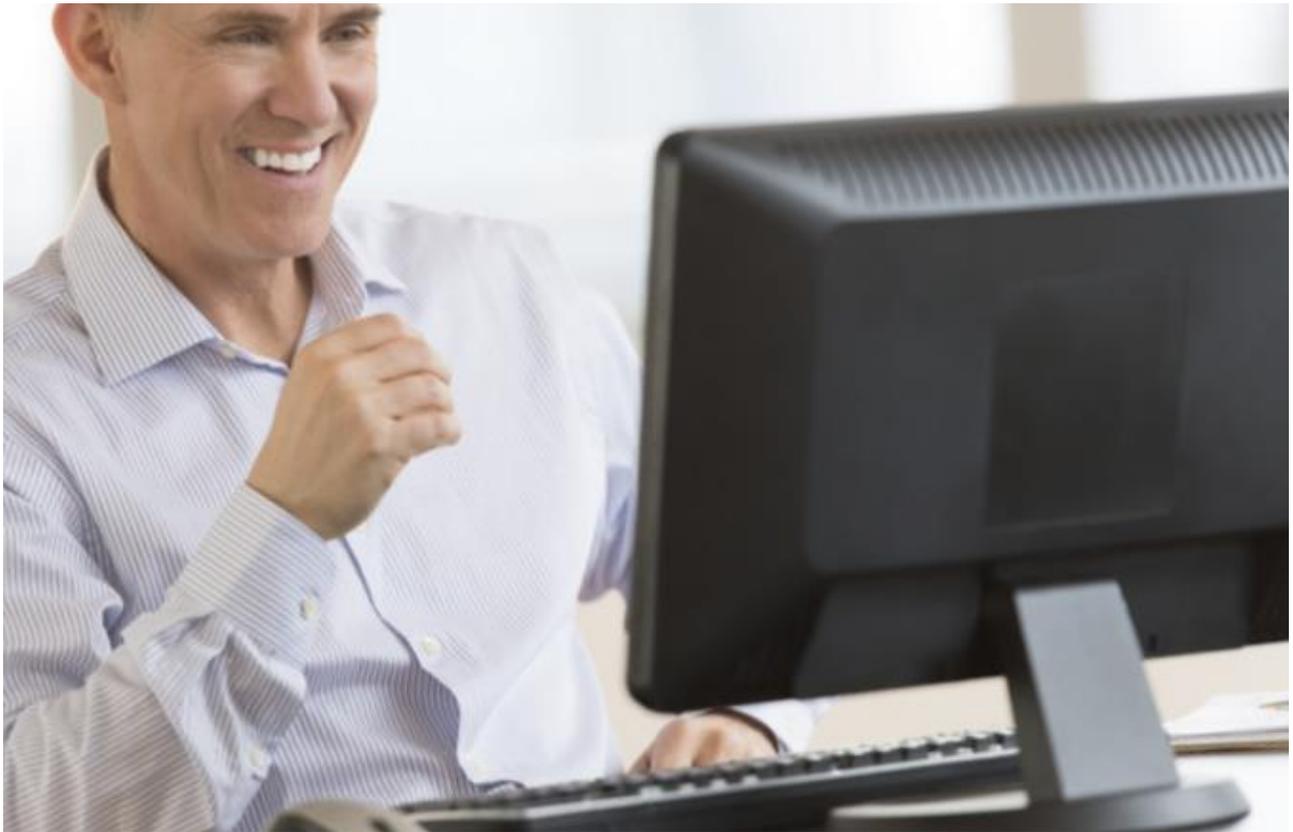


32 SOFT
DATA LOADERS
Productivity Solutions for QAD ERP

25.13.1 & 25.13.3
GL Transaction Management
Data Loader User Guide



25.13.1 & 25.13.3 GL Transaction Management 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 25.13.1 & 25.13.3 GL Transaction Management Data Loader.

