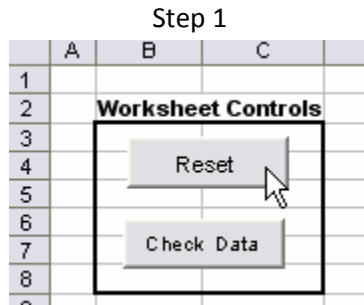


## Directions for the CDEX Upload Spreadsheet

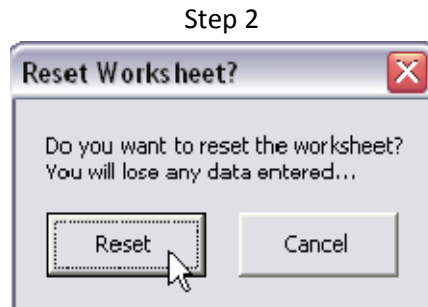
The CDEX Upload Spreadsheet is used to create an OILDEX/CDEX file for uploading into OGSYS in the same way as OILDEX/CDEX files received from other entities. This spreadsheet is designed to assist in creating the necessary text file needed for the Revenue File Acceptance option on the Revenue Processing Menu.

Steps to follow:

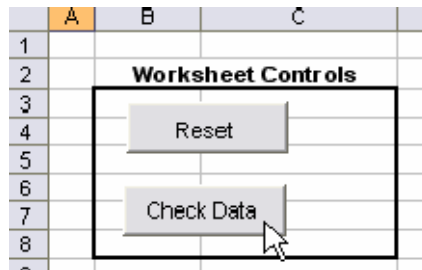
- If necessary, reset the spreadsheet:



- Click Reset

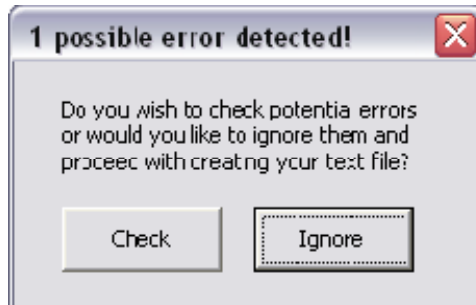


- Click Reset again
- Populate columns A through AO with the appropriate data (definitions of fields and data type at end of instructions).
- Click the Check Data button:



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:

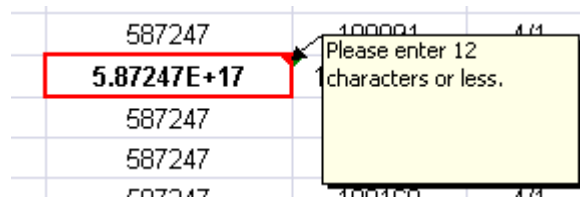


If Check is chosen, the user will be returned to the spreadsheet to make changes.

Errors will be marked on the spreadsheet in red:

SS	587247	100088.200
SS	587247	100091
SS	<b>5.87247E+17</b>	100091.200
SS	587247	100092
SS	587247	100161

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



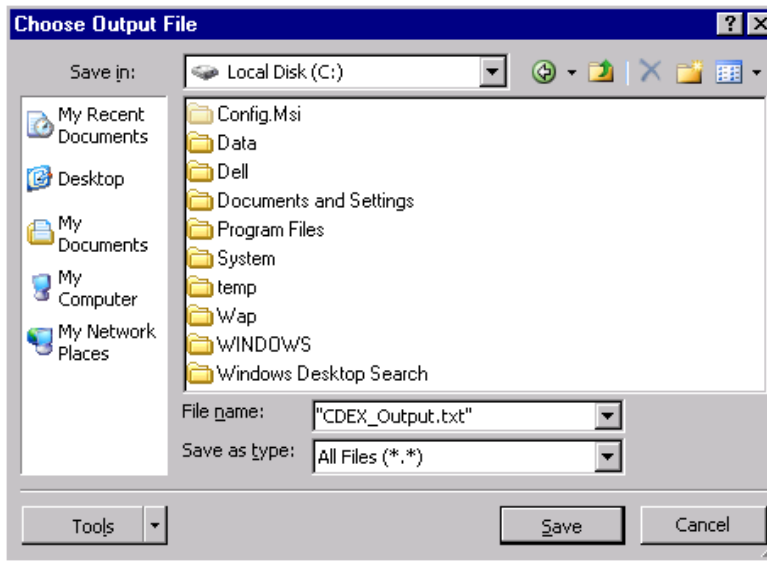
- Correct any errors and click the Check Data button again. Repeat as necessary until all errors have been corrected.
- If no errors are detected or if ignore is chosen, a dialog box displays to save the text file. Click the button next to the file name [...] and navigate to the location of the directory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

