

Balance Point Technologies, Inc.  
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# Quick Data Loader

## User Guide

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### Purpose

Quick Data Loader (or QDL) provides efficient methods for quickly and accurately populating data into a new or existing MAX database using Excel files as the data source. Quick Data Loader supports Excel files with multiple worksheets and allows the user to **verify** the data before it is actually imported.

### Minimum System Requirements

- .NET Framework 4.5
- EXACT MAX Software v5.6.X
- SQL Server 2016 and higher
- Windows Server 2016 and higher
- Windows 10 or 11 Pro or Enterprise
- Microsoft Office 2016 and higher

### Installation

- Quick Data Loader is automatically downloaded and installed by MAX Workbench. After a successful installation, a tile will be added onto the main window of MAX Workbench. See the MAX Workbench user documentation for Workbench installation instructions.

## MAX Workbench Main Window

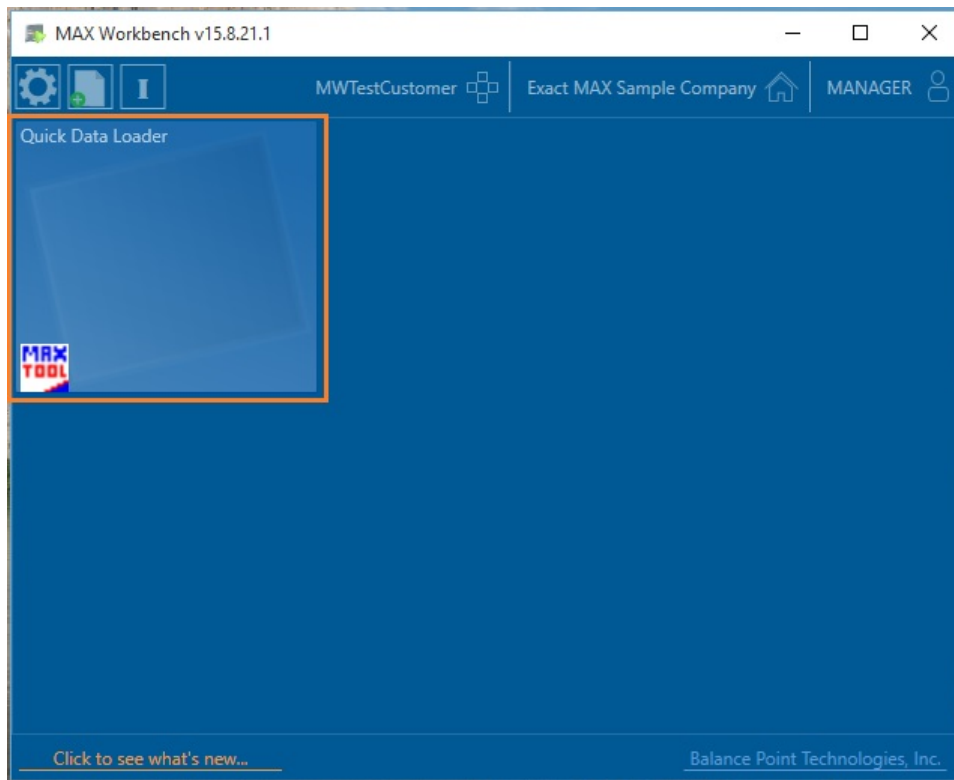


Figure 1 Workbench Main Window

### Settings Configuration

- Application access and security are controlled within MAX Workbench. To manage which users can use the application and in which companies, click the ⚙️ for Workbench Setup.
- Database connection settings for the application are determined by the company that MAX Workbench has been logged into. When logging into MAX Workbench, log into the company you wish to update with the application.
- Single click the Quick Data Loader tile on the main window of MAX Workbench to launch the application. The Quick Data Loader will launch.