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DATA LOADERS

We have dozens of
DATA LOADERS
for every major QAD process

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

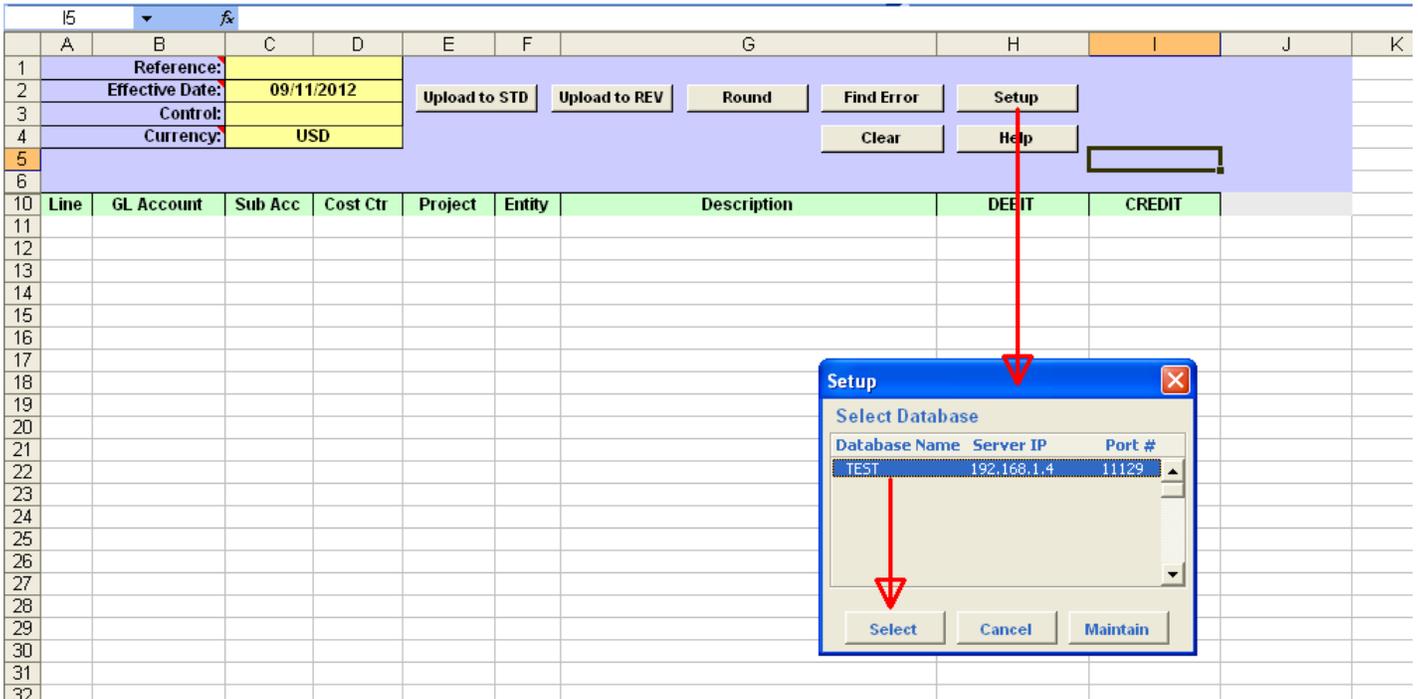
To browse a complete list of Data Loaders, [click here](#).

