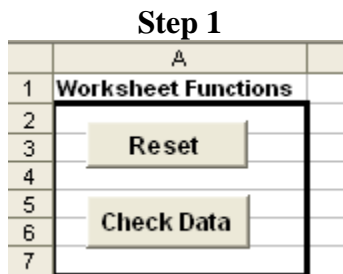


Directions For the Address USA Upload Spreadsheet

Through the **Import from ASCII-File** module, OGSQL gives users the ability to import Address data from a text file. The Address USA 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 K 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

Address Line One

Address Line Two

City

State

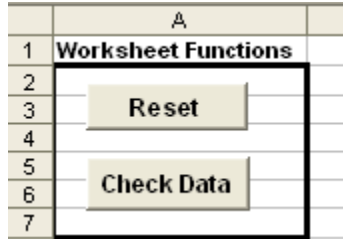
Zip

Phone

Fax

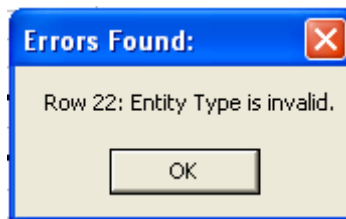
Email

- 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.

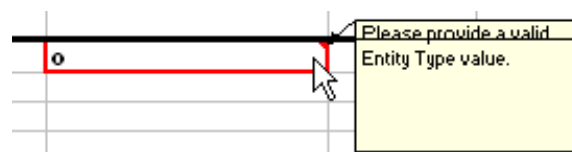
If errors are discovered in the data, you will see a notification that lists the row number and the error detected:



Errors will be marked on the spreadsheet in red:



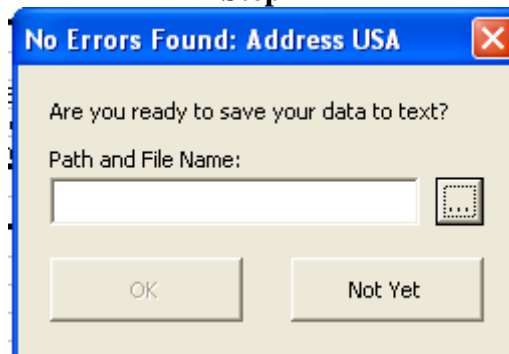
If you hover over the cell with your mouse, you will see a comment with more detailed information on the error:



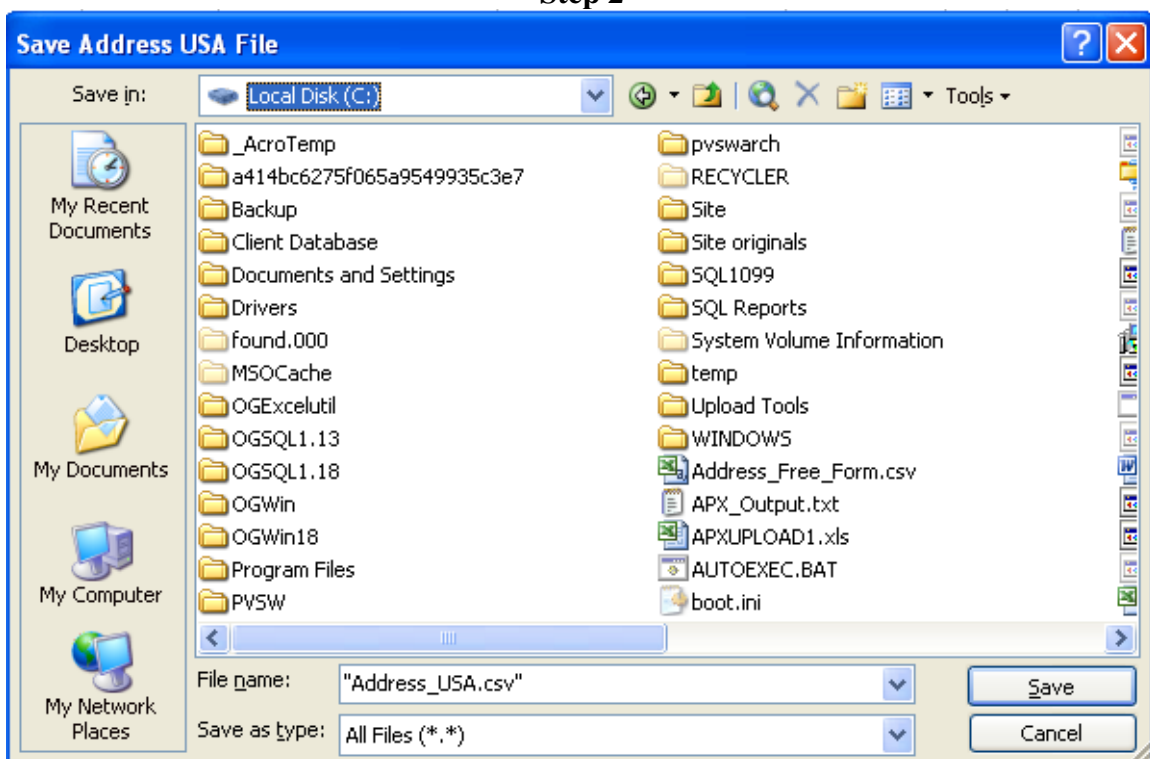
- Correct any errors and click the **Check Data** button again. Repeat as necessary until all errors have been corrected.