## Quick Data Loader Main Window

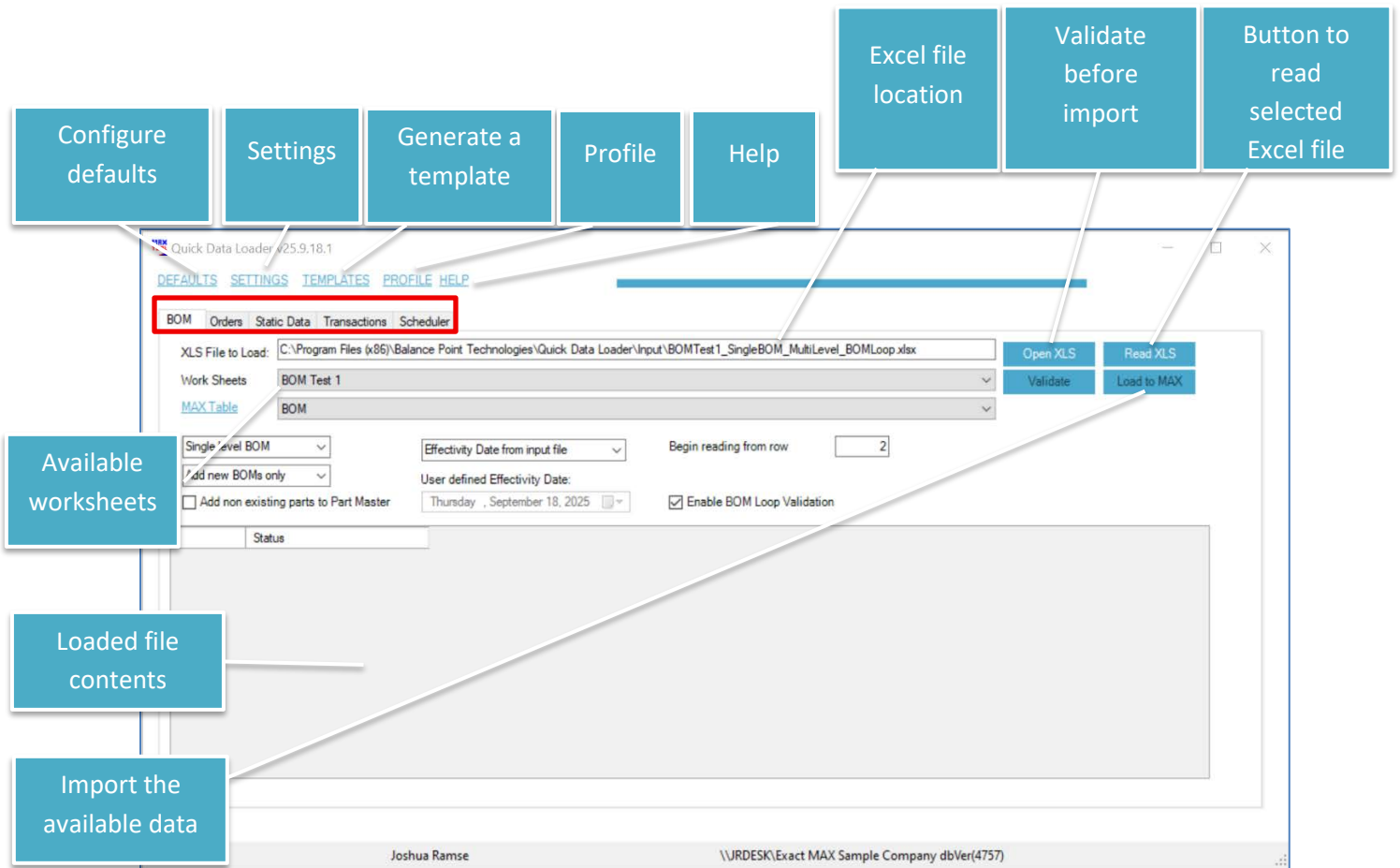


Figure 2 Quick Data Loader Main Window

- There are five tabs contained on the main window – 1) BOM, 2) Orders, 3) Static Data, 4) Transactions, and 5) Scheduler. Each of the first four tabs maintain the same look and feel but each contains its own set of tables that can be updated individually. The last tab, ‘Scheduler’, is unique. It is where data imports can be scheduled to then be processed by the Quick Data Loader Scheduler Service.
- Below is a list of supported tables for each one of the first four tabs.

The screenshot shows the 'BOM' configuration screen in the Quick Data Loader. At the top, there are navigation tabs: 'DEFAULTS', 'SETTINGS', 'TEMPLATES', and 'HELP'. Below these are sub-tabs: 'BOM', 'Orders', 'Static Data', and 'Transactions'. The 'BOM' sub-tab is active. The interface includes several input fields and dropdown menus: 'XLS File to Load:' (empty text box), 'Work Sheets' (empty text box), 'MAX Table' (dropdown menu with 'BOM' selected), 'Single level BOM' (dropdown menu), 'Effectivity Date from input file' (dropdown menu), 'Begin reading from row' (text box with '2'), 'Add new BOMs only' (dropdown menu), 'User defined Effectivity Date:' (text box with 'Monday , October 6, 2025'), and a checkbox for 'Add non existing parts to Part Master'.

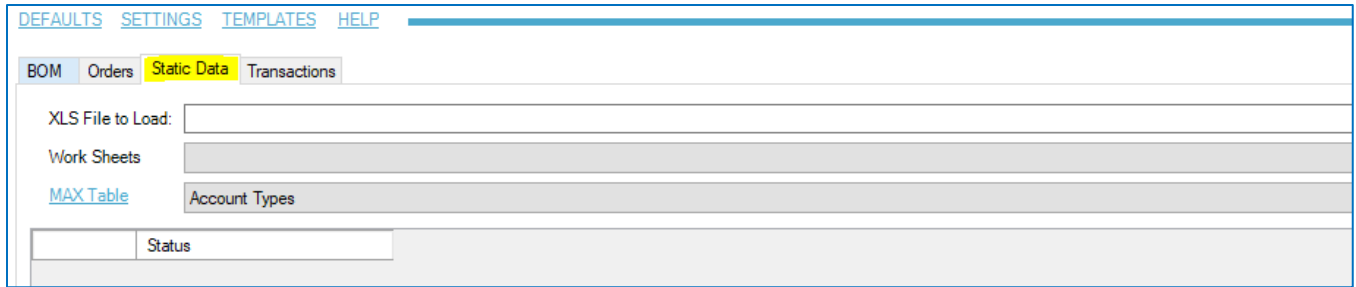
### 1) BOM: (Bill of Material)

- Loads single or multilevel BOM
- Adds new BOM or update existing BOM
- Replaces an existing BOM
- Adds a BOM as an alternate BOM
- Assigns component effectivity date from the input file or assigns a user defined effectivity date that applies to all components in the BOM
- Adds new records to Part Master and/or Mfg Part Master at the same time as importing the BOM
- Specifies the row number in the input file to designate where the data to be imported starts
- Validates the data before it is imported and provides detailed error checking during validation and import to let the user know what the problem is
  - o Includes optionally validating for BOM loops
- Automatically exports encountered errors in a .csv file that is ready for assessment
- Specifies default values assigned under the 'DEFAULTS' button for fields that are not in the input file
- Adds or updates fields in product structure table

The screenshot shows the Quick Data Loader interface. At the top, there are navigation tabs: DEFAULTS, SETTINGS, TEMPLATES, and HELP. Below these, there are sub-tabs: BOM, Orders (highlighted in yellow), Static Data, and Transactions. The main area contains several input fields and sections: 'XLS File to Load:' with an empty text box, 'Work Sheets' with a greyed-out area, 'MAX Table' with a blue link, and 'Credit Memos' with a greyed-out area. At the bottom, there is a 'Status' label next to a greyed-out area.

