# 32 SOFT
# DATA LOADERS
Productivity Solutions for QAD ERP

# 3.14 (SE) & 3.13.2 (EE) Cycle Count Results Entry Data Loader User Guide

# 3.14 (SE) and 3.13.2 (EE) Cycle Count Results Entry Data Loader 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 3.14 (SE) and 3.13.2 (EE) Cycle Count Results Entry Data Loader.

## Contents

DATA LOADERS

We have dozens of
DATA LOADERS
for every major QAD process
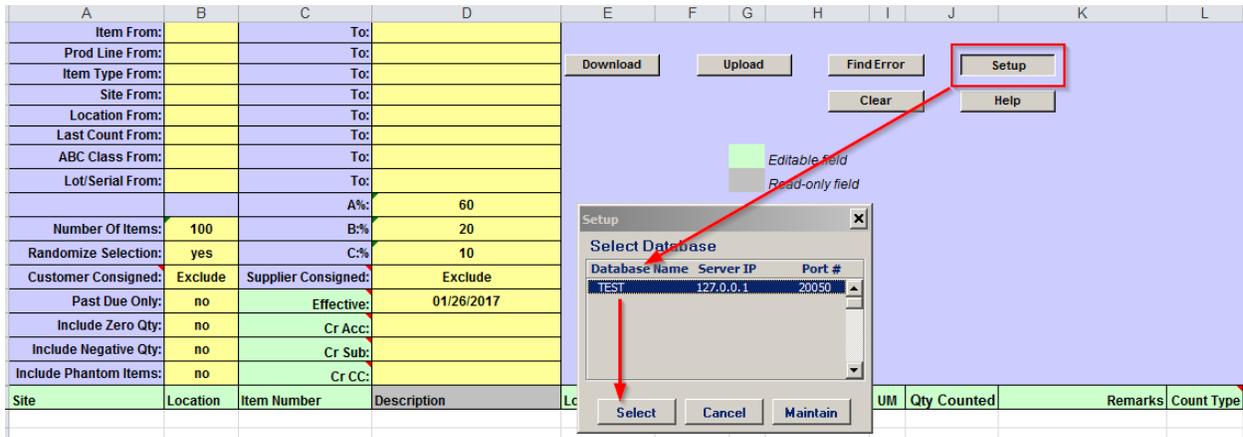
Master Data & Inventory

Distribution & Supply Chain

Finance

Production

To browse a complete list of Data Loaders, click here.

# 3.14 (SE) and 3.13.2 (EE) Cycle Count Results Entry Data Loader 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.
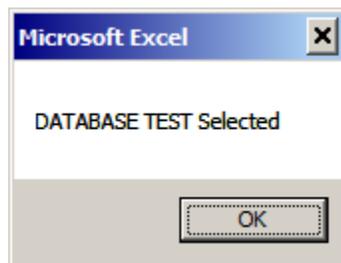
# Cycle Count Results Entry

1. You can use this Loader to enter Cycle Count Results for many inventory records in QAD. First you need to download the inventory records which need to be counted by entering in the search criteria in the yellow highlighted fields.



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

- **Item**: enter range of Items or leave blank for all
- **Prod Line**: enter range of Item product lines or leave blank for all
- **Item Type**: enter range of Item Types or leave blank for all
- **Site**: enter range of Sites or leave blank for all
- **Location:** enter range of Locations or leave blank for all
- **Last Count date:** enter date range or leave blank for all
- **ABC Class:** enter ABC Class range or leave blank for all
- **Lot/Serial:** enter range of lot/serial numbers or leave blank for all
- **Number of Items:** enter number of items to download
- **A%,B%,C%:** enter percentages for each ABC class from the total Number of Items to download. The difference to 100% will be used for other ABC classes than A or B or C
- **Randomize Selection:** enter "yes" to have a randomized selection of the items to be counted, or "no" to get next "number of items" to be counted, based on last count date and item.
- **Customer Consigned:** enter "Exclude" to not report customer consigned inventory, "Include" to report both consigned and non-consigned inventory, "Only" to report only customer consigned inventory
- **Supplier Consigned:** enter "Exclude" to not report supplier consigned inventory, "Include" to report both consigned and non-consigned inventory, "Only" to report only supplier consigned inventory
- **Past Due Only:** enter "yes" to report only items which are due to be counted (today - last count date > Item/Site Cycle Count Interval); enter "no" to report any item, regardless of last count date.
- **Include Zero Qty:** enter "yes" to include zero inventory records, "no" to exclude them
- **Include Negative Qty:** enter "yes" to include negative inventory records, "no" to exclude them
- **Include Phantom Items:** enter "yes" to report phantom items inventory, "no" to exclude them