25.13.1 & 25.13.3

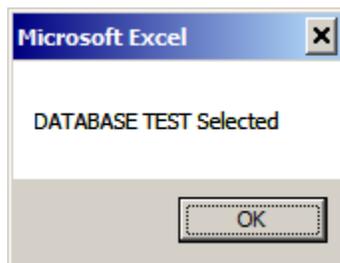
GL Transaction Management User Guide

Set Up

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

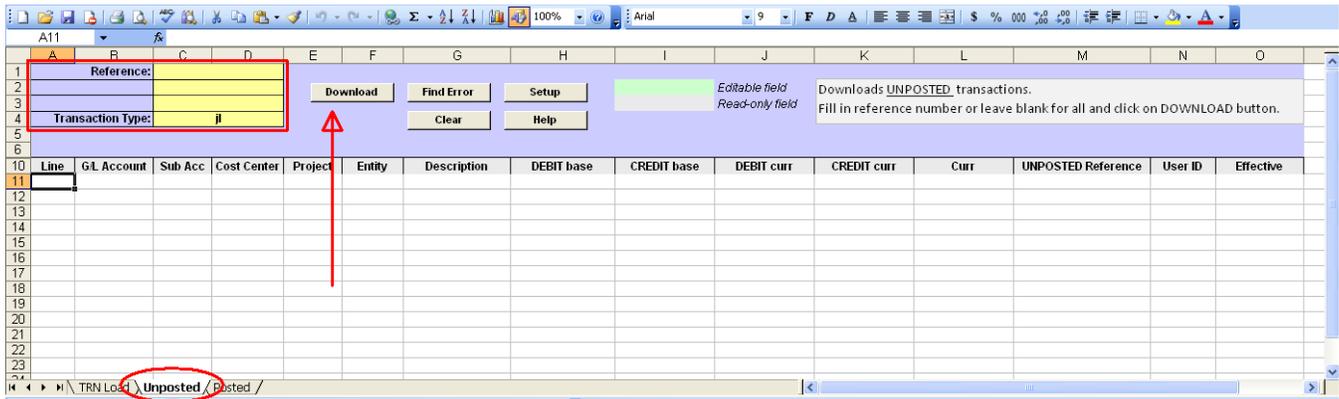


- Pop Up Window will be displayed showing available databases from which to select.
- Highlight desired database and click on the [SELECT] button
- Message will be displayed showing database selected. Click [OK] to continue.



Download Unposted Transactions

1. You can use this Loader to download unposted transaction records in the Unposted Tab.



2. Enter the search criteria in the yellow highlighted fields. Transaction type can be: JL or RV. You can enter a reference number to download only transactions that belong to that reference.
3. Once you have entered your filter criteria, click on the [Download] button.
 - When Action buttons are selected for the first time, a pop-up window will be displayed for user log in. User ID is validated against QAD. Use your QAD user ID and password.

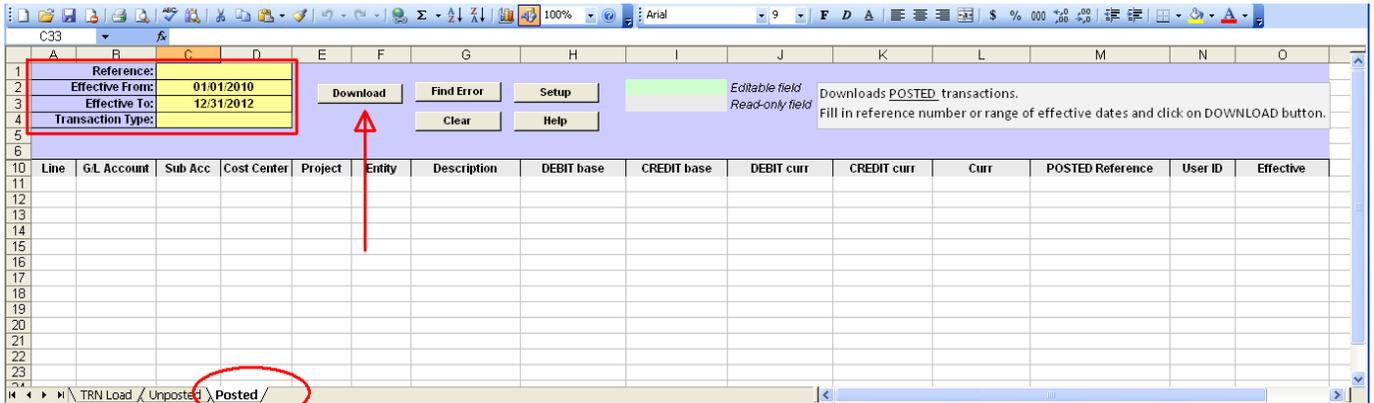


- Enter QAD User ID, Password and Domain
 - Select [LOGIN] button to continue.
4. Unposted transactions are displayed:

