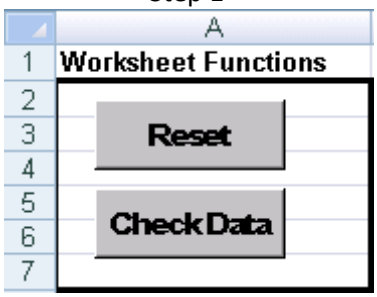
Directions for the Check Revenue Upload Spreadsheet

The Check Revenue Upload Spreadsheet is used to enter each check issued and Revenue Item paid to the OG*sql* system. This spreadsheet is designed to assist in creating the necessary text files needed for the Import Data from ASCII file option on the Exceptional Processing Menu.

Steps to follow:

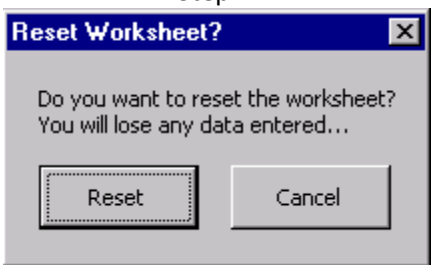
- If necessary, reset the spreadsheet:

Step 1



- Click Reset

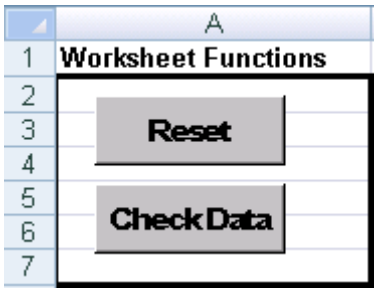
Step 2



- Click Reset again

- Populate columns B through L on the Check Revenue Tab and B through J on the Check Revenue Detail tab with the appropriate data (field definitions will be shown at the end of the directions)

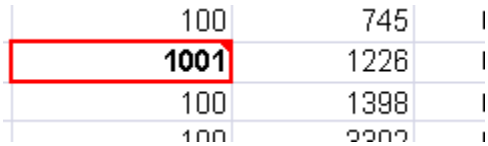
- Click the Check Data button:



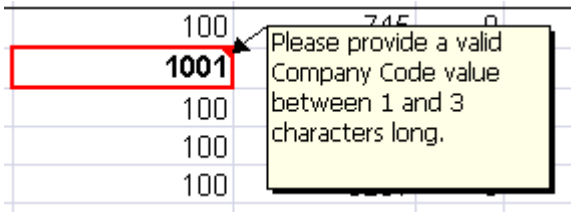
The data entered will be checked for errors. If a large number of rows have been entered, this may take some time. Please be patient.

- If errors are discovered in the data, a notification that lists the row number and the error detected will be displayed. If there are a large number of errors, they may not all appear in the message:

- Errors will be marked on the spreadsheet in red:



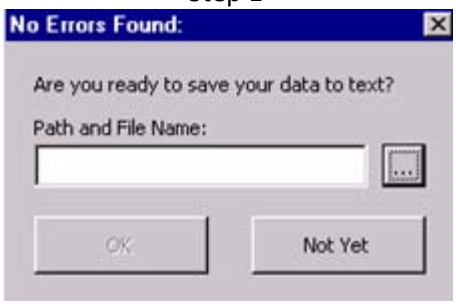
- Hover over the cell with the mouse and a comment with more detailed information on the error will be shown:



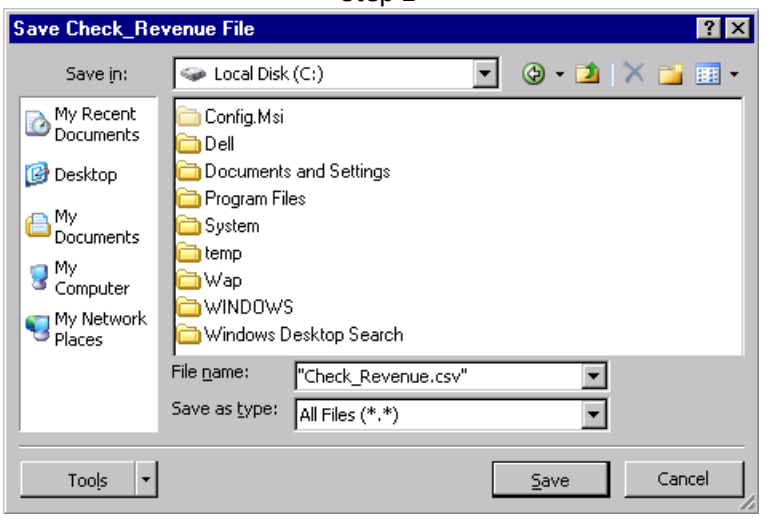
- Correct any errors and click the Check Data button again. Repeat as necessary until all errors have been corrected.