### 2) Orders Tab: (Supported Order Imports)

- Credit Memos
- Master Schedule Orders
- Non-Inventory Purchase Orders
- Purchase Orders
- Sales Orders
- Subcontract Purchase Orders
- Work Orders



### 3) Static Data Tab: (Supported Tables)

- Account Types
- Address Master
- BOM Notes
- Buyers
- Class Codes
- Code Master
- Commodity Codes
- Configuration Master
- Customer Master
- Customer Master Ext
- Customer Part Data
- Customer Part Data Ext
- Customer Types
- Document Link Mst
- Employee Master
- Employee Master Ext
- Employee Work Ext
- Feature Qualifier
- Feature-Option Combo
- General Ledger Acct
- Invoice Detail
- Invoice Master
- Job Progress
- Labor Rates
- Lot Tracking Header
- Lot Tracking History
- Mfg Part Master
- Mfg Part String
- Misc Items
- Misc Items Ext
- Multiple Cost
- Order Master
- Order Master Ext
- Order Master MF Ext
- Order Master MS Ext
- Order Master PO Ext
- Part Master
- Part Master Ext
- Part Notes
- Part Routing
- Part Routing Ext
- Part Sales
- Part Sales Ext
- Part Stock
- Part Vendor
- Part Vendor Ext
- Planner
- PO Receipts
- Price Breaks
- Product Data
- Product Structure
- Product Structure Ext
- Purchase Order Code
- Purchase Order Code Ext
- Purchase Order Note
- RMA Detail
- RMA Detail Ext
- Routing Notes
- Sales Rep Master
- Shipping Master
- SO Detail
- SO Detail Ext
- SO Master
- SO Master Ext
- Standard Notes
- Stock Master
- Tax Master
- Transaction History
- Variance Option
- Vendor Master
- Vendor Master Ext
- Work Centers
- Work Centers Ext

The screenshot shows a web-based interface for data loading. At the top, there are navigation tabs: DEFAULTS, SETTINGS, TEMPLATES, and HELP. Below these, there are sub-tabs: BOM, Orders, Static Data, and Transactions (which is highlighted in yellow). The main area contains several input fields: 'XLS File to Load:' with an empty text box, 'Work Sheets' with a greyed-out text box, and 'MAX Table' with a dropdown menu showing 'Cycle Count'. Below this, there is a table with a single column labeled 'Status' and an empty row below it.

#### 4) Transactions Tab: (Supported Transactions)

- Cycle Count
- Non-Inventory Purchase Order Receipt
- Purchase Order Receipt
- Stock Transfer
- Unplanned Issue
- Unplanned Receipt
- Work Order Post Operation

## Test Environment

- Before using Quick Data Loader, it is recommended to initially use a test environment to ensure an understanding of the processes involved and not impact live production.

## Specifications and Features

### Defaults Button

- Quick Data Loader provides the user with the capability to specify default values.
  - Default values are used only if the field is not included in the currently loaded worksheet.
- To specify a default value for a database field, click on the 'DEFAULTS' button.

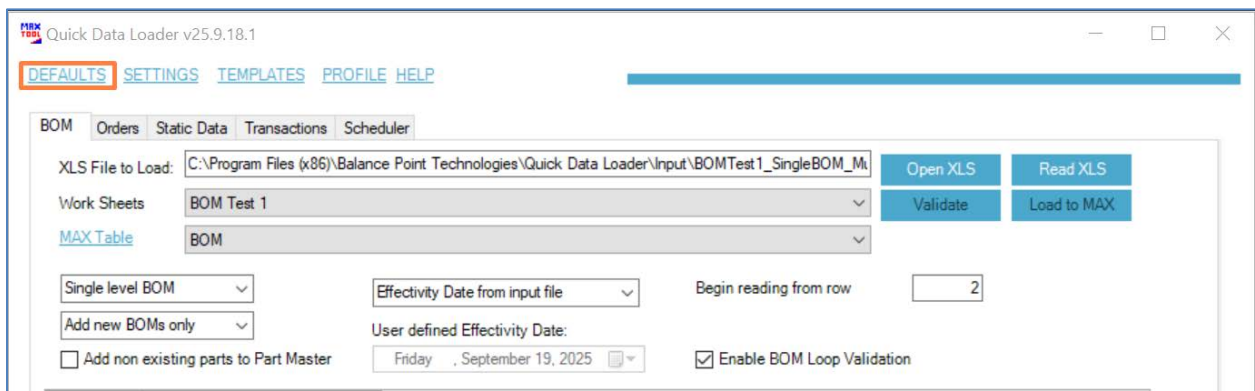


Figure 3 QDL Default Specifications (1)