Step 1



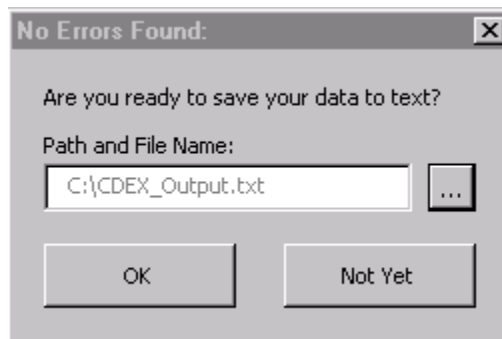
- Click the scan button [...]

## Step 2



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

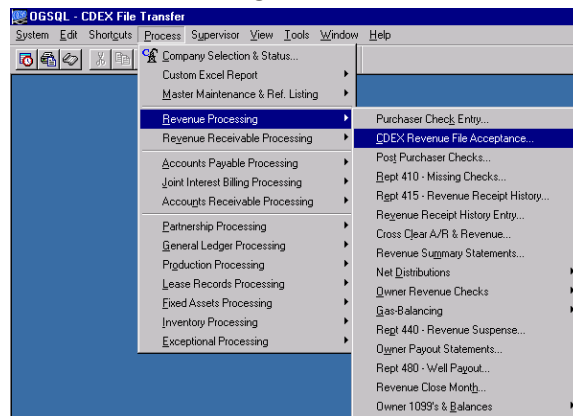
## Step 3



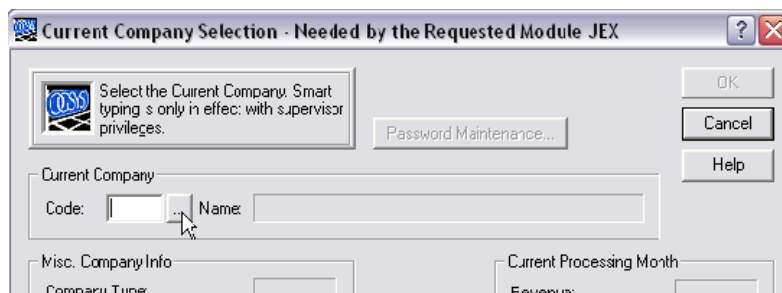
- Click OK
- Back up the database.
- Log in to OGSYS.



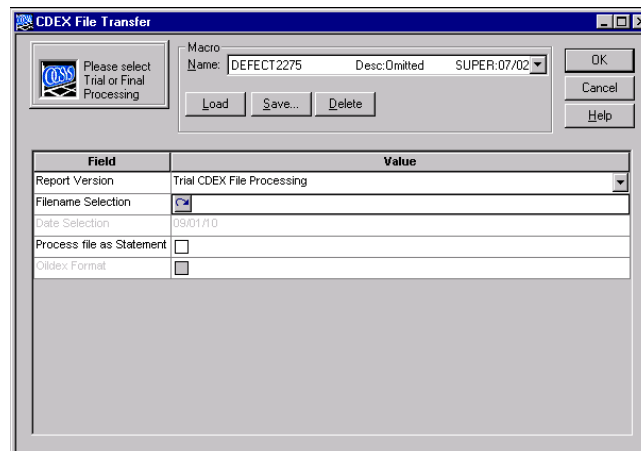
- Navigate to Process – Revenue Processing – CDEX Revenue File Acceptance....



- Select the company code if necessary and click OK.



