

User Manual

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Part I

Introduction



1 Introduction



EnergySteward.com is a web based application specifically written to support the oil and gas industry.

Companies that can best benefit from **EnergySteward.com** include all companies throughout the oil and gas business spectrum. This includes upstream, mid-stream and down stream energy companies.

Many oil and gas companies recognize growth constraints because they are managing their business almost exclusively through various spreadsheets or antiquated systems. Managing your business thru these spreadsheets/antiquated systems can cause...

- Difficulty in obtaining even simple information about your business (ie..quick list of companies, contacts and/or contracts and calculated deal totals over a period of months, etc.)
- Lost business opportunities when contract terms/triggers are boxed and forgotten.
- Various inconsistencies on how calculations/data formatting are performed, etc.
- Dependencies on specific personnel for basic tasks ("what if a person gets hit by a bus ?" syndrome).

EnergySteward.com provides a web based software and database solution for a company to centrally and consistently manage their oil and gas assets.

Notes
1. This help manual is available in PDF format for a traveling version. Because of all screen shots, etc. it is a rather large file BUT it is available, if desired.
2. The intention of this help manual is to assist with the use of **EnergySteward.com.** It is not intended to be a substitute with any training needs which might be required.

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(Version 1.64.0)

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1.1 Features Overview

This user manual contains detail descriptions of the various functions available within **EnergySteward.com** for managing your oil and gas business. The following highlights some of these functions.

Contracts
- Companies (manages your centralized company rolodex)
- Contacts (manages your centralized 'contact' (individual) rolodex)
- Contracts (terms, conditions, options, volume adjustment formulas, price formulas, other cost formulas, amendments, etc.)
- "Time Saver" abilities to bulk load companies, contacts and contract information

Pipes/Fields

- Pipes/Fields (setup pipelines & fields)
- Meters/Wells (setup meters/wells, attributes, rates/factors, strap table assignments, etc.)
- Volume adjustment components (PVR, Keep Whole, Fuel, etc.)
- Oil strap tables (standard and custom, unlimited).
- "Time Saver" abilities to bulk load pipes/fields and meters/wells

Pricing

- Centralized pricing database
- Unlimited price publications (Platts, OPIS, Internal, etc.) *** *Requires publication subscriptions*
- Ability to define custom 'in house' price publications
- Support for price baskets (with simple and weighted rules)
- Ability to setup various pricing components for use in price formulas on contracts/deals
- Tightly integrates with contracts and associated deals (price updates automatically recalculate underlying deals).
- Services to auto load external price publication data feeds (Platts, OPIS, etc.) *** *Requires publication subscriptions*
- "Time Saver" abilities to update price valuations thru Excel and/or publication source (Platts, OPIS, etc.).

Deals

- Calculate and manage monthly contract transactions
- Deals can have unlimited volume types (scheduled, noms, confirmed, estimated actuals, actuals, etc.)
- Deals can have unlimited deal types (enables the setup of allocation strategies like baseload, backfill, swing, etc.)
- Deals can span multiple months
- Calculations on deals are done near realtime (no waiting at night for calculations to occur)
- Automated propagation of volumes, price assignments, etc (to all following volume types and future months)
- Capture/Calculate of oil tank and meter tickets (API temp and gravity standardizations)
- Automated posting of oil tank and meter tickets to deals and their respective volume days
- Months can have various phases and these phases can be 'frozen' (protected volumes & calc results from changes)
- Online Volume Routing/Scheduling (unlimited routing instructions on volumes)
- Capture and Calculate Oil Run Tickets (includes API gravity and temperature corrections)
- Automatic Posting of Oil Run Tickets to applicable deals & their respective routes
- "Time Saver" abilities to bulk load oil tickets, volumes (including PIVOT format) and bulk calculations

EnergySteward.com is one of very few web based solutions (built from the ground up) on the market today. There are no special hardware requirements for individuals to run **EnergySteward.com**. All that is required is a common browser (IE, Firefox, Safari, etc.). No complicated installations, accessible from virtually anywhere with no hassles.

EnergySteward.com is natively available as a hosted application. **Software Experts, Inc.** takes care of the application servers, database environments, backups, internet bandwidth, security certificates, etc. All that is required to utilize **EnergySteward.com** in our secure hosted environment is a license with **Software Experts, Inc.**.

EnergySteward.com can also be licensed to run in house OR on dedicated co-located servers.

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1.2 Contact Us

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* An Oklahoma based corporation, in business since 1997.

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Phone: 972-352-7936

Reporting of any Bugs/Enhancement Requests
In order to contact us concerning any type of support requests (bugs, new features, etc.), the best method is to click the incident button (speed button at the top of every screen). When you click this button you can then enter the problem or request. When you click the 'Save' button it will automatically post to our pending request log. If critical in nature, please feel free to contact us by phone (above).

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Part II

How To Use The Screens



2 How To Use The Screens

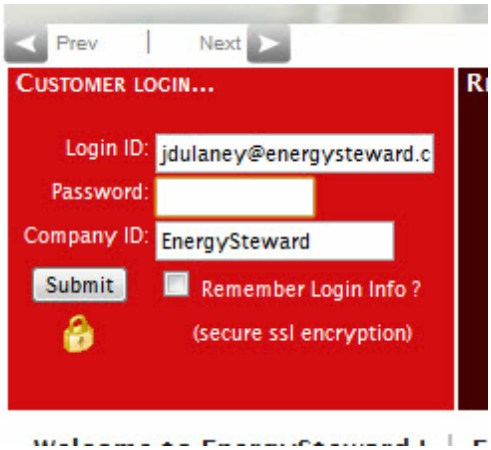
This chapter describes many of the common features that are used throughout the online **EnergySteward.com** screens. When **EnergySteward.com** was designed and developed, it was done with every attempt to offer a consistent experience from all areas of the application. This section describes those consistent features which are used across all **EnergySteward.com** areas.

2.1 How to Login

EnergySteward.com can be accessed via a secure login directly from www.energysteward.com website.

In addition, depending on licensing, this same secure login might be embedded (made available) within your own company website portal. The architecture used when developing **EnergySteward.com** allows for this type of integration with your own company website.

Whether from **EnergySteward.com** or your own company website, you will be prompted with the following:



This is the area where you supply applicable login credentials to get into **EnergySteward.com**.

Login ID - This will normally be your email address. However, the actual ID used will be assigned to you by your system administrator. In some cases (for in-house installations of **EnergySteward.com**, this will be the same ID you use to login to your Windows network).

Password - A password is also required. The rules that dictate the number of characters, how often it is required to be changed, etc. is all dependent on how your company is configured within **EnergySteward.com**. In addition, if this is an in-house installation of **EnergySteward.com** and you have the Windows (active directory) integration service then this password will be the exact same one you use when logging into your Windows environment.

Company ID - This indicates the company identifier which you which you are logging into. This is a required field. The login ID and password specified must match for this particular company identifier. This identifier is assigned to your company once a license to **EnergySteward.com** has been established. This field will not be required, if logging in from your own company website (only the id and password).

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Remember Login Info ? (checkbox) - When you login, you have the OPTION of checking this checkbox. If checked, then your login ID and password will be saved as a 'cookie' on your workstation. This can be a timesaving feature when you attempt to go back into **EnergySteward.com** (by not having to key in the login and company every time). It is important to note, that this 'cookie' is stored on the PC/Workstation. Therefore, if you login to **EnergySteward.com** from some other workstation then you will have to put in your login and company. In addition, please note that your password is NEVER stored within a cookie, you will always be required to enter a password.

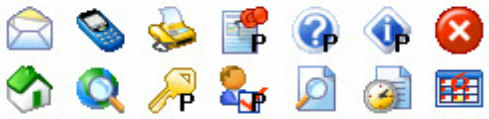
Once the above information has been entered, then click 'Submit'. When you click the submit button the login credentials will all be sent using secure (SSL) encryption. This happens even though you may not necessarily see the padlock on your browser.

2.2 Common Screen Behaviors

All screens within **EnergySteward.com** follow a consistent 'look and feel'. This minimizes the learning curve needed to effectively utilize the application. This section documents many of these consistent usability features.

2.2.1 Speed Buttons

At the top of all **EnergySteward.com** online screens are a couple of rows of graphic 'speed buttons'. These 'speed buttons' allow for a single click 'from anywhere' to certain areas of **EnergySteward.com**. Below is a screenshot of what these speed buttons look like.



These speed buttons appear in the top right hand corner of all screens in **EnergySteward.com**.

This section will describe each of these speed buttons and their respective functions.

2.2.1.1 Email

 Click this button if you want to send an email to an individual (contact) or group. These individuals/groups are those which are defined within **EnergySteward.com**.

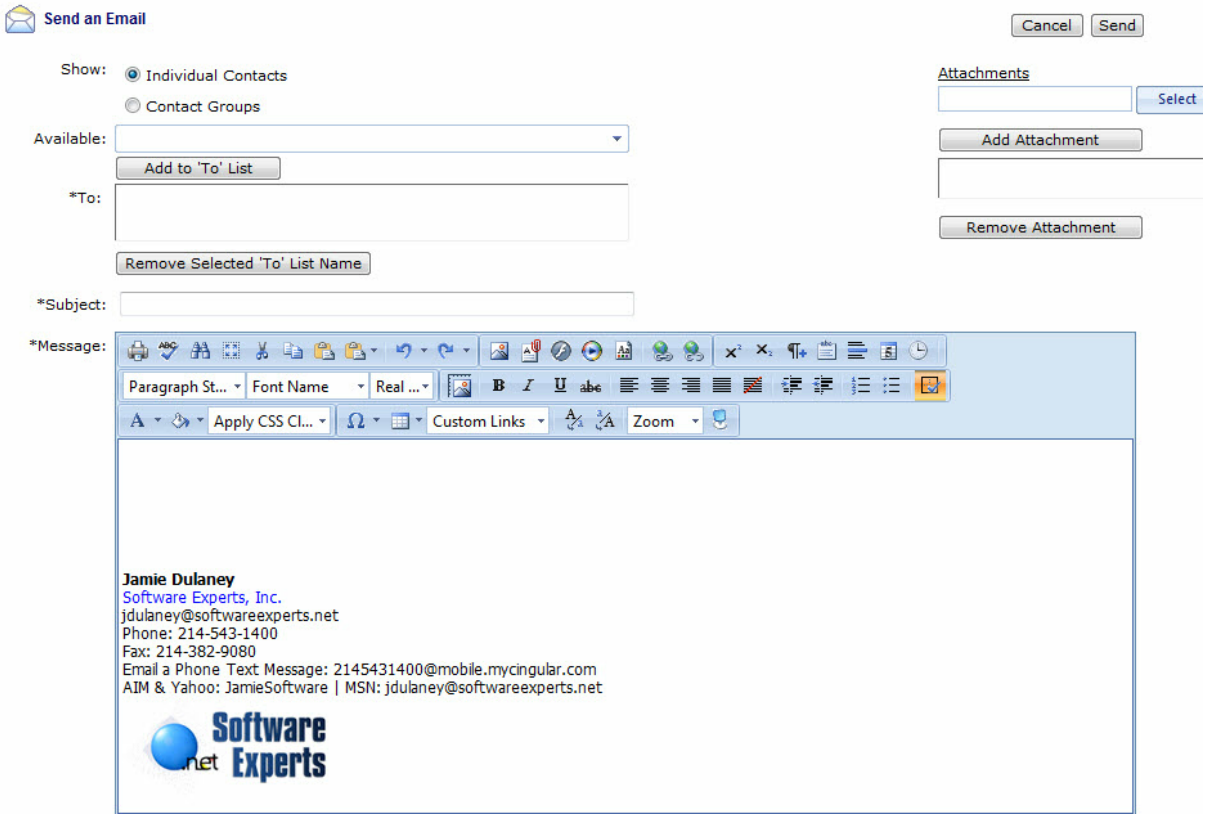
When you send an email from within **EnergySteward.com**, the email will go to the respective individuals email addresses which are defined within **EnergySteward.com**. The email will arrive in each individuals default mail program (ie.. if you send to someone that utilizes MS Outlook then that is where the email will arrive).

An advantage to using the built in email capabilities within **EnergySteward.com** is that copies of the email are stored within **EnergySteward.com** for both the sender and the recipient (see "Correspondence" area within contacts area).

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All company related contact information is shared within **EnergySteward.com**, ensuring that this 'master list' of contacts will have current information and that individual employee address books will not require to be always kept current.

When clicking this button the following screen will popup.



Show (individual contacts or groups) - When you select 'Individual Contacts' here, then the 'Available' pulldown box (see below) will list individual contacts. When you select 'Contact Groups', then the 'Available' pulldown box (see below) will list out contact group names.

Available - Depending on the 'Show' checkbox (see above), this will list out either contacts or contact groups. Find the individual or group and then click the 'Add to To List' button. This will move the name from this listbox to the 'To'. All individuals or groups in the 'To' box will be the recipients of the email. Important note: if you do not see a specific individual's name in this pulldown box then one reason could be that the person does not have a valid email setup within **EnergySteward.com** (check the contact detail for the person and update accordingly).

To - This contains the list of individuals or groups which are to be the recipients of the email. To remove someone from this list, simply highlight them here and click on the 'Remove' button.

Subject - This represents the subject for the email message.

Message - This represents the message body for the email message. The powerful email editor included within the **EnergySteward.com** email editor allows you to use features which are typically

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only available with word processing programs (colors, images, tables, links, etc.).

Attachments - You can add 1 or more attachments to an email message. When the email function is invoked from some places within **EnergySteward.com**, an attachment is automatically included. To add an attachment, first click the 'Select' button and find the file on your hard drive/network. Click the 'Add' button after you have selected a file. This will put the file name within the attachment list box. To remove an attachment, highlight it in the attachment list box and click the 'Remove' button. Important note: these attachments will automatically have their names 'suffixed' with data to ensure uniqueness when it is stored on the **EnergySteward.com** servers.

2.2.1.1.1 Setting Up A Default Signature

EnergySteward.com provides a method to have 'templates' for emails. A template file is simply an 'html' text file which is pre-designed and can be used over and over for multiple purposes. For example, you might create an invoice template for mailing out invoices, a remittance template for mailing out remittance statements, etc.

One special option available within **EnergySteward.com** is an ability to pre-load a default template file. This default template file automatically populates each time the email screen is initially accessed. This default template can be used to store a signature block (including any text,graphics, etc.).

EnergySteward.com has been designed to automatically look for AND load a template file named 'default.html'. This is done each time you send a new email. Therefore, if you create and store a signature template file named 'default.html', then it will automatically pre-populate, on the email screen, every time you send an email.

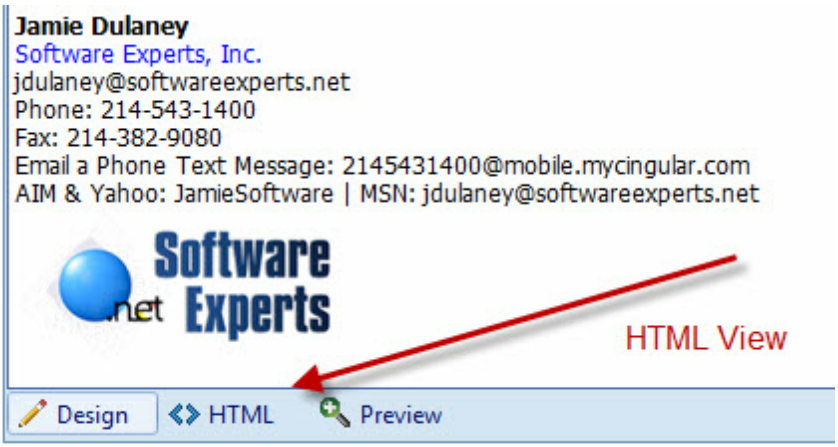
The specific instructions for setting up a signature file (default.html) task is listed below. These instructions assume that you will be using the email editor included within **EnergySteward.com** for creating/designing your 'default.html' file. Important Note: that you can use any HTML editor to create these templates.

Instructions For Default Signature (default.html)

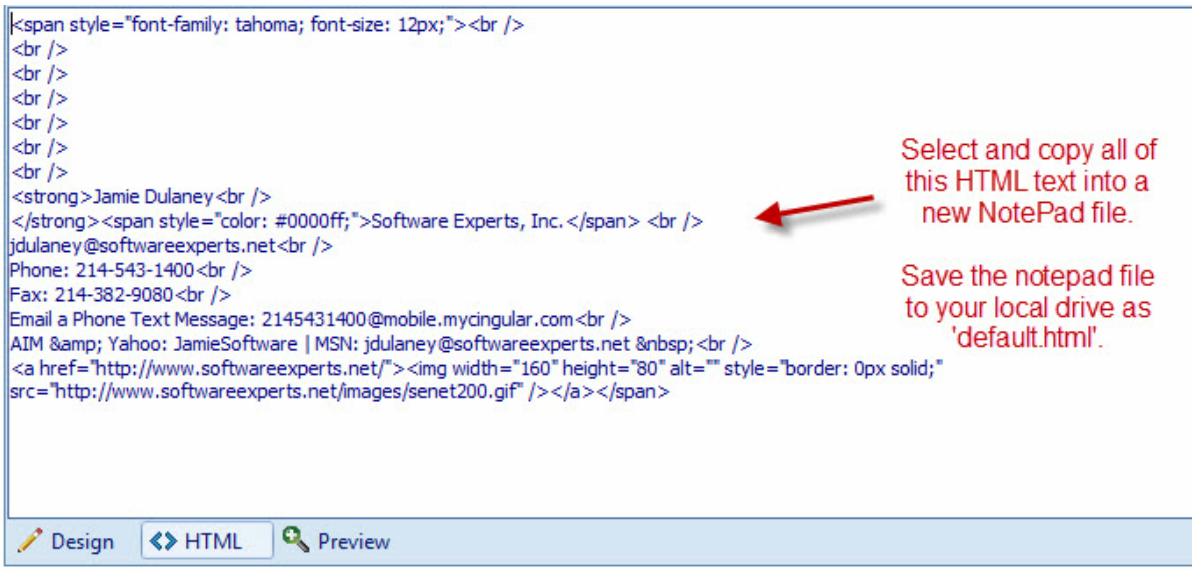
1. Create/Design your signature line(s). Go into the email editor (just as though you were sending an email to a counter party) and create your personal signature info (see screen shot on item 2 below). Use all of the features of the editor (incorporate links, images, modify colors, whatever text you want, etc.). You don't have to send an actual email here, just use the email editor screen to design/create how you want your signature to look (ultimately we are just using the editor to create a simple HTML file called default.html).

2. When you are finished creating (designing) your signature, then click the 'HTML' view button at the bottom of the screen:

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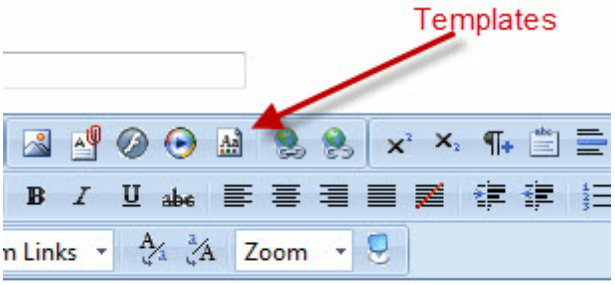


3. This will show you the underlying HTML text for your signature line(s). Copy and paste all of this HTML to a text file (using notepad on your local workstation). Temporarily save this file somewhere on your local 'C' drive. Save the file as 'default.html' (being careful not to let notepad save it with a 'txt' extension). Make sure you remember where you save this 'default.html' file on your 'C' drive, we will be using the file in a step that follows.

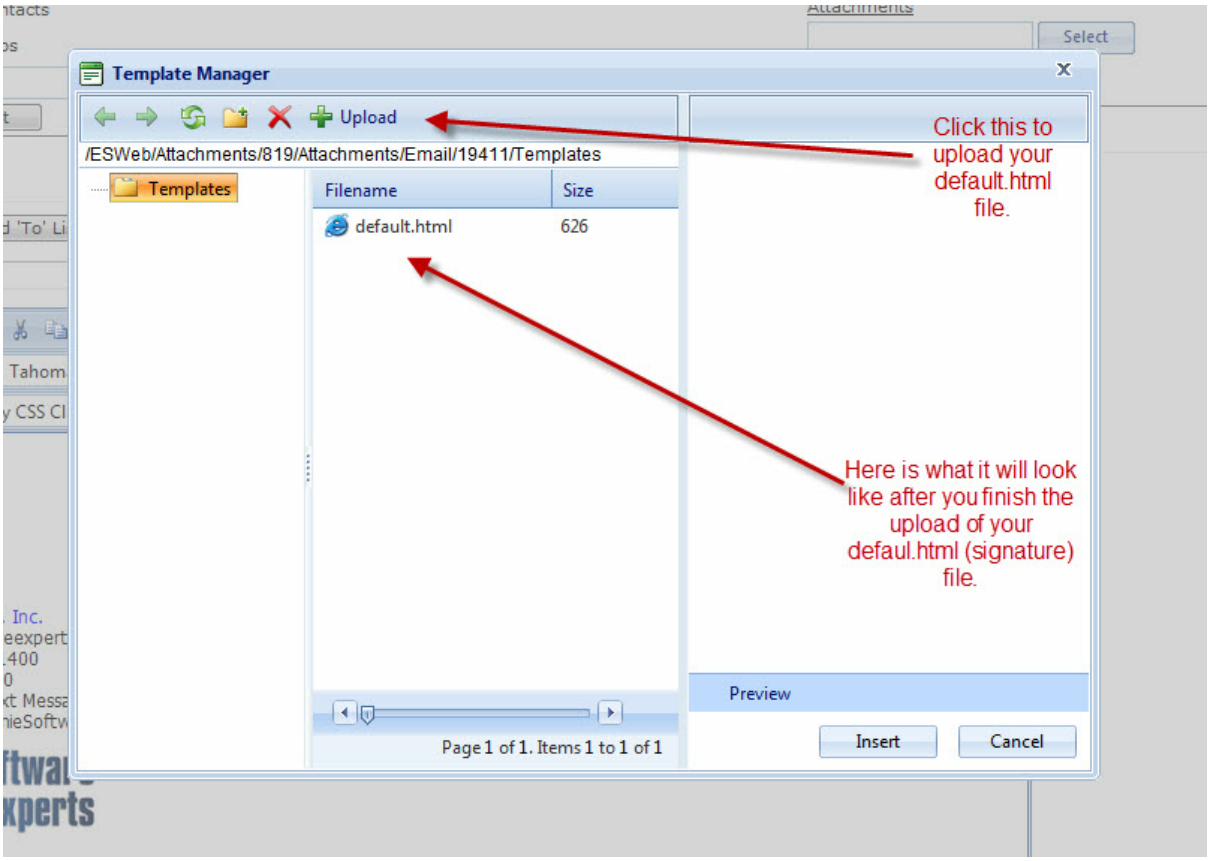


4. At this point you have a 'default.html' file, which you created and saved, somewhere on your local drive (C drive, etc.). Now, still operating from within the **EnergySteward.com** email editor, go back into 'Design' view (clicking 'Design' button at bottom). Then, click the template manager button at the top of the email screen. This button is the button which allows you to store your personal template files. Again, this doesn't have to be just for the default signature template, you can have an entire library of templates.

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5. The template manager should now popup (as shown in the screen shot below). Click the 'Upload' button and upload the default.html (signature) file which you previously saved to your local (C Drive) using notepad. This should be saved to the root 'Templates' folder. Below is a screen shot which shows what your screen should look like AFTER you have uploaded your default.html file. Important Note: These template files, as with all application related files, are stored on **EnergySteward.com** servers and therefore are included in all backups. In addition, these template files are available no matter where you access **EnergySteward.com** .



6. That is all that is required. Now every time you go in to create a new email it will automatically pre-populate the email window with your default.html (signature) text.

If you ever need to make a change to your default.html file (or any template file), follow the same rules as above for creating a new template and REPLACE the existing file.

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2.2.1.2 Fax

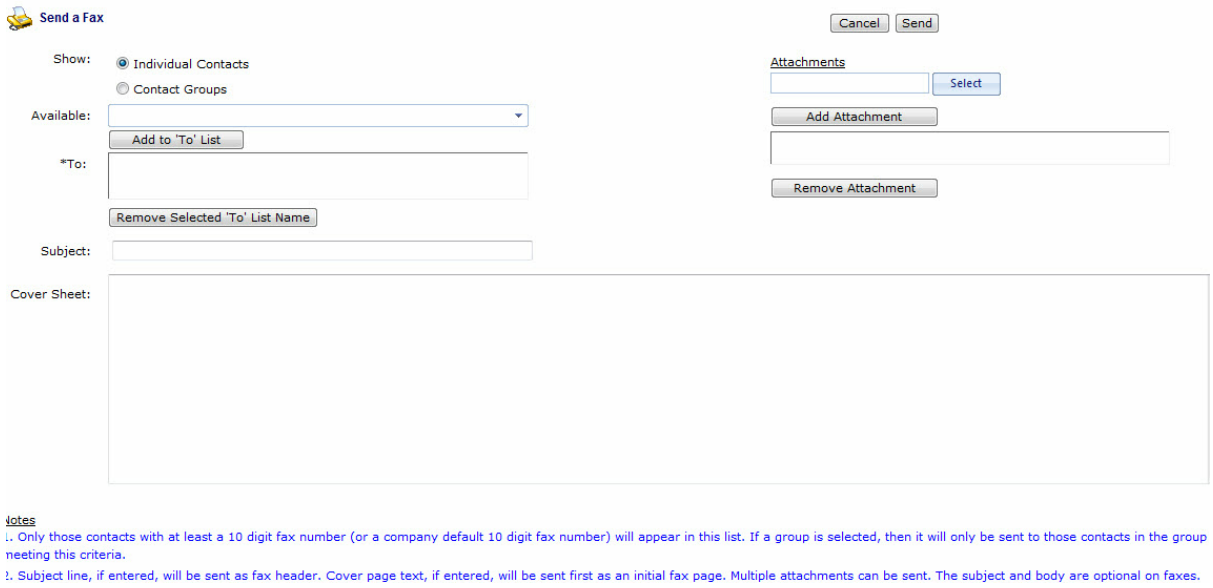
 Click this button if you want to send a fax to an individual (contact) or group. These individuals/ groups are those which are defined within **EnergySteward.com**.

When you send a fax from within **EnergySteward.com**, the fax will go to the respective individuals fax numbers (if one not available it will default to the primary company address fax number) which are defined within **EnergySteward.com**. The fax will be sent to the designated facsimile device at the number setup for the contact individual.

An advantage to using the built in fax capabilities within **EnergySteward.com** is that copies of the items faxed are stored within **EnergySteward.com** for both the sender and the recipient (see "Correspondence" area within contacts area).

All company related contact information is shared within **EnergySteward.com**, ensuring that this 'master list' of contacts will have current information and that individual employee address books will not require to be always kept current.

When clicking this button the following screen will appear.



Show (individual contacts or groups) - When you select 'Individual Contacts' here, then the 'Available' pulldown box (see below) will list individual contacts. When you select 'Contact Groups', then the 'Available' pulldown box (see below) will list out contact group names. Important note: if a fax number cannot be determined then an individual will not appear in the list as an option. The fax numbers must have at least 10 numerical characters.

Available - Depending on the 'Show' checkbox (see above), this will list out either contacts or contact groups. Find the individual or group and then click the 'Add to To List' button. This will move the name from this listbox to the 'To'. All individuals or groups in the 'To' box will be the recipients of the fax. Important note: if you do not see a specific individual's name in this pulldown box then one reason could

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be that the person does not have a valid fax number (10 numeric characters at least) setup within **EnergySteward.com** (check the contact detail for the person AND/OR check the company address fax number and update accordingly).

To - This contains the list of individuals or groups which are to be the recipients of the fax. To remove someone from this list, simply highlight them here and click on the 'Remove' button.

Subject - This is an optional field. If entered, then it will represent the fax header line.

Body - This is an optional field. If entered, then it will be sent as the cover page (initial) page.

Attachments - You can add 1 or more attachments to a fax. When the fax function is invoked from some places within **EnergySteward.com**, an attachment is automatically included. To add an attachment, first click the 'Select' button and find the file on your hard drive/network. Click the 'Add' button after you have selected a file. This will put the file name within the attachment list box. To remove an attachment, highlight it in the attachment list box and click the 'Remove' button. The fax service utilized can accept/send faxes from most popular formats (PDF, Excel, Word, etc.). You can place multiple different attachments on a single fax and they will be rendered to the receiving device. Important note: these attachments will automatically have their names 'suffixed' with data to ensure uniqueness when it is stored on the **EnergySteward.com** servers.

2.2.1.3 Text Message

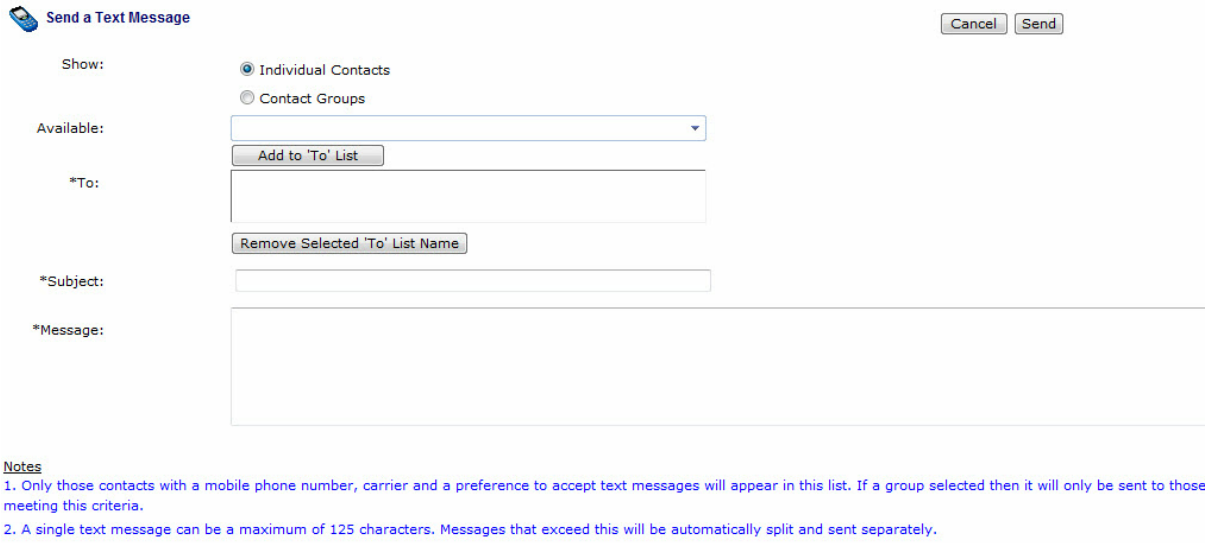
 Click this button if you want to send a SMS message (text message) to an individual (contact) or group. These individuals/groups are those which are defined within **EnergySteward.com** AND are only those individuals that are defined as accepting text messages with a specific phone carrier designation.

When you send a text message from within **EnergySteward.com**, the text will go to the respective individuals mobile phones as defined within **EnergySteward.com**. It will arrive at their phones within a minute or two from the time it is sent.

This can be a useful tool and provides a capability for you to keep in continuous contact thru cellular phone text messaging.

When clicking this button the following screen will popup.

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Show (individual contacts or groups) - When you select 'Individual Contacts' here, then the 'Available' pulldown box (see below) will list individual contacts. When you select 'Contact Groups', then the 'Available' pulldown box (see below) will list out contact group names.

Available - Depending on the 'Show' checkbox (see above), this will list out either contacts or contact groups. Find the individual or group and then click the 'Add to To List' button. This will move the name from this listbox to the 'To'. All individuals or groups in the 'To' box will be the recipients of the text message. Important note: if you do not see a specific individual's name in this pulldown box then one reason could be that the person does not have a valid mobile phone setup with appropriate settings for his cellular carrier. In these cases, check the contact detail for the person and update accordingly. Will need to have carrier designated along with indication that he/she is willing to accept text messages.

To - This contains the list of individuals or groups which are to be the recipients of the text message. To remove someone from this list, simply highlight them here and click on the 'Remove' button.

Subject - This represents the subject for the text message.

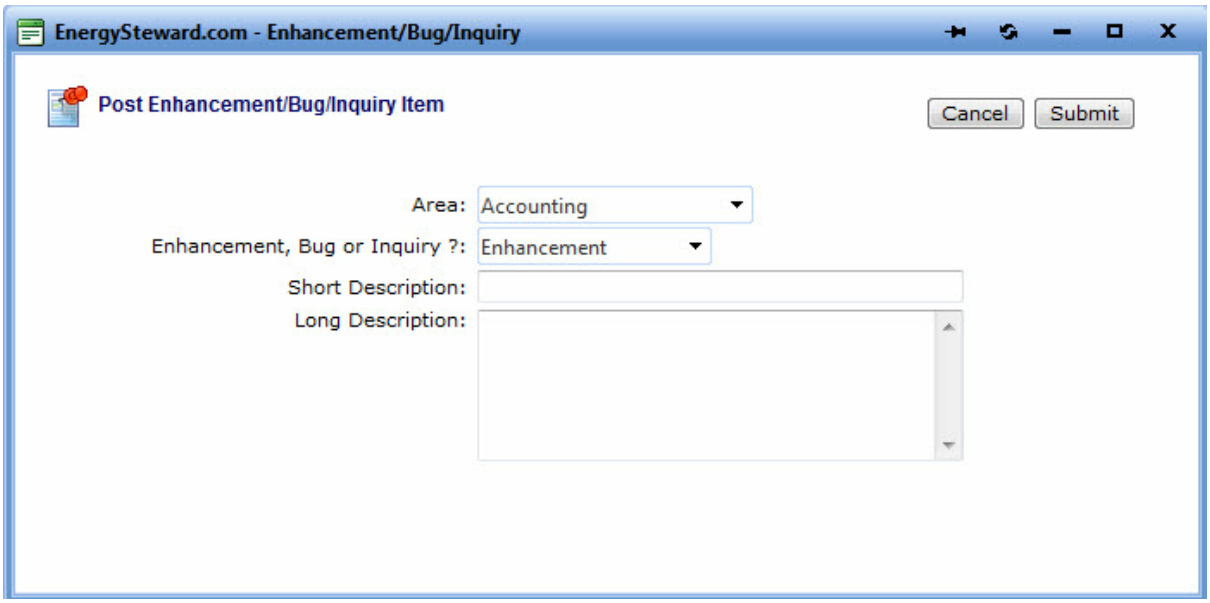
Message - This represents the message body for the text message.

2.2.1.4 Enhancement/Bug Post


Click this button if you want to post a bug or enhancement request report to **EnergySteward.com** . Items submitted thru here will automatically get posted to the **EnergySteward.com** pending bug/ enhancements list.

When clicking this button the following screen will popup.

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Area - Select the general area which this particular enhancement, bug or inquiry request will be categorized.

Enhancement, Bug or Inquiry ? - Indicate whether this is a 'bug' (problem with existing designed functionality) or an 'enhancement' (new and/or different functionality) or an 'inquiry' (just a question).

Short Description - This is just a one line reference name for the request. This can be anything you want to briefly summarize (in a few words) the context of the request.

Long Description - This is the descriptive area to indicate exactly what your are requesting. A very detail message here can greatly assist/facilitate in getting the request processed. Sometimes, it might be necessary to send a followup email (with attached screenshots, spreadsheets, etc.). If it is a bug, which can be reproduced, PLEASE list the steps and data you were following to reproduce the problem.

2.2.1.5 Help

Click this button in order to pull up the online help manual (this manual published for web access). When clicking this button, the help manual will be positioned within the same general topic as the current online screen. You will still have the ability to navigate anywhere within the help manual, but you will be 'context positioned' initially within the manual.

It is important to note, that the help window will fire off in a new browser window (versus an application popup). This enables you to keep the help browser open and accessible while you are working within **EnergySteward.com** . You might be required to turn off any popup blockers for this site in order to utilize this capability.

2.2.1.6 About

Click this button to get a popup window which shows the application name, application logo, author name, author logo and the current version information.

When clicking this button the following screen will popup.

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2.2.1.7 Exit

Click this button when you are ready to exit and logoff of **EnergySteward.com**.

2.2.1.8 Home

Click this button when you want to go to your own personal 'home' page within the the **EnergySteward.com** application. Your personal home page within **EnergySteward.com** can be defined in the system preferences area.

A contract administrator might have their home page designated as the contract list. A volume scheduler might have the routing/scheduling screen represent their home page.

Also, the home page is the initial page which is arrived upon when a person logs in to **EnergySteward.com**.

2.2.1.9 Web Portal

This button is available from within **EnergySteward.com** IF the optional web portal integration component has been configured and if security allows the individual to have access to the portal functions.

The web portal provides an easy-to-use and secure web interface for clients/partners/vendors (all counter

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parties). This particular button allows for **EnergySteward.com** back office users to be able to 'toggle' to the same screens/views that outside counter parties would access. Security to appropriate portal area is still required by the individual user.

If no web portal access allowed AND/OR the portal has not been configured for your site, then this button will not appear.

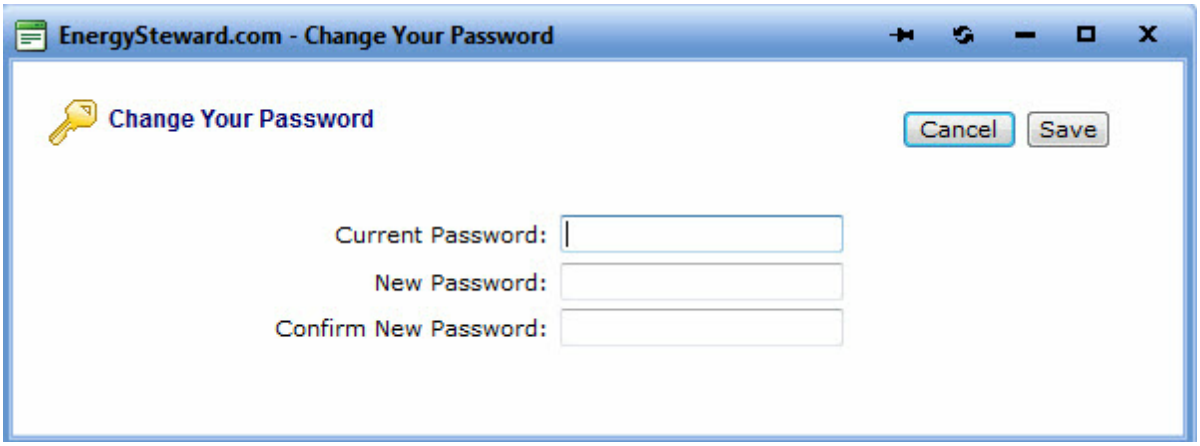
Important Note: Within the web portal screens, there is a button to come back to **EnergySteward.com,** thus allowing for toggling back and forth between the back office and the outside web portal with the click of a single button. Only those that have some sort of security to non portal **EnergySteward.com** functions will be able to see and use this button.

2.2.1.10 Password Change



Click this button if you want to change your password within **EnergySteward.com**. It is a good idea to change your password frequently AND to use strong passwords (upper and lower case, special characters plus a number).

When clicking this button the following screen will popup.



Current Password - You must specify your current password as part of this new password change process.

New Password - This is where you indicate your new password. Important note: your system administrator has defined the rules for length of password, how many times before one can be reused, etc.

Confirm New Password - This is where you re-type your new password. This is done to help ensure that it was entered correctly.

Important note: This particular speed button will not be available IF your company is running **EnergySteward.com** in-house AND if the **EnergySteward.com** Windows active directory synchronization service is running. In those situations, your password should be changed using the normal Windows password change process. **EnergySteward.com** will begin using the updated Windows password instantly.

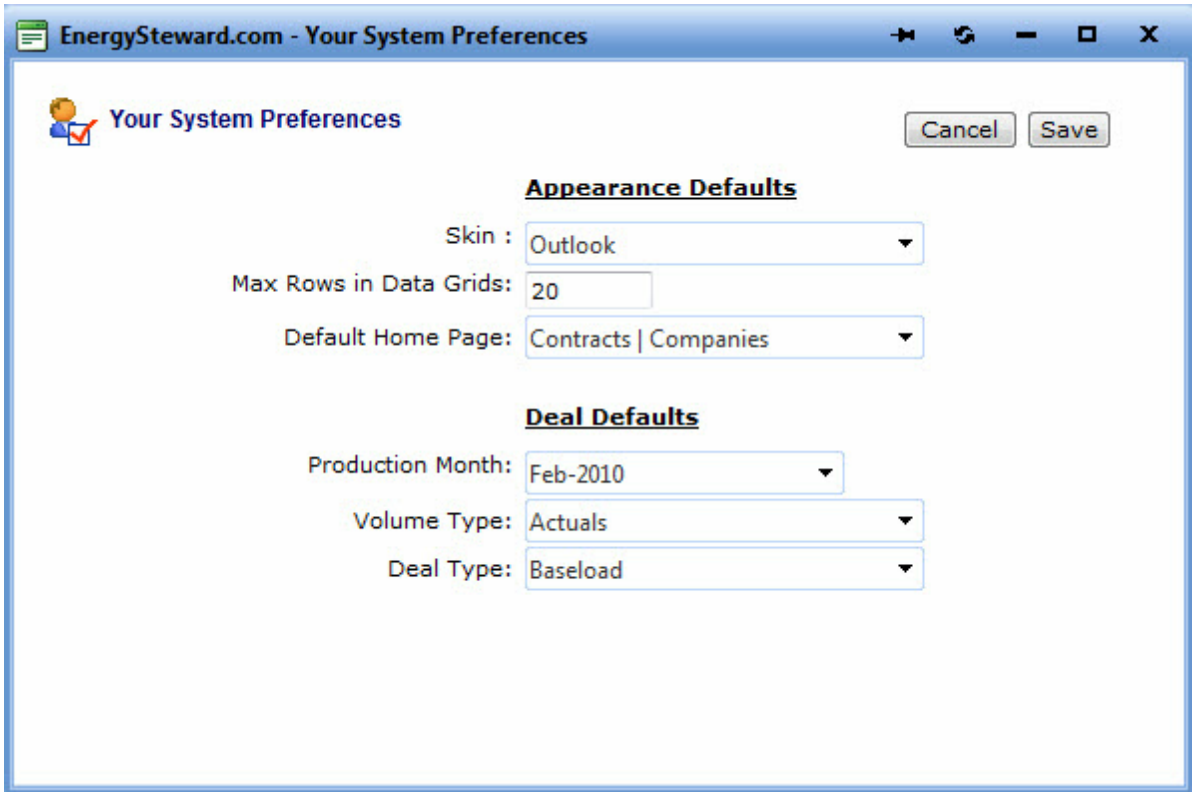
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Also, your system administrator can reset passwords if needed.

2.2.1.11 System Preferences


Click this button in order to set your personal system preferences while working within **EnergySteward.com**. These system preferences allow you to customize the default behavior and the overall 'look and feel' of **EnergySteward.com** to your own personal preferences.

When clicking this button the following screen will popup.



Skin - This pull down box contains a list of 'skin' names. These 'skins' represent color combinations for the **EnergySteward.com** application. There are skins to make the application look like 'Outlook', 'XP', 'Excel', 'Orange', 'Blue', etc. When you set a skin, the skin does not take effect until you save this window AND THEN leave existing underlying window (basically refreshing the screen). At that point it will be changed/saved until you decide to change it again. Selecting an appropriate skin is very much a personal preference. Some skins have larger characters, some smaller. Some have more space when looking at screen grids, etc. It is best to simply 'play around' until you find the appropriate color and space balance for your own preference.

Max Rows in Data Grids - **EnergySteward.com** contains hundreds of 'grid lists' (screens that have tabular lists of data). This field indicates how many rows appear on each page. If too small a number is entered here then you will have more pages ('< Prev > <Next>'). If you enter too large of a number then it may take your system a long time to render all of those rows on each page. The default is 25.

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Default Home Page - This pull down box will list out all of the areas within **EnergySteward.com** which you can classify as your personal application home page. This is the first page that you are taken too when you login. In addition, this is the page you will be taken when you click the home page speed button. Only those home pages which a person has security authorizations are available within this pull down list box.

Deal Default Production Month - Set your default production month with this pull down box. When working with deals, this will be the month which you are currently working on. This will save time when going into a deal by initially positioning you to your current working month when working within a deal. This default production month is also used as the basis for defaults on report parameters, when you run various reports within **EnergySteward.com**.

Deal Default Volume Type - Set your default volume type here (typically noms, actuals, etc.). When initially going into a deal, this will be the initial volumes which you are positioned on. This default volume type is also used as the basis for defaults on report parameters, when you run various reports within **EnergySteward.com**.

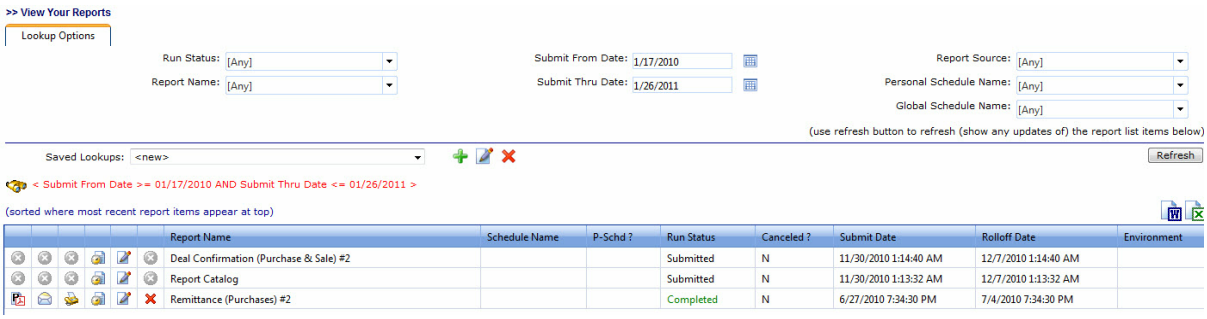
Deal Default Type - Set your default deal type (typically baseload, swing, backfill, etc.). Whens setting up new deals this will be your default deal type.

Important note: On all of the above deal defaults. These defaults will only ensure that you are 'positioned initially' to these areas on a deal. Once on a deal you can switch production months, other volume types, etc.

2.2.1.12 View Reports


Click this button in order to look at your current adhoc and scheduled reports. These are the reports that you have already submitted and/or run. All reports which are run within **EnergySteward.com** are viewable here (global scheduled reports, personal scheduled reports, adhoc reports from ANY adhoc menu, etc.). The list of reports within this screen are those which were either submitted by you (adhoc) or through the scheduler where you were a member of a group receiving the report.

When clicking this button the following screen will appear.



This screen shows all of your recently submitted/run reports. The run status will either show 'Submitted', 'Running', 'Completed' or 'Failed'. Since this is a web application you will need to periodically click the refresh button to see an updated status. All reports run on central **EnergySteward.com** servers (ie. your browsers are not tied up while a report is running). If the report is a scheduled report you will see a

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schedule name in this list. If it was a scheduled report from your own 'personal schedule' (versus the global scheduler) then you will have a 'Y' in the P-Schd ? field. The submit date shows when the report was submitted. The rolloff date indicates when the report will be automatically deleted off the **EnergySteward.com** servers. Important note: If you need to keep a report longer than the rolloff date then you simply need to click the report application button (see below) and save to your local or network hard drive. You can then optionally attach the report as a correspondence item on a contract, contact, meter/well or deal.

Report Application Button - This represents a graphic image of the type of report which has been run. This graphic image could represent a PDF report, Excel worksheet,Word document, etc. When you click this button you will be prompted to either open/view the report OR to save it to a local or network drive. Basically, use this button to see the results of the report. When you click to open/view, then the application (Acrobat Reader, MS Excel, MS Word, etc.) on the client machine will be automatically started and the report will appear when the application opens.

Email Button - Click this in order to email the report using the **EnergySteward.com** email functions. When clicking this button the standard email window will popup and the report will be automatically listed as an attachment.

Fax Button - Click this in order to fax the report using the **EnergySteward.com** fax functions. When clicking this button the standard fax window will popup and the report will be automatically listed as an attachment.

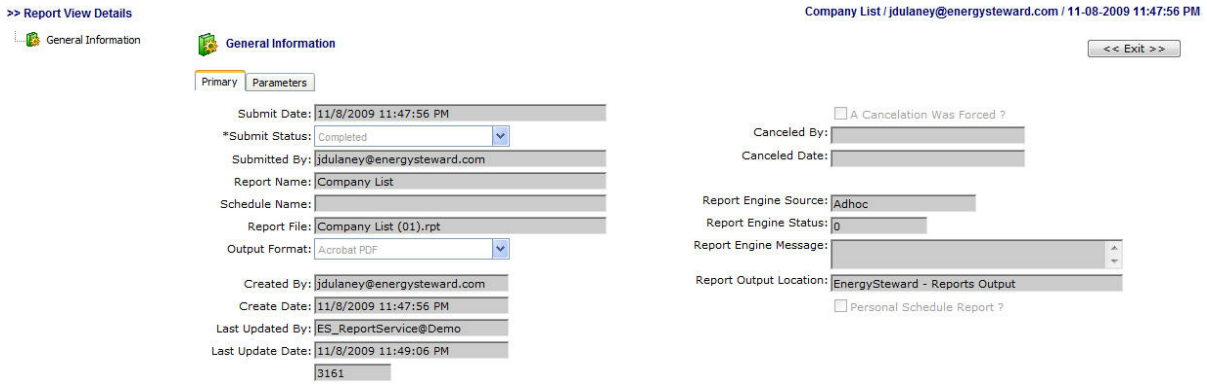
Personal Report Schedule Button - Click this in order to take this particular report (with its current parameter settings, etc.) and set it up on your personal report scheduler. This feature allows you to go straight from an adhoc report to a personal scheduled report with minimal effort.

View/Edit Button - Click this in order to look at the details for this particular report. These report details include items like parameter values, date/times of execution, status code information, etc. See below for sample screen shot on the report view details.

Delete Button - Click this in order to remove a report prior to its automatic rolloff date. Important note: You are not able to delete scheduled reports because these reports are 'shared' by all recipients on a schedule.

2.2.1.12.1 Report View Details (Primary tab)

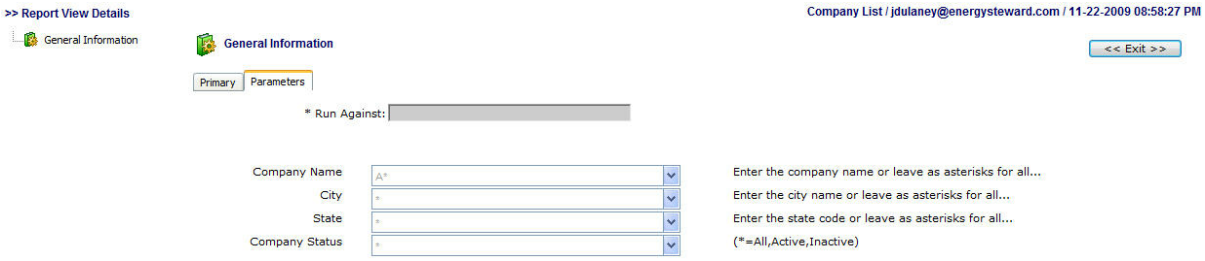
Below is a sample screen of the report view details. All information on this screen is 'read only'. Exiting this screen will take you back to your personal report list.



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2.2.1.12.2 Report View Details (Parameters tab)

This screen tab shows the report environment and the parameters which were used when the report was run. These are all read only (historical) settings pertaining to this particular report.



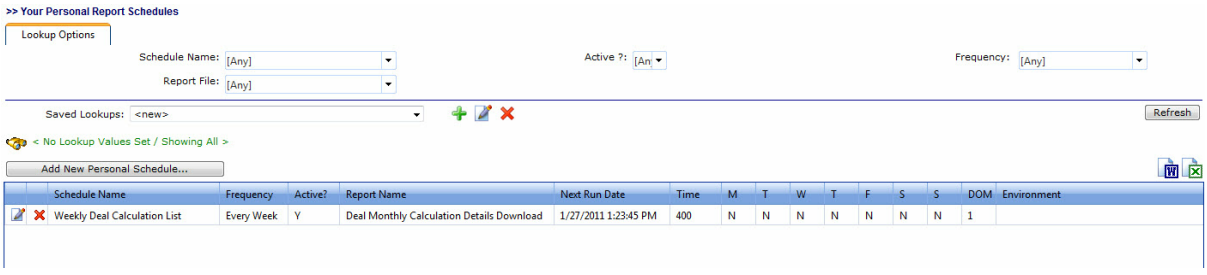
2.2.1.13 Personal Report Schedules


Click this button in order to look at your current list of ***personal*** scheduled reports. These are the reports that you have setup to run on a recurring frequency (daily, hourly, monthly, etc.). You use this button when you want to setup a new personal report schedule OR when you want to update or delete an existing personal report. All personal scheduled reports which are run within **EnergySteward.com** can be setup to run at any time during the day or the night. With options to have it automatically emailed to you when completed.

Examples for personal scheduled reports might be to run pipeline imbalance reports at end of day, price valuation reports in middle of the night (after automated price feeds), etc. This personal scheduling feature can save you time in that it can be configured to run automatically to support your daily job activities.

Important note: **EnergySteward.com** also supports **global** scheduled reports. These are typically setup by administrators and can be run and distributed to groups of individuals.

When clicking this button the following screen will appear.



This screen shows all of your personal scheduled reports. The schedule name can be any name you choose. In the above example the schedule is named "My Nightly Prices" and is scheduled to run at 4 AM every day of the week (except weekends). The report that is run is the "Price Guide" report.
Important note: All reports which are available to you via any of the **EnergySteward.com** adhoc report menus can be setup on a recurring schedule.

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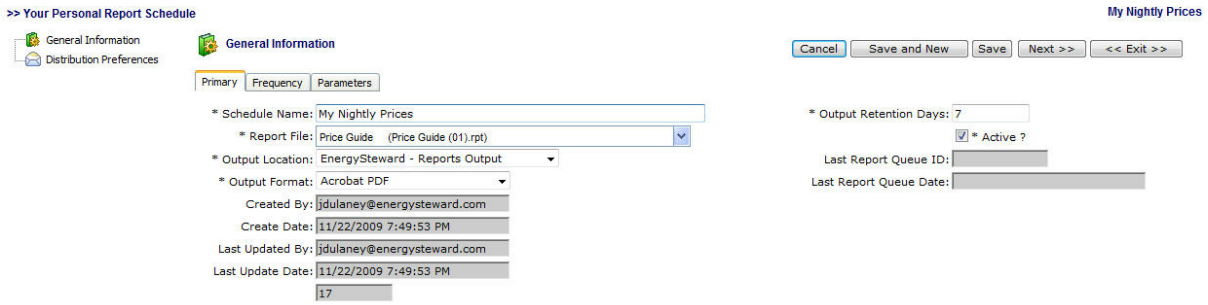
Add New Personal Schedule... (button) - Click this button to setup a new schedule.

View/Edit button - Click this next to the applicable scheduled report in order to view or update the schedule.

Delete button - Click this next to the applicable scheduled report in order to permanently delete the scheduled report (you will be presented with a confirmation popup box).

2.2.1.13.1 General Information (Primary tab)

The following screen (tab) represents the general information (Primary tab area) on a **personal** schedule.



Schedule Name - This is where you can enter any distinguishing name you want to help you identify the scheduled report. The name you assign here shows up within the subject line on the emails, etc.

Report File - This pull down list box contains an entry for all reports within **EnergySteward.com** . The report you select here will be the run that is run on this schedule.

Output Location - This pull down list box contains a listing of various output destinations for where the report can be written. Normally, the default "Reports Output" should be used (and it will be the default).

Output Format - When you run the report you have several options on the output format (Acrobat PDF, Excel, Word, RTF, Text, etc.). The default will be set to whatever has been specified for this report when the system administrator posted the report to **EnergySteward.com** .

Output Retention Days - When reports are run, a 'rolloff date' will be calculated. This retention days field (defaults to 7 days) will dictate how long the system will keep the report on the system prior to removing it automatically (rolling it off the system). When reports are run (adhoc or thru the scheduler) you always have the option of saving a copy to your local hard drive (at least until the rolloff date). Important note: When you set the report to be distributed to you via email, etc., then a copy is permanently stored in the contacts correspondence area on the system.

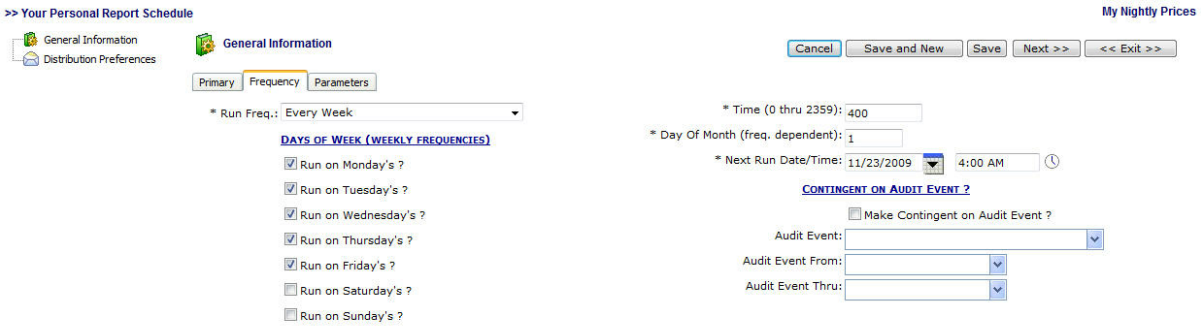
Active (checkbox) - If you want to temporarily stop a report schedule then UNcheck this box. This provides a mechanism for stopping a schedule for a indefinite period of time without deleting the report.

The remaining protected items listed on this screen provide audit and reference information.

2.2.1.13.2 General Information (Frequency tab)

The following screen (tab) represents the general information (Frequency tab area) on a **personal** schedule.

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Run Freq. - Use this pull down list box to select the frequency you want the report to run. Important note: Many of the fields on this screen are frequency dependent. For example, you don't need to enter a "Day of Month" if you are running a daily or weekly schedule.

Days of Week (checkbox's) - Check these to indicate what days of the week you want this schedule to run. You can select and have the schedule run on any day you want. Important note: These checkbox's are applicable primarily for weekly, bi-weekly, etc. report schedule frequencies.

Time (0 thru 2359) - This indicates (in military time) the time of day you want the report to run. It is good to run these outside normal business hours (if applicable). This will minimize the impact of scheduled reports on day to day activities on the system. If the report needs to run during 'prime time' then it should be setup during this time. Also note, you can schedule to run several reports at the same time on a given night. **EnergySteward.com** will schedule (and run) all reports at the designated timeframes.

Day of Month (freq. dependent) - This is for specifying a day of month to run monthly, bi-monthly, quarterly, etc. type reports. Care should be taken to consider that not all months have the same number of days (ie... 28 thru 31 possible).

Next Run Date/Time - This indicates when the report schedule will next run. Important note: You can force a report to run early/now by entering and saving this information (ie.. set it to run a minute from now for instance). After the report runs, it will automatically reset the 'next run date/time' to its normal schedule.

Make Contingent on Audit Event (checkbox) - **EnergySteward.com** provides a scheduling mechanism to enable the running of a report based on audit event 'triggers'. For instance, when a new meter/well is added within the system an audit event is automatically recorded. You can setup a schedule to run a 'new meters/wells' daily report AND have it contingent on the existence of a specific audit event. The report will then be setup to run everyday BUT will only actually run on just those days that new meters/wells were actually added. This eliminates running reports which might be 'blank'. Even though a report is setup to run 'daily' it will not actually 'run' daily unless there is a corresponding audit event within the specified audit event from and thru timeframes.

Audit Event - This pull down list box will list out all of the currently available audit events which can be used for report triggering purposes. Important note: If you do not see an event in the list AND you feel it can be beneficial, contact **EnergySteward.com** support.

Audit Event From / Thru - These pull down list boxes allow you you to setup a timeframe parameter when looking for a triggering audit event on a report schedule. The values here are listed as special substitution fields. For example... **#CURRDAY** is the day the report schedule is run. **#PREVDAY** is the

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previous day from the report schedule.

An example on audit event contingent reporting, if you setup the following on a daily report....

Event: **New Meter/Well**
From: **#PREVDAY**
Thru: **#CURRDAY**

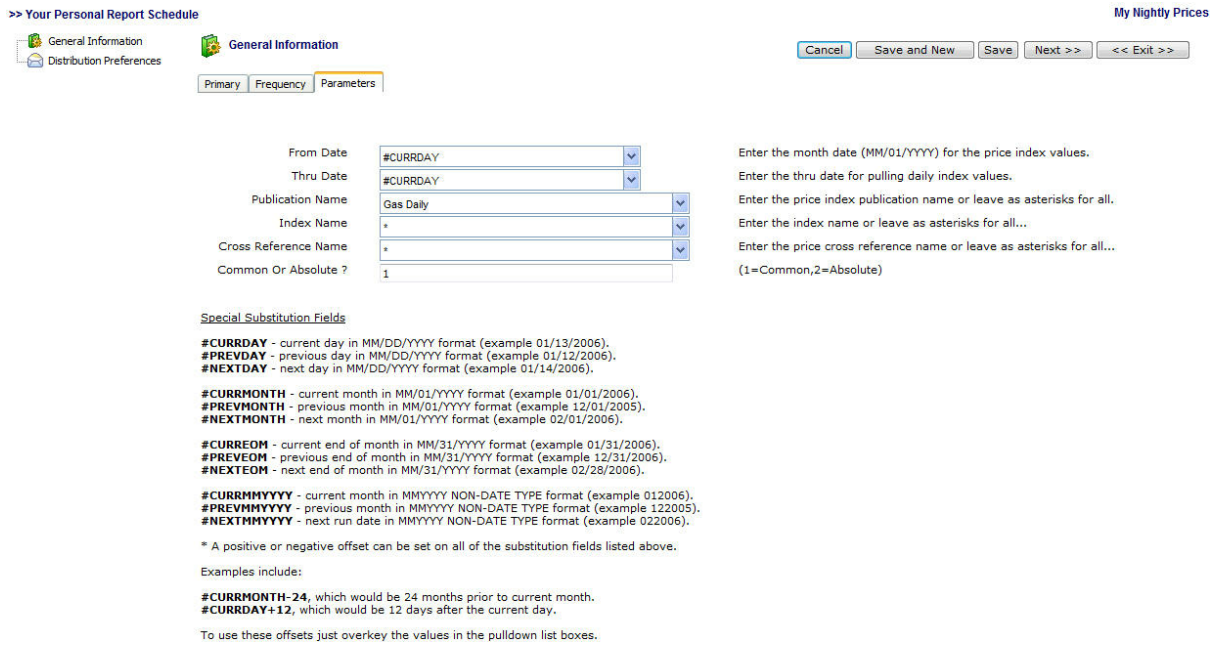
The report would attempt to run daily. It would only actually run if a "New Meter/Well" audit event was posted from previous day to the current day. Important note: Please remember, these dates are based on the date when the report is actually attempted to be run (4:00 AM in the morning, etc.).

Additional capabilities on from/thru substitution fields allow you to put '+' and '-' numeric offsets. For example...

#PREVDAY-7 - Previous day - 7 days.
#CURREOM+3 - Current end of month + 3 months.

2.2.1.13.3 General Information (Parameters tab)

The following screen (tab) represents the general information (Parameters tab area) on a **personal** schedule. These parameters are unique to each report.



Important note: Notice the special substitution fields (for date related parameters). These should be used in lieu of a specific date. Remember, that these substitution fields will substitute the applicable date based on the date when the report was submitted. Therefore, when setting up these parameters you will need to remember the time of day when the report is being scheduled to run.

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2.2.1.13.4 Distribution Preferences

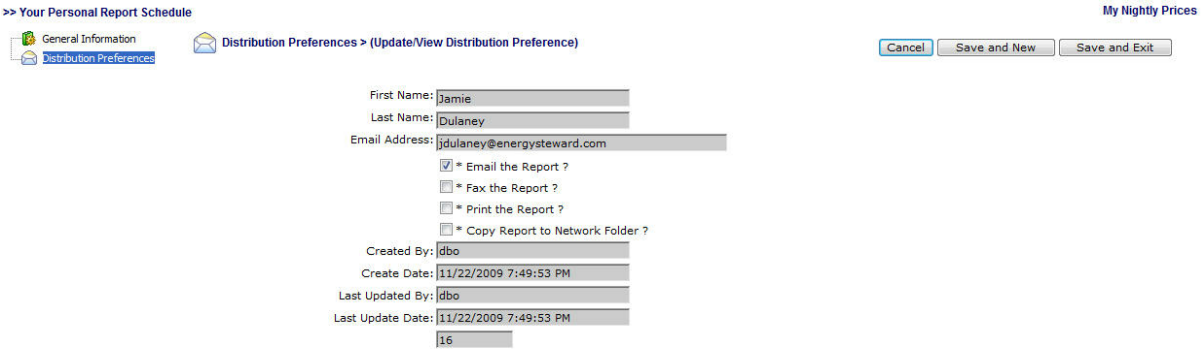
Click this tree option and you will be presented with those individuals on the distribution for the report. Important note: On personal schedules, the only recipient of the distribution is the person that setup/ owns the personal report. If you wish to have an automated scheduled report go to a group of individuals then it can be setup as a global scheduled report and set to an appropriate distribution list.



View/Edit - Click this button to view/update distribution options.

2.2.1.13.4.1 Distribution Preference Detail

This screen allows you to update the distribution options for a particular recipient on a scheduled report.



Email the Report (checkbox) - Check this to get the report automatically emailed. Important note: You can have a scheduled report that runs but doesn't distribute to anyone. It can still be viewed by going to view reports list and will show up in the list.

Fax the Report (checkbox) - Check this to get the report automatically faxed. Important note: You can have a scheduled report that runs but doesn't distribute to anyone. It can still be viewed by going to view reports list and will show up in the list.

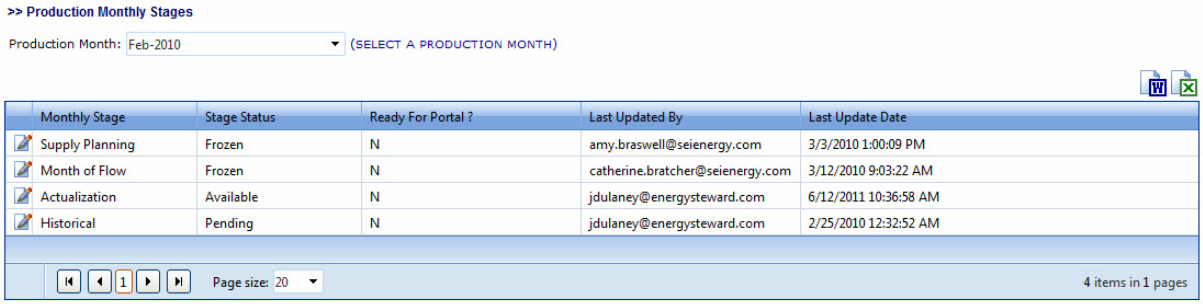
Print the Report (checkbox) - Currently not supported for personal schedules. Printing requires opening the report and spooling to your local or network printer.

Copy Report to Network Folder (checkbox) - Currently not supported. Global scheduling provides for this feature at this time.

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2.2.1.14 Production Month Status


Click this button in order to view/update a monthly status on **EnergySteward.com**. This monthly status screen is normally reserved to designated individuals within your organization.



Production Month - This pull down list box allows you to select the production month. All available stages and their respective status will then show up in the grid list.

View/Edit - Click this button in order to update the stage status.

Monthly Stage - There can be several 'stages' within a production month. For example, each production month might go through the following work flow stages at your company:

- **Supply Planning** - Normally associated with pre-month of flow 'planning' or 'scheduled' volumes.
- **Month of Flow** - Normally associated with nomination and confirmed (or estimated actuals) volumes.
- **Actualization** - Normally associated with actual volumes.
- **Historical** - Normally associated with PPA's.

EnergySteward.com allows your company to define their own production month work flow process. The above is an example of a typical work flow process found in the oil and gas industry.

Stage Status - With **EnergySteward.com,** designated individuals can make these stages available for entry/utilization as well as marking specific stages as 'Frozen'. Each of these stages contains one of the following status's:

- **Pending** - This means monthly info can be updated. ***Calculations against the volumes within this stage will NOT be performed*** while the stage is in this status.
- **Available** - This is the value which gets set to indicate that this is the stage which the month is currently operating within. ***Calculations against the volumes within this stage WILL automatically occur*** against any defined volumes within a stage that has been marked with this status.
- **Frozen** - Set a given month to this value in order to freeze the stage for the month from any updates (no updates of any kind, etc.). ***Calculations against the volumes within this stage will NOT be performed***.

The ability to set status entries for the production month stages provides for powerful variance and historical reporting capabilities.

Important note: Each of these 'stages' will have one or more volumes associated with them. These volume types are also defined for your particular implementation and needs within **EnergySteward.com** . In any single production month, only one stage can be marked as 'Available' at any given time. You can have multiple production months with an 'Available' status at the same time. In addition, you must

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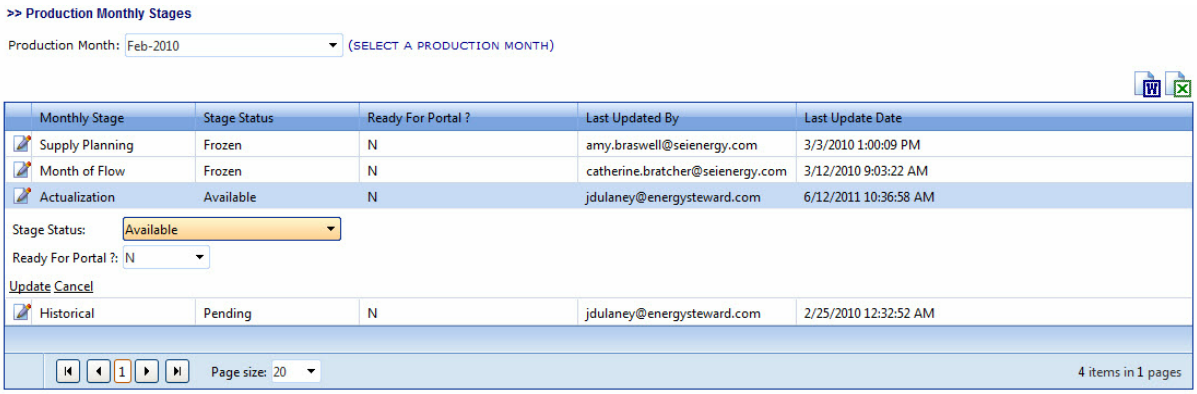
mark them in their specific order, ie.. Supply Planning should be set from "Available" to "Frozen" prior to setting the Month of Flow to "Available", etc. The system is designed to enforce this process to protect the volumes and calculations.

Ready For Portal ? - **EnergySteward.com** supports web portal access for counter party individuals (producers/operators, etc.). The web portal can be configured to show deal level information (calculated volumes, values, route/scheduling, etc.). The web portal software, included with **EnergySteward.com** is configured to respect this 'Y' or 'N' flag for a given production month for display. This provides the capability to turn on (or off) a given month when you are ready for it to be available through the web portal.

Important note: Portal configuration is typically setup for a specific volume type (noms, estimated actuals, actuals, etc.). This particular option can only be updated when there is a portal configured AND can only be updated for the specific volume specified for use within the portal. For example, if your portal is configured for 'Nom' volumes. Then you will only be able to change the 'Y' or 'N' (ready for portal indicator) for Noms. All other volume types will be set to 'N' and cannot be changed (they are not applicable for portal use). The portal configuration can be set to any volume type required.

2.2.1.14.1 Production Month Status Update

This is the how the production month status screen appears when you click the View/Edit button.



Stage Status

Select the appropriate status then click the green check mark to save the changes.

Pending - No calculations are performed for volumes within this monthly status. Volumes/etc. can be updated.
Available - Calculations are set to be performed for all volumes which belong to this status.
Frozen - Calculations, volume/price updates, etc. cannot be modified for volumes within this status.

The volume types within these various monthly stages are determined by your site deal volume type configurations and are/can be unique to each implementation.

Ready For Portal ?

If applicable, the 'Ready For Portal ?' indicator can also be updated.

Y = Deal meter/well related information (volumes/values) are available thru the web portal (if site

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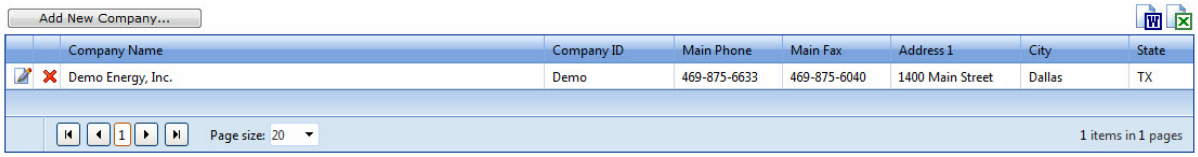
deal portal options have been enabled).

N = Deal meter/well related information (volumes/values) are not yet available for web portal.

Important note: Deal information availability thru the portal may, or may not, be enabled. If not enabled for a site then setting this value has no bearing on anything.

2.2.2 Grid Lists

EnergySteward.com contains a significant number of screens which contain a grid list. These grid lists all contain the same standard behavior. A sample grid list is listed below:



Some points about how these grids generally operate.

Add / Action (button) - On most grid lists, an action button (normally an "Add" button) is made available. This button can be clicked in order to add additional items to the underlying grid lists. This button is normally physically located on top of the grid list, right hand side. Important note: there are circumstances where a button will not appear here. These can be security related, contract restriction related, monthly status related, etc.

Excel / Word Export (buttons) - On the top right of grid lists are buttons which can be clicked to export the contents of the grid to either an Excel or Word document on your local workstation. This export will only include the data within the currently refreshed grid list (via lookup options and only those columns that appear in the grid list).

Grid Column Title Names (sorting) - You can click on a title name and the grid will RE-sort based on the title you click. If you click the title again than you will 'toggle' between an ascending sort and a descending sort on that column. A small arrow will appear next to the name to indicate which way it is sorting.

View/Edit (pencil button) - This button can be clicked next to the respective grid entry. When clicked you will be able to view or edit that particular item (sometimes you are taken to a new screen and other times this edit will take place directly within this grid).

Delete (red cross button) - This button can be clicked next to the respective grid entry. When clicked it will permanently delete the corresponding item. You will typically be presented with a "Are you sure ?" dialog box prior to completing the deletion.

Other buttons (not shown in example) - There are many grids within **EnergySteward.com** that contain various other buttons. You can hover the mouse cursor over these buttons and it will tell you what will happen when you click them. When in doubt, hover your mouse cursor over it.

Footer Area (Next / Prev) - At the bottom of the grid list is the Prev / Next buttons. Also, the page number and total items, etc. You can click the 'Prev' to go back a page at a time. Clicking 'Next' will let you go forward one page at a time.

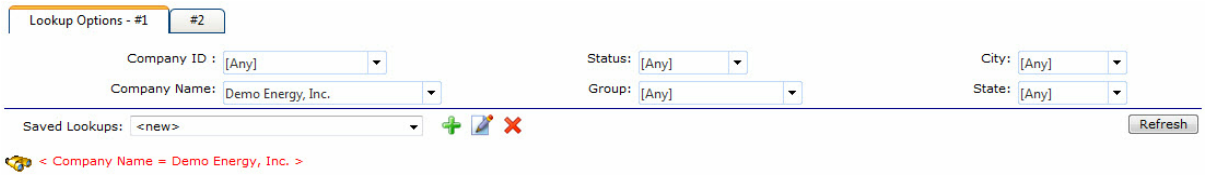
Important Note: **EnergySteward.com** utilizes an internet technology which minimizes page flickering. Therefore, you may sometimes see a 'Working..." phrase in the footer area. Normally, websites will

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refresh the entire screen. **EnergySteward.com** will only refresh what is needed. When you see the 'Working..." notation it just means that your request is currently being processed.

2.2.3 Grid List Lookups

At the top of many **EnergySteward.com** grid screens is an area called a "Lookup" area. This area is simply a place where you can construct custom queries to pull up specific information within the grid list. Below is an example of a "Lookup" area:



Lookup Options - #1 + (tabs) - There can be many available fields which you can use in a lookup. The tabs at the top provide you with several fields to construct your lookup queries upon. Click the tabs at top to see what all your options are.

Lookup Fields - On each tab can be multiple fields which you can specify to do a lookup. These fields can be 'pull down list' fields, text entry fields, date fields, etc. These lookup fields can utilize the asterisks wildcard (in pull down lists OR text boxes). Some examples:

Company ID: **Demo** - No wildcard. When refresh button is clicked after entering, then only companies with the short ID of "Demo" will appear.
Company ID: **D*** - Will show all companies whose company ID starts with a 'D'.
Company ID: ***m*** - Will show all companies that have an 'm' somewhere within the ID.

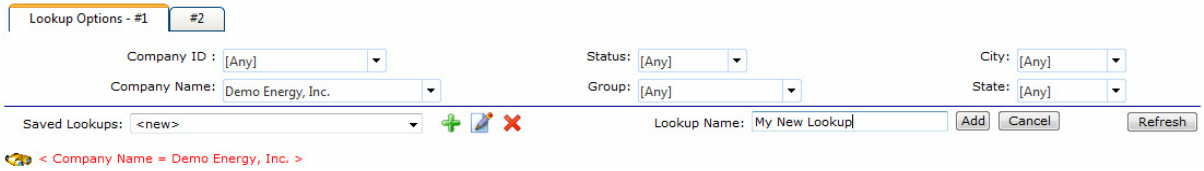
Important note: Remember, these wildcards can be entered in a lookup pull down list box AND/OR lookup text box.

Binoculars Text - Sometimes when you have multiple lookup 'tabs' (at top) you will want to enter lookup criteria from many of these tabs. The text next to the binoculars indicates your currently (based on last refresh) lookup query criteria. This text provides a summarized notation of the current lookup, taking into account any lookup criteria you might have set within any available lookup tab.

Saved Lookups - This pull down list box contains all of your "saved" lookups for this particular screen. These saved lookup queries are your personal queries which you utilize. Therefore, adding, updating and deleting items within this list only affect your personal lookup query preferences. Click the Add (plus sign) button to add current query as a new lookup, Click the View/Edit (pencil) button to change the name of an existing selected saved lookup. Click the Delete (red X) button to remove the selected saved lookup item from the list. Important note: When you add a new lookup it will add your most recently refreshed lookup values under whatever name you specify.

Below is a screen shot example of what you can expect to see when you click the 'Add' (green plus sign button) to add a new lookup.

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Lookup Name - You can enter any name you want for a lookup name here. We suggest you use a name which is consistent (generally) with the lookup criteria (ie.. in the above example should have called it "My Demo Lookup". Click the "Add" button and now this lookup query will automatically populate within your "Saved Lookups" pull down list box.

These saved lookups will allow you to logoff the system and come in (even several days later) and run these same 'canned' lookups by just selecting them from your list.

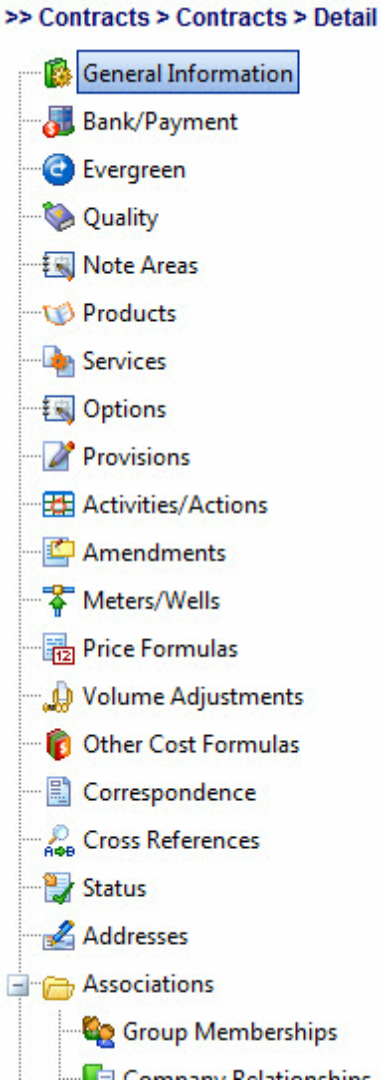
Important note: When you click the refresh button it will also update the lookup query (whichever one is selected) to reflect the fields on the current lookup tab areas.

2.2.4 Tree Navigation

EnergySteward.com extensively utilizes trees throughout the application. This is done to organize the various areas and provide for a single click to go directly to areas of interest. The contents of these trees is dictated by the area within the system (ie. the contract detail tree is different then the company detail tree, etc.).

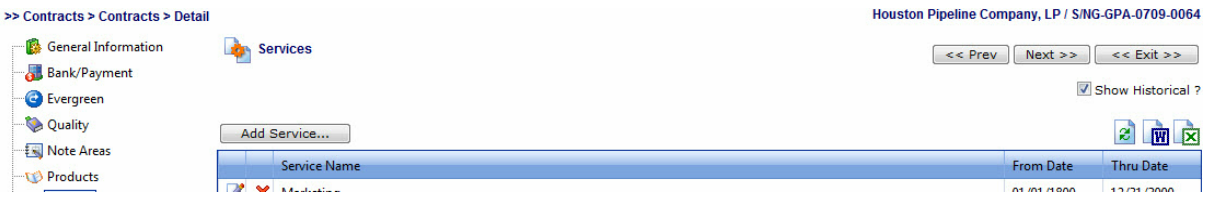
Below is a sample of the typical tree.

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These trees are typically posted on the left side of the screen. When an item is clicked then the right side of the screen is populated with the contents of that tree item. Important note: when you click on a tree item you are clicking a direct link to go to that new area. Any changes you might have made on a screen prior to clicking a tree item WILL NOT BE SAVED.

On all tree screens there are typically other buttons which appear for alternate tree navigation. Below is an example:



On the upper right area of this 'tree' interface you will normally see a set of buttons.

Next (button) - This option will SAVE the current screen contents and go to the next item down within

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the tree.

Prev (button) - This option will SAVE the current screen contents and go to the previous item up within the tree.

Exit (button) - This option will SAVE the current screen contents and exit back to the applicable lookup screen.

Important note: You can place you mouse cursor over any of these buttons, at any time, and it will indicate the fact that it is SAVING and where it will take you after saving.

2.2.5 Quick Add Icons

Throughout **EnergySteward.com** there are several screens where you select entries from pull down list boxes. In almost all situations, the items in these pull down list boxes represent configuration items. These configuration items are usually those items that your company can configure/setup in order to customize **EnergySteward.com** for their specific needs.

As a convenience feature, **EnergySteward.com** provides a mechanism to allow you to quickly add these 'configuration' items via 'Quick Add' buttons (where appropriate). You can add items to these pull down list boxes without having to leave the screen (via a popup window).

The following screen shot shows the contract provision detail screen. In this screen shot sample, you can add contract provision types AS you set them up on your contracts. These provision types available for use on all contracts, etc.



- Push the 'Quick Add' button.
- A contract provision popup window appears.
- Fill out the new contract provision and select 'Save'.
- The new provision now appears as an option in the pull down list box.

This feature allows you the ability to configure **EnergySteward.com** as you go (versus setting up all items in advance).

Important note: Most of the items that can be configured in this manner can also be setup by going to the appropriate 'Configuration...' area for the various modules within the system.

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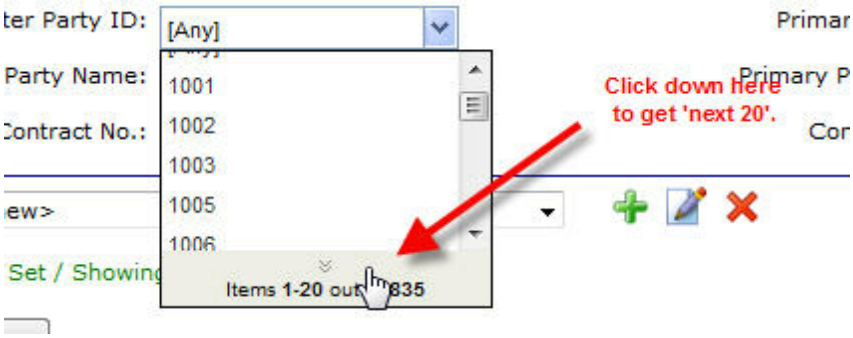
2.2.6 "Loading..." Dropdown Lists

EnergySteward.com contains a feature to only load those items in select pull down list boxes that are needed (speeds up initial screen displays, allows for "find the entry as you type it", etc.).

In these situations, you the list box may temporarily display a 'Loading...' message, as illustrated below:



With these pull down list boxes you can start typing the name directly into the list box. **EnergySteward.com** will automatically (as you type) try to find matches. Normally, with these pull down list boxes, it will load a maximum of 20 entries. To see the 'next' 20 you can click the bottom arrow bar, see below:



Important note: Not all pull down list boxes utilize this feature. Typically, it is just those pull down list boxes which have a high probability of having hundreds of entries.

2.2.7 Icons with a 'P' in Them

In many areas of **EnergySteward.com** you will see graphic push buttons. Some of these push buttons contain the letter "P" on them. Some example buttons (with the "P") might include:



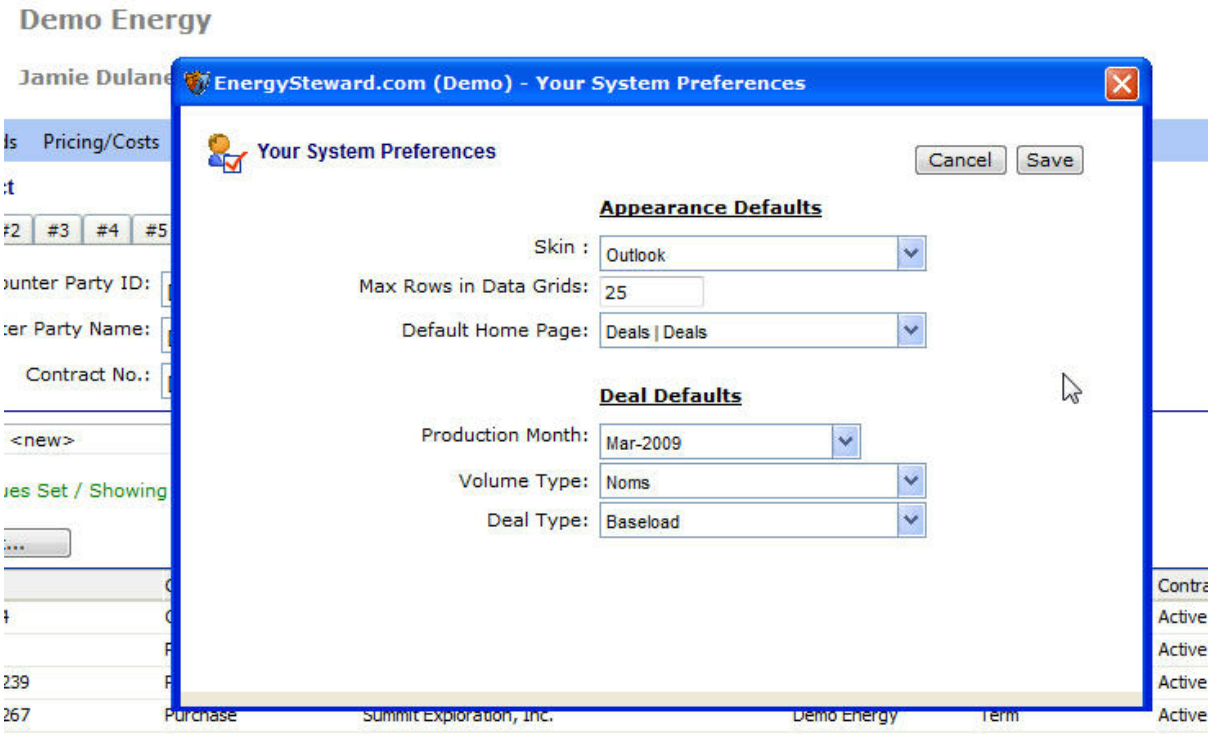
or



When you see buttons with this "P" on them it means that a "Popup" window will popup when you click

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it (versus moving away from the current screen you are on to a new screen). This gives you a visual to know what will happen when you click it. It also provides you with a quicker way to do certain functions, as you are not bouncing between various screens and constantly trying to get back where you were. Below is an example of how the popup appears:



Important note: These popups are not inhibited by popup blockers (ie.. they should work regardless of your browser settings on popups). **EnergySteward.com** utilizes a third party product for creating this popup functionality and it was designed just for the purpose of providing you with a popup capability WITHOUT triggering popup blockers, etc.

2.2.8 Time Saver Excel Uploads

Within all of the **EnergySteward.com** modules (contracts, deals, pipes/fields, etc.) there are 'Time Savers' options available (to those with appropriate security). These 'Time Savers' are simply menu options which allow for you to do many activities in 'bulk' (a single screen). These bulk activities include the bulk upload of data into **EnergySteward.com** . Most of the current upload capabilities support the Microsoft Excel data file format.

A few examples of existing Excel Uploads include the following:

- Companies
- Contacts
- Meters/Wells
- Price Index Values
- Contract Meter/Well Assignments
- Contract Route Assignments
- Meter/Well Strap Tables
- Deal Oil Run Tickets

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- Deal Meter/Well Daily Volumes (PIVOT and non PIVOT formats)
- etc.

All of these 'Time Saver' Excel upload operate in the same manner within **EnergySteward.com** . This particular area describes how to upload these Excel spreadsheets AND how to confirm the upload results.

The typical series of events to performing an Excel upload include the following...

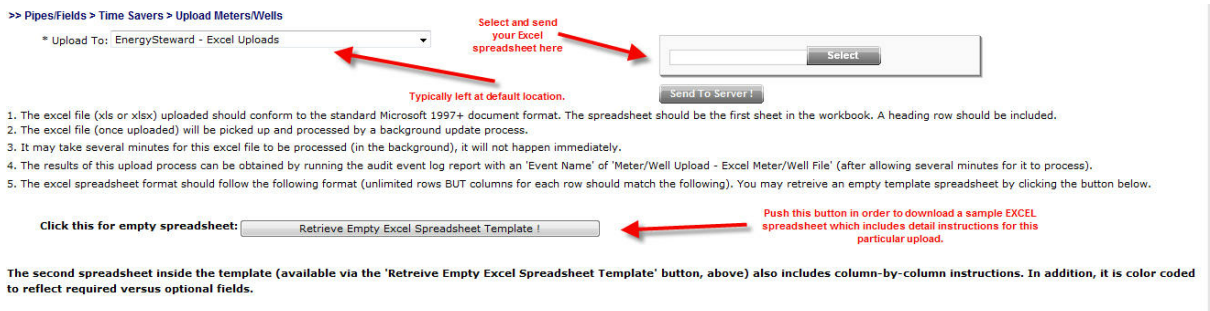
1. Determine the type of data you would like to upload (company, meter/well, contact, whatever).
2. Within **EnergySteward.com** , find the 'Time Saver' screen for that upload and download an empty Excel spreadsheet template (xls file). This template includes field-by-field instructions AND cell heading and data requirements for that particular upload (normally the 2nd spreadsheet in the downloaded template). You can directly populate the first sheet and use the template Excel file you downloaded as your data upload spreadsheet file.
3. Populate the spreadsheet (based on the instructions found in the template) with applicable data.
4. Upload the spreadsheet through the same 'Time Saver' screen (the same one you used to pull download/obtain the template spreadsheet).
5. Within a few minutes after your upload (behind the scenes on **EnergySteward.com** servers) a process will begin to post your upload spreadsheet rows.
6. After providing a reasonable time (can vary depending on how much data in spreadsheet, typically around 5 minutes), then run an audit report to confirm the results of the batch upload and potentially correct and re-upload corrected entries.

Once you have the process down for one bulk Excel upload, then all others work in the same fashion. Just need to pay close attention to the data requirements and the spreadsheet population rules each upload.

Important Note: There are many other options available for importing & exporting data within **EnergySteward.com**, contact system support at **EnergySteward.com** for additional data import and export service options.

2.2.8.1 Upload The Excel File

Below represents a typical screen shot for how Excel files are uploaded through the 'Time Saver' screens. See the previous section on information about the series of events typically performed in uploading data within **EnergySteward.com** .



Upload To (Location, drop down list box) - This indicates the system name where the Excel upload file (xls) will be posted. When you upload the Excel file it will be stored on system servers within a specific path, referenced by this name. The folder which gets posted is a 'monitored' folder (every x seconds the upload process looks for the existence of new upload files). This should rarely be changed

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from its default location. The 'behind the scenes' paths assigned to these names are setup by system administrators.

Excel File (file upload area) - This is where you upload the Excel (xls) file. Here are the steps:

1. Click the "Select" button.
2. A file explorer box pops up. Find the "xls" file on your local drive or network drive, then select ok.
3. The file name (with local path) will be grayed out, yet appear in the box to the left of the "Select" button.
4. Click the "Send To Server" button.
5. This uploads the file to the appropriate server location (see "Upload To" description above).
6. You will get a 'successful' notification on the screen when it is finished.

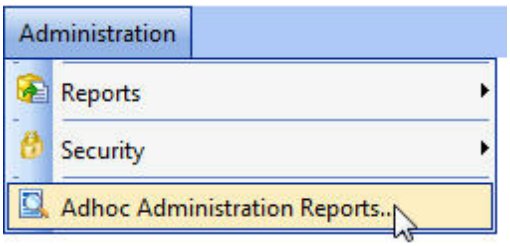
Retrieve Empty Excel Spreadsheet Template (button) - Push this button in order to retrieve an empty Excel spreadsheet which includes instructions (typically on the second sheet within the workbook). After retrieving the template, it can be used to store the actual data and then RE-submitted through this screen to do the actual upload. All of the important documentation and information relative to the format, data requirements, how it updates are kept within the upload instructions for the upload you wish to perform.

2.2.8.2 Confirm Upload Results

All 'Time Saver' Excel uploads process on a **EnergySteward.com** backend server. Each of these uploads will post critical runtime information about the upload in the common audit area within **EnergySteward.com** . Within minutes, after uploading an Excel file, you can run the audit report to list the results of the batch upload. Any errors encountered during the upload will be displayed on this report, and row level failures are reported. Successful updates will list in the run statistics. The steps to running this audit report include:

1. Find the audit event report
2. Submit the audit event report with appropriate parameters
3. Browse results of the audit report
4. Potentially correct and re-upload errant data rows

1. Find the audit event report..... - The audit report is typically found in the 'Administration | Adhoc Administration Reports...' area. However, this report can be posted to any/all other menus within **EnergySteward.com** based on your system administrators discretion.

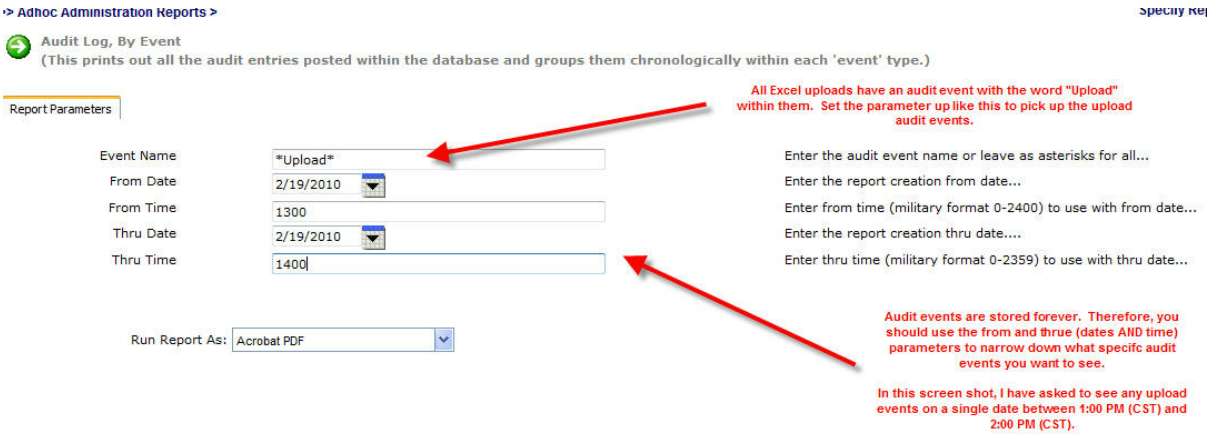


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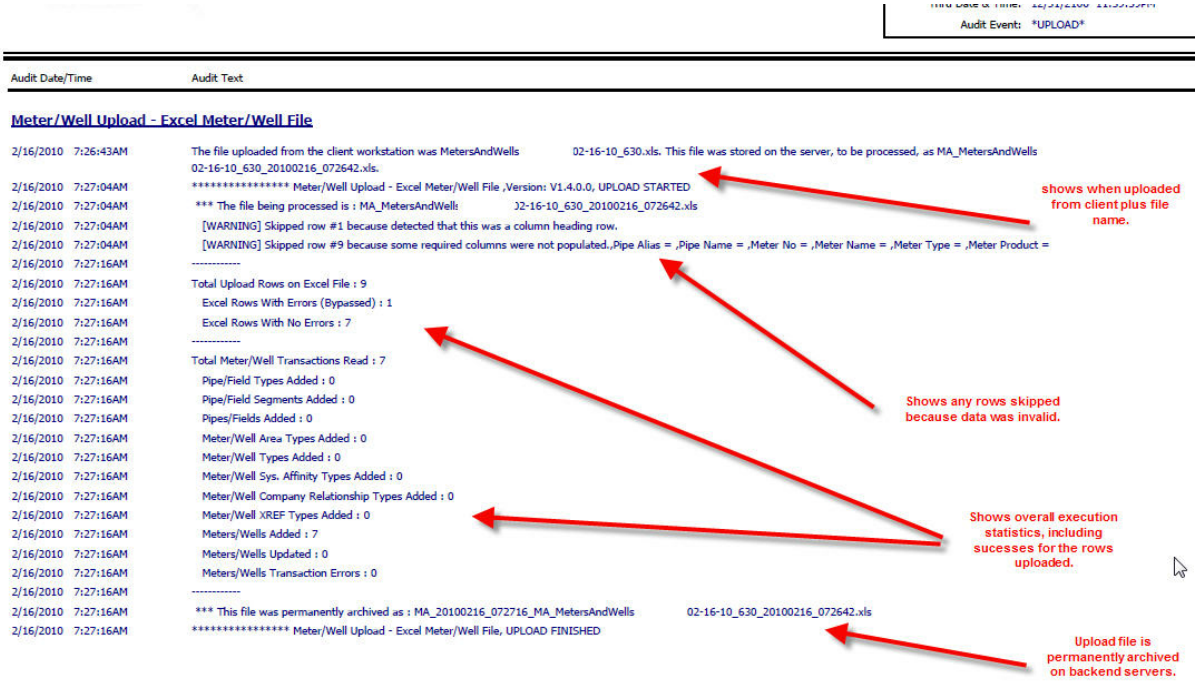
2. Submit the audit event report with appropriate parameters... You should run the audit report for the upload events that occured within the timeframe which you originally uploaded the Excel file. For example; if you uploaded the excel file at approximately 1:10 PM (CST) then you can set the from and thru dates to 1:00 PM (1300 military) thru 2:00 PM (1400 military). In that way, you will only be getting those events applicable. Important note: The audit logs also lists out the original file name uploaded, so you can confirm you are looking at the log consistent with the spreadsheet you uploaded.

Below is a sample screen shot on entering these parameters.



3. **Browse results of the audit report...** Once the report has completed running, it can be browsed to see the results of the upload. Below is a screen shot of what this audit report will typically look like:

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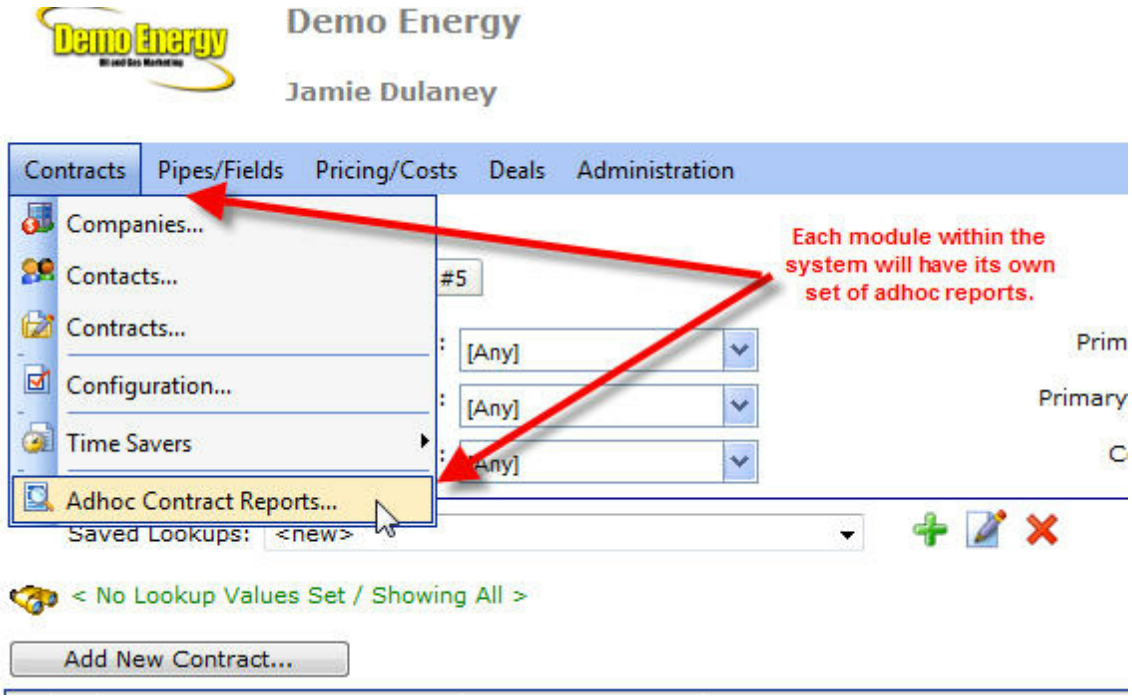


4. **Potentially correct and re-upload errant data rows...** With the audit report and your original spreadsheet you should have what you need to create/update a spreadsheet which will re-upload the errant rows (with corrections of course).

2.3 Adhoc Reporting

There are several places within **EnergySteward.com** where adhoc reports can be submitted and run. These adhoc reports are typically located within each functional module (area) of the system. Reports within that particular area are specific to the area. For example, the following screen shot shows where you can find the contract adhoc reports (ie.. under the contract menu):

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Important note: All reports are run the same within **EnergySteward.com** regardless of which module/ area you are in when you submit the report. Therefore, the instructions in this part of the manual pertain to ALL adhoc reporting within the system.

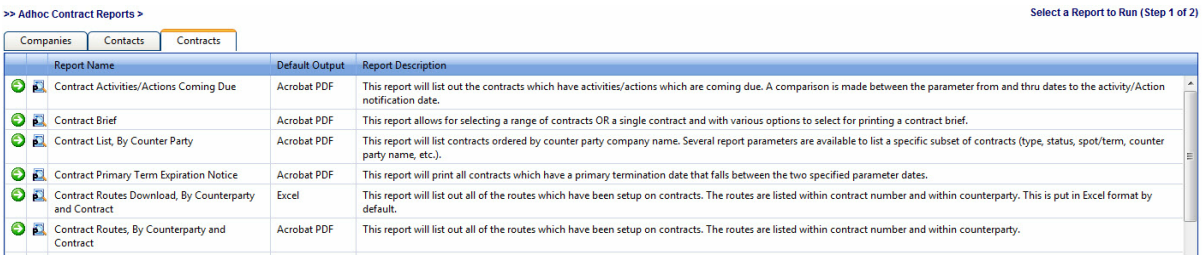
2.3.1 Finding a Reports

When you want to run a report within **EnergySteward.com** you would typically do the following:

Go to the general area which is the most relevant to the reports you would like to see. If you want...

a contract related report then....	go to the "Adhoc Contract Reports..." area
a meter/well related report then...	go to the "Adhoc Pipe/Field Reports..." area
a deal related report then....	go to the "Adhoc Deal Reports..." area

When you click on one of these adhoc reporting area options (all of which are on the drop down menus attached to the main menu) you will be presented with a screen similar to the following screen:



As you can see from this screen shot, there is a lot of textual information related to the available report choices. The reports within the area are separated by tabs at the top of the screen. These tabs further allow for having report subcategories. In the above screen shot, the contract adhoc report screen contains the reports related to 'companies', 'contacts' and 'contracts'. The list shown is the 'contract' list

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of reports (via the "Contracts" tab).

In addition, you can click on the button in order to see a screen preview (prior to submitting the report). Below is an example of what a screen preview looks like:



Important note: This preview is simply a screen snapshot to give you an idea on what you can expect to see (format wise) when you run the report.

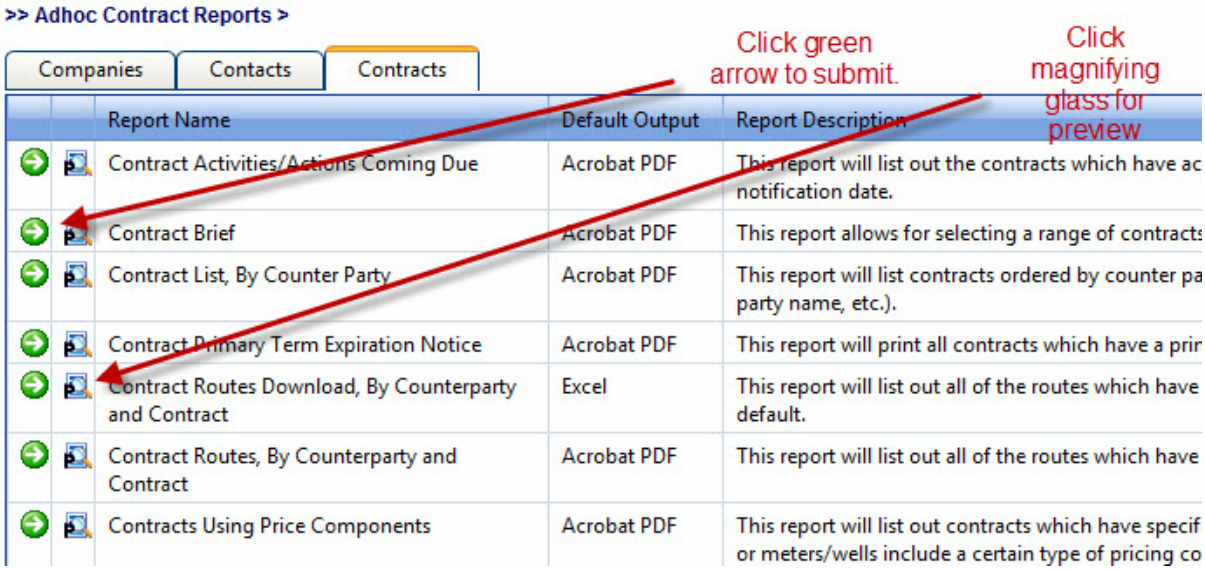
EnergySteward.com also contains a "Report Catalog" report which can be run by your administrator which will print out a PDF catalog (including screen shots, parameters available, where located on **EnergySteward.com** menu's, etc.). This can also be used to find reports within the system.

Finally, if there is a report needed and it cannot be found, then reports can be created and added to the various menus. You will need to coordinate these report requests through your administrator.

2.3.2 Submitting a Report

When you have identified a report you want to run, then you can submit and run the report. This can be done by clicking the green arrow next to the report. The screen shot below shows an example of this:

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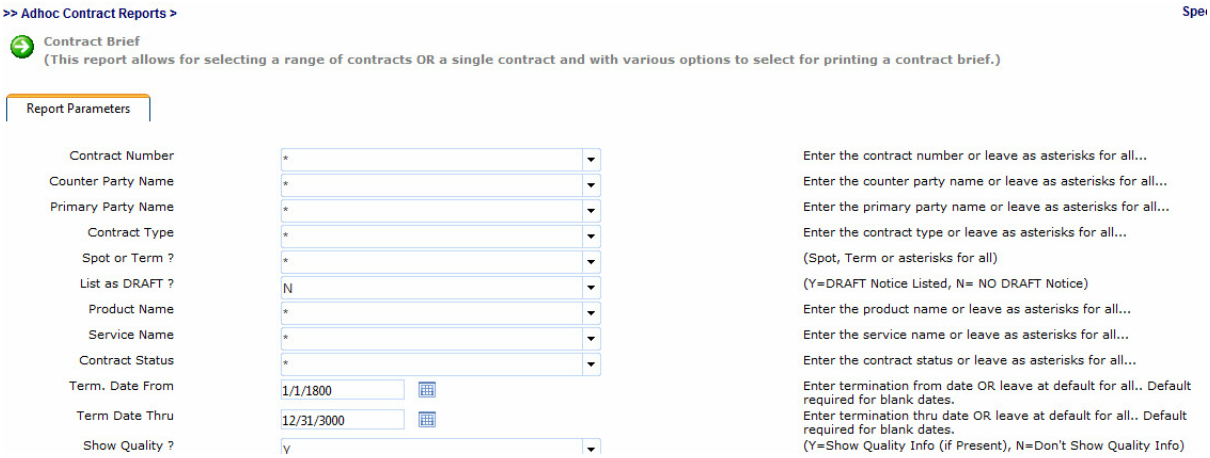
Important note: This will begin the submission process. You will next be presented with a screen that lets you specify parameters to use when running the report.

2.3.3 Report Parameters

Just before a report is submitted, you will be presented with the opportunity to specify several things concerning how you want the report to run. These include:

- Report Environment (not shown on screen shot sample below)
- Parameters (filters for specifying subsets of data to run against)
- Output Format (PDF, Excel, MS-Word, etc.)

Below is a sample screen shot for entering these parameters.



Run in Environment (not shown on sample screen shot) - Sometimes a single report can be run against multiple databases. If this is the case you will see a pull down list box at the top of the screen to select which 'database' environment to run the report against. If you don't see a pull down list box for this, then the report only has a single database environment option.

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Parameter List - The list of parameters (company name, city, etc.) depends on the report being run. Some reports just have a few. Others have several. Many of these parameter choices are represented in pull down list boxes. The default values are initially displayed in the list box. It is important to note, that the list box does accept the 'asterisks' (*) wildcard. Therefore, you can do the following for the 'Company Name'...

Company Name: **A***	All companies whose name starts with an 'A'
Company Name: **Demo Energy**	Company with the name Demo Energy
Company Name: ***Energy***	All companies with 'Energy' somewhere in the name

Run Report As - This pull down list box will initially display the default output format (normally Acrobat PDF or Excel). You can select any output format from the list. Important note: Some reports don't lend themselves to tabular formats (ie... Excel). **EnergySteward.com** will allow you to run these reports to Excel BUT the data will post to the spreadsheet in the format that was designed for the original report. Because of this, you will see many reports are published in a tabular version AND in a more formatted non tabular (Acrobat PDF/MS-Word) version.

Submit (button,upper right of screen) - Click this when ready for final report submission.

2.3.4 View/Save Your Reports

Once your report has been submitted then you will be presented with your standard 'View Reports' screen. See the speed button 'View Reports' section to see all of the options now available to view, export, email, and schedule your report(s).

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Part III

Application Modules



3 Application Modules

EnergySteward.com is comprised of several functional areas (modules). The documentation within the remainder of this manual is broken out by these various modules. This modules are all tightly integrated. For example, within the contracts module references are made to meters/wells, pricing components, volume adjustment components, etc. In addition, the deals module must have a valid contract setup, the meters/wells available may or may not be assigned to the contract (depending on contract setup instructions) but at a minimum must be in the pipes/fields module.

3.1 Contracts

The foundation to all areas within **EnergySteward.com** are the contracts. The contracts module consists of the 3 primary areas:

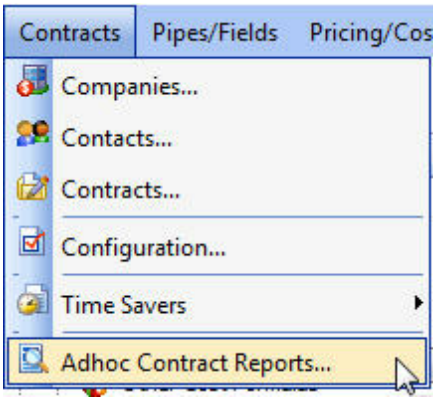
- **Companies** - primary and counter party companies are needed to setup a contract. In addition, contracts may have other company relationships.
- **Contacts** - this represents the rolodex of individuals that have relationships to companies and thus the contracts.
- **Contracts** - this is the actual contract setup. Ability to document provisions, electronically scan contract, setup activities/actions (alerts), options, amendments, etc.

There are other application modules within **EnergySteward.com** that serve as critical information references for contracts. These areas are defined within the following application modules:

- **Pipes/Fields Module** - Defines pipes/field, meters/wells and volume adjustments. All of which are referenced on contracts.
- **Pricing/Costs Module** - Defines price components, price indices, price baskets, other cost components, etc. All of these items are referenced on contracts.

Contracts are required in order to setup deals, perform scheduling/routing activities, etc.

The primary areas of the contract module can be accessed via the following menu:

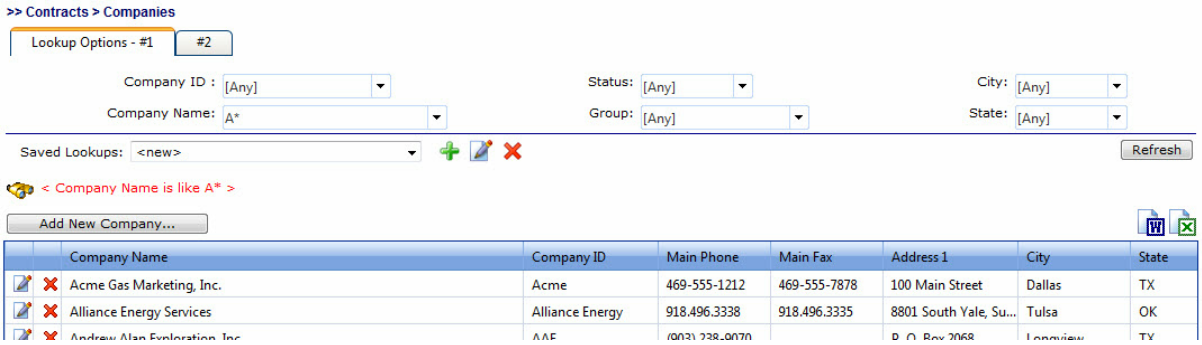


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3.1.1 Companies

Most information that is stored within **EnergySteward.com** is either directly or indirectly related to companies. For instance; contract counterparties, operators, pipelines, etc. Having your company counterparties setup is a pre-requisite for setting up contracts (and subsequently deals against those contracts). The company information that **EnergySteward.com** maintains represents a shared list of business units that contain critical information about your working relationships (custom letterhead logos, correspondence, addresses, bank information, primary phone, fax, etc.).

The screen shot below shows where you add, update and browse company information.



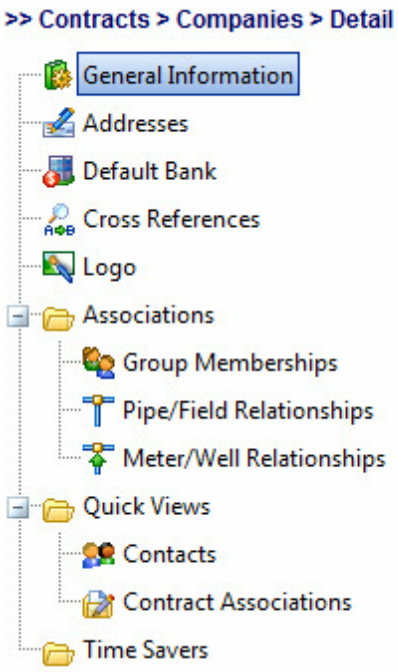
Add New Company (button) - Click this button to add a new company.

View/Edit Grid Button (pencil) - Click this next to the applicable company in order to change any of the information relevant to this company.

Delete Grid Button (red x) - Click this next to the applicable company that you want to permanently delete. When you delete a company, then all information relevant to that company, as stored within **EnergySteward.com**, will be permanently deleted (contacts, contracts, relationships to meters/wells, etc.). You might consider inactivating the company versus deleting. Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.

The following lists out the various areas of information relative to a specific company within the system. This is the tree navigation area which you will see when you add or update a company. With the initial screen being set to the 'General Information' screen.

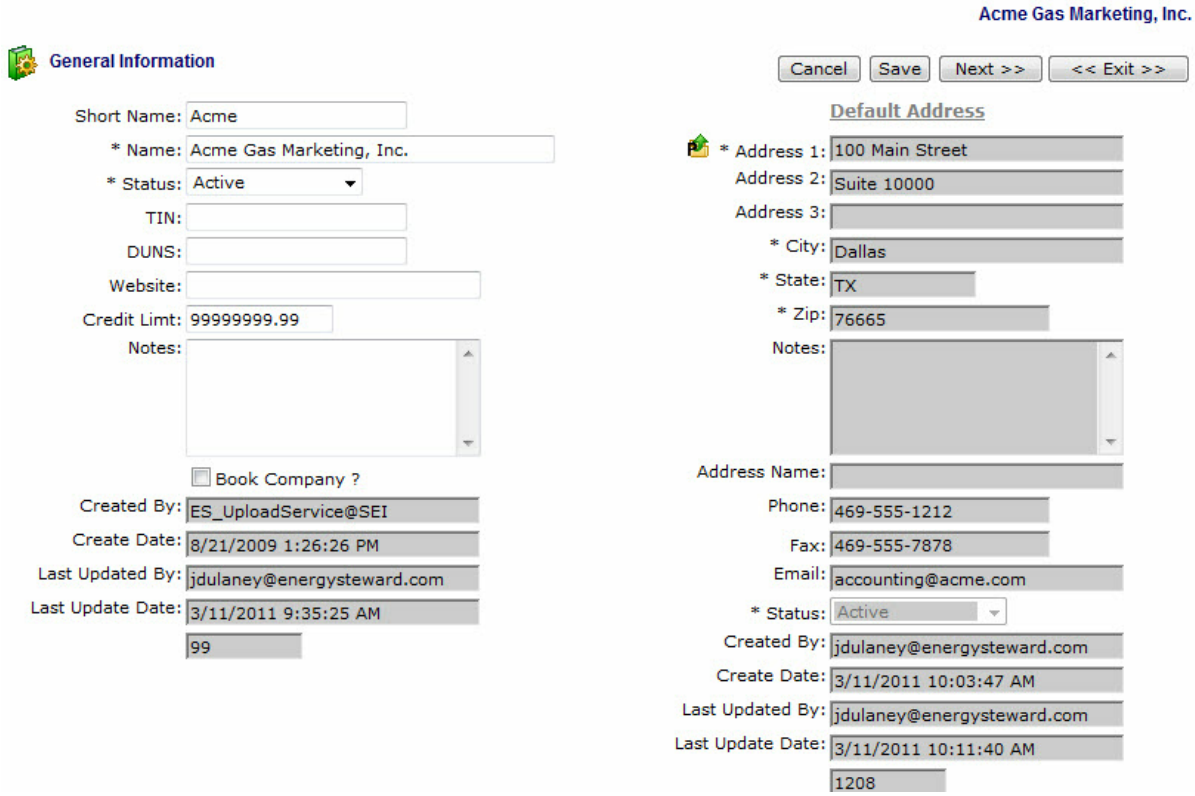
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3.1.1.1 General Information

This represents the main screen which is used when either adding a new company or when updating an existing company. This screen contains the high level information relative to a company (name, TIN, status, etc.).

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Short Name - This is an optional field. If entered, it must be unique amongst all other companies in your database. The short name is simply an abbreviated identifier to use when referencing the company (versus the full legal name). An example is where a full legal name might be "Acme Operating, Inc.", the company ID might be setup as "Acme". Most of the areas within **EnergySteward.com** will offer a drop down list box for selecting the full company name. Sometimes, the short name is used to store another system identifier representing the same company. Therefore, having a 'short name' can be beneficial in some situations but the application primarily utilizes the full name in drop down selections.

Name - Required. This is the full legal name for the company entity.

Status (drop down list box) - This can either be 'Active' or 'Inactive'. Instead of deleting companies off your database, it is better to 'Inactivate' them in order to preserve historical information.

TIN - This is an optional field. This is the company TIN number. This is informational only, could be used on future reporting, data exports.

DUNS - This is an optional field and represents the company DUNS identifier. This is also an informational field.

Website - This represents the primary website for the company. This is an optional field.

Credit Limit - This is an optional field and indicates the credit limit to set for this company. This field is utilized as reference information and in certain reports ((comparison of current outstanding sales to credit limit, etc.).

Notes - This is an optional field that provides a place to incorporate any notes about the company that are applicable.

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Book Company (check box) - **EnergySteward.com** provides for setting up unlimited contracts. These contracts can have different primary party company designations. The book company (if checked) indicates that the company is being administered as a company which can be a primary party on a contract. Many/Most reports provide for a way to segregate/filter the data based on primary party (book company).

Default Address

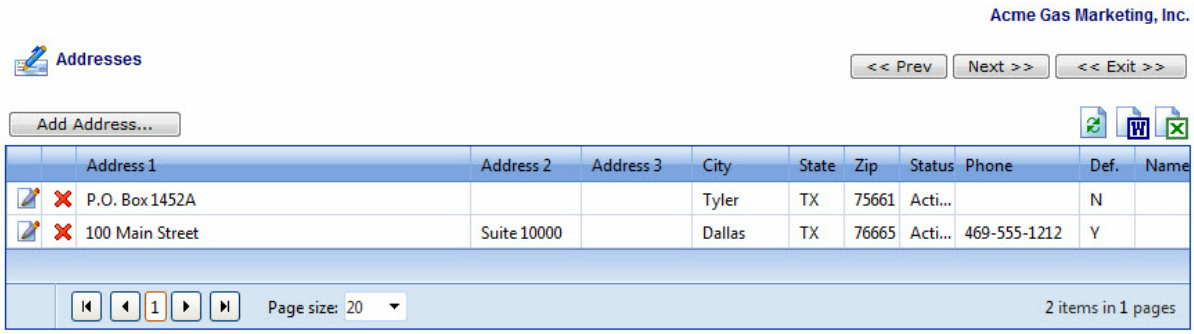
When setting up a new company, you will be prompted on this screen to specify the default address. An address on new company setup, is required. Many addresses can be setup on the company (all with their own purposes, etc.). There is a quick icon setup (visible if you have appropriate security) for addresses in order to quickly add an address directly from this screen. You can also click the quick icon to go in and edit to change the default address. The following briefly lists the rules pertaining to company addresses:

- Each company is required to have at least one address.
- A company can have an unlimited number of addresses.
- Each address can have it's own unique phone, fax, email contact, etc.
- Addresses can be setup with specific purposes (name) ("Invoice Address" for example).

