

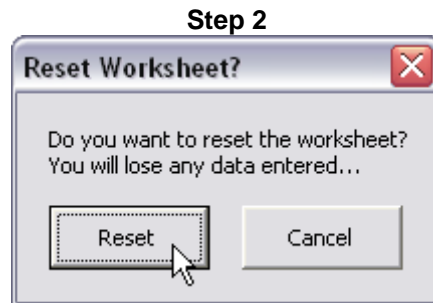
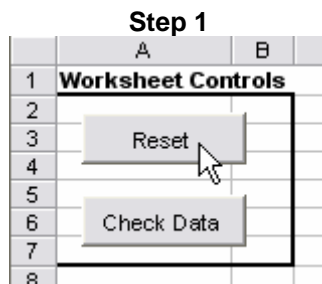
Directions For the Journal Entry Upload spreadsheet

The Journal Entry Transfer function in the G/L Menu will allow you to specify the name of a text file that contains manual journal entry information. These records will be accepted into the database as un-posted manual journal entries, and an edit list will be printed as they are read. You can then modify them manually, or post them using the regular journal-entry post function. The Journal Entry Upload spreadsheet is designed to assist in creating the necessary text file.

The information must be grouped into one or more voucher groups. Each voucher group must contain a VO record first and one or more JE records after that.

Steps to follow:

- If necessary, reset the spreadsheet:



- Populate columns B through X with the appropriate data.

The following fields constitute a VO record:

“VO” – These letters indicate the start of a new voucher.

Company Code

Voucher Code – If this code is already used, the program will substitute a different one.

Voucher Date

The following fields make up a JE record:

“**JE**” – These letters indicate the start of a journal entry.

Company Code – The voucher will not post until it balances by company.

Main Account – A fixed account reference can be used in place of the Main Account. The required format is FA/##. *The table at the end of these directions contains a list of fixed account references.

Sub Account

Reference Number

Well Code

Deck Code

AFE Code

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

Entity Code

Description

Gross Volume

Net Volume

Gross Value

Net Value

Entry Date – If this is omitted, the voucher date will be used. The voucher must balance by date.

Accrual Date – If this is omitted, the journal date will be used.

Cash Date – If this is omitted, the journal date will be used.

Y/N Flag – Used to ignore the date in journal based accounting.

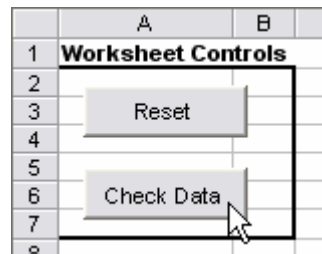
MC Y/N Flag – For multi-currency users only, this specifies whether or not the entry is convertible to other currencies.

MC Currency – For multi-currency users only, this the currency code.

MC Conversion Rate – For multi-currency users only, this is the conversion rate.

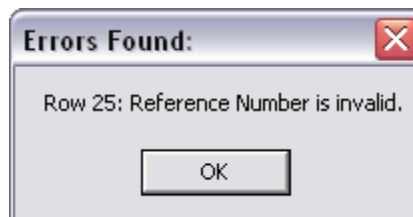
Journal Class Entry Code – Used for the journal-class option only.

- 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.

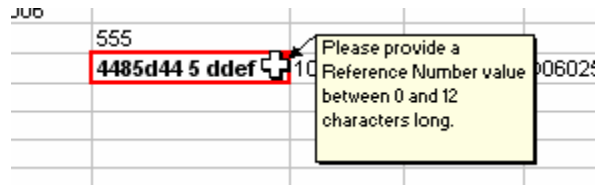
If errors are discovered in the data, you will see a notification that lists the row number and the error detected:



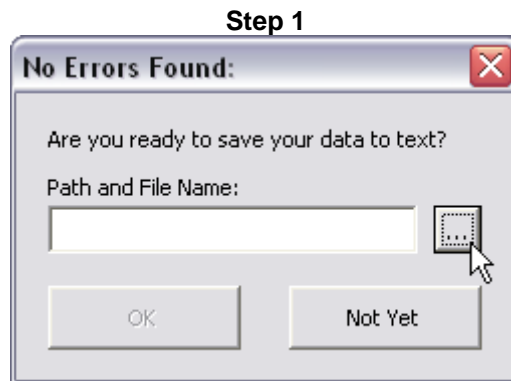
Errors will be marked on the spreadsheet in red:

01/1/2000					
2	555				
12	4485d44 5 ddef	100000	1		DOE

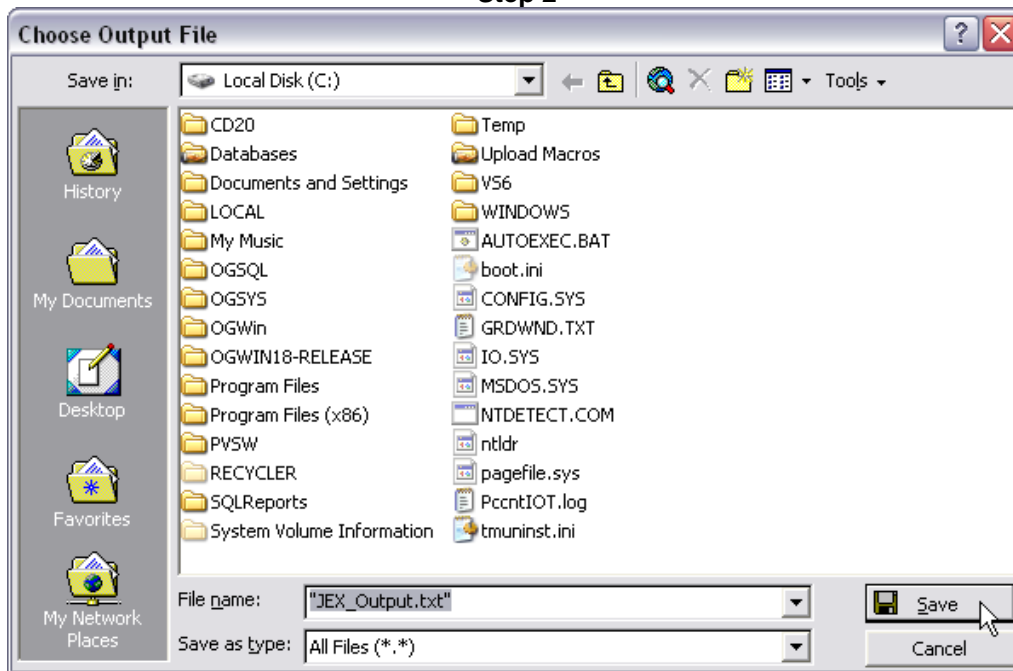
If you hover over the cell with your mouse, you will see a comment with more detailed information on the error:



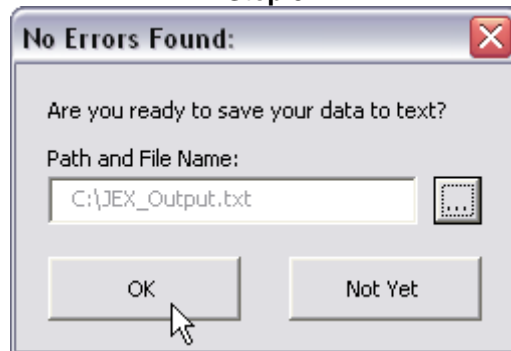
- Correct any errors and click the **Check Data** button again. Repeat as necessary until all errors have been corrected.
- When no errors are detected, you will see a dialog box that allows you to save the text file. Click the button next to the file name and navigate to the directory where you would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



