

**Role(s):** Revenue Forecasting Mass Upload Processor

**Purpose:** To explain the process for creating a Forecast of Revenue (FoR) mass upload file and uploading the file to FMMI using the Mass Upload Forecast of Revenue transaction.

**Step 1: Create a FoR Mass Upload File**

1. Open the FoR mass upload template below:



FMMI\_Mass\_Upload\_FoR\_Template.xlsx

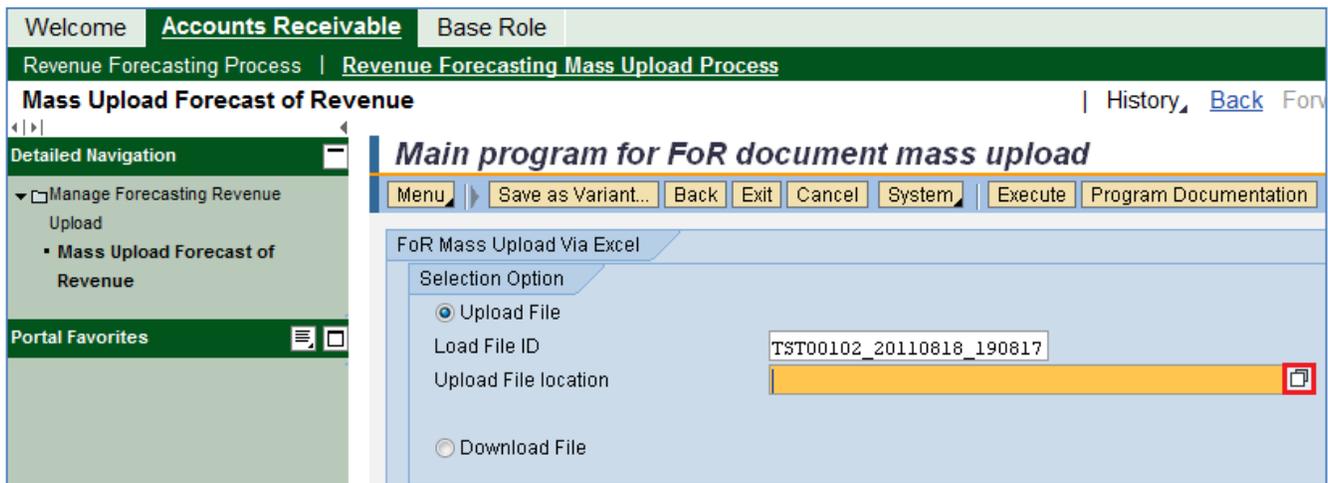
2. Refer to the **Instructions** tab in the Excel document for guidance on completing the file.
3. Complete all required fields on the **Data** tab prior to saving the file.

**Step 2: Save the FoR Mass Upload File**

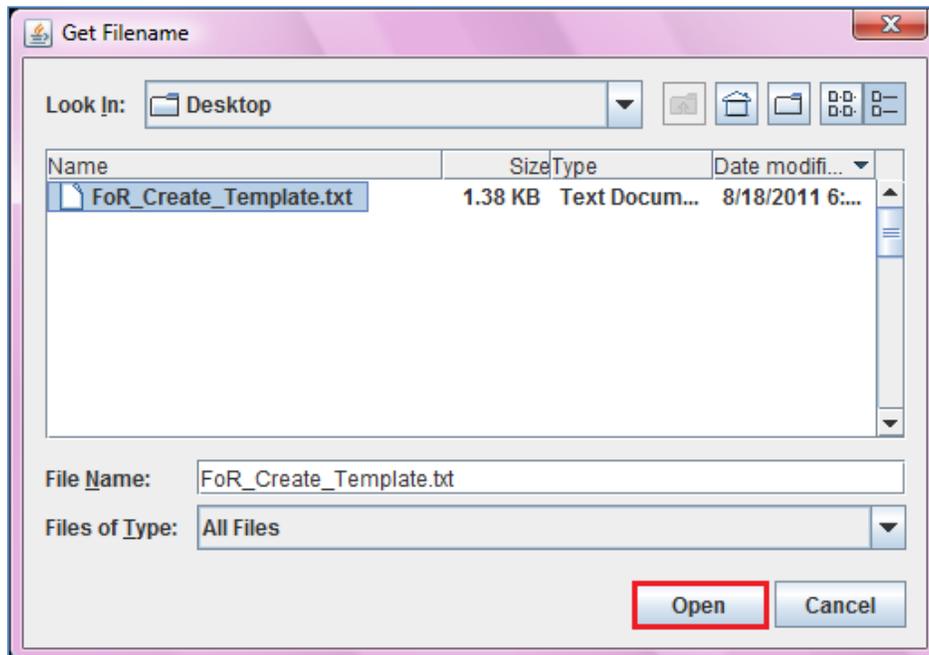
1. Once the data tab is complete, save it as a **.txt (tab delimited text)** file. Confirm that the Data tab was saved (as opposed to the Instructions tab)

