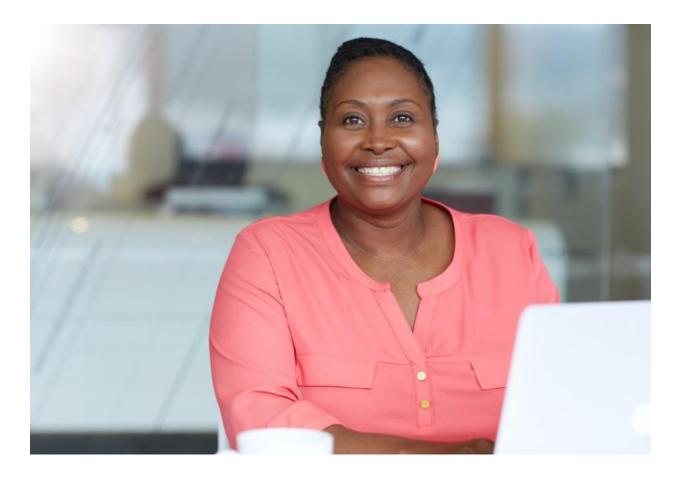


Multi SO 7.1.1 Data Loader User Guide



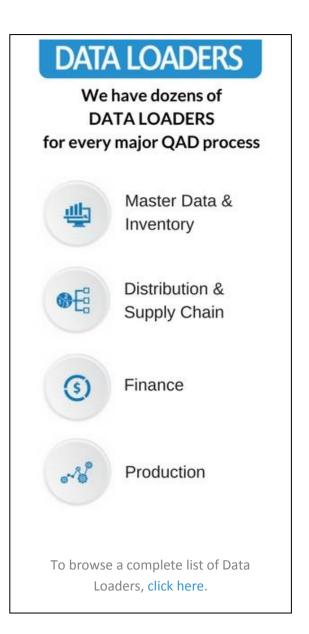
Multi SO 7.1.1 User Guide

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.

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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.

SO Nbr:		To:				
Customer:		To:			1 1	
Order Date:		To:		Download Ad	dressInq. View SO	Find Error Setup
Site:		To:		Validate Allo	ocated Inv.	Clear
Item:		To:		Validate	cated inv.	Clear Help
Cust PO Nbr:				Upload 23.1	16 MRP Det. Lookup	Open
Open Lines Only:	у				Ecokap	Open
		1				
SO Nbr	Customer PO Nbr	Sold-To	Bill-To	hi Select Database		Header Comment Reference
				Database Name Server IP	Port # 20050	2

- 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.

Microsoft Excel	×
DATABASE TEST Selected	
OK	

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.

SO Nbr: Customer: Order Date: Site: Item: Cust PO Nbr: Open Lines Only: y	Ta Ta Ta Ta Ta	:	Reconcile (Dow Val	ly with GL Analyser - www.32soft.com mload AddressIng. View SO Find Erro idate Allocated Inv. Clear iload 23.16 MRP Det. Lookup	r Setup Help Open		
SO Nbr Custon PO N	Sold-To	Bill-To	Ship-To	Site	Remarks	Header Comment/ Reference	Comment Type	Header Comment

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

SO Nbr: Customer: Order Date:	10/1/2016	To: To: To:		C: n't login:		nload	xist AddressInq.	View SO	Find Error	Setup
Site: Item:		To: To:			Va	idat	Allocated Inv.		Clear	Help
Cust PO Nbr: Open Lines Only:	у				Up	load	23.16 MRP Det.	Lookup	0	pen
SO Nbr	Customer PO Nbr	Sold-To	Bill-To	Ship-To	Site		Re	marks	н	eader Commen Reference
						QAD logir User II Passw Domai	D: qadus ord: n: QP	ed		

- 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):