Line	GL Account	Sub Acc	Cost Center	Project	Entity	Description	DEBIT base	CREDIT base	DEBIT curr	CREDIT curr	Curr	UNPOSTED Reference	User ID	Effective
11	11500		1000		1000	RCT-PO PO200216	99.00				USD	JL081014000001	mfg	07/12/2008
12	22200		1000		1000	RCT-PO PO200216		99.00			USD	JL081014000001	mfg	07/12/2008
13	32200		1000		1000	RCT-PO PO200212		3.96			USD	JL081014000001	mfg	07/12/2008
14	41500		1000		1000	RCT-PO acme1	2,500.00				USD	JL081014000001	mfg	07/12/2008
15	52200		1000		1000	RCT-PO acme1		2,500.00			USD	JL081014000001	mfg	07/12/2008
16	61500		1000		1000	RCT-PO acme1	2,500.00				USD	JL081014000001	mfg	07/12/2008
17	72200		1000		1000	RCT-PO acme1		2,500.00			USD	JL081014000001	mfg	07/12/2008
18	81500		1000		1000	RCT-PO acme1	2,500.00				USD	JL081014000001	mfg	07/12/2008
19	92200		1000		1000	RCT-PO acme1		2,500.00			USD	JL081014000001	mfg	07/12/2008
20	101500		1000		1000	RCT-PO acme1	2,500.00				USD	JL081014000001	mfg	07/12/2008
21	112200		1000		1000	RCT-PO acme1		2,500.00			USD	JL081014000001	mfg	07/12/2008
22	121500		1000		1000	RCT-PO acme1	2,500.00				USD	JL081014000001	mfg	07/12/2008
23	132200		1000		1000	RCT-PO acme1		2,500.00			USD	JL081014000001	mfg	07/12/2008
24	141500		1000		1000	RCT-PO acme1	2,500.00				USD	JL081014000001	mfg	07/12/2008
25	152200		1000		1000	RCT-PO acme1		2,500.00			USD	JL081014000001	mfg	07/12/2008
26	161500		1000		1000	RCT-PO acme1	2,500.00				USD	JL081014000001	mfg	07/12/2008
27	172200		1000		1000	RCT-PO acme1		2,500.00			USD	JL081014000001	mfg	07/12/2008
28	181500		1000		1000	RCT-PO acme1	2,500.00				USD	JL081014000001	mfg	07/12/2008
29	192200		1000		1000	RCT-PO acme1		2,500.00			USD	JL081014000001	mfg	07/12/2008
30	201500		1000		1000	RCT-PO acme1	2,500.00				USD	JL081014000001	mfg	07/12/2008
31	212200		1000		1000	RCT-PO acme1		2,500.00			USD	JL081014000001	mfg	07/12/2008
32	222200		1000		1000	RCT-PO acme1		2,500.00			USD	JL081014000001	mfg	07/12/2008
33	231500		1000		1000	RCT-PO acme1	3,500.00				USD	JL081014000001	mfg	07/12/2008
34	242200		1000		1000	RCT-PO acme1		3,500.00			USD	JL081014000001	mfg	07/12/2008
35	251500		1000		1000	RCT-PO acme1	3,500.00				USD	JL081014000001	mfg	07/12/2008
36	262200		1000		1000	RCT-PO acme1		3,500.00			USD	JL081014000001	mfg	07/12/2008
37	271500		1000		1000	RCT-PO acme1	3,500.00				USD	JL081014000001	mfg	07/12/2008
38	282200		1000		1000	RCT-PO acme1		3,500.00			USD	JL081014000001	mfg	07/12/2008

Download Posted Transactions

1. You can use this Loader to download posted transaction records in the Posted Tab.



2. Enter the search criteria in the yellow highlighted fields. Transaction type can be: JL or RV. You can enter a reference number to download only transactions that belong to that reference and also you can specify a date range. To improve the speed of your download, we suggest using the filters to download only the records you need.
3. Once you have entered your filter criteria, click on the [Download] button.
 - When Action buttons are selected for the first time, a pop-up window will be displayed for user log in. 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.

