

# Uploading FMS Data Using the Excel Upload Workbook

The UF0101 FMS Upload Process allows you to upload data from an Excel worksheet into a batch. The data can then be viewed using the General Accounting Transaction Screen (GA1103).

To use the worksheet and upload the data:

1. Open UF0101 Upload.xls. If necessary, click on the Input worksheet tab to make Input the active worksheet.
2. In the Batch ID/Date box, enter the batch ID and date you want to use. Make sure the batch ID you use allows manual posting so you can verify the data before the batch is released.
3. In the main part of the worksheet, enter the rest of your data. You can type the data directly into the cells, use formulas, or copy the data from other spreadsheets.  
IMPORTANT NOTE: Do not change any of the worksheet formatting or the upload will not work.

The table at the top of the worksheet will automatically track the number of entries, the total of the entries in the Trans Amount column, and the 502 transaction code accumulation.

As you enter data in the Input worksheet, it will automatically be recorded in the Upload worksheet.

4. Save the worksheet. You can use any filename you want; however, in the Save As Type field, you must select Formatted Text (Space delimited) (\*.prn). Make a note of the path and the filename.
5. If you want to keep a record of your data, print the Input worksheet or save the workbook under a different filename using an .xls extension.
6. On the FMS System Menu, type or select UF0101. The upload screen will appear. At the filename prompt, type the path, filename and .prn extension of the file you saved in step 4. If posting is up, the batch will post immediately. If posting is not up, the file will be loaded when FG036D (Load Financial Transactions) runs.