



TRACELINK UNIVERSITY

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Resources

TraceLink University

Transactions

The Transactions screen allows users to access, filter, view, and track their master data import activity. This includes imports made through both the OPUS Master Data UI and B2B in Extensible TraceLink Transfer (XTT). In the Transactions search screen, users can filter and view transaction history, track the status of each import, and download input and error files. This feature helps companies monitor data imports and troubleshoot issues to ensure master data is imported accurately and efficiently. Access to the Transactions screen is available to users with the following roles: **Master Data Administrator, Company Data Manager, Product Data Manager, and Partner Data Manager.**

Filter, view, and download the imports

1. Select the Main Menu  icon.
2. Select Master Data in the main menu.
3. Select Transaction from the left menu.
4. Select Transactions from the left menu.
5. Select the Filter  button to find specific imports.
6. Fill in one or more of the following fields to filter the results:
 - a. Status drop-down – The status of the Partner's information within TraceLink:

- In Progress - The transaction is currently processing.
 - Successful - The transaction completed successfully.
 - Failed - The transaction failed.
- b. Input File field - Specifies the name of the original file used to initiate the import.
- c. Type drop-down - Specifies the master data object type being imported:
- OPUS MD Company Master Data - Transactions importing company master data from OPUS Master Data.
 - OPUS MD Trade Partner Master Data - Transactions importing trade partner master data from OPUS Master Data.
 - OPUS MD Product Master Data - Transactions importing product master data from OPUS Master Data.
- d. Source drop-down - Specifies the originating application or integration channel:
- XTT - Transactions originating from B2B integration in XTT app.
 - File Manager - Transactions triggered by file uploads via File Manager.
- e. Last Updated drop-down - Specifies the date the transaction was last processed or updated.

7. Select Apply.

The results display in the table.

8. The following fields display in the results table.

- Transaction ID - Identifier for a master data import transaction. Displays as a hyperlink to view transaction details.

- Status - Indicates the current processing state of the transaction (e.g., pending, in progress, completed, failed).
- Type - Specifies the type of master data being imported (e.g., product, customer, location).
- Input File - Name of the file submitted to initiate the import transaction. Displays as a hyperlink to download the file.
- Error File - Name of the file listing records that failed during import processing. Displays as a hyperlink to download the file.
- Last Updated - Specifies the date the transaction was last processed or updated.

9. Select the Transaction ID hyperlink in the results table to view the transaction details.

10. View the following information in the Transaction Details screen.

a. **General** section:

- i. Transaction ID field - Unique B2B transaction identifier.
- ii. Type field - Indicates the master data object type imported in the transaction.
- iii. Source field - Identifies the originating application or integration channel that triggered the transaction.
- iv. Status field - Specifies the current processing state of the transaction.
- v. Description - Optional notes or additional details related to the transaction.
- vi. Last Updated - Date and time when the transaction status or details

were last updated.

b. **File Information** section:

- i. Input File field – Original file used to initiate the transaction. Select the Input File hyperlink to download the file.
- ii. Canonical File field – Internal TraceLink file representing the standardized format of the transaction. Select the Canonical File hyperlink to download the file.
- iii. Error File field – File containing detailed validation or processing errors for the transaction. Select the Error File hyperlink to download the file.

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