See the next section in this manual on "Company Addresses" for specific information

3.1.1.2 Addresses

A company in **EnergySteward.com** can have an unlimited set of addresses. One of these addresses must always be setup as the 'Default' company address. You are able to switch the default address at any time. This screen shot below lists out all of the addresses that have been setup for the company and provides the option to add additional or change existing addresses.



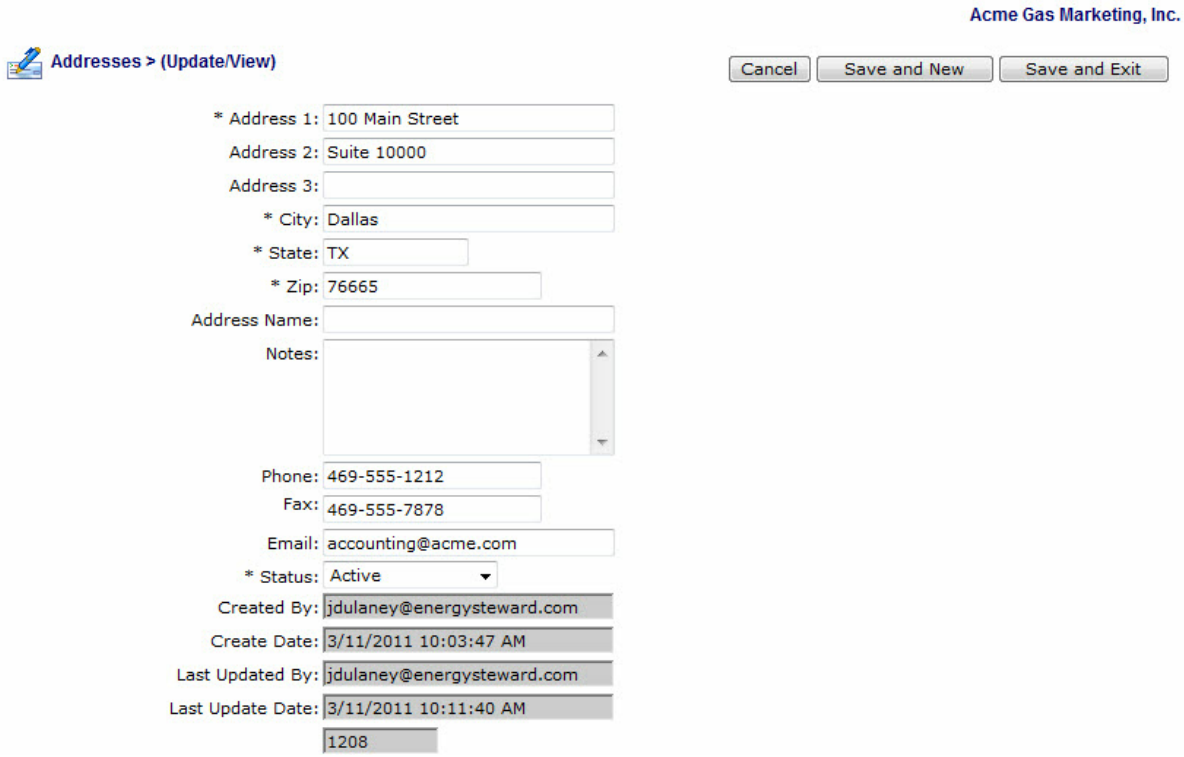
Add Address (button) - Click this button to add a new address to the company.

View/Edit Grid Button (pencil) - Click this next to the applicable address in order to change any of the information relevant to the address.

Delete Grid Button (red x) - Click this next to the applicable address that you want to permanently delete. When you delete an address, then all information relevant to that address, as stored within **EnergySteward.com**, will be permanently deleted (contract address relationships, etc.). You might consider inactivating a company address versus deleting. Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.

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The following shows the address detail which you are presented with when adding or updating an address.



Address 1 - Required. This is the primary address line (#1).

Address 2 - Optional. This is the optional address line (#2).

Address 3 - Optional. This is the optional address line (#3).

City - This is a required field.

State - This is a required field.

Zip - This is a required field.

Address Name - This is an optional field. This name represents an internal name you assign. Typically, this indicates the 'purpose' of the address. For example, "Invoice Address" could be assigned to a specific address within a company. Then when invoices print, there is an option to override and specify which address to put on the invoice.

Notes - This is an optional notes field which provides a place for any notes you might want to store, relevant to this company address.

Phone - This is an optional field and provide you an opportunity to store the primary phone number for the company address.

Fax - This is an optional field and provide you an opportunity to store the primary fax number for the company. Important note: The integrated faxing service within **EnergySteward.com** will use the DEFAULT company address fax number if a fax number is not setup on the individual contact you select

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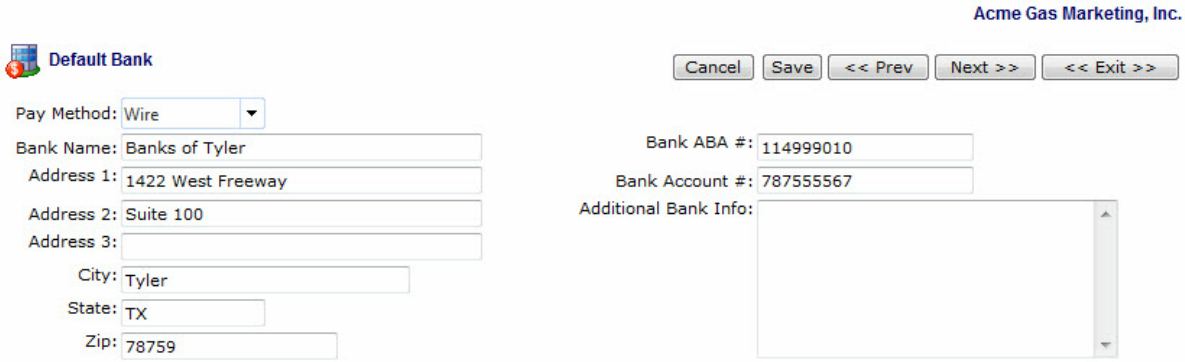
as a fax recipient.

Email - This is an optional field and provide you an opportunity to store a primary email address setup for the company address.

Status (drop down list box) - This can either be 'Active' or 'Inactive'. Instead of deleting company addresses off your database, it is better to 'Inactivate' them in order to preserve historical information.

3.1.1.3 Default Bank

EnergySteward.com provides a mechanism for storing default bank information companies. Bank information can also be specified on each of the individual contracts which the company is a party. **EnergySteward.com** will attempt to pull bank information first from the contract (for invoices, remittance, etc.), if not setup, then it will pull information from the company.



All of the default bank fields on this screen are optional. However, it is recommended that if you populate any of the bank fields then you should populate all significant portions. At a minimum you should populate the bank name, city, state, zip, ABA and Account #. This would ensure minimal payment information on an invoice or remittance statement.

Bank Name - Specify the name of the bank for this company.

Address 1 - Address line #1 for the default bank.

Address 2 - Address line #2 for the default bank.

Address 3 - Address line #3 for the default bank.

City - City name for the bank.

State - State for the bank.

Zip - Zip code for the bank.

Bank ABA # (Routing Number) - This is the ABA number for the bank. This can be critical when communicating wire and ACH instructions on your invoices, remittance, etc.

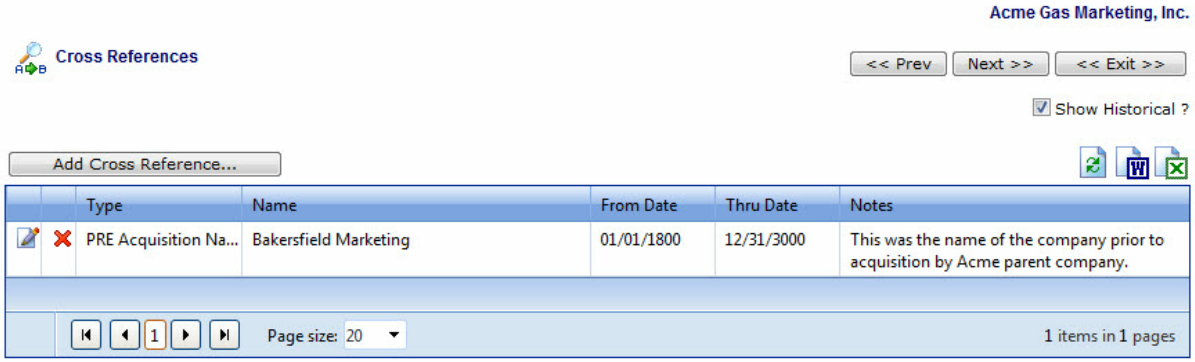
Bank Account # - This is the applicable account number for the bank. This can be critical when communicating wire and ACH instructions on your invoices, remittance, etc.

Additional Bank Info - This can be any other relevant bank instructions. Critical correspondence (invoices, remittance, etc.) will list out the additional information (if entered).

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3.1.1.4 Cross References

Within **EnergySteward.com** you can specify different alias (cross references) for companies. Information on the types of cross references can be found in the company configuration cross reference type area. This cross reference capability allows you to setup different names/identifiers (for other internal OR external systems) that might need reference information on the companies. Below is a sample screen shot on where these cross references are added or updated for a company.

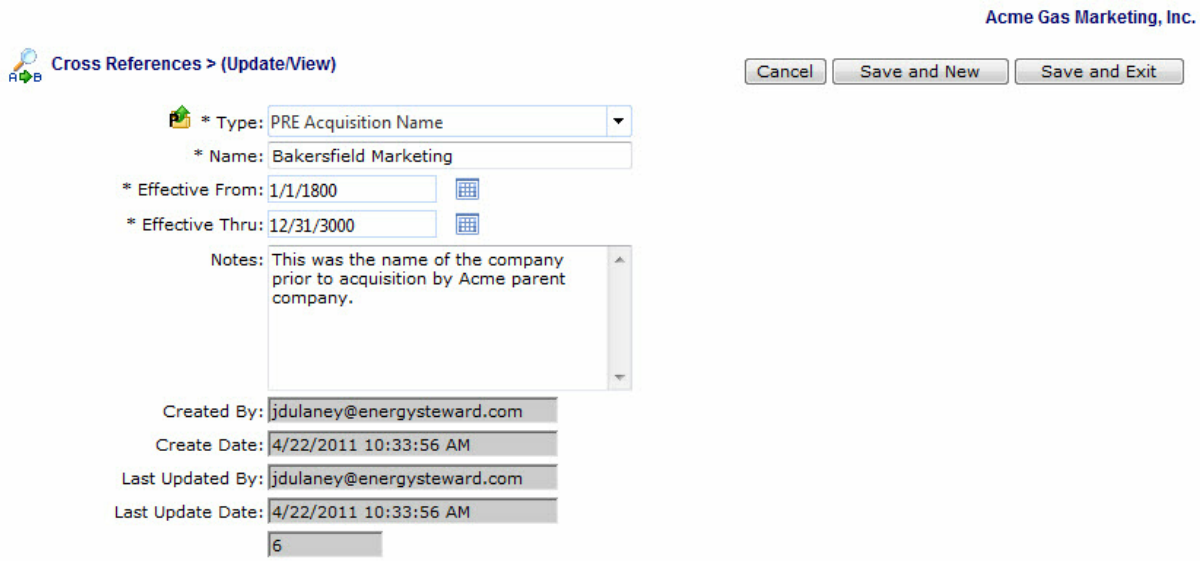


Add Cross Reference (button) - Click this button to add a new cross reference to the company.

View/Edit Grid Button (pencil) - Click this next to the applicable cross reference in order to change any of the information relevant to the cross reference.

Delete Grid Button (red x) - Click this next to the applicable cross reference that you want to permanently delete. When you delete a cross reference, then only the specific company cross reference is removed (the company AND the cross reference type are/can still be used by other companies). Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.

The following shows the cross reference detail which you are presented with when adding or updating a cross reference.



Type (drop down list box) - This is a required field. The type select indicates the 'kind' of cross reference which is being setup (an accounting identifier, pre-acquisition name, etc.). See the

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configuration company cross reference type setup area for creating/updating company cross reference types. This item also includes a quick add icon for setting these types up directly from this screen (if you have appropriate security).

Name - This is a required field. The name you enter here is the cross reference name. For example; if you have a cross reference type of 'Pre-acquisition Name', then in this field you would enter the legal name of the company as it was, pre-acquisition.

Effective From (date popup) - This is a required field. It will default to '01/01/1800'. This should be left at the default value unless date effectiveness for this cross reference is important.

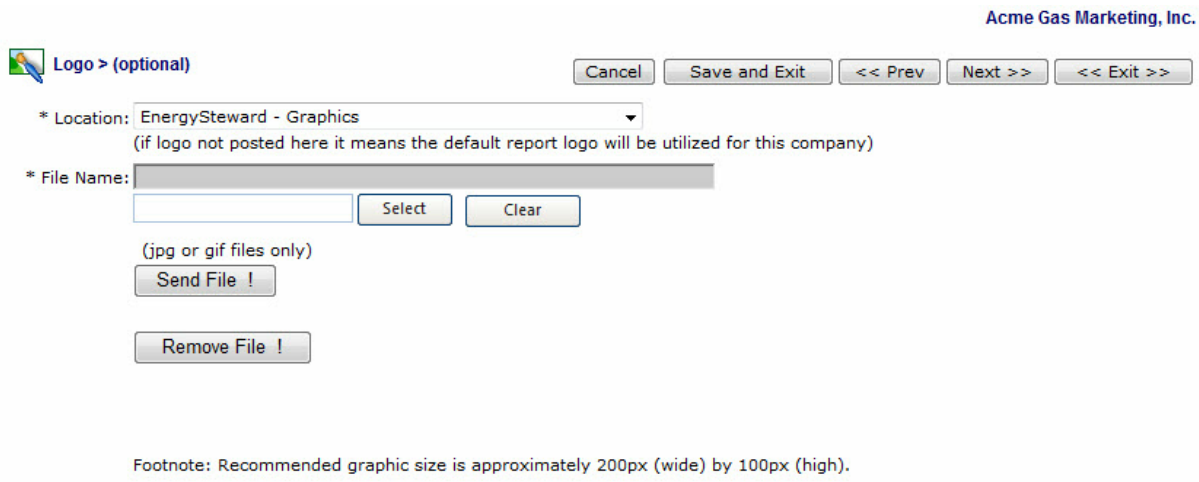
Effective Thru (date popup) - This is a required field. It will default to '12/31/3000'. This should be left at the default value unless date effectiveness for this cross reference is important.

Notes - This is an optional field. You can specify any information which you feel you need to further document the cross reference assignment.

3.1.1.5 Logo

EnergySteward.com provides an ability to upload corporate letterhead logo's/graphics which will be used in various reports (invoices, remittance, confirmations, etc.). Logo's on these reports will always default to the company logo for the **EnergySteward.com** subscription. However, if the logo a is found here (for the primary party when printing out statements for example) then it will print, instead of the default logo.

This can be used if you are managing contracts/deals in an agency type relationship for other companies. You might need to print invoices, confirmations, etc. for other companies. In that case, the other company will be the primary party on the contract and the subsequent deals. If you want the various report statements to print unique letterhead/logo's on their own respective statements then simply upload their graphic logo, for their company. Below is the screen used to add/update/view a logo image for a company.



Location (drop down list box) - This indicates the system name where the "Logo File" will be (is) located. When you upload the logo image file it will be stored on system servers within a specific path, referenced by this name. Most of the time this should be left at it's default location. The 'behind the scenes' paths assigned to these names are setup by system administrators.

Graphic File (file upload area) - This is where you upload the graphic image file. Here are the steps:

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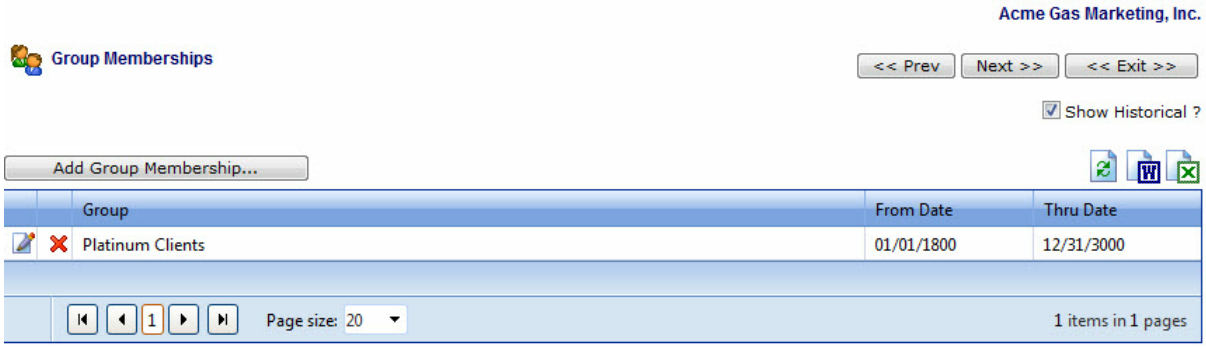
1. Click the "Select" button.
2. A file explorer box pops up. Find the image file (jpg, gif) file on your local drive or network drive, then select ok. You should try and select an image file which is approximately 200 pixels wide by 100 pixels high. The clarity of an image at this level will render better then other sizes.
3. The file name (with local path) will be grayed out, yet appear in the box to the left of the "Select" button.
4. Click the "Send To Server" button.
5. This uploads the file to the appropriate server location (see "Location" description above).
6. The actual image should immediately display on the screen below the 'Remove File !' button.

3.1.1.6 Associations

The company associations area within **EnergySteward.com** include those areas where company associations to groups, pipes/fields, meters/wells can be setup, updated, deleted and viewed.

3.1.1.6.1 Group Memberships

Companies within **EnergySteward.com** can belong to company groups via a group membership. These are optional memberships which allow you run reports or queries against subsets of your companies. These groups, and additional information information about company groups, can be found in the configuration company groups area . The screen shot below is where you add, update or delete a company membership within groups.



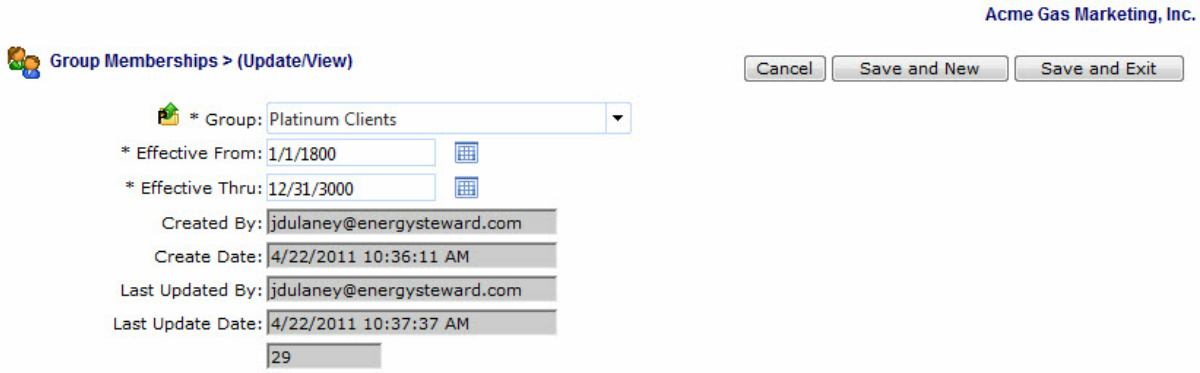
Add Group Membership (button) - Click this button to add this company as a member to a new group.

View/Edit Grid Button (pencil) - Click this next to the applicable group membership in order to change any of the information relevant to the group membership.

Delete Grid Button (red x) - Click this next to the applicable group membership that you want to permanently delete. When you delete a group membership, then only the specific company group membership association is removed (the company AND the group are/can still be used by other companies). Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.

The following shows the group membership detail which you are presented with when adding or updating a company group membership.

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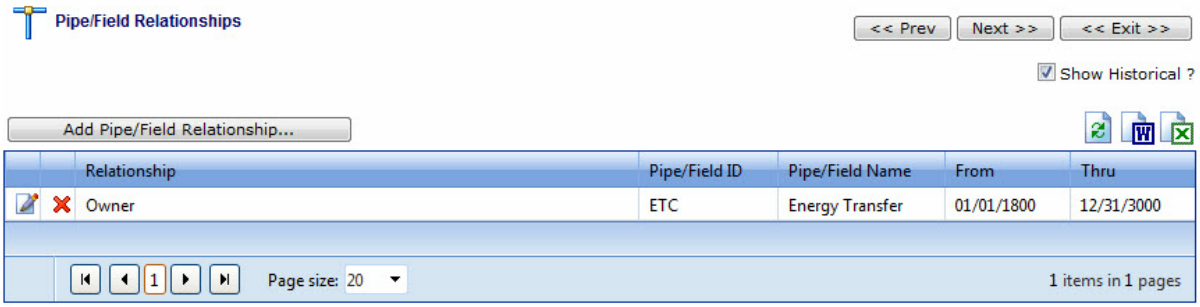
Group (drop down list box) - This is a required field. This indicates the group type to use on the membership. See the configuration company group type setup area for creating/updating company group types. This item also includes a quick add icon for setting these types up directly from this screen (if you have appropriate security).

Effective From (date popup) - This is a required field. It will default to '01/01/1800'. This should be left at the default value unless date effectiveness for this group membership is important.

Effective Thru (date popup) - This is a required field. It will default to '12/31/3000'. This should be left at the default value unless date effectiveness for this group membership is important.

3.1.1.6.2 Pipe/Field Relationships

This area shows any pipe/field relationships belonging to a company. A company can have an unlimited number of pipe/field relationships (ie 'owner' and 'operator', etc). These are optional entries which allow you record the various relationships which exist between companies and pipes/fields. Each of these relationships is defined by a relationship type. These company relationship types, and additional information about them, can be found in the configuration pipe/field relationship type area. The screen shot below is where you add, update or delete a pipe/field company relationships.



Add Pipe/Field Relationship (button) - Click this button to add a pipe/field relationship for the company.

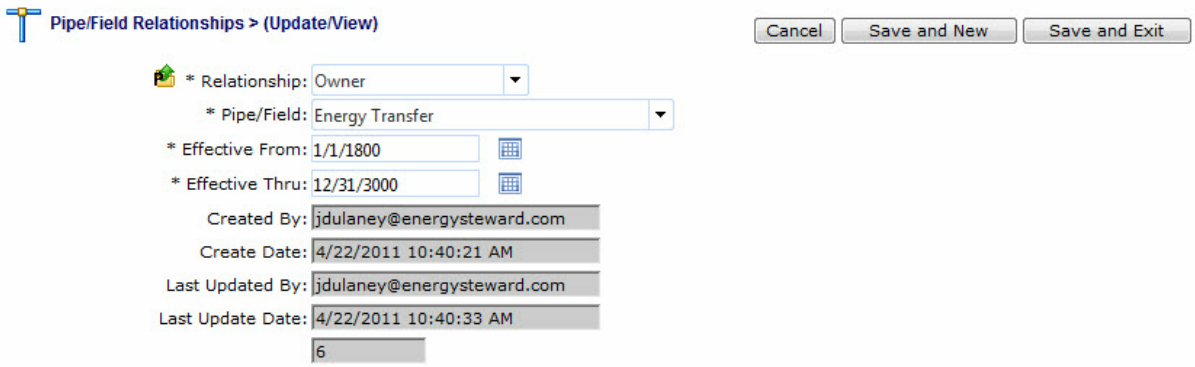
View/Edit Grid Button (pencil) - Click this next to the applicable pipe/field relationship in order to change any of the information relevant to the pipe/field relationship.

Delete Grid Button (red x) - Click this next to the applicable pipe/field relationship that you want to permanently delete. When you delete a pipe/field relationship, then only the specific pipe/field company relationship is removed (the company AND the pipe/field relationship type are/can still be used by other companies). Important note: You will be presented with a confirmation ("Are you sure...?") dialog box

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prior to deletion.

The following shows the pipe/field relationship detail which you are presented with when adding or updating a company pipe/field relationship.



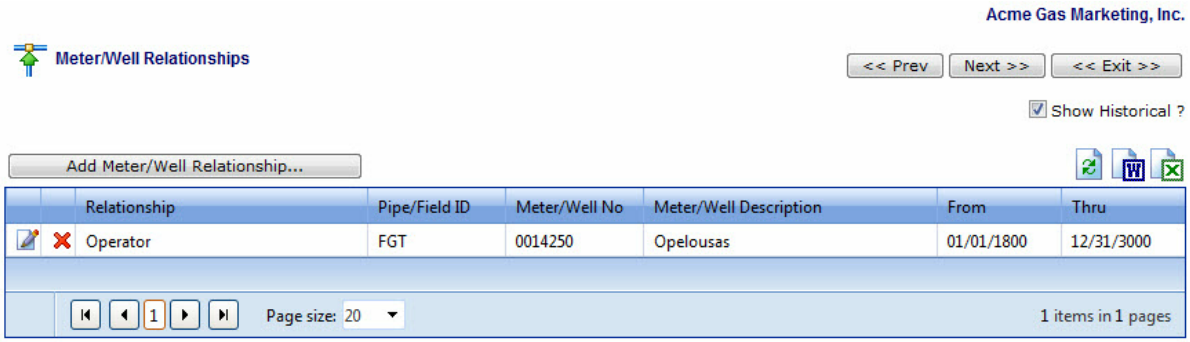
Relationship (drop down list box) - This is a required field. This indicates the type to use for the relationship. See the configuration pipe/field relationship type setup area for creating/updating pipe/field relationship types. This item also includes a quick add icon for setting these types up directly from this screen (if you have appropriate security).

Effective From (date popup) - This is a required field. It will default to '01/01/1800'. This should be left at the default value unless date effectiveness for this pipe/field relationship is important.

Effective Thru (date popup) - This is a required field. It will default to '12/31/3000'. This should be left at the default value unless date effectiveness for this pipe/field relationship is important.

3.1.1.6.3 Meter/Well Relationships

This area shows any meter/well relationships belonging to a company. A company can have an unlimited number of meter/well relationships ('operator', 'producer', etc.). These relationships are meter/well level relationships and are optional entries. Each of these relationships is defined by a meter/well relationship type. These company relationship types, and additional information about them, can be found in the configuration meter/well relationship type area. The screen shot below is where you add, update or delete meter/well company relationships.



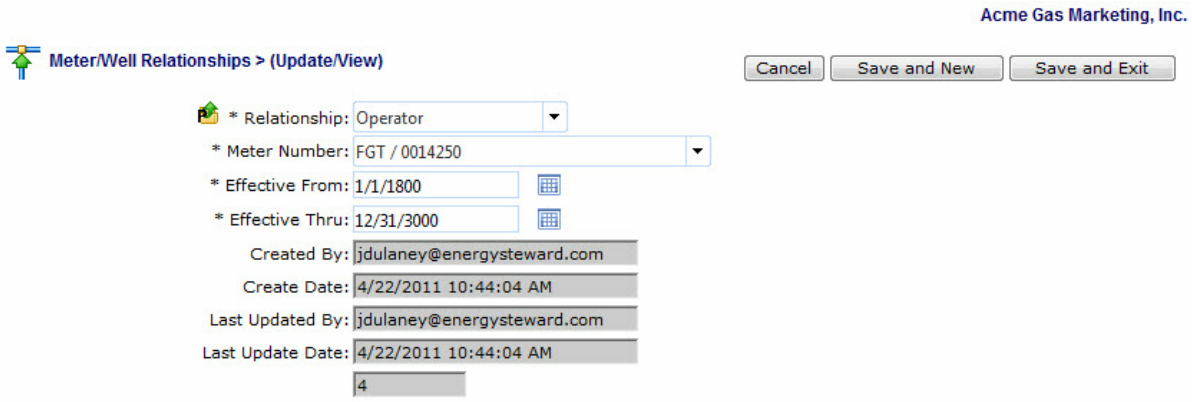
Add Meter/Well Relationship (button) - Click this button to add a meter/well relationship for the company.

View/Edit Grid Button (pencil) - Click this next to the applicable meter/well relationship in order to change any of the information relevant to the meter/well relationship.

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Delete Grid Button (red x) - Click this next to the applicable meter/well relationship that you want to permanently delete. When you delete a meter/well relationship, then only the specific meter/well company relationship is removed (the company AND the meter/well relationship type are/can still be used by other companies). Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.

The following shows the meter/well relationship detail which you are presented with when adding or updating a company meter/well relationship.



Relationship (drop down list box) - This is a required field. This indicates the type to use for the relationship. See the configuration meter/well relationship type setup area for creating/updating meter/well relationship types. This item also includes a quick add icon for setting these types up directly from this screen (if you have appropriate security).

Effective From (date popup) - This is a required field. It will default to '01/01/1800'. This should be left at the default value unless date effectiveness for this meter/well relationship is important.

Effective Thru (date popup) - This is a required field. It will default to '12/31/3000'. This should be left at the default value unless date effectiveness for this meter/well relationship is important.

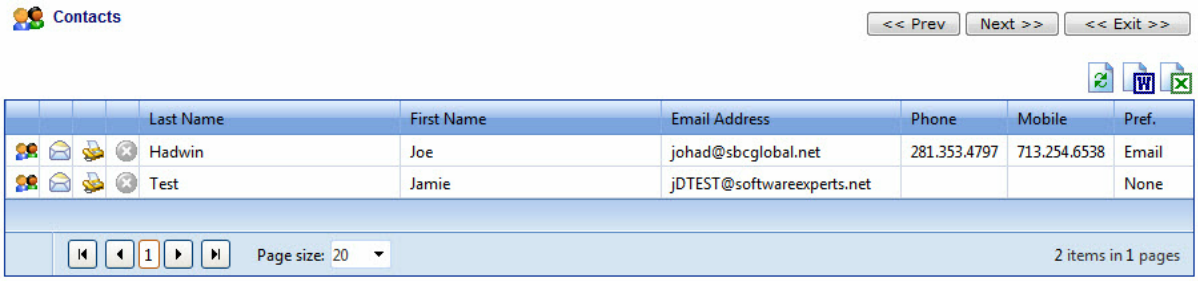
3.1.1.7 Quick Views

The company quick view areas provide screens which allow for viewing specific aspects about the company within **EnergySteward.com**. For example, what contacts belong or are affiliated to this company, what contracts does the company have a relationship with, etc. These quick views are like real time online reports for instant access to relative information.

3.1.1.7.1 Contacts

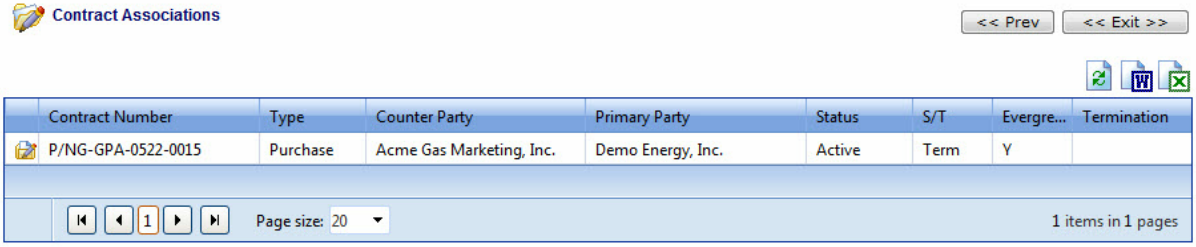
This quick view screen shows all of the contacts which are currently affiliated with the company. There are options on this screen to transfer directly to the contact detail, email the contact, fax the contact (contingent of fax service setup) and to delete the contact (with appropriate security). These contacts are added and updated in the contract contact area. This provides a quick view of all contacts for a company.

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3.1.1.7.2 Contract Associations

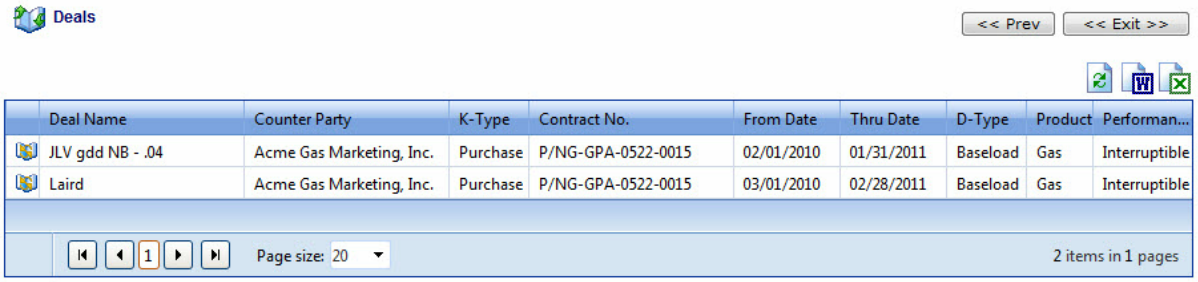
This quick view screen shows all of the contracts which are currently affiliated with the company (any kind of relationship; primary, counter, other, etc.). There are options on this screen to transfer directly to the contract.



Important note: The company can have a contract relationship outside of the standard counter party and primary party relationship. Therefore, if you do not see the company name on this particular screen, then it tells you that the company has a non principal type relationship to the contract. See the contract company relationships area for setting up these new contracts.

3.1.1.7.3 Deals

This screen provides a quick view of all deals which are currently associated with this company. You can click the deal transfer icon next to the specific deal in order to transfer to the deal detail screens.



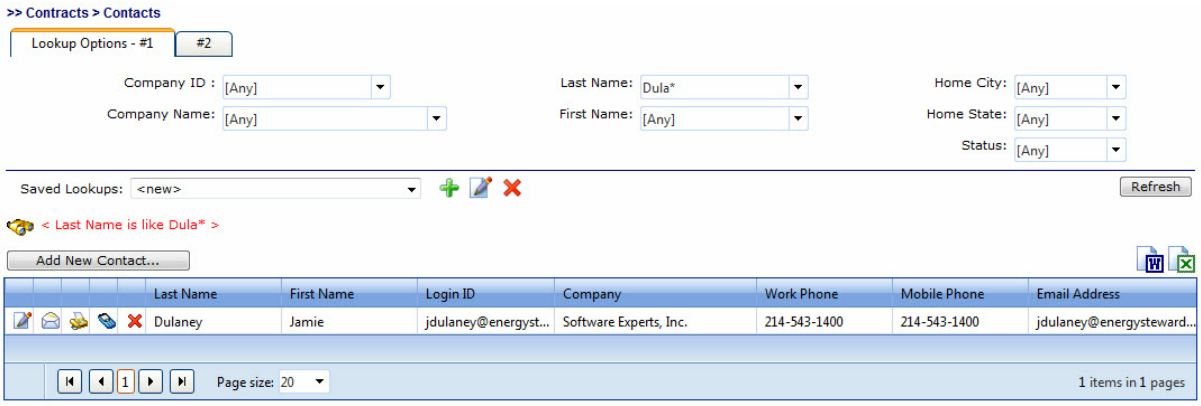
3.1.2 Contacts

All individuals (people) within **EnergySteward.com** are defined as contacts. **EnergySteward.com** represents a powerful corporate rolodex asset. It is a central repository for storing phone numbers, fax numbers, email addresses, etc. about all individuals in a company.

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Contacts can also be assigned optional login privileges which would allow them to login to **EnergySteward.com** and browse only authorized company information which you have allowed AND only with specific security rules which you provide.

The screen shot below shows where you add, update and browse contact information.



Add New Contact (button) - Click this button to add a new contact.

View/Edit Grid Button (pencil) - Click this next to the applicable contact in order to change any of the information relevant to this contact.

Email Grid Button - Click this next to the applicable contact in order to send a quick email to the contact. This will bring up the common email window, automatically set as the contact as the initial recipient.

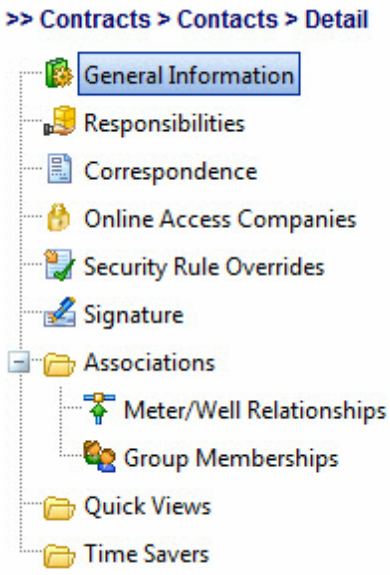
Fax Grid Button - Click this next to the applicable contact in order to send a quick fax to the contact (fax service must be activated). This will bring up the common fax window, automatically set as the contact as the initial recipient.

Text Message Grid Button - Click this next to the applicable contact in order to send a quick text message to the contact phone (mobile phone must be setup IN ADDITION the mobile phone carrier must be specified for the contact). This will bring up the common text message window, automatically set as the contact as the initial recipient.

Delete Grid Button (red x) - Click this next to the applicable contact that you want to permanently delete. When you delete a contact, then all information relevant to that contact, as stored within **EnergySteward.com**, will be permanently deleted. You might consider inactivating the contact versus deleting. Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.

The following lists out the various areas of information relative to a specific contact within the system. This is the tree navigation area which you will see when you add or update a contact. With the initial screen being set to the 'General Information' screen.

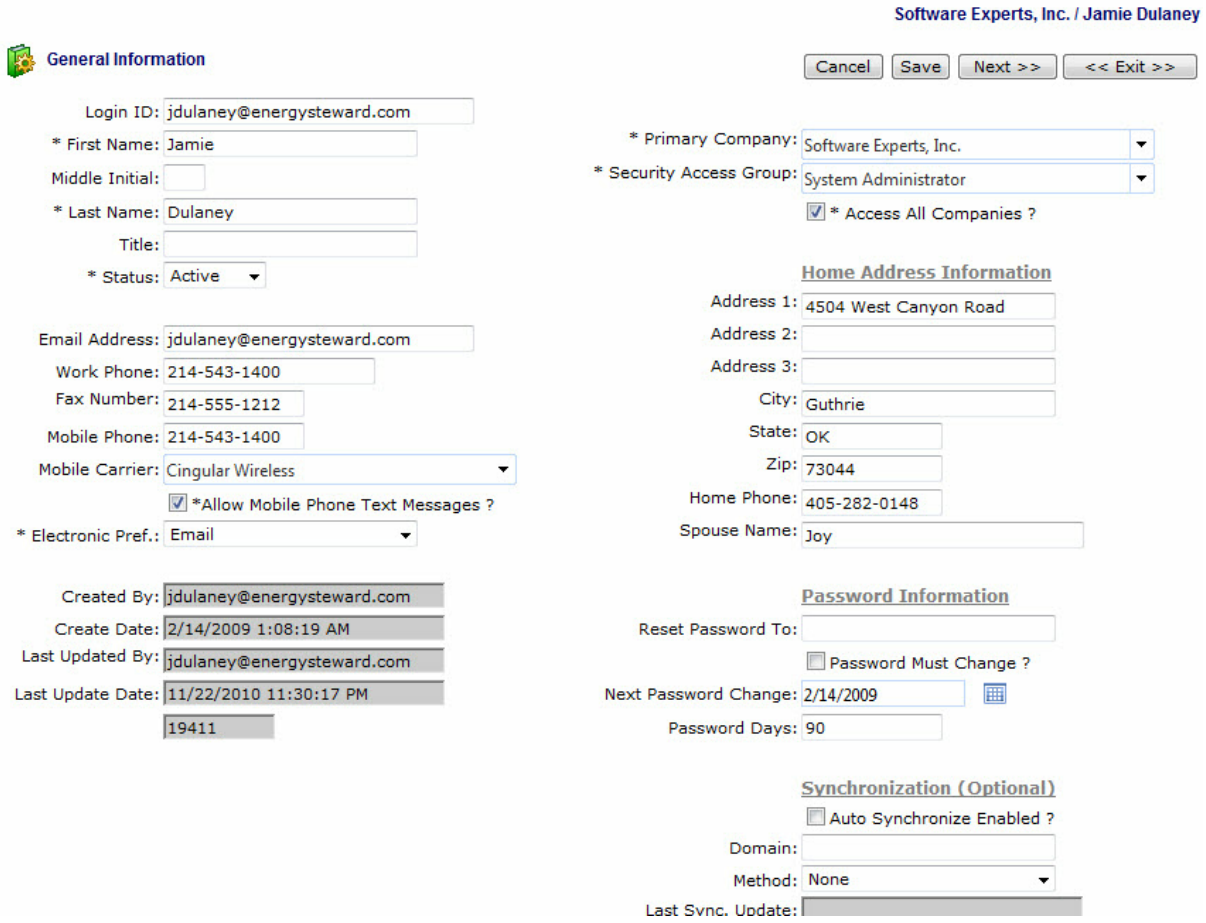
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3.1.2.1 General Information

This represents the main screen which is used when either adding a new contact or when updating an existing contact. This screen contains the high level information relative to a contact (title, name phones, etc.). There is a separate security rule which also allows certain individuals with the ability to setup security on this screen for **EnergySteward.com** .

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Login ID - This is an optional field. If you want this contact to have online privileges to **EnergySteward.com** then you will have to assign a unique login ID.

First Name - This is a required field and represents the contact first name.

Middle Initial - This is an optional field and represents the middle initial of the contact.

Last Name - This is a required field and represents the contact last name.

Title - This is an optional field and references the contacts current title.

Status (drop down list box) - This is a required field and must be either 'Active' or 'Inactive'. When you set the status to 'Inactive' the contact can no longer login to **EnergySteward.com** .

Email Address - This is an optional field. However, if it is not entered, then emails (scheduled reports, etc.) will not be able to be delivered via email.

Work Phone - This is an optional field and represents the work phone number for the contact.

Fax Number - This is an optional field and represents the fax number for the contact. If the fax service of **EnergySteward.com** has been activated then this number will be the first number attempted if a fax is being sent to the contact. If this number is blank then the fax will default to the contact primary company address fax number. If you do enter a fax number, it should be the full 10 character number

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(area code included).

Mobile Phone - This is an optional field and represents the contact mobile phone. If not entered, then text messages cannot be sent to this contact from within **EnergySteward.com** .

Mobile Carrier - This field is optional. However it is required (along with the mobile phone number) if text messaging to this contact from within **EnergySteward.com** is needed.

Allow Mobile Phone Text Messages (checkbox) - If unchecked, then no text messages will be sent to this contact (even with a mobile phone and carrier designated).

Electronic Pref. (drop down list box) - This indicates the personal preference for the contact in receiving electronic messages. This is an important setting for those contacts that are involved in the batch distribution of standard reports (auto email/faxing). The possible values include:

- Email
- Fax
- None

Primary Company (drop down list box) - This is the primary company the contact belongs. Online access can be provided to additional companies thru the online access companies area.

Security Access Group (drop down list box) - This only viewable/update-able by system administrators that have security privileges to update security information. A login id must be assigned to the contact. The security group selected here defines the online access rules.

Access All Companies (check box) - This only viewable/update able by system administrators that have security privileges to update security information. If checked then the contact will have global access to all companies (not just his/her own). Important note: A confirmation window will popup when you check this checkbox to confirm your intentions.

Home Address 1 thru 3 - These are optional fields and represent the contact home address lines.

Home City - This is an optional field and represents the contact home city.

Home State - This is an optional field and represents the contact home state.

Home Zip - This is an optional field and represents the contact home zip.

Home Phone - This is an optional field and represents the contact home phone number.

Spouse Name - This is an optional field and represents the contact significant other name.

Reset Password To - This only viewable/update able by system administrators that have security privileges to update security information. This allows for the resetting of password for a contact. When initially setting up a contact, this should be the initial password assigned.

Password Must Change ? (checkbox) - This only viewable/update able by system administrators that have security privileges to update security information. When checked, then the password change rules will apply. The password change rules are defined within **EnergySteward.com** based on specifications provided for this subscription.

Next Password Change (date popup) - This only viewable/update able by system administrators that

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have security privileges to update security information. This is the date when the next password change should occur. When setting up a new contact, you can assign a new password then set the next password to the current date. This will ensure that upon initial login, the contact will be prompted to change their password.

Password Days - This only viewable/update able by system administrators that have security privileges to update security information. This represents the number of days that the password will be active. At the end of these days then the password will need to be reset by the contact.

Synchronization (Optional)

The synchronization fields are applicable when **EnergySteward.com** is being run in-house (versus hosted by **EnergySteward.com)**. In addition, this deals with Active Directory synchronization of names and login id's. When the Active Directory synchronization is enabled, the same login and password which is defined to Windows is used by **EnergySteward.com** . The following fields are viewable/update-able by system administrators that have security privileges to update security information. Important note: The contact list can have a mix match of active directory synchronized contacts and NON active directory contacts (like external contacts, consultants, etc.).

Auto Synchronize Enabled (checkbox) - When checked (and the other synchronization fields are populated), then this contact is being auto synchronized by the **EnergySteward.com** AD synchronization service.

Domain - This represents the primary domain controller name (PDC) for the active directory synchronization.

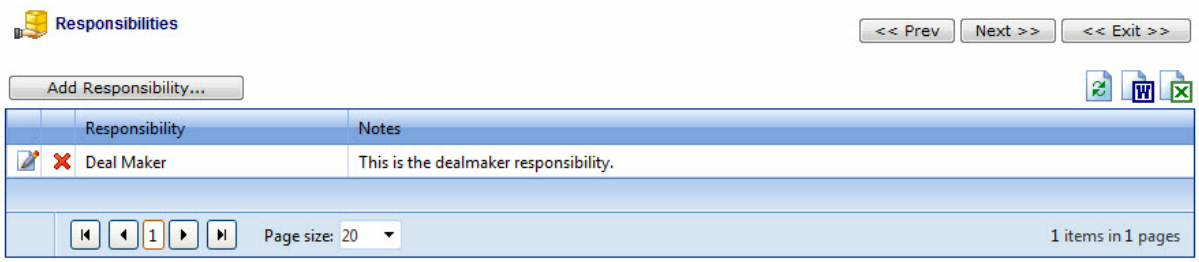
Method (drop down list box) - This represents the method of synchronization. The only current option is 'Login and Name Only'. This pulls basic information from AD for the synchronization. **EnergySteward.com** security group assignments, etc. still need to be configured for those individuals from your Active Directory installation that specifically require **EnergySteward.com** access.

3.1.2.2 Responsibilities

This screen within **EnergySteward.com** lets you setup specific responsibility assignments that the contact might have at his/her company. This is an important area in that it is used to determine:

- Reply individuals for invoices, confirmations, remittance statements
- Recipient individuals for invoices, confirmations, remittance statements
- Signature individuals for printing digital signatures
- etc.

The following screen shot shows the area where you can add, update or delete responsibilities to a contact.



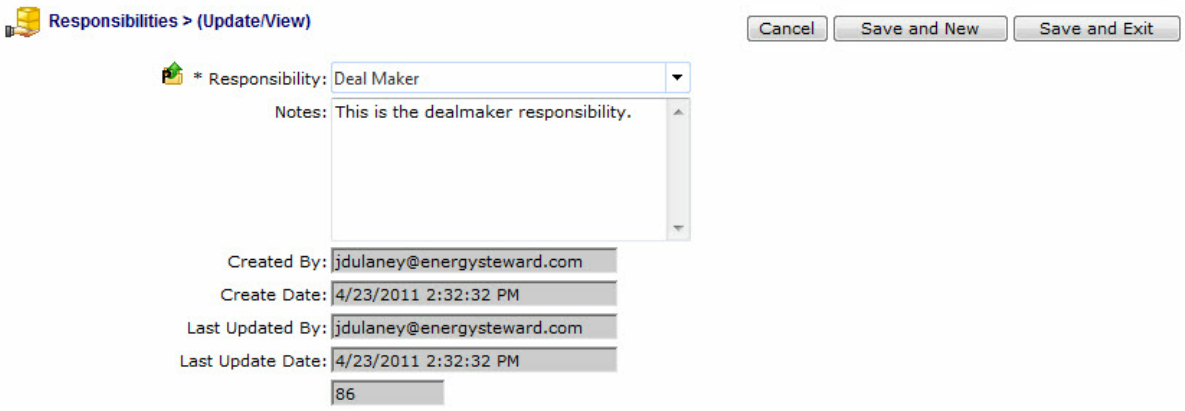
Add Responsibility (button) - Click this button to add a new responsibility to the contact.

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View/Edit Grid Button (pencil) - Click this next to the applicable contact responsibility in order to change any of the information relevant to the responsibility.

Delete Grid Button (red x) - Click this next to the applicable responsibility that you want to permanently delete. When you delete a responsibility, then all information relevant to that responsibility will be permanently deleted. Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.

The following shows the responsibility detail which you are presented with when adding or updating an contact responsibility.



Responsibility (drop down list box) - This is a required field. This indicates the responsibility type to use for the contact. See the configuration contact responsibility type setup area for creating/updating responsibility types. This item also includes a quick add icon for setting these types up directly from this screen (if you have appropriate security).

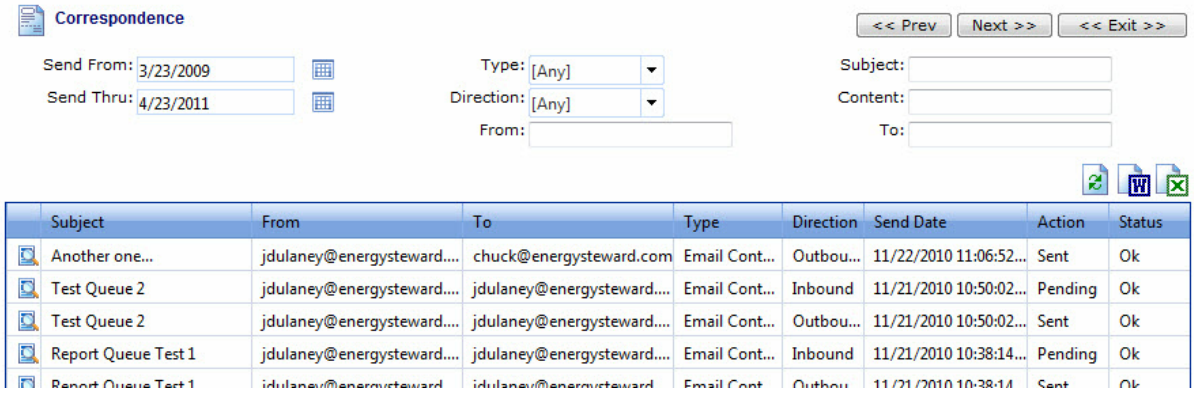
Notes - This area can be used to store any notes concerning the responsibility assignment.

3.1.2.3 Correspondence

Every message sent from **EnergySteward.com** to a contact gets permanently recorded in their personal correspondence area. In addition, all scheduled reports that get distributed to the contact are also stored in a correspondence area. The correspondence area stores an audit of all messages which originate within **EnergySteward.com** and are sent to the contact (includes all attachments, etc.).

The following screen shot shows where contact correspondence items are viewed.

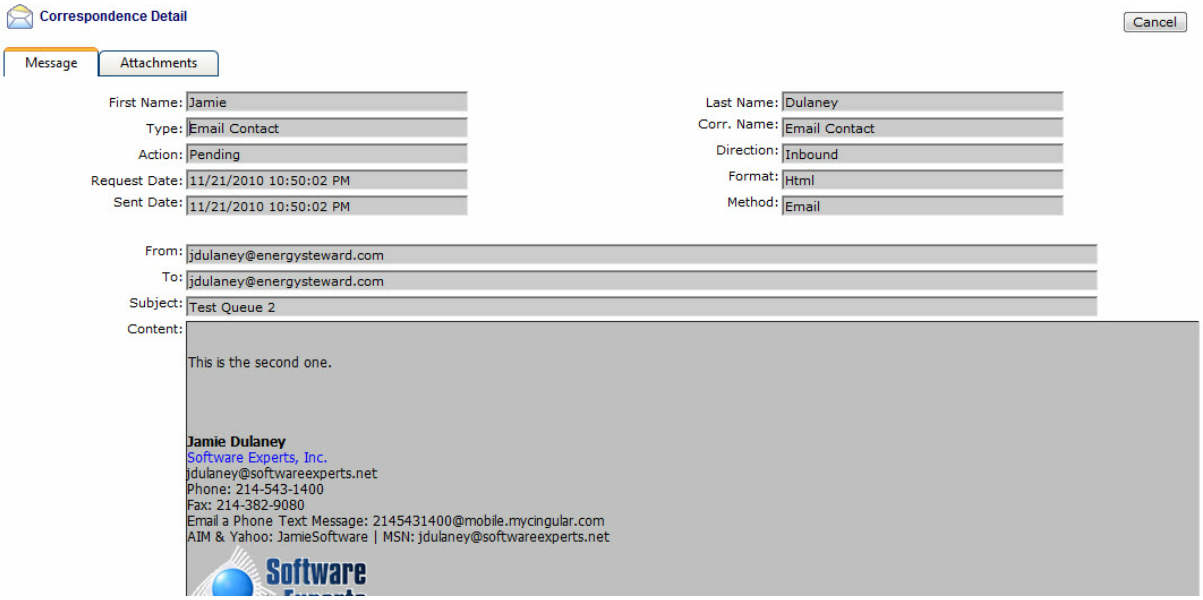
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View Correspondence Grid (button) - Click this button next to the correspondence item in question in order to browse the message and it's attachments.

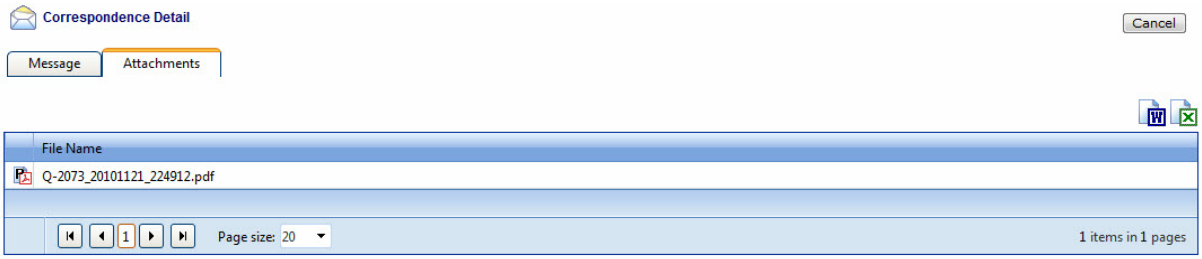
The following shows the contact correspondence detail which you are presented with when viewing contact correspondence.

The 'Message' area shows details related to the specific message itself (request date, status, direction, method, etc.).



The 'Attachments' area (second tab on the screen) allows you to click the icon button next to one or more attachments in order to view the contents of the attachment.

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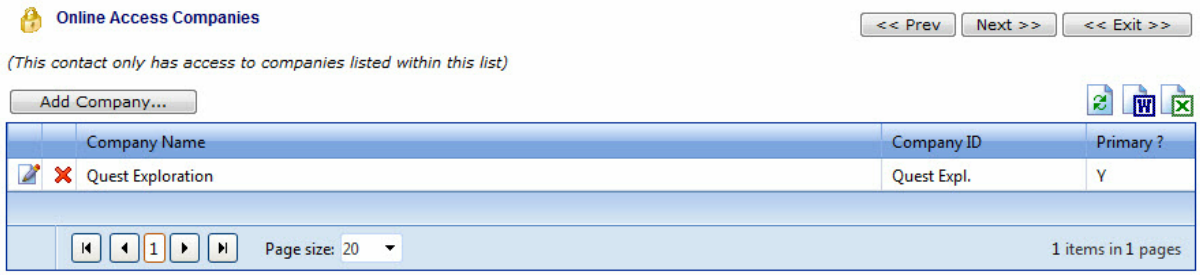
3.1.2.4 Online Access Companies

EnergySteward.com has a sophisticated security mechanism which allows an individual to have restricted login access. An administrator with appropriate security credentials can set company level restrictions against any given contact.

When adding a contact, the default is that the contact can see only his/her own company information (unless the "Access All Companies" checkbox checked, see contact general information area). It many situations, a contact might need to have access to two or more companies. This is prevalent in situations where there are several related legal entities (like "Acme Production", "Acme Operation Services", "Acme Field Services", etc.). In those situations, you can individually assign each of those companies as 'accessible' to the contact.

The contact still belongs to a security group (also setup in the general information area) and those security rules apply across all company access.

The following screen shot is where online access companies are added/updated for a contact.



Add Company (button) - Click this button to add a new company for the contact to access.

View/Edit Grid Button (pencil) - Click this next to the applicable company in order to change any of the information relevant to the company access.

Delete Grid Button (red x) - Click this next to the applicable company that you want to permanently delete. Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.

The following shows the company online access detail which you are presented with when adding or updating a company online access entry.

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Company (drop down list box) - Select the company from the list of companies which should have online access granted to, by the contact.

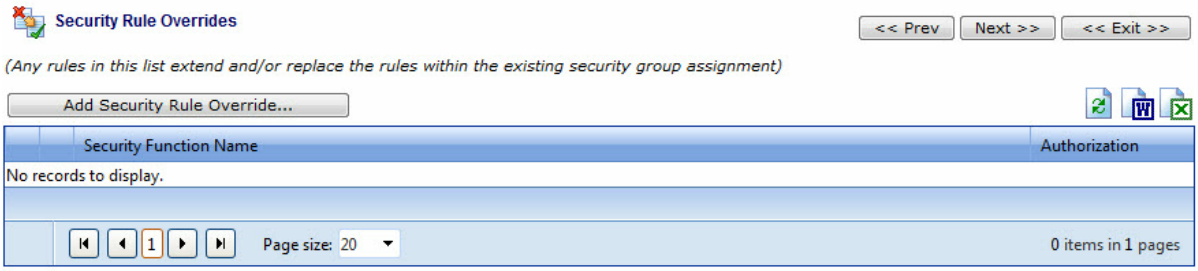
3.1.2.5 Security Rules Override

The security within **EnergySteward.com** contains a sophisticated security system which is primarily driven by a security group association (see contact general information area on how to assign a security group to a contact). However, there are some situations which exist which might require slight deviations from the base group rules for select contacts. This particular area is for setting up overrides to a base set of group security rules for a specific contact. Important note: This area is only available to those individuals that have appropriate security credentials.

For example, if a person belongs to a group which has a 'READ ONLY' security rule on deals. A specific person in that group may need to be able to update deal information. In that situation, this screen, for the contact, can have a 'READ/UPDATE' override rule applied on the 'Deals' to enable the access. Basically, if an entry is listed in the contact security override rules list, it overrides the rule in that persons base security group.

Important note: It is recommended that a new security group be setup if an excessive number of rules AND/OR several individuals require the same type of overrides. These rules can be defined in the administration security groups area, then the contact can have his/her base security group updated to the new group (in the contact general information area).

The following screen shot is where online security rule overrides are added/updated for a contact.



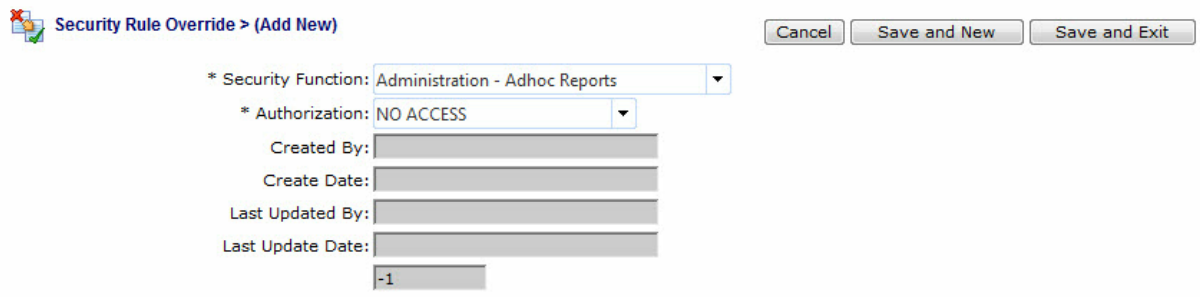
Add Security Rule Override (button) - Click this button to add a new security rule override for a contact.

View/Edit Grid Button (pencil) - Click this next to the applicable security rule override in order to change any of the information about the override.

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Delete Grid Button (red x) - Click this next to the applicable security rule override that you want to permanently delete. Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion. When you do this, then the security rule from the base contact group will become active.

The following shows the contact security rule which you are presented with when adding or updating a security rule override.

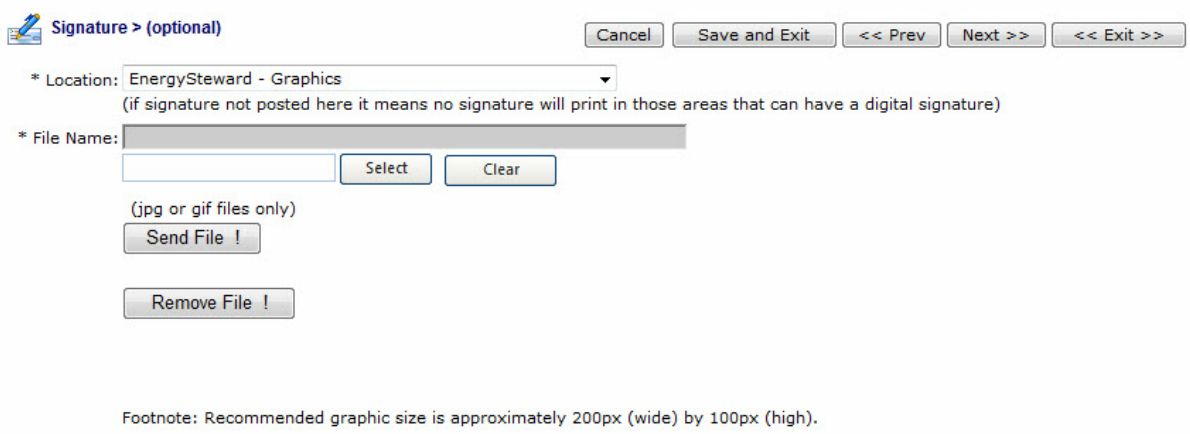


Security Function (drop down list) - The items in this list are system specific to **EnergySteward.com**. Each of these items refers to a specific area within the system. In most cases, the security function mirrors the the location from the main menu (ie.. "Contracts - Companies" is the rule for updating company information).

Authorization (drop down list) - This represents the level of authorization to this area, that the individual should have. See the "Administration Security Functions" area for more information on the options.

3.1.2.6 Signature

EnergySteward.com allows for storing electronic signatures which can then be posted on invoices, confirmations, remittances, etc. This is the contact area where these signatures are uploaded into the system. The contact responsibility list dictates which individuals have 'signature' responsibilities on the various reports and statements.



Location (drop down list box) - This indicates the system name where the "Signature File" will be (is) located. When you upload the signature image file it will be stored on system servers within a specific

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path, referenced by this name. Most of the time this should be left at it's default location. The 'behind the scenes' paths assigned to these names are setup by system administrators.

Graphic File (file upload area) - This is where you upload the graphic image file. Here are the steps:

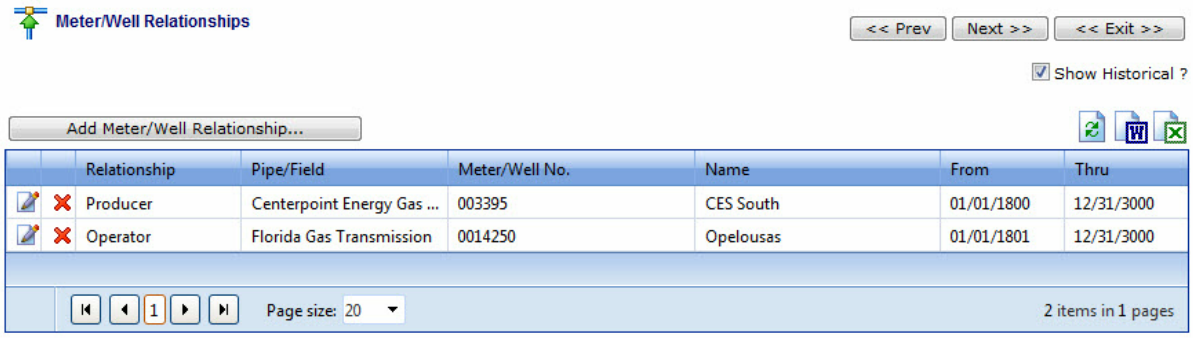
1. Click the "Select" button.
2. A file explorer box pops up. Find the image file (jpg, gif) file on your local drive or network drive, then select ok. You should try and select an image file which is approximately 200 pixels wide by 100 pixels high. The clarity of an image at this level will render better then other sizes. You should also try to use a white background for signature images.
3. The file name (with local path) will be grayed out, yet appear in the box to the left of the "Select" button.
4. Click the "Send To Server" button.
5. This uploads the file to the appropriate server location (see "Location" description above).
6. The actual image should immediately display on the screen below the 'Remove File !' button.

3.1.2.7 Associations

The contact associations area within **EnergySteward.com** include those areas where contact associations to groups, etc. can be setup, updated, deleted and viewed.

3.1.2.7.1 Meter/Well Relationships

Contacts within **EnergySteward.com** can have specific meter/well relationships. These are optional relationships and they allow for establishing optional functions (like web portal access, etc.). A given contact can have an unlimited number of meter/well relationships. The contact can even have several kinds of relationships on the same meter/well (ie.. like both the 'Operator' and the 'Producer'). The screen shot below is where you add, update or delete a contact meter/well relationships.



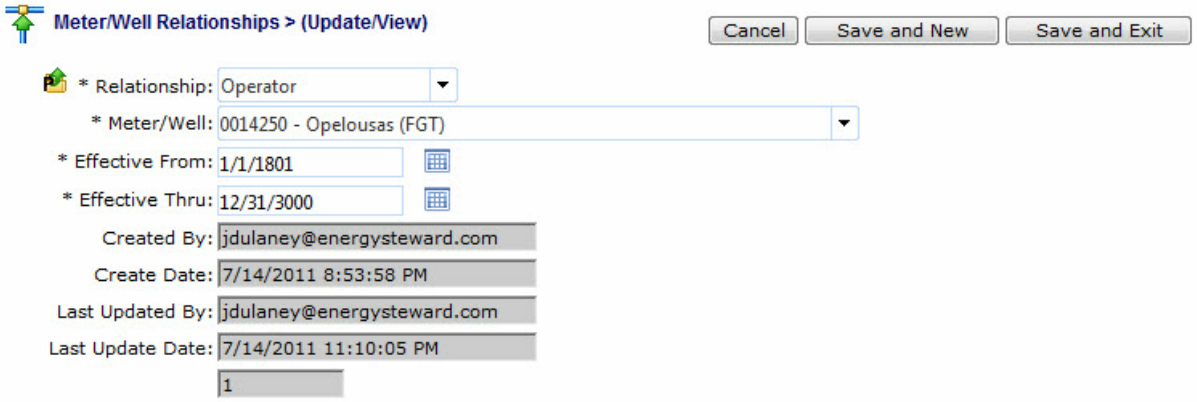
Add Meter/Well Relationship (button) - Click this button to add a new meter/well relationship for this contact.

View/Edit Grid Button (pencil) - Click this next to the applicable meter/well relationship in order to change any of the information relevant to the relationship.

Delete Grid Button (red x) - Click this next to the applicable meter/well relationship that you want to permanently delete. When you delete a meter/well relationship, then only the specific contact relationship association is removed (the contact AND the meter/well are/can still be used by other contacts). Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.

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The following shows the contact meter/well relationship detail which you are presented with when adding or updating a contact meter/well relationship.



Relationship (drop down list box) - This is a required field. This indicates the relationship type to use. See the configuration meter/well relationship type setup area for creating/updating relationship types. This item also includes a quick add icon for setting these types up directly from this screen (if you have appropriate security).

Meter/Well (drop down list box) - This is a required field. This indicates the meter/well which is applicable to this specific relationship.

Effective From (date popup) - This is a required field. It will default to '01/01/1800'. This should be left at the default value unless date effectiveness for this meter/well relationship is important.

Effective Thru (date popup) - This is a required field. It will default to '12/31/3000'. This should be left at the default value unless date effectiveness for this meter/well relationship is important.

3.1.2.7.2 Group Memberships

Contacts within **EnergySteward.com** can belong to contact groups via a group membership. These are optional memberships which allow you run reports or queries against subsets of your contacts. These groups are also used with email, fax and text messaging. These groups, and additional information information about contact groups, can be found in the configuration contact groups area . The screen shot below is where you add, update or delete a contact membership within groups.



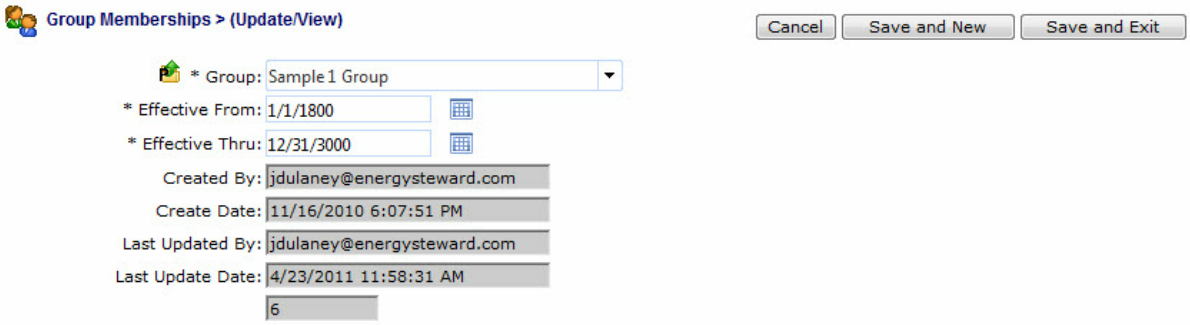
Add Group Membership (button) - Click this button to add this contact as a member to a new group.

View/Edit Grid Button (pencil) - Click this next to the applicable group membership in order to change any of the information relevant to the group membership.

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Delete Grid Button (red x) - Click this next to the applicable group membership that you want to permanently delete. When you delete a group membership, then only the specific contact group membership association is removed (the contact AND the group are/can still be used by other contacts). Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.

The following shows the group membership detail which you are presented with when adding or updating a contact group membership.



Group (drop down list box) - This is a required field. This indicates the group type to use on the membership. See the configuration contact group type setup area for creating/updating contact group types. This item also includes a quick add icon for setting these types up directly from this screen (if you have appropriate security).

Effective From (date popup) - This is a required field. It will default to '01/01/1800'. This should be left at the default value unless date effectiveness for this group membership is important.

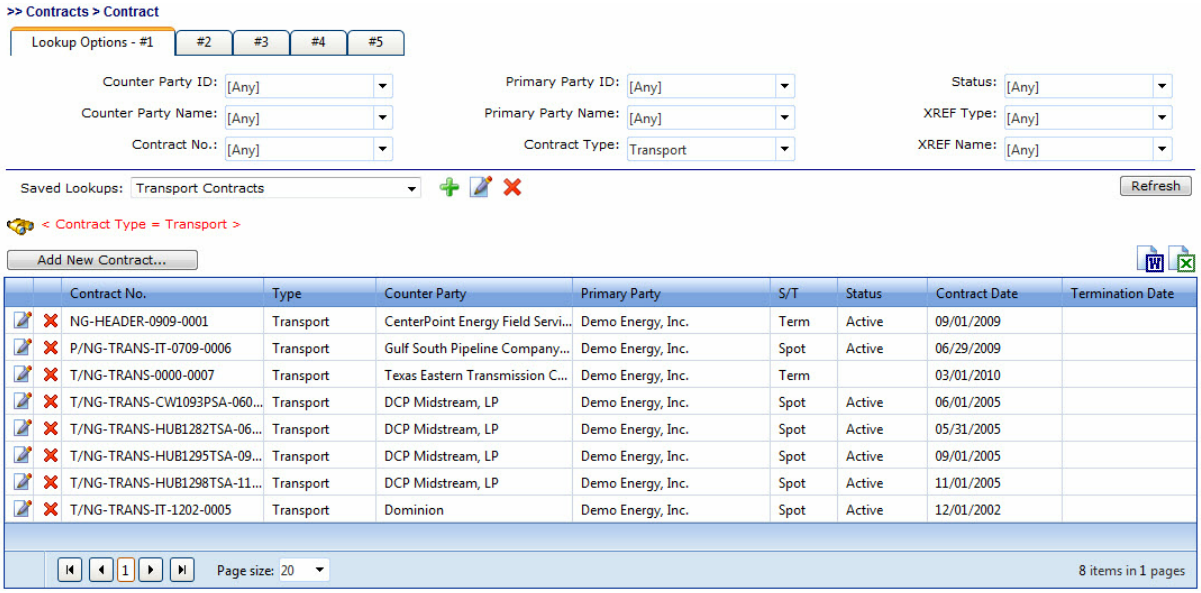
Effective Thru (date popup) - This is a required field. It will default to '12/31/3000'. This should be left at the default value unless date effectiveness for this group membership is important.

3.1.3 Contracts

The core entity within **EnergySteward.com** are contracts. **EnergySteward.com** allows you to setup an unlimited number of contracts AND to define your own type of contracts. Your contracts are setup as the basis for deals within **EnergySteward.com** AND typically represent your critical business documents between you and your counterparties.

The screen shot below shows where you add, update and browse contracts.

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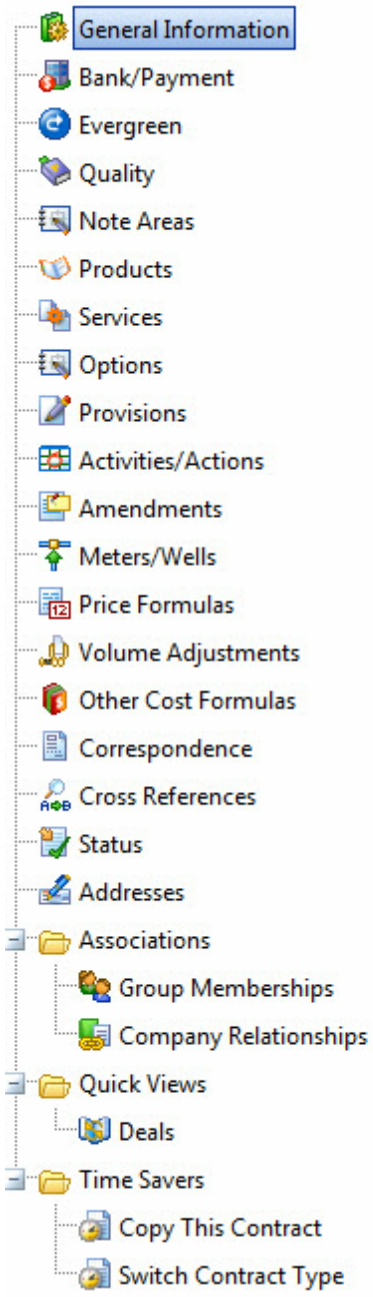
Add New Contract (button) - Click this button to add a new contract.

View/Edit Grid Button (pencil) - Click this next to the applicable contract in order to change any of the information relevant to this contract.

Delete Grid Button (red x) - Click this next to the applicable contract that you want to permanently delete. When you delete a contract, then all information relevant to that contract, as stored within **EnergySteward.com**, will be permanently deleted (including all deals and related information). You might consider inactivating the contract (setting the contract status) versus deleting. Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.

The following lists out the various areas of information relative to a specific contract within the system. This is the tree navigation area which you will see when you add,edit or view a contract. With the initial screen being set to the 'General Information' screen.

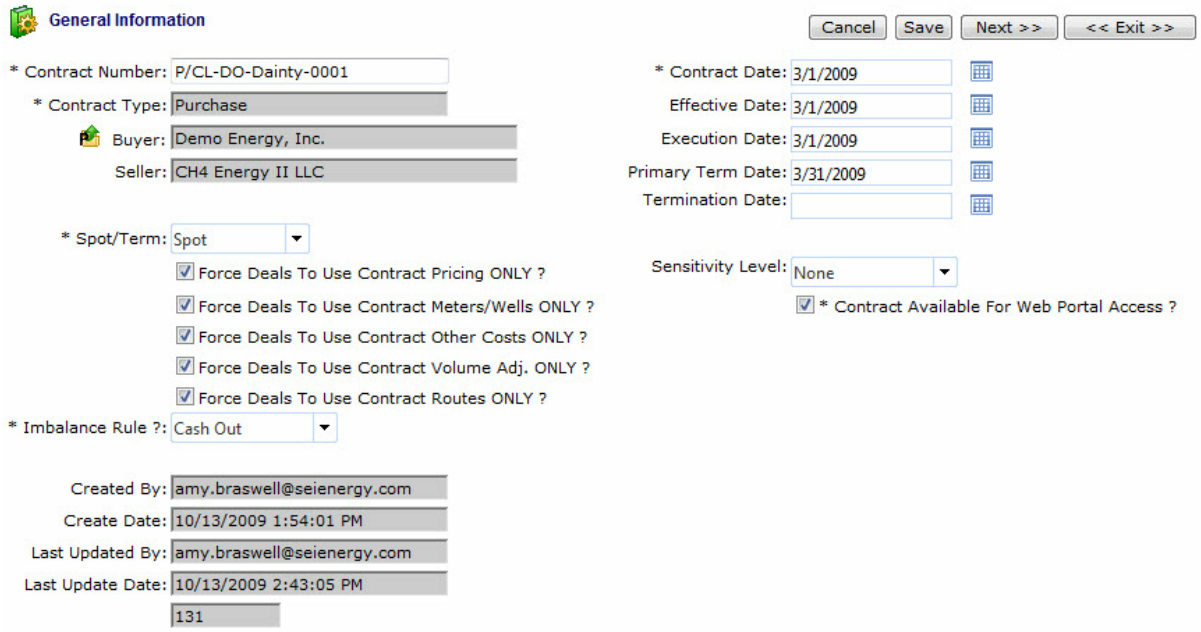
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3.1.3.1 General Information

This represents the main screen which is used when either adding a new contract or when updating an existing contract. This screen contains the high level information relative to a contract (number, contract type, primary and counter parties, relevant contract dates, etc.).

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Contract Number - This is a required field. The contract number must be a unique number (no two contracts can have the same contract number). The format of this number can be any format you choose to implement for your numbering scheme. Normally, the contract number contains information which is relevant to the party, contract type, maybe the contract date, etc. For example you might have the following:

Example Contract Number	Could indicate…
PUR-N-Acme-20020801	The purchase side of a NAESB contract for Acme, Inc with a contract date of Aug 1,2002.
SAL-N-Acme-20020801	The sales side of a NAESB contract for Acme, Inc with a contract date of Aug 1,2002.

It is recommended that whatever format you decide to use for a contract number, that it be something standardized. If necessary, you can always come back into the contract and change the numbers (in the future).

Contract Type - This is a required field. When setting up a contract you select the type via a pull down list box. Once a contract has been setup with a specific type then the contract is required to stay with that type. If you find that a contract needs to 'change' types, then you can setup a new contract, merge the contracts via the 'Copy This Contract' time saver (this will copy relevant provisions, formulas, meters, etc). Then you can physically delete (or set to inactive via contract status) the contract with the incorrect type.

Primary Party - This is a required field. When setting up a contract you indicate the primary party via a drop down list box selection. In most situations you should establish your contracts from your perspective (ie… your company is the primary party the outside 3rd party company is the counter party). If you have multiple companies representing various legal entities, then you certainly should specify your correct legal entity name as the primary party. You can change a relationship (primary party, counter party, other) after the initial setup of a contract by clicking the quick add icon (next to this field), this will popup the company relationships screen in a window to make/change relationships.

Counter Party - This is a required field. When setting up a contract you indicate the counter party via

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a drop down list box selection. In most situations your counter parties are the 3rd partys (external legal entities) on your contracts. You may have multiple companies with different relationships on the contract. In those cases, in addition to designating your specific counter party you can also setup various other contract relationship to this contract with other companies. You can change a relationship (primary party, counter party, other) after the initial setup of a contract by clicking the quick add icon (next to the Primary Party field), this will popup the company relationships screen in a window to make/ change relationships.

Spot/Term (drop down list box) - This is required and indicates whether the contract is a spot contract or a term contract.

Force Deals to use Contract Pricing Only ? (checkbox) - When checked, then deals which are setup from this contract are constrained to use only the contract price/cost formulas which are setup on the contract. For example, in order to add a new price formula (to associate to meters/wells or routes) on a deal, then it must be added to the contract. **EnergySteward.com** automatically synchronizes contract price/cost formulas to deals based on this contract. If unchecked, the price formulas can be directly entered on the deals without regard to contract formulas.

Force Deals to use Contract Meters/Wells Only ? (checkbox) - When checked, then deals which are setup from this contract are constrained to use only the contract meters/wells which are setup on the contract. For example, in order to add a new meter/well on a deal, then it must be added to the contract. **EnergySteward.com** automatically synchronizes contract meters/wells to deals based on this contract. If unchecked, the meters/wells can be directly entered on the deals without regard to contract meters/wells.

Force Deals to use Other Costs Only ? (checkbox) - When checked, then deals which are setup from this contract are constrained to use only the contract other cost formulas which are setup on the contract. For example, in order to add a new other cost formula on a deal, then it must be added to the contract. **EnergySteward.com** automatically synchronizes contract other costs to deals based on this contract. If unchecked, the other cost formulas can be directly entered on the deals without regard to contract other cost formulas.

Force Deals to use Contract Volume Adj. Only ? (checkbox) - When checked, then deals which are setup from this contract are constrained to use only the contract volume adjustment formulas which are setup on the contract. For example, in order to add a new volume adjustment formula on a deal, then it must be added to the contract. **EnergySteward.com** automatically synchronizes contract volume adjustments to deals based on this contract. If unchecked, the volume adjustment formulas can be directly entered on the deals without regard to contract volume adjustments formulas.

Force Deals to use Contract Routes ? (checkbox) - When checked, then deals which are setup from this contract are constrained to use only the contract routes which are setup on the contract. For example, in order to add a new route on a deal, then it must be added to the contract. **EnergySteward.com** automatically synchronizes contract routes to deals based on this contract. If unchecked, the routes can be directly entered on the deals without regard to contract routes.

Imbalance Rule (drop down list box) - This indicates the imbalance rule which can be setup for pipeline companies. The possible values are below:

Imbalance Rule	Means...
Cash	Indicates the pipeline has a cash out policy on imbalance volumes.
Carry	Indicates the pipeline has a carry (to next production month) policy on imbalance volumes.

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* Again, the above is informational only and normally only applicable to pipeline companies which are counter parties on the contract.

Contract Date (calendar popup) - This is a required field. It represents the date the contract is created.

Effective Date (calendar popup) - This is an optional field. It represents the date the language in the contract specifies as the date the contract becomes effective.

Execution Date (calendar popup) - This is an optional field. It represents the date the contract is signed.

Primary Term Date (calendar popup) - This is an optional field. it represents the date which is the end date of the primary term.

Termination Date (calendar popup) - This is an optional field. It represents the date the contract actually ends. This may be left blank in the event of automatic rollover (evergreen agreements). It also may be used later in agreement to extend the agreement by signaling a new extended termination date, however, the original primary term date is left as reference. Important note: The contract status tells most areas within **EnergySteward.com** whether the contract is truly active/available or inactive/ unavailable.

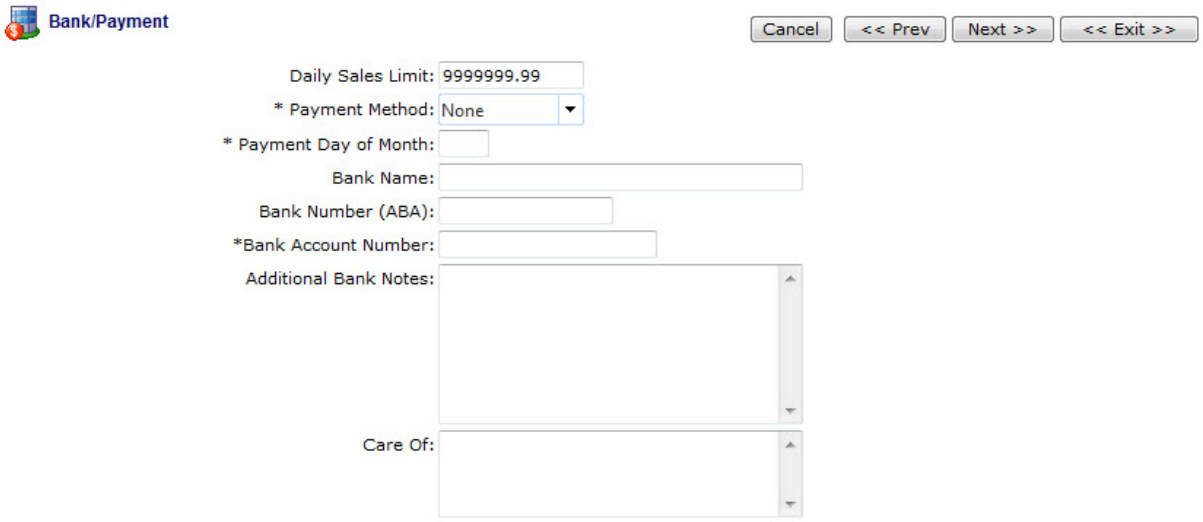
Sensitivity Level (drop down list box) - This is an optional field and is used primarily on select reports. Reports and online screens utilize this in order to selectively hide information based on sensitivity level. This provides a mechanism for selectively hiding fields that might be viewed by counter parties, etc. on select reports.

Contract Available For Web Portal Access ? (checkbox) - When checked then this particular contract (and all underlying deals) are available for web portal access. In order to be viewed within the portal security must still be assigned to specific individuals for web portal access. This particular checkbox makes it easy to take an entire contract out of the portal, if required. The default is to make it available.

3.1.3.2 Bank/Payment

EnergySteward.com provides a mechanism for storing default bank information at the company level. In addition bank information can also be specified here on the individual contract. If bank information is specified on the contract then it will override the default bank information setup for the company. The bank information specified here typically is the bank which is receiving funds from the contract agreement (ie.. AR type contracts (invoices, etc) would have primary party bank info, AP type contracts (purchases,etc.) would have counter party bank override information). **EnergySteward.com** will attempt to pull bank information first from the contract. If contract bank information is not setup, then it will pull information from the company.

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Daily Sales Limit - This is an optional field and is used in various reports. This represents the daily sales limit to 'extend' this counter party against this contract (typically AR related contracts (invoices, transporter transport contracts, etc.).

Payment Day of Month (drop down list box) - This indicates the type of payment (Wire, ACH, Check and None). This typically prints at the bottom of various key reports/statements (invoices, remittance, etc.).

All of the default bank fields on this screen are optional. However, it is recommended that if you populate any of the bank fields then you should populate all significant portions. At a minimum you should populate the bank name, ABA and Account #. This would ensure minimal payment information on an invoice or remittance statement.

Bank Name - Specify the name of the bank for this contract.

Bank Number (ABA) (Routing Number) - This is the ABA number for the bank. This can be critical when communicating wire and ACH instructions on your invoices, remittance, etc.

Bank Account Number - This is the applicable account number for the bank. This can be critical when communicating wire and ACH instructions on your invoices, remittance, etc.

Additional Bank Info - This can be any other relevant bank instructions. Critical correspondence (invoices, remittance, etc.) will list out the additional information (if entered).

Care Of - This is an optional field which allows for the setting of 'Care Of' name/instructions. This is available for printing on invoices, remittance, etc.

3.1.3.3 Evergreen

If this contract is an evergreen contract then the evergreen related information can be stored on this screen.

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Evergreen Contract ? (checkbox) - If checked, then this contract is an evergreen contract.

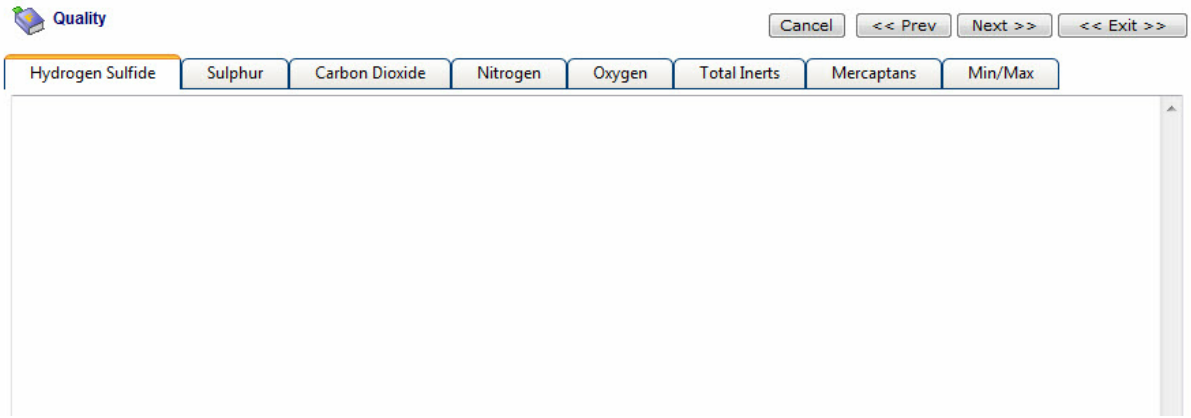
Term Months - This indicates the term of the evergreen (in months).

Notice Days - This indicates the number of days prior to the end of the term when notice of evergreen termination is to be provided.

Next Notice Date & Next Term Date - These are protected fields and are set aside for future use.

3.1.3.4 Quality

This area within the contract provides you with a place to specify quality related information (if applicable).



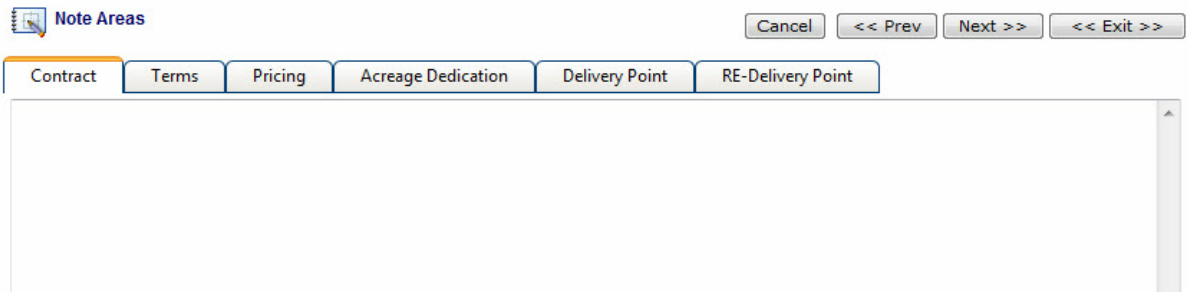
Quality Note Areas (all tabs except Min/Max) - All of these areas are optional. They are free form text fields which you are free to document information related to quality spec's for those respective areas.

Min/Max (tab) - On this tab you can specify minimum temp, maximum temp and minimum MMBTU's. These are optional fields for contract documentation only.

3.1.3.5 Note Areas

This area within the contract provides you with a place to specify additional notes related to the contract.

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Note Areas (all tabs) - All of these areas are optional. They are free form text fields which you are free to document information related to the respective areas defined.

3.1.3.6 Products

Contracts within **EnergySteward.com** are associated with one or more products. The products defined here are typically specified in the underlying contract document(s). When setting up deals against this contract these products determine whether a contract appears in a drop down list box's during deal setup. Various other contract related items (like price formulas, other cost formulas, volume adjustment formulas, etc.) and deal related screens also will display only those product specific components.



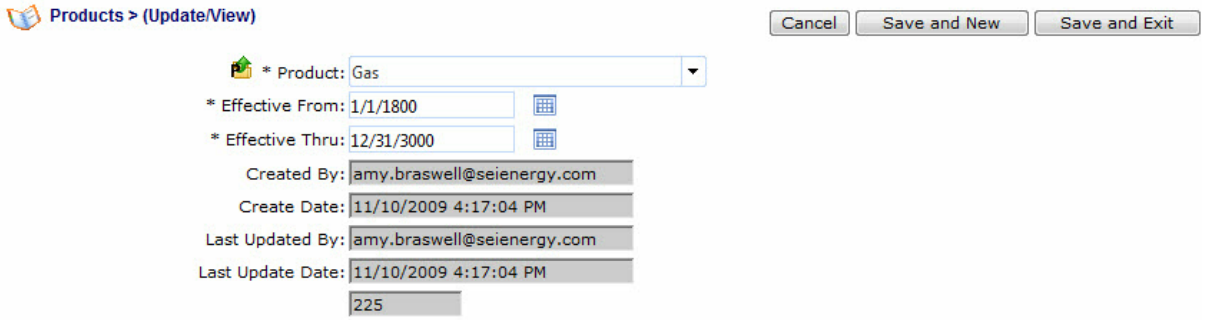
Add Product (button) - Click this button to add a new product to the contract.

View/Edit Grid Button (pencil) - Click this next to the applicable product in order to change any of the information relevant to the contract-to-product relationship.

Delete Grid Button (red x) - Click this next to the applicable product that you want to permanently delete. When you delete a product, then all information relevant to that contract to product relationship will be permanently deleted. Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.

The following shows the product detail which you are presented with when adding or updating an contract product.

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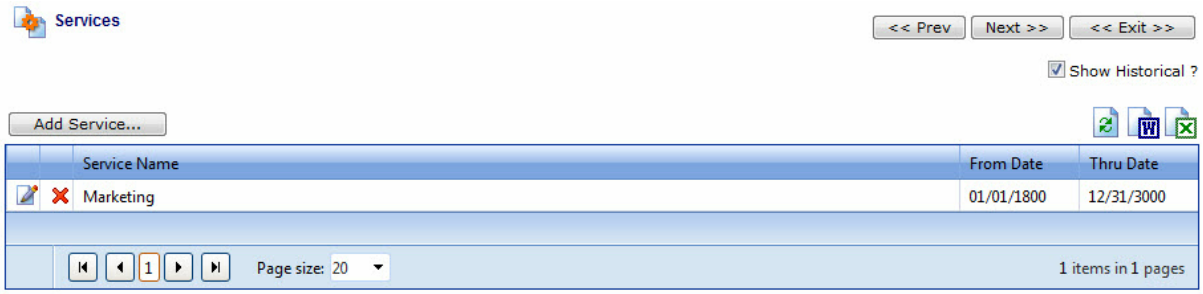
Product (drop down list box) - Select the product from the list of available products. See the configuration contract products area for creating/updating products. This item also includes a quick add icon for setting these products up directly from this screen (if you have appropriate security).

Effective From (popup calendar) - This is a required field. It will default to '01/01/1800'. This should be left at the default value unless date effectiveness for this product is important.

Effective Thru (popup calendar) - This is a required field. It will default to '12/31/3000'. This should be left at the default value unless date effectiveness for this product is important.

3.1.3.7 Services

Contracts within **EnergySteward.com** are associated with one or more services. Services are defined by your organization to enable you a mechanism to segregate contracts based on a service level. More information about services can be found on in the configuration contract services area within this manual. At least one service should be assigned to a contract.



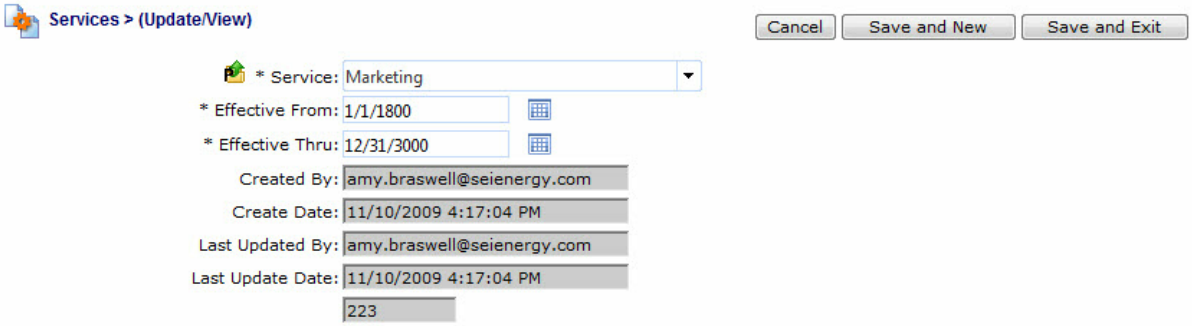
Add Service (button) - Click this button to add a new service to the contract.

View/Edit Grid Button (pencil) - Click this next to the applicable service in order to change any of the information relevant to the contract-to-service relationship.

Delete Grid Button (red x) - Click this next to the applicable service that you want to permanently delete. When you delete a service, then all information relevant to that contract to service relationship will be permanently deleted. Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.

The following shows the service detail which you are presented with when adding or updating an contract service.

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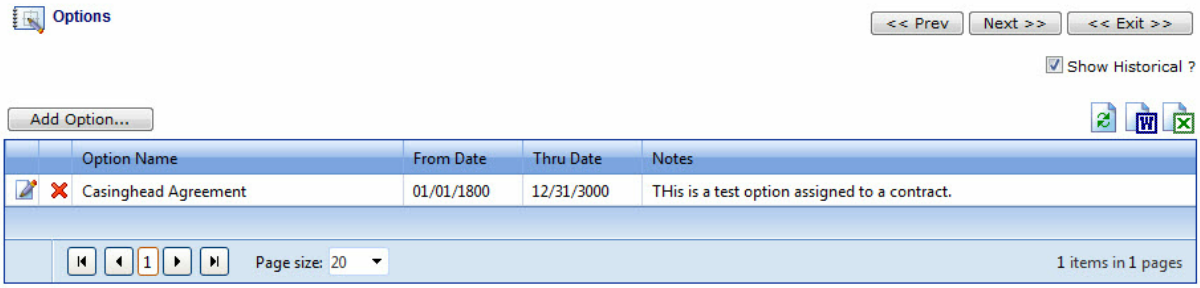
Service (drop down list box) - Select the service from the list of available services. See the configuration contract services area for creating/updating services. This item also includes a quick add icon for setting these services up directly from this screen (if you have appropriate security).

Effective From (popup calendar) - This is a required field. It will default to '01/01/1800'. This should be left at the default value unless date effectiveness for this service is important.

Effective Thru (popup calendar) - This is a required field. It will default to '12/31/3000'. This should be left at the default value unless date effectiveness for this service is important.

3.1.3.8 Options

Contracts within **EnergySteward.com** can have an unlimited number of 'Options' assigned to them. These 'Options' are a mechanism to extend the type and amount of data which you can associate to a contract. The 'Options' on contracts allow you to setup new types of 'flags' about your contracts. More information about contract options can be found in the configure contract options area within this manual. These options are optional on the contract.



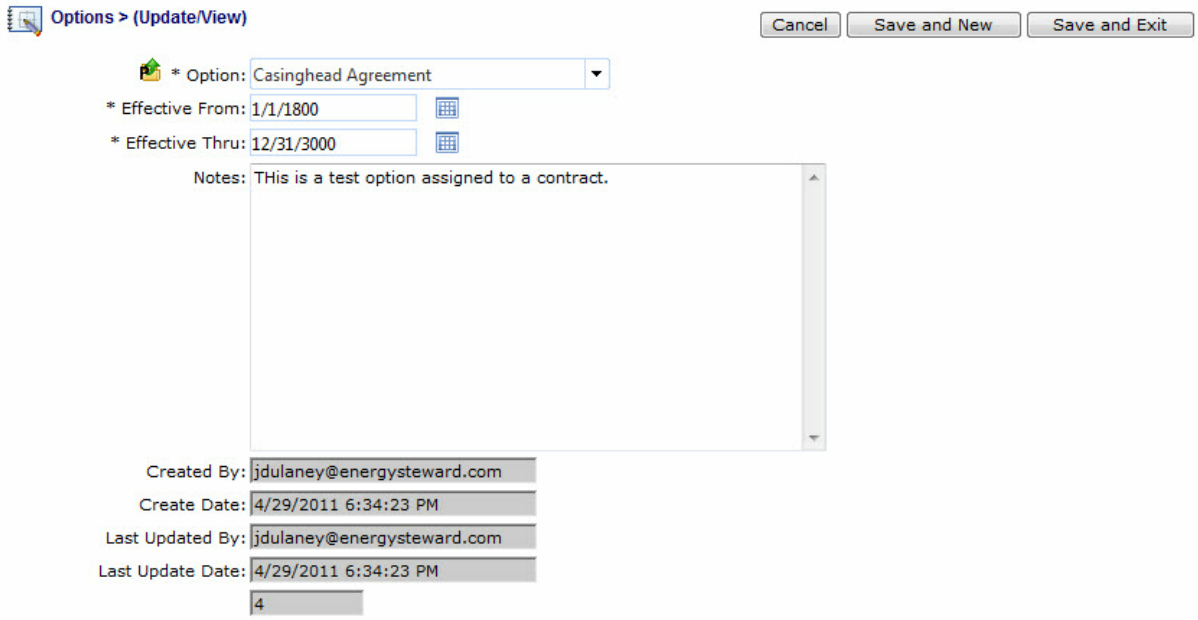
Add Option (button) - Click this button to add a new option to the contract.

View/Edit Grid Button (pencil) - Click this next to the applicable option in order to change any of the information relevant to the contract-to-option relationship.

Delete Grid Button (red x) - Click this next to the applicable option that you want to permanently delete. When you delete an option, then all information relevant to that contract to option relationship will be permanently deleted. Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.

The following shows the option detail which you are presented with when adding or updating an contract option.

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Option (drop down list box) - Select the option from the list of available options. See the configuration contract options area for creating/updating options. This item also includes a quick add icon for setting these options up directly from this screen (if you have appropriate security).

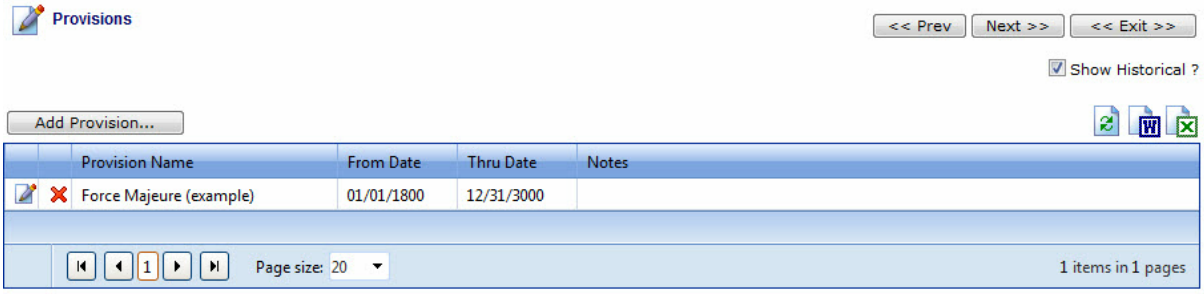
Effective From (popup calendar) - This is a required field. It will default to '01/01/1800'. This should be left at the default value unless date effectiveness for this option is important.

Effective Thru (popup calendar) - This is a required field. It will default to '12/31/3000'. This should be left at the default value unless date effectiveness for this option is important.

Notes - This is optional and can be any related notes about the option which is needed for clarification.

3.1.3.9 Provisions

Contracts within **EnergySteward.com** can have an unlimited number of 'Provisions' assigned to them. These 'Provisions' are directly related to the key provisions within the underlying contract document. Storing the provision information within **EnergySteward.com** allows for reports and queries against your contracts, based on provision. More information about contract provisions can be found in the configure contract provisions area within this manual. These provisions are optional, but if entered can greatly assist in analyzing various aspects of your contracts.



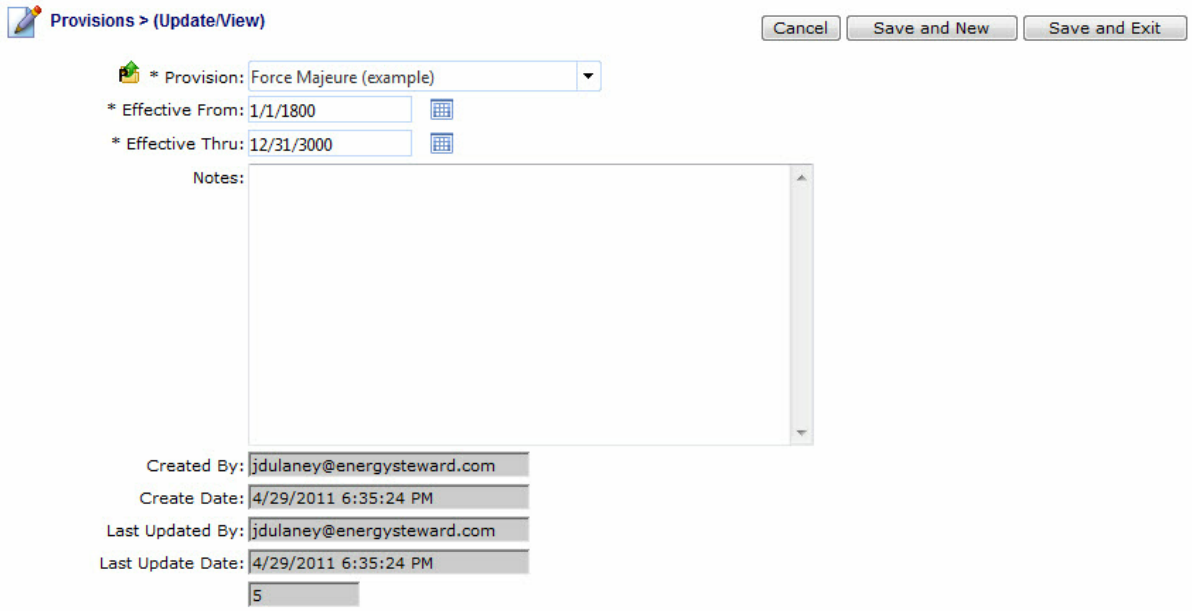
Add Provision (button) - Click this button to add a new provision to the contract.

View/Edit Grid Button (pencil) - Click this next to the applicable provision in order to change any of the information relevant to the contract-to-provision relationship.

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Delete Grid Button (red x) - Click this next to the applicable provision that you want to permanently delete. When you delete a provision, then all information relevant to that contract to provision relationship will be permanently deleted. Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.

The following shows the provision detail which you are presented with when adding or updating an contract provision.



Provision (drop down list box) - Select the provision from the list of available provisions. See the configuration contract provisions area for creating/updating provision types. This item also includes a quick add icon for setting these provisions up directly from this screen (if you have appropriate security).

Effective From (popup calendar) - This is a required field. It will default to '01/01/1800'. This should be left at the default value unless date effectiveness for this provision is important.

Effective Thru (popup calendar) - This is a required field. It will default to '12/31/3000'. This should be left at the default value unless date effectiveness for this provision is important.

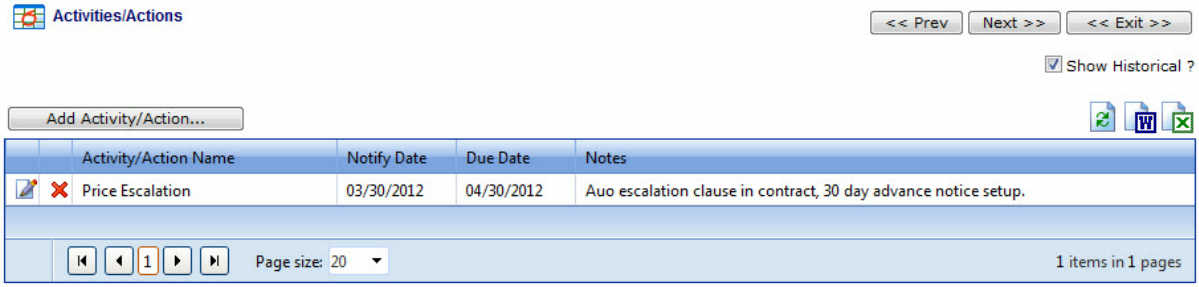
Notes - This is optional and can be any related notes about the provision which is needed for clarification. In some cases, the actual provision verbiage is taken from the underlying contract and posted to the notes area (it can be queried and reported upon).

3.1.3.10 Activities/Actions

Contracts within **EnergySteward.com** can have 'Activities/Actions' associated with them. These 'Activities/Actions' provide a mechanism to setup future alert/notification markers for important contract related events. For example, if you want to be notified 60 days prior to a contract provision date (contract trigger event) then you can setup an activity/action with that notification rule. There are reports within **EnergySteward.com** which have been specifically written and can be scheduled to run (daily or weekly, etc.) which will list out activities whose notification date has been hit, and the activity/action should be reviewed. This allows for more effective management of those triggering decision points against the underlying contracts. More information about contract 'Activities/Actions' can be found in the configure contract activities/actions area within this manual. Important note: You can setup an activity/

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action for anything you want (doesn't have to be tied to an underlying contract event). It can be that you simply want to forward date a ' contract review' activity/action against a contract.

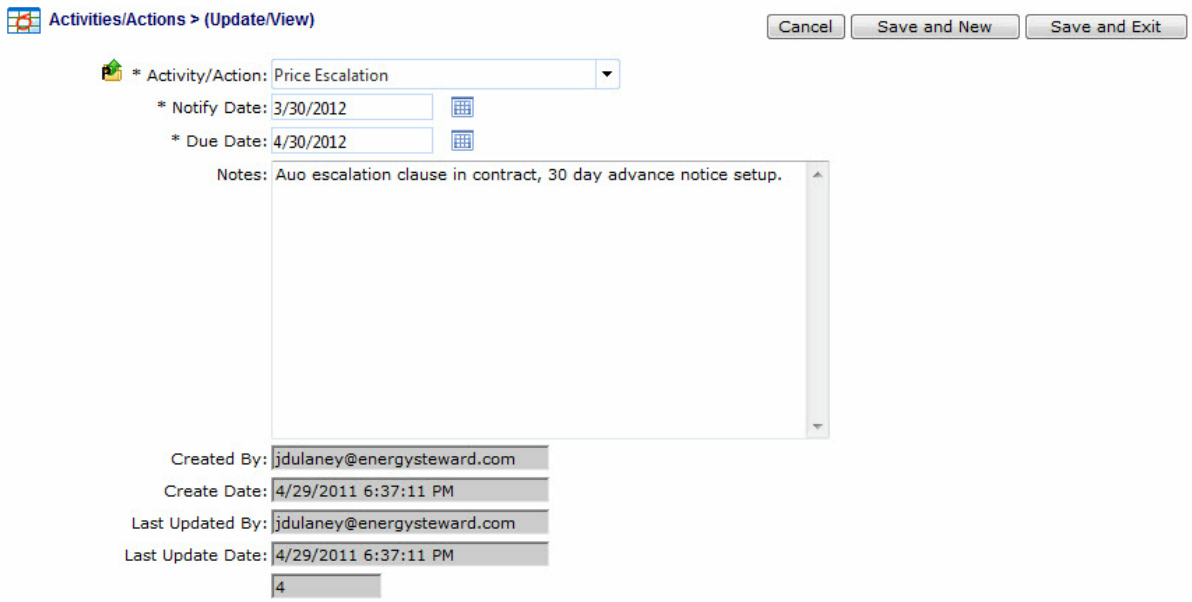


Add Activity/Action (button) - Click this button to add a new activity/action to the contract.

View/Edit Grid Button (pencil) - Click this next to the applicable activity/action in order to change any of the information relevant to the contract activity/action.

Delete Grid Button (red x) - Click this next to the applicable activity/action that you want to permanently delete. When you delete an activity/action, then all information relevant to that contract activity/action relationship will be permanently deleted. Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.

The following shows the activity/action detail which you are presented with when adding or updating an contract activity/action.



Activity/Action (drop down list box) - Select the activity/action from the list of available activity/action. See the configuration contract activities/actions area for creating/updating activities/actions. This item also includes a quick add icon for setting these activities/actions up directly from this screen (if you have appropriate security).

Notify Date (popup calendar) - This is a required field. This is the date which you want to be notified that the activity/action is coming due (maybe 30 or 60 days, whatever).

Due Date (popup calendar) - This is a required field. This is the date which corresponds to the

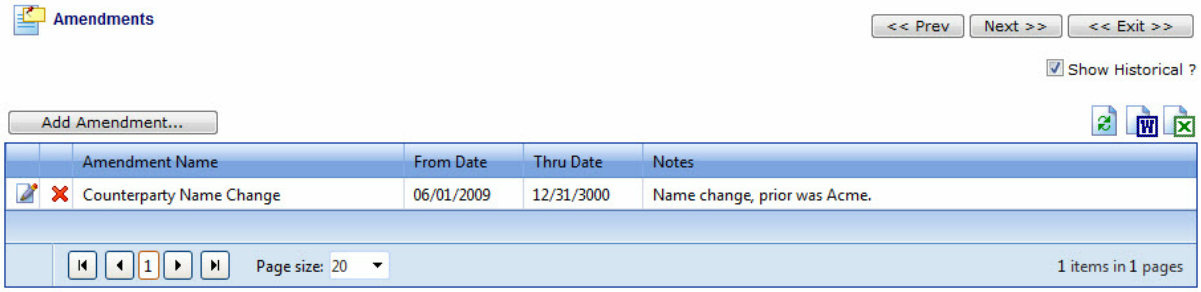
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underlying contract trigger date, for the specified event.

Notes - This is optional and can be any related notes about the activity/action which is needed for clarification. In some cases, the actual activity/action verbiage is taken from the underlying contract and posted to the notes area (it can be queried and reported upon).

3.1.3.11 Amendments

Contracts within **EnergySteward.com** can record various amendments that might be negotiated and signed between the primary and counter party. An unlimited number of 'Amendments' can be assigned to a contract. Storing the amendment information within **EnergySteward.com** allows for reports and queries against your contracts, based on amendment types. More information about contract amendments can be found in the configure contract amendments area within this manual. Recording these amendments are optional, but if entered can greatly assist in analyzing various aspects of your contracts. Important note: It is a good practice to not only store information about the individual amendments here, but to also scan and store the actual signed amendments to the contract correspondence area.



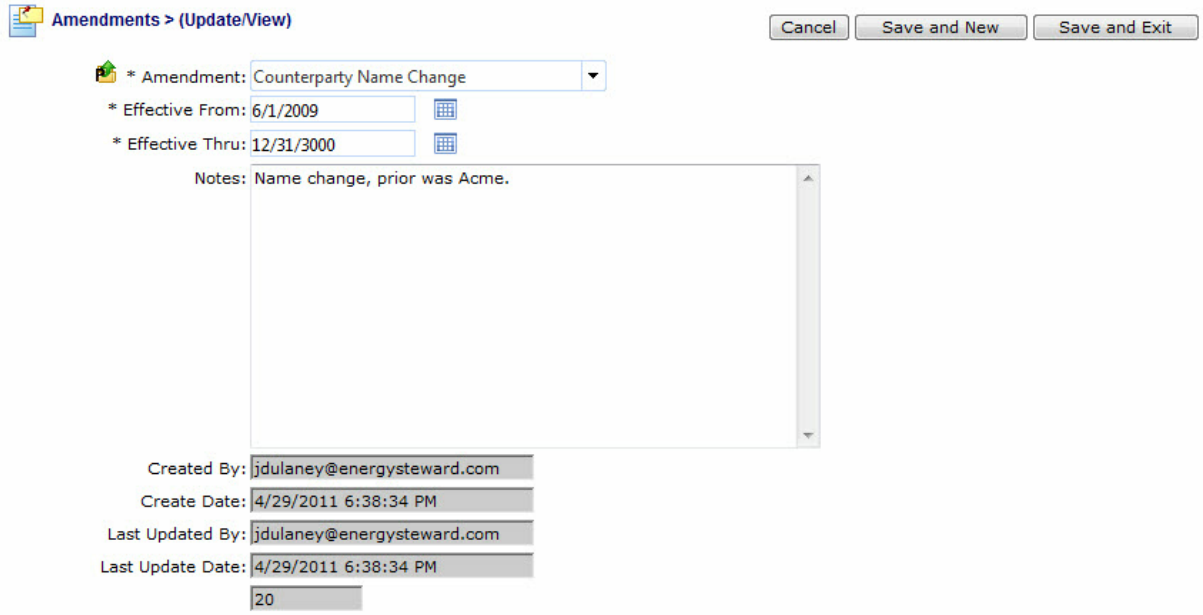
Add Amendment (button) - Click this button to add a new amendment to the contract.

View/Edit Grid Button (pencil) - Click this next to the applicable amendment in order to change any of the information relevant to the contract amendment relationship.

Delete Grid Button (red x) - Click this next to the applicable amendment that you want to permanently delete. When you delete a amendment, then all information relevant to that contract amendment relationship will be permanently deleted. Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.

The following shows the amendment detail which you are presented with when adding or updating an contract amendment.

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Amendment (drop down list box) - Select the amendment type from the list of available amendment types. See the configuration contract amendments area for creating/updating amendments. This item also includes a quick add icon for setting these amendments up directly from this screen (if you have appropriate security).

Effective From (popup calendar) - This is a required field. It will default to '01/01/1800'. This should be left at the default value unless date effectiveness for this amendment is important.

Effective Thru (popup calendar) - This is a required field. It will default to '12/31/3000'. This should be left at the default value unless date effectiveness for this amendment is important.

Notes - This is optional and can be any related notes about the amendment which is needed for clarification. In some cases, the actual amendment verbiage is taken from the underlying contract amendment and posted to the notes area (it can be queried and reported upon).

3.1.3.12 Routes

Certain types of contracts within **EnergySteward.com** allow for transport of oil and gas volumes (transport contracts, gathering contracts, etc.). When contract types are configured and both the purchase/receipt and sale/delivery instructions are specified, then the contract is setup to have route instructions. The 'Routes' option on contracts will not appear for normal 'Purchase' or 'Sales' type contracts (as these types have EITHER purchase/receipt or sale/delivery, not both).

Each contract route on a contract can have price/cost formulas, other cost formulas and volume adjustment formulas (fuel, PVR, Keep Whole, etc). When you setup a contract route, you basically indicate a receipt point and a delivery point. Then you can attach the various formulas against each of these routes. A contract can have an unlimited number of routes. Each of these routes can have their own unique set of pricing & volume adjustment formulas OR they can all share common formulas. When a route is added to a contract, the underlying receipt and delivery meters/wells are automatically added to the contract.

Important note: Companies that utilize **EnergySteward.com** can have many types of transport/ gathering contract types. For instance, if a company is a shipper on 3rd party transport contracts then these contracts can be setup (these will be accounts payable (AP) configured contract types). This

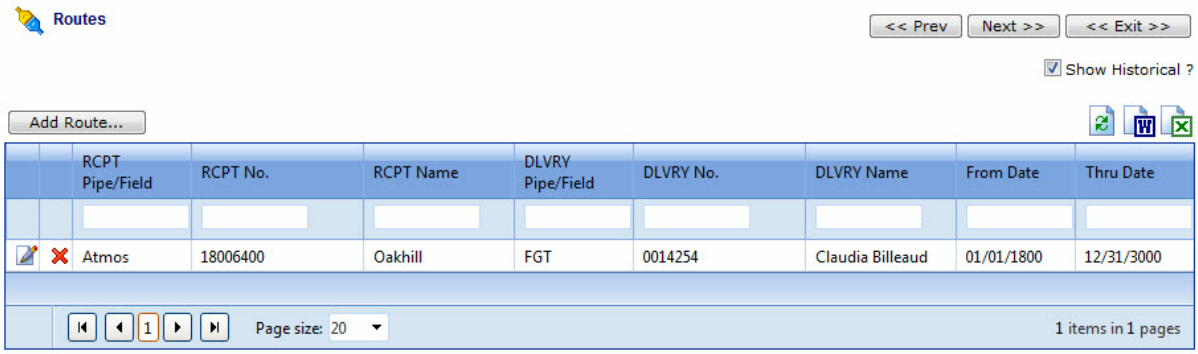
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same company can have a 'Transporter' relationship on other contracts (these will be accounts receivable (AR) configured contract types). This could be setup like the following:

Sample Contract Type	Could be configured within EnergySteward.com to mean...
Transport	Those contracts where a company is the transporter. With an AR financial perspective.
Transport-Shipper	Those contracts where company engages in a contract relationship as a shipper. With an AP financial perspective.

The names of these contract types above are just examples, but could be setup (as well as other types) in the contract type configuration area. The important thing to note is that **EnergySteward.com** can manage many types and variations of transport and gathering contracts.

The following screen shot shows where the routes on a contract are added, updated, deleted or viewed.



Add Route (button) - Click this button to add a new route to the contract.

View/Edit Grid Button (pencil) - Click this next to the applicable route in order to change any of the information relevant to the route.

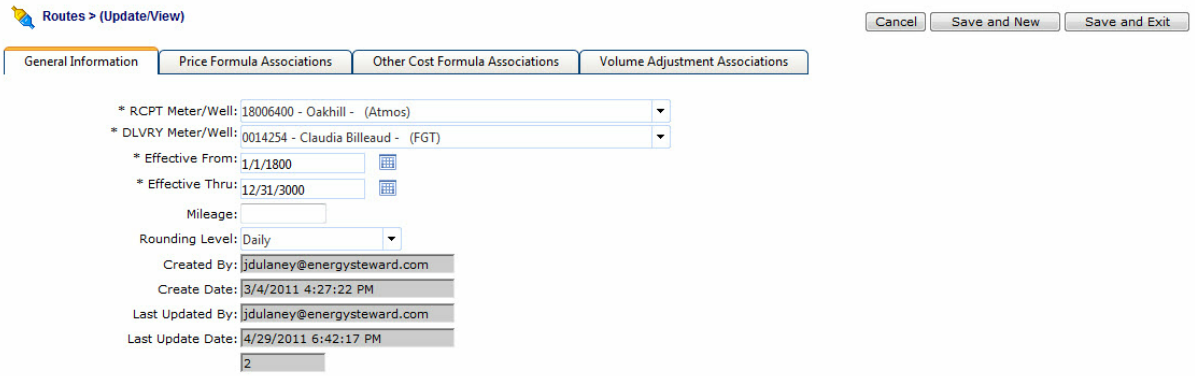
Delete Grid Button (red x) - Click this next to the applicable route that you want to permanently delete. When you delete a route, then all information relevant to that contract route will be permanently deleted. The route will still exist on any deal production months whose volumes are in a 'Frozen' status. In many cases, it might make more sense to set the appropriate from and thru effective dates to retain historical information on the contract level. Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.

