

2024

IFS Cloud User Manual

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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	<ul style="list-style-type: none"> • 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). • Added guidance to add a payment discount to a supplier invoice in Adding a Payment Discount to a Supplier Invoice (on page 166). • Added guidance to extract legal report types in Extracting a Legal Report Type (on page 433). • Added process to do a year-end closing in Closing an Accounting Year (on page 422).
July 24, 2024	<ul style="list-style-type: none"> • Added process to add approval templates: <ul style="list-style-type: none"> ◦ In purchase orders of fixed assets: Creating a Purchase Order Using a Purchase Group (on page 123). ◦ When creating parts: Adding an Approval Template for Part Creation (on page 449).

Date	Updates
	<ul style="list-style-type: none"> • Added guidance to consult reports of orders received but not yet invoiced: Consulting Reports for Received Orders not Yet Invoiced (on page 213). • Added description of cross functional process section.
July 16, 2024	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Added guidance to close or open accounting periods: Opening and Closing Accounting Periods (on page 389).
July 4, 2024	<ul style="list-style-type: none"> • Added guidance to manage product loans: Managing Product Loans (on page 322).
July 2, 2024	<ul style="list-style-type: none"> • Added guidance to create a shop order for repair: Creating a Shop Order for Repair (on page 348). • Added guidance to include the landed cost to a receipt value: Including Landed Cost on Receipt Value (on page 177).
June 11, 2024	<ul style="list-style-type: none"> • Added picture of the access to language settings in Logging In for the First Time to IFS Cloud (on page 11). • Added guidance to consult order reports: Consulting Order Reports (on page 429). • Added guidance on how to add installment plan and discount details to an invoice: Changing Invoice Settings (on page 275).
May 30, 2024	<ul style="list-style-type: none"> • 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
	<p>Part (on page 356), Scrapping a Part from the Stock (on page 364), and Moving Inventory Part (on page 366).</p> <ul style="list-style-type: none"> • Clarified guidance on the DAS2 Declaration being for french offices only: DAS2 Declaration (FR Specific) (on page 413).
<p>May 23, 2024</p>	<ul style="list-style-type: none"> • Added guidance to apply filters directly at page opening: Applying Filters at Page Opening (on page 32). • Added guidance to create complementary parts: Creating Complementary Parts (on page 118). • Added guidance to save list proposals as favorites: Saving List Proposals as Favorites (on page 19).
<p>May 17, 2024</p>	<ul style="list-style-type: none"> • 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). • 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).
<p>May 14, 2024</p>	<p>Updated guidance to reserve a shop order: Reserving a Shop Order (on page 233).</p>
<p>April 11, 2024</p>	<p>Modified sales quotation naming convention in Naming Conventions (on page 41).</p>
<p>April 5, 2024</p>	<ul style="list-style-type: none"> • Added guidance to consult your customer invoices and account analyses: Consulting Customer Invoices (on page 342), Consulting Customer Account Analysis (on page 343) • 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
	<ul style="list-style-type: none"> • Added Statistics and Report chapter in the Record to Report Process: Statistics and Reporting (on page 201). • Added guidance to review the company fixed assets: Consulting Company Fixed Assets (on page 432).
April 3, 2024	<ul style="list-style-type: none"> • 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). • Added guidance to display the general ledger entries (on page 427) and balance (on page 428).
March 5, 2024	<p>Added guidance to create a supplier: Creating a Supplier (on page 66).</p>
February 6, 2024	<ul style="list-style-type: none"> • Added procedures in the Return Material Authorization (on page 286) process. • Added guidance to create a bank reconciliation statement: Creating a Bank Reconciliation Statement (on page 402) • Added guidance to assign a weight and volume to handling units: Changing the Weight and Volume of Handling Units (on page 264). • 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.

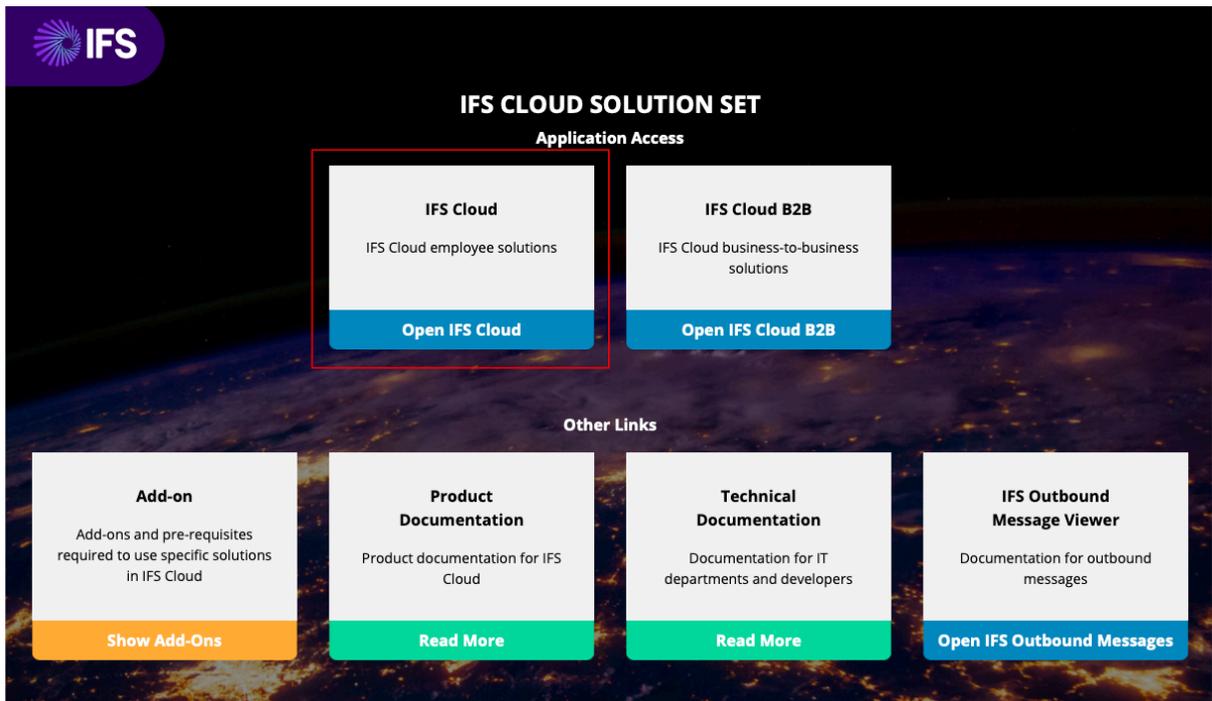
 **Trouble:** If you have any issue connecting to the VPN, contact your IT support team.

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**.



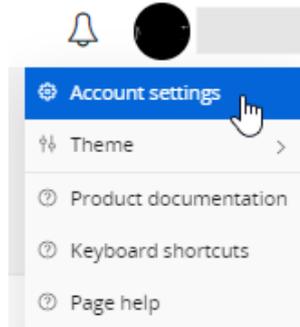
4. Click **Log in with Azure** if you have an account that works with a single sign-on or enter your **Username** and **Password** then click **Log in**.

You are connected to **IFS Cloud**.

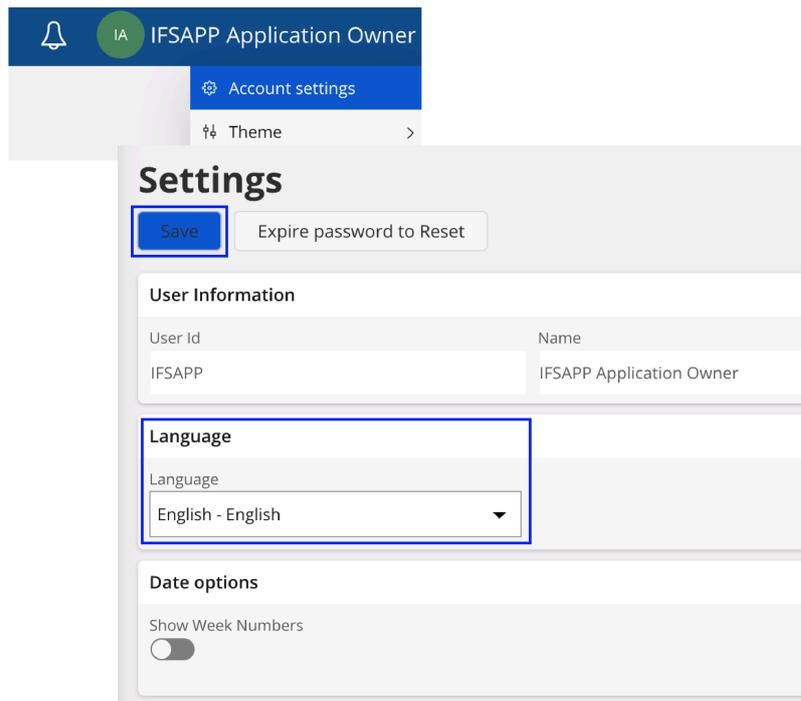
Logging In for the First Time to IFS Cloud

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

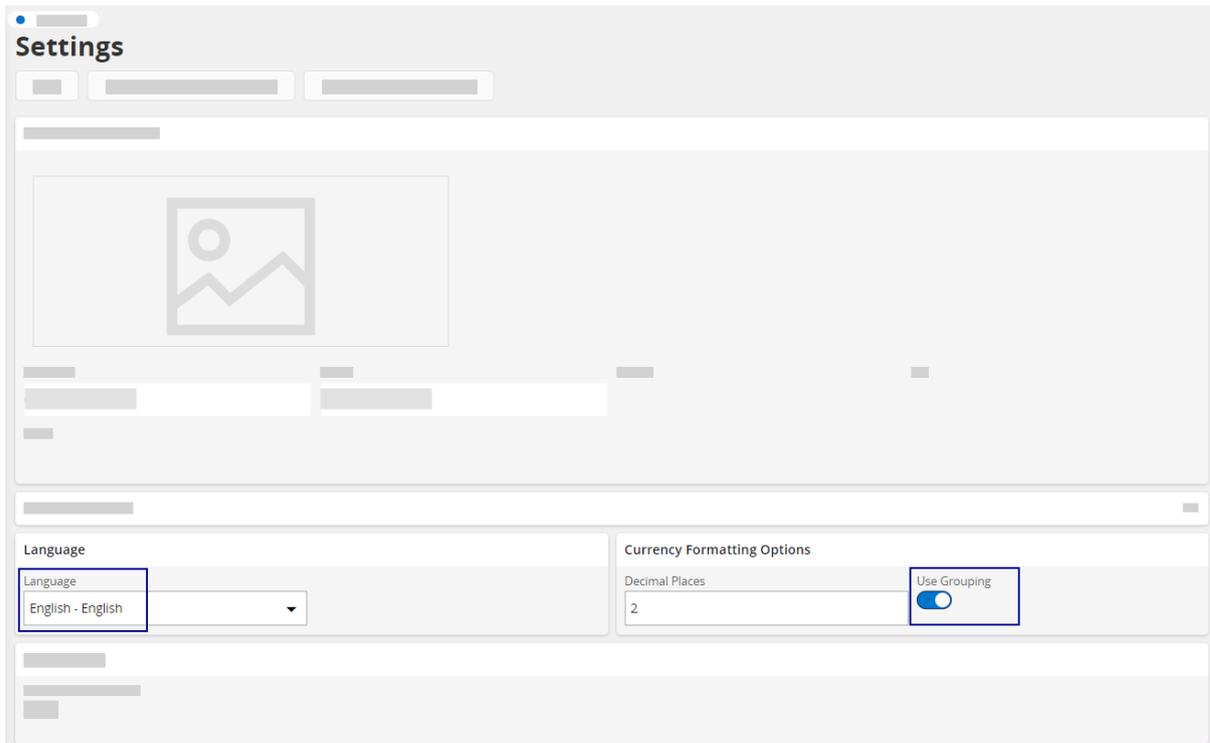
1. Click your name on the upper right corner of the screen, then click **Account settings**.



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.

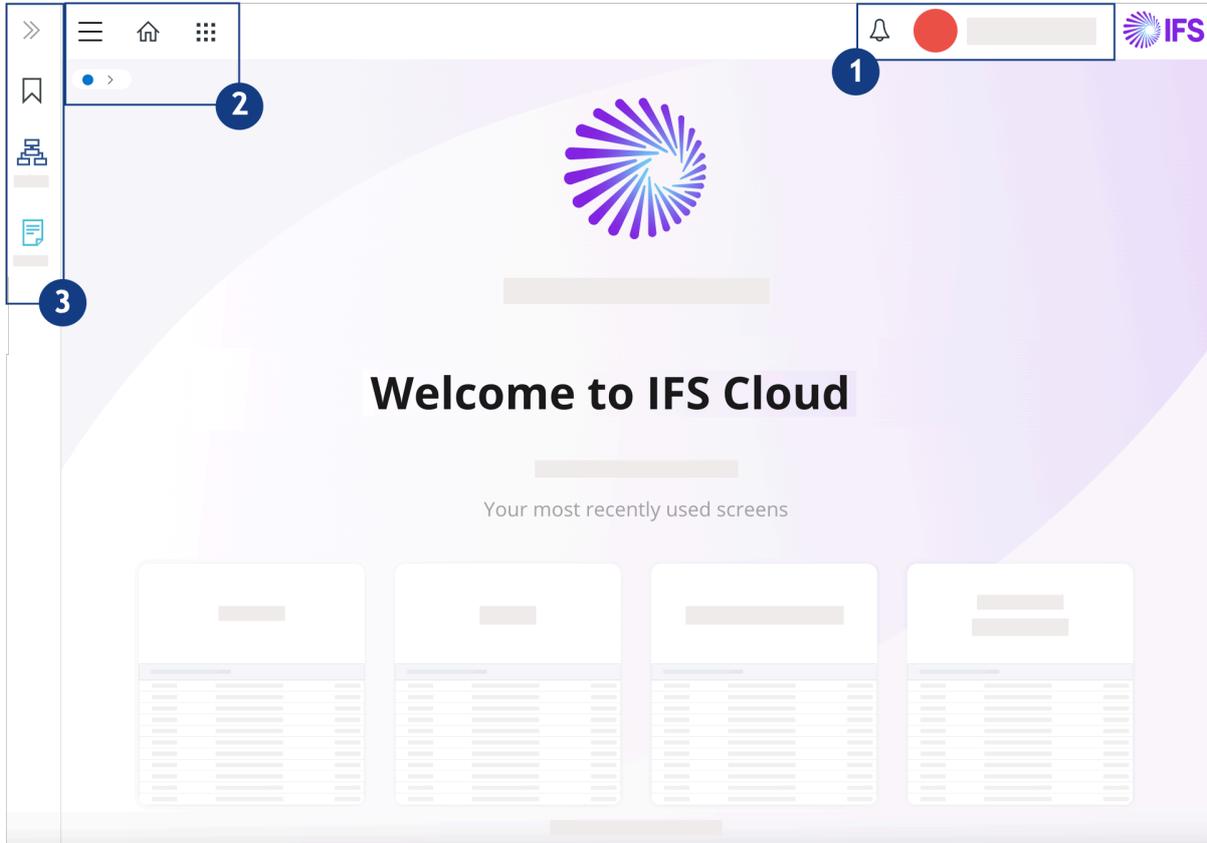
Single Euro Payments Area

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.



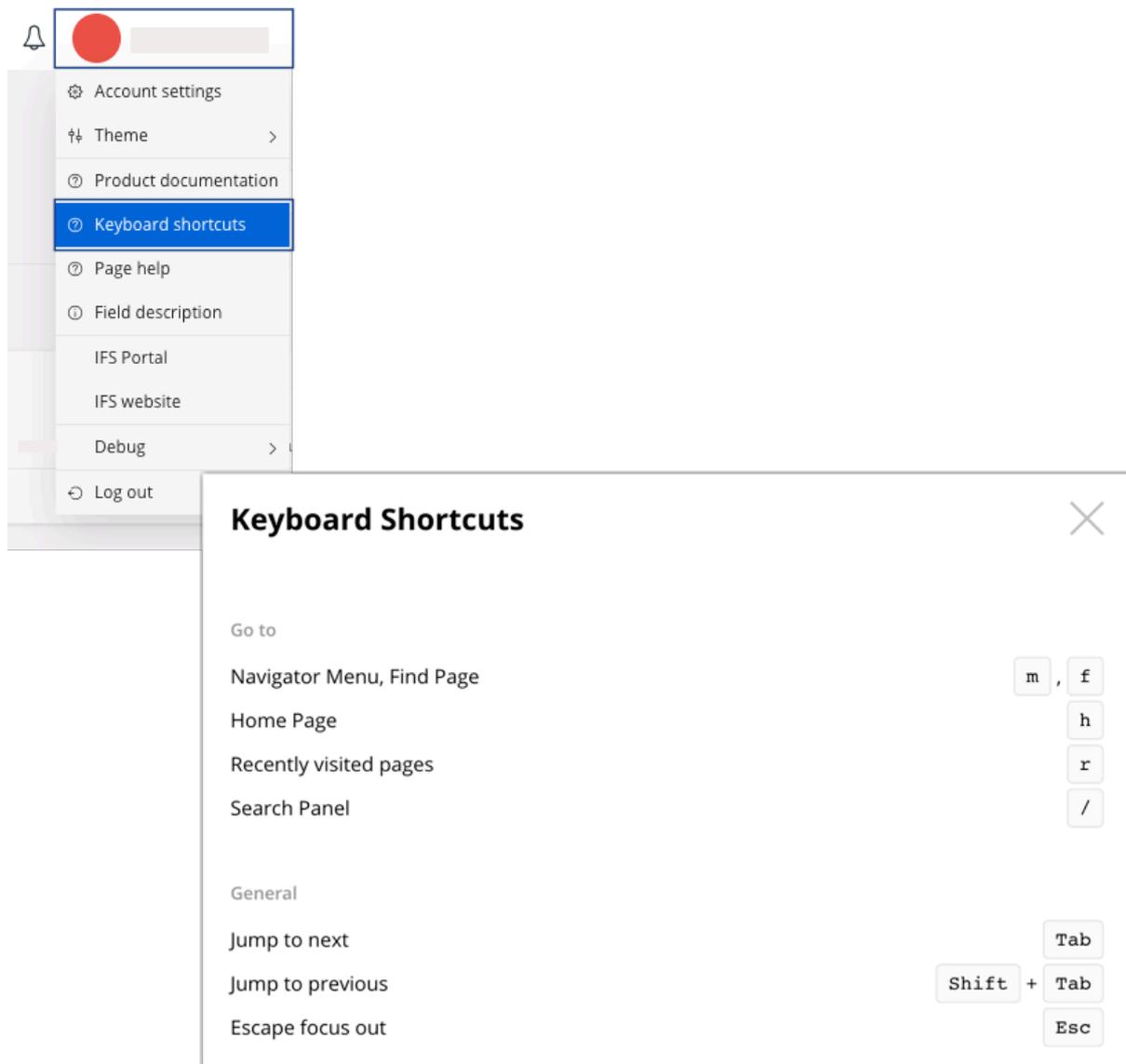
n°	Description
<p>1</p>	<ul style="list-style-type: none"> •  Notifications: you can get notified for Tasks, Events, Subscriptions, Subscription Expiry, Reports or Background jobs. •  <small>Username</small> Account: you can act on your Account settings: change the Theme and Language. You can see the Keyboard Shortcuts and see Page help contents.

n°	Description
<p>2</p>	<ul style="list-style-type: none"> •  Navigator Menu: access the <input data-bbox="849 280 1241 333" type="text" value="Find page"/> and pages. •  Home: go back to the home page screen. •  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.
<p>3</p>	<ul style="list-style-type: none"> •  Expand Bookmarks: develop the menu to see your bookmarks. •  Bookmarks: <ul style="list-style-type: none"> ◦ Add Bookmark  : save a page to your bookmarks to access it easily. ◦ Manage Bookmarks  : delete, rename, create group or change your saved bookmarks. • The next icons are your saved bookmarks.

Keyboard Shortcuts

Help your navigation and save your time using the keyboard shortcuts.

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



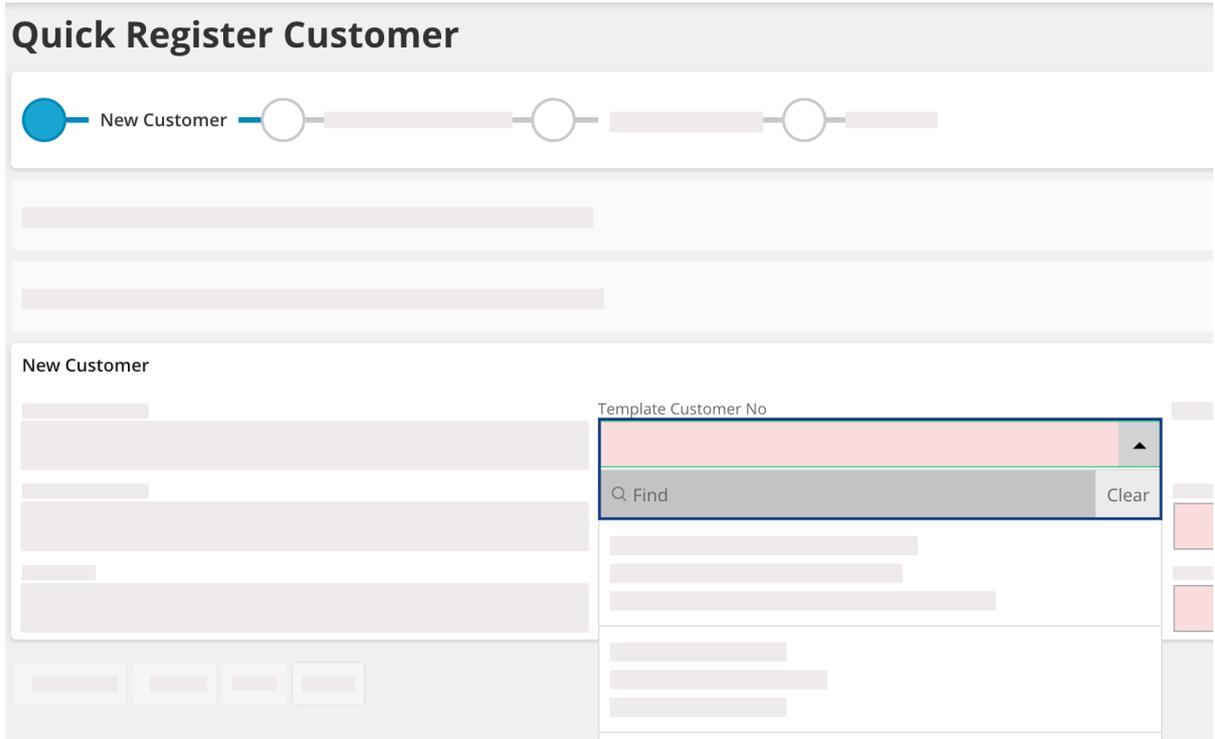
Saving List Proposals as Favorites

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.

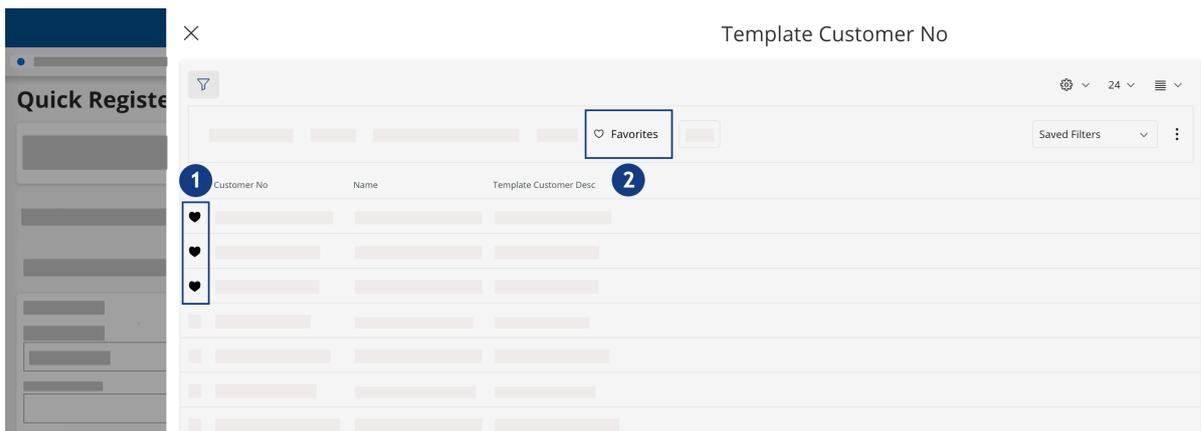
1. When displaying a list of proposals, click **Find** to display the list details.



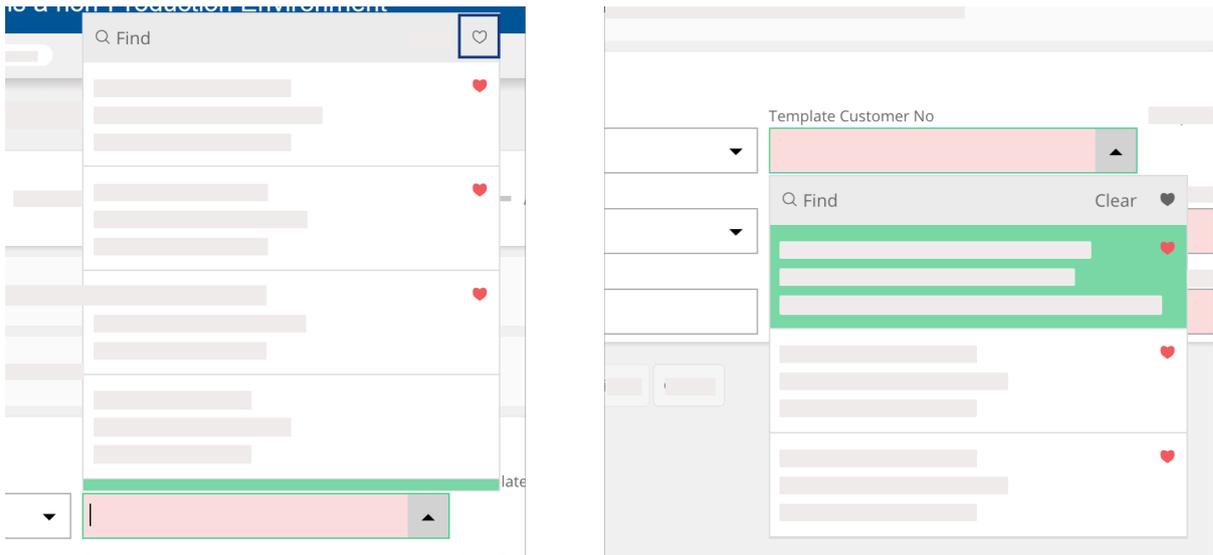
2. Click



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
<p>Write the first letters of one word.</p> <p>For example: Cu</p>	<p>All the pages that start with Cu or contain Cu.</p>	
<p>Write the first letters of multiple words.</p> <p>For example: Cu or</p>	<p>All the pages that start with Cu or or contain Cu or.</p>	
<p>Write an equal sign before the word(s).</p> <p>For example: =customer order</p>	<p>Find the result(s) that matches the exact word(s).</p>	

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**.

×

Add Bookmark

Name
Customer Order

Icon

Color

Filter
\$filter=Objstate = IfsApp.CustomerOrderHandling.CustomerOrderState'Releas...

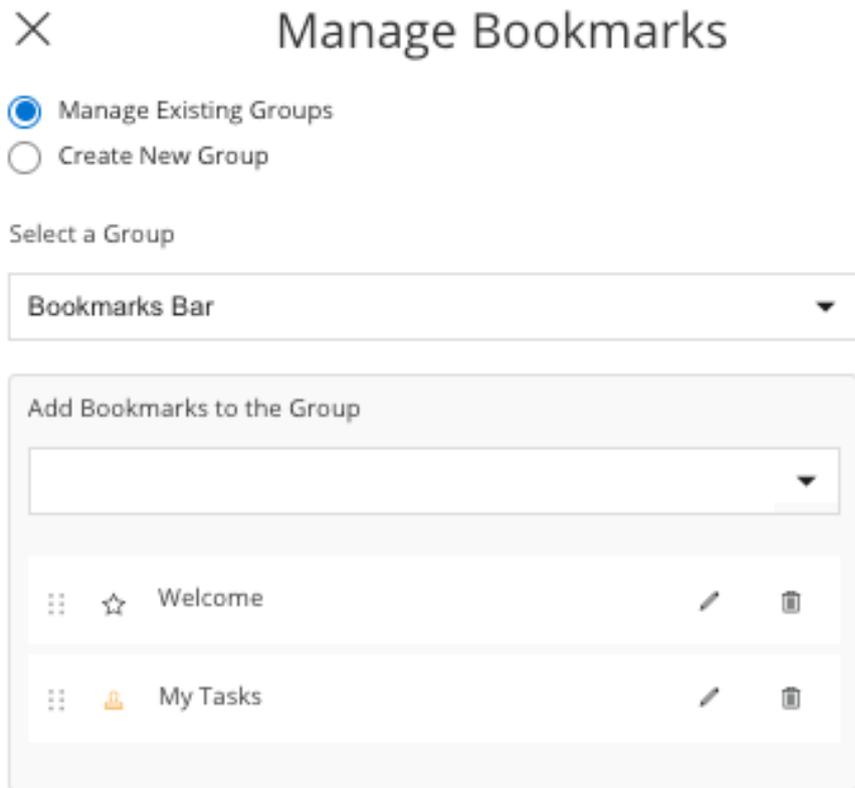
Add Bookmark to a Group

Existing Group
 New Group

Select a Group
Bookmarks Bar

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...

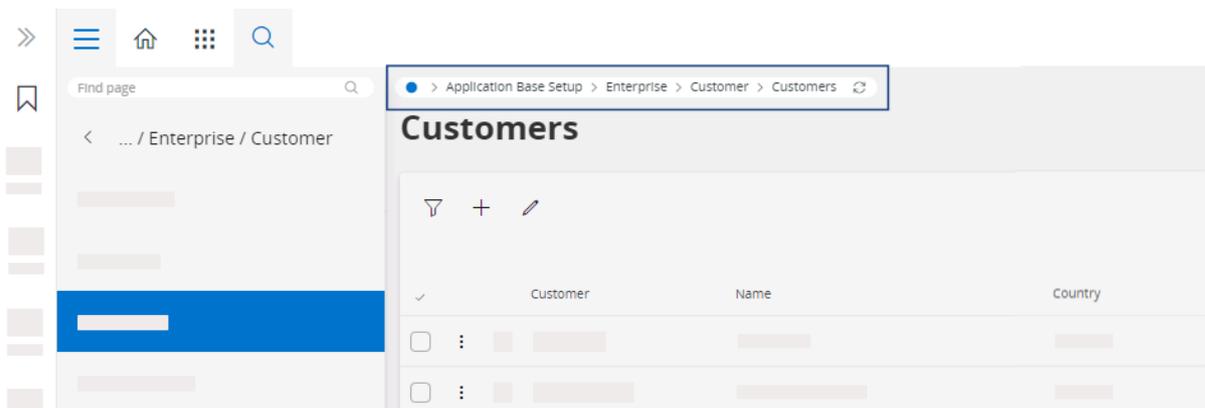


i **Tip:** We advise you to have your own color code to find your bookmarks easily. Add the same color and different icons to the bookmarks created for the same process type.

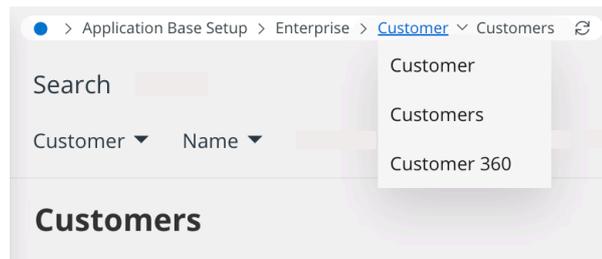
Navigating Using the File Path

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.



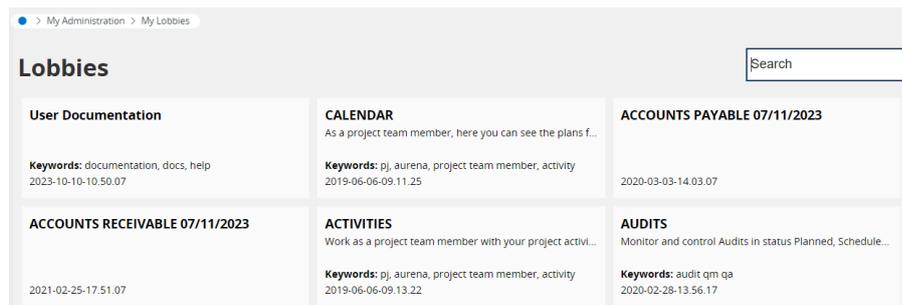
Adding a Lobby to the Home Page

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**.

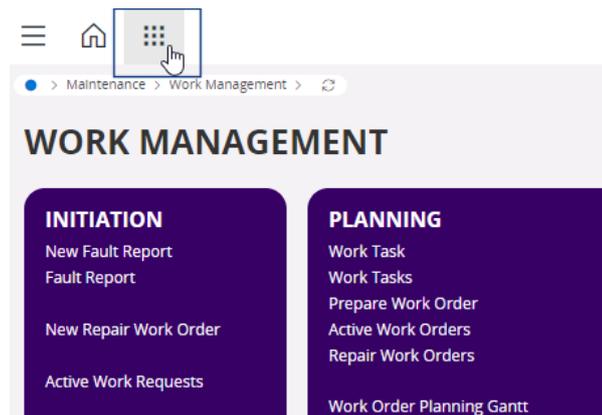
An **IFS Cloud** lobby is a page giving an overview of information important to the user. It gives direct access to pages linked to the users' tasks, making it easy to navigate and work on specific processes.

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

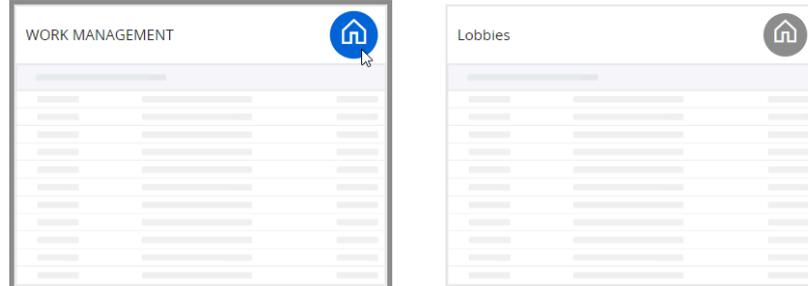
1. Use the panel on the left side of the screen to go to **My administration > My lobbies**.
2. Directly click a lobby listed on the page or use the search bar.



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



- 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.



- 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.



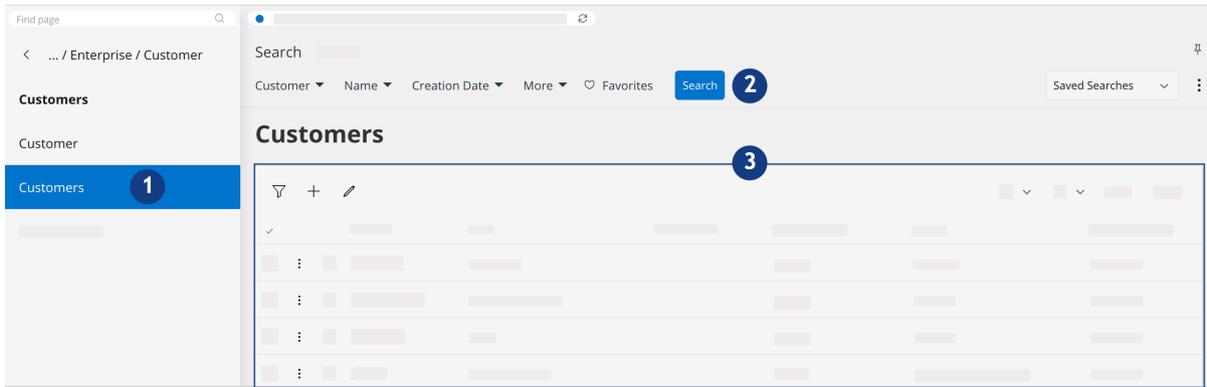
Note: According to your role, some accesses or actions may be restricted: contact your admin for more information.

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: Customers.

2. If your records are not displayed:

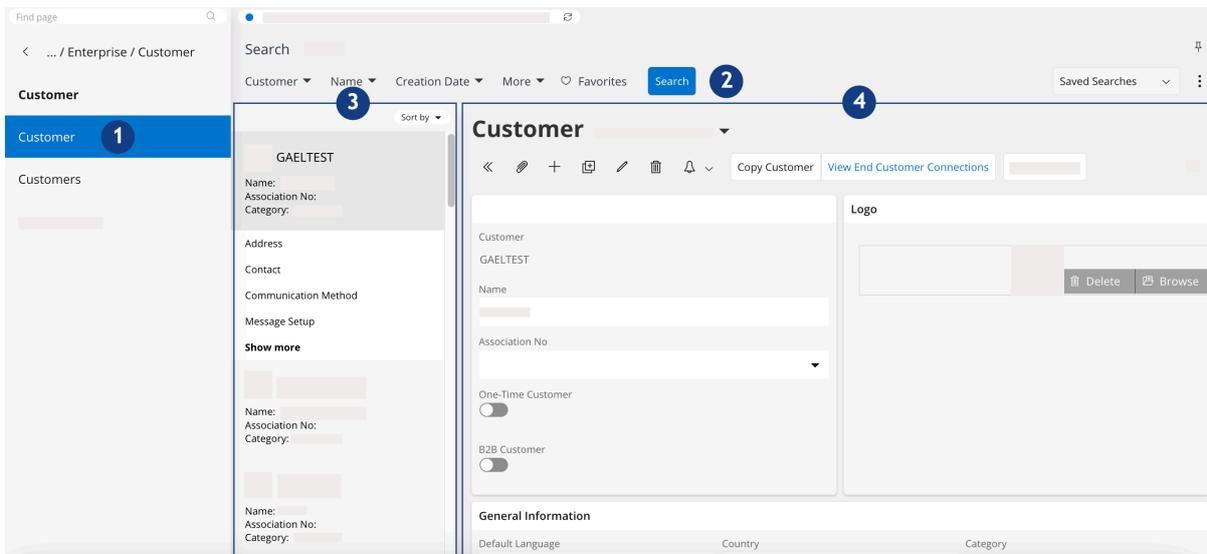
a. Click the **Search** button (2).

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**.

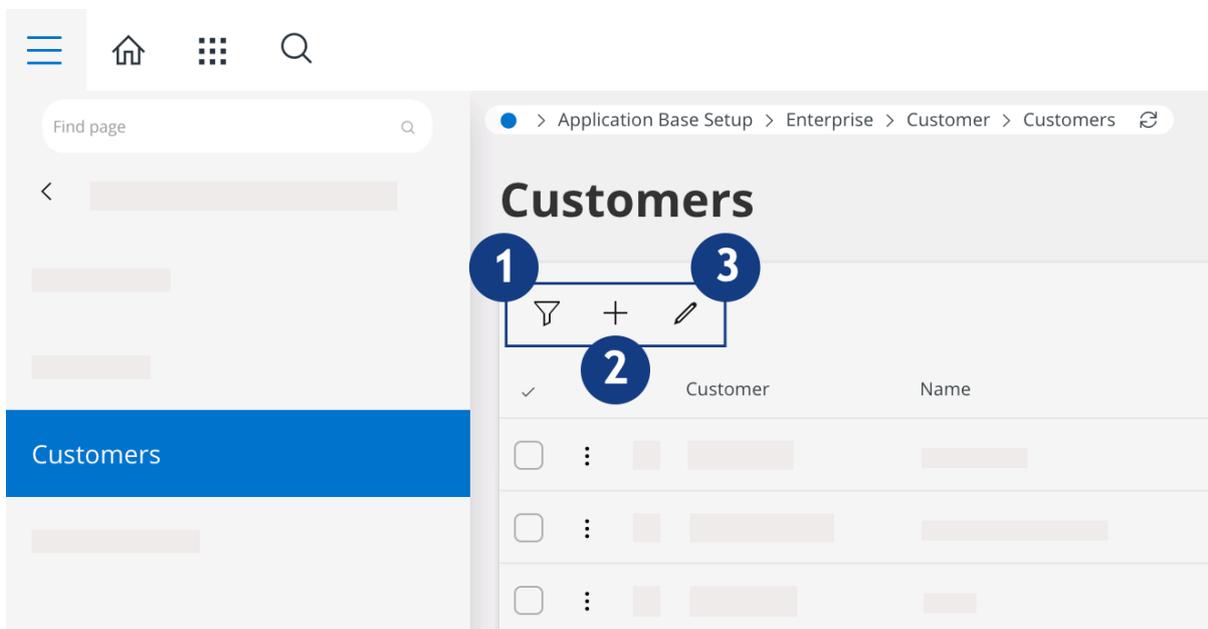
On the right, you can see the data **4** of the record selected among the list **3**.

Managing Records

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

Managing Records - Create, Delete, Duplicate...

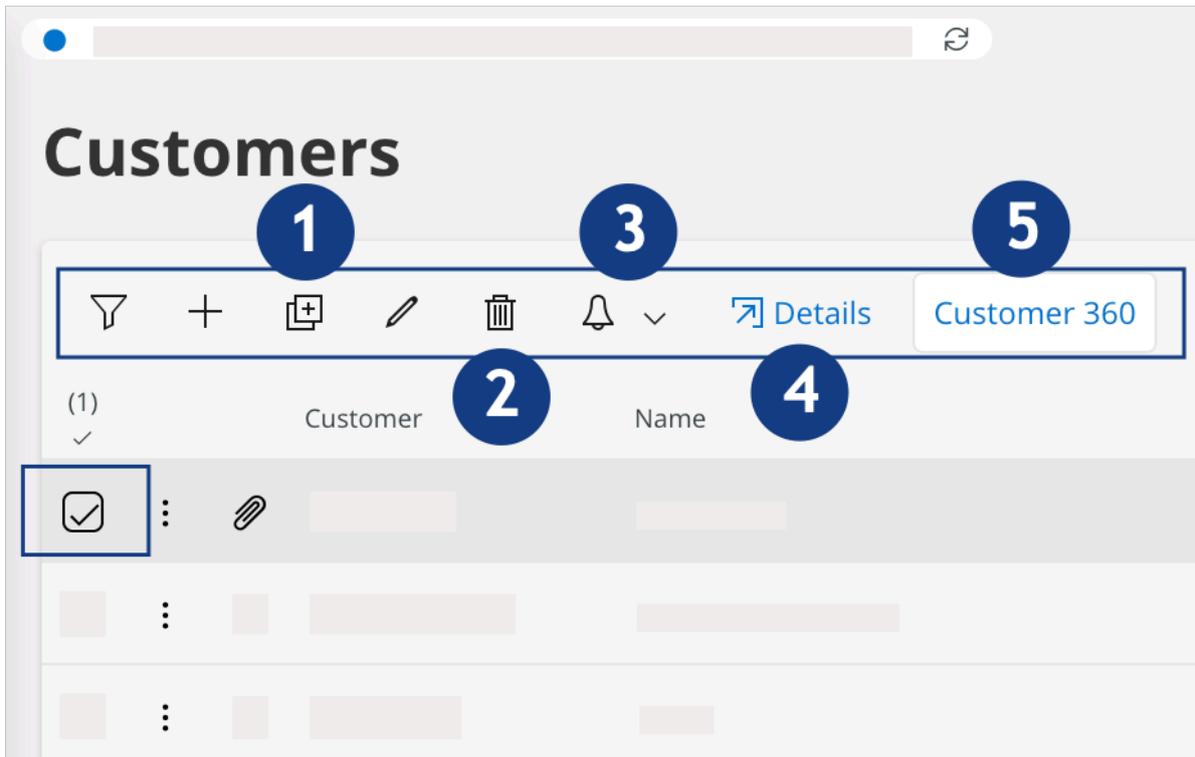
You can use the different filter options available to modify your records.



- **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.

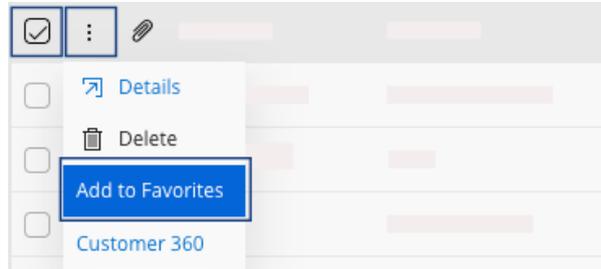
Saving Records as Favorites

Add and visualize your favorite records.

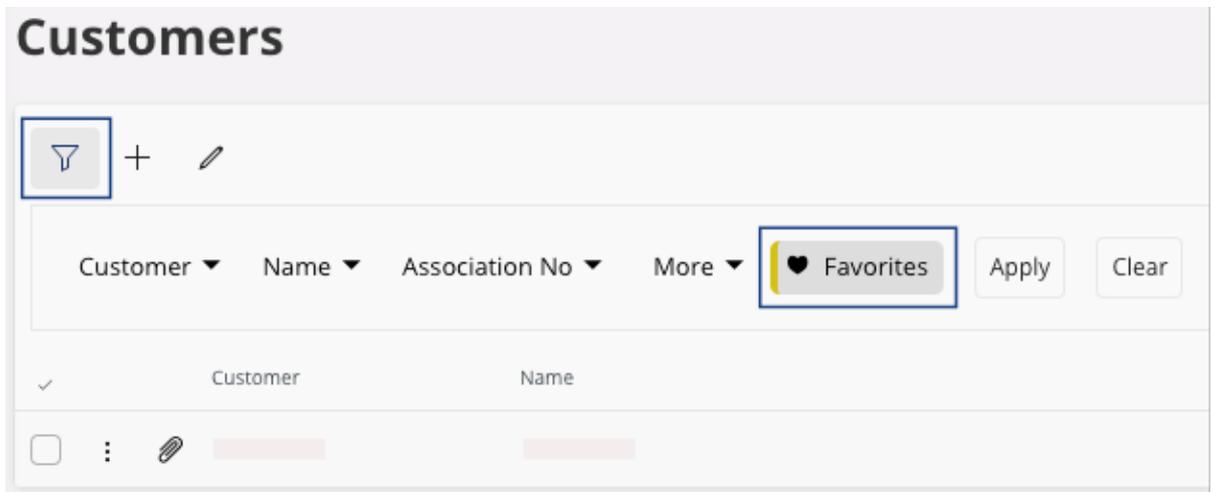
In a **List View** or a **Detailed Record View**, you can add record(s) into **Favorites** in order to find them easily.

 **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**.



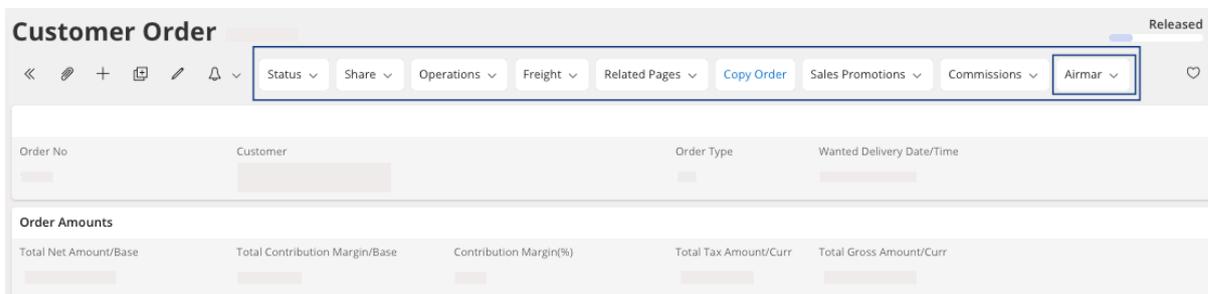
2. To display your saved **Favorites**:
 - a. Click the **Filter** icon.
 - b. Click **Favorites**.



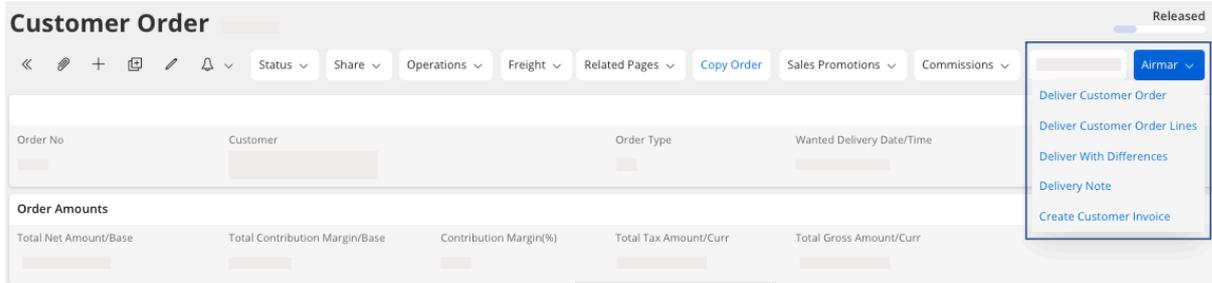
Using the Airmar Button

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

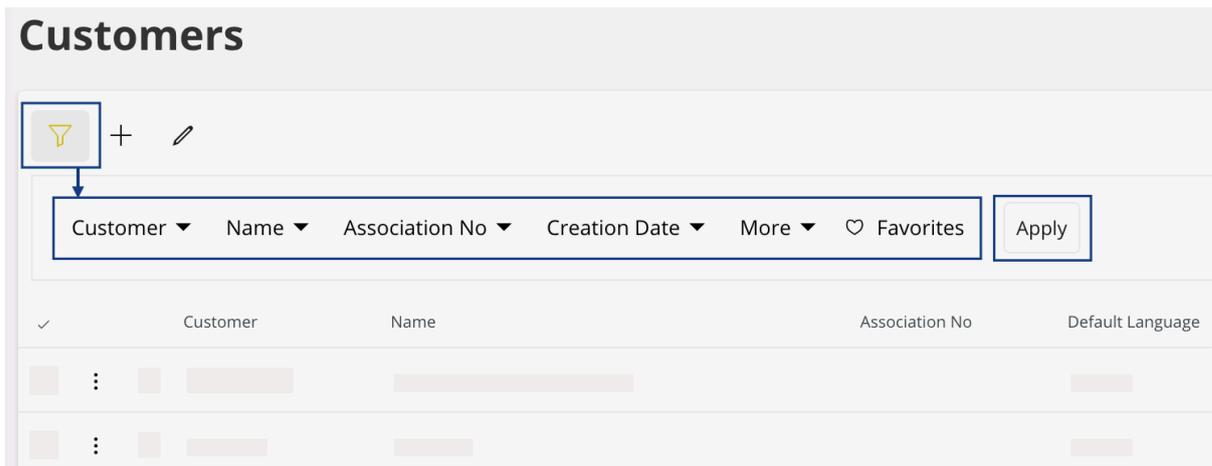
To improve your searches and save time, you need to use record filters or filters in the search tool.

Using Record Filters

Applying Filters

Apply basic filters on the record(s) displayed.

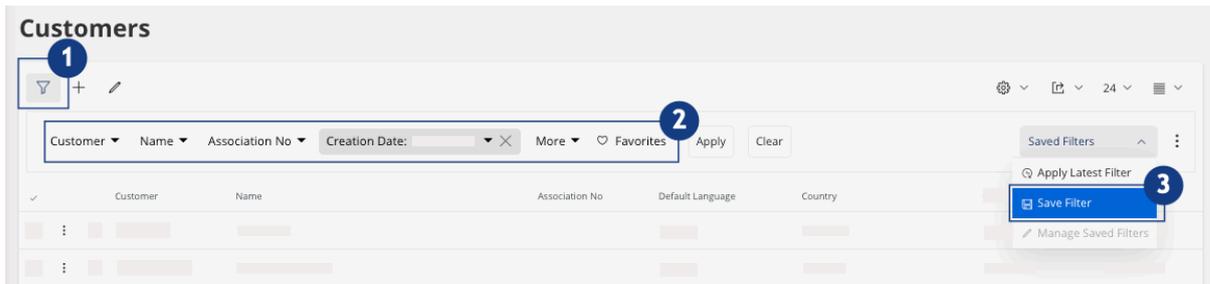
1. Click the **Filter** icon.
2. Select the filter(s) needed.
3. Click **Apply**.



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.

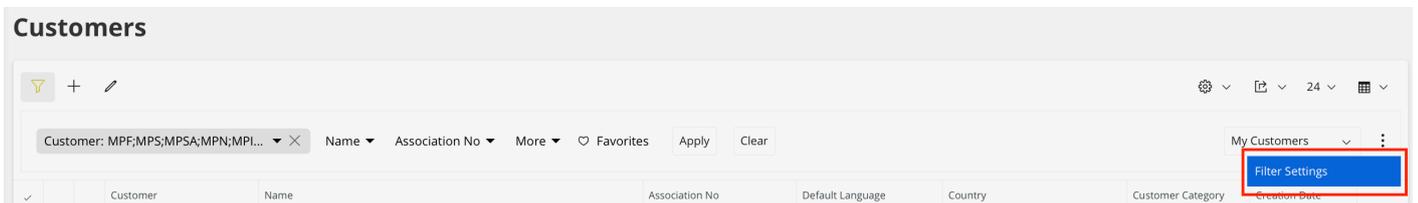
Your search with filter is saved, you can find it in the **Saved Filters** menu.

Applying Filters at Page Opening

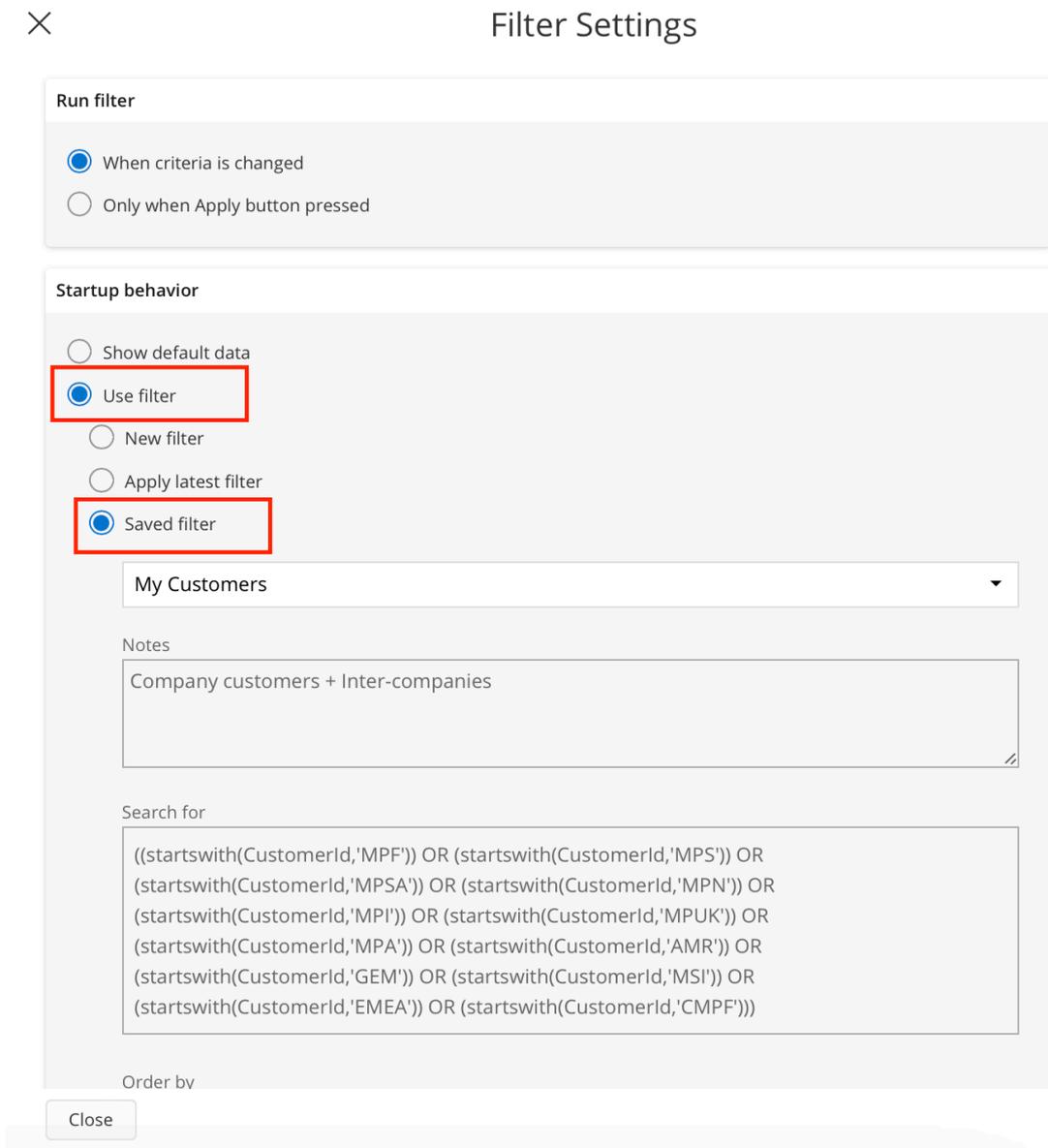
You can configure a page so that filters are already applied to the list of records when opening it.

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**.



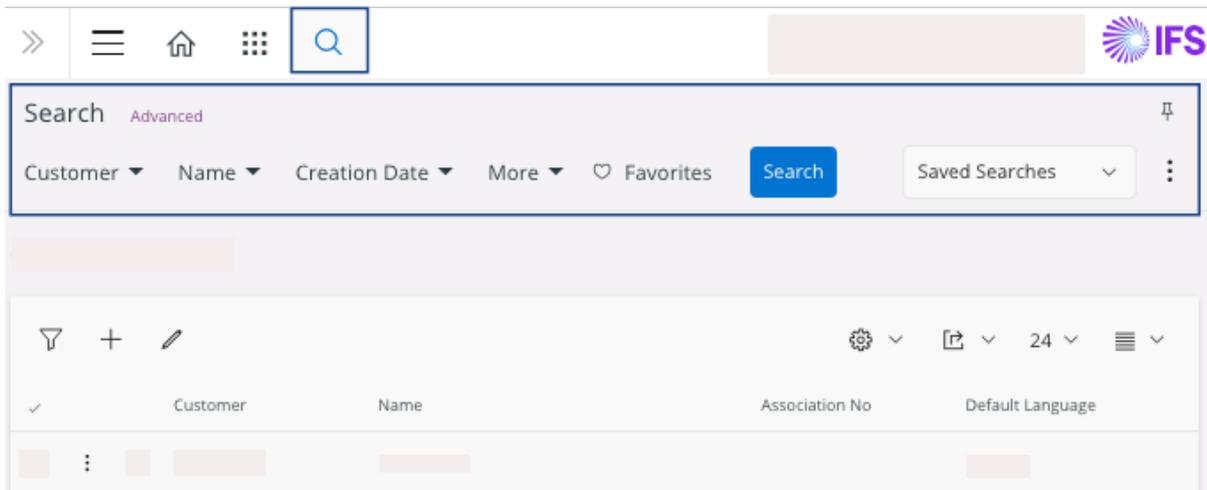
3. Select the filter from the drop-down list.
4. Click **Close**.

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 + /`.

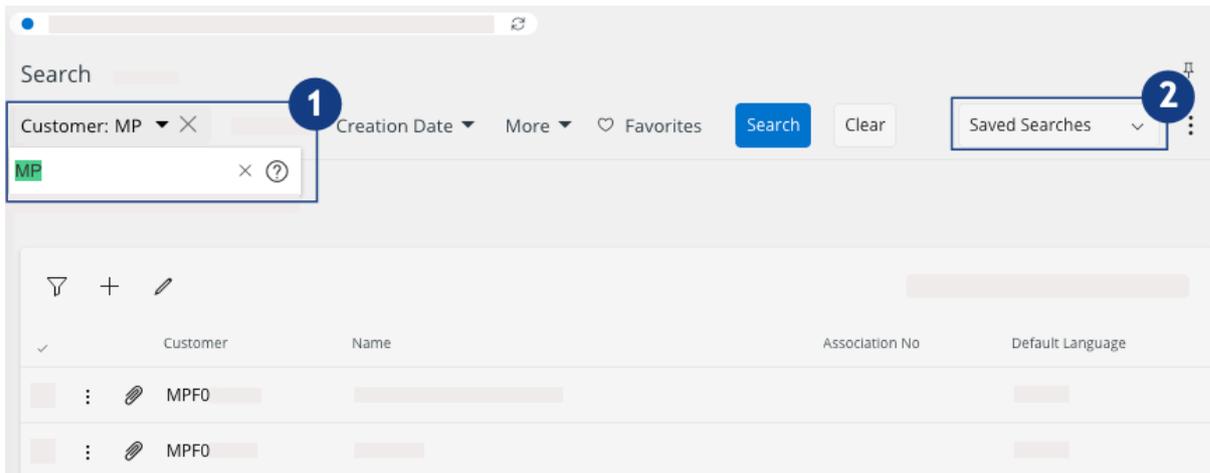


Saving a Search with Filters

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**.

×

Save Search

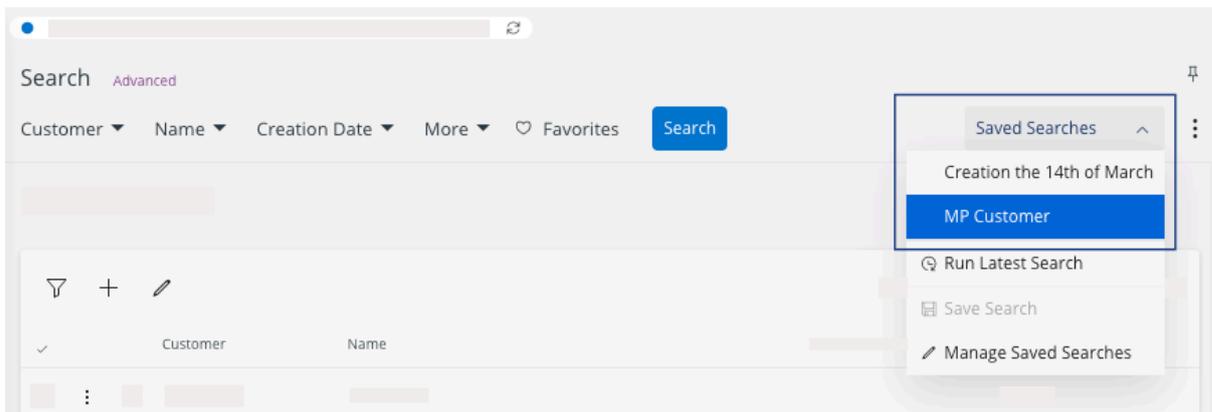
Name

Notes

Search for

(startswith(CustomerId,'MP'))

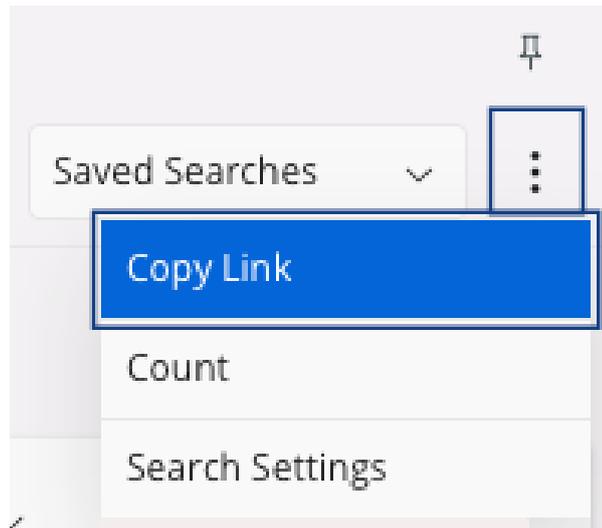
To use your **Saved Searches** on your records, click **Saved Searches**, then click the title of your saved search needed.



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**.

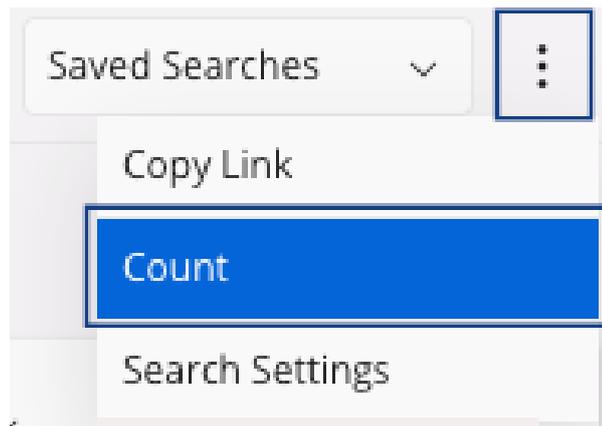


3. Paste the link in a new tab or share it.

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**.



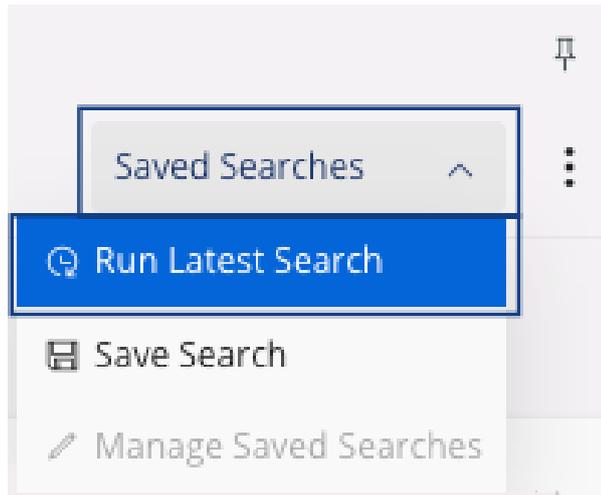
A dialog appears and you can see your total number counted.

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**.



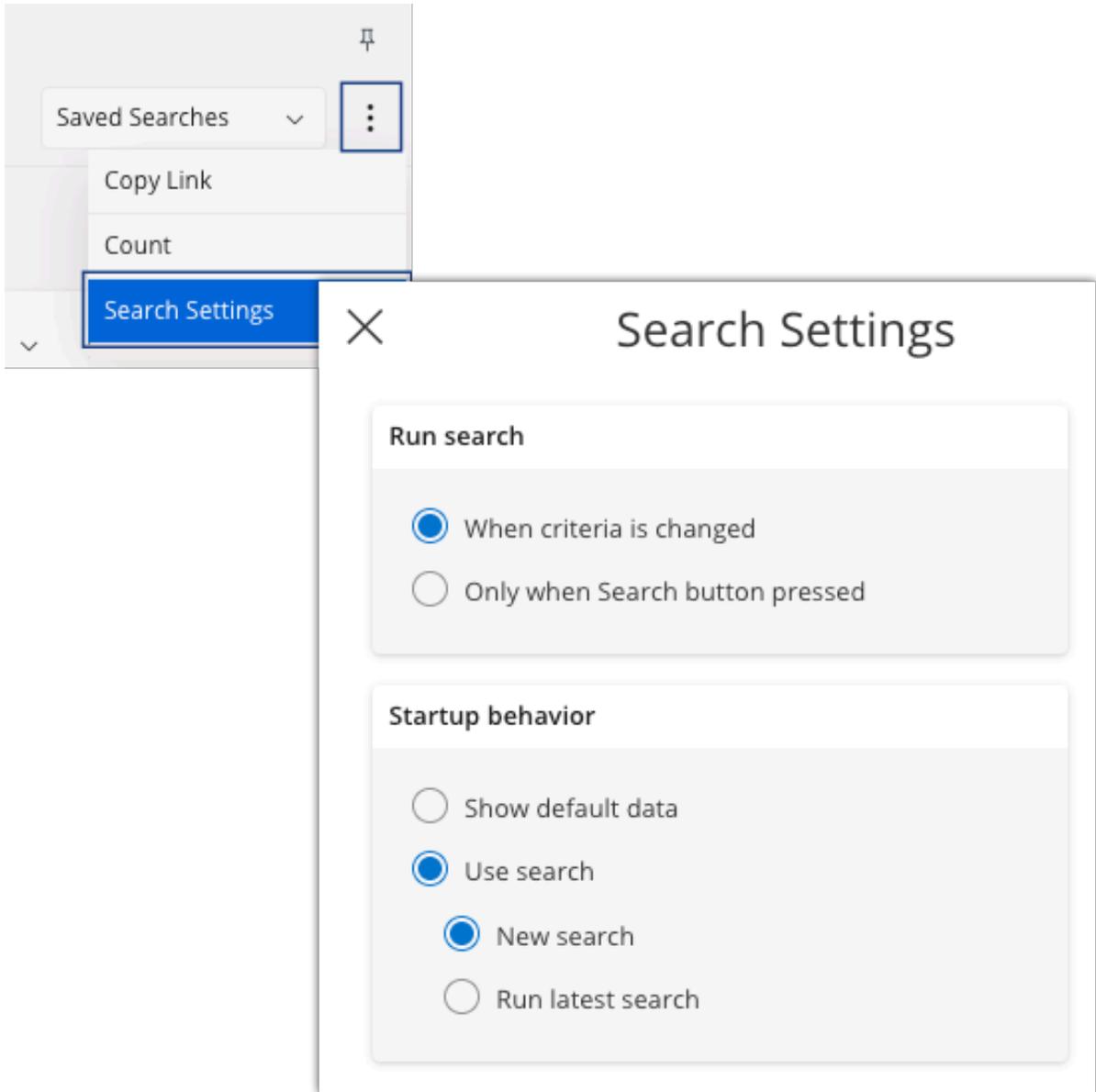
Running Search Settings

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 + /.

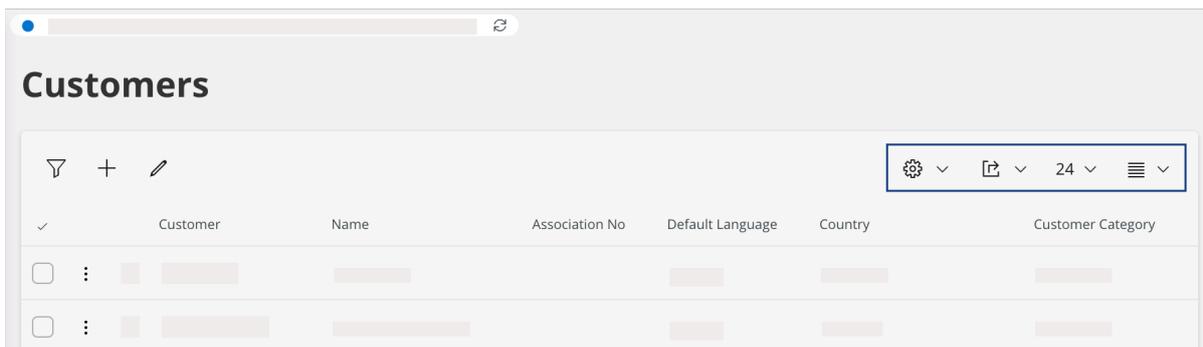
Use the following methods to use efficiently your filters:

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

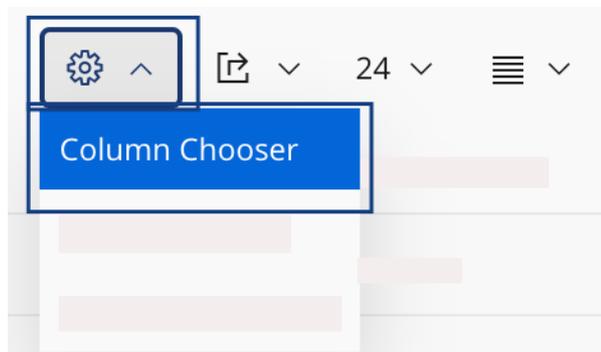
Customizing the Column Display

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**.

✕List View settings

Default mode (recommended)

Configure columns manually 1

Available

Find

Creation Date 2

Valid Data Processing Purpose

Customer Category

»

«

3

Selected for display

Find

Customer

Name

Association No

Default Language

Country

⬆

⬆

⬇

⬇

Fields below the dashed line do not fit into the current list width.

Additional fields

Favorites

Save configuration for all devices. Current device is desktop.

OK 4CancelRestore default

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 quotation	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**.

The screenshot shows the 'Quick Register Customer' wizard in the 'Document Address' step. The breadcrumb trail is 'Sales > Customer > Quick Register Customer'. The progress indicator shows four steps: 'New Customer' (unselected), 'Document Address' (selected), 'Delivery Address' (unselected), and 'Misc Info' (unselected). Below the progress bar, there is a text prompt: 'Enter the Document address for the customer. The Country is mandatory.' The form contains several fields: 'Customer Name' with the value 'Customer Name Test'; a text area for the address with the value '11 main street, NEY YORK, 10001, US - UNITED STATES OF AMERICA (THE)'; 'Customer's Own Address ID' with 'Customer's Own Address Test'; 'Tax Liability' set to 'EXEMPT'; 'Delivery Type' set to 'GOODS - Goods'; 'Tax Free Tax Code' set to 'EXP - Out of EU Sales Goods'; 'Tax Book Ref' set to 'TB'; 'Payment Method' set to 'INTWIRE - International Wire'; 'Tax ID Type' set to 'CNTAX'; and 'Vat No' set to '0000000001'. At the bottom, there are navigation buttons: 'Previous', 'Next' (highlighted with a red box), 'Finish', and 'Cancel'. A red box also highlights the 'Next' button in the progress indicator at the top.

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.

The screenshot shows the 'Quick Register Customer' wizard in the 'Delivery Address' step. The breadcrumb trail is 'Sales > Customer > Quick Register Customer'. The progress indicator shows four steps: 'New Customer' (unselected), 'Document Address' (unselected), 'Delivery Address' (selected), and 'Misc Info' (unselected). Below the progress bar, there is a text prompt: 'Optionally, you can enter the document address information of the customer. If no Delivery address is entered, the delivery address will be used.' Another text prompt says 'The Country is mandatory.' The form contains a 'Customer Name' field and a 'Same As Document' toggle switch (highlighted with a red box). Below these is a text area for the address with the value '11 main street, NEY YORK, 10001, US - UNITED STATES OF AMERICA (THE)'. At the bottom right, there is an 'Open Map' button.

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.**

The screenshot shows the 'Quick Register Customer' form with the following fields and values:

- Misc Info:**
 - Cust Stat Grp: EXPORT - EXPORT
 - Currency: USD
 - Salesperson: [Empty]
 - Ship-Via: AIR - AIR
 - Delivery Terms: CPT - Carriage Paid To
 - Del Terms Location: New York Harbour
 - Payment Terms: 60 - 60 days
 - Region: US - United States
 - District: US-NY - USA State New York
 - Market: [Empty]
 - Tax Code: EXP - Out of EU Sales Goods
 - Main Representative: [Empty]
 - Customer Group: EXPORT
 - Customer Price Group: [Empty]
 - Identifier Reference: Identifier Reference Test
- Comm Method Group:**
 - Phone Description: [Empty]
 - Phone Name: [Empty]
 - Phone: [Empty]
 - Email Description: [Empty]
 - Email Name: [Empty]
 - Email: [Empty]
- Order Info Group:**
 - Discount Type: G
 - Discount %: 33

A 'Finish' button is highlighted at the bottom left of the form.

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**.

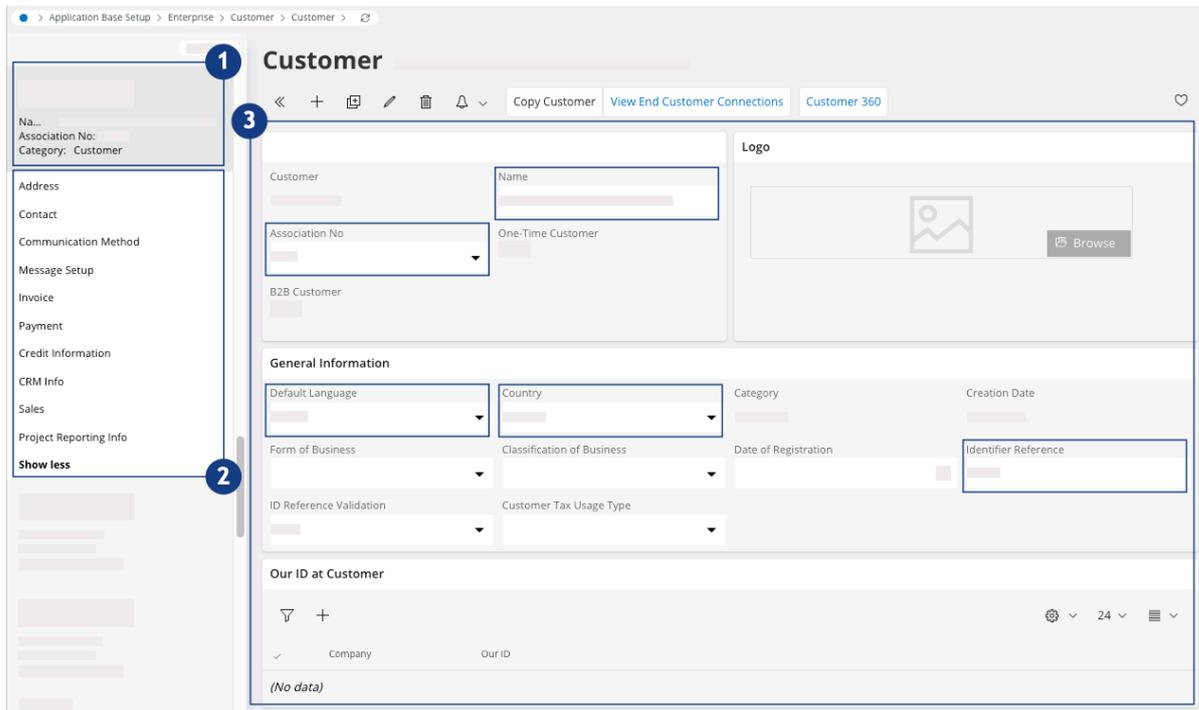


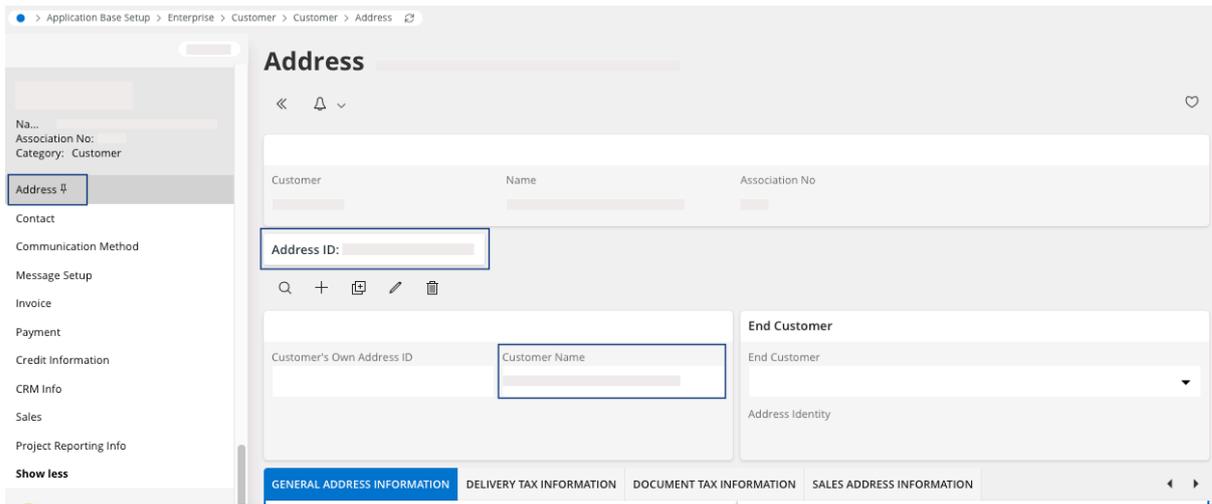
Table 3. Customer Fields 3

Field	Description	Mandatory	Example
Name	Customer name	Yes	Marport
Association No	Customer identifier (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
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:

The screenshot displays the 'DELIVERY TAX INFORMATION' configuration page. At the top, there are tabs for 'GENERAL ADDRESS INFORMATION', 'DELIVERY TAX INFORMATION' (selected), 'DOCUMENT TAX INFORMATION', and 'SALES ADDRESS INFORMATION'. Below the tabs, there is a 'Company:' field and a search bar with icons for search, add, edit, and delete. A blue button labeled 'IPD Tax Information' is visible. The main configuration area includes several dropdown menus: 'Tax Withholding' (Blocked), 'Tax Rounding Method' (Round to the Nearest), 'Tax Rounding Level' (Specified on company), 'Tax Liability' (EXEMPT), and 'Tax Book Ref' (TB - Tax Book). There is also a 'Tax Calculation Structure' dropdown. Below these are sections for 'Taxes', 'Tax Exempt Information', and 'Tax Free Tax Codes'. The 'Tax Free Tax Codes' section has a table with columns 'Delivery Type' and 'Tax Free Tax Code'. One row is highlighted with a blue border, showing a checked 'Delivery Type' checkbox and the code 'EXP - Out of EU Sales Goo'.

b. Configuration for a customer not exempt for tax:

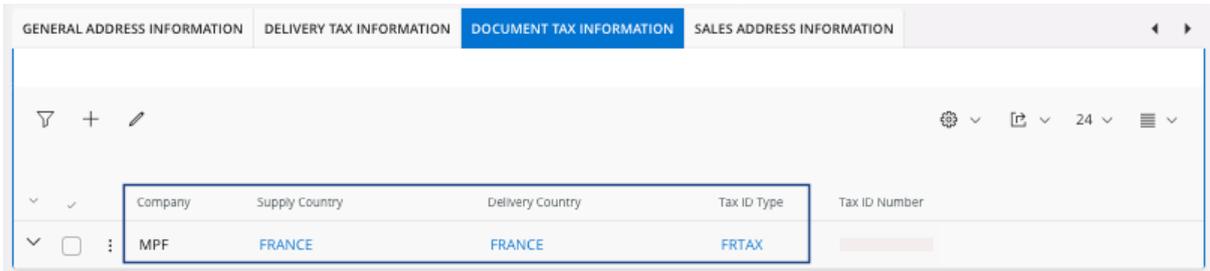
The screenshot shows the configuration interface for a customer not exempt for tax. The 'DELIVERY TAX INFORMATION' tab is selected. The configuration includes the following fields:

- Tax Withholding:** Blocked
- Tax Rounding Method:** Round to the Nearest
- Tax Rounding Level:** Specified on company
- Tax Liability:** TAX
- Tax Book Ref:** TB - Tax Book
- Tax Free Tax Codes:** (No data)

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 EX-EMPT 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 company.	Yes	MPF
Supply Country	From which country your customer is supplied.	Yes	FRANCE
Delivery Country	Where the delivery will be sent. 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 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	UPS Standard
Shipment Type	Identify if the delivery must be automatic or not.	No	NA (Not Automatic)

About Customer Contact and Communication Method

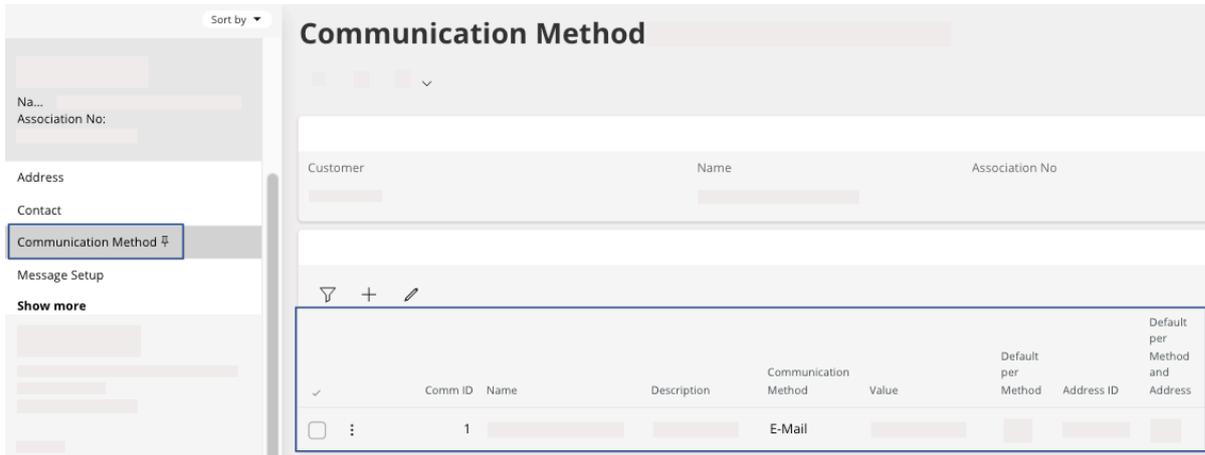
Update your customer contact and communication method settings.

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.

i **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:

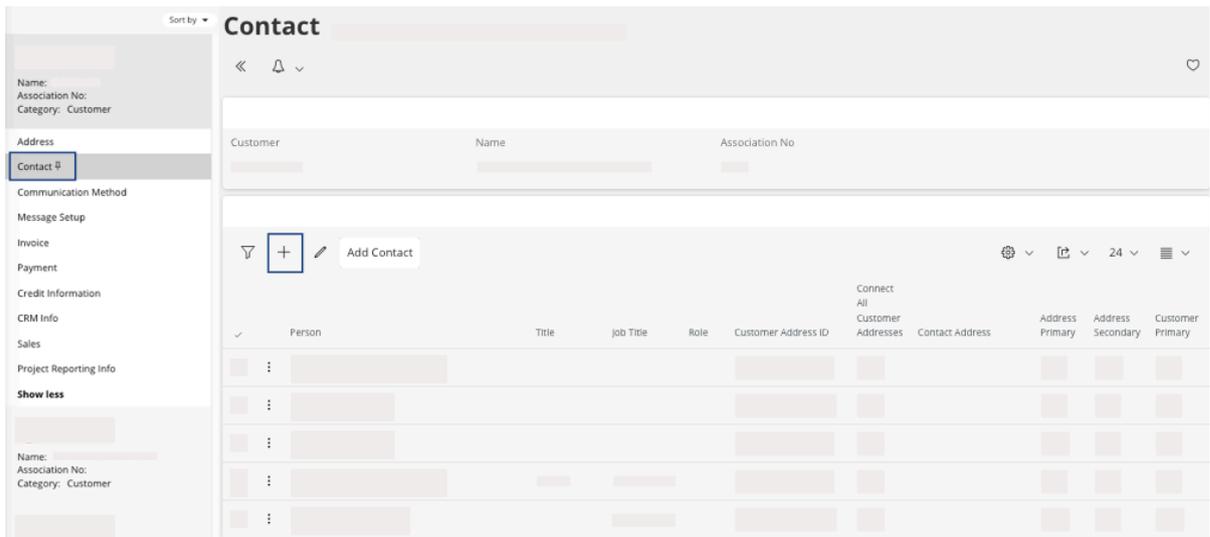


Field	Description	Mandatory	Example
Comm ID	Automatic numbering from the system.	Yes	1
Name	Record name.	No	Arnold Accounting
Description	Record description.	No	Arnold is responsible for accounting.
Communication Method	Type of communication method.	Yes	E-mail
Value	Communication method value.	Yes	ArnoldAcc@test.com
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. It can be attached directly from the Address 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

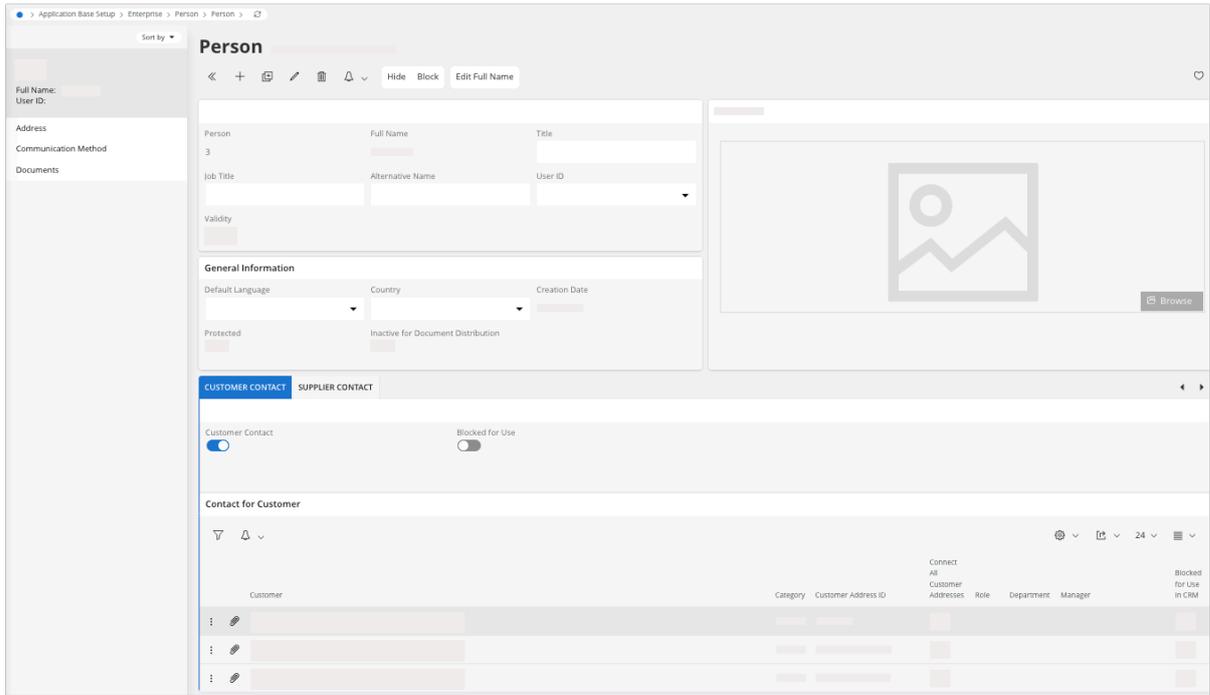
Updating Contact

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 be filled automatically.

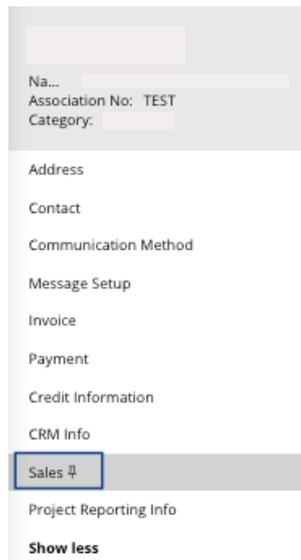
- Each person is configured in the page **Application Base Setup > Enterprise > Person > Person**. A person can be assigned to one or multiple customer(s).



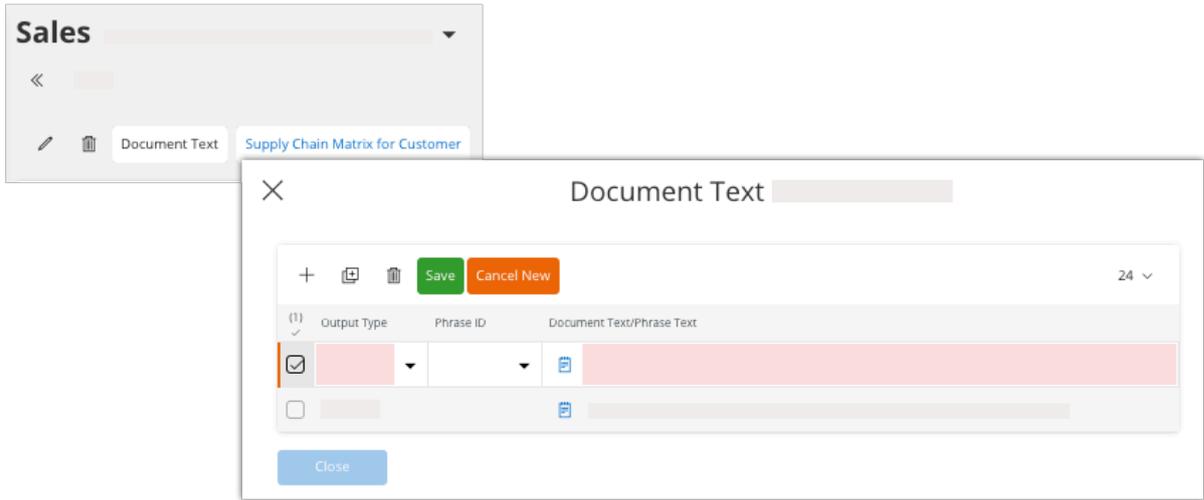
About Customer Sales Information

Update your customer sales settings.

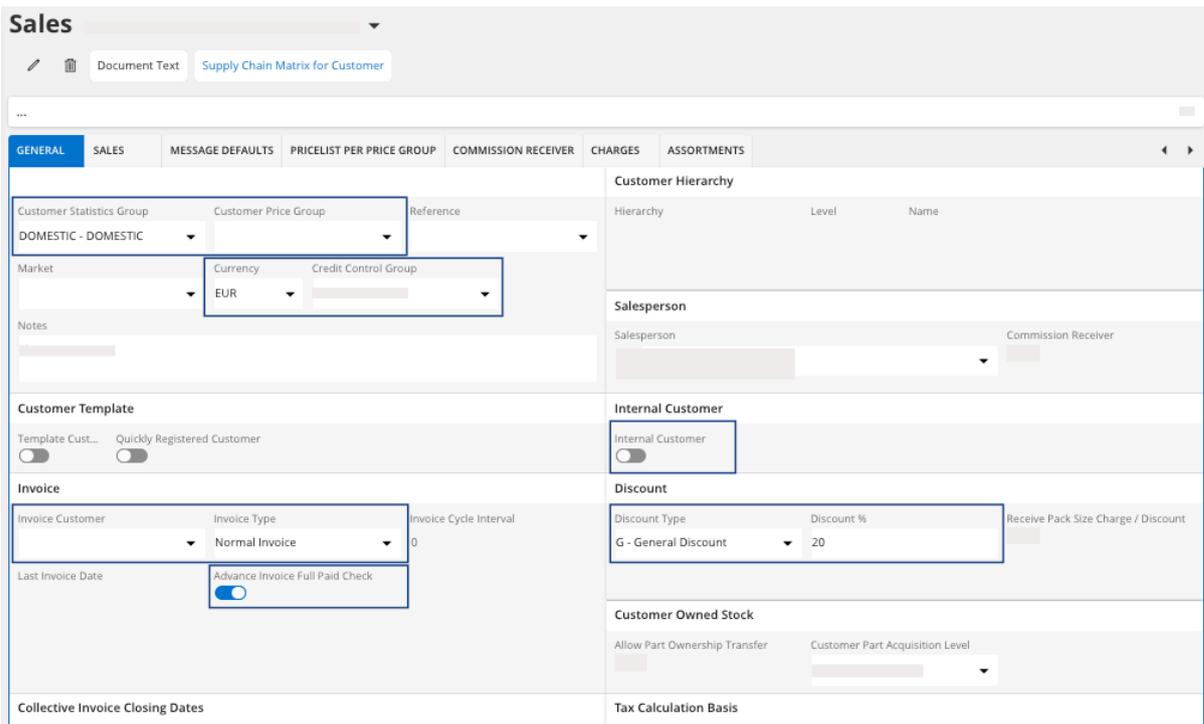
- Go to the **Sales** tab.



- 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 order.	Yes	EUR
Invoice Type	The invoice is generated based on the order, batch invoicing or both.	Yes	Normal Invoice
Advance Invoice Full Paid Check	Checkbox that blocks the <i>customer order</i> after the creation of an <i>advance invoice</i> at the release step.	Yes	Yes/No
Internal Customer	For <i>ICO</i> relation.	Yes	Yes/No
Discount Type	If any discount is applied, you must define its type in this field.	No	General Discount
Discount %	If any discount is applied, then you have to define a value in this field.	No	15

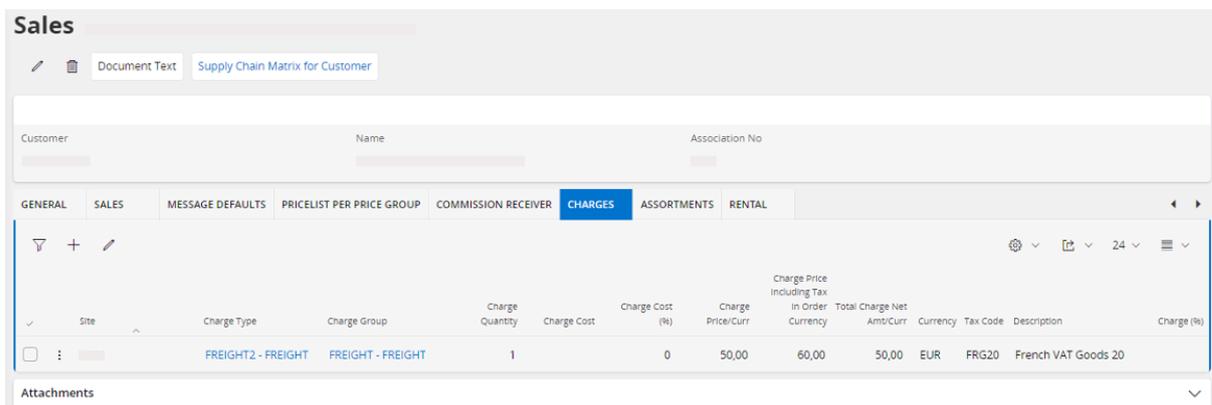
4. You can access the **Sales** tab.

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.

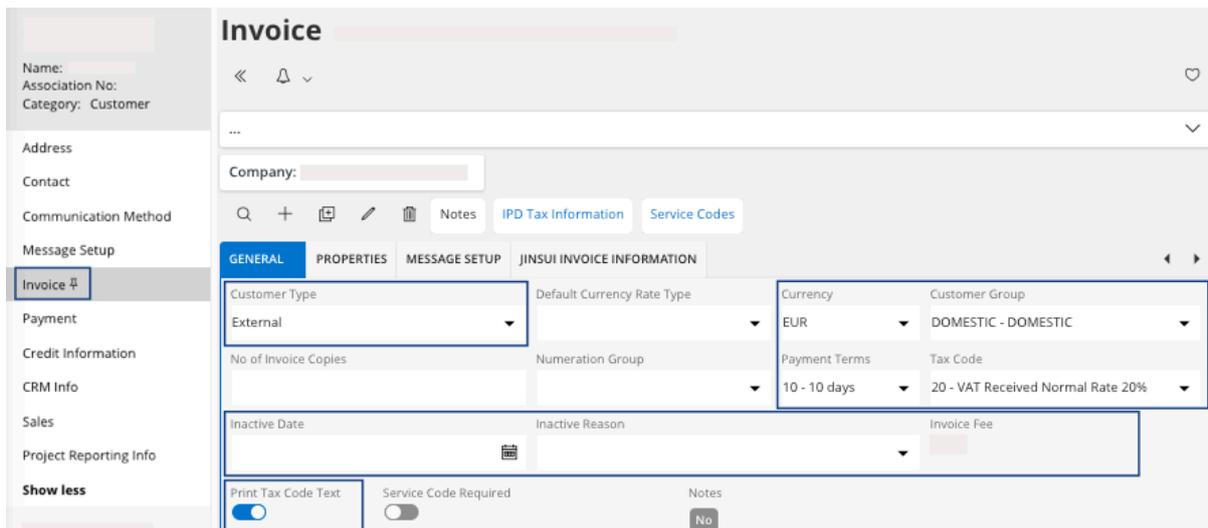


About Customer Invoice Configuration

Update the customer invoice settings.

Go to the **Invoice** tab.

You access the invoice settings.



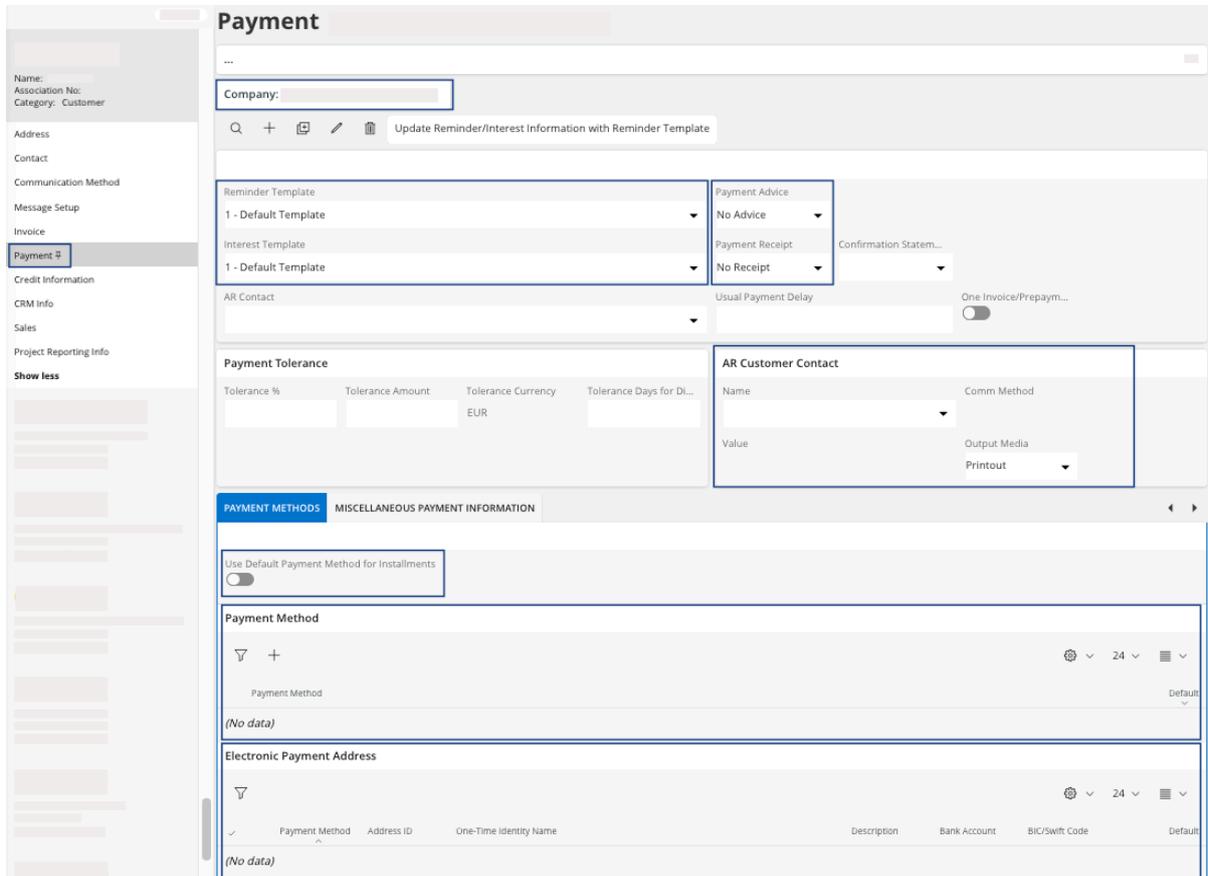
Field	Description	Mandatory	Example
Customer Type	External or internal, in case this is an Airmar or Marport offices using IFS Cloud .	Yes	External
Currency	The currency for customer invoicing. This is the default value that can be modified in a specific order or invoice.	Yes	EUR
Customer Group	This 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. 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

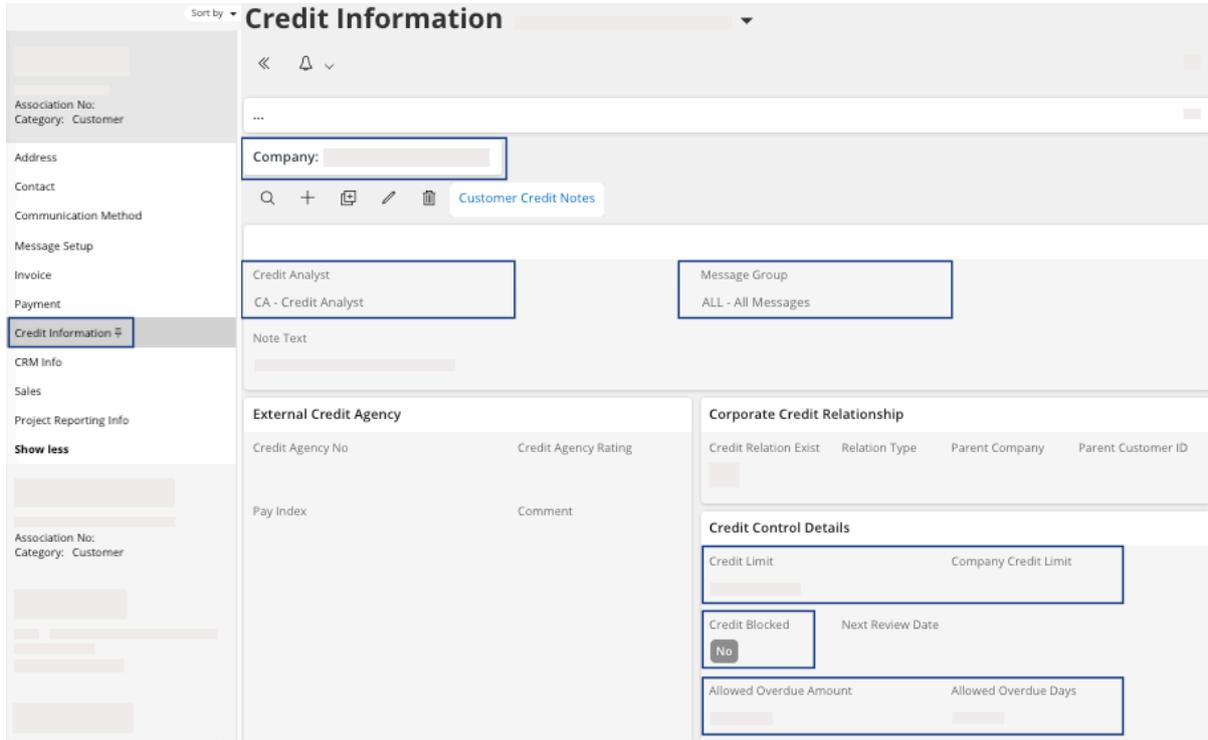
Field	Description	Mandatory	Example
Interest Template	Most of the time used with 1 value (No interest).	Yes	1
Payment Receipt	If payment receipt should be printed.	Yes	No receipt
AR Customer Contact	Contact used for account receivable communication for this customer. Information comes from Communication 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

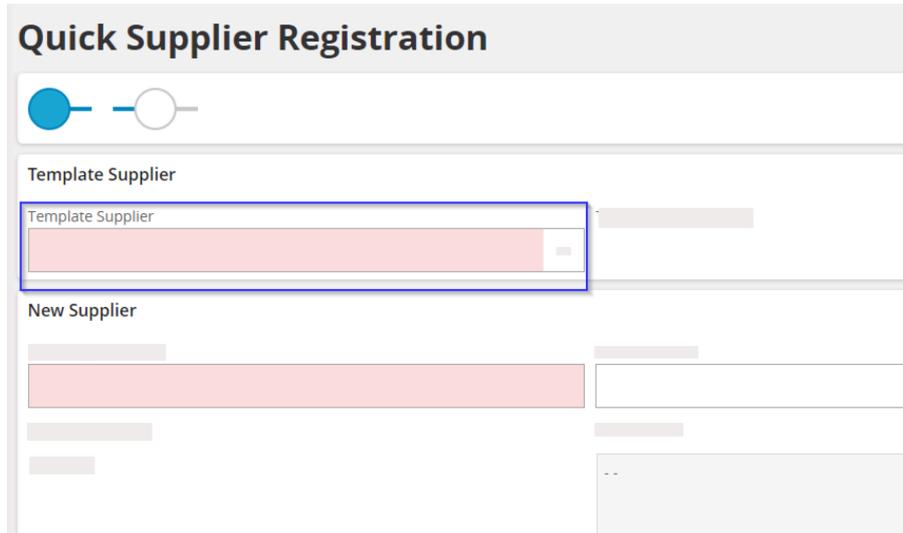
Create and update supplier(s).

Suppliers are mandatory master data for all processes about purchasing.

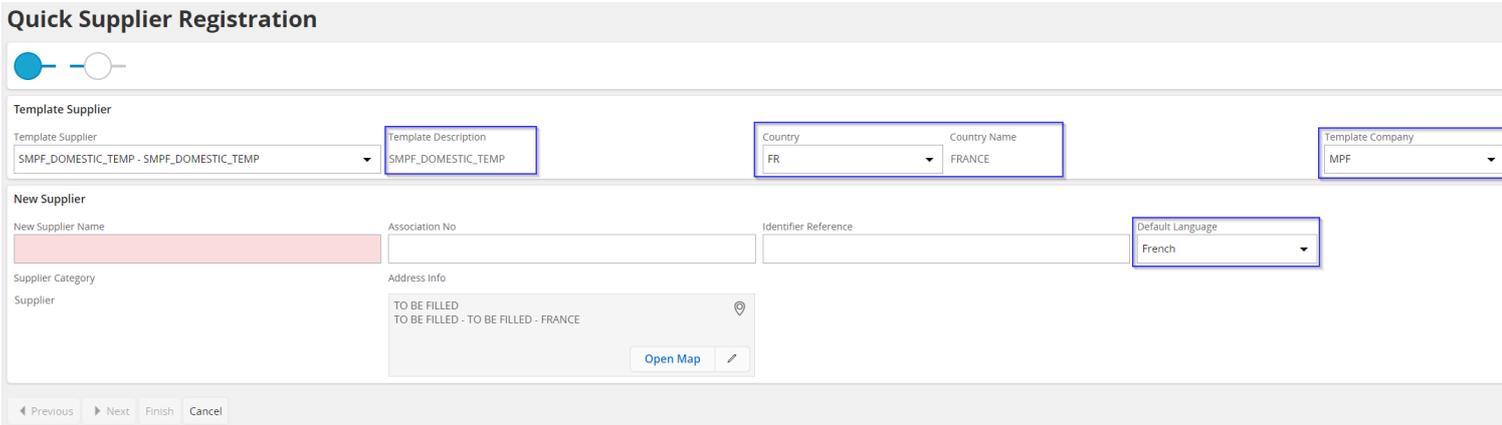
Creating a Supplier

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.

Address Info

TO BE FILLED
TO BE FILLED - TO BE FILLED - FRANCE

Open Map 

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**

Quick Supplier Registration



Supplier Default Data

Delivery Terms * - NOT APPLICABLE	Ship Via * - NOT APPLICABLE	Supplier Group DOMESTIC - DOMESTIC	Terms of Payment 30 - 30 days	Currency Code EUR - euro	Payment Way	Identity Enum EXTERN
Supplier Statistic Group DOMESTIC - DOMESTIC	Invoice Tax Code FRG20 - French VAT Goods 20%	Invoice Delivery Type				

EU VAT Tax Information

Tax ID Type	VAT Id Number

Phone Communication Methods

Name	Description	Phone Number

Email Communication Methods

Name	Description	Email Address

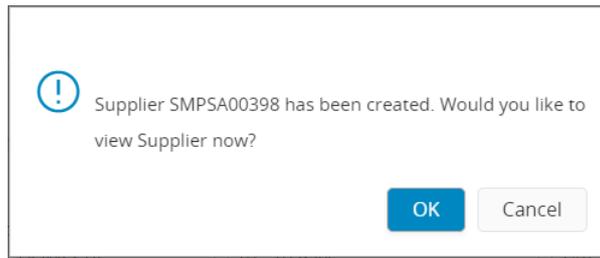
◀ Previous ▶ Next Finish Cancel



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**.

