

Microsoft Excel - Copy of Patrick Park District of Oak Park Chart of Accounts v3.xls

File Edit View Insert Format Tools Data Window Help Adobe PDF Type a question for help

Courier New 10 B I U \$ %

C28 E

	A	B	C	D	E	F	G	H	
	Ignore Column	Element ID	Element Type I	Element Value	Budget	Language Code	Element Short Description	Element Long Description	Def
1									
2		1	E	1000001400040		EN	ACCOUNTS RECEIVABLE a	ACCOUNTS RECEIVABLE	
3		1	E	1000005200200		EN	LEGAL COUNSEL a	LEGAL COUNSEL	
4		1	E	1000005200201		EN	ARCHITECTURAL SERVICE	ARCHITECTURAL SERVICE	
5		1	E	1000005200202		EN	LEGAL PUBLICATIONS	LEGAL PUBLICATIONS	
6		1	E	1000005200203		EN	OFFICE EQUIPMENT SERV a	OFFICE EQUIPMENT SERVICE	
7		1	E	1000005200204		EN	COMPUTER CONSULTANT SERVI	COMPUTER CONSULTANT SERVICE	
8		1	E	1000005200205		EN	TOWNSHIP INTERVENTIONIST	TOWNSHIP INTERVENTIONIST	
9		1	E	1000005200206		EN	BARRIE PARK REMEDIATION	BARRIE PARK REMEDIATION	
10		1	E	1000005200207		EN	BARRIE PARK REMEDIATION C	BARRIE PARK REMEDIATION CONTRA	
11		1	E	1000005200208		EN	COPY & PRINTING - INTERNA	COPY & PRINTING - INTERNAL	
12		1	E	1000005200209		EN	COPY & PRINTING - EXTERNA	COPY & PRINTING - EXTERNAL	
13		1	E	1000005200210		EN	POSTAGE & DELIVERY a	POSTAGE & DELIVERY	
14		1	E	1000005200250		EN	FINANCIAL CONSULTING SERV	FINANCIAL CONSULTING SERVICE	
15		1	E	1000005200299		EN	CONTRACTUAL SERVICE - a	CONTRACTUAL SERVICE - OTHER	
16		1	E	1000005300300		EN	OFFICE SUPPLIES	OFFICE SUPPLIES	
17		1	E	1000005300301		EN	Uniforms a	Uniforms	
18		1	E	1000005300399		EN	SUPPLIES - OTHER	SUPPLIES - OTHER	
19		1	E	1000005400400		EN	OFFICE EQUIPMENT	OFFICE EQUIPMENT	
20		1	E	1000005400405		EN	COMPUTER EQUIPMENT	COMPUTER EQUIPMENT	
21		1	E	1000005500500		EN	HEALTH INSURANCE	HEALTH INSURANCE	
22		1	E	1000005500501		EN	LIFE INSURANCE b	LIFE INSURANCE	
23		1	E	1000005600600		EN	EMPLOYEE RECOGNITION a	EMPLOYEE RECOGNITION	

Ready

**Step 1: Save your spreadsheet as a tab-delimited file. Open the spreadsheet, then click FILE, SAVE AS (illustration next page).**

Microsoft Excel - Copy of Patrick Park District of Oak Park Chart of Accounts3.xls

File Edit View Insert Format Tools Data Window Help Adobe PDF

Type a question for he

80%

Courier New 10 B I U \$ %

	E	F	G	H	
	Value	Budget	Language Code	Element Short Description	Element Long Description
00040		EN		ACCOUNTS RECEIVABLE a	ACCOUNTS RECEIVABLE
00200		EN		LEGAL COUNSEL a	LEGAL COUNSEL
00201		EN		ARCHITECTURAL SERVICE	ARCHITECTURAL SERVICE
00202					
00203					
00204					
00205					
00206					
00207					
00208					
00209					
00210					
00250					
00299					
00300					
00301					
00399					
00400					
00405					
00500					
00501					
00600					

Save As...