3.1.3.12.1 General Information

This is the main screen for setting up a contract route within **EnergySteward.com** . From this screen (via the tabs at the top) you can indicate the specific receipt and delivery points, dates, optional mileage, price formulas, other cost formulas and volume adjustments.

The initial 'General Information' tab is where you define the main components which makeup the route.

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RCPT Meter/Well (drop down list box) - Select the meter/well from the list of available meters/wells to represent the receipt point on this route.

DLVRY Meter/Well (drop down list box) - Select the meter/well from the list of available meters/wells to represent the delivery point on this route.

Important note: Meters/Wells must already have been configured in the meters/wells area of **EnergySteward.com** . These meters/wells can be of many different types (ie.. Lease's, Injection Points, Production Entry Points, Sales Pools, etc.).

Effective From (popup calendar) - This is a required field. It will default to '01/01/1800'. This should be left at the default value unless date effectiveness for this route is important.

Effective Thru (popup calendar) - This is a required field. It will default to '12/31/3000'. This should be left at the default value unless date effectiveness for this route is important.

Important note: When you modify effective dates on routes, then any underlying deals will automatically be synchronized to reflect the availability (or unavailability) of those routes. Any deals that have a production month volume in a 'Frozen' status will retain that route for historical purposes.

Mileage - This is optional field and is used to specify mileage (if applicable). This is typically applicable on oil transport (truck) type routes.

Rounding Level (drop down list) - This indicates how calculations are performed against the route. The possible values and their explanations are listed below:

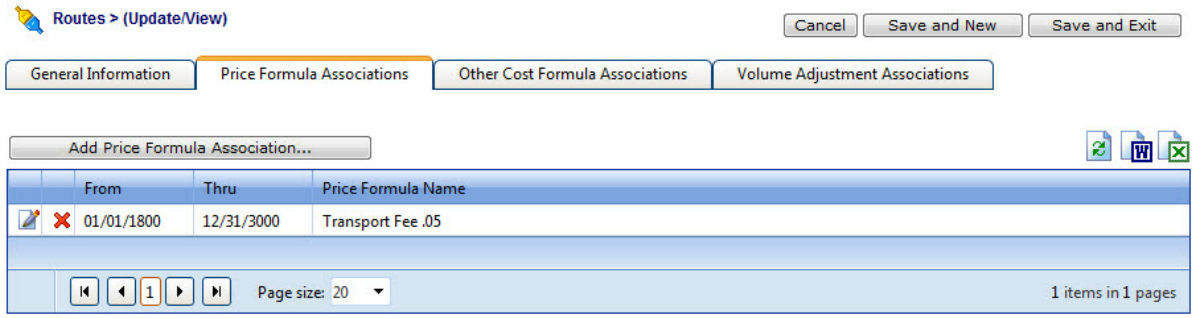
- **Daily** - Price & cost formulas are applied to the daily volumes, each day, producing a daily total. The monthly total is then the sum of all days (this is the default).
- **Monthly** - Price & cost formulas are applied to the total monthly volume producing a monthly total. Then the monthly volume is prorated back to each day. The total for the month will always equal the monthly volume total times the respective rate. Important Note: Any 'daily rate' formula will continue to calculate based on daily rates.

3.1.3.12.2 Price Formula Assocations

The is the tab where price/cost formulas are associated to a contract route. A route can be setup to have different price/cost formulas over time (date effectiveness). A route is able to utilize the full capabilities of **EnergySteward.com** price/cost formulas (volume tiers, external price/cost indices & baskets, floors, ceilings, etc.). These price formulas can be assigned (if already setup on the contract) directly from this screen OR they can be associated to the various routes from the contract price formula setup screens. Important note: When you modify these route price/cost formula associations then the

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underlying deals which reference this contract are automatically synchronized.

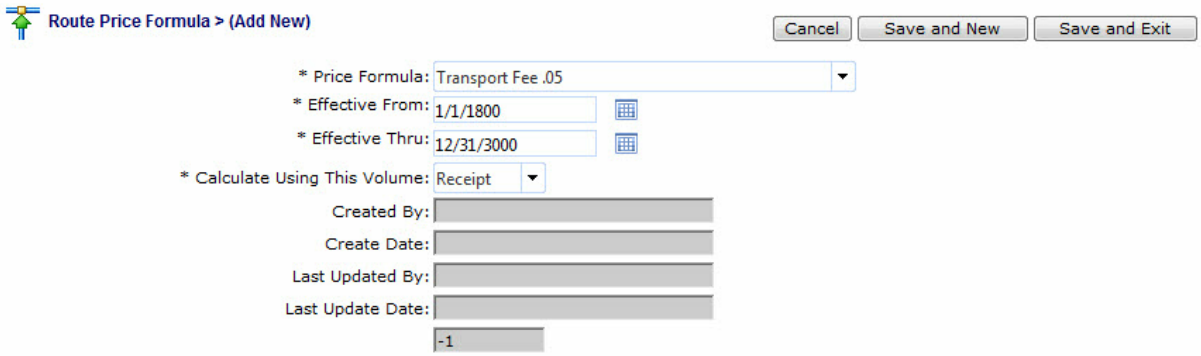


Add Price Formula Association (button) - Click this button to add a new association of this contract route to an existing price formula on the contract.

View/Edit Grid Button (pencil) - Click this next to the applicable price/cost formula association in order to change any of the information relevant to the contract route to price formula relationship.

Delete Grid Button (red x) - Click this next to the applicable price/cost formula that you want to permanently delete. When you delete a price/cost formula association, then all information relevant to that contract price/cost formula relationship will be permanently deleted. You might want to consider utilizing the from and thru effective date capabilities in order to preserve contract level historical information related to this pricing/cost relationship. Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.

The following shows the route to price/cost formula detail which you are presented with when adding or updating an contract price/cost formula association.



Price Formula (drop down list box) - This is a required field and represents the price/cost formula (from this contract) which you want to assign to the route. These price/cost formulas can be setup by going to the contract price/cost formula screen(s). Many routes (and individual meters/wells) can share the same contract price formulas.

Effective From (popup calendar) - This is a required field. It will default to '01/01/1800'. This should be left at the default value unless date effectiveness for this price/cost formula association is important.

Effective Thru (popup calendar) - This is a required field. It will default to '12/31/3000'. This should be left at the default value unless date effectiveness for this price/cost formula association is important.

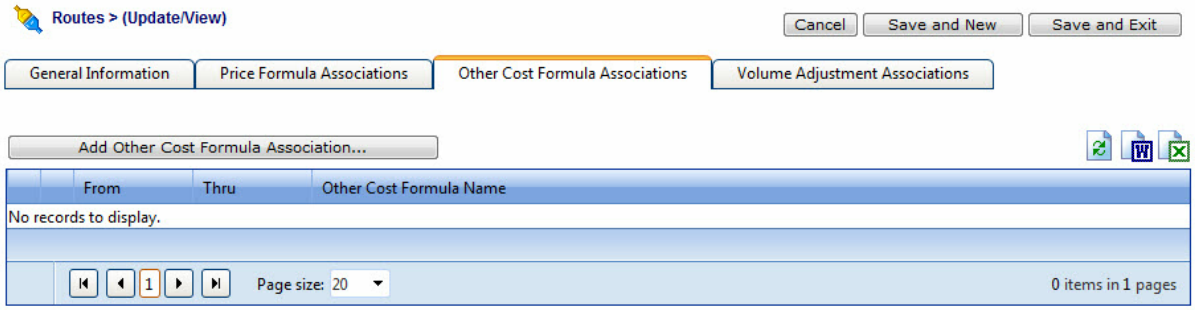
Calculate Using This Volume (drop down list box) - This is required and should be either 'Receipt' or 'Delivery'. This determines which volume to apply the corresponding price/cost formula against. The

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volumes are the same unless some sort of volume adjustment (fuel, PVR, etc.) formula is applied against the route.

3.1.3.12.3 Other Cost Formula Associations

The is the tab where other cost formulas are associated to a contract route. A route can be setup to have different other cost formulas over time (date effectiveness). A route is able to utilize the full capabilities of **EnergySteward.com** other cost formulas (volume tiers, external price/cost indices & baskets, floors, ceilings, etc.). These other cost formulas can be assigned (if already setup on the contract) directly from this screen OR they can be associated to the various routes from the contract other cost formula setup screens. You can have many other cost formulas on a given route at the same time. Other costs are simply additional cost mechanisms which can be applied which can be illustrated on invoices and remittance statements. Important note: When you modify these route other cost formula associations then the underlying deals which reference this contract are automatically synchronized.



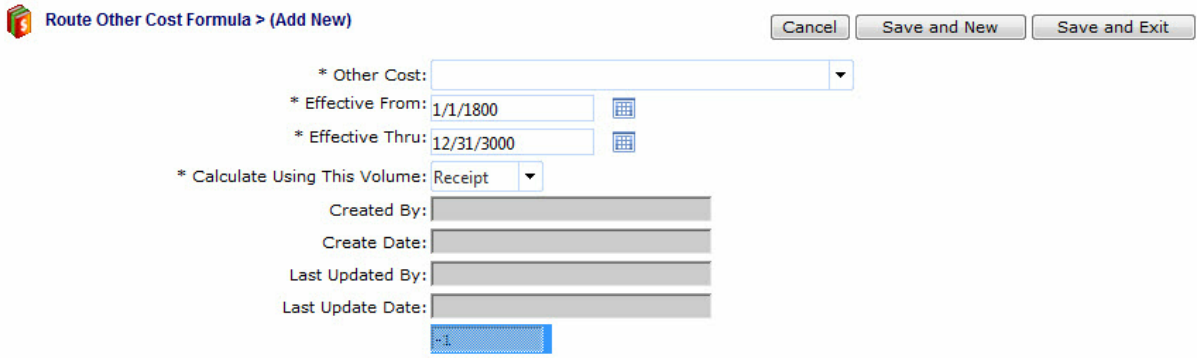
Add Other Cost Formula Association (button) - Click this button to add a new association of this contract route to an existing other cost formula on the contract.

View/Edit Grid Button (pencil) - Click this next to the applicable other cost formula association in order to change any of the information relevant to the contract route to other cost formula relationship.

Delete Grid Button (red x) - Click this next to the applicable other cost formula that you want to permanently delete. When you delete a other cost formula association, then all information relevant to that contract other cost formula relationship will be permanently deleted. You might want to consider utilizing the from and thru effective date capabilities in order to preserve contract level historical information related to this other cost relationship. Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.

The following shows the route to other cost formula detail which you are presented with when adding or updating an contract other cost formula association.

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Other Cost Formula (drop down list box) - This is a required field and represents the other cost formula (from this contract) which you want to assign to the route. These other cost formulas can be setup by going to the contract other cost formula screen(s). Many routes (and individual meters/wells) can share the same contract other cost formulas.

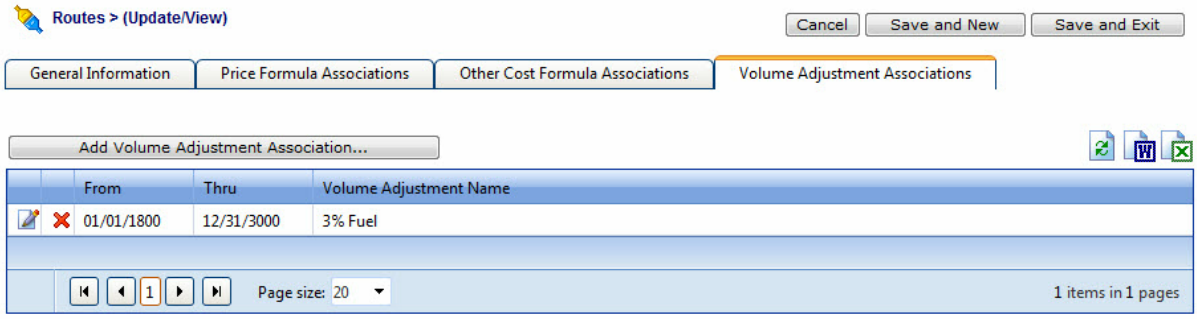
Effective From (popup calendar) - This is a required field. It will default to '01/01/1800'. This should be left at the default value unless date effectiveness for this other cost formula association is important.

Effective Thru (popup calendar) - This is a required field. It will default to '12/31/3000'. This should be left at the default value unless date effectiveness for this other cost formula association is important.

Calculate Using This Volume (drop down list box) - This is required and should be either 'Receipt' or 'Delivery'. This determines which volume to apply the corresponding other cost formula against. The volumes are the same unless some sort of volume adjustment (fuel, PVR, etc.) formula is applied against the route.

3.1.3.12.4 Volume Adjustment Associations

The is the tab where volume adjustment formulas are associated to a contract route. These formulas associations are applied against volumes that are moved on the route (fuel, PVR, etc.). A route can be setup to have different volume adjustment formulas over time (date effectiveness). A route is able to utilize the full capabilities of **EnergySteward.com** volume adjustment formulas (volume tiers, floors, ceilings, etc.). These volume adjustment formulas can be assigned (if already setup on the contract) directly from this screen OR they can be associated to the various routes from the contract volume adjustment formula setup screens. Volume adjustment formulas are simply mechanisms which can be applied to either reduce (or increase (for keep whole type agreements)) the volumes that traverse between route receipt and delivery points. Important note: When you modify these route volume adjustment formula associations then the underlying deals which reference this contract are automatically synchronized.



Add Volume Adjustment Association (button) - Click this button to add a new association of this

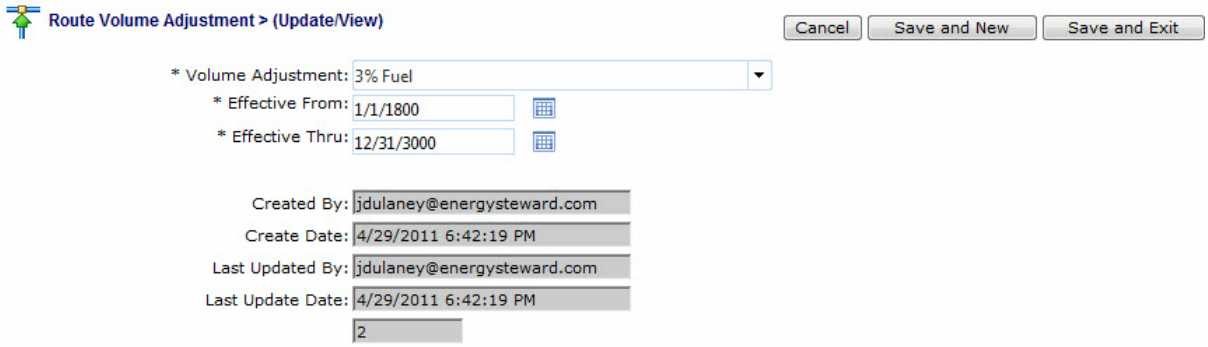
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contract route to an existing volume adjustment formula on the contract.

View/Edit Grid Button (pencil) - Click this next to the applicable volume adjustment formula association in order to change any of the information relevant to the contract route to volume adjustment formula relationship.

Delete Grid Button (red x) - Click this next to the applicable volume adjustment formula that you want to permanently delete. When you delete a volume adjustment formula association, then all information relevant to that contract volume adjustment formula relationship will be permanently deleted. You might want to consider utilizing the from and thru effective date capabilities in order to preserve contract level historical information related to this volume adjustment relationship. Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.

The following shows the route to volume adjustment formula detail which you are presented with when adding or updating an contract volume adjustment formula association.



Volume Adjustment Formula (drop down list box) - This is a required field and represents the volume adjustment formula (from this contract) which you want to assign to the route. These volume adjustment formulas can be setup by going to the contract volume adjustment formula screen(s). Many routes (and individual meters/wells) can share the same contract volume adjustment formulas.

Effective From (popup calendar) - This is a required field. It will default to '01/01/1800'. This should be left at the default value unless date effectiveness for this volume adjustment formula association is important.

Effective Thru (popup calendar) - This is a required field. It will default to '12/31/3000'. This should be left at the default value unless date effectiveness for this volume adjustment formula association is important.

3.1.3.13 Meters/Wells

Contracts within **EnergySteward.com** can/will have specific meter/well assignments. For purchase and sale type contracts, these meters/wells are typically where volume custody transfers will be occurring (production entry points, sales pools, etc.). For transportation type contracts these meters/wells represent the various receipt and delivery points on the contract. The contract types area within **EnergySteward.com** determine the purchase/receipt and sale/delivery aspects of the meters/wells on a given contract.

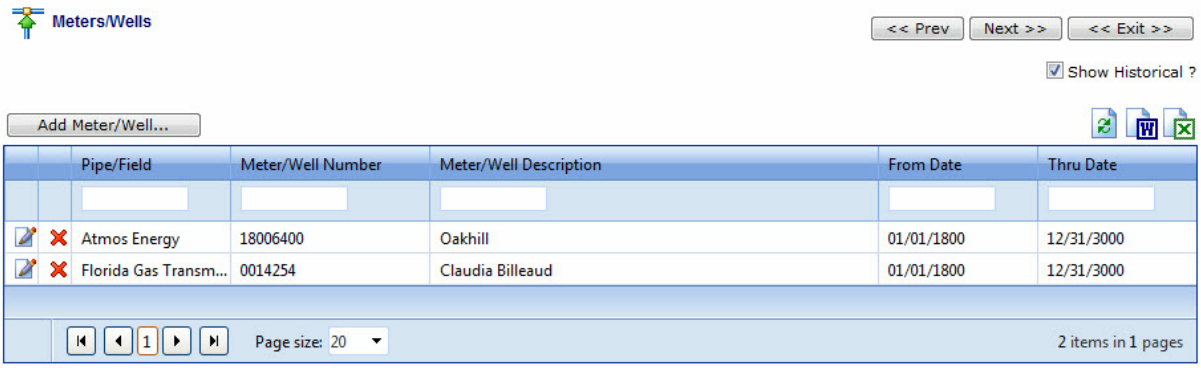
Each contract meter/well on a contract can have price/cost formulas, other cost formulas and volume adjustment formulas (fuel, PVR, Keep Whole, etc). When you setup a contract meter/well, you basically indicate a receipt point or delivery point (depending on the contract). The receipt points could

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be leases, production entry points, etc. The delivery points could be sales pools, injection points, etc. You can then attach the various formulas against each of these meters/wells. A contract can have an unlimited number of meters/wells. Each of these meters/wells can have their own unique set of pricing & volume adjustment formulas OR they can all share common formulas. Important note: Meters/wells are automatically added to the contract when they are added via a contract route.

Also it is important to remember, Transport contract types can have individual meter/well price/cost and volume adjustment formulas applied to them IN ADDITION to the routing price/cost and volume adjustment formulas.

The following screen shot shows where the meters/wells on a contract are added, updated, deleted or viewed.



Add Meter/Well (button) - Click this button to add a new meter/well to the contract.

View/Edit Grid Button (pencil) - Click this next to the applicable meter/well in order to change any of the information relevant to the meter/well association.

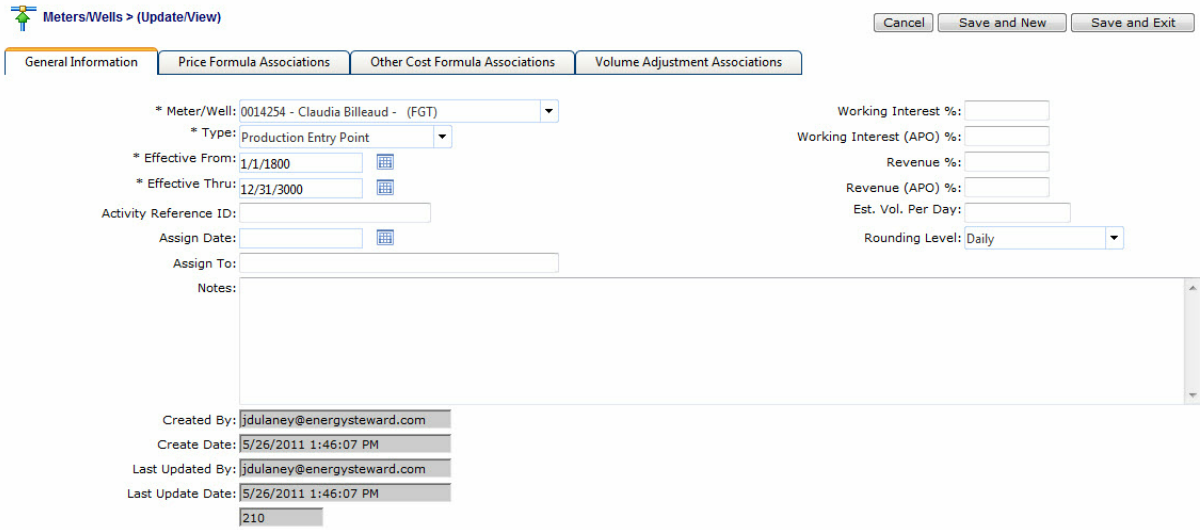
Delete Grid Button (red x) - Click this next to the applicable meter/well that you want to permanently delete. When you delete a meter/well, then all information relevant to that contract meter/well will be permanently deleted. The meter/well will still exist on any deal production months whose volumes are in a 'Frozen' status. In many cases, it might make more sense to set the appropriate from and thru effective dates to retain historical information on the contract level. Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.

3.1.3.13.1 General Information

This is the main screen for setting up a contract meter/well within **EnergySteward.com** . From this screen (via the tabs at the top) you can indicate the specific meter/well, dates, price formulas, other cost formulas and volume adjustments.

The initial 'General Information' tab is where you define the main components which makeup the meter/well association.

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Meter/Well (drop down list box) - Select the meter/well from the list of available meters/wells to associate to this contract.

Type (drop down list box) - A meter/well within **EnergySteward.com** can be setup with many types (pooling point, interconnect, etc.). Select the primary 'type' which this meter/well will assume for this contract relationship. This is a required field.

Effective From (popup calendar) - This is a required field. It will default to '01/01/1800'. This should be left at the default value unless date effectiveness for this meter/well is important.

Effective Thru (popup calendar) - This is a required field. It will default to '12/31/3000'. This should be left at the default value unless date effectiveness for this meter/well is important.

Important note: When you modify effective dates on meters/wells, then any underlying deals will automatically be synchronized to reflect the availability (or unavailability) of those meters/wells. Any deals that have a production month volume in a 'Frozen' status will retain that meter/well for historical purposes.

Activity Reference ID - This is an optional field and represents a reference identifier for this particular meter/well on this contract. Sometimes used when pipelines assign reference id's and these are needed to identify and reference the meter/well from a pipeline perspective.

Assign Date - This is an optional field. Date meter/well assignment from or to the contract.

Assign To - This is an optional field. Party of assignment from or to the contract.

Notes - This is an optional field. Any notes about this contract meter/well assignment can be stored in this area.

Working Interest % - This is an optional field. This represents the working interest in the meter/well for this contract.

Working Interest (APO) % - This is an optional field. This represents the working interest after pay out in the meter/well for this contract.

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Revenue % - This is an optional field. This represents the revenue/royalty interest in the meter/well for this contract.

Revenue (APO) % - This is an optional field. This represents the revenue/royalty interest, after pay out in the meter/well for this contract.

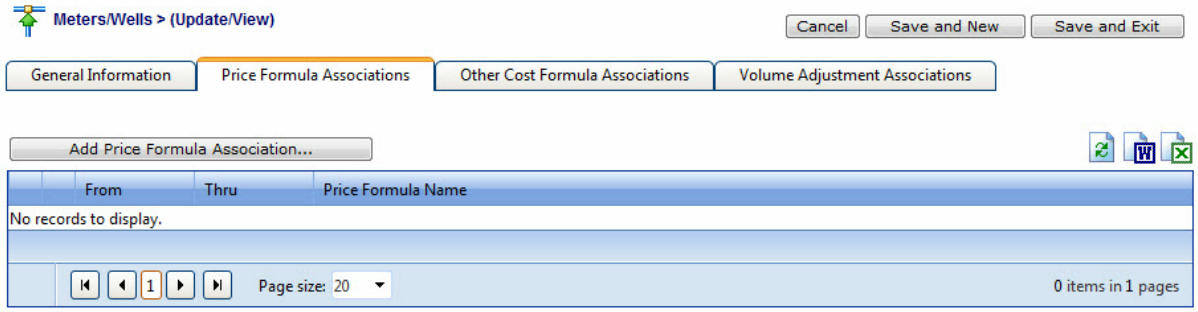
Est. Volume Per Day - This is an optional field. If used, can indicate the volume per day expectations/ estimates as setup in the contract for this meter/well.

Rounding Level (drop down list) - This indicates how calculations are performed against the meter/ well. The possible values and their explanations are listed below:

- **Daily** - Price & cost formulas are applied to the daily volumes, each day, producing a daily total. The monthly total is then the sum of all days (this is the default).
- **Monthly** - Price & cost formulas are applied to the total monthly volume producing a monthly total. Then the monthly volume is prorated back to each day. The total for the month will always equal the monthly volume total times the respective rate. Important Note: Any 'daily rate' formula will continue to calculate based on daily rates.

3.1.3.13.2 Price Formula Associations

The is the tab where price/cost formulas are associated to a contract meter/well. A meter/well can be setup to have different price/cost formulas over time (date effectiveness). A meter/well is able to utilize the full capabilities of **EnergySteward.com** price/cost formulas (volume tiers, external price/cost indices & baskets, floors, ceilings, etc.). These price formulas can be assigned (if already setup on the contract) directly from this screen OR they can be associated to the various meters/wells from the contract price formula setup screens. Important note: When you modify these contract meter/well price/cost formula associations then the underlying deals which reference this contract are automatically synchronized.



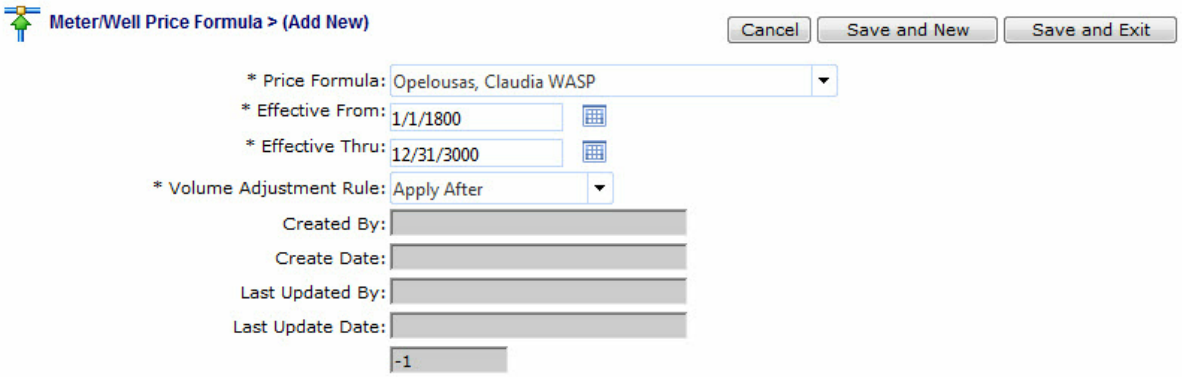
Add Price Formula Association (button) - Click this button to add a new association of this contract meter/well to an existing price formula on the contract.

View/Edit Grid Button (pencil) - Click this next to the applicable price/cost formula association in order to change any of the information relevant to the contract meter/well to price formula relationship.

Delete Grid Button (red x) - Click this next to the applicable price/cost formula that you want to permanently delete. When you delete a price/cost formula association, then all information relevant to that contract price/cost formula relationship will be permanently deleted. You might want to consider utilizing the from and thru effective date capabilities in order to preserve contract level historical information related to this pricing/cost relationship. Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.

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The following shows the meter/well to price/cost formula detail which you are presented with when adding or updating an contract price/cost formula association.



Price Formula (drop down list box) - This is a required field and represents the price/cost formula (from this contract) which you want to assign to the meter/well. These price/cost formulas can be setup by going to the contract price/cost formula screen(s). Many meters/wells can share the same contract price formulas.

Effective From (popup calendar) - This is a required field. It will default to '01/01/1800'. This should be left at the default value unless date effectiveness for this price/cost formula association is important.

Effective Thru (popup calendar) - This is a required field. It will default to '12/31/3000'. This should be left at the default value unless date effectiveness for this price/cost formula association is important.

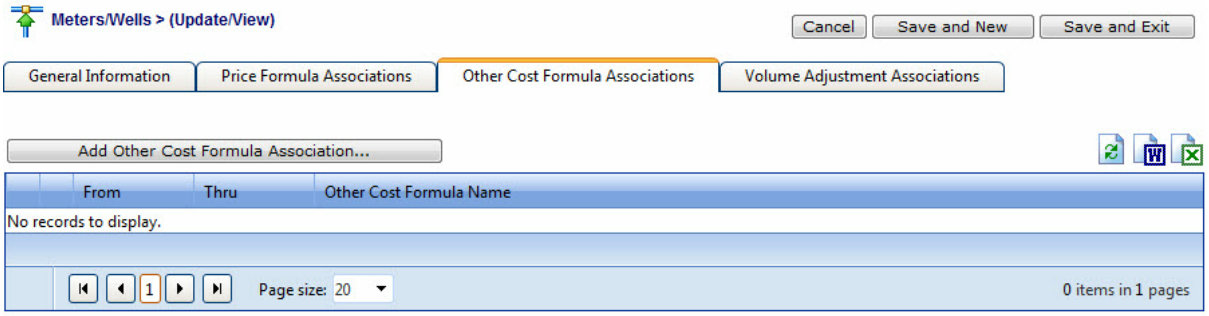
Volume Adjustment Rule (drop down list box) - This indicates when the price formula should be applied. The two options include the following:

- **Apply After** - This indicates to apply the price formula AFTER any volume adjustments are applied to the meter/well. This is the default option.
- **Apply Before** - This indicates to apply the price formula BEFORE any volume adjustments are applied to the meter/well.

3.1.3.13.3 Other Cost Formula Associations

The is the tab where other cost formulas are associated to a contract meter/well. A meter/well can be setup to have different other cost formulas over time (date effectiveness). A meter/well is able to utilize the full capabilities of **EnergySteward.com** other cost formulas (volume tiers, external price/cost indices & baskets, floors, ceilings, etc.). These other cost formulas can be assigned (if already setup on the contract) directly from this screen OR they can be associated to the various meters/wells from the contract other cost formula setup screens. You can have many other cost formulas on a given meter/well at the same time. Other costs are simply additional cost mechanisms which can be applied which can be illustrated on invoices and remittance statements. Important note: When you modify these meter/well other cost formula associations then the underlying deals which reference this contract are automatically synchronized.

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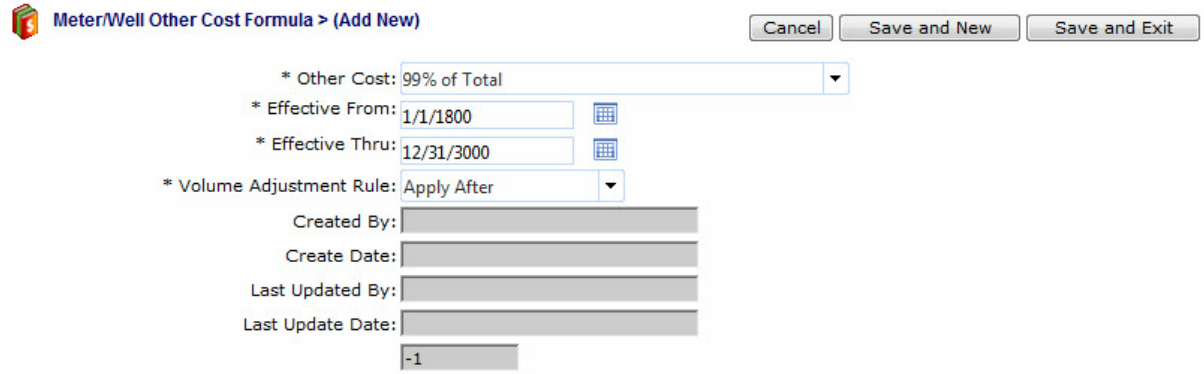


Add Other Cost Formula Association (button) - Click this button to add a new association of this contract meter/well to an existing other cost formula on the contract.

View/Edit Grid Button (pencil) - Click this next to the applicable other cost formula association in order to change any of the information relevant to the contract meter/well to other cost formula relationship.

Delete Grid Button (red x) - Click this next to the applicable other cost formula that you want to permanently delete. When you delete a other cost formula association, then all information relevant to that contract other cost formula relationship will be permanently deleted. You might want to consider utilizing the from and thru effective date capabilities in order to preserve contract level historical information related to this other cost relationship. Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.

The following shows the meter/well to other cost formula detail which you are presented with when adding or updating an contract other cost formula association.



Other Cost Formula (drop down list box) - This is a required field and represents the other cost formula (from this contract) which you want to assign to the meter/well. These other cost formulas can be setup by going to the contract other cost formula screen(s). Many meters/wells can share the same contract other cost formulas.

Effective From (popup calendar) - This is a required field. It will default to '01/01/1800'. This should be left at the default value unless date effectiveness for this other cost formula association is important.

Effective Thru (popup calendar) - This is a required field. It will default to '12/31/3000'. This should be left at the default value unless date effectiveness for this other cost formula association is important.

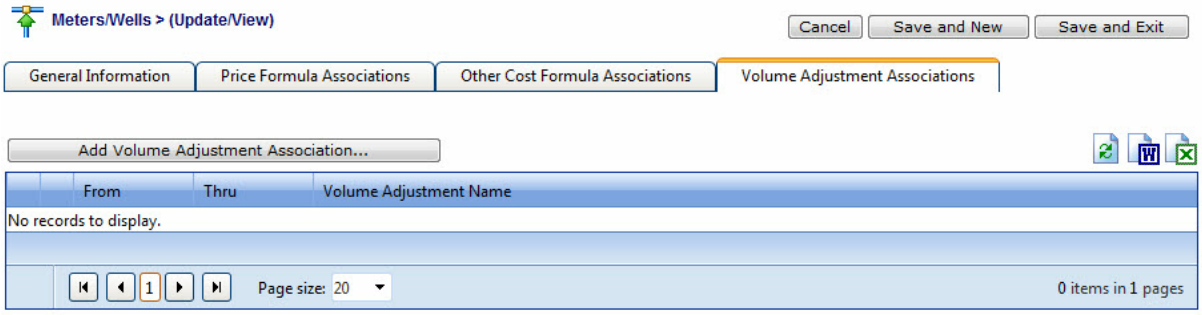
Volume Adjustment Rule (drop down list box) - This indicates when the other cost formula should be applied. The two options include the following:

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- **Apply After** - This indicates to apply the other cost formula AFTER any volume adjustments are applied to the meter/well. This is the default option.
- **Apply Before** - This indicates to apply the other cost formula BEFORE any volume adjustments are applied to the meter/well.

3.1.3.13.4 Volume Adjustment Associations

The is the tab where volume adjustment formulas are associated to a contract meter/well. These formulas associations are applied against volumes that are either received on the meter/well (for purchases or transport receipts) or delivered (for sales or transport deliveries). These volume adjustments refer to items like fuel, PVR, etc. A meter/well can be setup to have different volume adjustment formulas over time (date effectiveness). A meter/well is able to utilize the full capabilities of **EnergySteward.com** volume adjustment formulas (volume tiers, floors, ceilings, etc.). These volume adjustment formulas can be assigned (if already setup on the contract) directly from this screen OR they can be associated to the various meters/wells from the contract volume adjustment formula setup screens. Important note: When you modify these meter/well volume adjustment formula associations then the underlying deals which reference this contract are automatically synchronized.



Add Volume Adjustment Association (button) - Click this button to add a new association of this contract meter/well to an existing volume adjustment formula on the contract.

View/Edit Grid Button (pencil) - Click this next to the applicable volume adjustment formula association in order to change any of the information relevant to the contract meter/well to volume adjustment formula relationship.

Delete Grid Button (red x) - Click this next to the applicable volume adjustment formula that you want to permanently delete. When you delete a volume adjustment formula association, then all information relevant to that contract volume adjustment formula relationship will be permanently deleted. You might want to consider utilizing the from and thru effective date capabilities in order to preserve contract level historical information related to this volume adjustment relationship. Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.

The following shows the meter/well to volume adjustment formula detail which you are presented with when adding or updating an contract volume adjustment formula association.

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Volume Adjustment Formula (drop down list box) - This is a required field and represents the volume adjustment formula (from this contract) which you want to assign to the meter/well. These volume adjustment formulas can be setup by going to the contract volume adjustment formula screen (s). Many meters/wells can share the same contract volume adjustment formulas.

Effective From (popup calendar) - This is a required field. It will default to '01/01/1800'. This should be left at the default value unless date effectiveness for this volume adjustment formula association is important.

Effective Thru (popup calendar) - This is a required field. It will default to '12/31/3000'. This should be left at the default value unless date effectiveness for this volume adjustment formula association is important.

3.1.3.14 Price Formulas

A contract within **EnergySteward.com** can have an unlimited number of price/cost formulas. These individual price/cost formulas are comprised of volume sensitive tiers, with each tier containing its own set of calculation formula components. A valid price/cost formula will always have at least one tier. Each of these price/cost formula tiers can reference their own unique set of price indices, price index baskets, fixed cost components, etc.

Price formulas within **EnergySteward.com** are setup within a hierarchy. At the top level, you have the formula itself, with rules governing the overall calculations of the formula. Within the formula you have 1 or more volume sensitive pricing tiers. These tiers are based on average volume per day (an example could include 0-100 as an initial tier, 101-200 could be next tier, etc.). Within each tier you have one or more ordered price calculation components. The price calculation components dictate how the price is determined (price index references, price basket references, fixed cost assignments, etc.).

Price Formula
(each formula contains 1 or more)

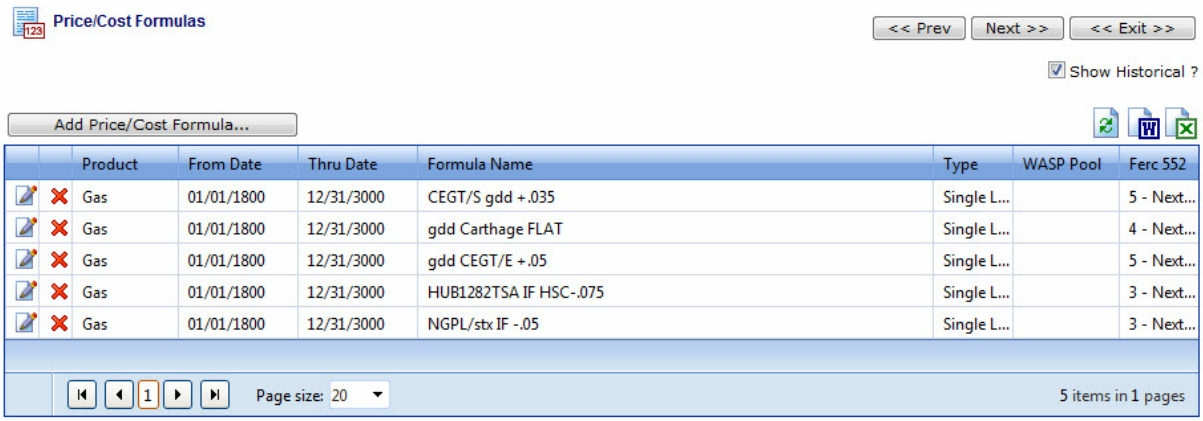
Volume Tiers
(each tier contains 1 or more)

Calculation Components

These contract price formulas are referenced by the various contract meters/wells and routes (if applicable) on the same contract. In addition, when a deal is setup against the contract, all price/cost formulas (and their respective associations to meters/wells and routes) are automatically synchronized to the deal.

The following screen indicates where a contract price/cost formula is added, updated, deleted or viewed.

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Add Price/Cost Formula (button) - Click this button to add a new price/cost formula to the contract.

View/Edit Grid Button (pencil) - Click this next to the applicable price/cost formula in order to change any of the information.

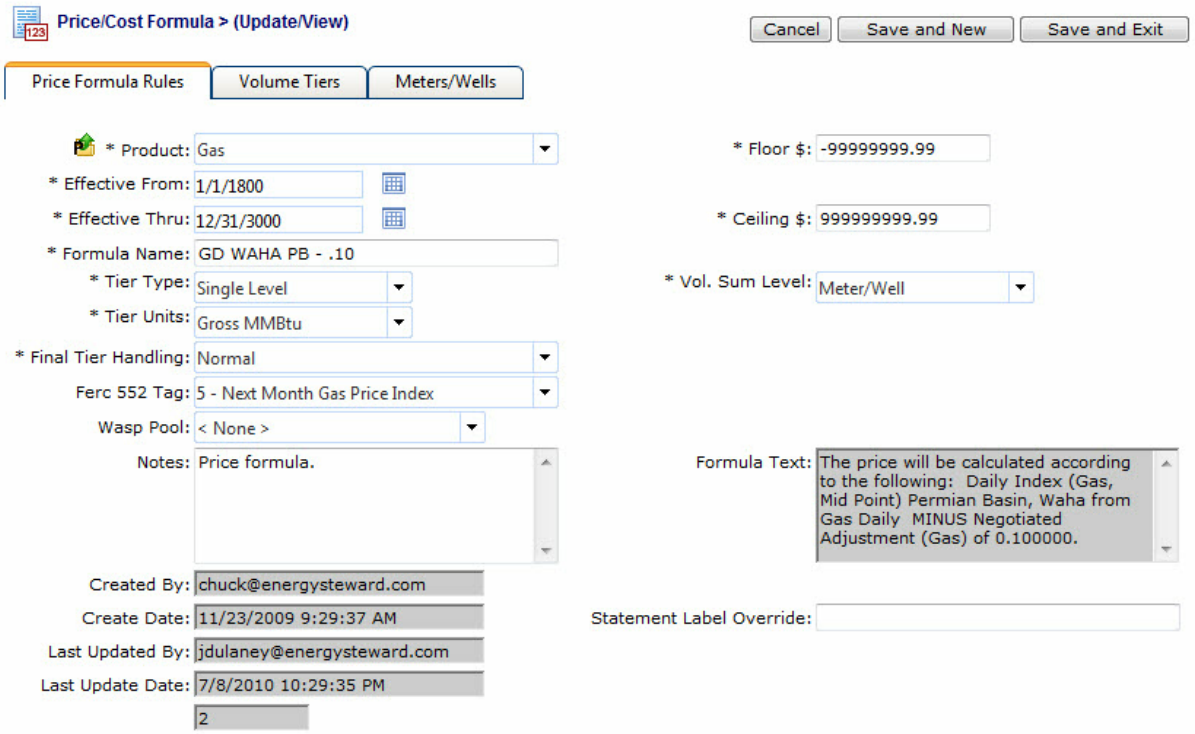
Delete Grid Button (red x) - Click this next to the applicable price/cost formula that you want to permanently delete. When you delete a contract price/cost formula, then all information relevant to that contract price/cost formula will be permanently deleted. The price/cost formula will still exist on any deal production months whose volumes are in a 'Frozen' status. In many cases, it might make more sense to set the appropriate from and thru effective dates to retain historical information on the contract level. Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.

3.1.3.14.1 Price Formula Rules

This is the main screen for setting up a contract price/cost formulas within **EnergySteward.com** . From this screen (via the tabs at the top) you can indicate the specific price/cost formula level calculation rules, volume tiers, meter/well and route price formula assignments.

The initial 'Price Formula Rules' tab is where you define the main formula components governing the overall characteristics for the tier calculations within the formula.

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Product (drop down list box) - This is a required field and dictates which product (from the available contract products) for this particular formula. This item also includes a quick add icon for setting these contract products up directly from this screen (if you have appropriate security).

Effective From (popup calendar) - This is a required field. It will default to '01/01/1800'. This should be left at the default value unless date effectiveness for this formula is important.

Effective Thru (popup calendar) - This is a required field. It will default to '12/31/3000'. This should be left at the default value unless date effectiveness for this formula is important.

Formula Name - This is a required field and should be a short descriptive name you want to assign to the price/cost formula. Important note: This formula name may appear on some reports/statements (with a textual legend to fully describe the formula). Therefore, you should attempt to provide a relatively intuitive yet brief name that possibly outside customers/etc. might see.

Tier Type (drop down list box) - Each price/cost formula is comprised of tiers. **EnergySteward.com** provides for the formula to calculate based on a 'type' of tier. The options and what they mean follow:

- **Single Level** - With this tier type, the average daily volume will determine the single tier to use, to calculate ALL against all volume. For example; if you have an average daily volume of 300, this might hit the 3rd volume sensitive tier in the formula. With this setting ALL 300 will get the tier 3rd price which gets calculated (lower volume tiers (1 & 2) are ignored).
- **Weighted** - With this tier type, the price calculated from the formula will be a graduated price for the volumes that go up thru the tiers (volume weighted based on tier volumes). For example; the first 100 volume units might get the 0-100 tier calculated price, the next 100 units will get the second tier price, etc. The end result is a single price formula price which was weighted based on the volume makeup of the individual tiers.

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Tier Units (drop down list box) - This indicates the volume units which the tiers are established under. This is product dependent (ie. Oil would be barrels, Gas could be mmbtu's or mcf's, etc.). Important note: If on gas price formulas you specify mcf tiers, then representative meter/well btu factors & rates need to be established on your meters/wells in order to convert to mcf's (as gas volume typically stored in mmbtu's as a default). These meter/well rates and factors can be setup in the meter/well area of **EnergySteward.com** .

Final Tier Handling (drop down list box) - If this price formula has any special handling for the 'final' volume tier, then this is where you specify the type of handling. The following options exist:

- **Normal** - This is the default. This option simply means that all tiers (including the final tier) is calculated per the "Tier Type', as defined above (weighted or single level).
- **Just Use Tier Volume** - This option allows for you to setup a formula with tiers. Then, for the final tier, you can have they system take whatever volume 'spill over' into the final tier and have that specific volume priced with the final tier components. Basically, you could have a single level tier mechanism, with this option. Then all of the volume, up to the final tier will calculate per the the rules, with any volume that exceeds the final tier being posted to the final tier pricing.

Ferc 552 Tag (drop down list box) - When setting up a price formula, the applicable Ferc 552 tag can be set in order to enable the automatic determination of volumes, by Ferc 552 classifications. These Ferc 552 tag names can be setup in the pricing configuration Ferc 552 tag areas. This is an optional field, it is highly recommended that you enter this field IF you are required to report volumes per the Ferc 552 reporting form.

Wasp Pool (drop down list box) - This field is optional and is only applicable on purchase type deals that are setup with a WASP price. A price wasp pool name can be established in the pricing configuration Wasp pools area. Once a WASP pool is setup, then a given price formula can be assigned to utilize a pool. If a pool is not established on a WASP formula, then the WASP formula will calculate pricing for each individual meter/well (ie.. each deal meter/well using the formula in its own separate WASP pool). However, if multiple meters/wells reference the same WASP Pool then, regardless of physical volume flows, all revenues and expenses for ALL volumes using the same WASP pool will be financially commingled to determine the WASP price. This enables an infinite number of methods for creating common or separate pools for the purposes of assigning WASP pricing. Only applicable on purchase deals only which utilize a WASP pricing component within the formula. Is ignored if set for any non purchase, non WASP price formula.

Notes - You can specify any notes about the price/cost formula which you feel you would like to make to clarify anything which might be needed on the formula setup. This is an optional field.

Floor $ - This represents the lowest price the formula will calculate. Your contract might have terms that suggest a price "no lower than $5.00 per ...." (for instance). During the course of the production months, If the formula calculates below the floor (say to a $4.50 price) then the price is automatically adjusted up to meet this floor ($5.00 in this example) to adhere to the contract floor requirements on price. In order to inactivate the floor, simply leave the default value -$99999999.99.

Ceiling $ - This represents the highest price the formula will calculate. Your contract might have terms that suggest a price "no higher than $5.00 per ...." (for instance). During the course of the production months, If the formula calculates above the ceiling (say to a $5.50 price) then the price is automatically adjusted up to meet this ceiling ($5.00 in this example) to adhere to the contract ceiling requirements on price. In order to inactivate the ceiling, simply leave the default value $99999999.99.

Vol Sum Level (drop down list box) - This indicates how the formula is to calculate the average daily volume in order to select the appropriate tiers. This is a required field. Options include:

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Meter/Well - Just the meter/well volume for the deals are calculated. This is the default value.
Meter/Well (On Contract) - The meter/well volume across all deals for the specific contract.
Meter/Well (All Contracts) - The meter/well volume across all deals AND contracts for the specific counterparty.
Contract - All volume on the contract is used to help decide the appropriate tier.
Company - All volume across all contracts for the counter party company is used to select applicable tier.

Important note: The volume formula text field on this screen (protected) shows a textual description of the various tiers and calculation components in a more 'description non-formula' format. On many statements and reports you will notice this is the text that displays to describe the price/cost.

Statement Label Override - When printing standard statements (invoices, remittance, etc.) it is sometimes beneficial to override the labels associated with a price/cost formula. For instance the default text is 'Base Volume Price'. However, entering a value in this field will enable you specify a different label for all meters/wells associated with the price formula.

3.1.3.14.2 Volume Tiers

When setting up price formulas, this is the 'tab' which allows for the establishment of the volume tiers. Within each of these tiers are ordered calculation components. A price formula should always have at least one tier (non tiered contract requirements will still need to have a 0-99999999 volume tier). These volume tiers are based on the 'average daily volume' when deals are calculated. When you initially setup a price/cost formula there are no tiers, you must add at least one.

The following screen shot shows where you add, update or view your price formula tiers.



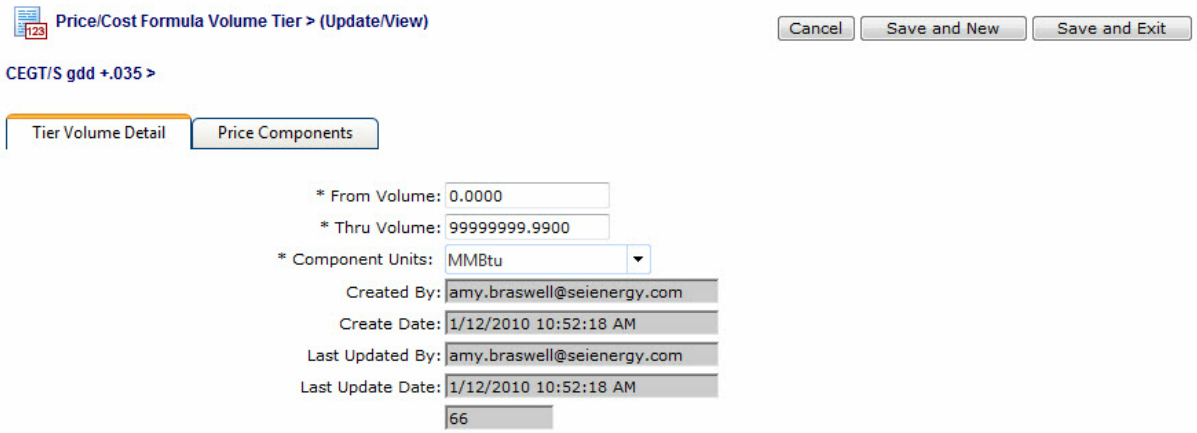
Add Volume Tier (button) - Click this button to add a new volume tier for this price formula.

View/Edit Grid Button (pencil) - Click this next to the applicable volume tier in order to change any of the information relevant to the tier.

Delete Grid Button (red x) - Click this next to the applicable volume tier that you want to permanently delete. When you delete a volume tier, then all information relevant to that price/cost formula volume tier will be permanently deleted. Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.

The following shows the volume tier screen which is displayed when you add, update or view a volume tier. You will notice there are two 'tabs' on this screen. One to define the volume from and thru parameters for the tier. The other to setup the individual calculation components.

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From Volume - This is a required field and indicates the tier 'from' volume. When setting up a price formula with multiple tiers, it is important that you setup your tiers without 'volume gaps'. An example for would be:

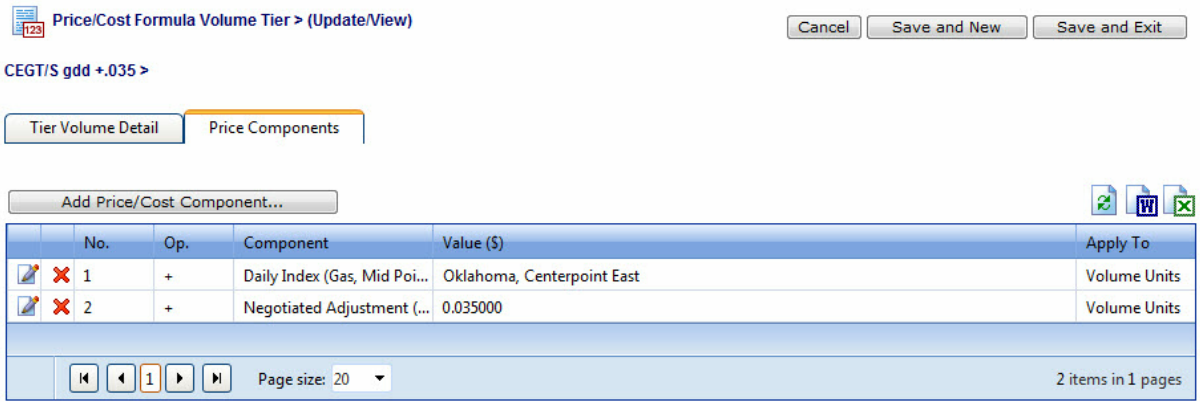
- Tier #1 - 0-100
- Tier #2 - 101-99999999

In the above 2 tier example (above), there is no 'volume gap' between the tiers (ie... 100 ends tier #1 and 101 starts tier #2)

Thru Volume - This is a required field and indicates the tier 'thru' volume.

Component Units (drop down list box) - This is a required field and represents how the 'individual calculation components' assigned within this tier will be calculated (what product unit). These calculation components are setup on the second tab of the screen. If it is set to mmbtu (for gas), then the individual calculation components (on the second tab of this screen) will be based off mmbtu (default for gas).

The following represents a screen shot that shows the second tab on the price formula volume tier screen. This particular screen lets you add,update and delete individual calculation components. These calculation components are ordered with applicable arithmetic operands. The calculation components can reference price/cost indices (ie.. daily index, monthly index, internal custom rate tables, etc.) and also index baskets. They can also reference fixed/flat amounts (like $100.00).



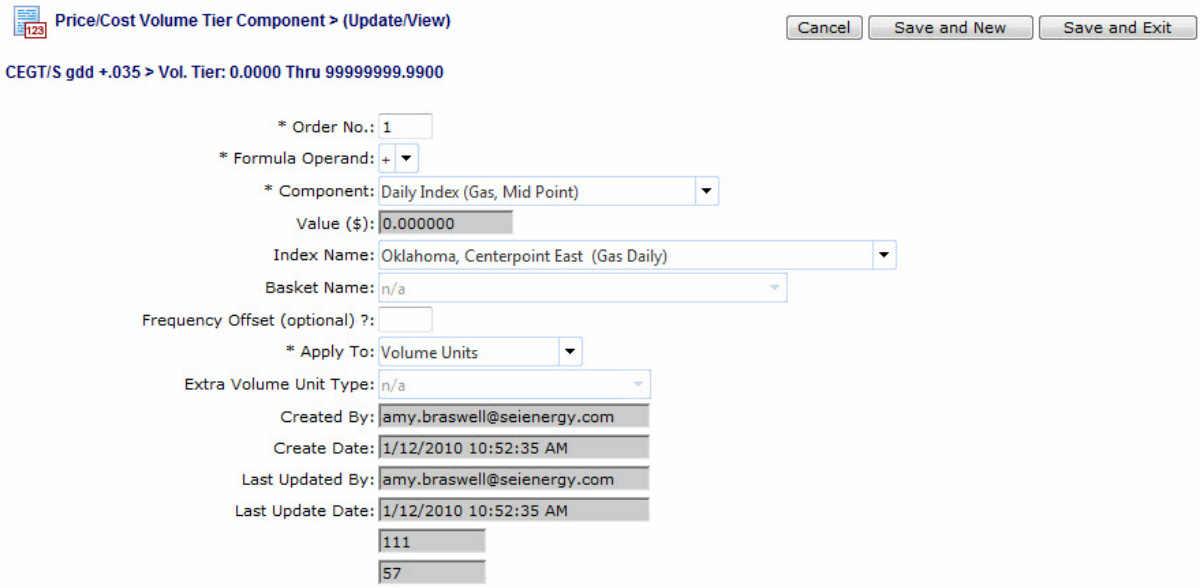
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Add Price/Cost Component (button) - Click this button to add a new price cost calculation component to the tier formula.

View/Edit Grid Button (pencil) - Click this next to the applicable price cost calculation component in order to change any of the information relevant to the component.

Delete Grid Button (red x) - Click this next to the applicable price cost calculation component that you want to permanently delete. Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.

The screen shot below shows the screen you see when adding, updating or viewing an individual price volume tier cost component.



Order No. - This is the order (sequence) that this particular volume tier calculation component should occur within the price volume tier. The order can be an important field when multiplying percentages, etc. Therefore, prior to setting up your price formulas you should have an idea on the physical order that individual components should follow.

An example of how these formula's calculate following the 'order no.'.

Order No.	Operand	Component	Value or Index or Basket Name	Example Running Tier Total
1	+	Daily Midpoint Price Index	Gas Daily - ANR	$ 5.5734
2	-	Negotiated Offset	.05.	$ 5.0734
3	*	Netback Percentage	.98	$ 4.9719

In the above example, the price calculated for the volume tier for this example would be $4.9719 which would then get applied to whatever meters/wells are associated to this price formula (when deals are setup and volumes supplied). This price is potentially a price which changes daily (based on gas daily example). Therefore, during deal calculations this will be evaluated and applied for each day's specific

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volumes on the assigned meters/wells and/or routes.

Formula Operand (drop down list) - This indicates the operand to use for the specific price/cost calculation. Valid values include the following:

- **+** (add this component to running tier total)
- **-** (subtract this component from running tier total)
- ***** (multiple this component to the running tier total)
- **/** (divide this component from the running tier total)
- **F** (this is a special one for applying a flat fixed fee (like $100.00 or whatever)

Component (drop down list box) - The price/cost component selected here will dictate which of the following fields on the screen are applicable. These components are your own companies list of price/ cost components which can (should) be pre-configured in the price components area of **EnergySteward.com** . A price component can be setup as a 'Gas' component which references either a 'daily' index (or 'monthly', etc.) It could also reference a price index basket. If the price components are setup to not reference any type of index or basket then it is for value entry.

Example
If you had a properly constructed price component available (lets call it 'Daily Midpoint Gas Index') via your setup in the price components area and you selected it , then the following would happen:

1. The "Value ($)" field would become protected (because this component expects a price index assignment)
2. The "Index Name" drop down list would automatically populate with only "Gas" and only "Daily" active indices (because the price component setup screen dictated this as the type).
3. The "Basket Name" drop down list would be empty and protected (because the component expects a price index assignment)
4. The "Frequency Offset" field would be available to apply an optional daily frequency offset to the the formula.

Basically, **EnergySteward.com** knows when you select this component that the option is only a valid price index (a gas and a daily one at that) and will only let you select one of your available price indices. When you select an index basket oriented component type then only the basket name can be selected from the index baskets you have configured. All other components types typically require a 'value' (putting in a numerical value).

Value ($) - This is where you specify a numerical entry. Most times this is a currency amount but sometimes can represent a percentage (like for netbacks, etc.).

Index Name - This is where you select a specific price index and is only available if your component type refers to a price index.

Basket Name - This is where you select a specific price index basket and is only available if your component type refers to a price index basket.

Frequency Offset (optional) ? - This represents an ability to apply a frequency offset to your index pricing. Normally, when you specify a price index then the volume on any given production day will be assigned that value (when using deals module with supplied volumes, etc which are associated to a price formula containing a price index). However, sometimes a contract might contain terms that suggest you should take current day volumes and always apply to "..previous day..." index price. In those situations, you would put -1 in this field. On daily indices, with a -1, then when deal volumes are calculated, **EnergySteward.com** will pull previous day price for current day volumes. If working with a

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monthly index it would get the previous month price and apply to current month volumes. It is not very common to have these types of price terms, however, **EnergySteward.com** can handle them with a simple offset entered in this field.

Apply To (drop down list box) - Specify what the formula is to be applied against (default is "Volume Units"). Available options include the following:

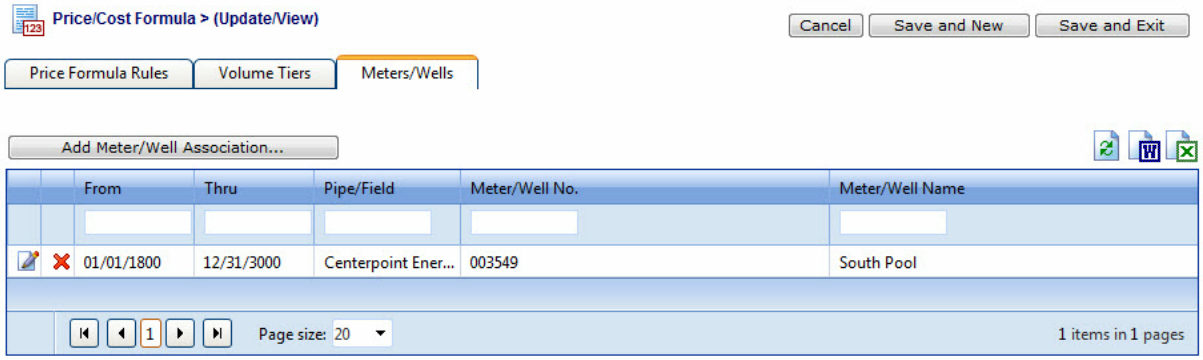
Volume Units - base volume units on the specified contract/deal (normally MMBtu for Gas or Barrel for Oil, etc.).
Extra Volume Units - Optional extra deal monthly volume units. These are configurable and can be used in calculations.
Sold/Delivered Units - For purchase deals, this allows you to specify the price/rate against the net volume actually routed and sold.

Important Note: A given set of components must ALL utilize the same 'Apply To' (you cannot mix and max on component rules for a given formula).

Extra Volume Unit Type (drop down list box) - If the 'Apply To' is specified as 'Extra Volume Units', then you must select which specific extra volume units to utilize. These extra volume units are optionally assigned to deal meters/wells (see "Deals Meter/Well Extra Volume Details" section of this manual).

3.1.3.14.3 Meters/Wells

This is the tab where meters/wells can be associated to the price formula. This same function can also be done from a 'meter/well perspective' using the contract meter/well screen. However, when setup through the price formula screen (below) you are able to quickly see all other meters/wells which also have an association to this same formula. A meter/well can be setup to have different price/cost formulas over time (date effectiveness). These meters/wells can be quickly assigned (if already setup on the contract) directly from this screen OR you can make this association later when you setup your meters/wells on the contract. Important note: When you modify these meter/well price/cost formula associations then the underlying deals which reference this contract are automatically synchronized.



Add Meter/Well Association (button) - Click this button to add a new association of this contract price formula to an existing contract meter/well.

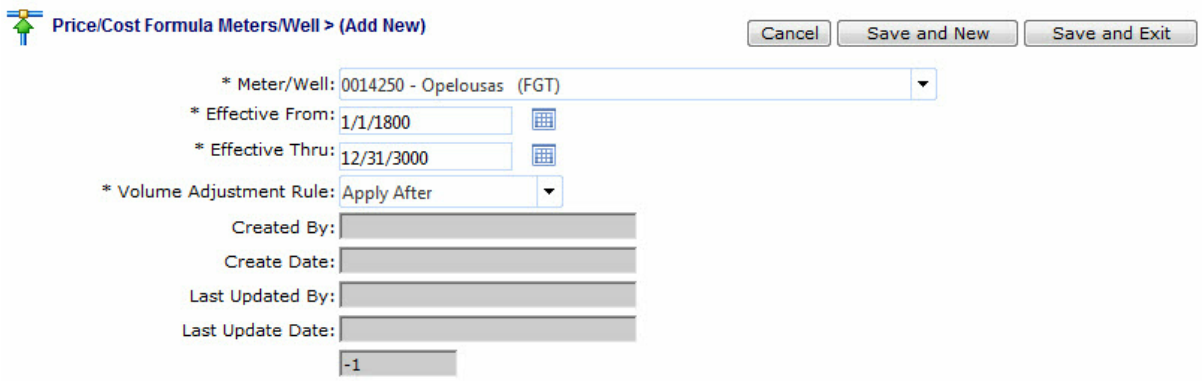
View/Edit Grid Button (pencil) - Click this next to the applicable meter/well association in order to change any of the information relevant to the contract meter/well to price formula relationship.

Delete Grid Button (red x) - Click this next to the applicable meter/well to price formula association that you want to permanently delete. When you delete a meter/well association, then all information relevant to that contract meter/well relationship will be permanently deleted. You might want to consider

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utilizing the from and thru effective date capabilities in order to preserve contract level historical information related to this pricing/cost relationship. Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.

The following shows the price/cost formula to meter/well detail which you are presented with when adding or updating a meter/well relationship.



Meter/Well (drop down list box) - This is a required field and represents the meter/well (from this contract) which you want to assign to the price formula. These meters/wells can be setup by going to the contract meter/well screen(s). Many meters/wells can share the same contract price formula.

Effective From (popup calendar) - This is a required field. It will default to '01/01/1800'. This should be left at the default value unless date effectiveness for this price/cost formula association is important.

Effective Thru (popup calendar) - This is a required field. It will default to '12/31/3000'. This should be left at the default value unless date effectiveness for this price/cost formula association is important.

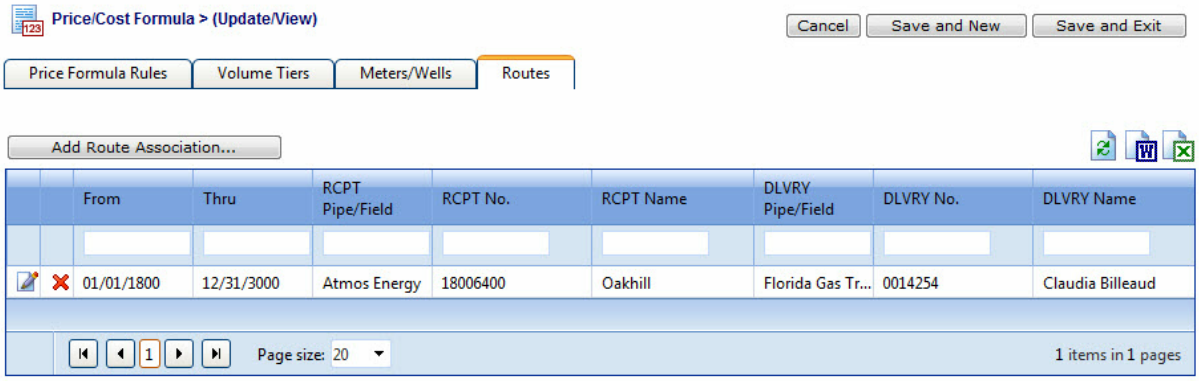
Volume Adjustment Rule (drop down list box) - This indicates when the price formula should be applied. The two options include the following:

- **Apply After** - This indicates to apply the price formula AFTER any volume adjustments are applied to the meter/well. This is the default option.
- **Apply Before** - This indicates to apply the price formula BEFORE any volume adjustments are applied to the meter/well.

3.1.3.14.4 Routes

This is the tab where routes can be associated to the price formula. This tab is only available IF the contract is a transport type contract (a contract which can have routes). This same function can also be done from a 'route perspective' using the contract route screen. However, when setup through the price formula screen (below) you are able to quickly see all other routes which also have an association to this same formula. A route can be setup to have different price/cost formulas over time (date effectiveness). These routes can be quickly assigned (if already setup on the contract) directly from this screen OR you can make this association later when you setup your routes on the contract. Important note: When you modify these route price/cost formula associations then the underlying deals which reference this contract are automatically synchronized.

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Add Route Association (button) - Click this button to add a new association of this contract price formula to an existing contract route.

View/Edit Grid Button (pencil) - Click this next to the applicable route association in order to change any of the information relevant to the contract route to price formula relationship.

Delete Grid Button (red x) - Click this next to the applicable route to price formula association that you want to permanently delete. When you delete a route association, then all information relevant to that contract route relationship will be permanently deleted. You might want to consider utilizing the from and thru effective date capabilities in order to preserve contract level historical information related to this pricing/cost relationship. Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.

The following shows the price/cost formula to route detail which you are presented with when adding or updating a route relationship.



Route (drop down list box) - This is a required field and represents the route (from this contract) which you want to assign to the price formula. These routes can be setup by going to the contract route screen(s). Many routes (and individual meters/wells) can share the same contract price formulas.

Effective From (popup calendar) - This is a required field. It will default to '01/01/1800'. This should be left at the default value unless date effectiveness for this price/cost formula association is important.

Effective Thru (popup calendar) - This is a required field. It will default to '12/31/3000'. This should be left at the default value unless date effectiveness for this price/cost formula association is important.

Calculate Using This Volume (drop down list box) - This is required and should be either 'Receipt' or 'Delivery'. This determines which volume to apply the corresponding price/cost formula against. The

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volumes are the same unless some sort of volume adjustment (fuel, PVR, etc.) formula is applied against the route.

3.1.3.15 Volume Adjustments

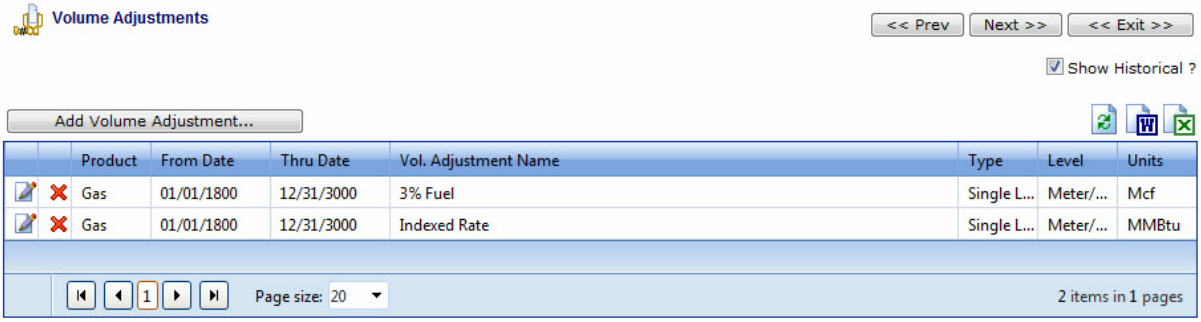
A contract within **EnergySteward.com** can have an unlimited number of volume adjustment formulas. These individual volume adjustment formulas are comprised of volume sensitive tiers, with each tier containing its own set of formula components. A valid volume adjustment formula will always have at least one tier. Each of these volume adjustment formula tiers can contain different criteria for calculating volume adjustments (like fuel, PVR, etc.).

Volume adjustment formulas within **EnergySteward.com** are setup within a hierarchy. At the top level, you have the formula itself, with rules governing the overall adjustment determination of the formula. Within the formula you have 1 or more volume sensitive tiers. These tiers are based on average volume per day (an example could include 0-100 as an initial tier, 101-200 could be next tier, etc.). Within each tier you have one or more ordered volume adjustment calculation components. The volume adjustment calculation components dictate how the volume adjustment is determined.

Vol Adjustment Formula
(each formula contains 1 or more) → **Volume Tiers**
(each tier contains 1 or more) → **Calculation Components**

These contract volume adjustment formulas are referenced by the various contract meters/wells and routes (if applicable) on the same contract. In addition, when a deal is setup against the contract, all volume adjustment formulas (and their respective associations to meters/wells and routes) are automatically synchronized to the deal.

The following screen indicates where a contract volume adjustment formula is added, updated, deleted or viewed.



Add Volume Adjustment (button) - Click this button to add a new volume adjustment formula to the contract.

View/Edit Grid Button (pencil) - Click this next to the applicable volume adjustment formula in order to change any of the information.

Delete Grid Button (red x) - Click this next to the applicable volume adjustment formula that you want to permanently delete. When you delete a contract volume adjustment formula, then all information relevant to that contract volume adjustment formula will be permanently deleted. The volume adjustment formula will still exist on any deal production months whose volumes are in a 'Frozen' status. In many

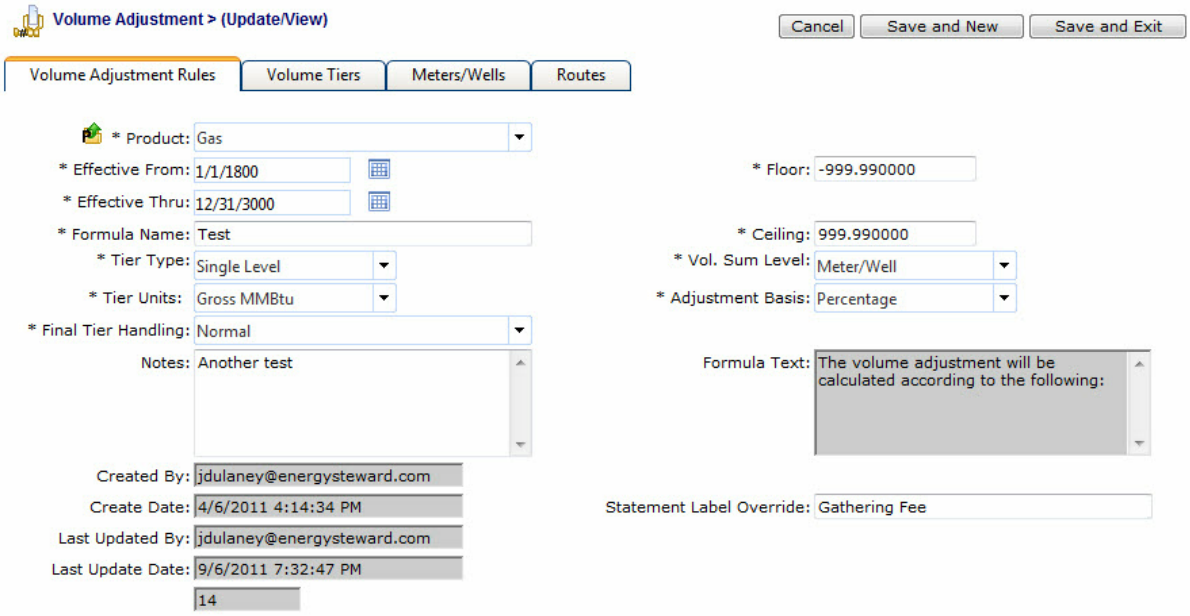
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cases, it might make more sense to set the appropriate from and thru effective dates to retain historical information on the contract level. Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.

3.1.3.15.1 Volume Adjustment Rules

This is the main screen for setting up a contract volume adjustment formulas within **EnergySteward.com** . From this screen (via the tabs at the top) you can indicate the specific volume adjustment formula level calculation rules, volume tiers, meter/well and route volume adjustment formula assignments.

The initial 'Volume Adjustment Rules' tab is where you define the main formula components governing the overall characteristics for the tier calculations within the formula.



Product (drop down list box) - This is a required field and dictates which product (from the available contract products) for this particular formula. This item also includes a quick add icon for setting these contract products up directly from this screen (if you have appropriate security).

Effective From (popup calendar) - This is a required field. It will default to '01/01/1800'. This should be left at the default value unless date effectiveness for this formula is important.

Effective Thru (popup calendar) - This is a required field. It will default to '12/31/3000'. This should be left at the default value unless date effectiveness for this formula is important.

Formula Name - This is a required field and should be a short descriptive name you want to assign to the volume adjustment formula. Important note: This formula name may appear on some reports/ statements (with a textual legend to fully describe the formula). Therefore, you should attempt to provide a relatively intuitive yet brief name that possibly outside customers/etc. might see.

Tier Type (drop down list box) - Each volume adjustment formula is comprised of tiers. **EnergySteward.com** provides for the formula to calculate based on a 'type' of tier. The options and what they mean follow:

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- **Single Level** - With this tier type, the average daily volume will determine the single tier to use, to calculate ALL against all volume. For example; if you have an average daily volume of 300, this might hit the 3rd volume sensitive tier in the formula. With this setting ALL 300 will get the tier 3rd percent which gets calculated (lower volume tiers (1 & 2) are ignored).
- **Weighted** - With this tier type, the percent calculated from the formula will be a graduated percent for the volumes that go up thru the tiers (volume weighted based on tier volumes). For example; the first 100 volume units might get the 0-100 tier calculated adjustment, the next 100 units will get the second tier adjustment, etc. The end result is a single volume adjustment formula percent which was weighted based on the volume makeup of the individual tiers.

Tier Units (drop down list box) - This indicates the volume units which the tiers are established under. This is product dependent (ie. Oil would be barrels, Gas could be mmbtu's or mcf's, etc.). Important note: If on gas volume adjustment formulas you specify mcf tiers, then representative meter/well btu factors & rates need to be established on your meters/wells in order to convert to mcf's (as gas volume typically stored in mmbtu's as a default). These meter/well rates and factors can be setup in the meter/well area of **EnergySteward.com** .

Final Tier Handling (drop down list box) - If this other volume adjustment formula has any special handling for the 'final' volume tier, then this is where you specify the type of handling. The following options exist:

- **Normal** - This is the default. This option simply means that all tiers (including the final tier) is calculated per the "Tier Type', as defined above (weighted or single level).
- **Just Use Tier Volume** - This option allows for you to setup a formula with tiers. Then, for the final tier, you can have they system take whatever volume 'spill over' into the final tier and have that specific volume priced with the final tier components. Basically, you could have a single level tier mechanism, with this option. Then all of the volume, up to the final tier will calculate per the the rules, with any volume that exceeds the final tier being posted to the final tier other costs.

Notes - You can specify any notes about the volume adjustment formula which you feel you would like to make to clarify anything which might be needed on the formula setup. This is an optional field.

Floor - This represents the lowest percentage or amount the formula will calculate. Your contract might have terms that suggest a percentage "no lower than %3.00 per ...." (for instance). During the course of the production months, If the formula calculates below the floor (say to a %2.50 percent) then the percent is automatically adjusted up to meet this floor (%3.00 in this example) to adhere to the contract floor requirements on adjustment percent. In order to inactivate the floor, simply leave the default value -$999999999.99. If the formula is to calculate as an amount, then this floor should indicate the floor amount.

Ceiling - This represents the highest volume adjustment the formula will calculate. Your contract might have terms that suggest a percentage "no higher than %3.00 per ...." (for instance). During the course of the production months, If the formula calculates above the ceiling (say to a %3.50 percent) then the percent is automatically adjusted up to meet this ceiling (%3.00 in this example) to adhere to the contract ceiling requirements on adjustment percent. In order to inactivate the ceiling, simply leave the default value $999999999.99. If the formula is to calculate a flat amount adjustment, then this ceiling should indicate the ceiling amount.

Vol Sum Level (drop down list box) - This indicates how the formula is to calculate the average daily volume in order to select the appropriate tiers. This is a required field. Options include:

Meter/Well - Just the meter/well volume for the deals are calculated. This is the default value.

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Meter/Well (On Contract) - The meter/well volume across all deals for the specific contract.
Meter/Well (All Contracts) - The meter/well volume across all deals AND contracts for the specific counterparty.
Contract - All volume on the contract is used to help decide the appropriate tier.
Company - All volume across all contracts for the counter party company is used to select applicable tier.

Important note: The volume formula text field on this screen (protected) shows a textual description of the various tiers and calculation components in a more 'description non-formula' format. On many statements and reports you will notice this is the text that displays to describe the volume adjustment percentage.

Adjustment Basis (drop down list) - This indicates whether or not the volume will be adjusted as a percentage OR as a flat volume amount.

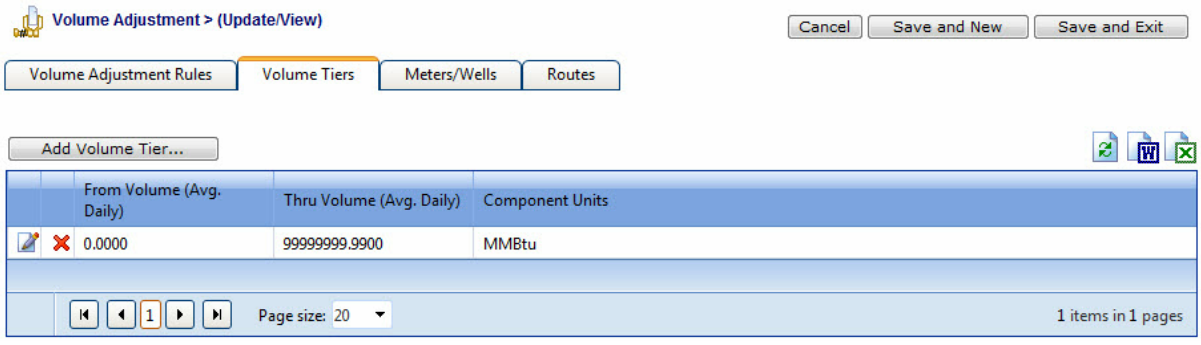
- **Percentage** - This is the default. This indicates that the formula will be coming up with a 'percentage' to apply against the volumes in order to come up with the volume adjustment.
- **Flat Volume Amounts** - This option indicates that the formula will be coming up with the actual flat volume amounts to reduce the volume by. Important Note: Make sure you set you floor and ceiling levels accordingly for the formula.

Statement Label Override - When printing standard statements (invoices, remittance, etc.) it is sometimes beneficial to override the labels associated with a volume adjustment formula. For instance the default text is 'Volume Adjustment' (usually followed by formula name in parenthesis). However, entering a value in this field will enable you specify a different label for all meters/wells associated with the volume adjustment formula.

3.1.3.15.2 Volume Tiers

When setting up volume adjustment formulas, this is the 'tab' which allows for the establishment of the volume tiers. Within each of these tiers are ordered calculation components. A volume adjustment formula should always have at least one tier (non tiered contract requirements will still need to have a 0-99999999 volume tier). These volume tiers are based on the 'average daily volume' when deals are calculated. When you initially setup a volume adjustment formula there are no tiers, you must add at least one.

The following screen shot shows where you add, update or view your volume adjustment formula tiers.



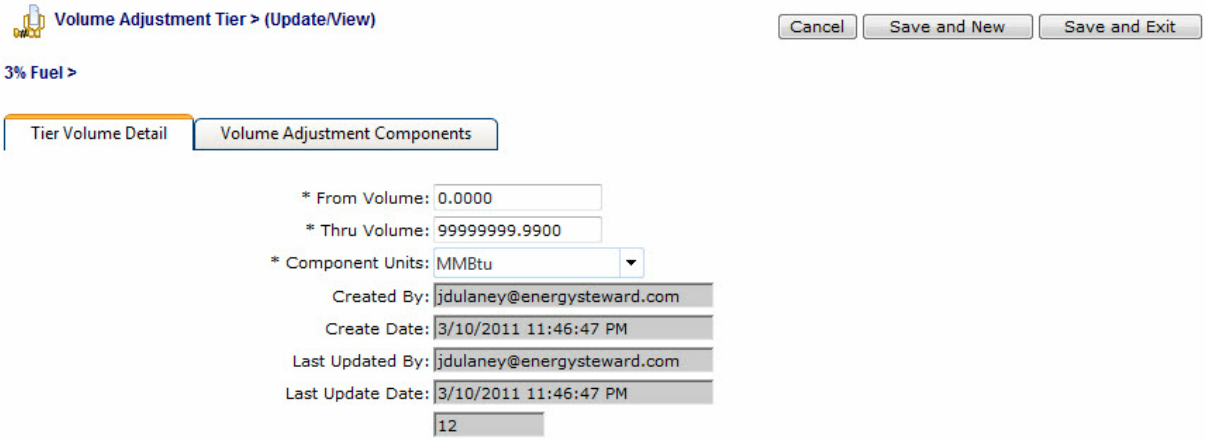
Add Volume Tier (button) - Click this button to add a new volume tier for this volume adjustment formula.

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View/Edit Grid Button (pencil) - Click this next to the applicable volume tier in order to change any of the information relevant to the tier.

Delete Grid Button (red x) - Click this next to the applicable volume tier that you want to permanently delete. When you delete a volume tier, then all information relevant to that volume adjustment formula volume tier will be permanently deleted. Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.

The following shows the volume tier screen which is displayed when you add, update or view a volume tier. You will notice there are two 'tabs' on this screen. One to define the volume from and thru parameters for the tier. The other to setup the individual calculation components.



From Volume - This is a required field and indicates the tier 'from' volume. When setting up a volume adjustment formula with multiple tiers, it is important that you setup your tiers without 'volume gaps'. An example for would be:

- Tier #1 - 0-100
- Tier #2 - 101-99999999

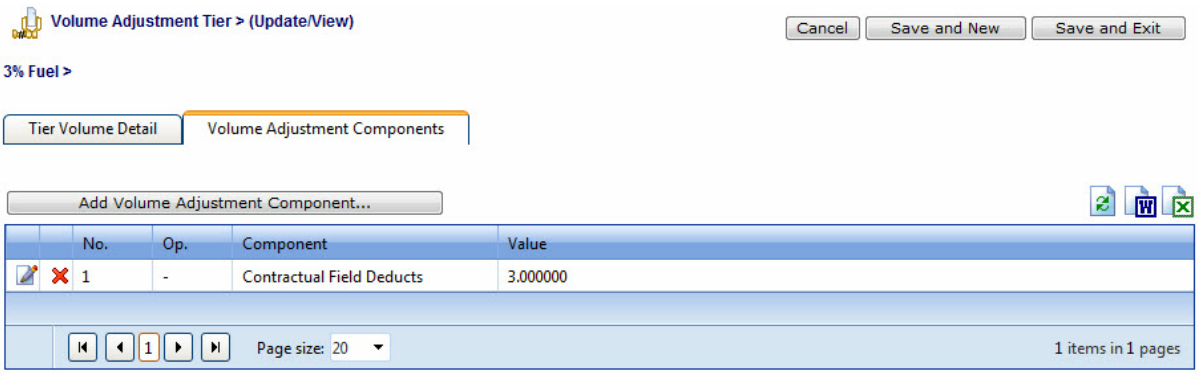
In the above 2 tier example (above), there is no 'volume gap' between the tiers (ie... 100 ends tier #1 and 101 starts tier #2)

Thru Volume - This is a required field and indicates the tier 'thru' volume.

Component Units (drop down list box) - This is a required field and represents how the 'individual calculation components' assigned within this tier will be calculated (what product unit). These calculation components are setup on the second tab of the screen. If it is set to mmbtu (for gas), then the individual calculation components (on the second tab of this screen) will be based off mmbtu (default for gas).

The following represents a screen shot that shows the second tab on the volume adjustment formula volume tier screen. This particular screen lets you add,update and delete individual calculation components. These calculation components are ordered with applicable arithmetic operands.

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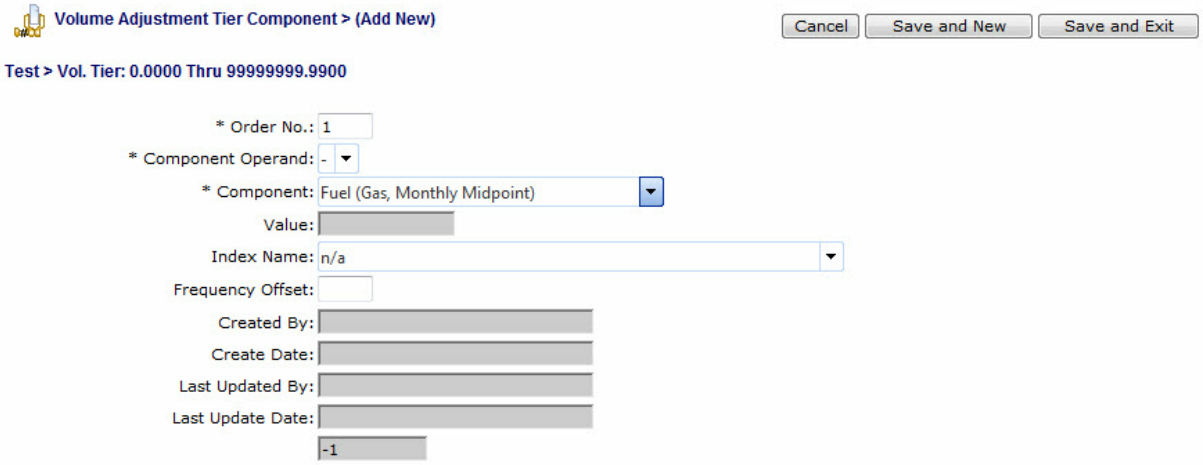


Add Volume Adjustment Component (button) - Click this button to add a new volume adjustment percent calculation component to the tier formula.

View/Edit Grid Button (pencil) - Click this next to the applicable volume adjustment percent calculation component in order to change any of the information relevant to the component.

Delete Grid Button (red x) - Click this next to the applicable volume adjustment percent calculation component that you want to permanently delete. Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.

The screen shot below shows the screen you see when adding, updating or viewing an individual volume adjustment volume tier cost component.



Order No. - This is the order (sequence) that this particular volume tier calculation component should occur within the volume adjustment volume tier. The order can be an important field when multiplying percentages, etc. Therefore, prior to setting up your volume adjustment formulas you should have an idea on the physical order that individual components should follow.

Formula Operand (drop down list) - This indicates the operand to use for the specific volume adjustment percent calculation. Valid values include the following:

- **+** (add this component to running tier total)

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- **-** (subtract this component from running tier total)
- ***** (multiple this component to the running tier total)
- **/** (divide this component from the running tier total)

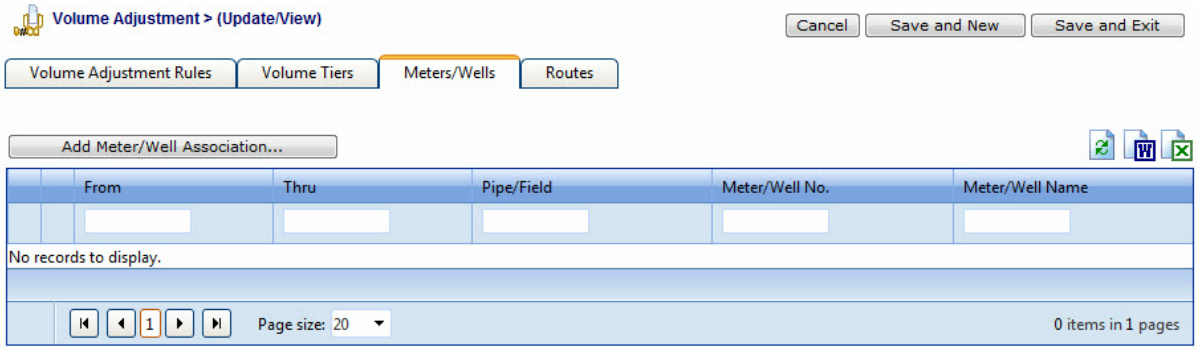
Component (drop down list box) - The volume adjustment component selected here will dictate the type of component for the adjustment. These components are your own companies list of volume adjustment components which can (should) be pre-configured in the volume adjustment components area of **EnergySteward.com** .

Value - This is where you specify a numerical entry. Your calculating either a percentage (or a flat volume amount) here, therefore 3.00 = 3% (or 300 is 300 volume units). When the system (during volume entry) uses this formula it will automatically divide by 100 and calculate the adjustment and net the balance. Therefore, you should be putting in whole percent numbers. If you are REDUCING volume then make sure your formula operand is a minus (-). Your goal is have it create a negative percent or flat volume adjustment entry (if reducing volume).

Index Name (drop down list box) - If the volume adjustment component is setup for some sort of price index price, then this field will list all of the applicable indices (daily, monthly or whatever). This option is not available if the entry type for this formula component is set to 'Numeric'. Using an external price/cost index can be a good method for managing changes in volume adjustment rates without having to update individual formulas (contract and/or deal formulas).

3.1.3.15.3 Meters/Wells

This is the tab where meters/wells can be associated to the volume adjustment formula. This same function can also be done from a 'meter/well perspective' using the contract meter/well screen. However, when setup through the volume adjustment formula screen (below) you are able to quickly see all other meters/wells which also have an association to this same formula. A meter/well can be setup to have different volume adjustment formulas over time (date effectiveness). These meters/wells can be quickly assigned (if already setup on the contract) directly from this screen OR you can make this association later when you setup your meters/wells on the contract. Important note: When you modify these meter/well volume adjustment formula associations then the underlying deals which reference this contract are automatically synchronized.



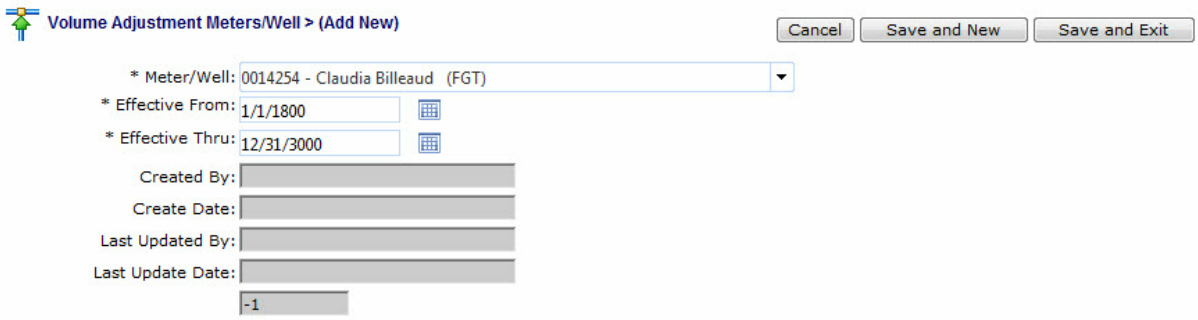
Add Meter/Well Association (button) - Click this button to add a new association of this contract volume adjustment formula to an existing contract meter/well.

View/Edit Grid Button (pencil) - Click this next to the applicable meter/well association in order to change any of the information relevant to the contract meter/well to volume adjustment formula relationship.

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Delete Grid Button (red x) - Click this next to the applicable meter/well to volume adjustment formula association that you want to permanently delete. When you delete a meter/well association, then all information relevant to that contract meter/well relationship will be permanently deleted. You might want to consider utilizing the from and thru effective date capabilities in order to preserve contract level historical information related to this volume adjustment relationship. Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.

The following shows the volume adjustment formula to meter/well detail which you are presented with when adding or updating a meter/well relationship.



Meter/Well (drop down list box) - This is a required field and represents the meter/well (from this contract) which you want to assign to the volume adjustment formula. These meters/wells can be setup by going to the contract meter/well screen(s). Many meters/wells can share the same contract volume adjustment formula.

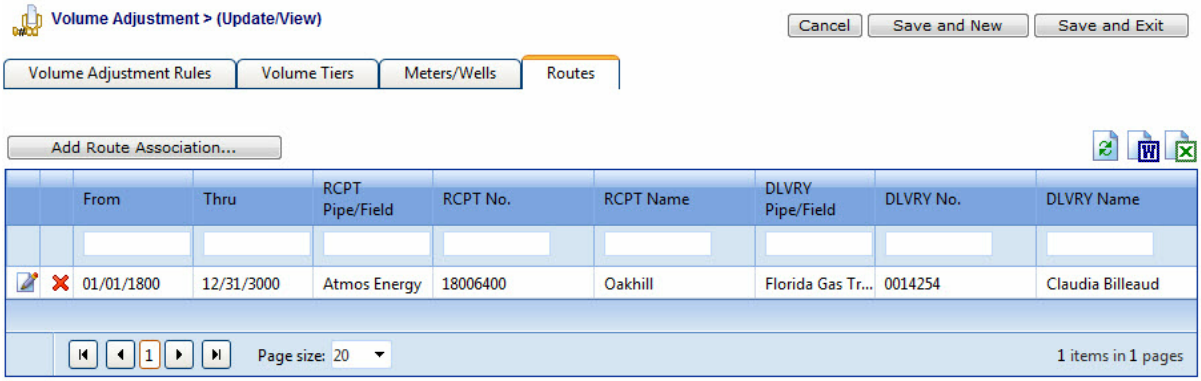
Effective From (popup calendar) - This is a required field. It will default to '01/01/1800'. This should be left at the default value unless date effectiveness for this volume adjustment formula association is important.

Effective Thru (popup calendar) - This is a required field. It will default to '12/31/3000'. This should be left at the default value unless date effectiveness for this volume adjustment formula association is important.

3.1.3.15.4 Routes

This is the tab where routes can be associated to the volume adjustment formula. This tab is only available IF the contract is a transport type contract (a contract which can have routes). This same function can also be done from a 'route perspective' using the contract route screen. However, when setup through the volume adjustment formula screen (below) you are able to quickly see all other routes which also have an association to this same formula. A route can be setup to have different volume adjustment formulas over time (date effectiveness). These routes can be quickly assigned (if already setup on the contract) directly from this screen OR you can make this association later when you setup your routes on the contract. Important note: When you modify these route volume adjustment associations then the underlying deals which reference this contract are automatically synchronized.

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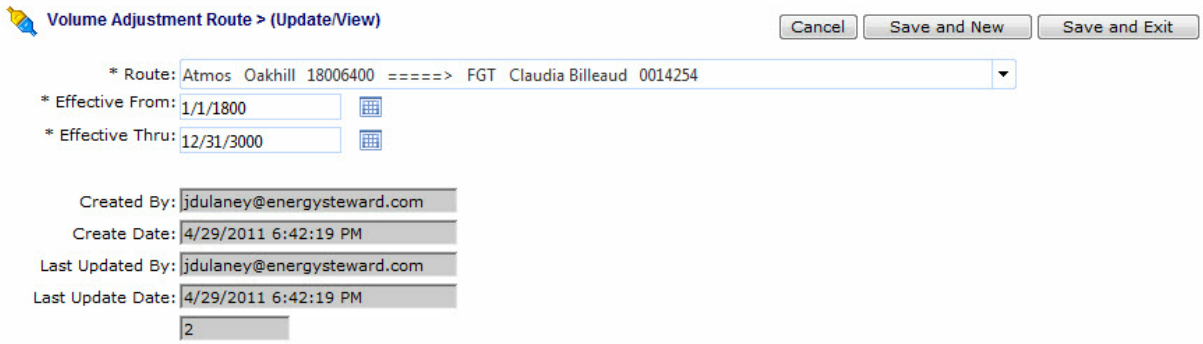


Add Route Association (button) - Click this button to add a new association of this contract volume adjustment formula to an existing contract route.

View/Edit Grid Button (pencil) - Click this next to the applicable route association in order to change any of the information relevant to the contract route to volume adjustment formula relationship.

Delete Grid Button (red x) - Click this next to the applicable route to volume adjustment formula association that you want to permanently delete. When you delete a route association, then all information relevant to that contract route relationship will be permanently deleted. You might want to consider utilizing the from and thru effective date capabilities in order to preserve contract level historical information related to this volume adjustment relationship. Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.

The following shows the volume adjustment formula to route detail which you are presented with when adding or updating a route relationship.



Route (drop down list box) - This is a required field and represents the route (from this contract) which you want to assign to the volume adjustment formula. These routes can be setup by going to the contract route screen(s). Many routes (and individual meters/wells) can share the same contract volume adjustment formulas.

Effective From (popup calendar) - This is a required field. It will default to '01/01/1800'. This should be left at the default value unless date effectiveness for this volume adjustment formula association is important.

Effective Thru (popup calendar) - This is a required field. It will default to '12/31/3000'. This should be left at the default value unless date effectiveness for this volume adjustment formula association is important.

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3.1.3.16 Other Cost Formulas

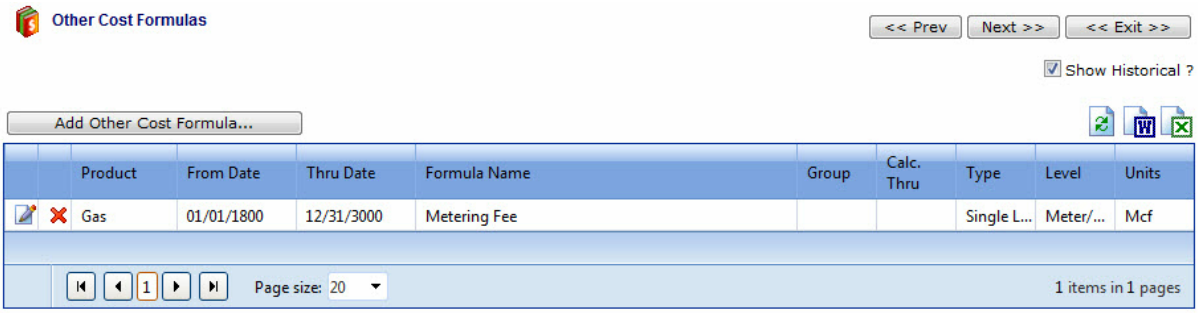
A contract within **EnergySteward.com** can have an unlimited number of other cost formulas. These individual other cost formulas are comprised of volume sensitive tiers, with each tier containing its own set of calculation formula components. A valid other cost formula will always have at least one tier. Each of these other cost formula tiers can reference their own unique set of price indices, price index baskets, fixed cost components, etc.

Other cost formulas within **EnergySteward.com** are setup within a hierarchy. At the top level, you have the formula itself, with rules governing the overall calculations of the formula. Within the formula you have 1 or more volume sensitive other cost tiers. These tiers are based on average volume per day (an example could include 0-100 as an initial tier, 101-200 could be next tier, etc.). Within each tier you have one or more ordered other cost calculation components. The other cost calculation components dictate how the other cost is determined (price index references, price basket references, fixed cost assignments, etc.).

Other Cost Formula
(each formula contains 1 or more) → **Volume Tiers**
(each tier contains 1 or more) → **Calculation Components**

These contract other cost formulas are referenced by the various contract meters/wells and routes (if applicable) on the same contract. In addition, when a deal is setup against the contract, all other cost formulas (and their respective associations to meters/wells and routes) are automatically synchronized to the deal.

The following screen indicates where a contract other cost formula is added, updated, deleted or viewed.



Add Other Cost Formula (button) - Click this button to add a new other cost formula to the contract.

View/Edit Grid Button (pencil) - Click this next to the applicable other cost formula in order to change any of the information.

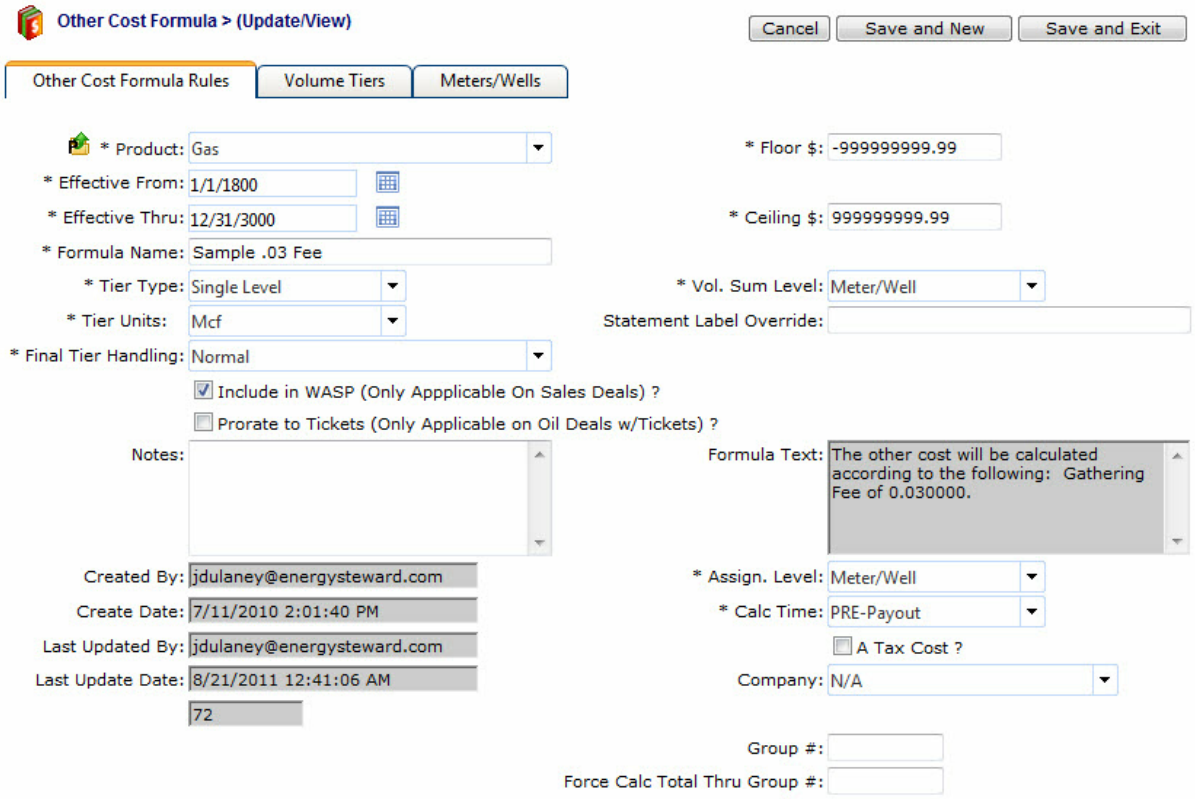
Delete Grid Button (red x) - Click this next to the applicable other cost formula that you want to permanently delete. When you delete a contract other cost formula, then all information relevant to that contract other cost formula will be permanently deleted. The other cost formula will still exist on any deal production months whose volumes are in a 'Frozen' status. In many cases, it might make more sense to set the appropriate from and thru effective dates to retain historical information on the contract level. Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.

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3.1.3.16.1 Other Cost Formula Rules

This is the main screen for setting up a contract other cost formulas within **EnergySteward.com** . From this screen (via the tabs at the top) you can indicate the specific other cost formula level calculation rules, volume tiers, meter/well and route price formula assignments.

The initial 'Other Cost Formula Rules' tab is where you define the main formula components governing the overall characteristics for the tier calculations within the formula.



Product (drop down list box) - This is a required field and dictates which product (from the available contract products) for this particular formula. This item also includes a quick add icon for setting these contract products up directly from this screen (if you have appropriate security).

Effective From (popup calendar) - This is a required field. It will default to '01/01/1800'. This should be left at the default value unless date effectiveness for this formula is important.

Effective Thru (popup calendar) - This is a required field. It will default to '12/31/3000'. This should be left at the default value unless date effectiveness for this formula is important.

Formula Name - This is a required field and should be a short descriptive name you want to assign to the other cost formula. Important note: This formula name may appear on some reports/statements (with a textual legend to fully describe the formula). Therefore, you should attempt to provide a relatively intuitive yet brief name that possibly outside customers/etc. might see.

Tier Type (drop down list box) - Each other cost formula is comprised of tiers. **EnergySteward.com** provides for the formula to calculate based on a 'type' of tier. The options and what they mean follow:

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- **Single Level** - With this tier type, the average daily volume will determine the single tier to use, to calculate ALL against all volume. For example; if you have an average daily volume of 300, this might hit the 3rd volume sensitive tier in the formula. With this setting ALL 300 will get the tier 3rd price which gets calculated (lower volume tiers (1 & 2) are ignored).
- **Weighted** - With this tier type, the other cost calculated from the formula will be a graduated cost for the volumes that go up thru the tiers (volume weighted based on tier volumes). For example; the first 100 volume units might get the 0-100 tier calculated other cost, the next 100 units will get the second tier other cost, etc. The end result is a single other cost formula value which was weighted based on the volume makeup of the individual tiers.

Tier Units (drop down list box) - This indicates the volume units which the tiers are established under. This is product dependent (ie. Oil would be barrels, Gas could be mmbtu's or mcf's, etc.). Important note: If on gas other cost formulas you specify mcf tiers, then representative meter/well btu factors & rates need to be established on your meters/wells in order to convert to mcf's (as gas volume typically stored in mmbtu's as a default). These meter/well rates and factors can be setup in the meter/well area of **EnergySteward.com** .

Final Tier Handling (drop down list box) - If this other cost formula has any special handling for the 'final' volume tier, then this is where you specify the type of handling. The following options exist:

- **Normal** - This is the default. This option simply means that all tiers (including the final tier) is calculated per the "Tier Type', as defined above (weighted or single level).
- **Just Use Tier Volume** - This option allows for you to setup a formula with tiers. Then, for the final tier, you can have they system take whatever volume 'spill over' into the final tier and have that specific volume priced with the final tier components. Basically, you could have a single level tier mechanism, with this option. Then all of the volume, up to the final tier will calculate per the the rules, with any volume that exceeds the final tier being posted to the final tier other costs.

Include In Wasp ? (checkbox) - Applicable on sales deals only. When checked, then any cost associated with the deal meter/well for this formula will be included in the WASP calculation. If you want to exclude an other cost from any potential WASP calculations (used to derive purchase prices) then you can uncheck this box.

Prorate to Tickets ? (checkbox) - When checked, then oil ticket reports will prorate any injection point (delivery point) charges amongst the that delivered tickets (based on transport dollar cost proration's). When unchecked then the delivery point charge is a stand alone charge (not assessed back to the individual tickets that delivered the volume).

Notes - You can specify any notes about the other cost formula which you feel you would like to make to clarify anything which might be needed on the formula setup. This is an optional field.

Floor $ - This represents the lowest value the other cost formula will calculate. Your contract might have terms that suggest a cost "no lower than $5.00 per ...." (for instance). During the course of the production months, If the formula calculates below the floor (say to a $4.50 price) then the cost value is automatically adjusted up to meet this floor ($5.00 in this example) to adhere to the contract floor requirements on cost. In order to inactivate the floor, simply leave the default value -$99999999.99.

Ceiling $ - This represents the highest value the other cost formula will calculate. Your contract might have terms that suggest a cost "no higher than $5.00 per ...." (for instance). During the course of the production months, If the formula calculates above the ceiling (say to a $5.50 price) then the cost value is automatically adjusted up to meet this ceiling ($5.00 in this example) to adhere to the contract ceiling requirements on cost. In order to inactivate the ceiling, simply leave the default value $99999999.99.

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Vol Sum Level (drop down list box) - This indicates how the formula is to calculate the average daily volume in order to select the appropriate tiers. This is a required field. Options include:

Meter/Well - Just the meter/well volume for the deals are calculated. This is the default value.
Meter/Well (On Contract) - The meter/well volume across all deals for the specific contract.
Meter/Well (All Contracts) - The meter/well volume across all deals AND contracts for the specific counterparty.
Contract - All volume on the contract is used to help decide the appropriate tier.
Company - All volume across all contracts for the counter party company is used to select applicable tier.

Important note: The volume formula text field on this screen (protected) shows a textual description of the various tiers and calculation components in a more 'description non-formula' format. On many statements and reports you will notice this is the text that displays to describe the price/cost.

Statement Label Override - When printing standard statements (invoices, remittance, etc.) it is sometimes beneficial to override the labels associated with a other cost formula. For instance the default text is 'Other Cost'. However, entering a value in this field will enable you specify a different label for all meters/wells associated with the other cost formula.

Assign Level (drop down list box) - This is not currently supported and is not required. If selected, it will be ignored. All other cost items in **EnergySteward.com** are currently setup at a meter/well or route level.

Calc Time (drop down list box) - This is not currently supported and is not required. The current method for 'force an order' for other costs is to utilize the Group # and Group # subtotal groups.

A Tax Cost ? (checkbox) - This is informational/reference only to indicate that this particular formula is a tax related formula. This will enable reporting across all deals in the system to pull out all tax related charges, etc.

Company (drop down list box) - This is informational/reference only and is used to be able to indicate another company as the recipient of the other cost values (example would be a "Broker Fee" might have the broker company). Reports/Statements can be run to pull all fees by company for a given production month.

Group # - There can be several other cost formulas assigned to a single meter/well or route in the SAME production month. Sometimes these other cost formulas have dependencies on the calculated results of the previous other cost formulas (for example, if you are doing a tax other cost item, you might want to force it to calculate after some other taxable other costs are applied, yet exclude some other non-taxable formula values). If you have dependencies on the order of a particular formula then you can use the "Group" number scheme to force the other costs to occur in a specific order. For example:

Group #	Other Cost Formula Name	Other Cost Based On..	Sample Value	Force Calc Thru Group #
1	Fuel Surcharge	Volume	.07	<n/a>
2	Broker Fee	Volume	.03	<n/a>
3	State Tax	Dollars	.18532	1

In the above example, there might be 3 other cost formulas established. Two are based on volumes and neither are dependent on any other other cost calculations. However, the 3rd formula in the table is a

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formula based on dollars calculated (at a specific point). The formula above suggests that .18532 should be multiplied against the total dollars that were calculated thru group #1 (the Fuel Surcharge). This would make the Broker fee non taxable. When looking at these dependencies, dollar calculations are done against the base price formula for a meter/well PLUS the force calc thru group # of all other costs setup on the deal.

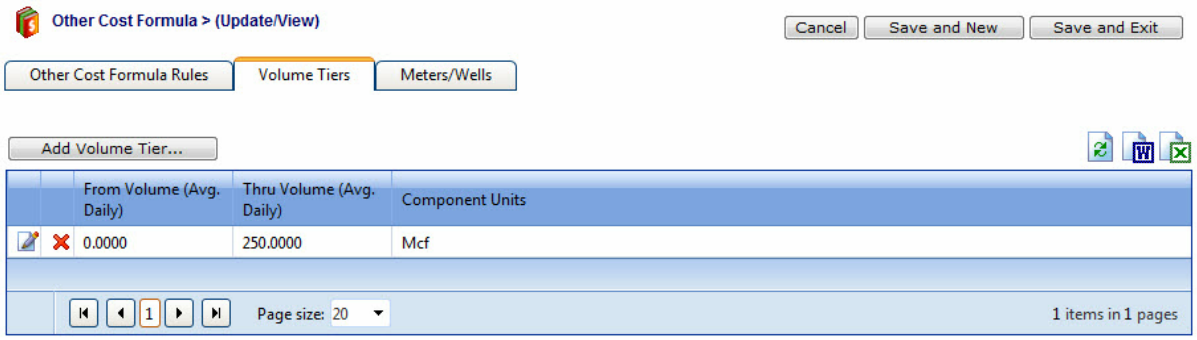
Force Calc Total Thru Group # - See above example, this is primarily used for 'dollar' based other cost formulas and indicates where to subtotal the dollars to apply the dollar rate other cost calculation. The dollar rate calculation always includes the base price PLUS the other cost groups thru the group # specified.

Statement Label Override - When printing standard statements (invoices, remittance, etc.) it is sometimes beneficial to override the labels associated with a other cost formula. For instance the default text is 'Other Cost' (usually followed by formula name in parenthesis). However, entering a value in this field will enable you specify a different label for all meters/wells associated with the other cost formula.

3.1.3.16.2 Volume Tiers

When setting up other cost formulas, this is the 'tab' which allows for the establishment of the volume tiers. Within each of these tiers are ordered calculation components. An other cost formula should always have at least one tier (non tiered contract requirements will still need to have a 0-99999999 volume tier). These volume tiers are based on the 'average daily volume' when deals are calculated. When you initially setup an other cost formula there are no tiers, you must add at least one.

The following screen shot shows where you add, update or view your other cost formula tiers.



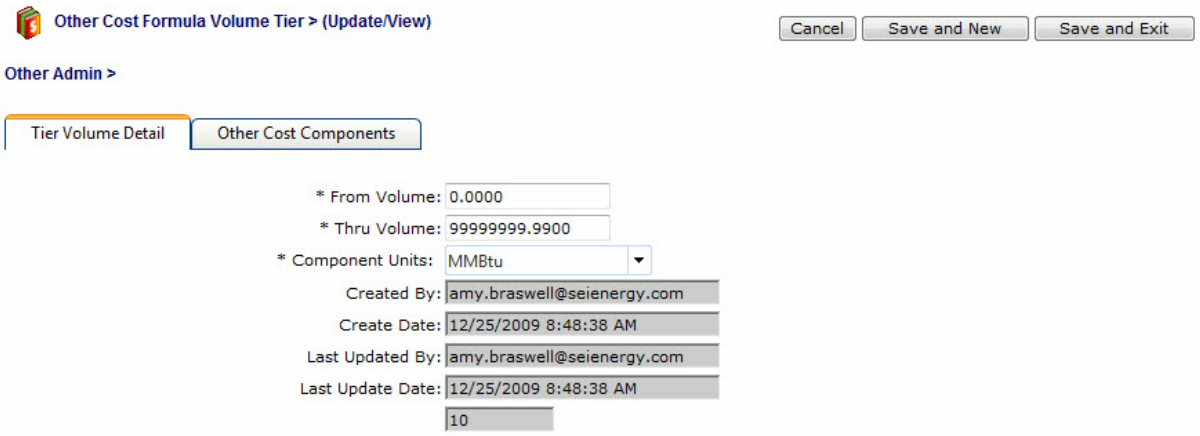
Add Volume Tier (button) - Click this button to add a new volume tier for this other cost formula.

View/Edit Grid Button (pencil) - Click this next to the applicable volume tier in order to change any of the information relevant to the tier.

Delete Grid Button (red x) - Click this next to the applicable volume tier that you want to permanently delete. When you delete a volume tier, then all information relevant to that other cost formula volume tier will be permanently deleted. Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.

The following shows the volume tier screen which is displayed when you add, update or view a volume tier. You will notice there are two 'tabs' on this screen. One to define the volume from and thru parameters for the tier. The other to setup the individual calculation components.

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From Volume - This is a required field and indicates the tier 'from' volume. When setting up an other cost formula with multiple tiers, it is important that you setup your tiers without 'volume gaps'. An example for would be:

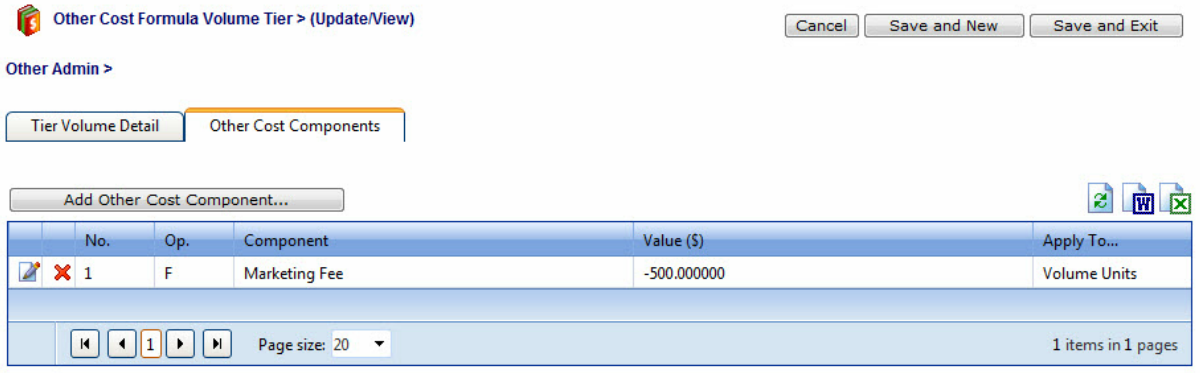
- Tier #1 - 0-100
- Tier #2 - 101-99999999

In the above 2 tier example (above), there is no 'volume gap' between the tiers (ie... 100 ends tier #1 and 101 starts tier #2)

Thru Volume - This is a required field and indicates the tier 'thru' volume.

Component Units (drop down list box) - This is a required field and represents how the 'individual calculation components' assigned within this tier will be calculated (what product unit). These calculation components are setup on the second tab of the screen. If it is set to mmbtu (for gas), then the individual calculation components (on the second tab of this screen) will be based off mmbtu (default for gas).

The following represents a screen shot that shows the second tab on the other cost formula volume tier screen. This particular screen lets you add,update and delete individual calculation components. These calculation components are ordered with applicable arithmetic operands. The calculation components can reference price/cost indices (ie.. daily index, monthly index, internal custom rate tables, etc.) and also index baskets. They can also reference fixed/flat amounts (like $100.00).



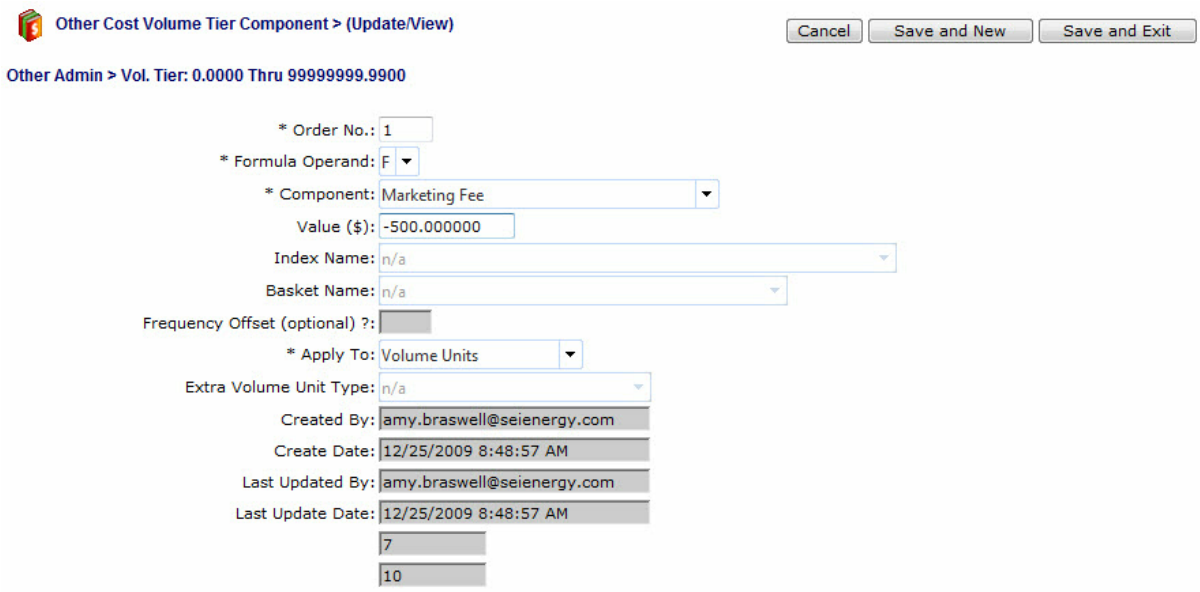
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Add Other Cost Component (button) - Click this button to add a new other cost calculation component to the tier formula.

