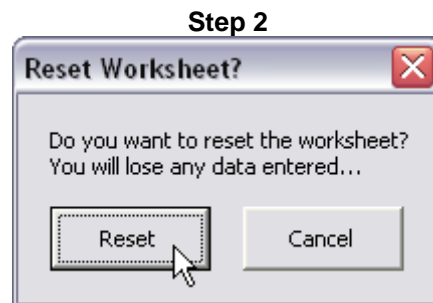
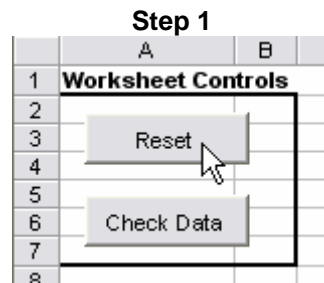


Directions For the Budget Upload spreadsheet

Through the **Conversion from ASCII-File** module, OGWIN gives users the ability to import budget data from a text file. The Budget Upload macro is designed to assist with the preparation of the necessary text file.

Steps to follow:

- If necessary, reset the spreadsheet:



- Populate columns B through X with the appropriate data.

Company

Basis – This can be D (journal), A (accrual), or C (cash).

Main Account

Sub Account

Location Type – This can be E (entity), I (Inventory), W (Well), or N (None).

Well Code

Entity Type Code – This can be C (company), P (purchaser), V (vendor), or O (owner).

Entity Code

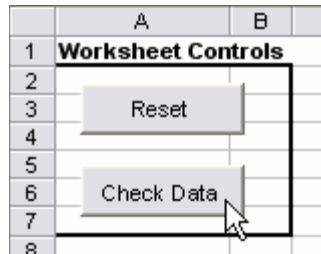
Inventory Code

Fiscal Year

Budget Type – This can be GV (Gross Value), GQ (Gross Volume), NV (Net Value), or NQ (Net Volume).

Budget Values (Jan-Dec)

- 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.

The macro will attempt to connect to your SQL Server database and verify that none of the rows entered will overwrite a budget that is already present. If no connection is available, you will see this notification:



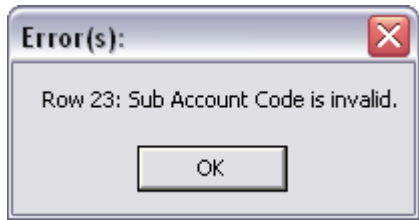
If you do not have a SQL Server connection or if you do not wish to perform this check, click the **Proceed Without Connecting** button. Otherwise, click the **Fix Connection Settings** button, which will bring up a dialog allowing you to enter your connection information. This dialog can be accessed directly by clicking on **Tools – Macro – Macros...** and running **ChangeSQLSettings**.

If a row is discovered to overwrite an existing budget record, you will see this notification:



If you want to overwrite the existing budget data, click the **Ignore Errors** button. Otherwise, click the **Flag Errors** button.

If errors are discovered in the data, you will see a notification that lists the row number and the error detected:



Errors will be marked on the spreadsheet in red:

801		1	W
801	4451		W
500			I
500			E

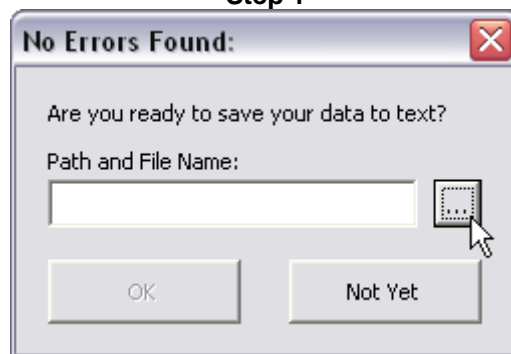
If you hover over the cell with your mouse, you will see a comment with more detailed information on the error:

801		1	W		
801	4451		W		
500			I		
500			E		P
801			E		V

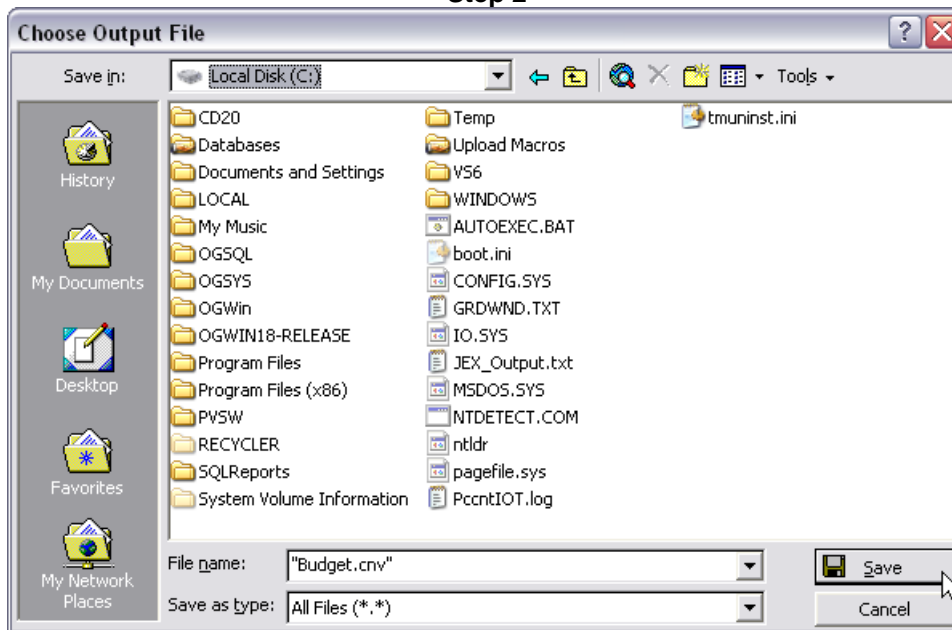
Please provide a valid Sub Account Code between 0 and 3 characters long.

