

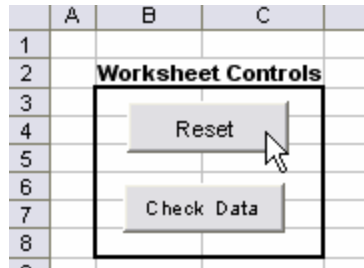
## Directions for the Owner Revenue Detail Spreadsheet

The Owner Revenue Detail Spreadsheet allows the entry of revenue detail of an owner's share of a revenue event. 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:

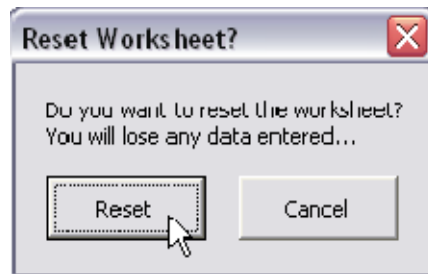
- If necessary, reset the spreadsheet:

Step 1

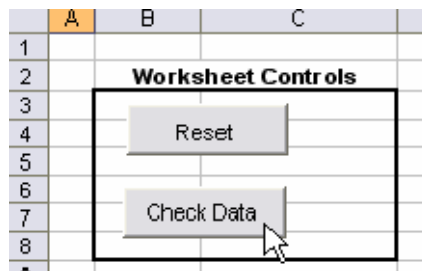


- Click Reset

Step 2

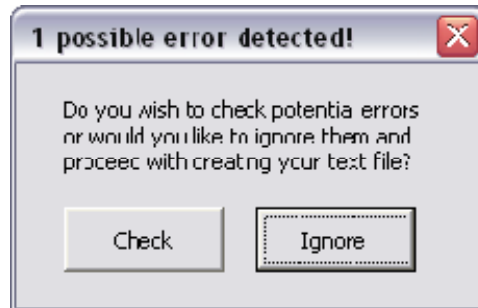


- Click Reset again
- Populate columns A through AQ with the appropriate data (definitions of fields and data type at end of instructions).
- Click the Check Data button:



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 for errors is chosen, the user will be returned to the spreadsheet to make the needed changes. Errors will be marked on the spreadsheet in red:

AC3001	HUEYLL0001	748
AC3001	HUEYLL0001	6429
<b>AC3001B</b>	HUEYLL0001	6478
AC3001	HUEYLL0001	7984

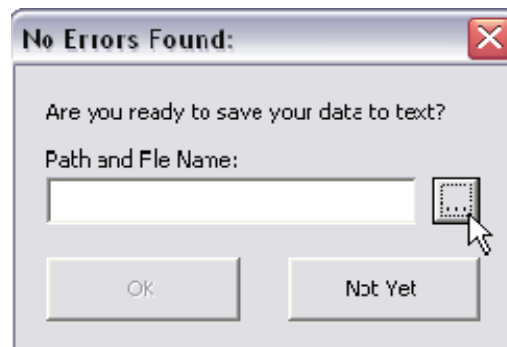
Hover the cell with the mouse to see a comment with more detailed information on the error:

AC3001	HUEYLL0001	748
AC3001	HUEYLL0001	6429
<b>AC3001B</b>	HUEYLL0001	6478
AC3001	HUEYLL0001	7984

Hover tooltip: Please provide a valid Owner Code value between 1 and 6 characters long.

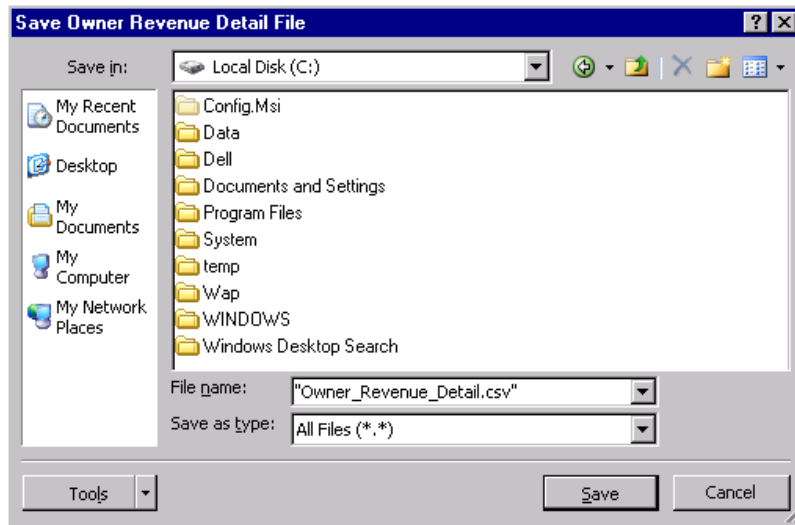
- Correct any errors and click the Check Data button again. Repeat as necessary until all errors have been corrected.
- If no errors are detected or if ignore is chosen, a dialog box displays to save the text file. Click the button next to the file name [...] and navigate to the location of the directory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

