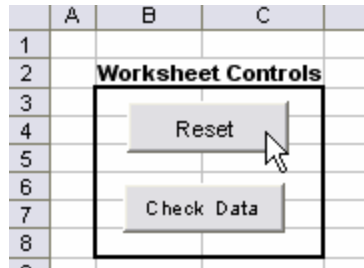


## Directions for the Land Owner Payment History spreadsheet

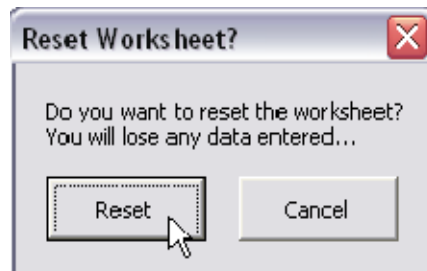
The Land Owner Payment History Spreadsheet contains history of payments made to land owners. This spreadsheet is designed to assist in creating the necessary text file needed for the Import Data from ASCII file option on the Exceptional Processing Menu.

Steps to follow:

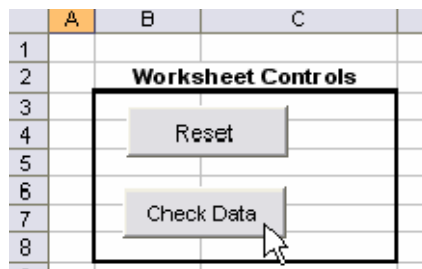
- If necessary, reset the spreadsheet:



- Click Reset

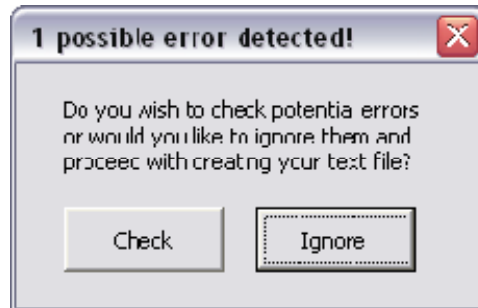


- Click Reset again
- Populate columns A through M with the appropriate data (definitions of fields and data type at end of instructions).
- Click the Check Data button:



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:

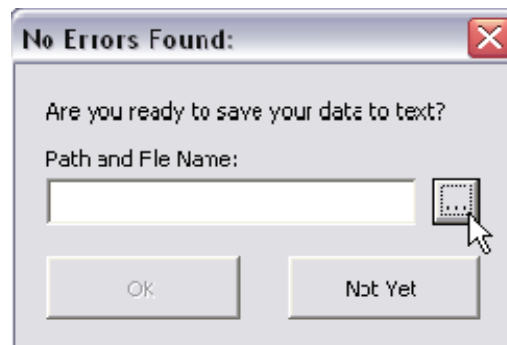
100800	245	20C
<b>1000078</b>	246	20C
104710	12486	20C
105200	12800	20C
108200	42039-0313-0	20C

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

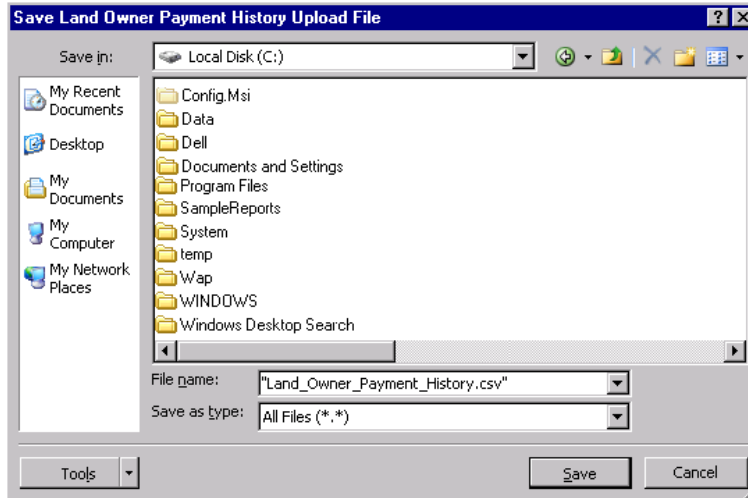
100800	245	2006
<b>1000078</b>	246	2009
104710	12486	2009
105200	12800	2007
108200	42039-0313-0	2008

A tooltip is shown over the red cell, containing the text: "Please provide a valid Owner Code value between 1 and 6 characters long."

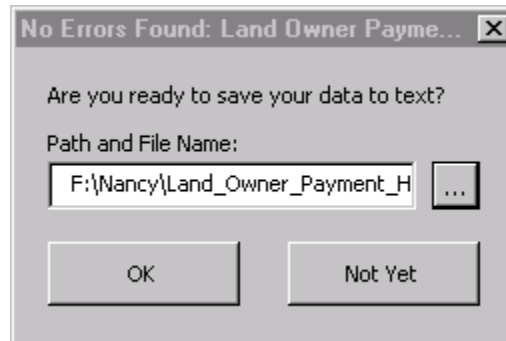
- Correct any errors and click the Check Data button again. Repeat as necessary until all errors have been corrected.
- If no errors are detected or if ignore is chosen, a dialog box displays to save the text file. Click the button next to the file name[...] and navigate to the location of the directory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



- Click the scan button [...]