Note: there are a few other fields in the header (Effective, Cr Acct, Cr Sub and Cr CC), these are used for Upload (Counting), not download. You can hover the mouse over these fields to read instructions:

| | A | B | C | D | E | F | G | H | I | J | K | L |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Item From: | | | To: | | You connected to eB21SP5 QP | | | | | | | |
| Prod Line From: | | | To: | | | | | | | | | |
| Item Type From: | | | To: | | Download | | Upload | | Find Error | | Setup | |
| Site From: | 10 | | To: | 10 | | | | | | | | |
| Location From: | | | To: | | | | | | Clear | | Help | |
| Last Count From: | | | To: | | | | | | | | | |
| ABC Class From: | | | To: | | | | | | | | | |
| Lot/Serial From: | | | To: | | | | Editable field | | | | | |
| | | | A%: | 60 | | | Read-only field | | | | | |
| Number Of Items: | 100 | | B:% | 20 | | | | | | | | |
| Randomize Selection: | yes | | C:% | 10 | | | | | | | | |
| Customer Consigned: | Exclude | Supplier Consigned: | | Exclude | | | | | | | | |
| Past Due Only: | no | Effective: | | 01/26/2017 | | IT: Enter Credit Account or leave blank to use default Credit AC/SB/CC | | | | | | |
| Include Zero Qty: | no | Cr Acc: | | | | | | | | | | |
| Include Negative Qty: | no | Cr Sub: | | | | | | | | | | |
| Include Phantom Items: | no | Cr CC: | | | | | | | | | | |
| Site | | Location | Item Number | Description | Lot/Serial | Reference | ABC | System Qty | UM | Qty Counted | Remarks | Count Type |

2.  Once 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 log in.  User ID is validated against QAD. Use your QAD user ID and password.

| | A | B | C | D | E | F | G | H | I | J | K | L |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Item From: | | | To: | | Can't login: User ID does not exist | | | | | | | |
| Prod Line From: | | | To: | | | | | | | | | |
| Item Type From: | | | To: | | Download | | Upload | | Find Error | | Setup | |
| Site From: | 10 | | To: | 10 | | | | | | | | |
| Location From: | | | To: | | | | | | Clear | | Help | |
| Last Count From: | | | To: | | | | | | | | | |
| ABC Class From: | | | To: | | | | | | | | | |
| Lot/Serial From: | | | To: | | | | Editable field | | | | | |
| | | | A%: | 60 | | | Read-only field | | | | | |
| Number Of Items: | 100 | | B:% | 20 | | | | | | | | |
| Randomize Selection: | yes | | C:% | 10 | | QAD login | | | | | | |
| Customer Consigned: | Exclude | Supplier Consigned: | | Exclude | | User ID: | qaduser | | | | | |
| Past Due Only: | no | Effective: | | 01/26/2017 | | Password: | | | | | | |
| Include Zero Qty: | no | Cr Acc: | | | | Domain: | QP | | | | | |
| Include Negative Qty: | no | Cr Sub: | | | | Login | Cancel | | | | | |
| Include Phantom Items: | no | Cr CC: | | | | | | | | | | |
| Site | | Location | Item Number | Description | Lot/Serial | Reference | ABC | System Qty | UM | Qty Counted | Remarks | Count Type |

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

**Please note:** if provided credentials are incorrect or the user is not authorized to use transactions in menu 3.14 (3.13.2 for EE) 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:

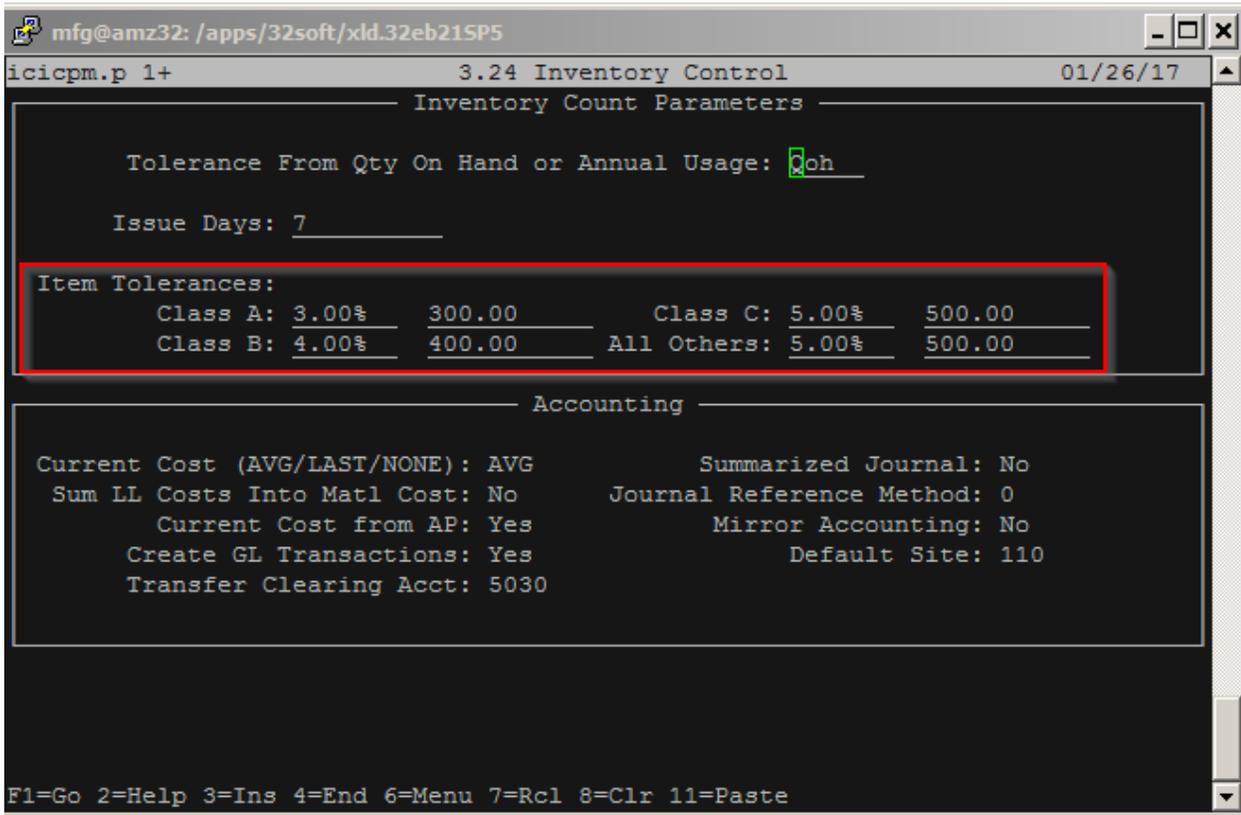| | Location | Item Number | Description | Lot/Serial | Reference | ABC | System Qty | UM | Qty Counted | Remarks | Count Type |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Item From: | | To: | | eB21SP5 QP at 01/26/17 2:27:06 PM | | | | | | | |
| Prod Line From: | | To: | | | Download | | Upload | | Find Error | Setup | |
| Item Type From: | | To: | | | | | | | | | |
| Site From: | 10 | To: | 10 | | | | Clear | | Help | | |
| Location From: | | To: | | | | | | | | | |
| Last Count From: | | To: | | | | | | | | | |
| ABC Class From: | | To: | | | | Editable field | | | | | |
| Lot/Serial From: | | To: | | | | Read-only field | | | | | |
| | | A%: | 60 | | | | | | | | |
| Number Of Items: | 100 | B:% | 20 | | | | | | | | |
| Randomize Selection: | yes | C:% | 10 | | | | | | | | |
| Customer Consigned: | Exclude | Supplier Consigned: | Exclude | | | | | | | | |
| Past Due Only: | no | Effective: | 01/26/2017 | | | | | | | | |
| Include Zero Qty: | no | Cr Acc: | | | | | | | | | |
| Include Negative Qty: | no | Cr Sub: | | | | | | | | | |
| Include Phantom Items: | no | Cr CC: | | | | | | | | | |
| Site | Location | Item Number | Description | Lot/Serial | Reference | ABC | System Qty | UM | Qty Counted | Remarks | Count Type |
| 10 | 200 | 02-0001 | CONFIGURED DISPLAY RACK | | | A | 10.0 | EA | 0.0 | | I |
| 10 | 200 | 02-0005 | MECHANICAL PENCIL (5MM) BLI | | | A | 3.0 | EA | 0.0 | | I |
| 10 | | 1-120/119 | Ring, Retaining Internal Steel | | | A | 4.0 | EA | 0.0 | | I |
| 10 | 100 | 1-120/119 | Ring, Retaining Internal Steel | | | A | 2.0 | EA | 0.0 | | I |
| 10 | inspect | 1-20001 | Final Asm 1 KB Item1 | | | A | 33.0 | EA | 0.0 | | I |
| 10 | | 88-100 | CASE,AUTO-UNIT | | | B | 8.0 | EA | 0.0 | | I |
| 10 | inspect | 88-100 | CASE,AUTO-UNIT | | | B | 2.0 | EA | 0.0 | | I |

