

Directions for the Journal Entry Upload spreadsheet

This spreadsheet is designed to assist in creating the text file needed for the Journal Entry Transfer program. The Journal Entry Upload comes in two formats. One provides the ability to enter VO, JA and JE records in the same columns. The other (in line) places the VO records in the left most columns, the JE records in the next columns and the JA record in the right most columns. Regardless, both spreadsheets will only create one file for upload.

There are 3 different sections to either spreadsheet: the VO (Voucher Record), the JE (Journal Entry) and the JA (Well Allocation). Each section has different requirements. On the In-Line spreadsheet, the VO, JE and JA are assumed and automatically entered into the spreadsheet. Both spreadsheets require that the VO record be entered first and then all records for that Voucher be entered.

Field Definitions

All fields are optional unless noted as required. On the spreadsheet, required fields are designated with blue text.

VO (Voucher Record)

- VO – Enter a VO for a voucher record. The in-line spreadsheet does not have this field. However, it will be in the text file created. Required.
- Company Code - Enter the 3 character field representing the Company. Required
- Voucher Code – Enter up to a 7 character unique identifier for this voucher
- Voucher Date – Enter the voucher date in the mm/dd/yy format

JE (Journal Entry Record)

- JE – Enter a JE for a Journal Entry record. The in-line spreadsheet does not have this field. However, it will be in the text file created. Required.
- Company Code - Enter the 3 character field representing the Company. Required
- Main Account – Enter the 5 digit Main Account number as shown in the General Ledger. This account (with sub account) must exist in the General Ledger at the time of the upload. A fixed account reference in the form FA/### (where ### is the Fixed account number) may also be used.
- Sub Account – If a main account number is entered above, enter the 3 digit Sub Account number as shown in the General Ledger. This account (with main account) must exist in the General Ledger at the time of the upload. If a fixed account is entered, enter the reference to the inter company fixed account (otherwise leave this field blank).
- Reference Number – Enter a unique Reference Number up to 12 characters for this record
- Well Code – Enter a Well Code (up to 10 characters) for the well if Main/Sub account requires a well code. This well code must already exist in the database at the time of the upload.

- Deck Code – Enter a Deck Code (up to 4 characters) for the deck if applicable to all wells in the allocation deck. This deck code must exist in the database at the time of the upload.
- AFE Code – Enter an AFE Code (up to 6 characters) for the AFE if needed or required. This AFE code must exist in the database at the time of the upload.
- Entity Type – Enter the Entity Type of the Entity that will be entered in the Entity Code field. Choose from C (Company), P (Purchaser), V (Vendor), O (Owner) or leave blank.
- Entity Code – If an Entity Type was entered in the previous field, enter the entity code for the entity type. The Entity Code must exist in the database at the time of the upload.
- Description – Enter a description of the record up to 30 characters.
- Gross Volume – Enter the Gross Volume, if needed, for the record.
- Net Volume – Enter the Net Volume, if needed, for the record.
- Gross Value – Enter the Gross Value of the record if needed.
- Net Value – Enter the Net Value of the record if needed.
- Entry Date – Optional Journal entry date. If omitted, the voucher date will be used. The voucher will not post until the entries balance by date. If this column is populated, it will be closed to the supplied date.
- Accrual Date – Optional Accrual date, usually omitted. If zero, the journal date will be used. If 12/01/49 or later, will be ignored for accrual basis accounting books. If this column is populated, it will be closed to the supplied date.
- Cash Date – Optional Cash date, usually omitted. If zero, the journal date will be used. If 12/01/49 or later, will be ignored for cash basis accounting books. If this column is populated, it will be closed to the supplied date.
- Ignore Journal Date – Enter a Y or N to indicate if the journal entry is ignored in date based accounting. If this is a Y, the Journal Date will be ignored if entered.
- Convert Currency - For multi-currency users only, Enter a Y or N to specify whether or not the entry is convertible to other currencies.
- Currency Code - For multi-currency users only, enter the currency code (3 chars) indicating the currency of the values of this record. This code must exist in the database at the time of the upload.
- Exchange Rate Code - For multi-currency users only, enter the conversion rate code (1 char). This code must exist in the database at the time of the upload.
- Journal Class Entry Code – If the Journal-Class option (183) is enabled, enter the Journal class entry code (2 characters). This code must exist in the database at the time of the upload.

JA (Well Allocation Record)

The inline version has fields in a different order. However, the text file created for the upload will place the data in the same location for both versions of the spreadsheet.

- JA – Enter a JA in this field. The in-line spreadsheet does not have this field. However, it will be in the text file created. Required.