- When no errors are detected, 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

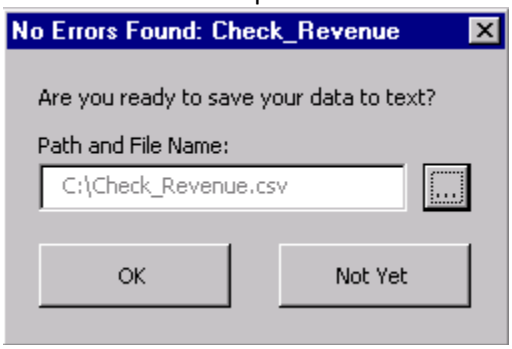


Step 2



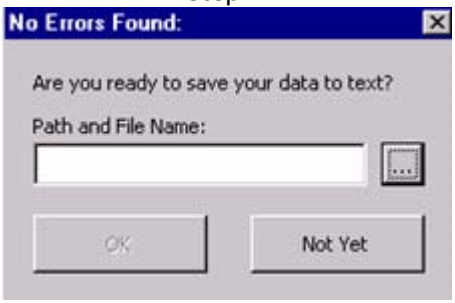
- The required name of the file will automatically appear in the File name field. When the Save In shows the desired folder, click Save.

Step 3

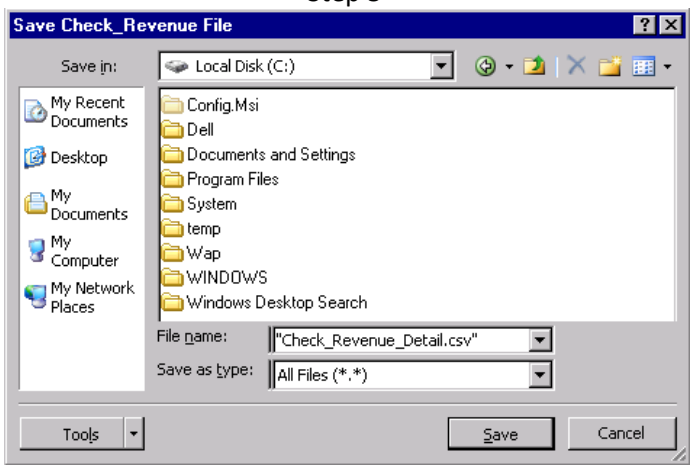


- Click OK
- A second box will appear for the Check Revenue Detail file. Click the button next to the file name and navigate to the location of the directory to save the file:

Step 4

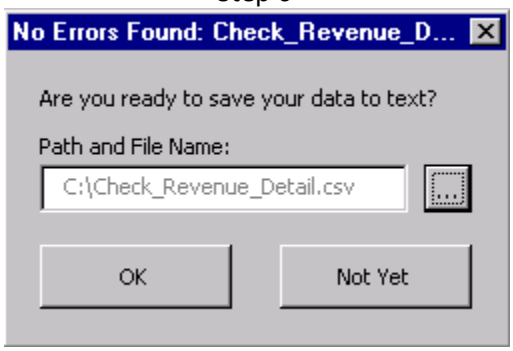


Step 5

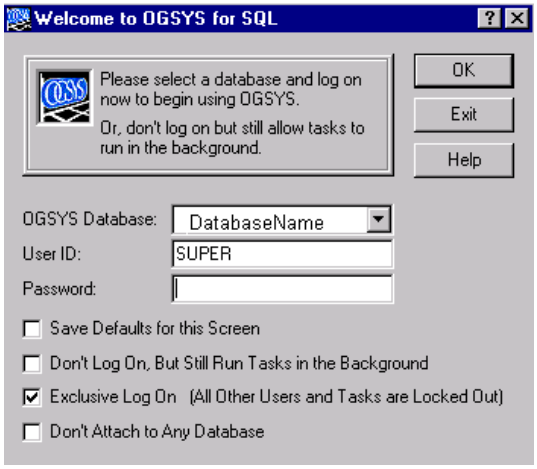


- The required name of the file will automatically appear in the File name field. When the Save In shows the desired folder, click Save.