Save As

Save in: DAILY DOWNLOAD

03 2007

Copy of Patrick Park District of Oak Park Chart of Accounts3.xls

Patrick Park District of Oak Park Chart of Accounts3.xls

My Recent Documents

Desktop

My Documents

My Computer

My Network Places

File name: F Patrick Park District of Oak Park Chart of Accounts3.xls

Save as type: Microsoft Office Excel Workbook (\*.xls)

Microsoft Office Excel Workbook (\*.xls)

XML Spreadsheet (\*.xml)

Single File Web Page (\*.mht; \*.mhtml)

Web Page (\*.htm; \*.html)

Template (\*.xlt)

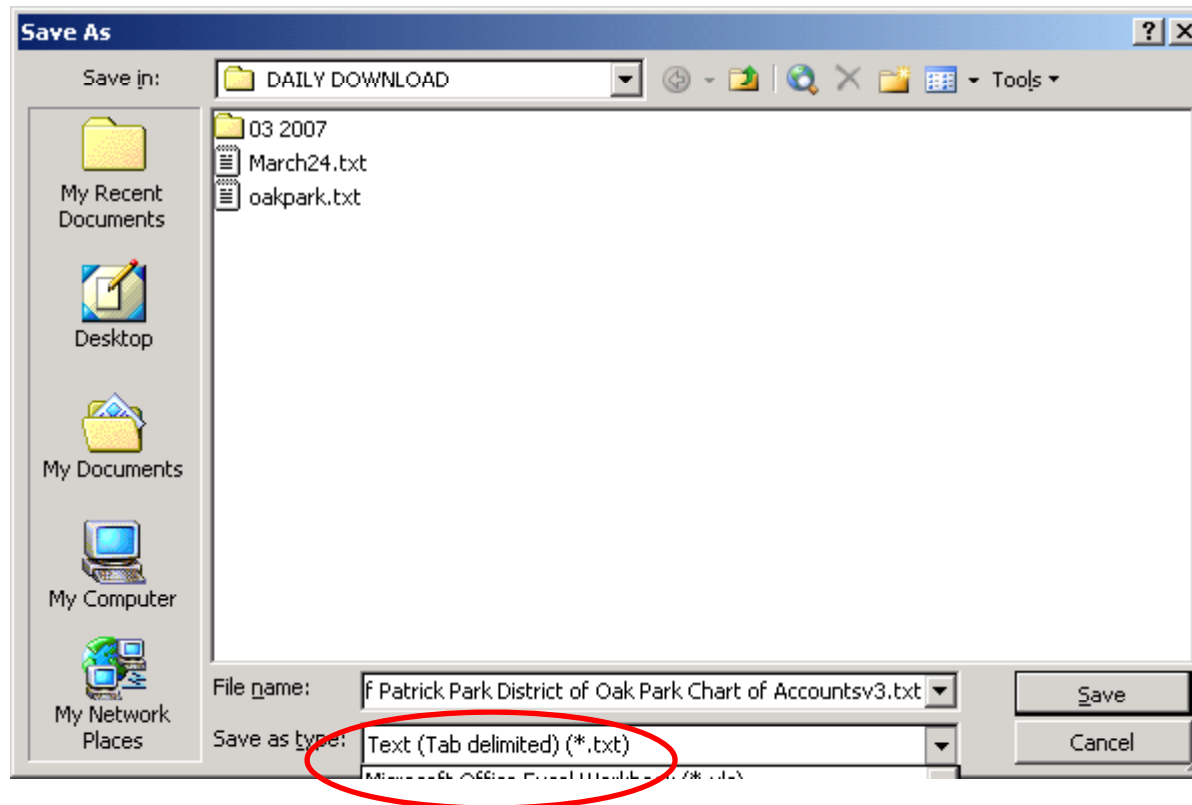
Text (Tab delimited) (\*.txt)

