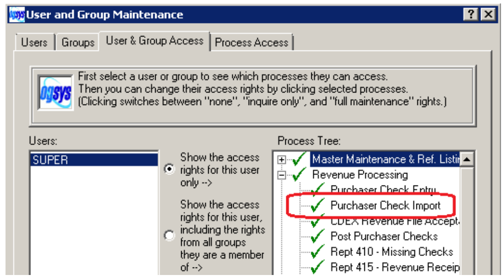
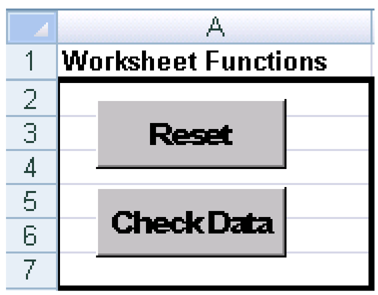
Directions for the PCX Template Spreadsheet

The PCX Template Spreadsheet is used to enter Purchaser Check Detail to the OG*sql* system. This spreadsheet is designed to assist in creating the necessary text file needed for the Purchaser Check Import on the Revenue Processing Menu. Before beginning, option 238 (Allow Purchaser Check Upload from CVS file) must be enabled. This is a purchasable option; contact OG*sys* Customer Service to enable. Once the option is enabled, a user with Supervisor privileges needs to go to Supervisor – User & Group Maintenance – User & Group Access tab and give access rights to the users who will be uploading the file (change to a green check mark).

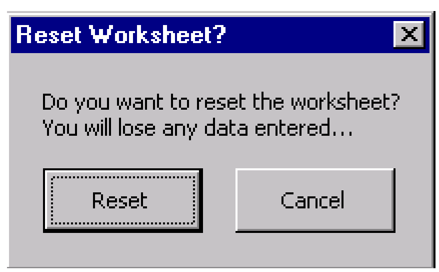


Steps to follow:

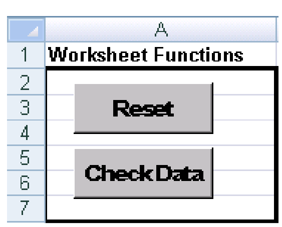
- If necessary, reset the spreadsheet:



- Click Reset



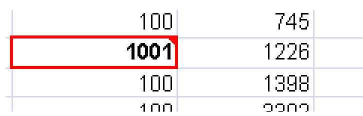
- Click Reset again
- Populate columns B through AR with the appropriate data (field definitions will be shown at the end of the directions)
- Click the Check Data button:



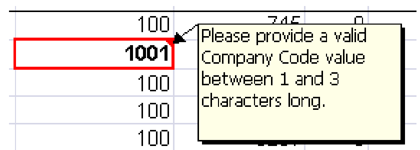
The data entered will be checked for errors. If a large number of rows have been entered, this may take some time. Please be patient.

- If errors are discovered in the data, a notification that lists the row number and the error detected will be displayed. If there are a large number of errors, they may not all appear in the message:

- Errors will be marked on the spreadsheet in red:

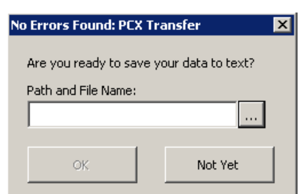


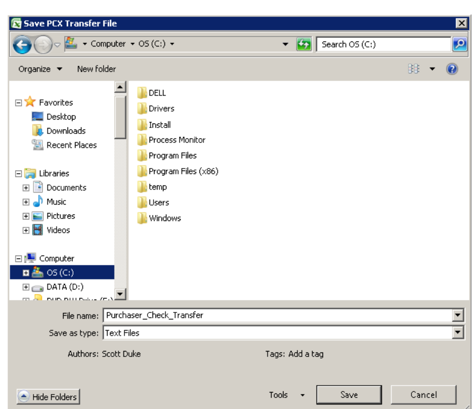
- Hover over the cell with the mouse and a comment with more detailed information on the error will be shown:



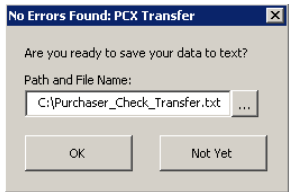
- Correct any errors and click the Check Data button again. Repeat as necessary until all errors have been corrected.

