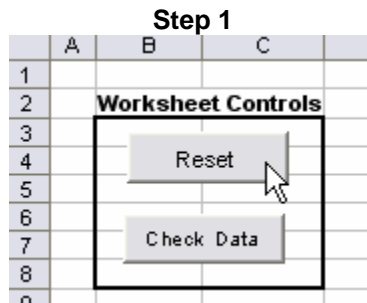


Directions For the CDEX spreadsheet

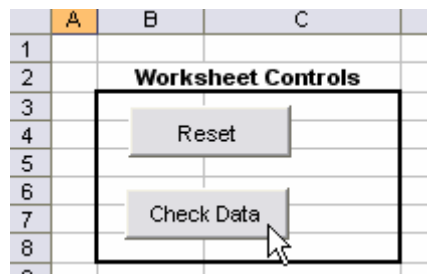
The CDEX upload function in the Revenue Processing Menu will allow you to specify the name of a text file that contains revenue (CDEX) information for upload into the database. The CDEX Upload spreadsheet is designed to assist in creating the necessary text file.

Steps to follow:

- If necessary, reset the spreadsheet:

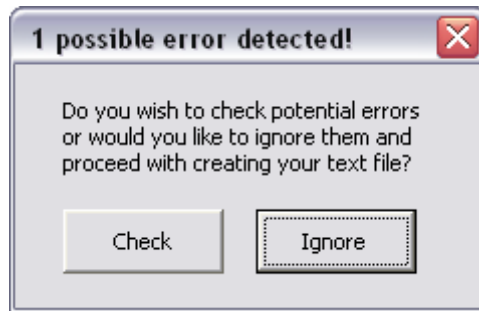


- Populate columns A through S and optional columns T through AO with the appropriate data.
- Click the **Check Data** button:



The data you have entered will be checked for errors. If a large number of rows have been entered, this may take some time. Please be patient.

If errors are discovered in the data, you will see a notification asking you if you would like to check or ignore the errors:



If you choose to check the errors, you will be returned to the spreadsheet to make changes. Errors will be marked on the spreadsheet in red:

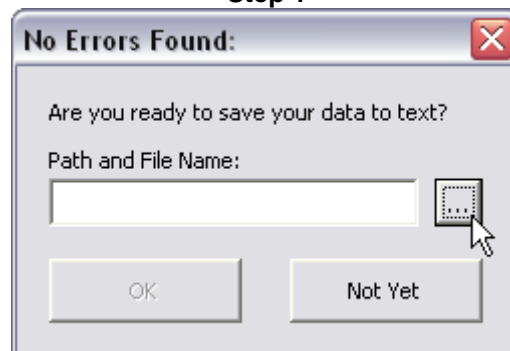
U	100	1	17-Apr	
P	ac0001	123456789aaedde	4/17/2007	5
S				
O	ac0001	123456		

If you hover over the cell with your mouse, you will see a comment with more detailed information on the error:

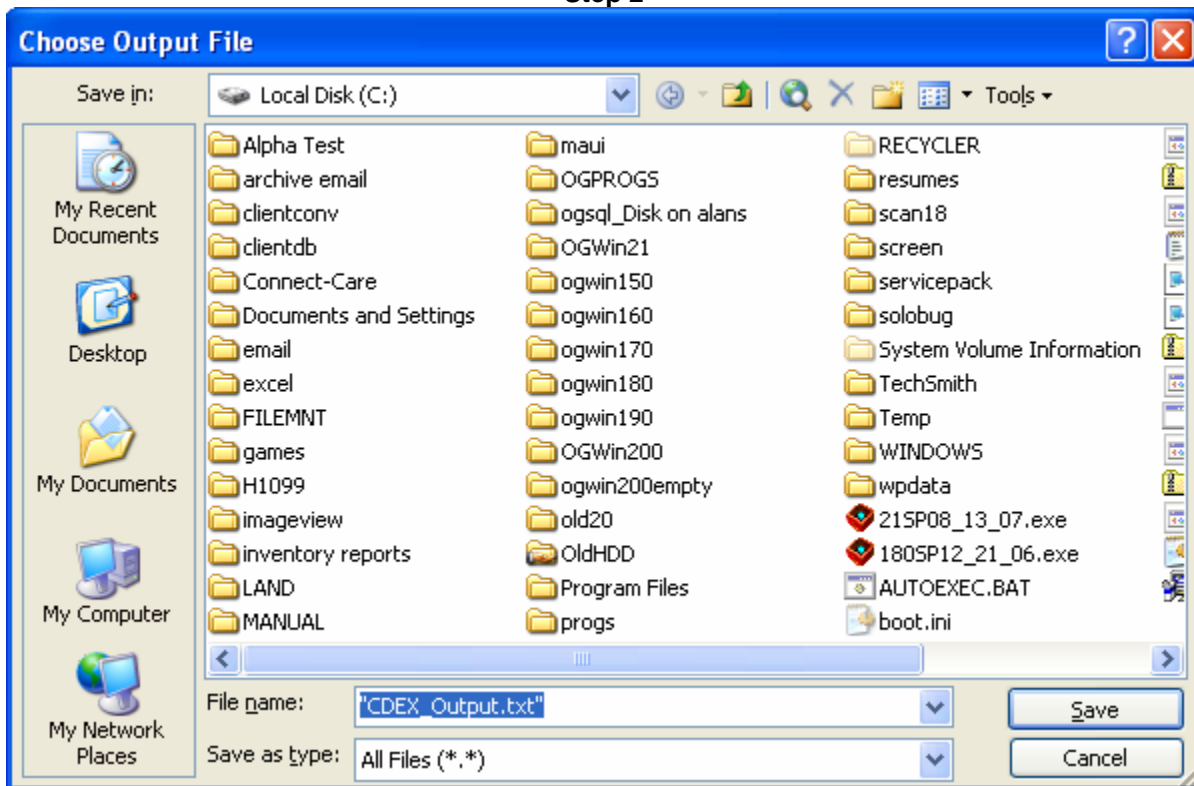
b	100	1	17-Apr	
c0001	123456789aaed		07	
c0001	123456		33	t

