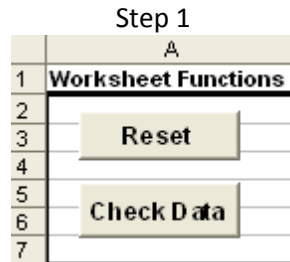


Directions for the Purchase Check Control spreadsheet

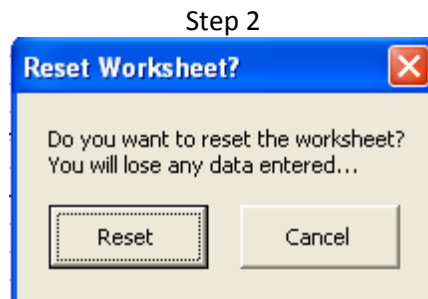
The Purchaser Check Control Spreadsheet allows the user to upload the details of the Revenue Receipt Control and Revenue Receipt Stub Format for the purchaser check control mask found in Purchase Check Control Maintenance. This spreadsheet is designed to assist in creating the necessary text file needed for the Import Data from ASCII file option on the Exceptional Processing Menu.

Steps to follow:

- If necessary, reset the spreadsheet:

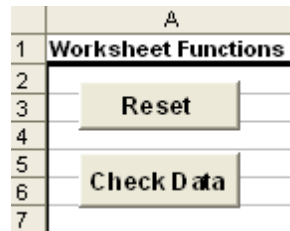


- Click Reset



- Click Reset again

- Populate columns B through P on the Revenue Receipt Control tab and columns B through AH on the Rev Stub Entry tab 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.

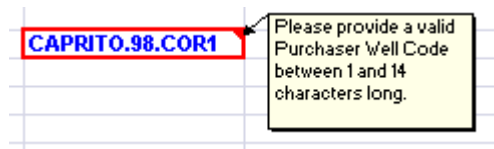
- If errors are discovered in the data, a notification that lists the row number and the error detected will be displayed. If there are a large number of errors, they may not all appear in the message:



- Errors will be marked on the spreadsheet in red:

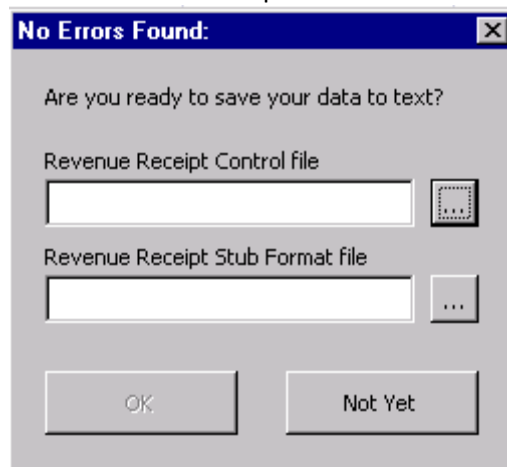


- Hover over the cell with the mouse and a comment with more detailed information on the error will be shown:

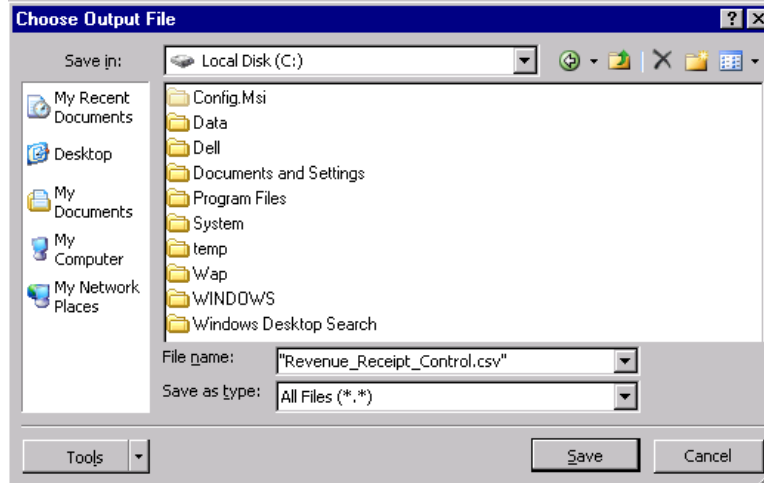


- Correct any errors and click the Check Data button again. Repeat as necessary until all errors have been corrected.
- When no errors are detected, a dialog box displays to save the text file. Click each scan button(...) next to the field and navigate to the location of the directory to save the file:

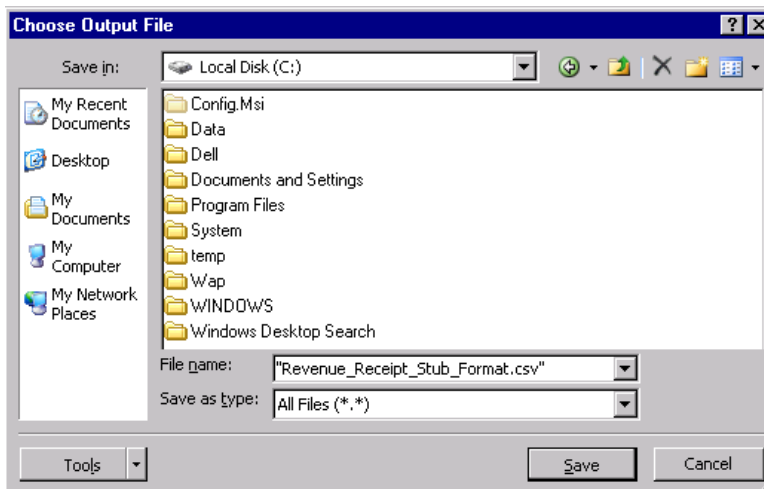
Step 1



Step 2

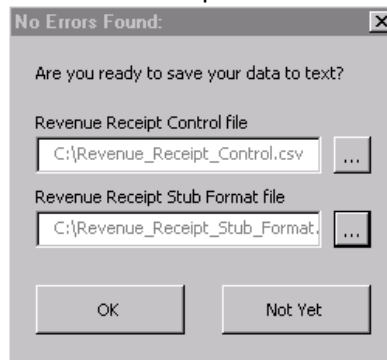


Step 3



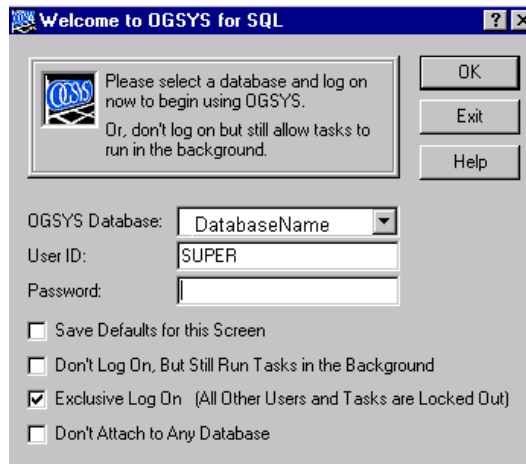
- The required name of the files will automatically appear in the File name field. When the Save In shows the desired folder, click OK.