- When no errors are detected, 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:



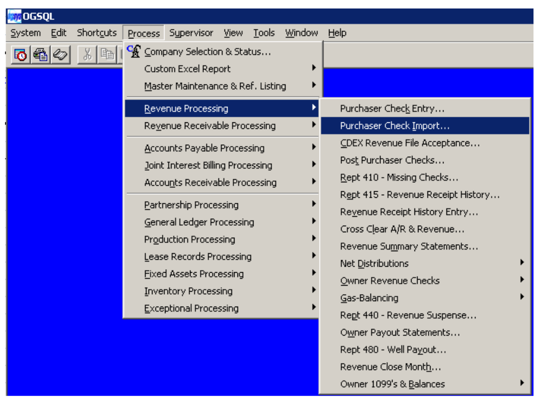


- A suggested name of the file will automatically appear in the File name field, but it can be overwritten. We suggest adding details to the file name (such as the date) to easily identify the upload file used. When the Save In shows the desired folder, click Save.

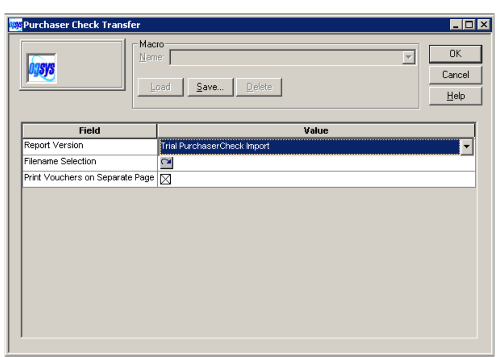


- Click OK
- Save the completed worksheet using Save As and a new name in the event that changes need to be made after reviewing the Trial Purchaser Check Import report.
- **Back up the SQL database.**
- Log into OGSql

- Navigate to Process – Revenue Processing – Purchaser Check Import.



- This option has a trial and final import. It is always best to run the trial Purchaser Check Import first and review the report printed. If there are any errors, edit the saved file and click the Check Data button to re-create the import file.



- Click the Filename Selection arrow  and browse to the correct location and file name (Purchaser_Check_Transfer.txt)
- Click OK

- Review the OGSQL report that is generated for any errors.
- If the report is clean and provides the data as expected, rerun the import in Final mode with the same options.

SAMPLE Audit Listing

```
Rept PCX-01                                 Trial Purchaser Check Transfer Audit Listing
Page  1
File:D:\Support\Lynne\pcx\Purchaser_Check_Transfer1.txt


----------- Input Voucher:      1  Co#:100 OIL & GAS INFORMATION SYSTEMS, INC. Actual Voucher:(TBD)   Date:02/24/11 Source:RV --
--------------------------------------------------------------------------------------------------------------------------------
Rcpt. ID           Description                      Volume          Value               Tax           Deduction   Oper.Expense
-------- -----------------------------------     -------------- ---------------- --------------------- -------------- ---------
   49645 Type:Stmt  Purch:CV001  CHEVRON COMPANY           CheckDate:         Dep.Date:01/13/11    Rcpt Amount:         113.82

         PurWell:      50199999 Prod:GAS     8/8       41.00(I)        154.78(O) Transp       35.28(O)
         OurWell:  50199999     Prod:GAS     Net       41.00(C)        154.78(C)              35.28(C)
                 TEST WELL #1                8/8                                 Tax Re        0.77(O)
         IntType:T Mth:11/10 BTU:0.00000000  Net                                               0.67(C)
         RevDk:     '1' 12/01/07 (Float)     8/8                                 Prod T       10.58(O)
         Net Received :         118.83       Net                                               9.26(C)
                                             8/8                                 State         5.86(G)
                                             Net                                               0.03(G)
*Warning:Duplicate Receipt ID appears on diff voucher (  72260)
*Warning:Gross Transp       should be 0.00 (per State Tax Rules)
*Warning:Gross Prod Tax     should be 0.00 (per State Tax Rules)
***Error:Check Amount is 118.83 but Check-Stub Total is 113.82

Import Voucher '      1' Received:         118.83    1 errors and 3 warnings

Import Total: 1 vouchers submitted, 0 accepted, 1 errors, 3 warnings.

Amount Legend:  (I)Imported as Expected,  (C)Computed,  (O)Overridden when Not Expected,  (G)Generated,  (D)Disallowed
```

Note – Generated taxes that are skipped in the Purchaser Check Mask will not appear on the Audit Listing. They will only appear on the trial/final Purchaser Check Posting reports.