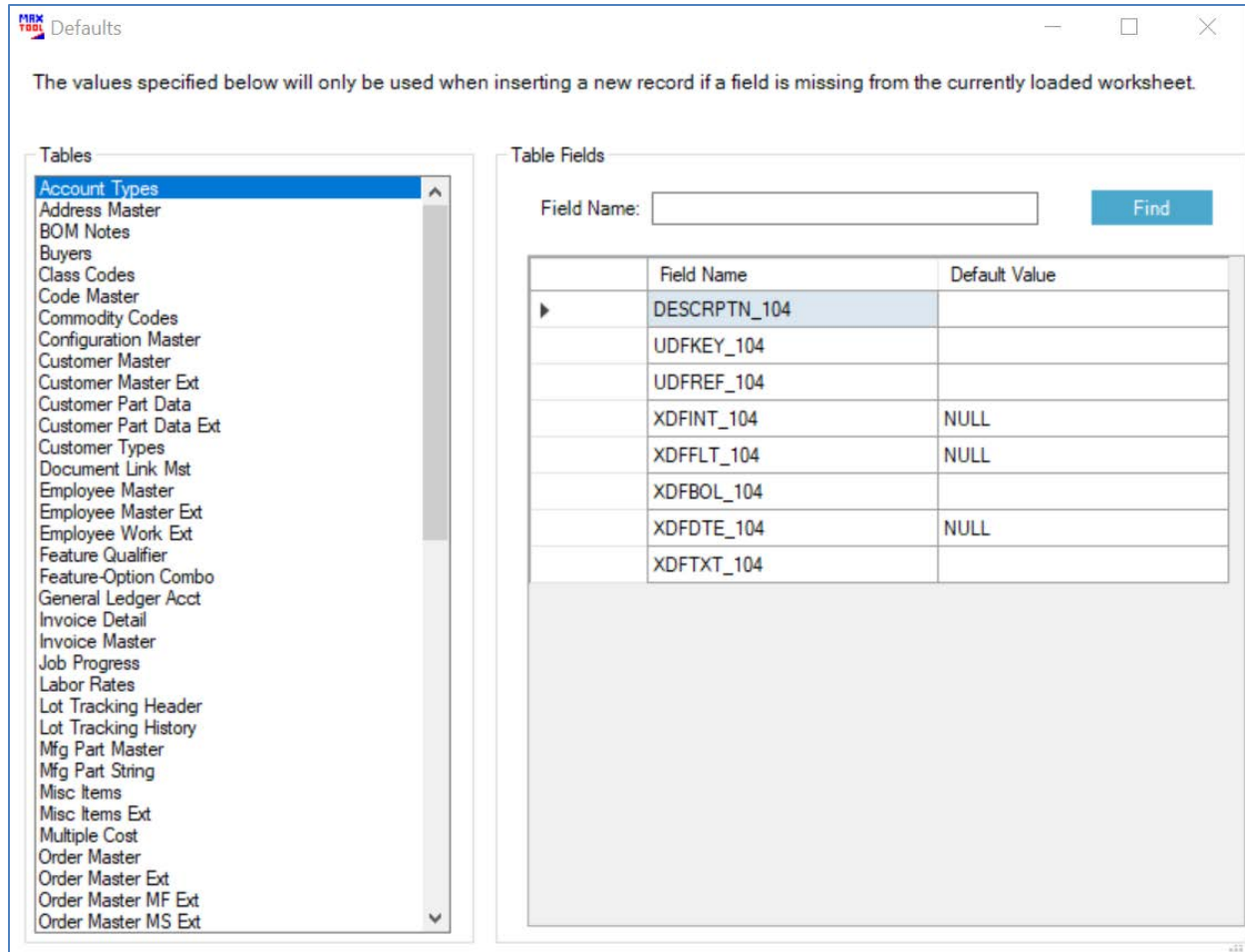


Figure 4 QDL Default Specifications (2)

- To specify a Default Value, select a table from the 'Tables' list.
- The 'Table Fields' section will be populated with the available fields of the selected table.
  - If the list of fields is too long and you cannot find the field you want to specify a default value for, type the name of the field in the Field Name textbox and click Find.
  - After finding the field, click in the Default Value column for that field and type in the default value. No saving is needed. All values on this screen are saved as they are entered.
  - To edit or remove a value that has been added as a default, double click in the Default Value field to be edited.

## Settings Button

- Click on the 'SETTINGS' button to open the Settings dialog window.
  - The Settings dialog allows the user to change the default behavior of Quick Data Loader and makes it more flexible.

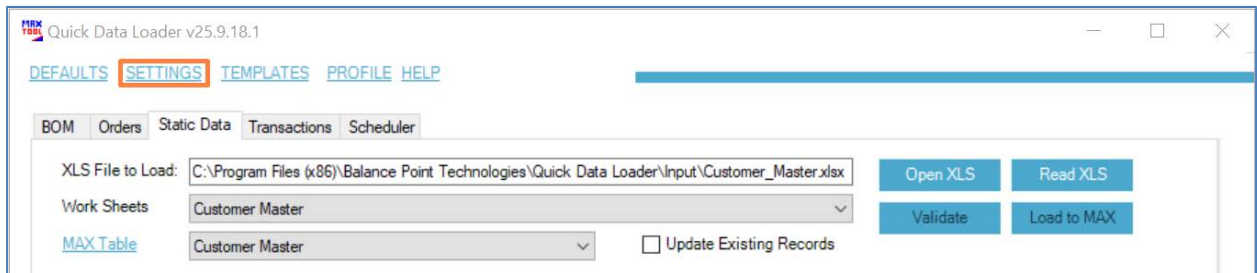


Figure 5 QDL Settings (1)

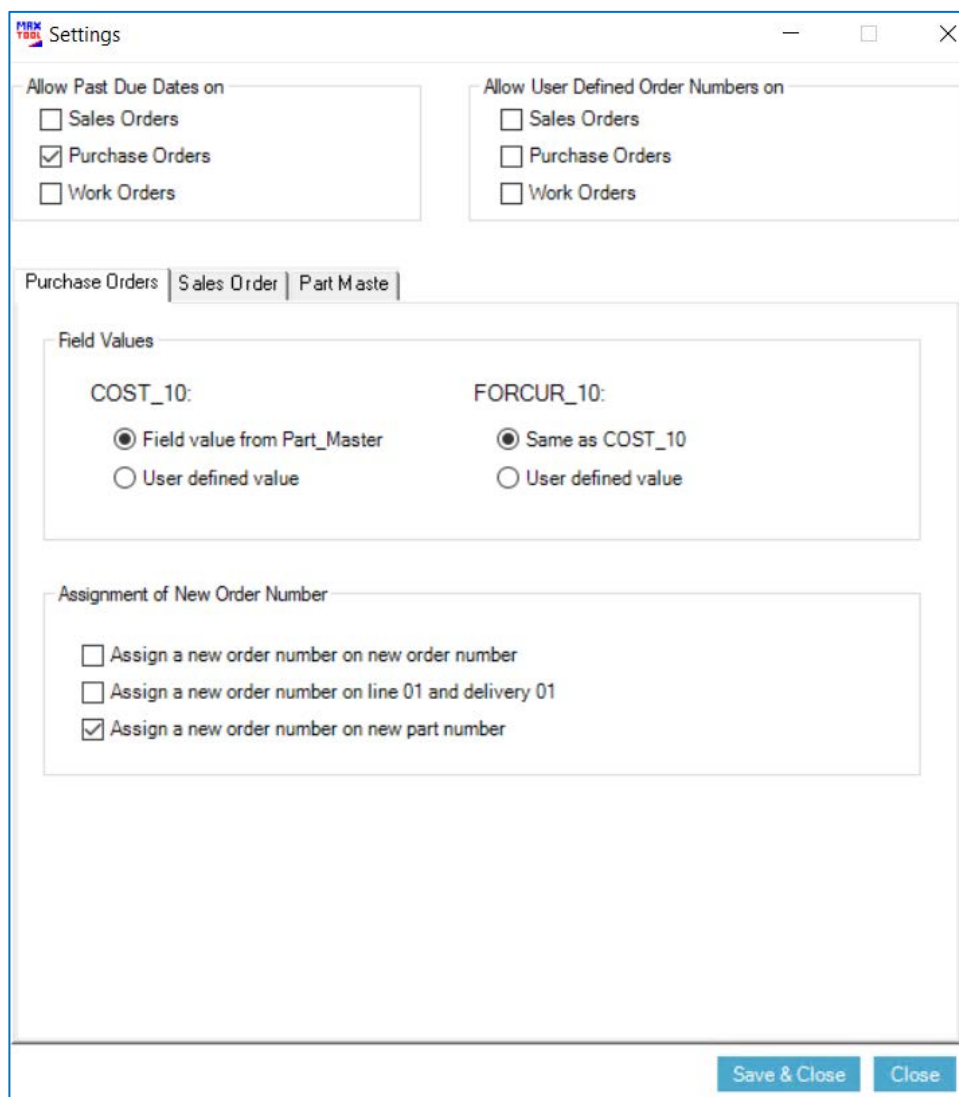


Figure 6 QDL Settings (2)