- Columns highlighted in green are writable.
- Columns highlighted in grey are read-only.

3. Analyze the data and enter count results in the green highlighted columns:

| | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Item From: | | To: | | eB21SP5 QP at 01/26/17 2:27:06 PM | | | | | | | |
| Prod Line From: | | To: | | | Download | | Upload | | Find Error | Setup | |
| Item Type From: | | To: | | | | | | | | | |
| Site From: | 10 | To: | 10 | | | | Clear | | Help | | |
| Location From: | | To: | | | | | | | | | |
| Last Count From: | | To: | | | | | | | | | |
| ABC Class From: | | To: | | | | Editable field | | | | | |
| Lot/Serial From: | | To: | | | | Read-only field | | | | | |
| | | A%: | 60 | | | | | | | | |
| Number Of Items: | 100 | B:% | 20 | | | | | | | | |
| Randomize Selection: | yes | C:% | 10 | | | | | | | | |
| Customer Consigned: | Exclude | Supplier Consigned: | Exclude | | | | | | | | |
| Past Due Only: | no | Effective: | 01/26/2017 | | | | | | | | |
| Include Zero Qty: | no | Cr Acc: | | | | | | | | | |
| Include Negative Qty: | no | Cr Sub: | | | | | | | | | |
| Include Phantom Items: | no | Cr CC: | | | | | | | | | |
| Site | Location | Item Number | Description | Lot/Serial | Reference | ABC | System Qty | UM | Qty Counted | Remarks | Count Type |
| 10 | 200 | 02-0001 | CONFIGURED DISPLAY RACK | | | A | 10.0 | EA | 11.0 | test | R |
| 10 | 200 | 02-0005 | MECHANICAL PENCIL (5MM) BLI | | | A | 3.0 | EA | 4.0 | test | R |
| 10 | | 1-120/119 | Ring, Retaining Internal Steel | | | A | 4.0 | EA | 4.0 | | I |
| 10 | 100 | 1-120/119 | Ring, Retaining Internal Steel | | | A | 2.0 | EA | 2.0 | | I |
| 10 | inspect | 1-20001 | Final Asm 1 KB Item1 | | | A | 33.0 | EA | 33.0 | | I |
| 10 | | 88-100 | CASE,AUTO-UNIT | | | B | 8.0 | EA | 8.0 | | I |
| 10 | inspect | 88-100 | CASE,AUTO-UNIT | | | B | 2.0 | EA | 2.0 | | I |

