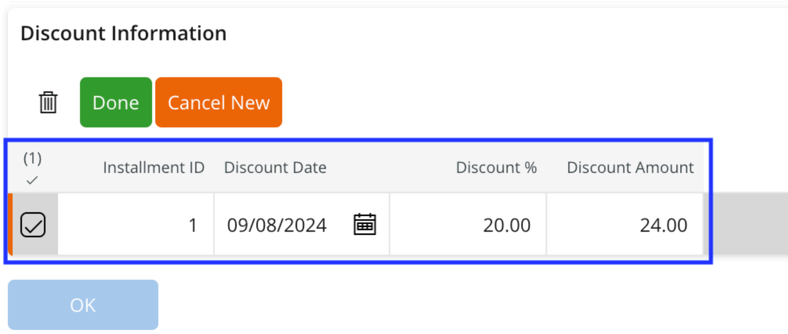
1. Go to the page **Manual Supplier Invoice**.
2. Select your invoice and click **Installment Plan and Discounts**.




3. From the new pane that appears, go to the **Discount Information** tab and click **New** + .




4. Fill in the fields and click **OK**:
    - **Installment ID**
    - **Discount Date**: end date of the discount.
    - **Discount %** / **Discount Amount**: fill in one of them and the other field will update accordingly.



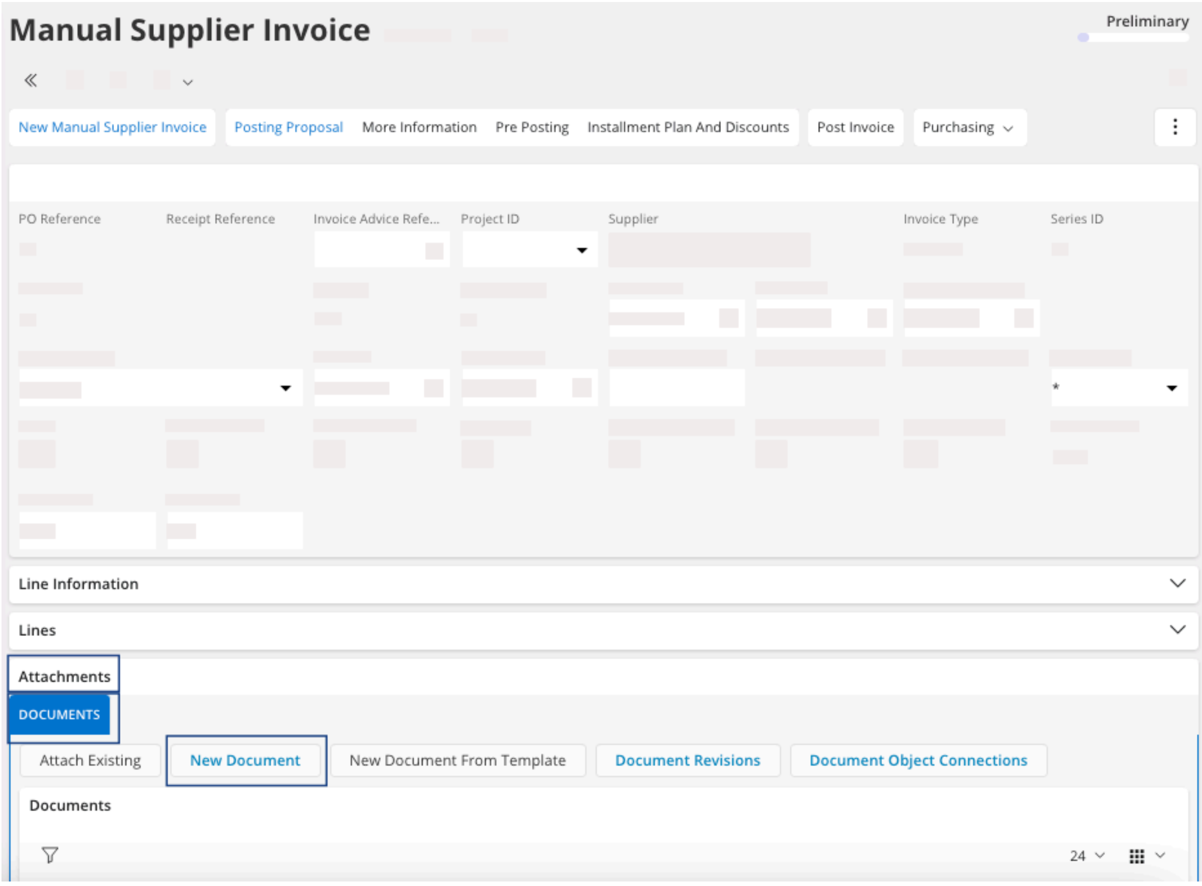

The discount is now applied on the invoice until the date specified in **Discount Date**.

## Adding an Attachment to the Financial Invoice

You need to add a document like the picture of the scanned invoice to complete the creation of the **Manual Supplier Invoice**.

After the creation of a new manual supplier invoice, the page **Manual Supplier Invoice** opens automatically with your invoice in **Preliminary** status.

1. Scroll down and click the **Attachments** area at the bottom of the page.
2. Click **Documents** and then **New Document**.

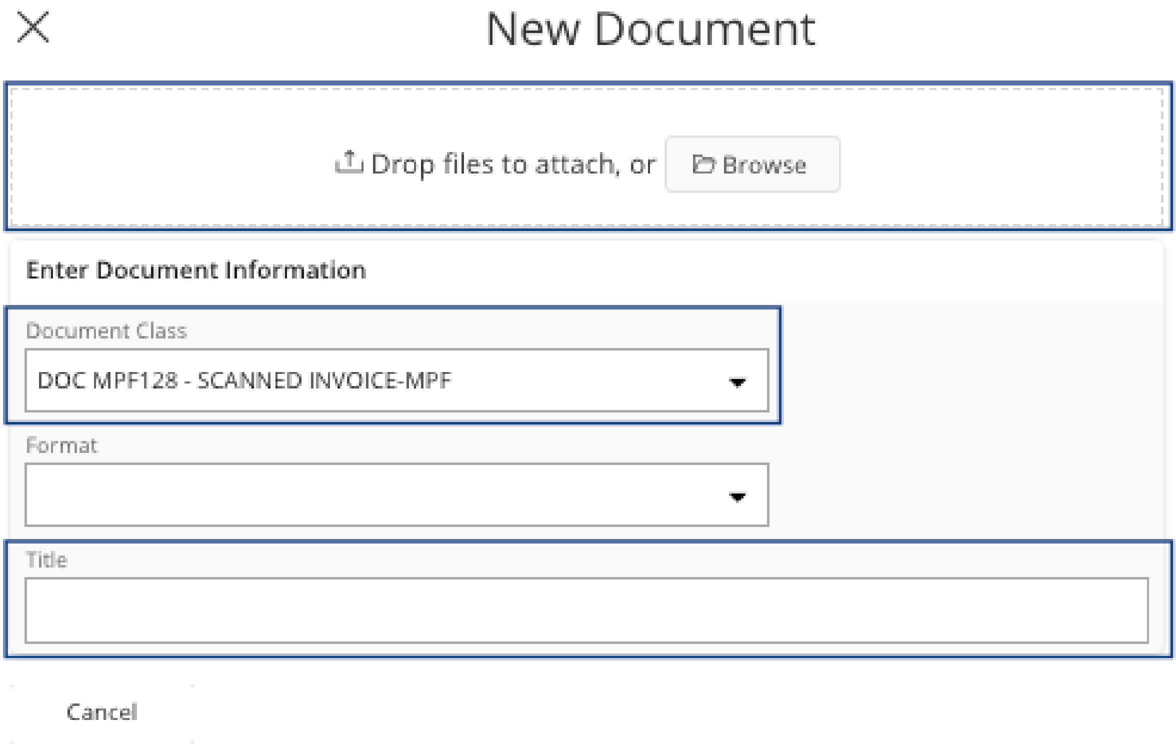



The **New Document** pane appears.

3. In this pane:
    a. Select your file.
    b. For a scanned invoice, choose the **Document Class** that corresponds to the document class 128 for your company. For example, for MPF it is: DOC MPF128.

c. If you need, you can edit the title of the file.

d. Click **OK**.



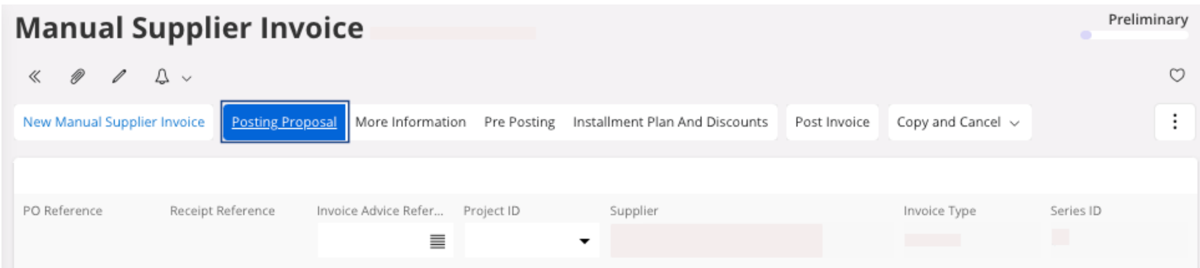

You need to approve the invoice, perform Approving the Invoice (on page 172).

# Allocating an Invoice to Several Periods

If your invoice covers a service that do not concern only one period of a month, you can allocate the charge on several periods.

> **Important:** Do not perform this process for a fixed asset invoice.

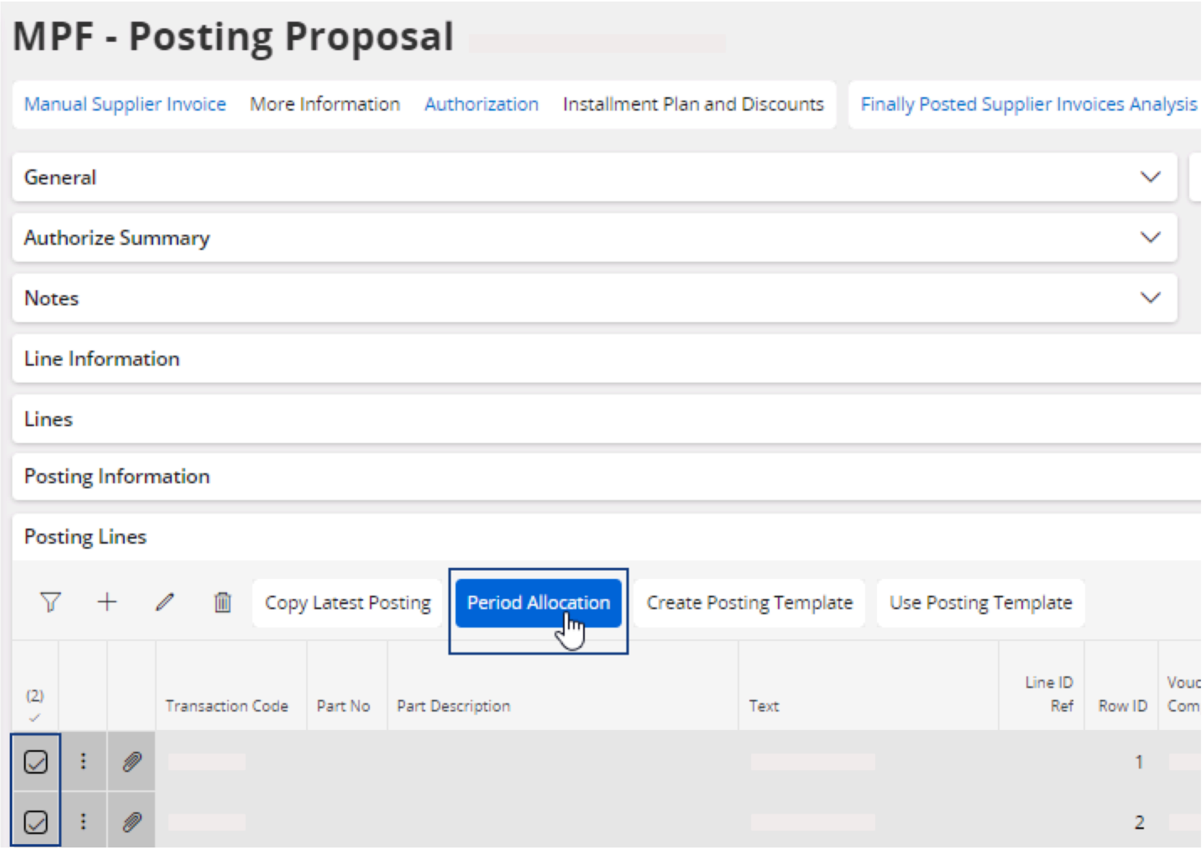
1. Go to your **Manual Supplier Invoice** and click **Posting Proposal**.




2. Scroll down to access the **Posting Lines** area:

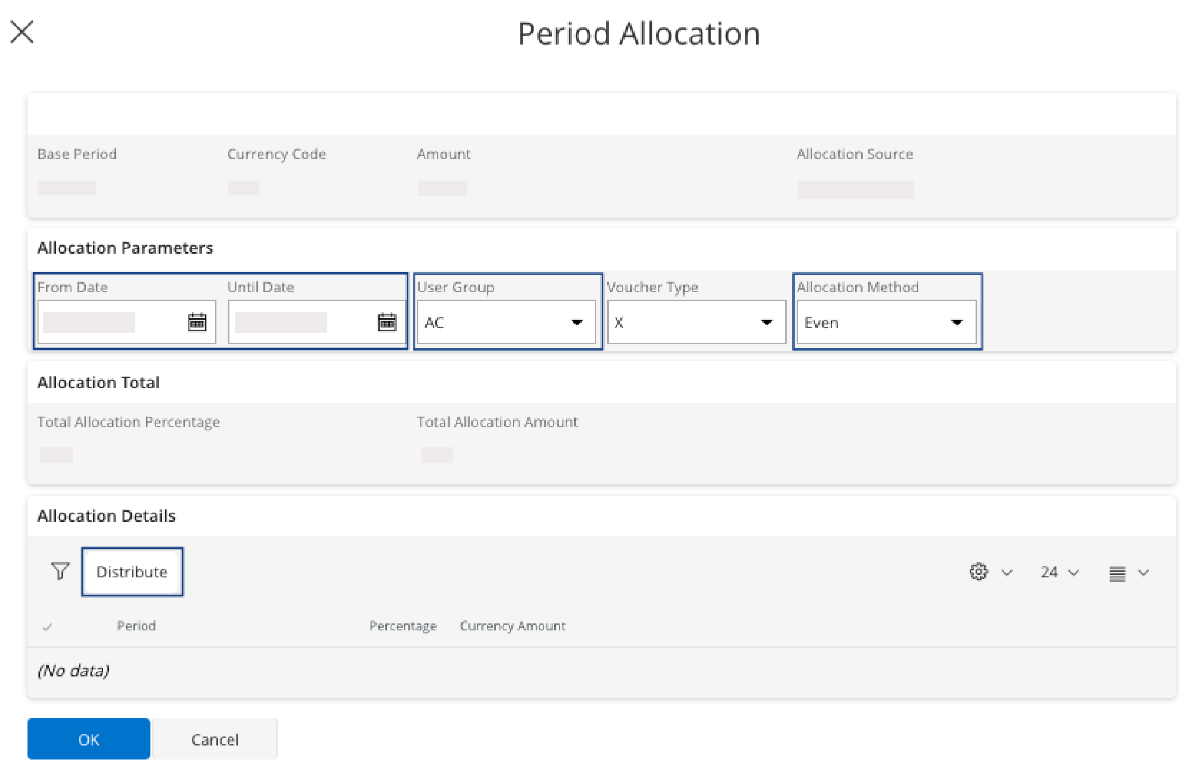
a. Select one or several line(s).

b. Click **Period Allocation**.




The **Period Allocation** pane appears.

3. You need to choose in the area **Allocation Parameters**:
   a. The period of allocation: **From Date** and **Until Date**.
   b. The **User Group**.
   c. The **Allocation Method**: choose between **Even**, **Proportional** and **Mixed**.
4. Once you have defined your parameters, in the **Allocation Details** area, click **Distribute**.



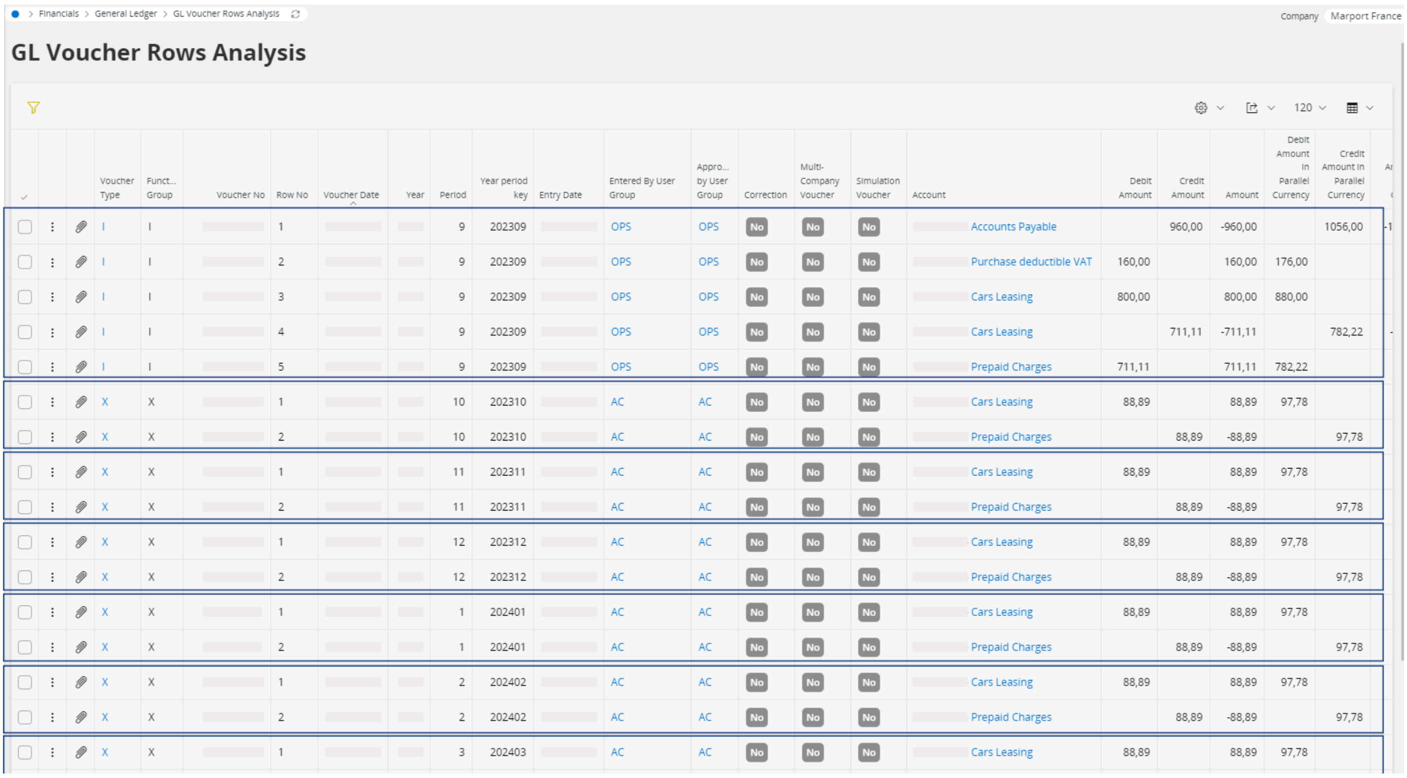

It calculates the amount to pay per period based on the **Allocation Method**.

> **Note:** You can also adjust the percentage or amount per period manually: in the area **Allocation Details**, click **Edit** and adjust the field **Percentage** or **Currency Amount**.

5. Once you have entered all the information, click **OK**.

You need to approve the invoice, perform Approving the Invoice (on page 172).

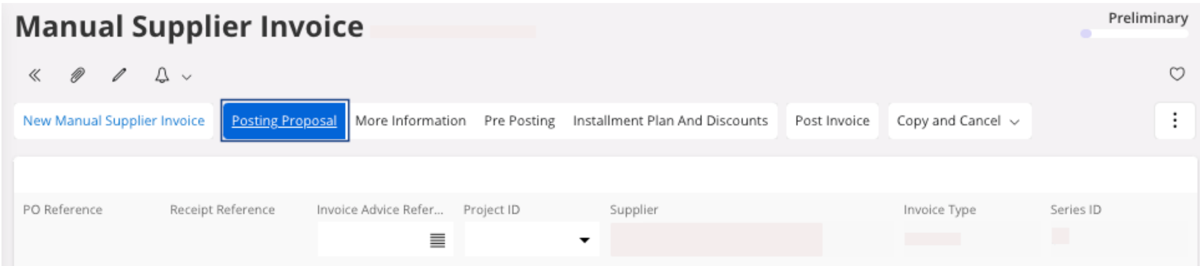
> **Note:** When the invoice will be posted, you will get more *GL* entries to manage the allocation on several periods.




| Voucher Type | Funct... Group | Voucher No | Row No | Voucher Date | Year | Period | Year period key | Entry Date | Entered By User Group | Appro... by User Group | Correction | Multi-Company Voucher | Simulation Voucher | Account | Debit Amount | Credit Amount | Amount | Debit Amount in Parallel Currency | Credit Amount in Parallel Currency |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| I | I | | 1 | | | 9 | 202309 | | OPS | OPS | No | No | No | Accounts Payable | | 960,00 | -960,00 | | 1056,00 |
| I | I | | 2 | | | 9 | 202309 | | OPS | OPS | No | No | No | Purchase deductible VAT | 160,00 | | 160,00 | 176,00 | |
| I | I | | 3 | | | 9 | 202309 | | OPS | OPS | No | No | No | Cars Leasing | 800,00 | | 800,00 | 880,00 | |
| I | I | | 4 | | | 9 | 202309 | | OPS | OPS | No | No | No | Cars Leasing | | 711,11 | -711,11 | | 782,22 |
| I | I | | 5 | | | 9 | 202309 | | OPS | OPS | No | No | No | Prepaid Charges | 711,11 | | 711,11 | 782,22 | |
| X | X | | 1 | | | 10 | 202310 | | AC | AC | No | No | No | Cars Leasing | 88,89 | | 88,89 | 97,78 | |
| X | X | | 2 | | | 10 | 202310 | | AC | AC | No | No | No | Prepaid Charges | | 88,89 | -88,89 | | 97,78 |
| X | X | | 1 | | | 11 | 202311 | | AC | AC | No | No | No | Cars Leasing | 88,89 | | 88,89 | 97,78 | |
| X | X | | 2 | | | 11 | 202311 | | AC | AC | No | No | No | Prepaid Charges | | 88,89 | -88,89 | | 97,78 |
| X | X | | 1 | | | 12 | 202312 | | AC | AC | No | No | No | Cars Leasing | 88,89 | | 88,89 | 97,78 | |
| X | X | | 2 | | | 12 | 202312 | | AC | AC | No | No | No | Prepaid Charges | | 88,89 | -88,89 | | 97,78 |
| X | X | | 1 | | | 1 | 202401 | | AC | AC | No | No | No | Cars Leasing | 88,89 | | 88,89 | 97,78 | |
| X | X | | 2 | | | 1 | 202401 | | AC | AC | No | No | No | Prepaid Charges | | 88,89 | -88,89 | | 97,78 |
| X | X | | 1 | | | 2 | 202402 | | AC | AC | No | No | No | Cars Leasing | 88,89 | | 88,89 | 97,78 | |
| X | X | | 2 | | | 2 | 202402 | | AC | AC | No | No | No | Prepaid Charges | | 88,89 | -88,89 | | 97,78 |
| X | X | | 1 | | | 3 | 202403 | | AC | AC | No | No | No | Cars Leasing | 88,89 | | 88,89 | 97,78 | |

# Approving the Invoice

1. On the page **Manual Supplier Invoice**, in the header, click **Posting Proposal**.




You move to a new page, **Posting Proposal**.

> **Note:** On this page, if there is no error, the status is **AwaitAuth**.

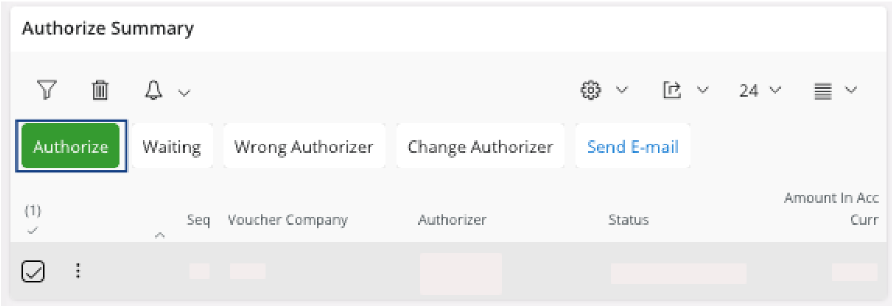
2. In the area **Authorize Summary**, you can change the **Authorizer**: click the three dots ⋮ and click **Change Authorizer**.
3. You can notify the **Authorizer**:

a. You can send a note: in the area **Notes**, click **New** +, complete the note, then click **Save**.

b. You can send an e-mail: in the area **Authorize Summary**, click the three dots ⋮ and click **Send E-mail**.

**Note:** Your outlook mail box should be set up.

4. According to your role, you can authorize invoice. On the page **Posting Proposal** of the invoice: in the area **Authorize Summary**, click **Authorize**.




**Tip:** You can find all the invoices you can authorize on the page **Invoices To Authorize**. If you are authorizer, we advise you to add this page to your bookmarks.

Once the authorization has been made the status of the invoice changes to **Authorize**.

You need to post the final invoice, perform Posting the Final Invoice (on page 173).

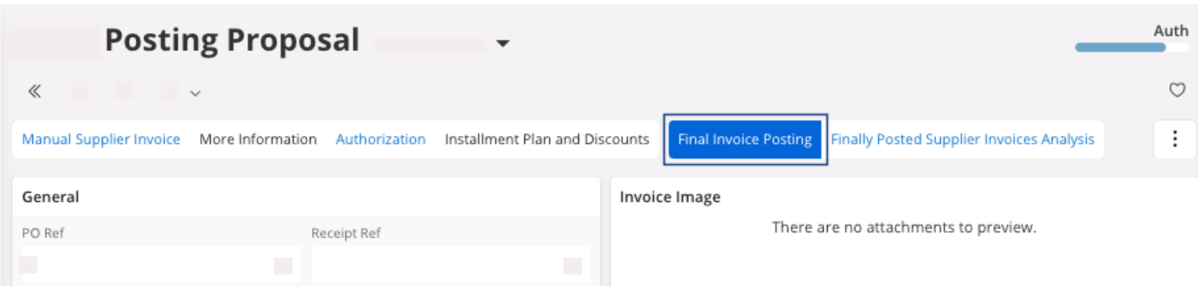
# Posting the Final Invoice

Once approved, the invoice can be posted in the system.

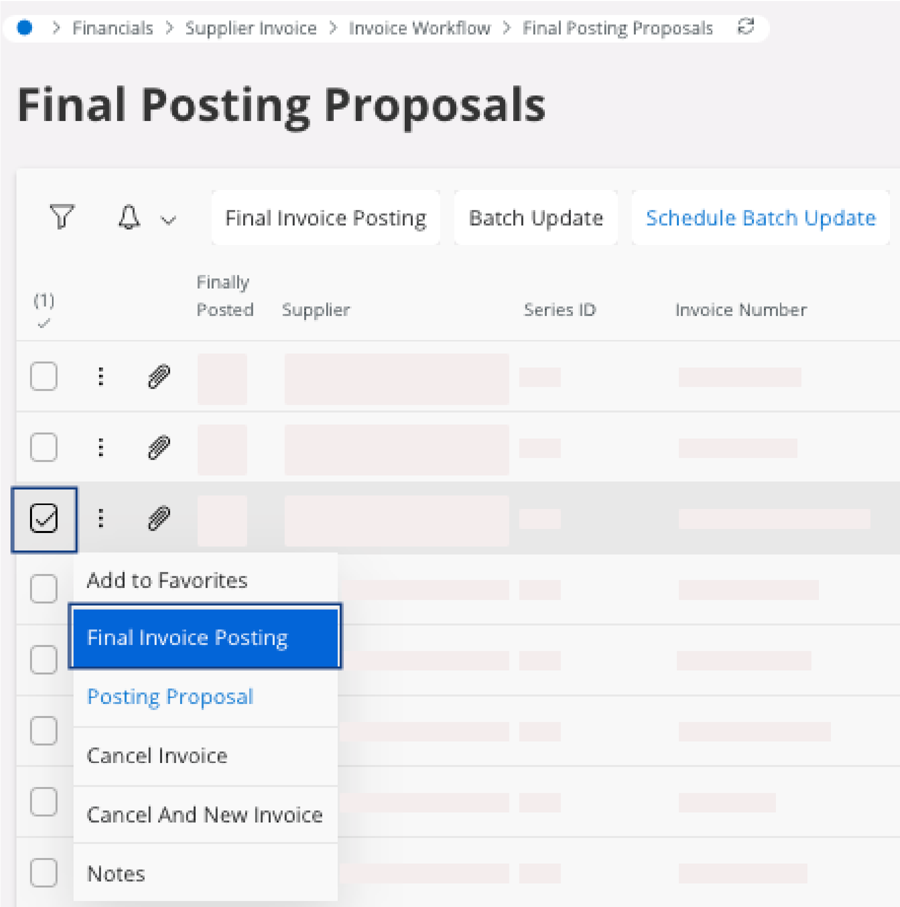
Your invoice need to be approved, its status must be **Auth**.

1. You have two options to do the final invoice posting:

a. If you just authorized the invoice and you are on the page **Posting Proposal**: click **Final Invoice Posting**.



b. You can go directly to the page **Final Posting Proposals**: on your invoice line, click the three dots ⋮ and click **Final Invoice Posting**.



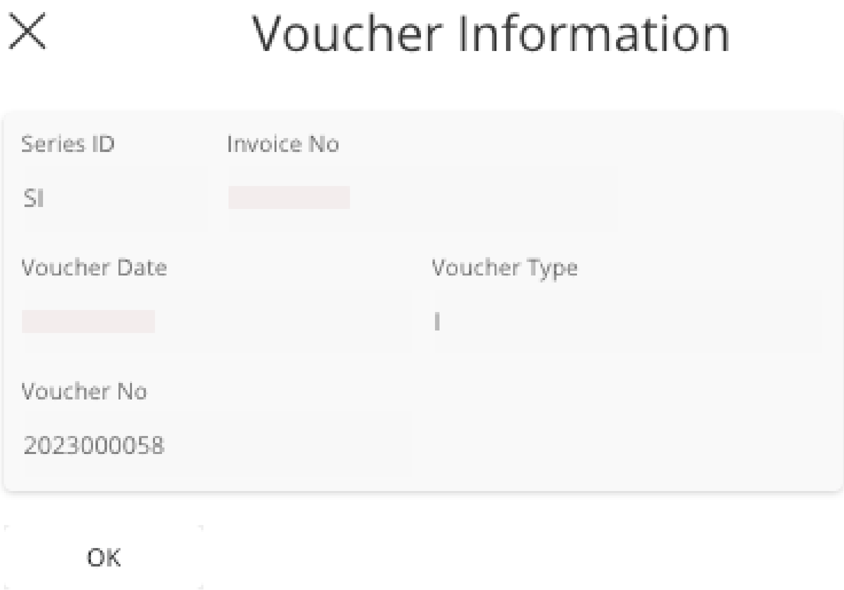

> **Note:** You can find the list of invoices in status **Auth**. If you need to set up a batch for global invoice posting, contact your admin.

A pane appears.

2. Check the information and click **OK**.

   A new pane appears, **Voucher Information**.

3. To keep track of your invoice, note the unique number: **Voucher Type** and **Voucher No**




For example here, the unique number would be: I2023000058

If you check your invoice from the page **Manual Supplier Invoice**, it has now the status **PostedAuth**.

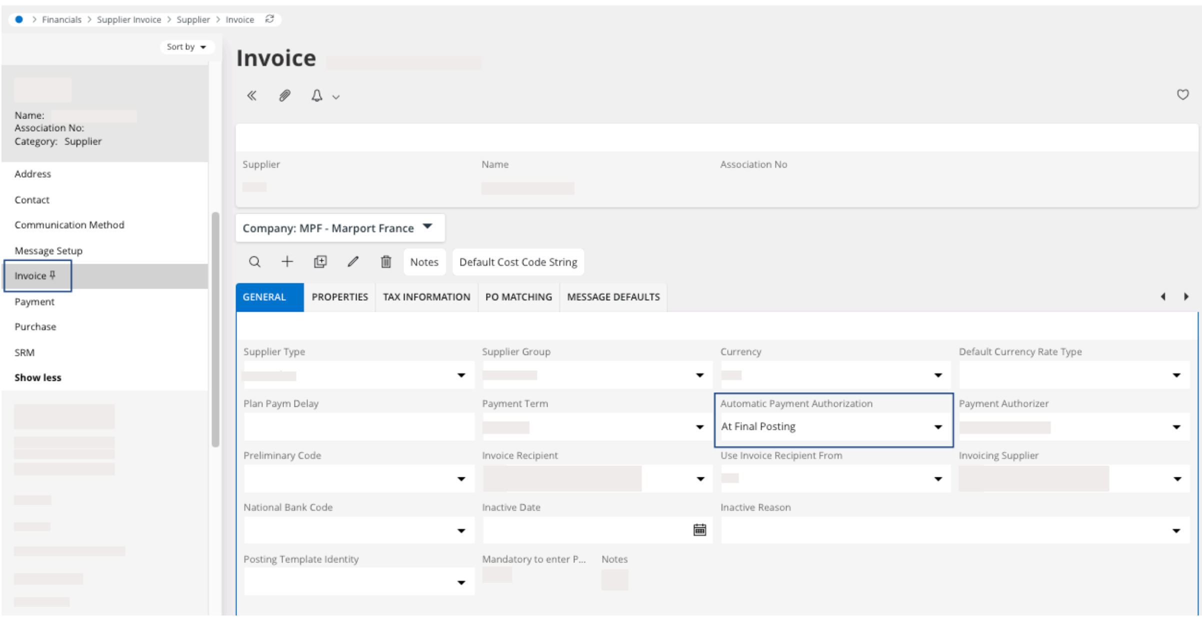
If your invoice does not have the status **PostedAuth**:

a. Go to **Application Base Setup > Enterprise > Supplier > Supplier**.

b. Select your **Supplier** on the left side of the screen.

c. Click **Show more** below your supplier and select **Invoice**.

d. On the page **Invoice**, in the tab **General**, change the field **Automatic Payment Authorization** to **At Final Posting**.



4. To see the accounting lines, go to the page **Manual Supplier Invoice** and in the header click **View Voucher**.
   A new page opens, **Supplier Invoice Vouchers**. You can see the voucher details for each line.

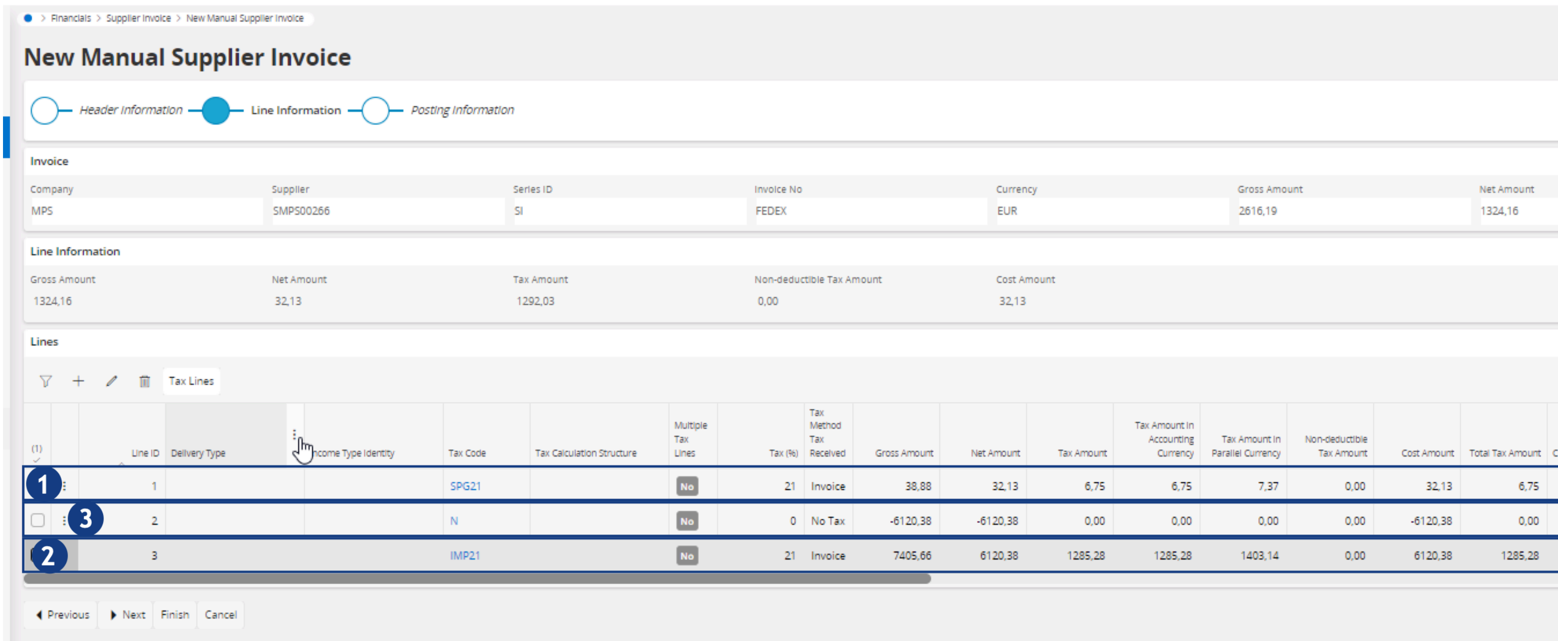
# Specific Supplier Invoices

## Including Cross-Border VAT in a Supplier Invoice

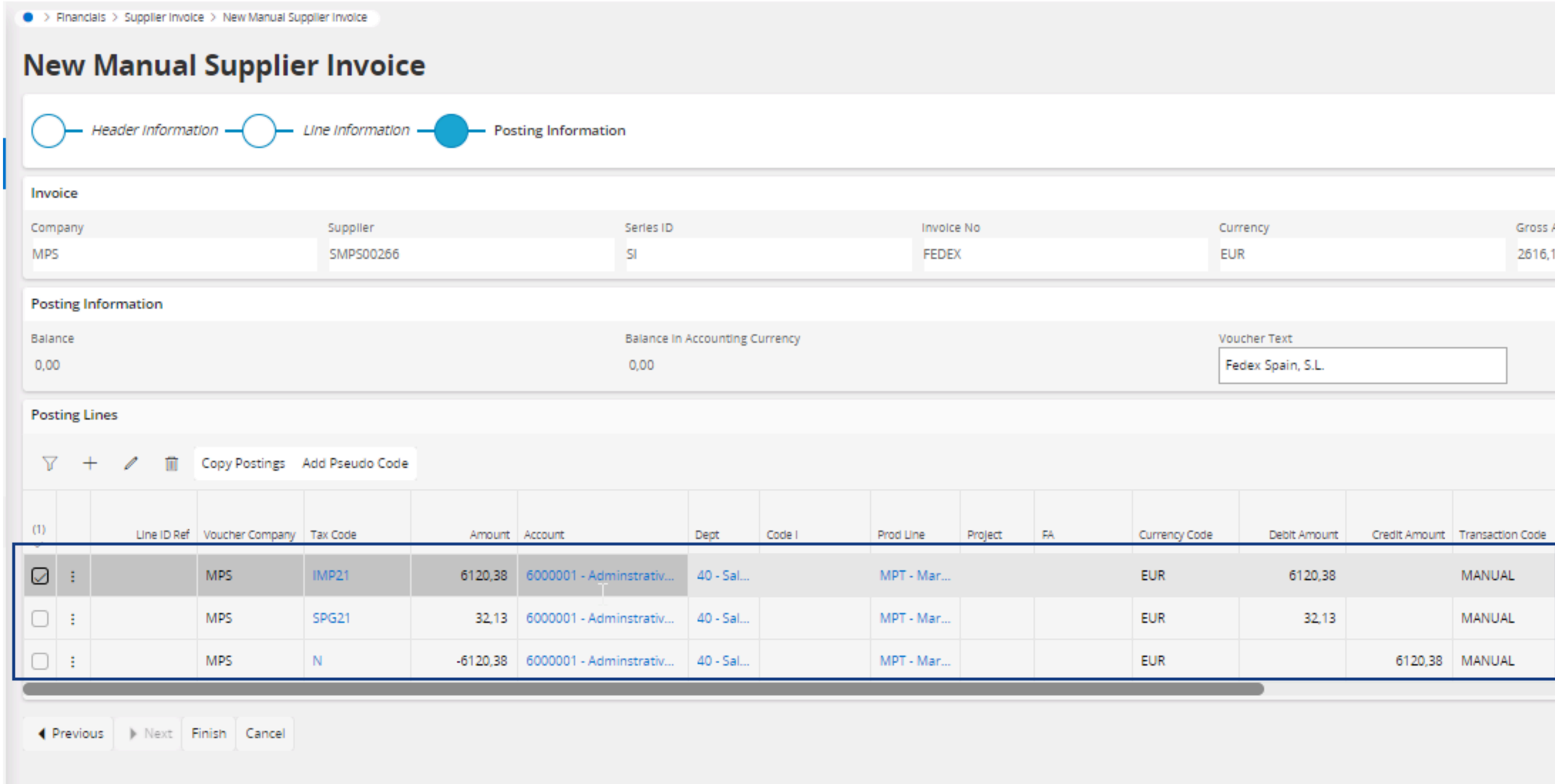
If the transporter paid a cross-border VAT, you need to include a line with a specific tax code in the manual supplier invoice.

> **Note:** The importation tax code is usually indicated in the invoice from your transporter.

1. When completing the manual supplier invoice, you should have a line with a **Tax Code**, corresponding to a type of tax and tax rate. In the example below, the tax code **(1)** SPG21 corresponds to the tax applied to the services invoiced by the transporter.
2. If the transporter paid for you a VAT at the border, add another line with an importation **Tax Code (2)** (IMP21 in the example below), that corresponds to this transaction.
3. Add a third line, and select the **Tax Code N** (**3**) to compensate the net amount related to the VAT paid by the transporter.



4. Click **Next**.



## Spain Only: Including a Withholding Tax (IRPF)

To consider the IRPF tax, you need to use a specific account.

1. For amounts without withholding tax, use a standard tax code (for example, SPG21 in Spain).
2. For amounts with a withholding tax, use the **N** tax code.
   This specific withholding tax amount will not be registered through tax transactions and will go directly to a specific GL account (475% account in Spain).

## Including Landed Cost on Receipt Value

If the transporter paid a cross-border VAT that needs to be considered in the value of the stock received, you must include the landed cost in your purchase order before the reception of the product.

1. Go to your purchase order and add charges in the **Charges** tab, as explained in Adding Landed Costs to a Purchase Order (on page 135).

> **Note:** These charges can be assigned to a different supplier than the one on the purchase order.

> **Note:** You can retrieve the impact of your charges as landed cost into the tab **Landed Cost** of your purchase order.

2. Register the invoice by using the PO reference to match the PO to the invoice. See External Purchase Invoice (on page 140) for guidelines.
   a. Invoice from your supplier of goods.
   b. Invoice(s) from your supplier of charges (freight, duty).

> **Note:** In order to match your quantity properly, you need to select the lines to be included into your invoice (charges to be excluded from invoice of goods). See The lines did not match automatically (on page 146).

3. If you need to claim back to the state the cross-border taxes, include a line with a specific tax code in the manual supplier invoice (for example IMP21 for Iceland, IMP15 for South Africa).
4. If you need to include the base amount of tax calculated, follow the process explained in Including Cross-Border VAT in a Supplier Invoice (on page 176).
5. If you need to include only the tax amount in your local declaration, create a line with the tax amount without the net amount to include the tax.

# Registering a Financial Credit Note

If your supplier make an error in the financial invoice, he needs to send you a *credit note*. You need to register this credit note as a new invoice.

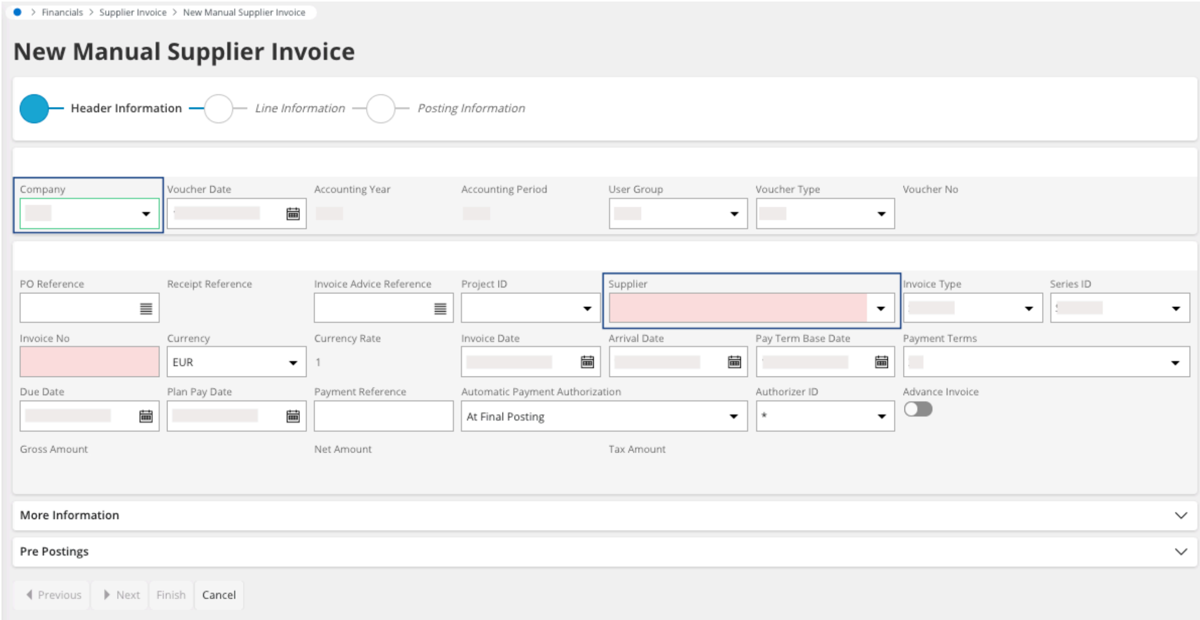
To correct the financial invoice from your supplier, you will manage negative amounts corresponding to the credit note and a specific **Series ID**.

> **Note:** Ensure that information about your **Company** and your **Supplier** are correctly filled. It helps to complete the fields automatically.

1. Go to **Financials > Supplier Invoice > New Manual Supplier Invoice**.

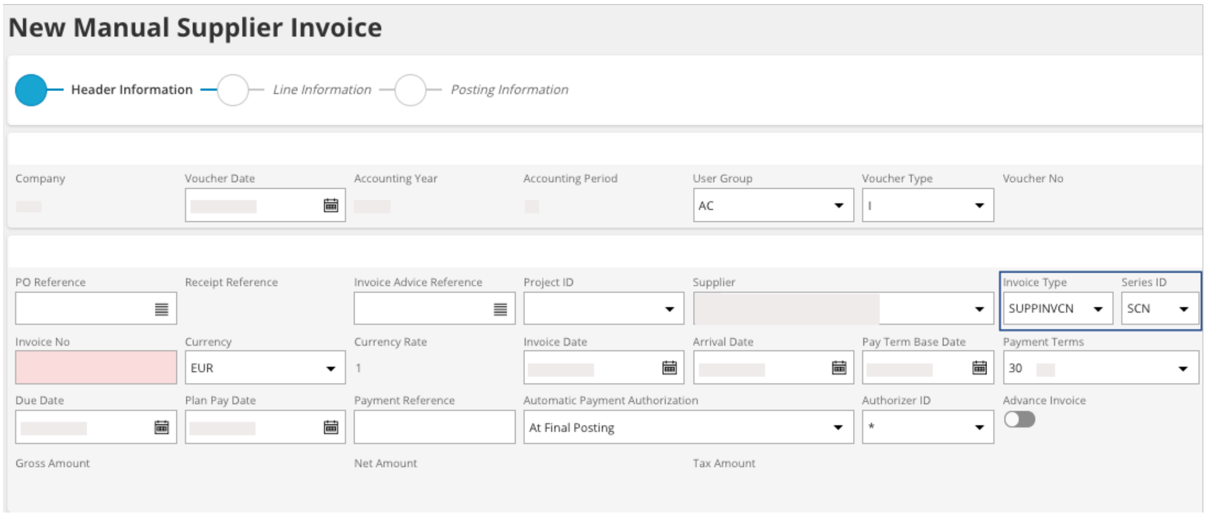
You need to complete the **Header Information**:

2. Select your **Company** and the **Supplier** of the invoice.

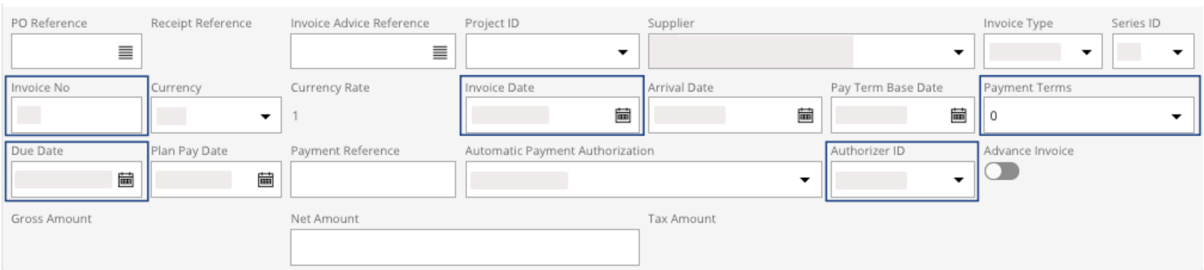



If they have been correctly configured, the fields linked to the company and the supplier appear automatically.

3. You need to fill the fields:
   a. **Invoice Type** with the value **SUPPINVCN**.
   b. **Series ID** should fill automatically with **SCN**. Otherwise, select it.

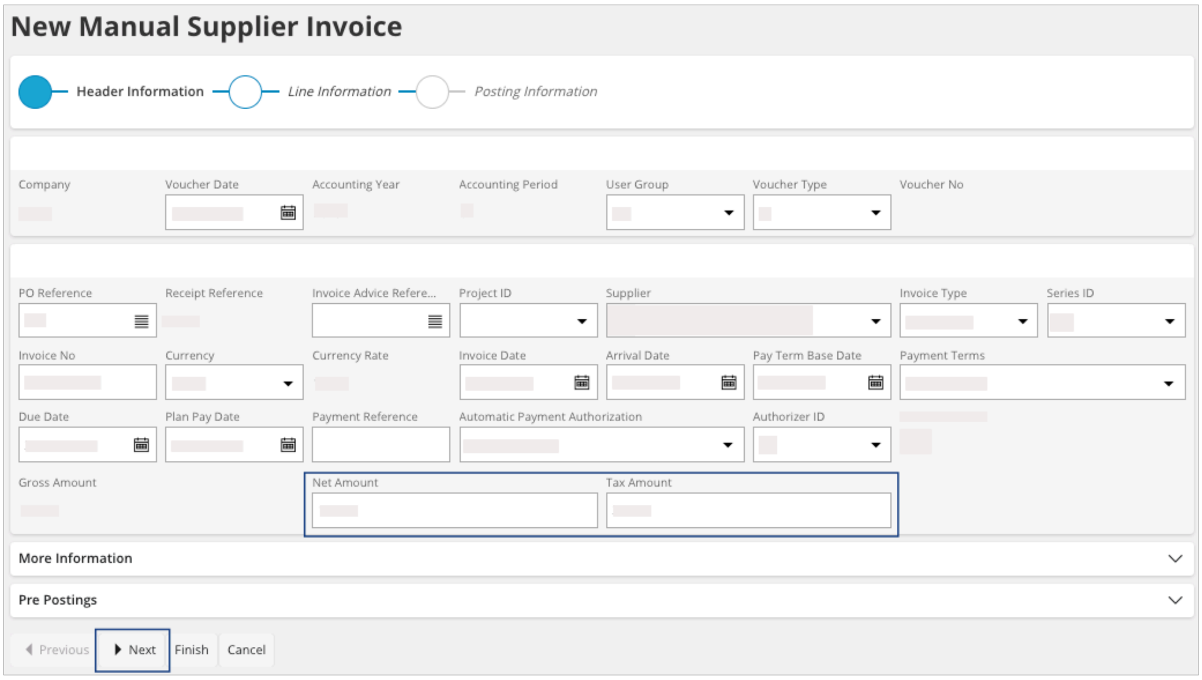



4. You need to check and fill the information linked to the credit note from the supplier: **Invoice No**, **Invoice Date**, **Payment Terms**, **Due Date**, **Authorizer ID**, etc.



5. Enter the **Net Amount**: it must be negative and correct the error of the supplier.

   If the **Tax Code** has been correctly completed in the supplier, the **Tax Amount** appears automatically. Otherwise, enter its value or correct it.




6. Once you have filled and checked all the fields, click **Next**.
   You move to the **Line Information** section.
7. Use the same process as the financial invoice to complete the process, see Financial Invoice (on page 161).

# Supplier Payment Proposal and Payment Order

To generate a payment from **IFS Cloud** directly, you need to use a payment proposal process and then validate the payment order.

This is applicable for *SEPA* payment and International Wire (on page 14) but needs to be confirmed for each country according to the format used for payment file.

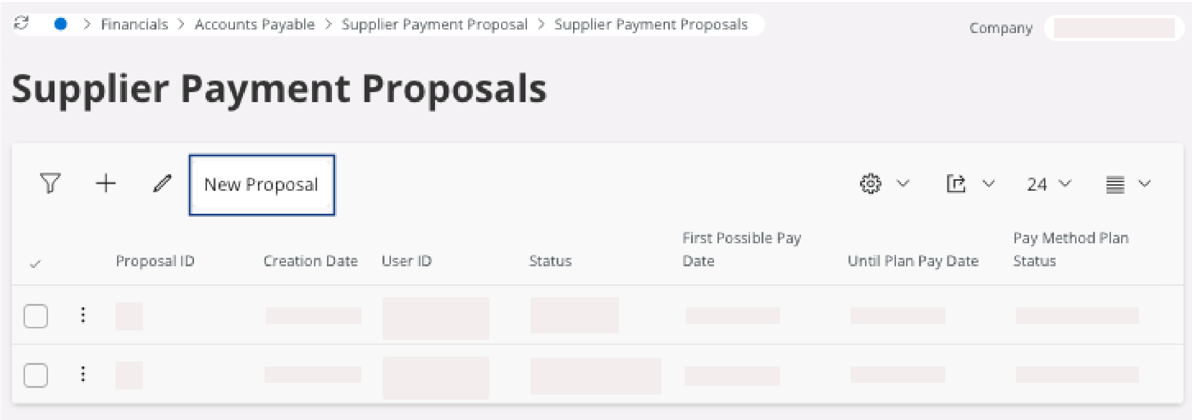
## Creating a Supplier Payment Proposal and a Payment Order

Through this page you can:

- Calculate a proposal based on an invoice already registered in the system.
- Create manually a supplier payment proposal and add new invoice(s) not registered.

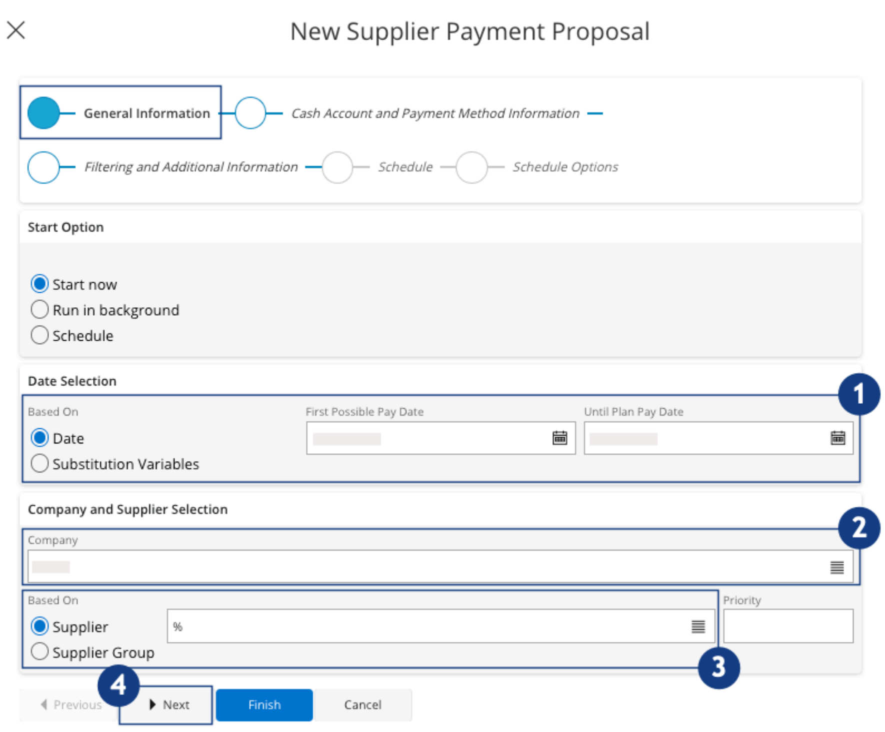
# Creating a New Supplier Payment Proposal

1. Go to **Financials > Accounts Payable > Supplier Payment Proposal > Supplier Payment Proposals**.
2. Click **New Proposal**.




The **New Supplier Payment Proposal** pane appears.

3. To use the standard proposal function, in the **General Information** section, you need to fill:
   a. In the **Date Selection** area, your dates for the proposal 1.
   b. In the **Company and Supplier Selection** area, your **Company** 2 and your **Supplier** selection 3.
   c. Click **Next** 4.

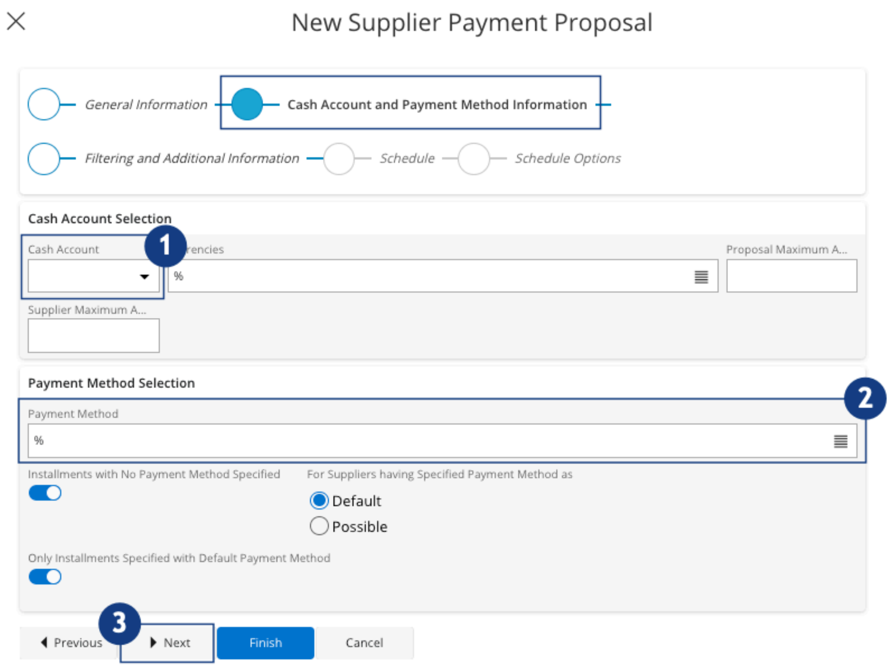



4. In the **Cash Account and Payment Method Information** section, you need to fill:

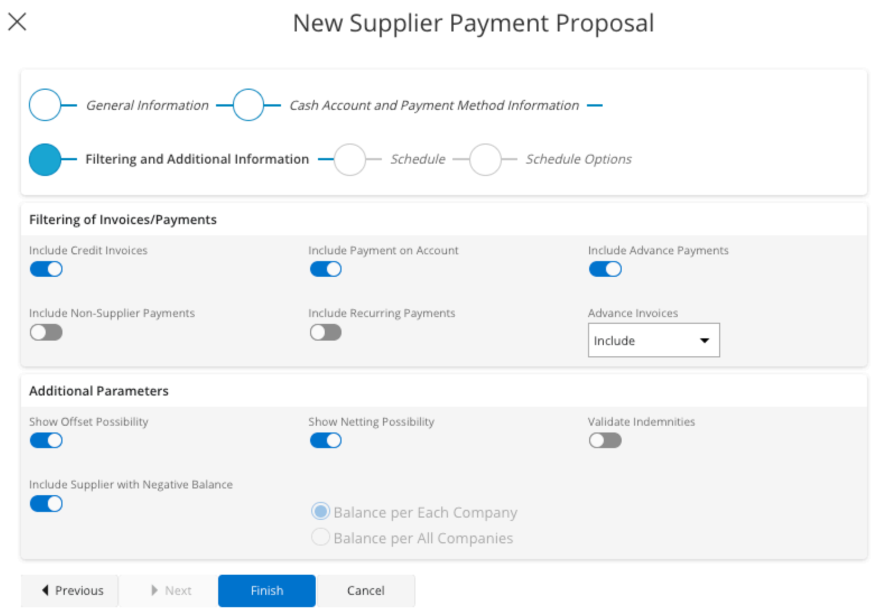
a. In the **Cash Account Selection** area: the **Cash Account** used to pay 1.

b. In the **Payment Method Selection** area: the **Payment Method** used 2.

c. Click **Next** 3.



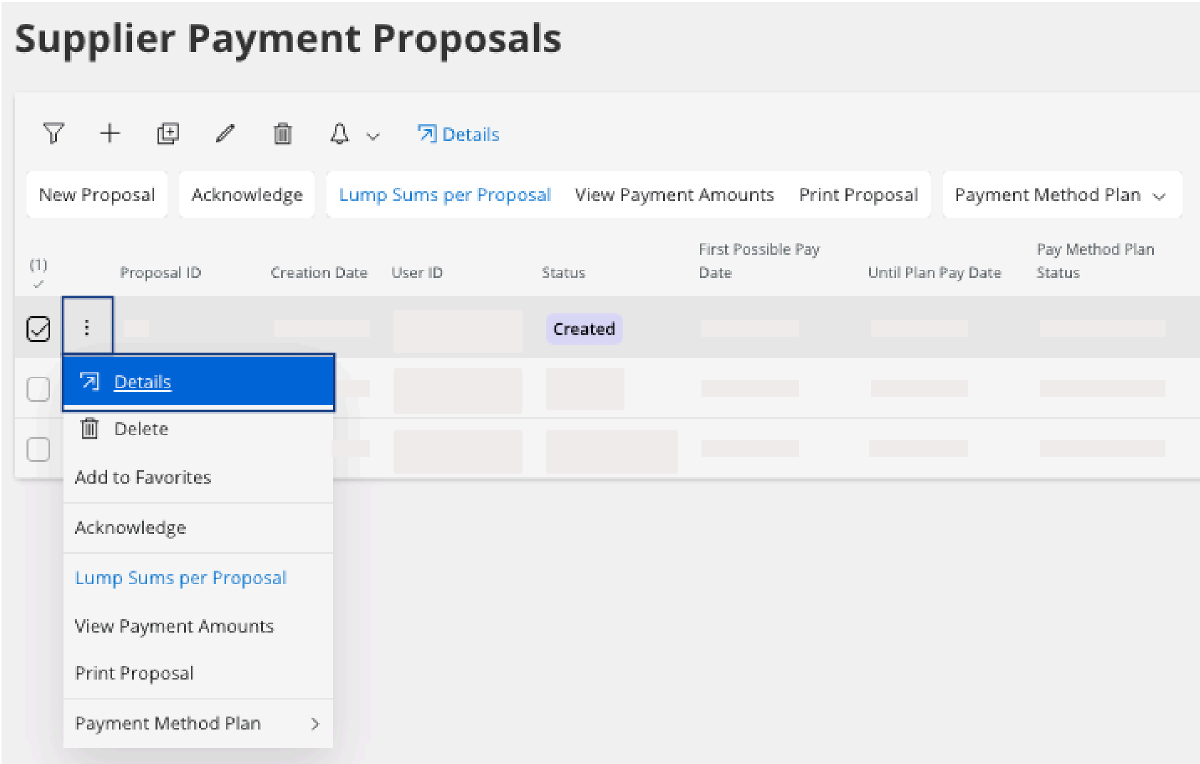

5. In the **Filtering and Additional Information** section, select the type of documents you need to include.



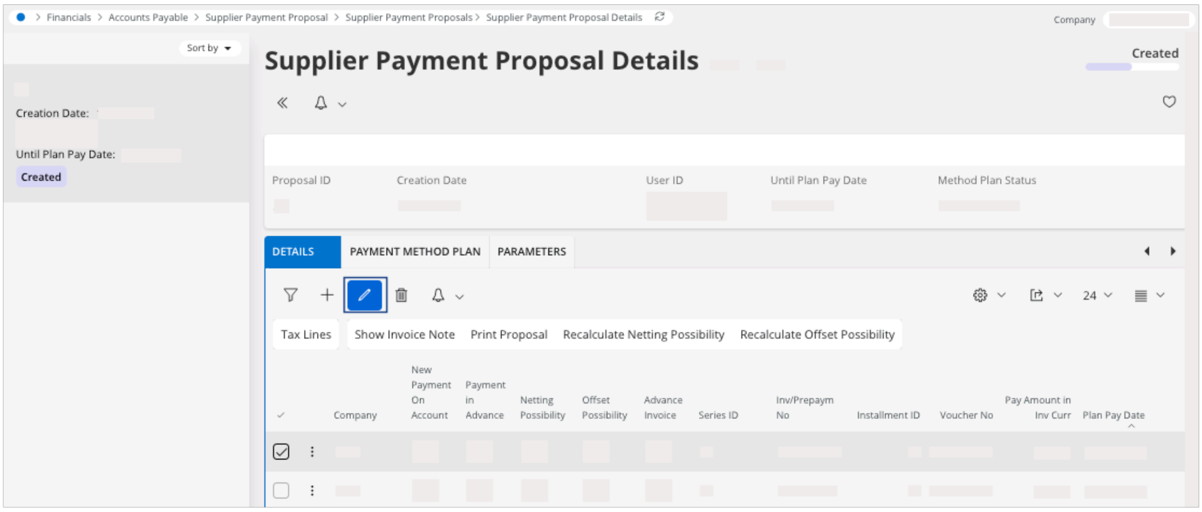

6. Once you have entered all your information, click **Finish**.

   Your new proposal has been created.

7. To adjust the proposal that you just created, select your proposal, click the three dots ⋮ and click **Details**.




8. On the **Supplier Payment Proposal Details** page, click **Edit** to adjust, delete, add, change amounts matched.



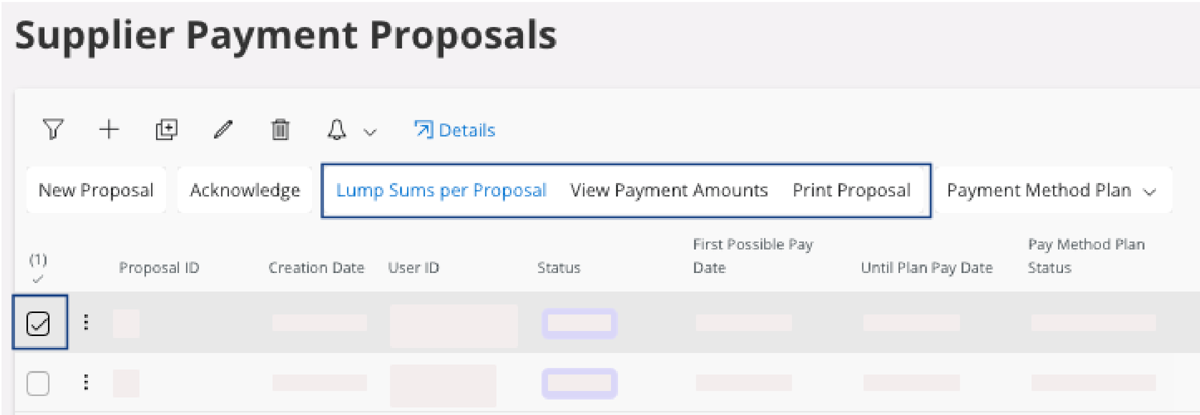

9. Once you have finished adjusting your amounts, you can go back to the **Supplier Payment Proposals**.

## Creating a New Payment Order

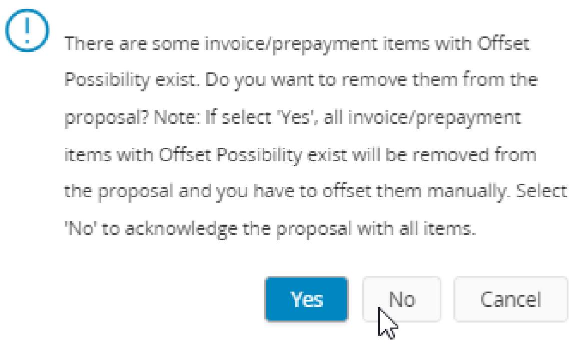
Before creating a payment order, you can perform several actions on your proposal:

1. On the page **Supplier Payment Proposals**, select your proposal.
2. You can:

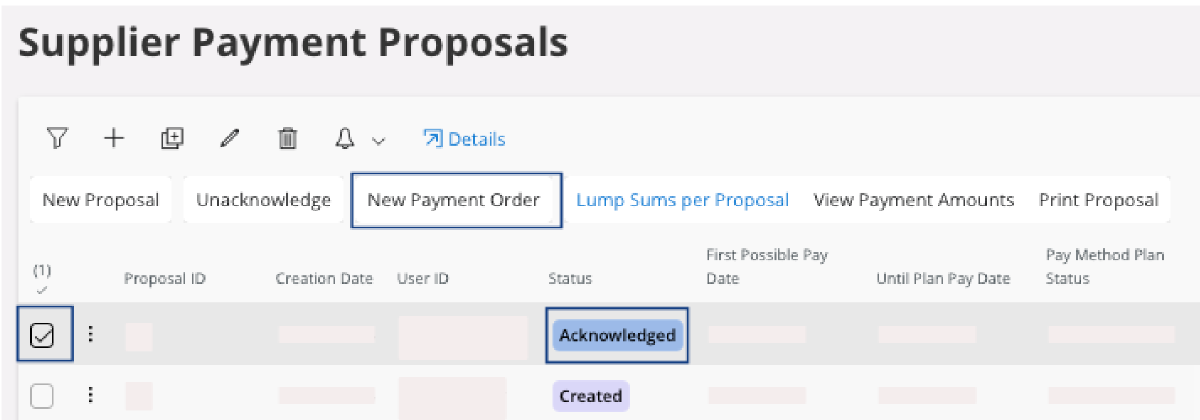
a. Get an overview per supplier: click **Lump Sums per Proposal**.
b. Get information about the full payment amount included in the supplier payment proposal: click **View Payment Amounts**.
c. Get a report that summarizes the payment proposal: click **Print Proposal**.




3. Click **Acknowledge**.
   You proposal get the status **Acknowledged**.
   You can get an alert message if you are including prepayments in the proposal. If you want to take them into account, then select **No**.




4. Once acknowledged, to create a payment order click **New Payment Order**.




   A new pane appears: **New Payment Order**.
5. In the **Payment Order Information** section, select your:

a. **Payment Method**.

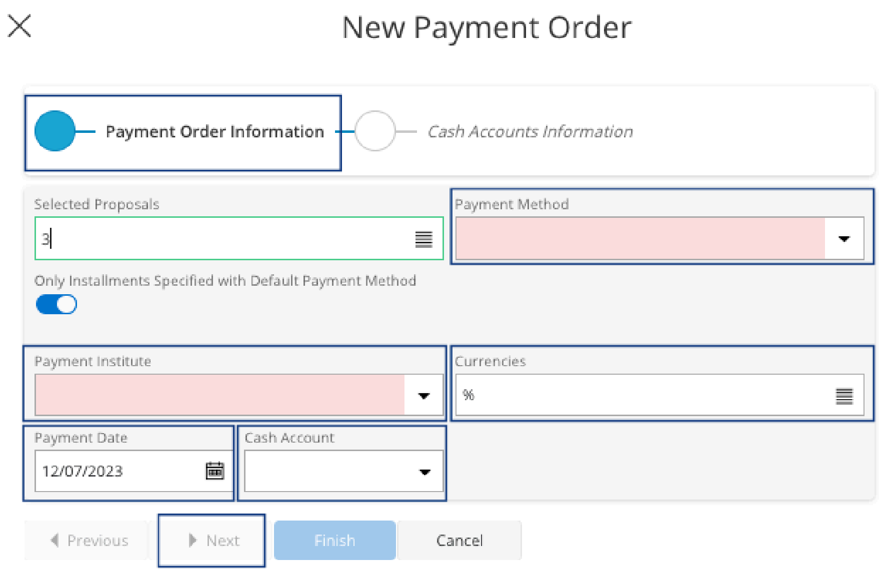
b. **Payment Institute**.

c. **Currencies**.

d. **Payment Date**.

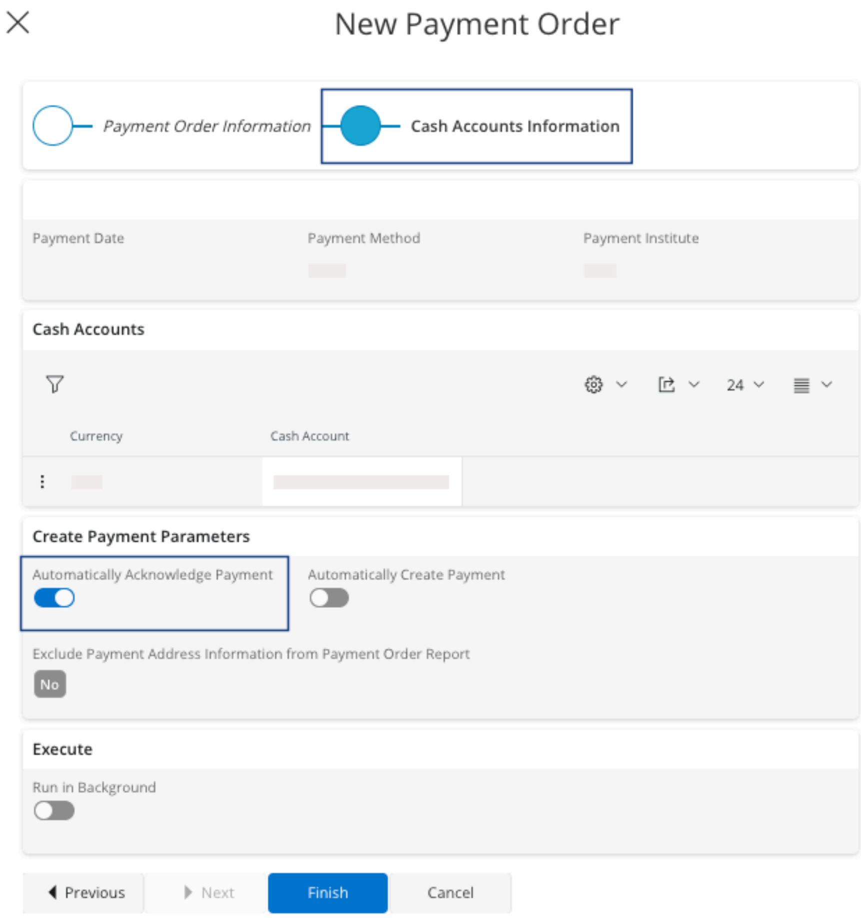
e. **Cash Account**.

f. Click **Next**.



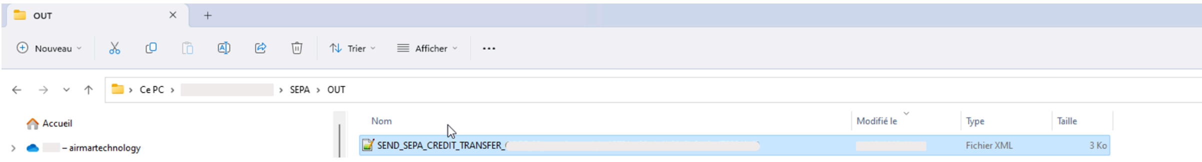

6. In the **Cash Accounts Information** section, select your payment parameters.

> **Note:** We advise you to turn on only the **Automatically Acknowledge Payment** toggle. This option generates the file automatically without posting anything into accounting yet.




7. Once your entered all your information, click **Finish**.

   Your proposal disappears from the **Supplier Payment Proposals** page, a supplier payment order is created and a payment file is generated and available in your folders on your computer.




> **Note:** You can see an overview of your payment order in the page **Supplier Payment Orders**.

Once your bank validates the payment, confirm the accounting lines for the payment order: perform Confirming a Supplier Payment Order (on page 186).

## Confirming a Supplier Payment Order

After the bank has validated the order, you need to acknowledge the accounting transactions linked to the payment.

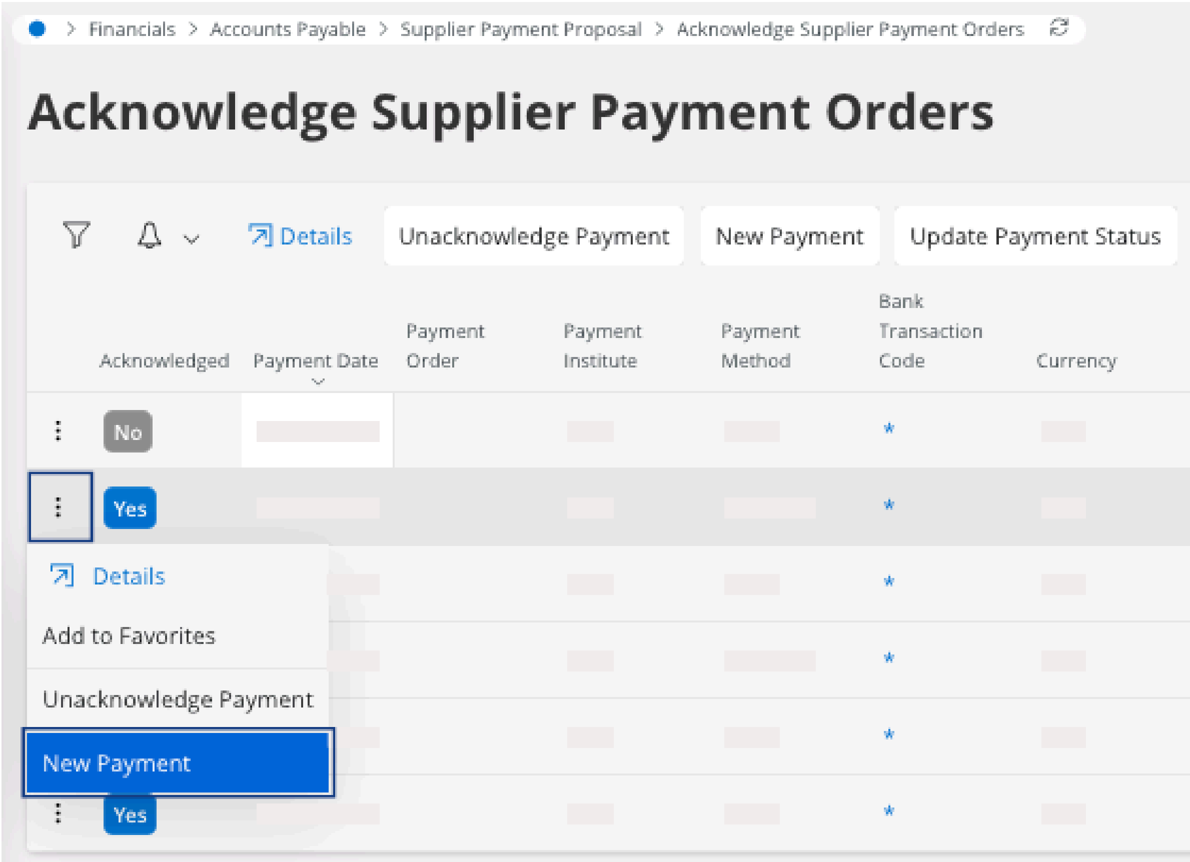
You can see an overview of your payment orders in the page **Supplier Payment Orders**.

1. Go to the page **Acknowledge Supplier Payment Orders**.

   **Note:** If you followed all the previous steps, the field **Acknowledged** is set up to **Yes**.

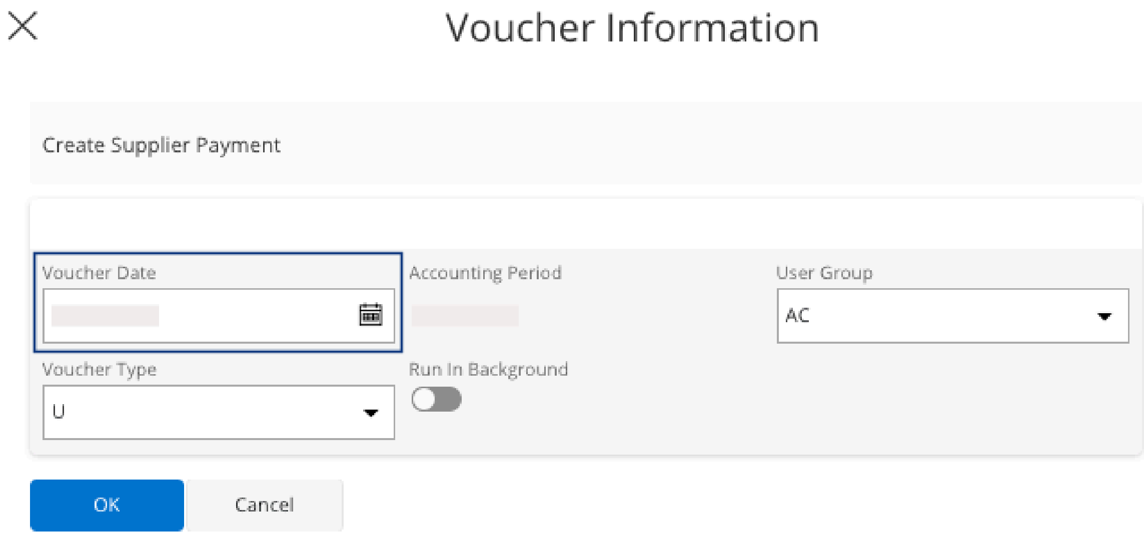
2. If your payment have been confirmed by your bank, then you need to confirm the accounting transactions. On your line, click the three dots ⋮ and click **New Payment**.

   **Note:** You can perform this new payment step when you register your bank statement.




   The **Voucher Information** pane appears.

3. You can choose the **Voucher Date** and click **OK**.




Your payment has been validated.

Your supplier payment order disappears from **Acknowledge Supplier Payment Orders** and a transaction in your general ledger will be created. This action impacts your bank account.

# Mixed Payment for Supplier

Create a mixed payment if you paid the supplier without using **IFS Cloud** automatic payment process.

You need to create a mixed payment only in case you did not perform Supplier Payment Proposal and Payment Order (on page 180).

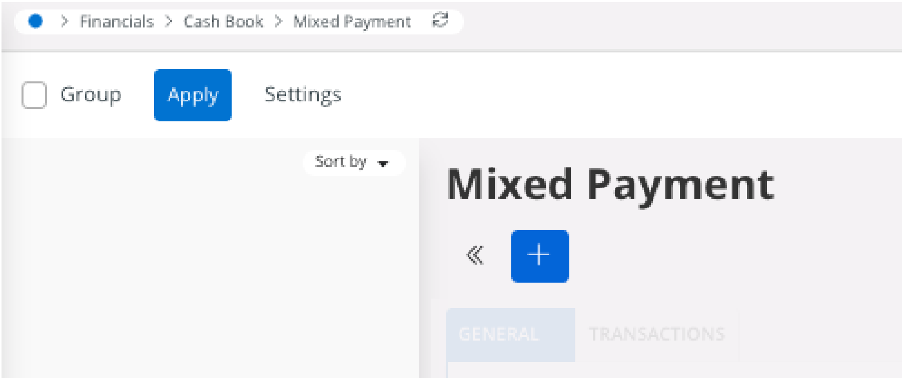
If the payment have been done outside of the system, you need to perform mixed payment for supplier to reflect the accounting transactions for payment.

The **Mixed Payment** page is for supplier payments but also for customer payments and any bank transaction that you need to reproduce in **IFS Cloud** system for accounting purposes.

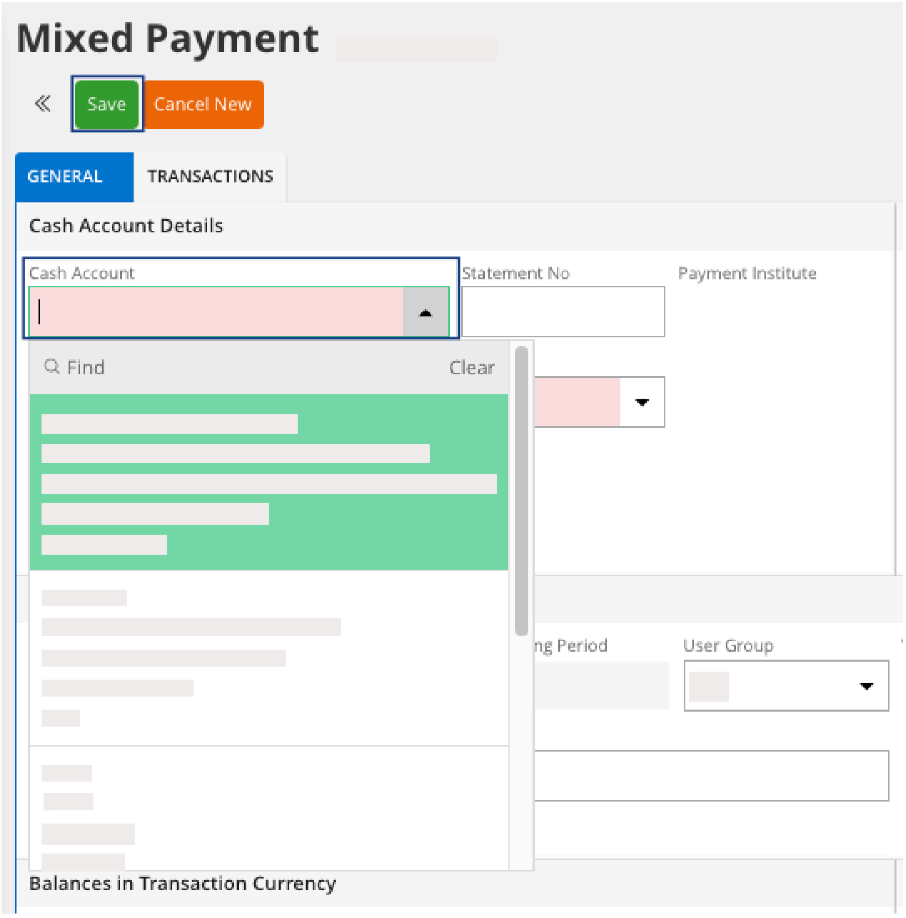
## Creating a Mixed Payment for a Supplier

## Creating a New Mixed Payment

1. Go to **Financials > Cash Book > Mixed Payment**.
2. Click **New** +.




3. Select the **Cash Account**.

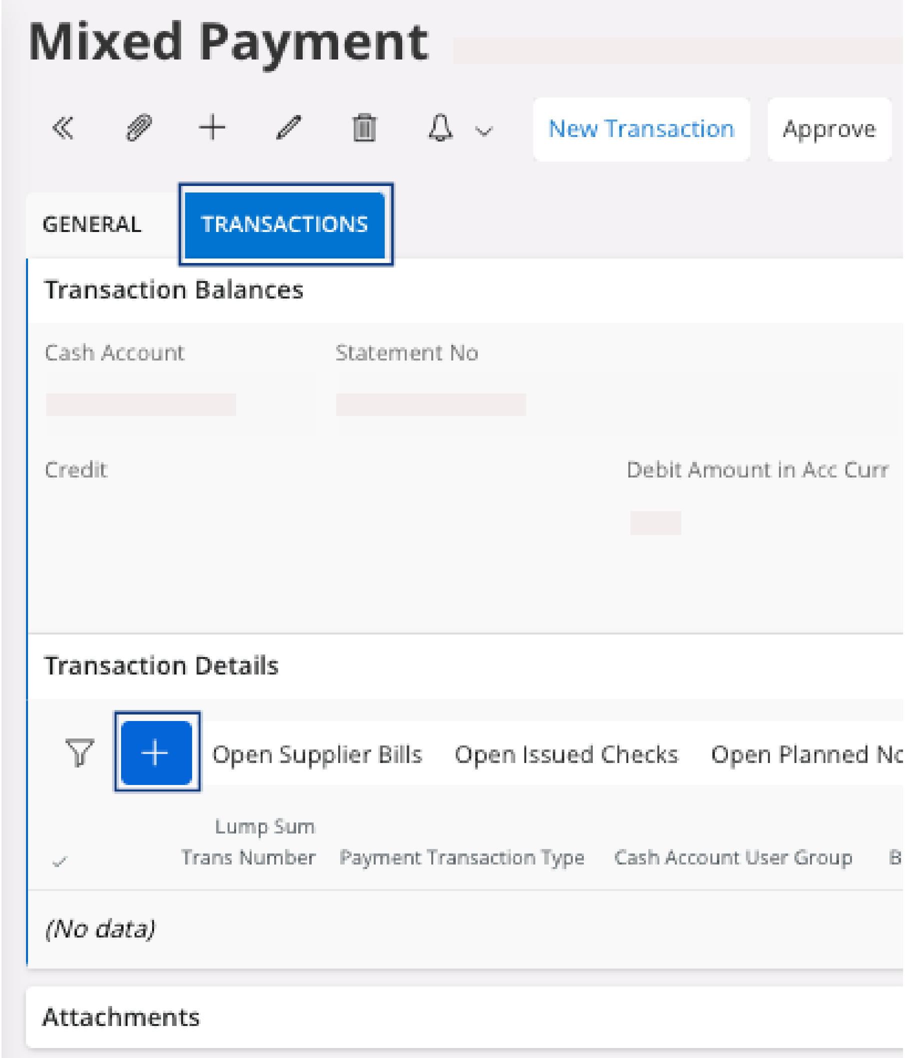



4. Click **Save**.

## Filling Transactions Details

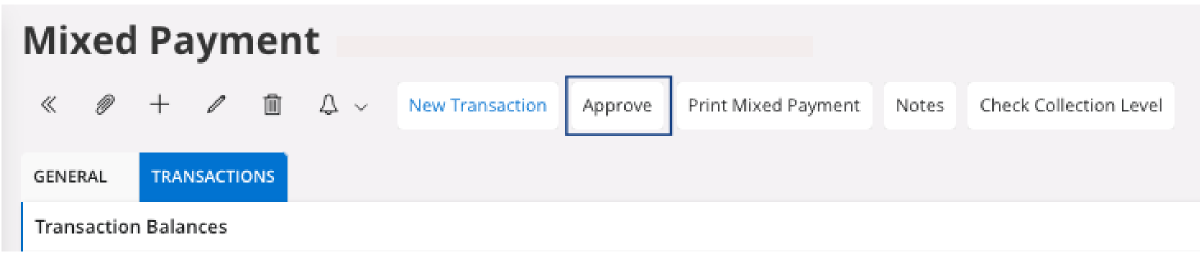
You need to define the details of your transaction.

1. Go to the **Transactions** tab.
2. Click **New** + to add a line.

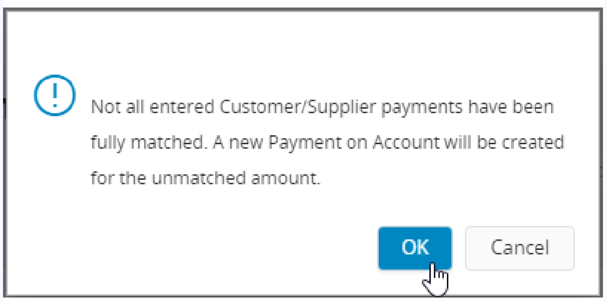



3. Fill the following fields:
    a. **Payment Transaction Type**: for a supplier payment, select **Enter Supplier Payment**.
    b. **Payer/Payee Identity**: enter your supplier.
    c. **Amount**: you register a supplier payment so the amount should be a gross amount and negative.
4. Click **Save**.

    If you want to match your payment lines directly with the open invoice(s) for your supplier: perform Settling Available Transactions in the Account (on page 191).
5. If you do not want to match your payment lines directly, you need to approve your mixed payment: in the header, click **Approve**.



**Note:** If you did not match your mixed payment with your invoice at this moment, a dialog will appear. Click **OK** to continue without the invoice or click **Cancel** to change your information.




A new page appears, **Voucher Information**.

6. Take note of the **Voucher Information**, and click **OK**.

The **Mixed Payment** is in status **Approved**.

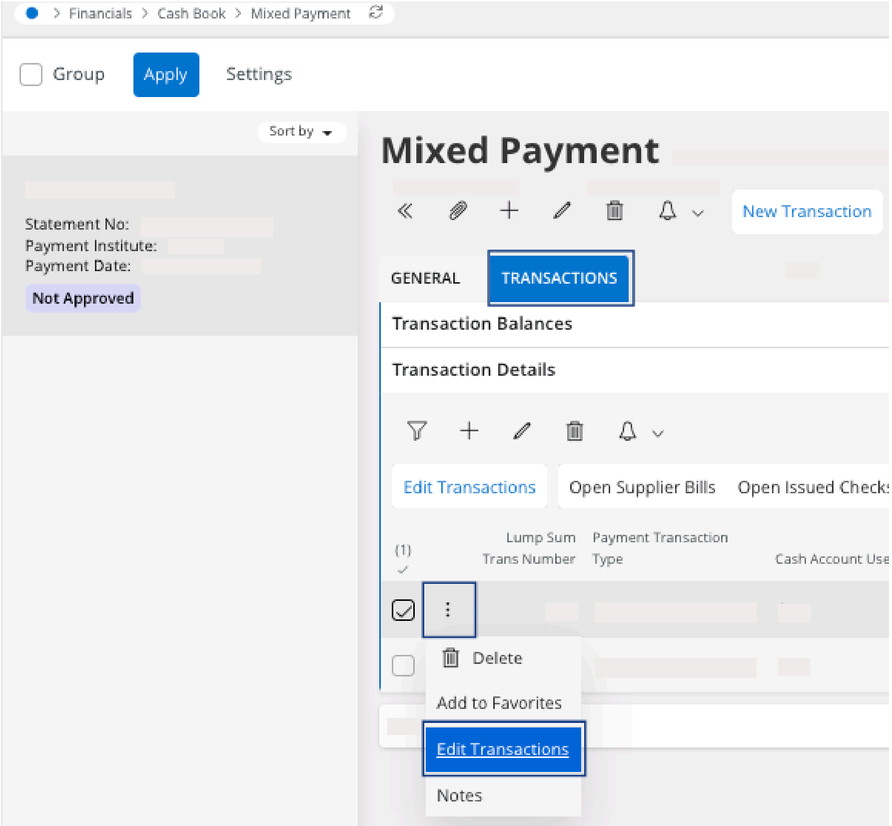
Once you need to match your payment lines with the open invoice(s), perform Creating a Supplier Settlement (on page 198).

## Settling Available Transactions in the Account

You can match your payment lines directly with the open invoice(s) for your supplier. The lines must reflect what you received from your bank account.

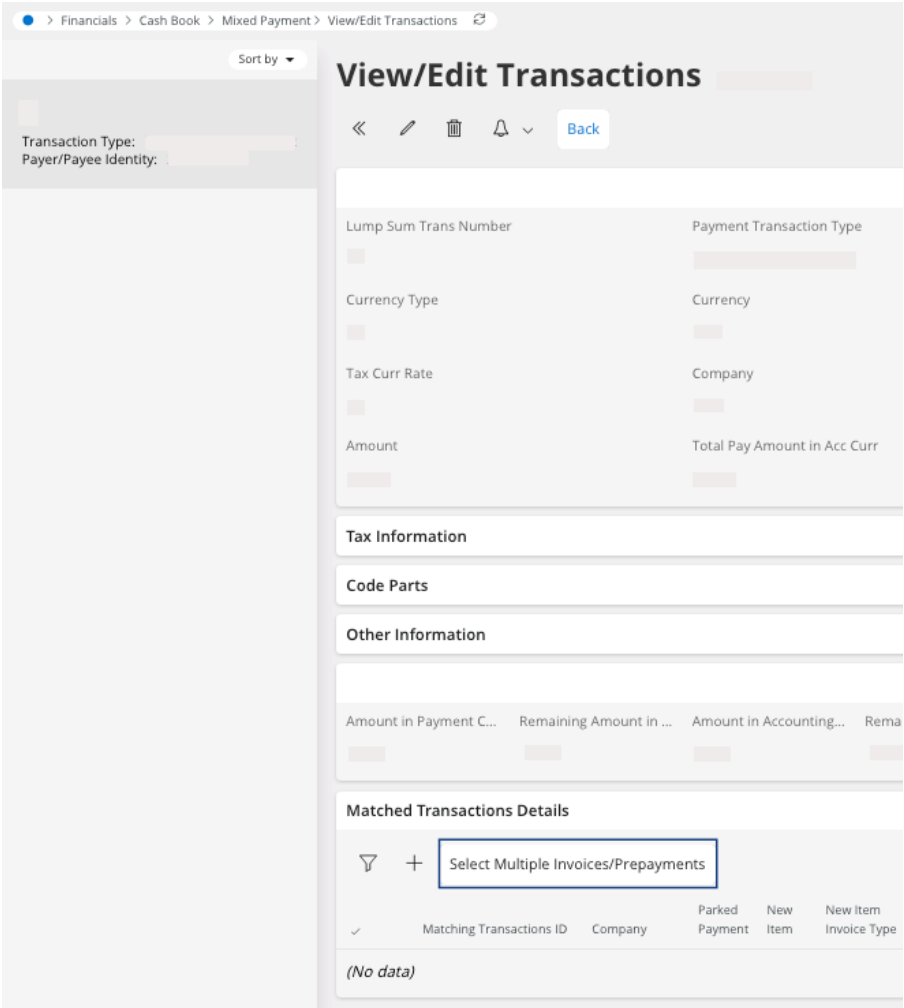
If you cannot settle the mixed payment with the invoice at this moment, you can do it later with Creating a Supplier Settlement (on page 198).

1. On the **Transactions** tab, click the three dots ⋮ and click **Edit Transactions**.



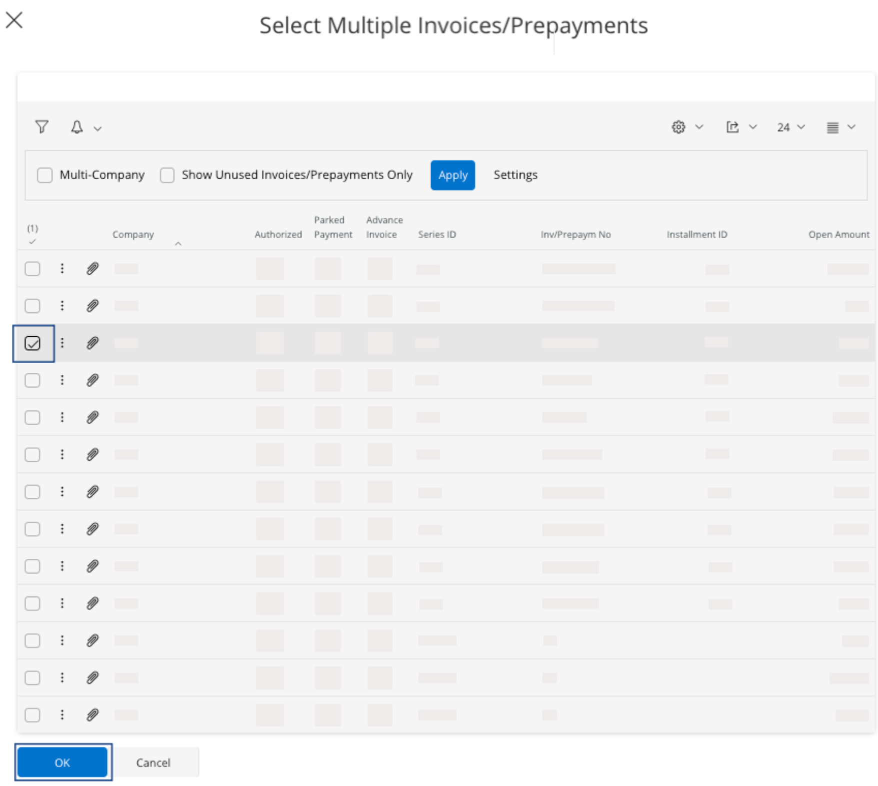

A new page appears.

2. In the area **Matched Transactions Details**, click **Select Multiple Invoices/Prepayments**.

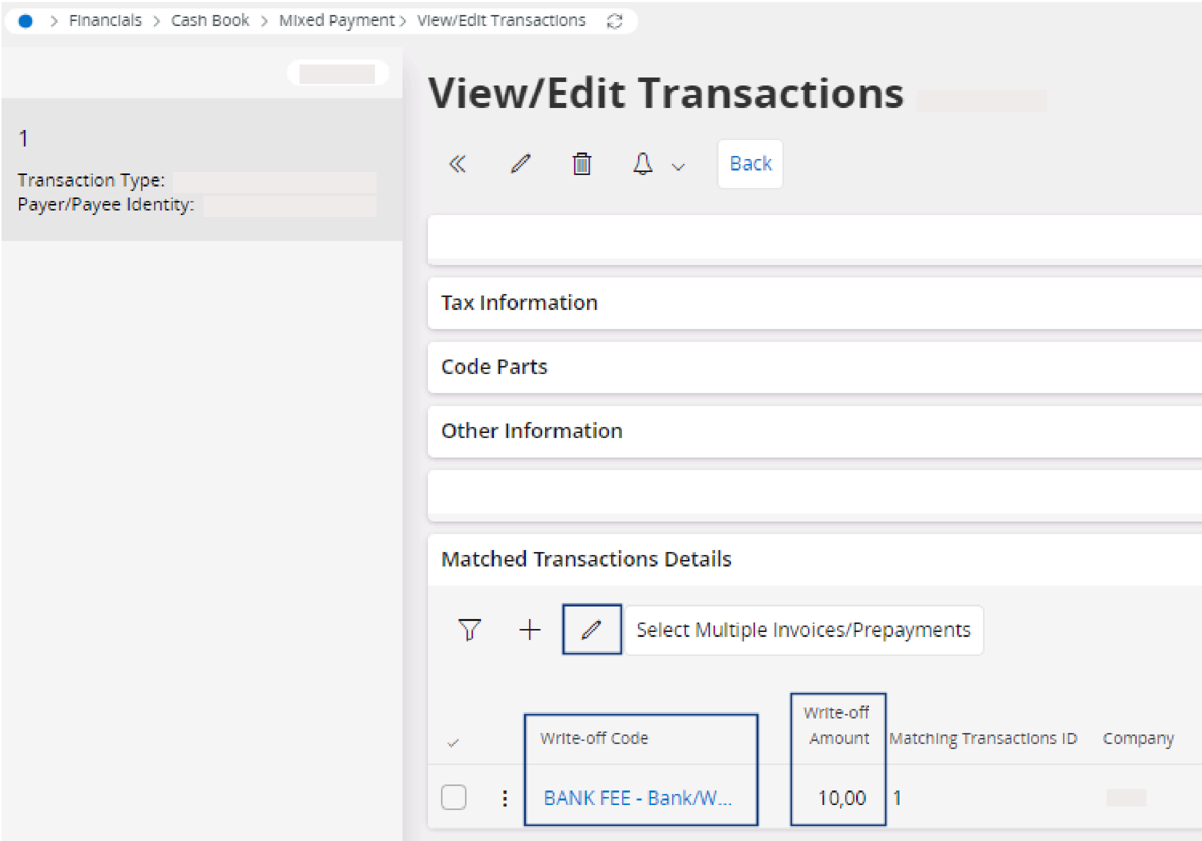



A pane appears.

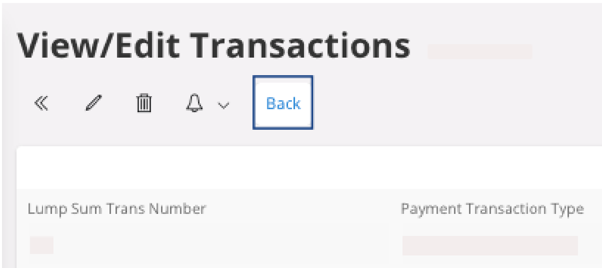
3. Select the line(s) that you want to link your payment with, and click **OK**.



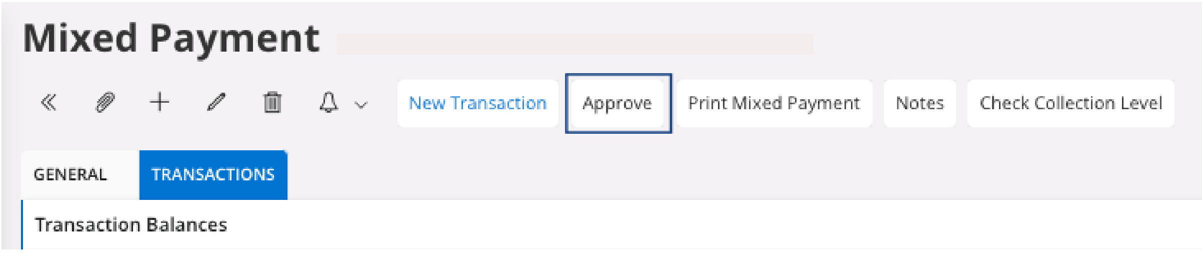

4. If you did a partial payment for this invoice, you need to change a field. On the page **View/ Edit Transactions**, in the area **Matched Transactions Details**:
    a. Click **Edit** .
    b. Change the field **Pay Amount in Pay Curr** with your correct payment amount.
5. In some specific situations, you could have to write off amounts. For example, to exclude the bank fees of the payment. On the page **View/Edit Transactions**, in the area **Matched Transactions Details**, you need to fill the fields:
    a. **Write-off Code** with the reason of the write off.
    b. **Write-off Amount** with the amount associated.



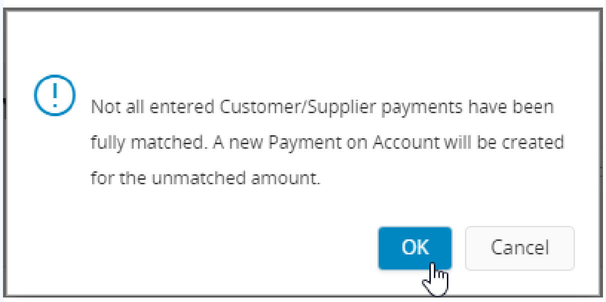

6. To go back to your mixed payment: click **Back**.




7. Perform the same process for your other **Transactions** lines.
8. To approve your mixed payment, in the header, click **Approve**.



**Note:** If you did not match your mixed payment with your invoice at this moment, a dialog will appear. Click **OK** to continue without the invoice or click **Cancel** to change your information.




A new page appears, **Voucher Information**.

9. Take note of the **Voucher Information**, and click **OK**.

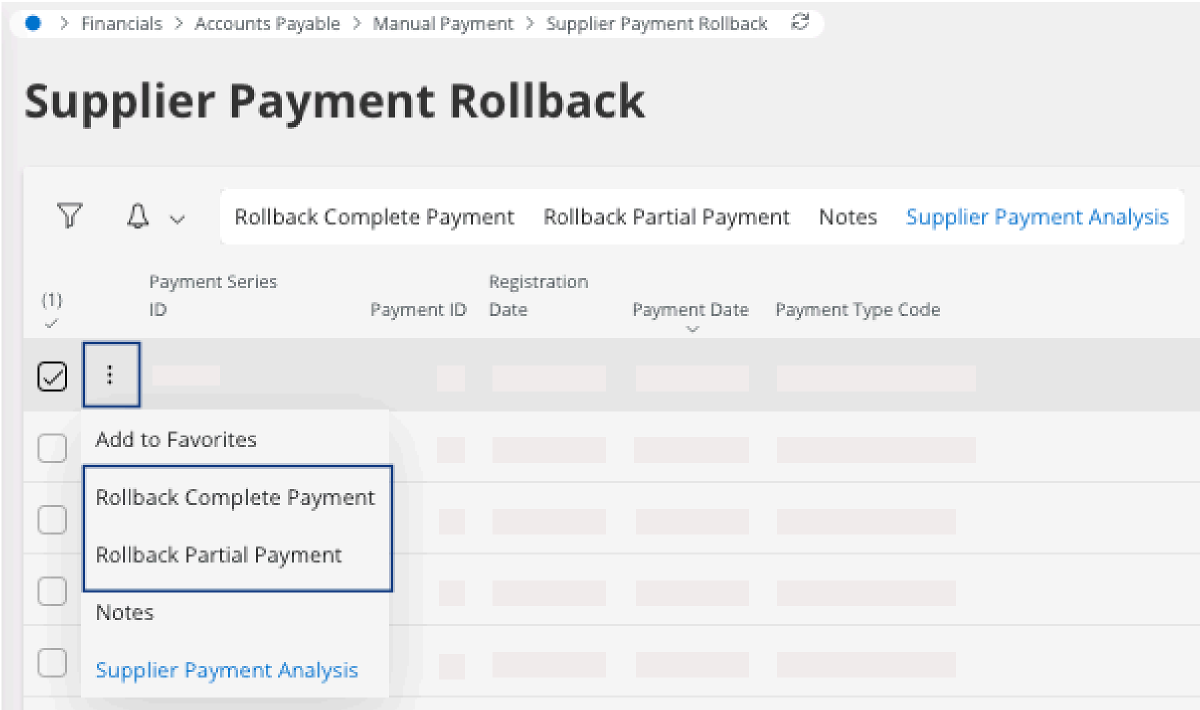
The **Mixed Payment** is in status **Approved**.

# Rolling Back a Supplier Payment

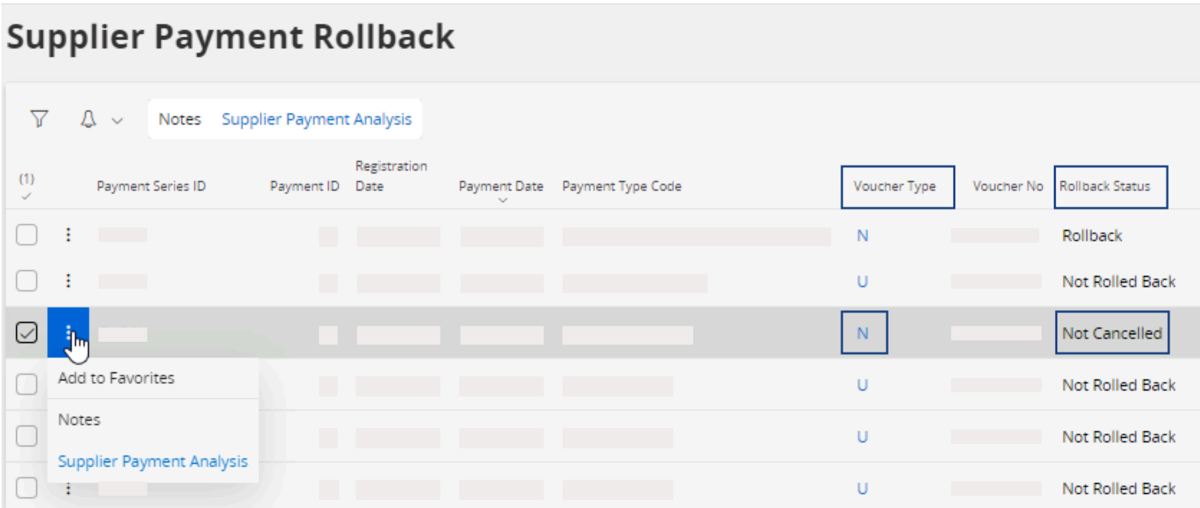
Follow this process in case you need to return to a previous state of a supplier payment proposal or a mixed payment and/or analyze what you paid.

This process must be exceptional because the creation of a supplier payment refers to processes and information that must be taken carefully into account: checking acknowledgment, insuring correct level of cash in the bank account...

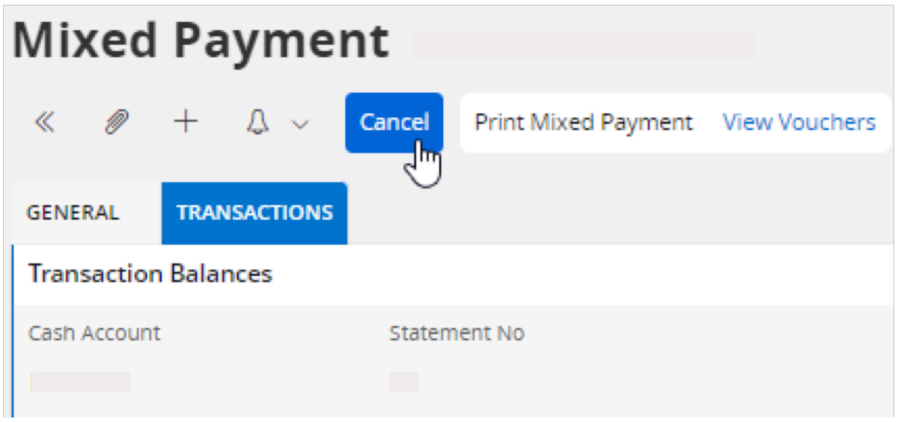
1. Go to the **Supplier Payment Rollback** page.
2. Select your payment, click the three dots ⋮ and click **Rollback Partial Payment** or **Rollback Complete Payment** according to your needs.




If the **Voucher Type** is **N** and the **Rollback Status** is **Not Cancelled** you cannot perform the rollback.




To rollback your supplier payment: go back to the **Mixed Payment** page, find your mixed payment and click **Cancel**. This action automatically complete the rollback.



The supplier payment rollback registers the payment in the account parked payment. It is necessary to manage this flow.

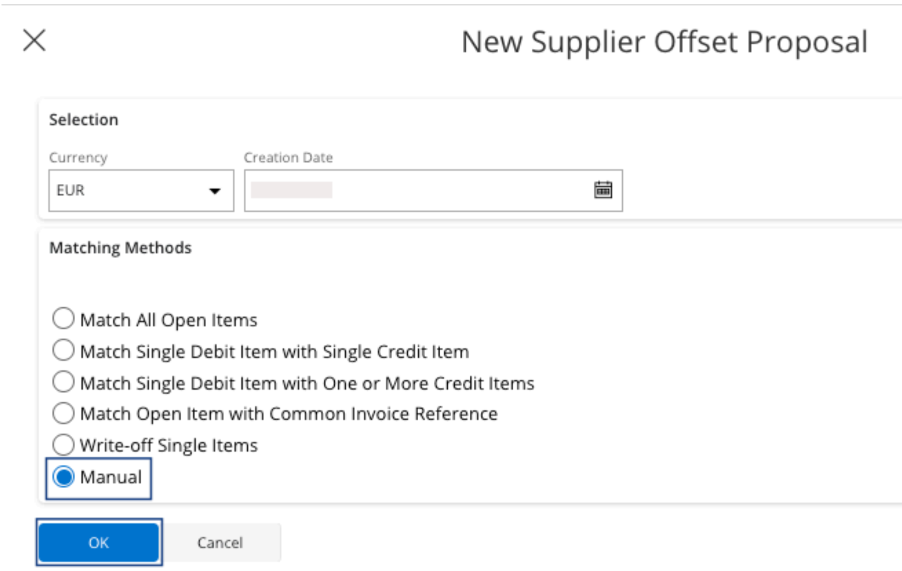
> **Important:** Contact your accountant responsible, or external accountant support, or Airmar US Finance team to manage this payment.

# Creating a Supplier Settlement

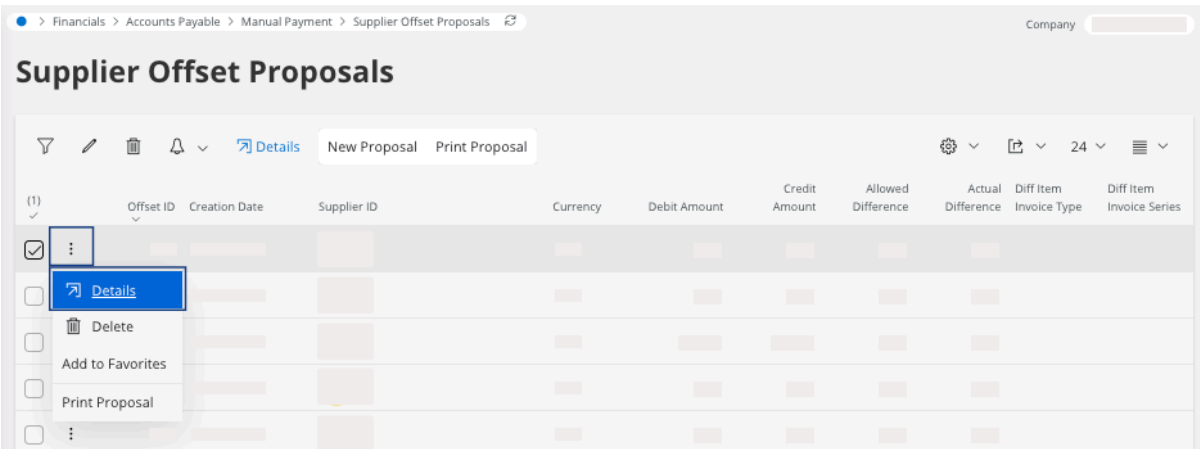
If you did not already settle your supplier payment(s) with the corresponding invoice(s) in the mixed payment process or for a payment proposal, you need to do a settlement.

1. Go to **Financials > Accounts Payable > Manual Payment > Supplier Offset Proposals**.
2. Click **New Proposal**.

   A new pane appears.
3. In this pane, in the area **Matching Methods**, select **Manual** and click **OK**.




4. Select the proposal that you just created, click the three dots ⋮ and click **Details**.



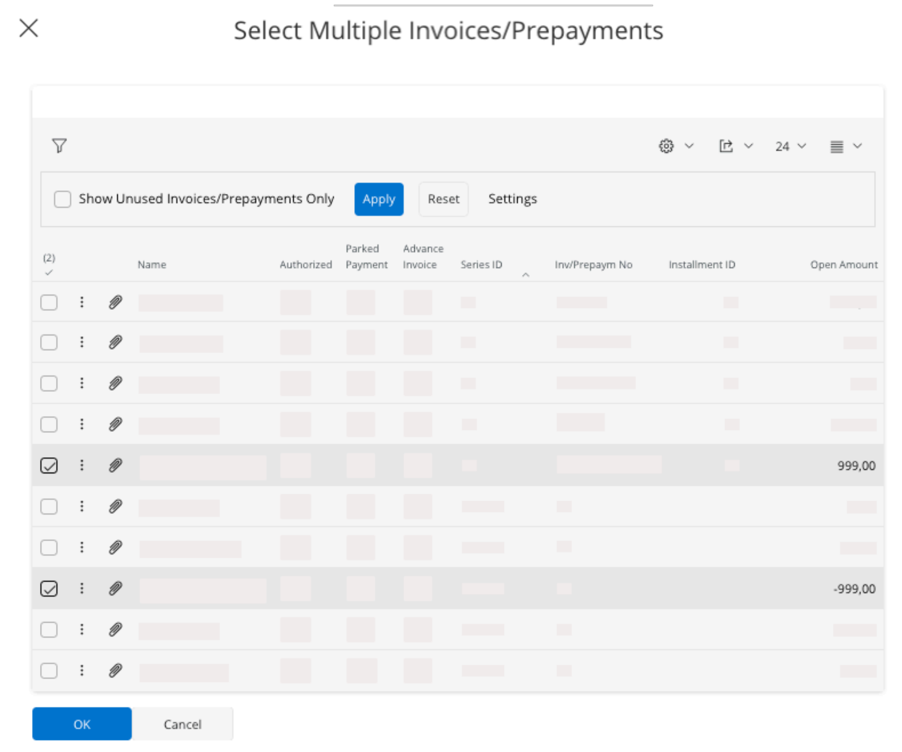
**Tip:** Use filters, for example the **Creation Date** to find your open proposals.

The **Supplier Offset Items** page appears.

5. In the area **Offset Items**, click **Select Multiple Invoices/Prepayments**.

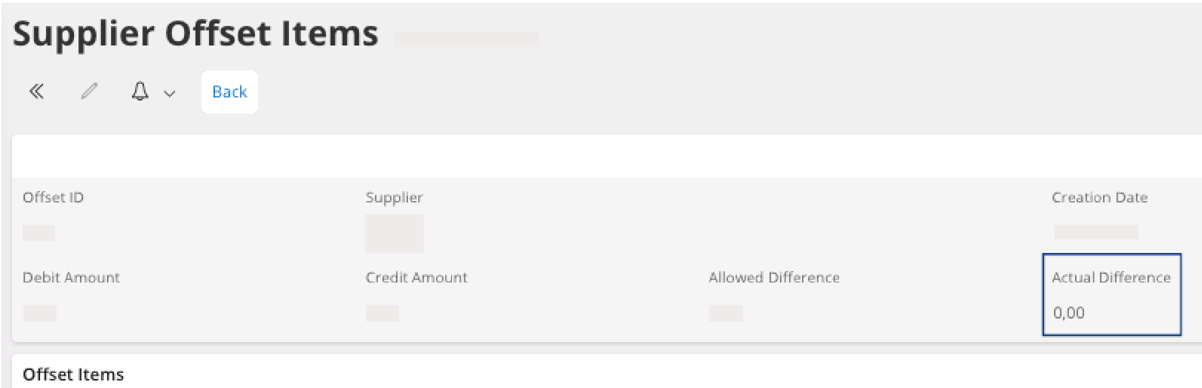
   A new pane appears.

6. Choose the invoice(s) and the payment that match in the list and click **OK**.




**Note:** Use filters, for example the filter **Name** to find invoices linked to your supplier.

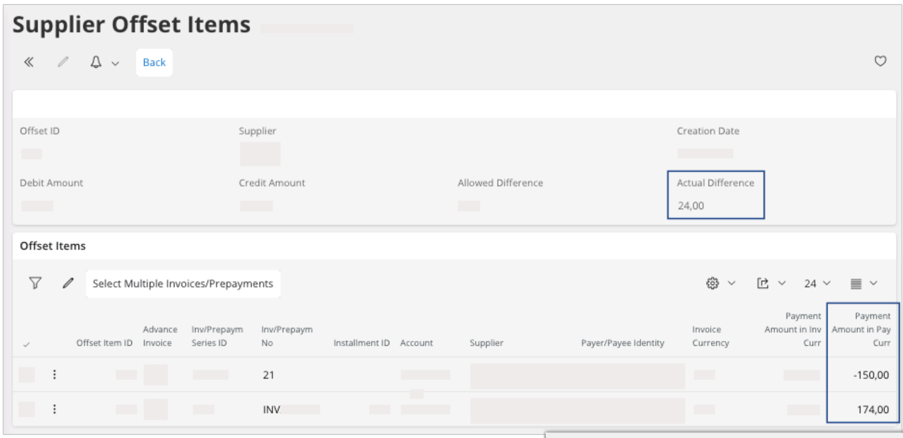
The difference between the invoice and the payment should be equal to 0.

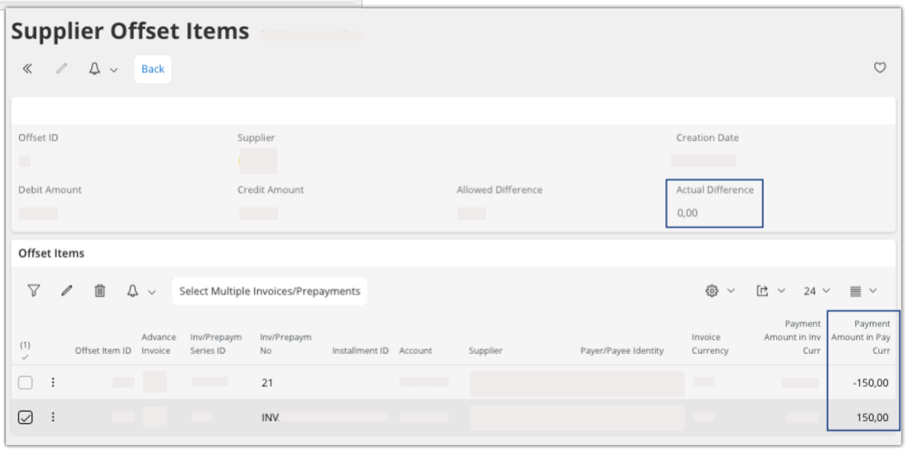



7. If you want to match a partial payment, go to the page **Supplier Offset Items**, then in the area **Offset Items**:

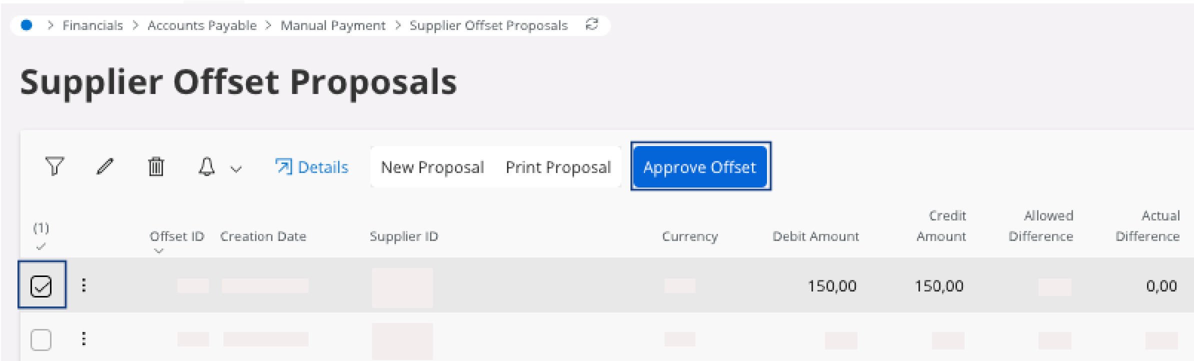
a. Click **Edit** .

b. In the invoice, change the field **Pay Amount in Pay Curr**.




8. To go back to the page **Supplier Offset Proposals**, click **Back**.
9. If the contents are correct, select your line and click **Approve Offset**.




A new pane appears.

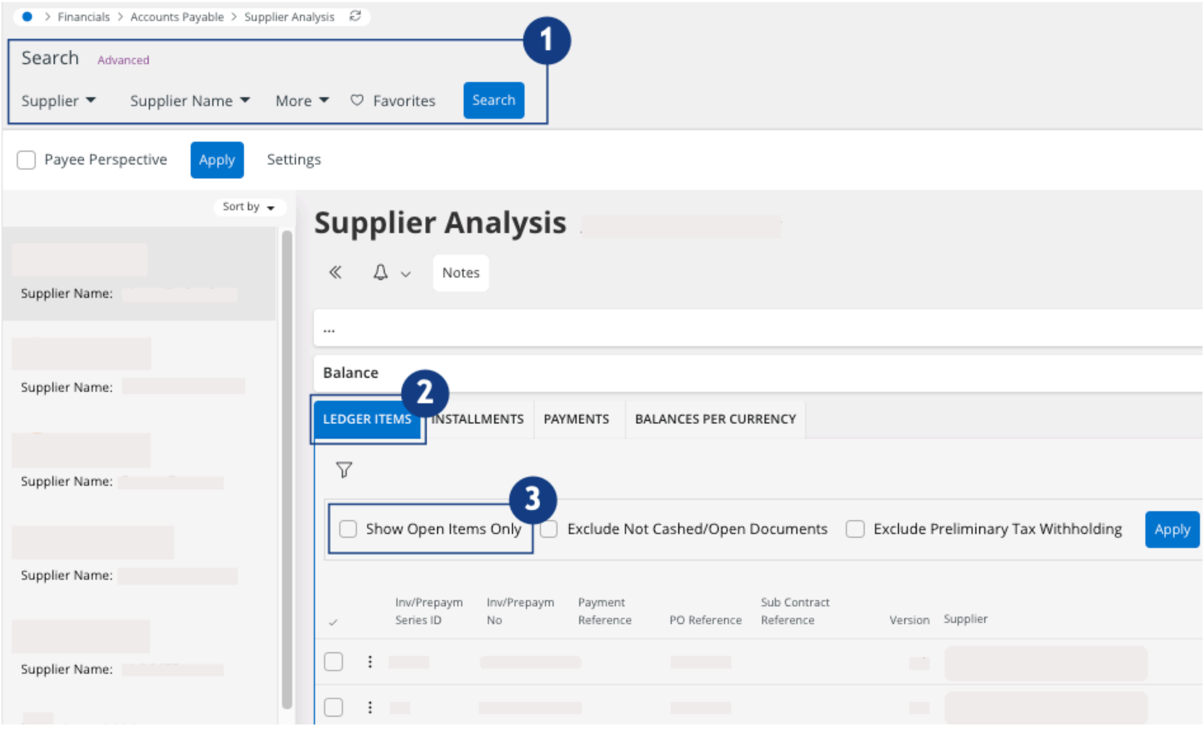
10. Check the **Voucher Information** and click **OK**.