**Step 3: Upload the FoR Mass Upload File to FMMI**

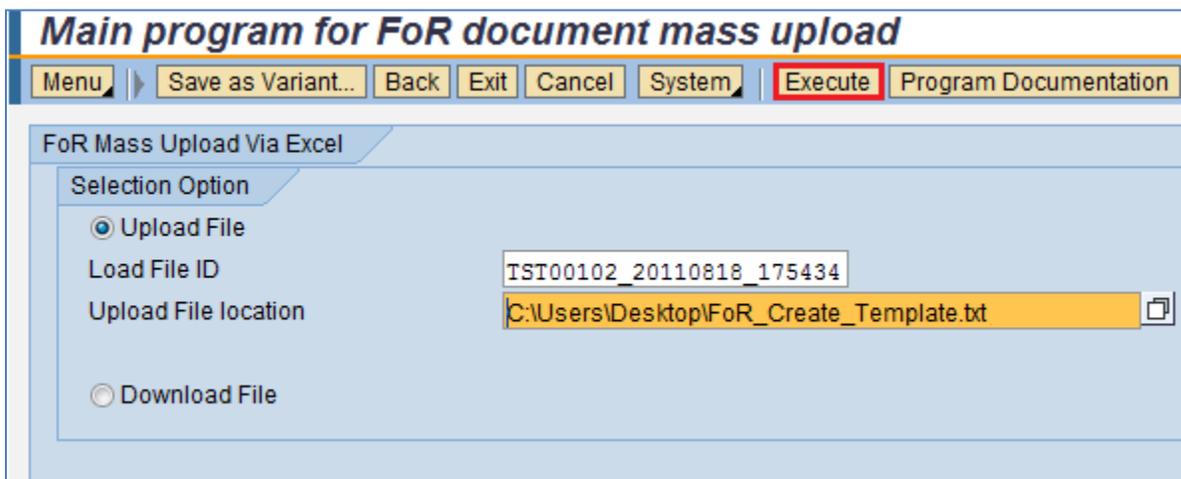
1. Login to FMMI.
2. Navigate to the Mass Upload Forecast of Revenue transaction using the following menu path:  
**Accounts Receivable** → **Revenue Forecasting Mass Upload Process** → **Manage Forecasting Revenue** → **Mass Upload Forecast of Revenue** (See Screenshot below of menu path)



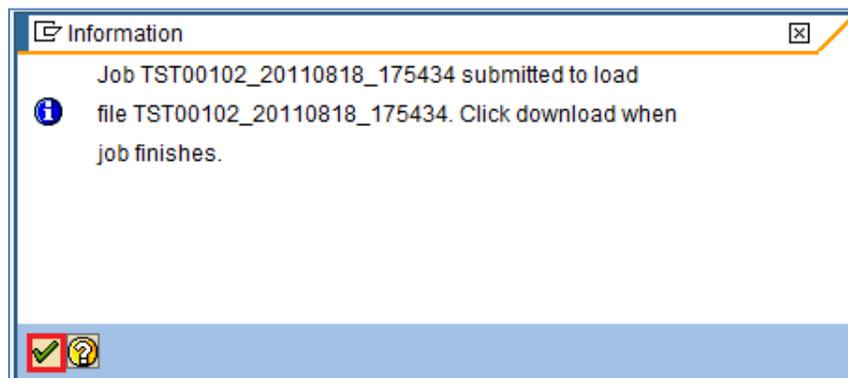
3. Click the **Search** box in the **Upload File Location** field.



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



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



6. The program will run and an **Information** window will open with the Job number and instructions to proceed. Click the **Enter** button to continue.

**Step 4: Review the results**

1. After clicking the **Enter** button in Step 6 above, follow the steps below to review the results of the file.

**Main program for FoR document mass upload**

Menu | Save as Variant... | Back | Exit | Cancel | System | Execute | Program Documentation

FoR Mass Upload Via Excel

Selection Option

Upload File

Load File ID: TST00102\_20110818\_190817

Upload File location: [Empty field with folder icon]

Download File

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

**Main program for FoR document mass upload**

Menu | Save as Variant... | Back | Exit | Cancel | System | Execute | Program Documentation

FoR Mass Upload Via Excel

Selection Option

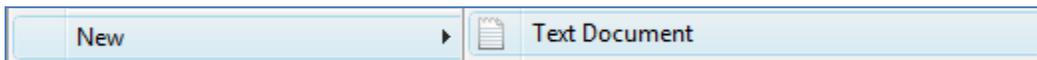
Upload File

Download File

Load File ID: TST00102\_20110818\_175434

Error File Location: C:\Users\Desktop\New Text Document.txt

3. 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.

## Forecasting Document Mass Upload via Excel Template

Load ID: TST00102\_20110818\_175434  
 Date: 08/18/2011

Total No. of Records in load file: 3  
 Total No. of Records successful: 2  
 Total No. of Records failed: 1  
 Total amounts in load file: 135  
 Total amounts successful: 70  
 Total amounts failed: 65

URI	Activity	MsgType	Message ID	Msg.No.	Message text
URI11	N	S	RE	88	Checks completed successfully
URI11	N	S	M1		Document 8100000175 posted
URI22	N	S	RE	88	Checks completed successfully
URI22	N	S	M1		Document 8100000176 posted
URI33	N	E	CJ	52	WBS element CF.WC.MASS.02 is not a billing element

5. View the results of the uploaded file.
  - a. In the example above the two documents were created successfully, FMMI document numbers: 8100000175 and 8100000176.
  - b. One record also failed, due to the WBS element not being marked as a billing element.
  - c. In the **MsgType** Column S = Success and E = Error.
  - d. The **Total amounts in load file: 135** is equal to the dollar amount of the FoR documents in the load file. The **Total amounts successful: 70** is equal to the dollar amount successfully loaded, and the **Total amounts failed: 65** is the dollar amount of the FoR record that did not process.

### Step 5: Additional Validations

1. Display the Forecast of Revenue documents created using the Display Revenue Forecast transaction.
2. Navigate to Display Revenue Forecast transaction using one of the following navigation paths:  
**Accounts Receivable → Revenue Forecast Process → Manage Revenue Forecasting → Display Revenue Forecast**  
**Accounts Receivable → AR Evaluation → Manage Revenue Forecasting → Display Revenue Forecast**

### Reference Materials:

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

- Create Revenue Forecast
- Display Revenue Forecast
- Change Forecast of Revenue