

## ***ACTCHG Spreadsheet explanation:***

A new menu option '**S**' has been added to ACTCHG. The spreadsheet must contain a header row with labels as included in our example csv file (**ACTCHG spreadsheet**). Budget and Revenue accounts may be processed in a single file if desired. When selecting the Spreadsheet option, the user will be asked for the spreadsheet file name and type (CSV or TAB). The last prompt will ask if the spreadsheet should be processed for "Validation only or Add records to **ACTCHG.IDX**". The default for this prompt will be '**V**', **Validation only**.

Any warnings or errors encountered while processing the spreadsheet file will be written to **ACTCHGERR.TXT** showing the old/new accounts and the error. The '**V**' option is recommended to be run first and will simply validate your changes and report any warnings or errors. Once the validation run is clean, it is recommended to re-run **ACTCHG** using the "**S**" option and an actual run, which will add the account changes to the **ACTCHG.IDX file**. If the spreadsheet is being processed for an actual run without a clean validation run, any Fatal errors encountered will prevent that account change from being written to the **ACTCHG file**.

Upon completion of the "**S**" (spreadsheet) option, the **ACTCHG** program will be exited. To proceed with actual updates to the accounts, it will be **necessary to re-run ACTCHG, answering 'Y' to continue with the existing ACTCHG.IDX file and using the 'E' option.**

The TRANSACTION\_INDICATOR column needs to be "**02**" for **Budgets** or "**03**" for **Revenues**.

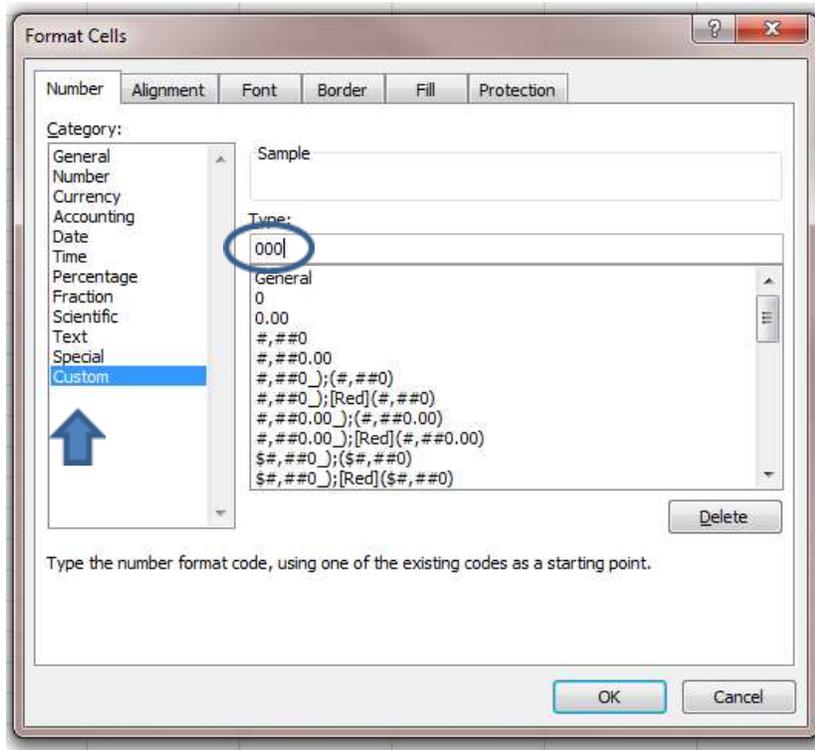
For a file containing only revenue accounts, the OLD/NEW OBJ, IL, and JOB elements/columns may be eliminated.

If the file contains both revenue and budget accounts, a single header row is used; the OBJ, IL, and JOB cells may be left blank for revenues.

**\*\*Please see the Next Page about Leading Zeroes\*\***

CSV files loaded into Reflections must contain leading zeroes. In order to populate your spreadsheet with leading zeroes, please see below:

***Go to the cell you need to change, right click your mouse and select Format Cells, then select Custom. Then in the Type field to your right enter the number of “0”s needed in the account code.***



Once you have all leading zeroes populated, save your document as a .CSV. Next, FTP the document into reflections and you will be able to load you document in ACTCHG

**\*\*If you open your .CSV after the leading zeroes have been populated, your document is now corrupt and it will not load into reflections properly\*\***