A	В	С	D	<u> </u>	F		<u>C</u>	_	H	K	L	M	N	0
SO Nbr:		To:		Downloade	d Succes	sfully from eB21SP5 QP	at 12/14/2016 4:13:0	8 PM						
Customer:		To:		-					1				key field	
Order Date:	10/1/2016	To:			Dow	nload Addressing.	View SO	Find Erro	r Setup				reference field	d 📕
Site:		To:			14-1	idate Allocated Inv.		C1	l llata l				updateable fi	eld
Item:		To:			vai	Allocated Inv.		Clear	Help				from QAD	
Cust PO Nbr:				-	lin	load 23.16 MRP Det.	Lookup		Open		_			
Open Lines Only:	у						LOOKUP		Open					
SO Nbr	Customer PO Nbr	Sold-To	Bill-To	Ship-To	Site	I	Remarks		Header Comment/ Reference	Print Inv	Print PS	Header Due Date	Header Reg. Date	Ln
SO33832	po-1005	01000000	01000000	01000000	10000	ALL SHIPMENTS PER	CORP CONTRACT A	-009091		no	no	11/13/2016	11/13/2016	1
SO33832	po-1005			01000000		ALL SHIPMENTS PER				no	no	11/13/2016		2
SO33832	po-1005			01000000		ALL SHIPMENTS PER				no	no	11/13/2016		3
SO33833	po-1011	01000000	01000000	01000000	10000					no	no	11/13/2016	11/13/2016	1
SO33834	Ap-1255	01000000	01000000	01000000	10000	ALL SHIPMENTS PER	CORP CONTRACT A	-009091		no	no	11/22/2016	11/22/2016	1
SO33834	po-1255	01000000	01000000	01000000	10000	ALL SHIPMENTS PER	CORP CONTRACT A	-009091		no	no	11/22/2016	11/22/2016	2
SO33835	2722		CompUS		10000					no	no	11/28/2016	11/30/2016	1
SO33836	PO12222			01000000		ALL SHIPMENTS PER	CORP CONTRACT A	-009091		no	no	11/22/2016	11/22/2016	1
SO33838	13333			01000000		ALL SHIPMENTS PER	CORP CONTRACT A	-009091		no	no	11/22/2016	11/22/2016	1
	9953246667				10000					no	no	10/19/2016	10/19/2016	1
SO33840	9953246667	01000000	01000000	01000000	10000					no	no	10/19/2016	10/19/2016	2

- 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.

SO Nbr:		To:		Downloade	d Success	sfully from eB21SP5 QP at 12/14/2016 4:13:08 PM						
Customer:		To:					1		key field			
Order Date:	10/1/2016	To:			Dow	vnload AddressIng. View SO Find Erro	r Setup		reference fie	ld		
Site:		To:			Mali	idate Allocated Inv. Clear	Help		updateable f	ield		
Item:		To:			vai	date Allocated IIV.	neip		from QAD			
Cust PO Nbr:							1					
					Un	load 23.16 MRP Det. Lookup	Open					
Open Lines Only:					Up	load 23.16 MRP Det. Lookup	Open					
		-			Up	load 23.16 MRP Det. Lookup	Open				_	
Open Lines Only:		Sold To	Bill To	Ship To			Open Header Comment/	Header	Header	L.P.	Item	
	у	Sold-To	Bill-To	Ship-To	Site	load 23.16 MRP Det. Lookup		Header Due Date	Header Req. Date	Ln	Item	
Open Lines Only:	y Customer		<mark>ВіІІ-То</mark> 01000000				Header Comment/	Due Date			Item	
Open Lines Only: SO Nbr	y Customer PO Nbr	01000000 01000000	01000000 01000000	01000000 01000000	Site 10000 10000		Header Comment/	Due Date 12/30/2016	Req. Date	1		
Open Lines Only: SO Nbr 5033832	y Customer PO Nbr Fest NM12	01000000 01000000	01000000 01000000	01000000	Site 10000 10000	Remarks	Header Comment/	Due Date 12/30/2016 11/13/2016	Req. Date 12/28/2016	1	1 90-100	

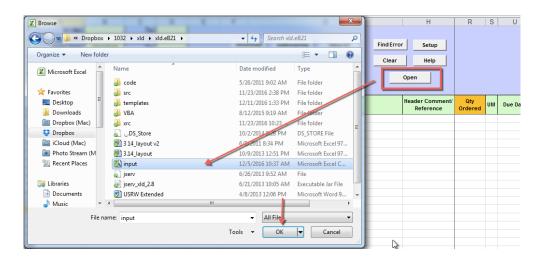
4. Edit copied line(s) as required for new sales order; enter the data in the green highlighted columns:

A	В	С	D	E	F	G	Н	R S	U	V	Y	Z
SO Nbr:		To:		Downloade	d Succes	sfully from eB21SP5 QP at 12/14/2016 4:13:08 PM						
Customer:		To:					1					
Order Date:	10/1/2016	To:		1	Dow	nload AddressIng. View SO Find Error	Setup					
Site:		To:		1		idate Allocated Inv. Clear	1					
Item:		To:		1	Vai	idate Allocated Inv. Clear	Help					
Cust PO Nbr:				-	lle	load 23.16 MRP Det. Lookup	0					
Open Lines Only:	у						Open					
SO Nbr	Customer	Sold-To	D:11 T-	01 in T.	0.14-	Demoster	Header Comment/	Qty UI		Required	Line Dates	Net Deles
SUNDE	PO Nbr	Sold-10	Bill-To	Ship-To	Site	Remarks	Reference	Ordered	I Due Date	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 E/	A 11/13/2016	11/13/2016	10.00000	6.700
SO33832	po-1005	0100000	0100000	01000000	10000	ALL SHIPMENTS PER CORP CONTRACT A-009091		50.00 E/	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



2. 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 Customer		To: To:											
Order Date		To:			Dow	nload AddressIng. View SO	Find Error	Setup					
Site	e .	To:			Mali	date Allocated Inv.	Clear	Help					
Item	c	To:			vai	Allocated IIV.	Clear						
Cust PO Nbr					Up	load 23.16 MRP Det. Lookup		Open					
Open Lines Only	с у				<u> </u>								
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	5 12/19/2016		31.
	9953246667								11.00	EA 12/19/2010	5 12/19/2016		31.
	9953246667	01000000							7.00	EA 12/19/2010	5 12/19/2016		31.
	PO31231242	custA							2.00	EA 12/19/2016	5 12/19/2016		45.
										EA 12/19/2016 EA 12/19/2016			45.

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

Creating a Sales Order Manually

1. 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: Customer: Order Date: Site: Item: Cust PO Nbr: Open Lines Only:	10/1/2016	To: To: To: To: To:			Val	Inload AddressIng. ViewSO FindErro Idate Allocated Inv. Clear Ioad 23.16 MRP Det. Lookup	r Setup Help Open	key field reference fie updateable f from QAD					
SO Nbr	Customer PO Nbr	Sold-To	Bill-To	Ship-To	Site	Remarks	Header Comment/ Reference	Header Req. Date	Ln	Item	Description	Qty Ordered	им
	TEST NM13	01000000		01000000				12/19/2016	1	10-10000		13.00	EA

2. Enter in remaining fields if known

Using the Look Up Feature

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

~	0	~	0	L				0		
SO Nbr:		To:		eB21SP5 (QP at 12/1	4/2016 4	1:58:20 PM			
Customer:		To:				1				1
Order Date:	10/1/2016	To:			Dow	nload	AddressInq.	View SO	Find Erro	r Setup
Site:		To:		1	14-1	idate	Allocated Inv.		Clear	Help
Item:		To:]	va	date	Allocated Inv.		Clear	neip
Cust PO Nbr:				-	llo	load	23.16 MRP Det.	Lookup	1	Open
Open Lines Only:	у	1				load	20.10 milli bet	LOOKup		Open
		1						4	-	
SO Nbr	Customer PO Nbr	Sold-To	Bill-To	Ship-To	Site		R	emarks		Header Comment/ Reference
		010								
	University of	Cal - Ship	To Los Ange	Tes , CA , 90036	00010000					
	University of	California	Los Angeles	, CA , 90036	00010001	-	-			
	Consigned Inv	entory Custo	mer Chicago	, IL,60195	00010002					
	Toy Company o	f America Va	n Nuys,CA,9	1406	00010003					
	Consigned Inv	entory Custo	mer Albany,	NY,990099	00010005					
	Customer New				00010006					1
	Hans Maier Gm				0100					
	Maier Hans Gm		-		0100-R					
	Colossal Cong				01000000					
	SSM Customer,				01000009					
	CENTURY HALLM	-		0	1001000					
	Reliable Cent				10010001					
	Gateway Relia			8 38	10010003				С,	
	date any Refit		c., 5c0, cn, 52		20020004				v	

