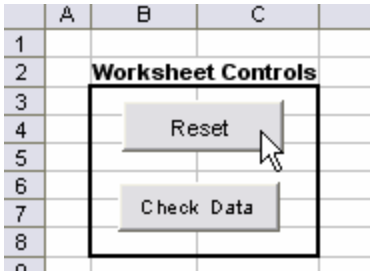
Directions for the User Defined Entry spreadsheet

The User Defined Entry Spreadsheet is used to enter the user defined field data for each record on any Entity Type. This spreadsheet is designed to assist in creating the necessary text file needed for the Import Data from ASCII file option on the Exceptional Processing Menu.

Steps to follow:

- If necessary, reset the spreadsheet:

Step 1



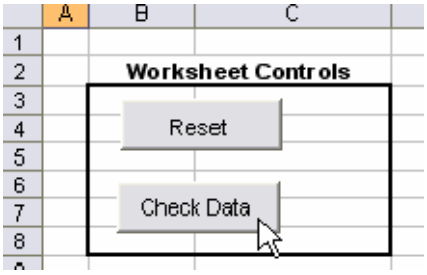
- Click Reset

Step 2

- Click Reset again

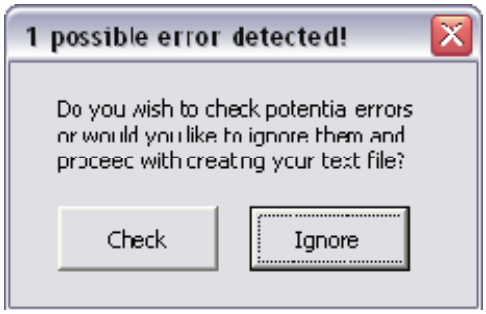
- Populate columns A through K with the appropriate data (definitions of fields and data type at end of instructions).

- Click the Check Data button:

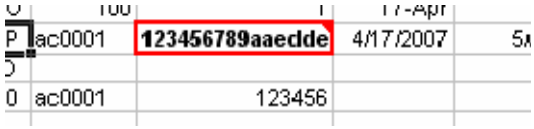


The data entered will be checked for errors based on field size and data content. If a large number of rows have been entered, this may take some time. Please be patient.

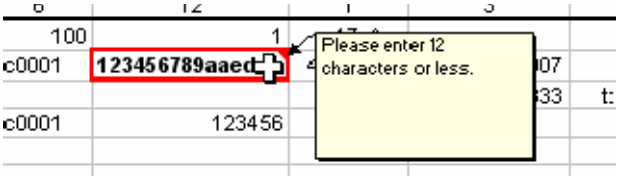
If errors are discovered in the data, a notification asking to check or ignore the errors:



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



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

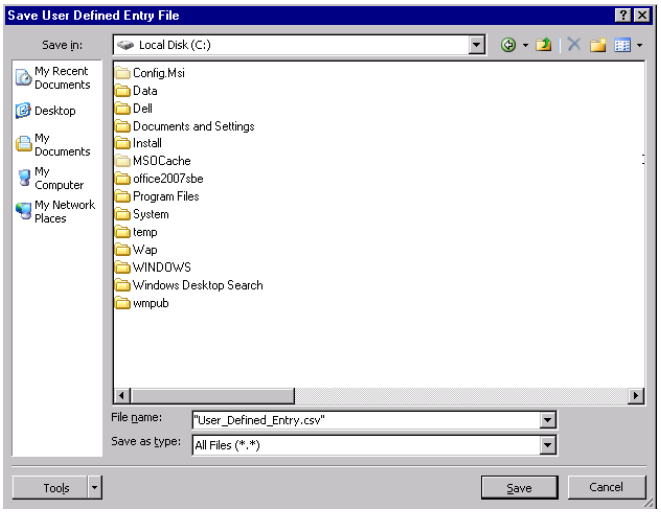


- Correct any errors and click the Check Data button again. Repeat as necessary until all errors have been corrected.
- If no errors are detected or if ignore is chosen, a dialog box displays to save the text file. Click the button next to the file name[…] and navigate to the location of the directory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

