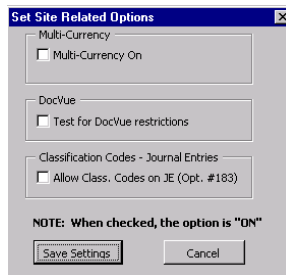


## Directions for the Accounts Payable Invoice Transfer spreadsheet

The A/P Invoice Transfer function in the Accounts Payable Processing Menu will allow you to specify the name of a text file that contains accounts payable invoice information for upload into the database. The APX Upload spreadsheet is designed to assist in creating the necessary text file.

Steps to follow:

- If the worksheet has not previously been used, the Set Site Related Options popup box will display when the worksheet is opened.



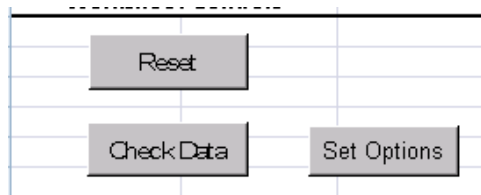
Select the options that are active in OGsql by checking the appropriate box. Then click Save Settings. This will modify columns I and J, rows 2, 3 and 4.

Options:	
DocVue	OFF
Multi-Currency	OFF
Option #183	OFF

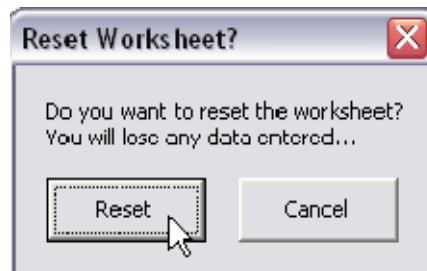
NOTE: This spreadsheet does not access OGsql files. These options must be activated on the spreadsheet by the user based on options active in their system.

- If the popup box does not display, or the options need to be changed, click the Set Options button shown below.
- If necessary, reset the spreadsheet:

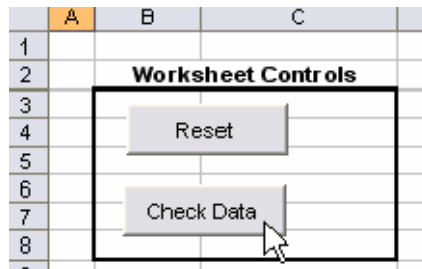
Step 1



Step 2

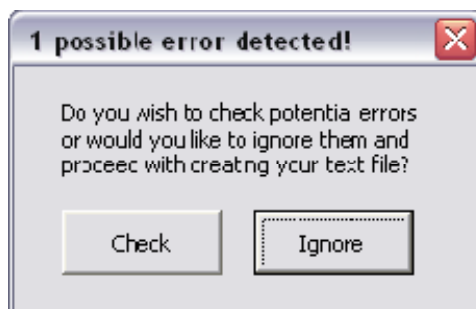


- Populate columns A through AZ with the appropriate data. (see field Definitions for more information)
- Click the Check Data button:



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 displays asking to check or ignore the errors:



If check the errors is chosen, the user will be returned to the spreadsheet to make changes. Errors will be marked on the spreadsheet in red:

U	100	1	17-Apr	
P	ac0001	123456789aaedde	4/17/2007	5M
S				
O	ac0001	123456		

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

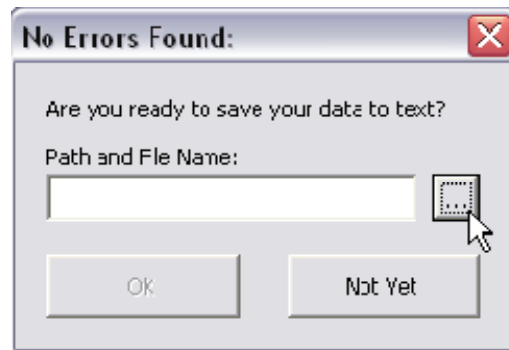
b	100	1	17-Apr	
c0001	123456789aaedde	1	4/17/2007	5M
c0001	123456			

A tooltip is displayed over the cell containing '123456789aaedde', showing the text: 'Please enter 12 characters or less.'