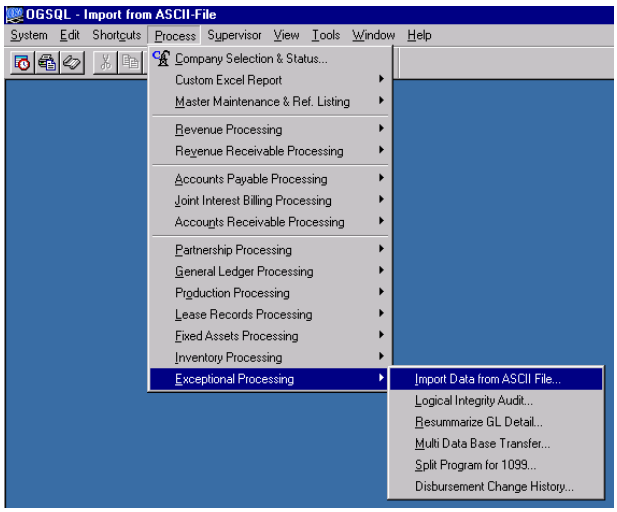
Step 6



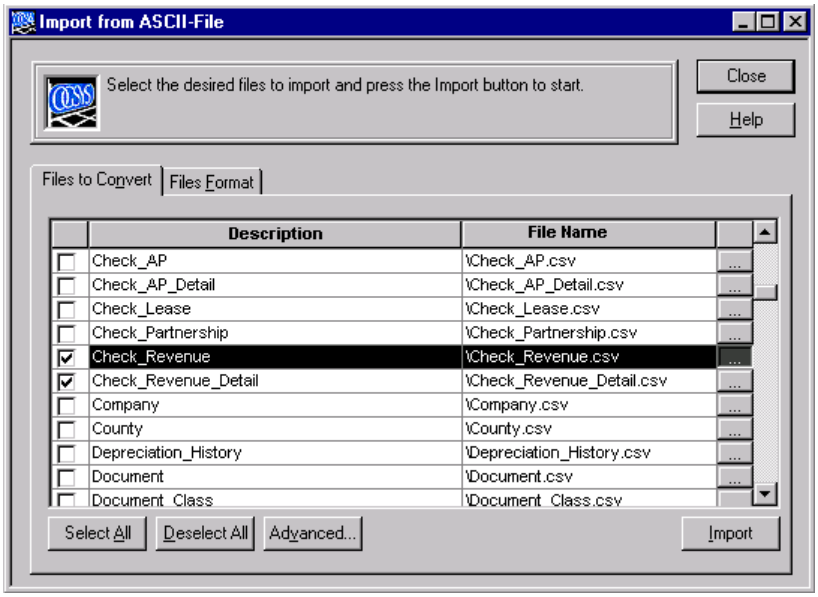
- Click OK
- **Back up the SQL database.**
- Log into OGSql



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



- Select Check Revenue and Check Revenue Detail. Verify the path and file name of the upload file of each file and click Import.



- Review the OGSQL report that is generated for any errors.

Field Definitions

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

Check Revenue Tab

- Company Code – Enter the 3 character Company Code. Required
- Main Account – Enter up to a 5 digit General Ledger Main Account Code.
- Sub Account – Enter up to a 3 digit General Ledger Sub Account Code.
- Transaction Type – Enter the transaction type. Choose from CHECK (printed check) or ACH REV (ACH from Revenue).
- Transaction Number – Enter up to a 6 digit Check or ACH Number (as per transaction type).
- Owner Code – Enter the Owner Code that the Revenue Check applies to.
- Voucher Code – Enter the Voucher Code. When importing, leave blank to have the voucher number generated or specify a voucher number if desired. If specified, it must be previously unused (the first time it is imported here), so that voucher will be generated.
- Issued Date – Enter the Date the check was issued. Required
- Check Amount – Enter the Amount of the check. This field allows 15 digits of which 2 may be to the right of the decimal.
- Voided Date – If a check that is voided is entered, enter the Date the payment was voided. If a date is entered, the check will be voided. Leave blank if not voided or legacy date.

Check Revenue Detail Tab

- Company Code – Enter the 3 character Company Code. Required
- Main Account – Enter up to a 5 digit General Ledger Main Account Code.
- Sub Account – Enter up to a 3 digit General Ledger Sub Account Code.
- Transaction Type – Enter the transaction type. Choose from CHECK (printed check) or ACH REV (ACH from Revenue).
- Transaction Number – Enter up to a 6 digit Check or ACH Number (as per transaction type).
- Owner Revenue Detail Code Source – Enter a P (The following code is the permanent OGSQL Code) or I (The following code is the temporary import code).
- Owner Revenue Detail Code – Enter the ID of owner revenue detail being paid. If Owner Revenue Detail Code Source = I, this is the temporary number being used to import that revenue detail (which must be imported at the same time). If Owner Revenue Detail Code Source = P, this is the permanent Code that OG*sql* has assigned to the revenue detail
- Payment Amount num(15.2) Amount paid to this owner by this check
- Well Code – Enter the Well code up to 10 characters that applies to this transaction.