Enter Quantity Counted (can copy-paste from the System Quantity column if same), Remarks if needed and Count Type (leave it I for Initial if quantity doesn't change or if the change is not out of tolerance, or enter R for Recount if you want to accept any quantity change)

**Note**: Tolerances are set up by ABC class in Inventory Control File (3.24):

```
mfg@amz32: /apps/32soft/xld.32eb21SP5                                    _ □ ×

icicpm.p 1+                    3.24 Inventory Control              01/26/17   ▲
                         ─ Inventory Count Parameters ─


        Tolerance From Qty On Hand or Annual Usage: Qoh


     Issue Days: 7


   Item Tolerances:
         Class A: 3.00%    300.00         Class C: 5.00%    500.00
         Class B: 4.00%    400.00      All Others: 5.00%    500.00


                            ─ Accounting ─

 Current Cost (AVG/LAST/NONE): AVG          Summarized Journal: No
  Sum LL Costs Into Matl Cost: No      Journal Reference Method: 0
         Current Cost from AP: Yes           Mirror Accounting: No
       Create GL Transactions: Yes              Default Site: 110
       Transfer Clearing Acct: 5030




F1=Go 2=Help 3=Ins 4=End 6=Menu 7=Rcl 8=Clr 11=Paste                        ▼
```

4. When you are finished entering data, select the [UPLOAD] button and status will be displayed in pop up window with a message.
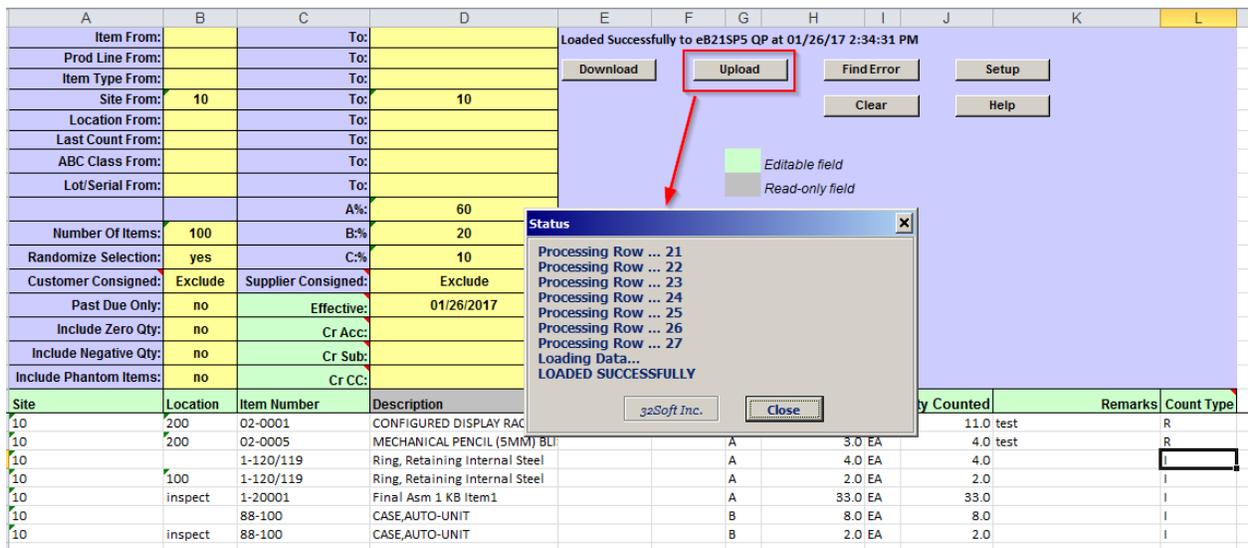


