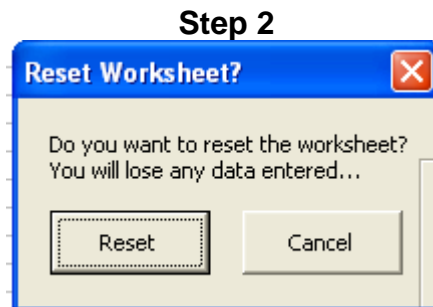
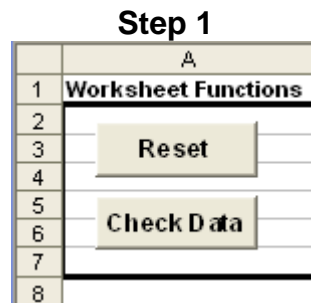


## Directions For the Owner Upload spreadsheet

Through the **Import Data from ASCII-File** module, **OGSQL** 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:



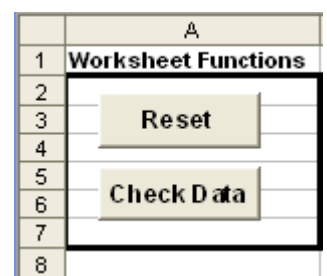
- Populate columns B through AP with the appropriate data:

**Owner Code**  
**Owner Name**  
**Address 1**  
**Address 2**  
**City**  
**State**  
**ZIP Code**  
**Phone #**  
**Fax #**  
**Email**  
**DBA Name**  
**Federal ID #**  
**Contact**  
**Comment**  
**Key Sort**  
**Country Code**

- \*\*K1 Entity Type** – This can be I (individual), C (corporation), F (fiduciary), P (partnership), E (exempt), or N (nominee).
- \*\*Hold Revenue Checks**
- Minimum Revenue Check**
- Minimum Currency Code**
- Default Revenue Suspense Category**
- \*\*Print 1099**
- \*\*Statement Type**
- \*\*Revenue Check Stub Reference** - This can be D (detail) or S (statement).
- \*\*Federal Withholding**
- \*\*CDEX Recipient**
- \*\*Exempt State Tax**
- Default AR Currency Code**
- Default AR Exchange Rate Code**
- Default AR Payment Exchange Rate Code**
- \*\*Hold Billing**
- JIB Target Company Code**
- \*\*Netting Code**
- \*\*Create Revenue From AR Credits**
- \*\*Net Distribution Statement**
- \*\*Payout History**
- \*\*Print Production Report**
- Sungard Trust Account**
- Sungard Percentage Reserve**
- \*\*AR Cross Clear**
- \*\*JIBLink Recipient**

**\*\* Requires All Capital Letters**

- 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:

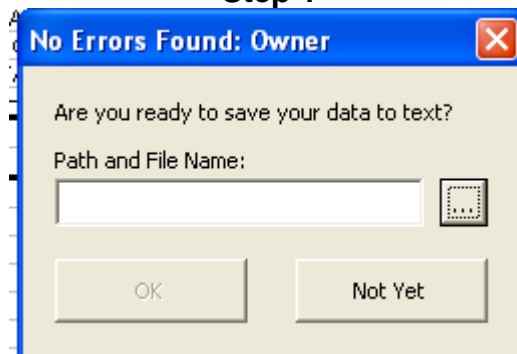
0	<b>MINERALS MANAGEMENT SERVICE 77614</b>	BRASS
1	JOAN CHORNEY	555 17TH
2	USA WYVW-100185	

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

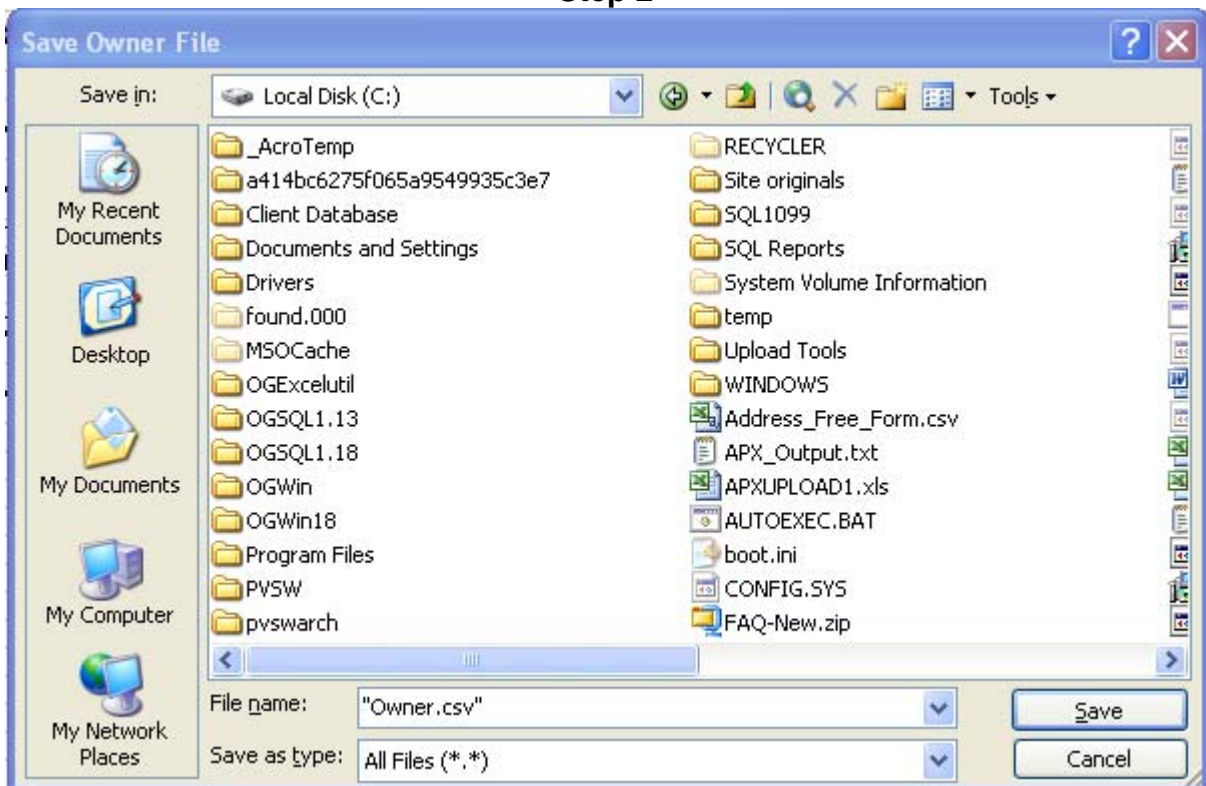
1000	<b>MINERALS MANAGEMENT SERVICE 77614</b>	BRASS	Please provide a valid Owner Name between 3 and 30 characters long.
1001	JOAN CHORNEY	555 17TH	E 1000
1002	USA WYVW-100185		
1003	LULANDER ENERGY COMPANY	17	SUITE 472
1004	WESTER OIL RESOURCES, INC	12000 N. BEAVER STREET	