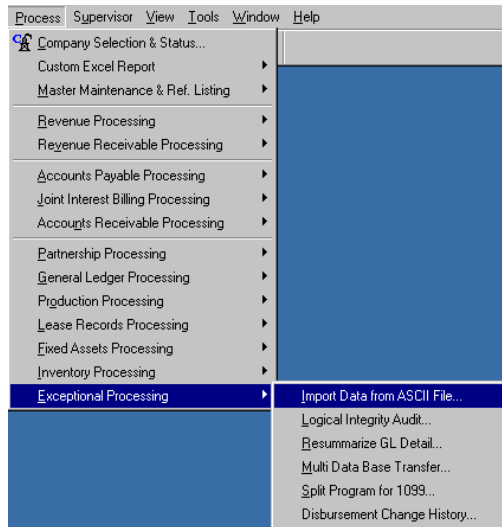
- Find the location of the directory where the file will be stored. The needed file name will display in the File Name field.



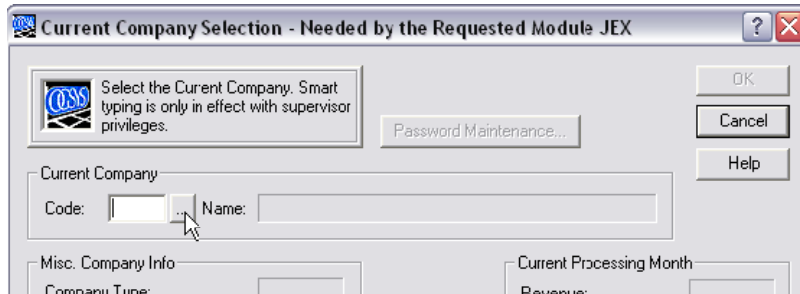
- Click OK
- Back up your database.
- Log in to OGSYS.



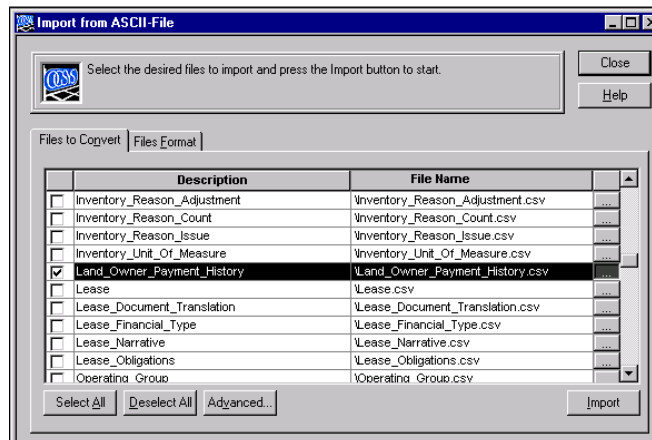
- Navigate to Process – Exceptional Processing – Import Data from ASCII File....



- Select your company code if necessary and click OK.



- Place a check next to the Land Owner Payment History 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.

- Company Code – Enter the 3 character company code for the transaction. This company must exist in the database at the time of the upload. Required
- Owner Code – Enter the 6 character owner code for the transaction. This owner must exist in the database at the time of the upload. Required
- Lease Code – Enter the 12 character Lease code of the transactions. Required
- Calendar Year – Enter a 4 digit Calendar year in which check was issued. Required
- Currency Code – Enter a 3 character Currency Code for the values in the transaction. This will be USD for non-multi-currency users. Required
- Rental – Enter the value of the total paid as rental. This field allow 15 digits of which 2 can be to the right of the decimal.
- Royalty – Enter the value of the total paid as royalty. This field allow 15 digits of which 2 can be to the right of the decimal.
- Other Paid – Enter the value of the total misc paid by the company. This field allow 15 digits of which 2 can be to the right of the decimal.
- Other Income – Enter the value of the user manually-entered other income. This field allow 15 digits of which 2 can be to the right of the decimal.
- Federal Withholding – Enter the value of the federal withholding. This field allow 15 digits of which 2 can be to the right of the decimal.
- State Withholding – Enter the value of the state withholding. This field allow 15 digits of which 2 can be to the right of the decimal.
- Accumulate Values – If Accumulate Values = N – any payment history will be overwritten. If none exists, a new payment history record will be created. If Accumulate Values = Y – values on the spreadsheet will be added to any existing payment history. If none exists, a new payment history record will be created. USE WITH CAUTION: Uploading a file with multiple times with Accumulate Values=Y will cause the values to be added multiple times.