Step 2



Step 3

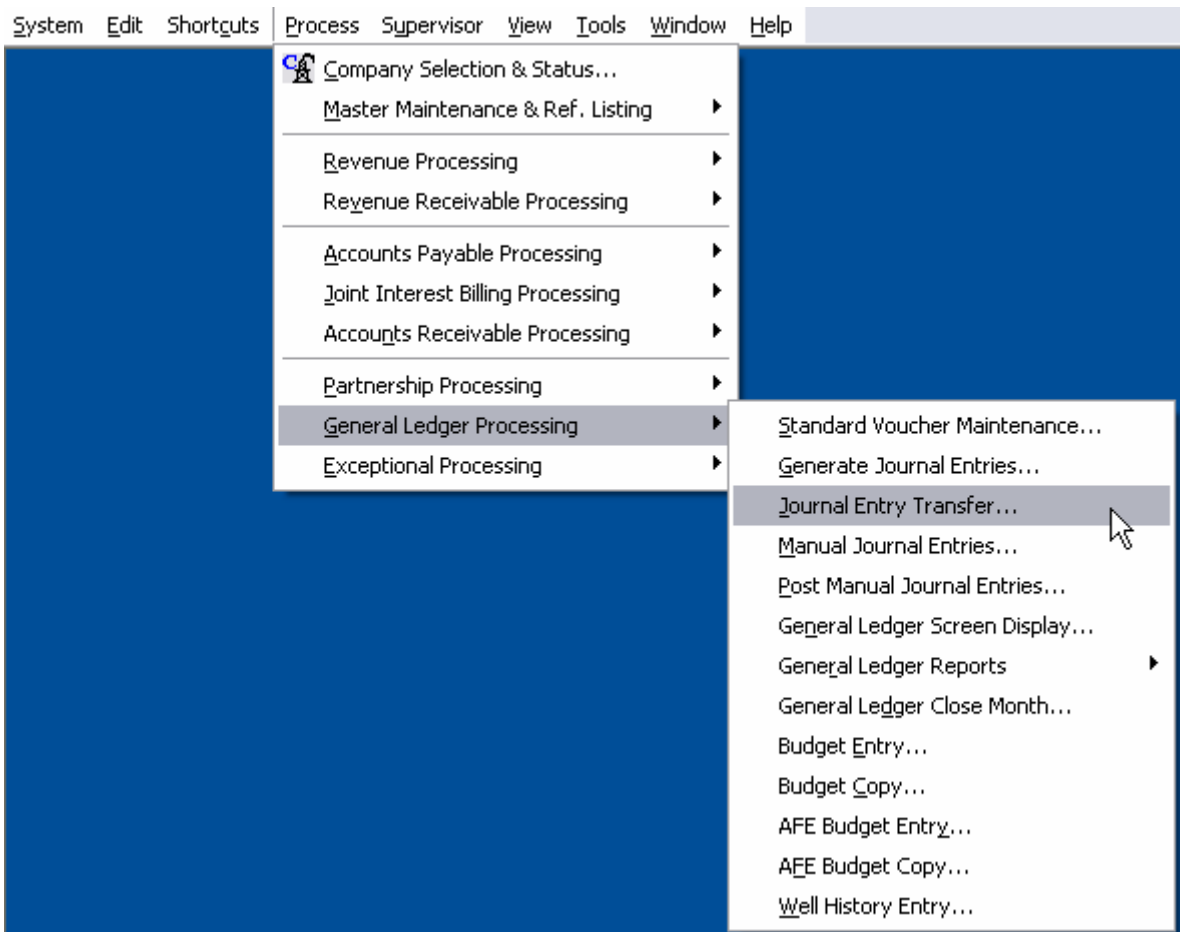


- **Back up your data folder.**

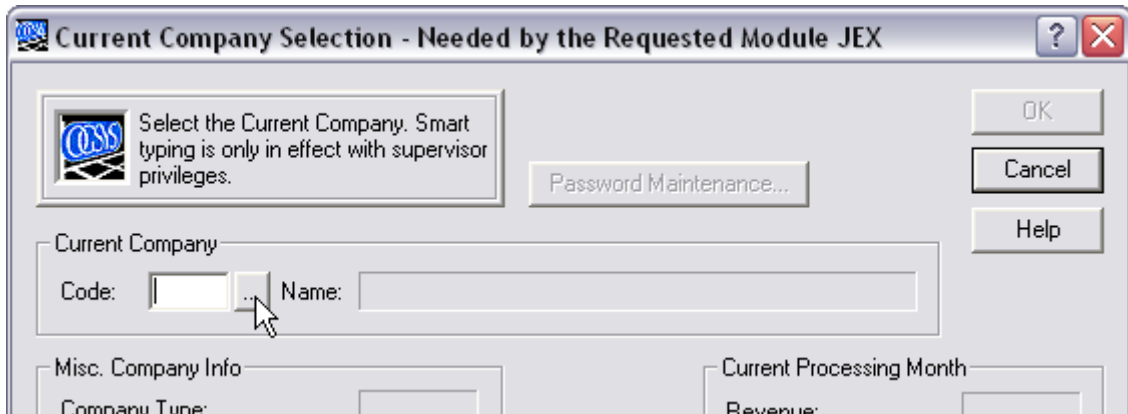
- Log in to OGWIN.




- Navigate to **Process – General Ledger Processing – Journal Entry Transfer....**



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



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

Field	
Report Version	Manual JEX.st
Filename Selection	 C:\JEX_Output.txt

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

***List of Fixed Account References**

00 RETAINED EARNINGS ACCOUNT
02 INTER-COMPANY MAIN ACCT
03 JIB CLEARANCE
04 ACCOUNTS RECEIVABLE
05 ACCOUNTS PAYABLE
06 ROYALTIES PAYABLE
07 MEMO CLEARANCE
08 OWNER ADVANCES
09 INTER-DATABASE TRANSFER CLEARANCE
10 AR CASH ACCOUNT
11 AP CASH ACCOUNT
12 AP DISCOUNT TAKEN
13 REVENUE CASH ACCOUNT
14 PURCHASER OPER EXPENSES WITHHELD
15 REVENUE-RECEIVED CASH ACCOUNT
16 GENERAL-PARTNER DISTRIBUTIONS