View/Edit Grid Button (pencil) - Click this next to the applicable other cost calculation component in order to change any of the information relevant to the component.

Delete Grid Button (red x) - Click this next to the applicable other cost calculation component that you want to permanently delete. Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.

The screen shot below shows the screen you see when adding, updating or viewing an individual other cost volume tier calculation component.



Important Note: There are many references (below), when setting up other costs to 'price indices', 'price baskets', etc. **EnergySteward.com** provides the ability to create internal index publications so you can manage your other costs with rate tables (index publications and baskets), just like pricing. For instance, you could specify a diesel surcharge rate publication (internal). Then setup various diesel rate charge indices (for various regions). Then you can reference these diesel surcharge indices within your other cost formulas just like you reference a price publication index in a price formula. Therefore, when you see these references to price indices and baskets this is an attempt to show how you can externalize various aspects of your other cost formulas.

Order No. - This is the order (sequence) that this particular volume tier calculation component should occur within the other cost volume tier. The order can be an important field when multiplying percentages, etc. Therefore, prior to setting up your other cost formulas you should have an idea on the physical order that individual components should follow.

An example of how these formula's calculate following the 'order no.'.

Order No.	Operan	Component	Value or Index or Basket	Example Running Tier Total

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	d		Name	
1	+	Internal Diesel Fuel Index	West Texas Transport (internal)	$ .34
2	+	Bonus	.05	$ .39
3	*	Discount	.997	$ .3888

In the above example, the other cost calculated for the volume tier for this example would be $.3888 which would then get applied to whatever meters/wells are associated to this other cost formula (when deals are setup and volumes supplied). Important note: IF the other cost formula is based on dollars then you will be deriving a other cost dollar rate to which will get multiplied by the dollars (ie.. .10 x dollars would be a 10% other cost).

Formula Operand (drop down list) - This indicates the operand to use for the specific other cost calculation. Valid values include the following:

- **+** (add this component to running tier total)
- **-** (subtract this component from running tier total)
- ***** (multiple this component to the running tier total)
- **/** (divide this component from the running tier total)
- **F** (this is a special one for applying a flat fixed fee (like $100.00 or whatever)

Component (drop down list box) - The other cost component selected here will dictate which of the following fields on the screen are applicable. These components are your own companies list of other cost components which can (should) be pre-configured in the other cost components area of **EnergySteward.com** . An other cost component can be setup as a 'Gas' component which references either a 'daily' index (or 'monthly', etc.) It could also reference a price index basket. If the other cost components are setup to not reference any type of index or basket then it is for value entry.

Example
If you had a properly constructed other cost component available (lets call it 'West Texas Transport (internal index)') via your setup in the other cost components area and you selected it , then the following would happen:

1. The "Value ($)" field would become protected (because this component expects a price index assignment)
2. The "Index Name" drop down list would automatically populate with only "Gas" and only "Daily" active indices (because the price component setup screen dictated this as the type).
3. The "Basket Name" drop down list would be empty and protected (because the component expects a price index assignment)
4. The "Frequency Offset" field would be available to apply an optional daily frequency offset to the the formula.

Basically, **EnergySteward.com** knows when you select this component that the option is only a valid price index (a gas and a daily one at that) and will only let you select one of your available price indices. When you select an index basket oriented component type then only the basket name can be selected from the index baskets you have configured. All other components types typically require a 'value' (putting in a numerical value).

Value ($) - This is where you specify a numerical entry. Most times this is a currency amount but sometimes can represent a percentage (like for discounts, etc.).

Index Name - This is where you select a specific price index and is only available if your component type refers to a price index.

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Basket Name - This is where you select a specific price index basket and is only available if your component type refers to a price index basket.

Frequency Offset (optional) ? - This represents an ability to apply a frequency offset to your index.. Normally, when you specify a price index then the volume on any given production day will be assigned that value (when using deals module with supplied volumes, etc which are associated to a other cost formula containing a price index). However, sometimes a contract might contain terms that suggest you should take current day volumes and always apply to "..previous day..." index price. In those situations, you would put -1 in this field. On daily indices, with a -1, then when deal volumes are calculated, **EnergySteward.com** will pull previous day price/value for current day volumes. If working with a monthly index it would get the previous month price and apply to current month volumes. It is not very common to have these types of terms, however, **EnergySteward.com** can handle them with a simple offset entered in this field.

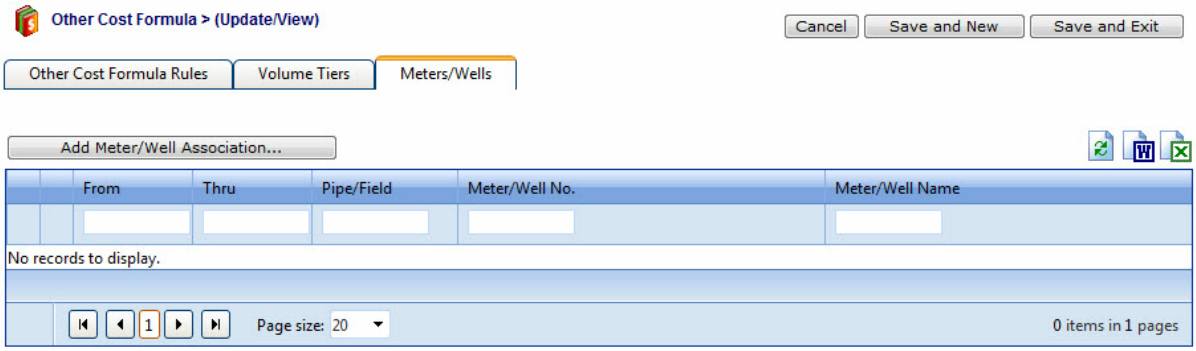
Apply To (drop down list box) - This is where you specify either 'Volume Units', 'Dollars' or 'Extra Volume Units'. Items like tax costs are applied to dollars. The default is to calculate by volume. When setting up "By Dollar" components, the values which are setup should be the decimal percentage expressed in decimal format (ie... .0725 should be used NOT 7.25). When constructing formulas for 'By Dollar" the goal of the formula is to come up with the appropriate decimal rate. This decimal rate will automatically be applied to the dollar amount (ie. no need to specify a multiplication for the first component, it normally will either be a '+' or a '-' depending on if creating a positive or negative dollar based cost adjustment. Important note: A formula is going to be all volume based OR all dollar based. You can have two separate formulas and apply to same meter/well route, one for volume, the other for the dollar calculations. Finally, when setting up by "Extra Volume Units", you are applying the formula components against the specified extra volume amounts. When assessing against extra volumes, the total dollars calculated against these extra volumes are prorated daily based on regular volumes to the deal.

Extra Volume Unit Type (drop down list box) - Select the applicable deal extra volume type to apply this formula against. This is only valid when the 'Apply To' is set to be 'Extra Volume Units'.

3.1.3.16.3 Meters/Wells

This is the tab where meters/wells can be associated to the other cost formula. This same function can also be done from a 'meter/well perspective' using the contract meter/well screen. However, when setup through the other cost formula screen (below) you are able to quickly see all other meters/wells which also have an association to this same formula. A meter/well can be setup to have different other cost formulas over time (date effectiveness). These meters/wells can be quickly assigned (if already setup on the contract) directly from this screen OR you can make this association later when you setup your meters/wells on the contract. Important note: When you modify these meter/well other cost formula associations then the underlying deals which reference this contract are automatically synchronized.

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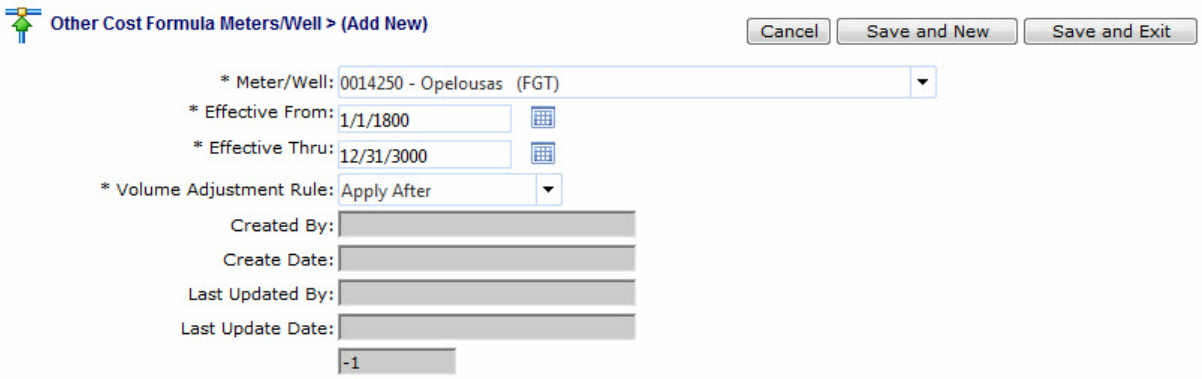


Add Meter/Well Association (button) - Click this button to add a new association of this contract other cost formula to an existing contract meter/well.

View/Edit Grid Button (pencil) - Click this next to the applicable meter/well association in order to change any of the information relevant to the contract meter/well to other cost formula relationship.

Delete Grid Button (red x) - Click this next to the applicable meter/well to other cost formula association that you want to permanently delete. When you delete a meter/well association, then all information relevant to that contract meter/well relationship will be permanently deleted. You might want to consider utilizing the from and thru effective date capabilities in order to preserve contract level historical information related to this other cost relationship. Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.

The following shows the other cost formula to meter/well detail which you are presented with when adding or updating a meter/well relationship.



Meter/Well (drop down list box) - This is a required field and represents the meter/well (from this contract) which you want to assign to the other cost formula. These meters/wells can be setup by going to the contract meter/well screen(s). Many meters/wells can share the same contract other cost formula.

Effective From (popup calendar) - This is a required field. It will default to '01/01/1800'. This should be left at the default value unless date effectiveness for this other cost formula association is important.

Effective Thru (popup calendar) - This is a required field. It will default to '12/31/3000'. This should be left at the default value unless date effectiveness for this other cost formula association is important.

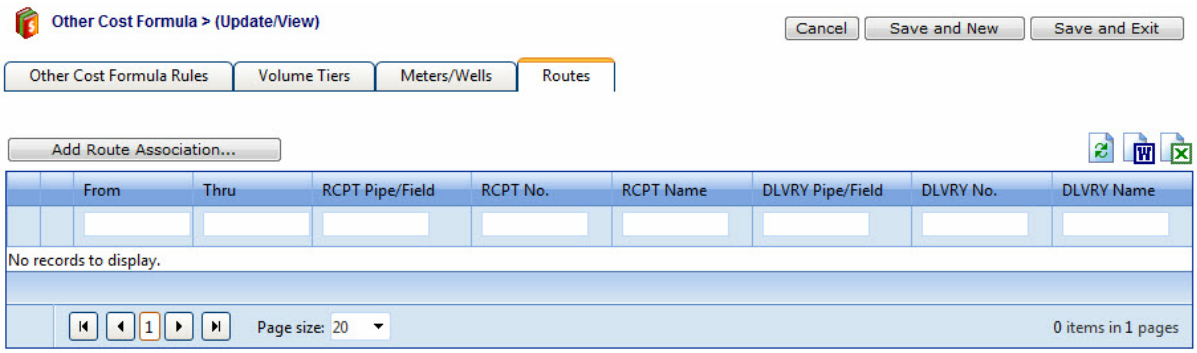
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Volume Adjustment Rule (drop down list box) - This indicates when the other cost formula should be applied. The two options include the following:

- **Apply After** - This indicates to apply the other cost formula AFTER any volume adjustments are applied to the meter/well. This is the default option.
- **Apply Before** - This indicates to apply the other cost formula BEFORE any volume adjustments are applied to the meter/well.

3.1.3.16.4 Routes

This is the tab where routes can be associated to the other cost formula. This tab is only available IF the contract is a transport type contract (a contract which can have routes). This same function can also be done from a 'route perspective' using the contract route screen. However, when setup through the other cost formula screen (below) you are able to quickly see all other routes which also have an association to this same formula. A route can be setup to have different other cost formulas over time (date effectiveness). These routes can be quickly assigned (if already setup on the contract) directly from this screen OR you can make this association later when you setup your routes on the contract. Important note: When you modify these route other cost formula associations then the underlying deals which reference this contract are automatically synchronized.



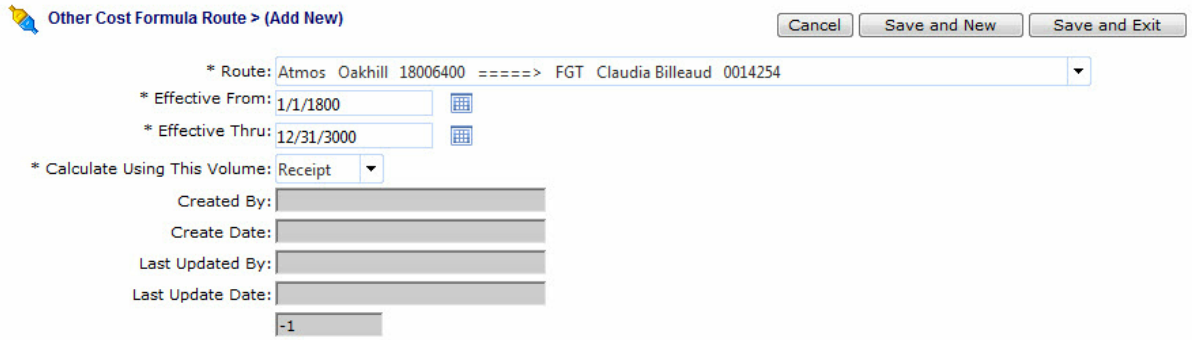
Add Route Association (button) - Click this button to add a new association of this contract other cost formula to an existing contract route.

View/Edit Grid Button (pencil) - Click this next to the applicable route association in order to change any of the information relevant to the contract route to the other cost formula relationship.

Delete Grid Button (red x) - Click this next to the applicable route to other cost formula association that you want to permanently delete. When you delete a route association, then all information relevant to that contract route relationship will be permanently deleted. You might want to consider utilizing the from and thru effective date capabilities in order to preserve contract level historical information related to this other cost relationship. Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.

The following shows the other cost formula to route detail which you are presented with when adding or updating a route relationship.

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Route (drop down list box) - This is a required field and represents the route (from this contract) which you want to assign to the other cost formula. These routes can be setup by going to the contract route screen(s). Many routes (and individual meters/wells) can share the same contract other cost formulas.

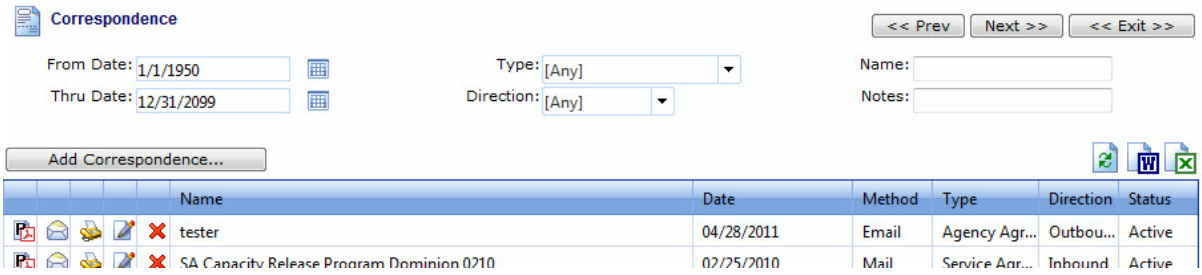
Effective From (popup calendar) - This is a required field. It will default to '01/01/1800'. This should be left at the default value unless date effectiveness for this other cost formula association is important.

Effective Thru (popup calendar) - This is a required field. It will default to '12/31/3000'. This should be left at the default value unless date effectiveness for this other cost formula association is important.

Calculate Using This Volume (drop down list box) - This is required and should be either 'Receipt' or 'Delivery'. This determines which volume to apply the corresponding other cost formula against. The volumes are the same unless some sort of volume adjustment (fuel, PVR, etc.) formula is applied against the route.

3.1.3.17 Correspondence

Contracts within **EnergySteward.com** can have an unlimited number of electronic correspondence (attachments) associated to them. These correspondence items are stored with the contract on the **EnergySteward.com** servers and are readily available for quick online viewing, emailing, faxing. This correspondence feature provides for electronic backups of key contract artifacts (actual signed contract, amendments, supporting settlement related documents, etc.). Appropriate levels of security within **EnergySteward.com** makes these actual documents quickly accessible. More information about contract correspondence types can be found in the configure contract correspondence types area within this manual. Recording these correspondence options are optional, but if entered can provide multiple benefits. Important note: If you already have an electronic documents system to store your artifacts, then this area can store links to your external document system in order to associate these external documents to the contract.



Add Correspondence (button) - Click this button to add a new correspondence item to the contract.

Correspondence Application (grid button) - This represents a graphic image of the type of

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correspondence which has been saved. This graphic image could represent a PDF report, Excel worksheet,Word document, etc. When you click this grid button you will be prompted to either open/ view the correspondence OR to save it to a local or network drive. Basically, use this button to see the contents of the correspondence. When you click to open/view, then the application (Acrobat Reader, MS Excel, MS Word, etc.) on the client machine will be automatically started and the correspondence will appear when the application opens. Important note: If this is an external URL/Link to an document stored in a 3rd party electronic document system then you will see a GLOBE icon. When you click the globe it will fire off the URL so you can view the correspondence item from its external location.

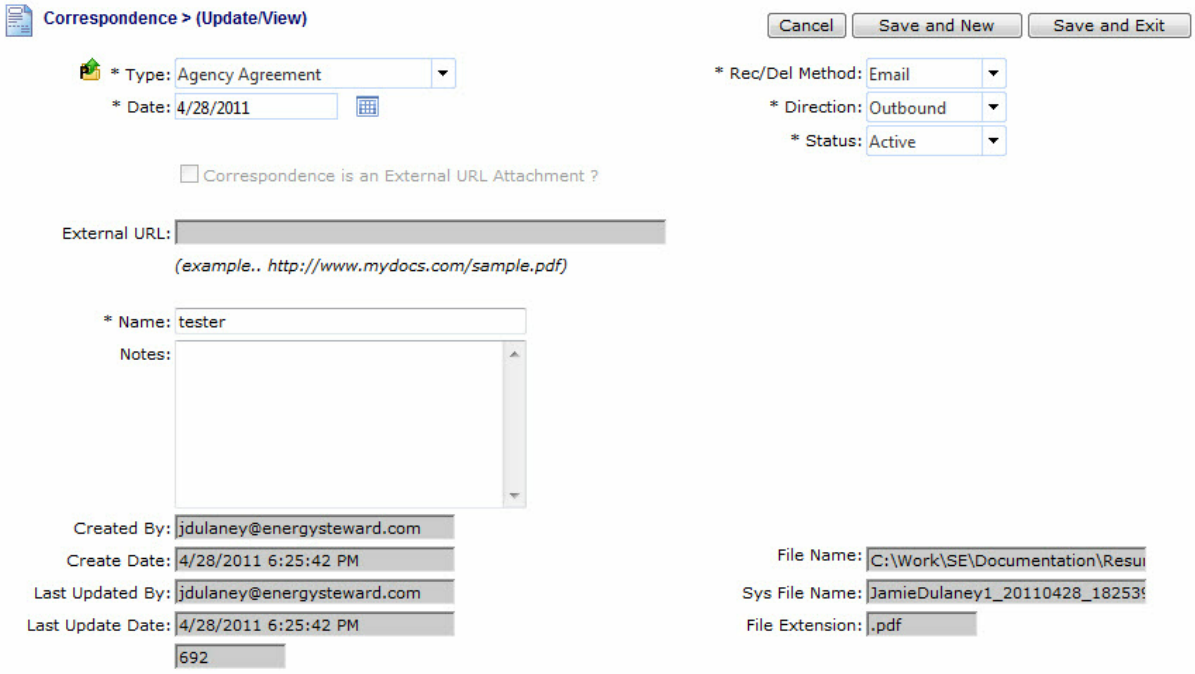
Email Grid Button (envelope) - Click this next to the applicable correspondence item in order to send this item to someone in your contact list via email.

Fax Grid Button (facsimile) - Click this next to the applicable correspondence item in order to send this item to someone in your contact list via fax. Important note: This option only available if you have the faxing service activated.

View/Edit Grid Button (pencil) - Click this next to the applicable correspondence item in order to change any of the information relevant to the contract correspondence.

Delete Grid Button (red x) - Click this next to the applicable correspondence item that you want to permanently delete. When you delete a correspondence item, then all information relevant to that contract correspondence will be permanently deleted. Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.

The following shows the correspondence detail which you are presented with when adding or updating contract correspondence.



Type (drop down list box) - Select the correspondence type from the list of available types. See the configuration contract correspondence types area for creating/updating correspondence types. This item also includes a quick add icon for setting these correspondence types up directly from this screen (if

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you have appropriate security).

Date (popup calendar) - This is a required field and represents the date specific to the correspondence item (ie.. if you store a scanned contract then you would probably set this date to either the contract date OR the effective date).

Correspondence is an External URL Attachment ? (checkbox) - If this correspondence is a reference to an http or file URL (versus a physical file attachment) then check this box. When unchecked it means that you are planning on uploading a correspondence file/document.

External URL - This area is available to be entered if the "Correspondence is an External URL Attachment ?" is checked. If unchecked, this this field will be grayed out (non enterable).

Name - This is a required field. This is for posting a short name about what you are uploading (or setting up an external link).

Notes - This is optional and can be any related notes about the correspondence which is needed for clarification.

Rec/Del Method (drop down list box) - This is required and is used to indicate how this electronic correspondence was received or delivered. This is informational only.

Direction (drop down list box) - This is required and is used to indicate whether the correspondence was inbound or outbound. This is informational only.

Status (drop down list box) - This is required and indicates whether or not the correspondence item is active or inactive.

Location (drop down list box) - This indicates the system name where the "Correspondence File" will be (is) located. When you upload the correspondence file it will be stored on system servers within a specific path, referenced by this name. Most of the time this should be left at it's default location. The 'behind the scenes' paths assigned to these names are setup by system administrators.

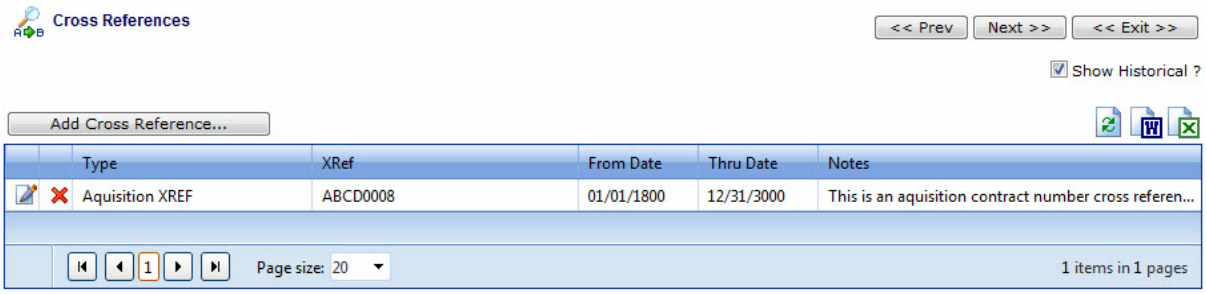
Correspondence File (file upload area) - This is where you upload the actual electronic file. This file can be graphic image, PDF, Excel, Word, WAV (voice recording), etc. Here are the steps:

1. Click the "Select" button.
2. A file explorer box pops up. Find the file on your local drive or network drive, then select ok.
3. The file name (with local path) will be grayed out, yet appear in the box to the left of the "Select" button.
4. Click the "Send To Server" button.
5. This uploads the file to the appropriate server location (see "Location" description above).
6. The sys file name and extension will appear (protected) directly underneath.
7. Make sure you save and/or exit (to save) once the upload has completed AND the other areas of the screen have been entered.

3.1.3.18 Cross References

Within **EnergySteward.com** you can specify different alias (cross references) for contracts. Information on the types of cross references can be found in the contract configuration cross reference type area. This cross reference capability allows you to setup different names/identifiers (for other internal OR external systems) that might need reference information on the contracts. Below is a sample screen shot on where these cross references are added or updated for a contract.

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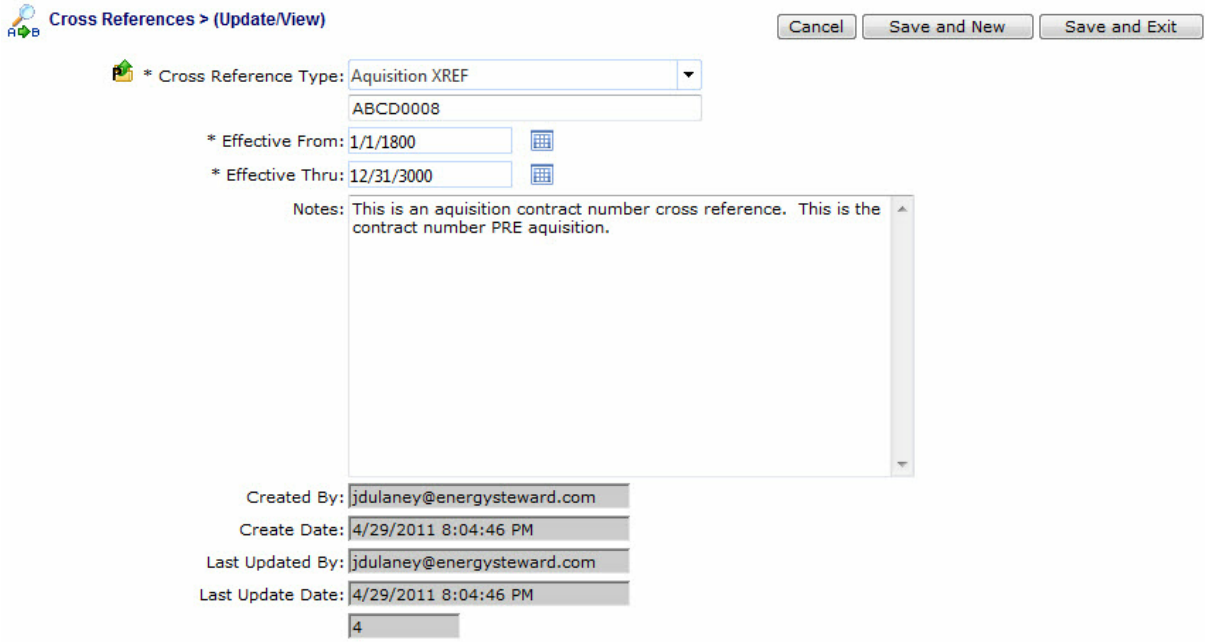


Add Cross Reference (button) - Click this button to add a new cross reference to the contract.

View/Edit Grid Button (pencil) - Click this next to the applicable cross reference in order to change any of the information relevant to the cross reference.

Delete Grid Button (red x) - Click this next to the applicable cross reference that you want to permanently delete. When you delete a cross reference, then only the specific contract cross reference is removed. Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.

The following shows the cross reference detail which you are presented with when adding or updating a cross reference.



Cross Reference Type (drop down list box) - This is a required field. The type select indicates the 'kind' of cross reference which is being setup (an accounting identifier, pre-acquisition contract number, etc.). See the configuration contract cross reference type setup area for creating/updating contract cross reference types. This item also includes a quick add icon for setting these types up directly from this screen (if you have appropriate security).

Name - This is a required field. The name you enter here is the cross reference name. For example; if you have a cross reference type of 'Pre-acquisition Contract Number', then in this field you would enter

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the previous contract number, pre-acquisition.

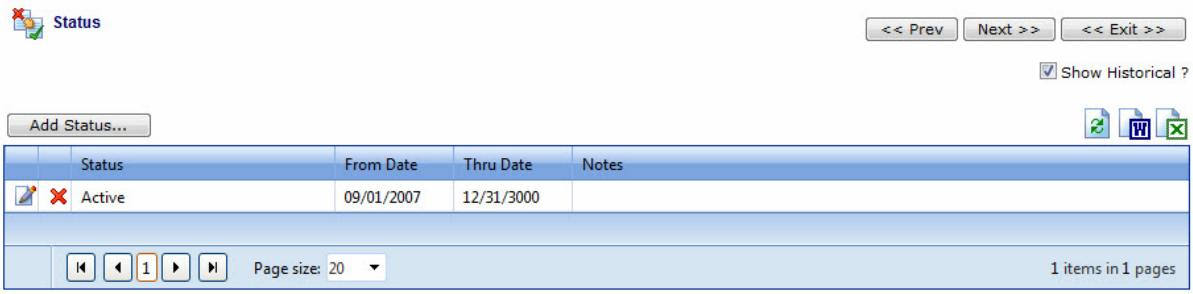
Effective From (date popup) - This is a required field. It will default to '01/01/1800'. This should be left at the default value unless date effectiveness for this cross reference is important.

Effective Thru (date popup) - This is a required field. It will default to '12/31/3000'. This should be left at the default value unless date effectiveness for this cross reference is important.

Notes - This is an optional field. You can specify any information which you feel you need to further document the cross reference assignment.

3.1.3.19 Status

Contracts within **EnergySteward.com** can have multiple date effective status codes assigned. Status entries are defined by your organization to enable you a mechanism to indicate the various phases of a contract (maybe pending, active, terminated, suspended, etc.). More information about status types can be found on in the configuration contract status area within this manual. This is an important field within **EnergySteward.com** as only those contracts with status codes that are active are able to have deals setup against them, etc.



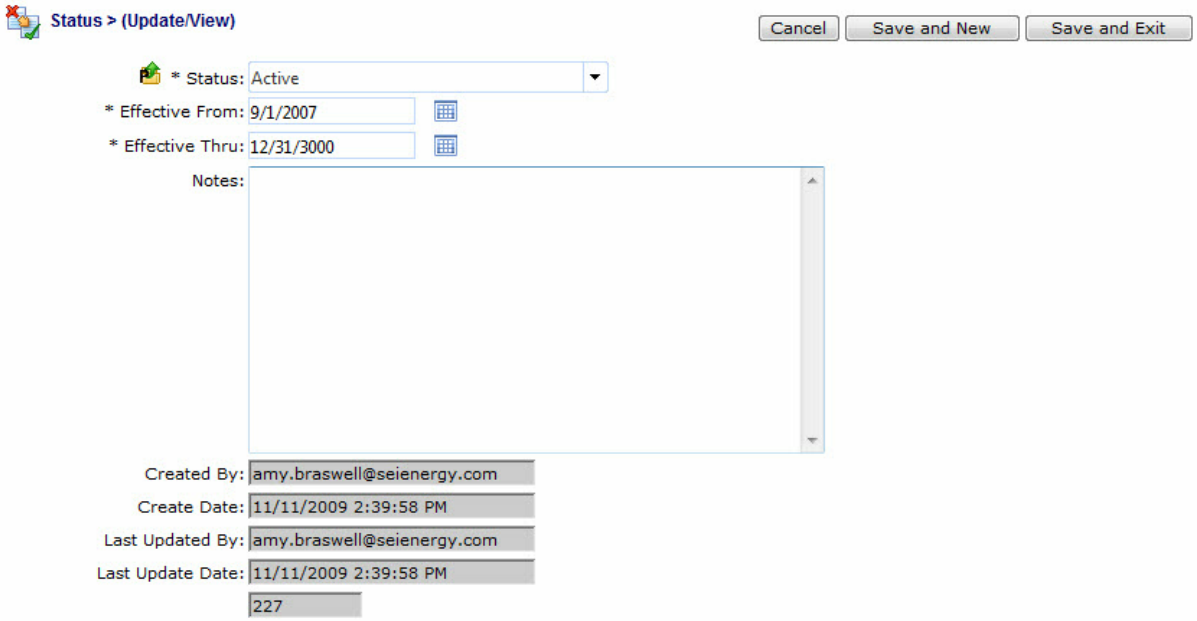
Add Status (button) - Click this button to add a new status entry for the contract.

View/Edit Grid Button (pencil) - Click this next to the applicable status entry in order to change any of the information relevant to the contract status.

Delete Grid Button (red x) - Click this next to the applicable status that you want to permanently delete. When you delete a status, then all information relevant to that contract status will be permanently deleted. Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.

The following shows the status detail which you are presented with when adding or updating an contract status entry.

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Status (drop down list box) - Select the status from the list of available status's. See the configuration contract status area for creating/updating contract status entries. This item also includes a quick add icon for setting these status's up directly from this screen (if you have appropriate security).

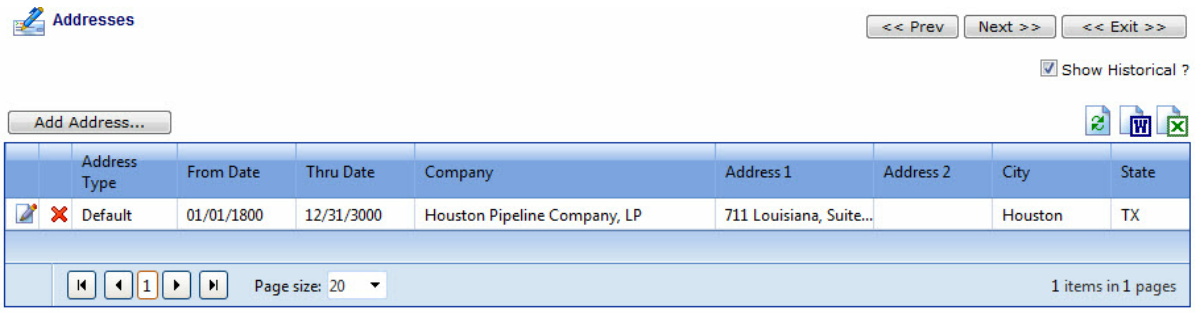
Effective From (popup calendar) - This is a required field. It will default to '01/01/1800'. This should be left at the default value unless date effectiveness for this status is important.

Effective Thru (popup calendar) - This is a required field. It will default to '12/31/3000'. This should be left at the default value unless date effectiveness for this status is important.

Notes - This is optional and can be any related notes about the status which is needed for clarification.

3.1.3.20 Addresses

Contracts within **EnergySteward.com** can have many different contract related addresses. These addresses might have specific purposes as defined in the contract. The addresses you select here (for inclusion on the contract) are the addresses that belong to the counter party company (see company addresses area within this manual). The addresses you associate specifically to a contract are assigned an address type. See contract configuration address type area within this manual for more information on contract address types.



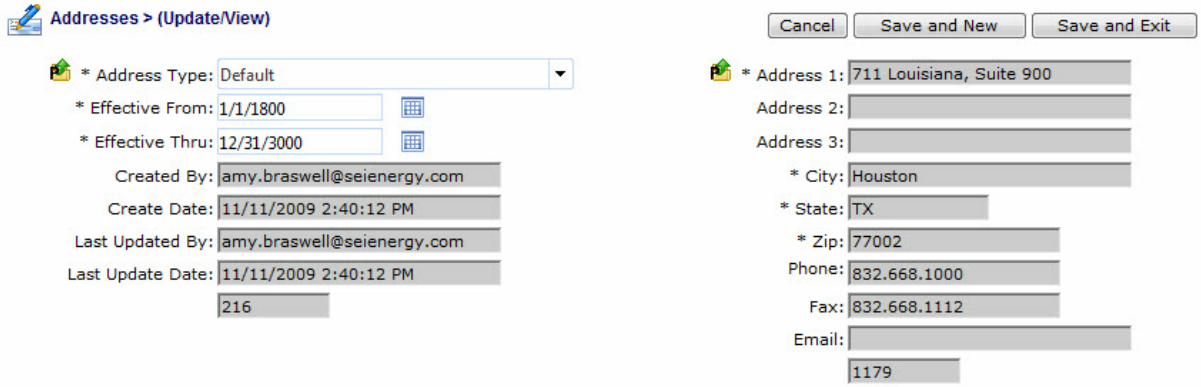
Add Address (button) - Click this button to add a new address association to this contract.

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View/Edit Grid Button (pencil) - Click this next to the applicable address entry in order to change any of the information relevant to the contract address.

Delete Grid Button (red x) - Click this next to the applicable address that you want to permanently delete. When you delete a status, then all information relevant to that contract address relationship will be permanently deleted (the address will still be associated to the counter party company). Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.

The following shows the address detail which you are presented with when adding or updating an contract address entry.



Address Type (drop down list box) - Select the address type from the list of available address types. See the configuration contract address types area for creating/updating contract address type entries. This item also includes a quick add icon for setting these addresses up directly from this screen (if you have appropriate security).

Effective From (popup calendar) - This is a required field. It will default to '01/01/1800'. This should be left at the default value unless date effectiveness for this address is important.

Effective Thru (popup calendar) - This is a required field. It will default to '12/31/3000'. This should be left at the default value unless date effectiveness for this address is important.

Address Info (address lines, city, state, etc.) - This is address which is associated to the address type. You add/change this address by hitting the quick add icon next to 'Address 1'.

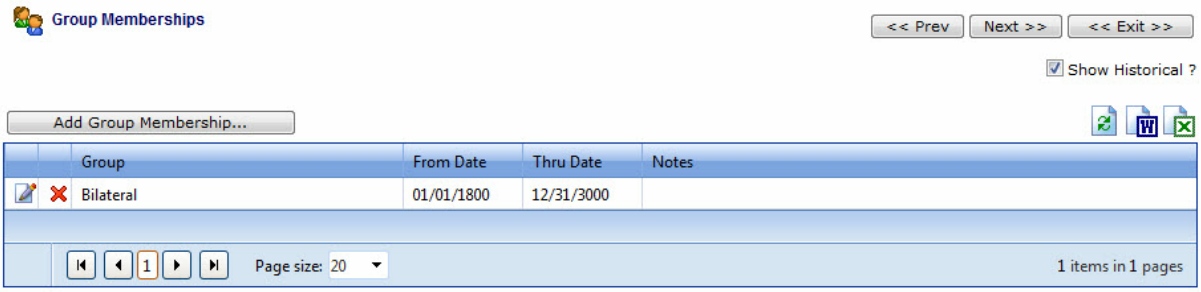
3.1.3.21 Associations

The contract associations area within **EnergySteward.com** include those areas where various contract associations exist (groups, company relationships, etc.) can be setup, updated, deleted and viewed.

3.1.3.21.1 Group Memberships

Contracts within **EnergySteward.com** can belong to contract groups via a group membership. These are optional memberships which allow you run reports or queries against subsets of your contracts. These groups, and additional information information about contract groups, can be found in the configuration contract groups area . The screen shot below is where you add, update or delete a contract membership within groups.

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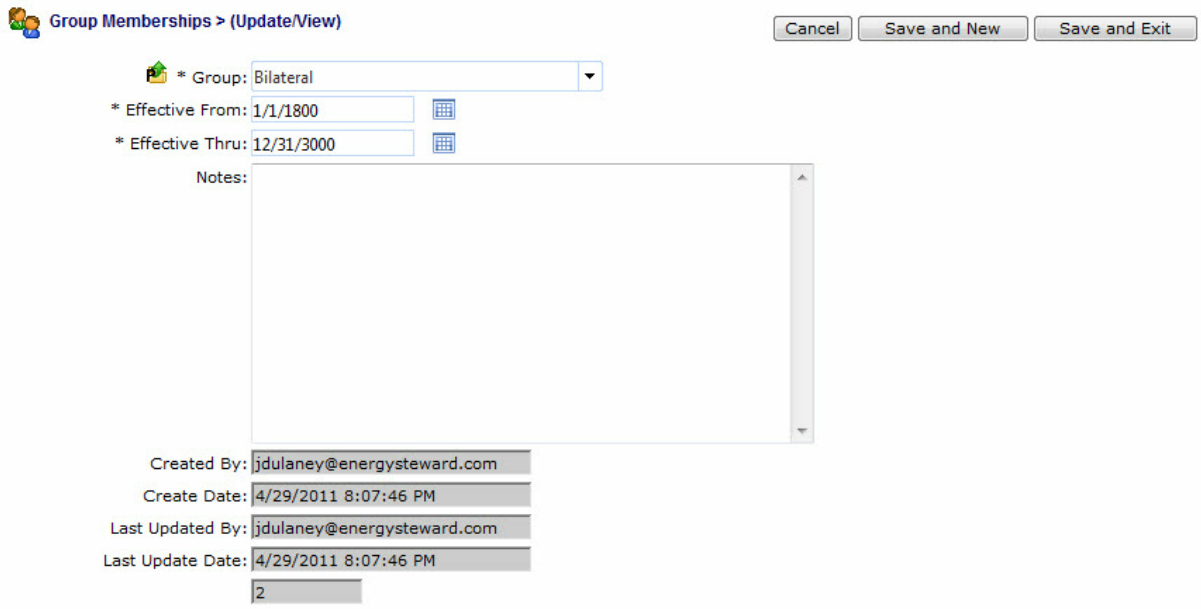


Add Group Membership (button) - Click this button to add this contract as a member to a group.

View/Edit Grid Button (pencil) - Click this next to the applicable group membership in order to change any of the information relevant to the group membership.

Delete Grid Button (red x) - Click this next to the applicable group membership that you want to permanently delete. When you delete a group membership, then only the specific contract group membership association is removed. Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.

The following shows the group membership detail which you are presented with when adding or updating a contract group membership.



Group (drop down list box) - This is a required field. This indicates the group type to use on the membership. See the configuration contract group type setup area for creating/updating contract group types. This item also includes a quick add icon for setting these types up directly from this screen (if you have appropriate security).

Effective From (date popup) - This is a required field. It will default to '01/01/1800'. This should be left at the default value unless date effectiveness for this group membership is important.

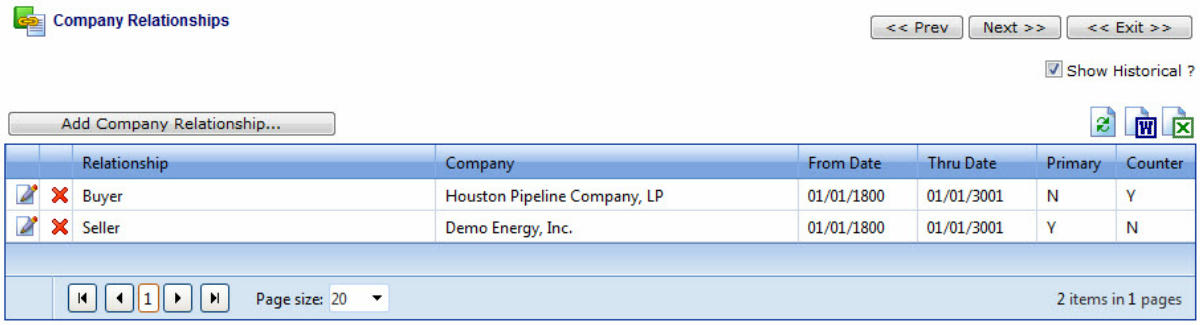
Effective Thru (date popup) - This is a required field. It will default to '12/31/3000'. This should be left at the default value unless date effectiveness for this group membership is important.

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Notes - This is optional and can be any related notes about the group membership which is needed for clarification.

3.1.3.21.2 Company Relationships

You can have an unlimited number of company relationships to a given contract within **EnergySteward.com** . However, there is a single primary and counter party on a contract. Information about these relationships can be found in the configuration contract relation types area. These relationship names (for the counter and primary party) are configured for each contract type and can be found in the configuration contract types area.



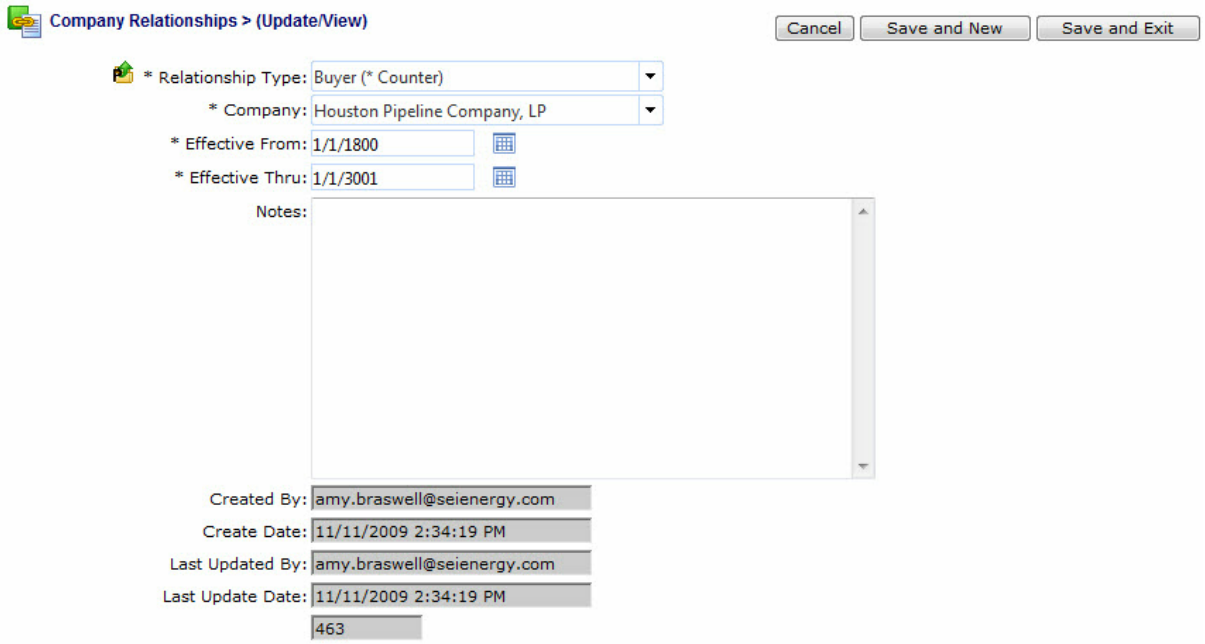
Add Company Relationship (button) - Click this button to add a new company relationship to this contract.

View/Edit Grid Button (pencil) - Click this next to the applicable relationship in order to view or change any of the information relevant to the relationship.

Delete Grid Button (red x) - Click this next to the applicable relationship that you want to permanently delete. When you delete a relationship, then only the specific company relationship association is removed. **You should not delete the primary or counter party relationships. These are required on each contract.** Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.

The following shows the contract relationship detail which you are presented with when adding or updating a contract relationships.

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Relationship Type (drop down list box) - This is a required field. This indicates the relationship type. See the configuration contract relationship type setup area for creating/updating contract relationship types. This item also includes a quick add icon for setting these types up directly from this screen (if you have appropriate security).

Company (drop down list box) - This is required and is the company that has the specified contract relationship type.

Effective From (date popup) - This is a required field. It will default to '01/01/1800'. This should be left at the default value unless date effectiveness for this relationship is important.

Effective Thru (date popup) - This is a required field. It will default to '12/31/3000'. This should be left at the default value unless date effectiveness for this relationship is important.

Notes - This is optional and can be any related notes about the contract relationship which is needed for clarification.

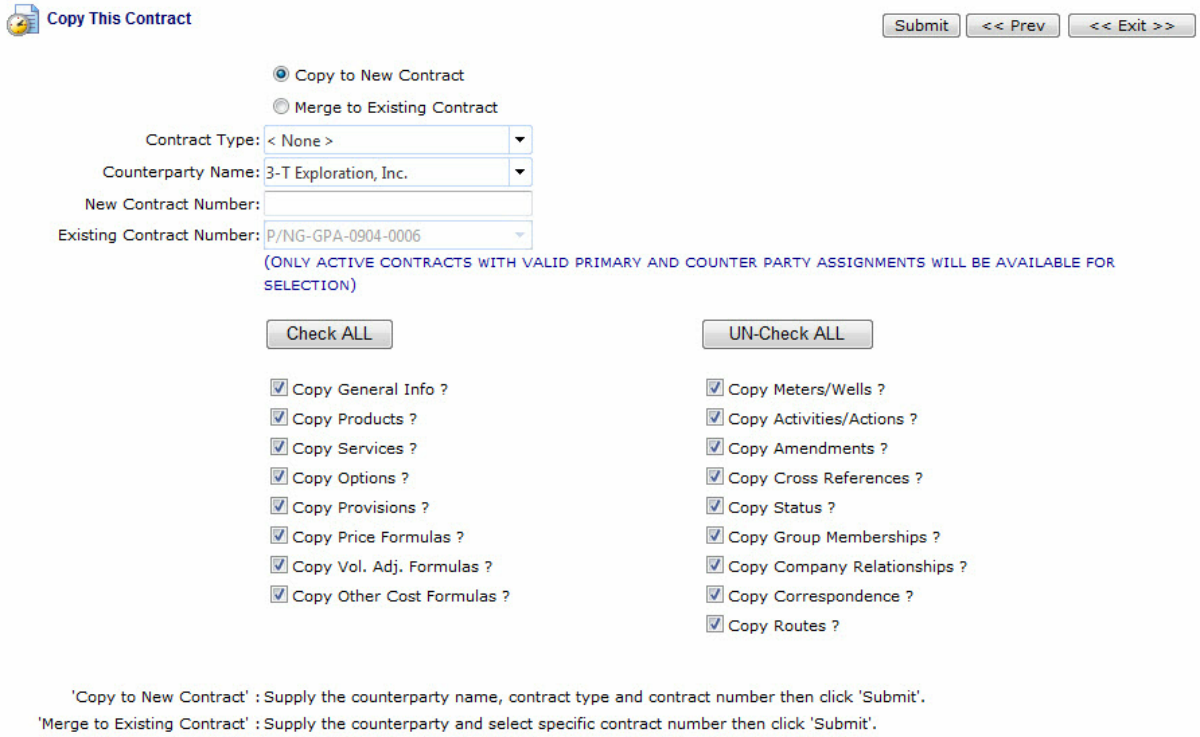
3.1.3.22 Time Savers

There are 'Time Saver' options available within **EnergySteward.com** when working within a specific contract. These are tasks which typically might take a long time to do if done individually, but these functions allow you to do them with typically just a few clicks. Options in this area include; copy/merge the contract to another, etc.

3.1.3.22.1 Copy This Contract

This screen provides you with a way to either copy (to a new contract) OR merge (to an existing contract). This can be used as a powerful tool by setting up contract templates and using those templates to create contracts via the copy function (which can then be modified to customize to the specific contract details). The following screen shot shows the copy/merge screen.

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Copy or Merge (radio checkbox selection area) - This is a required field. If you select 'Copy' option then a new contract will be created when you submit the screen (with the counter party you specify). The contract type, etc. will be identical to the source contract.

Counterparty Name (drop down list box) - This is required for both copy and merge operations. If this is a merge then this filters down the drop down list box items (for choosing the contract).

New Contract Number - This is required for a 'Copy' operation (unavailable on merge operation). This will be the new contract number generated from the copy.

Existing Contract Number (date popup) - This is a required field. It will default to '01/01/1800'. This should be left at the default value unless date effectiveness for this relationship is important.

Check ALL / UN-Check ALL (buttons) - These buttons either check or uncheck all of the copy/merge selective areas beneath them.

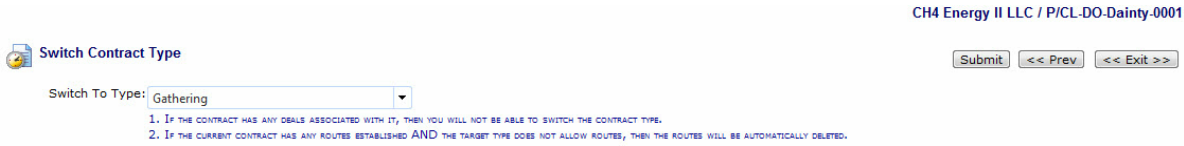
Copy xxxx (checkboxes) - Check the applicable checkbox which you want to copy/merge. This provides the flexibility to copy/merge just specific aspects of a contract to another contract.

3.1.3.22.2 Switch Contract Type

This screen provides you with a way to take your existing contract and do all of the necessary steps to switch the contract type. If you inadvertently setup a contract as a 'Purchase' and it should be a 'Sale', etc. This time saver takes care of switching all of the contract relationships, etc.

Important Note: If a contract already has deals setup against it, then you will not be able to switch the contract type. You still can, but you must remove all deals. In addition, if you have routes setup on the contract AND the contract type you are switching to does not include routes, then the routes will be automatically be deleted during the switch.

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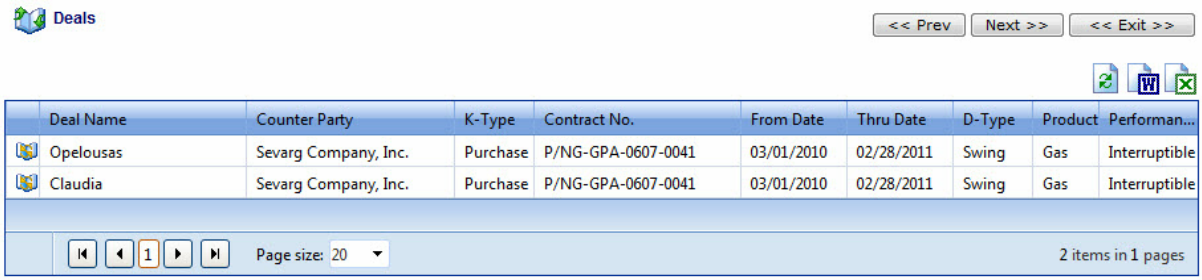


3.1.4 Quick Views

Enter topic text here.

3.1.4.1 Deals

This screen provides a quick view of all deals which are currently associated to this contract. You can click the deal transfer icon next to the specific deal in order to transfer to the deal detail screens.

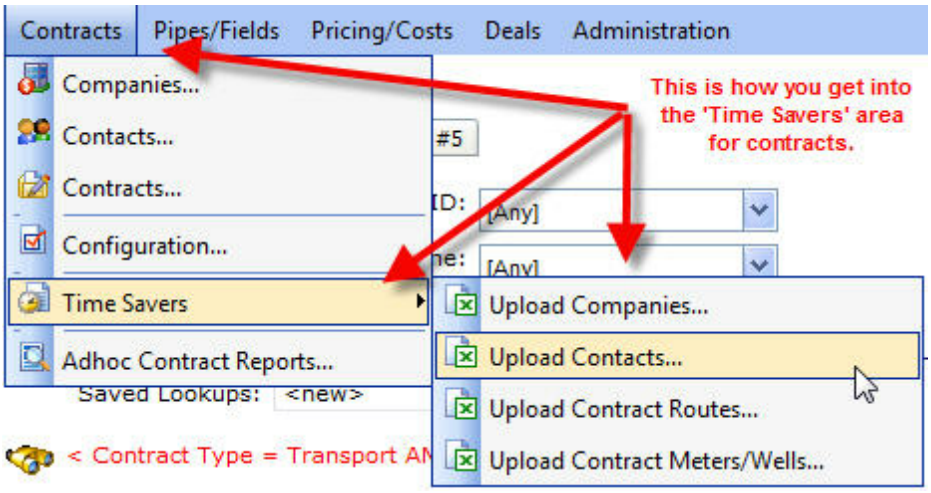


3.1.5 Time Savers

Contract 'Time Savers' have been created to assist with contract related tasks (company, contacts and contracts). These 'Time Savers' are simply menu options which allow for you to do many activities in 'bulk' (from a single screen).

The following screen shot shows how to get into the contract time saver area from within **EnergySteward.com** .

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Upload 'Time Savers' - These time savers provide for uploading the respective information into **EnergySteward.com** . Detail instructions on how to use these excel time saver uploads can be found in the ("Time Saver Excel Uploads" area within this manual).

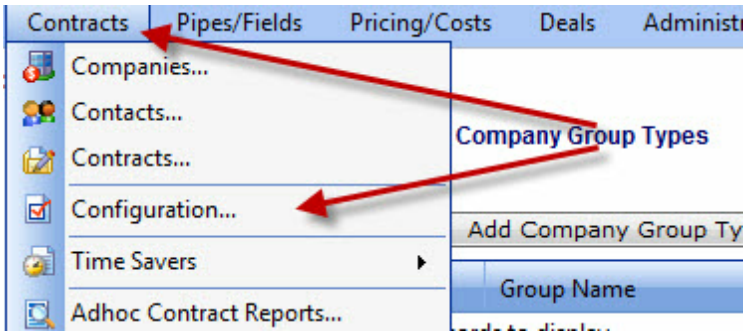
3.1.6 Configuration

EnergySteward.com provides for extensive customizations for how you setup, store and manage critical contract related information. This section of the manual goes through each of the configuration items within the contracts module. Most of the items which are setup through the contract configuration area are listed as pull down list box items for setting up your companies, contacts and contracts. This provides you with a mechanism to standardize the various terms and options which you will apply to your contracts (like provision terms, amendment types, products, etc.).

A few examples of these contract configuration items include:

- Company Group Types
- Contact Responsibility Types
- Contract Products
- Contract Services
- Contract Provisions
- etc.

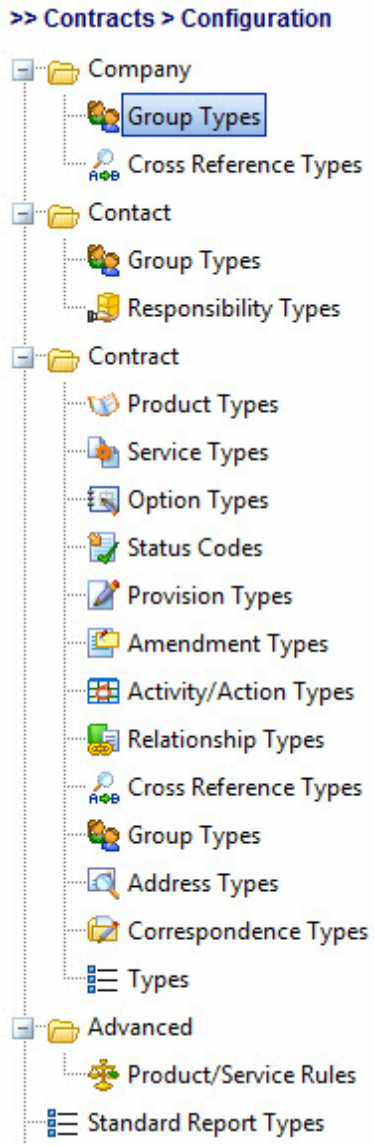
To get into the contract configuration area you select the following:



The next screen presented shows a list of all contract module configuration areas listed within a tree

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view (see below and also refer to the section on tree navigation within this manual for more info on navigating the tree). When you click these tree items then the other side of the screen will display the applicable contents. The following screen shot shows a sample of the contract configuration tree.



Important note: There are other areas within **EnergySteward.com** which are also linked to contracts (like meters/wells, price indices within price formulas, index baskets, other cost components,etc.).

3.1.6.1 Company

This area contains all contract module configuration information relative to companies within **EnergySteward.com** .

3.1.6.1.1 Group Types

Within **EnergySteward.com** you are provided the capability of setting up groups (which you can assign your companies within). For example, you may decide you want to categorize your companies like the following:

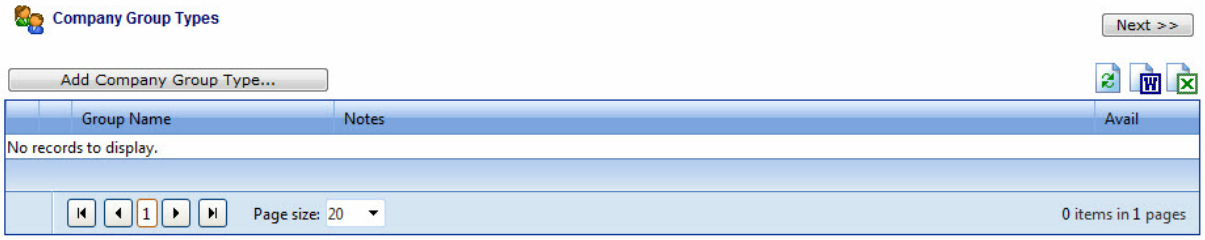
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- Delinquent Pay Companies
- Credit Watch Companies
- VIP Companies
- etc.

This configuration screen provides you with a method to setup company group types. When working with your companies, these group types will be listed in various pull down list boxes when adding or updating a company into **EnergySteward.com**. In addition, you can run queries and reports based on this group type (ie.. pull up a list (then maybe export to Excel) of all "Credit Watch Companies", for instance).

Important note: These configuration screens provide you with the mechanism for populating a standardized list for the actual company setup screen. You assign these group type associations to various companies at the time you add or update the company within **EnergySteward.com**.

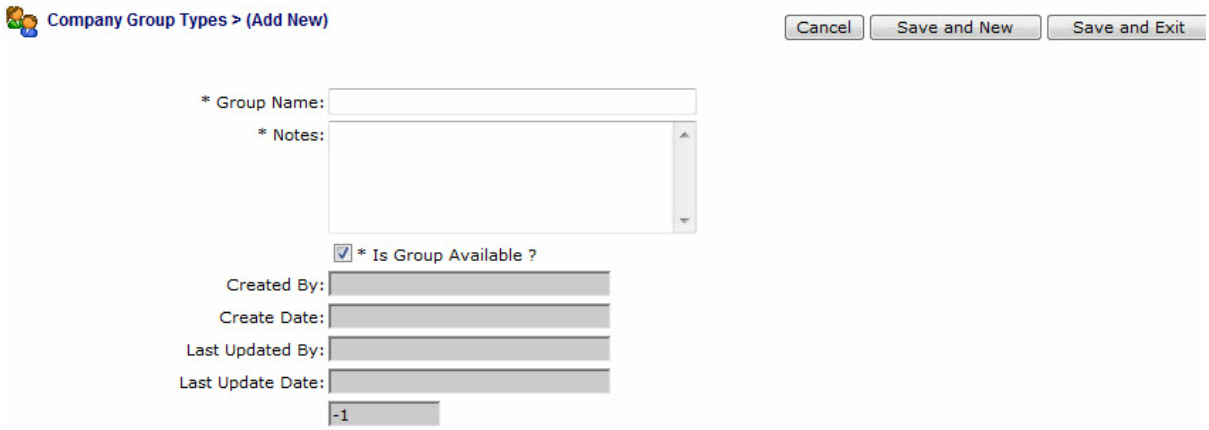
The screen shot below shows the initial screen which lists out your available group types:



Add Company Group Type (button) - Click this button to add a new group type.

View/Edit Grid Button (pencil) - Click this next to the applicable group type in order to change the information about this type.

Delete Grid Button (red x) - Click this next to the applicable group type that you want to permanently delete. When you delete a group type, then all company associations to this group will be removed (companies will still be there, just their association to this type will be permanently deleted). Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.



Group Name - This can be any name for the group which you want to define. It is suggested that you make this name relatively descriptive for the group in question. The name you post here is what will show up within the pull down list box when setting up a company within this group.

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Notes - This is required and should just be a brief description for indicating what conditions might cause a company to be assigned within this group.

Is Group Available (checkbox) - If checked, then this group type is considered active and will therefore show up in the pull down list boxes when setting up company information. If unchecked then historical group information is maintained BUT when assigning new groups to companies, the item will be unavailable (will not show up in the pull down list box).

3.1.6.1.2 Cross Reference Types

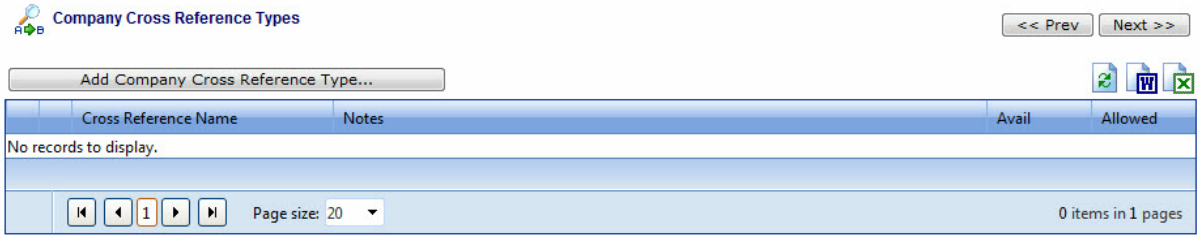
Within **EnergySteward.com** you are provided the capability of setting up cross references to your companies. This cross referencing capability provides you with a means of storing alternate tags/ identifiers for these companies. A few examples of where these company cross references are beneficial include:

- **Accounting Identifiers** - when exporting **EnergySteward.com** to external accounting systems you may need to store a different company identifier (like the company accounting ID, AS IT IS DEFINED in your accounting software).
- **Acquisition Identifiers** - if a company was retained via a business acquisition then you may need to be able to store the originating company identifier (for audit purposes). Setting up a company cross reference to indicate the originating company identifier will allow you to keep an audit trail.
- **etc.**

This configuration screen provides you with a method to setup various company cross reference types. When working with your companies, these cross reference types will be listed in various pull down list boxes when you are adding or updating a company into **EnergySteward.com**. In addition, you can run queries and reports based on this cross reference type (ie.. pull up a list (then maybe export to Excel) of all companies with an accounting cross reference, for instance).

Important note: These configuration screens provide you with the mechanism for populating a standardized list for the actual company setup screen. You assign the cross references to various companies at the time you add or update the company within **EnergySteward.com**. Also, it is important to note that when you setup a cross reference to the company will be indicating a cross reference type (like "Account XREF") and a cross reference identifier (like '117871A" which should match the company ID in your accounting software (for this example)). Again, associating these cross reference types and their identifiers is done during company setup.

The screen shot below shows the initial screen which lists out your available cross reference types:



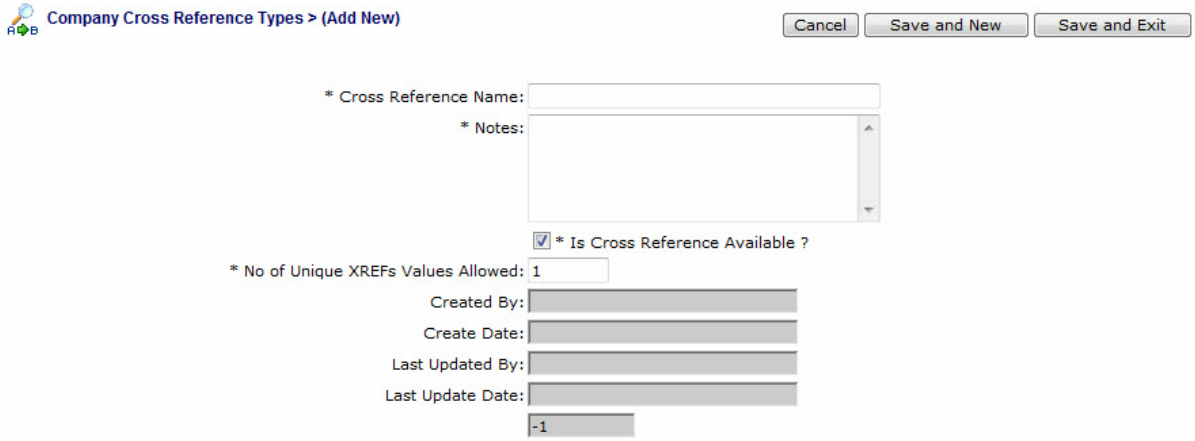
Add Company Cross Reference Type (button) - Click this button to add a new cross reference type.

View/Edit Grid Button (pencil) - Click this next to the applicable cross reference type in order to

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change the information about this type.

Delete Grid Button (red x) - Click this next to the applicable cross reference type that you want to permanently delete. When you delete a cross reference type, then all company associations to this cross reference type will be removed (companies will still be there, just their association to this type will be permanently deleted). Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.



Cross Reference Name - This can be any name for the cross reference type which you want to define. It is suggested that you make this name relatively descriptive for the cross reference in question. The name you post here is what will show up within the pull down list box when setting up a company with this cross reference type.

Notes - This is required and should just be a brief description for indicating what conditions might cause a company to be assigned this cross reference type.

Is Cross Reference Available (checkbox) - If checked, then this cross reference type is considered active and will therefore show up in the pull down list boxes when setting up company information. If unchecked then historical cross reference information is maintained BUT when assigning new cross references to companies, the item will be unavailable (will not show up in the pull down list box).

No of Unique XREFs Values Allowed - When setting up a cross reference, you can enforce how many instances of the same cross reference identifier can be used for a given cross reference type. For example, if you indicate a '1' in this field (for an "Accounting XREF"). Then when adding/updating a company, the system will ensure that each cross reference identifier be unique (only 1). You can have "Acme" company with an "Accounting XREF" identifier of "117871A" but if you try to setup "Beta" company with the same identifier then the system will not allow it. Important note: Setting this number to a value other than '1' will allow for multiple companies to use the same identifier. This might be an important requirement with some cross references which you need to setup.

3.1.6.2 Contact

This area contains all contract module configuration information relative to contacts within **EnergySteward.com** .

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3.1.6.2.1 Group Types

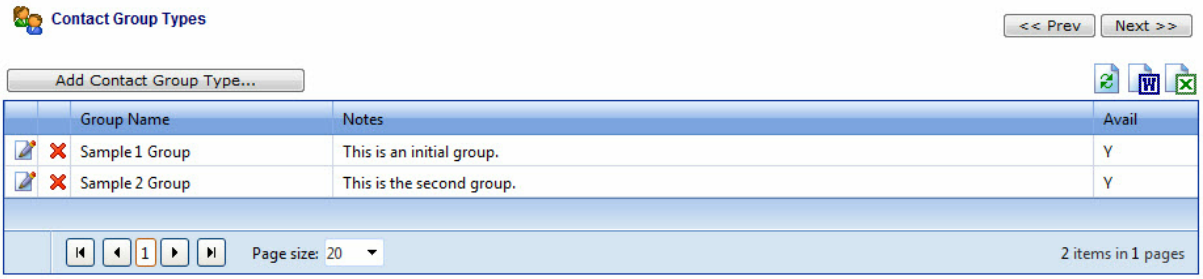
Within **EnergySteward.com** you are provided the capability of setting up groups (which you can assign your contacts within). For example, you may decide you want to assign various contacts into the groups like the following:

- Annual Golf Tournament
- Christmas Card List
- Preferred Deal Makers
- etc.

This configuration screen provides you with a method to setup contact group types. When working with your contacts, these group types will be listed in various pull down list boxes when adding or updating contacts into **EnergySteward.com**. In addition, you can run queries and reports based on this group type (ie.. pull up a list (then maybe export to Excel) of all "Preferred Deal Makers", for instance).

Important note: These configuration screens provide you with the mechanism for populating a standardized list for the actual contact setup screen. You assign these group type associations to various contacts at the time you add or update the contact within **EnergySteward.com**.

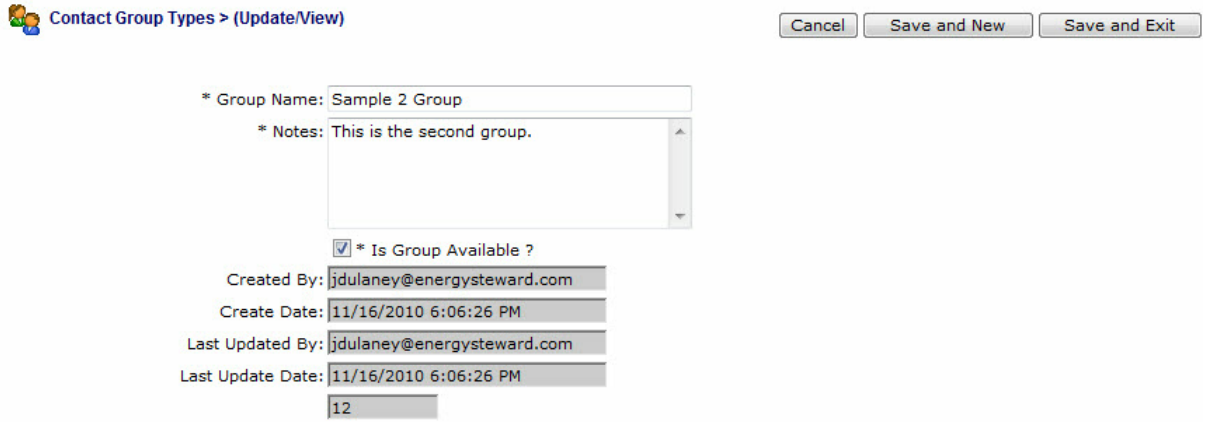
The screen shot below shows the initial screen which lists out your available group types:



Add Contact Group Type (button) - Click this button to add a new group type.

View/Edit Grid Button (pencil) - Click this next to the applicable group type in order to change the information about this type.

Delete Grid Button (red x) - Click this next to the applicable group type that you want to permanently delete. When you delete a group type, then all contact associations to this group will be removed (contacts will still be there, just their association to this type will be permanently deleted). Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.



Group Name - This can be any name for the group which you want to define. It is suggested that you

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make this name relatively descriptive for the group in question. The name you post here is what will show up within the pull down list box when setting up a contact within this group.

Notes - This is required and should just be a brief description for indicating what conditions might cause a contact to be assigned within this group.

Is Group Available (checkbox) - If checked, then this group type is considered active and will therefore show up in the pull down list boxes when setting up contact information. If unchecked then historical group information is maintained BUT when assigning new groups to contacts, the item will be unavailable (will not show up in the pull down list box).

3.1.6.2.2 Responsibility Types

Within **EnergySteward.com** you have the capability of setting up responsibility types to various contact individuals at companies. For example, you may need to assign the following to individual contacts within your companies:

- Invoice Recipient
- Confirm Approver
- Invoice Signatory
- etc.

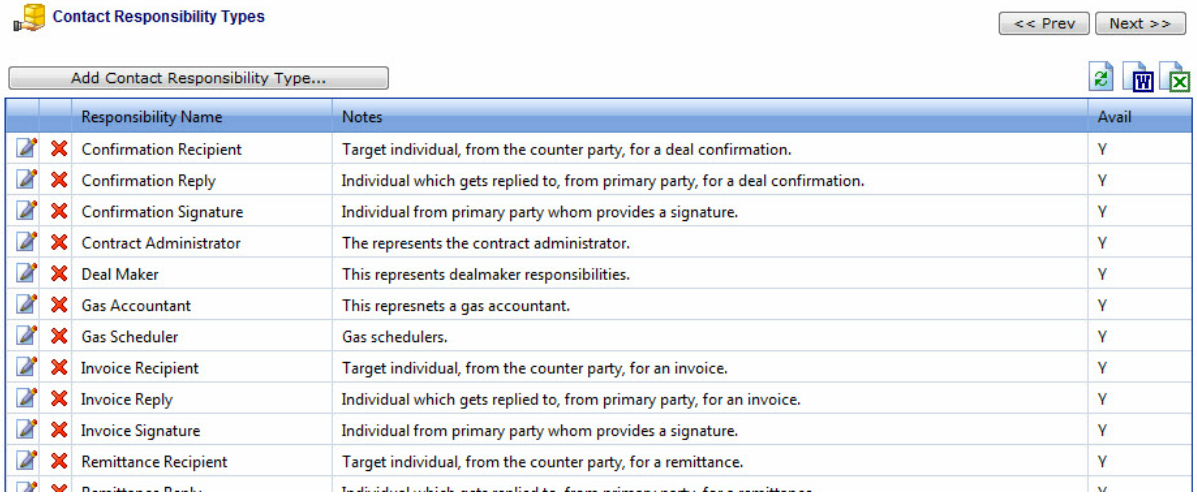
This configuration screen provides you with a method to setup contact responsibility types. When working with your contacts, these responsibility types will be listed in various pull down list boxes when adding or updating contacts into **EnergySteward.com**. In addition, you can run queries and reports based on this responsibility type (ie.. pull up a list (then maybe export to Excel) of all "Invoice Recipients", for instance).

These contact responsibility type assignments are extensively used when sending invoices, remittance, confirmations, etc. For example, when **EnergySteward.com** generates and then automatically emails an invoice to a company, it will address and send it to whichever contact within that company has been designated the "Invoice Recipient", for the counterparty in question. The actual type name ("Invoice Recipient" in this example) used here can be defined by your organization. **EnergySteward.com** will initially populate with common defaults which are referenced by various standard reports but these defaults can be renamed/redefined if needed.

Important note: These configuration screens provide you with the mechanism for populating a standardized list for the actual contact setup screen. You assign these responsibility type associations to various contacts at the time you add or update the contact within **EnergySteward.com**.

The screen shot below shows the initial screen which lists out your available responsibility types:

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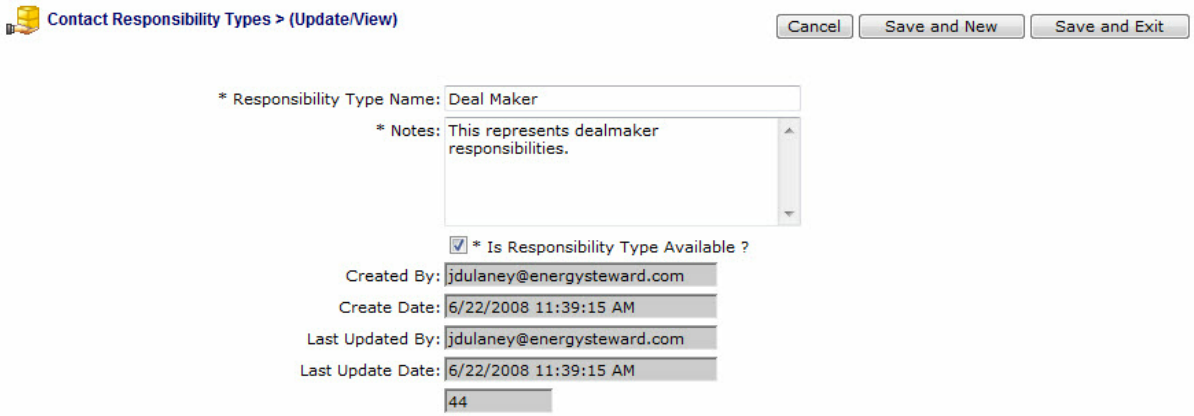


		Responsibility Name	Notes	Avail
		Confirmation Recipient	Target individual, from the counter party, for a deal confirmation.	Y
		Confirmation Reply	Individual which gets replied to, from primary party, for a deal confirmation.	Y
		Confirmation Signature	Individual from primary party whom provides a signature.	Y
		Contract Administrator	The represents the contract administrator.	Y
		Deal Maker	This represents dealmaker responsibilities.	Y
		Gas Accountant	This represnets a gas accountant.	Y
		Gas Scheduler	Gas schedulers.	Y
		Invoice Recipient	Target individual, from the counter party, for an invoice.	Y
		Invoice Reply	Individual which gets replied to, from primary party, for an invoice.	Y
		Invoice Signature	Individual from primary party whom provides a signature.	Y
		Remittance Recipient	Target individual, from the counter party, for a remittance.	Y

Add Contact Responsibility Type (button) - Click this button to add a new responsibility type.

View/Edit Grid Button (pencil) - Click this next to the applicable responsibility type in order to change the information about this type.

Delete Grid Button (red x) - Click this next to the applicable responsibility type that you want to permanently delete. When you delete a responsibility type, then all contact associations to this responsibility type will be removed (contacts will still be there, just their association to this type will be permanently deleted). Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.



Responsibility Type Name - This can be any name for the responsibility type which you want to define. It is suggested that you make this name relatively descriptive for the responsibility in question. The name you post here is what will show up within the pull down list box when setting up a contact. Important note: A single contact individual can have multiple responsibilities within a company.

Notes - This is required and should just be a brief description for indicating what conditions might cause a contact to be assigned this responsibility.

Is Responsibility Type Available (checkbox) - If checked, then this responsibility type is considered active and will therefore show up in the pull down list boxes when setting up contact information. If unchecked then historical responsibility information is maintained BUT when assigning new responsibility types to contacts, the item will be unavailable (will not show up in the pull down list box).

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3.1.6.3 Contract

This area contains all contract module configuration information relative to contracts within **EnergySteward.com** .

3.1.6.3.1 Product Types

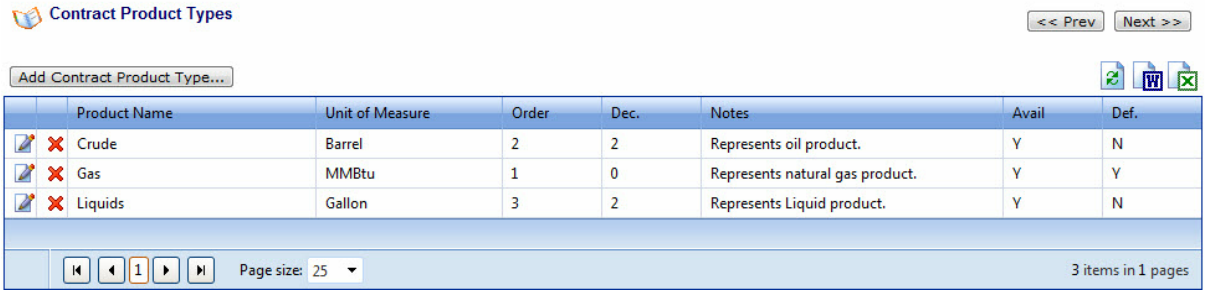
Within **EnergySteward.com** you are able to setup multiple products to any given contract or set of contracts. Typically, these products will represent the underlying commodities which are represented by the contract. For example you may decide to manage contracts which deal with the following products:

- Gas
- Oil
- Liquids
- etc.

This configuration screen provides you with a method to setup products. When working with your contracts, these products will be listed in various pull down list boxes when adding or updating contracts into **EnergySteward.com**. In addition, you can run queries and reports based on product (ie.. pull up a list (then maybe export to Excel) of all "Gas" contracts, for instance). When you setup a contract, the contract can cover more than one product.

Important note: These configuration screens provide you with the mechanism for populating a standardized list for the actual contract setup screen. You assign these product associations to various contracts at the time you add or update the contract within **EnergySteward.com**.

The screen shot below shows the initial screen which lists out your available products:

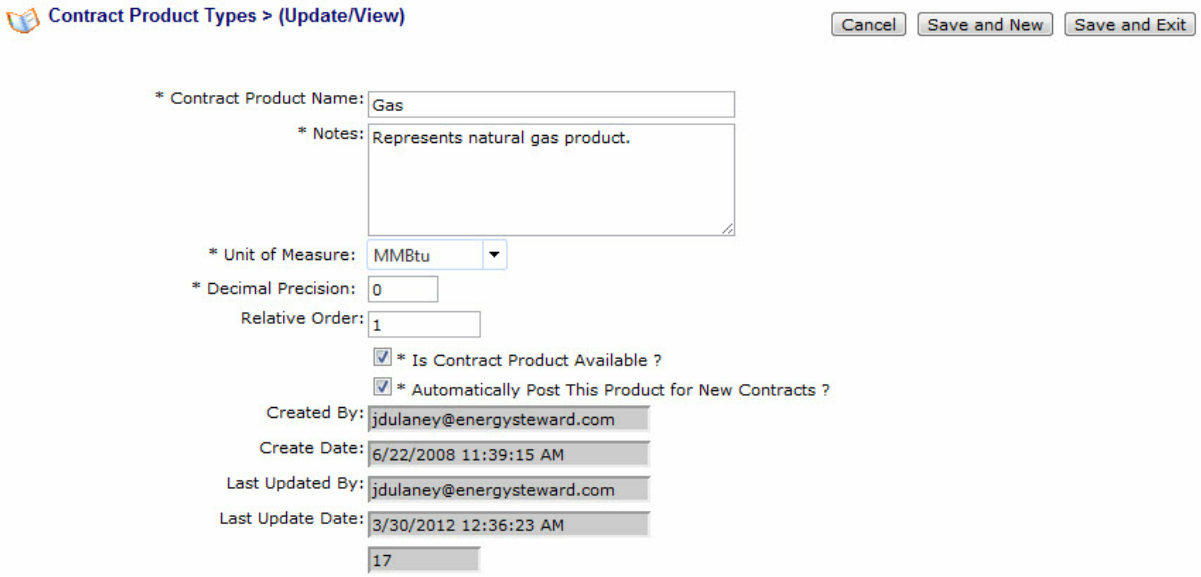


Add Contract Product Type (button) - Click this button to add a new product type.

View/Edit Grid Button (pencil) - Click this next to the applicable product type in order to change the information about this type.

Delete Grid Button (red x) - Click this next to the applicable product type that you want to permanently delete. When you delete a product type, then all contract associations to this product will be removed (contracts will still be there, just their association to this type will be permanently deleted). However, any deals specifically associated to this product will be permanently deleted. Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.

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Contract Product Name - This can be any name for the product which you want to define. It is suggested that you make this name relatively descriptive for the product in question. The name you post here is what will show up within the pull down list box when setting contracts/deals.

Notes - This is required and should just be a brief description for the product type.

Unit of Measure - This should indicate the base unit of measure which will be used for this product (on deal volumes, etc.).

Decimal Precision - This indicates the precision that the system will use when calculating volumes (applying adjustments for fuel, keep whole, etc.). All volumes will be rounded to this value for the given product.

Relative Order - This is a number which can optionally be setup, which is used to order this particular product on invoices, remittance statements, etc. This field is primarily used on reporting statements AND is only relevant when printing multiple different products on the same statement. It offers a mechanism for you to always force a specific ordering of the lines (based on product) within each of these statements.

Is Contract Product Available (checkbox) - If checked, then this product type is considered active and will therefore show up in the pull down list boxes when setting up contract information. If unchecked then historical product information is maintained BUT when assigning new products to contracts, the item will be unavailable (will not show up in the pull down list box).

Automatically Post This Product for New Contracts ? (checkbox) - If this is checked then then a this particular product will AUTOMATICALLY be posted on a contract without it explicitly being entered. All of this done, during actual contract setup. This is beneficial in those situations where a company primarily deals with a single product. Every new contract which gets entered can be automatically 'tagged' with the product which is checked via this checkbox.

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3.1.6.3.2 Service Types

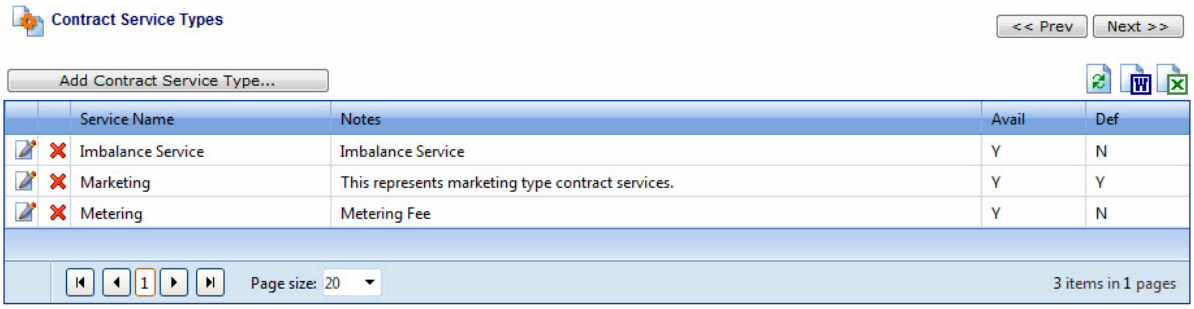
Within **EnergySteward.com** you are able to setup various services to any given contract or set of contracts. Typically, these services will represent a relative categorization of the type of contract. A few examples could include the following:

- **Marketing** - Those purchase, sale, transport, gathering, etc. contracts which relate to your "marketing" business
- **Pass Thru** - Those contracts where you might manage back office accounting (but not marketing)
- **End User** - Those contracts which you might manage direct end user sales
- **etc**.

This configuration screen provides you with a method to setup services. When working with your contracts, these services will be listed in various pull down list boxes when adding or updating contracts into **EnergySteward.com**. In addition, you can run queries and reports based on service (ie.. pull up a list (then maybe export to Excel) of all "Marketing" contracts, for instance). When you setup a contract, the contract can cover more than one service.

Important note: These configuration screens provide you with the mechanism for populating a standardized list for the actual contract setup screen. You assign these service associations to various contracts at the time you add or update the contract within **EnergySteward.com**.

The screen shot below shows the initial screen which lists out your available services:

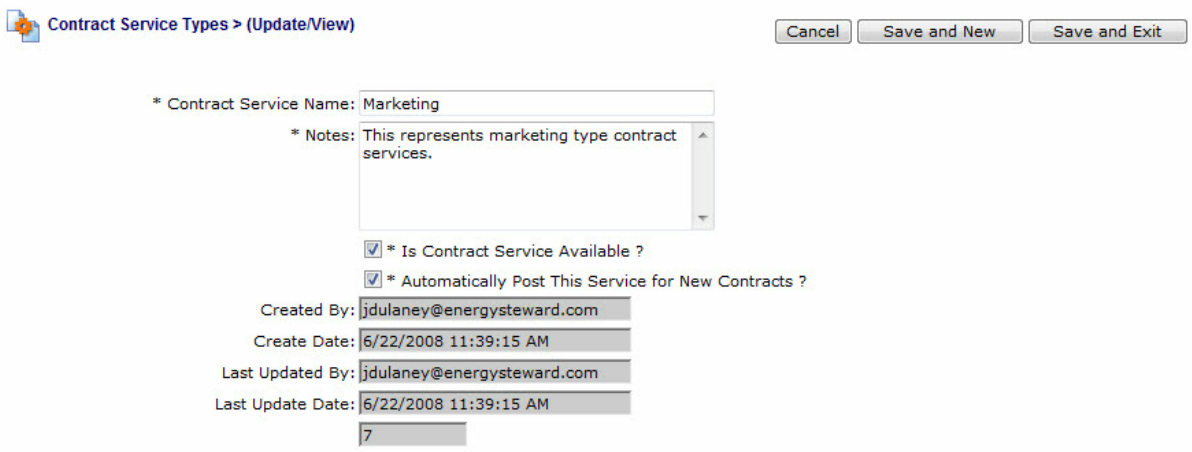


Add Contract Service Type (button) - Click this button to add a new service type.

View/Edit Grid Button (pencil) - Click this next to the applicable service type in order to change the information about this type.

Delete Grid Button (red x) - Click this next to the applicable service type that you want to permanently delete. When you delete a service type, then all contract associations to this service will be removed (contracts will still be there, just their association to this type will be permanently deleted). However, any deals specifically associated to this service will be permanently deleted. Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.

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Contract Service Name - This can be any name for the service which you want to define. It is suggested that you make this name relatively descriptive for the service in question. The name you post here is what will show up within the pull down list box when setting contracts/deals.

Notes - This is required and should just be a brief description for the service type.

Is Contract Service Available (checkbox) - If checked, then this service type is considered active and will therefore show up in the pull down list boxes when setting up contract information. If unchecked then historical service information is maintained BUT when assigning new services to contracts, the item will be unavailable (will not show up in the pull down list box).

Automatically Post This Service for New Contracts ? (checkbox) - If this is checked then then a this particular service will AUTOMATICALLY be posted on a contract without it explicitly being entered. All of this done, during actual contract setup. This is beneficial in those situations where a company primarily deals with a single service. Every new contract which gets entered can be automatically 'tagged' with the service which is checked via this checkbox.

3.1.6.3.3 Option Types

Within **EnergySteward.com** you are provided the capability of setting up an unlimited set of 'options' on your contracts. These options provide you with the mechanism to add new fields to the contract (these can be anything you want them to be). A few examples of where these contract options might include things like the following:

- **Casinghead Agreement** - This option type can be associated to just those contracts with the casinghead agreement option.
- **Keep Whole Agreement** - This option type can be associated to those contracts with keep whole agreement options.
- **Internal Contract** - Sometimes contracts may be 'intra-company' contracts. You could setup an 'option' to indicate the contract is one of those internal contracts.
- **etc.**

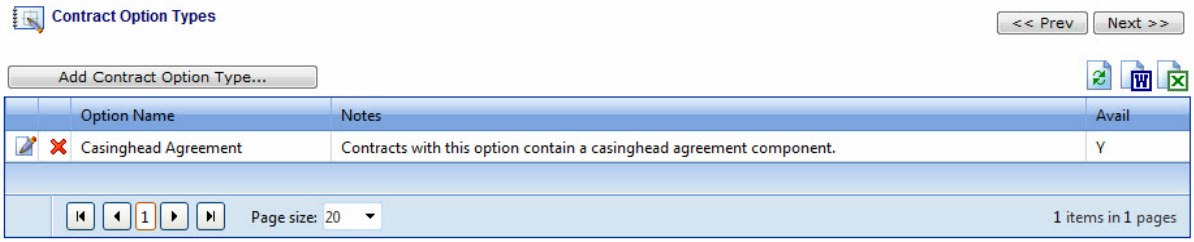
This configuration screen provides you with a method to setup various contract option types. When working with your contracts, these option types will be listed in various pull down list boxes when you

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are adding or updating a contract into **EnergySteward.com**. In addition, you can run queries and reports based on this option type (ie.. pull up a list (then maybe export to Excel) of all contracts which have the "Internal Contract" option, for instance).

Important note: These configuration screens provide you with the mechanism for populating a standardized list for the actual contract setup screen. You assign the options to various contracts at the time you add or update the contract within **EnergySteward.com**. Also, it is important to note that when you setup an option to the contract you will be indicating both the option type (like "Internal Contract") and an option identifier (like 'Internal Agreement 19909"). Again, associating these option types and their identifiers is done during contract setup.

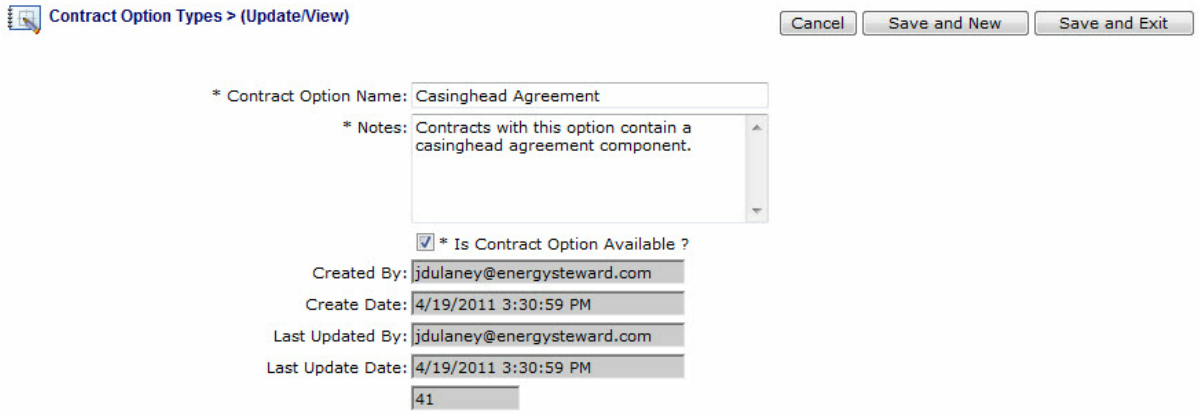
The screen shot below shows the initial screen which lists out your available option types:



Add Contract Option Type (button) - Click this button to add a new contract option type.

View/Edit Grid Button (pencil) - Click this next to the applicable option type in order to change the information about this type.

Delete Grid Button (red x) - Click this next to the applicable option type that you want to permanently delete. When you delete an option type, then all contract associations to this option type will be removed (contracts will still be there, just their association to this type will be permanently deleted). Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.



Contract Option Name - This can be any name for the option type which you want to define. It is suggested that you make this name relatively descriptive for the contract option in question. The name you post here is what will show up within the pull down list box when setting up a contract with this option type.

Notes - This is required and should just be a brief description for indicating what conditions might cause a contract to be assigned this option type.

Is Contract Option Available (checkbox) - If checked, then this option type is considered active and will therefore show up in the pull down list boxes when setting up contract information. If unchecked

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then historical option information is maintained BUT when assigning new options to contracts, the item will be unavailable (will not show up in the pull down list box).

3.1.6.3.4 Status Codes

Within **EnergySteward.com** you are able to setup multiple status codes to any assign to a contract or set of contracts. Typically, these status codes will represent the status of the contract for a given time period. For example you may decide to manage your contracts with the following status codes:

- Active
- Pending
- Terminated
- etc.

This configuration screen provides you with a method to setup those status codes. When working with your contracts, these status codes will be listed in various pull down list boxes when adding or updating contracts into **EnergySteward.com**. In addition, you can run queries and reports based on status (ie.. pull up a list (then maybe export to Excel) of all "Pending" contracts, for instance). When you setup a contract, the contract can cover more than one status over each with their own effective from and thru dates.

Important note: These configuration screens provide you with the mechanism for populating a standardized list for the actual contract setup screen. You assign these status codes to various contracts at the time you add or update the contract within **EnergySteward.com**.

The screen shot below shows the initial screen which lists out your available status codes:

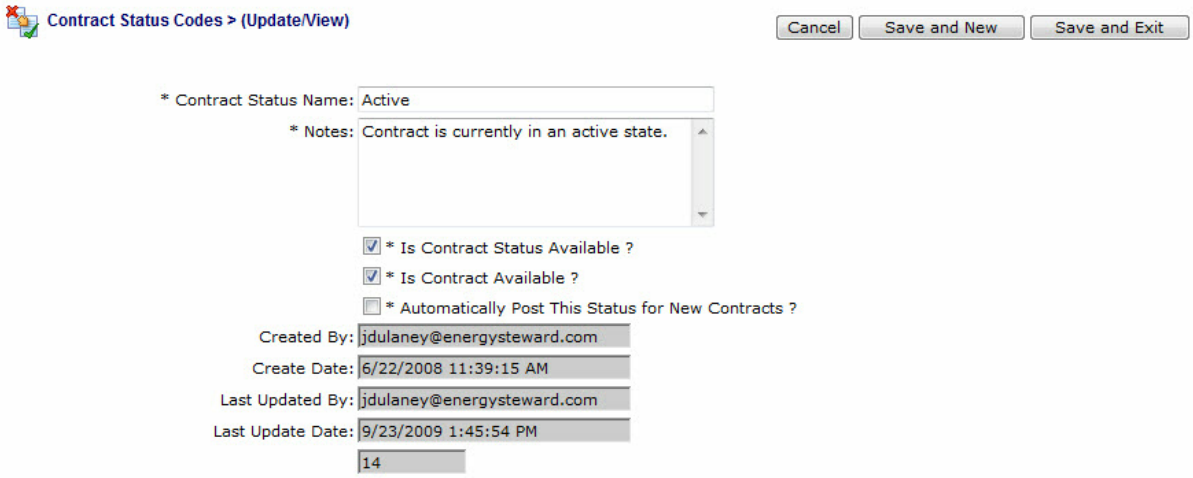


Add Contract Status Code (button) - Click this button to add a new status code.

View/Edit Grid Button (pencil) - Click this next to the applicable status code in order to change the information about this status code.

Delete Grid Button (red x) - Click this next to the applicable status code that you want to permanently delete. When you delete a status code, then all contract associations to this status will be removed (contracts will still be there, just their association to this status will be permanently deleted). Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.

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Contract Status Name - This can be any name for the status which you want to define. It is suggested that you make this name relatively descriptive for the status in question. The name you post here is what will show up within the pull down list box when setting contracts.

Notes - This is required and should just be a brief description for the contract status.

Is Contract Status Available (checkbox) - If checked, then this status is considered active and will therefore show up in the pull down list boxes when setting up contract information. If unchecked then historical status information is maintained BUT when assigning new status codes to contracts, the item will be unavailable (will not show up in the pull down list box).

Is Contract Available (checkbox) - If checked then any contracts associated to the status code should be considered 'Available'. Examples of available contracts might include 'Active', 'Pending', etc. When unchecked then the status would indicate that the contracts associated to it ARE unavailable (like "Terminated" status, etc.).

Automatically Post This Status for New Contracts ? (checkbox) - If this is checked then then a this particular status will AUTOMATICALLY be posted on a contract without it explicitly being entered. All of this done, during actual contract setup. This is beneficial in those situations where a company is bulk entering their initial contracts. Every new contract which gets entered can be automatically 'tagged' with the status (like 'Active') which is checked via this checkbox. Saves on entry time when setting up a contract.

3.1.6.3.5 Provision Types

Within **EnergySteward.com** you are provided the capability of setting up an unlimited set of provision types on your contracts. These provision types allow you to mark your contract with the various provisions that are found within the contract. A few examples of these contract provision types might include the following:

- **Bypass Fee** - This provision type can be associated to just those contracts with a bypass option/fee provision.
- **Compression Fee** - This provision type can be associated to those contracts with a compression fee provision.
- **Cash Out** - This provision type can be associated to any contracts which have a cash out provision.
- **etc.**

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This configuration screen provides you with a method to setup various contract provision types. When working with your contracts, these provision types will be listed in various pull down list boxes when you are adding or updating a contract into **EnergySteward.com**. In addition, you can run queries and reports based on this provision type (ie.. pull up a list (then maybe export to Excel) of all contracts which have a "Compression Fee" provision, for instance).

Important note: These configuration screens provide you with the mechanism for populating a standardized list for the actual contract setup screen. You assign the provisions to various contracts at the time you add or update the contract within **EnergySteward.com**. Also, it is important to note that when you setup a provision to the contract you will be indicating both the provision type (like "Compression Fee") and optional provision text (to incorporate snippets of the contract document relevant to the provision type). Again, associating these provision types and any provision text is done during contract setup.

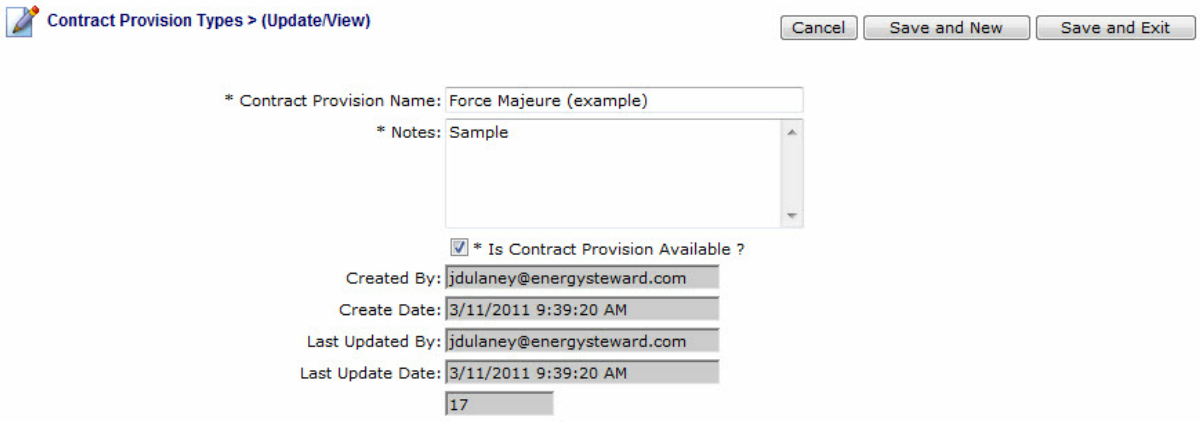
The screen shot below shows the initial screen which lists out your available provision types:



Add Contract Provision Type (button) - Click this button to add a new contract provision type.

View/Edit Grid Button (pencil) - Click this next to the applicable provision type in order to change the information about this type.

Delete Grid Button (red x) - Click this next to the applicable provision type that you want to permanently delete. When you delete a provision type, then all contract associations to this provision type will be removed (contracts will still be there, just their association to this type will be permanently deleted). Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.



Contract Provision Name - This can be any name for the provision type which you want to define. It is suggested that you make this name relatively descriptive for the contract provision in question. The name you post here is what will show up within the pull down list box when setting up a contract with

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this provision type.

Notes - This is required and should just be a brief description for indicating what conditions might cause a contract to be assigned this provision type.

Is Contract Provision Available (checkbox) - If checked, then this provision type is considered active and will therefore show up in the pull down list boxes when setting up contract information. If unchecked then historical provision information is maintained BUT when assigning new provisions to contracts, the item will be unavailable (will not show up in the pull down list box).

3.1.6.3.6 Amendment Types

Within **EnergySteward.com** you are provided the capability of setting up an unlimited set of amendment types on your contracts. These amendment types allow you to mark your contract with the various amendments that are found within the contract. A few examples of these contract amendment types might include the following:

- **Bonus Change** - This amendment type can be associated to just those contracts with an amended bonus adjustment.
- **Change of Address** - This amendment type can be associated to those contracts which have had a change of address amendment.
- **Delete Well** - This amendment type can be associated to any contracts which which have had an amendment to remove a well from the contract.
- **etc.**

This configuration screen provides you with a method to setup various contract amendment types. When working with your contracts, these amendment types will be listed in various pull down list boxes when you are adding or updating a contract into **EnergySteward.com**. In addition, you can run queries and reports based on this amendment type (ie.. pull up a list (then maybe export to Excel) of all contracts which have a "Bonus Change" amendment, for instance).

Important note: These configuration screens provide you with the mechanism for populating a standardized list for the actual contract setup screen. You assign the amendments to various contracts at the time you add or update the contract within **EnergySteward.com**. Also, it is important to note that when you setup an amendment to the contract you will be indicating both the amendment type (like "Bonus Change") and optional amendment text (to incorporate snippets of the contract document relevant to the amendment). Again, associating these amendment types and any amendment text is done during contract setup.

The screen shot below shows the initial screen which lists out your available amendment types:



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Add Contract Amendment Type (button) - Click this button to add a new contract amendment type.

View/Edit Grid Button (pencil) - Click this next to the applicable amendment type in order to change the information about this type.

Delete Grid Button (red x) - Click this next to the applicable amendment type that you want to permanently delete. When you delete an amendment type, then all contract associations with this amendment type will be removed (contracts will still be there, just their association to this type will be permanently deleted). Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.



Contract Amendment Name - This can be any name for the amendment type which you want to define. It is suggested that you make this name relatively descriptive for the contract amendment in question. The name you post here is what will show up within the pull down list box when setting up a contract with this amendment type.

Notes - This is required and should just be a brief description for indicating what conditions might cause a contract to be assigned with this amendment type.

Is Contract Amendment Available (checkbox) - If checked, then this amendment type is considered active and will therefore show up in the pull down list boxes when setting up contract information. If unchecked then historical amendment information is maintained BUT when assigning new amendments to contracts, the item will be unavailable (will not show up in the pull down list box).

3.1.6.3.7 Activity/Action Types

Within **EnergySteward.com** you are provided the capability of setting up an unlimited set of activity/ action types on your contracts. These activity/action types allow you to mark your contract with the actions which are taking place in the future (ie.. setting up a 'calendar trigger' for a specific reason). A few examples of these contract activity/action types might include the following:

- **Price Renegotiation** - This activity/action type can be associated to those contracts with a future contract activity/action for possibly renegotiating contract prices.
- **Surcharge Assessments** - This activity/action type can be associated to those contracts which have surcharge renewal type clause.
- **etc.**

It is important to note, that when setting up activity/action items on a contract, they are always

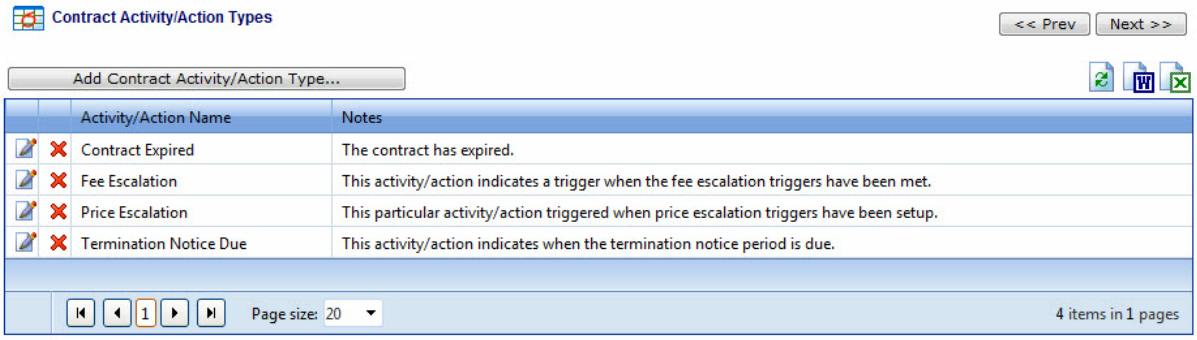
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associated with a calendar date (notification date and a due date). Scheduled reports can be run against your contracts to print out a list of contract activities/actions which are coming up in the next x days. This enables you to stay on top of critical events and decisions related to your contracts automatically.

This configuration screen provides you with a method to setup various contract activity/action types. When working with your contracts, these activity/action types will be listed in various pull down list boxes when you are adding or updating a contract into **EnergySteward.com**. In addition, you can run queries and reports based on the activity/action type (ie.. pull up a list (then maybe export to Excel) of all contracts which have a "Price Renegotiation" activity/action, for instance).

Important note: These configuration screens provide you with the mechanism for populating a standardized list for the actual contract setup screen. You assign the activity/actions to various contracts at the time you add or update the contract within **EnergySteward.com**. Also, it is important to note that when you setup an activity/action to the contract you will be indicating both the activity/action type (like "Price Renegotiation") and optional activity/action text (to incorporate snippets of the contract document relevant to the activity/action). Again, associating these activity/action types and any activity/action text is done during contract setup.

The screen shot below shows the initial screen which lists out your available activity/action types:

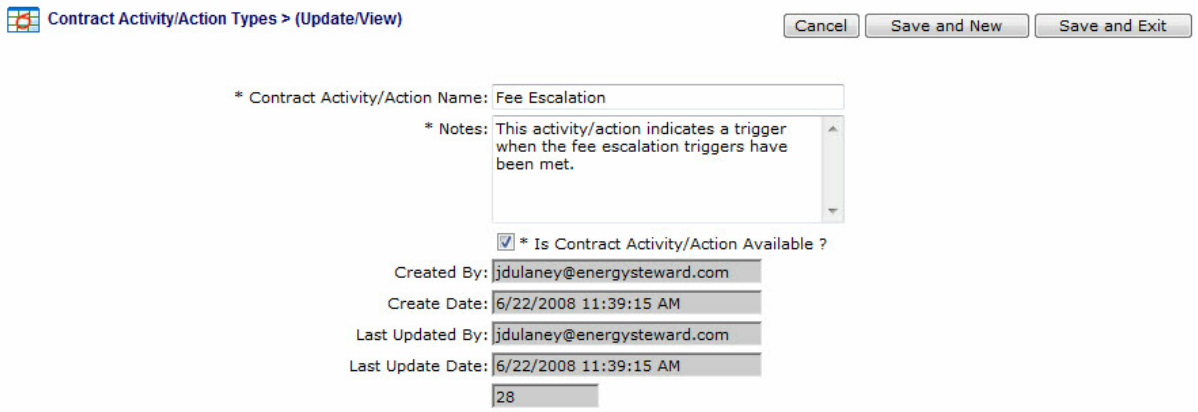


Add Contract Activity/Action Type (button) - Click this button to add a new contract activity/action type.

View/Edit Grid Button (pencil) - Click this next to the applicable activity/action type in order to change the information about this type.

Delete Grid Button (red x) - Click this next to the applicable activity/action type that you want to permanently delete. When you delete an activity/action type, then all contract associations with this activity/action type will be removed (contracts will still be there, just their association to this type will be permanently deleted). Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.

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Contract Activity/Action Name - This can be any name for the activity/action type which you want to define. It is suggested that you make this name relatively descriptive for the contract activity/action in question. The name you post here is what will show up within the pull down list box when setting up a contract with this activity/action type.

Notes - This is required and should just be a brief description for indicating what conditions might cause a contract to be assigned with this activity/action type.

Is Contract Activity/Action Available (checkbox) - If checked, then this activity/action type is considered active and will therefore show up in the pull down list boxes when setting up contract information. If unchecked then historical activity/action information is maintained BUT when assigning new activities/actions to contracts, the item will be unavailable (will not show up in the pull down list box).

3.1.6.3.8 Relationship Types

Within **EnergySteward.com** you are provided the capability of setting up the various relationship types which primary and counter parties assume on various contracts. These relationship types allows you to customize the terminology which is used to describe the parties to an agreement. A few examples of these contract relationship types might include the following:

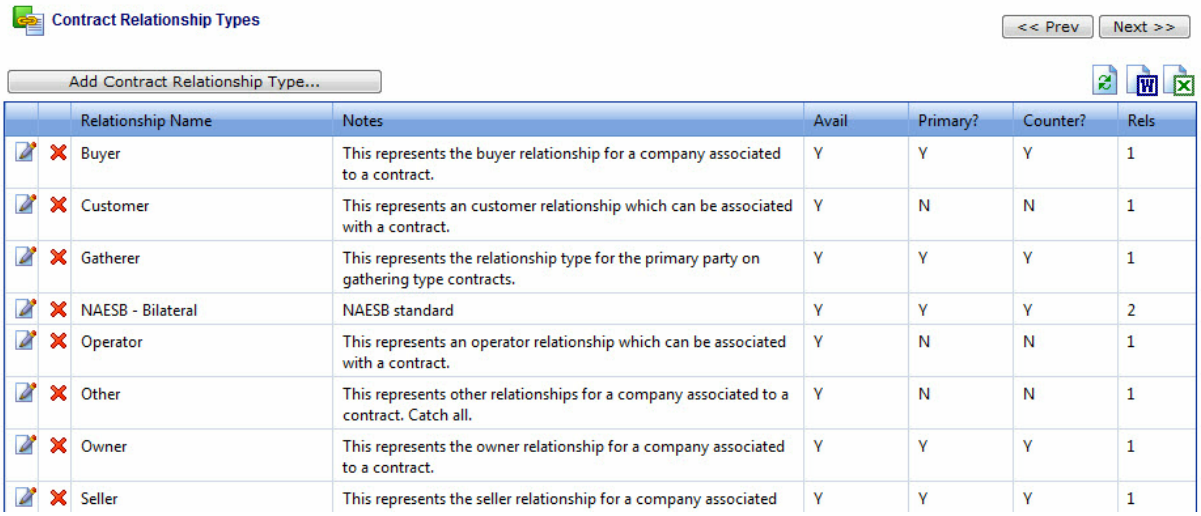
- **Buyer** - Represents the party that buys on a sales or purchase contract.
- **Gatherer** - Represents the gatherer on gathering contract types.
- **Shipper** - Represents the shipper on transport contract types.
- **etc.**

This configuration screen provides you with a method to setup various contract relationship types. When setting up your contract types, you are required to designate the relationships of the primary and counter parties for contracts which utilize the contract type. When setting up a contract you are required to specify a contract type. By setting up specific contract types, you are also indicating the role (relationship) of the primary and counter parties.

Important note: These configuration screens provide you with the mechanism for populating a standardized list for the actual contract type and actual contract setup screen.

The screen shot below shows the initial screen which lists out your available relationship types:

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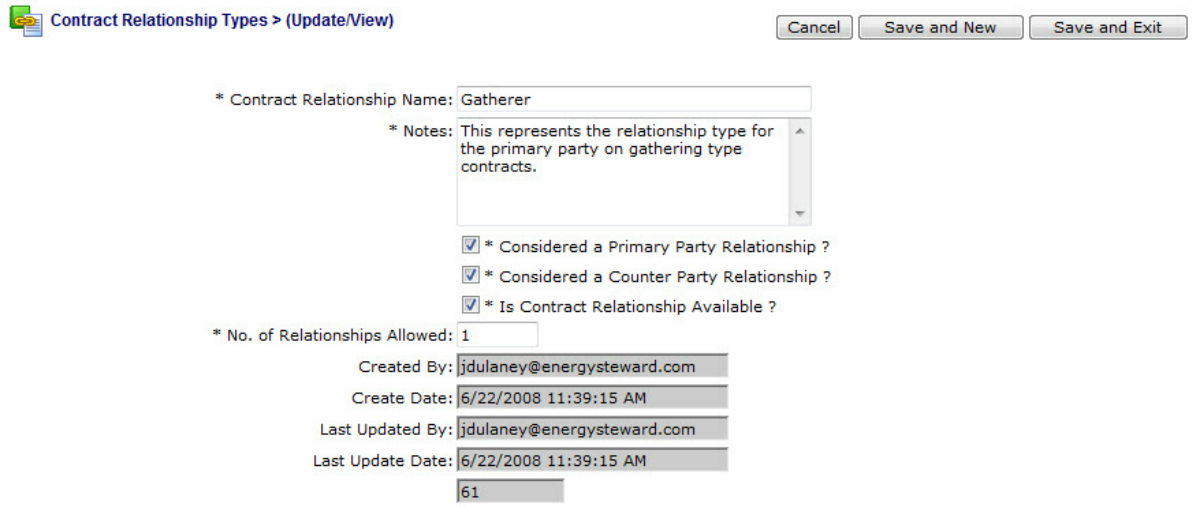


		Relationship Name	Notes	Avail	Primary?	Counter?	Rels
		Buyer	This represents the buyer relationship for a company associated to a contract.	Y	Y	Y	1
		Customer	This represents an customer relationship which can be associated with a contract.	Y	N	N	1
		Gatherer	This represents the relationship type for the primary party on gathering type contracts.	Y	Y	Y	1
		NAESB - Bilateral	NAESB standard	Y	Y	Y	2
		Operator	This represents an operator relationship which can be associated with a contract.	Y	N	N	1
		Other	This represents other relationships for a company associated to a contract. Catch all.	Y	N	N	1
		Owner	This represents the owner relationship for a company associated to a contract.	Y	Y	Y	1
		Seller	This represents the seller relationship for a company associated	Y	Y	Y	1

Add Contract Relationship Type (button) - Click this button to add a new contract relationship type.

View/Edit Grid Button (pencil) - Click this next to the applicable relationship type in order to change the information about this type.

Delete Grid Button (red x) - Click this next to the applicable relationship type that you want to permanently delete. When you delete a relationship type, then all contract type and independent contract associations with this relationship type will be removed (contracts will still be there, just their association to this type will be permanently deleted). Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.



Contract Relationship Name - This can be any name for the relationship type which you want to define. It is suggested that you make this name relatively descriptive for the contract relationship in question. The name you post here is what will show up within the pull down list box when setting up contract types.

Notes - This is required and should just be a brief description for the contract relationship type.

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Considered a Primary Party Relationship (checkbox) - Check this if it is possible that this relationship can be assigned as a primary party relationship on various contract types.

Considered a Counter Party Relationship (checkbox) - Check this if it is possible that this relationship can be assigned as a counter party relationship on various contract types.

Important note: Remember that a relationship can be used on multiple contract types. For example, a "Buyer" may be the counter party on a sales contract but also the primary party on a purchase type contract. If this is possible for a given relationship type, then check both. If the relationship is a 3rd party type relationship and can never be a primary or counter party then leave both checkbox's unchecked).

Is Contract Relationship Available (checkbox) - If checked, then this relationship type is considered active and will therefore show up in the pull down list boxes when setting up contract type information. If unchecked then historical relationship information is maintained BUT when assigning new relationships to contracts and contract types, the item will be unavailable (will not show up in the pull down list box).

3.1.6.3.9 Cross Reference Types

Within **EnergySteward.com** you are provided the capability of setting up cross references to your contracts. This cross referencing capability provides you with a means of storing alternate tags/ identifiers for these contracts. A few examples of where these contract cross references are beneficial include:

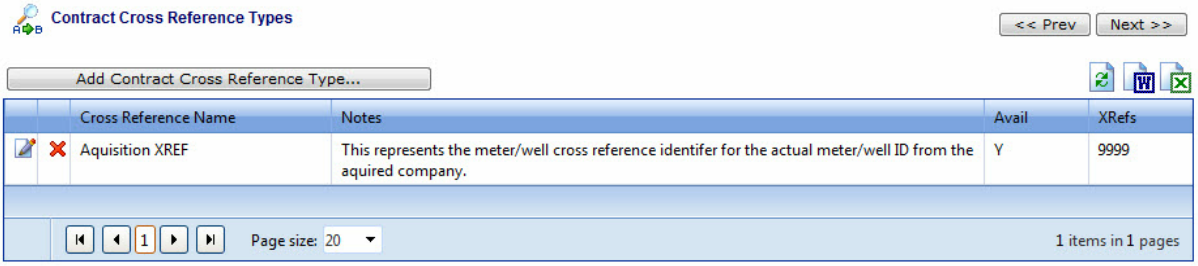
- **Accounting Identifiers** - when exporting **EnergySteward.com** to external accounting systems you may need to store a different contract identifier (like the contract accounting ID, AS IT IS DEFINED in your accounting software).
- **Acquisition Identifiers** - if a contract was retained via a business acquisition then you may need to be able to store the originating contract identifier (for audit purposes). Setting up a contract cross reference to indicate the originating contract identifier will allow you to keep an audit trail.
- **etc.**

This configuration screen provides you with a method to setup various contract cross reference types. When working with your contracts, these cross reference types will be listed in various pull down list boxes when you are adding or updating a contract in **EnergySteward.com**. In addition, you can run queries and reports based on this cross reference type (ie.. pull up a list (then maybe export to Excel) of all contracts with a specific accounting cross reference, for instance).

Important note: These configuration screens provide you with the mechanism for populating a standardized list for the actual contract setup screen. You assign the cross references to various contracts at the time you add or update the contract within **EnergySteward.com**. Also, it is important to note that when you setup a cross reference to the contract will be indicating a cross reference type (like "Account XREF") and a cross reference identifier (like '117871A" which should match the contract ID in your accounting software (for this example)). Again, associating these cross reference types and their identifiers is done during contract setup.

The screen shot below shows the initial screen which lists out your available cross reference types:

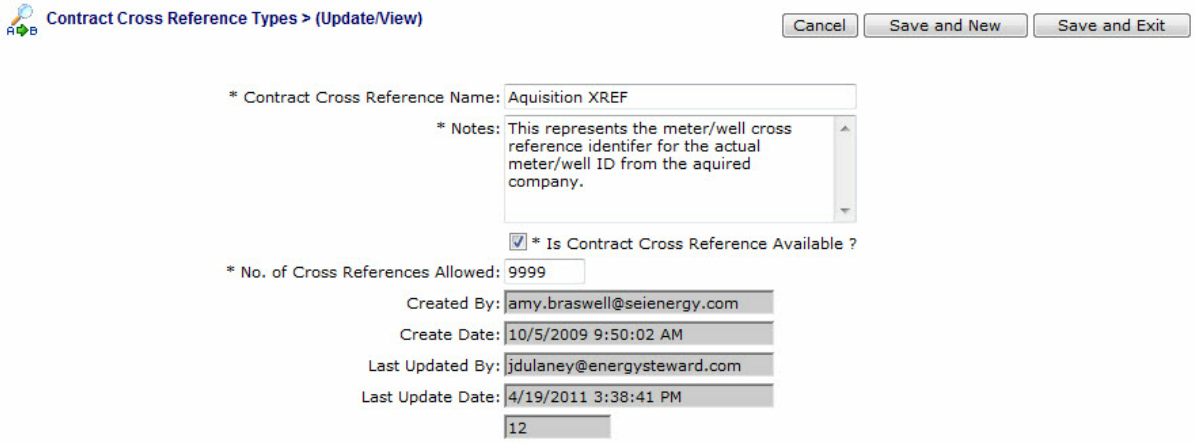
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Add Contract Cross Reference Type (button) - Click this button to add a new cross reference type.