- 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:		To:		eB21SP5 Q	P at 12/1	4/2016 5:01:29 PM								
Customer:		To:						_						
Order Date:	10/1/2016	To:			Dow	nload Addressing.	View SO	Find Error	r Setup	d				
Site:		To:			1/-1	idate Allocated Inv.	1	Class	Help	ield				
Item:		To:			van	idate Allocated Inv.		Clear	neip					
Cust PO Nbr:					lini	load 23.16 MRP Det.	Lookup		Open					
Open Lines Only:	у					20.10 1111 001			open			_		
												1		
SO Nbr	Customer PO Nbr	Sold-To	Bill-To	Ship-To	Site		Remarks		Header Comment Reference	Ln	ltem	Description	Qty Ordered UM	Due Date
											10-1			
										OASIS	TM) SYSTEM INDUST M	IDEL	10-10000	
										In dus t	rial Cooler		10-111111	
											TM) COOLING SYSTEM		10-15000	
	_										TN) SOLAR POWERED C		10-15001	
	¢										TN) SOLAR POWERED C		10-15001A	
											TH) SOLAR POWERED CO TH) SOLAR POWERED CO		10-15001B 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] buttom.

SO Nbr:		To:		eB21SP5	QP at 3/23	/2016 3:	43:46 PM							
Customer:		To:				- 1								
Order Date:	1/1/2015	To:			Dow	nload	Addressing.	View SO	FindEr	ror Setup				reference field
Site:	10000	To:	10000		Val	idate	Allocated Inv.		Clea	Help				updateable fie
Item:		To:			Val	luate	Allocated IIIv.		Clea	neip				from QAD
Cust PO Nbr:					Up	load	23.16 MRP Det.	Lookup	1	Open				
Open Lines Only:	у								J	open				
									*					
SO Nbr	Customer PO Nbr	Sold-To	Bill-To	Ship-To	Site		R	emarks		Header Comment/ Reference	Comment Type	Header Comment	Header Due Date	Header Req. Date
	TEST112	00010000	01000000	01000000	10000					*	1		04/01/2016	03/30/2016
						Product	: must be maintain	ed 00011706						
						ALL	OVERSEAS SHIPMEN	TS 00013330						
						SEND TR	ACKING INFORMATIO	N 00015820 S/T	Appt Comment					
						***		00015847						
							VARE DEVELOPMENT F							
							indicated are ce indicated are ce							
							indicated are ce			SH				
							indicated are ce			SH				
							indicated are ce							
						* Items	indicated are ce	rt 07082-10133		SH				
						• Items	indicated are ce	rt 07082-13632						
						• Items	indicated are ce	rt 07082-13632		SH				
						• Items	indicated are ce	rt 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:		To:		You select	ed 07082-1	4032	SH:* Items indicat	ed are cert						
Customer:		To:					1		1					
Order Date:	1/1/2015	To:			Dowr	Addressing.	View SO	Find Error	Setup				reference fiel	d
Site:	10000	To:	10000		Valie	date Allocated Inv.	1	Clear	Help				updateable fi	eld
Item:		To:			vain	Allocated linv.	J	Ciedi					from QAD	
Cust PO Nbr:					Upl	oad 23.16 MRP Det.	Lookup		Open					
Open Lines Only:	у						Lookup		open					
				_										
									Header					
SO Nbr	Customer PO Nbr	Sold-To	Bill-To	Ship-To	Site		Remarks		Comment/ Reference	Commen Type	Header Comment	Header Due Date	Header Req. Date	Ln
SO Nbr	PO Nbr TEST112	00010000	01000000	01000000	10000		Remarks		Comment/		Header Comment	Due Date		Ln
SO Nbr	PO Nbr TEST112	00010000	01000000	-	10000		Remarks		Comment/		testing comments	Due Date 04/01/2016	Req. Date	Ln

