

**Role(s):** FI Document Mass Upload Processor

**Purpose:** To explain the process for creating a FI document mass upload file and uploading the file to FMMI using the Mass Upload FI Document transaction. Currently, the only documents eligible for uploading are:

*Accruals:* YE\_DN, SV\_BD, YE\_DE, YE\_H1, YE\_JP, YE\_UA, YE\_UL, YE\_13, YE\_FS and YE\_RS

*Adjustments:* B2\_FI and B2\_TO

*AR Invoices:* BD\_FS

**Step 1: Create a FI Document Mass Upload File**

1. Open the FI document mass upload template below:



FMMI\_Mass\_Upload\_  
FI\_Document\_Templa

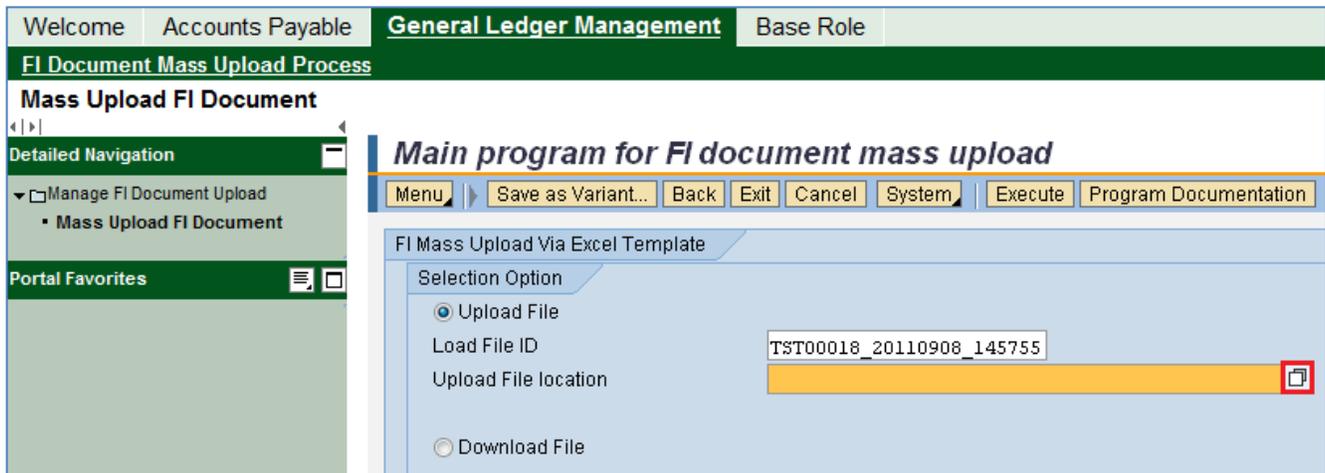
2. Refer to the **Instructions** tab in the Excel document for guidance on completing the file.
  - a. For more information on entering Accruals, refer to the FMMI GL Model Crosswalk with Posting Job Aid
3. Complete all required fields on the **Data** tab prior to saving the file.

**Step 2: Save the FI Document Mass Upload File**

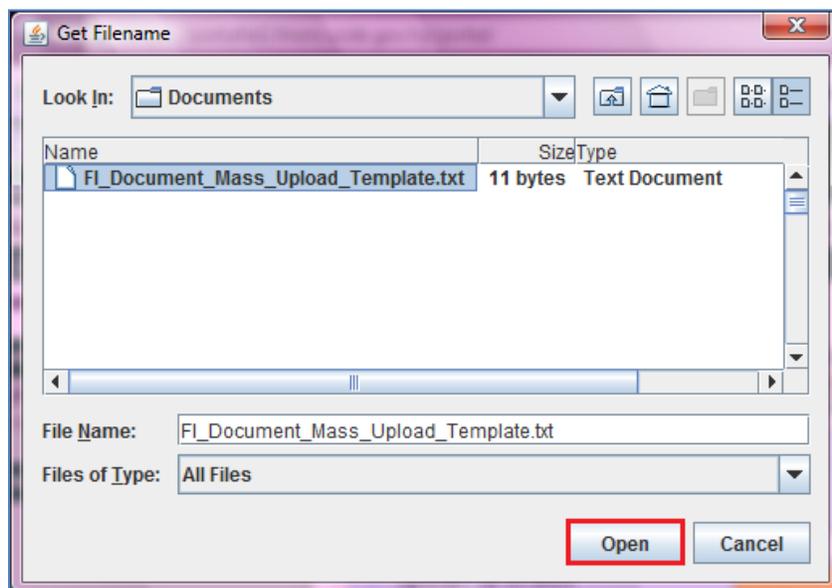
1. Once the data tab is complete, save it as a **.txt (tab delimited text)** file. Confirm that the Data tab was saved (as opposed to the Instructions tab).