View/Edit Grid Button (pencil) - Click this next to the applicable cross reference type in order to change the information about this type.

Delete Grid Button (red x) - Click this next to the applicable cross reference type that you want to permanently delete. When you delete a cross reference type, then all contract associations to this cross reference type will be removed (contracts will still be there, just their association to this type will be permanently deleted). Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.



Cross Reference Name - This can be any name for the cross reference type which you want to define. It is suggested that you make this name relatively descriptive for the cross reference in question. The name you post here is what will show up within the pull down list box when setting up a contract with this cross reference type.

Notes - This is required and should just be a brief description for indicating what conditions might cause a contract to be assigned this cross reference type.

Is Cross Reference Available (checkbox) - If checked, then this cross reference type is considered active and will therefore show up in the pull down list boxes when setting up contract information. If unchecked then historical cross reference information is maintained BUT when assigning new cross references to contracts, the item will be unavailable (will not show up in the pull down list box).

No of Unique XREFs Values Allowed - When setting up a cross reference, you can enforce how many instances of the same cross reference identifier can be used for a given cross reference type. For example, if you indicate a '1' in this field (for an "Accounting XREF"). Then when adding/updating a contract, the system will ensure that each cross reference identifier be unique (only 1). You can have

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"Acme Sales" contract with an "Accounting XREF" identifier of "S667677A" but if you try to a setup "Beta Sales" contract with the same identifier then the system will not allow it. Important note: Setting this number to a value other than '1' will allow for multiple contracts to use the same identifier. This might be an important requirement with some cross references which you need to setup.

3.1.6.3.10 Group Types

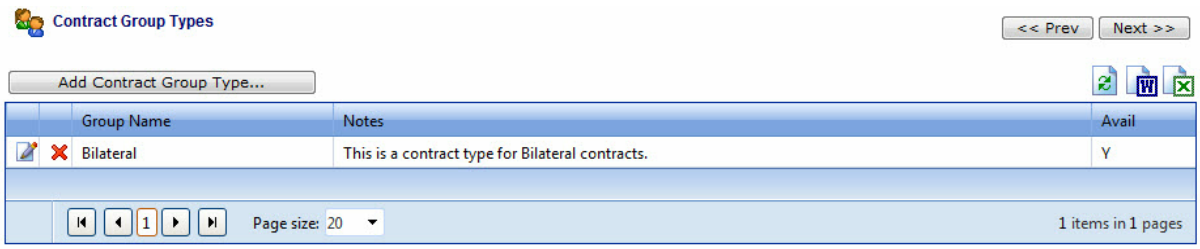
Within **EnergySteward.com** you are provided the capability of setting up groups (which you can assign your contracts within). For example, you may decide you want to categorize your contracts like the following:

- Brokered Contracts
- Acquired Contracts
- etc.

This configuration screen provides you with a method to setup contract group types. When working with your contracts, these group types will be listed in various pull down list boxes when adding or updating a contract into **EnergySteward.com**. In addition, you can run queries and reports based on this group type (ie.. pull up a list (then maybe export to Excel) of all "Brokered Contracts", for instance).

Important note: These configuration screens provide you with the mechanism for populating a standardized list for the actual contract setup screen. You assign these group type associations to various contracts at the time you add or update the contract within **EnergySteward.com**.

The screen shot below shows the initial screen which lists out your available group types:

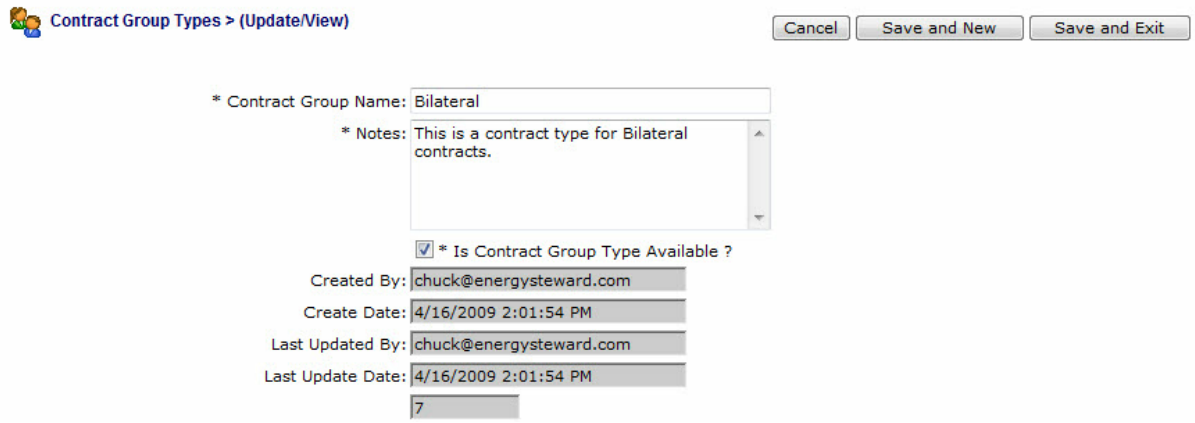


Add Contract Group Type (button) - Click this button to add a new group type.

View/Edit Grid Button (pencil) - Click this next to the applicable group type in order to change the information about this type.

Delete Grid Button (red x) - Click this next to the applicable group type that you want to permanently delete. When you delete a group type, then all contract associations to this group will be removed (contracts will still be there, just their association to this type will be permanently deleted). Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.

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Group Name - This can be any name for the group which you want to define. It is suggested that you make this name relatively descriptive for the group in question. The name you post here is what will show up within the pull down list box when setting up a contract within this group.

Notes - This is required and should just be a brief description for indicating what conditions might cause a contract to be assigned within this group.

Is Group Available (checkbox) - If checked, then this group type is considered active and will therefore show up in the pull down list boxes when setting up contract information. If unchecked then historical group information is maintained BUT when assigning new groups to contracts, the item will be unavailable (will not show up in the pull down list box).

3.1.6.3.11 Address Types

Within **EnergySteward.com** you are provided the capability of setting up multiple types of addresses (which you can assign to your contracts). For example, you may decide you want to maintain contract addresses for the following:

- Invoice Address
- Main Office Address
- Branch Office Address
- etc.

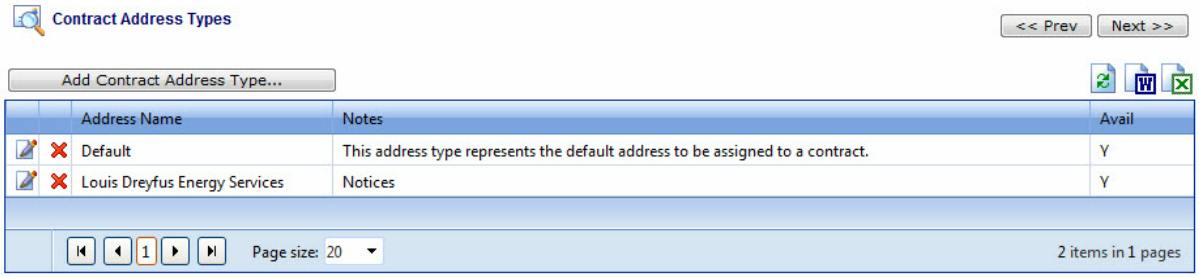
A contract will automatically inherit the company address which gets setup for the parties involved. **EnergySteward.com** allows you to setup various other addresses on the contract with their respective purposes defined by this address type.

This configuration screen provides you with a method to setup contract address types. When working with your contracts, these address types will be listed in various pull down list boxes when adding or updating a contract into **EnergySteward.com**. You can have an unlimited number of addresses associated to any given contract within the system. Assigning an address a 'type' will define what the address represents. In addition, you can run queries and reports based on this address type (ie.. pull up a list (then maybe export to Excel) of all "Invoice" addresses for all contracts, for instance).

Important note: These configuration screens provide you with the mechanism for populating a standardized list for the actual contract setup screen. You assign these address type associations to various contracts at the time you add or update the contract within **EnergySteward.com**.

The screen shot below shows the initial screen which lists out your available address types:

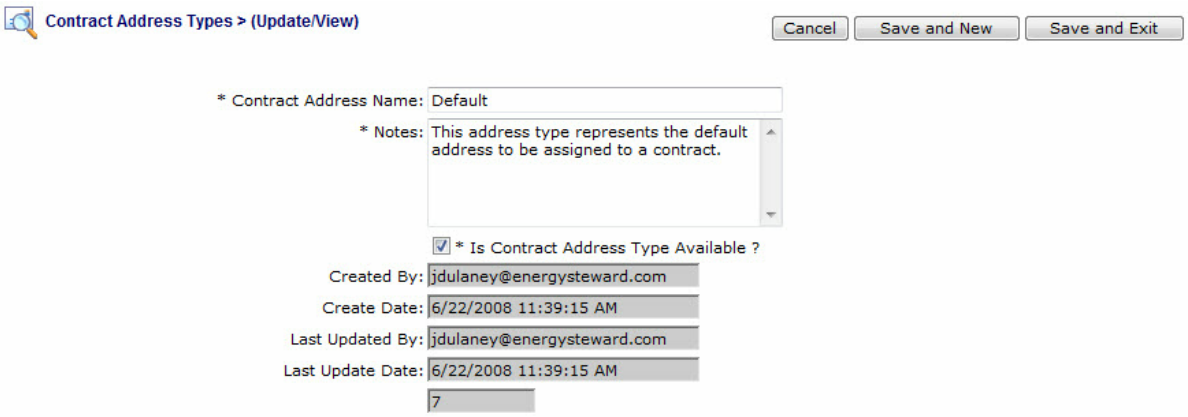
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Add Contract Address Type (button) - Click this button to add a new address type.

View/Edit Grid Button (pencil) - Click this next to the applicable address type in order to change the information about this type.

Delete Grid Button (red x) - Click this next to the applicable address type that you want to permanently delete. When you delete an address type, then all contract address associated to this type WILL BE REMOVED (contracts will still be there, just those specific addresses will be permanently deleted). Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.



Contract Address Name - This can be any name for the address type which you want to define. It is suggested that you make this name relatively descriptive for the address type in question. The name you post here is what will show up within the pull down list box when setting up an additional address for the contract.

Notes - This is required and should just be a brief description for indicating when the address type is utilized.

Is Contract Address Type Available (checkbox) - If checked, then this address type is considered active and will therefore show up in the pull down list boxes when setting up contract information. If unchecked then historical address type information is maintained BUT when assigning new address types to contracts, the item will be unavailable (will not show up in the pull down list box).

3.1.6.3.12 Correspondence Types

Within **EnergySteward.com** you are provided the capability of storing unlimited electronic correspondence (like scanned contracts, amendments, pipeline statements, etc.) on each contract.

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For example, you may decide you want to maintain contract correspondence items for the following:

- Scanned Contracts
- Contract Briefs
- Turn On/Change Notices
- etc.

Any electronic attachment related to a contract can be directly stored as a correspondence item on the contract (including WAV (voice mail files), etc.).

This configuration screen provides you with a method to setup contract correspondence types. When working with your contracts, these correspondence types will be listed in various pull down list boxes when adding or updating a contract into **EnergySteward.com**. You can have an unlimited number of correspondence items associated to any given contract within the system. Assigning a correspondence 'type' will define what the correspondence item represents. In addition, you can run queries and reports based on this correspondence type (ie.. pull up a list (then maybe export to Excel) of all "Scanned Contract" correspondence items across all contracts, for instance).

Important note: These configuration screens provide you with the mechanism for populating a standardized list for the actual contract setup screen. You assign these correspondence type associations to various contracts at the time you add or update the contract within **EnergySteward.com**.

The screen shot below shows the initial screen which lists out your available correspondence types:



Correspondence Name	Notes	Portal ?	Avail
Agency Agreement	Agency Agreement	N	Y
Amendment	Contract Amendment	N	Y
Confidentiality Agreement	Confidentiality Agreement	N	Y
Division Orders	DO	N	Y
Gas Analysis	Meter Gas Analysis	N	Y
Gathering	Gathering Agreement	N	Y
General Purchase Agreement	GPA	N	Y
Header	Header Agreement	N	Y
Letter Agreements	Letter Agreements	N	Y
NAESB	NAESBs	N	Y
Other Documents	This represents any other documents with regard to the contract.	N	Y

Add Contract Correspondence Type (button) - Click this button to add a new correspondence type.

View/Edit Grid Button (pencil) - Click this next to the applicable correspondence type in order to change the information about this type.

Delete Grid Button (red x) - Click this next to the applicable correspondence type that you want to permanently delete. When you delete a correspondence type, then all contract correspondence items associated to this type WILL BE REMOVED (contracts will still be there, just those specific correspondence items will be permanently deleted). Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.

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Contract Correspondence Name - This can be any name for the correspondence type which you want to define. It is suggested that you make this name relatively descriptive for the correspondence in question. The name you post here is what will show up within the pull down list box when setting up an additional correspondence item on the contract.

Notes - This is required and should just be a brief description for indicating when the correspondence type is utilized.

Is Contract Correspondence Type Available (checkbox) - If checked, then this correspondence type is considered active and will therefore show up in the pull down list boxes when setting up contract information. If unchecked then historical correspondence type information is maintained BUT when assigning new correspondence items to contracts, the item will be unavailable (will not show up in the pull down list box).

Show these Correspondence Type Items in Web Portal ? (checkbox) - If checked, then correspondence items attached to a contract, with this type, will be available for viewing thru the optional web portal. **EnergySteward.com** includes an optional web portal interface for outside counter parties. The web portal must be enabled AND individuals must have applicable contract company security (to see correspondence items available).

3.1.6.3.13 Types

EnergySteward.com allows you to configure and store ANY type of contract. The primary mechanism that defines these various behaviors of all the contract types is the contract type configuration screens. This is one of the more critical set of screens within the system. For each contract type the following items are defined:

- Contract Type Name (ie. Purchase, Sale, Gathering, Storage, etc.)
- Primary & Counter Party Relationship Names
- Purchase/Receipt & Sale/Delivery specifiers (dictates custody of volume behavior for the contract type)
- Financial Perspective (Accounts Receivable versus Accounts Payable)
- etc.

These contract types, once setup, rarely change. In addition, these contract types allow you to setup 'mixed mode' type contracts. For example, a midstream company that also does some marketing might have the following setup for transportation contracts:

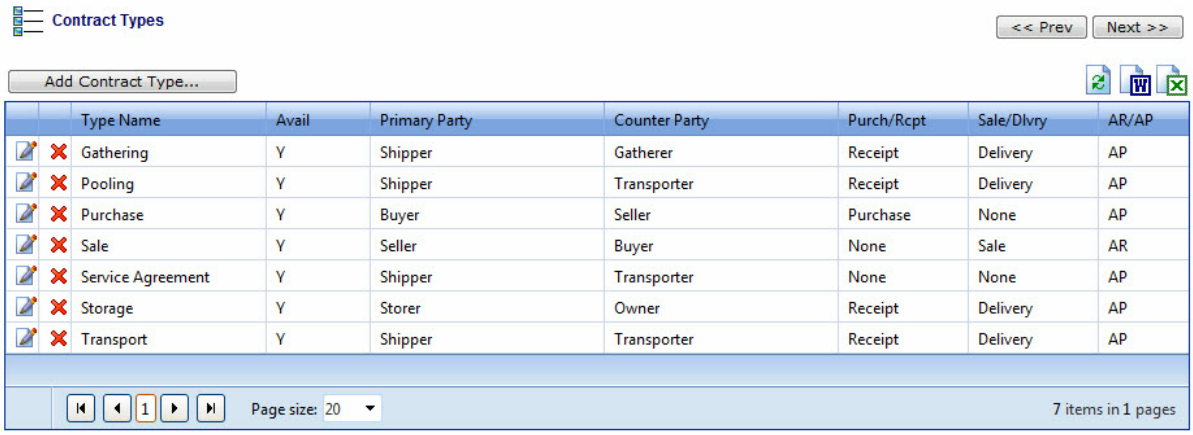
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- **Transportation** - An accounts receivable item (AR) where other parties are shipping on your pipelines and you recognize revenue yet never take custody of the volumes being shipped.
- **Transportation (3rd Party)** - An account payable item (AP) where your marketing group (within the midstream company) is having to move volume on other pipelines, incurring shipping costs.

This configuration screen provides you with a method to setup contract types. When working with your contracts, these types will be listed in a pull down list boxes when adding or updating a contract. You can have an unlimited number of contract types within the system. You can run queries and reports based on this contract type (ie.. pull up a list (then maybe export to Excel) of all "Purchase" contracts, for instance).

Important note: These configuration screens provide you with the mechanism for populating a standardized list for the actual contract setup screen. You assign these types to various contracts at the time you add or update the contract within **EnergySteward.com**.

The screen shot below shows the initial screen which lists out your available contract types:

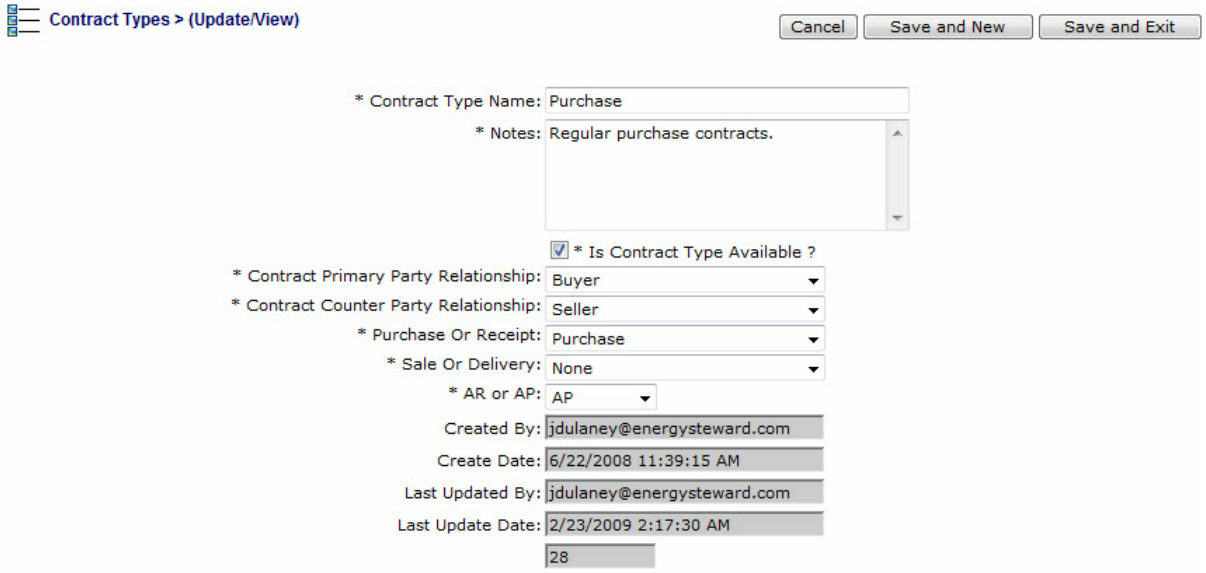


Add Contract Type (button) - Click this button to add a new contract type.

View/Edit Grid Button (pencil) - Click this next to the applicable contract type in order to change the information about this type.

Delete Grid Button (red x) - Click this next to the applicable contract type that you want to permanently delete. When you delete a contract type, then all contracts with this type WILL BE PERMANENTLY REMOVED. Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.

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Contract Type Name - This can be any name for the contract type which you want to define. It is suggested that you make this name relatively descriptive for the contract type in question. The name you post here is what will show up within the pull down list box when setting up a contract.

Notes - This is required and should just be a brief description for indicating when the contract type is utilized.

Is Contract Type Available (checkbox) - If checked, then this contract type is considered active and will therefore show up in the pull down list boxes when setting up a contract. If unchecked then historical contract type information is maintained BUT when setting up new contracts, the item will be unavailable (will not show up in the pull down list box).

Contract Primary Party Relationship - Indicate what the primary party is to be called for this contract type. The list you are selecting from would have previously been setup on the contract relationship types configuration screens. Normally, your primary party relationships should be from your own perspective (ie.. on purchase contract types the primary party (your company) would be setup as the buyer, on sales contract types the primary party (your company) would be setup as the seller, etc).

Contract Counter Party Relationship - Indicate what the counter party is to be called on this contract type. The list you are selecting from would have previously been setup on the contract relationship types configuration screens. Normally, your counter party relationships should be those of the external companies you have relationships with (ie. on purchase contract types the counter party would be the seller, on sales contract types the counter party would be buyer, etc.).

Purchase or Receipt - Select 'Purchase' if this contract type takes custody of volumes at receipt points. Select 'Receipt' if this is a gathering or transport contract where custody of the volume is not transferred. If this is a sales contract then this field should be set to 'None'.

Sale Or Delivery - Select 'Sale' if this contract type releases custody of volumes at delivery points. Select 'Delivery' if this is a gathering or transport contract where custody of the volume is not transferred. If this is a purchase contract then this field should be set to 'None'.

AR or AP - Select AR (Accounts Receivable) if this contract type represents revenue. Select AP

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(Accounts Payable) if this contract type represents an expense.

3.1.6.4 Advanced

This area contains all contract module configuration information relative to advanced areas within **EnergySteward.com** .

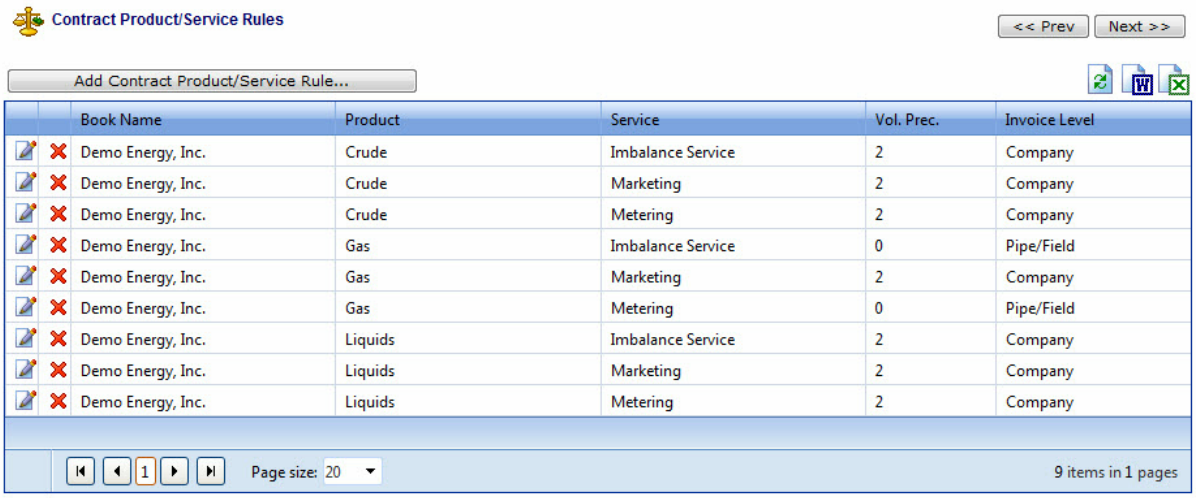
3.1.6.4.1 Product/Service Rules

EnergySteward.com allows you to configure rules for how the system processes based on product and service code combinations. For example, "Gas Marketing" might have different volume precision and invoicing rules then "Gas Pass Thru" type contracts/deals. These screens provide you with the mechanism to define key rules for the various product and service combinations.

These rules will seldom change. These rules are used during key processing steps within **EnergySteward.com** .

Important note: At the current time, the rules presented on this screen are not utilized. In the future, it is expected to use this for calculations and routing/scheduling. Currently, this is a placeholder for future functionality only.

The screen shot below shows the initial screen which lists out your existing contract product/service rules:

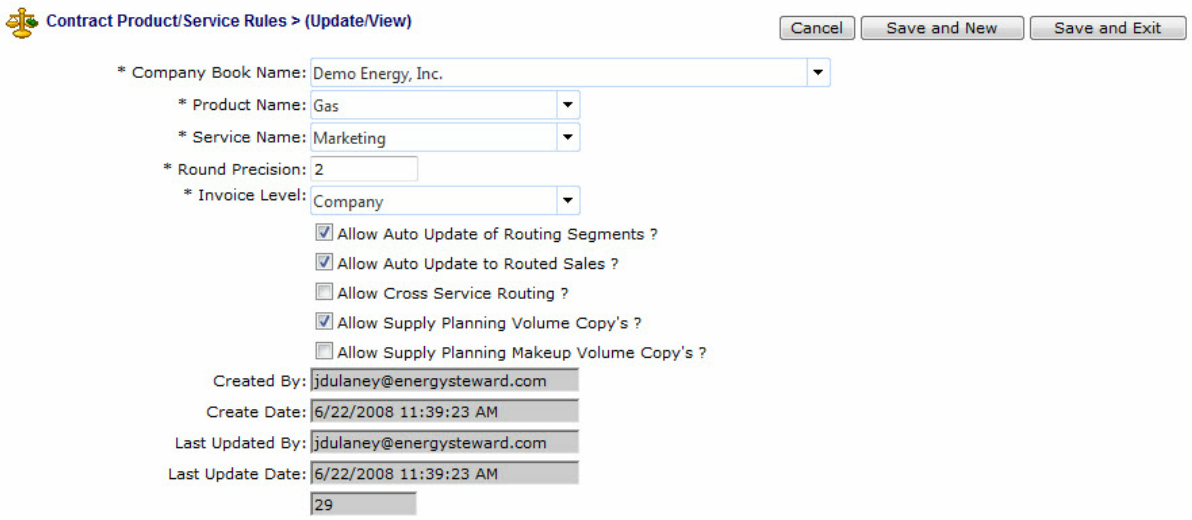


Add Contract Product/Service Rule (button) - Click this button to add a new product/service rule.

View/Edit Grid Button (pencil) - Click this next to the applicable contract product/service rule in order to change the information.

Delete Grid Button (red x) - Click this next to the applicable contract product/service rule that you want to permanently delete. When you delete a contract product/service rule the underlying contracts will remain intact. Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.

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Company Book Name - This pull down list box allows you to select the company setup as the book company in the system. See the company setup screen on how to tag a company as a 'book' company. **EnergySteward.com** allows you to manage multiple 'books' whereby the 'book' companies are the available list of primary party companies. When setting up these rules, you can have differing rules by book company, product and service.

Product Name - This pull down list box shows all of the available products available within the system. These products are setup in the contract product configuration screens.

Service Name - This pull down list box shows all of the available services available within the system. These services are setup in the contract service configuration screens.

Round Precision - This defines the precision on all volume calculations.

Invoice Level - This defines the level at which invoices are generated (ie..contract level, pipeline (within contract) level, etc.).

Allow Auto Update of Routing Segments (checkbox) - If this box is checked then **EnergySteward.com** will provide for automated routing/scheduling from meters/wells to other delivery meters/wells (based on schedulers automated routing instructions).

Allow Auto Update to Routed Sales (checkbox) - If this box is checked then **EnergySteward.com** will provide for automated routing/scheduling from meters/wells pools to sales/deliveries at those pools (based on schedulers automated routing instructions).

Allow Cross Service Routing (checkbox) - If this box is checked then deals setup under one service can route/schedule their volumes to deals of a different service (ie... 'Pass Thru' transport deal volumes can be sold to 'Marketing' sales deals).

Allow Supply Planning Volume Copy's (checkbox) - If this box is checked then the supply planning process will automatically determine the initial supply planning volumes for a month based on a copy of historical volume averages recognized within **EnergySteward.com** from previous production months.

Allow Supply Planning Makeup Volume Copy's (checkbox) - If this box is checked then the supply planning process will also automatically copy makeup volumes from previous historical volume averages.

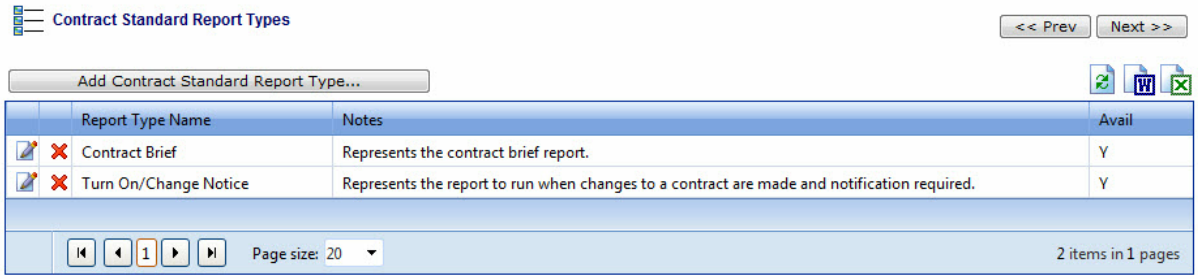
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3.1.6.5 Standard Report Types

Within **EnergySteward.com** there are two primary report types, "Adhoc" reports and "Standard" reports. Standard reports are those reports which are predefined within the **EnergySteward.com** application that are typically recognized as a key intra or inter correspondence item. Standard report items will have automated faxing and email capabilities.

These screens provide for the setup of 'Standard Report Types' for contracts.

The screen shot below shows the initial screen which lists out your available address types:



Add Contract Standard Report Type (button) - Click this button to add a new standard report type. *** Please note, these standard report types are typically done by **EnergySteward.com** system personnel, as these reports are configured in advance for automated emailing and faxing.

View/Edit Grid Button (pencil) - Click this next to the applicable contract standard report type in order to change the information about this type.

Delete Grid Button (red x) - Click this next to the applicable contract standard report type that you want to permanently delete. Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.



Standard Report Type Name - This can be any name for the standard report type which you want to define. It is suggested that you make this name relatively descriptive for the standard report type in question. *** This name should only be modified by **EnergySteward.com** personnel.

Notes - This is required and should just be a brief description for the standard report type.

Is Standard Report Type Available (checkbox) - If checked, then this standard report type is considered active and will therefore show up in the pull down list boxes when setting up standard

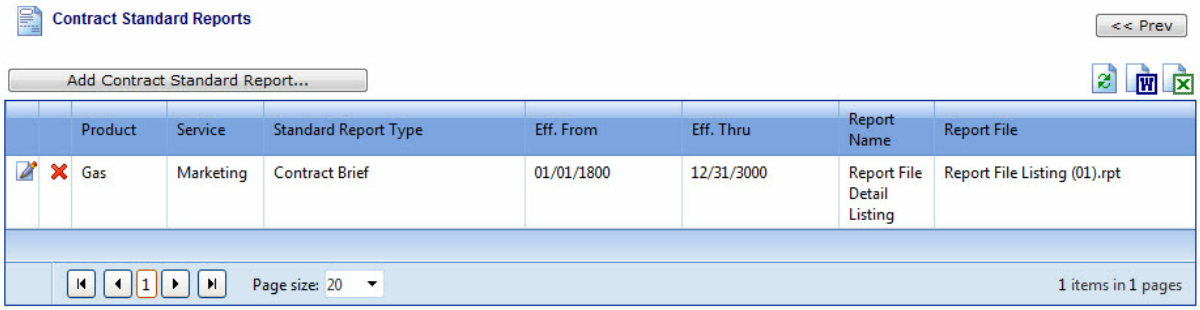
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reports. If unchecked then historical standard reports information is maintained BUT when assigning new standard reports to contracts, the item will be unavailable (will not show up in the pull down list box).

3.1.6.6 Standard Reports

Within **EnergySteward.com** you can have multiple standard reports. These standard reports can be differentiated by product and service AND can be setup to be different depending on the effective date. For example, gas (product) marketing (service) might use a specific report format in one year and a different report format the next year. These screens allow you to setup the various standard reports for the products and services defined.

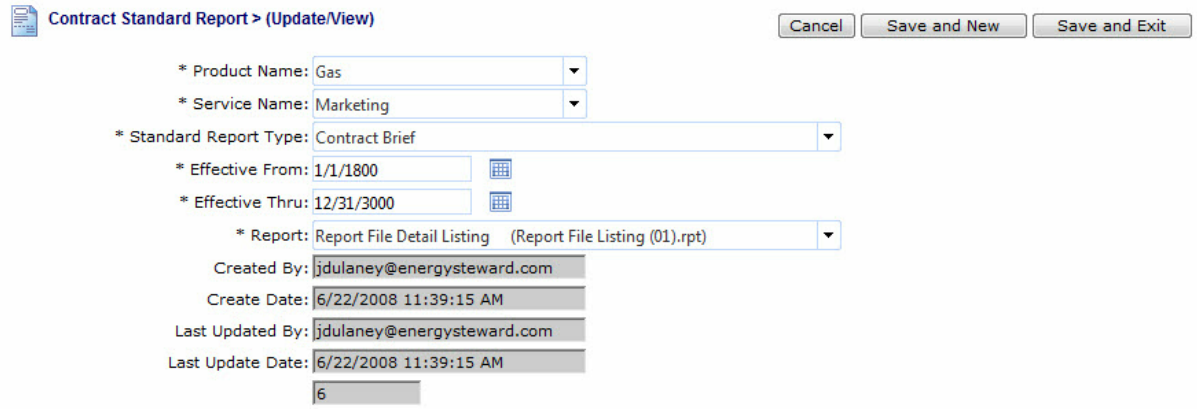
The screen shot below shows the initial screen which lists out your existing standard reports:



Add Contract Standard Report (button) - Click this button to add a new standard report.

View/Edit Grid Button (pencil) - Click this next to the applicable contract standard report in order to change the information.

Delete Grid Button (red x) - Click this next to the applicable contract standard report that you want to permanently delete. Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.



Product Name - Select the applicable product which this report will be used against.

Service Name - Select the applicable service which this report will be used against.

Standard Report Type - Select the standard report type which identifies the type of standard report for

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this entry.

Effective From - This field allows you to setup a from date for when this specific standard report is to be used for the given product & service combination.

Effective Thru - This field allows you to setup a thru date for when this specific standard report is to be used for the given product & service combination.

Report - Select the specific report file which is to be used for this type of standard report representing contracts within the specified product and service.

An example for setting up standard reports for a 'Contract Brief' might be the following

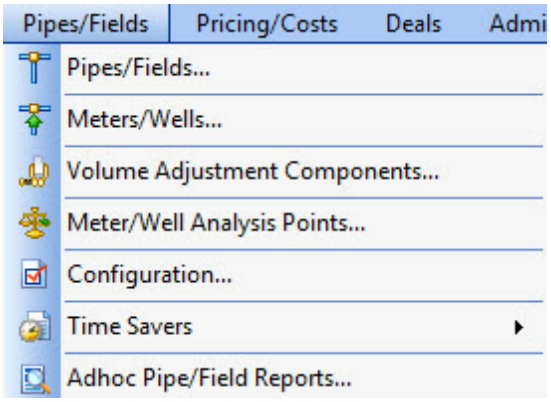
Product	Service	Report File
Gas	Marketing	Contract Brief (01).rpt
Gas	Pass Thru	Contract Brief (02).rpt
Oil	Marketing	Contract Brief (01).rpt
Oil	Pass Thru	Contract Brief (02).rpt

When running automated 'Contract Brief' standard reports. All gas/marketing contract briefs will be formatted and run to the "Contract Brief (01).rpt" (report) specification. Any gas/pass thru will use a different report for the contract brief standard report. The oil product/service combinations will utilize the same reports for the contract brief, by service.

3.2 Pipes/Fields

The Pipes/Fields area within **EnergySteward.com** contains all reference information related to pipes/ fields, meters/wells and volume adjustment components (for assessing fuel, keep whole, pvr, etc.) against volumes on meters/wells. These meters/wells are referenced in contracts and deals.

The primary areas of the pipes/fields module can be accessed via the following menu:

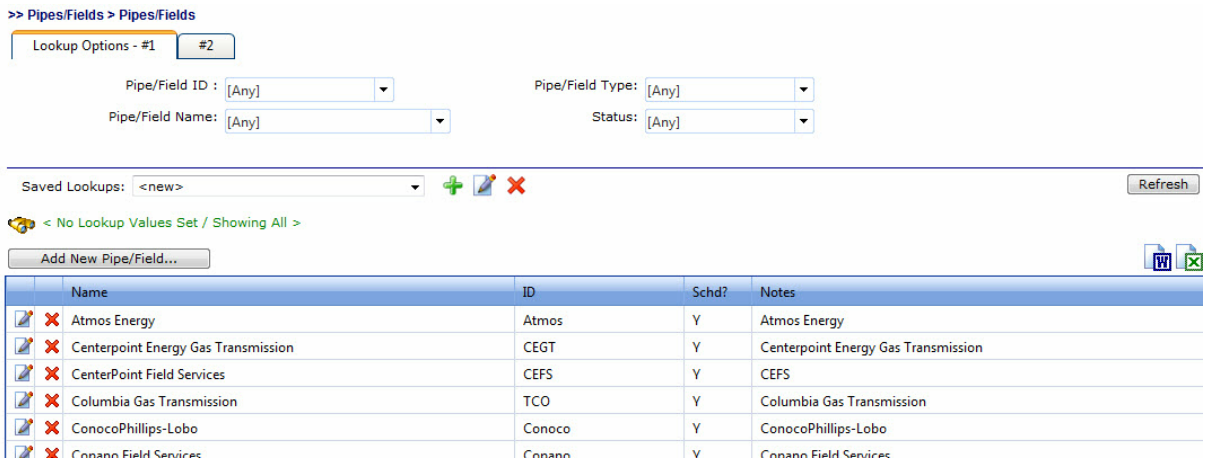


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3.2.1 Pipes/Fields

Volume related information (MMBTU's, MCF's, oil barrels, liquid gallons, etc.) are all stored within **EnergySteward.com** for meter/well entities (this is a generic term to reference infrastructure type entities including meters, wells, leases, tanks, etc.). Each one of these meter/well entities belong to a specific pipe/field. The pipe/field entity can represent a pipeline, gathering system, oil field, etc. You must setup the pipe/field prior to setting up your meters/wells which might belong to the pipe/field.

The screen shot below shows where you add, update and browse pipe/field information.



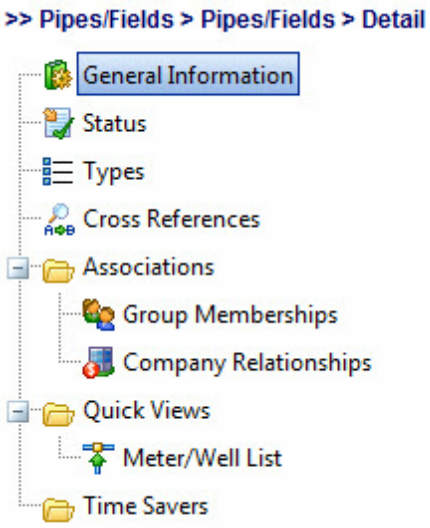
Add New Pipe/Field (button) - Click this button to add a new pipe/field.

View/Edit Grid Button (pencil) - Click this next to the applicable pipe/field in order to change any of the information relevant to this pipe/field.

Delete Grid Button (red x) - Click this next to the applicable pipe/field that you want to permanently delete. When you delete a pipe/field, then all information relevant to that pipe/field, as stored within **EnergySteward.com**, will be permanently deleted (meters/wells, contract and deal references to the meters/wells, etc.). You might consider inactivating the pipe/field versus deleting. Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.

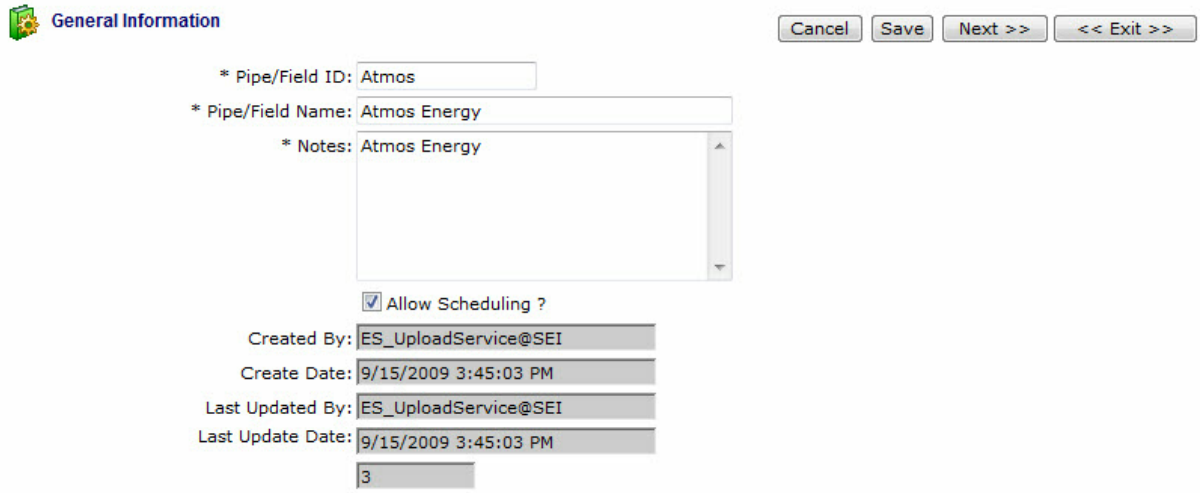
The following lists out the various areas of information relative to a specific pipe/field within the system. This is the tree navigation area which you will see when you add or update a pipe/field. With the initial screen being set to the 'General Information' screen.

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3.2.1.1 General Information

This represents the main screen which is used when either adding a new pipe/field or when updating an existing pipe/field. This screen contains the high level information relative to a pipe/field (id,name, notes, etc.).



Pipe/Field ID - This is a required field. It represents a short name (or identifier) which is referenced on many reports and screens (for example: "ANR" might be the id while "American Natural Resources" represents the full pipe/field name.

Pipe/Field Name - Required. This is the full name for the pipe/field entity.

Notes - Required. This indicates any notes/comments pertaining to this pipe/field.

Allow Scheduling (checkbox) - This field indicates if this particular entity allows for volume routing (scheduling). Currently, this is an informational only setting.

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3.2.1.2 Status

Pipes/Fields within **EnergySteward.com** can have multiple date effective status codes assigned. Status entries are defined by your organization to enable you to have a mechanism to indicate the various phases of a pipe/field (i.e. pending, active, terminated, suspended, etc.). More information about status types can be found on in the configuration pipe/field status area within this manual.

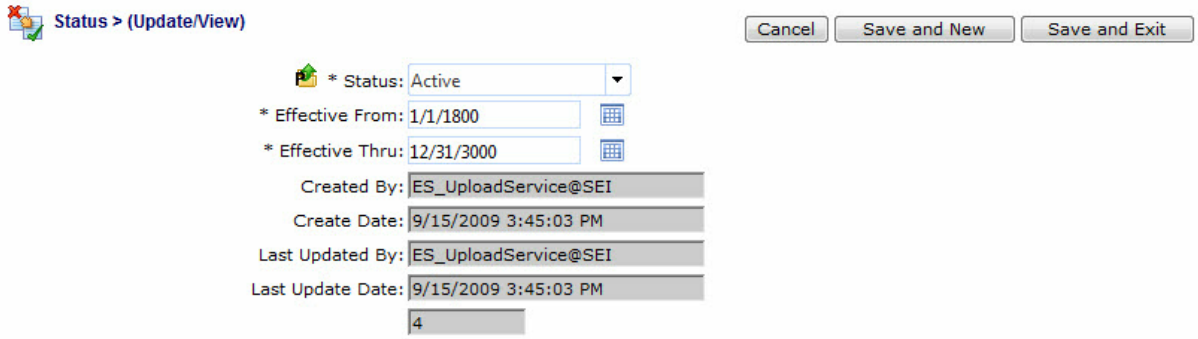


Add Status (button) - Click this button to add a new status entry for the pipe/field.

View/Edit Grid Button (pencil) - Click this next to the applicable status entry in order to change any of the information relevant to the pipe/field status.

Delete Grid Button (red x) - Click this next to the applicable status that you want to permanently delete. When you delete a status, then all information relevant to that pipe/field status will be permanently deleted. Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.

The following shows the status detail which you are presented with when adding or updating an pipe/field status entry.



Status (drop down list box) - Select the status from the list of available status's. See the configuration pipe/field status area for creating/updating pipe/field status entries. This item also includes a quick add icon for setting these status's up directly from this screen (if you have appropriate security).

Effective From (popup calendar) - This is a required field. It will default to '01/01/1800'. This should be left at the default value unless date effectiveness for this status is important.

Effective Thru (popup calendar) - This is a required field. It will default to '12/31/3000'. This should be left at the default value unless date effectiveness for this status is important.

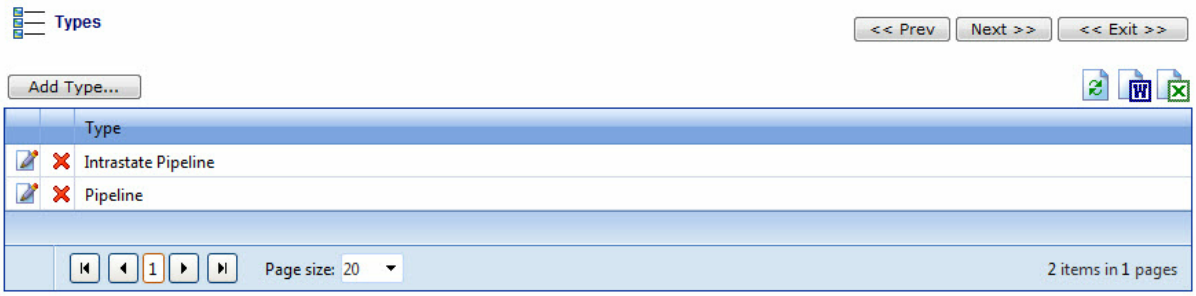
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3.2.1.3 Types

Pipes/Fields within **EnergySteward.com** are typically assigned as being of a certain 'type'. This pipe/field type entry defines the 'kind' of pipe/field entity. For example, you might have one of the following types:

- Pipeline
- Oil Field
- Gathering System
- Storage Facility
- etc.

A given pipe/field entity can have multiple types.

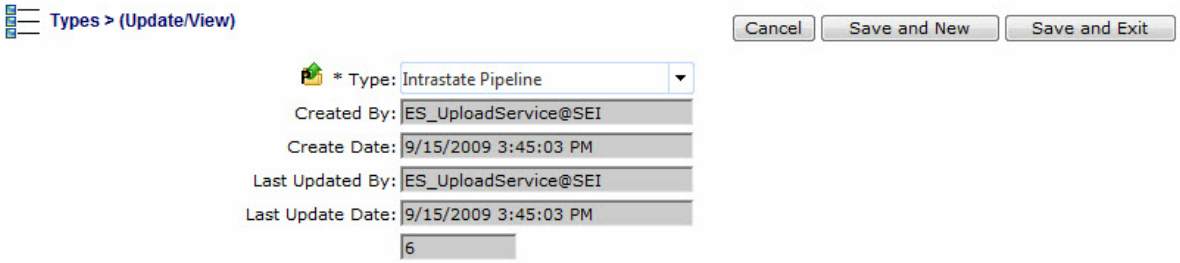


Add Type (button) - Click this button to add a new type entry for the pipe/field.

View/Edit Grid Button (pencil) - Click this next to the applicable type entry in order to change any of the information relevant to the pipe/field type.

Delete Grid Button (red x) - Click this next to the applicable type that you want to permanently delete. When you delete a type, then all information relevant to that pipe/field type will be permanently deleted. Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.

The following shows the type detail which you are presented with when adding or updating an pipe/field type entry.



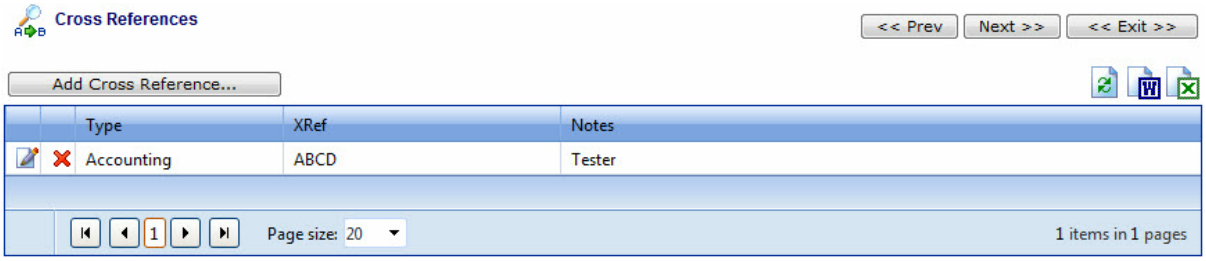
Type (drop down list box) - Select the type from the list of available pipe/field type's. See the configuration pipe/field types area for creating/updating pipe/field type entries. This item also includes a quick add icon for setting these types up directly from this screen (if you have appropriate security).

3.2.1.4 Cross References

Within **EnergySteward.com** you can specify different alias (cross references) for pipes/fields. Information on the types of cross references can be found in the pipe/field configuration cross reference type area. This cross reference capability allows you to setup different names/identifiers (for other

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internal OR external systems) that might need reference information on the pipe/field. Below is a sample screen shot on where these cross references are added or updated for a pipe/field.

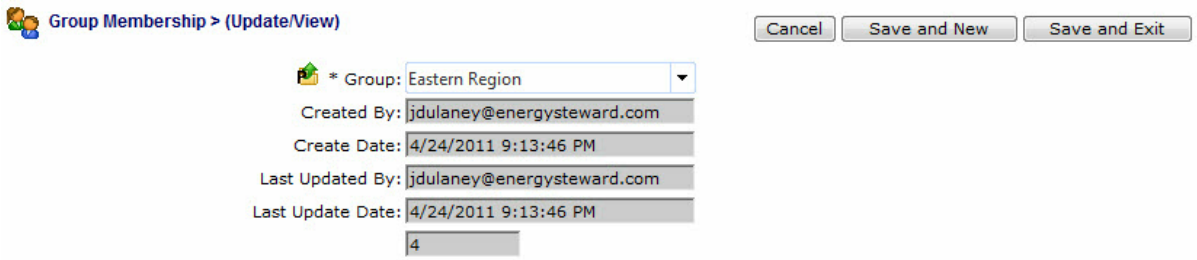


Add Cross Reference (button) - Click this button to add a new cross reference to the pipe/field.

View/Edit Grid Button (pencil) - Click this next to the applicable cross reference in order to change any of the information relevant to the cross reference.

Delete Grid Button (red x) - Click this next to the applicable cross reference that you want to permanently delete. When you delete a cross reference, then only the specific pipe/field cross reference is removed. Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.

The following shows the cross reference detail which you are presented with when adding or updating a cross reference.



Cross Reference Type (drop down list box) - This is a required field. The type select indicates the 'kind' of cross reference which is being setup (an accounting identifier, pre-acquisition pipe/field name, etc.). See the configuration pipe/field cross reference type setup area for creating/updating pipe/field cross reference types. This item also includes a quick add icon for setting these types up directly from this screen (if you have appropriate security).

Cross Reference (Name) - This is a required field. The name you enter here is the cross reference name. For example; if you have a cross reference type of 'Accounting XREF', then in this field you would enter the accounting identifier used to represent the pipeline (within the accounting system).

Notes - This is an optional field. You can specify any information which you feel you need to further document the cross reference assignment.

3.2.1.5 Associations

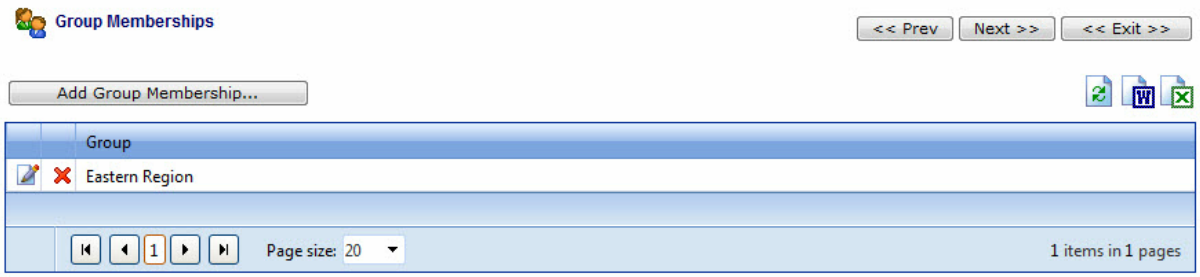
The pipe/field associations area within **EnergySteward.com** include those areas where various pipe/field associations exist (groups, company relationships, etc.).

3.2.1.5.1 Group Memberships

Pipes/Fields within **EnergySteward.com** can belong to pipe/field groups via a group membership. These are optional memberships which allow you run reports or queries against subsets of your pipes/

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fields. These groups, and additional information about pipe/field groups, can be found in the configuration pipe/field groups area . The screen shot below is where you add, update or delete a pipe/field group membership.



Add Group Membership (button) - Click this button to add this pipe/field as a member of a group.

View/Edit Grid Button (pencil) - Click this next to the applicable group membership in order to change any of the information relevant to the group membership.

Delete Grid Button (red x) - Click this next to the applicable group membership that you want to permanently delete. When you delete a group membership, then only the specific pipe/field group membership association is removed. Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.

The following shows the group membership detail which you are presented with when adding or updating a pipe/field group membership.



Group (drop down list box) - This is a required field. This indicates the group type to use on the membership. See the configuration pipe/field group type setup area for creating/updating pipe/field group types. This item also includes a quick add icon for setting these types up directly from this screen (if you have appropriate security).

3.2.1.5.2 Company Relationships

You can have an unlimited number of company relationships for a given pipe/field within **EnergySteward.com** . Information about these relationships can be found in the configuration pipe/field relation types area. You might have an 'owner' relationship, etc. setup on the pipe/field.

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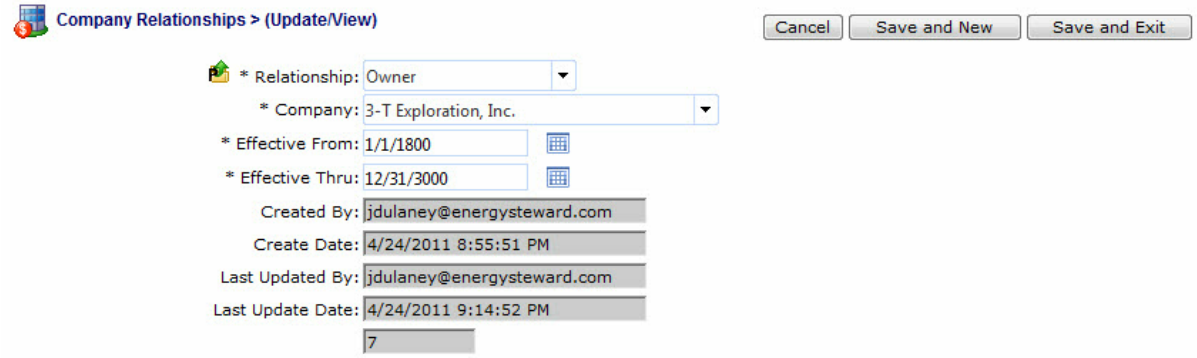


Add Company Relationship (button) - Click this button to add a new company relationship to the pipe/field.

View/Edit Grid Button (pencil) - Click this next to the applicable relationship in order to view or change any of the information relevant to the relationship.

Delete Grid Button (red x) - Click this next to the applicable relationship that you want to permanently delete. When you delete a relationship, then only the specific company relationship association is removed. Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.

The following shows the company relationship detail which you are presented with when adding or updating a pipe/field relationships.



Relationship (drop down list box) - This is a required field. This indicates the relationship type. See the configuration pipe/field relationship type setup area for creating/updating pipe/field relationship types. This item also includes a quick add icon for setting these types up directly from this screen (if you have appropriate security).

Company (drop down list box) - This is required and is the company that has the specified pipe/field relationship type.

Effective From (date popup) - This is a required field. It will default to '01/01/1800'. This should be left at the default value unless date effectiveness for this relationship is important.

Effective Thru (date popup) - This is a required field. It will default to '12/31/3000'. This should be left at the default value unless date effectiveness for this relationship is important.

3.2.1.6 Quick Views

The pipe/field quick view areas provide screens which allow for viewing specific aspects about the pipe/field within **EnergySteward.com**. For example, what meters/wells currently belong to or are affiliated

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this pipe/field, etc. These quick views are like real time online reports for instant access to relative information.

3.2.1.6.1 Meter/Well List

This screen provides a quick view of all meters/wells which currently belong within the pipe/field You can click the transfer icon next to the specific meter/well in order to transfer to the meter/well detail screen with the selected meter/well.

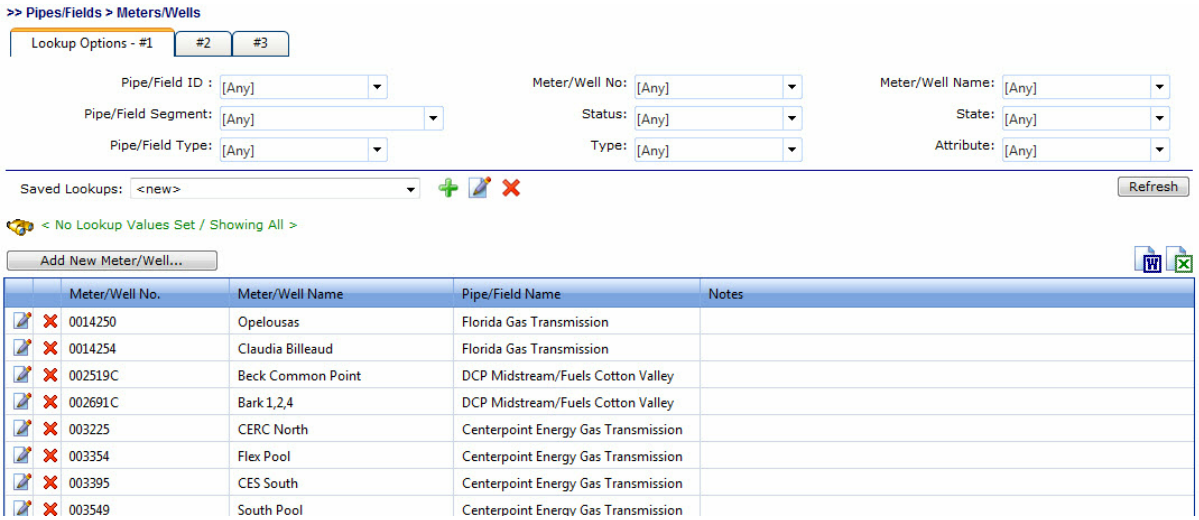
This quick view screen shows all of the meters/wells which are currently affiliated with the pipe/field. There are options on this screen to transfer directly to the meter/well detail. These meters/wells are added and updated in the pipes/fields meters/well area. This provides a quick view of all meters/wells for a pipe/field.



3.2.2 Meters/Wells

This represents the area where meters/wells are added, browse, updated and deleted. The meters/wells defined within this area are referenced by contracts and deals within **EnergySteward.com** . In addition, all volumes are recorded against meter/well entities within **EnergySteward.com** . The meter/well entity can represent a meter, well, lease, tank, etc. Each of these meters/wells are setup within a specific pipe/field.

The screen shot below shows where you add, update and browse meter/well information.



Add New Meter/Well (button) - Click this button to add a new meter/well. Important note: When

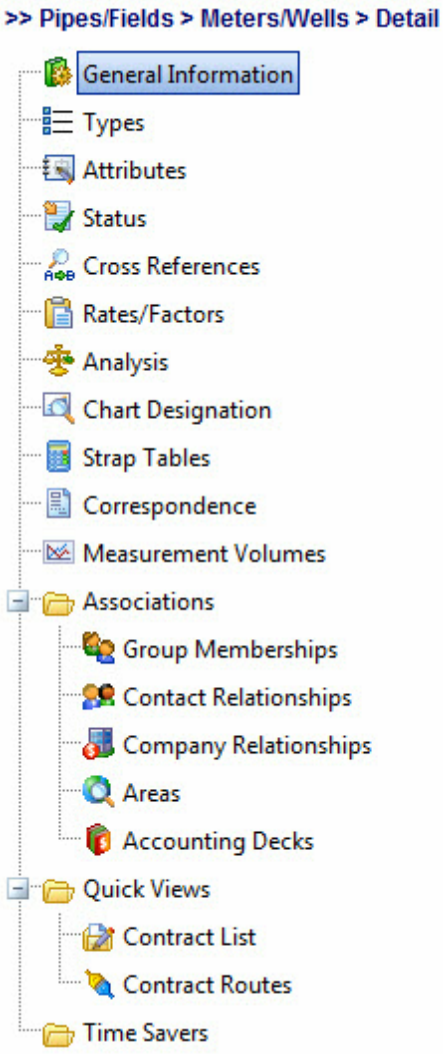
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setting up a new meter/well you will be required to assign it to a pipe/field. Therefore, you should ensure that your pipe/fields are setup first.

View/Edit Grid Button (pencil) - Click this next to the applicable meter/well in order to change any of the information relevant to the meter/well.

Delete Grid Button (red x) - Click this next to the applicable meter/well that you want to permanently delete. When you delete a meter/well, then all information relevant to that meter/well, as stored within **EnergySteward.com**, will be permanently deleted (contract and deal references, etc.). You might consider inactivating the meter/well versus deleting. Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.

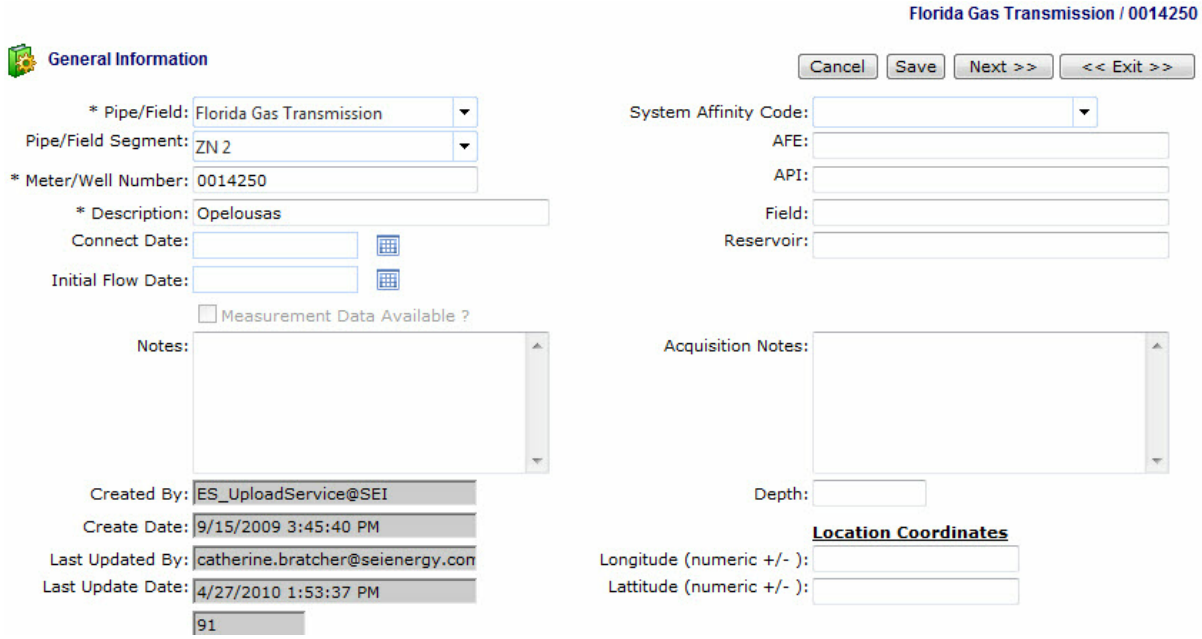
The following lists out the various areas of information relative to a specific meter/well within the system. This is the tree navigation area which you will see when you add or update a meter/well. With the initial screen being set to the 'General Information' screen.



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3.2.2.1 General Information

This represents the main screen which is used when either adding a new meter/well or when updating an existing meter/well. This screen contains the high level information relative to a meter/well (pipe/field, number, description, connect and initial flow dates, etc.).



Pipe/Field (drop down list box) - This is a required field. It represents a pipe/field assignment for this meter/well.

Pipe/Field Segment (drop down list box) - This is an optional field. It represents the specific segment (on the pipe/field) for this meter/well. These segments are setup in the pipe/field segment configuration area.

Meter/Well Number - Required. This represents the number assigned to the meter/well. The number, within a given pipe/field, must be unique.

Description - Required. This represents the description (name) for the meter/well.

Connect Date - Optional. This represents the date the meter/well was connected.

Initial Flow Date - Optional. This represents the date the meter/well initially started flowing volumes.

Measurement Available (checkbox) - Optional. This checkbox is read only. It automatically is checked whenever measurement data (8/8ths volumes) are recorded for the meter/well.

Notes - Optional. This indicates any notes/comments pertaining to this meter/well.

System Affinity Code (drop down list box) - Optional. This is a system identifier and is used to indicate what system the meter/well is managed within. This is typically used to define where the SCADA measurement data is sourced (if more than one system setup to provide automated volume measurement feeds between the various meters/wells).

AFE - Optional. Enables recording of the AFE authorization ID and/or AFE amount for the meter/well.

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API - Optional. Enables recording of API identifier for the meter/well.

Field - Optional. This represents the field name identifier for this meter/well.

Reservoir - Optional. This represents the reservoir name for this meter/well.

Acquisition Notes - Optional. If this meter/well was acquired via an acquisition, then this area provides a place to store any notes related to the acquisition.

Depth - Optional. This allows you to define a depth for the meter/well.

Longitude - Optional. This allows for the setting of specific longitude coordinates for the meter/well.

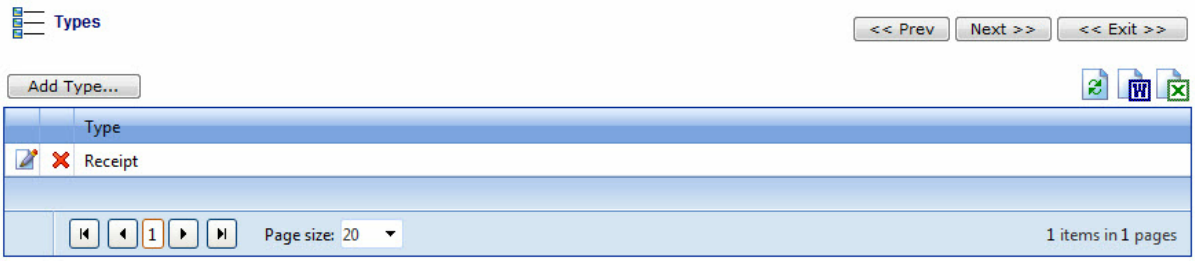
Latitude - Optional. This allows for the setting of specific latitude coordinates for the meter/well.

3.2.2.2 Types

Meters/Wells within **EnergySteward.com** are typically assigned as being of a certain 'types'. This meter/well type entry defines the 'kind' of meter/well entity. For example, you might have one of the following types:

- Production Entry Point
- Lease
- Tank
- Interconnect
- Pooling Point
- etc.

A given meter/well entity can have multiple types.



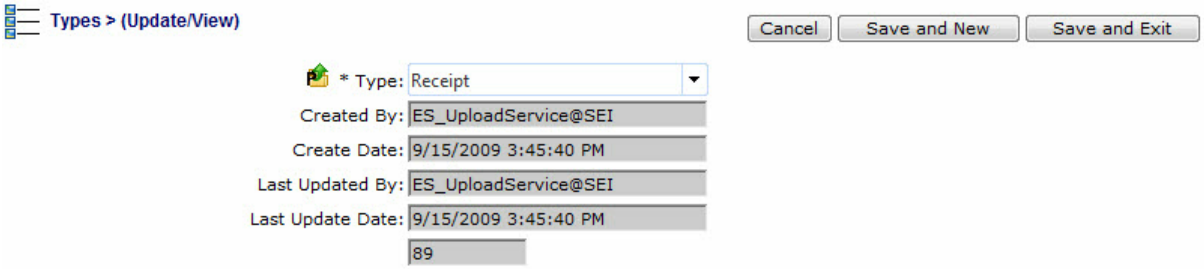
Add Type (button) - Click this button to add a new type entry for the meter/well.

View/Edit Grid Button (pencil) - Click this next to the applicable type entry in order to change any of the information relevant to the meter/well type.

Delete Grid Button (red x) - Click this next to the applicable type that you want to permanently delete. When you delete a type, then all information relevant to that meter/well type will be permanently deleted. Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.

The following shows the type detail which you are presented with when adding or updating a meter/well type entry.

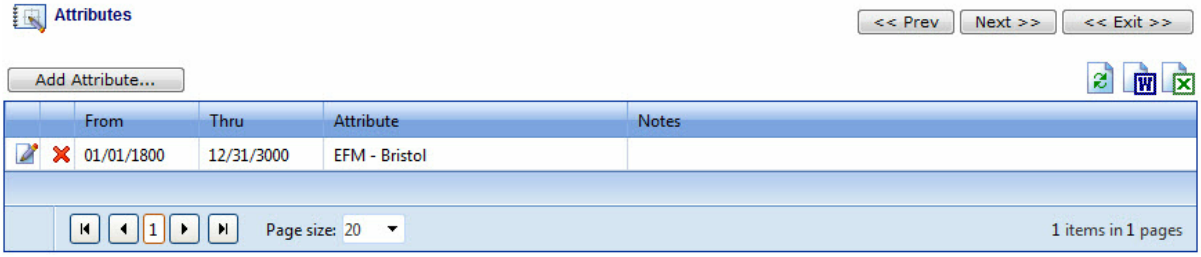
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Type (drop down list box) - Select the type from the list of available meter/well type's. See the configuration meter/well types area for creating/updating meter/well type entries. This item also includes a quick add icon for setting these types up directly from this screen (if you have appropriate security).

3.2.2.3 Attributes

Meters/Wells within **EnergySteward.com** can optionally have specific attributes created and assigned. These attributes can be anything about the meter/well which you might feel needs to be managed. An example might be to track the various types of EFM (measurement) devices. The attributes allows you to extend the data capture capability of **EnergySteward.com** to account for custom information required by your organization. Meter/Well attributes can be setup within the meter/well attribute configuration area. The following screen is where you add, browse, update and delete attributes on meters/wells.



Add Attribute (button) - Click this button to add a new attribute entry for the meter/well.

View/Edit Grid Button (pencil) - Click this next to the applicable attribute entry in order to change any of the information relevant to the meter/well attribute.

Delete Grid Button (red x) - Click this next to the applicable attribute that you want to permanently delete. When you delete an attribute, then all information relevant to that meter/well attribute will be permanently deleted. Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.

The following shows the type detail which you are presented with when adding or updating a meter/well attribute entry.

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Attribute (drop down list box) - Select the attribute from the list of available attributes. See the configuration meter/well attributes area for creating/updating meter/well attribute entries. This item also includes a quick add icon for setting these attributes up directly from this screen (if you have appropriate security).

Effective From (popup calendar) - This is a required field. It will default to '01/01/1800'. This should be left at the default value unless date effectiveness for this attribute is important.

Effective Thru (popup calendar) - This is a required field. It will default to '12/31/3000'. This should be left at the default value unless date effectiveness for this attribute is important.

Notes - Optional. You can specify any comments relative to this attribute assignment in this area.

3.2.2.4 Status

Meters/Wells within **EnergySteward.com** can have multiple date effective status codes assigned. Status entries are defined by your organization to provide a mechanism to indicate the various phases of a meter/well (i.e. pending, active, shut in, suspended, etc.). More information about status types can be found on in the configuration meter/well status area within this manual.



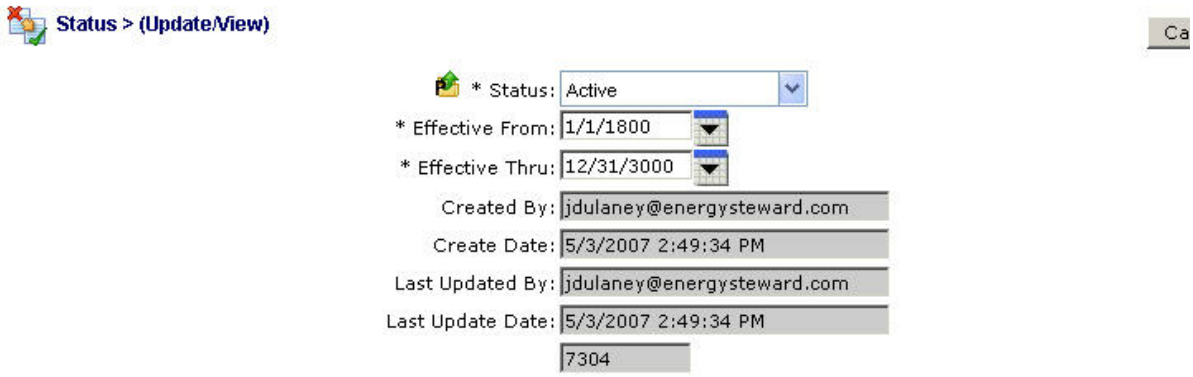
Add Status (button) - Click this button to add a new status entry for the meter/well.

View/Edit Grid Button (pencil) - Click this next to the applicable status entry in order to change any of the information relevant to the meter/well status.

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Delete Grid Button (red x) - Click this next to the applicable status that you want to permanently delete. When you delete a status, then all information relevant to that meter/well status will be permanently deleted. Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.

The following shows the status detail which you are presented with when adding or updating an meter/well status entry.



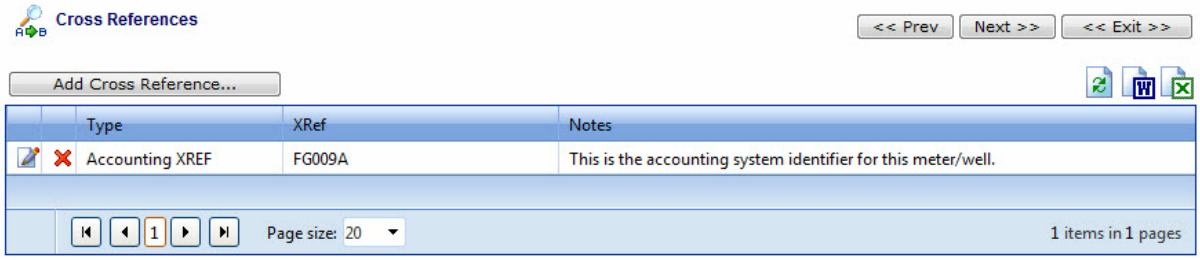
Status (drop down list box) - Select the status from the list of available status's. See the configuration meter/well status area for creating/updating meter/well status entries. This item also includes a quick add icon for setting these status's up directly from this screen (if you have appropriate security).

Effective From (popup calendar) - This is a required field. It will default to '01/01/1800'. This should be left at the default value unless date effectiveness for this status is important.

Effective Thru (popup calendar) - This is a required field. It will default to '12/31/3000'. This should be left at the default value unless date effectiveness for this status is important.

3.2.2.5 Cross References

Within **EnergySteward.com** you can specify different alias (cross references) for meters/wells. Information on the types of cross references can be found in the meter/well configuration cross reference type area. This cross reference capability allows you to setup different names/identifiers (for other internal OR external systems) that might need reference information on the meter/well. Below is a sample screen shot on where these cross references are added or updated for a meter/well.



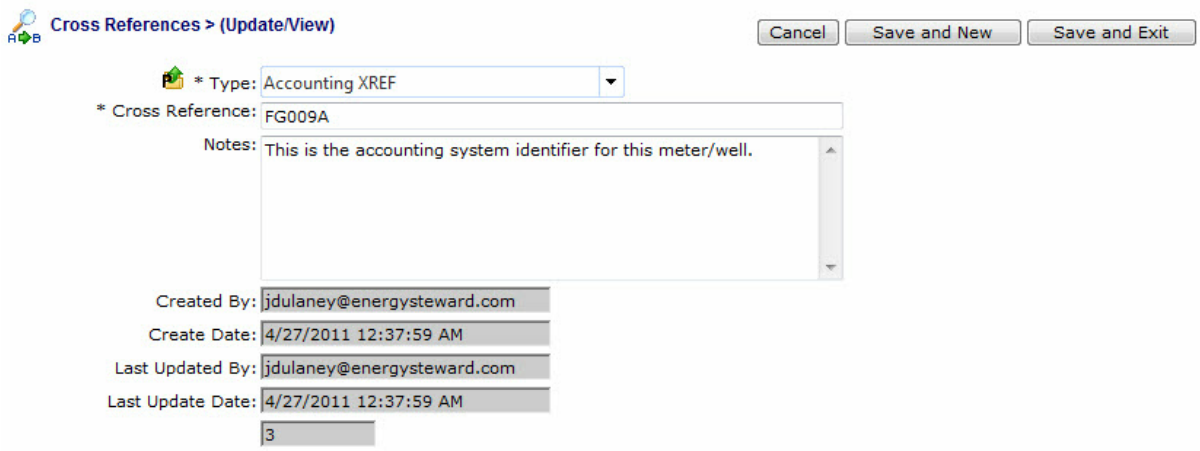
Add Cross Reference (button) - Click this button to add a new cross reference to the meter/well.

View/Edit Grid Button (pencil) - Click this next to the applicable cross reference in order to change any of the information relevant to the cross reference.

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Delete Grid Button (red x) - Click this next to the applicable cross reference that you want to permanently delete. When you delete a cross reference, then only the specific meter/well cross reference is removed. Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.

The following shows the cross reference detail which you are presented with when adding or updating a cross reference.



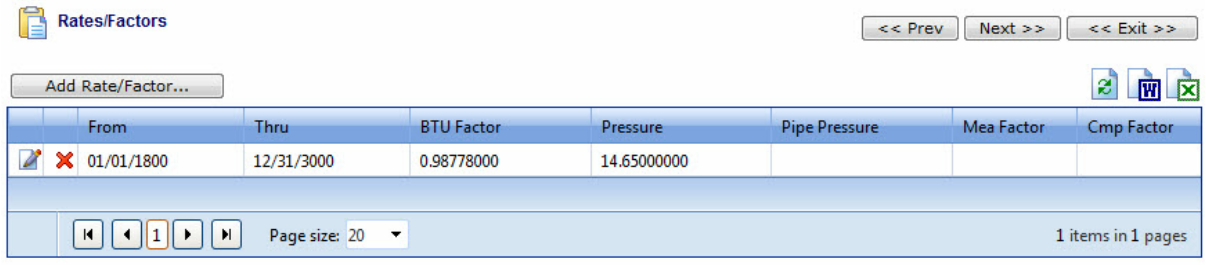
Cross Reference Type (drop down list box) - This is a required field. The type selected indicates the 'kind' of cross reference which is being setup (an accounting identifier, pre-acquisition meter/well name, etc.). See the configuration meter/well cross reference type setup area for creating/updating meter/well cross reference types. This item also includes a quick add icon for setting these types up directly from this screen (if you have appropriate security).

Cross Reference (Name) - This is a required field. The name you enter here is the cross reference name. For example; if you have a cross reference type of 'Accounting XREF', then in this field you would enter the accounting identifier used to represent the meter/well (within the accounting system).

Notes - This is an optional field. You can specify any information which you feel you need to further document the cross reference assignment.

3.2.2.6 Rates/Factors

Within **EnergySteward.com** you can record and save critical rates and factors associated with your meters/wells. These rates and factors are typically utilized for volume conversions (MMBTU to MCF, etc.). Because these rates/factors can change for a meter/well (over time), their is a 'from date' and 'thru date' assignment for each meter/well rate/factor entry. Below is a sample screen shot on where these rates and factors are added or updated for a meter/well.



Add Rate/Factor (button) - Click this button to add a new rate/factor entry for the meter/well.

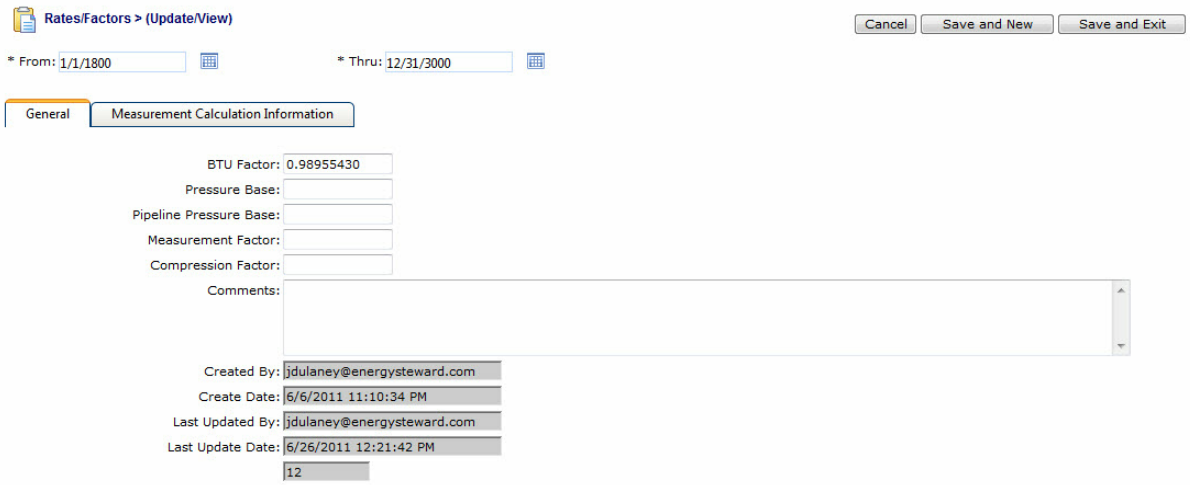
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View/Edit Grid Button (pencil) - Click this next to the applicable rate/factor entry in order to change any of the information relevant to the entry.

Delete Grid Button (red x) - Click this next to the rate/factor that you want to permanently delete. When you delete a rate/factor, then only the specific meter/well rate/factor is removed. Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.

The following shows the rate/factor detail which you are presented with when adding or updating a meter/well rate/factor.

General (tab)



Effective From (popup calendar) - This is a required field. It will default to '01/01/1800'. This should be left at the default value unless date effectiveness for this rate/factor is important.

Effective Thru (popup calendar) - This is a required field. It will default to '12/31/3000'. This should be left at the default value unless date effectiveness for this rate/factor is important.

BTU Factor - Optional. Enter the BTU factor (if applicable) for the time period.

Pressure Base - Optional. Enter the pressure base (if applicable) for the time period.

Pipeline Pressure Base - Optional. Enter the pipeline pressure base (if applicable) for the time period.

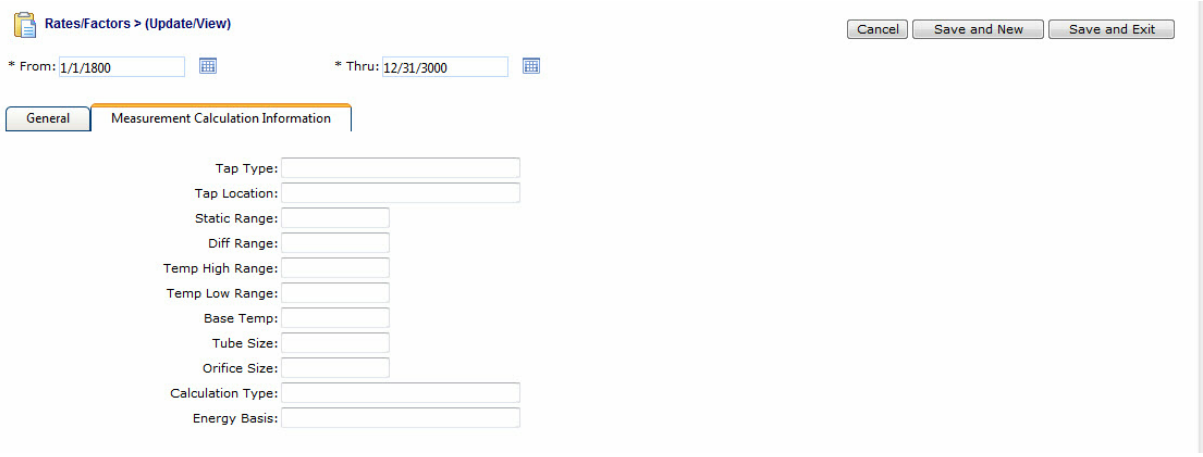
Measurement Factor - Optional. Enter the measurement factor (if applicable) for the time period. This measurement factor typically utilized in oil run ticket net calculations.

Compression Factor - Optional. Enter the compression factor (if applicable) for the time period.

Comments - Optional. Enter any comments/notes concerning this meter/well rate information, if applicable.

Measurement Calculation Information (tab)

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Tap Type - Optional. Enter the tap type on this meter/well. Informational only.

Tap Location - Optional. Enter the location for the meter/well tap. Informational only.

Static Range - Optional. Enter the meter/well static range. Informational only.

Diff Range - Optional. Enter the meter/well diff range. Informational only.

Temp High Range - Optional. Enter the meter/well high temperature range. Informational only.

Temp Low Range - Optional. Enter the meter/well low temperature range. Informational only.

Base Temp - Optional. Enter the meter/well base temperature. Informational only.

Tube Size - Optional. Enter the meter/well tube size. Informational only.

Orifice Size - Optional. Enter the meter/well orifice size. Informational only.

Calculation Type - Optional. Enter the meter/well measurement calculation type. Informational only.

Energy Basis - Optional. Enter the meter/well measurement energy basis. Informational only.

3.2.2.7 Analysis

Within **EnergySteward.com** each individual meter/well can have an assigned 'Analysis Point'. These analysis points are those points which capture gas analysis information and are applicable to one or more meters/wells. Information about these analysis points can be found in the "Meter/Well Analysis Points" section of this user manual.

These particular screen(s) allow you to setup which point govern the analysis information for a given meter/well. These analysis point assignments are setup by effective dates thereby providing historical analysis information. Normally these analysis point associations are setup via an automated feed in within **EnergySteward.com.**

The following screen shot shows the list of analysis points which are setup for a given meter/well over time.

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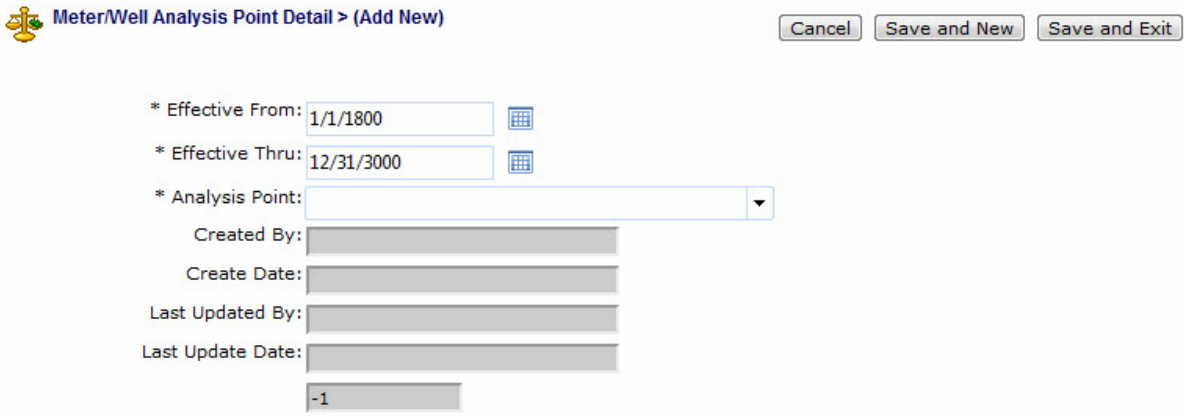


Add Analysis Association (button) - Click this button to manually add a new analysis association entry for the meter/well.

View/Edit Grid Button (pencil) - Click this next to the applicable analysis entry in order to change any of the information relevant to the entry.

Delete Grid Button (red x) - Click this next to the analysis that you want to permanently delete. When you delete a analysis point association, then only the specific meter/well association to the analysis point is removed. Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.

The following shows the analysis detail which you are presented with when adding or updating a meter/ well analysis association.



Effective From (popup calendar) - This is a required field. It will default to '01/01/1800'. This should be left at the default value unless date effectiveness for this analysis point is important.

Effective Thru (popup calendar) - This is a required field. It will default to '12/31/3000'. This should be left at the default value unless date effectiveness for this analysis point is important.

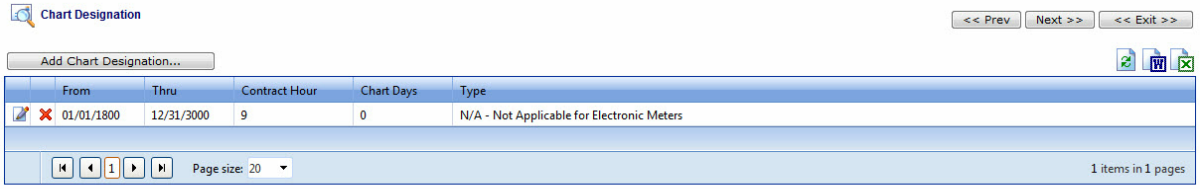
Analysis Point (drop down list box) - This is a list of all the currently available analysis points within **EnergySteward.com.** More information on updating the available analysis points can be found in the " Meter/Well Analysis Points" section of this manual. Important Note: You are only storing the association to an analysis point identifier here. All of the detail analysis information is stored for the analysis point.

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3.2.2.8 Chart Designation

Within **EnergySteward.com** each individual meter/well can have designated chart designations. This designation is optional. It is informational. It specified the manner in which measurements are captured. Used primarily for web portal access by operators, producers, etc.

The following screen shot shows the list of chart designations which are setup for a given meter/well over time.

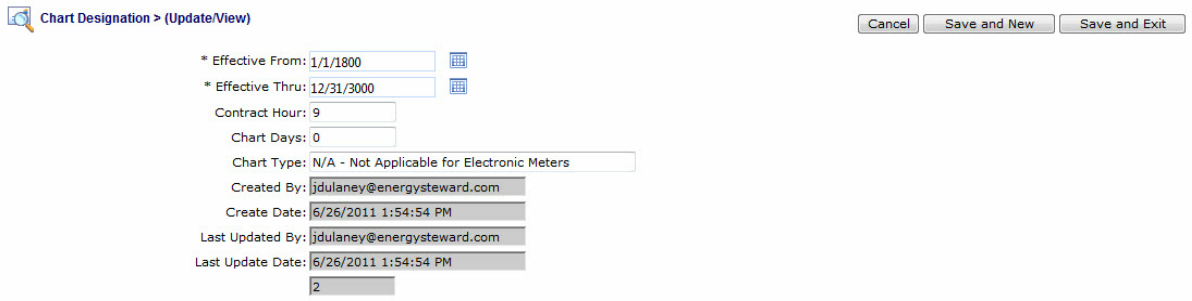


Add Chart Designation (button) - Click this button to manually add a new chart designation entry for the meter/well.

View/Edit Grid Button (pencil) - Click this next to the applicable chart designation entry in order to change any of the information relevant to the entry.

Delete Grid Button (red x) - Click this next to the chart designation that you want to permanently delete. When you delete a chart designation, then only the specific meter/well designation to the meter/well is removed. Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.

The following shows the chart detail which you are presented with when adding or updating a meter/well chart designation.



Effective From (popup calendar) - This is a required field. It will default to '01/01/1800'. This should be left at the default value unless date effectiveness for this chart designation is important.

Effective Thru (popup calendar) - This is a required field. It will default to '12/31/3000'. This should be left at the default value unless date effectiveness for this chart designation is important.

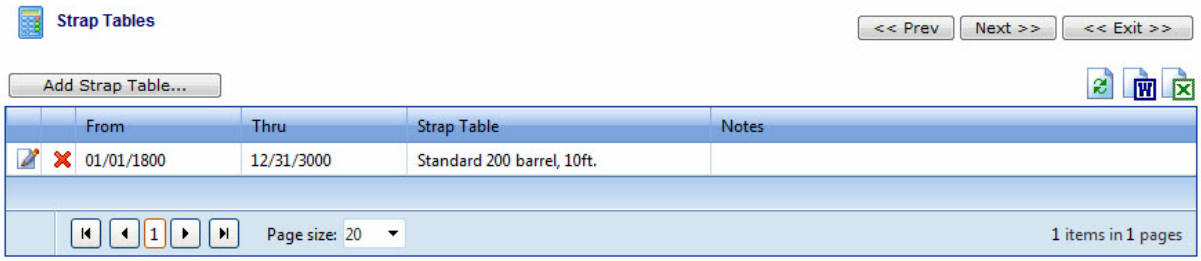
Contract Hour - This is the hour of the day (in military time) which is where the volume measurement begins (ie... 9 would be 9AM thru 8:59AM the following day).

Chart Days - This indicates the chart days Not applicable on electronic meters/wells.

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3.2.2.9 Strap Tables

EnergySteward.com performs net (calculated) barrel calculations for oil run tickets. A common list of strap tables can be setup in the configuration strap table area. Once these strap tables are defined then they can be assigned to the various meters/wells (typically 'tank' type meters/wells) through these screens. This particular screen allows for setting up which strap table to utilize for the tanks belonging to a lease.

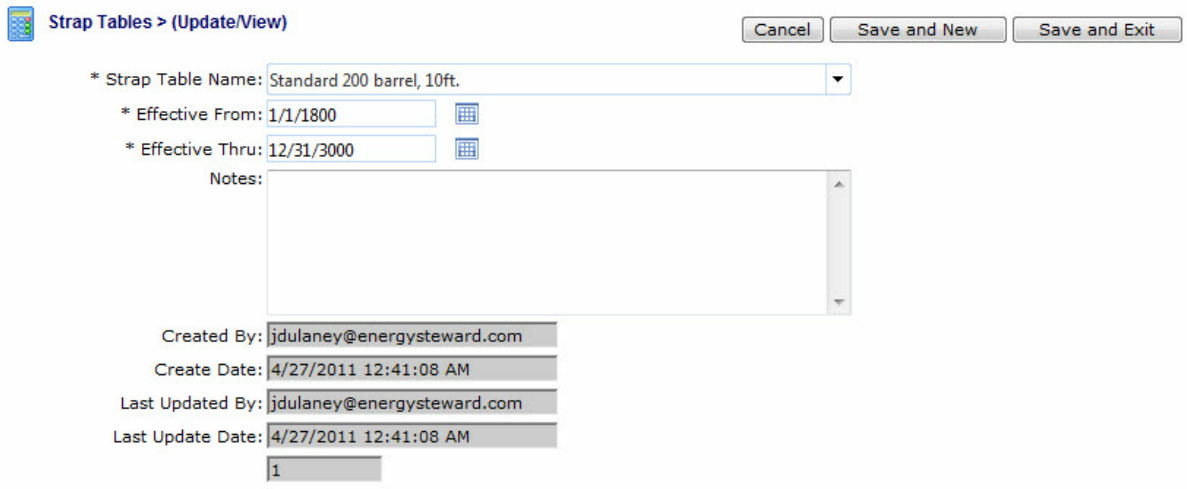


Add Strap Table (button) - Click this button to add a new strap table entry for the meter/well.

View/Edit Grid Button (pencil) - Click this next to the applicable strap table entry in order to change any of the information relevant to the entry.

Delete Grid Button (red x) - Click this next to the strap table that you want to permanently delete. When you delete a strap table, then only the specific meter/well strap table assignment is removed. Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.

The following shows the screen which you are presented with when adding or updating a meter/well strap table association.



Strap Table Name (drop down list box) - Select the strap table name from the list of available strap tables. See the configuration meter/well strap table area for creating/updating meter/well strap table entries. The strap tables and their respective increment values should be defined prior to assigning the strap tables to a given set of meter(s)/well(s).

Effective From (popup calendar) - This is a required field. It will default to '01/01/1800'. This should be left at the default value unless date effectiveness for this strap table assignment is important.

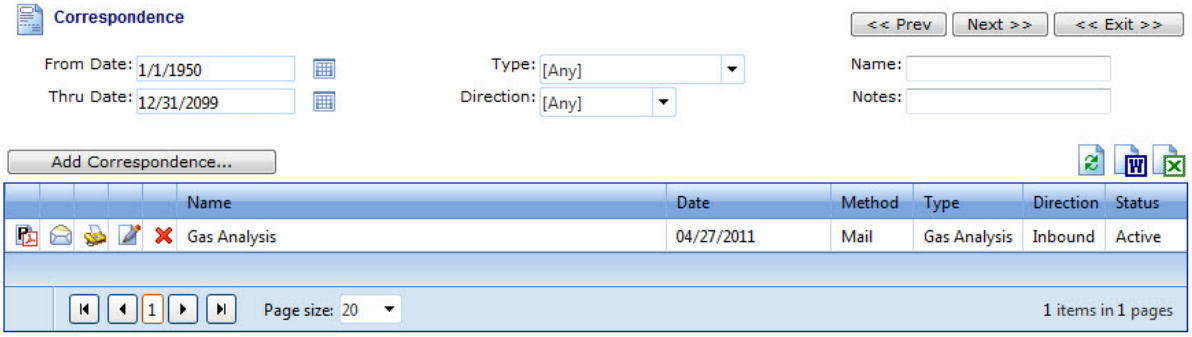
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Effective Thru (popup calendar) - This is a required field. It will default to '12/31/3000'. This should be left at the default value unless date effectiveness for this strap table assignment is important.

Notes - This area allows you to specify any relevant notes about this strap table assignment.

3.2.2.10 Correspondence

Meters/Wells within **EnergySteward.com** can have an unlimited number of electronic correspondence (attachments) associated to them. These correspondence items are stored with the meters/wells on the **EnergySteward.com** servers and are readily available for quick online viewing, emailing, faxing. This correspondence feature provides for electronic backups of key meter/well document artifacts (gas analysis statements, backup calculation spreadsheets, DOI instructions, etc.). Appropriate levels of security within **EnergySteward.com** makes these actual documents quickly accessible. More information about meter/well correspondence types can be found in the configure meter/well correspondence types area within this manual. Recording these correspondence options are optional, but if entered can provide multiple benefits. Important note: If you already have an electronic documents system to store your artifacts, then this area can store links to your external document system in order to associate these external documents to the meter/well.



Add Correspondence (button) - Click this button to add a new correspondence item to the meter/well.

Correspondence Application (grid button) - This represents a graphic image of the type of correspondence which has been saved. This graphic image could represent a PDF report, Excel worksheet,Word document, etc. When you click this grid button you will be prompted to either open/ view the correspondence OR to save it to a local or network drive. Basically, use this button to see the contents of the correspondence. When you click to open/view, then the application (Acrobat Reader, MS Excel, MS Word, etc.) on the client machine will be automatically started and the correspondence will appear when the application opens. Important note: If this is an external URL/Link to a document stored in a 3rd party electronic document system then you will see a GLOBE icon. When you click the GLOBE it will fire off the URL so you can view the correspondence item from its external location.

Email Grid Button (envelope) - Click this next to the applicable correspondence item in order to send this item to someone in your contact list via email.

Fax Grid Button (facsimile) - Click this next to the applicable correspondence item in order to send this item to someone in your contact list via fax. Important note: This option only available if you have the faxing service activated.

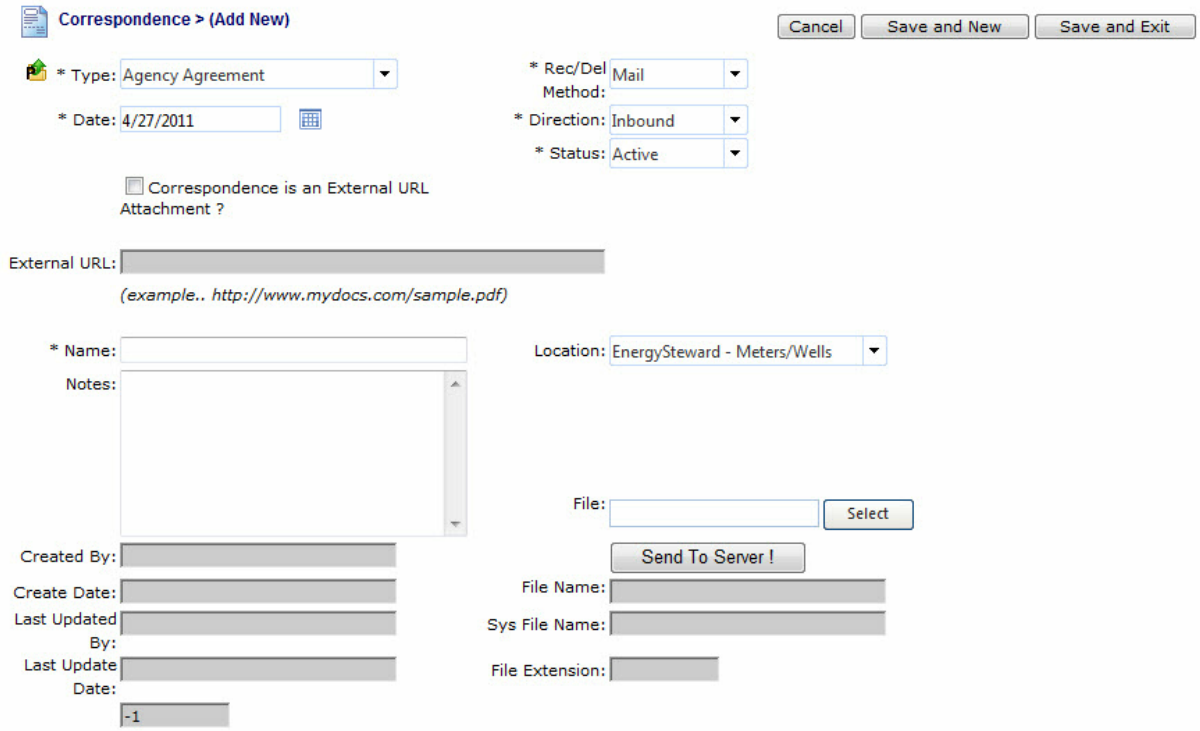
View/Edit Grid Button (pencil) - Click this next to the applicable correspondence item in order to change any of the information relevant to the meter/well correspondence.

Delete Grid Button (red x) - Click this next to the applicable correspondence item that you want to

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permanently delete. When you delete a correspondence item, then all information relevant to that meter/well correspondence will be permanently deleted. Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.

The following shows the correspondence detail which you are presented with when adding or updating meter/well correspondence.



Type (drop down list box) - Select the correspondence type from the list of available types. See the configuration meter/well correspondence types area for creating/updating correspondence types. This item also includes a quick add icon for setting these correspondence types up directly from this screen (if you have appropriate security).

Date (popup calendar) - This is a required field and represents the date specific to the correspondence item (ie.. if you store a scanned document then you would probably set this date to the document effective date).

Correspondence is an External URL Attachment ? (checkbox) - If this correspondence is a reference to an http or file URL (versus a physical file attachment) then check this box. When unchecked it means that you are planning on uploading a correspondence file/document.

External URL - This area is available to be entered if the "Correspondence is an External URL Attachment ?" is checked. If unchecked, this this field will be grayed out (non enterable).

Name - This is a required field. This is for posting a short name about what you are uploading (or setting up an external link).

Notes - This is optional and can be any related notes about the correspondence which is needed for clarification.

Rec/Del Method (drop down list box) - This is required and is used to indicate how this electronic

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correspondence was received or delivered. This is informational only.

Direction (drop down list box) - This is required and is used to indicate whether the correspondence was inbound or outbound. This is informational only.

Status (drop down list box) - This is required and indicates whether or not the correspondence item is active or inactive.

Location (drop down list box) - This indicates the system name where the "Correspondence File" will be (is) located. When you upload the correspondence file it will be stored on system servers within a specific path, referenced by this name. Most of the time this should be left at it's default location. The 'behind the scenes' paths assigned to these names are setup by system administrators.

Correspondence File (file upload area) - This is where you upload the actual electronic file. This file can be graphic image, PDF, Excel, Word, WAV (voice recording), etc. Here are the steps:

1. Click the "Select" button.
2. A file explorer box pops up. Find the file on your local drive or network drive, then select ok.
3. The file name (with local path) will be grayed out, yet appear in the box to the left of the "Select" button.
4. Click the "Send To Server" button.
5. This uploads the file to the appropriate server location (see "Location" description above).
6. The sys file name and extension will appear (protected) directly underneath.
7. Make sure you save and/or exit (to save) once the upload has completed AND the other areas of the screen have been entered.

3.2.2.11 Measurement Volumes

EnergySteward.com is set to automatically capture raw or validated measurement volumes. These volumes are stored within EnergySteward.com on an hourly basis. The following screen(s) allow for viewing the detail measurements for a given meter/well. When you click the pencil (to see the details), you are presented with options to see the day totals AND the hour totals for the date. You can specify a from and thru production date on this screen in order to filter your search to a particular timeframe for the specific meter/well.



The various measurement components captured (HOURLY with DAILY) include:

Methane (C1) N-Butane (NC4) Heptane (C7H16)

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Ethane (C2)	I-Pentane (IC5)	Nitrogen (N2)
Propane (C3)	N-Pentane (NC5)	Carbon Dioxide (C02)
I-Butane (IC4)	Hexane+ (C6+)	

Additional DAILY information recorded includes:

Gravity	Flow Hours
Average Stat	MCF Volume
Average Diff	MMBtu Volume
Flow Temp	Condensate Volume

This meter measurement information is typically loaded via automated process to **EnergySteward.com** (either Excel uploads AND/OR via automated feed service for the specific vendor).

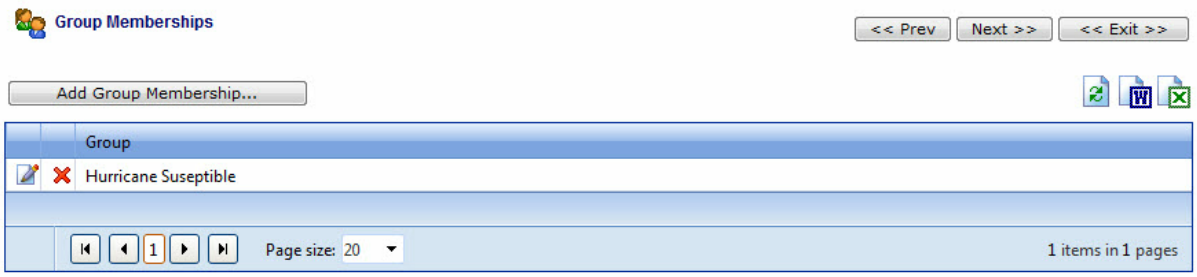
Future Release: Automated allocations between these entries and underlying deals.

3.2.2.12 Associations

The meter/well associations area within **EnergySteward.com** include those areas where various meter/well associations exist (groups, company relationships, areas, etc.) can be setup, updated, deleted and viewed.

3.2.2.12.1 Group Memberships

Meters/Wells within **EnergySteward.com** can belong to meter/well groups via a group membership. These are optional memberships which allow you run reports or queries against subsets of your meters/wells. These groups, and additional information information about meter/well groups, can be found in the configuration meter/well groups area . The screen shot below is where you add, update or delete a meter/well group membership.



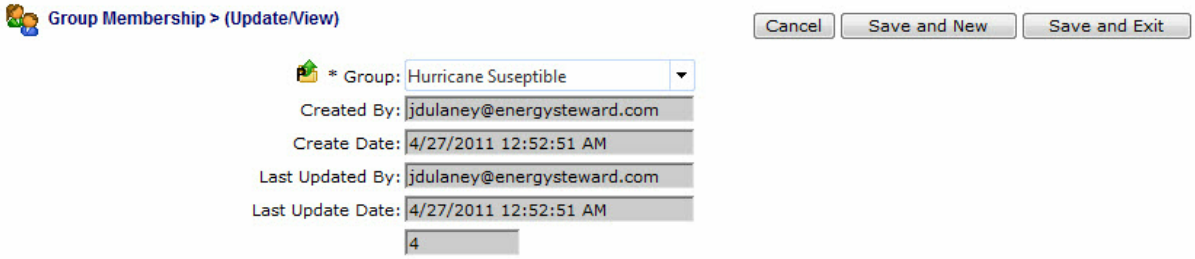
Add Group Membership (button) - Click this button to add this meter/well as a member within a group.

View/Edit Grid Button (pencil) - Click this next to the applicable group membership in order to change any of the information relevant to the group membership.

Delete Grid Button (red x) - Click this next to the applicable group membership that you want to permanently delete. When you delete a group membership, then only the specific meter/well group membership association is removed. Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.

The following shows the group membership detail which you are presented with when adding or updating a meter/well group membership.

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Group (drop down list box) - This is a required field. This indicates the group type to use on the membership. See the configuration meter/well group type setup area for creating/updating meter/well group types. This item also includes a quick add icon for setting these types up directly from this screen (if you have appropriate security).

3.2.2.12.2 Contact Relationships

You can have an unlimited number of contact relationships to a given meter/well within **EnergySteward.com** . Information about these relationships can be found in the configuration meter/well relationship types area. You might have an 'operator' or 'producer' contact relationship, etc. setup on the meter/well, etc.



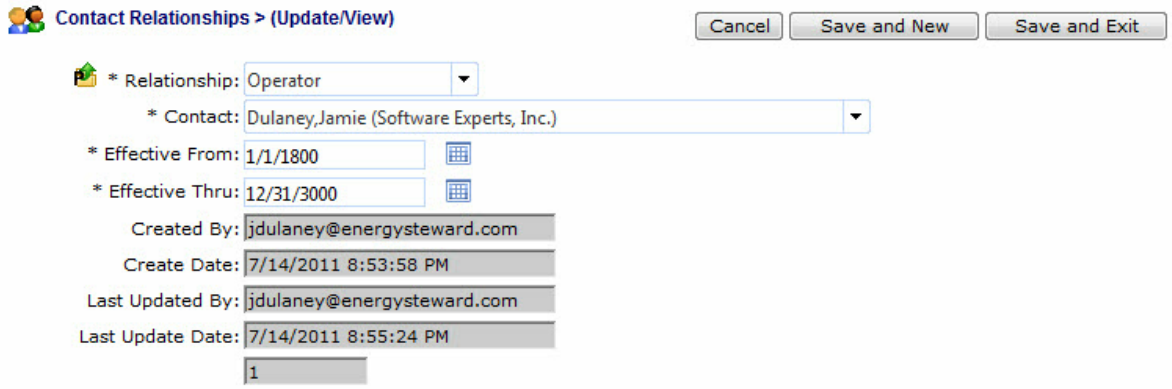
Add Contact Relationship (button) - Click this button to add a new contact relationship to this meter/well.

View/Edit Grid Button (pencil) - Click this next to the applicable relationship in order to view or change any of the information relevant to the relationship.

Delete Grid Button (red x) - Click this next to the applicable relationship that you want to permanently delete. When you delete a relationship, then only the specific contact relationship association is removed. Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.

The following shows the contact relationship detail which you are presented with when adding or updating a meter/well relationships.

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Relationship (drop down list box) - This is a required field. This indicates the relationship type. See the configuration meter/well relationship type setup area for creating/updating meter/well relationship types. This item also includes a quick add icon for setting these types up directly from this screen (if you have appropriate security).

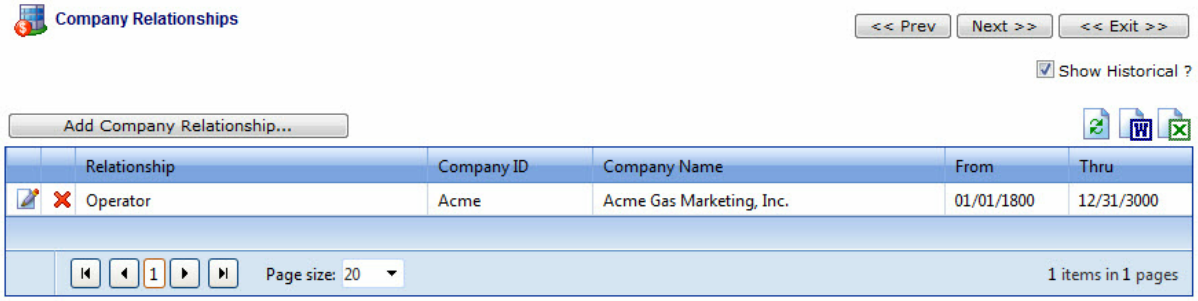
Contact (drop down list box) - This is required and is the contact individual that has the specified meter/well relationship type.

Effective From (date popup) - This is a required field. It will default to '01/01/1800'. This should be left at the default value unless date effectiveness for this relationship is important.

Effective Thru (date popup) - This is a required field. It will default to '12/31/3000'. This should be left at the default value unless date effectiveness for this relationship is important.

3.2.2.12.3 Company Relationships

You can have an unlimited number of company relationships to a given meter/well within **EnergySteward.com** . Information about these relationships can be found in the configuration meter/ well relationship types area. You might have an 'operator' relationship, etc. setup on the meter/well, etc.



Add Company Relationship (button) - Click this button to add a new company relationship to this meter/well.

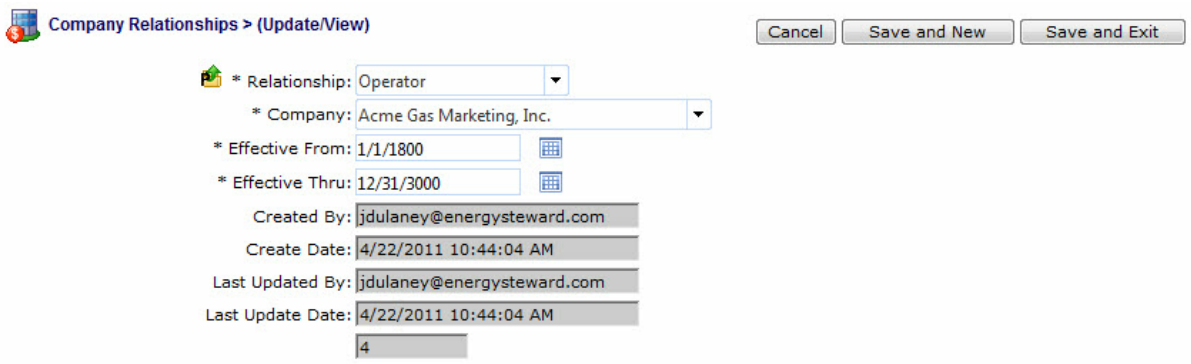
View/Edit Grid Button (pencil) - Click this next to the applicable relationship in order to view or change any of the information relevant to the relationship.

Delete Grid Button (red x) - Click this next to the applicable relationship that you want to permanently delete. When you delete a relationship, then only the specific company relationship association is removed. Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior

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to deletion.

The following shows the company relationship detail which you are presented with when adding or updating a meter/well relationships.



Relationship (drop down list box) - This is a required field. This indicates the relationship type. See the configuration meter/well relationship type setup area for creating/updating meter/well relationship types. This item also includes a quick add icon for setting these types up directly from this screen (if you have appropriate security).

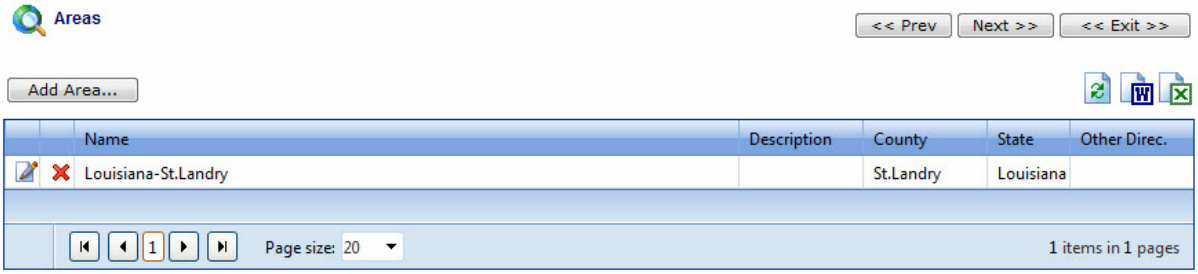
Company (drop down list box) - This is required and is the company that has the specified meter/well relationship type.

Effective From (date popup) - This is a required field. It will default to '01/01/1800'. This should be left at the default value unless date effectiveness for this relationship is important.

Effective Thru (date popup) - This is a required field. It will default to '12/31/3000'. This should be left at the default value unless date effectiveness for this relationship is important.

3.2.2.12.4 Areas

Meters/Wells within **EnergySteward.com** can belong to geographic locations/areas. Typically, this is designated for a state and county. However, you could setup a given meter/well within several areas, at various levels (ie.. state/county, region, continent, plays, etc.). This is where you setup the meter/well area assignments. These areas, and additional information information about meter/well areas, can be found in the configuration meter/well area . The screen shot below is where you add, update or delete a meter/well area associations.



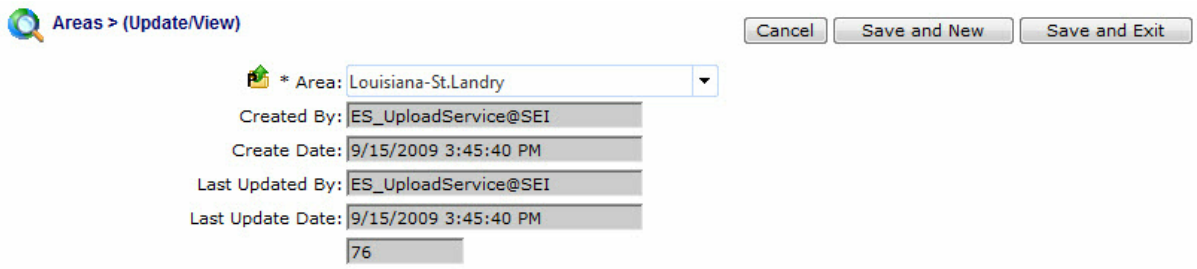
Add Area (button) - Click this button to add this meter/well to an area.

View/Edit Grid Button (pencil) - Click this next to the applicable area association in order to change any of the information relevant to the area association.

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Delete Grid Button (red x) - Click this next to the applicable area assignment that you want to permanently delete. When you delete an area assignment, then only the specific meter/well area association is removed. Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.

The following shows the area association detail which you are presented with when adding or updating a meter/well area associations.



Area (drop down list box) - This is a required field. This indicates the area (geographic location, typically state and county assignment) to use on the association. See the configuration meter/well area setup area for creating/updating meter/well areas. This item also includes a quick add icon for setting these types up directly from this screen (if you have appropriate security).

3.2.2.12.5 Accounting Decks

Meters/Wells within **EnergySteward.com** can have multiple accounting decks assigned, per company, per meter/well (with date effectiveness). The decks are utilized when exporting deal transactions to target accounting applications. These are optional deck associations which are not required UNLESS you want to associate decks for export. The screen shot below is where you add, update or delete meter/well accounting decks.



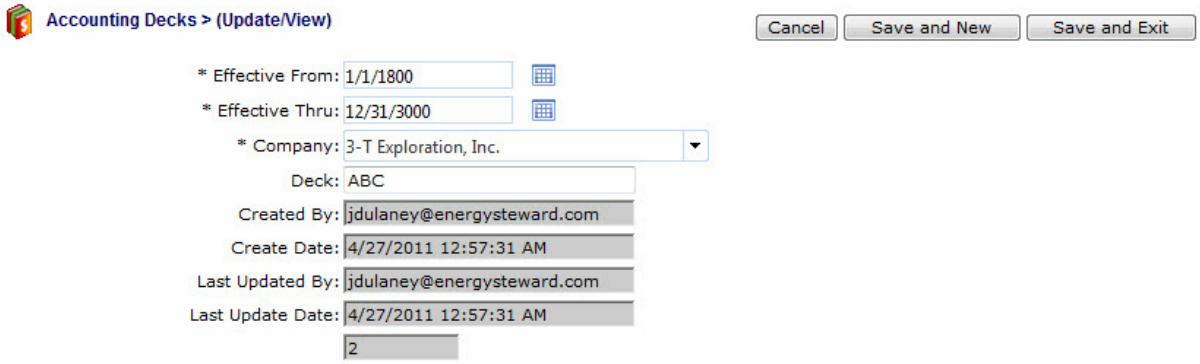
Add Accounting Deck (button) - Click this button to add an accounting deck association to this meter/well.

View/Edit Grid Button (pencil) - Click this next to the applicable accounting deck in order to change any of the information relevant to the deck.

Delete Grid Button (red x) - Click this next to the applicable accounting deck that you want to permanently delete. When you delete an accounting deck, then only the specific meter/well deck association is removed. Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.

The following shows the accounting deck assignment detail which you are presented with when adding or updating a meter/well accounting decks.

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Effective From (date popup) - This is a required field. It will default to '01/01/1800'. This should be left at the default value unless date effectiveness for this deck association is important.

Effective Thru (date popup) - This is a required field. It will default to '12/31/3000'. This should be left at the default value unless date effectiveness for this deck association is important.

Company (drop down list box) - This is required and represents the company for the deck assignment.

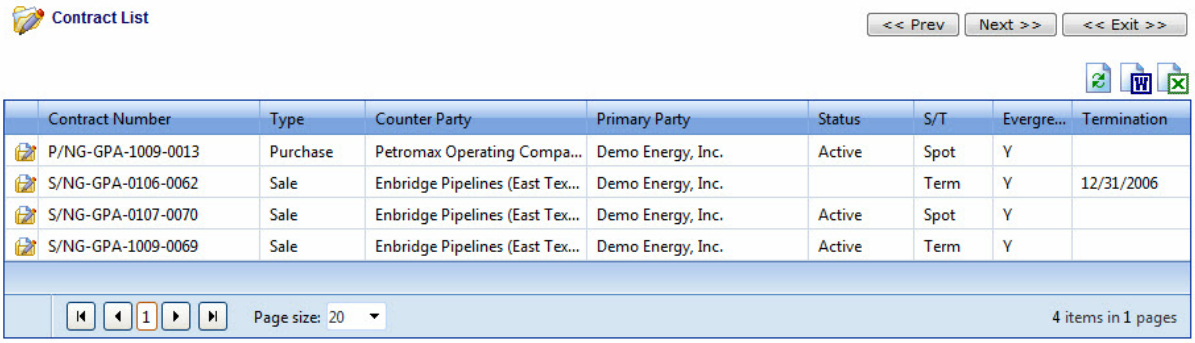
Deck - This indicates the deck code assignment to utilize, for this company, on this meter/well, between the two effective dates.