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 0	2P at 12/1	4/2016 5:04:33 PM						
Customer:		To:										
Order Date:	10/1/2016	To:			Dow	nload AddressIng. View SO	Find Error Setup					
Site:		To:			Vali	idate Allocated Inv.	Clear Help					
Item:		To:			van	Allocated IIV.	Clear neip					
Cust PO Nbr:				-	lini	load 23.16 MRP Det. Lookup	Open					
Open Lines Only:	у						орен					
SO Nbr	Customer PO Nbr	Sold-To	Bill-To	Ship-To	Site	Remarks	Header Comment Reference	/ Freight Terms	ShipVia	Handling Charges	Freight Charges	Wrap/Pallette 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

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

SO Nbr: Customer: Order Date: Site: Item: Cust PO Nbr: Open Lines Only:	10/1/2016	To: To: To: To: To:		Downloade	Dow	sfully from vnload lidate	m eB21SP5 QP at 12/14/2016 5.3 Addressing. View SO Allocated Inv. 23.16 MRP Det. Lookup	Find Error	r Setup Help Open				key field reference fiel updateable fi 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	L
	Test NM14	01000000	01000000	01000000	10000							12/19/2016	12/19/2016	
						Status			×					
						Valida Proce Gettir	sting data ssing Row 11 ng Data from QAD VALIDATED ssSoft Inc.			¢	>			

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

SO Nbr: Customer: Order Date: Site: Item: Cust PO Nbr: Open Lines Only:	10/1/2016	To: To: To: To: To:		Downloade	d Success Down Valid	ate Allocated Inv.	View SO	Find Erro Clear	r Setup Heip Open		key field reference fie updateable f from QAD			
SO Nbr	Customer PO Nbr	Sold-To	Bill-To	Ship-To	Site		Remarks		Header Comment/ Reference	Header Due Date	Header Req. Date	Ln	Item	Description Or
	Test NM14	0100000	01000000	01000000	10000					12/19/2016	12/19/2016	1	10-10000	OASIS(TM) SYSTEM
		•				Status			×					
						Validating data.								
-						Processing Row Getting Data fro	11							
						DATA VALIDATE								
						_								
										1				
							2Soft Inc.	Close						

2. 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.

	reference field updateable fie from QAD															
Header Due Date	Header Req. Date	Ln	Item	Desc	ription	Qty Ordered	им	Туре	Due Date	Required Date	Promise Date	Price List	List Price	Net Price	Loc	Taxa (lin
	03/30/2016		1 90-100 2 02-0009	KOOLAIRE(TI Packaged Pe	M) COOLANT S	200.00 25	EA	Inventory	04/01/16 04/01/16	03/30/16 03/30/16		new	10 3.025	6.50000		
					Processin	g Row 1 g Row 1)ata from (12 QAD.		Close	X						

• 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.

SO Nbr:		To:		Fix Error an	nd try agai	n	_		
Customer:		To:							1
Order Date:	1/1/2015	To:			Dow	nload AddressInq. Vi	iew SO	FindError	Setup
Site:	10000	To:	10000		Mal	date Allocated Inv.	-	Clear	Hala
Item:		To:			vai	Allocated IIIV.		Clear	Help
Cust PO Nbr:					Un	load 23.16 MRP Det. L	ookup	Open	1
Open Lines Only:	у						оокар	open	
SO Nbr	Customer PO Nbr	Sold-To	Bill-To	Ship-To	Site	Remarks	Heade Comme Referer	ent/ Comment Type	Header Comment
SO Nbr	PO Nbr TEST112	00010000	01000000	01000000	18-222		Comme Referer	ent/ Comment Type	Header Comment testing comments
	PO Nbr TEST112	00010000	01000000	01000000	18-222	Remarks	Comme Referer	ent/ Comment Type	Header Comment
	PO Nbr TEST112	00010000	01000000		18-222		Comme Referer	ent/ Comment Type	Header Comment

- 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

SO Nbr:		To:		Loaded Su	ccessfull	/toeB2	21SP5 QP at 3/24/2	2016 2:45	:26 PM							
Customer:		To:					1		- 1							
Order Date:	1/1/2015	To:			Do	wnload	AddressInq.	View	so	Find	Error	Setup		reference fie	ld	
Site:	10000	To:	10000				1				1			updateable f	ield	
Item:		To:		1	V	alidate	Allocated Inv.			Cle	ear	Help		from QAD		
Cust PO Nbr:				-		pload	23.16 MRP Det.	Look				1				
Open Lines Only:	v					pioau	23.16 MRP Det.	LOOK	up		Open					
· · · · · · · · · · · · · · · · · · ·																
SO Nbr	Customer PO Nbr	Sold-To	Bill-To	Ship-To	Site		Remarks		Header Commer Referen	nt/	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
							Status					<u> </u>				
							Validating data									
							Processing Row									
					•		Processing Row	1 12								
							Getting Data fr	om QAD								
							DATA FROM QA		ED SUCCES	SSFUL	LLY					
							Loading Data									
							Getting SO# fro									
							LUNDED SUCCES	JULLI								
			1													
								32Soft Inc.	. (Close						