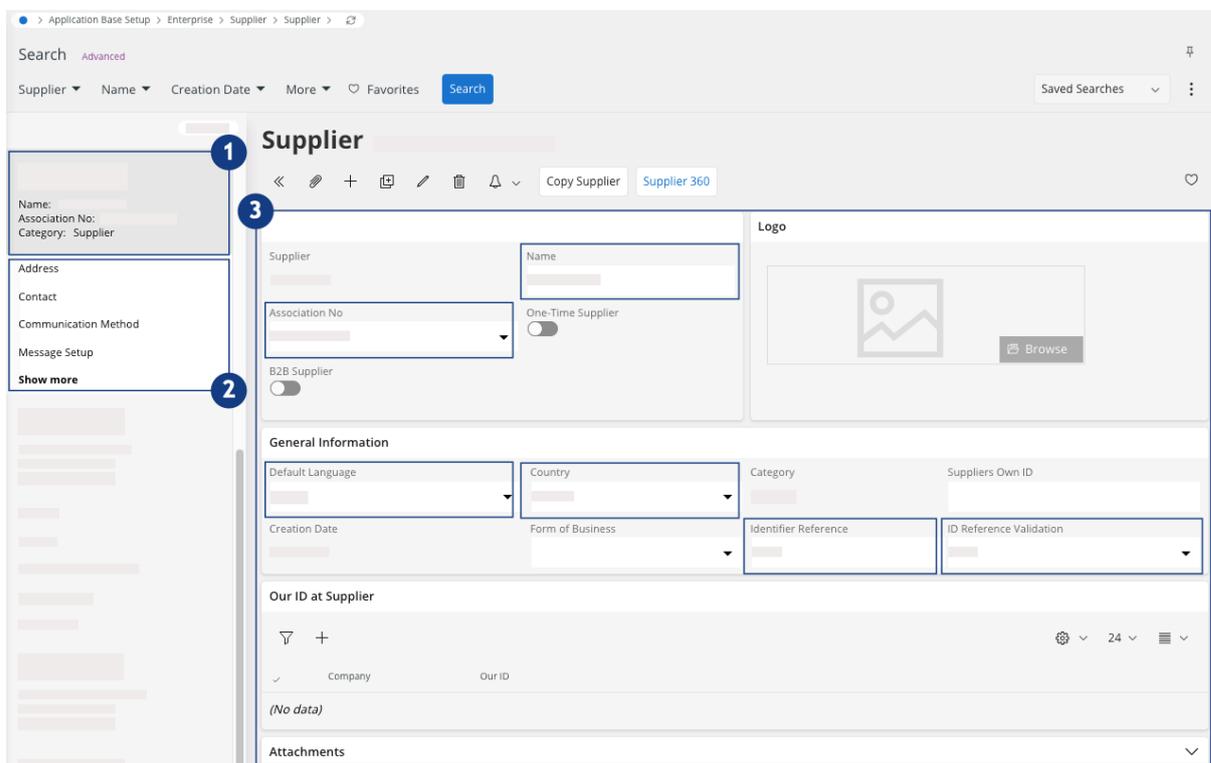


Table 4. Supplier Fields **3**

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

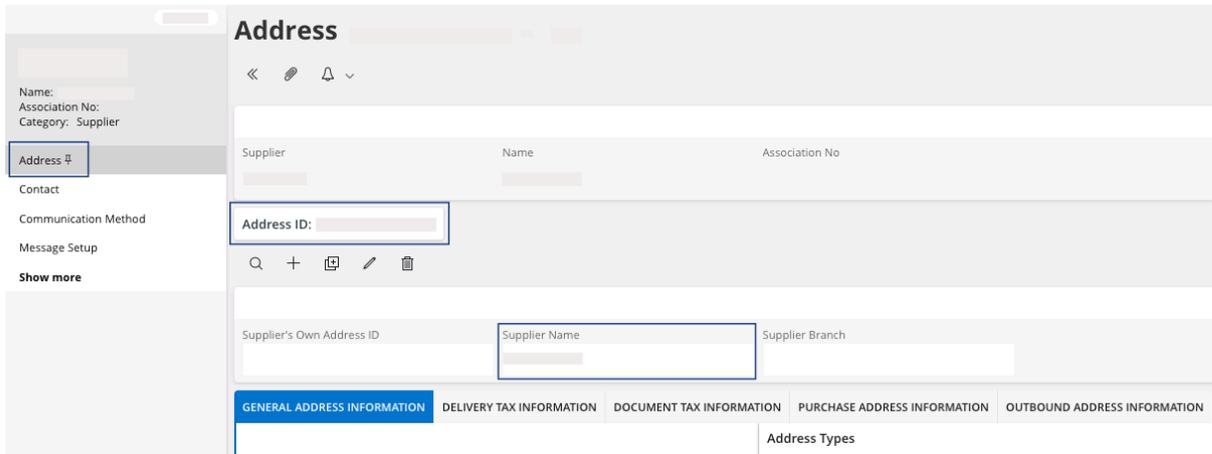
About Supplier Address Configuration

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 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

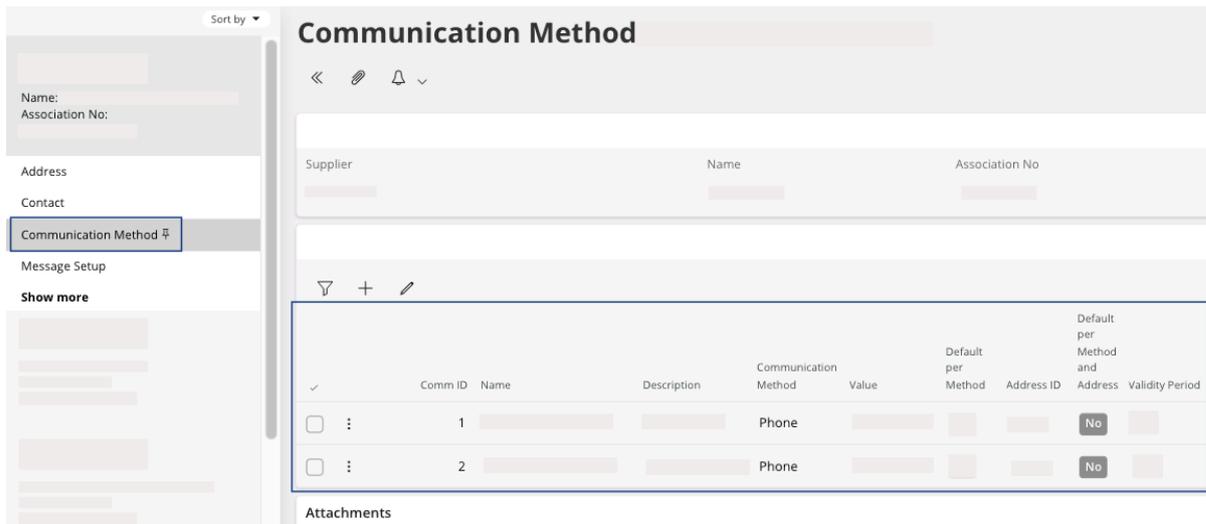
Update your supplier contact and communication method settings.

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:

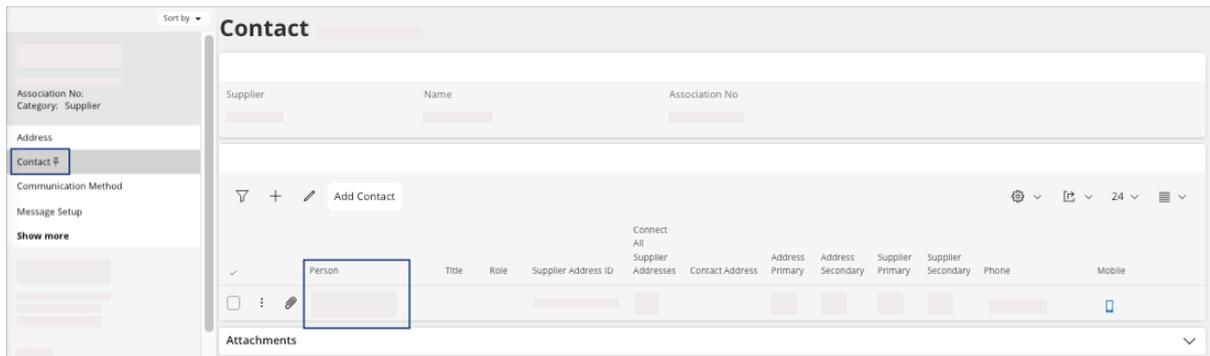


Field	Description	Mandatory	Example
Comm ID	Automatic numbering from the system.	Yes	1
Name	Record name.	No	Arnold Accounting
Description	Record description.	No	Arnold is responsible for accounting.
Communication Method	Type of communication method.	Yes	E-mail
Value	Communication method value.	Yes	ArnoldAcc@test.com
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. It can be attached directly from the Address 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

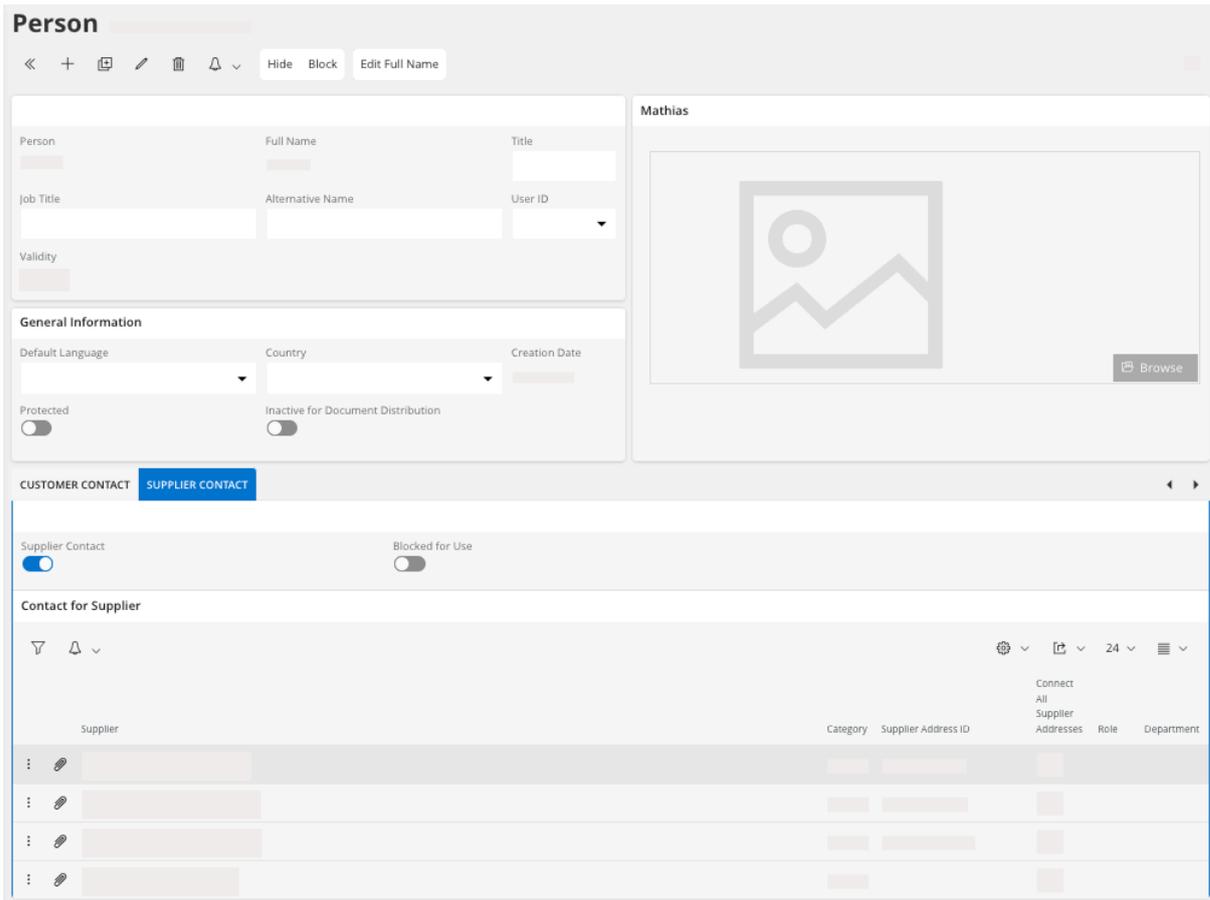
Updating Contact

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 be 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.

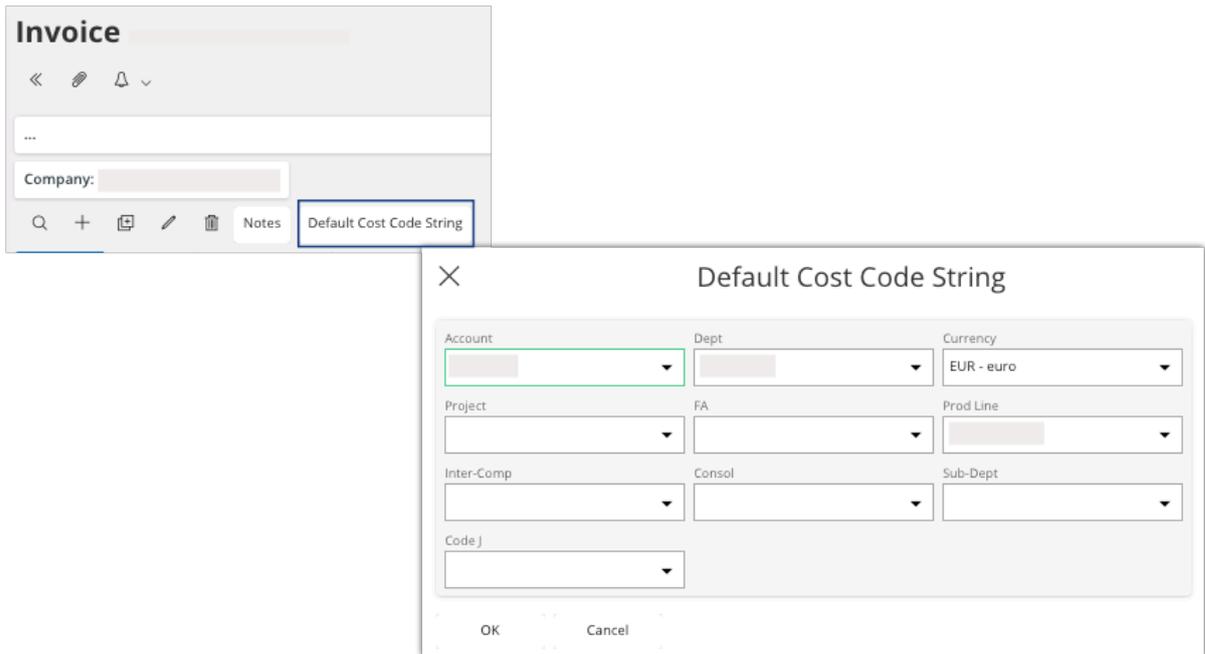
The screenshot shows the 'Invoice' form in IFS Cloud. The form is divided into several sections: 'GENERAL', 'PROPERTIES', 'TAX INFORMATION', 'PO MATCHING', and 'MESSAGE DEFAULTS'. The 'GENERAL' section is currently active and contains the following fields:

- Supplier Type:** External
- Supplier Group:** DOMESTIC - DOMESTIC
- Currency:** EUR
- Default Currency Rate Type:** (empty)
- Plan Paym Delay:** 0
- Payment Term:** 30 - 30 days
- Automatic Payment Authorization:** At Final Posting
- Payment Authorizer:** (empty)
- Preliminary Code:** (empty)
- Invoice Recipient:** (empty)
- Use Invoice Recipient From:** (empty)
- Invoicing Supplier:** (empty)
- National Bank Code:** (empty)
- Inactive Date:** (empty)
- Inactive Reason:** (empty)
- Posting Template Identity:** (empty)
- Mandatory to enter Pay...:** (empty)
- Notes:** (empty)
- Default Invoice Types:** Manual, Automatic, Recurring Manual
- Attachments:** (empty)

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 Withhold- ing/Reporting	In case your com- pany is having with- holding tax. Always Blocked if it is out of scope.	Yes	Blocked
Tax Code	This tax code is by default only used in manual supplier in- voice 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.

The screenshot displays the 'Payment' configuration interface. On the left is a navigation menu with options like 'Association No.', 'Address', 'Contact', 'Communication Method', 'Message Setup', 'Invoice', 'Payment', 'Purchase', 'SRM', and 'Show less'. The main area is titled 'Payment' and contains several sections:

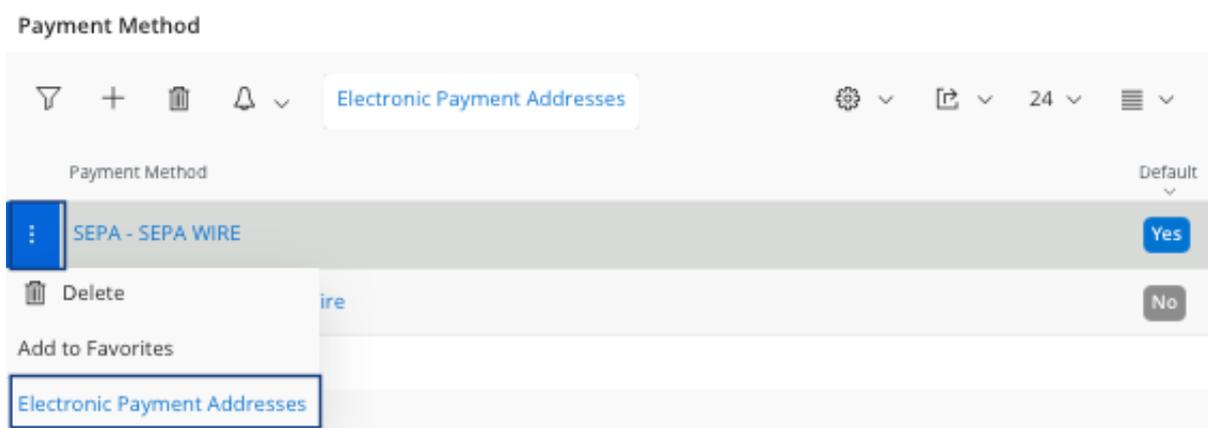
- Supplier Information:** Fields for 'Supplier', 'Name', and 'Association No.'.
- Company:** A dropdown menu highlighted with a blue box.
- Payment Settings:** Fields for 'Payee Identity', 'Interest Template' (highlighted with a blue box), and 'Payment Advice'.
- AP Supplier Contact:** A table with columns 'Name', 'Comm Method', 'Value', and 'Output Media'.
- PAYMENT METHODS:** A section with a 'Rule ID' dropdown and a 'Use Default Payment M...' checkbox (highlighted with a blue box).
- Payment Method:** A list of methods with a 'Default' column containing 'Yes' and 'No' buttons.
- Electronic Payment Address:** A table with columns 'Payment Method', 'Address ID', 'Description', 'Bank Account', 'BIC/Swift Code', and 'Default'.
- Attachments:** A section at the bottom for document attachments.

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	

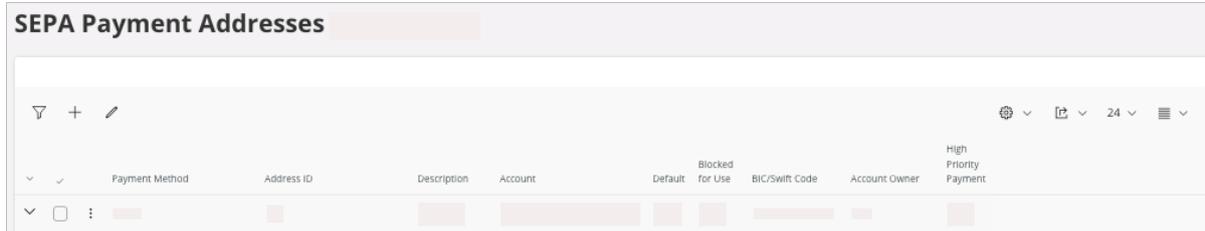
Field	Description	Mandatory	Example
<p>Use Default Payment Method for Installments</p>	<p>If this checkbox is selected, the supplier's default payment method will be copied to the header and installment lines of all new invoices and difference items created for the supplier. The default payment method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

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 <i>SEPA</i> .	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:

INTWIRE Payment Addresses

Address ID:

Payment Method	Address ID	Description	Default Address	Blocked For Use
INTWIRE	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Payment Instruction Details

Payment Transfer Method	Charge Bearer	High Priority pay...	Service Level - Code
TRF	SHAR	<input type="checkbox"/>	<input type="text"/>
Service Level - Proprietary	Local Instrument - Code	Local Instrument - Proprietary	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Category Purpose - Code	Category Purpose - Proprietary	Purpose - Code	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Purpose - Proprietary			
<input type="text"/>			

Creditor's Account Details

Creditor Account	Currency
<input type="text"/>	NOK
Ultimate Creditor	Account Scheme - Code
<input type="text"/>	<input type="text"/>
Account Scheme - Issuer	Account Type - Code
<input type="text"/>	<input type="text"/>
Account Type - Proprietary	
<input type="text"/>	

Check Payment Details

Check Type	Check Delivery Method - Code	Check Delivery Method - Proprietary
<input type="text"/>	<input type="text"/>	<input type="text"/>

Bank Identification Details

BIC	Clearing System Member ID	Bank Name	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Bank Address Line 1	Bank Address Line 2	Branch Identification Code	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Bank Country Code	Clearing System Identification - Code	Clearing System Identification - Propriet...	Creditor Agent Ac...
NO	<input type="text"/>	<input type="text"/>	<input type="text"/>
Intermediary Agent			
<input type="text"/>			

Creditor Identification Details

BIC/BEI	Identification	Code	Proprietary
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Issuer	Private Creditor Identification		
<input type="text"/>	<input type="text"/>		

Payment Parameters

Unstructured Payments Only	Show Detailed Postal Address of Payee
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Swiss Payment Parameters

Swiss Payment Types	Swiss ISR Participation No
<input type="text"/>	<input type="text"/>

Field	Description	Mandatory	Example
Payment Method	Payment method for this account.	Yes	<i>INTWIRE</i>
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 currency.	Yes	USD
Unstructured Payments 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

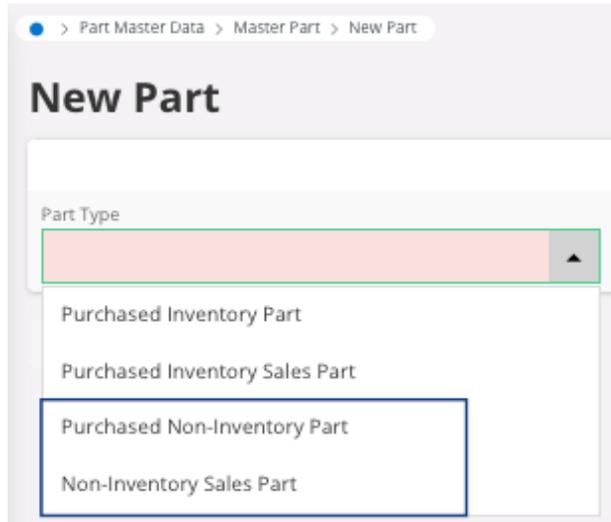
Create a new part at your company level that creates automatically a master part. This process does not impact Airmar and Marport entities.

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.



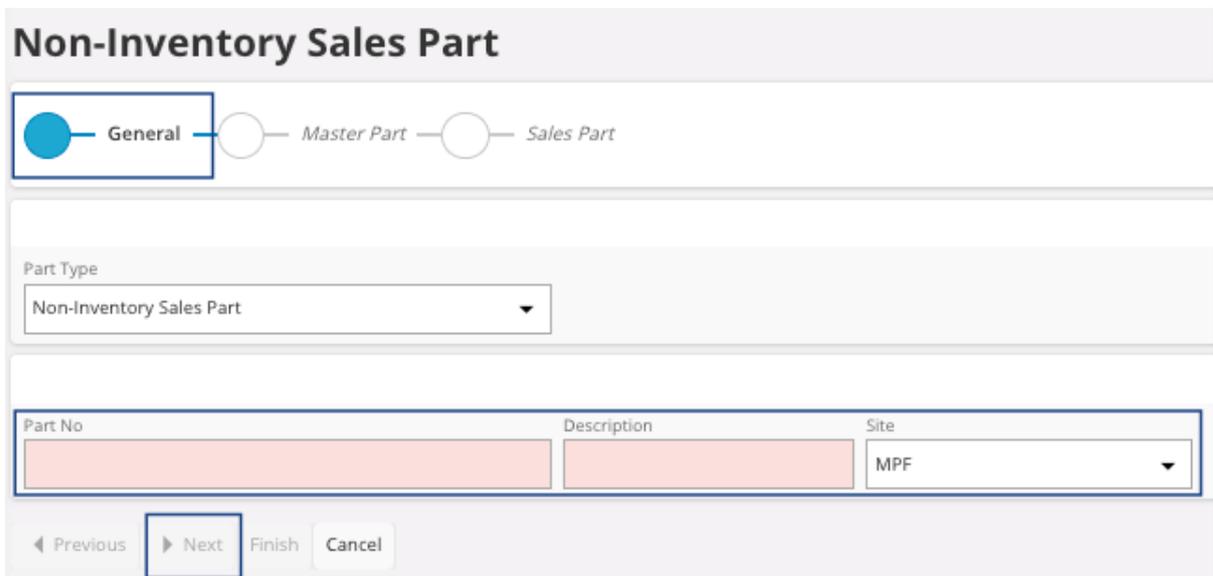
Remember:

- 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**.

Non-Inventory Sales Part:

General **Master Part** Sales Part

Misc Part Setting

Configurable

GTIN

GTIN Series GTIN

◀ Previous **▶ Next** Finish Cancel

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**.

Non-Inventory Sales Part:

General
 Master Part
 Sales Part

General

Sales Type: Sales Only | Category: Service

Unit of Measure

Sales UoM: | Price UoM: | Price Conv Factor: 1

Pricing

Price: | Price Incl Tax: | Rental Price: 0,00 EUR | Rental Price Incl Tax: 0,00 EUR

Cost: 0,00 EUR

Tax

Tax Code: | Tax Class: | Taxable: | Use Price Incl Tax:

Sourcing

Sourcing Option: Not supplied | Sourcing Rule: |

Grouping

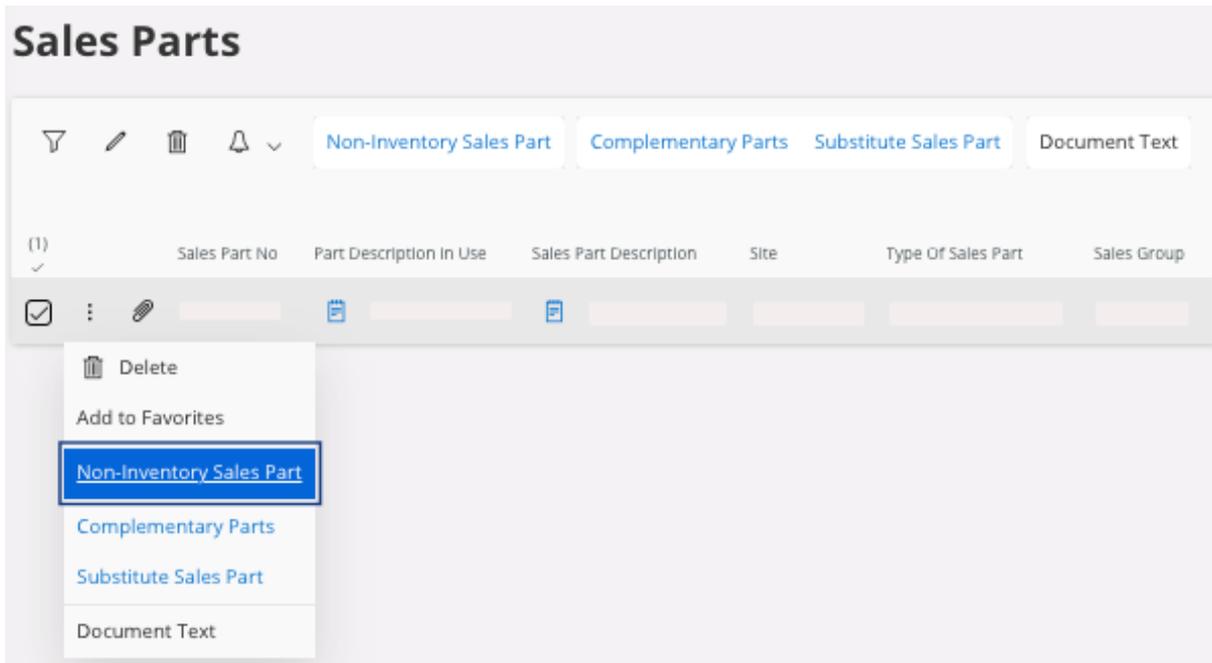
Sales Price Group: | Sales Group: | Discount Group: | Rebate Group: |

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**.

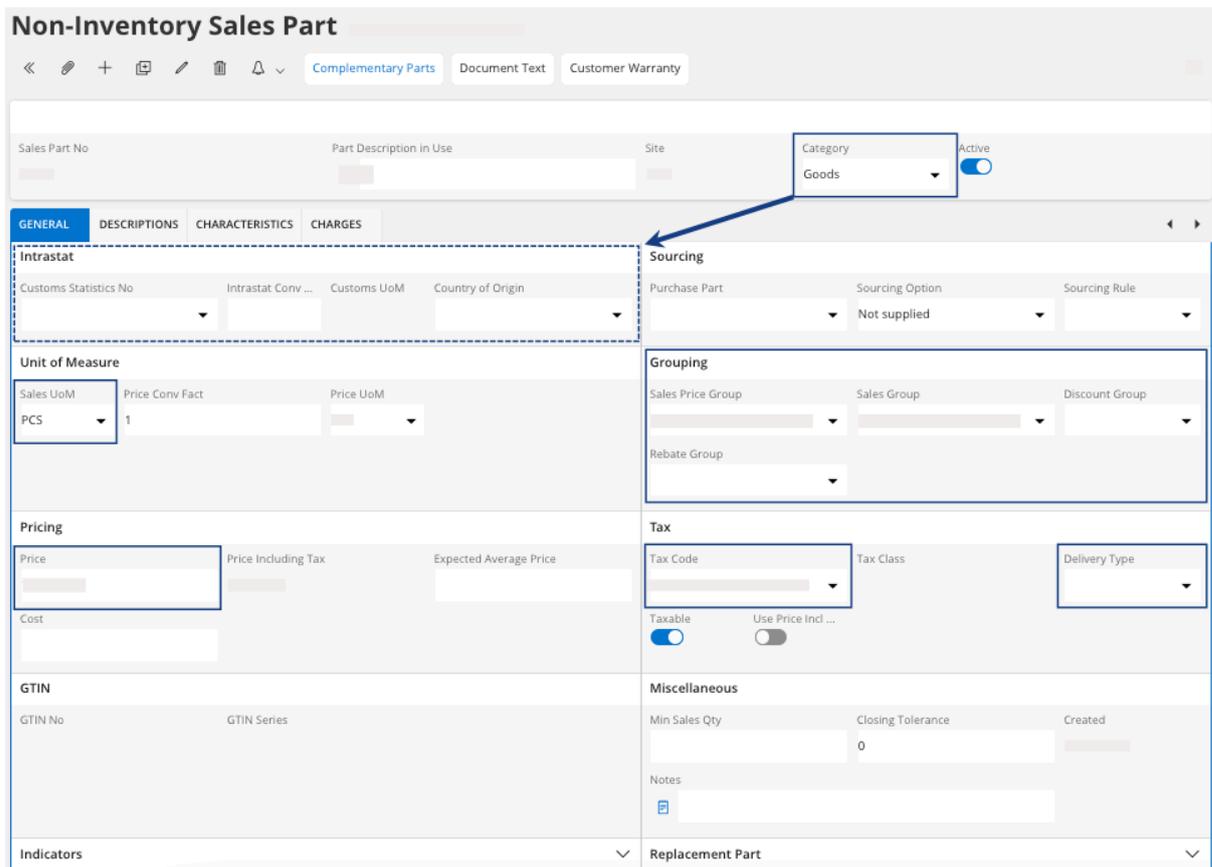
6. Click **Part Pages > Sales Part**.

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**.

Purchased Non-Inventory Part

General — Master Part — Purchase Part — Supplier for Purchase Part

Part Type
Purchased Non-Inventory Part

Part No Description Site
MPF

Previous Next Finish Cancel

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**.

Purchased Non-Inventory Part:

General — Master Part — Purchase Part — Supplier for Purchase Part

Buyer ID Purchase Group Purch UoM Taxable
Taxable

Previous Next Finish Cancel

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**.

Purchased Non-Inventory Part:

General — Master Part — Purchase Part — **Supplier for Purchase Part**

Supplier for Purchase Part

Supplier	Acquisition Type Purchase Only	Purch UoM pcs	Conv Factor 1
Supplier's Part No	Supplier's Part Description		

Supplier for Purchase Part-Pricing

Price	Price Incl Tax/Cur	Rental/Price 0,00 EUR	Rental Price Incl Tax 0,00 EUR
Currency Code EUR	Price UoM pcs	Price Conv Factor 1	Tax Code FRG20
Discount 0 %	Add Cost Net/Cur 0,00	Add Cost Gross/Cur 0,00	Use Price Incl Tax <input type="checkbox"/>

Taxable
 Yes

◀ Previous ▶ Next Finish Cancel

- 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**.

(1)	Part	Part Description in Use	Purchase Part Description	Site	Alternate Parts Exist	Created	Default Purch UoM	Taxable	Quality Approval Date	Acquisition Type	Closing Code	Closing Tolerance(%)
<input checked="" type="checkbox"/>					No		pcs - piece (allow dec...	Yes		Purchase Only	Automatic	0

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.**

Package Part ▾

«
Save
Cancel New

Sales Part No **1**

Part Description in Use

Site

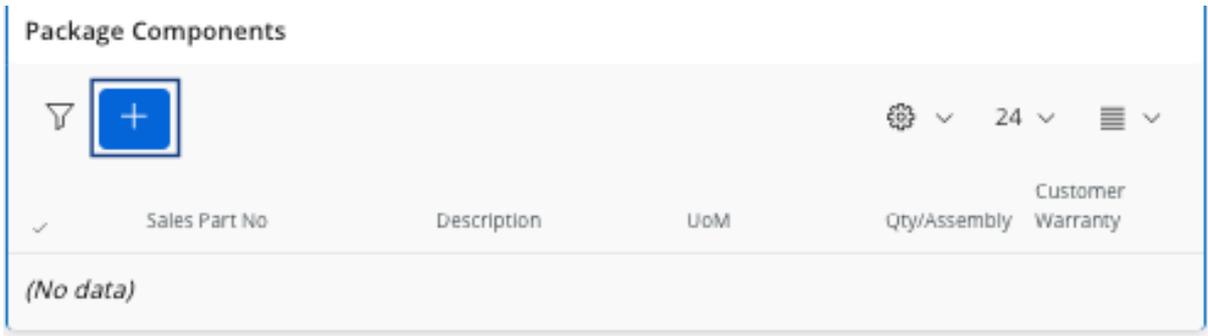
Active

GENERAL

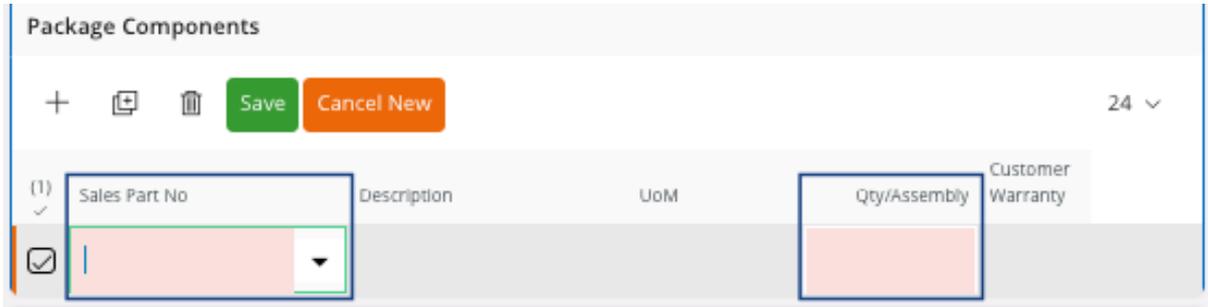
Package Price <input type="text" value="0,00"/> Price Including Tax 0,00 Expected Average Price <input type="text"/> Contribution Margin Rate (%) <input type="text"/>	Grouping Sales Price Group 2 <input type="text"/> Sales Group 3 <input type="text"/> Discount Group <input type="text"/> Rebate Group <input type="text"/>
Components Total Sales Price <input type="text"/> Total Sales Cost <input type="text"/>	Unit of Measure Sales UoM 4 <input type="text"/> Price Conversion Factor <input type="text" value="1"/> Price UoM <input type="text"/>
Indicators Export to External Application <input type="checkbox"/> Allow Incomplete Packages <input checked="" type="checkbox"/> Document Text <input type="text"/>	Tax Tax Code <input type="text"/> Tax Class <input type="text"/> Delivery Type <input type="text"/> Taxable <input checked="" type="checkbox"/> Use Price Incl Tax <input type="checkbox"/>
GTIN <input type="text"/>	Replacement Part <input type="text"/>
Misc Information <input type="text"/>	Misc Information <input type="text"/>

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.

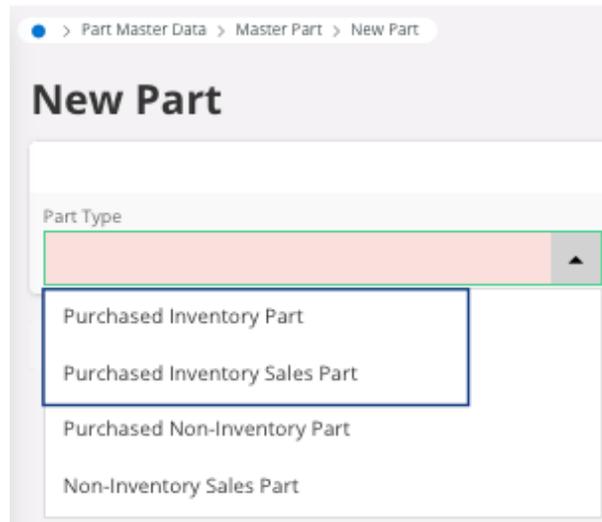
Creating a Global New Part

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.



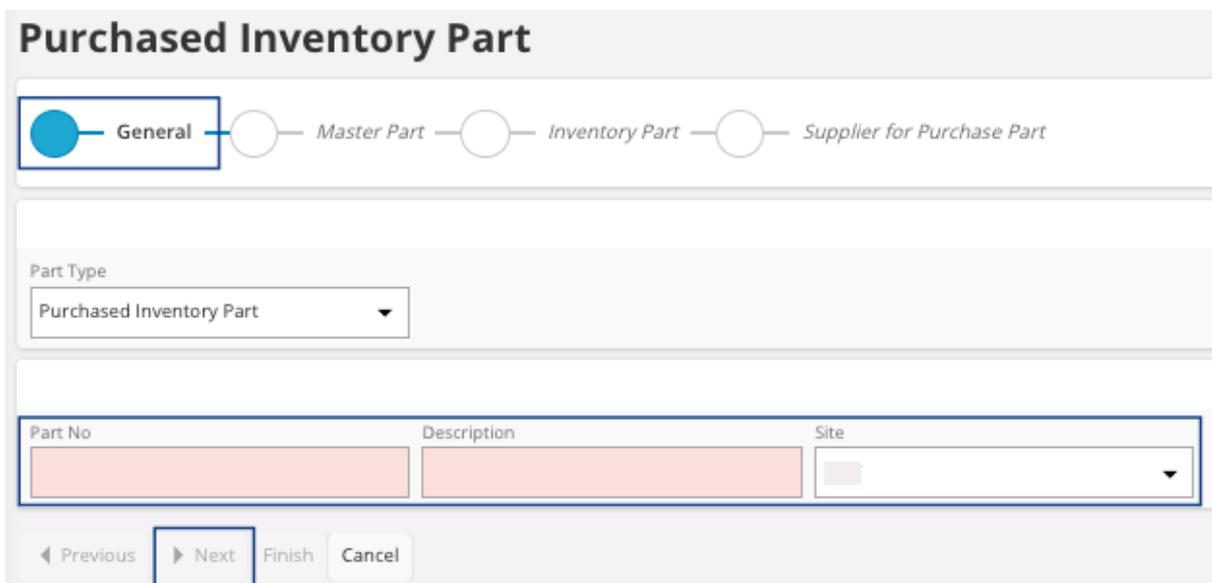
Remember:

- 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**.

Purchased Inventory Part:

General
 Master Part
 Inventory Part
 Supplier for Purchase Part

General Info

Part Description	Planner	Inventory UoM	Catch UoM
<input type="text"/>	* <input type="text"/>	<input type="text"/>	<input type="text"/>
Commodity Group 1	Commodity Group 2	Accounting Group	Product Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Product Family	Raw Material		
<input type="text"/>	<input type="checkbox"/>		

Cost/Misc Part Info

Inventory Valuation Method	Inventory Part Cost Level	Zero Cost	Estimated Material Cost
<input type="text"/>	<input type="text"/>	Zero Cost Forbidden	0,00 EUR
Negative On Hand Allowed <input type="checkbox"/>			

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**.

Purchased Inventory Part:

General
 Master Part
 Inventory Part
 Supplier for Purchase Part

Supplier for Purchase Part

Supplier	Acquisition Type Purchase Only	Purch UoM pcs	Conv Factor 1
Supplier's Part No	Supplier's Part Description		

Supplier for Purchase Part-Pricing

Price	Price Incl Tax/Cur	Rental/Price	Rental Price Incl Tax 0,00 EUR
Currency Code	Price UoM	Price Conv Factor	Tax Code
Discount	Add Cost Net/Cur	Add Cost Gross/Cur 0,00	Use Price Incl Tax <input type="checkbox"/>

Taxable
 Yes

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

(1)	Part	Part Description In Use	Purchase Part Description	Site	Alternate Parts Exist	Created	Default Purch UoM	Taxable	Quality Approval Date	Acquisition Type	Closing Code	Closing Tolerance(%)
<input checked="" type="checkbox"/>			pcs - piece (allow dec...		No			Yes		Purchase Only	Automatic	0

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**.

Purchased Inventory Sales Part:

General — Master Part — Inventory Part — **Sales Part** — Supplier for Purchase Part

General

Sales Type
Sales Only

Unit of Measure

Sales UoM: pcs, Inv Conv Factor: 1, Price UoM: pcs, Price Conv Factor: 1
Invert Conv Factor: 1

Pricing

Price	Price Incl Tax	Rental Price	Rental Price Incl Tax
		0,00 EUR	0,00 EUR

Tax

Tax Code, Tax Class, Taxable: , Use Price Incl Tax:

Sourcing

Sourcing Option: Inventory Order, Sourcing Rule:

Grouping

Sales Price Group, Sales Group, Discount Group, Rebate Group

◀ Previous **▶ Next** Finish Cancel

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**.

Purchased Inventory Sales Part:

General — Master Part — Inventory Part — Sales Part — **Supplier for Purchase Part**

Supplier for Purchase Part

Supplier	Acquisition Type	Purch UoM	Conv Factor
	Purchase Only	pcs	1
Supplier's Part No	Supplier's Part Description		

Supplier for Purchase Part-Pricing

Price	Price Incl Tax/Cur	Rental/Price	Rental Price Incl Tax
		0,00 EUR	0,00 EUR
Currency Code	Price UoM	Price Conv Factor	Tax Code
EUR	pcs	1	
Discount	Add Cost Net/Cur	Add Cost Gross/Cur	Use Price Incl Tax
0 %	0,00	0,00	<input type="checkbox"/>
Taxable			
<input checked="" type="button" value="Yes"/>			

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**.

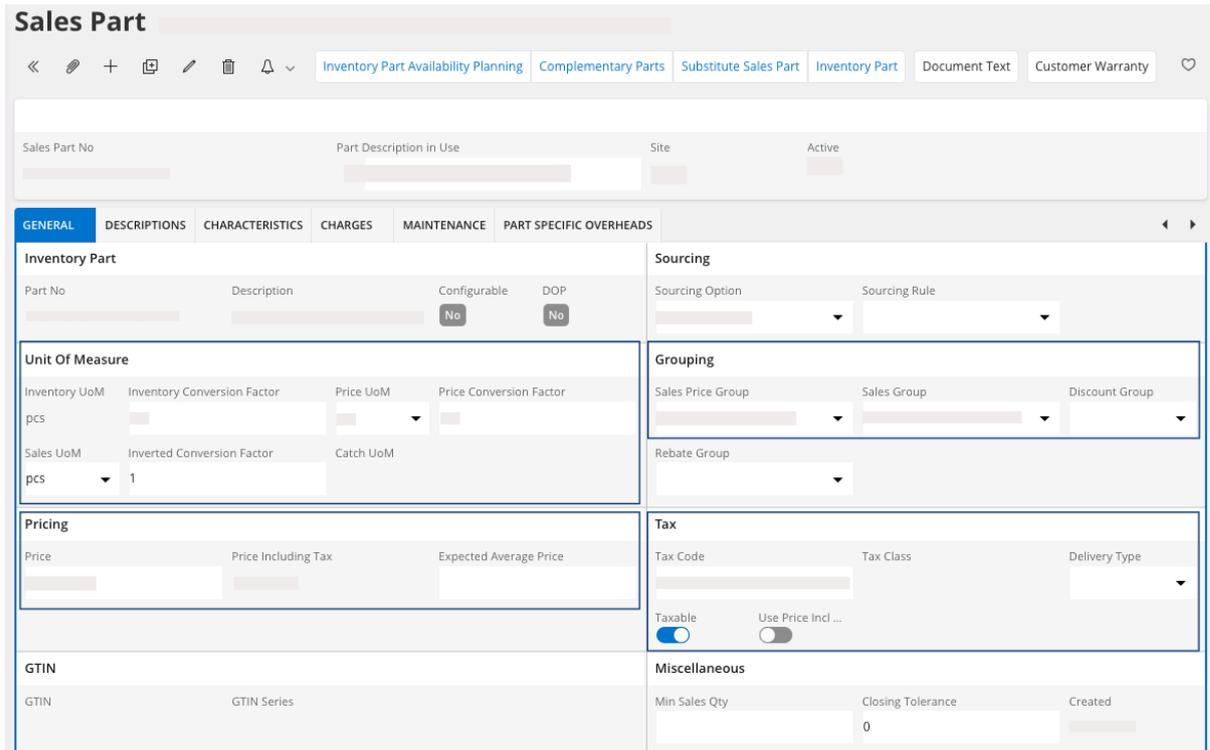
(1)	Part	Part Description In Use	Purchase Part Description	Site	Alternate Parts Exist	Created	Default Purch UoM	Taxable	Quality Approval Date	Acquisition Type	Closing Code	Closing Tolerance(%)
☑					No		pcs - piece (allow dec...	Yes		Purchase Only	Automatic	0

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**.



The screenshot displays the 'Sales Part' configuration interface. At the top, there are navigation tabs: 'Inventory Part Availability Planning', 'Complementary Parts', 'Substitute Sales Part', 'Inventory Part', 'Document Text', and 'Customer Warranty'. Below this, a header section contains 'Sales Part No', 'Part Description in Use', 'Site', and 'Active' checkboxes. The main configuration area is divided into several sections:

- Inventory Part:** Includes 'Part No', 'Description', 'Configurable' (set to 'No'), and 'DOP' (set to 'No').
- Sourcing:** Includes 'Sourcing Option' and 'Sourcing Rule' dropdowns.
- Unit Of Measure:** A table with columns for 'Inventory UoM', 'Inventory Conversion Factor', 'Price UoM', and 'Price Conversion Factor'. It also includes 'Sales UoM', 'Inverted Conversion Factor', and 'Catch UoM'.
- Grouping:** Includes 'Sales Price Group', 'Sales Group', 'Discount Group', and 'Rebate Group' dropdowns.
- Pricing:** Includes 'Price', 'Price Including Tax', and 'Expected Average Price' fields.
- Tax:** Includes 'Tax Code', 'Tax Class', and 'Delivery Type' dropdowns, along with 'Taxable' (checked) and 'Use Price Incl ...' (unchecked) toggle switches.
- GTIN:** Includes 'GTIN' and 'GTIN Series' fields.
- Miscellaneous:** Includes 'Min Sales Qty', 'Closing Tolerance' (set to 0), and 'Created' date field.

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

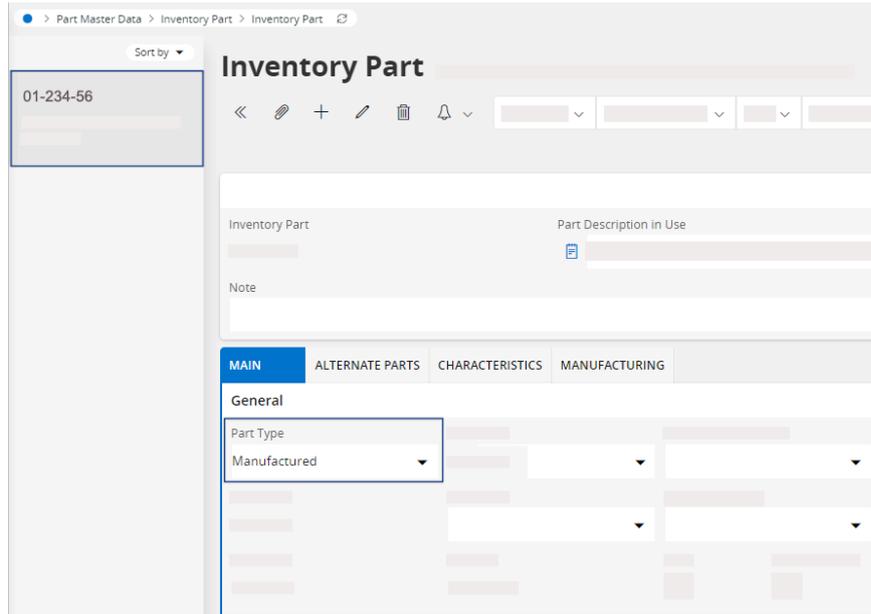
You can change the product structure of a manufactured product, by adding components or removing existing components.

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

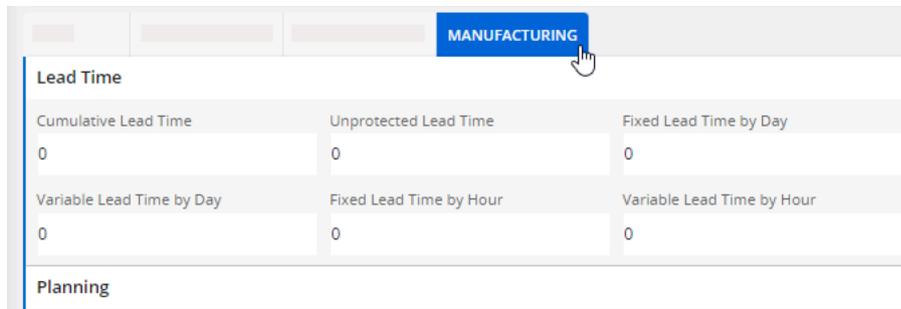


Note: If an inventory part was defined before as a part type other than **Manufactured**, then changed to **Manufactured**, a product structure header is automatically created. In this case, you need to create yourself the whole product structure.

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.

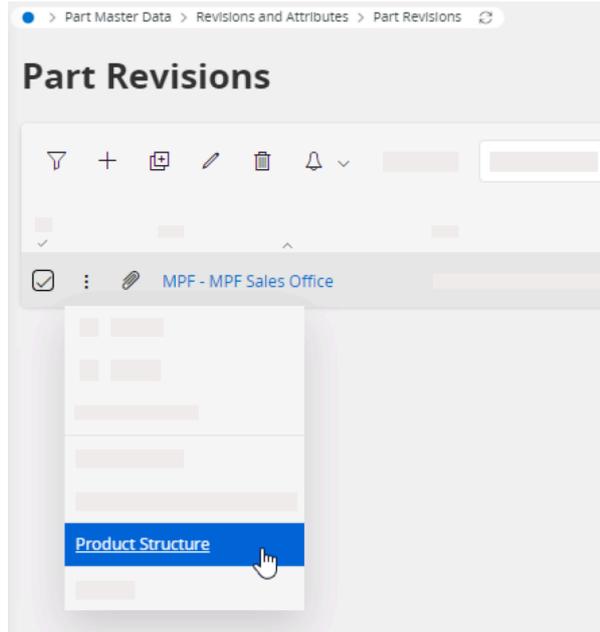


3. To display the product structure:

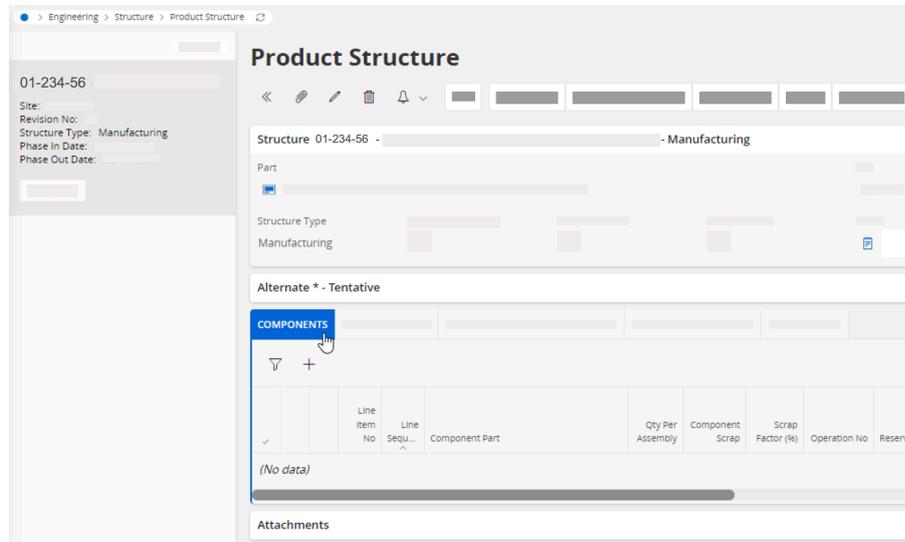
a. Click **Part Revisions**.



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



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



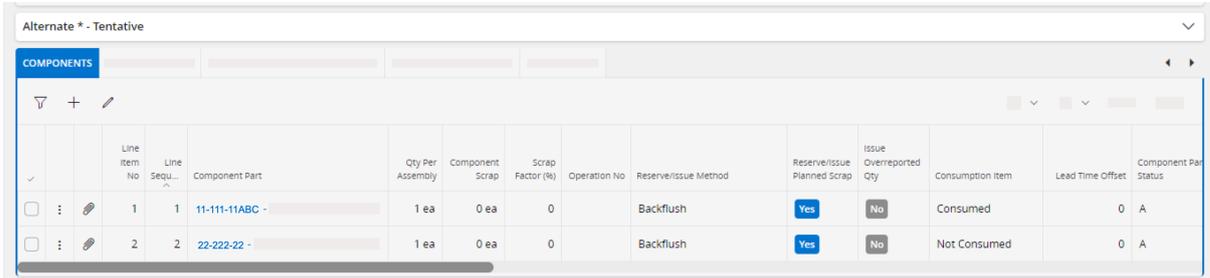
4. To add a new component click **New +**.

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.

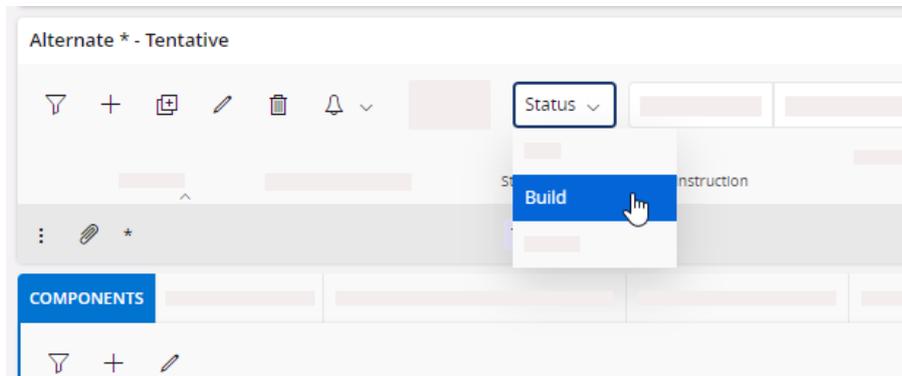
 **Note:** If the component is defined as an expense part, you can only set it as not consumed.



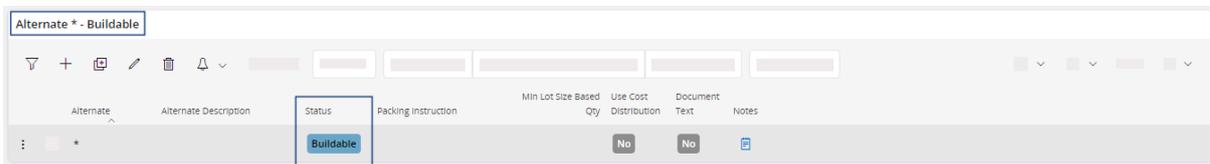
Line Item No	Line Sequ...	Component Part	Qty Per Assembly	Component Scrap	Scrap Factor (%)	Operation No	Reserve/Issue Method	Reserve/Issue Planned Scrap	Issue Overreported Qty	Consumption Item	Lead Time Offset	Component Part Status
1	1	11-111-11ABC -	1 ea	0 ea	0		Backflush	Yes	No	Consumed	0	A
2	2	22-222-22 -	1 ea	0 ea	0		Backflush	Yes	No	Not Consumed	0	A

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.

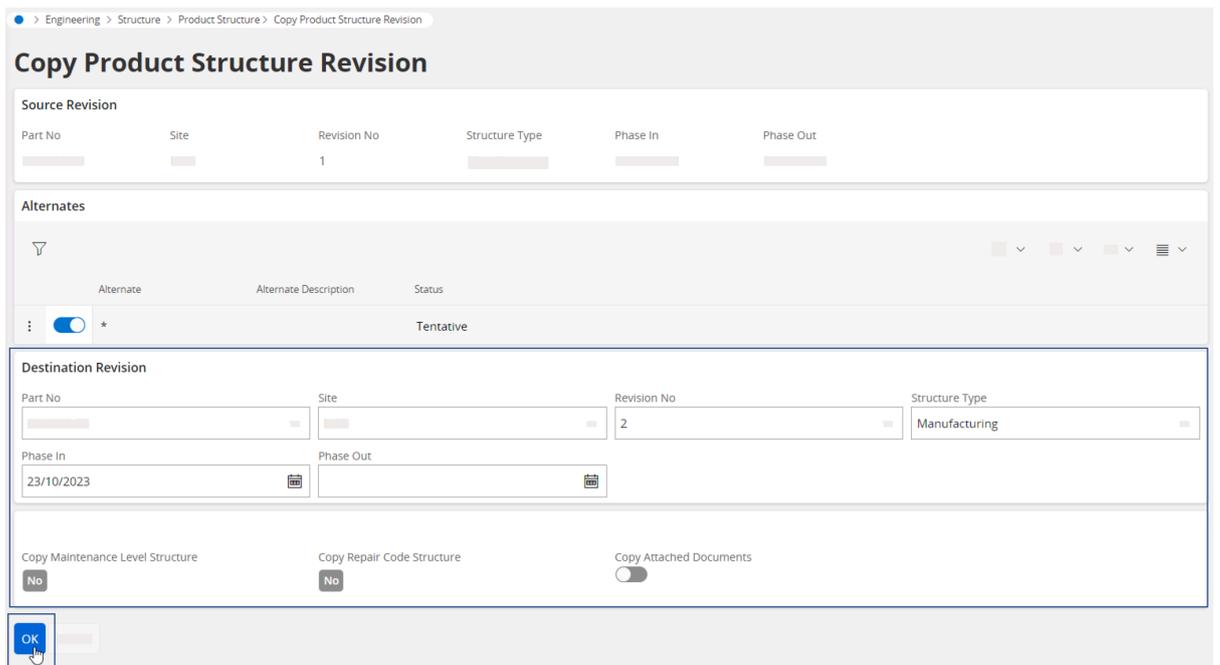


8. If needed, you can keep track of the revisions made to the product structure:

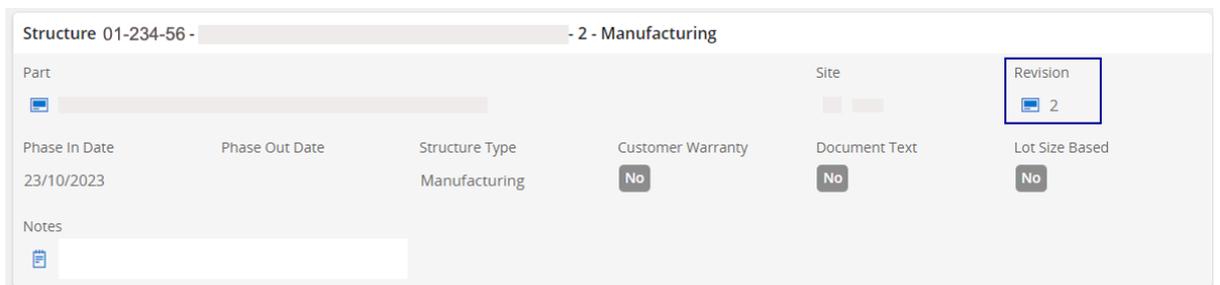
a. Click **Copy Revision**.



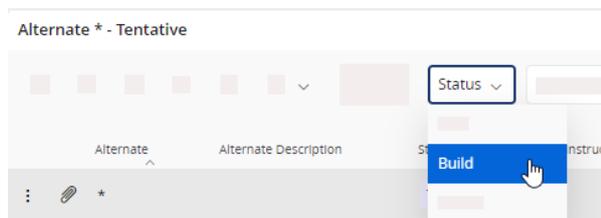
b. Update the product structure information if necessary, then click **OK**.



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



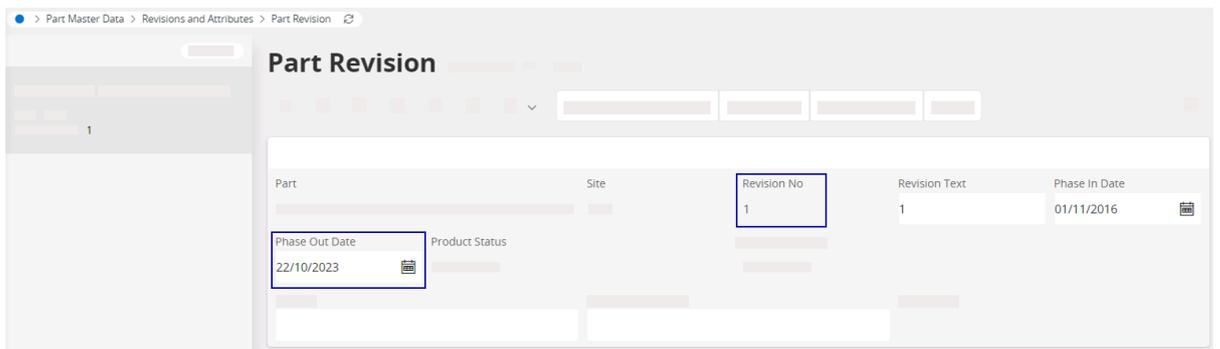
c. Update the components, then click **Status > Build** when finished.



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



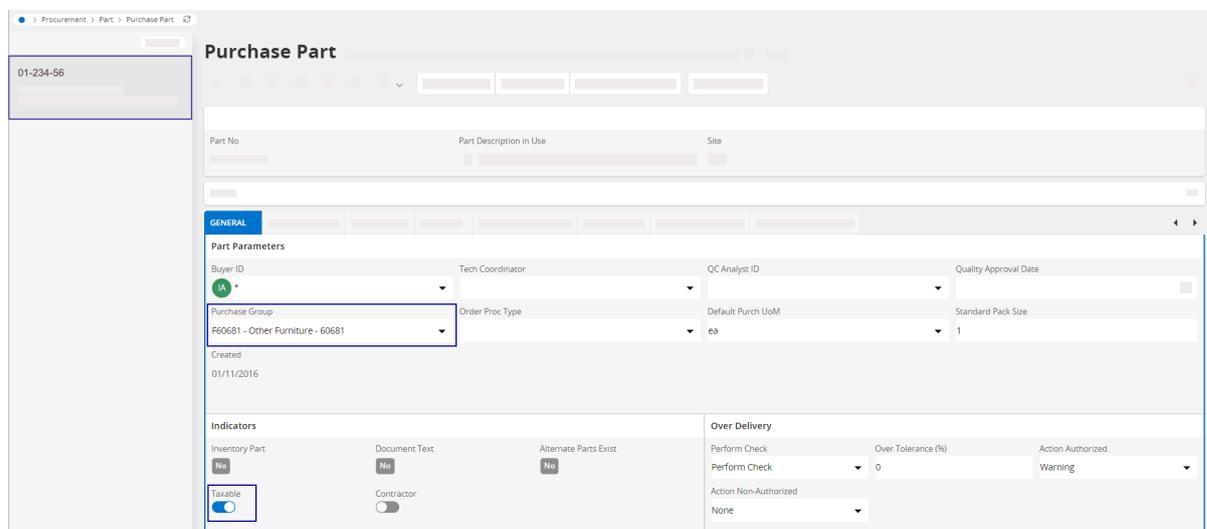
e. Click the older revision, then in **Phase Out Date**, set the date from which the product structure becomes obsolete. This way, it will not be used in the future.



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:

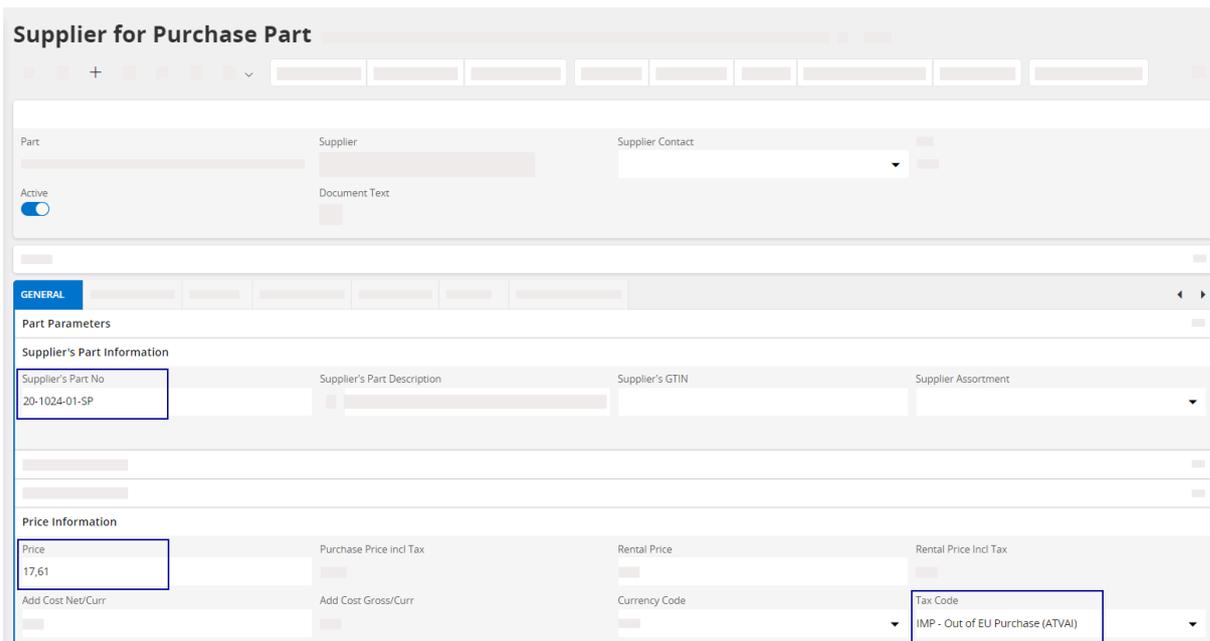
a. Go to the **Supplier for Purchase Part** page.



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.



Supplier for Purchase Part

Part: _____ Supplier: _____ Supplier Contact: _____

Active: Document Text: _____

GENERAL

Part Parameters

Supplier's Part Information

Supplier's Part No 20-1024-01-SP	Supplier's Part Description _____	Supplier's GTIN _____	Supplier Assortment _____
-------------------------------------	--------------------------------------	--------------------------	------------------------------

Price Information

Price 17,61	Purchase Price Incl Tax _____	Rental Price _____	Rental Price Incl Tax _____
Add Cost Net/Curr _____	Add Cost Gross/Curr _____	Currency Code _____	Tax Code IMP - Out of EU Purchase (ATVAI)

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.



Supplier for Purchase Part

Part: _____ Supplier: _____ Supplier Contact: _____

Active: Document Text: _____

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

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

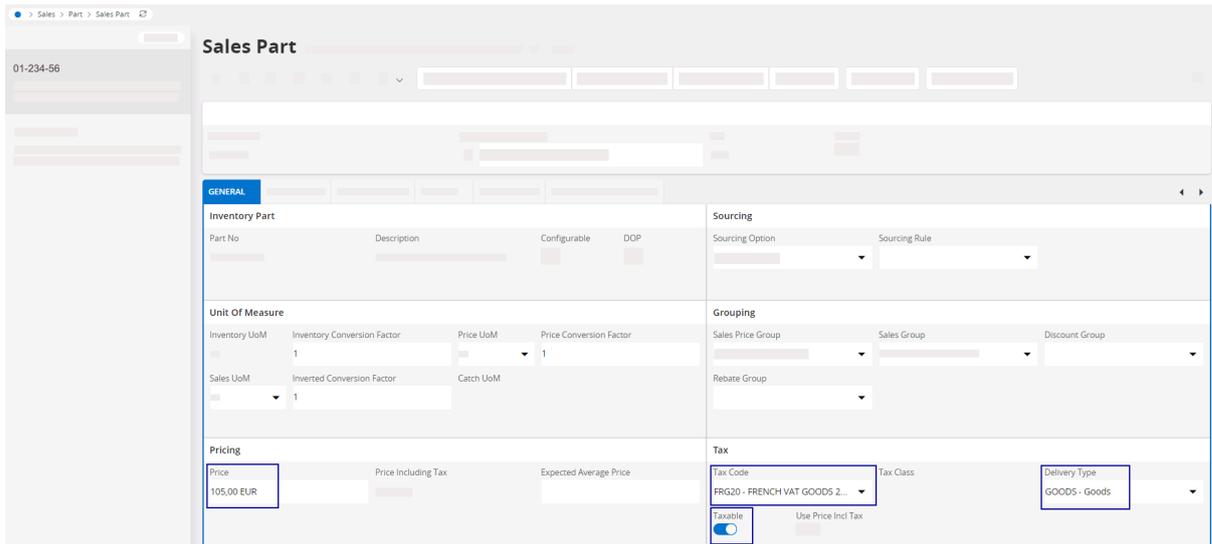


The part is still available for a customer order if already in your stock, but it is impossible to order it from the supplier anymore.

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.

Sales Part

Sales Part No: [] Part Description in Use: [] Site: [] **Active**

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**

Non-Inventory Sales Part

Sales Part No: [] Part Description in Use: [] Site: [] **Category:** Goods **Active:**

GENERAL

Intrastat
 Customs Statistics No: [] Intrastat Conv F...: [] Customs UoM: [] **Country of Origin:** []

Unit of Measure
 Sales UoM: [] Price Conv Fact: [] Price UoM: []

Pricing
 Price: 120.00 EUR Price Including Tax: [] Expected Average Price: []
 Cost: 0.00

Sourcing
 Purchase Part: [] Sourcing Option: [] Sourcing Rule: []

Grouping
 Sales Price Group: [] Sales Group: [] Discount Group: []
 Rebate Group: []

Tax
Tax Code: FRG20 - FRENCH VAT GOODS 2... Tax Class: [] Delivery Type: []
Taxable: Use Price Incl Tax:

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

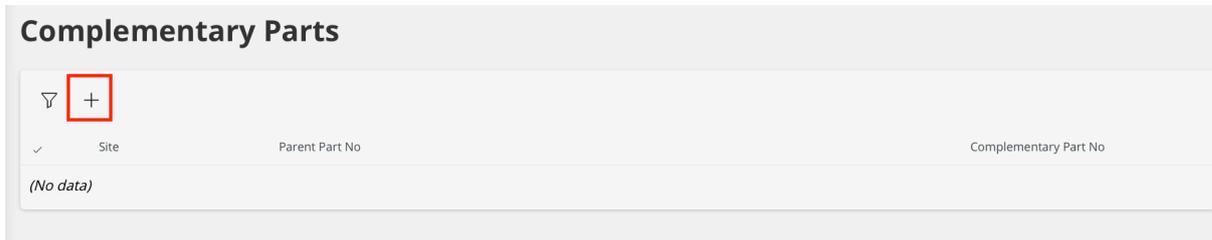
Non-Inventory Sales Part

Sales Part No: [] Part Description in Use: [] Site: [] **Category:** [] **Active**

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**.

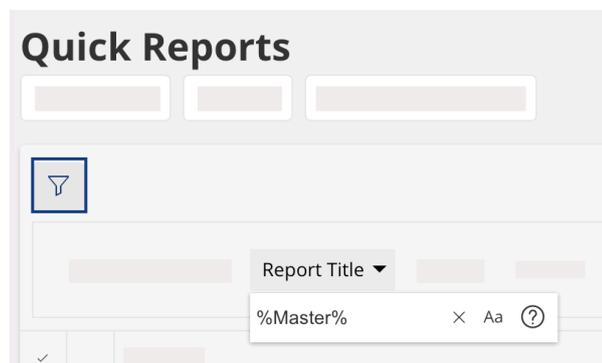


The complementary part is created. It will now be suggested when adding a line with the **Parent Part No** to a customer order (on page 227) or sale quotation (on page 215).

Consulting Reports of Master Data Parts

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

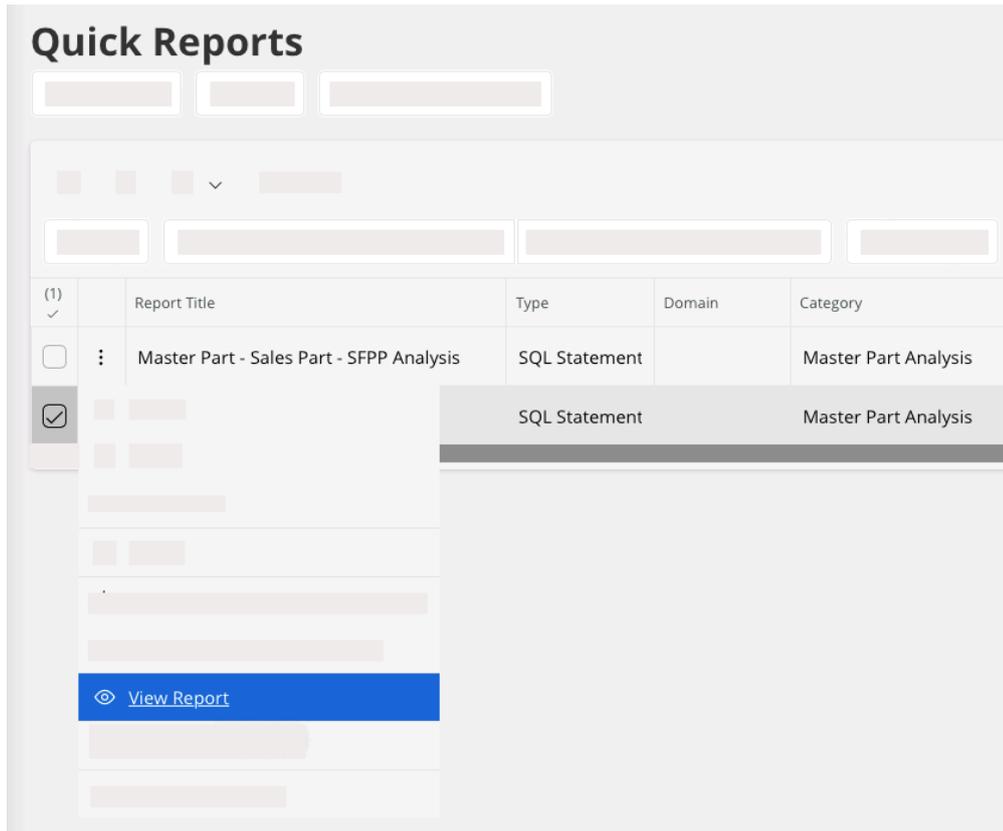
1. Go to **Quick Reports** page.
2. Click the **Filter** icon in the top toolbar, then click **Report Title** and enter %Master%.



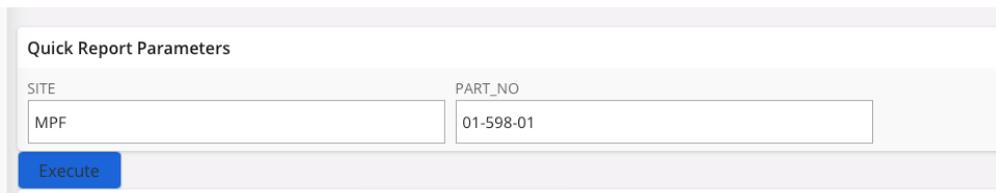
Two types of reports are listed:

- **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.



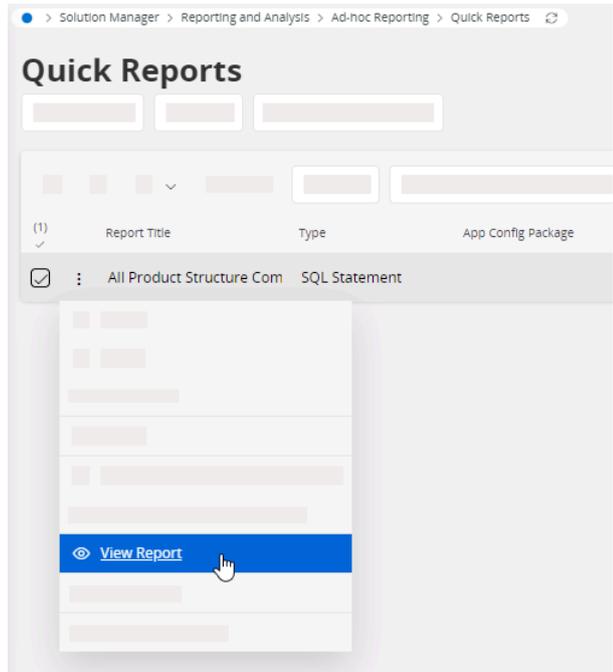
5. Click **Execute**.

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.

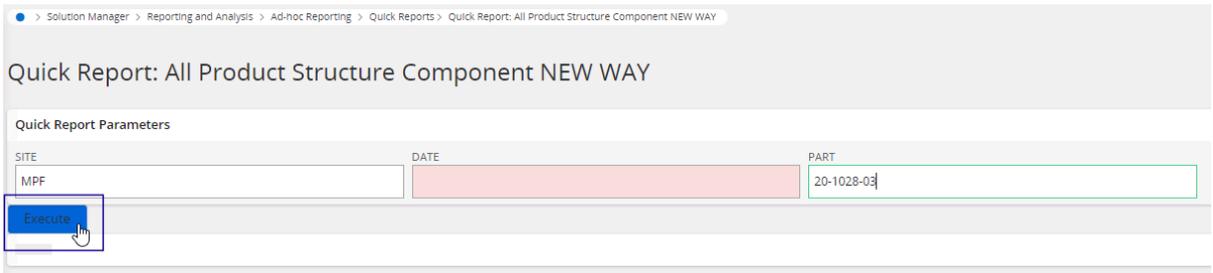
1. Go to the **Quick Reports** page.
2. Click the filter icon in the top toolbar, then select **Report Title** and enter `All Product Structure Component NEW WAY`.
3. Select the report, then click the three dots **:** and **View Report**.



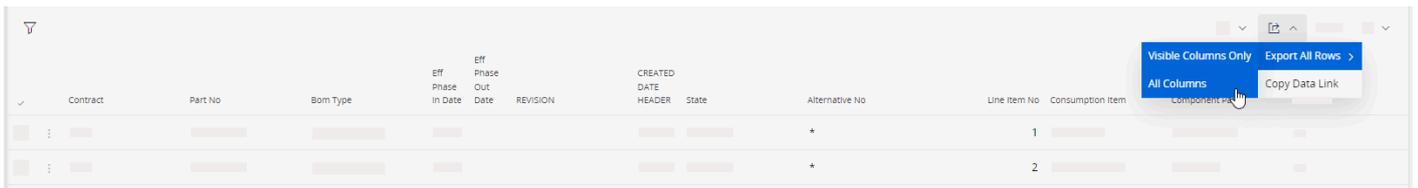
4. Set the following filters:

- **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.

The screenshot shows the 'Fixed Asset Object' form. At the top, there are buttons for 'Save' and 'Cancel New'. Below are input fields for 'Object', 'Description', and 'Replaced/Split Object'. A dropdown for 'Object Type' is set to 'Normal'. The 'GENERAL' tab is selected, with other tabs like 'USER DEFINED BASE VALUES', 'BOOKS', 'PREPOSTING', 'INVENTORY', 'PROPERTIES', and 'DISPOSAL' visible. Under 'General Details', the 'Object Group' dropdown is open, displaying a search bar and a list of results. The first result is '218300-CS (Object Group Id)' with a description '218300 - Computers and Software (Description)'. Other fields include 'Valid', 'Object Class', 'Object Owner', 'External ID', 'Movable Pool Object' (set to No), and 'Main Object'.

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**.

Purchase Order Planned

Order No: [] Supplier: [] Site: []
 Order Code: [] Receipt Date: []

PART LINES | **NO PART LINES** | ORDER DETAILS | CHARGES | AUTHORIZATION

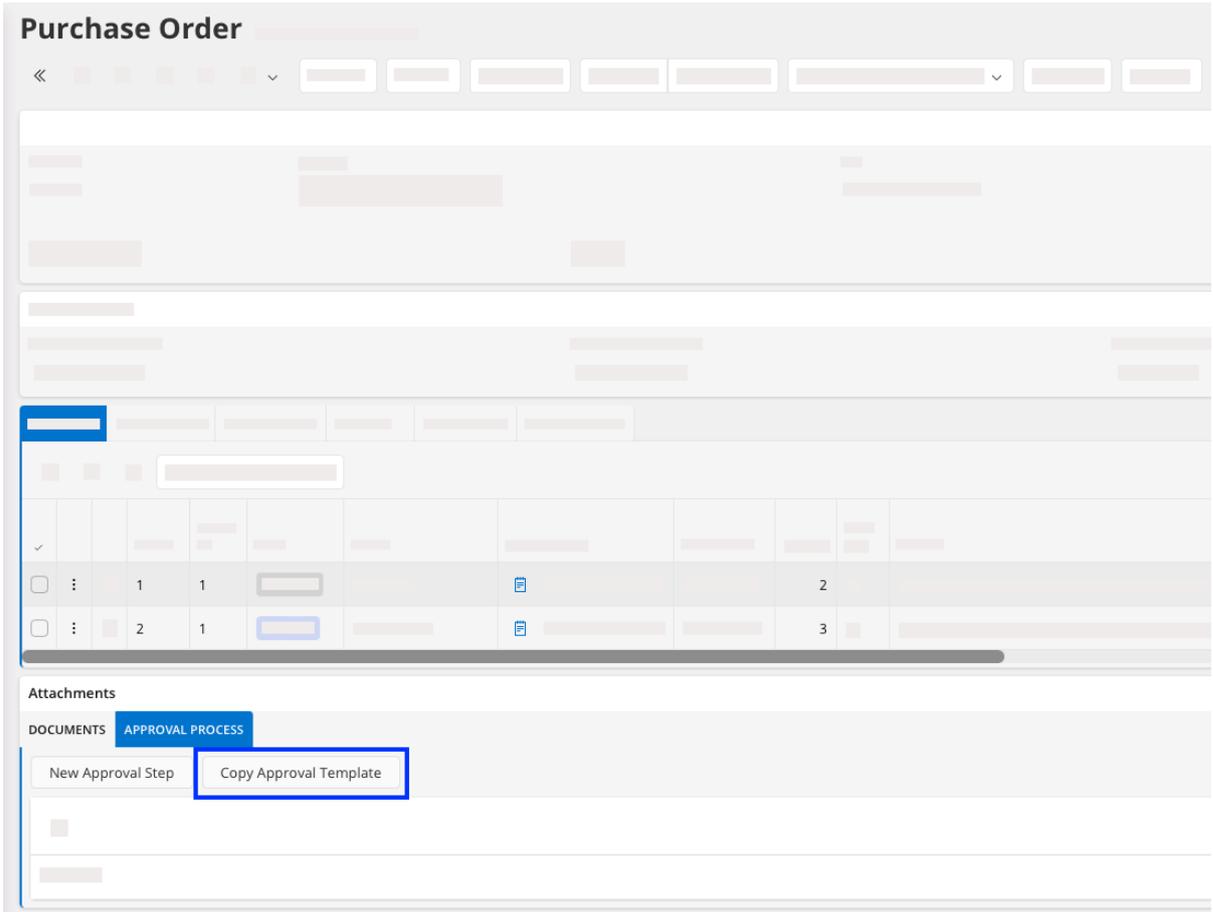
+ [] [] [] **Save** **Cancel New** 24 v

(1) v	Line No	Purchase Group	Description	Quantity	Purch UoM	Price/Curr	Discount (%)
<input checked="" type="checkbox"/>		CIP FA - CIP FA v	Construction in Progress	1	pcs v	345,00	0

Attachments v

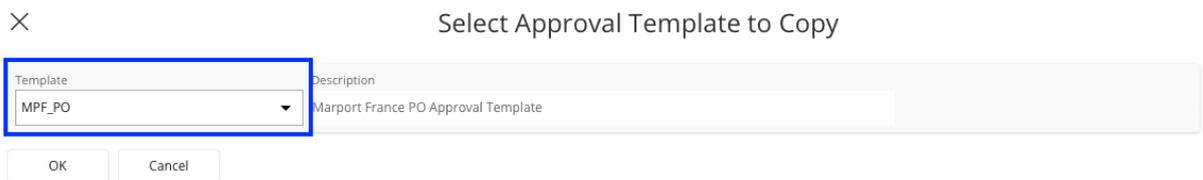
5. Expand **Attachments** panel on the bottom of the page and go to the **Approval Process** tab.

6. Click **Copy Approval Template**.

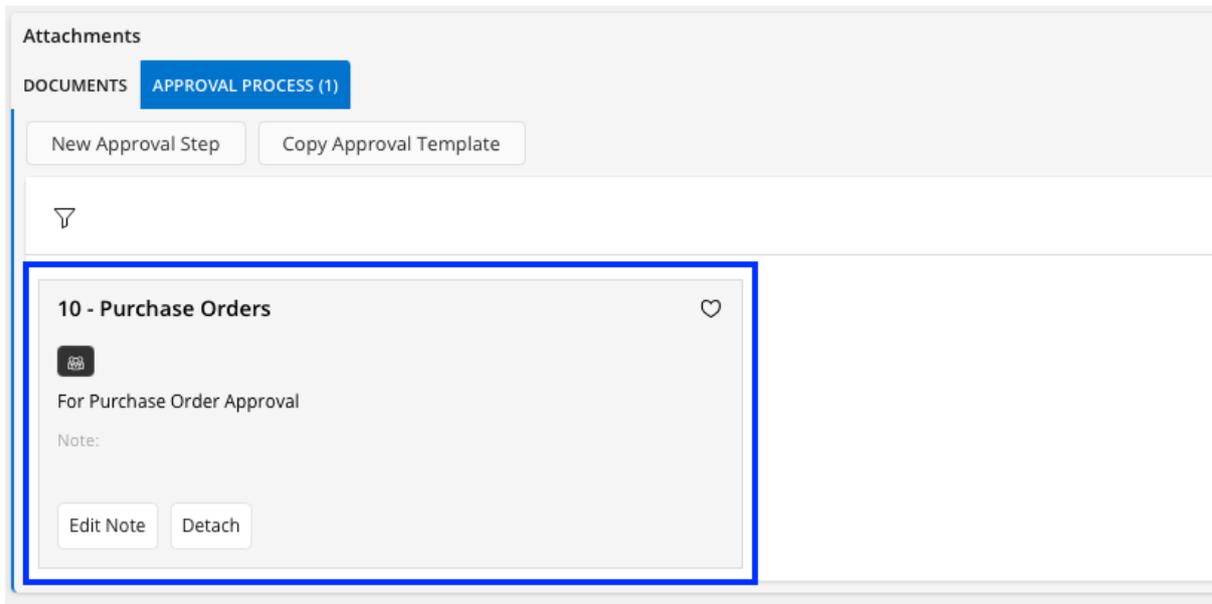


A new pane appears.

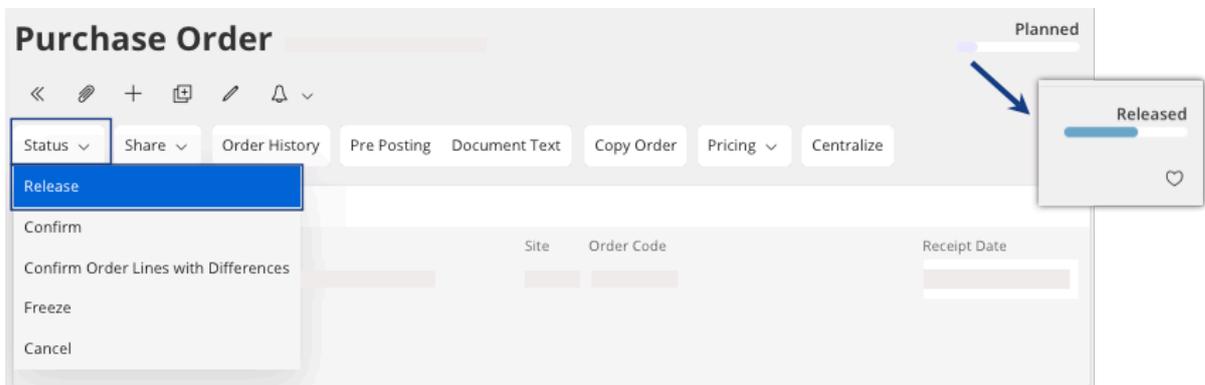
7. Select the template referring to the approbation of the purchase order.



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



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



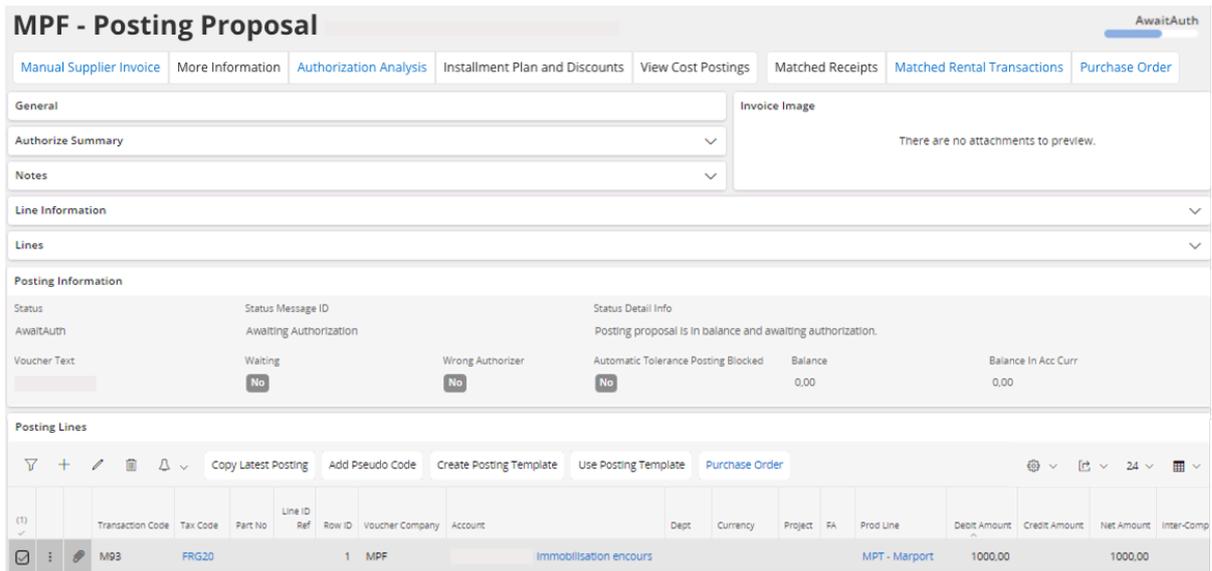
Acquiring a Fixed Asset with the Manual Supplier Invoice

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

You need to have created a purchase order.

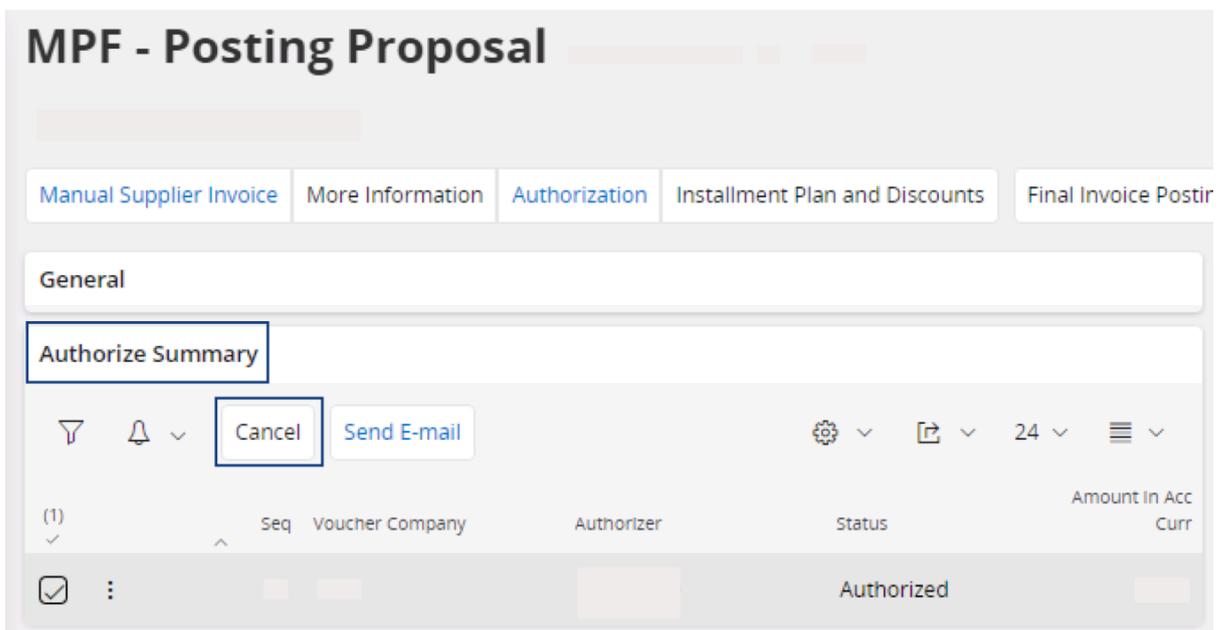
To get more information about the supplier manual invoice, see [External Purchase Invoice \(on page 140\)](#).

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.



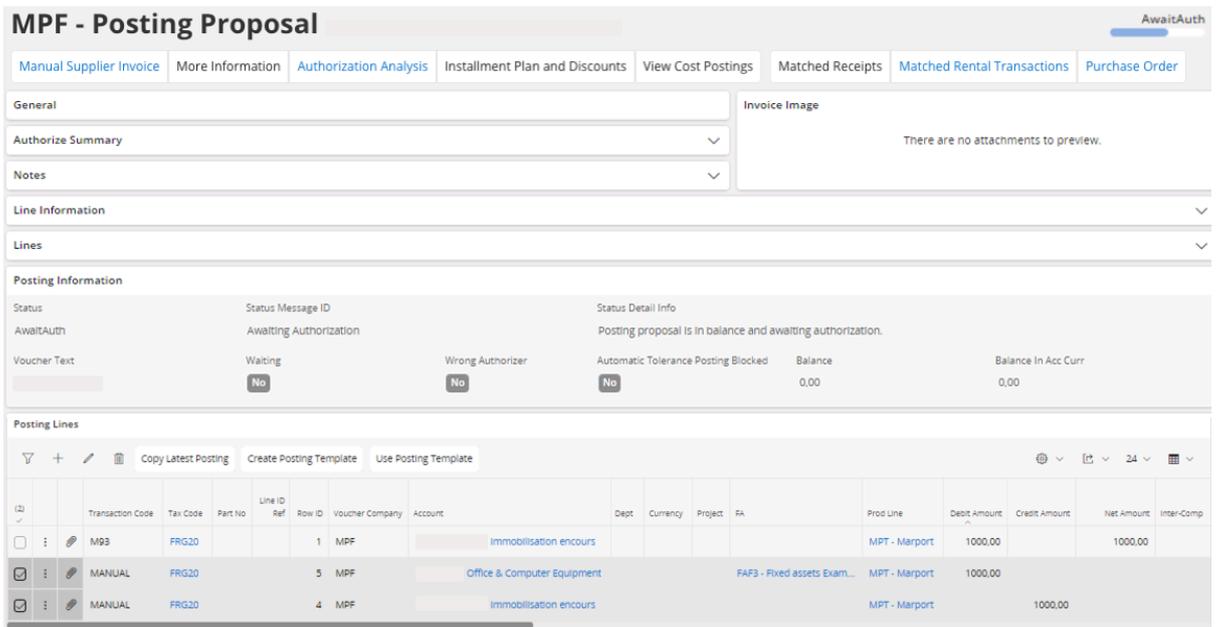
If your invoice status is **Authorized**, your invoice has been authorized automatically and you cannot modify your lines.

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 \(on page 172\)](#).

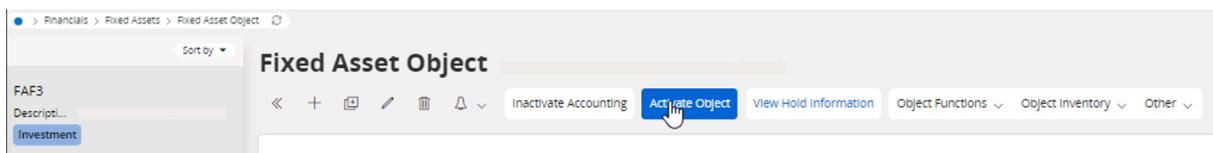
Activating the Fixed Asset

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**.

✕ Activate Object

🔍⚙️ ▾ 📄 ▾ 24 ▾ ☰ ▾

Object	Acquisition Date	Event Date	Acquisition Value	Acquisition Value in Parallel Currency
FAF3 - Fixed assets Exa...	<input type="text" value=""/>	<input type="text" value=""/>	1000,00	1100,00

ActivateCancel

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*.

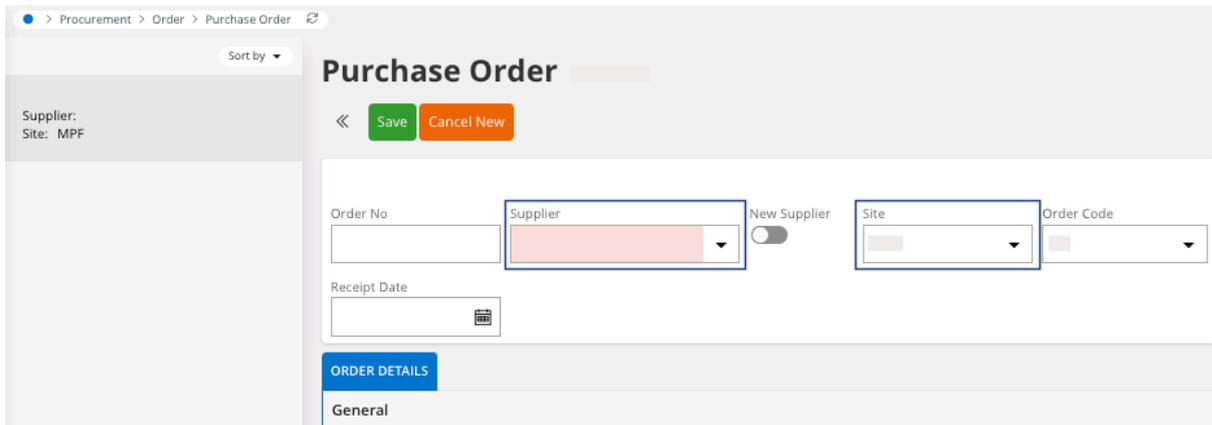
 **Note:** To accomplish the following process, ensure that your **Supplier** has been correctly created, with the following information: legal and tax purpose, addresses, contacts...

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.

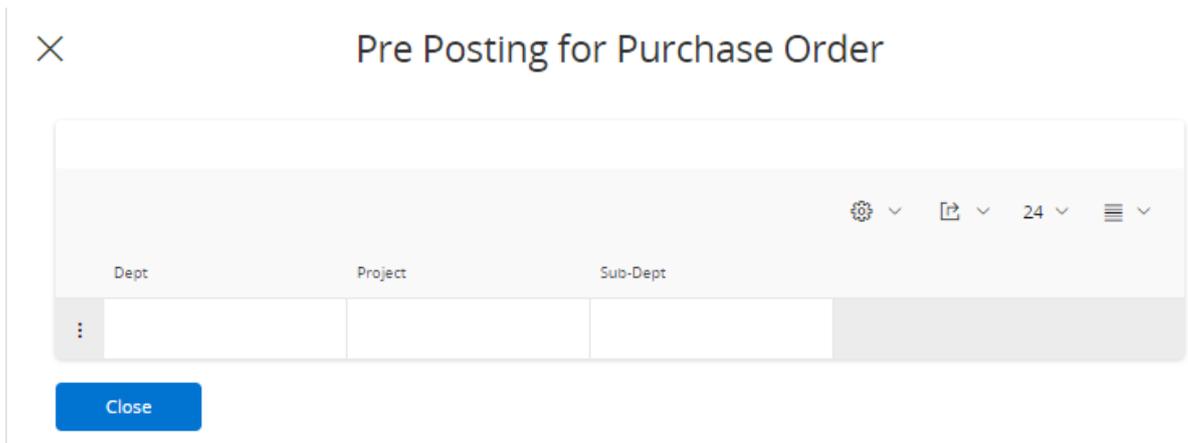
4. Click **Save**.
5. You can specify to which department, project, or sub-department this purchase order will be allocated:

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:

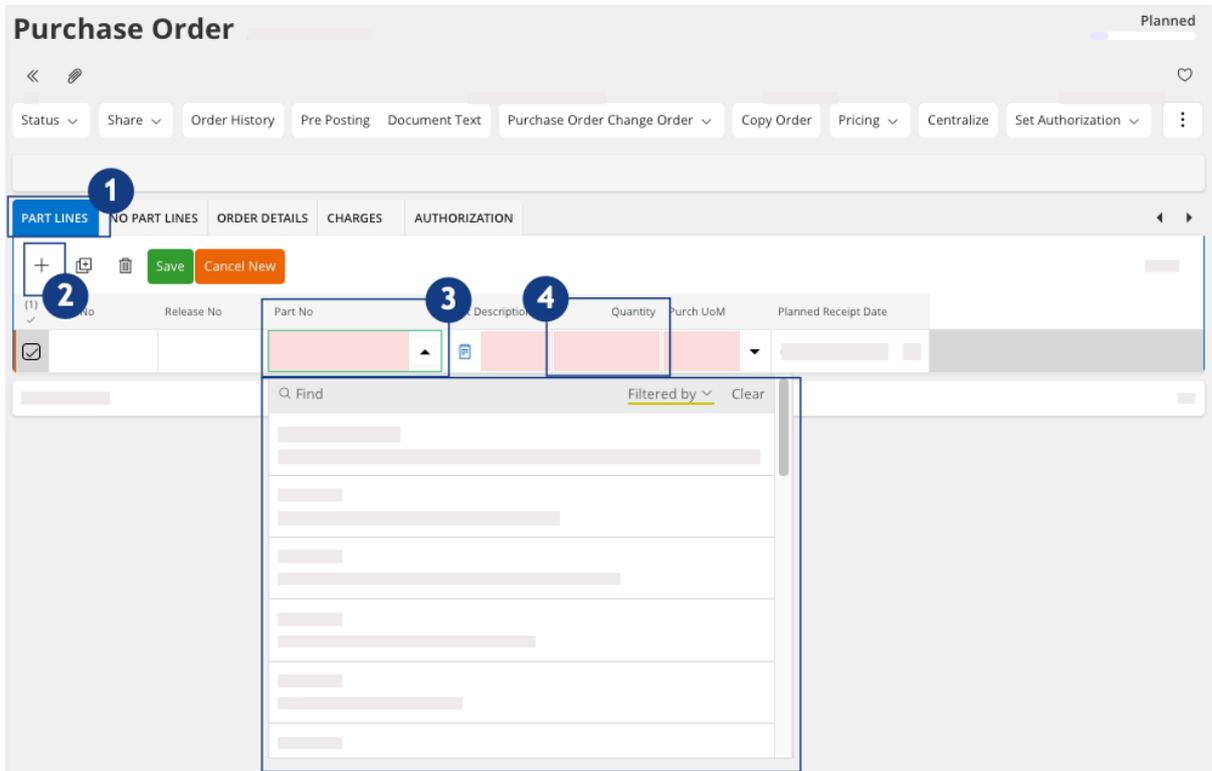
- Add lines with parts that exist in **IFS Cloud**, see below [Adding Lines with Parts from IFS Cloud \(on page 130\)](#).
- Add lines with no parts from **IFS Cloud**, see below [Adding Lines with No Part Lines \(on page 131\)](#).

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**.

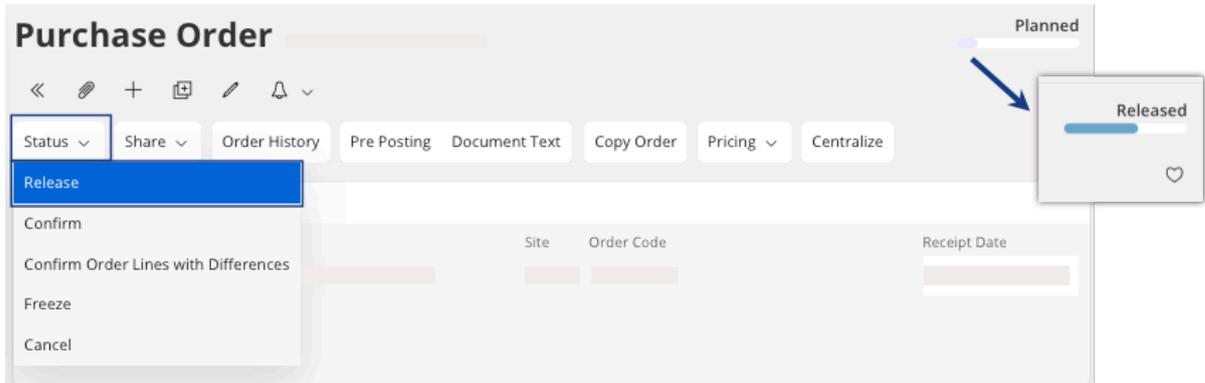
 **Note:** If you specify information in the pre-posting header, the same information is applied to each line. However, you can directly modify it in the lines.

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**.



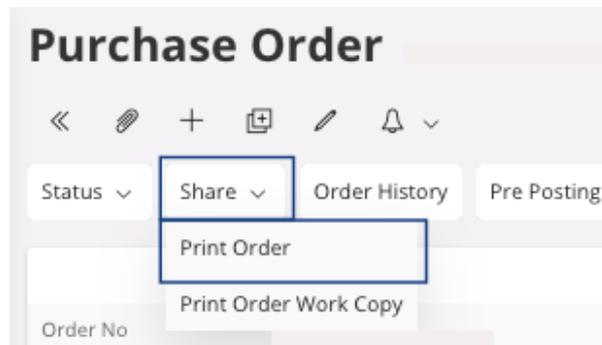
The purchase order status changed from **Planned** to **Released**. It has been validated in your company.

- 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**.

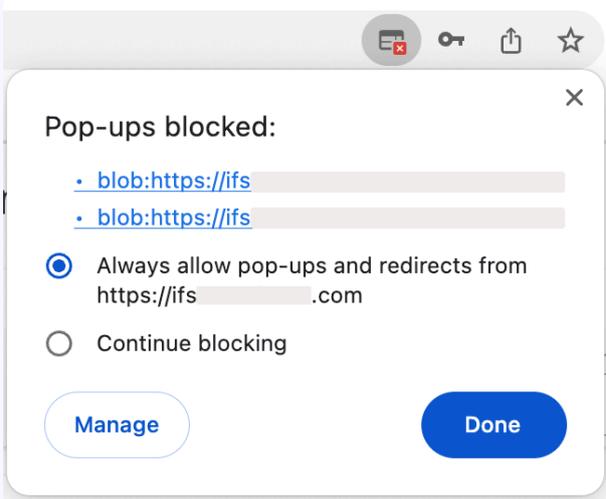


The **Report Format & Output** pane appears.

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.



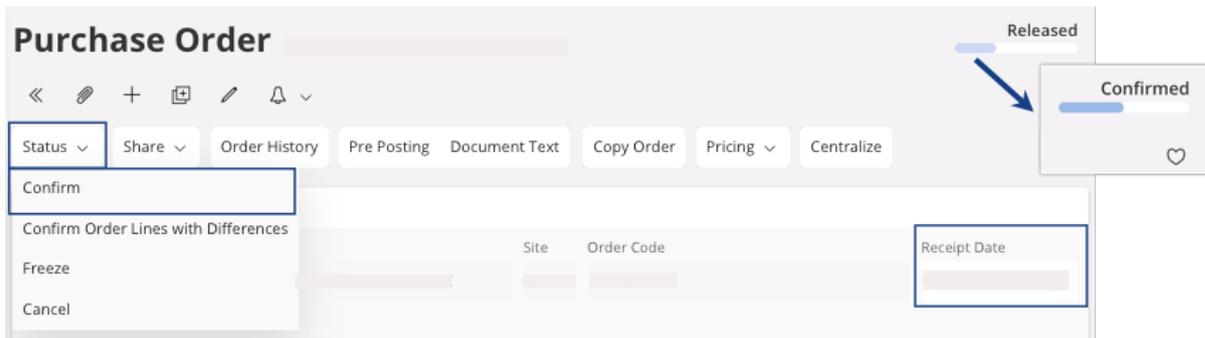
- **Print:** if you want your document on paper, choose your printer, or if you want to keep it on your computer in PDF, choose **IFS PDF Archiver**.
 - **Email:** fill in or check the email address and send it.
- You can change the purchase order status to **Confirmed**, if your supplier validates it, 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**.

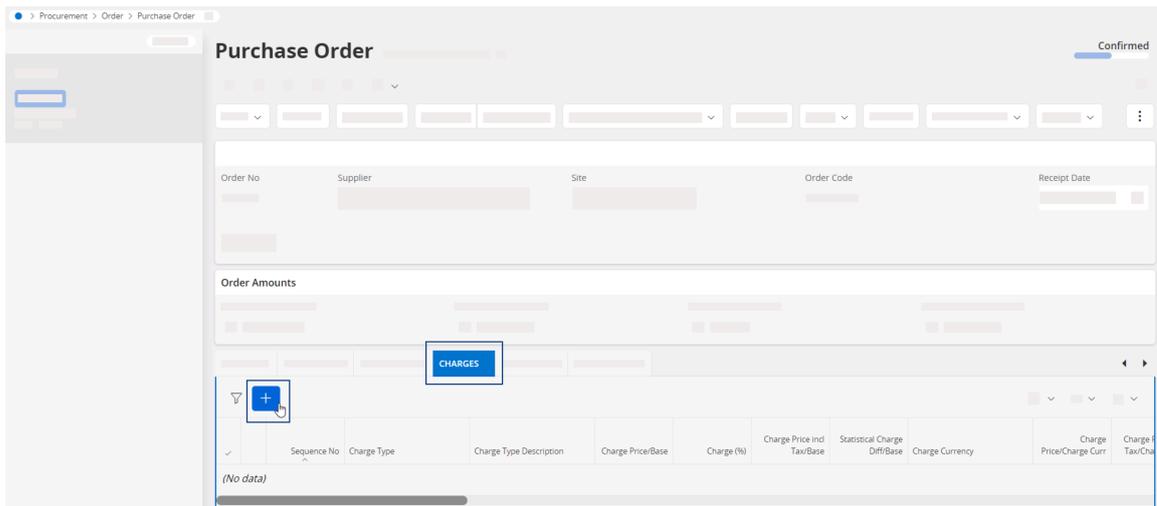
You need to create a receipt, perform [Creating a Receipt \(on page 136\)](#).

