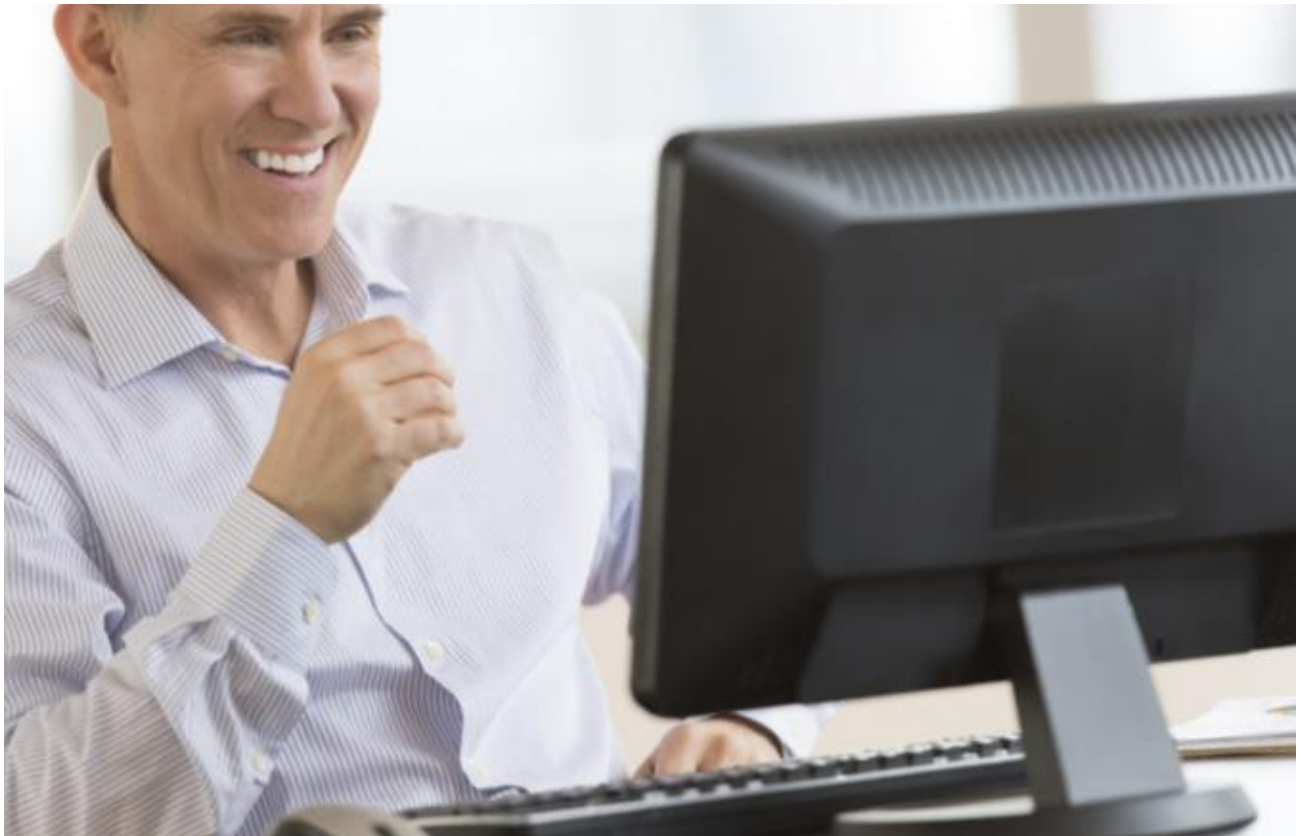


25.13.1 & 25.13.3

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

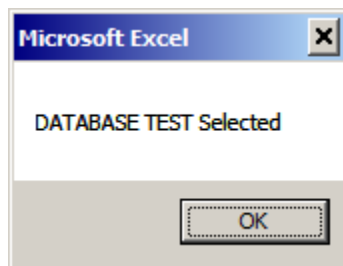
Set Up

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.

The screenshot shows the main interface of the GL Transaction Management software. At the top, there is a header bar with columns A through K. Below this, there is a data entry area with fields for Reference, Effective Date (09/11/2012), Control, and Currency (USD). To the right of these fields are buttons for 'Upload to STD', 'Upload to REV', 'Round', 'Find Error', 'Setup', 'Clear', and 'Help'. A red arrow points from the 'Setup' button to a 'Setup' dialog box that is open. The dialog box has a title bar 'Setup' and a close button. Inside, it says 'Select Database' and has a table with three columns: 'Database Name', 'Server IP', and 'Port #'. The table contains one row with 'TEST', '192.168.1.4', and '11129'. A red arrow points from the 'TEST' database name to the 'Select' button at the bottom of the dialog box. The 'Select' button is highlighted.

