

**32 SOFT**  
**DATA LOADERS**  
*Productivity Solutions for QAD ERP*

# Multi SO 7.1.1 Data Loader User Guide



# Multi SO 7.1.1 User Guide

Thank you for your interest in 32 Soft’s productivity solutions for QAD. You are on the path to improved data management and productivity.





This User Guide will show you how to set up and use the Multi SO Data Loader. This Data Loader allows users to create new or download existing sales orders and also to copy a large number of sales order records at once. It simplifies the order creation process and reduces the time to create a large number of sales orders. This Data Loader is helpful if you have recurring orders from customers for a large number of items.

## Contents

Set Up .....	2
Download Existing Sales Order(s) from QAD .....	2
Import a File into Data Loader .....	4
Creating a Sales Order Manually .....	5
Using the Look Up Feature .....	5
Sales Order Trailer Codes .....	7
Validate Data .....	7
Error Checking .....	8
Upload to QAD .....	9
Verify Data in QAD .....	10
Have Questions? Contact Us .....	11

## DATA LOADERS

**We have dozens of  
DATA LOADERS  
for every major QAD process**

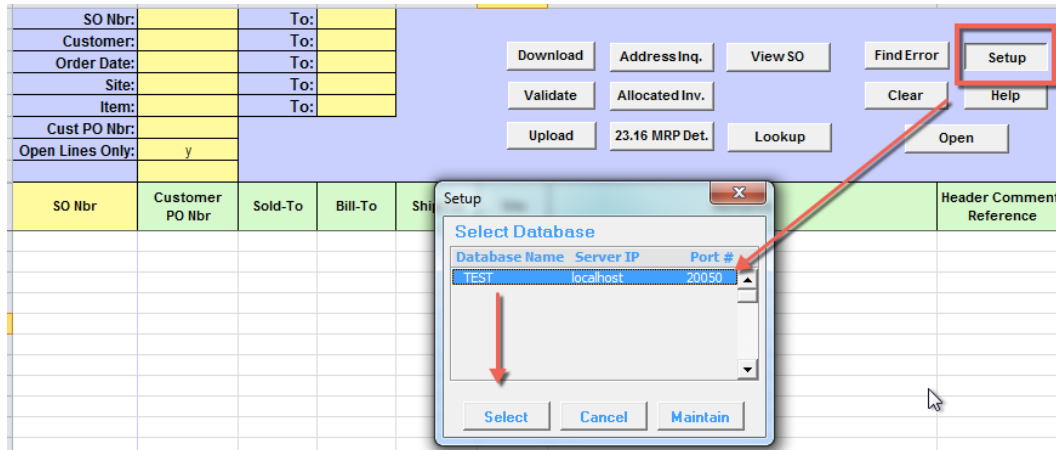
-  Master Data & Inventory
-  Distribution & Supply Chain
-  Finance
-  Production

To browse a complete list of Data Loaders, [click here](#).

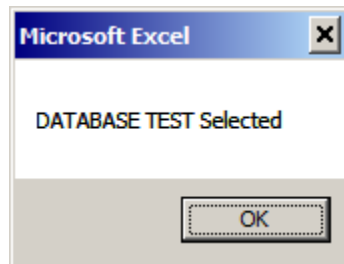
# Multi SO 7.1.1 User Guide

## Set Up

1. Open up the Loader and check that the correct database is set up. Click on the [SETUP] button to open the window and highlight the correct database. Click on [SELECT] when done.



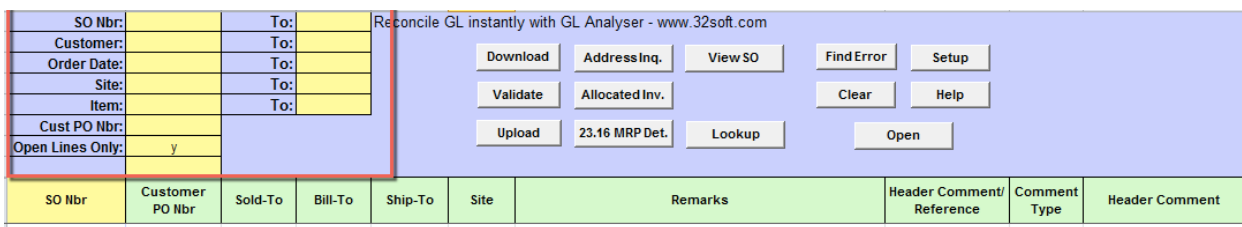
- Pop Up Window will be displayed showing available databases from which to select.
- Highlight desired database and click on the [SELECT] button
- Message will be displayed showing database selected. Click [OK] to continue.