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.



- 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	CMPTTR-MX-011222	CMPTTR FANLESS MARPORT	2	1 000,00	1 000,00	0	0,00	9,09	90,91	0,00	1 090,91

- 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.

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

i 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

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

Register Arrivals

Receive
Receive with Serials/Lots
Source Details
Operations

(1)	Part No	Part Description	Serial Tracking	Source Ref 1
<input checked="" type="checkbox"/>			Yes	
<input type="checkbox"/>			Yes	
<input type="checkbox"/>			Yes	

The **Receive with Serials/Lots** pane appears.

- 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.

✕
Receive with Serials/Lots

Receipt

QC Analyst	Received By	Receipt Reference
<input type="text"/>	<input type="text"/>	<input type="text"/>
Actual Delivery Date	Actual Arrival Date	
23/06/2023 00:00 <input type="text"/>	<input type="text"/>	

Part

Part No	Part Description	Source Arrived Qty
<input type="text"/>	<input type="text"/>	<input type="text"/>
Remaining Source Qty	Source Qty to Inspect	Inventory Arrived Qty
<input type="text"/>	<input type="text"/>	<input type="text"/>
Catch Qty	Ownership	New Operational Condition
<input type="text"/>	<input type="text"/>	<input type="text"/>
Supplier Income Type		
<input type="text"/>		

Packing ▼

Print

Print Barcodes	Print Arrival Report	Print Serviceability Tag
<input type="text"/>	<input type="text"/>	<input type="text"/>

Lines

+ - 🔍 ⚙️ 📄 🕒 📄 ☰

	Source Qty to Receive	Serial No	Inventory Qty to Receive	Expiration Date	Receive Case	Location No
<input type="checkbox"/>	:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

OK
Cancel

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.

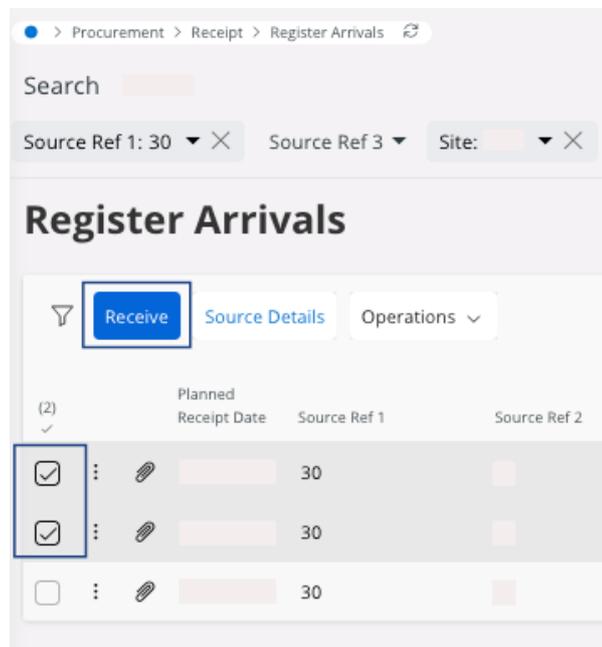


Once you made the full reception of a line, the order line is not available in the page **Register Arrivals**.

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.

× Receive

Receive

Received By	Receipt Reference	Actual Delivery Date	Actual Arrival Date
-------------	-------------------	----------------------	---------------------

Packing Details

Handling Unit Type ID

Print

Print Barcodes
 Print Arrival Report
 Print Serviceability

	Source Ref 1	Source Ref 2	Source Ref 3	Site	Part No	Part Description	Qty to Receive	Qty to Inspect	Receive Case	Location No
☐	:	:	:	:	:	:	1	0	:	:

OK
Cancel

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**.

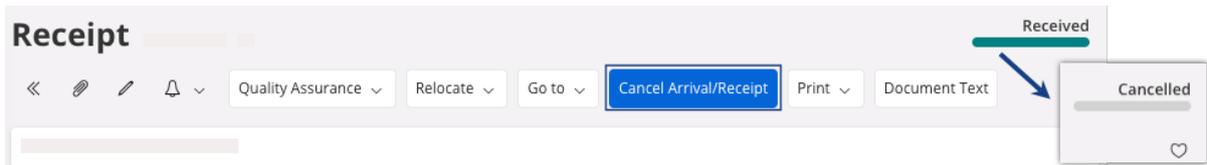
You need to create an invoice, perform [External Purchase Invoice](#) (on page 140).

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**.

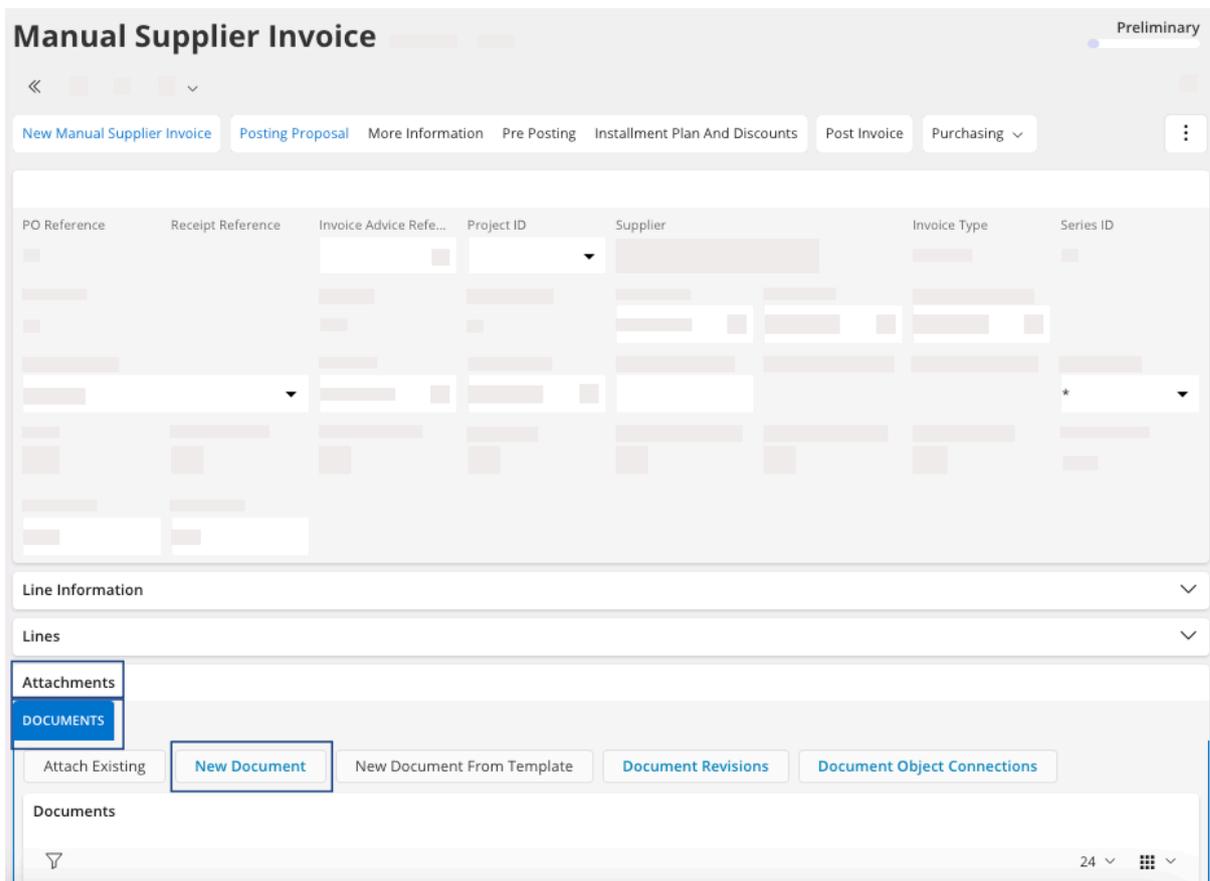
You need to add a copy of the invoice as an attachment to the manual supplier invoice, perform [Adding an Attachment to the External Purchase Invoice \(on page 143\)](#).

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**.

New Document

Drop files to attach, or

Enter Document Information

Document Class

Format

Title

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

General

PO Ref	Receipt Ref		
Inv. Advice Ref	Project ID		
Supplier	Series ID		
Invoice No	Invoice Status		
Invoice Recipient	Invoice Date	Arrival Date	
Payment Terms	Pay Term Base date	Due Date	
Plant Pay Date	Currency	Net Amount	Tax Amount
Gross Amount			

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 \(on page 145\)](#).

Posting Information					
Status	Status Message ID	Status Detail Info			
	Awaiting Authorization	Posting proposal is in balance and awaiting authorization.			
Voucher Text	Waiting	Wrong Authorizer	Automatic Tolerance Posting BL...	Balance	Balance In Acc Curr

- 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

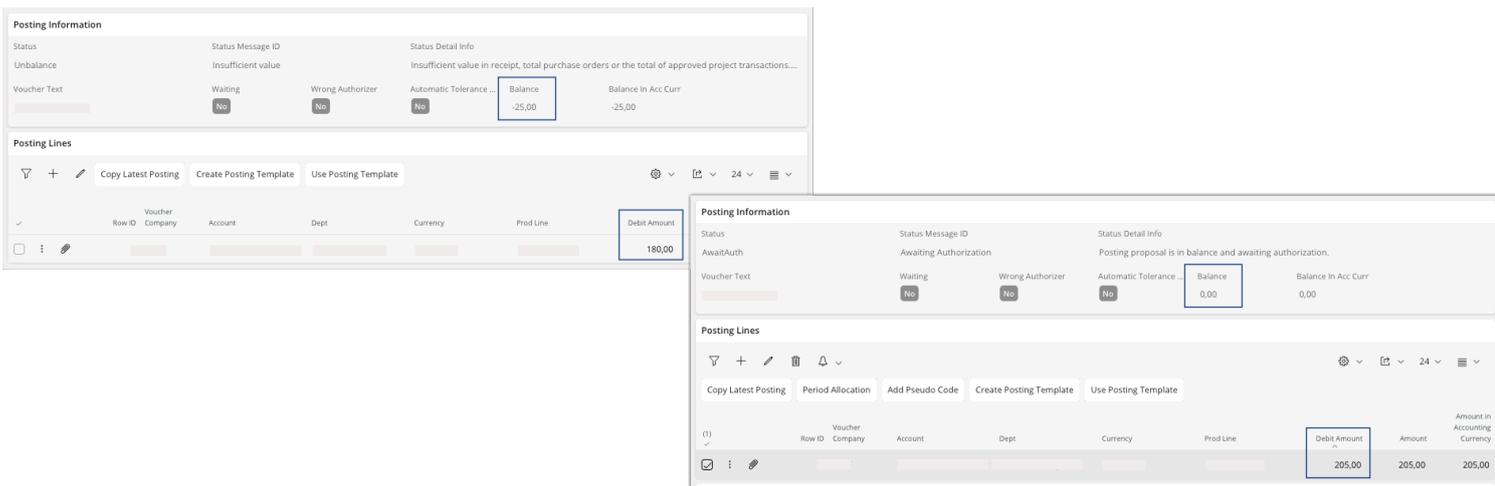
The field **Balance** is not equal to 0.

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

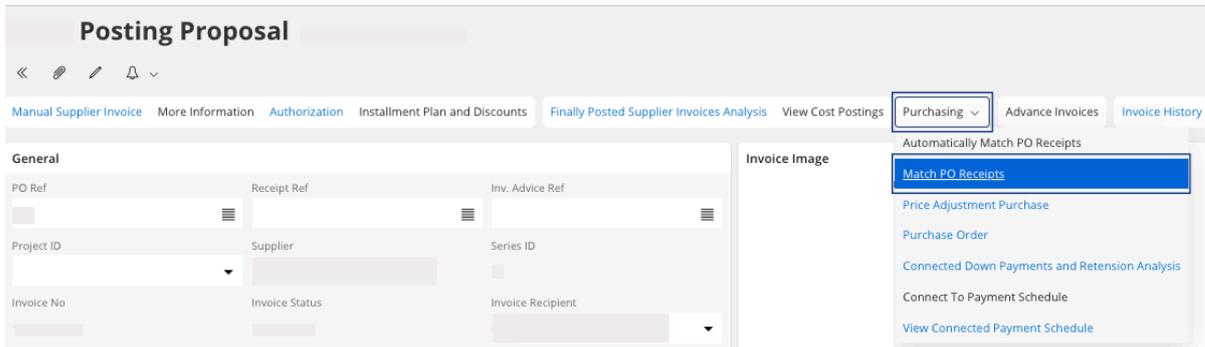
In case of complex matching, you can open a specific page to match correctly your received lines.

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**.



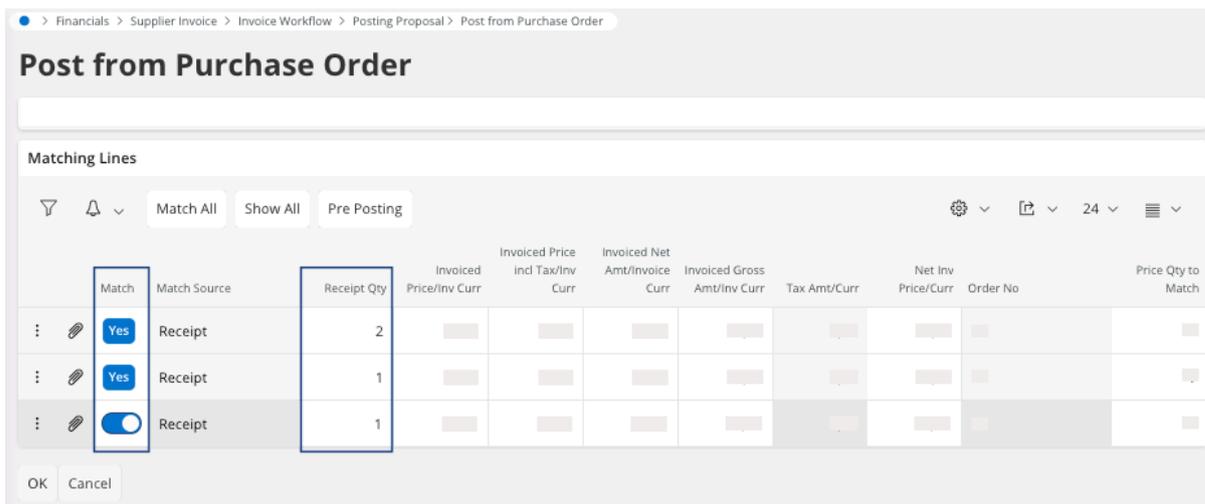
A new page appears, **Post from Purchase Order**.

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

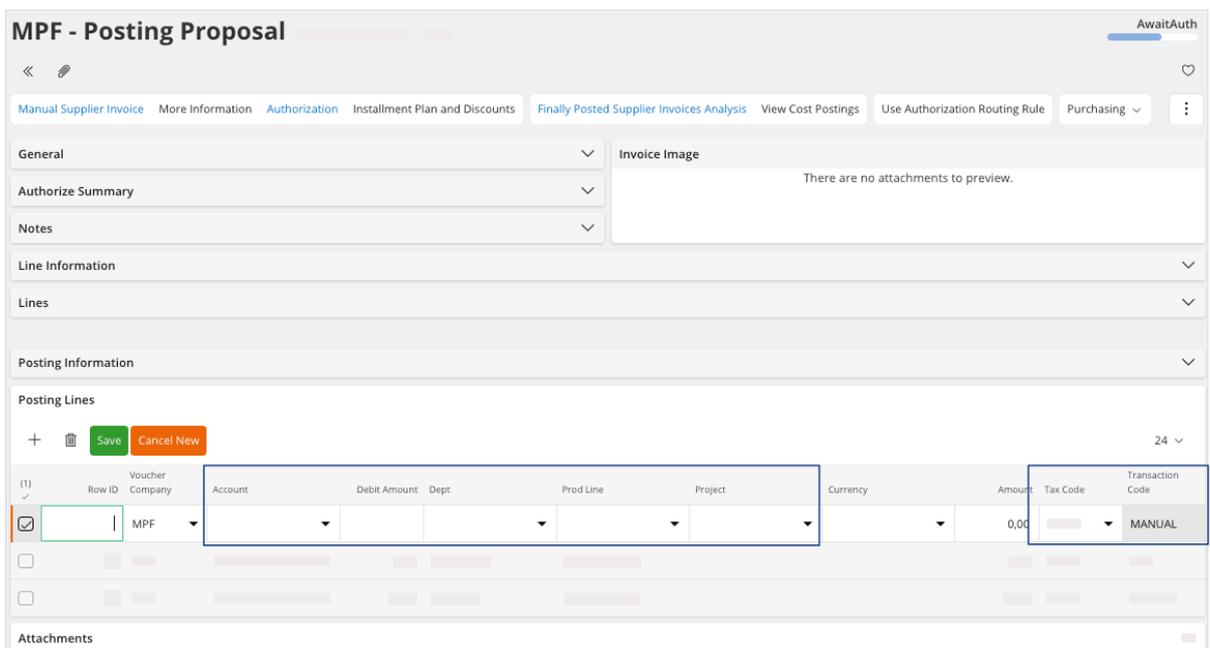
You need to add this cost in three areas of the **Posting Proposal: Posting Lines, Lines and General**.

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**.

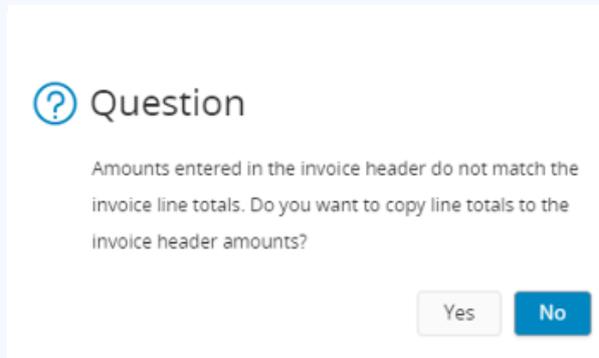
2. In the area **Lines**, you also need to add a line and fill the fields:

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 you 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.

Posting Proposal

Manual Supplier Invoice
More Information
Authorization
Installment

General

Authorize Summary

Notes

Line Information

Lines

☰

		Line ID	Delivery Type	Income Type Identity	Tax Code	Tax Calculation Structure
<input type="checkbox"/>	:	1			FRG20	

Posting Information

Posting Lines

☰
+

✎

Copy Latest Posting

Create Posting Template

		Tax Code	Row ID	Voucher Company	Account	Dept
<input type="checkbox"/>	:	FRG20	■	■		
<input type="checkbox"/>	:	FRG20	■	■		

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.

Question

Amounts entered in the invoice header do not match the invoice line totals. Do you want to copy line totals to the invoice header amounts?

Yes

No

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.

MPF - Posting Proposal

Manual Supplier Invoice | More Information | Authorization | Installment Plan and Discounts | **Finally Posted Supplier Invoices Analysis** | View Cost Postings | Use Authorization Routing Rule | Purchasing | Advance Invoices | Invoice History

General

PO Ref: [] Receipt Ref: [] Inv. Advice Ref: [] Project ID: []

Supplier: [] Series ID: [] Invoice No: [] Invoice Status: []

Invoice Recipient: [] Invoice Date: [] Annual Date: [] Payment Terms: [] Pay Term Base Date: [] Due Date: []

Plan Pay Date: [] Currency: [] Net Amount: [] Tax Amount: [] Gross Amount: []

Posting Information

Status: Unbalance

Status Message ID: Accounting Currency not Balanced

Status Detail Info: Net amount in accounting currency 1700 does not match with posted amount 1700.04 in accounting currency EUR.

Voucher Text: [] Waiting: [] Wrong Authorizer: [] Automatic Tolerance Posting Blocked: []

Balance: 0.00 | Balance in Acc Curr: 0.04

Posting Lines

(T)	Process Code	Transaction Code	Price Adjustment	Period Allocation	Text	Currency Code	Quantity	Net Amount	Non-deductible Tax Amount	Debit Amount	Credit Amount	Currency Rate	Conversion Factor	Debit Amount in Accounting Currency	Credit Amount in Accounting Currency	Debit Amount in Parallel Currency	Amount	Amount in Accounting Currency	Authorizer Exist	Stage Payment Exist	Distributed Pre-posting	Non-Deductible Tax Exist	Manually Modified
		M12																					
		M12																					
		M12																					
		MANUAL	NO	NO		EUR		0.00				1	1	0.04		0.00	0.00	0.04	YES	NO	NO	NO	NO

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**.

MPF - Posting Proposal

Manual Supplier Invoice | More Information | Authorization | Installment Plan and Discounts | **Finally Posted Supplier Invoices Analysis** | View Cost Postings | Use Authorization Routing Rule | Purchasing | Advance Invoices | Invoice History

Posting Information

Status: Unbalance

Status Message ID: Accounting Currency not Balanced

Status Detail Info: Net amount in accounting currency 1700 does not match with posted amount 1700.04 in accounting currency EUR.

Balance: 0.00 | Balance in Acc Curr: 0.00

Posting Lines

(T)	Process Code	Transaction Code	Price Adjustment	Period Allocation	Text	Currency Code	Quantity	Net Amount	Non-deductible Tax Amount	Debit Amount	Credit Amount	Currency Rate	Conversion Factor	Debit Amount in Accounting Currency	Credit Amount in Accounting Currency	Debit Amount in Parallel Currency	Amount	Amount in Accounting Currency	Authorizer Exist	Stage Payment Exist	Distributed Pre-posting	Non-Deductible Tax Exist	Manually Modified
		MANUAL	NO	NO		EUR		0.00				1	1	0.04		0.00	0.00	-0.04	YES	NO	NO	NO	NO

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).

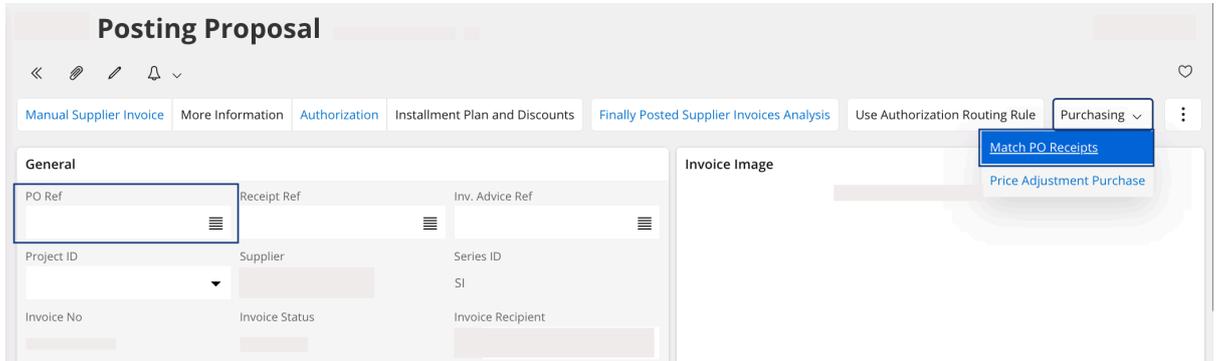
Matching an Invoice with Several Purchase Order Lines

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

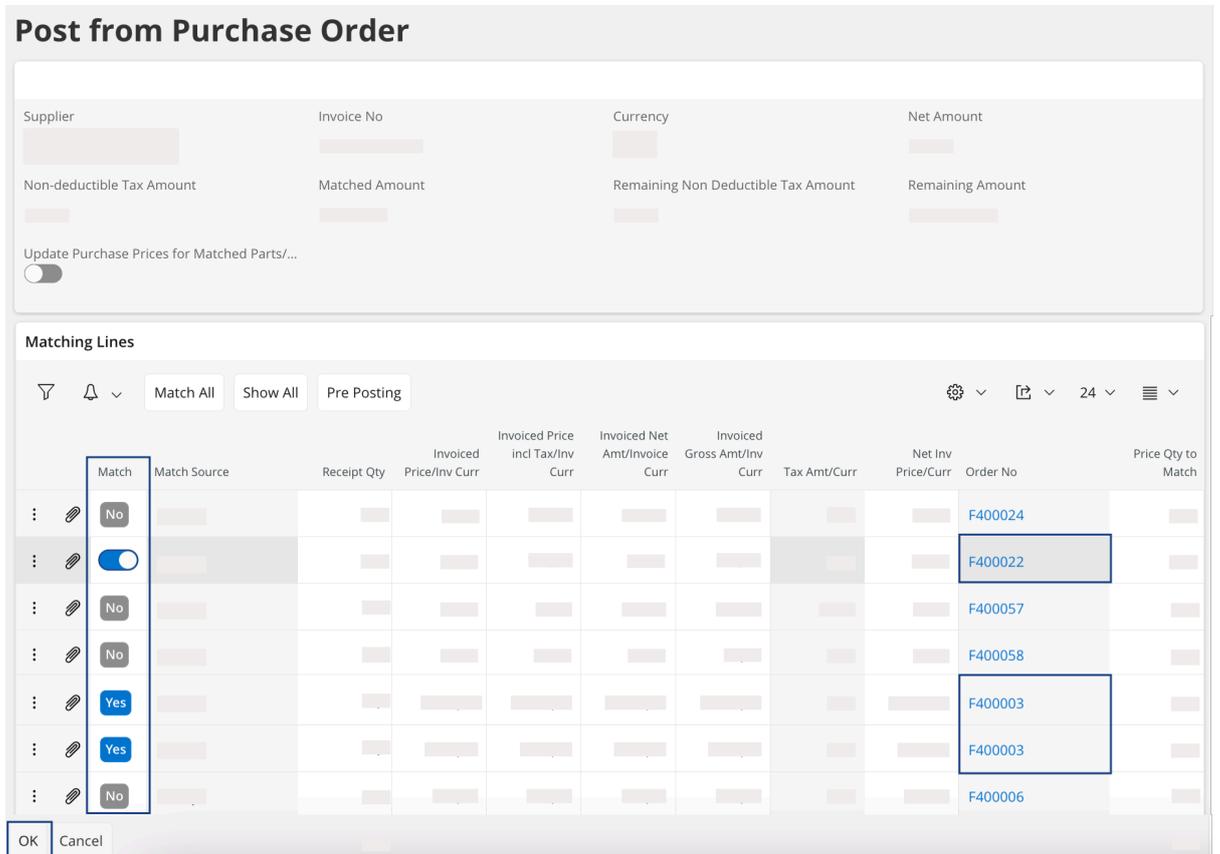
On the **Posting Proposal** page, in the **General** area, you have two options:

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*.

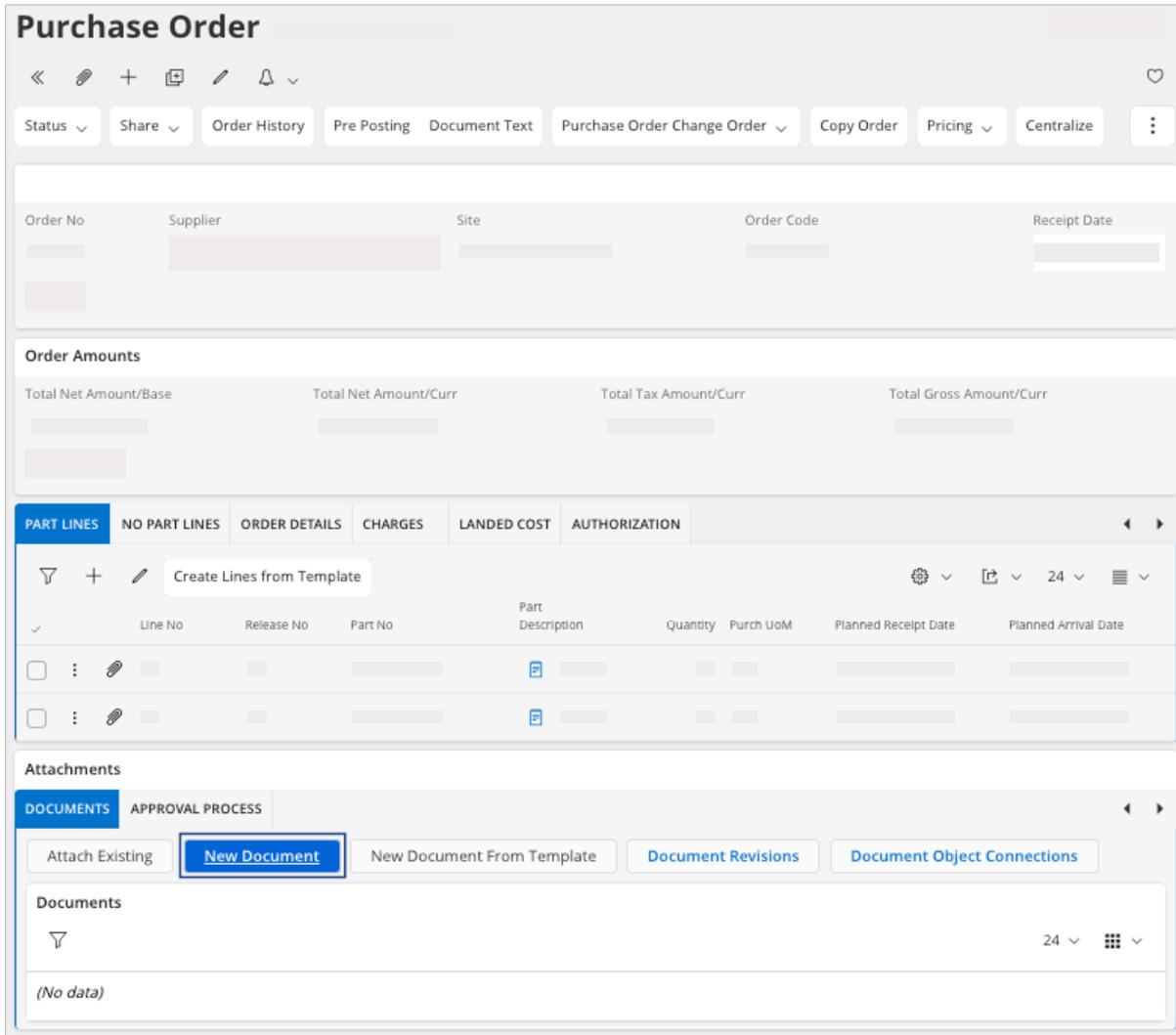
You matched your purchase orders with your invoice.

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.

✕ New Document

Drop files to attach, or

Enter Document Information

Document Class

Format

Title

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

Your attachment has been added to your purchase order.

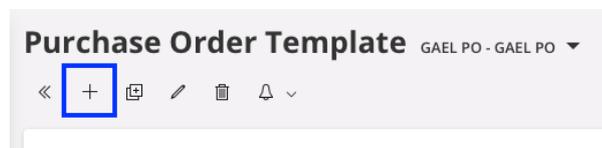
Creating a Purchase Order Template

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**.

Purchase Order Template ▾

Save Cancel New

Template ID	Description	Supplier	Site
			MPP

4. To add parts to the template:

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



, then choose the part and quantity.

Purchase Order Template

Template ID Description Supplier Site

+ Add Multiple Parts

Part	Standard Qty	UoM
(No data)		

Purchase Order Template

Template ID Description Supplier Site

Save Cancel New

Part	Standard Qty	UoM

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

Purchase Order Template

Template ID: [] Description: [] Supplier: [] Site: []

+ Add Multiple Parts

Part	Standard Qty	UoM
(No data)		

×

Add Multiple Parts

Select part(s) from the list:

Add	Part	Quantity	Purch UoM
<input checked="" type="checkbox"/>	01-596-01-SP - ACSRY T...	[]	ea
<input checked="" type="checkbox"/>	01-598-01-SP - ACSRY P...	[]	ea
<input type="checkbox"/>	01-629-01-SP - ACSRY T...	[]	ea
<input type="checkbox"/>	01-679-01-SP - ACSRY H...	[]	ea

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**.

Purchase Order

Order No: [] Supplier: []

NO PART LINES

+ Create Lines from Template

Part	Standard Qty	UoM
(No data)		

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.

The screenshot shows the 'New Manual Supplier Invoice' form. The 'Company' dropdown is highlighted with a red box. The 'Supplier' dropdown is also highlighted with a red box. The form includes fields for Voucher Date, Accounting Year, Accounting Period, User Group, Voucher Type, Voucher No, PO Reference, Receipt Reference, Invoice Advice Reference, Project ID, Invoice Type, Series ID, Invoice No, Currency, Currency Rate, Invoice Date, Arrival Date, Pay Term Base Date, Payment Terms, Due Date, Plan Pay Date, Payment Reference, Automatic Payment Authorization, Authorizer ID, and Advance Invoice. At the bottom, there are 'Gross Amount', 'Net Amount', and 'Tax Amount' fields. Navigation buttons 'Previous', 'Next', 'Finish', and 'Cancel' are located at the bottom left.

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.

This screenshot shows the same form as above, but with several fields highlighted by blue boxes: 'Invoice No', 'Invoice Date', 'Due Date', and 'Payment Terms'. The 'Supplier' field remains highlighted with a red box. The 'Advance Invoice' toggle is turned off.

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.

New Manual Supplier Invoice

Header Information — Line Information — Posting Information

Company: [] Voucher Date: [] Accounting Year: [] Accounting Period: [] User Group: [] Voucher Type: [] Voucher No: []

PD Reference: [] Receipt Reference: [] Invoice Advice Referenc...: [] Project ID: [] Supplier: [] Invoice Type: [] Series ID: []

Invoice No: [] Currency: [] Currency Rate: [] Invoice Date: [] Arrival Date: [] Pay Term Base Date: [] Payment Terms: []

Due Date: [] Plan Pay Date: [] Payment Reference: [] Automatic Payment Authorization: [] Authorizer ID: []

Gross Amount: [] Net Amount: [] Tax Amount: []

More Information [v]

Pre Postings [v]

◀ Previous **▶ Next** Finish Cancel

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.

Financials > Supplier Invoice > New Manual Supplier Invoice

New Manual Supplier Invoice

Header Information — **Line Information** — Posting Information

Invoice

Company	Supplier	Series ID	Invoice No	Currency	Gross Amount	Net Amount	Tax Amount
[]	[]	[]	[]	[]	[]	[]	[]

Line Information

Gross Amount	Net Amount	Tax Amount	Non-deductible Tax Amount	Cost Amount
[]	[]	[]	[]	[]

Lines

Line ID	Delivery Type	Income Type Identity	Tax Code	Tax Calculation Structure	Multiple Tax Lines	Tax (%)	Method Tax Received	Gross Amount	Net Amount	Tax Amount	Tax Amount in Accounting Currency	Tax Amount in Parallel Currency	Non-deductible Tax Amount	Cost Amount
[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	

◀ Previous **▶ Next** Finish Cancel

 **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.

PO Reference	Receipt Reference	Invoice Advice Reference	Project ID	Supplier	Invoice Type	Series ID
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Invoice No	Currency	Currency Rate	Invoice Date	Arrival Date	Pay Term Base Date	Payment Terms
<input type="text"/>	<input type="text"/>	1	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Due Date	Plan Pay Date	Payment Reference	Automatic Payment Authorization	Authorizer ID	Advance Invoice	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	
Gross Amount	Net Amount		Tax Amount			
<input type="text"/>	<input type="text"/>		<input type="text"/>			

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.

New Manual Supplier Invoice

Header Information — Line Information — Posting Information

Company	Voucher Date	Accounting Year	Accounting Period	User Group	Voucher Type	Voucher No
<input type="text"/>						

PO Reference	Receipt Reference	Invoice Advice Refere...	Project ID	Supplier	Invoice Type	Series ID
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Invoice No	Currency	Currency Rate	Invoice Date	Arrival Date	Pay Term Base Date	Payment Terms
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Due Date	Plan Pay Date	Payment Reference	Automatic Payment Authorization	Authorizer ID		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Gross Amount	Net Amount		Tax Amount			
<input type="text"/>	<input type="text"/>		<input type="text"/>			

More Information

Pre Postings

◀ Previous **▶ Next** Finish Cancel

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.

New Manual Supplier Invoice

Header Information — **Line Information** — Posting Information

Invoice							
Company	Supplier	Series ID	Invoice No	Currency	Gross Amount	Net Amount	Tax Amount

Line Information				
Gross Amount	Net Amount	Tax Amount	Non-deductible Ta...	Cost Amount

Lines

Filter 24

Line ID	Delivery Type	Income Type Identity	Tax Code	Tax Calculation Structure	Multiple Tax Lines	Tax (%)	Gross Amount	Net Amount	Tax Amount

◀ Previous ▶ Next Finish Cancel

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.

New Manual Supplier Invoice

Header Information — Line Information — **Posting Information**

Invoice							
Company	Supplier	Series ID	Invoice No	Currency	Gross Amount	Net Amount	Tax Amount

Posting Information		
Balance	Balance in Accounting Currency	Voucher Text

Posting Lines

Filter Copy Postings 24

Line ID Ref	Voucher Company	Account	Dept	Currency	Project	FA	Prod Line	Inter-Comp	Amount
<i>(No data)</i>									

◀ Previous ▶ Next Finish Cancel

 **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.

- The **Account**, **Dept**, **Currency** and **Prod Line** should filled automatically with the supplier information if it has been correctly created. Otherwise, complete the fields.
- 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 \(on page 167\)](#).

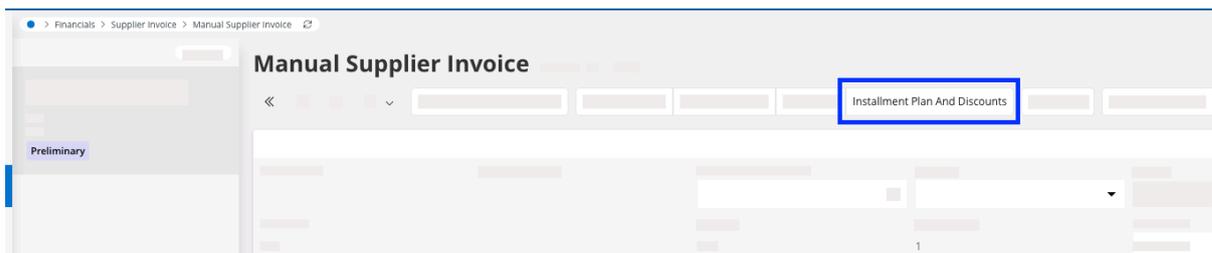
Adding a Payment Discount to a Supplier Invoice

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

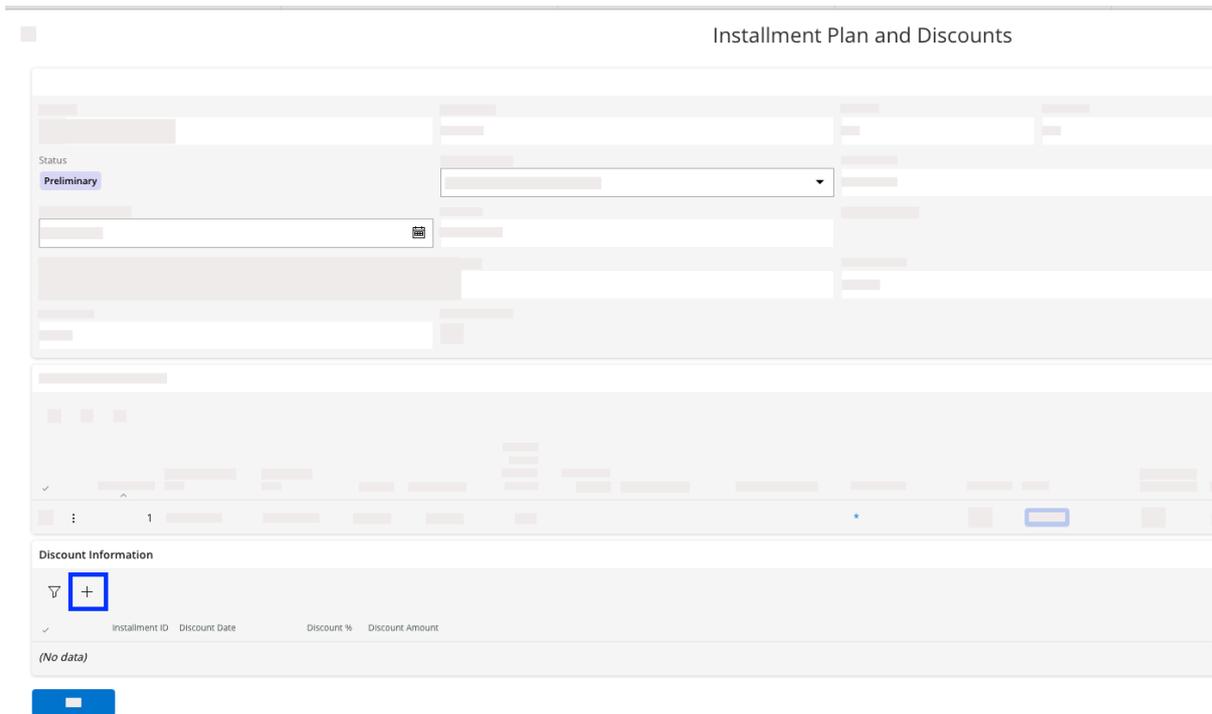


Notice: You need to do this procedure directly after registering the manual supplier invoice because the invoice must have the status **Preliminary**.

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

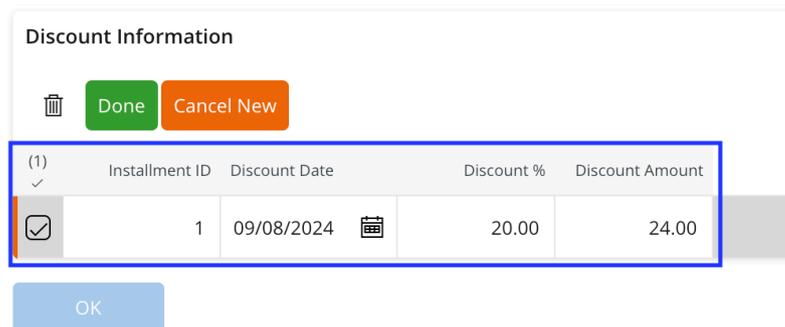


- From the new pane that appears, go to the **Discount Information** tab and click **New +**.



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.



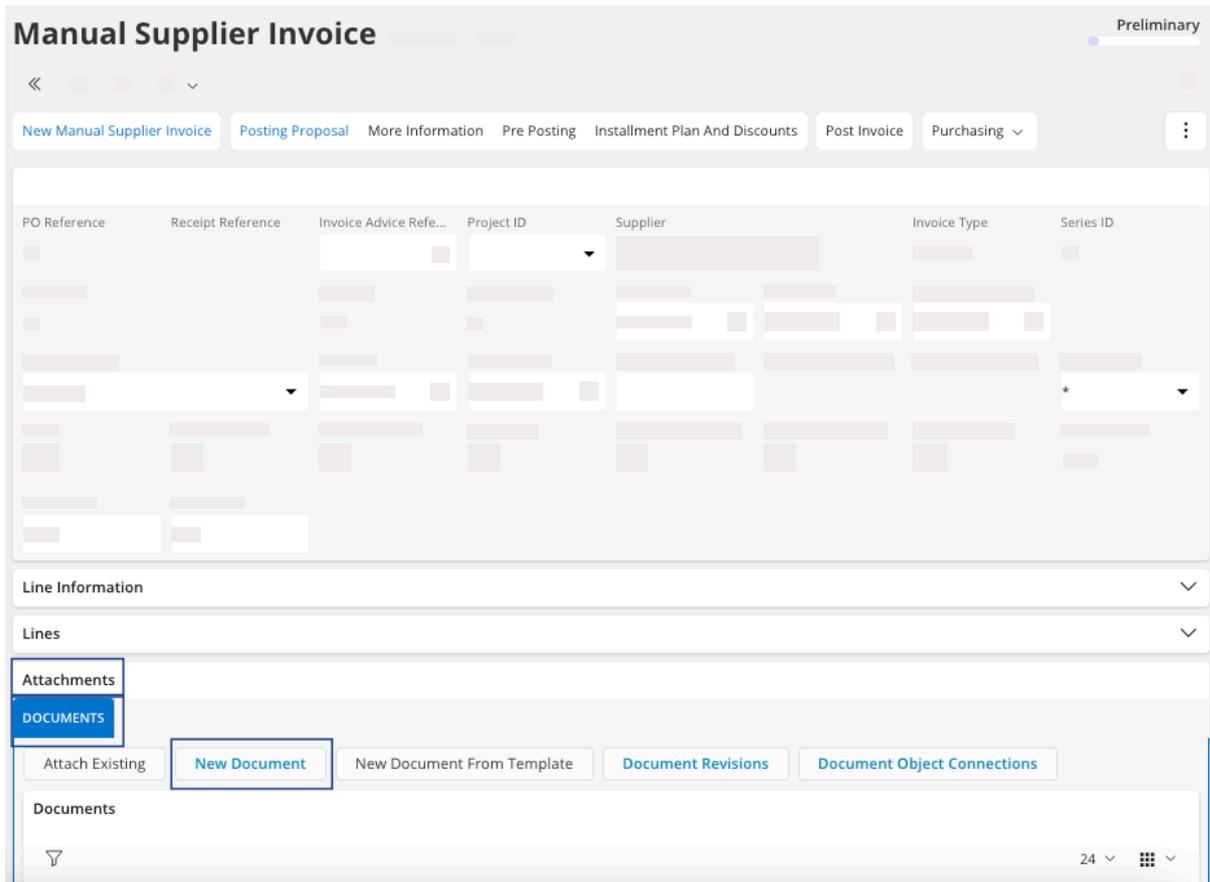
The discount is now applied on the invoice until the date specified in **Discount Date**.

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

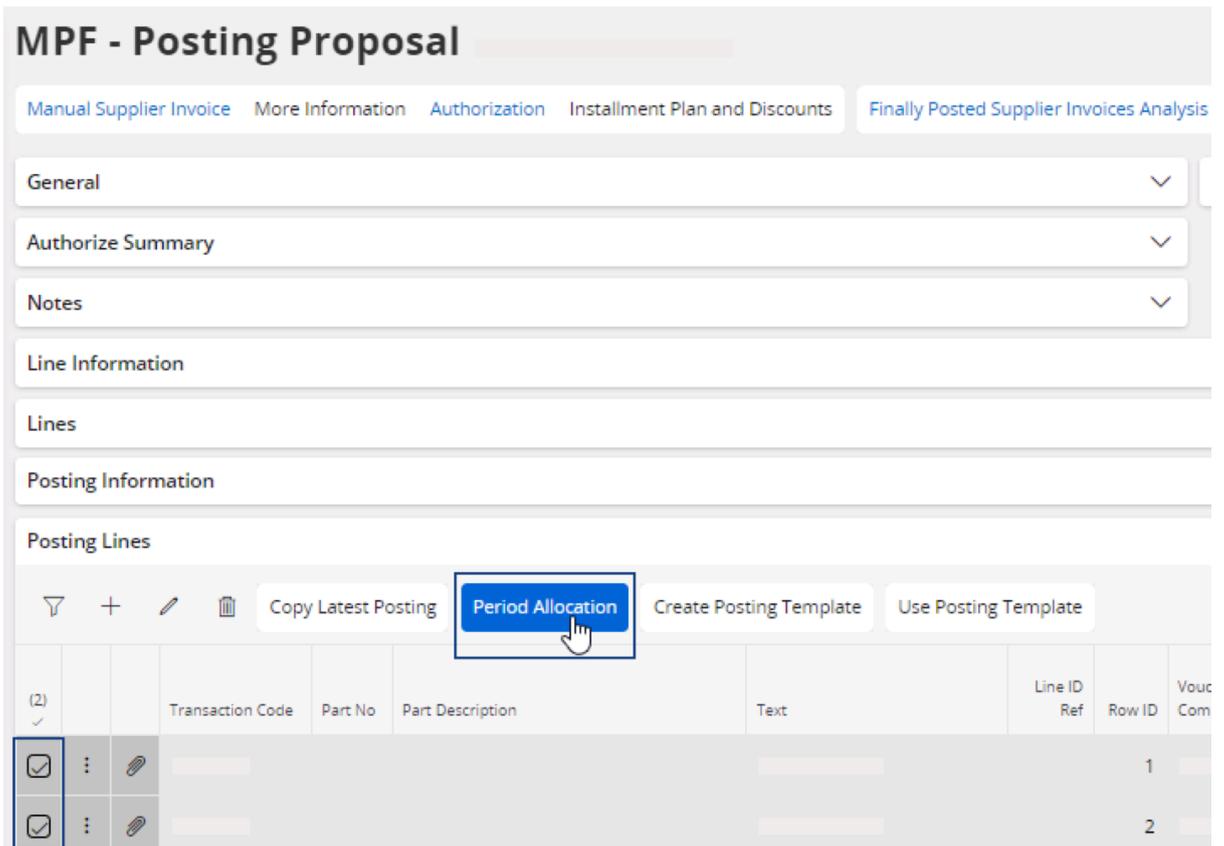
If your invoice covers a service that do not concern only one period of a month, you can allocate the charge on several periods.

! **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**.

×

Period Allocation

Base Period	Currency Code	Amount	Allocation Source

Allocation Parameters

From Date	Until Date	User Group	Voucher Type	Allocation Method
<input type="text"/>	<input type="text"/>	AC	X	Even

Allocation Total

Total Allocation Percentage	Total Allocation Amount

Allocation Details

Distribute
 24

Period	Percentage	Currency Amount
(No data)		

OK
Cancel

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.

Financials > General Ledger > GL Voucher Rows Analysis

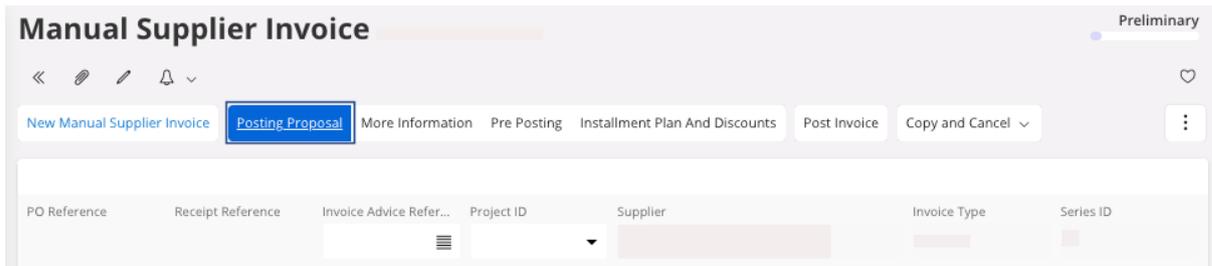
Company Marport France

GL Voucher Rows Analysis

✓		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
<input type="checkbox"/>	:	I	I		1		9		202309		OPS	OPS	No	No	No	Accounts Payable	960,00	-960,00		1056,00	
<input type="checkbox"/>	:	I	I		2		9		202309		OPS	OPS	No	No	No	Purchase deductible VAT	160,00	160,00		176,00	
<input type="checkbox"/>	:	I	I		3		9		202309		OPS	OPS	No	No	No	Cars Leasing	800,00	800,00		880,00	
<input type="checkbox"/>	:	I	I		4		9		202309		OPS	OPS	No	No	No	Cars Leasing		711,11	-711,11		782,22
<input type="checkbox"/>	:	I	I		5		9		202309		OPS	OPS	No	No	No	Prepaid Charges	711,11	711,11		782,22	
<input type="checkbox"/>	:	X	X		1		10		202310		AC	AC	No	No	No	Cars Leasing	88,89	88,89		97,78	
<input type="checkbox"/>	:	X	X		2		10		202310		AC	AC	No	No	No	Prepaid Charges		88,89	-88,89		97,78
<input type="checkbox"/>	:	X	X		1		11		202311		AC	AC	No	No	No	Cars Leasing	88,89	88,89		97,78	
<input type="checkbox"/>	:	X	X		2		11		202311		AC	AC	No	No	No	Prepaid Charges		88,89	-88,89		97,78
<input type="checkbox"/>	:	X	X		1		12		202312		AC	AC	No	No	No	Cars Leasing	88,89	88,89		97,78	
<input type="checkbox"/>	:	X	X		2		12		202312		AC	AC	No	No	No	Prepaid Charges		88,89	-88,89		97,78
<input type="checkbox"/>	:	X	X		1		1		202401		AC	AC	No	No	No	Cars Leasing	88,89	88,89		97,78	
<input type="checkbox"/>	:	X	X		2		1		202401		AC	AC	No	No	No	Prepaid Charges		88,89	-88,89		97,78
<input type="checkbox"/>	:	X	X		1		2		202402		AC	AC	No	No	No	Cars Leasing	88,89	88,89		97,78	
<input type="checkbox"/>	:	X	X		2		2		202402		AC	AC	No	No	No	Prepaid Charges		88,89	-88,89		97,78
<input type="checkbox"/>	:	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**.

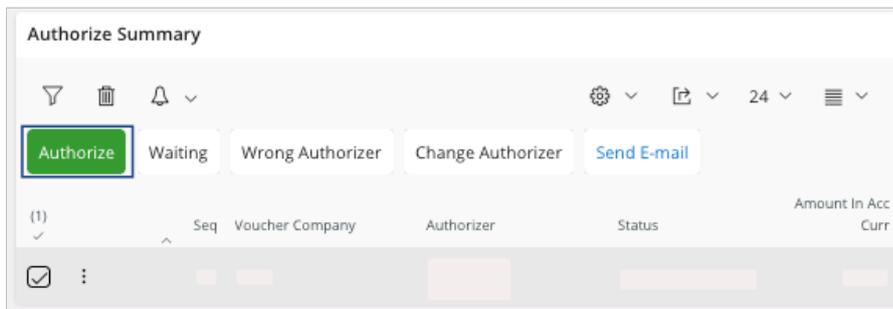
 **Note:** On this page, if there is no error, the status is **AwaitAuth**.

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**.

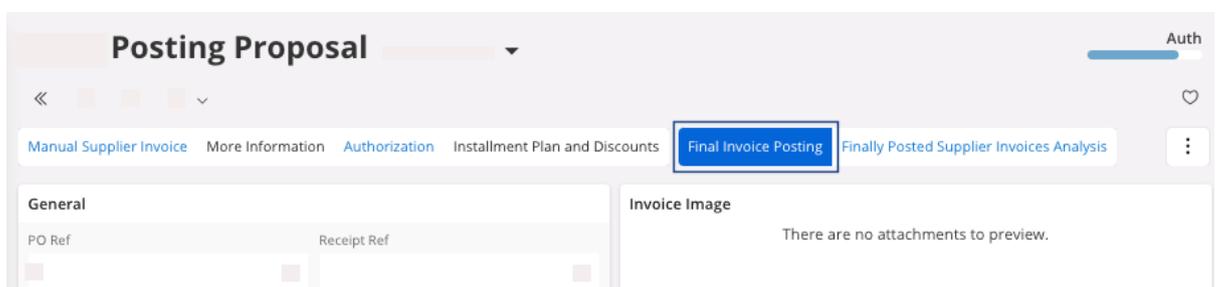
You need to post the final invoice, perform [Posting the Final Invoice \(on page 173\)](#).

Posting the Final Invoice

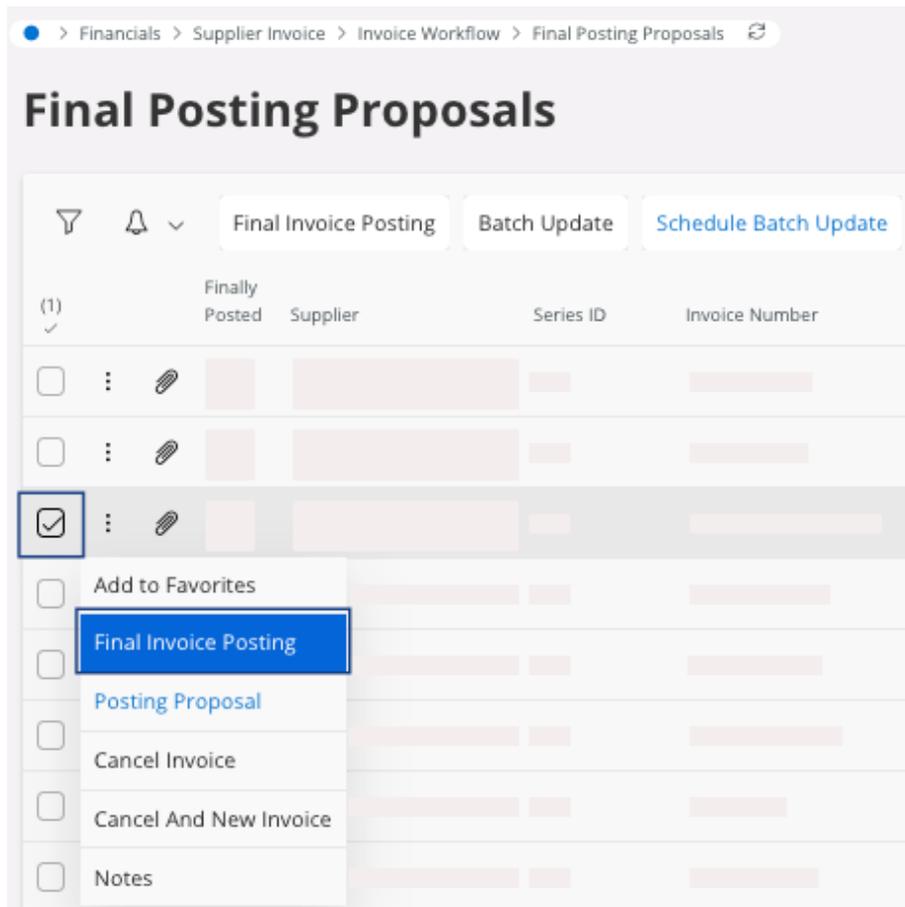
Once approved, the invoice can be posted in the system.

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**

✕ Voucher Information

Series ID	Invoice No
SI	
Voucher Date	Voucher Type
	I
Voucher No	
2023000058	

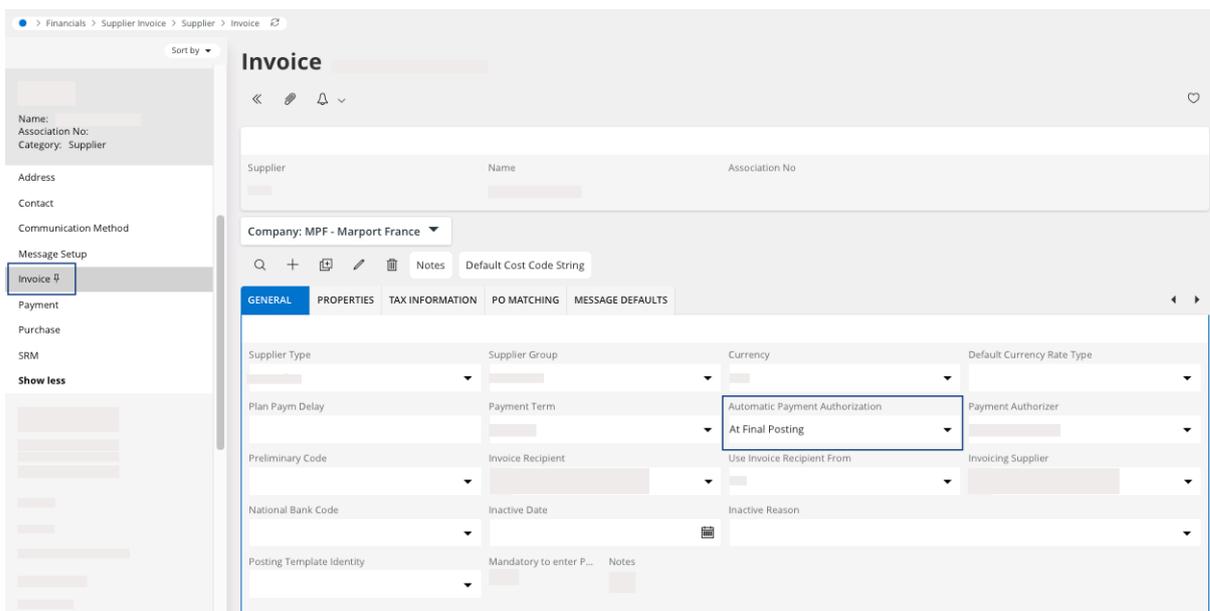
OK

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.

Financials > Supplier Invoice > New Manual Supplier Invoice

New Manual Supplier Invoice

Header Information — Line Information — Posting Information

Invoice		Company	Supplier	Series ID	Invoice No	Currency	Gross Amount	Net Amount
		MPS	SMP500266	SI	FEDEX	EUR	2616,19	1324,16

Line Information		Gross Amount	Net Amount	Tax Amount	Non-deductible Tax Amount	Cost Amount
		1324,16	32,13	1292,03	0,00	32,13

Lines																	
(1)	Line ID	Delivery Type	Income Type Identity	Tax Code	Tax Calculation Structure	Multiple Tax Lines	Tax (R)	Tax Method	Tax Received	Gross Amount	Net Amount	Tax Amount	Tax Amount in Accounting Currency	Tax Amount in Parallel Currency	Non-deductible Tax Amount	Cost Amount	Total Tax Amount
1	1			SPG21		No	21	Invoice		38,88	32,13	6,75	6,75	7,37	0,00	32,13	6,75
3	2			N		No	0	No Tax		-6120,38	-6120,38	0,00	0,00	0,00	0,00	-6120,38	0,00
2	3			IMP21		No	21	Invoice		7405,66	6120,38	1285,28	1285,28	1403,14	0,00	6120,38	1285,28

Previous Next Finish Cancel

4. Click **Next**.

Financials > Supplier Invoice > New Manual Supplier Invoice

New Manual Supplier Invoice

Header Information — Line Information — **Posting Information**

Invoice

Company	Supplier	Series ID	Invoice No	Currency	Gross
MP5	SMP500266	SI	FEDEX	EUR	2616,1

Posting Information

Balance	Balance In Accounting Currency	Voucher Text
0,00	0,00	Fedex Spain, S.L.

Posting Lines

Copy Postings Add Pseudo Code

(1)	Line ID Ref	Voucher Company	Tax Code	Amount	Account	Dept	Code I	Prod Line	Project	FA	Currency Code	Debit Amount	Credit Amount	Transaction Code
<input checked="" type="checkbox"/>	:	MP5	IMP21	6120,38	6000001 - Administrativ...	40 - Sal...		MPT - Mar...			EUR	6120,38		MANUAL
<input type="checkbox"/>	:	MP5	SPG21	32,13	6000001 - Administrativ...	40 - Sal...		MPT - Mar...			EUR	32,13		MANUAL
<input type="checkbox"/>	:	MP5	N	-6120,38	6000001 - Administrativ...	40 - Sal...		MPT - Mar...			EUR		6120,38	MANUAL

Previous Next Finish Cancel

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.

The screenshot shows the 'New Manual Supplier Invoice' form with the 'Header Information' tab active. The 'Company' dropdown is highlighted with a red box. The 'Supplier' dropdown is also highlighted with a red box. Other fields like 'Voucher Date', 'Accounting Year', 'Accounting Period', 'User Group', 'Voucher Type', and 'Voucher No' are visible. Below these, there are fields for 'PO Reference', 'Receipt Reference', 'Invoice Advice Reference', 'Project ID', 'Invoice Type', and 'Series ID'. Further down, there are fields for 'Invoice No', 'Currency' (set to EUR), 'Currency Rate' (set to 1), 'Invoice Date', 'Arrival Date', 'Pay Term Base Date', and 'Payment Terms'. At the bottom, there are fields for 'Due Date', 'Plan Pay Date', 'Payment Reference', 'Automatic Payment Authorization' (set to 'At Final Posting'), 'Authorizer ID', and an 'Advance Invoice' toggle switch. The form also includes 'Gross Amount', 'Net Amount', and 'Tax Amount' fields. Navigation buttons 'Previous', 'Next', 'Finish', and 'Cancel' are at the bottom.

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.

This screenshot shows the same 'New Manual Supplier Invoice' form, but now the 'Invoice Type' and 'Series ID' dropdowns are highlighted with blue boxes. The 'Invoice Type' is set to 'SUPPINVCN' and the 'Series ID' is set to 'SCN'. The 'Supplier' field is also highlighted with a red box. The 'Currency' is set to 'EUR' and the 'Currency Rate' is '1'. The 'Payment Terms' is set to '30'. The 'Automatic Payment Authorization' is set to 'At Final Posting'. The 'Advance Invoice' toggle is turned off. The 'Gross Amount', 'Net Amount', and 'Tax Amount' fields are empty.

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.

This screenshot shows the 'New Manual Supplier Invoice' form with several fields highlighted with blue boxes to indicate they need to be filled: 'Invoice No', 'Invoice Date', 'Due Date', and 'Authorizer ID'. The 'Invoice Type' is 'SUPPINVCN' and 'Series ID' is 'SCN'. The 'Currency' is 'EUR' and 'Currency Rate' is '1'. The 'Payment Terms' is '0'. The 'Automatic Payment Authorization' is 'At Final Posting'. The 'Advance Invoice' toggle is turned off. The 'Gross Amount', 'Net Amount', and 'Tax Amount' fields are empty.

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.

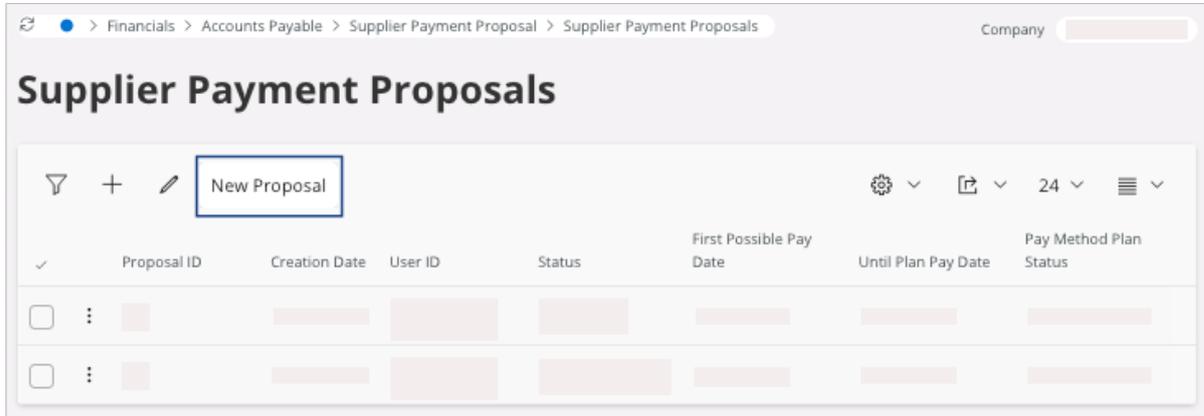
Creating a Supplier Payment Proposal and a Payment Order

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.

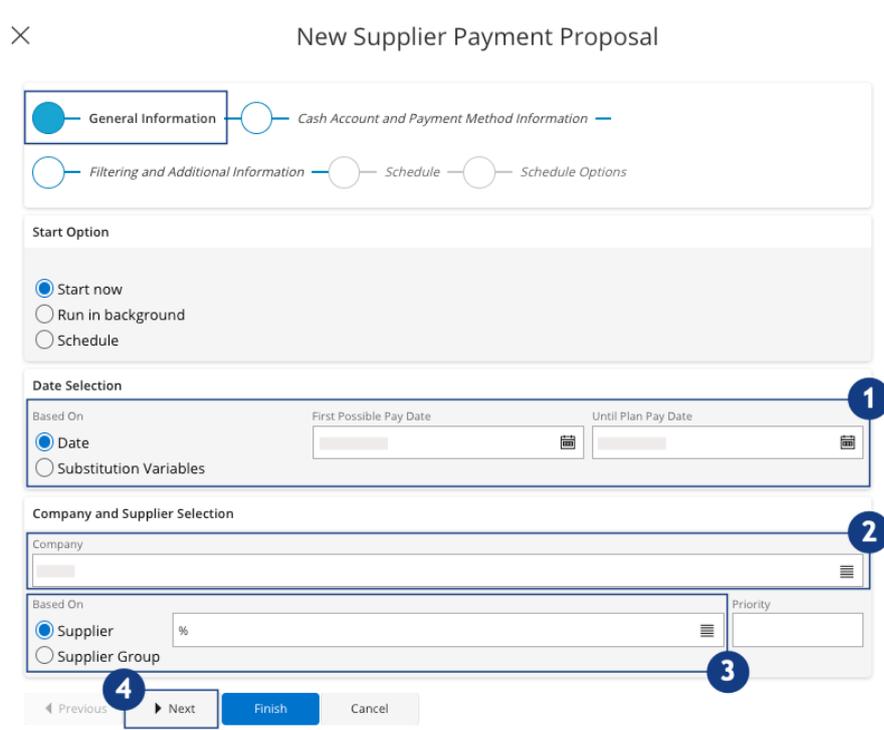
Creating a New Supplier Payment Proposal

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**.

X New Supplier Payment Proposal

General Information — **Cash Account and Payment Method Information** —
 Filtering and Additional Information — Schedule — Schedule Options

Cash Account Selection

Cash Account **1** % Proposal Maximum A...
 Supplier Maximum A...

Payment Method Selection **2**

Payment Method %

Installments with No Payment Method Specified For Suppliers having Specified Payment Method as
 Default
 Possible

Only Installments Specified with Default Payment Method

3 Previous Next Finish Cancel

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

X New Supplier Payment Proposal

General Information — Cash Account and Payment Method Information —
Filtering and Additional Information — Schedule — Schedule Options

Filtering of Invoices/Payments

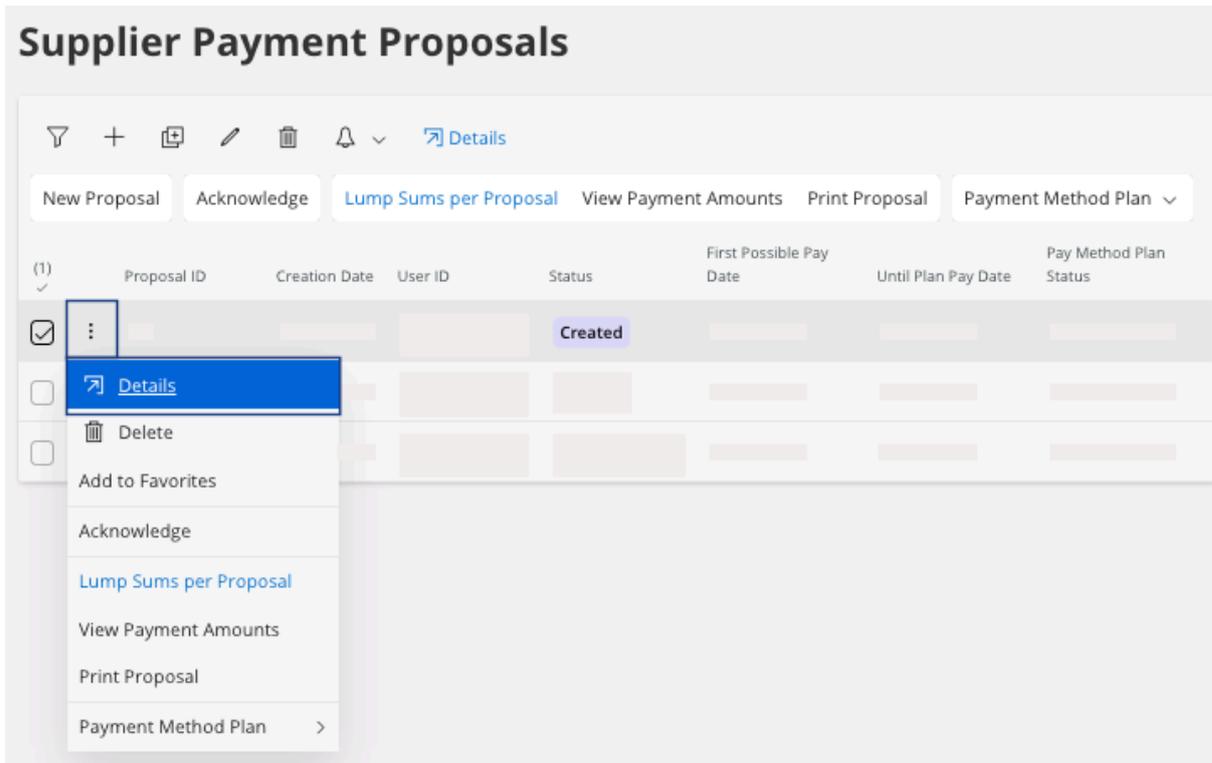
Include Credit Invoices Include Payment on Account Include Advance Payments
 Include Non-Supplier Payments Include Recurring Payments Advance Invoices

Additional Parameters

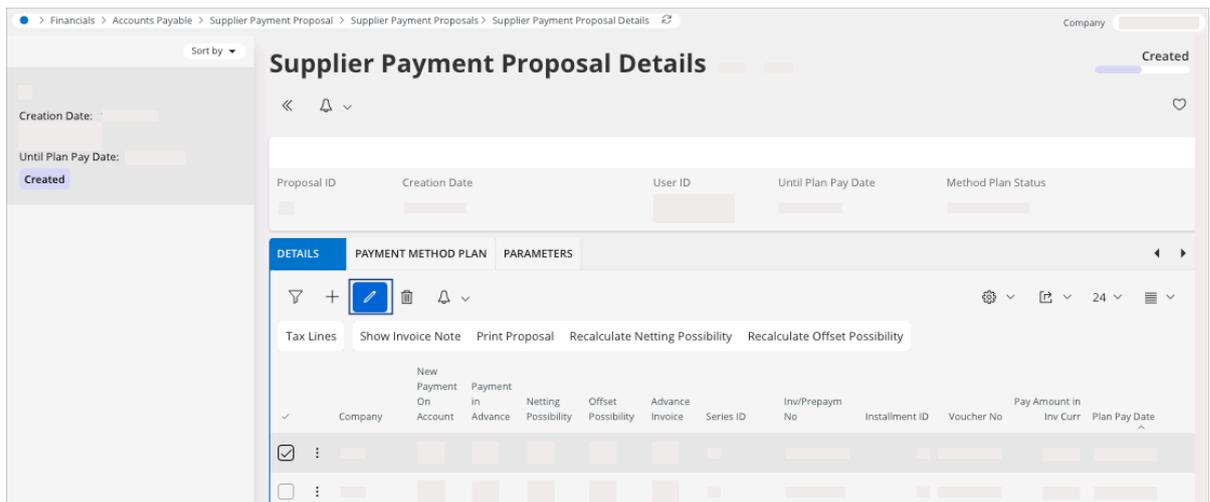
Show Offset Possibility Show Netting Possibility Validate Indemnities
 Include Supplier with Negative Balance Balance per Each Company
 Balance per All Companies

Previous Next **3** Finish Cancel

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.



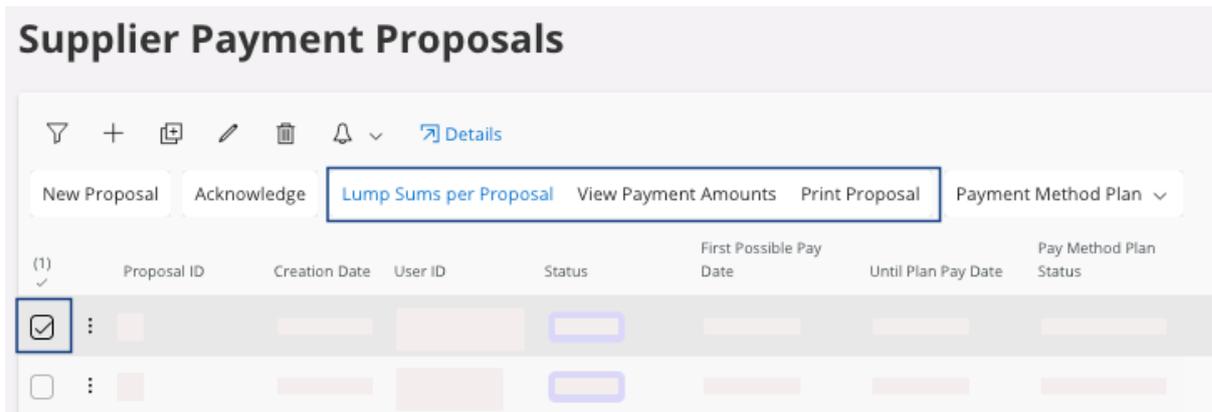
9. Once you have finished adjusting your amounts, you can go back to the **Supplier Payment Proposals**.

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:

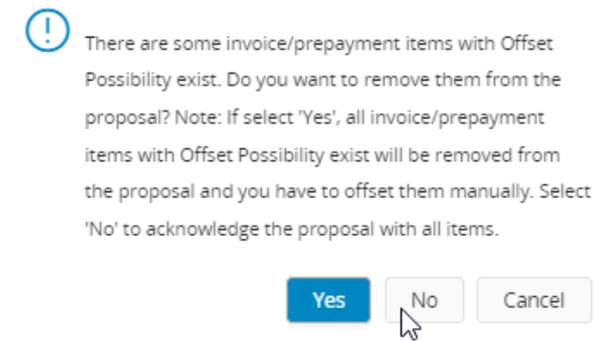
- a. Get an overview per supplier: click **Lump Sums per Proposal**.
- b. Get information about the full payment amount included in the supplier payment proposal: click **View Payment Amounts**.
- c. Get a report that summarizes the payment proposal: click **Print Proposal**.



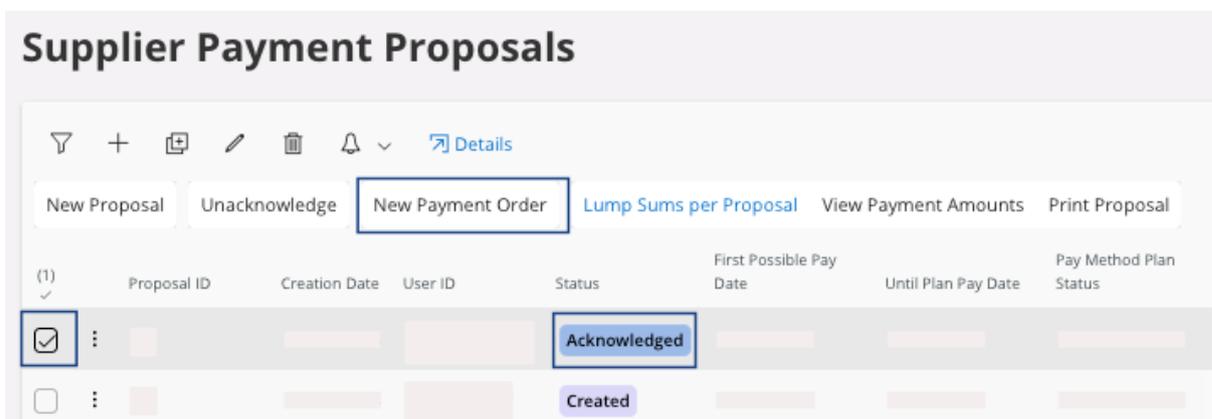
3. Click **Acknowledge**.

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**.

✕ New Payment Order

Payment Order Information Cash Accounts Information

Selected Proposals 3

Payment Method

Only Installments Specified with Default Payment Method

Payment Institute

Currencies %

Payment Date 12/07/2023

Cash Account

Previous Next Finish Cancel

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.

×

New Payment Order

○ Payment Order Information
● Cash Accounts Information

Payment Date	Payment Method	Payment Institute
--------------	----------------	-------------------

Cash Accounts

🔍
⚙️
📄
24
☰

Currency	Cash Account
⋮	[Empty Field]

Create Payment Parameters

Automatically Acknowledge Payment

Automatically Create Payment

Exclude Payment Address Information from Payment Order Report

No

Execute

Run in Background

◀ Previous
▶ Next
Finish
Cancel

7. Once you 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.

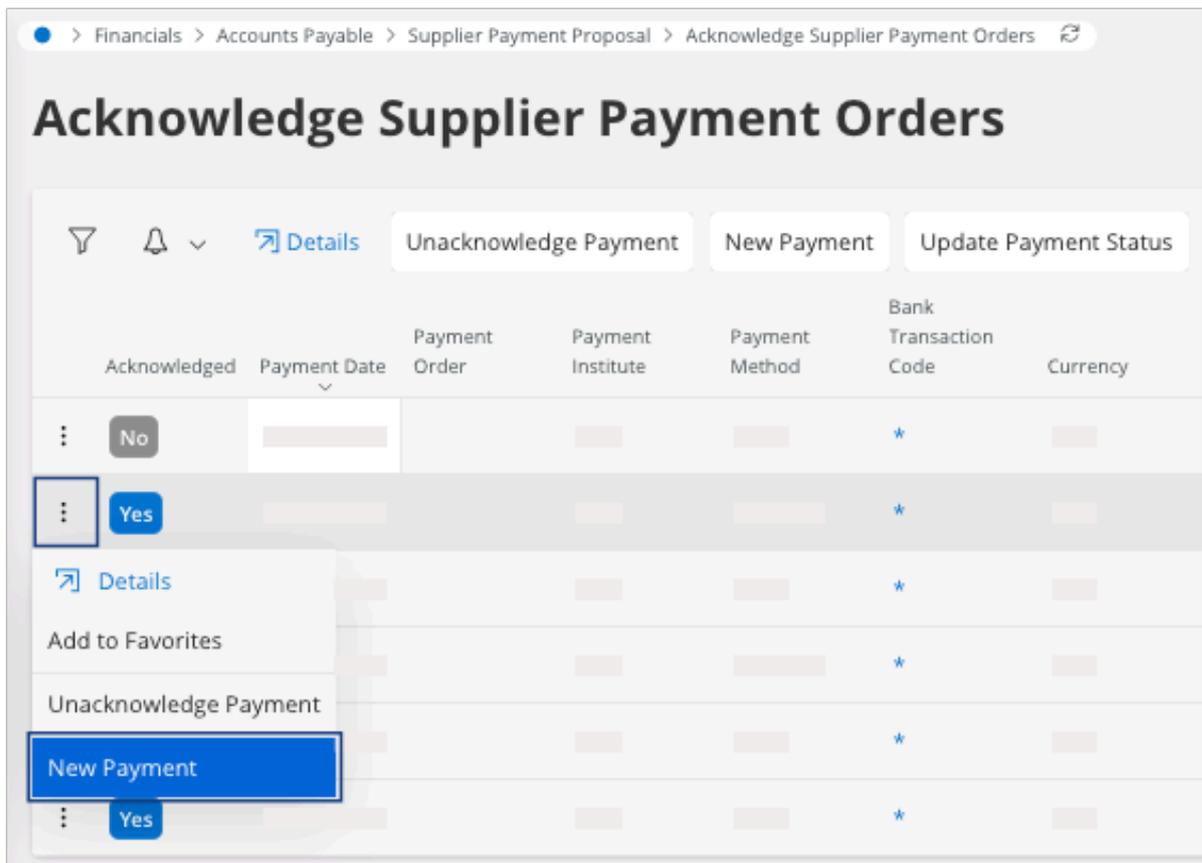
You can see an overview of your payment orders in the page **Supplier Payment Orders**.

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**.

× **Voucher Information**

Create Supplier Payment

Voucher Date <input style="width: 90%; border: 1px solid #ccc;" type="text"/>	Accounting Period <input style="width: 90%; border: 1px solid #ccc;" type="text"/>	User Group <input style="width: 90%; border: 1px solid #ccc;" type="text" value="AC"/>
Voucher Type <input style="width: 90%; border: 1px solid #ccc;" type="text" value="U"/>	Run In Background <input type="checkbox"/>	

OK
Cancel

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).

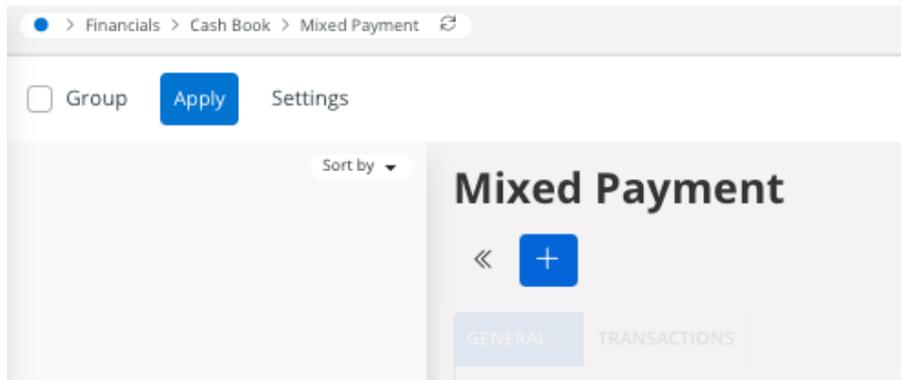
If the payment have been done outside of the system, you need to perform mixed payment for supplier to reflect the accounting transactions for payment.

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.

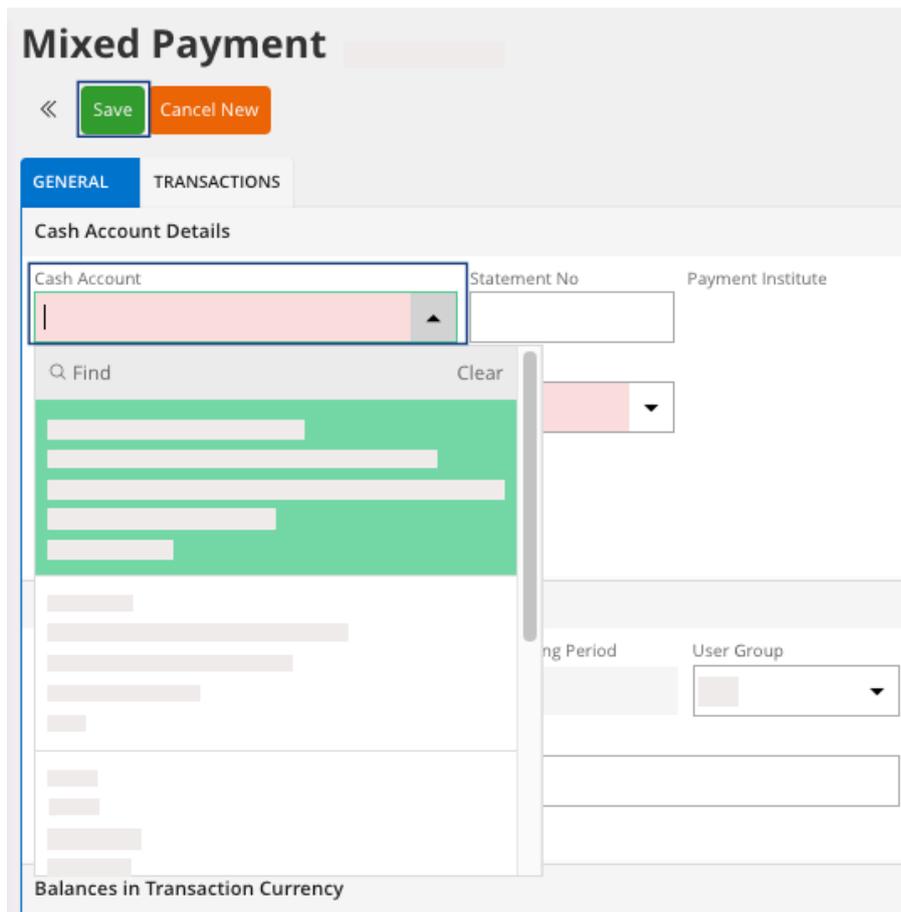
Creating a Mixed Payment for a Supplier

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

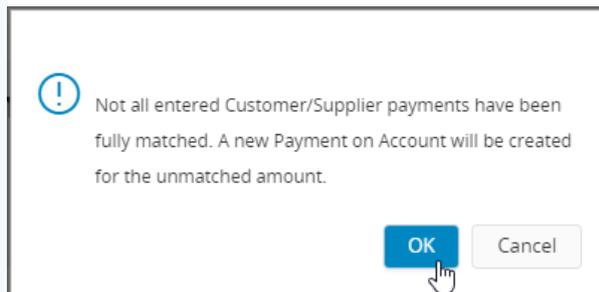
You need to define the details of your transaction.

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**.

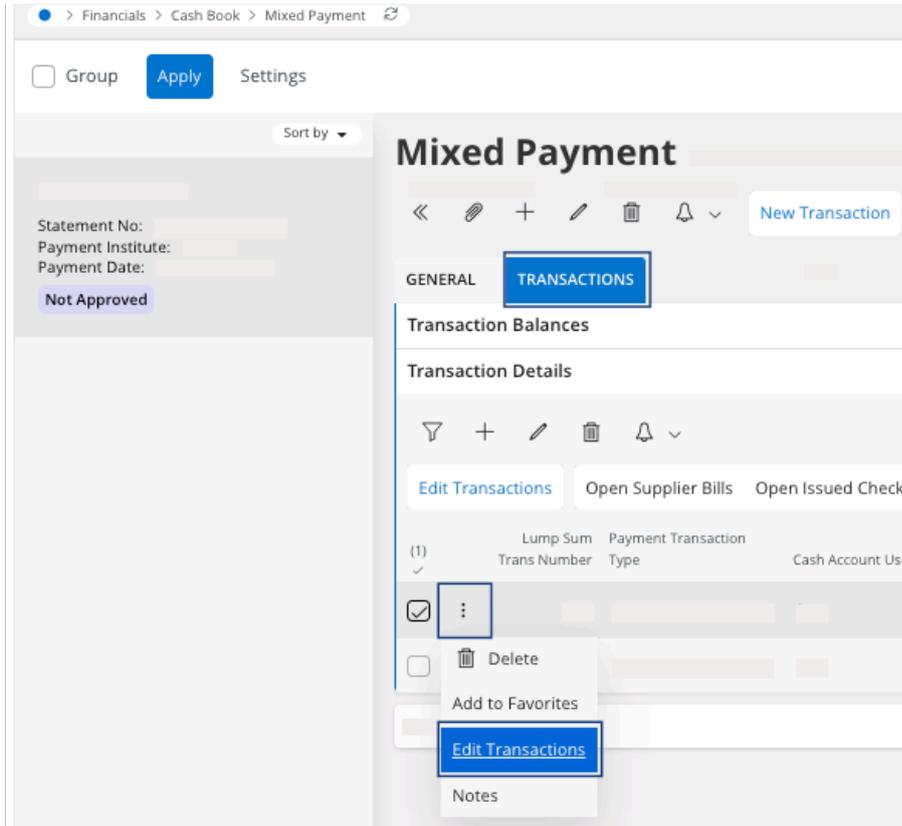
Once you need to match your payment lines with the open invoice(s), perform [Creating a Supplier Settlement \(on page 198\)](#).

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.

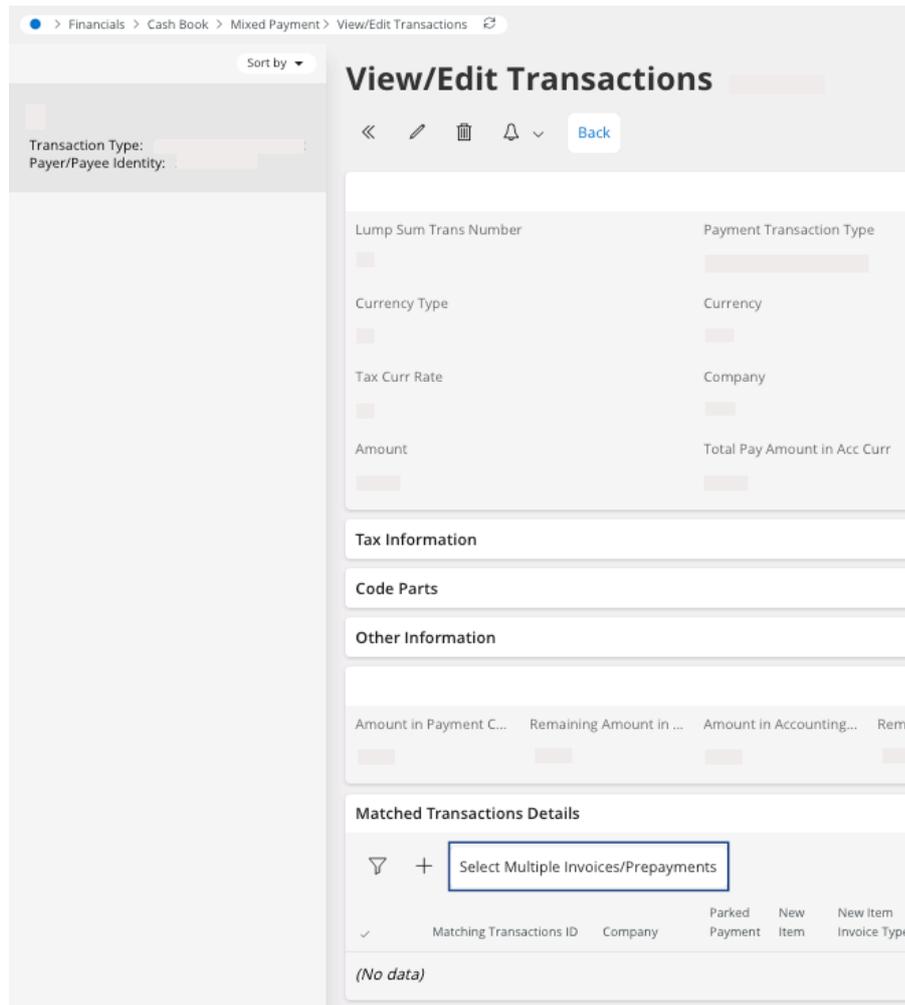
If you cannot settle the mixed payment with the invoice at this moment, you can do it later with [Creating a Supplier Settlement \(on page 198\)](#).

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



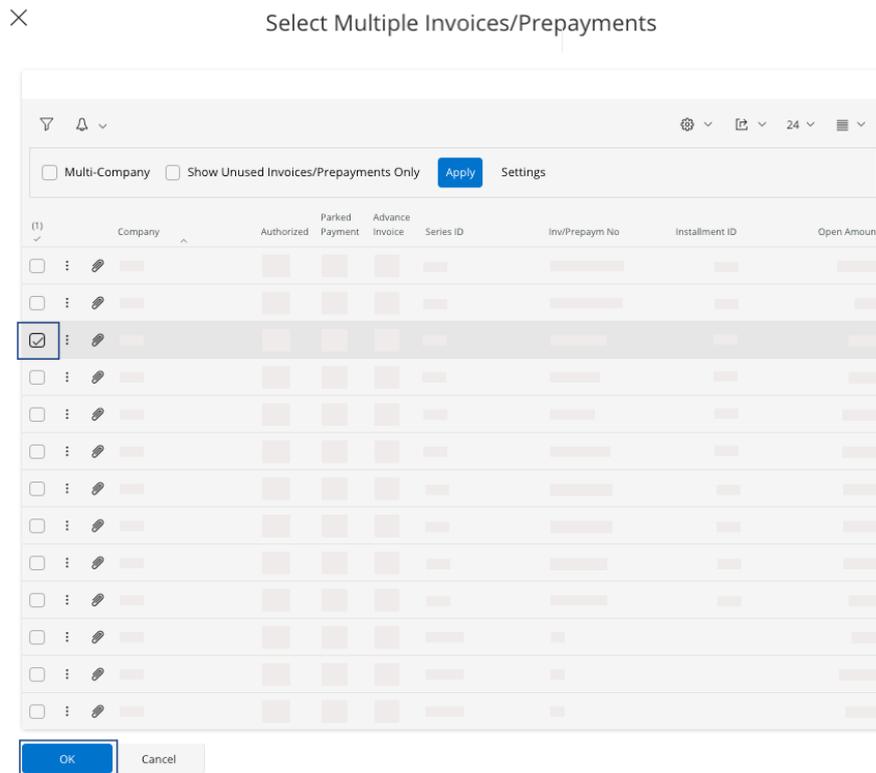
A new page appears.

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

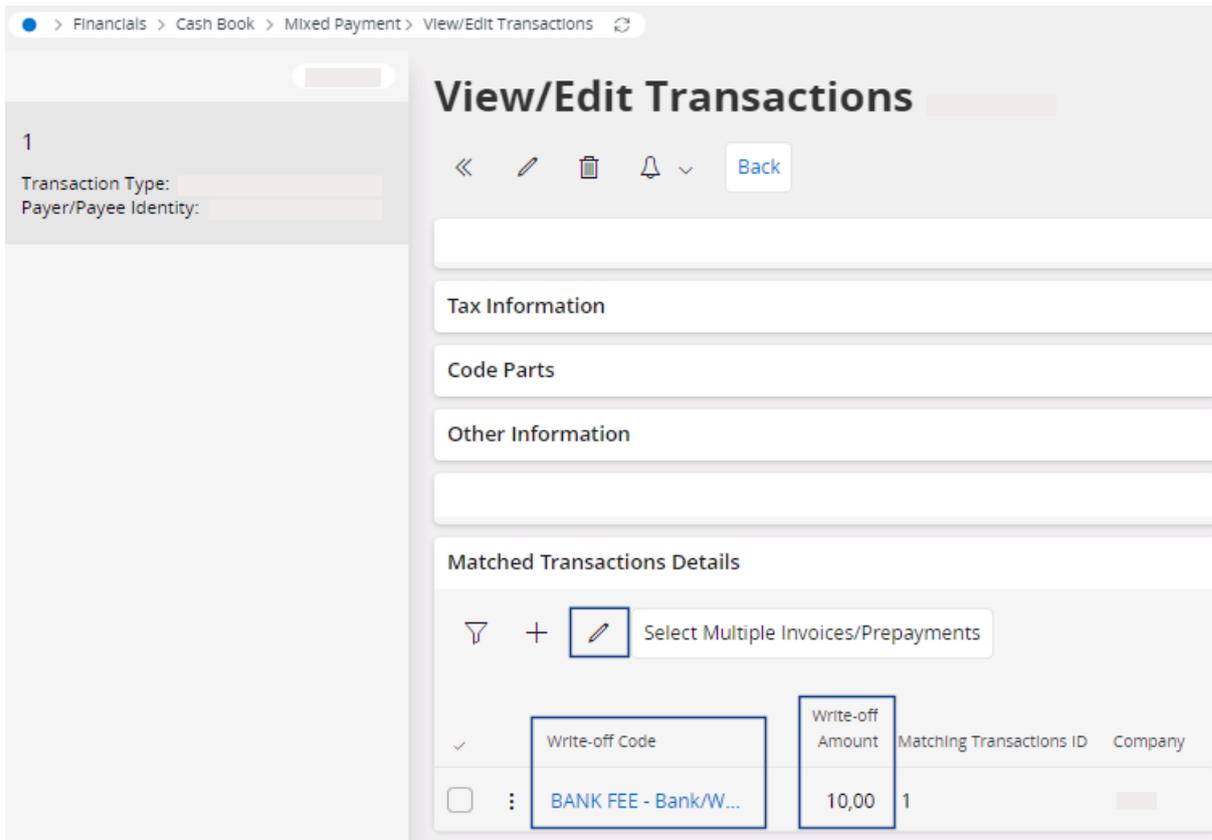


A pane appears.

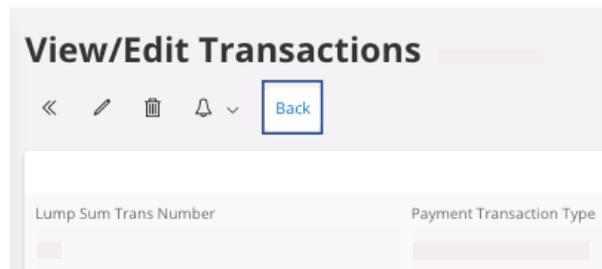
3. Select the line(s) that you want to link your payment with, and click **OK**.



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.

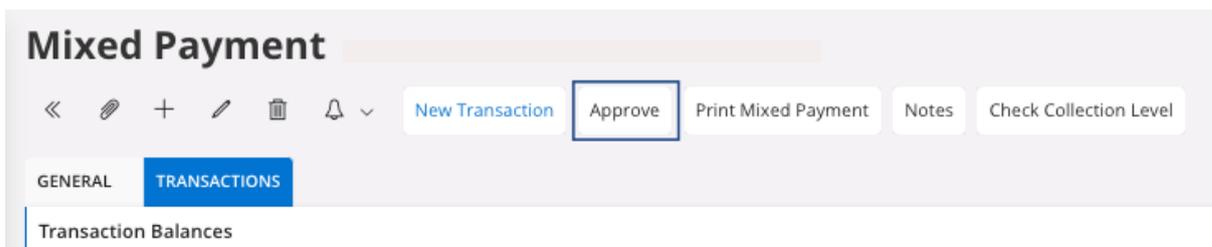


6. To go back to your mixed payment: click **Back**.



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.

 Not all entered Customer/Supplier payments have been fully matched. A new Payment on Account will be created for the unmatched amount.

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

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

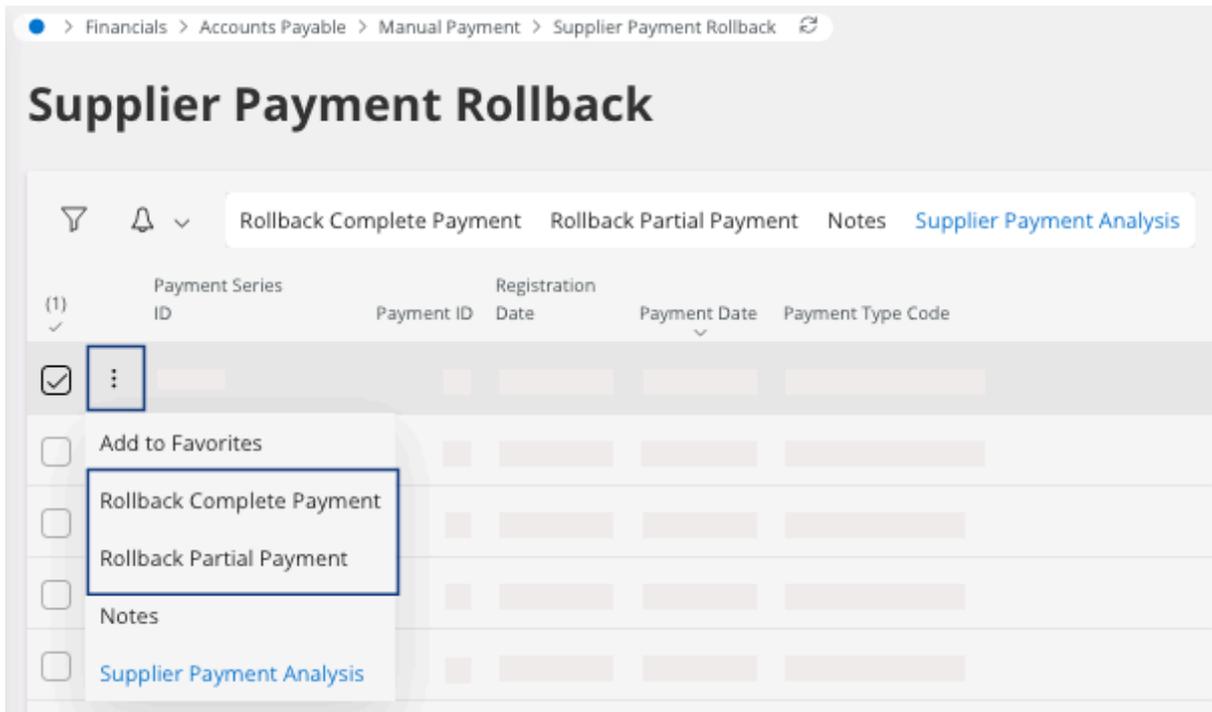
The **Mixed Payment** is in status **Approved**.

Rolling Back a Supplier Payment

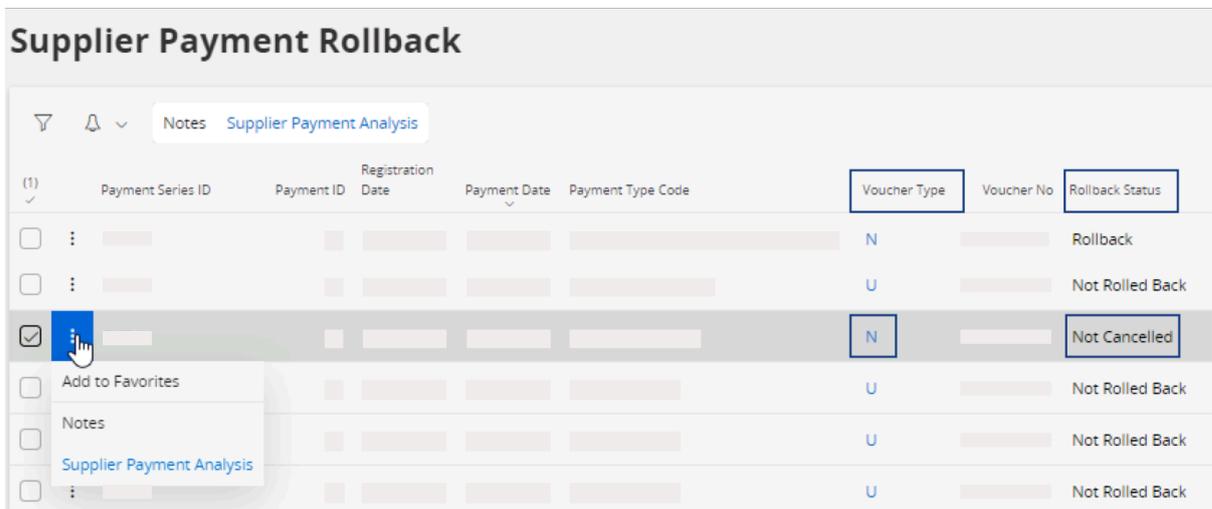
Follow this process in case you need to return to a previous state of a supplier payment proposal or a mixed payment and/or analyze what you paid.

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...

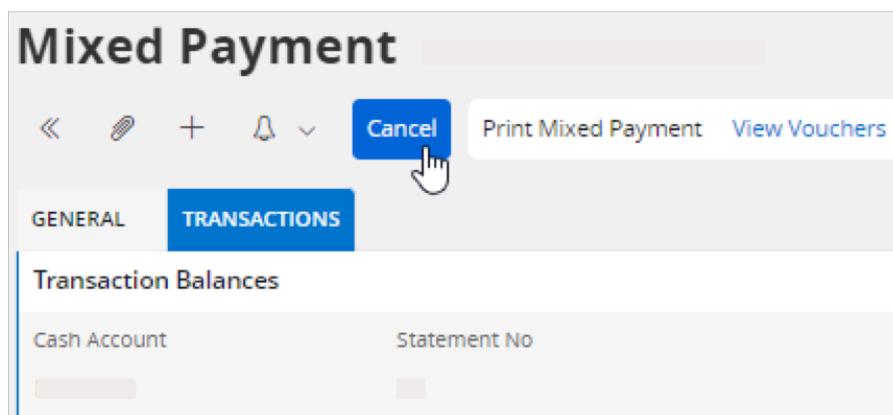
1. Go to the **Supplier Payment Rollback** page.
2. Select your payment, click the three dots  and click **Rollback Partial Payment** or **Rollback Complete Payment** according to your needs.



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**.

New Supplier Offset Proposal

Selection

Currency: EUR
Creation Date: [Calendar Icon]

Matching Methods

- Match All Open Items
- Match Single Debit Item with Single Credit Item
- Match Single Debit Item with One or More Credit Items
- Match Open Item with Common Invoice Reference
- Write-off Single Items
- Manual**

OK Cancel

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

Supplier Offset Proposals

(1)	Offset ID	Creation Date	Supplier ID	Currency	Debit Amount	Credit Amount	Allowed Difference	Actual Difference	Diff Item Invoice Type	Diff Item Invoice Series
<input checked="" type="checkbox"/>										
<input type="checkbox"/>										
<input type="checkbox"/>										
<input type="checkbox"/>										
<input type="checkbox"/>										

i 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**.

✕ Select Multiple Invoices/Prepayments

(2) ✓	Name	Authorized	Parked Payment	Advance Invoice	Series ID	Inv/Prepaym No	Installment ID	Open Amount
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								
<input checked="" type="checkbox"/>								999,00
<input type="checkbox"/>								
<input type="checkbox"/>								
<input checked="" type="checkbox"/>								-999,00
<input type="checkbox"/>								
<input type="checkbox"/>								

📝 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.

Supplier Offset Items

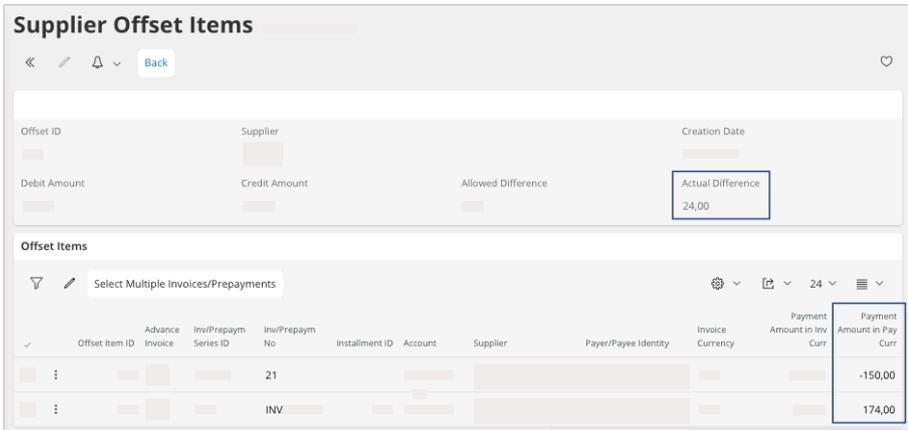
« ✎ 🔔 Back

Offset ID	Supplier	Creation Date
Debit Amount	Credit Amount	Allowed Difference
		Actual Difference
		0,00

Offset Items

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.**



Supplier Offset Items

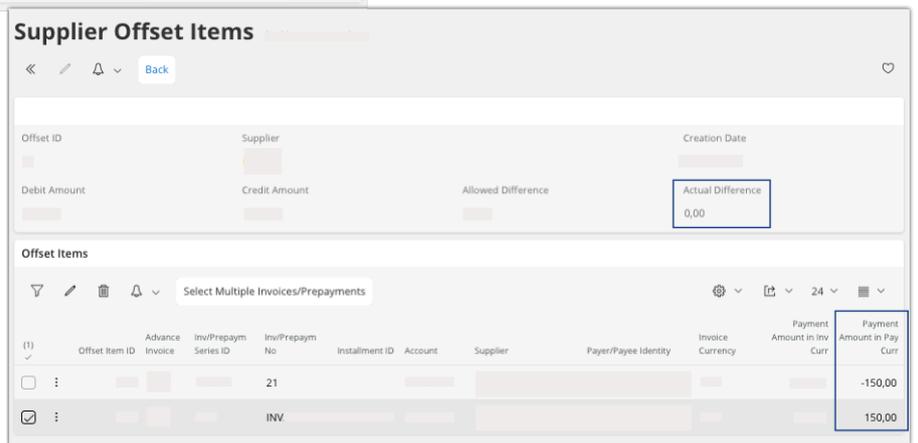
Offset ID: [redacted] Supplier: [redacted] Creation Date: [redacted]

Debit Amount: [redacted] Credit Amount: [redacted] Allowed Difference: [redacted] **Actual Difference: 24,00**

Offset Items

Select Multiple Invoices/Prepayments

Offset Item ID	Advance Invoice	Inv/Prepaym Series ID	Inv/Prepaym No	Installation ID	Account	Supplier	Payer/Payee Identity	Invoice Currency	Payment Amount in Inv Curr	Payment Amount in Pay Curr
[redacted]	[redacted]	[redacted]	21	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	-150,00
[redacted]	[redacted]	INV	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	174,00



Supplier Offset Items

Offset ID: [redacted] Supplier: [redacted] Creation Date: [redacted]

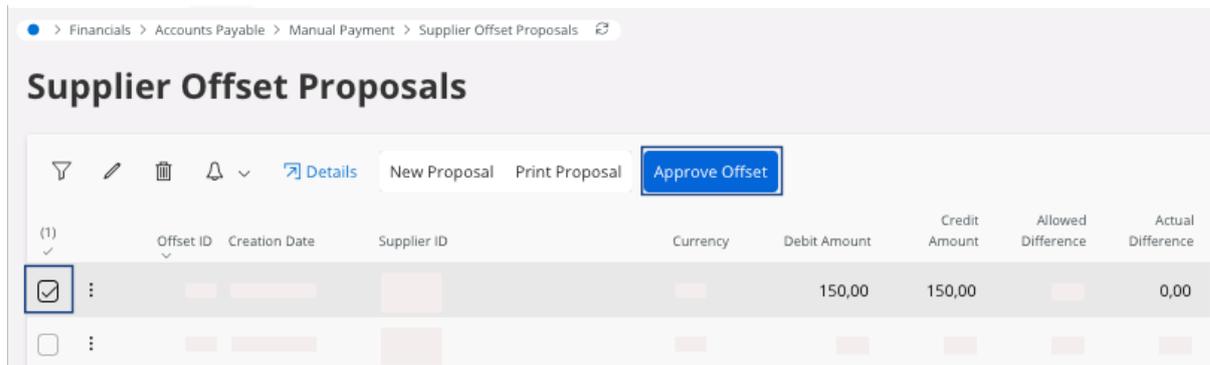
Debit Amount: [redacted] Credit Amount: [redacted] Allowed Difference: [redacted] **Actual Difference: 0,00**

Offset Items

Select Multiple Invoices/Prepayments

Offset Item ID	Advance Invoice	Inv/Prepaym Series ID	Inv/Prepaym No	Installation ID	Account	Supplier	Payer/Payee Identity	Invoice Currency	Payment Amount in Inv Curr	Payment Amount in Pay Curr
<input type="checkbox"/>	[redacted]	[redacted]	21	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	-150,00
<input checked="" type="checkbox"/>	[redacted]	INV	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	150,00

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**.