    The offset proposal has been approved.
11. You can preview the information and click **OK**.

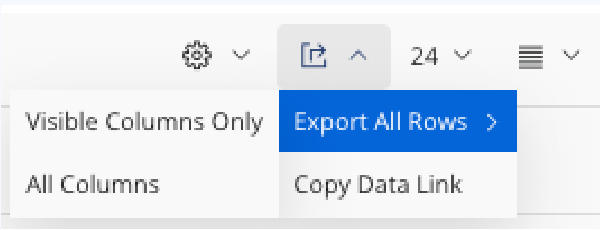
# Statistics and Reporting

## Consulting a Supplier Analysis

1. Go to **Financials > Accounts Payable > Supplier Analysis**.
2. Use the search bar to filter your supplier 1.
3. In the tab **Ledger Items** 2, you can see the transactions made by your supplier:
    a. Select the checkbox **Show Open Items Only** to see open transactions 3.
    b. Do not select any checkbox if you want to see all the transactions.




**Remember:** You can export this report in an Excel file. On your lines area, click > **Export All Rows** and choose if you want to see data from the columns displayed only or from all the columns.

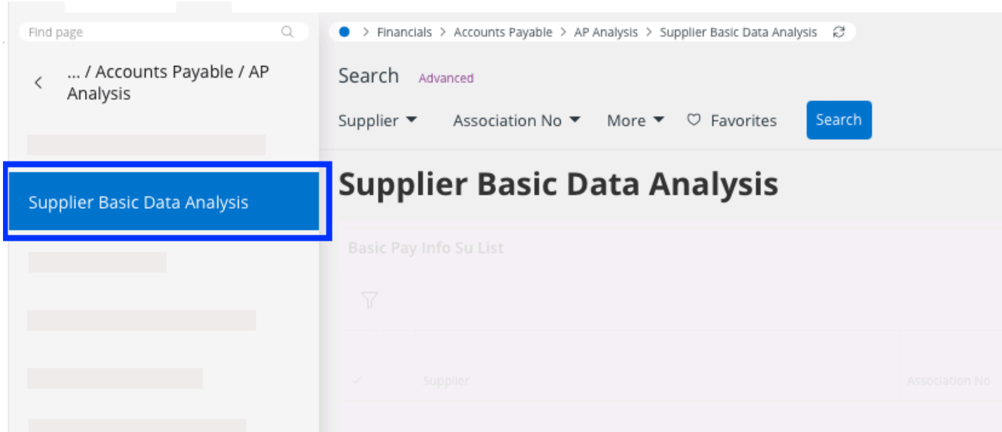



4. To get an overview of balances for all the suppliers, go to the page **Payables Analysis**. Then to get the details for each supplier, click the three dots ⋮ and click **Supplier Analysis**.

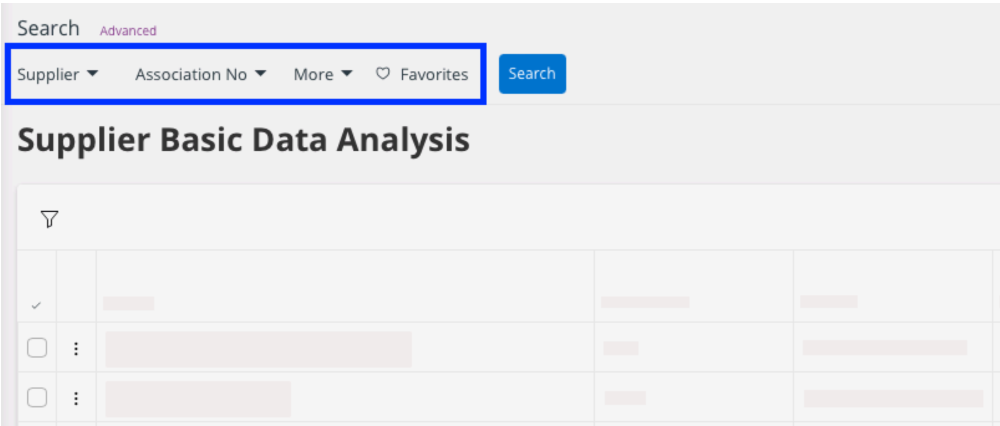
## Consulting Supplier Basic Data Analysis

Consult information on one or multiple suppliers.

1. Go to the page **Supplier Basic Data Analysis**.



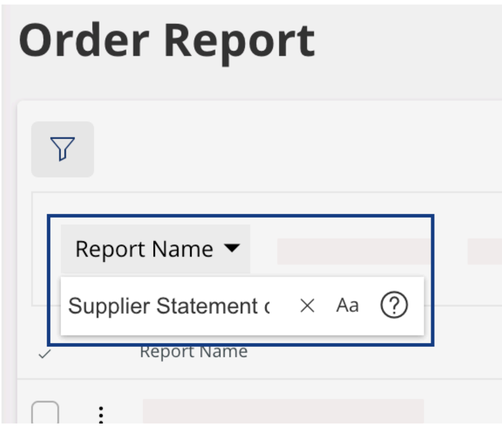

2. Use the filters above the list to find the suppliers whose information you want to display.




## Consulting a Supplier Statement of Account

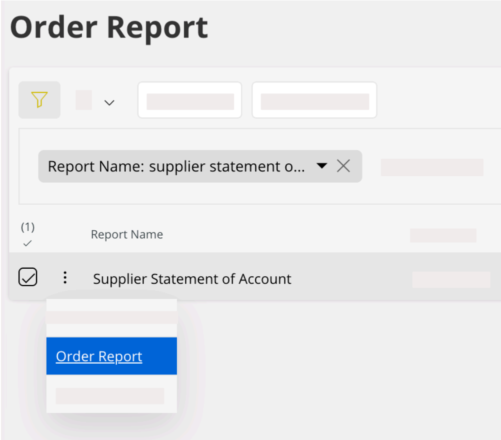
Create a PDF report with the supplier statement of account.

1. Go to the **Order Report** page.
2. Open the filter bar, then enter `Supplier Statement of Account` in the **Report Name** filter.

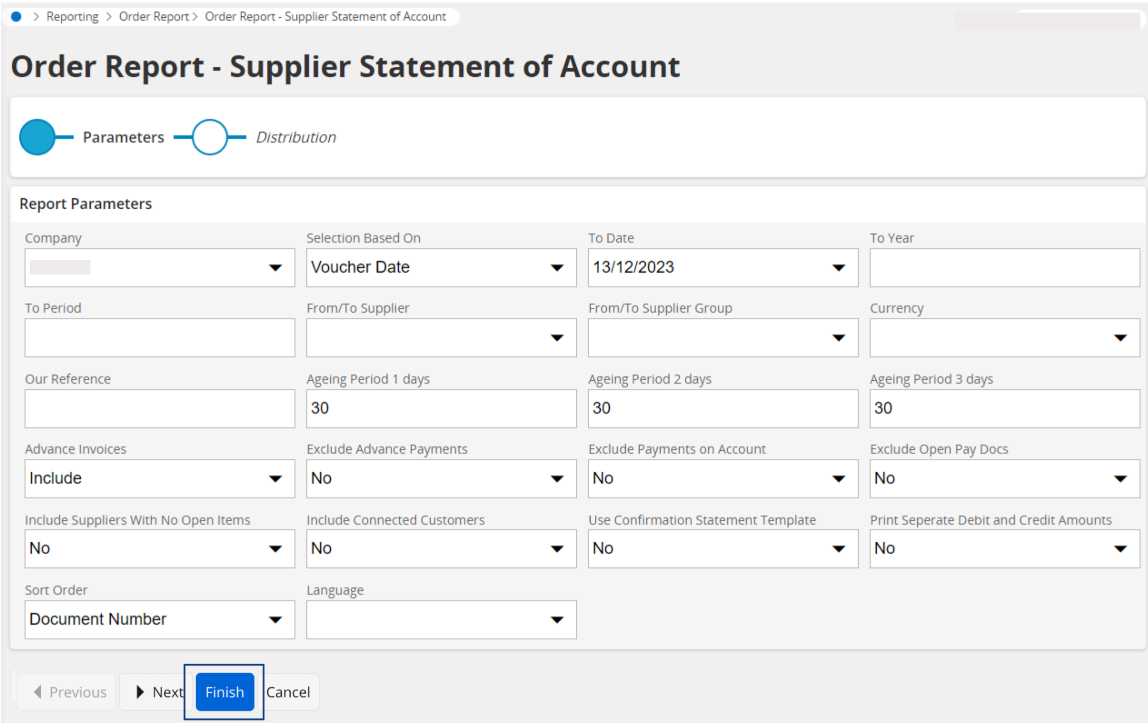


**Note:** You can add the result page in the bookmarks (on page 22) to quickly find it in the future.

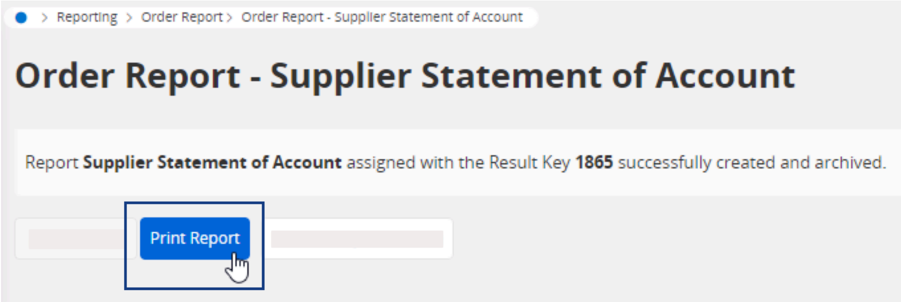
3. Click ⋮ in the report line, then **Order Report**.




4. Complete the **Report Parameters** fields.
5. Click **Finish**.



6. To preview the PDF report, click **Print Report**.

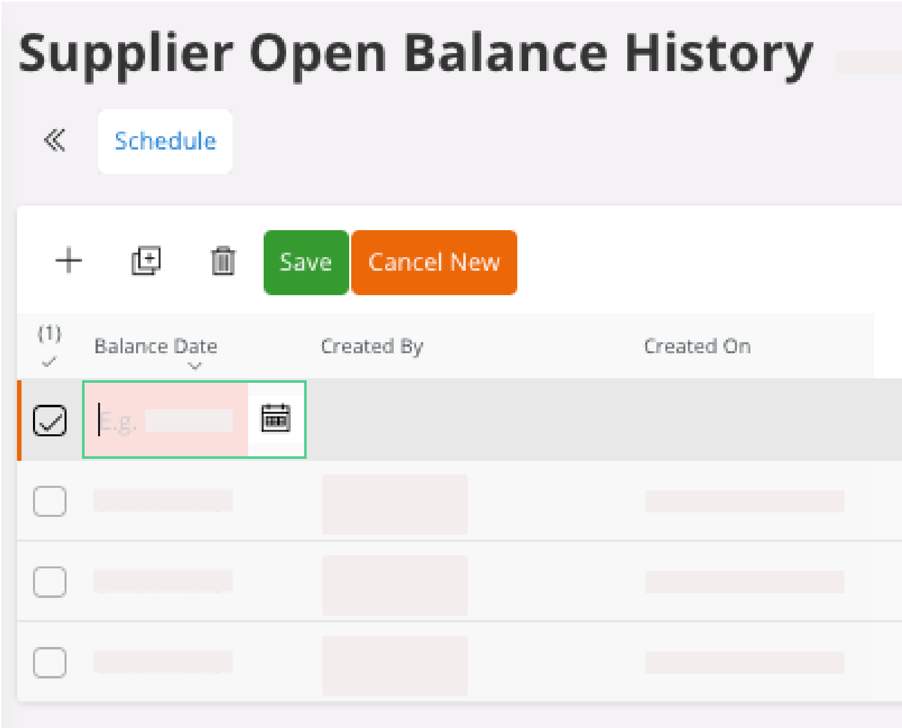



## Consulting Supplier Open Transactions

Create a PDF with all the open balance history from suppliers for a specific date.

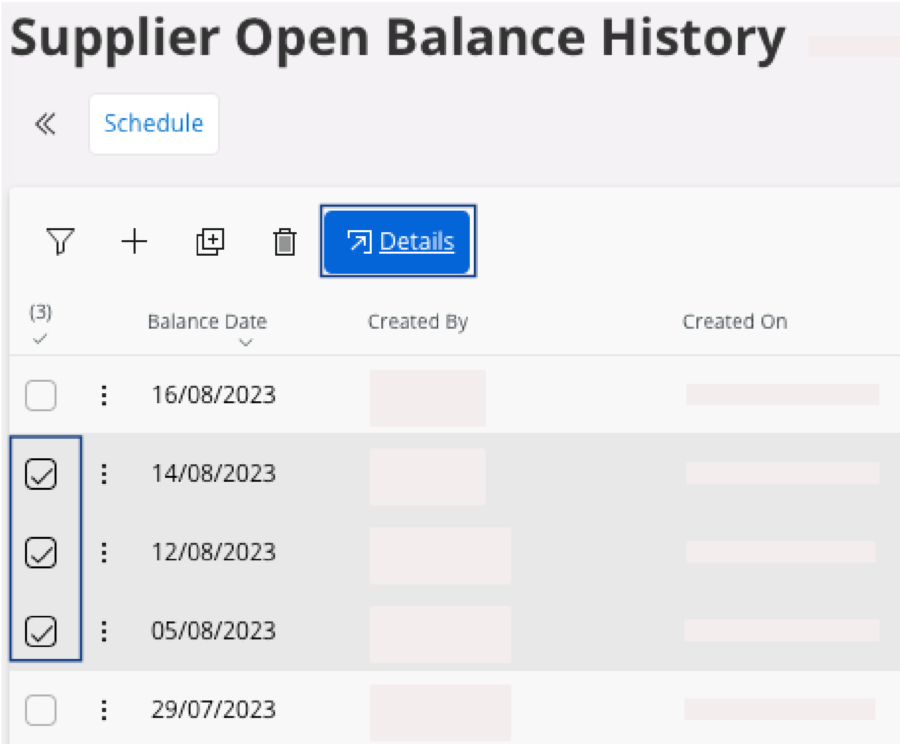
This report is also useful to reconcile auxiliary ledger with general ledger, as the general ledger account linked to each supplier transaction is into the grid.

1. Go to **Financials > Accounts Payable > AP Analysis > Supplier Open Balance History**.
2. Click **New** + to add a line.
3. Choose a **Balance Date**.



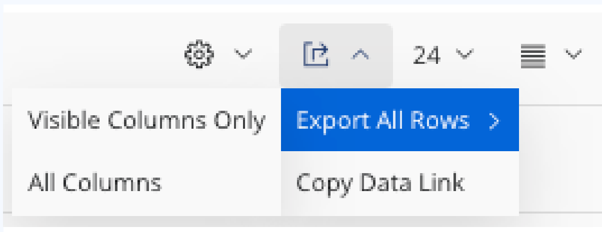

You can access the open transactions for the date chosen.

4. In this example, the supplier open balance history includes three dates. Select the lines with the transactions dates you want and click **Details**.




You get the full list of all the open transactions for the date selected.

**Remember:** You can export this report in an Excel file. On your lines area, click > **Export All Rows** and choose if you want to see data from the columns displayed only or from all the columns.

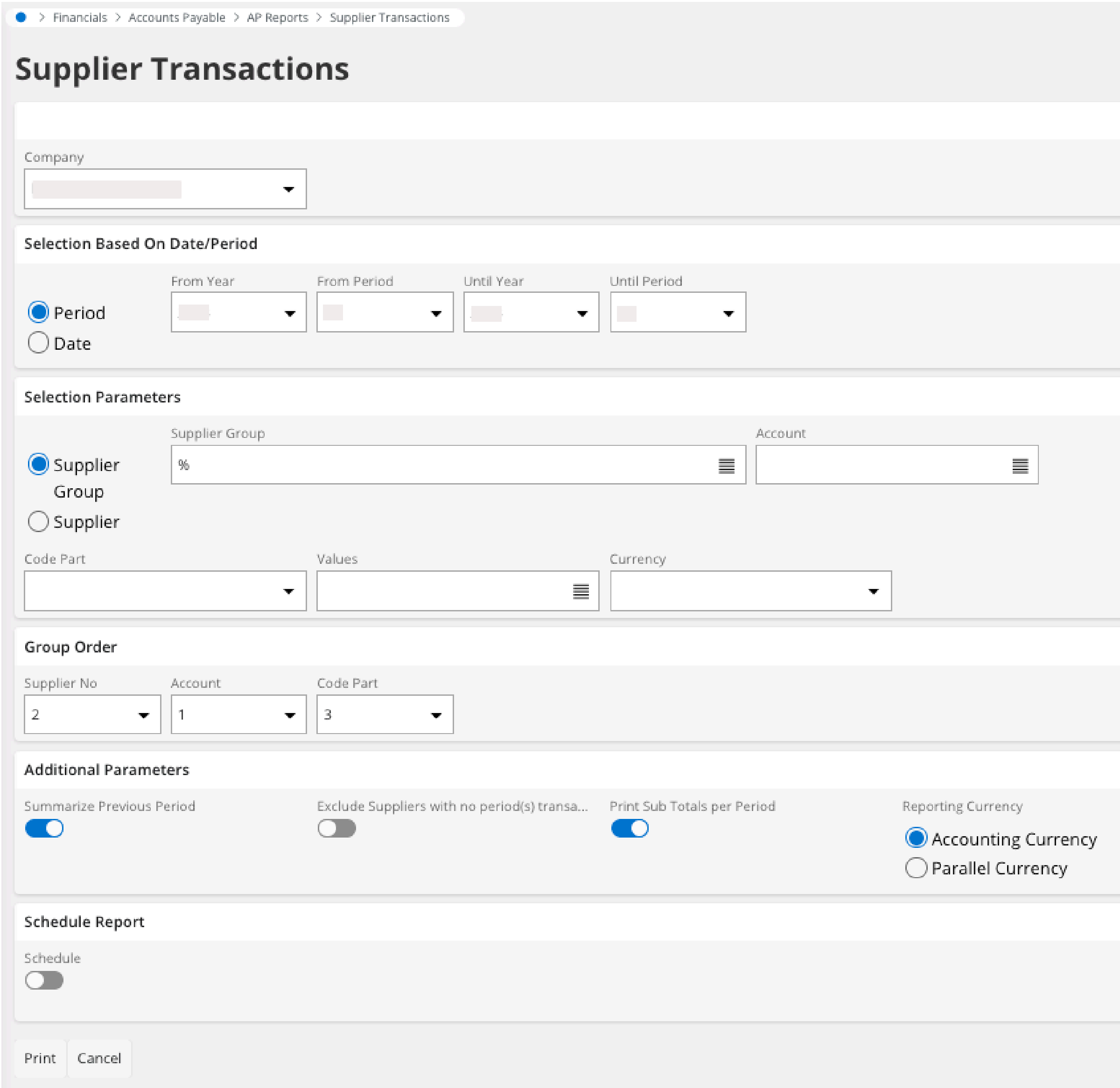



## Consulting Supplier Transaction Report

Create a PDF report to get all the transactions for a supplier or a group of suppliers.

Through this process you get all the transactions and not only the open ones.

1. Go to **Financials > Accounts Payable > AP Reports > Supplier Transactions**.
2. Choose your settings and click **Print**.

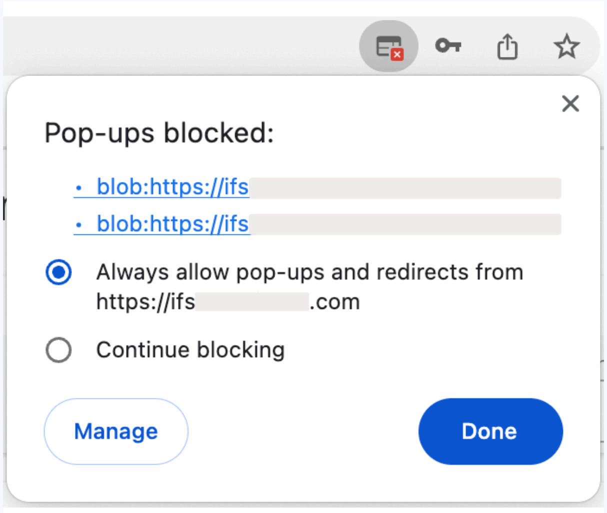



The **Report Format & Output** pane appears.

3. You have several options:

- **Preview** button: to do before printing. Click **Preview**: the document appears on your screen. From here, you can check your information, print your document or keep it on your computer in PDF.

**Trouble:** If the preview is not displayed, your browser might block your pop-ups. Check your authorization in your browser settings.



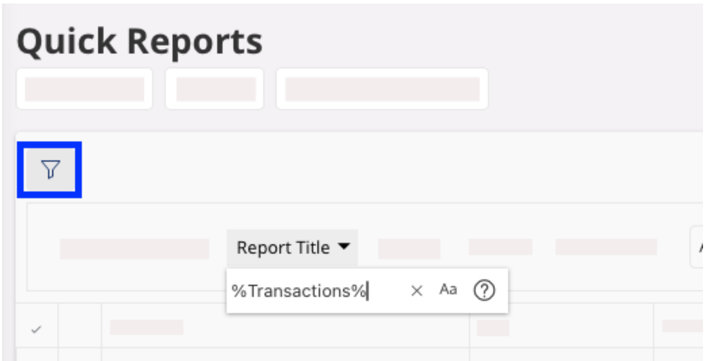

- **Print**: if you want your document on paper, choose your printer, or if you want to keep it on your computer in PDF, choose **IFS PDF Archiver**.
- **Email**: fill in or check the email address and send it.

You get your **Supplier Transactions** report.

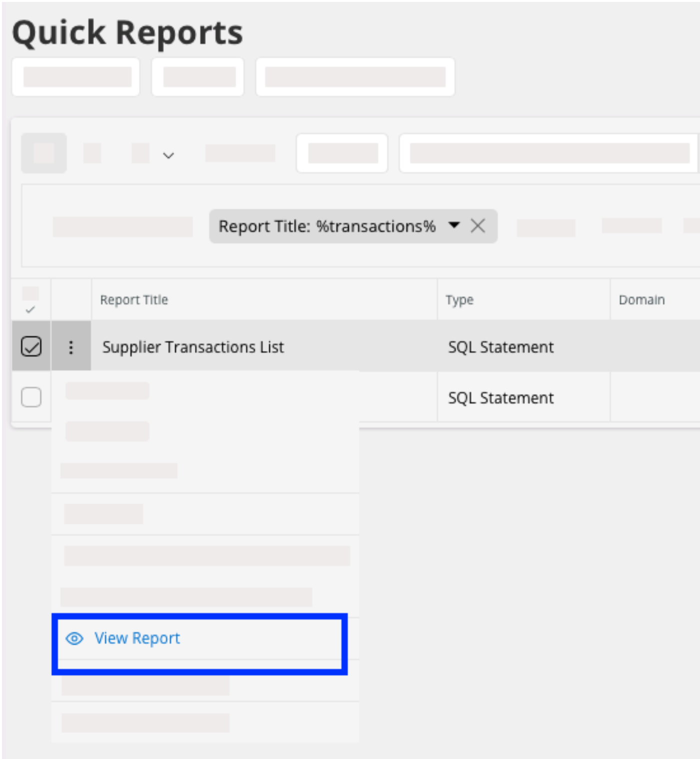
## Consulting Supplier Transaction List Report

You can see reports with specific details about the historic of supplier transactions.

1. Go to **Quick Reports** page.
2. Click the **Filter** icon in the top toolbar, then click **Report Title** and enter `%Transactions%`.



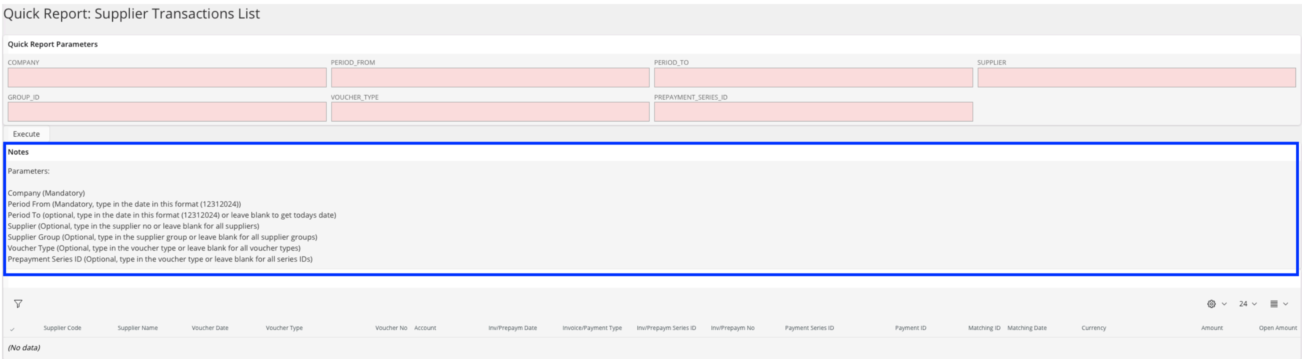

3. Click the three dots in front of the report named **Supplier Transactions List**, then click **View Report**.




Quick report parameter page opens.

4. Fill in the **Quick Report Parameters** fields.

> **Tip:** Check the **Notes** panel below the parameters for more information you need to complete them.



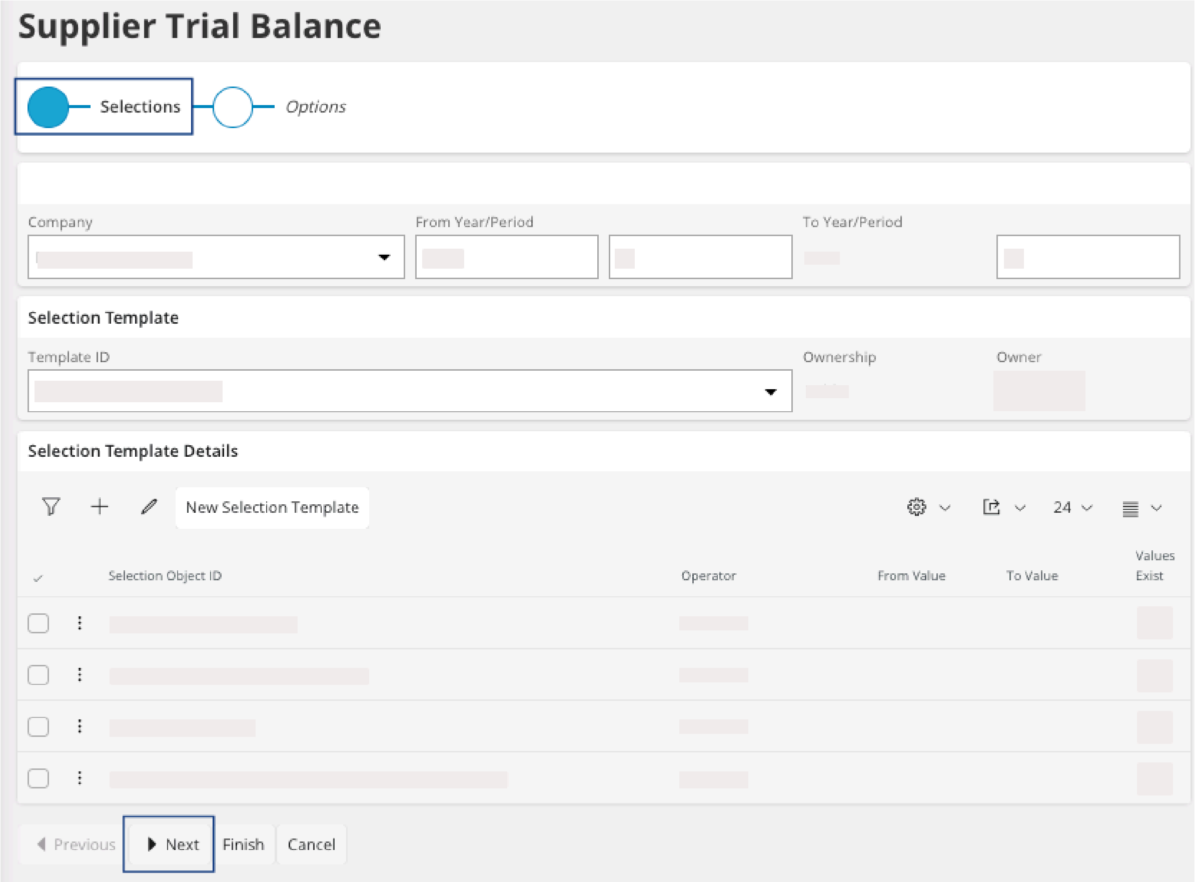

5. Click **Execute**.
6. The **Supplier Transactions List** is displayed. Use **Column Chooser** tool to add additional information.

## Consulting Supplier Trial Balance Report

Create a PDF report to get the trial balance for a supplier or a group of suppliers.

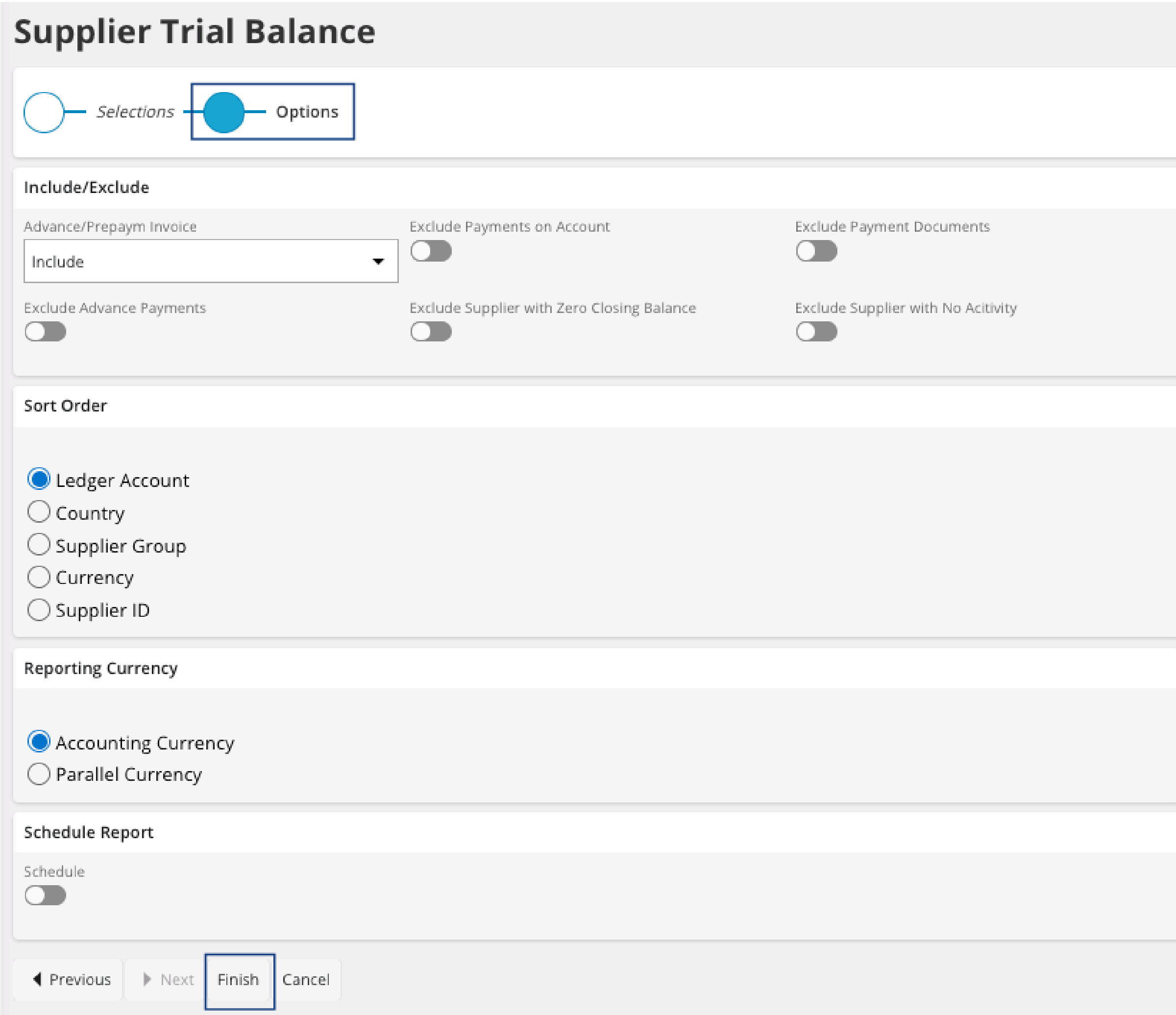
1. Go to **Financials > Accounts Payable > AP Reports > Supplier Trial Balance**.
2. Choose your settings:

a. In the **Selections** section.




b. Click **Next**.

c. In the **Options** section.



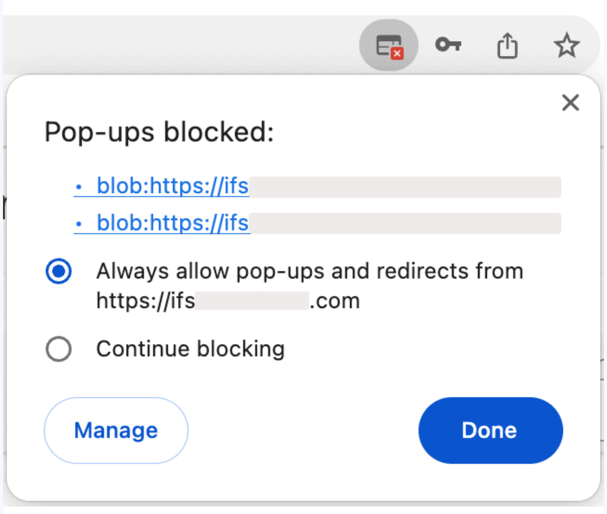

d. Click **Finish**.

The **Report Format & Output** pane appears.

3. You have several options:

- **Preview** button: to do before printing. Click **Preview**: the document appears on your screen. From here, you can check your information, print your document or keep it on your computer in PDF.

**Trouble:** If the preview is not displayed, your browser might block your pop-ups. Check your authorization in your browser settings.



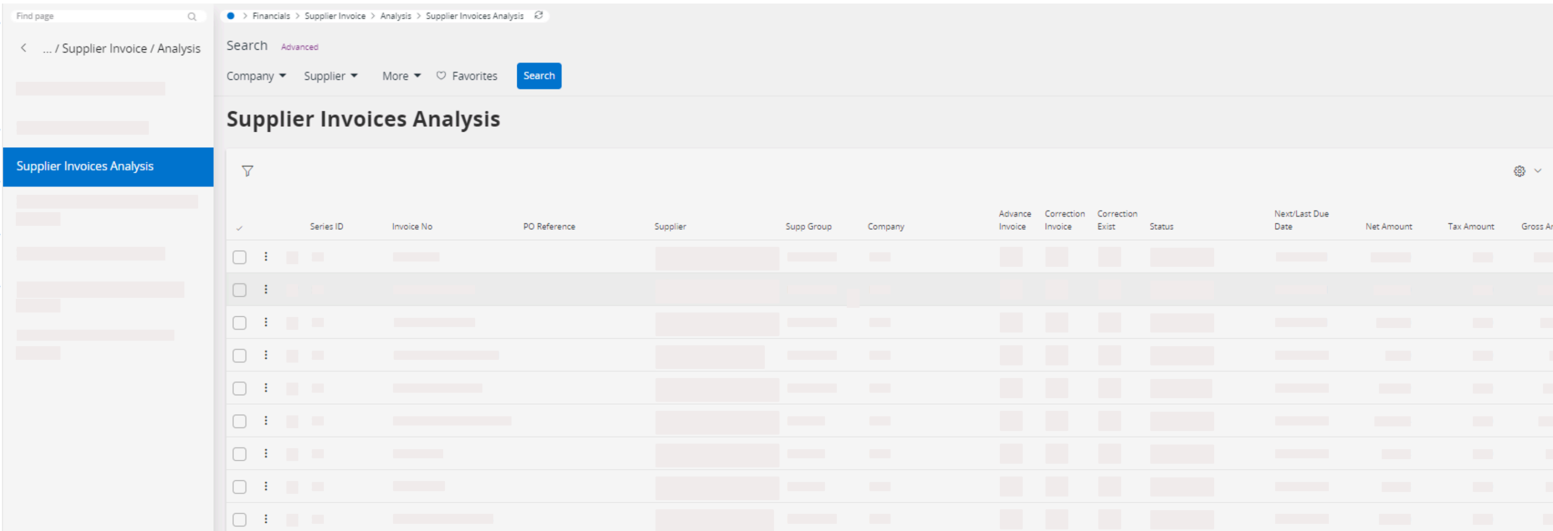

- **Print**: if you want your document on paper, choose your printer, or if you want to keep it on your computer in PDF, choose **IFS PDF Archiver**.
- **Email**: fill in or check the email address and send it.

You get your **Supplier Trial Balance** report.

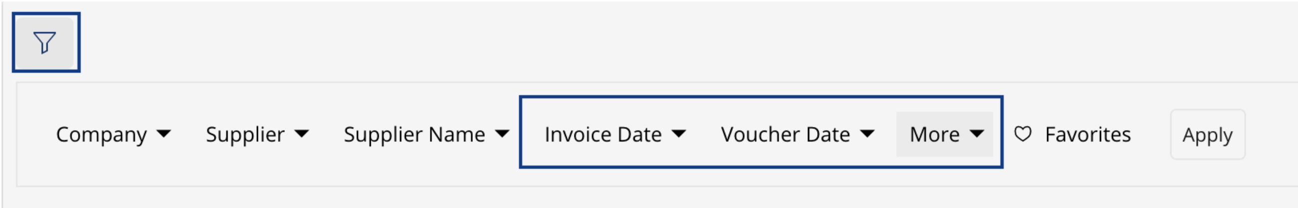
## Consulting Supplier Invoices

You can display a list of your supplier invoices.

1. Go to the page **Supplier Invoices Analysis** to see the list of customer invoices created by your company.



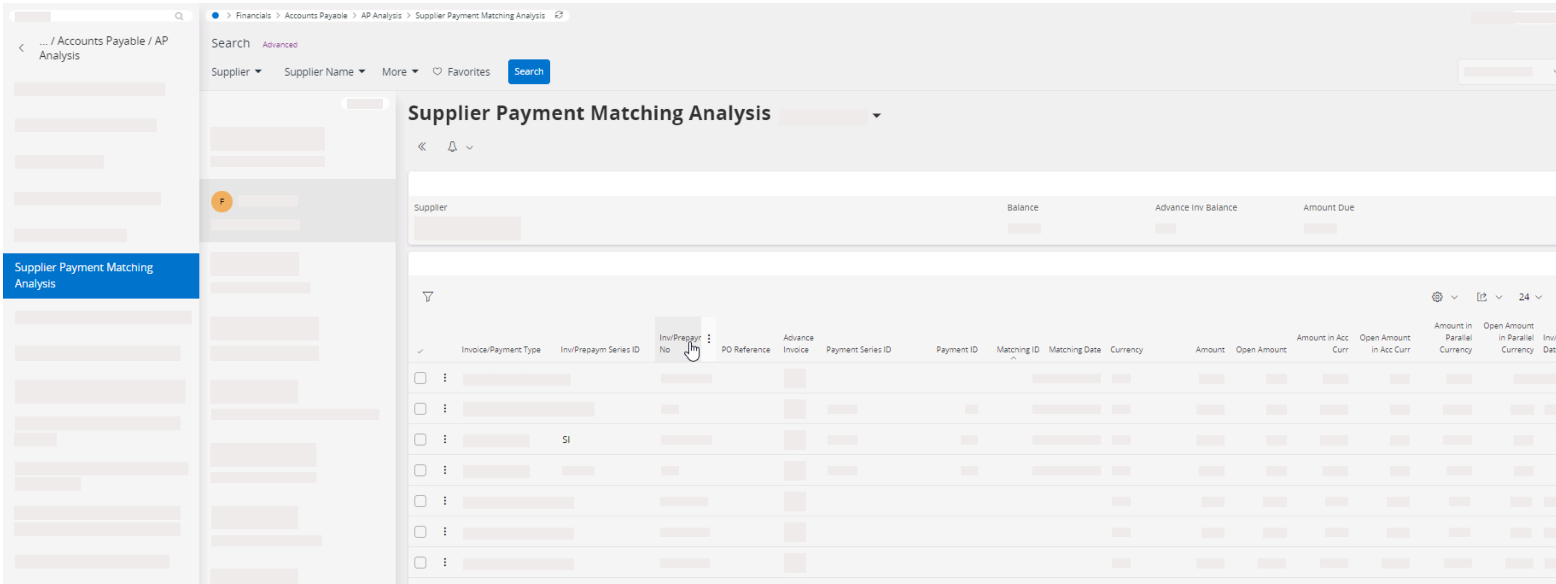
2. Use the filters to display the invoices by either **Invoice Date** or **Voucher Date**.



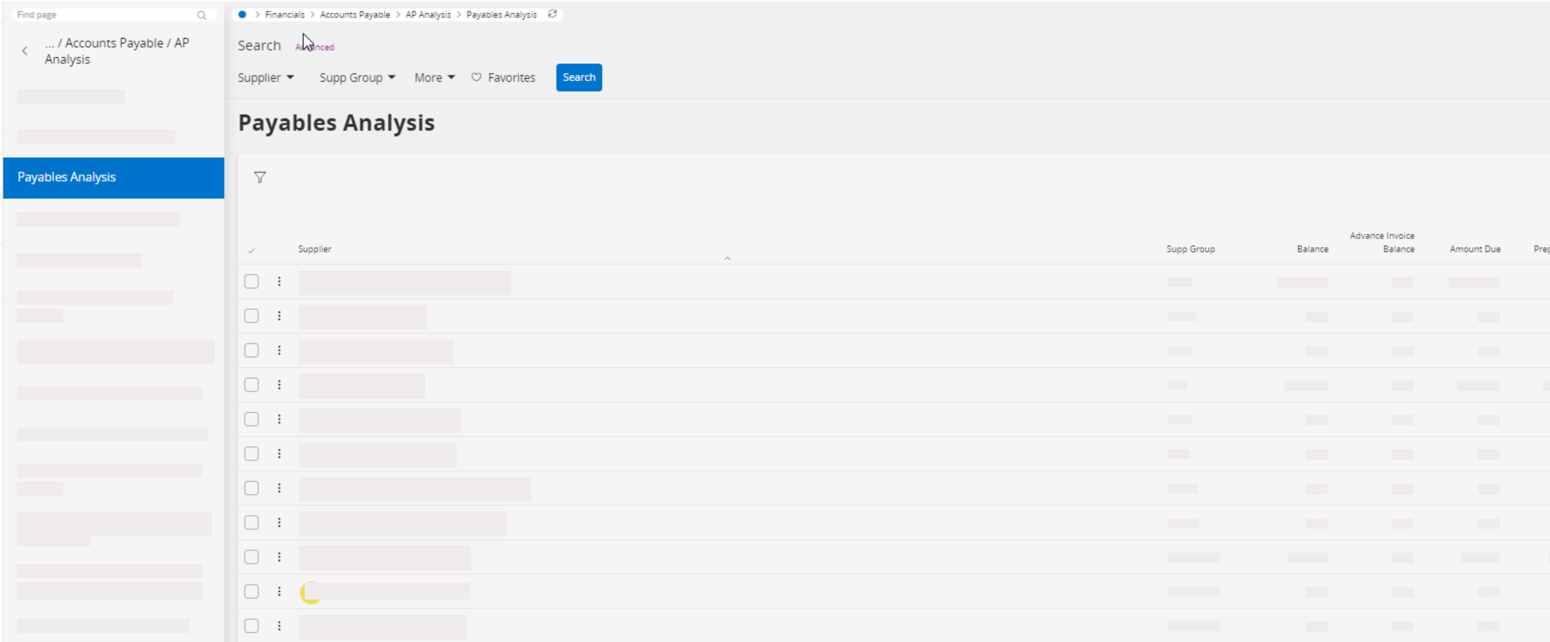

## Consulting Supplier Account Analyses

You can review the transactions and balances related to your suppliers.

1. To see a list of the transactions made with a supplier, go to the page **Supplier Payment Matching Analysis**. The list also includes matching information.



2. To see the balance of each supplier, including the amounts due and the open prepayments, go to the page **Payables Analysis**.



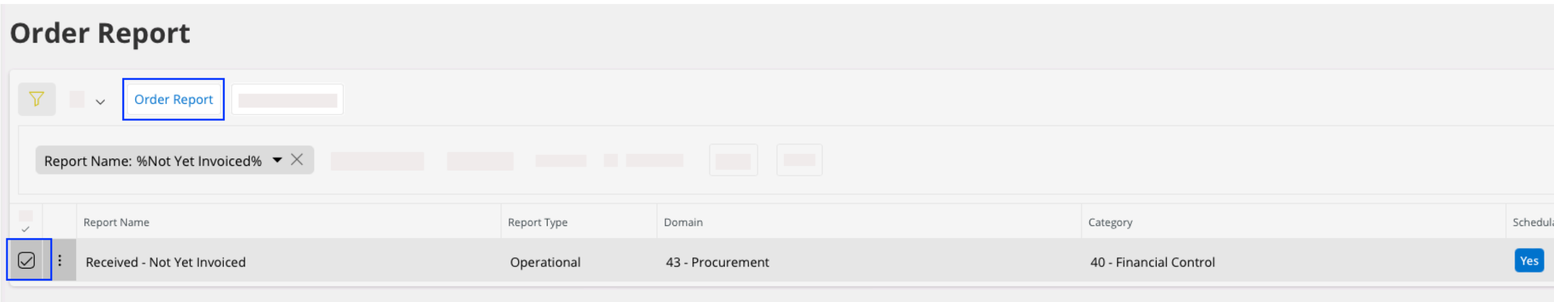

## Consulting Reports for Received Orders not Yet Invoiced

You can display reports of orders that were received but not yet invoiced.

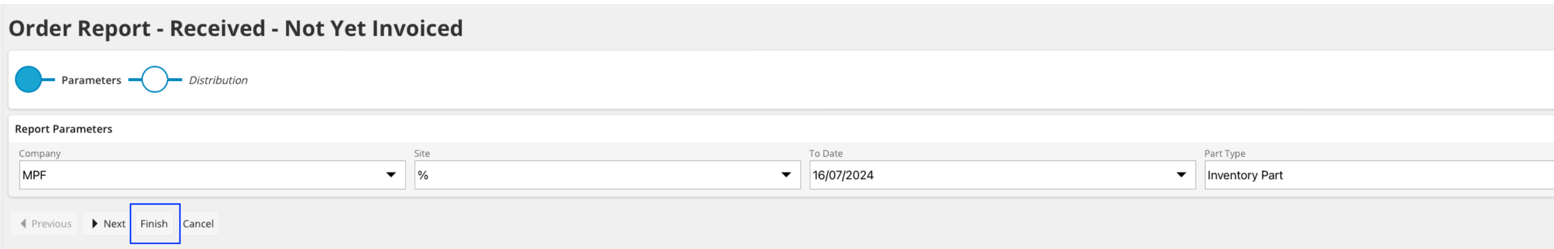
1. Go to the **Order Report** page.
2. Click the filter icon

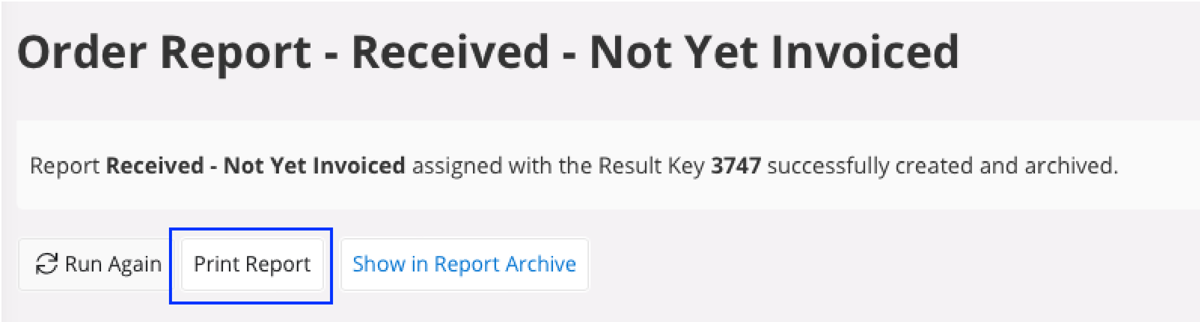
   in the top toolbar and enter `%Not Yet Invoiced%` in the **Report Name** filter.
3. Select the report and click **Order Report**.




4. Complete all the fields, and in **Part Type** select **Inventory Part**. Then, click **Finish**.



5. Click **Print Report** to display the report.



# Order to Cash Process

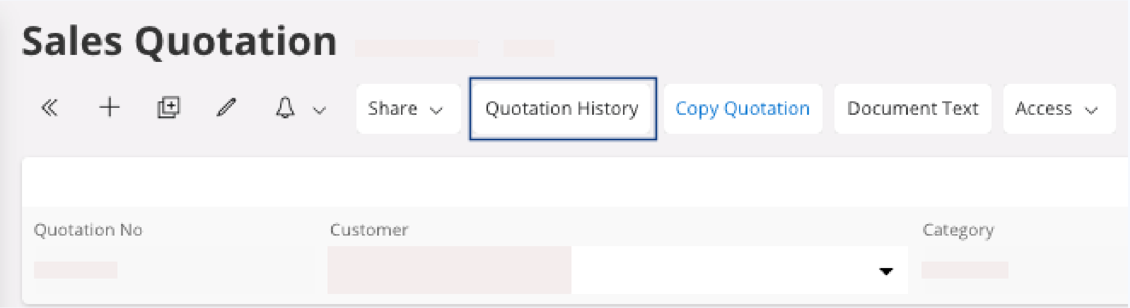
Manage all the activities related to the customer cycle: from the sales quotation to the receipt of payment.

## Sales Quotation

The sales quotation is the first step to create external documents and send an offer to a customer.

**Tip:** At any time during the **Sales Quotation** process you can review the list of actions performed on the document.

In the header, click **Quotation History**.




A pane appears and you can see:

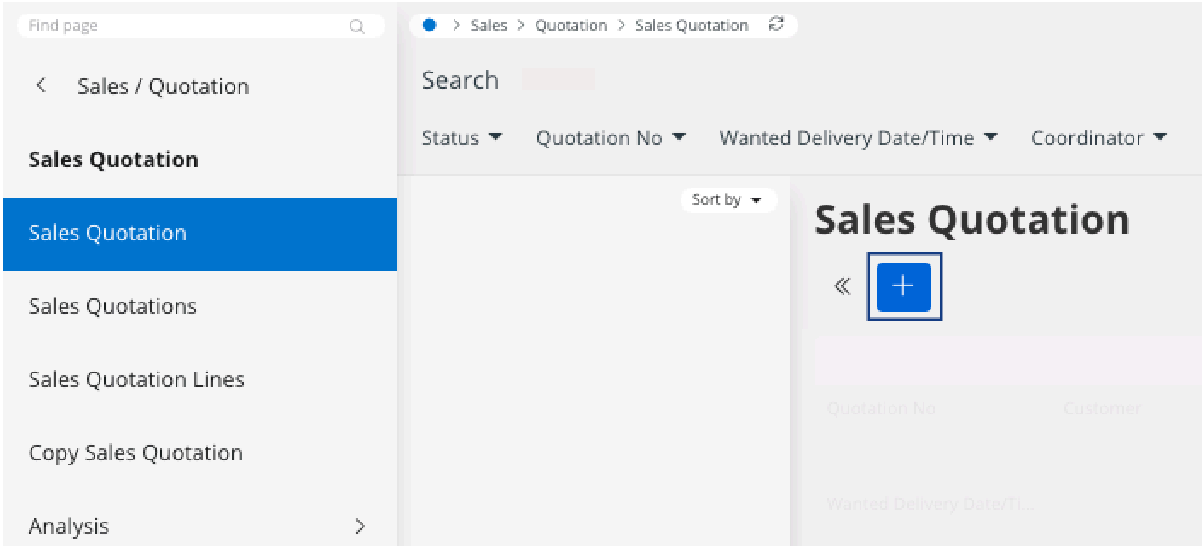
1. User account that made the action.
2. Action type.
3. Status of the sales quotation.
4. Date and time.

### Creating a Sales Quotation

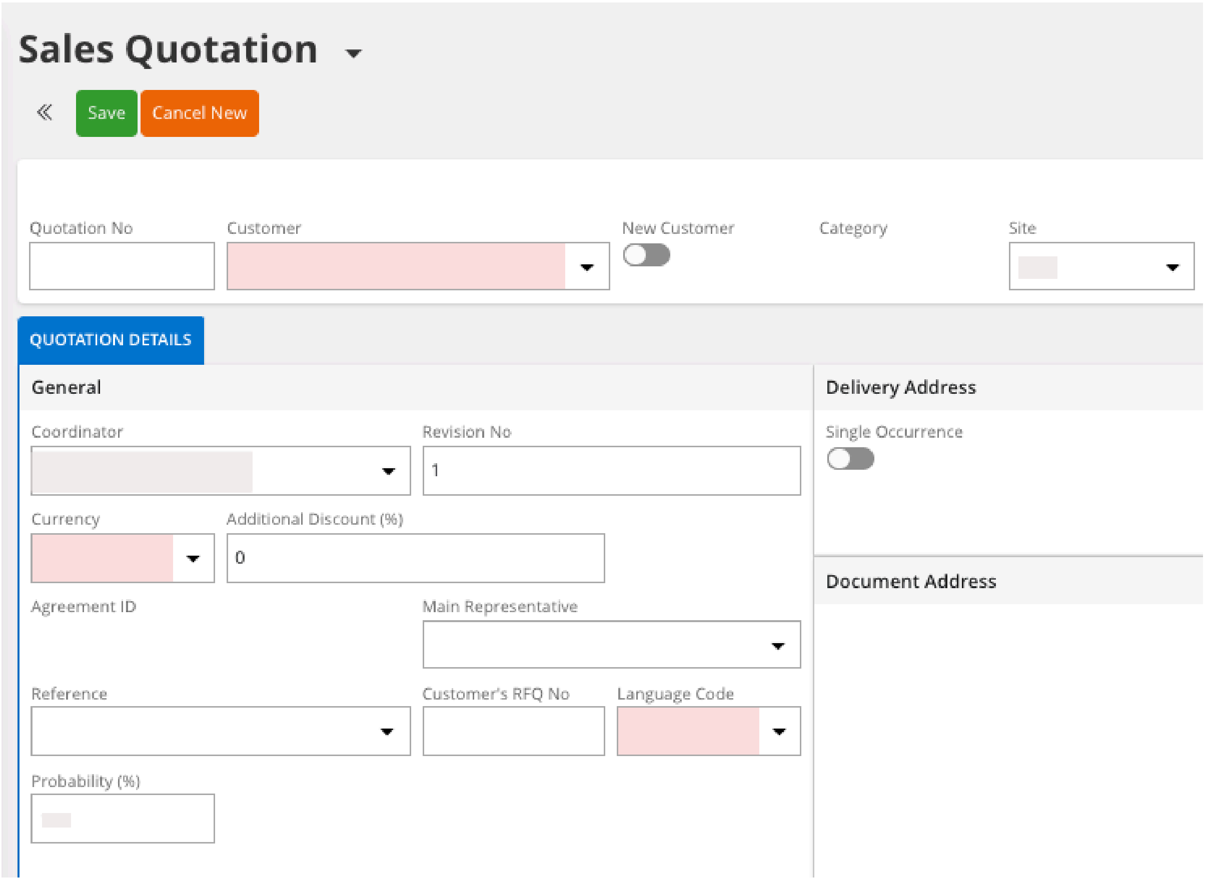
Create a sales quotation and fill the starting information.

### Creating a New Sales Quotation

1. Go to **Sales > Quotation > Sales Quotation**.
2. In the first screen, click **New** +.

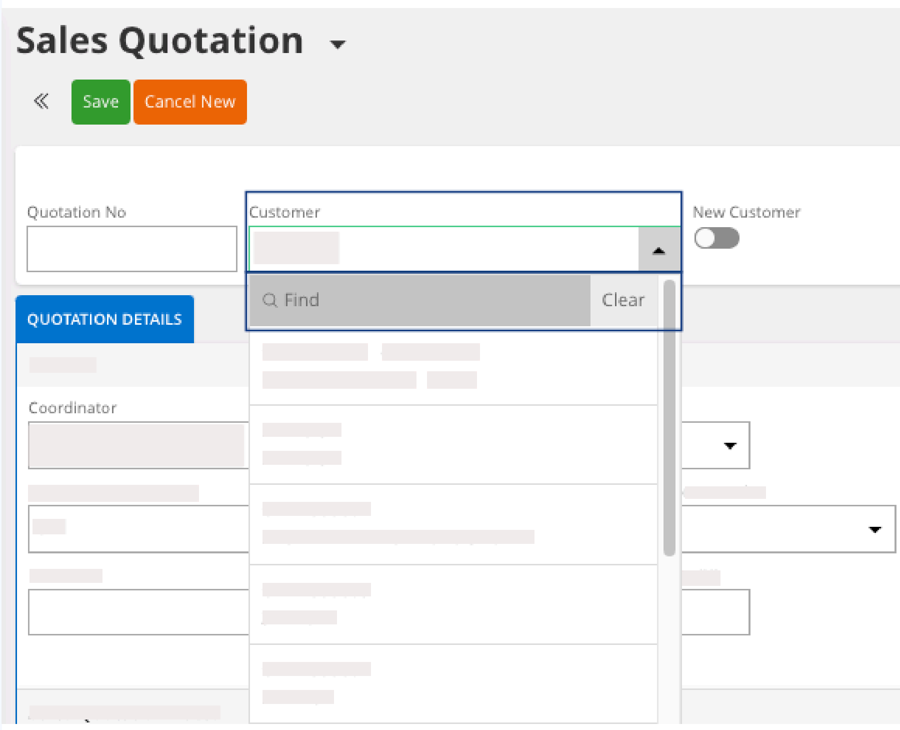



The image below appears. The fields in red are mandatory.




3. Go into the **Customer** field and write your **Customer No** or **Name**.

**Note:** Click **Find** to open the full list and choose your customer.



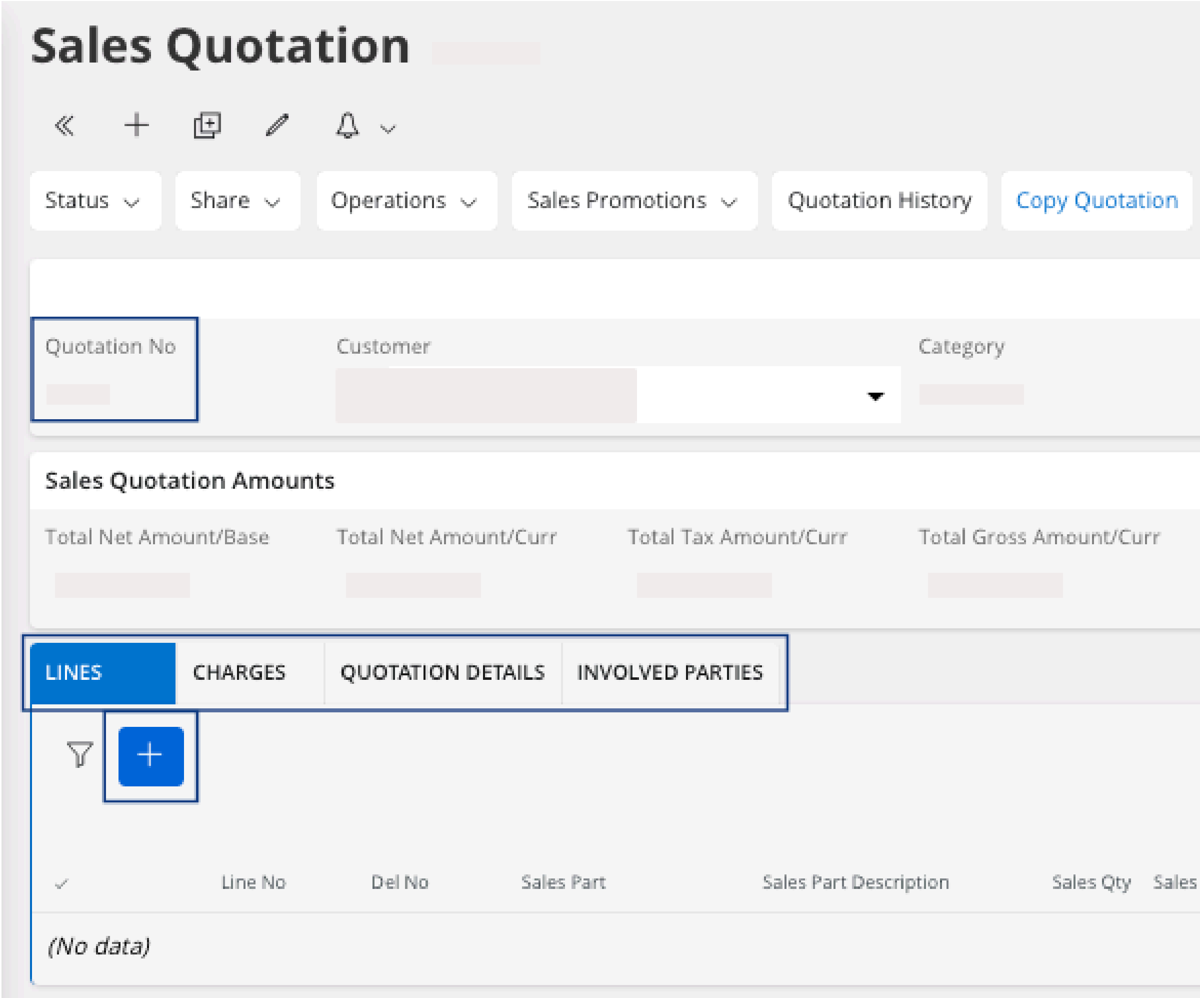

Once your customer is selected, some fields are automatically filled with information from the **Customer Master Data**, your clients already registered. If you want, you can change these default value.

4. Enter the mandatory information in the fields in red.

**Note:** You may review fields that are not mandatory but important for your sales quotation like delivery information such as **Ship-via**, **Customer's RFQ No**, **Wanted Delivery Date/Time**,…

You can also add a **Quotation No** otherwise it is generated automatically.

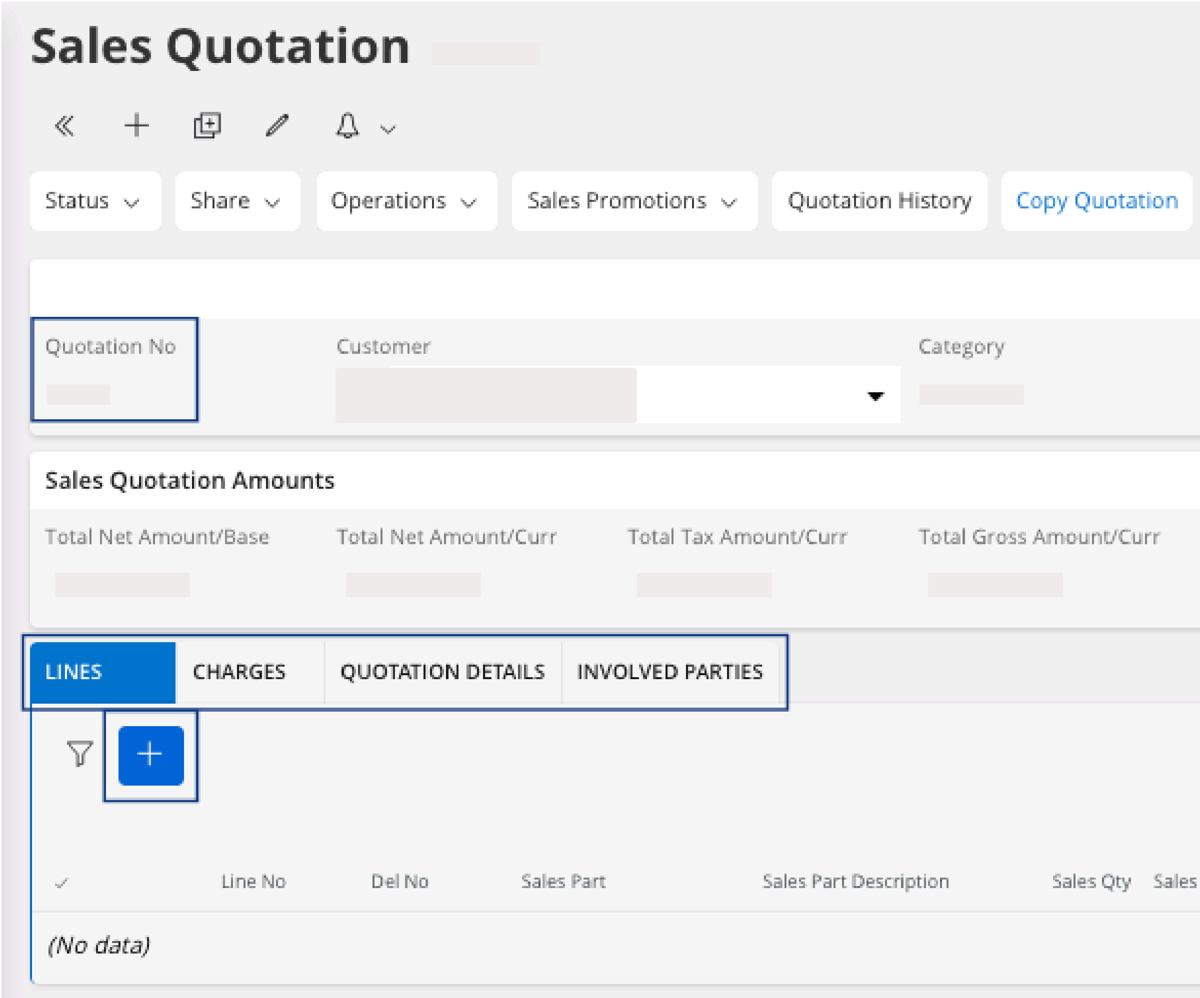
5. Once you have checked all the information, in the header, click **Save**.
   You can notice two main changes on your screen, a **Quotation No** have been created and new tabs are available.




## Adding Lines in your Sales Quotation

A line corresponds to each sales part with all its information that you propose to your customer.

1. Select the tab **Lines** and click **New** +.

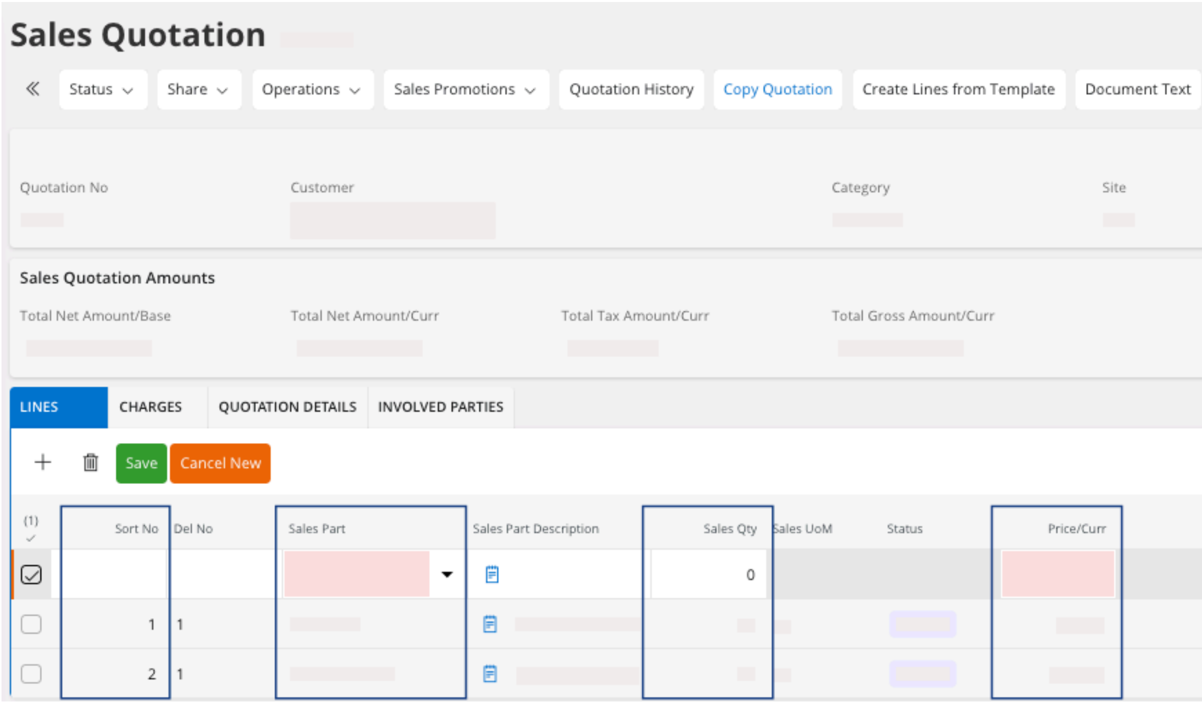



2. Go into the **Sales Part** field and select the **Sales Part** you want in your sales quotation.

> **Note:** Click **Find** to open the full list of **Sales Part Number** available for your **Site**.

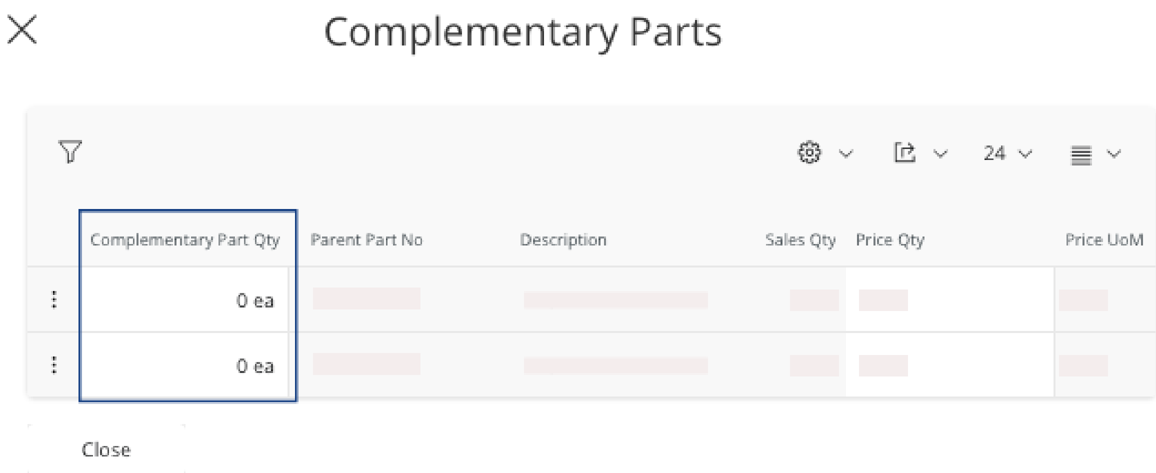
3. For a sales quotation line, you must fill three fields:
   - **Sales Part**: enter the **Part No**.
   - **Sales Qty**: enter the **Sales Qty** of this line item.
   - **Price/Curr**: price should come from **Sales Part** setup but can be adjusted into the quotation line.

     Remember that this price is linked to the currency you are using in the header of the sales quotation.




**Note:** You can organize your sales quotation lines with the **Sort No** field. Make sure it is correctly filled or click the field **Sort No** to update it.

4. When you have created all your lines, do not forget to click **Save**.
5. The **Complementary Parts** pane can appear depending on the products selected. It displays the parts often sold with the product selected. You can choose to:
   - Add a quantity in the field **Complementary Part Qty** if you want to add one of these product, and click **Save**.
   - Click **Close** if you do not want to add a complementary part.



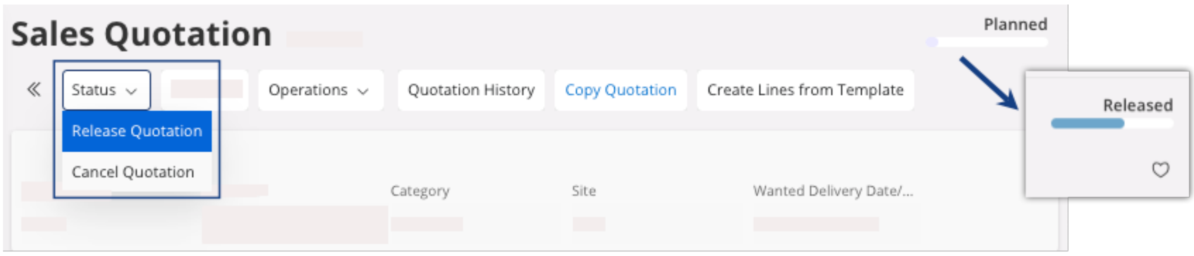

You added and saved your lines.

**Note:** If you want to add charges into your sales quotation, you can follow the same process as for the **Lines** from the tab **Charges**. It is useful if you do not want to manage freight, for example, as a separate item in the tab **Lines**.

## Changing the Status of your Sales Quotation to Released

When you have checked all your data and want to continue with the sales quotation, change its status from **Planned** to **Released**.

1. Click on **Status > Release Quotation**




   A dialog appears with the message "The Quotation will be released".
2. Click **OK**.
   Your sales quotation is released.

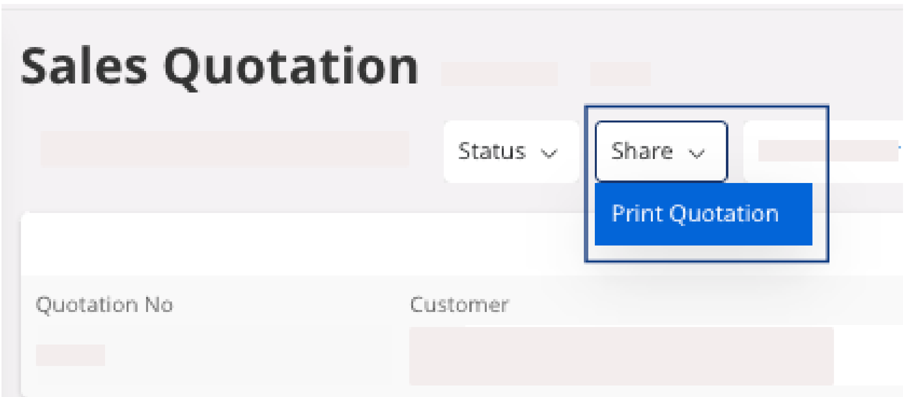
You need to perform Printing a Sales Quotation (on page 221) in order to send the offer to your customer and get his validation.

## Printing a Sales Quotation

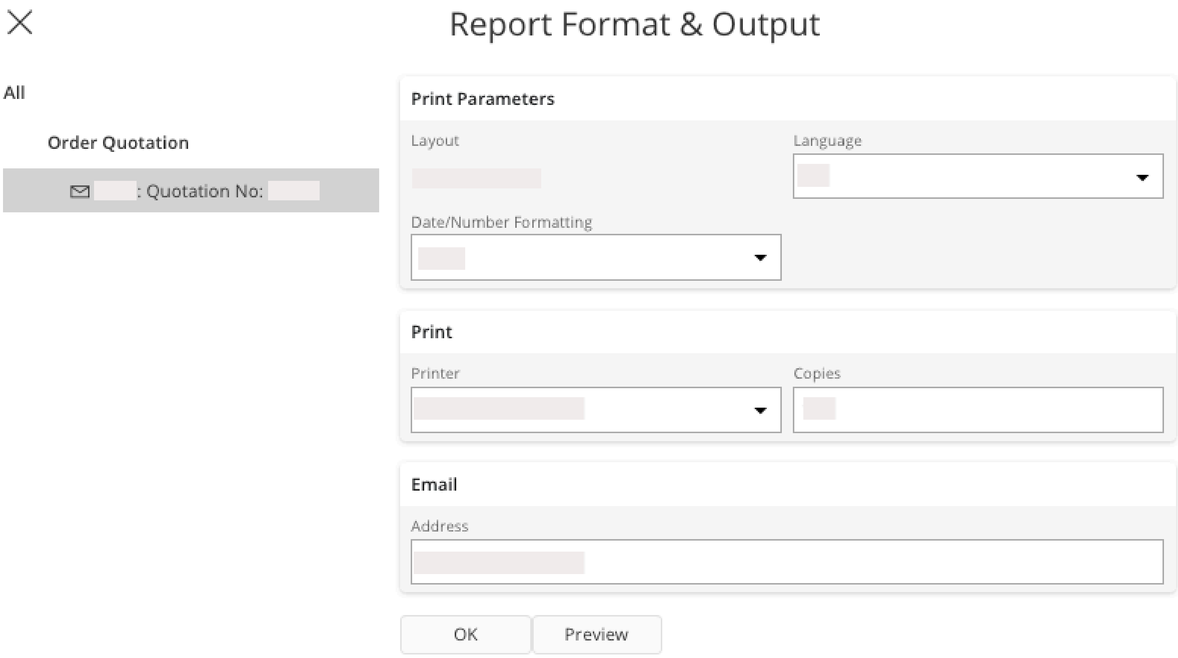
You need to print your sales quotation to send the offer to your customer to get his validation.

Your sales quotation needs to be in **Released** status. If it is not the case, go to Changing the Status of your Sales Quotation to Released (on page 221).

1. Click **Share > Print Quotation**.

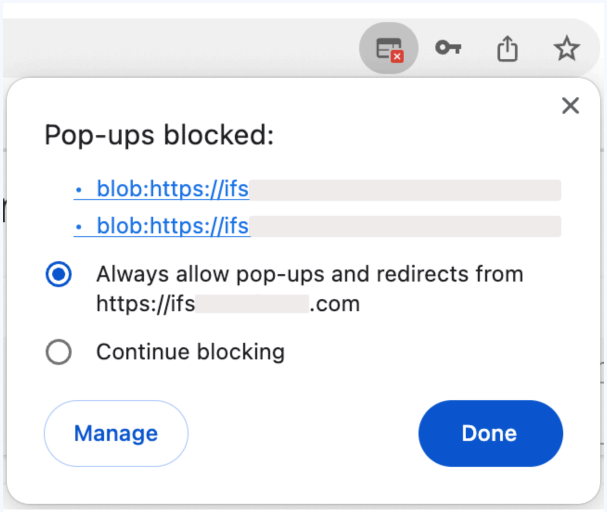


The **Report Format & Output** pane appears.




2. You have several options:
   - **Preview** button: to do before printing. Click **Preview**: the document appears on your screen. From here, you can check your information, print your document or keep it on your computer in PDF.

     **Trouble:** If the preview is not displayed, your browser might block your pop-ups. Check your authorization in your browser settings.

   - **Print**: if you want your document on paper, choose your printer, or if you want to keep it on your computer in PDF, choose **IFS PDF Archiver**.
   - **Email**: fill in or check the email address and send it.

Now you have to wait for the customer's validation:

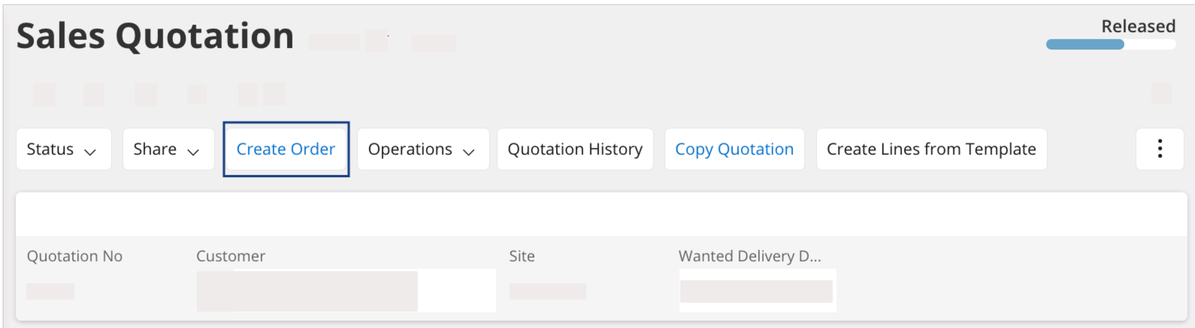
- If he validates the sales quotation you need to perform Changing a Sales Quotation into a Customer Order (on page 223).
- If your customer wants to add or change information, you need to go back on the sales quotation and perform the process from Adding Lines in your Sales Quotation (on page 218).
- If your customer does not accept the sales quotation, you need to perform Canceling a Sales Quotation (on page 226).

## Changing a Sales Quotation into a Customer Order

If the sales quotation has been accepted by the customer, you need to change it into a *customer order*.

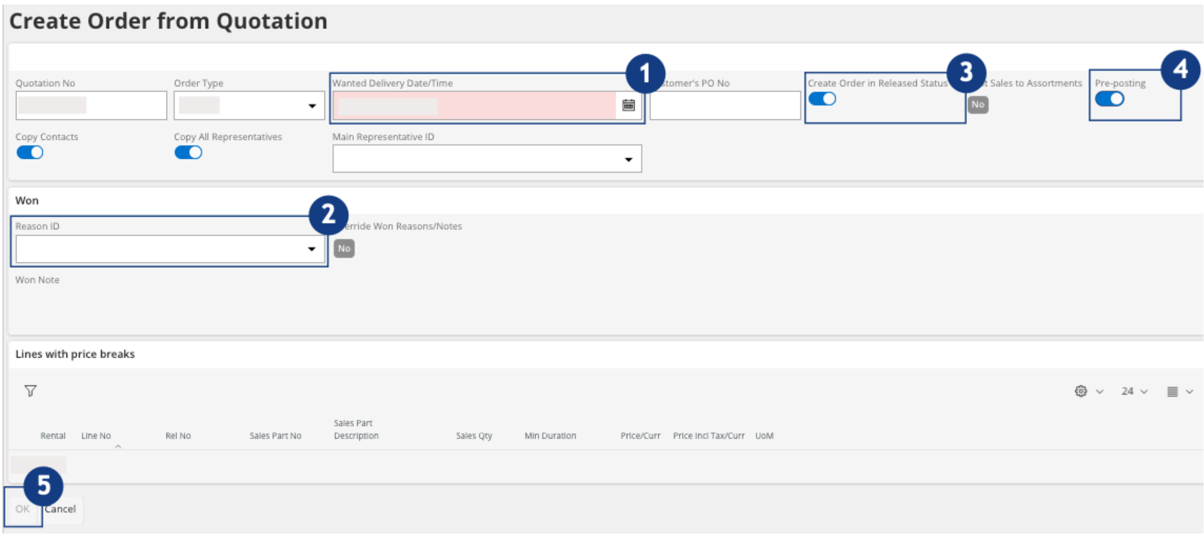
The sales quotation needs to have been validated by the customer.

1. In your **Sales Quotation** page, in the header, click **Create Order**.

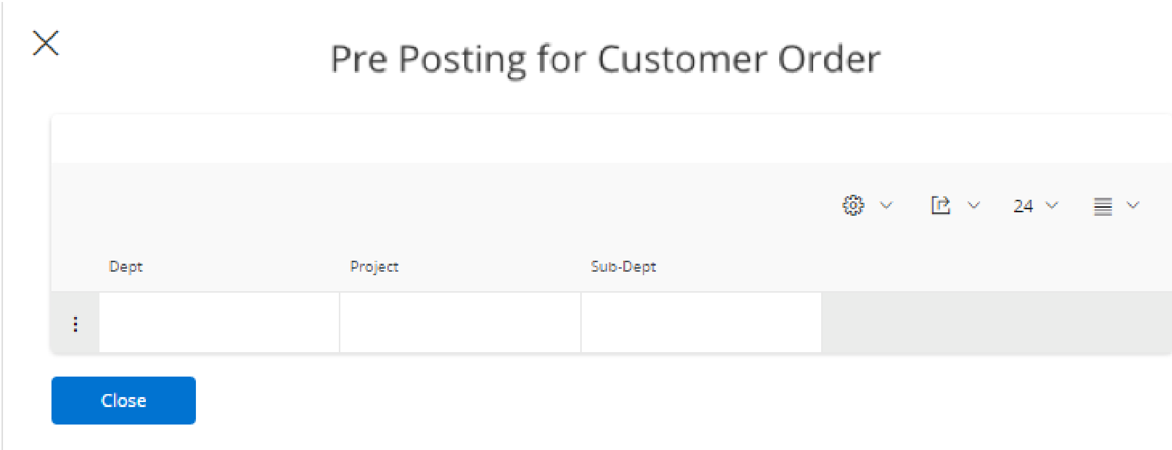



   The page **Create Order from Quotation** appears.

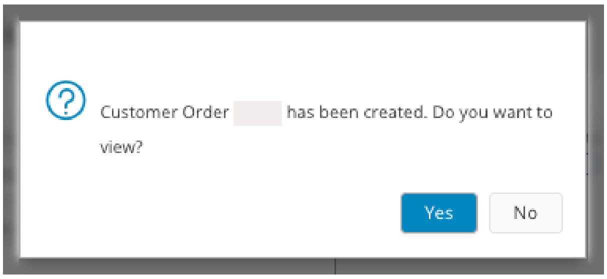
2. In this page:
   a. In the **Wanted Delivery Date/Time** field, select the delivery date needed 1.
   b. Fill the **Reason ID** field: it identifies why the customer accepts your sales quotation and which advantage he finds in your sales quotation 2.
   c. You can turn on the toggle **Create Order in Released Status** 3 to directly set a **Released** status to the customer order. If not selected, you will have to manually change the status from **Planned** to **Released**.
   d. You can select the **Pre-Posting** toggle 4 to specify the department, project, or sub-department to which this customer order will be allocated. A pane will appear when you validate the order to enter this information.
   e. Complete any other field that you may need.




3. Click **OK** 5.
4. If you selected the **Pre-Posting** toggle, a pane appears:
   a. Enter a **Dept**, a **Project** and a **Sub-Dept**.
   b. Click **Save**.
   c. Click **Close**.




A dialog appears. You can choose if you want to see your **Customer Order**:
   a. If you select **Yes**, you go to the **Customer Order** page created.
   b. If you select **No**, you stay on the page **Sales Quotation**.




Your **Sales Quotation** status changes to **Closed** because it becomes a **Customer Order**.

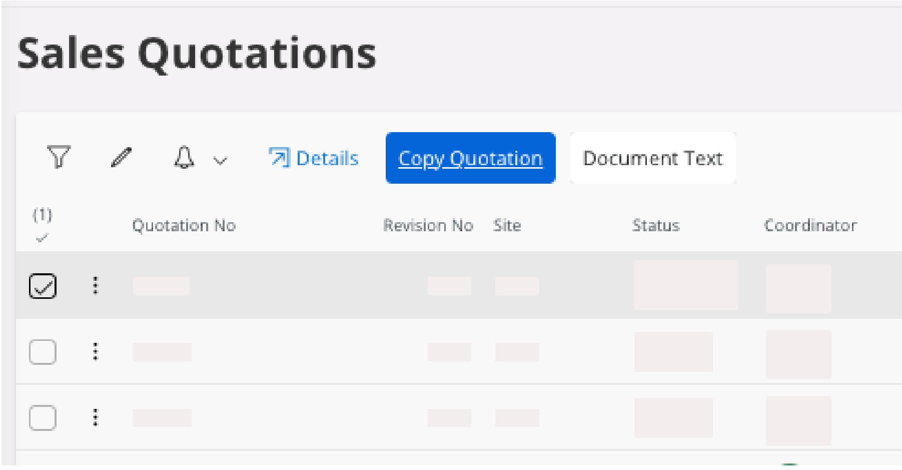
You need to follow the Customer Order (on page 226) steps now.

# Copying a Sales Quotation

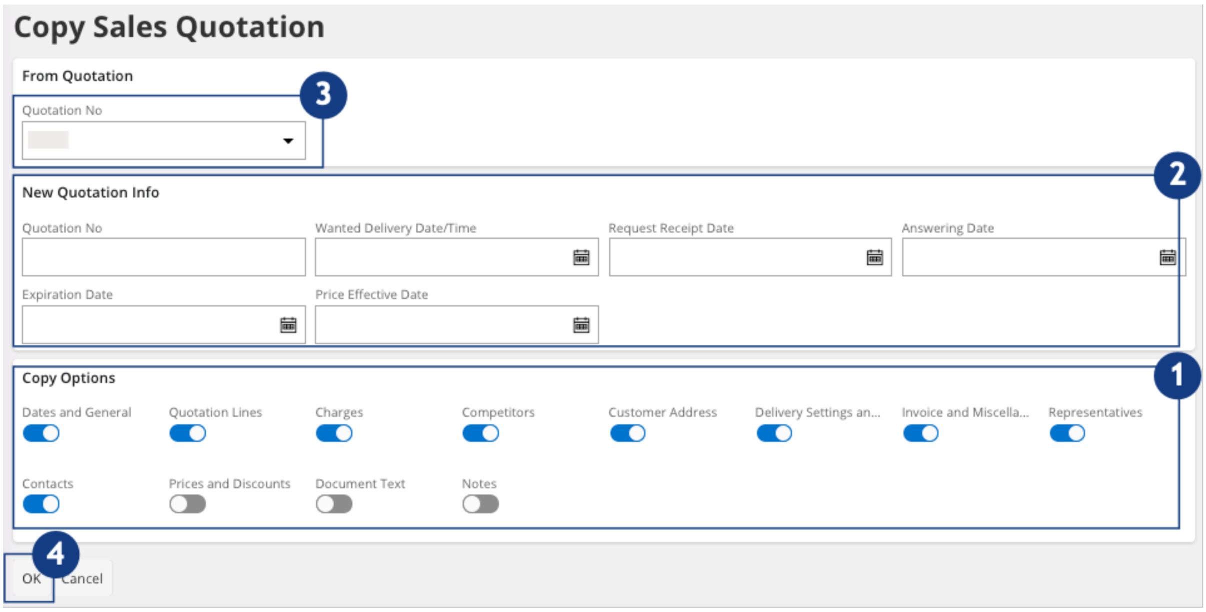
You want to create a sales quotation similar to another, because of their sales part or customer, you can copy this quotation and change some information.

From the **Sales Quotation** or **Sales Quotations** page you can copy a quotation.

1. Select the **Sales Quotation** you want to copy and click **Copy Quotation** in the header.




2. You access a new page, **Copy Sales Quotation**:
   a. In the area **Copy Options**, select the information that you want to copy 1.
   b. In the area **New Quotation Info**, add the information for the new copy 2.
3. You can choose a new **Quotation No** or it will be created automatically 3.
4. When you have checked your information, click **OK** 4.

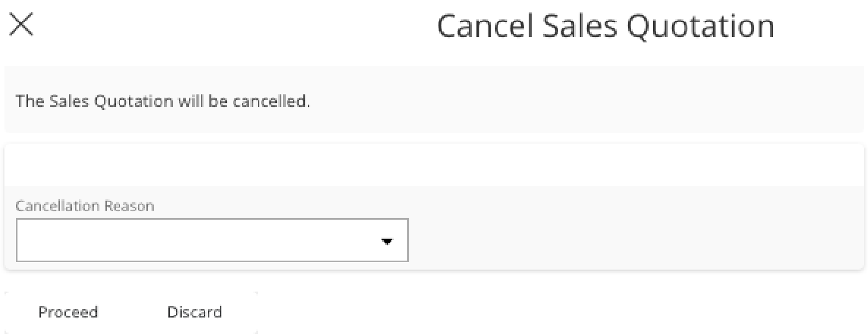



A dialog opens, you can choose to see or not your new **Sales Quotation**.

## Canceling a Sales Quotation

You need to cancel your sales quotation if your customer rejected your sales quotation.

1. Go to the **Sales Quotation** or **Sales Quotations** page.
2. Select the **Sales Quotation** you want to cancel.
3. In the header, click **Status > Cancel Quotation**.
   The **Cancel Sales Quotation** pane appears.
4. You can add a **Cancellation Reason**.




5. Click **Proceed**.
   Your **Sales Quotation** is cancelled and its status changed to **Cancelled**.

# Customer Order

You need to create a *customer order*: this process enables to group information and actions about your sales with your customer.

Customers orders are usually created after a sales quotation have been validated by the customer, see Changing a Sales Quotation into a Customer Order (on page 223). You can directly create a customer order if the customer did not need a sales quotation, and fill in directly the information but this is not recommended.

If your customer order have been created from a sales quotation, most of the fields have been filled during the process.

If you did not ask for an automatic release of the customer order when you changed a sales quotation into a customer order, the customer order is under the status **Planned**. You need to perform Changing Customer Order Status (on page 230).

If you asked for an automatic release of the customer order when you transformed the sales quotation, the customer order is under the status **Released**. You can perform Printing Customer Order Confirmation (on page 231) or if you do not want a confirmation for your customer, you need to perform Reserving an Order (on page 232).

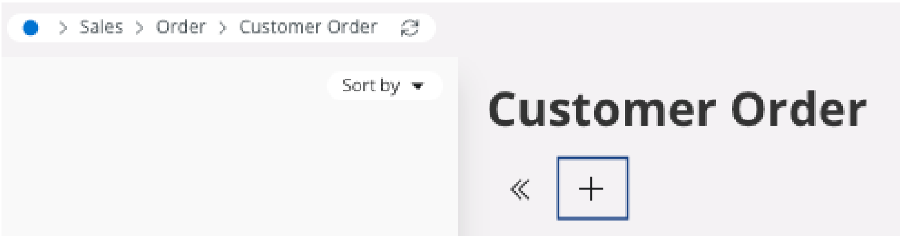
If you want to create directly a customer order without creating a sales quotation, perform Creating a Customer Order (on page 227).

## Creating a Customer Order

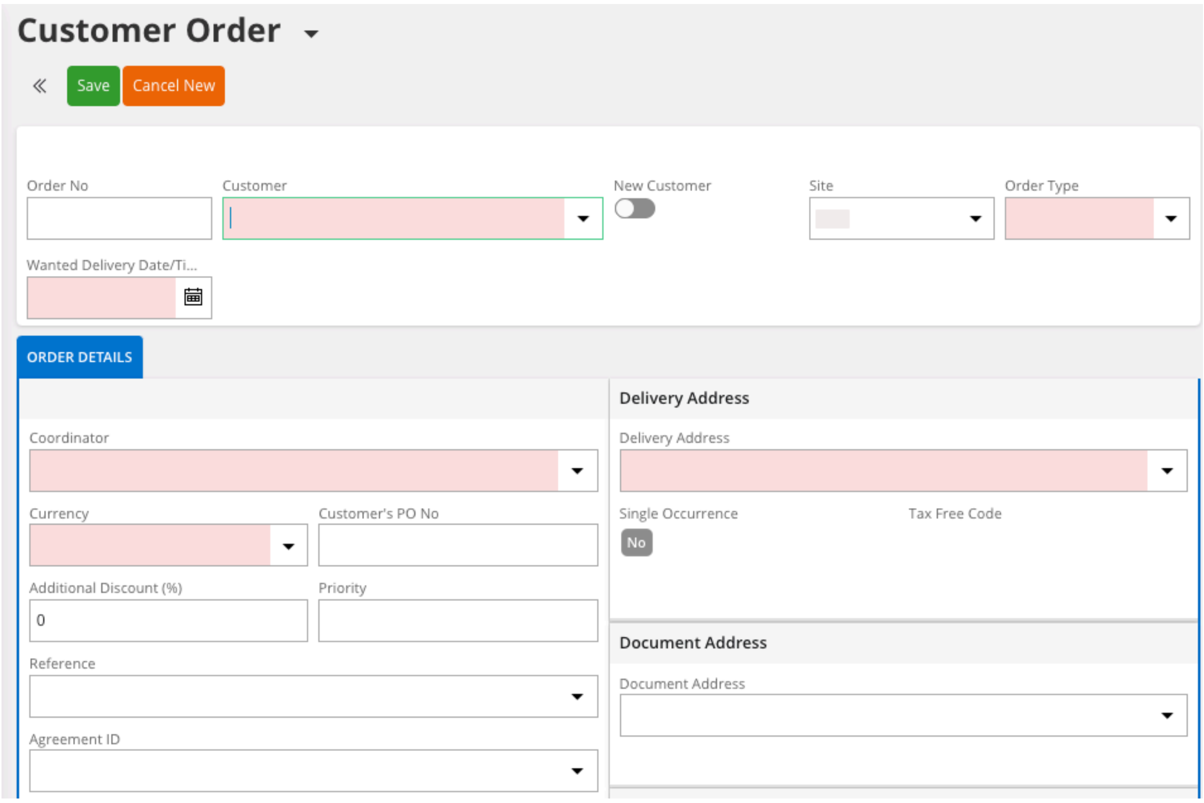
You can directly create a *customer order* if your customer did not need a sales quotation.

> **Important:** This action is not recommended.
>
> We advise you to create a sales quotation and change it into a *customer order*, see Creating a Sales Quotation (on page 215).

1. Go to **Sales > Order > Customer Order**.
2. Click **New** +.




The image below appears. The fields in red are mandatory.




3. Select your **Site** and fill the field **Customer** with your **Customer No** or **Name**.

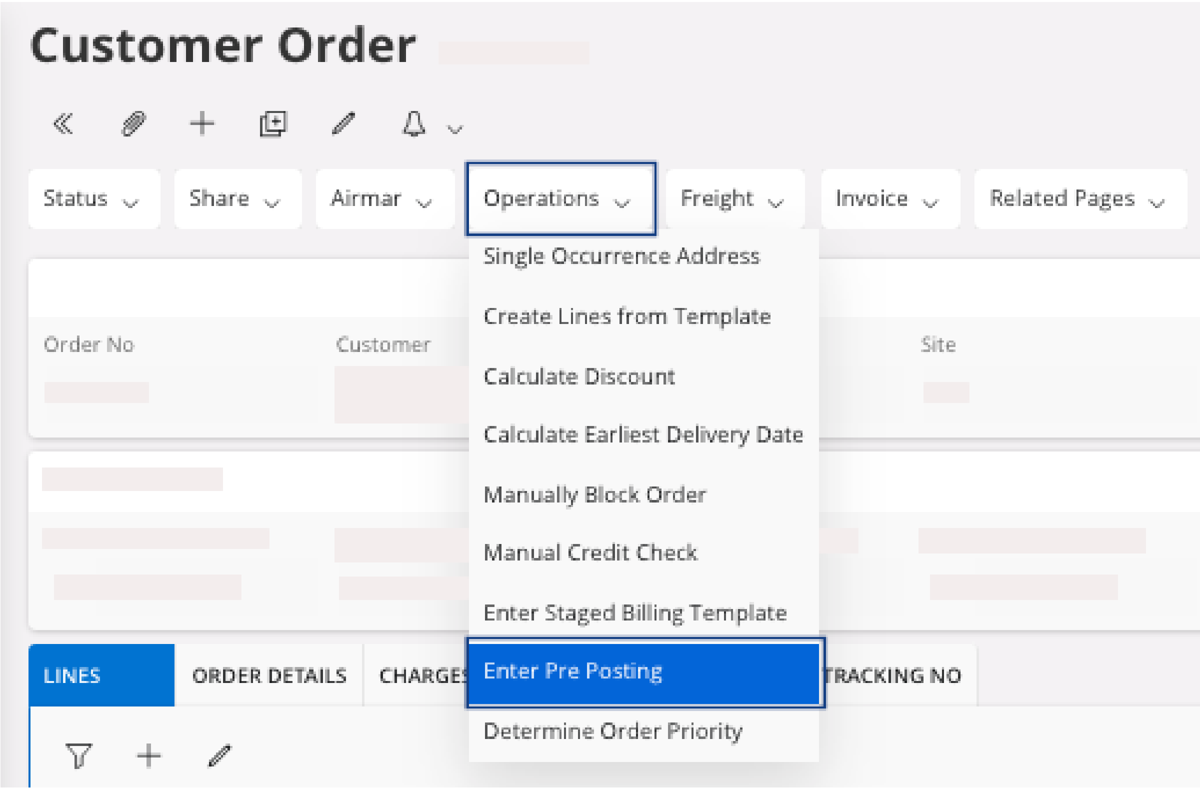
Once your customer is selected, some fields are automatically filled with information from the **Customer Master Data**, your clients already registered. If you want, you can change these default value.

4. Enter the mandatory information in the fields in red.

> **Note:** You may review fields that are not mandatory but important for your customer order like delivery information such as **Ship-via**, **Wanted Delivery Date/Time**,…

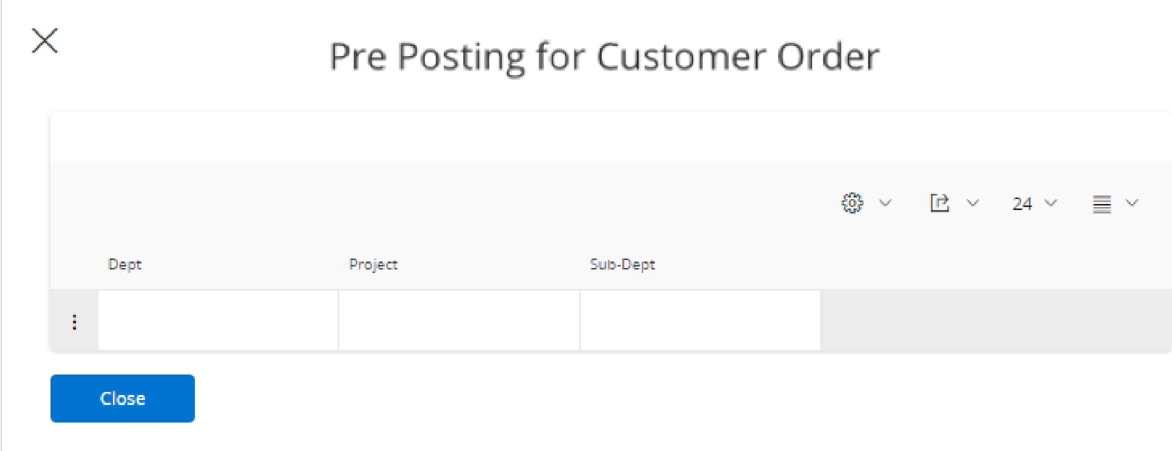
5. Once you have checked all the information, in the header, click **Save**.
   Your customer order has been created.
6. You can specify to which department, project, or sub-department this customer order is allocated:

   a. In the header, click **Operations > Enter Pre Posting**.




The **Pre-Posting** pane appears.

b. You can associate the customer order to a **Dept**, a **Project** or a **Sub-Dept**. You can fill the three fields or choose one of them.

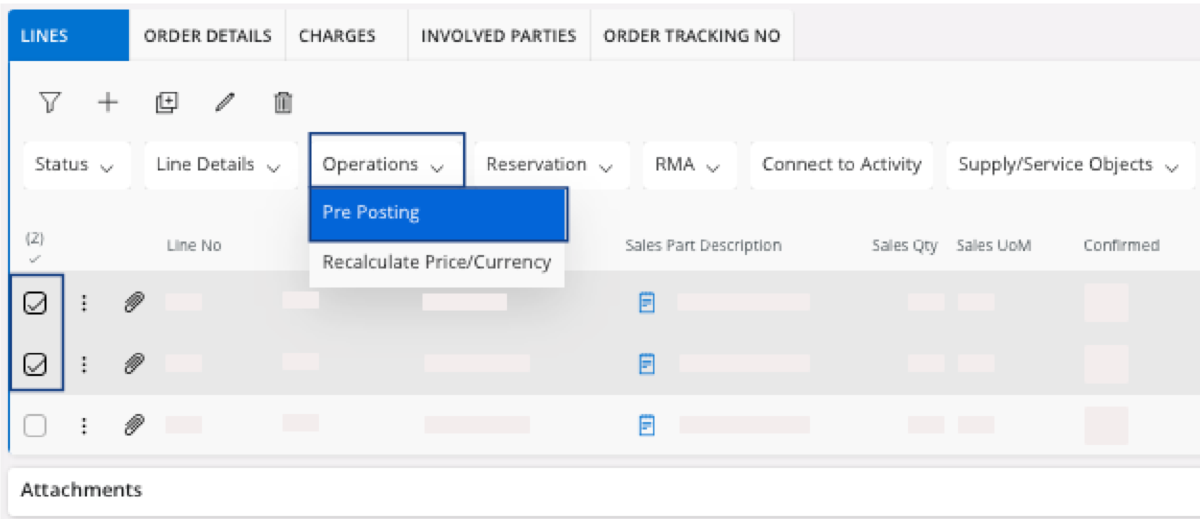



**Note:** If you specify information in the pre-posting header, the same information is applied to each line. However, you can directly modify it in the lines.

7. To add your lines:
   a. Go in the **Lines** tab.
   b. Click **New** +.
   c. Fill the fields: **Sales Part No** and **Sales Qty**. The other fields should be filled automatically.
   d. Click **Save**.
8. In the lines, you need to define to which department, project, and sub-department this customer order will be allocated:

**Important:** The **Pre-Posting** is mandatory in these lines.

   a. Select one or several lines and click **Operations > Pre-Posting**.



The **Pre-Posting** pane appears.

b. Associate the customer order with a **Dept**, a **Project** and a **Sub-Dept**.

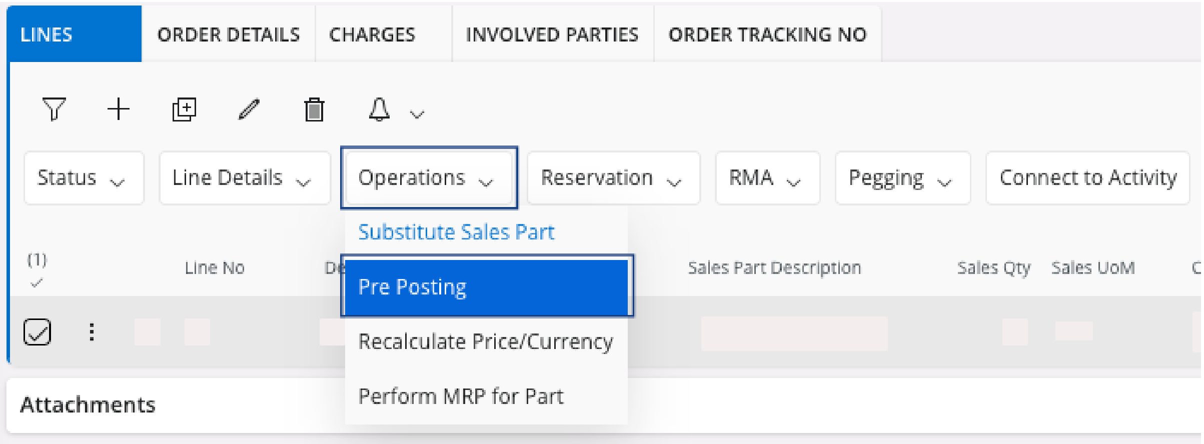
> **Note:** If you specified information in the pre-posting header, the same information is applied to each line.

You need to validate your *customer order* in your company, then perform Changing Customer Order Status (on page 230).

## Changing Customer Order Status

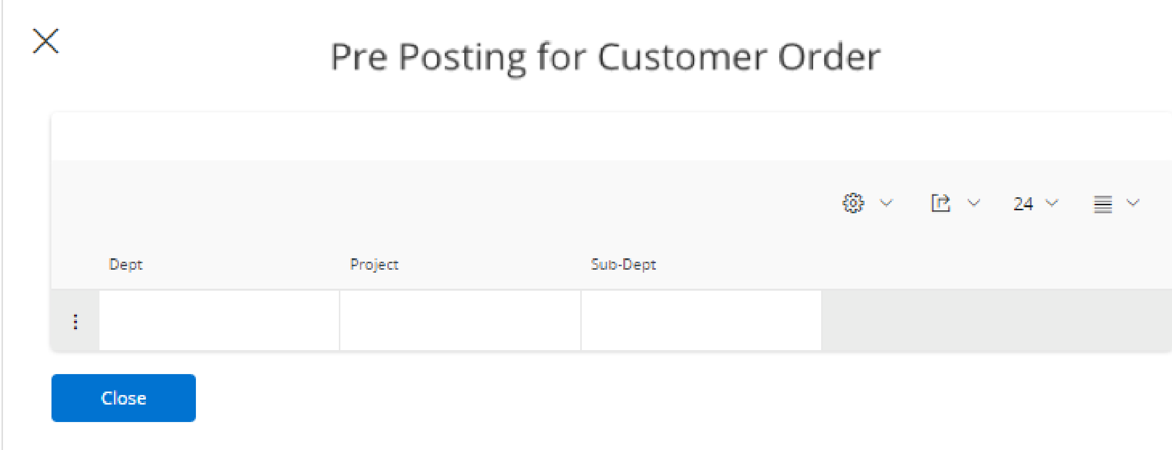
If your *customer order* is in status **Planned** and you validated it within the company, you need to change it to **Released** status.

1. Go to the **Customer Order** page.
2. If you did not configure the **Pre-Posting** in your lines: select your line(s) and click **Operations > Pre-Posting**.

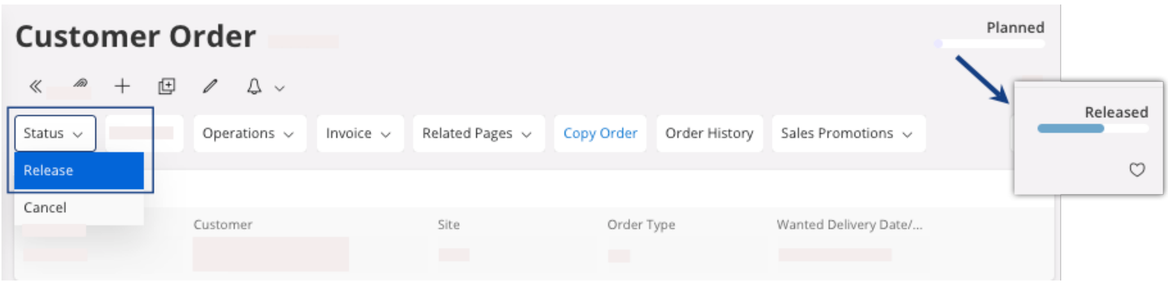



   The **Pre-Posting** pane appears.
3. You need to associate the lines from your customer order to a **Dept**, a **Project** and a **Sub-Dept**.

> **Important:** The **Pre-Posting** is mandatory in these lines.




4. Once you configure the **Pre-Posting**, in the header, click **Status > Release**.



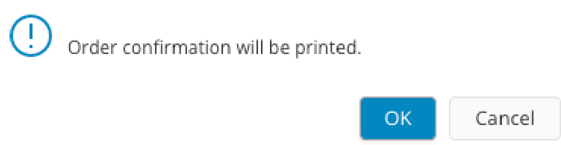

You can perform Printing Customer Order Confirmation (on page 231) or if you do not need a confirmation, you need to perform Reserving an Order (on page 232).

## Printing Customer Order Confirmation

You can print an order confirmation for your customer.

Perform this action if you want to print a document for your customer or keep a copy of this document.

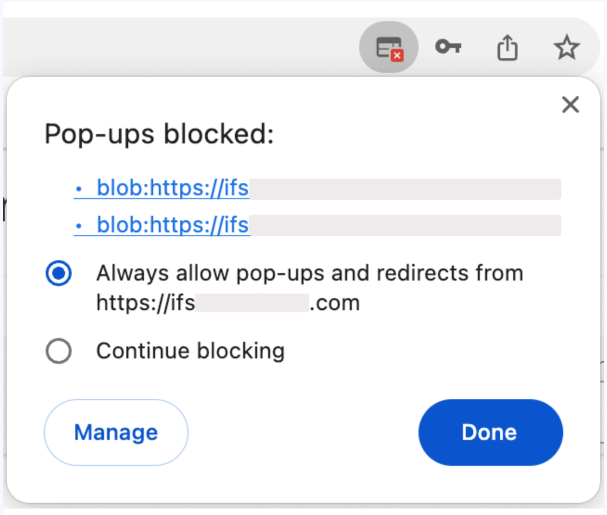
1. On the page **Customer Order**, in the header, click **Share > Print Order Confirmation**.
   A dialog appears.




2. Click **OK**.
   A pane appears.
3. You have several options:

- **Preview** button: to do before printing. Click **Preview**: the document appears on your screen. From here, you can check your information, print your document or keep it on your computer in PDF.

**Trouble:** If the preview is not displayed, your browser might block your pop-ups. Check your authorization in your browser settings.




- **Print**: if you want your document on paper, choose your printer, or if you want to keep it on your computer in PDF, choose **IFS PDF Archiver**.
- **Email**: fill in or check the email address and send it.

You can also have a proforma invoice:

4. In the header, click **Share > Print Pro Forma Invoice**.

Once the customer also confirmed the order, you need to perform Reserving an Order (on page 232).

## Reserving an Order

Reserving an order allows to block a sales part to avoid any movement, until someone pick the part in the stock and deliver it.

It must be an exact reproduction of the real reservation that will be done in the stock.

The reservation process is different depending on if the order is for a final sales part (**Invent Order**), if the sales part is made of different components that build a new part (**Shop Order**) or if the sales part is just composed by different separate parts sent together (package part, **Pkg**).

If you have a shop order on your references, you need to perform Reserving a Shop Order (on page 233).

If you have invent order, you need to perform Reserving an Invent Order (on page 237).

If you have a package part, **Pkg**, you need to perform Reserving a Package (on page 239).

If you have different supply code, you must perform each corresponding process.

> **Note:** To display what define your parts, we advise you to click > **Column Chooser** and add the column **Supply Code**. In this column, you can see if your part is a **Shop Order**, an **Invent Order** or a **Pkg**.

You must reserve only reference(s) that you will deliver, see Delivering a Customer Order (on page 242) or Delivering a Customer Order with Shipment Details (on page 255).

## Reserving a Shop Order

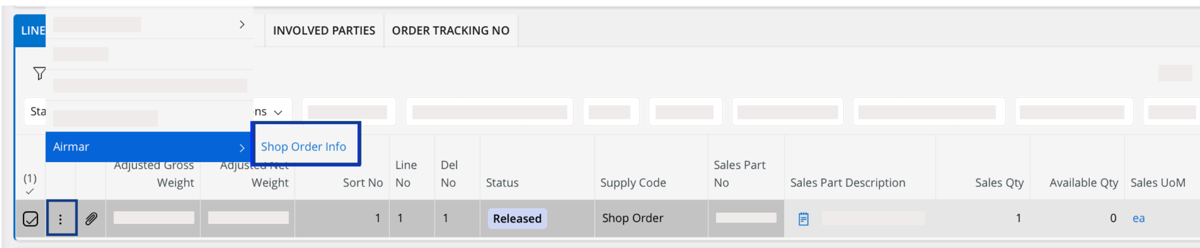
If you have parts that have a **Shop Order** supply code, you need to reserve them through a specific process.

Your customer order needs to have the status **Released**. If not, see Changing Customer Order Status (on page 230).

A **Shop Order** refers to a sales part that is composed of at least two component parts. You need to combine these component parts to create a new product with a serial number.

> **Note:** To display what define your parts, click > **Column Chooser** and add the column **Supply Code**. In this column, you can see if your part is a shop order or an invent order or has another supply code.

1. On the **Customer Order** page: select the line with your shop order, then click the three dots and select **Airmar > Shop Order Info**.

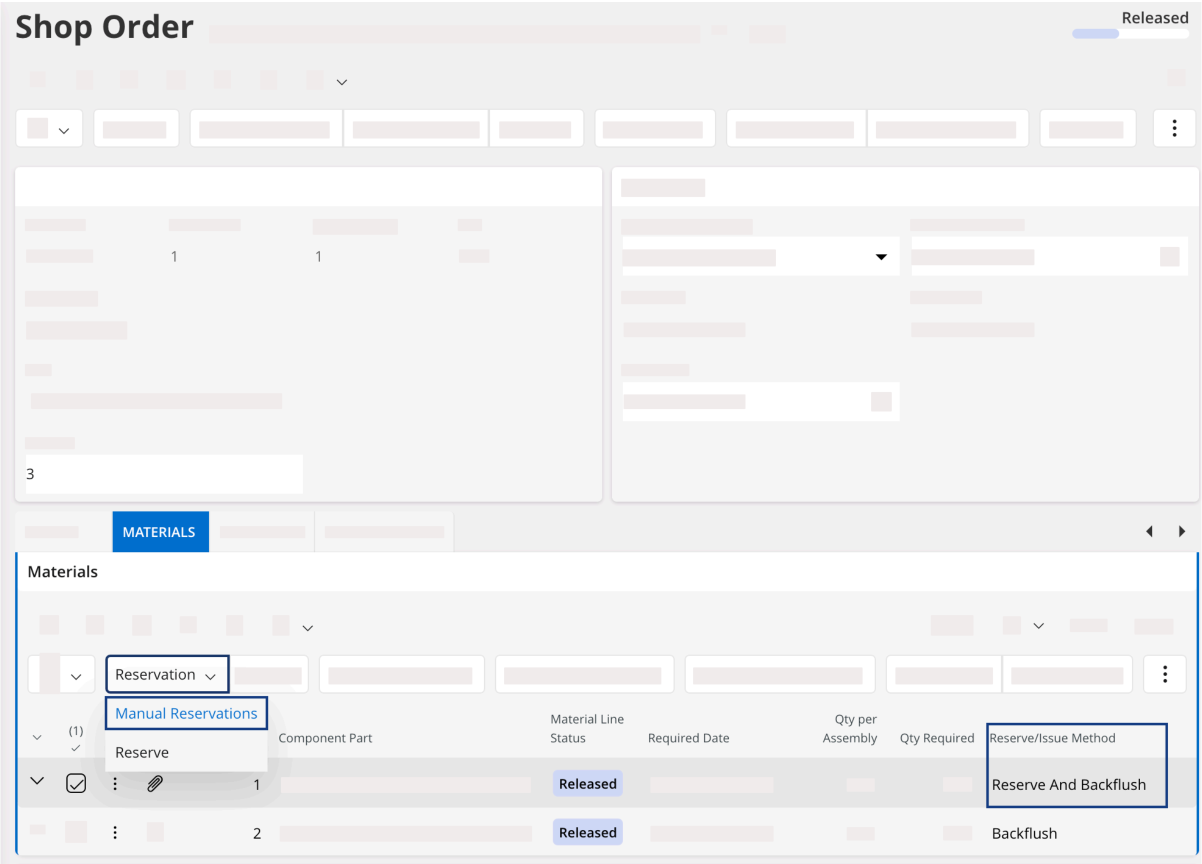
   > **Note:** If you need to change information in your shop order, see Changing Shop Order Settings (on page 347).

   **Shop Order** page opens.
2. Click the tab **Materials**:

a. Select the lines whose status under the column **Reserve/Issue Method** is **Reserve And Backflush**.

> **Note:** You do not need to reserve parts that have a **Backflush** status under the column **Reserve/Issue Method** because they are non-serialized parts. They will directly appear with a **Reserved** status when receiving your shop order.

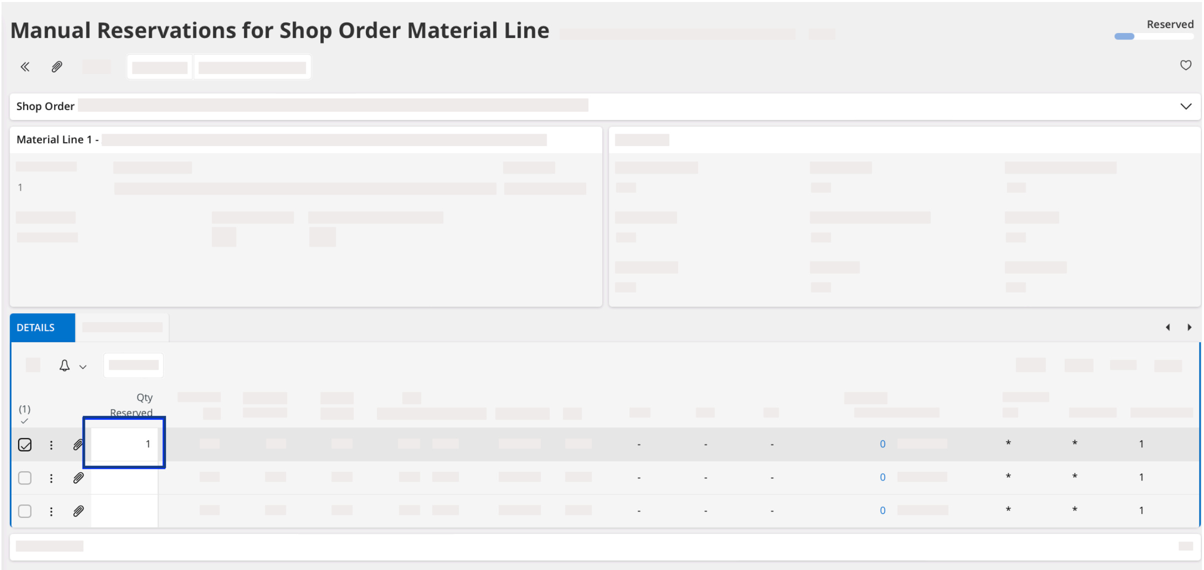
b. Click **Reservation > Manual Reservations** in the menu above the list.




**Manual Issue Shop Order Material Line** page opens. It shows the list of the parts available in your stock.

3. On this page:
   a. Select the line of the part with the serial number that you picked in the stock.
   b. Enter the **Qty Reserved**.
   c. Click

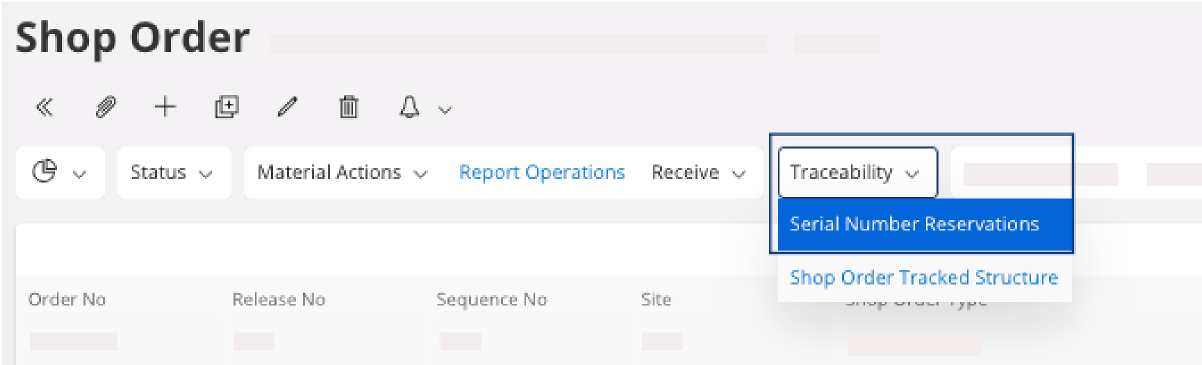
or click outside the field to save the change.




4. Click **Shop Order** in the header to go back to your **Shop Order** page.

> **Note:** If you need to check the serial number of the parts that have been reserved, click **Traceability > Shop Order Tracked Structure** in the header. Note that you need the **Serial No** of the main component of the shop order.

5. In the page **Shop Order**, in the header, click **Traceability > Serial Number Reservations**.



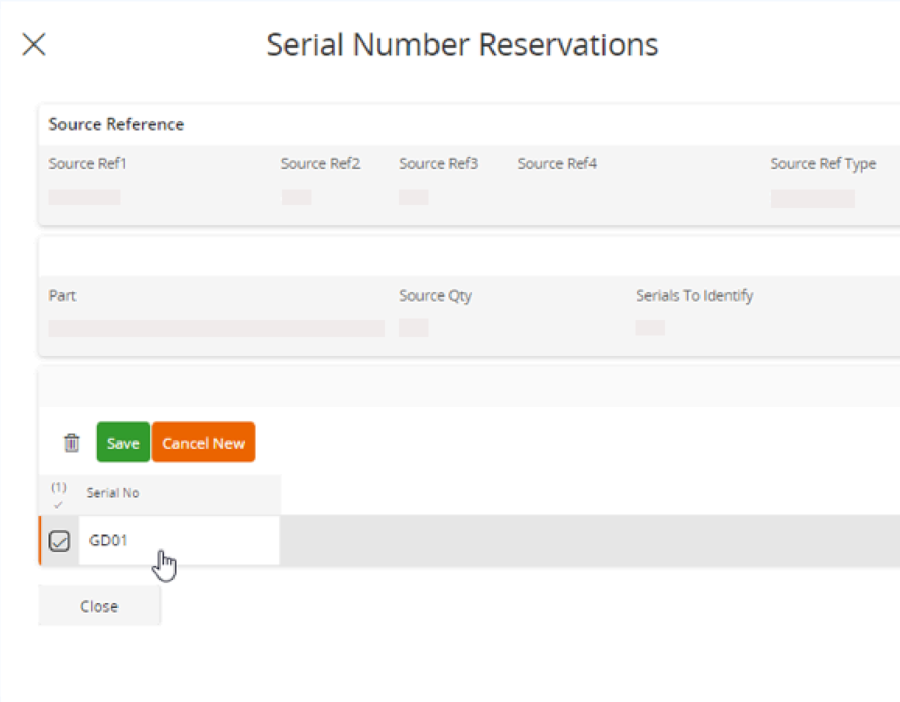

A new pane appears.

6. In the **Serial Number Reservations** pane:

   a. Click **New** + to add the **Serial No** of the new product. This serial number must be the one of the main component of the shop order.

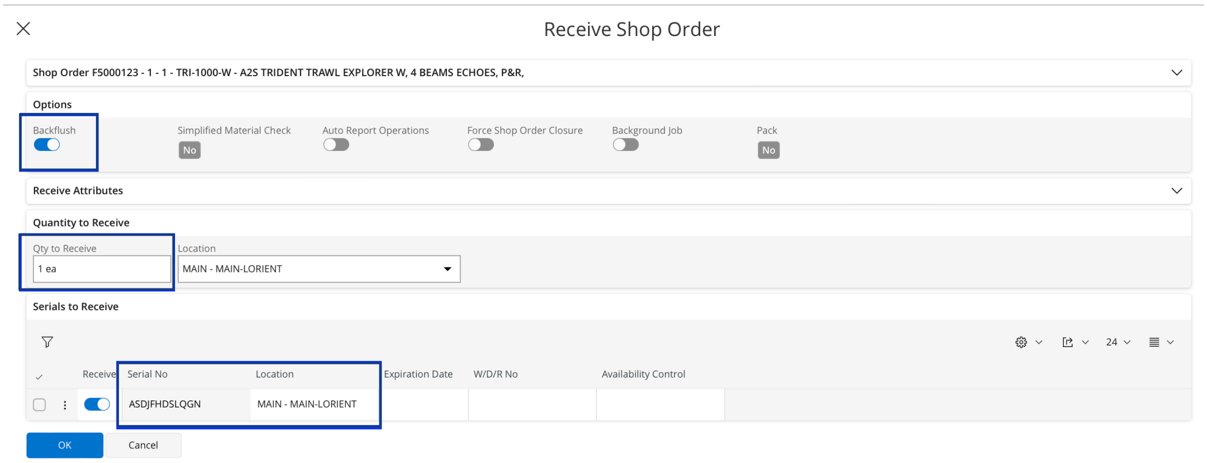
   > **Note:** If you can scan the bar code, then select the field and scan it.

b. When you have assigned a serial number for the shop order, click **Save**.

> **Note:** You must reuse the serial number from the main component. This action helps keep track of serialized components used and ensures consistency in the final product's serial number.
>
> In the example below, the main component of the order picked in the stock has the serial number GD01, so we assign the same serial number to deliver on our customer order.
>
> 
> 

You are ready to **Receive** your shop order.

7. In the header, click **Receive > Receive**
   **Receive Shop Order** pane appears.
8. Complete the following fields:
   a. In **Options**, select **Backflush**: it automatically adds parts without serial numbers that are needed in your shop order.
   b. **Quantity to Receive**: **Qty to Receive** must correspond to the quantity of parts in your shop order.
   c. **Serials to reserve**: you can find your **Serial No** and its **Location** for this new part manufactured.




9. Click **OK**: your shop order status changes to **Closed**.
   Going back to your initial **Customer Order**, the line linked to your shop order has a **Reserved** status.

   > **Remember:** Click the **Airmar** button at the top of the page to access the next process pages directly.

You can find the list of **Shop Order** created on the page: **Manufacturing > Shop Order > Order > Shop Orders**.