Step 1



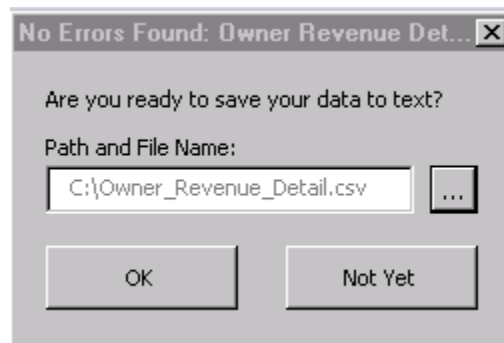
- Click the scan button [...]

## 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.

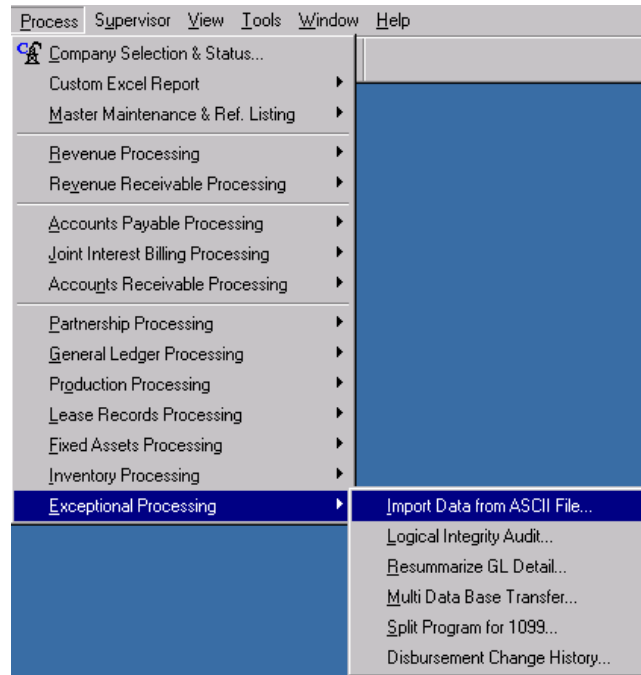
## Step 3



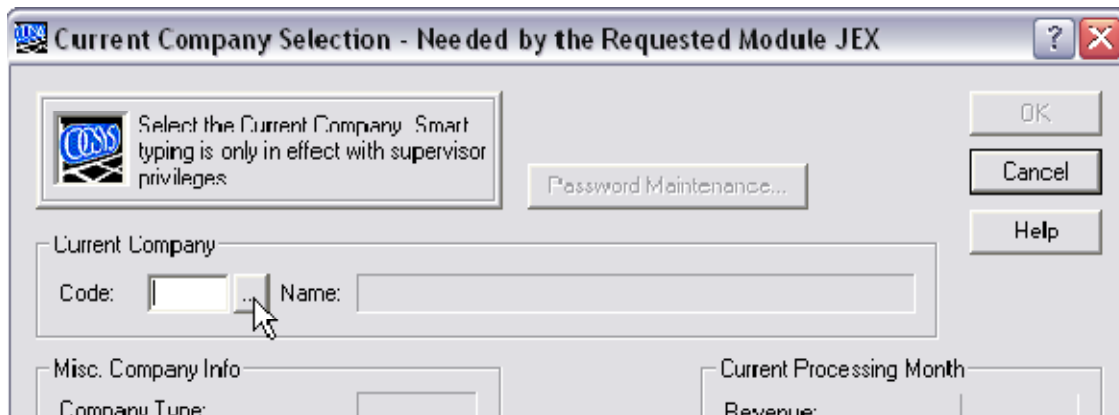
- Click OK
- Back up your database.
- Log in to OGSYS.



