

Directions for the AR Balance Upload spreadsheet

The AR Balance Upload spreadsheet contains the following worksheets

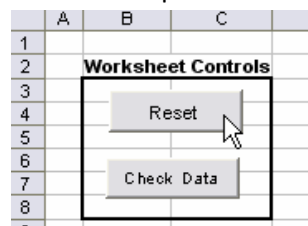
1. **AR Balances** – input the AR Invoice Header Information and Invoice Payment information to go into the AR Invoice Payment Detail table (creates 2 files for this tab).
2. **AR Adj Detail** - This data will go into the AR Invoice Adjustment Detail table.
3. **AR Inv Netted Detail** – This data will import into the AR Invoice Netted Detail table.

This spreadsheet contains 3 tabs (worksheets) and is designed to assist in creating 4 text files needed for the Import Data from ASCII file option on the Exceptional Processing Menu.

Steps to follow

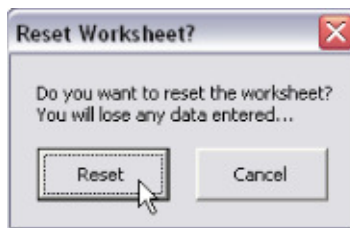
- If necessary, reset the spreadsheet

Step 1

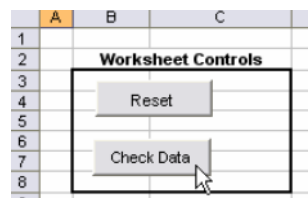


- Click Reset on the GL Balance Upload Tab.

Step 2

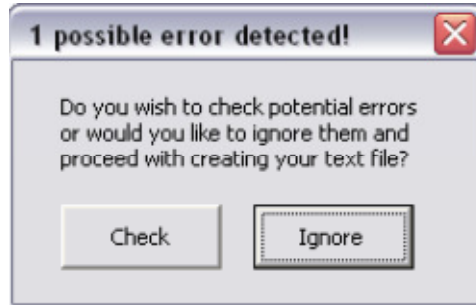


- Click Reset again
- Populate columns B through R on the AR Balances Tab, B through I on the AR Adj Detail tab and B through H on the AR Inv Netted Detail tab with the appropriate data (definitions of fields and data type at end of instructions).
- Click the Check Data button



The data entered will be checked for errors based on field size and data content. If a large number of rows have been entered, this may take some time. Please be patient.

If errors are discovered in the data, a notification asking to check or ignore the errors



If Check is chosen, the user will be returned to the spreadsheet to make changes.

Errors will be marked on the spreadsheet in red

P	ac0001	123456789aaedde	4/17/2007	5A
0	ac0001	123456		

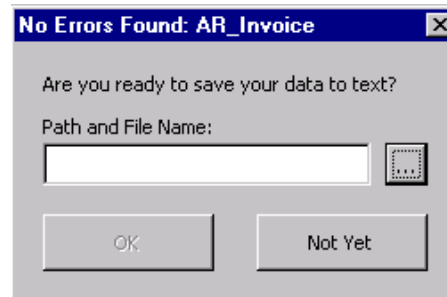
Hover over the cell with the mouse to see a comment with more detailed information on the error

c0001	123456789aaed			07
c0001	123456			33 t:

A tooltip box is shown over the cell containing "123456789aaed", displaying the message: "Please enter 12 characters or less."

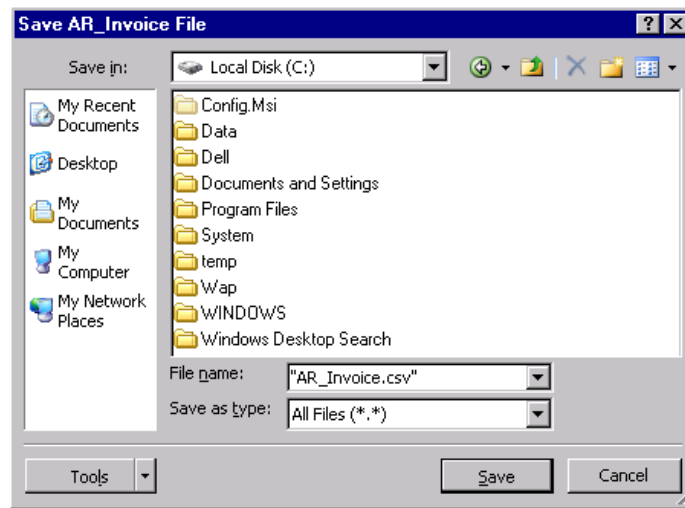
- Correct any errors and click the Check Data button again. Repeat as necessary until all errors have been corrected.
- If no errors are detected or if ignore is chosen, a dialog box displays to save the text file. Click the button next to the file name[...] and navigate to the location of the directory to save the file

