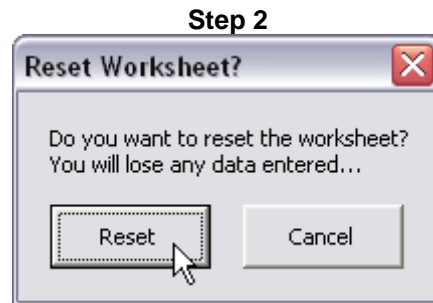
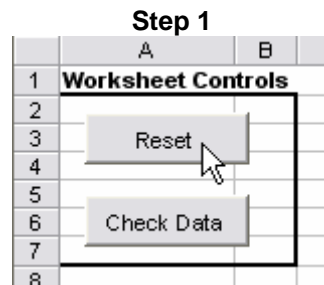


Directions For the Owner Upload spreadsheet

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

Steps to follow:

- If necessary, reset the spreadsheet:



- Populate columns B through X with the appropriate data:

Owner Code

Owner Name

Address 1

Address 2

City

State

ZIP Code

Phone #

Comment

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

Social Security #

K1 Entity Type – This can be I (individual), C (corporation), F (fiduciary), P (partnership), E (exempt), or N (nominee).

Minimum Check Amount

Exempt State Tax

Send 1099

Net Revenue / Received By Well

Net Revenue / Received By Owner

Key Sort

Contact

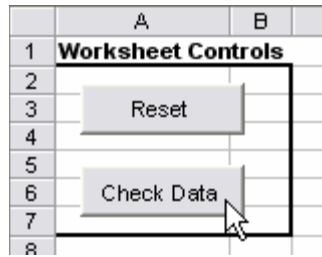
Fax #

Country

Send Revenue Statement

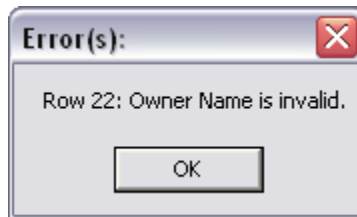
Revenue Check Stub – This can be D (detail) or S (statement).

- Click the **Check Data** button:



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:

| | | |
|---|--|----------|
| 0 | MINERALS MANAGEMENT SERVICE 77614 | BRASS |
| 1 | JOAN CHORNEY | 555 17TH |
| 2 | USA WYVW-100185 | |

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

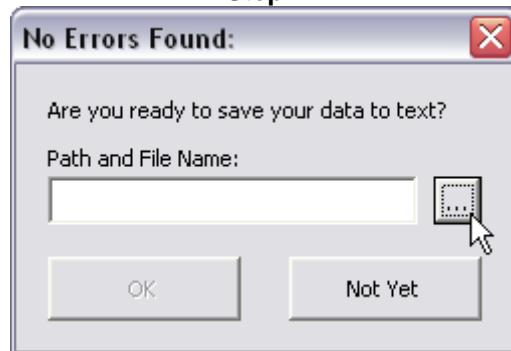
| | | |
|------|--|----------------------|
| 1000 | MINERALS MANAGEMENT SERVICE 77614 | BRASS |
| 1001 | JOAN CHORNEY | 555 17TH |
| 1002 | USA WYVW-100185 | |
| 1003 | JULANDER ENERGY COMPANY | 1700 QUITE 472 |
| 1004 | WESTER OIL RESOURCES INC | 4000 N. PECOS STREET |

A tooltip is visible over the cell containing 'MINERALS MANAGEMENT SERVICE 77614', displaying the message: 'Please provide a valid Owner Name between 0 and 30 characters long.'

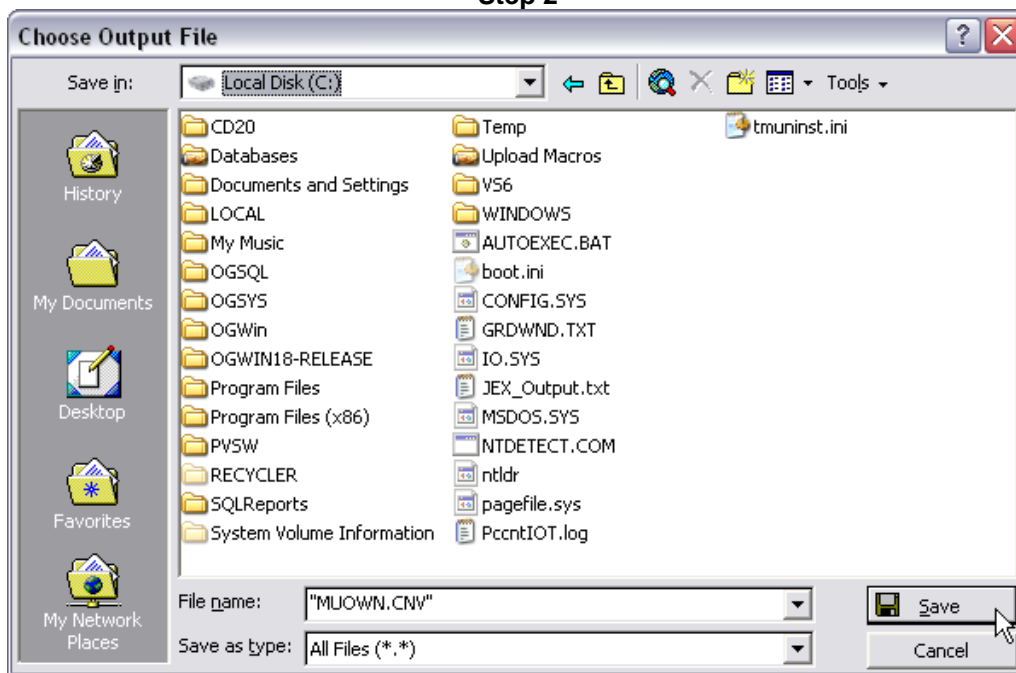
- Correct any errors and click the **Check Data** button again. Repeat as necessary until all errors have been corrected.