- Select the Trial or Final CDEX File Processing in the Report version field. The Trial will print a report to review for errors. Make any changes necessary to correct the file and upload again. Continue running the Trial report version until there are no errors and then run the Final.



- Click the arrow button to browse and select the upload file required.
- Click OK

## Field Definitions

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

- Sender-Company Code – This is the 2 character Sending Company (Purchaser)
- Check Number – Enter the Check Number up to 12 characters
- Property Code – Enter the Purchaser's Property Code up to 14 characters
- From date – Enter the Production Period From Date in the mmyy format
- Thru date – Enter the Production Period Thru Date in the mmyy format
- Product Code – Enter the Sender's Product Code up to 2 characters
- Transaction Type 1 – Enter the Transaction Code 1 up to 2 characters
- Gross Volume – Enter the Lease Gross Volume up to 12 characters.
- Gross Severance Tax – Enter the Lease Gross Severance Tax up to 9 characters. If using option 188, Net Value and Gross Severance tax are reversed.
- 8/8ths Net Value – Enter the Gross Value (after deducting severance tax) or Gross Adjust/Deduction. If option 188 is enabled, this field will be switched with Gross Severance tax and will contain the Gross Value before deducting the Severance Tax.
- Owner's Net Value – Enter up to a 12 character value that indicates the Owners' Net or Net Adjust/Deduction
- Transaction Type 2 – Enter the 2 character Transaction Code for Adjust/Deduction
- 8/8ths Gross Adjustment – Enter up to a 12 character Gross Adjustment/Deduction (-)
- Owners Net Adjustment – Enter up to a 12 character Net Adjustment/Deduction (-)
- Transmission Date – Enter the Julian Date of the Transmission
- Owner Interest Type – Enter the Interest Type or leave blank
- Decimal Flag – Enter the decimal flag or leave blank
- Decimal – Enter the Owners Decimal Interest
- BTU Factor – Enter the BTU Factor

### Optional entry for a single entity

Each interest type is optional (working, royalty, or override) but at least one is required. The interest type totals must total to the company decimal interest that is in the type 1 record. The check mask must agree in interest type. A & T interest type will always agree. Well allocation is not compatible with single entity input.

- Entity Type C/O - Choose from C (Company) or O (Owner)
- Entity Code – Enter the Company code or Owner code based on Entity Type. This code must exist in the database at the time of upload
- Working Interest type – Choose from W or X or leave blank. X is used when an entity has 2 lines of Working Interest and W has already been used.
- Total Working Interest – enter the Total Working Interest

- WI tax 1 – Enter the Working Interest for Tax 1
- WI tax 2 – Enter the Working Interest for Tax 2
- WI tax 3 – Enter the Working Interest for Tax 3
- WI tax 4 – Enter the Working Interest for Tax 4
- Royalty Interest Type – Choose from R or E or leave blank. E is used when an entity has 2 lines of Royalty Interest and R has already been used
- Total Royalty Interest – Enter the Total Royalty Interest
- RI tax 1 – Enter the Royalty Interest for Tax 1
- RI tax 2 – Enter the Royalty Interest for Tax 2
- RI tax 3 – Enter the Royalty Interest for Tax 3
- RI tax 4 – Enter the Royalty Interest for Tax 4
- Override Interest Type – Choose from O or N or leave blank. N is used when an entity has 2 lines of Override Interest and O has already been used.
- Total Override Interest – Enter the Total Override Interest
- ORRI tax 1 – Enter the Override Interest for Tax 1
- ORRI tax 2 – Enter the Override Interest for Tax 2
- ORRI tax 3 – Enter the Override Interest for Tax 3
- ORRI tax 4 – Enter the Override Interest for Tax 4
- Suspend Y/N – Enter a Y or N to indicate if this interest should be suspended from payment
- Memo company – Enter the Memo Company code if applicable or leave blank.

The voucher may be viewed in Purchaser Check Entry after a successful upload. Amounts may be changed, but a new single entity detail line cannot be introduced in Purchaser Check Entry. A voucher cannot be modeled from a single entity voucher.

The revenue post will denote a single entity, and there will be no revenue deck associated with the postings in the GL or voucher.