

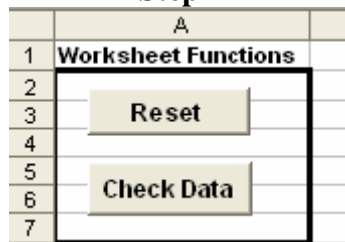
Directions For the Free Form Upload Spreadsheet

Through the **Import Data from ASCII-File** module, OGSQL gives users the ability to import Alternate Address data from a text file. This form is **ONLY** if an Alternate address is needed. The Free Form Upload macro is designed to assist with the preparation of the necessary text file.

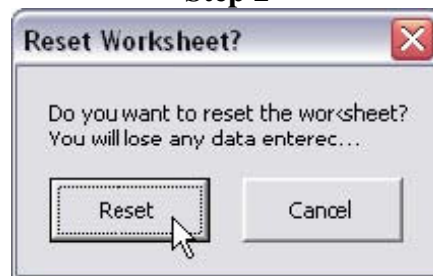
Steps to follow:

- If necessary, reset the spreadsheet:

Step 1



Step 2



- Populate columns B through P with the appropriate data:

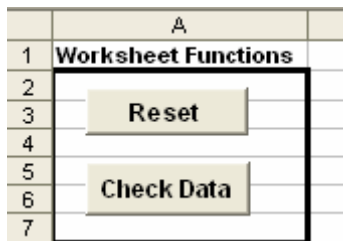
**Entity Type – O (Owner), C (Company), B (Bank), V (Vendor), P (Purchaser)
I (Inven. Location), R (Operator), T (Transporter)**

Entity Code

Purpose- APINVOICE - A/P Invoice address (**vendor**)
APPAYMENT - an A/P Wire or Draft (**bank**)
ARINVOICE - an A/R Invoice address (**owner**)
JIBREMIT - A/R remit-to address for JIB (**company**)
LEASERECORDS - lease records checks (**owner, company**)
PARTNERSHIP - partnership checks (**owner, company**)
REVENUE - revenue statement address (**owner**)
RRINVOICE - a Rev-Receivable Invoice address (**purchaser**)
INVENTORYPO - inventory PO's (**company, vendor**)
SHIPPING - inventory shipping addr (**inven loc**)

Text Line 1 – 12 – Address

- 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:

0	MINERALS MANAGEMENT SERVICE 77614	BRASS
1	JOAN CHORNEY	555 17TH
2	USA WYVW-100185	

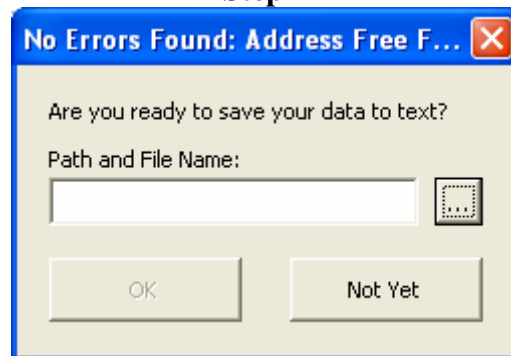
If you hover over the cell with your mouse, you will see a comment with more detailed information on the error:

1000	MINERALS MANAGEMENT SERVICE 77614	BRASS	Please provide a valid Owner Name between 3 and 30 characters long.
1001	JOAN CHORNEY	555	E 1000
1002	USA WYVW-100185		
1003	JULANDER ENERGY COMPANY	17	SUITE 472
1004	WESTER OIL SERVICES INC	4000 N. BECOE STREET	

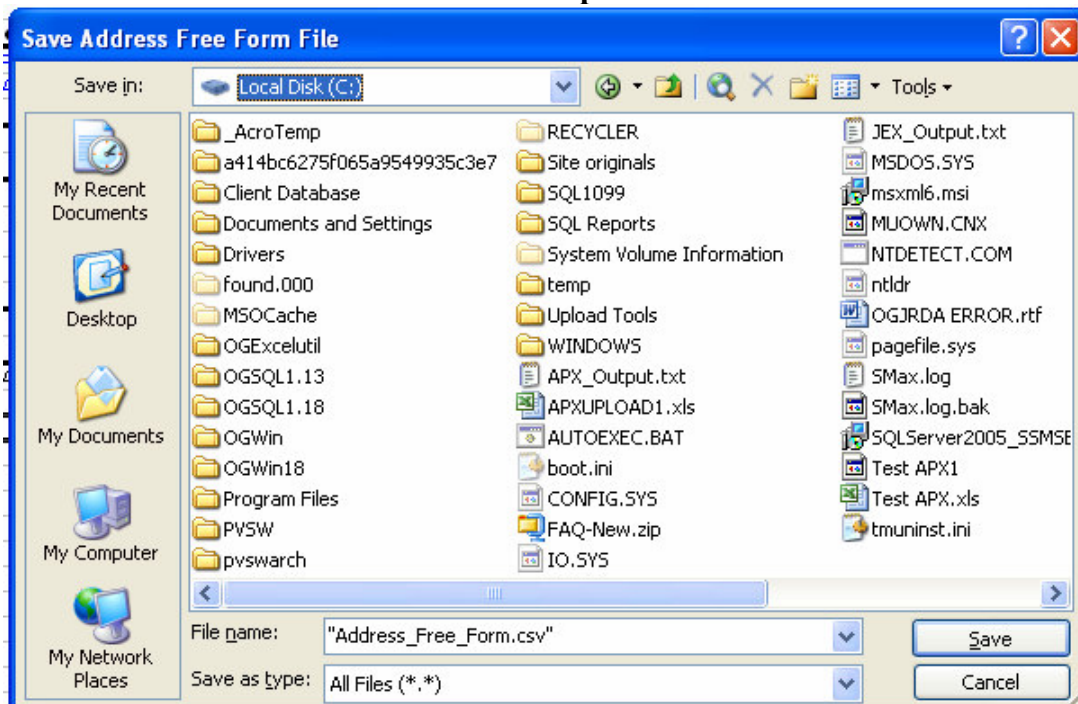
- Correct any errors and click the **Check Data** button again. Repeat as necessary until all errors have been corrected.

