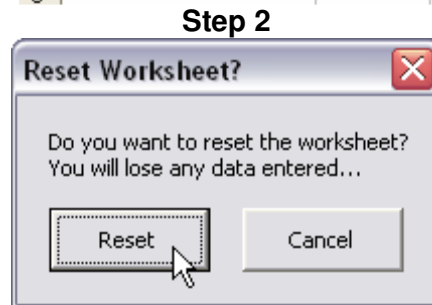
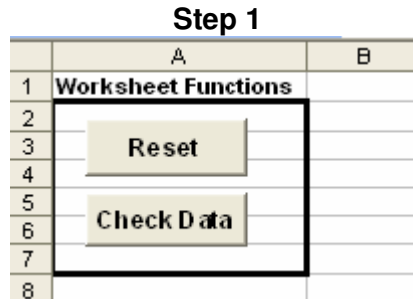


## Directions For the Budget Upload spreadsheet

Through the Import Data from ASCII-File module, OGSOL gives users the ability to import budget data from a text file. The Budget 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 V with the appropriate data:

**Company**

**Basis** – This can be D (journal), A (accrual), or C (cash).

**Main Account**

**Sub Account**

**Location Type** – W (well) V (vendor) C (company) P (purchaser) O (owner) I (inv. Location)  
“ (no location)

**Location Code**

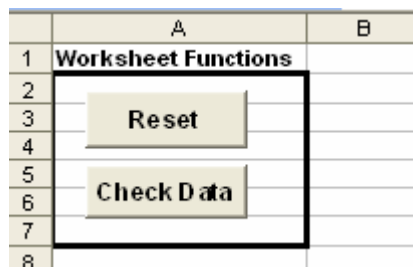
**Currency Code**

**Fiscal Year**

**Budget Type** – This can be GV (Gross Value), GQ (Gross Volume), NV (Net Value), or NQ (Net Volume).

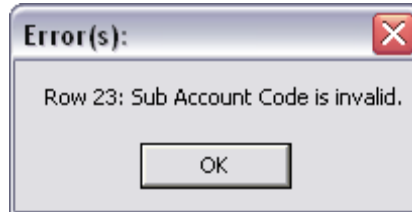
**Budget Values (Jan-Dec)**

- 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.

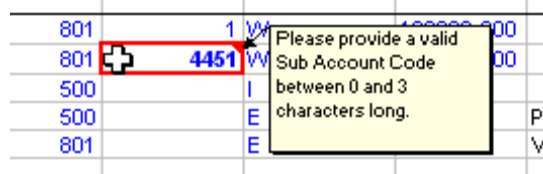
If errors are discovered in the data, you will see a notification that lists the row number and the error detected:



Errors will be marked on the spreadsheet in red:

801		1	W
801	4451		W
500			I
500			E

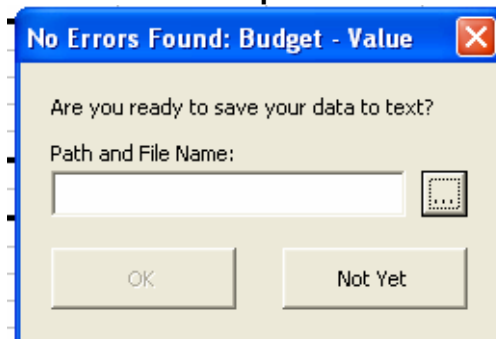
If you hover over the cell with your mouse, you will see a comment with more detailed information on the error:



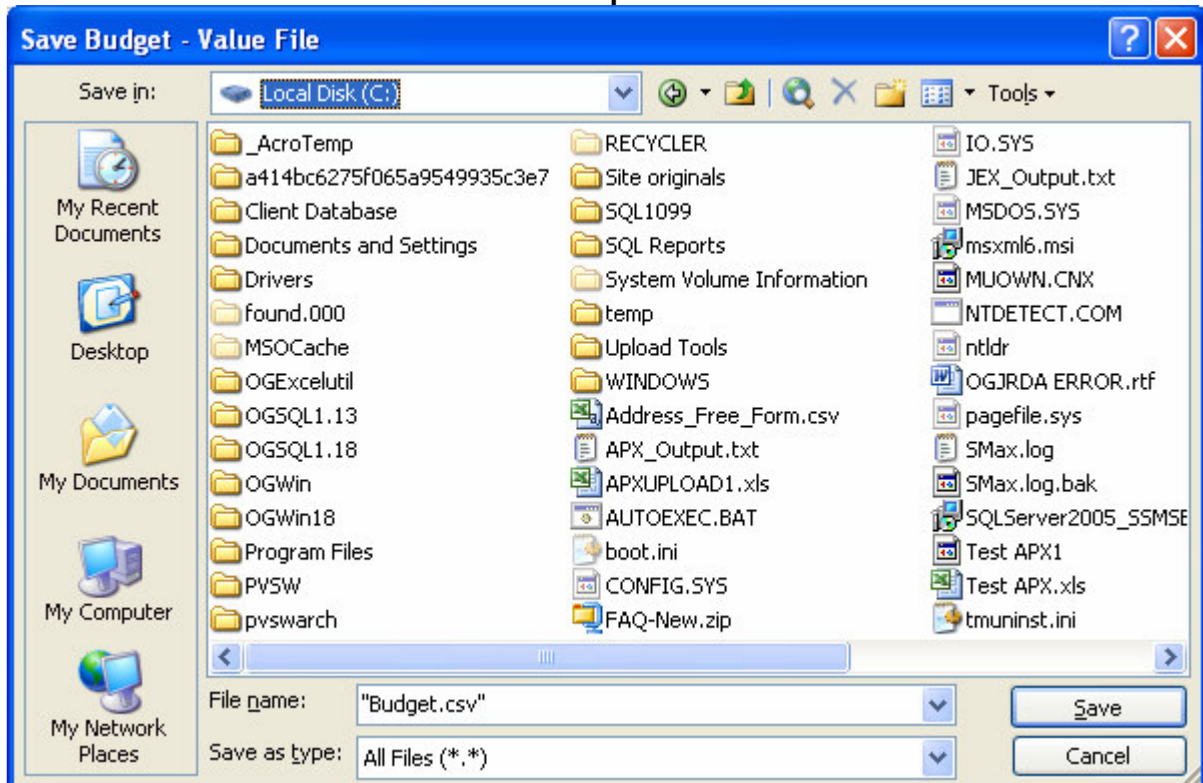
- Correct any errors and click the Check Data button again. Repeat as necessary until all errors have been corrected.