**Step 3: Upload the FI Document Mass Upload File to FMMI**

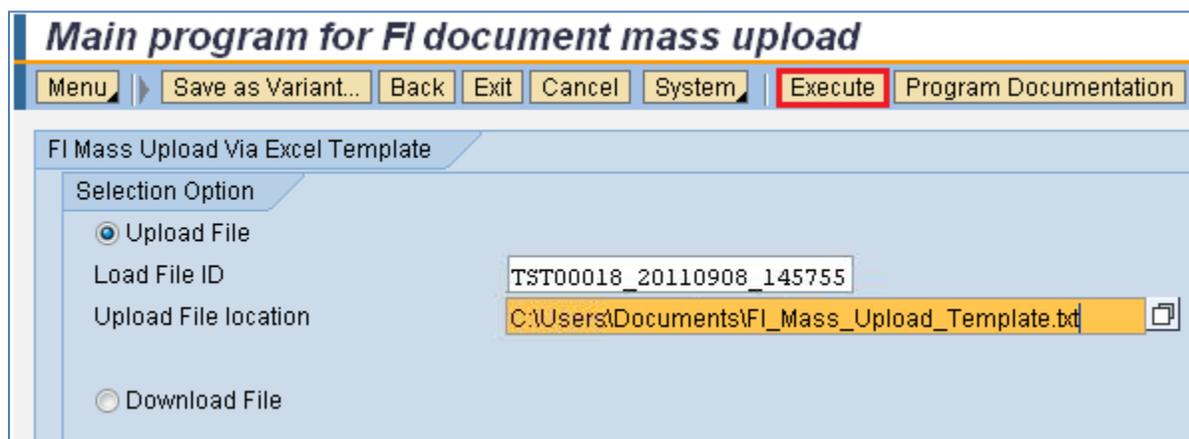
1. Login to FMMI.
2. Navigate to the Mass Upload FI Document transaction using the following menu path:  
**General Ledger Management → FI Document Mass Upload Process → Manage FI Document Upload → Mass Upload FI Document**  
 (See Screenshot below for menu path)



3. Click the **Search** box in the **Upload File Location** field.

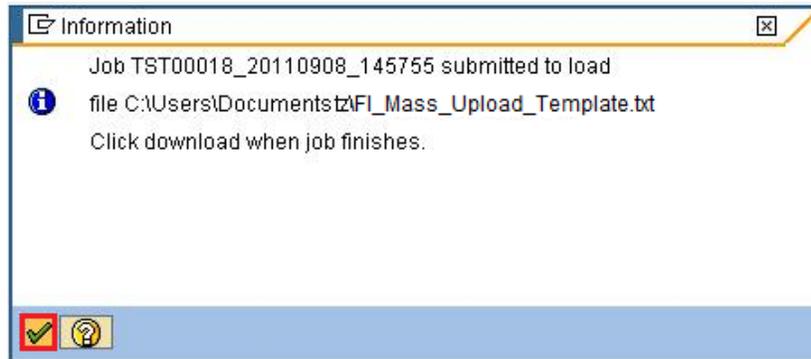


4. Locate the appropriate file (the file must be in the .txt tab delimited format) and click the **Open** button.



5. Record the value in the **Load File ID** field, in this example: **TST00018\_20110908\_145755** (user ID, date and time). The Load File ID value is necessary to review the results of uploaded files.

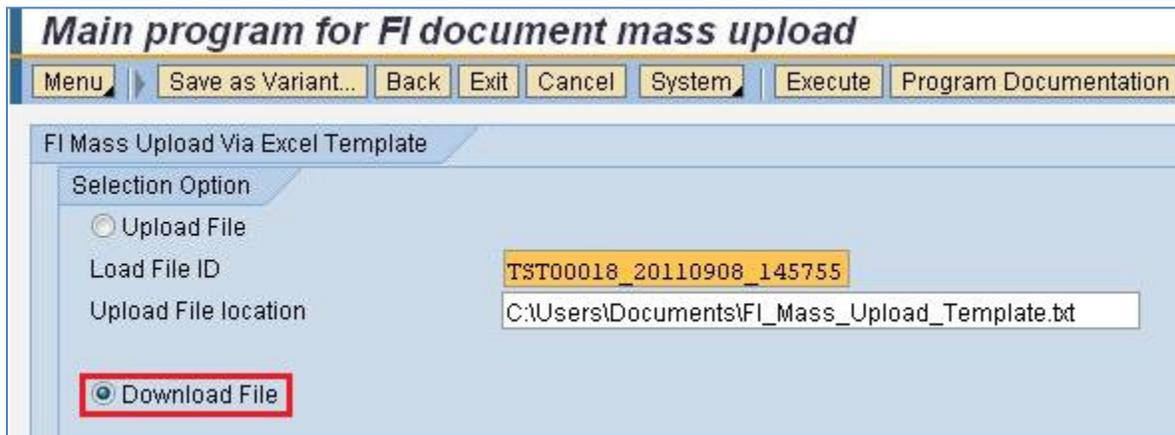
- Once the file is loaded, confirm the **Upload File** radio button is selected and click the **Execute** button.