**Note:** as this is real time transaction, you can see the changes immediately in QAD once upload has been successful:
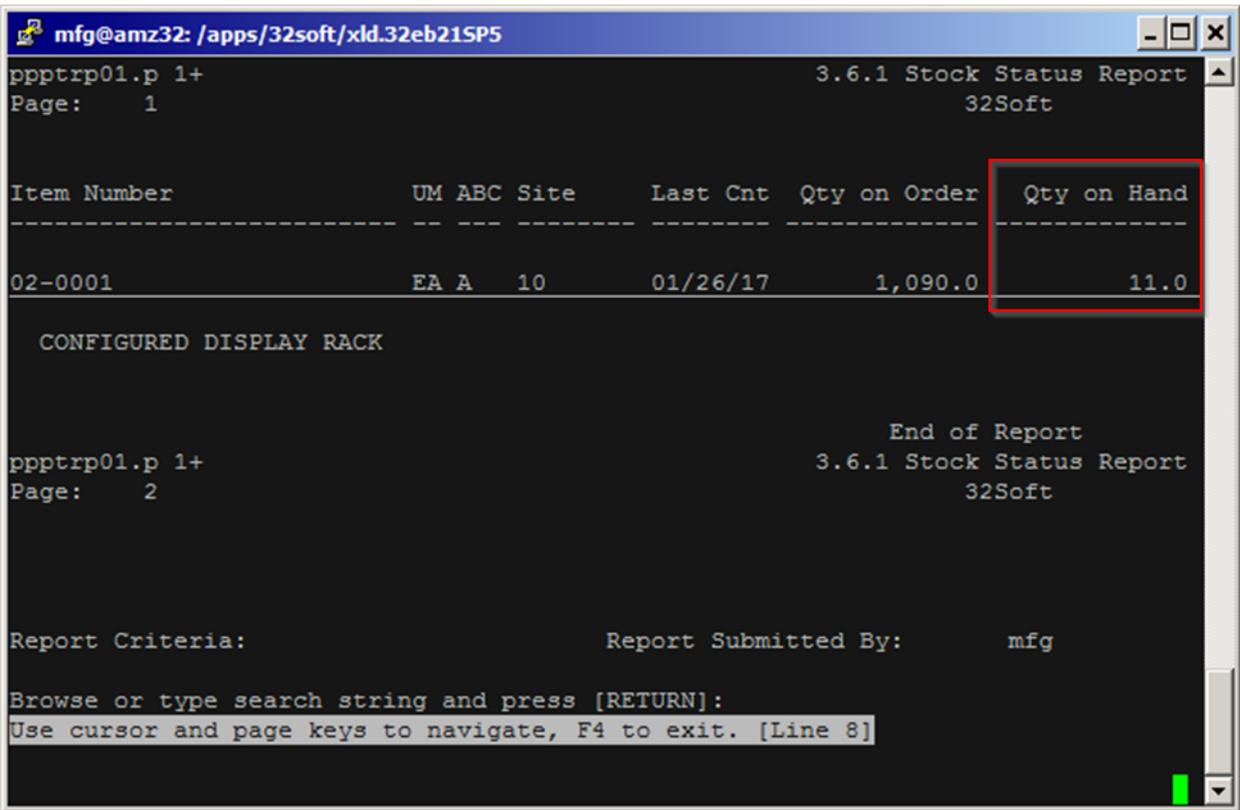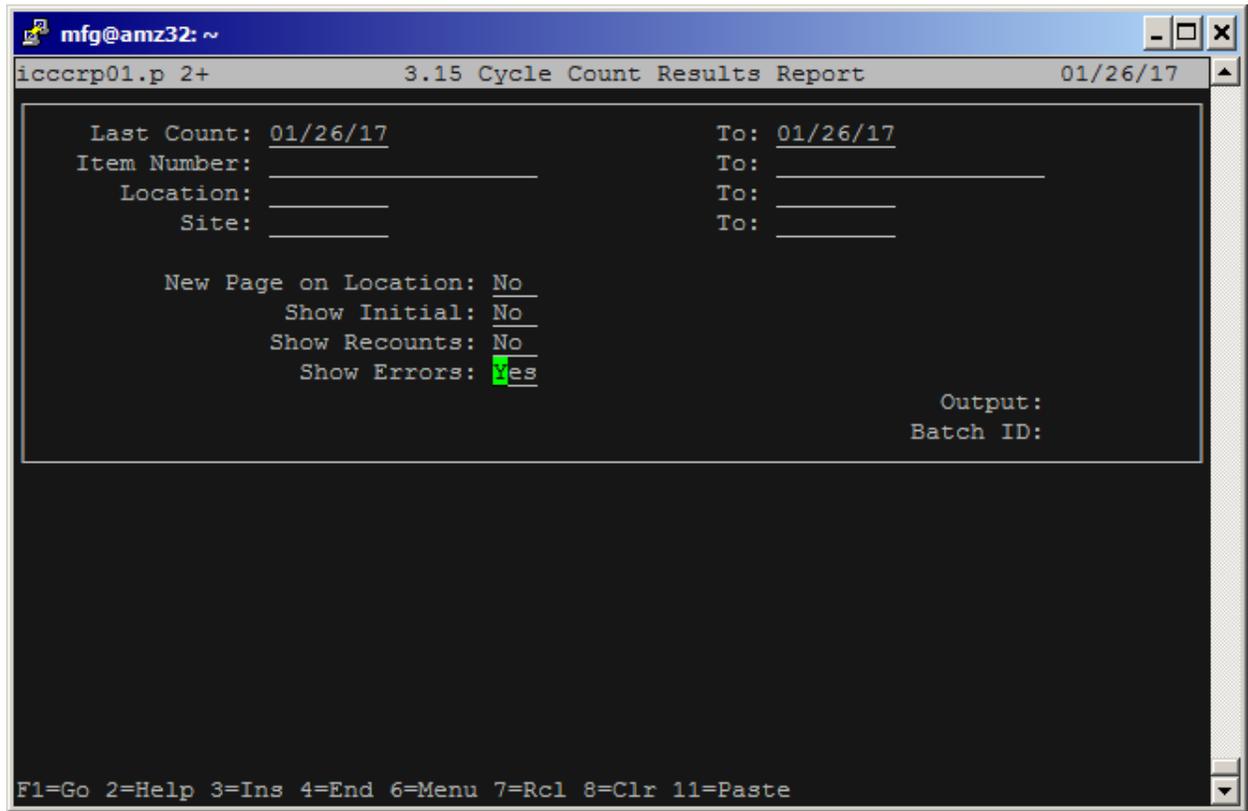
## Error Checking