Step 1

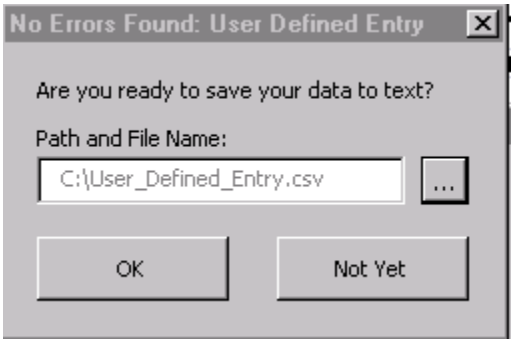
- Click the scan button […]

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.

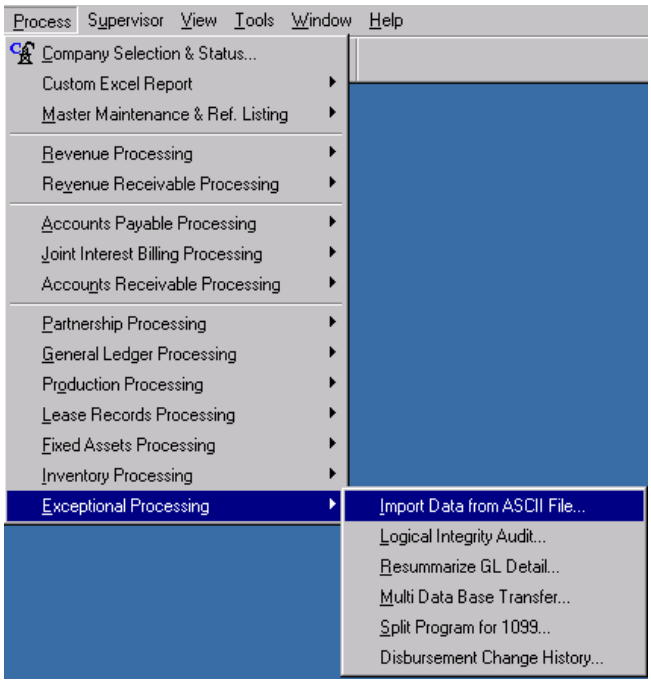
Step 3



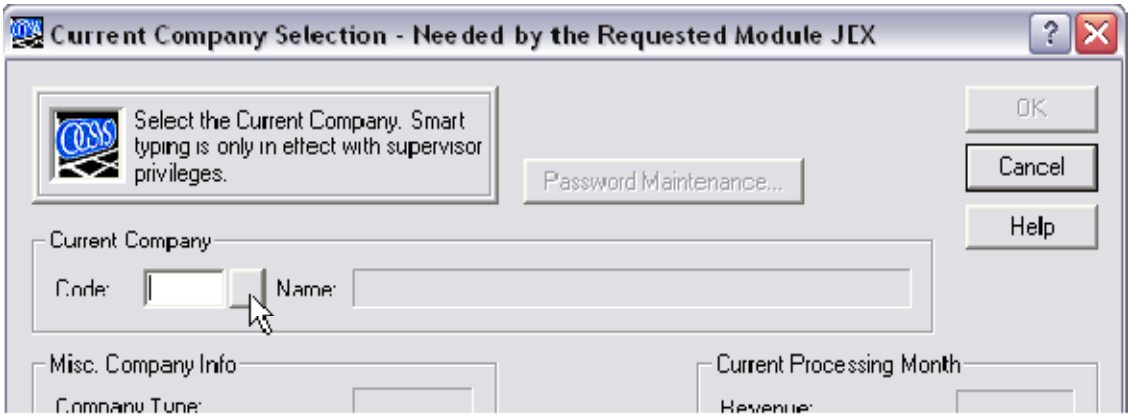
- Click OK

- Back up your database.
- Log in to OGSQL.