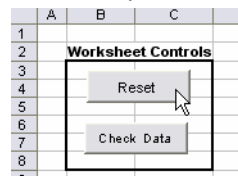
- Company Code - The company affected by this entry (1 3 characters). The voucher will not post until it balance`s by company. Enter the 3 character field representing the Company. Required
- Company Code - Enter the 3 character field representing the Company. Required
- Main Account – Enter the 5 digit Main Account number as shown in the General Ledger. This account (with sub account) must exist in the General Ledger at the time of the upload. A fixed account reference in the form FA/### (where ### is the Fixed account number) may also be used.
- Sub Account – If a main account number is entered above, Enter the 3 digit Sub Account number as shown in the General Ledger. This account (with main account) must exist in the General Ledger at the time of the upload. If a fixed account is entered, enter the reference to the inter company fixed account (otherwise leave this field blank).
- Reference Number – Enter a unique Reference Number up to 12 characters for this record
- Allocation Type – Enter the Allocation Type. Choose from F (Field), T (Tank), G (Operating Group), D (Dispose – Well Charge), B (Battery) or leave blank.
- Allocation Deck – If Allocation Type is used, enter the Allocation Deck.
- AFE Code – Enter an AFE Code (up to 6 characters) for the AFE if needed or required. This AFE code must exist in the database at the time of the upload.
- Entity Type – Enter the Entity Type of the Entity that will be entered in the Entity Code field. Choose from C (Company), P (Purchaser), V (Vendor), O (Owner) or leave blank.
- Entity Code – If an Entity Type was entered in the previous field, enter the entity code for the entity type. The Entity Code must exist in the database at the time of the upload.
- GL Description – Enter a description of the record up to 30 characters.
- Gross Volume – Enter the Gross Volume, if needed, for the record.
- Net Volume – Enter the Net Volume, if needed, for the record.
- Gross Value – Enter the Gross Value of the record if needed.
- Net Value – Enter the Net Value of the record if needed.
- Journal Date – Optional Journal entry date. If omitted, the voucher date will be used. The voucher will not post until the entries balance by date. If this column is populated, it will be closed to the supplied date.
- Accrual Date – Optional Accrual date, usually omitted. If zero, the journal date will be used. If 12/01/49 or later, will be ignored for accrual basis accounting books. If this column is populated, it will be closed to the supplied date.
- Cash Date – Optional Cash date, usually omitted. If zero, the journal date will be used. If 12/01/49 or later, will be ignored for cash basis accounting books. If this column is populated, it will be closed to the supplied date.
- Ignore Journal Date – Enter a Y or N to indicate if the journal entry is ignored in date based accounting. If this is a Y, the Journal Date will be ignored if entered.
- Convert Currency - For multi-currency users only, Enter a Y or N to specify whether or not the entry is convertible to other currencies.

- Currency Code - For multi-currency users only, enter the currency code (3 chars) indicating the currency of the values of this record. This code must exist in the database at the time of the upload.
- Exchange Rate Code - For multi-currency users only, enter the conversion rate code (1 char). This code must exist in the database at the time of the upload.
- Journal Class Entry Code – If the Journal-Class option (183) is enabled, enter the Journal class entry code (2 characters). This code must exist in the database at the time of the upload.
- Expense Deck – Enter a Deck Code (up to 4 characters) for the deck if applicable to all wells in the allocation deck. This deck code must exist in the database at the time of the upload.
- Product Code – Enter a 3 character Product code
- Usage Code – Enter a 1 character Usage code.
- Inventory Location – Enter an Inventory Location for the record up to 4 characters.
- Version Date – Enter the version Date in the mm/dd/yy format
- Reference Type – Enter the Reference type up to 7 characters.

Creating the Text file:

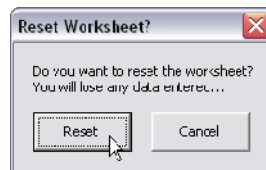
- If necessary, reset the spreadsheet:

Step 1

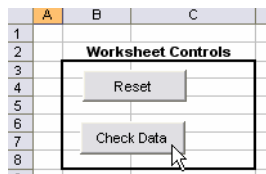


- Click Reset.

Step 2

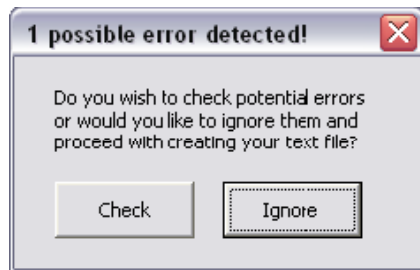


- Click Reset again
- Populate columns as needed (definitions of fields and data type at beginning of instructions).
- Click the Check Data button:



The data entered will be checked for errors based on field size and data content. 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 asking to check or ignore the errors:



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

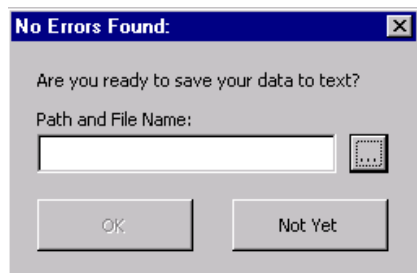
U	100	1	17-Apr	
P	ac0001	123456789aaedde	4/17/2007	5a
S				
O	ac0001	123456		

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

b	12	1	3	
100				
c0001	123456789aaedde			07
c0001	123456			33 t

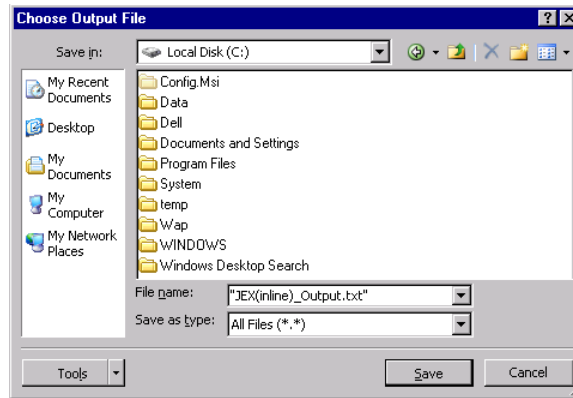
- Correct any errors and click the Check Data button again. Repeat as necessary until all errors have been corrected.
- If no errors are detected or if ignore is chosen, a dialog box displays to save the text file. Click the button next to the file name[...] and navigate to the location of the directory to save the file:

Step 1



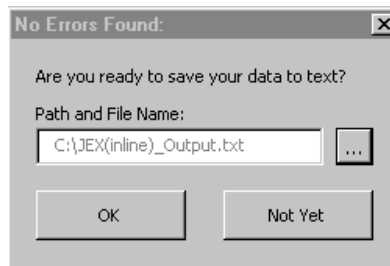
- Click the scan button [...]

Step 2



- Find the location of the directory where the file will be stored. The needed file name will display in the File Name field.

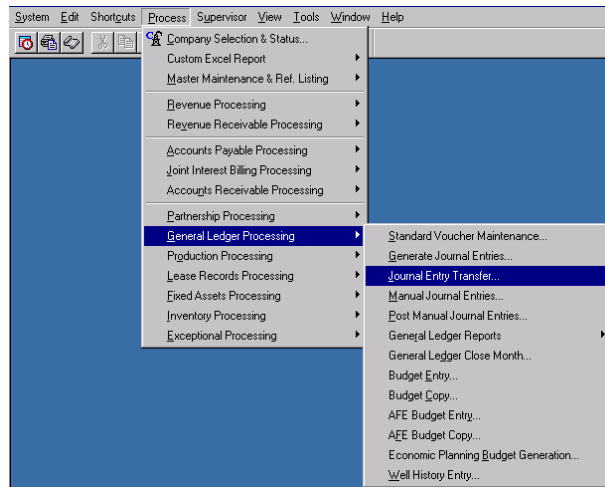
Step 3



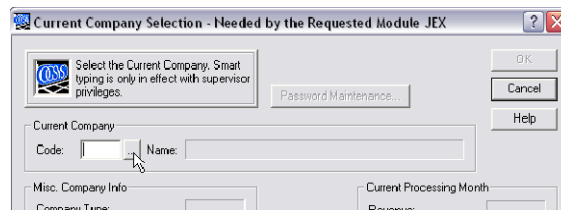
- Click OK
- **Back up your database.**
- Log in to OGS SQL.



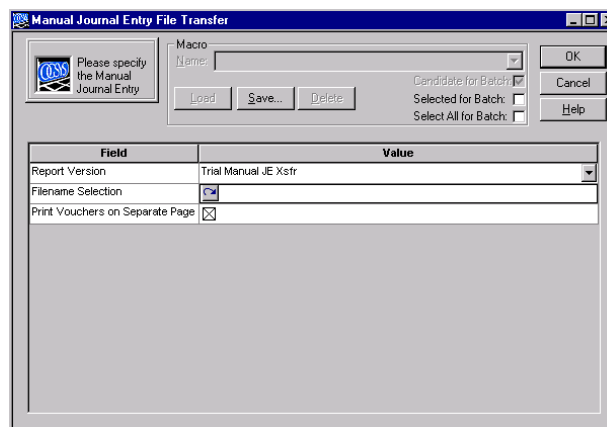
- Navigate to Process – General Ledger Processing – Journal Entry Transfer option....




- Select your company code if necessary and click OK.



- Select Trial or Final Manual JE Transfer from the drop down list. It is best to do the Trial first and review the report for errors. Make corrections to the original file and repeat the process. When the trial Journal Entry Transfer report is correct, run the Final.



- Click the arrow  next to Filename Selection and browse to the location of the file created (JEX_Output.txt or JEX(inline)_Output.txt).
- Click OK