There are a number of ways to enter a sales order using this Data Loader. The different methods will be explained below.

## Download Existing Sales Order(s) from QAD

1. You can use this Loader to download Sales Orders in QAD by entering in the search criteria in the yellow highlighted fields.

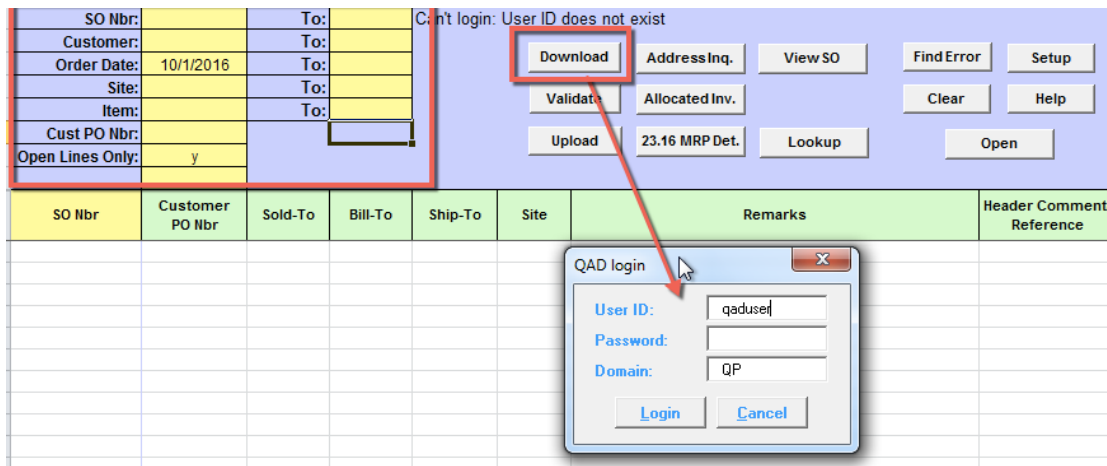


**Search parameters are available for the following fields:**

- **SO Nbr:** enter range of sales order numbers or leave blank for all
- **Customer:** enter range of customer numbers or leave blank for all
- **Order Date:** enter range sales order dates or leave blank for all
- **Site:** enter range of site numbers or leave blank for all
- **Item:** enter range of item numbers or leave blank for all
- **Customer PO Nbr:** if known, enter specific customer PO number to download
- **Open Lines Only:** enter "Y"es to view sales orders that are open only

2. Once the Search parameters are entered, select the [DOWNLOAD] button.

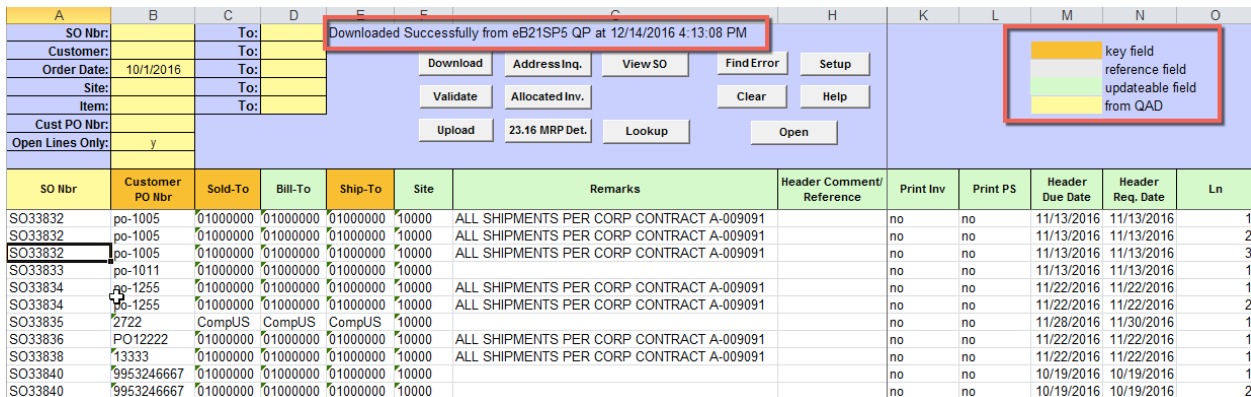
- When Action buttons are selected for the first time, a pop-up window will be displayed for user login. User ID is validated against QAD. Use your QAD user ID and password.