- Correct any errors and click the **Check Data** button again. Repeat as necessary until all errors have been corrected.
- If no errors are detected or if you choose to ignore them, you will see a dialog box that allows you to save the text file. Click the button next to the file name and navigate to the directory where you would like to save the file:

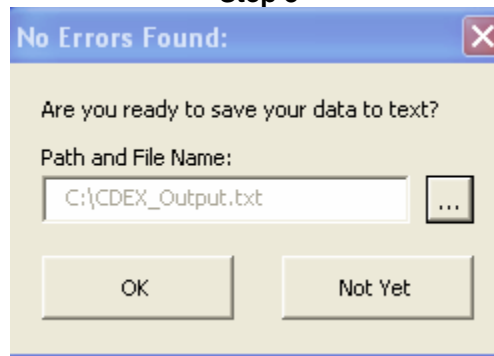
Step 1



Step 2



Step 3

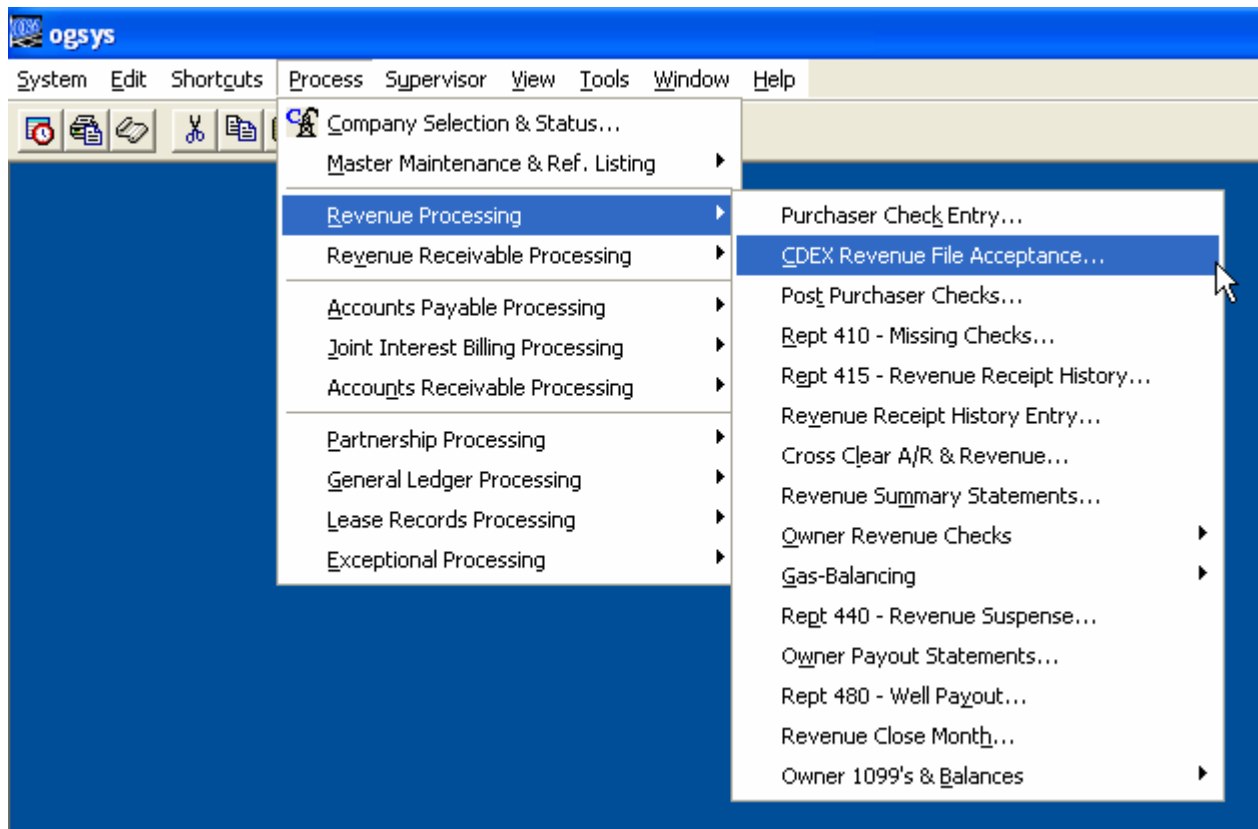


- **Back up your data folder.**

- Log in to OGWIN.




- Navigate to **Process – Revenue Processing – CDEX Revenue File Acceptance...**



- Select your company code if necessary and click **OK**.



- Select Audit or Trial Audit
- Select the path and file name of the upload file and run the module.

Report Version	Trial CDEX File Processing
Filename Selection	 C:\email\CDEX_Output.txt