Step 3

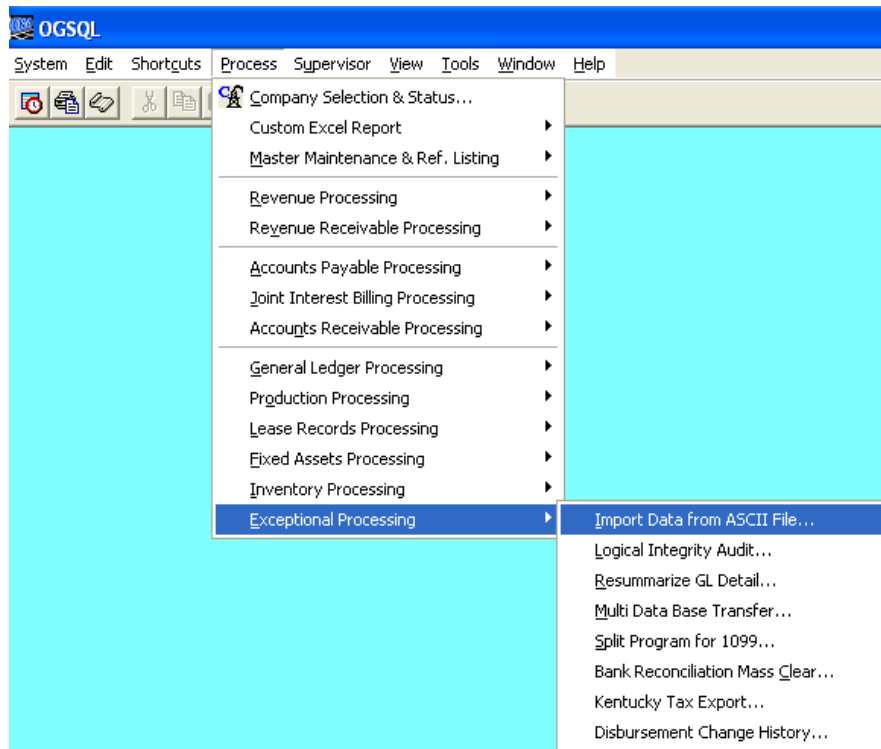


- **Back up the SQL database.**

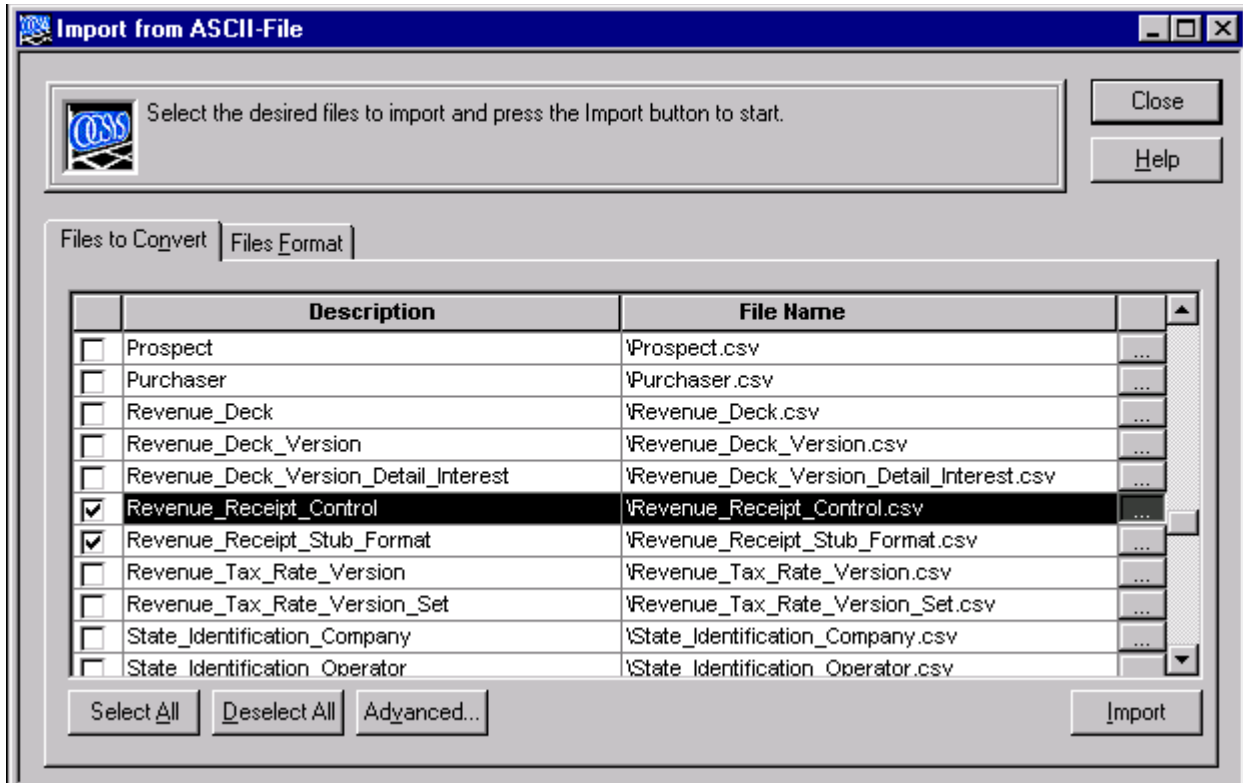
- Log into OGSqI



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



- Select Revenue Receipt Control and Revenue Receipt Stub Format options, verify the path and file name of the upload file, and click on Import.