- Enter QAD User ID, Password and Domain
- Select [LOGIN] button to continue.

**Please note:** if the provided credentials are incorrect or the user is not authorized to use transactions in menu 7.1.1 in QAD, the database connection will not be established and the QAD login window will reappear.

- The Data Loader will display data based on the search criteria. A message will indicate whether a download was successful or not (it will also display the database user is connected to):



- Columns highlighted in orange (see legend) are key fields
- Columns highlighted in green are writable.
- Columns highlighted in yellow are values returned from QAD.

3. To enter a new sales order by copying an existing order, use the downloaded sales order as a starting point. Blank out the SO Nbr field (QAD will return new Sales Order number when lines are uploaded) of the line(s) you will be copying. Enter in new customer PO number.

Downloaded Successfully from eB21SP5 QP at 12/14/2016 4:13:08 PM

Buttons: Download, AddressInq., View SO, Find Error, Setup, Validate, Allocated Inv., Clear, Help, Upload, 23.16 MRP Det., Lookup, Open

SO Nbr	Customer PO Nbr	Sold-To	Bill-To	Ship-To	Site	Remarks	Header Comment/Reference	Header Due Date	Header Req. Date	Ln	Item
	Test NM12	01000000	01000000	01000000	10000			12/30/2016	12/28/2016	1	90-100
SO33832	po-1005	01000000	01000000	01000000	10000	ALL SHIPMENTS PER CORP CONTRACT A-009091		11/13/2016	11/13/2016	2	90-100
SO33832	po-1005	01000000	01000000	01000000	10000	ALL SHIPMENTS PER CORP CONTRACT A-009091		11/13/2016	11/13/2016	3	02-0010

Legend: key field (orange), reference field (green), updateable field (yellow), from QAD (light blue)

4. Edit copied line(s) as required for new sales order; enter the data in the green highlighted columns:

Downloaded Successfully from eB21SP5 QP at 12/14/2016 4:13:08 PM

Buttons: Download, AddressInq., View SO, Find Error, Setup, Validate, Allocated Inv., Clear, Help, Upload, 23.16 MRP Det., Lookup, Open

SO Nbr	Customer PO Nbr	Sold-To	Bill-To	Ship-To	Site	Remarks	Header Comment/Reference	Qty Ordered	UM	Due Date	Required Date	List Price	Net Price
	Test NM12	01000000	01000000	01000000	10000			500.00	EA	12/30/2016	12/28/2016	10.00000	7.250
SO33832	po-1005	01000000	01000000	01000000	10000	ALL SHIPMENTS PER CORP CONTRACT A-009091		1,249.00	EA	11/13/2016	11/13/2016	10.00000	6.700
SO33832	po-1005	01000000	01000000	01000000	10000	ALL SHIPMENTS PER CORP CONTRACT A-009091		50.00	EA	11/13/2016	11/13/2016	5.77500	5.400

- The “Net Price” field is the value that will be uploaded into QAD and can be changed

## Import a File into Data Loader

1. If your customer provides sales order details via Excel, text or .csv file, these files can be imported into the Data Loader using the [OPEN] button. This will import the file and download data into the correct columns

File name: input

Buttons: Find Error, Setup, Clear, Help, Open

- When the [OPEN] button is used, it will open a window from which the user can select the desired file. Once the file is selected, click on the [OK] button in the pop window. The file data will be imported into the correct columns

SO Nbr:	To:										
Customer:	To:										
Order Date:	To:	10/1/2016									
Site:	To:										
Item:	To:										
Cust PO Nbr:	To:										
Open Lines Only:		y									

Download	Address Inq.	View SO	Find Error	Setup
Validate	Allocated Inv.	Clear	Help	
Upload	23.16 MRP Det.	Lookup	Open	