Step 1



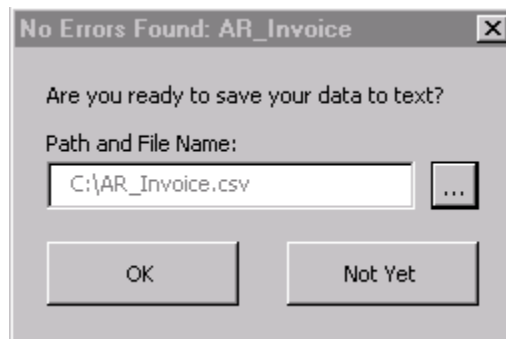
- Click the scan button [...] for AR Invoice

Step 2



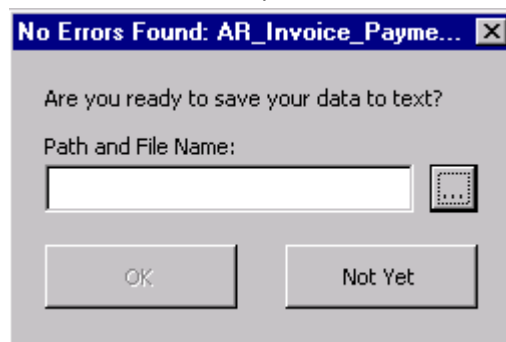
- Find the location of the directory where the file will be stored. The needed file name will display in the File Name field.

Step 3



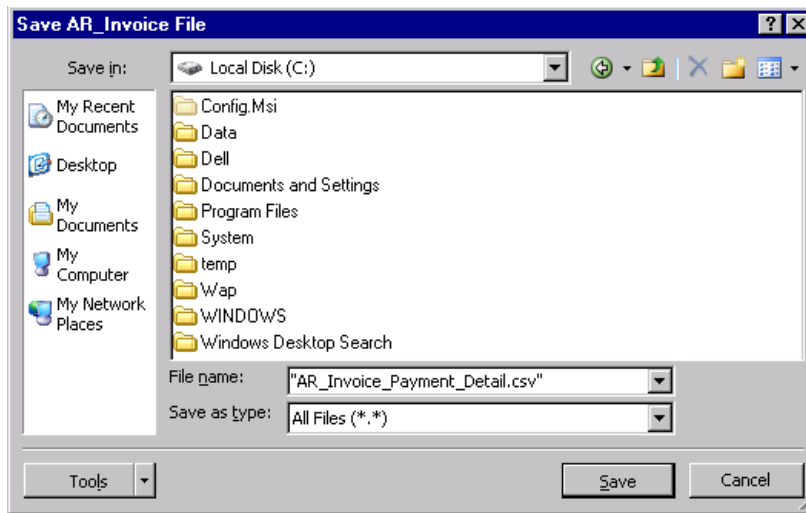
- Click OK

Step 4



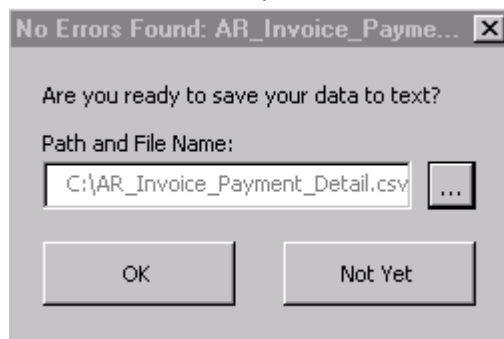
- Click the scan button [...] for AR Invoice Payment

Step 5



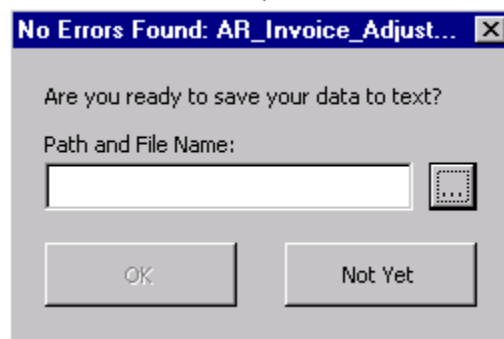
- Find the location of the directory where the file will be stored. The needed file name will display in the File Name field.