## Quick Data Loader

- Allow Past Due Dates on
  - Select the appropriate order type to allow past due dates on that order type. If an order type is not selected, past due dates will not be allowed.
  
- Allow User Defined Order Numbers on
  - Select the appropriate order type to include the order number on the source file and have it assigned to the order. If the order type is not selected, the next order numbers from MAX will be assigned.

## Purchase Orders Settings

Settings

Allow Past Due Dates on

- Sales Orders
- Purchase Orders
- Work Orders

Allow User Defined Order Numbers on

- Sales Orders
- Purchase Orders
- Work Orders

Purchase Orders | Sales Order | Part Master

Field Values

COST\_10:

- Field value from Part\_Master
- User defined value

FORCUR\_10:

- Same as COST\_10
- User defined value

Assignment of New Order Number

- Assign a new order number on new order number
- Assign a new order number on line 01 and delivery 01
- Assign a new order number on new part number

Save & Close Close

Figure 7 QDL Settings - Purchase Orders Tab

- Purchase Orders Field Values
  - COST\_10 and FORCUR\_10 Select whether to have the Purchase Order costs pulled from the Part Master or whether to include Purchase Order costs on the source file.
- Assignment of New Order Number
  - If the order number is not in the source file, select how QDL is to determine when the order number increments.

### Sales Order Settings

Settings

Allow Past Due Dates on

- Sales Orders
- Purchase Orders
- Work Orders

Allow User Defined Order Numbers on

- Sales Orders
- Purchase Orders
- Work Orders

Purchase Order | Sales Orders | Part Master

Order Header

Assign a new Order # on new

Retrieve FOB from

Assignment of Ship to Address and Ship Via

Retrieve Ship to Address from

Retrieve Ship Via from

Line Item Pricing

Retrieve Price from

Other Line Properties

Retrieve StockId from

Save & Close Close

Figure 8 QDL Settings - Sales Order Tab (1)

Order Header

Assign a new Order # on new

Retrieve FOB from

Figure 9 QDL Settings - Sales Order Tab (2)

Assignment of Ship to Address and Ship Via

Retrieve Ship to Address from

Retrieve Ship Via from

Figure 10 QDL Settings - Sales Order Tab (3)

Line Item Pricing

Retrieve Price from

Other Line Properties

Retrieve StockId from

Figure 11 QDL Settings - Sales Order Tab (4)

## Part Master Settings

MAX Tool Settings

Allow Past Due Dates on

- Sales Orders
- Purchase Orders
- Work Orders

Allow User Defined Order Numbers on

- Sales Orders
- Purchase Orders
- Work Orders

Purchase Order | Sales Order | **Part Master**

Recalculate Cost per Unit when Material Cost is updated

Save & Close Close

Figure 12 QDL Settings - Part Master Tab

- If Material Cost is included on an import, selecting this option will cause the Part Master Cost per Unit to be recalculated. If it is not selected the Cost will not be recalculated.

## Templates Button

- Quick Data Loader provides the user with the capability to create file templates that can be used to create import source files.
  - The template is in the form of an Excel file and contains all fields from the selected table.
- To create a template, click on the 'TEMPLATES' button, or select the MAX Table to be updated and then click on the **blue MAX Table**.

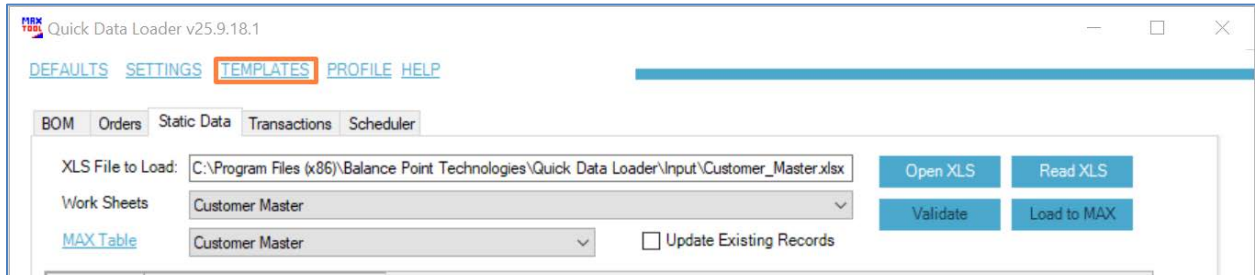


Figure 13 QDL Templates (1)