SO Nbr	Customer PO Nbr	Sold-To	Bill-To	Ship-To	Site	Remarks	Header Comment/Reference	Qty Ordered	UM	Due Date	Required Date	List Price	Net Price
9953246667	01000000							13.00	EA	12/19/2016	12/19/2016		31.
9953246667	01000000							11.00	EA	12/19/2016	12/19/2016		31.
9953246667	01000000							7.00	EA	12/19/2016	12/19/2016		31.
PO312312427	custA							2.00	EA	12/19/2016	12/19/2016		45.
PO312312427	custA							3.00	EA	12/19/2016	12/19/2016		23.
PO312312427	custA							4.00	EA	12/19/2016	12/19/2016		11.

- Review data and make changes to any of the data in the green highlighted columns

## Creating a Sales Order Manually

- The user can enter any sales order line manually by filling in required fields (columns highlighted in orange). These key fields are the same mandatory fields in QAD Sales Order Maintenance (7.1.1).

SO Nbr:	To:										
Customer:	To:										
Order Date:	To:	10/1/2016									
Site:	To:										
Item:	To:										
Cust PO Nbr:	To:										
Open Lines Only:		y									

Download	Address Inq.	View SO	Find Error	Setup
Validate	Allocated Inv.	Clear	Help	
Upload	23.16 MRP Det.	Lookup	Open	

SO Nbr	Customer PO Nbr	Sold-To	Bill-To	Ship-To	Site	Remarks	Header Comment/Reference	Header Req. Date	Ln	Item	Description	Qty Ordered	UM
TEST NM13	01000000			01000000				12/19/2016	1	10-10000		13.00	EA

- Enter in remaining fields if known

## Using the Look Up Feature

There are several tools within the Loader to help users find information.

SO Nbr:	To:	eB21SP5 QP at 12/14/2016 4:58:20 PM									
Customer:	To:										
Order Date:	To:	10/1/2016									
Site:	To:										
Item:	To:										
Cust PO Nbr:	To:										
Open Lines Only:		y									

Download	Address Inq.	View SO	Find Error	Setup
Validate	Allocated Inv.	Clear	Help	
Upload	23.16 MRP Det.	Lookup	Open	

SO Nbr	Customer PO Nbr	Sold-To	Bill-To	Ship-To	Site	Remarks	Header Comment/Reference
		010					
		University of CA1 - Ship To Los Angeles, CA, 90036			00010000		
		University of California Los Angeles, CA, 90036			00010001		
		Consigned Inventory Customer Chicago, IL, 60195			00010002		
		Toy Company of America Van Nuys, CA, 91406			00010003		
		Consigned Inventory Customer Albany, NY, 990099			00010005		
		Customer New York, NY, 21111			00010006		
		Hans Waier GmbH Frankfurt, .			0100		
		Maier Hans GmbH Buchhaltung Frankfurt, .			0100-R		
		Colossal Conglomerates LTD Evanston, IL, 090676			01000000		
		SSW Customer, Sample Carpinteria, CA, 93013			01000009		
		CENTURY HALLMARK Los Angeles, CA, 89000			10010000		
		Westwood Reliable Anaheim, CA, 89029			10010001		
		Reliable Center New York, NY, 02929			10010003		
		Gateway Reliable San Francisco, CA, 92838			10010004		

- To find customer account information, enter several characters from either the customer code or its name in the Sold-to, Bill-To or Ship-To column, and click on the [LOOKUP] button. A list of up to 15 matching customers will be displayed. Select one of the customers from the list or enter customer code manually.
- To exit the pop up window, without selecting a value, click on the red line
- To find an item, enter several characters from either the item code or its description in the Item column and click on the [LOOKUP] button. A list of up to 15 matching items (from QAD 1.4.1 Item Master) will be displayed. Select one of the items from the list or enter the item code manually.

