Upload Transaction Data

Module Guide: Upload Transaction Data

Module Location

Settings > Data Transfer > Upload Transaction Data

Module Purpose

The **Upload Transaction Data** module serves as a specialized tool for importing transactional data in bulk into the system. Unlike "Data Transfer Settings," which focuses on master data, this module is designed for uploading transactional documents such as **Sales Orders**, **Purchase Orders**, or **General Journals** from an external file (e.g., Excel). This is very useful for scenarios where transactions are created in bulk outside the main system and need to be imported periodically.

1. Main View (Upload History List)

The main page displays a log or history of all transaction data upload processes that have been performed, allowing users to track what has been imported and when.

View Explanation

- **Filter**:
  - **Document Type**: A dropdown to filter history by the type of transaction that was uploaded.

    - **Start Date to End Date**: A time range filter to view uploads that occurred within a specific period.

- **Upload History Table**:

    - **Document Type**: The type of transaction that was uploaded.

    - **Upload Date**: The date and time when the upload process was performed.

- Currently, the table shows "...No data...", which means no transaction data has been uploaded in the selected period.

- **Action Buttons**:

    - **Add New**: A button to start a new transaction data upload process.

2. Upload Transaction Data Page

This page is the interface for performing the transaction file upload process.

View Explanation

- **Document Type**: A crucial dropdown for selecting what type of transaction will be uploaded (e.g., **Sales Order**). This choice will determine the template format that must be used and how the system will process the data within it.

- **Action Buttons**:

    - **Upload**: The main button that will open a dialog to select a file from your computer. Once the file is selected, the import process will begin.

    - **Download**: A button to download the correct Excel/CSV file template for the selected document type. This is a crucial first step to ensure the data format is correct.

    - **Cancel**: To cancel the process and return to the main page.

3. Steps to Upload Transaction Data

- **Select Document Type**: From the **Upload Transaction Data** page, select the **Document Type** you want to import (e.g., "Sales Order").

- **Download Template**: Click the **Download** button to get the corresponding Excel template file.

- **Fill the Template**: Open the template file and populate it with your transaction data. Each row typically represents one transaction detail, and each column represents a field (such as item code, quantity, price).

- **Save the File**: Save the filled Excel file.

- **Upload File**: Return to the system, click the **Upload** button, and then select the file you just saved. The system will process the file.

- **Verify**: After the upload is complete, check the relevant module (e.g., the Sales Order module) to ensure all transactions from your file have been successfully created in the system.

4. Integrated Workflow & Business Process

- **Integration with External Systems**: This module is often used to integrate the ERP system with other platforms. For example, daily sales data from an e-commerce platform can be exported into the template format and then uploaded every night into the ERP system via this module to automatically create Sales Orders.

- **Bulk Data Entry Efficiency**: For businesses with a very high daily transaction volume (e.g., hundreds of sales orders per day), entering them one by one is inefficient. Staff can collect all orders in a single Excel file and upload them all at once using this module.

- **Opening Balance Migration**: During implementation, this module can also be used to upload opening trial balance figures in the form of a General Journal.

5. Tips & Important Notes

- **The Template is Key**: Always use the template downloaded directly from the system for the relevant **Document Type**. Using the wrong format is the most common cause of upload failure.

- **Data Validation**: Before uploading, double-check the data in your Excel file. Ensure all codes (customer, item, etc.) already exist in the master database, and there are no formatting errors.

- **Process One by One**: Upload one document type at a time. Do not mix **Sales Order** and **Purchase Order** data in the same file.

- **Restricted Access**: Uploading transaction data in bulk carries significant risks. Access to this module should be restricted to super users or trained staff who understand the impact of this process.

Revision #1
Created 23 October 2025 08:29:10 by Muhammad Ali Akbar
Updated 23 October 2025 08:30:43 by Muhammad Ali Akbar