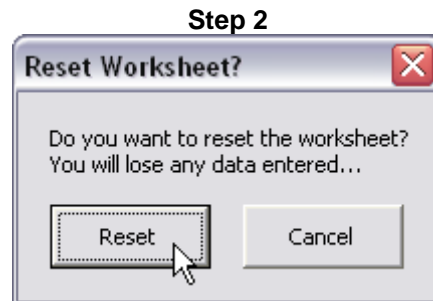
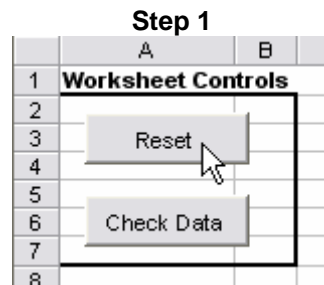


## Directions For the Deck Upload spreadsheet

Through the **Conversion from ASCII-File** module, OGWIN gives users the ability to import deck data from a text file. The Deck Upload macro is designed to assist with the preparation of the necessary text files.

### Steps to follow:

- If necessary, reset the spreadsheet from the controls on the **Deck Master** worksheet:



- Populate columns B through Z with the appropriate data on the **Deck Master** worksheet:

**Company Code**

**Well Code**

**Deck Type** – This can be R (revenue) or E (expense).

**Product** – This is only used for revenue decks.

**Deck Code**

**Effective Date**

**Permanent/Temporary**

**Total Working Interest**

**Total Royalty Interest**

**Total Override Interest**

**Taxable Working Interest #1**

**Taxable Working Interest #2**

**Taxable Working Interest #3**

**Taxable Working Interest #4**

**Taxable Royalty Interest #1**

**Taxable Royalty Interest #2**

**Taxable Royalty Interest #3**

**Taxable Royalty Interest #4**

**Taxable Override Interest #1**

**Taxable Override Interest #2**

**Taxable Override Interest #3**

**Taxable Override Interest #4**

**Deck Name**

**Casing Point** – This can be B (before) or A (after).

**Tier Code**

- Populate columns B through W with the appropriate data on the **Deck Detail** worksheet:

**Company Code**

**Well Code**

**Deck Type** – This can be R (revenue) or E (expense).

**Product** – This is only used for revenue decks.

**Deck Code**

**Effective Date**

**Entity Code**

**Entity Type Code** – This can be C (company) or O (Owner).

**Interest Type** – This can be W (working), R (royalty), or O (Override).

**WPT Class Override** – This can be W, I, R, or E.

**Interest %**

**WPT Class % (Working)**

**WPT Class % (Royalty)**

**WPT Class % (Override)**

**Suspend Revenue**

**Exempt State Tax**

**Memo**

**Revenue Interest Tax #1**

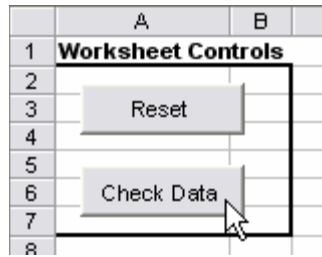
**Revenue Interest Tax #2**

**Revenue Interest Tax #3**

**Revenue Interest Tax #4**

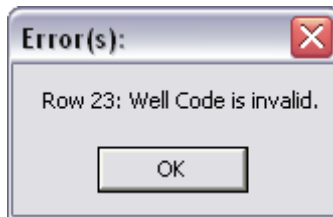
**Memo Company #**

- Click the **Check Data** button on the **Deck Master** worksheet:



The data you have 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, you will see a notification that lists the row number and the error detected:



Errors will be marked on the spreadsheet in red:

100	AL099002	R	G
100	AL099002EES	R	O
100	AL099003	E	
100	AL099003	R	

If you hover over the cell with your mouse, you will see a comment with more detailed information on the error:

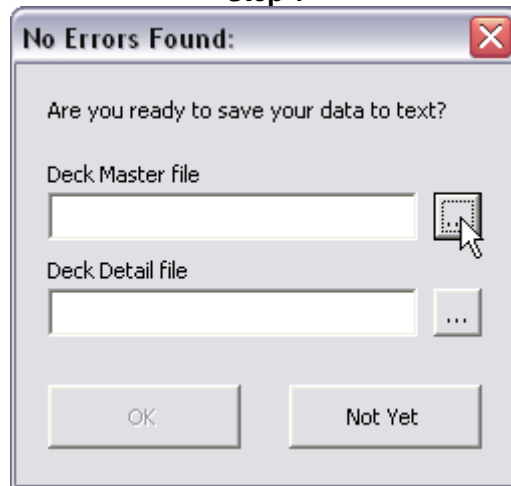
AL099002	R	1	1/1
AL099002EES	R	1	1/1
AL099003	E	1	1/1
AL099003	R	1	1/1
AL099003	R	1	1/1