SO Nbr	Customer PO Nbr	Sold-To	Bill-To	Ship-To	Site	Remarks	Header Comment/Reference	Ln	Item	Description	Qty Ordered	UM	Due Date
								10-1		GAS IS (TM) SYSTEM INDUST MODEL	10-10000		
										Industrial COOLER	10-1011111		
										NONAD (TM) COOLING SYSTEM AUTOMOTIVE UNIT	10-15000		
										NONAD (TM) SOLAR POWERED COOLING SYSTEM	10-15001		
										NONAD (TM) SOLAR POWERED COOLING SYSTEM	10-15001A		
										NONAD (TM) SOLAR POWERED COOLING SYSTEM	10-15001B		
										NONAD (TM) SOLAR POWERED COOLING SYSTEM	10-15001C		

- The look Up feature also applies to Master References for header or line comments. Enter a partial description in the Header Comment/Reference or Line Comment/Reference field and select the [LOOKUP] button.

SO Nbr	Customer PO Nbr	Sold-To	Bill-To	Ship-To	Site	Remarks	Header Comment/Reference	Comment Type	Header Comment	Header Due Date	Header Req. Date
	TEST112	00010000	01000000	01000000	10000	Product must be maintained 000L1706				04/01/2016	03/30/2016
						ALL OVERSEAS SHIPMENTS 000L3330					
						SEND TRACKING INFORMATION 000L5820 S/T Appt Comment					
						*** 000L5847					
						WONDERWARE DEVELOPMENT FOR 00054000					
						* Items indicated are cert 07082-10032		SH			
						* Items indicated are cert 07082-10032		SH			
						* Items indicated are cert 07082-10040		SH			
						* Items indicated are cert 07082-10040		SH			
						* Items indicated are cert 07082-10133		SH			
						* Items indicated are cert 07082-10133		SH			
						* Items indicated are cert 07082-13632		SH			
						* Items indicated are cert 07082-13632		SH			
						* Items indicated are cert 07082-14032		SH			

- If additional comments need to be entered beside the master header comments (or if none are set up), the user can enter free text in the HEADER COMMENT field

SO Nbr	Customer PO Nbr	Sold-To	Bill-To	Ship-To	Site	Remarks	Header Comment/Reference	Comment Type	Header Comment	Header Due Date	Header Req. Date	Ln
	TEST112	00010000	01000000	01000000	10000				testing comments	04/01/2016	03/30/2016	1
	TEST112	00010000	01000000	01000000	10000					04/01/2016	03/30/2016	

## Sales Order Trailer Codes

There are a number of columns which allow the user to enter freight or handling charges in the sales order.

SO Nbr:	To:	eB21SP5 QP at 12/14/2016 5:04:33 PM										
Customer:	To:											
Order Date:	To:	10/1/2016										
Site:	To:											
Item:	To:											
Cust PO Nbr:	To:											
Open Lines Only:	To:	y										
		Download		Address Inq.		View SO		Find Error		Setup		
		Validate		Allocated Inv.		Clear		Help				
		Upload		23.16 MRP Det.		Lookup		Open				
SO Nbr	Customer PO Nbr	Sold-To	Bill-To	Ship-To	Site	Remarks	Header Comment/Reference	Freight Terms	ShipVia	Handling Charges	Freight Charges	Wrap/Palette Charges

These fields correspond to the 3 trailer code fields (ie. 10, 20,30) in SO Maintenance 7.1.1. If there are multiple lines on the same PO for the same customer, only the first line needs to have the trailer code fields entered.

SHIP VIA defaults from set up in Customer Master (2.1.1) but can be changed. This is validated against Generalized codes for field: so\_shipvia so the value must exist or it will error out.  
FREIGHT TERMS must also be entered or it will error out.

## Validate Data

- Once new order lines have been entered, you can validate them against QAD database by selecting [VALIDATE] button.

SO Nbr:	To:	Downloaded Successfully from eB21SP5 QP at 12/14/2016 5:34:53 PM										
Customer:	To:											
Order Date:	To:	10/1/2016										
Site:	To:											
Item:	To:											
Cust PO Nbr:	To:											
Open Lines Only:	To:	y										
		Download		Address Inq.		View SO		Find Error		Setup		
		Validate		Allocated Inv.		Clear		Help				
		Upload		23.16 MRP Det.		Lookup		Open				
SO Nbr	Customer PO Nbr	Sold-To	Bill-To	Ship-To	Site	Remarks	Header Comment/Reference	Comment Type	Header Comment	Header Due Date	Header Req. Date	LU
	Test NM14	01000000	01000000	01000000	10000					12/19/2016	12/19/2016	

Status

Validating data...