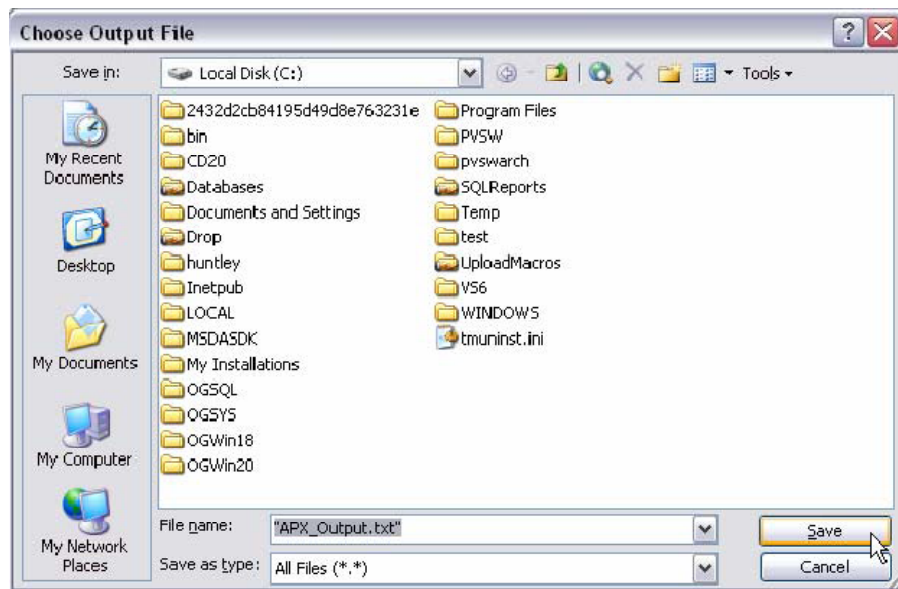
- Correct any errors and click the Check Data button again. Repeat as necessary until all errors have been corrected.

- If no errors are detected or if ignore is chosen, a dialog box will display that allows you to save the text file. Click the button next to the file name and navigate to the directory to save the file:

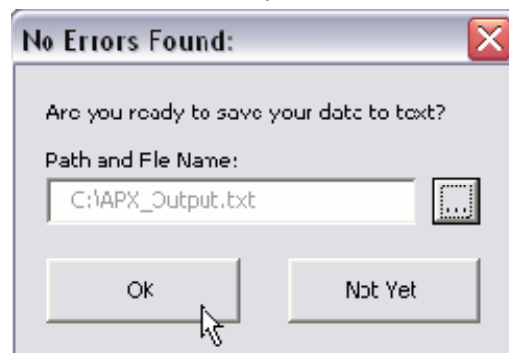
Step 1



Step 2



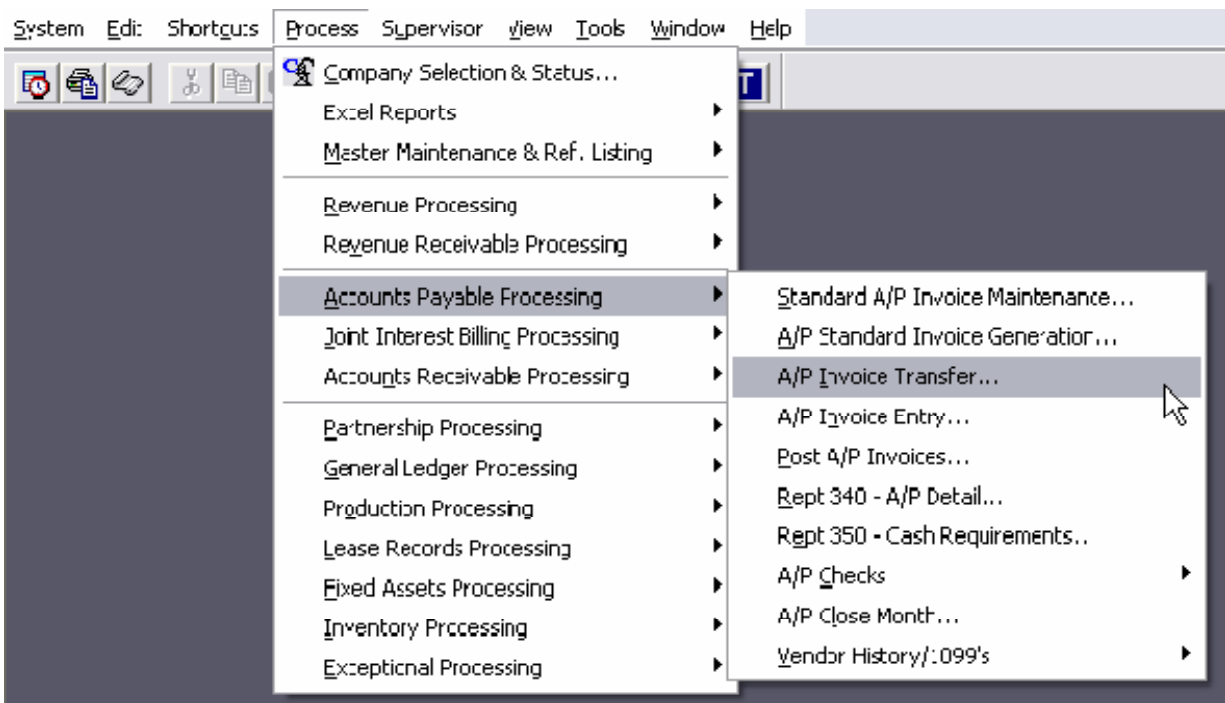
Step 3



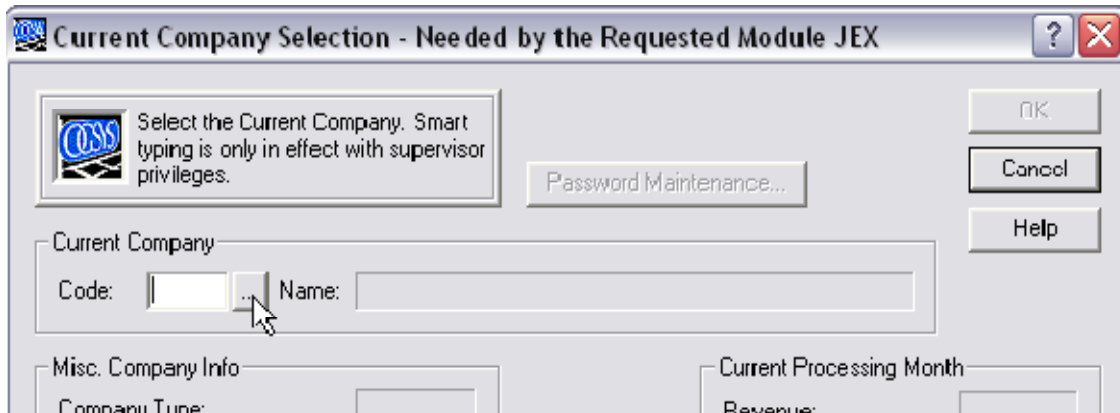
- Log in to OGSYS.