Supplier Offset Proposals

Details New Proposal Print Proposal **Approve Offset**

Offset ID	Creation Date	Supplier ID	Currency	Debit Amount	Credit Amount	Allowed Difference	Actual Difference
<input checked="" type="checkbox"/>	[redacted]	[redacted]	[redacted]	150,00	150,00	[redacted]	0,00
<input type="checkbox"/>	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]

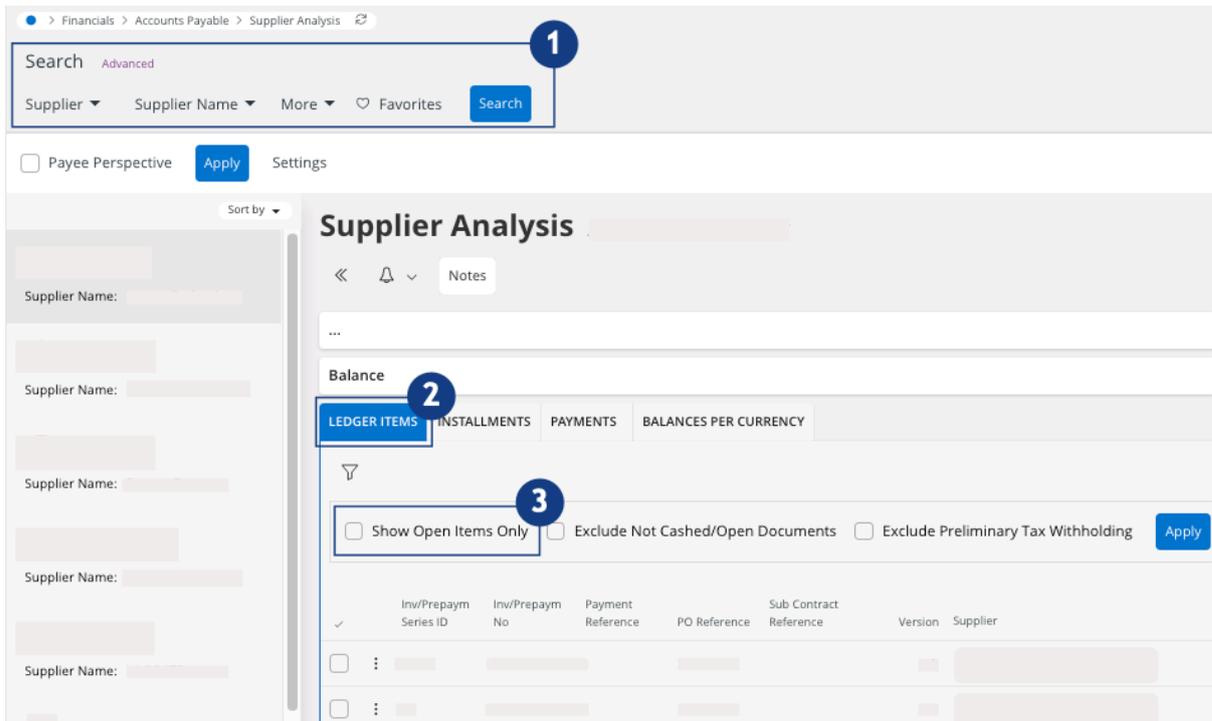
A new pane appears.

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

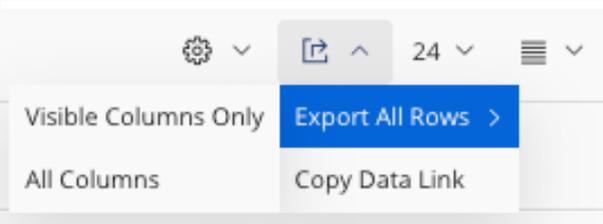
Statistics and Reporting

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.

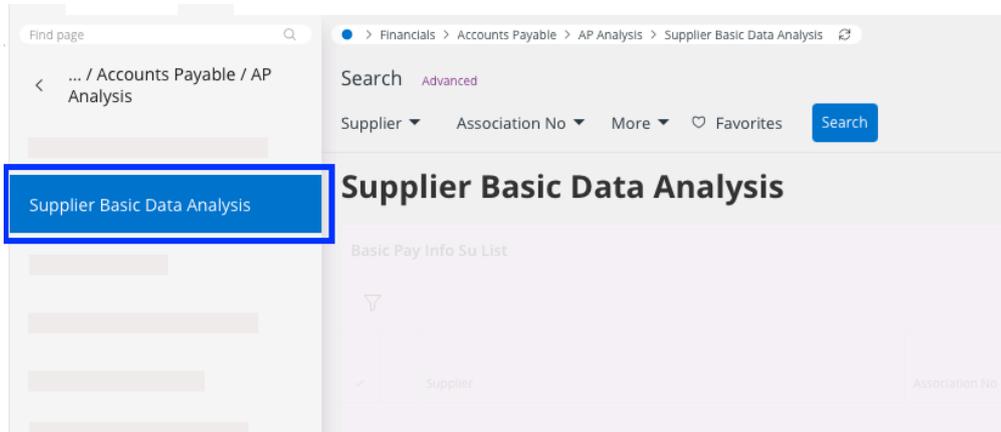


4. To get an overview of balances for all the suppliers, go to the page **Payables Analysis**. Then to get the details for each supplier, click the three dots  and click **Supplier Analysis**.

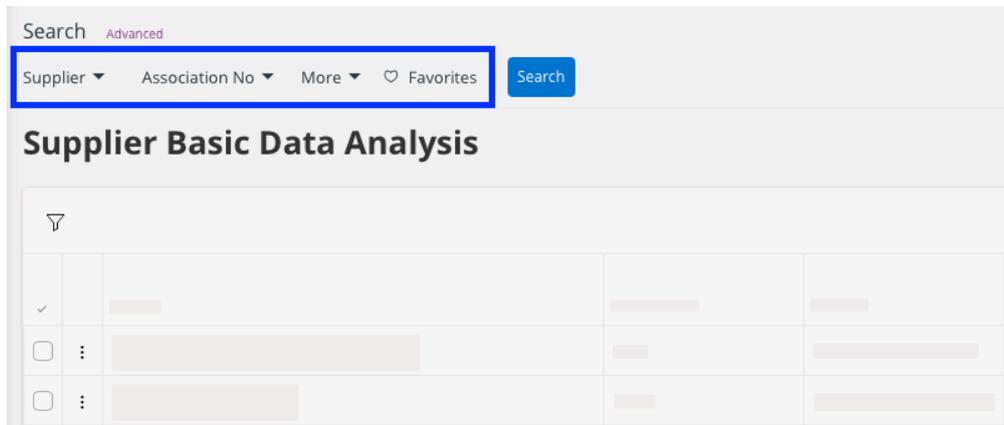
Consulting Supplier Basic Data Analysis

Consult information on one or multiple suppliers.

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



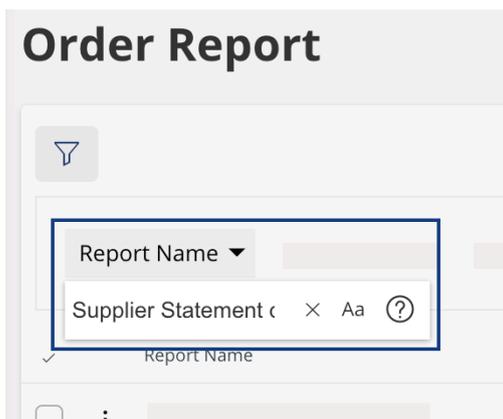
2. Use the filters above the list to find the suppliers whose information you want to display.



Consulting a Supplier Statement of Account

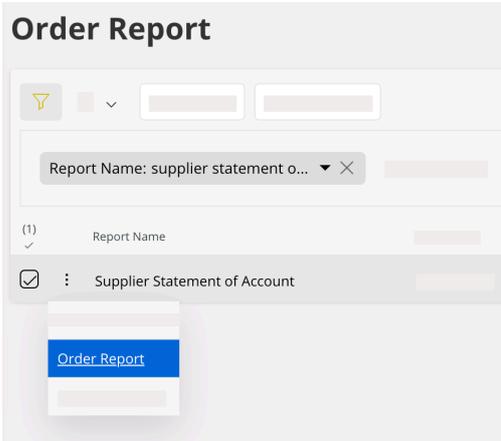
Create a PDF report with the supplier statement of account.

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



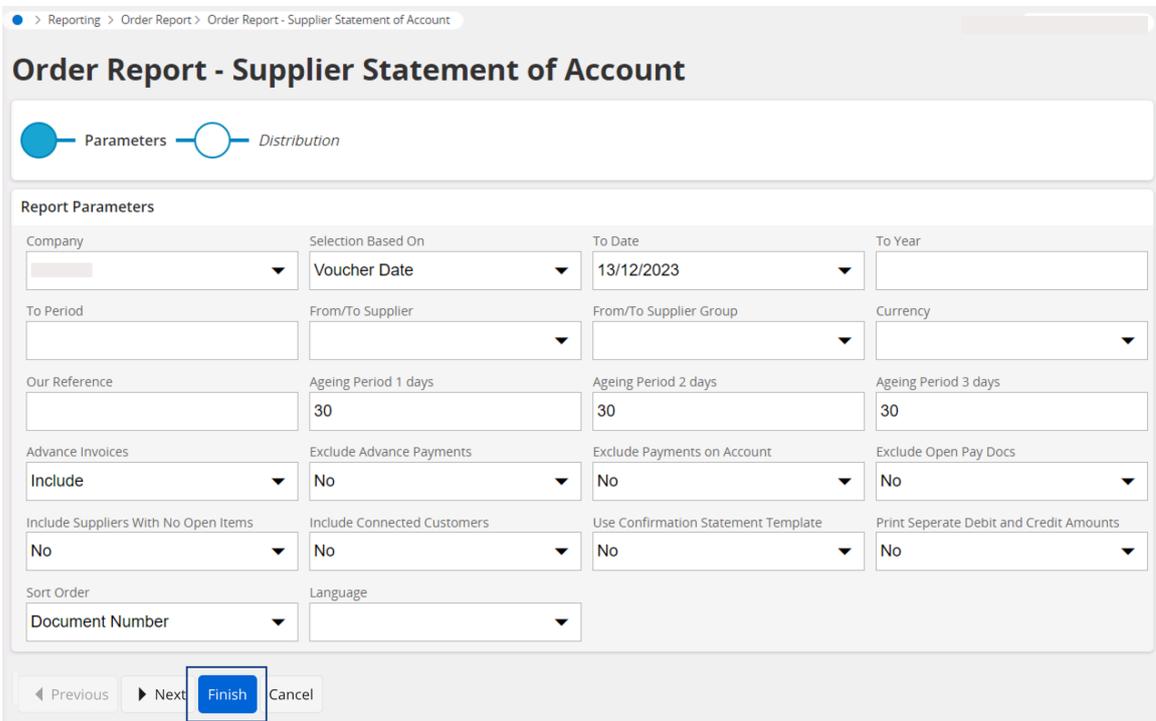
 **Note:** You can add the result page in the bookmarks (on page 22) to quickly find it in the future.

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

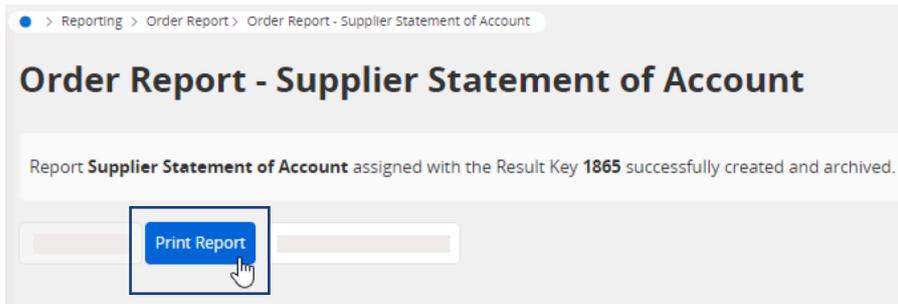


4. Complete the **Report Parameters** fields.

5. Click **Finish**.



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

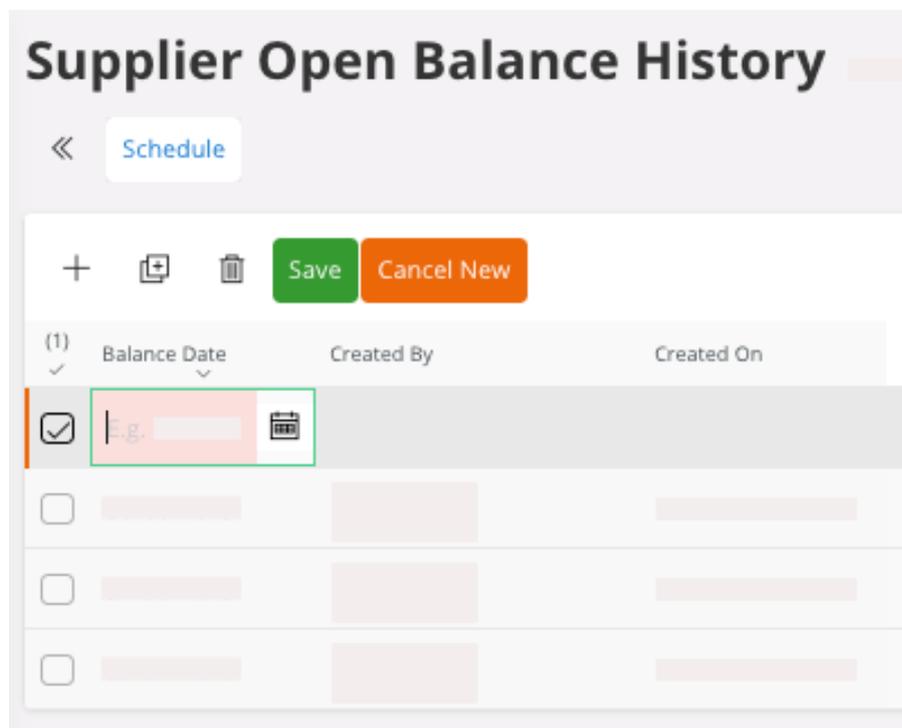


Consulting Supplier Open Transactions

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**.

Supplier Open Balance History

⏪ Schedule

🔍
+
📄
🗑️
🔗 Details

(3) ✓	Balance Date ▼	Created By	Created On
<input type="checkbox"/>	: 16/08/2023		
<input checked="" type="checkbox"/>	: 14/08/2023		
<input checked="" type="checkbox"/>	: 12/08/2023		
<input checked="" type="checkbox"/>	: 05/08/2023		
<input type="checkbox"/>	: 29/07/2023		

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**.

Financials > Accounts Payable > AP Reports > Supplier Transactions

Supplier Transactions

Company
[Dropdown]

Selection Based On Date/Period

Period
 Date

From Year [Dropdown] From Period [Dropdown] Until Year [Dropdown] Until Period [Dropdown]

Selection Parameters

Supplier Group
 Supplier

Supplier Group: [Text: %] [Menu]
Account: [Text] [Menu]

Code Part: [Dropdown] Values: [Text] [Menu] Currency: [Dropdown]

Group Order

Supplier No: [Dropdown: 2] Account: [Dropdown: 1] Code Part: [Dropdown: 3]

Additional Parameters

Summarize Previous Period:
Exclude Suppliers with no period(s) transa...:
Print Sub Totals per Period:
Reporting Currency: Accounting Currency
 Parallel Currency

Schedule Report

Schedule:

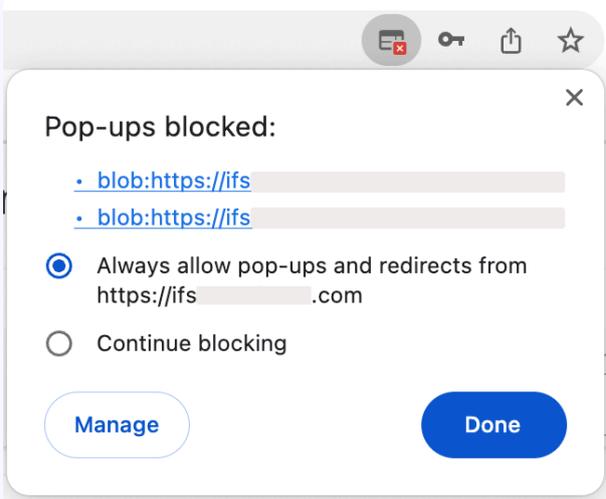
Print Cancel

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.



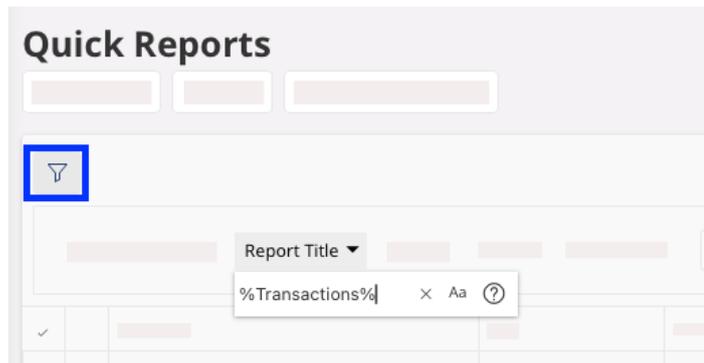
- **Print:** if you want your document on paper, choose your printer, or if you want to keep it on your computer in PDF, choose **IFS PDF Archiver**.
- **Email:** fill in or check the email address and send it.

You get your **Supplier Transactions** report.

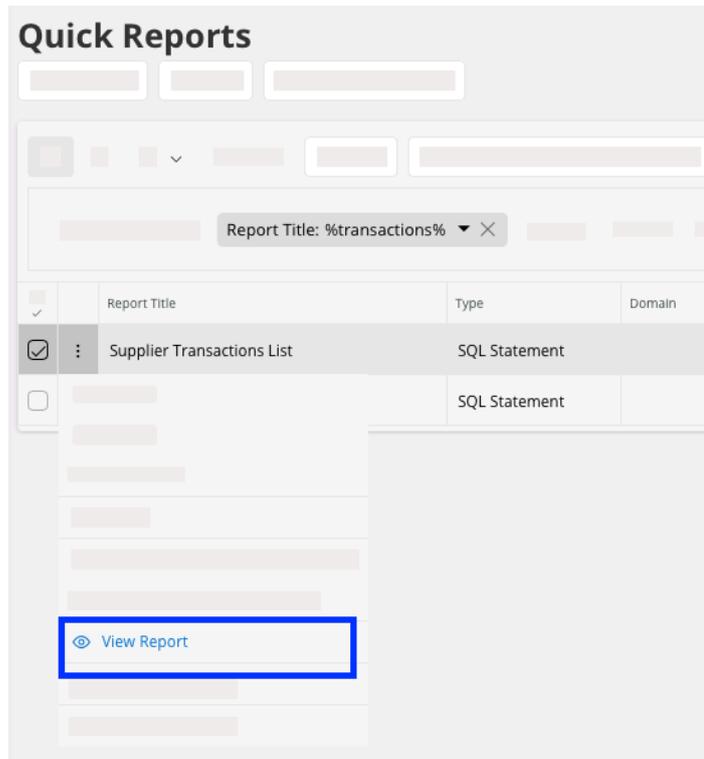
Consulting Supplier Transaction List Report

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%.



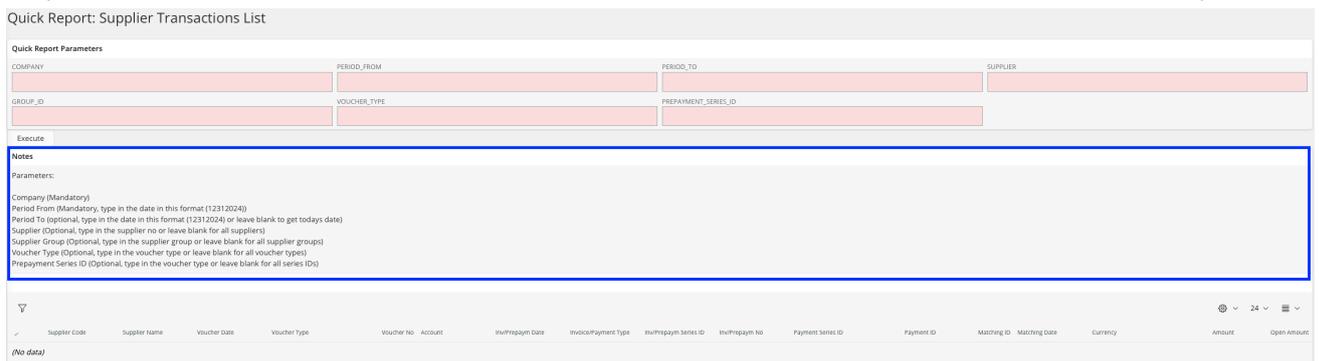
3. Click the three dots in front of the report named **Supplier Transactions List**, then click **View Report**.



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.

Supplier Trial Balance

●

Selections

○

Options

Company

From Year/Period

To Year/Period

Selection Template

Template ID

Ownership

Owner

Selection Template Details

🔍 + ✎ New Selection Template
⚙️ ▾ 📄 ▾ 24 ▾ ☰ ▾

	Selection Object ID	Operator	From Value	To Value	Values Exist
<input type="checkbox"/>	⋮ <input type="text"/>	<input type="text"/>			<input type="checkbox"/>
<input type="checkbox"/>	⋮ <input type="text"/>	<input type="text"/>			<input type="checkbox"/>
<input type="checkbox"/>	⋮ <input type="text"/>	<input type="text"/>			<input type="checkbox"/>
<input type="checkbox"/>	⋮ <input type="text"/>	<input type="text"/>			<input type="checkbox"/>

◀ Previous

▶ Next

Finish
Cancel

b. Click **Next**.

c. In the **Options** section.

Supplier Trial Balance

Options

Include/Exclude

Advance/Prepaym Invoice Include	Exclude Payments on Account <input type="checkbox"/>	Exclude Payment Documents <input type="checkbox"/>
Exclude Advance Payments <input type="checkbox"/>	Exclude Supplier with Zero Closing Balance <input type="checkbox"/>	Exclude Supplier with No Activity <input type="checkbox"/>

Sort Order

Ledger Account
 Country
 Supplier Group
 Currency
 Supplier ID

Reporting Currency

Accounting Currency
 Parallel Currency

Schedule Report

Schedule

◀ Previous ▶ Next **Finish** Cancel

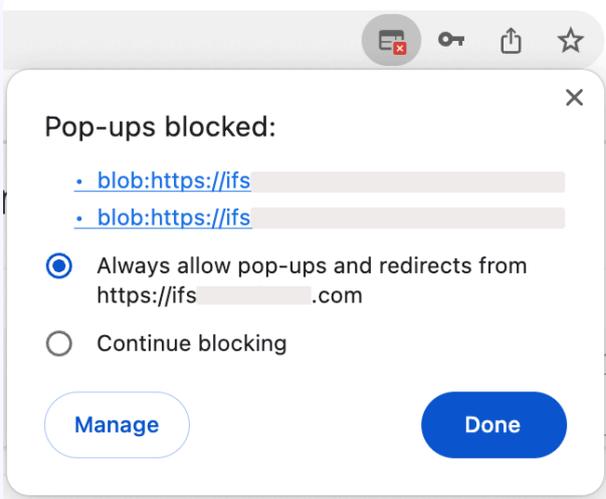
d. Click **Finish**.

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.



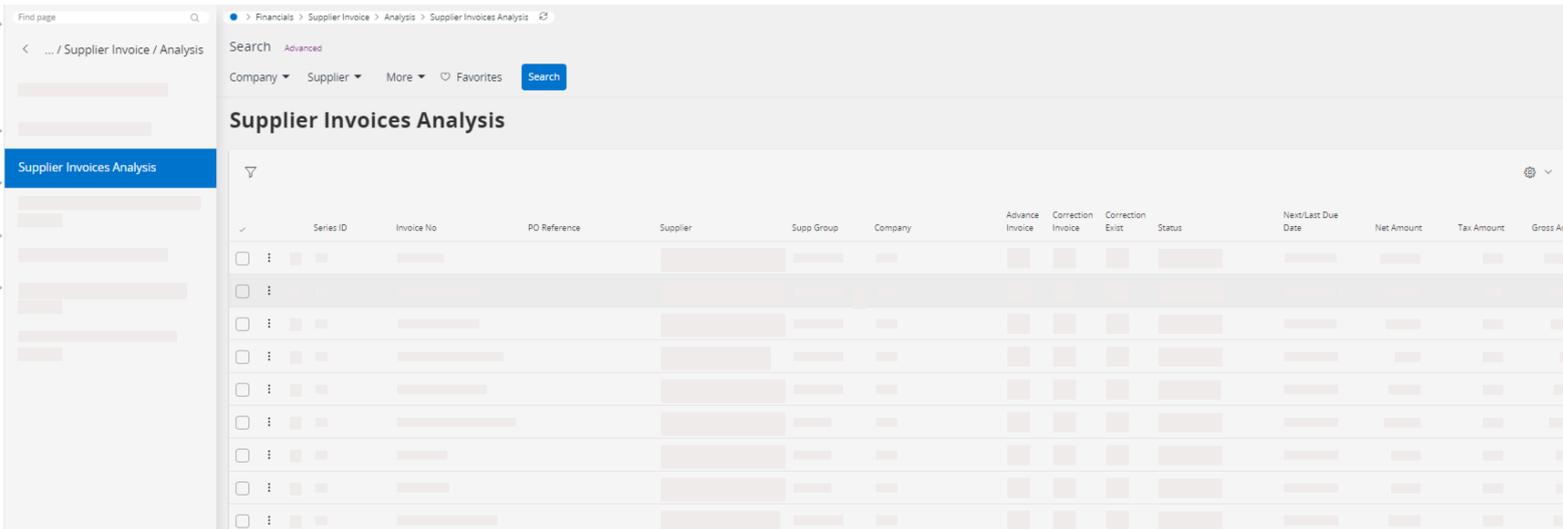
- **Print:** if you want your document on paper, choose your printer, or if you want to keep it on your computer in PDF, choose **IFS PDF Archiver**.
- **Email:** fill in or check the email address and send it.

You get your **Supplier Trial Balance** report.

Consulting Supplier Invoices

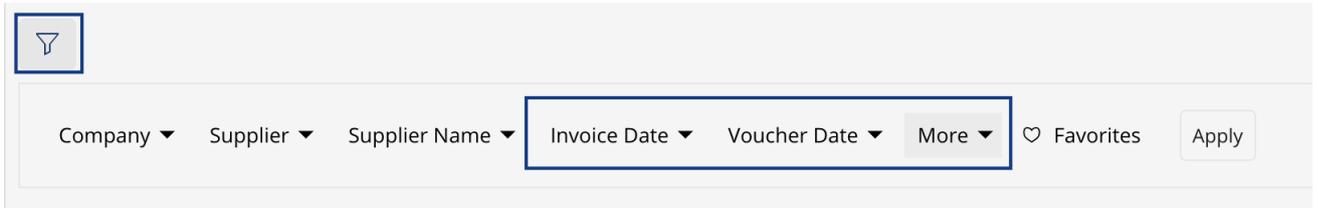
You can display a list of your supplier invoices.

1. Go to the page **Supplier Invoices Analysis** to see the list of customer invoices created by your company.



Series ID	Invoice No	PO Reference	Supplier	Supp Group	Company	Advance Invoice	Correction Invoice	Correction Exist	Status	Next/Last Due Date	Net Amount	Tax Amount	Gross Amount

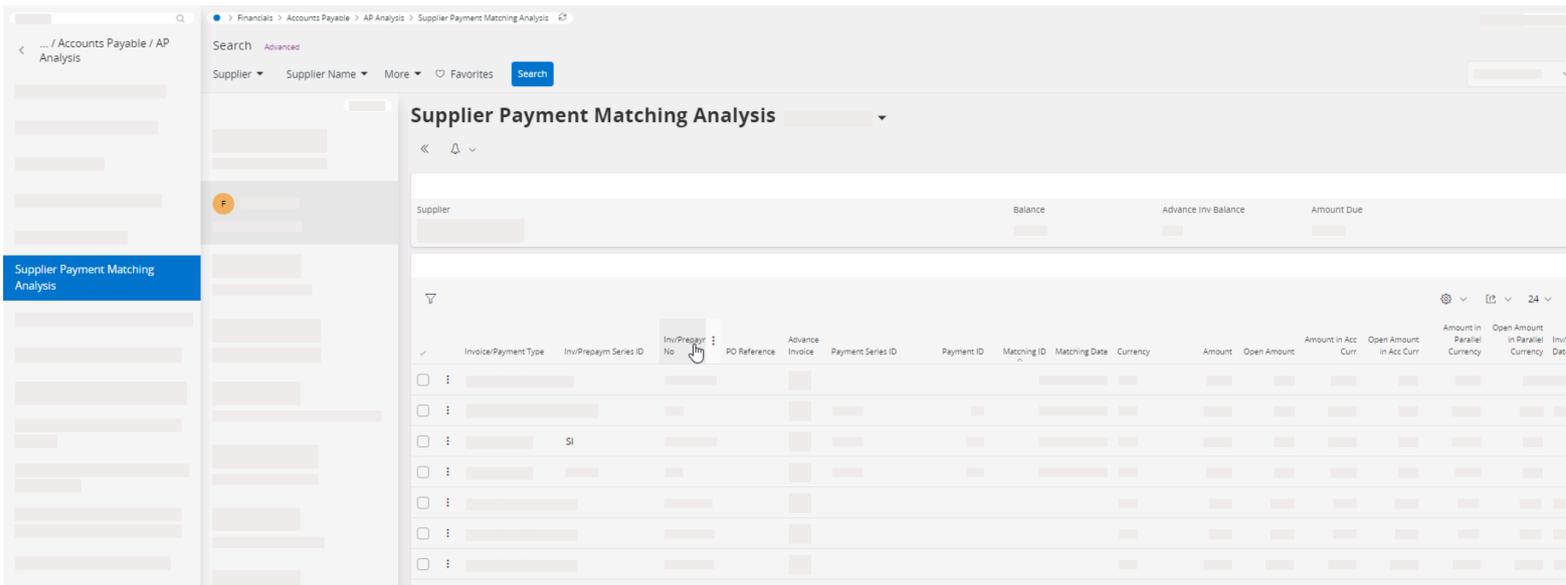
2. Use the filters to display the invoices by either **Invoice Date** or **Voucher Date**.



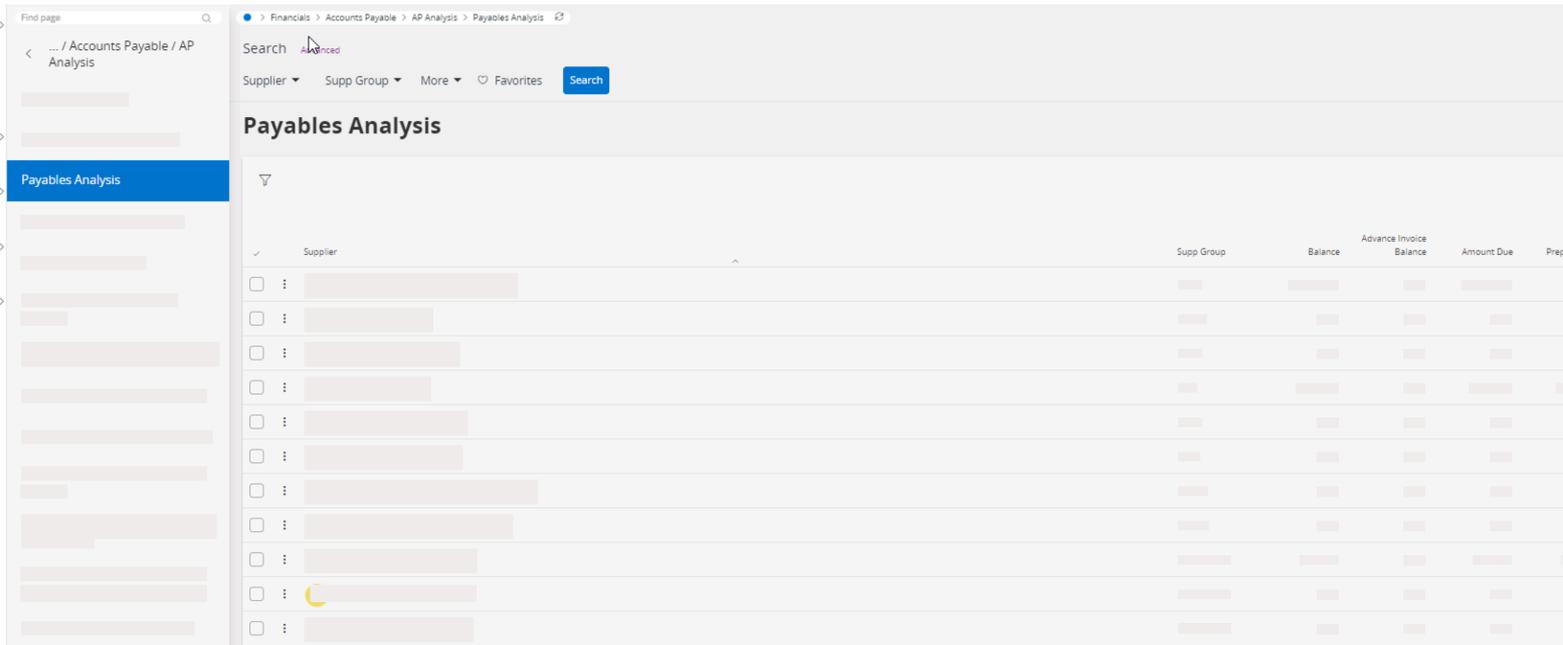
Consulting Supplier Account Analyses

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.



- 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

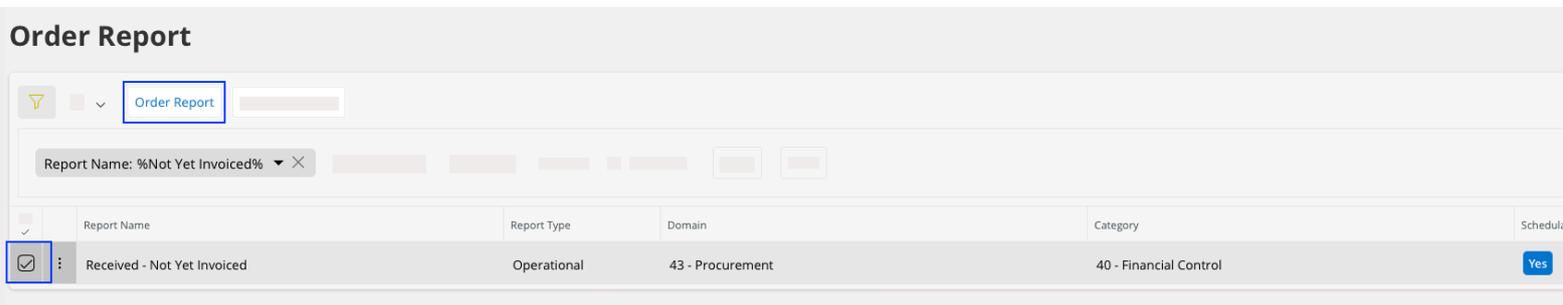
You can display reports of orders that were received but not yet invoiced.

- Go to the **Order Report** page.
- Click the filter icon

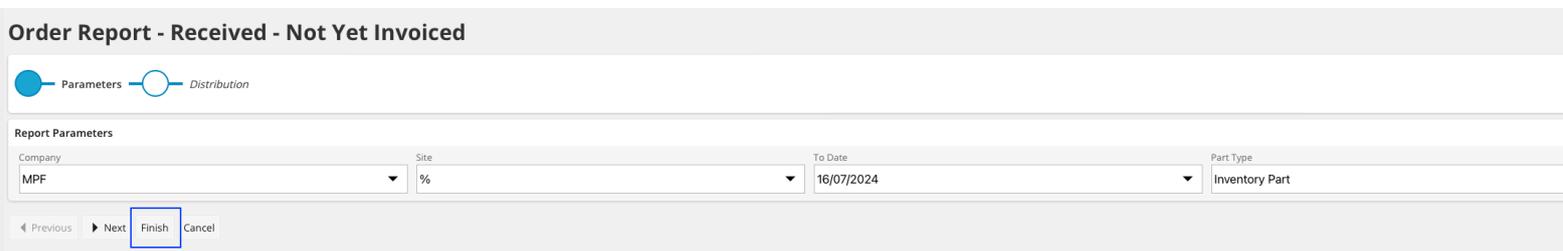


in the top toolbar and enter %Not Yet Invoiced% in the **Report Name** filter.

- Select the report and click **Order Report**.



- Complete all the fields, and in **Part Type** select **Inventory Part**. Then, click **Finish**.



5. Click **Print Report** to display the report.

Order Report - Received - Not Yet Invoiced

Report **Received - Not Yet Invoiced** assigned with the Result Key **3747** successfully created and archived.

 Run Again  Print Report [Show in Report Archive](#)

Order to Cash Process

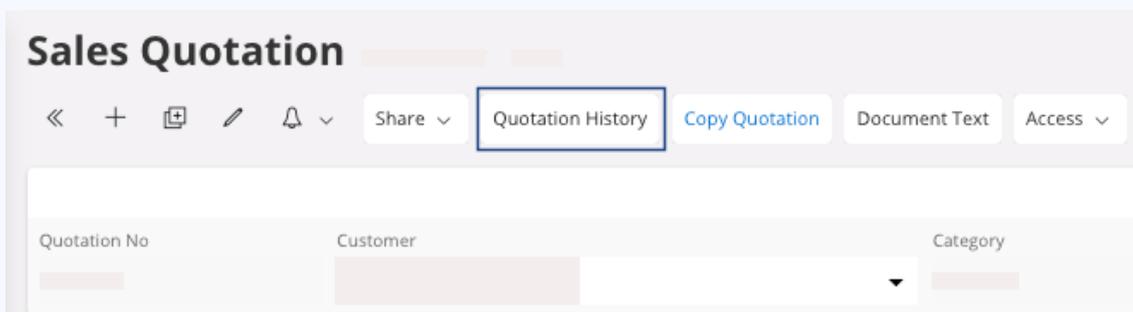
Manage all the activities related to the customer cycle: from the sales quotation to the receipt of payment.

Sales Quotation

The sales quotation is the first step to create external documents and send an offer to a customer.

i **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:

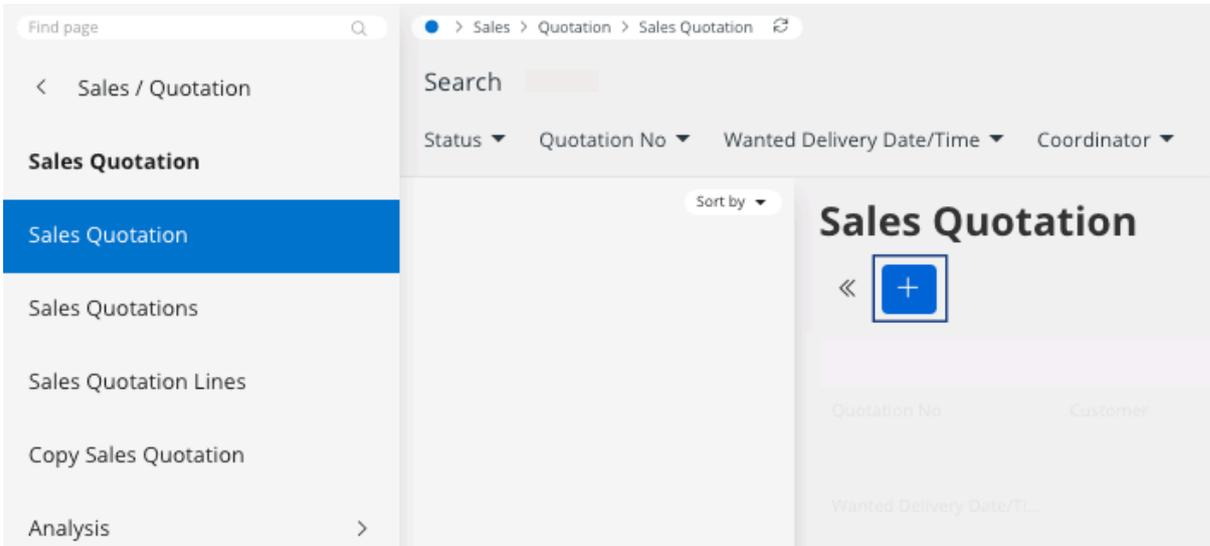
1. User account that made the action.
2. Action type.
3. Status of the sales quotation.
4. Date and time.

Creating a Sales Quotation

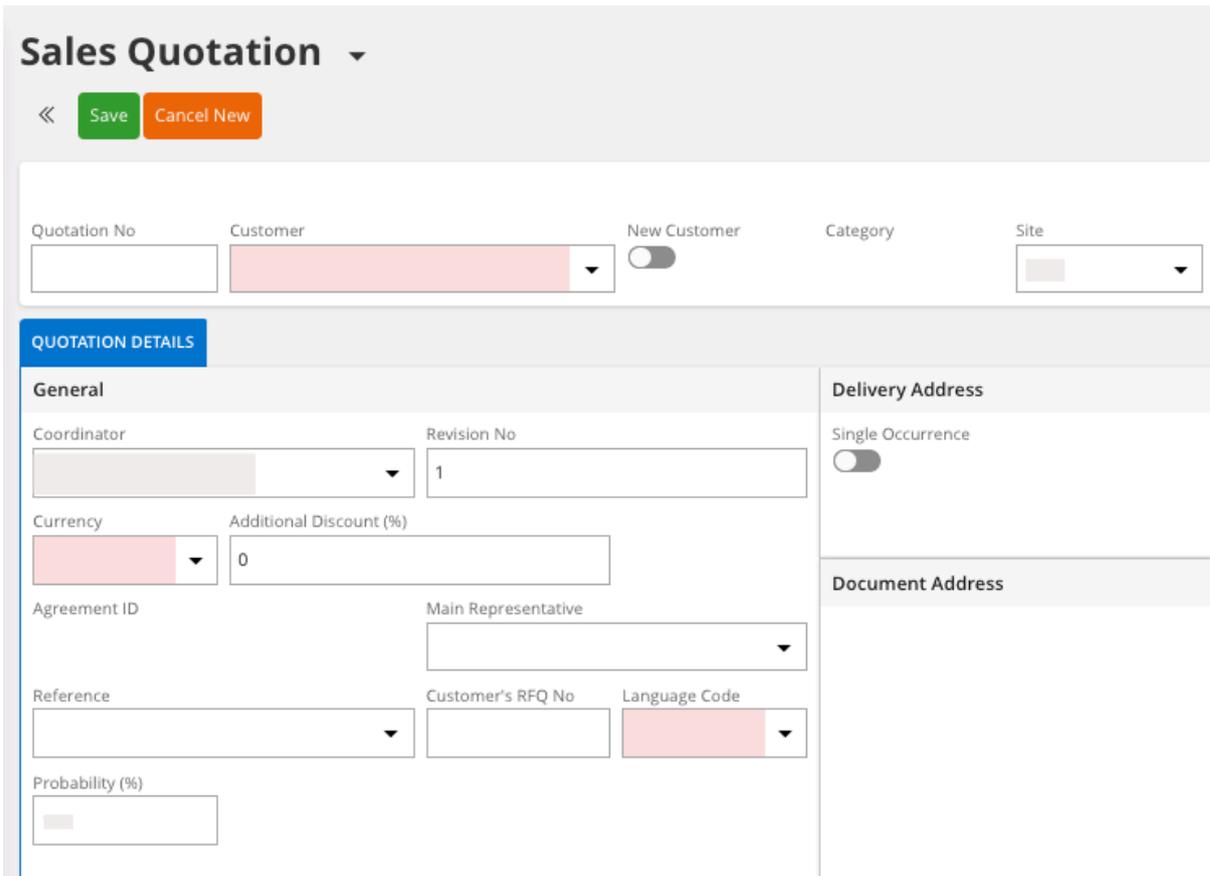
Create a sales quotation and fill the starting information.

Creating a New Sales Quotation

1. Go to **Sales > Quotation > Sales Quotation**.
2. In the first screen, click **New +**.

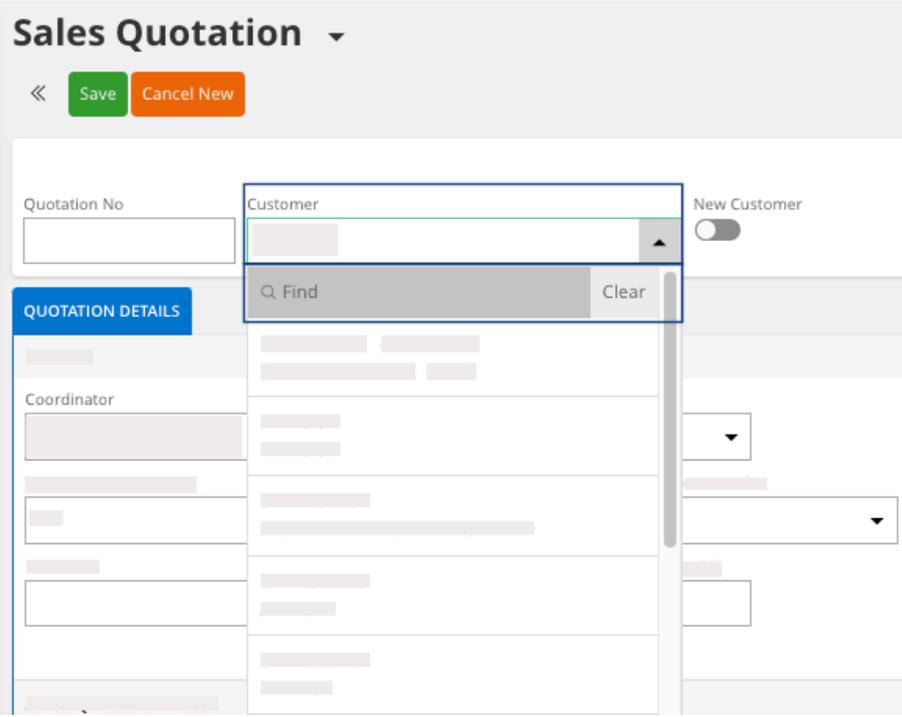


The image below appears. The fields in red are mandatory.



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.



The screenshot shows the 'Sales Quotation' form. At the top, there are 'Save' and 'Cancel New' buttons. Below that, there are input fields for 'Quotation No' and 'Customer'. The 'Customer' dropdown is open, displaying a search bar with 'Find' and 'Clear' buttons. To the right of the 'Customer' field is a 'New Customer' toggle switch. Below the 'Customer' field is a 'QUOTATION DETAILS' section with various input fields, some of which are highlighted in red to indicate they are mandatory.

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.

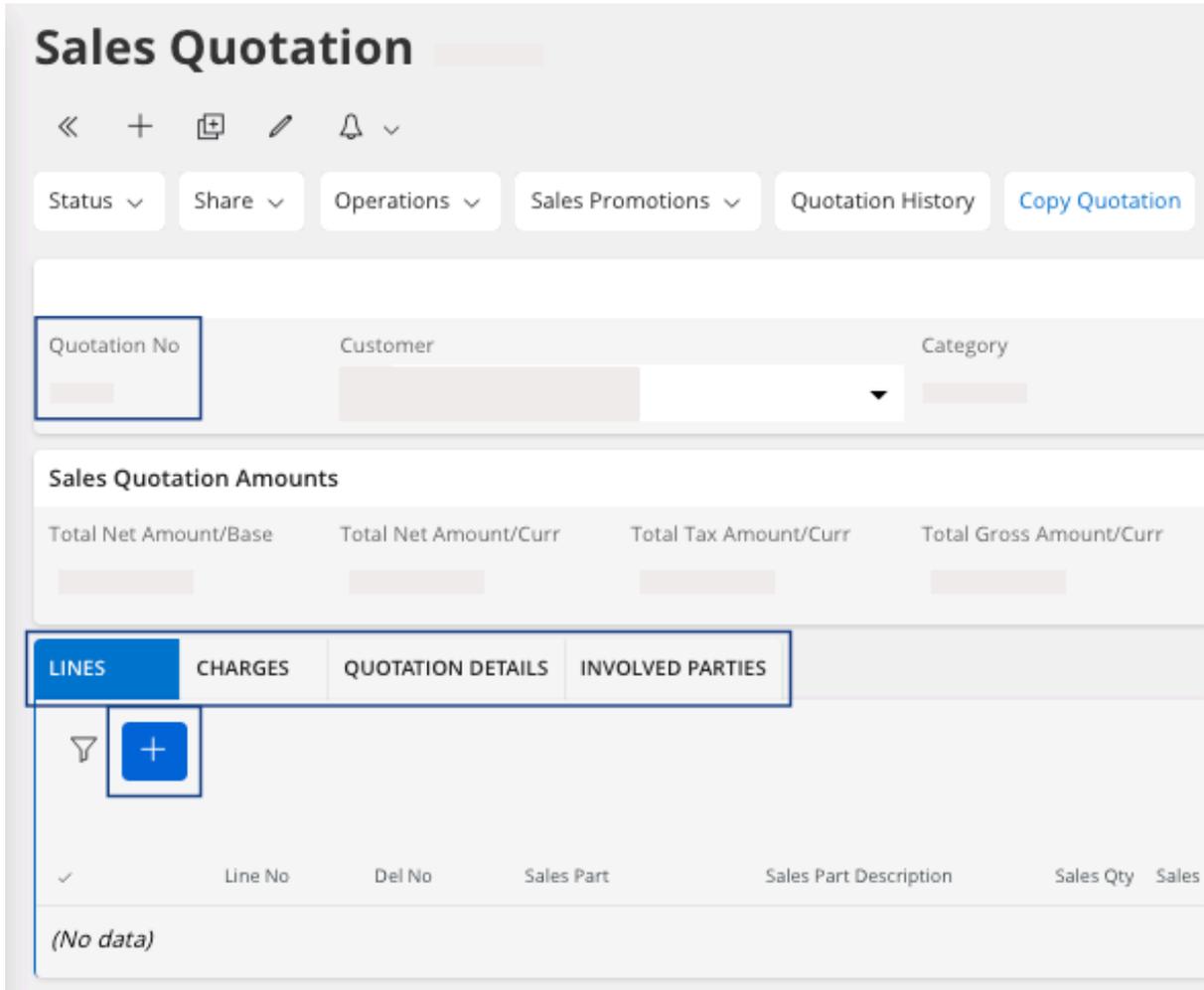
4. Enter the mandatory information in the fields in red.

 **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.

Sales Quotation

←
Status ▾
Share ▾
Operations ▾
Sales Promotions ▾
Quotation History
Copy Quotation
Create Lines from Template
Document Text

Quotation No:
 Customer:
 Category:
 Site:

Sales Quotation Amounts
 Total Net Amount/Base:
 Total Net Amount/Curr:
 Total Tax Amount/Curr:
 Total Gross Amount/Curr:

LINES
CHARGES
QUOTATION DETAILS
INVOLVED PARTIES

+
🗑️
Save
Cancel New

(1) ✓	Sort No	Del No	Sales Part	Sales Part Description	Sales Qty	Sales UoM	Status	Price/Curr
<input checked="" type="checkbox"/>			<input type="text"/>	<input type="text"/>	0			<input type="text"/>
<input type="checkbox"/>	1	1	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	2	1	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>

 **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.

- When you have created all your lines, do not forget to click **Save**.
- 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.

✕ **Complementary Parts**

Complementary Part Qty	Parent Part No	Description	Sales Qty	Price Qty	Price UoM
<input type="text"/> 0 ea	<input type="text"/>				
<input type="text"/> 0 ea	<input type="text"/>				

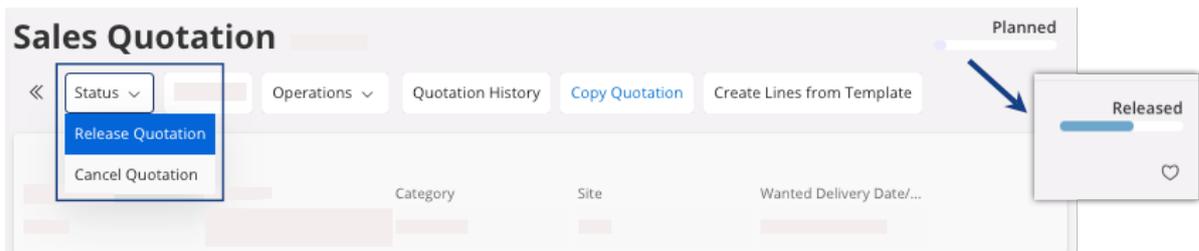
You added and saved your lines.

 **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.

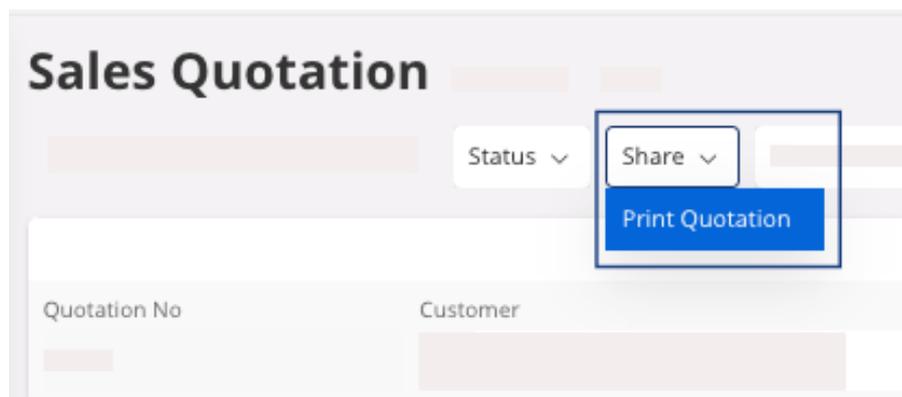
You need to perform [Printing a Sales Quotation \(on page 221\)](#) in order to send the offer to your customer and get his validation.

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:

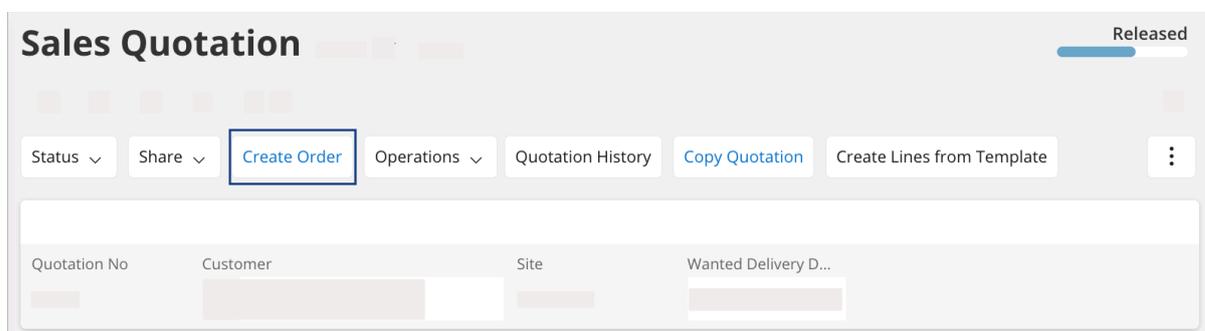
- If he validates the sales quotation you need to perform [Changing a Sales Quotation into a Customer Order](#) (on page 223).
- If your customer wants to add or change information, you need to go back on the sales quotation and perform the process from [Adding Lines in your Sales Quotation](#) (on page 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.

The screenshot shows the 'Create Order from Quotation' interface. It includes fields for Quotation No, Order Type, Wanted Delivery Date/Time (callout 1), Customer's PO No, Create Order in Released Status (callout 3), Sales to Assortments, and Pre-posting (callout 4). There are also checkboxes for Copy Contacts and Copy All Representatives, and a Main Representative ID dropdown. Below this is a 'Won' section with a Reason ID dropdown (callout 2) and a 'Won Note' field. At the bottom, there is a 'Lines with price breaks' table and an 'OK' button (callout 5).

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**.

The dialog box is titled 'Pre Posting for Customer Order'. It features a table with three columns: 'Dept', 'Project', and 'Sub-Dept'. Below the table is a blue 'Close' button.

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**.

The dialog box contains a question mark icon and the text: 'Customer Order [] has been created. Do you want to view?'. At the bottom right, there are two buttons: 'Yes' and 'No'.

Your **Sales Quotation** status changes to **Closed** because it becomes a **Customer Order**.

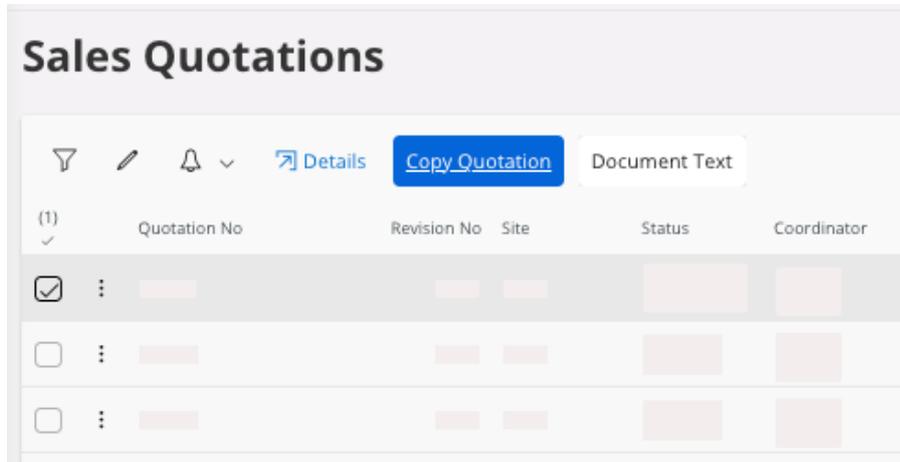
You need to follow the Customer Order (on page 226) steps now.

Copying a Sales Quotation

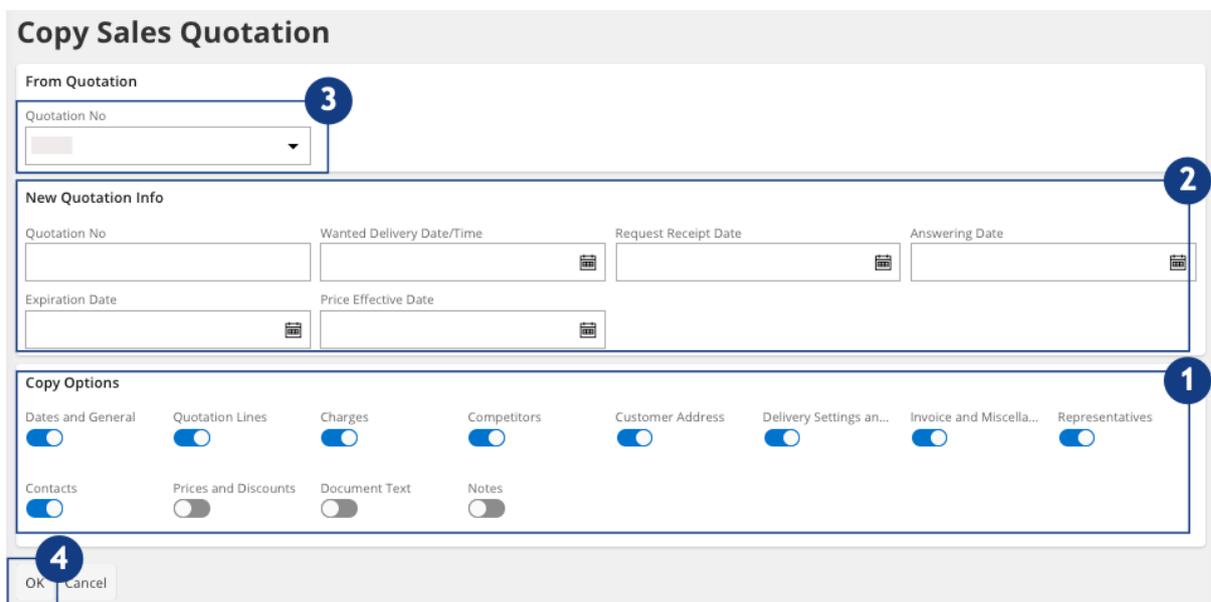
You want to create a sales quotation similar to another, because of their sales part or customer, you can copy this quotation and change some information.

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**.

The screenshot shows a modal dialog box titled "Cancel Sales Quotation". At the top left is a close button (X). Below the title bar, a message states "The Sales Quotation will be cancelled." Below this message is a "Cancellation Reason" field, which is a text input with a dropdown arrow on the right. At the bottom of the dialog, there are two buttons: "Proceed" and "Discard".

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).

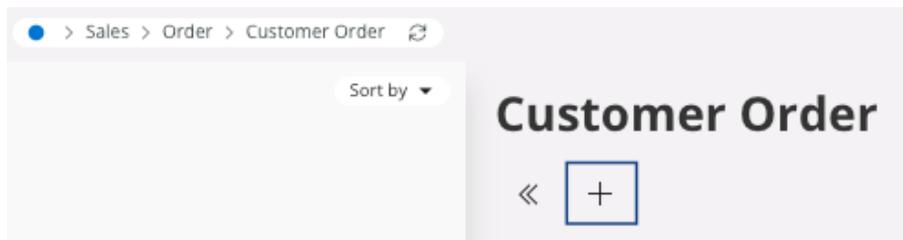
Creating a Customer Order

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.

A screenshot of the 'Customer Order' form. At the top, there are 'Save' and 'Cancel New' buttons. The form contains several input fields: 'Order No', 'Customer' (with a red border), 'New Customer' (toggle), 'Site', 'Order Type' (with a red border), and 'Wanted Delivery Date/Ti...'. Below this is the 'ORDER DETAILS' section, which is divided into two columns. The left column contains 'Coordinator' (with a red border), 'Currency' (with a red border), 'Customer's PO No', 'Additional Discount (%)' (with '0' entered), 'Reference', and 'Agreement ID'. The right column contains 'Delivery Address' (with a red border), 'Single Occurrence' (with 'No' selected), 'Tax Free Code', and 'Document Address' (with a red border).

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.

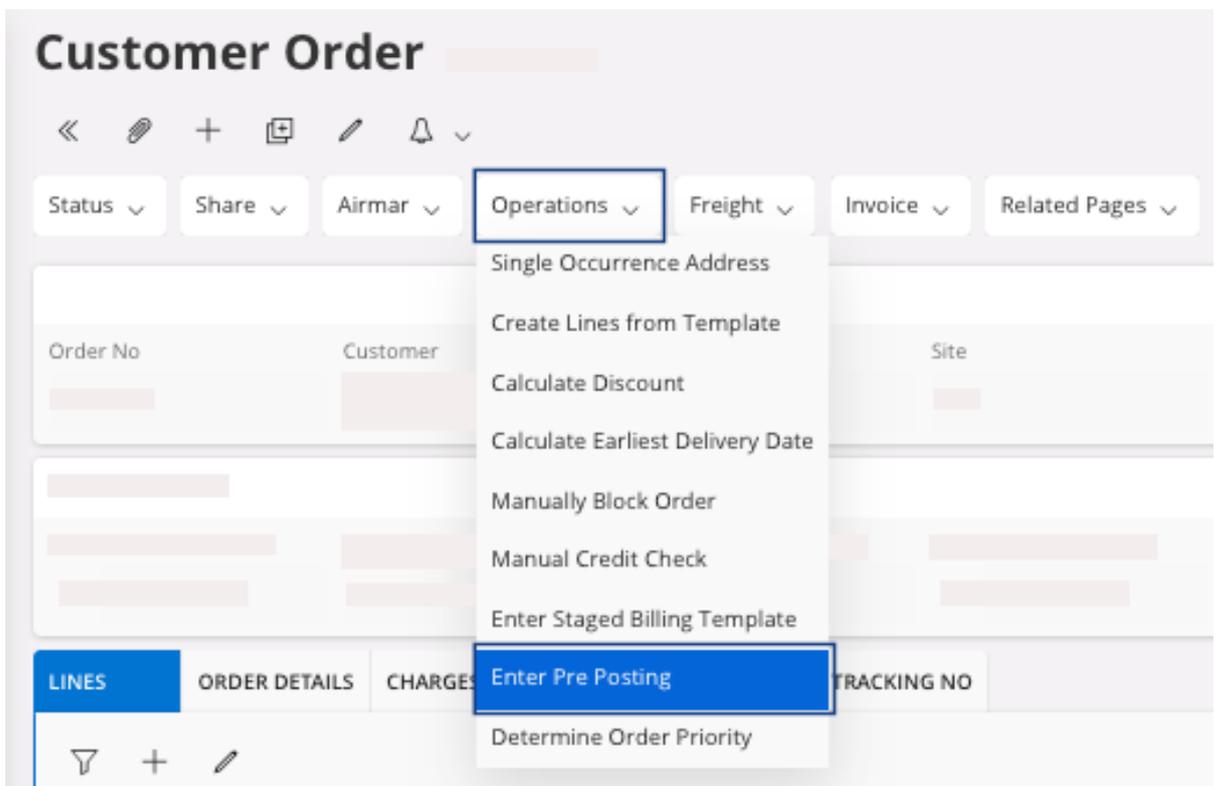
 **Note:** You may review fields that are not mandatory but important for your customer order like delivery information such as **Ship-via, Wanted Delivery Date/Time,...**

5. Once you have checked all the information, in the header, click **Save**.

Your customer order has been created.

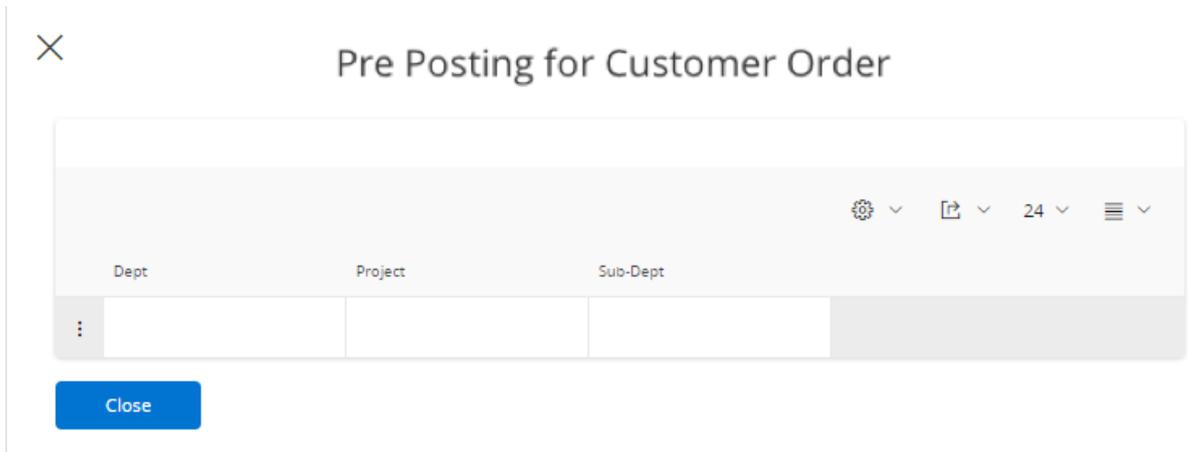
6. You can specify to which department, project, or sub-department this customer order is allocated:

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.

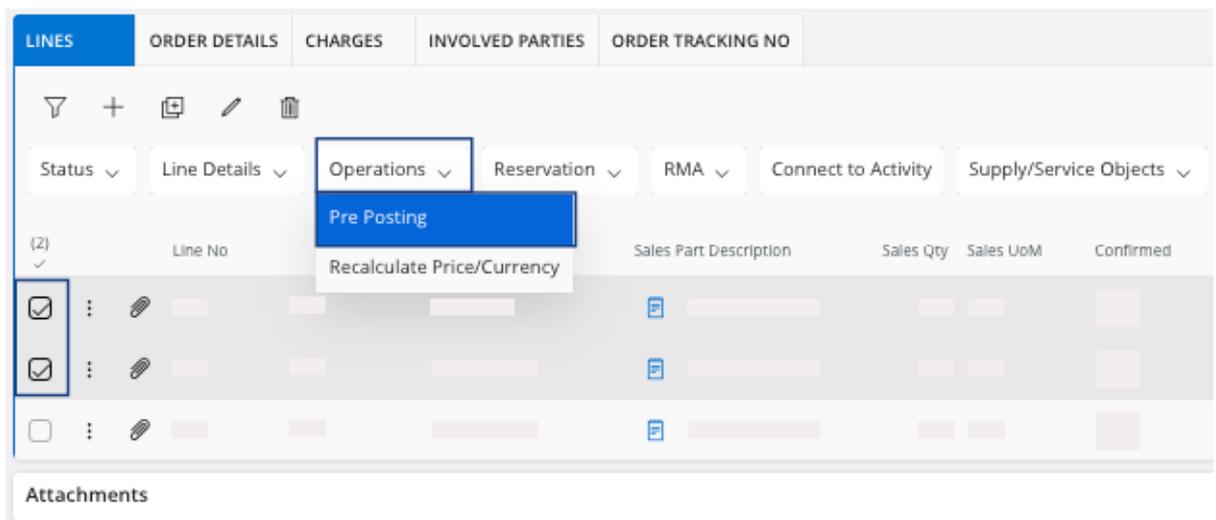


 **Note:** If you specify information in the pre-posting header, the same information is applied to each line. However, you can directly modify it in the lines.

- 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**.

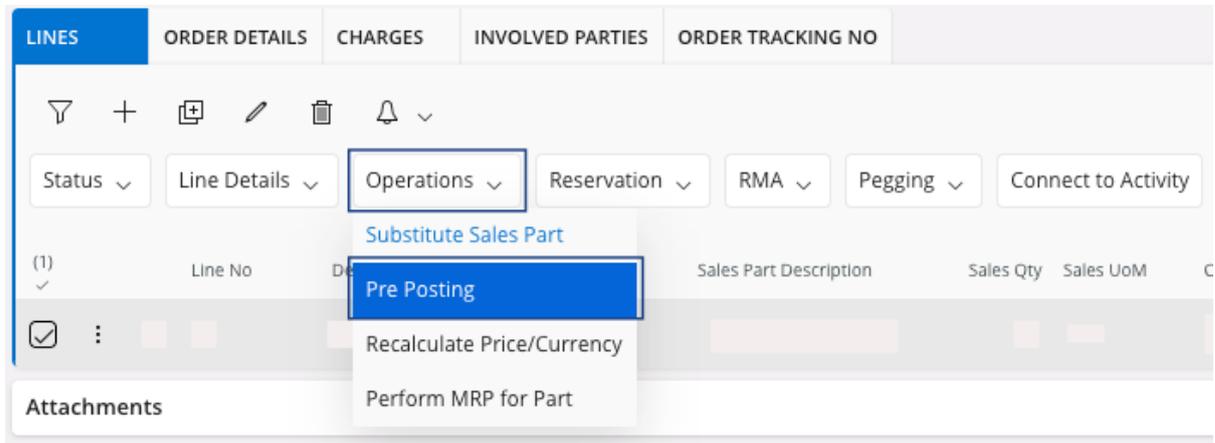
 **Note:** If you specified information in the pre-posting header, the same information is applied to each line.

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.

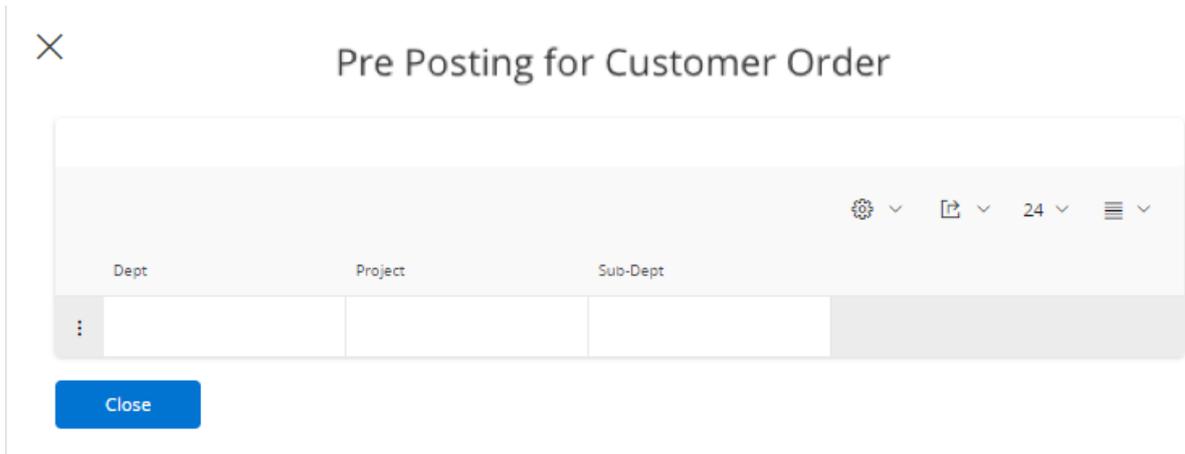
1. Go to the **Customer Order** page.
2. If you did not configure the **Pre-Posting** in your lines: select your line(s) and click **Operations > Pre-Posting**.



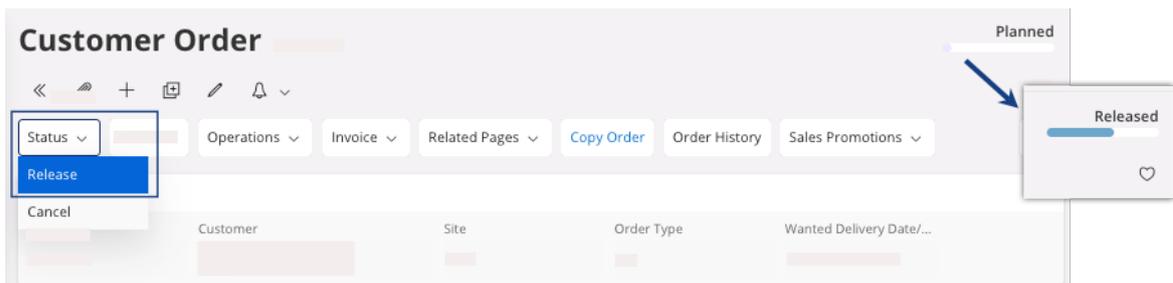
The **Pre-Posting** pane appears.

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.

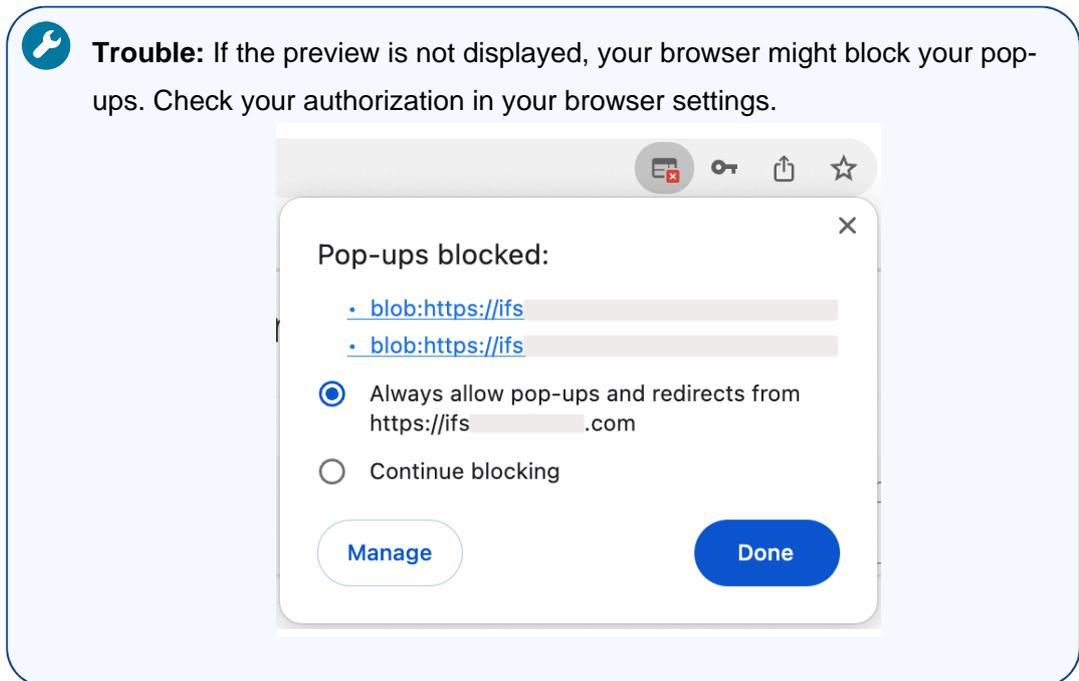
Perform this action if you want to print a document for your customer or keep a copy of this document.

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.



- **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

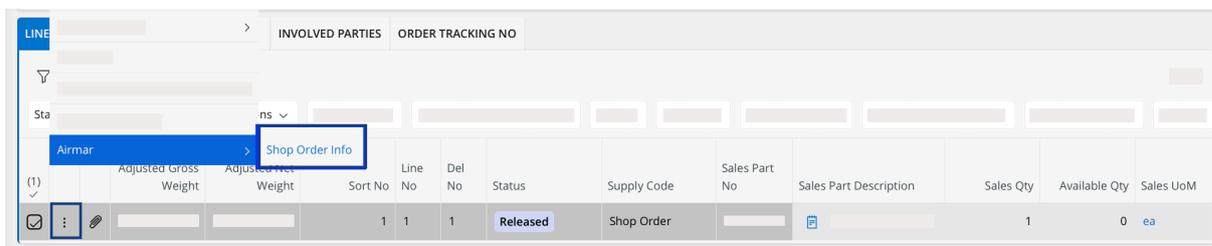
If you have parts that have a **Shop Order** supply code, you need to reserve them through a specific process.

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 \(on page 347\)](#).

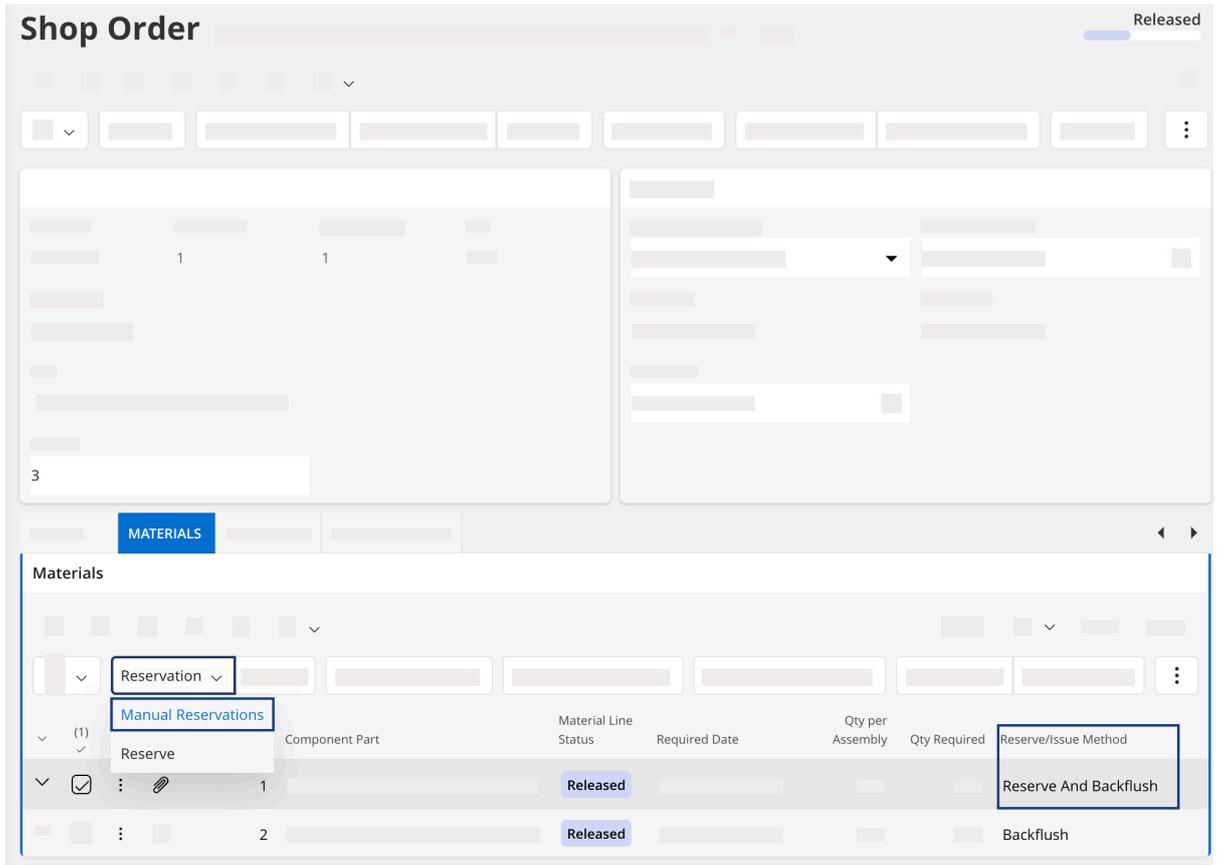
Shop Order page opens.

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.

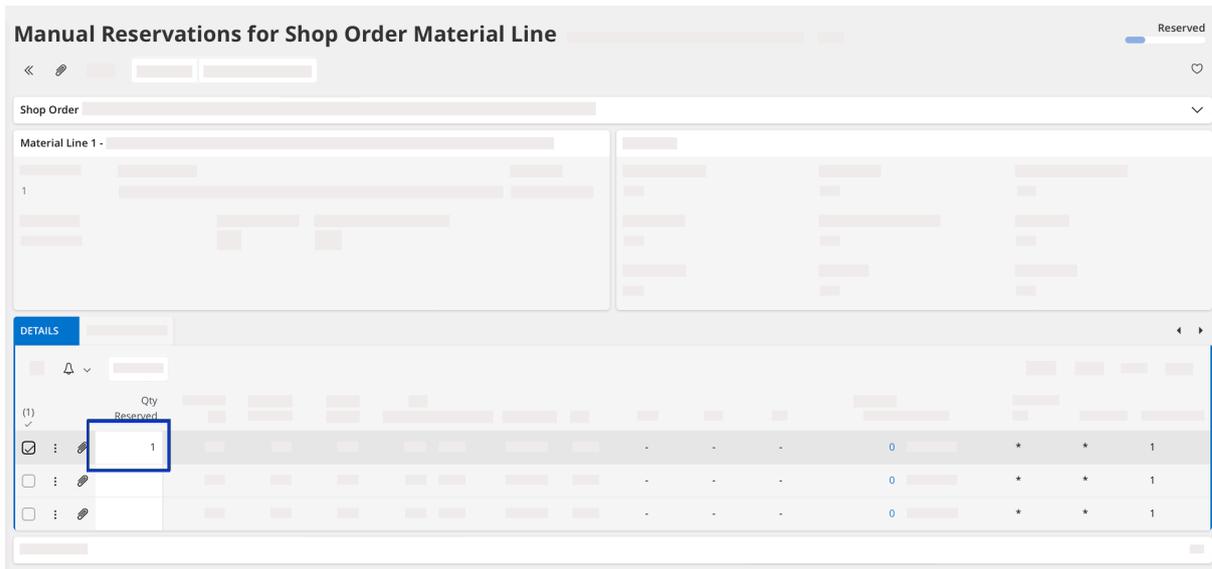


Manual Issue Shop Order Material Line page opens. It shows the list of the parts available in your stock.

- 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



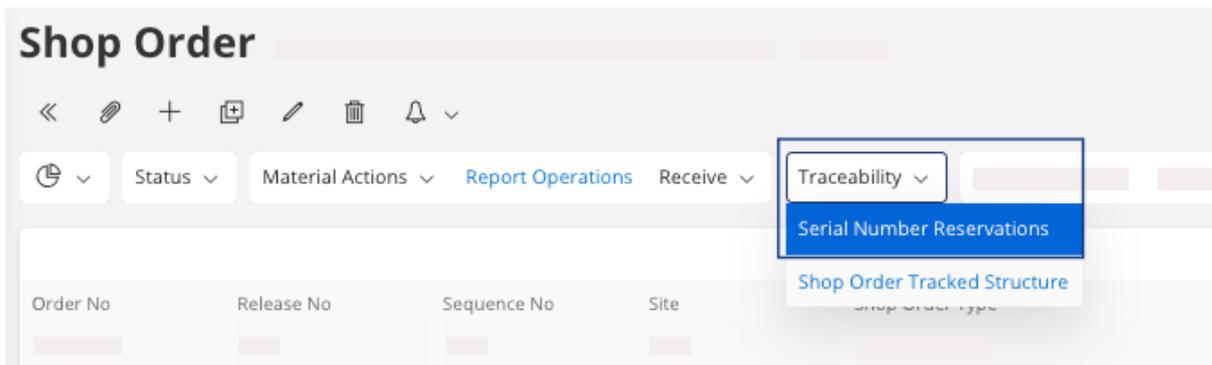
or click outside the field to save the change.



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**.

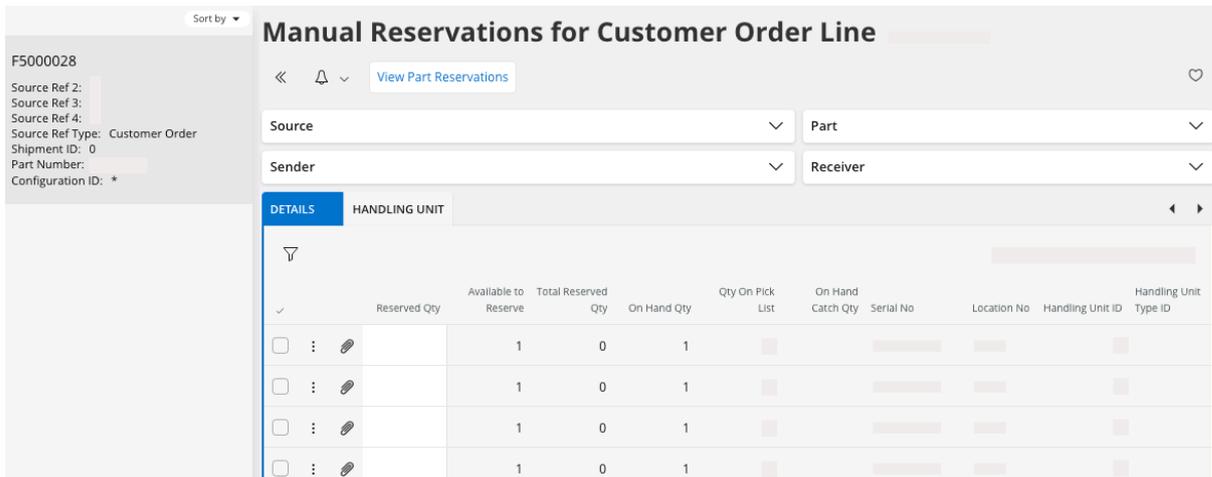
The screenshot shows the 'Customer Order' page. At the top, there are navigation icons and a row of dropdown menus: Status, Share, Operations, Freight, Invoice, Related Pages, and a 'Copy Order' button. Below this is a summary section with fields for Order No, Customer, and Site. The 'Order Amounts' section displays Total Net Amount/Base, Total Contribution Margin/..., Contribution Margin(%), and Total Net Amount/Curr. The main area is divided into tabs: LINES (selected), ORDER DETAILS, CHARGES, and INVOLVED PARTIES. Under the 'LINES' tab, there are more navigation icons and dropdown menus: Status, Line Details, Operations, Reservation (highlighted), and others. The 'Reservation' dropdown menu is open, showing 'Manual Reservations' as the selected option. Below the dropdown is a table with columns: (4) ✓, Line No, Invoice Blocked, Status, Del No, and Supply Code. The table contains five rows of data:

(4) ✓	Line No	Invoice Blocked	Status	Del No	Supply Code
<input checked="" type="checkbox"/>	1	No	Released	1	Invent Order
<input checked="" type="checkbox"/>	1	No	Released	2	Invent Order
<input checked="" type="checkbox"/>	1	No	Released	3	Invent Order
<input checked="" type="checkbox"/>	1	No	Released	4	Invent Order
<input type="checkbox"/>	2	No	Released	1	Shop Order

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

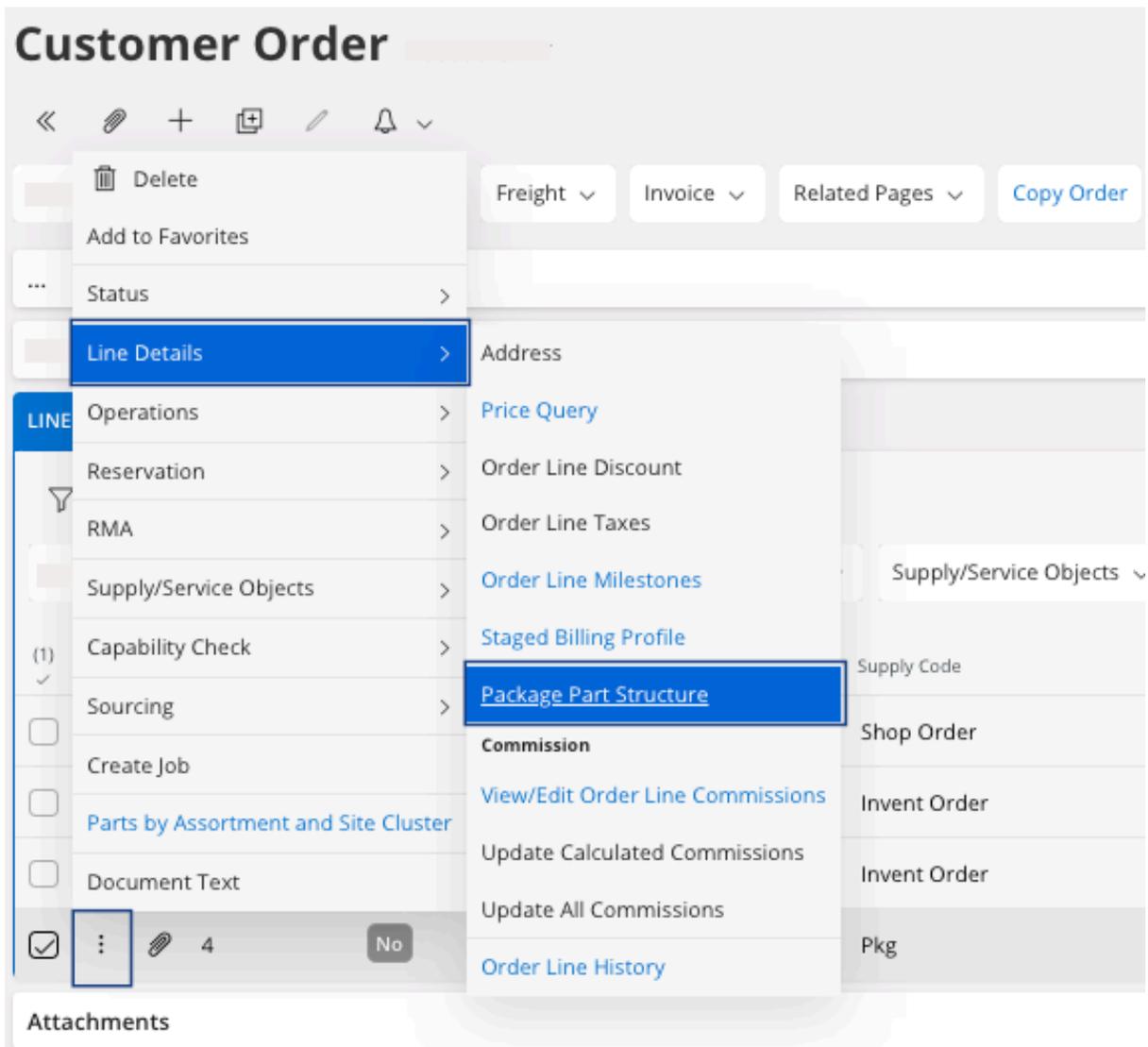
If you have parts with the supply code: **Pkg**, you need to reserve it through a specific process.

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**.

Package Part Structure

⏪ ✎ 🔔 ⌵

Order No	Line No	Del No	Site
Backorder Option		Sales Qty	Reserved Qty

Component Parts

🔍 + 🗑️ Line Details Reservations Supply Objects Sourcing

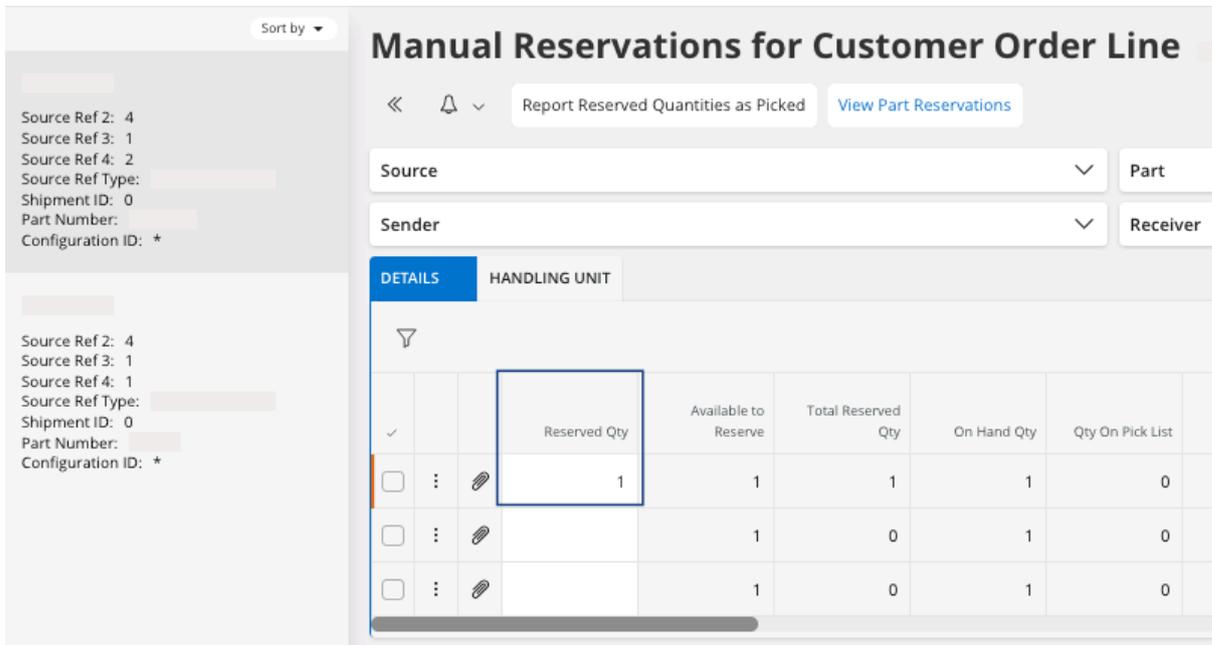
(2) ✓	Line Item No	Component	Option	Configurable
<input checked="" type="checkbox"/>				
<input checked="" type="checkbox"/>				

Unreserve

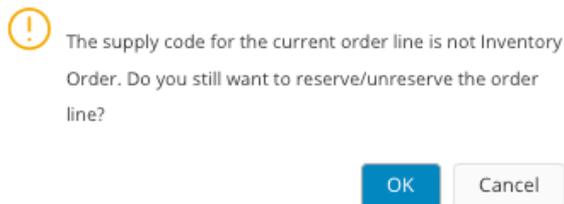
Attachments

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

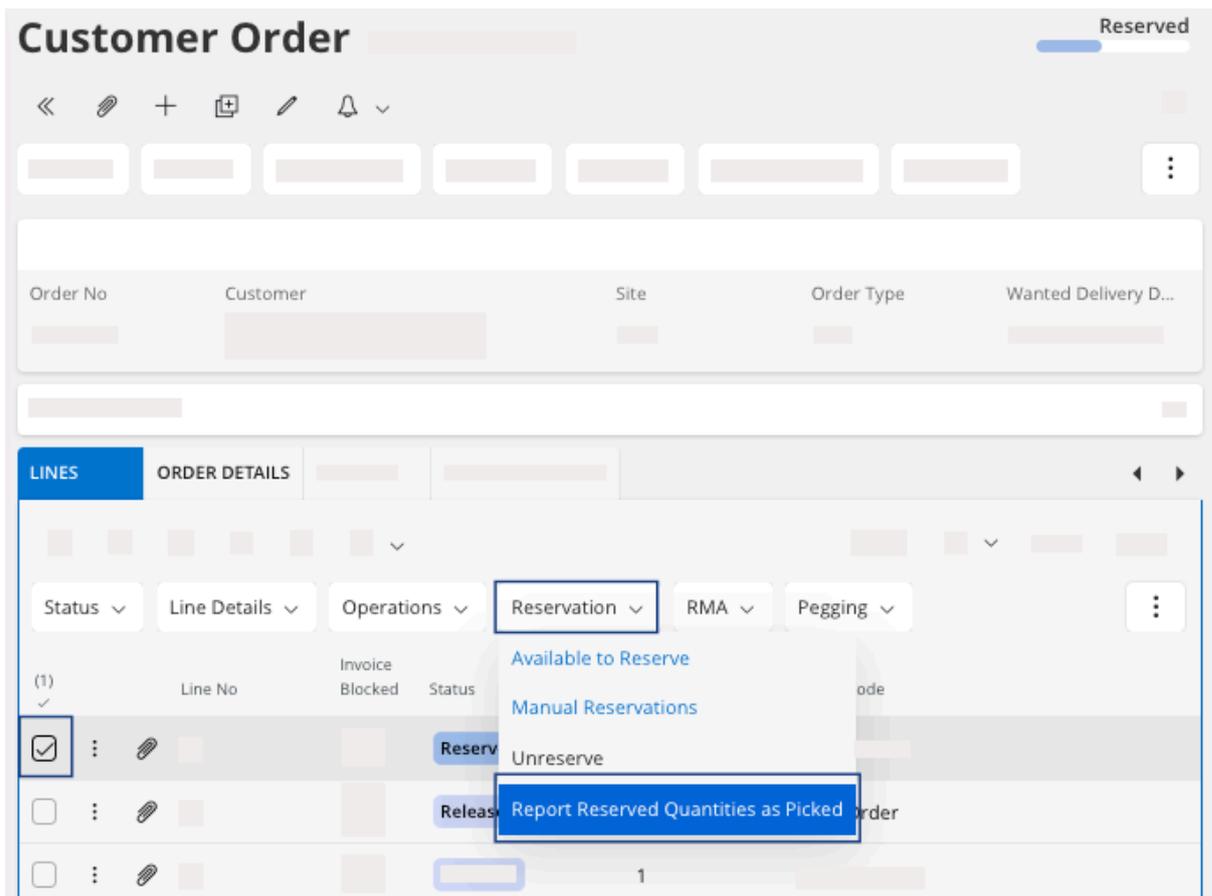
After the reservation step, confirm the reserved quantities as picked.

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:

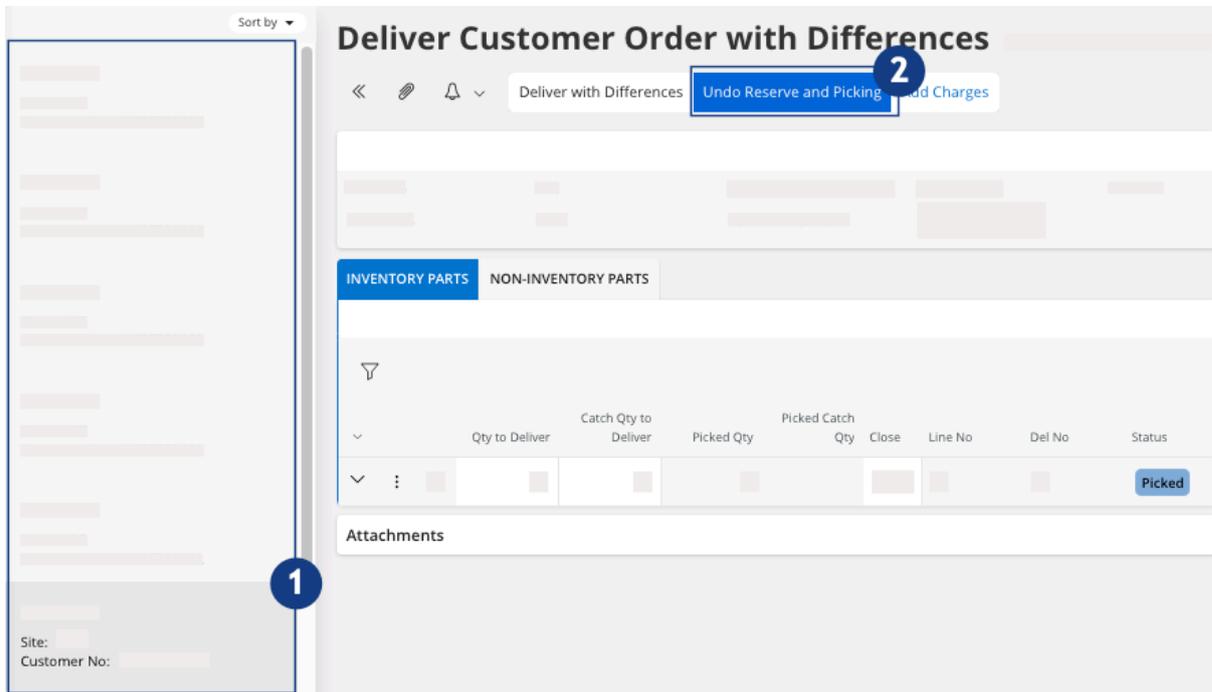
- [Doing a Full Delivery \(on page 247\)](#).
- [Doing a Partial Delivery \(on page 248\)](#).
- [Doing a Full Delivery While Keeping the Customer Order Open \(on page 250\)](#).

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**.

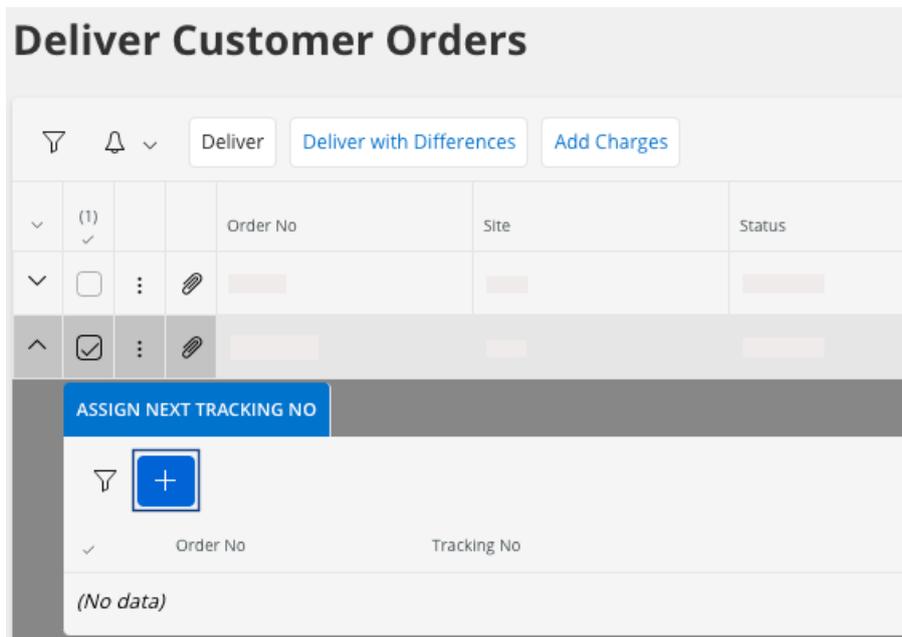
Adding a Tracking Number

Before the delivery, you can add a tracking number for your order.

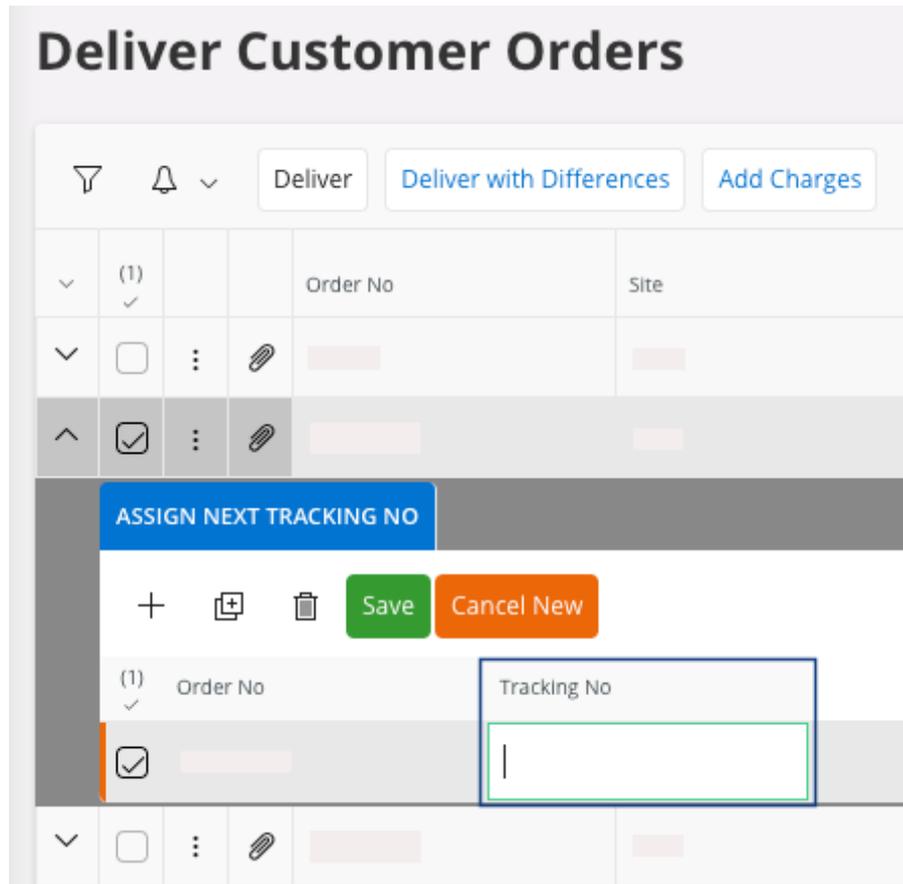
1. Go to the page **Deliver Customer Orders**.
2. Click the arrow pointing to the bottom .



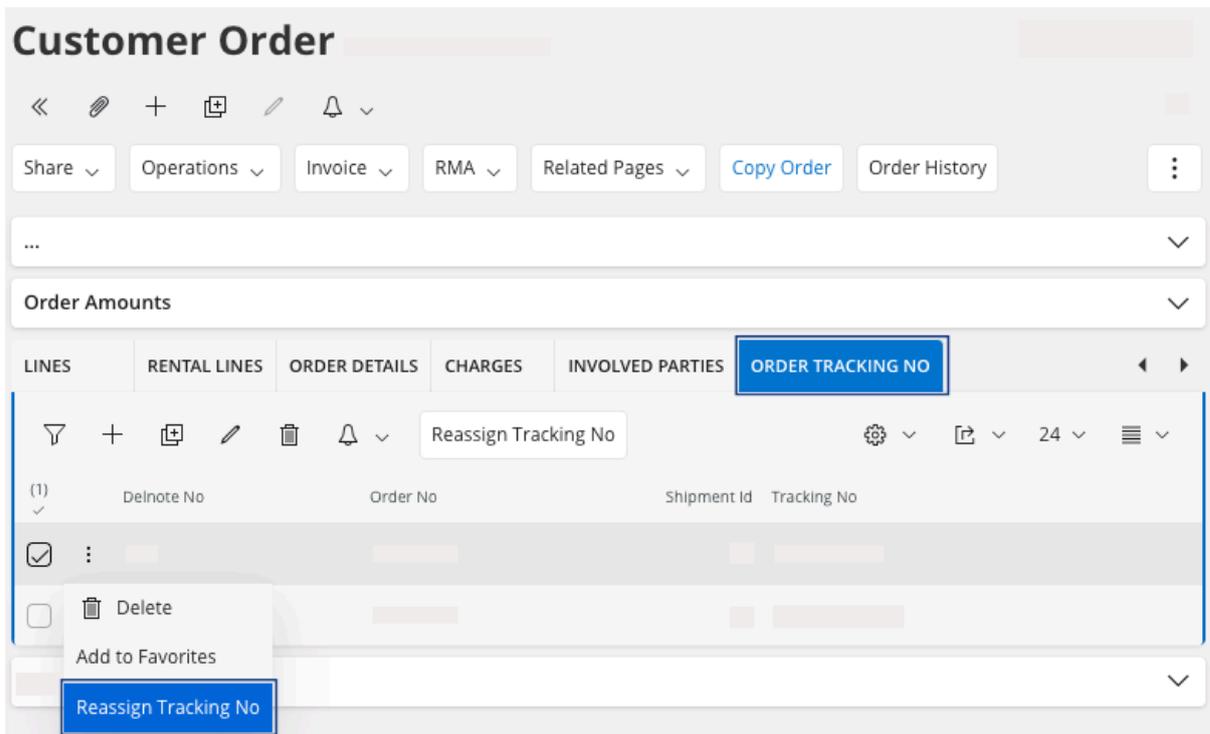
3. Click **New +** to add a new tracking number.



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.