If you have an invent order in your customer order, you also need to reserve it. Perform Reserving an Invent Order (on page 237).

If you finished your reservations, you need to deliver your customer order: perform Delivering a Customer Order (on page 242) for a delivery without specificity or Delivering a Customer Order with Shipment Details (on page 255) if you want to deliver with specific shipment details like handling units.

## Reserving an Invent Order

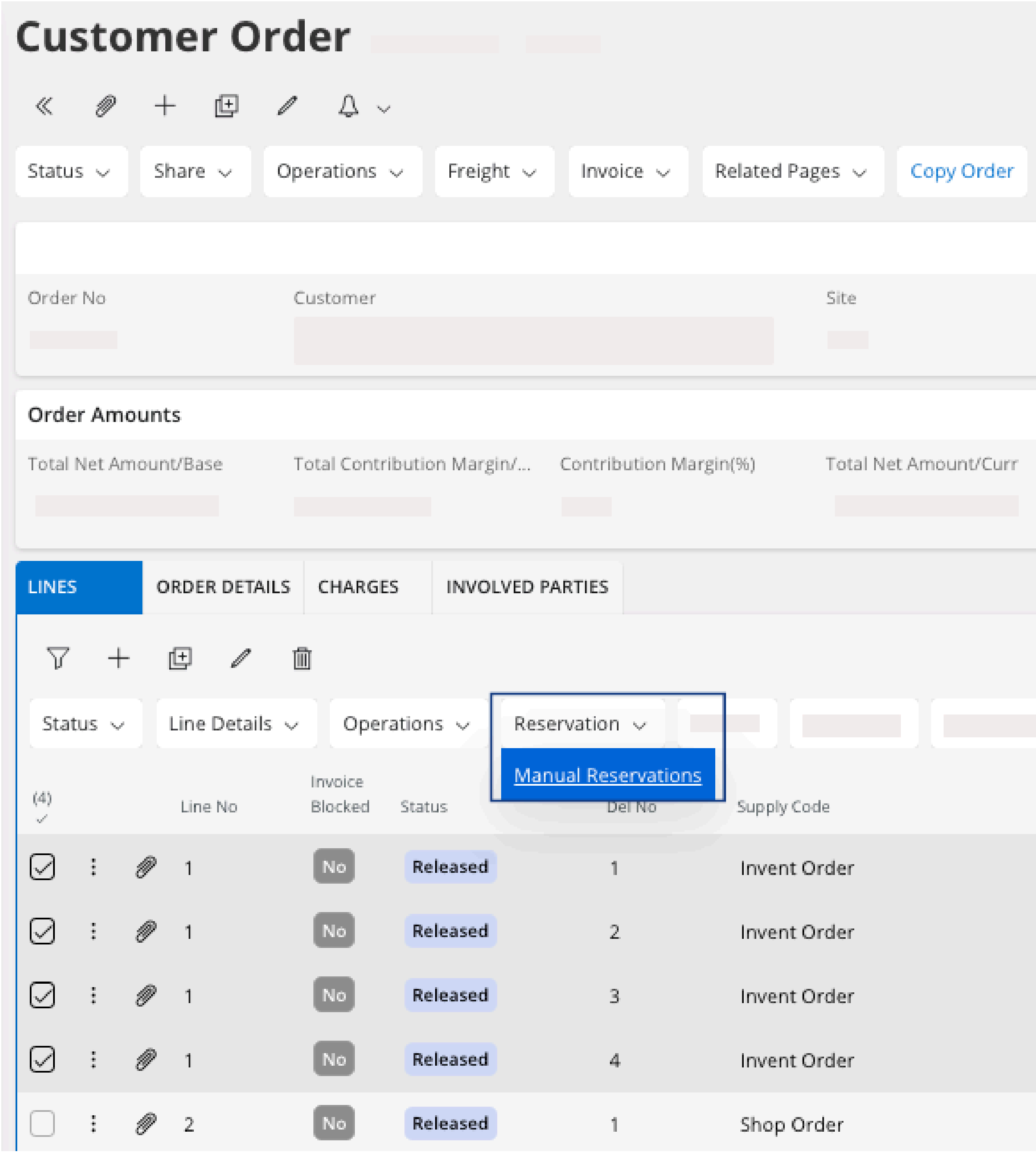
If you have parts with the supply code: **Invent Order**, you need to reserve it through a specific process.

Your *customer order* needs to have the status **Released**. If not, see Changing Customer Order Status (on page 230).

An **Invent Order** is a part that you take directly from the stock.

> **Note:** To display what define your parts, click > **Column Chooser** and add the column **Supply Code**. In this column, you can see if your part is a shop order or an invent order or has another supply code.

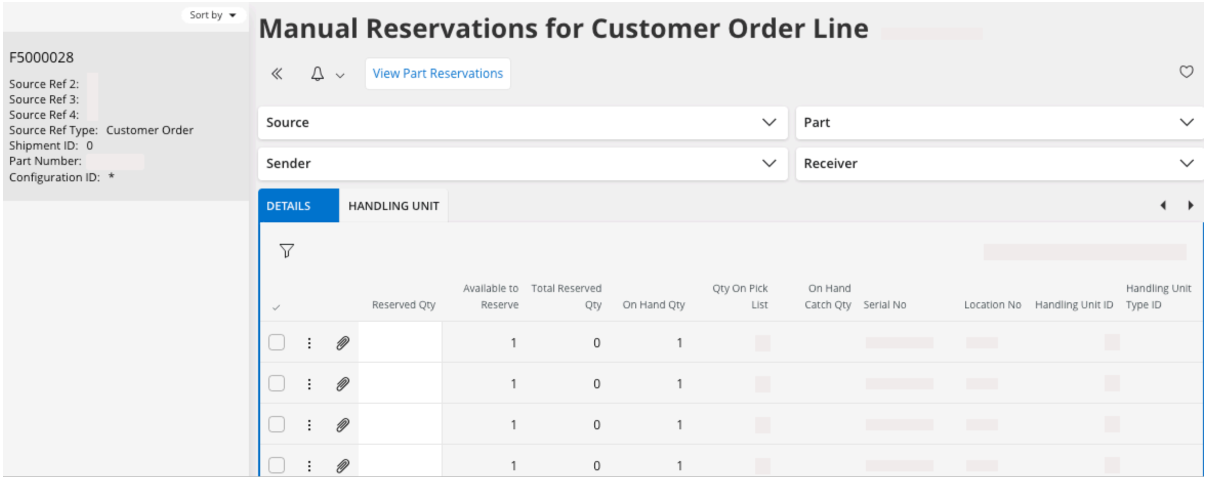
1. On the page **Customer Order**: select your lines with the supply code invent order, click **Reservation > Manual Reservations**.




A new page appears, **Manual Reservations for Customer Order Line**.

> **Attention:** If you do not have any record on this page, it means that you do not have any part in stock. You cannot reserve it.

If you have to adjust your stock, see Adding a New Quantity for an Inventory Part (on page 353).




**Note:** You have as many manual reservations as lines selected.

2. Select the line and fill the field **Reserved Qty** with the quantity corresponding to your customer order.

   Pay attention to:

   a. The **Location** and **Warehouse** to reserve the quantity where you take the stock.
   b. In case of a serialized part, the **Serial No** has to be the one you reserve/pick in the stock.
   c. It saves automatically.

When you go back to your initial **Customer Order**, you can see the line linked to your shop order in status **Reserved**.

If you have shop order in your supply code you need to reserve it, perform Reserving a Shop Order (on page 233).

If you finished your reservations, you need to deliver your customer order: perform Delivering a Customer Order (on page 242) for a delivery without specificity or Delivering a Customer Order with Shipment Details (on page 255) if you want to deliver with specific shipment details like handling units.

**Remember:** Click the **Airmar** button at the top of the page to access the next process pages directly.

## Reserving a Package

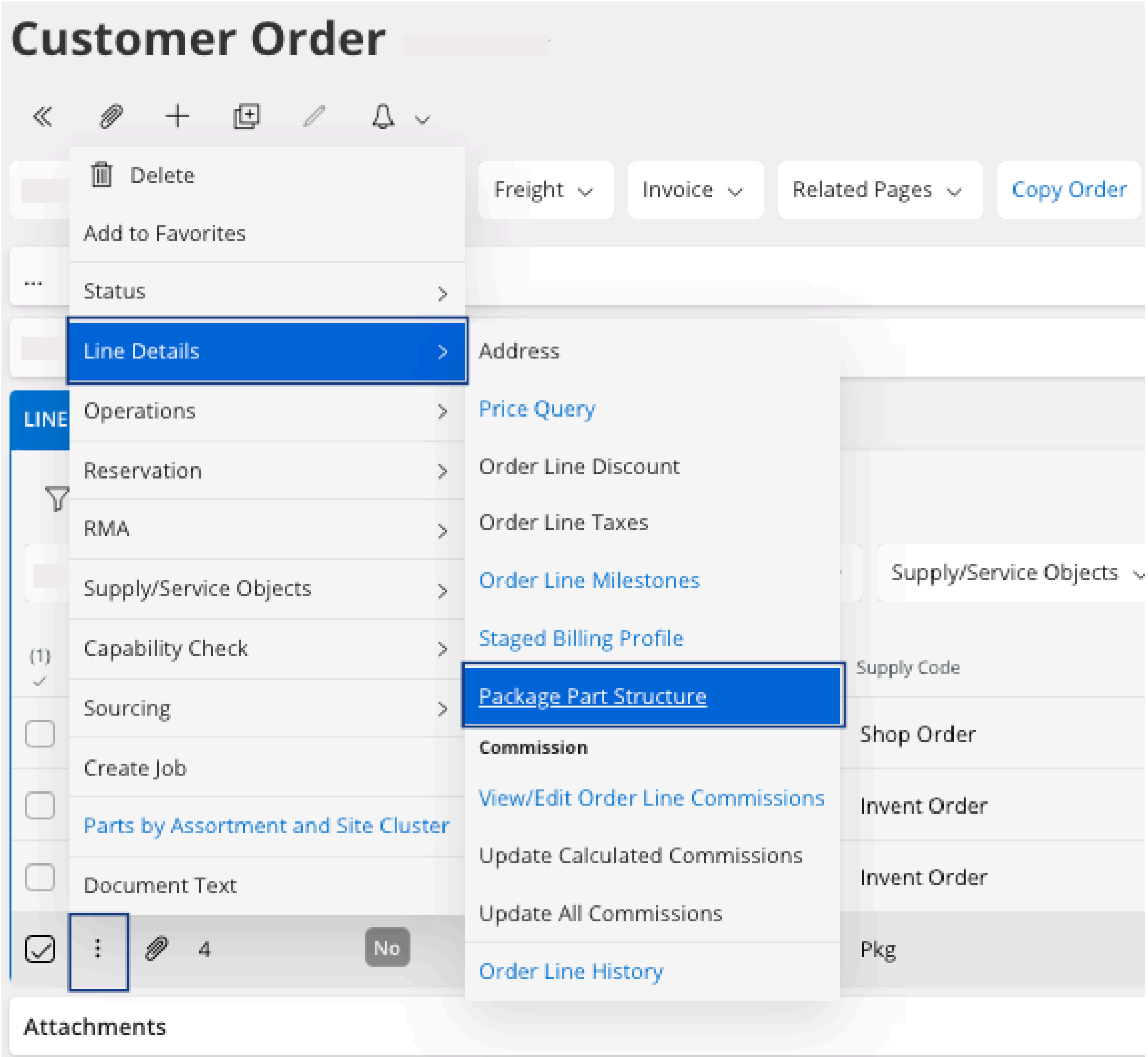
If you have parts with the supply code: **Pkg**, you need to reserve it through a specific process.

Your *customer order* needs to have the status **Released**. If not, see Changing Customer Order Status (on page 230).

A package part is made of at least two separate parts that you send together.

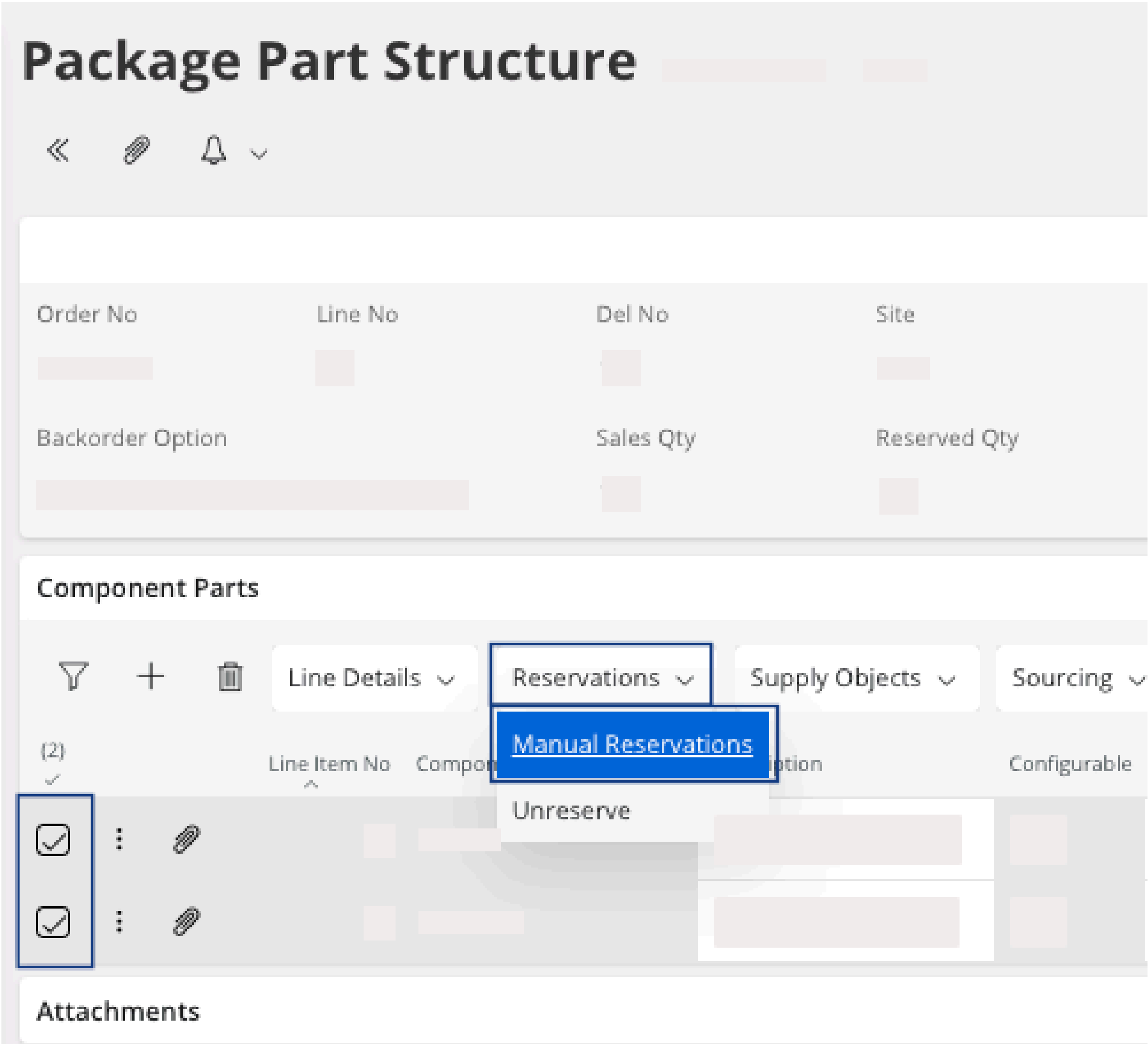
> **Note:** To display what define your parts, click ⚙ ⌄ > **Column Chooser** and add the column **Supply Code**. In this column, you can see if your part is a shop order or an invent order or has another supply code.

1. On the page **Customer Order**: on your line, click the three dots ⋮, click **Line Details > Package Part Structure**.



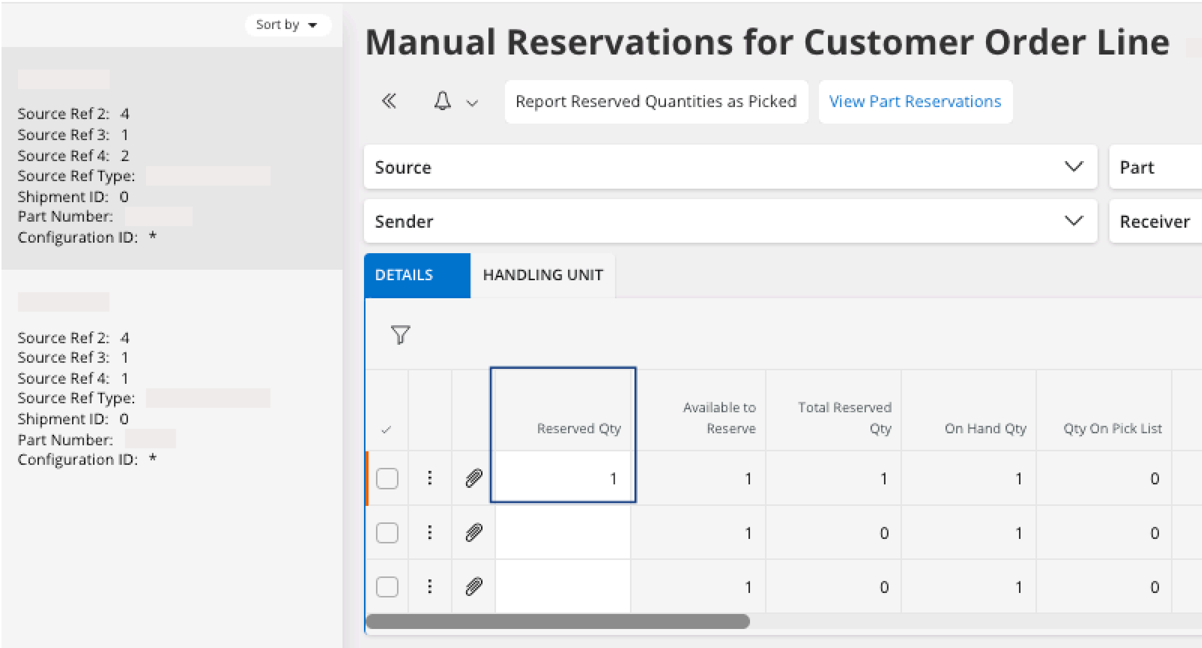

   The **Package Part Structure** page appears.

2. Select the parts that you want in your package part, click **Reservations > Manual Reservations**.

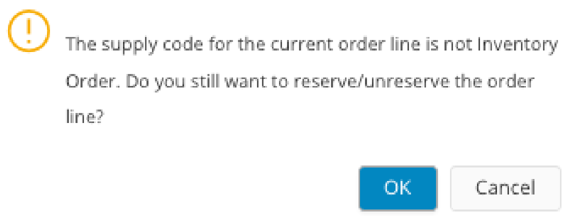



A new page appears, **Manual Reservations for Customer Order Line** with the parts you can reserve from your stock.

3. Fill the field **Reserved Qty** with the quantity needed, for all your parts.




A dialog appears, click **Yes** to confirm you want to reserve the part.




When you go back to your initial **Customer Order**, you can see the line linked to your package part in status **Reserved**.

If you have shop order in your supply code you need to reserve it, perform Reserving a Shop Order (on page 233).

If you finished your reservations, you need to deliver your customer order: perform Delivering a Customer Order (on page 242) for a delivery without specificity or Delivering a Customer Order with Shipment Details (on page 255) if you want to deliver with specific shipment details like handling units.

**Remember:** Click the **Airmar** button at the top of the page to access the next process pages directly.

## Delivering a Customer Order

Perform this process if you do not need to deliver the *customer order* with shipment details such as handling unit (boxes, pallets etc.), weight per handling unit, etc. If you want to add those details perform: Delivering a Customer Order with Shipment Details (on page 255).

After you have reserved the parts, you need to pick the product from the stock and deliver it. The delivery must be done in the system first because you need documentation to be attached to your physical delivery.

**Important:** A delivery includes all the products that have been picked. Do not reserve and pick products that will not be delivered.

First, you need to pick your product, perform Picking the Reserved Sales Parts (on page 243).

## Picking the Reserved Sales Parts

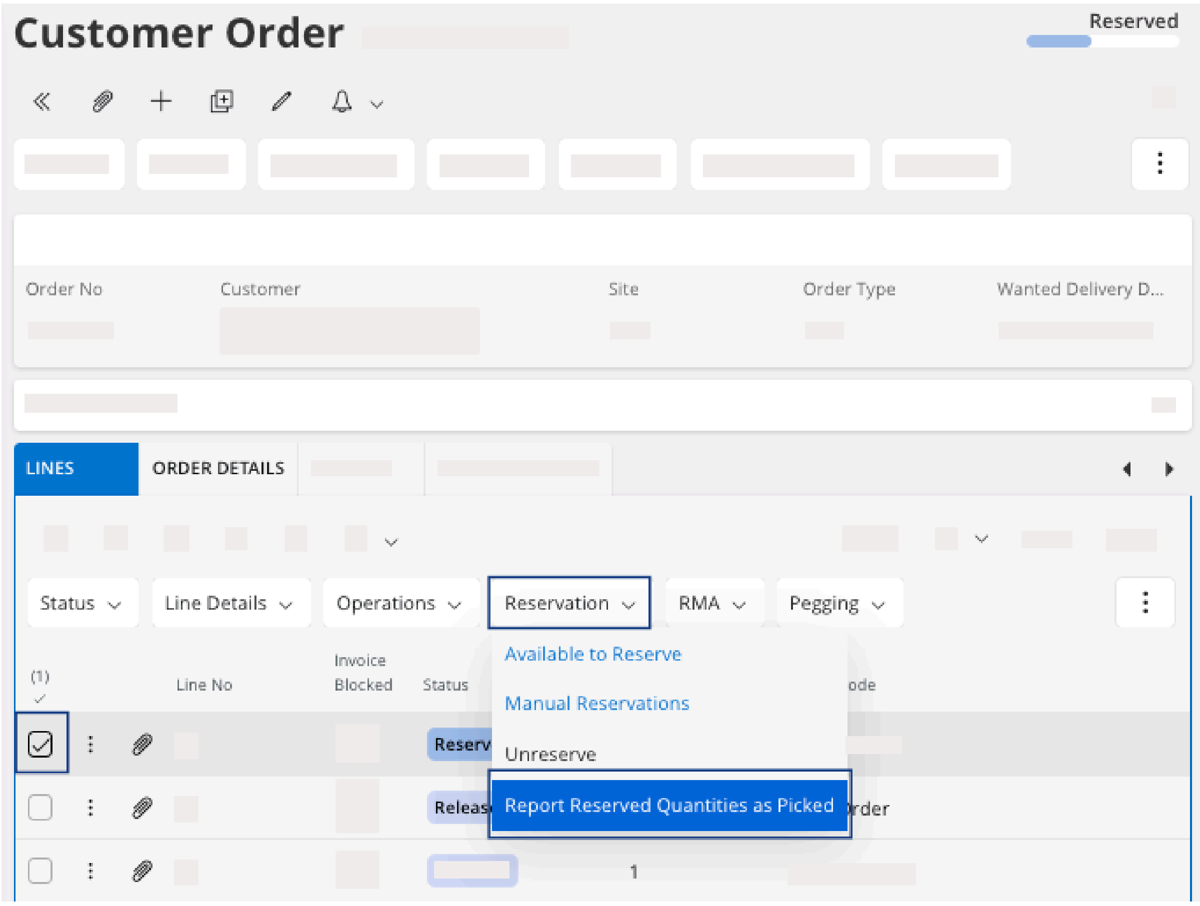
After the reservation step, confirm the reserved quantities as picked.

You need to have reserved your parts, see Reserving an Order (on page 232).

**Important:** The reservation that has been done beforehand must fit with your picking in the stock, taking into account: parts, inventory location, serial number.

On the page **Customer Order**:

1. Select the lines with the **Reserved** status.
2. Click **Reservation > Report Reserved Quantities as Picked**.



A dialog appears, click **OK**.

You need to deliver your customer order. Choose a delivery option between:

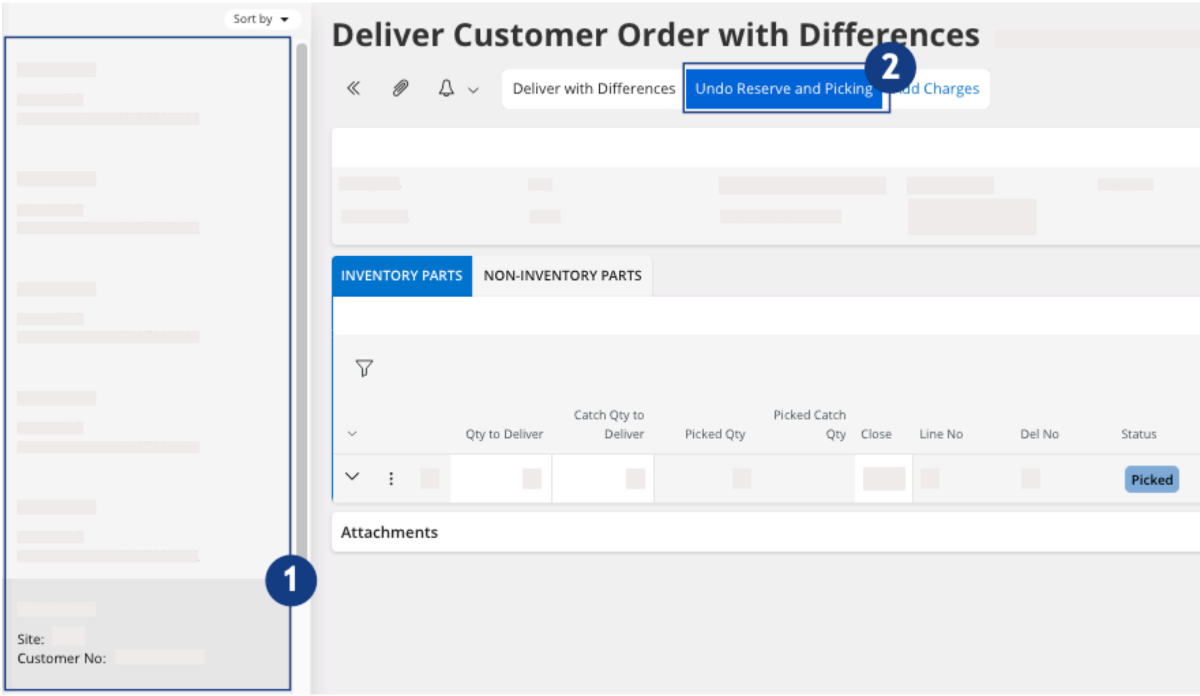

- Doing a Full Delivery (on page 247).
- Doing a Partial Delivery (on page 248).
- Doing a Full Delivery While Keeping the Customer Order Open (on page 250).


## Undoing Picking and Reservation

You can undo the picking and the reservation processes in case you did a mistake and want to change data.

Your **Customer Order** status is **Picked**.

1. Go to **Sales > Shipping > Order Delivery > Delivery Customer Order with Differences**.
2. Select your **Customer Order**.
3. Click **Undo Reserve and Picking**.

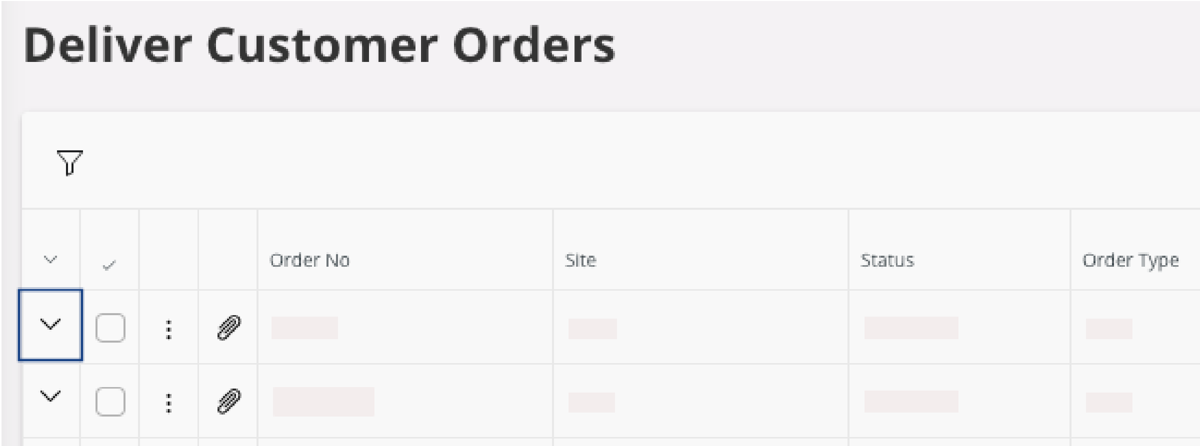



4. A dialog appears, click **OK** to confirm.
   Go back to your **Customer Order**. The status of your **Customer Order** lines changes from **Picked** to **Released**.

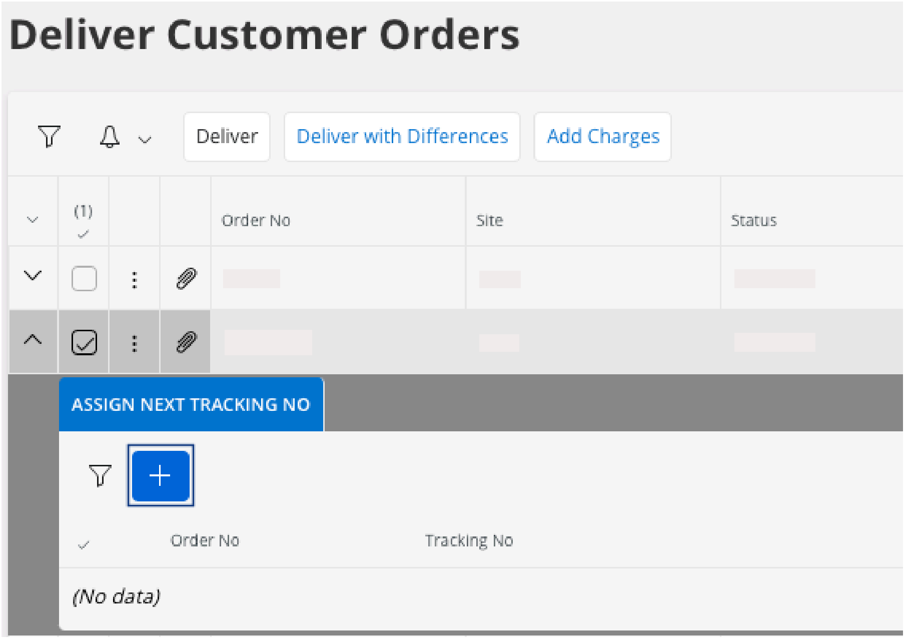
## Adding a Tracking Number

Before the delivery, you can add a tracking number for your order.

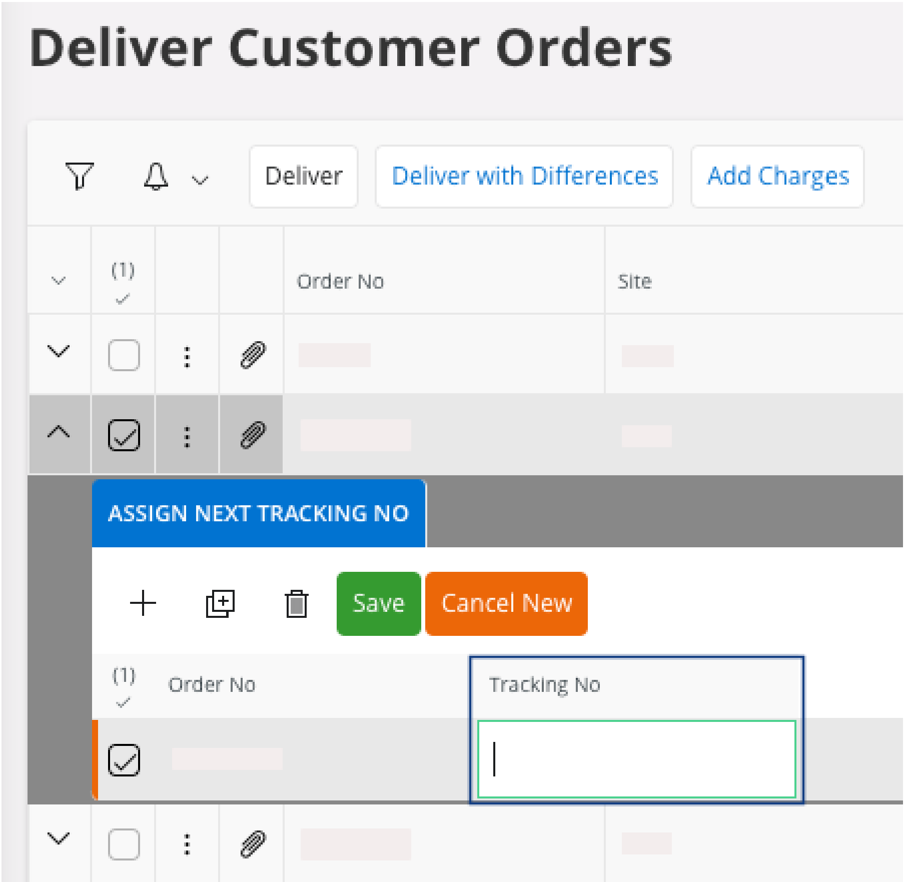
1. Go to the page **Deliver Customer Orders**.
2. Click the arrow pointing to the bottom ⌄ .



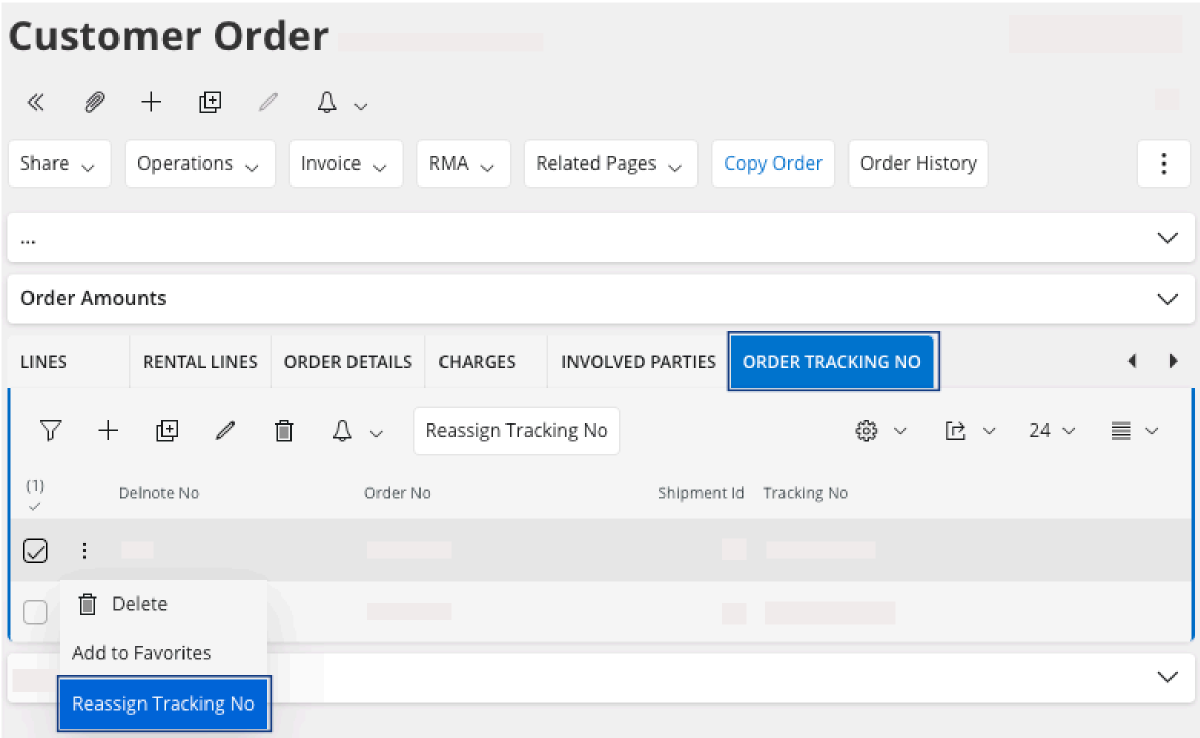

3. Click **New** + to add a new tracking number.




4. Enter the **Tracking No** and click **Save**.




5. After the delivery, you can modify the **Tracking No**. In the page **Customer Order**, in the tab **Order Tracking No**: select a line, click the three dots ⋮ and click **Reassigned Tracking No**.



The **Reassigned Tracking No** pane appears.

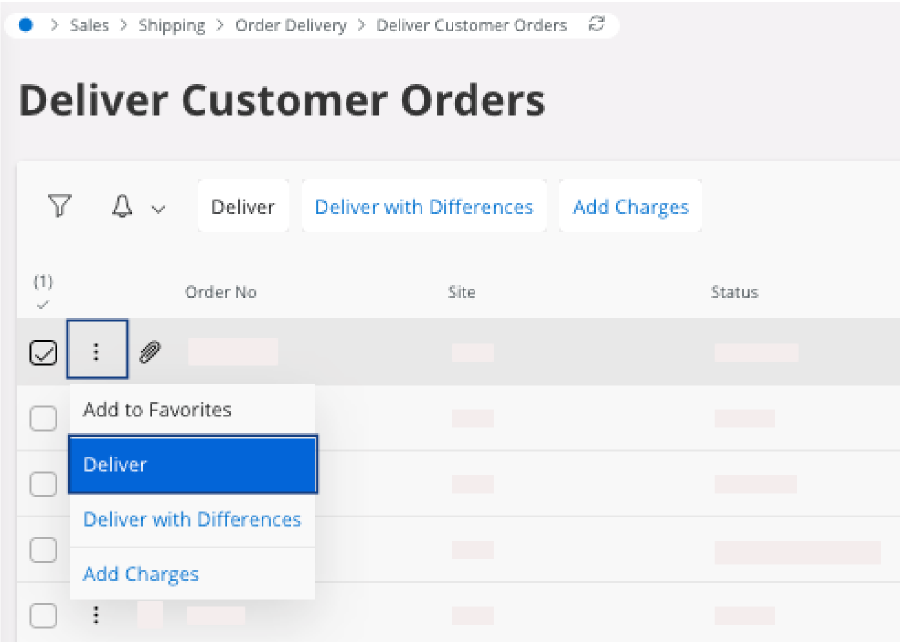
6. Enter a new tracking number and click **OK**.

## Doing a Full Delivery

Deliver all the quantities that are marked as **Picked**.

**Attention:** Do not do a full delivery if you plan to add additional lines to your customer order later on. Instead, you need to perform a specific process: Doing a Full Delivery While Keeping the Customer Order Open (on page 250).

1. Go to **Sales > Shipping > Order Delivery > Deliver Customer Orders**.
2. On your lines, click the three dots ⋮ and click **Deliver**.




Your customer order status changes to **Delivered**.

**Note:** If you made a mistake or want to change data after the delivery in **IFS Cloud** but before the physical delivery, see Undoing a Customer Order Delivery (on page 255).

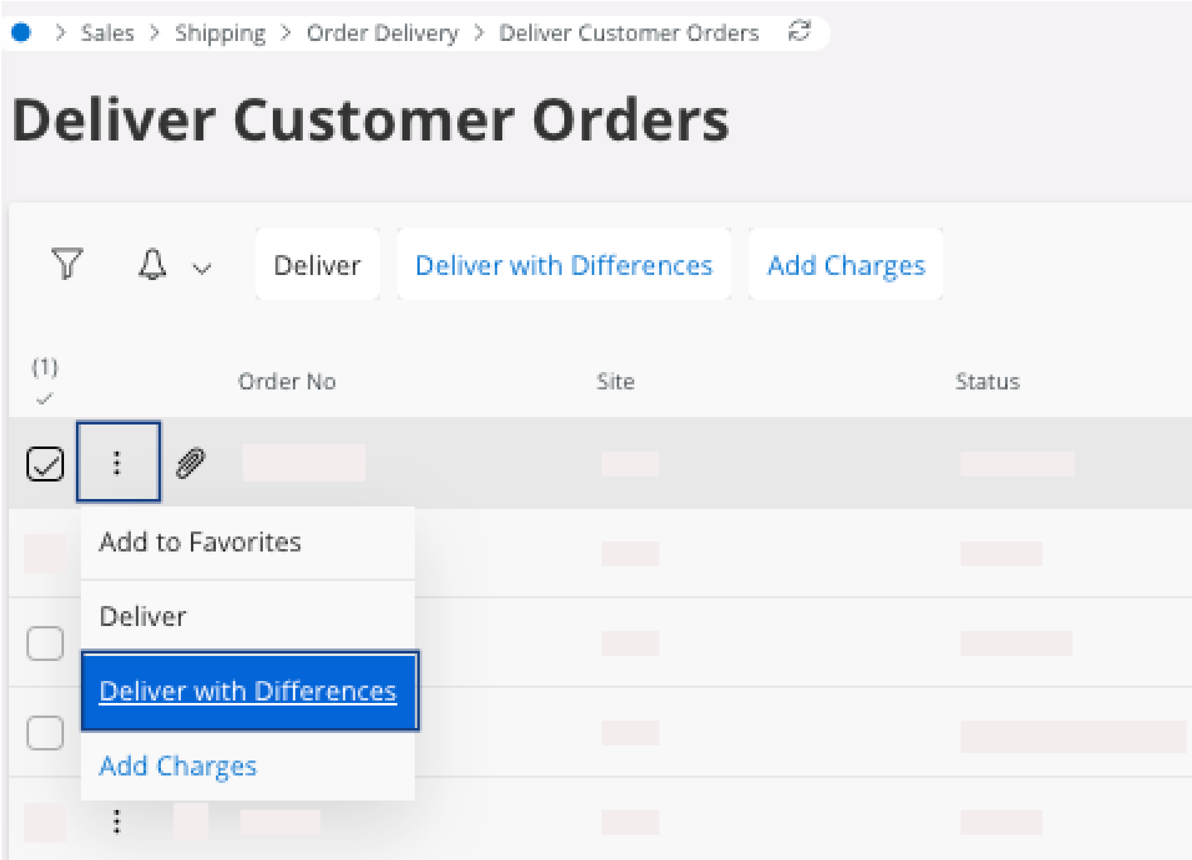
You can print a delivery note, perform Printing a Delivery Note for a Deliver Order (on page 253) or if you do not want to print it, the next step is to create an Invoice (on page 272).

**Remember:** Click the **Airmar** button at the top of the page to access the next process pages directly.

# Doing a Partial Delivery

Deliver only some sales parts of a *customer order*.

1. Go to **Sales > Shipping > Order Delivery > Deliver Customer Orders**.
2. Find your **Customer Order**, click the three dots ⋮ and click **Deliver with Differences**.




   A new page opens, **Delivery Customer Order with Differences**.
3. Adjust the quantity of the line(s) that you do not want to deliver:

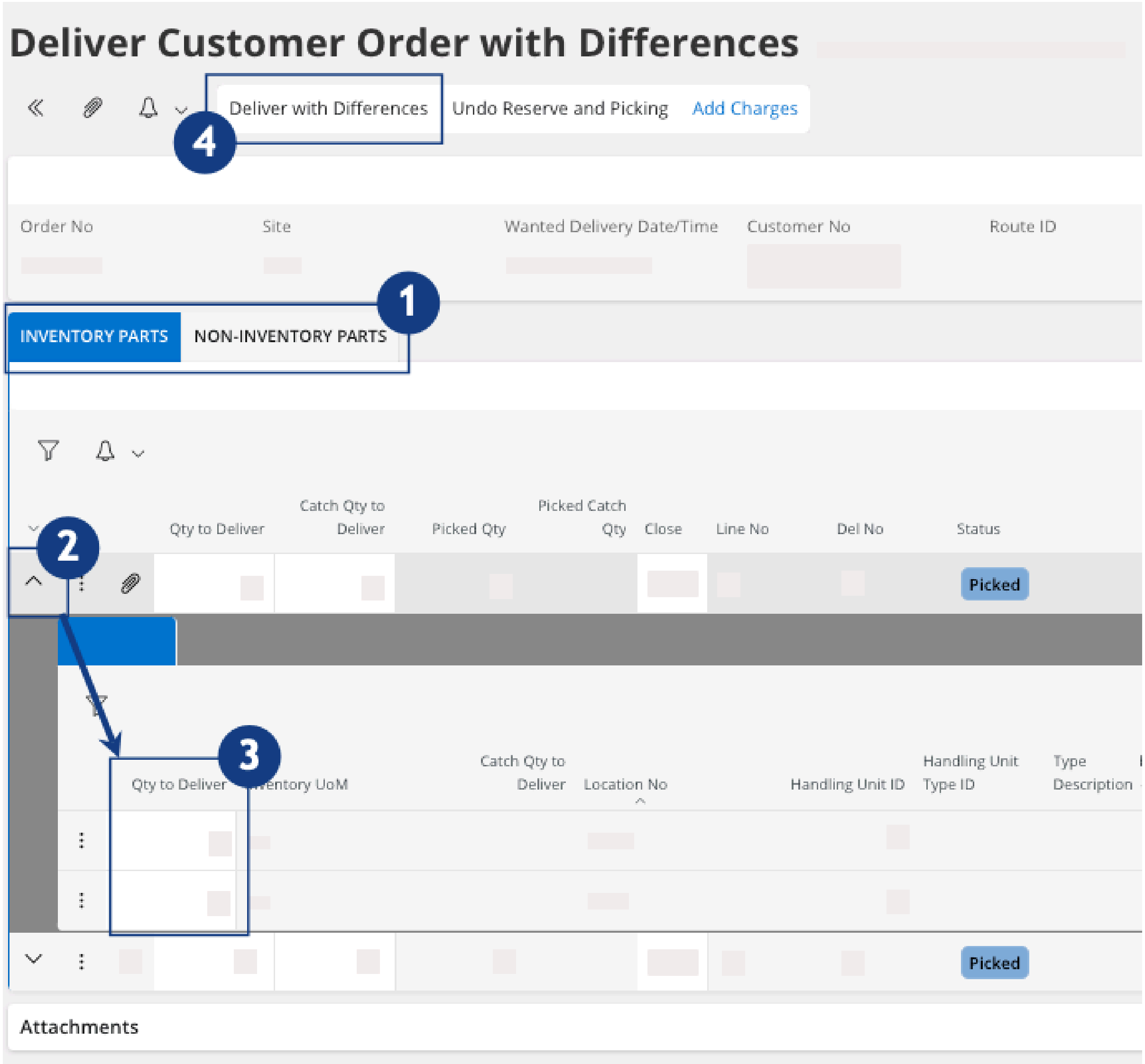
   a. According to the part you want to exclude, choose if you want to perform this action in the tab 1:

      - **Inventory Parts**, parts in the stock for which the company keeps track.
      - **Non-Inventory Parts**, parts related to services (labor, freight, etc.), or used within the company, or that are not tracked in stock.

   b. Click ⌄ 2.

c. Change **Qty to Deliver** to 0 or less than the delivery quantity scheduled 3.

d. Confirm your changes: click **Deliver with Differences** 4.




You can go back to your *customer order*:

- The status of the lines not delivered changes back to **Released**. If you want to deliver them, you need to reserve and pick them. See Reserving an Order (on page 232).
- The other(s) line(s) have the status **Delivered** or **Partially Delivered**.

**Note:** If you made a mistake or want to change data after the delivery in **IFS Cloud** but before the physical delivery, see Undoing a Customer Order Delivery (on page 255).

For your lines **Delivered**, you can print a delivery note, perform: Printing a Delivery Note for a Deliver Order (on page 253), or if you do not want to print it, the next step is to create an Invoice (on page 272).

**Remember:** Click the **Airmar** button at the top of the page to access the next process pages directly.

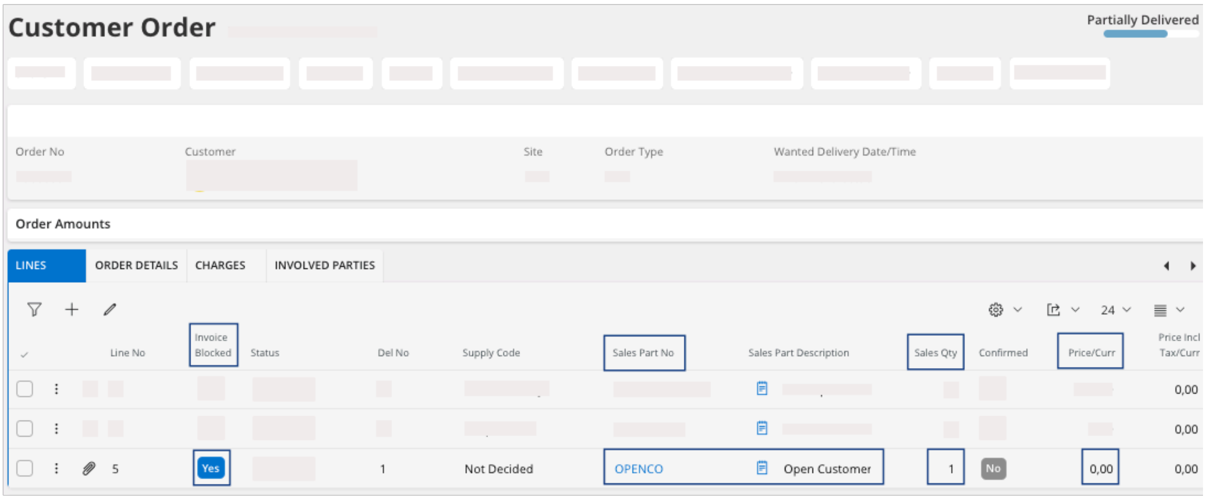
## Doing a Full Delivery While Keeping the Customer Order Open

You can deliver all the parts of a *customer order*, but keep it open in case other lines are added to the order later on.

## Keeping the Customer Order Open

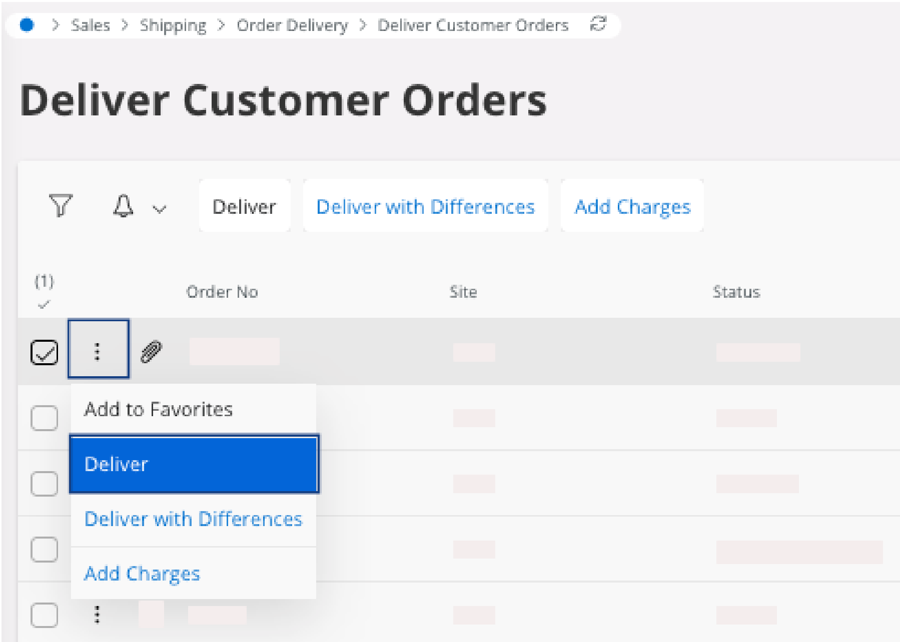
Before doing the delivery, you have to add one line that will not be delivered.

1. Go to **Sales > Order > Customer Order**.
2. Choose your customer order and click **New** + to add a new line.
3. Complete the line:
    a. Add a non-inventory sales part: in the field **Sales Part No**, select **OPENCO** which is a sales part created specifically to keep a customer order open.
    b. In **Sales Qty** enter 1.
    c. Select **Invoice Blocked**.
    d. Check that the **Price/Curr** is 0.
    e. Click **Save**.



> **Important:** If you keep a customer order open, make sure to close it once the order is finalized. We recommend to periodically control these lines.
>
> If you want to close your customer order, perform Closing the Customer Order (on page 251).

4. Then you can deliver your customer order. Go to **Sales > Shipping > Order Delivery > Deliver Customer Orders**.
5. On your lines, click the three dots ⋮ and click **Deliver**.




Your lines have been delivered except the *OPENCO* line. Your customer order status changes to **Partially Delivered**.

> **Note:** If you made a mistake or want to change data after the delivery in **IFS Cloud** but before the physical delivery, see Undoing a Customer Order Delivery (on page 255).

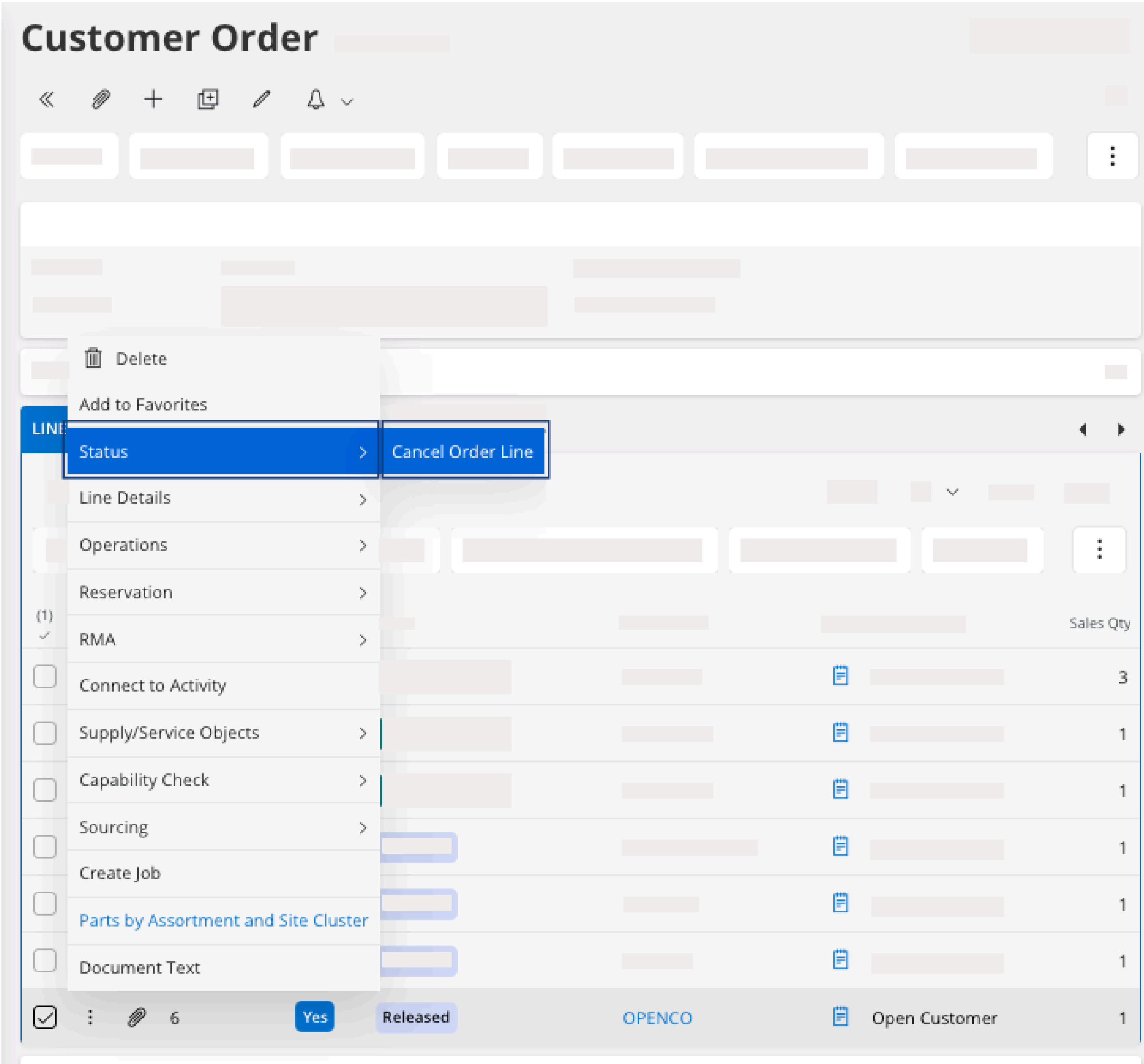
You can print a delivery note, perform Printing a Delivery Note for a Deliver Order (on page 253) or if you do not want to print it, the next step is to create an Invoice (on page 272).

## Closing the Customer Order

When you do not need to keep the *customer order* open anymore, you can change its status to **Delivered**, send the delivery and close it.

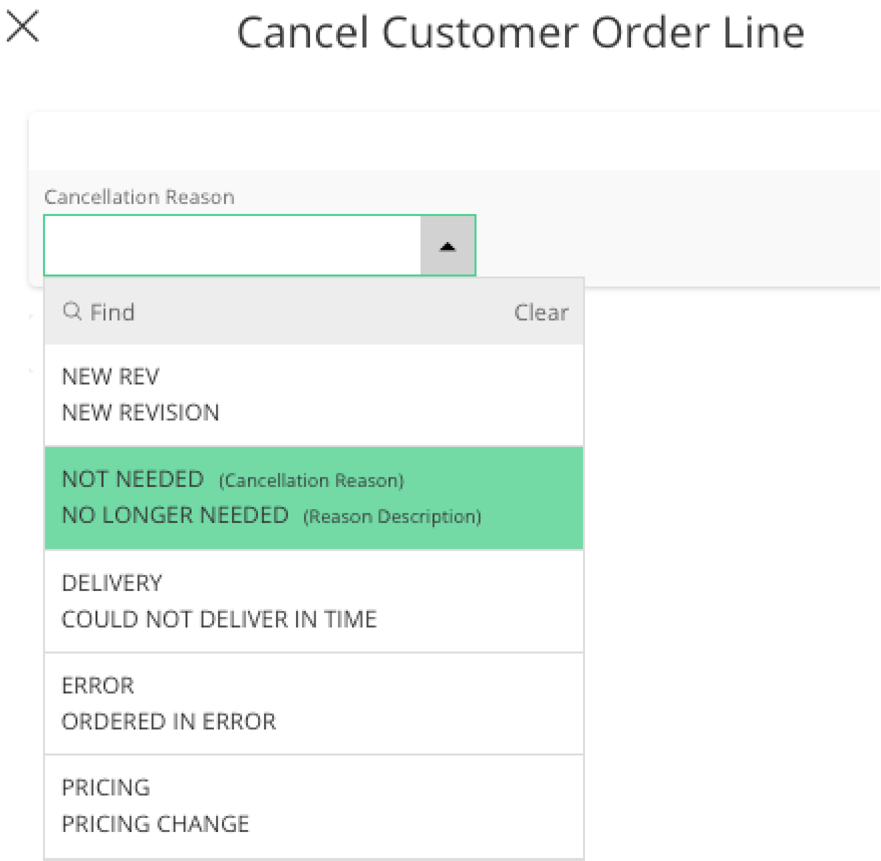
**Note:** Do not perform this process if you want to do changes in the future.

1. On the page **Customer Order**, select the line **OPENCO** and click the three dots ⋮ , then click **Status > Cancel Order Line**.




A pane appears.

2. Add the cancellation reason: **Not Needed** and click **Proceed**.




Your line get the status **Cancelled**.

If the other lines have been delivered, the customer order has definitely the status **Closed**. You will not be able to make changes anymore such as additional lines, changes to existing lines, etc.

For your lines **Delivered**, you can print a delivery note, perform: Printing a Delivery Note for a Deliver Order (on page 253), or if you do not want to print it, the next step is to create an Invoice (on page 272).

**Remember:** Click the **Airmar** button at the top of the page to access the next process pages directly.

## Printing a Delivery Note for a Deliver Order

Once your *customer order* has been delivered in **IFS Cloud**, you can print a delivery note to send with the physical delivery.

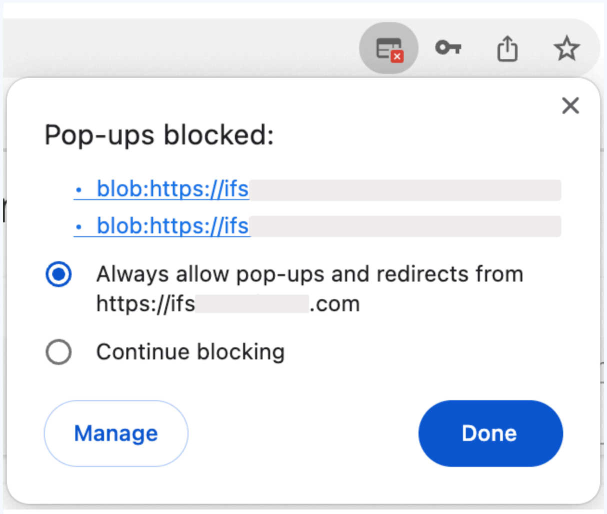
1. Go to **Sales > Shipping > Order Delivery > Print Delivery Note for Customer Orders**.

   > **Note:** If a configuration has been done on a specific printer on your office, you may have already the version printed on your local printer.

2. Filter your page with the **Order No** of your customer order to find the delivery note(s) linked. Then on your line, click the three dots ⋮ and click **Print**.

   A pane appears.
3. You have several options:
   - **Preview** button: to do before printing. Click **Preview**: the document appears on your screen. From here, you can check your information, print your document or keep it on your computer in PDF.

     > **Trouble:** If the preview is not displayed, your browser might block your pop-ups. Check your authorization in your browser settings.

   - **Print**: if you want your document on paper, choose your printer, or if you want to keep it on your computer in PDF, choose **IFS PDF Archiver**.
   - **Email**: fill in or check the email address and send it.

The report is displayed in a printable preview: all information provided before are written in the packing slip. According to the weight you get the standard information from the items delivered.

You need to create an Invoice (on page 272).

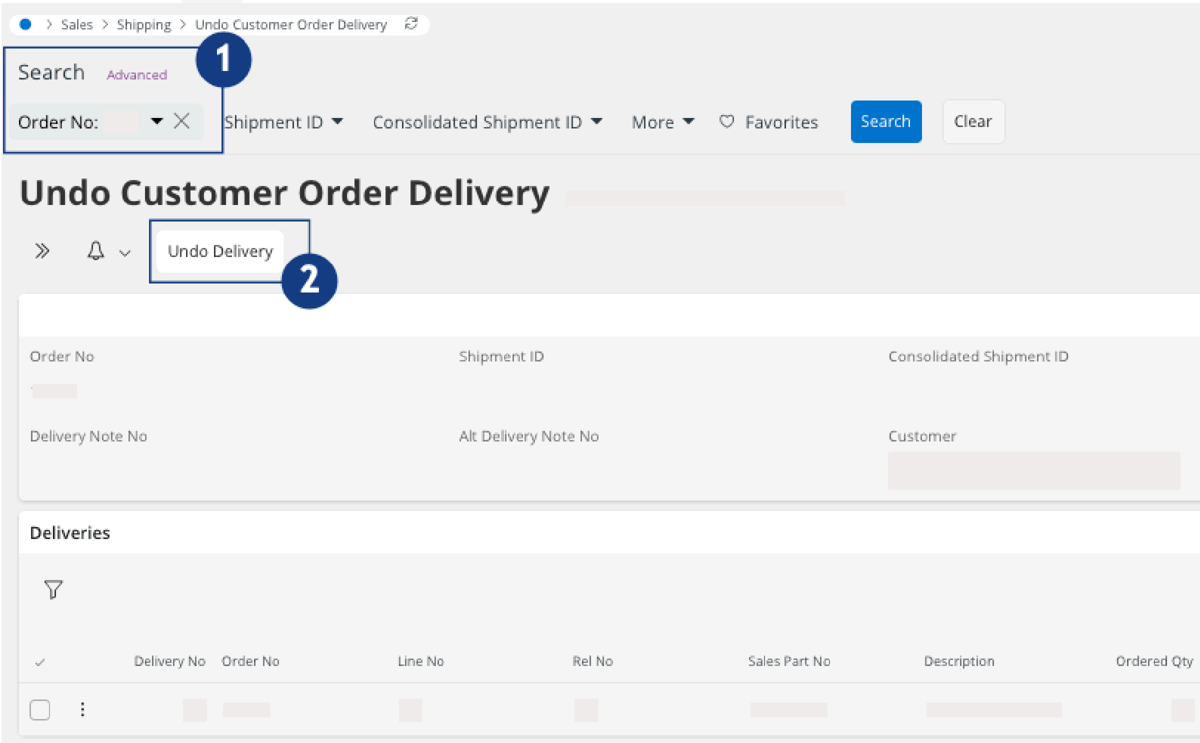
> **Remember:** Click the **Airmar** button at the top of the page to access the next process pages directly.

# Undoing a Customer Order Delivery

In case you realize that a mistake have been done in your customer order delivery, you can undo it.

Your **Customer Order** status is **Delivered** but you did not deliver it physically.

1. Go to **Sales > Shipping > Undo Customer Order Delivery**.
2. To find your customer order, use the search bar, enter your **Order No** 1.
3. In the header, click **Undo Delivery** 2.




Your customer order has been undelivered, its status is back to **Picked**.

# Delivering a Customer Order with Shipment Details

Perform this process if you want to deliver with specific shipment details like handling units (boxes, pallets, etc.), weight per handling unit, etc.

If you do not want to deliver with those details perform Delivering a Customer Order (on page 242).

The shipment provides possibilities to split the delivery in several handling units and be more precise in terms of delivery information (weight, volume per box, etc.).

**Important:** Your customer order(s) or its lines must not have the status **Picked** or you will not be able to perform the shipment delivery.

## Creating a Shipment

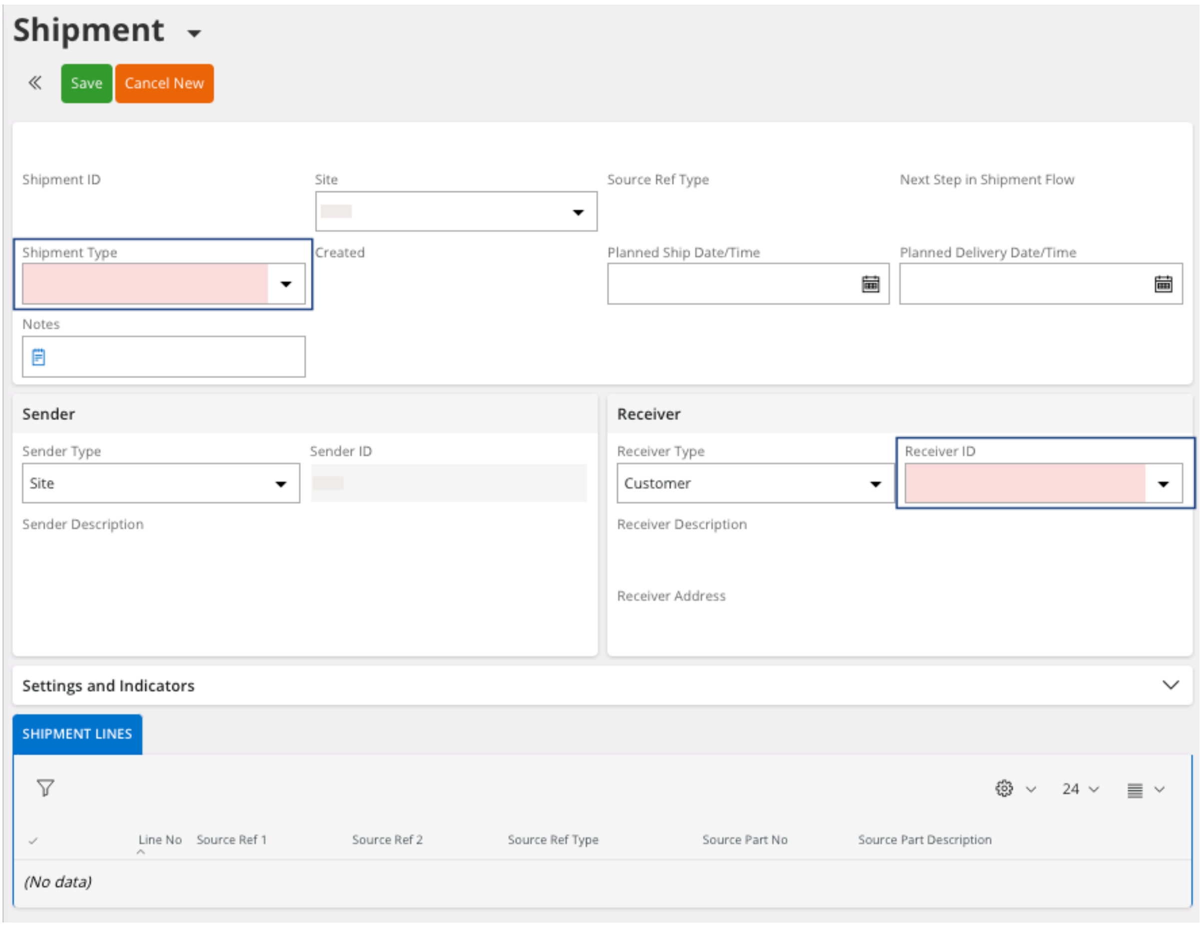
The *customer order* status must not be **Picked**.

1. Go to **Sales > Shipping > Shipment Delivery > Shipment**.
2. Click **New** + to create a new shipment.
3. Add the information:

    a. **Shipment Type**, must be the same as the company code, acronym of the company.

    > **Note:** Each shipment type has a different configuration that can allow to by-pass actions, such as **Report Picking**. You can see each configuration when you choose it in the field **Shipment Type**.

    b. **Receiver ID**, corresponding to the customer.




4. Click **Save**.

The shipment is created.

You need to connect the lines of your customer order(s) to the shipment, perform Connecting Customer Order Lines to the Shipment (on page 257).

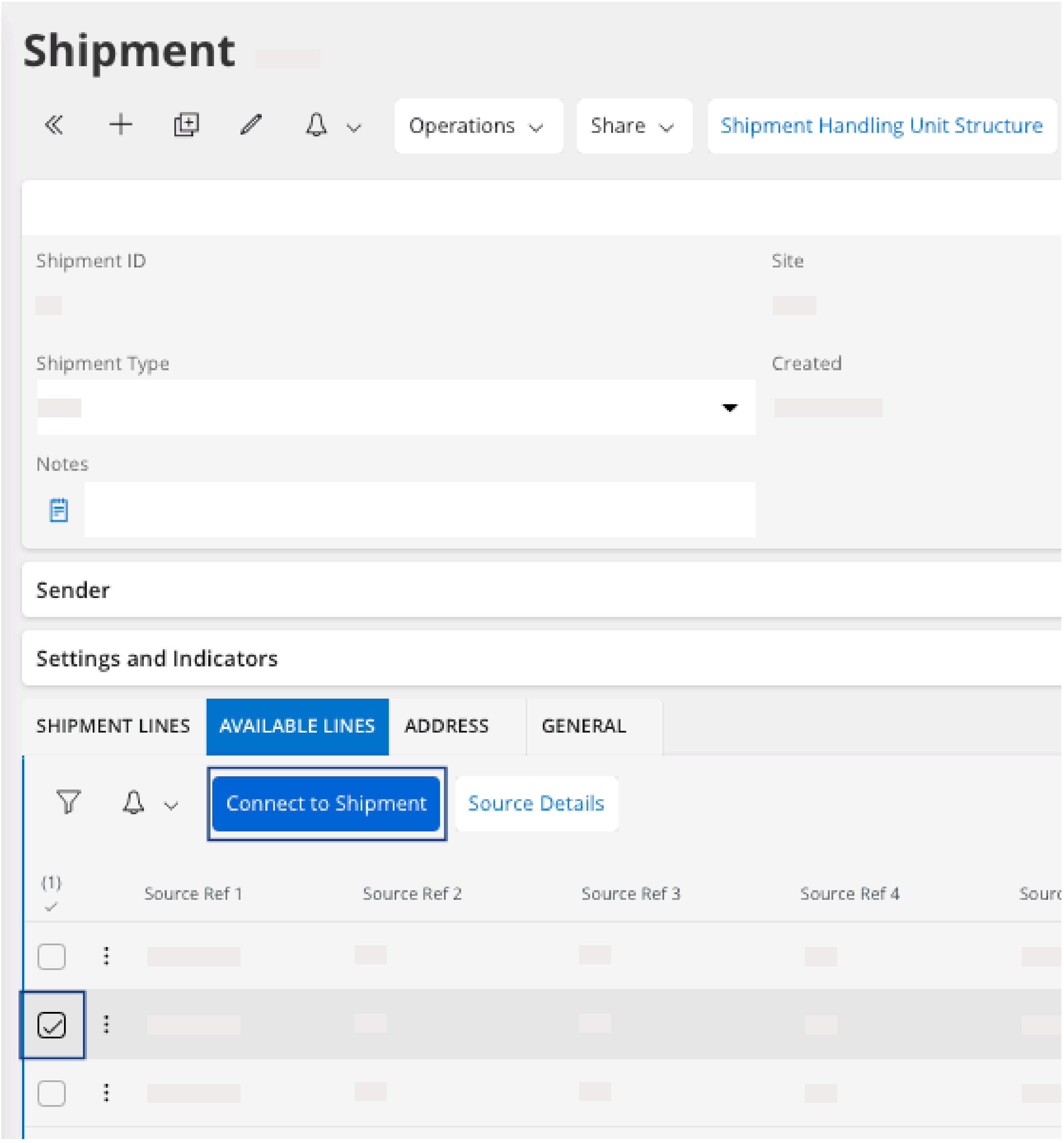
## Connecting Customer Order Lines to the Shipment

Specify which lines of the customer order(s) need to be connected to a shipment.

1. Click the tab **Available Lines** to see your customer order with its content.

   > **Note:** You see all the customer orders from your customer. Select only the one(s) that you want to deliver. You can see the number of the customer order(s) in the field **Source Ref 1**.

2. Select the line(s) and click **Connect to Shipment** to link your customer order to the shipment.




Your *customer order* has been added to your shipment. You can now find your line(s) in the tab **Shipment Lines**.

You can find your lines on the page **Sales > Shipping > Shipment Delivery > Shipment Lines**.

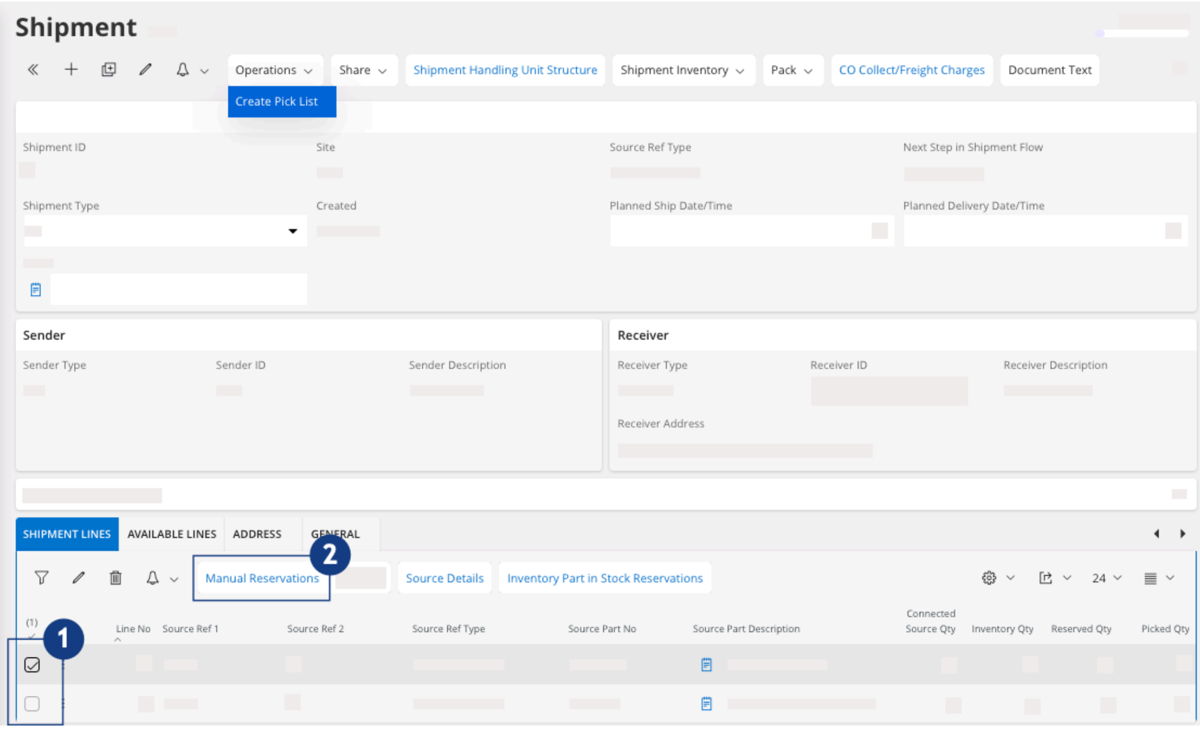
You need to reserve and pick your items, perform Reserve and Pick Items in Shipment (on page 258).

## Reserve and Pick Items in Shipment

If you did not perform the reservation in your *customer order* previously, then you have to reserve it from the shipment lines. If it has been done, go to the third step to pick your items.

Follow the two next steps to reserve your sales parts:

1. On the page **Shipment**, on the tab **Shipment Lines**, select your line(s) and click **Manual Reservations**.

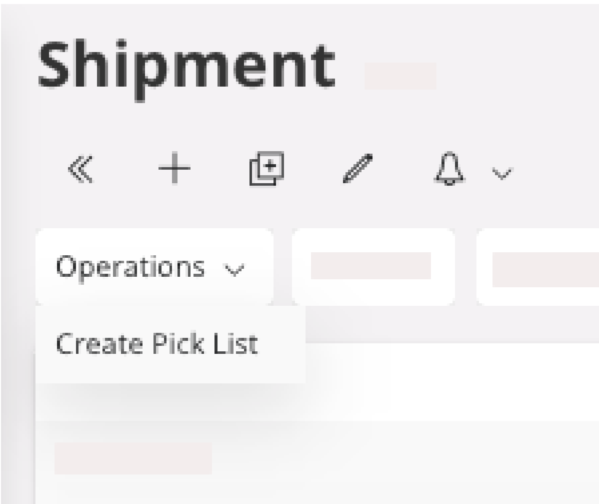



   A new page appears, **Manual Reservations for Shipment Line**.

2. On the page **Manual Reservations for Shipment Line**:
   a. Select your line(s), click the three dots ⋮ and click **Reserve**.
   b. Then go back to your **Shipment** page.

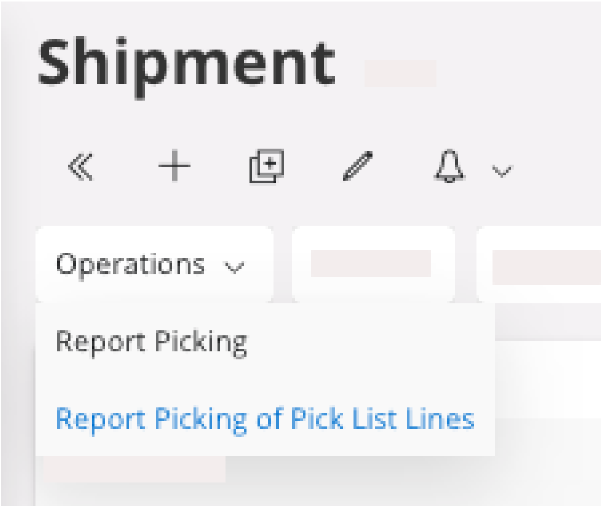
Follow the next steps to pick your sales parts:

3. Click **Operations > Create Pick List**. It can be done automatically if the shipment type used is configured to by-pass it after **Reservation**, refer to the field Shipment Type (on page 256) in Creating a Shipment (on page 256).




   This action takes a few seconds. If the action does not seem to occur, refresh the page.

4. Click **Operations > Report Picking**. It can be done automatically if the **Shipment Type** used is configured to by-pass it after **Reservation**.

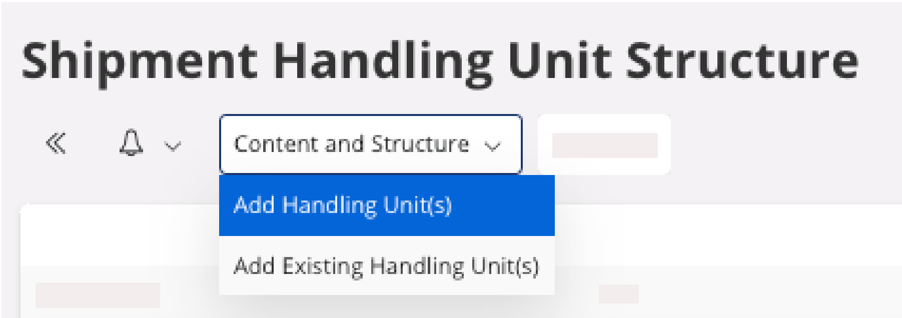



You have reserved and picked your items, now you need to create handling units to split your items inside and send them, perform Creating Handling Units for your Shipment (on page 260).

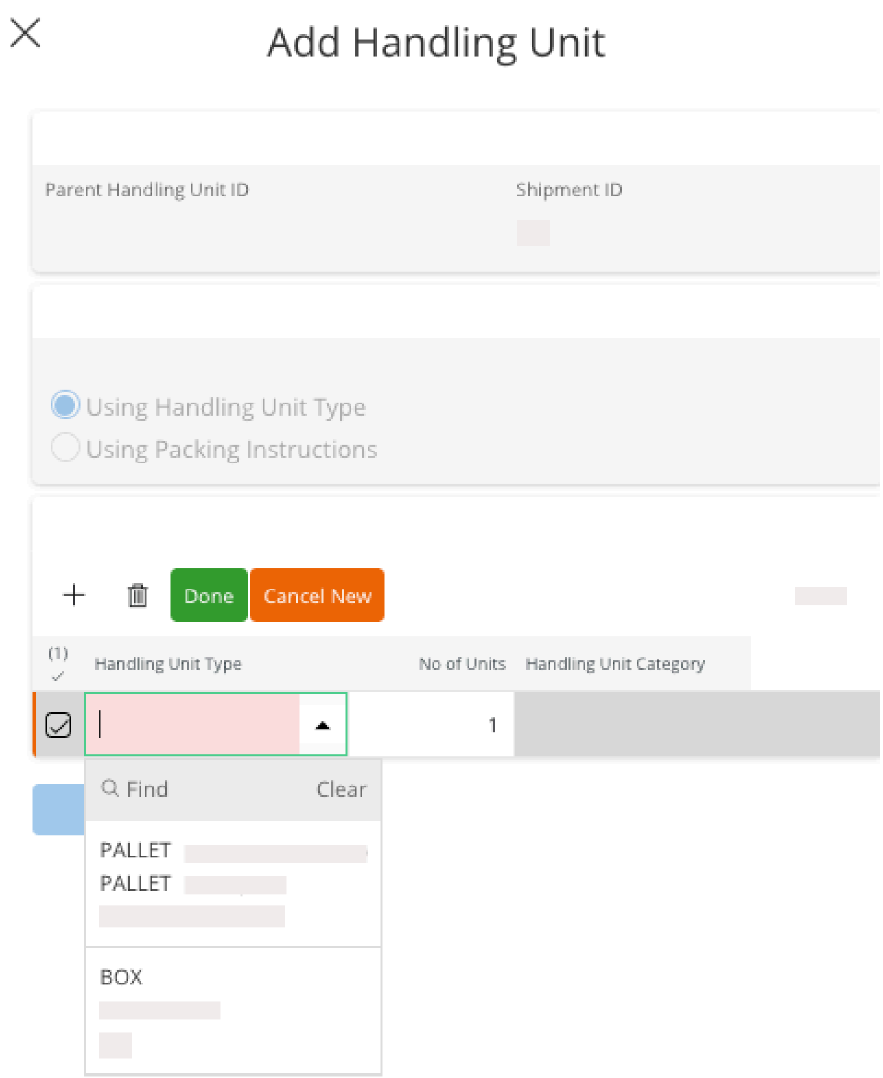
## Creating Handling Units for your Shipment

Define how many boxes, pallets, handling units, you need to use for the delivery.

1. On your page **Shipment**, click **Shipment Handling Unit Structure**.
   A new page appears, **Shipment Handling Unit Structure**.
2. On this new page, click **Content and Structure > Add Handling Unit(s)**.




   A pane appears.
3. Click **New** + to add a handling unit.
   a. Select one handling unit type in the list.
   b. Choose the number of units for each handling unit type.




**Note:** Add as many handling unit you need by clicking **New** +.

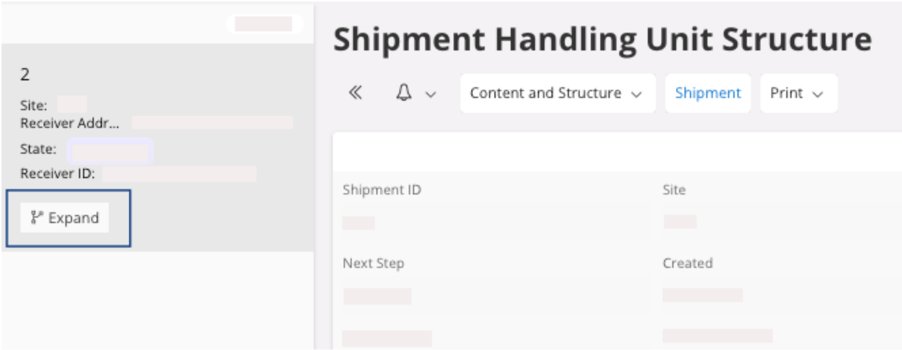
4. Click **Done** to validate your handling unit type selection.
5. Click **OK** to finalize the action and add the handling unit(s) you chose to your shipment.

You created your handling units, now you need to assign items to them, perform Assigning Items to Handling Units (on page 261).

## Assigning Items to Handling Units

Once you have created the handling units, you need to attach the parts that you added in your shipment, to one or different handling units.

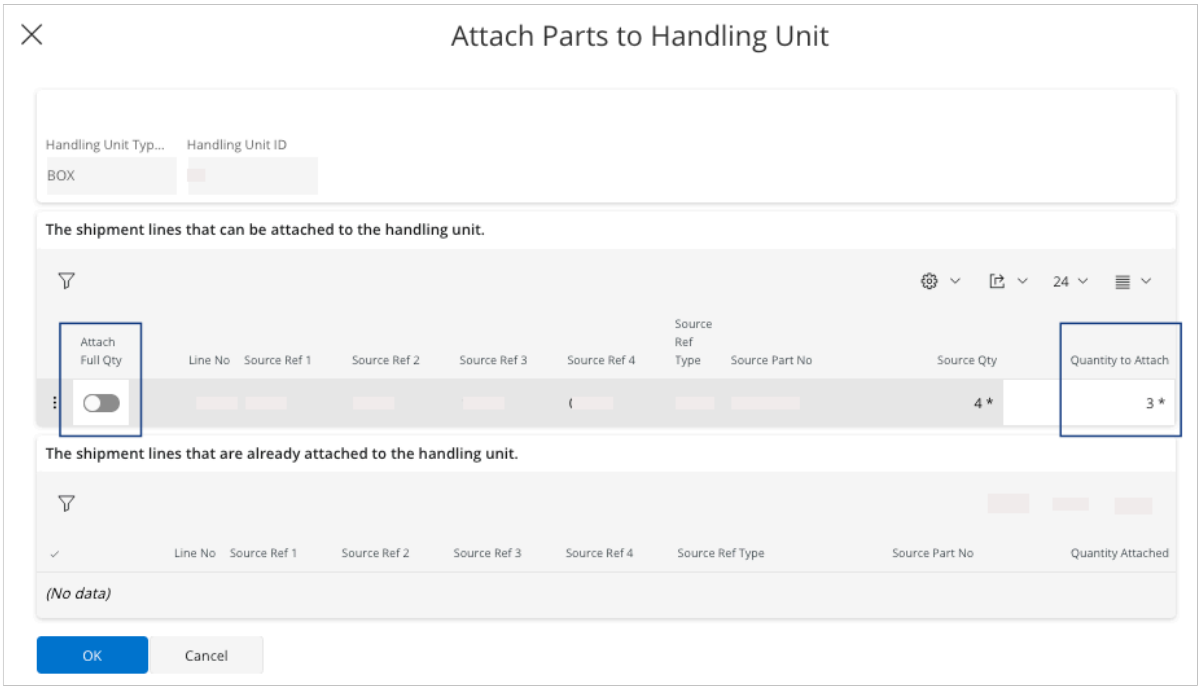
1. On your page **Shipment Handling Unit Structure**, on the left section, click **Expand** to see your different handling units available.




2. Click a handling unit to select it.
3. Click the tab **Unattached Shipment Lines**. You see all the items of the *customer order* added in the shipment that are not attached to any handling units yet.
4. Select the line of the customer order and click **Attach Part**.
   A new pane appears.
5. If you want to attach all the parts of the order to the handling unit, pay attention that the button **Attach Full Qty** is selected and click **OK**.

If you do not want to attach all the parts to a same handling unit:

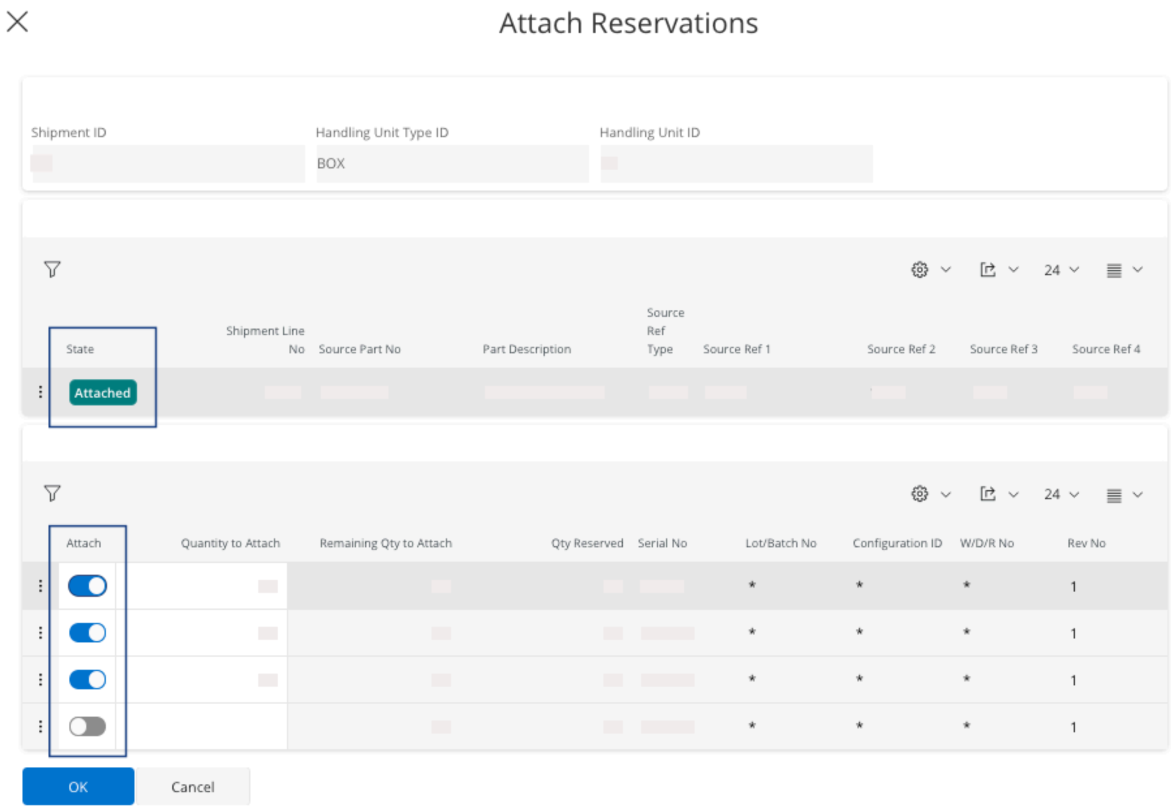
6. Deselect **Attach Full Qty** and select the **Quantity to Attach** you want to put in the selected handling unit.




If you are doing partial attachment of serialized parts to your handling unit, a new pane, **Attach Reservation** appears automatically.

7. You have to choose which serialized part(s) available in the customer order you want to put in the selected handling unit:

   a. Select the button **Attach** to select the part you want to attach to the handling unit.




> **Note:** The **State** change from **Not attached** to **Attached**.

   b. Click **OK**.

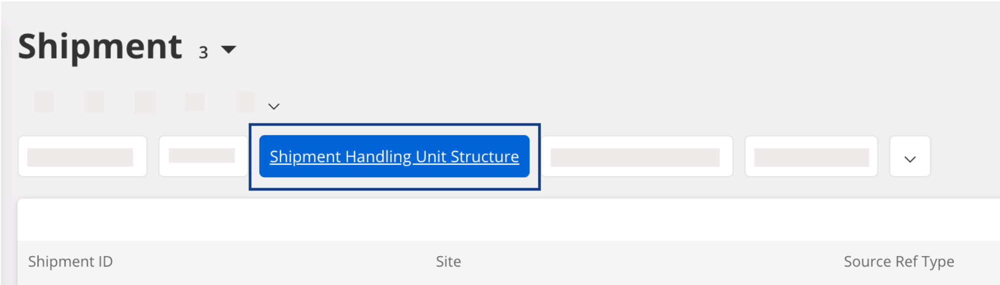
8. You can reassign an handling unit to another handling unit as parent. For example, one pallet can contain two boxes. You can:
   - Click and drag & drop one handling unit to another.
   - Or in the tab **Handling Units**:
     a. Select your line and click the three dots , click **Change Parent Handling Unit ID**.
     b. A new pane appears, in the field **New Parent Handling Unit ID**, choose the number of the new parent.
     c. Click **OK**.
9. Perform the same process for all the handling units created.
10. If you need to change the weight and volume of the handling units before finalizing the shipment, perform Changing the Weight and Volume of Handling Units (on page 264).

You need to complete and finalize your shipment, perform Finalizing the Shipment (on page 267).

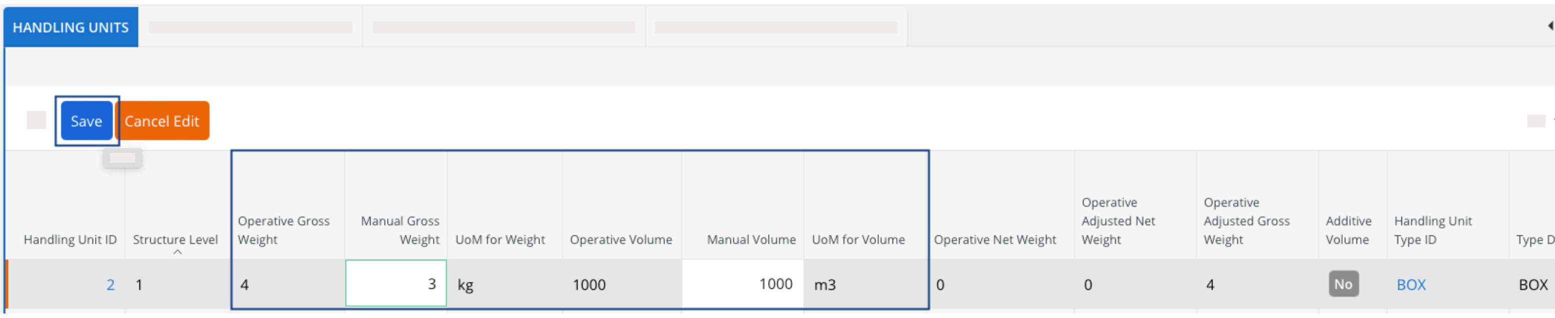
## Changing the Weight and Volume of Handling Units

To complete your shipment, you can assign a weight and volume to each handling unit. The total weight and volume of the shipment will be calculated automatically when finalizing the shipment.

1. Go to **Shipment** page and click **Shipment Handling Unit Structure**.




2. In **Handling Units** tab, use the **Column Chooser** tool (on page 40) to display the following fields:
   - **Operative Gross Weight**: weight of the handling unit when empty. It may be zero if no weight was set in the master data.
   - **Manual Gross Weight**: weight of the handling unit and its contents.
   - **UoM for Weight**: unit of measure for the weight.
   - **Operative Volume**: volume of the handling unit. Ask your IFS administrator if you want to assign a volume by default for a specific handling unit.
   - **Manual Volume**: manually change the value if the **Operative Volume** is incorrect.
   - **UoM for Volume**: unit of measure for the volume.
3. Enter in **Manual Gross Weight** the total weight of the handling unit with its contents. Change the volume if needed, then click **Save**.



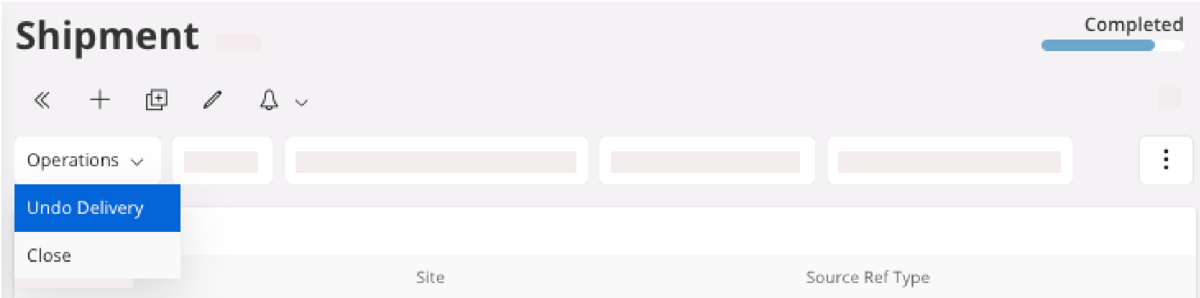

**Note:** The **Operative Gross Weight** displayed in the shipment delivery note is updated with the value entered in **Manual Gross Weight**.

## Undoing a Delivery for Shipment

In case you realize that a mistake have been done in your shipment, you can undo it.

To undo your shipment delivery, the shipment must not have a **Closed** status.

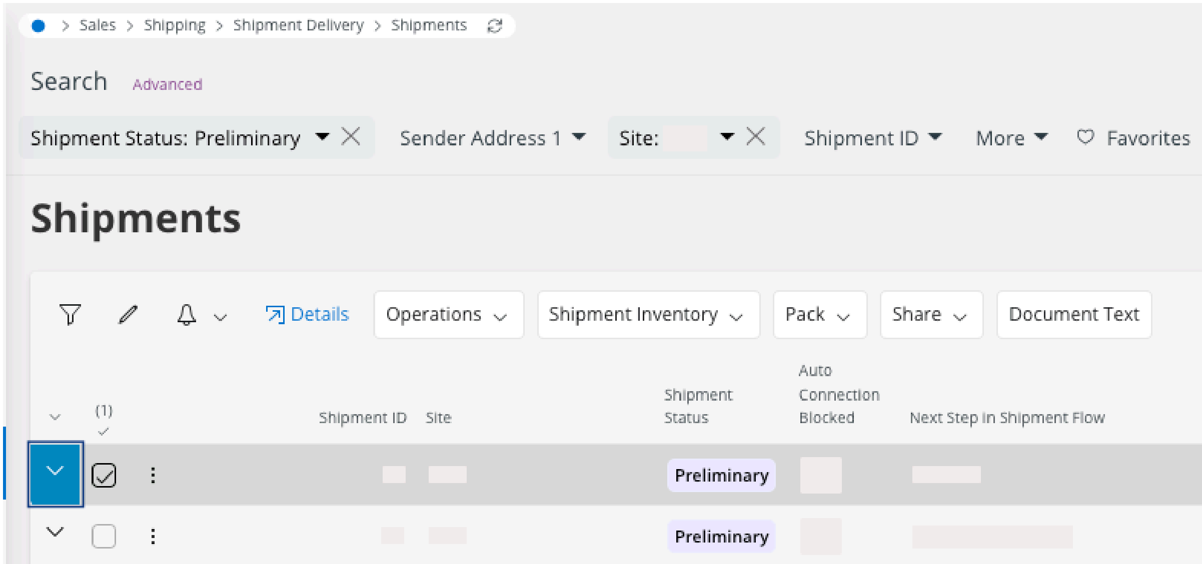
1. Go to **Sales > Shipping > Shipment Delivery > Shipment**.
2. Click **Operations > Undo Delivery**.



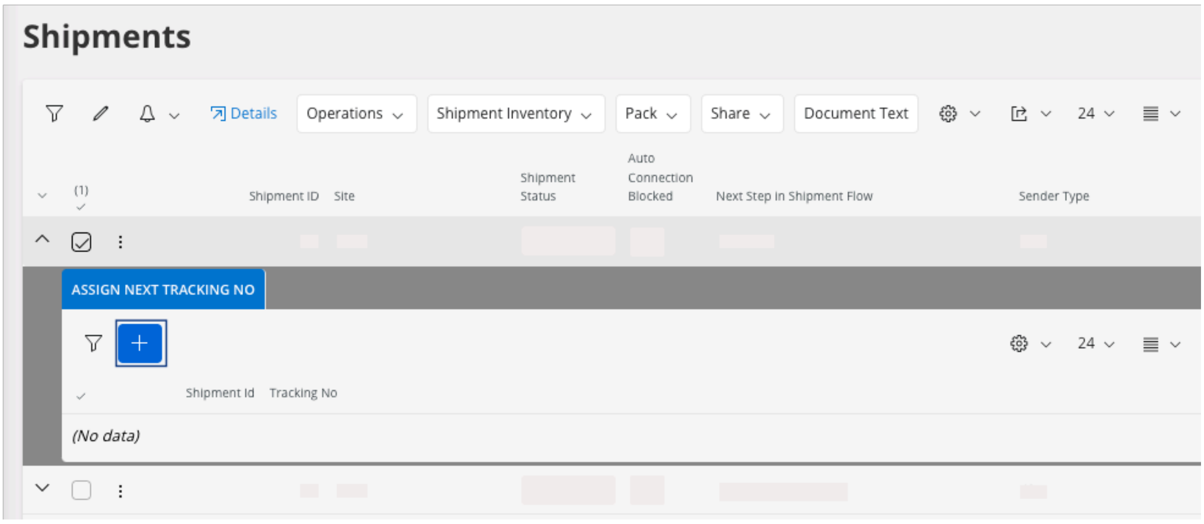

## Adding a Tracking Number for a Shipment

Before the delivery, you can add a tracking number for your shipment.

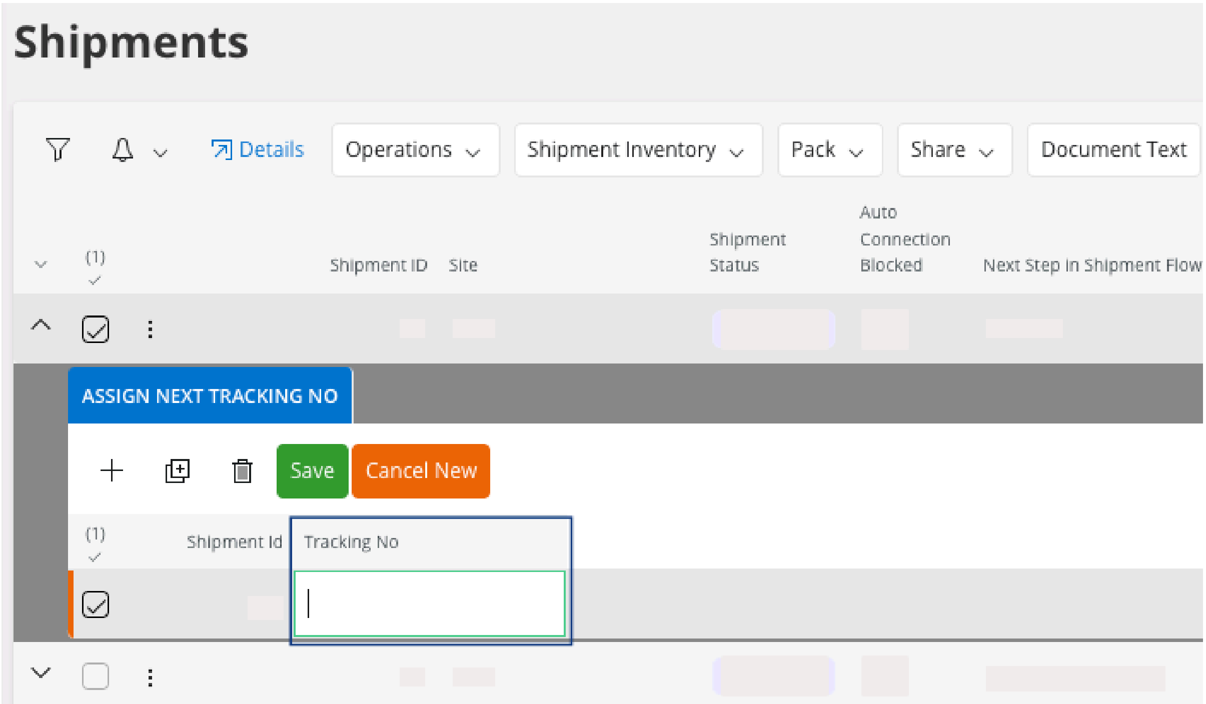
1. Go to the page **Shipments**.
2. Filter the page to find your shipment.
3. On your line, click the arrow pointing to the bottom ⌄ .



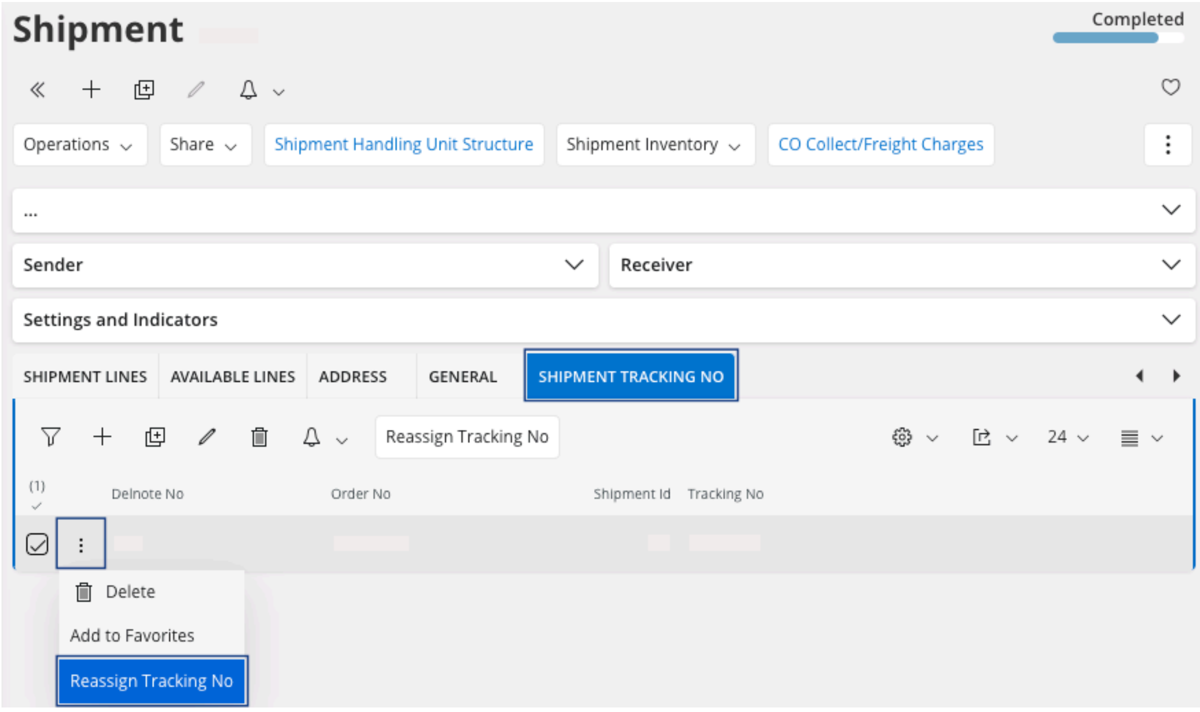

4. Click **New** + to add a new tracking number.




5. Enter the **Tracking No** and click **Save**.




6. After the delivery, you can modify the **Tracking No**. In the page **Shipment**, in the tab **Shipment Tracking No**: select a line, click the three dots ⋮ and click **Reassigned Tracking No**.




7. Enter a new tracking number and click **OK**.

## Finalizing the Shipment

Complete and deliver the shipment.

Once the parts are linked to one or several handling units, you need to prepare and send the shipment.

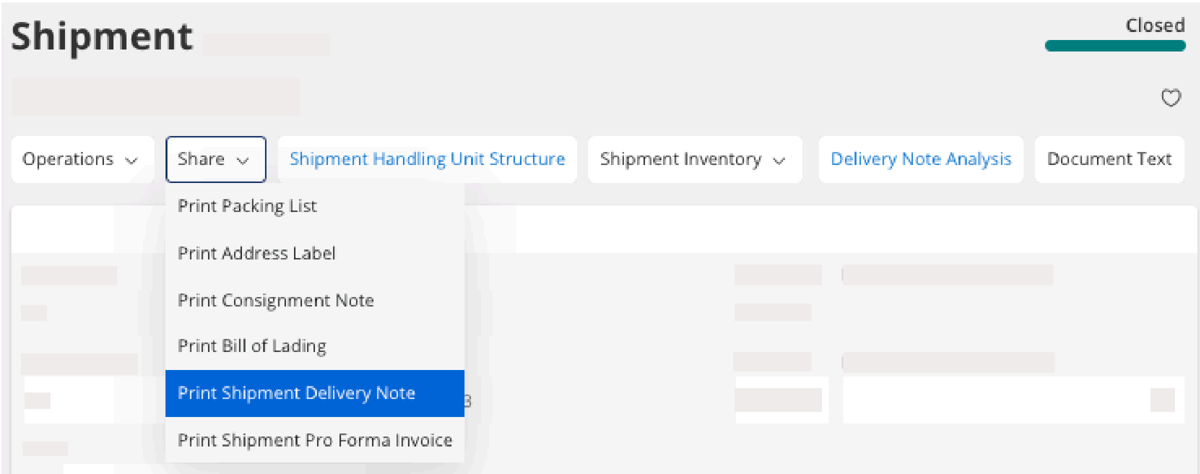
1. Go to the page **Shipment**, click **Operations > Complete**.
   This action takes a few seconds. If the action does not seem to occur, refresh the page.
2. Click **Operations > Deliver**.
   The shipment has been created and is ready to be sent to the client.
3. Click **Operations > Close**.

For your lines **Delivered**, you can print a delivery note, perform: Printing a Delivery Note for a Shipment (on page 267), or if you do not want to print it, the next step is to create an Invoice (on page 272).

## Printing a Delivery Note for a Shipment

Once the shipment is marked as delivered and closed, you can print a delivery note.

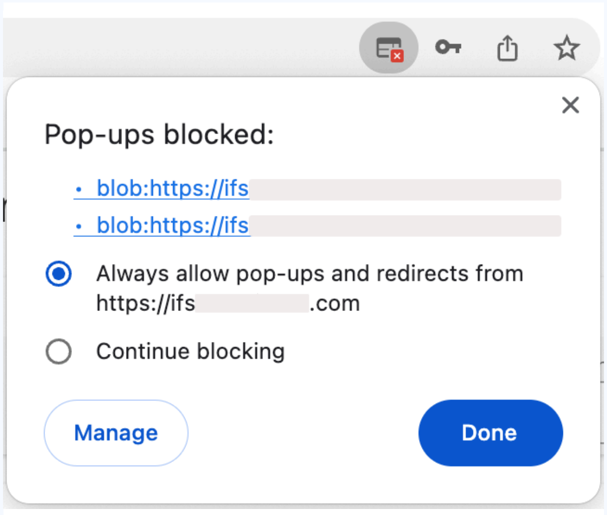
1. On your **Shipment**, click **Share > Print Shipment Delivery Note**.




   A pane appears.

2. You have several options:
   - **Preview** button: to do before printing. Click **Preview**: the document appears on your screen. From here, you can check your information, print your document or keep it on your computer in PDF.

     **Trouble:** If the preview is not displayed, your browser might block your pop-ups. Check your authorization in your browser settings.

   - **Print**: if you want your document on paper, choose your printer, or if you want to keep it on your computer in PDF, choose **IFS PDF Archiver**.
   - **Email**: fill in or check the email address and send it.

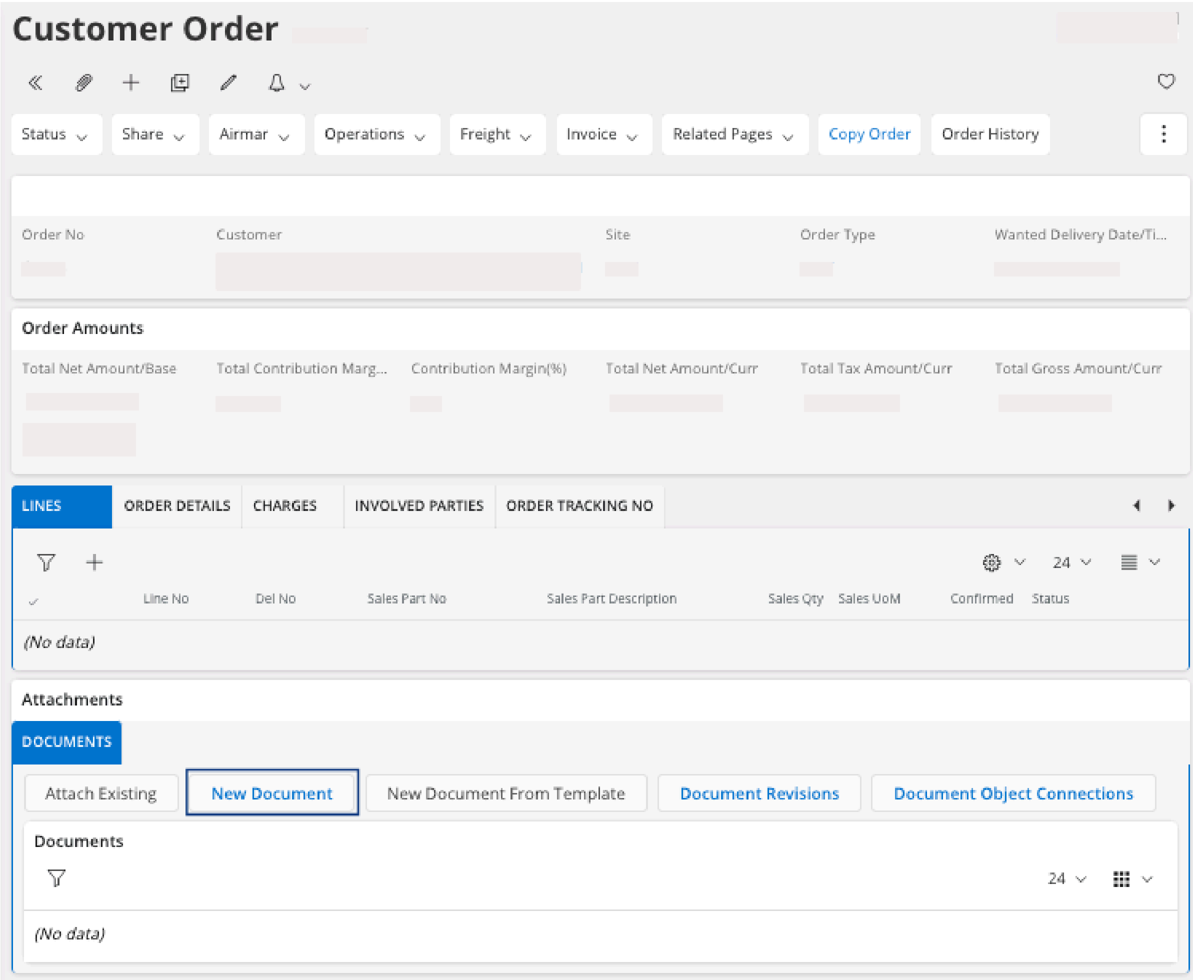
You need to create an invoice, perform Creating a Shipment Invoice (on page 274).

## Adding an Attachment to a Customer Order

You can add external documents to the customer order.

The document can be a delivery proof, a delivery note signed by the customer, a sales quotation signed by the customer,...

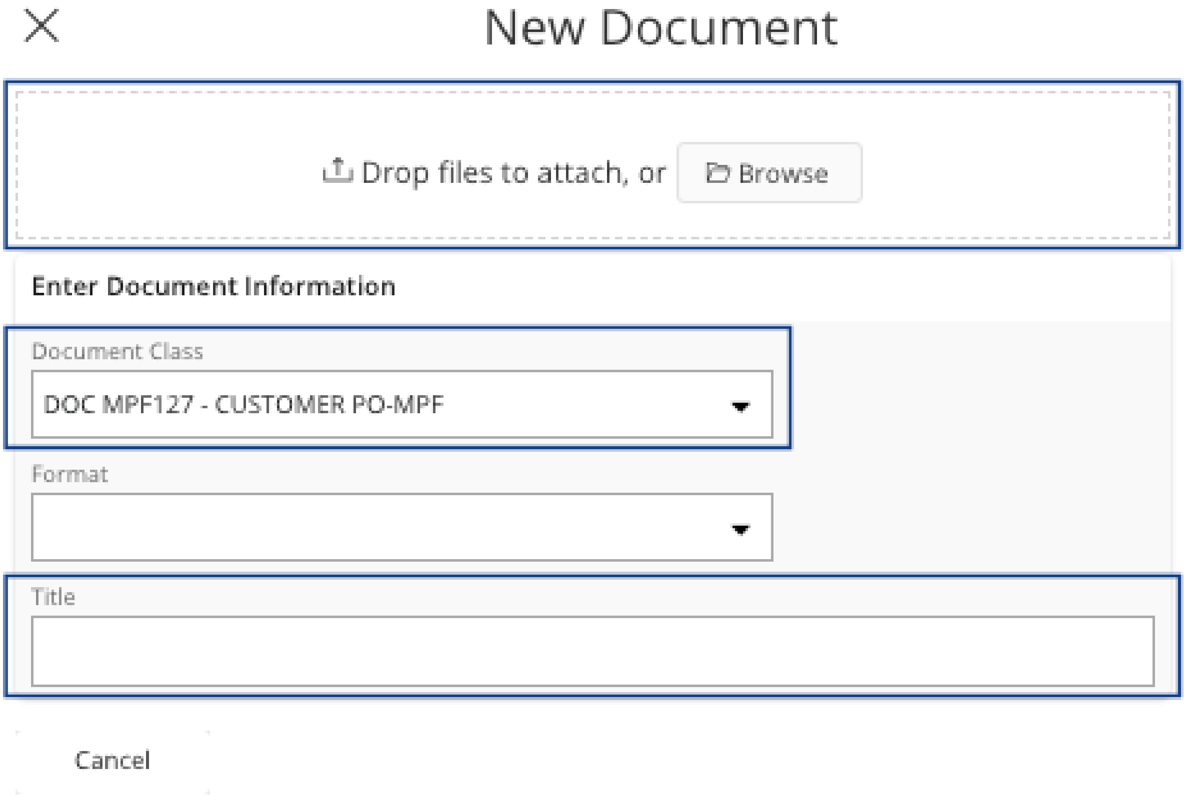
1. Go to your **Customer Order**.
2. Scroll down and click the **Attachments** area at the bottom of the page.
3. Click **Documents** and then **New Document**.




The **New Document** pane appears.

4. In this pane:
   a. Select your file.
   b. For a customer order, choose the **Document Class** that corresponds to the document class 127 for your company. For example, for MPF it is: DOC MPF127.

   c. If you need, you can edit the title of the file.
   d. Click **OK**.




Your attachment has been added to your customer order.

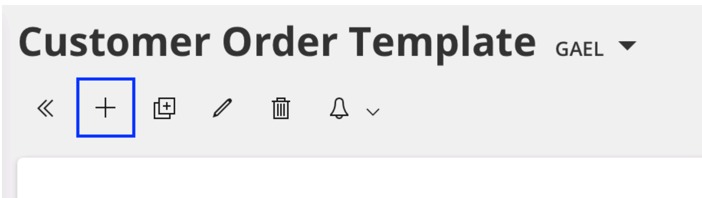
## Creating a Customer Order Template

If you frequently create customer orders with the same items, you can use a template to automatically fill in a new customer order.

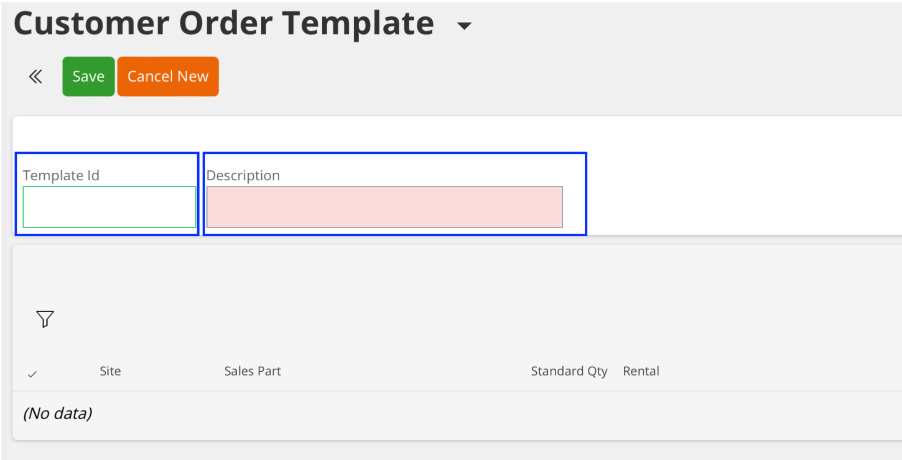
1. Go to the page **Customer Order Template**.
2. Click **New**

   to create a new template.

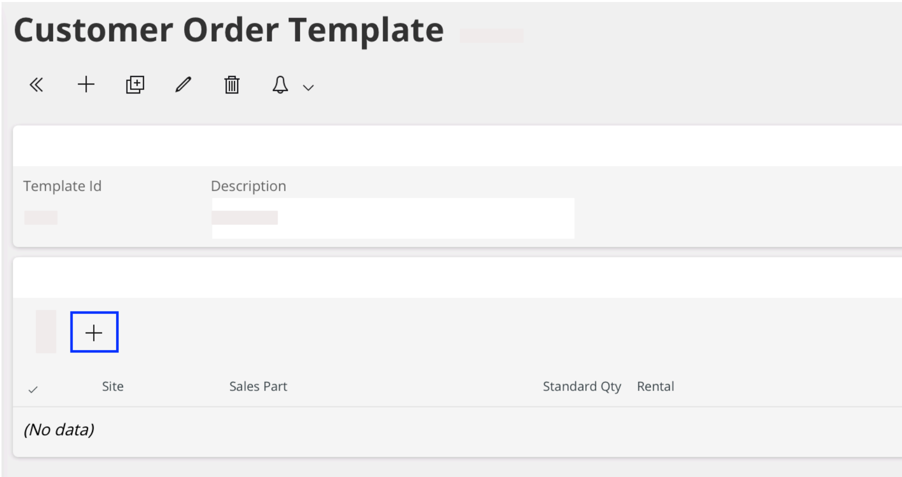
   


3. Enter a **Template ID** and **Description**, then click **Save**.

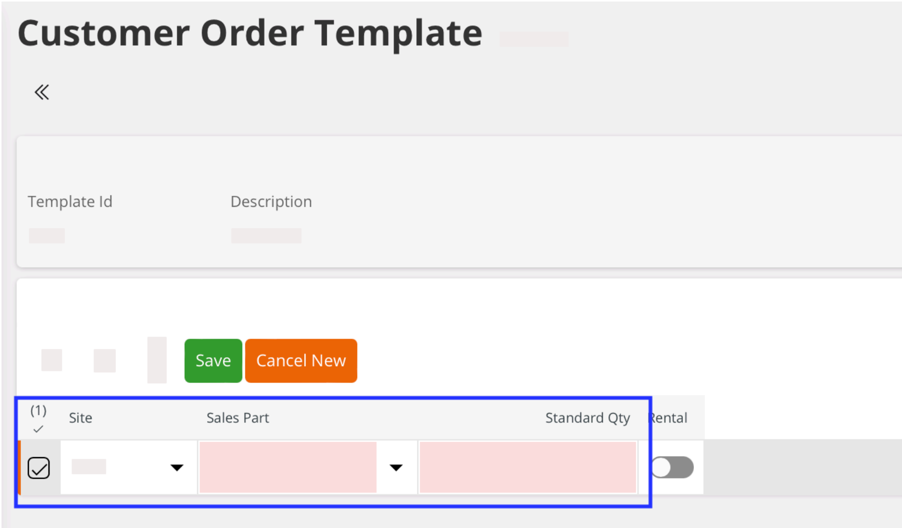



4. To add lines to the template:
   a. Click **New**

.



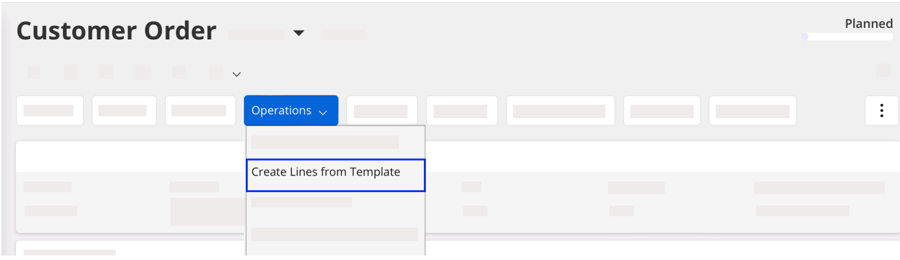

   b. Select the site, sales part and quantity.



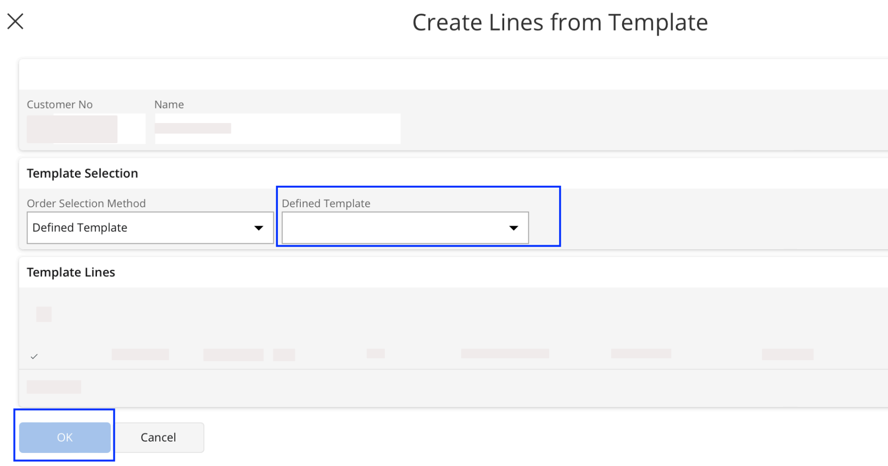

   c. Click **Save**.

The template is now created.

5. To access the template afterward:
    a. Create a customer order (see Creating a Customer Order (on page 227)).
    b. Once created, from the toolbar click **Operations > Create Lines from Template**.




    c. Select your template and click **OK**.




The lines are added to your customer order.

# Invoice

After the delivery, you need to create an invoice for the customer. The invoice displays all the details about the product or service sold to the customer.

You need to create an invoice for the delivery that you did:

- You can create a full or partial invoice, perform Creating a Full or Partial Invoice (on page 272).
- You can create an invoice for a shipment delivery, perform Creating a Shipment Invoice (on page 274).

## Creating a Full or Partial Invoice

You can deliver an invoice for all the lines or you can create an invoice only for some lines.

If you did a shipment delivery, you need to perform Creating a Shipment Invoice (on page 274).

# Standard Invoice

Perform this process if the *customer order* must be invoiced without any shipment details and if you need to invoice all the lines of the customer order.

1. Go to **Sales > Invoicing > Create Customer Invoices**.
   You get the list of customer orders available for invoicing.
2. On the line you want to have an invoice for, click the three dots ⋮ and click **Create Invoice**.

> **Note:** Make sure to remember the number of your **Customer Invoice** to make changes in your invoice or print it.

You created your invoice.

If you need to adjust settings in your invoice: perform Modifying the Invoice (on page 275).