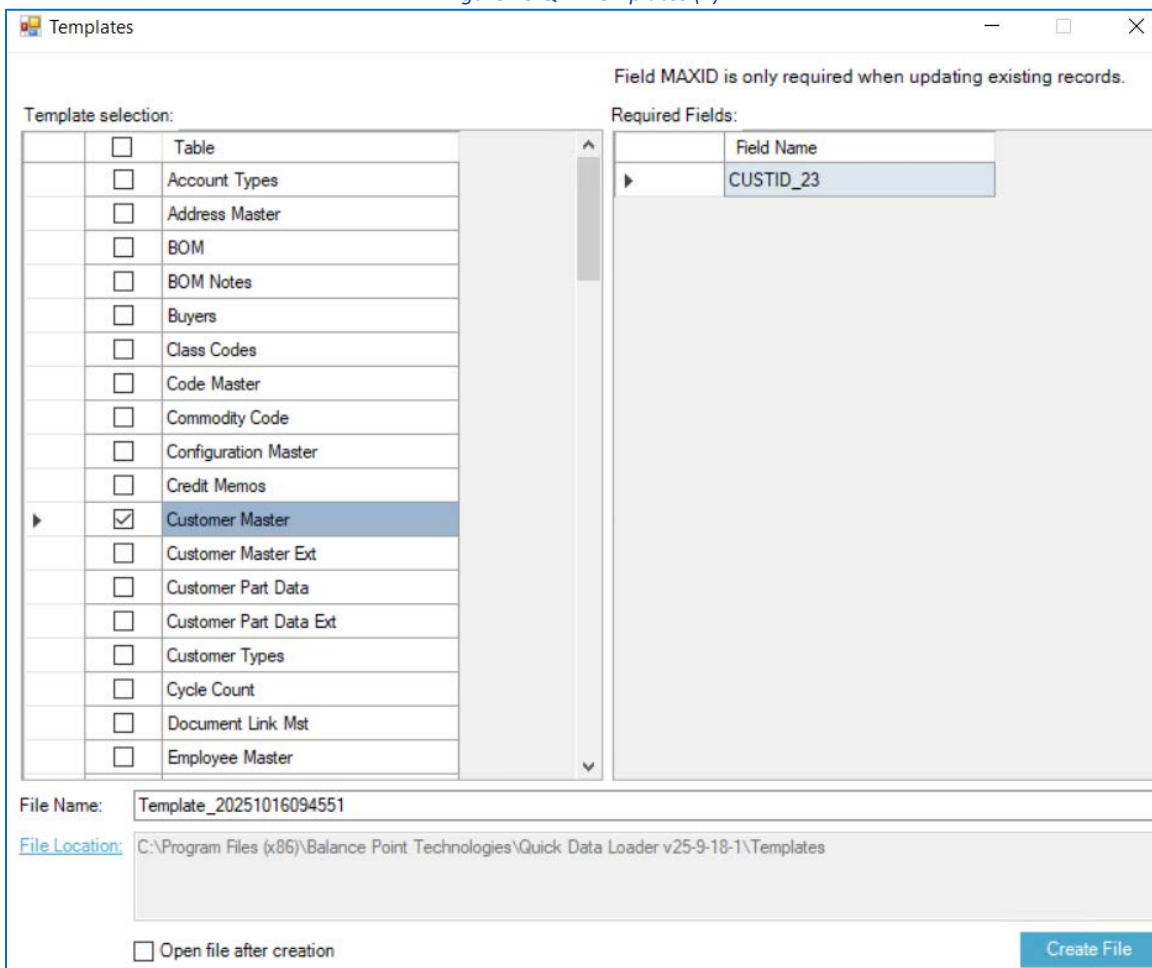


Figure 14 QDL Templates (2)

## Quick Data Loader

- Select the table(s) that will be included in the template. Each table will be recorded as a separate worksheet in the generated file.
- A default file name will be generated in the File Name text field. It can be changed by simply entering a new one.
- The default location where the template will be saved is the application folder of the Quick Data Loader. Click on the **blue** 'File Location' button to select another location.
- Check the Open file after creation check box to open the generated template file.
- Click Create File to proceed and create the template.
- If a single file is selected, the required fields for that file will be displayed in the Required Fields section.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	RECTYP_19	KEY_19	ACTTYP_19	GLACCT_19	MCOMP_19	MSITE_19	UDFKEY_19	UDFREF_19	XDFINT_19	XDFFLT_19	XDFBOL_19	XDFDTE_19	XDFTXT_19	FILLER_19

Figure 15 QDL Templates (3)

- Fields in red are always required. Some fields in blue may be required depending on what is being imported.
- Any fields that are not to be imported must be deleted from the source file.
- Any fields that will have a constant value for the import can be set up as defaults and the field deleted from the source file.

### Profile Button

- Click on the 'PROFILE' button to open the Profile dialog window.
  - This gives users the ability to set up an import definition that can also be scheduled to be imported at a later time.

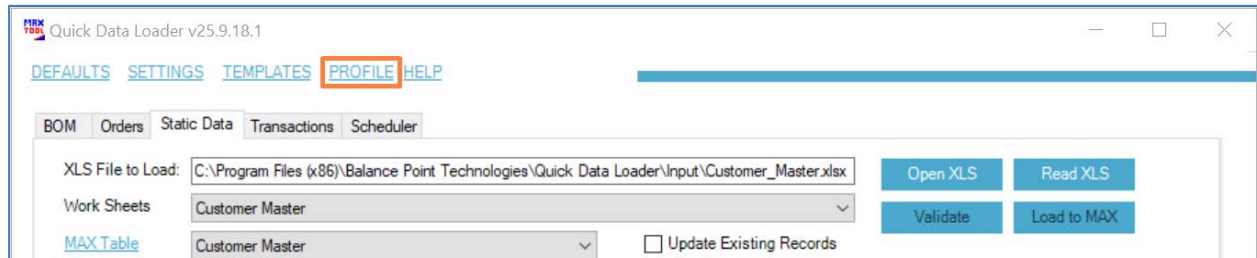


Figure 16 QDL Profile (1)

- All the text and dropdown fields **must** be populated to create a profile.

Profile Name	User defined Name for the Import Profile
Description	User defined description of the Profile 200 characters
Profile ID	QDL assigned ID number
Status	QDL assigned Profile status
Tab Selection	Drop down list BOM   Orders   Static Data   Transactions
Table	Drop down list of available tables based on the Tab Selection
MAX Company	Drop down list of available MAX companies
Input File Name	Double click to browse to the selected Excel spreadsheet source file
Processed File Location	Double click to browse to select the location the where the processed file will be moved.
Work Sheets	Drop down list of work sheets on the selected spreadsheet source file
Clear	Clears the window
Save	Saves the Profile Saved Profiles are displayed below.
Delete	Deletes a saved Profile

Other fields on the window are dependent on the Tab Selection and function in the same manner as on the main QDL window.