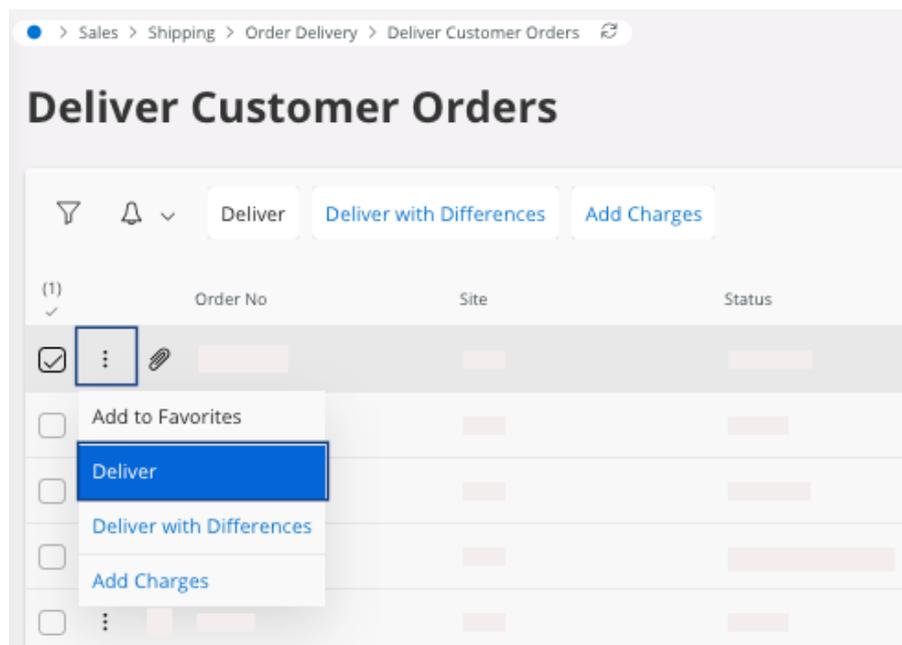
6. Enter a new tracking number and click **OK**.

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 \(on page 255\)](#).

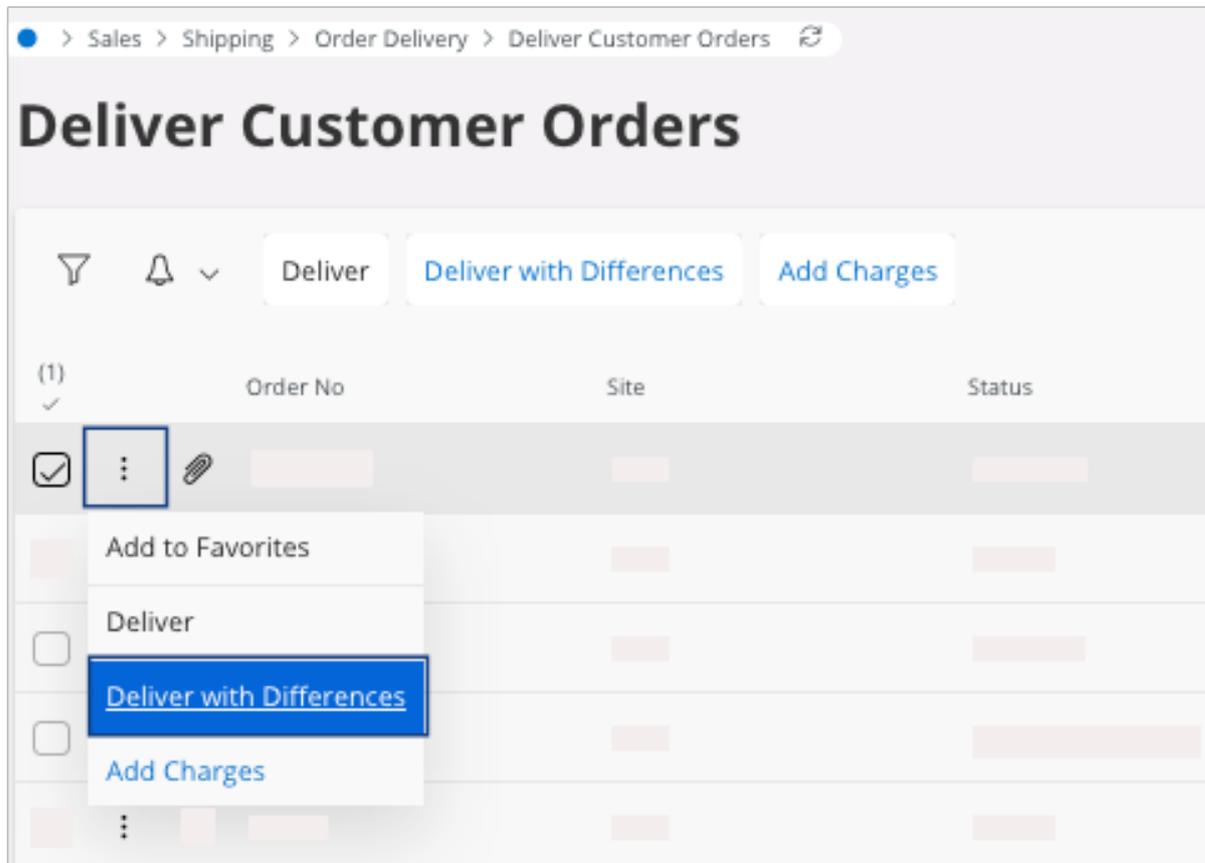
You can print a delivery note, perform [Printing a Delivery Note for a Deliver Order \(on page 253\)](#) or if you do not want to print it, the next step is to create an [Invoice \(on page 272\)](#).

🔔 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*.

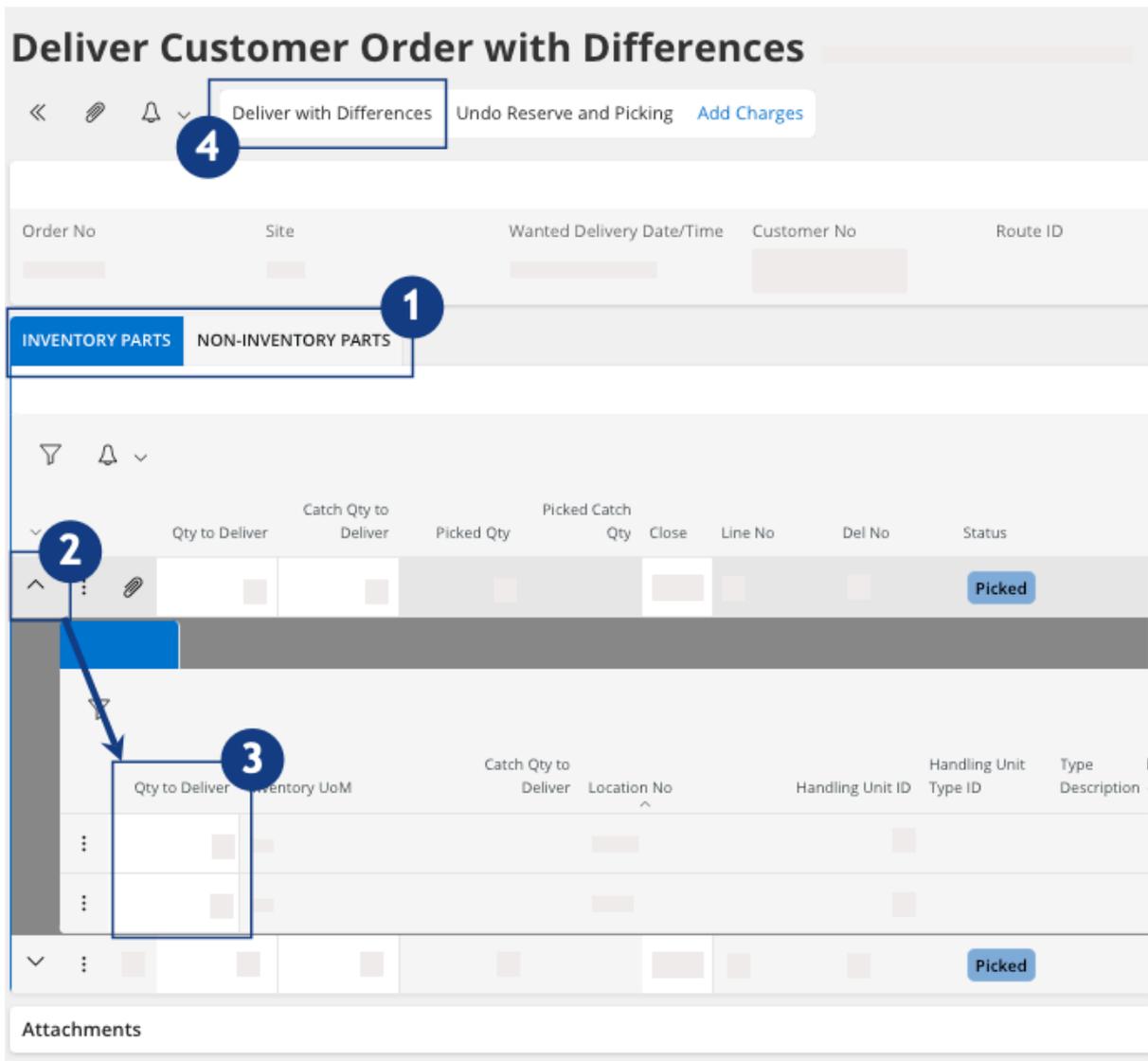
1. Go to **Sales > Shipping > Order Delivery > Deliver Customer Orders**.
2. Find your **Customer Order**, click the three dots  and click **Deliver with Differences**.



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.

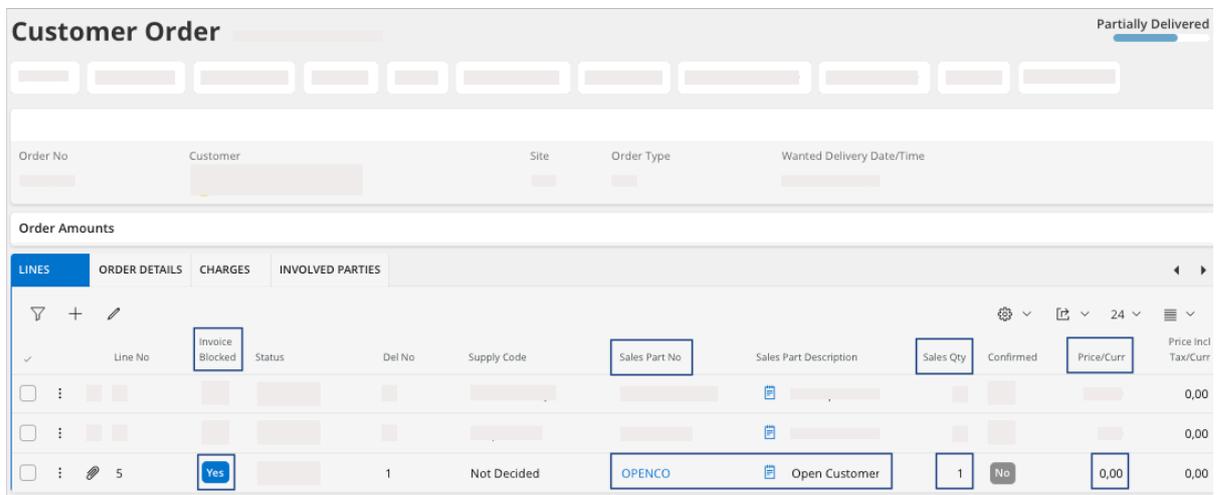
Doing a Full Delivery While Keeping the Customer Order Open

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**.



Customer Order Partially Delivered

Order No: [] Customer: [] Site: [] Order Type: [] Wanted Delivery Date/Time: []

Order Amounts

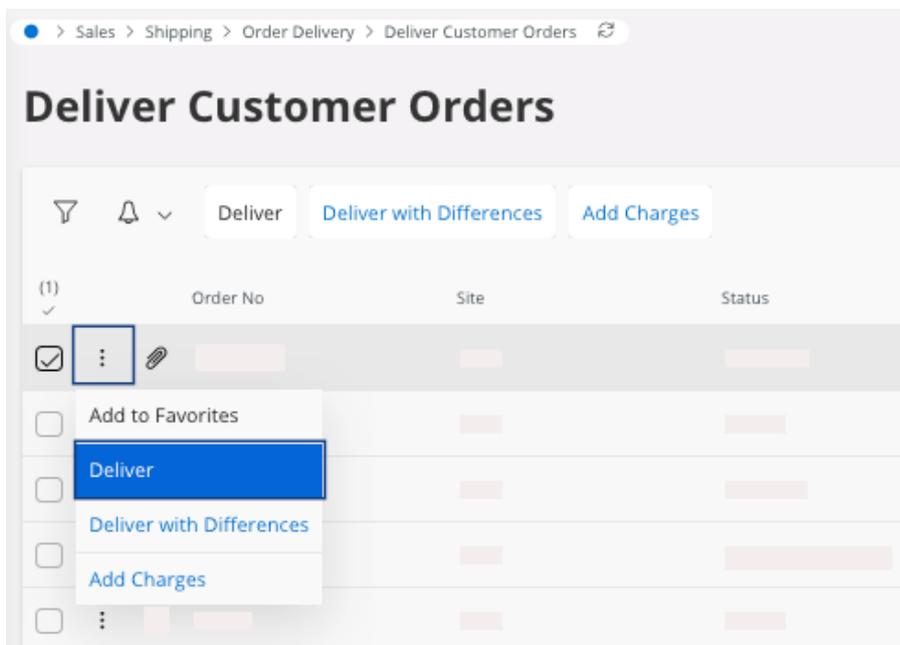
LINE	ORDER DETAILS	CHARGES	INVOLVED PARTIES								
Line No	Invoice Blocked	Status	Del No	Supply Code	Sales Part No	Sales Part Description	Sales Qty	Confirmed	Price/Curr	Price Incl Tax/Curr	
[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	0,00	
[]	[]	[]	[]	[]	[]	[]	[]	[]	[]	0,00	
[]	Yes	[]	1	Not Decided	OPENCO	Open Customer	1	No	0,00	0,00	

! **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 \(on page 255\)](#).

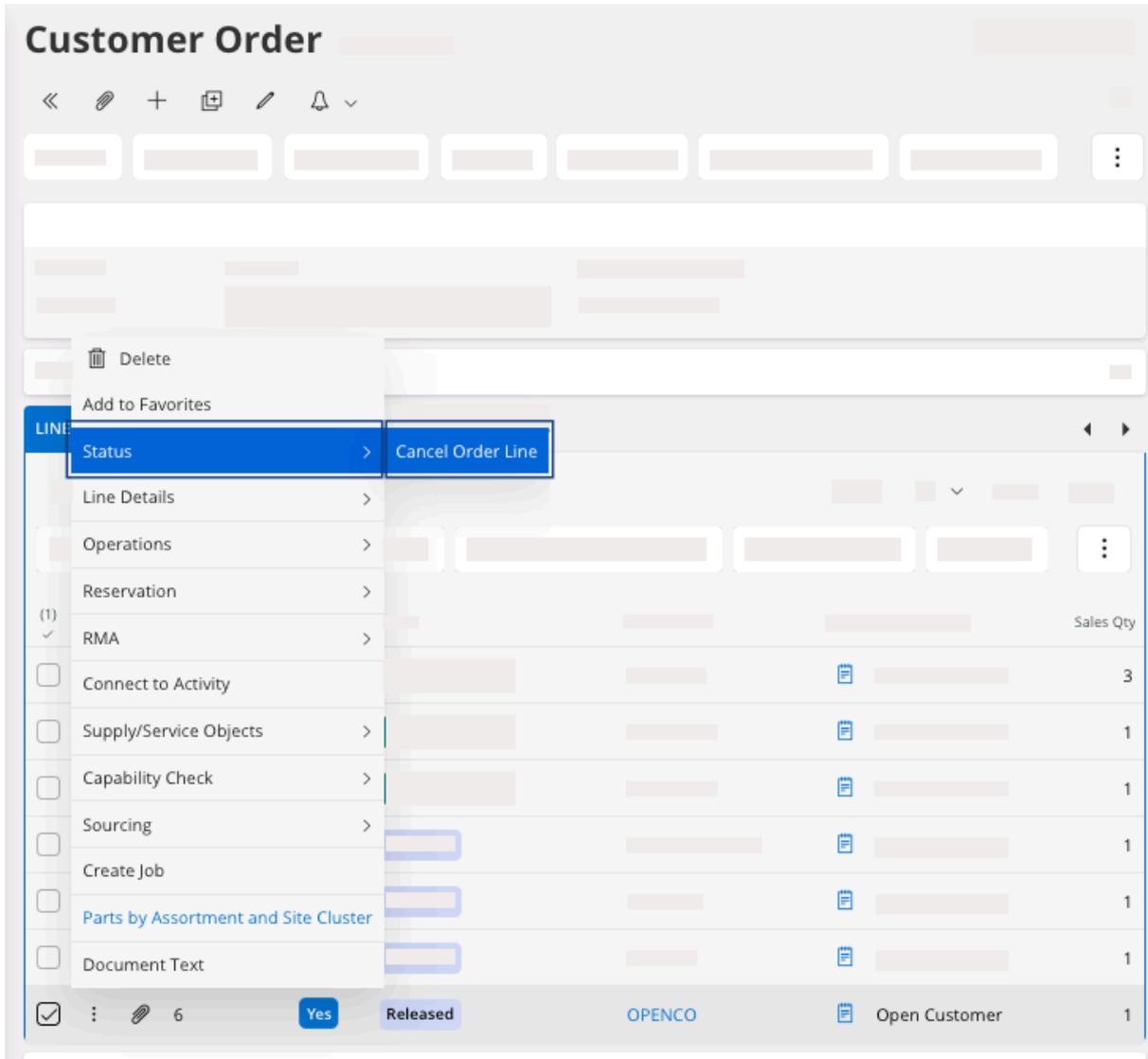
You can print a delivery note, perform [Printing a Delivery Note for a Deliver Order \(on page 253\)](#) or if you do not want to print it, the next step is to create an [Invoice \(on page 272\)](#).

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**.

Cancel Customer Order Line

Cancellation Reason

Q Find Clear

- NEW REV
NEW REVISION
- NOT NEEDED (Cancellation Reason)**
NO LONGER NEEDED (Reason Description)
- DELIVERY
COULD NOT DELIVER IN TIME
- ERROR
ORDERED IN ERROR
- PRICING
PRICING CHANGE

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.

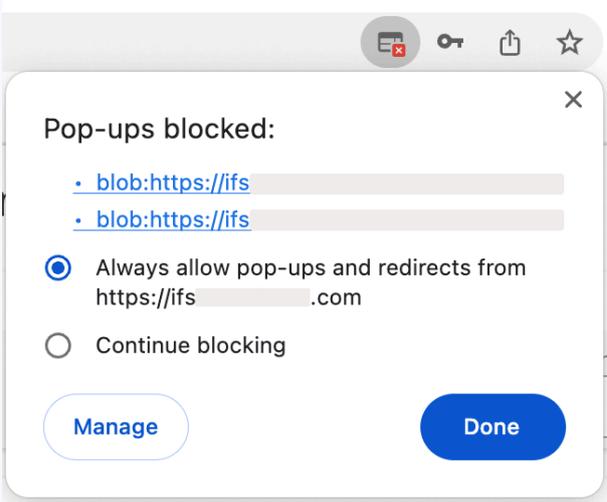
2. Filter your page with the **Order No** of your customer order to find the delivery note(s) linked. Then on your line, click the three dots  and click **Print**.

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).

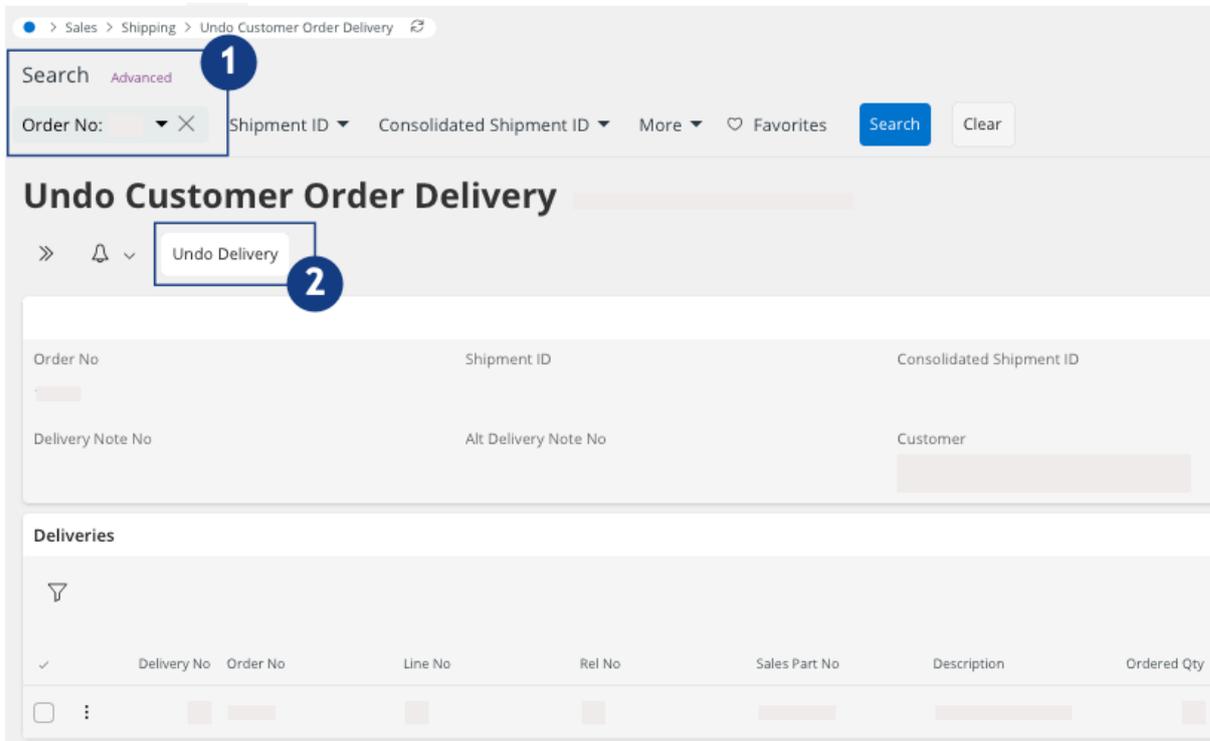
 **Remember:** Click the **Airmar** button at the top of the page to access the next process pages directly.

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 bypass 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

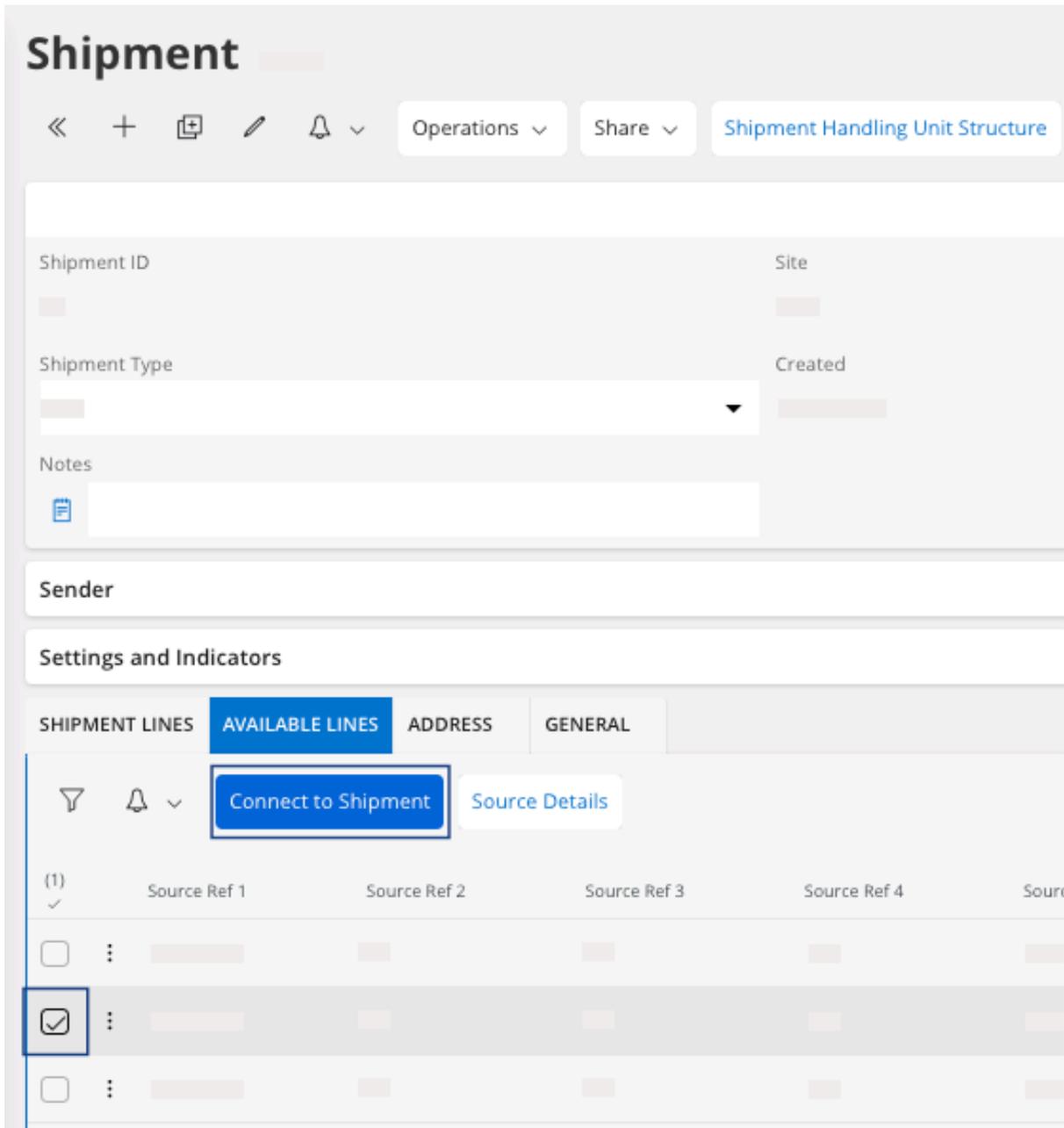
Specify which lines of the customer order(s) need to be connected to a shipment.

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**.

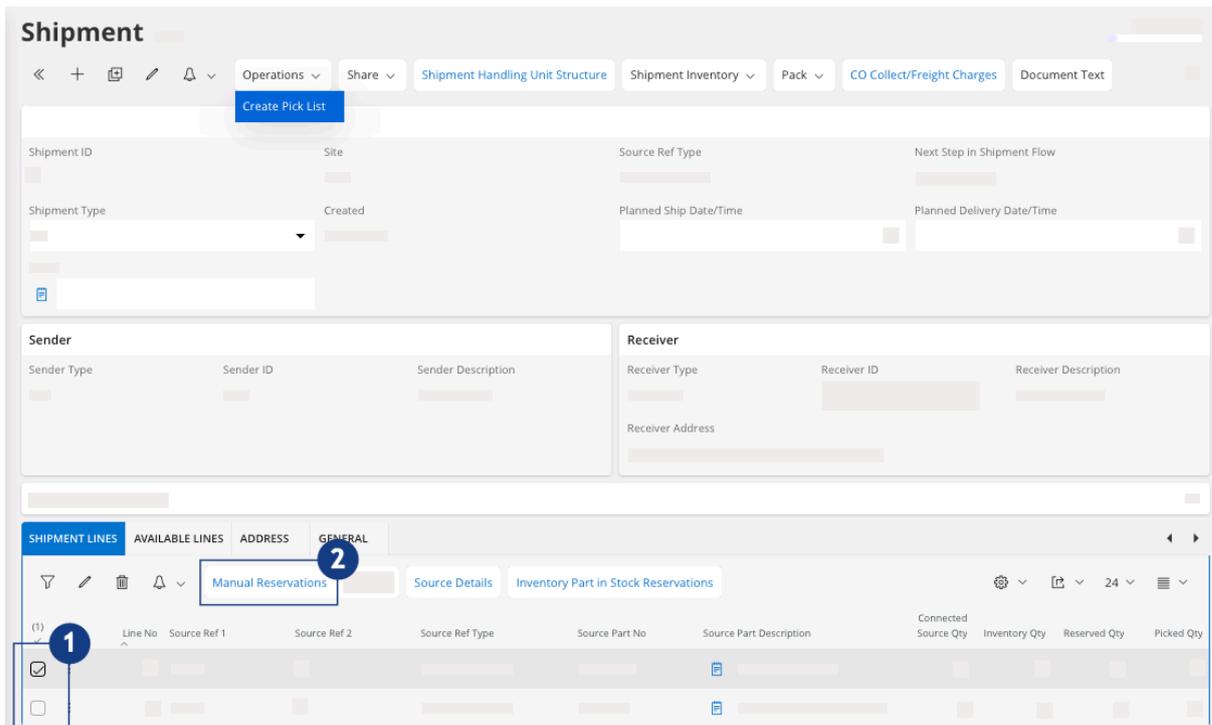
You need to reserve and pick your items, perform Reserve and Pick Items in Shipment (on page 258).

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**.

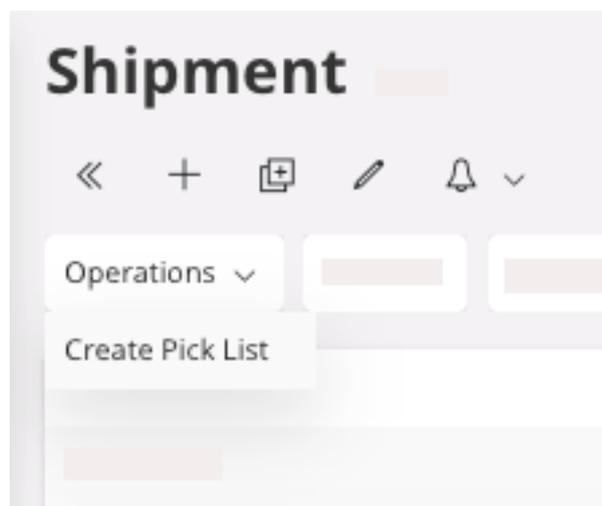


A new page appears, **Manual Reservations for Shipment Line**.

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.

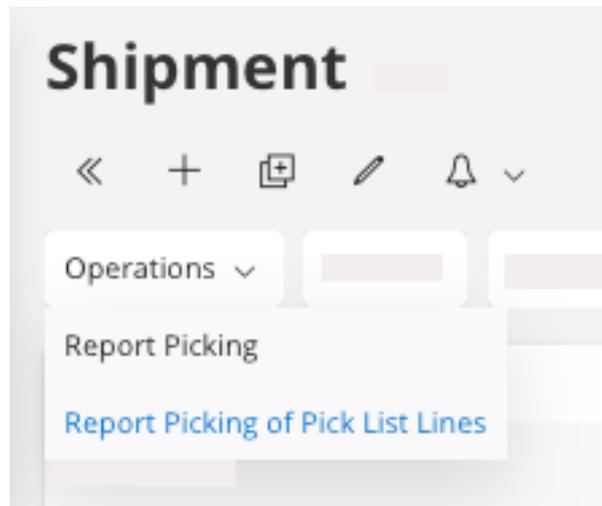
Follow the next steps to pick your sales parts:

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**.

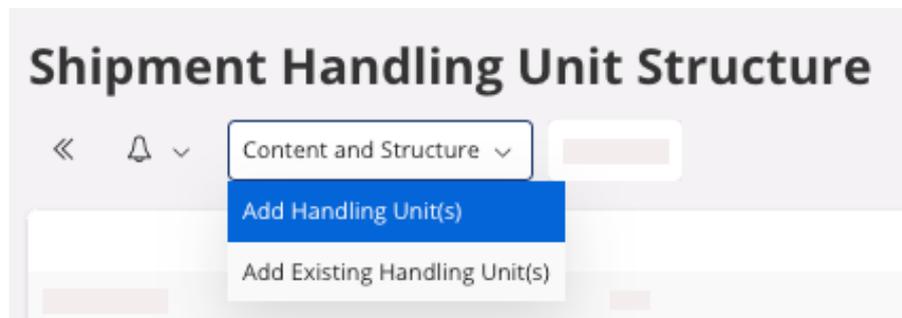


You have reserved and picked your items, now you need to create handling units to split your items inside and send them, perform [Creating Handling Units for your Shipment \(on page 260\)](#).

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.

×

Add Handling Unit

Parent Handling Unit ID
Shipment ID

Using Handling Unit Type

Using Packing Instructions

+
🗑️
Done
Cancel New

	(1) Handling Unit Type	No of Units	Handling Unit Category
<input checked="" type="checkbox"/>		1	

🔍 Find
Clear

PALLET

PALLET

BOX

Note: Add as many handling unit you need by clicking **New +**.

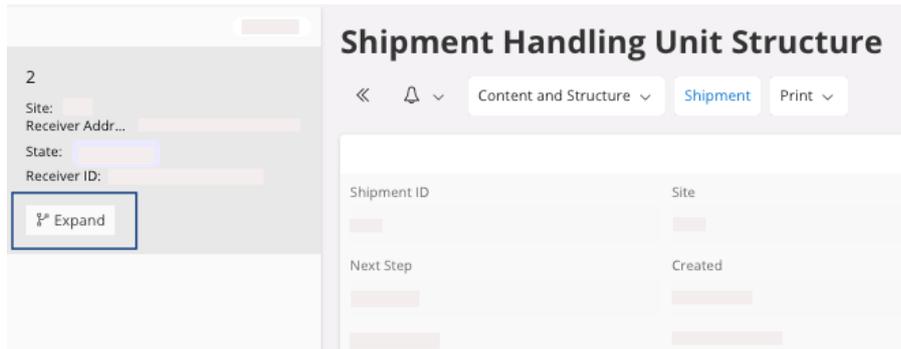
4. Click **Done** to validate your handling unit type selection.
5. Click **OK** to finalize the action and add the handling unit(s) you chose to your shipment.

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.

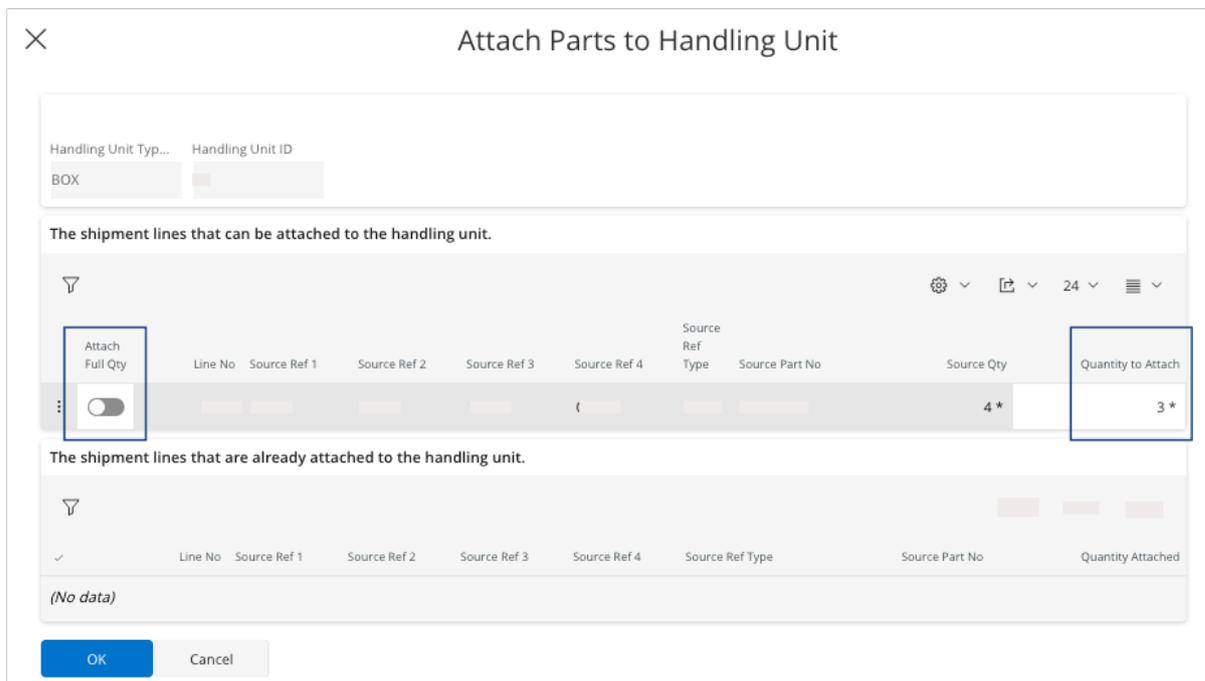
1. On your page **Shipment Handling Unit Structure**, on the left section, click **Expand** to see your different handling units available.



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.

✕ Attach Reservations

Shipment ID Handling Unit Type ID Handling Unit ID
 BOX

	Shipment Line No	Source Part No	Part Description	Source Ref Type	Source Ref 1	Source Ref 2	Source Ref 3	Source Ref 4
⋮								
Attached								

	Quantity to Attach	Remaining Qty to Attach	Qty Reserved	Serial No	Lot/Batch No	Configuration ID	W/D/R No	Rev No
⋮	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*	*	*	1
⋮	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*	*	*	1
⋮	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*	*	*	1
⋮	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	*	*	*	1

OK
Cancel

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.

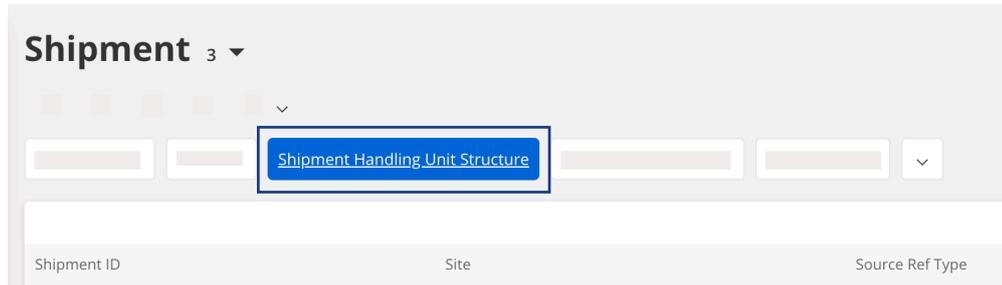
10. If you need to change the weight and volume of the handling units before finalizing the shipment, perform [Changing the Weight and Volume of Handling Units \(on page 264\)](#).

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**.

Handling Unit ID	Structure Level	Operative Gross Weight	Manual Gross Weight	UoM for Weight	Operative Volume	Manual Volume	UoM for Volume	Operative Net Weight	Operative Adjusted Net Weight	Operative Adjusted Gross Weight	Additive Volume	Handling Unit Type ID	Type D
2	1	4	3	kg	1000	1000	m3	0	0	4	No	BOX	BOX

 **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.

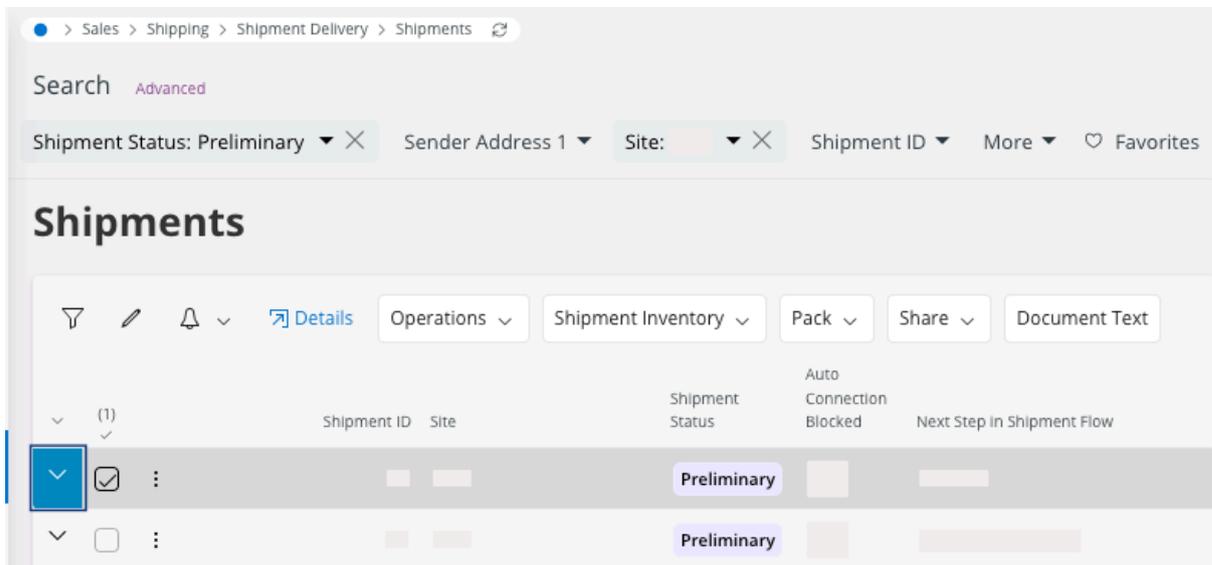
1. Go to **Sales > Shipping > Shipment Delivery > Shipment**.
2. Click **Operations > Undo Delivery**.



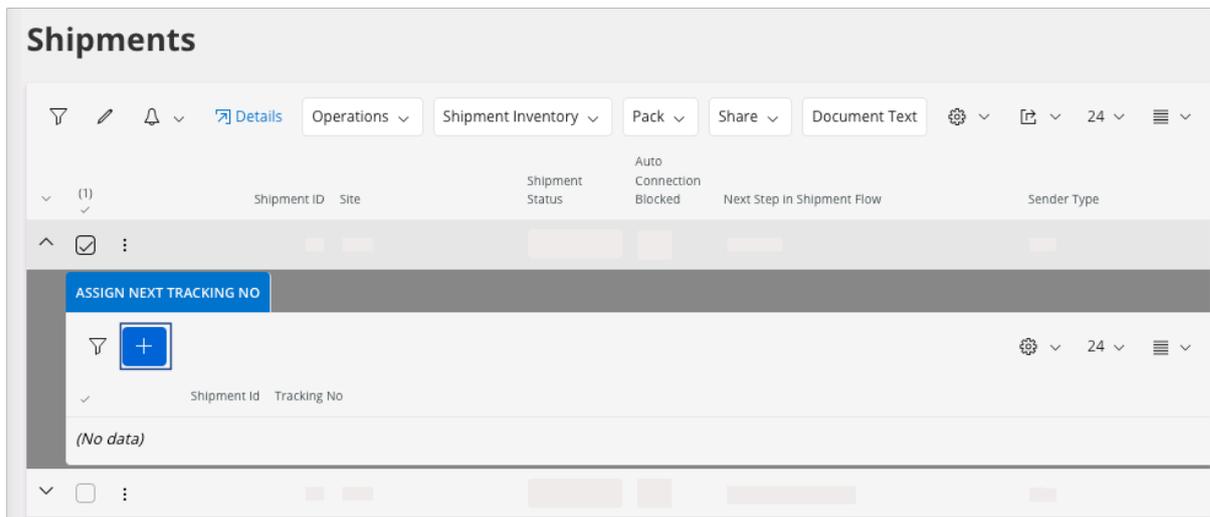
Adding a Tracking Number for a Shipment

Before the delivery, you can add a tracking number for your shipment.

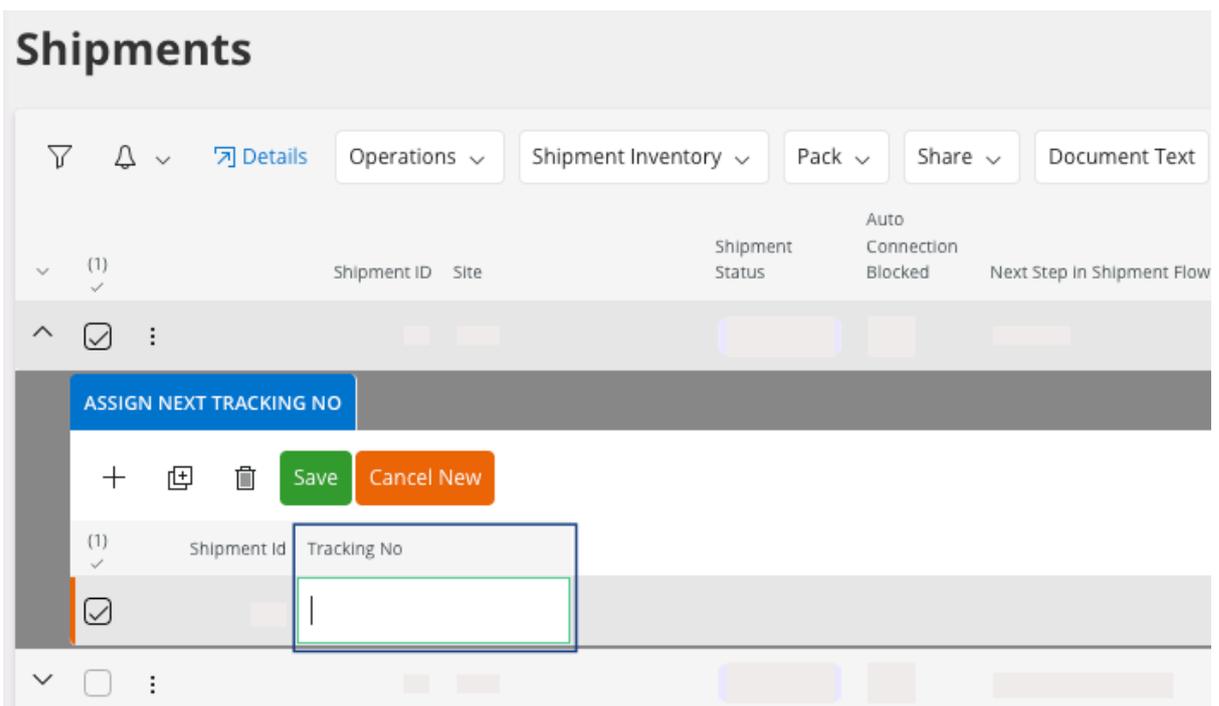
1. Go to the page **Shipments**.
2. Filter the page to find your shipment.
3. On your line, click the arrow pointing to the bottom .



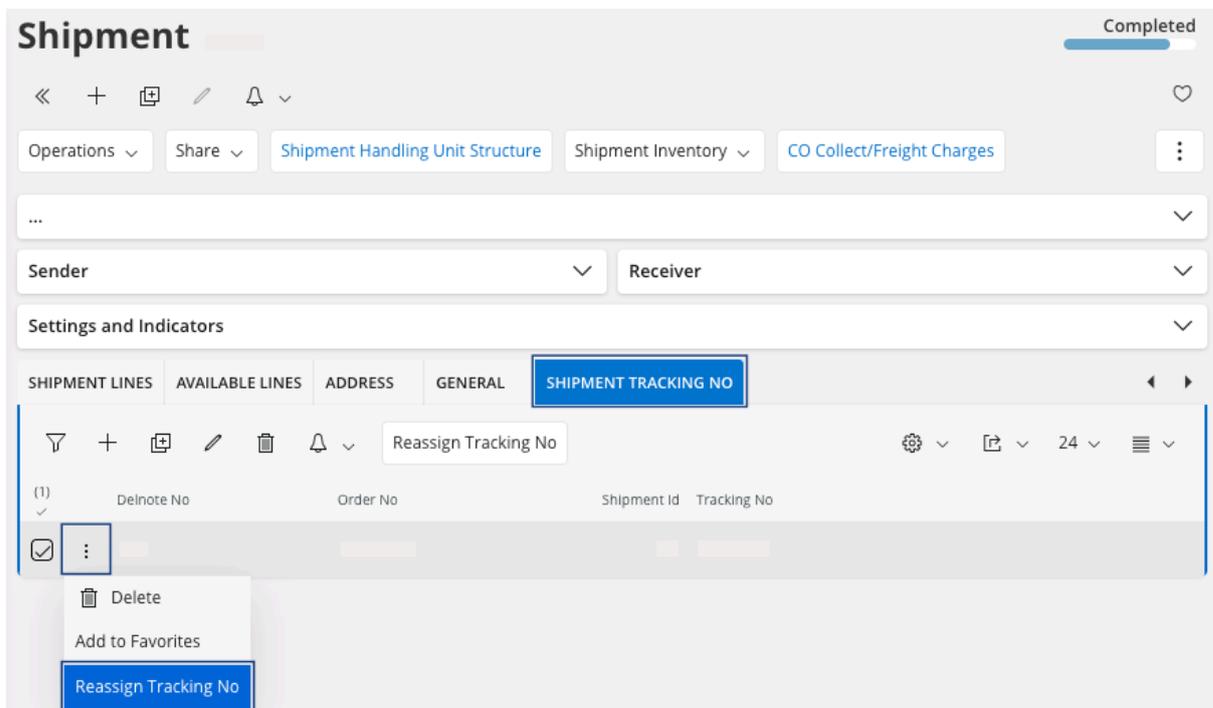
4. Click **New +** to add a new tracking number.



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.

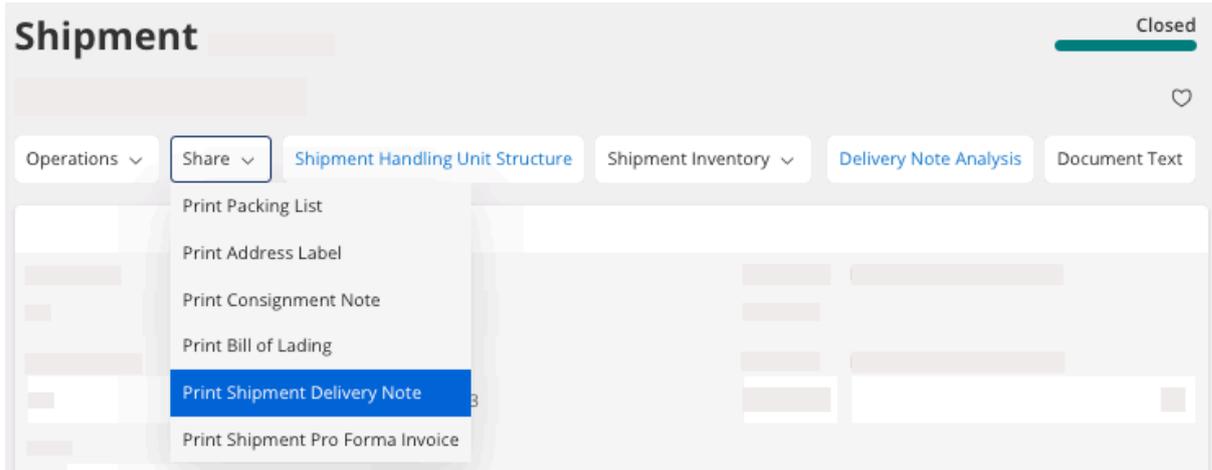
1. Go to the page **Shipment**, click **Operations > Complete**.
This action takes a few seconds. If the action does not seem to occur, refresh the page.
2. Click **Operations > Deliver**.
The shipment has been created and is ready to be sent to the client.
3. Click **Operations > Close**.

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.

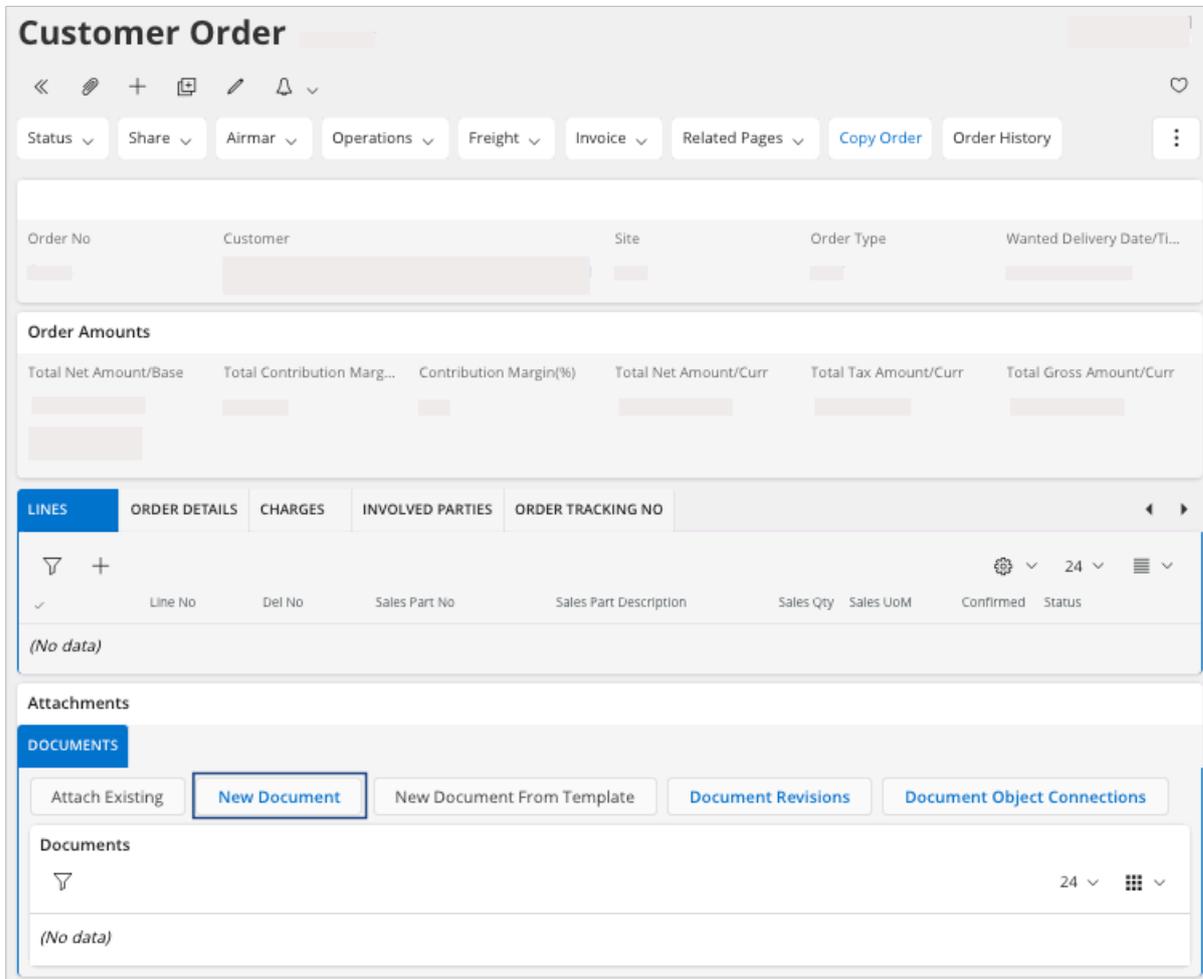
You need to create an invoice, perform [Creating a Shipment Invoice \(on page 274\)](#).

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**.

×

New Document

Drop files to attach, or

Enter Document Information

Document Class
DOC MPF127 - CUSTOMER PO-MPF

Format

Title

Cancel

Your attachment has been added to your customer order.

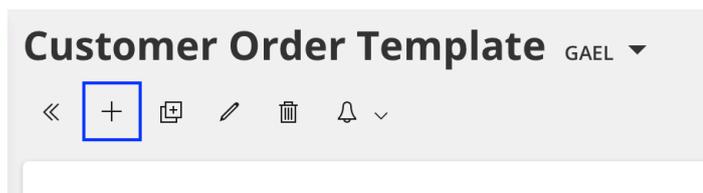
Creating a Customer Order Template

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

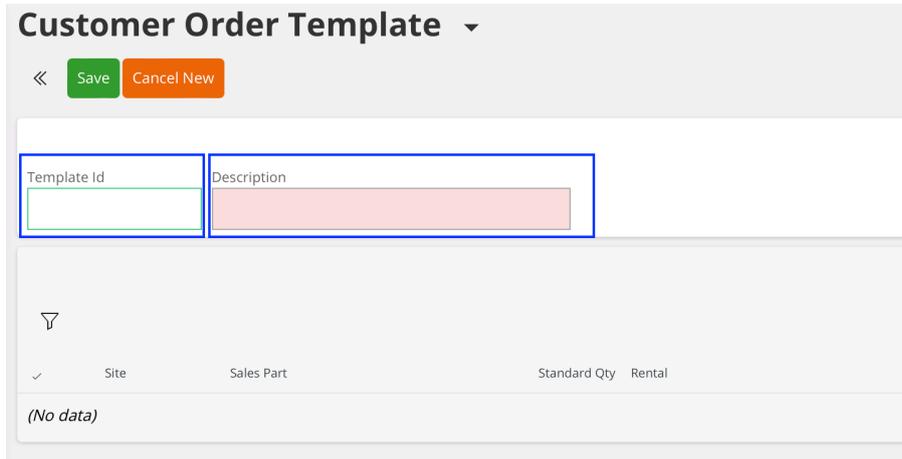
1. Go to the page **Customer Order Template**.
2. Click **New**

+

to create a new template.

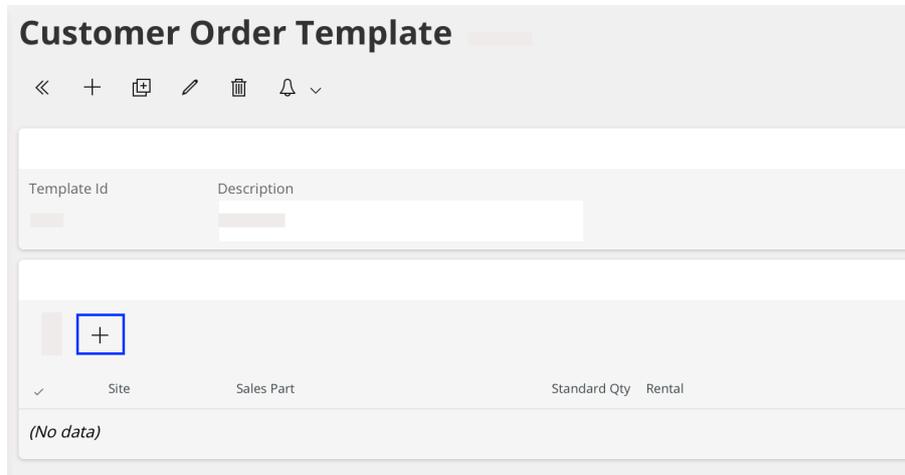


3. Enter a **Template ID** and **Description**, then click **Save**.

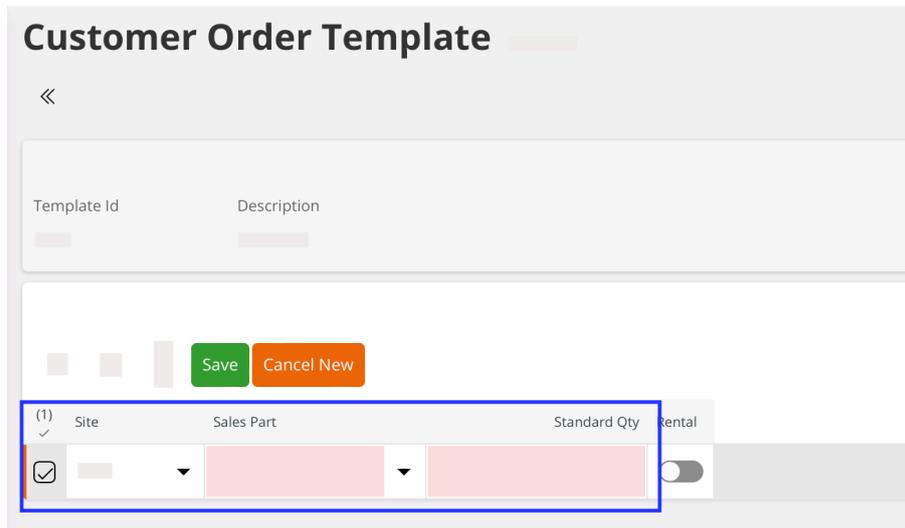


4. To add lines to the template:

a. Click **New**



b. Select the site, sales part and quantity.

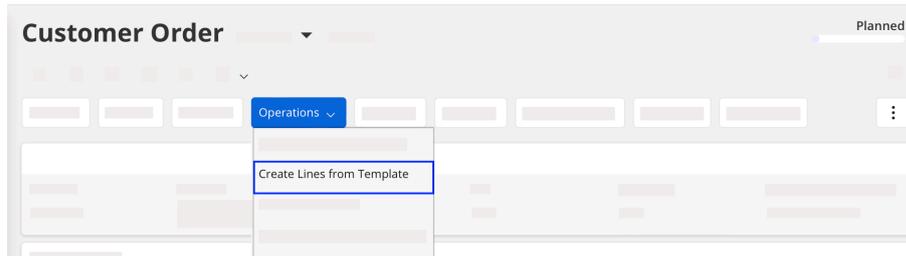


c. Click **Save**.

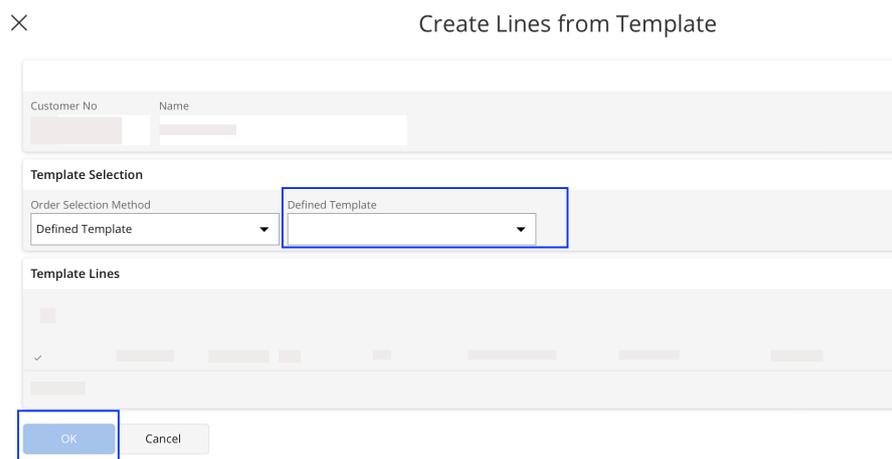
The template is now created.

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 \(on page 278\)](#).

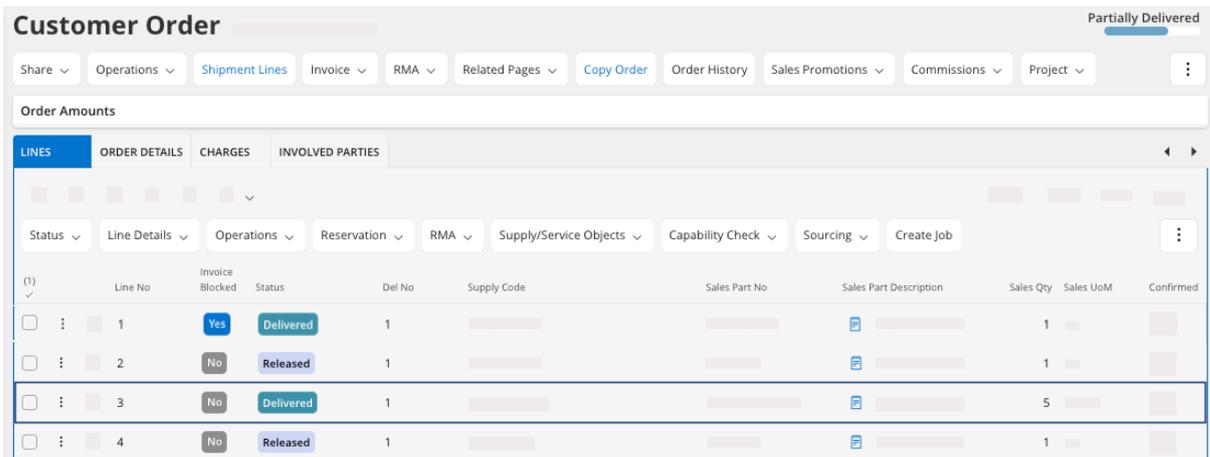
Partial Invoice

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**.



Customer Order											Partially Delivered
Order Amounts											
LINES											
ORDER DETAILS											
CHARGES											
INVOLVED PARTIES											
Status											
Line Details											
Operations											
Reservation											
RMA											
Supply/Service Objects											
Capability Check											
Sourcing											
Create Job											
(1)	Line No	Invoice Blocked	Status	Del No	Supply Code	Sales Part No	Sales Part Description	Sales Qty	Sales UoM	Confirmed	
<input type="checkbox"/>	1	Yes	Delivered	1				1			
<input type="checkbox"/>	2	No	Released	1				1			
<input type="checkbox"/>	3	No	Delivered	1				5			
<input type="checkbox"/>	4	No	Released	1				1			

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 \(on page 278\)](#).

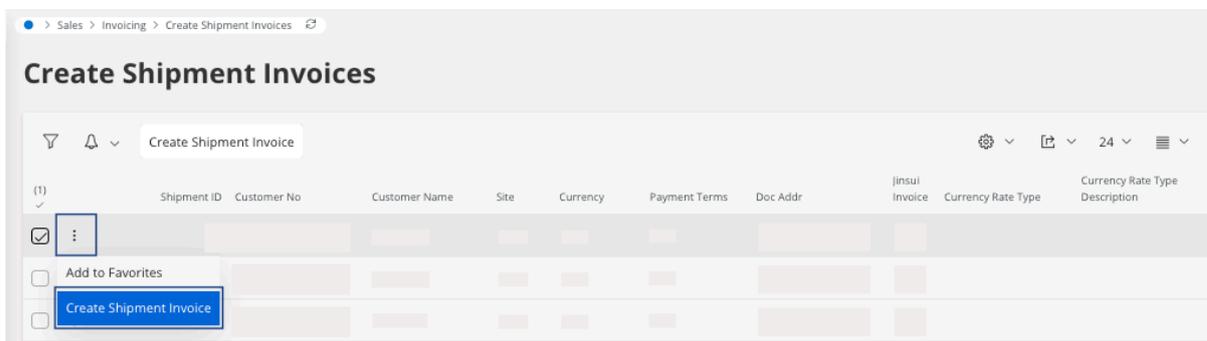
Creating a Shipment Invoice

Create an invoice based on your shipment created.

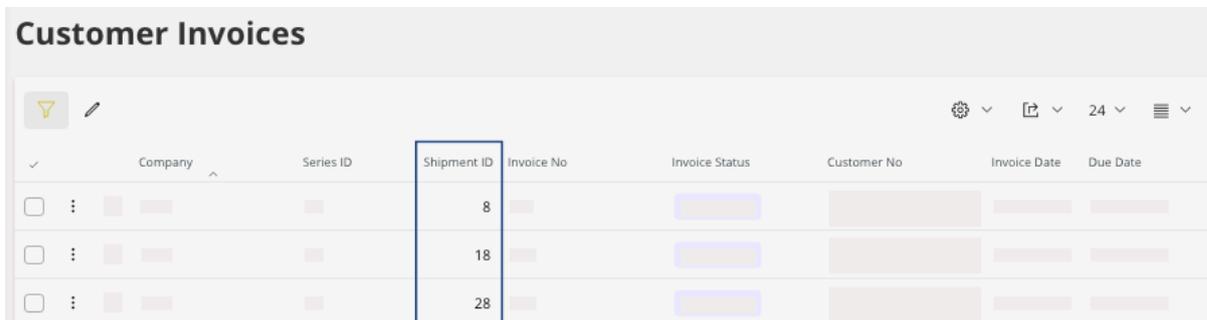
Only if you deliver your *customer order* with shipment details.

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**.

Customer Invoice

Share Cancel Invoice Posting Installment Plan and Discounts Notes

Customer No	Customer Address Name	Series ID	Invoice No	Company
-------------	-----------------------	-----------	------------	---------

Amounts

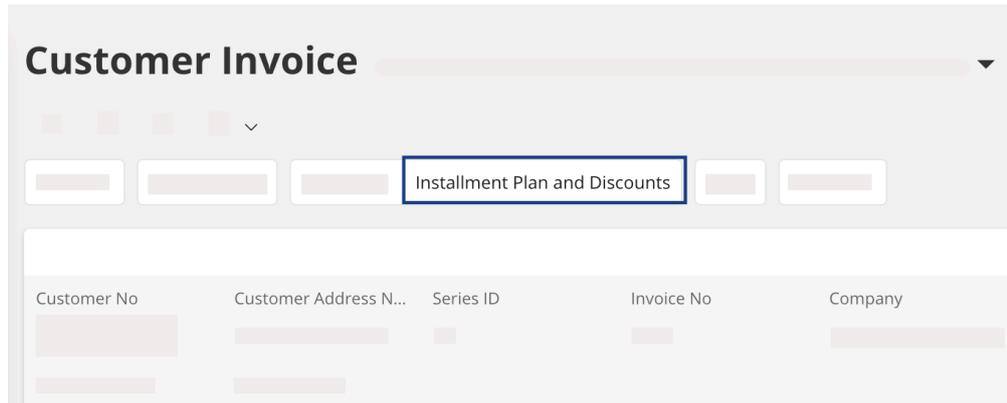
LINES **GENERAL** HISTORY

Invoice Type	Invoice Address	Indicators
Invoice Date	Printed Date	Price Adjustment
Our Reference	Customer Reference	Notes
Branch	Customer Branch	Correction Reason ID
Payment	Delivery	
Pay Term Base Date	Due Date	Delivery Address
Payment Reference	Payment Terms	Ship Via
References	Invoice Text	

 **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)**.

Installment Plan and Discounts

Customer	Invoice Type	Series Id	Invoice No
Status Preliminary	Payment Terms 30_EOM - 30 days end of month	Invoice Date 11/06/2024	Pay Term Base Date 11/06/2024
Due Date 31/07/2024	Payment Method	Payment Address ID	Other Payer
Self-Billing Ref No	Deduction Group	Deduction Amount	Currency
Gross Amount 1 000,00	Net Amount 1 000,00	Tax Amount 0,00	Advance/Prepaym Invoice No

1 (Circled) points to the Payment Terms dropdown menu.

Installment Information													
✓	Installment ID	Current Due Date	Original Due Date	Amount	Open Amount	Advance Invoice Matched Amount	Withheld Tax Amount	Payment Method	Payment Address ID	Cash Account	Account Number	BIC/Swift Code	Status
<input type="checkbox"/>	1	31/07/2024	31/07/2024	500,00	500,00	0,00							Created
<input type="checkbox"/>	2	30/10/2024	30/09/2024	500,00	500,00	0,00	0,00						Created

2 (Circled) points to the Installment Information table.

Discount Information				
✓	Installment ID	Discount Date	Discount %	Discount Amount
(No data)				

3 (Circled) points to the Discount Information table.

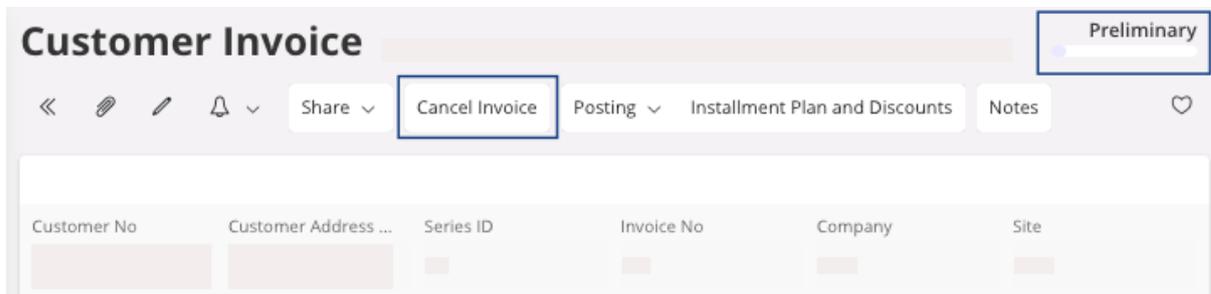
You need to validate and print your invoice, perform Printing an Invoice (on page 278).

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.

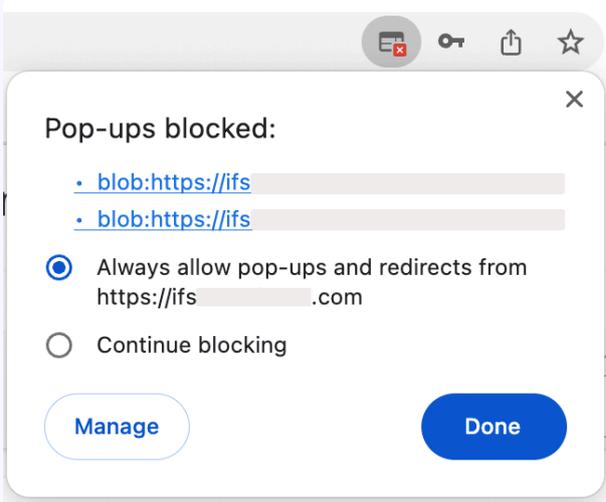
After this step, in case you need to modify or cancel your invoice you have to create a [Credit Note \(on page 282\)](#) and sent it to your customer.

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.

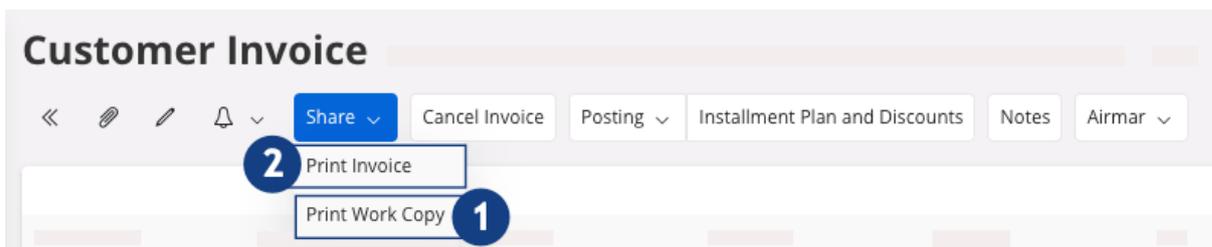
 **Trouble:** If the preview is not displayed, your browser might block your pop-ups. Check your authorization in your browser settings.



- **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.

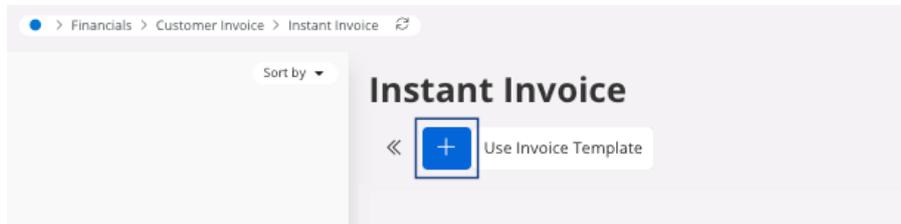
If you have a specific requirement that you cannot solve with a purchase order based on a customer invoice, then contact your **IFS Cloud** internal support to configure an instant invoice according to your needs.

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:

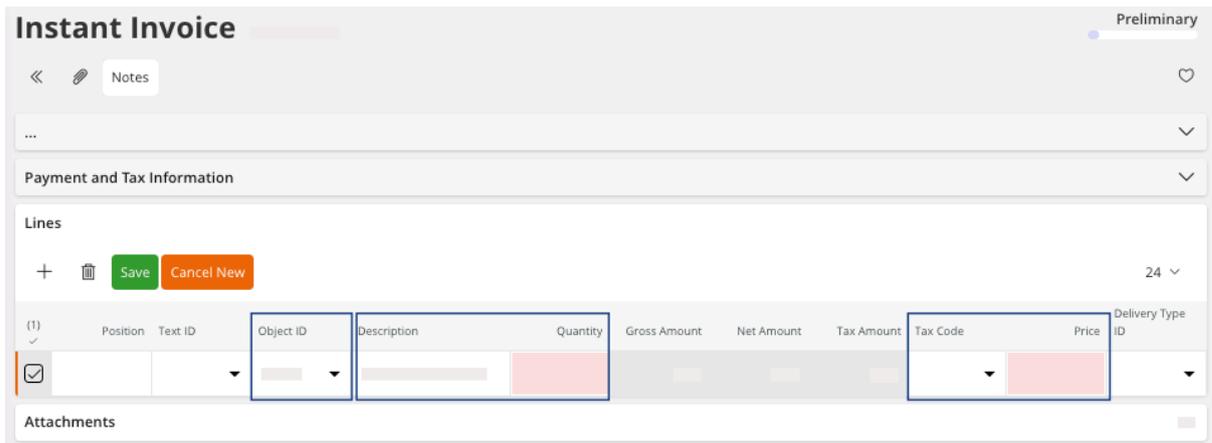
a. **Object ID.**

 **Note:** The **Object ID** generates automatically the **Description** field but you can edit it.

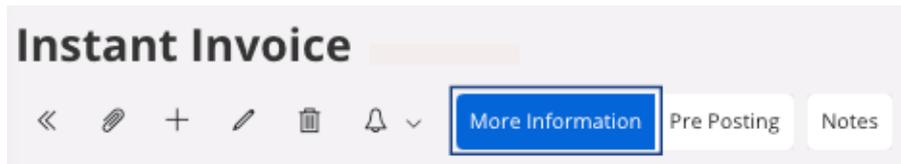
b. **Quantity.**

c. **Price.**

d. **Tax Code.**



7. If you want to add a **Customer Reference** or other information related to the invoice, click **More Information**.

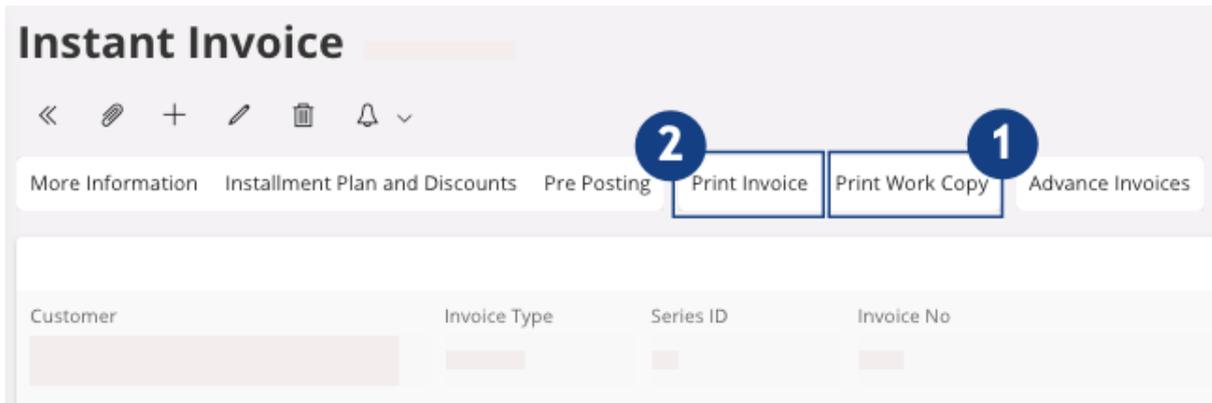


A pane appears.

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 \(on page 298\)](#).

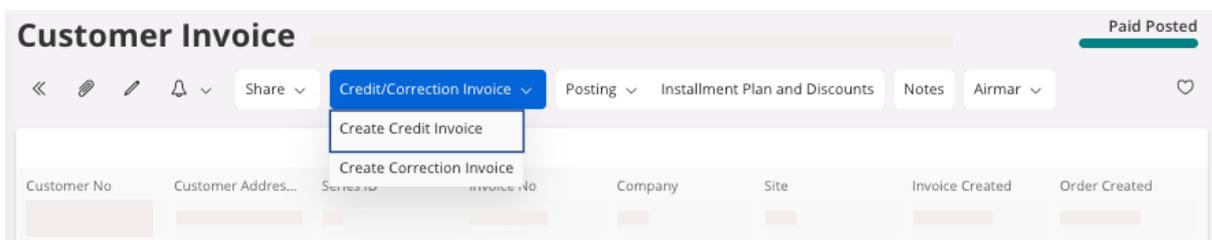
Doing a Full Credit Note

Create a full *credit note* without stock impact.

In this case you will use a credit invoice.

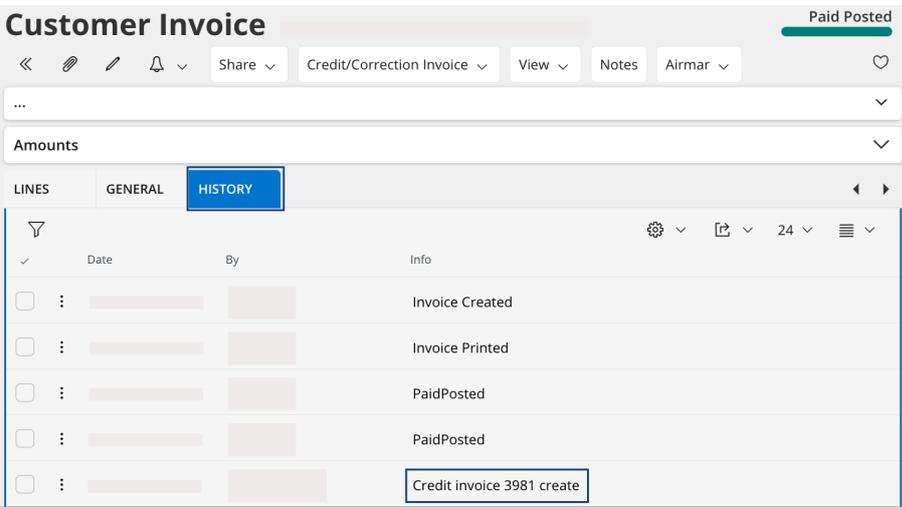
You can also perform this process if you need to correct charge lines.

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**.

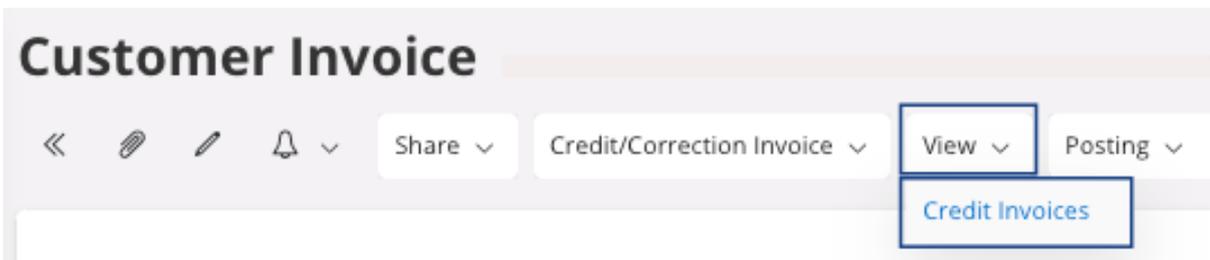
i **Tip:** To find your credit invoice number easily: go in the tab **History** then you can see the number on the line credit invoice creation.



The screenshot shows the 'Customer Invoice' interface with the 'HISTORY' tab selected. The history table contains the following entries:

Date	By	Info
		Invoice Created
		Invoice Printed
		PaidPosted
		PaidPosted
		Credit invoice 3981 create

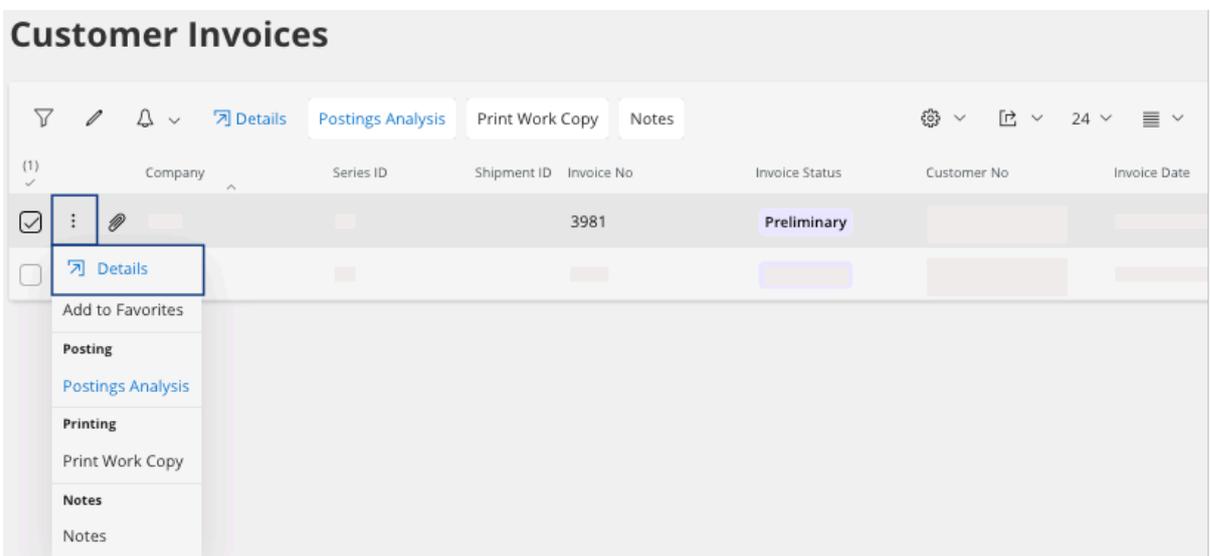
3. To access the credit note, click **View > Credit Invoices**.



The screenshot shows the 'Customer Invoice' header area. The 'View' dropdown menu is open, and 'Credit Invoices' is highlighted.

The **Customer Invoices** page opens.

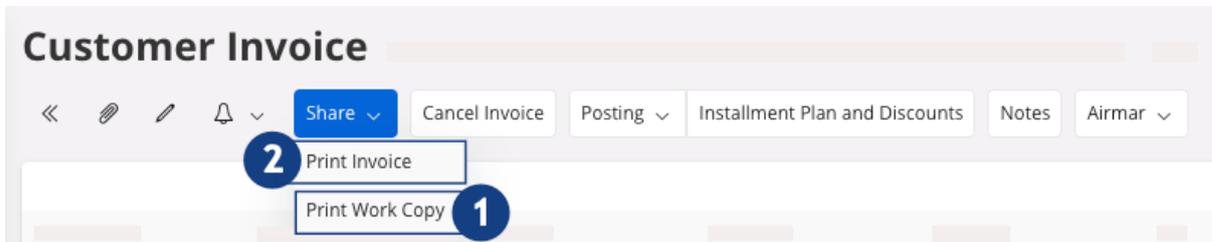
4. Click the three dots **:** and click **Details**.



The screenshot shows the 'Customer Invoices' list. The first invoice is selected, and the context menu is open, with 'Details' highlighted.

(1)	Company	Series ID	Shipment ID	Invoice No	Invoice Status	Customer No	Invoice Date
<input checked="" type="checkbox"/>				3981	Preliminary		
<input type="checkbox"/>							

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**.



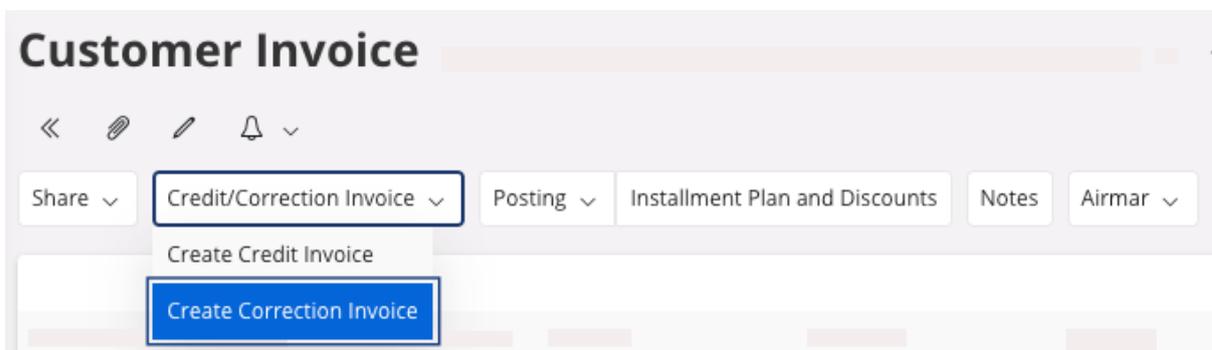
Doing a Partial Credit Note

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**.

i **Tip:** To find your correction invoice number easily: go in the tab **History**, see the number on the line "correction invoice" created.

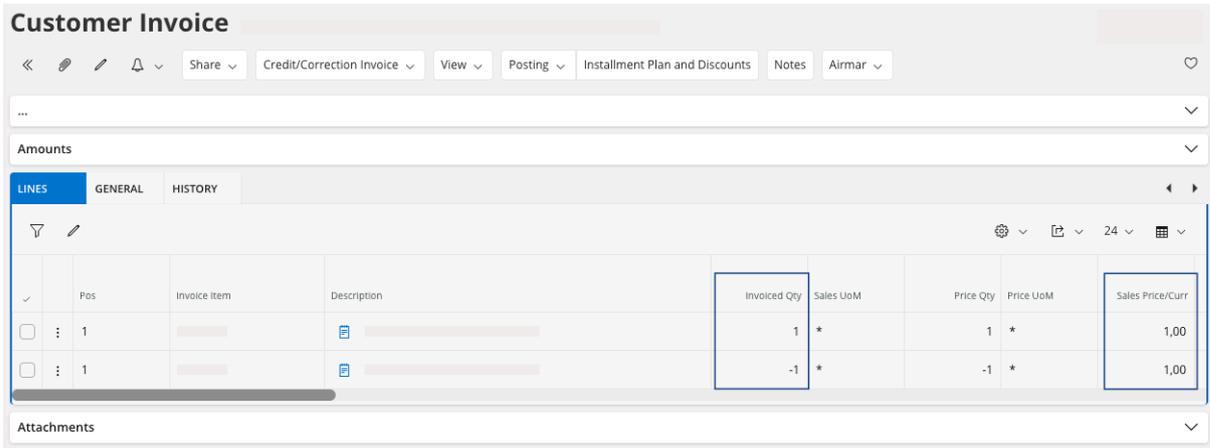
The screenshot shows the 'Customer Invoice' interface with the 'HISTORY' tab selected. The history list contains the following entries:

✓	Date	By	Info
<input type="checkbox"/>			Invoice Created
<input type="checkbox"/>			Invoice Printed
<input type="checkbox"/>			Printed
<input type="checkbox"/>			PostedAuth
<input type="checkbox"/>			Correction invoice 3901 cr

3. To access the correction invoice, click **View > Correction Invoice**.

The screenshot shows the 'Customer Invoice' interface with the 'View' dropdown menu open. The 'Correction Invoice' option is highlighted in blue.

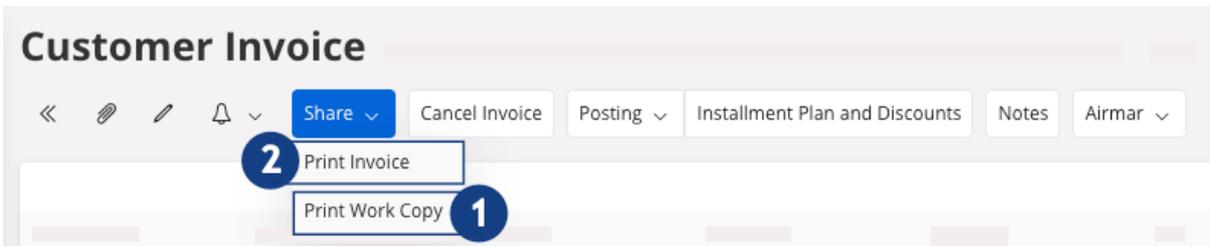
4. In your correction invoice, go in the tab **Lines**. You can:
- In the positive lines of **Invoiced Qty**, add the correct quantity to invoice.
 - Change the **Sales Price/Curr** on positive line(s) to add the correct price to invoice.
 - The negative lines cancel the original invoice lines. You cannot 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**.

Create Return Material Authorization

●
○
Select Order Lines to Return

Return Option

Return to Own Site
 Return to Different Site
 Return to Supplier

Customer No

Site

Coordinator

Currency

Return From

Customer Order No

Shipment ID

Return Reason

◀ Previous
▶ Next
Finish
Cancel

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** .

Create Return Material Authorization

○
●
Select Order Lines to Return

🔍

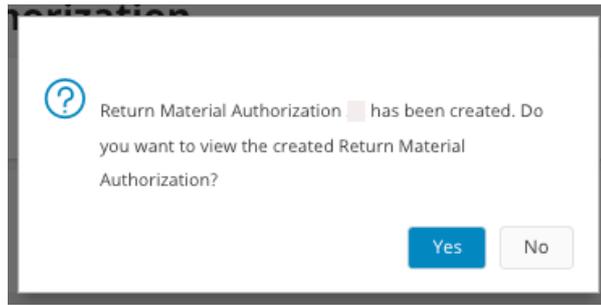
⚙️
📄
24
☰

	Order No	Line No	Rel No	Sales Part	Configuration Id	Qty To Be Return	Return Qty	Return Reason
<input checked="" type="checkbox"/>	⋮	1	1		*	1	1	
<input type="checkbox"/>	⋮	2	1		*	2	1	
<input type="checkbox"/>	⋮	3	1		*	1	1	

◀ Previous
▶ Next
Finish
Cancel

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.**

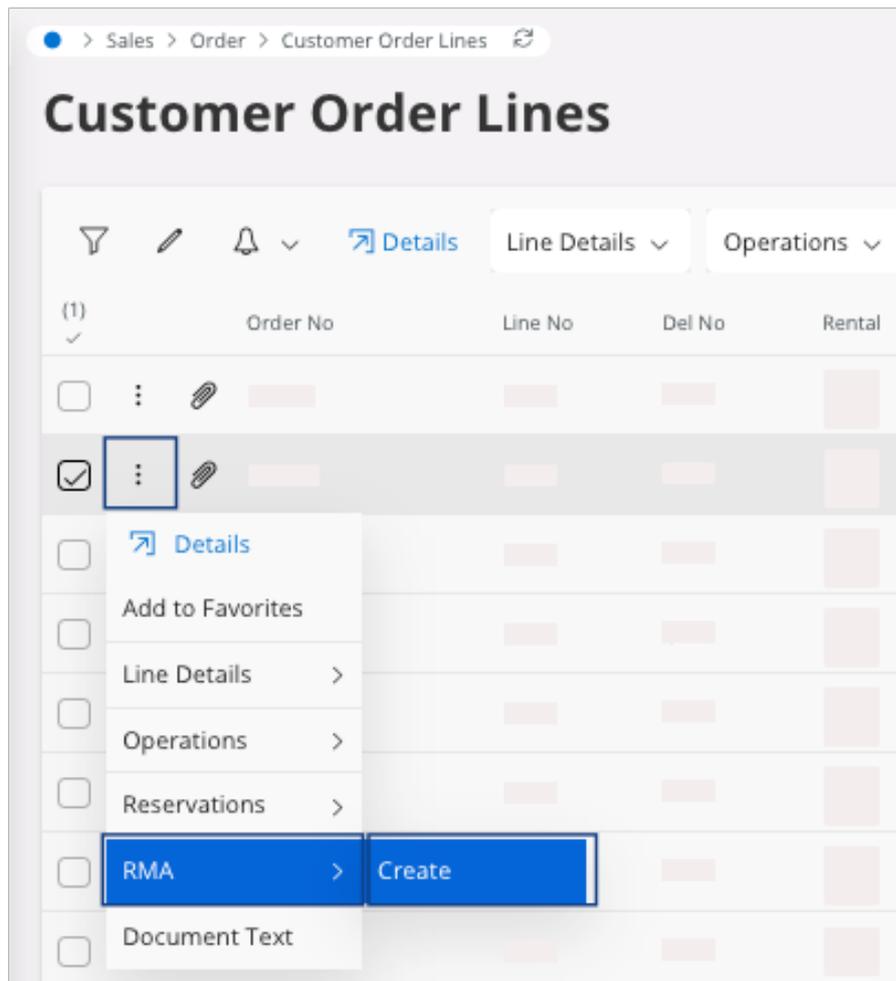


Your **Return Material Authorization** has been created.

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**.

✕

Return Material Customer Order Line

This will create a Return Material Authoriazation (RMA) for the customer order line

Return Reason

▲

🔍 Find
Clear

SERVICES (Return Reason Code)
SERVICES (Return Reason Description)
Active (State)
QUALITY
QUALITY
Active
UW_SERV
Under Warranty Services
Active
OW_QUAL
Out of Warranty Quality
Active

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**.

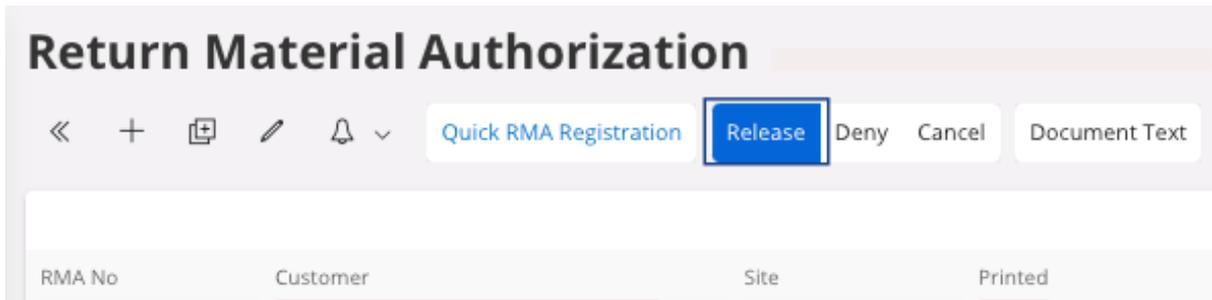
Your return material authorization has been created.

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:

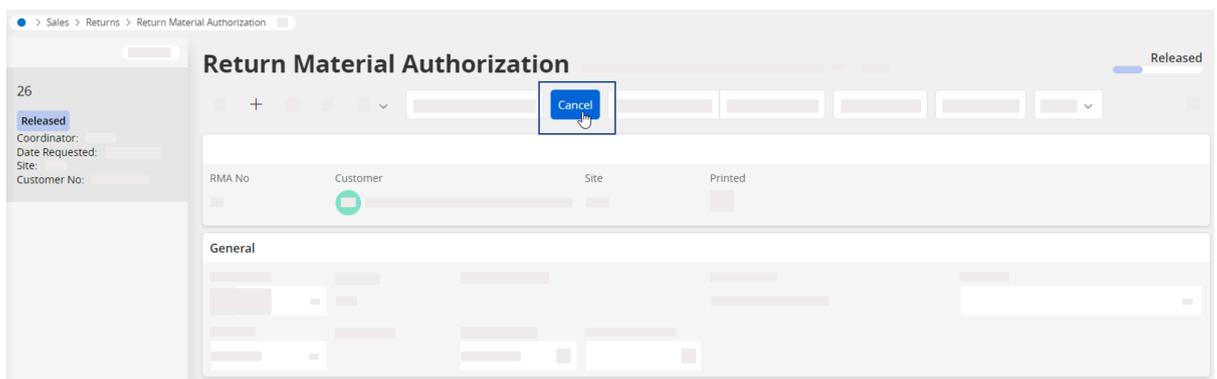
- [Sending Back the Product after Reparation \(on page 293\)](#),
- Or, [Returning the Product to Stock \(on page 295\)](#),
- Or, [Scraping the Product from the Return Material Authorization \(on page 297\)](#)

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 \(on page 292\)](#).

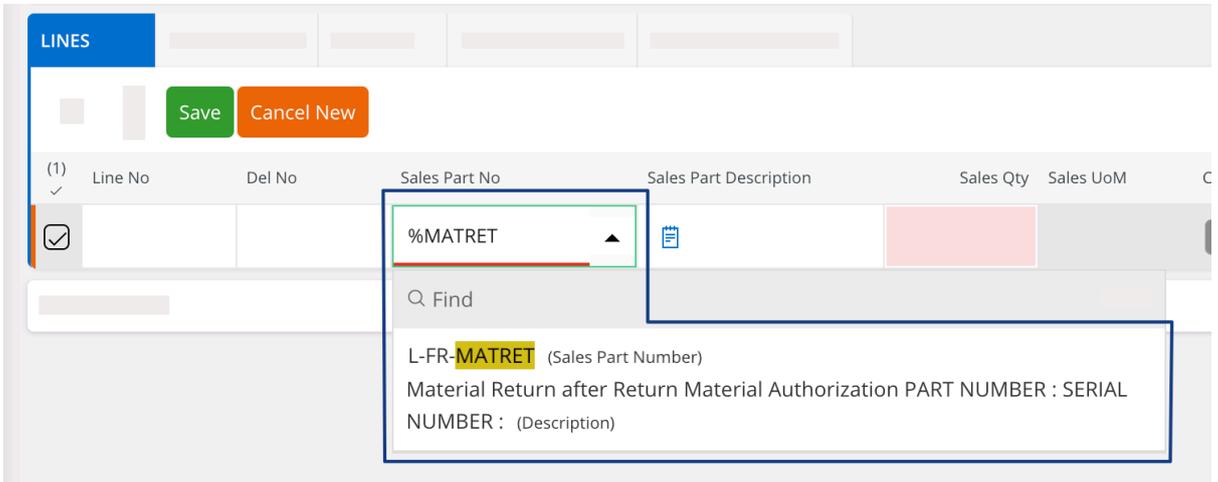
1. Update the RMA status:
 - a. Go to the **Return Material Authorization** page, and click **Cancel** in the header.



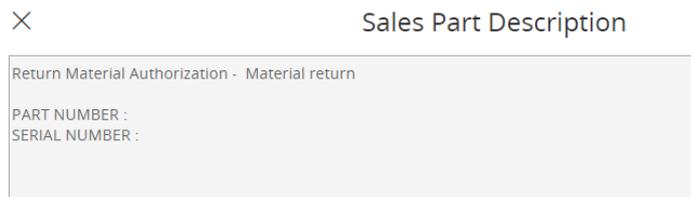
- b. A pane appears: select **SERV DONE** under **Cancellation Reason**.

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**).

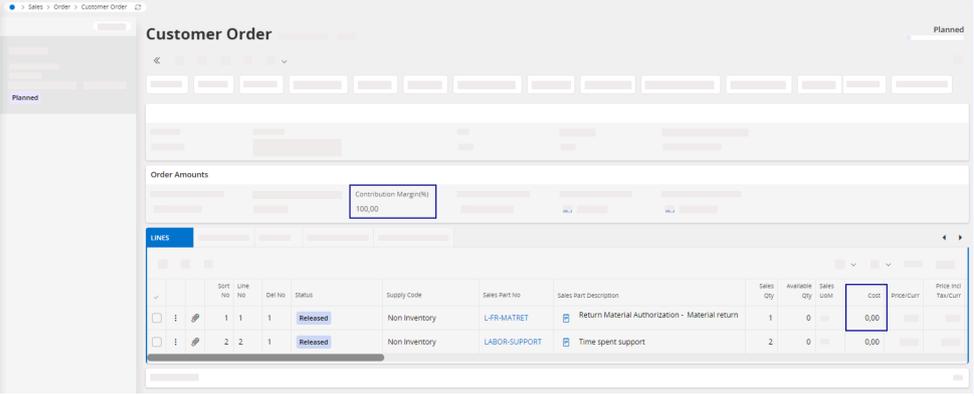


d. Edit the **Sales Part Description** with the correct part number and serial number.



- 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.



The screenshot shows the 'Customer Order' interface. A 'Contribution Margin' field is highlighted with a value of 100.00. Below it, a table lists order lines. The first line is highlighted, showing a 'Cost' of 0.00.

Sort	Line	Del	Status	Supply Code	Sales Part No	Sales Part Description	Sales Qty	Available Qty	Sales Unit	Cost	Price/Curr	Price Incr	Task/Curr
	1	1	Released	Non Inventory	L-FR-MATRET	Return Material Authorization - Material return	1	0		0.00			
	2	2	Released	Non Inventory	LABOR-SUPPORT	Time spent support	2	0		0.00			

3. Follow the usual steps to deliver a customer order: see [Delivering a Customer Order \(on page 242\)](#).

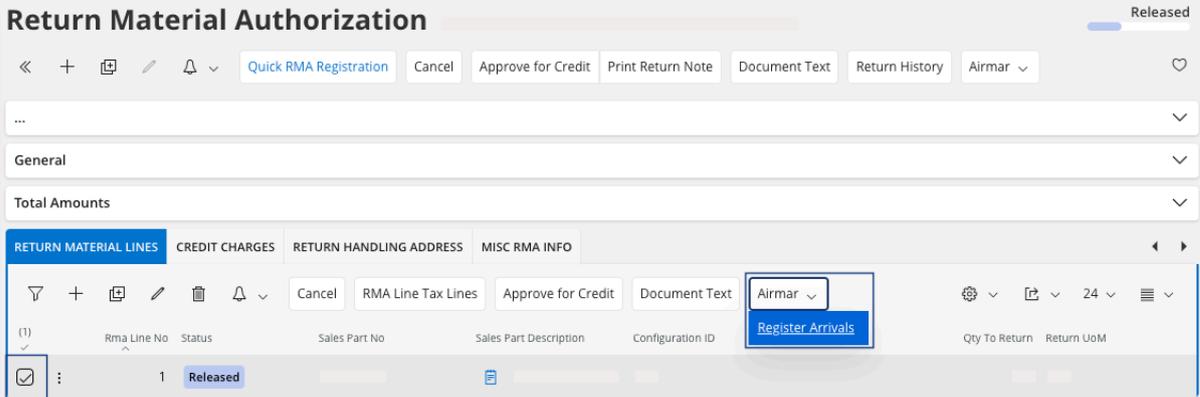
Returning the Product to Stock

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**.



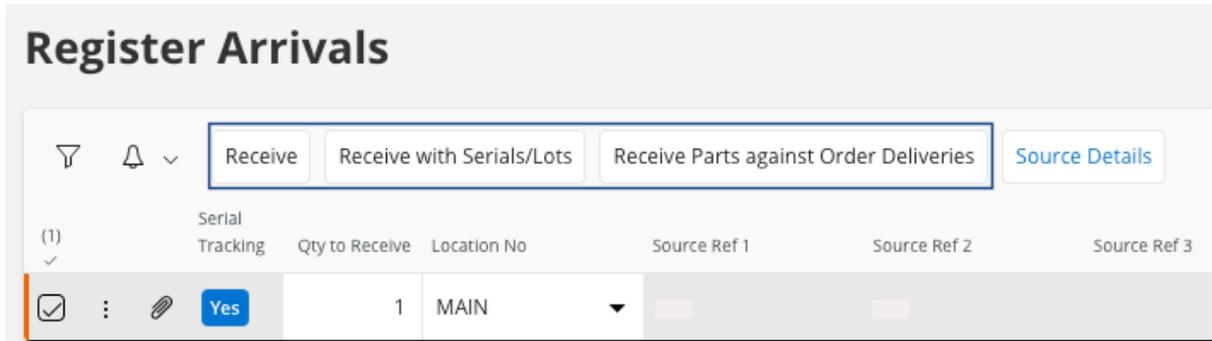
The screenshot shows the 'Return Material Authorization' interface with the 'Released' status. The 'RETURN MATERIAL LINES' tab is selected. A table lists the return material lines, and the 'Register Arrivals' button is highlighted.

(1)	Rma Line No	Status	Sales Part No	Sales Part Description	Configuration ID	Qty To Return	Return UoM
<input checked="" type="checkbox"/>	1	Released					

The **Register Arrivals** page appears.

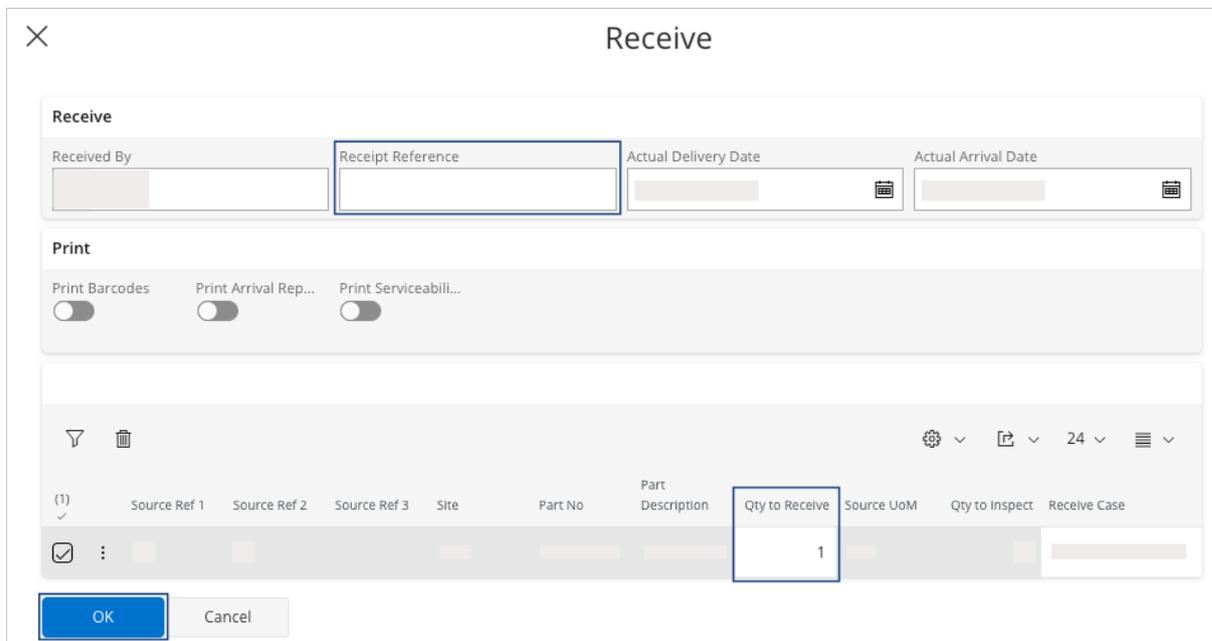
4. You are able to receive parts back in your stock through three options. Select your line and choose to click:

- 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.

×
Receive with Serials/Lots

✖

Receipt

QC Analyst	Received By	Receipt Reference
<input type="text"/>	<input type="text"/>	<input type="text"/>
Actual Delivery Date	Actual Arrival Date	
23/06/2023 00:00 📅	<input style="width: 100%;" type="text"/> 📅	

Part

Part No	Part Description	Source Arrived Qty
<input type="text"/>	<input type="text"/>	<input type="text"/>
Remaining Source Qty	Source Qty to Inspect	Inventory Arrived Qty
<input type="text"/>	<input type="text"/>	<input type="text"/>
Catch Qty	Ownership	New Operational Condition
<input type="text"/>	<input type="text"/>	<input type="text"/>
Supplier Income Type	<input type="text"/>	

Packing ⌵

Print

Print Barcodes	Print Arrival Report	Print Serviceability Tag
<input type="text"/>	<input type="text"/>	<input type="text"/>

Lines

🔍 + Sequence
⚙️ 📄 24 ☰

	Source Qty to Receive	Serial No	Inventory Qty to Receive	Expiration Date	Receive Case	Location No
<input type="checkbox"/>	:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

OK
Cancel

7. Click **OK**.

A new pane appears.

8. Click **Proceed** to confirm.

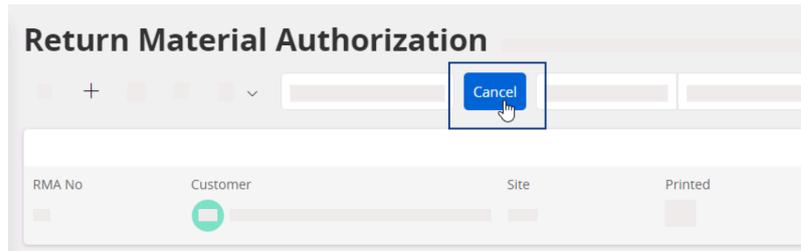
If your return material authorization causes a financial flow that impacts your first invoice, you need to create a credit invoice, perform [Creating a Credit Invoice \(on page 298\)](#).

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.

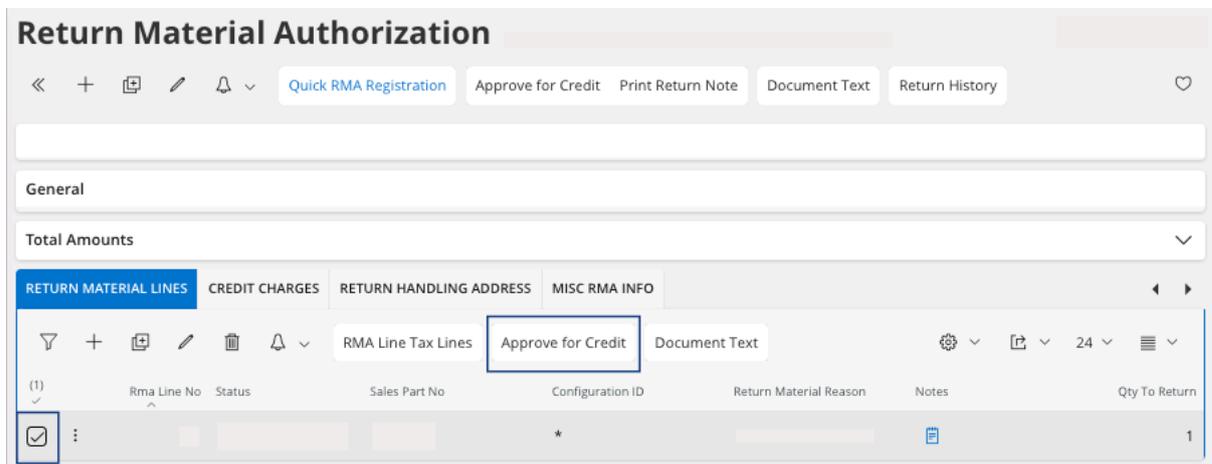


Creating a Credit Invoice

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.