Processing Row ... 11

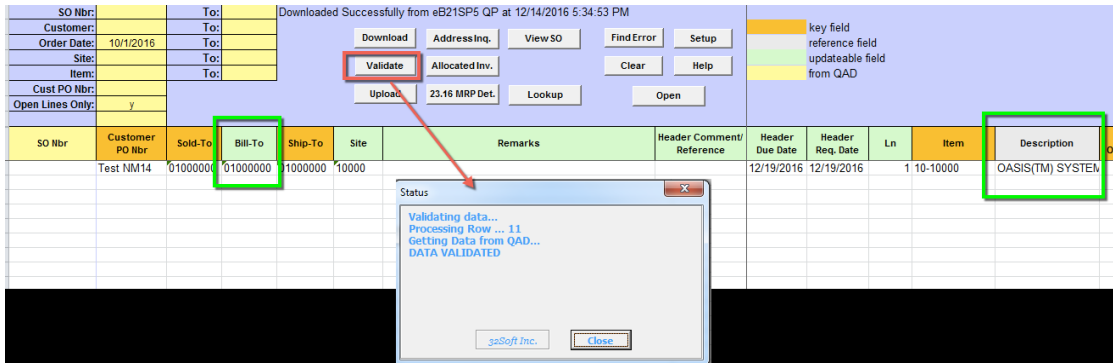
Getting Data from QAD...

DATA VALIDATED

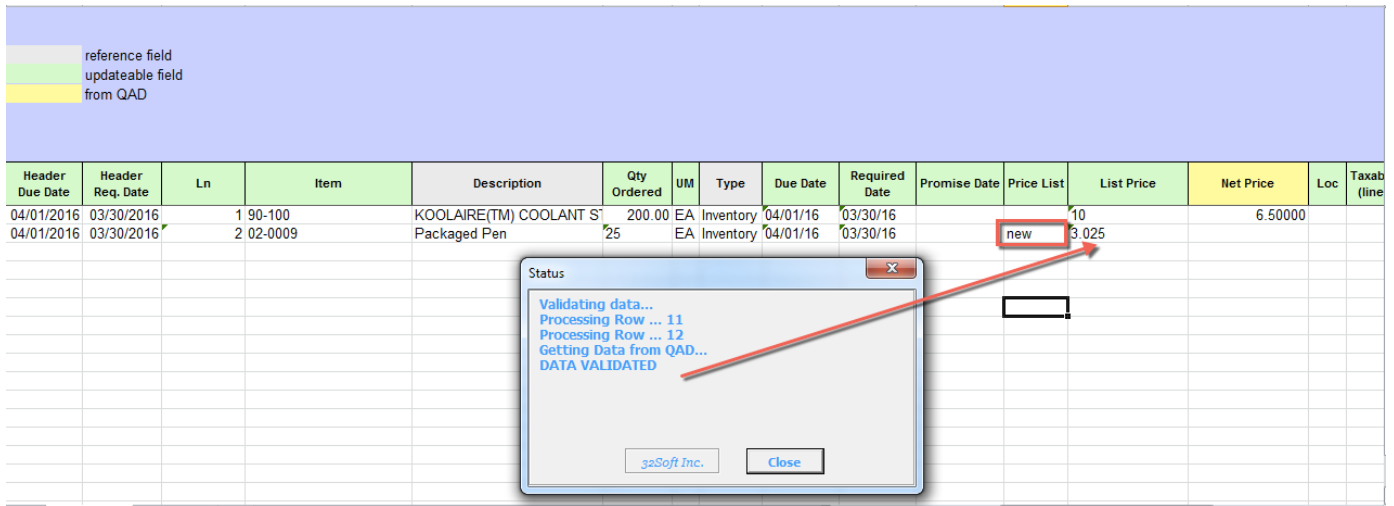
32Soft Inc. Close

- It will validate customer accounts, items (it will auto populate description field and type ie. Memo or inventory) and pricing.