4. Posted transactions are displayed:

Line	GL Account	Sub Acc	Cost Center	Project	Entity	Description	DEBIT base	CREDIT base	DEBIT curr	CREDIT curr	Curr	POSTED Reference	User ID	Effective
11	11200				1000	Opening Balance	1,200.00				USD	AR920317000002	did	03/17/1992
12	23000	0150			1000	SALES		1,200.00			USD	AR920317000002	did	03/17/1992
13	11200				1000	AR Memo	800.00				USD	AR920317000003	did	03/17/1992
14	23000	0100			1000	SALES		800.00			USD	AR920317000003	did	03/17/1992
15	11200				1000	Opening Balance	396.83		500.00		AUS	AR920317000004	did	03/17/1992
16	23000	0302			1000	SALES		396.83		500.00	AUS	AR920317000004	did	03/17/1992
17	31200				1000	AR Memo	2,000.00				USD	AR920317000004	did	03/17/1992
18	43000	0301			1000	SALES		2,000.00			USD	AR920317000004	did	03/17/1992
19	17100				2000	PE 04/10/92	1,620.00				USD	PR920410000003	jjs	04/10/1992
20	22593				2000	PE 04/10/92		125.00			USD	PR920410000003	jjs	04/10/1992
21	32592				2000	PE 04/10/92		33.12			USD	PR920410000003	jjs	04/10/1992
22	42590				2000	PE 04/10/92		611.91			USD	PR920410000003	jjs	04/10/1992
23	51060				2000	PE 04/10/92		1,163.62			USD	PR920410000003	jjs	04/10/1992
24	69500				2000	PE 04/10/92	313.65				USD	PR920410000003	jjs	04/10/1992
25	17100				2000	PE 04/10/92	644.00				USD	PR920410000004	jjs	04/10/1992
26	22593				2000	PE 04/10/92		34.50			USD	PR920410000004	jjs	04/10/1992
27	32592				2000	PE 04/10/92		33.00			USD	PR920410000004	jjs	04/10/1992
28	42590				2000	PE 04/10/92		161.21			USD	PR920410000004	jjs	04/10/1992
29	51060				2000	PE 04/10/92		504.49			USD	PR920410000004	jjs	04/10/1992
30	69500				2000	PE 04/10/92	88.20				USD	PR920410000004	jjs	04/10/1992

Creating Transactions in QAD

1. From the “TRN Load” tab you can create new transactions in QAD. There are different ways of importing data into the TRN Load tab. You can enter manually, or you can copy and paste existing transaction lines from the unposted or posted transaction tabs. If you copy the data from one of the reporting tabs, it will make the process much faster than entering lines one by one.
2. Fill in fields in the header:
 - *Reference number* – leave blank to let the loader assign the next reference number
 - *Effective Date* – required field
 - *Control Amount* – optional field
 - *Currency* – required field
3. Enter the lines for the transaction. You can enter the lines manually, or copy/paste from another source or from the posted/unposted tabs.
4. Review your data and click on either [LOAD TO STD] to upload data into 25.13.1 menu or [LOAD TO REV] to upload data into 25.13.3 menu.

The screenshot shows the QAD TRN Load interface. At the top, there is a header section with the following fields:

Reference:	
Effective Date:	10/11/2013
Control:	
Currency:	USD

Below the header, there are several buttons: Upload to STD, Upload to REV, Round, Find Error, Setup, Clear, and Help.

The main data entry area is a table with the following columns:

Line	GL Account	Sub Acc	Cost Ctr	Project	Entity	Description	DEBIT	CREDIT
11	11041				1000	test descr 123	100.00	
12	21040				1000	test descr 123		200.00
13	39999992				1000	test descr 123	100.00	
14	41040				1000	test descr 123		100.00
15	51040				1000	test descr 123	100.00	

5. A status window will be displayed showing the status of the upload.
 - If all the data is correct and the Loader could successfully upload all data and create the transaction in QAD, you will get a LOADED SUCCESSFULLY message. Please check the “Verify the transaction is uploaded into QAD” section to see how to verify data in QAD.
 - If there is a problem with the data, nothing will be uploaded into QAD and you will get the “Errors occurred” message. See the next section how to handle errors.