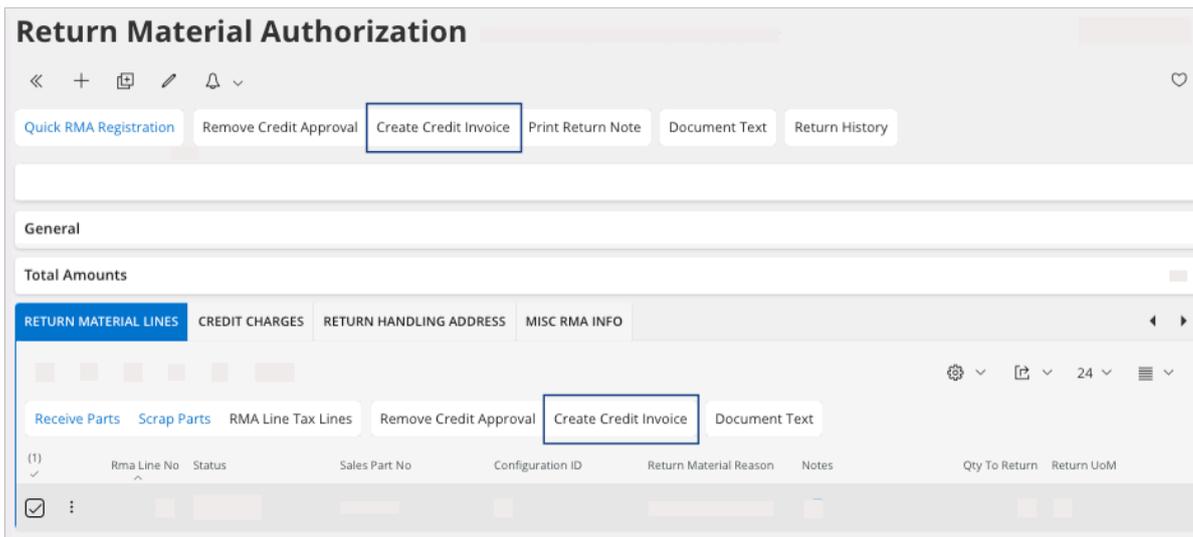
1. Go to the page **Return Material Authorization**.
2. Select your line(s) and click **Approve for Credit**.



A pane appears, click **OK**.

3. You can create a credit invoice for the full **Return Material Authorization** or just for some lines:

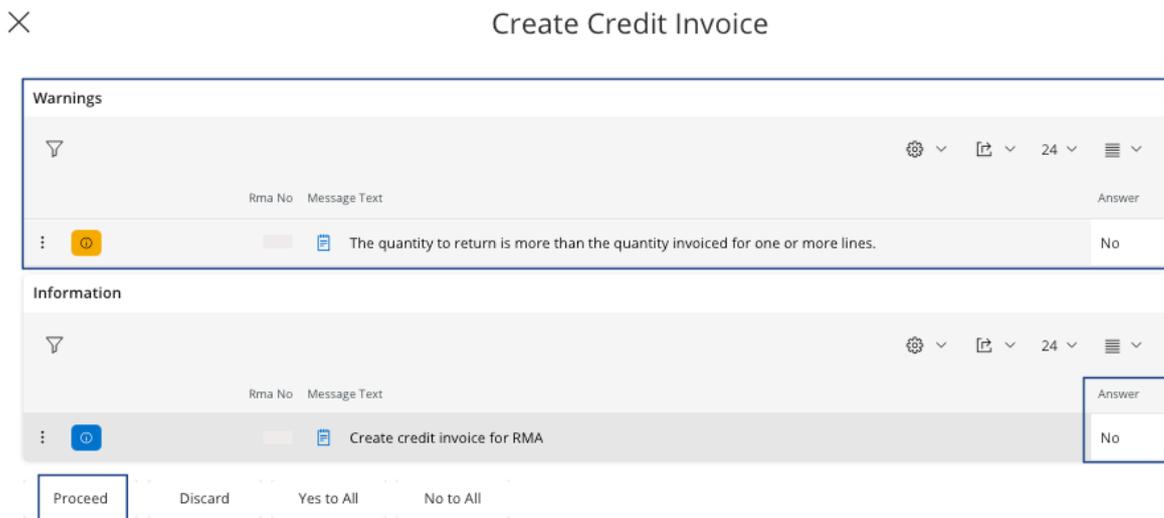
- a. Select your line(s).
- b. Click **Create Credit Invoice**.



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

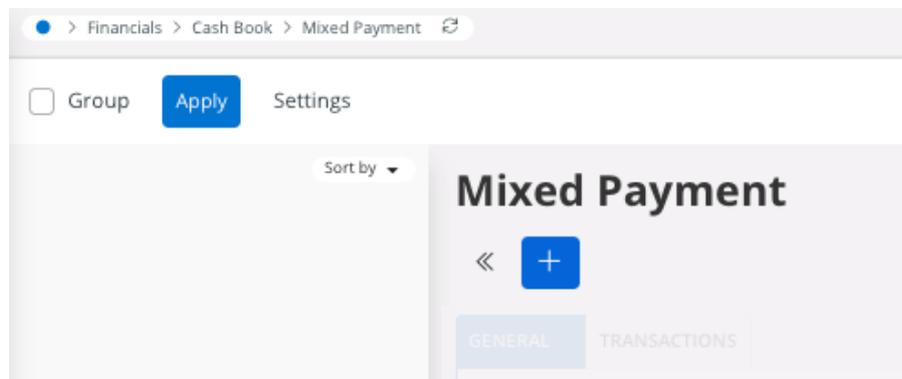
Once you receive a payment from a customer in your bank, you have to register it as a mixed payment in **IFS Cloud**.

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**.

Mixed Payment

Save Cancel New

GENERAL TRANSACTIONS

Cash Account Details

Cash Account Statement No Payment Institute

Find Clear

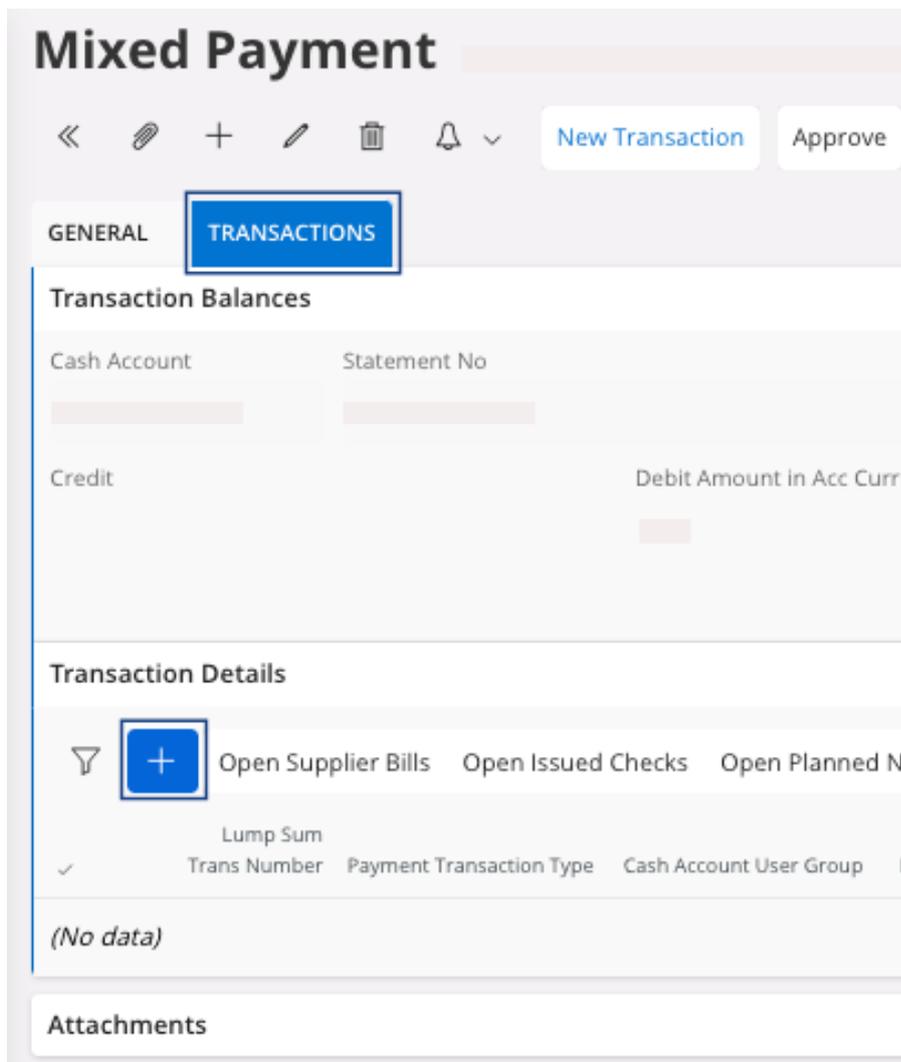
Balances in Transaction Currency

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.



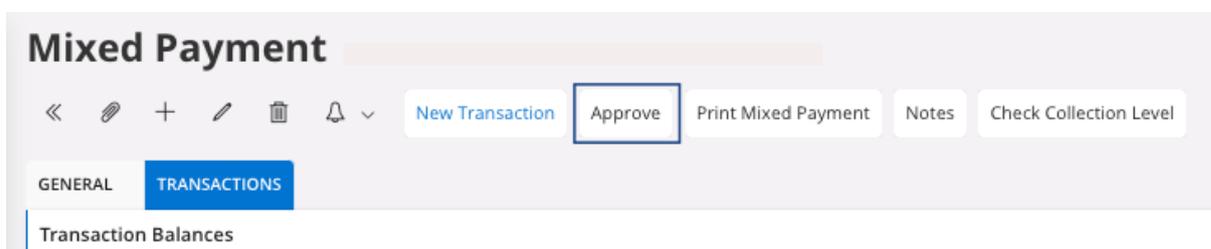
3. Fill the following fields:

- 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**.

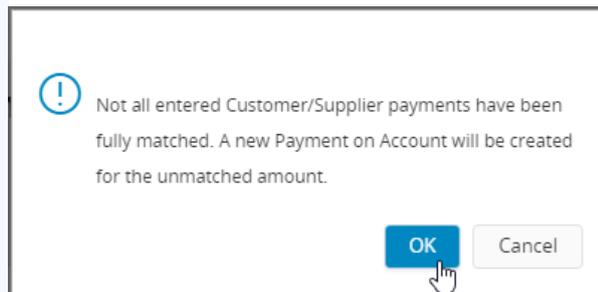
If you want to match your payment lines directly with the open invoice(s) for your customer: perform [Settling Available Transactions in the Account \(on page 303\)](#).

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**.

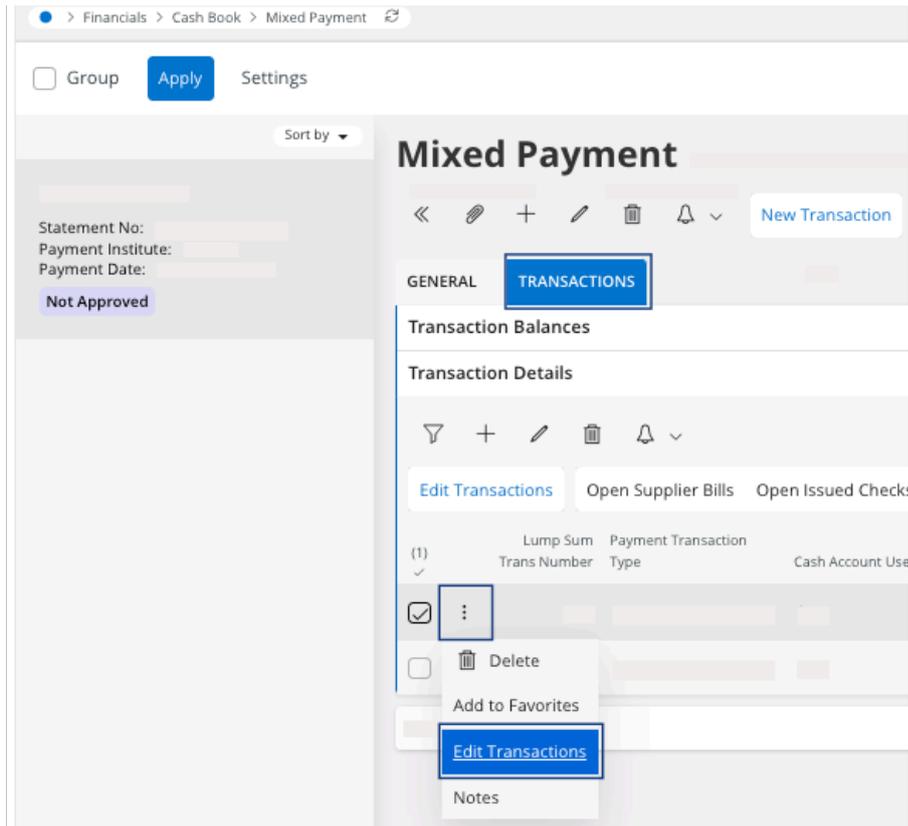
Once you need to match your payment lines with the open invoice(s) for your customer: perform [Creating a Customer Settlement \(on page 308\)](#).

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.

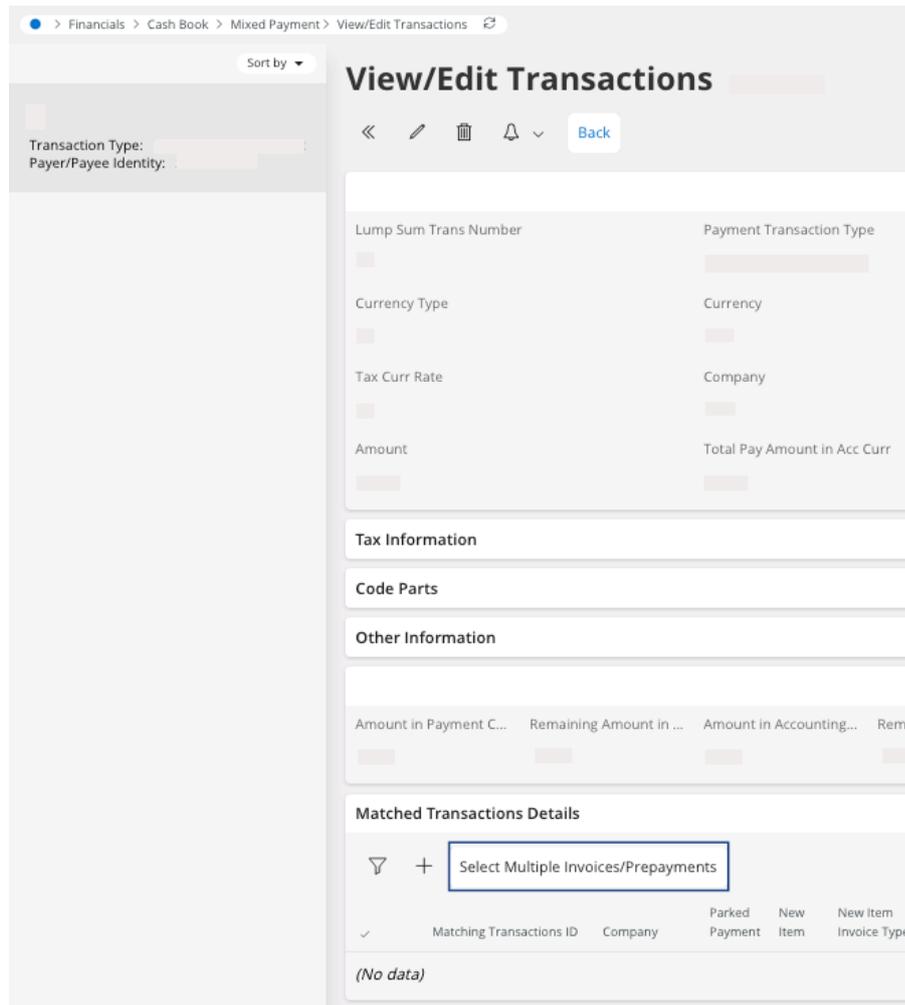
If you cannot settle the mixed payment with the invoice at this moment, for example if you did not generate the invoice or if you have any error in it, you can do it later with the process [Creating a Customer Settlement \(on page 308\)](#).

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



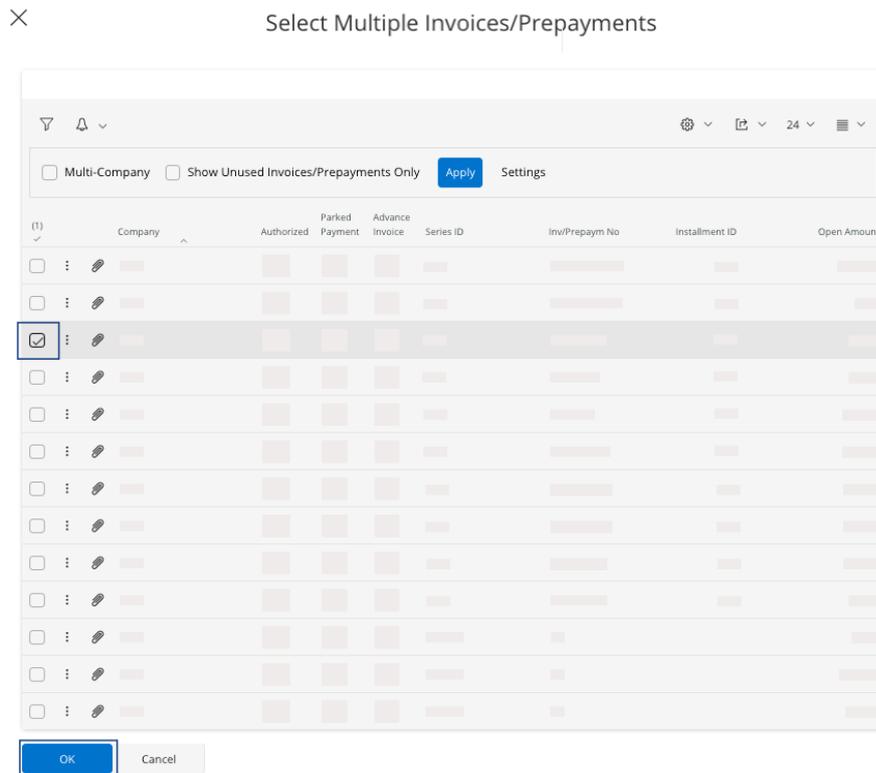
A new page appears.

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

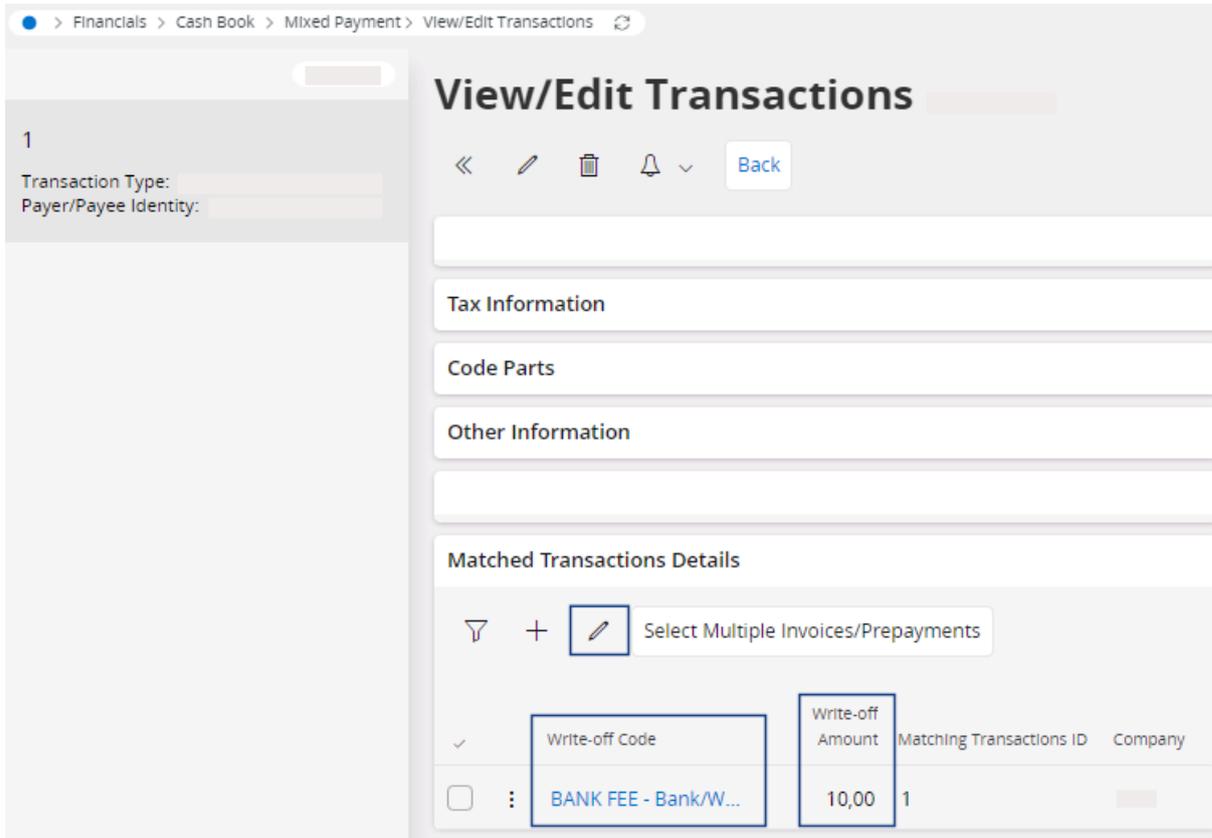


A pane appears.

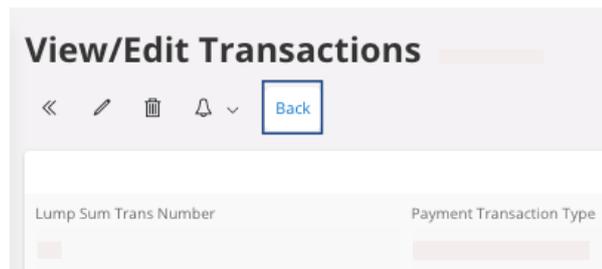
3. Select the line(s) that you want to link your payment with, and click **OK**.



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.

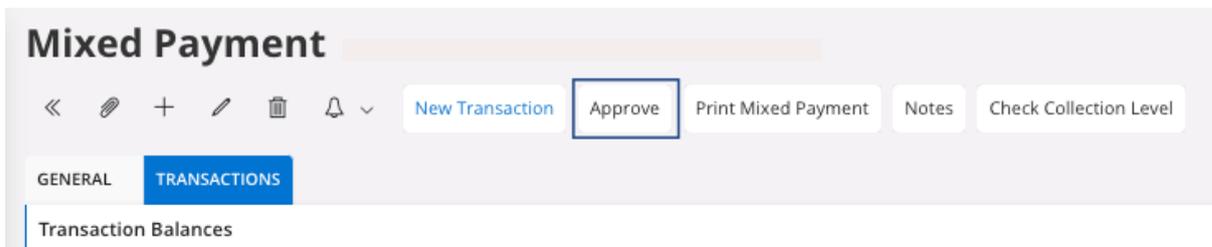


6. To go back to your mixed payment: click **Back**.



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.

 Not all entered Customer/Supplier payments have been fully matched. A new Payment on Account will be created for the unmatched amount.

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**.

New Customer Offset Proposal

Selection

Currency: EUR | Creation Date: [Calendar Icon]

Matching Methods

Match All Open Items

Match Single Debit Item with Single Credit Item

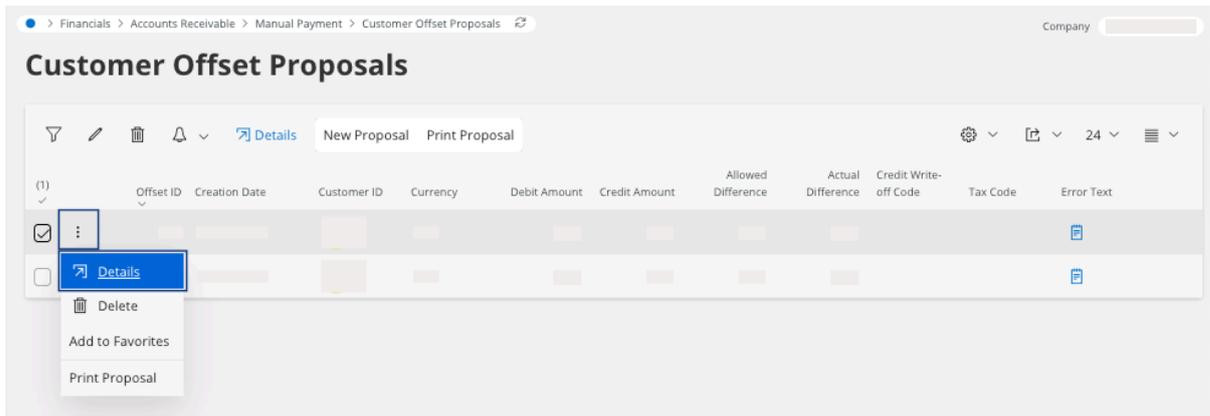
Match Single Debit Item with One or More Credit Items

Match Open Item with Common Invoice Reference

Write-off Single Items

Manual

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.

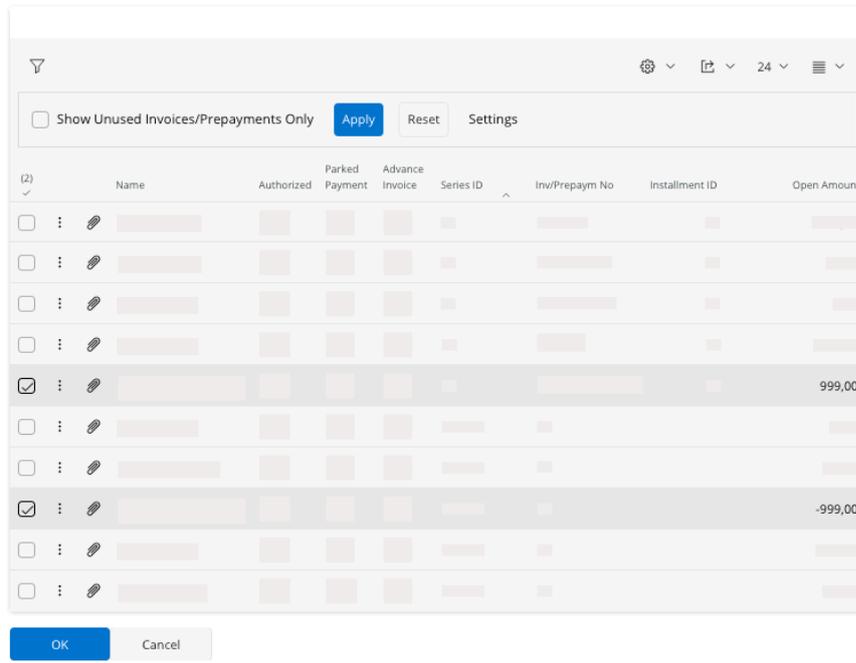
The **Customer Offset Items** page appears.

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

A new pane appears.

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

× **Select Multiple Invoices/Prepayments**

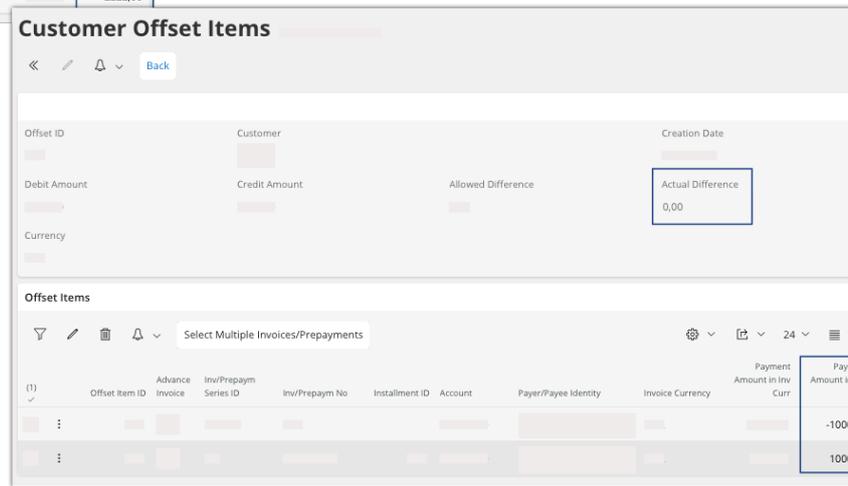
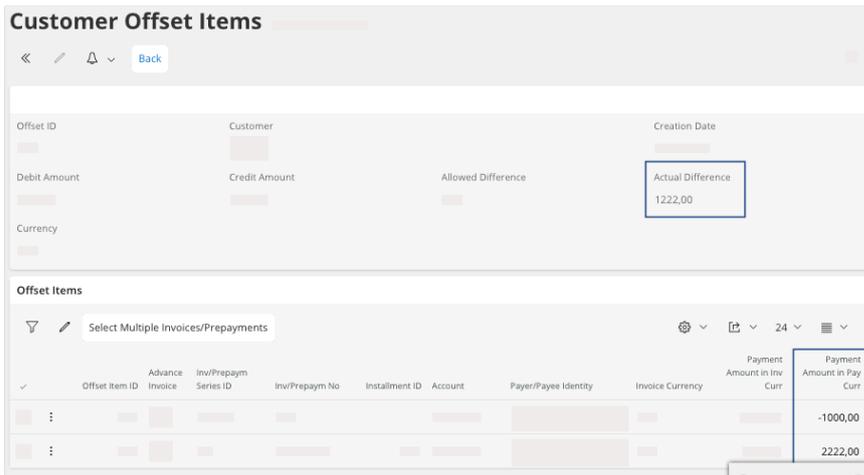


Note: Use filters, for example the filter **Name** to find invoices linked to your customer.

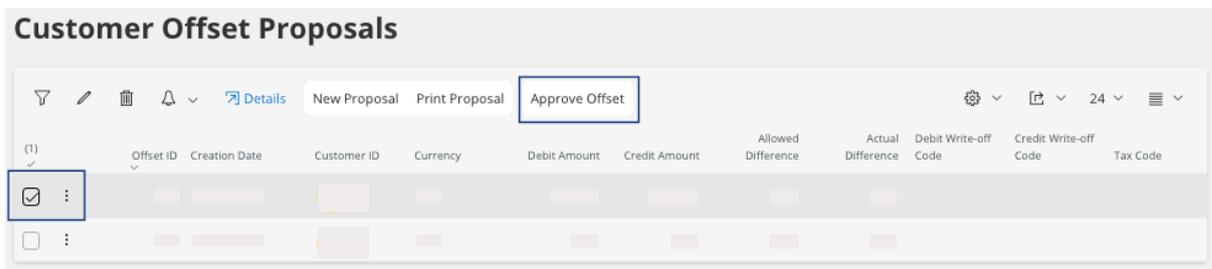
The difference between the invoice and the payment should be equal to 0.

- 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

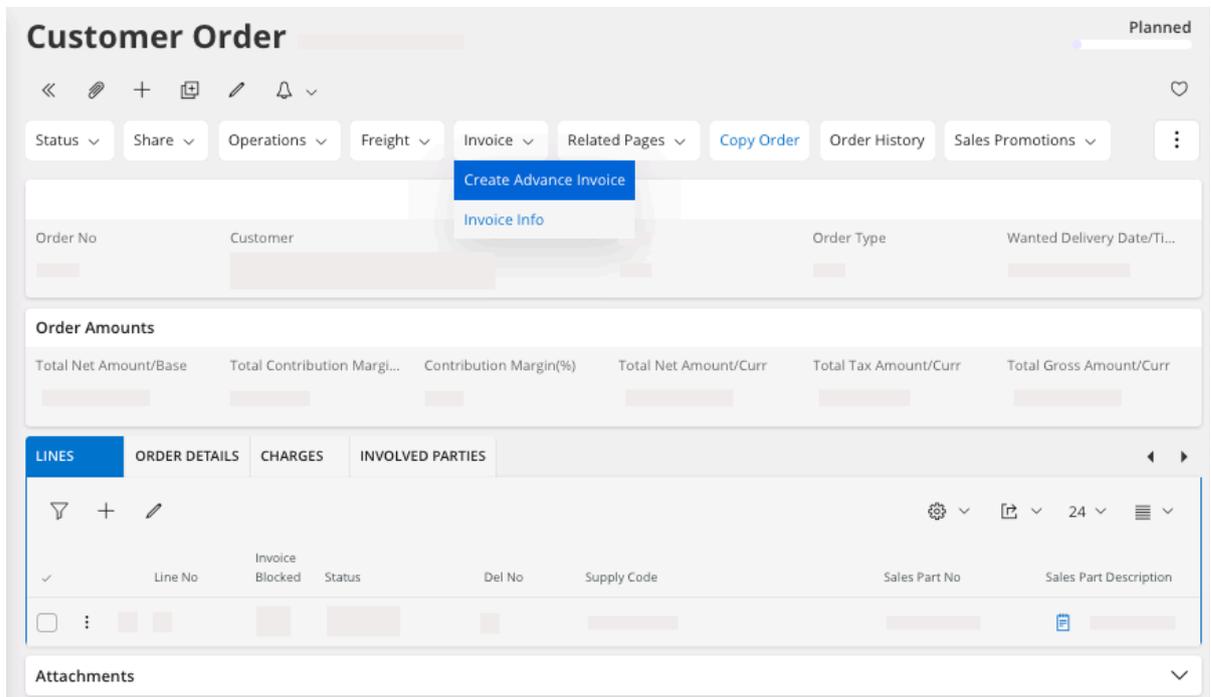
In case you need to get paid before the delivery of a *customer order*, you need to use the *advance invoice* functionality in **IFS Cloud**.

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.

×

Create Advance Payment Invoice

Customer Order

Order No. Invoicing Customer Invoicing Customer Name Currency
Wanted Delivery Date

Order Amount

Order Amount Base For Adv Invoice Adv Inv Max Allowed Amt
Adv Inv Max Allowed A...

Advance Invoice

Invoice Net Amount Invoice Net % Invoice Gross Amount Invoice Gross %

Invoice Text
Prepayment

Tax Setup

Apply Tax Tax Calc Structure

Tax Codes

✓	Tax Code	Tax Percentage	Tax Amount/Curr
<input type="checkbox"/>	:		

Payment

Payment Term Base Date Payment Terms Due Date

Cancel

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.

✕ Create Advance Payment Invoice

Customer Order

Order No	Invoicing Cust...	Invoicing Customer Name	Currency	Wanted Delivery Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Order Amount

Order Amount	Base For Adv Invoice	Adv Inv Max Allowed Amt	Adv Inv Max Al...
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Advance Invoice

Invoice Net Amount	Invoice Net %	Invoice Gross Amount	Invoice Gross %
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Invoice Text

Tax Setup

Apply Tax	Tax Calc Structure
<input type="text"/>	<input type="text"/>

Tax Codes

🔍 + ✎
⚙️ ▾ 🔄 ▾ 24 ▾ ☰ ▾

✓	Tax Code	Tax Percentage	Tax Amount/Curr
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Payment

Payment Term Base Date	Payment Terms	Due Date
<input type="text"/>	<input type="text"/>	<input type="text"/>

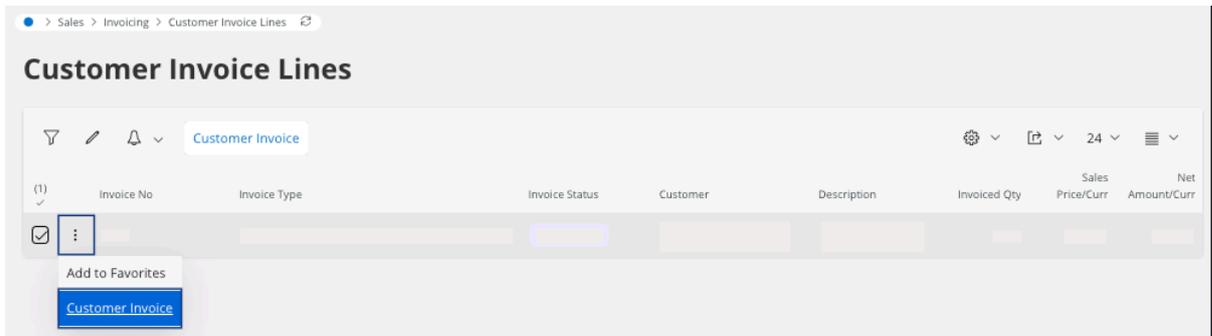
Create Invoice

Create and Print Invoice

Cancel

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.

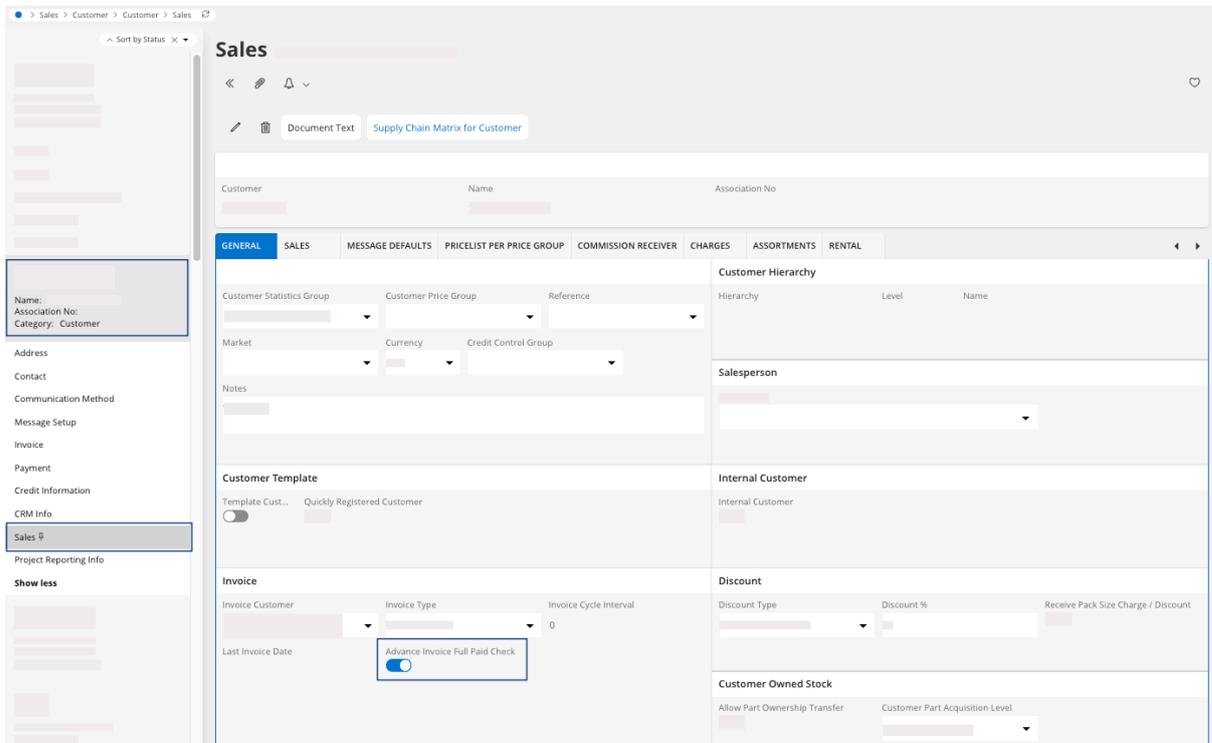
Blocking a Customer Order for an Advance Invoice

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**.

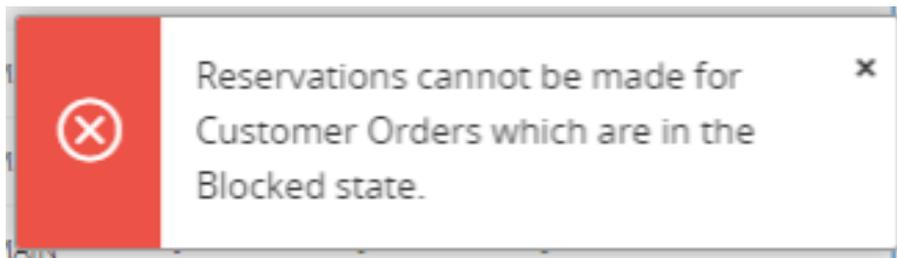
To block your *customer order* for an advance invoice, you need to configure your customer.

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**.

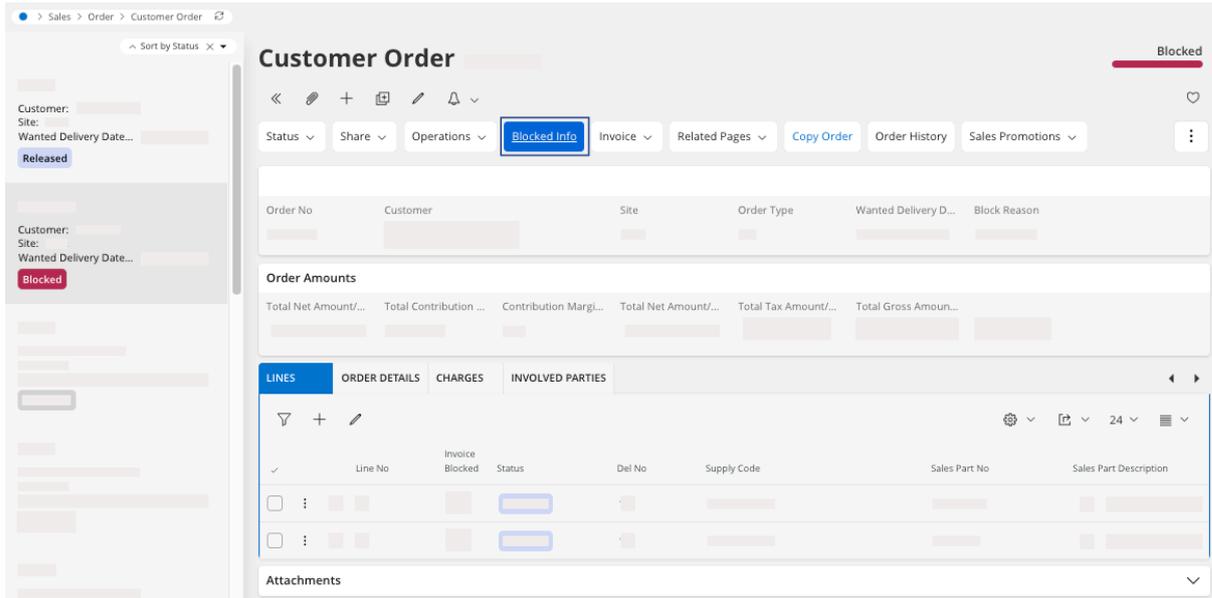
Your customer order needs to be in status **Blocked**.

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**.

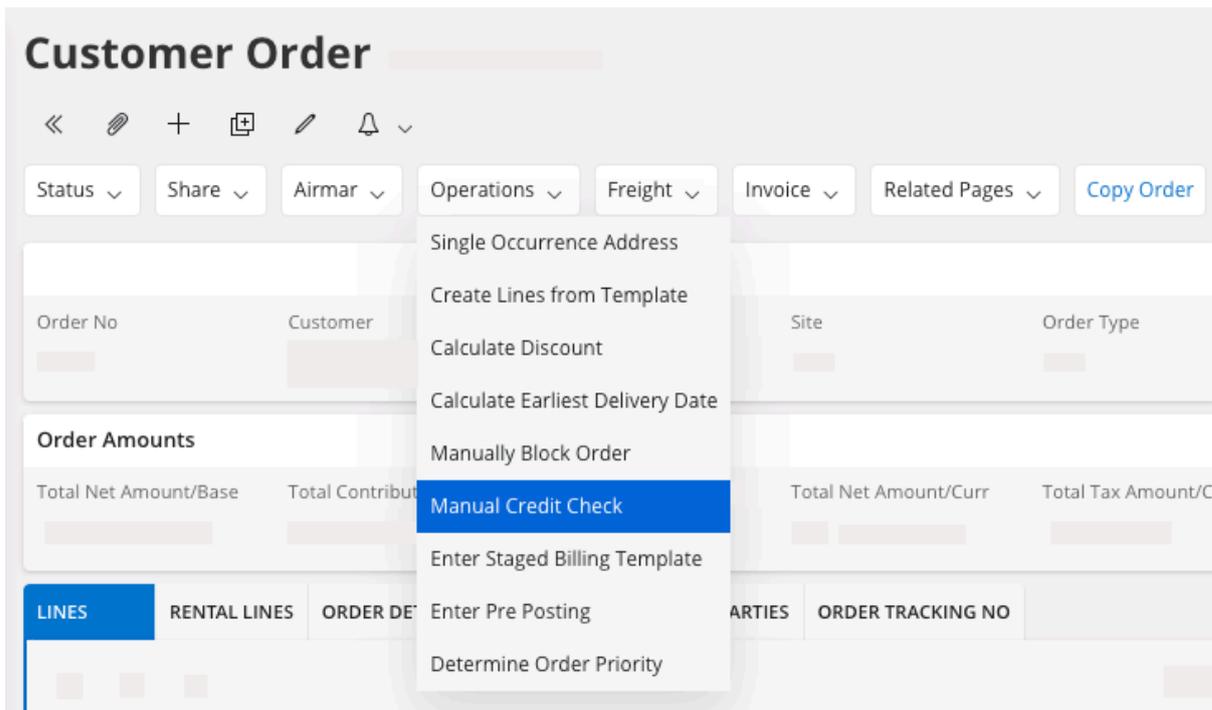


A new page opens, **Handle Blocked Customer Orders**.

3. To unblock your customer order, click the three dots **:** and click **Release Block Order**.

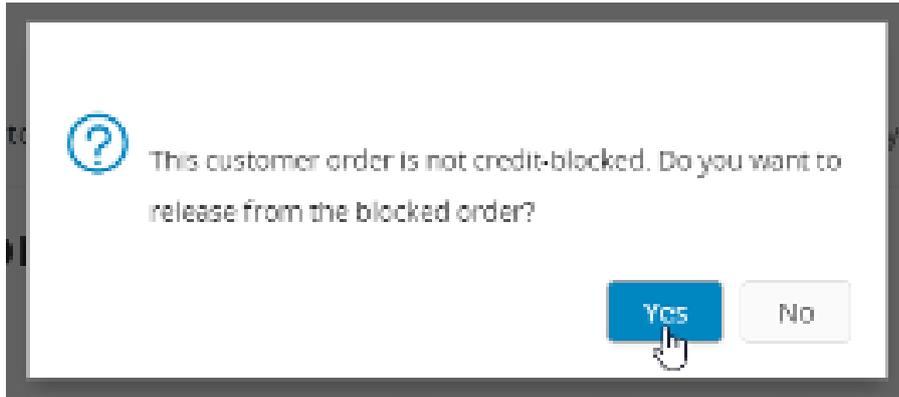
The next steps describe the second way to unblock a customer order when the advance invoice had been paid by the customer.

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

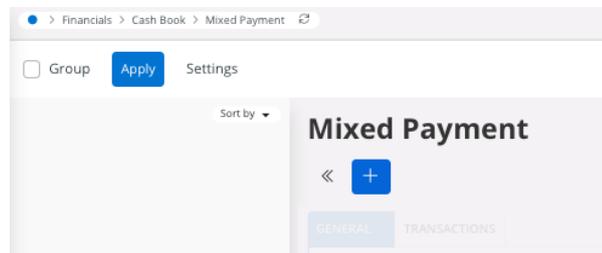
You need to settle your mixed payment with your *advance invoice*.

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**.

Mixed Payment

Save Cancel New

GENERAL TRANSACTIONS

Cash Account Details

Cash Account Statement No Payment Institute

Find Clear

ng Period User Group

Balances in Transaction Currency

4. Click **Save**.

Matching the Payment with the Invoice

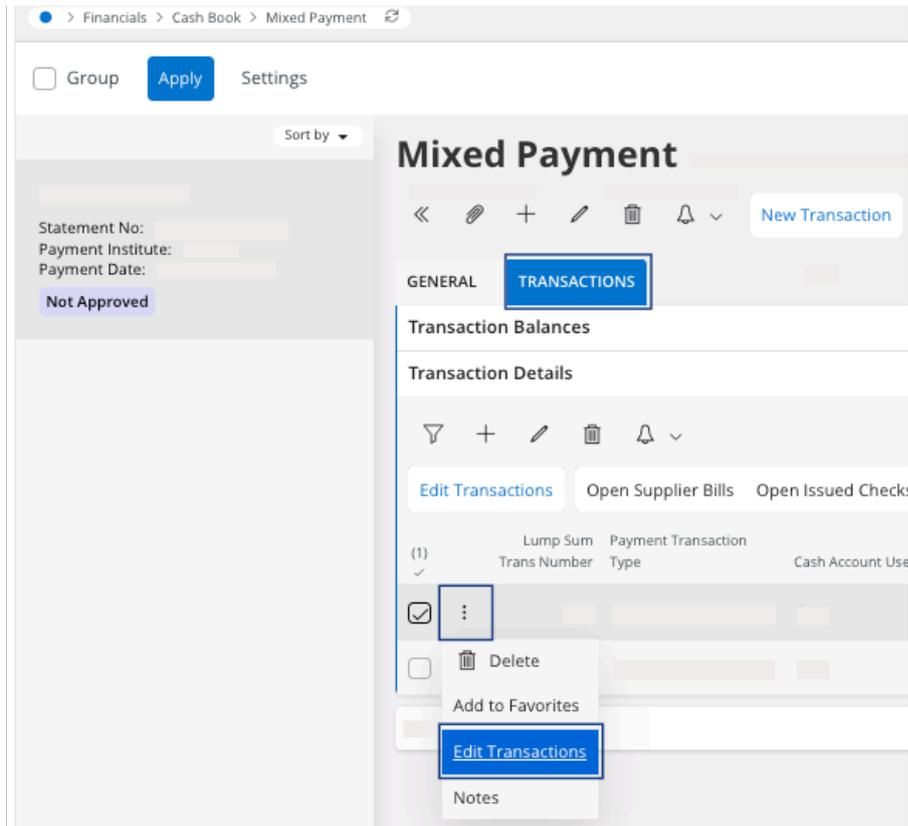
1. Go to the tab **Transactions**.
2. Click **New +**.

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.

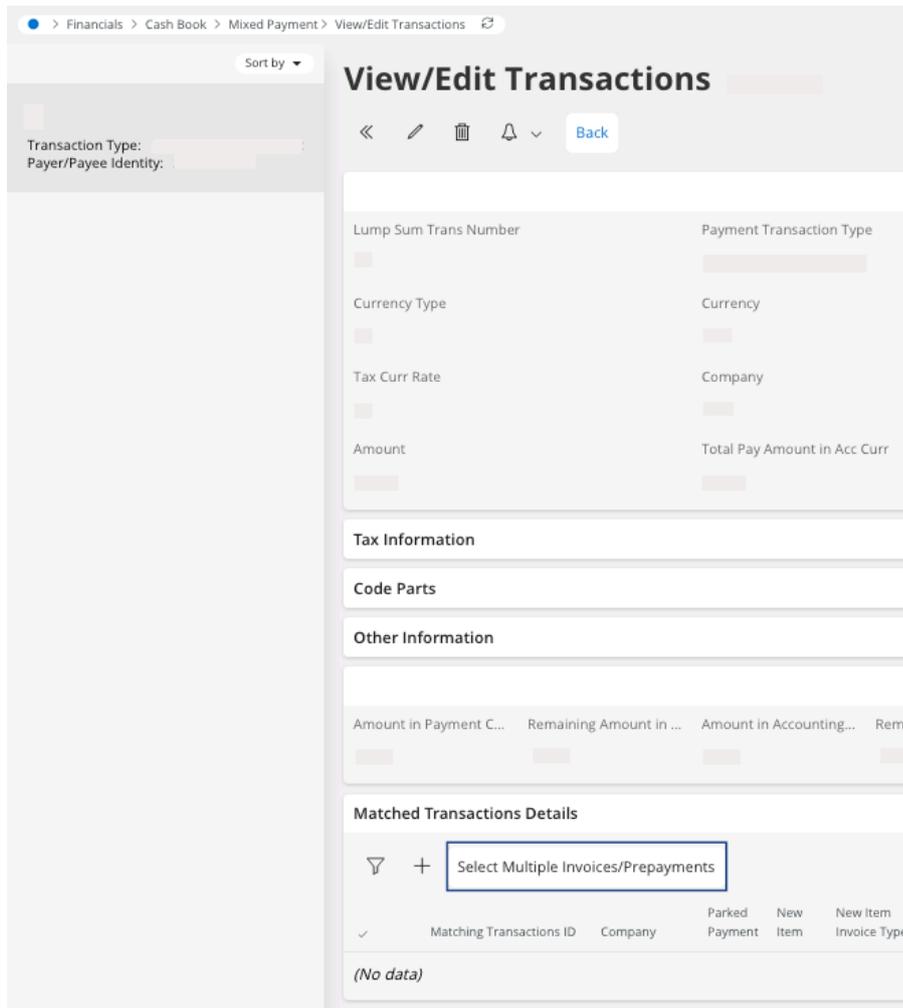
 **Note:** You need to enter a null amount to prevent a new payment to be registered, since it has already been registered before.

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**.



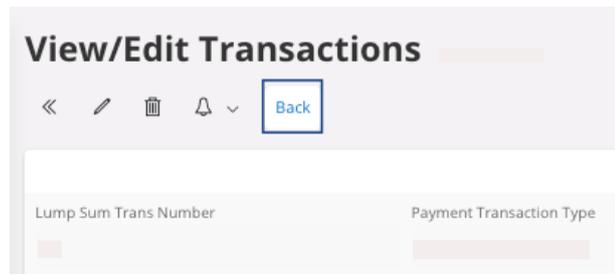
A pane appears.

6. Select the advance invoice and the mixed payment already registered to match them and click **OK**.

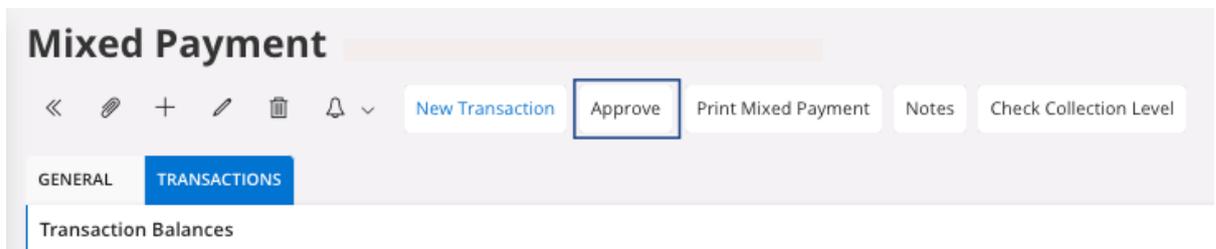
✕ Select Multiple Invoices/Prepayments

<input type="checkbox"/>	Company	Authorized	Parked Payment	Advance Invoice	Series ID	Inv/Prepaym No	Installment ID	Open Amount
<input type="checkbox"/>				Yes				
<input checked="" type="checkbox"/>				Yes				1000,00
<input type="checkbox"/>				No				
<input type="checkbox"/>				No				
<input type="checkbox"/>				No				
<input type="checkbox"/>				No				
<input type="checkbox"/>				No				
<input type="checkbox"/>				No				
<input checked="" type="checkbox"/>				No				-1000,00
<input type="checkbox"/>				No				
<input type="checkbox"/>				No				
<input type="checkbox"/>				No				

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).

Qty to Move	Destination	Site	Condition Code	Expiration Date	Location No	Warehouse
1	Move to inventory				CONSIGN	

 **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.

Document Text Sales Quotation - [Redacted]

Output Type: Phrase ID: Document Text/Phrase Text

ALLCUSDOC Lost / damaged / not returned

Close

4. Add another line:
 - a. In **Sales Part**, select **OPENCO**. This will keep the customer order open until the end of the loan.

Line No	Del No	Status	Supply Code	Sales Part	Sales Part Description	Sales Qty	Available Qty	Sales UoM	Price/Curr
1	1	Planned	Non Inventory	L-FR-LOAN	Monthly Loan	2	0	ea	1000,00
2	1	Planned	Non Inventory	OPENCO	Open Customer	1	0	ea	0,00

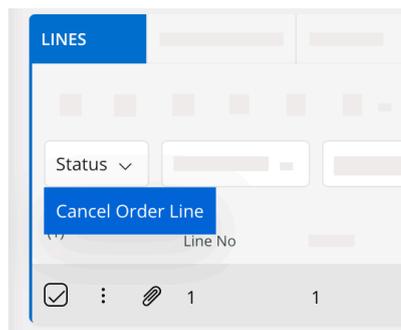
b. Turn on the **Invoice Blocked** toggle so that this line does not appear in the invoice.



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 [Scraping 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.

×
Scrap Inputs

Total Quantity to Scrap <input style="width: 95%;" type="text"/>	Scraping Cause <div style="background-color: #f8d7da; padding: 2px;">[Redacted]</div>	Note <input style="width: 95%;" type="text"/>
---	--	--

Print Serviceability Tag

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.

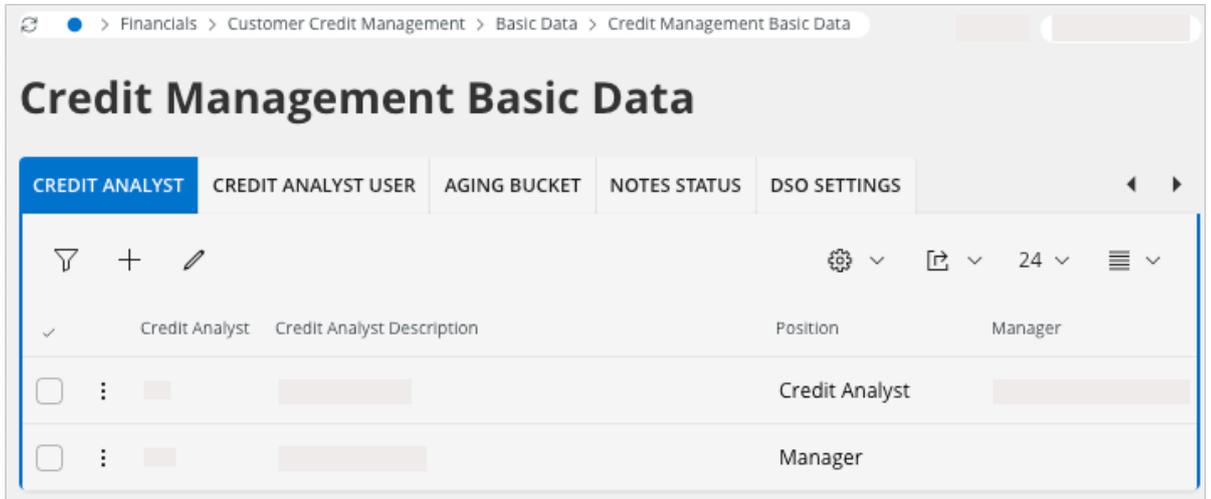
1. Go to **Application Base Setup > Enterprise > Customer > Customer**.
2. Select the tab **Sales** and on the tab **General**, fill the field **Credit Control Group**.

 **Note:** This field is linked to the configuration in the page **Customer Order Credit Control Group** that defines when the automatic check is performed.

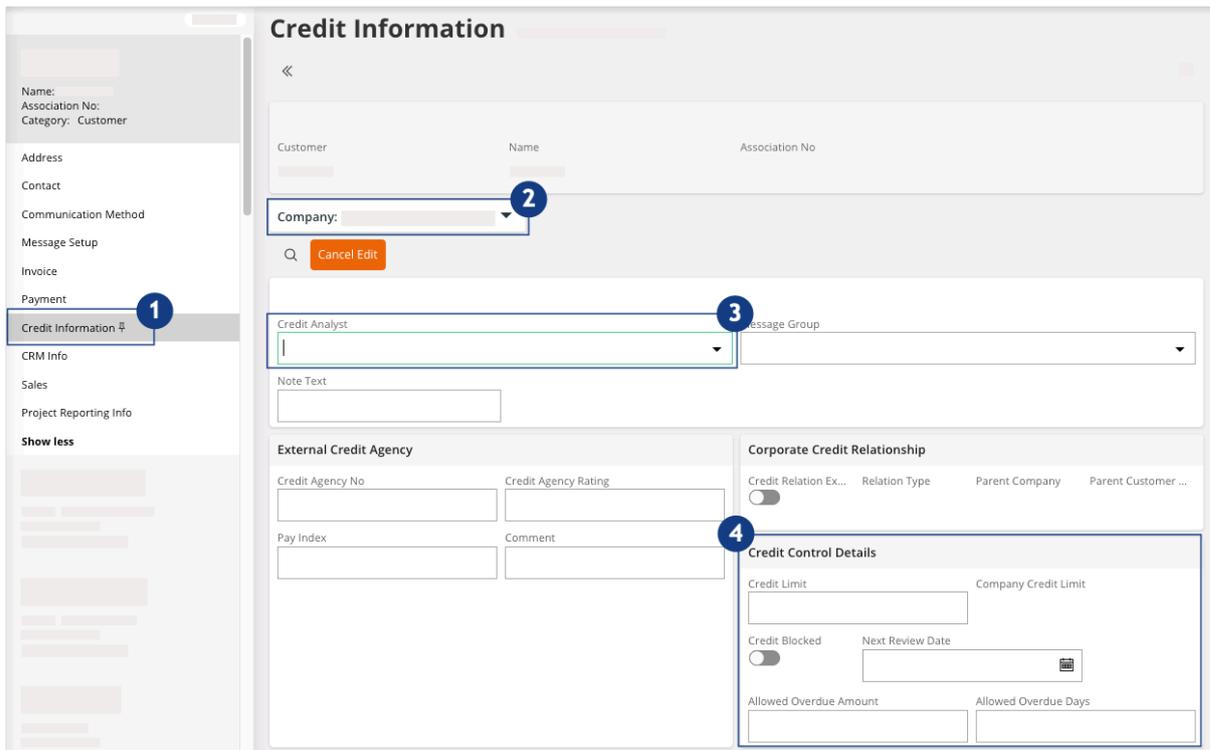
This process impacts the customer order flow but not the sales quotation flow.

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 .



 **Note:** If you want to have more information about the credit check configuration, contact your IT team.

The credit control is correctly configured.

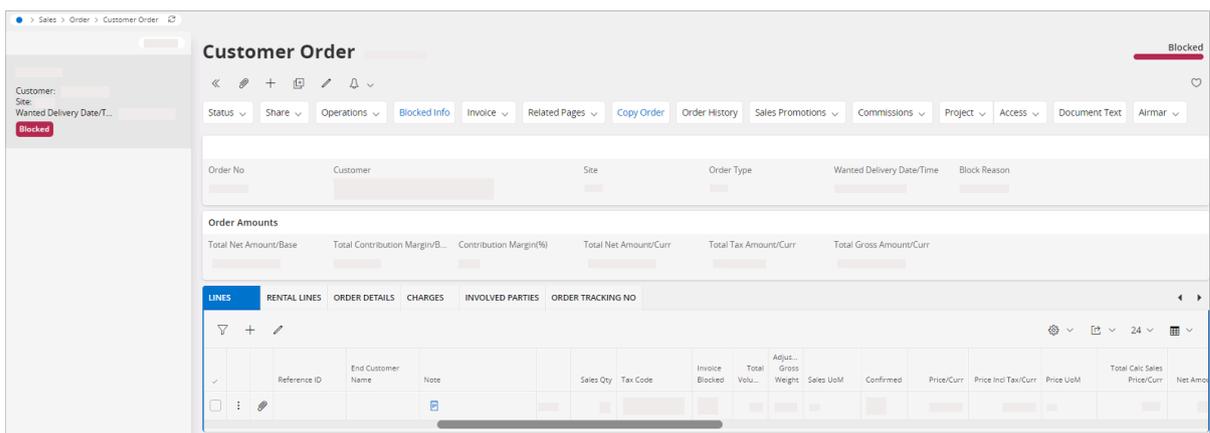
Blocking a Customer Order

Your **Customer Order** can be blocked automatically or manually to avoid any action on it.

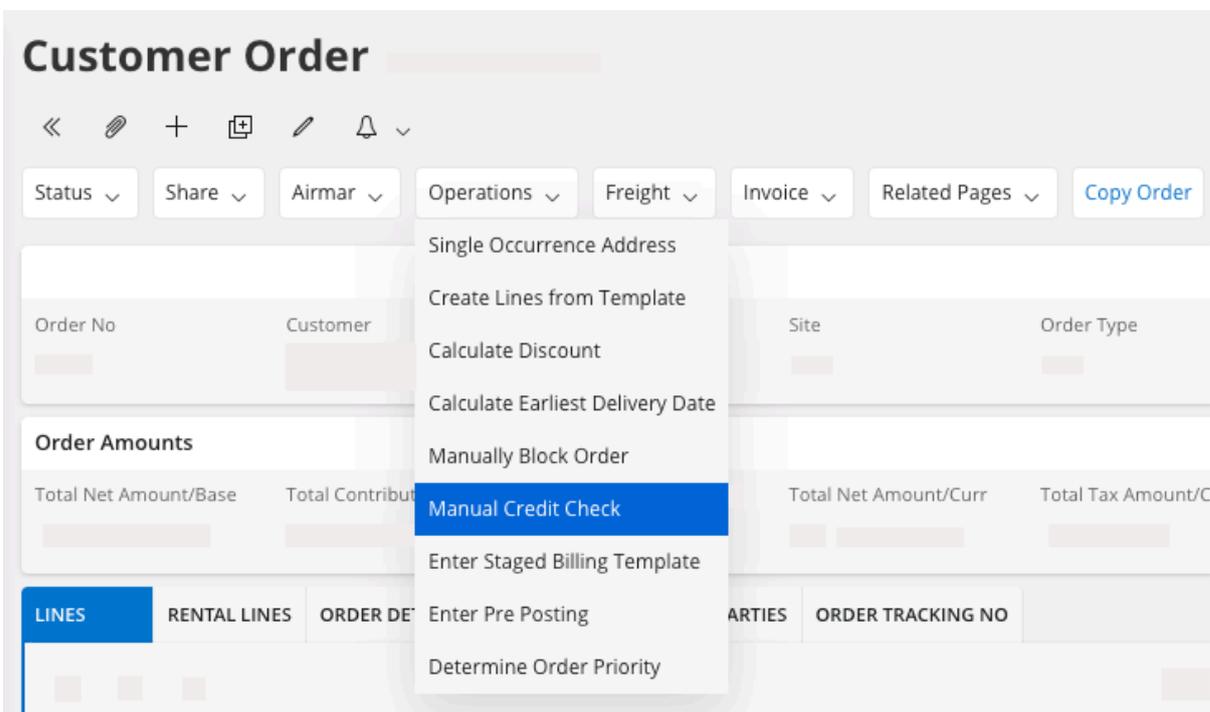
Blocking a Customer Order Automatically

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.

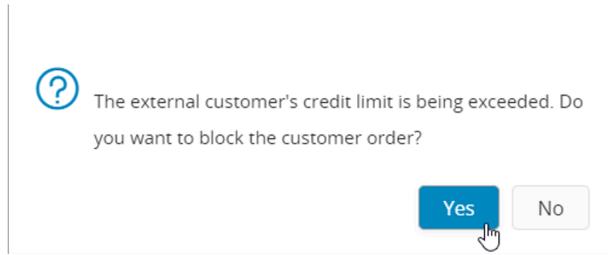
1. Go to your **Customer Order**.
2. If the **Customer Order Credit Control Group** has been configured to perform a credit check at release, and if the credit or open customer order exceed the correct amount, then the order will be automatically blocked at the release step.



3. If you want to perform a new credit check: on your customer order, click **Operations**, then click **Manual Credit Check**.

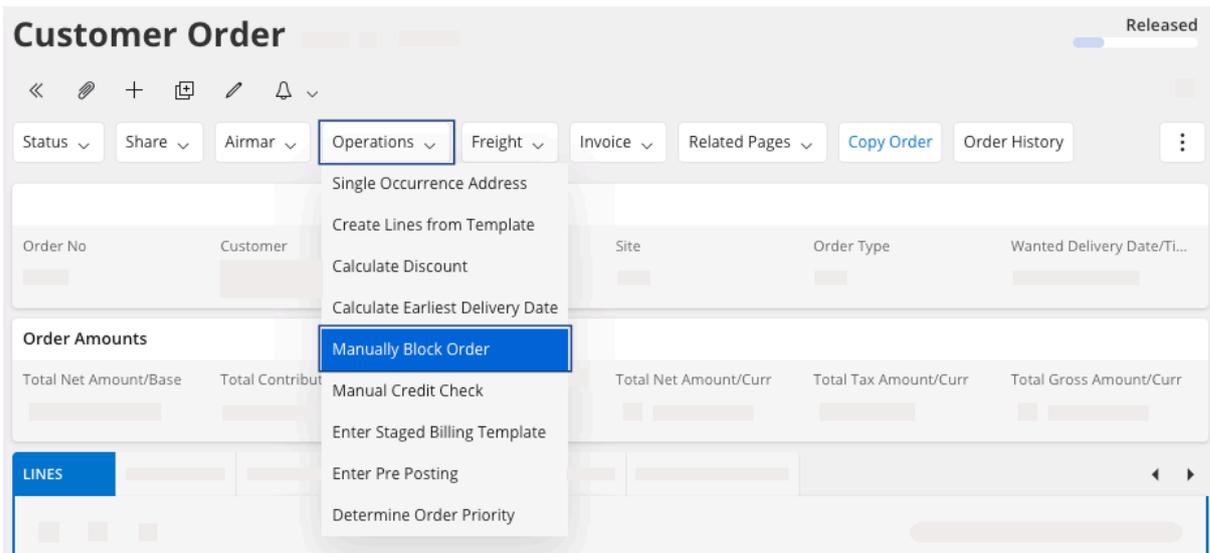


4. A dialog appears if the credit limit is exceeded. If you want to block the customer order, click **Yes**, otherwise click **No**.



Blocking a Customer Order Manually

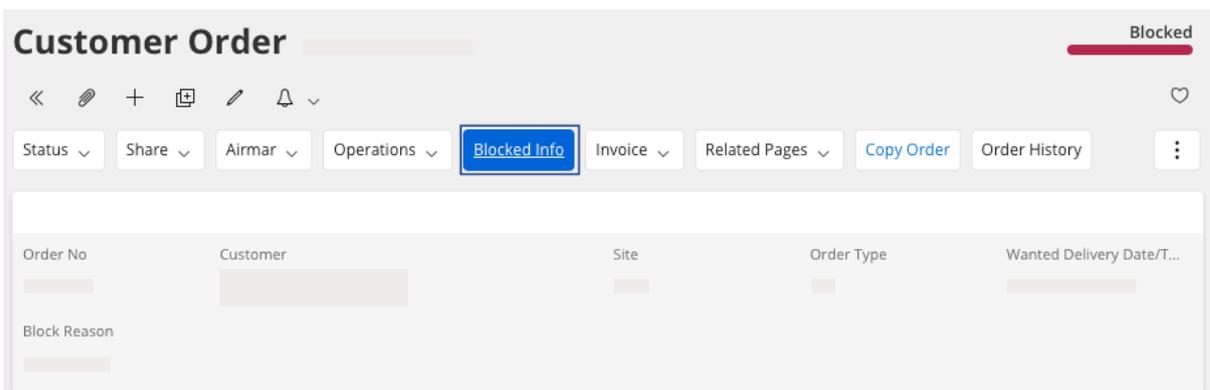
1. Go to your **Customer Order**.
2. If you want to manually block your order: in your **Customer Order**, click **Operations > Manually Block Order**.



Unblocking a Customer Order

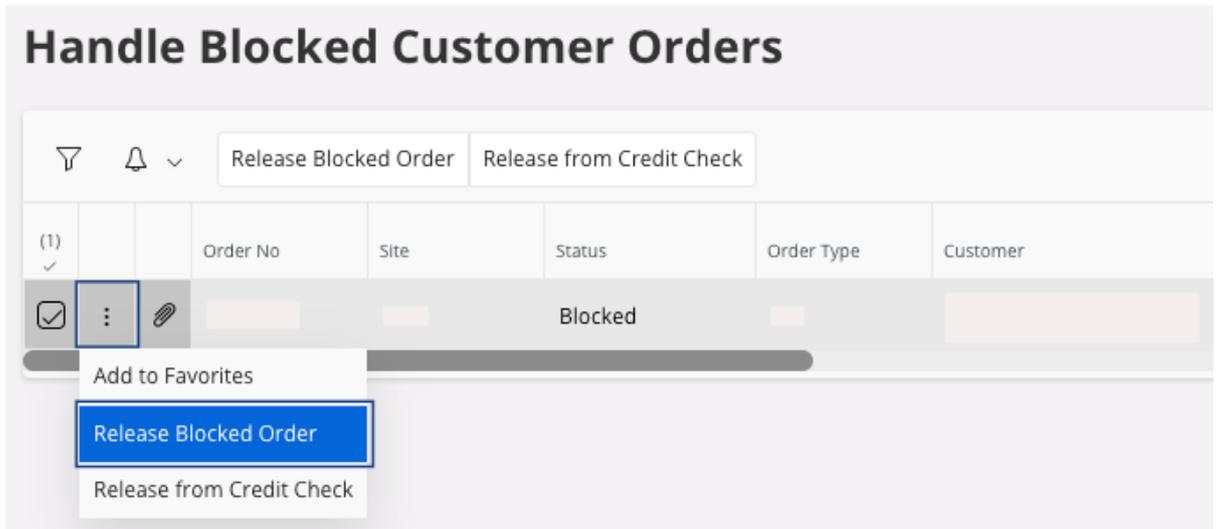
Unblock a *customer order* following a credit check.

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**.



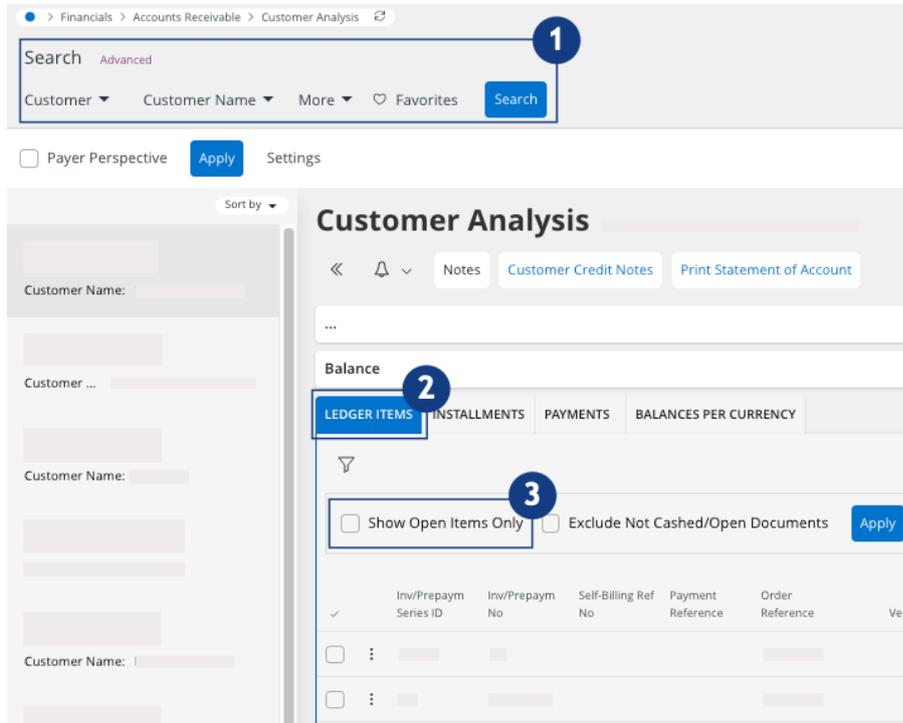
- b. If you want to unblock all the automatic credit check for the customer order: click the three dots , then click **Release from Credit Check**.

Your **Customer Order** has been unblocked.

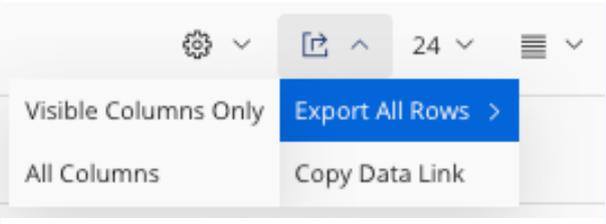
Statistics and Reporting

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.



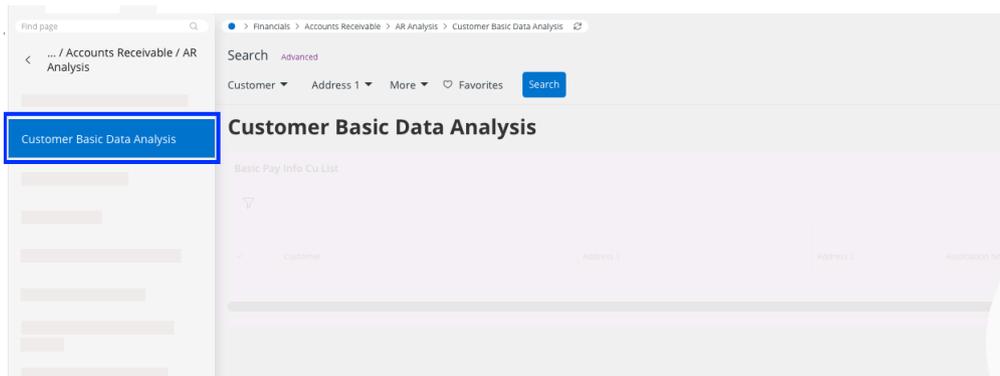
Remember: You can export this report in an Excel file. On your lines area, click  > **Export All Rows** and choose if you want to see data from the columns displayed only or from all the columns.



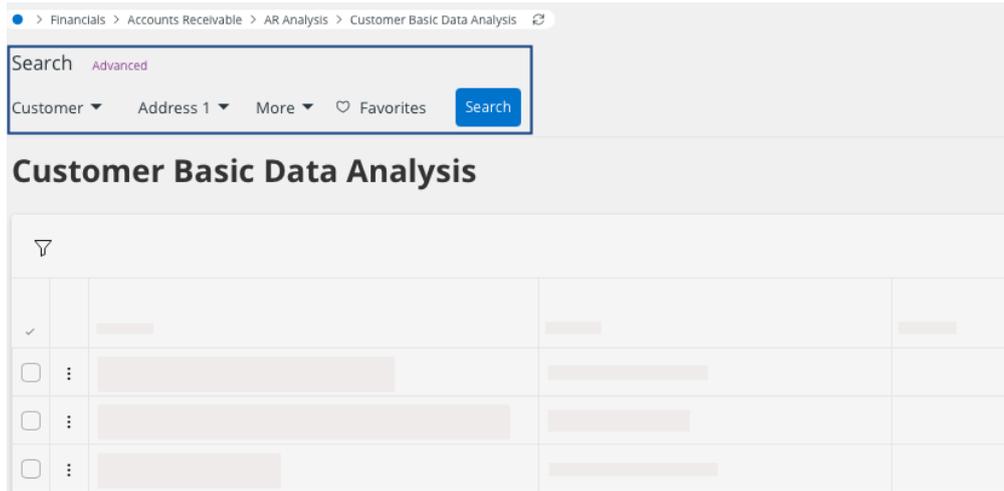
Consulting Customer Basic Data Analysis

Consult information on one or multiple customers.

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



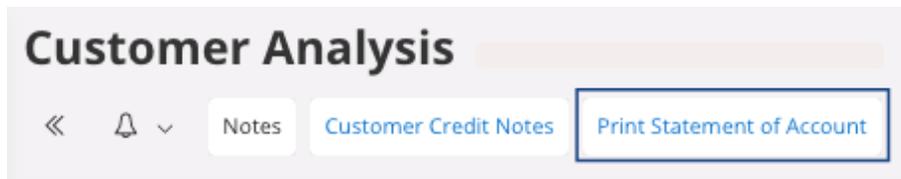
2. Use the filters above the list to find the customers whose information you want to display.



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...).

Financials > Accounts Receivable > AR Reports > Customer Statement of Account

Customer Statement of Account

Selections — **Options**

Company: Selection Based on: Voucher Date Date Period Substitution Variables To:

Selection Template

Template ID: Ownership: Public Owner:

Selection Template Details

Selection Object ID	Operator	From Value	To Value	Values Exist
<input type="checkbox"/> AR_CONTACT - AR Contact	Between			No
<input type="checkbox"/> CURRENCY - Currency	Equal			No
<input type="checkbox"/> CUSTOMER_GROUP - Customer Group	Between			No
<input type="checkbox"/> CUSTOMER_ID - Customer ID	Between			No
<input type="checkbox"/> PAYER - Payer	Between			No

4. Click **Next**.

5. Choose your **Options**.

Customer Statement of Account

Selections
 Options

Include/Exclude

Ledger Status <input type="text" value="All"/>	Advance/Prepam Invoice <input type="text" value="Include"/>	Exclude Advance Payments <input type="checkbox"/>
Exclude Payments on Account <input type="checkbox"/>	Exclude Not Cashed/Open Documents <input type="checkbox"/>	Include Customers with no Open Items <input type="checkbox"/>
Include Connected Suppliers <input type="checkbox"/>		

Days of Ageing

Period 1	Period 2	Period 3
<input type="text"/>	<input type="text"/>	<input type="text"/>

Sort By

Document No
 Document Date

Print Options

Print Separate Debit and Credit Amount <input type="checkbox"/>	Use Confirmation Statement Template <input type="checkbox"/>	Print Notes <input type="checkbox"/>
Print Additional Reference <input type="checkbox"/>	Batch Printout <input checked="" type="checkbox"/>	

Schedule Report

Schedule

◀ Previous
▶ Next
Finish
Cancel

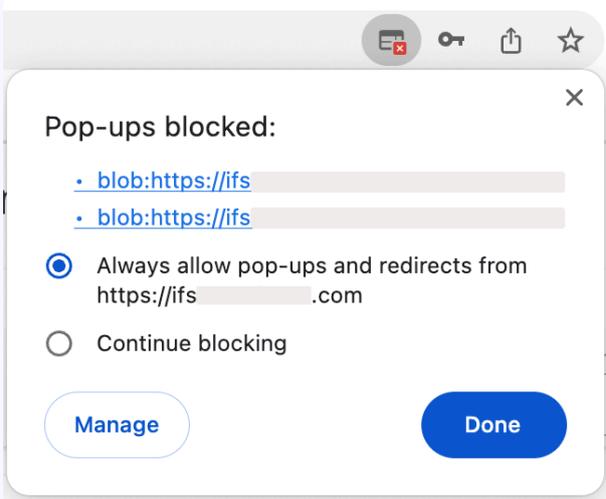
6. Click **Finish**.

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**.

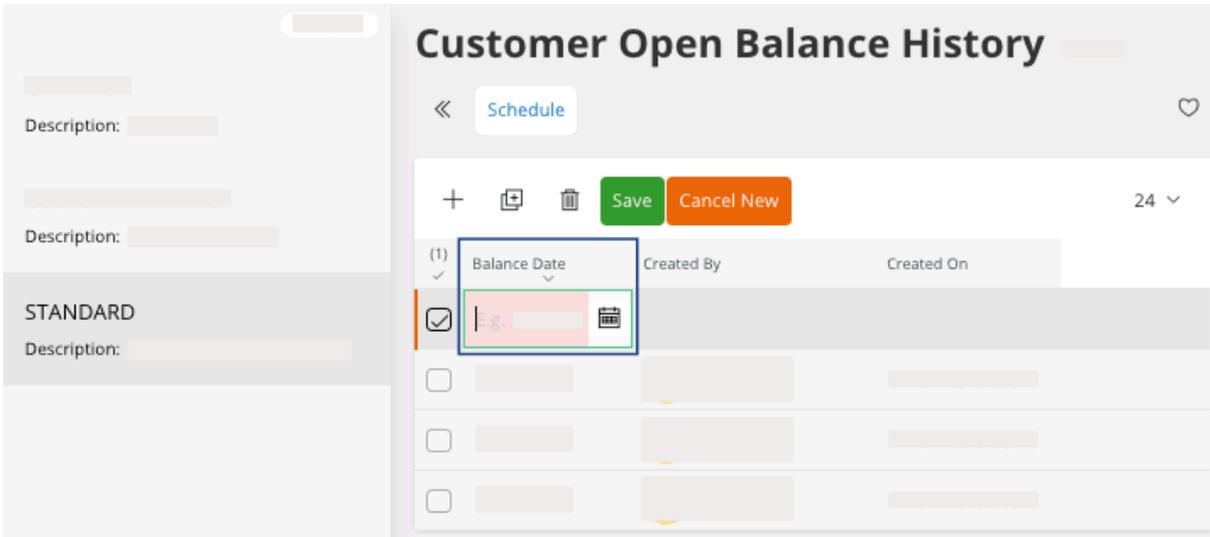
Your customer statement has been printed.

Consulting Customer Open Transactions

Display all the open balance history from customers on an exact date.

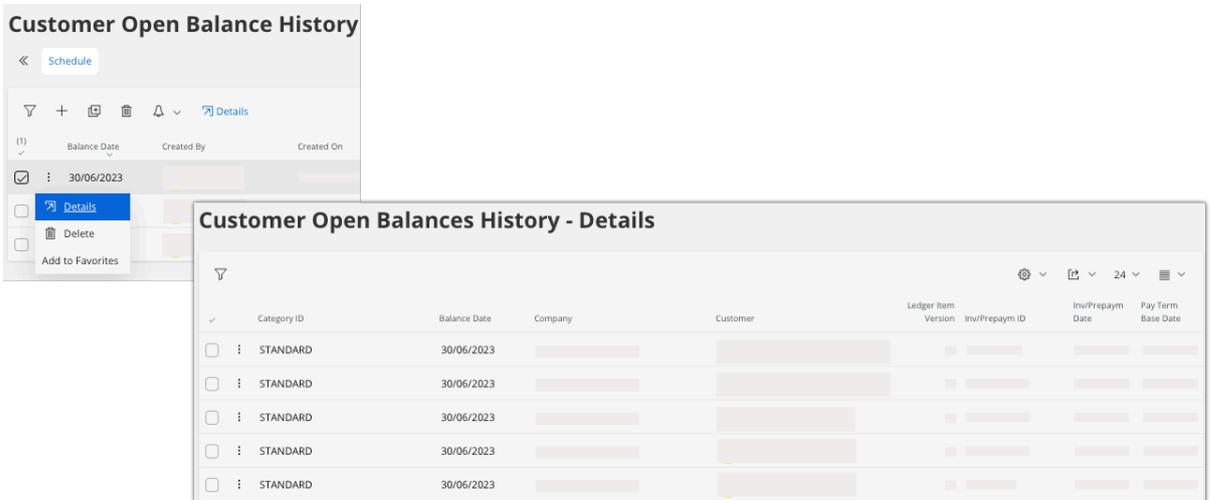
This report is also useful to reconcile auxiliary ledger with general ledger, as the general ledger account linked to each customer transaction is into the grid.

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.

- 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**.

Customer Transactions

Company

Selection Based On Date/Period

Period
 Date

From Year

From Period

Until Year

Until Period

Selection Parameters

Customer Group
 Customer

Code Part

Values

Currency

Customer No

Account

Code Part

Additional Parameters

Summarize Previous Period

Exclude Customers with no period(s) trans...

Print Sub Totals per Period

Reporting Currency

Accounting Currency
 Parallel Currency

Schedule Report

Schedule

Print

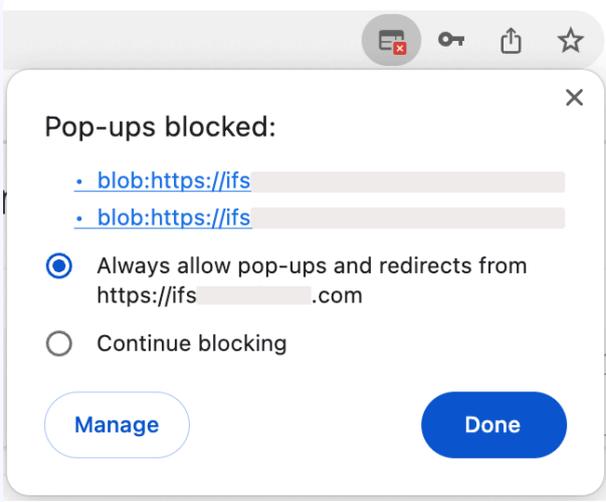
Cancel

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.



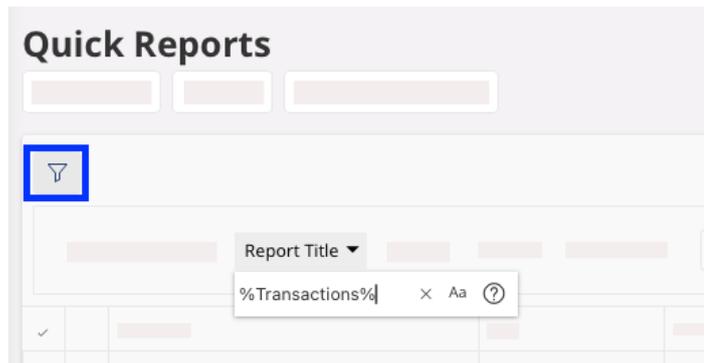
- **Print:** if you want your document on paper, choose your printer, or if you want to keep it on your computer in PDF, choose **IFS PDF Archiver**.
- **Email:** fill in or check the email address and send it.

You now have a **Customer Transactions** report.

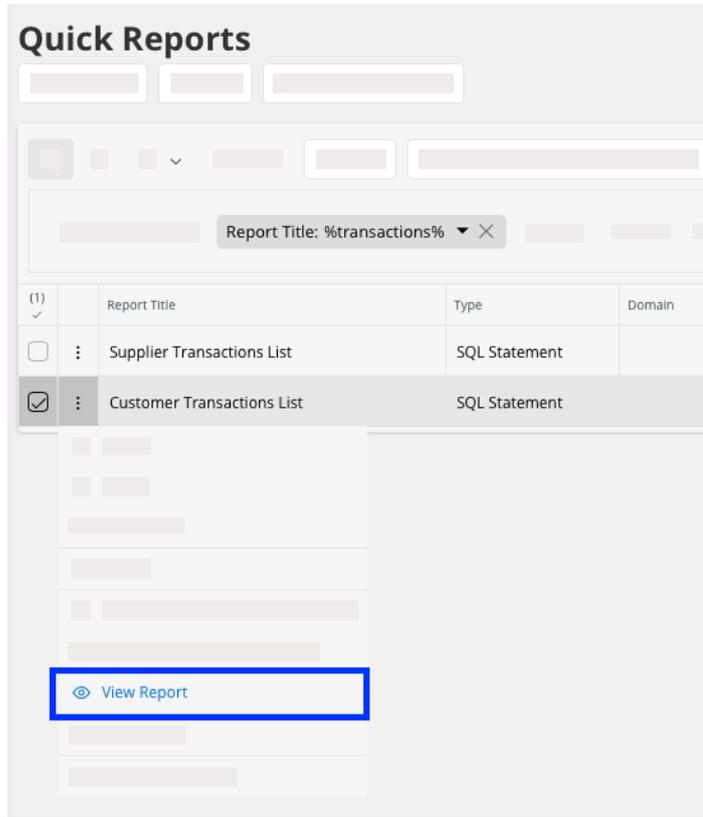
Consulting Customer Transaction List

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%.



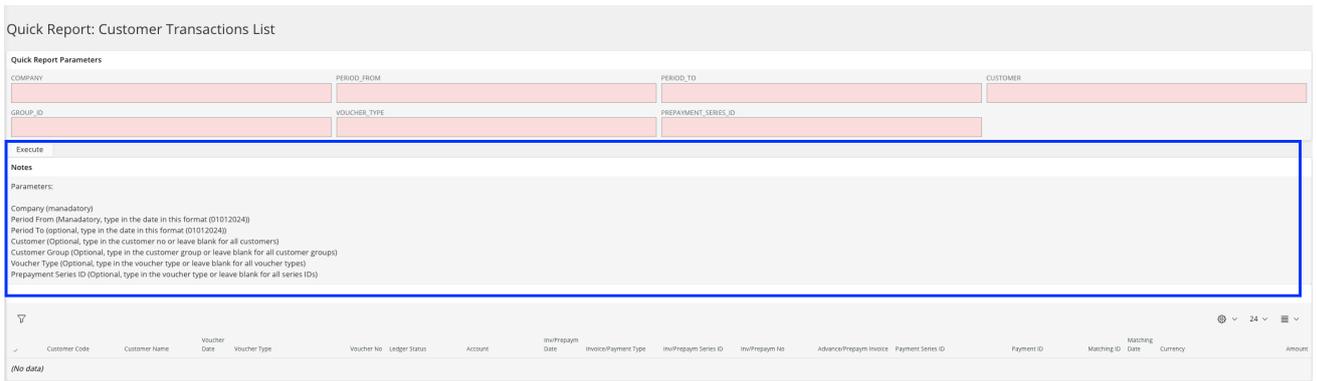
3. Click the three dots in front of the report named **Customer Transactions List**, then click **View Report**.



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**.

Customer Trial Balance

● Selections

○ Options

Company
From Year/Period
To Year/Period

Selection Template

Template ID
Ownership
Owner

Public

Selection Template Details

+
New Selection Template

 24

	Selection Object ID	Operator	From Value	To Value	Values Exist
<input type="checkbox"/>	: <input style="width: 80%;" type="text"/>	<input style="width: 50%;" type="text"/>			<input style="width: 50%;" type="text"/>
<input type="checkbox"/>	: <input style="width: 80%;" type="text"/>	<input style="width: 50%;" type="text"/>			<input style="width: 50%;" type="text"/>
<input type="checkbox"/>	: <input style="width: 80%;" type="text"/>	<input style="width: 50%;" type="text"/>			<input style="width: 50%;" type="text"/>
<input type="checkbox"/>	: <input style="width: 80%;" type="text"/>	<input style="width: 50%;" type="text"/>			<input style="width: 50%;" type="text"/>
<input type="checkbox"/>	: <input style="width: 80%;" type="text"/>	<input style="width: 50%;" type="text"/>			<input style="width: 50%;" type="text"/>

◀ Previous
▶ Next
Finish
Cancel

b. Click **Next**.

c. In **Options**.

Customer Trial Balance

Selections
 Options

Include/Exclude

Advance/Prepaym Invoice <input type="text" value="Include"/>	Exclude Payments on Account <input type="checkbox"/>	Exclude Payment Documents <input type="checkbox"/>
Exclude Advance Payments <input type="checkbox"/>	Exclude Customer with Zero Closing Balance <input type="checkbox"/>	Exclude Customer with No Activity <input type="checkbox"/>

Sort Order

- Ledger Account
- Country
- Customer Group
- Currency
- Customer ID

Reporting Currency

- Accounting Currency
- Parallel Currency

Schedule Report

Schedule

◀ Previous
▶ Next
Finish
Cancel

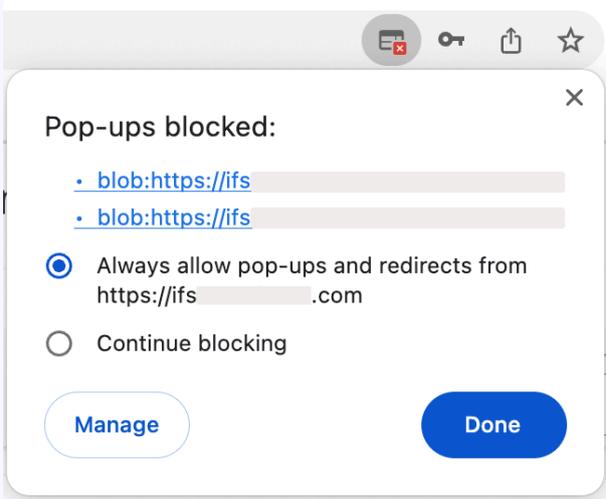
d. Click **Finish**.

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.



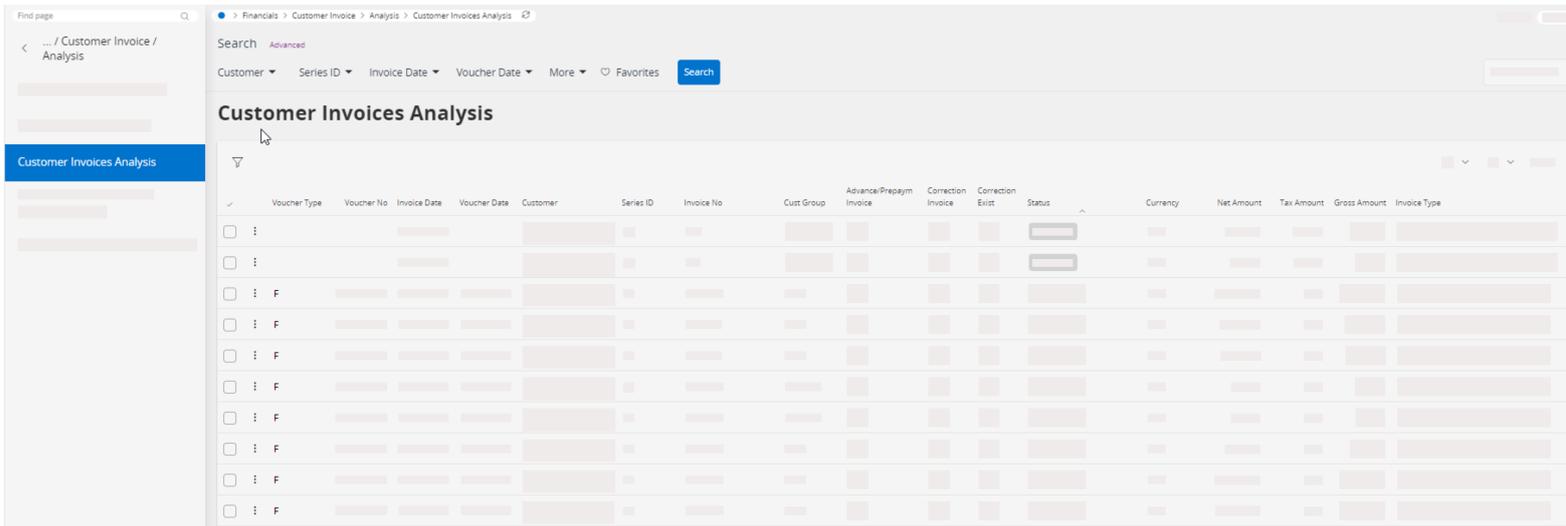
- **Print:** if you want your document on paper, choose your printer, or if you want to keep it on your computer in PDF, choose **IFS PDF Archiver**.
- **Email:** fill in or check the email address and send it.

You get your **Customer Trial Balance** report.

Consulting Customer Invoices

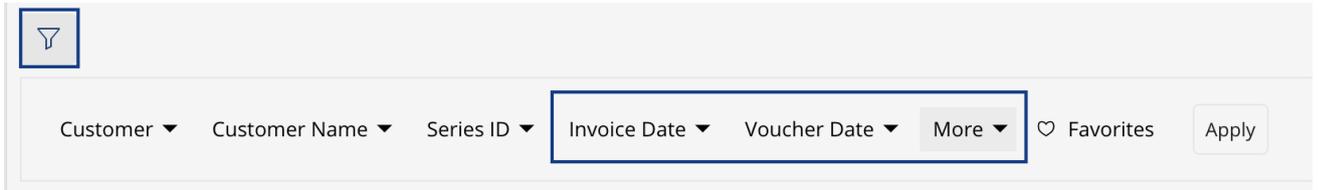
You can display a list of your customer invoices.

1. Go to the page **Customer Invoices Analysis** to see the list of customer invoices created by your company.



✓	Voucher Type	Voucher No	Invoice Date	Voucher Date	Customer	Series ID	Invoice No	Cust Group	Advance/Prepaym Invoice	Correction Invoice	Correction Exist	Status	Currency	Net Amount	Tax Amount	Gross Amount	Invoice Type
<input type="checkbox"/>	:																
<input type="checkbox"/>	:																
<input type="checkbox"/>	F																
<input type="checkbox"/>	F																
<input type="checkbox"/>	F																
<input type="checkbox"/>	F																
<input type="checkbox"/>	F																
<input type="checkbox"/>	F																
<input type="checkbox"/>	F																
<input type="checkbox"/>	F																

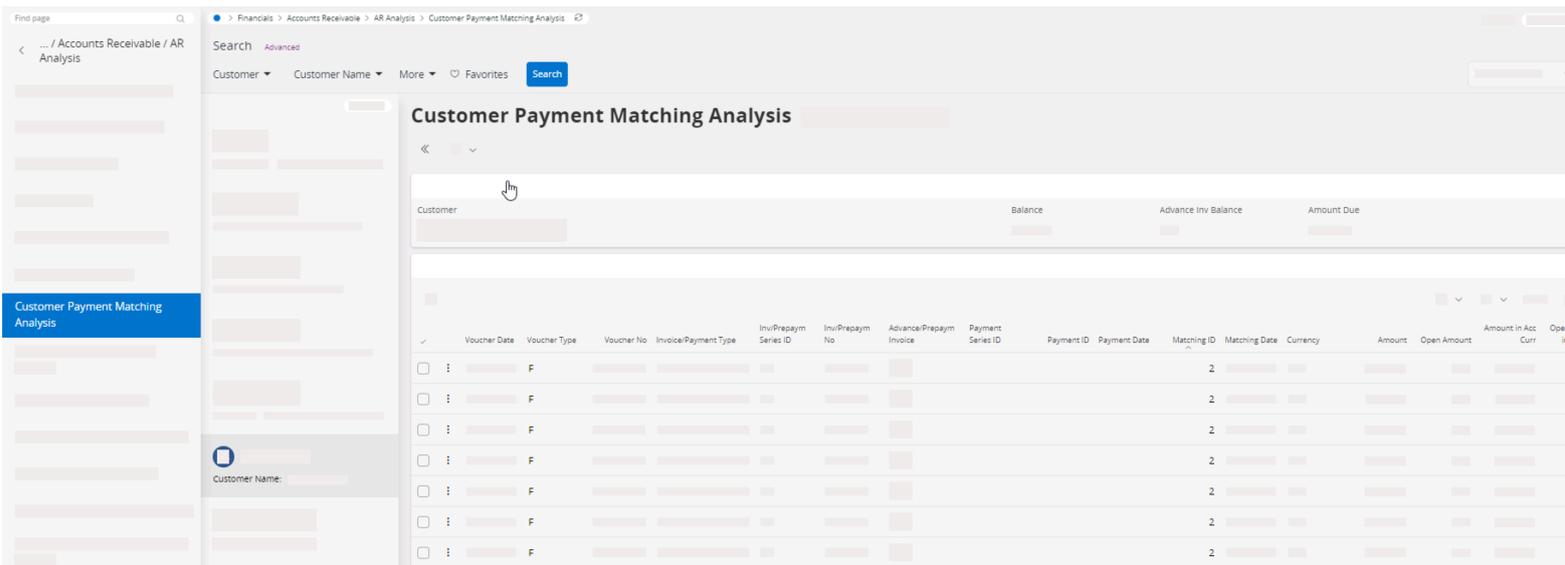
2. Use the filters to display the invoices by either **Invoice Date** or **Voucher Date**.



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**.

Find page

Financials > Accounts Receivable > AR Analysis > Receivables Analysis

Search *Advanced*

Customer Customer Group More Favorites

Receivables Analysis

✓	Customer	Customer Group	Balance	Advance Invoice Balance	Amount Due	Open Prepayments	Other Party Type Exist	AR Contact
<input type="checkbox"/>	Customer 1	Group 1	1000	500	1500	200		Contact 1
<input type="checkbox"/>	Customer 2	Group 2	2000	1000	3000	400		Contact 2
<input type="checkbox"/>	Customer 3	Group 1	1500	750	2250	300		Contact 3
<input type="checkbox"/>	Customer 4	Group 2	3000	1500	4500	600		Contact 4
<input type="checkbox"/>	Customer 5	Group 1	1200	600	1800	250		Contact 5
<input type="checkbox"/>	Customer 6	Group 2	2500	1250	3750	500		Contact 6
<input type="checkbox"/>	Customer 7	Group 1	1800	900	2700	350		Contact 7
<input type="checkbox"/>	Customer 8	Group 2	3500	1750	5250	700		Contact 8
<input type="checkbox"/>	Customer 9	Group 1	1400	700	2100	280		Contact 9
<input type="checkbox"/>	Customer 10	Group 2	2800	1400	4200	550		Contact 10

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**.

Shop Order

Order No: Release No: * Sequence No: * Site:

Shop Order Type:

Part:

Lot Size:

Scheduling

Scheduling Direction: Earliest Start Date:

Start Date: Finish Date:

Need Date:

DETAILS

Settings and Options

Structure -

Structure Type: Structure Revision: Structure Alternate: Rework:

Lot Size Based:

Routing -

Routing Type: Routing Revision: Routing Alternate:

Production Line: Lot Size Based:

Notes:

A dialog appears, click **OK**.

- 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.

Shop Order

Released

Order No: Release No: * Sequence No: * Site:

Shop Order Type:

Part:

Scheduling

Scheduling Direction: Earliest Start Date:

Start Date: Finish Date:

Need Date:

DETAILS | **MATERIALS** | OPERATIONS | BY-PRODUCTS

Supply Type	Line Item No	Component Part	Material Line Status	Required Date	Qty per Assembly	Component Scrap	Qty Required
<input type="checkbox"/> : Invent Order			Released				
<input type="checkbox"/> : Invent Order			Released				

Attachments:

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**.

The screenshot shows the 'Shop Order' interface in the 'Released' status. The 'MATERIALS' tab is active, displaying a table of components. The table has columns for 'Supply Type', 'Line Item No', 'Component Part', 'Material Line Status', 'Required Date', 'Qty per Assembly', 'Component Scrap', and 'Qty Required'. The first row is selected and shows 'Invent Order' as the supply type, a red component part, and a quantity of 0. A 'Save' button and a 'Cancel New' button are visible above the table. The 'Attachments' section is at the bottom.

- 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

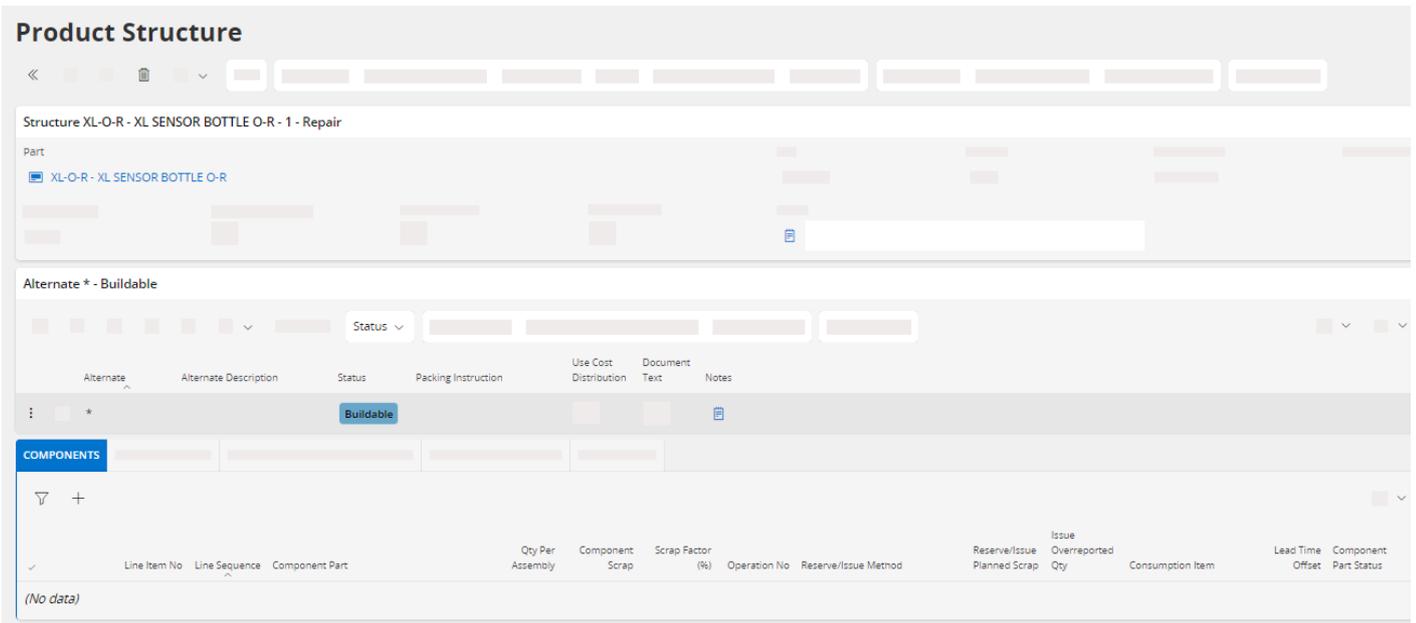
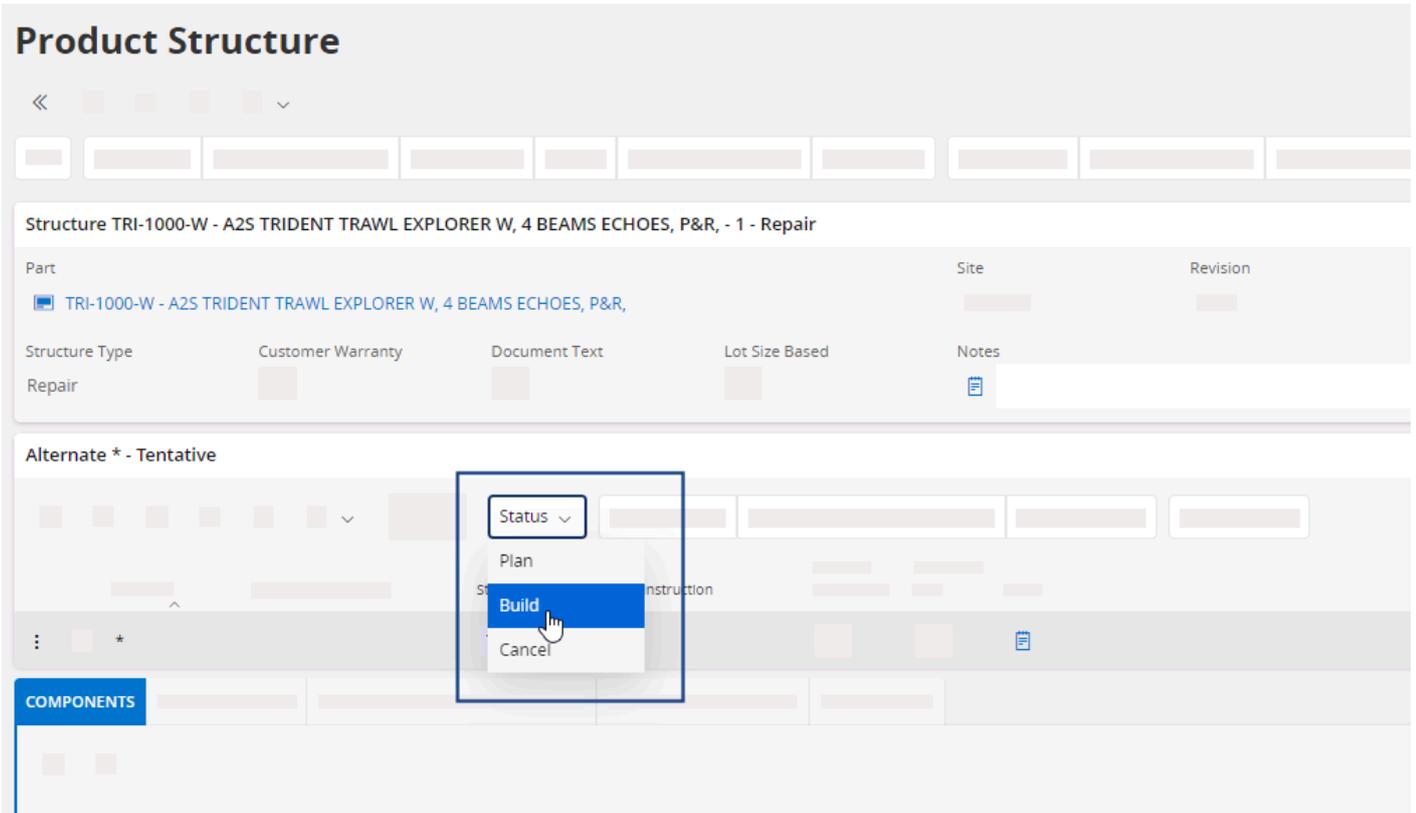
Create and manage manually a shop order for repair.

