

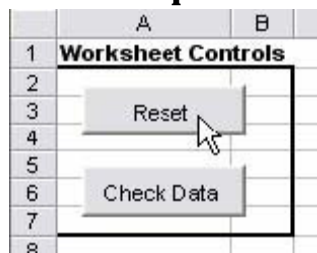
Directions for the Revenue Deck Upload spreadsheet

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

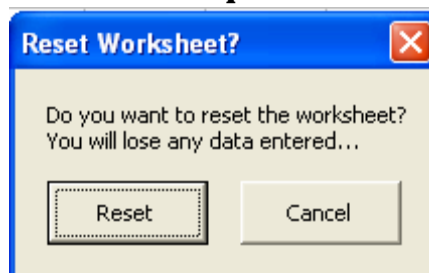
Steps to follow:

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

Step 1



Step 2



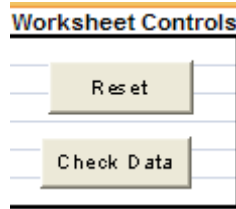
- Populate columns B through N with the appropriate data on the **Deck Version** worksheet:

Company Code
Well Code
Product
Deck
Version Date
Deck name
Permanent
Close Date
Total Interest – All Types
Total Interest for Tax #1 – All Types
Total Interest for Tax #2 – All types
Total Interest for Tax #3 – All Types
Total interest for Tax #4 - All Types
Total Interest for Tax #5 – All Types
Total Interest for Tax #6 – All Types

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

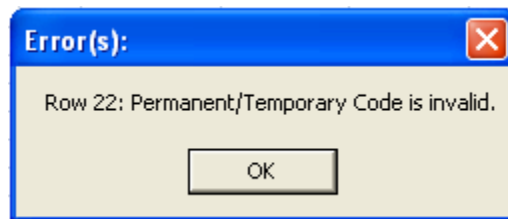
Company Code
Well Code
Product
Deck
Version Date
Memo
Entity Type – This can be C (company) or O (Owner).
Entity Code
Interest Type – This can be W (working), R (royalty), or O (Override).
Interest %
Revenue Interest Tax #1
Revenue Interest Tax #2
Revenue Interest Tax #3
Revenue Interest Tax #4
Revenue Interest Tax #5
Revenue Interest Tax #6
Memo Company #
Suspend revenue

- Click the **Check Data** button on the Deck Version:



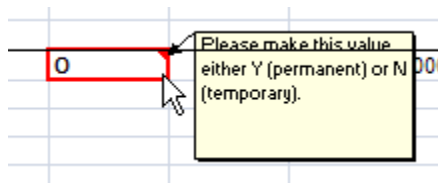
The data you have entered will be checked for errors. If a large number of rows have been entered, this may take some time. Please be patient.

If errors are discovered in the data, you will see a notification that lists the row number and the error detected:



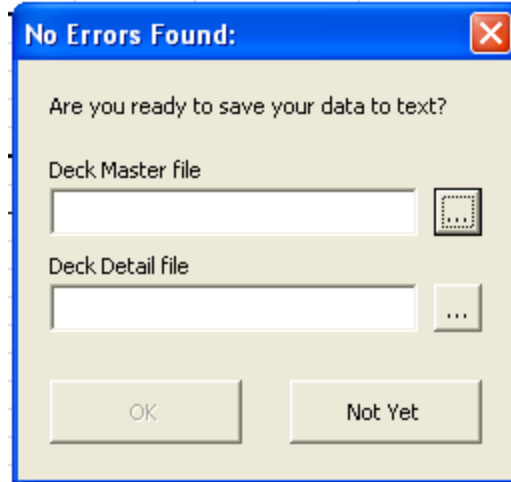
Errors will be marked on the spreadsheet in red:

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

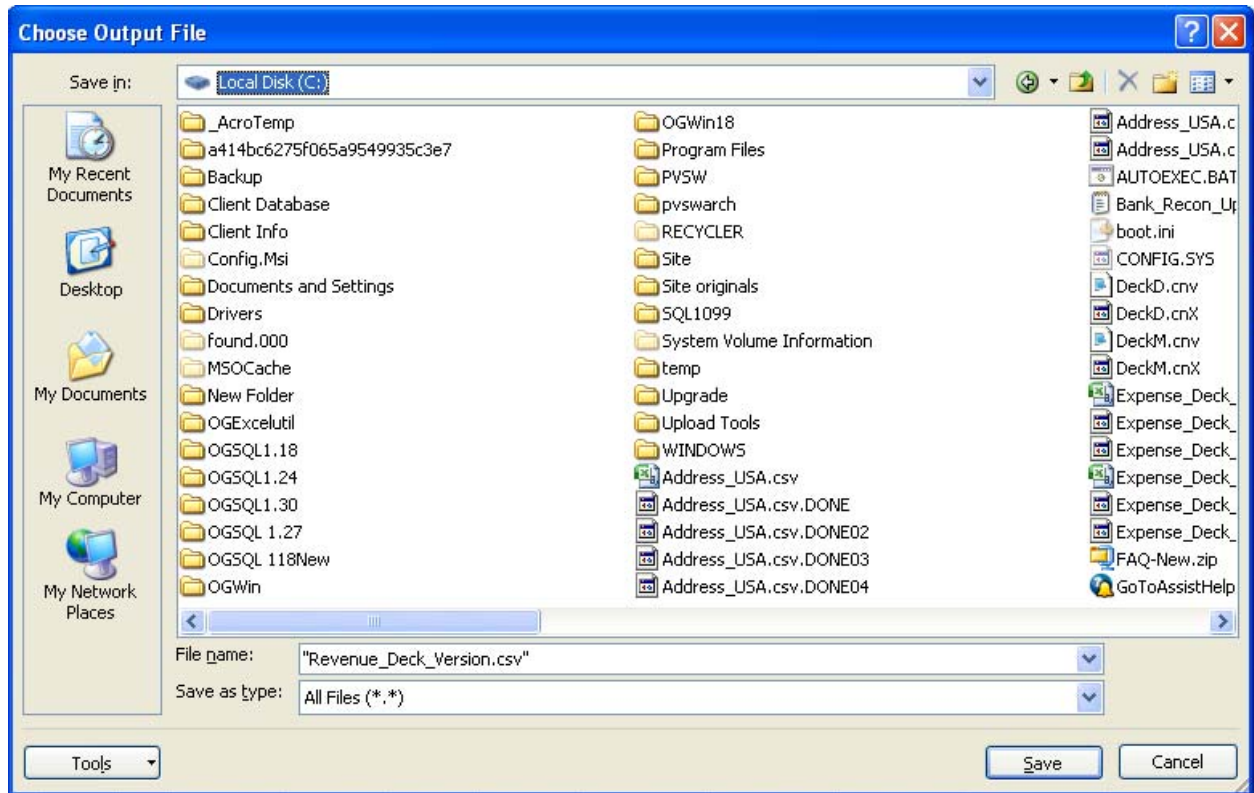


- Correct any errors and click the **Check Data** button again. Repeat as necessary until all errors have been corrected.
- When no errors are detected, you will see a dialog box that allows you to save the text file. Click the button next to the file name and navigate to the directory where you would like to save both files:

Step 1



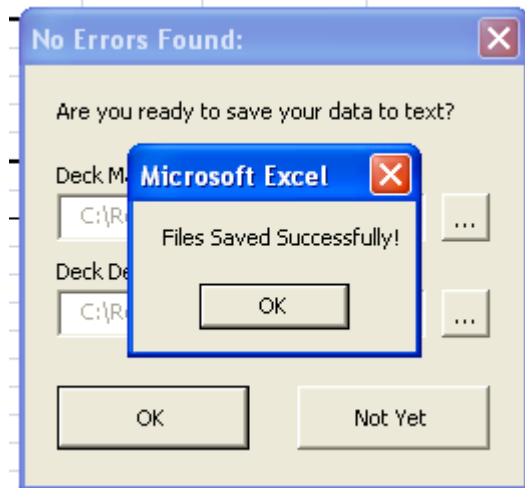
STEP 2



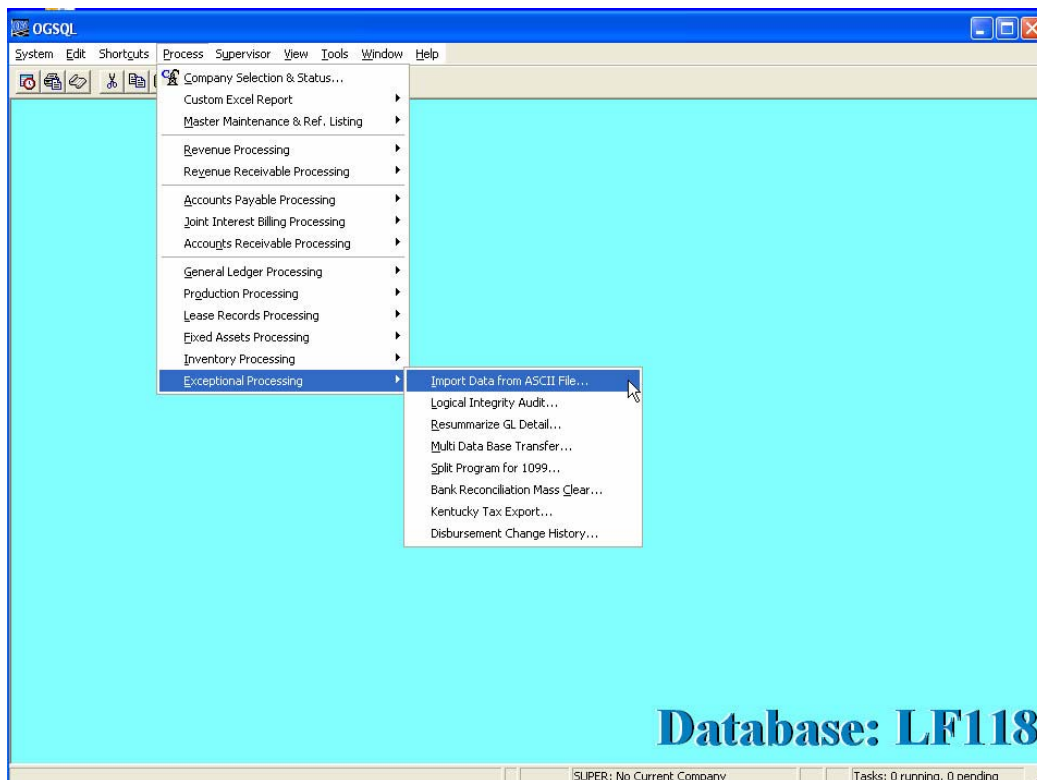
Step 3

Repeat steps 1 and 2 for the detail file.

Step 4



- **Back up your data folder.**
- Navigate to **Process – Exceptional Processing-Import Data from ASCII File ...**



- Select both **Revenue Deck Version** and **Revenue Deck Version Detail Interest**, verify the path and file name for both files, and click on Import.

<input type="checkbox"/>	Revenue_Deck	C:\OGSQL1.13\OGSQL\DemoSys\Import\Revenue_Deck.csv	...
<input checked="" type="checkbox"/>	Revenue_Deck_Version	C:\OGSQL1.13\OGSQL\DemoSys\Import\Revenue_Deck_Version.csv	...
<input checked="" type="checkbox"/>	Revenue_Deck_Version_Detail_Interest	C:\OGSQL1.13\OGSQL\DemoSys\Import\Revenue_Deck_Version_Detail_Interest.csv	...

- **Review the OGSQl report that is generated for any errors.**