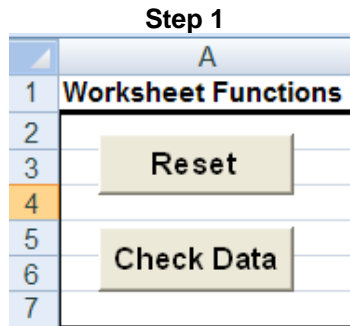


Directions for Tract Payee Entity Detail Interest Upload spreadsheet

Through the **Import Data from ASCII-File** module, OGSQL gives users the ability to import Tract Payee Entity Detail Interest data from a text file. The Tract Payee Entity Detail Interest macro is designed to assist with the preparation of the necessary text file.

Steps to follow:

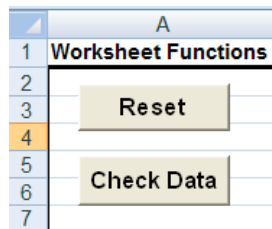
- If necessary, reset the spreadsheet:



- Populate columns B through G with the appropriate data:

Lease Code
Tract Code
Financial Control Code
Owner Code
Decimal Interest
Bank Code

- 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:

18				
19	Actual Data			
20		42039-0313-0	1234567	100002
21				
22				

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

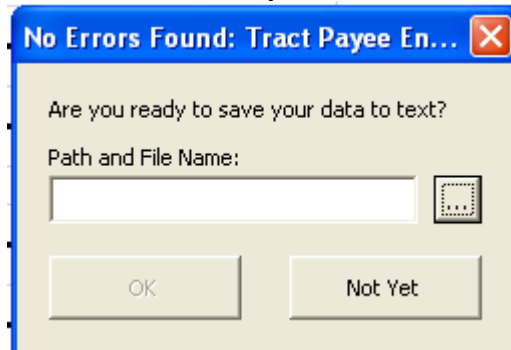
18				
19	Actual Data			
20		42039-0313-0	1234567	
21				
22				
23				

Please provide a valid Tract Code value between 1 and 6 characters long.

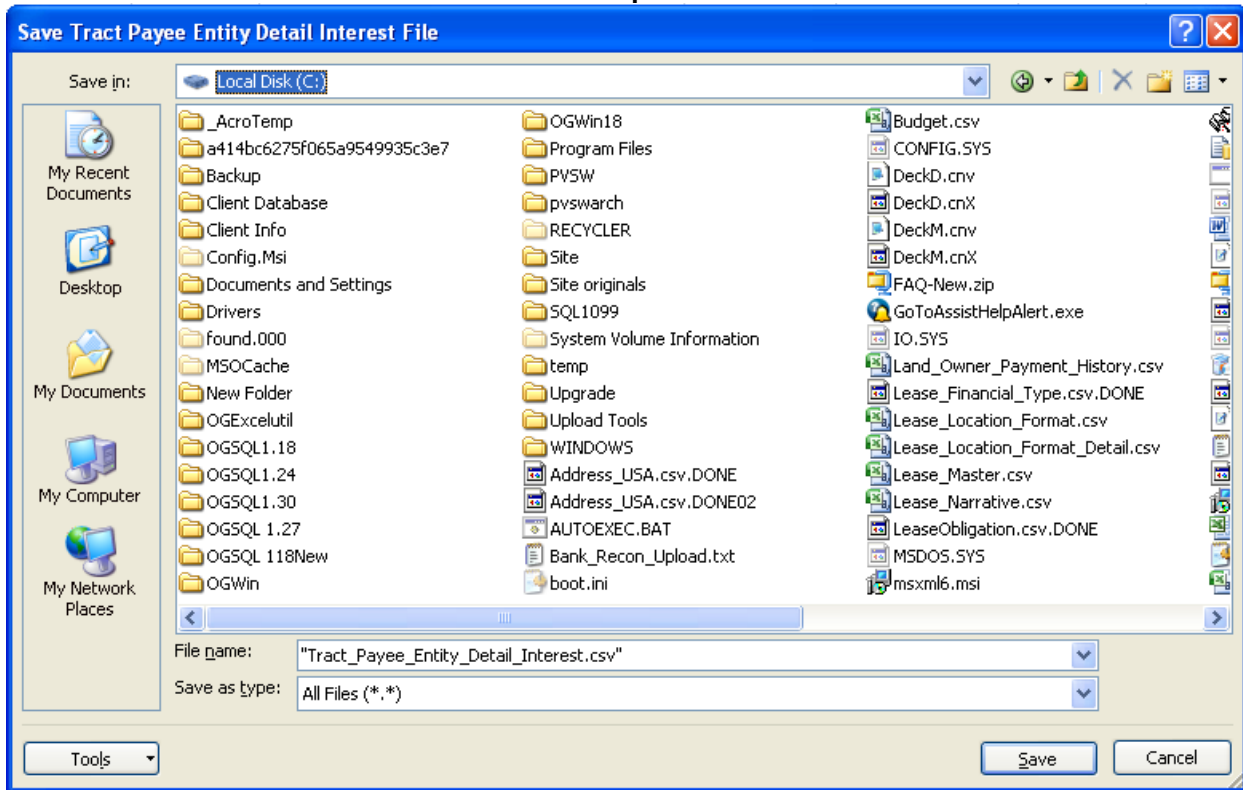
- Correct any errors and click the **Check Data** button again. Repeat as necessary until all errors have been corrected.