- 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:

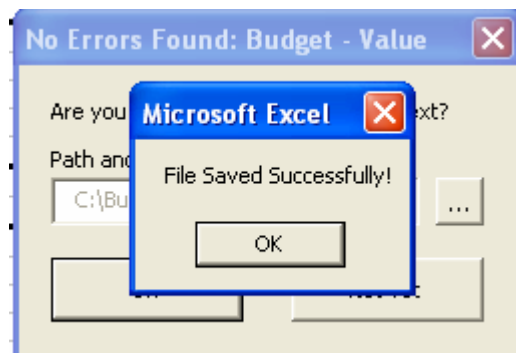
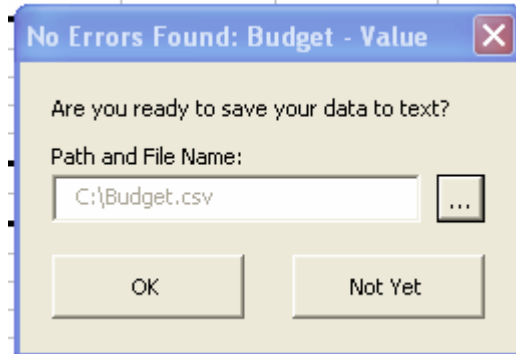
### Step 1



### Step 2

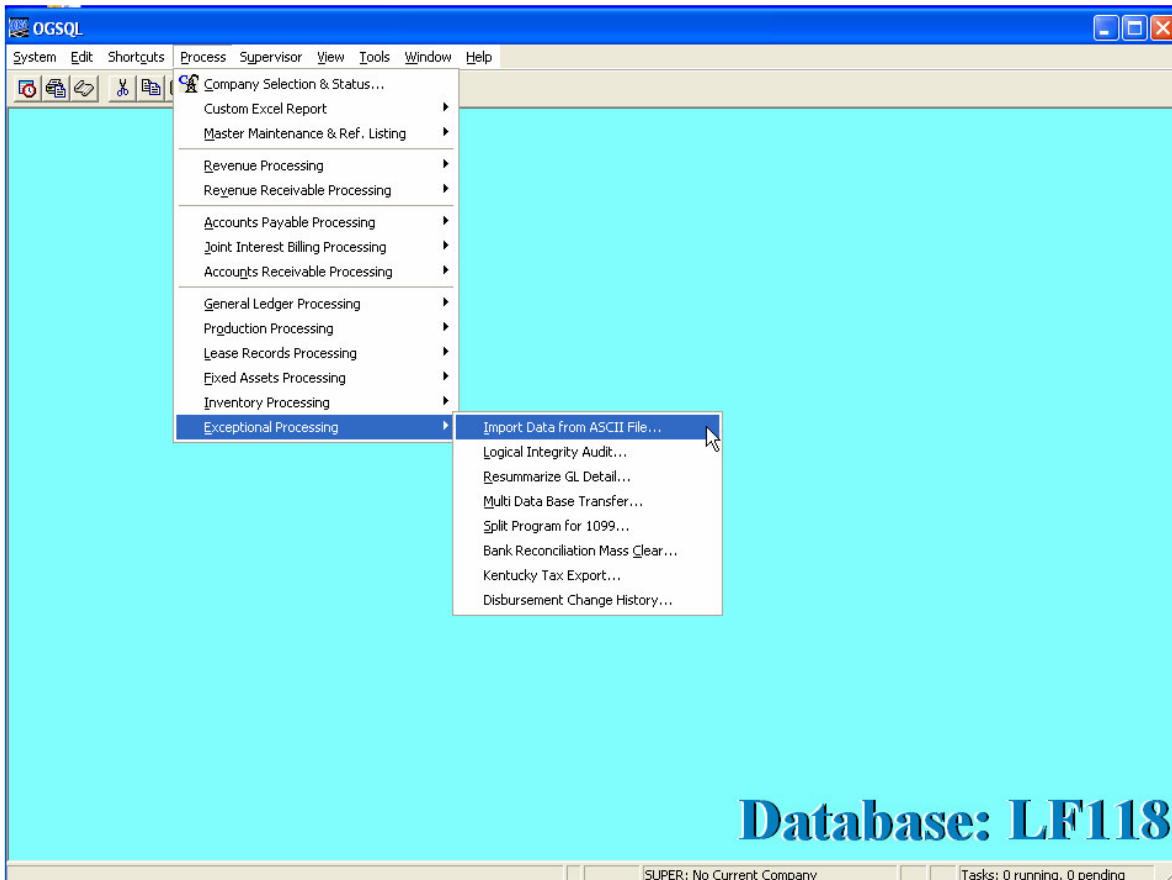


### Step 3



- Back up your data folder.

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



- Select Budget, verify the path and file name of the upload file, and click on Import. This will give you the Budget Value information for a given fiscal month and year

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

- Select Budget Volume, verify the path and file name of the upload file, and click on Import. This will give you the Budget Volume information for a given fiscal month and year

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

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