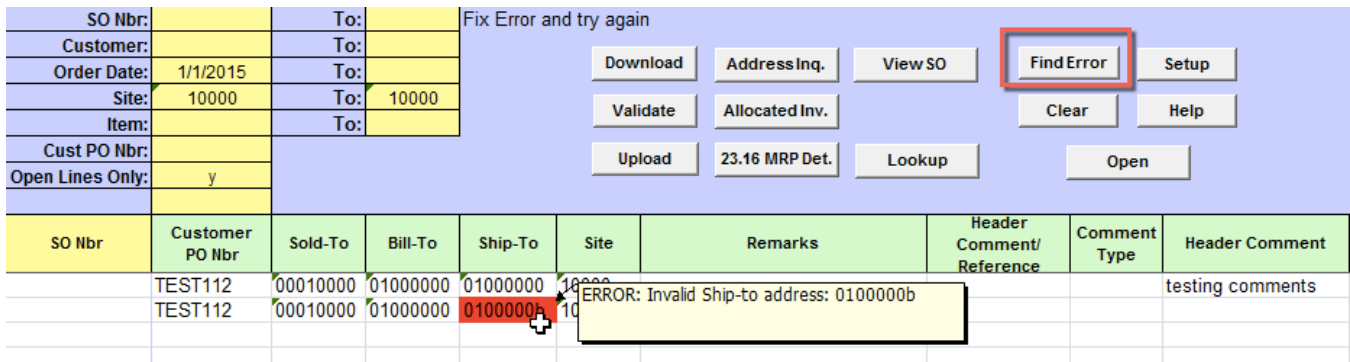
- For pricing validation, enter in a valid price list name in the PRICE LIST field and leave the LIST PRICE field blank. When user selects [VALIDATE], it will auto populate the LIST PRICE field with the price from the price list selected. Leave all fields blank (except for NET PRICE) if price lists in QAD are not used.



- User can then copy the list price into the NET PRICE field or change. When data is uploaded, it is the NET PRICE value that will be uploaded into the sales order line.

## Error Checking

When you upload data to QAD, a pop-up window will indicate the status of the upload. If there is an error, the cell with the error will be highlighted in red. If you hover over the cell, the reason for the error will be displayed.



- If there are multiple errors you can navigate between them using the [FIND ERROR] button. It will navigate to next cell with error. This is helpful if you have multiple lines and columns not within the viewing window.
- You must correct the error before uploading again. If there is error in one cell, no records will be uploaded.

## Upload to QAD

1. When all the lines have been reviewed and the user is ready to submit into QAD to create the sales order, select the [UPLOAD] button

Loaded Successfully to eB21SP5 QP at 3/24/2016 2:45:26 PM

reference field  
updateable field  
from QAD

SO Nbr	Customer PO Nbr	Sold-To	Bill-To	Ship-To	Site	Remarks	Header Comment/Reference	Comment Type	Header Comment	Header Due Date	Header Req. Date	Ln	Item
SO33834	TEST113	01000000	01000000	01000000	10000				testing comments	04/01/2016	03/30/2016	1	90-100
SO33834	TEST113	01000000	01000000	01000000	10000					04/01/2016	03/30/2016	2	02-0009

- Upon upload to QAD, a window pops up indicating the status of the submission.
- If user skipped the Validate step, data validation will run prior to upload. If error is found upload is cancelled and the cells with the errors are highlighted in red. You must correct the errors before uploading again.

2. If sales order(s) have been uploaded successfully, SO numbers assigned by QAD will be returned in the "SO Nbr" column

Loaded Successfully to eB21SP5 QP at 3/24/2016 2:45:26 PM

reference field  
updateable field  
from QAD

SO Nbr	Customer PO Nbr	Sold-To	Bill-To	Ship-To	Site	Remarks	Header Comment/Reference	Comment Type	Header Comment	Header Due Date	Header Req. Date	Ln	Item
SO33834	TEST113	01000000	01000000	01000000	10000				testing comments	04/01/2016	03/30/2016	1	90-100
SO33834	TEST113	01000000	01000000	01000000	10000					04/01/2016	03/30/2016	2	02-0009

## Verify Data in QAD

As this is a real time transaction, the user can see the changes immediately in QAD once upload has been successful.