Checking for Errors

1. When you upload a transaction into QAD, a window pops up indicating the status of the upload. If there is an error, the cells with the error are highlighted in red. If you mouse over the cell, it will display the error.

The Loader will not allow you to upload a transaction with invalid data. Also if the transaction or even any entity in the transaction is unbalanced, the loader will throw an error message and will not upload anything until the error is not fixed.

In the example below, the account number is incorrect.

The screenshot shows a data entry form with the following fields:

Reference:	JL131022000002
Effective Date:	10/11/2013
Control:	
Currency:	USD

Buttons: Upload to STD, Upload to REV, Round, Find Error, Setup, Clear, Help.

Summary: 300.00 DEBIT, 300.00 CREDIT.

Line	GL Account	Sub Acc	Cost Ctr	Project	Entity	Description	DEBIT	CREDIT
11	11041					cr 123	100.00	
12	1040a					cr 123		200.00
13	9999992					cr 123	100.00	
14	41040				1000	test descr 123		100.00
15	51040				1000	test descr 123	100.00	

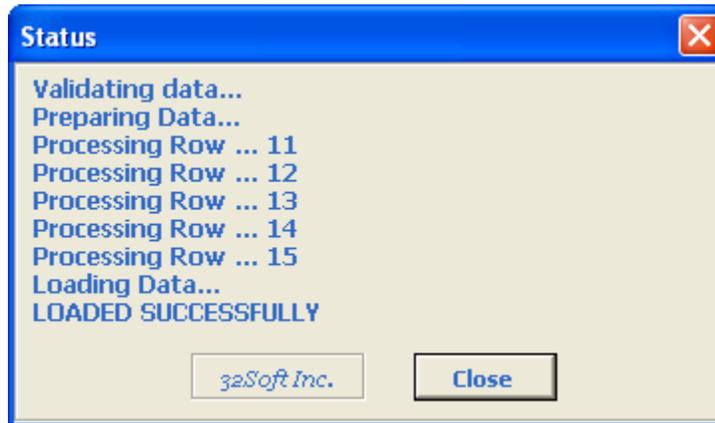
The 'Status' dialog box contains the following text:

```
Preparing Data...
Processing Row ... 11
Processing Row ... 12
Processing Row ... 13
Processing Row ... 14
Processing Row ... 15
Errors occurred!!!
Upload can not be performed!
Fix the data and try again.
```

- You must correct the error before uploading again.
- If there is error in any cell, no records are uploaded until it is fixed!

Verifying Upload to QAD

- As this is real time transaction, you can see the transaction immediately in QAD once the upload has been successfully completed.



- To verify the transaction was uploaded properly, you can use the unposted transaction tab. Simply enter the reference number of the new transaction into the filter field of the “unposted” tab and click on the [Download] button.

Line	GL Account	Sub Acc	Cost Center	Project	Entity	Description	DEBIT base	CREDIT base	DEBIT curr	CREDIT curr	Curr	UNPOSTED Reference	User ID	Effective
11	11041				1000	test descr 123	100.00				USD	JL131022000002	mfg	10/11/2013
12	21040				1000	test descr 123		200.00			USD	JL131022000002	mfg	10/11/2013
13	3999992				1000	test descr 123	100.00				USD	JL131022000002	mfg	10/11/2013
14	41040				1000	test descr 123		100.00			USD	JL131022000002	mfg	10/11/2013
15	51040				1000	test descr 123	100.00				USD	JL131022000002	mfg	10/11/2013
							300.00	300.00						

GL Reference	Entered Date	User ID	Line	Account	Project	Enty	Description	Amount	Cur	Daybook
JL131022000002	10/22/13	mfg	1	1041		1000	test descr 123	100.00	USD	SYSTEM
	10/11/13		2	1040		1000	test descr 123	-200.00	USD	SYSTEM
			3	999992		1000	test descr 123	100.00	USD	SYSTEM
			4	1040		1000	test descr 123	-100.00	USD	SYSTEM
			5	1040		1000	test descr 123	100.00	USD	SYSTEM
							Debit Total:	300.00	USD	
							Credit Total:	300.00	USD	
0.00 USD										

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.