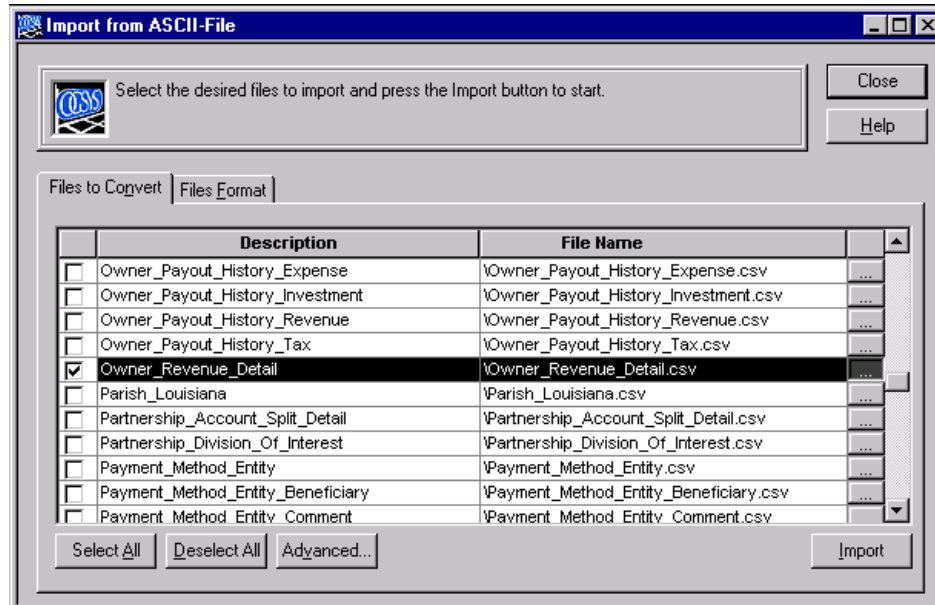
- Navigate to Process – Exceptional Processing – Import Data from ASCII File....



- Select your company code if necessary and click OK.



- Place a check next to the Owner Revenue Detail option



- Click the Scan button [...] and brows to the directory where the file is saved.
- Click OK
- Click Import

## Field Definitions

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

These rows are uniquely identified by their "Code" value which you are not allowed to import because it is generated by the program. This means you cannot overwrite an existing row with a corrected entry (because you cannot uniquely identify it). If you find that rows have been imported incorrectly, your actions would be to submit reversing entries (e.g., negatives in all volume and money columns), then submit correct entries.

- Company Code – Enter the Company code up to 3 characters. This code must be active at the time of the upload. Required
- Owner Code – Enter the Owner Code up to 6 characters. This code must be active at the time of the upload. Required
- Well Code – Enter the Well Code up to 10 characters. This code must be active at the time of the upload. Required
- Unique Code – Enter a Unique Code number for each line up to 10 digits. When importing, this number will be used only to distinguish between rows in your import file. The actual Code used for the SQL table will be generated by the program. Required
- Currency Code – Only Required if the multicurrency options is active. Enter the Currency code. This code must be active at the time of the upload