- Review the OGSQL report that is generated for any errors.

Field Definitions

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

Revenue Receipt Control Tab

- Company – Enter a 3 character Company Code. Required
- Purchaser Code – Enter a 6 character Purchaser Code. Required
- Purchaser Well Code – Enter up to a 14 character Purchaser Well Code. Required
- Purchaser Product Code – Enter the Purchaser's product code up to 3 characters. Required
- Interest Type – Enter the Interest type handled by this specification. Allowed values are W (Working), R (Royalty), O (Override), and T (Total). Required
- Well Code – Enter the Well Code if single well is used, or blank if well-allocation deck is used. Required
- Well Allocation Deck Type – Enter the Well Allocation Deck Type. Allowed Values are BATTERY, DISPOSAL WELL, FIELD, OPERATING GROUP, TANK or leave blank.

- Well Allocation Deck Code – Enter the Deck code as per Deck Type (previous field).
- Well Allocation Product Code – Enter the product used for allocation deck selection or blank for all.
- Well Allocation Purpose – Enter the purpose of the selected deck. Allowed values are blank (none selected), SALES (sales only), PROD (production only), DISP (disposal only), OTHER (other-disp only), or INVEN (inventory only).
- Product Code – Enter the Product code up to 6 characters. Required
- Expect Check – Enter MONTHLY, ANNUAL, PROD MONTH LAG, NONCONSENT, BALANCING, WORKOVER, or NEVER. Required
- Default Revenue Deck Code – Enter the Revenue deck sub-code. If left blank, the system will default to use first.
- Default Expense Deck – Enter the Expense Deck code. If left blank, the system will default to use first.
- Comment – Enter up to a 40 character miscellaneous comment.

Revenue Stub Entry Tab

- Company – Enter a 3 character Company Code. Required
- Purchaser Code – Enter a 6 character Purchaser Code. Required
- Purchaser Well Code – Enter up to a 14 character Purchaser Well Code. Required
- Purchaser Product Code – Enter the Purchaser's product code up to 3 characters. Required
- Interest Type – Enter the Interest type handled by this specification. Allowed values are W (Working), R (Royalty), O (Override), and T (Total). Required
- Entry Control Volume – Enter the entry control volume. Allowed values are GROSS, (Enter in Gross, calculate Net), NET (Enter in Net, calculate Gross), or BOTH (Enter in both). Required
- Entry Sequence Volume – Enter the entry sequence volume. Allowed values are 1-11. Required
- Entry Control Value – Enter GROSS, (Enter in Gross, calculate Net), NET (Enter in Net, calculate Gross), BOTH (Enter in both) or SKIP (Not present in Check stub, means it will be derived from other net amounts). Required
- Entry Sequence Value – Enter the Entry Sequence number. Allowed values are 0 (skipped) or 1-11 if present. Required
- Entry Control Tax 1 – Enter GROSS, (Enter in Gross, calculate Net), NET (Enter in Net, calculate Gross), BOTH (Enter in both) or SKIP (Not present in Check stub, means it will be derived from other net amounts). Required
- Generated Method Tax 1 – Enter one of the following values: SHARE (generate tax per company share if omitted during entry), ALL (generate 100% of tax if omitted during entry), or NONE (do not generate tax if omitted during entry). Required

