

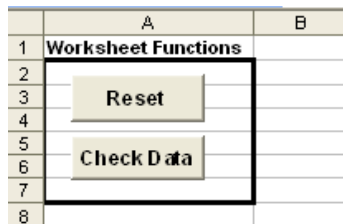
Directions For the AFE Upload spreadsheet

Through the Import Data from ASCII-File module, OGSQL gives users the ability to import AFE data from a text file. The AFE Upload macro is designed to assist with the preparation of the necessary text file.

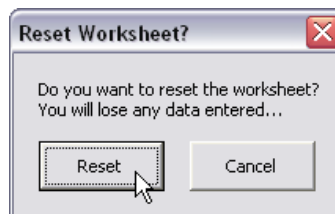
Steps to follow:

- If necessary, reset the spreadsheet:

Step 1



Step 2



- Populate columns B through J with the appropriate data:

AFE Code – (The code of the AFE)

Name – (The description of the AFE)

Key Sort – (User-defined category code)

Completion Date – (Target Date of Completion or Null if none)

Application Type – (To what does this AFE Apply)

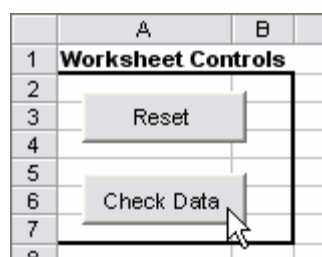
Application Code – (The code per Application Type to which this AFE applies)

Default Company – (Default Company for deck selection)

Default Expense Deck Code – (Default Expense Deck for deck selection)

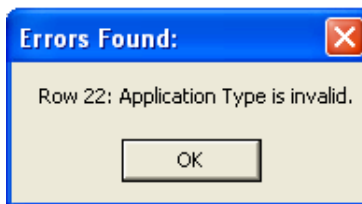
Operator Reference – Operator's reference for this AFE)

- 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.

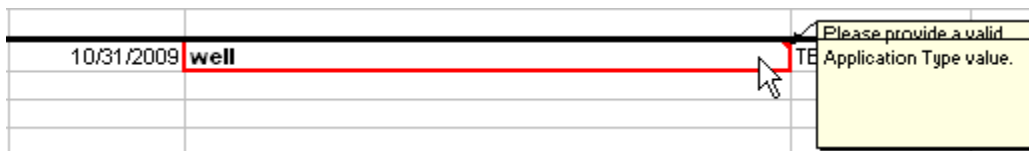
If errors are discovered in the data, you will see a notification that lists the row number and the error detected:



Errors will be marked on the spreadsheet in red:

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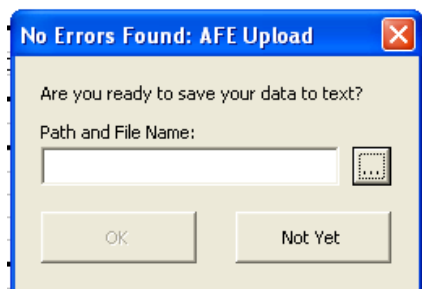
If you hover over the cell with your mouse, you will see a comment with more detailed information on the error:



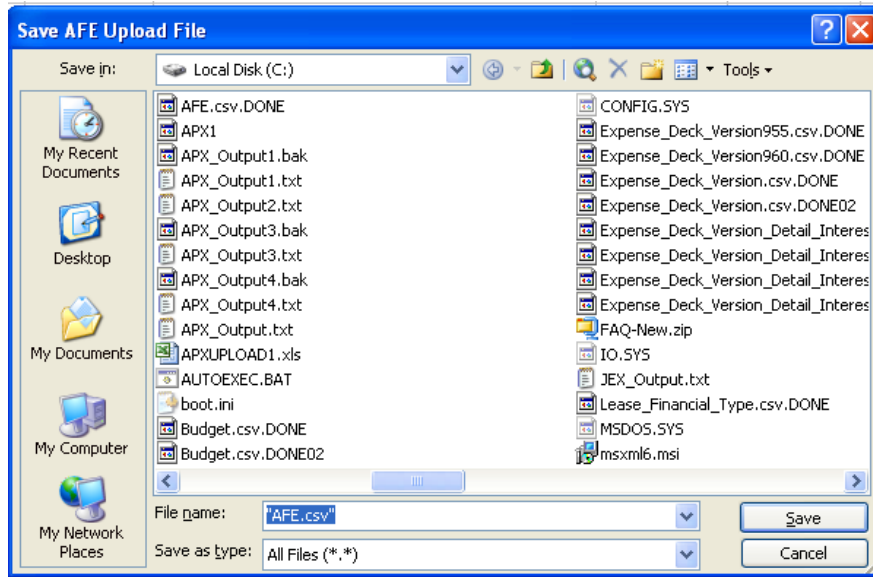
- Correct any errors and click the Check Data button again. Repeat as necessary until all errors have been corrected.