- 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:

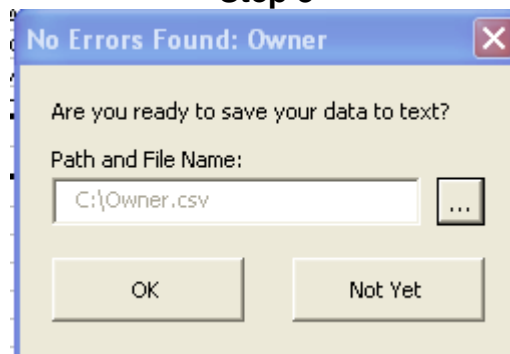
### Step 1



## Step 2

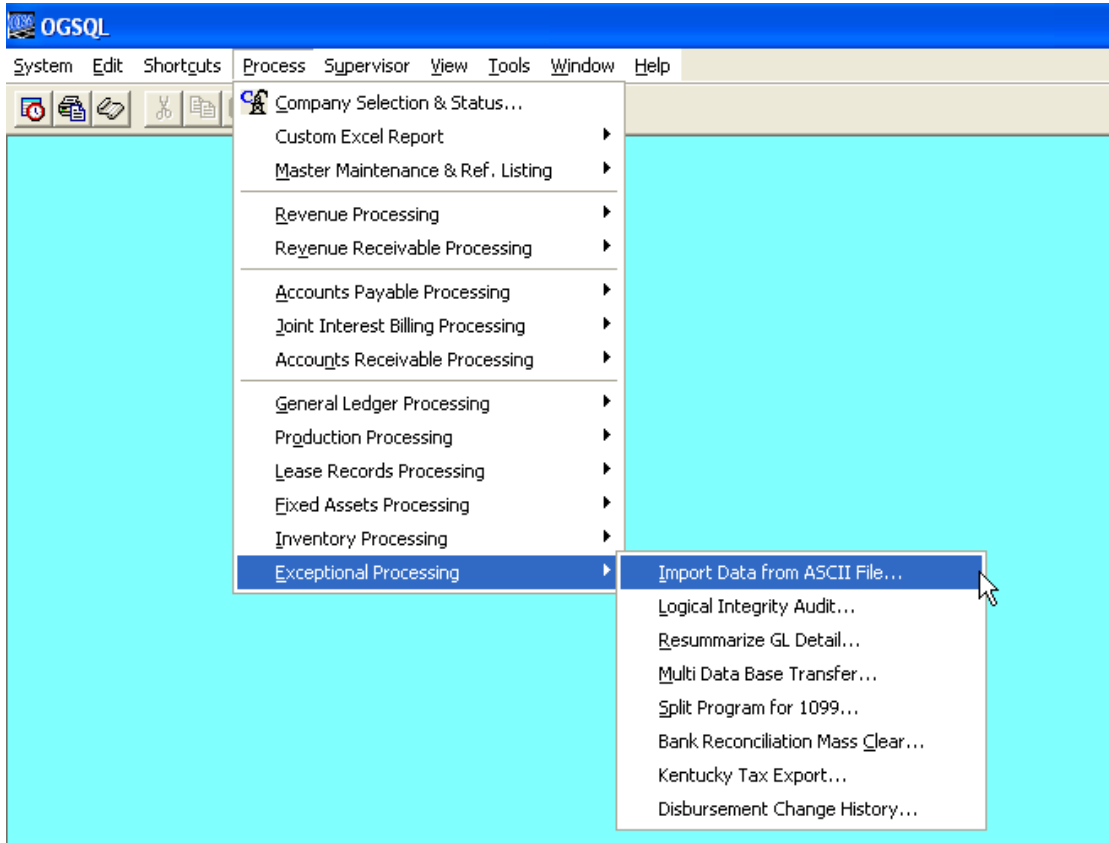


## Step 3



- **Back up your data folder.**

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



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

<input checked="" type="checkbox"/>	Owner	C:\OGSQL1.13\OGSQL\DemoSys\Import\Owner.csv	...
<input type="checkbox"/>	Owner_Payout_History_Expen	C:\OGSQL1.13\OGSQL\DemoSys\Import\Owner_Payout_History	...
<input type="checkbox"/>	Owner_Payout_History_Invest	C:\OGSQL1.13\OGSQL\DemoSys\Import\Owner_Payout_History	...

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