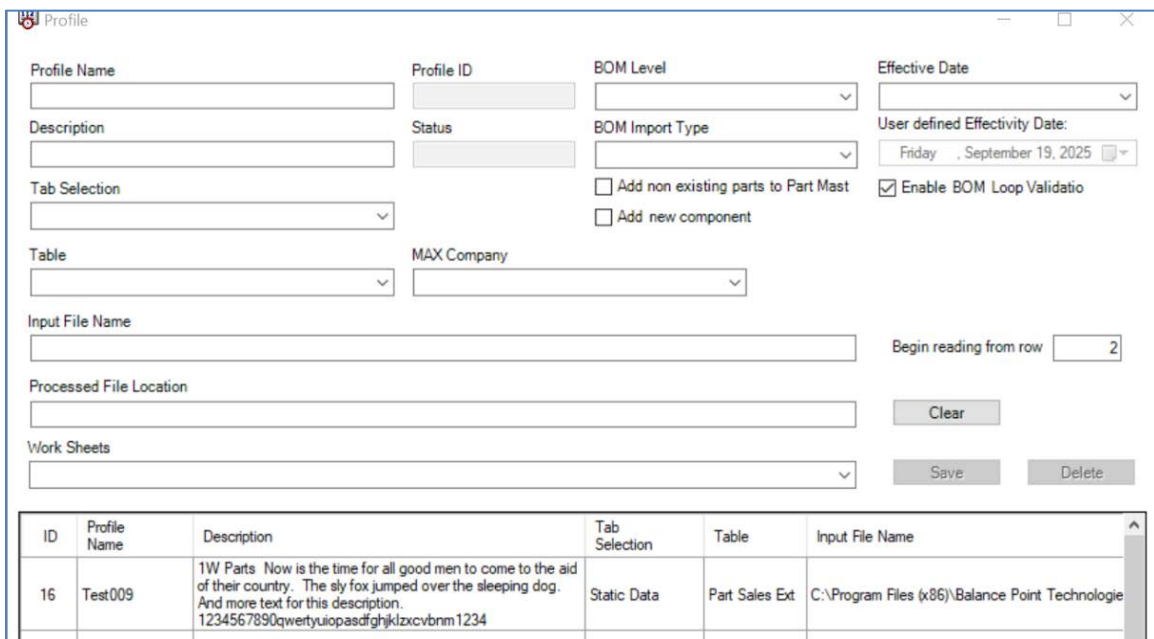


Figure 17 QDL Profile (2)

### 5) Scheduler Tab

- Click on the 'Scheduler' tab to use the profile and schedule times for the files to automatically be imported according to your needs.

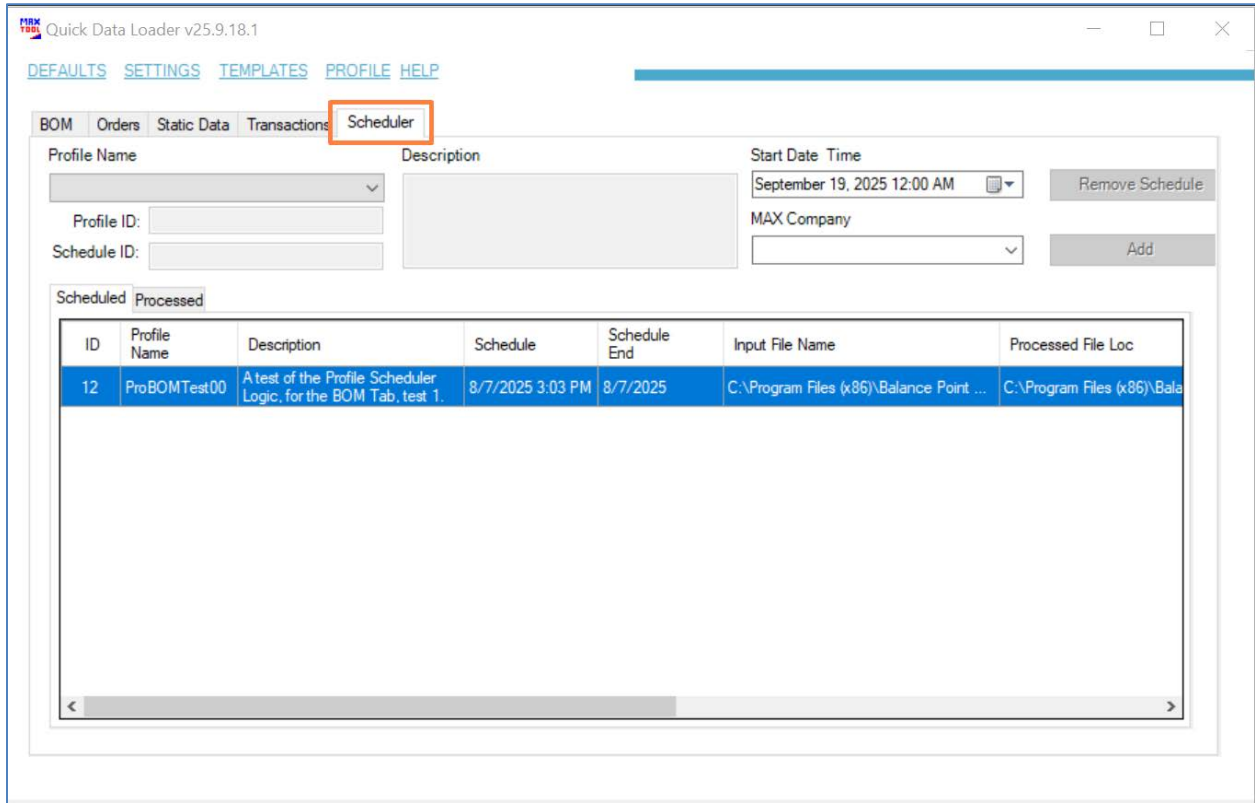


Figure 18 QDL Scheduler

- Click the 'Scheduled' tab to view Profiles scheduled to be processed.
- Click the 'Processed' tab to view Profiles that have been processed.