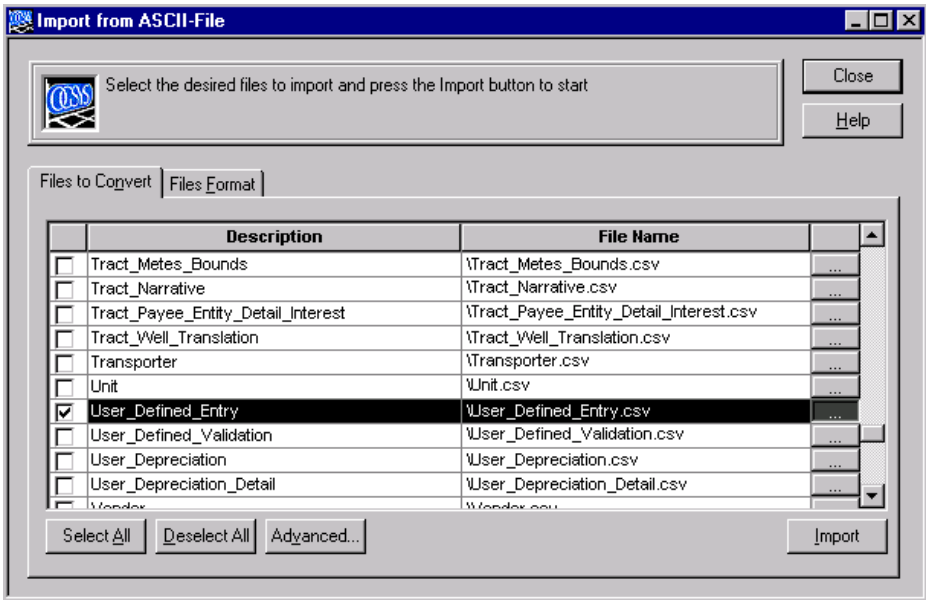
- Navigate to Process – Exceptional Processing – Import Data from ASCII File….



- Select your company code if necessary and click OK.



- Place a check next to the User Defined Entry option



- Click the Scan button […] and brows to the directory where the file is saved.
- Click OK
- Click Import

Field Definitions

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

- Entity Type: This field will only accept O (Owner), P (Purchaser), C (Company), V (Vendor), L (Lease), D (Document), I (Inventory Item) and A (AFE). The Default is O.
- Entity Code: This field is a 12 Digit Code that should be the Code for the Entity selected in Entity Type. This code indentifies the record that will be updated with the data in the other fields.
- Data Type: This is a 6 character field that only allows KEY01 (For I/O/P/C/V/L only), KEY05 (for I/L only), KEY08 (for O/P/C/V only), KEY10 (for A/W/D only), KEY12 (for I/L only), CHAR30 (for W/O/P/C/V/L only), CHAR60 (for W/O only), DATE (for I/O/P/C/V/L only), AMOUNT (for I/L only), INTR (for L only) and MONEY (for L only). The default value is KEY01.
- User Defined Type Serial Num: This is the serial number of the Entity Code. This allows numberic only between 0 and 32767.
- Entry Key: If the Data Type is defined as KEY01 to KEY12, the data for the user defined field should be entered in this column. This field is 12 characters long.
- Entry Character: If the Data Type is defined as CHAR30 or CHAR60, the data for the user defined field should be entered in this column. This field is up to 60 characters long.

- Entry Date: If the Data Type is defined as DATE, the data for the user defined field should be entered into this column. This data should be entered in mm/dd/yyyy format.
- Entry Money: If the Data Type is defined as MONEY, the data for the user defined field should be entered into this column. This column accepts values with 15 numbers to the left of the decimal and 2 digits after the decimal.
- Entry Amount: This field should be populated if Data Type is AMOUNT. This column accepts values with 15 numbers to the left of the decimal and 2 digits after the decimal.