- 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:

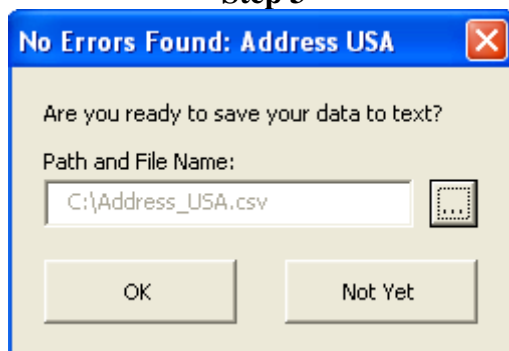
Step 1



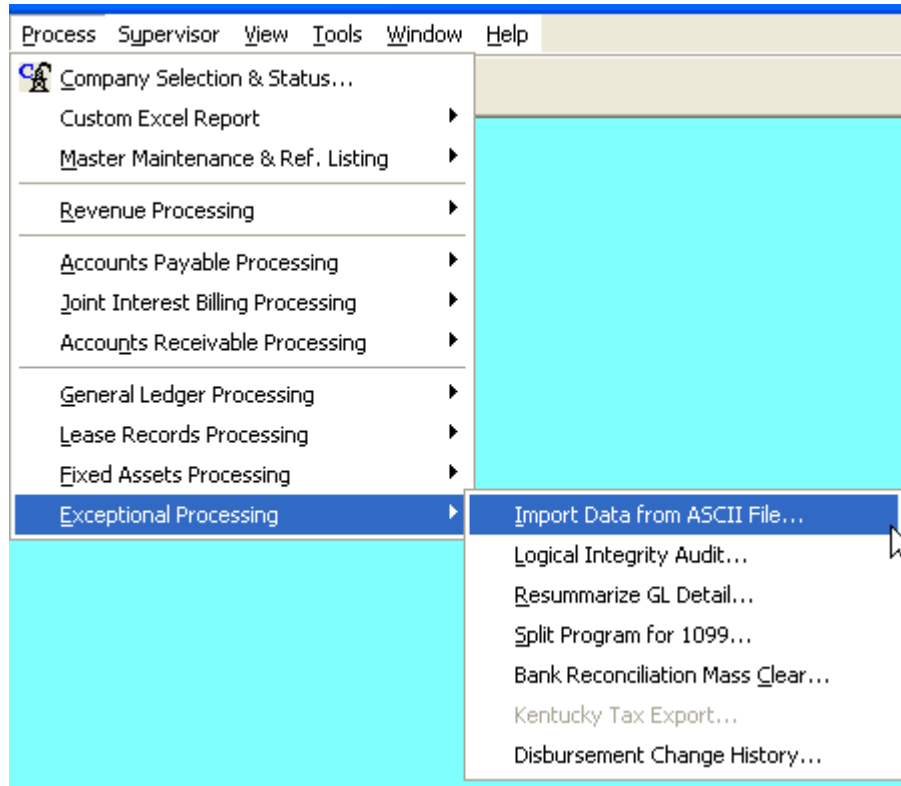
Step 2



Step 3



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



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

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

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