3.2.2.13 Quick Views

The meter/well quick view areas provide screens which allow for viewing specific aspects about the meter/well within **EnergySteward.com**. For example, what contracts reference the meter/well, what contract routes reference the meter/well, a listing of measurement volumes, etc. These quick views are like real time online reports for instant access to relative information.

3.2.2.13.1 Contract List

This screen provides a quick view of all contracts which currently have this meter/well association. You can click the contract transfer icon next to the specific contract in order to transfer to the contract detail screen.



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3.2.2.13.2 Contract Routes

This screen provides a quick view of all contract routes which currently have this meter/well association (as either a receipt meter/well OR a delivery meter/well). You can click the transfer contract route icon next to the specific contract route in order to transfer to the contract detail screen.

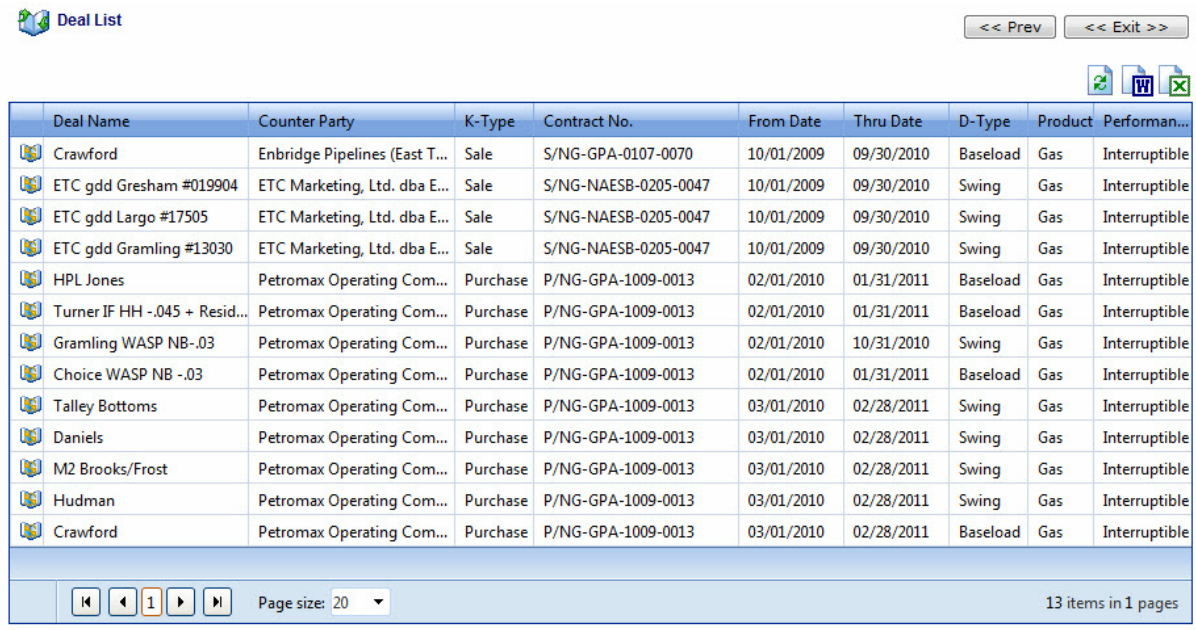


Contract Number	RCPT Pipe/Field	RCPT Meter/Well	DLVRY Pipe/Field	DLVRY Meter/Well	From	Thru
No records to display.						

Page size: 20 — 0 items in 1 pages

3.2.2.13.3 Deals

This screen provides a quick view of all deals which currently have this meter/well. You can click the deal transfer icon next to the specific deal in order to transfer to the deal detail screens.



Deal Name	Counter Party	K-Type	Contract No.	From Date	Thru Date	D-Type	Product	Performan...
Crawford	Enbridge Pipelines (East T...	Sale	S/NG-GPA-0107-0070	10/01/2009	09/30/2010	Baseload	Gas	Interruptible
ETC gdd Gresham #019904	ETC Marketing, Ltd. dba E...	Sale	S/NG-NAESB-0205-0047	10/01/2009	09/30/2010	Swing	Gas	Interruptible
ETC gdd Largo #17505	ETC Marketing, Ltd. dba E...	Sale	S/NG-NAESB-0205-0047	10/01/2009	09/30/2010	Swing	Gas	Interruptible
ETC gdd Gramling #13030	ETC Marketing, Ltd. dba E...	Sale	S/NG-NAESB-0205-0047	10/01/2009	09/30/2010	Swing	Gas	Interruptible
HPL Jones	Petromax Operating Com...	Purchase	P/NG-GPA-1009-0013	02/01/2010	01/31/2011	Baseload	Gas	Interruptible
Turner IF HH -.045 + Resid...	Petromax Operating Com...	Purchase	P/NG-GPA-1009-0013	02/01/2010	01/31/2011	Baseload	Gas	Interruptible
Gramling WASP NB-.03	Petromax Operating Com...	Purchase	P/NG-GPA-1009-0013	02/01/2010	10/31/2010	Swing	Gas	Interruptible
Choice WASP NB -.03	Petromax Operating Com...	Purchase	P/NG-GPA-1009-0013	02/01/2010	01/31/2011	Baseload	Gas	Interruptible
Talley Bottoms	Petromax Operating Com...	Purchase	P/NG-GPA-1009-0013	03/01/2010	02/28/2011	Swing	Gas	Interruptible
Daniels	Petromax Operating Com...	Purchase	P/NG-GPA-1009-0013	03/01/2010	02/28/2011	Swing	Gas	Interruptible
M2 Brooks/Frost	Petromax Operating Com...	Purchase	P/NG-GPA-1009-0013	03/01/2010	02/28/2011	Swing	Gas	Interruptible
Hudman	Petromax Operating Com...	Purchase	P/NG-GPA-1009-0013	03/01/2010	02/28/2011	Swing	Gas	Interruptible
Crawford	Petromax Operating Com...	Purchase	P/NG-GPA-1009-0013	03/01/2010	02/28/2011	Baseload	Gas	Interruptible

Page size: 20 — 13 items in 1 pages

3.2.3 Volume Adjustment Components

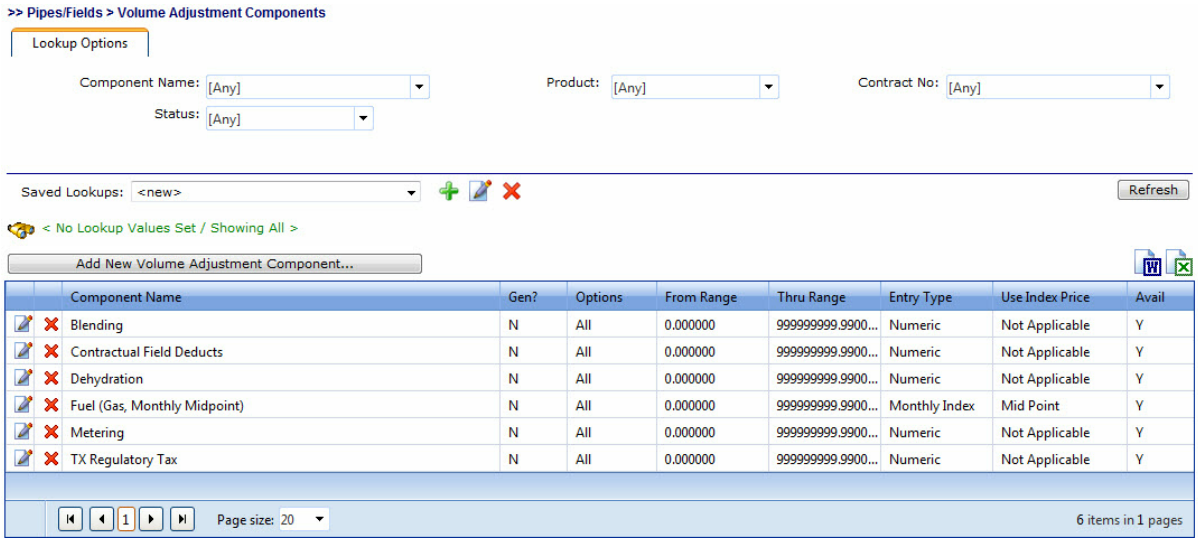
EnergySteward.com provides for automated adjustments to meter/well volumes which are received, transported and delivered with deals. This area represents where volume adjustment formula components can be added, browsed, updated and deleted.

For example, many times a fuel deduction is setup on specific gas transportation routes. In those cases, you would first setup a component here called 'Fuel'. Then, within the transport contract you would use that component in your volume adjustment formula and assign the formula to the various transport routes, where applicable.

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You can have many types of components which are used in the contract and deal volume adjustment formula's (PVR, Keep Whole, etc.). These volume adjustment components support numeric entry (ie.. a flat percentage) OR they can be setup to reference a price/cost rate table. When using price/cost index tables it enables daily volume adjustments AND it provides for changes to be done in a set of price/cost rate tables instead of a hard coded percentage in a formula.

The screen shot below shows where you add, update and browse volume adjustment component information.



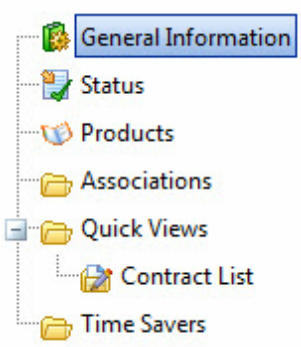
Add New Volume Adjustment Component (button) - Click this button to add a new volume adjustment component.

View/Edit Grid Button (pencil) - Click this next to the applicable volume adjustment component in order to change any of the information relevant to the component.

Delete Grid Button (red x) - Click this next to the applicable volume adjustment component that you want to permanently delete. When you delete a component, then all information relevant to that component, as stored within **EnergySteward.com**, will be permanently deleted (includes various contract formulas which might reference the component). You might consider inactivating the component versus deleting. Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.

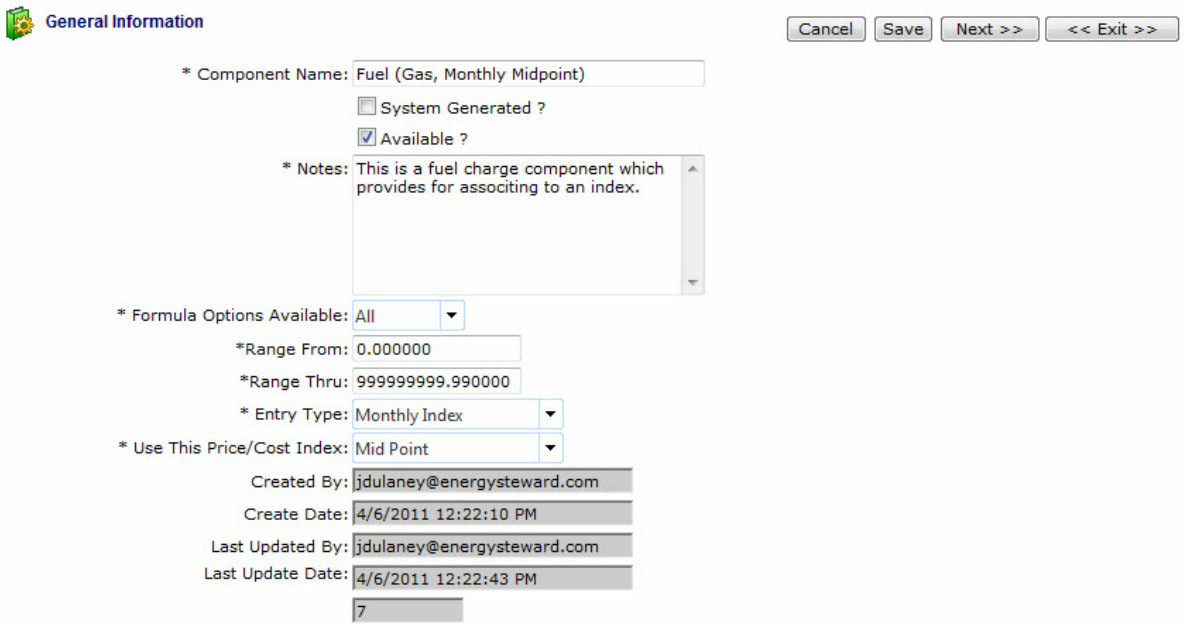
The following lists out the various areas of information relative to a specific volume adjustment components within the system. This is the tree navigation area which you will see when you add or update a volume adjustment component. With the initial screen being set to the 'General Information' screen.

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3.2.3.1 General Information

This represents the main screen which is used when either adding a new volume adjustment component or when updating an existing volume adjustment component.



Component Name - This is a required field. It represents the name to use for the component.

System Generated (checkbox) - If checked, then this component is automatically generated by the system (versus being incorporated manually within a volume adjustment formula).

Available (checkbox) - If checked, then active.

Notes - This is required. This area provides a place to define the intentions of the volume adjustment component.

Formula Options Available (drop down list box) - This indicates what arithmetic options are available with this component when used in a volume adjustment formula.

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- All = "+" or "-" or "*" or "/"
- "+"
- "-"
- "*"
- "/"

Range From - This represents a low end number, which will be used for editing the values that are setup. For example, if a 3 is placed here, then when someone setups a formula they will not be allowed to specify a value under 3 for this item.

Range Thru - This represents a high end number, which will be used for editing the values that are setup. For example, if a 10 is placed here, then when someone setups a formula they will not be allowed to specify a value over 10 for this item.

Entry Type (pulldown box) - This indicates the 'type of entry' which is expected for the volume adjustment rate. The possible values are below:

- **Numeric** - use this when specifying a flat number in a formula and when you do not wish to reference a price/cost rate index table.
- **Daily Index** - use this to ensure that a daily price/cost index is specified on the volume adjustment formulas.
- **Monthly Index** - use this to ensure that a monthly price/cost index is specified on the volume adjustment formulas.
- **Weekly Index** - use this to ensure that a weekly price/cost index is specified on the volume adjustment formulas.

Use This Price/Cost Index (pulldown box) - If the entry type specified is for some sort of index (monthly, daily or weekly) then this pulldown box enables you to select the price point (usually mid-point is the price point populated when only a single rate is table index specified).

3.2.3.2 Status

Volume adjustments within **EnergySteward.com** can have multiple date effective status codes assigned. Status entries are defined by your organization to enable you a have a mechanism to indicate the various status phases for a volume adjustment component.



Add Status (button) - Click this button to add a new status entry for the volume adjustment component.

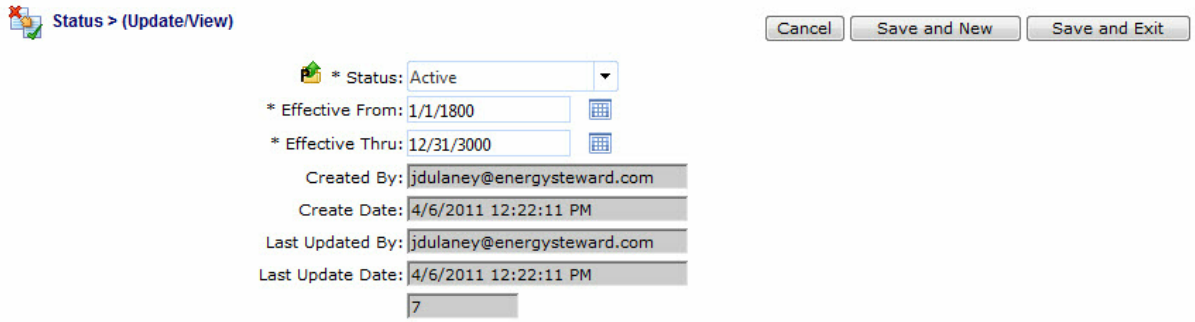
View/Edit Grid Button (pencil) - Click this next to the applicable status entry in order to change any of the information relevant to the volume adjustment component status.

Delete Grid Button (red x) - Click this next to the applicable status that you want to permanently

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delete. When you delete a status, then all information relevant to that volume adjustment component status will be permanently deleted. Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.

The following shows the status detail which you are presented with when adding or updating an volume adjustment component status entry.



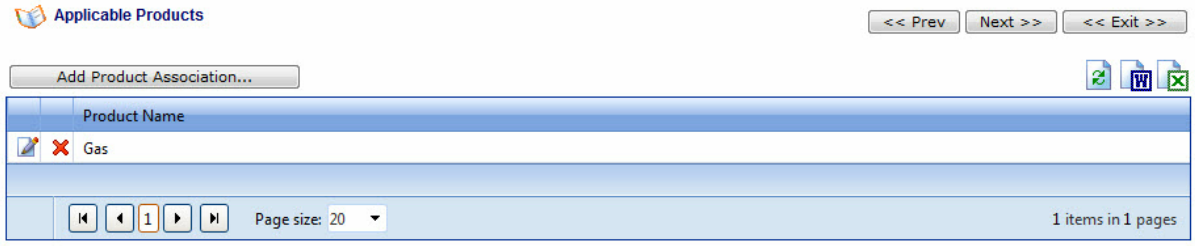
Status (drop down list box) - Select the status from the list of available status's. This item also includes a quick add icon for setting these status's up directly from this screen (if you have appropriate security).

Effective From (popup calendar) - This is a required field. It will default to '01/01/1800'. This should be left at the default value unless date effectiveness for this status is important.

Effective Thru (popup calendar) - This is a required field. It will default to '12/31/3000'. This should be left at the default value unless date effectiveness for this status is important.

3.2.3.3 Products

Volume adjustment components within **EnergySteward.com** are associated with products. When setting up volume adjustment formulas, using components, these products determine whether a given component appears in a drop down list box's during formula setup.



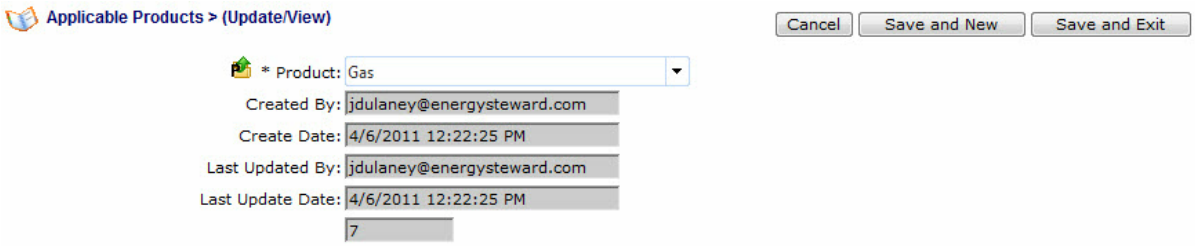
Add Product (button) - Click this button to add a new product to the volume adjustment component.

View/Edit Grid Button (pencil) - Click this next to the applicable product in order to change any of the information relevant to the component-to-product relationship.

Delete Grid Button (red x) - Click this next to the applicable product that you want to permanently delete. When you delete a product, then all information relevant to that component to product relationship will be permanently deleted. Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.

The following shows the product detail which you are presented with when adding or updating an volume adjustment component product.

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Product (drop down list box) - Select the product from the list of available products. See the configuration contract products area for creating/updating products. This item also includes a quick add icon for setting these products up directly from this screen (if you have appropriate security).

3.2.3.4 Quick Views

The volume adjustment component quick view areas provide screens which allow for viewing specific aspects about the component within **EnergySteward.com**. For example, what contracts reference the volume adjustment component within a formula, etc. These quick views are like real time online reports for instant access to relevant information.

3.2.3.4.1 Contract List

This screen provides a quick view of all contracts which currently have the volume adjustment component within a formula in the contract. You can click the transfer icon next to the specific contract in order to transfer to the contract detail screen.



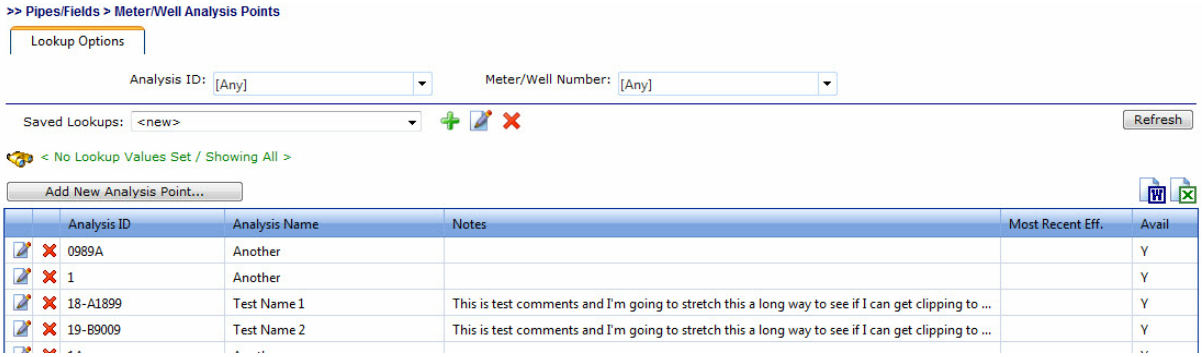
3.2.4 Meter/Well Analysis Points

EnergySteward.com can optionally capture (and allocate to deals) validated measurement volumes. Many times these volumes come from vendor external vendor systems (PGAS, Flowcal, etc.). This information is utilized for automated deal volume updates, producer/operator dashboards, etc. The 'Meter/Well Analysis Points' area holds detail, date effective, information related to natural gas analysis components (mol %, gpm, sample information, etc.). Specific component specifics are stored. A single 'Analysis Point' within **EnergySteward.com** can be referenced by many meters/wells (many times the analysis information is shared).

In many cases, **EnergySteward.com** can be setup to automatically import measurement and analysis information directly from your other vendor system.

The following screen shows a list of the various analysis points defined within the system. You can click on the details for a given point and get a history of the measurement component percentages, meter/well assignments over time, etc.

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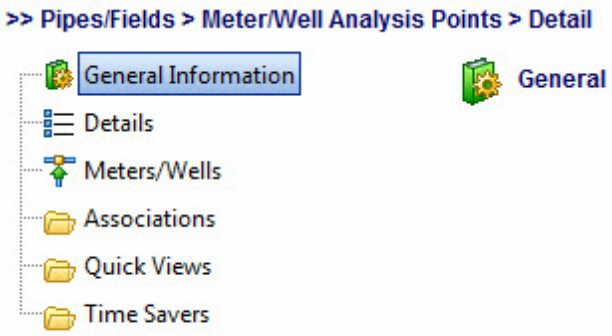


Add New Analysis Point (button) - If adding analysis points manually, then click this button. Important Note: If you have a validation/editing measurement software system (like PGAS, FlowCal, etc.) then it is possible to enable automated posting of measurement volumes from those systems.

View/Edit Grid Button (pencil) - Click this next to the applicable analysis point in order to change any of the information relevant to this analysis point.

Delete Grid Button (red x) - Click this next to the applicable analysis point that you want to permanently delete. When you delete an analysis point, then all information relevant to that analysis point, as stored within **EnergySteward.com**, will be permanently deleted (this includes detail history, all meter/well associations, etc.). You might consider inactivating the analysis point (setting the availability flag to 'N') versus deleting. Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.

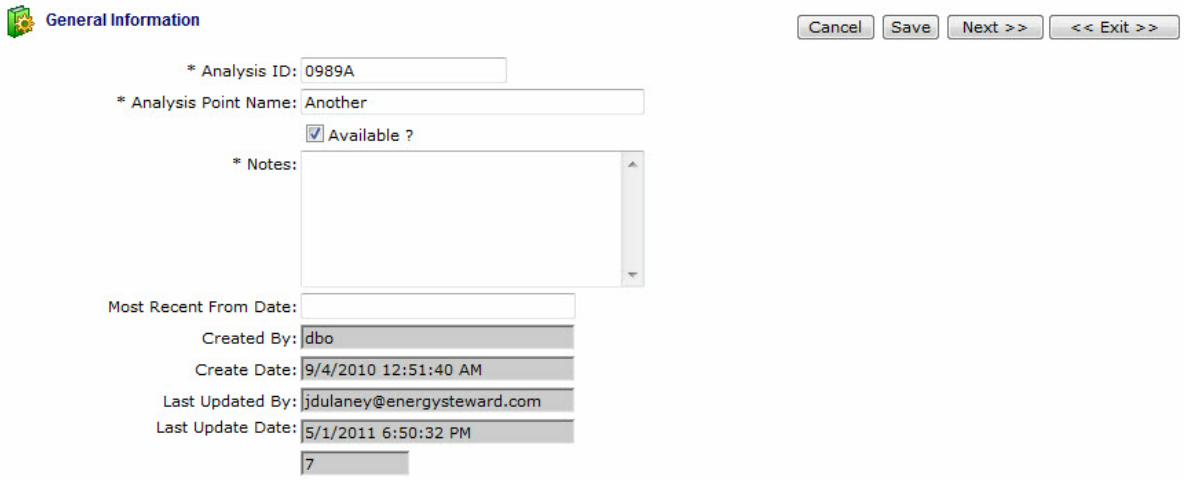
The following lists out the various areas of information relative to a specific analysis point within the system. This is the tree navigation area which you will see when you add or update an analysis point. With the initial screen being set to the 'General Information' screen.



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3.2.4.1 General Information

This represents the main screen which is used when either adding a new analysis point or when updating an existing analysis point. This screen contains the high level information relative to a specific analysis point (id,name, notes, etc.).



Analysis ID - This is a required field. It represents a short name (or identifier) which is referenced to uniquely identify the analysis point. Many times this ID is the same as the primary meter/well number for which it is associated.

Analysis Name - Required. This is just a long description/name field to describe the point.

Notes - Required. This indicates any notes/comments pertaining to this analysis point.

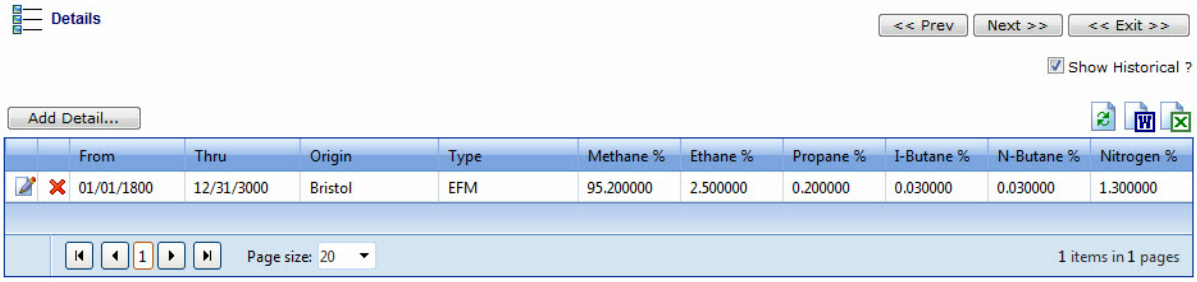
Most Recent From Date - This is a protected field. Whenever analysis point details (each 'set' with a FROM and THRU date) are entered then this field gets updated. It reflects the most recent details effective date. For instance, if a set analysis point details is loaded with a FROM date of 2/1/2011 thru 12/31/3000, then this date will read '2/1/2011'. In the following month, if a new effective date entry is entered (3/1/2011 thru 12/31/3000) then the 3/1/2011 will be posted here. Important Note: When adding additional detail analysis entries for this point, the previous analysis thru date should be capped prior to the new detail date (ie.. original example would need to be updated to reflect 2/1/2011 thru 2/28/2011 PRIOR TO the new entry which relfects 3/1/2011 thru 12/31/3000).

3.2.4.2 Details

Analysis points within **EnergySteward.com** can have multiple date effective details. These details include all of the component percentages, sample information, etc.

The following screen shows the detail history. Important Note: This list screen just shows a few key component percentages, click the pencil to see detail of all components.

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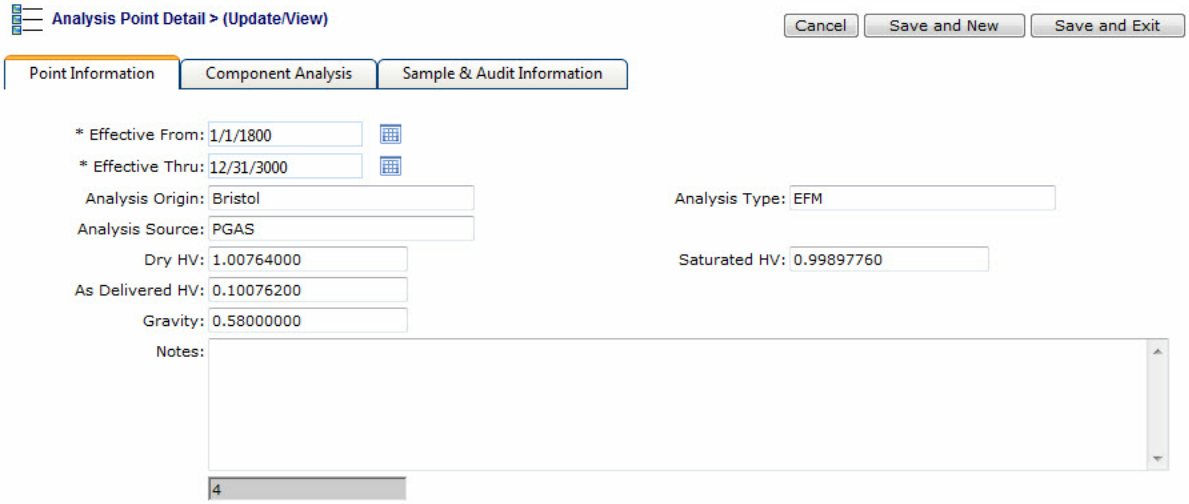


Add Detail (button) - Click this button to add a new analysis detail entry for this analysis point.

View/Edit Grid Button (pencil) - Click this next to the applicable detail entry in order to change any of the information relevant to the analysis point details.

Delete Grid Button (red x) - Click this next to the applicable analysis point detail that you want to permanently delete. Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.

The following shows the initial analysis point detail which you are presented with when adding or updating an analysis point detail entry.



Effective From and Thru Dates - Enter the effective from and thru dates for this particular detail item on this analysis point.

Analysis Origin - Informational. Enter origin information

Analysis Type - Informational. Enter type of analysis.

Analysis Source - Informational. Enter the source of the analysis details.

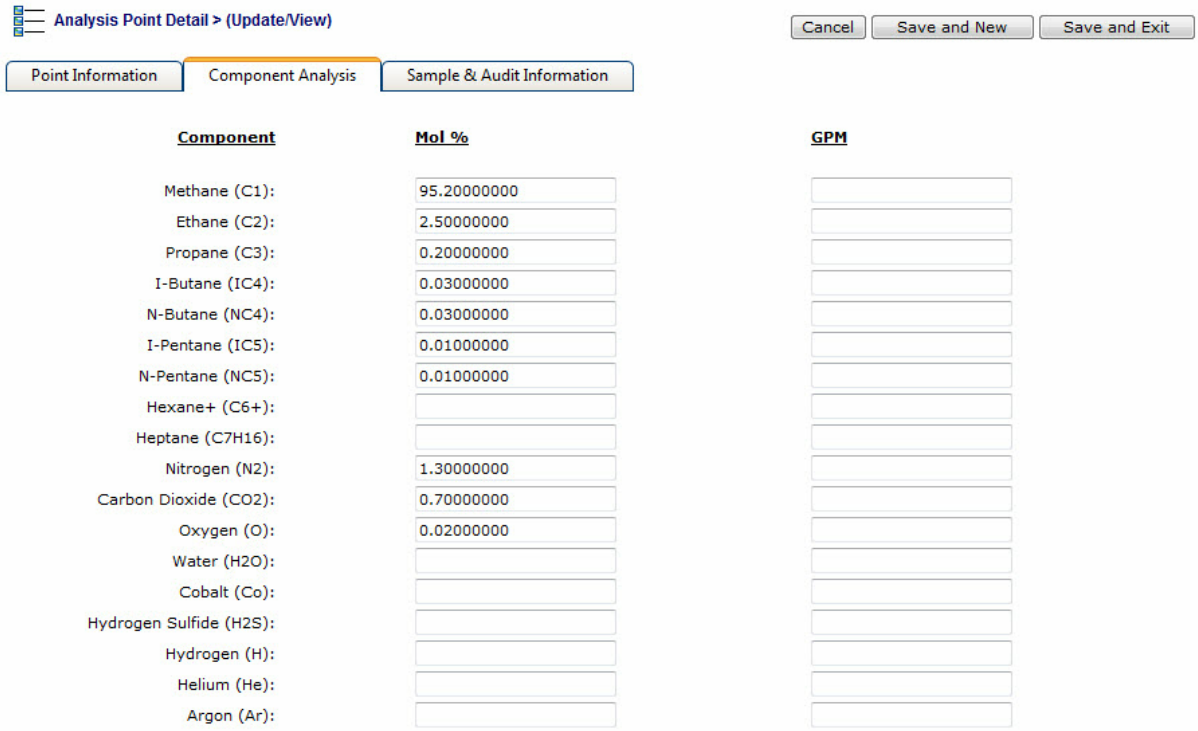
Dry / Saturated / As Delivered HV - This represents the heating value factors for this analysis.

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Gravity - This represents the gravity factor for the analysis detail entry.

Notes - Informational. This represents any notes which you might want to keep pertaining to this particular analysis detail entry.

The following shows the detail component analysis (mol % and gpm) for each type of component.



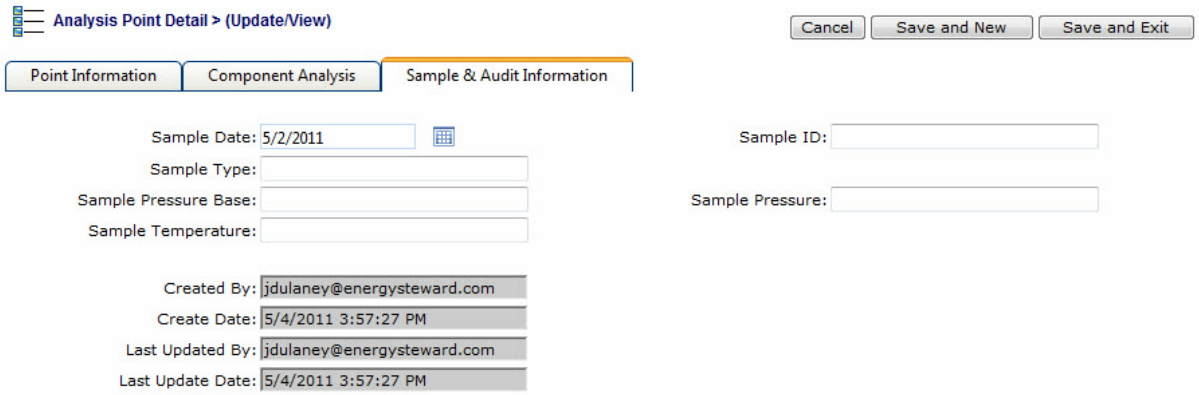
Components - This lists the the various available components which might (or might not) contain readings (mol % and gpm).

Mol % - This represents percentage for each component. The individual fields here are all optional.

GPM - Gallons per MCF for each component. The individual fields here are all optional.

The following shows the detail sample an audit information.

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Sample Date - This represents the date of the sample for this detail analysis entry.

Sample ID - This is optional. This represents the sample identifier for the analysis detail entry.

Sample Type - This is optional. This can be entered to specify the type of sample.

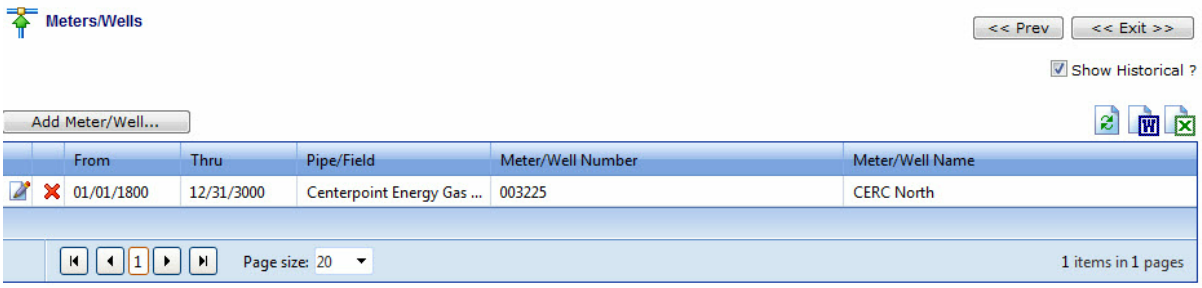
Sample Pressure Base and Pressure - These are optional and represent the sample pressure related information.

Sample Temperature - This is optional. This represents the temperature during the sample.

3.2.4.3 Meters/Wells

Analysis points within **EnergySteward.com** can have multiple meters/wells associations.

The following screen shows the meter/well history.



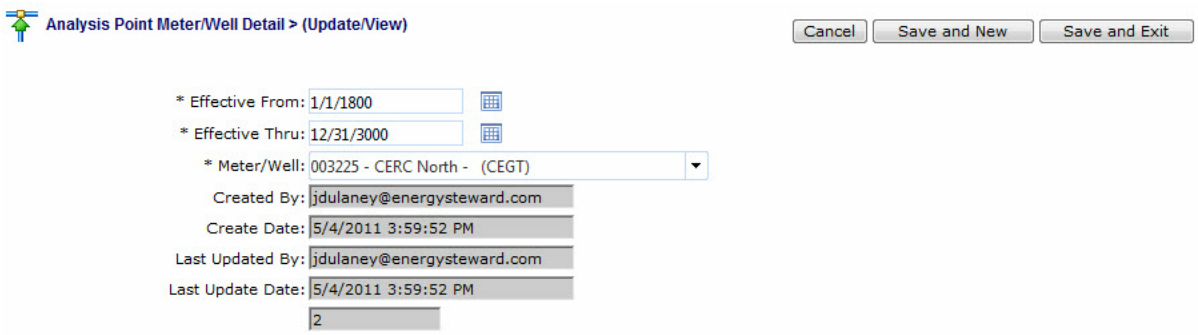
Add Meter/Well (button) - Click this button to add a meter/well association to this particular analysis point.

View/Edit Grid Button (pencil) - Click this next to the applicable meter/well entry in order to change the meter/well information.

Delete Grid Button (red x) - Click this next to the applicable analysis point meter/well that you want to permanently delete. Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.

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The following shows the initial analysis point meter/well assignment screen which you are presented with when adding or updating a meter/well association.



Effective From & Thru Dates - This represents the from and thru date which the meter/well should be associated to this particular measurement point. Normally, this can be set to the default 1/1/1800 thru 12/31/3000. If it ever changes then the entry can later be updated/etc.

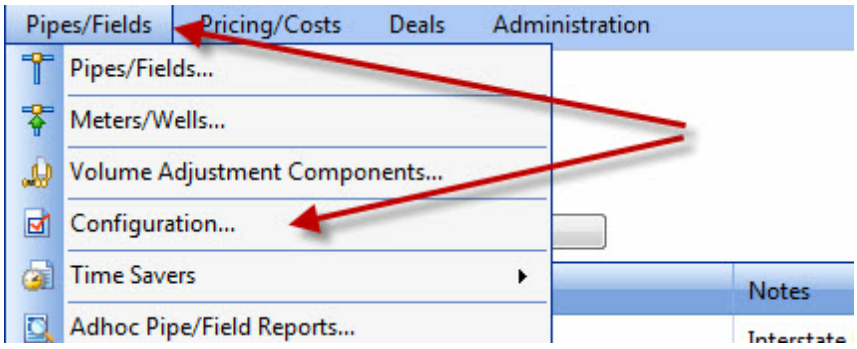
Meter/Well - This represents the meter/well which should be associated to this analysis point for the effective time frame indicated.

.

3.2.5 Configuration

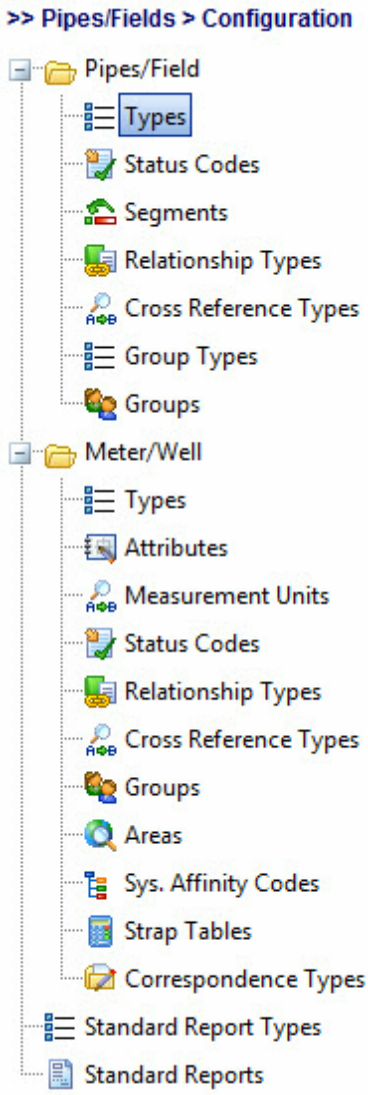
EnergySteward.com provides for extensive customizations for how you setup, store and manage critical pipe/field (includes meters/wells) related information. This section of the manual goes through each of the configuration items within the pipes/fields module. Most of the items which are setup through the pipe/field configuration area are listed as pull down list box items for setting up your pipes/fields, meters/wells, volume adjustment components, etc. This provides you with a mechanism to standardize the various terms and options which you will apply to your pipe/field items (like pipe/field segments, pipe/field groups,meter/well types, strap tables, etc.).

To get into the pipes/fields configuration area you select the following:



The next screen presented shows a list of all the pipes/fields module configuration areas listed within a tree view (see below and also refer to the section on tree navigation within this manual for more info on navigating the tree). When you click these tree items then the other side of the screen will display the applicable contents. The following screen shot shows a sample of the pipes/fields configuration tree.

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3.2.5.1 Pipe/Field

This area contains all pipes/fields module configuration information relative to pipes/fields within **EnergySteward.com** .

3.2.5.1.1 Types

Within **EnergySteward.com** you are provided the capability of setting up multiple types of pipes/fields. For example, you may decide to setup a 'pipe/field' entity and set it up as a 'Pipeline'. You can setup another pipe/field entity for a 'Oil Field'. The pipe/field type provides an ability to group respective meters/wells. In most cases, this will be dictated on who,where and how you conduct business with an entity.

A pipe/field can have multiple types. These types can/are used within various reports within **EnergySteward.com** .

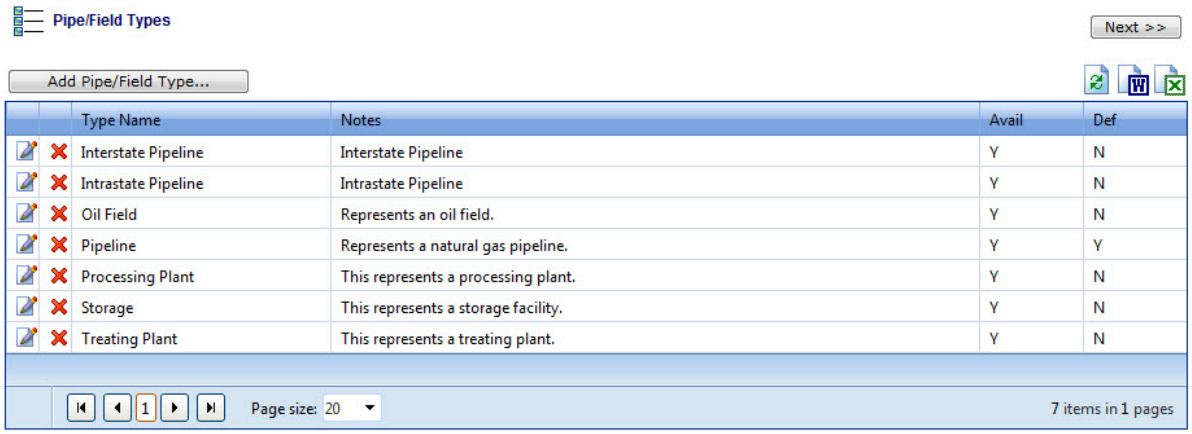
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For example, queries can be run to do the answer the following questions:

- Show all meter/well nom volumes for January 2010 for all *'Pipeline Type'*.....
- Show all profit/loss totals (by meter/well) for nom volumes for March 2010 and summarize by *'Pipeline Type'*...

The above is just an example of how these types can be used to classify, categorize and report at a pipeline type level.

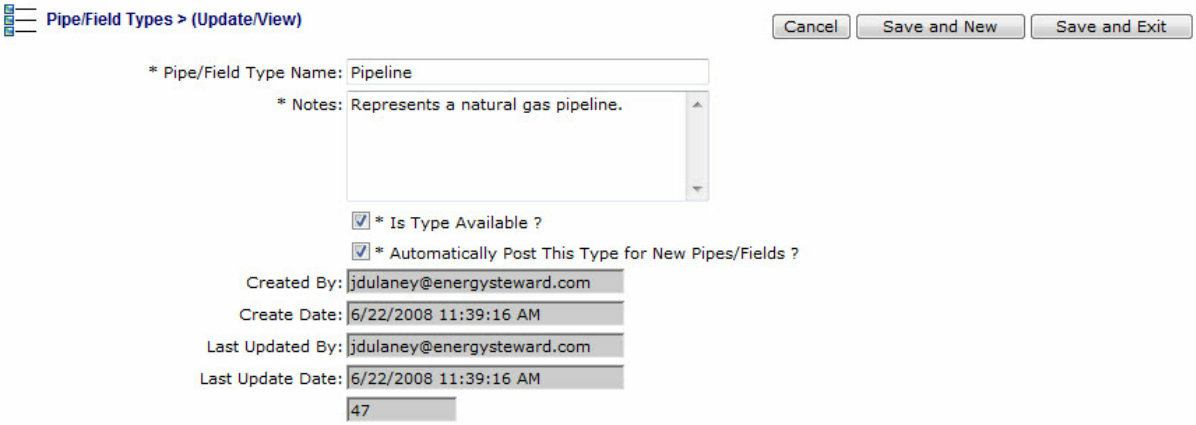
The screen shot below shows the initial screen which lists out your available pipe/field types:



Add Pipe/Field Type (button) - Click this button to add a new pipe/field type.

View/Edit Grid Button (pencil) - Click this next to the applicable pipe/field type in order to change the information about this type.

Delete Grid Button (red x) - Click this next to the applicable pipe/field type that you want to permanently delete. When you delete a pipe/field type, then all pipe/field associations with this type will be removed (pipes/fields will still be there, just their association to this type will be permanently deleted). Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.



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Pipe/Field Type Name - This can be any name for the pipe/field type which you want to define. It is suggested that you make this name relatively descriptive for the pipe/field type in question. The name you post here is what will show up within the pull down list box when setting up a pipe/field.

Notes - This is required and should just be a brief description for indicating what conditions might cause a pipe/field to be assigned with this type.

Is Type Available (checkbox) - If checked, then this pipe/field type is considered active and will therefore show up in the pull down list boxes when setting up pipe/field information. If unchecked then historical pipe/field type information is maintained BUT when assigning new types to pipe/fields, the item will be unavailable (will not show up in the pull down list box).

Automatically Post This Type for New Pipes/Fields (checkbox) - If your company works exclusively with a specific type of pipe/field, then you can check this, and everytime a pipe/field is added to the system then the type will automatically be added. Sometimes this is done when a majority of new pipes/fields will be added of a certain type. For those that are not that type, then you can go and update the type information on the pipe/field after you initially save the new pipe/field. This particular item is simply there to save time in having to manually setup a pipe/field type when it is almost always going to be the same type on all pipes/fields. Once you setup a pipe/field you can always go back in and add/ change pipe/field type information.

3.2.5.1.2 Status Codes

Within **EnergySteward.com** you are able to setup multiple status codes to any pipe/field. Typically, these status codes will represent the status of the pipe/field (to your organization) for a given time period. For example you may decide to manage your pipes/fields with the following status codes:

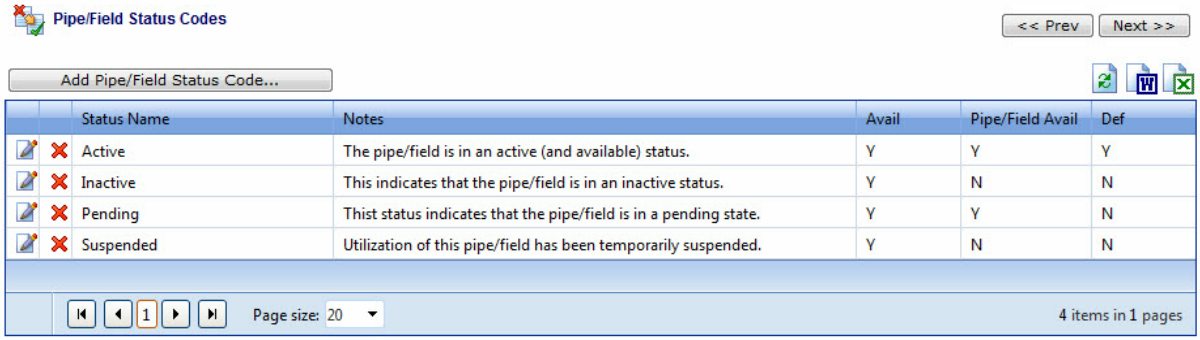
- Active
- Pending
- Inactive
- Suspended
- etc.

This configuration screen provides you with a method to setup those status codes. When working with your pipes/fields, these status codes will be listed in various pull down list boxes when adding or updating pipes/fields into **EnergySteward.com**. In addition, you can run queries and reports based on status (ie.. pull up a list (then maybe export to Excel) of all "Pending" pipes/fields, for instance). You might use these status codes if you have starting or discontinuing business relationships with various pipes/fields.

Important note: These configuration screens provide you with the mechanism for populating a standardized list for the actual pipe/field setup screen. You assign these status codes to various pipes/ fields at the time you add or update the pipe/field within **EnergySteward.com**.

The screen shot below shows the initial screen which lists out your available status codes:

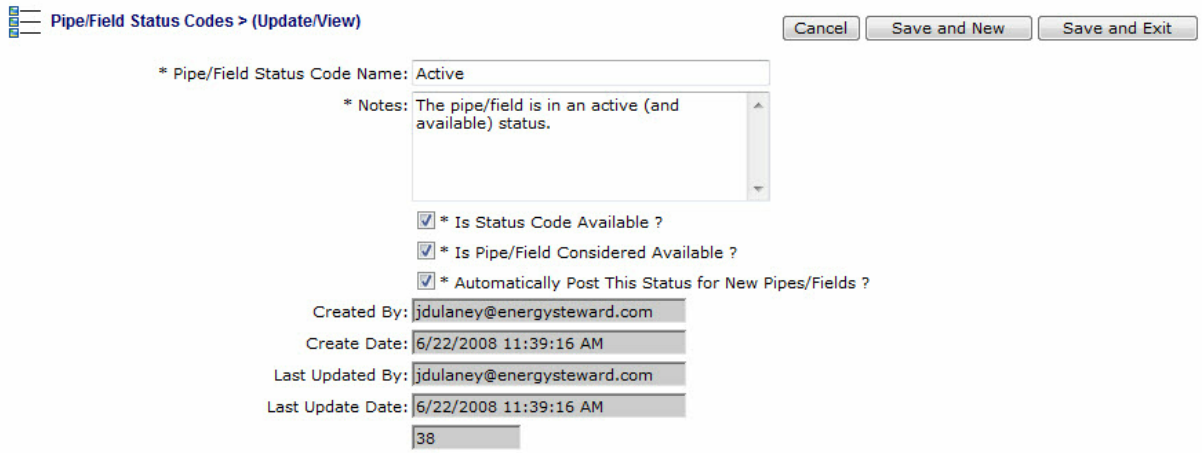
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Add Pipe/Field Status Code (button) - Click this button to add a new status code.

View/Edit Grid Button (pencil) - Click this next to the applicable status code in order to change the information about this status code.

Delete Grid Button (red x) - Click this next to the applicable status code that you want to permanently delete. When you delete a status code, then all pipe/field associations to this status will be removed (pipes/fields will still be there, just their association to this status will be permanently deleted). Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.



Pipe/Field Status Code Name - This can be any name for the status which you want to define. It is suggested that you make this name relatively descriptive for the status in question. The name you post here is what will show up within the pull down list box when setting pipes/fields.

Notes - This is required and should just be a brief description for the pipe/field status.

Is Status Code Available (checkbox) - If checked, then this status is considered active and will therefore show up in the pull down list boxes when setting up pipe/field information. If unchecked then historical status information is maintained BUT when assigning new status codes to pipes/fields, the item will be unavailable (will not show up in the pull down list box).

Is Pipe/Field Considered Available (checkbox) - If checked then any pipes/fields associated to the status code should be considered 'Available'. Examples of available pipes/fields might include 'Active', 'Pending', etc. When unchecked then the status would indicate that the pipes/fields associated to it

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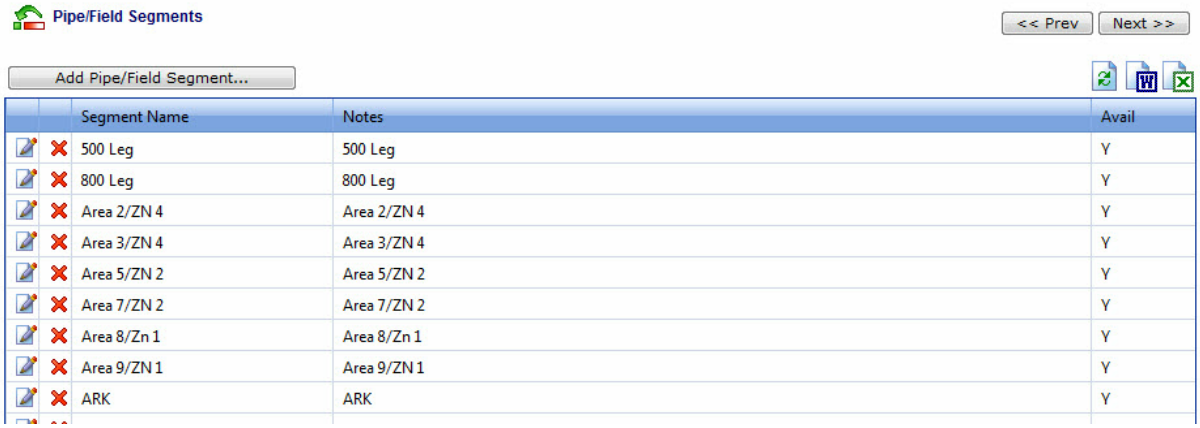
ARE unavailable (like "Suspended" status, etc.).

Automatically Post This Status for New Pipes/Fields ? (checkbox) - If this is checked then then a this particular status will AUTOMATICALLY be posted on a pipe/field without it explicitly being entered. All of this done, during actual pipe/field setup. This is beneficial in those situations where a company is bulk entering their initial pipes/fields. Every new pipe/field which gets entered can be automatically 'tagged' with the status (like 'Active') which is checked via this checkbox. Saves on entry time when setting up a pipe/field.

3.2.5.1.3 Segments

Within **EnergySteward.com**, a meter/well must be assigned to a specific pipe/field. The meter/well can also be associated to a specific segment (optional assignment). This provides another way to categorize and classify your meters/wells. The pipe/field segment provides an ability to have your respective meters/wells assigned to these categories.

The screen shot below shows the initial screen which lists out your available pipe/field segments:



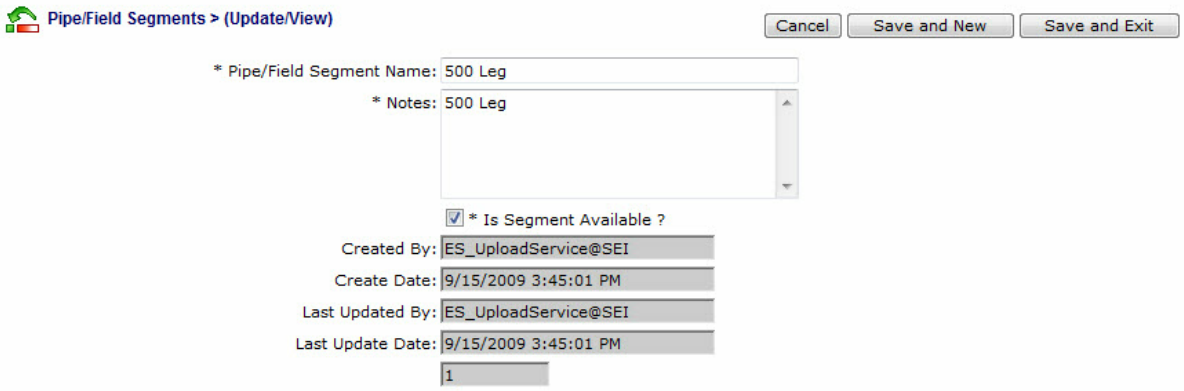
Segment Name	Notes	Avail
500 Leg	500 Leg	Y
800 Leg	800 Leg	Y
Area 2/ZN 4	Area 2/ZN 4	Y
Area 3/ZN 4	Area 3/ZN 4	Y
Area 5/ZN 2	Area 5/ZN 2	Y
Area 7/ZN 2	Area 7/ZN 2	Y
Area 8/Zn 1	Area 8/Zn 1	Y
Area 9/ZN 1	Area 9/ZN 1	Y
ARK	ARK	Y

Add Pipe/Field Segments (button) - Click this button to add a new pipe/field segment.

View/Edit Grid Button (pencil) - Click this next to the applicable pipe/field segment in order to change the information about this segment.

Delete Grid Button (red x) - Click this next to the applicable pipe/field segment that you want to permanently delete. When you delete a pipe/field segment, then all meter/well associations with this segment will be removed (meters/wells will still be there, just their association to this segment will be permanently deleted). Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.

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Pipe/Field Segment Name - This can be any name for the pipe/field segment which you want to define. It is suggested that you make this name relatively descriptive for the pipe/field segment in question. The name you post here is what will show up within the pull down list box when setting up a meter/well within your pipes/fields.

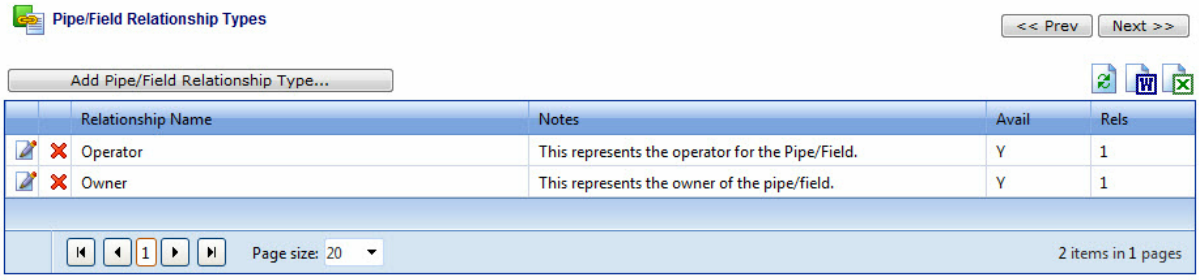
Notes - This is required and should just be a brief description for indicating what conditions might cause a meter/well to be assigned with this segment.

Is Segment Available (checkbox) - If checked, then this pipe/field segment is considered active and will therefore show up in the pull down list boxes when setting up meter/well information. If unchecked then historical segment information is maintained BUT when assigning new segments to meters/wells, the item will be unavailable (will not show up in the pull down list box).

3.2.5.1.4 Relationship Types

Within **EnergySteward.com** you setup multiple company relationships to a given pipe/field. Example relationships might include (owners, operators, etc.). This area allows you to establish the 'types' of relationships. When you actually setup your pipes/fields, you will have an option to assign specific company relationships to each pipe/field. When you make that assignment, you will be asked to specify a 'relationship type' (in a drop down list box).

The screen shot below shows the initial screen which lists out your available pipe/field relationship types:

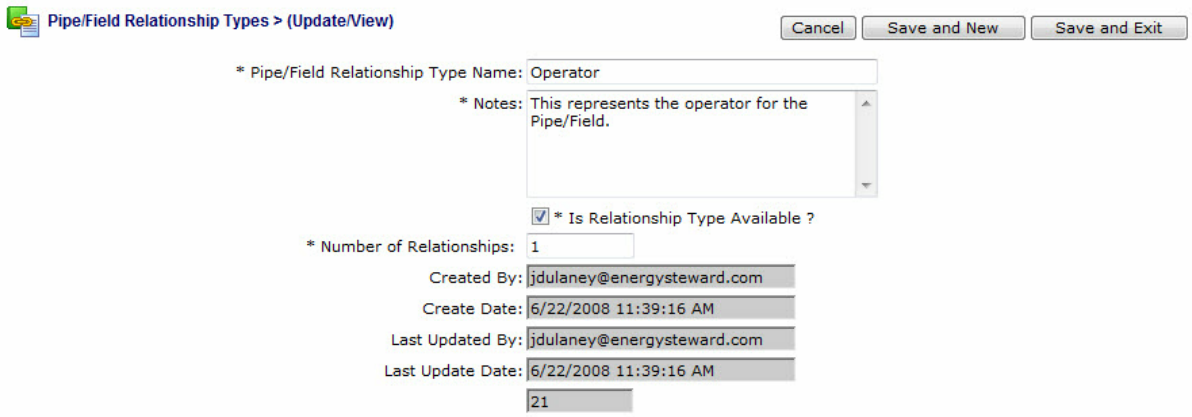


Add Pipe/Field Relationship (button) - Click this button to add a new pipe/field relationship type.

View/Edit Grid Button (pencil) - Click this next to the applicable pipe/field relationship type in order to change the information about this relationship type.

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Delete Grid Button (red x) - Click this next to the applicable pipe/field relationship type that you want to permanently delete. When you delete a pipe/field relationship type, then all pipe/field associations with this relationship will be removed (pipes/fields will still be there, just their association to this relationship type will be permanently deleted). Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.



Pipe/Field Relationship Type Name - This can be any name for the pipe/field company relationship which you want to define. It is suggested that you make this name relatively descriptive for the pipe/field relationship in question. The name you post here is what will show up within the pull down list box when setting up a relationship for your pipes/fields.

Notes - This is required and should just be a brief description for indicating what this relationship type represents.

Is Relationship Type Available (checkbox) - If checked, then this pipe/field relationship type is considered active and will therefore show up in the pull down list boxes when setting up relationship information. If unchecked then historical relationship information is maintained BUT when assigning new relationships to pipes/fields, the item will be unavailable (will not show up in the pull down list box).

3.2.5.1.5 Cross Reference Types

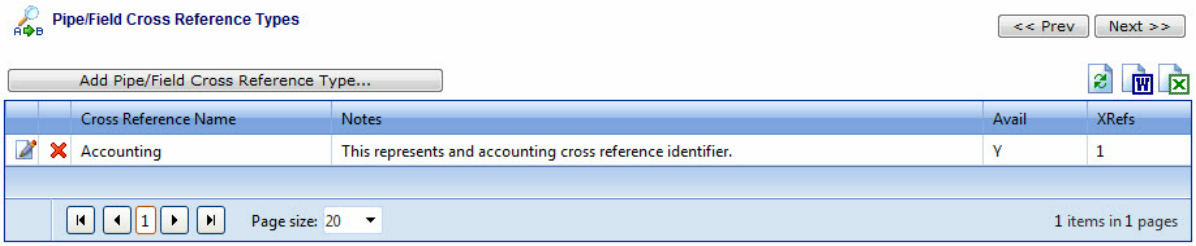
Within **EnergySteward.com** you are provided the capability of setting up cross references to your pipes/fields. This cross referencing capability provides you with a means of storing alternate tags/ identifiers for these pipes/fields. A few examples of where these pipe/field cross references are beneficial include:

- **Accounting Identifiers** - when exporting **EnergySteward.com** to external accounting systems you may need to store a different pipe/field identifier (like the pipeline accounting ID, AS IT IS DEFINED in your accounting software).
- **Pipeline Identifiers** - sometimes it might be necessary to post a cross reference for a pipe/field which represents the code/name which a pipeline refers to itself. This can assist with electronic type activities between you and the pipeline/etc. You may have a pipeline named 'ANR' in your system, while an external system may refer to this pipeline as 'ANNRX'. In this situation, you can setup a cross reference (with a Pipeline XREF type) and give it a value of 'ANNRX'. Then you have an electronic mechanism to convert your pipeline names to their pipeline names.
- **etc.**

This configuration screen provides you with a method to setup various pipe/field cross reference types.

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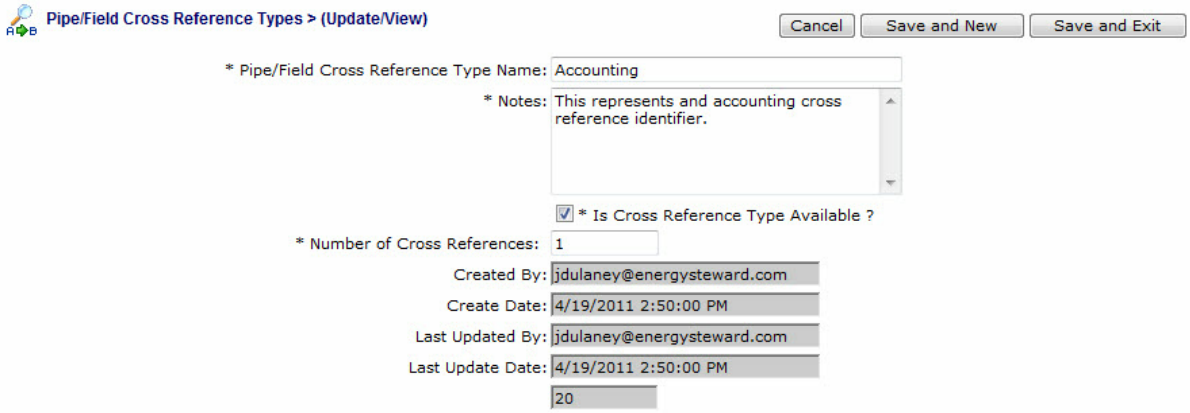
The screen shot below shows the initial screen which lists out your available cross reference types:



Add Pipe/Field Cross Reference Type (button) - Click this button to add a new cross reference type.

View/Edit Grid Button (pencil) - Click this next to the applicable cross reference type in order to change the information about this type.

Delete Grid Button (red x) - Click this next to the applicable cross reference type that you want to permanently delete. When you delete a cross reference type, then all pipe/field associations to this cross reference type will be removed (pipes/fields will still be there, just their association to this type will be permanently deleted). Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.



Pipe/Field Cross Reference Type Name - This can be any name for the cross reference type which you want to define. It is suggested that you make this name relatively descriptive for whatever cross reference identifiers you intend to setup for this type. The name you post here is what will show up within the pull down list box when setting up a pipe/field with this cross reference type.

Notes - This is required and should just be a brief description for indicating what conditions might cause a pipe/field to be assigned this cross reference type.

Is Cross Reference Available (checkbox) - If checked, then this cross reference type is considered active and will therefore show up in the pull down list boxes when setting up pipe/field information. If unchecked then historical cross reference information is maintained BUT when assigning new cross references to pipes/fields, the item will be unavailable (will not show up in the pull down list box).

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Number of Cross References - When setting up a cross reference, you can enforce how many instances of the same cross reference identifier can be used for a given cross reference type. For example, if you indicate a '1' in this field (for an "Accounting XREF"). Then when adding/updating a pipe/field, the system will ensure that each cross reference identifier be unique (only 1). You can have "ANR" pipe/field with an "Accounting XREF" identifier of "77TBC" but if you try to a setup "Transco" pipe/field with the same identifier then the system will not allow it (because you already have your max number of cross references met for the type (1)). Important note: Setting this number to a value other than '1' will allow for multiple pipes/fields to use the same identifier. This might be an important requirement with some cross references which you need to setup.

3.2.5.1.6 Group Types

EnergySteward.com provides a 'grouping' mechanism for grouping your pipes/fields. With pipes/fields, you can setup a 'group type', then within the group type you can have several sub groups associated to the group type. You then have your pipe/field associates to each group. It is designed like the following hierarchy:

Pipe/Field Group Example

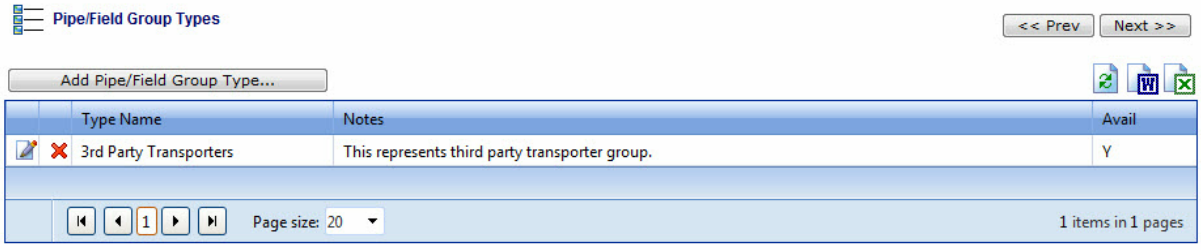
Group Type	Group	Pipe/Field
3rd Party Transporters	East Region	Acme Pipeline
3rd Party Transporters	East Region	Beta Pipeline
3rd Party Transporters	West Region	Delta Pipeline
On System Transporter	Gulf Coast	Gamma Pipeline
On System Transporter	Florida Shelf	Zeta Pipeline

In the above example, there are two 'group types'. Within each of these 'group types' you have 1 or more groups. Pipes/Fields can then be associated to the groups. By definition, when you associate a pipe/field to a group you are also indirectly associating it to a group type.

This construct is useful for reporting type situations where you might have operational units and division relationships over pipes/fields. You might name your groups for these op units and divisions. You might then generate margin type reports or volume type reports based on op unit (and thus division).

Group associations on pipe/fields is an optional assignment.

The screen shot below shows the initial screen which lists out your available pipe/field group types:



Add Pipe/Field Group Type (button) - Click this button to add a new pipe/field group type.

View/Edit Grid Button (pencil) - Click this next to the applicable group type in order to change the information about this type.

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Delete Grid Button (red x) - Click this next to the applicable group type that you want to permanently delete. When you delete a group type, then all groups and pipe/field associations to those underlying groups will be removed (the pipes/fields will still be there, just their association to the group and group type will be permanently deleted). Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.



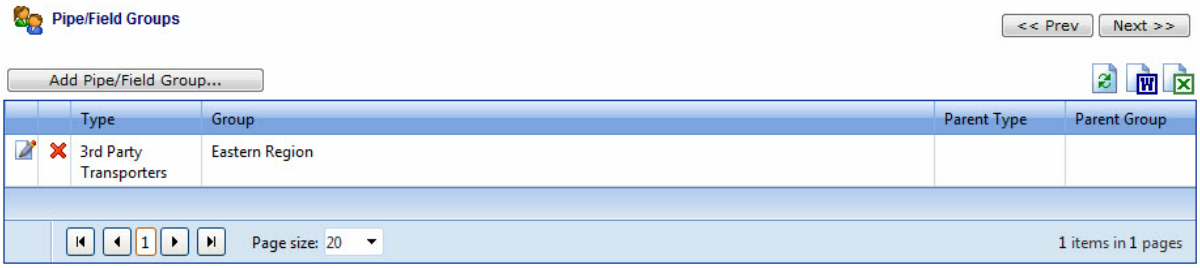
Pipe/Field Group Type Name - This can be any name for the group type which you want to define. It is suggested that you make this name relatively descriptive for whatever groups you intend to setup for this type. The name you post here is what will show up within the pull down list box when setting up the various groups within this group type.

Notes - This is required and should just be a brief description for indicating what conditions might cause a group to be assigned this group type.

Is Type Available (checkbox) - If checked, then this group type is considered active and will therefore show up in the pull down list boxes when setting up child group information. If unchecked then historical group information is maintained BUT when assigning new group, the item will be unavailable (will not show up in the pull down list box).

3.2.5.1.7 Groups

This section is where you define your pipe/field groups. See the pipe/field group types section of this documentation to see an example of the group relationships and how/what they can be used for with your pipes/fields.



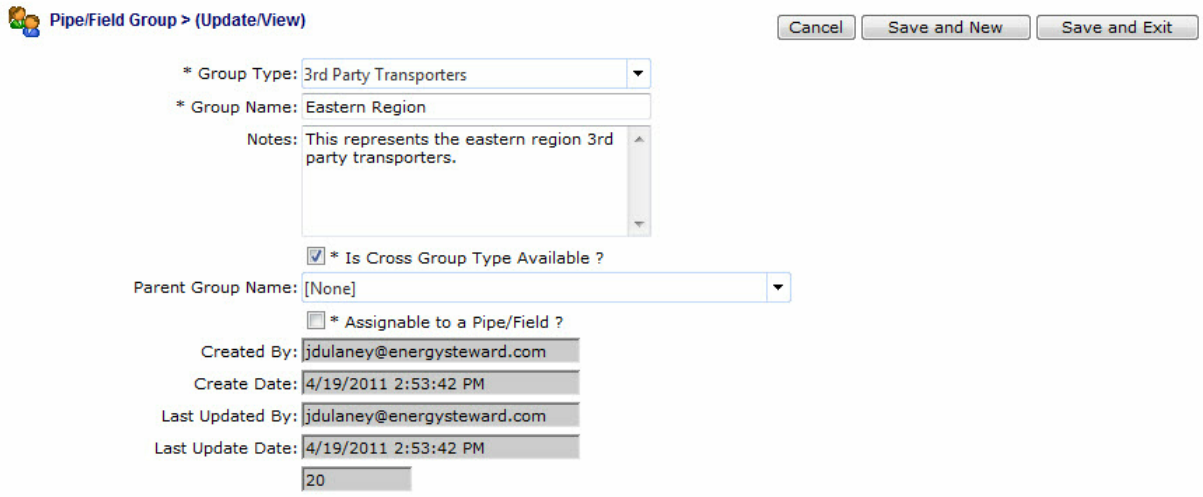
Add Pipe/Field Group (button) - Click this button to add a new pipe/field group.

View/Edit Grid Button (pencil) - Click this next to the applicable group in order to change the information about this group.

Delete Grid Button (red x) - Click this next to the applicable group that you want to permanently

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delete. When you delete a group, then all pipe/field associations to this group will be removed (the pipes/fields will still be there, just their association to the group will be permanently deleted). Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.



Group Type (drop down list box) - All groups must belong to a group type. These group types should be setup prior to defining a group. See the section on group types for how/where to set these up within the system.

.

Pipe/Field Group Name - This can be any name for the group which you want to define. It is suggested that you make this name relatively descriptive for whatever group you intend to setup (pipes/fields will be associated to this group). The name you post here is what will show up within the pull down list box when setting up the various pipes/fields within this group.

Notes - This is required and should just be a brief description for indicating what conditions might cause a pipe/field to be assigned this group.

Is Group Type Available (checkbox) - If checked, then this group is considered active and will therefore show up in the pull down list boxes when setting up pipe/field group associations. If unchecked then historical group information is maintained BUT when assigning a new pipe/field group association, the item will be unavailable (will not show up in the pull down list box).

Parent Group Name (drop down list box) - You have the option of setting up a group hierarchy. If one group is the parent of multiple child groups. This is sometimes called a 'self referencing hierarchy'. This can be beneficial if setting an organizational type set of groups for reporting pipe/field type information within the hierarchy. This is not required (defaults to none).

3.2.5.2 Meter/Well

This area contains all pipes/fields module configuration information relative to meters/wells within **EnergySteward.com** .

3.2.5.2.1 Types

Within **EnergySteward.com** you are provided the capability of setting up multiple types of meters/wells. For example, you may decide to setup a meter/well as both an 'Interconnect Point' and a 'Pooling Point'. This screen provides you with a mechanism to setup a common list of meter/well types (which will be used in drop down list boxes during meter/well setup).

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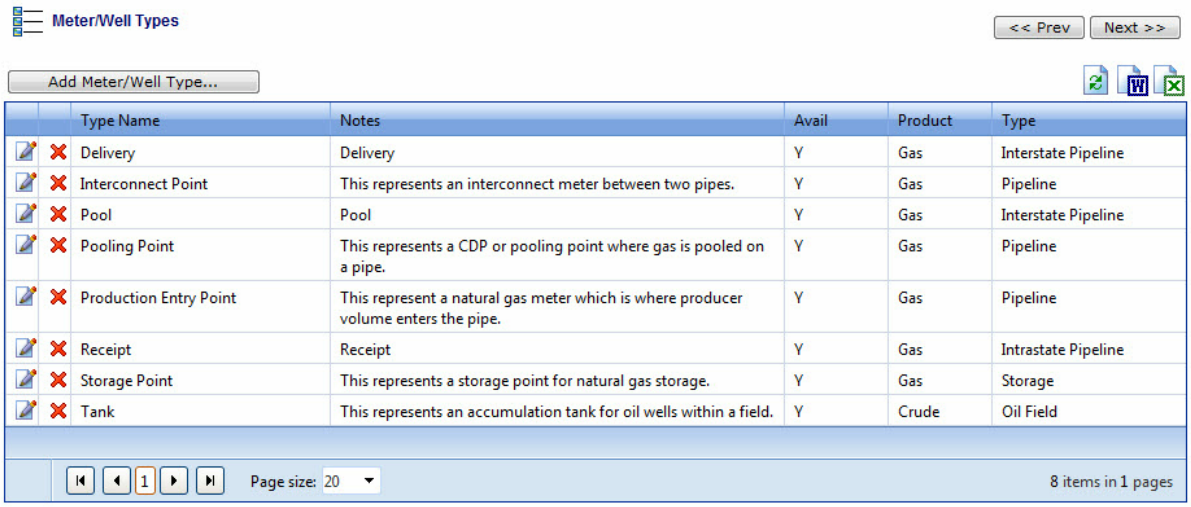
A meter/well can have multiple types. These types can/are used within various reports within **EnergySteward.com** .

For example, queries can be run to do the answer the following questions:

- Show all meter/well nom volumes for January 2010 for all *'Production Entry Points'*.....
- Show all profit/loss totals (by meter/well) for nom volumes for March 2010 and summarize by *'Delivery Points'*...

The above is just an example of how these types can be used to classify, categorize and report at a meter/well type level.

The screen shot below shows the initial screen which lists out your available meter/well types:



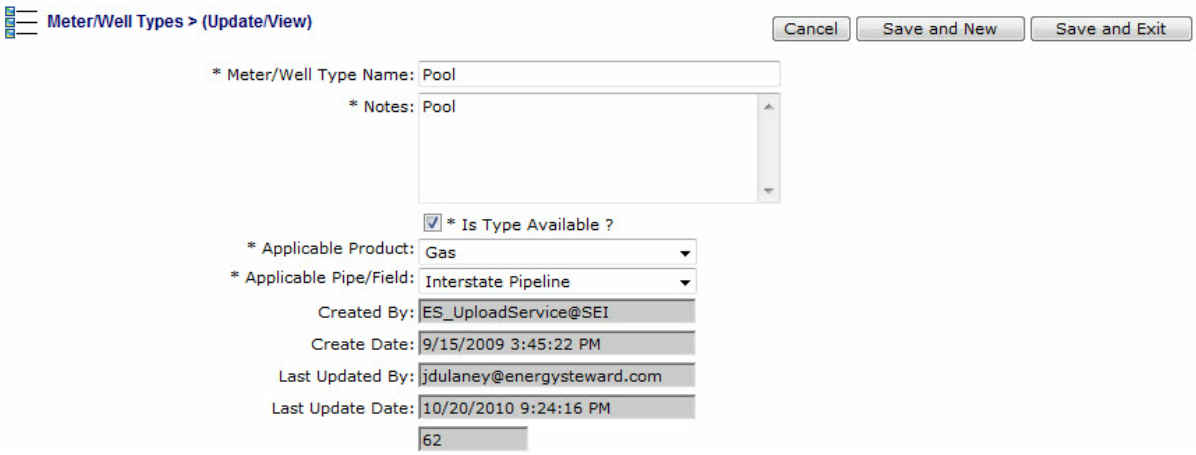
Type Name	Notes	Avail	Product	Type
Delivery	Delivery	Y	Gas	Interstate Pipeline
Interconnect Point	This represents an interconnect meter between two pipes.	Y	Gas	Pipeline
Pool	Pool	Y	Gas	Interstate Pipeline
Pooling Point	This represents a CDP or pooling point where gas is pooled on a pipe.	Y	Gas	Pipeline
Production Entry Point	This represent a natural gas meter which is where producer volume enters the pipe.	Y	Gas	Pipeline
Receipt	Receipt	Y	Gas	Intrastate Pipeline
Storage Point	This represents a storage point for natural gas storage.	Y	Gas	Storage
Tank	This represents an accumulation tank for oil wells within a field.	Y	Crude	Oil Field

Add Meter/Well Type (button) - Click this button to add a new meter/well type.

View/Edit Grid Button (pencil) - Click this next to the applicable meter/well type in order to change the information about this type.

Delete Grid Button (red x) - Click this next to the applicable meter/well type that you want to permanently delete. When you delete a meter/well type, then all meter/well associations with this type will be removed (meters/wells will still be there, just their association to this type will be permanently deleted). Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.

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Meter/Well Type Name - This can be any name for the meter/well type which you want to define. It is suggested that you make this name relatively descriptive for the meter/well type in question. The name you post here is what will show up within the pull down list box when setting up a meter/well.

Notes - This is required and should just be a brief description for indicating what conditions might cause a meter/well to be assigned with this type.

Is Type Available (checkbox) - If checked, then this meter/well type is considered active and will therefore show up in the pull down list boxes when setting up meter/well information. If unchecked then historical meter/well type information is maintained BUT when assigning new types to meters/wells, the item will be unavailable (will not show up in the pull down list box).

Applicable Product (drop down list box) - Select the applicable product type associated to this meter/well type. These product types are defined in the contract product type configuration area within **EnergySteward.com** .

Available Pipe/Field (drop down list) - Select the applicable pipe/field type for this meter/well type. These pipe/field types are defined in the pipe/field type configuration area. This is informational only.

3.2.5.2.2 Attributes

When setting up meters/wells within **EnergySteward.com** you sometimes need to define new fields to associate to the various meters/wells. These various new fields can be defined as 'Attributes' which you can optionally assign to various meters/wells. This gives you a virtually unlimited method for tagging your meters/wells within **EnergySteward.com** with information relative to them.

For example, if you want to keep track of the various flavors of EFM devices used throughout your meter/well assets. You can setup unique attributes for each EFM type and then attach these attributes to the various meters/wells. Once your meters/wells are tagged with the attribute, you can then run queries to get list of all meter/well assets with a given attribute (ie.. "*Give me a list of meters/wells with "EFM - TotalFlow"...*".

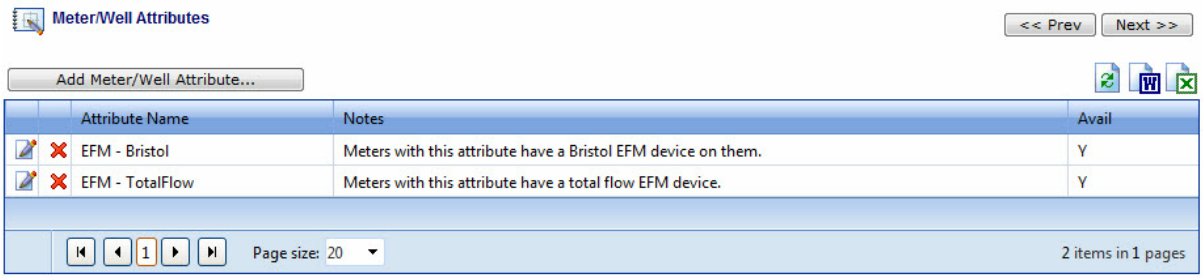
You can have an unlimited number of attributes defined within **EnergySteward.com** . You can then optionally assign 1 or more of these attributes to each meter/well you have defined in the system.

This particular configuration screen allows you to setup your 'drop down list' of meter/well attributes

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which can be used when setting up your deals.

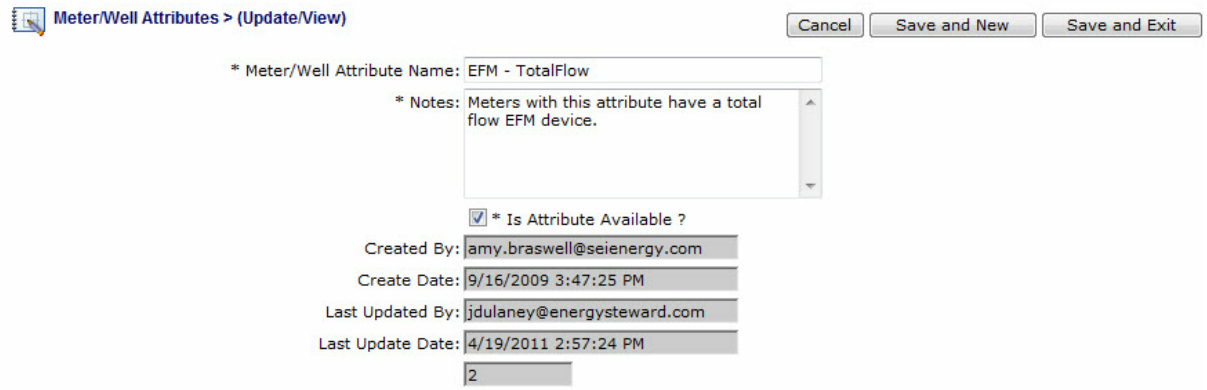
The screen shot below shows the initial screen which lists out your available meter/well attributes:



Add Meter/Well Attribute (button) - Click this button to add a new meter/well attribute.

View/Edit Grid Button (pencil) - Click this next to the applicable meter/well attribute in order to change the information about this attribute.

Delete Grid Button (red x) - Click this next to the applicable meter/well attribute that you want to permanently delete. When you delete a meter/well attribute, then all meter/well associations with this attribute will be removed (meters/wells will still be there, just their association to this attribute will be permanently deleted). Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.



Meter/Well Attribute Type Name - This can be any name for the meter/well attribute which you want to define. It is suggested that you make this name relatively descriptive for the meter/well attribute in question. The name you post here is what will show up within the pull down list box when setting up a meter/well.

Notes - This is required and should just be a brief description for indicating what conditions might cause a meter/well to be tagged with this attribute.

Is Attribute Available (checkbox) - If checked, then this meter/well attribute is considered active and will therefore show up in the pull down list boxes when setting up meter/well information. If unchecked then historical meter/well attribute information is maintained BUT when assigning new attributes to meters/wells, the item will be unavailable (will not show up in the pull down list box).

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3.2.5.2.3 Measurement Units

EnergySteward.com manages volumes. The system will value, print, export, import and present volume related information in an infinite number of ways. This particular area allows you to specify what those volume units indicate (for example, on an 'Oil' contract/deal the volume is represented as a barrel, on a 'Gas' contract/deal these volumes can either be mmbtu's or mcf's (in the system the default on gas is to store in mmbtu's).

This screen is normally setup with default set of values for all flavors of products and then rarely modified. However, having this capability allows for the capture and classification of any type of product with measureable volume units (energy related or otherwise).

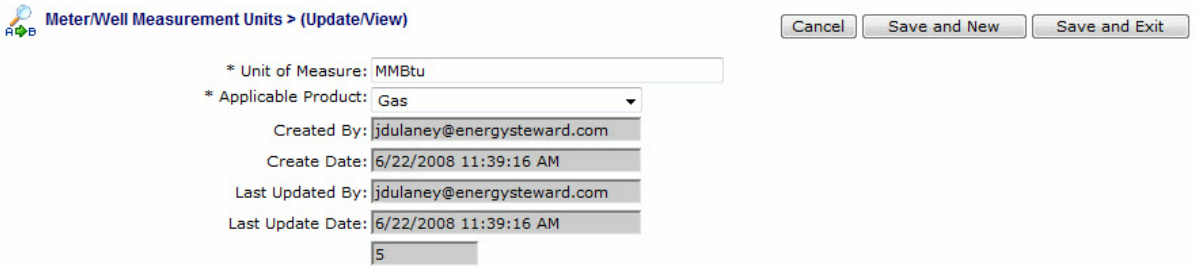
This particular screen provides the mechanism to define the available volume unit terminology to the product.



Add Meter/Well Measurement Units (button) - Click this button to add a new meter/well measurement unit.

View/Edit Grid Button (pencil) - Click this next to the applicable meter/well measurement unit in order to change the information about this item.

Delete Grid Button (red x) - Click this next to the applicable meter/well measurement unit that you want to permanently delete. When you delete a meter/well measurement unit you will not be may not get many of the reports/etc to print applicable labels. In addition, there are some specific routines which might do conversions (mcf-to-mmbtu, etc.) which expect certain volume unit types. Probably not a good idea to delete and care should be taken when attempting this operation. Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.



Unit of Measure - This can be any name for the unit of measure which you want to define. It is suggested that you make this name relatively descriptive for the volume you are attempting to define.

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The name you post here is what will show up within the pull down list box when setting up meters/wells, contracts, deals,etc..

Applicable Product (drop down list box) - Select the applicable product type to be associated with this unit of measure. These product types are defined in the contract product type configuration area within **EnergySteward.com** .

3.2.5.2.4 Status Codes

Within **EnergySteward.com** you are able to setup multiple status codes to any meter/well.

In fact, a meter/well may have multiple status entries over a period of time For example a meter can be 'Pending' for a month or two, then 'Active' maybe for several years, then 'Shut Down/In' for a period of time, maybe returning back to 'Active'.

EnergySteward.com has been designed to track the all the various status's for a given meter/well over time. This provides a historical audit trail of events that impacted the meter/well. In addition, it is used to determine reasons why there may be zero volume flow days on meters/wells.

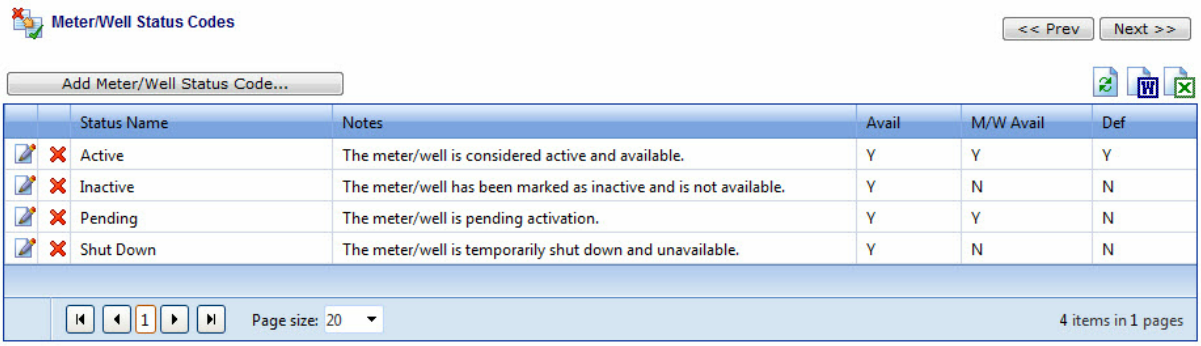
Typically, these status codes will represent the status of the meter/well (to your organization). For example you may decide to manage your meters/wells with the following status codes:

- Pending
- Inactive
- Active
- Shut Down
- etc.

This configuration screen provides you with a method to setup those status codes. When working with your meters/wells, these status codes will be listed in various pull down list boxes when adding or updating meters/wells. In addition, you can run queries and reports based on status (ie.. pull up a list (then maybe export to Excel) of all "Pending" meters/wells, for instance).

Important note: These configuration screens provide you with the mechanism for populating a standardized list for the actual meter/well setup screen. You assign these status codes to various meters/wells at the time you add or update the meter/well within **EnergySteward.com**.

The screen shot below shows the initial screen which lists out your available status codes:

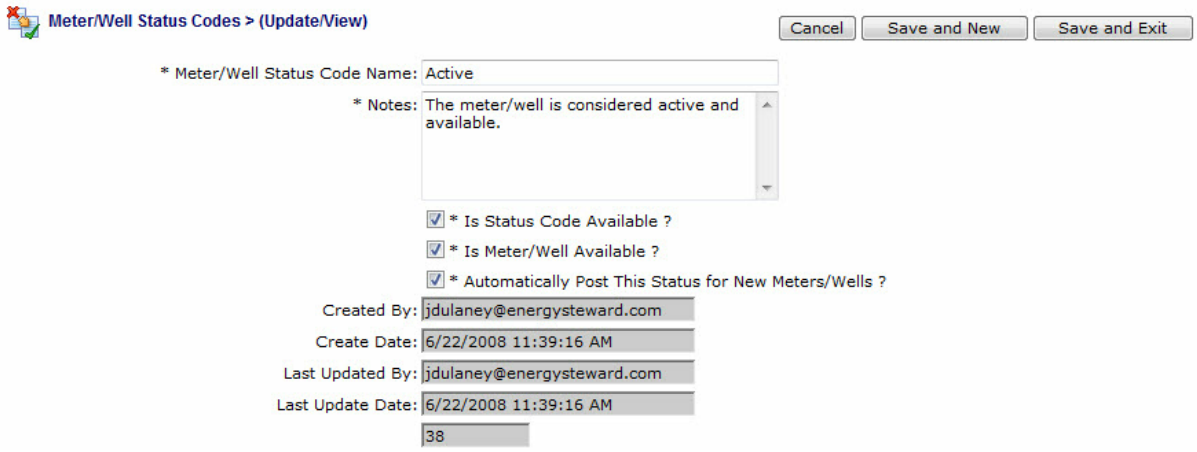


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Add Meter/Well Status Code (button) - Click this button to add a new status code.

View/Edit Grid Button (pencil) - Click this next to the applicable status code in order to change the information about this status code.

Delete Grid Button (red x) - Click this next to the applicable status code that you want to permanently delete. When you delete a status code, then all meter/well associations to this status will be removed (meters/wells will still be there, just their association to this status will be permanently deleted). Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.



Meter/Well Status Code Name - This can be any name for the status which you want to define. It is suggested that you make this name relatively descriptive for the status in question. The name you post here is what will show up within the pull down list box when setting up meters/wells.

Notes - This is required and should just be a brief description for the meter/well status.

Is Status Code Available (checkbox) - If checked, then this status is considered active and will therefore show up in the pull down list boxes when setting up meter/well information. If unchecked then historical status information is maintained BUT when assigning new status codes to meters/wells, the item will be unavailable (will not show up in the pull down list box).

Is Meter/Well Considered Available (checkbox) - If checked then any meters/wells associated to the status code should be considered 'Available'. Examples of available meters/wells might include 'Active', 'Pending', etc. When unchecked then the status would indicate that the meters/wells associated to it ARE unavailable (like "Shut Down" status, etc.).

Automatically Post This Status for New Meters/Wells ? (checkbox) - If this is checked then then this particular status will AUTOMATICALLY be posted on a meter/well without it explicitly being entered. All of this done, during actual meter/well setup. This is beneficial in those situations where a company is bulk entering their initial meters/wells. Every new meter/well which gets entered can be automatically 'tagged' with the status (like 'Active') which is checked via this checkbox. Saves on entry time when setting up a meter/well.

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3.2.5.2.5 Relationship Types

Within **EnergySteward.com** you setup multiple company & contact relationships to a given meter/well. Example relationships might include (operators, producers, WI Owners, etc.). This area allows you to establish these 'types' of relationships. When you actually setup your meters/wells, you will have an option to assign specific company or contact relationships to each meter/well. When you make that assignment, you will be asked to specify a 'relationship type' (in a drop down list box). Any given meter/well can have an unlimited number of relationships (with the same or different relationship type).

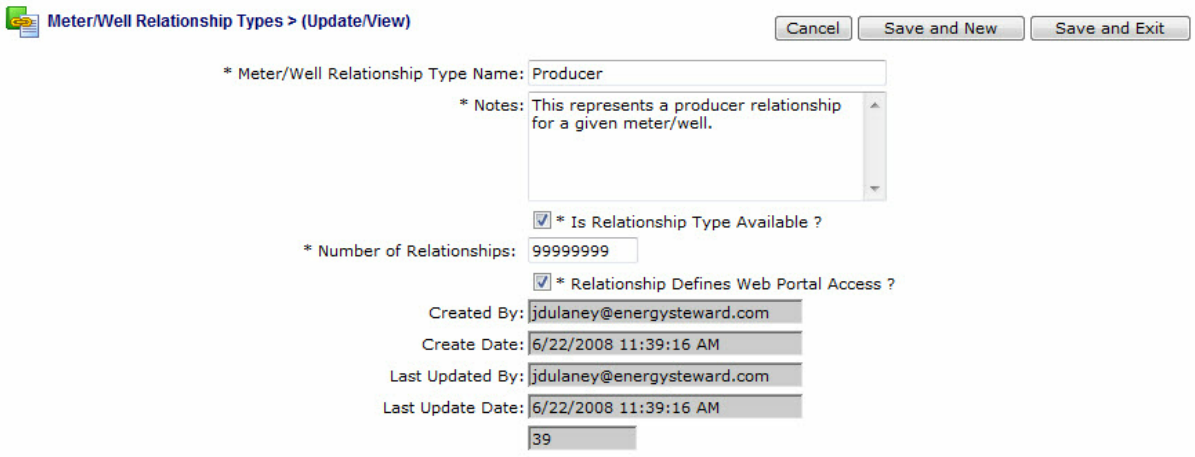
The screen shot below shows the initial screen which lists out your available meter/well relationship types:



Add Meter/Well Relationship (button) - Click this button to add a new meter/well relationship type.

View/Edit Grid Button (pencil) - Click this next to the applicable meter/well relationship type in order to change the information about this relationship type.

Delete Grid Button (red x) - Click this next to the applicable meter/well relationship type that you want to permanently delete. When you delete a meter/well relationship type, then all meter/well associations with this relationship will be removed (meters/wells will still be there, just their association to this relationship type will be permanently deleted). Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.



Meter/Well Relationship Type Name - This can be any name for the meter/well company or contact relationship which you want to define. It is suggested that you make this name relatively descriptive for

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the meter/well relationship in question. The name you post here is what will show up within the pull down list box when setting up a relationship for your meters/wells.

Notes - This is required and should just be a brief description for indicating what this relationship type represents.

Is Relationship Type Available (checkbox) - If checked, then this meter/well relationship type is considered active and will therefore show up in the pull down list boxes when setting up relationship information. If unchecked then historical relationship information is maintained BUT when assigning new relationships to meters/wells, the item will be unavailable (will not show up in the pull down list box).

Number of Relationships - When setting up a meter/well relationship, you can enforce how many instances of the same relationship type can be used. For example, if you indicate a '1' in this field (for an "Operator"). Then when adding/updating a meter/well, the system will ensure that only a single (1) 'Operator' company or contact can be assigned. If you want to have unlimited number of relationships, it is recommended that you 9-out the field (ie enter '999999999').

Relationship Defines Web Portal Access ? (checkbox) - If checked, then this meter/well relationship type represents one of the relationship types which is used for displaying meter/well information thru the optional web portal available within **EnergySteward.com** . If a contact is setup with a web portal access relationship, then these individual 'contacts' (people) will be able to see the meter/well information through the web portal. Important Note: The individual contacts must still have individual security access to the web portal functions AND the web portal must be enabled for the site.

3.2.5.2.6 Cross Reference Types

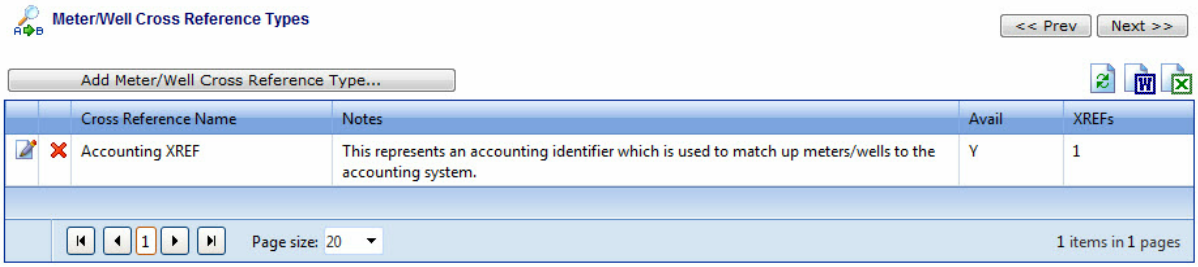
Within **EnergySteward.com** you are provided the capability of setting up cross references to your meters/wells. This cross referencing capability provides you with a means of storing alternate tags/ identifiers for these meters/wells. A few examples of where these meter/well cross references are beneficial include:

- **Accounting Identifiers** - when exporting **EnergySteward.com** to external accounting systems you may need to store a different meter/well identifier so that the target accounting system can correctly identify the meter/well for how it is coded within their system.
- **Pipeline Identifiers** - sometimes it might be necessary to post a cross reference for a meter/well which represents the code/name which a pipeline refers to the meter/well. This can assist with electronic type activities between you and the pipeline/etc.
- **etc.**

These cross references allow you to preserve the meter/well numbers and descriptions you choose to use while setting up alternative methods for communicating information about these meters/wells to other systems and individuals.

The screen shot below shows the initial screen which lists out your available cross reference types:

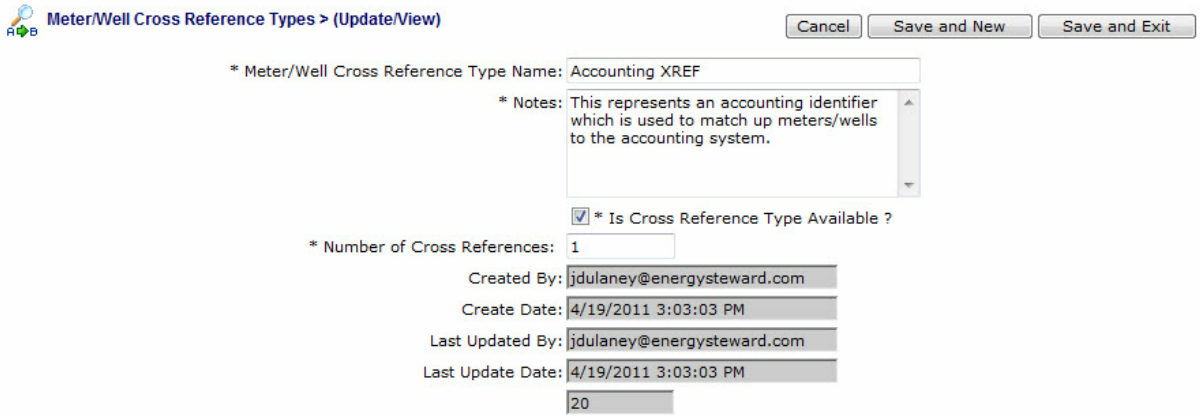
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Add Meter/Well Cross Reference Type (button) - Click this button to add a new cross reference type.

View/Edit Grid Button (pencil) - Click this next to the applicable cross reference type in order to change the information about this type.

Delete Grid Button (red x) - Click this next to the applicable cross reference type that you want to permanently delete. When you delete a cross reference type, then all meter/well associations to this cross reference type will be removed (meters/wells will still be there, just their association to this type will be permanently deleted). Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.



Meter/Well Cross Reference Type Name - This can be any name for the cross reference type which you want to define. It is suggested that you make this name relatively descriptive for whatever cross reference identifiers you intend to setup for this type. The name you post here is what will show up within the pull down list box when setting up a meter/well with this cross reference type.

Notes - This is required and should just be a brief description for indicating what conditions might cause a meter/well to be assigned this cross reference type.

Is Cross Reference Type Available (checkbox) - If checked, then this cross reference type is considered active and will therefore show up in the pull down list boxes when setting up meter/well information. If unchecked then historical cross reference information is maintained BUT when assigning new cross references to meters/wells, the item will be unavailable (will not show up in the pull down list box).

Number of Cross References - When setting up a cross reference, you can enforce how many instances of the same cross reference identifier can be used for a given cross reference type. For example, if you indicate a '1' in this field (for an "Accounting XREF"). Then when adding/updating a meter/well, the system will ensure that each cross reference identifier be unique (only 1). You can have

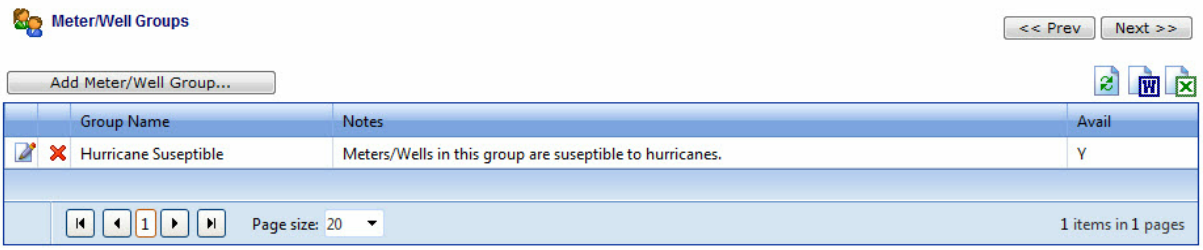
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an "1121ABC" meter/well with an "Accounting XREF" identifier of "ABC" but if you try to a setup "HIJ" meter/well with the same identifier then the system will not allow it (because you already have your max number of cross references met for the type (1)). Important note: Setting this number to a value other than '1' will allow for multiple meters/wells to use the same identifier. This might be an important requirement with some cross references which you need to setup.

3.2.5.2.7 Groups

This section is where you define your meter/well groups. You can setup an unlimited number of groups and then you can assign your various meters/wells within **EnergySteward.com** to any number of these groups. These groups can aid in running queries and reporting.

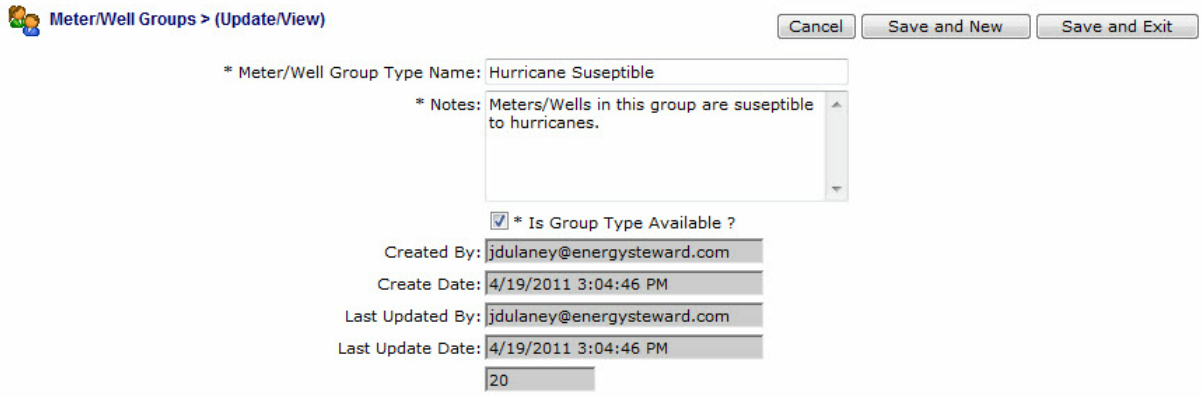
The following screen shot shows where you setup your meter/well groups.



Add Meter/Well Group (button) - Click this button to add a new meter/well group.

View/Edit Grid Button (pencil) - Click this next to the applicable group in order to change the information about this group.

Delete Grid Button (red x) - Click this next to the applicable group that you want to permanently delete. When you delete a group, then all meter/well associations to this group will be removed (the meters/wells will still be there, just their association to the group will be permanently deleted). Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.



Meter/Well Group Name - This can be any name for the group which you want to define. It is suggested that you make this name relatively descriptive for whatever group you intend to setup (meters/wells will be associated to this group). The name you post here is what will show up within the pull down list box when setting up the various meters/wells within this group.

Notes - This is required and should just be a brief description for indicating what conditions might cause a meter/well to be assigned this group.

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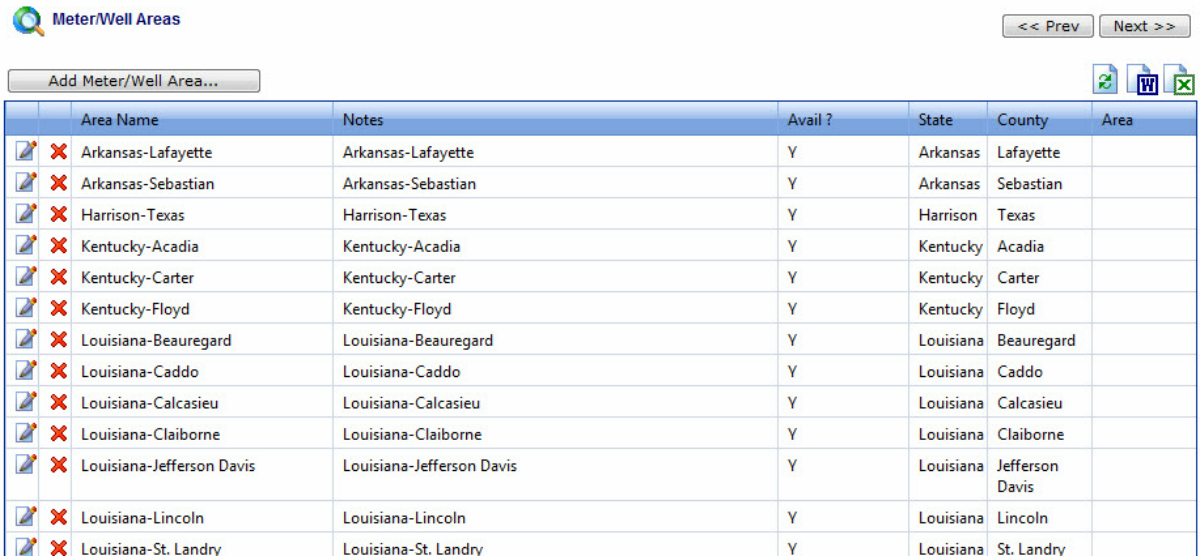
Is Group Type Available (checkbox) - If checked, then this group is considered active and will therefore show up in the pull down list boxes when setting up meter/well group associations. If unchecked then historical group information is maintained BUT when assigning a new meter/well group association, the item will be unavailable (will not show up in the pull down list box).

3.2.5.2.8 Areas

Meters/Wells can be assigned to geographic areas and locations. Within **EnergySteward.com** the meters/wells can be assigned to multiple areas. For example; a meter can be set to a state/county area, region area, continent area, etc. Typically, meters/wells are assigned to areas at the state and county level, but they are not limited in how many (and what level) they can be setup.

These areas will appear as drop down list box options when setting up meters/wells.

The following screen shot shows where you setup your meter/well areas.



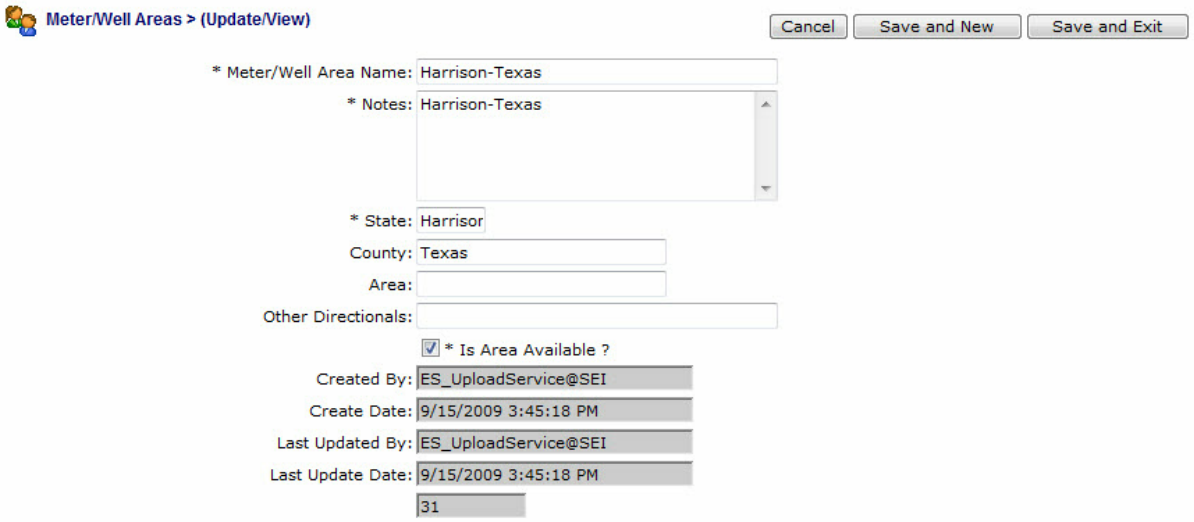
		Area Name	Notes	Avail ?	State	County	Area
		Arkansas-Lafayette	Arkansas-Lafayette	Y	Arkansas	Lafayette	
		Arkansas-Sebastian	Arkansas-Sebastian	Y	Arkansas	Sebastian	
		Harrison-Texas	Harrison-Texas	Y	Harrison	Texas	
		Kentucky-Acadia	Kentucky-Acadia	Y	Kentucky	Acadia	
		Kentucky-Carter	Kentucky-Carter	Y	Kentucky	Carter	
		Kentucky-Floyd	Kentucky-Floyd	Y	Kentucky	Floyd	
		Louisiana-Beauregard	Louisiana-Beauregard	Y	Louisiana	Beauregard	
		Louisiana-Caddo	Louisiana-Caddo	Y	Louisiana	Caddo	
		Louisiana-Calcasieu	Louisiana-Calcasieu	Y	Louisiana	Calcasieu	
		Louisiana-Claiborne	Louisiana-Claiborne	Y	Louisiana	Claiborne	
		Louisiana-Jefferson Davis	Louisiana-Jefferson Davis	Y	Louisiana	Jefferson Davis	
		Louisiana-Lincoln	Louisiana-Lincoln	Y	Louisiana	Lincoln	
		Louisiana-St. Landry	Louisiana-St. Landry	Y	Louisiana	St. Landry	

Add Meter/Well Area (button) - Click this button to add a new meter/well area.

View/Edit Grid Button (pencil) - Click this next to the applicable area in order to change the information about this area.

Delete Grid Button (red x) - Click this next to the applicable area that you want to permanently delete. When you delete an area, then all meter/well associations to this area will be removed (the meters/wells will still be there, just their association to the area will be permanently deleted). Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.

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Meter/Well Area Name - This can be any name for the area which you want to define. It is suggested that you make this name relatively descriptive for whatever area you intend to setup (meters/wells will be associated to this area). The name you post here is what will show up within the pull down list box when setting up the various meters/wells within this area. If you are going to be assigning these areas to the county and state level, it is a good idea to put both county and state code in the name (consistently) so you get sorted drop down list items when setting up your meters/wells.

Notes - This is required and should be a brief description indicating information about the area.

State - This is for the area state code.

County - This is for the area county.

Area - You can designate a general 'area' (sorry.. i know, an area for an area).

Other Directionals - You can designate any other directionals you might need to specify here.

Is Area Available (checkbox) - If checked, then this area is considered active and will therefore show up in the pull down list boxes when setting up meter/well area associations. If unchecked then historical area information is maintained BUT when assigning a new meter/well area association, the item will be unavailable (will not show up in the pull down list box).

3.2.5.2.9 Sys. Affinity Codes

Meters/Wells can be assigned system affinity codes (optional). These codes are setup when you want to designate system sources for various types of information relative to a specific meter/well. For example; for a given meter, if you receive its measurement information from the 'Acme' measurement system, then you can create a system affinity code and assign it to the meters. You can assign these system affinity codes to an unlimited subset of meters.

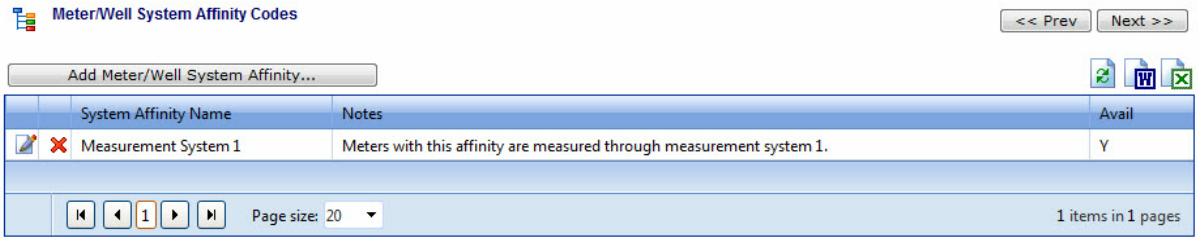
With this you will have the capability of segregating your meters/wells based on their source of measured volumes, etc.

This is an optional assignment you can make with your meters/wells.

These affinity codes will appear as drop down list box options when setting up meters/wells.

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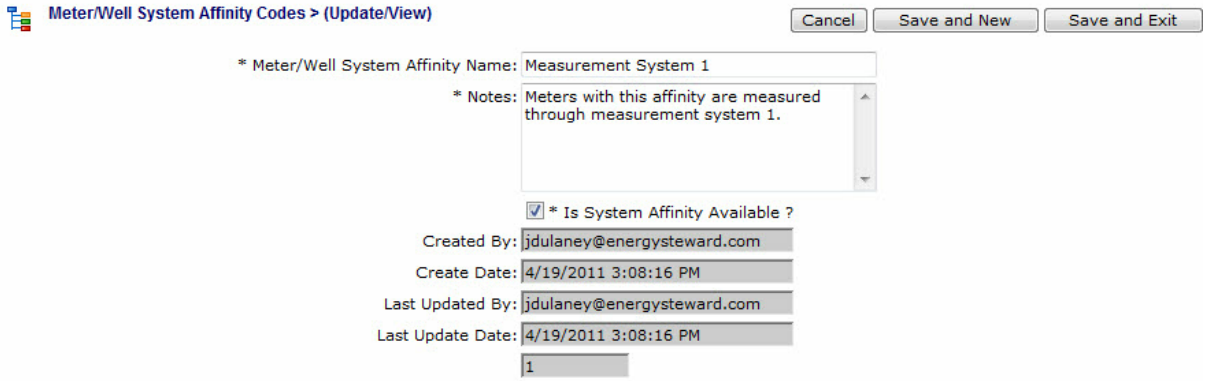
The following screen shot shows where you setup your meter/well system affinity codes.



Add Meter/Well System Affinity (button) - Click this button to add a new meter/well system affinity code.

View/Edit Grid Button (pencil) - Click this next to the applicable system affinity code in order to change the information about this code.

Delete Grid Button (red x) - Click this next to the applicable system affinity code that you want to permanently delete. When you delete a system affinity code, then all meter/well associations to this system affinity code will be removed (the meters/wells will still be there, just their association to the code will be permanently deleted). Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.



Meter/Well System Affinity Name - This can be any name for the system affinity code which you want to define. It is suggested that you make this name relatively descriptive for whatever code you intend to setup (meters/wells will be associated to this code). The name you post here is what will show up within the pull down list box when setting up the various meters/wells.

Notes - This is required and should just be a brief description for indicating what conditions might cause a meter/well to be assigned this code.

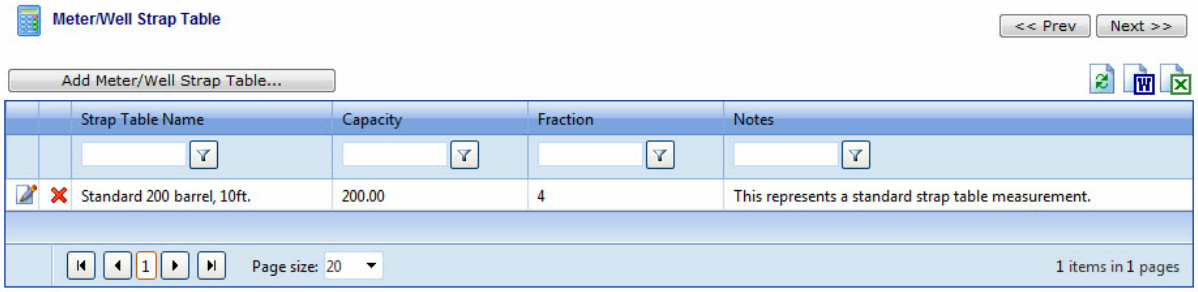
3.2.5.2.10 Strap Tables

EnergySteward.com provides for storing tank strap tables. These strap tables are associated with tanks (meters/wells typically with a 'Tank' type designation). An unlimited number of strap tables can be setup. Once these strap tables are established, then they can be assigned to the respective tanks AND can be setup with date effectiveness (recognizing that over time tank strapping calibrations against a tank can change).

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A single strap table (such as "Standard *" tank strap tables) can be used by several 'tanks'. The details within a strap table include per increment volumes. These strap tables are used within **EnergySteward.com** for deal run ticket volume calculations (gross & net).

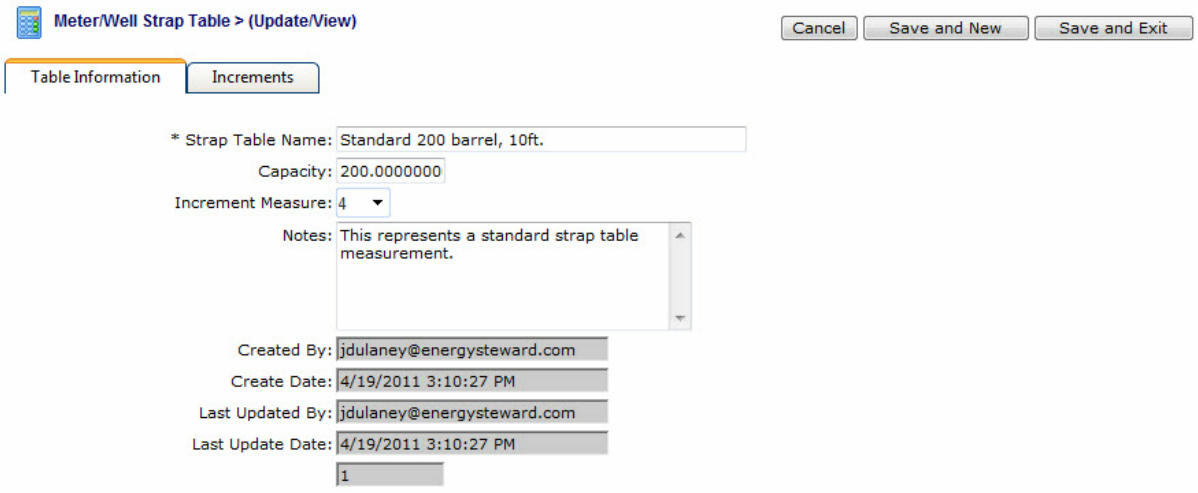
The following screen shot shows where you setup your tank strap tables.



Add Meter/Well Strap Table (button) - Click this button to add a new meter/well strap table.