- 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

	U		U	L		0			J	111	TN .	0	
SO Nbr:	:	To:		Loaded Su	ccessfully t	to eB21SP5 QP at 3/24/2016 2:	45:26 PM						
Customer:		To:					1						
Order Date:	1/1/2015	To:			Dow	hload Addressing. Vie	w SO Fin	dError	Setup		reference fiel	d	
Site:	10000	To:	10000	1	Vali	date Allocated Inv.			Hala I		updateable fi	eld	
Item:		To:			van	Allocated IIIV.		lear	Help		from QAD		
Cust PO Nbr:					Upl	oad 23.16 MRP Det. Lo	okup	Open	1				
Open Lines Only:	y y						окар	Open					
SO Nbr	Customer	Sold-To	Bill-To	Ship-To	Site	Remarks	Header Comment/	Comment	Header Comment	Header	Header	Ln	Item
)	PO Nbr	3010-10	DIII-TO	Ship-10	alle	Remarks	Reference	Туре	neader Comment	Due Date	Req. Date	LII	nem
SO33834	TEST113	01000000	01000000	01000000	10000		noronono		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]

SO Nbr:	SO33834	To:	SO33834	Do wnloade	d Success	fully fron	n eB21SP5 QP a	it 3/24/2016	2:50:39	PM							
Order Date:		To:			Dow	nload	AddressInq.	View SC		Find Er	ror	Setup		reference fie	ld		
Site: Item:		To: To:			Va	idate	Allocated Inv.			Clear	·	Help		updateable f from QAD	field		
Cust PO Nbr:				1	Up	load	23.16 MRP Det.	Lookup			Open	1		nonn as to			
Open Lines Only:	у									_							
SO Nbr	Customer PO Nbr	Sold-To	Bill-To	Ship-To	Site	,	Remarks		Header Commer Referen	nt/	omment 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	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

SO Nbr:	SO33834			Downloade	ed Successfull	/ from eB21SP5 QP at 3/24/2016 2:51:31 PM	
Customer:		To:					
Order Date:		To:			Downlo	AddressIng. View SO Find Error Setup reference field	
Site:		To:			Validat	bleit eldestebou	
Item:		To:			Validat	QAD Output	
Cust PO Nbr:					uptoa		
Open Lines Only:	у					Newport, Inc. SALES ORDER	
						Irvine, CA 92606 Order Number: SO33834 Revision: 0	
SO Nbr	Customer PO Nbr	Sold-To	Bill-To	Ship-To	Site	United States of America Order Date: 03/24/16 Dage: 1	Ln
	HEST113			01000000			1 90-100
SO33834	TEST113	01000000	01000000	01000000	10000		2 02-0009
						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	
						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	
						Tereprone: 1-800-333-9000	
						Salesperson(s): WL.INC JJP	
						Purchase Order: TEST113	
N N CO Fata	CO Madify	/07 /			L	Close	
► M SO Entry	<u>SU Modify</u>						00%
M							

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

	7.1.1 Sales Orde			03/24/16
Order: SO33834 So	ld-To: 01000000 I	n Format S,	/M: Single	
	Sales Order			
Ln Item Number Qt	y Ordered UM	List Price	Discount	Net Price
1 90-100	200.0 EA	10.00	35.0	6.50
Desc: KOOLAIRE(TM) COOLAN	T Sales Acct.	3000	10000 30	0.0
Loc: Site: 100				
USD Cost: 111.00				
	Required:			
Qty Allocated: 200.0				
Qty Picked: 0.0	Due Date:	04/01/16	Consume Fost	: 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				
Commission 1: 33.00%				

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 <u>contact</u> us.