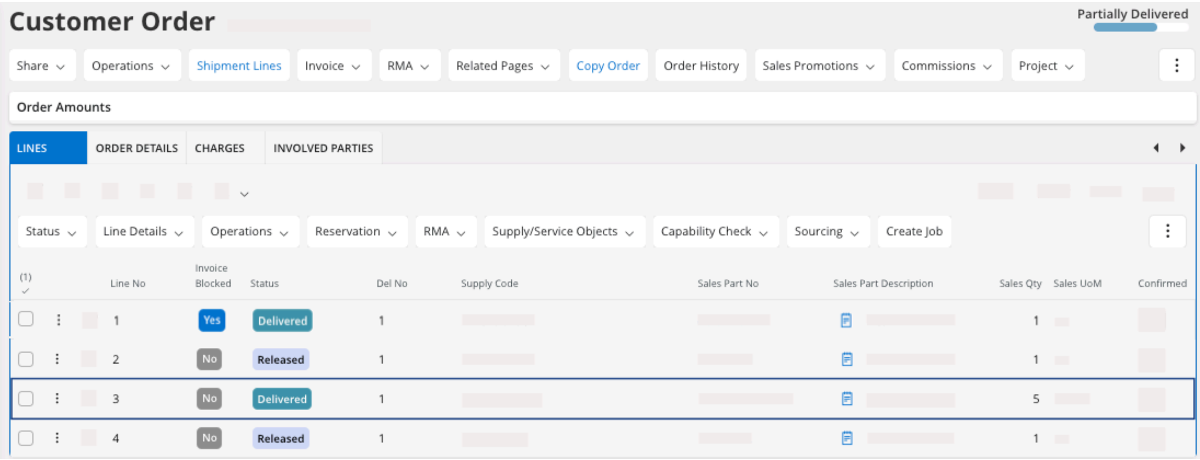
If not, you can now print your invoice: perform Printing an Invoice (on page 278).

# Partial Invoice

Perform this process if you want to exclude lines from the invoice of the *customer order*.

To exclude lines from the invoice, they must be flagged as **Invoice Blocked**:

1. Go to the page **Customer Order** and find your line.
2. To edit the line, click **Edit**: activate the button **Invoice Blocked** and click **Save**.
   In the example below, the invoice will be created only for the third line, because the first is blocked and the other ones are not **Delivered**.




You can see your result in **Customer Invoice**.

**Note:** After the creation of a standard invoice, the line invoiced get the status **Invoiced/ Closed** in the page **Customer Order**.

If you need to adjust settings in your invoice: perform Modifying the Invoice (on page 275).

If not, you can now print your invoice: perform Printing an Invoice (on page 278).

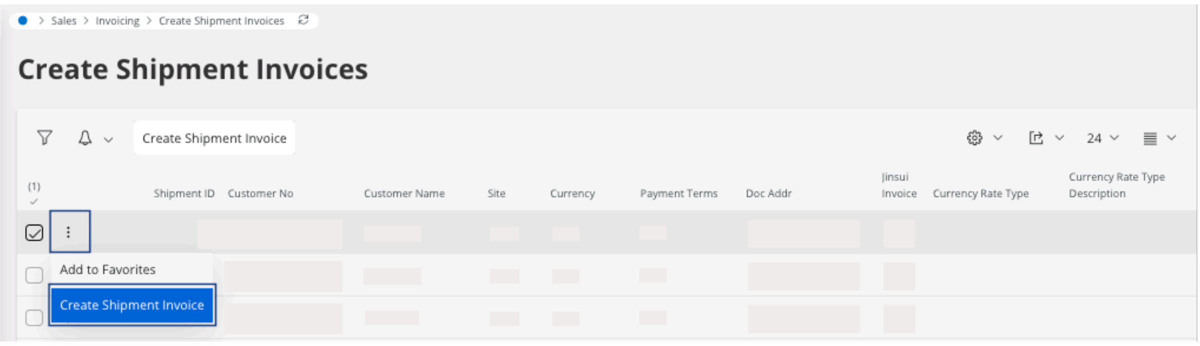
# Creating a Shipment Invoice

Create an invoice based on your shipment created.

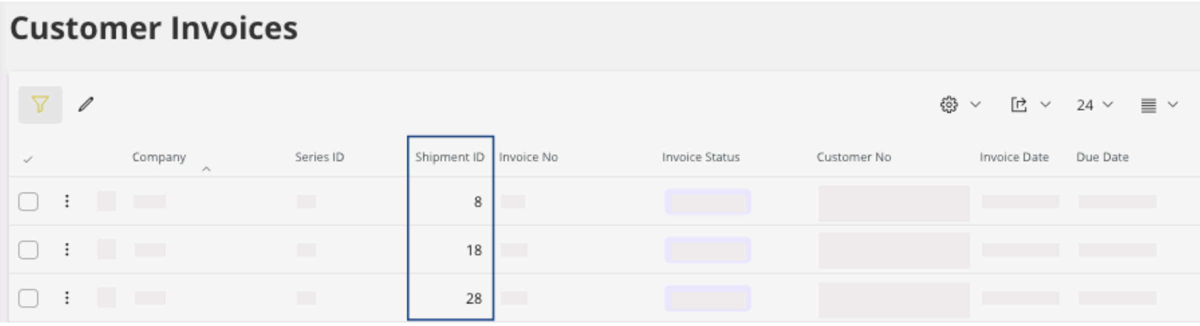
Only if you deliver your *customer order* with shipment details.

To find shipments created and available for the invoice:

1. Go to **Sales > Invoicing > Create Shipment Invoices**.
2. Click the three dots ⋮ and click **Create Shipment Invoice**.




3. Go to **Sales > Invoicing > Customer Invoices**.




Here you can see your **Shipment ID**.

Your shipment is invoiced.

If you need to adjust settings in your invoice: perform Modifying the Invoice (on page 275).

If not, you can now print your invoice: perform Printing an Invoice (on page 278).

## Modifying the Invoice

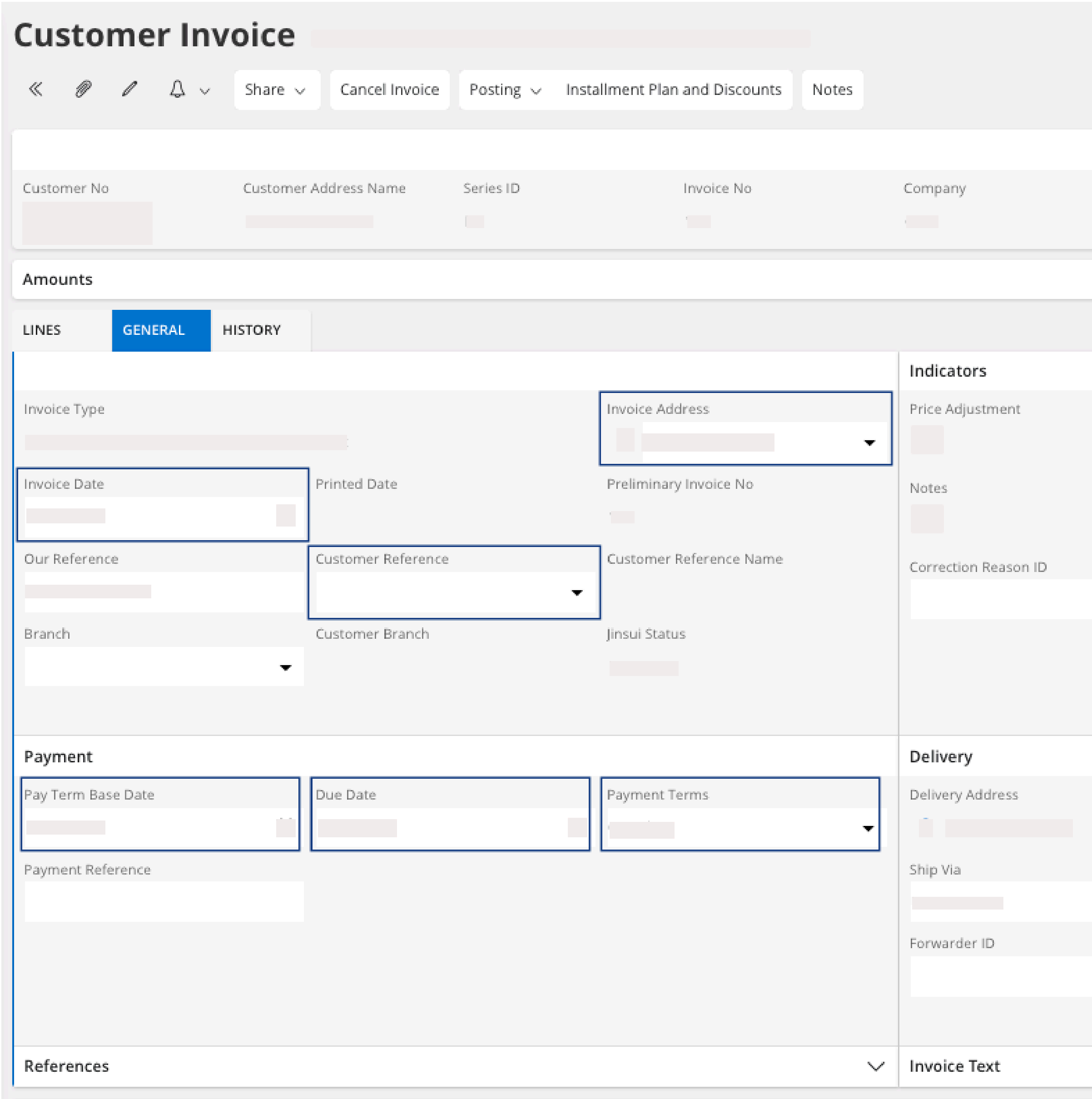
You can change some of your invoice settings if your invoice has the **Preliminary** status and has not been printed yet.

> **Important:** Once you print your invoice, you cannot modify or cancel it, except with a *credit note*, see Credit Note (on page 282). That is why we advise you to print a work copy before the final printing of the invoice.

## Changing Invoice Settings

If needed, you can change some settings of your invoice before printing it.

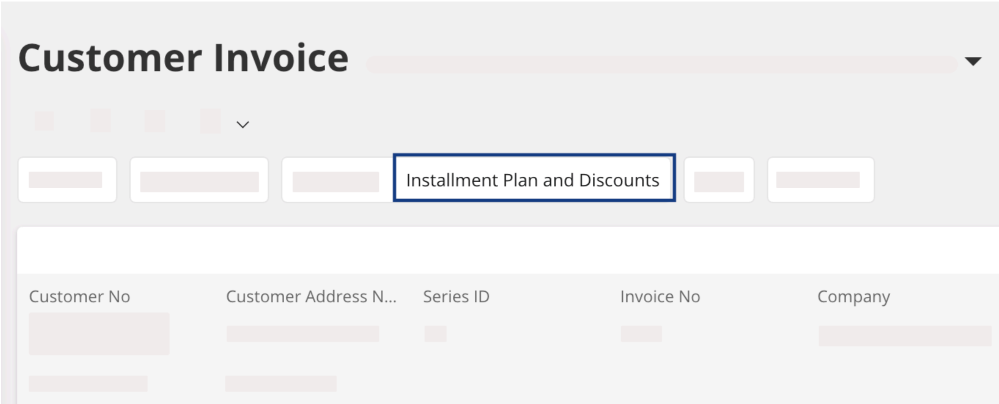
1. Go to the page **Sales > Invoicing > Customer Invoice**.
2. Select an invoice from the menu on the left side, then click the tab **General**. You can change the following settings:
   - **Invoice Address**.
   - **Invoice Date**.
   - **Customer Reference**, the contact.
   - **Pay Term Base Date**.
   - **Due Date**.
   - **Payment Terms**.




**Note:** In the tab **Lines**, you are able to change some values but this action is not recommended as invoice lines should be aligned with the *customer order* lines.

3. You can also add to the invoice more details about installment plans and discounts:

a. Click **Installment Plan and Discounts**.

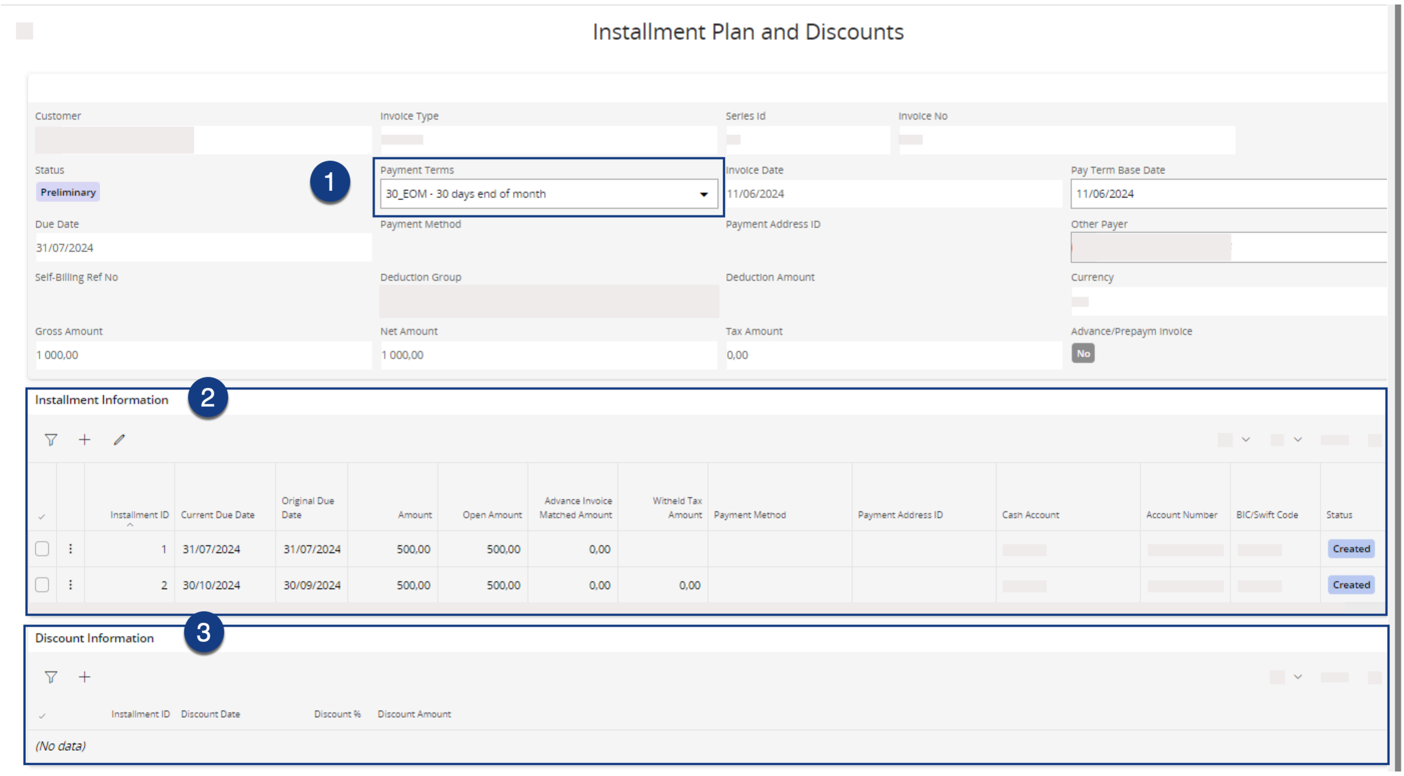



b. Check or change the **Payment Terms** (**1**).

> **Note:** If one specific **Payment Terms** used in your company is missing, contact your support team.

c. You can also directly edit information in the **Installment Information** section and split the invoice amount to be paid into several due dates (**2**).

d. Finally, you can add discount conditions in the **Discount Information** tab, in case of anticipated payment (**3**).



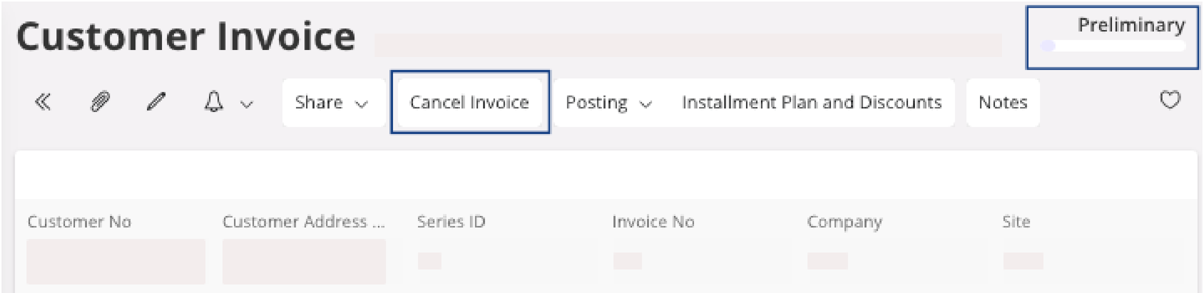

You need to validate and print your invoice, perform Printing an Invoice (on page 278).

## Canceling an Invoice

If there is an issue with the invoice in status **Preliminary**, you can cancel it to adjust *customer order* lines and create a new invoice.

Your initial invoice will not disappear but will have the status **Cancelled**.

1. Go to **Sales > Invoicing > Customer Invoice**.
2. Select your invoice, click **Cancel Invoice**.




   A pane appears.
3. You can put a cancellation reason (optional), then click **OK**.
   This action changes the status of the invoice from **Preliminary** to **Cancelled**.

The status of the customer order lines linked to the invoice changes to the previous status: **Delivered** or **Released**.

You can now create a new invoice and make the changes you want, see Invoice (on page 272).

## Printing an Invoice

Once your invoice have been controlled and fit with your expectations, you can print it.

In order to see your changes before the final steps of validation/printing/posting, you can use **Print Work Copy** to confirm that the invoice matches your needs.

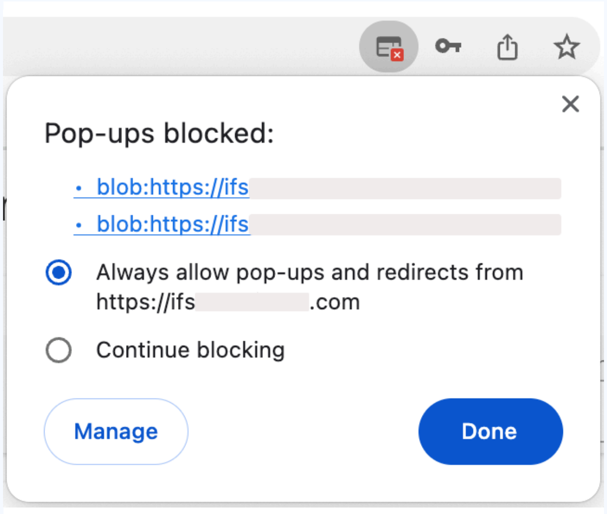
> **Important:** Once you print your invoice, you cannot modify or cancel it, except with a *credit note*, see Credit Note (on page 282). That is why we advise you to print a work copy before the final printing of the invoice.

When you are sure about the final invoice, you can print it. It will generates the final invoice report that you can send to the customer.

After this step, in case you need to modify or cancel your invoice you have to create a Credit Note (on page 282) and sent it to your customer.

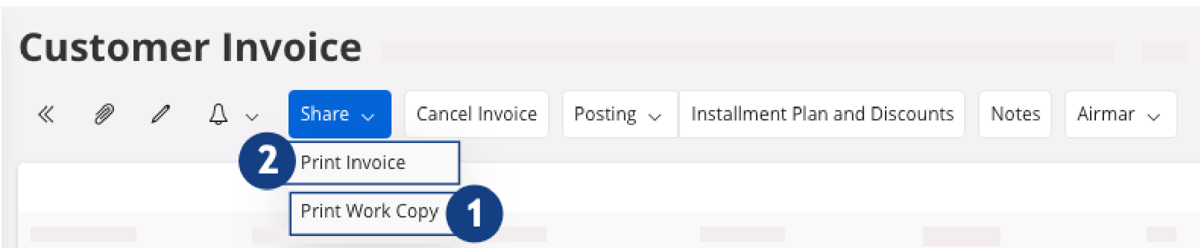
1. On the page **Customer Invoice**, to control the result of your invoice, click **Share > Print Work Copy**.
2. You have several options:
   - **Preview** button: to do before printing. Click **Preview**: the document appears on your screen. From here, you can check your information, print your document or keep it on your computer in PDF.

     **Trouble:** If the preview is not displayed, your browser might block your pop-ups. Check your authorization in your browser settings.

   - **Print**: if you want your document on paper, choose your printer, or if you want to keep it on your computer in PDF, choose **IFS PDF Archiver**.
   - **Email**: fill in or check the email address and send it.
3. **Attention:** Be careful, the next action validate the invoice. If you need to cancel the invoice afterward, you will have to do Credit Note (on page 282).

   To print the final invoice, click **Share > Print Invoice**.

   Once printed, the status of the Invoice change to **PostedAuth**.

   **Note:** You can print again the invoice: **Share > Reprint Modified**.

# Creating an Instant Invoice

This functionality is not mandatory for Marport offices.

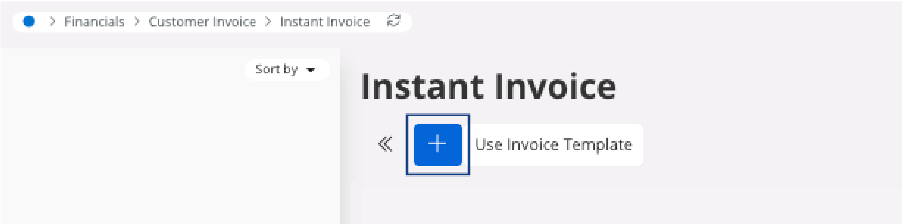
If you have a specific requirement that you cannot solve with a purchase order based on a customer invoice, then contact your **IFS Cloud** internal support to configure an instant invoice according to your needs.

An instant invoice uses object in order to create an invoice. You need to configure it before doing the instant invoice:

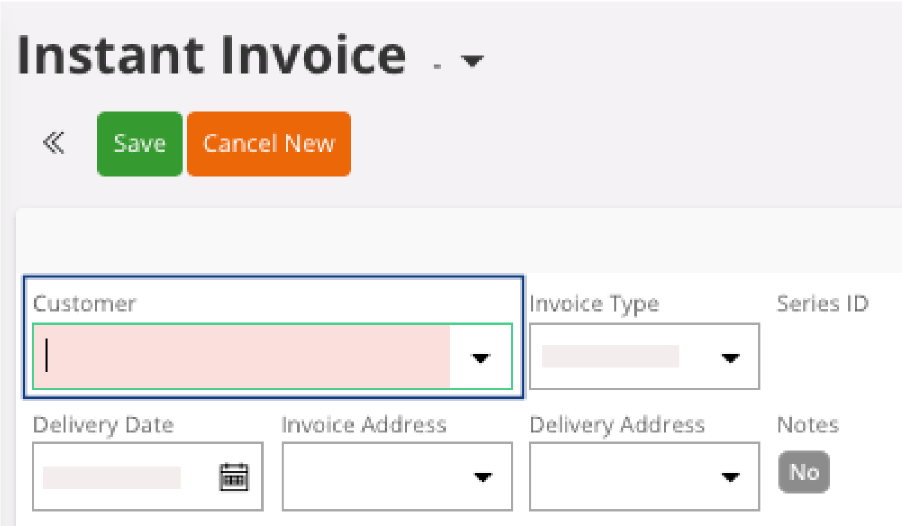
1. Go to **Financials > Customer Invoice > Basic Data > Sales Objects**.

The next steps help you to create an instant invoice.

2. Go to **Financials > Customer Invoice > Instant Invoice**.
3. Click **New** +.




4. Fill the field **Customer** and click **Save**.




5. In the area **Lines**, click **New** + to add a line.
6. Fill the fields:

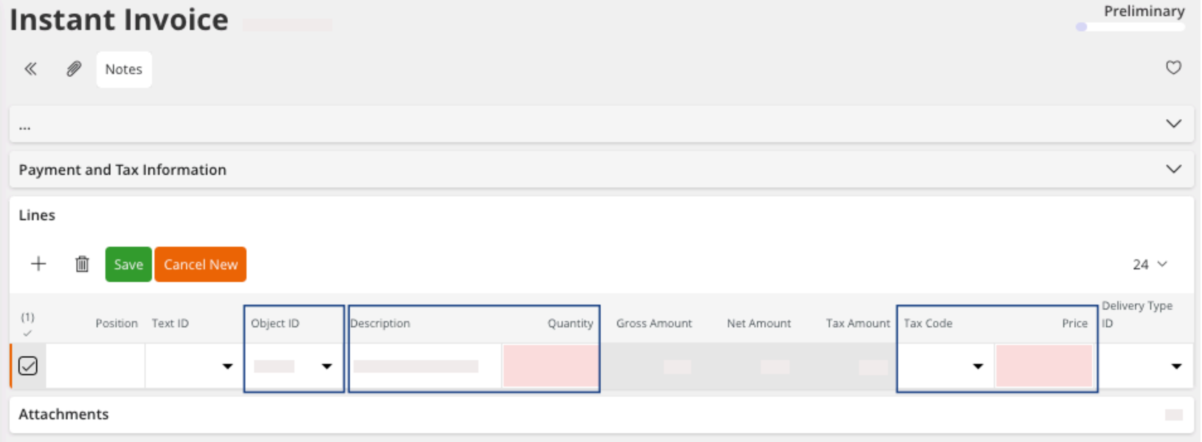
a. **Object ID**.

> **Note:** The **Object ID** generates automatically the **Description** field but you can edit it.

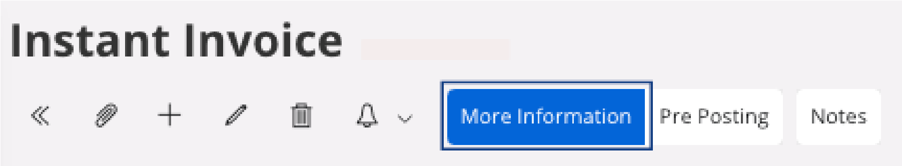
b. **Quantity**.

c. **Price**.

d. **Tax Code**.

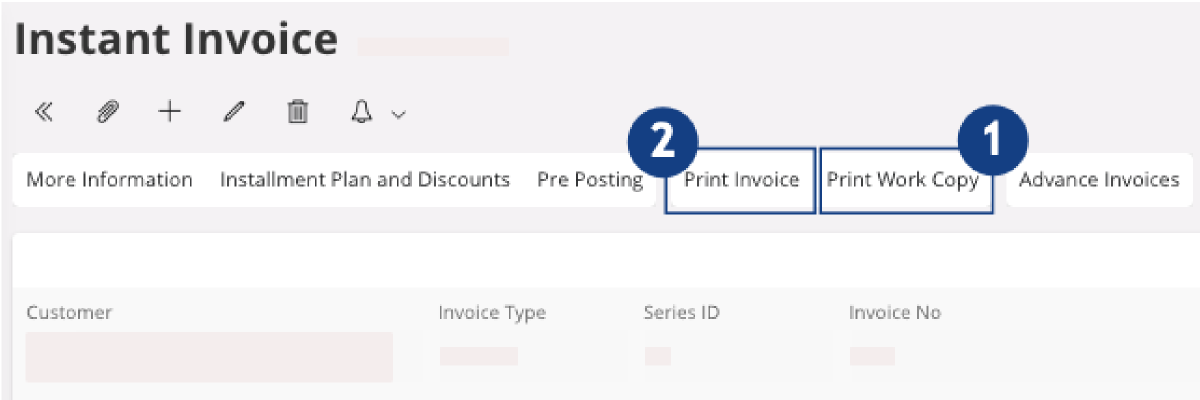



7. If you want to add a **Customer Reference** or other information related to the invoice, click **More Information**.




A pane appears.

8. In this pane, edit the fields that you want.
9. Once you have entered all the information, you can print a work copy, click **Print Work Copy** 1.
10. Once you checked all the information, you can print the final version, click **Print Invoice** 2.




This action posts definitively the invoice and the status becomes **PostedAuth**.

You can specify specific installment plans and discounts to your instant invoice. Refer to Changing Invoice Settings (on page 275).

# Credit Note

The *credit note* is used to correct an error or change an element in an invoice already sent.

You can generate a credit note through two processes: **Credit Invoice** or **Correction Invoice**, according to your case.

Credit notes are generated based on original invoices. You do not need to create a negative *customer order* to correct it.

Credit notes do not impact your stock. If you want to take back or credit a part in your stock, create a Return Material Authorization (on page 287), then create a credit invoice (on page 298).

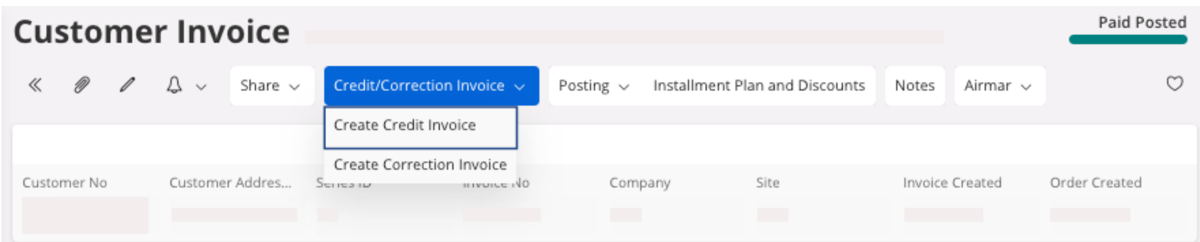
## Doing a Full Credit Note

Create a full *credit note* without stock impact.

In this case you will use a credit invoice.

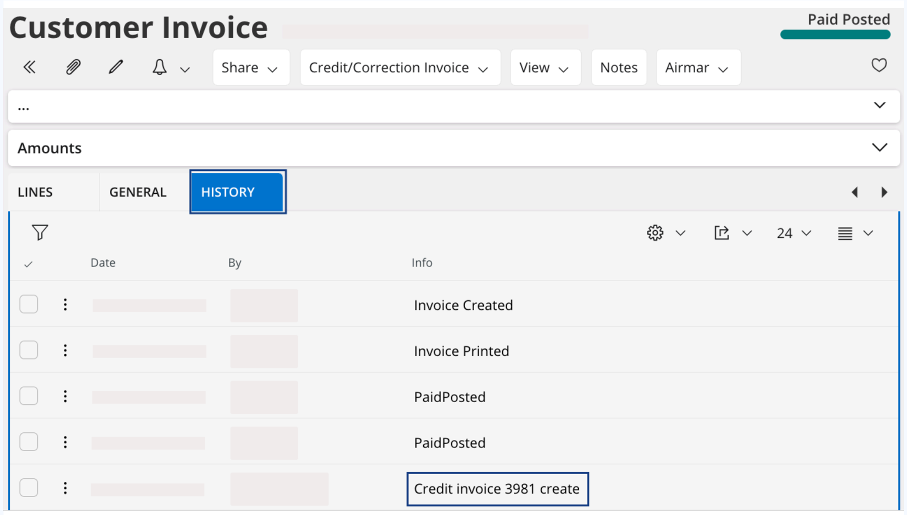
You can also perform this process if you need to correct charge lines.

1. Go to **Sales > Invoicing > Customer Invoice**.
2. Select the invoice you want to credit: in the header, click **Credit/Correction Invoice > Create Credit Invoice**.

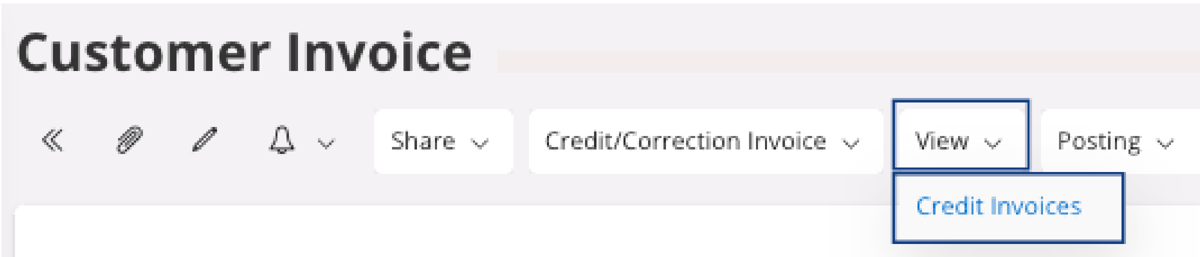


It creates a new **Credit Invoice**.

**Tip:** To find your credit invoice number easily: go in the tab **History** then you can see the number on the line credit invoice creation.

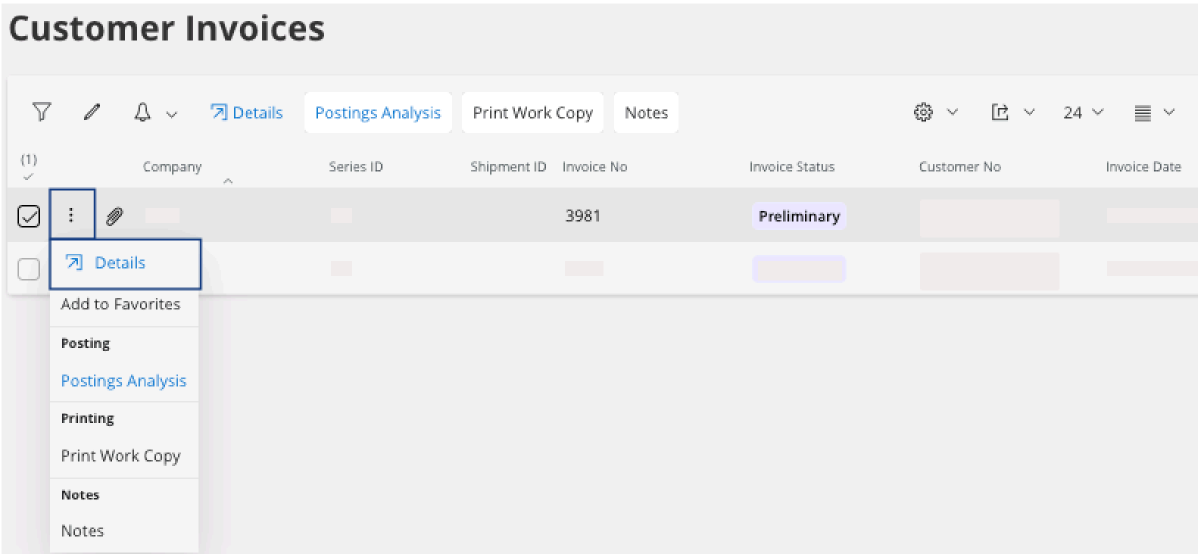



3. To access the credit note, click **View > Credit Invoices**.

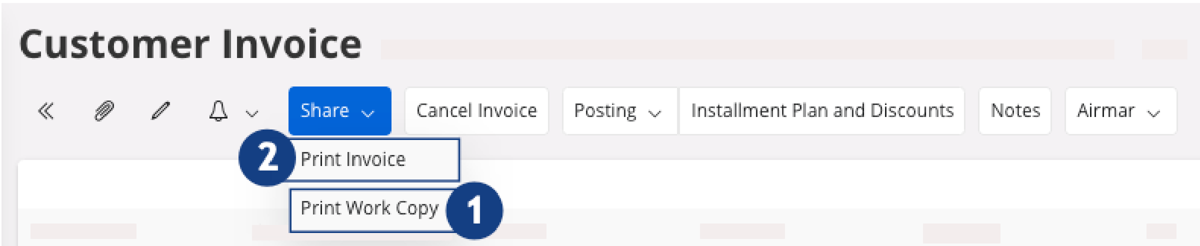



The **Customer Invoices** page opens.

4. Click the three dots ⋮ and click **Details**.



5. You can edit the lines of the credit invoice: click **Edit** . If you do not edit this credit invoice, then it will correspond to the same amount than in the original invoice but it will be negative.
6. Once you have entered all the information, you can print a work copy, click **Share > Print Work Copy** 1.
7. Once you have checked all the information, you can print the final version, click **Share > Print Invoice** 2.



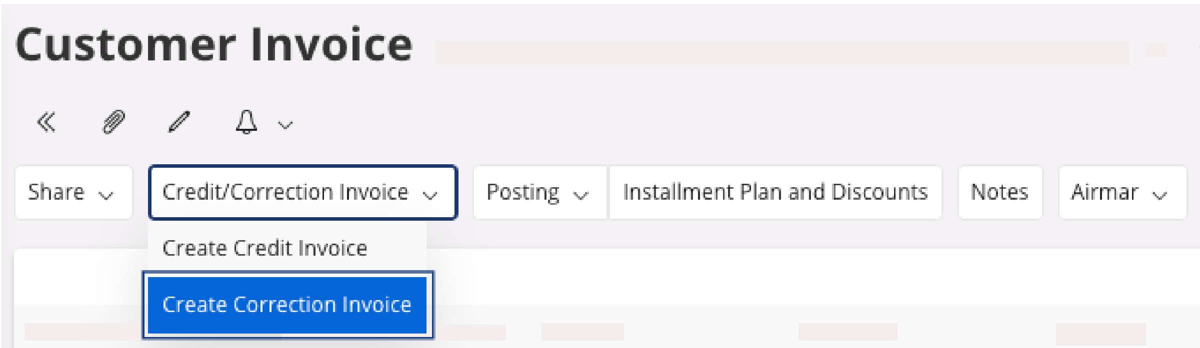

## Doing a Partial Credit Note

Correct a price or a quantity that do not impact the stock.

Items that do not impact the stock can be: labor or stock items that are considered lost on our cost. For example, in case the customer did not pay for the item, and you did not reintegrate the quantity in your stock.

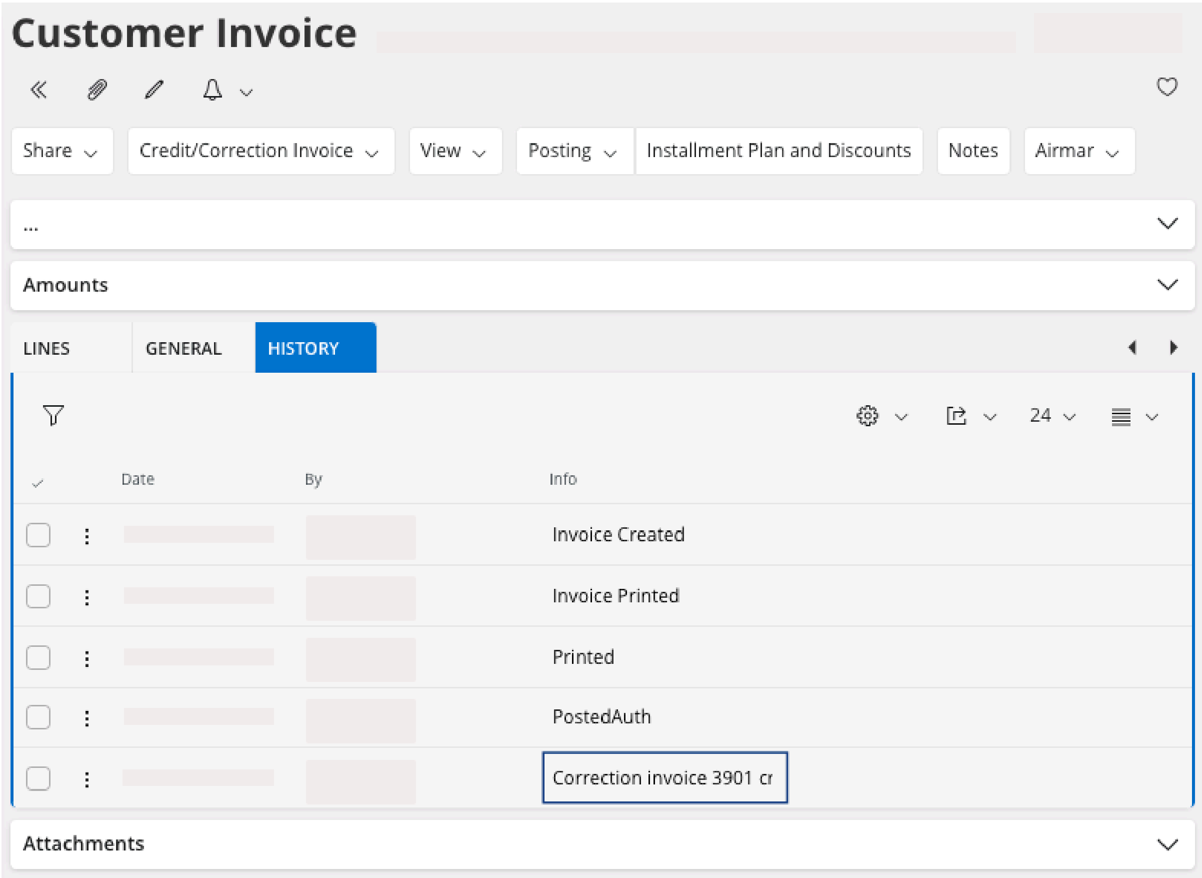
You can also perform this process if you need to correct charges lines.

1. Go to **Sales > Invoicing > Customer Invoice**.
2. Select the invoice you want to correct. In the header, click **Credit/Correction Invoice > Create Correction Invoice**.

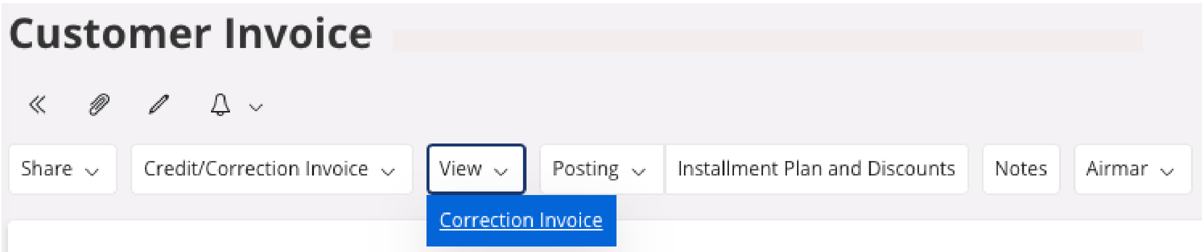


It creates a new **Credit Invoice**.

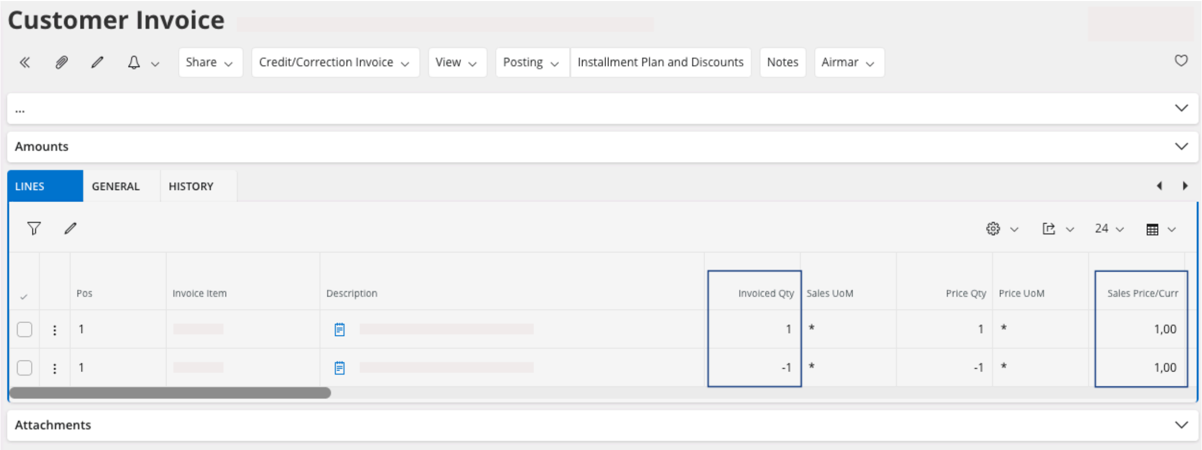
**Tip:** To find your correction invoice number easily: go in the tab **History**, see the number on the line "correction invoice" created.




3. To access the correction invoice, click **View > Correction Invoice**.



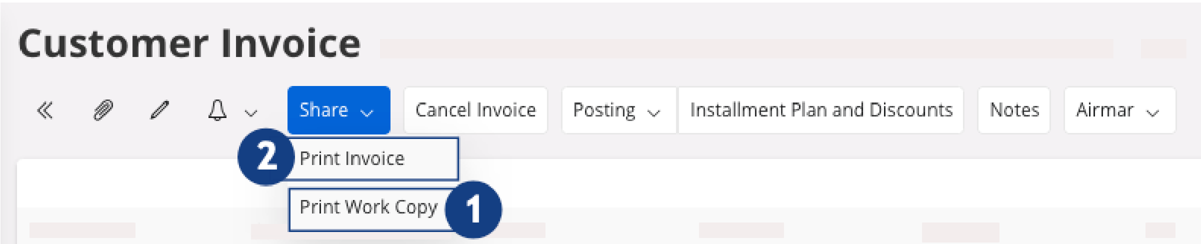

4. In your correction invoice, go in the tab **Lines**. You can:
    a. In the positive lines of **Invoiced Qty**, add the correct quantity to invoice.
    b. Change the **Sales Price/Curr** on positive line(s) to add the correct price to invoice.
    c. The negative lines cancel the original invoice lines. You cannot change them.




5. Once you have corrected all the information, you can print a work copy, click **Share > Print Work Copy** 1.

> **Note:** On the correction invoice, a mention provides the original invoice number.

6. Once you have checked all the information, you can print the final version, click **Share > Print Invoice** 2.




# Return Material Authorization

Use this process when taking back defective products from the customers.

**Important:**

There are two important criteria that you must take into account for *return material authorization*:

- The returned parts must correspond exactly to the parts that were delivered. For example, there is a difference between a bottle without housing and a bottle with housing.
- Timing is the key for return material authorization. The reintegration in your stock of a product before exchanging it, must follow a clear timing. You need to synchronize the delivery of a new part and the reintegration of the part under return material authorization.

  If these actions are not synchronized, it can impact cost and accounting situation of the company.

When you receive a product, you need to:

- Create a return material authorization (RMA) (on page 287)
- Release the Return Material Authorization (on page 292)

Then, once the technician has investigated the issue, you can either:

- Send the product(s) back (on page 293) if the technician was able to solve the issue.
- Or, put the product(s) back in your stock (on page 295) if the product cannot be sent back to the customer and is definitely returned to your stock, for example for further use.
- Or, scrap the product(s) (on page 295) if it is inoperable.

If the RMA causes a financial flow, you must create a credit invoice (on page 298).

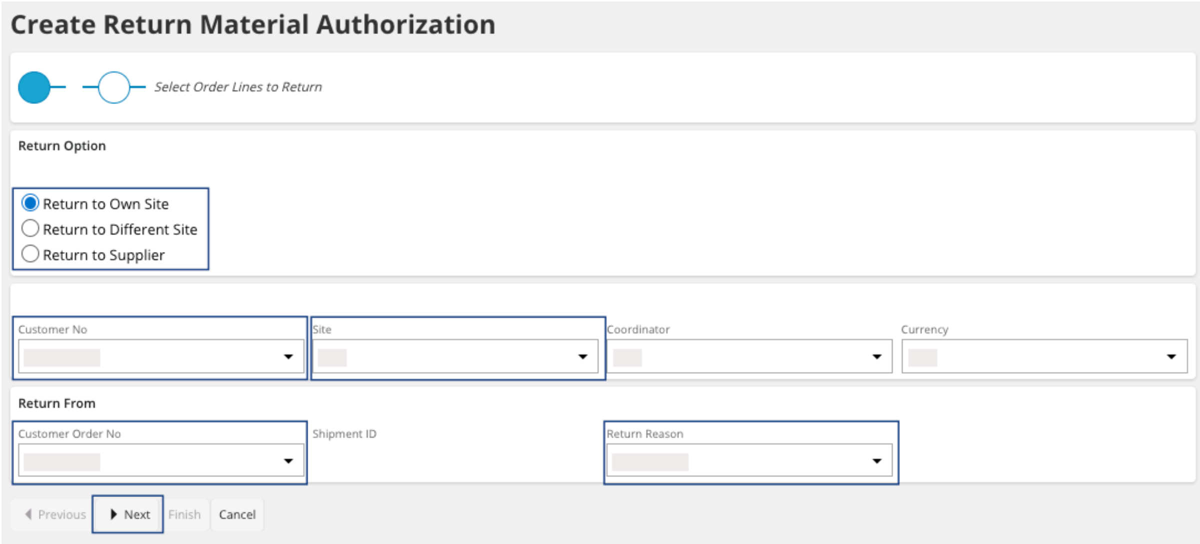
## Creation of Return Material Authorization (RMA)

You have three different ways to create a *return material authorization* in **IFS Cloud**:

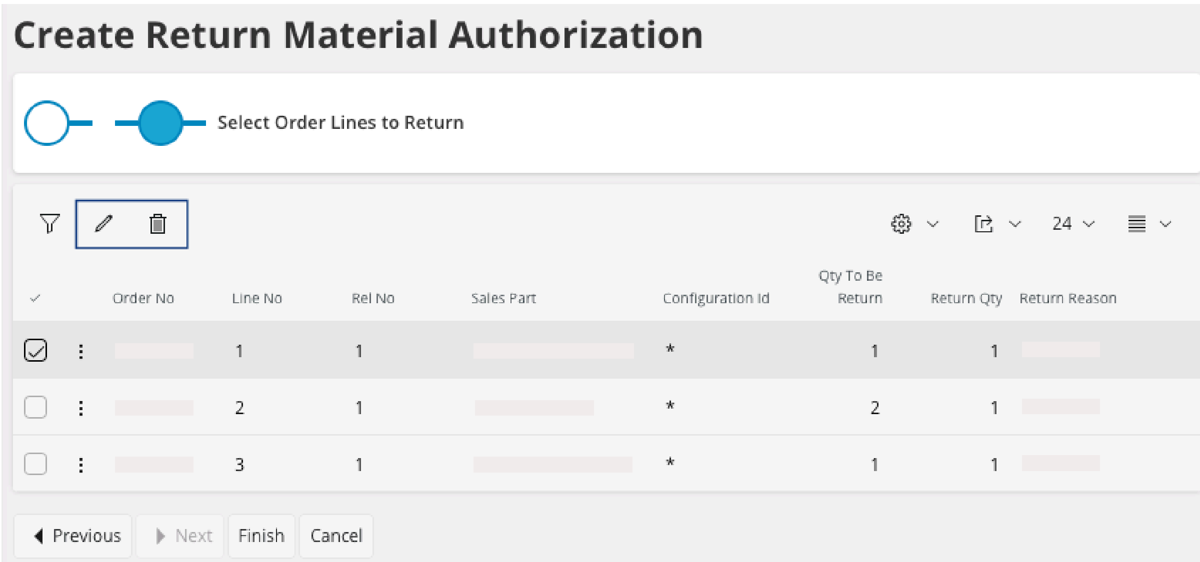
- From the page **Create Return Material Authorization**, perform Creating RMA from "Create Return Material Authorization" (on page 288).
- From the page **Return Material Authorization**, perform Creating RMA from "Return Material Authorization" (on page 289).
- From the **Customer Order Lines**, if you want to connect a customer order to your *RMA*, perform Creating RMA from "Customer Order Lines" (on page 290).

# Creating RMA from "Create Return Material Authorization"

1. Go to the page **Create Return Material Authorization**.
2. You need to configure the return material, choose your:
    a. **Return Option**.
    b. **Customer No**.
    c. **Site**.
    d. **Customer Order No**.
    e. **Return Reason**.

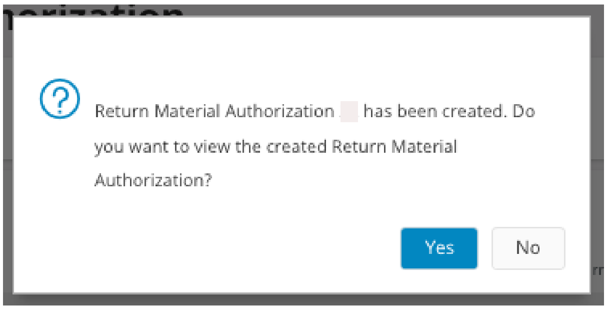



3. Click **Next** to get a summary of your **Return Material Authorization**:
    a. You can choose the quantity to receive, if you do not want the whole quantity: click **Edit** and fill the field **Qty to Return** for each line needed.
    b. You can delete lines if they should not be included: select the lines and click **Delete** .



4. Click **Finish**.

   A pane appears.

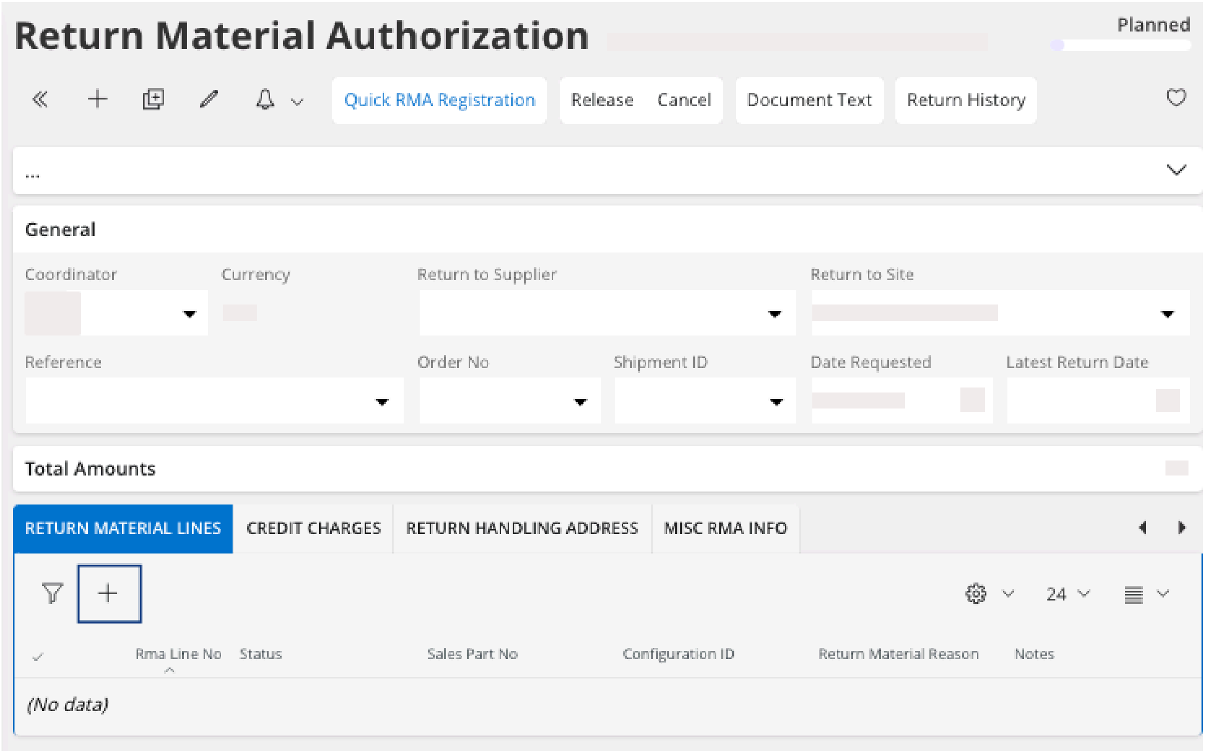



Your return material authorization has been created and is available in the page **Return Material Authorization**.

You need to release your **Return Material Authorization**, perform Releasing the Return Material Authorization (on page 292).

## Creating RMA from "Return Material Authorization"

1. Go to the page **Return Material Authorization**.
2. Click **New** +.
3. Select a **Customer** and click **Save**.
4. In the tab **Return Material Lines**, you can add lines, click **New** +.



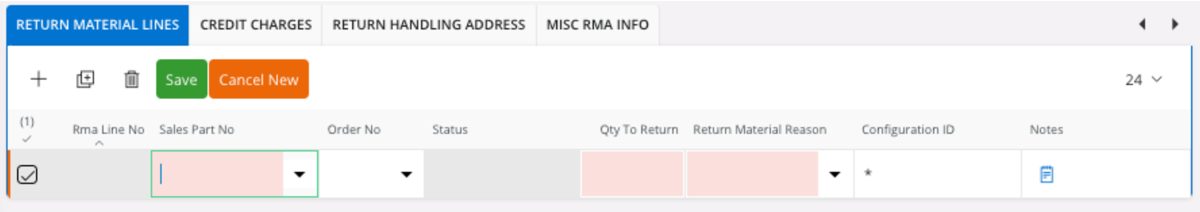

5. You need to fill the fields:

a. **Sales Part No**.

> **Note:** You can also fill the field **Order No**, it fills automatically the field **Sales Part No**.

b. **Qty to Return**.

c. **Return Material Reason**.

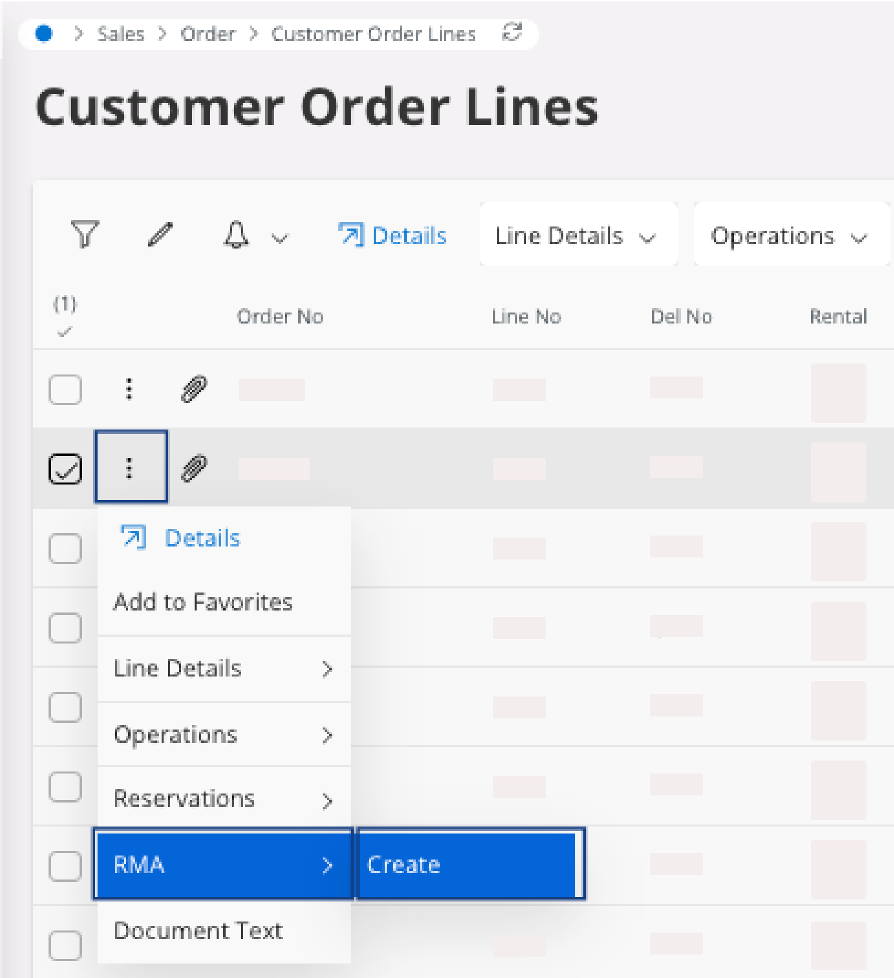



Your **Return Material Authorization** has been created.

You need to release your **Return Material Authorization**, perform Releasing the Return Material Authorization (on page 292).

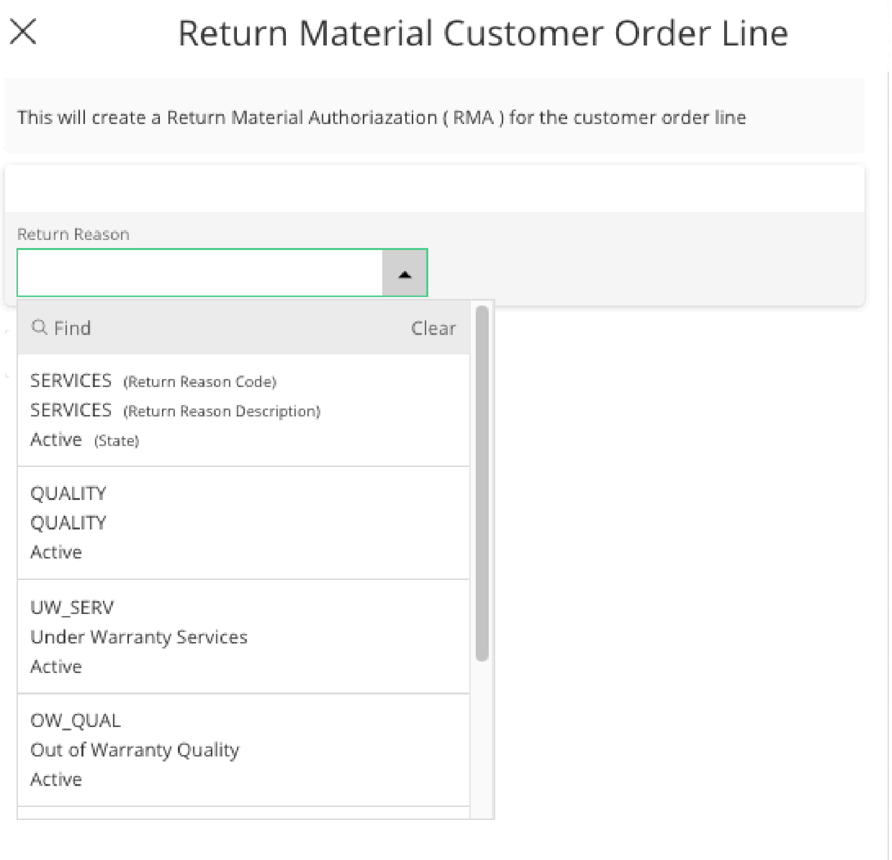
## Creating RMA from "Customer Order Lines"

1. Go to the page **Customer Order Lines**.
2. On the line that you want to return, click the three dots ⋮.
3. Click **RMA > Create**.




A pane appears.

4. Fill the **Return Reason**.




5. Click **OK**.

> **Note:** To find your **Return Material Authorization**, on your line(s) click the three dots ⋮ , click **RMA > View/Edit**. You go to the page **Return Material Authorization Lines**.

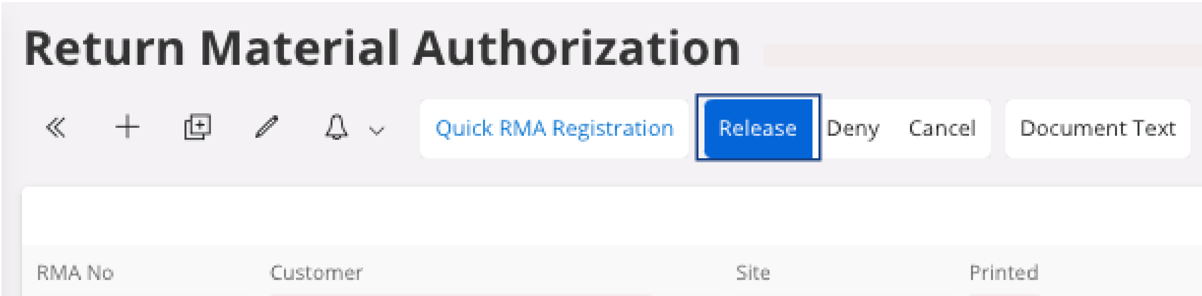
Your return material authorization has been created.

You need to release your **Return Material Authorization**, perform Releasing the Return Material Authorization (on page 292).

## Releasing the Return Material Authorization

You need to have created the **Return Material Authorization**, see Creation of Return Material Authorization (RMA) (on page 287).

1. Go to **Sales > Returns > Return Material Authorization**.
2. In the header, click **Release**.




A dialog appears, click **OK**. Your status changes to **Released**.

3. You can add a note: in the tab **Return Material Lines**, click **Edit** , then enter your text in the field **Notes**. It can contain for example the serial number supposed to be back.
4. To print the return document, click **Print Return Note**. This document can be shared to have a common reference with the customer.

> **Note:** At this moment, there is no impact on accounting or stock.

Once you have received the product(s) from the Return Material Authorization, according to the situation perform:

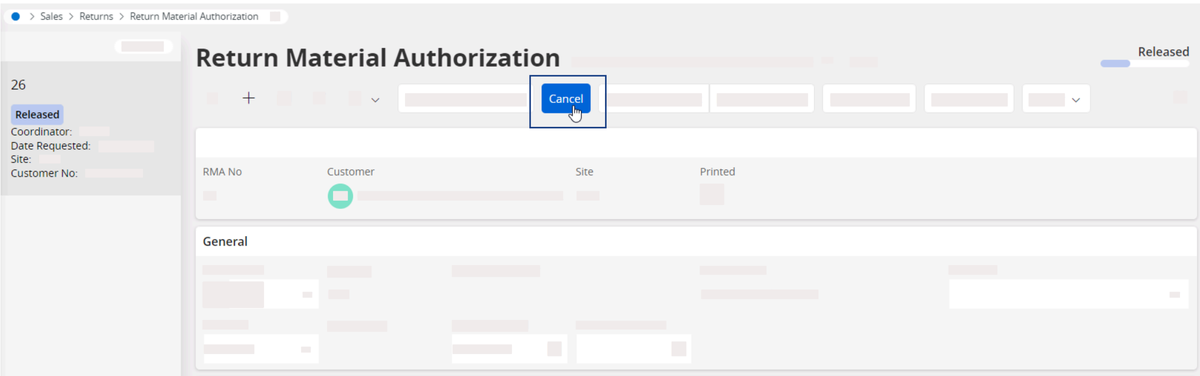
- Sending Back the Product after Reparation (on page 293),
- Or, Returning the Product to Stock (on page 295),
- Or, Scraping the Product from the Return Material Authorization (on page 297)

## Sending Back the Product after Reparation

If the part from the RMA is repaired and ready to be returned to the customer, follow the next steps.

Your return material authorization needs to have the **Released** status, see Releasing the Return Material Authorization (on page 292).

1. Update the RMA status:
    a. Go to the **Return Material Authorization** page, and click **Cancel** in the header.



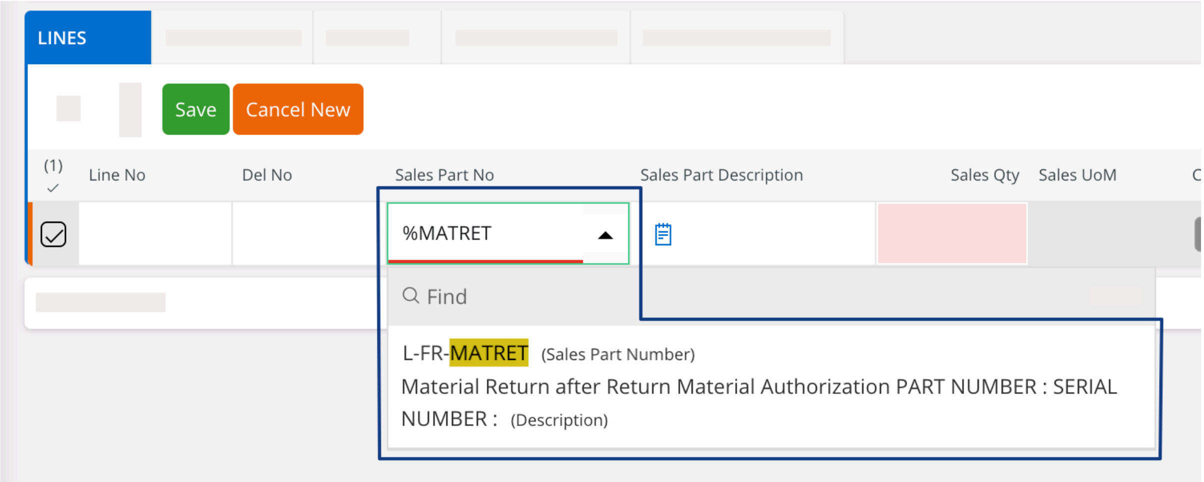

    b. A pane appears: select **SERV DONE** under **Cancellation Reason**.

2. To send back the part to the customer, create a new customer order and add a specific non inventory part:

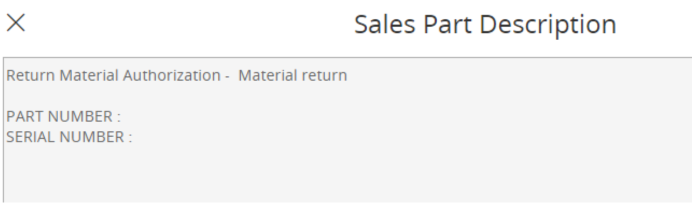
    a. Go to the **Customer Order** page and click **+ New**.

    b. Select the customer from the drop-down menu, then click **Save**.

    c. In **Lines** tab, create a new line for each part: click **New +**, then in **Sales Part No** select **%MATRET** (for example, for Marport France it will be **L-FR-MATRET**.




    d. Edit the **Sales Part Description** with the correct part number and serial number.

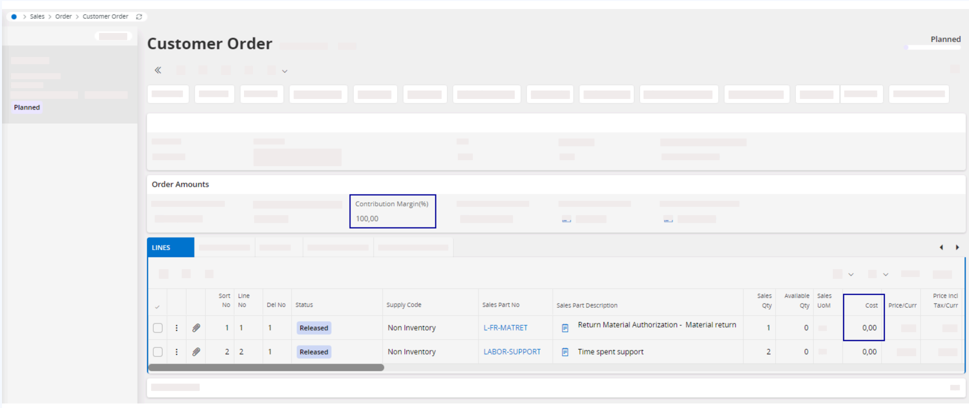



    e. Enter 1 in **Sales Qty**, 0 in **Price/Curr**.

    f. Click **Save**.

    g. If any charges linked to this process, add a new line for each charge.

**Note:** This automatically updates the contribution margin.




3. Follow the usual steps to deliver a customer order: see Delivering a Customer Order (on page 242).

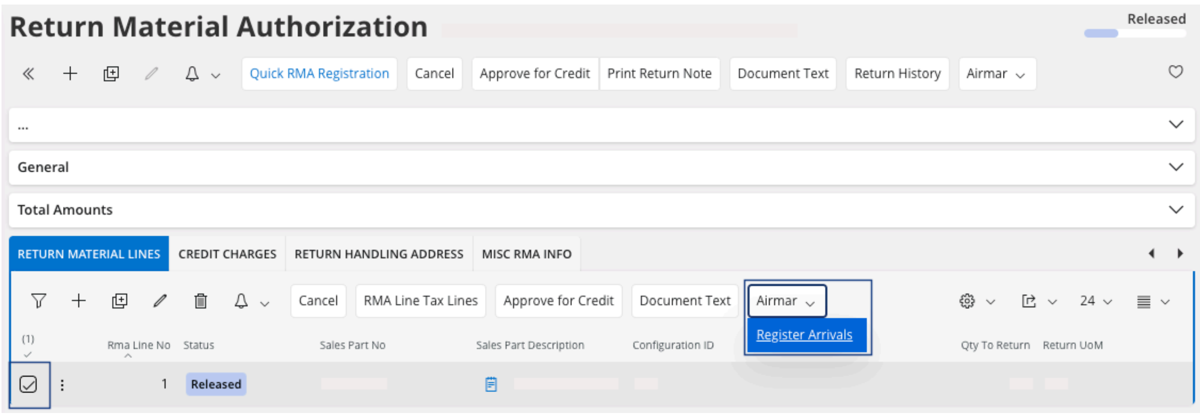
## Returning the Product to Stock

If you do not return the product to the customer, you can permanently put it back in your stock.

Your *return material authorization* needs to have the **Released** status, see Releasing the Return Material Authorization (on page 292).

**Note:** This step impacts your stock and accounting at the time you receive a part. After this step, you can pick this material in your stock for further actions.

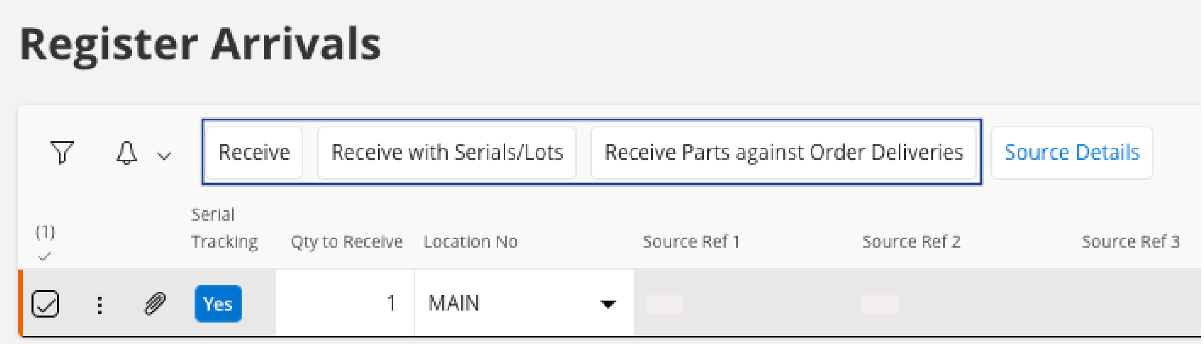
1. In the **Return Material Authorization** page, go to the tab **Return Material Lines**.
2. Select the lines that you want to receive.
3. Click **Airmar > Register Arrivals**.




The **Register Arrivals** page appears.

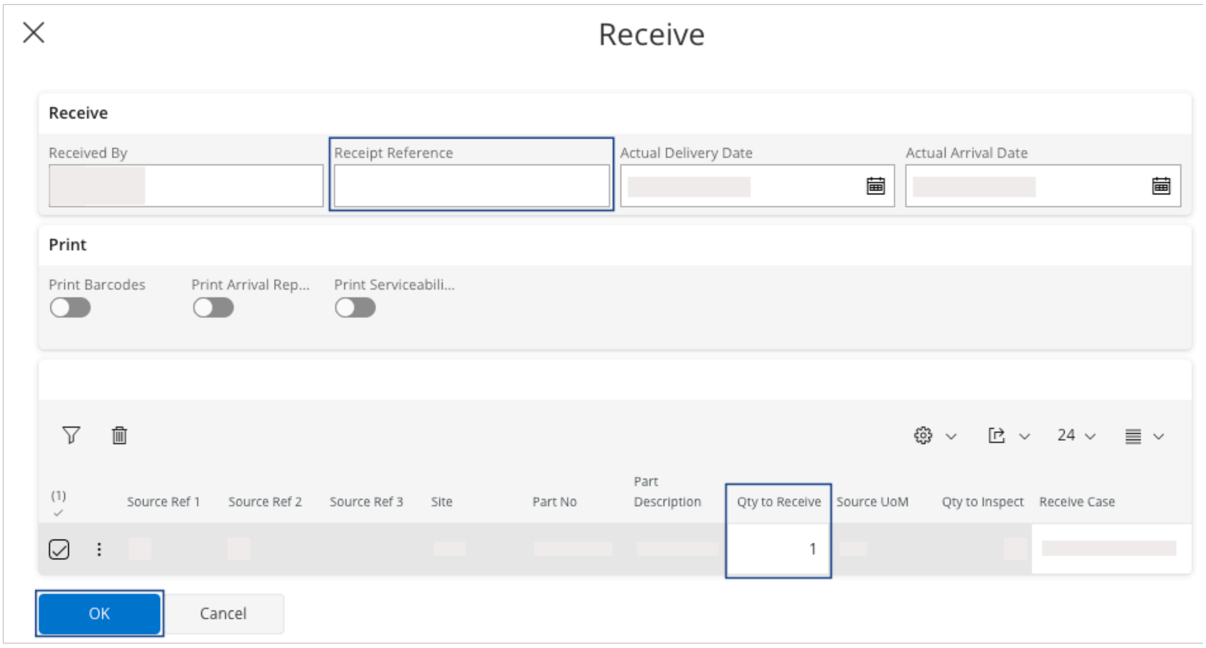
4. You are able to receive parts back in your stock through three options. Select your line and choose to click:

a. **Receive** if your part(s) are not serialized.
b. **Receive with Serials/Lots**, if your part(s) are serialized.
c. **Receive Parts against Order Deliveries**, if you connected your *RMA* to a customer order.

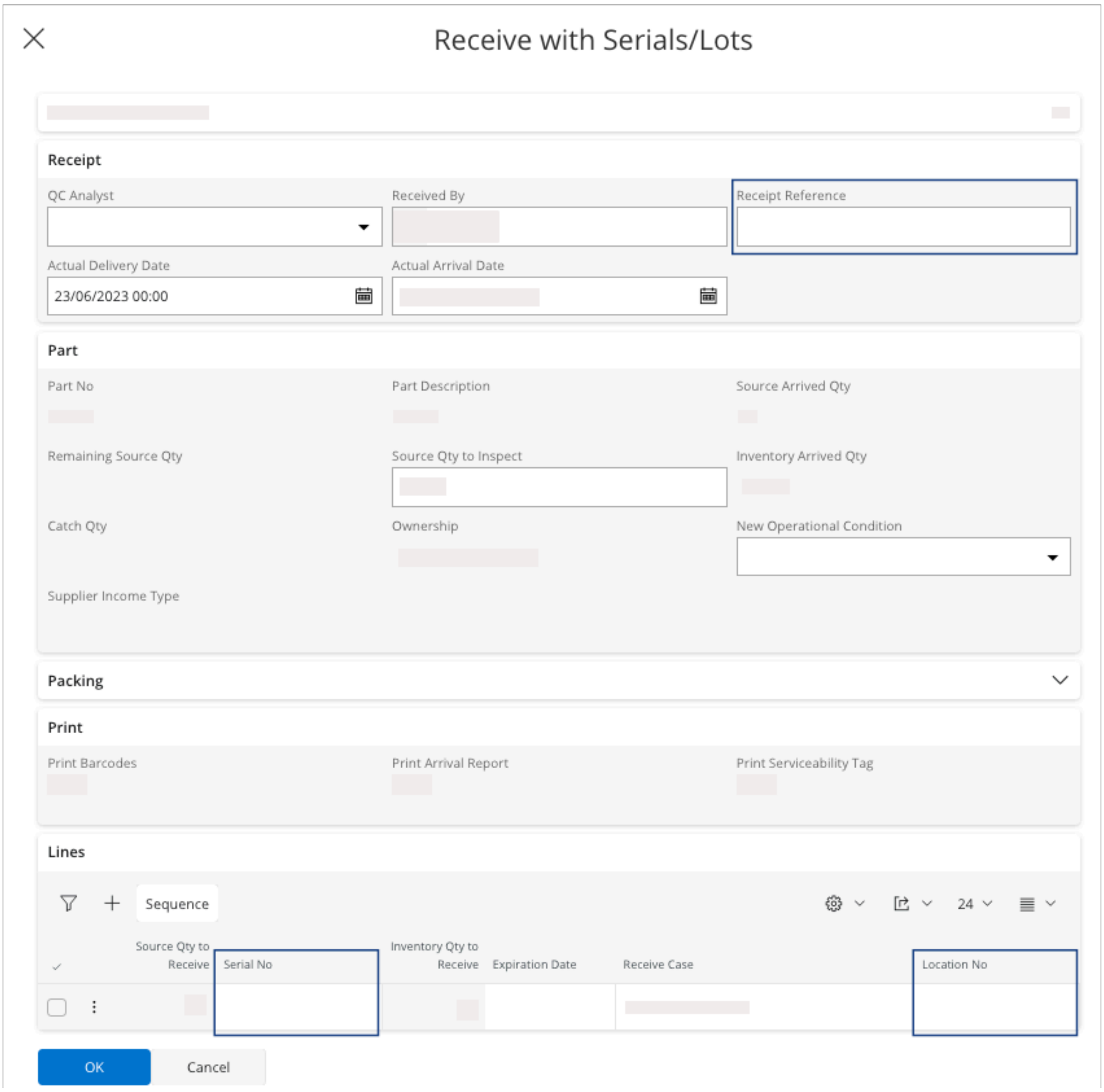



The **Receive**, **Receive with Serials/Lots**, or **Receive Parts against Order Deliveries** pane appears according to your choice.

5. If you click **Receive** or **Receive Parts against Order Deliveries** you need to fill the following fields:
   a. **Receipt Reference**.
   b. **Qty to Receive**: check the quantity to receive.




6. If you click **Receive with Serials/Lots**, fill the following fields:
   a. **Receipt Reference**.
   b. **Location No**: choose a *location* where the part will be stocked.
   c. **Serial No**, mandatory on those parts. It must correspond to the serial number on the delivery note from the supplier or on the product.




7. Click **OK**.

   A new pane appears.
8. Click **Proceed** to confirm.

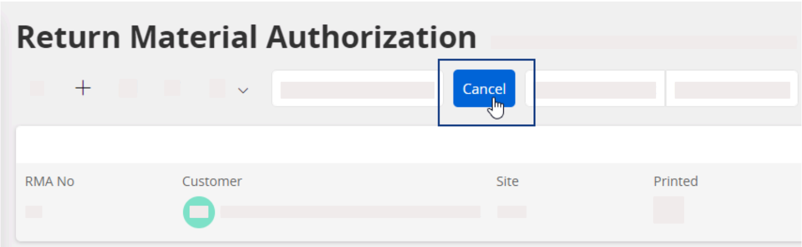
If your return material authorization causes a financial flow that impacts your first invoice, you need to create a credit invoice, perform Creating a Credit Invoice (on page 298).

If you do not need to credit your invoice, you finished your process.

## Scraping the Product from the Return Material Authorization

If the product received from the customer cannot be repaired and is not returned to stock, you need to scrap it.

1. Go to the **Return Material Authorization** page and select the return order.
2. Click **Cancel** and select the cancellation reason.

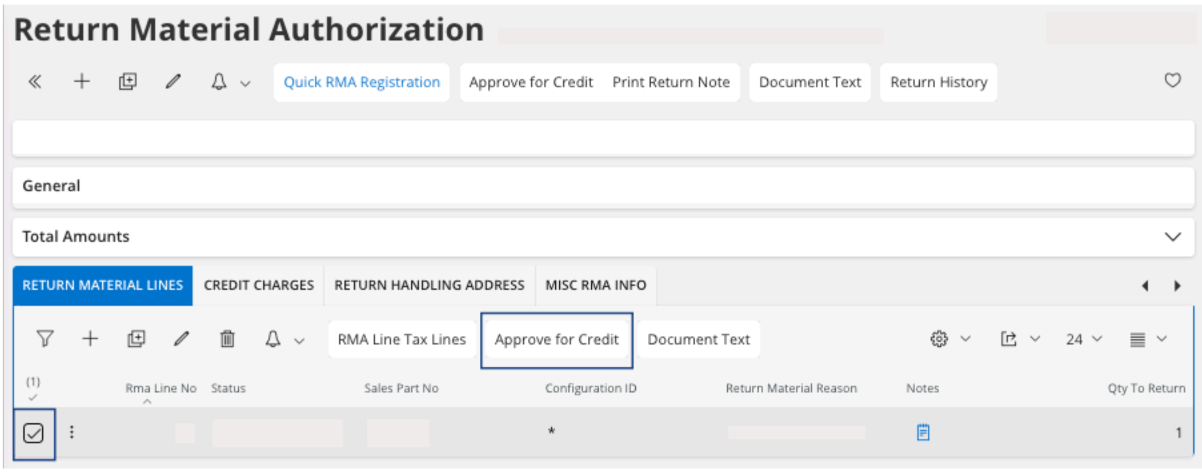



## Creating a Credit Invoice

You need to create a credit invoice only if the RMA caused a financial flow.

This process is **optional** and is to be done only if the *return material authorization* caused a financial flow. For example if you have to pay back the part or another action that impacts your first invoice. In this case, you need to create a credit invoice.

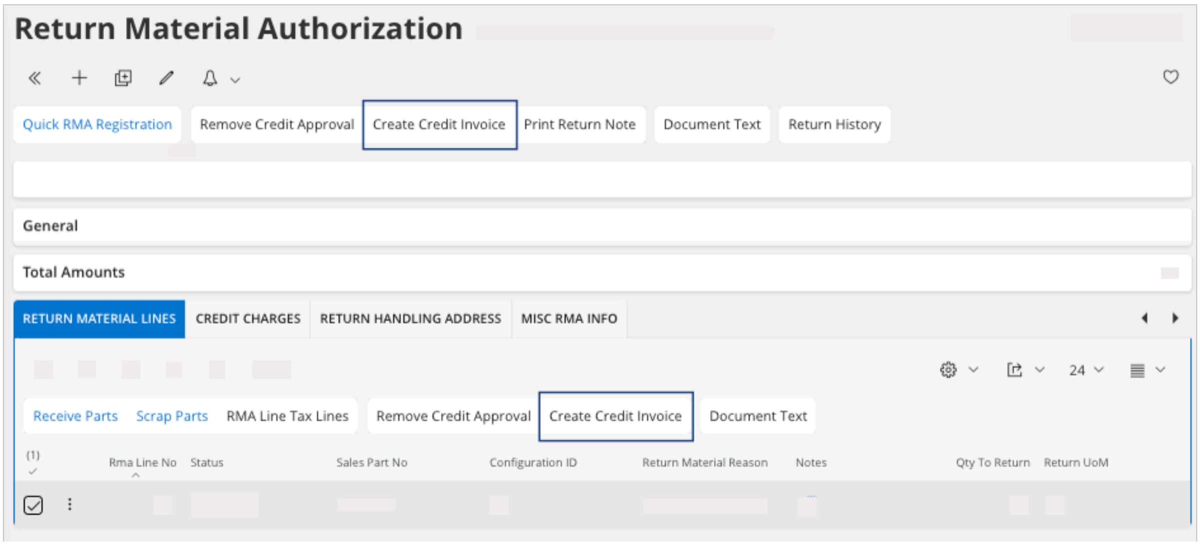
1. Go to the page **Return Material Authorization**.
2. Select your line(s) and click **Approve for Credit**.




   A pane appears, click **OK**.
3. You can create a credit invoice for the full **Return Material Authorization** or just for some lines:

a. Select your line(s).

b. Click **Create Credit Invoice**.

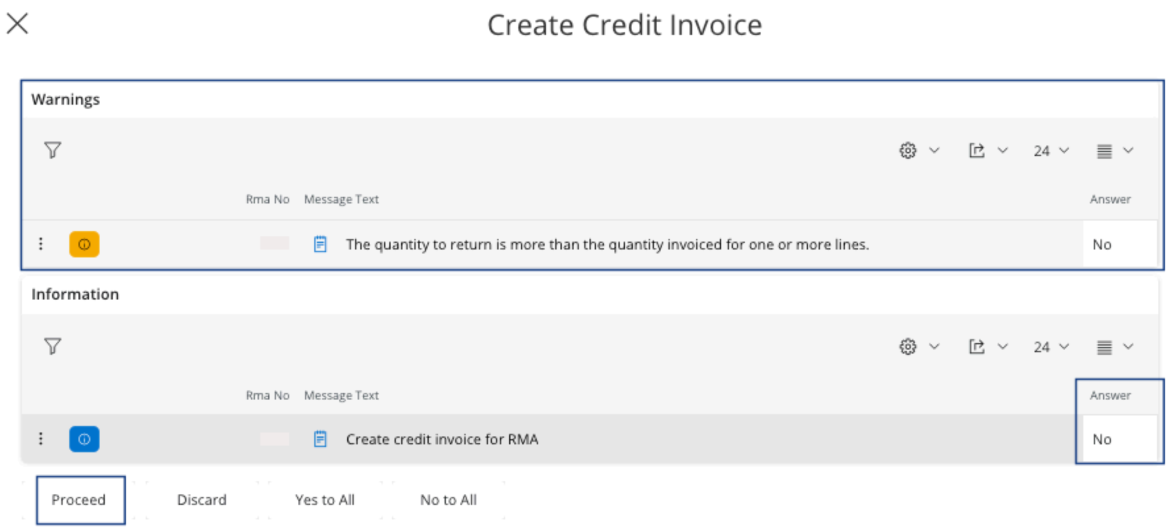



A pane appears.

4. On the pane, **Create Credit Invoice**:

a. If you receive warning messages in the **Warning** box, try to resolve the issue(s) if you can. These alerts are important and must be taken into account.

b. You can decide which *RMA* lines need to be credited: in the field **Answer**, enter `Yes` or `No` according to the line(s) you want to credit. Once you chose your lines, click **Proceed**.




**Note:** For example, here the warning is important because no invoice was created initially, so it should not be credited.

The pane closes. To see your credit invoice created, click **View Credit Corr Invoice**.

On the page **Customer Invoice**, you can see your credit invoice in status **Preliminary**.

# Mixed Payment for Customer

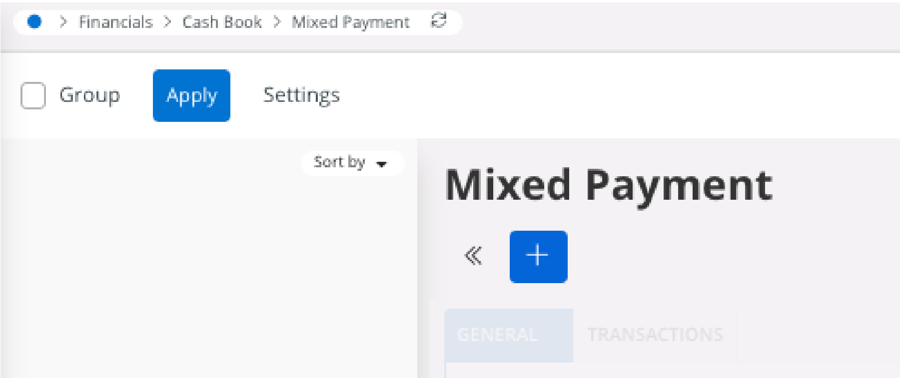
Once you receive a payment from a customer in your bank, you have to register it as a mixed payment in **IFS Cloud**.

The **Mixed Payment** page is for customer payments but also for supplier payments and any bank transaction that you need to reproduce in **IFS Cloud** system for accounting purposes.

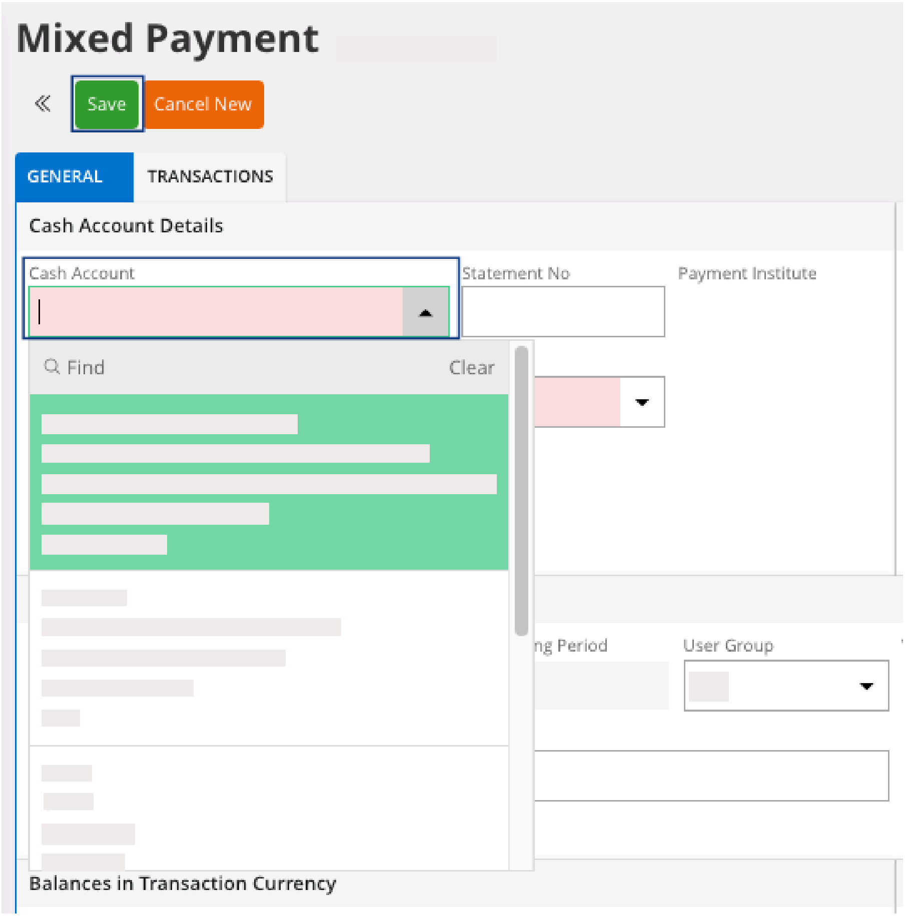
## Creating a Mixed Payment for a Customer

## Creating a New Mixed Payment

1. Go to **Financials > Cash Book > Mixed Payment**.
2. Click **New** +.




3. Select the **Cash Account**.

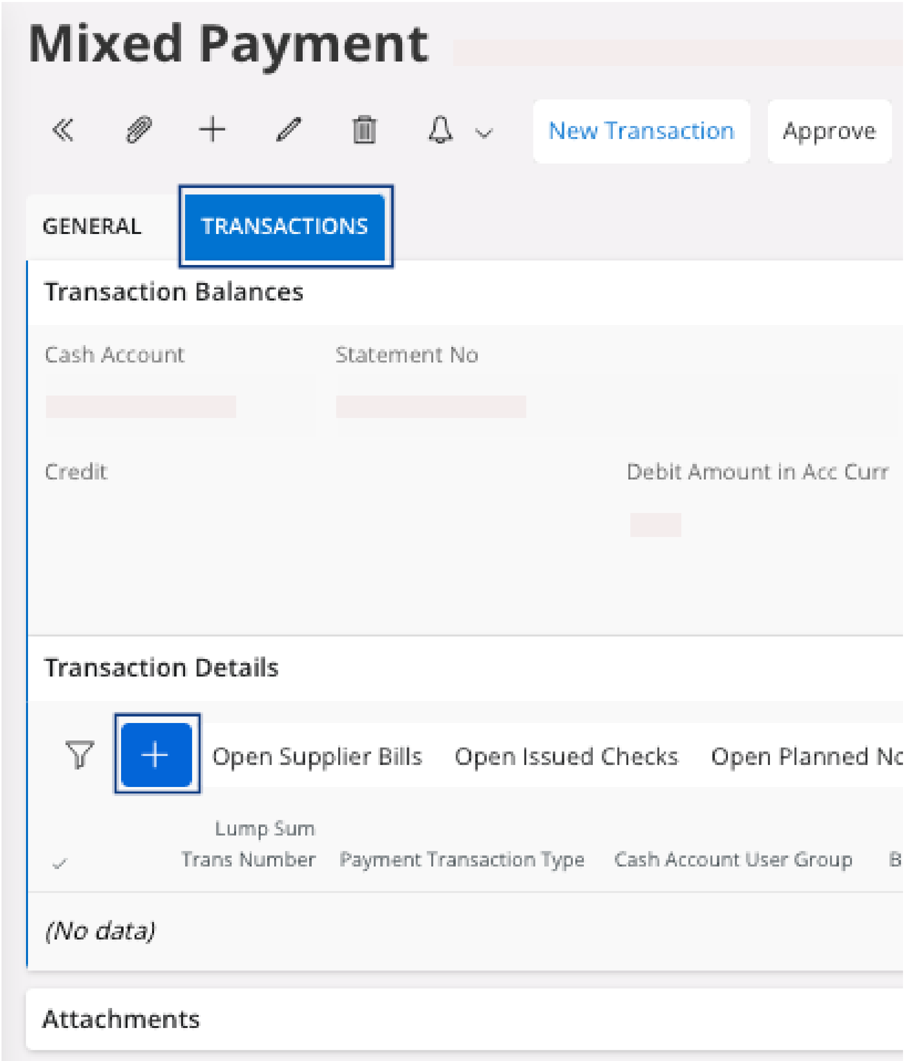



4. Click **Save**.

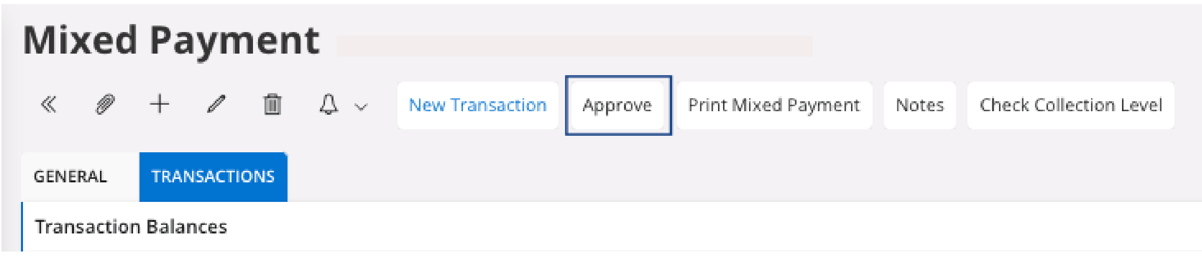
## Filling Transactions Details

You need to define the details of your transaction.

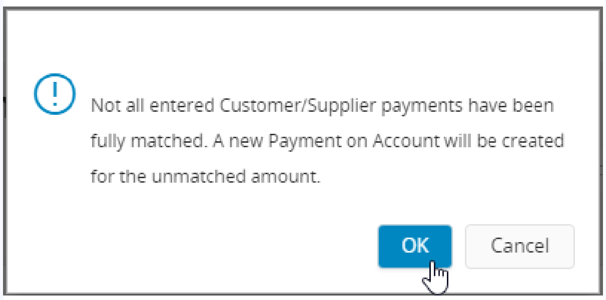
1. Go to the tab **Transactions**.
2. Click **New** + to add a line to decide which payment you want to receive.




3. Fill the following fields:
    a. **Payment Transaction Type**: for a customer payment, select **Enter Customer Payment**.
    b. **Payer/Payee Identity**: enter your customer.
    c. **Amount**: you register a customer payment so the amount should be a gross amount and positive.
4. Click **Save**.
   If you want to match your payment lines directly with the open invoice(s) for your customer: perform Settling Available Transactions in the Account (on page 303).
5. If you do not want to match your payment lines directly, you need to approve your mixed payment: in the header, click **Approve**.



**Note:** If you did not match your mixed payment with your invoice at this moment, a dialog will appear. Click **OK** to continue without the invoice or click **Cancel** to change your information.




A new page appears, **Voucher Information**.

6. Take note of the **Voucher Information**, and click **OK**.

The **Mixed Payment** is in status **Approved**.

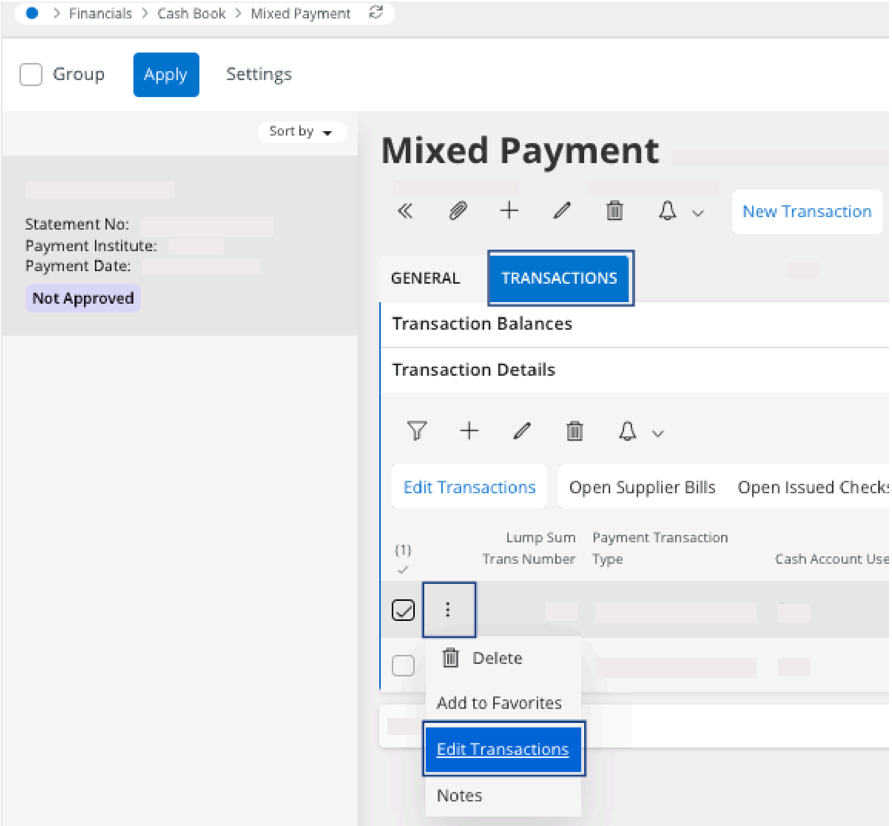
Once you need to match your payment lines with the open invoice(s) for your customer: perform Creating a Customer Settlement (on page 308).

## Settling Available Transactions in the Account

You can match your lines directly with the open invoice(s) for your customer. The lines must reflect what you received from your bank account.

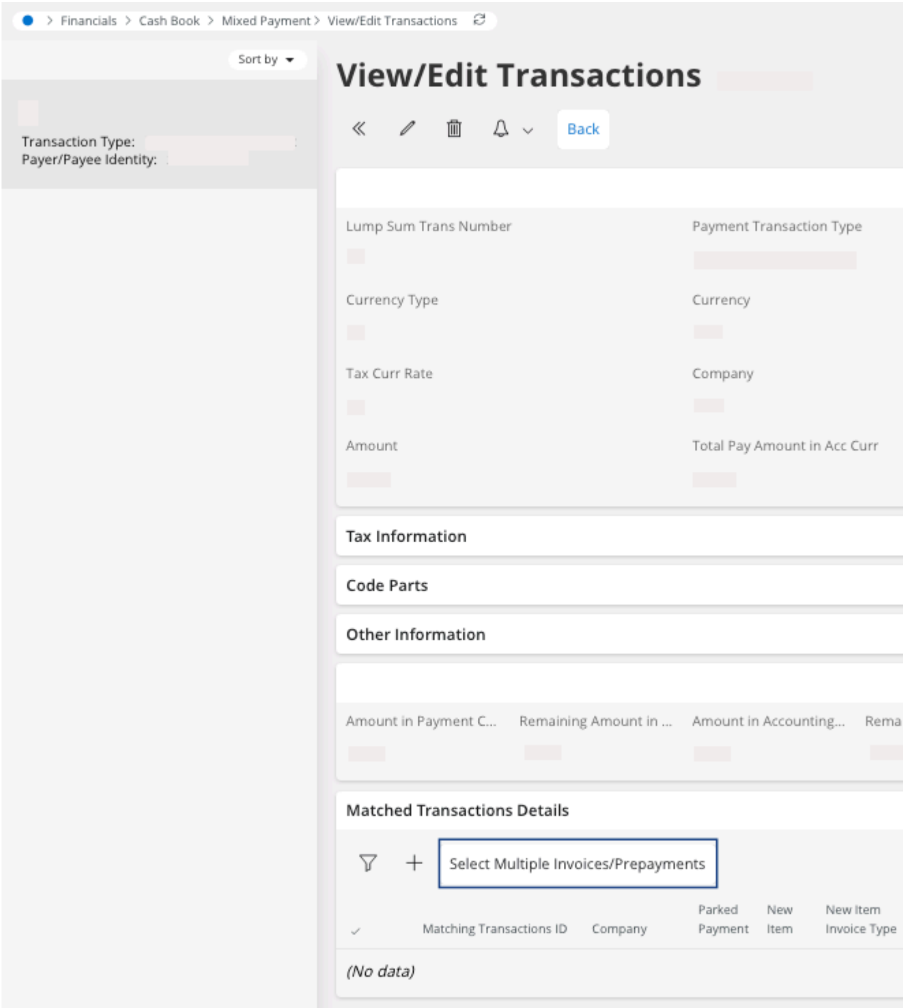
If you cannot settle the mixed payment with the invoice at this moment, for example if you did not generate the invoice or if you have any error in it, you can do it later with the process Creating a Customer Settlement (on page 308).

1. On the **Transactions** tab, click the three dots ⋮ and click **Edit Transactions**.



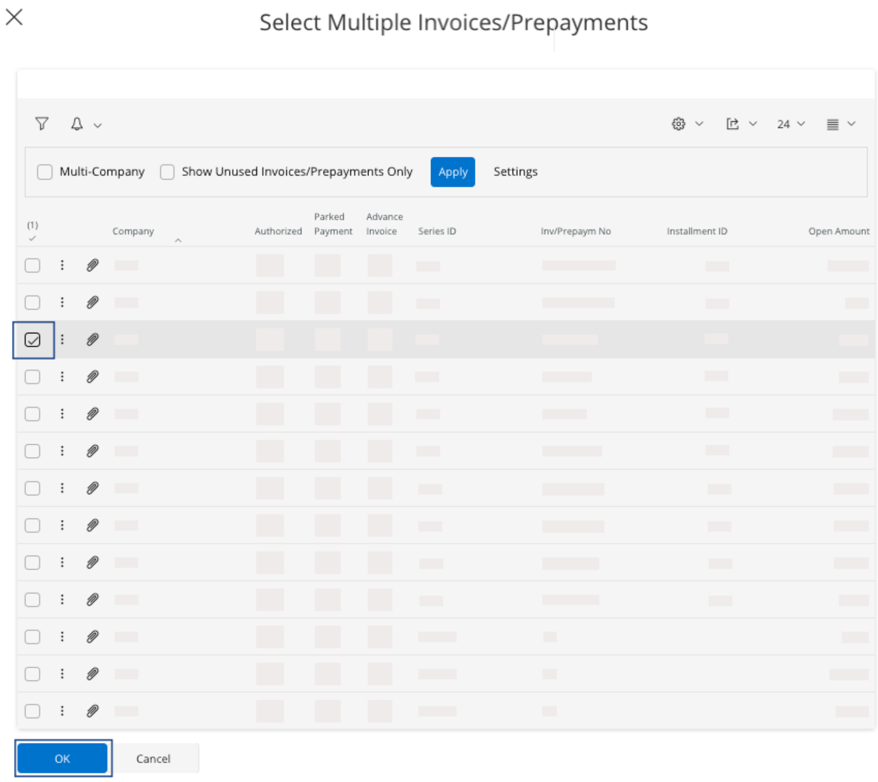

A new page appears.

2. In the area **Matched Transactions Details**, click **Select Multiple Invoices/Prepayments**.

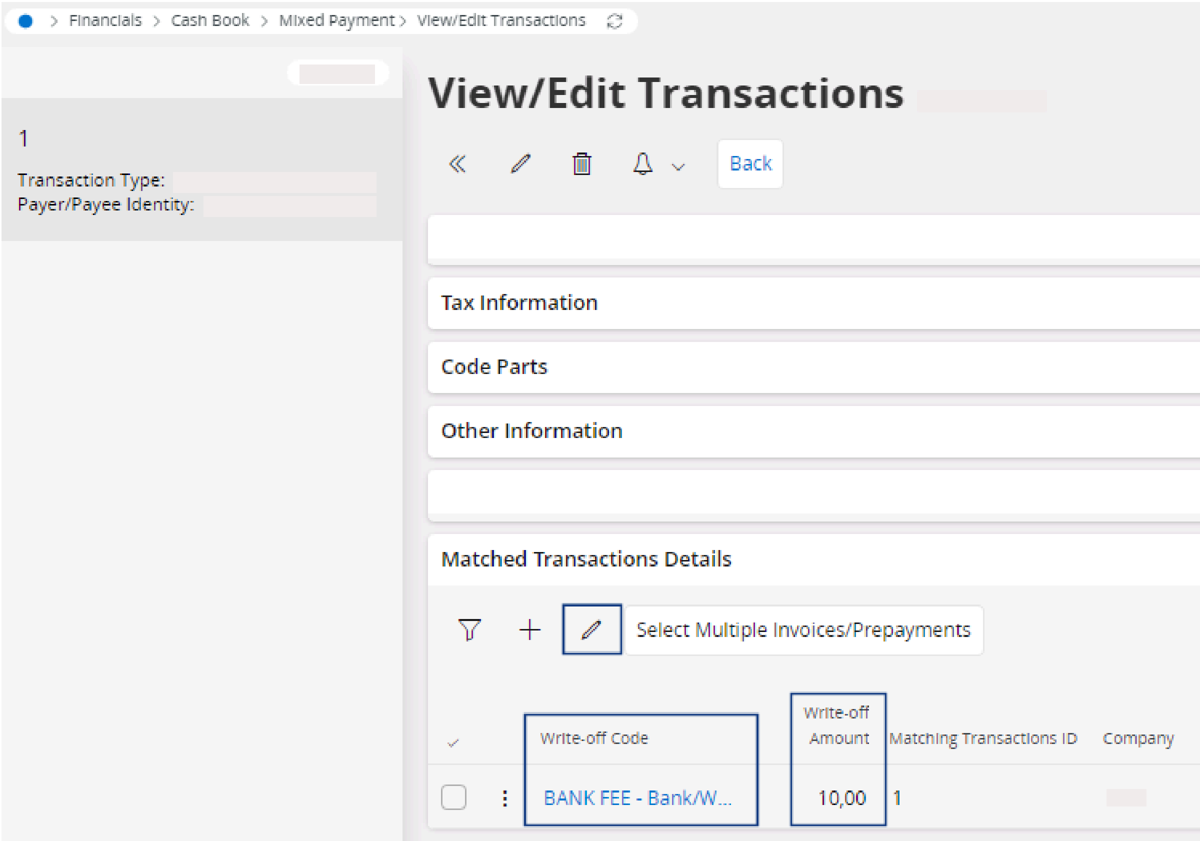



A pane appears.

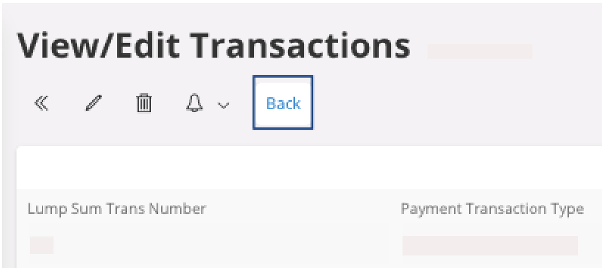
3. Select the line(s) that you want to link your payment with, and click **OK**.



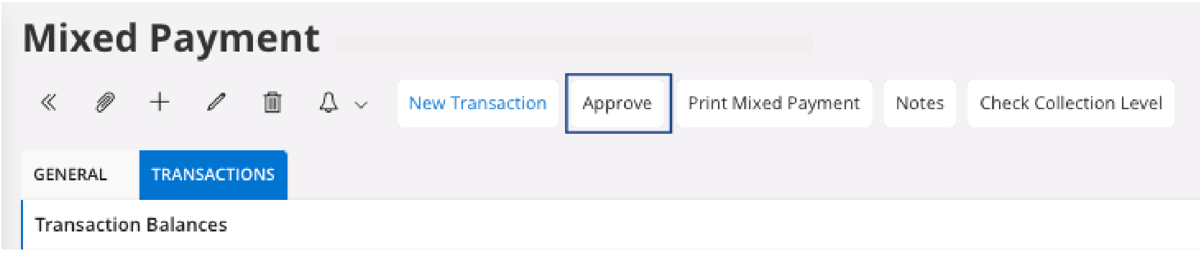

4. If your customer did a partial payment for this invoice, you need to change a field. On the page **View/Edit Transactions**, in the area **Matched Transactions Details**:
    a. Click **Edit** .
    b. Change the field **Pay Amount in Pay Curr** with your correct payment amount.
5. In some specific situations, you could have to write off amounts. For example, to exclude the bank fees of the payment. On the page **View/Edit Transactions**, in the area **Matched Transactions Details**, you need to fill the fields:
    a. **Write-off Code** with the reason of the write off.
    b. **Write-off Amount** with the amount associated.

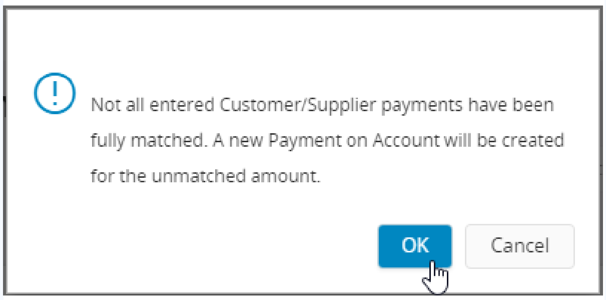



6. To go back to your mixed payment: click **Back**.




7. Perform the same process for your other **Transactions** lines.
8. To approve your mixed payment, in the header, click **Approve**.



> **Note:** If you did not match your mixed payment with your invoice at this moment, a dialog will appear. Click **OK** to continue without the invoice or click **Cancel** to change your information.
>
> 
> 

A new page appears: **Voucher Information**.

9. Take note of the **Voucher Information**, and click **OK**.

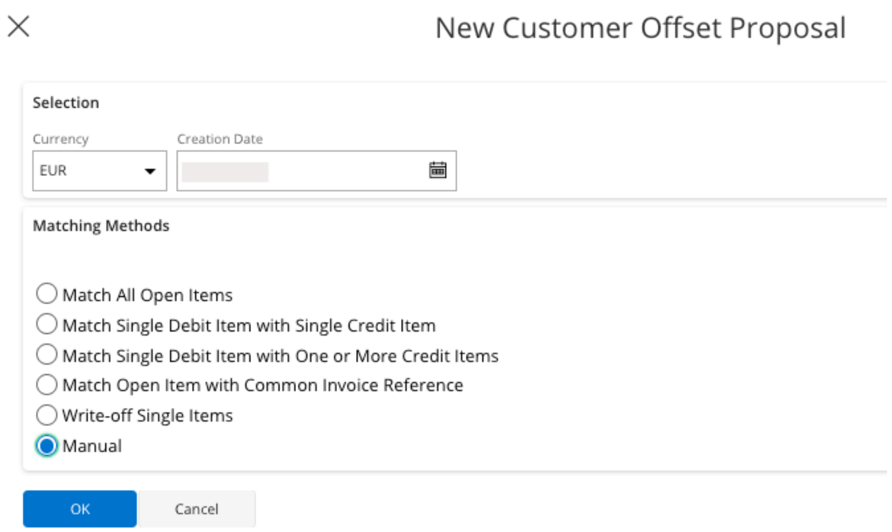
The **Mixed Payment** is in status **Approved**.

# Creating a Customer Settlement

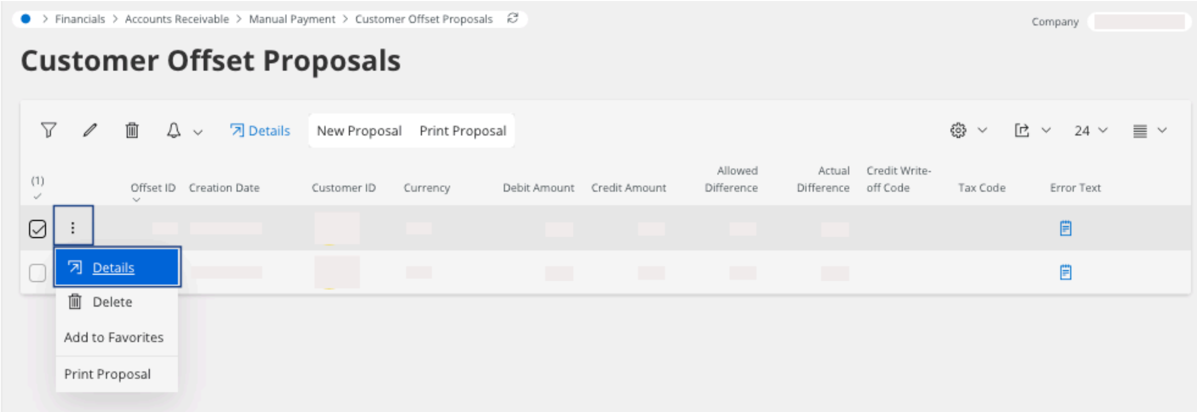
If you have not matched your payment(s) with the corresponding invoice(s), through the process Settling Available Transactions in the Account (on page 303), you can do a settlement.

1. Go to **Financials > Accounts Receivable > Manual Payment > Customer Offset Proposals**.
2. Click **New Proposal**.

   A new pane appears.
3. In this pane, in the area **Matching Methods**, select **Manual** and click **OK**.




4. Select the proposal that you just created, click the three dots ⋮ and click **Details**.



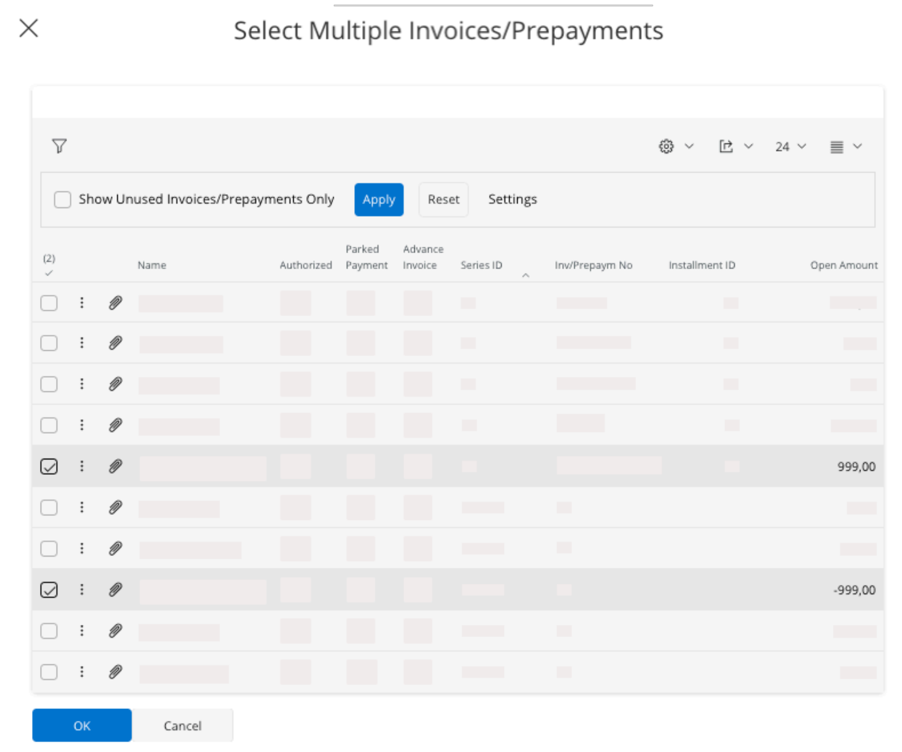

**Tip:** Use filters, for example the **Creation Date** to find your open proposals.

The **Customer Offset Items** page appears.

5. In the area **Offset Items**, click **Select Multiple Invoices/Prepayments**.

   A new pane appears.

6. Choose the invoice(s) and the payment that match in the list and click **OK**.



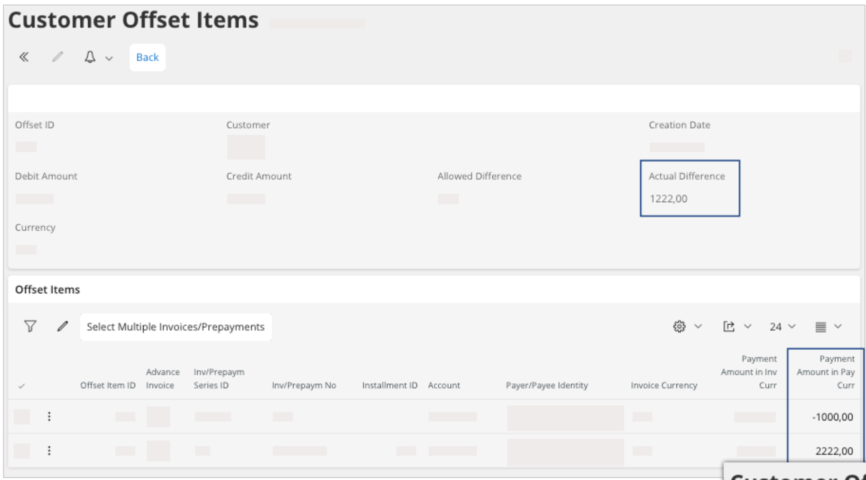

**Note:** Use filters, for example the filter **Name** to find invoices linked to your customer.

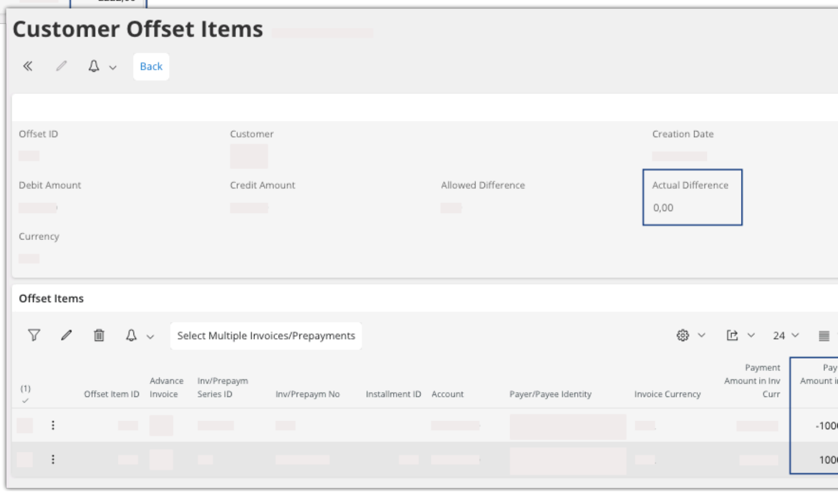
The difference between the invoice and the payment should be equal to 0.

7. If you want to match a partial payment, for example if the payment is less than the total amount of the invoice, you need to change a field. On the page **Customer Offset Proposals**, in the area **Offset Items**:

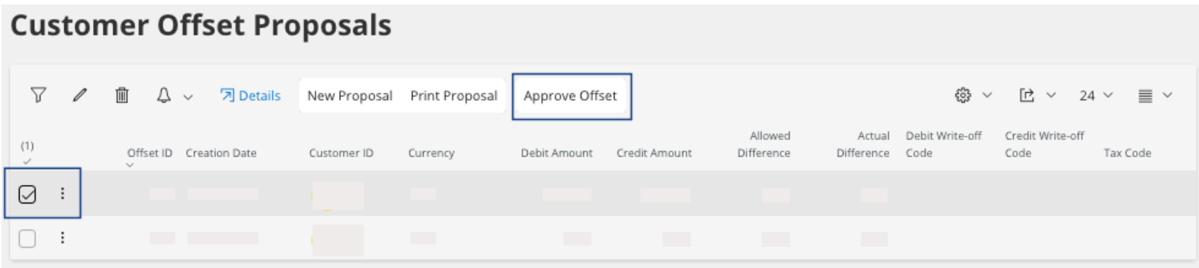
a. Click **Edit** .

b. In the invoice, change the field **Pay Amount in Pay Curr**.




8. To go back to the page **Customer Offset Proposals**, click **Back**.
9. If the contents are correct, select your line and click **Approve Offset**.




A new pane appears.

10. Check the **Voucher Information** and click **OK**.

The offset proposal has been approved.

11. You can preview the information and click **OK**.

# Advance Invoice

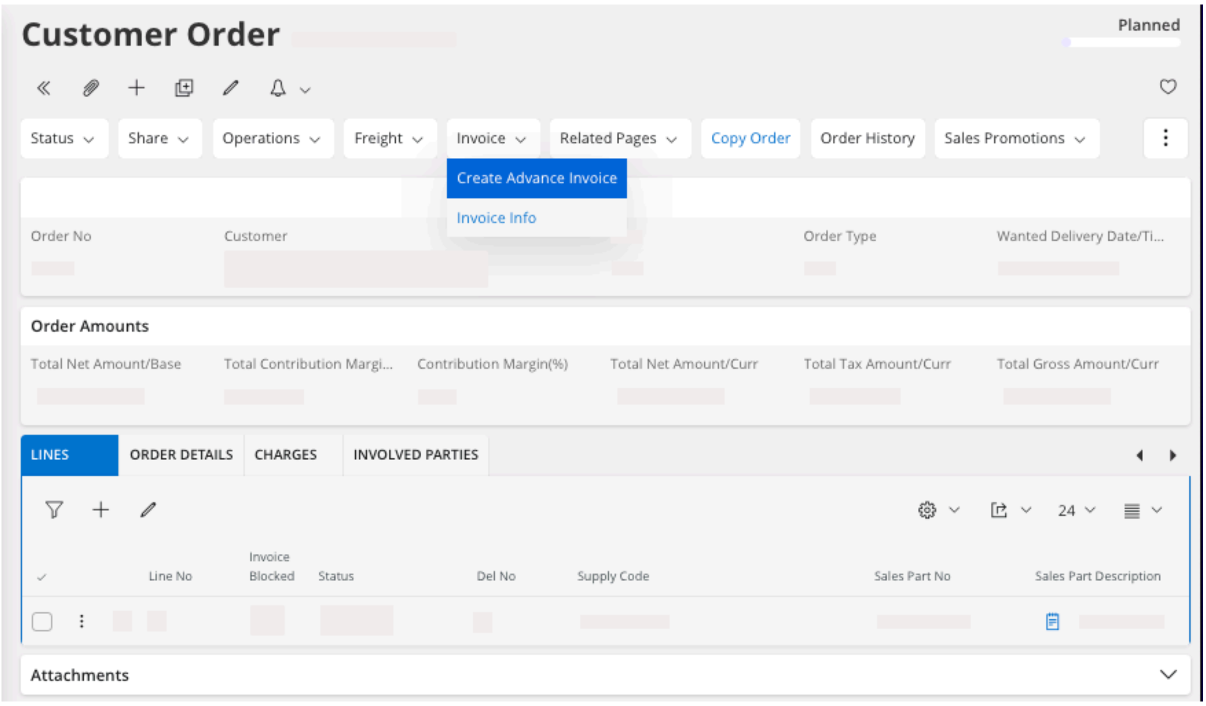
In case you need to get paid before the delivery of a *customer order*, you need to use the *advance invoice* functionality in **IFS Cloud**.

# Creating an Advance Invoice

You can create an *advance invoice* from your **Customer Order**.

Your **Customer Order** needs to be in status **Planned**.

1. Go to **Sales > Order > Customer Order** and choose your **Customer Order** or create a new customer order through the process Creating a Customer Order (on page 227).
2. In the header, click **Invoice > Create Advance Invoice**.




   A pane appears.

3. In this pane, you need to enter:

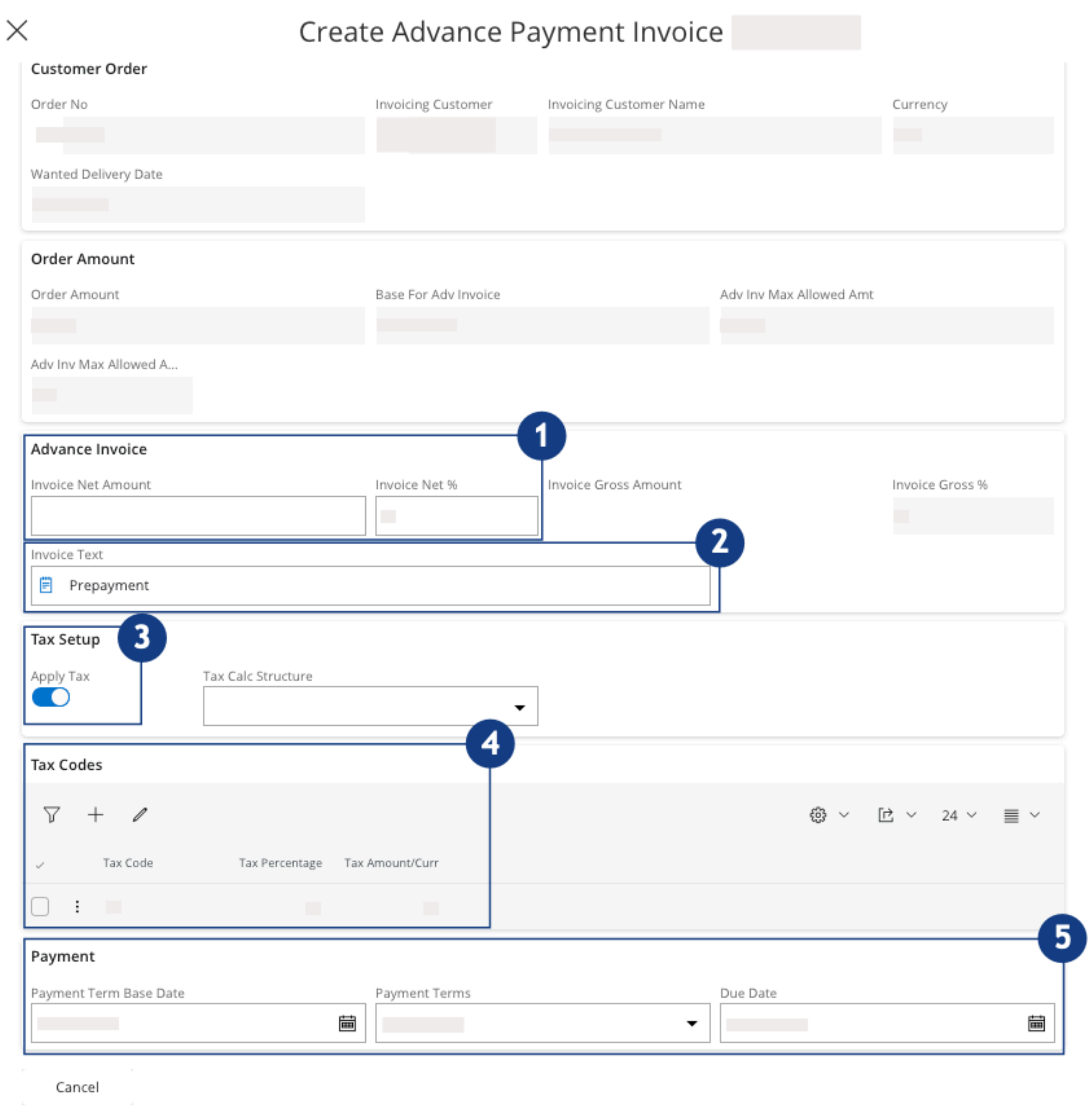
   a. The amount of your advance invoice, in the area **Advance Invoice**, choose to fill the field **Invoice Net Amount** or the field **Invoice Net %**. According to your choice, the other field should fill automatically 1.

   b. The descriptive text to add on the advance invoice. It can be structured on several lines in the field **Invoice Text** 2.

   c. In the box **Tax Setup**, to specify if a tax must be applied, turn on or turn off the **Apply Tax** toggle 3.