Field Definitions

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

VO - Voucher Data
There must be a minimum of one voucher per worksheet.

- Company Code – Enter the 3 character Company Code. Required
- Voucher Code – Enter up to a 7 character Voucher number. If the voucher code already exists in the system, the PCX import module will reassign the Voucher number to the next available voucher code during the import. However, a voucher code must be entered in the voucher code column. Required. – The voucher code fields should be brought down so there is matching voucher information for each Purchaser Revenue Receipt (CH) portion of a voucher.
- Voucher Date – Optional field to track the creation date of the voucher.
- Voucher Total – Required. If a voucher total is entered, the upload will check to see if the voucher total agrees to the total of the Check Amounts entered. If the total doesn't agree, the Final Purchaser Check Transfer Audit Listing will report the difference with a message that the disagreement must be corrected before the Purchaser Check voucher can be posted. The message will not prevent the upload.

CH – Check Header Data
The Purchaser Revenue Receipt Information is inputted in columns F through J. One or more check header rows are required per voucher.

Copy the values in columns F through K down so that there is matching CH information for each check stub (CS) line that belongs to a check

- Purchaser Code – Enter up to a 6 character Purchaser Code. This code must be active in the OGsql system at the time of import. Required.
- Purchaser Receipt ID – Enter up to a 8 Character Purchaser Receipt ID (this is the Purchaser's check number or Statement number). Required.
- Type – Choose from CHECK, COST OF SALES, OIL PRICE DIST, STATEMENT (must be all caps) or leave blank.
- Deposit Date – Enter the Date the check was deposited to the bank (if a CHECK or STATEMENT type) in the mm/dd/yyyy format.
- Check Date – Enter the date shown on the check (if a CHECK type) in the mm/dd/yyyy format. This field must be blank if the Type is STATEMENT.
- Check Amount - The values in the Check Amount field do not need to be copied onto each subsequent row. However, make sure the Check Amount is populated on the first line of a new CH row. The value in the check amount Column must equal the sum of the Received Amount (Column AP) values for each check stub that corresponds to a check header. When the Check Data routine is run, an error will be displayed in the Check Amount cell if the value in that field does not match the total of the Received Amount values for the check stubs within $0.10 to accommodate for rounding. Required on 1st line of CH for Voucher.

CS – Check Stub Data

The Check Stub data range is in columns L through AR. One or more check stub (CS) rows are required per CH record. Enter the 8/8ths or Net information for each field only as required by the Purchaser Check Mask (as defined in Purchaser Check Control Maintenance). Items that are skipped in the check mask should also be skipped in the entry. Gross will be calculated from net or net calculated from gross just as if the fields were entered in Purchaser Check Entry. If a value (gross or net) not called for in the mask is entered in a CS record, the values entered will override the system's normal calculation, just like when entered manually in Purchaser Check Entry.

The Revenue_Deck_Code and Revenue_Deck_Version_Date (Columns AM and AN) are coupled. If they are both omitted then the default deck as specified in the mask will be used (and the version date is determined by the Production Year and Month). If the user inputs an override Deck Code and version date, the deck must already be set up in OGSQL or the PCX will issue an error.