When you upload to QAD, a window pops up indicating the status of the upload. If there is an error, it will indicate that and the cell with the error is highlighted in red. If you mouse over the cell, it will display the error.



You can use the [Find Error] button to navigate between cells with errors.

In this example the Count Type was set to I (Initial) and the Quantity counted was Out of Tolerance.

**Note**: By default the data loader does not accept a Initial count out of tolerance, it shows error, but it can be configured to accept out of tolerance and let QAD generate error count transactions (and in this case the inventory is not really updated), these errors can then be reported on using 3.15 Cycle Count Results Report (3.13.3 for EE):

```
mfg@amz32: ~                                                          _ □ ×
icccrp01.p 2+              3.15 Cycle Count Results Report        01/26/17  ▲

        Last Count: 01/26/17                 To: 01/26/17
        Item Number: _____     To: _____
          Location: _____               To: _____
              Site: _____               To: _____

        New Page on Location: No
              Show Initial: No
             Show Recounts: No
               Show Errors: Yes

                                                        Output:
                                                        Batch ID:




F1=Go 2=Help 3=Ins 4=End 6=Menu 7=Rcl 8=Clr 11=Paste                      ▼
```

**Note**: Data Loader validates also site security for the user, so if there are multiple sites and user tries to upload to a site where they are not set up, error will be displayed and upload will not occur for all the items.

You must correct the error before uploading again. If there is error in one cell, no records are uploaded.

## 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.