A tooltip is displayed over the cell containing 'AL099002EES' with the text: 'Please provide a valid Well Code between 1 and 10 characters long.'

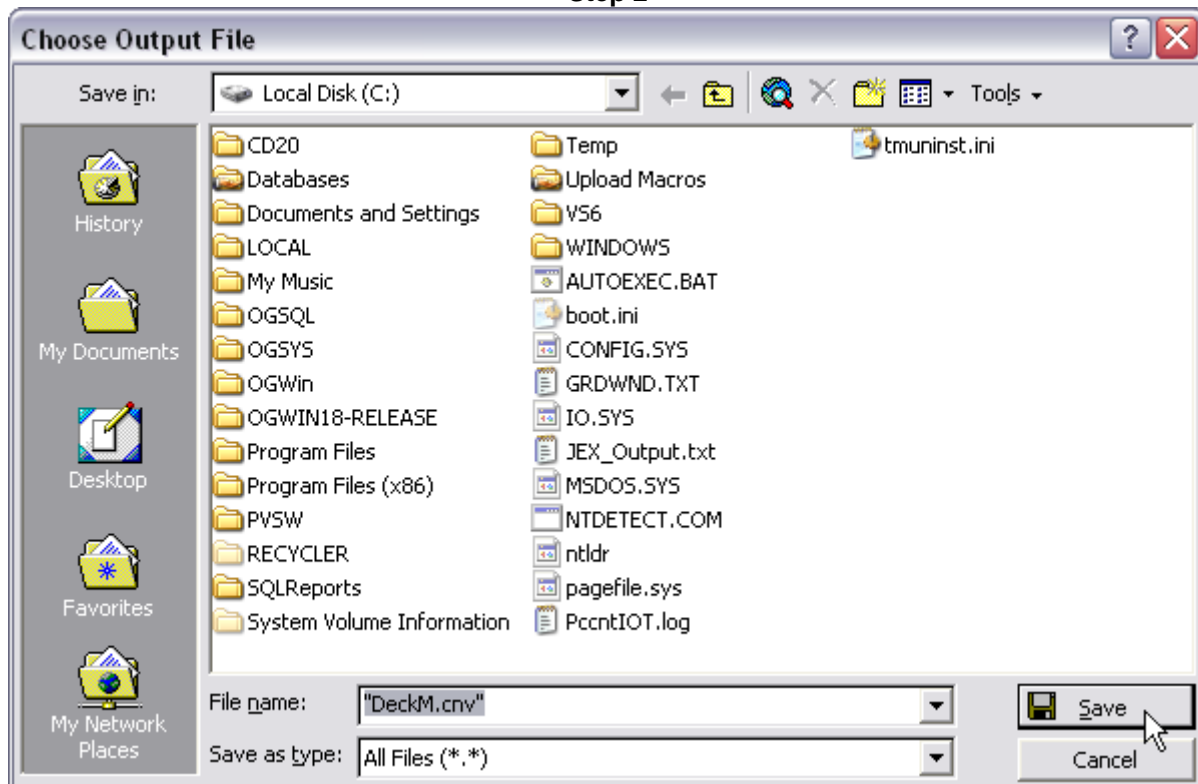
- Correct any errors and click the **Check Data** button again. Repeat as necessary until all errors have been corrected.