- Payment Status – Enter the Payment status. Allowed values are SUSPEND, MEMO, PAID, and PAYABLE.
- Interest Type – Enter W (Working), R (Royalty), O (Override), X (Working Additional), E (Royalty Additional), or N (Override Additional).
- Decimal Interest – Enter the Owner’s decimal interest in the revenue deck. This can be a 15 digit number of which 10 digits can be to the right of the decimal
- Product Code – Enter the Product code, or blank if not known
- Production Year – Enter the Production year between 1900-2075.
- Production Month – Enter the Production Month between 1 -12.
- Gross 88ths Volume – Enter the 8/8ths volume of this revenue event. This is up to a 15 digit number of which 2 digits can be to the right of the decimal.
- Net Volume – Enter the Owner's share volume of this revenue event. This is up to a 15 digit number of which 2 digits can be to the right of the decimal.
- Gross 88ths Value – Enter the 8/8ths value before deductions of this revenue event. This is up to a 15 digit number of which 2 digits can be to the right of the decimal.
- Net Value – Enter the Owner's share value before deductions of this revenue event. This is up to a 15 digit number of which 2 digits can be to the right of the decimal.
- Gross 88ths Tax 1 – Enter the 8/8ths tax of this revenue event. This is up to a 15 digit number of which 2 digits can be to the right of the decimal.
- Net Tax 1 – Enter the Owner's share of tax of this revenue event. This is up to a 15 digit number of which 2 digits can be to the right of the decimal.
- Generated Method Tax 1 – Enter SHARE (generate tax per company share), ALL (generated 100% of tax), or NONE (did not generate tax).
- Gross 88ths Tax 2 – Enter the 8/8ths tax #2 of this revenue event. This is up to a 15 digit number of which 2 digits can be to the right of the decimal.
- Net Tax 2 – Enter the Owner's share of tax #2 of this revenue event. This is up to a 15 digit number of which 2 digits can be to the right of the decimal.
- Generated Method Tax 2 – Enter SHARE (generate tax per company share), ALL (generated 100% of tax), or NONE (did not generate tax).
- Gross 88ths Tax 3 – Enter the 8/8ths tax #3 of this revenue event. This is up to a 15 digit number of which 2 digits can be to the right of the decimal.
- Net Tax 3 – Enter the Owner's share of tax #3 of this revenue event. This is up to a 15 digit number of which 2 digits can be to the right of the decimal.
- Generated Method Tax 3 – Enter SHARE (generate tax per company share), ALL (generated 100% of tax), or NONE (did not generate tax).
- Gross 88ths Tax 4 – Enter the 8/8ths tax #4 of this revenue event. This is up to a 15 digit number of which 2 digits can be to the right of the decimal.
- Net Tax 4 – Enter the Owner's share of tax #4 of this revenue event. This is up to a 15 digit number of which 2 digits can be to the right of the decimal.
- Generated Method Tax 4 – Enter SHARE (generate tax per company share), ALL (generated 100% of tax), or NONE (did not generate tax).

- Gross 88ths Other Deductions 1 – Enter the 8/8ths other-deduction of this revenue event. This is up to a 15 digit number of which 2 digits can be to the right of the decimal.
- Net Other Deductions 1 – Enter the Owner's share other-deduction of this revenue event. This is up to a 15 digit number of which 2 digits can be to the right of the decimal.
- Gross 88ths Other Deductions 2 – Enter the 8/8ths other-deduction #2 of this revenue event. This is up to a 15 digit number of which 2 digits can be to the right of the decimal.
- Net Other Deductions 2 – Enter the Owner's share other-deduction #2 of this revenue event. This is up to a 15 digit number of which 2 digits can be to the right of the decimal.
- Duplicate Gross – Enter a Y or N to indicate if there are gross amounts herein duplicated on another Owner Revenue detail.
- Next Payment – If there is a pending partial-payment of this amount, enter the value here. This is a 15 digit number of which 2 digits can be to the right of the decimal.
- Accrual Year for 1099 – Enter the calendar year that the revenue was accrued into. 0 = not accrued.
- Revenue Deck Code – Enter the Revenue deck code used to allocate the revenue. Optional
- Statement Status – Enter the statement status. Allowed values are NEVER (has never appeared on Revenue stmt), OPEN (has appeared as open for payment), or CLOSED (has appeared as closed out).
- Tax Report Pending – Enter Y or N to indicate if the item has not been reported on the West Virginia producer/operator tax reports. If the West Virginia producer/operator tax reports are not used, field blank.
- Memo Company Code – Enter the Memo-also company associated with revenue distribution, or blank. Disregard if "code missing" is Y
- Purchaser Code – Enter the Purchaser code, or blank if not known.
- Purchaser Receipt ID – Enter the purchaser's check number or statement ID, or blank if not known.
- Paid Amount – Enter the total amount paid via check. This is a 15 digit number of which 2 digits can be to the right of the decimal. This will equal the Net Value less any taxes or deductions.
- Pending Suspense Category – Enter the pending change to suspense category - will be made current category by next Rev Check run. Allowed values are S (general suspense), 1-9 (legal suspense category 1 thru 9), A (suspended due to owner or well "held"), B (suspended due to missing minimum), blank if not suspended by the user in any way, or N (not pending).