Step 6



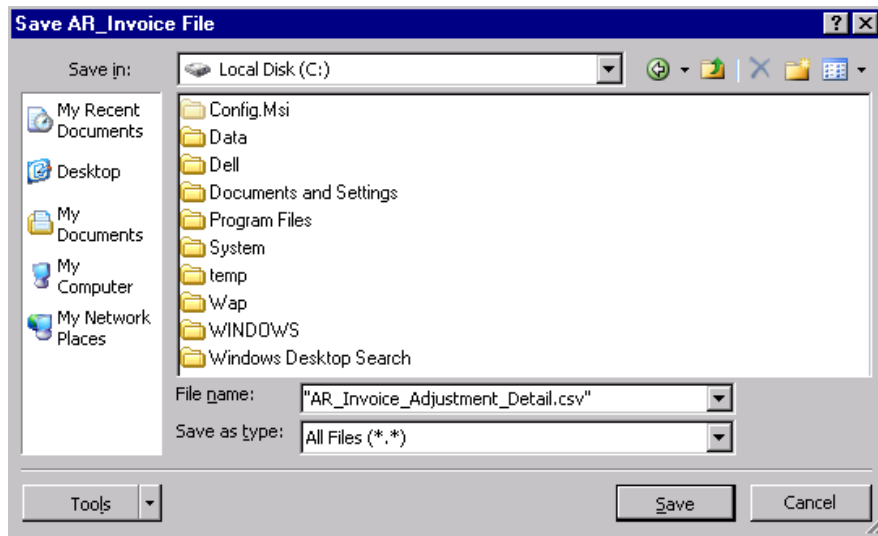
- Click OK

Step 7



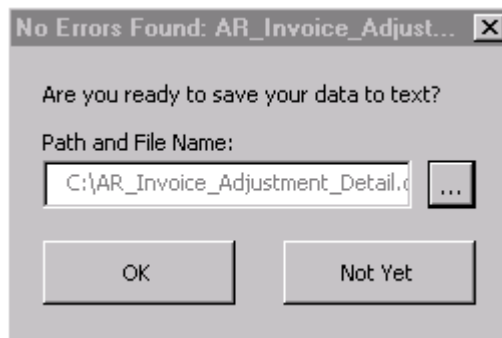
- Click the scan button [...] for AR Invoice Adjustment

Step 8



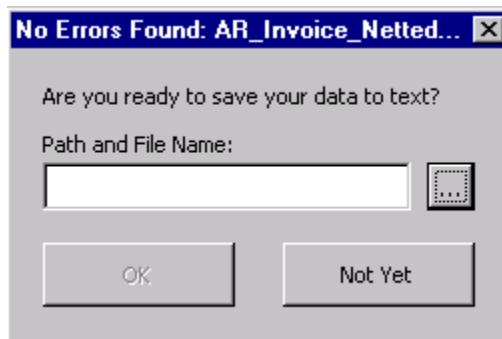
- Find the location of the directory where the file will be stored. The needed file name will display in the File Name field.