Save Cancel

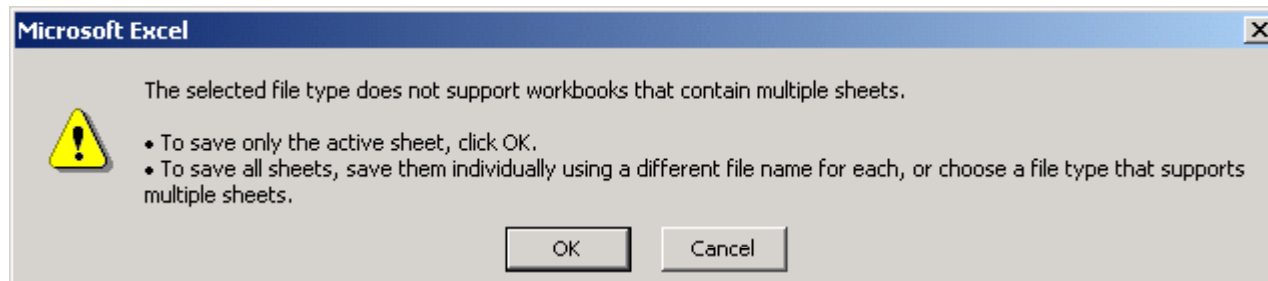
5

Default Design

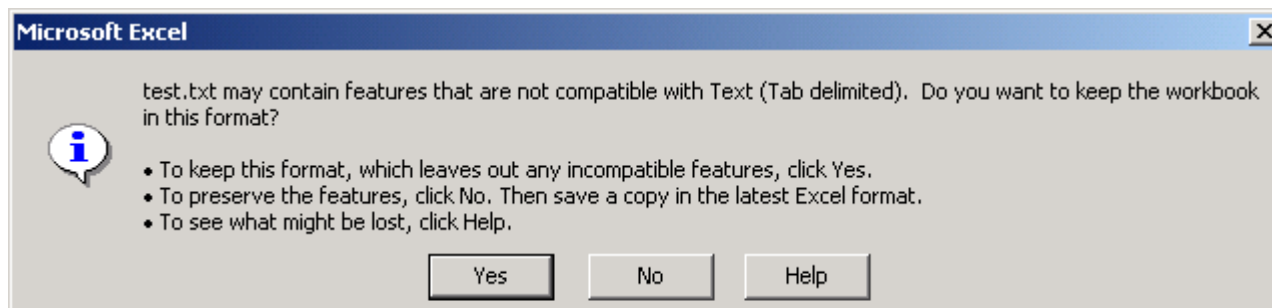
details ... Project... Active ... Datama... Blank Pr... C:\Doc... Copy o...



**So the file itself will be a .txt file, and I would save it as a one-word file with no spaces. I ended up calling it “March24.txt”**

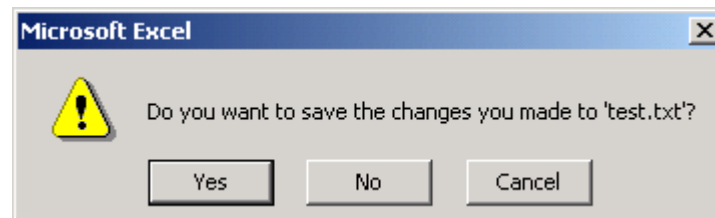


**Click OK – this is telling you “ok, we’re only going to save the ONE TAB and not the others”, which is what you want.**



**Click Yes.**

Then close your file, and when you get this box...



CLICK NO

**Step 2. UPLOAD THE FILE INTO dDETAILSONLINE**  
**In detailsOnline, go to the ADMIN module and then click SYSTEM SETUP.**

BMO Financial Group

HOME STATEMENTS TRANSACTION REPORTS HIERARCHY **ADMIN** SUPPLIER

**ADMIN**

(\*denotes required field)

<b>Corporation</b>	PARK DISTRICT OF OAK PARK	<b>Corporation #</b>	0701615
<b>Role</b>	Administrator ( Power )	<b>Hierarchy Point</b>	PARK DISTRICT C
<b>User Name</b>	Park District of Oak Park	<b>User ID</b>	D115952OAKPAF
<b>Approval Authority</b>	9999999		
<b>Phone #*</b>	<input type="text"/>	<b>Email Address*</b>	ebsclientservice
<b>Fax #</b>	<input type="text"/>	<b>Email Notification*</b>	Always
<b>Time Zone*</b>	GMT-05:00 Eastern Standard Time - EST	<b>Language Preference*</b>	English
<b>Start Date (mm/dd/yyyy)</b>	08/15/2006	<b>End Date (mm/dd/yyyy)</b>	