- 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:

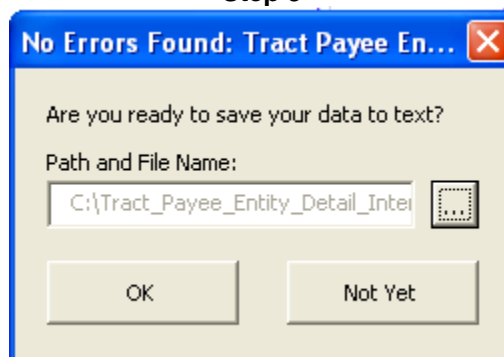
Step 1



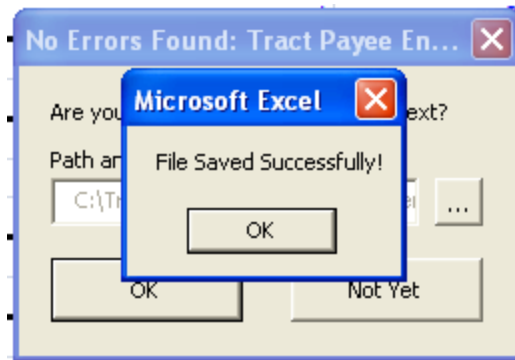
Step 2



Step 3



Step 4

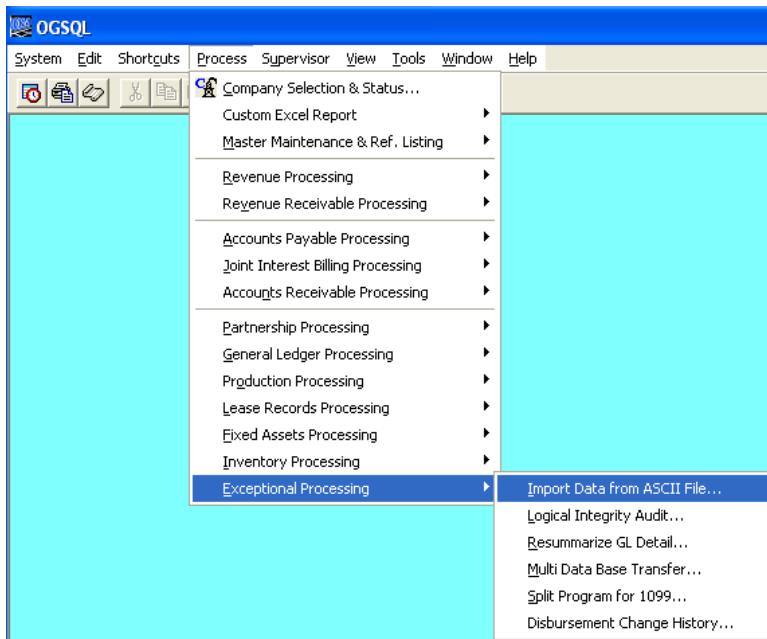


- Back up your data folder.