17 GENERAL-PARTNER WPT
18 GENERAL-PARTNER CAPITAL
19 GENERAL-PARTNER CONTRIBUTIONS
20 LIMITED-PARTNER DISTRIBUTIONS
21 LIMITED-PARTNER WPT
22 LIMITED-PARTNER CAPITAL
23 LIMITED-PARTNER CONTRIBUTIONS
24 PARTNERSHIP CASH ACCOUNT
25 DUPLICATE CAPITAL CLEARANCE
26 LEASE-RECORDS CASH
28 INVESTMENT IN PARTNERSHIP
29 REVENUE-RECEIVABLE
30 G&A REIMBURSE
31 G&A REIMBURSE FEE
32 G&A ADMINISTRATION CHARGE
33 G&A MANAGER ALLOCATION
34 G&A PROPERTY ALLOCATION
35 G&A CLEARANCE
36 REVENUE LEGAL-SUSPENSE ACCT
37 REVENUE MINIMUM-SUSPENSE ACCT
43 A/P RECON SVC-CHARGE EXPENSE
44 REV RECON SVC-CHARGE EXPENSE
45 PARTNERSHIP RECON SVC-CHARGE EXPENSE
46 LEASE RECORDS RECON SVC-CHARGE EXPENSE
47 GAS MARKETING SALES-TAX PAYABLE
48 MULTI-CURRENCY REMEASURE EFFECTS
49 MULTI-CURRENCY TRANSLATION EFFECTS
50 MULTI-CURRENCY TRANSACTION EFFECTS
51 REVENUE-DISTRIBUTABLE
52-63 LEASE-RECORDS EXPENSE ACCT BY CHECK-TYPE (A-L)