View/Edit Grid Button (pencil) - Click this next to the applicable strap table in order to change the information about this strap table.

Delete Grid Button (red x) - Click this next to the applicable strap table that you want to permanently delete. When you delete a strap table, then all meter/well associations to this strap table will be removed (the meters/wells will still be there, just their association to the strap table will be permanently deleted). Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.



Strap Table Name - This can be any name for the strap table which you want to define. It is suggested that you make this name relatively descriptive for whatever strap table you intend to setup. The strap table names are what appear in the drop down list boxes when setting up these strap tables to the various tanks.

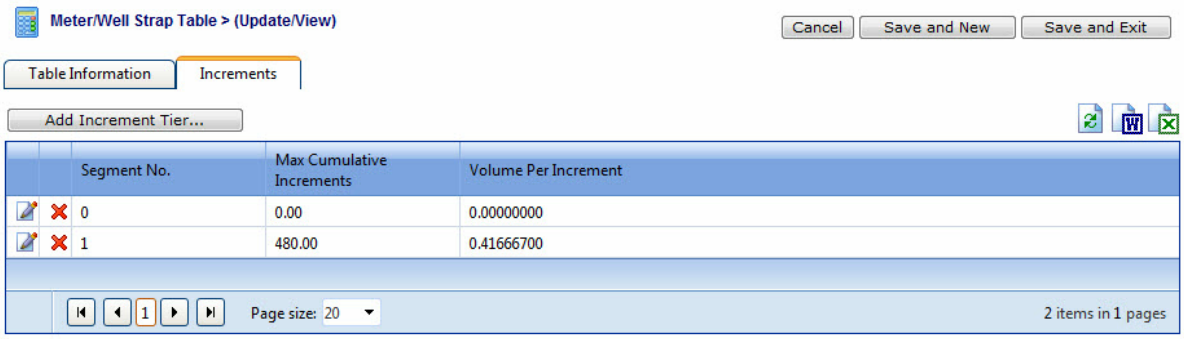
Capacity - This represents the capacity (in barrels) which the strap increments and their accumulated volumes should summarize. This particular field is used for informational purposes AND is used for

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some verification reports written within **EnergySteward.com** which sums strap increment totals and compares to the actual capacity as specified.

Increment Measure (drop down list box) - Possible values here are '4' and '8'. A '4' indicates that the increments are in 1/4 inches. An 8 indicates the increment measurements are in 1/8 inches.

Notes - This is optional and allows for a brief description for the strap table.



The 'Increments' tab is where all of the increments for the strap table are defined. These 'increment tiers' are setup so that they can be evaluated when determining the run ticket volumes. The example below assumes a 1/4" strap table:

Segment No.	Max Cumulative Incr.	Volume Per Increment	Explanation
0	0.00	0.00021	Strap table calculations will start with this volume per increment.
1	380.0	.416667	For increments 1 thru 380, each 1/4 increment (inch) will equate to .416667 barrels.
2	421.0	.423001	For increments 381 thru 421 each 1/4 increment (inch) will equate to .423001 barrels
etc.	etc.	etc.	etc

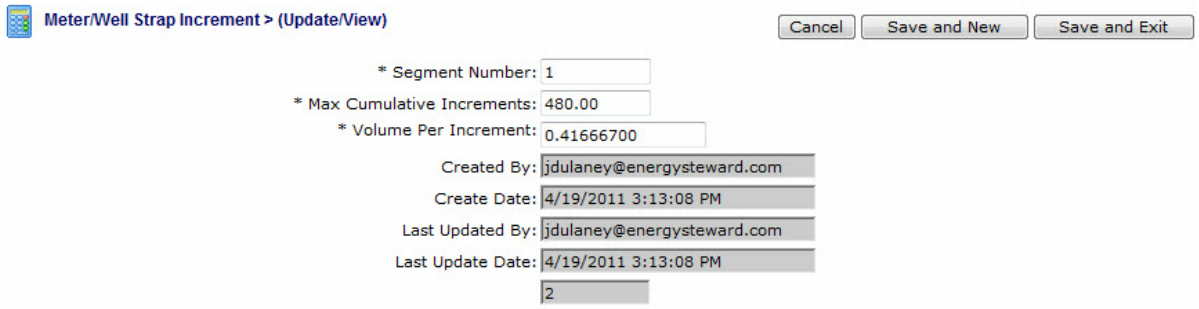
The above example, when used with ticket measurement data is used to determine the gross barrels for a given run ticket.

Add Increment Tier (button) - Click this button to add a new increment tier entry to the strap table.

View/Edit Grid Button (pencil) - Click this next to the applicable increment tier entry in order to change the information about this increment tier.

Delete Grid Button (red x) - Click this next to the applicable increment tier that you want to permanently delete. Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.

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Segment Number - This represents the segment number assigned to the increment tier. This is a required field and is a numeric sequence number.

Max Cumulative Increments - This represents the maximum cumulative increments (relative to any prior segments setup within the strap table). These increments will always be increasing as your additional increment segments are added (as the strap table measurement goes up the tank).

Volume Per Increment - This represents the volume per increment for this particular segment.

3.2.5.2.11 Correspondence Types

Within **EnergySteward.com** you are provided the capability of storing unlimited electronic correspondence (like scanned gas analysis statements, measurement statements, etc.) on each meter/well.

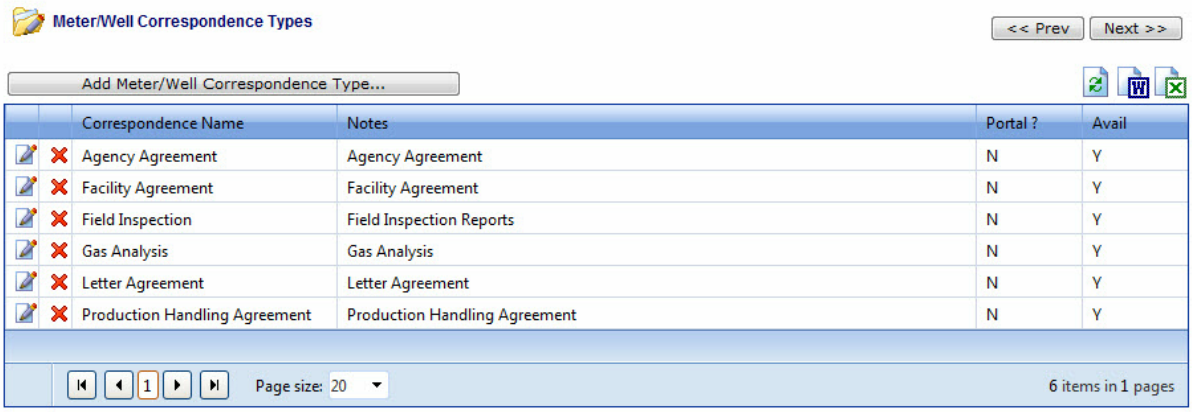
Any electronic attachment related to a meter/well can be directly stored as a correspondence item on the meter/well (including WAV (voice mail files), etc.).

This configuration screen provides you with a method to setup meter/well correspondence types. When working with your meters/wells, these correspondence types will be listed in various pull down list boxes when adding or updating meter/well information into **EnergySteward.com**. You can have an unlimited number of correspondence items associated to any given meter/well within the system. Assigning a correspondence 'type' will define what the correspondence item represents. In addition, you can run queries and reports based on this correspondence type (ie.. pull up a list (then maybe export to Excel) of all "Gas Analysis Statements" correspondence items across all meters/wells, for instance).

Important note: These configuration screens provide you with the mechanism for populating a standardized list for the various meter/well screens. You assign these correspondence type associations to various deals at the time you setup and do updates to meters/wells within **EnergySteward.com**.

The screen shot below shows the initial screen which lists out your available correspondence types:

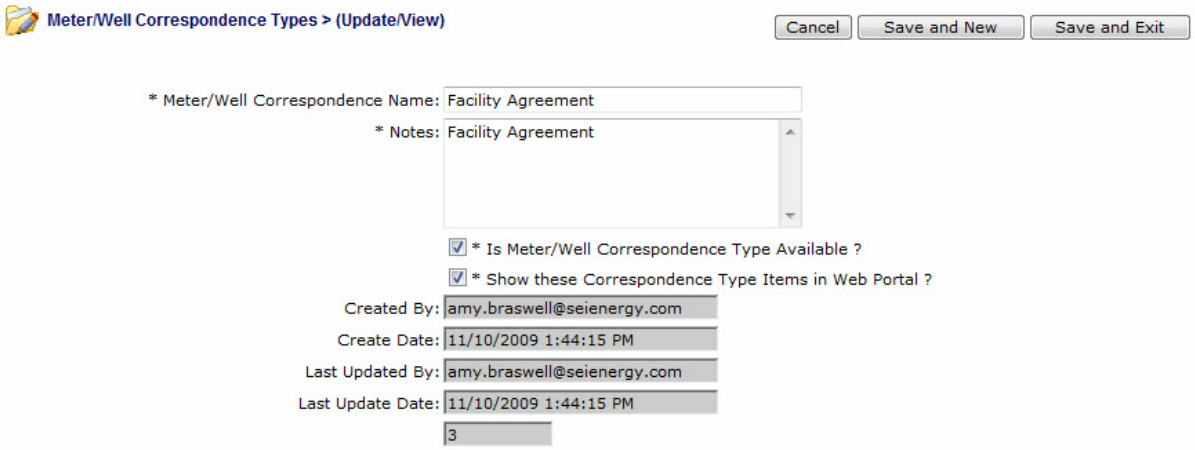
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Add Meter/Well Correspondence Type (button) - Click this button to add a new correspondence type.

View/Edit Grid Button (pencil) - Click this next to the applicable correspondence type in order to change the information about this type.

Delete Grid Button (red x) - Click this next to the applicable correspondence type that you want to permanently delete. When you delete a correspondence type, then all meter/well correspondence items associated to this type WILL BE REMOVED (meters/wells will still be there, just those specific correspondence items will be permanently deleted). Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.



Meter/Well Correspondence Name - This can be any name for the correspondence type which you want to define. It is suggested that you make this name relatively descriptive for the correspondence in question. The name you post here is what will show up within the pull down list box when setting up an additional correspondence items on the meters/wells.

Notes - This is required and should just be a brief description for indicating when the correspondence type is utilized.

Is Meter/Well Correspondence Type Available (checkbox) - If checked, then this correspondence type is considered active and will therefore show up in the pull down list boxes when setting up meter/ well information. If unchecked then historical correspondence type information is maintained BUT when

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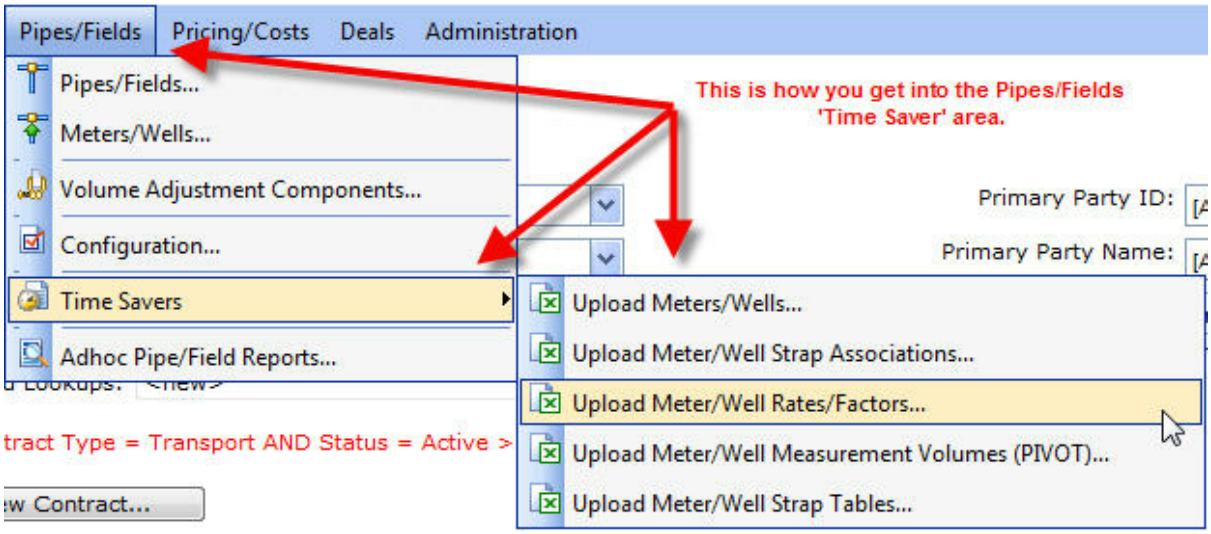
assigning new correspondence items to meters/wells, the item will be unavailable (will not show up in the pull down list box).

Show these Correspondence Type Items in Web Portal ? (checkbox) - If checked, then correspondence items attached to a meter/well, with this type, will be available for viewing thru the optional web portal. **EnergySteward.com** includes an optional web portal interface for outside counter parties. The web portal must be enabled AND individuals must have applicable meter/well security (to see meter/well correspondence items available).

3.3 Time Savers

Pipe/Field 'Time Savers' have been created to assist with pipe/field related tasks (pipes/fields, meters/wells, volume adjustments, etc.). These 'Time Savers' are simply menu options which allow for you to do many activities in 'bulk' (from a single screen).

The following screen shot shows how to get into the pipe/field time saver area from within **EnergySteward.com** .



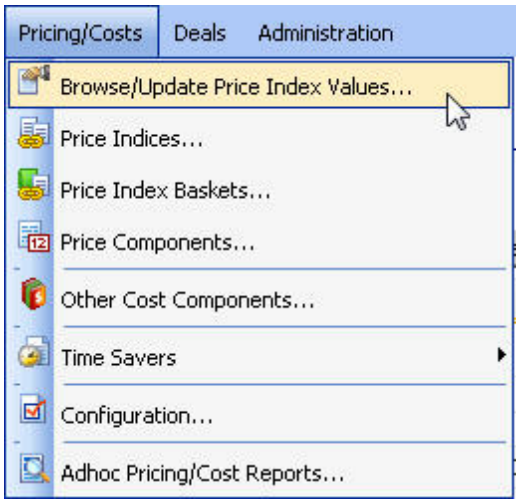
Upload 'Time Savers' - These time savers provide for uploading the respective information into **EnergySteward.com** . Detail instructions on how to use these excel time saver uploads can be found in the ("Time Saver Excel Uploads" area within this manual).

3.4 Pricing

The Pricing/Costs area within **EnergySteward.com** contains all price and cost related information which are utilized by contracts and their associated deals.

The primary areas of the pricing module can be accessed via the following menu:

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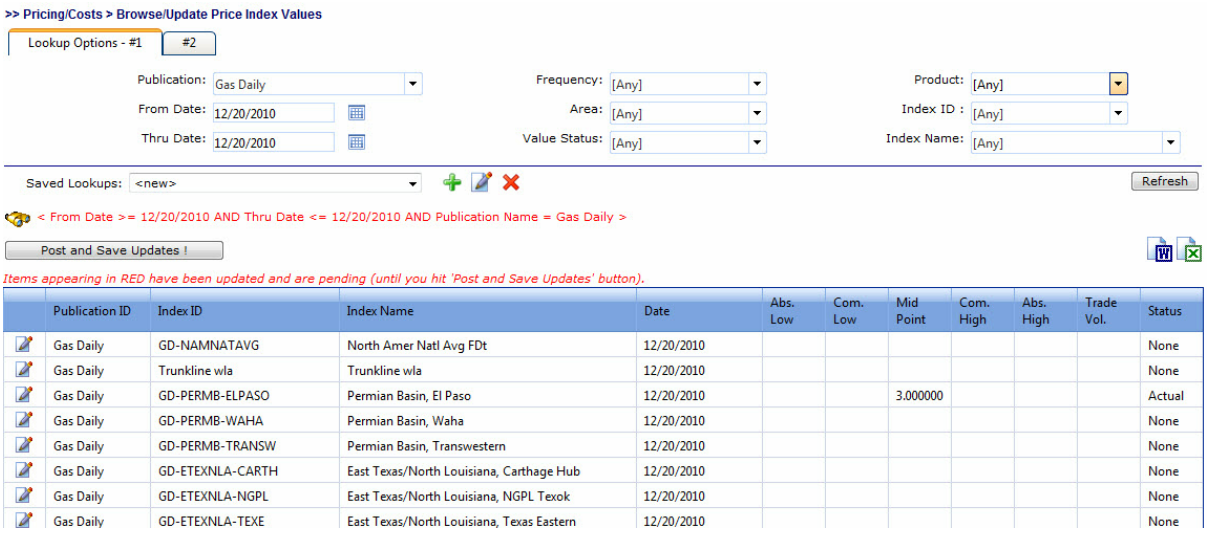
3.4.1 Browse/Update Price Index Values

There are many methods to update price values within **EnergySteward.com** . These pricing updates can occur in the following methods.

- Automated Import Service (via services available in **EnergySteward.com)**, Platts (Gas Daily, Inside Ferc, etc.), OPIS, etc.
- Spreadsheet 'Time Saver' Imports
- Manual Updates Via This Screen.

This particular screen provides for manually updating of price values.

Important note: The ordering of the price indices on this screen is governed by the individual entry order numbers which are established when the price index is setup within **EnergySteward.com** (see the price index general information area for more information on entry order).



Publication ID	Index ID	Index Name	Date	Abs. Low	Com. Low	Mid Point	Com. High	Abs. High	Trade Vol.	Status
Gas Daily	GD-NAMNATAVG	North Amer Natl Avg FDt	12/20/2010							None
Gas Daily	Trunkline wla	Trunkline wla	12/20/2010							None
Gas Daily	GD-PERMB-ELPASO	Permian Basin, El Paso	12/20/2010			3.000000				Actual
Gas Daily	GD-PERMB-WAHA	Permian Basin, Waha	12/20/2010							None
Gas Daily	GD-PERMB-TRANSW	Permian Basin, Transwestern	12/20/2010							None
Gas Daily	GD-ETEXNLA-CARTH	East Texas/North Louisiana, Carthage Hub	12/20/2010							None
Gas Daily	GD-ETEXNLA-NGPL	East Texas/North Louisiana, NGPL Texok	12/20/2010							None
Gas Daily	GD-ETEXNLA-TEXE	East Texas/North Louisiana, Texas Eastern	12/20/2010							None

When updating prices through the screen above, you are only going to see prices which can be updated. For example, on price indices which have a monthly frequency, you will only be able to update the price value on the first day (day 1) of the given production month. On daily indices you will be able to

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update each day. On weekly indices, you will be able to update the specific day of the week for the price index value.

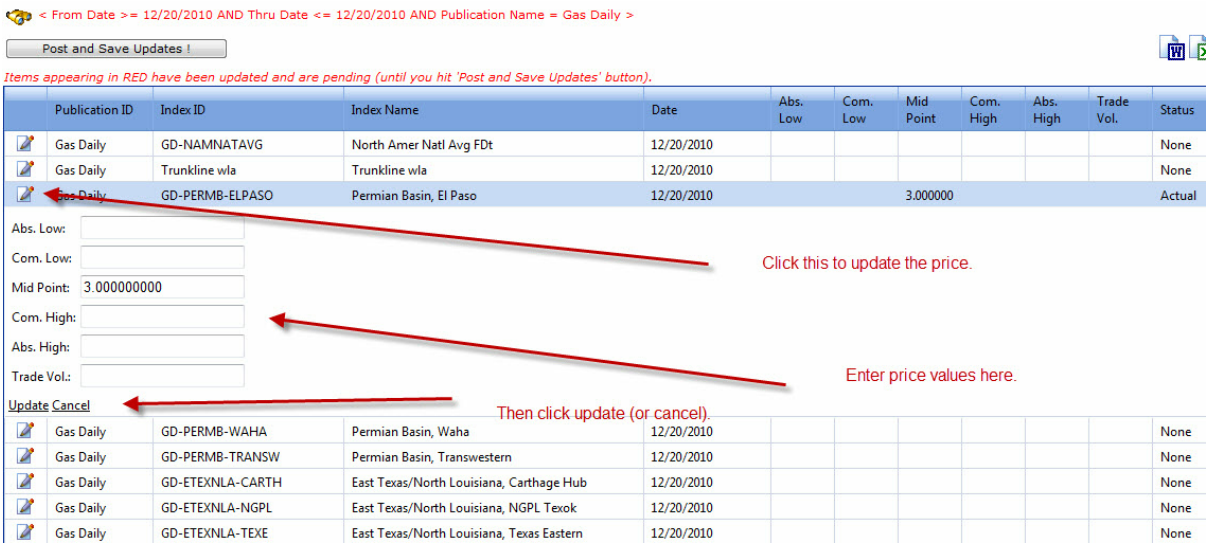
When you update price index values, you will be able to update all applicable price points. These price points are specific to the index publication. Some price publications (like Gas Daily from Platts) have 5 different price points, per index, per day (absolute low, common low, midpoint, common high and absolute high). Some price publications (like Inside Ferc from Platts) have a maximum of 3 price points (common low, midpoint and common high). You might even have a custom price/cost publication which only requires a single price point (like an internal cost basis index for risk analysis, or a fuel surcharge rate table which you want to 'externalize' to a price/cost index versus updating multiple deal price formulas every month, etc.).

When you update a price for a specific day (either through this screen OR through any of the other price value update methods mentioned above) then the price index value 'status', for the given date, gets updated. The following indicates the various price index status values:

- **None** - This price status indicates that the price has not yet been updated.
- **Actual** - This price status indicates that the price, for this day, has specifically been updated with a value.
- **Estimated** - This price status indicates that a previous day (in the production month) has been specifically updated (with an Actual price) AND that the previous day actual price has propagated as an estimate to this day. This 'propagation of estimates' feature enables the valuing of volumes/etc on deals during the month of flow, as the month of flow progresses. You can set whether or not a price publication enables this propagation within the price publication configuration area.

Important Note: When you update a price in the system, if that price is associated to any price formulas on deals, it will automatically trigger a recalculation of the deal to revalue it based on the new price. This occurs for those deal volumes which are not yet in a 'Frozen' status.

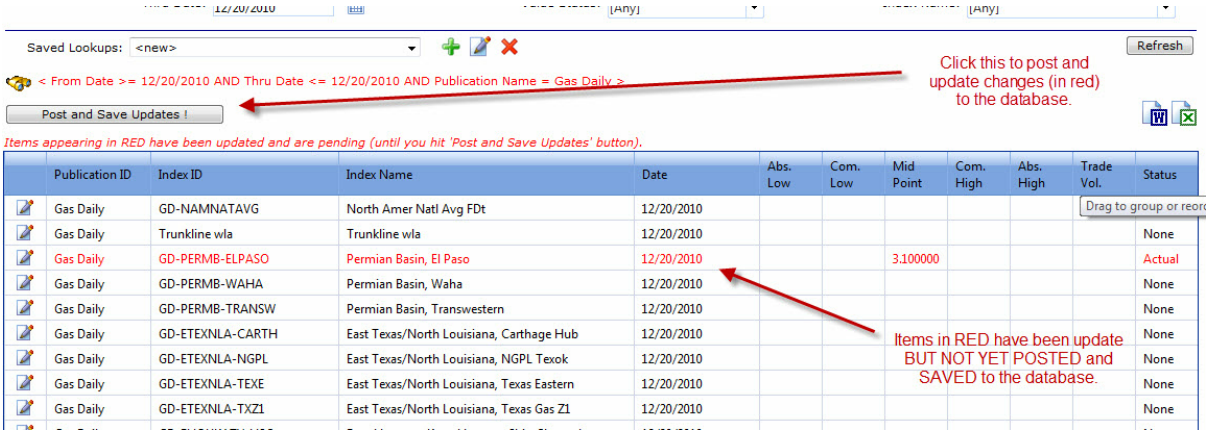
The following screen is presented once you click the pencil to update a given set of price points for an index:



In the above screen shot (what you see after clicking the **pencil (edit button))** you will simply update

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the labeled price points for the index. Once your updates are complete, you then hit the green check mark to accept OR the red x to cancel. When you click the green check box it will accept your changes on the online screen **BUT IT WILL NOT POST THIS UPDATE TO THE DATABASE YET** (it will list in **RED** indicating that it is pending).



You can update several price value line items on the screen (see sample screen shot above), and then when finished you just need to push the **'Post and Save Updates !' button** to actually save your changes to the database. At that point, the screen will refresh and the status will reflect 'Actual' (meaning price values have specifically been updated for this day).

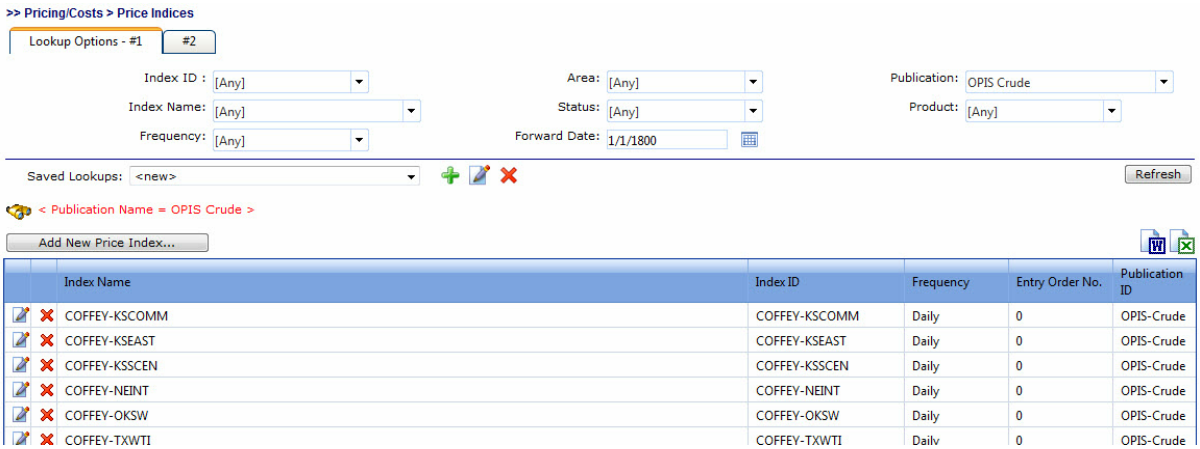
3.4.2 Price Indices

EnergySteward.com allows you to add, update or delete individual price indexes within your various price publications. Price indices can be added to any publication. Many times, these are published (subscription based) publications where you will add/update the index when the subscription publication makes a change.

However, you also can setup custom publications for creating your own price/rate tables to be used in price and other cost contract and deal formulas (externalizing rates which can change on a frequent basis). Some reasons for having 'custom' price or rate publications and indices would be to store items such as fuel surcharge tables, cost basis points, etc. These indices (and their daily or monthly values) can then be automatically rolled into contract and deal pricing formulas.

The following screen provides for adding, browsing, updating or deleting a specific price index within a price/cost publication.

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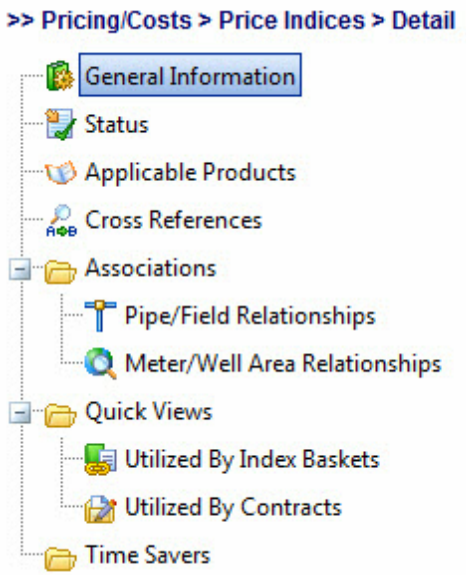


Add New Price Index (button) - Click this button to add a new price index. Important note: When you add a new price index, you will be required to associate it to an existing price publication. If this is a new publication which has not been setup in **EnergySteward.com** yet then you will need to set it up in the price configuration publications area.

View/Edit Grid Button (pencil) - Click this next to the applicable price index in order to change any of the information relevant to this index.

Delete Grid Button (red x) - Click this next to the applicable price index that you want to permanently delete. When you delete a price index, then all information relevant to that price index, as stored within **EnergySteward.com**, will be permanently deleted (contract and deal price formula components, etc.). You might consider inactivating the price index versus deleting. Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.

The following lists out the various areas of information relative to a specific price index within the system. This is the tree navigation area which you will see when you add or update a price index. With the initial screen being set to the 'General Information' screen.

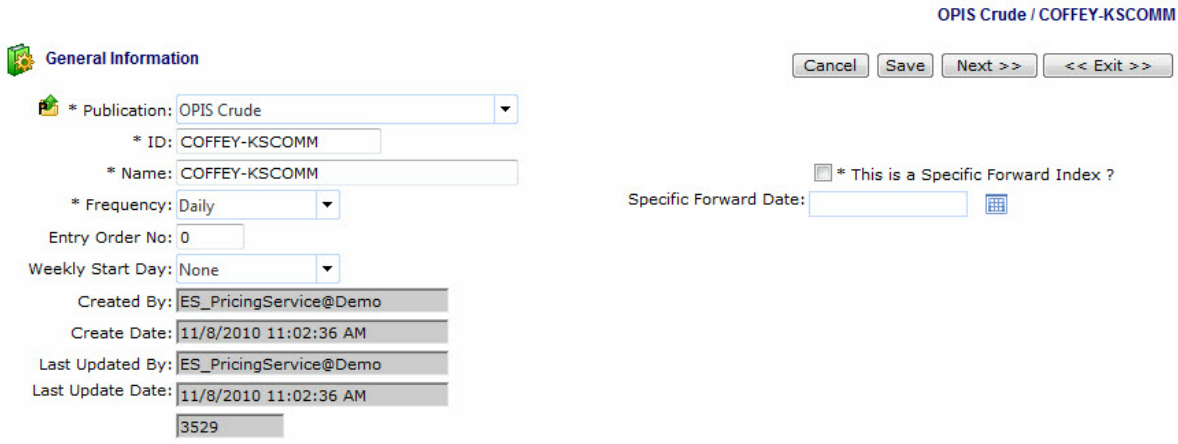


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3.4.2.1 General Information

This represents the main screen which is used when either adding a new price index or when updating an existing price index. This screen contains the high level information relative to a price index (which publication it belongs within, a short id, name, frequency, etc.).



Publication (drop down list box) - Select the publication from the list of available publications. See the configuration price publications area for creating/updating price index publications. This item also includes a quick add icon for setting these publications directly from this screen (if you have appropriate security).

ID - Required. This represents a short name (alias or ID) which can be used to refer to the price index. This must be a unique identifier across all other indices within **EnergySteward.com** .

Name - This is required and represents the long name for the index.

Frequency (drop down list box) - This is required and indicates the frequency of the index. Possible values include the following:

- **Daily** - Price values can be updated every production day in the month.
- **Weekly** - Price values can be updated once per week in the month.
- **Monthly** - Price value updates can be updated once per month (day 1).

Entry Order No - Optional. Many times a price publication will physically order their prices in a specific order. This field allows you to optionally set a numeric entry order consistent with the underlying publications (top index in the publication gets 1, next one is assigned 2, etc.). By setting the entry order consistent with the printed publication, it makes it easier to update the values within the manual price index value update screen . You might consider order by 10's (ie, the first index is number 10, the next is 20, etc.). Ordering by 10's will make it easier if a price publications 'inserts' a new price index within the middle of their publication list at a later time (you won't have to change all index price orders that following.

Weekly Start Day (drop down list box) - Optional. This is only applicable for weekly indices. If a weekly index, then you must specify the day of the week for posting the updates.

This is a Specific Forward Index (checkbox) - If checked, then the index represents a specific

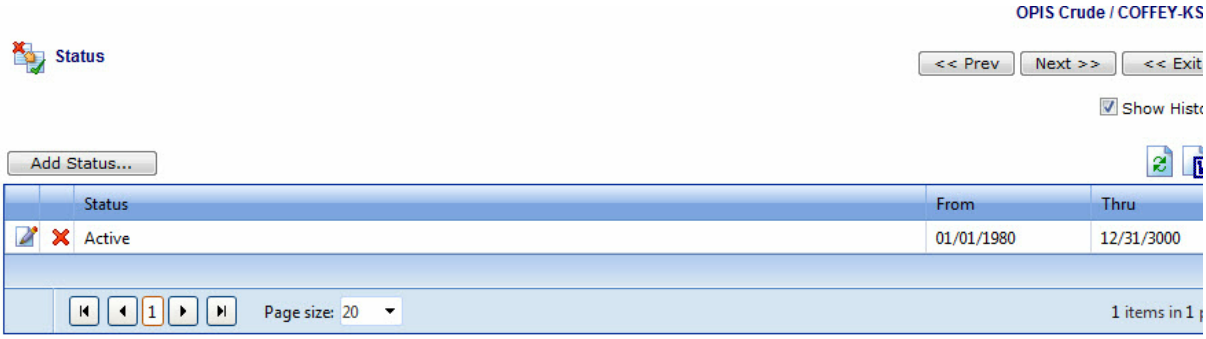
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forward index (ie... a value for a specific date in the future, 04-01-2025 for instance.) If this is a specific forward date price index then setting this value will indicate what future month it represents. Many times, these future indices are setup as 'daily' price indices. Each day, these future prices can change.

Specific Forward Date - If this is a specific forward index, then you will need to supply the forward date in this field. This is not applicable for either 'sliding' future price indices OR with non future price indices.

3.4.2.2 Status

Price indices within **EnergySteward.com** can have multiple date effective status codes assigned. Status entries are defined by your organization to provide you with a mechanism to indicate the various phases of availability for a given price index. More information about status types can be found on in the configuration price index status area within this manual.

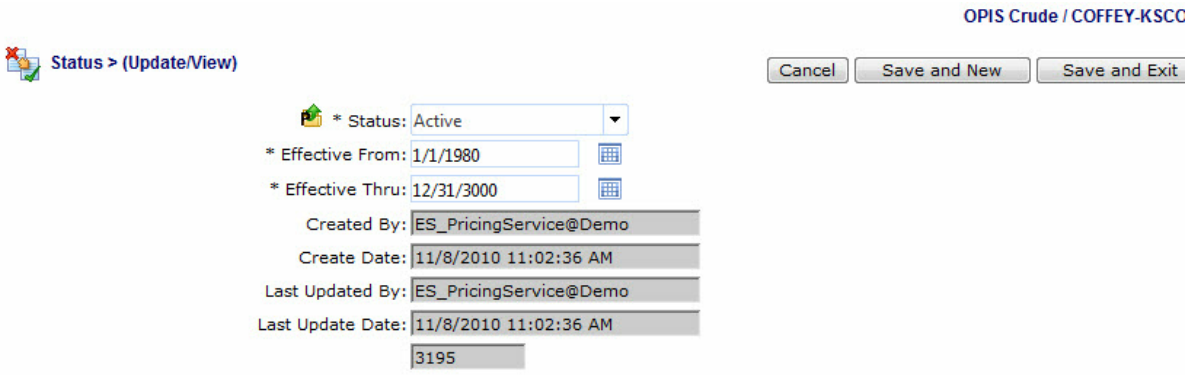


Add Status (button) - Click this button to add a new status entry for the price index.

View/Edit Grid Button (pencil) - Click this next to the applicable status entry in order to change any of the information relevant to the price index status.

Delete Grid Button (red x) - Click this next to the applicable status that you want to permanently delete. When you delete a status, then all information relevant to that price index status will be permanently deleted. Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.

The following shows the status detail which you are presented with when adding or updating an price index status entry.



Status (drop down list box) - Select the status from the list of available status's. See the configuration price index status area for creating/updating price index status entries. This item also includes a quick add icon for setting these status's up directly from this screen (if you have appropriate security).

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Effective From (popup calendar) - This is a required field. It will default to '01/01/1800'. This can be left to the default value. However, many times it is important to know when the price status entries for the index initially became published. If you know this value, then enter it here. Important note: When uploading historical subscription data from Platts (for instance) this field is automatically posted within the initial date the index began its publication.

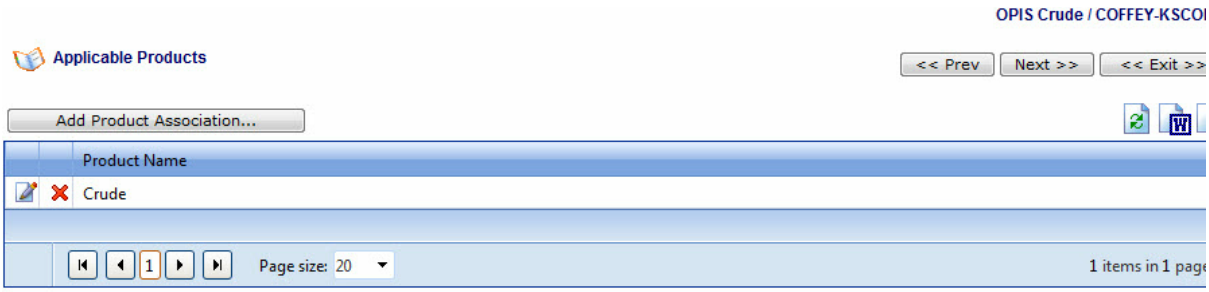
Effective Thru (popup calendar) - This is a required field. It will default to '12/31/3000'. This should be left at the default value unless date effectiveness for this status is important.

3.4.2.3 Applicable Products

Price indices within **EnergySteward.com** are associated with products. When setting up contract and deal price or other cost formulas, using components, then this product assignment determine whether a component appears in a drop down list box's during formula setup.

For example, when setting up a gas contract price formula, if a daily midpoint price component is specified in the formula then ONLY available gas daily price indices will populate in the drop down list (versus pulling in oil, liquids price indices in same drop down list).

The following screen is where the product assignment is made to a specific price index.



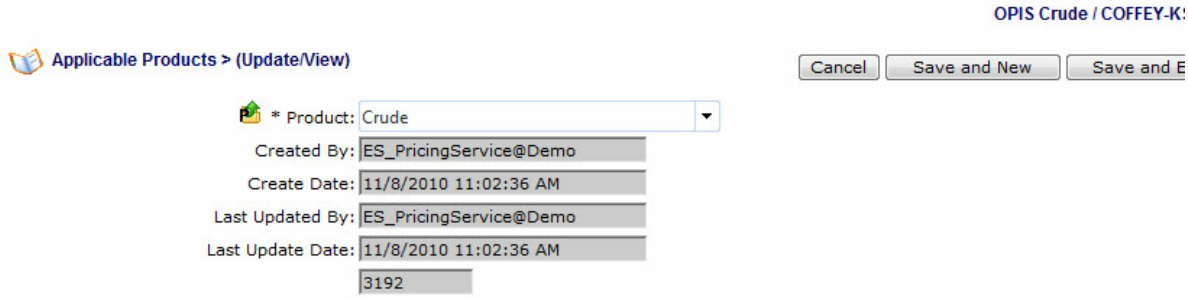
Add Product (button) - Click this button to add a new product to the price index.

View/Edit Grid Button (pencil) - Click this next to the applicable product in order to change any of the information relevant to the price index-to-product relationship.

Delete Grid Button (red x) - Click this next to the applicable product that you want to permanently delete. When you delete a product, then all information relevant to that price index to product relationship will be permanently deleted. Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.

The following shows the product detail which you are presented with when adding or updating an price index product.

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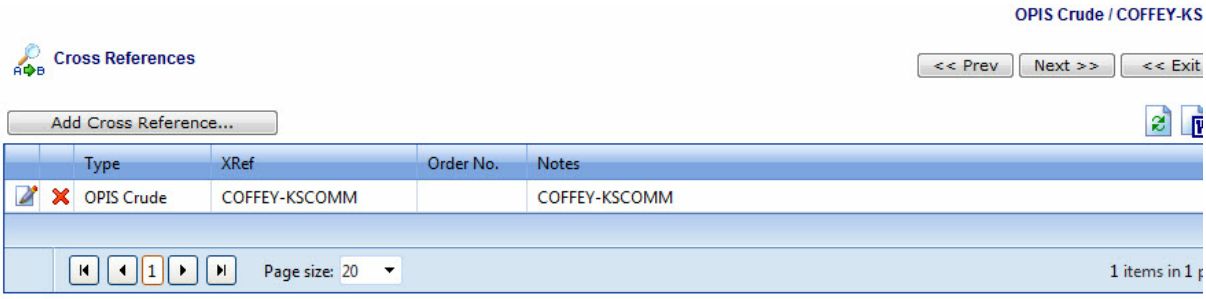


Product (drop down list box) - Select the product from the list of available products. See the configuration contract products area for creating/updating products. This item also includes a quick add icon for setting these products up directly from this screen (if you have appropriate security).

3.4.2.4 Cross References

Within **EnergySteward.com** you can specify different alias (cross references) for price indices. Information on the types of cross references can be found in the price index configuration cross reference type area. This cross reference capability allows you to setup different names/identifiers (for other internal OR external systems) that might need reference information on the price index.

Below is a sample screen shot on where these cross references are added or updated for a given price index. Important note: On the screen shot displayed you will see various 'Platts' cross reference types and xref values. The price index cross referencing capability within **EnergySteward.com** is utilized for the automated imports of Platts subscription price point files. These identifiers are the identifiers which Platts uses for this index and price point.



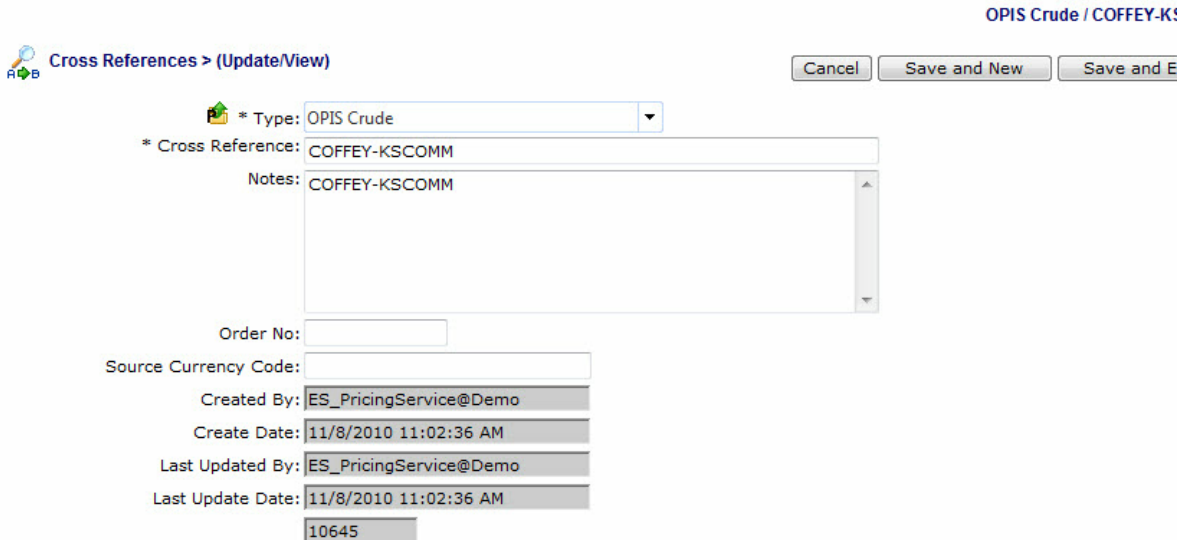
Add Cross Reference (button) - Click this button to add a new cross reference to the price index.

View/Edit Grid Button (pencil) - Click this next to the applicable cross reference in order to change any of the information relevant to the cross reference.

Delete Grid Button (red x) - Click this next to the applicable cross reference that you want to permanently delete. When you delete a cross reference, then only the specific price index cross reference is removed. Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.

The following shows the cross reference detail which you are presented with when adding or updating a cross reference.

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Cross Reference Type (drop down list box) - This is a required field. The type select indicates the 'kind' of cross reference which is being setup (a Platts midpoint identifier, an export system identifier, etc.). See the configuration price index cross reference type setup area for creating/updating index cross reference types. This item also includes a quick add icon for setting these types up directly from this screen (if you have appropriate security).

Cross Reference (Name) - This is a required field. The name you enter here is the cross reference name. For example; if you have a cross reference type of 'Platts Midpoint', then in this field you would enter the Platts midpoint identifier used to represent the price point (the Platts electronic feed identifier).

Notes - This is an optional field. You can specify any information which you feel you need to further document the cross reference assignment.

Order No - This is an optional field. You can specify an order number for the cross reference so that (on select reports) it will list in a determined sequence.

Source Currency Code - This is an optional field. You can specify the currency code. Important note: some pricing publications (like Platts) will bring in automated feeds using different denominations (USD=US Dollars, USC = US cents, etc.). This field is only required (currently) for those automated feeds which require a conversion to store within **EnergySteward.com** (which is normally in US dollars).

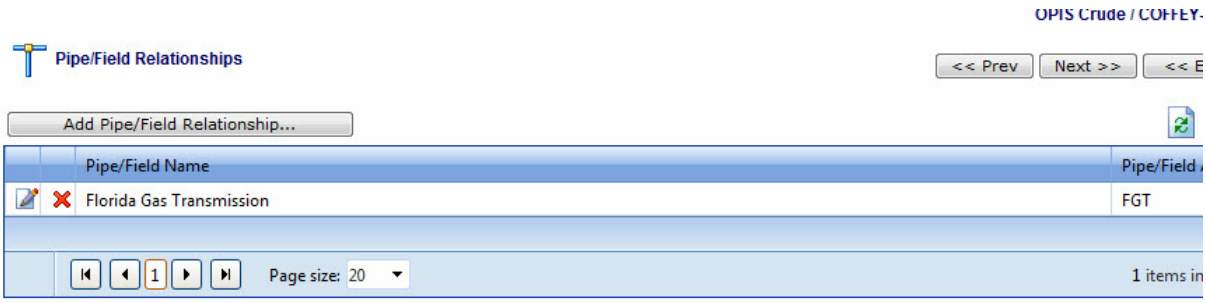
3.4.2.5 Associations

The price index associations area within **EnergySteward.com** include those areas where various pipe/field and meter/well area associations can be setup for the various individual price indices.

3.4.2.5.1 Pipe/Field Relationships

Price indices within **EnergySteward.com** can have specific relationships to pipes/fields. These are optional associations which can be used in reporting in order to see what all pricing might be available for specific pipes/fields.

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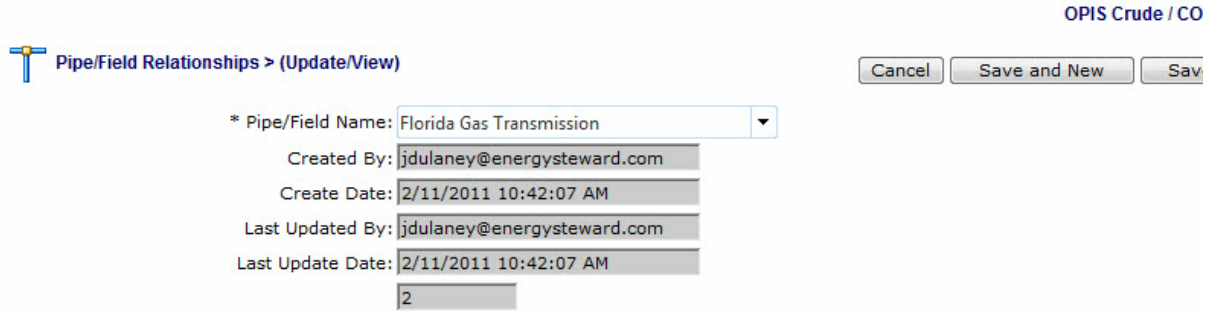


Add Pipe/Field Relationship (button) - Click this button to add this pipe/field relationship to this price index.

View/Edit Grid Button (pencil) - Click this next to the applicable pipe/field in order to change any of the information relevant to the price index association.

Delete Grid Button (red x) - Click this next to the applicable pipe/field association that you want to permanently delete. When you delete a pipe/field association, then only the specific pipe/field association is removed. Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.

The following shows the pipe/field association detail which you are presented with when adding or updating a pipe/field to price index association.

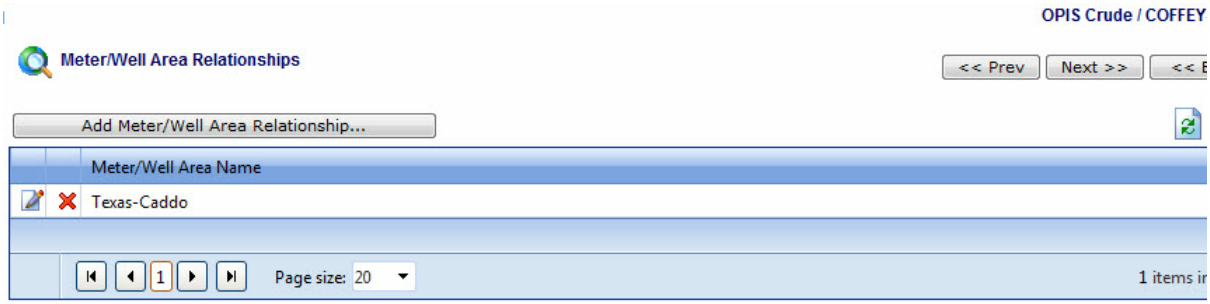


Pipe/Field Name (drop down list box) - This is a required field. This indicates the pipe/field which you want to associate to the price index. See the pipe/field setup area for creating/updating pipes/fields.

3.4.2.5.2 Meter/Well Area Relationships

Price indices within **EnergySteward.com** can have specific relationships to individual meter/well areas. These are optional associations which can be setup to show what all geographic locations have specific price indices. In addition, these same areas can be setup for the actual meters/wells. Associating prices and meter/wells to the same areas enables reporting of pricing opportunities for the various meters/wells.

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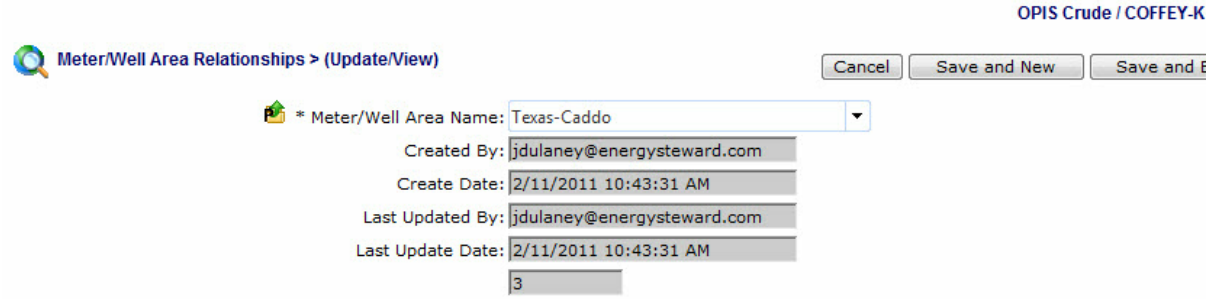


Add Meter/Well Relationship (button) - Click this button to add this meter/well relationship to this price index.

View/Edit Grid Button (pencil) - Click this next to the applicable meter/well in order to change any of the information relevant to the price index association.

Delete Grid Button (red x) - Click this next to the applicable meter/well association that you want to permanently delete. When you delete a meter/well association, then only the specific meter/well association is removed. Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.

The following shows the meter/well association detail which you are presented with when adding or updating a meter/well to price index association.



Meter/Well Name (drop down list box) - This is a required field. This indicates the meter/well which you want to associate to the price index. See the meter/well setup area for creating/updating meters/ wells.

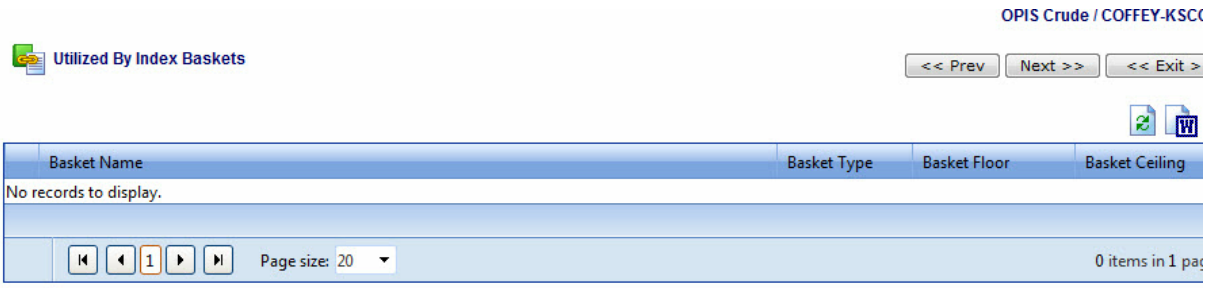
3.4.2.6 Quick Views

The price index quick view areas provide screens which allow for viewing specific aspects about the price index within **EnergySteward.com**. For example, what index baskets does the price index belong (if any), what contracts reference the price index, etc. These quick views are like real time queries and reports to find critical information on your price index usage.

3.4.2.6.1 Utilize By Index Baskets

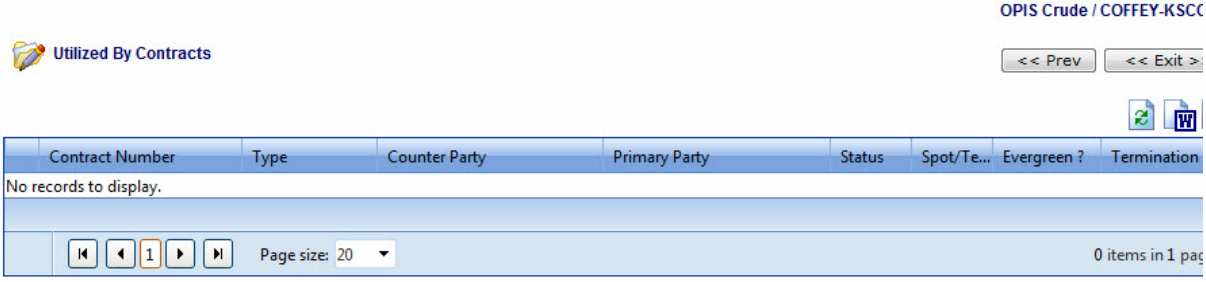
This screen provides a quick view of all price index baskets which currently reference the price index. You can click the transfer icon next to the specific index basket in order to transfer to the price index basket detail screen with the selected basket.

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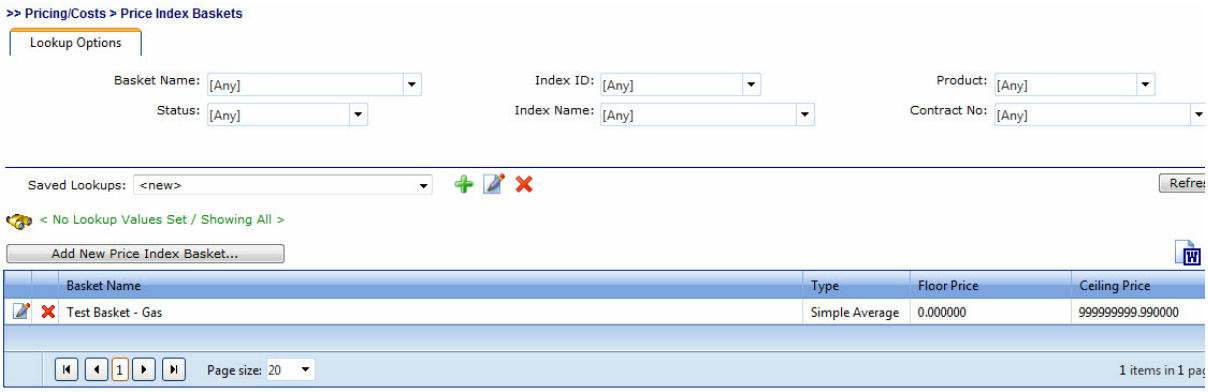
3.4.2.6.2 Utilized By Contracts

This screen provides a quick view of all contracts which currently reference the price index in either a price or other cost formula. You can click the transfer icon next to the specific contract in order to transfer to the contract detail screen with the selected contract.



3.4.3 Price Index Baskets

EnergySteward.com allows you to add, update or delete price index baskets. A price basket contains one or more individual price indices (with weighting allocations, dollar offsets, etc.). These baskets can be assigned to price and cost formulas on your contract and deals. The following screen shows where these price index baskets can be added, viewed, updated or deleted.



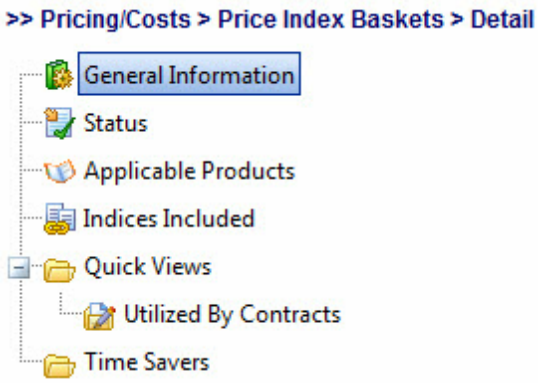
Add New Price Index Basket (button) - Click this button to add a new price index basket.

View/Edit Grid Button (pencil) - Click this next to the applicable price index basket in order to change any of the information relevant to the basket.

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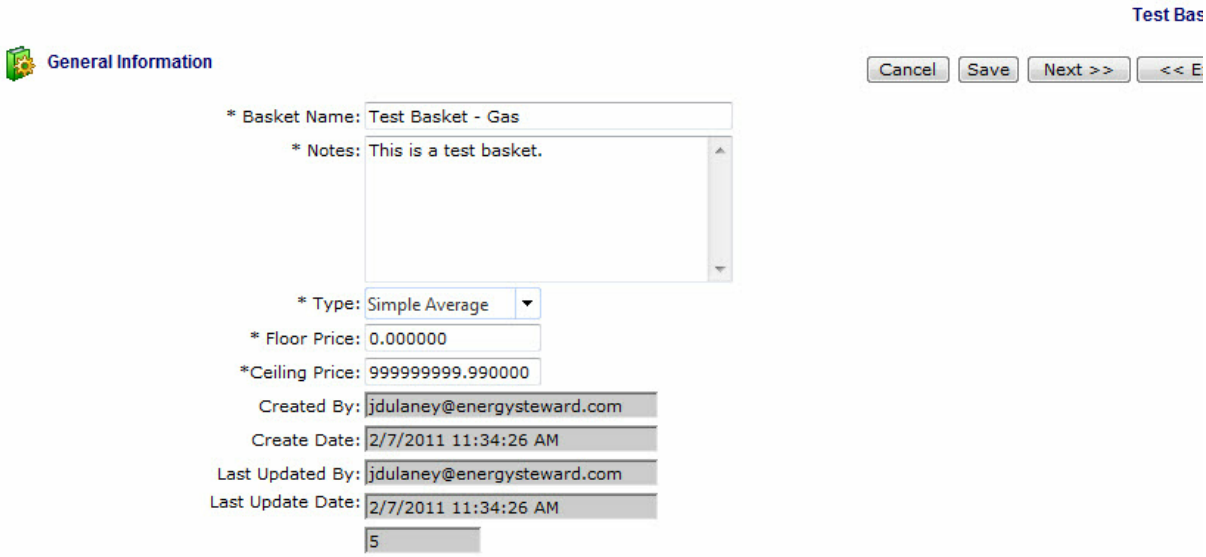
Delete Grid Button (red x) - Click this next to the applicable price index basket that you want to permanently delete. When you delete a price index basket, then all information relevant to that price index basket, as stored within **EnergySteward.com**, will be permanently deleted (contract and deal price formula components, etc.). You might consider inactivating the price index basket versus deleting. Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.

The following lists out the various areas of information relative to a specific price index basket within the system. This is the tree navigation area which you will see when you add or update a price index basket. With the initial screen being set to the 'General Information' screen.



3.4.3.1 General Information

This represents the main screen which is used when either adding a new price index basket or when updating an existing price index basket. This screen contains the high level information relative to a price index basket (basket name, type of basket, floor and ceiling rules for the basket, etc.).



Basket Name - This is required and represents the long name for the index basket.

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Notes - This is required and should represent a description of the price index basket.

Type (drop down list box) - Select the type of basket. The available types include the following:

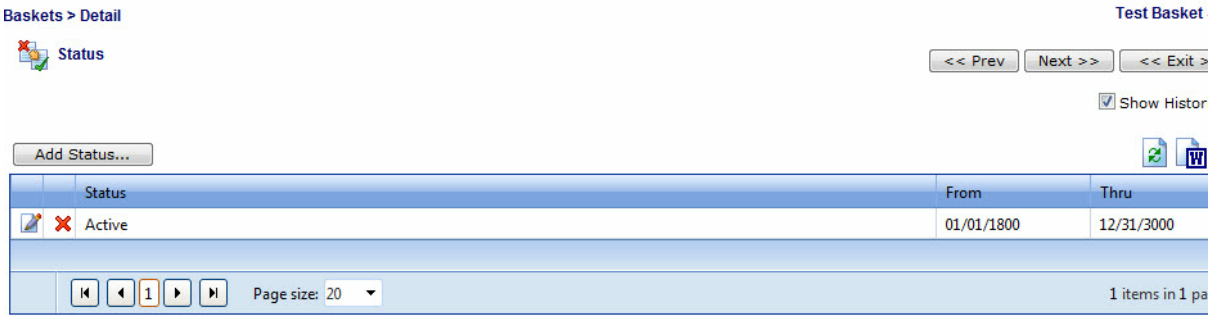
- **Simple Average** - Each of the individual price indices in the basket will get an equal weighting when used in a price formula to value deal volumes. If there are 4 price indices in the basket, then each one gets a 25% simple average.
- **Weighted Average** - Each of the individual price indices in the basket will have a weighting amount specified. All weighting amounts will be added together and the relative weighting of each individual index, against the total for the basket, will be used in the price formula to value deal volumes.

Floor Price - For this basket, you can establish a floor price which will represent the minimum price this basket will calculate (regardless of the underlying price indices and their values and weighting's).

Ceiling Price - For this basket, you can establish a ceiling price which will represent the maximum price this basket will calculation (regardless of the underlying price indices and their values and weighting's).

3.4.3.2 Status

Price index baskets within **EnergySteward.com** can have multiple date effective status codes assigned. Status entries are defined by your organization to enable you to have a mechanism to indicate the various status phases of availability for a given price index basket. More information about status types can be found on in the configuration price index basket status area within this manual.



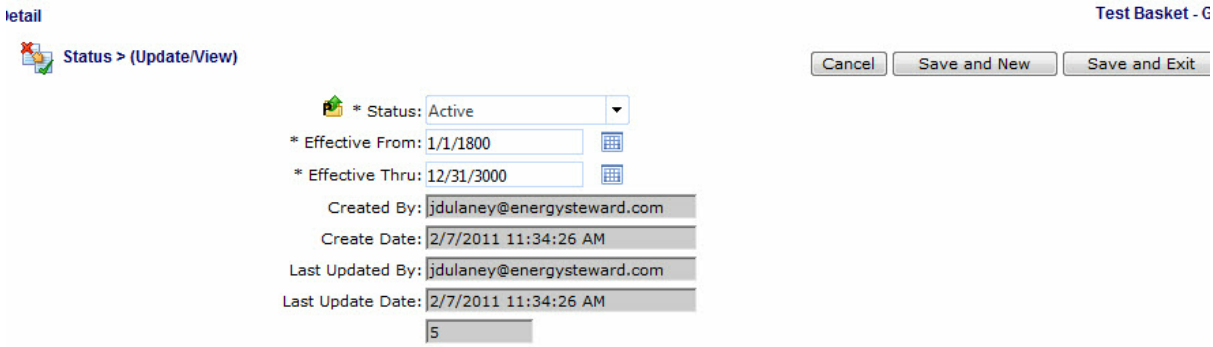
Add Status (button) - Click this button to add a new status entry for the price index basket.

View/Edit Grid Button (pencil) - Click this next to the applicable status entry in order to change any of the information relevant to the price index basket status.

Delete Grid Button (red x) - Click this next to the applicable status that you want to permanently delete. When you delete a status, then all information relevant to that price index basket status will be permanently deleted. Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.

The following shows the status detail which you are presented with when adding or updating an price index basket status entry.

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Status (drop down list box) - Select the status from the list of available status's. See the configuration price index basket status area for creating/updating price index basket status entries. This item also includes a quick add icon for setting these status's up directly from this screen (if you have appropriate security).

Effective From (popup calendar) - This is a required field. It will default to '01/01/1800'. This should be left at the default value unless date effectiveness for this status is important.

Effective Thru (popup calendar) - This is a required field. It will default to '12/31/3000'. This should be left at the default value unless date effectiveness for this status is important.

3.4.3.3 Applicable Products

Price index baskets within **EnergySteward.com** are associated with products. When setting up contract formulas, using components, this product assignment determines whether a component appears in a drop down list box's during formula setup.

For example, when setting up a gas contract price formula, if an index price basket component is specified in the formula then ONLY available gas price index baskets will populate in the drop down list (versus pulling in oil, liquids price baskets in same drop down list).

The following screen is where the product assignment is made to a specific price index baskets.



Add Product (button) - Click this button to add a new product to the price index basket.

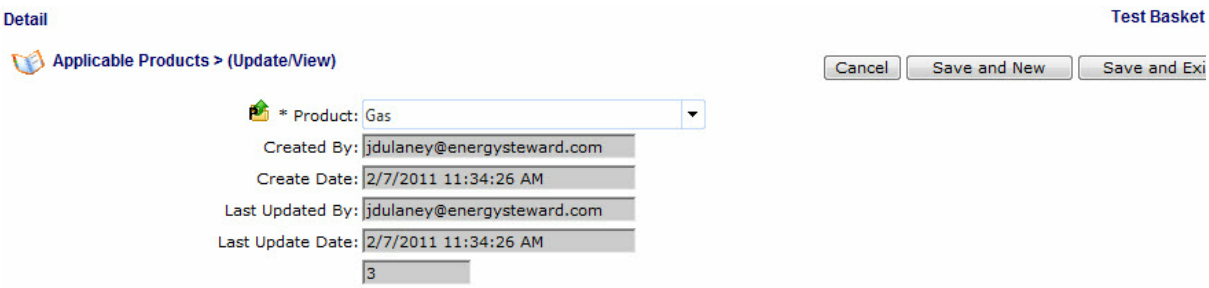
View/Edit Grid Button (pencil) - Click this next to the applicable product in order to change any of the information relevant to the price index basket-to-product relationship.

Delete Grid Button (red x) - Click this next to the applicable product that you want to permanently delete. When you delete a product, then all information relevant to that price index basket to product relationship will be permanently deleted. Important note: You will be presented with a confirmation ("Are

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you sure...?") dialog box prior to deletion.

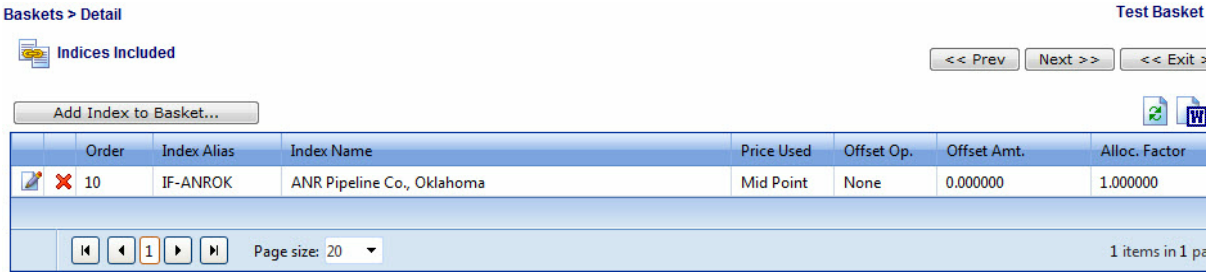
The following shows the product detail which you are presented with when adding or updating an price index basket product.



Product (drop down list box) - Select the product from the list of available products. See the configuration contract products area for creating/updating products. This item also includes a quick add icon for setting these products up directly from this screen (if you have appropriate security).

3.4.3.4 Indices Included

This screen is where individual price indices are added, browsed, updated or deleted from the price index basket. You can have an unlimited number of individual price indices in a given basket. The price indices can span various publications (ie.. 1 from Gas Daily, 1 from Inside Ferc, 1 from NGW, etc.). There are options, for each index, to set an offset operator and amount and also to setup an allocation factor (if weighted average selected for the price index basket).



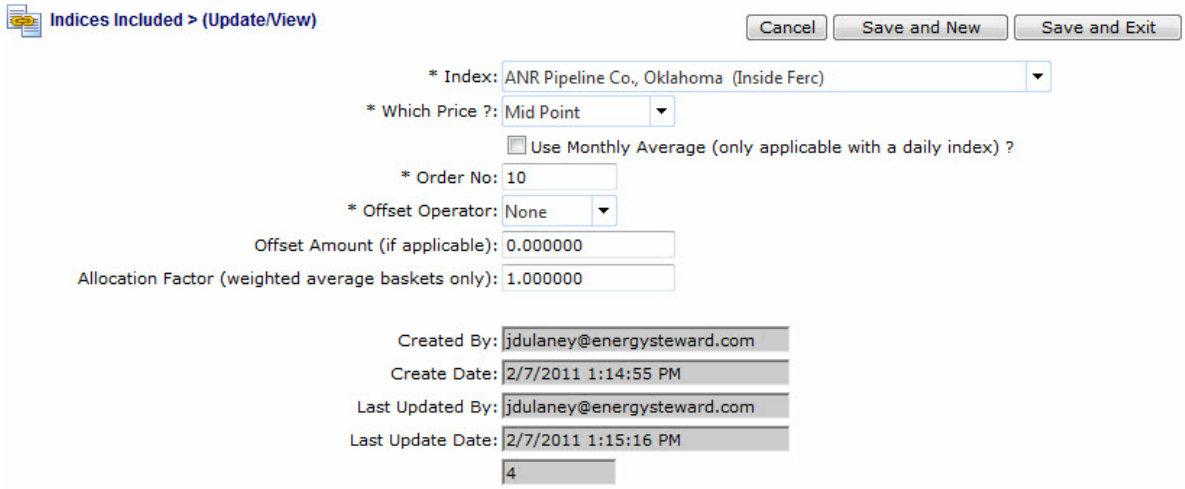
Add Index to Basket (button) - Click this button to add a new index to the price index basket.

View/Edit Grid Button (pencil) - Click this next to the applicable index entry in order to change any of the information relevant to the price index within the basket.

Delete Grid Button (red x) - Click this next to the applicable price index that you want to permanently delete. When you delete a price index here, then all information relevant to that price index within this basket will be permanently deleted. Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.

The following shows the price index detail which you are presented with when adding or updating an price index to a basket.

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Index (drop down list box) - Select the price index which you want to include in this basket.

Which Price ? (drop down list box) - Select one of the 5 available price points (absolute low, common low, mid point, common high and absolute high).

Use Monthly Average ? (checkbox) - This is applicable for daily indices only. When check, then the average price for the entire month will be used for the specified daily index. When not check, and daily, then each days unique index value will be used.

Order No - Sets the order number that the index lists within the price index basket. This is a required field.

Offset Operator - If there is to be an offset on the value (like plus or minus .05 for example), then you would set the offset operator here (+ or -).

Offset Amount (if applicable) - If there is an offset (positive or negative) that you want to place on a particular index within the basket, then you set the offset amount (usually in pennies) here. You would also need to set the offset operator (+ or -) to reflect whether it is an offset added to the index price OR subtracted from the index price.

Allocation Factor (weighted average baskets only) - If the price index basket is setup as a 'weighted average' basket then you will need to specify a numeric weighting factor. This really can be any number but it is generally a good idea to set the weighting up based on underlying contract, and to have the individual indices in the basket total to 1.00000. As an example you could have the following:

- Index #1 - .5000
- Index #2 - .2500
- Index #3 - .1000
- Index #4 - .1500

In the above example, there are 4 indices in the basket. The first one has a price which accounts for half the weighting of the entire basket. Index #3 is only weighted 10%. The total of all the weighting factors listed in this example is 1.00000.

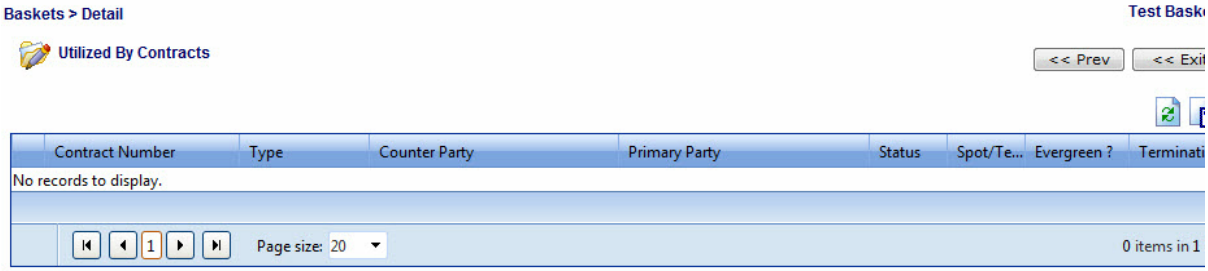
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3.4.3.5 Quick Views

The price index basket quick view area(s) provide screens which allow for viewing specific aspects about the price index basket within **EnergySteward.com**. For example, what contracts reference the price index basket, etc.

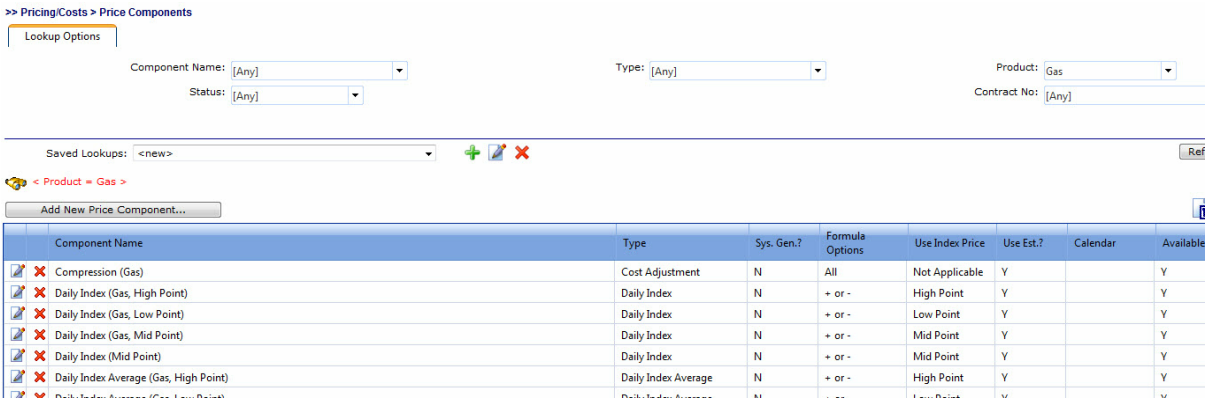
3.4.3.5.1 Utilized By Contracts

This screen provides a quick view of all contracts which currently reference the price index basket in either a price or other cost formula. You can click the transfer icon next to the specific contract in order to transfer to the contract detail screen with the selected contract.



3.4.4 Price Components

This area allows you to add, update or delete individual price components. Price components are used when setting up contract and deal price formulas. Example price components can include 'Fixed Price', 'Offset', 'Monthly Index', etc. **EnergySteward.com** provides for setting up an unlimited number of price components.



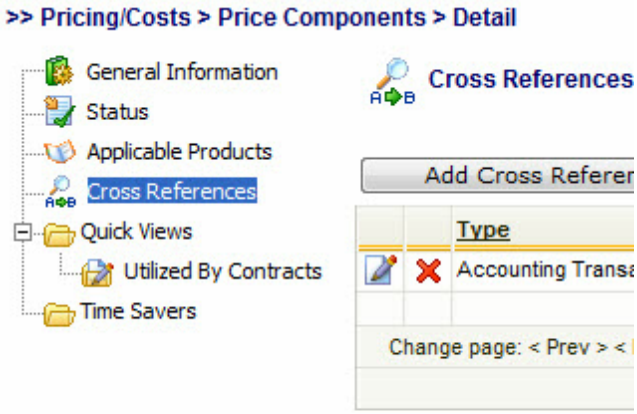
Add New Price Component (button) - Click this button to add a new price component.

View/Edit Grid Button (pencil) - Click this next to the applicable price component in order to change any of the information relevant to the price component.

Delete Grid Button (red x) - Click this next to the applicable price component that you want to permanently delete. When you delete a price component, then all information relevant to that price component, as stored within **EnergySteward.com**, will be permanently deleted (price formula components, etc.). You might consider inactivating the price component versus deleting. Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.

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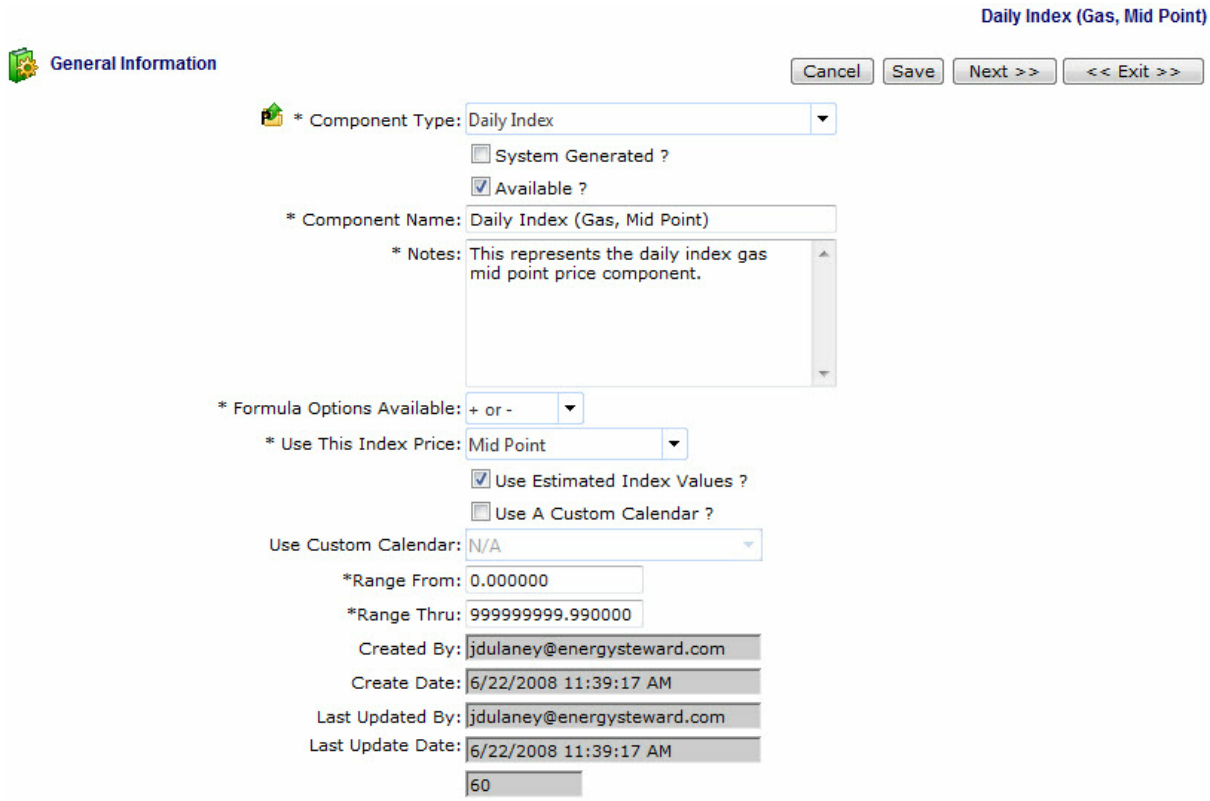
The following lists out the various areas of information relative to a specific price component within the system. This is the tree navigation area which you will see when you add or update a price component. With the initial screen being set to the 'General Information' screen.



3.4.4.1 General Information

This represents the main screen which is used when either adding a new price component or when updating an existing price component. This screen contains the high level information relative to a price component (component type, name, which price index to use (if applicable), etc.).

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Component Type (drop down list box) - Select the type of component from the list of available price component types. See the configuration price component types area for creating/updating price component types. This item also includes a quick add icon for setting these price component types directly from this screen (if you have appropriate security).

System Generated ? (checkbox) - If checked, then this component is automatically generated by the system (versus being incorporated manually within a price formula).

Available ? (checkbox) - If checked, then active.

Component Name - This is a required field. It represents the name to use for the component.

Notes - This is required. This area provides a place to define the intentions of the price component.

Formula Options Available (drop down list box) - (drop down list box) - This indicates what arithmetic options are available with this component when used in a price formula.

- All = "+" or "-" or "*" or "/"
- "+"
- "-"
- "*"
- "/"

Use This Price Index (drop down list box) - This is required IF the price component type specifies that a price index is required. If this component type is a price index component then in this field you will be required to indicate which price point to use. These price point options are dependent on the index but include the following:

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- Absolute Low
- Common Low
- Midpoint
- Common High
- Absolute High

Use Estimated Index Values ? (checkbox) - This is applicable for those price components which utilize price indices (daily, monthly, weekly, etc). If checked, then deals which have this component will calculate index prices using actual AND estimate pricing (ie, days in production month where price has not yet been received). If unchecked, then only actual prices received will be used for calculation purposes.

Use A Custom Calendar ? (checkbox) - This is applicable for those price components which utilize price indices (daily, monthly, weekly, etc). If checked, then a custom price calendar can be selected. This allows for associating prices with certain specific effective dates to previous or future dates (an example is when using for Platts-Plus WTI, etc.).

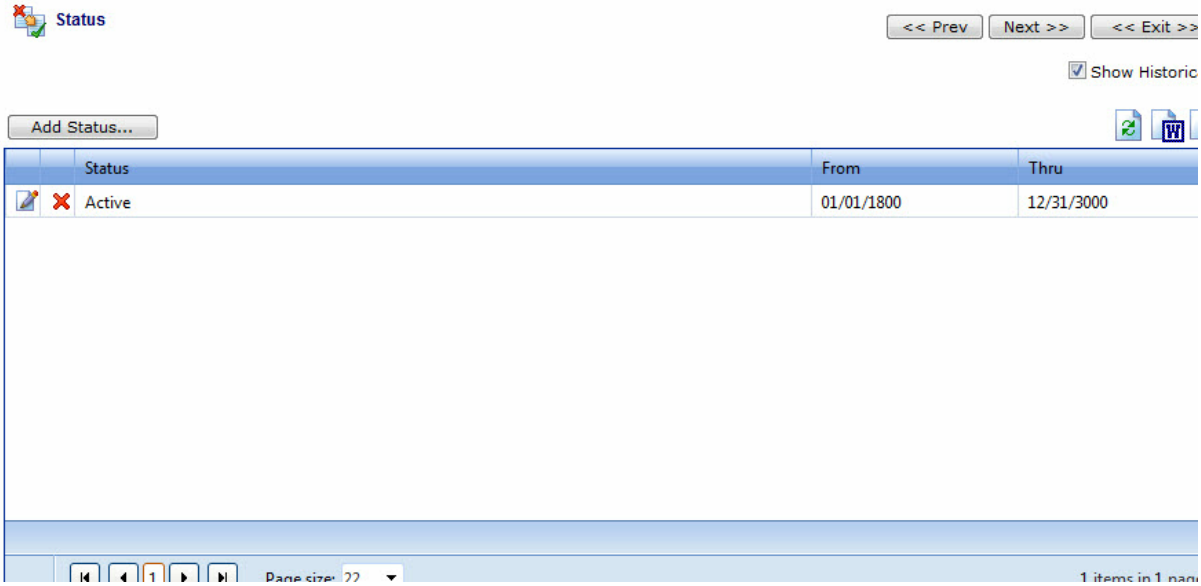
Use Custom Calendar (drop down list box) - This is required IF the price component type specifies that a custom calendar is to be used. This is how you select the specific custom calendar for this price component. Only applicable on price components which utilize indices.

Range From - This represents a low end number, which will be used for editing the values that are setup. For example, if a 3 is placed here, then when someone setups a formula they will not be allowed to specify a value under 3 for this item.

Range Thru - This represents a high end number, which will be used for editing the values that are setup. For example, if a 10 is placed here, then when someone setups a formula they will not be allowed to specify a value over 10 for this item.

3.4.4.2 Status

Price components within **EnergySteward.com** can have multiple date effective status codes assigned. Status entries are defined by your organization to provide you with a mechanism to indicate the various phases of availability for a given price component. More information about status types can be found on in the configuration price component status area within this manual.



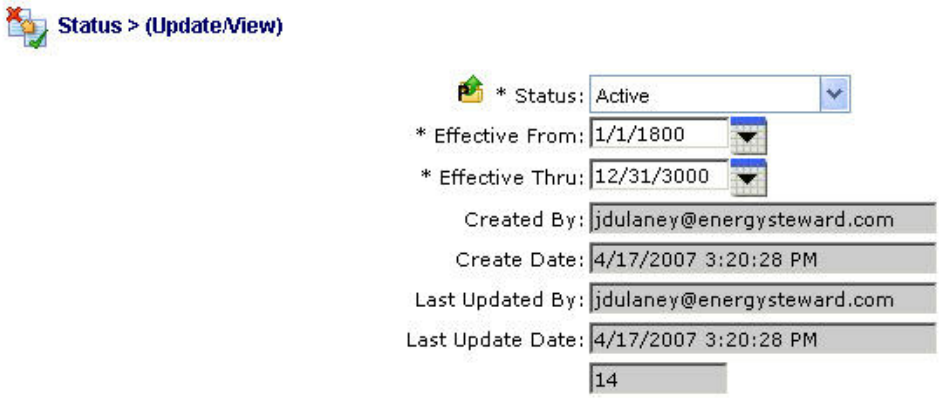
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Add Status (button) - Click this button to add a new status entry for the price component.

View/Edit Grid Button (pencil) - Click this next to the applicable status entry in order to change any of the information relevant to the price component status.

Delete Grid Button (red x) - Click this next to the applicable status that you want to permanently delete. When you delete a status, then all information relevant to that price component status will be permanently deleted. Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.

The following shows the status detail which you are presented with when adding or updating an price component status entry.



Status (drop down list box) - Select the status from the list of available status's. See the configuration price component status area for creating/updating price component status entries. This item also includes a quick add icon for setting these status's up directly from this screen (if you have appropriate security).

Effective From (popup calendar) - This is a required field. It will default to '01/01/1800'. This can be left to the default value unless date effectiveness for this status is important.

Effective Thru (popup calendar) - This is a required field. It will default to '12/31/3000'. This should be left at the default value unless date effectiveness for this status is important.

3.4.4.3 Applicable Products

Price components within **EnergySteward.com** are associated with products. When setting up contract and deal price formulas, using components, then this product helps to determine whether a component appears in a drop down list box's during formula setup.

For example, when setting up a gas contract price formula, then only gas related price components will populate in the drop down list (versus pulling in oil, liquids price components in same drop down list).

The following screen is where the product assignment is made to a specific price component.

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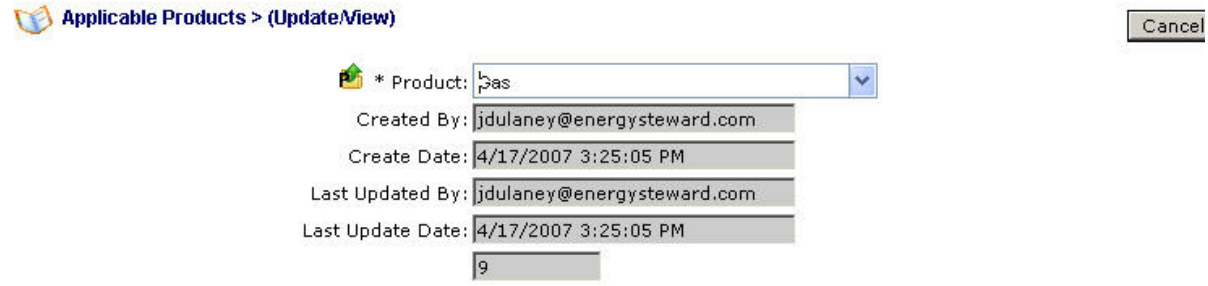


Add Product (button) - Click this button to add a new product to the price component.

View/Edit Grid Button (pencil) - Click this next to the applicable product in order to change any of the information relevant to the price component-to-product relationship.

Delete Grid Button (red x) - Click this next to the applicable product that you want to permanently delete. When you delete a product, then all information relevant to that price component to product relationship will be permanently deleted. Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.

The following shows the product detail which you are presented with when adding or updating an price component product.



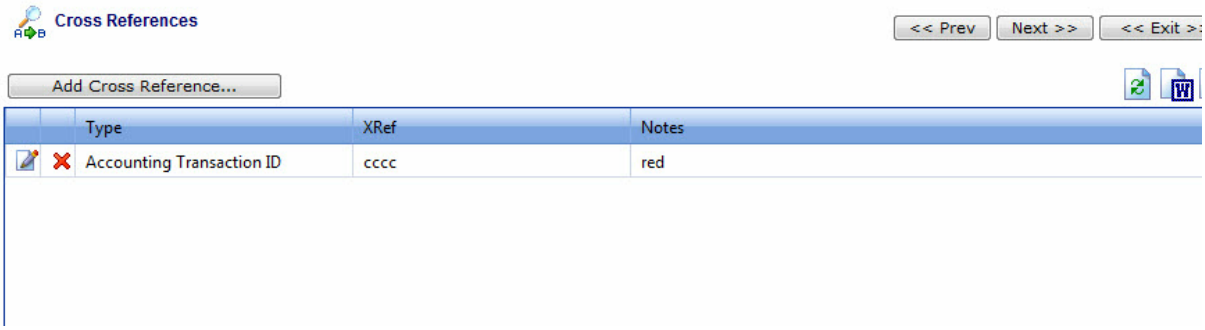
Product (drop down list box) - Select the product from the list of available products. See the configuration contract products area for creating/updating products. This item also includes a quick add icon for setting these products up directly from this screen (if you have appropriate security).

3.4.4.4 Cross References

Within **EnergySteward.com** you can specify different alias (cross references) for price components. Information on the types of cross references can be found in the price component configuration cross reference type area. This cross reference capability allows you to setup different names/identifiers (for other internal OR external systems) that might need reference information on the price component.

Below is a sample screen shot on where these cross references are added or updated for a given price index.

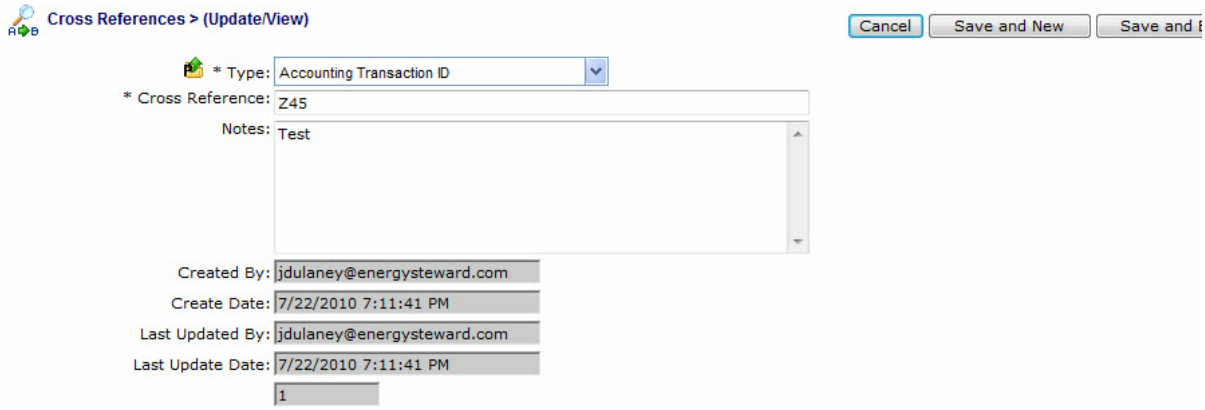
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Add Cross Reference (button) - Click this button to add a new cross reference to the price component.

View/Edit Grid Button (pencil) - Click this next to the applicable cross reference in order to change any of the information relevant to the cross reference.

Delete Grid Button (red x) - Click this next to the applicable cross reference that you want to permanently delete. When you delete a cross reference, then only the specific price component cross reference is removed. Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.



Cross Reference Type (drop down list box) - This is a required field. The type select indicates the 'kind' of cross reference which is being setup. See the configuration price component cross reference type setup area for creating/updating cross reference types. This item also includes a quick add icon for setting these types up directly from this screen (if you have appropriate security).

Cross Reference (Name) - This is a required field. The name you enter here is the cross reference name.

Notes - This is an optional field. You can specify any information which you feel you need to further document the cross reference assignment.

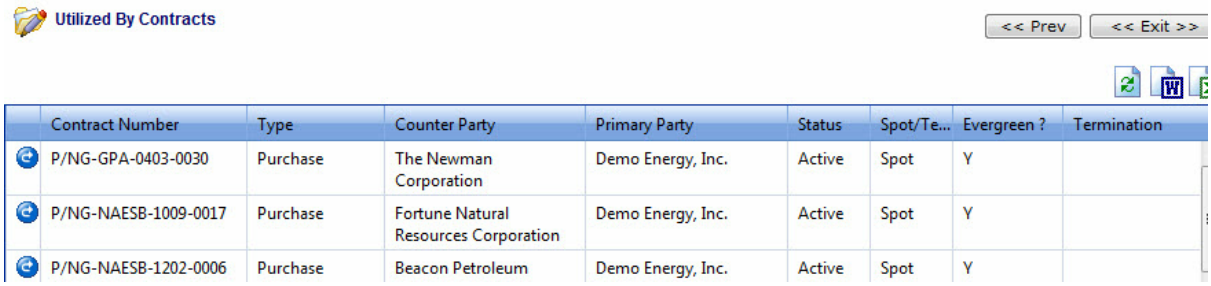
3.4.4.5 Quick Views

The price component quick view areas provide screens which allow for viewing specific aspects about the price component within **EnergySteward.com**. For example, what contracts and deals reference the price component, etc.

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3.4.4.5.1 Utilized By Contracts

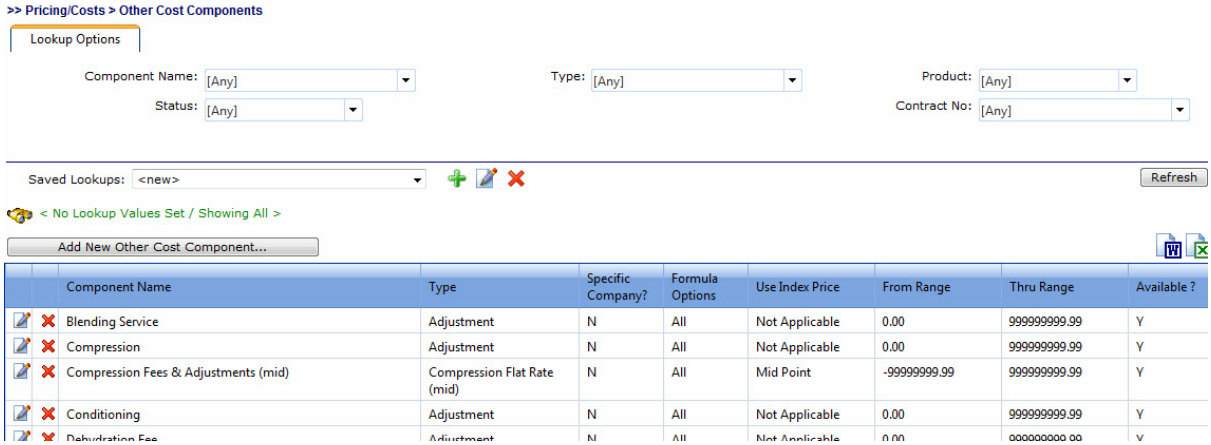
This screen provides a quick view of all contracts which currently reference the price component in a price formula. You can click the transfer icon next to the specific contract in order to transfer to the contract detail screen with the selected contract.



Contract Number	Type	Counter Party	Primary Party	Status	Spot/Te...	Evergreen ?	Termination
P/NG-GPA-0403-0030	Purchase	The Newman Corporation	Demo Energy, Inc.	Active	Spot	Y	
P/NG-NAESB-1009-0017	Purchase	Fortune Natural Resources Corporation	Demo Energy, Inc.	Active	Spot	Y	
P/NG-NAESB-1202-0006	Purchase	Beacon Petroleum	Demo Energy, Inc.	Active	Spot	Y	

3.4.5 Other Cost Components

This area allows you to add, update or delete individual other cost components. Other cost components are used when setting up contract and deal other cost formulas. Example other cost components can include 'Broker Fee', 'State Sales Tax', 'Diesel Surcharge', etc. **EnergySteward.com** provides for setting up an unlimited number of other cost components.



Component Name	Type	Specific Company?	Formula Options	Use Index Price	From Range	Thru Range	Available ?
Blending Service	Adjustment	N	All	Not Applicable	0.00	999999999.99	Y
Compression	Adjustment	N	All	Not Applicable	0.00	999999999.99	Y
Compression Fees & Adjustments (mid)	Compression Flat Rate (mid)	N	All	Mid Point	-99999999.99	999999999.99	Y
Conditioning	Adjustment	N	All	Not Applicable	0.00	999999999.99	Y

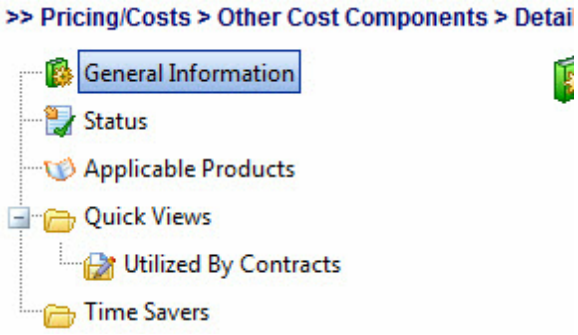
Add New Other Cost Component (button) - Click this button to add a new other cost component.

View/Edit Grid Button (pencil) - Click this next to the applicable other cost component in order to change any of the information relevant to the other cost component.

Delete Grid Button (red x) - Click this next to the applicable other cost component that you want to permanently delete. When you delete an other cost component, then all information relevant to that component, as stored within **EnergySteward.com**, will be permanently deleted (other cost formula components, etc.). You might consider inactivating the other cost component versus deleting. Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.

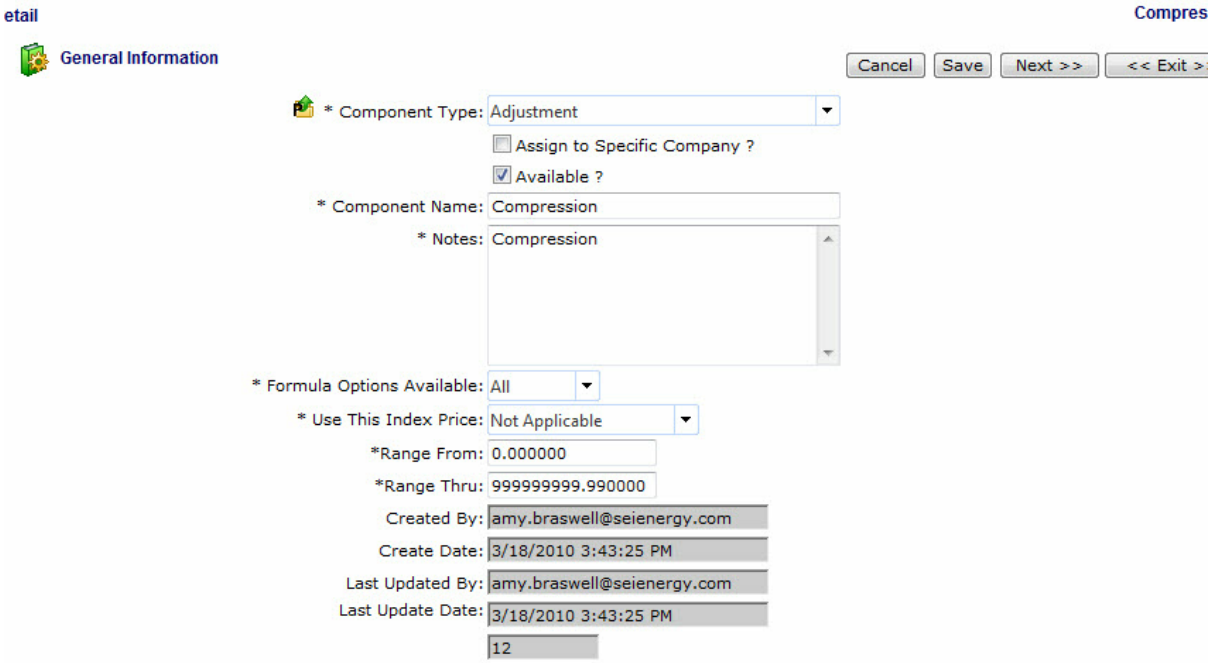
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The following lists out the various areas of information relative to a specific other cost component within the system. This is the tree navigation area which you will see when you add or update a other cost component. With the initial screen being set to the 'General Information' screen.



3.4.5.1 General Information

This represents the main screen which is used when either adding a new other cost component or when updating an existing other cost component. This screen contains the high level information relative to an other cost component (component type, name, which price index to use (if applicable), etc.).



Component Type (drop down list box) - Select the type of component from the list of available other cost component types. See the configuration other cost component types area for creating/updating other cost component types. This item also includes a quick add icon for setting these other cost component types directly from this screen (if you have appropriate security).

Assign to a Specific Company ? (checkbox) - If checked, then this component will require a company be specified (at the time the component is setup on in a contract/deal formula). An example is when you have a 'Broker Fee' you might want the specific company for the 'Broker Fee' to be tagged for the fee.

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Available ? (checkbox) - If checked, then active.

Component Name - This is a required field. It represents the name to use for the component.

Notes - This is required. This area provides a place to define the intentions of the other cost component.

Formula Options Available (drop down list box) - (drop down list box) - This indicates what arithmetic options are available with this component when used in a other cost formula.

- All = "+" or "-" or "*" or "/"
- "+"
- "-"
- "*"
- "/"

Use This Price Index (drop down list box) - This is required IF the other cost component type specifies that a price index is required. If this component type is a price index component then in this field you will be required to indicate which price point to use. Other cost entries within **EnergySteward.com** can reference price indices (for external rate tables, etc.). These price point options are dependent on the index but include the following:

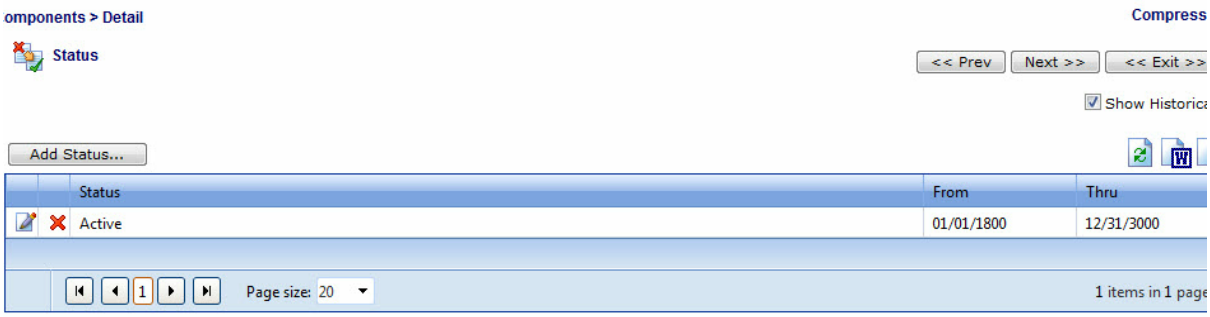
- Absolute Low
- Common Low
- Midpoint
- Common High
- Absolute High

Range From - This represents a low end number, which will be used for editing the values that are setup. For example, if a 3 is placed here, then when someone setups a formula they will not be allowed to specify a value under 3 for this item.

Range Thru - This represents a high end number, which will be used for editing the values that are setup. For example, if a 10 is placed here, then when someone setups a formula they will not be allowed to specify a value over 10 for this item.

3.4.5.2 Status

Other cost components within **EnergySteward.com** can have multiple date effective status codes assigned. Status entries are defined by your organization to provide you with a mechanism to indicate the various phases of availability for a given other cost component. More information about status types can be found on in the configuration other cost component status area within this manual.



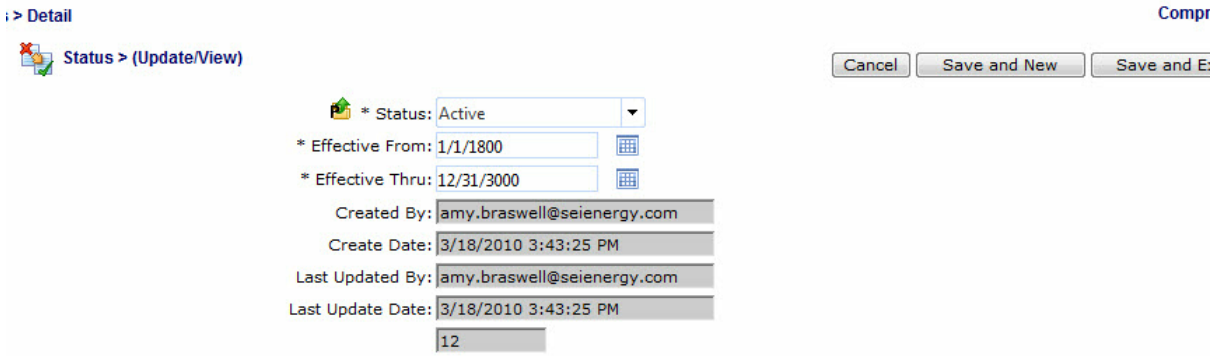
Add Status (button) - Click this button to add a new status entry for the other cost component.

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View/Edit Grid Button (pencil) - Click this next to the applicable status entry in order to change any of the information relevant to the other cost component status.

Delete Grid Button (red x) - Click this next to the applicable status that you want to permanently delete. When you delete a status, then all information relevant to that other cost component status will be permanently deleted. Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.

The following shows the status detail which you are presented with when adding or updating an other cost component status entry.



Status (drop down list box) - Select the status from the list of available status's. See the configuration other cost component status area for creating/updating other cost component status entries. This item also includes a quick add icon for setting these status's up directly from this screen (if you have appropriate security).

Effective From (popup calendar) - This is a required field. It will default to '01/01/1800'. This can be left to the default value unless date effectiveness for this status is important.

Effective Thru (popup calendar) - This is a required field. It will default to '12/31/3000'. This should be left at the default value unless date effectiveness for this status is important.

3.4.5.3 Applicable Products

Other cost components within **EnergySteward.com** are associated with products. When setting up contract and deal other cost formulas, using components, then this product assignment determine whether a component appears in a drop down list box's during formula setup.

For example, when setting up a gas contract other cost formula, then only gas related other cost components will populate in the drop down list (versus pulling in oil, liquids other cost components in same drop down list).

The following screen is where the product assignment is made to a specific other cost component.

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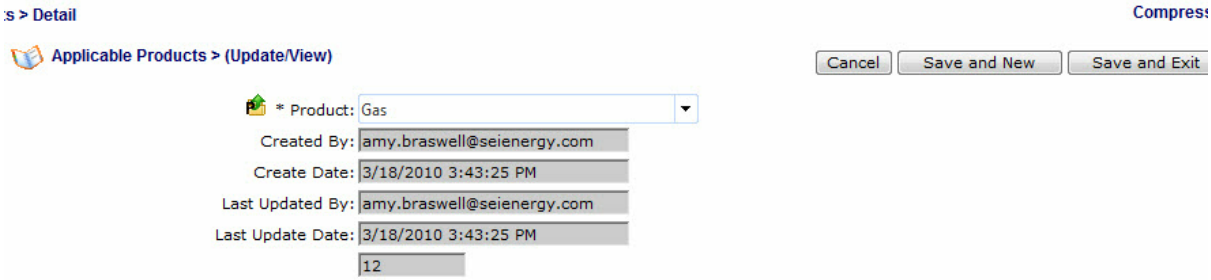


Add Product (button) - Click this button to add a new product to the other cost component.

View/Edit Grid Button (pencil) - Click this next to the applicable product in order to change any of the information relevant to the other cost component-to-product relationship.

Delete Grid Button (red x) - Click this next to the applicable product that you want to permanently delete. When you delete a product, then all information relevant to that other cost component to product relationship will be permanently deleted. Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.

The following shows the product detail which you are presented with when adding or updating an other cost component product.



Product (drop down list box) - Select the product from the list of available products. See the configuration contract products area for creating/updating products. This item also includes a quick add icon for setting these products up directly from this screen (if you have appropriate security).

3.4.5.4 Quick Views

The other cost component quick view areas provide screens which allow for viewing specific aspects about the other cost component within **EnergySteward.com**. For example, what contracts and deals reference the other cost component, etc.

3.4.5.4.1 Utilized By Contracts

This screen provides a quick view of all contracts which currently reference the other cost component in an other cost formula. You can click the transfer icon next to the specific contract in order to transfer to the contract detail screen with the selected contract.

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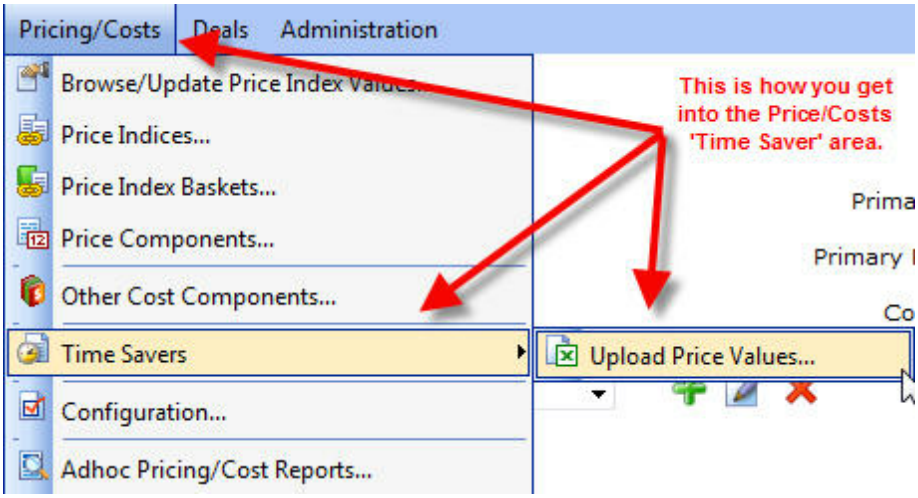


Contract Number	Type	Counter Party	Primary Party	Status	Spot/Te...	Evergreen ?	Termination
P/NG-GPA-0504-0015	Purchase	Cherokee Gas Marketing, Inc.	Demo Energy, Inc.	Active	Term	Y	
P/NG-GPA-0802-0011	Purchase	Buffco Production Company, Inc.	Demo Energy, Inc.	Active	Spot	Y	
P/NG-NAESB-0309-0039	Purchase	Texon L.P.	Demo Energy, Inc.	Active	Spot	Y	

3.4.6 Time Savers

Pricing 'Time Savers' have been created to assist with price/cost related tasks (price indices, price baskets, price compoents, etc.). These 'Time Savers' are simply menu options which allow for you to do many activities in 'bulk' (from a single screen).

The following screen shot shows how to get into the pricing time saver area from within **EnergySteward.com** .



Upload 'Time Savers' - These time savers provide for uploading the respective information into **EnergySteward.com** . Detail instructions on how to use these excel time saver uploads can be found in the ("Time Saver Excel Uploads" area within this manual).

3.4.7 Configuration

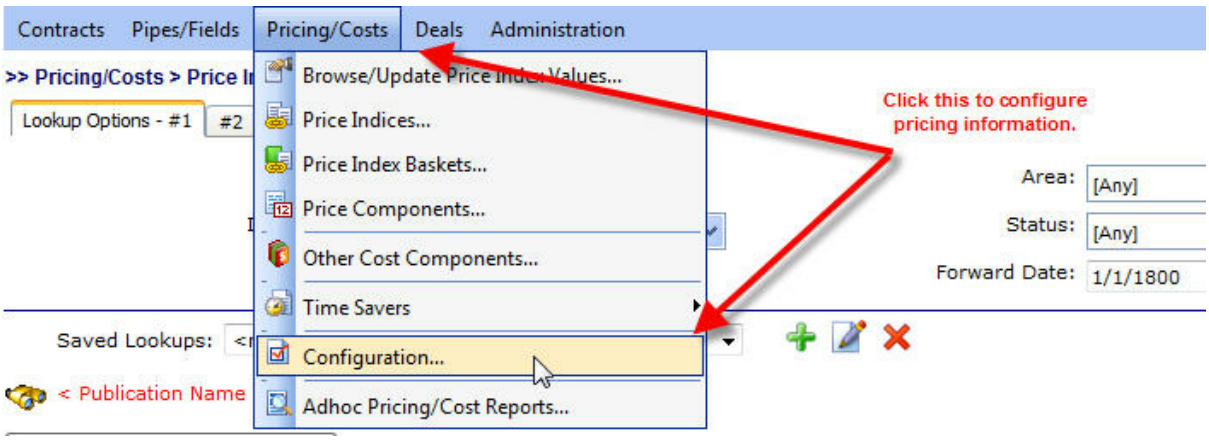
EnergySteward.com provides for extensive customizations for how you setup, store and manage critical pricing related information. This section of the manual goes through each of the configuration items within the pricing module. Most of the items which are setup through the pricing configuration area are listed as pull down list box items for setting up your contracts, deals, etc.

A few examples of these pricing configuration items include:

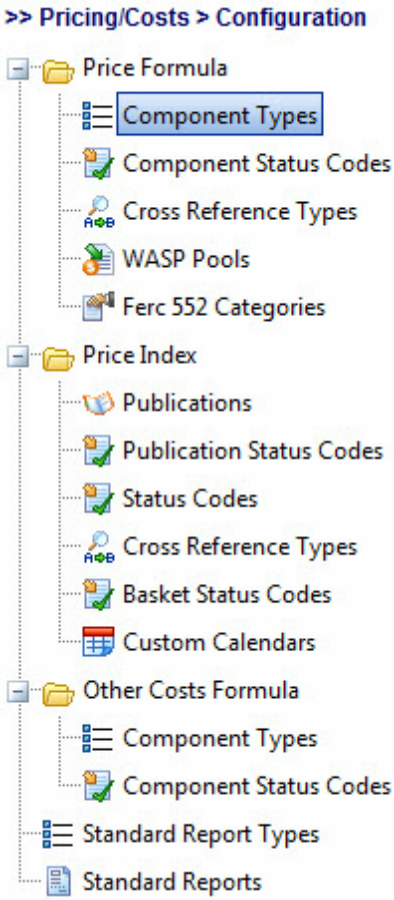
- Price Formula Component Types
- Price Publications (3rd party AND internal)
- Other Cost Formula Component Types
- etc.

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To get into the pricing configuration area you select the following:



The next screen presented shows a list of all pricing module configuration areas listed within a tree view (see below and also refer to the section on tree navigation within this manual for more info on navigating the tree). When you click these tree items then the other side of the screen will display the applicable contents. The following screen shot shows a sample of the pricing configuration tree.



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3.4.7.1 Price Formula

Contracts and deals within **EnergySteward.com** utilize price formulas for assigning primary price or cost values. These price/cost formulas are typically setup on the contract (associated to a meter/well and/or a route (if transport/gathering type contract)) and are synchronized to the contracts deals.

Price formulas in **EnergySteward.com** are comprised of multiple components, each separated by operands. For example

Example Price Formula

Operand	No.	Component	Name/Value
+	1	Daily Index Midpoint	GD - Permian Basin
-	2	Price Adjustment	.05

In the above example their is a single formula with two components. This formula is just a made up example. However, this shows that the formula will use the "Gas Daily" (midpoint price) for Permian Basin minus a nickel (.05). This is a simple example, but it shows how a formula is setup (utilizing multiple components separated by mathematical operands and put into a specific order).

This section contains various price formula configuration items.

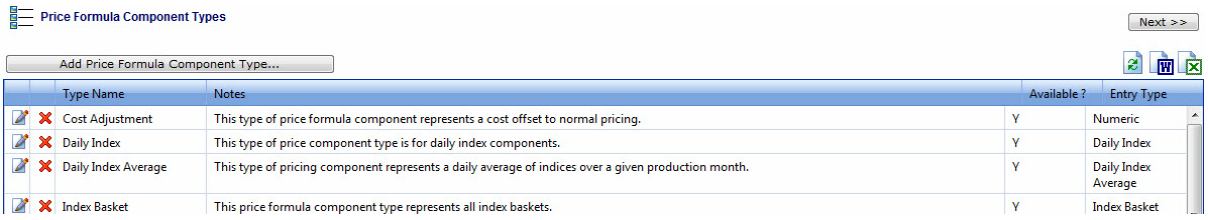
3.4.7.1.1 Component Types

Within **EnergySteward.com** you are provided the capability of setting up price components to be used in price/cost formulas. Each of these components that are utilized are categorized within a 'component type'. This configuration area provides the place to setup these component types.

An example, you may have a component type called 'Daily Index'... This component type might be used to define multiple components that reference a daily index. For example, you can have mid point gas daily index components versus absolute high gas daily index components. Both of these are 'Daily Index' component types.

There are many component types which are common and therefore pre-configured within **EnergySteward.com**. You can use these particular screens to update your own custom component types.

The screen shot below shows the initial screen which lists out your available price component types:



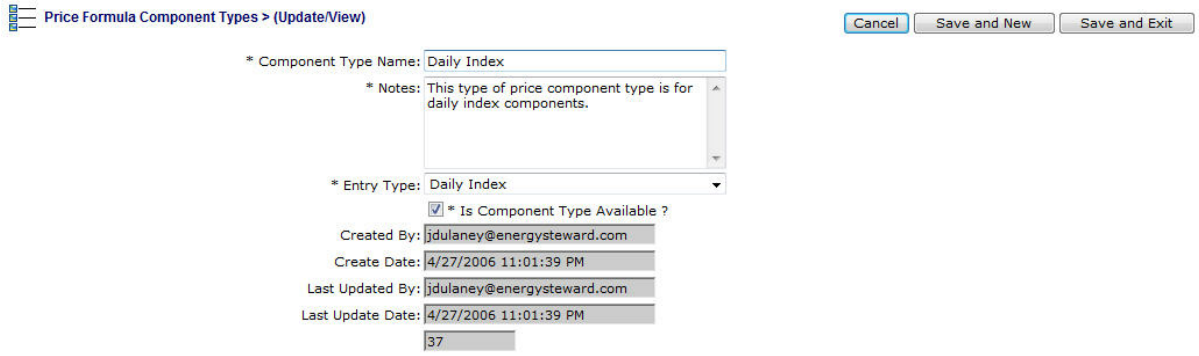
Add Price Formula Component Type (button) - Click this button to add a new price formula component type.

View/Edit Grid Button (pencil) - Click this next to the applicable component type in order to change the information about this type.

Delete Grid Button (red x) - Click this next to the applicable formula type that you want to permanently

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delete. When you delete a price formula type, then all components and subsequent contract and deal associations to this component will be removed. Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.



Component Type Name - This can be any name for the price formula component which you want to define. It is suggested that you make this name relatively descriptive for the component type in question. The name you specify here will be available when you setup actual price formula components.

Notes - This is required and should just be a brief description for indicating what this price formula component type represents.

Entry Type (pull down listbox) - This indicates the type of entry that will occur for any price components that utilize this component type. The possible values include the following:

- **Numeric** - Price components that utilize this entry type will expect a numeric value when setting up a formula. For example, a 'Price Adjustment' component might be setup which uses a component type with a 'Numeric' entry. When setting up the formula you would enter the actual numeric amount (like .05 or .07 etc.).
- **Daily Index** - Price components that utilize this entry type will expect a reference to a daily price index when setting up a formula. For example, a 'Daily (midpoint)' component might be setup which uses this component type for formula entry. When setting up the formula on the contract/deal you would select an available daily index (like 'Gas Daily Permian Basin', etc.).
- **Weekly Index** - Price components that utilize this entry type will expect a reference to a weekly price index when setting up a formula. For example, a 'Weekly (midpoint)' component might be setup which uses this component type for formula entry. When setting up the formula on the contract/deal you would select an available weekly index.
- **Monthly Index** - Price components that utilize this entry type will expect a reference to a monthly price index when setting up a formula. For example, a 'Monthly (common high)' component might be setup which uses this component type for formula entry. When setting up the formula on the contract/deal you would select an available monthly index.
- **Index Basket** - Price components that utilize this entry type will expect a reference to a price index basket when setting up a formula. For example, a 'West Texas' basket component might be setup which uses this component type for formula entry. When setting up the formula on the contract/deal you would select an available index basket.
- **Daily Index Average** - Similar to the 'Daily Index', except any components which are setup with this type will pull in the monthly average (simple) of all daily prices. When setting up the formula on the contract/deal you would select an available daily index (like 'Gas Daily Permian Basin', etc.). When calculations are run using this formula then a

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simple average of all days values for the index within the production month will be used.

- **WASP** - Price components that utilize this entry type will not provide for entry of a price index reference OR a numeric amount. Instead, a price formula that utilizes components of this type will get their price values from the Weighted Average Sales Price LESS any costs to route the volume to those respective sales. This WASP price calculation expects routing of all volumes between purchase and sales. The sales deals are valued, the purchase deals are set to receive a WASP price as one of it's components. Normally, netback percentages are also setup as components within these kinds of formulas. With this type, any costs to transport volumes between purchase and sales points is automatically included in the WASP pricing.
- **WASP (Sales Only)** - Price components that utilize this entry type will not provide for entry of a price index reference OR a numeric amount. Instead, a price formula that utilizes components of this type will get their price values strictly from the Weighted Average Sales Price. This WASP price calculation expects routing of all volumes between purchase and sales. The sales deals are valued, the purchase deals are set to receive a WASP price as one of it's components. Normally, netback percentages are also setup as components within these kinds of formulas. With this type, only sales prices are carried back to the purchase deals (ie.. transport and gathering costs to route volumes do not impact the WASP price).
- **WASP (Sales W/Unique Costs)** - Price components that utilize this entry type will not provide for entry of a price index reference OR a numeric amount. Instead, a price formula that utilizes components of this type will get their price values strictly from the Weighted Average Sales Price AND ANY UNIQUE COSTS (to transport/gather/process) FOR THE SPECIFIC METER/WELL. This WASP price calculation expects routing of all volumes between purchase and sales. The sales deals are valued, the purchase deals are set to receive a WASP price as one of it's components. Normally, netback percentages are also setup as components within these kinds of formulas. With this type, only sales prices and a meter/wells unique costs to get the volume to the sale are carried back to the purchase deals.