- 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:

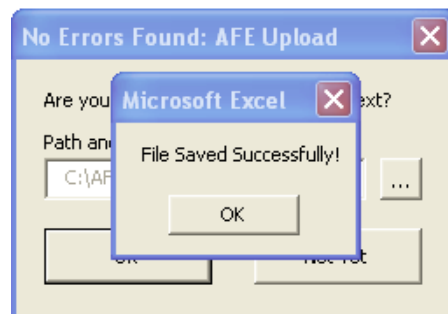
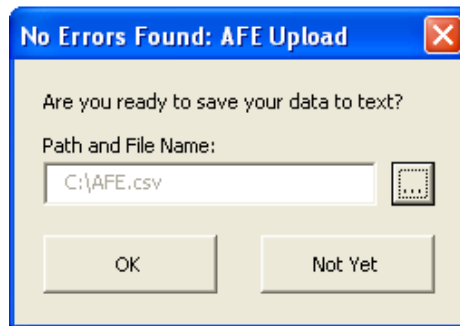
Step 1



Step 2



Step 3

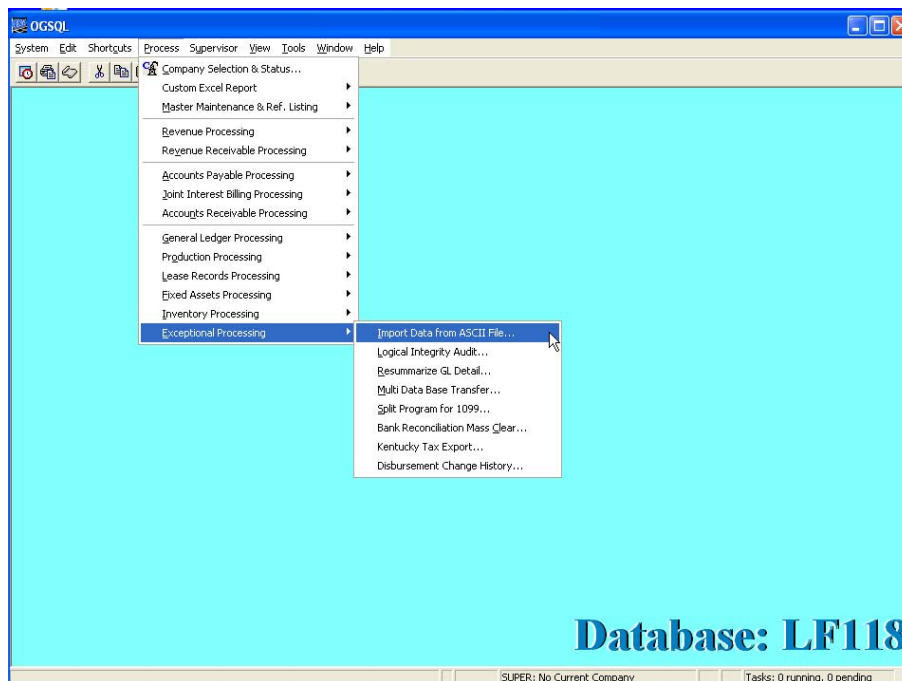


- Back up your data folder.

- Log in to OGSYS.



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



- Select AFE, verify the path and file name of the upload file, and click on Import
This will give you the basic setup information for AFE

<input checked="" type="checkbox"/>	AFE	C:\OGSQL1.21\Output\Import\AFE.csv
<input type="checkbox"/>	AFE_Budget	C:\OGSQL1.21\Output\Import\AFE_Budget.csv
<input type="checkbox"/>	AFE_Budget_Volume	C:\OGSQL1.21\Output\Import\AFE_Budget_Volume.csv

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