- Purchaser Well Code – Enter the Well Code as shown on the Purchaser Check Receipt up to 14 characters. This may or may not be the same as the Well code shown in the OG*sql* database.
- Purchaser Product Code – Enter the Product Code as shown on the Purchaser Check Receipt up to 3 characters. This may or may not be the same as the Product code shown in the OG*sql* database.
- Interest Type – Enter W (working), R (royalty), O (override) or T (total – all interest types combined). This is based on the Purchaser Check Mask.
- Production Year – Enter the 4 digit year for the production. If a revenue and expense deck are not specifically entered, the production year and month along with the default deck on the purchaser check mask will be used in determining the correct deck.
- Production Month – Enter the 2 digit month for the production. If a revenue and expense deck are not specifically entered, the production year and month along with the default deck on the purchaser check mask will be used in determining the correct deck.
- Gross 8/8ths Volume – Enter the Gross 8/8ths Volume – Entire volume produced associated with this revenue
- Net Volume – Enter the Net Volume – Owner's share of the volume produced associated with this revenue.
- Gross 8/8ths Tax 1 – 6 and Net Tax 1-6 - Be aware of which description of the various taxes for a check stub goes into which tax column based on the Purchaser Check Mask. For one purchaser, Sev Tax might be Gross 88ths Tax 1. For another check stub, the same tax (Labeled Sev Tax) may be set up as Net Tax 1 or even another tax column altogether.   Conceivably, even if there is only one tax set up in a purchaser check mask, it still might need to go in the Gross 88ths Tax 2 column or the Net Value 3 column. The information about which tax description goes with which Tax (Gross and/or net) can be found by viewing the check mask information in the PCM module.
- Gross 8/8ths Operating Expenses – Full value of the operating expense associated with this revenue
- Net Operating Expenses – Owner's share of the operating expense associated with this revenue
- Gross 8/8ths Other Deductions 1 & 2 – Enter the Other Deductions 1 full amount as associated with this revenue. See the Purchaser check mask to determine what deduction is needed.
- Net Other Deductions 1 &2 – Enter the Owners share of this deduction (see purchaser check mask to determine what this deduction requires).
- Revenue Deck Code - The Revenue_Deck_Code and Revenue_Deck_Version_Date are linked. If they are both omitted then the default deck as specified in the mask will be used (and the version date is determined by the Production Year and Month). If the user inputs an override Deck Code and version date, the deck must already be set up in OG*sql* or the PCX will issue an error.
- Revenue Deck Version Date – If a revenue deck code is entered, the Revenue Deck Version Date must also be entered to override the mask for the revenue deck selection.
- Expense Deck Code - The Expense_Deck_Code and Expense_Deck_Version_Date are linked. If they are both omitted then the default deck as specified in the mask will be used (and the version date is determined by the Production Year and Month). If the user inputs an override Deck Code and version date, the deck must already be set up in OG*sql* or the PCX will issue an error.
- Expense Deck Version Date – If an Expense Deck code is entered, the Revenue Deck Version Date must also be entered to override the mask for the revenue deck selection.

Note: If the mask for the current check stub has Operating Expenses set to SKIP, then no entry should be made in the expense deck columns. An error will be issued by the import module in such a case.

- Received Amount – The total of all the lines Received Amount must equal the Check Amount for the check stub. When Check Data is clicked, an error will be displayed in the Check Amount cell if these two fields do not agree within $0.10 to accommodate for rounding. Required
- BTU Factor – Enter the BTU factor if needed. Optional. If the BTU Factor is entered it will print on the owners' Revenue Summary Statements.

Generated Taxes –

- If a generated tax is skipped in the Purchaser Check Mask and no amounts are entered in the upload PCX file, those generated tax amounts will not appear on the Trial/Final audit listings. They will appear on the Trial/Final Purchaser Check Posting reports.
- If an amount is entered on the upload PCX file for a generated tax (whether it is skipped or not in the Purchaser Check Mask) the amounts will override any system calculation of generated taxes.
- If a generated tax is not skipped in the Purchaser Check Mask and no amounts are entered in the upload PCX file, those generated tax amounts will appear on the Trial/Final audit listings. They will also appear on the Trial/Final Purchaser Check Posting **r**eports.

Output File

The output file will be arranged with at least one VO row with voucher information. Next the record will list a CH row containing the check header information. One or more CS rows will follow that are associated with the CH data. Additional CH rows with their child CS rows will follow.

Once a new voucher is encountered, another voucher (VO) row will be written, followed by the relevant number of CH and CS rows that go on that new voucher.

Purchaser_Check_Transfer.txt - Notepad

File Edit Format View Help

```
VO,1,12343,01/01/10
CH,100,rcptid1,CHECK,07/01/10,08/01/10,990
CS,1111,OIL,T,2010,2,,50,,1100,,50,,,,,,,,,,,,60,,,,,,,,,990,1.23
VO,1,12344,01/01/10
CH,100,rcptid2,CHECK,07/01/10,08/01/10,2746
CS,11113,10,T,2010,3,,50,,1100,,50,,,,,,,,,,,,,,,,,,,,,1050,1.23
CS,11112,10,T,2010,4,,50,,1000,,102,,,,,,,,,,,200,,,50,,,,,A,,696,1.23
CS,11114,10,T,2010,5,,50,,1000,,102,,,,,,,,,,,,,,50,,,,,,,1000,1.23
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