Line	GL Account	Sub Acc	Cost Ctr	Project	Entity	Description	DEBIT	CREDIT
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								
27								
28								
29								
30								
31								
32								

- 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	21200	1000	1000	1000	RCT-PO PO200216	RCT-PO PO200216	99.00	99.00	99.00	99.00	USD	JL081014000001	mfg	07/12/2008
12	22200	1000	1000	1000	RCT-PO PO200216	RCT-PO PO200216		99.00			USD	JL081014000001	mfg	07/12/2008
13	32200	1000	1000	1000	RCT-PO PO200212	RCT-PO PO200212		3.96			USD	JL081014000001	mfg	07/12/2008
14	41500	1000	1000	1000	RCT-PO acme1	RCT-PO acme1	2,500.00				USD	JL081014000001	mfg	07/12/2008
15	52200	1000	1000	1000	RCT-PO acme1	RCT-PO acme1		2,500.00			USD	JL081014000001	mfg	07/12/2008
16	61500	1000	1000	1000	RCT-PO acme1	RCT-PO acme1	2,500.00				USD	JL081014000001	mfg	07/12/2008
17	72200	1000	1000	1000	RCT-PO acme1	RCT-PO acme1		2,500.00			USD	JL081014000001	mfg	07/12/2008
18	81500	1000	1000	1000	RCT-PO acme1	RCT-PO acme1	2,500.00				USD	JL081014000001	mfg	07/12/2008
19	92200	1000	1000	1000	RCT-PO acme1	RCT-PO acme1		2,500.00			USD	JL081014000001	mfg	07/12/2008
20	101500	1000	1000	1000	RCT-PO acme1	RCT-PO acme1	2,500.00				USD	JL081014000001	mfg	07/12/2008
21	112200	1000	1000	1000	RCT-PO acme1	RCT-PO acme1		2,500.00			USD	JL081014000001	mfg	07/12/2008
22	121500	1000	1000	1000	RCT-PO acme1	RCT-PO acme1	2,500.00				USD	JL081014000001	mfg	07/12/2008
23	132200	1000	1000	1000	RCT-PO acme1	RCT-PO acme1		2,500.00			USD	JL081014000001	mfg	07/12/2008
24	141500	1000	1000	1000	RCT-PO acme1	RCT-PO acme1	2,500.00				USD	JL081014000001	mfg	07/12/2008
25	152200	1000	1000	1000	RCT-PO acme1	RCT-PO acme1		2,500.00			USD	JL081014000001	mfg	07/12/2008
26	161500	1000	1000	1000	RCT-PO acme1	RCT-PO acme1	2,500.00				USD	JL081014000001	mfg	07/12/2008
27	172200	1000	1000	1000	RCT-PO acme1	RCT-PO acme1		2,500.00			USD	JL081014000001	mfg	07/12/2008
28	181500	1000	1000	1000	RCT-PO acme1	RCT-PO acme1	2,500.00				USD	JL081014000001	mfg	07/12/2008
29	192200	1000	1000	1000	RCT-PO acme1	RCT-PO acme1		2,500.00			USD	JL081014000001	mfg	07/12/2008
30	201500	1000	1000	1000	RCT-PO acme1	RCT-PO acme1	2,500.00				USD	JL081014000001	mfg	07/12/2008
31	212200	1000	1000	1000	RCT-PO acme1	RCT-PO acme1		2,500.00			USD	JL081014000001	mfg	07/12/2008
32	222200	1000	1000	1000	RCT-PO acme1	RCT-PO acme1		2,500.00			USD	JL081014000001	mfg	07/12/2008
33	231500	1000	1000	1000	RCT-PO acme1	RCT-PO acme1	3,500.00				USD	JL081014000001	mfg	07/12/2008
34	242200	1000	1000	1000	RCT-PO acme1	RCT-PO acme1		3,500.00			USD	JL081014000001	mfg	07/12/2008
35	251500	1000	1000	1000	RCT-PO acme1	RCT-PO acme1	3,500.00				USD	JL081014000001	mfg	07/12/2008
36	262200	1000	1000	1000	RCT-PO acme1	RCT-PO acme1		3,500.00			USD	JL081014000001	mfg	07/12/2008
37	271500	1000	1000	1000	RCT-PO acme1	RCT-PO acme1	3,500.00				USD	JL081014000001	mfg	07/12/2008
38	282200	1000	1000	1000	RCT-PO acme1	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:

A11															1																
A		B		C		D		E		F		G		H		I		J		K		L		M		N		O		P	
Reference:								Downloaded Successfully from Quality Products - DB 300 OP at 10/22/2013 11:57:34 AM																							
Effective From:		01/01/1990				Download		Clear		Setup				Editable field		Downloads POSTED transactions.															
Effective To:		12/31/2012												Read-only field		Fill in reference number or range of effective dates and click on DOWNLOAD button.															
Transaction Type:										Help																					
																651,241,886.53														657,474,369.72	
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		dld		03/17/1992			
12		23000		0150						1000		SALES				1,200.00						USD		AR920317000002		dld		03/17/1992			
13		11200								1000		AR Memo		800.00								USD		AR920317000003		dld		03/17/1992			
14		23000		0100						1000		SALES				800.00						USD		AR920317000003		dld		03/17/1992			
15		11200								1000		Opening Balance		396.83				500.00				AUS		AR920317000004		dld		03/17/1992			
16		23000		0302						1000		SALES				396.83				500.00		AUS		AR920317000004		dld		03/17/1992			
17		31200								1000		AR Memo		2,000.00								USD		AR920317000004		dld		03/17/1992			
18		43000		0301						1000		SALES				2,000.00						USD		AR920317000004		dld		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		60500								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		60500								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. The header section includes fields for Reference, Effective Date (10/11/2013), Control, and Currency (USD). Below the header is a table of transaction lines with columns: Line, GL Account, Sub Acc, Cost Ctr, Project, Entity, Description, DEBIT, and CREDIT. The table contains five lines of test data, each with a description 'test descr 123' and a debit amount of 100.00. The CREDIT column is empty for all lines.

Line	GL Account	Sub Acc	Cost Ctr	Project	Entity	Description	DEBIT	CREDIT
1	1041				1000	test descr 123	100.00	
2	1040				1000	test descr 123		200.00
3	9999992				1000	test descr 123	100.00	
4	1040				1000	test descr 123		100.00
5	1040				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 displays the QAD upload interface. At the top, a header bar shows 'A16' and a dropdown menu. Below this, a table with columns A through K is visible. The table contains the following data:

Line	GL Account	Sub Acc	Cost Ctr	Project	Entity	Description	DEBIT	CREDIT
1	1041					test descr 123	100.00	
2	1040a					test descr 123		200.00
3	9999992					test descr 123	100.00	
4	1040				1000	test descr 123		100.00
5	1040				1000	test descr 123	100.00	

The 'GL Account' column is highlighted in red for rows 1, 2, and 3. A red arrow points from the error message box to the 'GL Account' cell in row 2. The error message box is titled 'Status' and contains the following text:

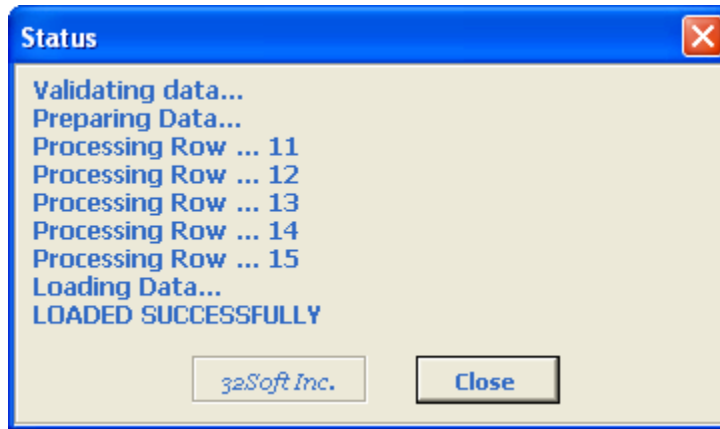
Preparing Data...
Processing Row ... 11
Processing Row ... 12
Processing Row ... 13
Processing Row ... 14
Processing Row ... 15
Errors occurred!!!
Upload can not be performed!
Fix the data and try again.

The error message box also includes a 'Close' button and the '32Soft Inc.' logo.

- 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

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



2. 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.

refNbr

JL131022000002

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
Reference:		JL131022000002		Downloaded Successfully from Quality Products - DB 300 GP at 10/22/2013 12:00:46 PM										
Transaction Type:		jl		Download		Find Error		Setup		Downloads UNPOSTED transactions.				
										Fill in reference number or leave blank for all and click on DOWNLOAD button.				

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.