## Quick Data Loader Operation

- ✓ Loading Data to Quick Data Loader
- ✓ Validating Data
- ✓ Loading Data into MAX

The screenshot shows the Quick Data Loader application window. At the top, there is a menu bar with 'DEFAULTS', 'SETTINGS', 'TEMPLATES', and 'HELP'. Below the menu bar, there are four tabs: 'BOM', 'Orders', 'Static Data', and 'Transactions'. The 'BOM' tab is currently selected. The main area of the window contains a text field labeled 'XLS File to Load' with the path 'C:\Program Files (x86)\Balance Point Technologies\Quick Data Loader\Input'. To the right of this field are two buttons: 'Open XLS' and 'Read XLS'. Below the text field, there are two dropdown menus. The first is labeled 'Work Sheets' and has 'Account Types' selected. The second is labeled 'MAX Table' and has 'BOM' selected. To the right of these dropdowns are two buttons: 'Validate' and 'Load to MAX'.

- Select the tab for the intended type of operation.
  - BOM | Orders | Static Data | Transactions
- Double-click on the 'XLS File to Load' text field to select a file to load.
  - Select a file from your desired location and Click Open.
- All available worksheets contained in the selected file will be displayed in the 'Work Sheets' dropdown.
  - Select the worksheet that will be imported.
- From the 'MAX Table' dropdown, select a table to import the file to.
- Click the 'Read XLS'.
  - The contents of the selected worksheet will be loaded.
- Column headers in the selected worksheet are required and must match the field names from the database.
  - Note: Column headers can be in any order.
- If you are updating records that already **exist** in MAX:
  - Click 'Update Existing Records'
- If you are **adding new** records into MAX:
  - Do NOT Click 'Update Existing Records'
- If you are importing Sales Orders, Purchase Orders, Work Orders, or Part Master cost data:
  - Click the 'SETTINGS' button to select the desired behavior.

## Quick Data Loader

- Click 'Validate' to validate the data before it is imported.
  - The result of the validation will be recorded in the 'Status' column. In the case of a record passing the validation, the 'Status' column will be updated with **green** background. In the case of a record not passing the validation, the 'Status' column will be updated with a **red** background. Hover your mouse over the cell in question in the 'Status' column to display a *tooltip for the error message*.
  - Check 'Update Existing Records' box, if desired, to resolve "Already Exists" status.

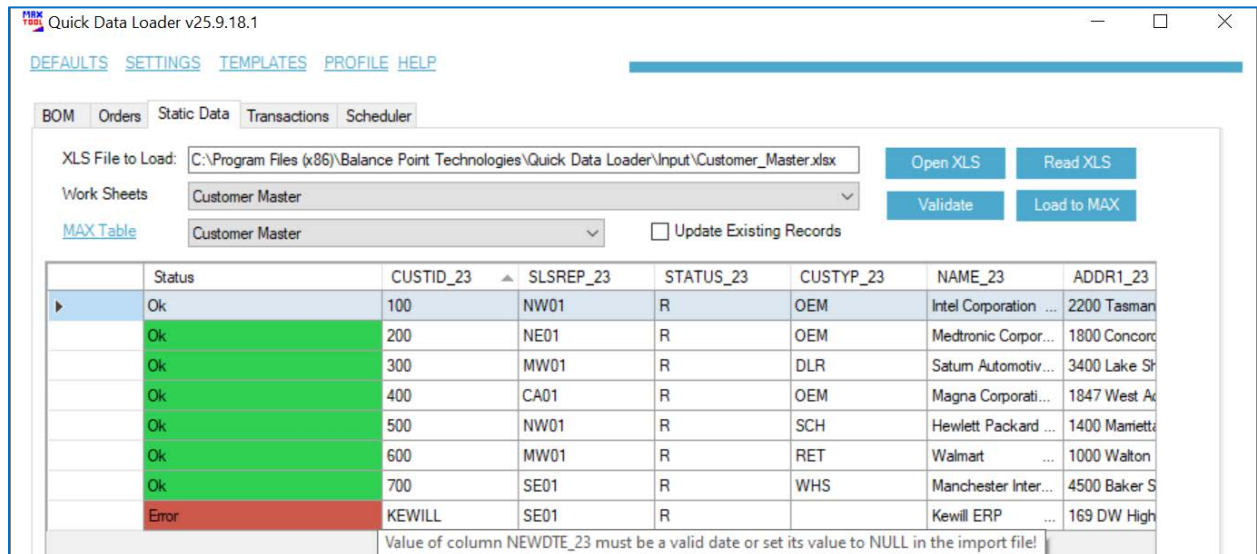


Figure 19 QDL Data to Load to MAX

- Click 'Load to MAX' to load the data into MAX.

## Reports and Errors

- There are **no reports** generated by or available from Quick Data Loader. When there is an error on an import, QDL generates a .csv file with the error date. The file is in the 'Output Files' folder located in the Quick Data Loader application folder.

Status	PRTNUM_01	TYPE_01	CLSCDE_01	PLANID_01	COMCDE_01
Error	DL100	G	A	PL1	COMP-MFG
Error	DL110	G	A	PL1	COMP-MFG

Value of TYPE\_01 must be one of the following: A,B (Default),C,D,E,F,M,O,P,R,S,T,X,Y!

Figure 20 Reports and Errors (1)

Figure 21 Reports and Errors (2)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	Status														PRTNUM_01	TYPE_01	CLSCDE_0	PLANID_01	COMCDE_01
2	Value of TYPE_01 must be one of the following: A	B	C	D	E	F	M	O	P	R	S	T	X	Y!	DL100	G	A	PL1	COMP-MFG
3	Value of TYPE_01 must be one of the following: A	B	C	D	E	F	M	O	P	R	S	T	X	Y!	DL110	G	A	PL1	COMP-MFG

Figure 22 Reports and Errors (3)

- For errors, click the 'Open XLS' button to return to the spreadsheet and make changes. Save and close the file.
- Next, click 'Read XLS' to re-read the data into QDL. Click 'Validate' again to confirm the results reflect Green 'OK' Status in the Status column. Click 'Load to MAX' to load the data into MAX.

## Tables

Database	Table	Function
BPTCORE	CUSTOM_BPT_QDL_PROFILE	Contains saved import profiles
BPTCORE	CUSTOM_BPT_QDL_SCHEDULES	Contains saved import schedules