Admin  
Change Password  
User Registration  
Manage News  
**System Setup**

Downloads  
Adobe PDF View  
Actuate Viewer

General  
Cancel Changes  
Save Changes

Done Internet

File Edit View Favorites Tools Help

**In detailsOnline, go to the Click IMPORT FILE.**

Address https://www.bmodetailsonline.com/

**BMO Financial Group**

[HOME](#) [STATEMENTS](#) [TRANSACTION](#) [REPORTS](#) [HIERARCHY](#) [ADMIN](#) [SUPPLIER](#)

**ADMIN > SYSTEM SETUP**

**INFORMATION:** This feature allows you to configure/customize details Online to meet your needs. This section and its sub featur which impact your user experience.

**System Setup**  
[Admin Home](#)  
[Manage GL](#)  
[Customize System](#)  
**[Import File](#)**

**REFERENCE INFORMATION**  
**Corporation** PARK DISTRICT OF OAK PARK **Corporation #** 0  
**Currency** U.S. DOLLAR

**GENERAL LEDGER DEFAULT PRIORITY**  
**INSTRUCTIONS:** The General Ledger Default Priority section defines rules for how the General Ledger (GL) default values are a #1 and MCC GL Code is priority #2 and both have a GL1 Field populated when the transaction is being loaded, the Supplier GL V transaction. **NOTE:** Modification to this setting only has impacts on transactions loaded after the change was made.

**HIERARCHY**  
Intermediate Distribution   
Account GL Distribution

**FINANCIAL**  
MCC GL Distribution  
Supplier Site Distribution  
Future

**AUDIT INFORMATION**  
**Last Updated By** Park District of Oak Park  
**Last Updated On** 02/05/2007 16:18

Done Internet

File Edit View Favorites Tools Help

**Click Browse to locate the .txt file you saved.**

Address https://www.bmodetailsonline.com/

**BMO Financial Group**

HOME STATEMENTS TRANSACTION REPORTS HIERARCHY ADMIN SUPPLIER

**ADMIN > SYSTEM SETUP > IMPORT FILE**

**INFORMATION:** The Import File page provides the ability to upload information to details Online. Complete the Upload Information link, located on the left hand navigation menu. **NOTE:** To view the results of previous Imports, click on the disk icon located in the

**System Setup**  
System Setup

**General**  
Upload File

**REFERENCE INFORMATION**

**Corporation** PARK DISTRICT OF OAK PARK **Corporation #**

**Currency** U.S. DOLLAR

**UPLOAD INFORMATION**

**Job Type**

**File Format**

**File**  **Browse...** **Upload**

**JOB HISTORY**

**INSTRUCTIONS:** The Job History section provides the list of previous requested jobs for your organization. To gather information corresponding list icon located in the Output column to download the log/output.

**List of History ( 14 shown of 4 )**

Job ID	Date/time	Job Type	File Size (KB)	St
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Done Internet

File Edit View Favorites Tools Help

**After you've selected it, click UPLOAD.**

Address https://www.bmodetailsonline.com/

**BMO** **Financial Group**

HOME STATEMENTS TRANSACTION REPORTS HIERARCHY ADMIN SUPPLIER

**ADMIN > SYSTEM SETUP > IMPORT FILE**

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**System Setup**  
System Setup

**General**  
Upload File

**REFERENCE INFORMATION**

<b>Corporation</b>	PARK DISTRICT OF OAK PARK	<b>Corporation #</b>	
<b>Currency</b>	U.S. DOLLAR		

**UPLOAD INFORMATION**

<b>Job Type</b>	Chart of Account		
<b>File Format</b>	Tab Delimited		
<b>File</b>	C:\Documents and Settings\pbr	Browse...	<b>Upload</b>

**JOB HISTORY**

**INSTRUCTIONS:** The Job History section provides the list of previous requested jobs for your organization. To gather information corresponding list icon located in the Output column to download the log/output.