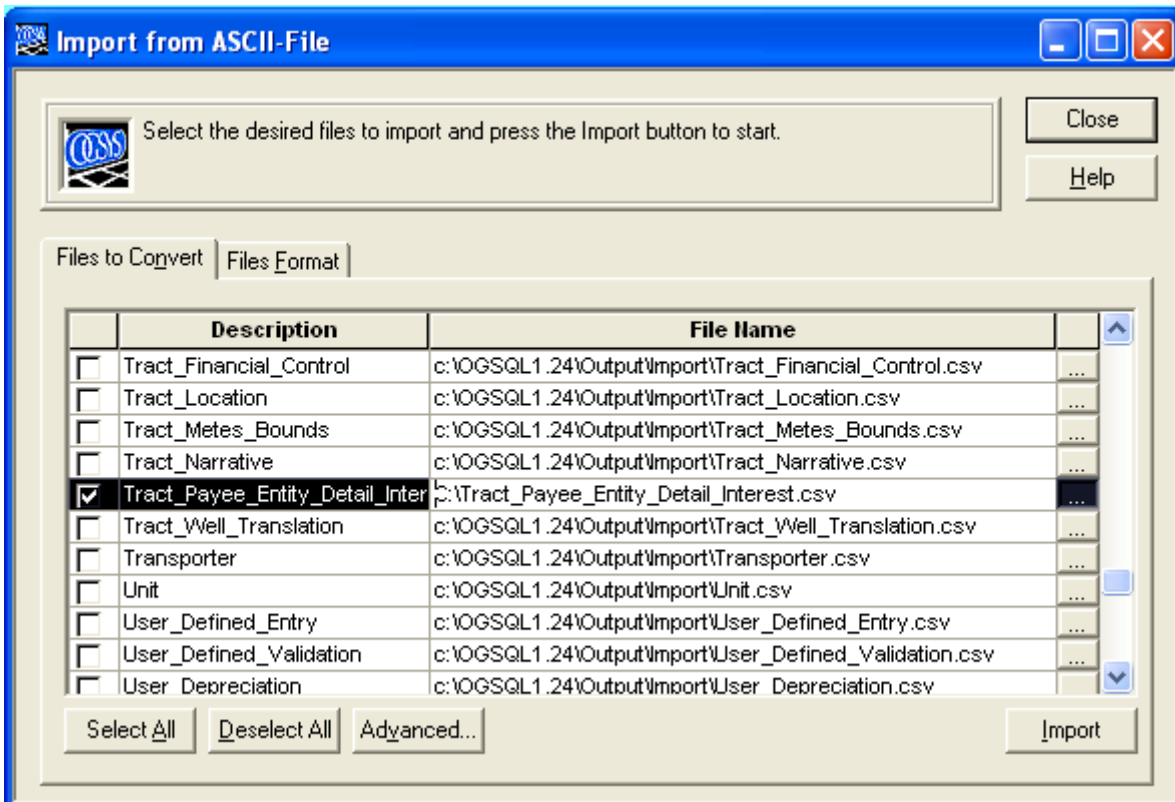
- Log in to OGSYS with **Exclusive Log On**.



- Navigate to **Process – Exceptional Processing – Conversion from ASCII File....**



- Select **Tract Payee Entity Detail Interest**, verify the path and file name of the upload file, and click on **Import**.



- Review the OGS SQL report that is generated for any errors.