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**.

The screenshot shows a form titled "New Product Structure". It contains four dropdown menus: "Site", "Part", "Revision No", and "Structure Type". The "Structure Type" dropdown is highlighted with a blue border and shows "Repair" as the selected option. Below the dropdowns are "OK" and "Cancel" buttons.

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:

Shop Order - * - * - MPF - Repair - XL-O-R - 1 ea - ▼

Order No: Release No: * Sequence No: * Site: MPF Order Type: Repair
 Part: XL-O-R - XL SENSOR BOTTLE O-R Lot Size: 1

DETAILS

Settings and Options

Structure 1 - *
 Structure Type: Repair Structure Revision: 1 Structure Alternate: * Rework: Lot Size Based:

Routing -
 Routing Type: Repair

- 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.

Site:
 Order Type: Repair
 Part No: TRI-1000-W
 Lot Size: 1 ea
 Released

Shop Order

Order No: Release No: * Sequence No: * Site: Order Type: Repair
 Part: TRI-1000-W - A2S TRIDENT TRAWL EXPLORER W, 4 BEAMS ECHOES, P... Lot Size: 1

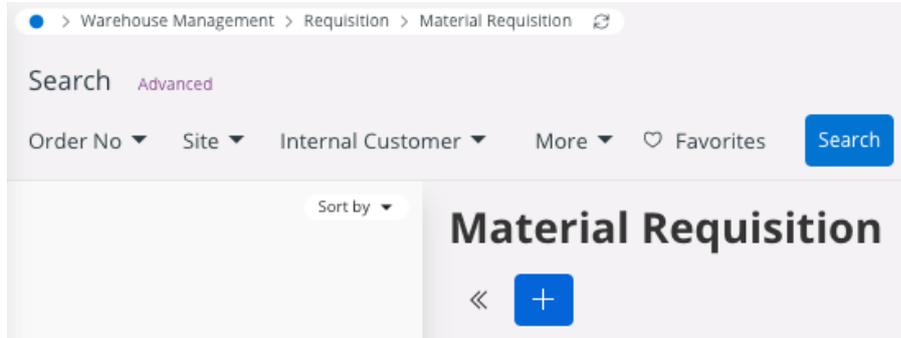
Materials

Line Item No	Component Part	Material Line Status	Required Date	Qty per Assembly	Component Scrap	Scrap Factor (%)	Qty Required	Operation	Reserve/Issue Method
1	TRI-1000-W - A2S TRIDENT TRAWL EXPLORER W, ...	Released		1 ea	0 ea	0	1 ea		Reserve And Backflush
2	46-017-02 - BATTERY, A1, XLR	Released		2 ea	0 ea	0	2 ea		Reserve And Backflush

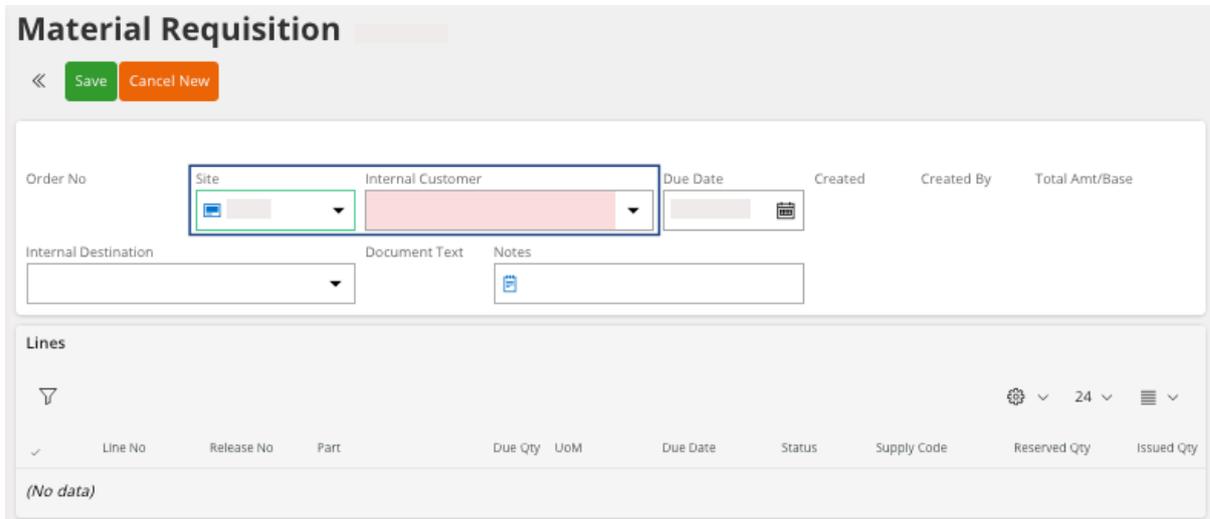
Creating a New Material Requisition

Consume stock for internal use.

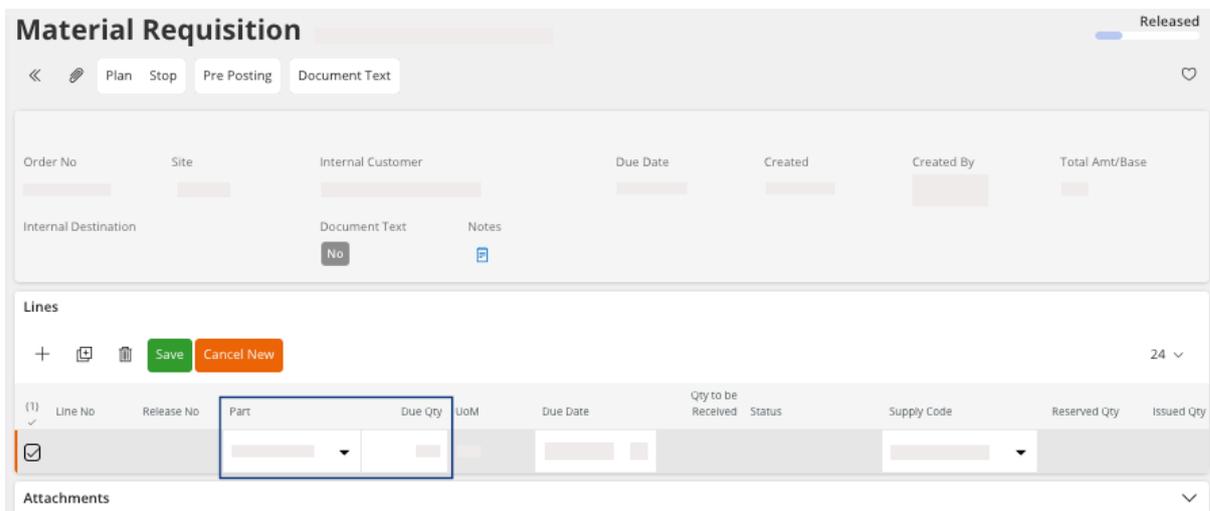
1. Go to **Warehouse Management > Requisition > Material Requisition**.
2. Click **New +**.



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**.

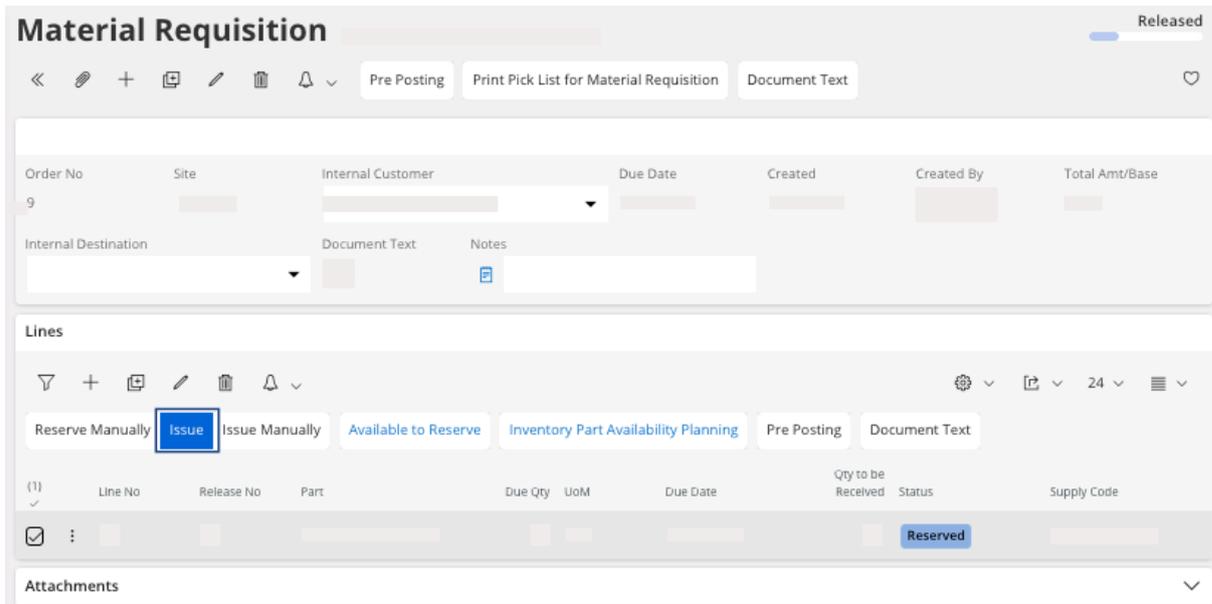


6. Click **Save**.
7. The **Pre-Posting** pane appears, you need to linked the line(s) to a **Dept**, a **Sub-Dept** and a **Project**, click **Save** and **Close** the pane.

✕ Pre Posting for Material Requisition

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

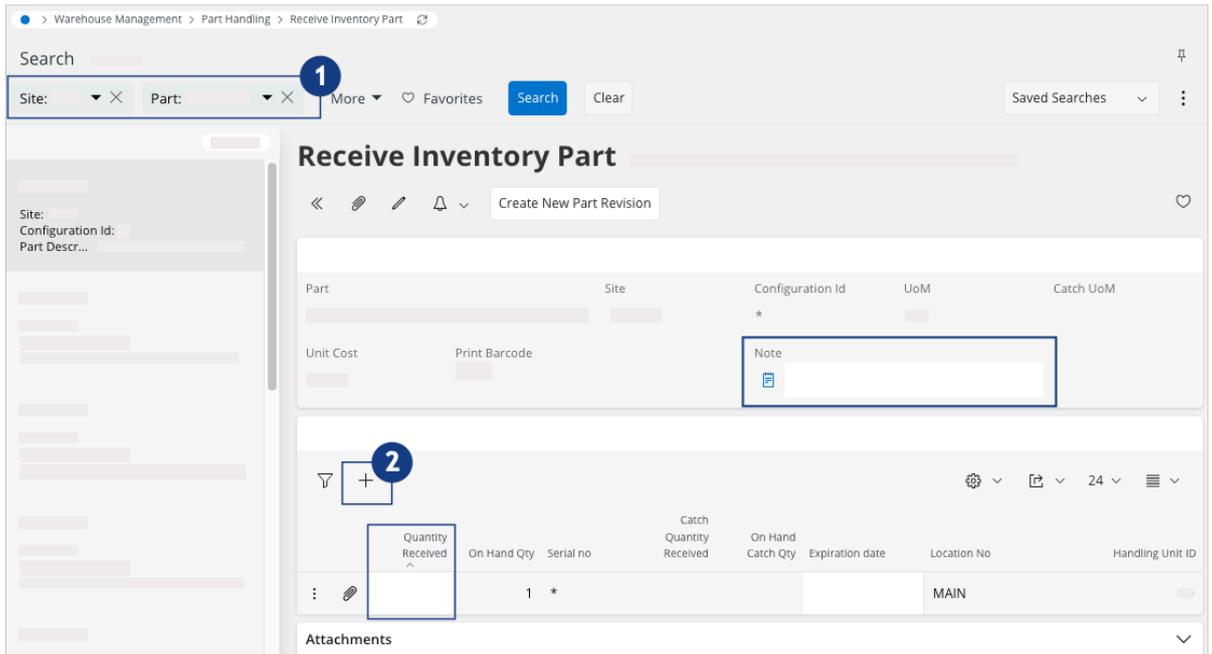
Change the existing stock: add a new quantity to the stock.

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.

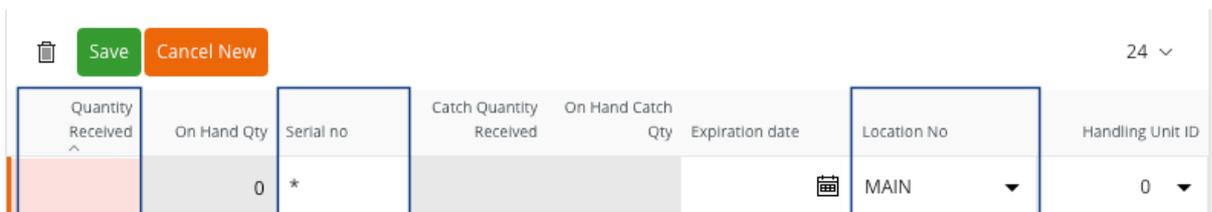


 **Note:** One line correspond to one **Serial No** only. In case your item is configured as a **Serial number Tracking**: you need to add a line for each **Serial No** that you have.

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**.

×

Pre Posting

Dept

Project

Sub-Dept

OK

Cancel

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.

×

Define Cost Structure

Part No	Site	Configuration ID	Lot/Batch No	Serial Number
		*	*	

Total Cost / Unit
0,00

🔍 +

Get Defaults

Split Cost

⚙️
24
☰

	Cost Bucket ID	Posting Cost Group ID	Cost Source ID	Accounting Year	Cost / Unit
✓					

(No data)

Cancel

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**.

Issue Inventory Part

<< Inventory Part Availability Planning ♡

Part Site Configuration Id UoM

Cancel Edit 24 ∨

Qty To Issue	Available Qty	Location No	Note	Warehouse ID	Handling Unit ID
<input type="text"/>	1	LOAN	<input type="text"/>	<input type="text"/>	0
<input type="text"/>	25	MAIN	<input type="text"/>	<input type="text"/>	0
<input type="text"/>	5	RMA	<input type="text"/>	<input type="text"/>	0

Attachments ∨

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**.

× Pre Posting

Dept

Project

Sub-Dept

OK Cancel

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**.

Task Options — Schedule — Schedule Options

Start Option

Start now
 Schedule

Parameters

Site: MPF Warehouse Type: Warehouse: Bay: Row: Tier: Bin: Storage Zone:

Advanced

Part Selection: Parts with and without cyclic counting: Freeze part while counting: Include Full Qty Of Part In Locati...: Part No: Project ID: Number of records to be Printed: Max On Hand Qty:

Excluded Parts Counted Since (D...: Commodity Group 2: Location Group: ABC Class: Frequency Class: Lifecycle Stage: One Report Per Warehouse: Print Report: Detailed

Exclude Stock

Company Owned: Consignment: Customer Owned: Supplier Loaned: Supplier Rented: Company Rental Asset: Rotable Pool: FA Rotable Pool: Project Inventory: Standard Inventory: Attached to Handling Unit: Not Attached to Handling Unit:

Handling Unit

Include Full Qty of Top Handling...: Handling Unit Type ID: Top Handling Unit Type ID: Handling Unit Category ID: Top Handling Unit Category ID:

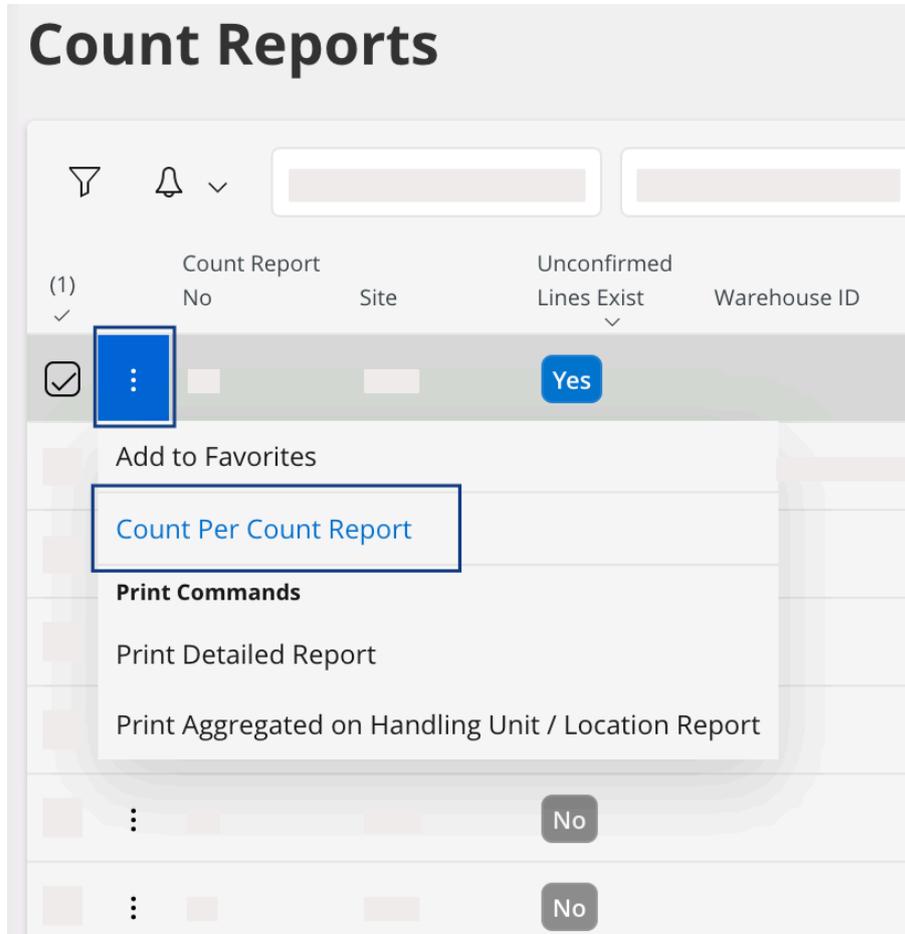
Previous Next Finish Cancel

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**.

Count per Count Report

<< [] [] [] []

Count Report No [] Site [] Detailed Report Prin... [] Aggregated on Han... []

DETAILS DETAILS WITH AGGREGATED SERIALS AGGREGATED ON HANDLING UNITS/LOCATIONS

Cancel Edit

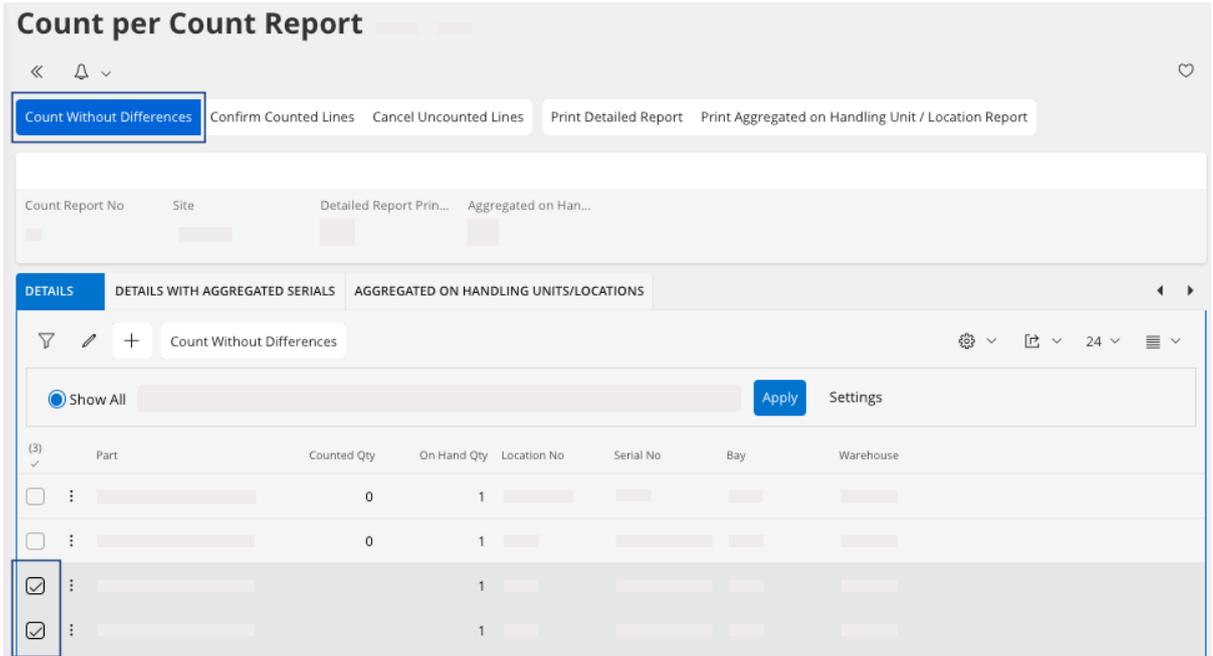
Show All Show All Unconfirmed Lines Show Single Show Single Unconfirmed Lines **Apply** Settings

Part	Counted Qty	On Hand Qty	Location No	Serial No	Bay	Warehouse
[]	[]	1	[]	*	[]	[]
[]	[]	1	[]	[]	[]	[]

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.

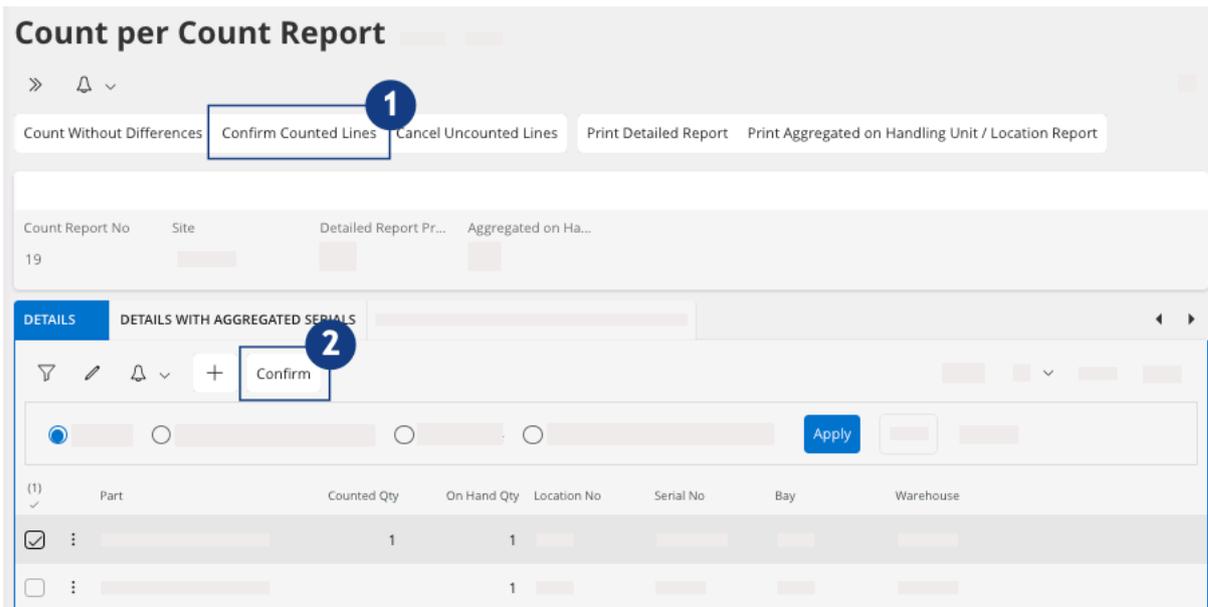
You can select your line(s) and in the header click **Count without Differences**.



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.

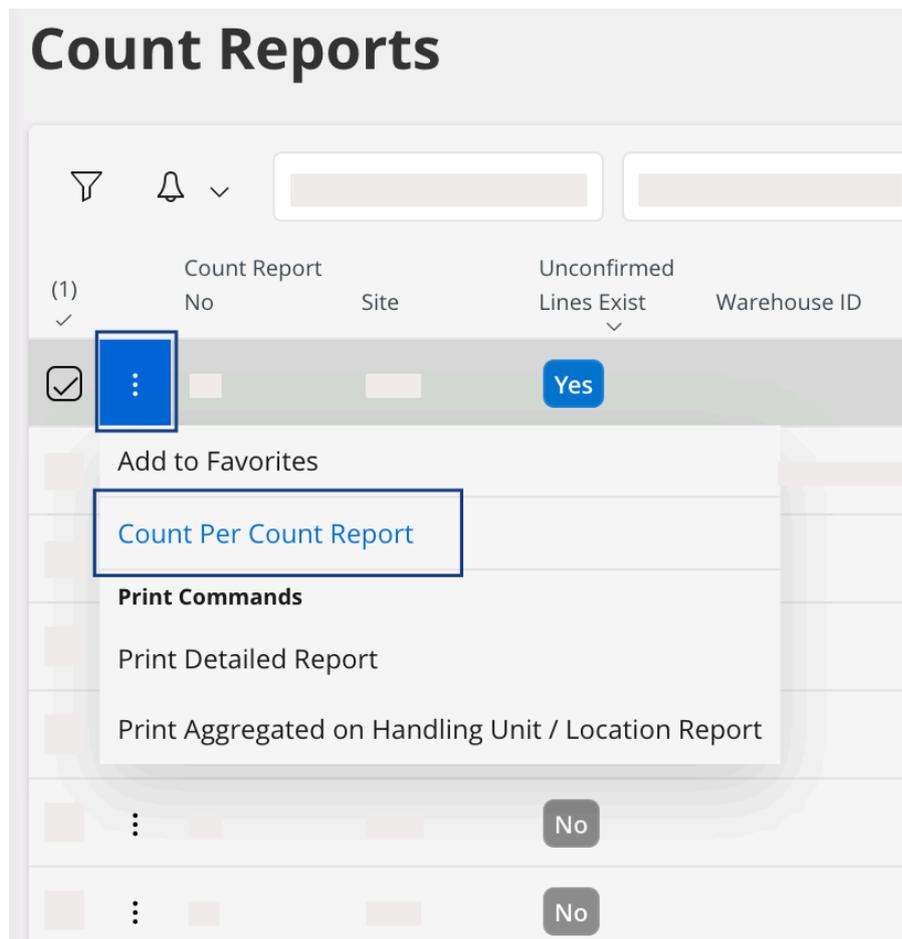


Once your report is confirmed, you can find it in **Warehouse Management > Counting > Count Results**

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.

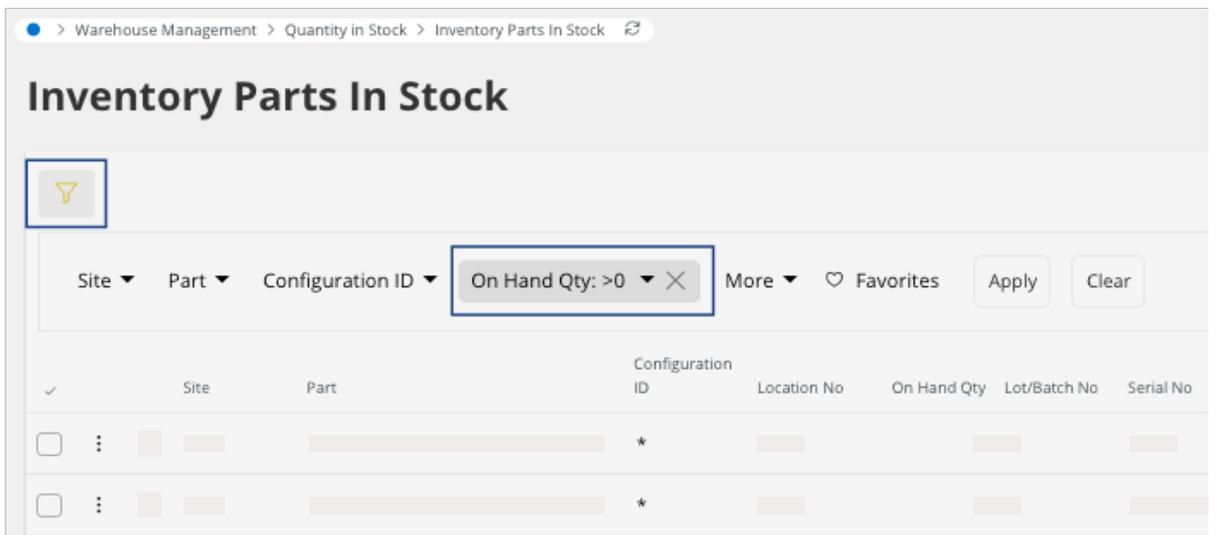
1. Go to **Warehouse Management > Counting > Cancel Count Report**.
2. Select your **Count Report No.**
3. Click **OK**.

Scrapping a Part from the Stock

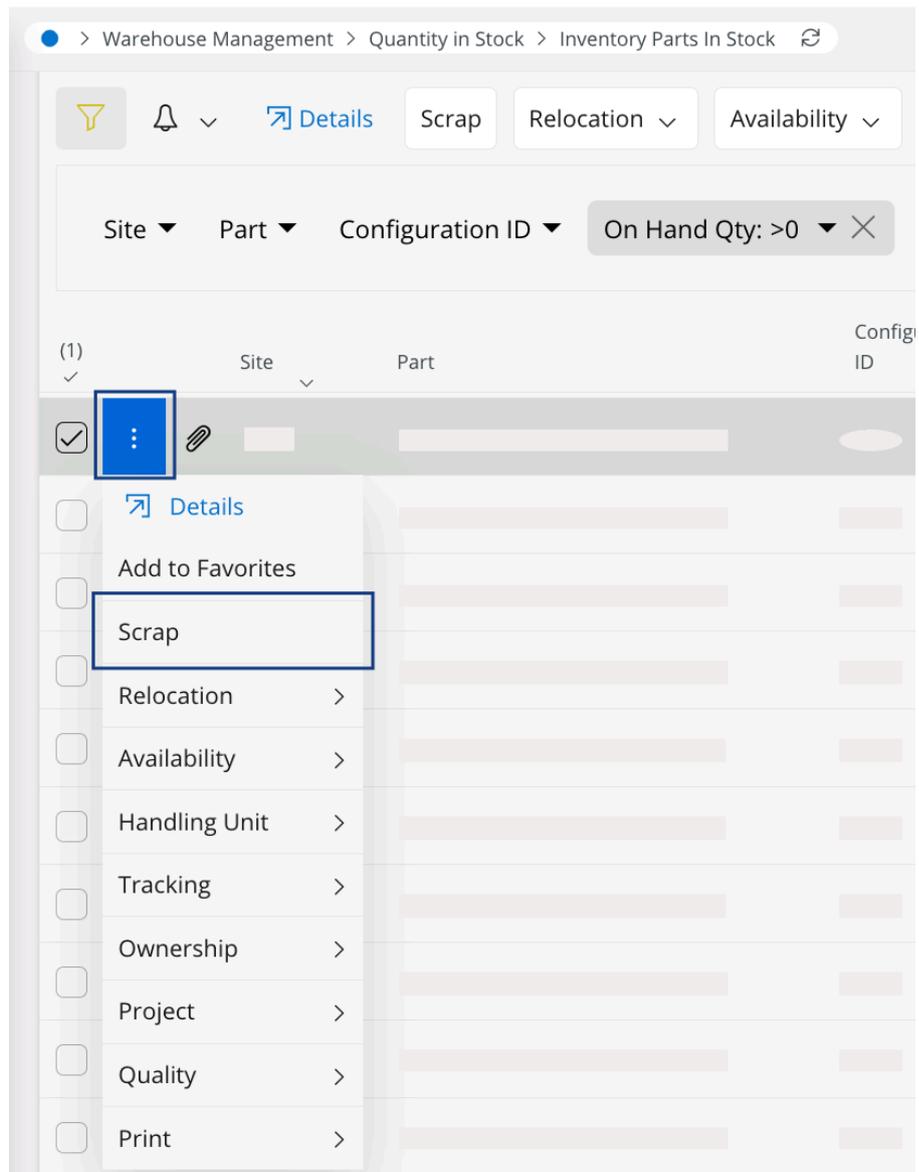
Remove stock from one *location* for **Scrap** reason. This part can be broken, obsolete...

 **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**.

×

Scrap Inputs

Total Quantity to Scrap

Scrapping Cause

Note

Print Serviceability Tag

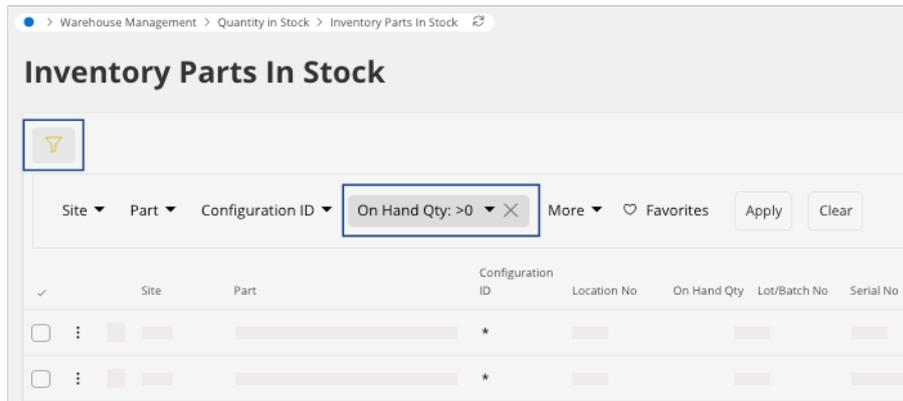
You can now find your movement information on the page **Inventory Transactions History**.

Moving Inventory Part

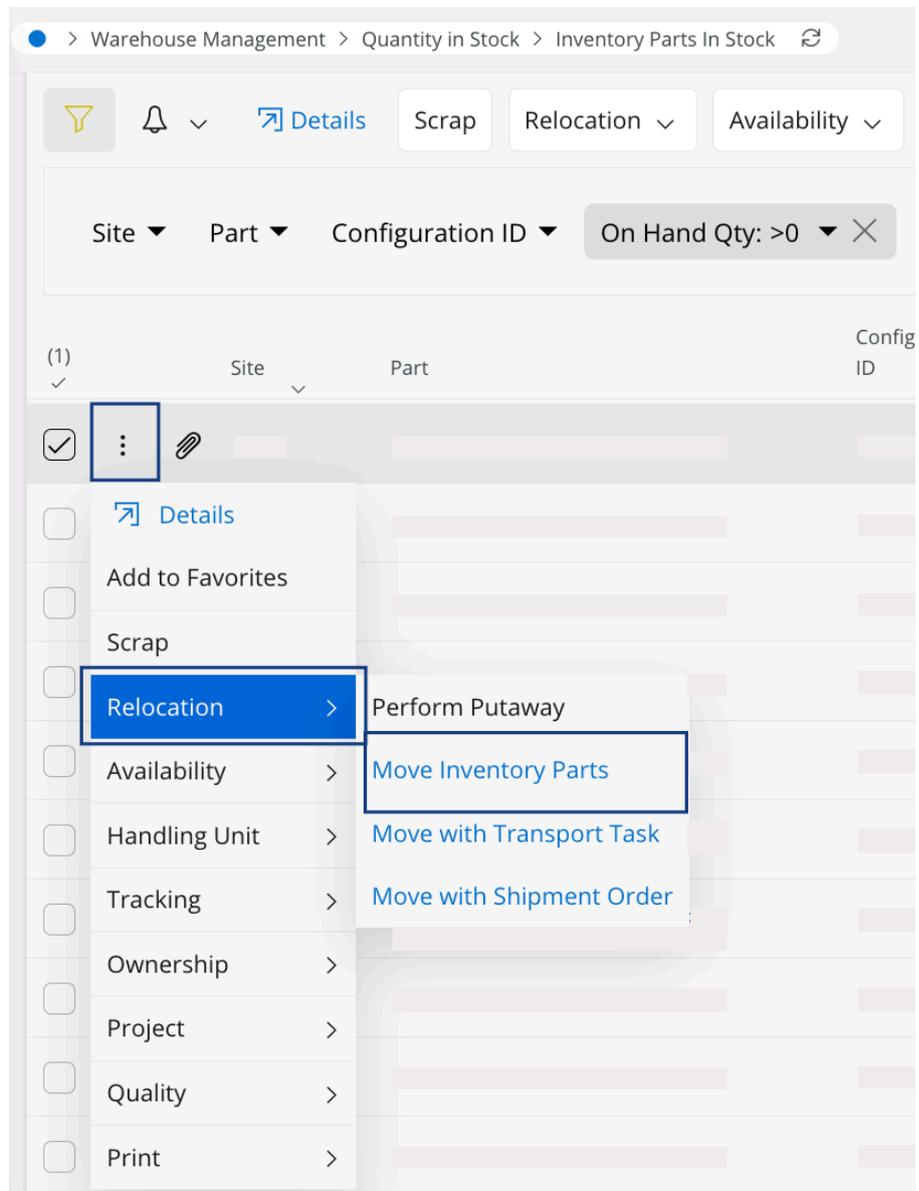
Move stock from one *location* to another.

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		
✓	Planning Method	Planning Method Description
<input type="checkbox"/>	A	Planned discrete or lot for lot. Can be overridden by max, min or multiple quantity.
<input type="checkbox"/>	B	Order point planning. Handled by the order proposal report. Lot size needed.
<input type="checkbox"/>	C	Order up to planning. Handled by the order proposal report. Order point needed.
<input type="checkbox"/>	D	Fixed order qty planning. Min, max and multiple quantity must be the same.
<input type="checkbox"/>	E	Least unit cost planning. Order qty calculated using setup cost and carrying rate.
<input type="checkbox"/>	F	Part period balancing planning. Order qty calculated using setup cost and carrying rate.
<input type="checkbox"/>	G	Period order qty planning. Accumulates the gross requirements for the number of days given.
<input type="checkbox"/>	H	Buffered Part. Demand driven material planning. Acts as a decoupling point in the MRP BOM explosion.
<input type="checkbox"/>	K	Blow through planning. No additional fields are required.
<input type="checkbox"/>	M	Manually planned. Demands for component parts are not generated.
<input type="checkbox"/>	N	Next Level Demand.
<input type="checkbox"/>	O	Master schedule level 0 part.
<input type="checkbox"/>	P	Phantom part planning. No additional parts are required.
<input type="checkbox"/>	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:

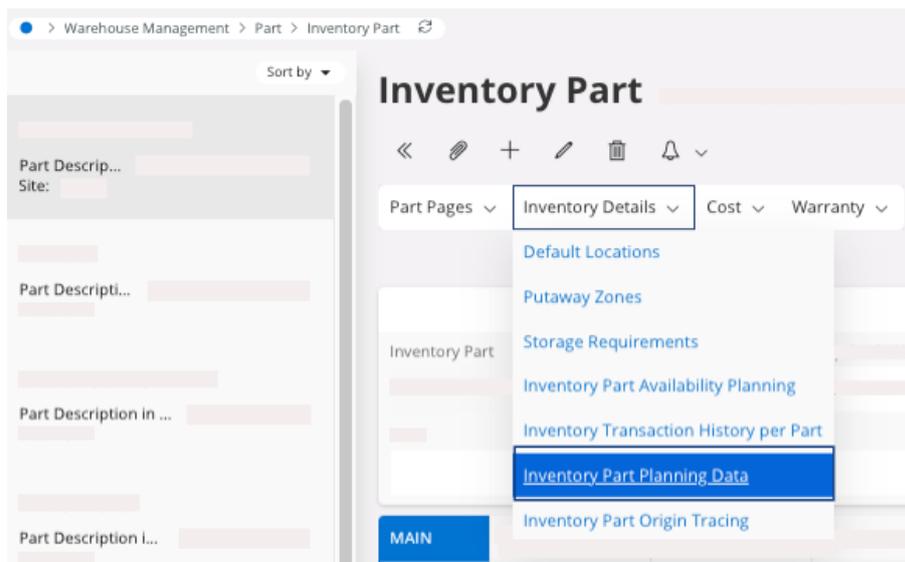
- *Customer order* lines that are open.
- *Purchase order* lines open.

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**.



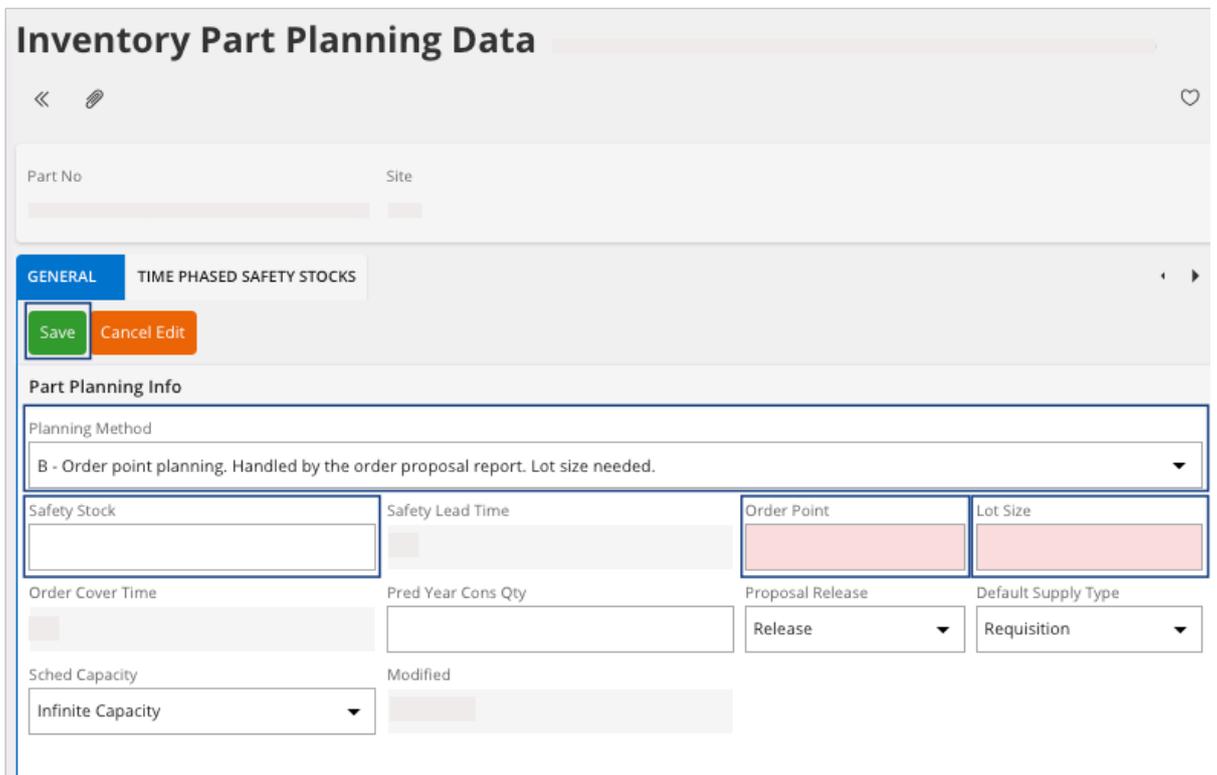
By default, **Planning Method** is set to **A** and so the part is not taken into account for reorder calculation.

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**.

The screenshot displays the 'Supplier for Purchase Part' configuration page. At the top, there are navigation icons and a menu with options: 'Create Customer', 'Create Sales Part', 'Supplier Warranty', 'Control Plan', 'Export Control', 'Emissions', and 'Alternate Purchase Parts'. Below this is a form with fields for 'Part', 'Supplier', 'Supplier Contact', 'Active', and 'Document Text'. A horizontal tab bar includes 'GENERAL' (selected), 'INSPECTION INFO', 'PRICE LIST', 'MANUFACTURERS', 'CONSIGNMENT', 'CHARGES', and 'DELIVERY OVERHEADS'. The main content area is divided into sections: 'Part Parameters', 'Supplier's Part Information', 'Units of Measure', 'Order Information', and 'Price Information'. The 'Indicators' section is highlighted with a blue box and contains several toggle switches: 'Primary Supplier - Purchase' (turned on), 'Primary Supplier - Rental', 'Use Price Incl Tax', 'Send Order Price', 'Quickly Registered Part', and 'Multi-Site Planned Part'.



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**.

> Supply Chain Planning > Part Planning > Create Order Proposal

Create Order Proposal

Task Options — Schedule — Schedule Options

Start Option

Start now
 Schedule

Parameters

Site: %
Part No: %
Planner: % %
PO Coordinator: %
Route ID: %

Control

Delete Old Requisitions / Distribution Orders:
Create Requisitions / Orders:
Only Parts with Inventory Activity:
Calculate Planning Data before Creating Order Proposals:
Periods: 6

◀ Previous ▶ Next **Finish** Cancel

Your order proposal has been created.

> Supply Chain Planning > Part Planning > Create Order Proposal

Create Order Proposal

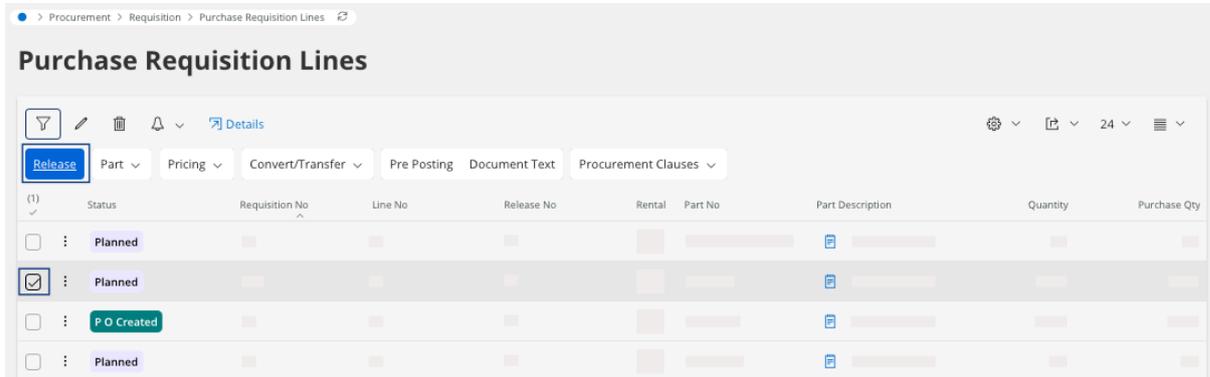
Task 'Create Order Proposal' has been successfully completed!

Run Again

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.

Source Ref 1	Receipt No	Part No	Source Ref Type	Sender Type	Status	Site
		SDS			Received	
		SDS			Cancelled	
		SDS			Received	
		SDS			Received	
		SDS			Received	
		SDS			Received	

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.

✓	Site	Part	Configuration ID	Location No	On Hand Qty	Lot/Batch No	Serial No	Revision No	W/D/R No	Activity Sequence
<input type="checkbox"/>					1					
<input type="checkbox"/>					1					
<input type="checkbox"/>					1					
<input type="checkbox"/>					1					
<input type="checkbox"/>					1					

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.

✓	Transaction ID	Transaction Code	Part	Site	Configuration ID	Quantity	Catch Qty	Location No	Handling Unit ID
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									

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.

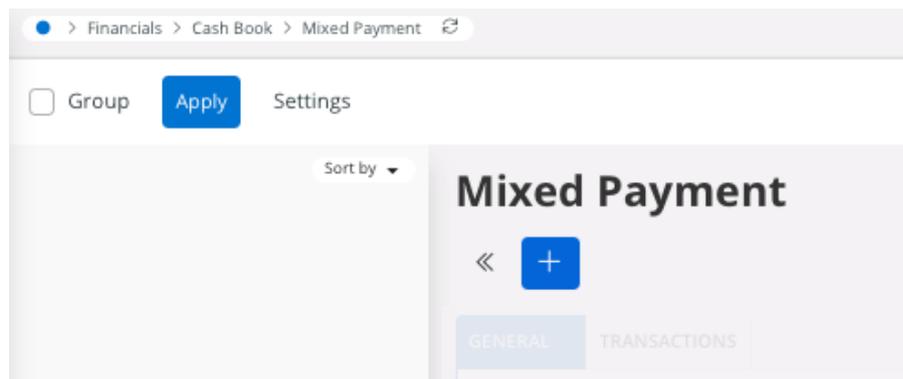
Mixed Payment

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**.

Mixed Payment

Save Cancel New

GENERAL TRANSACTIONS

Cash Account Details

Cash Account Statement No Payment Institute

Find Clear

Balances in Transaction Currency

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.

Mixed Payment

Save Cancel New

GENERAL TRANSACTIONS

Cash Account Details

Cash Account Statement No Payment Instit... Payment Date

Balance Method Recalculation Type

Currency Details

Currency Currency Rate Conv Factor Parallel Curren... Parallel Curr C...

Voucher Details

Balances in Transaction Currency

Balances in Accounting Currency

Calculated Actual Opening Actual Closing

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).

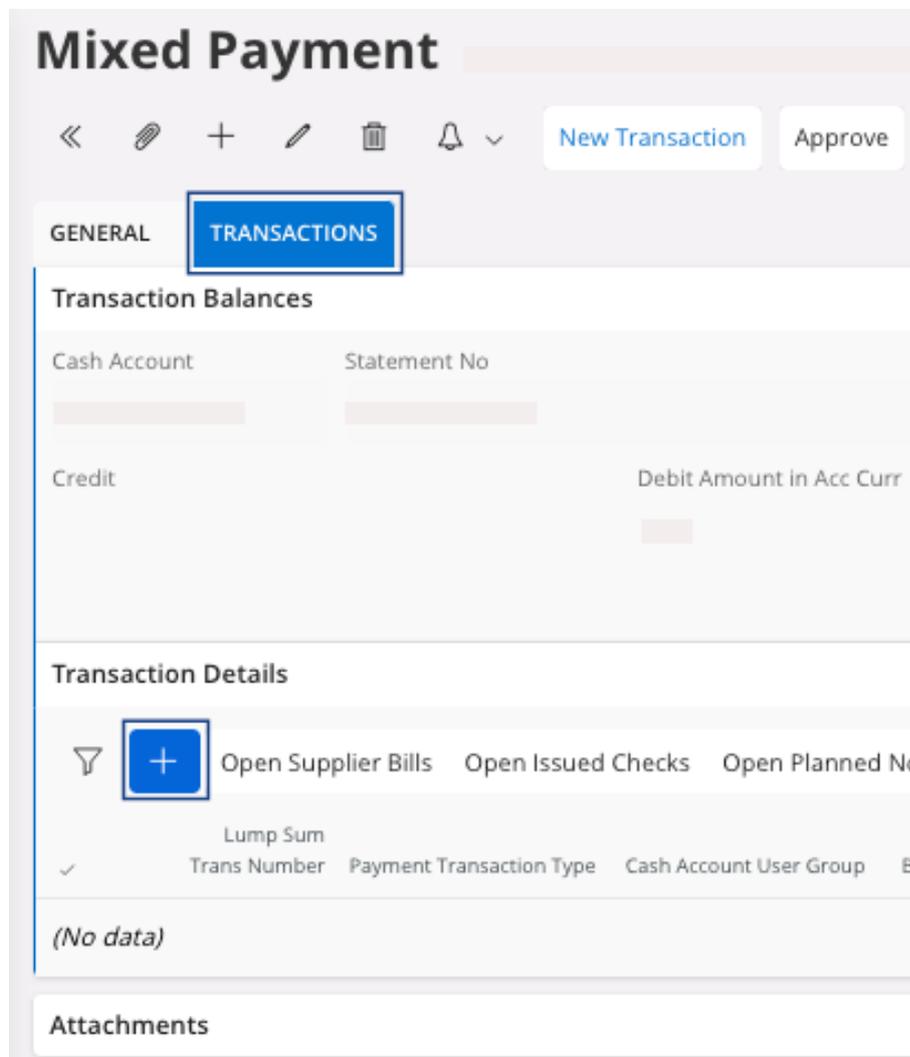
Customer and Supplier Mixed Payment

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:

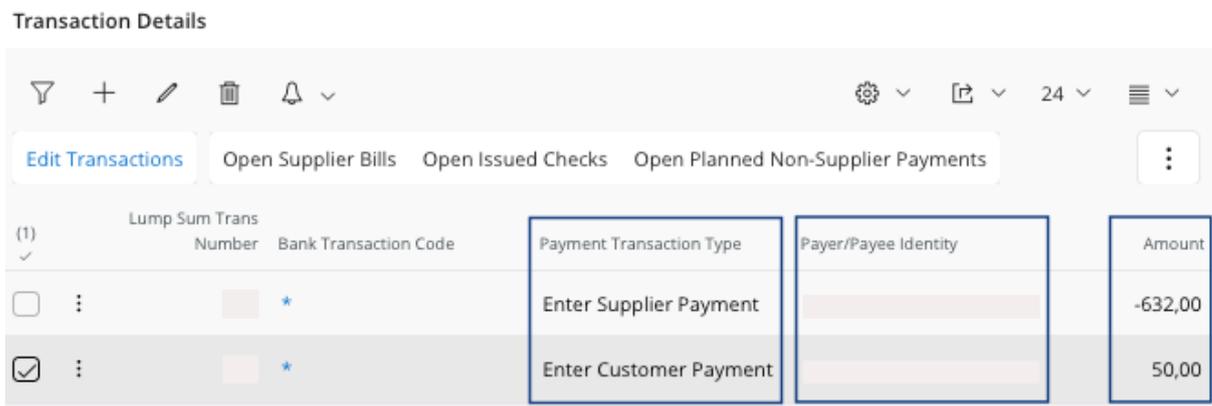
a. Payment Transaction Type:

- 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.



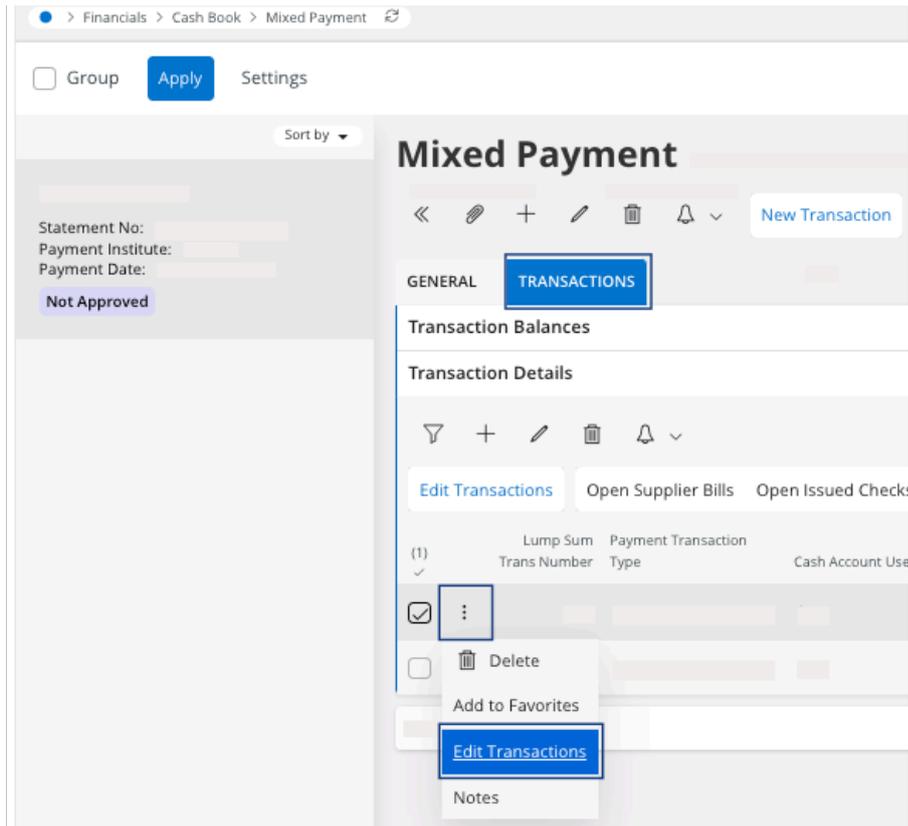
If you want to match your payment lines directly with the open invoice(s): perform Settling Available Transactions in the Account (on page 381).

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.

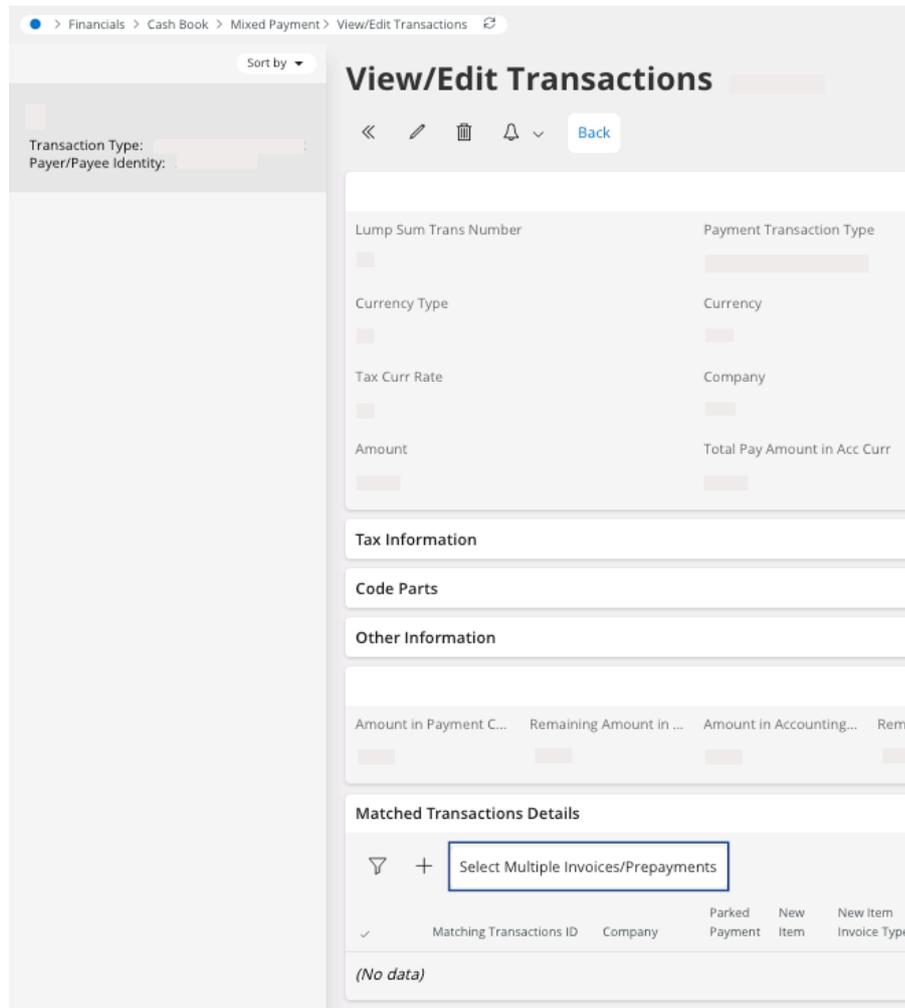
 **Note:** You can register on the same mixed payment: supplier, customer and direct cash payments.

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



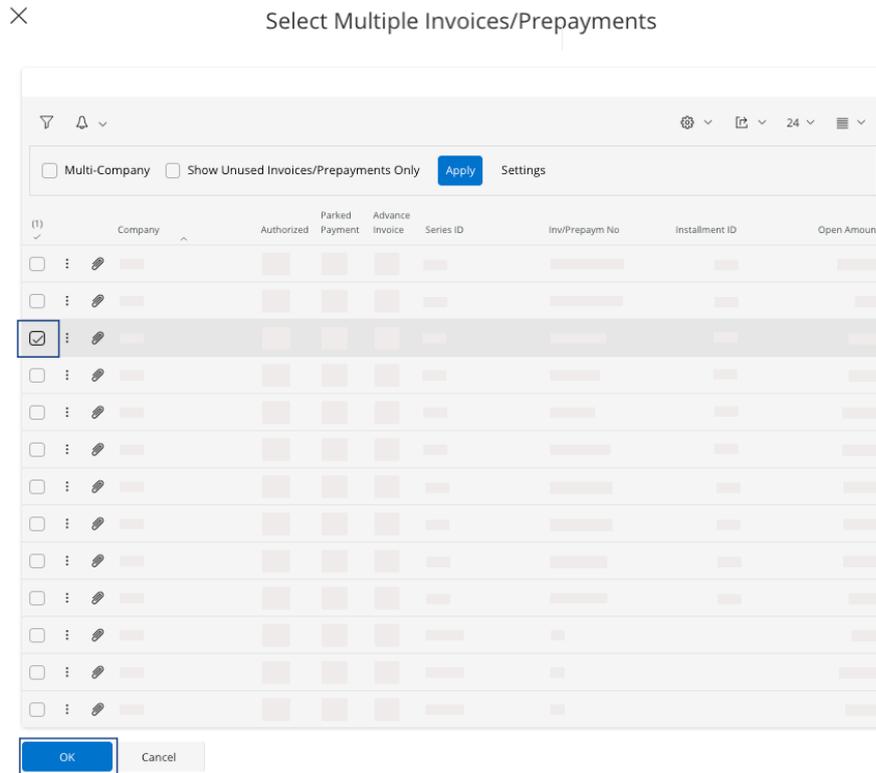
The **View/Edit Transactions** page appears.

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

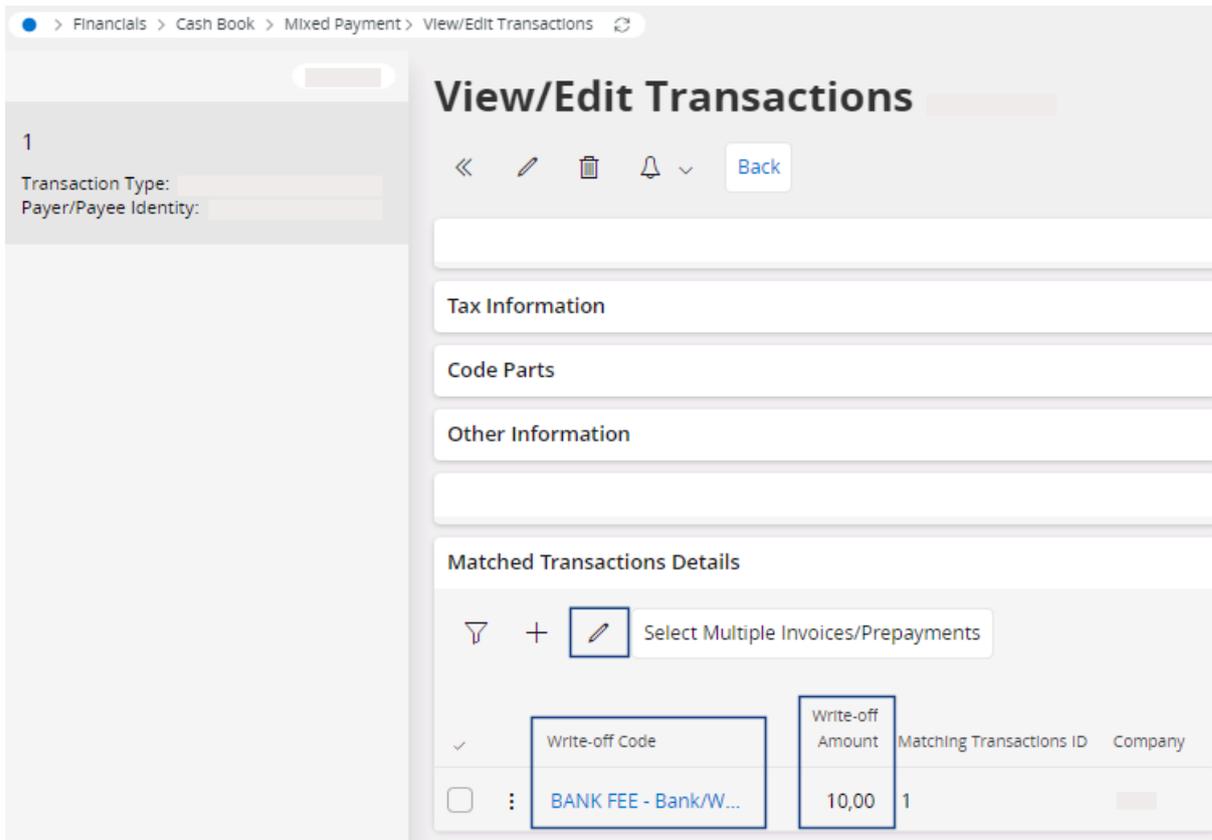


A pane appears.

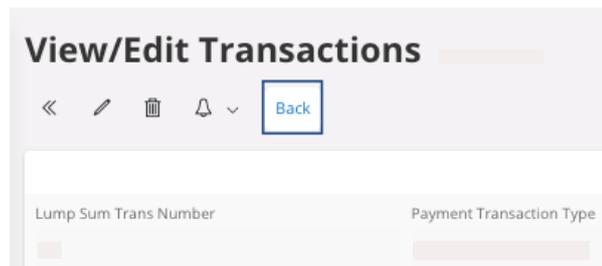
3. Select the line(s) that you want to link your payment with, and click **OK**.



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.

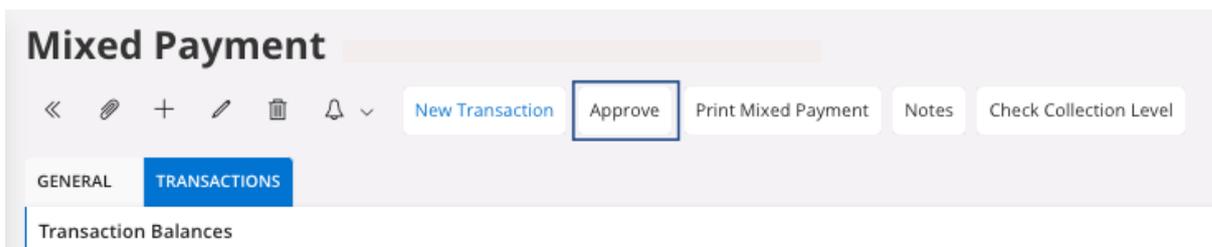


6. To go back to your mixed payment: click **Back**.



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.

The screenshot shows the 'Mixed Payment' header with a navigation bar containing icons for back, edit, add, delete, and notifications, along with 'New Transaction' and 'Approve' buttons. Below the header, there are two tabs: 'GENERAL' and 'TRANSACTIONS', with 'TRANSACTIONS' being the active tab. The 'Transaction Balances' section includes fields for 'Cash Account' and 'Statement No', and a table with columns for 'Credit' and 'Debit Amount in Acc Curr'. The 'Transaction Details' section features a filter icon, a blue '+ New Transaction' button, and options for 'Open Supplier Bills', 'Open Issued Checks', and 'Open Planned No'. Below these are fields for 'Lump Sum', 'Trans Number', 'Payment Transaction Type', 'Cash Account', 'User Group', and 'B'. The section ends with '(No data)'. At the bottom, there is an 'Attachments' section.

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**.

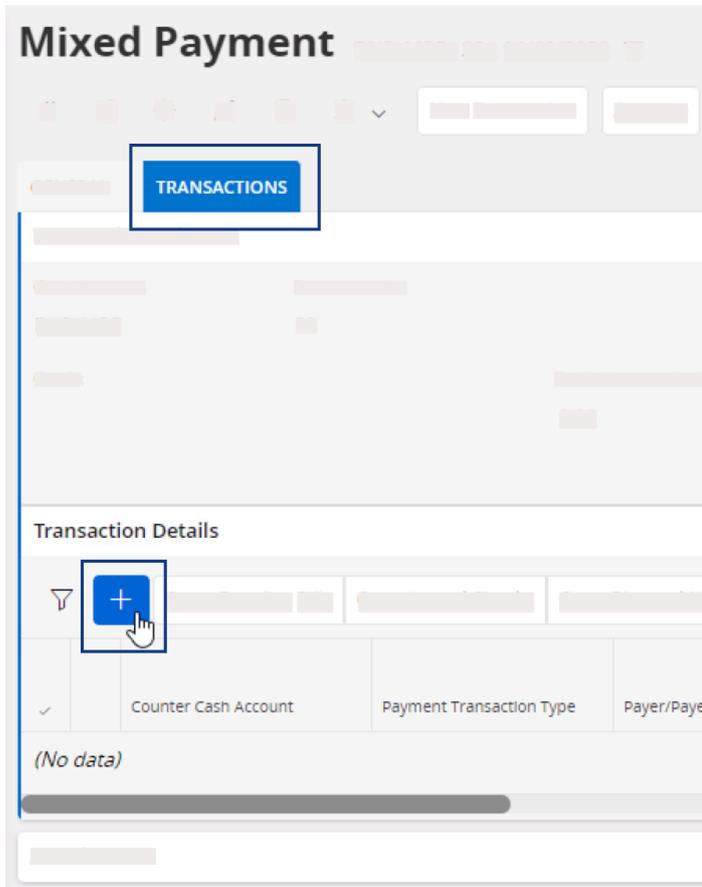
- 8. Take note of the **Voucher Information**, and click **OK**.

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

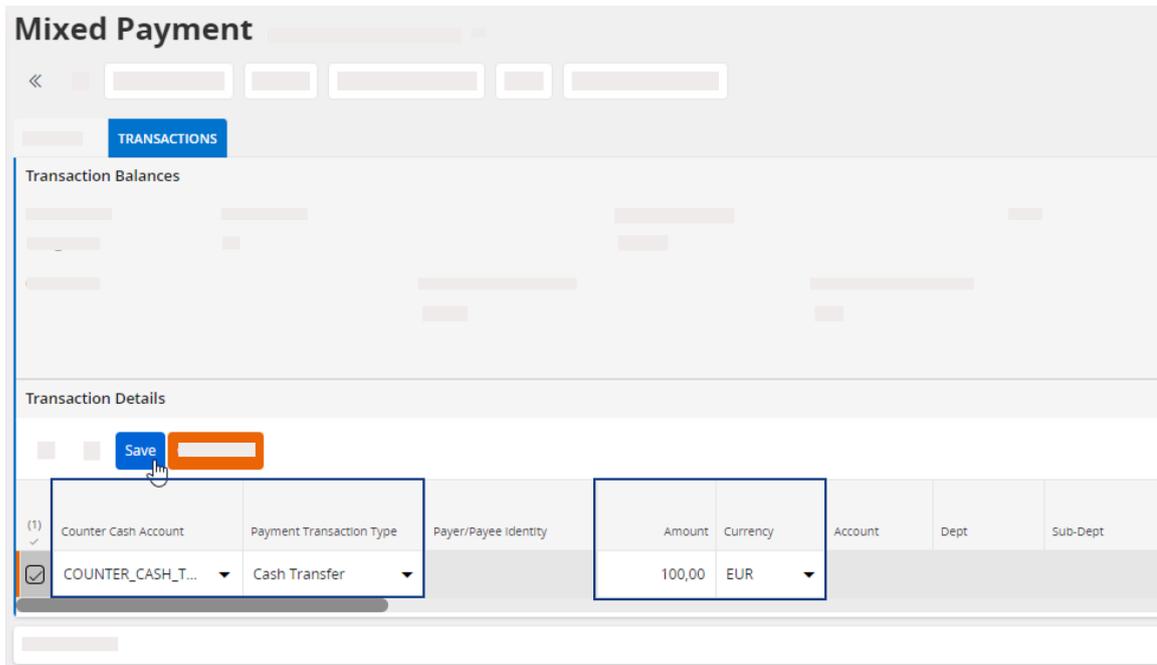
Using Petty Cash Funds

Whenever you take cash out of your bank, you need to record a petty cash transaction.

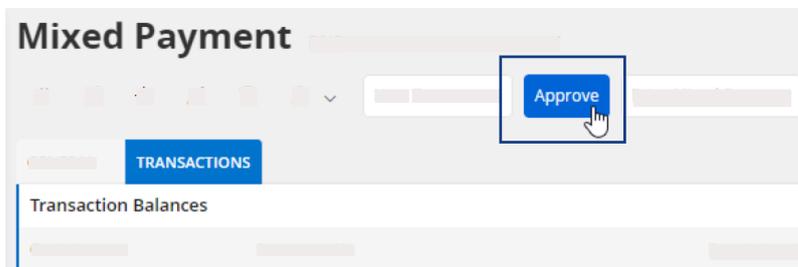
1. Create a new mixed payment: see [Creating a New Mixed Payment \(on page 378\)](#).
2. In the **Mixed Payment** page, go to the tab **Transactions**.
3. Under **Transaction Details**, click **New +** to add a new line.



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.

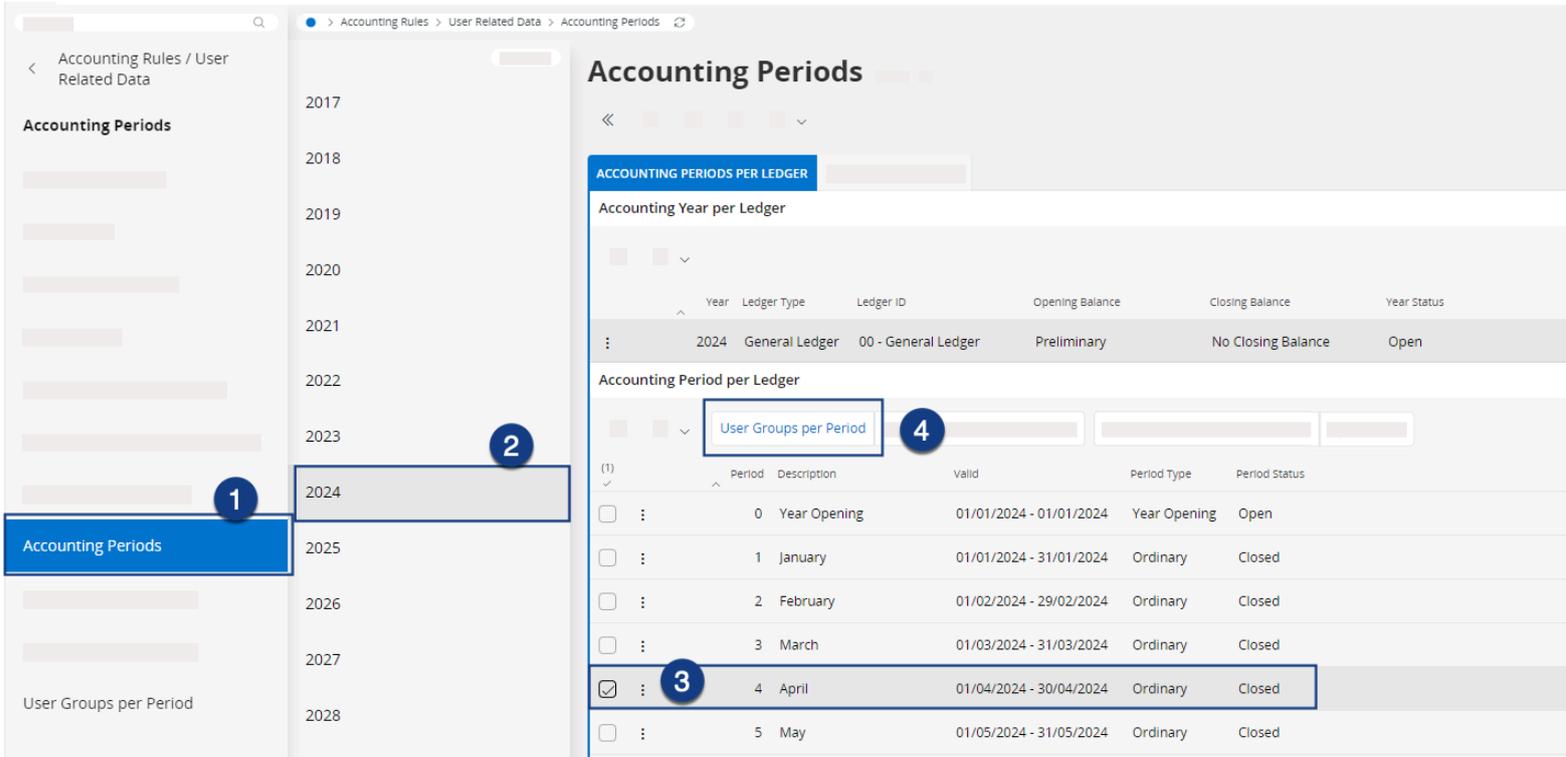
9. Take note of the voucher information, then click **OK**.

The status of the mixed payment changes to **Approved**.

Opening and Closing Accounting Periods

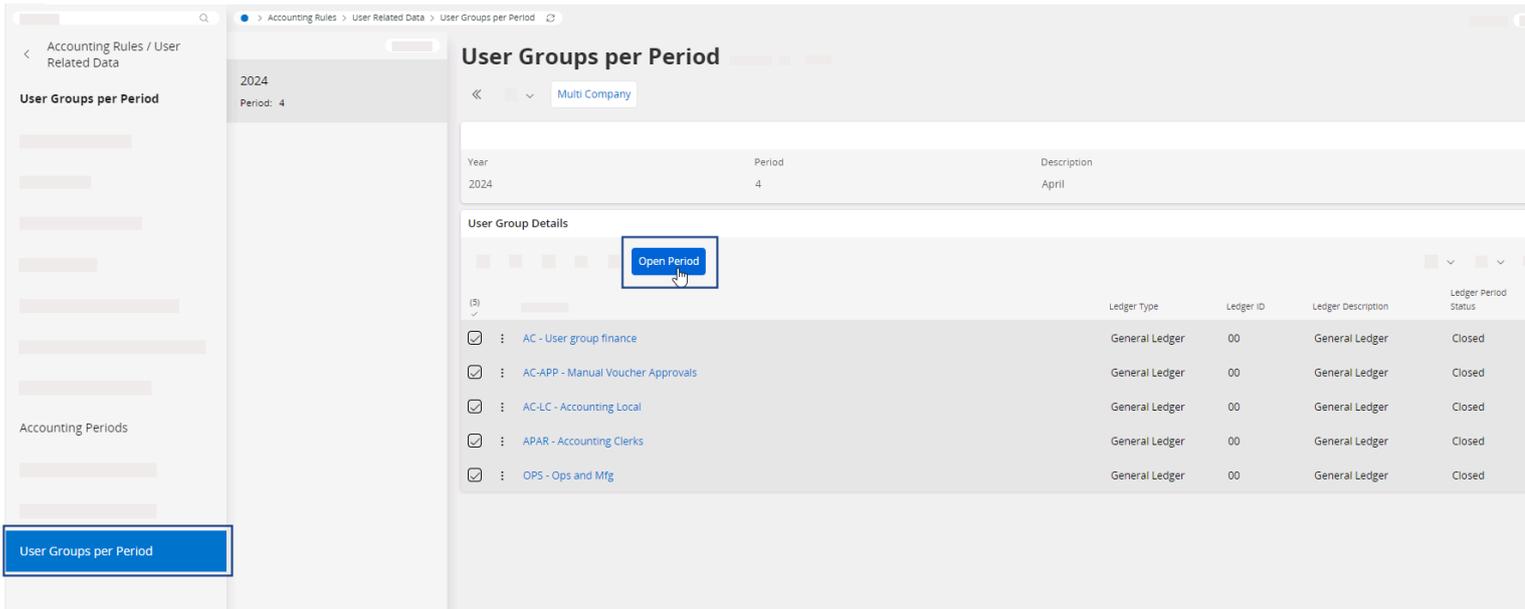
During the month-end closing process, the company's accountant need to block or open periods.

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**.

User Groups per Period 2024 - 4 5 of 14

Year: 2024, Period: 4, Description: April 2024

(5)	Company	User Group	Ledger Type	Ledger ID	Ledger Description	Ledger Period Status
<input checked="" type="checkbox"/>	AMR - Airmar Technologies	AC - User group finance	General Ledger	00	General Ledger	Closed
<input checked="" type="checkbox"/>	EMEA - Airmar EMEA	AC - User group finance	General Ledger	00	General Ledger	Closed
<input checked="" type="checkbox"/>	MPA - Marport America	AC - User group finance	General Ledger	00	General Ledger	Closed
<input checked="" type="checkbox"/>	MPF - Marport France SAS	AC - User group finance	General Ledger	00	General Ledger	Closed
<input type="checkbox"/>	MPF - Marport France SAS	AC-APP - Manual Voucher Approvals	General Ledger	00	General Ledger	Open
<input type="checkbox"/>	MPF - Marport France SAS	AC-LC - Accounting Local	General Ledger	00	General Ledger	Open

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**.

Accounting Periods

ACCOUNTING PERIODS PER LEDGER

Accounting Year per Ledger

Year	Ledger Type	Ledger ID	Opening Balance	Closing Balance	Year Status
2024	General Ledger	00 - General Ledger	Preliminary	No Closing Balance	Open

Accounting Period per Ledger

(1)	Period	Description	Valid	Period Type	Period Status
<input type="checkbox"/>	0	Year Opening	01/01/2024 - 01/01/2024	Year Opening	Open
<input type="checkbox"/>	1	January	01/01/2024 - 31/01/2024	Ordinary	Closed
<input type="checkbox"/>	2	February	01/02/2024 - 29/02/2024	Ordinary	Closed
<input type="checkbox"/>	3	March	01/03/2024 - 31/03/2024	Ordinary	Closed
<input checked="" type="checkbox"/>	4	April	01/04/2024 - 30/04/2024	Ordinary	Closed
<input type="checkbox"/>	5	May	01/05/2024 - 31/05/2024	Ordinary	Closed

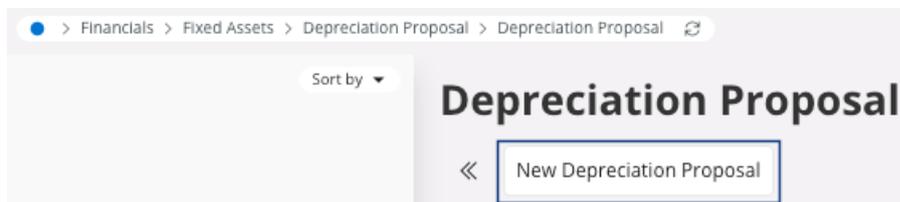
A validation list opens. All items must be tagged as **No**, in green. If not, correct the errors.

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**.

× **New Depreciation Proposal**

Task Options Schedule Schedule Options

Start Option
 Start now
 Run in background
 Schedule

Company
 Company Group

From Company

Until Company

Proposal Description

Book Selection

Book From

Book Until

Year Selection

Depreciation Year

Depreciation Period

Object Selection
 Object Group
 Object

From Object Group

Until Object Group

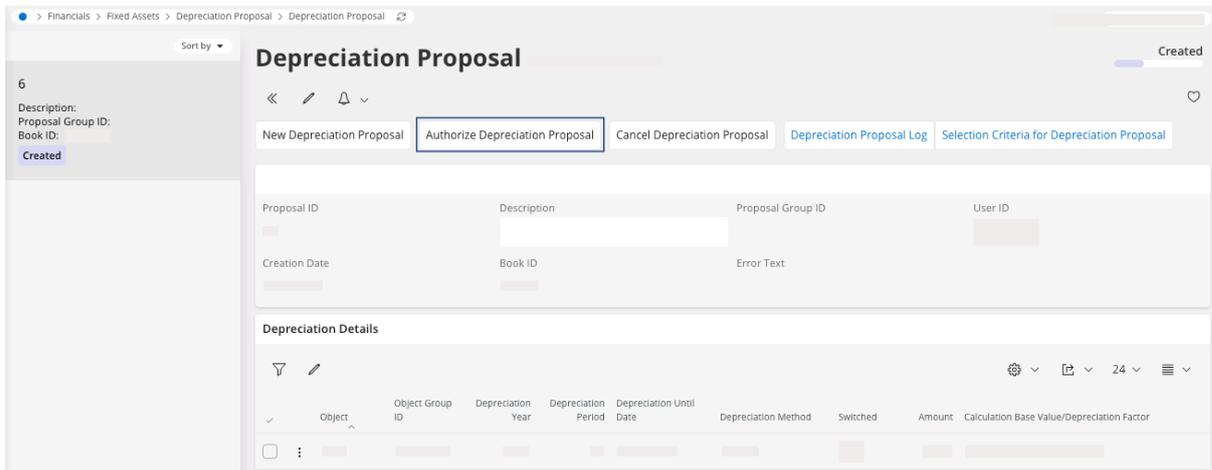
🔍 + ✎ 🗑️

⚙️ 📄 24 ☰

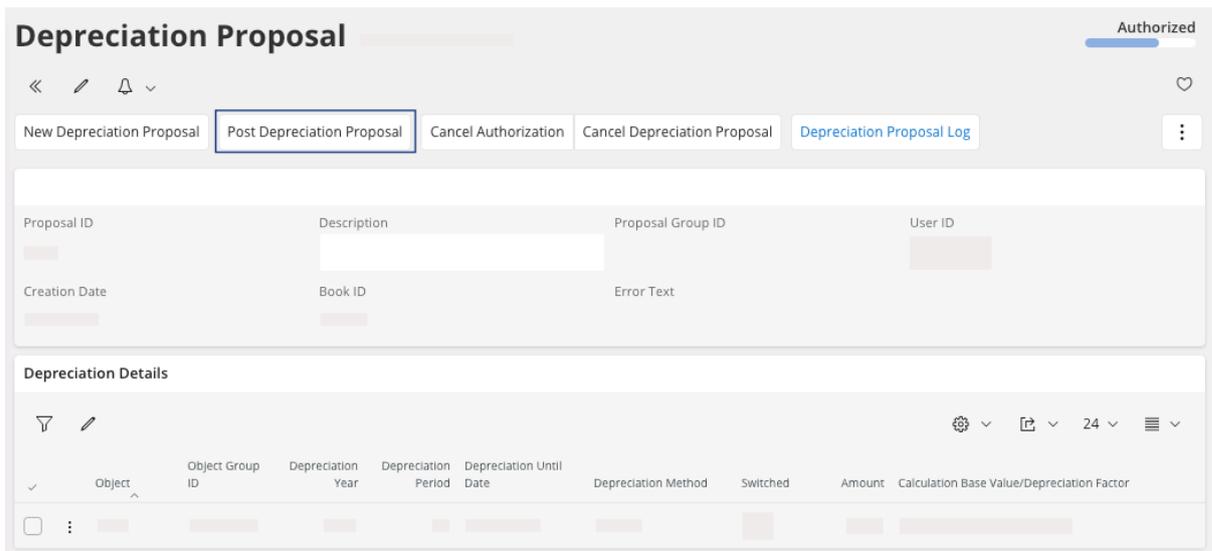
Company	Book ID	From Object Group
⋮	LINEAR - LINEAR BOOK ID	%

◀ Previous▶ NextFinishCancel

5. Click **Authorize Depreciation Proposal**.



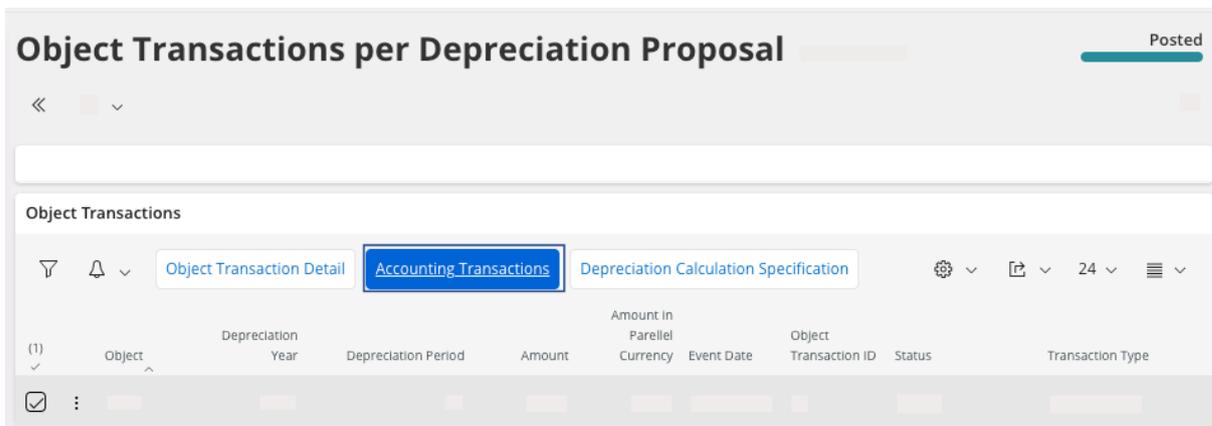
6. Click **Post Depreciation Proposal**.



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.

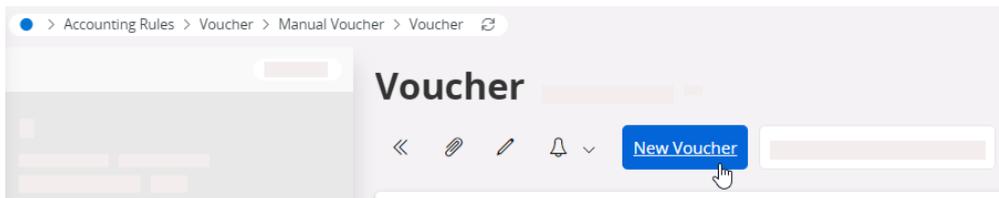
Adding General Ledger Transactions

You can add transactions to the general ledger, whether manually line by line, or by uploading a file with a predefined format.

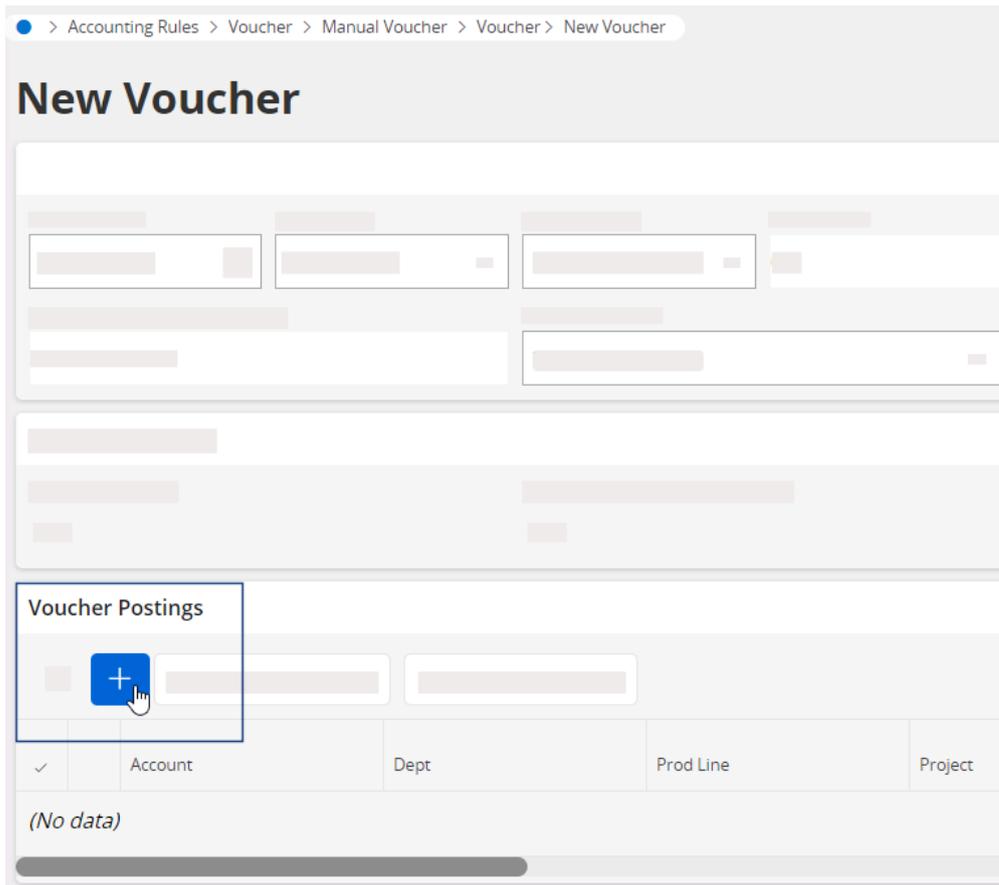
Adding Data Manually

Manually add rows to the general ledger, for example to do adjustments or corrections.

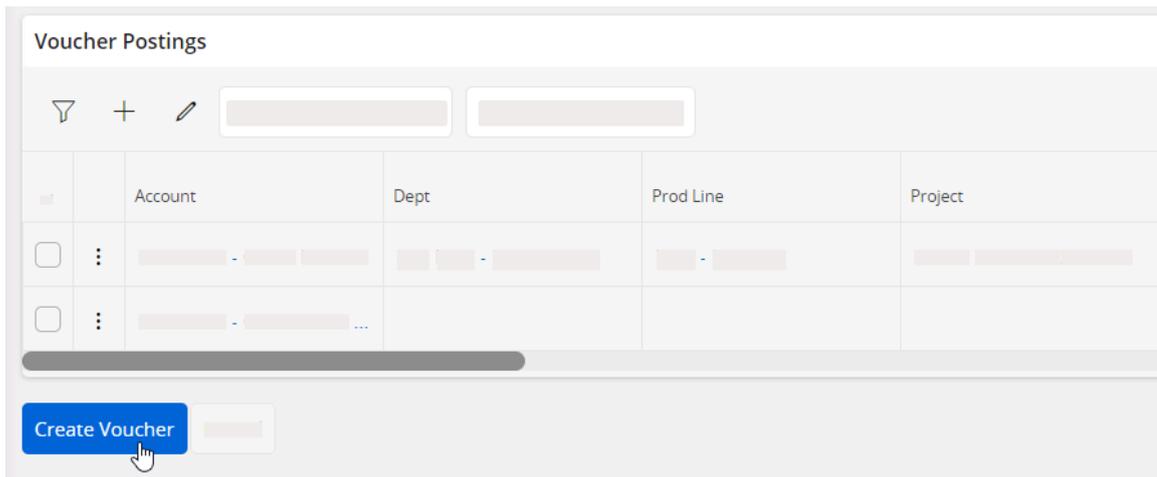
1. Go to **Accounting Rules > Voucher > Manual Voucher > Voucher** and click **New Voucher**.



2. Go to **Voucher Postings** section and click **New +** to create new lines.

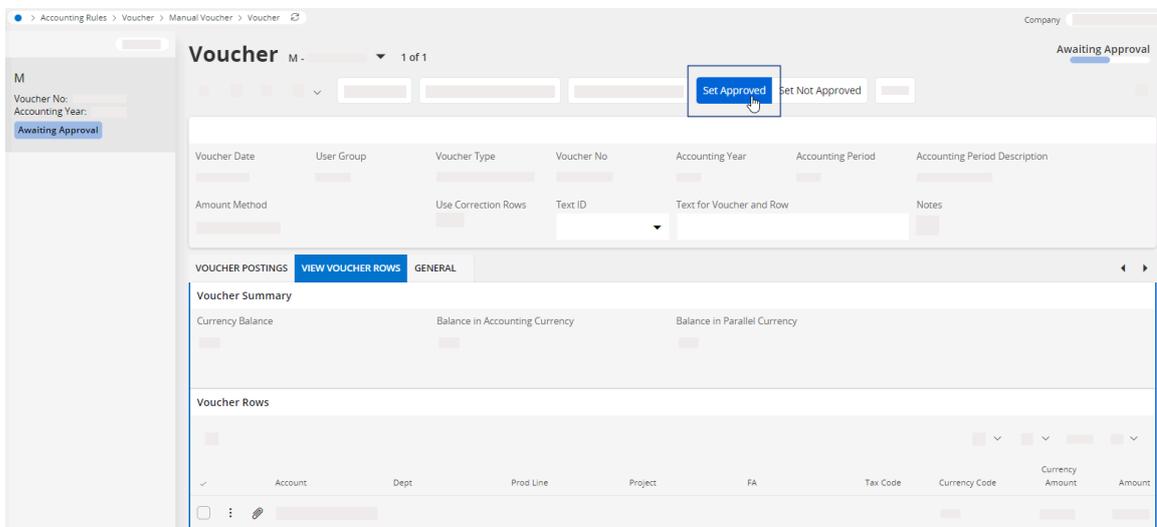


3. Complete the details for each line.
4. Once you have finished, click **Create Voucher**.



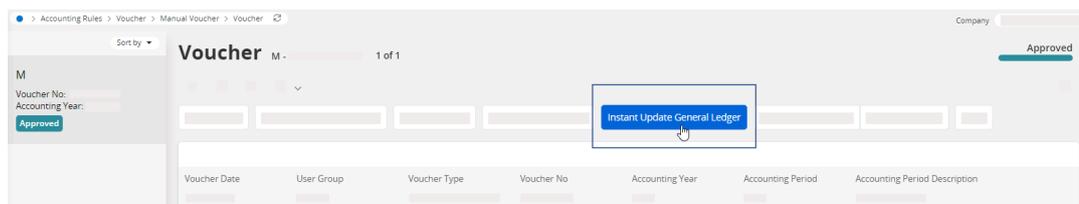
The voucher page is displayed.

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.

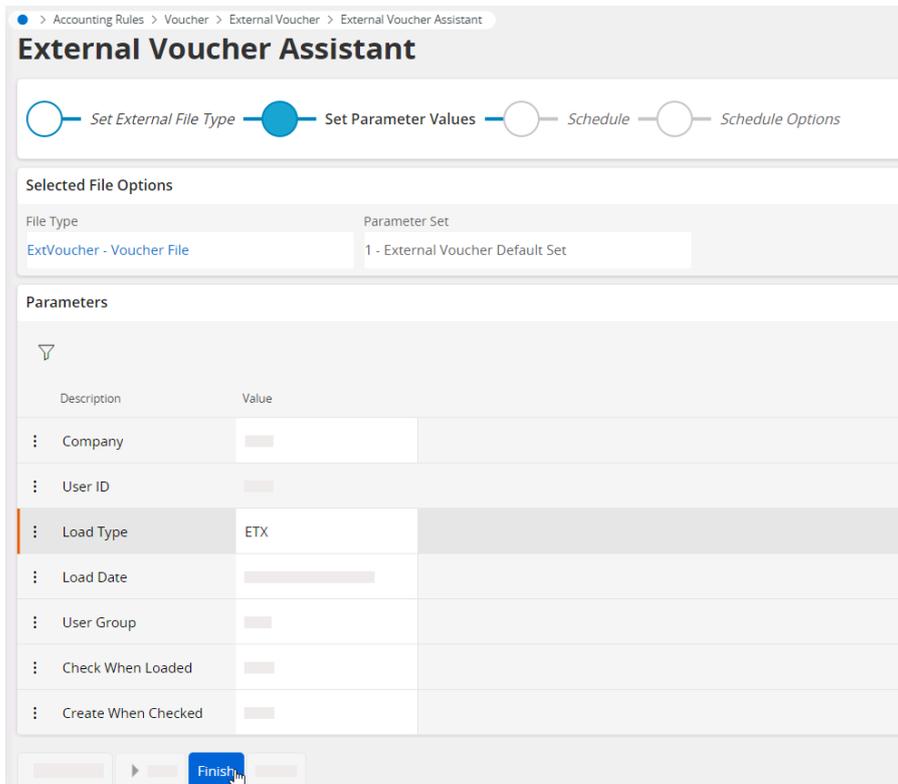
Once the lines are sent to the general ledger, they appear on **GL Voucher Rows Analysis** page.

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.

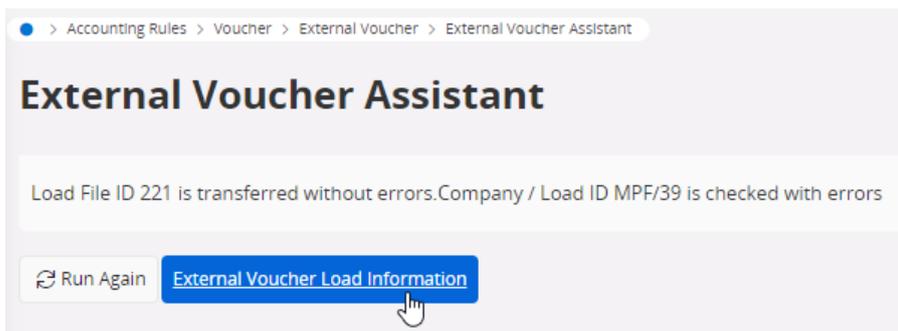
1. Go to **Accounting Rules > Voucher > External Voucher > External Voucher Assistant**.
2. Select a **Parameter Set** and a **File Template** according to the type of data you upload. The file template will match the fields in the file with the corresponding fields in IFS.
3. Add the external file as 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**.

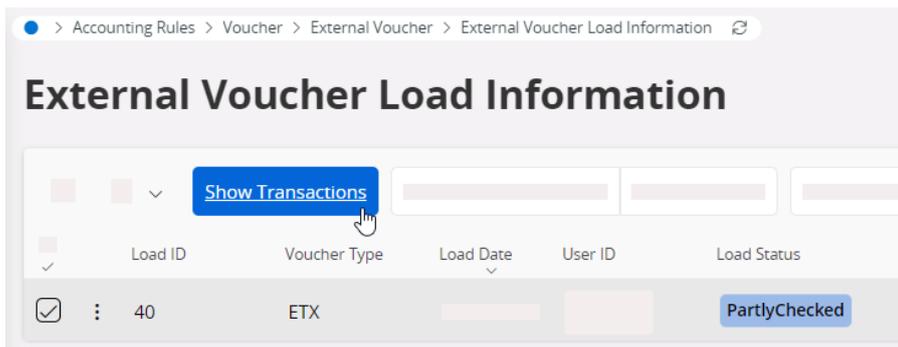


The page displays a message indicating if there are errors.

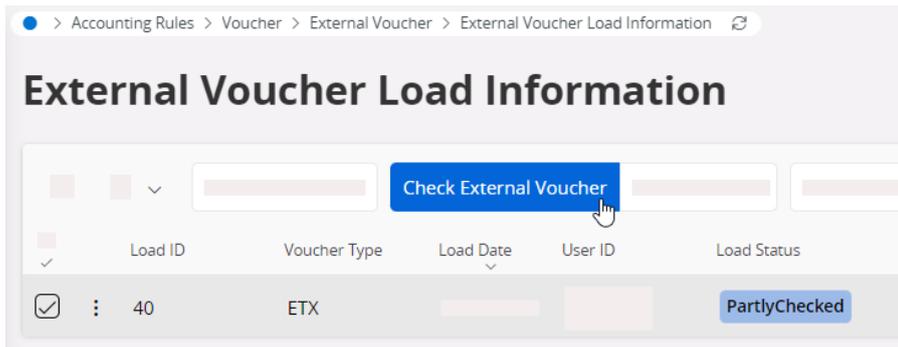
6. On the top menu bar, click **External Voucher Load Information** to display the uploaded line.



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.

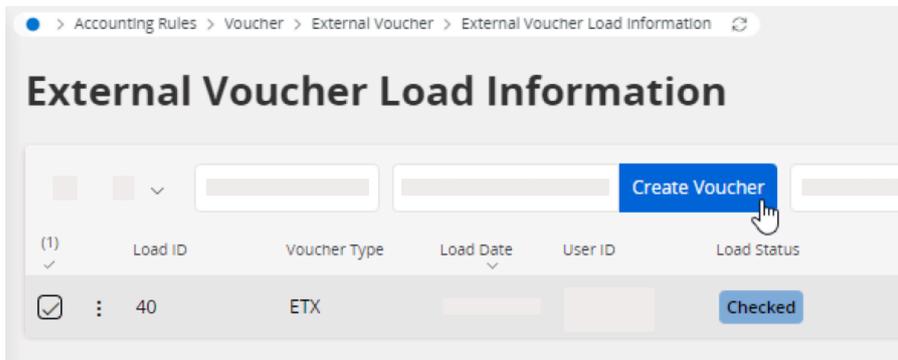


- Come back to **External Voucher Load Information** page (for example using the recently visited page view), then select the line and click **Check External Voucher** to verify the validity of the transactions.



- 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.

- Click **Create Voucher** in the top menu bar.



- 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**.

The screenshot shows the 'Account Matching' interface. At the top, there are two steps: 'Select Account' (active) and 'Match Transactions'. Below this, there are several input fields: 'Company', 'Account', 'Year', and 'Period'. There are also 'Date' and 'Voucher Category' options, with 'Normal' selected. At the bottom, there are navigation buttons: 'Previous', 'Next' (highlighted with a blue box and a mouse cursor), 'Finish', and 'Cancel'.

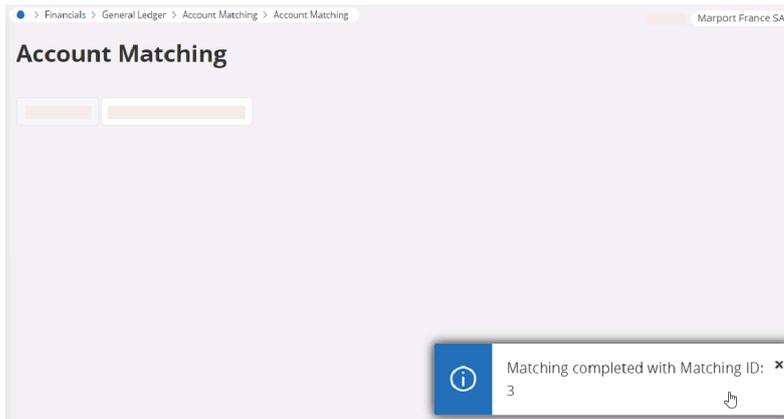
3. Go to **Unmatched Transactions** section and select the credit and debit lines you want to match together, then click **Match Selected Rows**.

The screenshot shows the 'Unmatched Transactions' table. At the top, there are two buttons: 'Match All Rows' and 'Match Selected Rows' (highlighted with a blue box and a mouse cursor). The table has the following columns: Voucher Type, Function Group, Voucher No, Debit Amount, Credit Amount, Row No, Matching Date, Matching Period, Matching ID, Voucher Date, Accounting Year, Accounting Period, Correction, and Multi-Company Voucher. Two rows are selected, and the 'Debit Amount' and 'Credit Amount' cells for these rows are highlighted with blue boxes, showing the value '2,00'.

	Voucher Type	Function Group	Voucher No	Debit Amount	Credit Amount	Row No	Matching Date	Matching Period	Matching ID	Voucher Date	Accounting Year	Accounting Period	Correction	Multi-Company Voucher
<input checked="" type="checkbox"/>	F	F		2,00										
<input type="checkbox"/>	F	F												
<input type="checkbox"/>	F	F												
<input type="checkbox"/>	F	F												
<input type="checkbox"/>	F	F												
<input checked="" type="checkbox"/>	F	F			2,00									

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**.

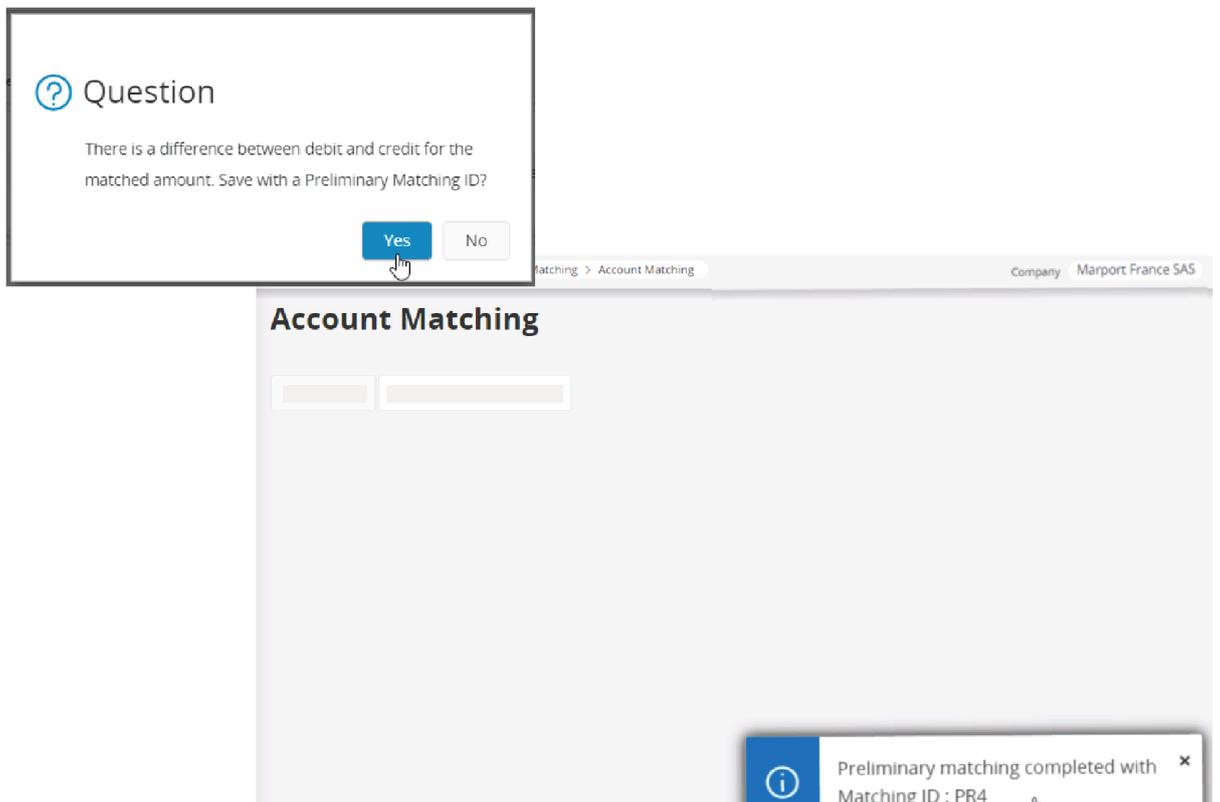
- If the account matching is in balance, the matching is completed and a **Matching ID** is created. In the general ledger, this **Matching ID** is associated with the matched lines.