Step 9



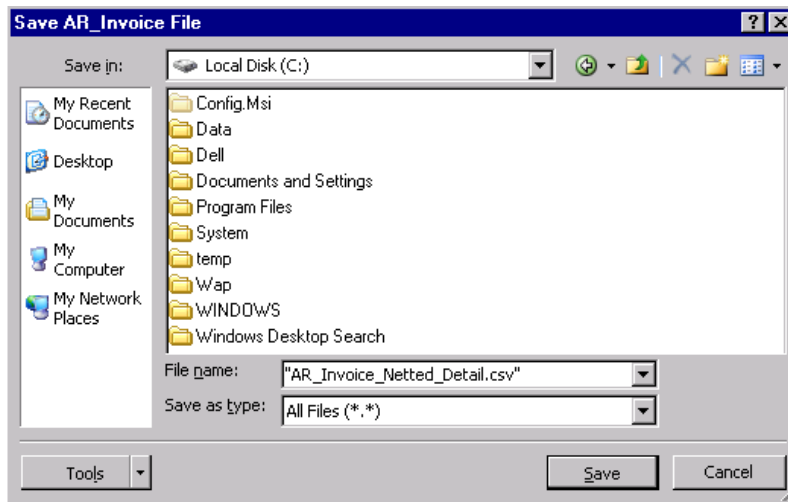
- Click OK

Step 10



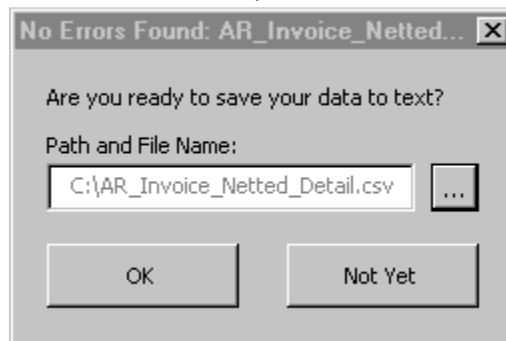
- Click the scan button [...] for AR Invoice Netted Detail

Step 11



- Find the location of the directory where the file will be stored. The needed file name will display in the File Name field.

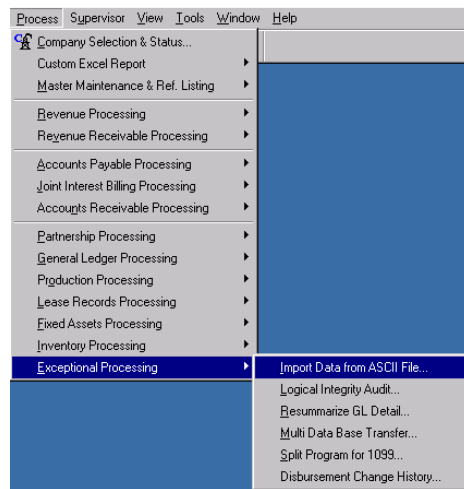
Step 12



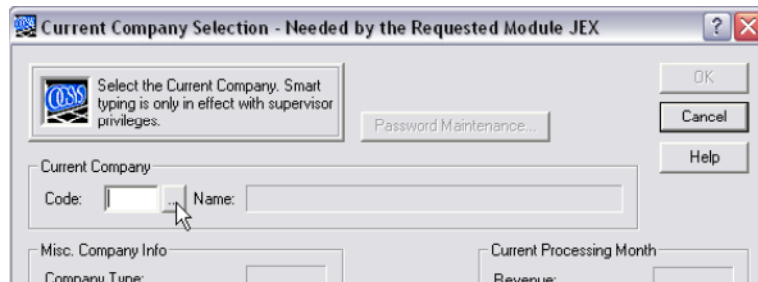
- Click OK
- **Back up your database.**
- Log in to OGSYS.



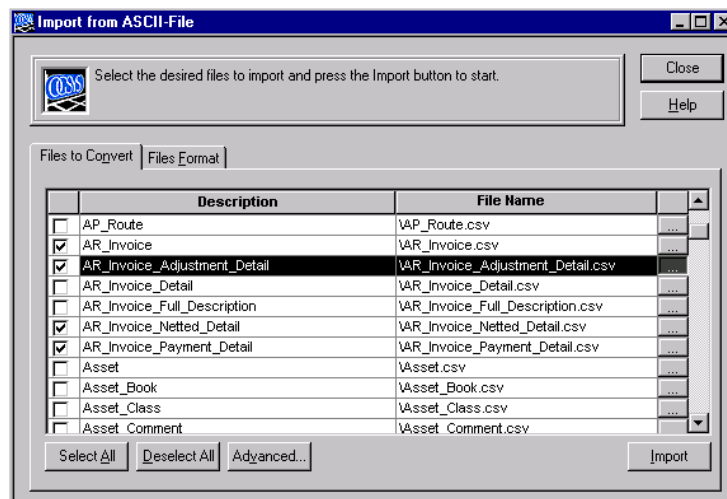
- Navigate to Process – Exceptional Processing – Import Data from ASCII File....