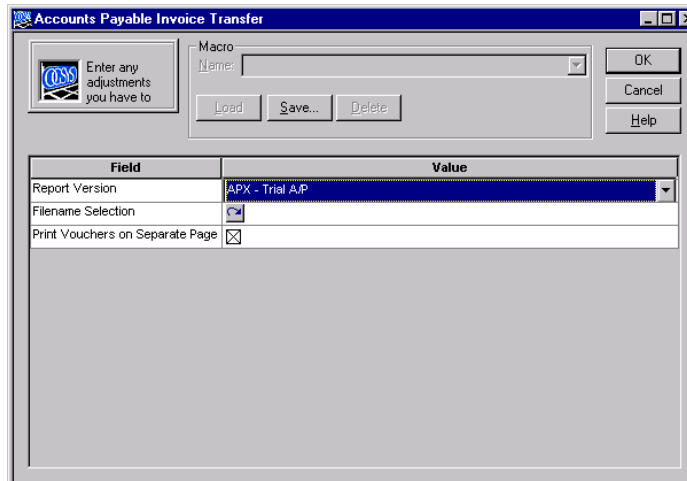
- Navigate to Process – Accounts Payable Processing – A/P Invoice Transfer....



- Select your company code if necessary and click OK.

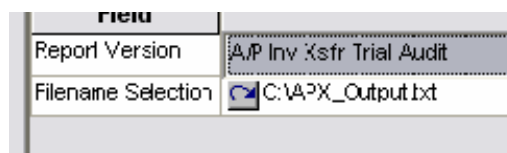


- Select APX – Trial A/P or APX – Final A/P



The Trial A/P transfer will provide a report that will display the results of the upload. Verify that all information is correct before running the final A/P transfer.

- Select the path and file name of the upload file and click OK.



## Field Definitions

Below are the field definitions for each field on this spreadsheet. In an Account Payable Transfer there are 4 different records affected by an upload. Each section requires specific input for the record to be complete. All fields are optional unless noted as required. On the spreadsheet, required fields are designated with blue text.

### Voucher Record (VO)

- Company Code – 3 digit code representing a valid company that will pay the vendor invoice. Required
- Voucher Code – 7 character code representing a unique code for the voucher. Required
- Voucher Date – This field contains the date of the voucher and should be formatted in mm/dd/yy format.

### Accounts Payable Record (AP)

- Vendor – 6 digit code that represents the vendor associated with the invoice being entered. Required
- Invoice – 12 digit unique Invoice number for the Accounts Payable Invoice number. Required
- Invoice Date – The date listed on the invoice, formatted in mm/dd/yy format. Required
- Due Date – The date the invoice is due formatted in mm/dd/yy format
- Amount – The 10 digit total amount of the Invoice. Must equal the total amount of the Details
- Description – This field allows a 30 character description of the invoice
- Trans Date – The date the expense was incurred, formatted in mm/dd/yy format.
- Discount Amount – 13 digit discount amount that will be applied if the invoice is paid prior to the discount date
- Discount Date – the date that the discount expires formatted in the mm/dd/yy format
- Currency – the 3 digit currency code associated with this invoice. Required if the Multicurrency On is checked in the Site Setting (Set Options Button). Enter USD if Multicurrency is OFF.
- Entry Rate - the 1 digit Currency exchange rate associated with this invoice by transaction date. Required if the Multicurrency On is checked in the Site Setting (Set Options Button).
- Pay Rate – the 1 digit currency exchange rate code to be used at the time of payment. Required if the Multicurrency On is checked in the Site Setting (Set Options Button).
- Pre-Pay Type – If the item has already been paid, Enter C (Check), A (ACH), W (Wire) or D (Draft) indicating the method of payment. Leave blank if the AP item is still due. If Pre-Pay Nbr or Pre-Pay Date is entered, this field is required
- Pre-Pay Nbr – Enter the number of the prepayment. Allows 1-6. Required if the Pre-Pay Type or Pre-Pay Date is entered.
- Pre-Pay Date – Enter the date of the prepayment in mm/dd/yy format. This field is Required if the Pre-Pay Type or Pre-Pay Nbr is entered.
- DocVue ID – If DocVue is active (Checked in the site Settings, Set Options button), then enter the DocVue ID. The Docvueid is the Doc ID assigned to a scanned document when the user has

option 227 (DocVue A/P) turned on. Required field ONLY if DocVue is active on the worksheet.