      - If you turn on the **Apply Tax** toggle, specify which tax code is applied, to take into account your local legislation 4.

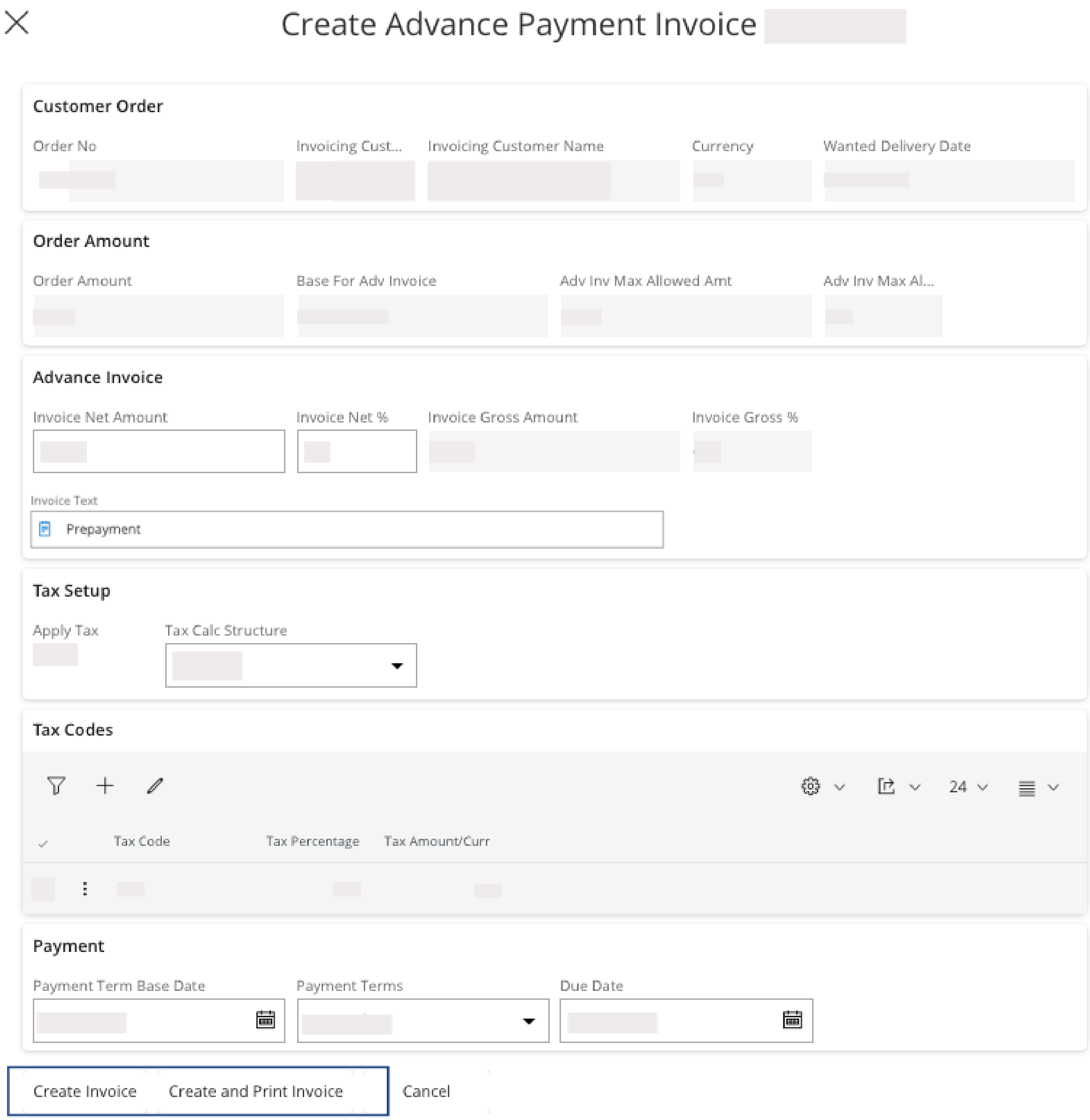
d. The payment conditions: **Payment Term Base Data**, **Payment Terms** and **Due Date** 5.




4. Then you can either:

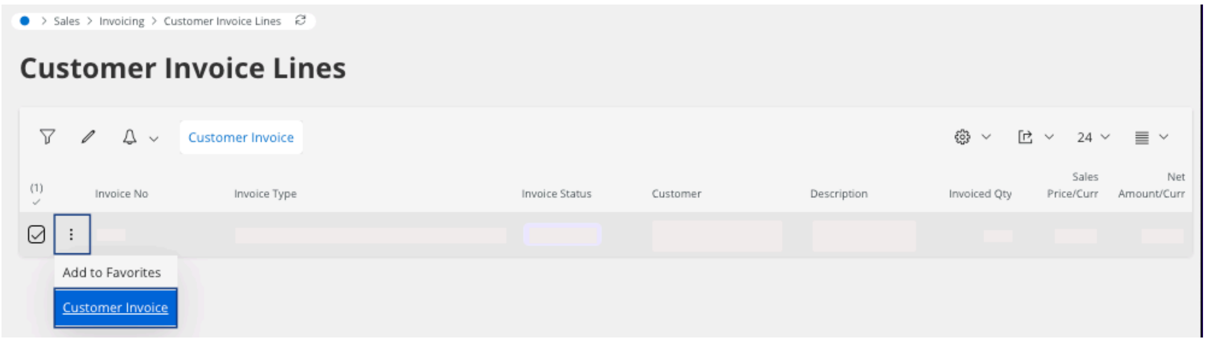
a. **Create Invoice**: the invoice is on **Preliminary** status and you will have to do manually the process to print it in order to post it. You will be able to print a work copy to preview it before the final posting.

b. **Create and Print Invoice**: the invoice is directly in status **PostedAuth**, you will be able to reprint it but not preview it before the final posting.




Your invoice is created.

5. To see your invoice information from your customer order, click **Invoice > Invoice Info**. The page **Customer Invoice Lines** opens.
6. From the **Customer Invoice Lines** page you can see your **Customer Invoice**: select your line, click the three dots ⋮ and click **Customer Invoice**.




**Note:** Once your customer has paid for the advance invoice, it has the status **PaidPosted**. This advance invoice will be taken into account for future invoices for this **Customer Order**, with a specific mention of this prepayment.

When an invoice will has the **PostedAuth** status, then it will update the remaining amount to pay.

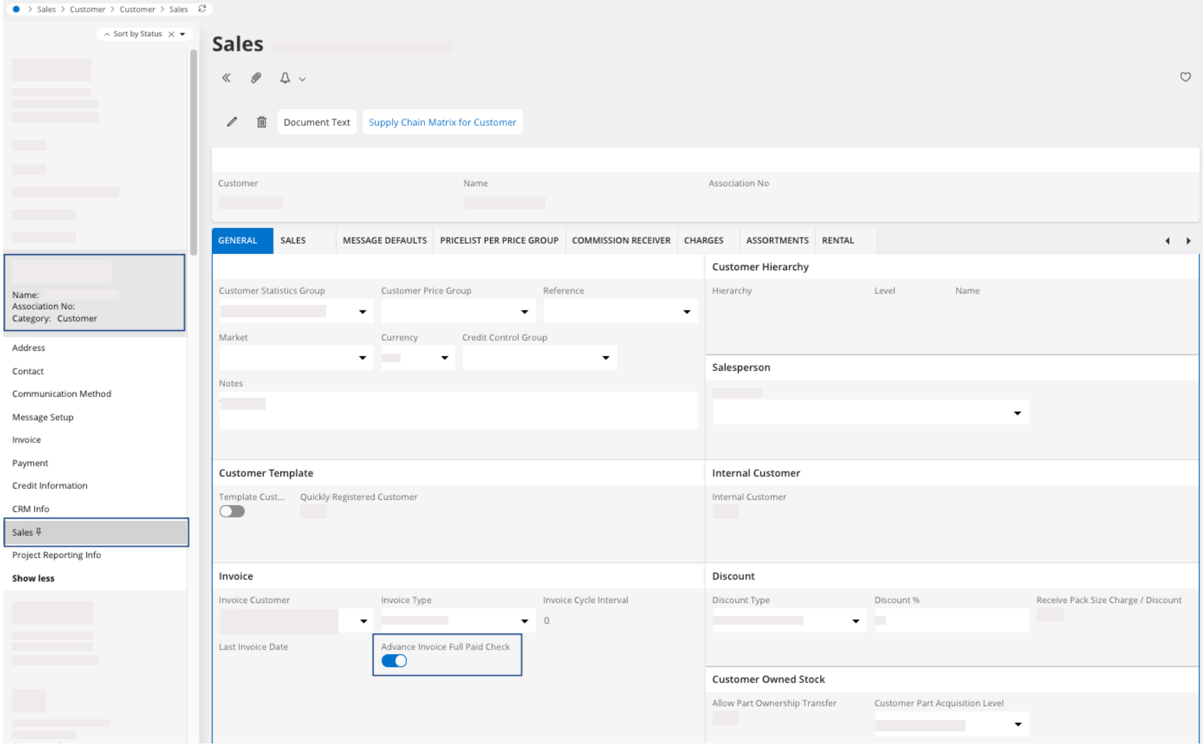
## Blocking a Customer Order for an Advance Invoice

In case you perform an *advance invoice*, you can block your **Customer Order**, to avoid any action on it before the payment.

Do not release your **Customer Order** before the creation of the advance invoice. It is important that your *customer order* have the status **Planned**.

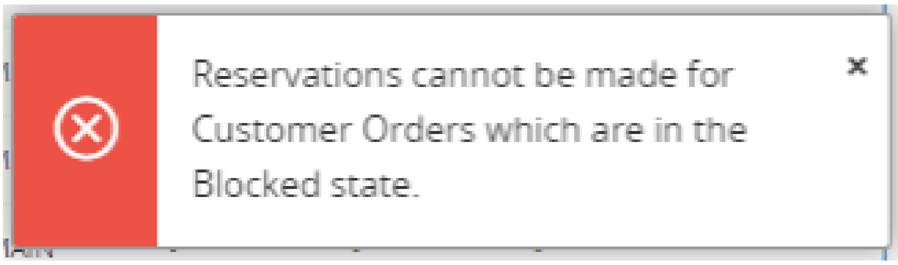
To block your *customer order* for an advance invoice, you need to configure your customer.

1. Go to **Sales > Customer > Customer**.
2. Select your **Customer** on the left side of the screen, then click **Show more** and select **Sales**.
3. On the page **Sales**, in the tab **General**, in the area **Invoice**, turn on the **Advance Invoice Full Paid Check** toggle.




4. You can go back to your customer order linked to your advance invoice.
   After the creation of an advance invoice, your customer order will not be released but blocked when you will try to release it.

Once blocked, you will not be able to reserve the quantity.




If you want to unblock your customer order, perform Unblocking your Customer Order (on page 315).

## Unblocking your Customer Order

Once the *advance invoice* is finalized, you can unblock your **Customer Order**.

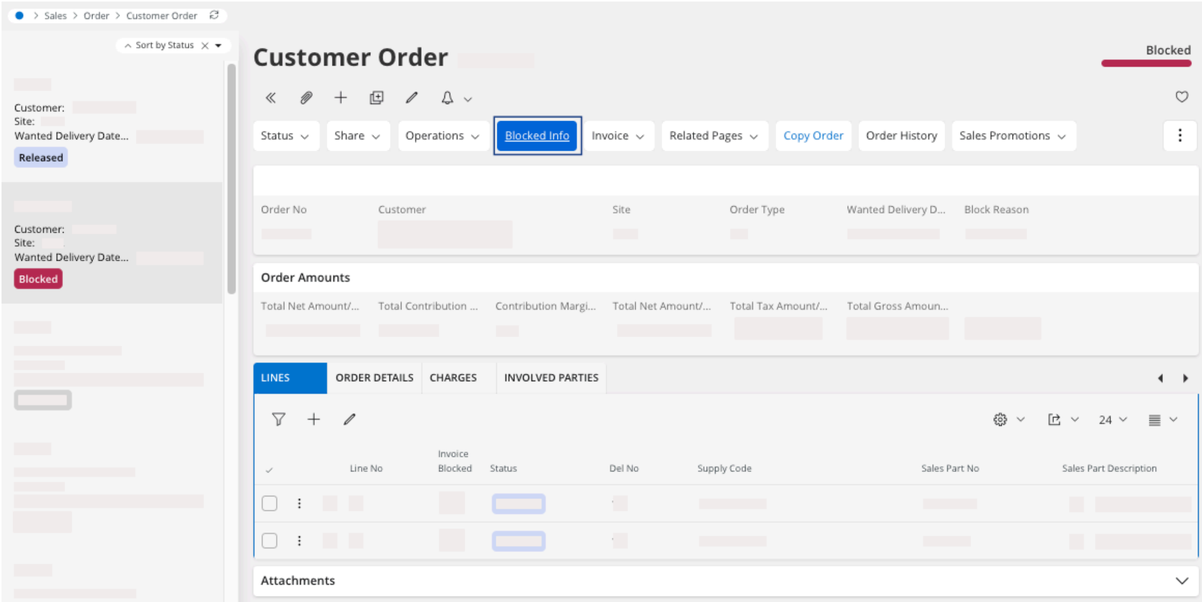
Your customer order needs to be in status **Blocked**.

There are two ways to unblock your *customer order*.

1. Go to **Sales > Order > Customer Order** and select your **Customer Order**.

The two next steps describe the first way to unblock a customer order.

2. In the header, click **Blocked Info**.

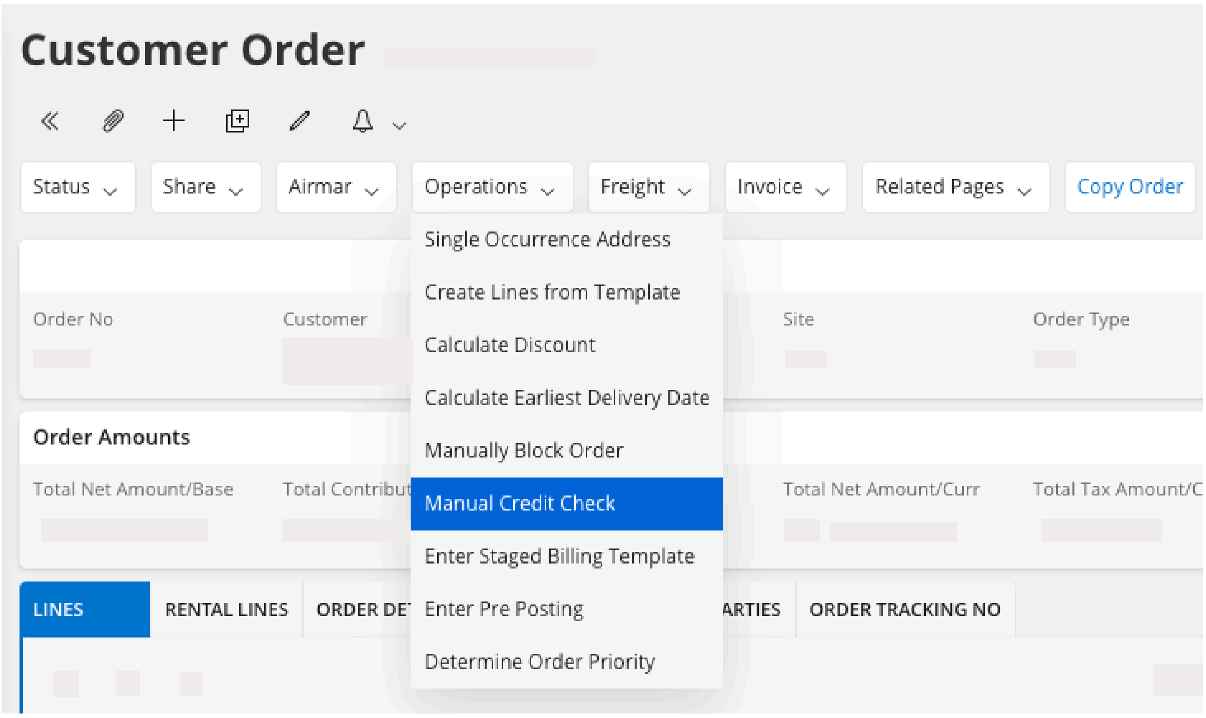



A new page opens, **Handle Blocked Customer Orders**.

3. To unblock your customer order, click the three dots ⋮ and click **Release Block Order**.

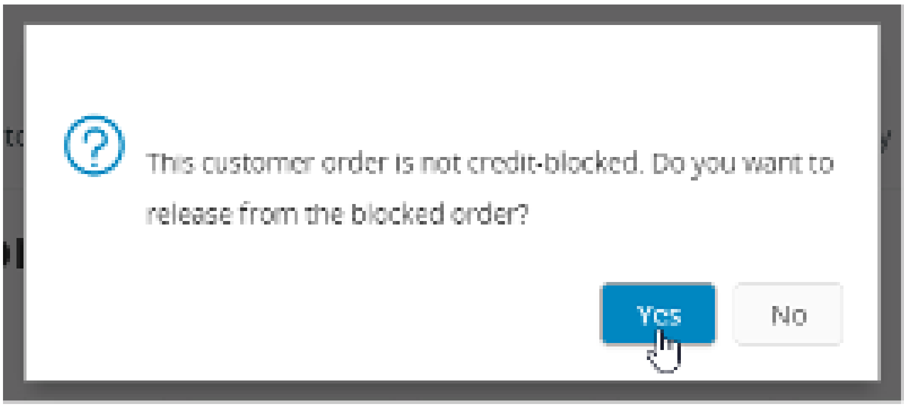
The next steps describe the second way to unblock a customer order when the advance invoice had been paid by the customer.

4. In the header of the **Customer Order** page, click **Operations > Manual Credit Check**.




A dialog appears.

5. Click **Yes**.




Your customer order is unblocked.

# Creating a Settlement for an Advance Invoice

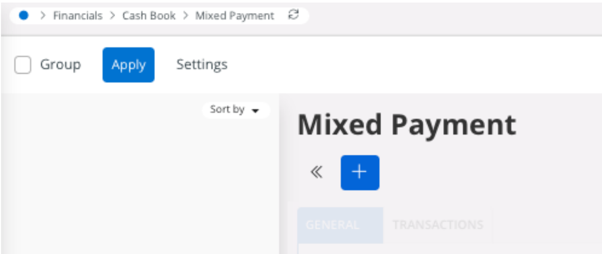
You need to settle your mixed payment with your *advance invoice*.

You need to have approved the mixed payment for an advance invoice but you must not have matched it with the invoice.

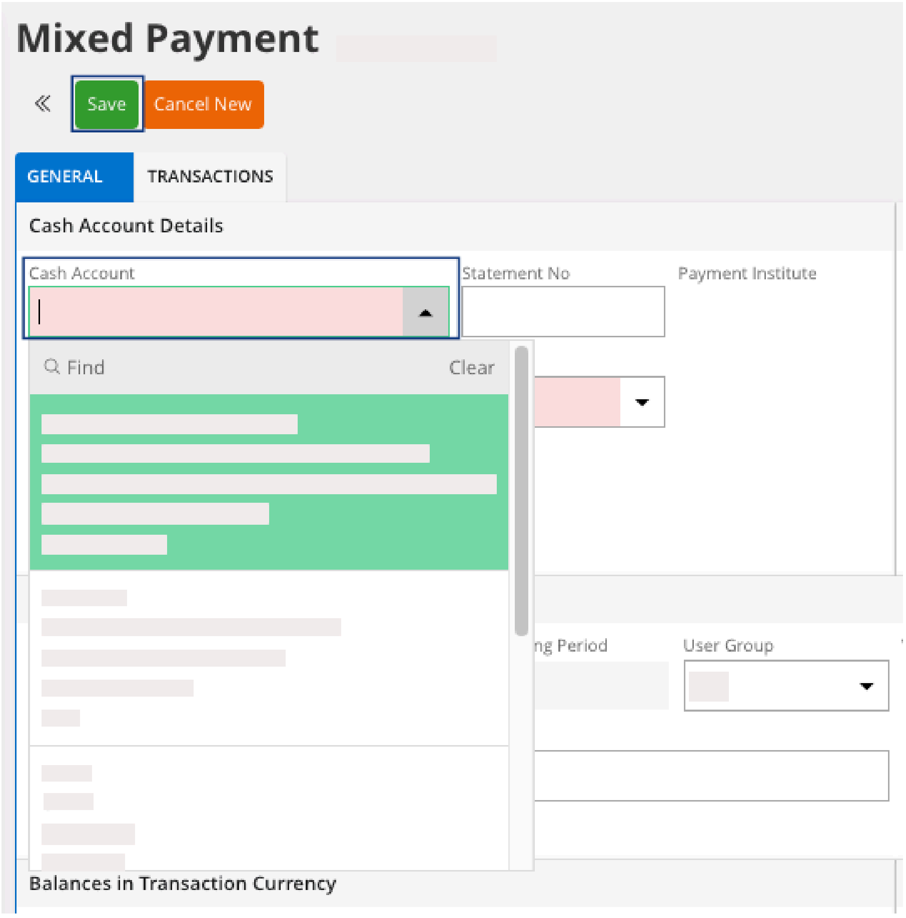
To perform this process, you have to create a new mixed payment, then match the payment already registered with the advance invoice.

## Creating a New Mixed Payment

1. Go to **Financials > Cash Book > Mixed Payment**.
2. Click **New** +.



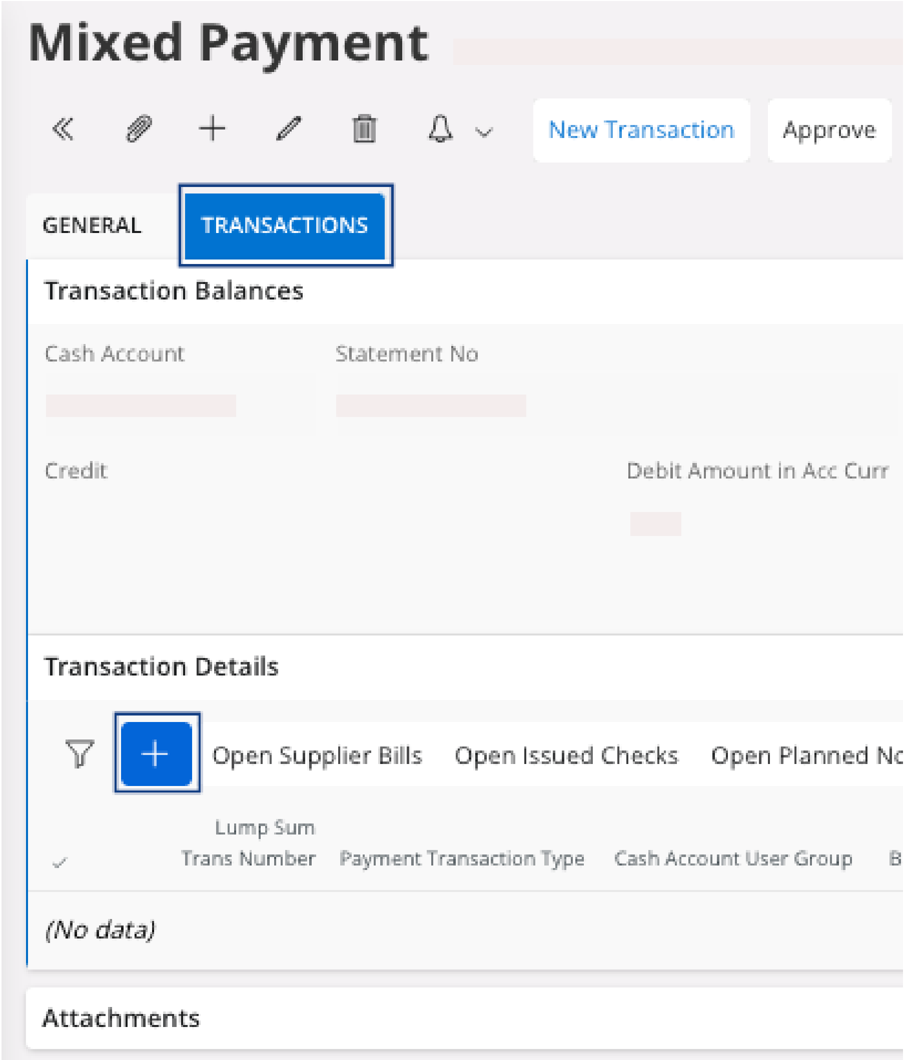

3. Select the **Cash Account**.




4. Click **Save**.

## Matching the Payment with the Invoice

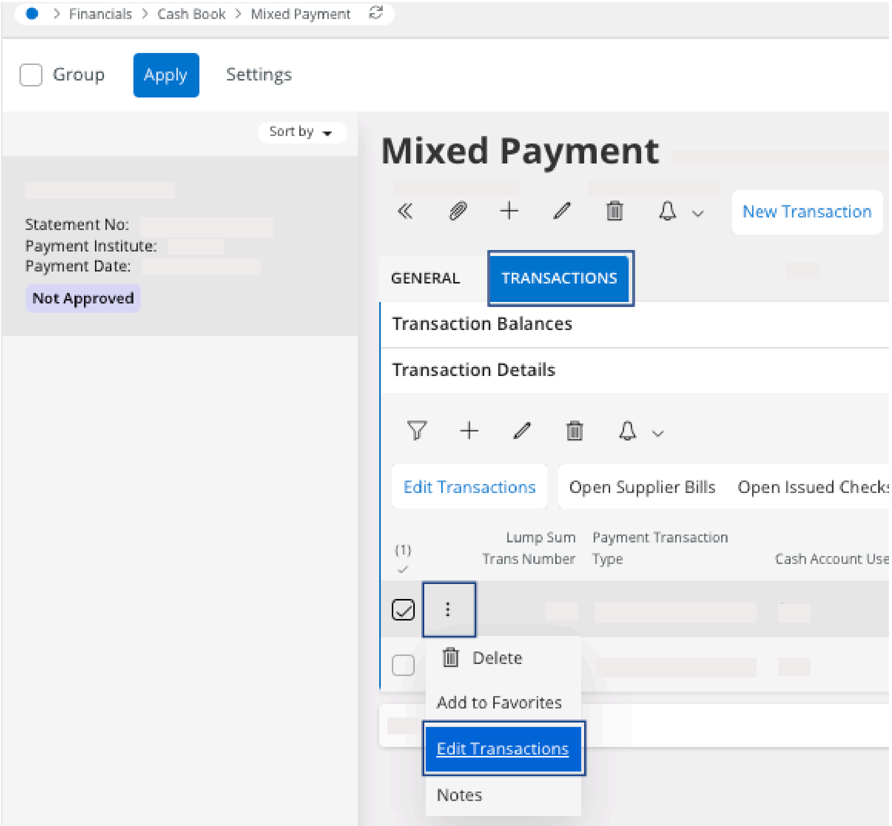
1. Go to the tab **Transactions**.
2. Click **New** +.




3. Fill the following fields:
    a. **Payment Transaction Type**: for a customer payment, select **Enter Customer Payment**.
    b. **Payer/Payee Identity**: enter your customer.
    c. **Amount**: you need to enter `0`.

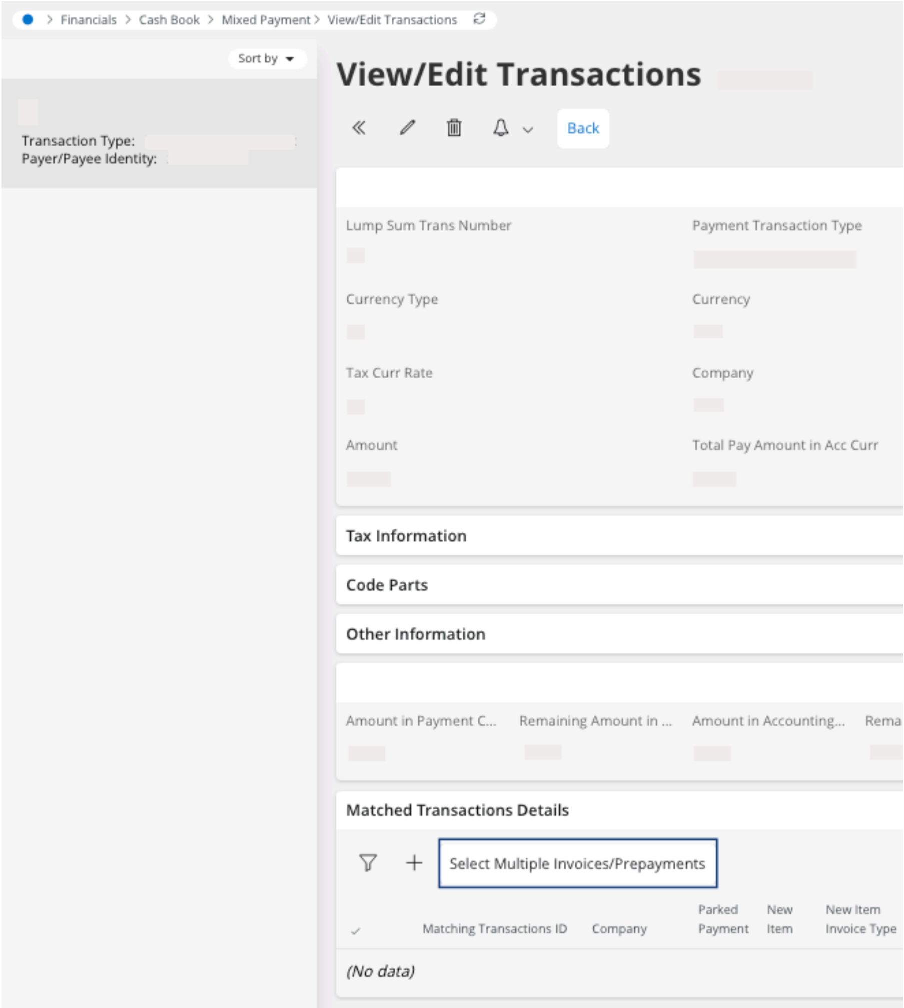
> **Note:** You need to enter a null amount to prevent a new payment to be registered, since it has already been registered before.

4. Select your line, click the three dots `⋮` and click **Edit Transactions**.



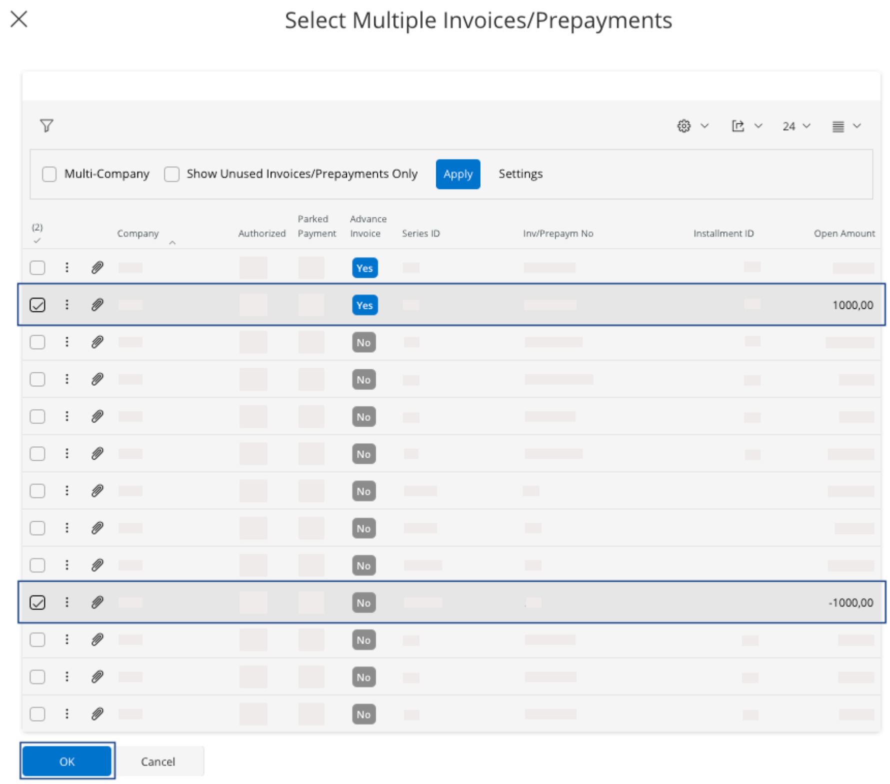

A new page appears.

5. In the area **Matched Transactions Details**, click **Select Multiple Invoices/Prepayments**.

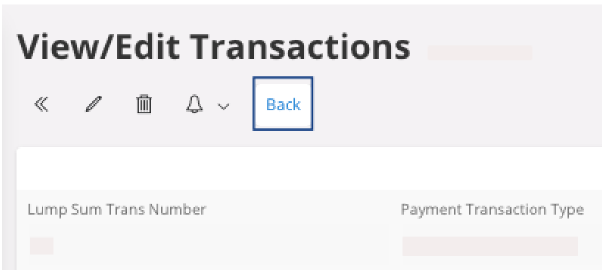



A pane appears.

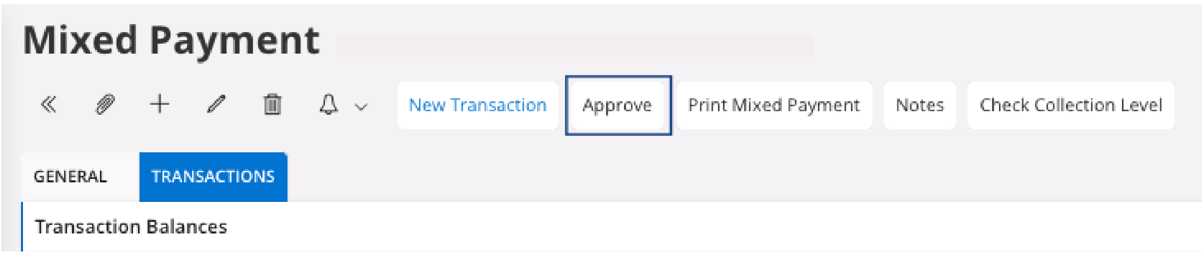
6. Select the advance invoice and the mixed payment already registered to match them and click **OK**.




7. To go back to your mixed payment: click **Back**.



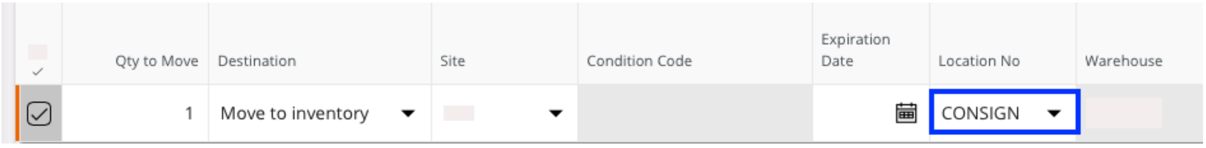

8. To close your mixed payment, click **Approve** in the header.




# Managing Product Loans

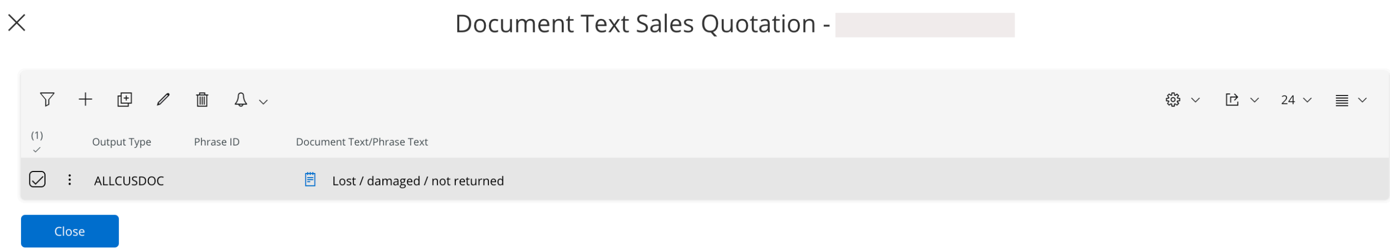
The following process explains how to manage stock movements, sales quotation, customer order and invoicing for product loans.

1. Move the part that you want to loan from your stock to the **Consignment** stock, by following the process described in Moving Inventory Part (on page 366).

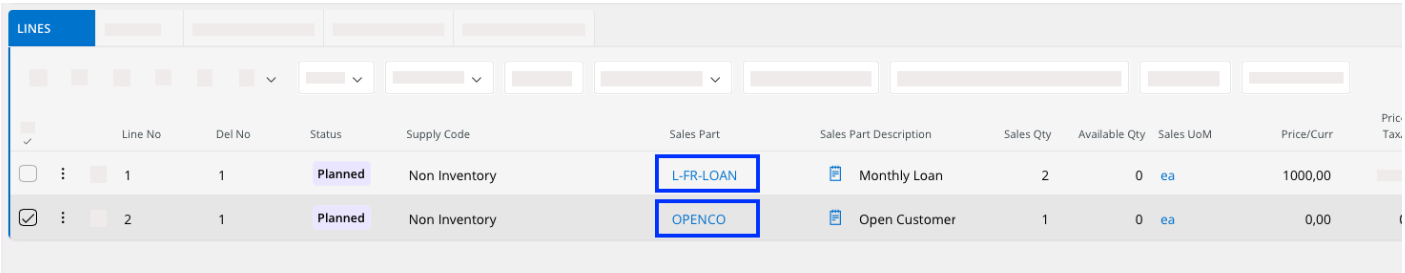



> **Note:** Parts are not physically in the **Consignment** stock. The aim is to keep track of parts that are under a loan process and create the right accounting movement into a stock under consignment.

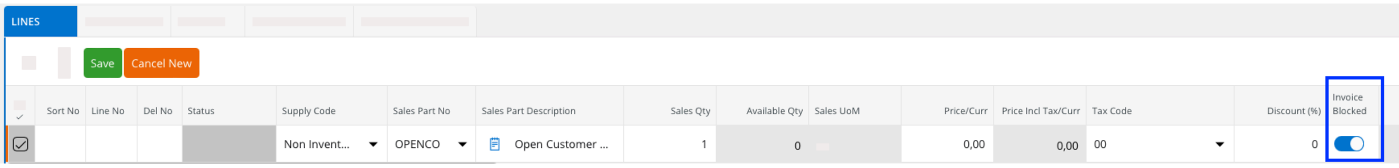
2. Create a sales quotation for the customer to whom you are selling the product by following the process described in Creating a Sales Quotation (on page 215).
3. In the sales quotation, add a new line defining the monthly details of the loan:
   a. In **Sales Part**, select **L-XX-LOAN** (*XX* referring to your country).
   b. In **Sales Qty**, enter the number of months corresponding to the loan duration.
   c. In **Price/Curr**, enter the amount due per month.
   d. Select the line, then click **Document Text** in the **Lines** toolbar to add details about the sensor and guidelines in case the sensor is reported with a lost, damaged, or not returned status. The message will appear in the quotation lines.




4. Add another line:
   a. In **Sales Part**, select **OPENCO**. This will keep the customer order open until the end of the loan.



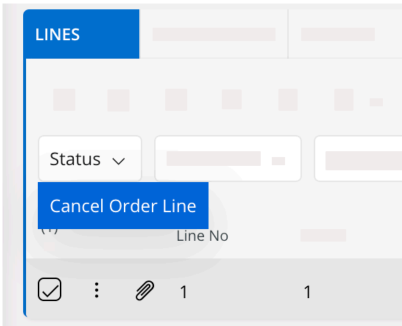
b. Turn on the **Invoice Blocked** toggle so that this line does not appear in the invoice.




5. Transform the sales quotation into a customer order by following the process described in Changing a Sales Quotation into a Customer Order (on page 223).
6. Deliver the customer order line for the **L-XX-LOAN** part only, by Doing a Partial Delivery (on page 248). Do not deliver the **OPENCO** part.
   - To invoice your customer monthly for the loan, deliver 1 quantity of loan each month and invoice it.
   - To invoice all the loan at the end, deliver all the loan quantity at the end of the process and invoice it.
7. Create invoices link to your customer order by Creating a Full or Partial Invoice (on page 272).

Then, depending on end-of-loan scenario:

8. If the customer buys the equipment at the end of the loan, you need to update the customer order and invoice it.
   a. On your customer order, add a line with the product that is sold, then select and cancel the **OPENCO** line.

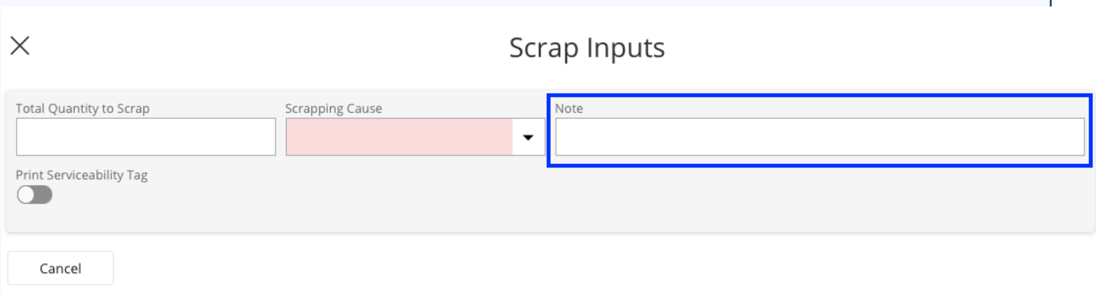



   b. Adjust the price according to the loan that was made.
   c. Invoice your customer order following these guidelines: Creating a Full or Partial Invoice (on page 272).
9. If the customer sends back the product after the loan, you need to choose between moving it back to your initial stock, or adding it as a refurbished product:

a. To put back the product in your stock, move the product from the **Consignment** stock to your stock, by following the process described in Moving Inventory Part (on page 366). The product will be considered as new.

b. To add the returned product as a refurbished part in your stock: scrap the loan part (see Scrapping a Part from the Stock (on page 364)), then create an RMA (see Creation of Return Material Authorization (RMA) (on page 287)) on the refurbish product to add it in your stock.

**Note:** Make sure to add a note to explain why the product has been scrapped.




# Credit Management

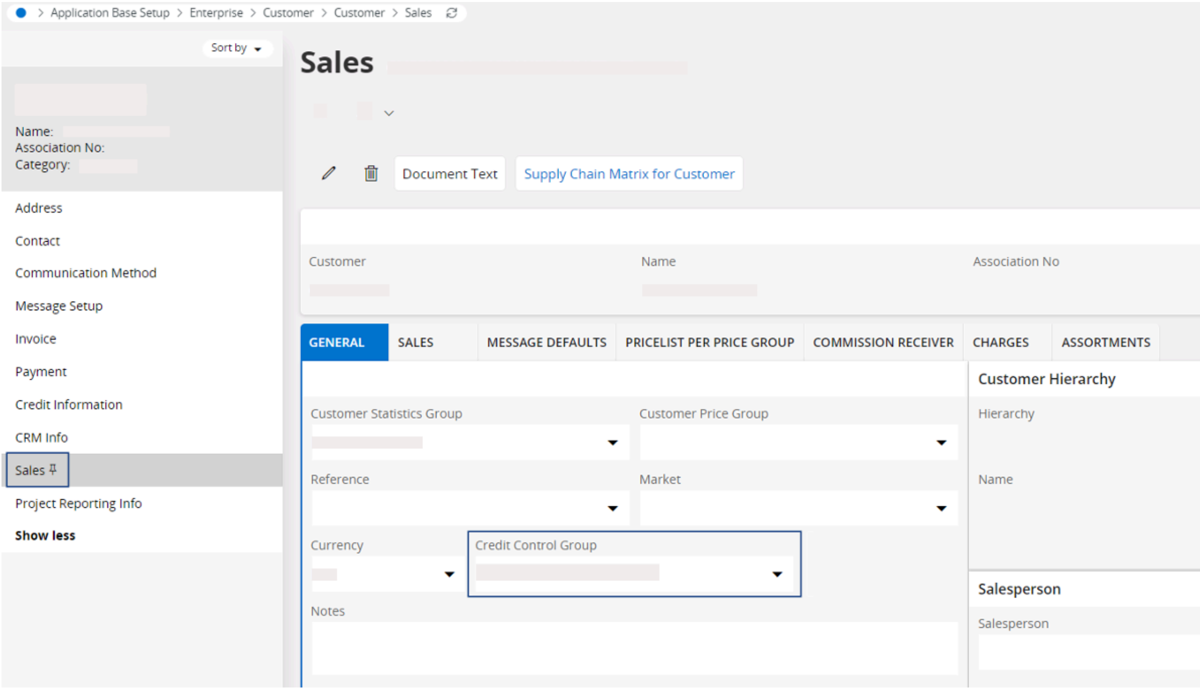
According to the customer in Marport, dunning activities are managed out of the system for now.

You can perform credit control management in **IFS Cloud**.

## Managing Credit Control

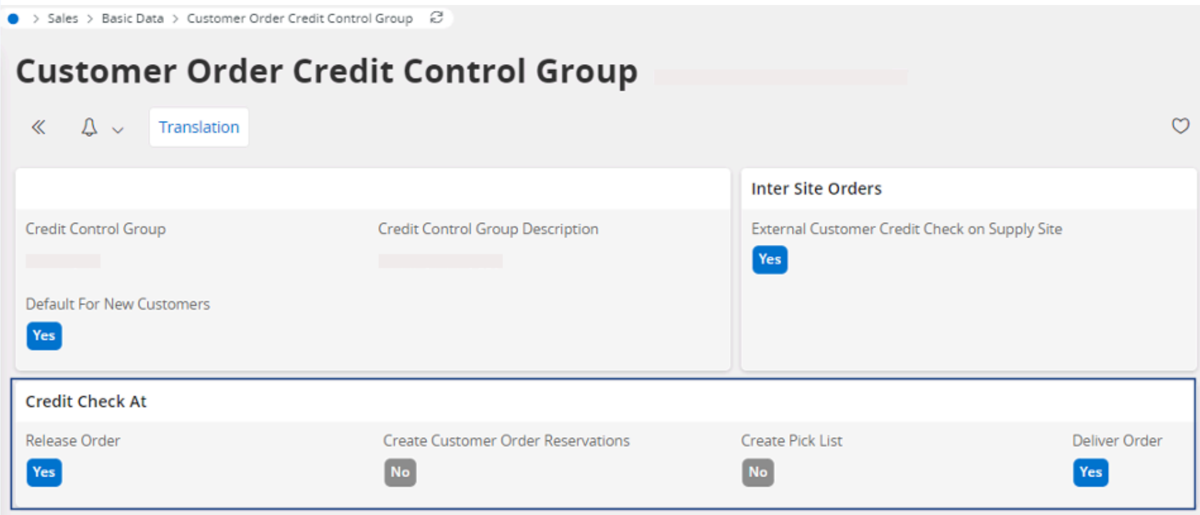
You need to check if the system is correctly configured for credit control.

1. Go to **Application Base Setup > Enterprise > Customer > Customer**.
2. Select the tab **Sales** and on the tab **General**, fill the field **Credit Control Group**.




**Note:** This field is linked to the configuration in the page **Customer Order Credit Control Group** that defines when the automatic check is performed.

This process impacts the customer order flow but not the sales quotation flow.



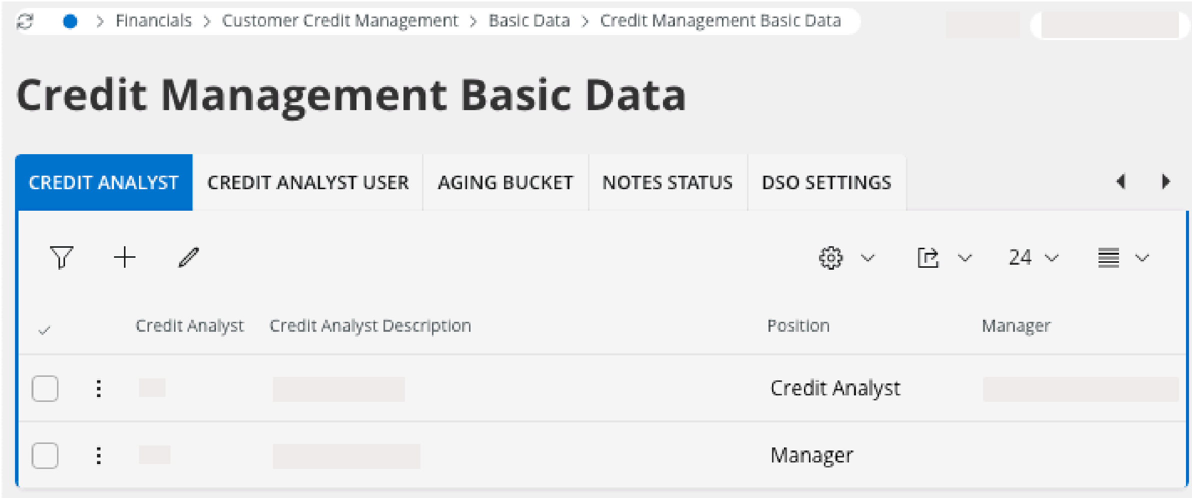

3. Select the tab **Credit Information** at the left side of the page 1:

   a. Check that the **Company** is correctly selected 2.

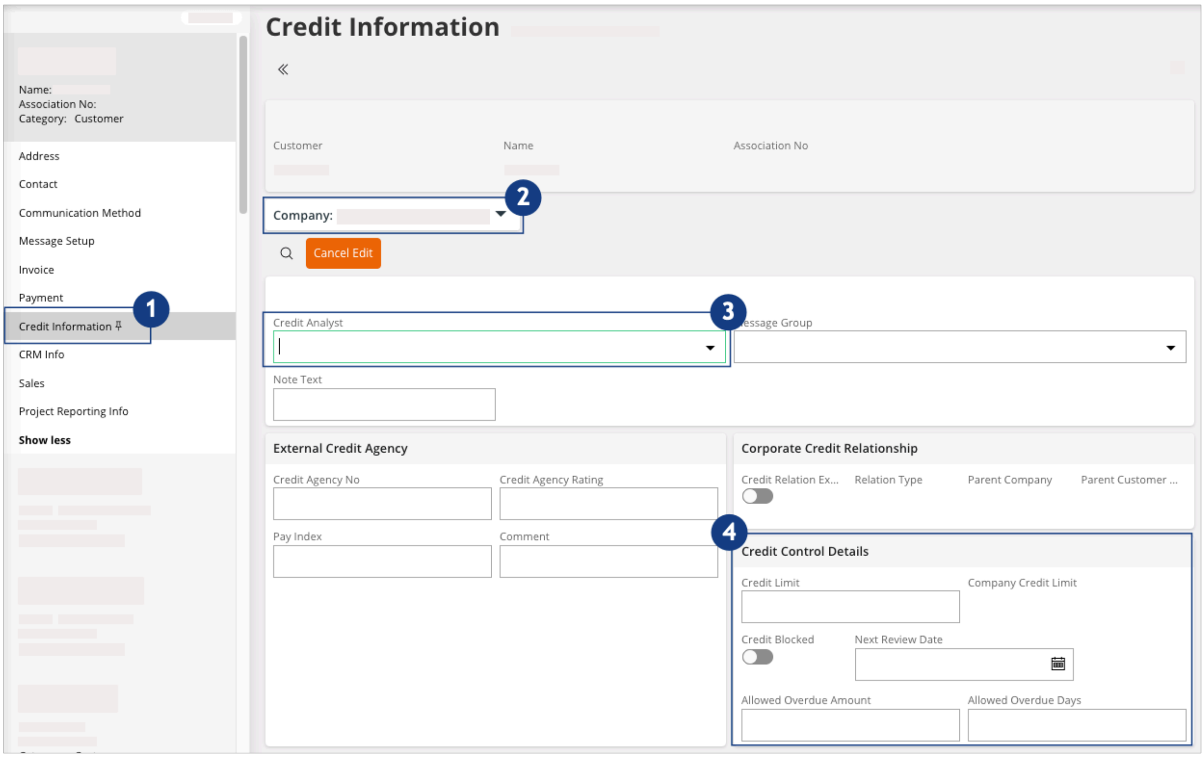
   b. Click **Edit**.

   c. Fill the field **Credit Analyst** 3.

**Note:** This field is linked to the configuration in the page **Credit Management Basic Data**. The **Position** is defined in the tab **Credit Analyst** and the users in charge are defined in the tab **Credit Analyst User**.




d. Fill the fields linked to the **Credit Control Details** area 4.




**Note:** If you want to have more information about the credit check configuration, contact your IT team.

The credit control is correctly configured.

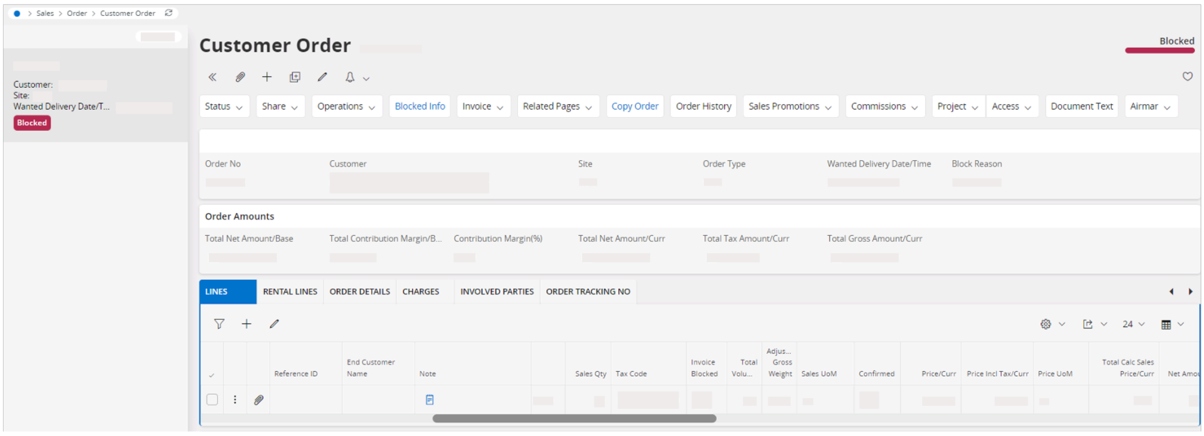
# Blocking a Customer Order

Your **Customer Order** can be blocked automatically or manually to avoid any action on it.

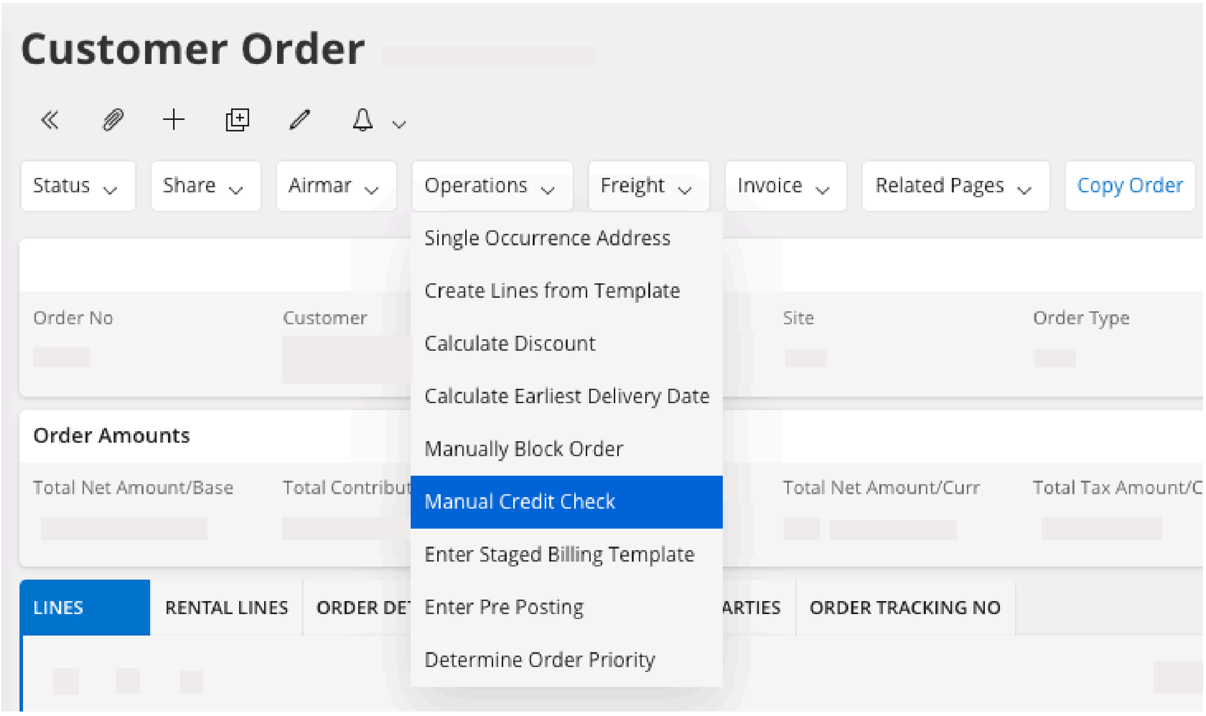
# Blocking a Customer Order Automatically

You need to have configured the **Customer Order Credit Control Group**: see Managing Credit Control (on page 325) to decide when the control will be performed.

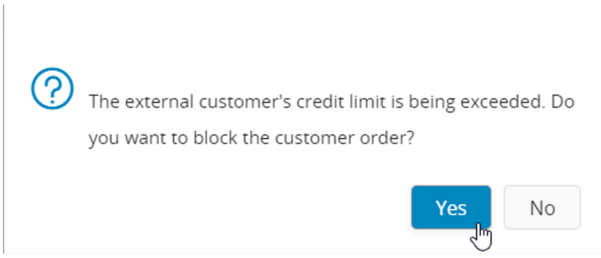
1. Go to your **Customer Order**.
2. If the **Customer Order Credit Control Group** has been configured to perform a credit check at release, and if the credit or open customer order exceed the correct amount, then the order will be automatically blocked at the release step.




3. If you want to perform a new credit check: on your customer order, click **Operations**, then click **Manual Credit Check**.

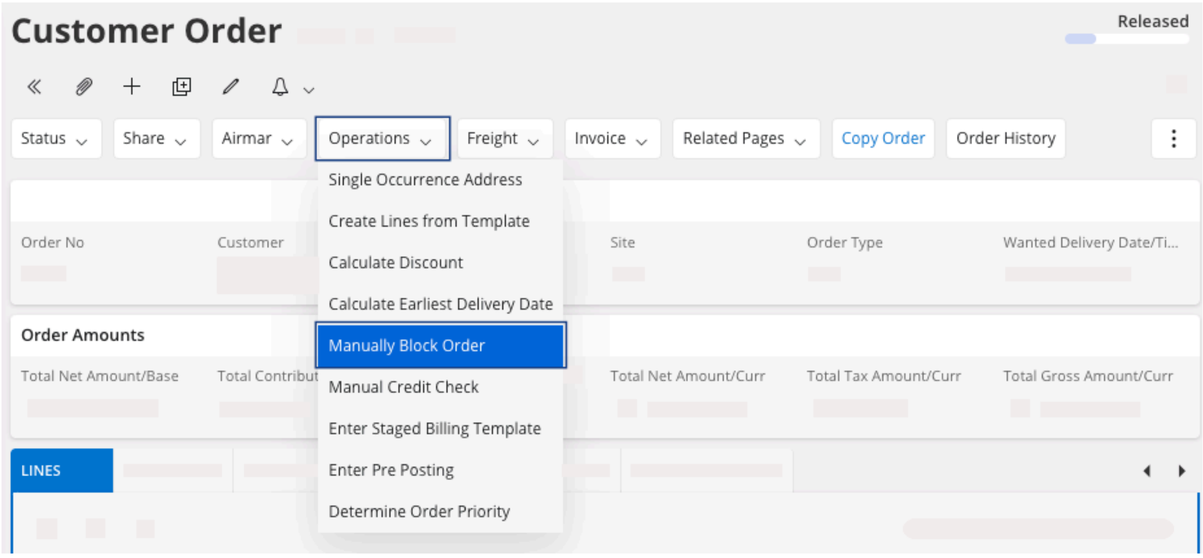


4. A dialog appears if the credit limit is exceeded. If you want to block the customer order, click **Yes**, otherwise click **No**.




## Blocking a Customer Order Manually

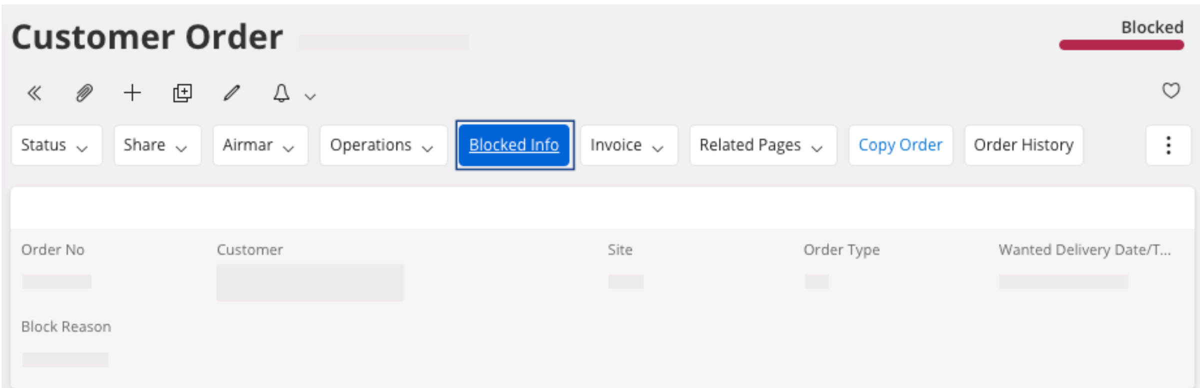
1. Go to your **Customer Order**.
2. If you want to manually block your order: in your **Customer Order**, click **Operations > Manually Block Order**.




## Unblocking a Customer Order

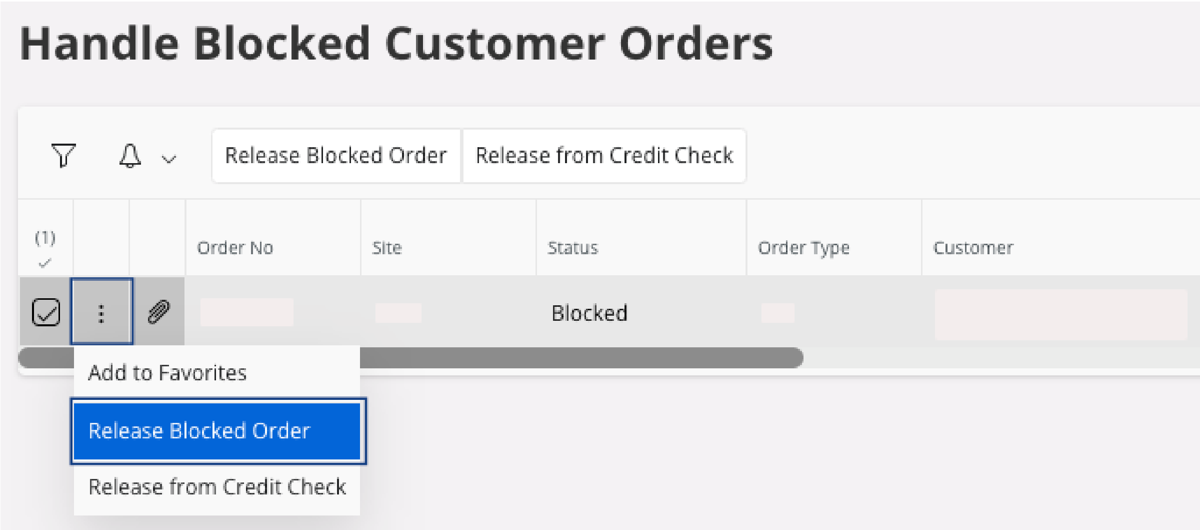
Unblock a *customer order* following a credit check.

1. Go to your **Customer Order**, click **Blocked Info**.




The **Handle Blocked Customer Orders** page opens.

2. You have two options:
    a. If you want to unblock the current credit check but keep the next automatic credit check for the customer order: click the three dots ⋮, then click **Release Block Order**.



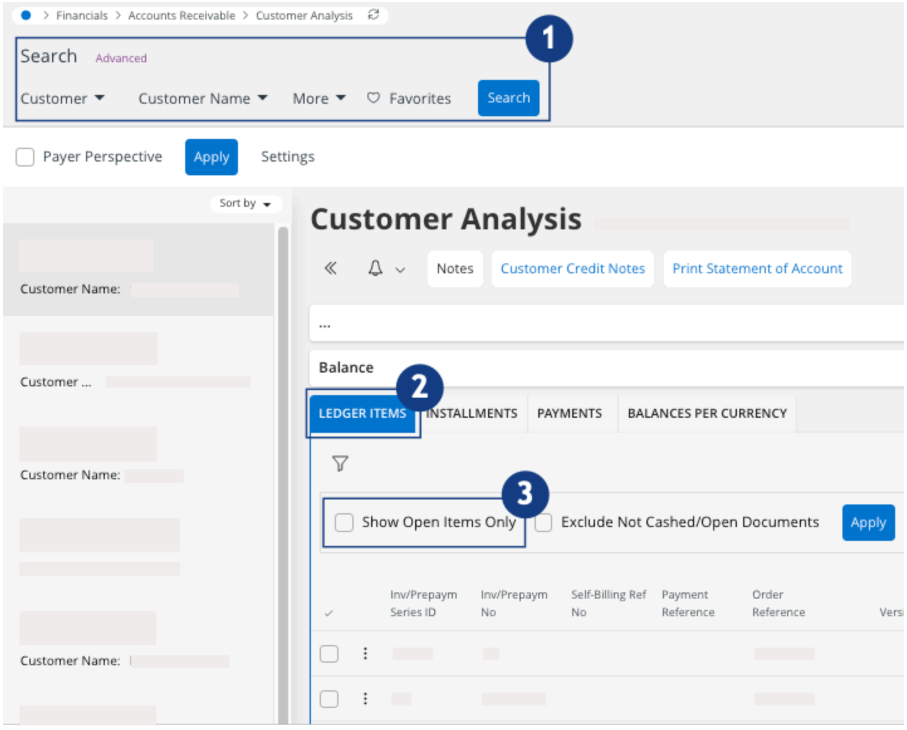

    b. If you want to unblock all the automatic credit check for the customer order: click the three dots ⋮, then click **Release from Credit Check**.

Your **Customer Order** has been unblocked.

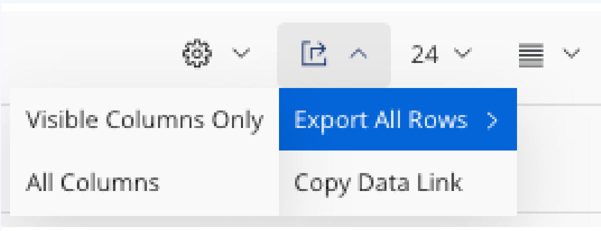
# Statistics and Reporting

## Consulting a Customer Analysis

1. Go to **Financials > Accounts Receivable > Customer Analysis**.
2. Use the search bar to filter your customer 1.
3. In the tab **Ledger Items** 2, you can see the transactions made by your customer:
    a. Select the checkbox **Show Open Items Only** to see open transactions 3.
    b. Do not select any checkbox if you want to see all the transactions.



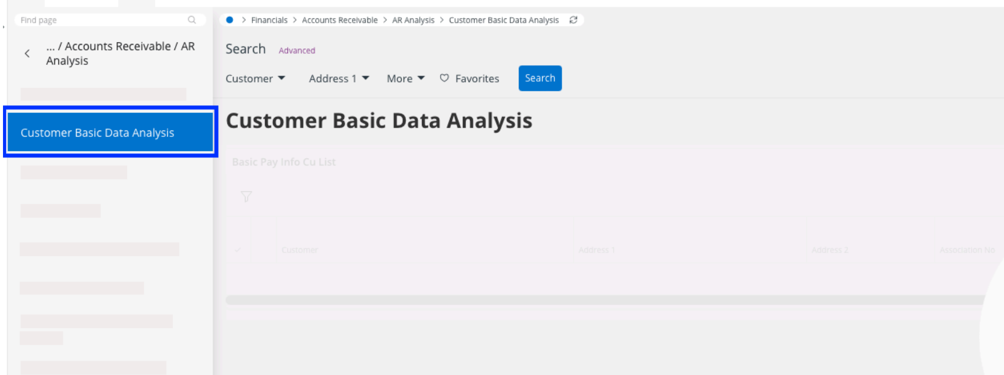

**Remember:** You can export this report in an Excel file. On your lines area, click > **Export All Rows** and choose if you want to see data from the columns displayed only or from all the columns.



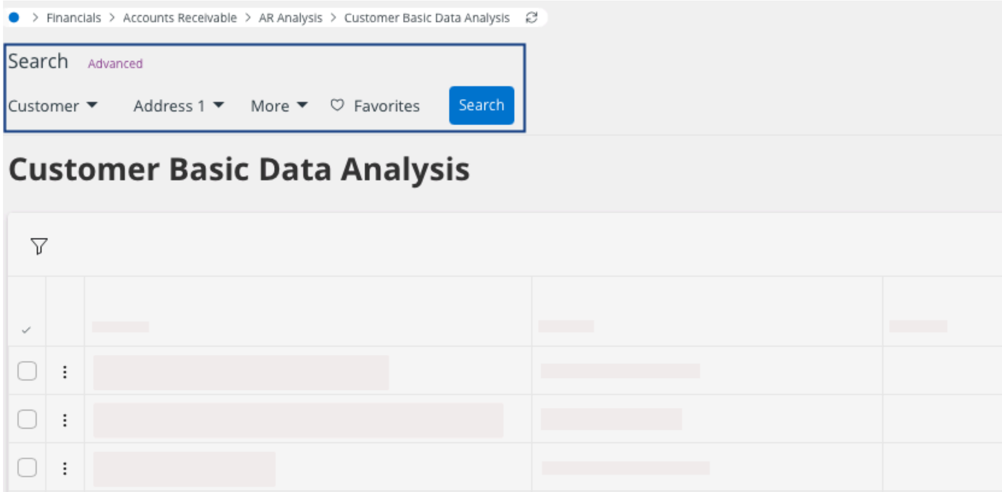

## Consulting Customer Basic Data Analysis

Consult information on one or multiple customers.

1. Go to the page **Customer Basic Data Analysis**.



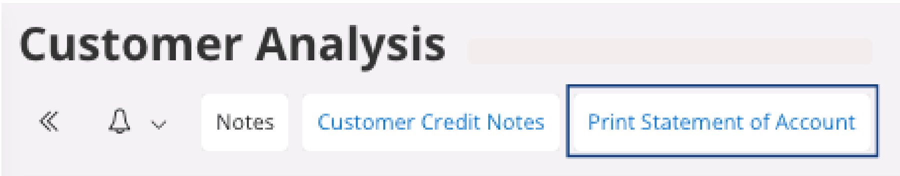
2. Use the filters above the list to find the customers whose information you want to display.




## Printing a Customer Statement

You can print a statement for your customer in PDF.

1. You can access the **Customer Statement of Account** page to print your statement through the page **Customer Analysis**, click **Print Statement of Account** in the header.

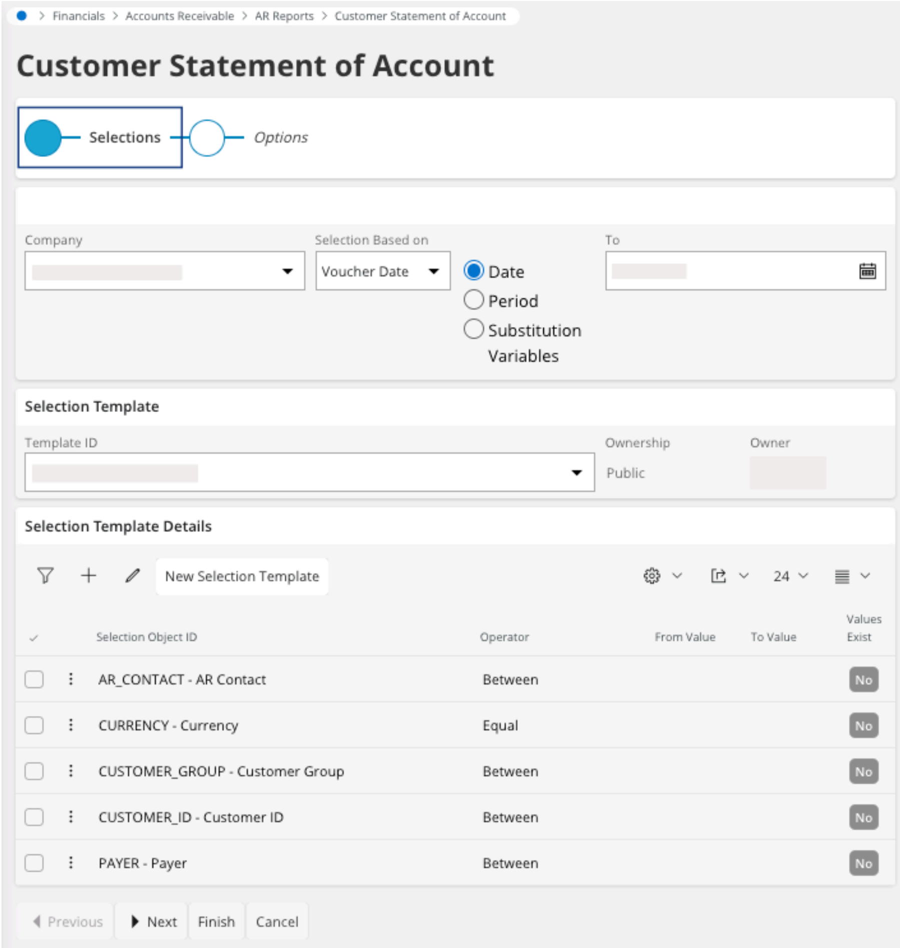



2. Otherwise, go to **Financials > Accounts Receivable > Customer Statement of Account**.
3. Select criteria that you want in the area **Selections**:

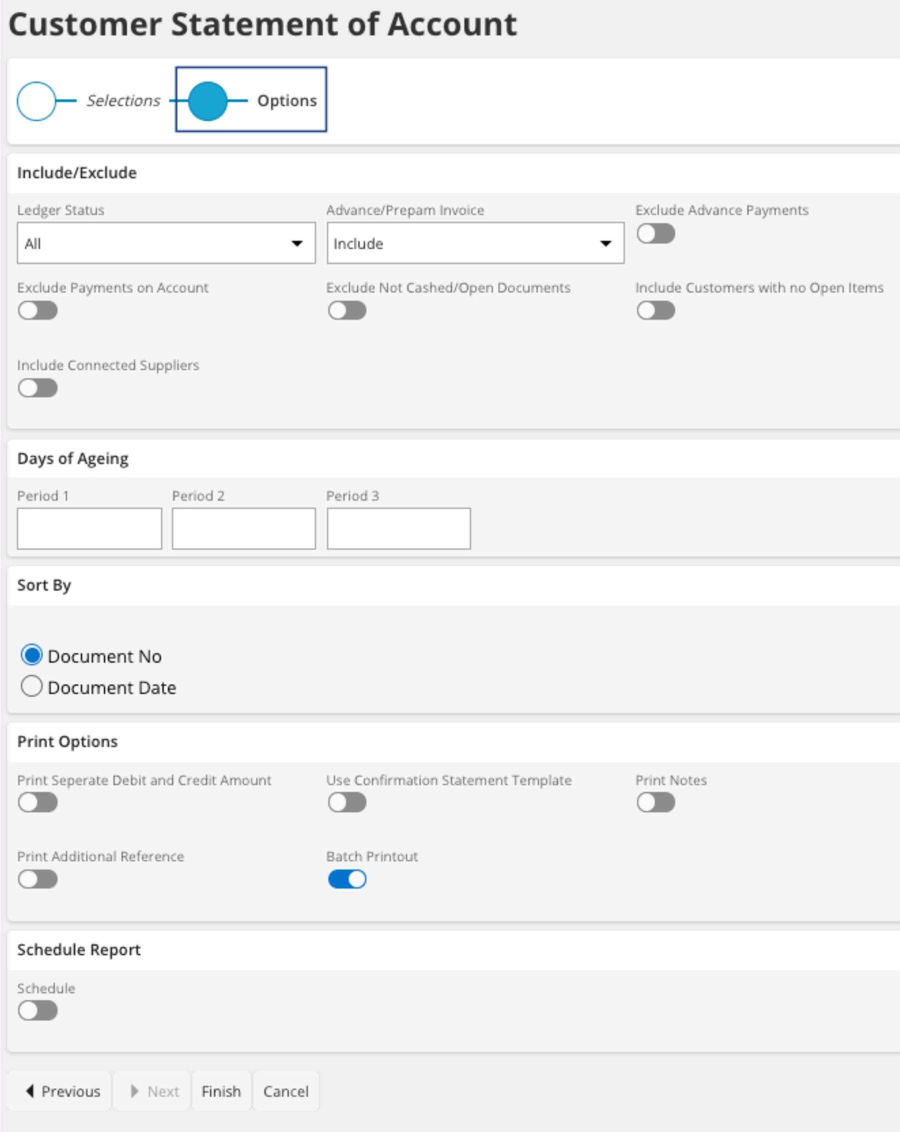
   a. The **Company**, **Date**...

   > **Note:** The statement will include only open items based on the date selected.

   b. Select your filter(s) carefully in the area **Selection Template Details**. This action can impact the statement you want to have (for 1 or several customers, etc…).




4. Click **Next**.
5. Choose your **Options**.



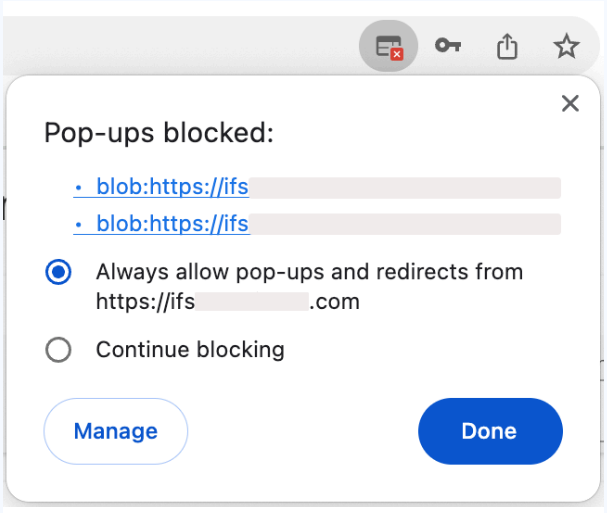

6. Click **Finish**.

   The **Report Format & Output** pane appears.

7. You have several options:

- **Preview** button: to do before printing. Click **Preview**: the document appears on your screen. From here, you can check your information, print your document or keep it on your computer in PDF.

**Trouble:** If the preview is not displayed, your browser might block your pop-ups. Check your authorization in your browser settings.




- **Print**: if you want your document on paper, choose your printer, or if you want to keep it on your computer in PDF, choose **IFS PDF Archiver**.
- **Email**: fill in or check the email address and send it.

8. Click **OK**.

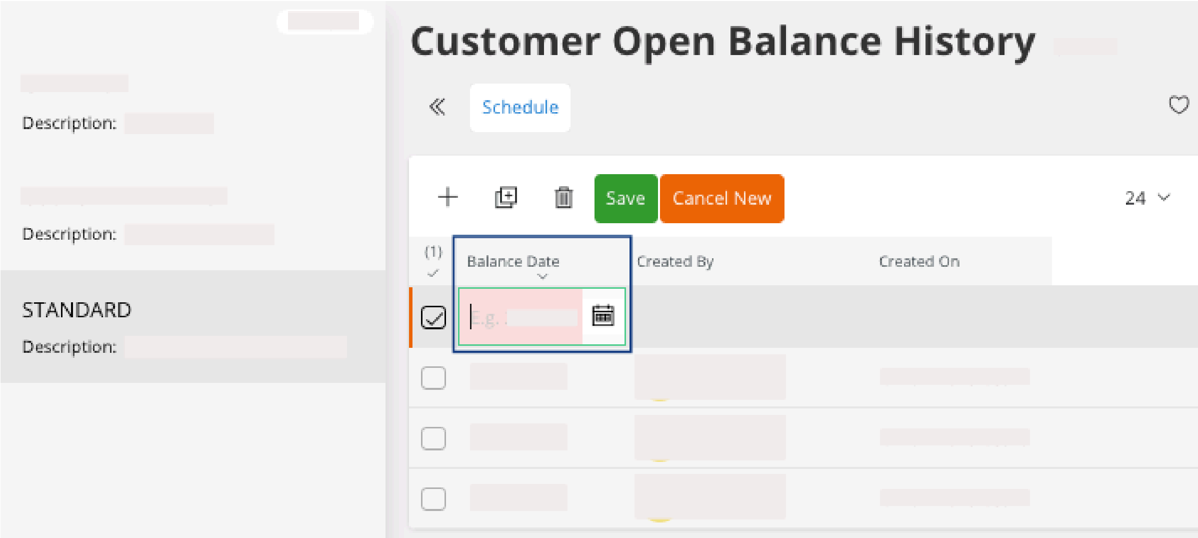
Your customer statement has been printed.

## Consulting Customer Open Transactions

Display all the open balance history from customers on an exact date.

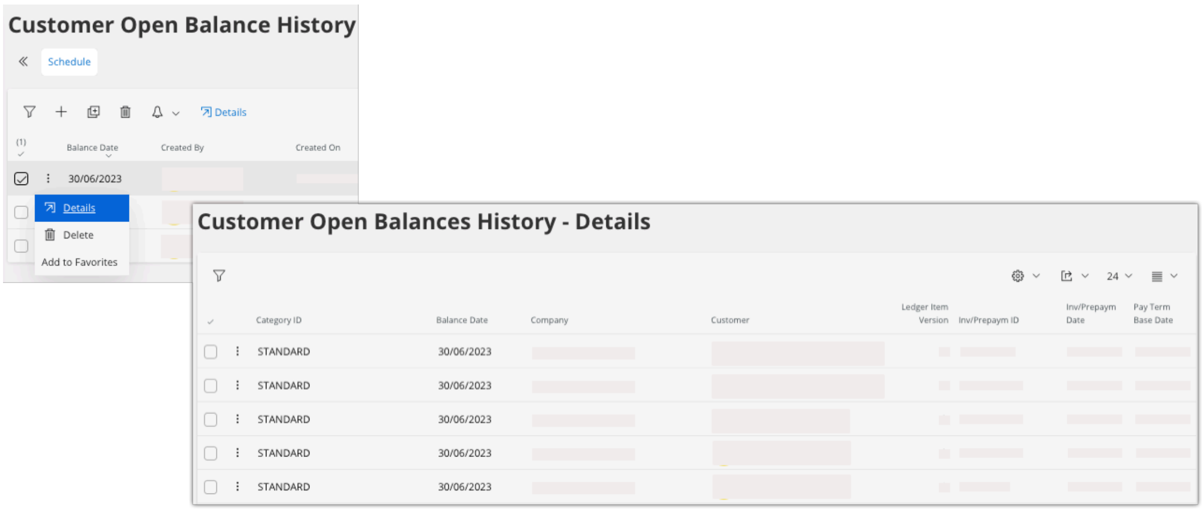
This report is also useful to reconcile auxiliary ledger with general ledger, as the general ledger account linked to each customer transaction is into the grid.

1. Go to **Financials > Accounts Receivable > AP Analysis > Customer Open Balance History**.
2. Click **New** + to add a line.
3. Choose a **Balance Date** and click **Save**.



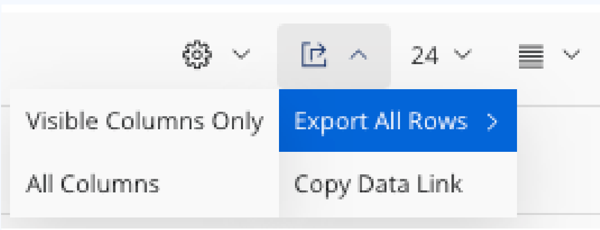

You can access the open transactions for the customers for the date chosen.

4. In this example, the customer open balance history includes transactions that occurred on May 30th, 2023. Select a line with the transactions date you want, click the three dots ⋮ and then click **Details**.




The full list of the open transactions from the customers for the date selected is displayed.

**Remember:** You can export this report in an Excel file. On your lines area, click ⎘ ⌄ > **Export All Rows** and choose if you want to see data from the columns displayed only or from all the columns.

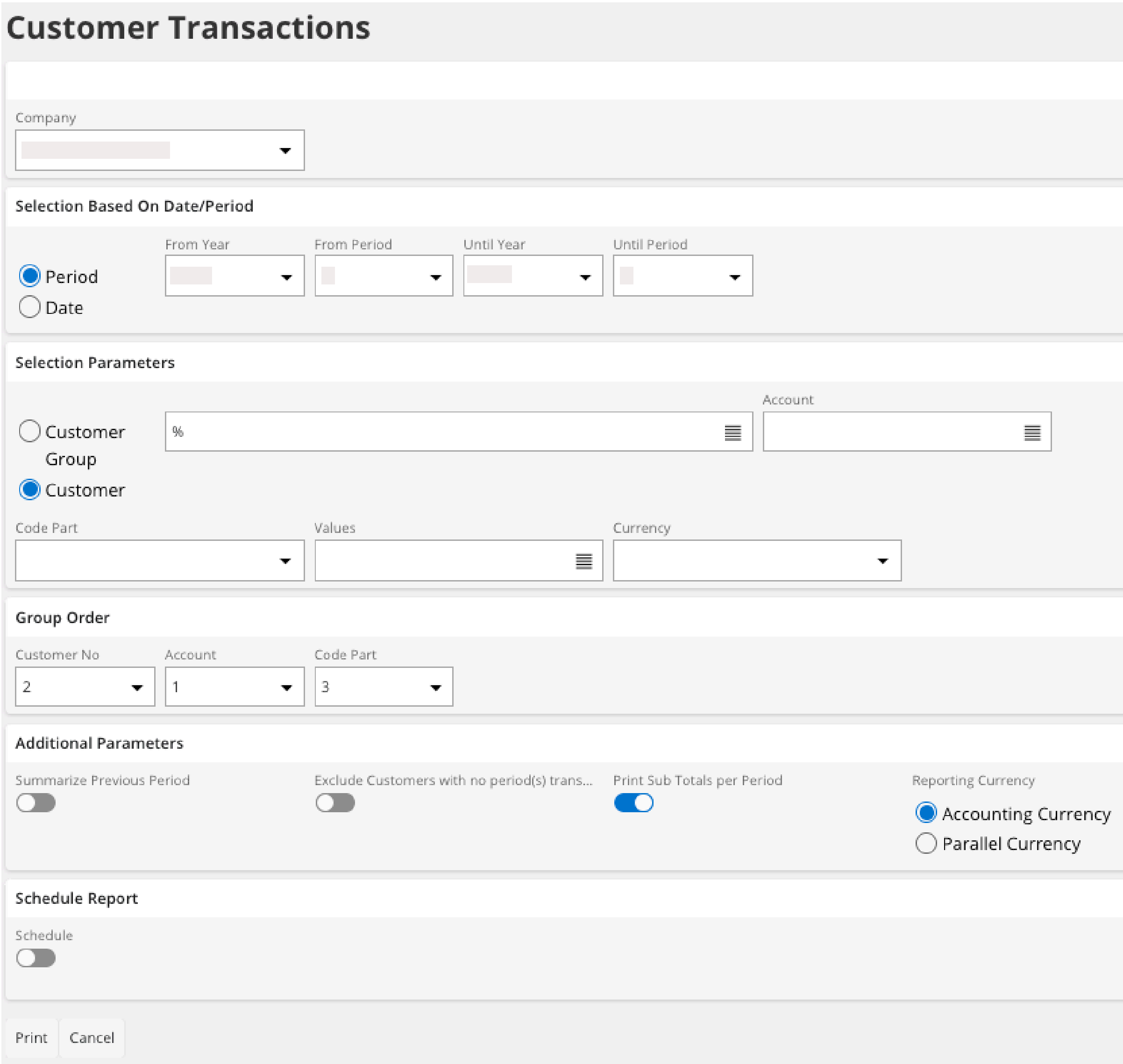


# Consulting Customer Transactions Report

Create a PDF report to have all the transactions for a customer or a group of customers.

This process allows you to see all the transactions, and not only the open ones.

1. Go to **Financials > Accounts Receivable > AP Reports > Customer Transactions**.
2. Choose your settings and click **Print**.

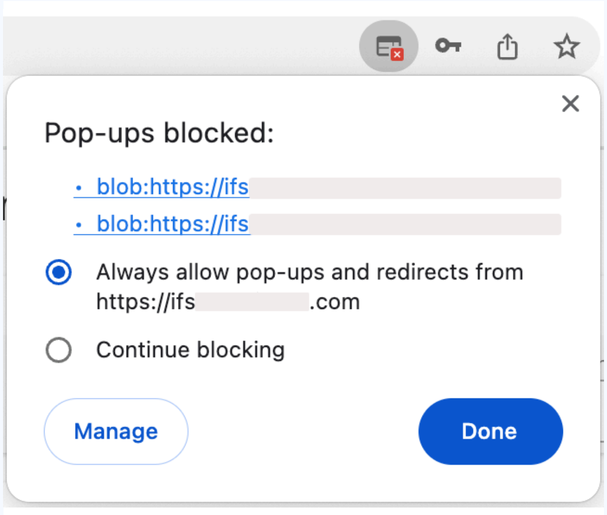



The **Report Format & Output** pane appears.

3. You have several options:

- ◦ **Preview** button: to do before printing. Click **Preview**: the document appears on your screen. From here, you can check your information, print your document or keep it on your computer in PDF.

**Trouble:** If the preview is not displayed, your browser might block your pop-ups. Check your authorization in your browser settings.



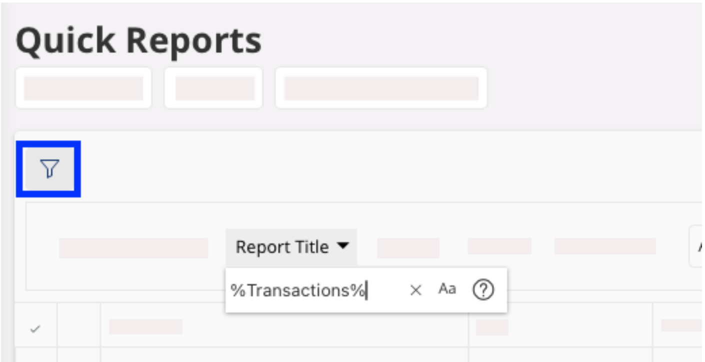

- ◦ **Print**: if you want your document on paper, choose your printer, or if you want to keep it on your computer in PDF, choose **IFS PDF Archiver**.
- ◦ **Email**: fill in or check the email address and send it.

You now have a **Customer Transactions** report.

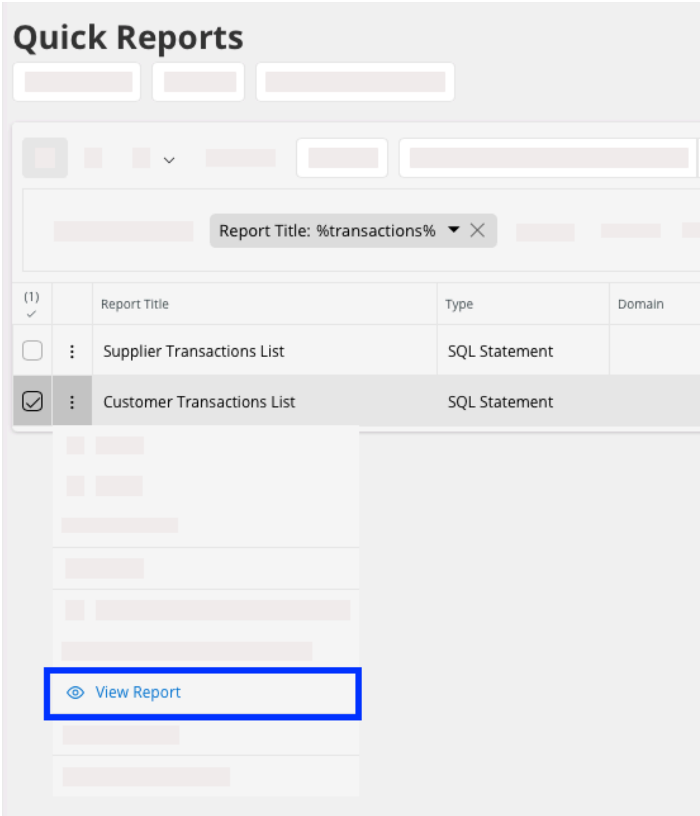
## Consulting Customer Transaction List

You can see reports with specific details about the historic of customer transactions.

1. Go to **Quick Reports** page.
2. Click the **Filter** icon in the top toolbar, then click **Report Title** and enter `%Transactions%`.



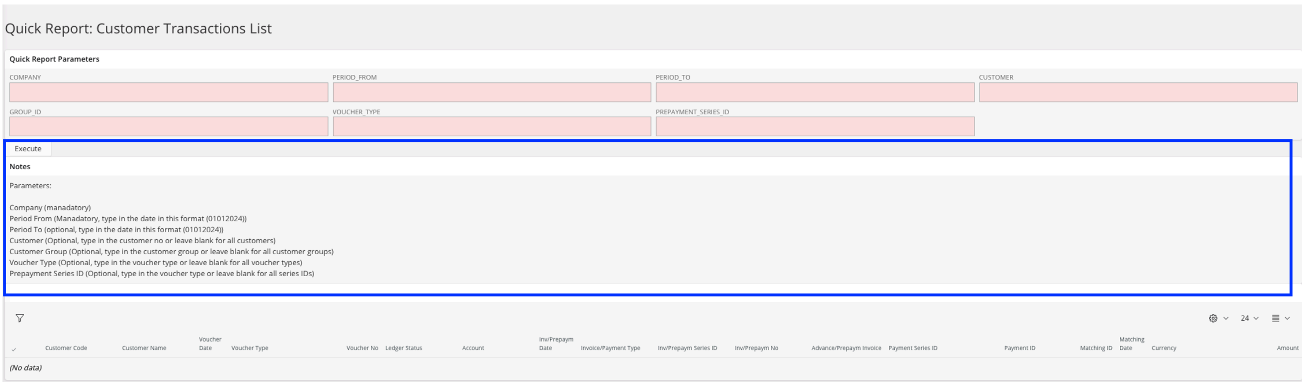

3. Click the three dots in front of the report named **Customer Transactions List**, then click **View Report**.




Quick report parameter page opens.

4. Fill in the **Quick Report Parameters** fields.

> **Tip:** Check the **Notes** panel below the parameters for more information you need to complete them.



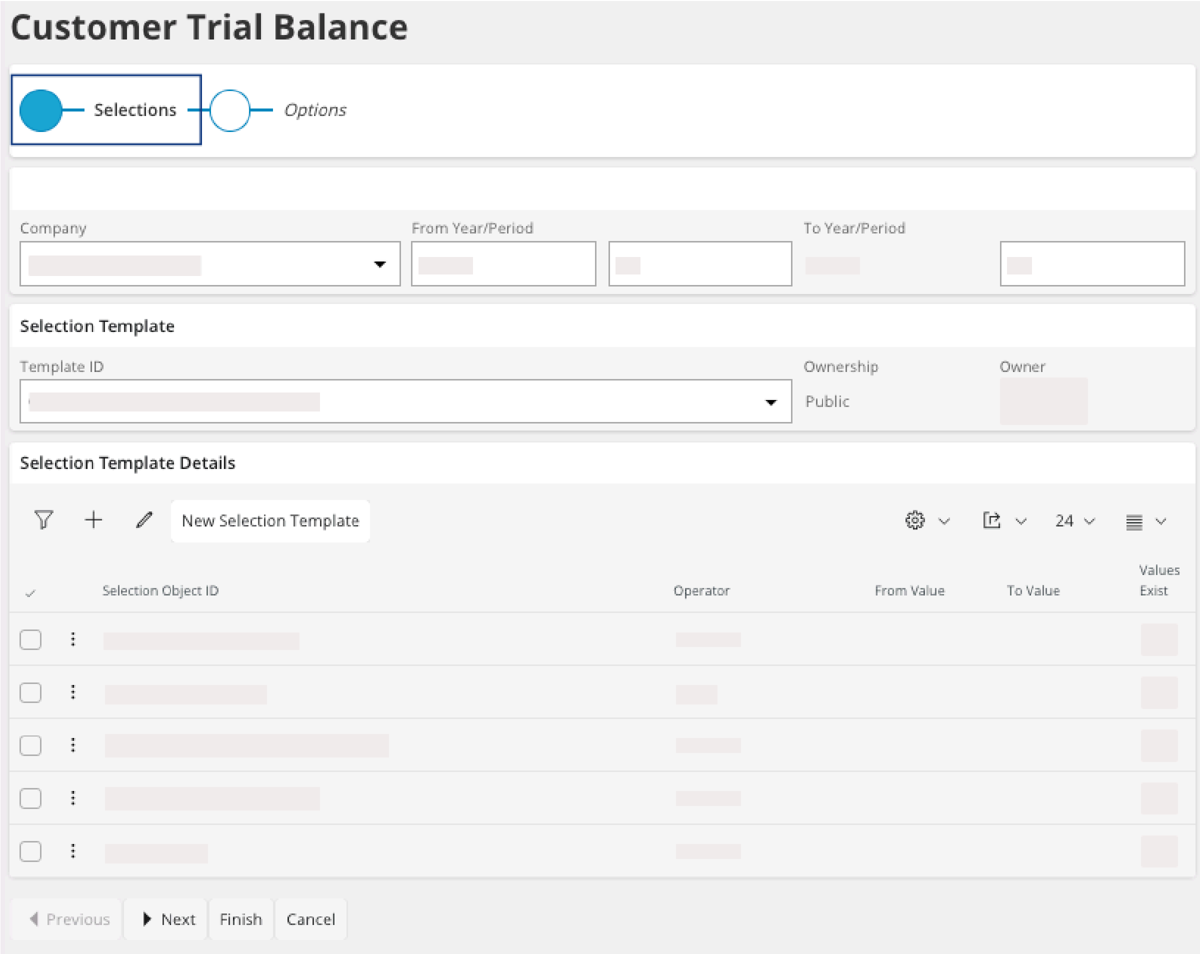

5. Click **Execute**.
6. The **Customer Transactions List** is displayed. Use **Column Chooser** tool to add additional information.

## Consulting Customer Trial Balance Report

Create a PDF report to have the trial balance for a customer or a group of customers.

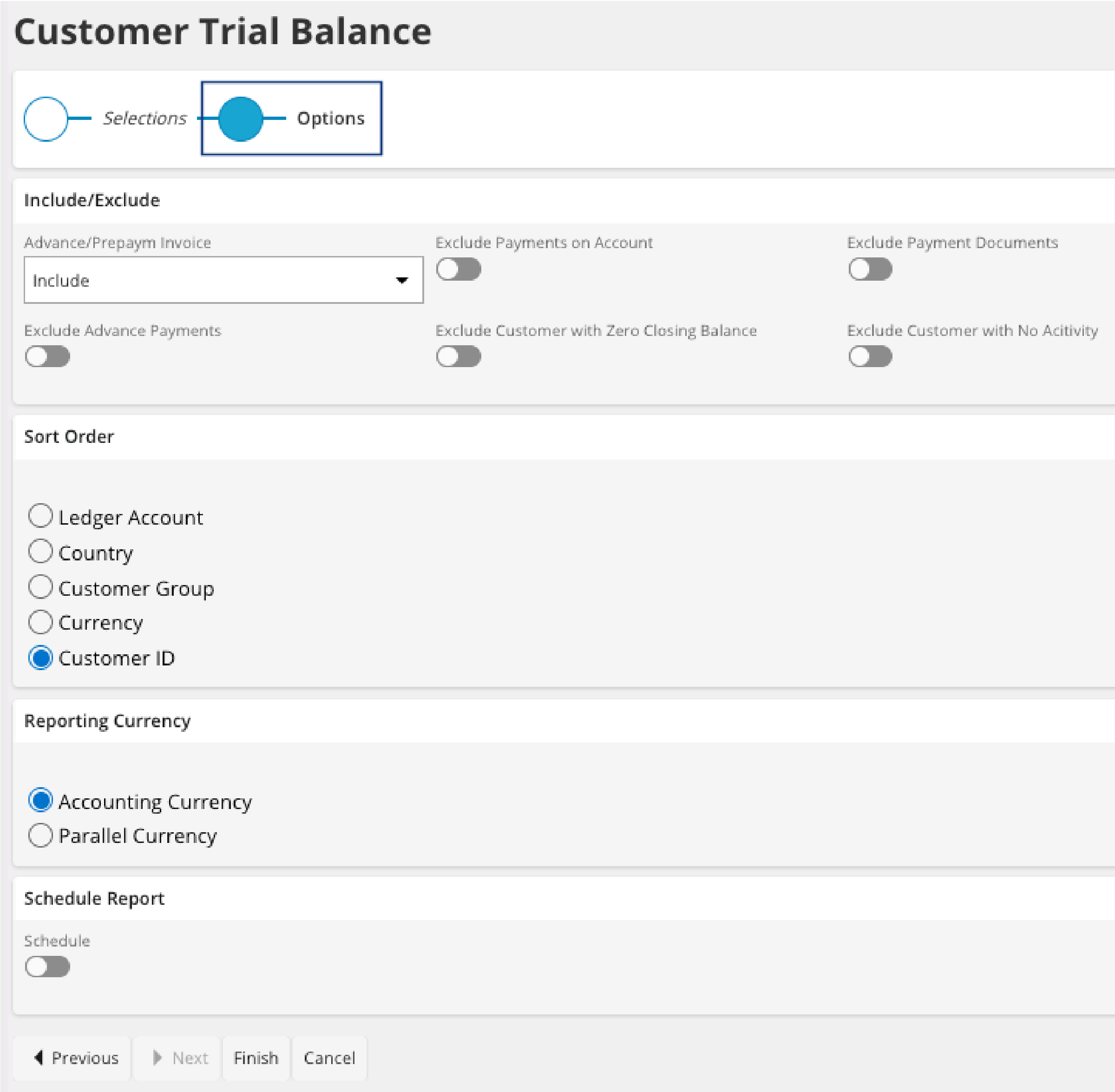
1. Go to **Financials > Accounts Receivable > AP Reports > Customer Trial Balance**.
2. Choose your settings:

   a. In **Selections**.




   b. Click **Next**.

   c. In **Options**.



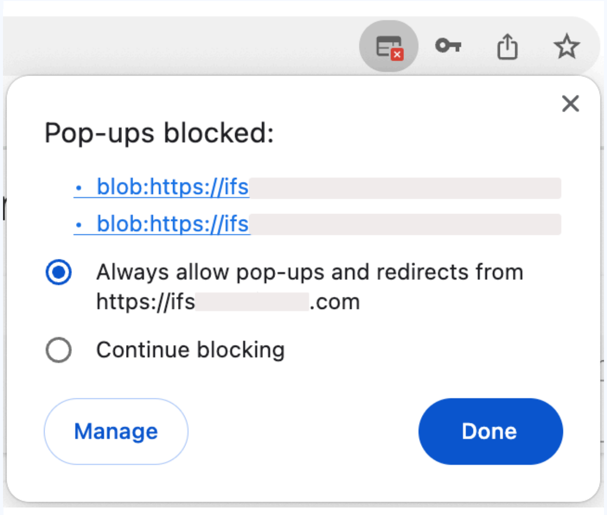

d. Click **Finish**.

A pane appears, **Report Format & Output**.

3. You have several options:

- **Preview** button: to do before printing. Click **Preview**: the document appears on your screen. From here, you can check your information, print your document or keep it on your computer in PDF.

**Trouble:** If the preview is not displayed, your browser might block your pop-ups. Check your authorization in your browser settings.



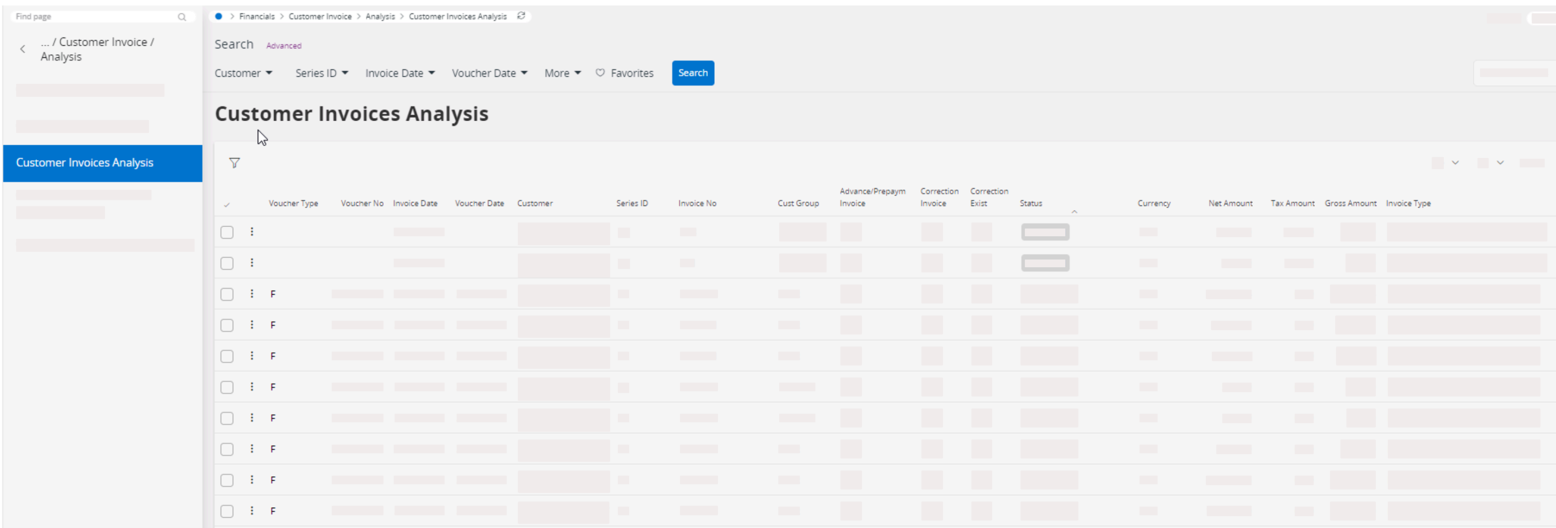

- **Print**: if you want your document on paper, choose your printer, or if you want to keep it on your computer in PDF, choose **IFS PDF Archiver**.
- **Email**: fill in or check the email address and send it.

You get your **Customer Trial Balance** report.

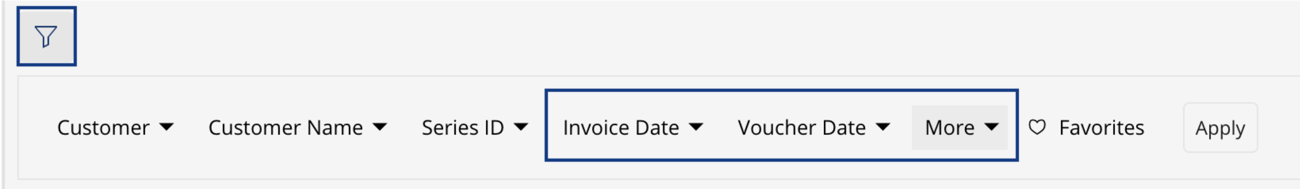
## Consulting Customer Invoices

You can display a list of your customer invoices.

1. Go to the page **Customer Invoices Analysis** to see the list of customer invoices created by your company.



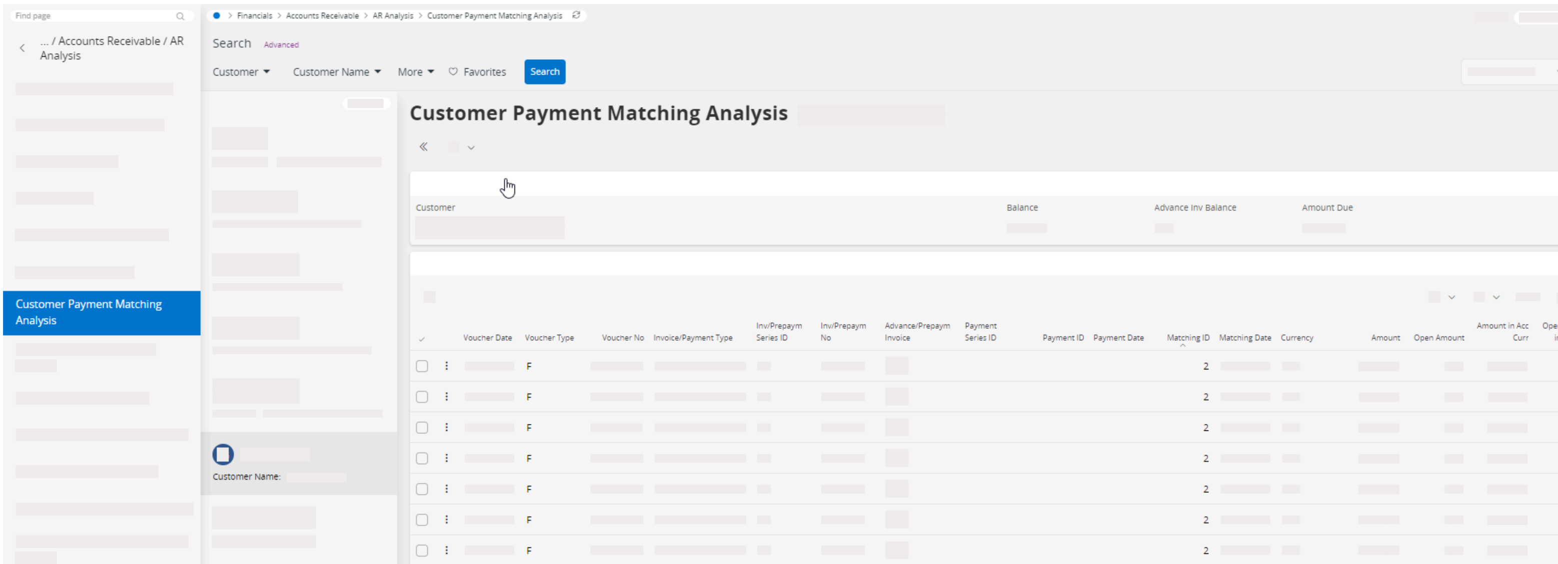
2. Use the filters to display the invoices by either **Invoice Date** or **Voucher Date**.



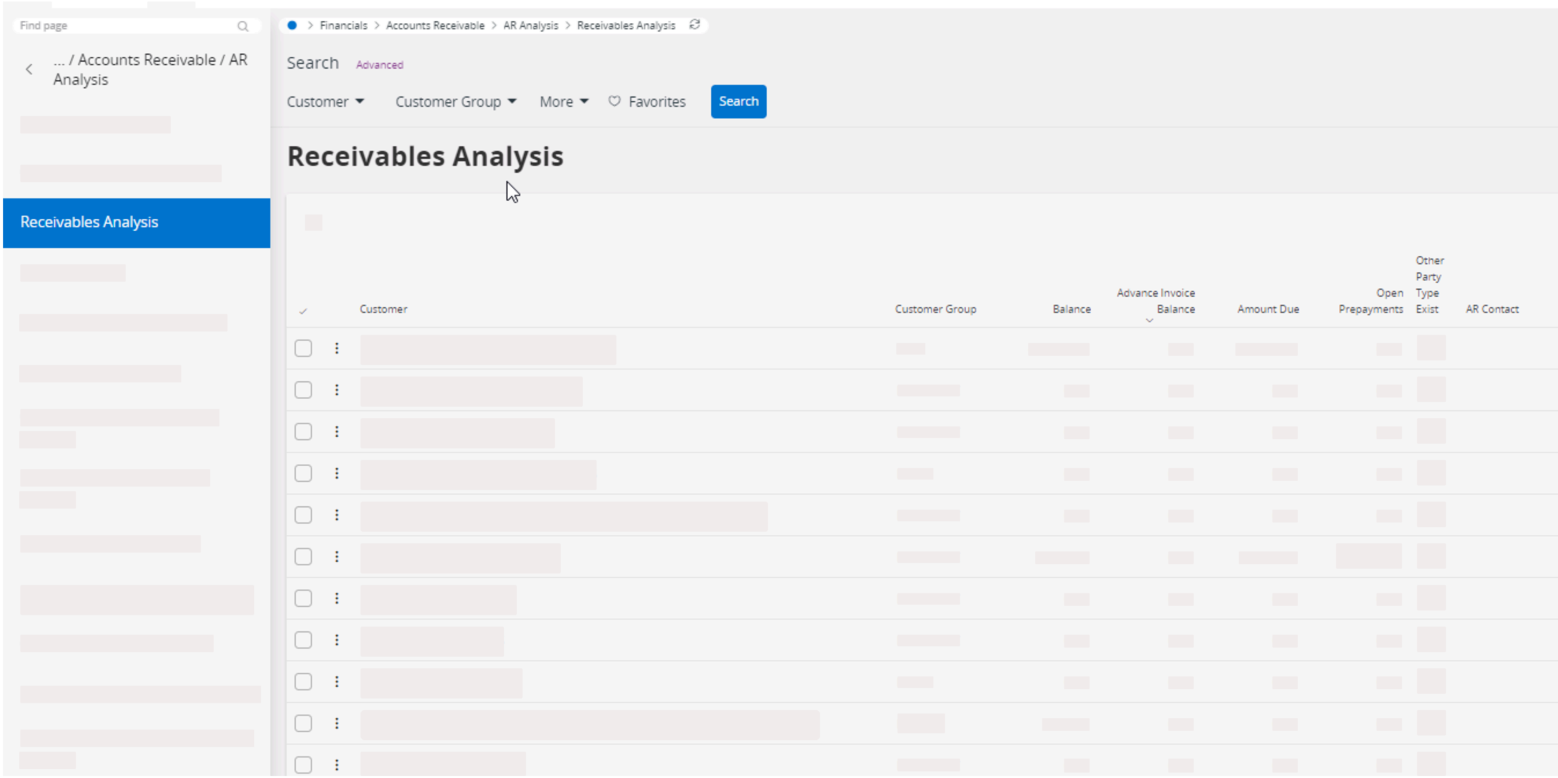

# Consulting Customer Account Analysis

You can review the transactions and balances related to your customers.

1. To see a list of the transactions made with a customer, go to the page **Customer Payment Matching Analysis**. The list also includes matching information.



2. To see the balance of each customer, including the amounts due and the open prepayments, go to the page **Receivable Analysis**.



# Stock Process

Manage your stock movements: count parts, scrap parts, adjust quantity, move inventory...

These actions can impact your stock:

- *Purchase order*: purchase of product, your stock increases.
- *Customer order*: you sell products, your stock decreases.
- *Return Material Authorization*: you take back products sold, your stock increases.

## Shop Order

A shop order is the action to build a product or a batch of product in **IFS Cloud**. It can include consumption of materials and operations: time and tasks. Some products cannot be purchased and must be built.

### Creating a Shop Order

Create and manage manually a shop order.

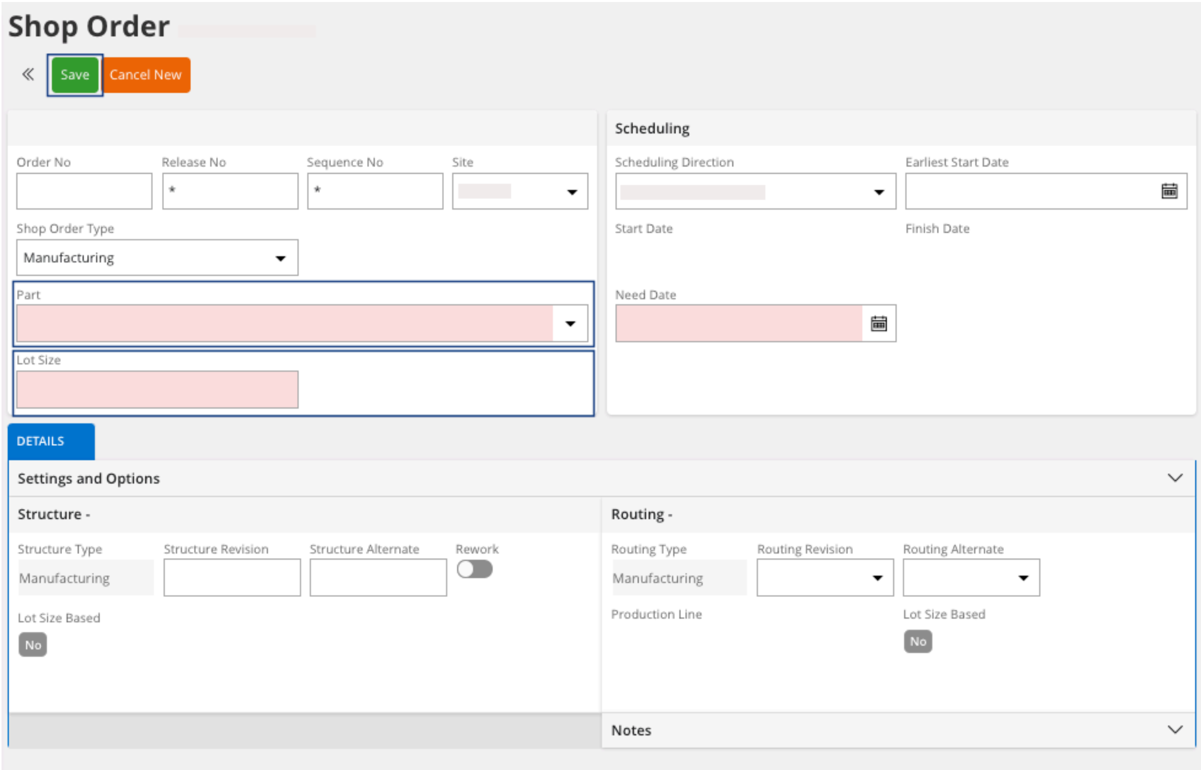
To create a shop order disconnected from a *customer order*:

1. Go to **Manufacturing > Shop Order > Order > Shop Order**.
2. Click **New** + to create a new shop order.
3. Fill the information in the header:

    a. **Part**: select the part that you want to build.

    b. **Lot Size**: enter the quantity of parts that you want to build.

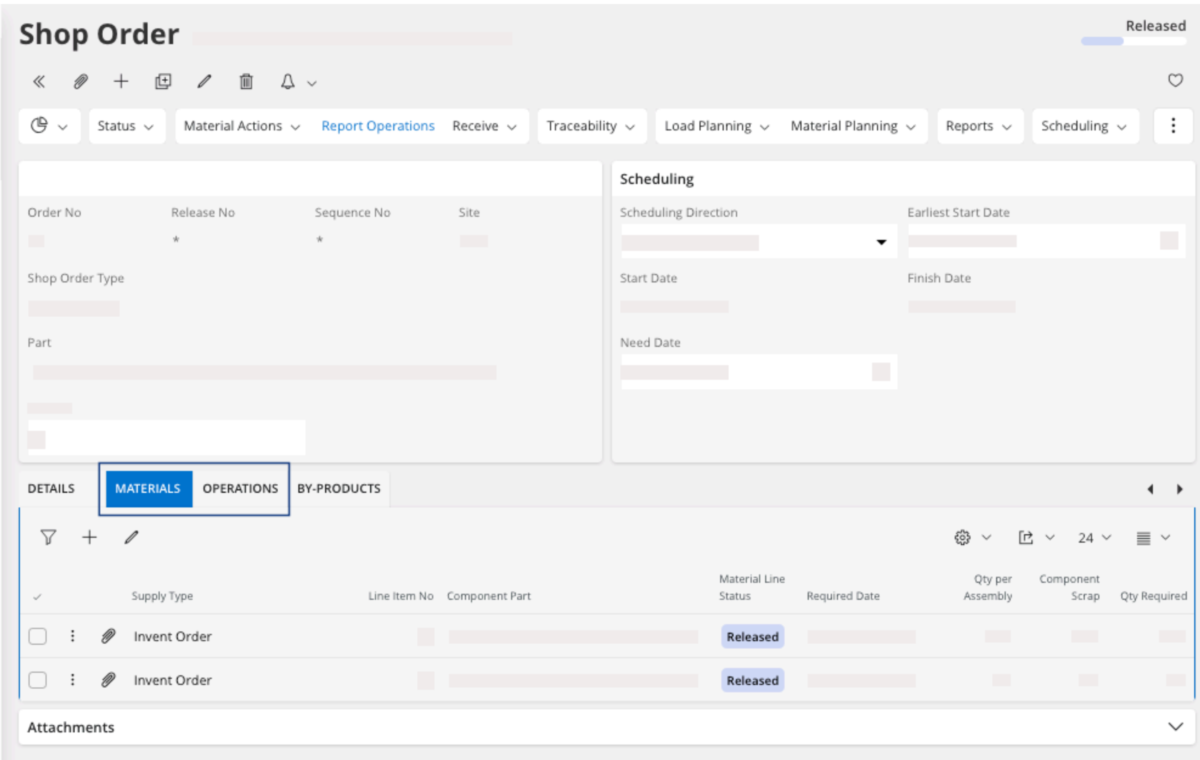
    c. Click **Save**.




A dialog appears, click **OK**.

4. In the tab **Materials** and **Operations**, you get the list of material and operations required for this shop order.

**Note:** These information come from the configuration of the manufactured part.



If you want to make adjustments in your shop order, perform Changing Shop Order Settings (on page 347).

If you want to reserve your shop order and execute the standard process, perform Reserving a Shop Order (on page 233).

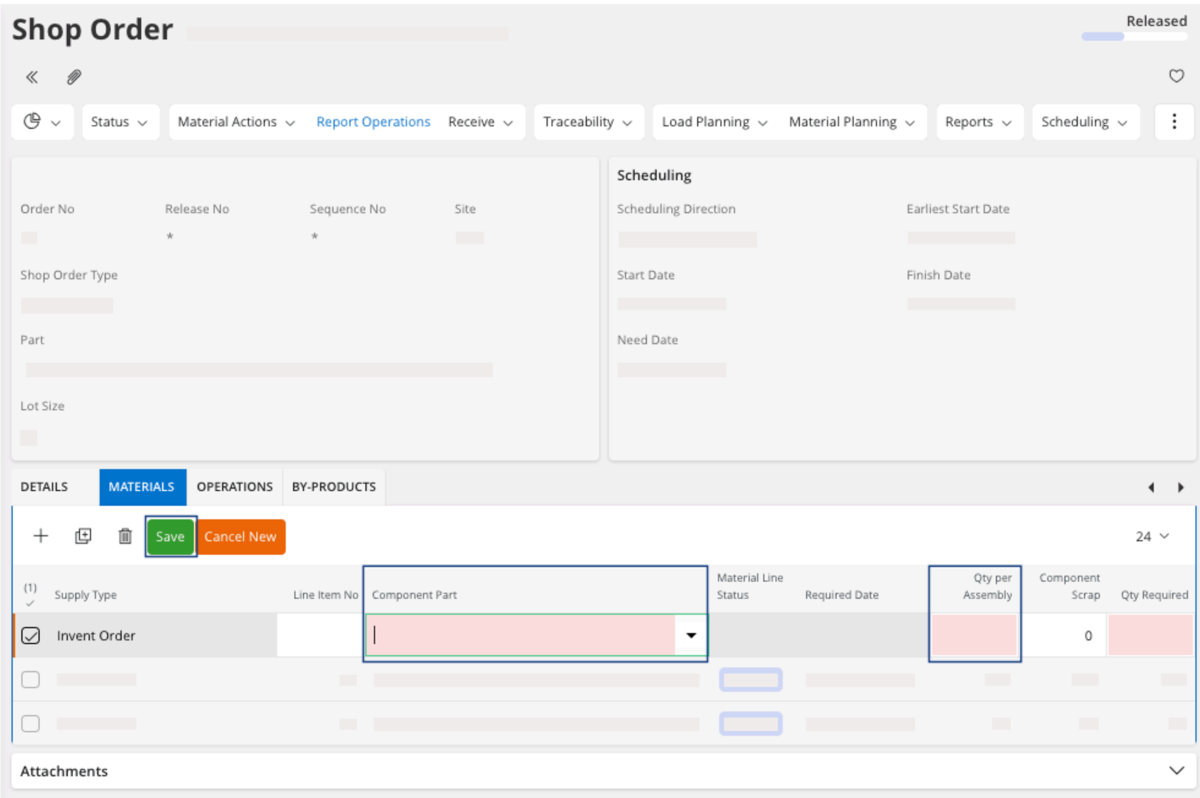
## Changing Shop Order Settings

The shop order is created from the part structure by default. You can adjust the components before the building of the shop order.

Your shop order needs to be in **Released** status.

1. Go to **Manufacturing > Shop Order > Order > Shop Order**.
2. Choose your shop order in **Released** status.
3. In the tab **Materials**:

   a. You can add a new component: click **New** + and fill the fields **Component Part** and **Qty per Assembly**.




   b. You can modify the component information, like the **Qty Required**: click **Edit** and adjust the information.

   c. You can delete a line: select your line and click **Delete** .

   d. Click **Save**.

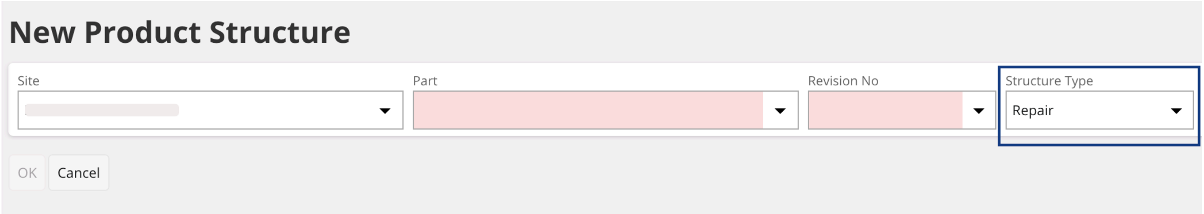
Once you completed all your information, you can reserve your shop order and execute the standard process, perform Reserving a Shop Order (on page 233).