- 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:

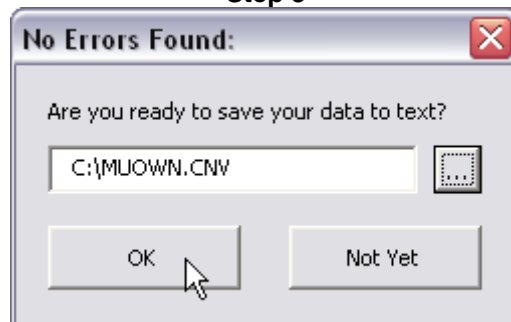
Step 1



Step 2



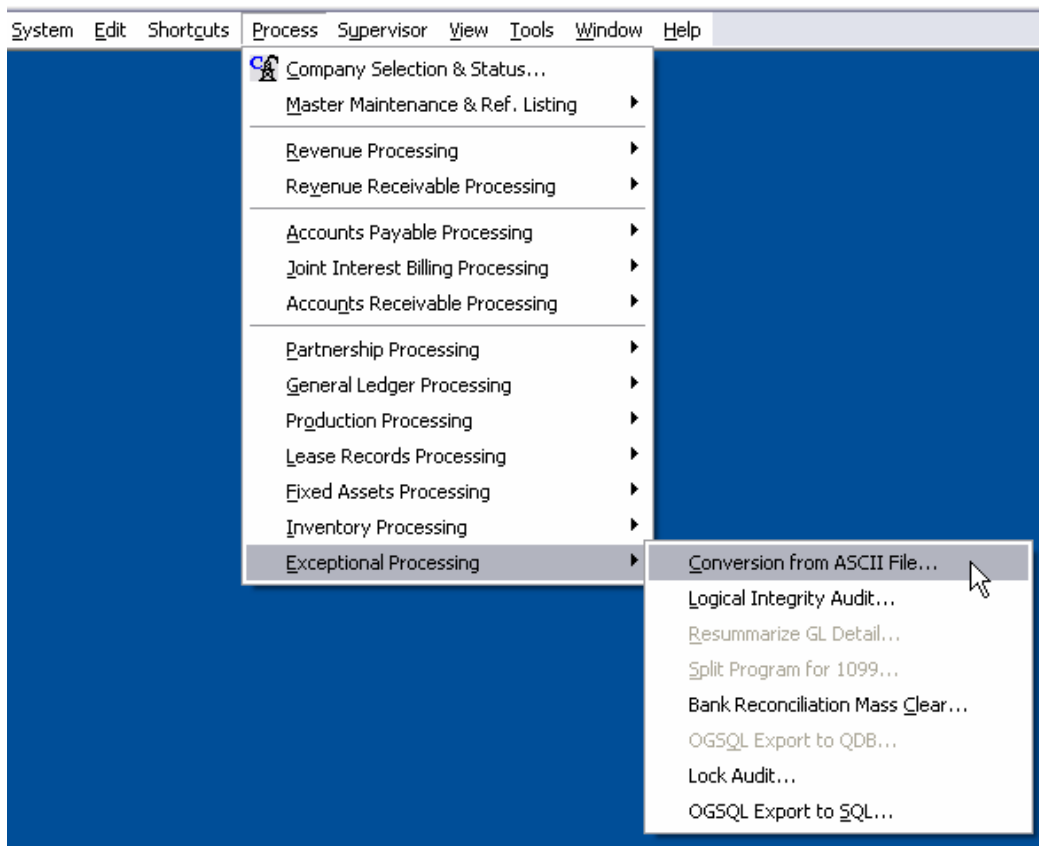
Step 3



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



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



- Select **Owner Master**, verify the path and file name of the upload file, and click on **Convert**.

| | | |
|-------------------------------------|---------------------------|--------------------------|
| <input type="checkbox"/> | Operating Group | C:\OGWin\OGWin20\DemoSys |
| <input type="checkbox"/> | Owner Revenue History | C:\OGWin\OGWin20\DemoSys |
| <input checked="" type="checkbox"/> | Owner Master | C:\MUOWN.CNV |
| <input type="checkbox"/> | Owner Receivable Balances | C:\OGWin\OGWin20\DemoSys |
| <input type="checkbox"/> | Partner Master | C:\OGWin\OGWin20\DemoSys |

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