The following steps should be followed if the DocVue A/P option is activated:

- Scan and Validate the originating document/invoice using the appropriate separator sheet for A/P Upload (APX) documents
- The document should be directed to the user's DocVue Inbox (user who is preparing the APX file – per the workflow)
- The APX user completes the OGSQL\_APX\_Upload.xls
  - Use Set Options to say DocVue is turned on
  - Enter the Doc ID from the document in the DocVue Inbox in the appropriate column in the spreadsheet
  - Click Check Data and save the file
  - Upload the saved APX file into OGSQL – it enters the flow just like any other unapproved invoice
  - The DocVue user approves the document to the next workflow step for further approvals and posting
- When the document is “approved to system” the voucher can be final posted as approved.

#### Detail Record (PD)

- Company Code – the 3 digit code representing the company that the invoice belongs to
- Main Account – the 5 digit code for the main account in the GL that the invoice will post against. Must be an account that is set up at the time of import. A fixed account cannot be used.
- Sub Account – the 3 digit code for the sub account in the GL that the invoice will post against. Must be an account that is set up at the time of import. A fixed account cannot be used.
- Description - 30 digit description that will display in the General ledger.
- JE Class Code – Enter a 2 character Journal Entry Class code that has been previously been set up in Journal Entry Class Maintenance. Leave blank if option 183 is not turned.
- Well – 10 character well code representing the well that the invoice is associated. Must be found in Well Maintenance at the time of import.
- Deck – 4 character Deck code representing the deck for the well that the invoice will post against. Must be a valid Deck code in Deck Maintenance at the time of the import. Required if Well code is present
- AFE – If available, the 6 character AFE code to post the invoice against
- Gross Value - a 17 digit(15.2) amount representing the Gross Value of the invoice
- Net Value – a 17 digit (15.2) amount representing the net value of the invoice
- Gross Volume – a 17 digit amount representing the gross volume
- Net Volume – a 17 digit amount representing the net volume
- E/P Code – Enter E or P to determine whether the currency fluctuation will be calculated based on the Entry rate or Pay rate when using a non-functional currency. If payment rate is selected the currency adjustment will be passed-thru to the owners in the expense deck. Multicurrency Only.

#### Detail Record (AO)

AO Record is needed only for allocations to wells. If this is present, PD detail may not be present.

- Vendor Code -6 character code representing the vendor that should be the same as the Vendor code in the Accounts Payable record
- Invoice – 12 digit code – should be the same as the AP Record Invoice number
- Distr.Type -1 character F- field, T-tank, G-operating group, d-disposal well charge, or b-battery
- Company Code -3 digit code representing the company that the voucher/invoice belong to
- Acct. Nbr. -5 digit code representing the General ledger Main account.
- Sub. Acct -3 digit code representing the General Ledger Sub account.
- Descr. Fld -30 character description of the voucher/invoice
- Distr. Code -12 character code representing the well allocation deck as set up in Well Allocation Maintenance
- Deck Code -4 character code representing the deck associate with the expense. The same expense deck code must exist for all wells in the allocation deck
- Product -3 digit product code from well allocation deck
- Usage -1 digit usage code from well allocation deck
- Eff. Date – The effective date of the well allocation deck
- AFE -6 digit AFE code for the invoice
- GROSS AMT -17 digit (15.2) gross amount
- NET Amt -17 digit (15.2) net amount
- Gross Vol. -17 digit gross volume
- Net Vol. -17digit net volume
- Class Code -8 character class code
- Pass Thru -Enter E or P to determine whether the currency fluctuation will be calculated based on the Entry rate or Pay rate when using a non-functional currency. If payment rate is selected the currency adjustment will be passed-thru to the owners in the expense deck
- Bid Code -3 digit bid code