# Creating a Shop Order for Repair

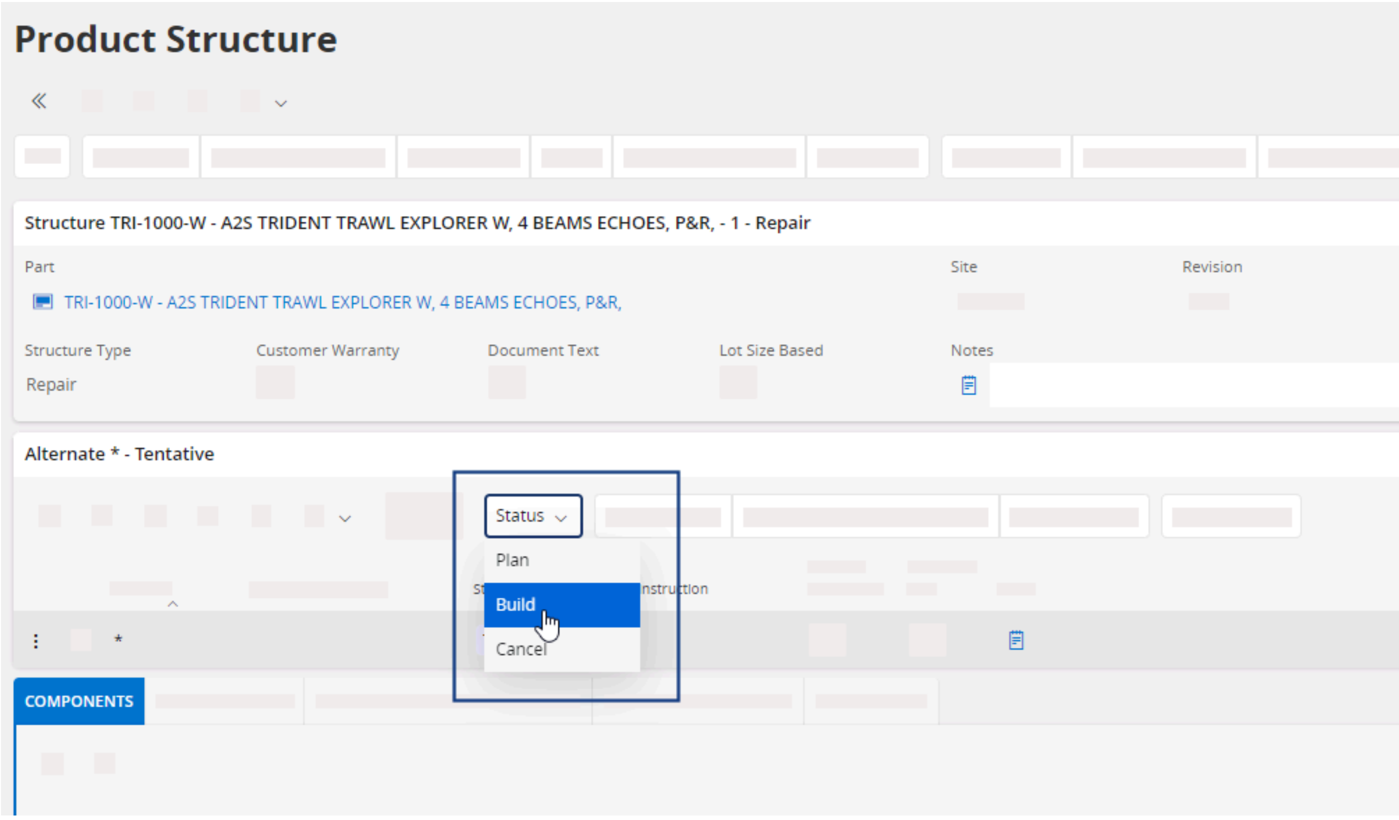
Create and manage manually a shop order for repair.

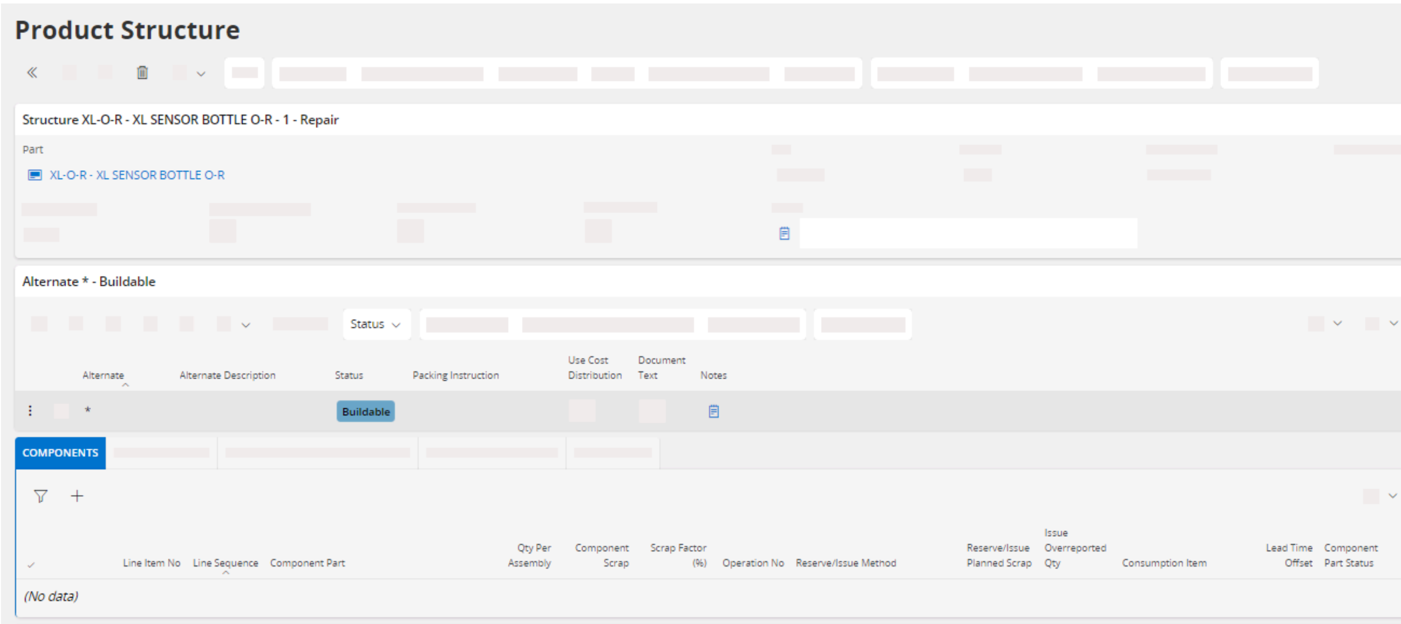
To create a shop order for repairing a product, the product need to have an existing repair type of product structure.

1. Go to **Product Structure** page.
2. Click **New** to create a new **Product Structure**, and set the **Structure Type** to **Repair**.



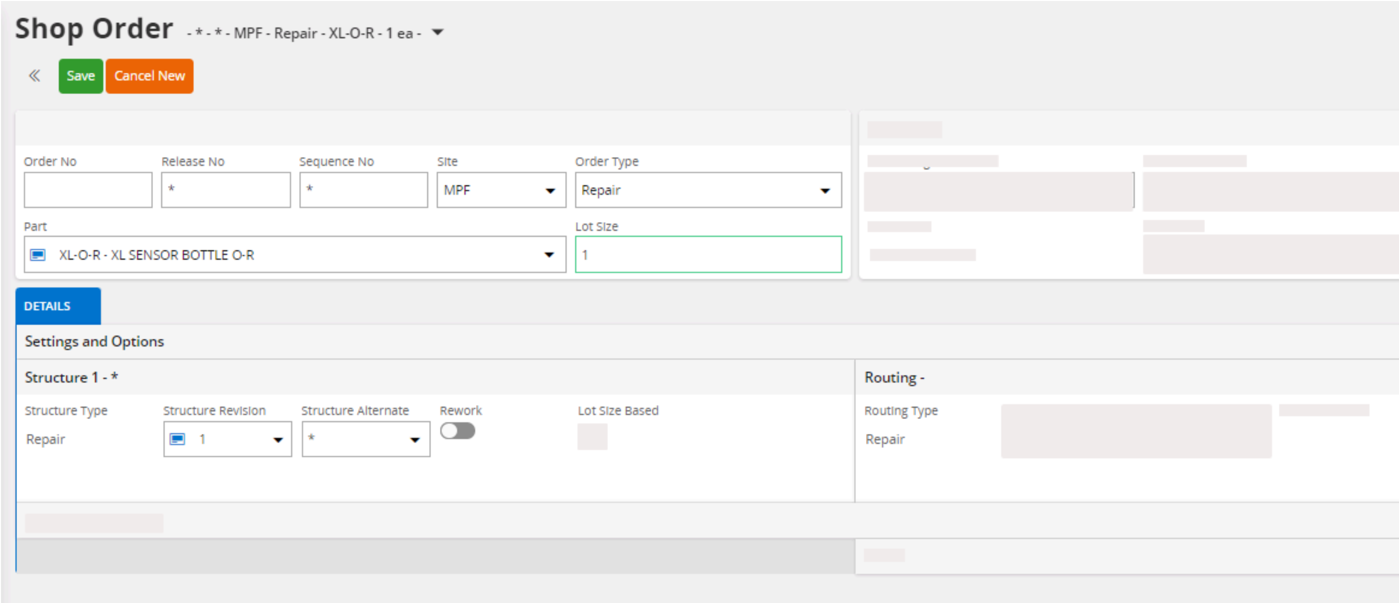

3. Once the product structure is created, set the **Status** to **Buildable**. Do not add lines to the **Components** tab.




You can now create a shop order for repair.

4. Go to **Manufacturing > Shop Order > Order > Shop Order**.
5. Click **New** + to create a new shop order.
6. Fill the information in the header:




a. **Part**: select the part that you want to build.

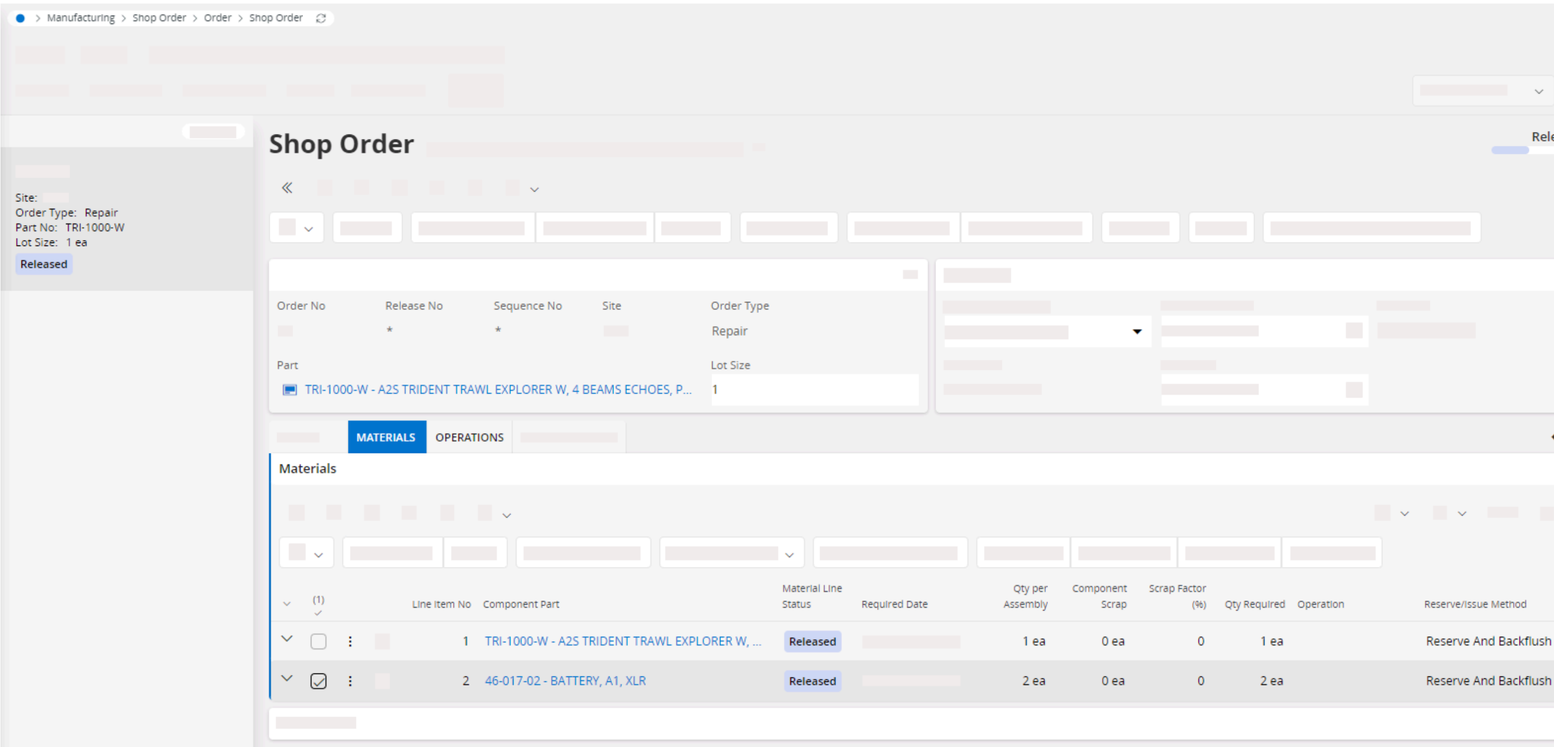
b. **Lot Size**: enter the quantity of parts that you want to build.

c. **Structure Type**: enter **Repair**.

d. Click **Save**.

A dialog appears, click **OK**.

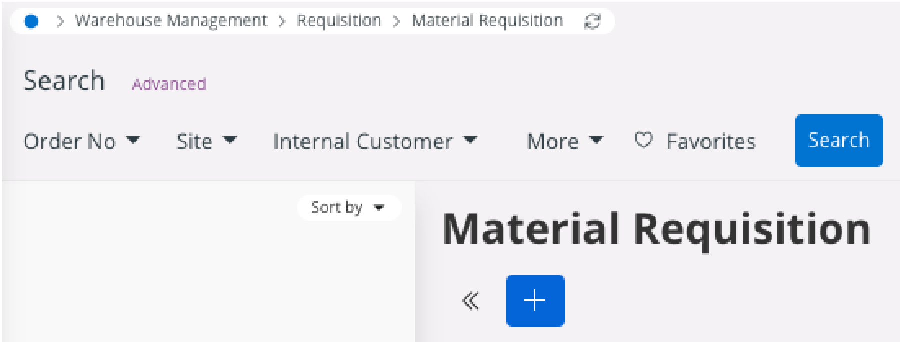
7. The tabs **Materials** and **Operations** show the product that has to be repaired. Under **Materials**, add the list of components that are needed for the repair.



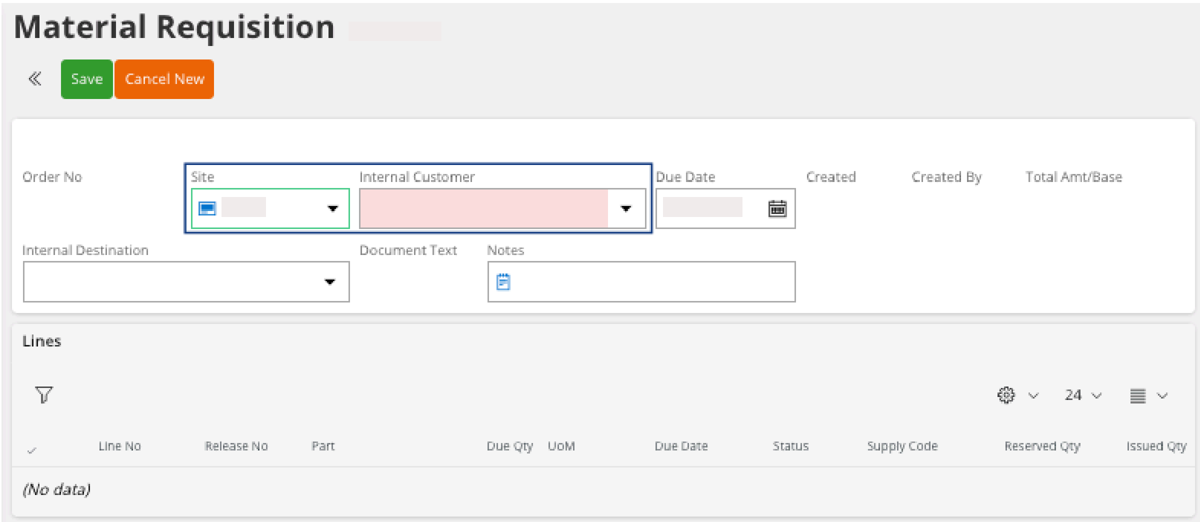
# Creating a New Material Requisition

Consume stock for internal use.

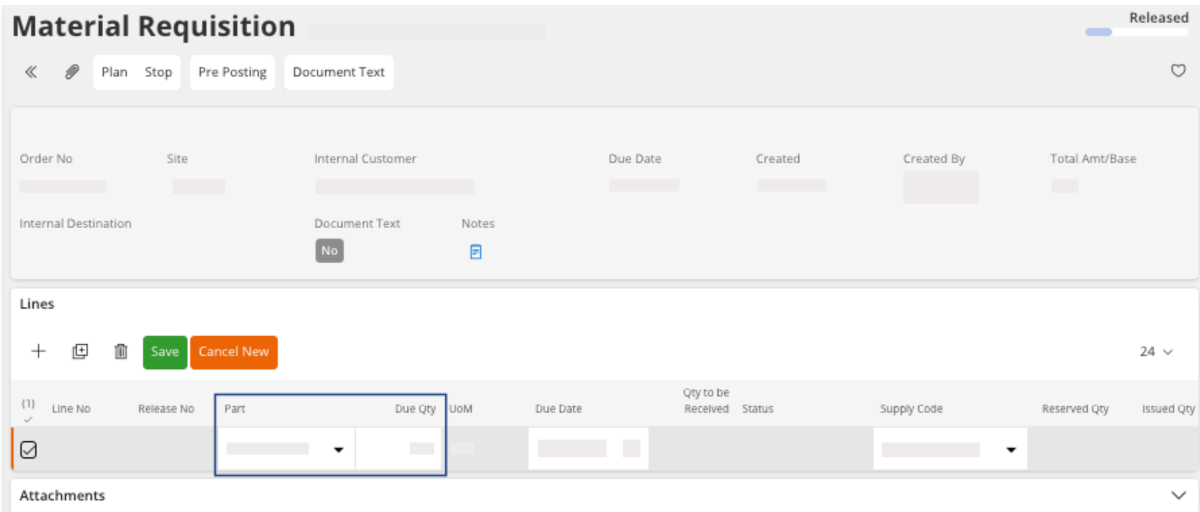
1. Go to **Warehouse Management > Requisition > Material Requisition**.
2. Click **New** +.



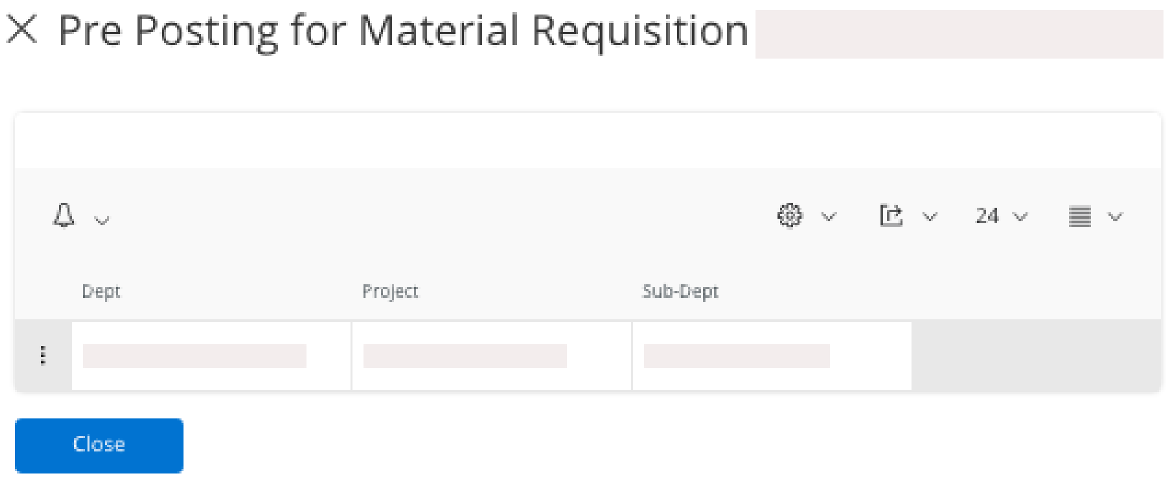

3. Select a **Site** and an **Internal Customer**, then click **Save**.



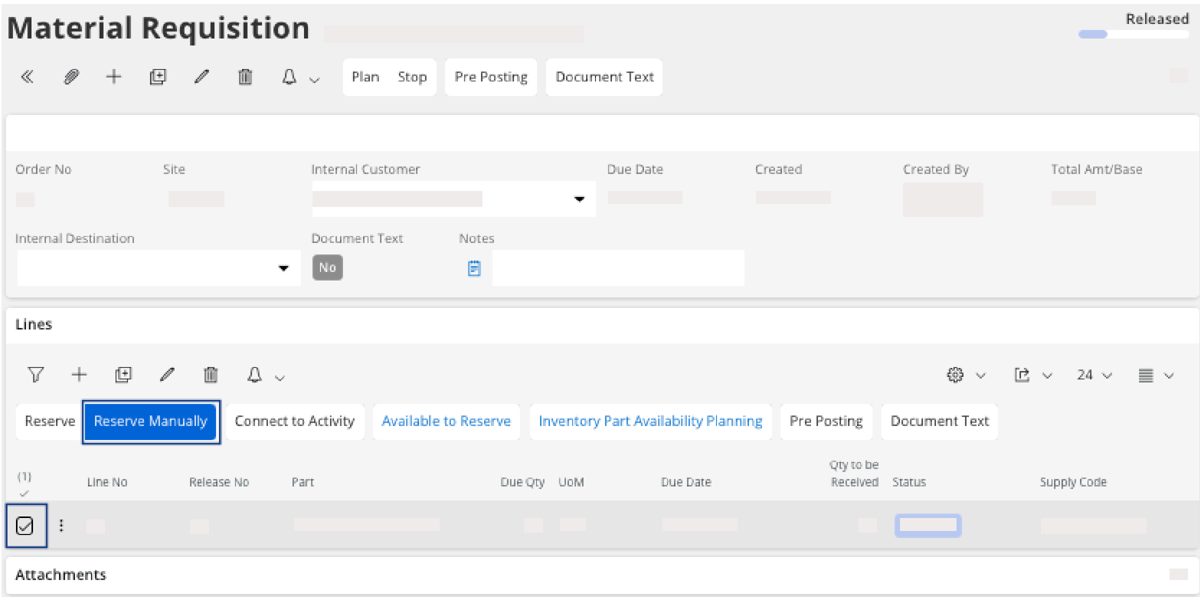

4. In the **Lines** area, click **New** + to add your lines.
5. You need to fill at least, the fields **Part** and **Due Qty**.



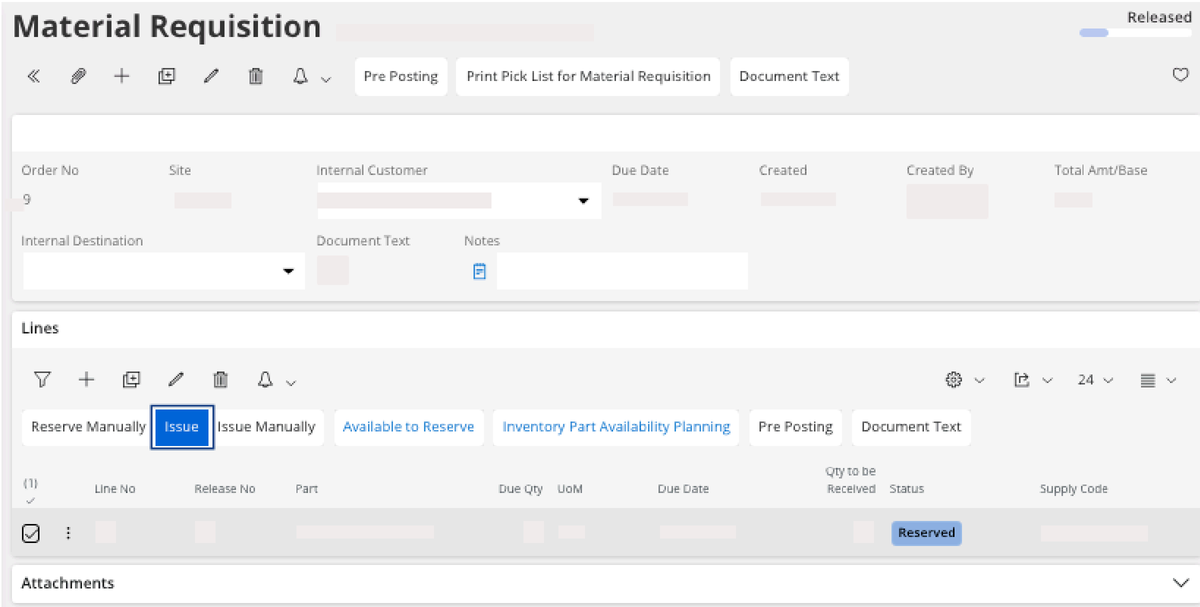
6. Click **Save**.
7. The **Pre-Posting** pane appears, you need to linked the line(s) to a **Dept**, a **Sub-Dept** and a **Project**, click **Save** and **Close** the pane.




8. You need to reserve the parts: select your line(s) and click **Reserve Manually** to select the part you want.




9. You need to issue the parts: select your line(s) and click **Issue**.




Once you issued all your lines, the **Material Requisition** status moves to **Closed**.

# Adding a New Quantity for an Inventory Part

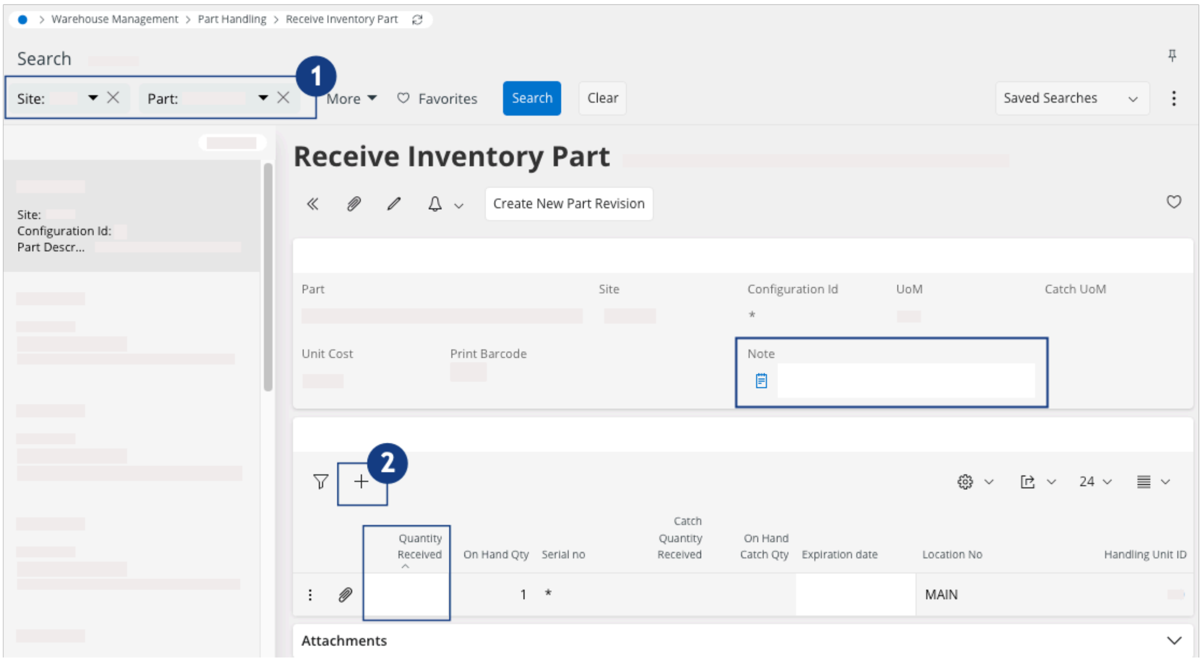
Change the existing stock: add a new quantity to the stock.

This process impacts your stock quantity and value in accounting.

**Important:** This process must be exceptional, it is a specific adjustment in your stock. It must not replace usual processes: reception of purchase order or any other stock entrance process.

1. Go to **Warehouse Management > Part Handling > Receive Inventory Part**.
2. In the search toolbar, filter the page on the **Site** or the **Part** to get the corresponding product(s) 1.
3. Choose your product:
   a. Fill in the field **Note** to justify the stock movement.
   b. If there is no line or if your part has a **Serial No**, click **New** + to add a new quantity in the part 2.

c. If there is a line and your part is not serialized, fill the **Quantity Received** field.



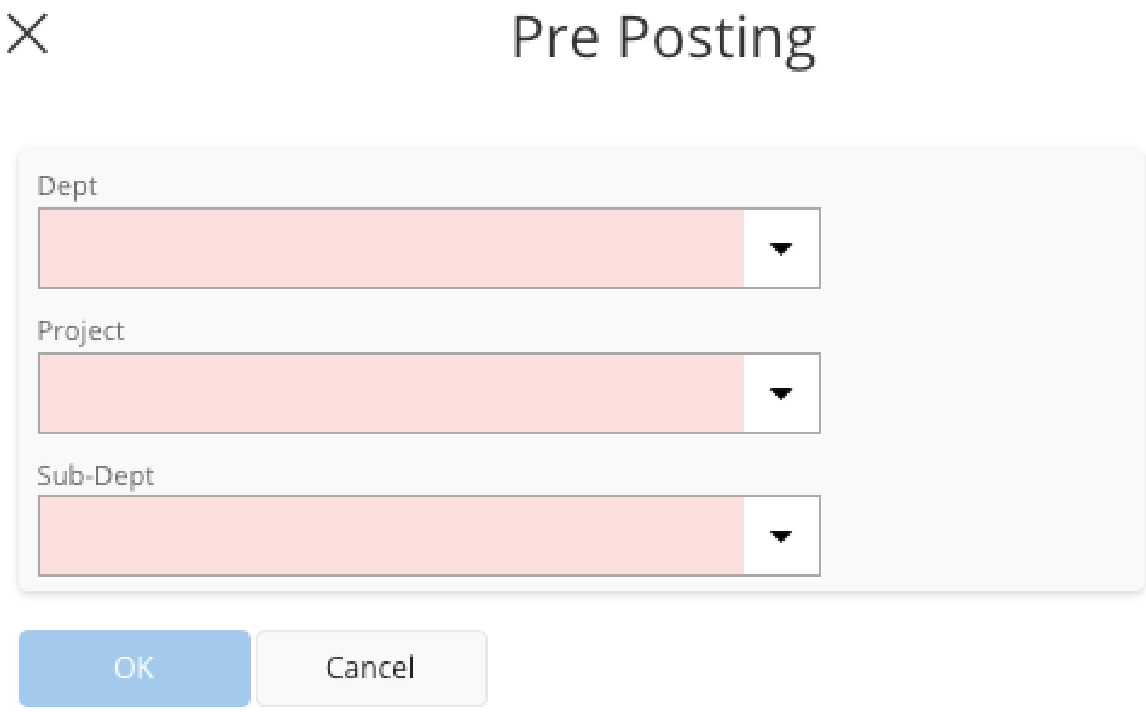

> **Note:** One line correspond to one **Serial No** only. In case your item is configured as a **Serial number Tracking**: you need to add a line for each **Serial No** that you have.

4. Complete the fields:
   a. **Quantity Received**: enter the full counted quantity if the item is not serialized, if it is serialized, add 1 qty to each line.
   b. **Location No**: choose a stock *location*.
   c. **Serial No** if the item is a serialized part.

> **Note:** If you cannot see the field(s): click **> Column Chooser > Configure columns manually** and choose the fields that you want to display.

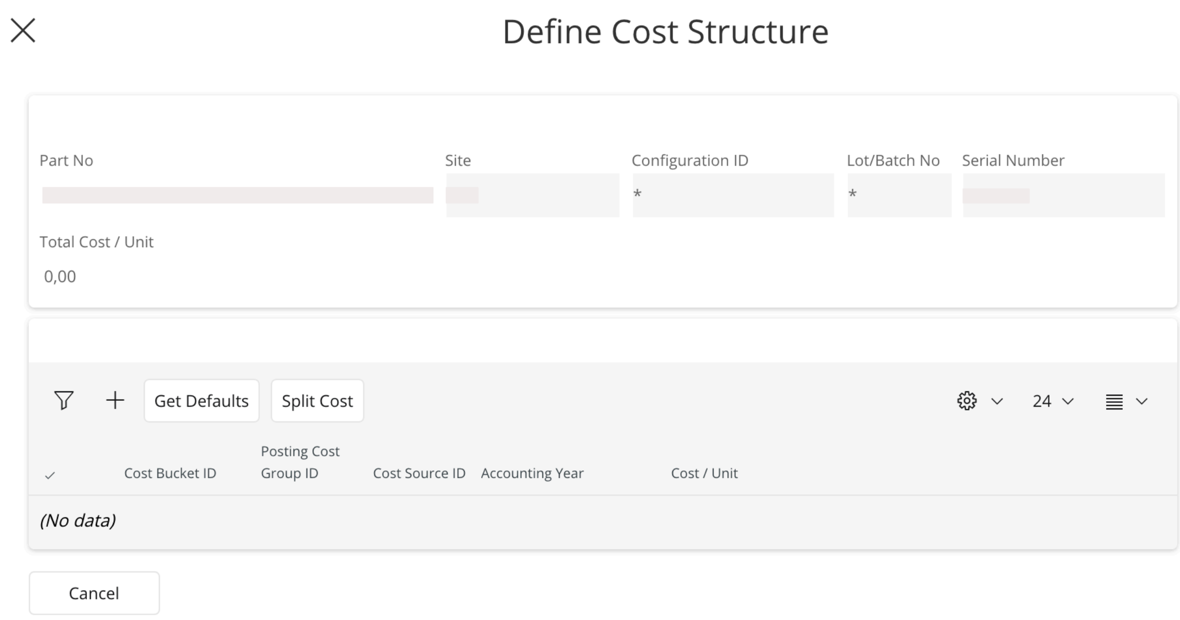

5. Click **Save**.

   The **Pre-Posting** dialog appears.
6. In this dialog, you need to link the new part added to a **Dept**, a **Project** and a **Sub-Dept**.




7. Click **OK**.

   If the following pane appears, it means you need to **Define Cost Structure** or you will not be able to save the entry.




Considering that **IFS Cloud** do not have information for this item and you do not have an invoice, you need to estimate an average price of the item at this moment.

> **Important:** This action impacts your cost and Profit&Loss.

To **Define Cost Structure**:

a. Click **New** +.
b. Add the **Cost Bucket ID** number: in this case it is always `110` which corresponds to the **Estimated Material Cost**.
c. Add a value for the **Cost per Unit**.
d. Click **Done** to validate the line and click **OK** to validate the cost structure.

You can now find your movement information on the page **Inventory Transactions History**.

**Related information**

**Removing a Quantity from an Inventory Part (on page 356)**

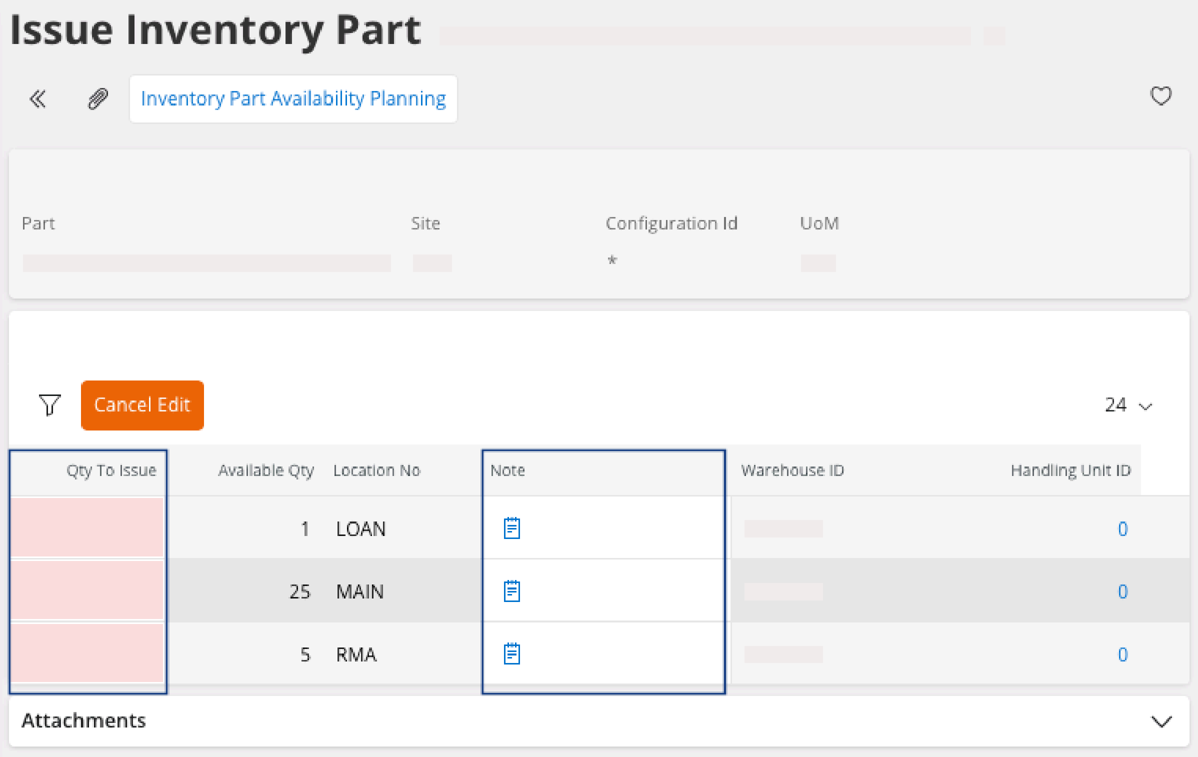
# Removing a Quantity from an Inventory Part

If for an unknown reason, you have more inventory parts counted in **IFS Cloud** than in your existing stock, you need to remove a quantity from the stock in **IFS Cloud**.

This process impacts your stock quantity and value in accounting.

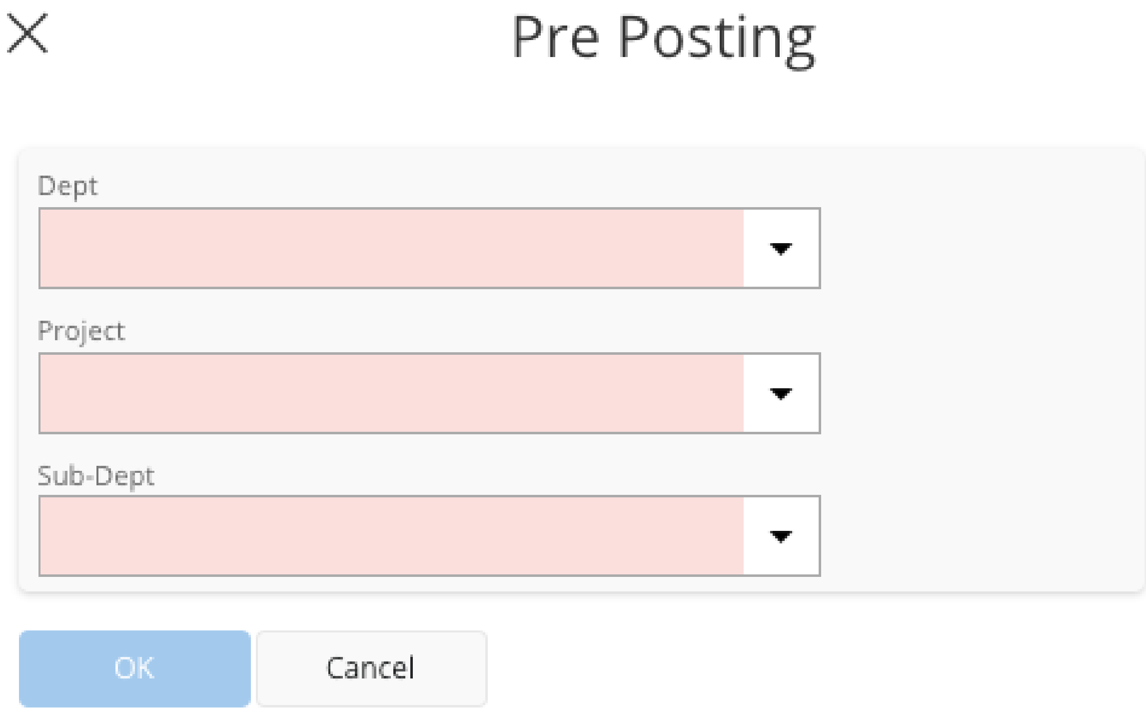
**Important:** This process must be exceptional and create a specific adjustment in your stock. It must not replace consumption of stock like shop orders, customer order delivery, counting or any other process consuming stock.

1. Go to **Warehouse Management > Part Handling > Issue Inventory Part**.
2. In the search toolbar, filter the page on the **Site** or the **Part** to get the corresponding product(s) 1.
3. Click **Edit** to adjust and change the quantity:
   a. In the field **Qty to Issue**, enter the quantity to remove.
   b. You must enter a note to justify the negative adjustment of your stock in the field **Note**.




4. Click **Save**.

   The **Pre-Posting** dialog appears.
5. In this dialog, you need to link the new part added to a **Dept**, a **Project** and a **Sub-Dept**.




6. Click **OK**.

You can now find your movement information on the page **Inventory Transactions History**.

**Related information**

Adding a New Quantity for an Inventory Part (on page 353)

# Counting Reports

Create a report to count the number of specific items or all items in a *location*, warehouse or company.

You need to perform this task when you are physically counting the stock quantities.

## Creating a Count Report

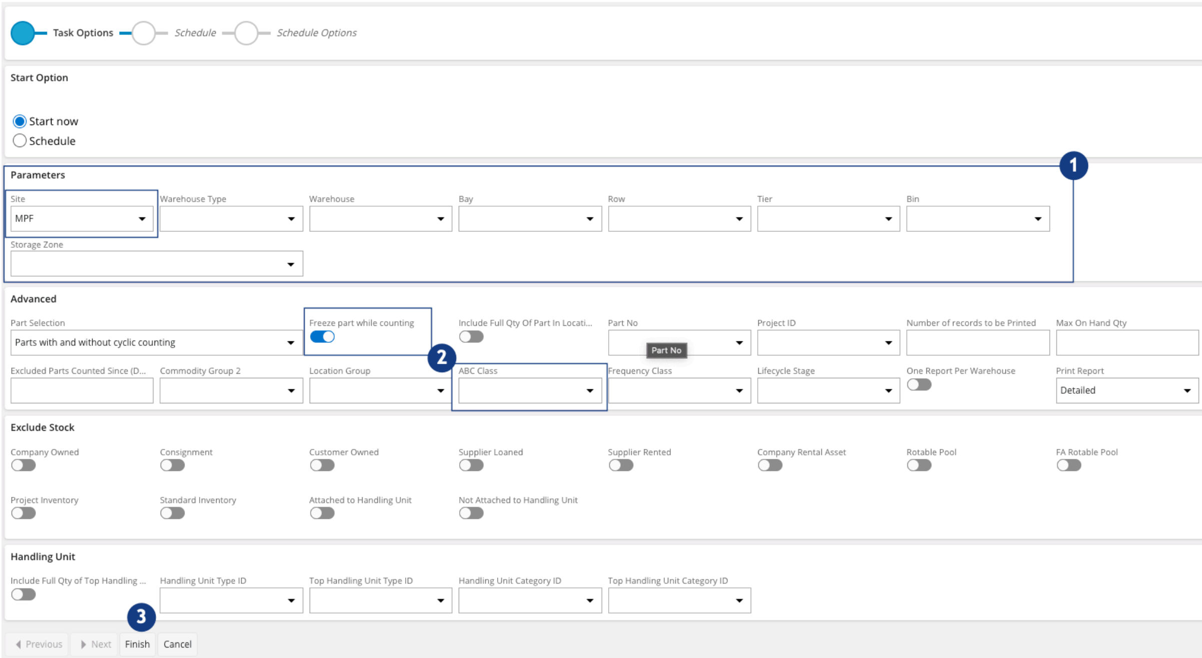
1. Go to **Warehouse Management > Counting > Create Count Report**.
2. Select the **Site**.
3. You can complete all the **Parameters** fields to define the scope and be precise 1.
4. You can also select, in the box **Advanced** 2:

    a. **Freeze part while counting**: no flow can be allowed into the stock during the counting period. This action is recommended to avoid errors.

    b. If you are counting only a specific class of items, select the **ABC Class**.

    > **Note:** All your items can be classified as A, B, C, based on criterias like high rotation stock, value of stock, etc.

5. Click **Finish** 3.

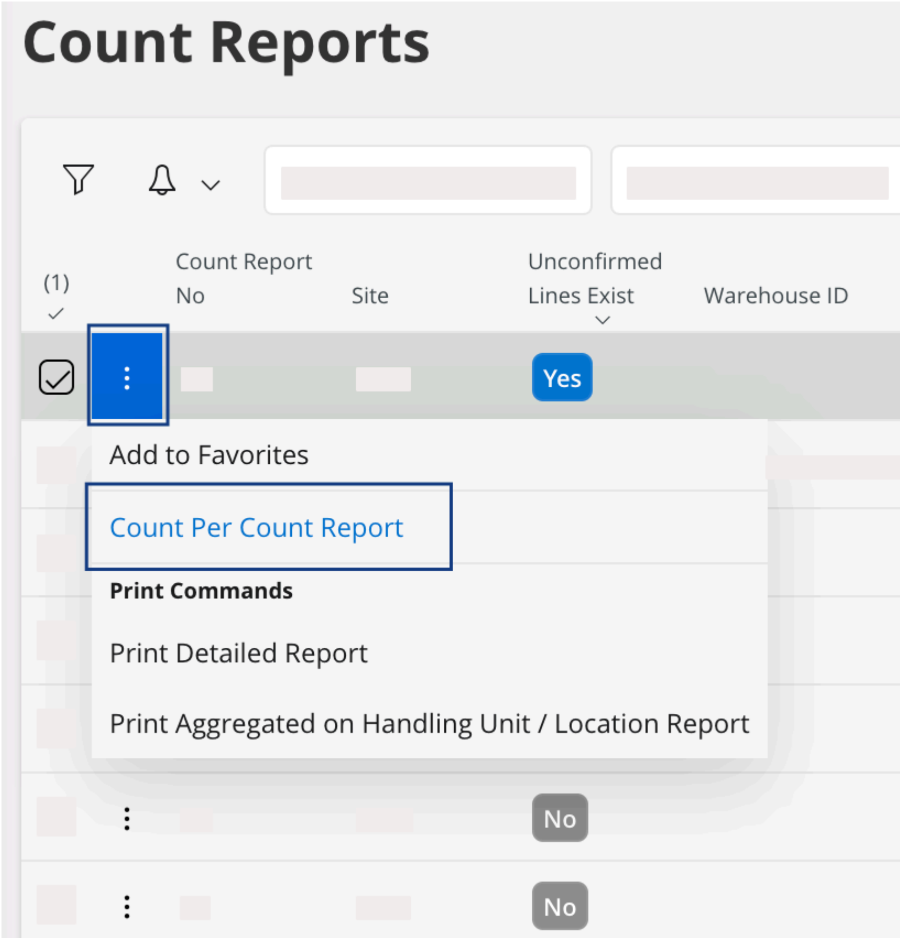



You can now find the count report on the page: **Warehouse Management > Counting > Count Reports**.

# Counting per Count Reports

1. To perform this action, you have two options:

    a. If you are on the page **Count Reports**, click the three dots ⋮ on the line you want to focus on and click **Count per Count Report**.

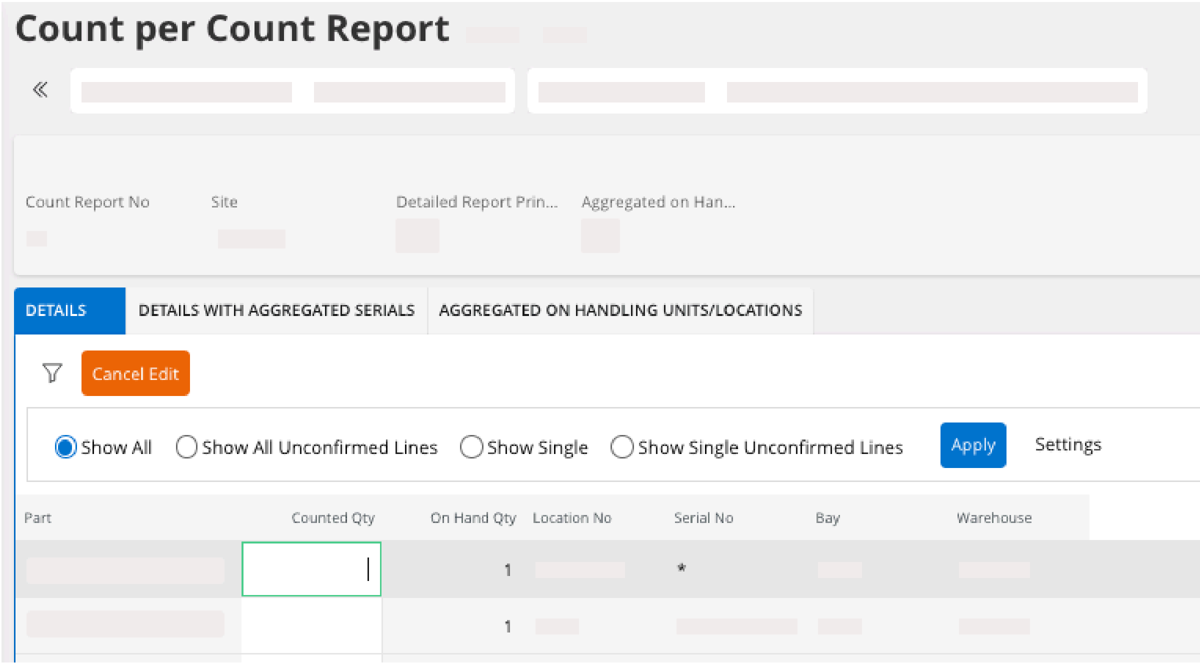



    b. Or you can go to the page **Count per Count Report** directly and select your report.

2. Click ⚙ ⌄ **> Column Chooser > Configure columns manually**, to display at least the columns: **Part**, **Counted Qty**, **On Hand Qty**, **Serial No**, **Location No**, **Warehouse** and **Bay**.

> **Note:** If you want to count on a paper sheet while going on the shelf, you can export the column list in an Excel file and print it: click ⌄ **> Export All Rows > Visible Columns Only**.

3. Click the pencil to edit and adapt the quantity for each line in the column **Counted Qty**.



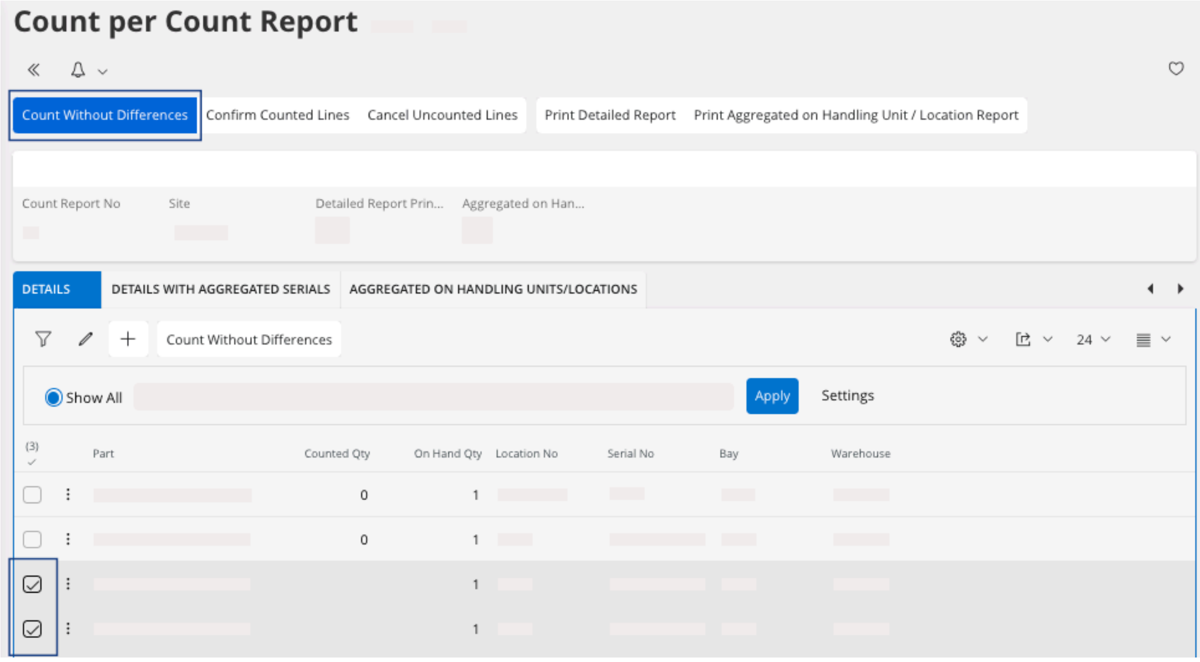

**Note:** Remember each part serialized have as many lines as Serial No.

4. Once you have filled the **Counted Qty** for all items, click **Save**.
5. If you have line(s) without any counted quantity you can either:

   a. Cancel them: select your line(s) and click **Cancel Uncounted Lines** in the header. The line disappears for this count report only.

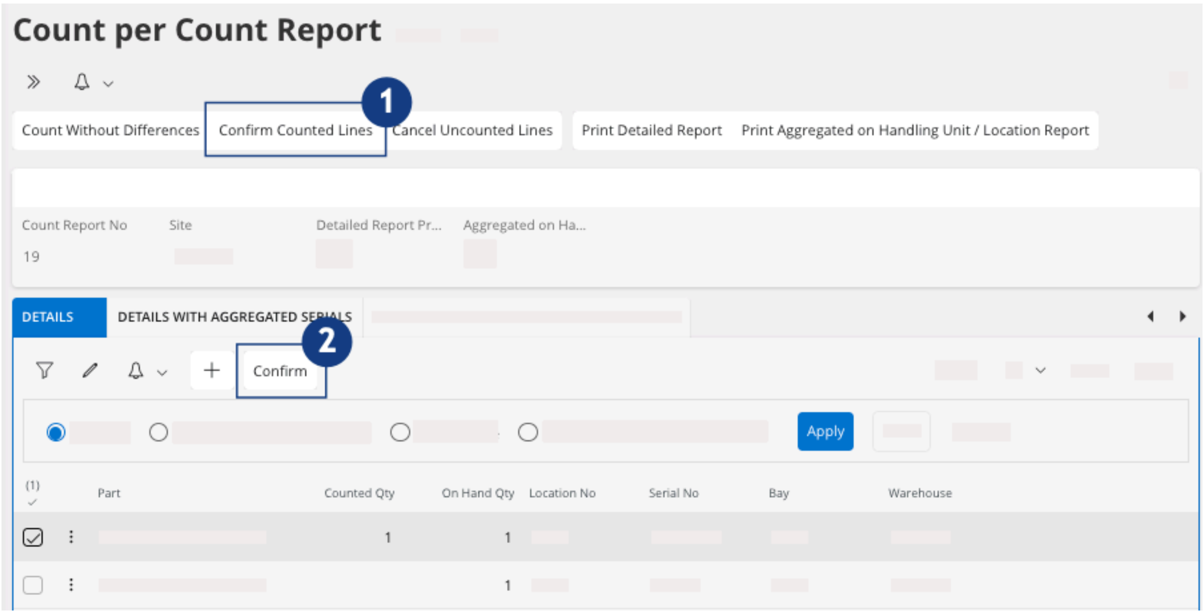
   b. Count them without difference: it means that there is no difference between the **Counted Qty** value which is the physical counting and the **On Hand Qty** value which is the counting in IFS.

You can select your line(s) and in the header click **Count without Differences**.




6. To confirm the report:
    a. Click **Confirm Counted Lines** in the header **1**, it confirms all the lines counted.
    b. Or select manually the lines and click **Confirm** **2**, it confirms only the lines selected.

    The lines that you do not confirm are Unconfirmed lines and you will need to confirm it later to close your report.

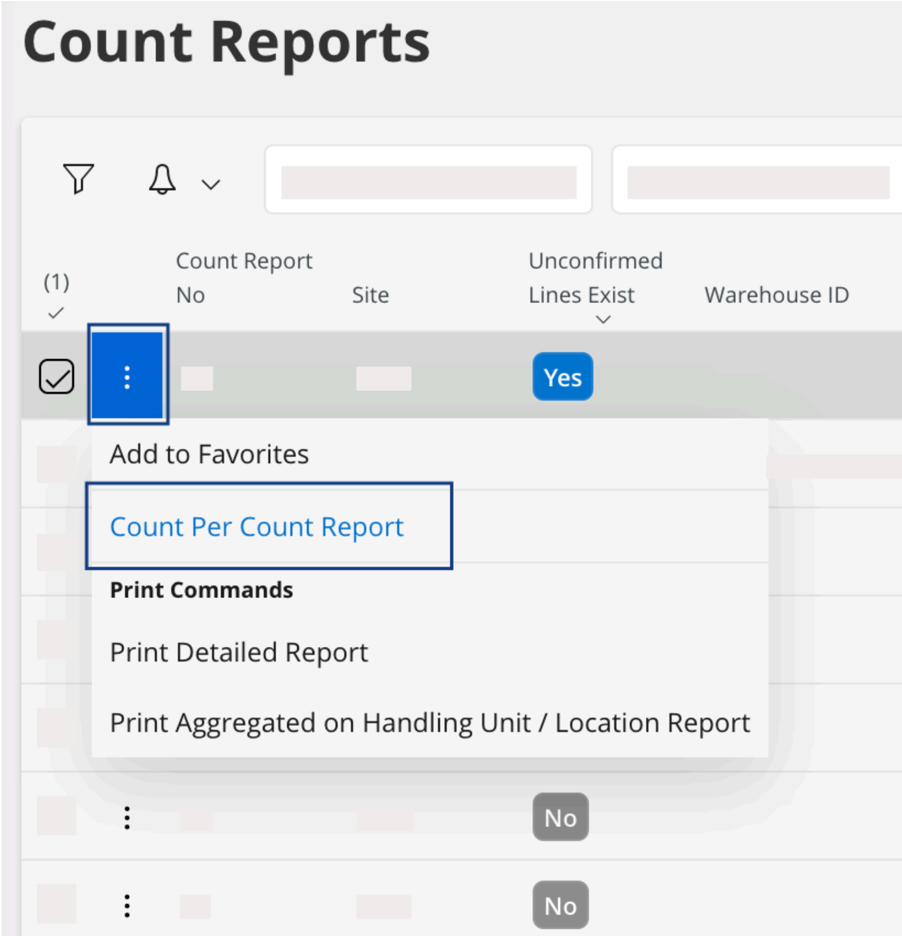



Once your report is confirmed, you can find it in **Warehouse Management > Counting > Count Results**

## Resolving Unconfirmed Lines Issues

The unconfirmed lines are lines in the system that have not been counted yet. It can happen when you did not finish the counting and you did not confirm lines. You have to count these lines or cancel them.

1. On the page **Count Reports** you need to display the column **Unconfirmed Lines Exist**: click ⚙ ⌄ **> Column Chooser > Configure columns manually > Unconfirmed Lines Exist**.
2. Click the three dots ⋮ and click **Count per Count Report**.




   The page **Count per Count Report** opens.
3. You can enter a **Counted Qty** to your lines.

> **Tip:** Click ⚙ ⌄ **> Column Chooser > Configure columns manually**, to display the column **Confirmed**, it shows you the lines that are confirmed or not.

4. Once you filled the **Counted Qty**, you can **Confirm Counted Lines** or **Cancel Uncounted Lines** in order to confirm your count report.
   Once your report is confirmed, you can find it in **Warehouse Management > Counting > Count Results**

## Canceling the Count Report

You can cancel a report if it has not been confirmed yet.

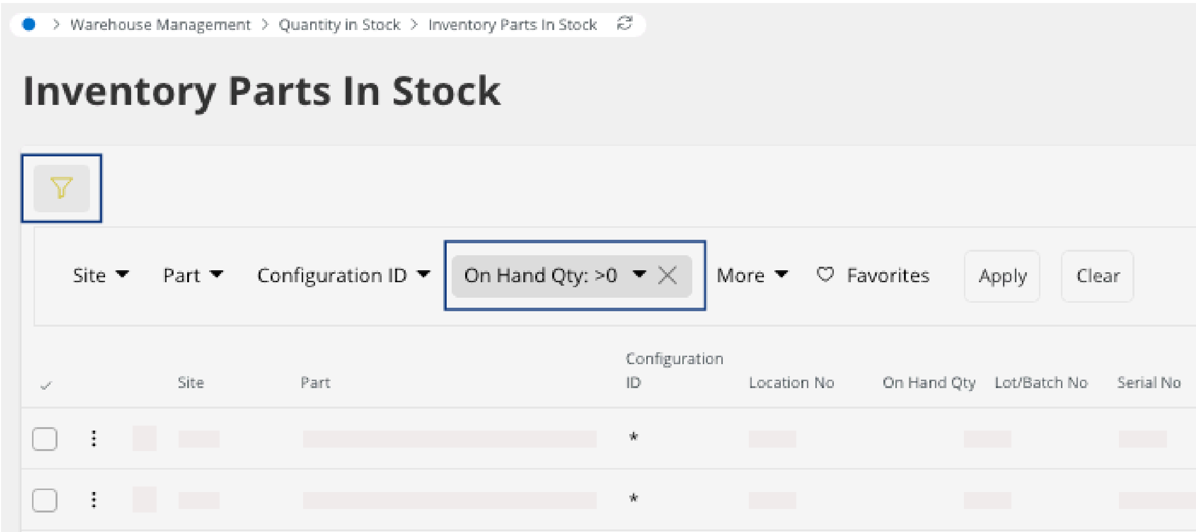
1. Go to **Warehouse Management > Counting > Cancel Count Report**.
2. Select your **Count Report No**.
3. Click **OK**.

# Scrapping a Part from the Stock

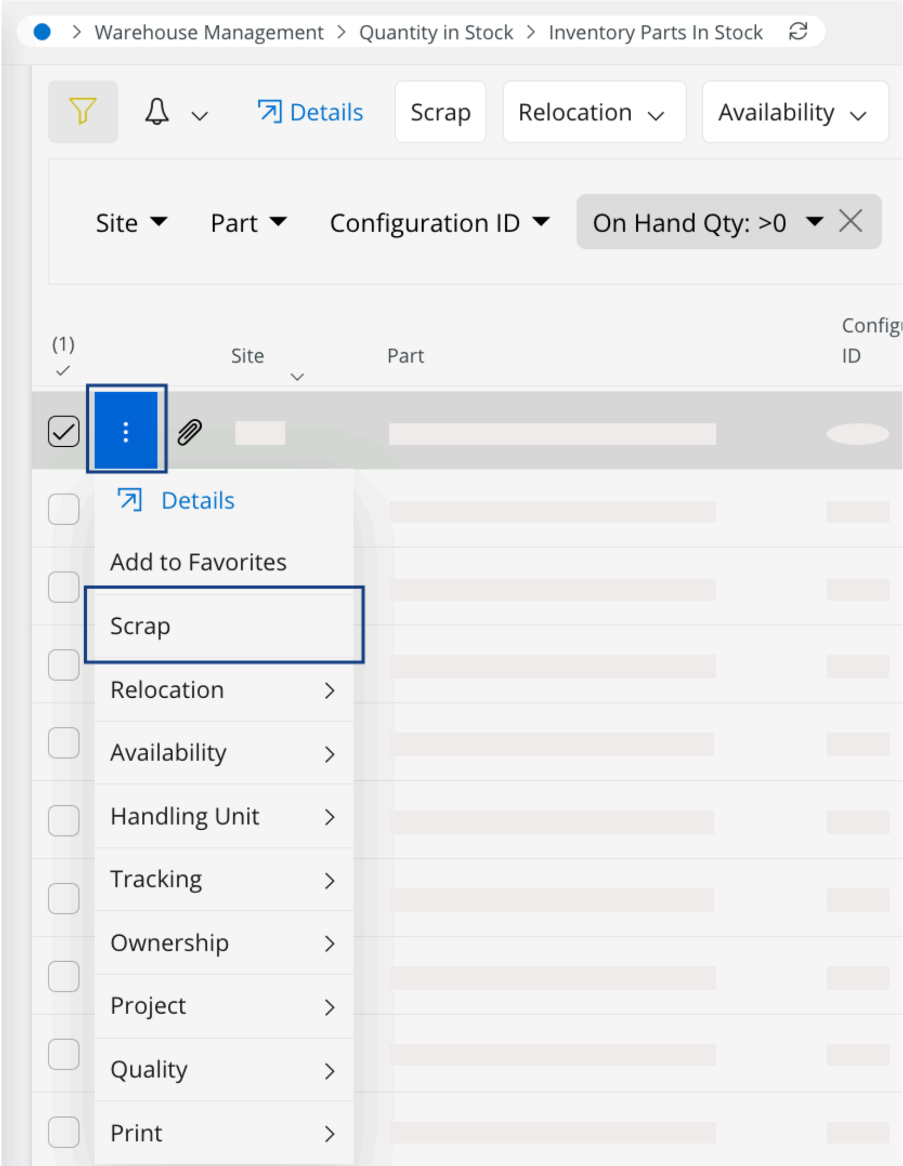
Remove stock from one *location* for **Scrap** reason. This part can be broken, obsolete...

**Attention:** This process impacts your stock quantity and value in accounting.

1. Go to **Warehouse Management > Quantity in Stock > Inventory Parts in Stock**.
2. To display the list of items available in stock:
   a. If not displayed, click **Filter** > **More** and select **On Hand Qty**
   b. Set the **On Hand Qty** filter to `> 0`.

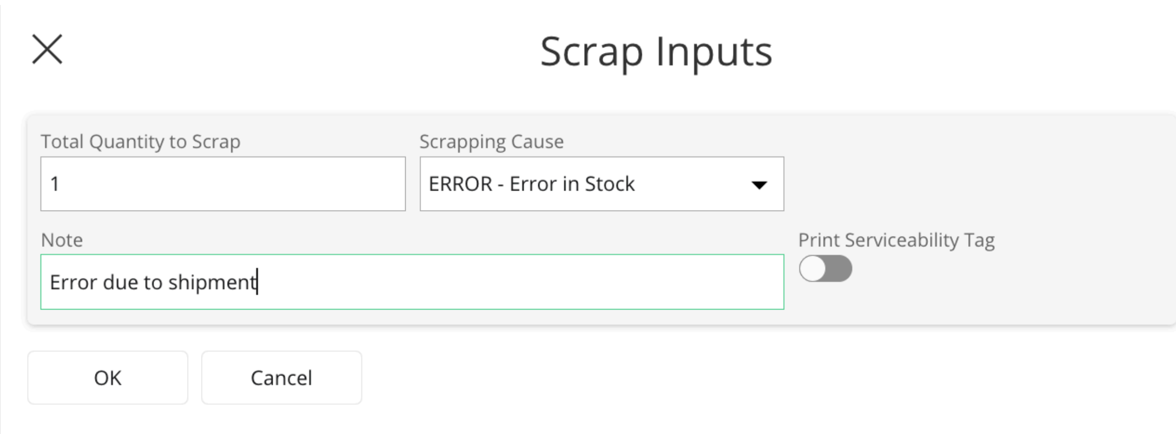



3. Click the three dots ⋮ on the line you want to focus on and click **Scrap**.




If you cannot see the **Scrap** field, it means that your part is used in another action and you cannot scrap it. E.g.: being currently part of a count report.

4. Insert the **Total quantity to Scrap**, a **Scrapping Cause** and add a **Note** to justify the stock movement. Then, click **OK**.



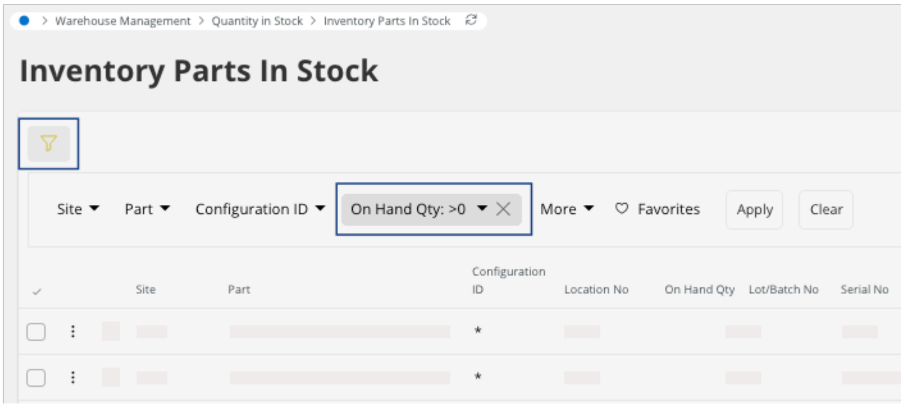
You can now find your movement information on the page **Inventory Transactions History**.

# Moving Inventory Part

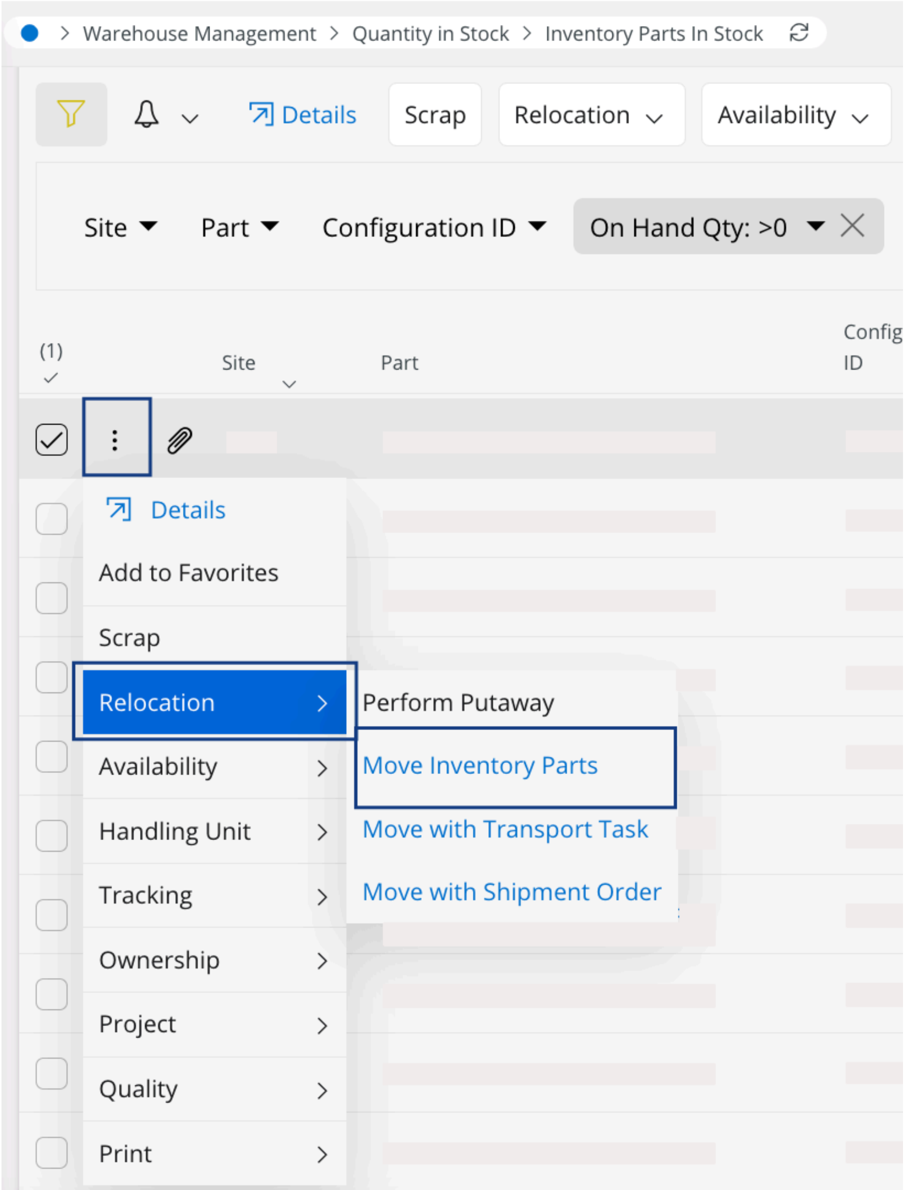
Move stock from one *location* to another.

This process is used in case of internal movement of your stock.

1. Go to **Warehouse Management > Quantity in Stock > Inventory Parts in Stock**.
2. To display the list of items available in stock:
   a. If not displayed, click **Filter** > **More** and select **On Hand Qty**
   b. Set the **On Hand Qty** filter to `> 0`.

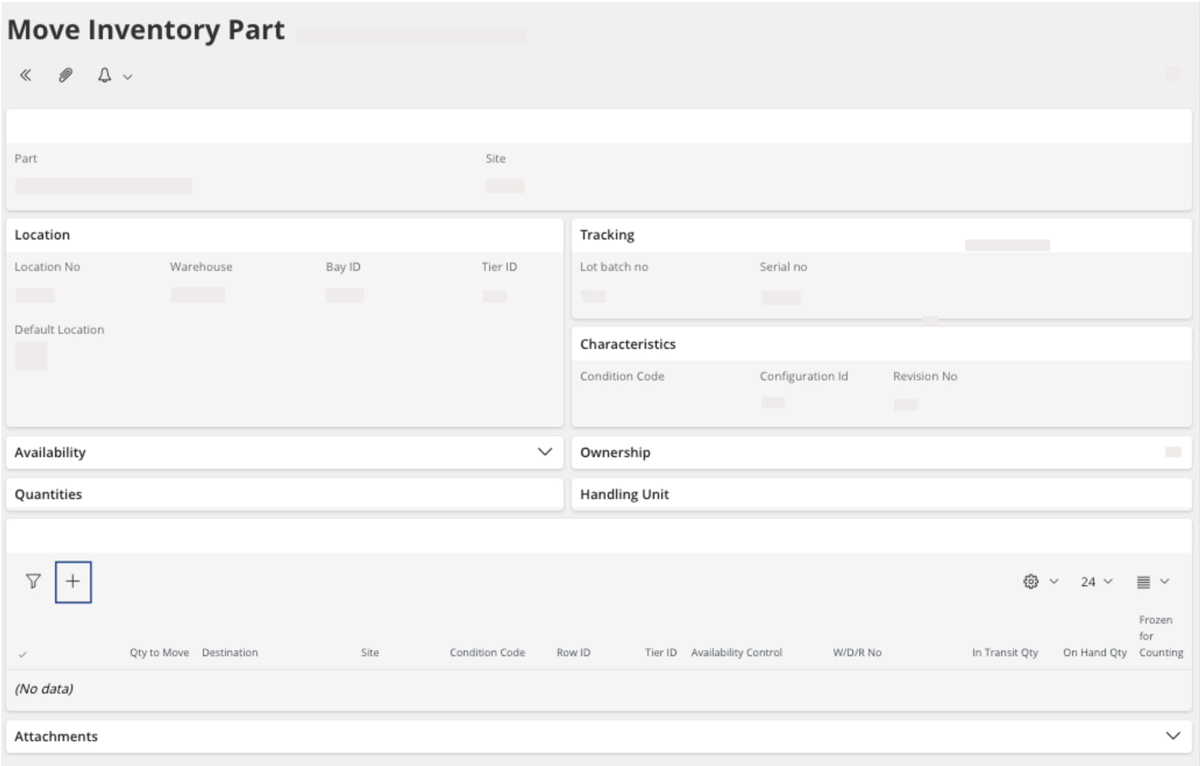



3. Click the three dots ⋮ on the line you want to focus on, then click **Relocation > Move Inventory Parts**.



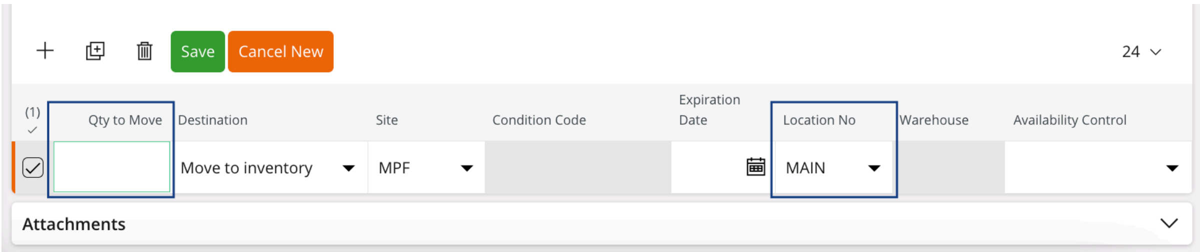

A new page opens, **Move Inventory Part**.

4. On this page, **Move Inventory Part**, scroll down, then click **New** + to add a new line.




5. Provide at least the value **Qty to Move** and **Location No** to set up the new *location*.
6. You must complete the field **Note** to justify the stock movement.

> **Note:** The field **Location No** can be **Filtered by** your **Site** where the part is actually located, remove the filter to choose the new *location*.




7. Click **Save** to validate.

You can now find your movement information on the page **Inventory Transactions History**.

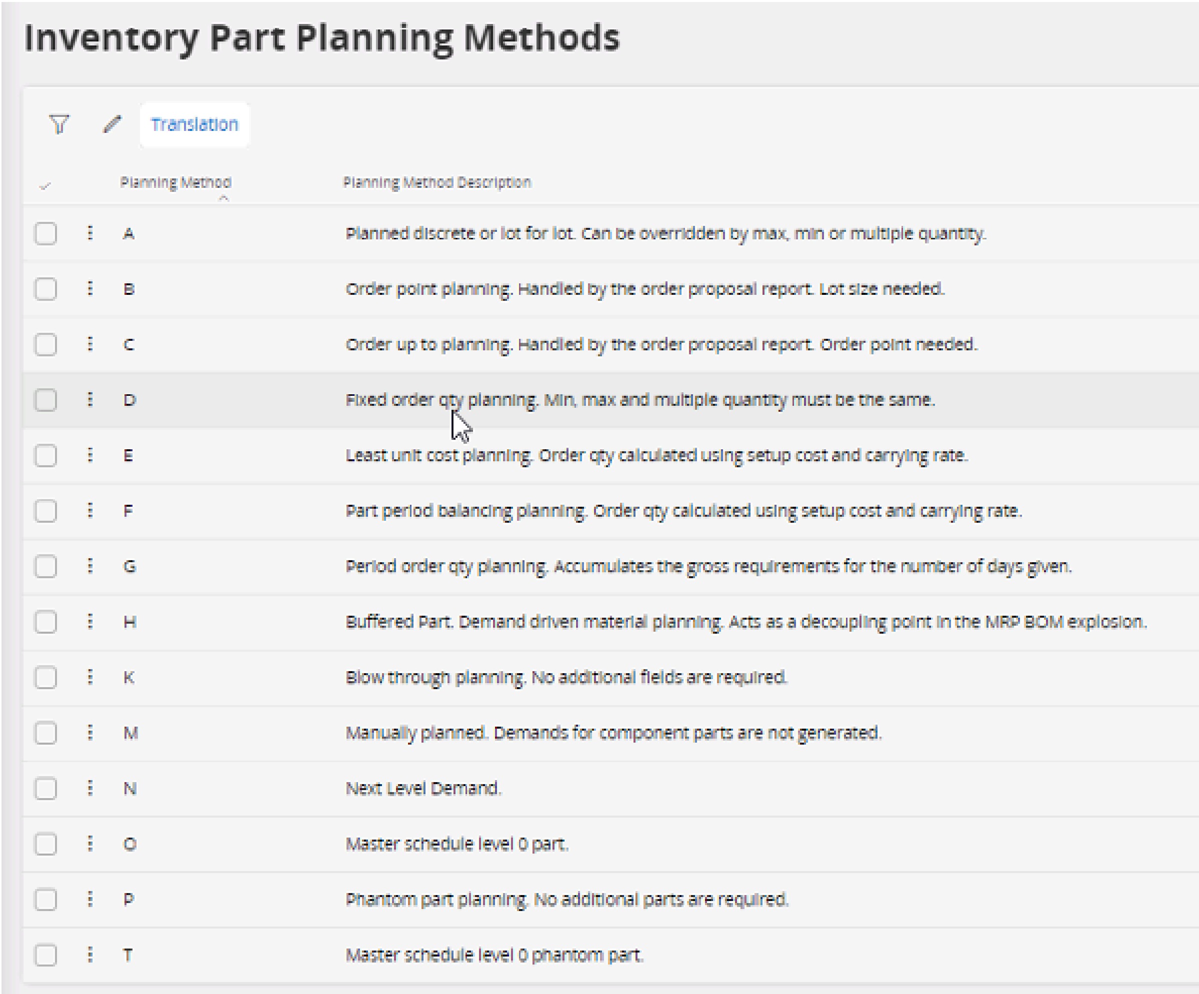
# Stock Reorder

Planning methods in **IFS Cloud** are used to define the way we manage the reordering of parts. It helps to ensure a correct stock management and correct reorder process.

# About Planning Methods

A planning method is a process of stock calculation. When your stock decreases, you need to decide according to your parts or your company which method you want to use to reorder parts.

Here is the list of planning methods available in **IFS Cloud**:



Inventory Part Planning Methods

Translation

| Planning Method | Planning Method Description |
|---|---|
| A | Planned discrete or lot for lot. Can be overridden by max, min or multiple quantity. |
| B | Order point planning. Handled by the order proposal report. Lot size needed. |
| C | Order up to planning. Handled by the order proposal report. Order point needed. |
| D | Fixed order qty planning. Min, max and multiple quantity must be the same. |
| E | Least unit cost planning. Order qty calculated using setup cost and carrying rate. |
| F | Part period balancing planning. Order qty calculated using setup cost and carrying rate. |
| G | Period order qty planning. Accumulates the gross requirements for the number of days given. |
| H | Buffered Part. Demand driven material planning. Acts as a decoupling point in the MRP BOM explosion. |
| K | Blow through planning. No additional fields are required. |
| M | Manually planned. Demands for component parts are not generated. |
| N | Next Level Demand. |
| O | Master schedule level 0 part. |
| P | Phantom part planning. No additional parts are required. |
| T | Master schedule level 0 phantom part. |

The planning methods most used are:

## Planning method B

Calculation starts when:

- Minimum stock is reached: the quantity appears in **Order Point** field.
- **Lot Size** for reorder is fixed.

Calculation take into account:

- *Customer order* lines that are open.
- *Purchase order* lines open.

### Planning method C

Calculation starts when:

- Minimum stock is reached: the quantity appears in **Order Point** field.
- **Lot Size** for reorder is variable. Here the **Lot Size** field is a maximum to reach.

Calculation take into account:

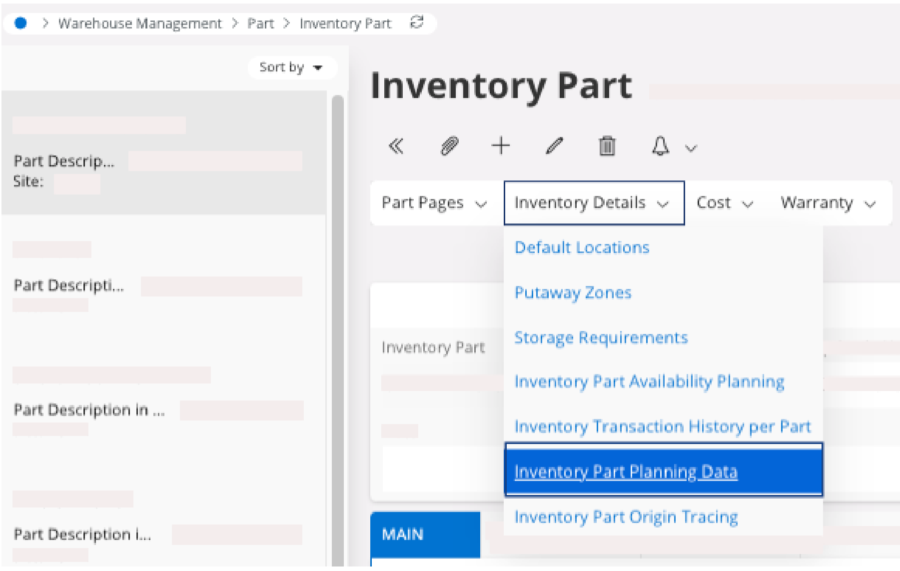
- *Customer order* lines that are open.
- *Purchase order* lines open.

## Reorder Calculation

## Configuring Items

You must assign the correct planning method to each item to realize the correct reorder calculation.

1. To access the page **Inventory Part Planning Data**:
   a. Go to **Warehouse Management > Part > Inventory Part Planning Data**.
   b. Or you can access this page through the page **Inventory Part**, then click **Inventory Details > Inventory Part Planning Data**.




By default, **Planning Method** is set to **A** and so the part is not taken into account for reorder calculation.

2. To change the **Planning Method**, you need to fill the fields:

    a. **Planning Method**.

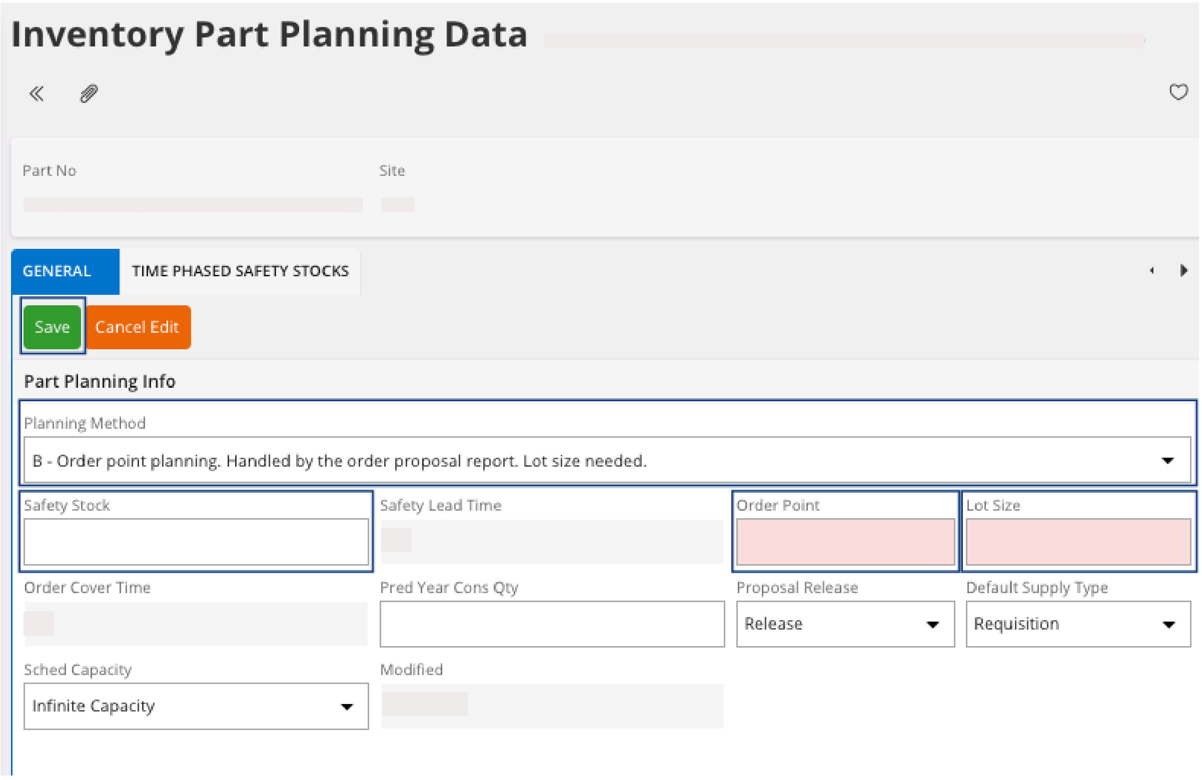
    b. **Order Point**.

    c. **Lot Size**.

    d. **Safety Stock** is also important but not mandatory.

    > **Note: Safety Stock** is the minimum stock ensure by the system taking into account lead time for the delivery. The available quantity in stock must be at least at safety stock level.

    e. Click **Save**.

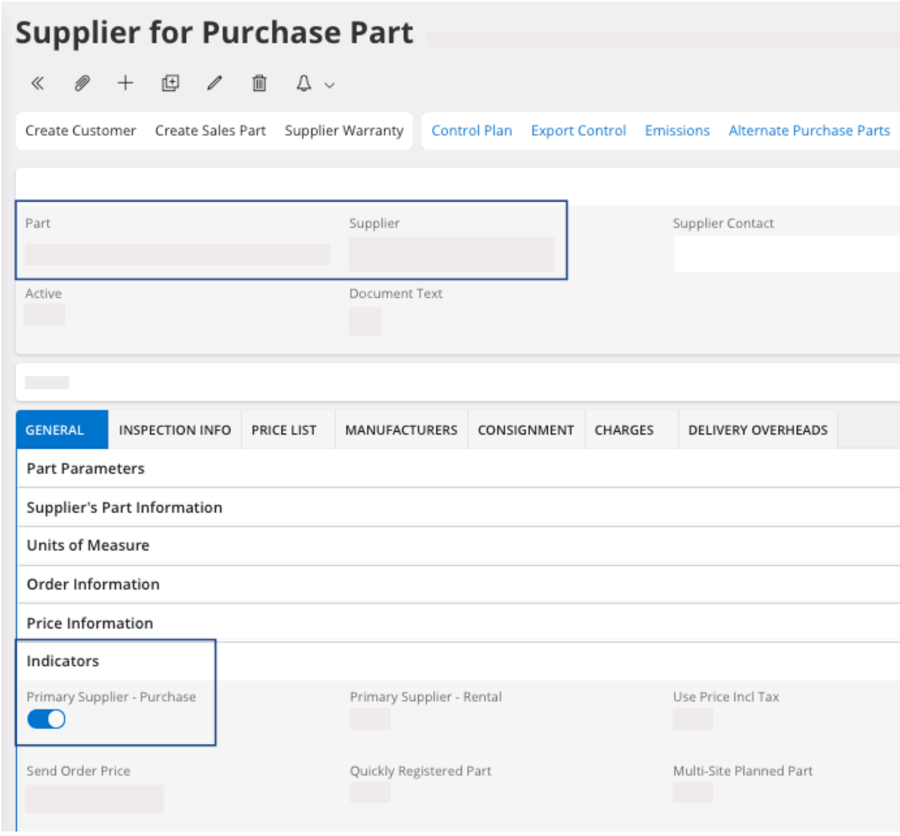



3. You need to assign a supplier to your part:

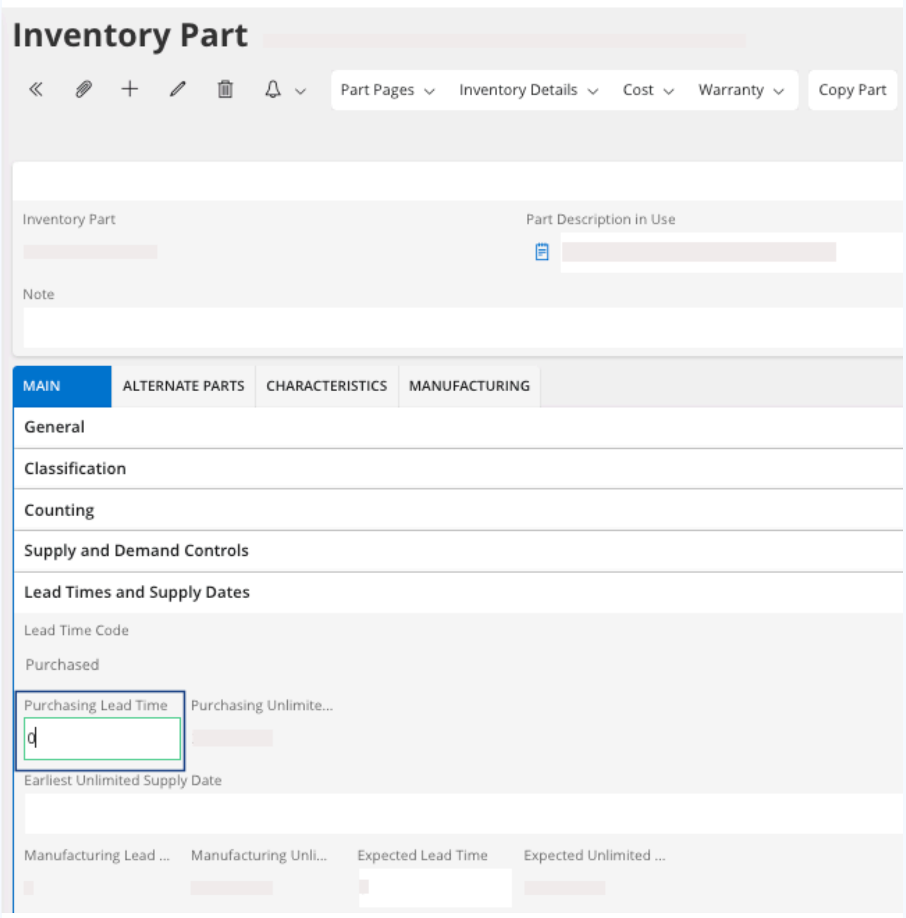
    a. Go to the page **Supplier for Purchase Part**.

    b. On the left side of the screen, select your part.

c. In the tab **General**, click the pane **Indicators**, turn on the toggle **Primary Supplier - Purchase**.



**Note:** On the page **Inventory Part**, you can add a lead time to consider the time that will be spent between the order proposal and the planned delivery of the purchase order.




## Managing an Order Proposal

Once you have configured your parts, you can use the **Create Order Proposal** menu to help the customer to define when the parts need to be reordered.

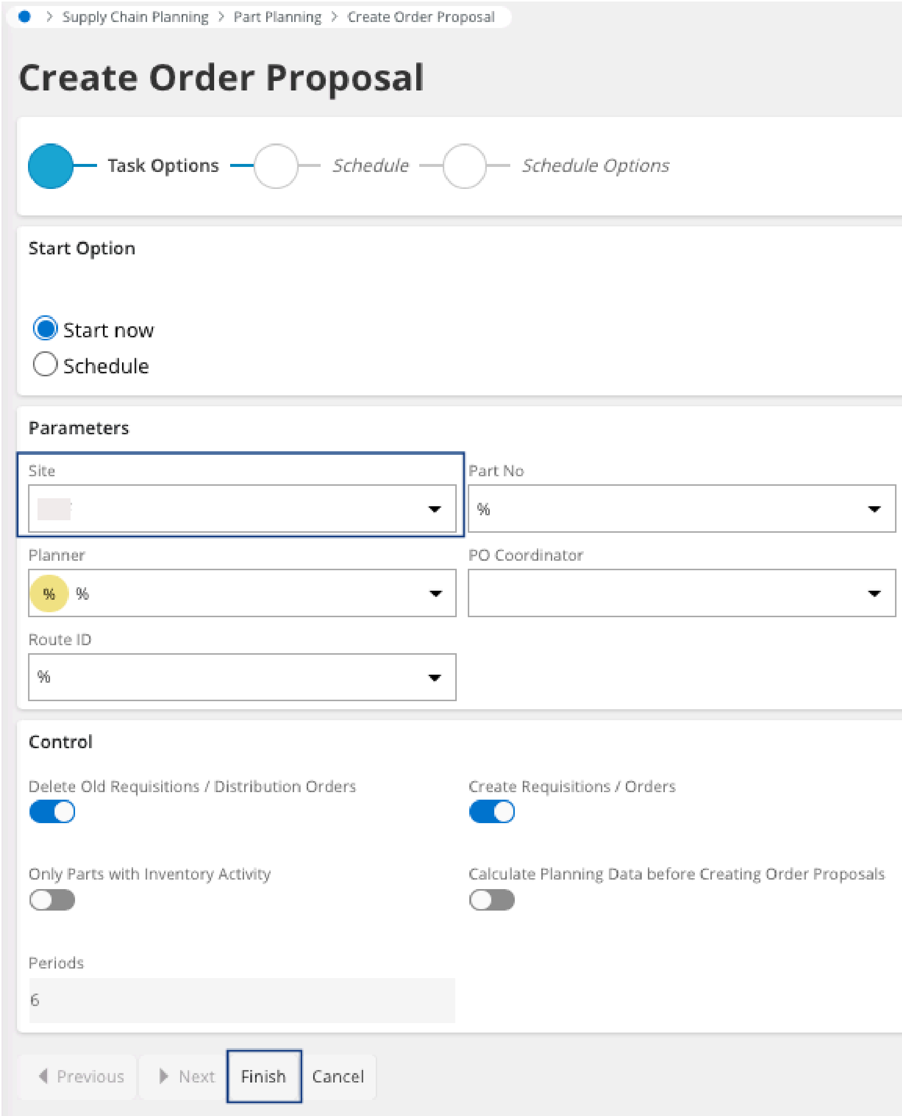
## Creating an Order Proposal

1. Go to the page **Create Order Proposal**.

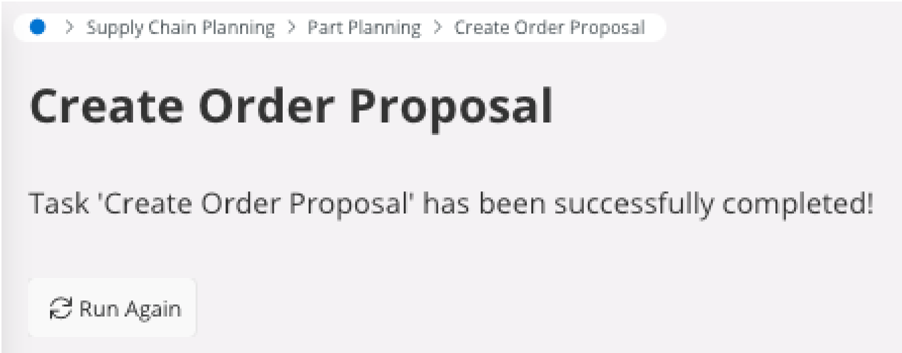
**Note:** This order proposal take into account quantity in **Stock**, **Reserved**, **Open Customer Order**, **Open Purchase Order** and their **Due Date**, **Ship Planned Date** and **Received Planned Date**. Details for a part is available on **Inventory Part Availability Planning**.

2. Select your **Site** for this calculation, all others fields can stay by default if you are not expecting a specific calculation.

3. Click **Finish**.



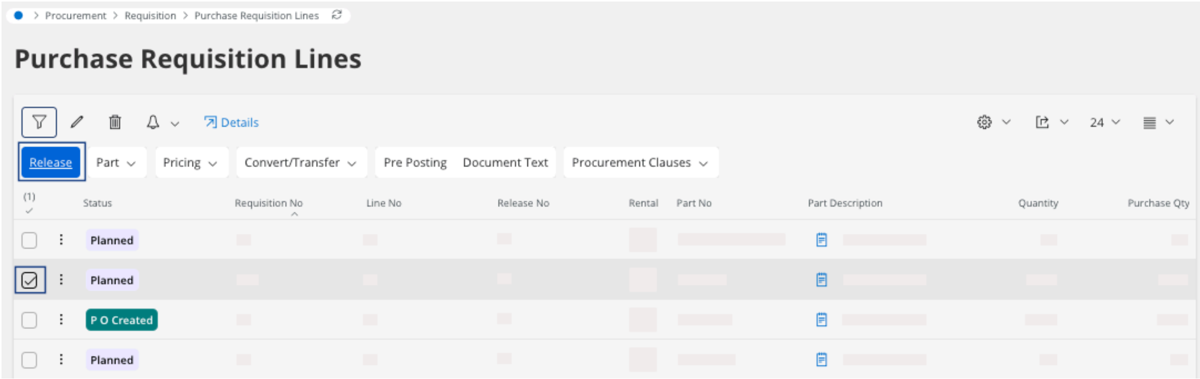

Your order proposal has been created.




You can find your proposal into **Purchase Requisition Lines**.

# Changing a Proposal into an Order

1. Go to **Purchase Requisition Lines**, you can find your proposal with the status **Planned**.
2. You can release the lines that you want to transform in an order: select your lines and click **Release**.




The status changes to **Released**.

3. You can convert the requisition to order:

   a. Select your line(s).

   b. Click **Convert/Transfer**.

   c. Click **Requisition to Order**.

   > **Note:** You can **Convert/Transfer** several lines only if they are for the same **Supplier**.

A pane appears.

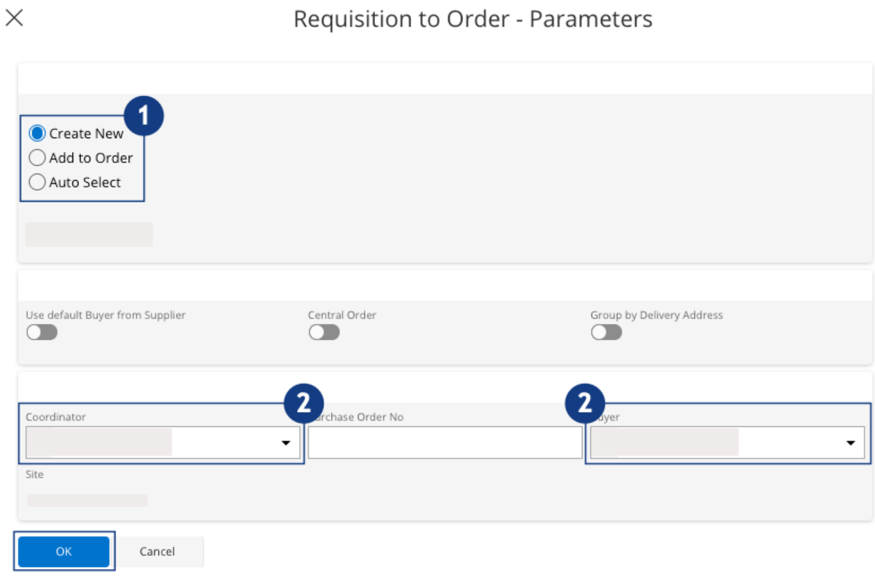
4. In this pane:

   a. You can create a new order, select **Create New** or add your proposal to an order, select **Add to Order** and select an order that exists 1.

   b. To ensure that only one Order is created: select the same **Coordinator** and **Buyer**. If they are different, several purchase orders will be created 2.

   > **Tip:** We advise you to put your user account in **Coordinator** and **Buyer** fields when you perform this step.

c. Click **OK**.




A dialog appears, you can access your *purchase order*.

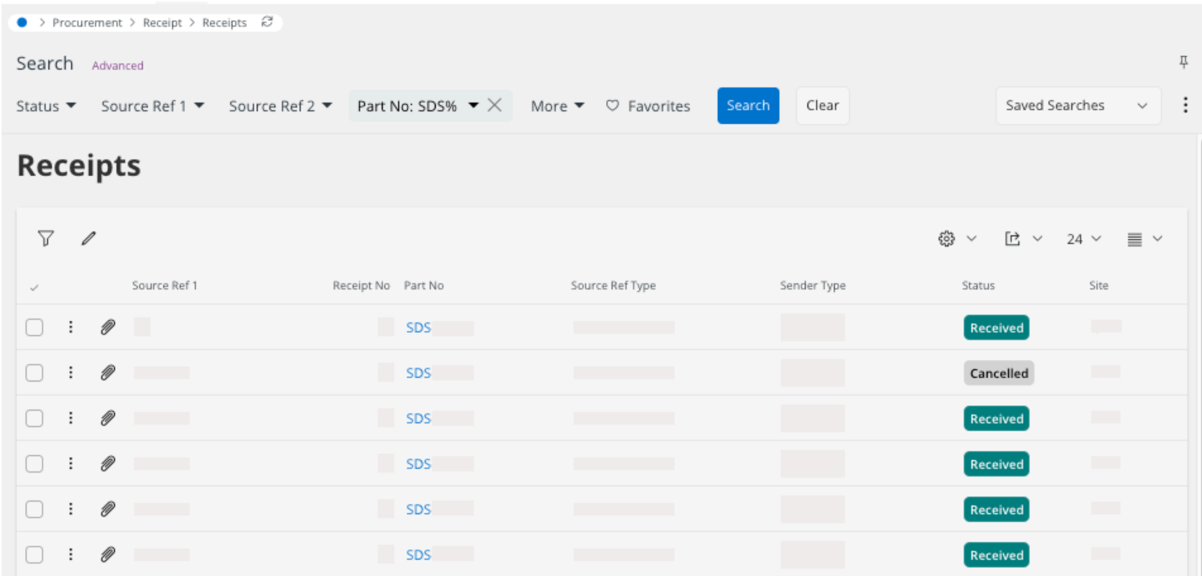
In this purchase order, you can change **Quantity**, **Lines**, **Planned Delivery Date**.

# Statistics and Reporting

## Consulting Purchase Order Receipts

Display an overview of the receipts from purchase orders registered in the system.

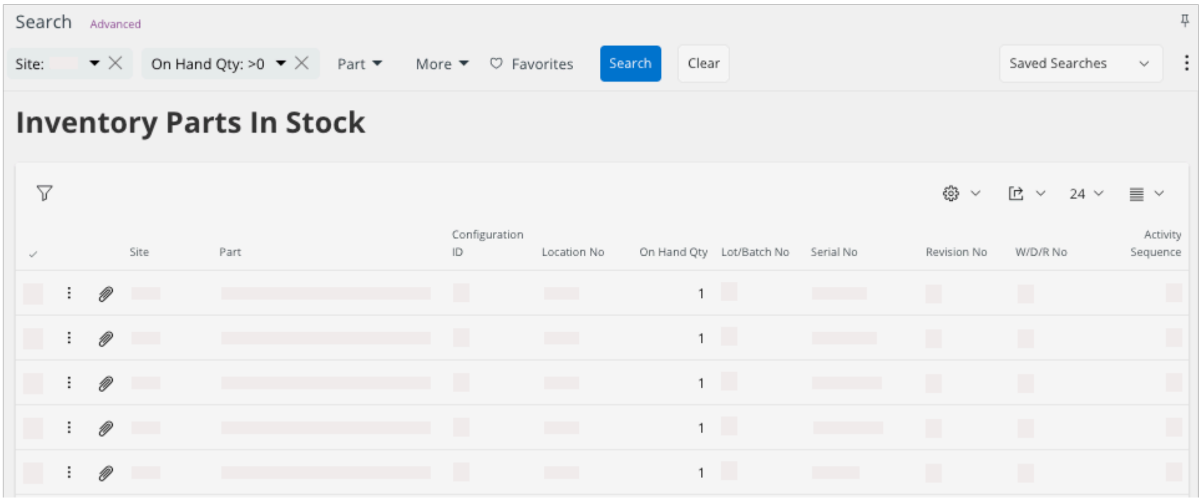
1. Go to **Procurement > Receipt > Receipts**.
2. You can filter the page through a specific part, with the **Part No** filter.



## Consulting the Inventory Parts in Stock

Display an overview of the stock.

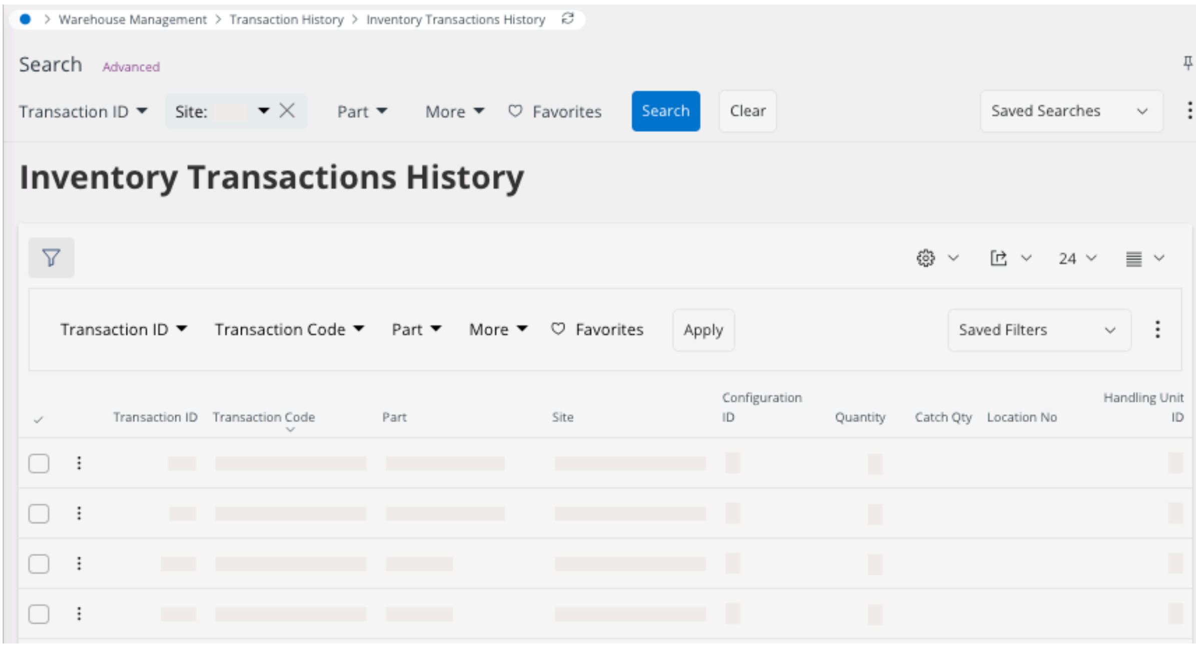
1. Go to **Inventory > Quantity in Stock > Inventory Parts in Stock**.
2. You can filter the page according to your **Site** and **On Hand Qty** `>0` to display the current stock.




## Consulting Inventory Transactions History

Display an overview of the stock movements for a specific part or all the parts.

1. Go to **Warehouse Management > Transaction History > Inventory Transactions History**.
2. Filter the page according to your needs.



# Record to Report Process

Manage all the activities related to general ledger accounts, legal declaration, financial reporting, etc.

**Note:** General ledger processes that do not impact directly your auxiliary accounts like supplier or customer.

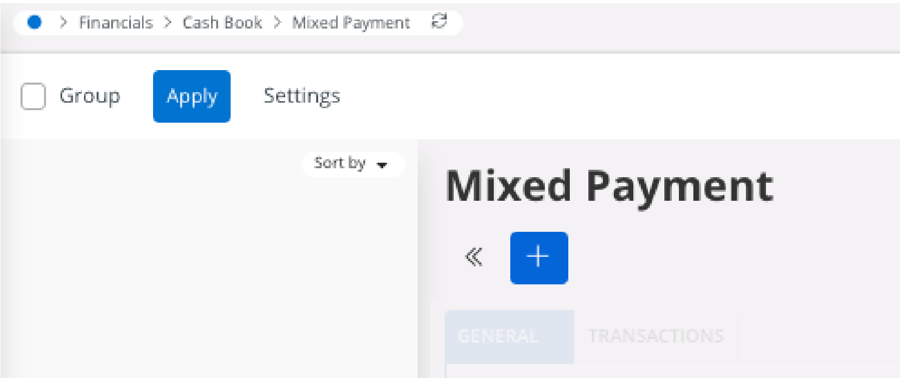
## Mixed Payment

Once you receive a payment from a customer, after you paid a supplier or for any bank transaction, you have to register it as a **Mixed Payment** in **IFS Cloud**.

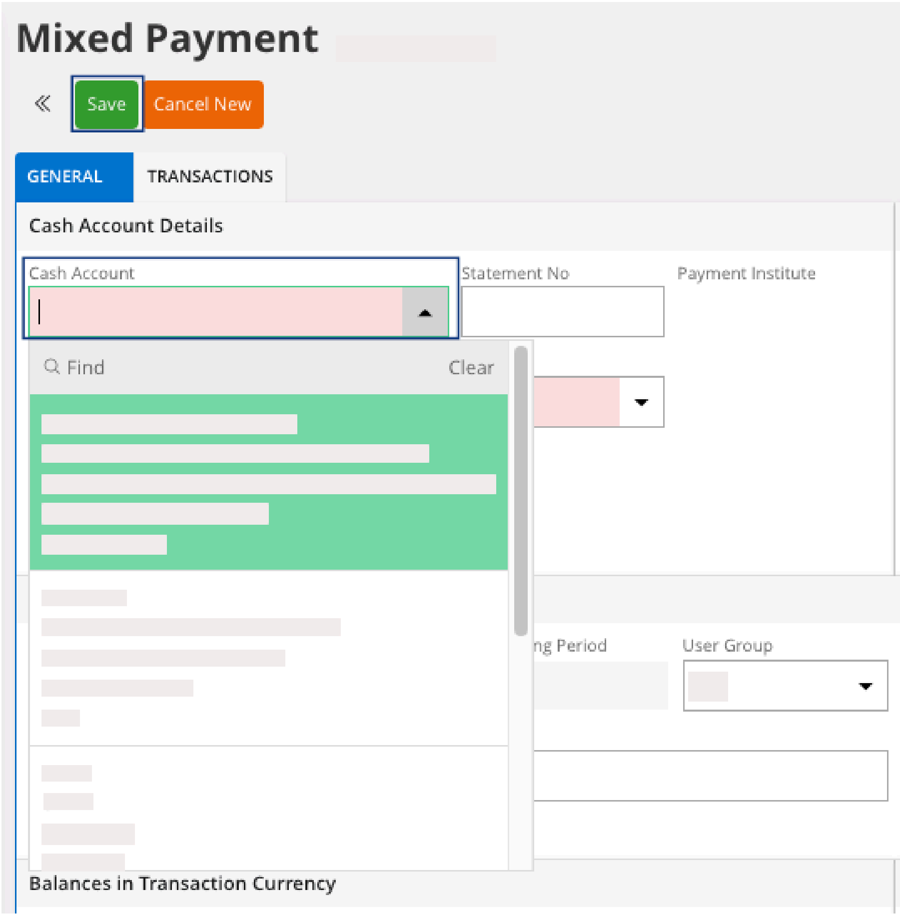
The **Mixed Payment** page is for supplier payments but also for customer payments and any bank transaction that you need to reproduce in **IFS Cloud** system for accounting purposes.

### Creating a New Mixed Payment

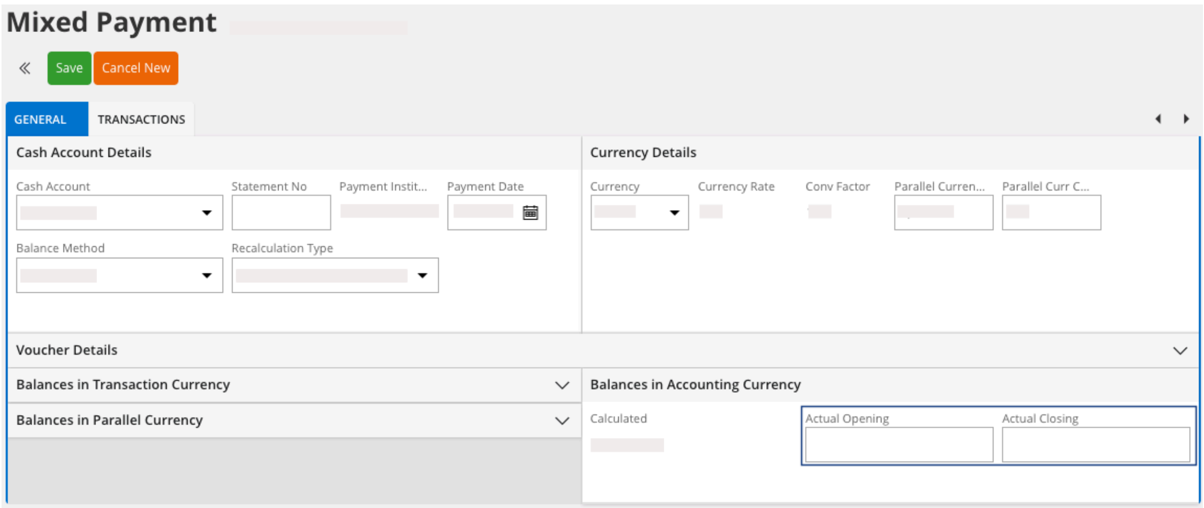
1. Go to **Financials > Cash Book > Mixed Payment**.
2. Click **New** +.




3. Select the **Cash Account**.




4. In the **Balances in Accounting Currency** area, enter the **Actual Opening** and the **Actual Closing** from your bank statement. These fields will help you fill the transactions lines.




5. Click **Save**.

You can create a mixed payment for:

- A supplier or a customer, perform Customer and Supplier Mixed Payment (on page 380).
- A direct cash payment, perform Managing a Mixed Payment for Direct Cash Payments (on page 386).
- A petty cash transaction, perform Using Petty Cash Funds (on page 388).

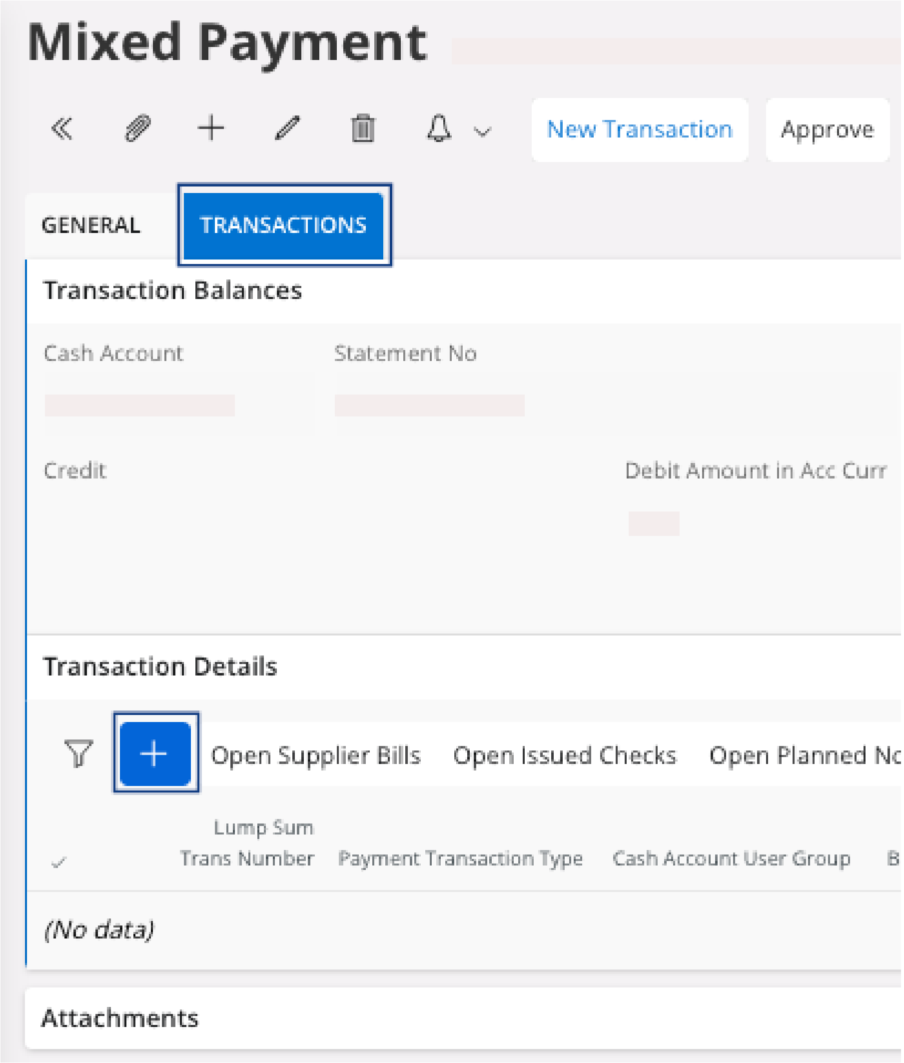
# Customer and Supplier Mixed Payment

## Filling Transactions Details for a Customer or a Supplier Mixed Payment

You need to have created a mixed payment header, Creating a New Mixed Payment (on page 378).

You need to define the details of your transaction.

1. Go to the tab **Transactions**.
2. Click **New** + to add a line to decide which payment you want to report, it can be a payment from a customer or for a supplier.

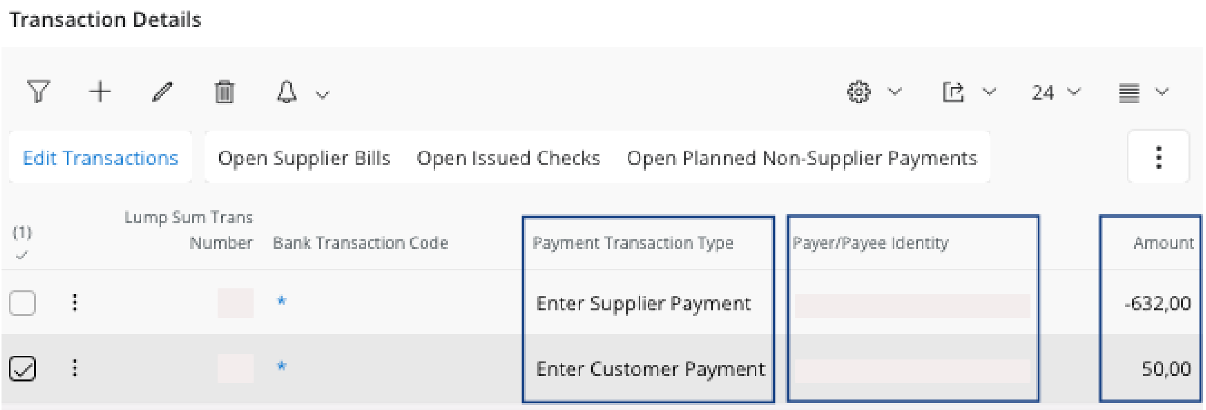


3. You need to fill several fields:

   a. **Payment Transaction Type**:
      - For a customer payment, select **Enter Customer Payment**.
      - For a supplier payment, select **Enter Supplier Payment**.

   b. **Payer/Payee Identity**: enter your customer or your supplier.

   c. **Amount**, it should be a **Gross Amount**:
      - Positive if you are registering a customer payment.
      - Negative if you are registering a supplier payment.



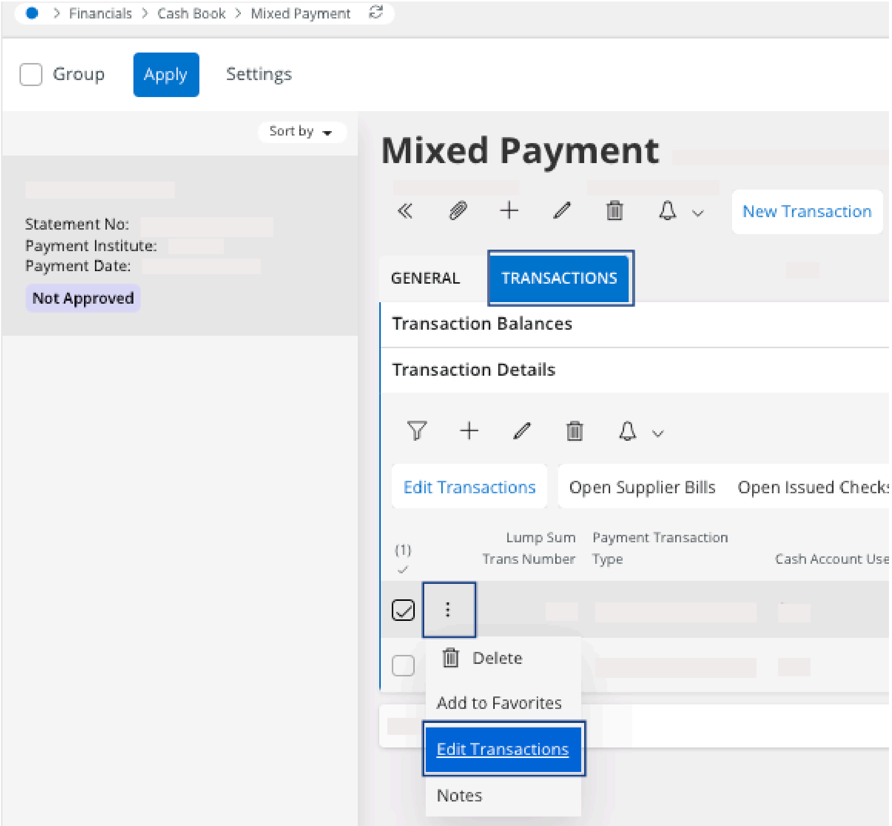

If you want to match your payment lines directly with the open invoice(s): perform Settling Available Transactions in the Account (on page 381).

## Settling Available Transactions in the Account

You can match your lines one by one directly with the open invoice(s). The lines must reflect what have been received from your bank account.

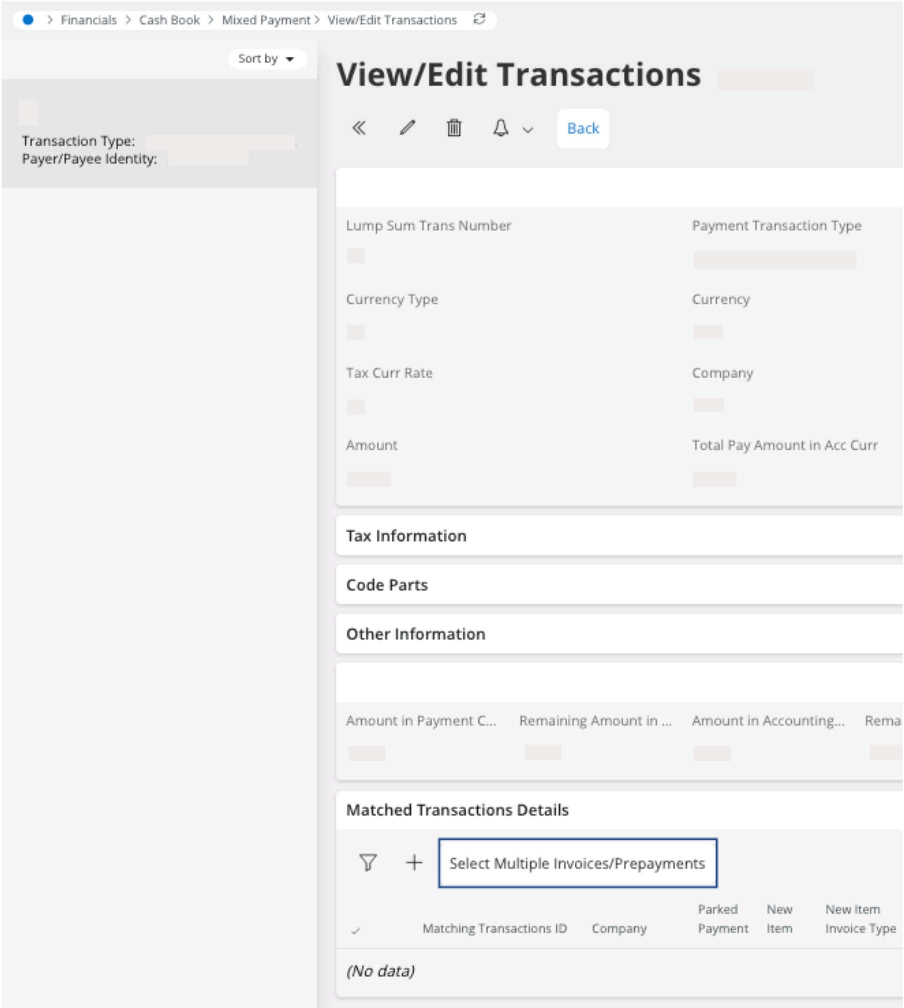
> **Note:** You can register on the same mixed payment: supplier, customer and direct cash payments.

1. On the **Transactions** tab, click the three dots ⋮ and click **Edit Transactions**.



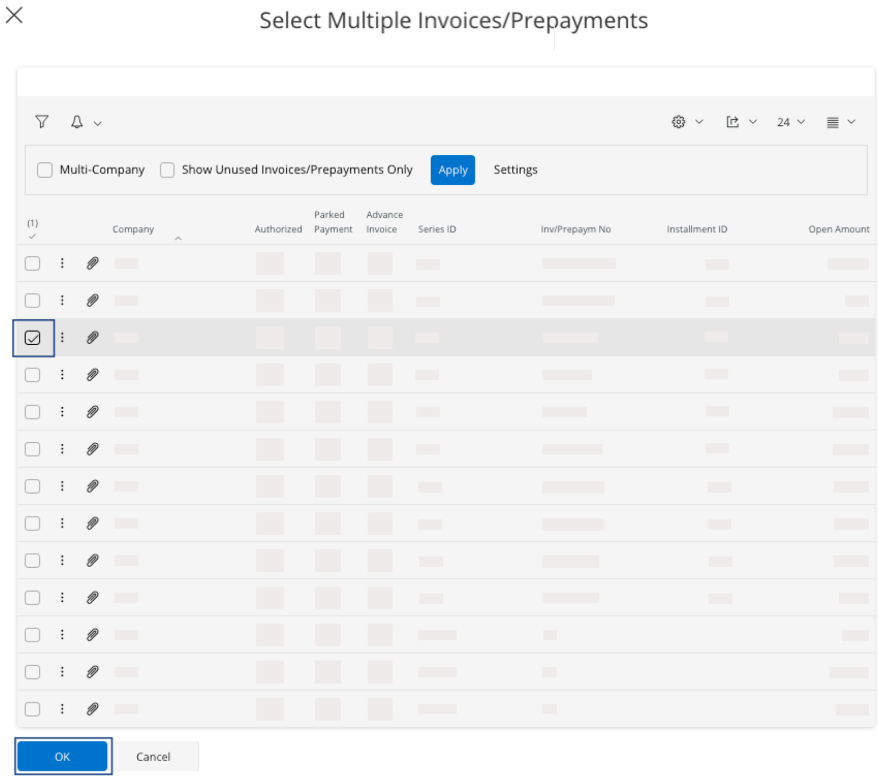

The **View/Edit Transactions** page appears.