- 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:

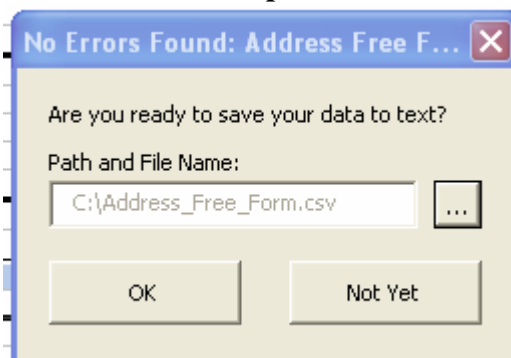
Step 1



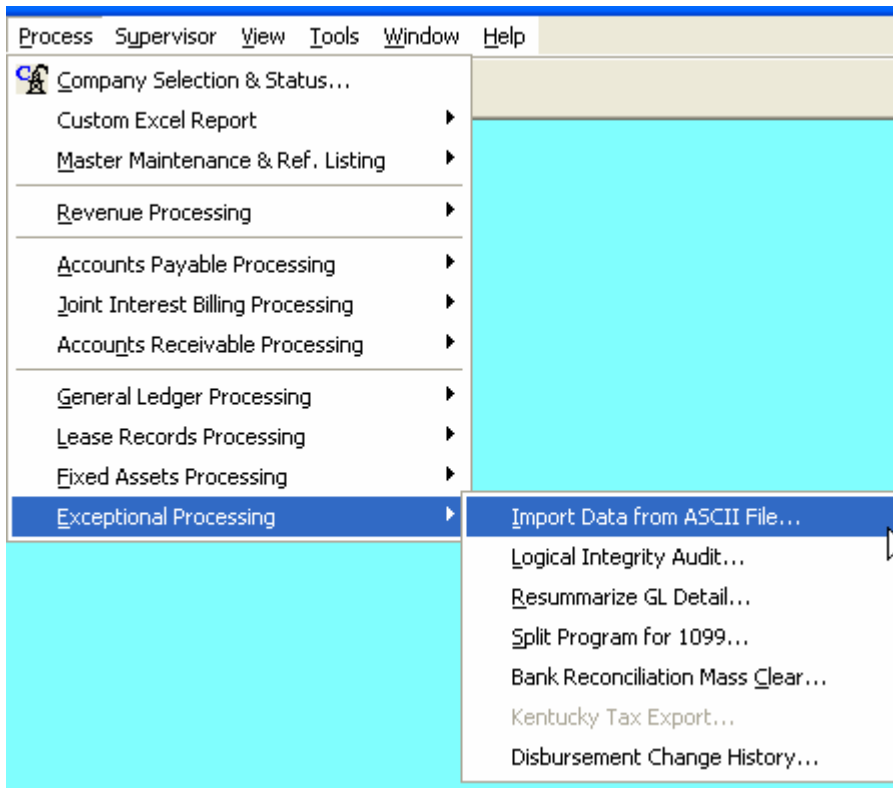
Step 2



Step 3



- **Back up your data folder.**
- Navigate to **Process – Exceptional Processing – Import Data from ASCII File....**



- Select **Address Free Form**, verify the path and file name of the upload file, and click on **Import**

<input type="checkbox"/>	Account	C:\OGSQL1.13\OGSQL\DemoSys\Import\Account.csv	...
<input checked="" type="checkbox"/>	Address_Free_Form	C:\OGSQL1.13\OGSQL\DemoSys\Import\Address_Free_Form.cs	...
<input type="checkbox"/>	Address_USA	C:\OGSQL1.13\OGSQL\DemoSys\Import\Address_USA.csv	...
<input type="checkbox"/>	AFE_Budget	C:\OGSQL1.13\OGSQL\DemoSys\Import\AFE_Budget.csv	...

- Review the OGSQ report that is generated for any errors.
- If you receive errors, return to the Spreadsheet to fix