1. The user can download full information from QAD by entering sales order range or date range in the selection criteria fields in header and select [DOWNLOAD]

Downloaded Successfully from eB21SP5 QP at 3/24/2016 2:50:39 PM

Customer: To: Download AddressInq. View SO Find Error Setup  
 Order Date: To: Validate Allocated Inv. Clear Help  
 Site: To: Upload 23.16 MRP Det. Lookup Open  
 Item: To: reference field  
 Cust PO Nbr: updateable field  
 Open Lines Only: y from QAD

SO Nbr	Customer PO Nbr	Sold-To	Bill-To	Ship-To	Site	Remarks	Header Comment/Reference	Comment Type	Header Comment	Header Due Date	Header Req. Date	Ln	Item
SO33834	TEST113	01000000	01000000	01000000	10000					04/01/2016	03/30/2016	1	90-100
SO33834	TEST113	01000000	01000000	01000000	10000					04/01/2016	03/30/2016	2	02-0009

2. The user can review/print sales order by selecting [VIEW SO] button in header. This is the standard print screen from QAD 7.1.3 SO Print

Downloaded Successfully from eB21SP5 QP at 3/24/2016 2:51:31 PM

Customer: To: Download AddressInq. View SO Find Error Setup  
 Order Date: To: Validate Allocated Inv. Clear Help  
 Site: To: Upload 23.16 MRP Det. Lookup Open  
 Item: To: reference field  
 Cust PO Nbr: updateable field  
 Open Lines Only: y from QAD

SO Nbr	Customer PO Nbr	Sold-To	Bill-To	Ship-To	Site	Remarks	Header Comment/Reference	Comment Type	Header Comment	Header Due Date	Header Req. Date	Ln	Item
SO33834	TEST113	01000000	01000000	01000000	10000					04/01/2016	03/30/2016	1	90-100
SO33834	TEST113	01000000	01000000	01000000	10000					04/01/2016	03/30/2016	2	02-0009

QAD Output

Newport, Inc. SALES ORDER  
 1791 Deere Avenue SIMULATION  
 Irvine, CA 92606 Order Number: SO33834 Revision: 0  
 United States of America Order Date: 03/24/16 Page: 1  
 Print Date: 03/24/16

Sold-To: 01000000 Ship-To: 01000000

Colossal Conglomerates LTD Colossal Conglomerates LTD  
 Suite 1000 Colossal Building Suite 1000 Colossal Building  
 Colossal Industrial Park Colossal Industrial Park  
 15000 Production Drive 15000 Production Drive  
 Evanston, IL 090876 Evanston, IL 090876  
 United States of America United States of America

Attention: Bertha Blaise Attention: Bertha Blaise  
 Telephone: 1-800-333-9000 Telephone: 1-800-333-9000

Salesperson(s): WL,INC JJP Purchase Order: TEST113

3. The user can also view the sales order directly in the QAD 7.1.1 SO Maintenance screen.

```

mfg@u21: ~ - PuTTY with 32Printer
sosomt.p b+          7.1.1 Sales Order Maintenance          03/24/16
-----
Order: SO33834 Sold-To: 01000000 Ln Format S/M: Single
-----
Sales Order Line
-----
Ln Item Number      Qty Ordered UM      List Price Discount      Net Price
-----
1 90-100            200.0 EA            10.00      35.0      6.50
-----
Desc: KOOLAIRE(TM) COOLANT      Sales Acct: 3000      10000      3000
Loc:      Site: 10000      Disc Acct: 3900      10000      3000
  USD Cost: 111.00      Confirmed: Yes      Credit Terms Int: 0.00
Lot/Serial:      Required: 03/30/16      Ship Type:
Qty Allocated: 200.0      Promised:      UM Conversion: 1.0000
  Qty Picked: 0.0      Due Date: 04/01/16      Consume Fcst: Yes
  Qty Shipped: 0.0      Perform Date: 04/01/16      Detail Alloc: No
Qty to Invoice: 0.0      Pricing Date: 03/24/16      Taxable: No
Salesperson 1: WL.INC      Multiple: Yes      Freight List: T01-NTAX
Commission 1: 33.00%      Category:      Fixed Price: Yes      Comments: No
-----
F1=Go 2=Hlp 3=Ins 4=End 6=Mnu 7=Rcl 8=Clr 9=Prev 10=Next 11=Buf

```

## Have Questions? Contact Us.

Now that you know everything is set up correctly, you are on your way to a more productive QAD experience with Data Loaders! Thank you for your interest.

If you have any questions or need additional help, please do not hesitate to [contact](#) us.