- Entry Sequence Tax 1 – Enter the Entry Sequence Number. Allowed values are 0 (skipped) or 1-11 if present. Required
- Entry Control Tax 2 – Enter GROSS, (Enter in Gross, calculate Net), NET (Enter in Net, calculate Gross), BOTH (Enter in both) or SKIP (Not present in Check stub, means it will be derived from other net amounts). Required
- Generated Method Tax 2 – Enter one of the following values: SHARE (generate tax per company share if omitted during entry), ALL (generate 100% of tax if omitted during entry), or NONE (do not generate tax if omitted during entry). Required
- Entry Sequence Tax 2 – Enter the Entry Sequence Number. Allowed values are 0 (skipped) or 1-11 if present.
- Entry Control Tax 3 – Enter GROSS, (Enter in Gross, calculate Net), NET (Enter in Net, calculate Gross), BOTH (Enter in both) or SKIP (Not present in Check stub, means it will be derived from other net amounts). Required
- Generated Method Tax 3 – Enter one of the following values: SHARE (generate tax per company share if omitted during entry), ALL (generate 100% of tax if omitted during entry), or NONE (do not generate tax if omitted during entry). Required
- Entry Sequence Tax 3 – Enter the Entry Sequence Number. Allowed values are 0 (skipped) or 1-11 if present.
- Entry Control Tax 4 – Enter GROSS, (Enter in Gross, calculate Net), NET (Enter in Net, calculate Gross), BOTH (Enter in both) or SKIP (Not present in Check stub, means it will be derived from other net amounts). Required
- Generated Method Tax 4 – Enter one of the following values: SHARE (generate tax per company share if omitted during entry), ALL (generate 100% of tax if omitted during entry), or NONE (do not generate tax if omitted during entry). Required
- Entry Sequence Tax 4 – Enter the Entry Sequence Number. Allowed values are 0 (skipped) or 1-11 if present.
- Entry Control Tax 5 – Enter GROSS, (Enter in Gross, calculate Net), NET (Enter in Net, calculate Gross), BOTH (Enter in both) or SKIP (Not present in Check stub, means it will be derived from other net amounts). Required
- Generated Method Tax 5 – Enter one of the following values: SHARE (generate tax per company share if omitted during entry), ALL (generate 100% of tax if omitted during entry), or NONE (do not generate tax if omitted during entry). Required
- Entry Sequence Tax 5 – Enter the Entry Sequence Number. Allowed values are 0 (skipped) or 1-11 if present.
- Entry Control Tax 6 – Enter GROSS, (Enter in Gross, calculate Net), NET (Enter in Net, calculate Gross), BOTH (Enter in both) or SKIP (Not present in Check stub, means it will be derived from other net amounts). Required
- Generated Method Tax 6 – Enter one of the following values: SHARE (generate tax per company share if omitted during entry), ALL (generate 100% of tax if omitted during entry), or NONE (do not generate tax if omitted during entry). Required

- Entry Sequence Tax 6 – Enter the Entry Sequence Number. Allowed values are 0 (skipped) or 1-11 if present.
- Entry Control Other Deduction 1 – Enter GROSS, (Enter in Gross, calculate Net), NET (Enter in Net, calculate Gross), BOTH (Enter in both) or SKIP (Not present in Check stub, means it will be derived from other net amounts). Required
- Entry Sequence Other Deduction 1 – Enter the Entry Sequence Number. Allowed values are 0 (skipped) or 1-11 if present.
- Entry Control Other Deduction 2 – Enter GROSS, (Enter in Gross, calculate Net), NET (Enter in Net, calculate Gross), BOTH (Enter in both) or SKIP (Not present in Check stub, means it will be derived from other net amounts). Required
- Entry Sequence Other Deduction 2 – Enter the Entry Sequence Number. Allowed values are 0 (skipped) or 1-11 if present.
- Entry Control Operating Expenses – Enter GROSS, (Enter in Gross, calculate Net), NET (Enter in Net, calculate Gross), BOTH (Enter in both) or SKIP (Not present in Check stub, means it will be derived from other net amounts). Required
- Entry Sequence Operating Expenses – Enter the Entry Sequence Number. Allowed values are 0 (skipped) or 1-11 if present.