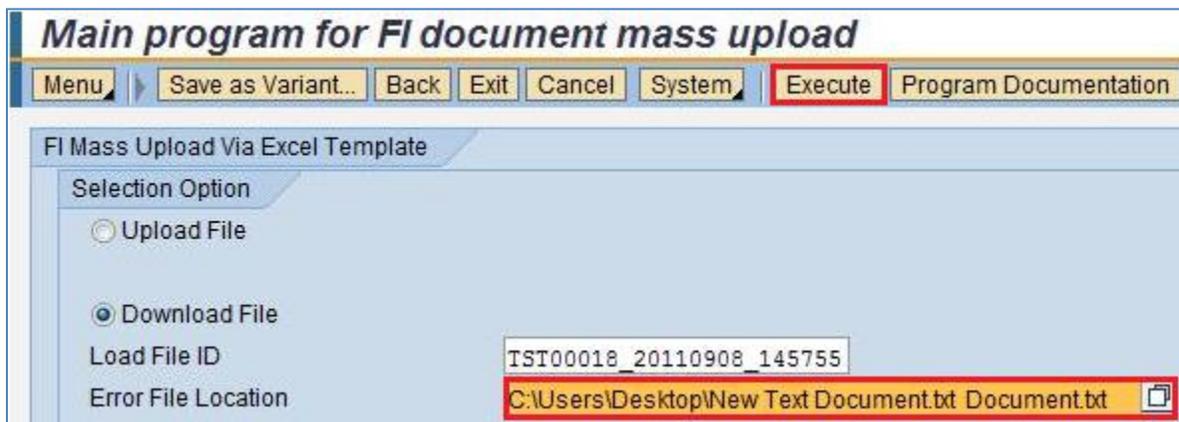
- The program will run and an Information window will open with the Load File ID. Click the **Enter** button to continue.
- To view the results of processed file in detail click the **Back** button.

**Step 4: Review the Results**

- After clicking the Back button in Step 8 above, follow the steps below to review the results of the file.
  - If you have exited the transaction the Load File ID automatically populates with a new unique value. To view results of a previously uploaded file, refer to the Load File ID value that was recorded in a step 5 above, or locate the Load File ID value with the search button.

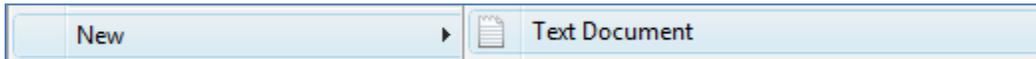


- Click the **Download File** radio button.



- In the **Error File Location** field, select or create a new .txt file in order to view the results.

- a. To create a new .txt file, right-click on your desktop (or other location), and from the New Menu select the Text Document option.



4. Click the **Execute** button.

### Financial Document Mass Upload via Excel Template

**Load ID:** TST00018\_20110908\_145755  
**Date:** 09/08/2011

*Total No. of Records in load file: 2*  
*Total No. of Records successful: 2*  
*Total No. of Records failed:*  
*Total amounts in load file: 21*  
*Total amounts successful: 21*  
*Total amounts failed:*

URI	Activity	MsgType	Message ID	Msg.No.	Message text
ACC1		S	FP	1	Document 100083318 was posted in company code USDA
ACC2		S	FP	1	Document 100083319 was posted in company code USDA

5. View the results of the uploaded file.
  - a. In the example above two GL Accrual documents were created successfully, the FMMI document numbers are 100083318 and 100083319.
  - b. In the **MSG Type** Column S = Success and E = Error. In this example there are no error messages.
  - c. The **Total amounts in load file: 21** and the **Total amounts successful: 21** are equal to the total dollar amount of the GL Accrual documents that were loaded, and the total dollar amount of the GL Accrual documents that created successfully.

**Step 5: Additional Validations**

1. Display the FI Documents created using the Display G/L Account Document transaction.
2. Navigate to the Display G/L Account Document transaction using one of the following navigation paths:  
**General Ledger → General Ledger Administration → Manage GL Adjustments & Accruals → Display G/L Account Document**  
  
**General Ledger → General Ledger Evaluation → Manage GL Adjustments & Accruals → Display G/L Account Document**

**Reference Materials:**

Pleaser review to the following online help procedures for additional information:

- Create Accruals
- Display G/L Account Document
- FMMI GL Model Crosswalk with Posting Job Aid