- Correct any errors and click the **Check Data** button again. Repeat as necessary until all errors have been corrected.
- When no errors are detected, 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:

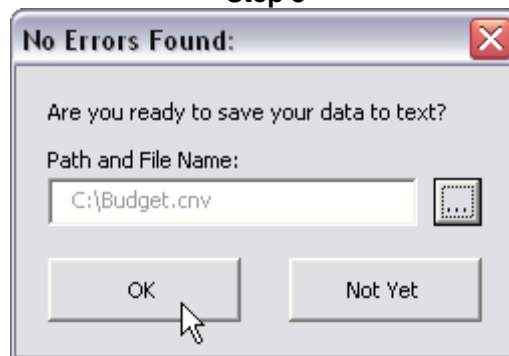
Step 1



Step 2



Step 3

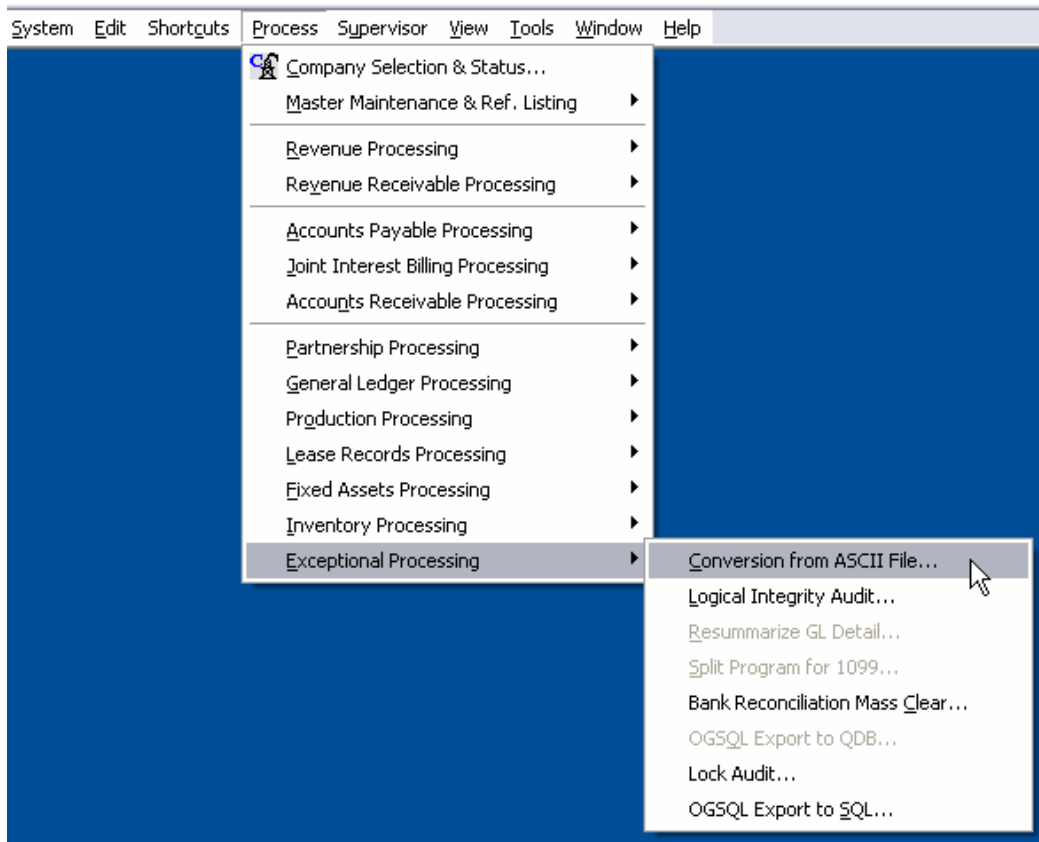


- **Back up your data folder.**

- Log in to OGWIN with **Exclusive Log On**.



- Navigate to **Process – Exceptional Processing – Conversion from ASCII File...**



- Select **Budget**, verify the path and file name of the upload file, and click on **Convert**.



The image shows a table with four rows. The first row is 'Bank' with a path 'C:\OGWin\OGWin20\Dem'. The second row is 'Billee' with a path 'C:\OGWin\OGWin20\Dem'. The third row is 'Budget' with a path 'C:\Budget.cnv'. The fourth row is 'Company' with a path 'C:\OGWin\OGWin20\Dem'. The fifth row is 'Counts by Area' with a path 'C:\OGWin\OGWin20\Dem'. The checkbox for 'Budget' is checked and circled in red. The path 'C:\Budget.cnv' is also circled in red.

<input type="checkbox"/>	Bank	C:\OGWin\OGWin20\Dem
<input type="checkbox"/>	Billee	C:\OGWin\OGWin20\Dem
<input checked="" type="checkbox"/>	Budget	C:\Budget.cnv
<input type="checkbox"/>	Company	C:\OGWin\OGWin20\Dem
<input type="checkbox"/>	Counts by Area	C:\OGWin\OGWin20\Dem

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