2. In the area **Matched Transactions Details**, click **Select Multiple Invoices/Prepayments**.

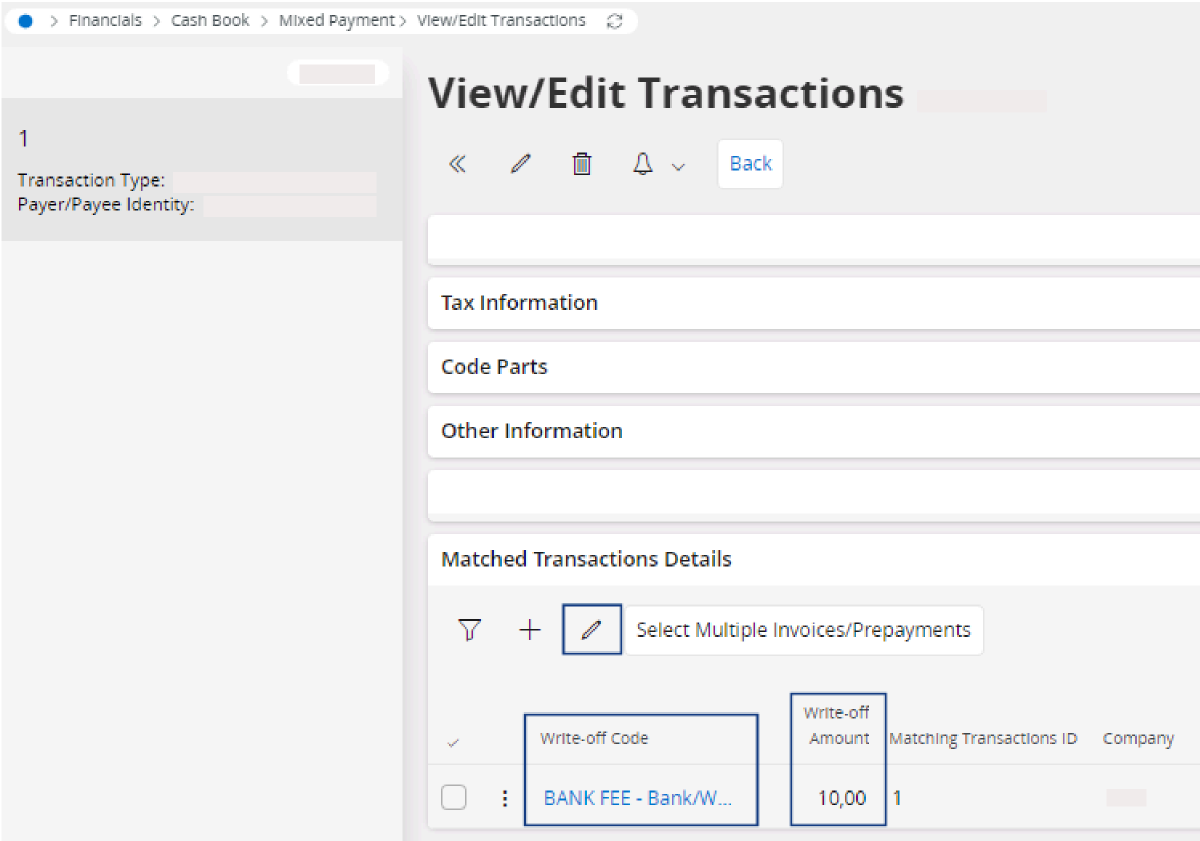



A pane appears.

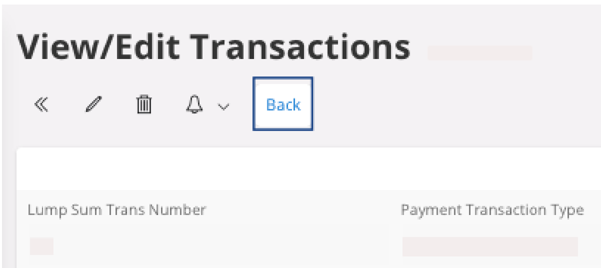
3. Select the line(s) that you want to link your payment with, and click **OK**.



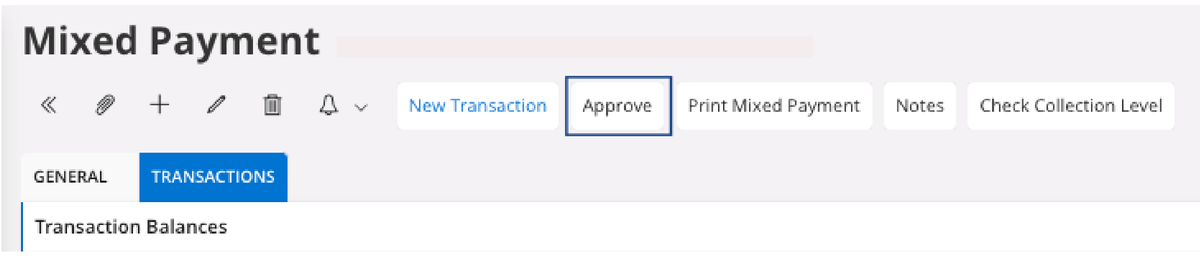

4. To perform a partial payment for this invoice, you need to change a field. On the page **View/ Edit Transactions**, in the area **Matched Transactions Details**:
    a. Click **Edit** .
    b. Change the field **Pay Amount in Pay Curr** with your correct payment amount.
5. In some specific situations, you could have to write off amounts. For example, to exclude the bank fees of the payment. On the page **View/Edit Transactions**, in the area **Matched Transactions Details**, you need to fill the fields:
    a. **Write-off Code** with the reason of the write off.
    b. **Write-off Amount** with the amount associated.




6. To go back to your mixed payment: click **Back**.




7. Perform the same process for your other **Transactions** lines.
8. To approve your mixed payment, in the header, click **Approve**.




   A new page appears, **Voucher Information**.
9. Take note of the **Voucher Information**, and click **OK**.

The **Mixed Payment** is in status **Approved**.

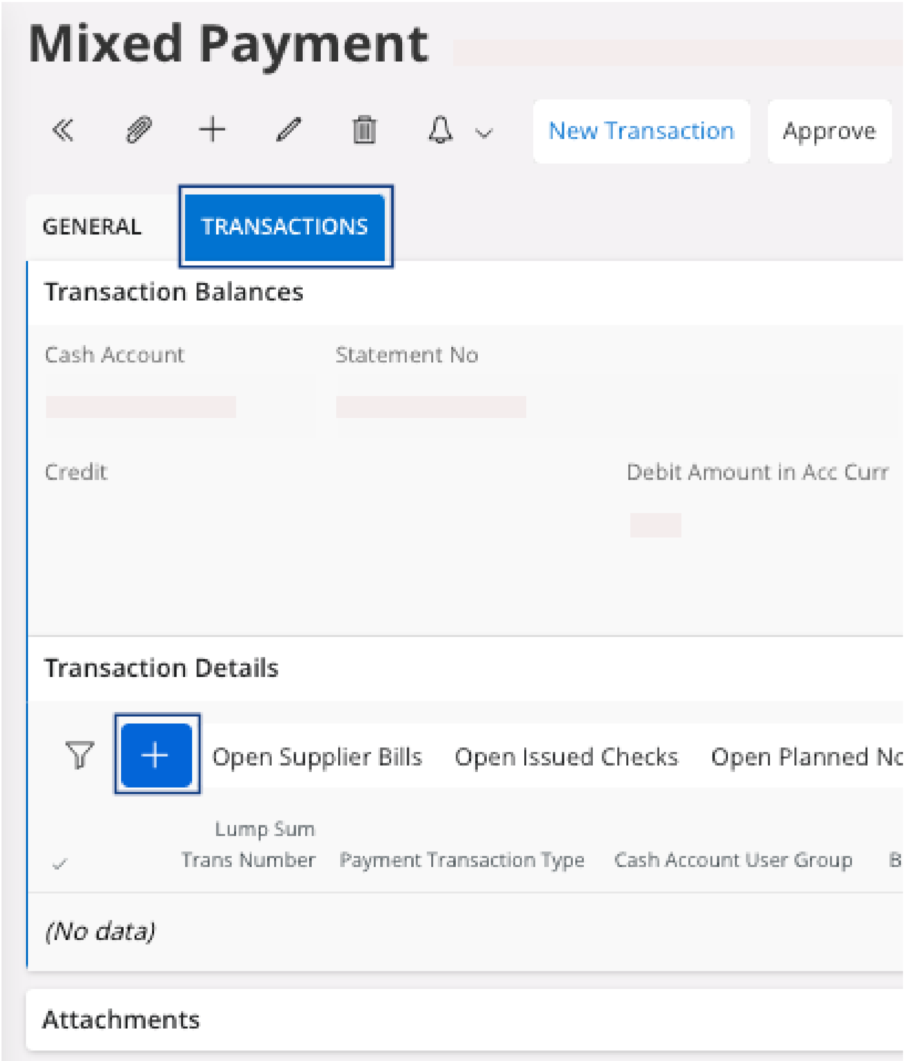
# Managing a Mixed Payment for Direct Cash Payments

You need to use direct cash payment for all the payments that are not customer or supplier related.

You need to have created a mixed payment header, Creating a New Mixed Payment (on page 378).

You can use this process for social security taxes payments, equipment purchases, etc.

1. Go to your **Mixed Payment**.
2. Go to the tab **Transactions**.
3. Click **New** + to add a line in your transactions.

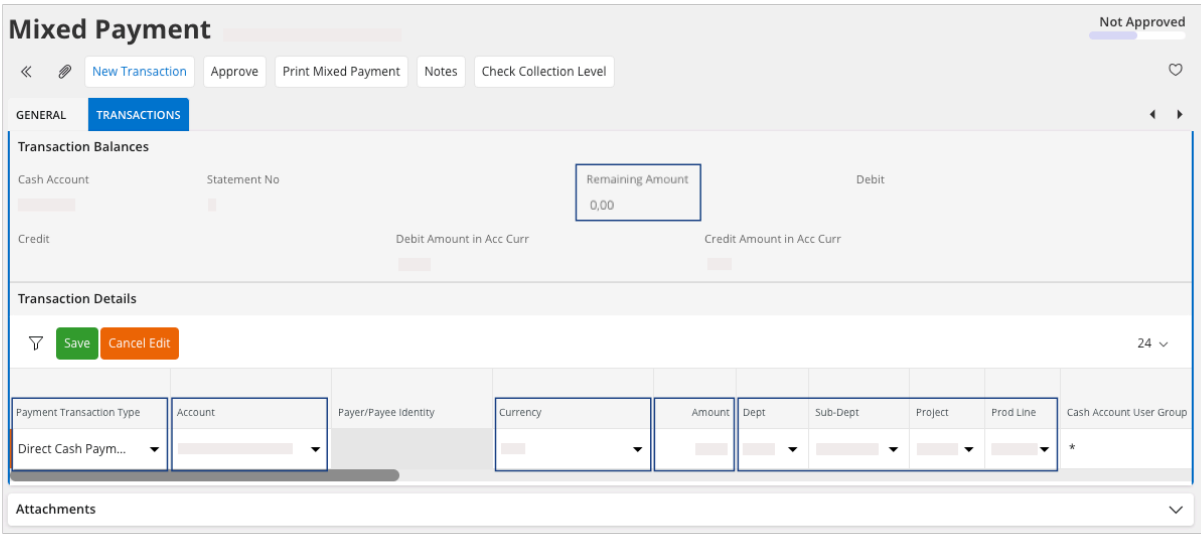



4. Several information are mandatory:
   a. You need to register this mixed payment when the cash movement appears on your bank statement.
   b. In the **Payment Transaction Type** field: select **Direct Cash Payment**.
   c. Select the **Account** that corresponds to your payment.
   d. Check the **Currency**.

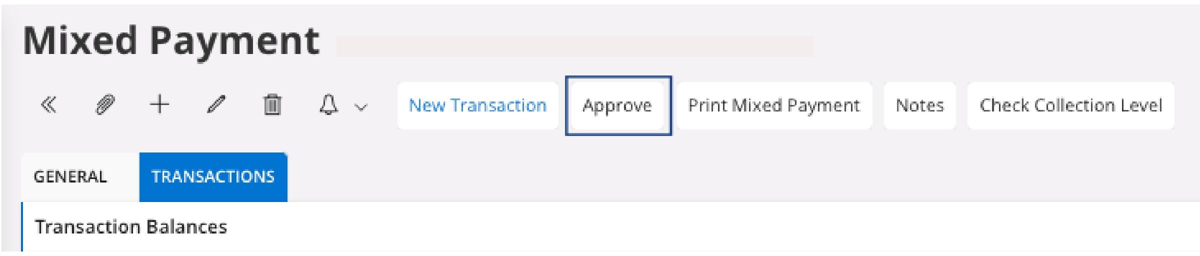
e. Enter the payment **Amount**. If you entered correctly the **Balances in Accounting Currency** in the **General** tab. You can check in the area **Transaction Balances**, in the field **Remaining Amount** which transaction you need to do. This field must show 0 when transaction lines are correctly filled.

f. You have to define a **Dept**, **Sub-Dept**, **Project** and a **Prod Line**. According to the **Account** selected, these fields can be unavailable.

**Note:** If you cannot see the field(s): click **> Column Chooser > Configure columns manually** and choose the fields that you want to display.




5. Click **Save**.
6. If you need to register other **Direct Cash Payment**, perform the same process. If you have customer or supplier payment, perform Customer and Supplier Mixed Payment (on page 380).
7. When you register all your payment lines, you need to approve the mixed payment: in the header, click **Approve**.




A new page appears, **Voucher Information**.

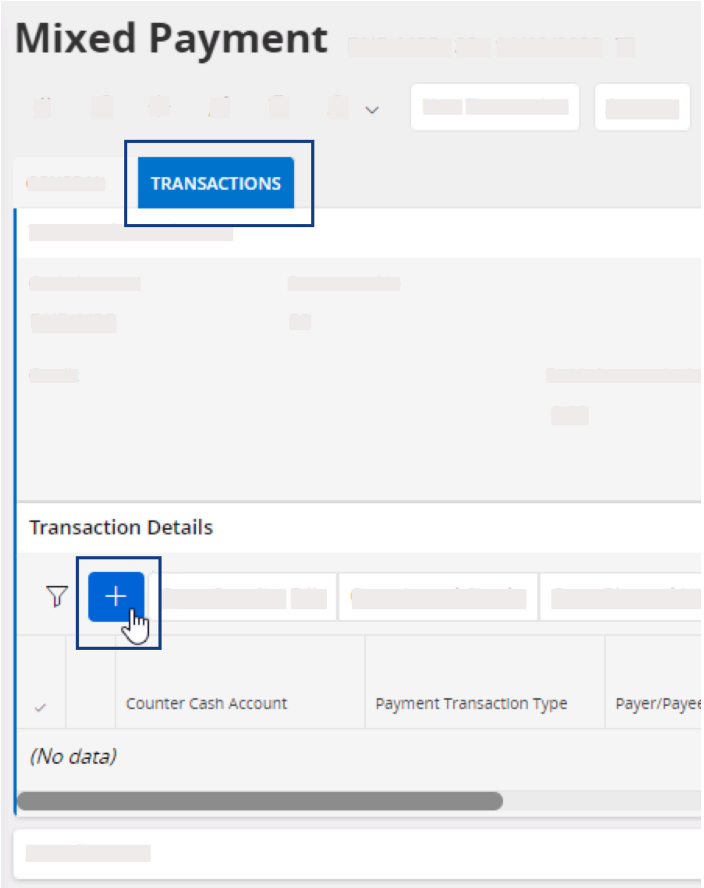
8. Take note of the **Voucher Information**, and click **OK**.

The **Mixed Payment** is in status **Approved**.

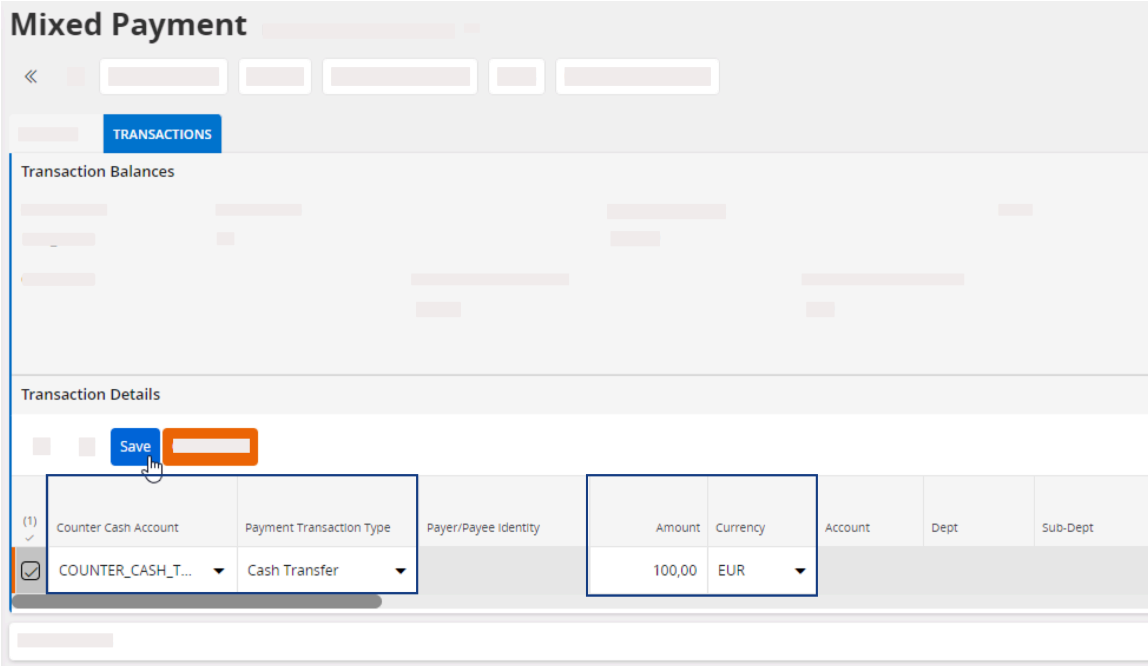
# Using Petty Cash Funds

Whenever you take cash out of your bank, you need to record a petty cash transaction.

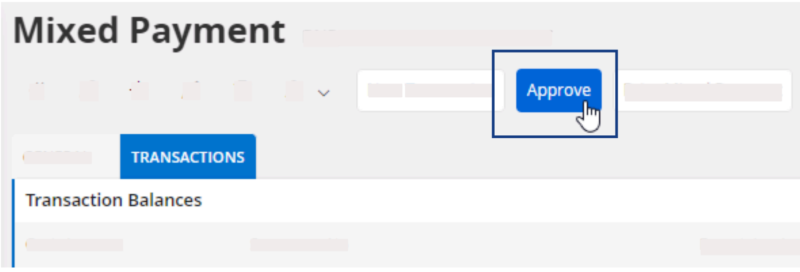
1. Create a new mixed payment: see Creating a New Mixed Payment (on page 378).
2. In the **Mixed Payment** page, go to the tab **Transactions**.
3. Under **Transaction Details**, click **New** + to add a new line.




4. From the field **Payment Transaction Type**, select **Cash Transfer**.
5. In **Counter Cash Account** select the account where you want the cash to be registered in.
6. Enter a positive amount and select the currency.
7. Click **Save**.




8. In the header, click **Approve**.




The **Voucher Information** page appears.

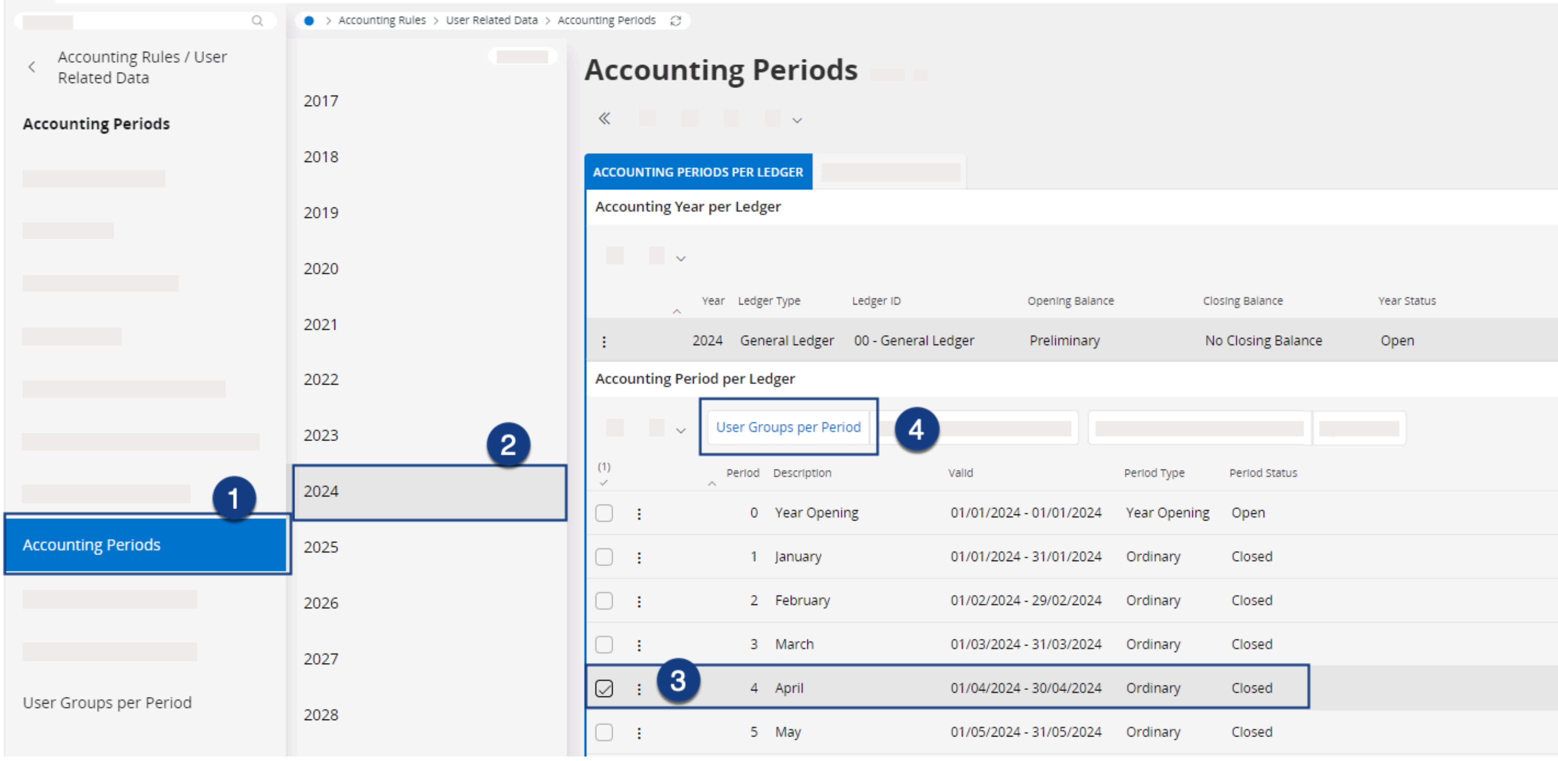
9. Take note of the voucher information, then click **OK**.

The status of the mixed payment changes to **Approved**.

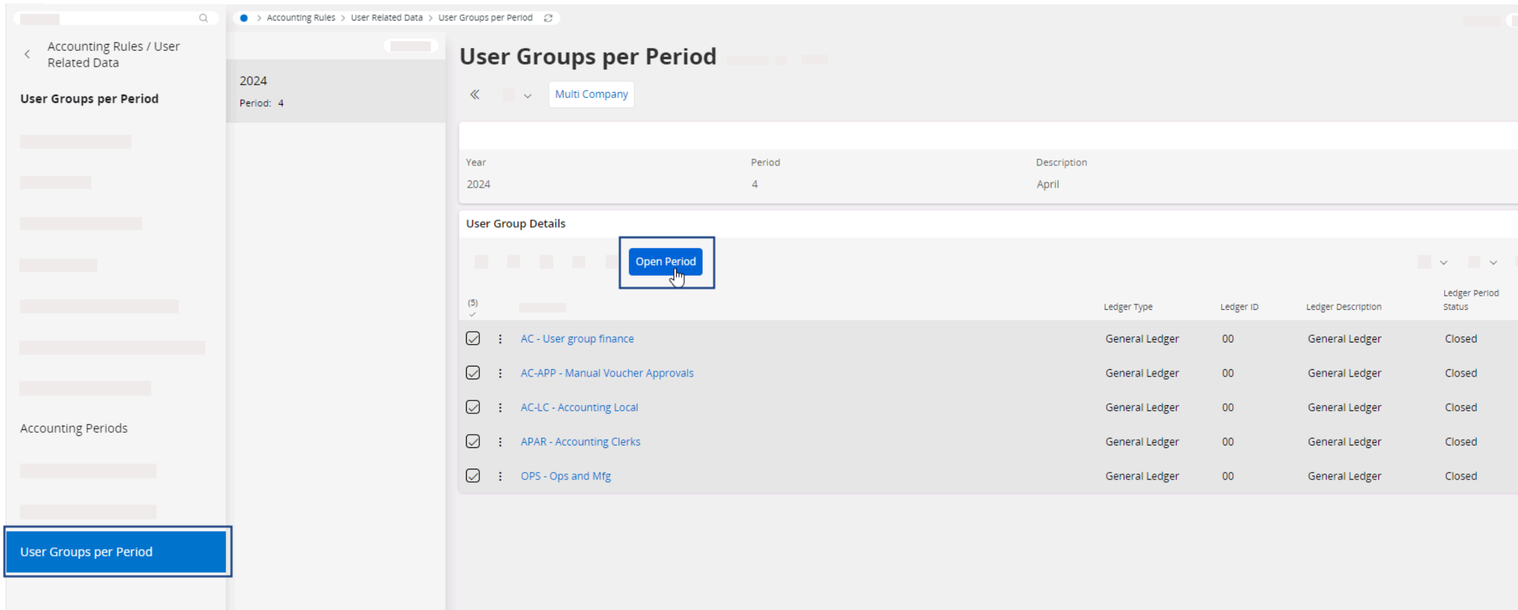
# Opening and Closing Accounting Periods

During the month-end closing process, the company's accountant need to block or open periods.

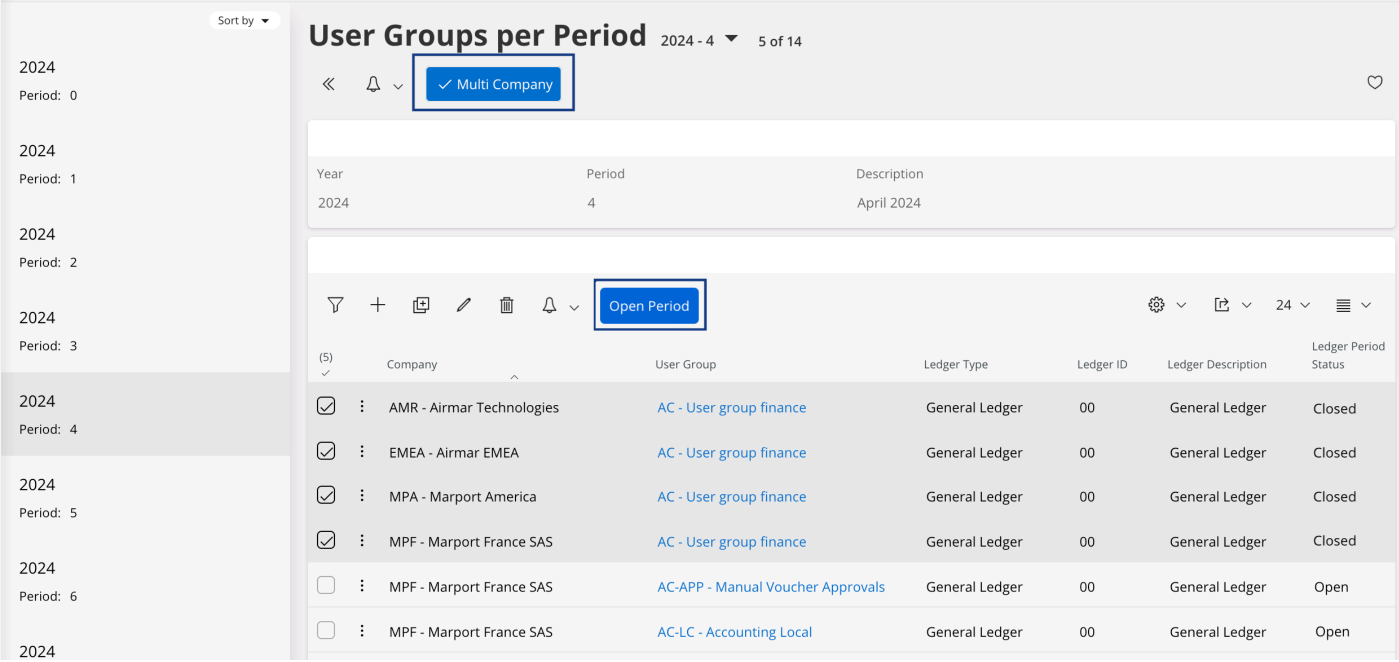
1. Go to the **Accounting Periods** page.
2. Click your fiscal year in the panel showing a list of years, then select the period in the **Accounting periods per ledger** list and click **User Groups per Period**.



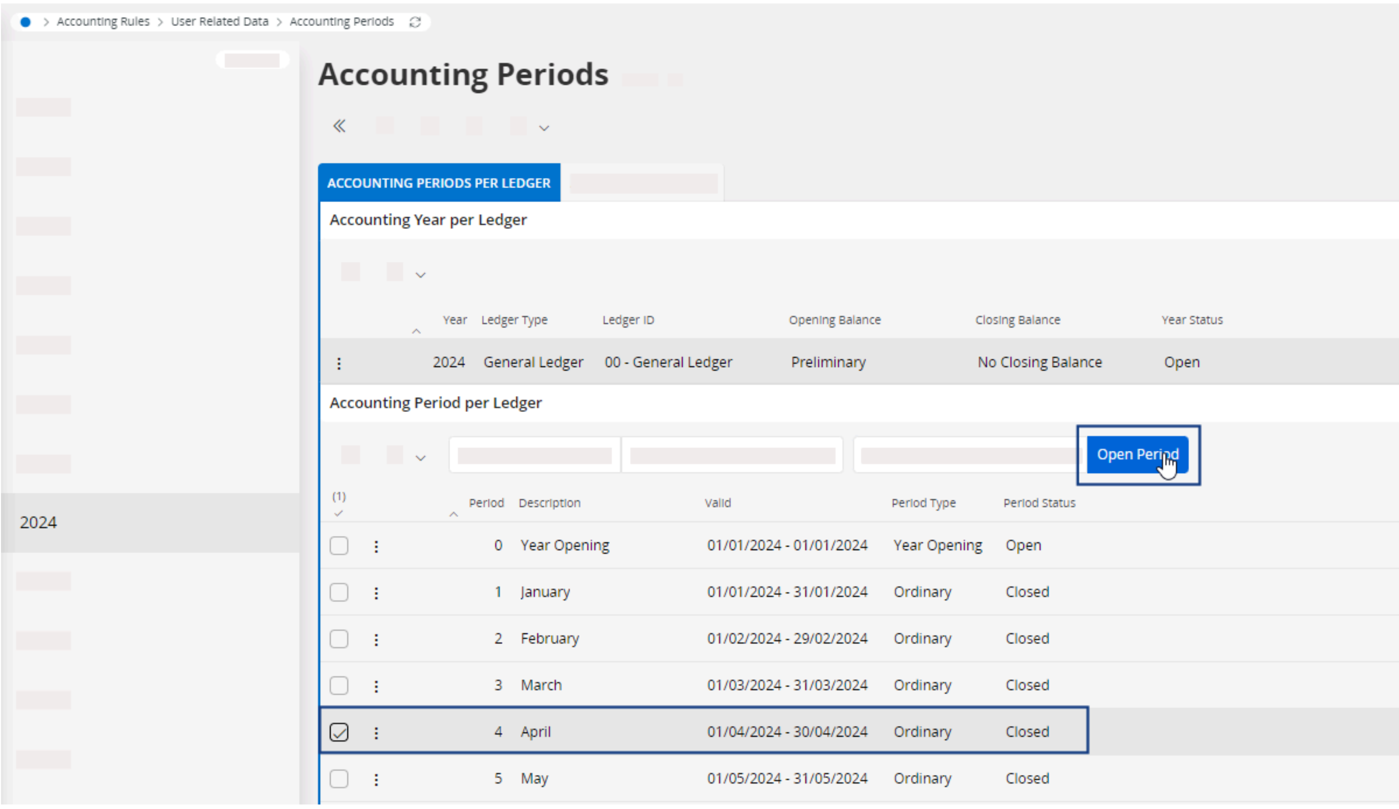
3. In **User Groups per Period** page:
    - If you are making changes at your company level only, select the user group(s) and click **Open Period** or **Close Period** in the toolbar.



- If you are making changes on several companies at the same time, click **Multi Company** in the toolbar to display the user groups of all the companies. Then, select the user group(s) and click **Open Period** or **Close Period**.




4. To close or open a period for all user groups, come back to **Accounting Periods** page, then select the fiscal year and period and click **Open Period** or **Close Period**.



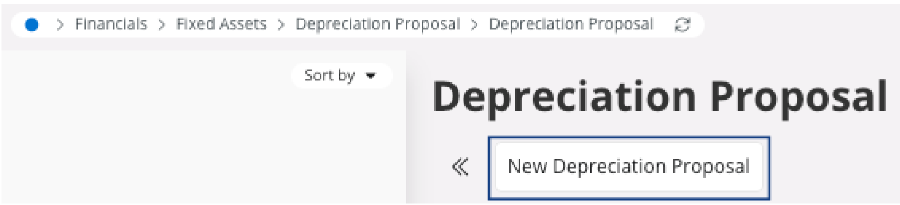

A validation list opens. All items must be tagged as **No**, in green. If not, correct the errors.

# Managing Fixed Asset Depreciation

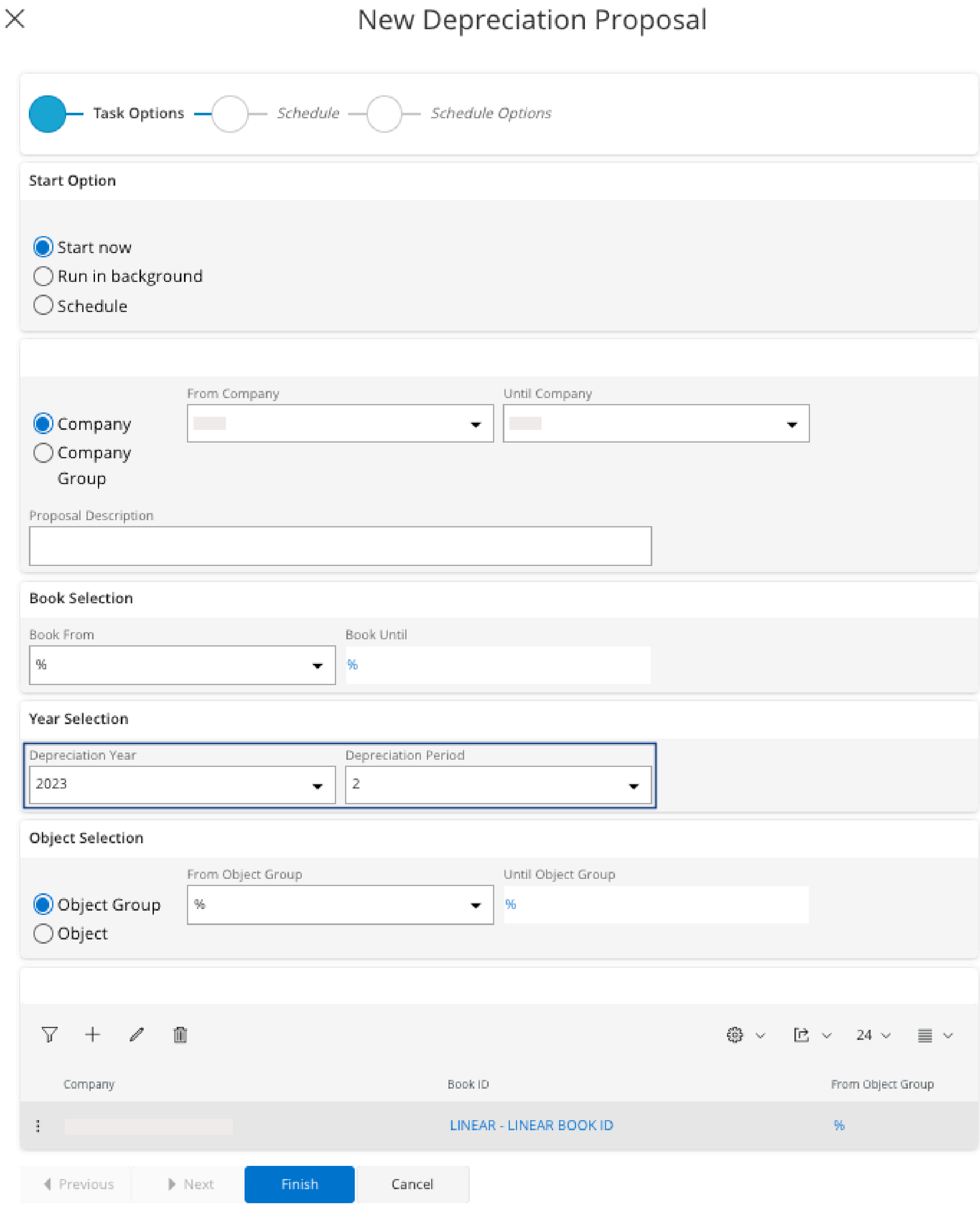
Value the depreciation of one or several fixed asset(s).

- You need to have created a fixed asset, refer to: Creating a Fixed Asset (on page 121).
- You need to have created a manual supplier invoice, refer to: External Purchase Invoice (on page 140).

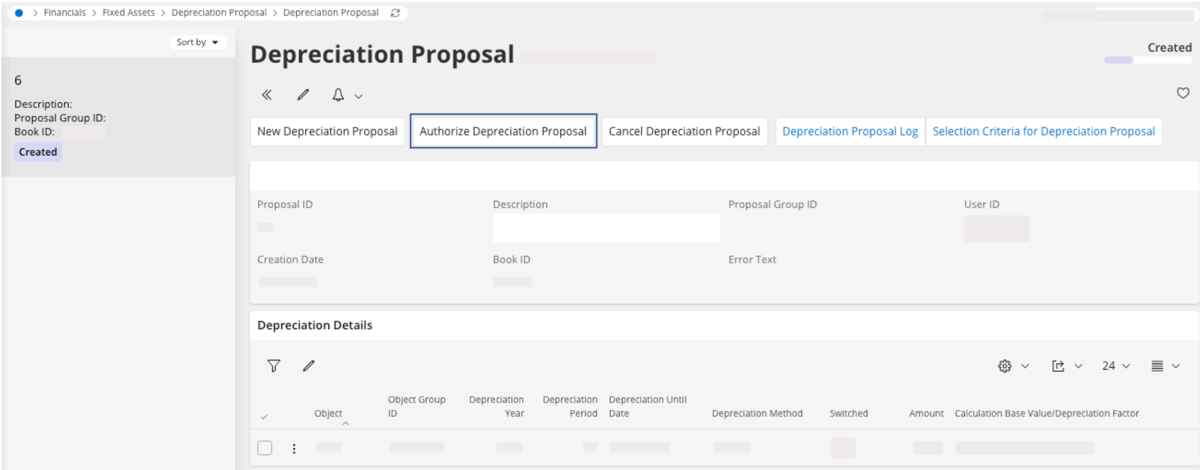
1. Once you have the fixed asset and the manual supplier invoice, you need to:
    a. Update the *GL* voucher. This action is automatically proceeded each day, but you can perform it manually: go to the page **Update GL Vouchers**, choose your parameters in the **Set Update Parameters** area, click **Next**, then select the vouchers to update in the **Select Vouchers** area and click **OK**.
    b. Activate the fixed asset, refer to: Activating the Fixed Asset (on page 127).
2. You need to create a new depreciation proposal, go to **Financials > Fixed Assets > Depreciation Proposal > Depreciation Proposal**.
3. Click **New Depreciation Proposal**.



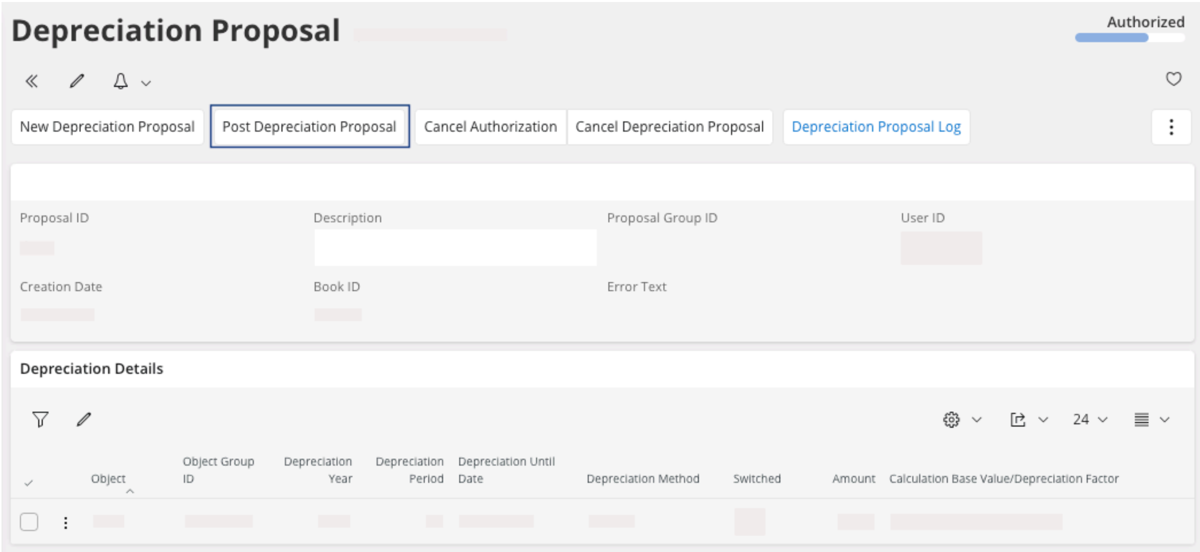

   The **New Depreciation Proposal** pane appears.
4. Select:
    a. A **Depreciation Year**, choose the year for which you want to test the fixed asset depreciation.
    b. A **Depreciation Period**, choose the period of time for which you want to test the fixed asset depreciation.
    c. The line that appears at the bottom of the pane when you enter this information represents the method of depreciate for the part. For example, here it is linear, which means that the depreciation is proportional.
    d. Click **Finish**.




5. Click **Authorize Depreciation Proposal**.

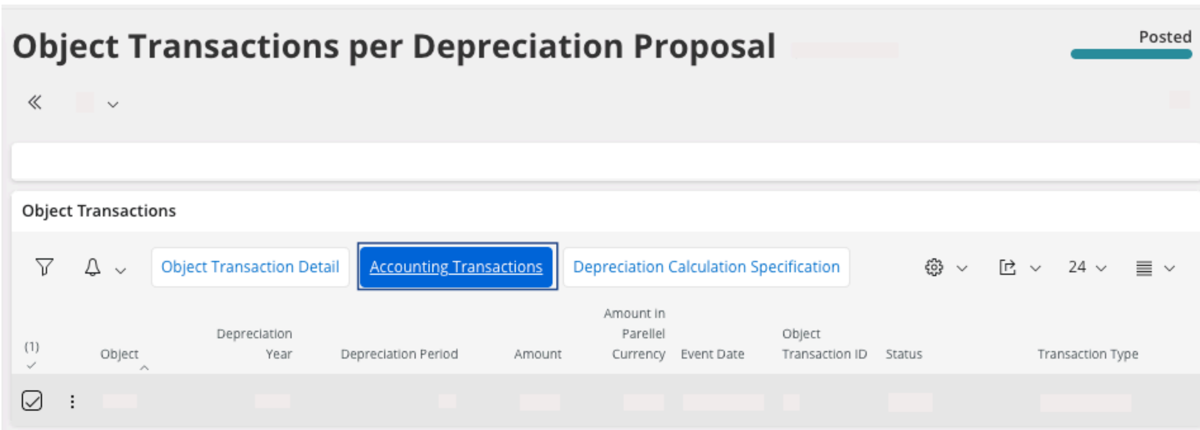



6. Click **Post Depreciation Proposal**.




The **Post Depreciation Proposal** pane appears.

7. Click **OK**.
8. If you want to see the transaction details in accounting, click **Object Transactions per Depreciation Proposal**, then click **Accounting Transactions**.



9. You can check the fixed asset status and their behavior on a specific period: go to the page **Fixed Assets Balance History**, and create a new record for the specific date. Select your record and click **Details** to see more information about the fixed asset like the net value at a specific date.

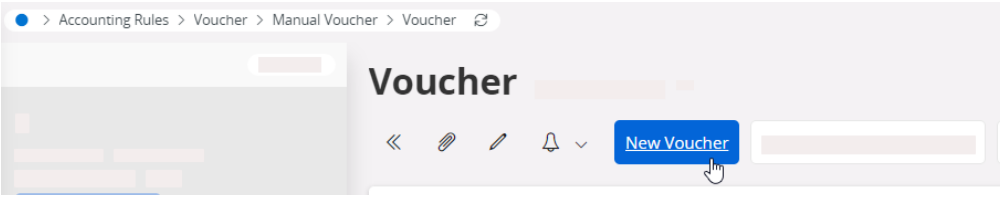
# Adding General Ledger Transactions

You can add transactions to the general ledger, whether manually line by line, or by uploading a file with a predefined format.

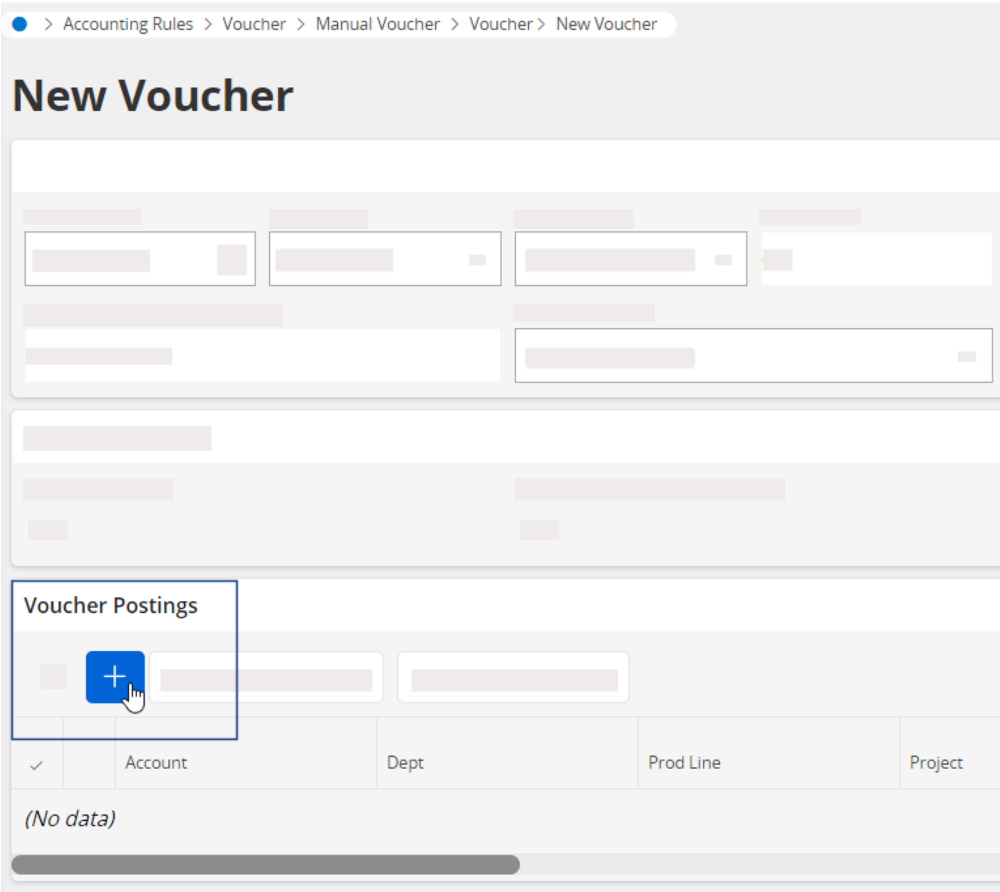
## Adding Data Manually

Manually add rows to the general ledger, for example to do adjustments or corrections.

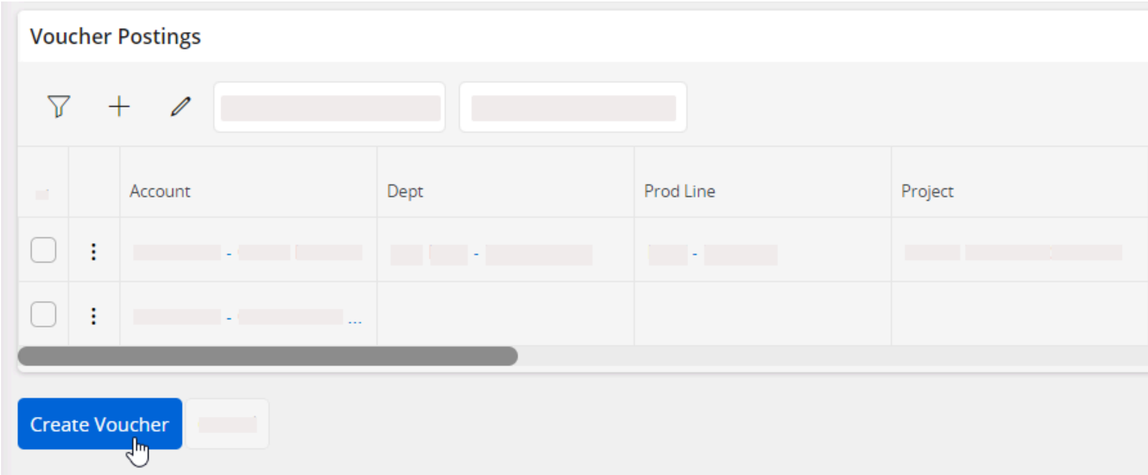
1. Go to **Accounting Rules > Voucher > Manual Voucher > Voucher** and click **New Voucher**.




2. Go to **Voucher Postings** section and click **New +** to create new lines.

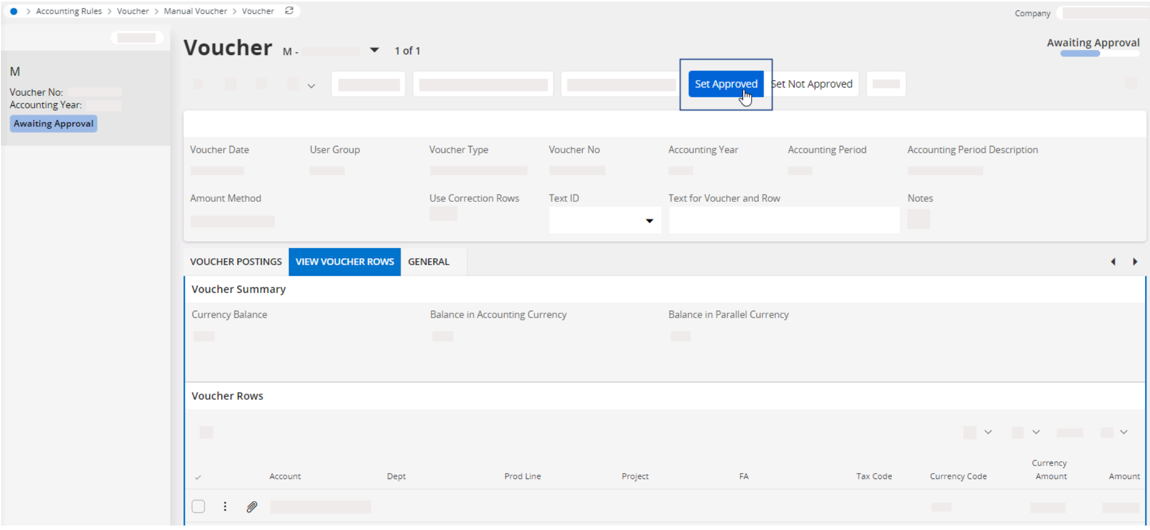


3. Complete the details for each line.
4. Once you have finished, click **Create Voucher**.

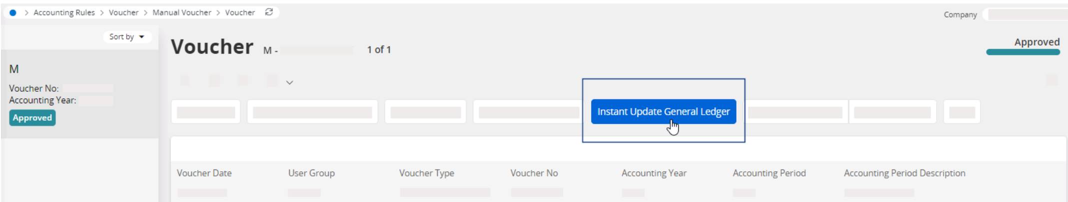



   The voucher page is displayed.

5. Click **Set Approved** from the top bar.




6. To update the general ledger:
   - You can immediately send the new voucher lines to the general ledger: click **Instant Update General Ledger**.



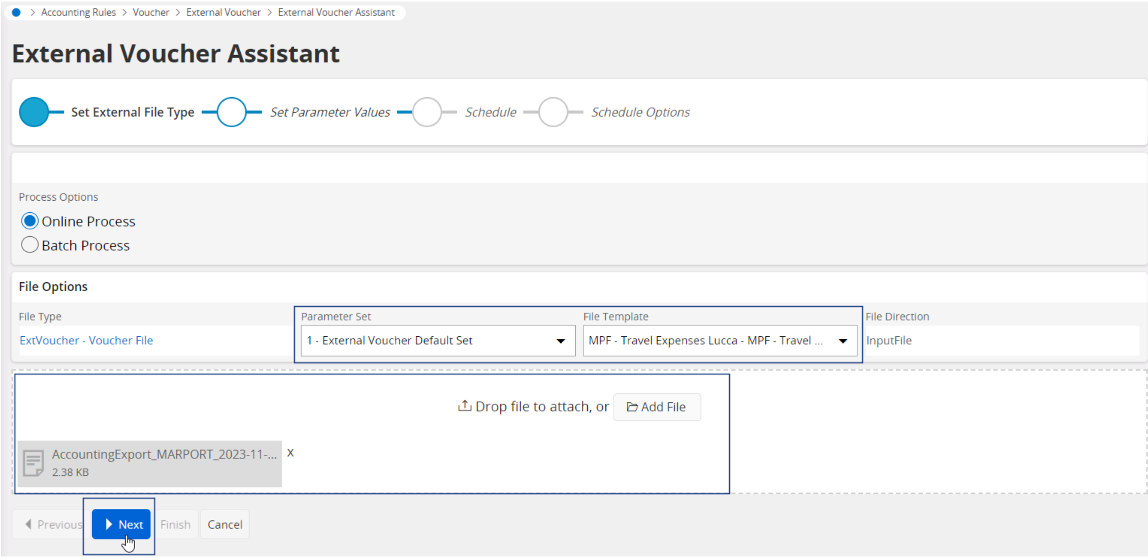

   - Or else, wait for the automatic update at the end of the day.

Once the lines are sent to the general ledger, they appear on **GL Voucher Rows Analysis** page.

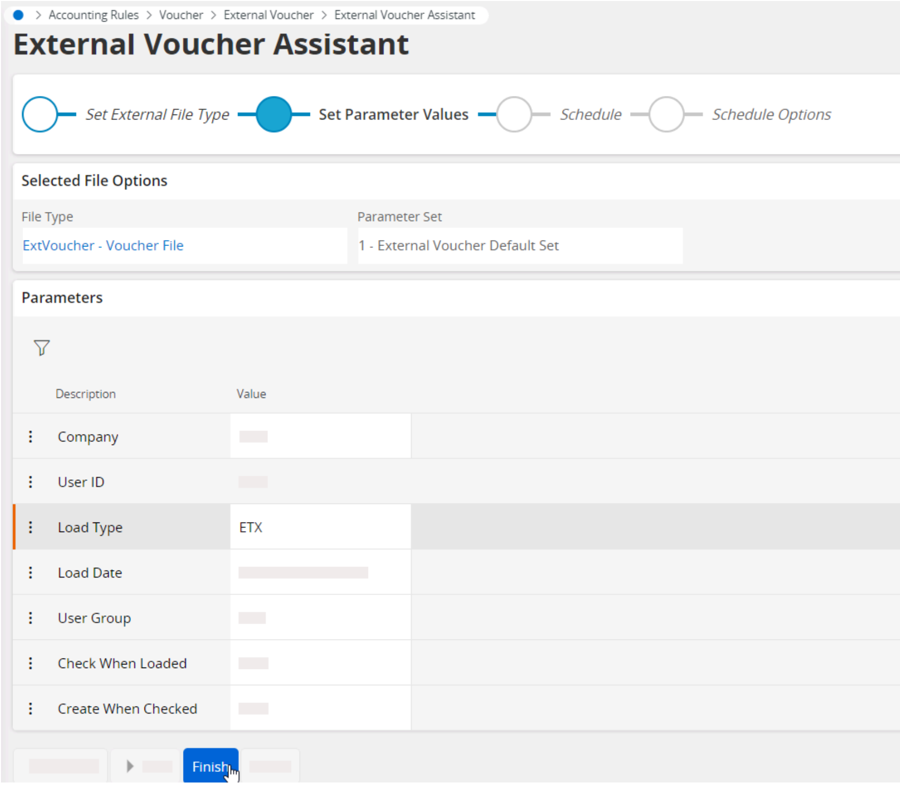
# Adding Data Using an External File

If you have a lot of data to upload to the general ledger, you can import a CSV file containing all the lines. This CSV file must have been exported in a compatible format from another software application.

1. Go to **Accounting Rules > Voucher > External Voucher > External Voucher Assistant**.
2. Select a **Parameter Set** and a **File Template** according to the type of data you upload. The file template will match the fields in the file with the corresponding fields in IFS.
3. Add the external file as an attachment, then click **Next**.

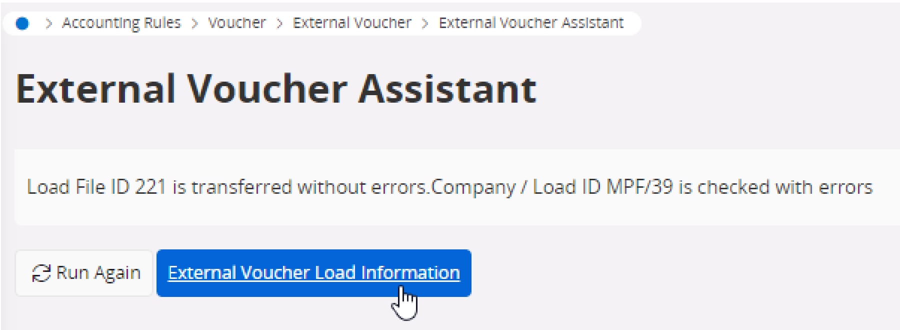



4. Check that all the parameters are correct, and update the **Load Type** field according to your case.
   For example, if this is a voucher for external travel expenses, select **ETX**.
5. Click **Finish**.

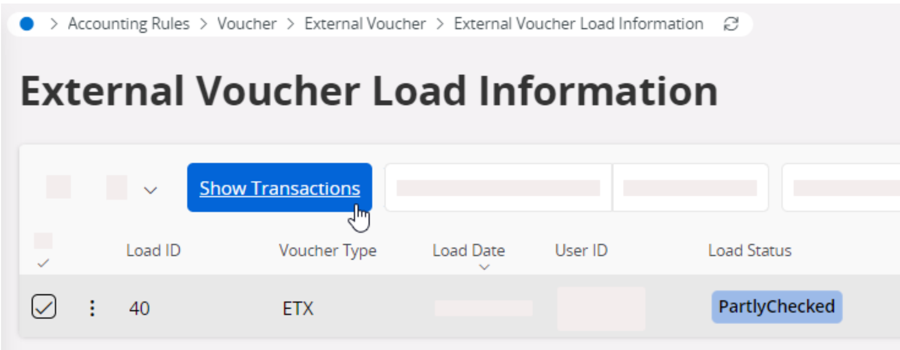



The page displays a message indicating if there are errors.

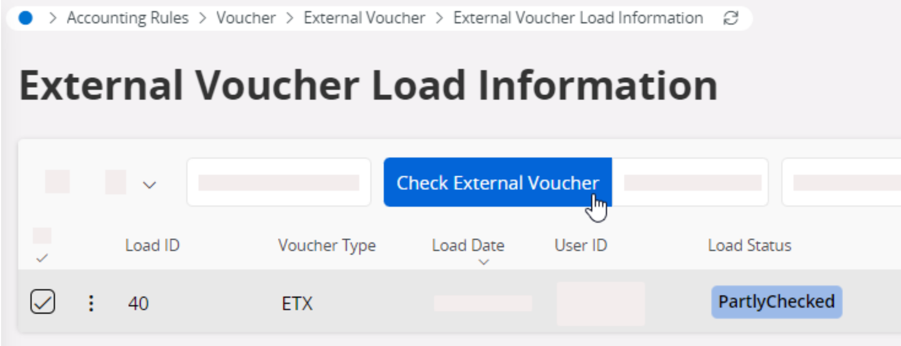
6. On the top menu bar, click **External Voucher Load Information** to display the uploaded line.




7. Select the line, then click **Show Transactions** to see the details of the transaction lines. If needed, you can correct errors or update the lines.

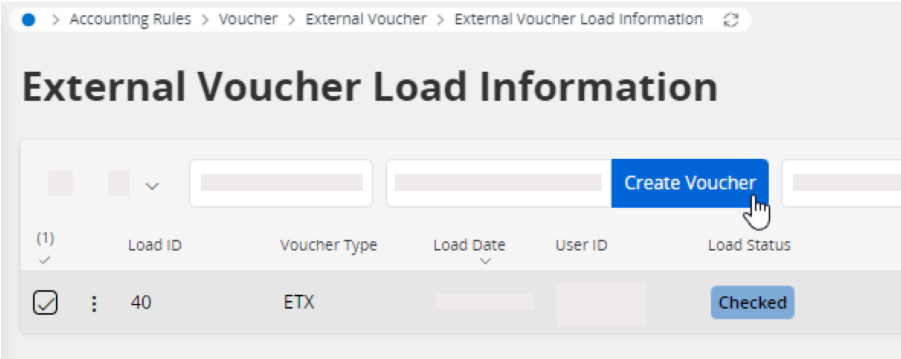


8. Come back to **External Voucher Load Information** page (for example using the recently visited page view), then select the line and click **Check External Voucher** to verify the validity of the transactions.




   ◦ If there are no errors, the load status changes to **Checked**.
   ◦ If the validity check finds errors: select the line, then click **Show Transactions**. Modify the transaction lines accordingly.

9. Click **Create Voucher** in the top menu bar.




10. To send the transaction lines to the general ledger, you can:
   ◦ Wait for the automatic update at the end of the day,
   ◦ Or, to immediately update the general ledger: go to the page **Update GL Vouchers**. Select filters if needed and click **Next**. Select the lines to send and click **OK**.

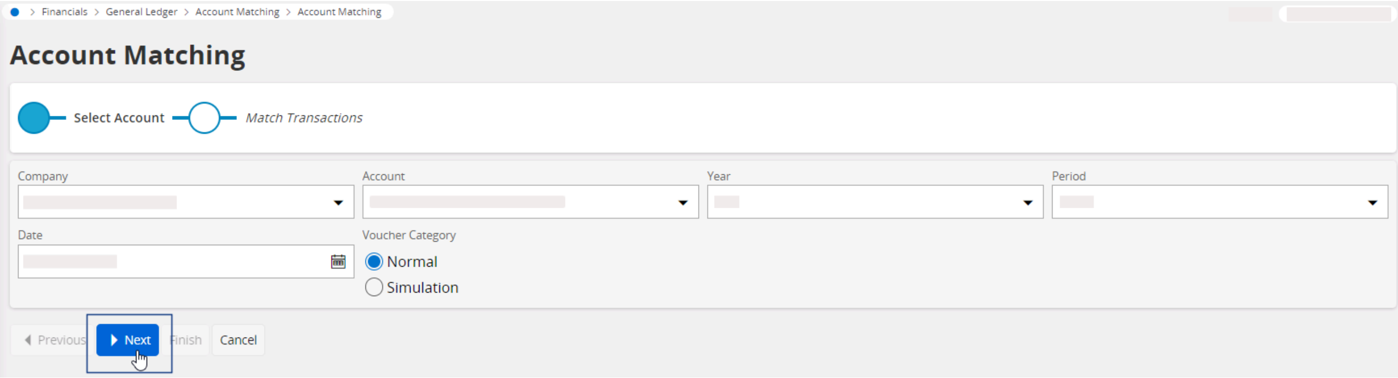
Once the lines are sent to the general ledger, they appear on **GL Voucher Rows Analysis** page.

# Matching Account Transactions

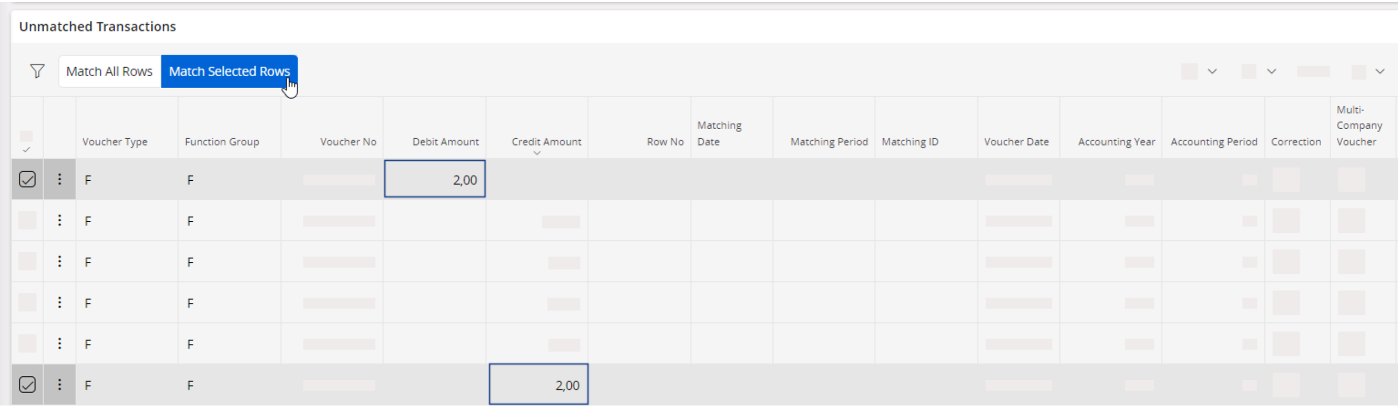
Perform the **Account Matching** process to match transactions from the general ledger. The purpose is to match one or more debit transactions with one or more credit transactions from the same account.

> **Note:** If the transactions are not balanced in the final match, they can be temporarily saved and matched later on.

1. Go to the page **Account Matching** and select the account on which you want to proceed the matching.
2. Select the **Year** and the **Period**, then click **Next**.

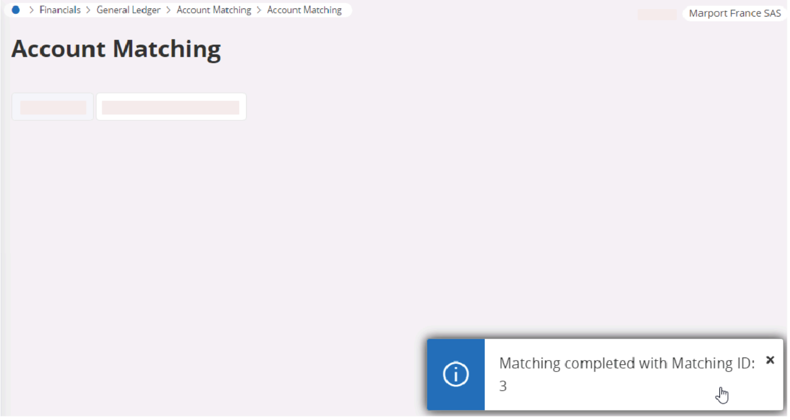


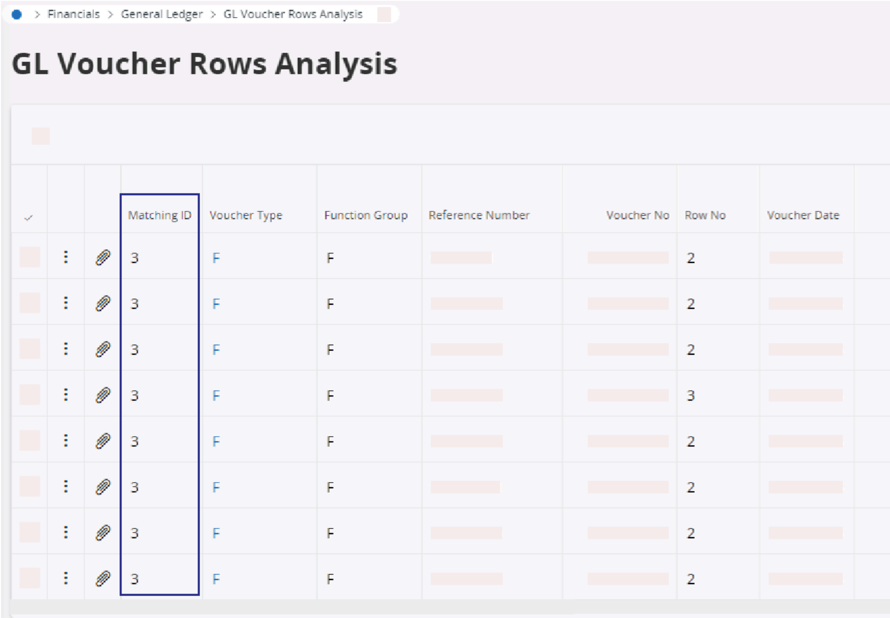

3. Go to **Unmatched Transactions** section and select the credit and debit lines you want to match together, then click **Match Selected Rows**.



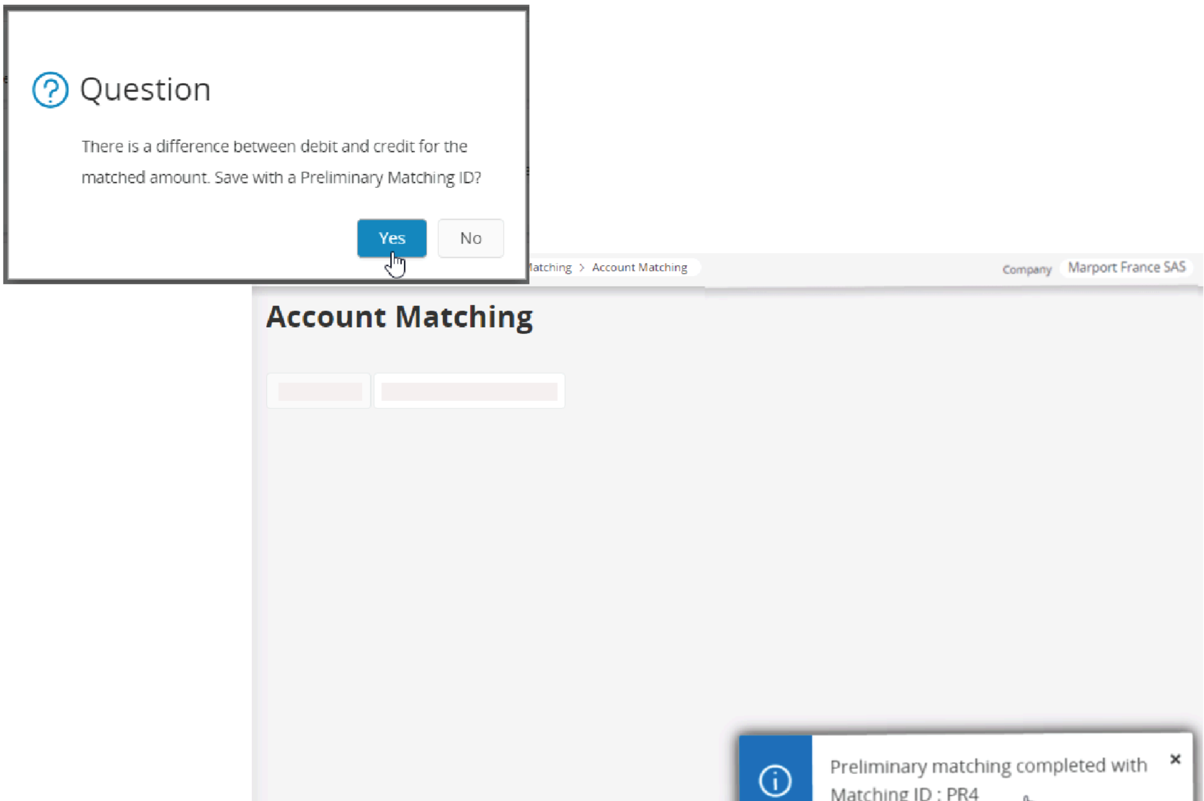

4. If you want to match all the lines displayed, click **Match All Rows**.
5. Go to the bottom of the page and click **Finish**.

- If the account matching is in balance, the matching is completed and a **Matching ID** is created. In the general ledger, this **Matching ID** is associated with the matched lines.

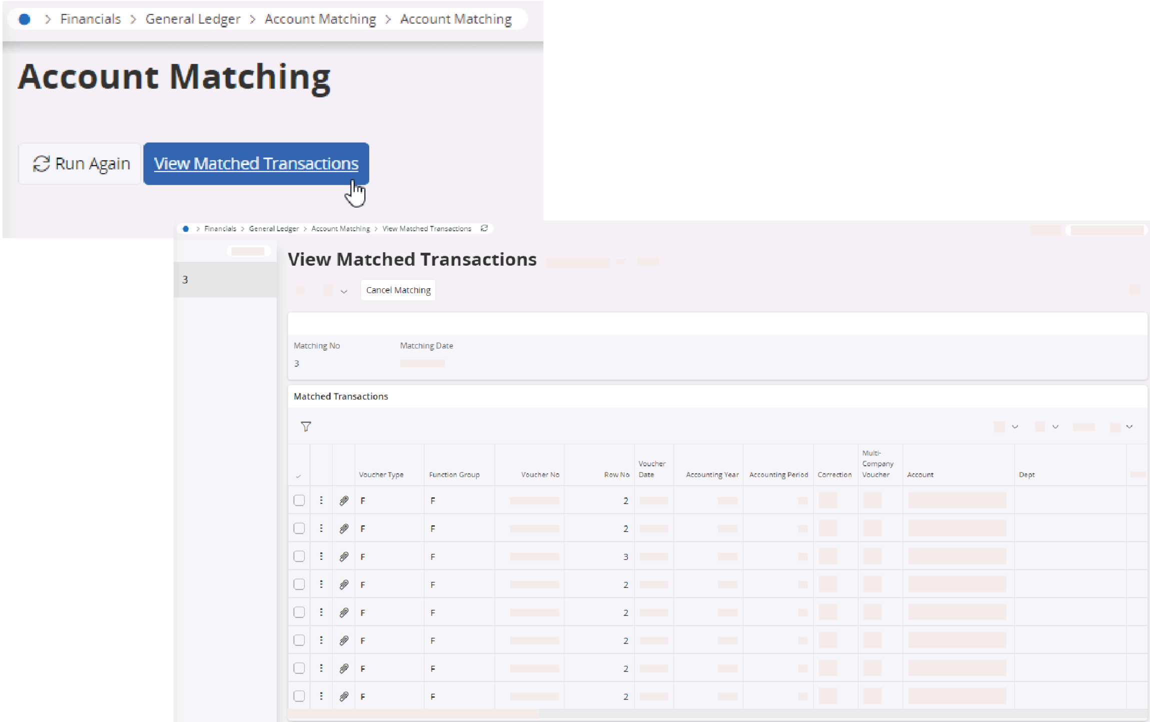


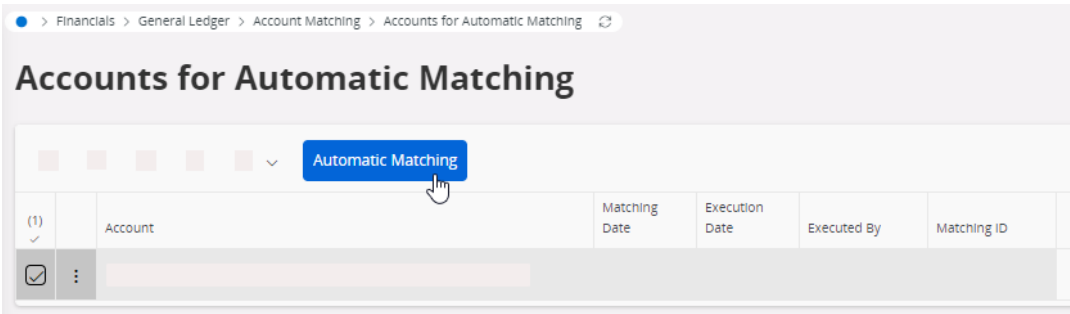

- If the account matching is not in balance, you can do a preliminary matching and create a **Preliminary Matching ID** when asked by the prompt.



6. To see more details about the matching, click **View Matched Transactions**.




7. To cancel all the matched transactions, click **Cancel Matching** in the top toolbar.
8. If needed, you can automate the account matching process:
    a. Go to the page **Accounts for Automatic Matching**.
    b. Select the account on which to apply the automatic matching, then click **Automatic Matching**.




    c. Select the period and the correct matching attributes corresponding to the kind of account that you match.
    d. Go back to the **View Matched Transactions** page to see the matched transactions.

# Creating a Bank Reconciliation Statement

To create a bank reconciliation statement, you need to upload your bank statement, then match the transactions between your bank and the ones recorded in **IFS Cloud**.

## Uploading the Bank Statement

1. Before connecting to **IFS Cloud**, download your bank statement in CSV format from your bank.
2. In **IFS Cloud**, go to the page **External File Assistant**.
3. In **Set External File Type** page:

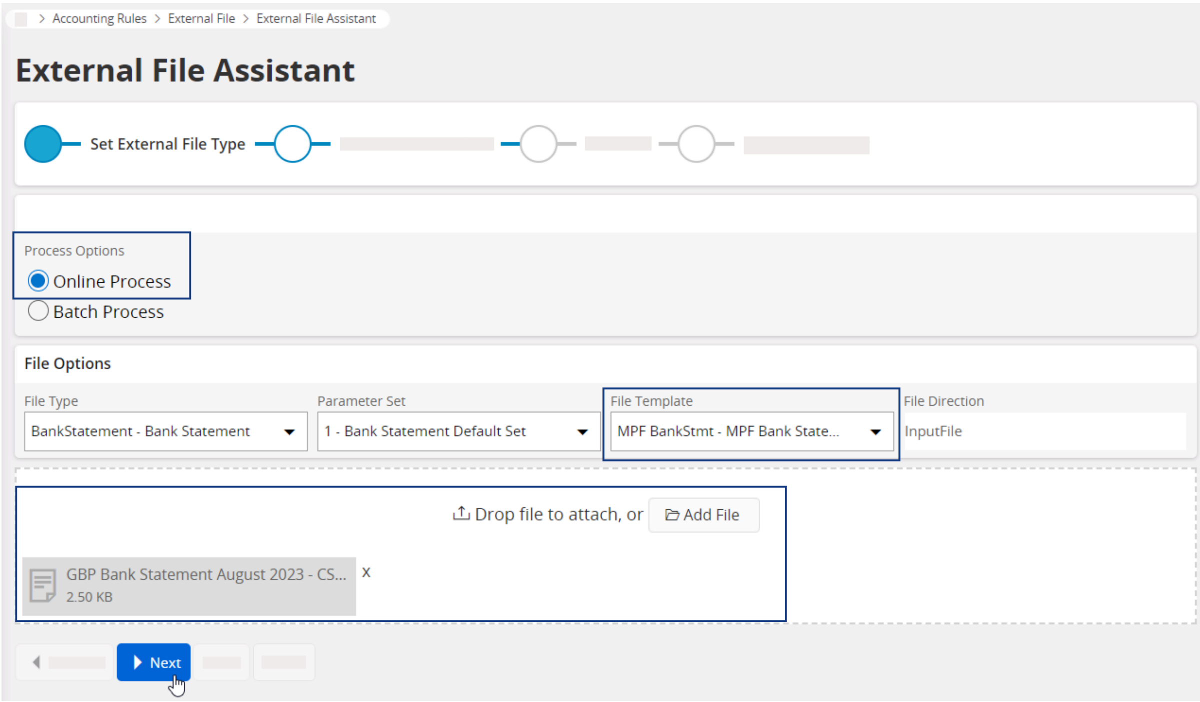
    a. Check that **Online Process** is selected.

    b. In **File Options > File Type**, select **Bank Statement**.

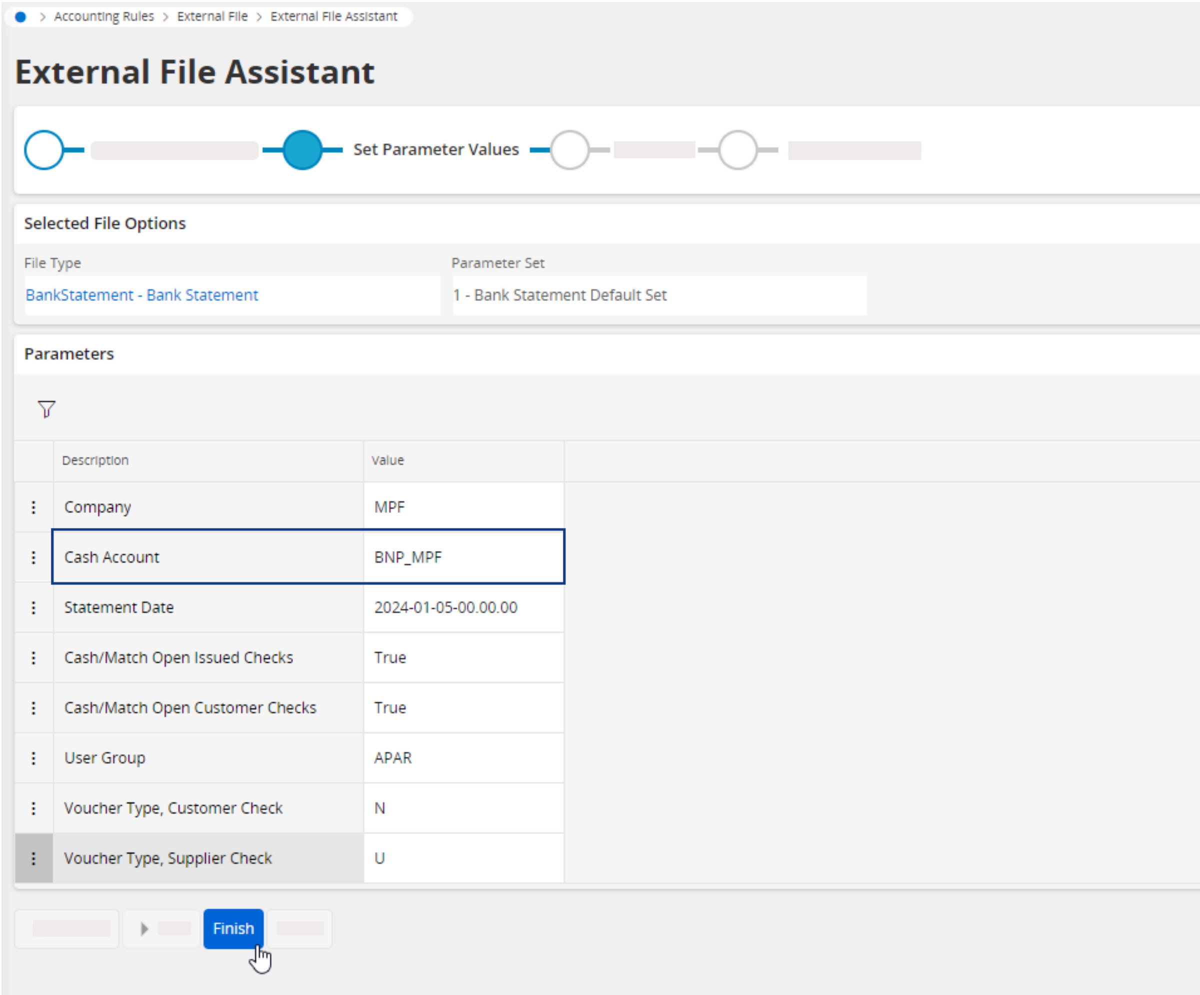
    c. In **File Template**, choose the template corresponding to your company (for example, **MPF BankStmt** for Marport France office).

    > **Note:** CSV files might have different headers depending on the country, so it is important to choose the correct template corresponding to your office.

    d. Add the CSV file as an attachment.



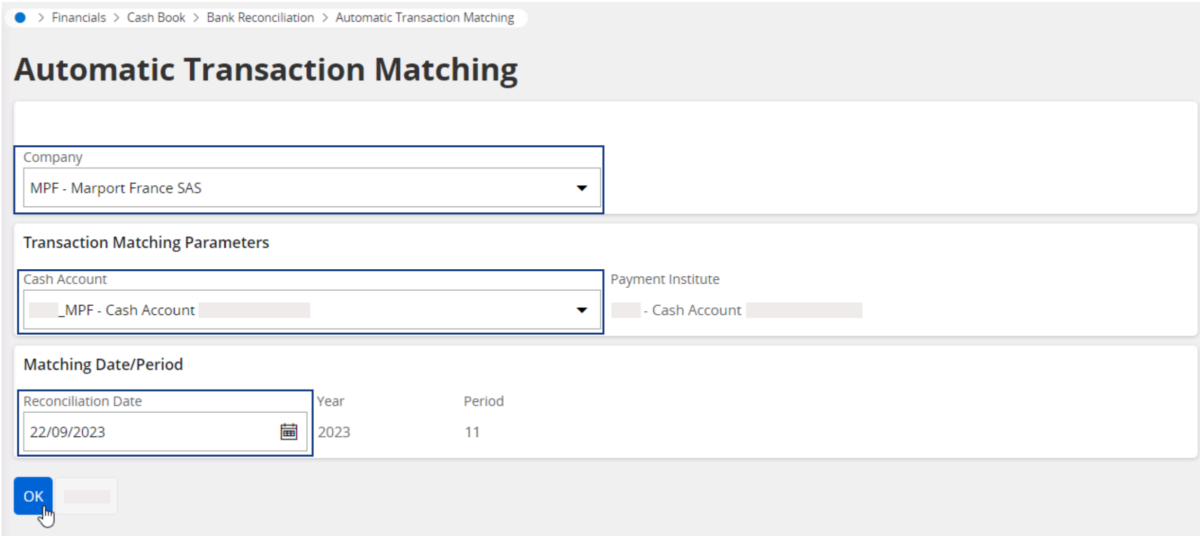

4. Click **Next**.
5. In **Set Parameter Values** page:
    a. Select the correct **Cash Account**.
    b. Complete the other details.




6. Click **Finish**.

## Matching the Transactions

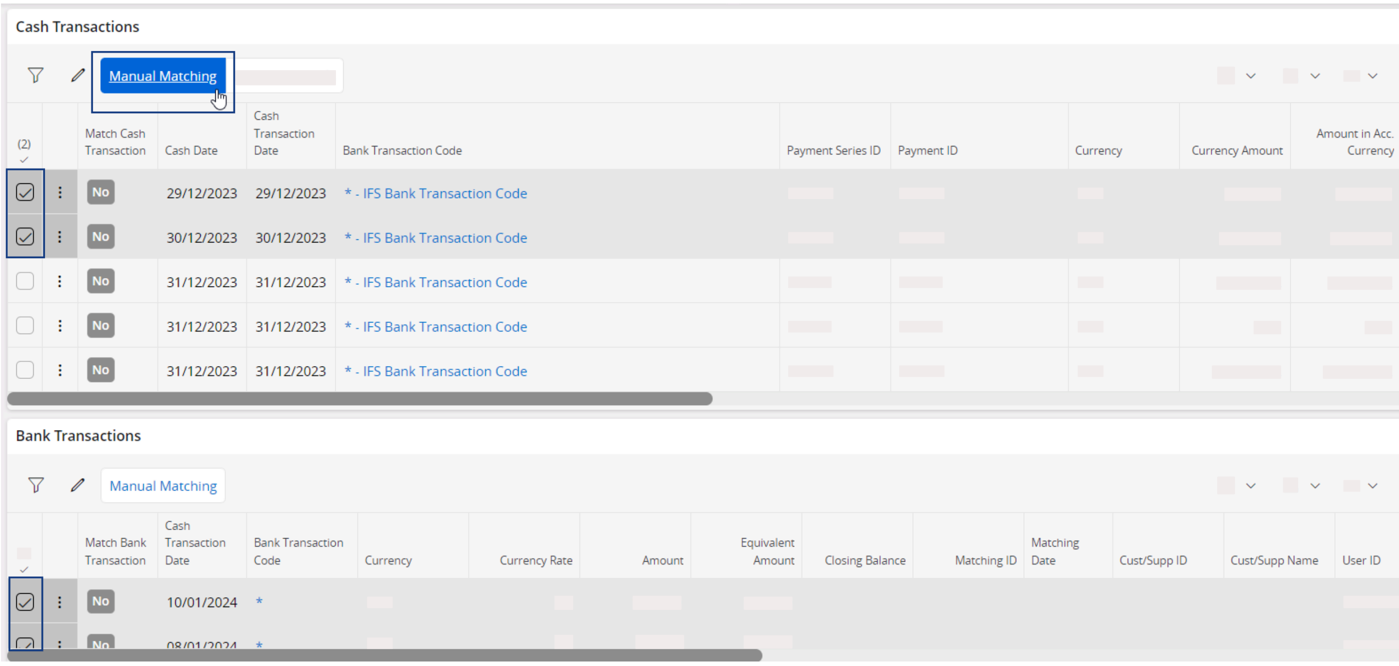
1. Go to the page **Automatic Transaction Matching**.
2. Make sure to select your company, then select the **Cash Account**.
3. The **Reconciliation Date** populates automatically with the date of the latest CSV bank file uploaded. It should match the date from the header of the uploaded CSV file. If not, change it.




4. Click **OK**.

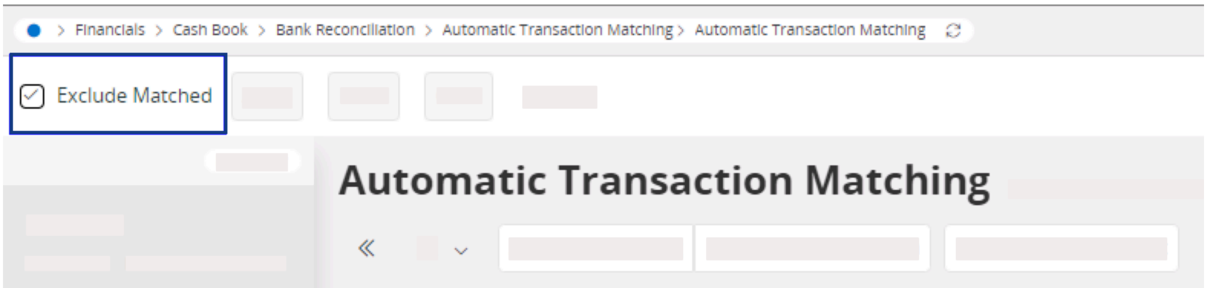
   The transaction matching page is displayed.

5. Select the lines that match between **Cash Transactions** and **Bank Transactions**, then click **Manual Matching** each time you match a set of lines. Once matched, the lines disappear from the list.




> **Note:** Transactions by checks do not appear in this list. They are automatically matched.

6. If you also want to show in the list the transactions that you have matched, deselect **Exclude Matched** at the top of the page.




# Tax Declaration

This section explains how to declare VAT. This process is specific for Marport entities in France.

**IFS Cloud** calculates the tax declaration and produces a report to fill the legal administration website of French government.

This process in **IFS Cloud** insures:

- Correct amounts and details corresponding to the declaration you need.
- General ledger accounting and tax accounting that will fit with the declaration.

## Gathering Information for a Tax Declaration

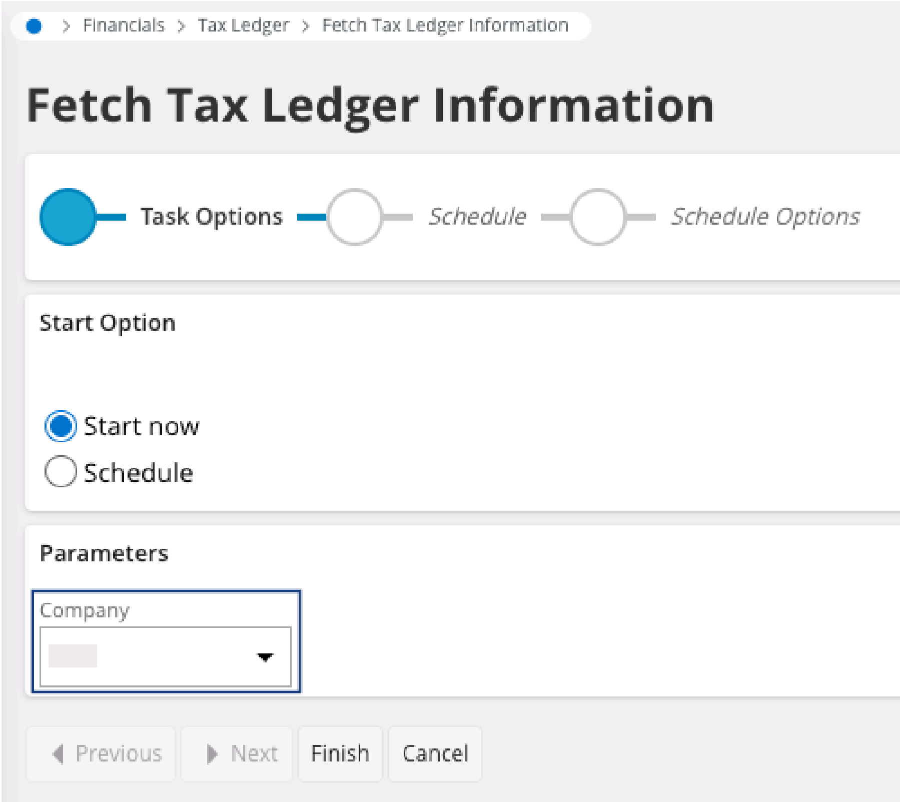
You need to find and adjust your data for the declaration.

## Preparing Data Information

This step is mandatory before any action on tax transactions and must be done manually.

It brings extra information related to tax transactions (for example SIRET No for France, European VAT Number)

1. Go to **Financials > Tax Ledger > Fetch Tax Ledger Information**.
2. Select your **Company**.

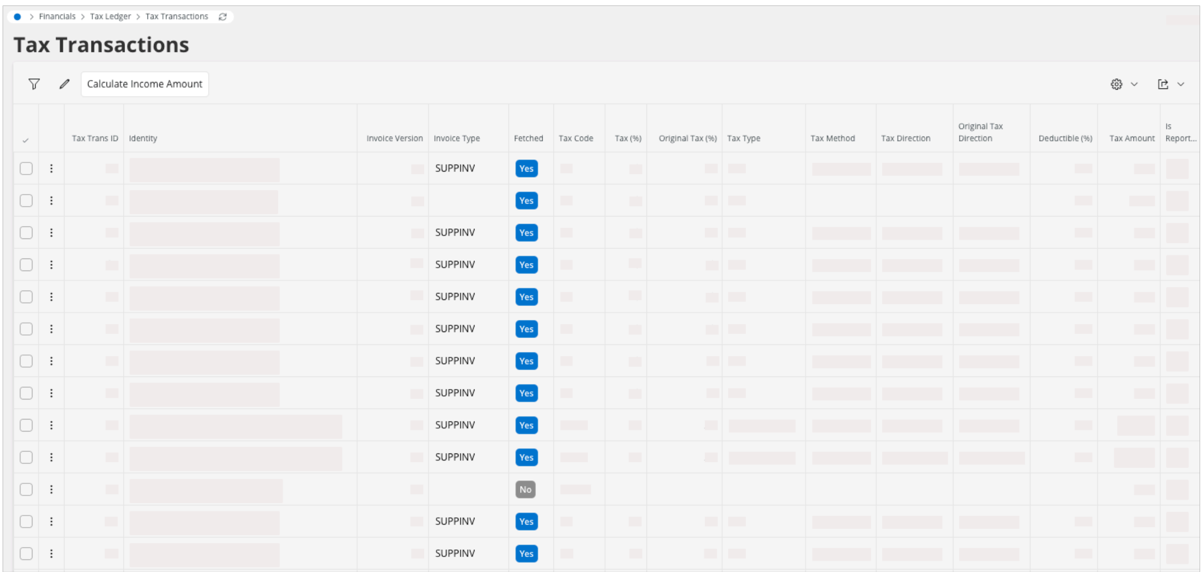



3. Click **Finish**.

## Adjusting Lines in Tax Transactions

You need to have prepared your data, see Preparing Data Information (on page 406).

1. Go to **Financials > Tax Ledger > Tax Transactions**.
2. The lines contain details about tax transactions information: the checkbox **Fetched** is active for lines found.



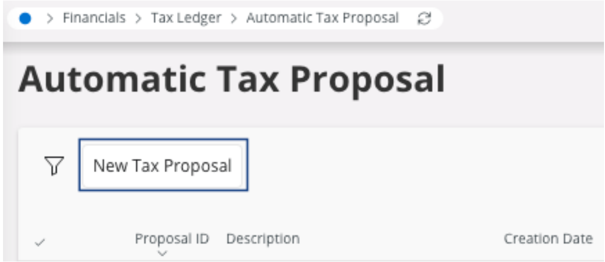
3. If contents are incorrect or missing in the tax transactions lines, you can adjust them in those lines.

> **Important:** Any change done in the page **Tax Transactions** must lead to a root cause analysis.
>
> A rework or adjustment in master data creation about supplier, customer and part can be necessary in parallel.

# Managing the Tax Proposal

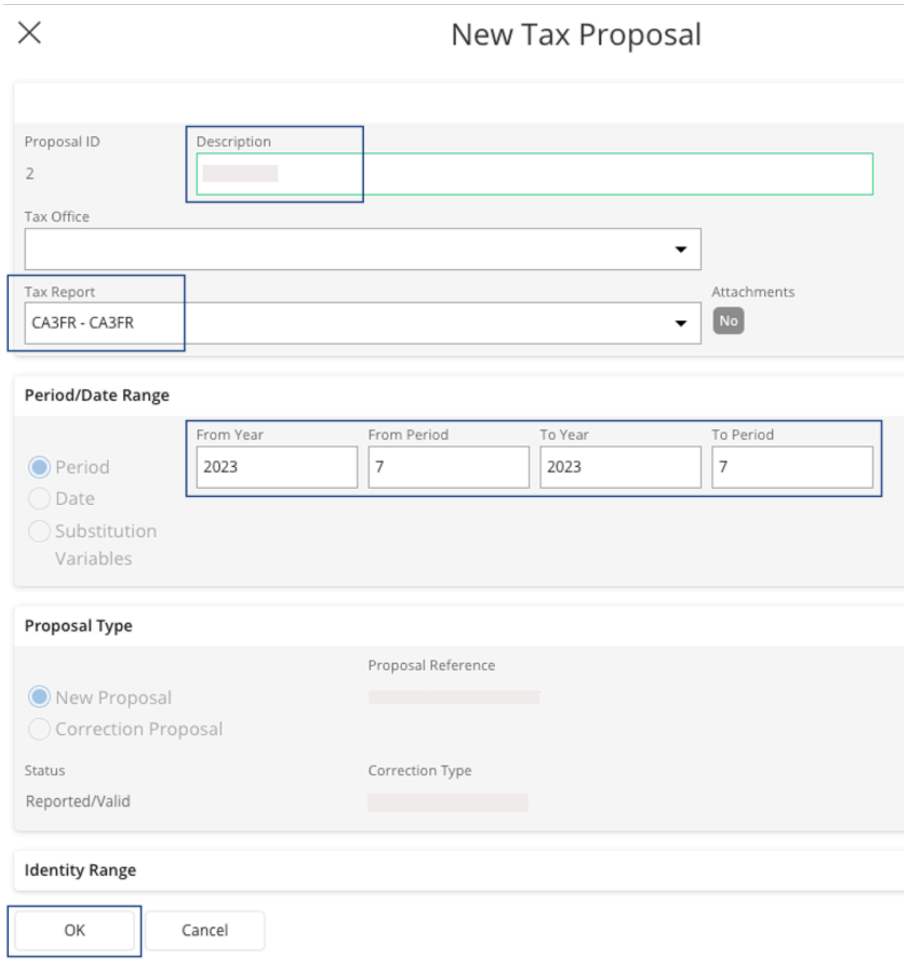
# Creating an Automatic Tax Proposal

1. Go to **Tax Ledger > Automatic Tax Proposal**.
2. Click **New Tax Proposal**.




The **New Tax Proposal** pane appears.

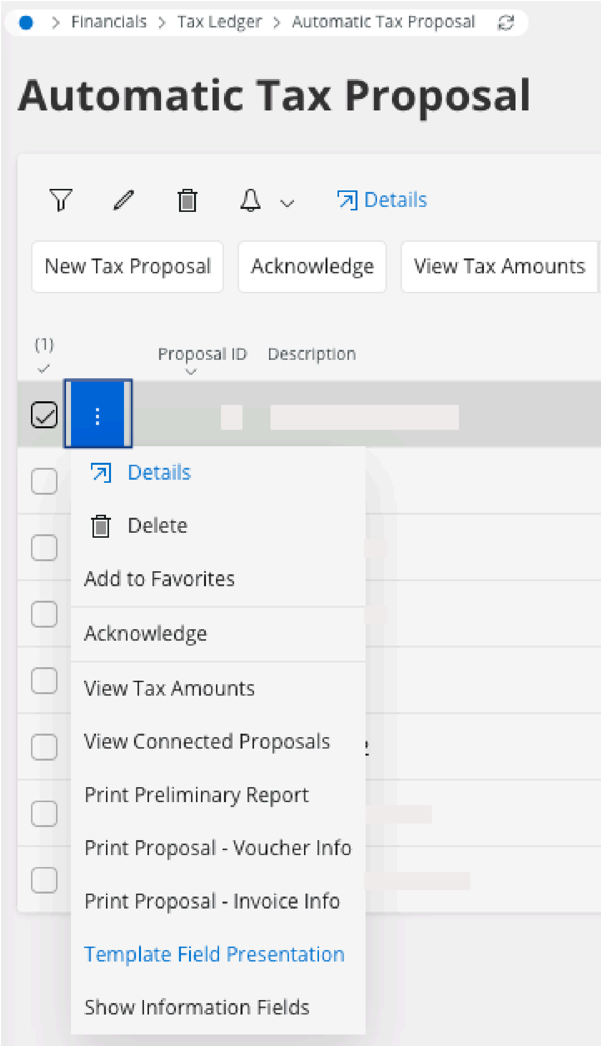
3. Fill the fields:
   a. **Tax Report**.
   b. Enter a **Description**.
   c. **From Year**, **From Period**, **To Year** and **To Period**.




4. Click **OK**.

   You can see the tax proposal created in the page **Automatic Tax Proposal**.

5. When you click the three dots ⋮, you can access different views:




a. **Details**.

b. Click **View Tax Amounts** to see a view per **Tax Code**.

c. Click **Template Field Presentation** to see a view with the report format.

d. You can print a specific report, click **Print Preliminary Report**.

> **Note:** Control this report before any declaration done in French legal administration website.

## Acknowledging the Tax Proposal

Once you checked all the information, you can acknowledge the tax proposal.

1. In the page **Automatic Tax Proposal**.
2. On your line, click the three dots ⋮ and click **Acknowledge**.

   Your tax proposal status changes to **Acknowledged**.

> **Note:** This step can be canceled: click the three dots ⋮ and click **Unacknowledge**.

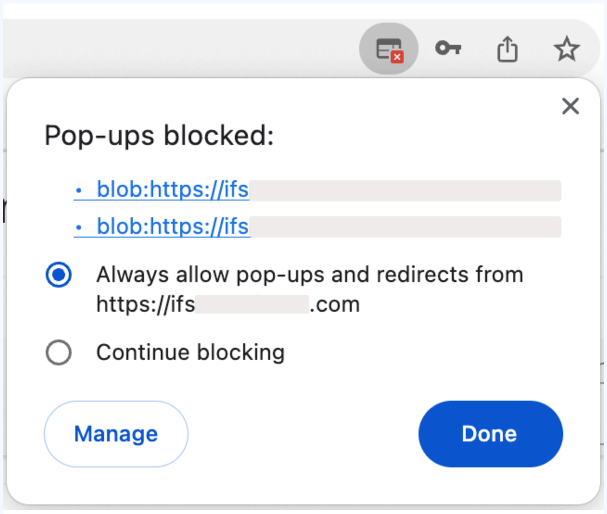
## Printing the Report

Check all the declaration information before the printing.

> **Important:** This step cannot be canceled in the system. You must perform this action when you have controlled the whole declaration and declared it to the administration.

1. Go to the page **Automatic Tax Proposal**.
2. Click the three dots ⋮ and click **Print Definitive Report**.

   The **Report Format & Output** pane appears.
3. You have several options:
   - **Preview** button: to do before printing. Click **Preview**: the document appears on your screen. From here, you can check your information, print your document or keep it on your computer in PDF.

     > **Trouble:** If the preview is not displayed, your browser might block your pop-ups. Check your authorization in your browser settings.
     >
     > 
     > 

   - **Print**: if you want your document on paper, choose your printer, or if you want to keep it on your computer in PDF, choose **IFS PDF Archiver**.
   - **Email**: fill in or check the email address and send it.

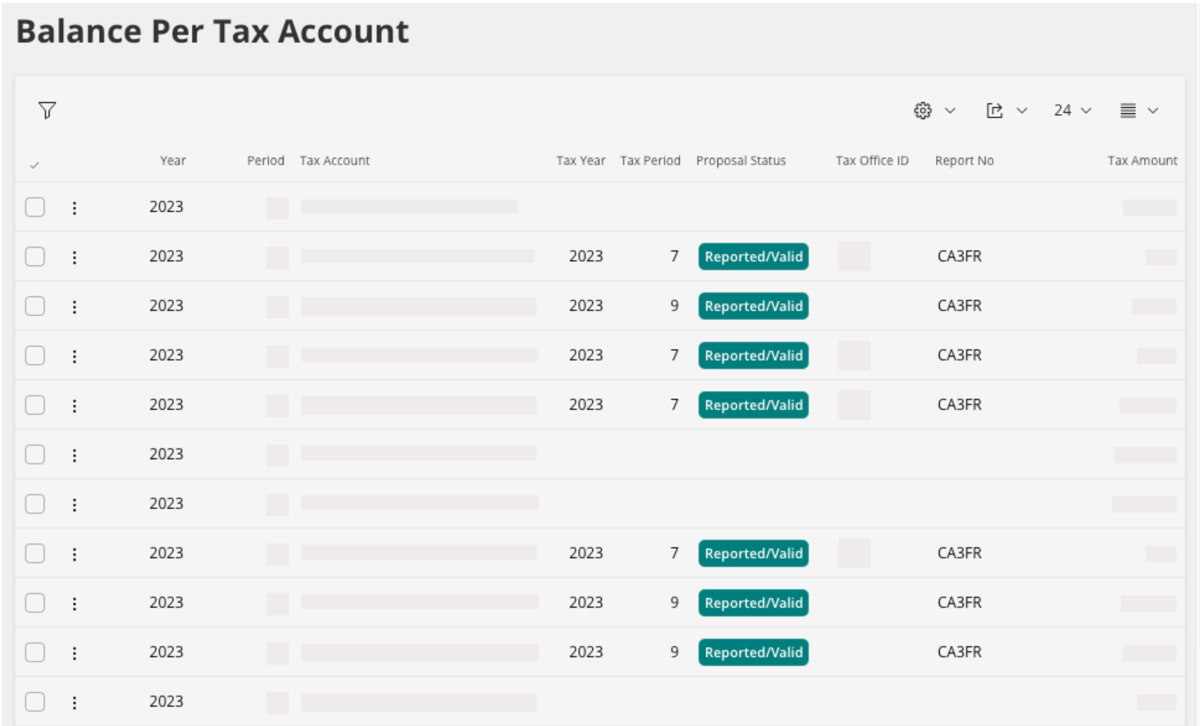
4. Click **OK**.

   Your tax proposal status changed to **Reported/Valid**.

## Checking the Tax Proposal Transactions

You can check your tax proposal process before and after the declaration. It gives you a view about transactions that have been done after the declaration period and the ones that you want to include in future declaration.

1. Go to **Financials > Tax Ledger > Balance per Tax Account**.




2. For previous periods, you should get all your lines with the **Proposal Status**: **Reported/ Valid**. If so, you have to include those transactions and amounts in the next declaration or make a corrective declaration for the month concerned.

> **Note:** Exceptions exist: some transactions and amounts are not included in declaration on purpose. For example: VAT on services are not paid yet.

## Posting the VAT Declaration

You need to post the VAT declaration monthly.

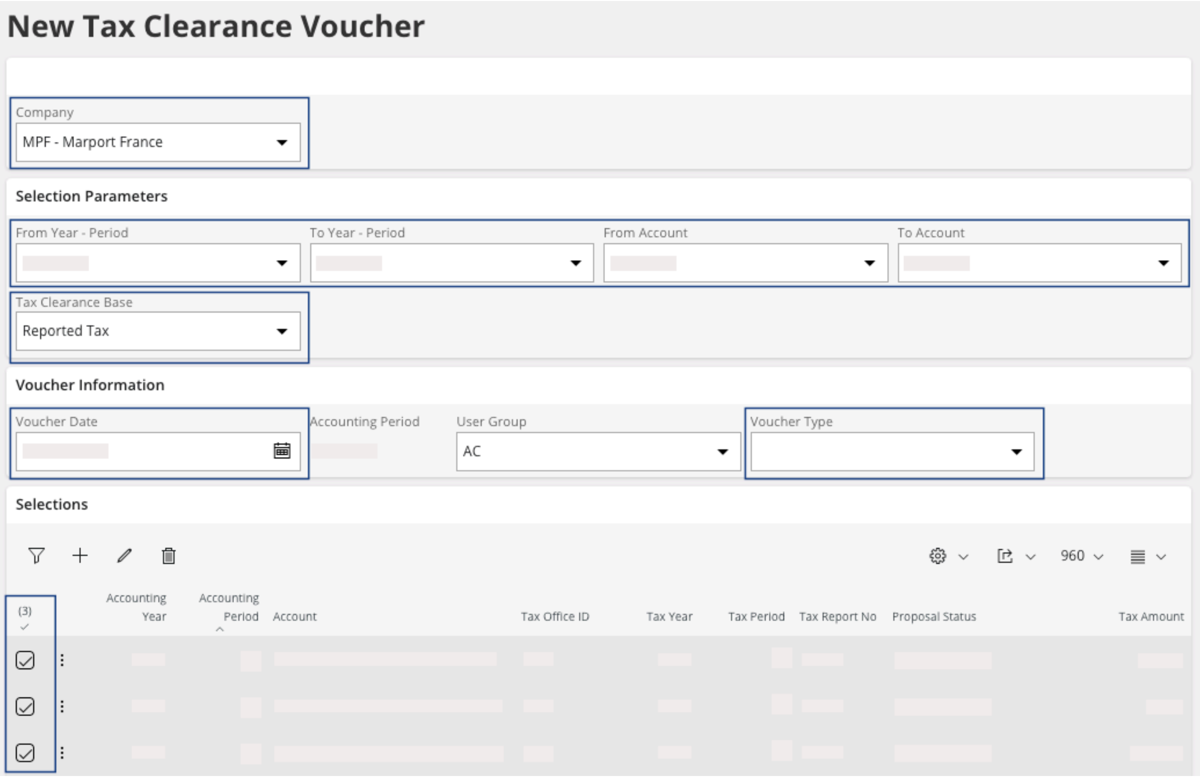
1. Go to **Financials > Tax Ledger > New Tax Clearance Voucher**.
2. Fill the fields:
   a. **Company**.
   b. **From Year - Period** and **To Year - Period**.

c. **From Account** and **To Account**: all the VAT accounts.

d. In the field **Tax Clearance Base**, you must select **Reported Tax**.

e. **Voucher Date** for the transactions that will be created.

f. **Voucher Type**.




Once you have filled your fields, your lines appears in the area **Selections**.

3. Select all your lines and click **OK**.

   You move to the page **Tax Clearance Analysis**.

4. You have a tax clearance analysis that contains the general ledger entries: on your line click the three dots ⋮ and click **View Vouchers**.

   The **Voucher Details Analysis** page appears.

# DAS2 Declaration (FR Specific)

This process helps you to extract amounts for DAS2 declaration. It is specific for Marport France.

**IFS Cloud** provides an extract of the data to be included.

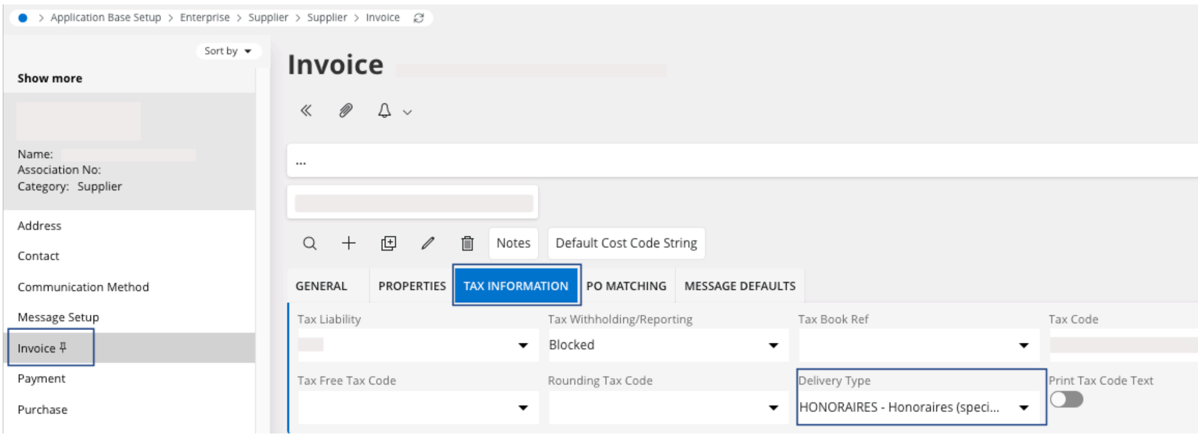
This process in **IFS Cloud** insures:

- Correct amounts and details corresponding to the declaration you need.
- Correct filtering on transactions that must be included.

# Configuring the Supplier

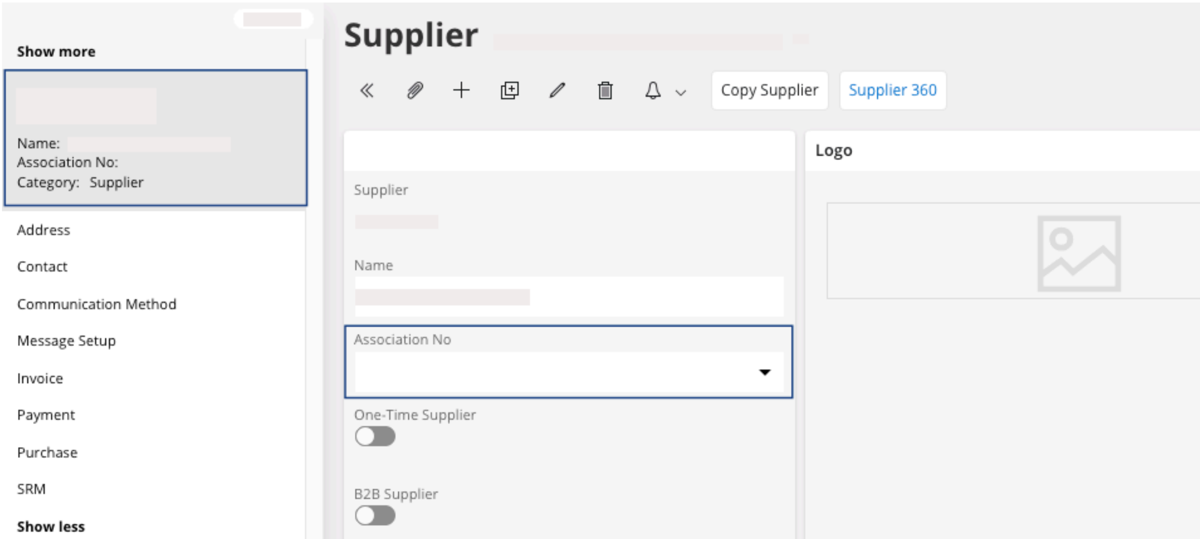
In order to create a DAS2 declaration (FR Specific) you need to configure the master data supplier.

1. Go to **Supplier > Supplier**.
2. Select your supplier on the left side of the screen, click **Show more** and select **Invoice**.
3. In the tab **Tax Information**, in the **Delivery Type**, select **HONORAIRES**.




This configuration is reported to all the tax transactions for this supplier.

4. On the left side of the screen, click your supplier.
5. Fill the field **Association No** with the SIRET number of the supplier (14 digits).

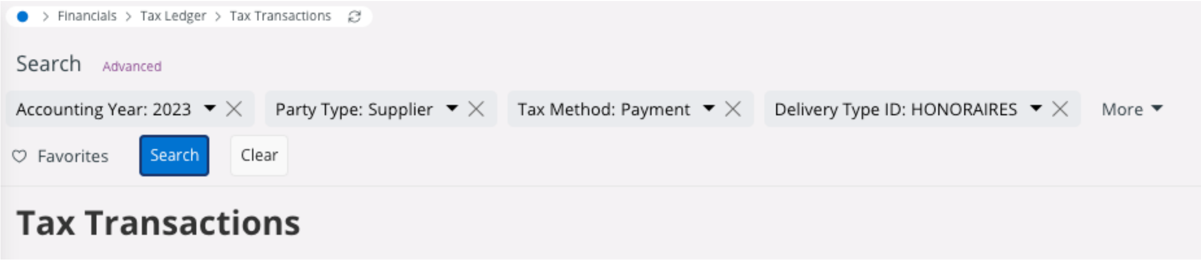



# Extracting Tax Transactions for the DAS2 Declaration (FR Specific)

Once a year, French offices need to extract the tax transactions reported during the accounting year.

1. Go to **Financials > Tax Ledger > Tax Transactions**.
2. You need to filter the page by:

a. The **Accounting Year**.
b. The **Party Type**: select **Supplier**.
c. The **Tax Method**: select **Payment**.
d. The **Delivery Type ID**: you must select **HONORAIRES**.




3. You can extract your tax transactions lines. This extraction will help to identify transactions to integrate in the DAS2 declaration. **IFS Cloud** do not generate an official report.

# Managing Intrastat Declaration

Each month, you need to submit an *Intrastat* report. This report is mandatory when there are goods exchanged within the European Union and the total value of these transactions exceeds a certain threshold.

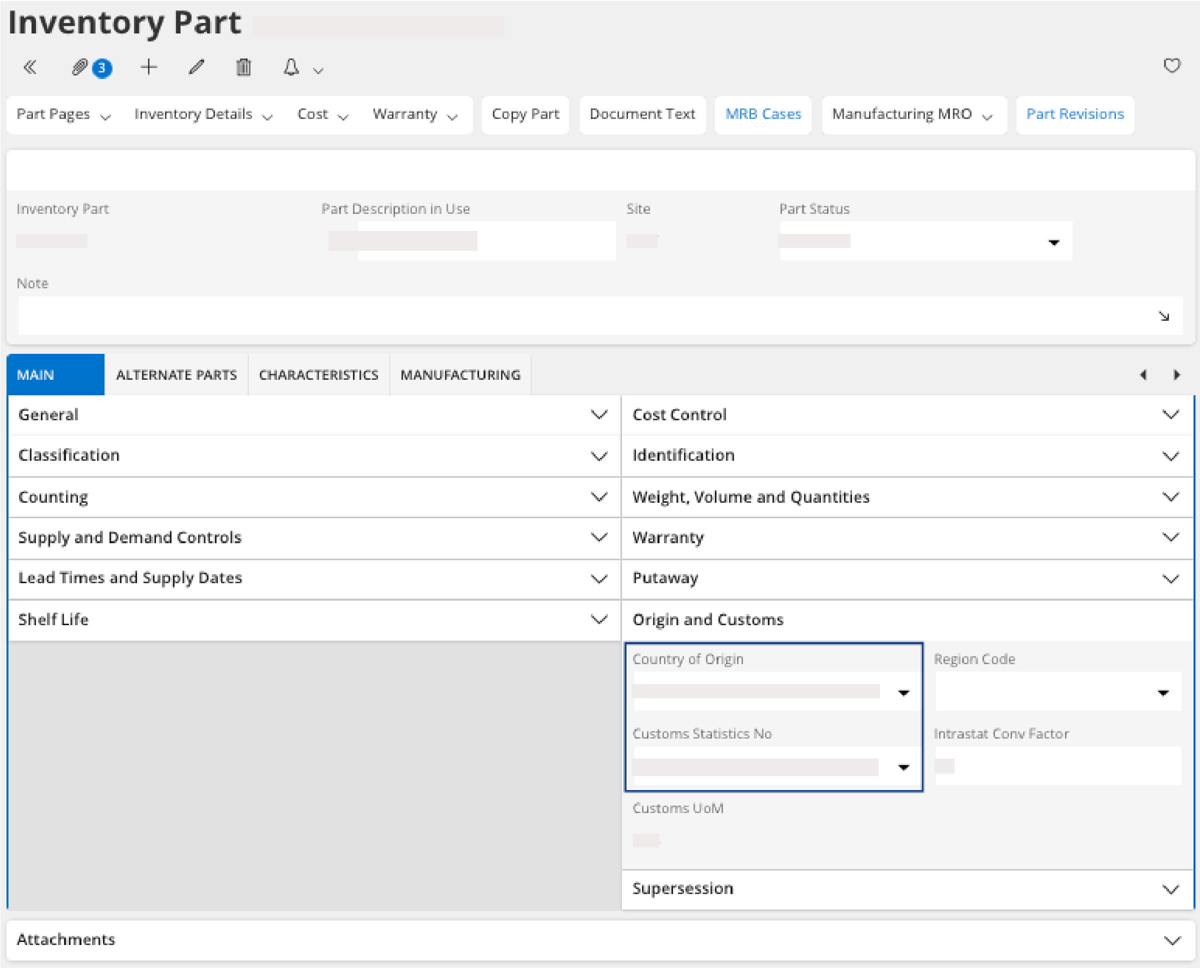
Through the Intrastat report or *DEB* declaration in French, you are required to monthly declare the details of your European exchanges to your government.

In the Marport offices, you need to submit the Intrastat for exports because the quantities of goods exported exceed the maximum authorized limit. The imports are a small part of the business and do not exceed the maximum authorized limit, so the Intrastat report is not necessary.

Before the Intrastat report creation, make sure that your master data parts are correctly filled:

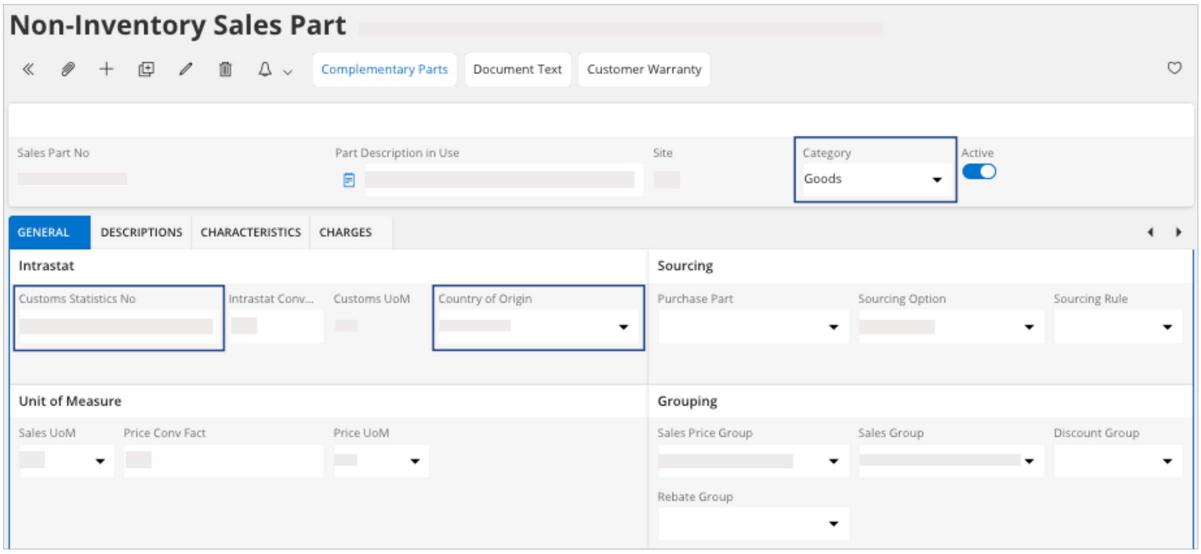
1. You need to enter the **Country of Origin** and the **Customs Statistics No**.

   a. For an inventory sales part, go to **Warehouse Management > Part > Inventory Part**. Check the **Country of Origin** and the **Customs Statistics No**.




   b. For a non-inventory sales part, go to **Part Master Data > Sales Part > Non-Inventory Sales Part**.

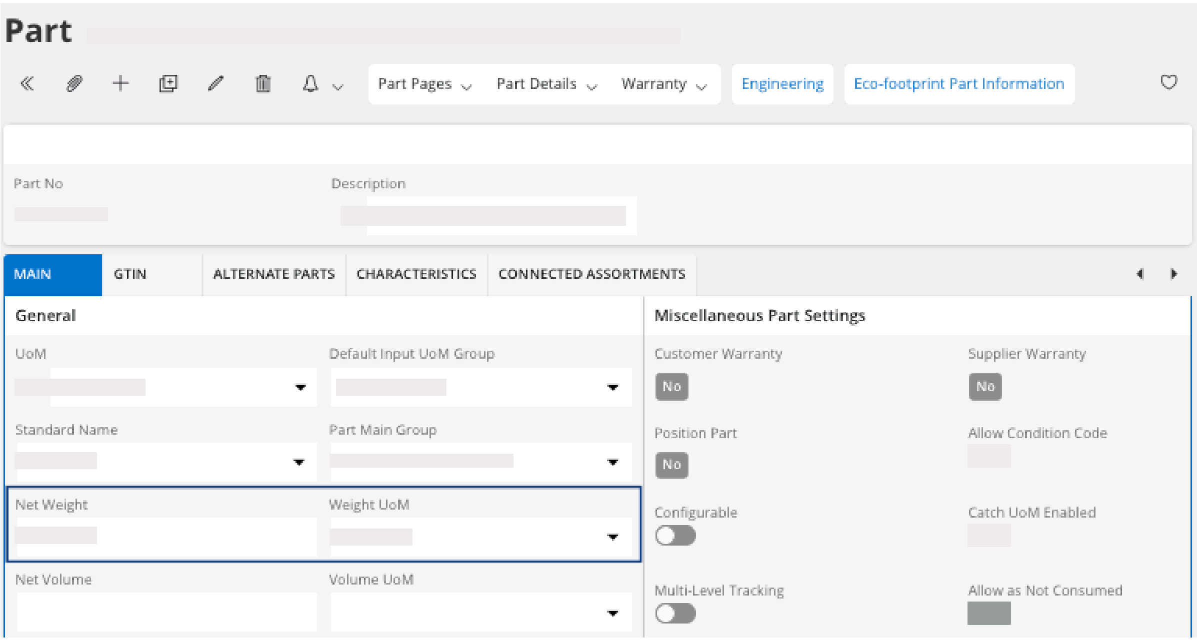
> **Note:** If the **Category** is `Goods` you have to fill the fields **Country of Origin** and **Customs Statistics No**. Otherwise you can only fill the field **Country of Origin**.