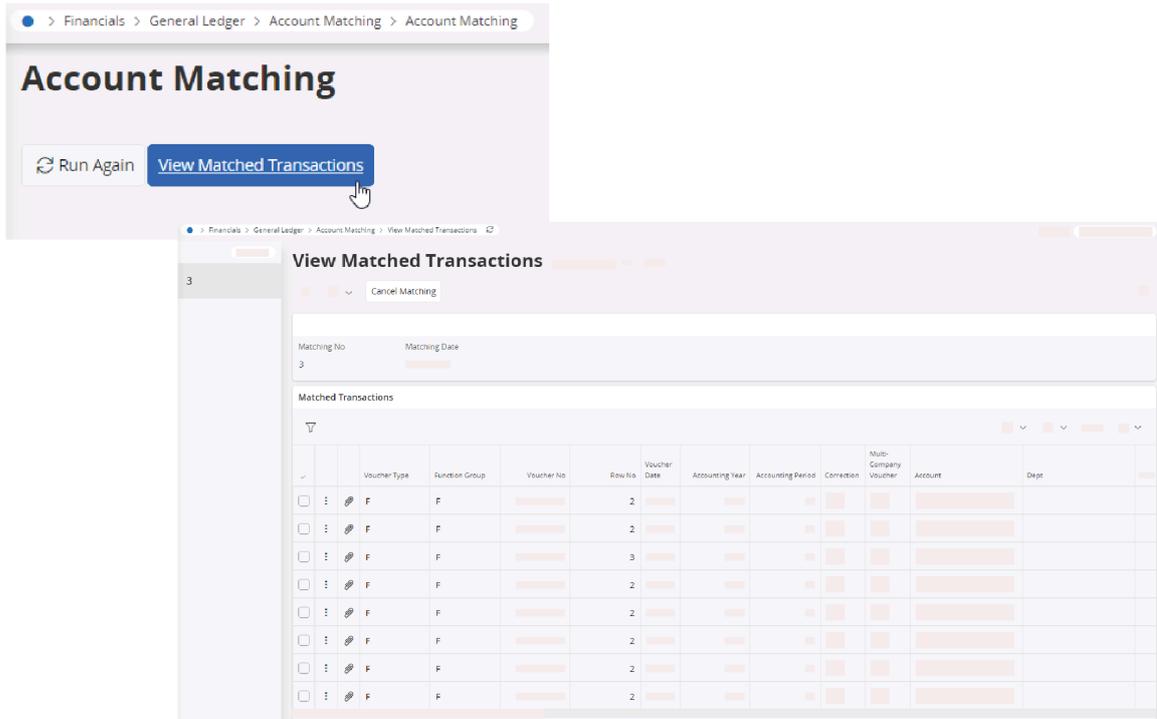
The screenshot shows the 'GL Voucher Rows Analysis' table. The 'Matching ID' column is highlighted with a blue box. The table contains the following data:

✓		Matching ID	Voucher Type	Function Group	Reference Number	Voucher No	Row No	Voucher Date
	:	3	F	F			2	
	:	3	F	F			2	
	:	3	F	F			2	
	:	3	F	F			3	
	:	3	F	F			2	
	:	3	F	F			2	
	:	3	F	F			2	
	:	3	F	F			2	

- 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.



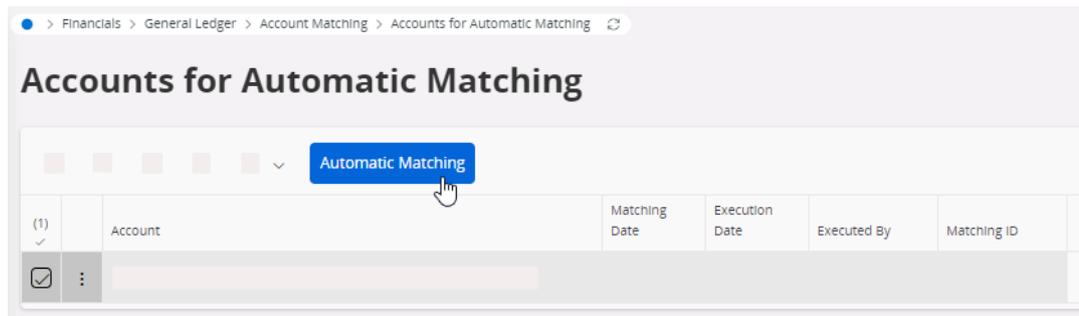
6. To see more details about the matching, click **View Matched Transactions**.



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

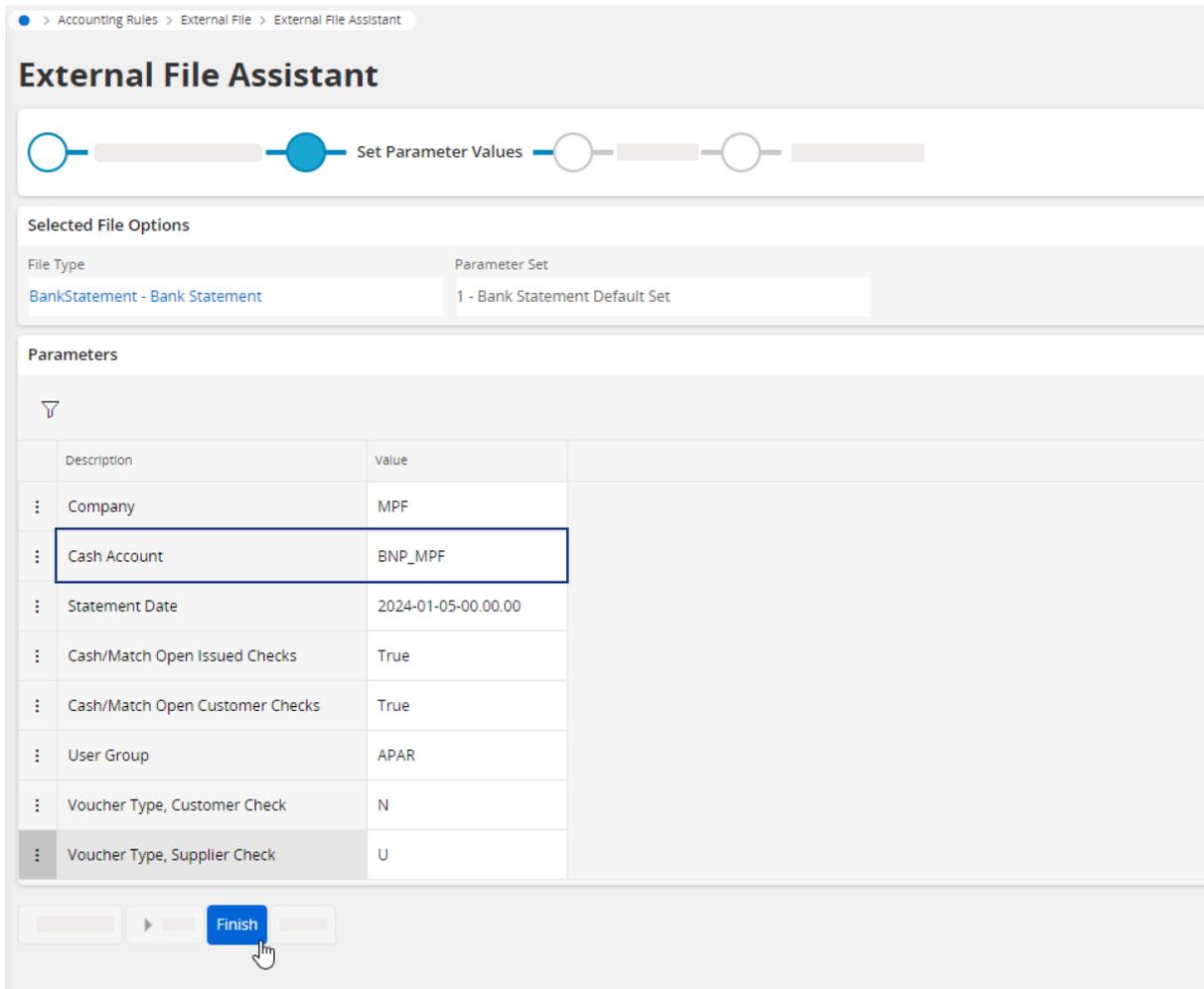
1. Before connecting to **IFS Cloud**, download your bank statement in CSV format from your bank.
2. In **IFS Cloud**, go to the page **External File Assistant**.
3. In **Set External File Type** page:
 - a. Check that **Online Process** is selected.
 - b. In **File Options > File Type**, select **Bank 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.

Financials > Cash Book > Bank Reconciliation > Automatic Transaction Matching

Automatic Transaction Matching

Company: MPF - Marport France SAS

Transaction Matching Parameters

Cash Account: _MPF - Cash Account Payment Institute: - Cash Account

Matching Date/Period

Reconciliation Date: 22/09/2023 Year: 2023 Period: 11

OK

4. Click **OK**.

The transaction matching page is displayed.

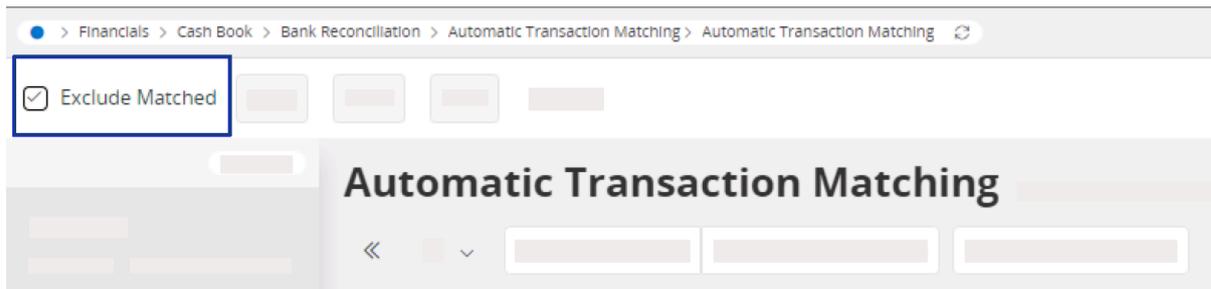
5. Select the lines that match between **Cash Transactions** and **Bank Transactions**, then click **Manual Matching** each time you match a set of lines. Once matched, the lines disappear from the list.

Cash Transactions												
	Match Cash Transaction	Cash Date	Cash Transaction Date	Bank Transaction Code	Payment Series ID	Payment ID	Currency	Currency Amount	Amount in Acc. Currency			
<input checked="" type="checkbox"/>	No	29/12/2023	29/12/2023	* - IFS Bank Transaction Code								
<input checked="" type="checkbox"/>	No	30/12/2023	30/12/2023	* - IFS Bank Transaction Code								
<input type="checkbox"/>	No	31/12/2023	31/12/2023	* - IFS Bank Transaction Code								
<input type="checkbox"/>	No	31/12/2023	31/12/2023	* - IFS Bank Transaction Code								
<input type="checkbox"/>	No	31/12/2023	31/12/2023	* - IFS Bank Transaction Code								

Bank Transactions													
	Match Bank Transaction	Cash Transaction Date	Bank Transaction Code	Currency	Currency Rate	Amount	Equivalent Amount	Closing Balance	Matching ID	Matching Date	Cust/Supp ID	Cust/Supp Name	User ID
<input checked="" type="checkbox"/>	No	10/01/2024	*										
<input checked="" type="checkbox"/>	No	08/01/2024	*										

 **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

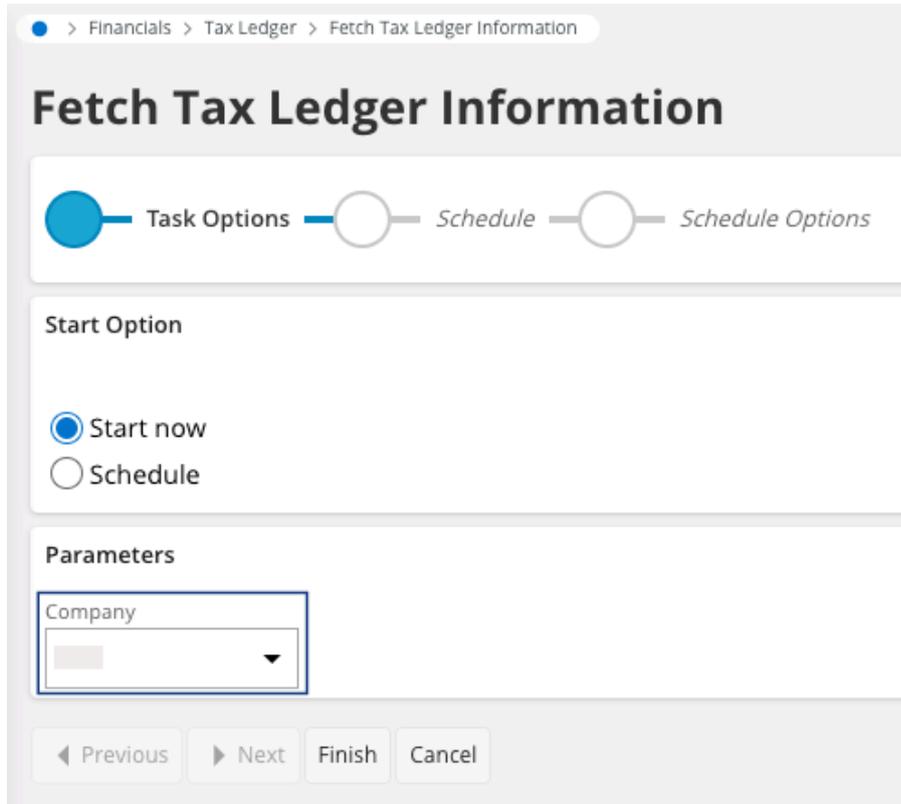
You need to find and adjust your data for the declaration.

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 **Fetch** is active for lines found.

✓	Tax Trans ID	Identity	Invoice Version	Invoice Type	Fetched	Tax Code	Tax (%)	Original Tax (%)	Tax Type	Tax Method	Tax Direction	Original Tax Direction	Deductible (%)	Tax Amount	Is Report...
<input type="checkbox"/>	...			SUPPINV	Yes										
<input type="checkbox"/>	...			SUPPINV	Yes										
<input type="checkbox"/>	...			SUPPINV	Yes										
<input type="checkbox"/>	...			SUPPINV	Yes										
<input type="checkbox"/>	...			SUPPINV	Yes										
<input type="checkbox"/>	...			SUPPINV	Yes										
<input type="checkbox"/>	...			SUPPINV	Yes										
<input type="checkbox"/>	...			SUPPINV	Yes										
<input type="checkbox"/>	...			SUPPINV	Yes										
<input type="checkbox"/>	...			SUPPINV	Yes										
<input type="checkbox"/>	...			SUPPINV	No										
<input type="checkbox"/>	...			SUPPINV	Yes										
<input type="checkbox"/>	...			SUPPINV	Yes										

3. If contents are incorrect or missing in the tax transactions lines, you can adjust them in those lines.



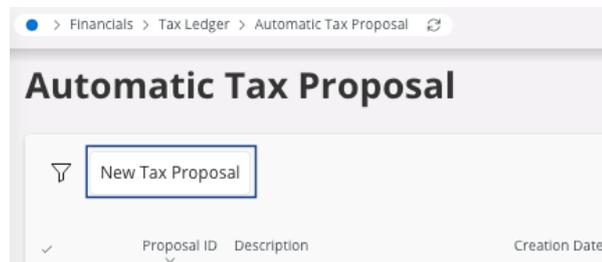
Important: Any change done in the page **Tax Transactions** must lead to a root cause analysis.

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**.

×

New Tax Proposal

Proposal ID
2

Tax Office

Tax Report
CA3FR - CA3FR

Description

Attachments

Period/Date Range

Period
 Date
 Substitution Variables

From Year	From Period	To Year	To Period
2023	7	2023	7

Proposal Type

New Proposal
 Correction Proposal

Status
Reported/Valid

Proposal Reference

Correction Type

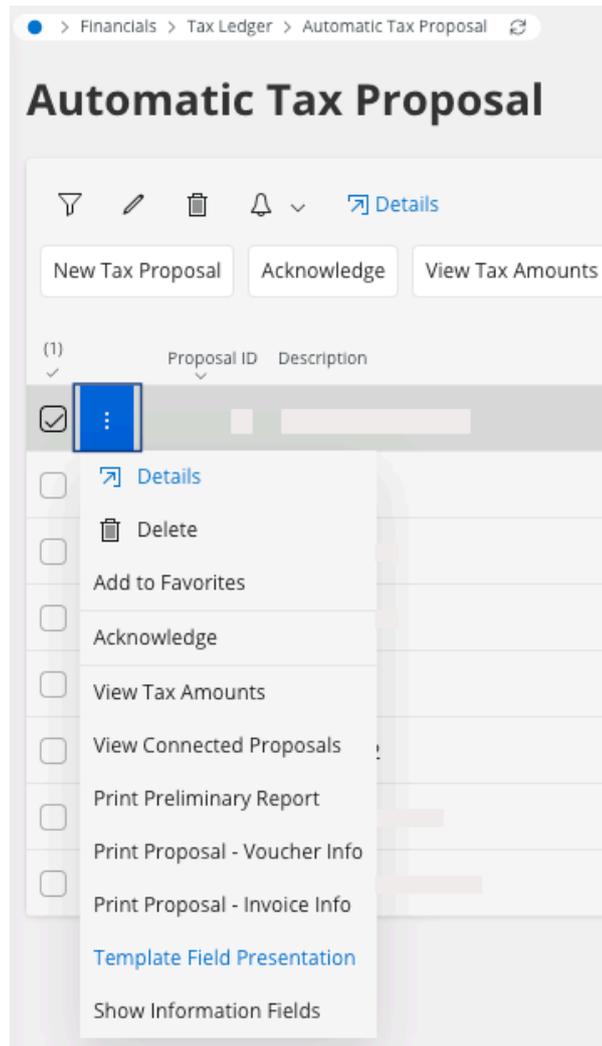
Identity Range

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:

409 |



- 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.

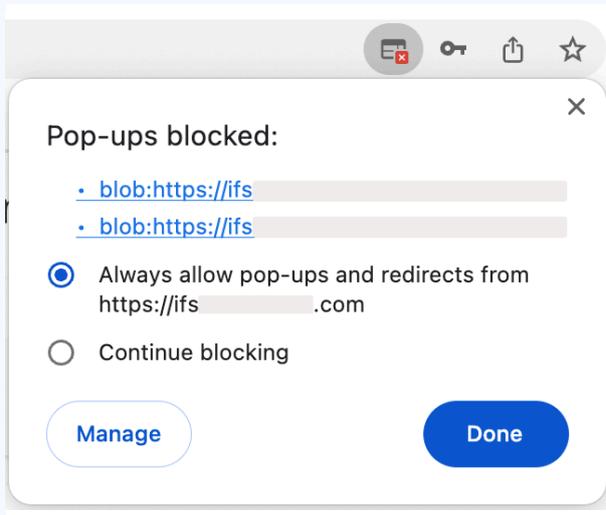
 **Important:** This step cannot be canceled in the system. You must perform this action when you have controlled the whole declaration and declared it to the administration.

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**.

Balance Per Tax Account

Year	Period	Tax Account	Tax Year	Tax Period	Proposal Status	Tax Office ID	Report No	Tax Amount
2023								
2023			2023	7	Reported/Valid		CA3FR	
2023			2023	9	Reported/Valid		CA3FR	
2023			2023	7	Reported/Valid		CA3FR	
2023			2023	7	Reported/Valid		CA3FR	
2023								
2023								
2023			2023	7	Reported/Valid		CA3FR	
2023			2023	9	Reported/Valid		CA3FR	
2023			2023	9	Reported/Valid		CA3FR	
2023								

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**.

New Tax Clearance Voucher

Company
MPF - Marport France

Selection Parameters

From Year - Period To Year - Period From Account To Account

Tax Clearance Base
Reported Tax

Voucher Information

Voucher Date Accounting Period User Group Voucher Type

AC

Selections

Accounting Year Accounting Period Account Tax Office ID Tax Year Tax Period Tax Report No Proposal Status Tax Amount

(3)	Accounting Year	Accounting Period	Account	Tax Office ID	Tax Year	Tax Period	Tax Report No	Proposal Status	Tax Amount
<input checked="" type="checkbox"/>									
<input checked="" type="checkbox"/>									
<input checked="" type="checkbox"/>									

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.

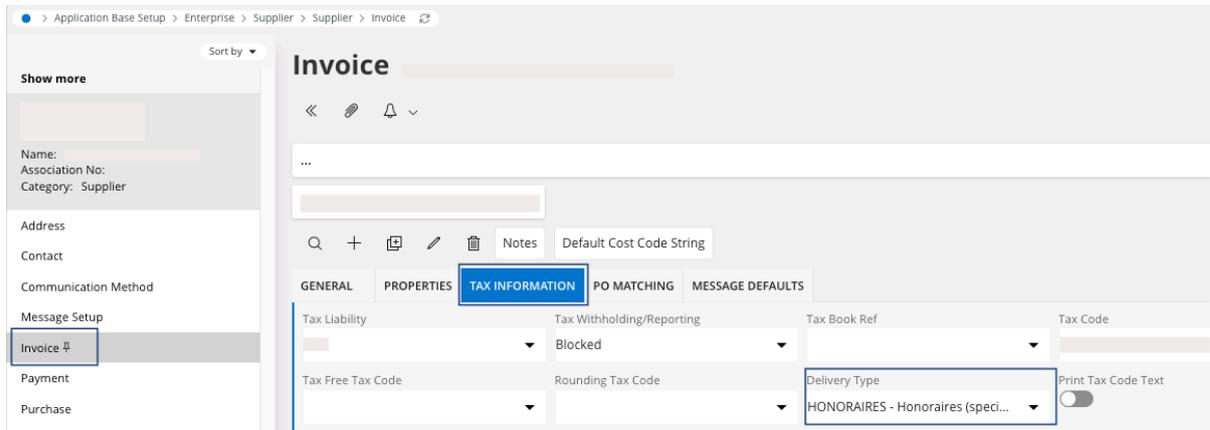
This process in **IFS Cloud** insures:

- Correct amounts and details corresponding to the declaration you need.
- Correct filtering on transactions that must be included.

Configuring the Supplier

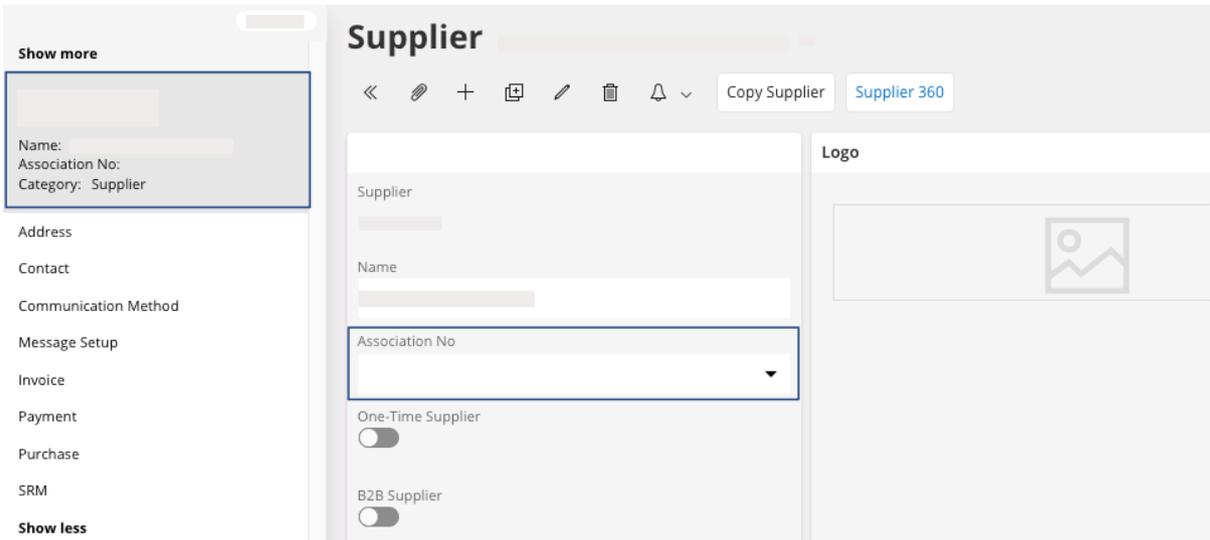
In order to create a DAS2 declaration (FR Specific) you need to configure the master data supplier.

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).

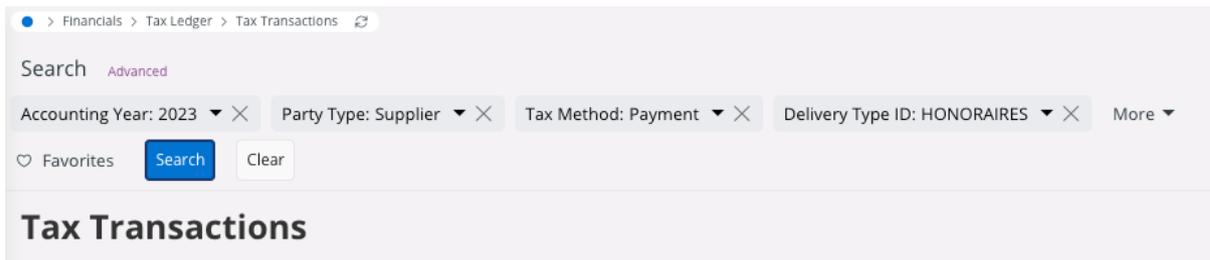


Extracting Tax Transactions for the DAS2 Declaration (FR Specific)

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.**

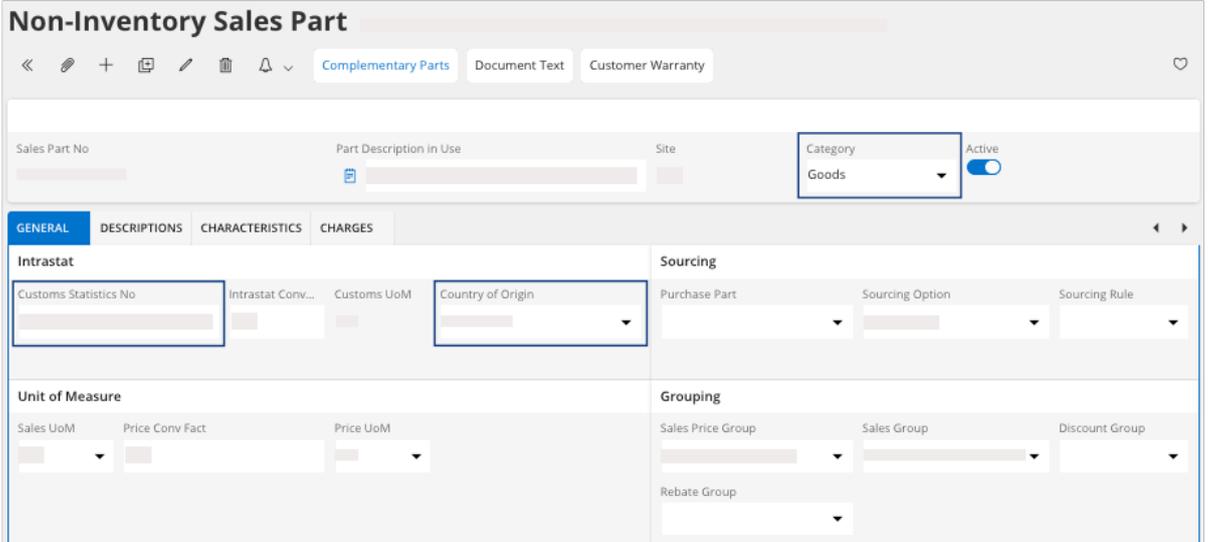
The screenshot displays the 'Inventory Part' configuration page. At the top, there are navigation icons and a breadcrumb trail: 'Part Pages > Inventory Details > Cost > Warranty > Copy Part > Document Text > MRB Cases > Manufacturing MRO > Part Revisions'. Below this, the main form area is divided into several sections. The 'Origin and Customs' section is currently expanded, revealing the following fields:

- Country of Origin:** A dropdown menu with a blue box highlighting it.
- Region Code:** A dropdown menu.
- Customs Statistics No.:** A dropdown menu with a blue box highlighting it.
- Intrastat Conv Factor:** A text input field.
- Customs UoM:** A text input field.
- Supersession:** A dropdown menu.

Other sections visible in the form include 'General', 'Classification', 'Counting', 'Supply and Demand Controls', 'Lead Times and Supply Dates', and 'Shelf Life'. The 'Attachments' section is at the bottom.

- 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**.



Non-Inventory Sales Part

Complementary Parts | Document Text | Customer Warranty

Sales Part No: [] Part Description in Use: [] Site: [] Category: Goods Active:

GENERAL | DESCRIPTIONS | CHARACTERISTICS | CHARGES

Intrastat

Customs Statistics No: [] Intrastat Conv...: [] Customs UoM: [] Country of Origin: []

Sourcing

Purchase Part: [] Sourcing Option: [] Sourcing Rule: []

Unit of Measure

Sales UoM: [] Price Conv Fact: [] Price UoM: []

Grouping

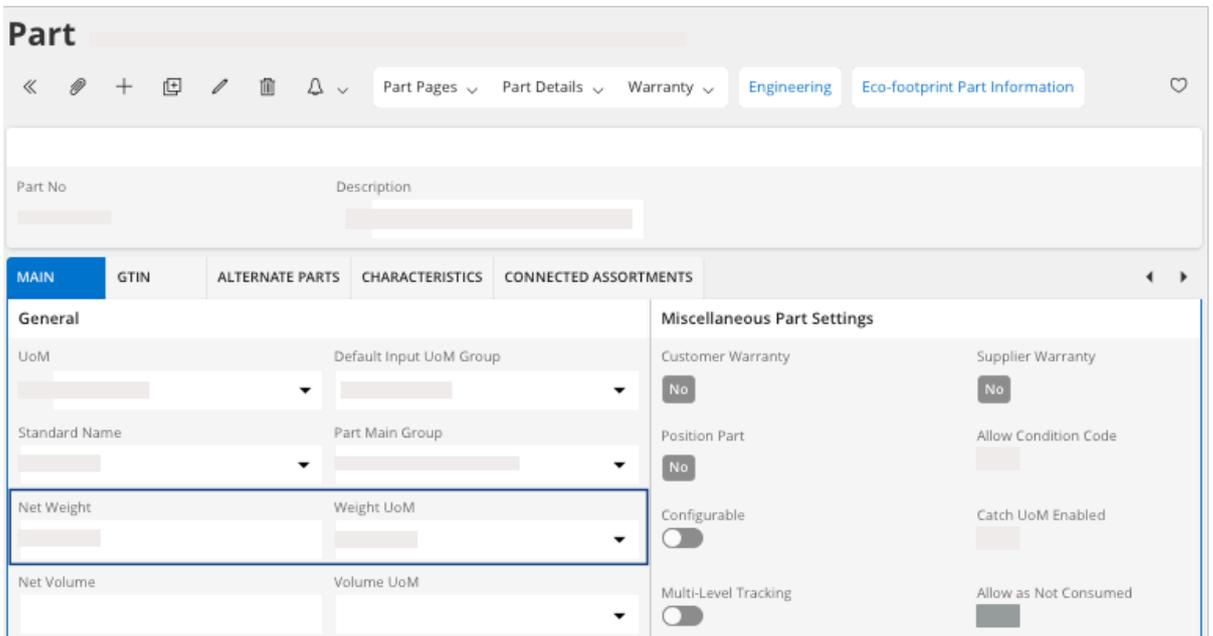
Sales Price Group: [] Sales Group: [] Discount Group: []

Rebate Group: []

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.



Part

Part Pages | Part Details | Warranty | Engineering | Eco-footprint Part Information

Part No: [] Description: []

MAIN | GTIN | ALTERNATE PARTS | CHARACTERISTICS | CONNECTED ASSORTMENTS

General

UoM: [] Default Input UoM Group: []

Standard Name: [] Part Main Group: []

Net Weight: [] **Weight UoM**: []

Net Volume: [] Volume UoM: []

Miscellaneous Part Settings

Customer Warranty: No Supplier Warranty: No

Position Part: No Allow Condition Code: []

Configurable: Catch UoM Enabled: []

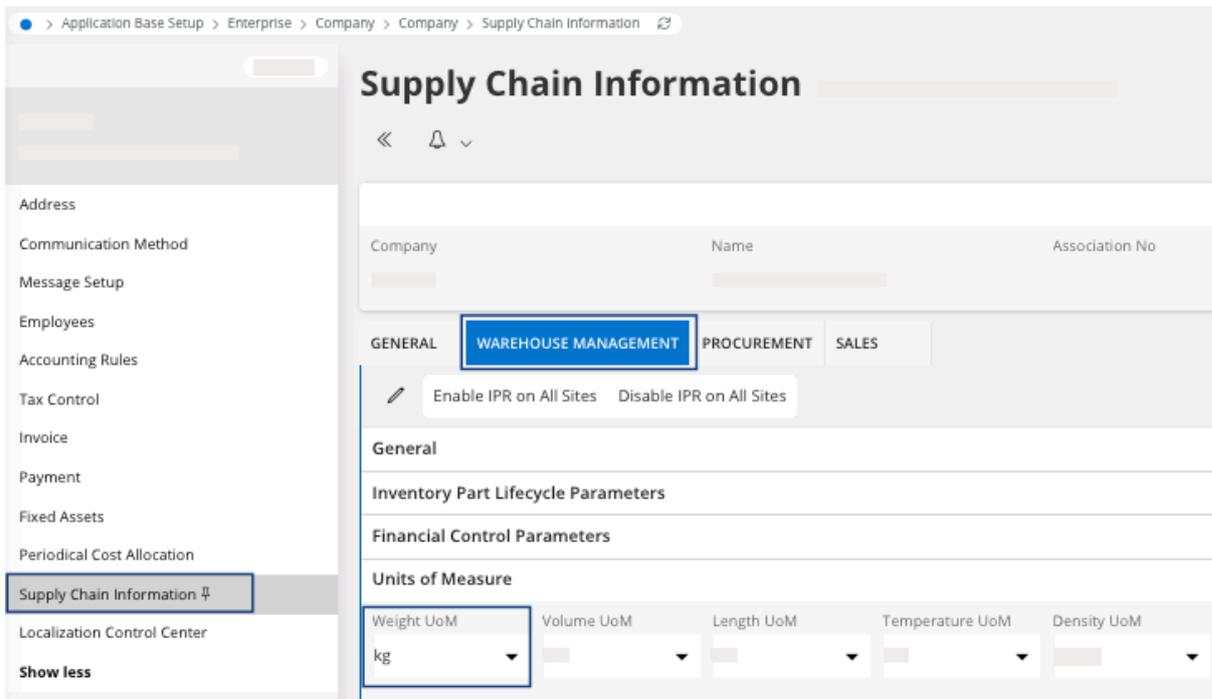
Multi-Level Tracking: Allow as Not Consumed:

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**.

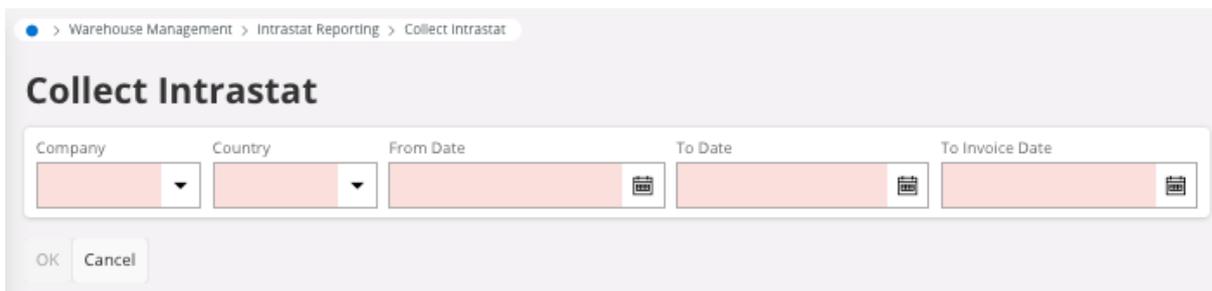
b. Select the **Supply Chain Information** tab in the left side of the page.

- 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.



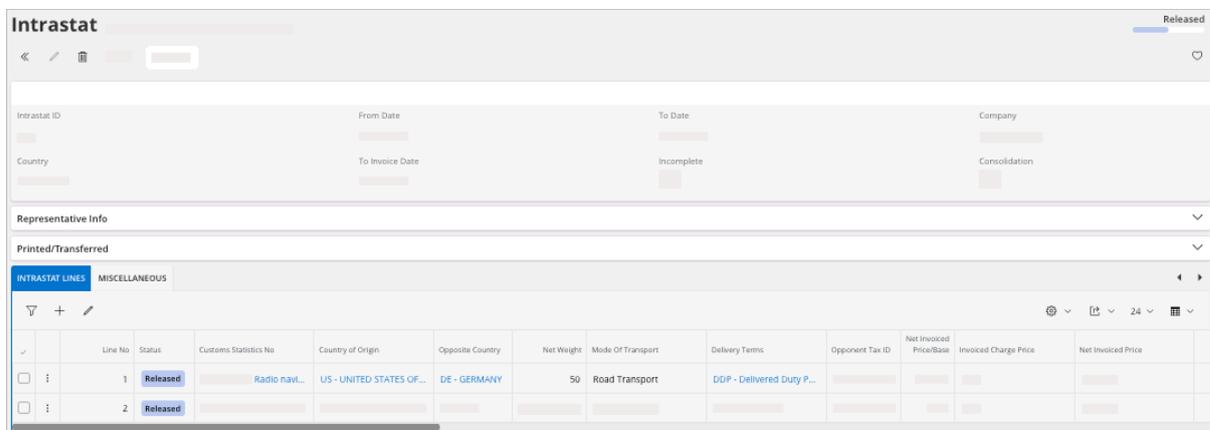
- 6. Click **OK**.
- Your Intrastat report has been created.

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.



Line No	Status	Customs Statistics No	Country of Origin	Opposite Country	Net Weight	Mode Of Transport	Delivery Terms	Opponent Tax ID	Net Invoiced Price/Base	Invoiced Charge Price	Net Invoiced Price
1	Released	Radio navi...	US - UNITED STATES OF...	DE - GERMANY	50	Road Transport	DGP - Delivered Duty P...				
2	Released										

- 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.

×
Transfer Intrastat to File

Transfer Options

Transfer Import Transfer Export

File Name	File Extension	Transfer File Name
<input style="width: 95%;" type="text"/>	CSV	<input style="width: 95%;" type="text"/>

OK
Cancel

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**.

(1) <input checked="" type="checkbox"/>	Revaluation ID	Ledger Type	Ledger ID	Accounting Year	Accounting Period	Period Description	Status	Currency Rate Type	Unrealized Gain
<input checked="" type="checkbox"/>		General Ledger	00 - General						
<input type="checkbox"/>	2	General Ledger	00 - General				Defined		
<input type="checkbox"/>	1	General Ledger	00 - General				Posted		

4. Select your line and click **Execute Calculation**.

Currency Revaluations

Execute Calculation
Notes

	Revaluation ID	Ledger Type	Ledger ID	Accounting Year	Accounting Period	Period Description	Status	Currency Rate Type
<input checked="" type="checkbox"/>	2	General Ledger	00 - General l	2023	6	April 2023	Defined	
<input type="checkbox"/>	1	General Ledger	00 - General l	2023	11	September 2023	Posted	1

The **Execute Calculation** pane appears.

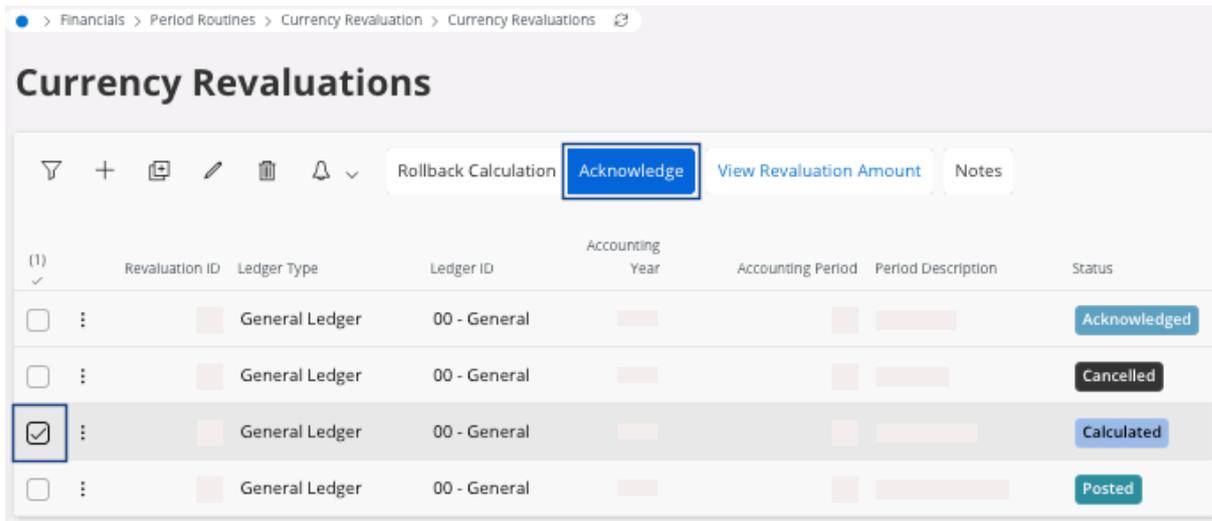
- In the **Currency Rate Type** field, select **2**, because it involves a recalculation at the end of a period, and then click **OK**.

×

Execute Calculation

Revaluation ID	Accounting Year
<input type="text"/>	<input type="text"/>
Accounting Period	Period Description
<input type="text"/>	<input type="text"/>
Currency Rate Type	Parallel Currency Rate Type
<div style="border: 1px solid #ccc; padding: 2px;"> 1 </div>	<input type="text"/>
<div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <div style="border-bottom: 1px solid #ccc; padding: 2px 5px;"> Q Find Clear </div> <div style="padding: 5px 0;"> <p>1</p> <p>DAILY RATE</p> <p>EUR</p> <p>Normal</p> </div> <div style="background-color: #00a651; color: white; padding: 5px 0; margin-top: 5px;"> <p>2 (Currency Type)</p> <p>MONTH-END RATE (Description)</p> <p>EUR (Ref Currency Code)</p> <p>Normal (Rate Type Category)</p> </div> </div>	<input type="text"/>

- 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.
- Go back in the **Currency Revaluations** page, click **Acknowledge**.

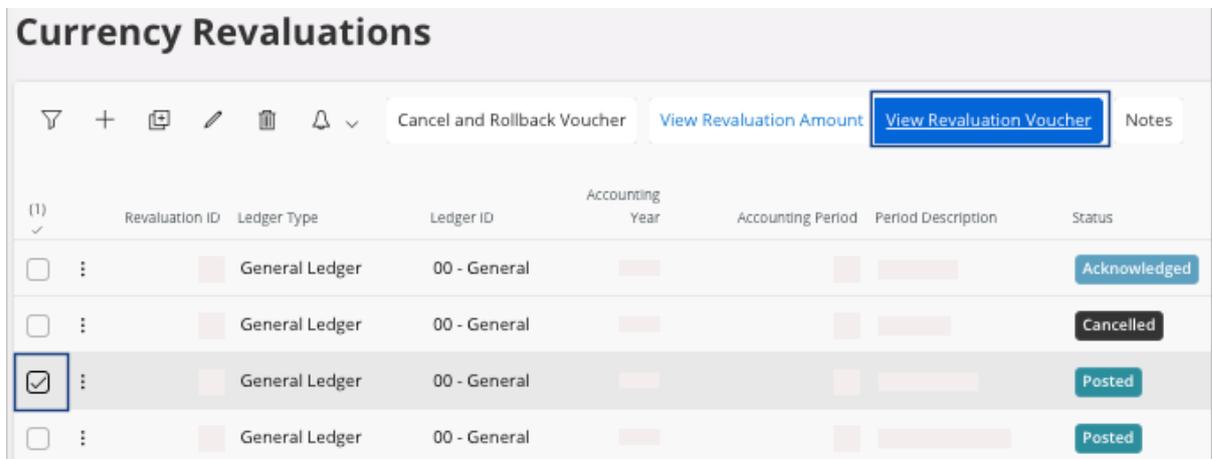


8. Click **Create Voucher**.

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.

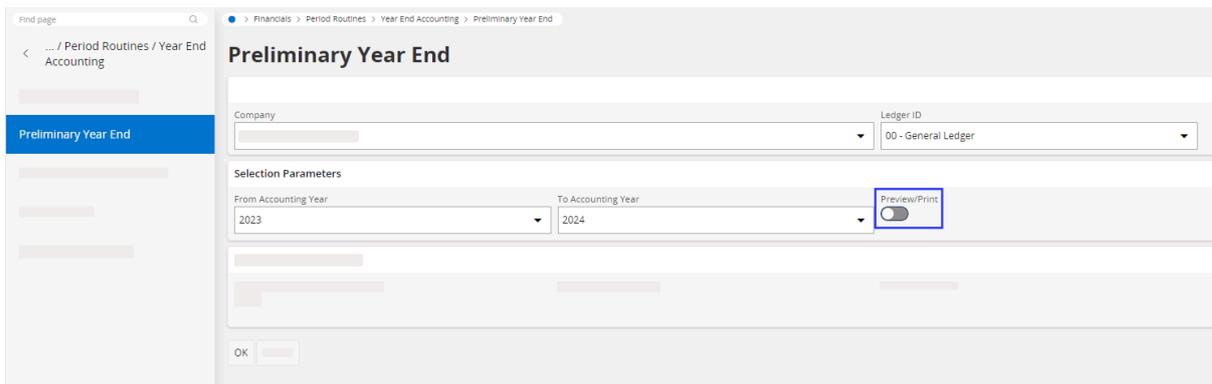
Before closing the accounting year on **IFS Cloud**, you can do a preliminary transfer of balances in order, for example, to make sure the transfer process is accurate or to begin planning the new year.

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.

Year	Ledger Type	Ledger ID	Opening Balance	Closing Balance	Year Status
2023	General Ledger	00 - General Ledger	Final Balance Transferred	Final Voucher Created	Closed



You are just about to open up an already closed accounting year. Periods must be opened manually after the year has been opened. The Final Year End execution will be rolled back and must be executed again after changes has been made.

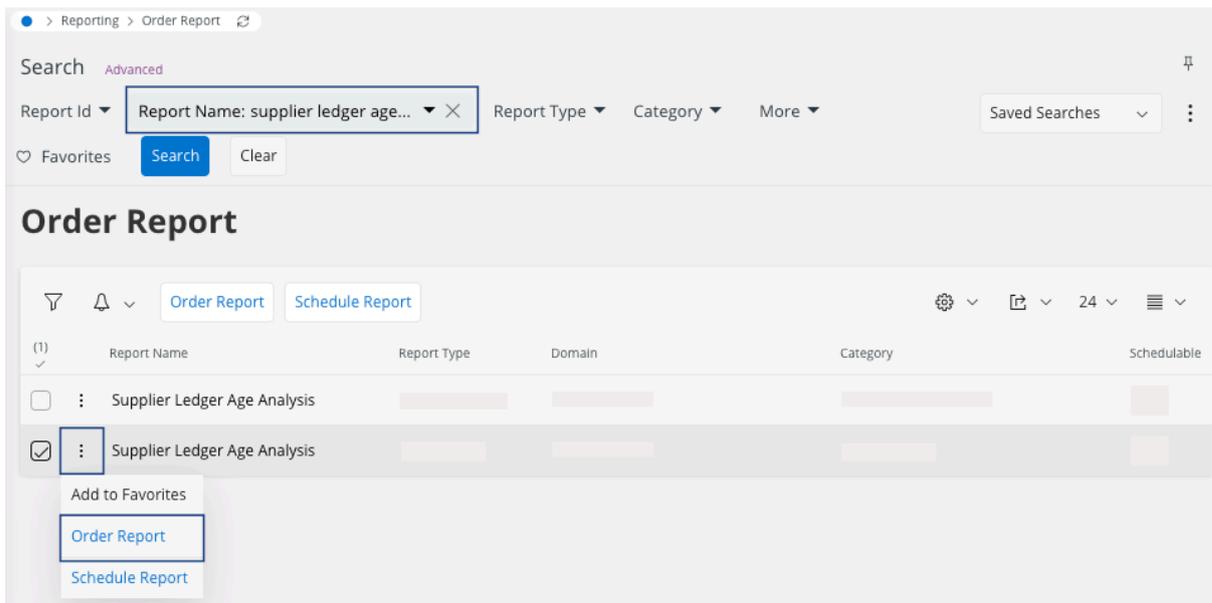
OK Cancel

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**.



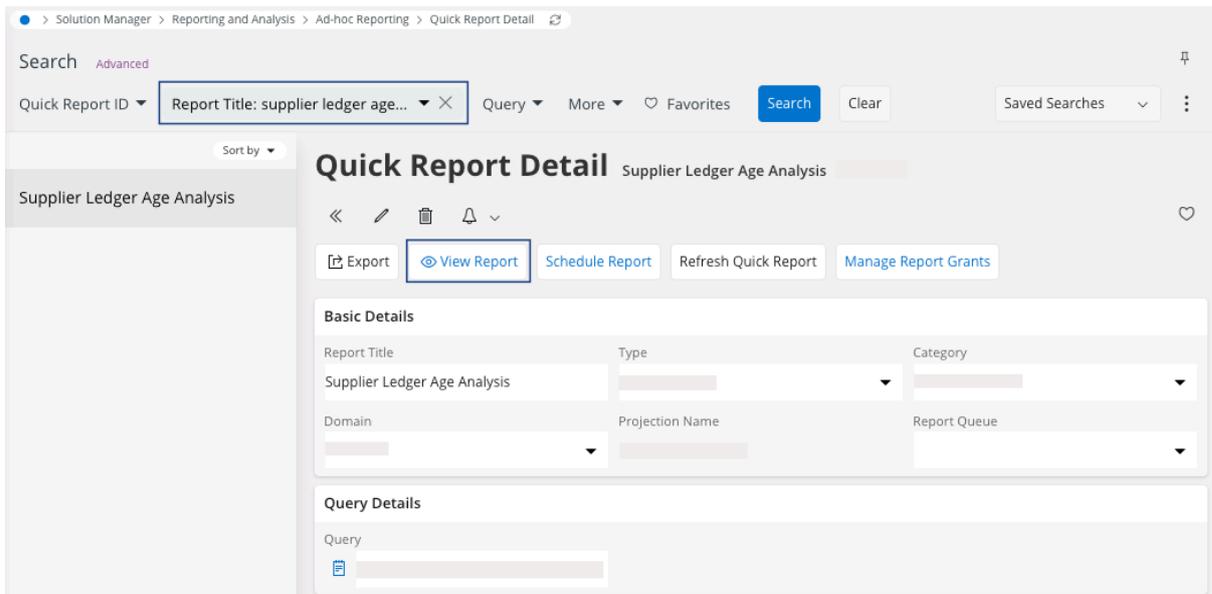
4. Configure specific parameters and distribution if needed, or click **Finish**.
Your report is generated and linked to a key, keep this key if you want to see the quick report in **IFS Cloud** or you can print the report directly and download it in PDF.

 **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**:

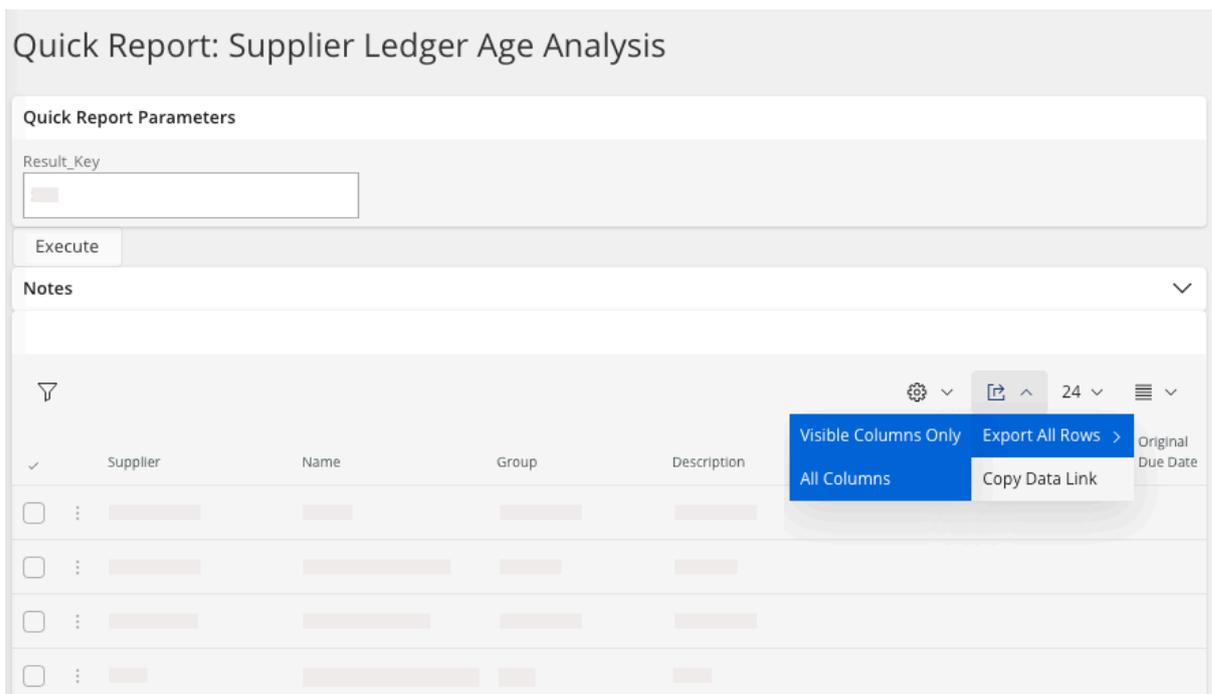
- a. Filter the page with the **Report Title** on Supplier Ledger Age Analysis OR Customer Ledger Age Analysis according to your needs.
- b. Click **View Report**.



6. You need to enter the key and click **Execute** to access the quick report.

You access your lines transactions.

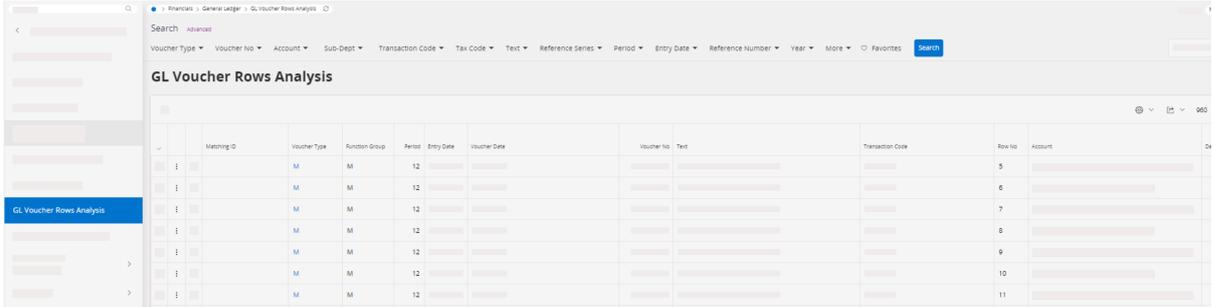
7. You can export your report in an Excel file: click **Export or copy and paste record(s) > Export All Rows** and choose between **Visible Columns Only** or **All Columns**.



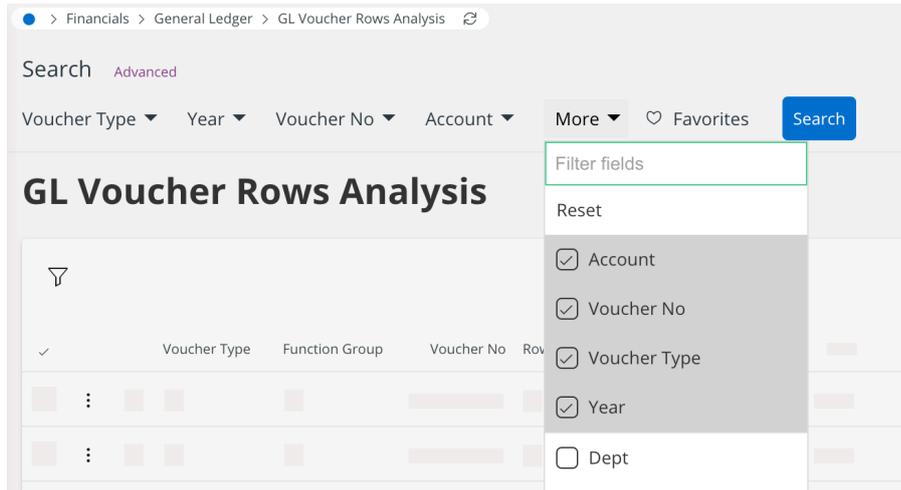
Consulting the General Ledger Rows

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**.

GL Balance Analysis

Year ▼ Period ▼ Account ▼ More ▼ Apply

Selection Criteria
 GL Balance Set ▼ Attribute ▼ Attribute Value ▼ Balance Type: Normal ▼ Include Hold Table M

Year	Period	Account
2024	0	40100099 - Accounts Payable.Employee Travel Expenses
2024	1	60210099 - Consumables Purchases - NON-Inventory Cost
2024	2	10680000 - Other Reserves
2024	0	21350000 - Leasehold Improvements
2024	2	28183000 - Accum Deprec. Computer
2024	0	37000000 - Inventory
2024	3	40100000 - Accounts Payable
2024	0	40100000 - Accounts Payable
2024	3	41100000 - Accounts Receivable
2023	12	41100001 - Accounts Receivable Accrued at YE
2024	0	41100001 - Accounts Receivable Accrued at YE
2024	0	41875000 - Un billed Invoices
2024	3	42100000 - Net Wages Due

Group by

- Year
- Period
- Account Type
- Account Group
- Attribute Value
- Account
- Dept
- Prod Line
- Project
- FA
- Currency
- Inter-Comp
- Consol
- Sub-Dept
- Code J
- Group Account
- Company
- Accounting Currency
- Parallel Currency

Summary On

- Debit Balance
- Credit Balance
- Balance

! **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.

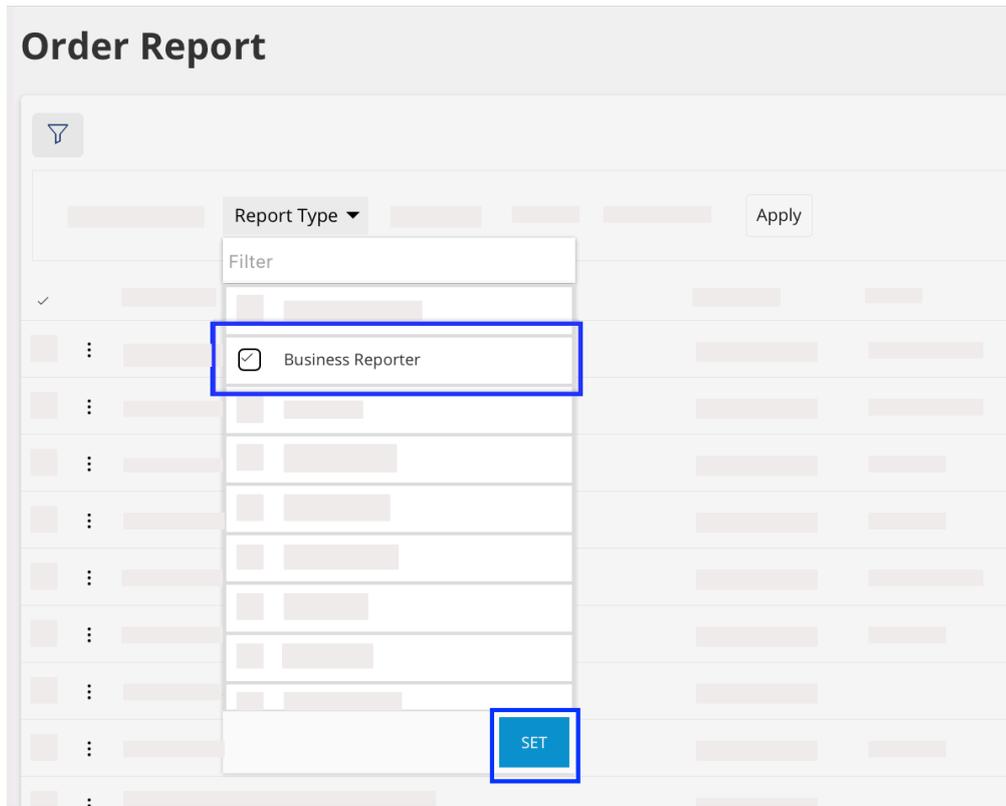
GL Balance Analysis

Year: 2024 ▼ × Period: !=0 ▼ × Account ▼ More ▼ Apply Clear

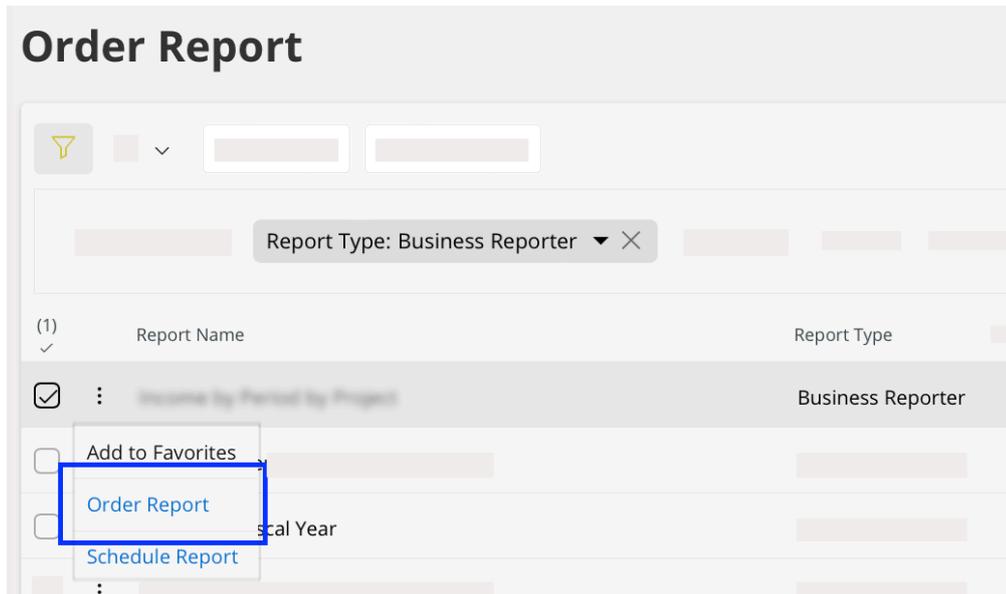
Consulting Order Reports

You can download an Excel file of order reports.

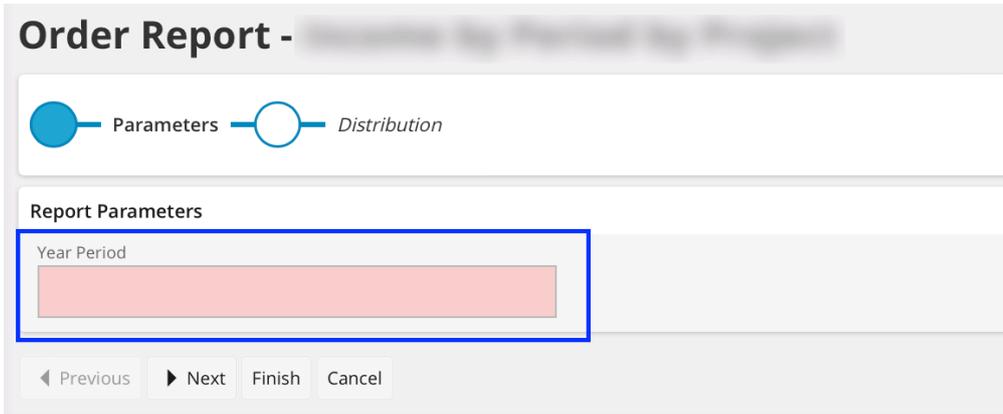
1. Go to **Order Report** page.
2. Click the **Filter** icon in the top toolbar, then click **Report Type** filter and choose **Business Reporter**.
3. Click **SET** to confirm.



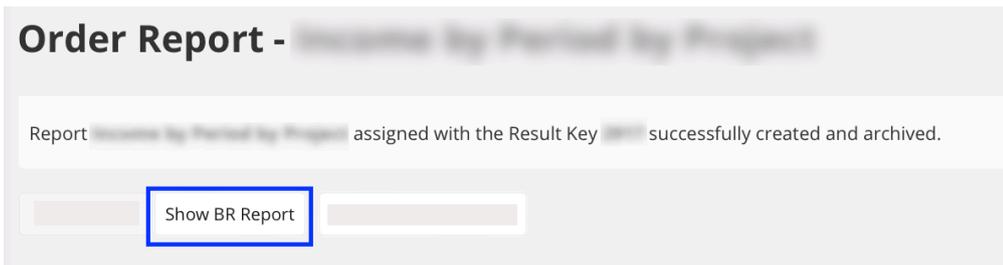
4. To see a report, click **:** and click **Order Report**.



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.

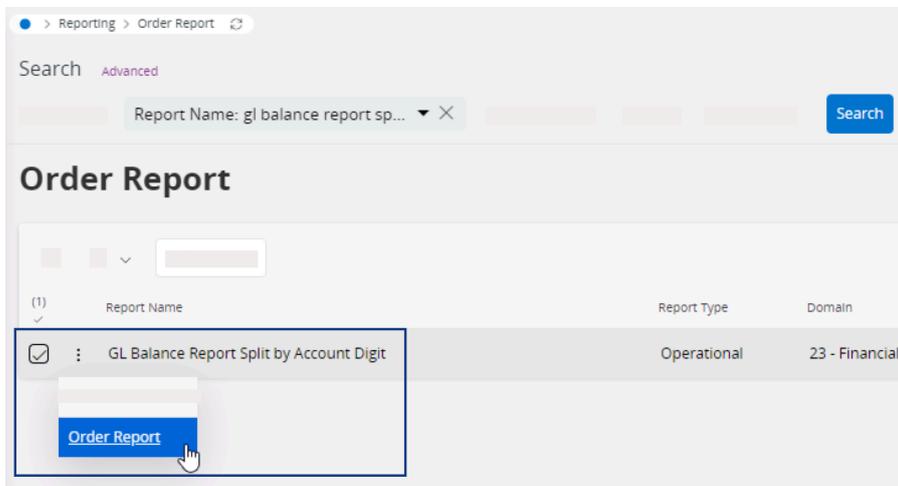
Here is an example of file that you can obtain.

	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 Dispos							
Misc Income							
Fx Gain Or Loss							
Expenses							
Pre-Tax Profit							

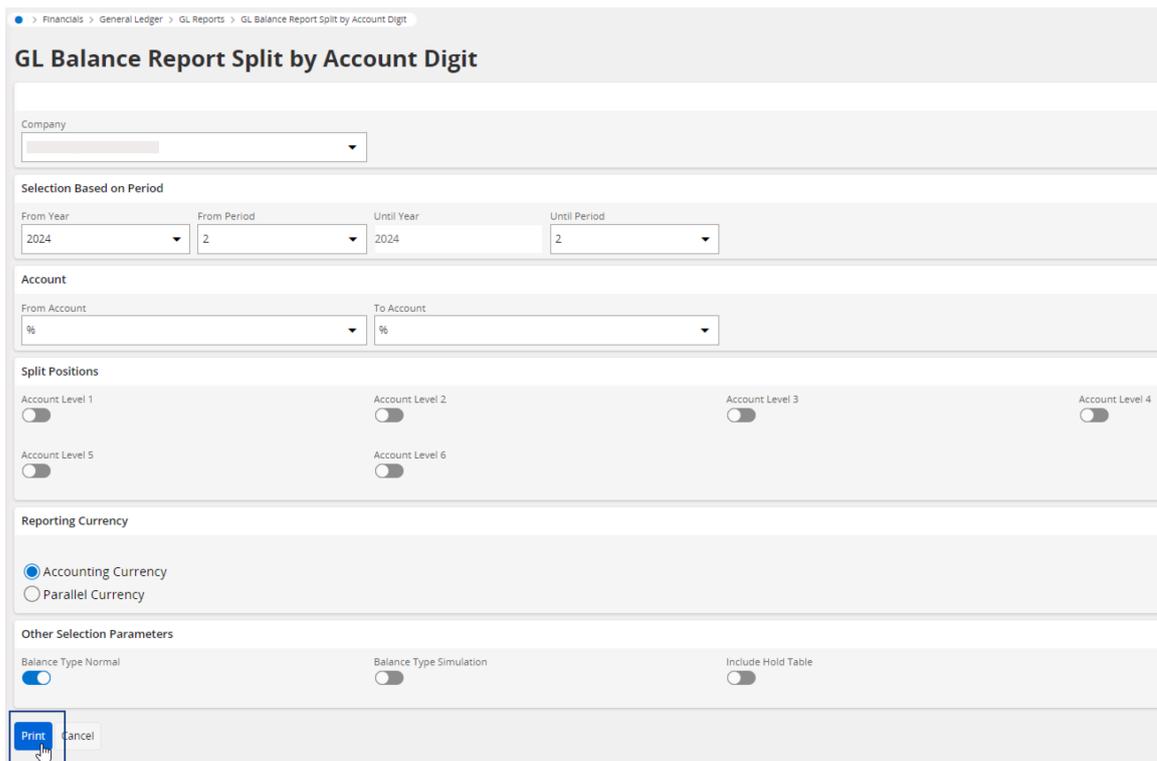
Consulting the General Ledger Balances Split by Account Digit

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**.



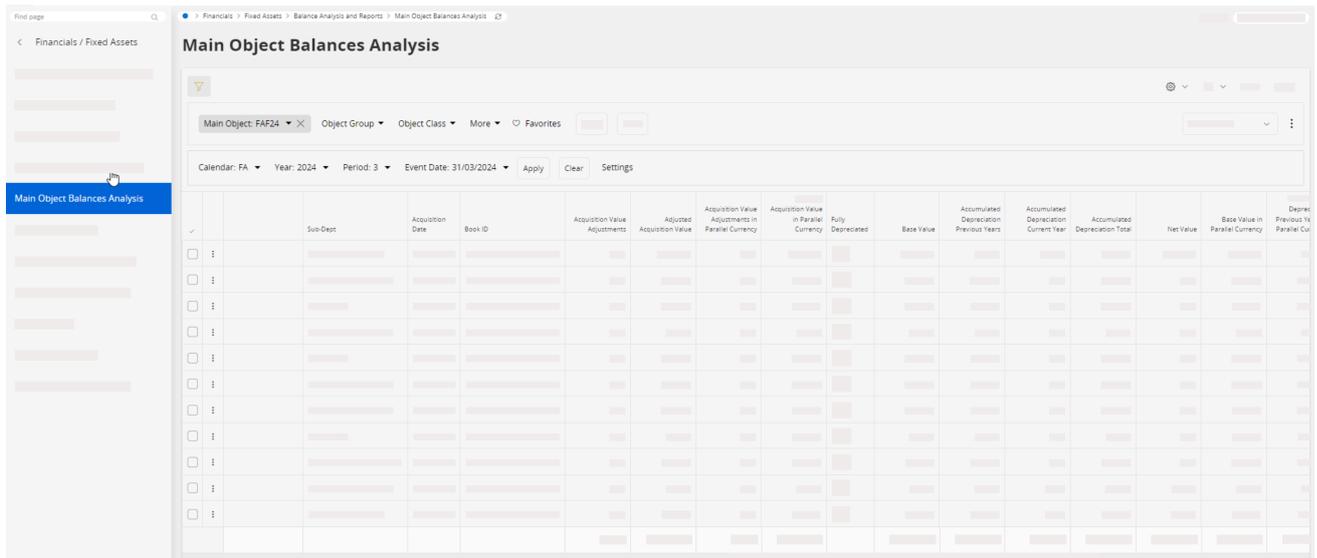
4. Change the parameters according to your needs, then click **Print** to download the PDF or print the report.



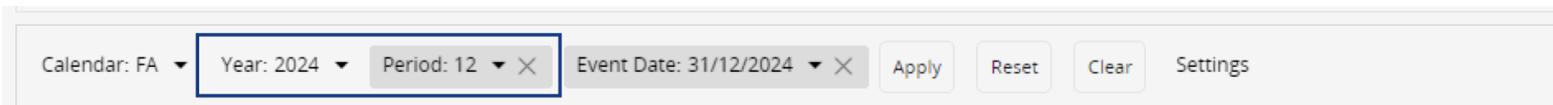
Consulting Company Fixed Assets

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.

The screenshot shows the 'Audit Interface Assistant' configuration window. At the top, a breadcrumb trail reads 'Accounting Rules > Audit interface > Audit interface Assistant'. Below this, a progress indicator shows three steps: 'Task Options' (active), 'Schedule', and 'Schedule Options'. The 'Start Option' section contains two radio buttons: 'Start now' (selected) and 'Schedule'. The 'Parameters' section features several dropdown menus: 'Company' (MPF - Marport France SAS), 'Country' (FRANCE), 'Report Type' (FEC), 'Ledger ID', 'File Type', and 'File Template'. The 'Selection' section includes a 'Period/Date Range' section with 'Date' selected and 'Period' unselected. The 'From' date is 01/01/2024 and the 'Until' date is 31/12/2024. At the bottom, navigation buttons include 'Previous', 'Next', 'Finish' (highlighted with a mouse cursor), and 'Cancel'.

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

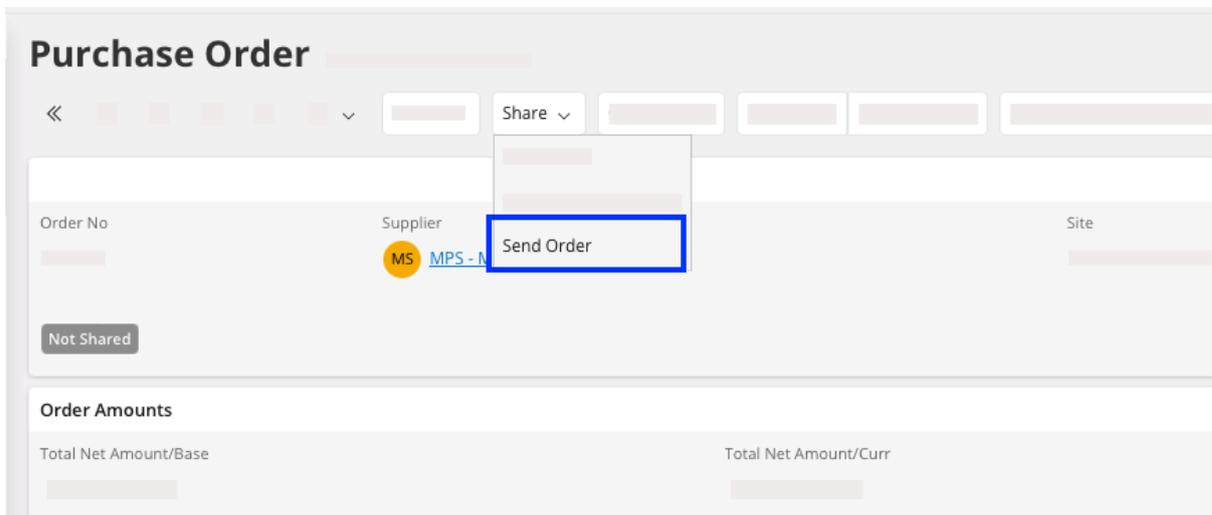
Manage purchase transactions with an intercompany seller, from making the order to receiving the invoice.

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**.

The 'Send Order' dialog box features a close button (X) at the top left. It contains four input fields: 'Order No', 'Receiver', 'Media Code' (with a dropdown menu showing 'MHS'), and 'Message Type' (with a dropdown menu showing 'ORDERS'). At the bottom, there are two buttons: 'OK' and 'Cancel'.

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.

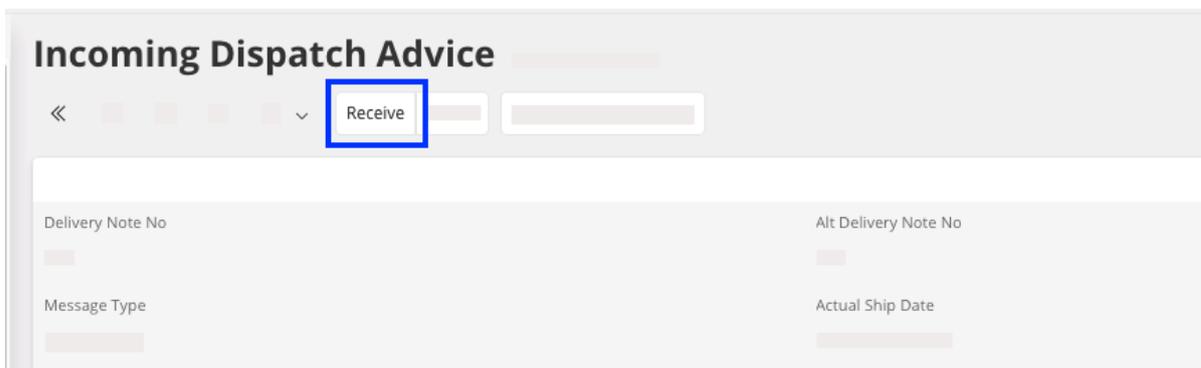
The 'Purchase Order' form shows a 'Share' dropdown menu. A sub-menu is open, and the 'Send Change Request' option is highlighted with a blue box. Other visible fields include 'Order No', 'Supplier', and 'Site'. Below the main form is an 'Order Amounts' section.

 **Note:** The changes are applied only once the seller has accepted the change request. The seller has the final word on the order.

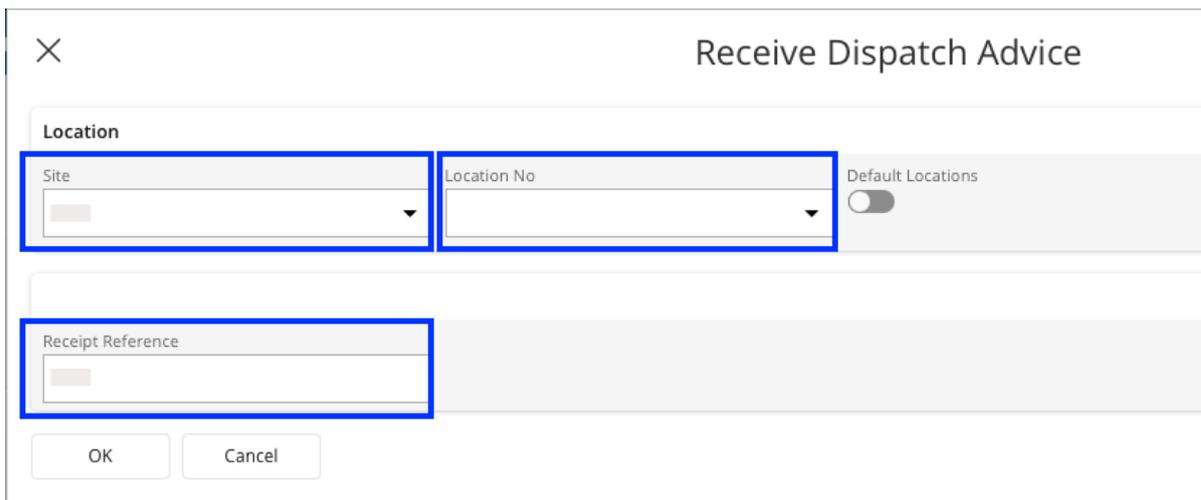
6. When you receive your order, go to the **Incoming Dispatch Advice** page.
7. Open the filter bar, and use the **Delivery Note No** filter to find the order.

The 'Incoming Dispatch Advice' page has a filter bar at the top with 'Message ID', 'Delivery Note No' (highlighted with a blue box), 'More', 'Favorites', and a 'Search' button. The main content area shows a list of messages with details like 'Message ID', 'Created', 'Sender ID', and 'Sender Descripti...'. A sidebar on the left shows a message detail view.

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**.

Incoming Customer Orders

Details

	Message Id	Order No	Internal PO No	Site	Status	Customer No	Wanted Delivery Date/Time	Currency	Delivery Address Name
<input checked="" type="checkbox"/>					Created				

The **Incoming Customer Order** page appears.

3. Click **Customer Order** to display the customer order details.

Incoming Customer Order

Customer Order

Message ID	Message Type	Order No	Site	Customer
		Language	Received Date	Created Date

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.

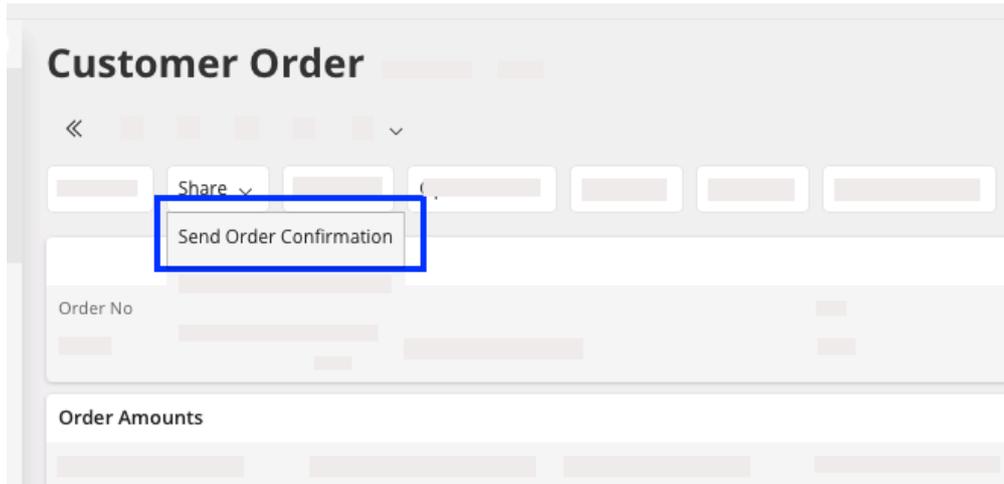


Note: If your purchaser makes a change on the purchase order, you can check it on the page **Incoming Change Request for Customer Order**. You can also display the customer order from this page.

Incoming Change Request for Customer Order

Customer Order

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**.

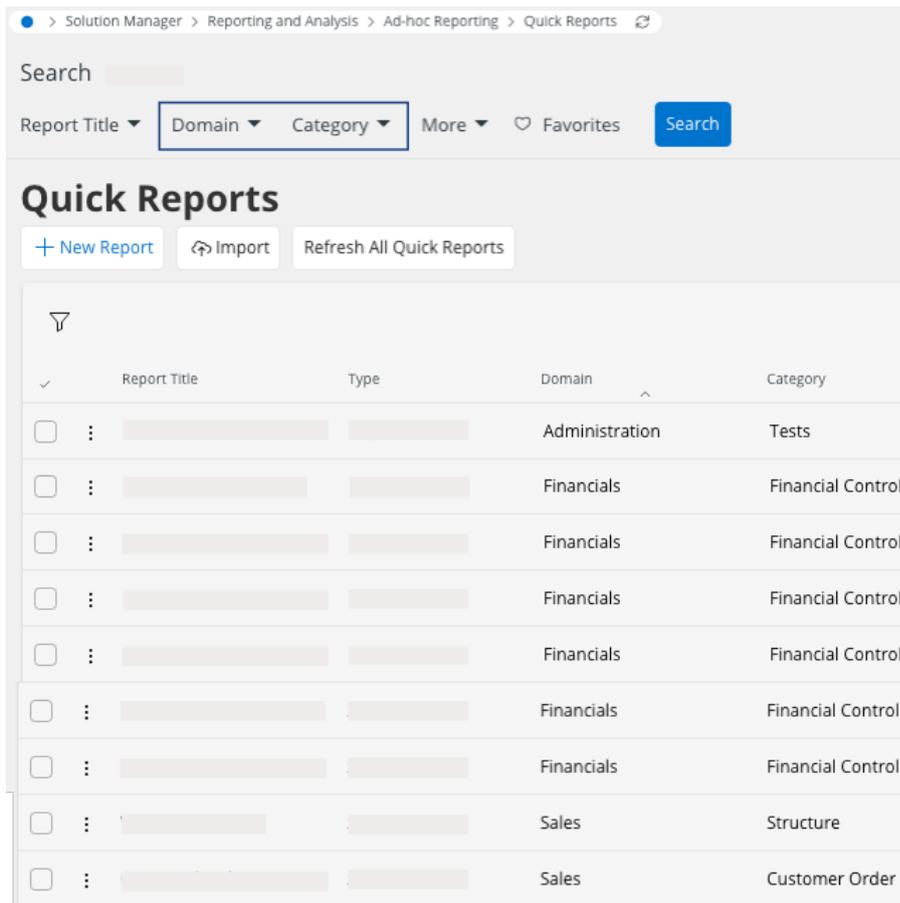
Consulting Quick Reports

Access simplified reports with the data needed.

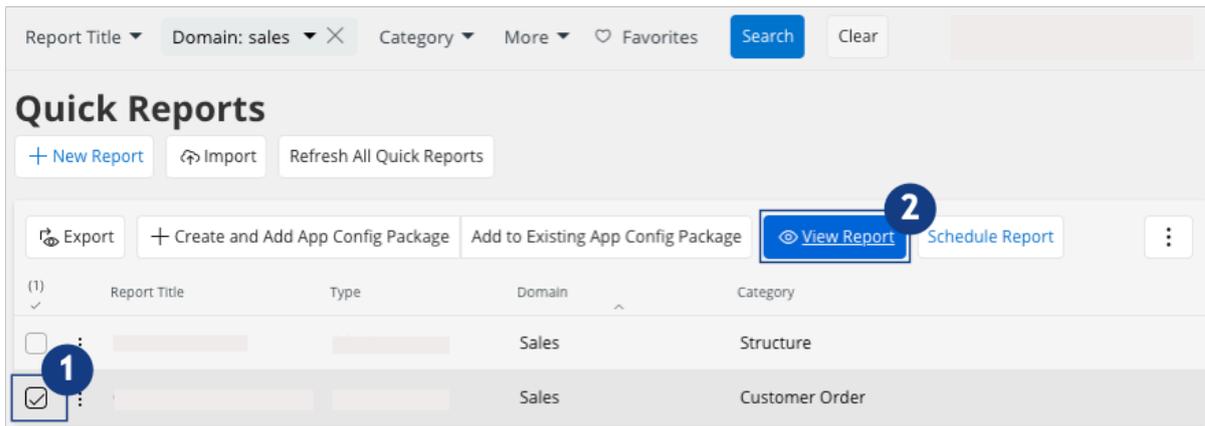
Quick Reports provide data from **IFS Cloud** in a simple view. You can use them to summarize data from different pages using the database relationships, and format data for Excel outputs that can help you for data control.

 **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**.



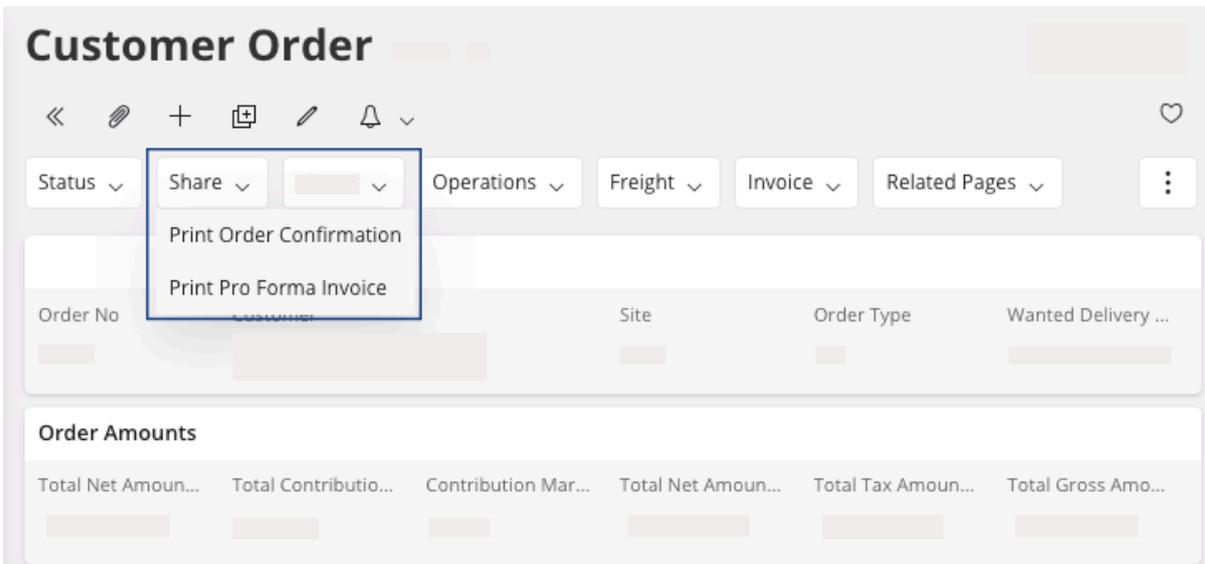
 **Note:** According to your role, data in reports may be restricted: contact the IT team for more information.

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**.

Report Format & Output

All

Confirmation of Customer Order

Print Parameters

Layout Language

Date/Number Formatting

Print

Printer Copies

No Printout 1

Email

Address

OK Preview

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**.

Order Report

Order Report Schedule Report

(1)	Report Name	Report Type	Domain	Category
<input checked="" type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				

Add to Favorites

Order Report

Schedule 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**.

Order Report - Inventory Transaction Report

Parameters — Distribution

Report Parameters

Transaction Report ID

Previous Next Finish Cancel

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**.

Order Report - Inventory Transaction Report

Report **Inventory Transaction Report** assigned with the Result Key **3650** successfully created and archived.

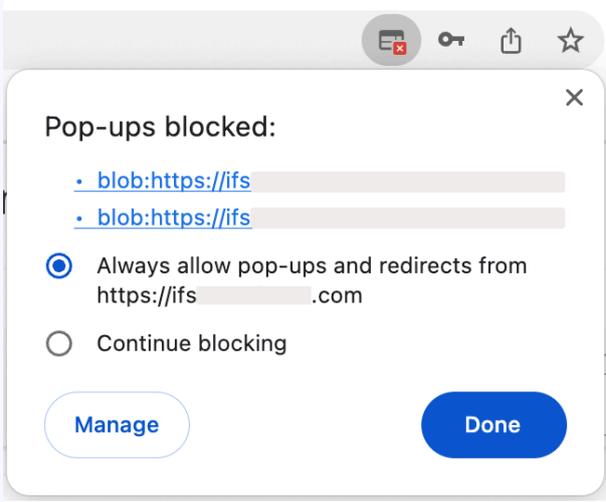
Run Again Print Report Show in Report Archive

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.



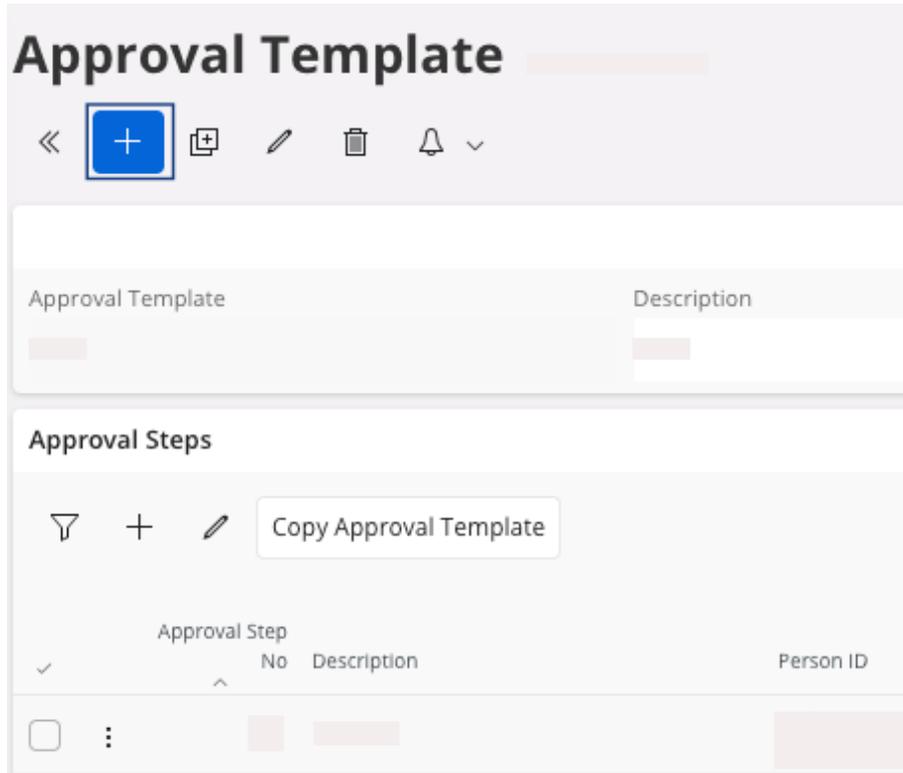
- **Print:** if you want your document on paper, choose your printer, or if you want to keep it on your computer in PDF, choose **IFS PDF Archiver**.
- **Email:** fill in or check the email address and send it.

Your report has been created.

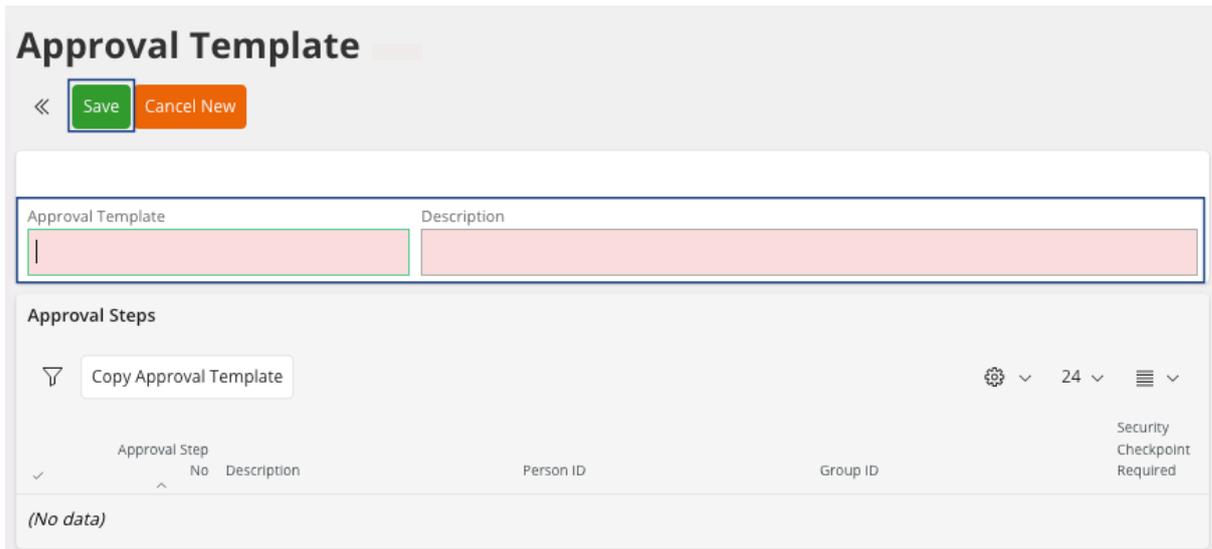
Creating an Approval Template

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.

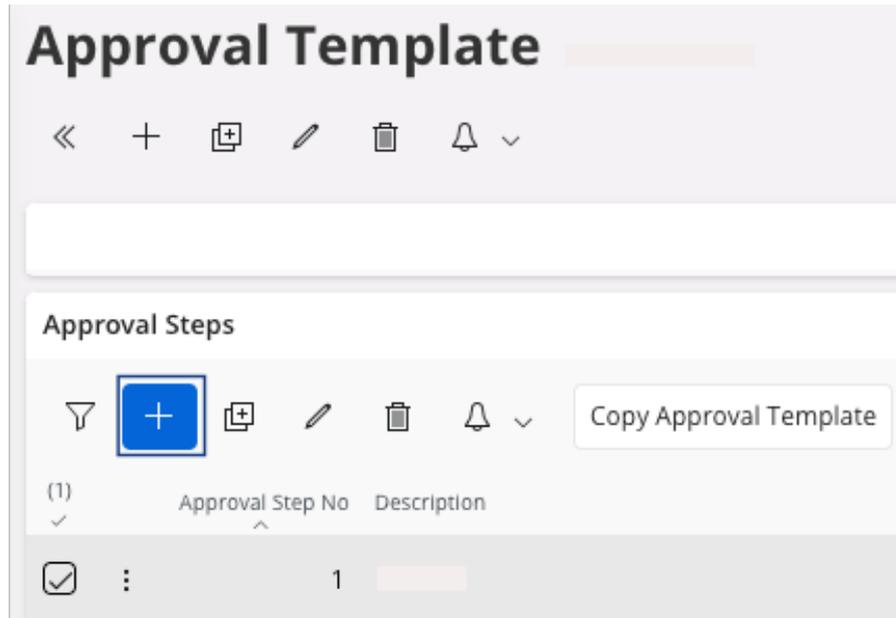


3. Choose a name for your template in the field **Approval Template** you can add a **Description** and then click **Save**.



4. To define the order of the approval, in the **Approval Steps** area:

a. Click **New +**.



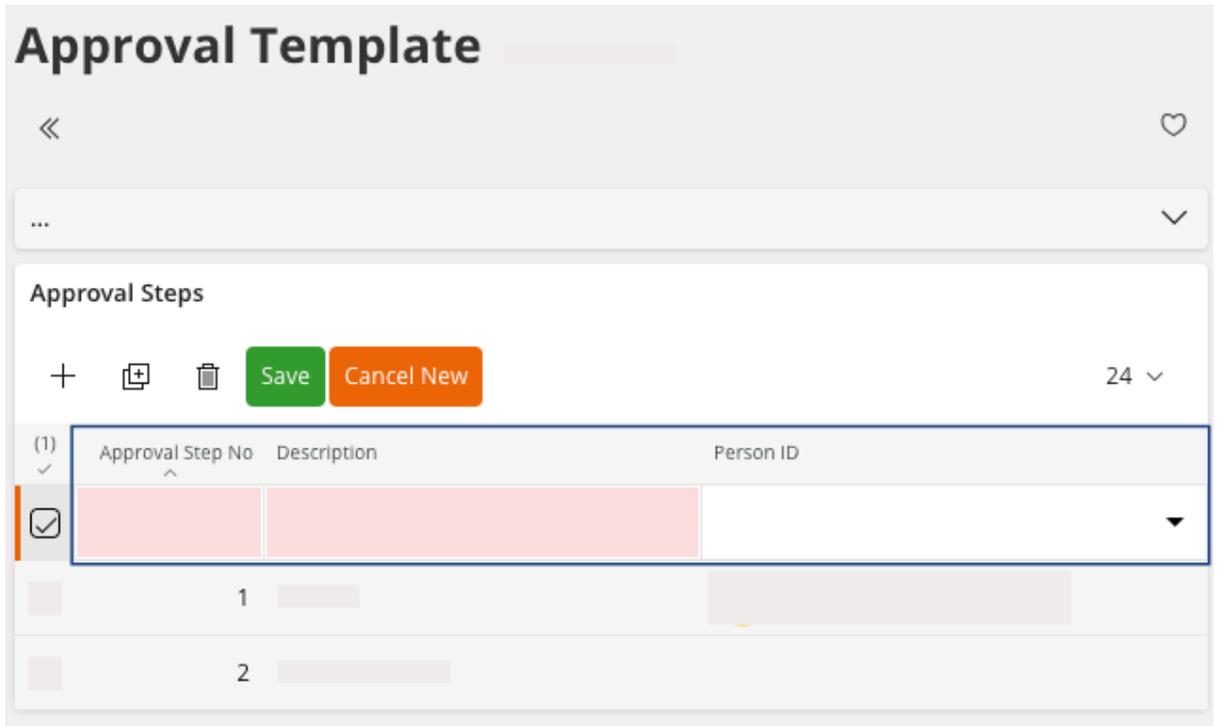
b. Fill the field **Approval Step No**.

 **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.

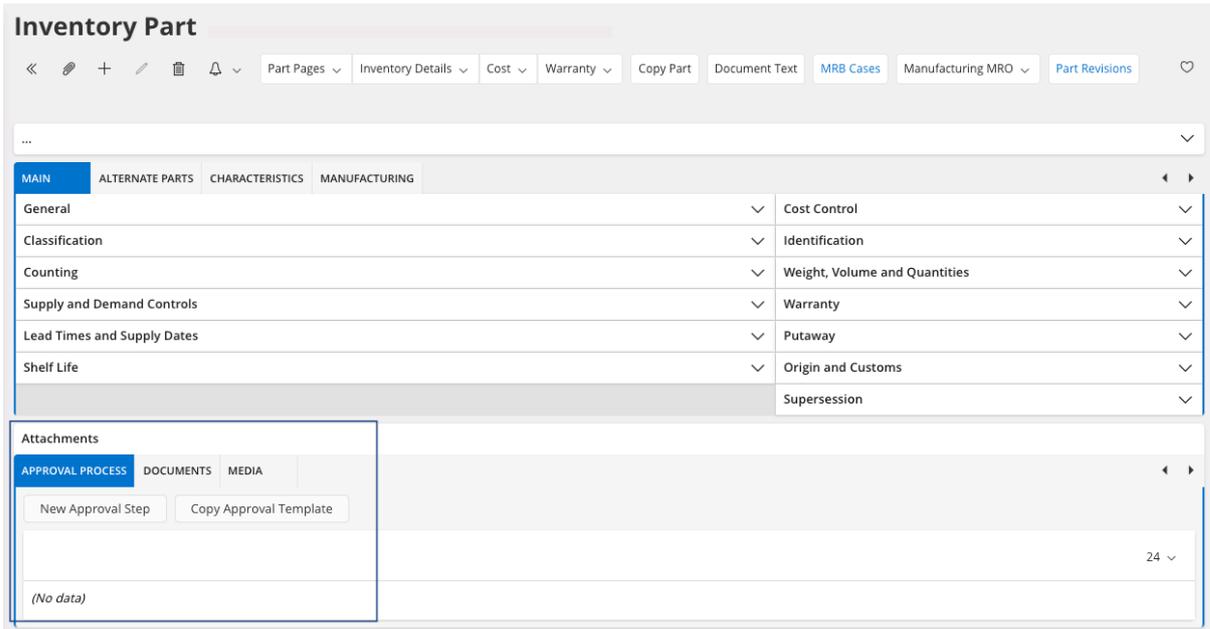
d. Fill the **Person ID** field with the user name that needs to approve the templates.

e. Click **Save**.



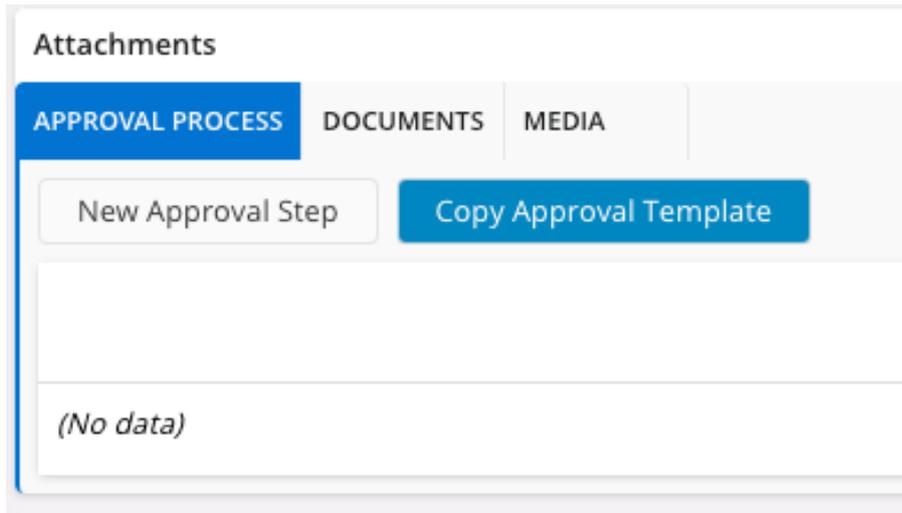
You have created your approval template.

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.



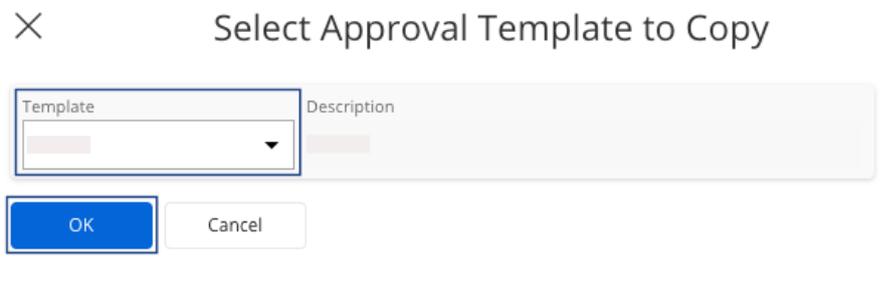
Note: If the service is not enabled and you need it for the process, contact the IT team.

6. To establish an approval process on an existing business object, click **Copy Approval Template**.



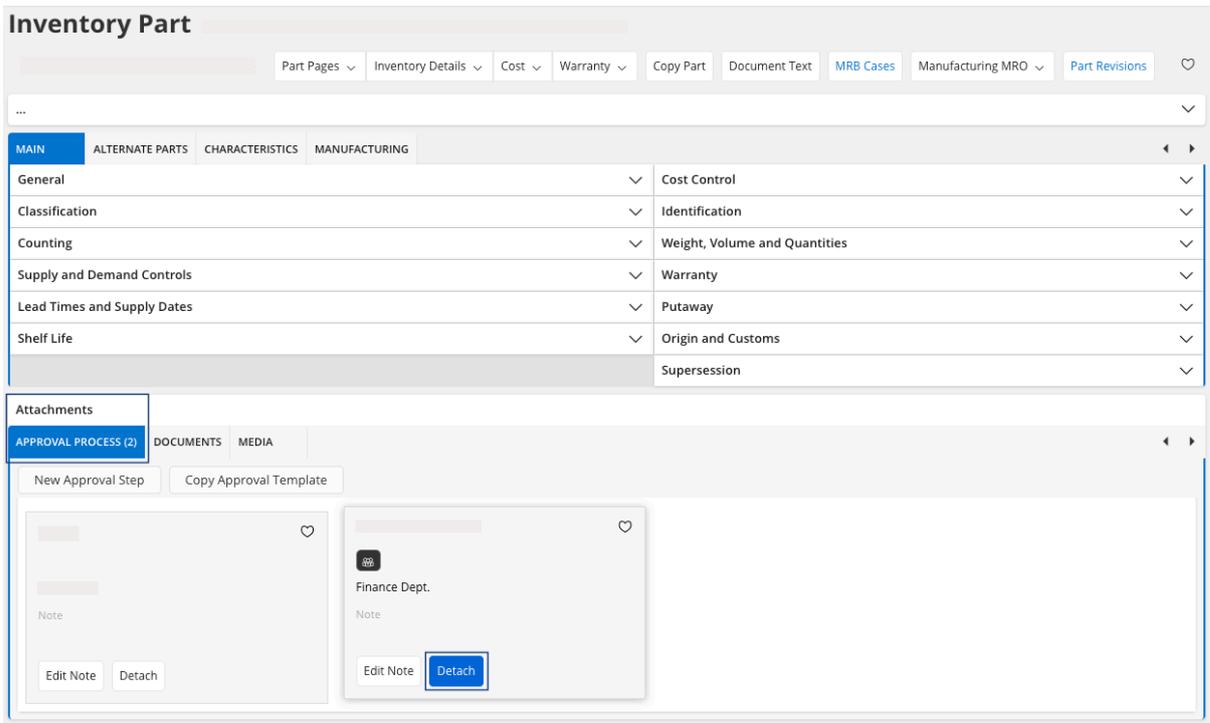
A pane appears.

7. In the field **Template**, select the correct approval template and click **OK**.



You linked an approval template to your process.

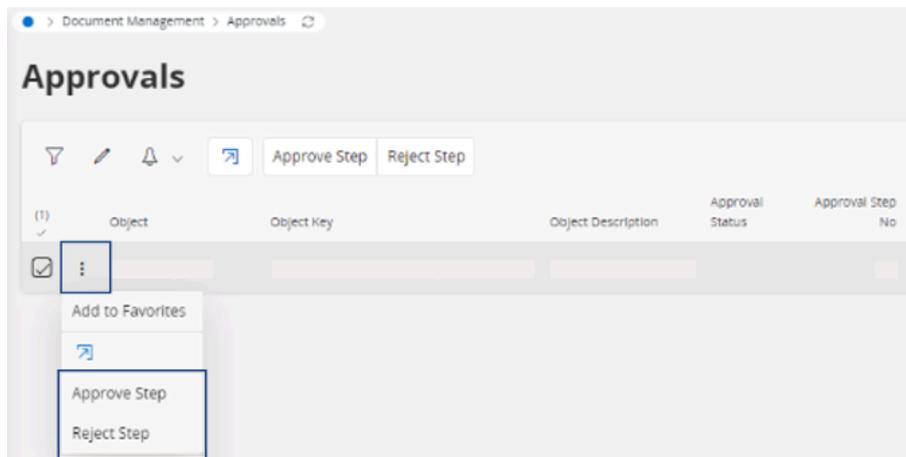
8. If you need to detach approval template steps on business objects, you can do it if the steps have not been approved or rejected:
 - a. At the bottom of the pages concerned by this process, scroll down to the area **Attachments**.
 - b. Click **Detach** on the step you want to detach.
 - c. A dialog 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**.



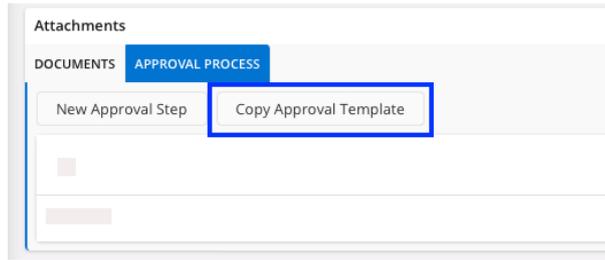
- c. Once you approve or reject a step, it will go to the next user or user group.

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.

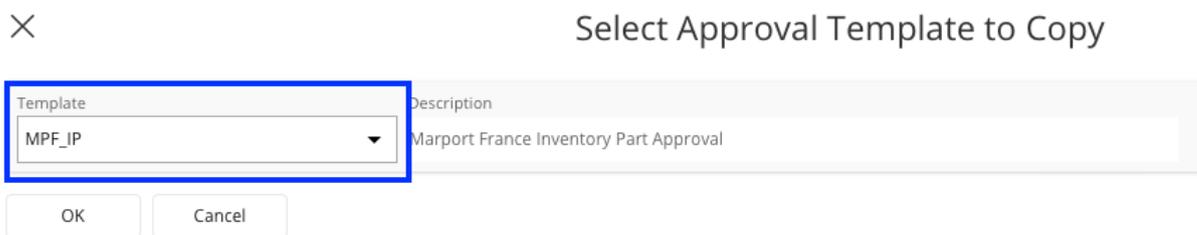
It is important to attach an approval template so that the part creation can be validated by the designated approvers. The purpose of this is to regulate the creation of new parts in **IFS Cloud**.

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**.

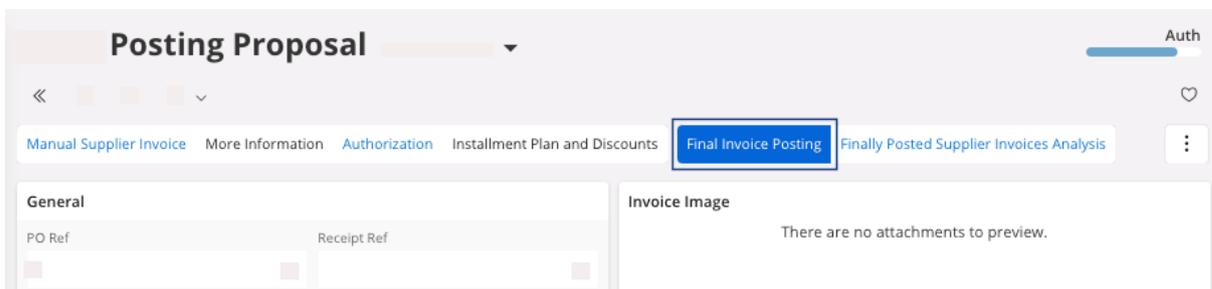


5. The approbation is now created and will be validated by the approver.

Frequently asked questions

How can I create a code string completion?

1. dzersdftyuzezrgsthyjukiu



2. tyzfretrytuyiulo
3. zezfrtyuiuertuyio

It's done, bla bla bla.

Why I cannot see this?

Because need to click here bla bla bla.

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