- Select your company code if necessary and click OK.



- Place a check next to the AR Invoice, AR Invoice Adjustment Detail, AR Invoice Netted Detail and AR Invoice Payment Detail.



- Click the Scan button [...] and brows to the directory where the file is saved.
- Click OK
- Click Import

Field Definitions

All fields are optional unless noted as required. On the spreadsheet, required fields are designated with blue text.

AR Balance Upload Tab

There can be only one Type per row on the worksheet. So, AR information (entered into Columns B through J) must be inputted with no PY information inputted on the same row. Of course, no AR information should be inputted for rows where columns K through R are filled out. Make sure there is an AR Invoice header already provided for any payments against invoices.

- Type - Enter AR in this field to indicate that this is an Accounts Receivable transaction
- Company Code – Enter a 3 digit Company Code
- Invoice Code – Enter the Invoice number up to 8 characters
- Owner Code – Enter the Owner Code up to 12 characters
- Well Code – Enter the well code up to 12 characters if applicable
- Voucher Code – Enter the Voucher number up to 7 characters. When importing set to IMPORT unless a valid number is supplied (in which case an AR voucher will be created).
- Invoice Type – Enter the Invoice Type. Choose from JIB (JIB expense billing invoice), ADVANCE (an advance billing for expenses), CLOSEOUT (an advance closeout), INTEREST (interest added), GAS (gas receipt invoice entered by user), MISC (misc invoice entered by user) or REVENUE (generated after cross-clear with revenue).
- Invoice Date – Enter the Date of invoice in the mm/dd/yyyy format.
- Invoice Amount – This is the invoice amount before any payment. This field allows 15 digits of which 2 can be to the right of the decimal).
- After CasePoint – Enter a Y or N to indicate if this transaction is after casepoint.
- AR Inv Description – Enter up to a 30 character description of the invoice content.
- Type – Enter PY in this field.

When Using AR Balances for Payments (Right side of AR Balance Upload Tab)

- Company Code – Enter a 3 digit Company Code
- Invoice Code – Enter the Invoice number up to 8 characters
- Serial – Enter up to a 5 character unique identifier for this payment
- Payee Check Number – Enter the Payee's check number up to 12 characters
- Payment Date – Enter the date the payment was applied to the AR Invoice in the mm/dd/yyyy format

- Voucher Code – Enter the Voucher number up to 7 characters. When importing set to IMPORT unless a valid number is supplied (in which case an AR voucher will be created).
- Payment Amount – Enter the amount paid. Use a positive number to increase amount due on invoice, or a negative number to reduce it. This field allows 15 digits of which 2 can be to the right of the decimal).
- Pmt Description – Enter up to a 225 character description of the payment.

AR Adj Detail Tab

- Company Code – Enter a 3 digit Company Code
- Invoice Code – Enter the Invoice number up to 8 characters
- Serial – Enter up to a 5 character unique identifier for this adjustment.
- Adjustment Type – Enter the adjustment type. Choose from MANUAL, CROSS CLEAR, or APPLY ADVANCE.
- Adjustment Date – Enter the date the adjustment was applied to AR Invoice in the mm/dd/yyyy format
- Voucher Code – Enter the Voucher number under which the adjustment was made up to 7 characters. When importing set to IMPORT unless a valid number is supplied (in which case a PY voucher will be created).
- Adjustment Amount – Enter the amount adjusted. Use a positive number to increase amount due on invoice, or a negative number to reduce it. This field allows 15 digits of which 2 can be to the right of the decimal).
- Description – Enter up to a 30 character description of the adjustment.

AR Adj Detail Tab

- Company Code – Enter a 3 digit Company Code
- Invoice Code – Enter the Invoice number up to 8 characters
- Serial – Enter up to a 5 character unique identifier for this netting action.
- Well Code – Enter the Well code or leave blank if not applicable.
- Netting Date – Enter the Date the netting occurred in the mm/dd/yyyy format
- Voucher Code – Enter the Voucher number under which the netting occurred up to 7 characters. When importing set to IMPORT unless a valid number is supplied (in which case an AR voucher will be created)
- Netted Amount – Enter the netted amount. Use a positive number to increase amount due on invoice, or a negative number to reduce it. This field allows 15 digits of which 2 can be to the right of the decimal).