2. You need to enter the **Net Weight** and the **Weight UoM**.

   a. Go to **Master Part > Part**.

   b. In the **Main** tab, fill the **Net Weight** and the **Weight UoM** for your part.



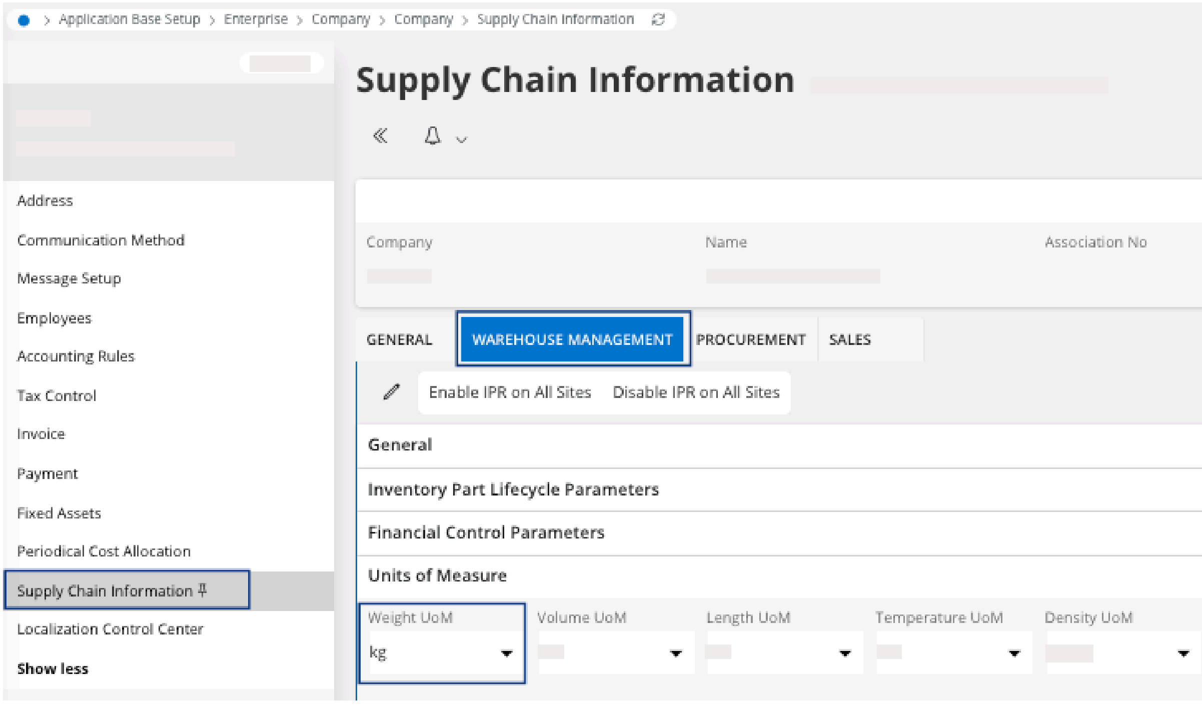

3. If the **Weight UoM** is not in `kg`, you need to configure it in the **Company** default unit of measure as the Intrastat needs to be in `kg`.

   a. Go to **Application Base Setup > Enterprise > Company > Company**.

   b. Select the **Supply Chain Information** tab in the left side of the page.

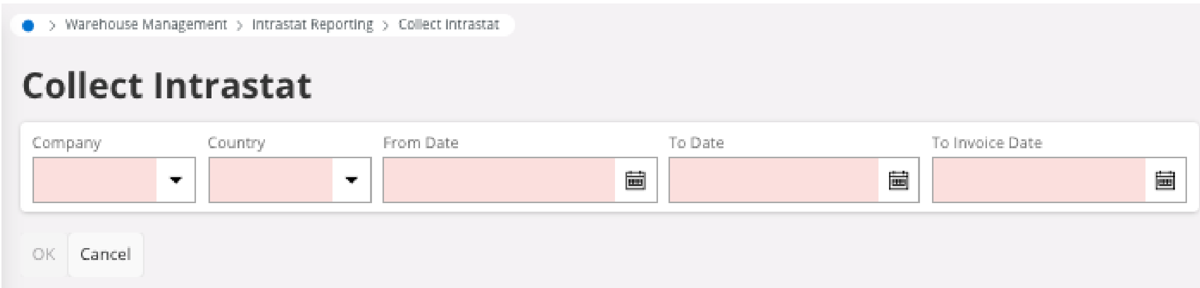
c. Select the **Warehouse Management** tab.

d. In the **Weight UoM** field, select `kg`.




Once your parts are correctly configured, you can generate the report:

4. Go to the **Collect Intrastat** page.
5. Fill all the fields.




6. Click **OK**.

   Your Intrastat report has been created.

Before submitting the report, you need to check and update it:

7. Go to the **Intrastat** page.

   If your report is not available: refresh your page.
8. You must check the information. By default, **IFS Cloud** automatically creates the report with the open transactions within the selected period. However, you need to check if the report contains all the required data for the declaration and make necessary updates. For each line in the report, you must check the following fields:

a. **Customs Statistics No**: classify the item according to its customs statistics numbers. Each stock item has a number registered in **IFS Cloud**.

b. **Opposite Country**: where the goods are sent.

c. **Country of Origin** of the goods. This information is in **IFS Cloud** for each stock item.

d. **Net Weight**: weight sum of the goods.

e. **Mode of transport**: ship-via code.

f. **Delivery Terms**.

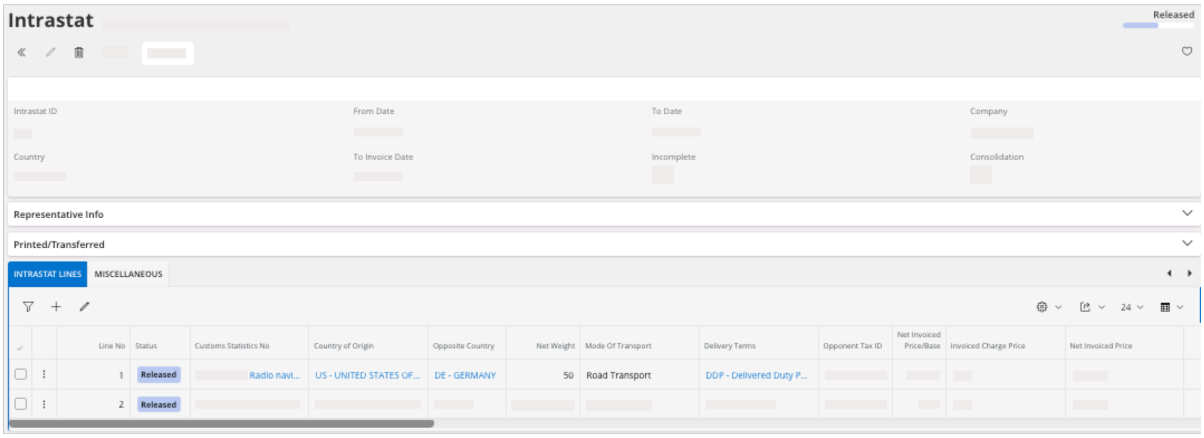
g. **Opponent tax ID**: customers tax identification.

h. **Net Invoiced Price/Base**: the invoiced price per inventory unit for the Intrastat line.

i. **Invoiced Charge Price**: charges applied and linked to the goods. In the file extracted from **IFS Cloud**, the column Statistical Value includes the charges in the total amount.

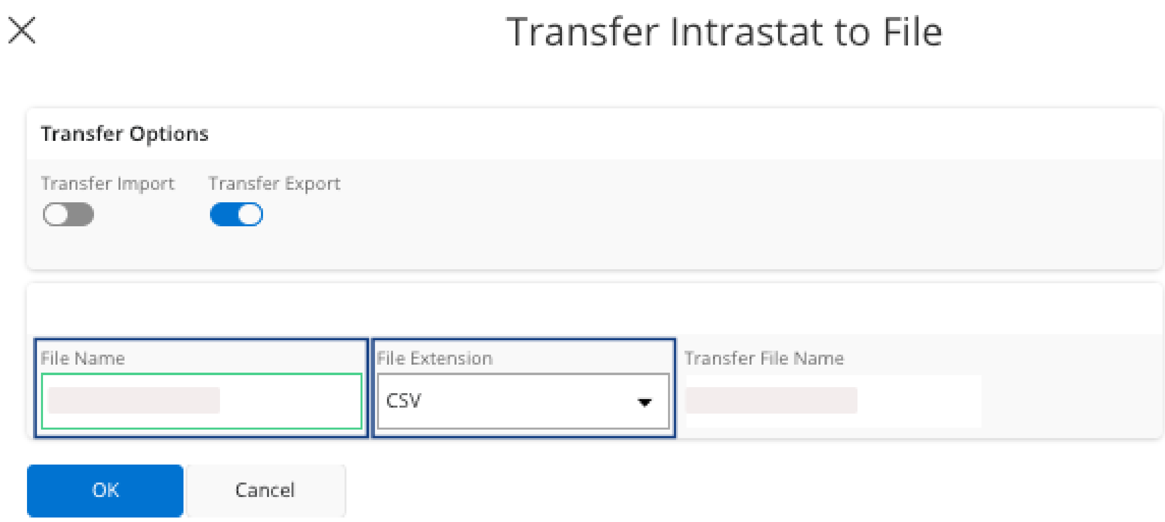
j. **Federal State**: state of departure of the goods, this field can be configured in the page **Company**, in the **Address** tab, when you edit the address information.

**Note:** You can only update your lines if your report has the **Released** status.




9. Click **Status > Confirm**.
10. You can get the file in PDF, click **Print > Print Intrastat Export**.
11. To get the CSV file:

a. Click **Transfer > Transfer Intrastat to File**.
b. In the **Transfer Options** area, turn on the**Transfer Export** toggle.
c. Choose a **File Name** and select the **File Extension** CSV.



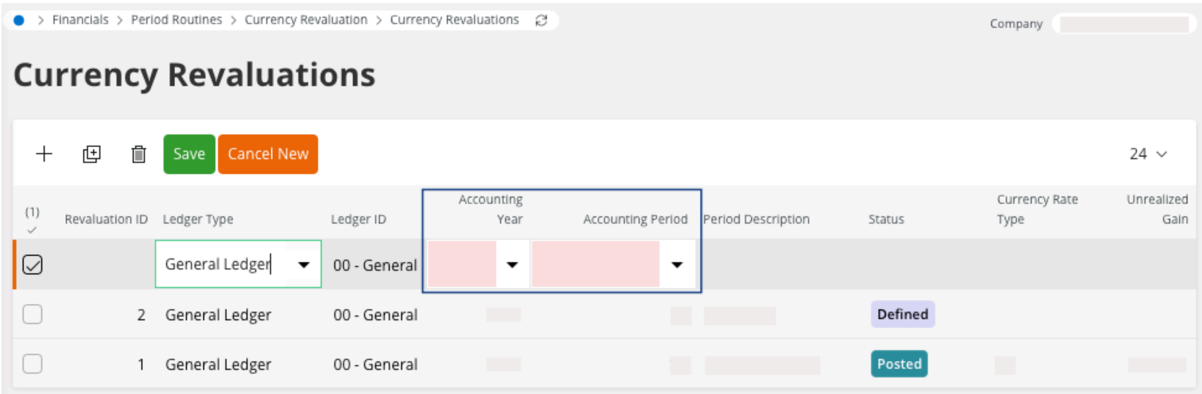

You can now submit your report as a CSV file for the declaration on your country government website.

# Managing Currency Revaluation

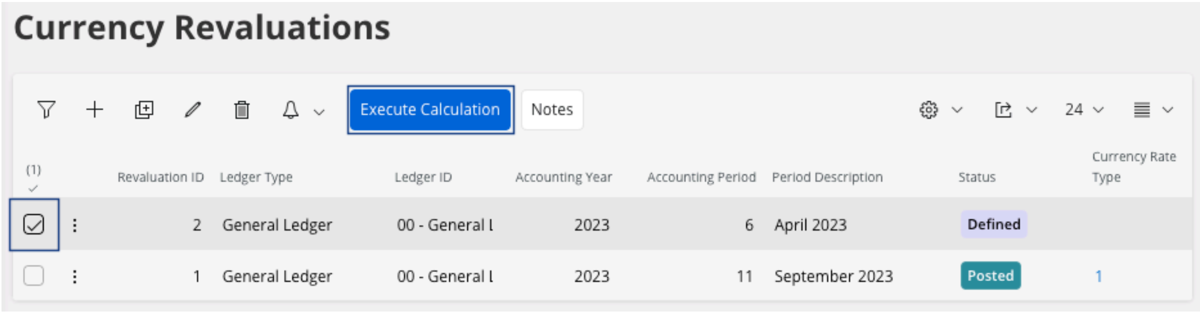
Over a specific period, convert foreign currency transactions into the company's base currency. Due to exchange rate fluctuations, this revaluation enables the adjustment of outstanding amounts.

- Your currency rates need to be updated on the **Currency Rates** page.
- The accounting period for which you want to perform the revaluation must be closed.

1. Go to **Financials > Period Routines > Currency Revaluation > Currency Revaluations**.
2. Click **New** +.
3. Enter the **Accounting Year** and the **Accounting Period**, then click **Save**.

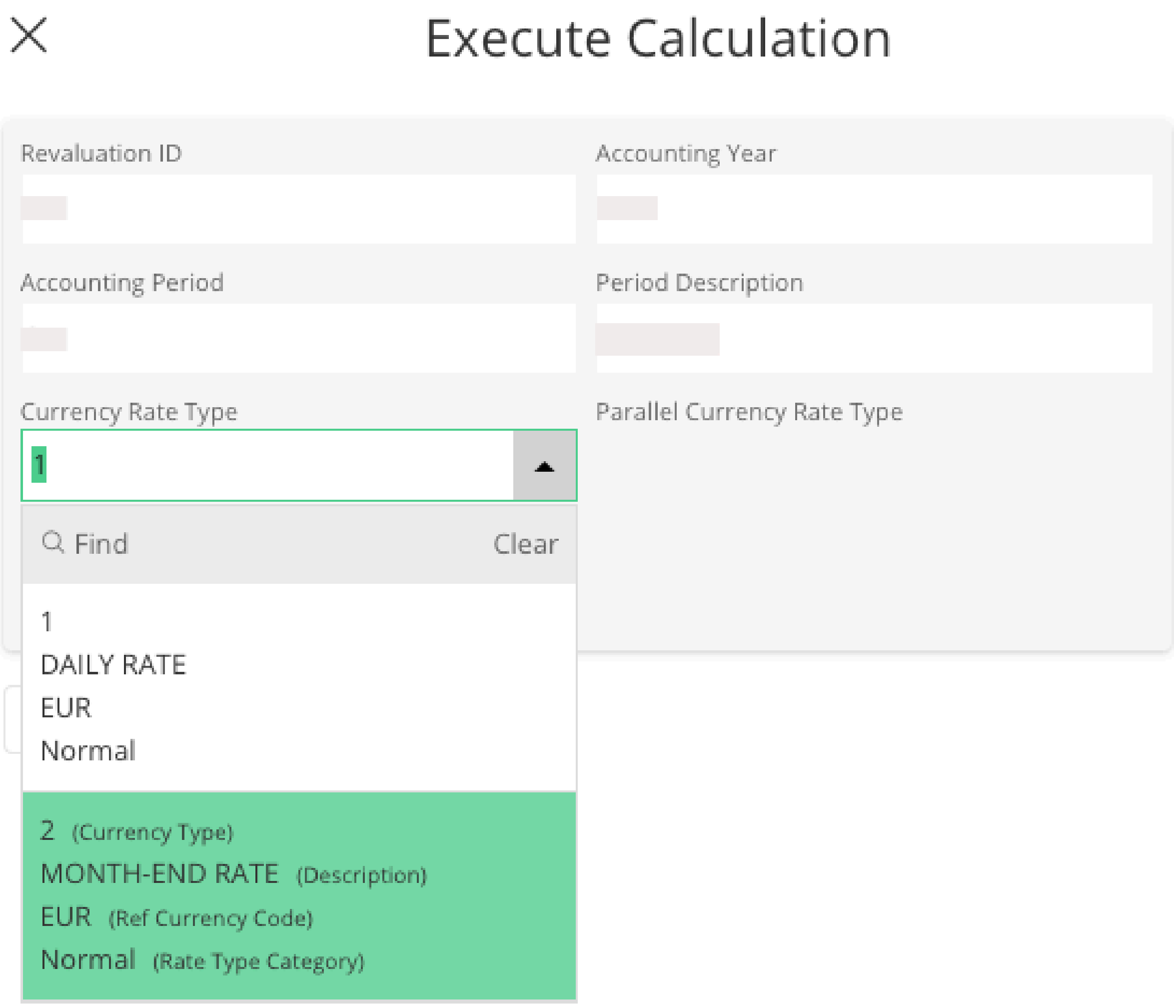



4. Select your line and click **Execute Calculation**.

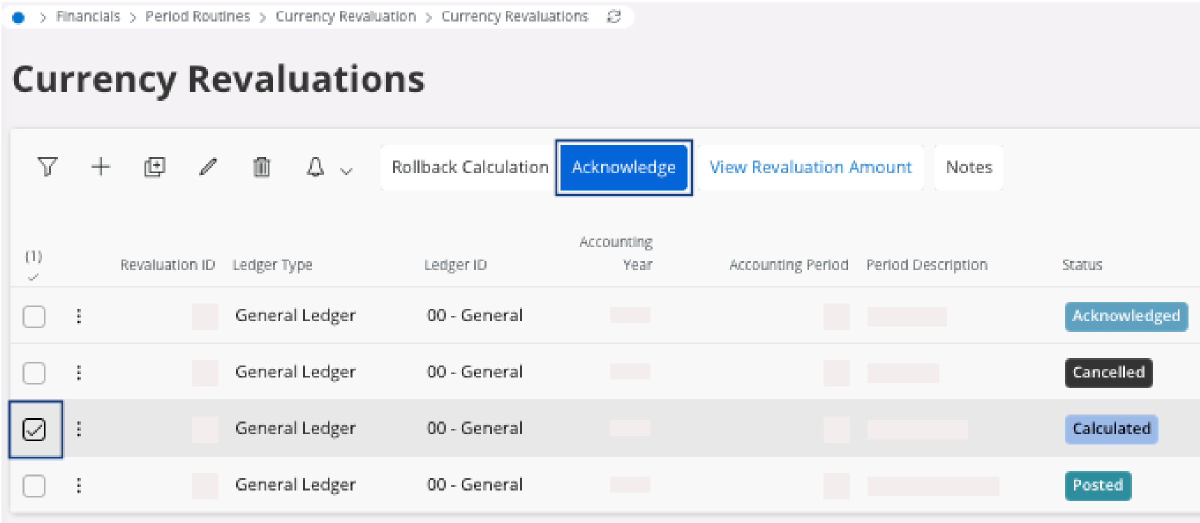



The **Execute Calculation** pane appears.

5. In the **Currency Rate Type** field, select **2**, because it involves a recalculation at the end of a period, and then click **OK**.

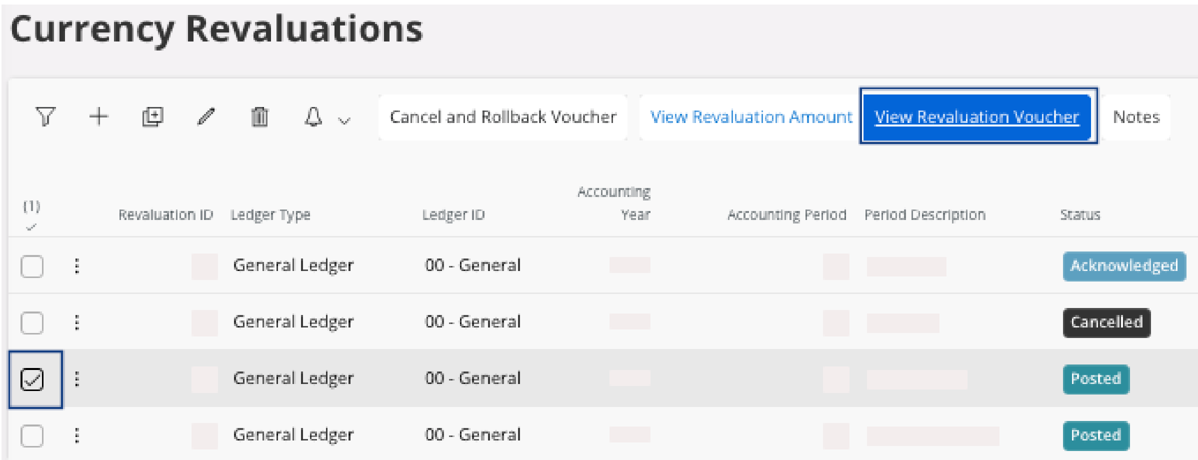



6. If you want to analyze the revaluation: select your line and click **View Revaluation Amount**. The **Currency Revaluation Analysis** page appears, you can analyze the revaluation.
7. Go back in the **Currency Revaluations** page, click **Acknowledge**.




8. Click **Create Voucher**.

   The **Create Voucher** appears.
9. Click **OK**.
10. To analyze the voucher information, click **View Revaluation Voucher**.




> **Note:** If you need to cancel the revaluation, click **Cancel and Rollback Voucher**.

# Closing an Accounting Year

The year-end closing process involves several steps to move the closing balances of balance sheet accounts from one year to the opening balances of the next year.

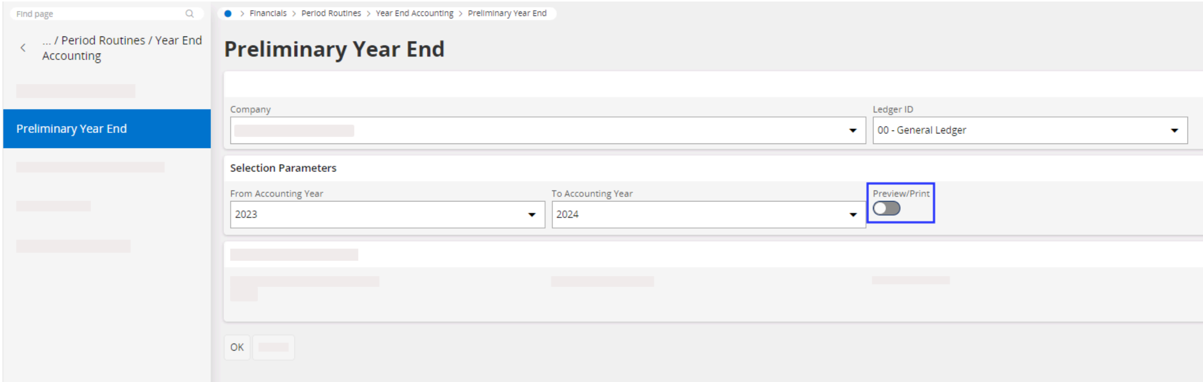
Before closing the accounting year on **IFS Cloud**, you can do a preliminary transfer of balances in order, for example, to make sure the transfer process is accurate or to begin planning the new year.

Then, once the accounting records have been reviewed and validated by an auditor, you can do the final transfer.

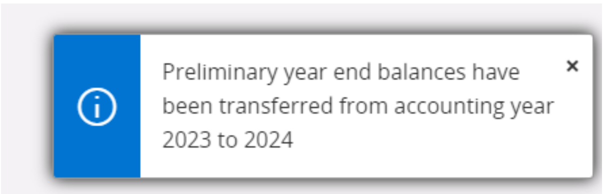
# Doing the Preliminary Transfer of Balances

**Note:** You can transfer a preliminary opening balance to the next accounting year as many times as needed. This action does not create an actual transaction in your accounting records.

1. Go to the **Preliminary Year End** page.
2. Fill in the following fields:
    - **Company**
    - **Ledger ID**: select **00 - General Ledger**
    - Accounting year period
    - Turn on the **Preview/Print** toggle to have a PDF report summarizing the preliminary transfer once you validated the page.




3. Click **OK**. The following message should appear:




4. Check the result of the preliminary transfer:
    a. Go to the **GL Balance Analysis** page.
    b. Search for the **Period 0** of your new year (see Consulting the General Ledger Balance (on page 428) for guidelines).

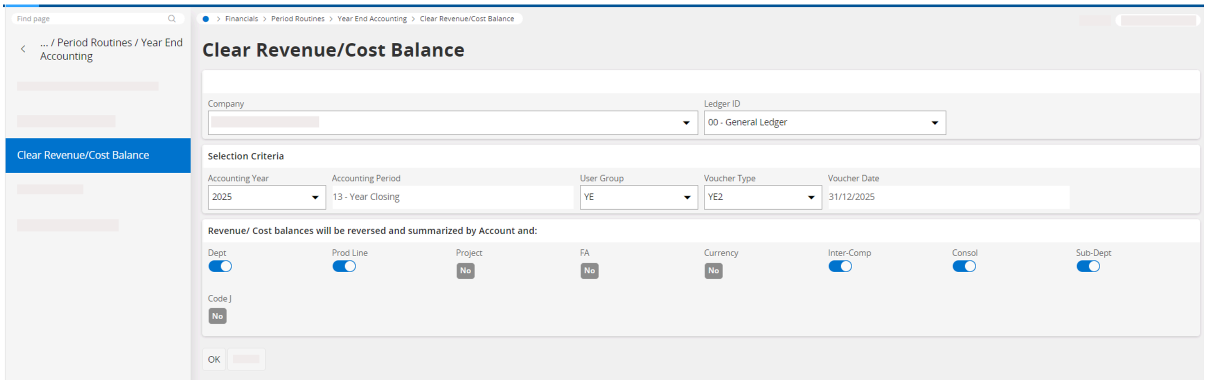
# Doing the Final Transfer of Balances

**Important:** Do this procedure only once the accounting year is over, with no further changes to the financial records. This process is definitive and must be done after the auditors' approval.

Transfer the final balances from one accounting year to the new accounting year:

- as balances only,
- or, as one voucher for the closing balance and one voucher for the opening balance.

1. Go to the **Clear Revenue/Cost Balances** page.
2. Fill in the following fields and click **OK**:
    - **Company**
    - **Ledger ID**: select **00 - General Ledger**
    - **Accounting Year**
    - **User Group**: select **YE**
    - **Voucher Type**: select **YE2**
    - Select all code parts used in the company

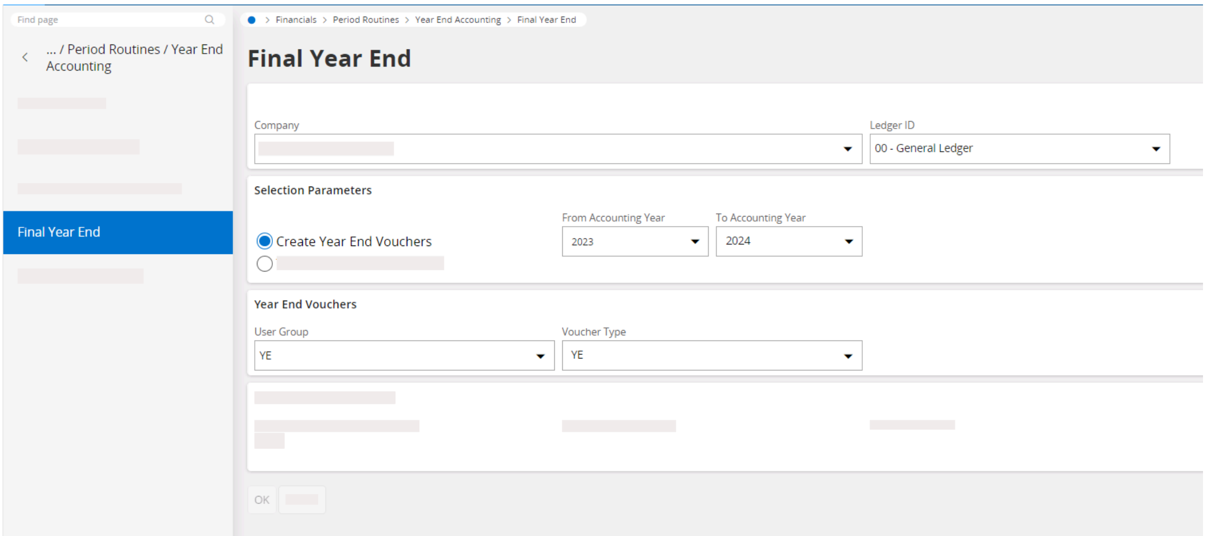



You now need to update the general ledger to update the voucher. This will balance both the balance sheet and the profit and loss statement.

3. Close all the periods of the accounting year on the **Accounting Periods** page: see Opening and Closing Accounting Periods (on page 389).
4. Transfer the opening balances from one accounting year to the next accounting year:

    a. Go to the **Final Year End** page.

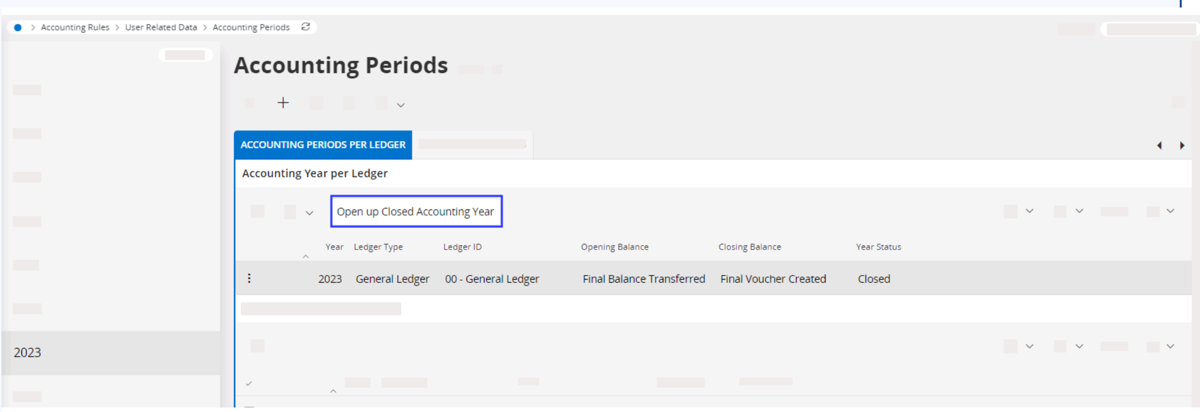
    b. Fill in the following fields:
    - **Company**
    - **Ledger ID**: select **00 - General Ledger**
    - Select **Create Year End Vouchers**
    - Accounting year period
    - **User Group**: select **YE**
    - **Voucher Type**: select **YE**

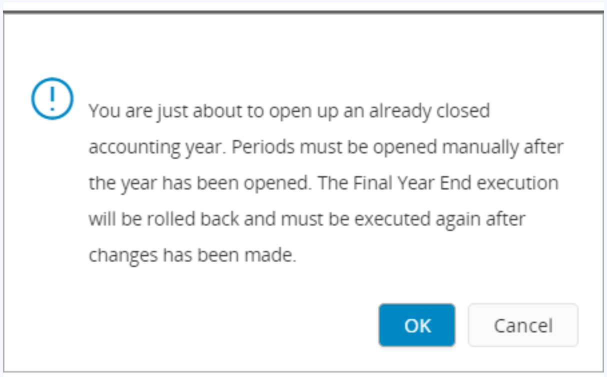



c. Click **OK** to do the final transfer.

Now that the final transfer of balances is completed, the accounting year is closed. A manual voucher is posted to the first period in the new year. This voucher removes the amount from the Net Profit/Loss account and replace it with, for example, either the Accumulated Profit/Loss or Profit/Loss from last year accounts.

**Note: IFS Cloud** gives the possibility to reopen a closed accounting year from the **Accounting Periods** page, by clicking **Open Up Closed Accounting Year**. However, this will erase the final transfer of balance. You will need to do the final transfer again.



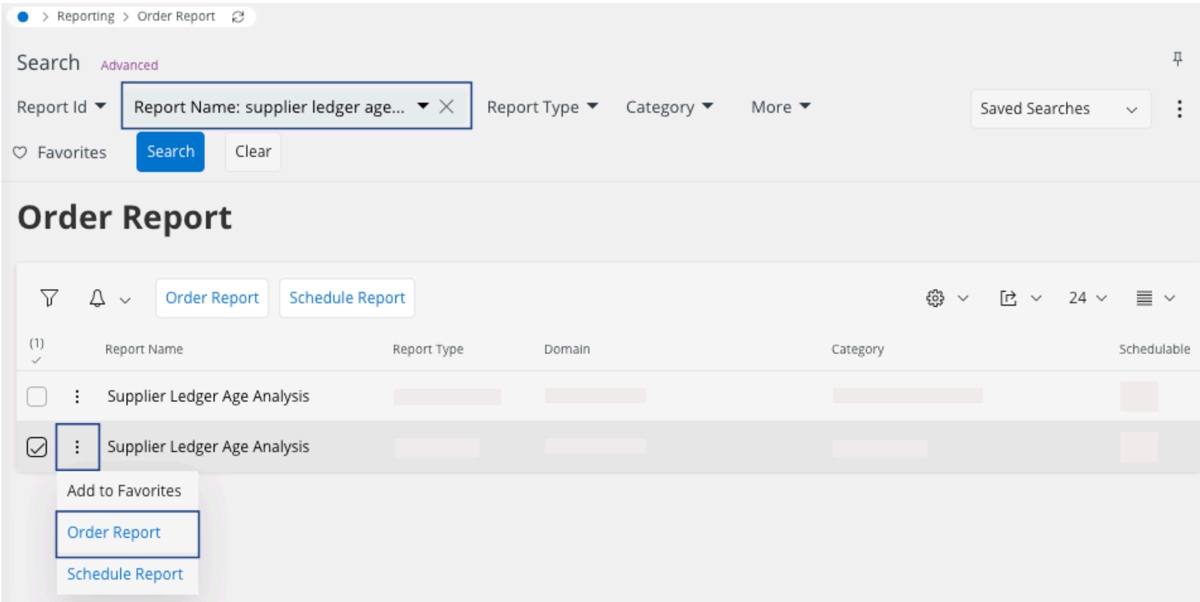



# Statistics and Reporting

## Consulting Customer or Supplier Ledger Age Analysis

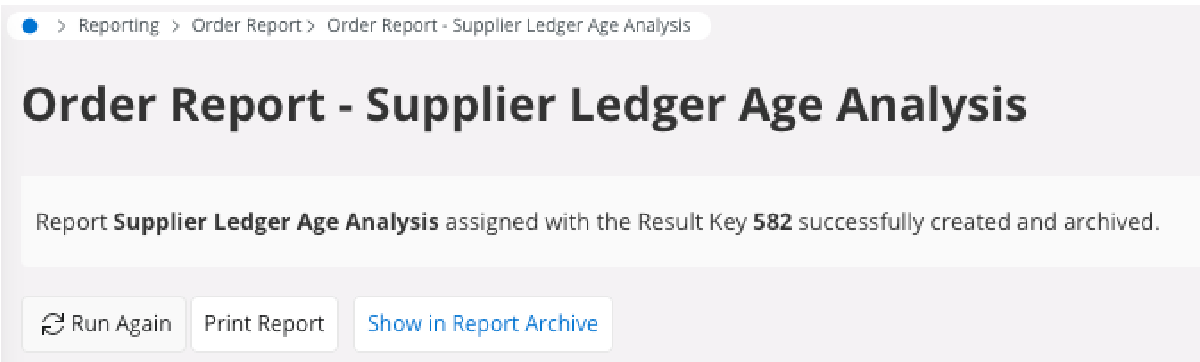
Consult supplier or customer receivables on a specific period. It provides an overview of cash flow.

1. Go to the **Order Report** page.
2. Filter the page with:
    a. The **Report Name** on `Supplier Ledger Age Analysis` or `Customer Ledger Age Analysis` according to your needs.
    b. The **Category** on `Payment`.
3. On your line, click the three dots ⋮ and click **Order Report**.

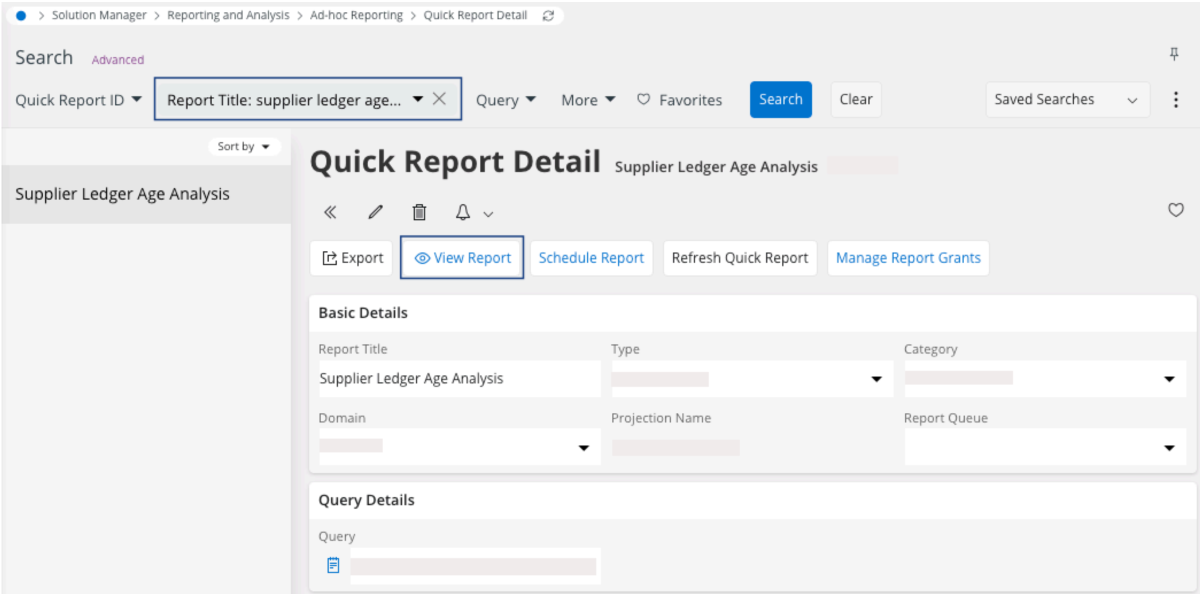



4. Configure specific parameters and distribution if needed, or click **Finish**.
   Your report is generated and linked to a key, keep this key if you want to see the quick report in **IFS Cloud** or you can print the report directly and download it in PDF.

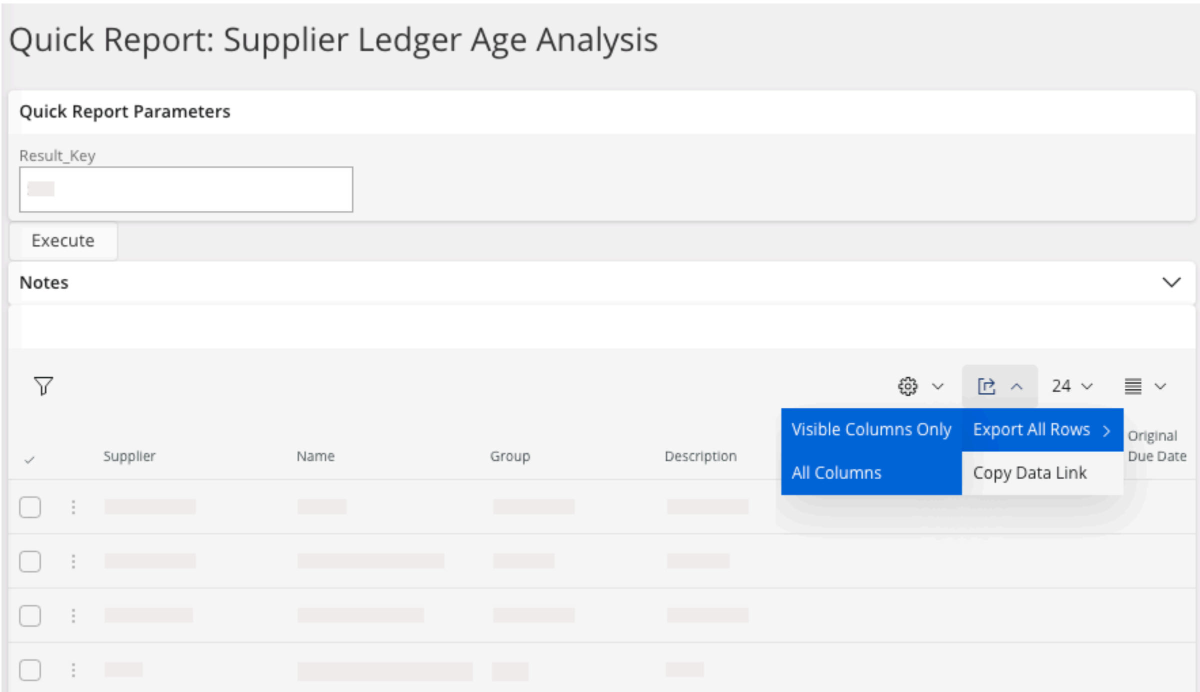
> **Note:** If you want to view the quick report in the future, take note of the key, or repeat the process.



5. If you need to display or export the report: go to **Quick Report Detail**:
   a. Filter the page with the **Report Title** on `Supplier Ledger Age Analysis` or `Customer Ledger Age Analysis` according to your needs.
   b. Click **View Report**.



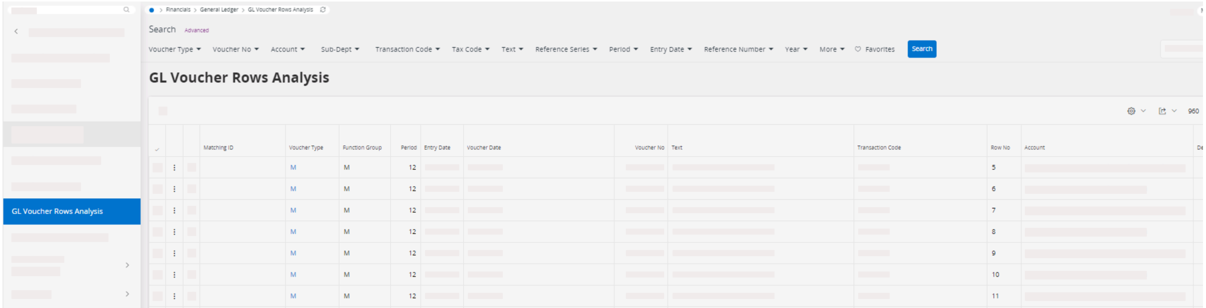

6. You need to enter the key and click **Execute** to access the quick report.
   You access your lines transactions.
7. You can export your report in an Excel file: click **Export or copy and paste record(s) > Export All Rows** and choose between **Visible Columns Only** or **All Columns**.



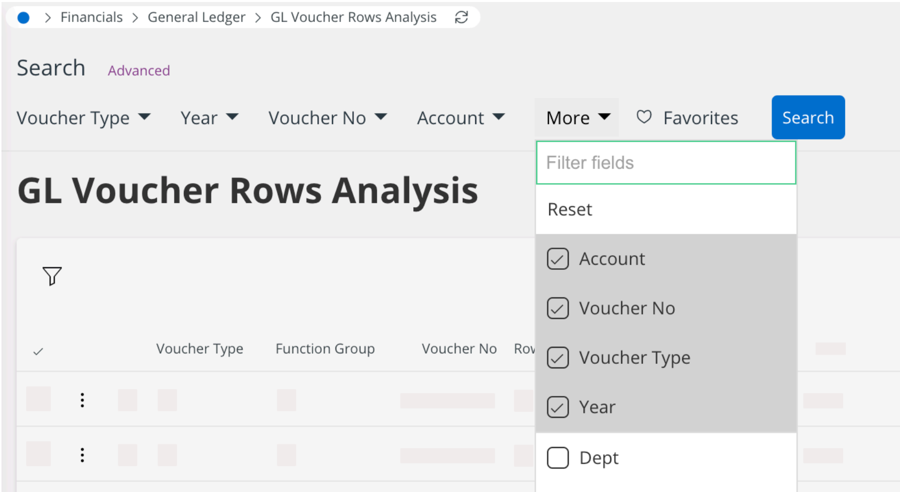

## Consulting the General Ledger Rows

You can display the details of entries from your general ledger, in order to analyze and extract all general ledger transactions.

1. Go to **Financials > General Ledger > GL Voucher Rows Analysis**.

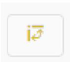


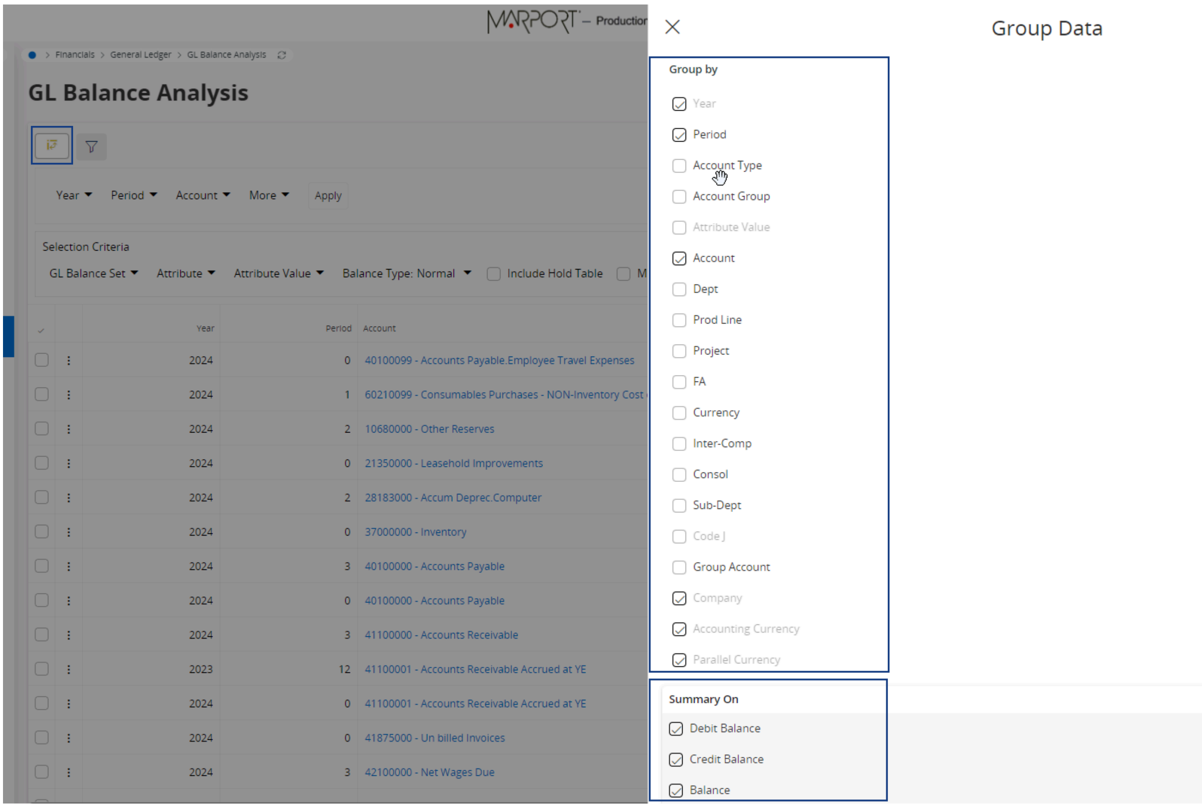

2. Use the search bar above the list to filter the entries according to the account, analytical dimensions (code part), dates, voucher type or number, etc.

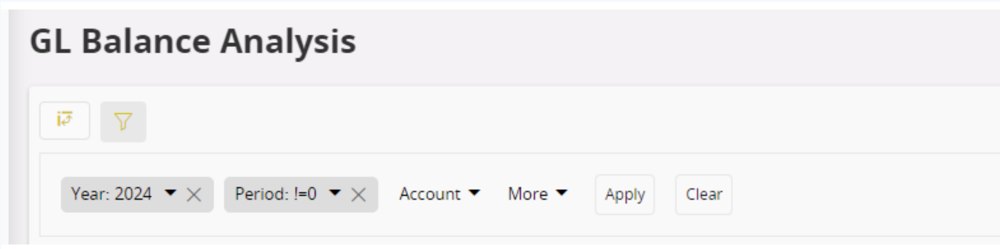



## Consulting the General Ledger Balance

You can display the balance of your general ledger, by account, period, or analytical dimensions (code part).

1. Go to **Financials > General Ledger > GL Balance Analysis**.
2. Click **Group Data** button  above the list.
3. Choose the criteria you want to use to group the listed data, and choose the balance information to display via **Summary On**.

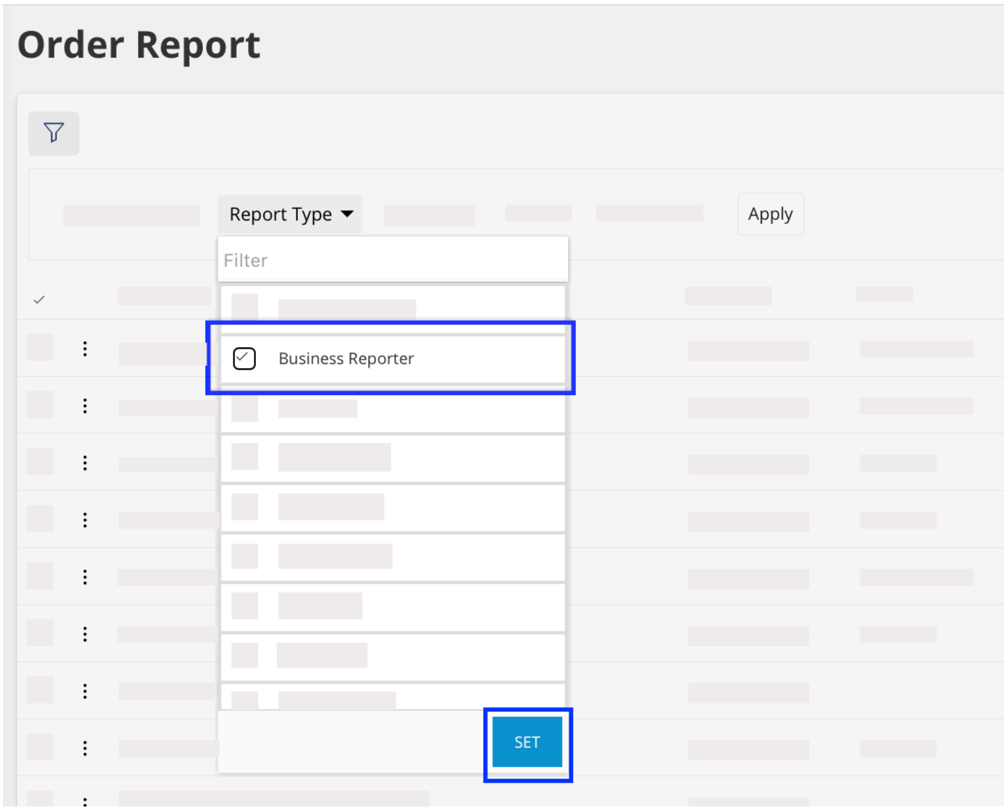



> **Important:** To display a Year to Date view, make sure to:
> - deselect **Period** from the **Group By** criteria,
> - in the filter bar, set **Period** to `!=0` to exclude it, and enter your current year.
>
> 
> 

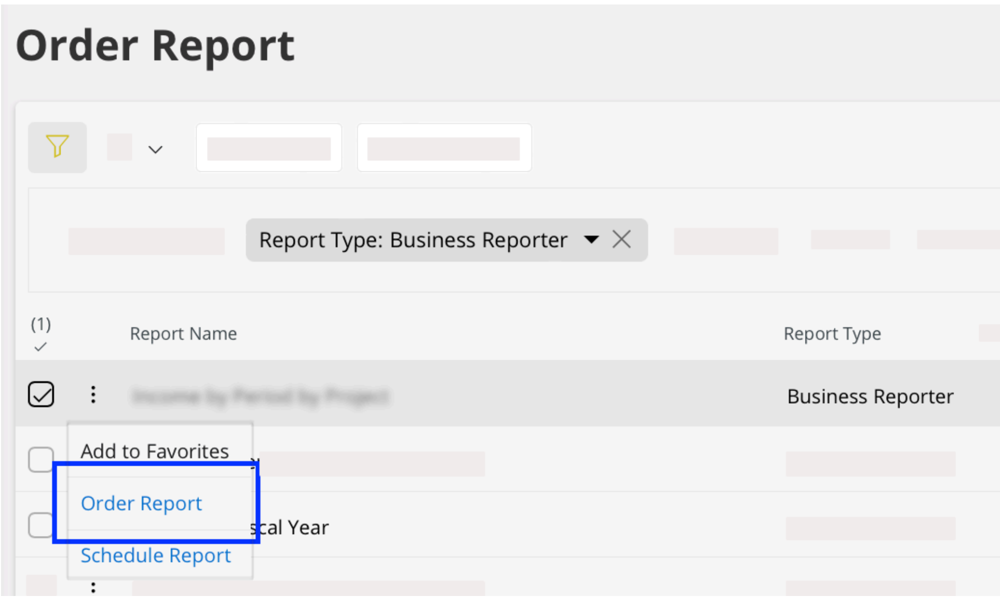
## Consulting Order Reports

You can download an Excel file of order reports.

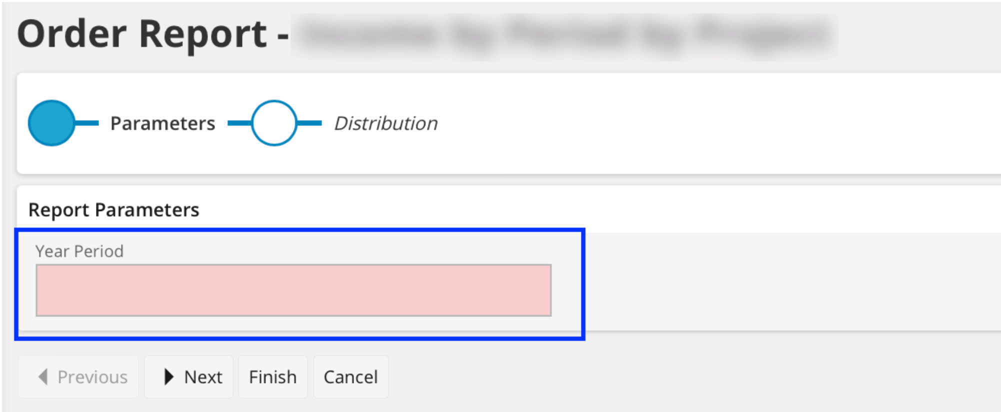
1. Go to **Order Report** page.
2. Click the **Filter** icon in the top toolbar, then click **Report Type** filter and choose **Business Reporter**.
3. Click **SET** to confirm.



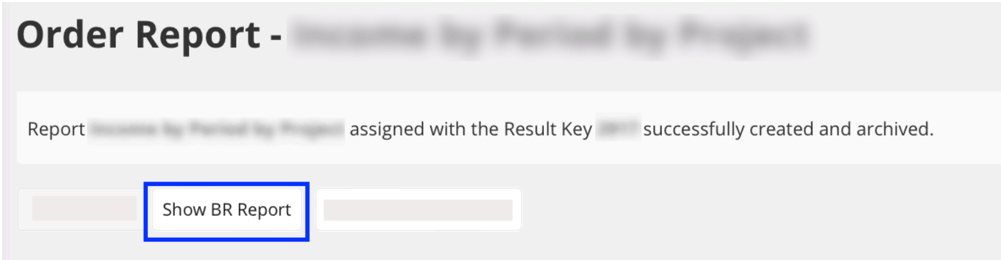

4. To see a report, click ⋮ and click **Order Report**.




5. In the **Report Parameters** of the **Order Report** page that opens, enter the **Year period** or **Year** (depending on the type of report) that you want to display on your report by using **YYYYMM** (**Year period**) or **YYYY** (**Year**) format.

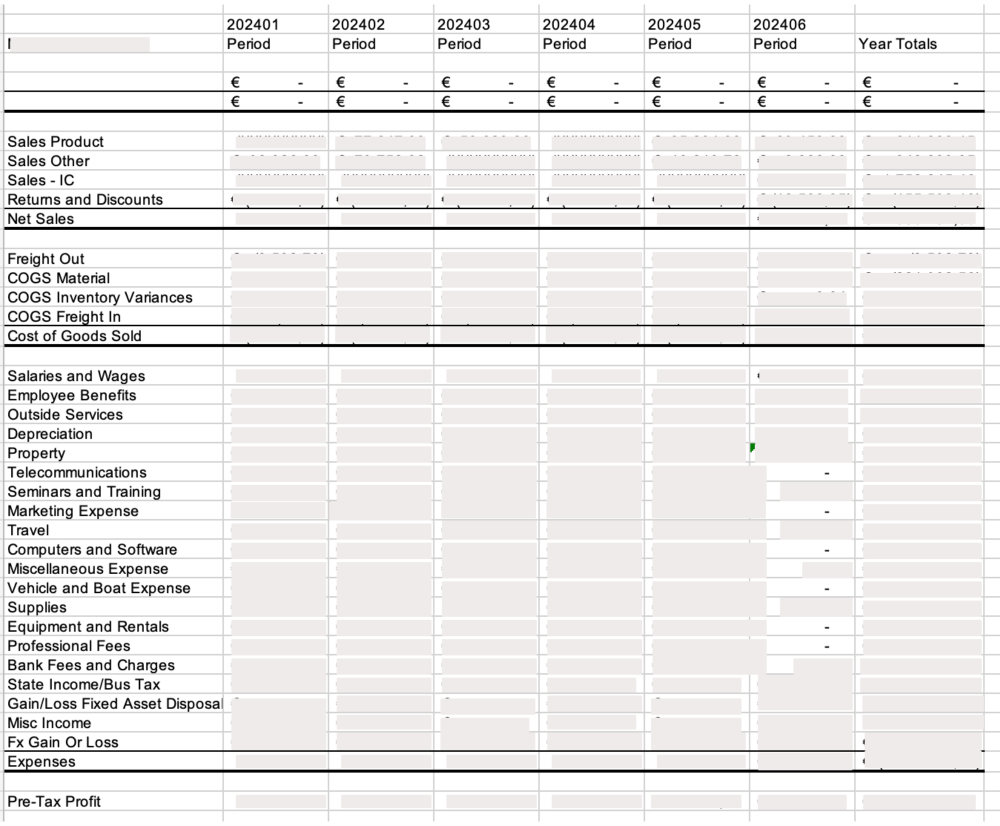



6. Click **Finish**.
7. Click **Show BR Report** to download your Excel file.




The report is saved in your **Downloads** folder.

Here is an example of file that you can obtain.

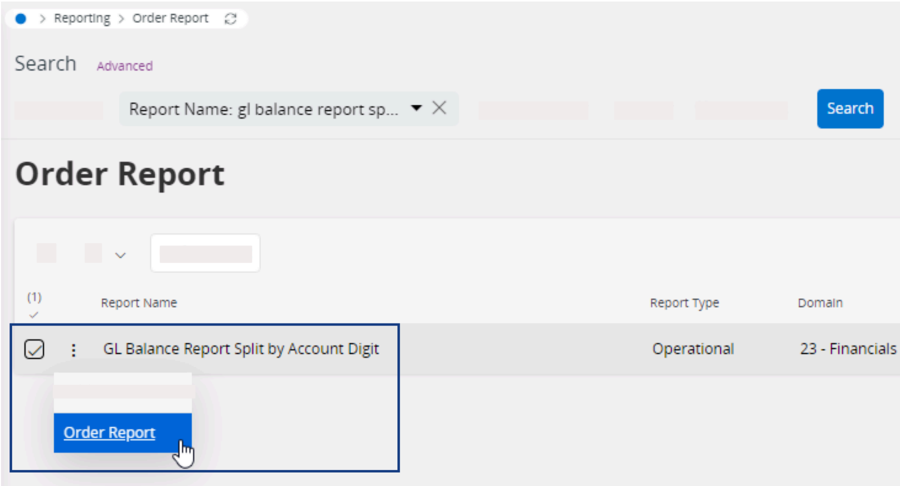


| | 202401 Period | 202402 Period | 202403 Period | 202404 Period | 202405 Period | 202406 Period | Year Totals |
|---|---|---|---|---|---|---|---|
| | € - | € - | € - | € - | € - | € - | € - |
| | € - | € - | € - | € - | € - | € - | € - |
| Sales Product | | | | | | | |
| Sales Other | | | | | | | |
| Sales - IC | | | | | | | |
| Returns and Discounts | | | | | | | |
| Net Sales | | | | | | | |
| Freight Out | | | | | | | |
| COGS Material | | | | | | | |
| COGS Inventory Variances | | | | | | | |
| COGS Freight In | | | | | | | |
| Cost of Goods Sold | | | | | | | |
| Salaries and Wages | | | | | | | |
| Employee Benefits | | | | | | | |
| Outside Services | | | | | | | |
| Depreciation | | | | | | | |
| Property | | | | | | | |
| Telecommunications | | | | | | - | |
| Seminars and Training | | | | | | | |
| Marketing Expense | | | | | | - | |
| Travel | | | | | | | |
| Computers and Software | | | | | | - | |
| Miscellaneous Expense | | | | | | | |
| Vehicle and Boat Expense | | | | | | - | |
| Supplies | | | | | | | |
| Equipment and Rentals | | | | | | - | |
| Professional Fees | | | | | | - | |
| Bank Fees and Charges | | | | | | | |
| State Income/Bus Tax | | | | | | | |
| Gain/Loss Fixed Asset Disposal | | | | | | | |
| Misc Income | | | | | | | |
| Fx Gain Or Loss | | | | | | | |
| Expenses | | | | | | | |
| Pre-Tax Profit | | | | | | | |

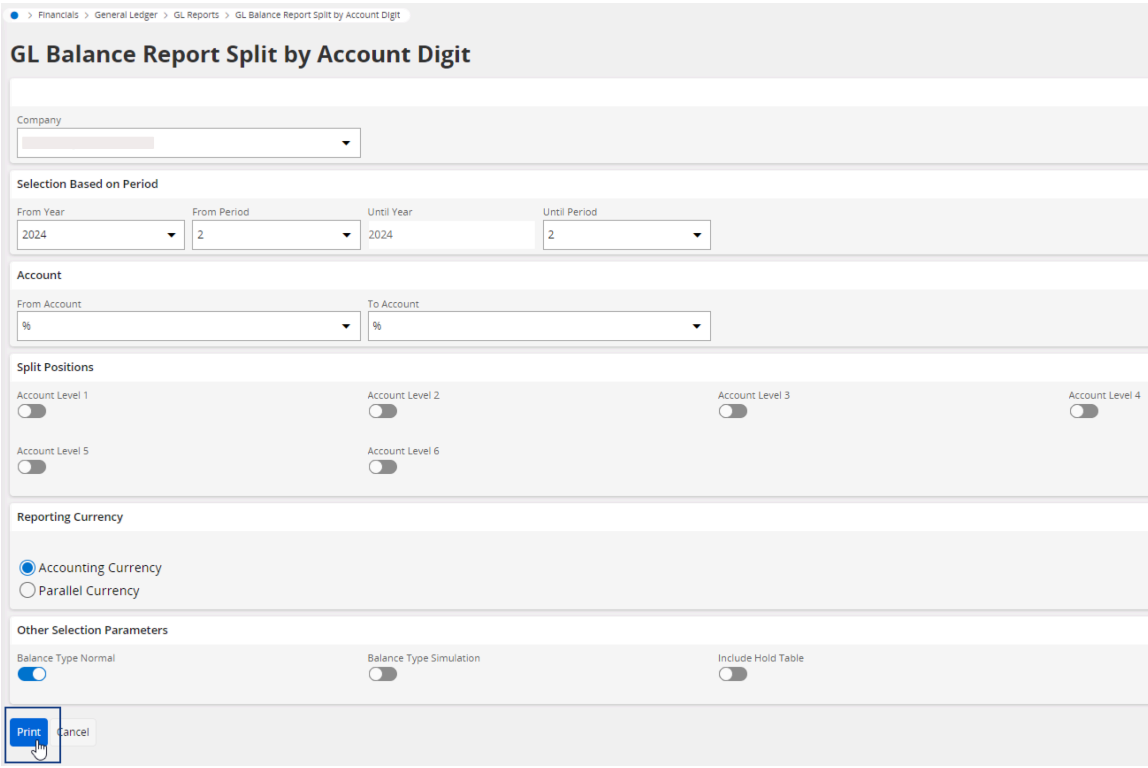
# Consulting the General Ledger Balances Split by Account Digit

Create a PDF report listing the general ledger balances split according to the account digits.

1. Go to the page **Order Report**.
2. Open the filter or search bar, then enter `GL Balance Report Split by Account Digit` in the **Report Name** filter.
3. Click ⋮ in the report line, then **Order Report**.



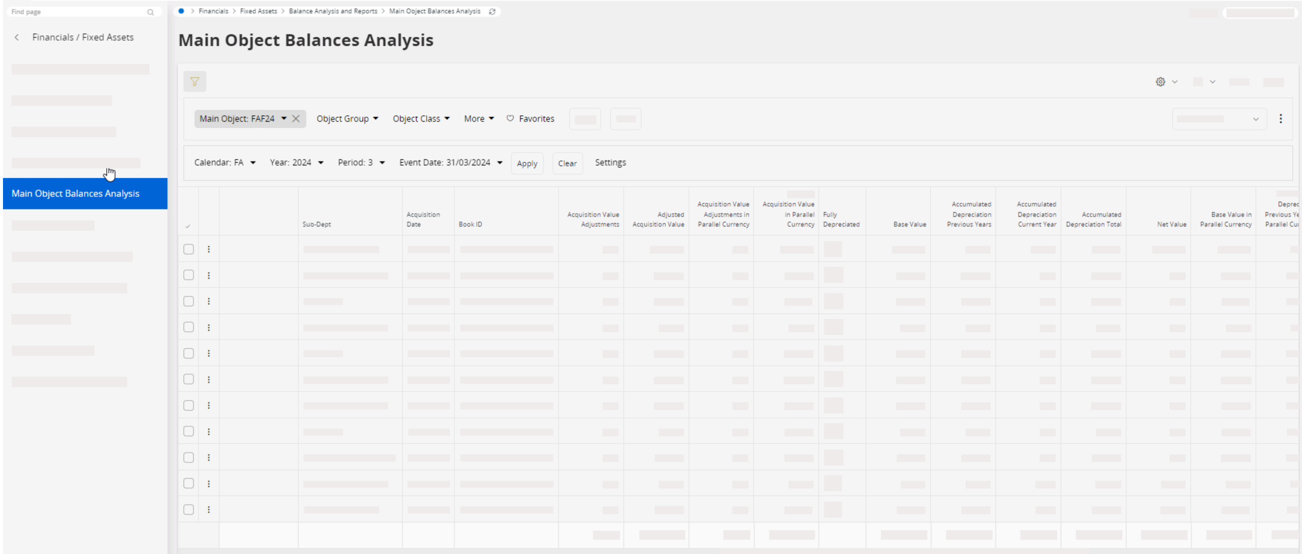

4. Change the parameters according to your needs, then click **Print** to download the PDF or print the report.



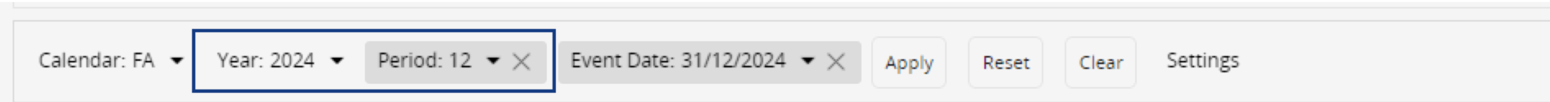

# Consulting Company Fixed Assets

You can display the list of your company fixed assets.

1. To have an overview of all fixed assets in your company, go to the page **Main Object Balances Analysis**.




2. In the search criteria above the list, select at least a **Year** and a **Period**.



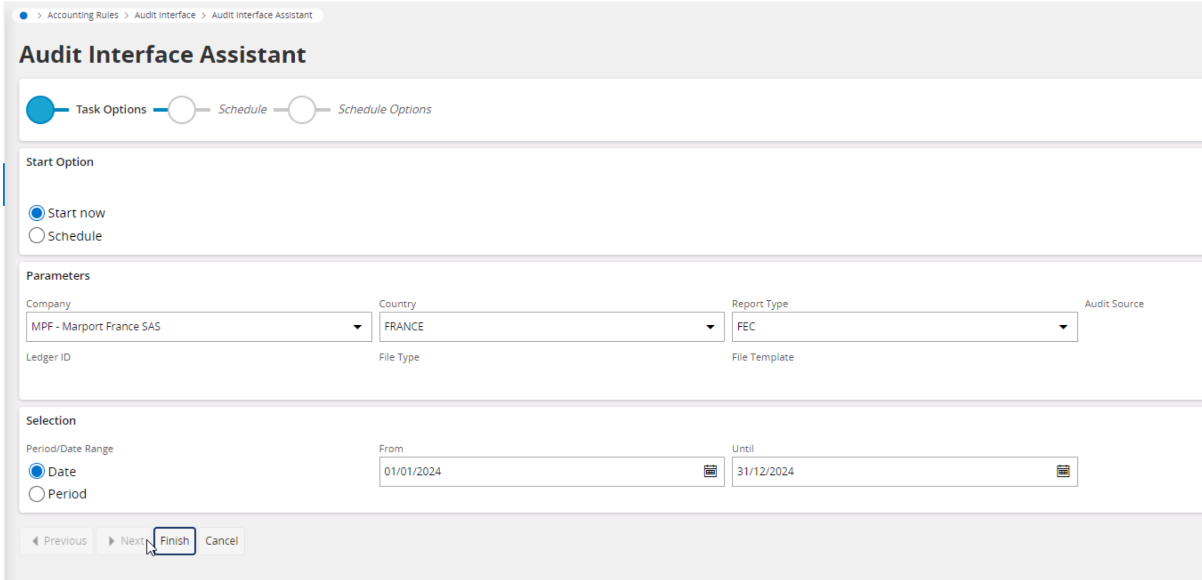

3. Click > **Column Chooser > Configure columns manually** to customize the data showing on the list, such as:
   - Analytical dimensions (Code Part, such as Dept, Prod Line)
   - Acquisition value
   - Depreciation value
   - Net value
   - Acquisition date
   - Site and location

## Extracting a Legal Report Type

You can export specific legal reports, such as a file of accounting entries (FEC for France).

1. Go to the **Audit Interface Assistant** page.
2. Select the criteria to create the report type you need: **Company**, **Country**, **Report Type** and range dates.

In the example below, the user will export a file of accounting entries for the french tax administration.



# Intercompany Processes

Manage activities related to processes between entities of the same company.

## Intercompany Orders

Manage intercompany sales and purchase transactions.

### Making a Purchase from an Intercompany Seller

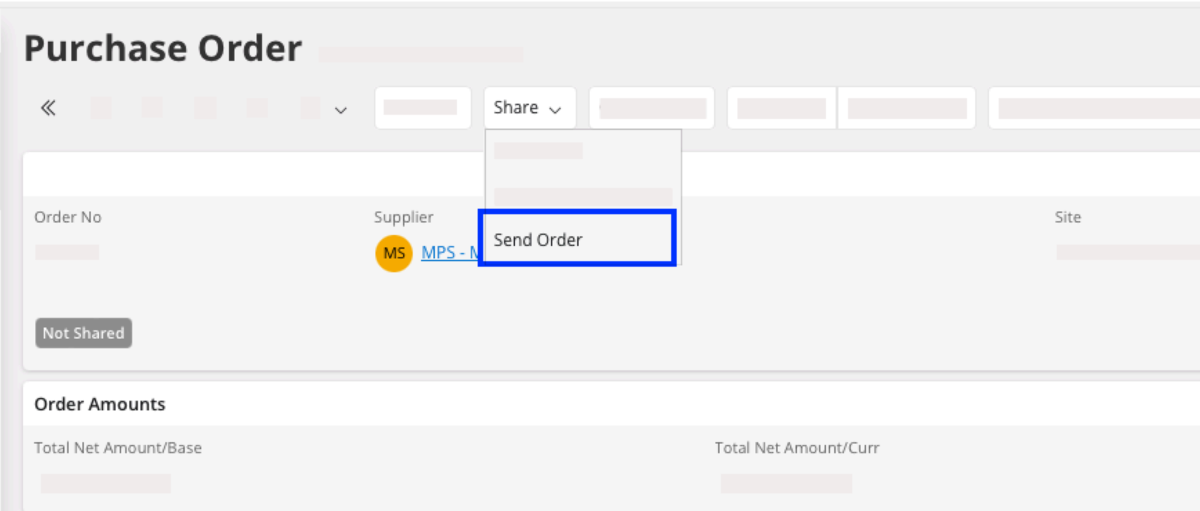
Manage purchase transactions with an intercompany seller, from making the order to receiving the invoice.

This process is similar to the supplier ordering process (Purchase to Pay Process (on page 129)) but includes some additional steps specific to intercompany transactions, explained here.

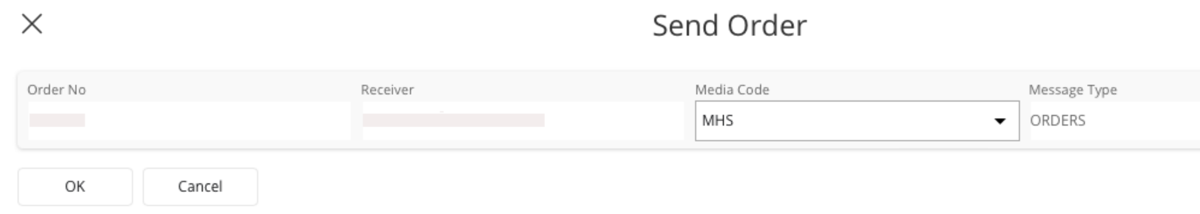
1. Create a purchase order: Creating an External Purchase Order (on page 129).

> **Note:** Charges are not synchronized with the intercompany process. The charges must be added manually to the purchase order by the purchaser and to the customer order by the seller.

2. Release the purchase order: Changing the Purchase Order Status to Released (on page 132).
3. Click **Share > Send > Order** to send directly the purchase order to your intercompany seller.

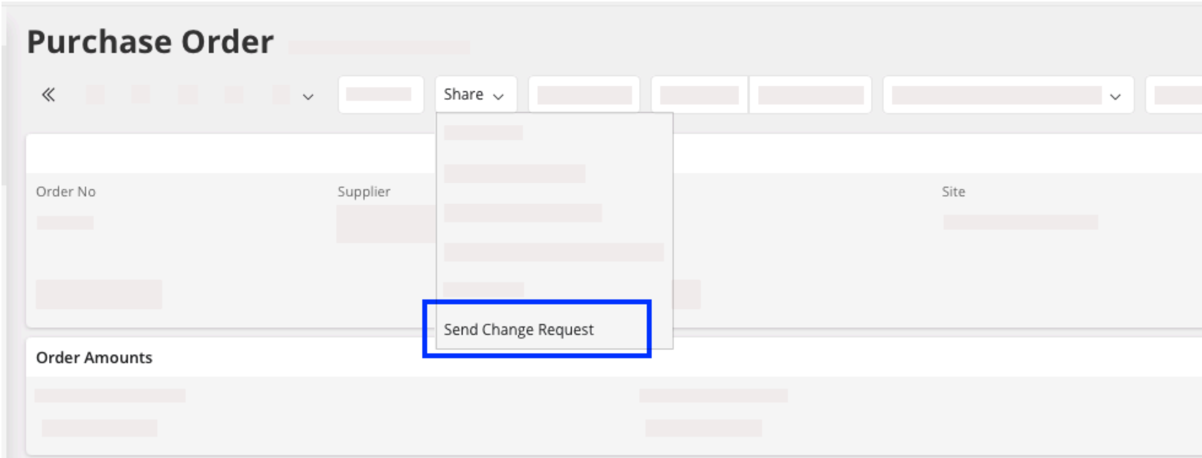



4. The **Send Order** pane appears. Do not change the **Order No**, **Receiver**, and **Media Code** (they should be automatically completed) and click **OK**.



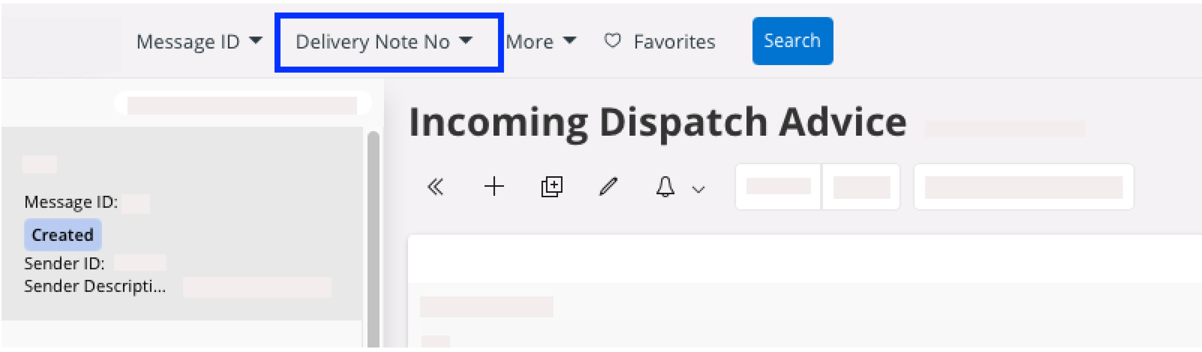

Once the order sent, you need to wait for the seller to check and confirm the order. Once confirmed, the status of your purchase order changes to **Confirmed**.

5. If you need to make a change to your purchase order (for example the purchase part or quantity), change the details then click **Share > Send > Change Request** to notify the seller, who will need to confirm the changes.

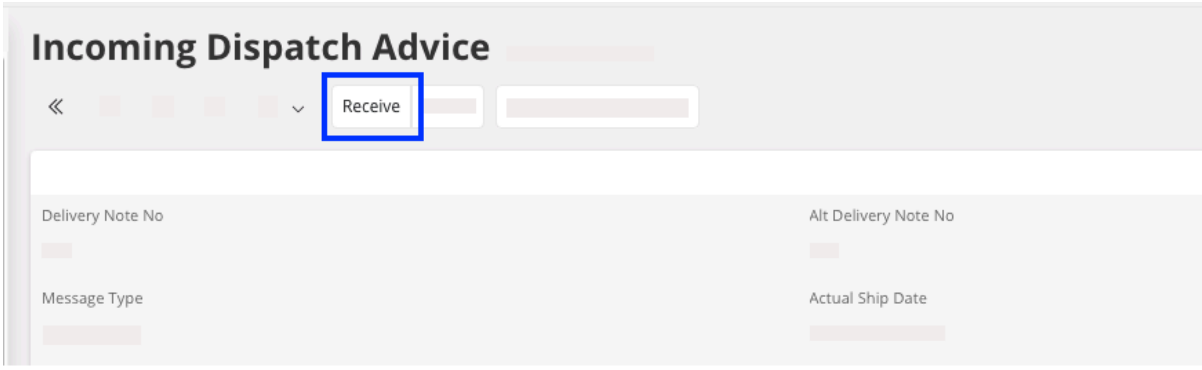



**Note:** The changes are applied only once the seller has accepted the change request. The seller has the final word on the order.

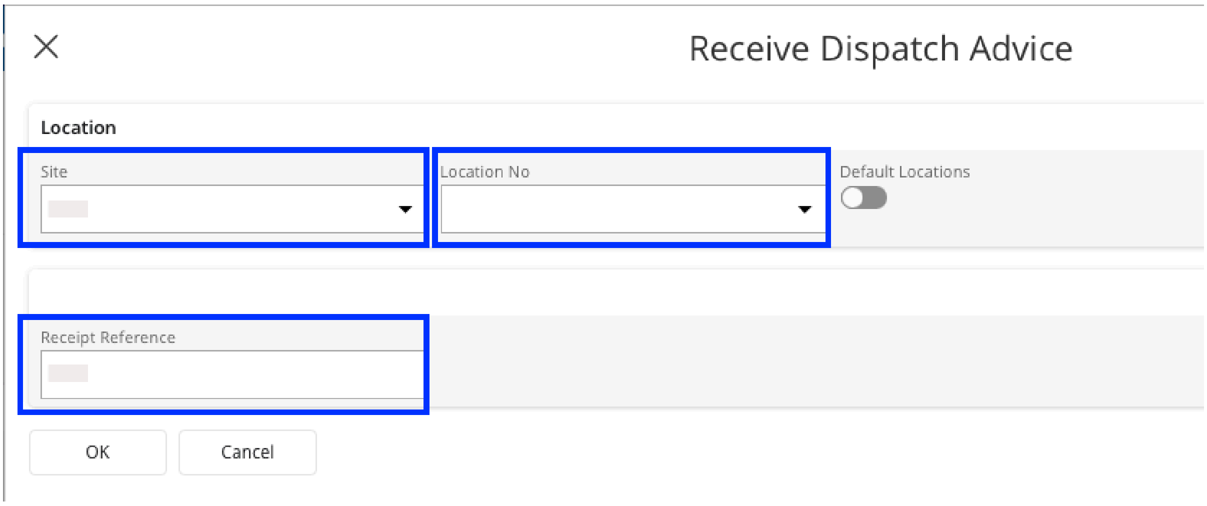
6. When you receive your order, go to the **Incoming Dispatch Advice** page.
7. Open the filter bar, and use the **Delivery Note No** filter to find the order.




8. Select the corresponding delivery note and click **Receive**.




9. Choose your **Site** and **Location No**, then check that the **Receipt Reference** number is correct.




The status of the order changes from **Created** to **Arrived**. If products in your purchase order were sent separately, the status changes to **Closed** only once you have marked all the orders as **Receive**.

> **Note: About the invoice**: IFS does not automatically send the invoice for this transaction. The intercompany seller must send you the invoice by email.

10. Once you have received the invoice, register it: Adding a Financial Invoice (on page 159).
11. Finalize the process by Approving the Invoice (on page 172) and Posting the Final Invoice (on page 173).

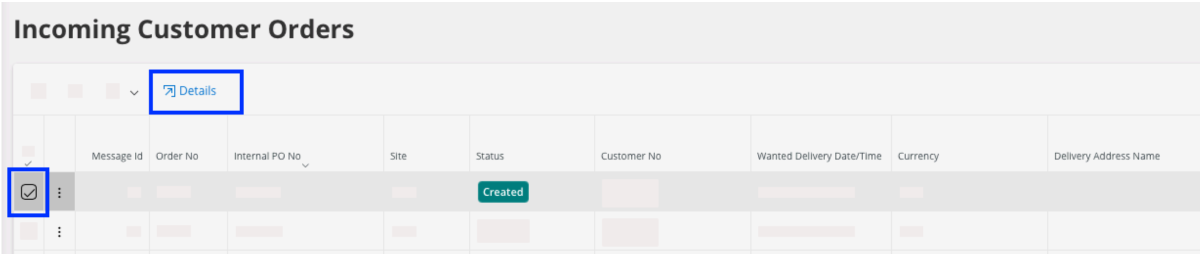
## Selling to an Intercompany Customer

Manage customer orders from an intercompany customer, from receiving the order to sending the invoice.

This process is similar to the customer ordering process (Order to Cash Process (on page 215)) but includes some additional steps specific to intercompany transactions, explained here.

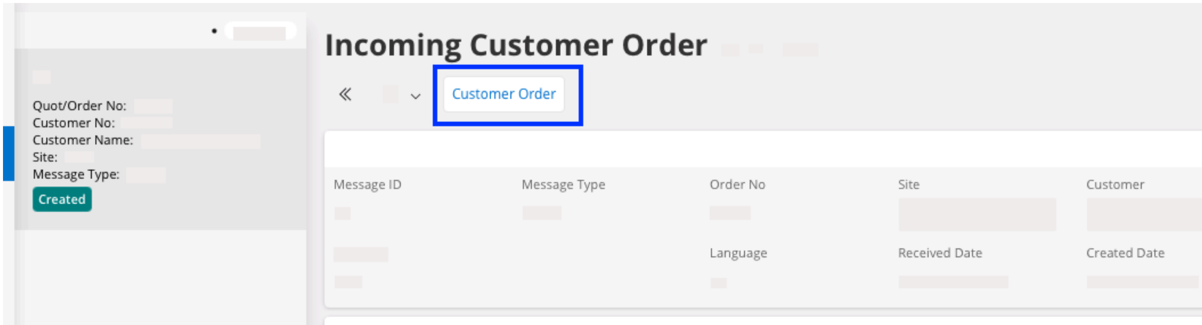
**Notice:** When an intercompany purchaser creates a purchase order for your company (as described in Making a Purchase from an Intercompany Seller (on page 435)), this automatically creates a customer order for your company.

1. To display the customer order that was automatically created by the intercompany purchaser, go to the page **Incoming Customer Orders**.
2. Select the line you want to display and click **Details**.




The **Incoming Customer Order** page appears.

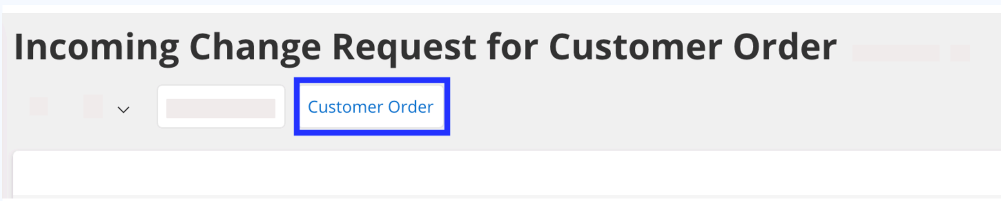
3. Click **Customer Order** to display the customer order details.



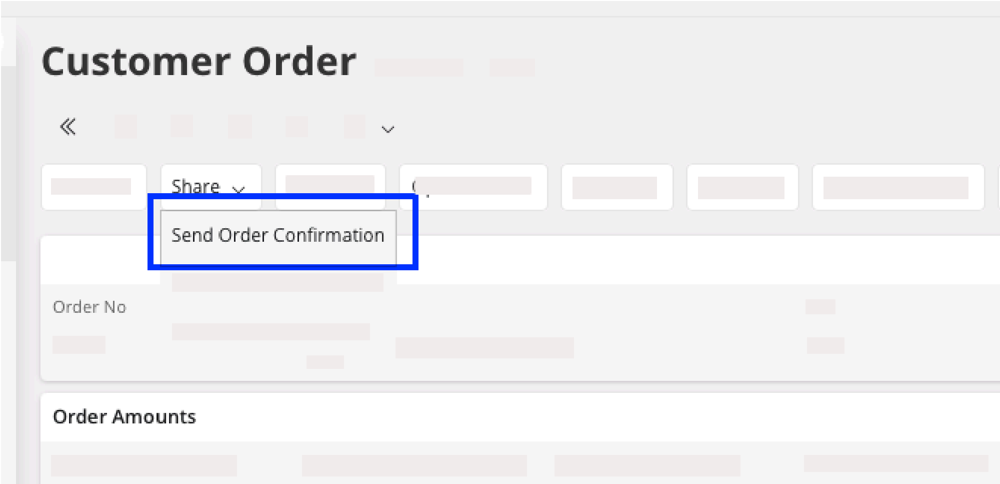

4. If needed, you can change the price, quantity and discount amount that are shown on the **Customer Order** page .

**Note:** Charges are not synchronized with the intercompany process. The charges must be added manually to the purchase order by the purchaser and to the customer order by the seller.

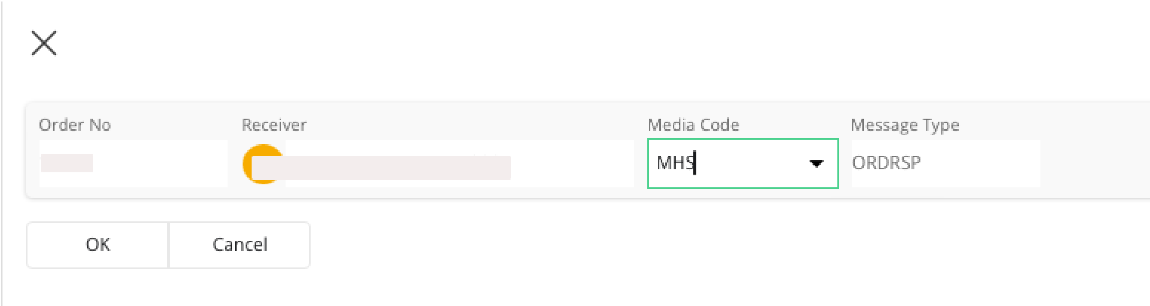
**Note:** If your purchaser makes a change on the purchase order, you can check it on the page **Incoming Change Request for Customer Order**. You can also display the customer order from this page.



5. Once you have validated the customer order among your team, change its status from **Planned** to **Released** status: see Changing Customer Order Status (on page 230).
6. To send the order confirmation to you purchaser, click **Share > Send Order Confirmation**.




7. Do not change the **Order No**, **Receiver**, and **Media Code** (they should be automatically completed) and click **OK**.




8. Reserve the customer order: Reserving an Order (on page 232).
9. Deliver the customer order: Delivering a Customer Order (on page 242).
10. Create the invoice of this customer order: Creating a Full or Partial Invoice (on page 272).
11. Check and print the invoice: Printing an Invoice (on page 278).
12. Download the invoice on your computer and email it to the intercompany purchaser.

# Cross Functional Process

Manage transverse processes that can help you in your daily life on **IFS Cloud**.

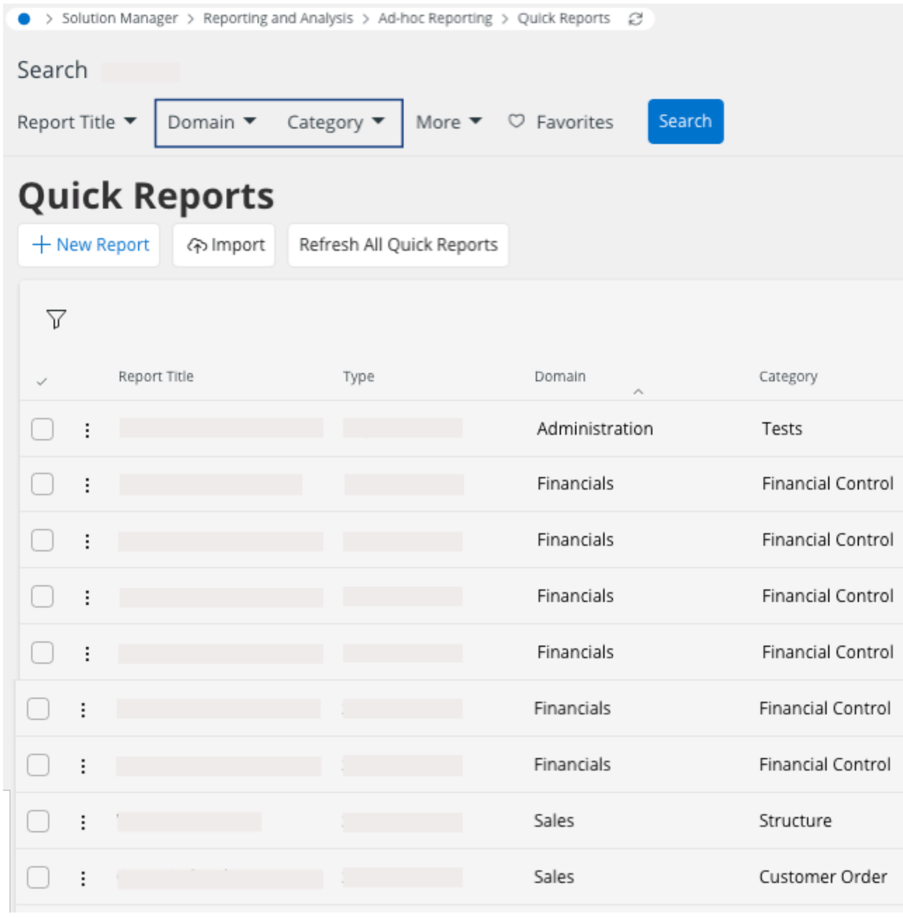
## Consulting Quick Reports

Access simplified reports with the data needed.

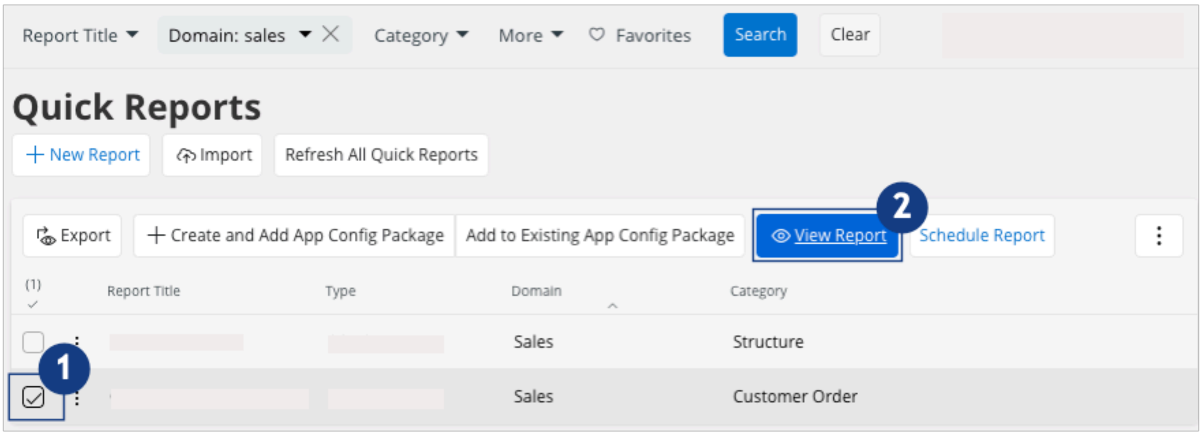
**Quick Reports** provide data from **IFS Cloud** in a simple view. You can use them to summarize data from different pages using the database relationships, and format data for Excel outputs that can help you for data control.

> **Note:** If you need a new **Quick Report**, contact the IT team via tickets on Sharepoint: provide the page to base the report on and the fields or information you want.

1. Go to **Solution Manager > Reporting and Analysis > Ad-hoc Reporting > Quick Reports**.
2. To search for your report(s), filter your page with the fields **Domain** and **Category**:
   - **Domain** is more general and describes the area of the business that the report refers to.
   - **Category** details the specific function described in the report.



3. Once you have found your report:
    a. Click the checkbox to select your line.
    b. Click **View Report**.



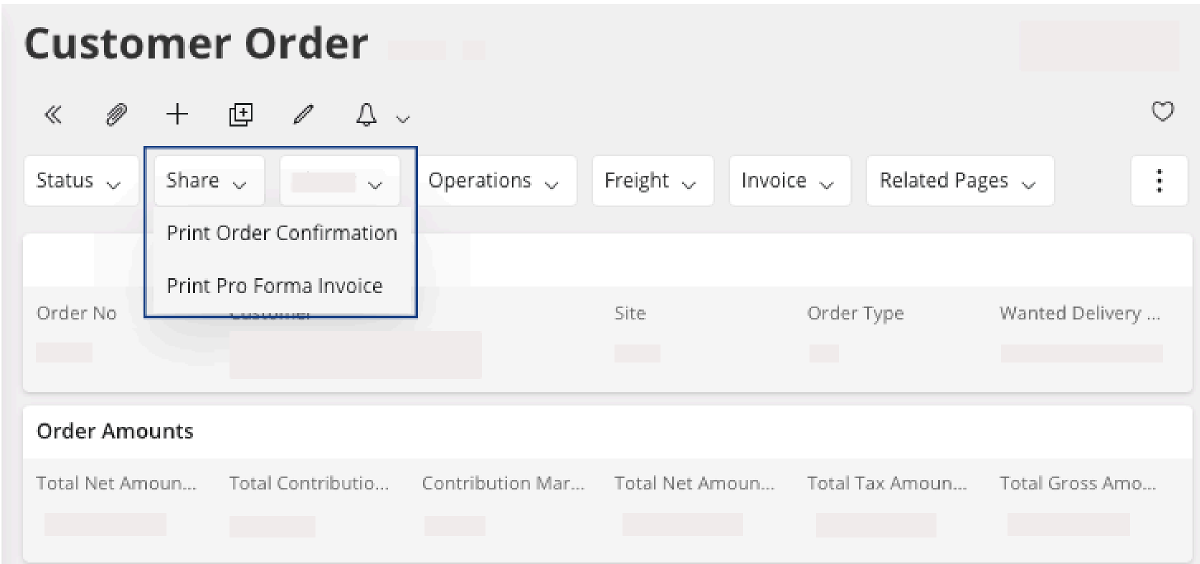

**Note:** According to your role, data in reports may be restricted: contact the IT team for more information.

A new page appears with your **Quick Report** and the data needed.

# Sending an Email

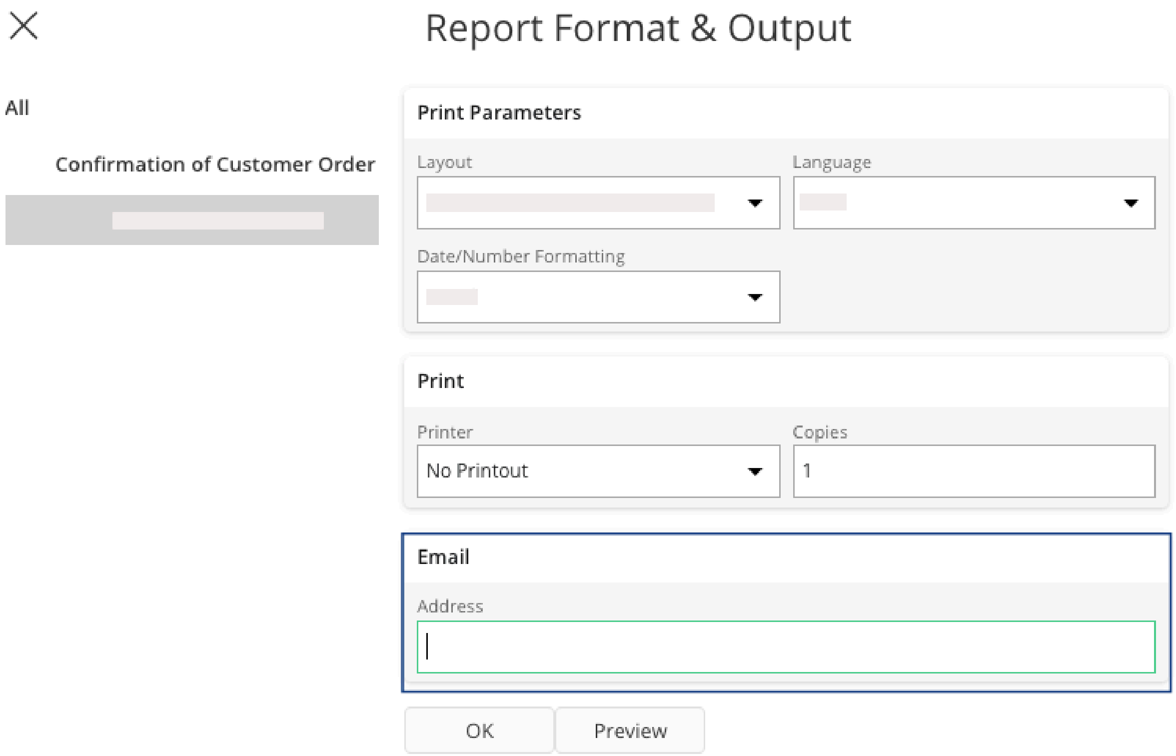
You can send emails of reports to customers, suppliers, and to users.

1. Search for a report that you want to print or email to someone. For example on the **Customer Order** page, to find the report, click **Share**.
2. Choose the form that you want to print.




3. You can get a dialog regarding the form that will be printed, click **OK**.
   The **Report Format & Output** pane appears.

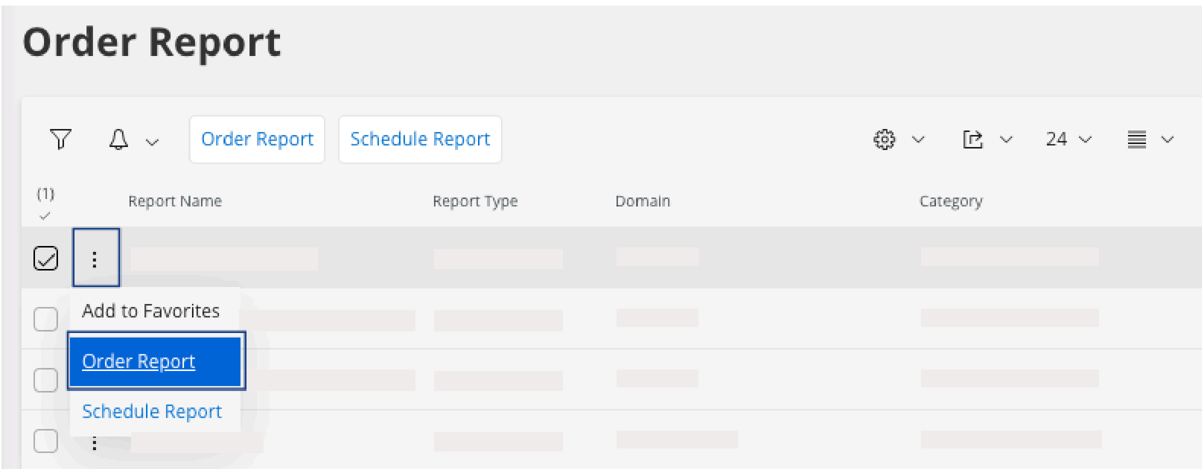
4. To send the email of your report, make sure that the email address is correctly filled out, then click **OK**.




# Ordering Reports

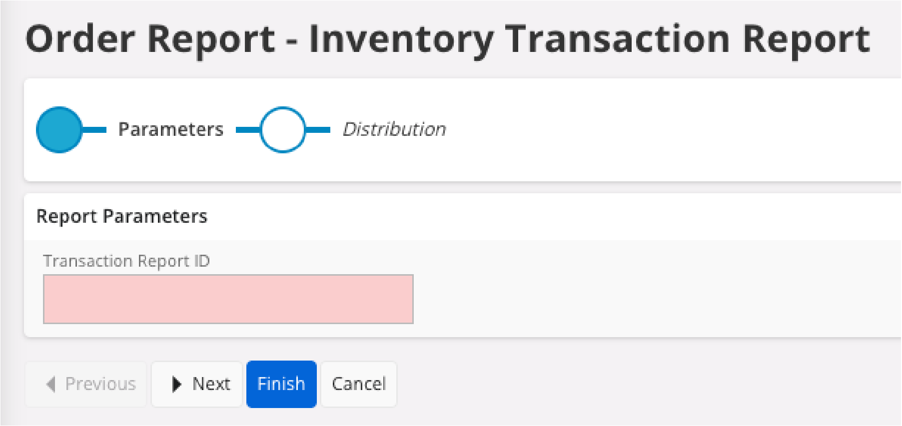
Searching for a report.

1. Go to the page **Order Report**.
2. Filter the lines according to the **Report Name**, **Report Type**, **Domain** and **Category**.
3. To order the report, on the line that you want, click the three dots ⋮ and click **Order Report**.

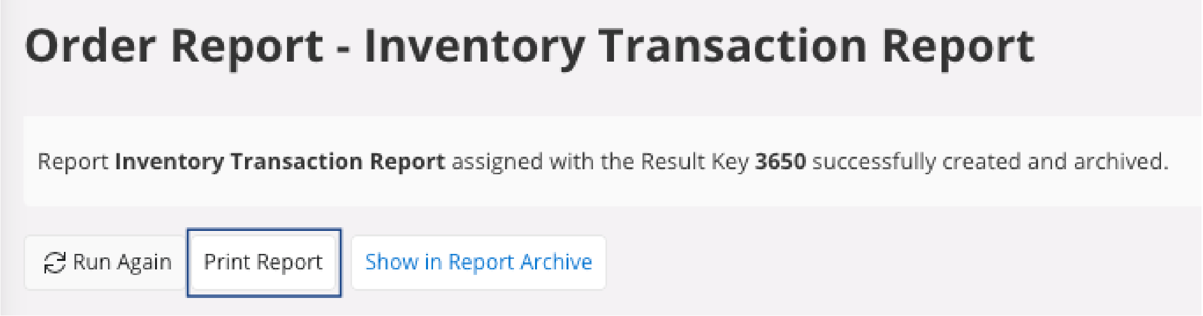



A new page appears.

4. Fill in the report with the necessary parameters according to the report chosen. For example, for an inventory transaction report, you need to fill the **Transaction Report ID**.



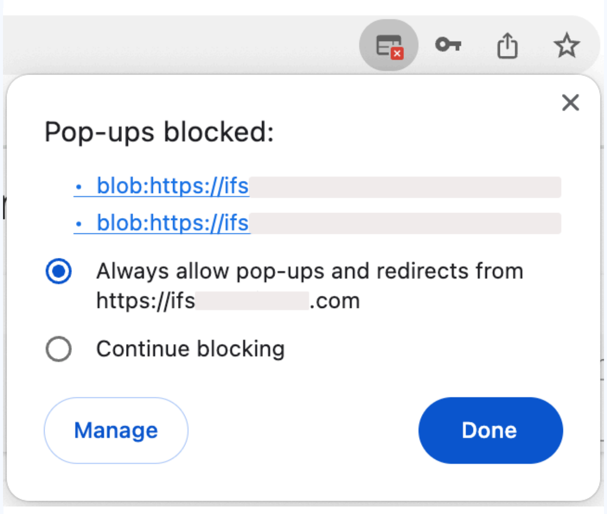

5. Click **Execute** or **Finish** according to your report.
   On the page, a message appears regarding your report being successfully created and archived.
6. To print and email your report, click **Print Report**.




   The **Report Format & Output** pane appears.
7. You have several options:

- **Preview** button: to do before printing. Click **Preview**: the document appears on your screen. From here, you can check your information, print your document or keep it on your computer in PDF.

**Trouble:** If the preview is not displayed, your browser might block your pop-ups. Check your authorization in your browser settings.



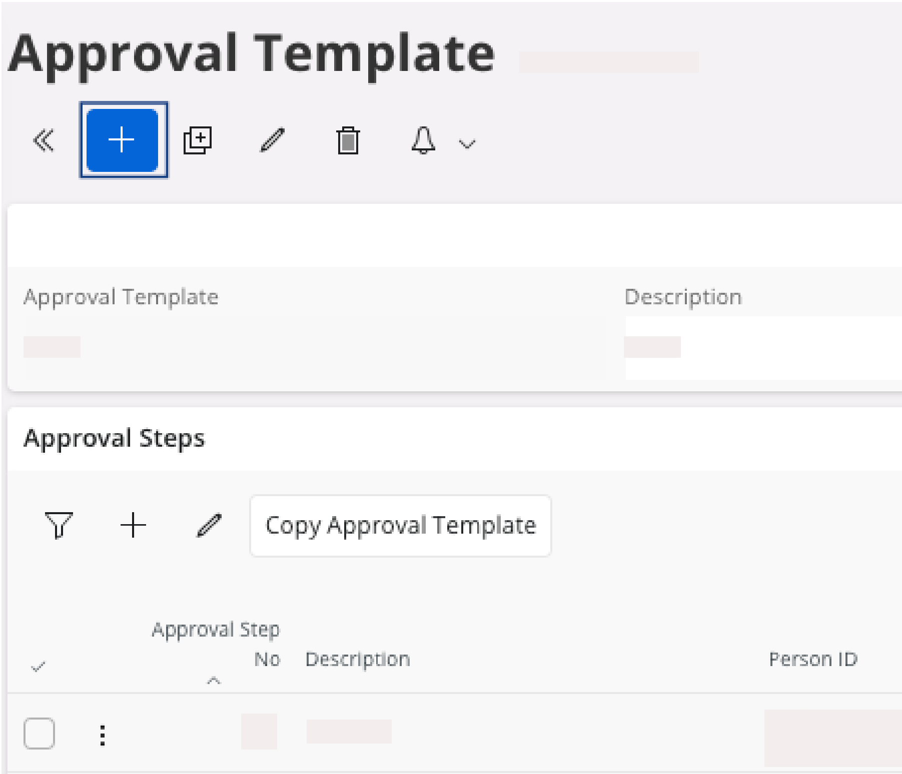

- **Print**: if you want your document on paper, choose your printer, or if you want to keep it on your computer in PDF, choose **IFS PDF Archiver**.
- **Email**: fill in or check the email address and send it.

Your report has been created.

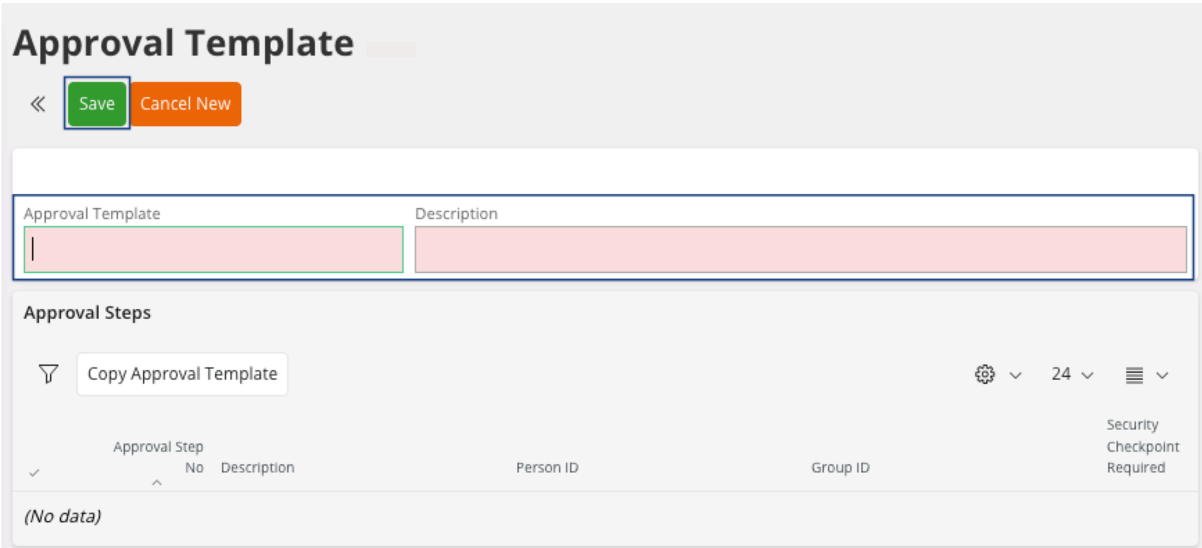
## Creating an Approval Template

Identify who can approve document revisions and business objects such as Customer Order Lines or Inventory Parts.

1. Go to the page **Approval Template**.
2. To create a new approval template, click **New** + at the top of the page.

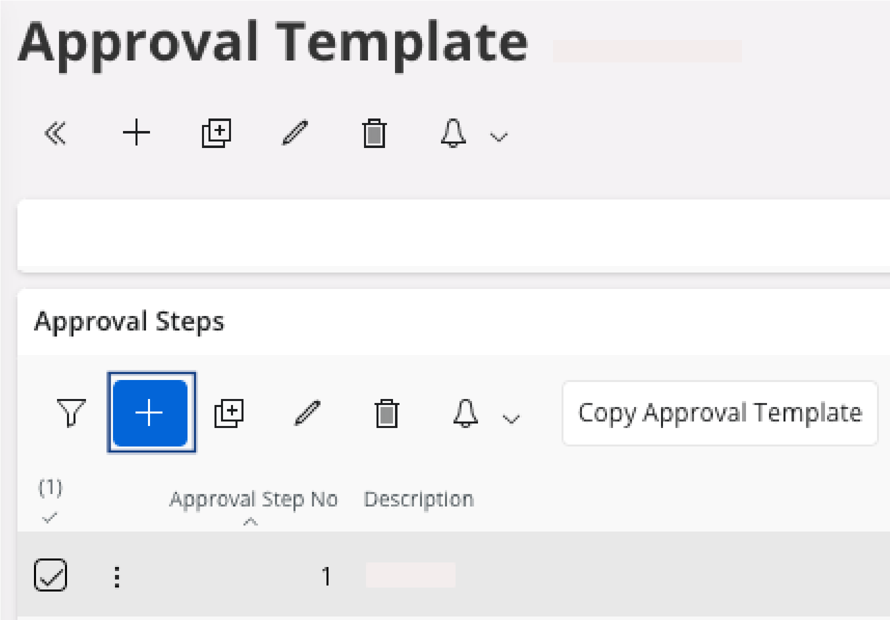



3. Choose a name for your template in the field **Approval Template** you can add a **Description** and then click **Save**.




4. To define the order of the approval, in the **Approval Steps** area:

a. Click **New** +.



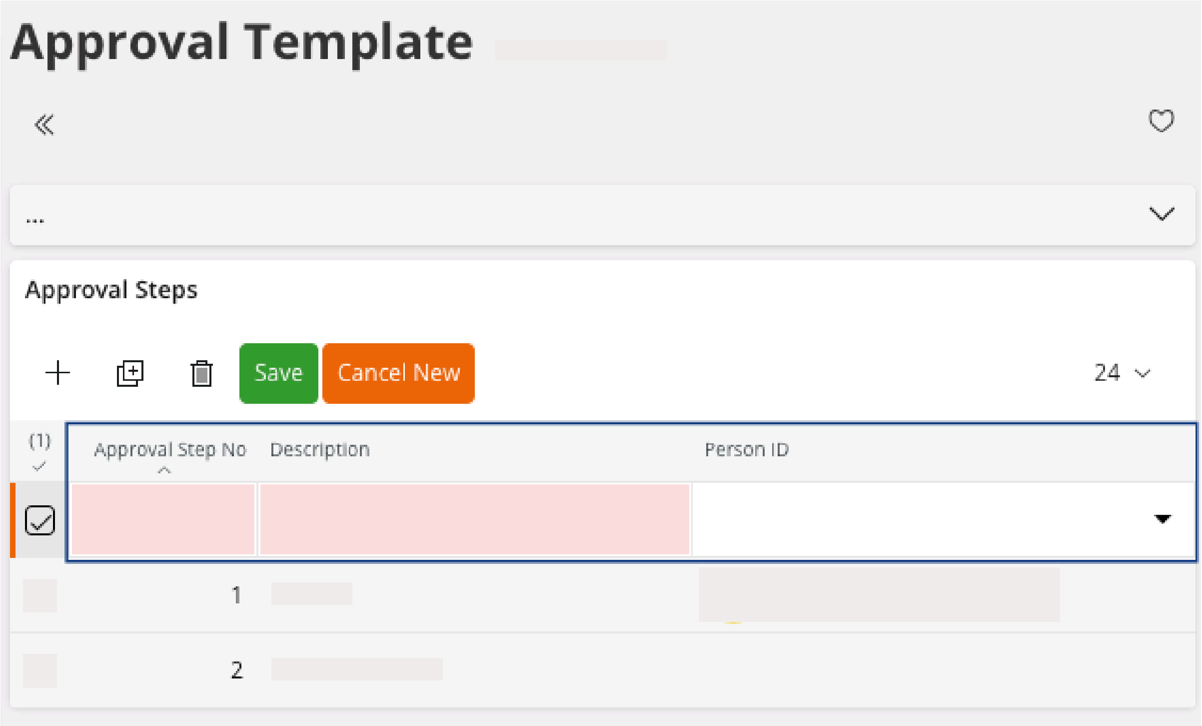

b. Fill the field **Approval Step No**.

> **Note:** The lower number in the approval step indicates that it will be routed to the corresponding user or user group first. The **Approval Step No** field follows a sequential order.

c. Fill the **Description** field.

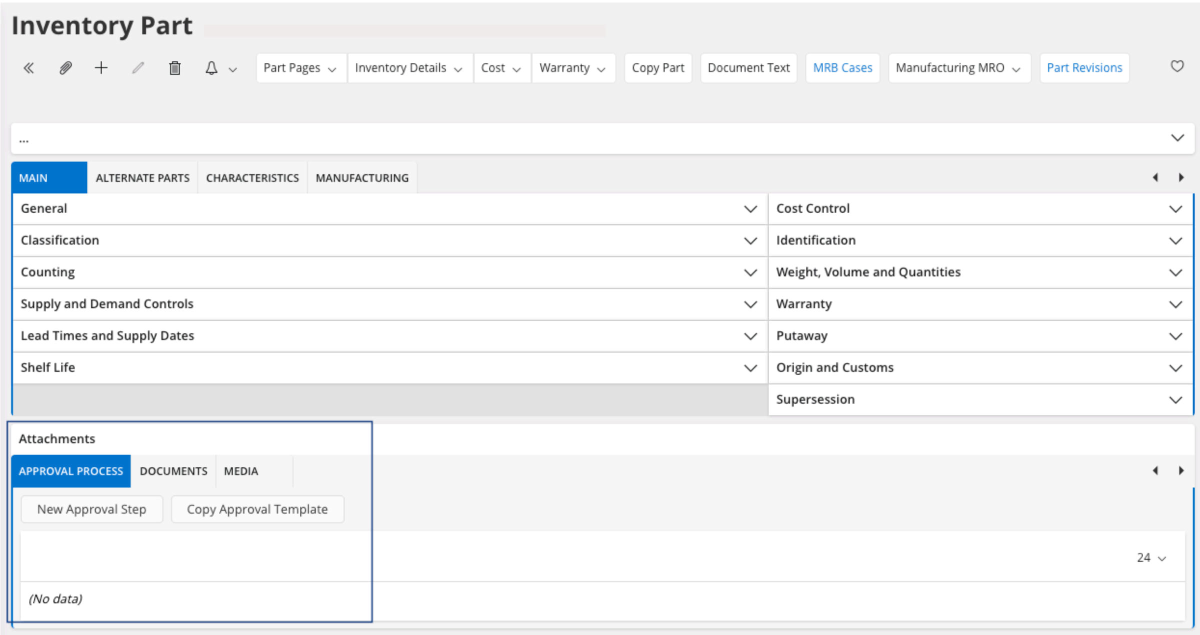
d. Fill the **Person ID** field with the user name that needs to approve the templates.

e. Click **Save**.



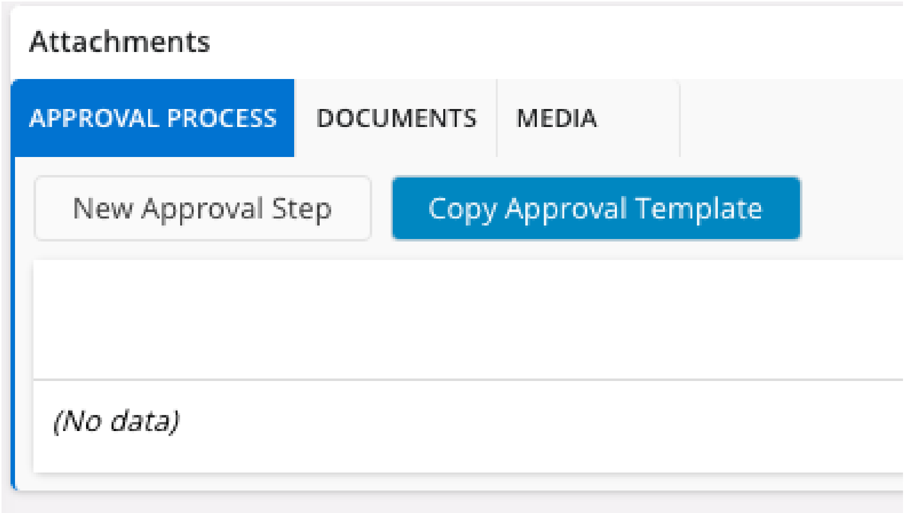

You have created your approval template.

5. If the service is enabled, you can find the approval process in **IFS Cloud** pages, scroll down to see the area **Attachments** at the bottom of the page.



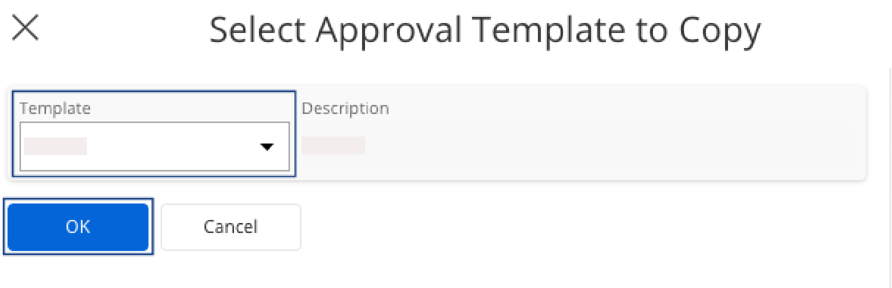

**Note:** If the service is not enabled and you need it for the process, contact the IT team.

6. To establish an approval process on an existing business object, click **Copy Approval Template**.



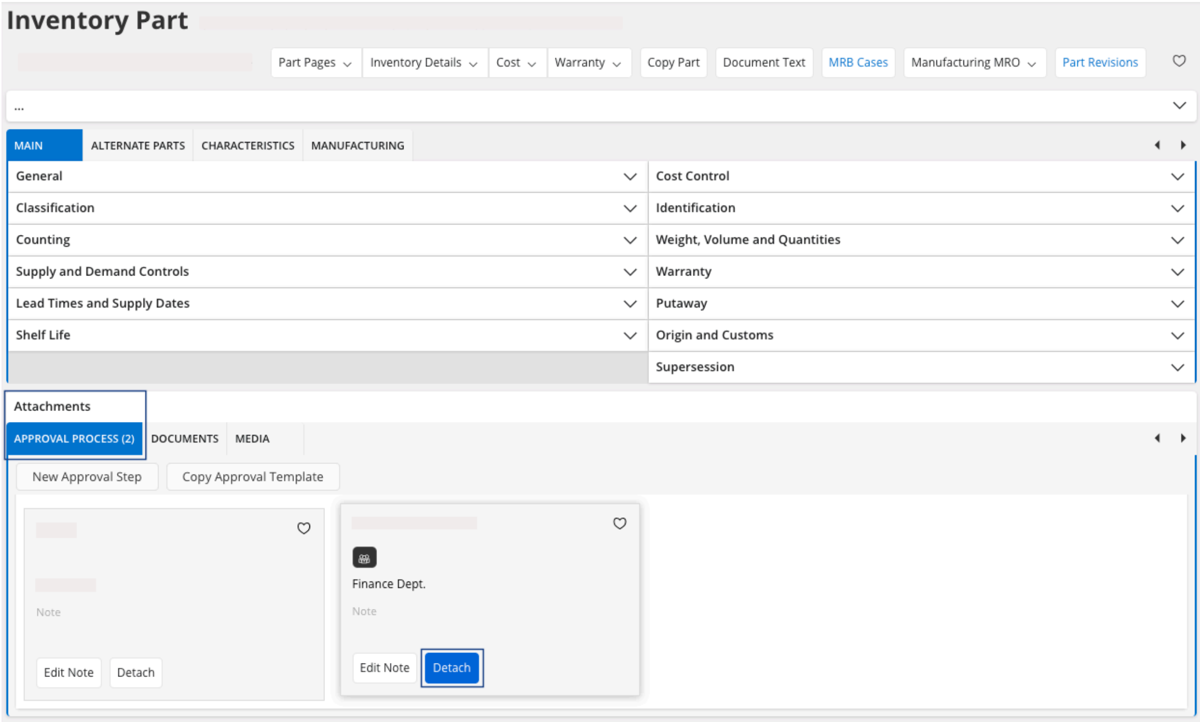

A pane appears.

7. In the field **Template**, select the correct approval template and click **OK**.




You linked an approval template to your process.

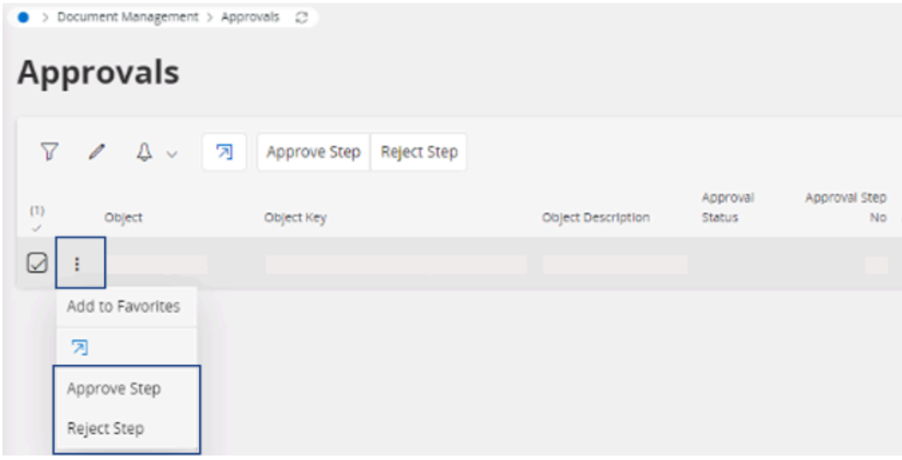
8. If you need to detach approval template steps on business objects, you can do it if the steps have not been approved or rejected:
    a. At the bottom of the pages concerned by this process, scroll down to the area **Attachments**.
    b. Click **Detach** on the step you want to detach.
    c. A dialog appears, click **OK**.




9. If you need to approve objects:
    a. Go to the **Approvals** page.
    b. For each line, click the three dots



, then click **Approve Step** or **Reject Step**.



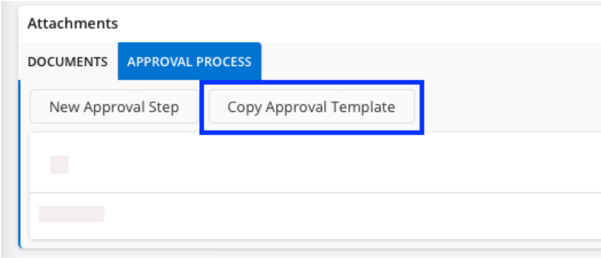

    c. Once you approve or reject a step, it will go to the next user or user group.

# Adding an Approval Template for Part Creation

When creating a new part in **IFS Cloud**, you need to validate the creation using an approval template.

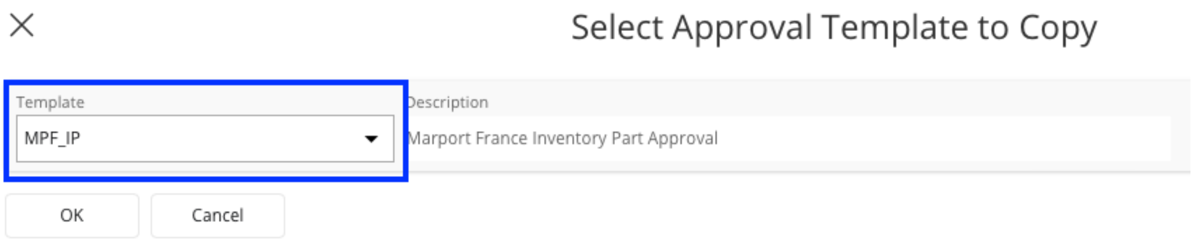
It is important to attach an approval template so that the part creation can be validated by the designated approvers. The purpose of this is to regulate the creation of new parts in **IFS Cloud**.

1. Go to the **Part** page.
2. Expand **Attachments** panel on the bottom of the page and go to the **Approval Process** tab.
3. Click **Copy Approval Template**.




A new pane appears.

4. Select the correct template and click **OK**.

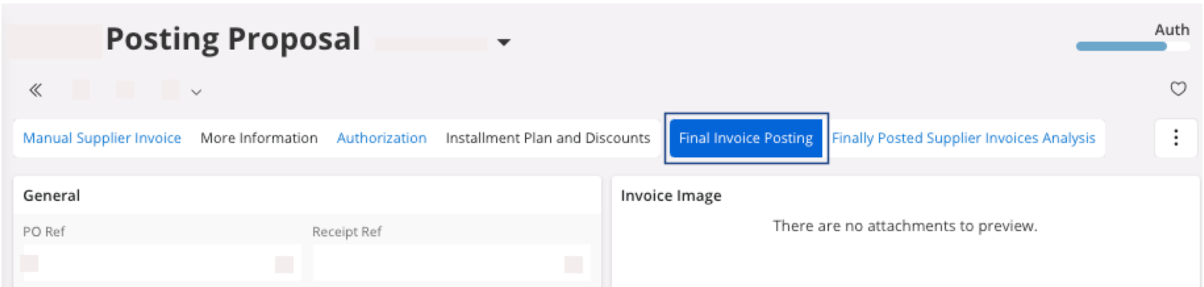



5. The approbation is now created and will be validated by the approver.

# Frequently asked questions

## How can I create a code string completion?

1. dzesrdtfyuzezrgsthyjukiu




2. tyzfretrytuyiulo
3. zezfrtyuiuertyuio

It's done, bla bla bla.

## Why I cannot see this?

Because need to click here bla bla bla.

# Index

## U



## Y