- When no errors are detected, you will see a dialog box that allows you to save the text file. Click the button next to the file name and navigate to the directory where you would like to save the file for both files:

### Step 1



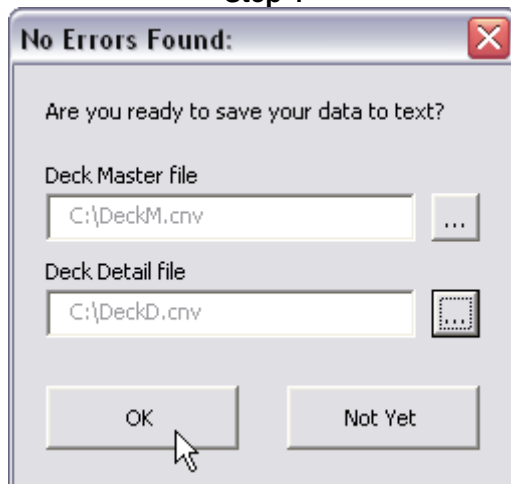
### Step 2



### Step 3

Repeat steps 1 and 2 for the detail file.

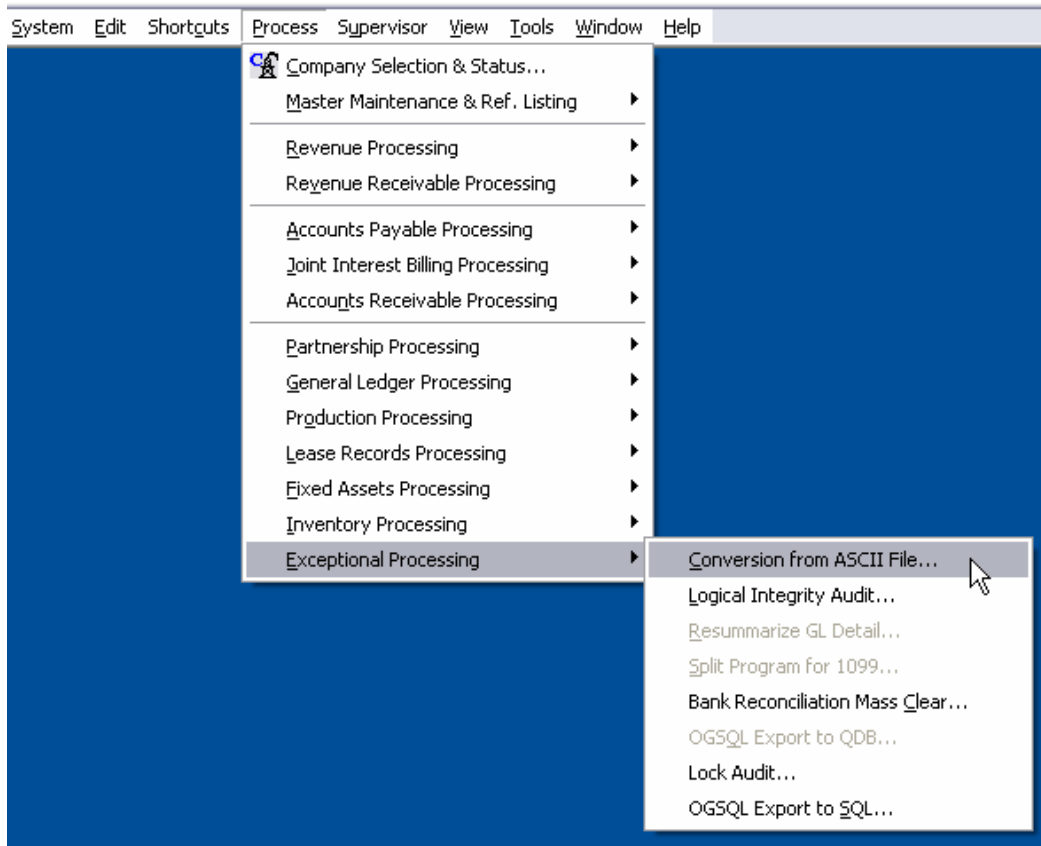
#### Step 4



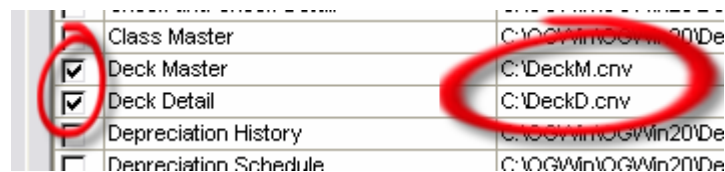
- **Back up your data folder.**
- Log in to OGWIN with **Exclusive Log On**.



- Navigate to **Process – Exceptional Processing – Conversion from ASCII File...**



- Select both **Deck Master** and **Deck Detail**, verify the path and file name for both files, and click on **Convert**.



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