**List of History ( 14 shown of 4 )**

Job ID	Date/time	Job Type	File Size (KB)	St
--------	-----------	----------	----------------	----

Done Internet

File Edit View Favorites Tools Help

**When you come to this screen, click the FIRST drop-down box & and select IGNORE COLUMN... (so right now, it just says <...select....>)**

BMO Financial Group details Online  
Powered by BMO ePurchasing Solution

HOME STATEMENTS TRANSACTION REPORTS HIERARCHY ADMIN SUPPLIER

**ADMIN > SYSTEM SETUP > IMPORT FILE > MAPPING**

**INSTRUCTIONS:** Match all associated Import file columns/Tags to the details Online fields. Any imported columns that are not require, use the "Ignore Column" selection. Once done, click the "Continue" link, located on the left hand navigation menu. **NOTE:** details Online fields identified by "\*" must have an associated column from the im file.

**General**  
Cancel Upload  
Continue

**REFERENCE INFORMATION**

<b>Job ID</b>	5	<b>File Format</b>	Tab Delimited
<b>Job Type</b>	Chart of Accounts		

**INCOMING FILE MAPPING**

Import File Column/Tag		System Field
Ignore Column	=	<---Select--->
Element ID	=	Element ID*
Element Type ID	=	Element Type ID*
Element Value	=	Element Value*
Budget	=	Budget
Language Code	=	Language Code*
Element Short Description	=	Element Short Description*
Element Long Description	=	Element Long Description

Done Internet

File Edit View Favorites Tools Help

**Now click CONTINUE.**

Address <https://www.bmodetailsonline.com/>

**BMO Financial Group** **details Online**  
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HOME STATEMENTS TRANSACTION REPORTS HIERARCHY ADMIN SUPPLIER

**ADMIN > SYSTEM SETUP > IMPORT FILE > MAPPING**

**INSTRUCTIONS:** Match all associated Import file columns/Tags to the details Online fields. Any imported columns that are not require, use the "Ignore Column" selection. Once done, click the "Continue" link, located on the left hand navigation menu. **NOTE:** details Online fields identified by "\*" must have an associated column from the import file.

**General**  
Cancel Upload  
Continue

**REFERENCE INFORMATION**

Job ID	5	File Format	Tab Delimited
Job Type	Chart of Accounts		

**INCOMING FILE MAPPING**

Import File Column/Tag		System Field
Ignore Column	=	Ignore Column
Element ID	=	Element ID*
Element Type ID	=	Element Type ID*
Element Value	=	Element Value*
Budget	=	Budget
Language Code	=	Language Code*
Element Short Description	=	Element Short Description*
Element Long Description	=	Element Long Description

Done Internet

# General Ledger Online Management



BMO Financial Group
**details Online**  
Powered by BMO ePurchasing Solution

**ADMIN > SYSTEM SETUP > IMPORT FILE**

**INFORMATION:** The Import File page provides the ability to upload information to details Online. Complete the Upload Information section below and click the "Upload File" link, located on the left hand navigation menu. **NOTE:** To view the results of previous Imports, click on the disk icon located in the Output column for a given job.

**System Setup**

System Setup

General

**Upload File**

**REFERENCE INFORMATION**

<b>Corporation</b>	ACME US TRADING COMPANY	<b>Corporation #</b>	1320023
<b>Currency</b>	U.S. DOLLAR		

Note: If a file uploads with errors, the output column will provide a user with the errors that require reloading. Once the errors have been corrected the entire file must then be reloaded, not just the corrected component.

**JOB HISTORY**

**INSTRUCTIONS:** The Job History section provides the corresponding list icon located in the Output column to

**List of History ( 1-4 shown of 4 )**

Job ID	Date/time	Job Type	File Size (KB)	Status	Output	Type
11	07/22/2006 - 15:34:13	Chart of Accounts	15.0	✓		Import
10	07/22/2006 - 15:33:12	Chart of Accounts	16.0	✗		Import
9	07/22/2006 - 15:32:37	Chart of Accounts	16.0	✗		Import
8	07/22/2006 - 15:32:02	Chart of Accounts	15.0	✓		Import

Select Output to view uploaded file content

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