Is Component Type Available (checkbox) - If checked, then this component type is considered active and will therefore show up in the pull down list boxes when setting up price components. If unchecked then historical price components are maintained BUT when assigning new price components, the item will be unavailable (will not show up in the pull down list box).

3.4.7.1.2 Component Status Codes

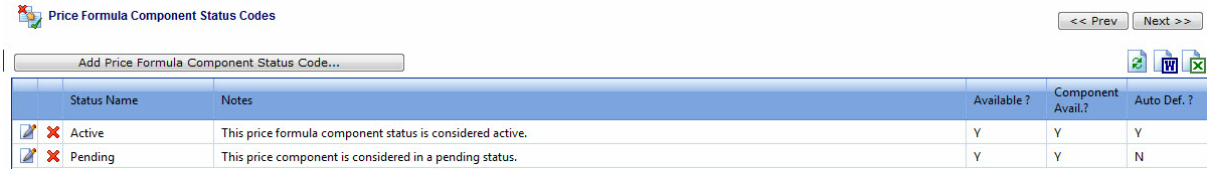
Within **EnergySteward.com** you are able to setup status codes for the various price components which are defined within the system. Typically, these status codes will represent the status of the price component for a given time period. For example, you may decide to manage your price components with the following status codes:

- Active
- Pending
- Inactive
- etc.

This configuration screen provides you with a method to setup those status codes. When working with your price components, these status codes will be listed in various pull down list boxes when adding or updating price components within **EnergySteward.com**. In addition, you can run queries and reports based on status (ie.. pull up a list (then maybe export to Excel) of all "Pending" price components, for instance).

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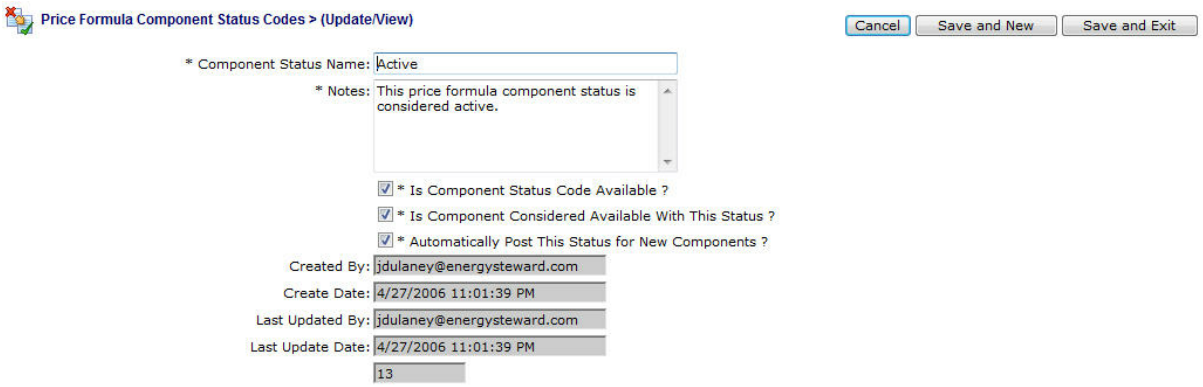
The screen shot below shows the initial screen which lists out your available status codes:



Add Price Formula Component Status Code (button) - Click this button to add a new status code.

View/Edit Grid Button (pencil) - Click this next to the applicable status code in order to change the information about this status code.

Delete Grid Button (red x) - Click this next to the applicable status code that you want to permanently delete. When you delete a status code, then all price formula component associations to this status will be removed. Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.



Component Status Name - This can be any name for the status which you want to define. It is suggested that you make this name relatively descriptive for the status in question. The name you post here is what will show up within the pull down list box when setting price formula components.

Notes - This is required and should just be a brief description for the price formula component status.

Is Component Status Code Available (checkbox) - If checked, then this status is considered active and will therefore show up in the pull down list boxes when setting up price component information. If unchecked then historical status information is maintained BUT when assigning new status codes to price formula components, the item will be unavailable (will not show up in the pull down list box).

Is Component Considered Available With This Status (checkbox) - If checked then any price formula components associated to the status code should be considered 'Available'. Examples of available price formula components might include 'Active', 'Pending', etc. When unchecked then the status would indicate that the price formula components associated to it ARE unavailable (like "Inactive" status, etc.).

Automatically Post This Status for New Components ? (checkbox) - If this is checked then then a this particular status will AUTOMATICALLY be posted on a price formula component without it explicitly being entered. All of this done, during actual price formula component setup. Every new price formula

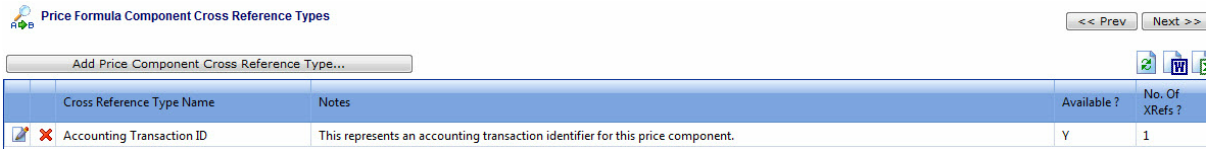
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component which gets entered can be automatically 'tagged' with the status (like 'Active') which is checked via this checkbox. Saves on entry time when setting up price formula components.

3.4.7.1.3 Cross Reference Types

Price formula components within **EnergySteward.com** can have cross reference identifiers associations. These are sometimes required when sending transaction level information between systems (ie.. sending transactions to an accounting system for example).

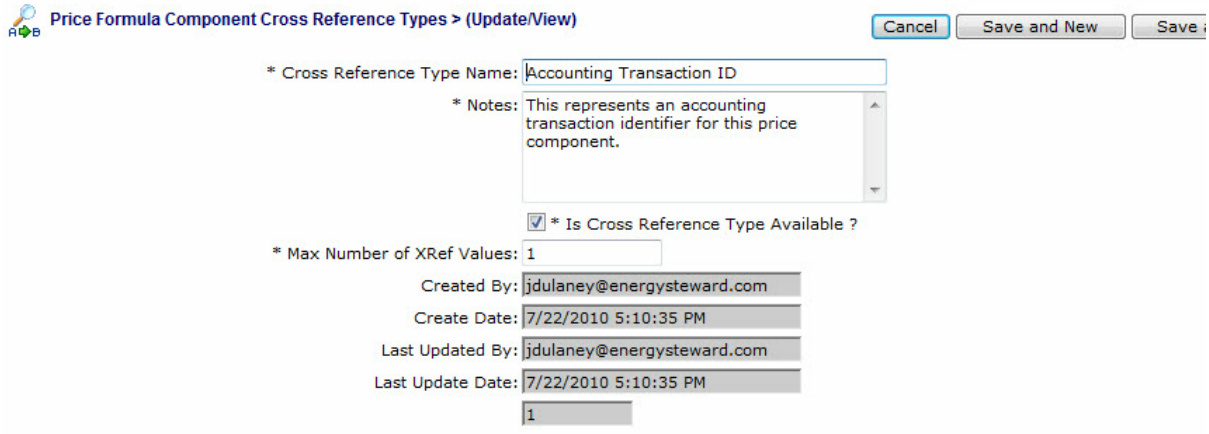
The screen shot below shows the initial screen which lists the price formula component cross reference types:



Add Price Component Cross Reference Type (button) - Click this button to add a new cross reference type for price formula components.

View/Edit Grid Button (pencil) - Click this next to the applicable cross reference type in order to change the information about the cross reference type.

Delete Grid Button (red x) - Click this next to the applicable cross reference type that you want to permanently delete. When you delete a cross reference type, then all price formula component associations to this cross reference type will be removed (price components will still be there, just their association to this type will be permanently deleted). Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.



Cross Reference Type Name - This can be any name for the cross reference type which you want to define. It is suggested that you make this name relatively descriptive for the cross reference in question. The name you post here is what will show up within the pull down list box when setting up price components.

Notes - This is required and should just be a brief description for the price component cross reference type.

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Is Cross Reference Type Available (checkbox) - If checked, then this cross reference type is considered active and will therefore show up in the pull down list boxes when setting up price component information. If unchecked then historical status information is maintained BUT when assigning new cross references to price formula components, the item will be unavailable (will not show up in the pull down list box).

Max Number of XRef Values - When setting up a cross reference, you can enforce how many instances of the same cross reference identifier can be used for a given cross reference type. For example, if you indicate a '1' in this field (for an "Accounting Transaction ID"). Then when adding/ updating a price component, the system will ensure that each cross reference identifier be unique (only 1). Important note: Setting this number to a value other than '1' will allow for multiple components to use the same identifier. This might be an important requirement with some cross references which you need to setup.

3.4.7.1.4 Wasp Pools

Within **EnergySteward.com** you are can setup price formula WASP pools. These 'wasp pools' can be attached to price formulas (on contracts/deals) and provide the mechanism for combining (or separating) various revenue and expenses into different WASP pool calculations. This feature provides a 'virtual' WASP pool capability. The physical volumes do not have to commingle in order for a given set of meter (s)/well(s) to participate in the WASP pool.

A given WASP pool can consist of a single meter/well price formula OR it can be referenced with hundreds of meter/well price formulas.

The **EnergySteward.com** price formula setup enables these types of explicit and discretionary WASP pool assignments.

The screen shot below shows the initial screen which lists out your available price wasp pools:

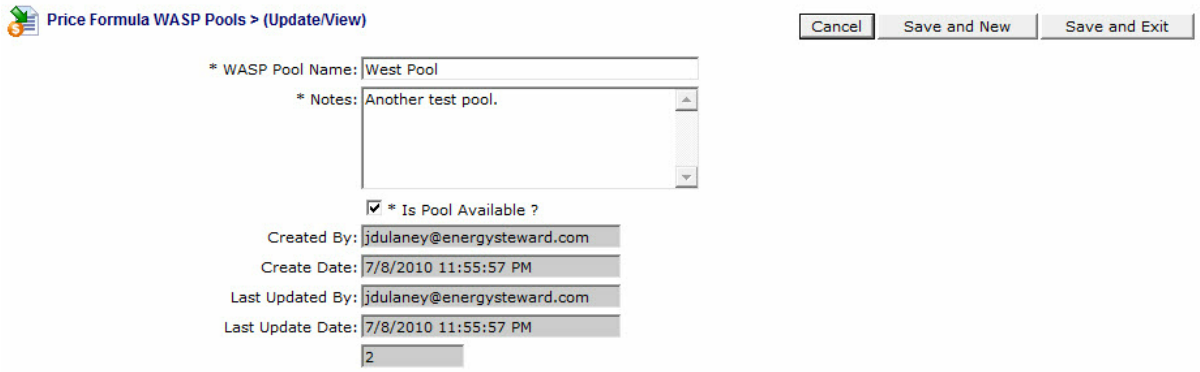


Add Price Formula WASP Pool (button) - Click this button to add a new price formula wasp pool.

View/Edit Grid Button (pencil) - Click this next to the applicable wasp pool in order to change the information about this pool.

Delete Grid Button (red x) - Click this next to the applicable wasp pool that you want to permanently delete. When you delete a price formula wasp pool, then all contract and deal price formula associations to this wasp pool will be removed (price formulas are not deleted just the association). Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.

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WASP Pool Name - This can be any name for the price formula wasp pool which you want to define. It is suggested that you make this name relatively descriptive for the wasp pool in question. The name you specify here will be available when you setup actual price formulas (applicable for those formulas which use WASP calculations).

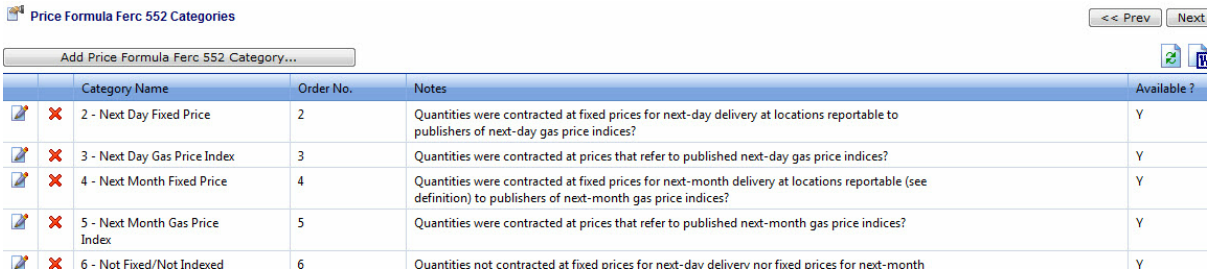
Notes - This is a brief description for indicating what this price formula wasp pool represents.

Is Pool Available (checkbox) - If checked, then this wasp pool is considered active and will therefore show up in the pull down list boxes when setting up price formulas. If unchecked then historical price formulas are maintained BUT when setting up new price formulas, the item will be unavailable (will not show up in the pull down list box).

3.4.7.1.5 Ferc 552 Categories

EnergySteward.com can be configured to automatically generate your FERC 552 reporting volumes. This configuration involves associating your contract/deal price formulas with a specific FERC 552 category. This association is done on the contract/deal price formula setup screens. When you setup these contract/deal price formulas then you can assign the price formulas to a specific FERC 552 category.

The screen shot below shows the initial screen which lists out your available ferc 552 categories:



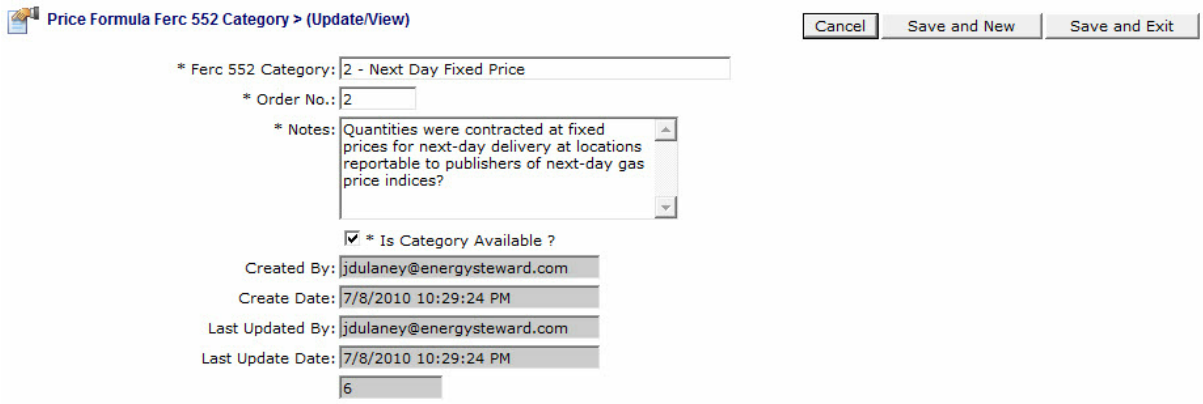
Add Price Formula Ferc 552 Category (button) - Click this button to add a new price formula Ferc 552 category.

View/Edit Grid Button (pencil) - Click this next to the applicable Ferc 552 category in order to change the information about this category.

Delete Grid Button (red x) - Click this next to the applicable Ferc 552 category that you want to permanently delete. When you delete a price formula Ferc 552 category, then all contract and deal

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price formula associations to this Ferc 552 category will be removed (price formulas are not deleted just the association). Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.



Ferc 552 Category - This can be any name for the price formula Ferc 552 category which you want to define. These are typically defined to match the most recent Ferc categories. The category name you specify here will be available when you setup actual price formulas (applicable for those formulas).

Order No. - This is setup to match the 'line numbers' as defined in the Ferc 552 specifications. By entering the order number here, it will ensure that when printing out the Ferc volumes they can be ordered to exactly match the Ferc form specifications. This is primarily used for report ordering purposes only.

Notes - This is a brief description for indicating what this price formula Ferc 552 category represents. This descriptive text is normally provided as part of the Ferc 552 form.

Is Category Available (checkbox) - If checked, then this Ferc 552 category is considered active and will therefore show up in the pull down list boxes when setting up price formulas. If unchecked then historical price formulas are maintained BUT when setting up new price formulas, the item will be unavailable (will not show up in the pull down list box).

3.4.7.2 Price Index

The price index functionality within **EnergySteward.com** provides for a mechanism for referencing 3rd party AND internal price rates and tables. This enables price formulas to be established that reference these various price/rate publications to be setup as a static entry on on the deal meters/wells (or routes). Over time, as the publication index value is entered/updated then the underlying deals will recalculate with the new/updated values.

By externalizing these rate tables, you can recognize significant time savings when posting updates to your underlying deals. Simply update the index values and it automatically updates ALL deals (meters/ wells and routes) that reference the index.

These price publications and indices can be reference in price formulas AND in other cost formulas. They can be published 3rd party publications (like Platts Gas Daily, Platts Inside Ferc, OPIS, etc.) OR they can internal publications (maintaining your own list of custom cost basis offsets, fuel surcharge rates, etc.).

In general, it is a good idea to always try and setup your price and other cost formulas with references to price/rate indices.

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Important Note: **EnergySteward.com** contains automated import facilities for many publications. Vendor licensing for utilizing these external 3rd party price publications are required and your responsibility prior to entry/use of the indices within **EnergySteward.com**. If an automated data feed subscription is purchased from these 3rd party price feed vendors, you can contact support at **EnergySteward.com** to assist on the automated import feature.

This section contains various price index related configuration items.

3.4.7.2.1 Publications

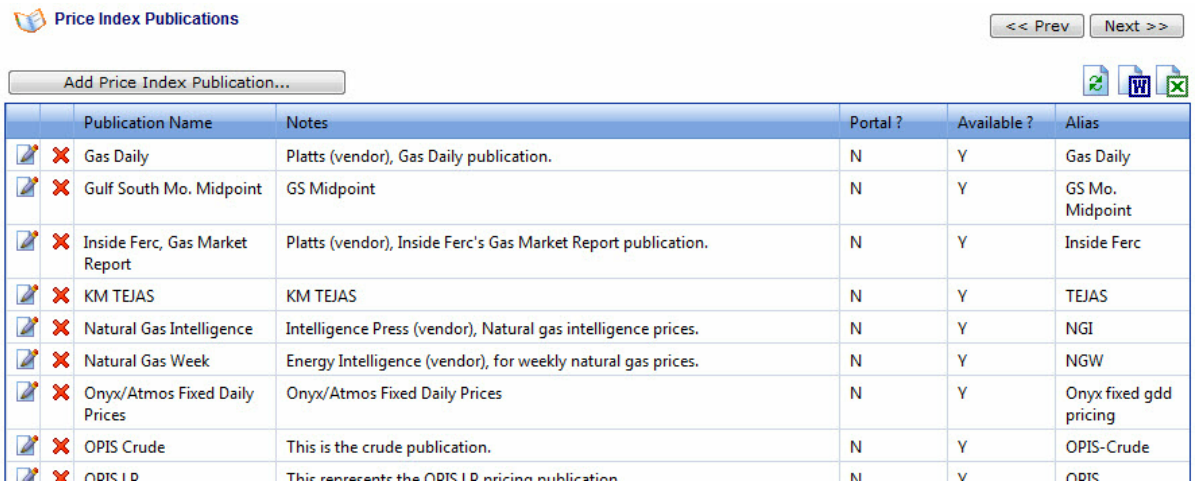
Within **EnergySteward.com** you can have an unlimited set of pricing publications. A publication can be defined as simply the name by which a set of individual price indices which are published/posted. For example; 'Gas Daily' is a set of daily gas indices which are priced/valued by Platts. The publication in this context is the 'Gas Daily' publication (or 'Platts Gas Daily').

You are not limited to 3rd party publications. Companies can setup internal publications to store internal prices (cost basis offsets for risk analysis, transportation rates for deal route price formulas, etc.). Basically, the publication/price index model is heavily used within **EnergySteward.com** as a means of externalizing various variables from underlying price and other cost formulas within contracts and deals.

When you want to add new price indices within the system, they all must belong to a price index publication.

Automated price feeds can be provided to **EnergySteward.com** for 'hands off' posting to the underlying indices, within publications. Please contact **EnergySteward.com** for additional information on setting up these automated feeds (data subscription will be required from price feed vendors).

The following screen shot shows the area where new price index publications are setup.



		Publication Name	Notes	Portal ?	Available ?	Alias
		Gas Daily	Platts (vendor), Gas Daily publication.	N	Y	Gas Daily
		Gulf South Mo. Midpoint	GS Midpoint	N	Y	GS Mo. Midpoint
		Inside Ferc, Gas Market Report	Platts (vendor), Inside Ferc's Gas Market Report publication.	N	Y	Inside Ferc
		KM TEJAS	KM TEJAS	N	Y	TEJAS
		Natural Gas Intelligence	Intelligence Press (vendor), Natural gas intelligence prices.	N	Y	NGI
		Natural Gas Week	Energy Intelligence (vendor), for weekly natural gas prices.	N	Y	NGW
		Onyx/Atmos Fixed Daily Prices	Onyx/Atmos Fixed Daily Prices	N	Y	Onyx fixed gdd pricing
		OPIS Crude	This is the crude publication.	N	Y	OPIS-Crude
		OPIS LP	This represents the OPIS LP pricing publication	N	Y	OPIS

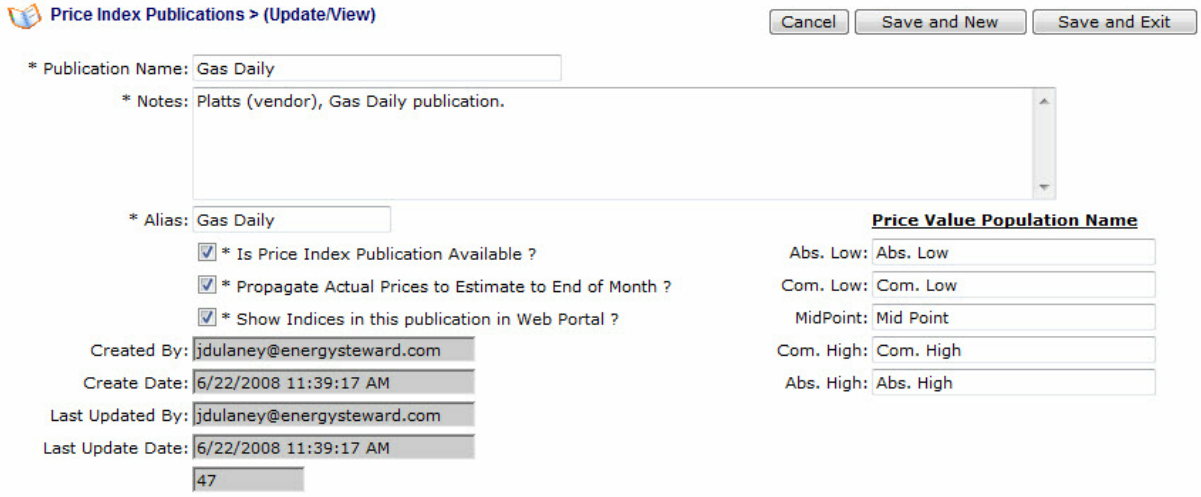
Add Price Index Publications (button) - Click this button to add a new price index publication.

View/Edit Grid Button (pencil) - Click this next to the applicable publication in order to change the information about this publications.

Delete Grid Button (red x) - Click this next to the applicable publication that you want to permanently delete. When you delete a publication, then all price indices, the subsequently all price formulas on the contracts and deals, then subsequently all calculated values pertaining to those prices WILL ALSO BE

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DELETED. Care should be taken on this particular screen in this regard. Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.



Publication Name - This can be any name for the publication which you want to define. It doesn't have to match the official publication as defined by 3rd party price vendors. In addition, if this is a custom in-house publications (for storing rate tables, cost basis information, etc.) then you can call it "In House Transportation Rates" or "In House Cost Basis Indicators".

Notes - This is required and should just be a brief description for indicating what the publication is all about.

Alias - This is required and represents a short name (must be unique to any other publications). On some reports/screens it is preferable to show the short id for a price publications versus the long name.

Is Price Index Publication Available (checkbox) - If checked, then this publication is considered active and will therefore show up in the pull down list boxes when setting up price indices. If unchecked then historical price index information is maintained BUT when assigning a new price indices, the item will be unavailable (will not show up in the pull down list box).

Propagate Actual Prices to Estimate to End of Month (checkbox) - If checked, then then when a price value is entered for a given day it will post as the 'Actual' price for that day. It will then post as the best estimated price value (price value status of 'Estimate') for all days after that day, thru the end of the month. By checking this, then as a production month progresses, the actual prices will change and the estimated prices (to EOM) will continually be the most current actual available. If this is unchecked, then when a price value is posted on the correct effective date the status will still be 'Actual' for that day. The days after that day will NOT reflect the most recent actual (they will continue to be blank with a 'None' status and only change when a real price for their specific day is posted).

Show Indices in this publication in Web Portal ? (checkbox) - If checked, then price indices and their daily/weekly/monthly values, within this publication, will be available for viewing thru the optional web portal. **EnergySteward.com** includes an optional web portal interface for outside counter parties. The web portal must be enabled AND individuals must still have applicable pricing security.

Price Value Population Names

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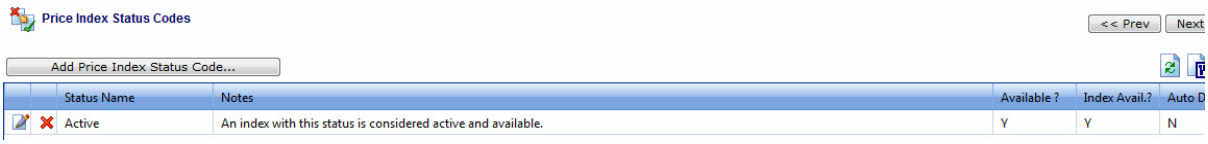
Abs.Low / Com. Low / Mid Point / Com. High / Abs. High (fields) - When price values come in for price indexes for a publication, they have up to 5 different places where they can store price values. Some publications will use all 5 value slots, each day (Gas Daily). However, some publications may only send a single price value for the day/week/month (posting the price to the 'Mid Point' value). They may not call the price they send 'Mid Point'. On this screen, if the publication you are setting up only will be sending a single price, which you store in the 'Mid Point' slot then you can blank out the label names in the other 4 areas. Then, if you want you can enter a custom name for midpoint (like "Single Price" or whatever). Various pricing screens and reports will print the correct name for the price based on the publication.

3.4.7.2.2 Publication Status Codes

Within **EnergySteward.com** you are able to setup status codes for your price publications. These status codes indicate the disposition of the publication (whether it is active, inactive, etc.).

This configuration screen provides you with a method to setup those status codes. When working with your price index publications, these status codes will be listed in various pull down list boxes when adding or updating price indices.

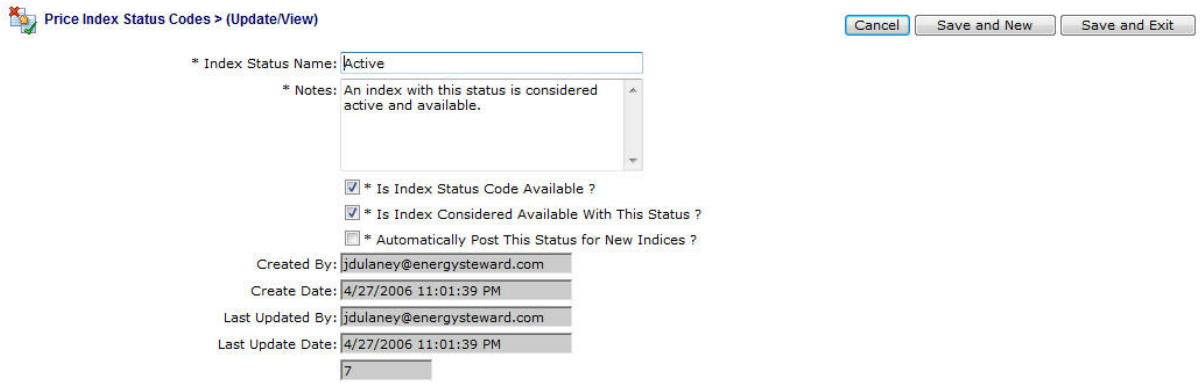
The screen shot below shows the initial screen which lists out your available status codes:



Add Price Index Status Code (button) - Click this button to add a new status code.

View/Edit Grid Button (pencil) - Click this next to the applicable status code in order to change the information about this status code.

Delete Grid Button (red x) - Click this next to the applicable status code that you want to permanently delete. When you delete a status code, then all publication associations to this status will be removed (publications will still be there, just their association to this status will be permanently deleted). Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.



Price Index Publication Status Code Name - This can be any name for the status which you want to define. It is suggested that you make this name relatively descriptive for the status in question. The

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name you post here is what will show up within the pull down list box when setting up price publications.

Notes - This is required and should just be a brief description for the price index publication status.

Is Status Code Available (checkbox) - If checked, then this status is considered active and will therefore show up in the pull down list boxes when setting up price index publication information. If unchecked then historical status information is maintained BUT when assigning new status codes to price index publications, the item will be unavailable (will not show up in the pull down list box).

Is Price Index Publication Considered Available (checkbox) - If checked then any price index publication associated to the status code should be considered 'Available'. Examples of available meters/wells might include 'Active', 'Pending', etc. When unchecked then the status would indicate that the price index publication associated to it ARE unavailable (like "Inactive" status, etc.).

Automatically Post This Status for New Price Index Publications ? (checkbox) - If this is checked then then this particular status will AUTOMATICALLY be posted on a price index publication without it explicitly being entered. All of this done, during actual price index publication setup. This is beneficial in those situations where a company is bulk entering their initial publications. Every new publication which gets entered can be automatically 'tagged' with the status (like 'Active') which is checked via this checkbox. Saves on entry time when setting up a publication.

3.4.7.2.3 Status Codes

Within **EnergySteward.com** you are able to setup multiple status codes to any individual price index.

In fact, a price index may have multiple status entries over a period of time For example a price index can be 'Pending' for a month or two, then 'Active' maybe for several years, then 'Inactive'.

EnergySteward.com has been designed to track the all the various status's for a given price index status's over time. This provides a historical audit trail of events that impacted the price index.

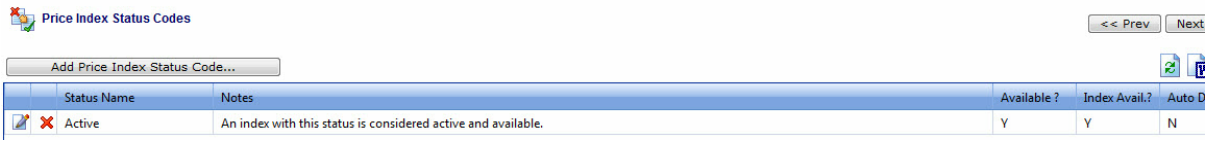
Typically, these status codes will represent the status of the price index (to your organization). For example you may decide to manage your price index with just the following two status codes:

- Inactive
- Active
- etc.

This configuration screen provides you with a method to setup those status codes.

Important note: These configuration screens provide you with the mechanism for populating a standardized list for the actual price index setup screen. You assign these status codes to various price indices at the time you add or update the price indices within **EnergySteward.com**.

The screen shot below shows the initial screen which lists out your available status codes:

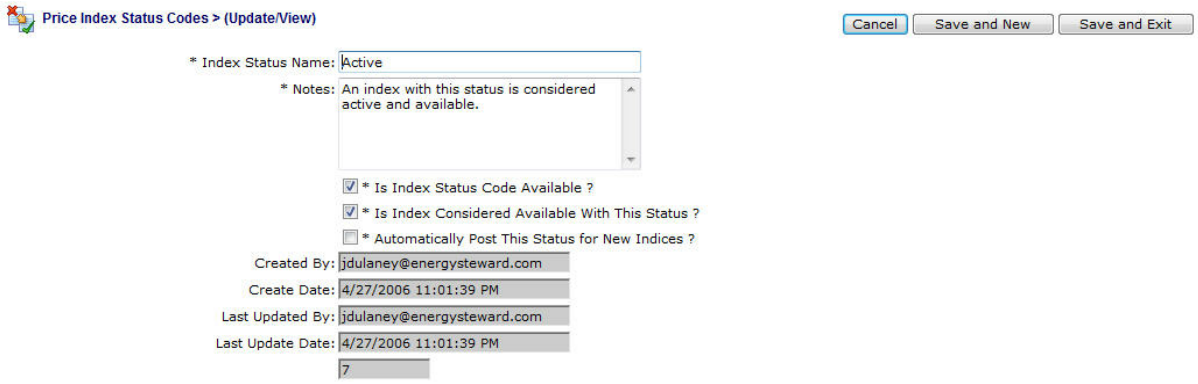


Add Price Index Status Code (button) - Click this button to add a new status code.

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View/Edit Grid Button (pencil) - Click this next to the applicable status code in order to change the information about this status code.

Delete Grid Button (red x) - Click this next to the applicable status code that you want to permanently delete. When you delete a status code, then all price index associations to this status will be removed (price indices will still be there, just their association to this status will be permanently deleted). Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.



Index Status Name - This can be any name for the status which you want to define. It is suggested that you make this name relatively descriptive for the status in question. The name you post here is what will show up within the pull down list box when setting up price indices.

Notes - This is required and should just be a brief description for the price index status.

Is Index Status Code Available (checkbox) - If checked, then this status is considered active and will therefore show up in the pull down list boxes when setting up price index information. If unchecked then historical status information is maintained BUT when assigning new status codes to price indices, the item will be unavailable (will not show up in the pull down list box).

Is Index Considered Available (checkbox) - If checked then any price indices associated to the status code should be considered 'Available'. Examples of available price indices might include 'Active', 'Pending', etc. When unchecked then the status would indicate that the price indices associated to it ARE unavailable (like "Inactive" status, etc.).

Automatically Post This Status for New Indices ? (checkbox) - If this is checked then then this particular status will AUTOMATICALLY be posted on a price index without it explicitly being entered. All of this done, during actual price index setup. This is beneficial in those situations where a company is bulk entering their initial price indices. Every new price index which gets entered can be automatically 'tagged' with the status (like 'Active') which is checked via this checkbox. Saves on entry time when setting up a price index.

3.4.7.2.4 Cross Reference Types

Price indices within **EnergySteward.com** typically make heavy use of cross referencing. The cross referencing capability provides you with a means of storing alternate tags/identifiers for these price indices. A few examples of where these price indices cross references are beneficial include:

- **[Vender Name]** - when you have automated price feeds from vendors, the vendor may hold theses individual prices in names & descriptions that are unique to the vendor. By setting up a vendor cross

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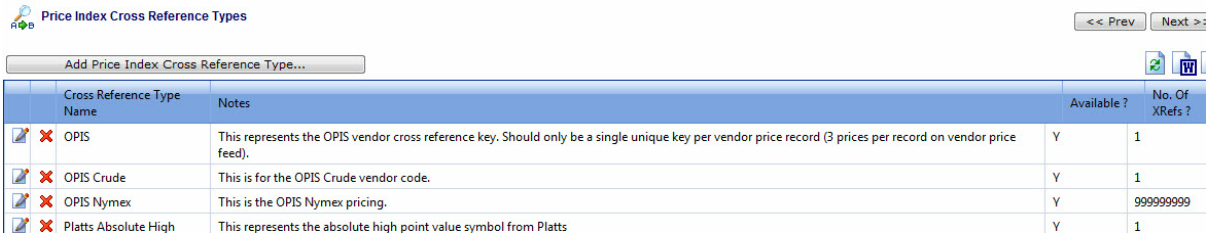
reference you can associate their names to the names which you use to recognize the price indices. For example, Platts (Gas Daily, Inside Ferc, etc.) contains a uniquely coded identifier for all of it's price indices AND for all price values (Absolute Low, Absolute High, Common Low, Midpoint, etc.). Basically, this is a place to store these vendor translation lists.

- **Accounting Identifiers** - External accounting system might also store these indices and use EnergySteward.com as the source of this information. Cross references for them allow you to integrate export feeds to accounting and provide them the names THEY use to identify the specific index and value point.
- **Other Internal Systems** - Any internal system that desires integration is not bound by the names, id's or descriptions within EnergySteward.com . An unlimited number of cross references can be setup to use so that price feeds can be provided throughout an organization.
- **etc.**

Important Notes

1. Vendor price feeds (Platts, OPIS, etc.) all require appropriate subscriptions for those feeds through the vendors.
2. **EnergySteward.com** includes many AUTOMATED interfaces to these feeds, please contact **EnergySteward.com** to learn how to activate these additional services.

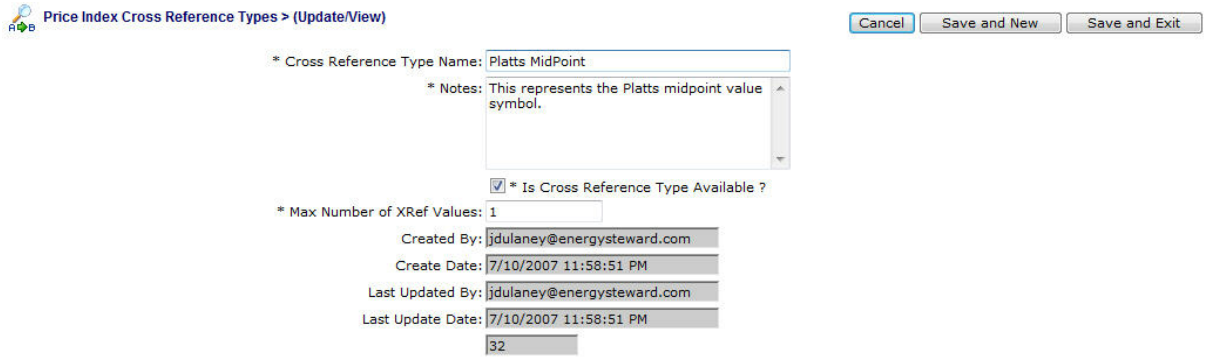
The screen shot below shows the initial screen which lists price index cross reference types:



Add Price Index Cross Reference Type (button) - Click this button to add a new cross reference type for price indices.

View/Edit Grid Button (pencil) - Click this next to the applicable cross reference type in order to change the information about the cross reference type.

Delete Grid Button (red x) - Click this next to the applicable cross reference type that you want to permanently delete. When you delete a cross reference type, then all price index associations to this cross reference type will be removed (price indices will still be there, just their association to this type will be permanently deleted). Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.



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Cross Reference Type Name - This can be any name for the cross reference type which you want to define. It is suggested that you make this name relatively descriptive for the cross reference in question. The name you post here is what will show up within the pull down list box when setting up price indices.

Notes - This is required and should just be a brief description for the price cross reference type.

Is Cross Reference Type Available (checkbox) - If checked, then this cross reference type is considered active and will therefore show up in the pull down list boxes when setting up price index information. If unchecked then historical status information is maintained BUT when assigning new cross references to price indices, the item will be unavailable (will not show up in the pull down list box).

Max Number of XRef Values - When setting up a cross reference, you can enforce how many instances of the same cross reference identifier can be used for a given cross reference type. For example, if you indicate a '1' in this field (for an "Accounting XREF"). Then when adding/updating a price index, the system will ensure that each cross reference identifier be unique (only 1). You can have "GDPB" price index with an "Accounting XREF" identifier of "GD PermBasin" but if you try to a setup "GDHSC" price index with the same identifier then the system will not allow it (because you already have your max number of cross references met for the type (1)). Important note: Setting this number to a value other than '1' will allow for multiple indices to use the same identifier. This might be an important requirement with some cross references which you need to setup.

3.4.7.2.5 Basket Status Codes

Within **EnergySteward.com** you are able to setup multiple status codes to any price index basket.

In fact, a price index baskets may have multiple status entries over a period of time For example a price index basket can be 'Pending' for a month or two, then 'Active' maybe for several years, then 'Inactive'.

EnergySteward.com has been designed to track the all the various status's for a given price index basket status over time. This provides a historical audit trail of events that impacted the price index basket.

Typically, these status codes will represent the status of the price index basket (within your organization). For example you may decide to manage your price index basket with just the following two status codes:

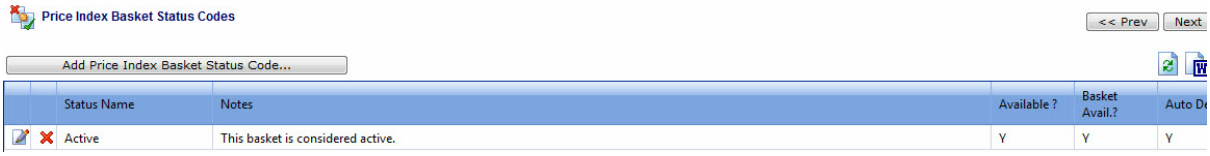
- Inactive
- Active
- etc.

This configuration screen provides you with a method to setup those status codes.

Important note: These configuration screens provide you with the mechanism for populating a standardized list for the actual price index basket setup screen. You assign these status codes to various price index baskets at the time you add or update the price index baskets within **EnergySteward.com**.

The screen shot below shows the initial screen which lists out your available status codes:

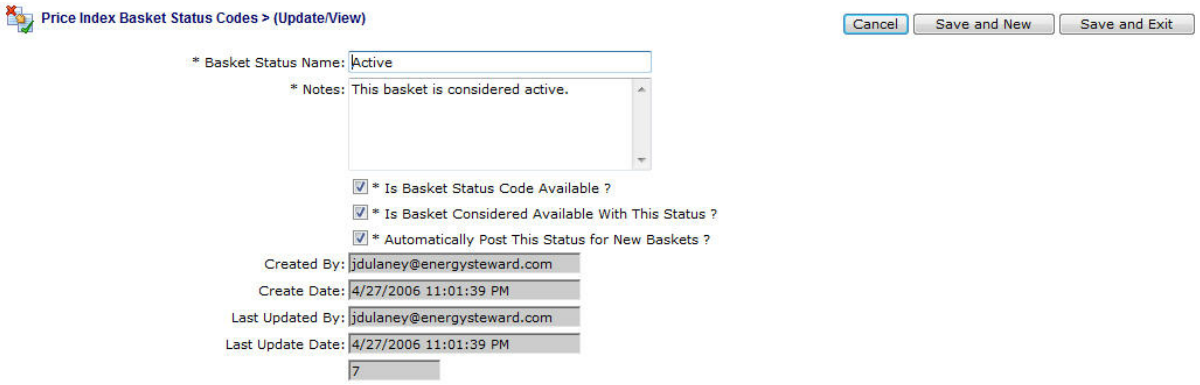
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Add Price Index Basket Status Code (button) - Click this button to add a new status code.

View/Edit Grid Button (pencil) - Click this next to the applicable status code in order to change the information about this status code.

Delete Grid Button (red x) - Click this next to the applicable status code that you want to permanently delete. When you delete a status code, then all price index basket associations to this status will be removed (price index baskets will still be there, just their association to this status will be permanently deleted). Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.



Basket Status Name - This can be any name for the status which you want to define. It is suggested that you make this name relatively descriptive for the status in question. The name you post here is what will show up within the pull down list box when setting up price index baskets.

Notes - This is required and should just be a brief description for the price index basket status.

Is Basket Status Code Available (checkbox) - If checked, then this status is considered active and will therefore show up in the pull down list boxes when setting up price index basket information. If unchecked then historical status information is maintained BUT when assigning new status codes to price index baskets, the item will be unavailable (will not show up in the pull down list box).

Is Basket Considered Available (checkbox) - If checked then any price index baskets associated to the status code should be considered 'Available'. Examples of available price index baskets might include 'Active', 'Pending', etc. When unchecked then the status would indicate that the price index baskets associated to it ARE unavailable (like "Inactive" status, etc.).

Automatically Post This Status for New Baskets ? (checkbox) - If this is checked then then this particular status will AUTOMATICALLY be posted on a price index basket without it explicitly being entered. All of this done, during actual price index basket setup. This is beneficial in those situations where a company is bulk entering their initial price index baskets. Every new price index basket which gets entered can be automatically 'tagged' with the status (like 'Active') which is checked via this checkbox. Saves on entry time when setting up a price index baskets.

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3.4.7.2.6 Custom Calendars

Within **EnergySteward.com** you can setup 'custom' price calendars. These custom calendars can be referenced on price components which are used in contract and deal formulas. The custom calendars provide the mechanism for applying prices received on one date, to a different date.

For example, in the oil industry, with the Platts+ WTI. Pricing from days 26 thru 31 are applicable to 2 calendar months out. Days 1 thru 25 for 1 calendar month out. IE..

Oct 26 thru 31	(Prices reflect December)
Nov 1 thru 25	(Prices reflect December)
Nov 26 thru 30	(Prices reflect January)
Dec 1 thru 25	(Prices reflect January)
etc…	

Within **EnergySteward.com**, a custom calendar can be setup to reflect this type of pricing. Once the custom calendar is setup, it can be used when setting up price components (which are posted to contract and deal price formulas) and subsequently used during calculations.

Important note: Custom calendars are optional pricing items which are only required when contract/deal pricing terms dictate. In addition, many times these calendars can be automatically loaded by **EnergySteward.com** staff (via a load script).

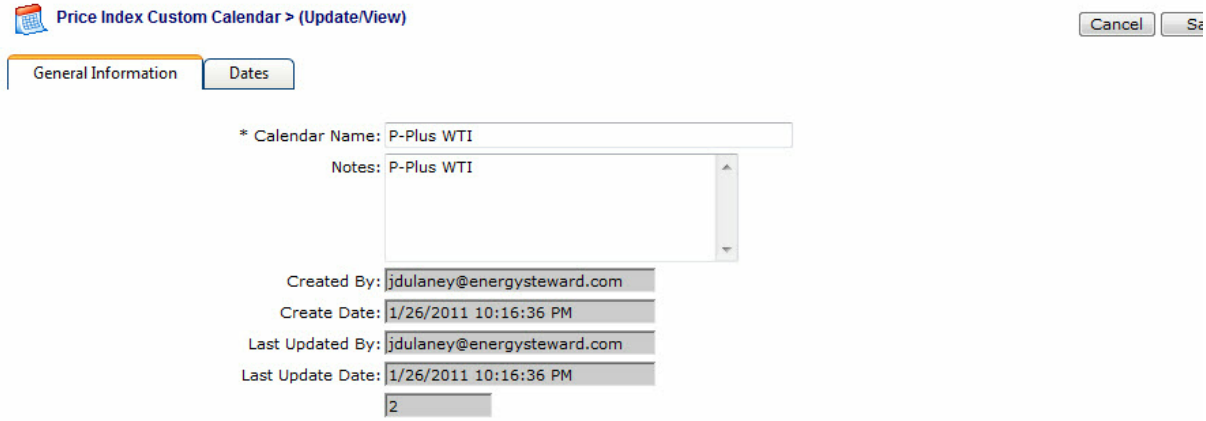
The screen shot below shows the initial screen which lists out your available custom calendars:



Add Price Custom Calendar (button) - Click this button to add a new custom calendar.

View/Edit Grid Button (pencil) - Click this next to the applicable calendar in order to change the information about this calendar.

Delete Grid Button (red x) - Click this next to the applicable calendar that you want to permanently delete. When you delete a calendar, then all date entries within the calendar are deleted. In addition, all references to the calendar within price components is removed.



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Calendar Name - This can be any name for the calendar which will help you identify the calendar. It is suggested that you make this name relatively descriptive for the status in question. The name you post here is what will show up within the pull down list box when setting up price components.

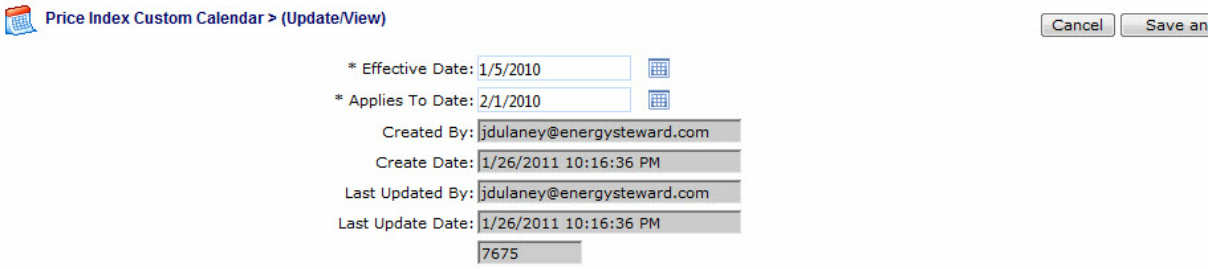
Notes - This represents optional descriptive text about the calendar.



Add Calendar Date (button) - Click this button to add a new date item to the calendar.

View/Edit Grid Button (pencil) - Click this next to the applicable calendar date in order to change the information about this calendar date.

Delete Grid Button (red x) - Click this next to the applicable calendar date that you want to permanently delete.



Effective Date - This represents the effective date for the calendar.

Applies To Date - The effective date price entry will apply to this particular date.

3.4.7.3 Other Cost Formula

Contracts and deals within **EnergySteward.com** utilize other cost formulas for assigning various additional credits/debit charges (in addition to the primary price formulas). These other cost formulas are typically setup on the contract (associated to a meter/well and/or a route (if transport/gathering type contract)) and are synchronized to the contracts deals.

Other cost formulas in **EnergySteward.com** are comprised of multiple components, each separated by

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operands. For example

Example Price Formula...

Operand	No.	Component	Name/Value
+	1	Fuel Surcharge	.12

In the above example their is a single formula with one component. Basically, this formula provides for a 12 cent fuel surcharge to be assessed to all volume with a meter/well or route associated to this formula. The methods for setting up other cost formulas within **EnergySteward.com** is identical to the methods for setting up price formulas. Utilizing 'other costs' provide a mechanism to break out various charges (versus burying within the primary pricing formulas).

This section contains various other cost formula configuration items.

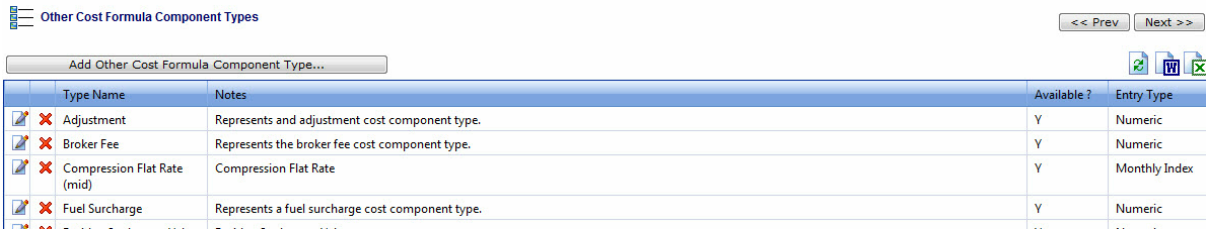
3.4.7.3.1 Component Types

Within **EnergySteward.com** you are provided the capability of setting up other cost components to be used in other cost formulas. Each of these components that are utilized are categorized within a 'component type'. This configuration area provides the place to setup these component types.

An example, you may have a component type called 'State Tax'... This component type might be used to define multiple components that reference a state tax. For example, you can have 'Texas State Tax', 'Louisiana State Tax', etc. Both of these are 'State Tax' component types.

There are many component types which are common and therefore pre-configured within **EnergySteward.com**. You can use these particular screens to update your own custom component types.

The screen shot below shows the initial screen which lists out your available other cost component types:

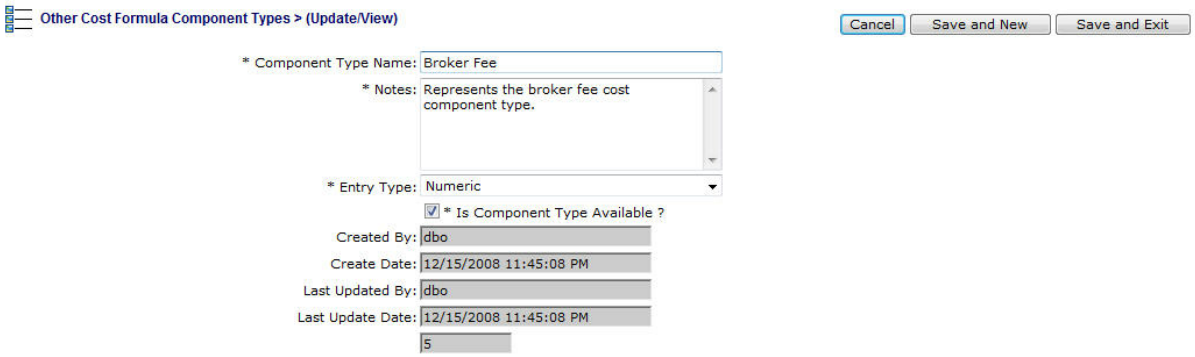


Add Other Cost Formula Component Type (button) - Click this button to add a new other cost formula component type.

View/Edit Grid Button (pencil) - Click this next to the applicable component type in order to change the information about this type.

Delete Grid Button (red x) - Click this next to the applicable formula type that you want to permanently delete. When you delete an other cost formula type, then all components and subsequent contract and deal associations to this component will be removed. Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.

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Component Type Name - This can be any name for the other cost formula component which you want to define. It is suggested that you make this name relatively descriptive for the component type in question. The name you specify here will be available when you setup actual other cost formula components.

Notes - This is required and should just be a brief description for indicating what this other cost formula component type represents.

Entry Type (pull down listbox) - This indicates the type of entry that will occur for any other cost components that utilize this component type. The possible values include the following:

- **Numeric** - Other cost components that utilize this entry type will expect a numeric value when setting up a formula. For example, a 'Negotiated Adjustment' component might be setup which uses a component type with a 'Numeric' entry. When setting up the formula you would enter the actual numeric amount (like .05 or .07 etc.).
- **Daily Index** - Other cost components that utilize this entry type will expect a reference to a daily price index when setting up a formula. For example, a 'Daily Fuel Surcharge (midpoint)' component might be setup which uses this component type for formula entry. When setting up the formula on the contract/deal you would select an available daily index (like 'West Texas Daily Fuel Rates', etc.).
- **Weekly Index** - Other cost components that utilize this entry type will expect a reference to a weekly price index when setting up a formula. For example, a 'Weekly (midpoint)' component might be setup which uses this component type for formula entry. When setting up the formula on the contract/deal you would select an available weekly index.
- **Monthly Index** - Price components that utilize this entry type will expect a reference to a monthly price index when setting up a formula. For example, a 'Monthly Fuel Surcharge (common high)' component might be setup which uses this component type for formula entry. When setting up the formula on the contract/deal you would select an available monthly index.
- **Index Basket** - Other cost components that utilize this entry type will expect a reference to a price index basket when setting up a formula. For example, a 'West Texas Fuel' basket component might be setup which uses this component type for formula entry. When setting up the formula on the contract/deal you would select an available index basket.
- **Daily Index Average** - Similar to the 'Daily Index', except any components which are setup with this type will pull in the monthly average (simple) of all daily prices. When setting up the formula on the contract/deal you would select an available daily index (like 'Daily Fuel Surcharge (midpoint)', etc.). When calculations are run using this formula then a simple average of all days values for the index within the production month will be used.

Is Component Type Available (checkbox) - If checked, then this component type is considered active

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and will therefore show up in the pull down list boxes when setting up price components. If unchecked then historical price components are maintained BUT when assigning new price components, the item will be unavailable (will not show up in the pull down list box).

3.4.7.3.2 Component Status Codes

Within **EnergySteward.com** you are able to setup status codes for the various other cost components which are defined within the system. Typically, these status codes will represent the status of the other cost component for a given time period. For example, you may decide to manage your other cost components with the following status codes:

- Active
- Pending
- Inactive
- etc.

This configuration screen provides you with a method to setup those status codes. When working with your other cost components, these status codes will be listed in various pull down list boxes when adding or updating other cost components within **EnergySteward.com**. In addition, you can run queries and reports based on status (ie.. pull up a list (then maybe export to Excel) of all "Pending" other cost components, for instance).

The screen shot below shows the initial screen which lists out your available status codes:

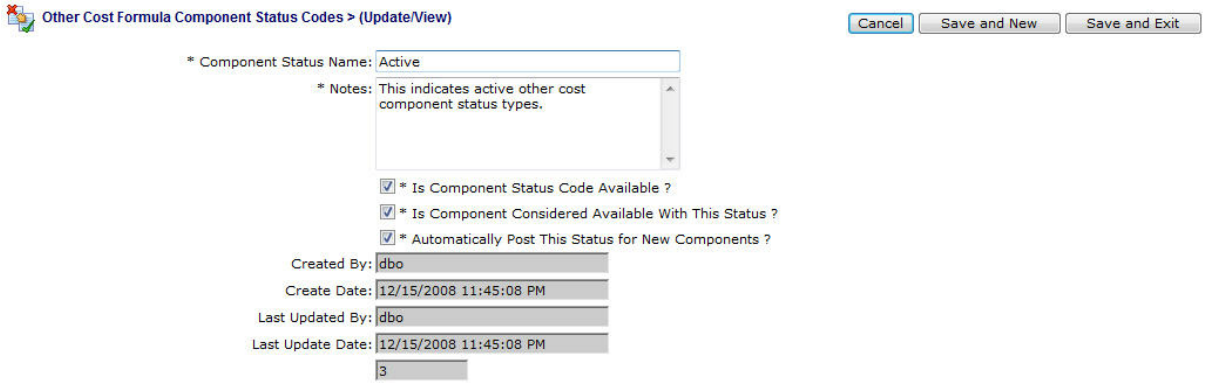


Add Other Cost Formula Component Status Code (button) - Click this button to add a new status code.

View/Edit Grid Button (pencil) - Click this next to the applicable status code in order to change the information about this status code.

Delete Grid Button (red x) - Click this next to the applicable status code that you want to permanently delete. When you delete a status code, then all other cost formula component associations to this status will be removed. Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.

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Component Status Name - This can be any name for the status which you want to define. It is suggested that you make this name relatively descriptive for the status in question. The name you post here is what will show up within the pull down list box when setting other cost formula components.

Notes - This is required and should just be a brief description for the other cost formula component status.

Is Component Status Code Available (checkbox) - If checked, then this status is considered active and will therefore show up in the pull down list boxes when setting up other cost component information. If unchecked then historical status information is maintained BUT when assigning new status codes to other cost formula components, the item will be unavailable (will not show up in the pull down list box).

Is Component Considered Available With This Status (checkbox) - If checked then any other cost formula components associated to the status code should be considered 'Available'. Examples of available other cost components might include 'Active', 'Pending', etc. When unchecked then the status would indicate that the other cost components associated to it ARE unavailable (like "Inactive" status, etc.).

Automatically Post This Status for New Components ? (checkbox) - If this is checked then then a this particular status will AUTOMATICALLY be posted on a other cost formula component without it explicitly being entered. All of this done, during actual other cost formula component setup. Every new other cost formula component which gets entered can be automatically 'tagged' with the status (like 'Active') which is checked via this checkbox. Saves on entry time when setting up other cost formula components.

3.5 Deals

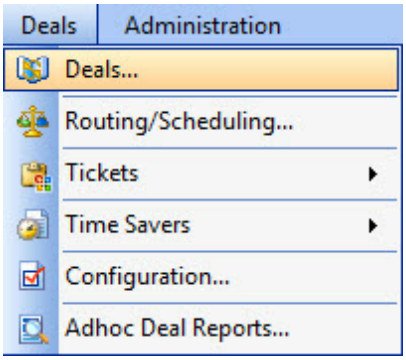
EnergySteward.com provides a powerful deal module for managing transactions against your contracts and counterparties. Some of the characteristics of deals, as managed within **EnergySteward.com**, include the following:

- An ability to have multiple deals against the same underlying contracts to support various marketing strategies (baseload, swing, backfill, etc.).
- An unlimited number of 'volume types' (supply planning, noms, estimated actuals, actuals, ppa's, etc.). The volume types can all be custom configured.
- An ability to store an unlimited number of electronic attachments (correspondence items) to each deal.

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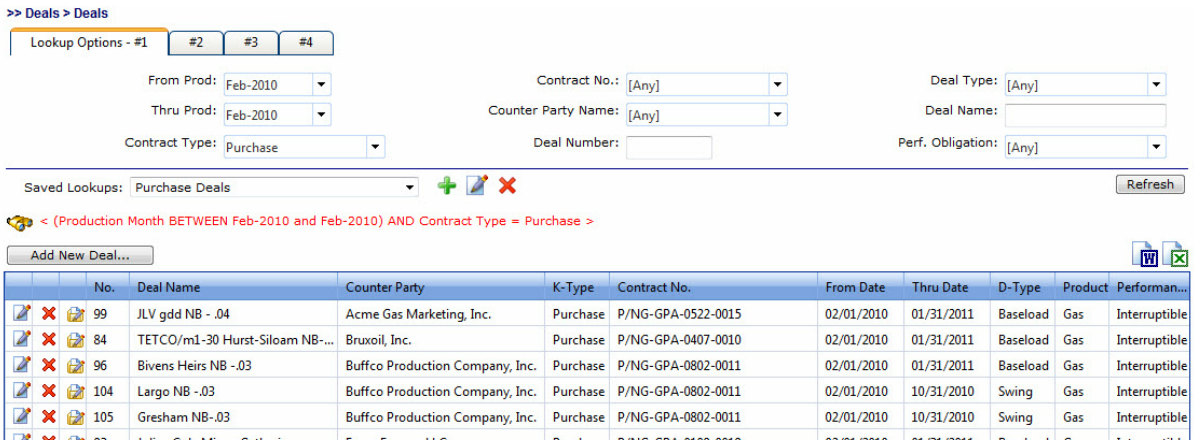
- An ability to define and support an unlimited number of deal types (firm, interruptible, committed, etc.).
- An ability to have an unlimited number of meters/wells on any given deal. Each can have own set of price, costs and volume adjustment formulas.
- An ability to have an unlimited set of 'attributes' (custom fields) which can be used to tag deals.
- An ability to have deals tightly coupled to underlying contracts OR an option to allow deals to selectively deviate from contract specifications.
- An ability to manage purchase, sales and transport/gathering type deals.
- An ability to route (schedule) volumes between purchase, transport and sales type deals. Includes support for WASP volume calculations.
- An ability to lock down and freeze volume and price entry (and their associated calculations) to support various defined month of flow stages.
- An ability to electronically capture oil run tickets, with associated API net barrel calculations (including automated receipt with automated routing and delivery of calculated net run ticket volumes).

The various deal areas can be accessed via the following menu:



3.5.1 Deals

This following represents the screen within **EnergySteward.com** where deals are added, browsed, updated or deleted.



Add New Deal (button) - Click this button to add a new deal.

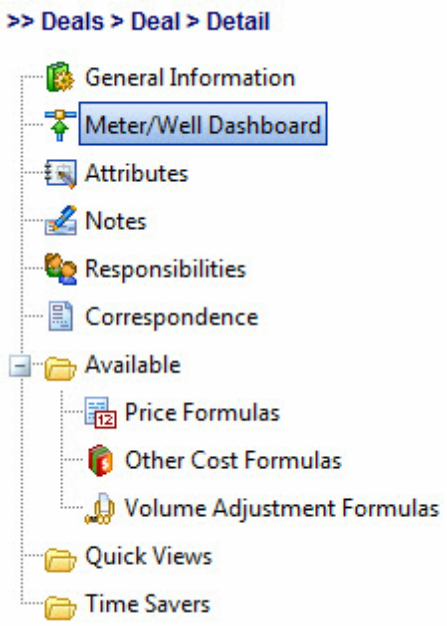
View/Edit Grid Button (pencil) - Click this next to the applicable deal in order to change any of the information relevant to this deal.

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Delete Grid Button (red x) - Click this next to the applicable deal that you want to permanently delete. When you delete a deal, then all information relevant to that deal, as stored within **EnergySteward.com** , will be permanently deleted (meters/wells, volumes, calculated results, etc.). You might consider setting the deal thru dates to terminate the deal versus deleting. Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.

Transfer to Contract (button) - Click this button to transfer you to the specific contract associated to this deal.

The following lists out the various areas of information relative to a specific deal within the system. This is the tree navigation area which you will see when you add or update a deal. When you setup a new deal, you will initially be sent to the 'General Information' screen. When you are updating or browsing an existing deal, you will initially be positioned on the "Route Dashboard" (if a transport/gathering type deal) OR the 'Meter/Well Dashboard" (for purchase or sale type deals). Regardless of the initial screen which you will be positioned, you will still be able to click on the menu tree (below) or hit the 'Next", "Prev' buttons, just as in all other areas within **EnergySteward.com** .

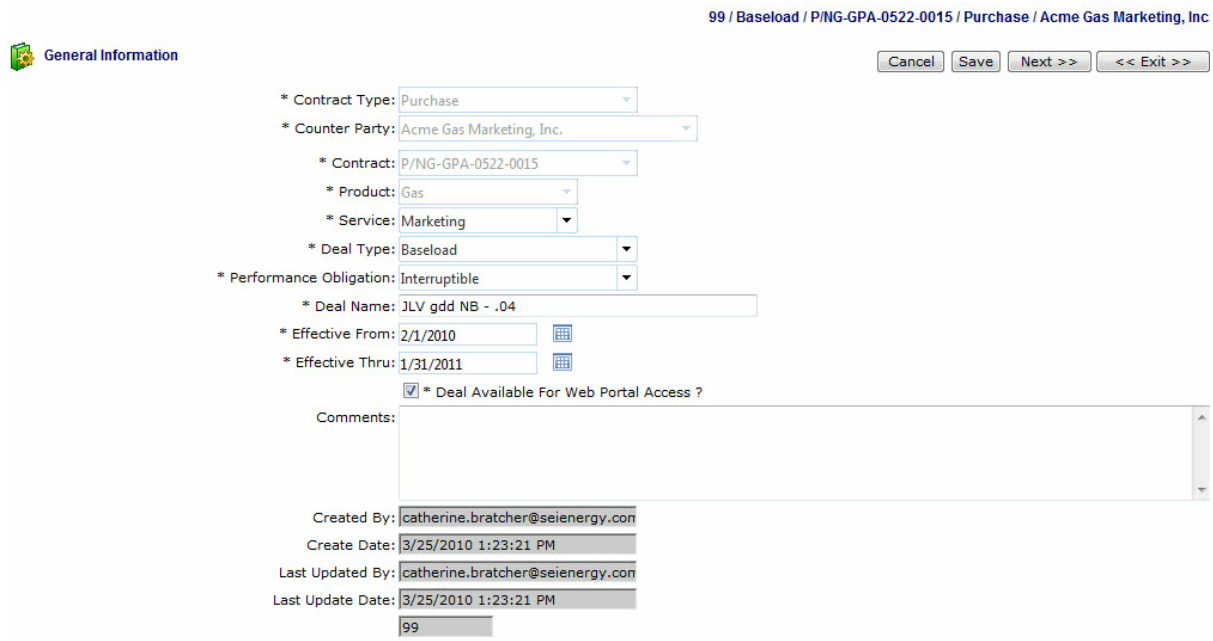


3.5.1.1 General Information

The following screen represents the high level information which is setup for a deal within **EnergySteward.com** . This screen indicates critical items like the contract type, counterparty, contract number, product, service, deal type, effective dates, etc. When you initially setup a deal, this is the initial screen which is displayed.

Important note: You can easily extend or reduce the term of a deal, after the initial setup, by coming into this screen and simply modifying the effective dates.

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Contract Type (drop down list box) - This represents the type of contract which the deal is established against. The valid values are any types which have been previously setup (via the configure contract types area) AND only those types that have actual contracts setup (via the contract setup area).

Counter Party (drop down list box) - This indicates the counterparty company on the underlying deal contract.

Contract (drop down list box) - This indicates the specific underlying contract which the deal is based upon, see the contract setup area. Important note: A contract is a pre-requisite prior to setting up a deal.

Product (drop down list box) - This indicates the specific product for this deal. The only products which can be selected are those which have been setup on the underlying contract.

Service (drop down list box) - This indicates the specific service for this deal. The only services which can be selected are those which have been setup on the underlying contract.

Deal Type (drop down list box) - This indicates the place where you can specify the type of deal. These deal types are configurable by your organization (see the deals configuration deal types area within this manual) and you can have an unlimited number of deal types. Some examples (all of which are optional) include the following:

- Baseload
- Swing
- Backfill
- Baseload - Firm
- Swing - Interruptible
- etc.

Performance Obligation - This indicates the performance obligation associated with this deal. These performance obligations are setup in the deals configuration performance obligation area within this manual.

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Deal Name - This represents the deal name which can be any name which you feel represents the intentions of the deal. It is a good idea to use a descriptive name for the deal name, as it is listed in many lists and various drop down list boxes.

Effective From - This indicates the start date for the deal. Normally, this is the beginning day for a given production month (even if only anticipating a flow date of a few days).

Effective Thru - This indicates the end date for the deal. Normally, this is the end day for a given production month (even if only anticipating a flow date of a few days).

Important note: You can change these days at a future date to extend or reduce the term of the deal. The term of a deal will not precede any 'Frozen' production months.

Deals Available For Web Portal Access ? (checkbox) - When checked then this particular deal is available for web portal access. In order to be viewed within the web portal a given user must still have security assignments AND be eligible to see this paritucular deal (counterparty). This particular checkbox makes it easy to take an entire deal out of the portal, if required. The default is to make it available.

Comments - This represents an optional notes area for entering any information about the deal which would assist in understanding any terms or reasons for the deal.

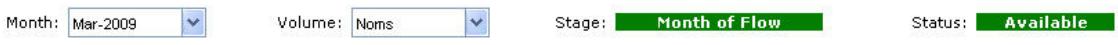
3.5.1.2 Dashboard Heading

On all deal dashboard screens (routing and meter/well) there is a common heading area, near the top of the screen. This heading area provides you with the ability to quickly flip to:

- Historical or Future Production Months
- Different Volume Types

Whenever you are on a deal screen, and you see this heading area (below) then you will be able to simply select any of these two items (production month and/or volume type) to see the volumes, pricing or calculation results for those specific entries.

Important note: You can set your personal defaults on both the volume type AND the initial production month by updating preferences through the system preferences speed button at the top of each screen. This can save quite a bit of time by allowing you to setup a 'start month' and 'volume type'. Once your preference is set, then when you work with your deals, you will initially positioned on that production month and volume in this header area at the top of the screen.



You will also notice that there is a 'Stage' and a 'Status' area associated with each production month and volume type. Below are the possible values:

Stage - Represents the stage for the specified production month. The following stages are available:

Supply Planning - This is the PRE month of flow (MOF) timeframe. Typically, volumes are configured so that only supply planning type volumes are entered during this time period.

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Month of Flow - This represents the actual month of flow (MOF). Typically, volumes are configured where nominations (noms) and estimated actuals (or confirmed) are entered during this time period.

Actualization - This represents the POST month of flow (MOF) timeframe. Typically, volumes are configured where actual volumes are entered during this time period.

Historical - This represent a final time period (post the actualization stage). Typically, volumes are configured where PPA volumes are entered during this time period AND this time period extends indefinitely for a given production month.

Important note: There is a separate security rule defined for each volume type. This enables establishment of security groups whom can only update specific volumes and pricing.

Status - This represents the current status for the monthly stage. The status can be updated thru the production month status update 'speed button' function (for appropriate individuals with security). The following status entries area available:

Pending - The production month and volume can be updated. No calculations against underlying volumes are performed. All production volume types are initially set in a 'Pending' status. When the month of flow is about to begin, then the status is typically flipped to "Available'. This heading area, for production month volumes in a pending status will be shown with a blue background as in Pending.

Available - This indicates that the production month and volume are currently being worked. Calculations are being conducted against all volumes, prices, costs, etc when the status is 'Available'.This heading area, for production month volumes in an available status will be shown with a green background as Available.

Frozen - This indicates that the production month and volumes have been frozen and cannot be changed. This heading area, for production month volumes in a frozen status will be shown with a red background as Frozen.

Additional Graphic Buttons - On many dashboard deal detail screens you might find a bank of graphic buttons adjacent to the standard dashboard heading area. These additional buttons represent additional 'navigation' buttons to enable you to swap between various areas of a deal, with the specified route or meter/well, without having to go back and forth to the dashboard. There are currently two 'Deal' dashboards. The 'Routing' dashboard is available on all transport/gathering related deals. While the "Meter/Well" dashboard is available on all deal types.



This represents the additional routing dashboard navigation buttons that appear on many of the detail "Route Dashboard" screens. Specific details on the functionality of the screens for these additional & adjacent graphic buttons can be found on the deal routing dashboard detail area. You can place the cursor over these buttons at any time to get a tip on what area of the system you will be taken to, if you click it.

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This represents the additional meter/well dashboard navigation buttons that appear on many of the detail "Meter/Well Dashboard" screens. Specific details on the functionality of the screens for these additional & adjacent graphic buttons can be found on the deal meter/well dashboard detail area. You can place the cursor over these buttons at any time to get a tip on what area of the system you will be taken to, if you click it.

3.5.1.3 Route Dashboard

This area is available whenever you are working with a deal which includes transport/gathering routes. This screen is not available for regular purchase and sales type deals. This dashboard shows the various receipt and delivery routes on the deal. Each of these routes would have been originally configured on the contract, in the contract routes area of **EnergySteward.com** .

You will notice at the top of the route dashboard you have the option of switching production months and/or volume type. When you switch these values, the respective stage and status will alert you on the status for that production month and volume. See the deal dashboard heading information in this manual for additional details.

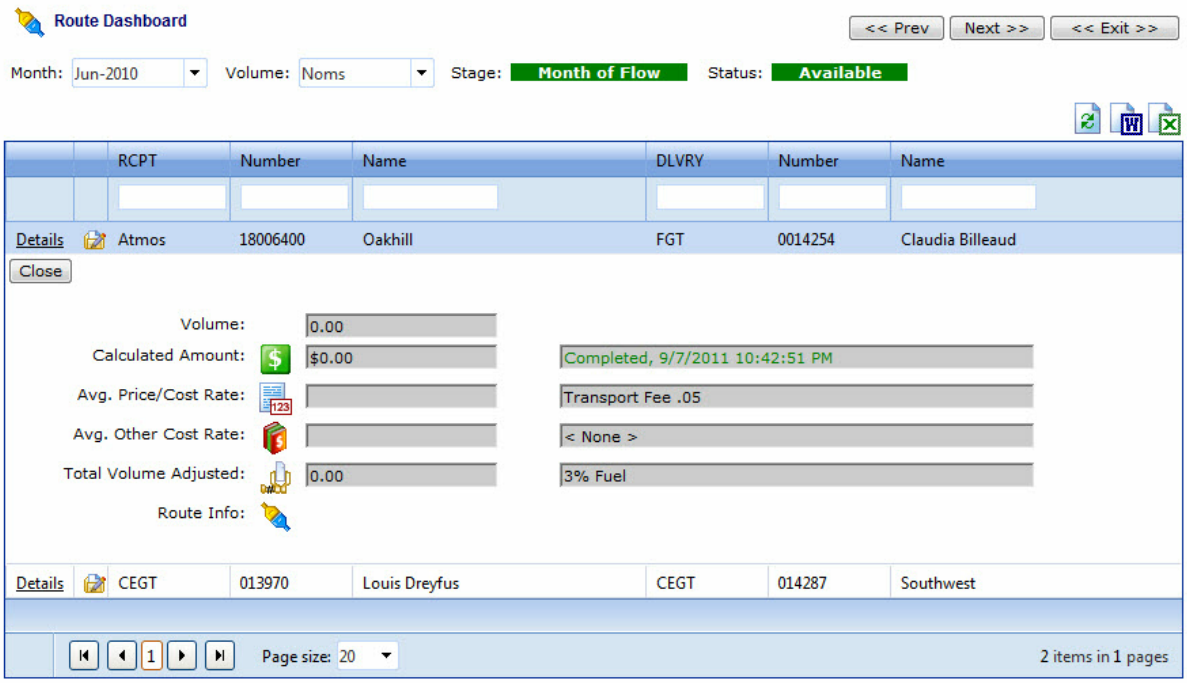
EnergySteward.com allows for an unlimited number of routes on any given deal. Each of these routes has its own receipt meter/well and delivery meter/well (as defined in the contract). Each route can have its own (or shared) price/cost formulas, other cost formulas and volume adjustment formulas, as defined within the contract.

The dashboard screen shows all of the routes, for the select production month and volume type. You can expand the details for your routes and then optionally do the following:

- View route level calculation details - This shows the day by day calculation results for any costs associated with the route.
- View/Update price/cost formula assignment - This allows for the browsing or selecting of an available deal price/cost formula to the route.
- View/Update other cost formula assignment(s) - This allows for the browsing or selecting of one or more available deal other cost formulas to the route.
- View/Update volume adjustment formula assignment - This allows for the browsing or selecting of an available deal volume adjustment formula to the route.
- Browse route information - This allows for browsing the routing receipt/delivery details.

The following screen shot shows a 'details expanded' example of the deal route dashboard.

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Details (link item) - Click this link on the specific deal route in order to see the deal route detail expansion area.

Contract (line item button) - Click this to transfer to the contract route detail for this specific route.

Close (expanded area button) - Click this button in order to close the expansion area for the route selected. Important note: You can also close an expansion area by opening the expansion area on another deal route.

Volume (area) - The text boxes in this area show are total of the volume which as been moved along this route.

Calculated Amount (area), (button) - The text boxes in this area show the total calculated total for the month (and selected volume type). In addition, information on when the calculation was last performed is displayed in a text box. Click the button in order to see detail calculation results (from the most recent calculation) for the route. You will be taken to the route calculation details screen.

Avg. Price/Cost Rate (area), (button) - The text boxes in this area shows an average total price (because daily rates could be employed) AND the name of the current price/cost formula assigned to the route. Click the button in order to view or update the price/cost formula for the route. You will be taken to the route price/cost details screen.

Avg. Other Cost Rate (area), (button) - The text boxes in this area shows the total of all other cost amounts AND the number of other cost formula entries assigned to the route. Click the button in order to view or update the other cost formula(s) for the route. You will be taken to the route other cost details screen.

Total Volume Adjusted (area), (button) - The text boxes in this area shows the total volume adjusted AND the name of the current volume adjustment formula assigned to the route. Click the

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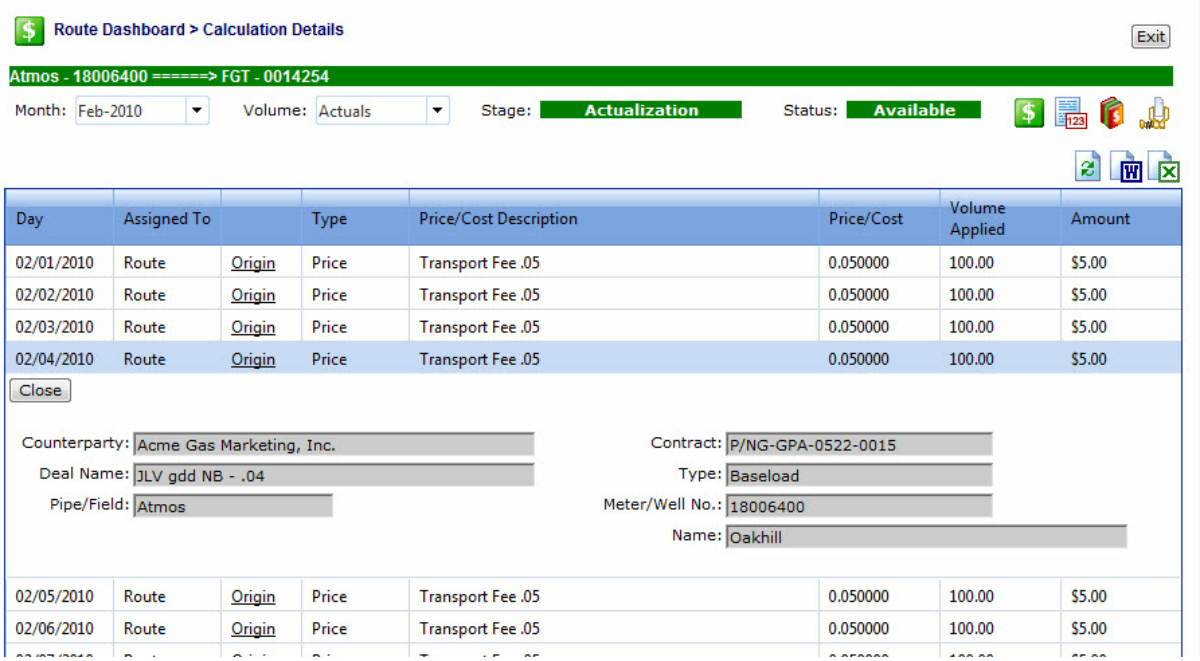
button in order to view or update the volume adjustment formula for the route. You will be taken to the route volume adjustment details screen.

Route Info (area), (button) - Click this button in order to view the route information. You will be taken to the route details screen.

Important note: The contract has options (see contract general information area) which may be set to not allow any changes UNLESS they are changed on the contract (and then they will be auto synchronized back to the deal). Therefore, on these various screens, you may or may not be able to perform updates, because of underlying contract settings.

3.5.1.3.1 Calculation Details

The screen below is accessible from the deal route dashboard and shows the day by day calculation totals for the route selected (for the production month and volume type selected). This is a read only display to see these route calculations. If you have both price/cost AND other cost formulas on the route, then you will see more than one line for the route for each applicable production day.



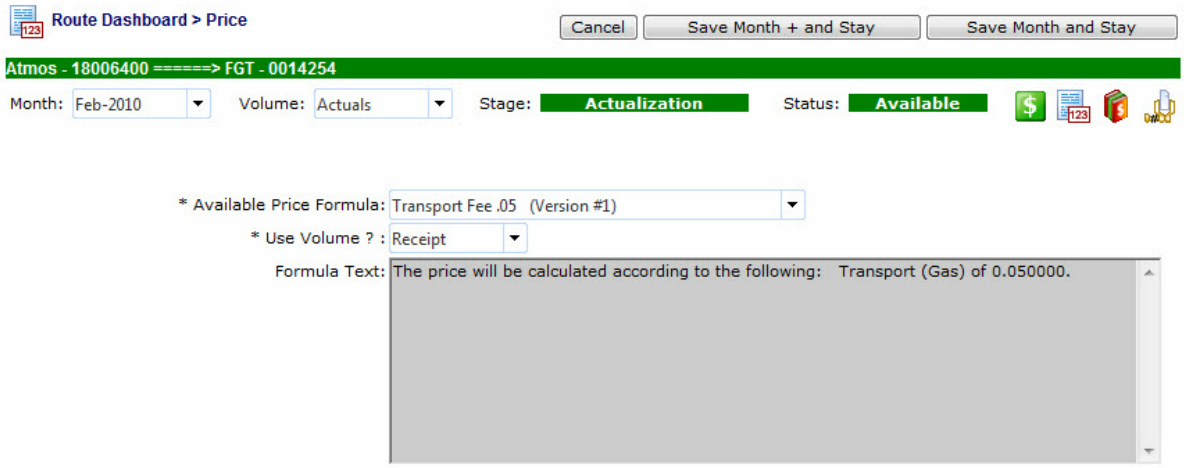
Origin (link item) - Click this link on the specific expand the specific calculation area. When expanded, you will be able to see the original origin of the volume (whose volume it is on the route). This includes the counterparty, deal, originating pipe/field and meter/well, contract number, deal type, etc.

Close (expanded area button) - Click this button in order to close the expansion area for the route calculation item selected.

3.5.1.3.2 Price/Cost Details

The screen below is accessible from the deal route dashboard and shows the price/cost formula associated to the route. A route does not have to have a price/cost formula. This is an optional assignment on a deal route and is dictated (normally) in the route cost terms of the contract.

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Available Price Formula (drop down list box) - Select the applicable price/cost formula to assign to the route here. Important note: The contract might be set to not allow an update to this value directly from the deal (ie.. change must originate from the contract). The items in this list come from the available deal price formulas associated to this deal. When you change the available price formula here, the formula text box will update to show you the text of the calculation formula.

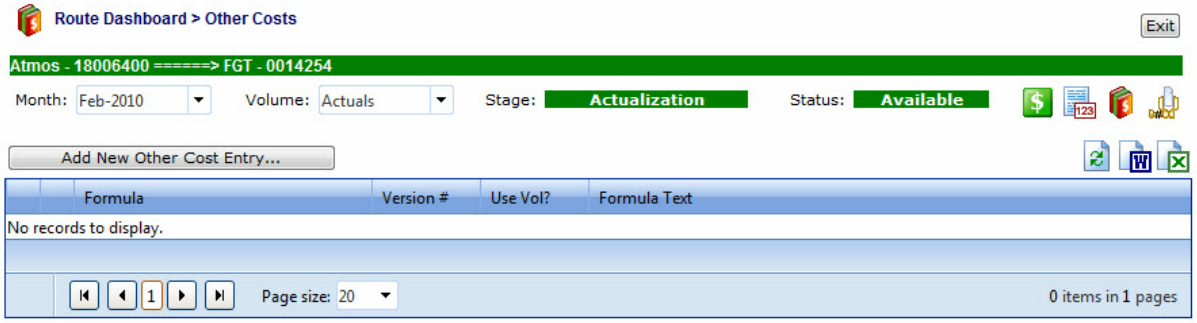
Use Volume ? (drop down list box) - This can be either the receipt or delivered volume.

Save Month + and Stay (button) - Click this button when you want to save your changes for any NON FROZEN volume status in the selected month PLUS (+) all subsequent months throughout the end of the deal. The ".. and Stay" indicates that after these updates are applied then you will still be positioned on this screen.

Save Month + and Stay (button) - Click this button when you want to save your changes for any NON FROZEN volume status in the selected month only. The ".. and Stay" indicates that after these updates are applied then you will still be positioned on this screen.

3.5.1.3.3 Other Cost Details

The screen below is accessible from the deal route dashboard and shows the other cost formula(s) associated to the route. A route does not have to have any other costs. Conversely, a route can be assigned multiple other costs. The optional assignments of other costs on a deal route are typically listed in the cost terms of the contract.



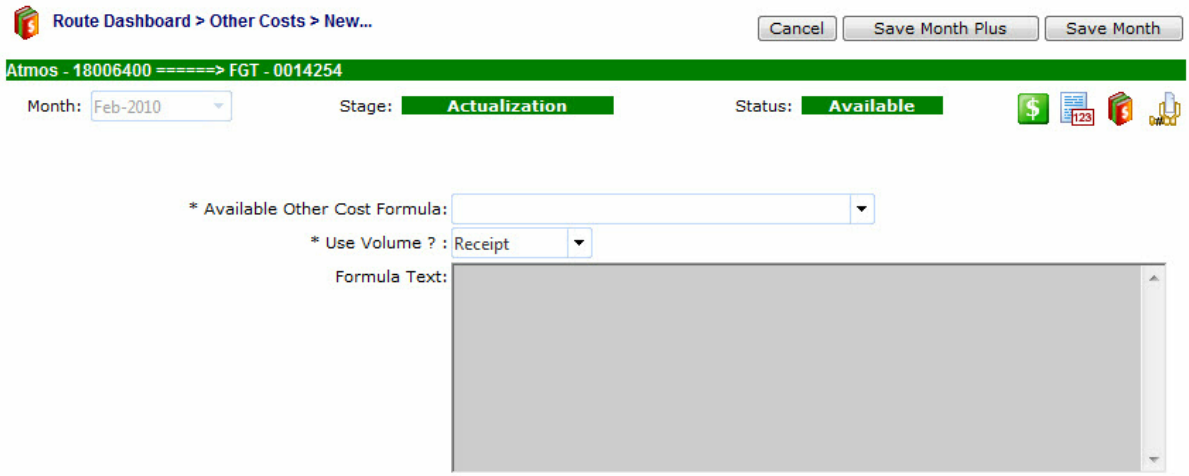
Add New Other Cost Entry (button) - Click this button to add a new other cost entry for the route.

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Delete Grid Button (single red x) - Click this next to the applicable deal route other cost entry to remove it from the selected production month non frozen volume types. Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.

Delete Grid Button (multi red x) - Click this next to the applicable deal route other cost entry to remove it from the selected production month non frozen volumes PLUS all future non frozen month volume types. Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.

The following screen is presented when you are adding a new other cost item to a route.



Available Other Cost Formula (drop down list box) - Select the applicable other cost formula to assign to the route here. Important note: The contract might be set to not allow an update to this value directly from the deal (ie.. change must originate from the contract). The items in this list come from the available deal other cost formulas associated to this deal. When you change the available other cost formula here, the formula text box will update to show you the text of the calculation formula.

Use Volume ? (drop down list box) - This can be either the receipt or delivered volume.

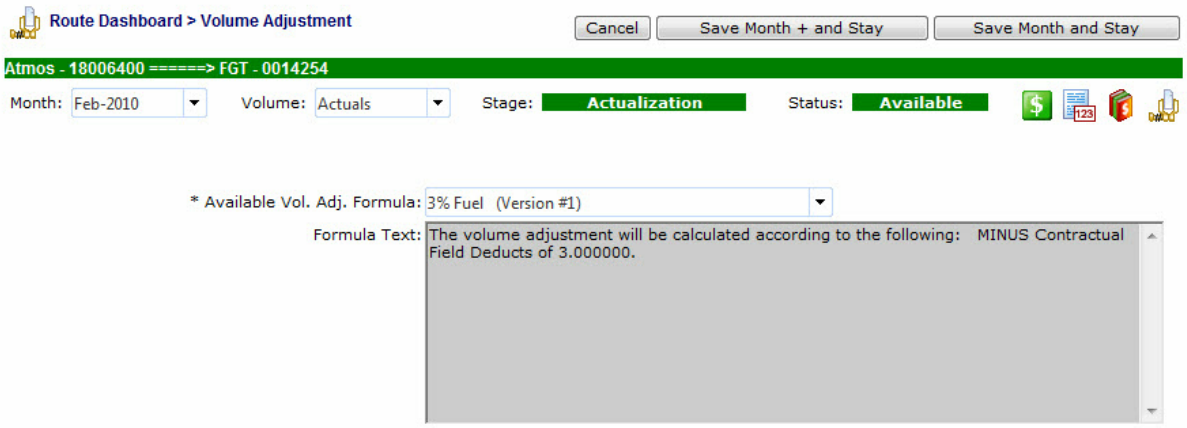
Save Month Plus (button) - Click this button when you want to save your changes for any NON FROZEN volume status in the selected month PLUS (+) all subsequent months throughout the end of the deal. You will automatically be taken back to the route other cost list screen.

Save Month (button) - Click this button when you want to save your changes for any NON FROZEN volume status in the selected month only. You will automatically be taken back to the route other cost list screen.

3.5.1.3.4 Volume Adjustment Details

The screen below is accessible from the deal route dashboard and shows the volume adjustment formula associated to the route (like fuel, pvr, etc.). A route does not have to have a volume adjustment formula. This is an optional assignment on a deal route and is dictated (normally) in the route cost terms in the contract.

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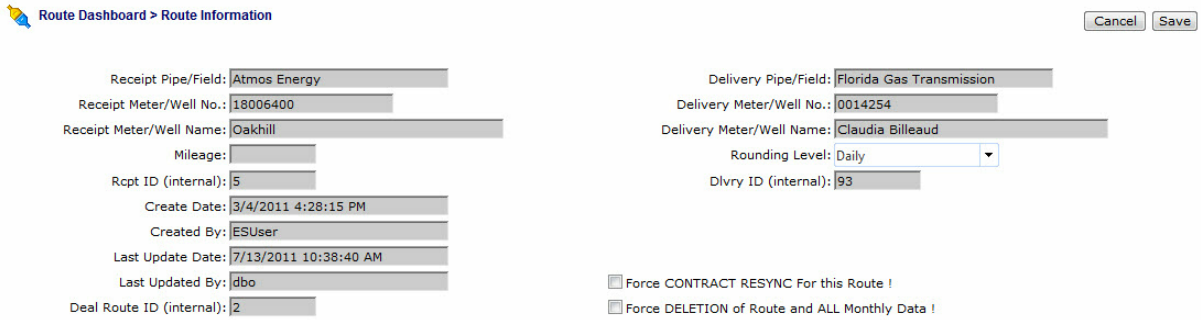
Available Vol. Adj. Formula (drop down list box) - Select the applicable volume adjustment formula to assign to the route here. Important note: The contract might be set to not allow an update to this value directly from the deal (ie.. change must originate from the contract). The items in this list come from the available deal volume adjustment formulas associated to this deal. When you change the available volume adjustment formula here, the formula text box will update to show you the text of the calculation formula.

Save Month + and Stay (button) - Click this button when you want to save your changes for any NON FROZEN volume status in the selected month PLUS (+) all subsequent months throughout the end of the deal. The ".. and Stay" indicates that after these updates are applied then you will still be positioned on this screen.

Save Month + and Stay (button) - Click this button when you want to save your changes for any NON FROZEN volume status in the selected month only. The ".. and Stay" indicates that after these updates are applied then you will still be positioned on this screen.

3.5.1.3.5 Route Details

The screen below is accessible from the deal route dashboard and route details. Most of this information is read only and informational.



Force CONTRACT RESYNC For this Route ! (checkbox) - Check this and hit save button in order to force **EnergySteward.com** to resynchronize contract settings to the route. This is normally done any time a change is done on the contract (automatically). This checkbox provides a forced override to cause the system to reconfirm/resynchronize contract settings.

Force DELETION of Route and ALL Monthly Data ! (checkbox) - Check this and hit save button in order to force **EnergySteward.com** to remove the route from the deal (must have appropriate security

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AND the route should have been removed from contract prior to this removal).

Rounding Level (drop down list) - This indicates how calculations are performed against the route. The possible values and their explanations are listed below:

- **Daily** - Price & cost formulas are applied to the daily volumes, each day, producing a daily total. The monthly total is then the sum of all days (this is the default).
- **Monthly** - Price & cost formulas are applied to the total monthly volume producing a monthly total. Then the monthly volume is prorated back to each day. The total for the month will always equal the monthly volume total times the respective rate. Important Note: Any 'daily rate' formula will continue to calculate based on daily rates.

3.5.1.4 Meter/Well Dashboard

This dashboard shows the various meters/wells on the deal. Each of these meters/wells would have been originally configured on the contract, in the contract meters/wells area of **EnergySteward.com** .

You will notice at the top of the meter/well dashboard you have the option of switching production months and/or volume type. When you switch these values, the respective stage and status will alert you on the status for that production month and volume. See the deal dashboard heading information in this manual for additional details.

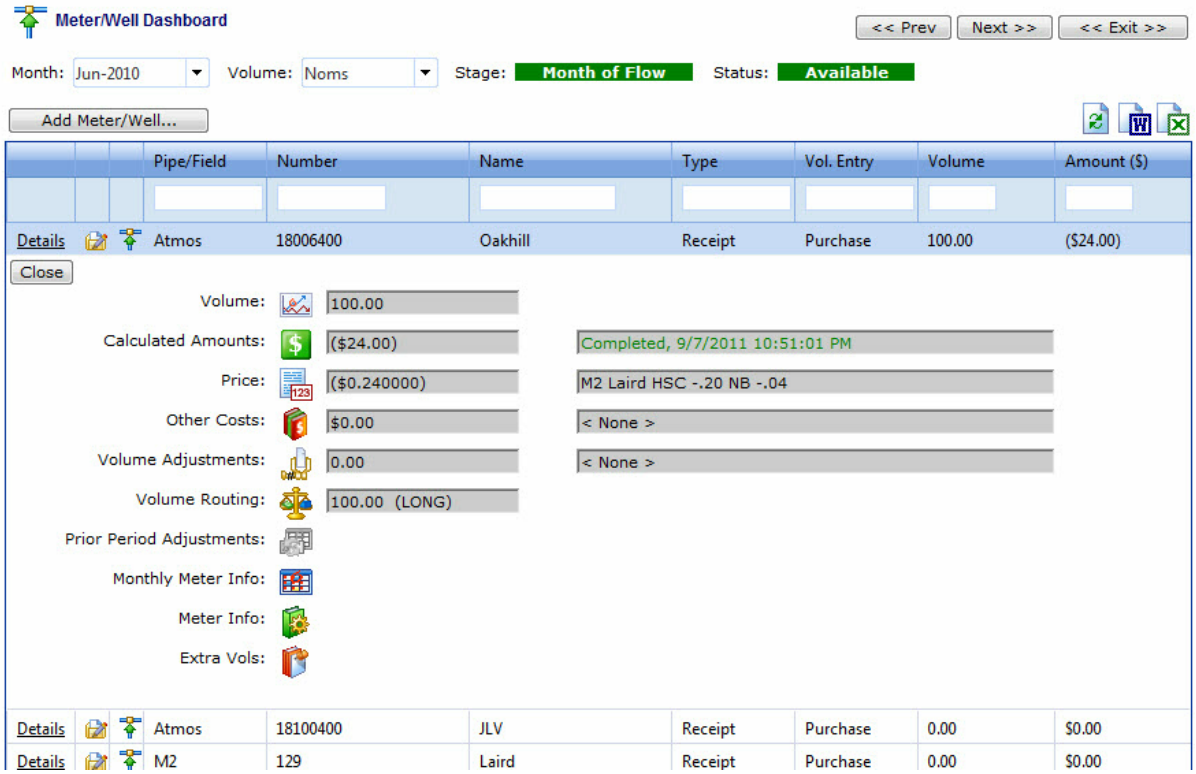
EnergySteward.com allows for an unlimited number of meters/wells on any given deal. Each meter/well can have its own (or shared) price/cost formulas, other cost formulas and volume adjustment formulas, as defined within the contract.

The dashboard screen shows all of the meters/wells, for the select production month and volume type. You can expand the details for your meters/wells and then optionally do the following:

- View/Update volume - This provides for a day by day entry or update of deal meter/well volumes.
- View meter/well level calculation details - This shows the day by day calculation results for any costs associated with the meter/well.
- View/Update price/cost formula assignment - This allows for the browsing or selecting of an available deal price/cost formula to the meter/well.
- View/Update other cost formula assignment(s) - This allows for the browsing or selecting of one or more available deal other cost formulas to the meter/well.
- View/Update volume adjustment formula assignment - This allows for the browsing or selecting of an available deal volume adjustment formula to the meter/well.
- View/Update meter/well routed volume - This allows for moving transporting (routing/scheduling) volumes to transport and sales contracts, etc.
- View/Update Prior Period Adjustments (PPAs) - This allows for posting adjustments against the volumes and amounts long after the actualization (settlement processing) has completed.
- View meter/well monthly information - This allows for viewing details for the month on this meter/well PLUS allows you to mark as actualized and also you can force calculations here.
- View meter/well information - This allows for viewing meter/well details.
- View/Enter/Update extra volumes - This allows for storing any additional related volume information for the meter/well, in the specified production month. This is optional information and is used primarily for inclusion on standard reports (invoices, remittance statements, etc.).

The following screen shot shows a 'details expanded' example of the deal meter/well dashboard.

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Details (link item) - Click this link on the specific deal meter/well in order to see the deal meter/well detail expansion area.

Contract (line item button) - Click this to transfer to the contract meter/well detail for this specific meter/well.

Meter/Well (line item button) - Click this to transfer to the meter/well detail for this meter/well.

Close (expanded area button) - Click this button in order to close the expansion area for the meter/well selected. Important note: You can also close an expansion area by opening the expansion area on another deal meter/well.

Volume (area), (button) - The text boxes in this area show are total volume for the month on this meter/well. Click the button in order to go to the volume details screen to browse or update the day by day volumes for the meter/well.

Calculated Amount (area), (button) - The text boxes in this area show the total calculated total for the month (and selected volume type). In addition, information on when the calculation was last performed is displayed in a text box. Click the button in order to see detail calculation results (from the most recent calculation) for the meter/well. You will be taken to the meter/well calculation details screen.

Price (area), (button) - The text boxes in this area shows an average total price (because daily rates could be employed) AND the name of the current price/cost formula assigned to the meter/well. Click the button in order to view or update the price/cost formula for the meter/well. You will be taken to the meter/well price/cost details screen.

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Other Cost (area), **(button)** - The text boxes in this area shows the total of all other cost amounts AND the number of other cost formula entries assigned to the meter/route. Click the button in order to view or update the other cost formula(s) for the meter/well. You will be taken to the meter/well other cost details screen.

Volume Adjustments (area), **(button)** - The text boxes in this area shows the total volume adjusted AND the name of the current volume adjustment formula assigned to the meter/well. Click the button in order to view or update the volume adjustment formula for the meter/well. You will be taken to the meter/well volume adjustment details screen.

Volume Routing (area), **(button)** - The text box in this area shows whether or not there is a positive (long balance) or a negative (short balance) on this particular meter/well. Click the button in order to view or update the routing instructions for the meter/well. You will be taken to the meter/well routing details screen.

Prior Period Adjustments (PPA area), **(button)** - The prior period adjustments can only be utilized when the monthly status is set historical AND available (ie.. the actuals phase has been frozen and the final PPA historical phase has been opened). The text box in this areas shows the total number of entries (individual PPA transactions) as well as the net dollar affect of these transactions. Click the button in order to view or update PPA transactions for the meter/well. You will be taken to the meter/well prior period adjustments list screen. Again, important note, this button and PPA information is only available with the historical monthly stage (and it must be in an 'Available' status).

Monthly Meter Info (area), **(button)** - Click this button in order to view meter/well monthly (for the volume type) information. You will be taken to the meter/well monthly details screen.

Meter Info (area), **(button)** - Click this button in order to view the meter/well information. You will be taken to the meter/well details screen.

Extra Vols (area), **(button)** - Click this button in order to enter/view/update any OPTIONAL extra volumes for this particular meter/well. You will be taken to the meter/well monthly extra volumes screen.

Important note: The contract has options (see contract general information area) which may be set to not allow any changes UNLESS they are changed on the contract (and then they will be auto synchronized back to the deal). Therefore, on these various screens, you may or may not be able to perform updates, because of underlying contract settings.

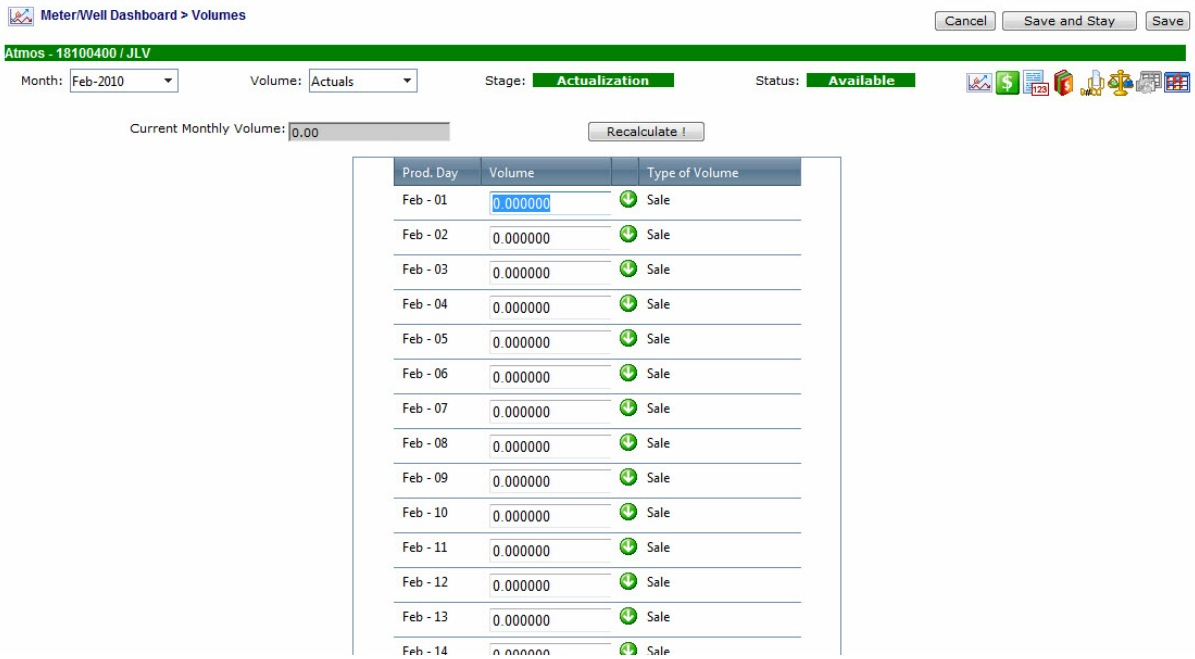
3.5.1.4.1 Volume Details

The screen below is accessible from the deal meter/well dashboard and shows the day by day volumes (for the production month and volume type selected). This is the screen within **EnergySteward.com** which allows for volume entry.

If this is a sales deal, then the volumes entered are represented as 'sales' volumes (custodial transfers TO a counterparty). Purchase deals you will be able to specify purchase volumes (custodial transfers FROM a counterparty). On transport/gathering type deals, receipt meters will reflect receipt volumes (long positions) while the delivery meters/wells on routes will reflect delivered volumes (short positions). Important note. In many situations transport contracts will have volumes routed to the contract from other

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purchase or transport routes. The only reason to enter volumes (receipt or delivery) for transport and gathering would be if the volumes were being introduced/delivered on the transport/gathering contract with NO custodial relationship over the volumes (when operating as a midstream entity).



Recalculate (button) - After updating some of the daily volumes, you can click this button in order to re summarize the monthly volume total. It will post in the 'Current Monthly Volume' field near the top of the screen. Important note: If you change volumes and save your changes your volumes will still sum up. This recalculation option simply allows you to update and see the results of your updates prior to saving your changes.

Daily Volume Entry, (button) - Next to each daily volume entry field is a green (propagate down button). This propagate down button can be pushed next to a volume and that volume will be copied to all subsequent days thru the end of the month.

3.5.1.4.2 Calculation Details

The screen below is accessible from the deal meter/well dashboard and shows the day by day calculation totals for the meter/well selected (for the production month and volume type selected). This is a read only display to see these meter/well calculations (includes any charges assessed when volume routed to a specific meter/well from a route (same deal or different deal)). If you have both price/ cost AND other cost formulas on the meter/well, then you will see more than one line for the meter/well for each applicable production day.

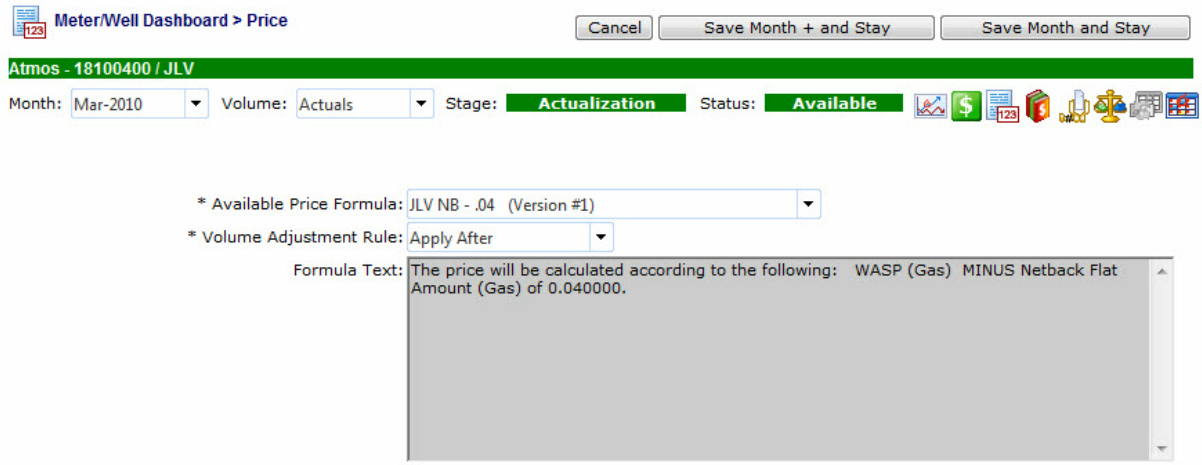
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Day	Assigned To	Type	Price/Cost Description	Price/Cost Rate	Volume Applied	Amount
02/01/2010	Meter/Well	Price	GD WAHA PB - .10	5.070000	0.00	$0.00
02/02/2010	Meter/Well	Price	GD WAHA PB - .10	5.135000	0.00	$0.00
02/03/2010	Meter/Well	Price	GD WAHA PB - .10	5.280000	0.00	$0.00
02/04/2010	Meter/Well	Price	GD WAHA PB - .10	5.290000	0.00	$0.00
02/05/2010	Meter/Well	Price	GD WAHA PB - .10	5.290000	0.00	$0.00
02/06/2010	Meter/Well	Price	GD WAHA PB - .10	5.390000	0.00	$0.00
02/07/2010	Meter/Well	Price	GD WAHA PB - .10	5.390000	0.00	$0.00
02/08/2010	Meter/Well	Price	GD WAHA PB - .10	5.390000	0.00	$0.00
02/09/2010	Meter/Well	Price	GD WAHA PB - .10	5.575000	0.00	$0.00
02/10/2010	Meter/Well	Price	GD WAHA PB - .10	5.385000	0.00	$0.00
02/11/2010	Meter/Well	Price	GD WAHA PB - .10	5.345000	0.00	$0.00
02/12/2010	Meter/Well	Price	GD WAHA PB - .10	5.335000	0.00	$0.00

3.5.1.4.3 Price/Cost Details

The screen below is accessible from the deal meter/well dashboard and shows the price/cost formula associated to the meter/well. A meter/well does not have to have a price/cost formula (it could be a meter/well on a route AND the route contains the price/cost formula, not the individual meters/wells) . This is an optional assignment on a deal meter/well and is dictated (normally) in the meter/well cost terms of the contract.



Available Price Formula (drop down list box) - Select the applicable price/cost formula to assign to the meter/well here. Important note: The contract might be set to not allow an update to this value directly from the deal (ie.. change must originate from the contract). The items in this list come from the available deal price formulas associated to this deal. When you change the available price formula here, the formula text box will update to show you the text of the calculation formula.

Volume Adjustment Rule (drop down list box) - This indicates when the price formula should be applied. The two options include the following:

- **Apply After** - This indicates to apply the price formula AFTER any volume adjustments are applied to the meter/well. This is the default option.
- **Apply Before** - This indicates to apply the price formula BEFORE any volume adjustments are applied to the meter/well.

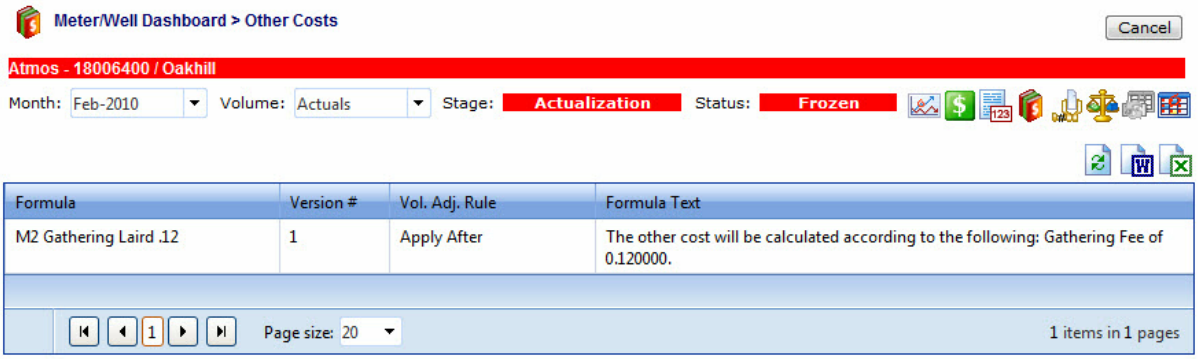
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Save Month + and Stay (button) - Click this button when you want to save your changes for any NON FROZEN volume status in the selected month PLUS (+) all subsequent months throughout the end of the deal. The ".. and Stay" indicates that after these updates are applied then you will still be positioned on this screen.

Save Month + and Stay (button) - Click this button when you want to save your changes for any NON FROZEN volume status in the selected month only. The ".. and Stay" indicates that after these updates are applied then you will still be positioned on this screen.

3.5.1.4.4 Other Cost Details

The screen below is accessible from the deal meter/well dashboard and shows the other cost formula(s) associated to the meter/well. A meter/well does not have to have any other costs. Conversely, a meter/well can be assigned multiple other costs. The optional assignments of other costs on a deal meter/well are typically listed in the cost terms of the contract.



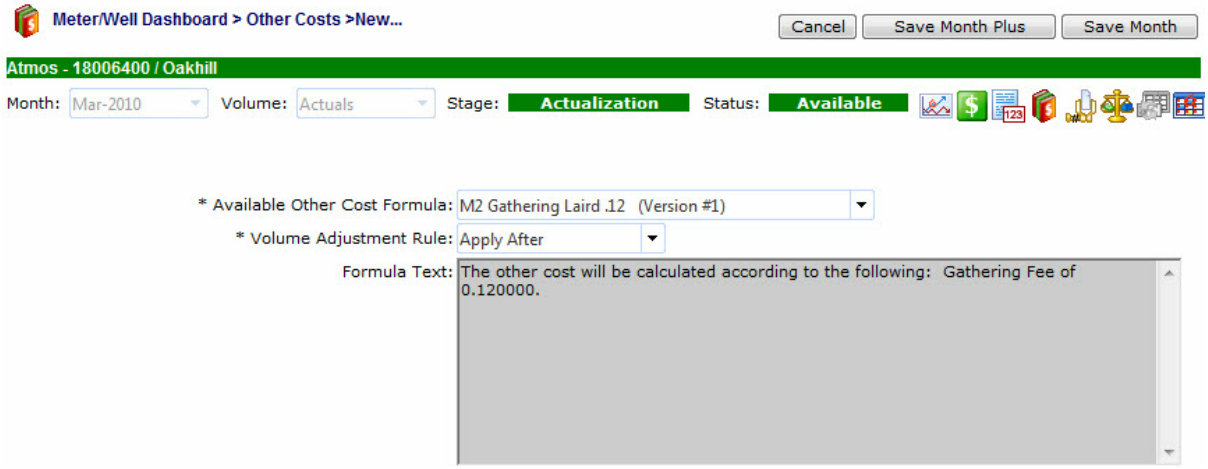
Add New Other Cost Entry (button) - Click this button to add a new other cost entry for the meter/well.

Delete Grid Button (single red x) - Click this next to the applicable deal meter/well other cost entry to remove it from the selected production month non frozen volume types. Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.

Delete Grid Button (multi red x) - Click this next to the applicable deal meter/well other cost entry to remove it from the selected production month non frozen volumes PLUS all future non frozen month volume types. Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.

The following screen is presented when you are adding a new other cost item to a meter/well.

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Available Other Cost Formula (drop down list box) - Select the applicable other cost formula to assign to the meter/well here. Important note: The contract might be set to not allow an update to this value directly from the deal (ie.. change must originate from the contract). The items in this list come from the available deal other cost formulas associated to this deal. When you change the available other cost formula here, the formula text box will update to show you the text of the calculation formula.

Volume Adjustment Rule (drop down list box) - This indicates when the other cost formula should be applied. The two options include the following:

- **Apply After** - This indicates to apply the other cost formula AFTER any volume adjustments are applied to the meter/well. This is the default option.
- **Apply Before** - This indicates to apply the other cost formula BEFORE any volume adjustments are applied to the meter/well.

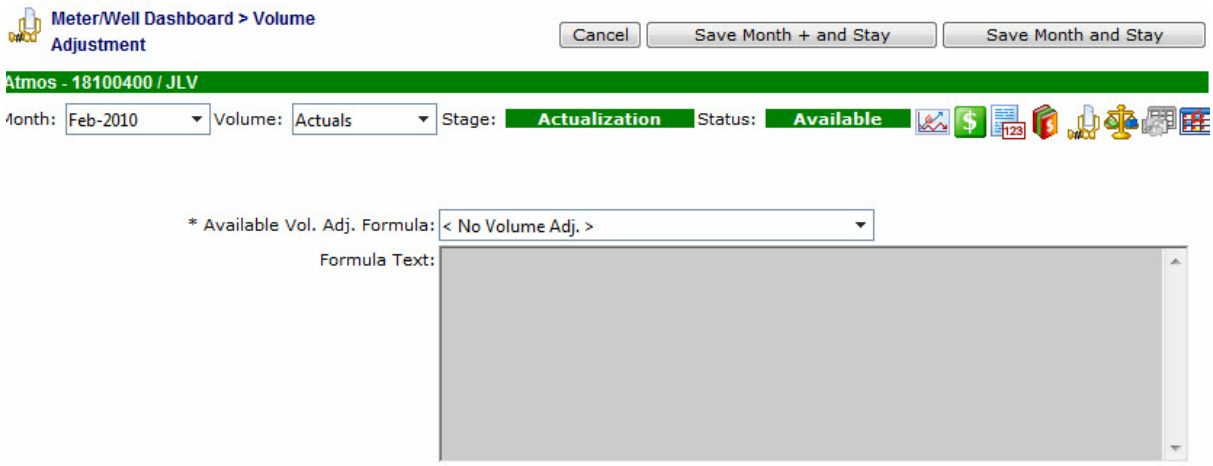
Save Month Plus (button) - Click this button when you want to save your changes for any NON FROZEN volume status in the selected month PLUS (+) all subsequent months throughout the end of the deal. You will automatically be taken back to the route other cost list screen.

Save Month (button) - Click this button when you want to save your changes for any NON FROZEN volume status in the selected month only. You will automatically be taken back to the route other cost list screen.

3.5.1.4.5 Volume Adjustment Details

The screen below is accessible from the deal meter/well dashboard and shows the volume adjustment formula associated to the meter/well (like fuel, pvr, etc.). A meter/well does not have to have a volume adjustment formula. This is an optional assignment on a deal meter/well and is dictated (normally) in the meter/well cost terms in the contract.

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Available Vol. Adj. Formula (drop down list box) - Select the applicable volume adjustment formula to assign to the meter/well here. Important note: The contract might be set to not allow an update to this value directly from the deal (ie.. change must originate from the contract). The items in this list come from the available deal volume adjustment formulas associated to this deal. When you change the available volume adjustment formula here, the formula text box will update to show you the text of the calculation formula.

Save Month + and Stay (button) - Click this button when you want to save your changes for any NON FROZEN volume status in the selected month PLUS (+) all subsequent months throughout the end of the deal. The ".. and Stay" indicates that after these updates are applied then you will still be positioned on this screen.

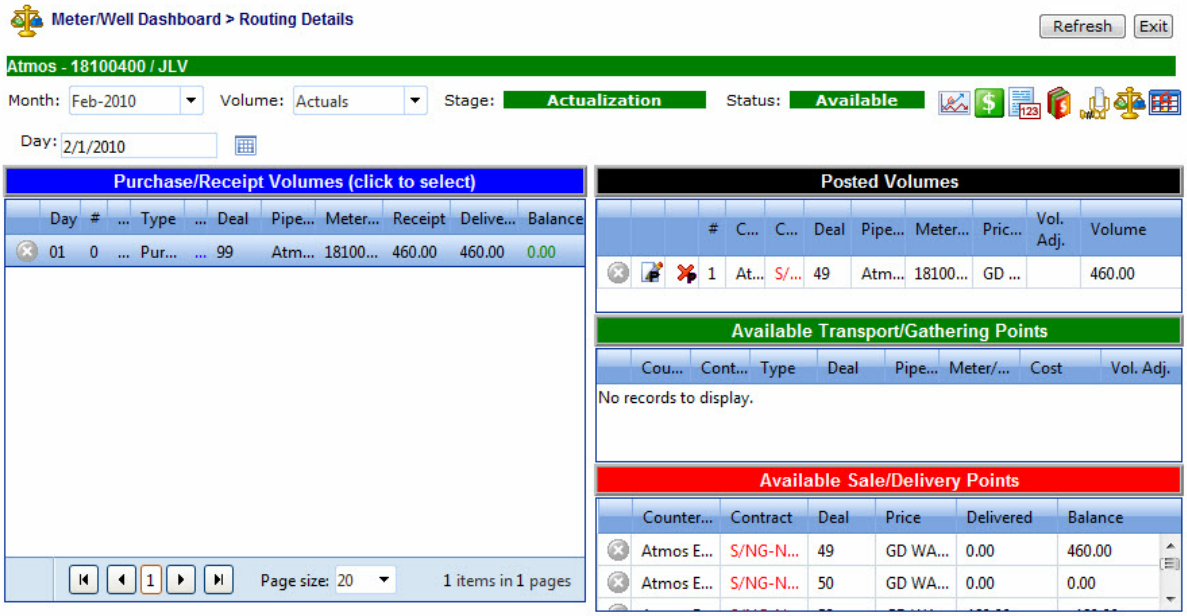
Save Month + and Stay (button) - Click this button when you want to save your changes for any NON FROZEN volume status in the selected month only. The ".. and Stay" indicates that after these updates are applied then you will still be positioned on this screen.

3.5.1.4.6 Volume Routing Details

The screen below is accessible from the deal meter/well dashboard and allows you to browse AND update the routing/scheduling instructions. **EnergySteward.com** includes a separate online set of screens for routing/scheduling. The following screen operates the same way as the separate deal routing/scheduling screen. **EnergySteward.com** allows this additional option for updating volume routing instructions just for the meter/well being updated, thus providing a quick routing mechanism while working with the details of a specific meter/well.

The following screen shows, by production day, the volume routing instructions for the deal meter/well (within the selected production month and for the selected volume type).

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Purchase/Receipt Volumes (click to select) Grid - This grid shows the various volume receipt points. By clicking on a grid item, the right side 3 grids will automatically refresh (posted volumes available transport/gathering points and available sale/delivery points). A left green arrow may be displayed to allow you to click and proceed backwards down the volume path.

Posted Volumes Grid - This will populate with existing destinations (transports, sales, etc.) for the selected receipt volume (left grid). An option exists here to hit the edit (pencil icon) or the delete (red x) icon in order to update or delete the route information.

Available Transport/Gathering Points Grid - This will populate with any 'available' transport or gathering points where the receipt volume (left grid) can be delivered. Click the route icon next to the segment where you wish to move volume. Important note: The icons will not be able to be pushed IF their is no remaining balance for the selected receipt item (left grid item selected must have an outstanding balance).

Available Sale/Delivery Points Grid - This will populate with any 'available' sales points where the receipt volume (left grid) can be delivered. Click the route icon next to the sales point you wish to move volume Important note: The route icon will no be able to be pushed IF there is no remaining balance for the selected receipt point item (leff grid selected item must have a balance).

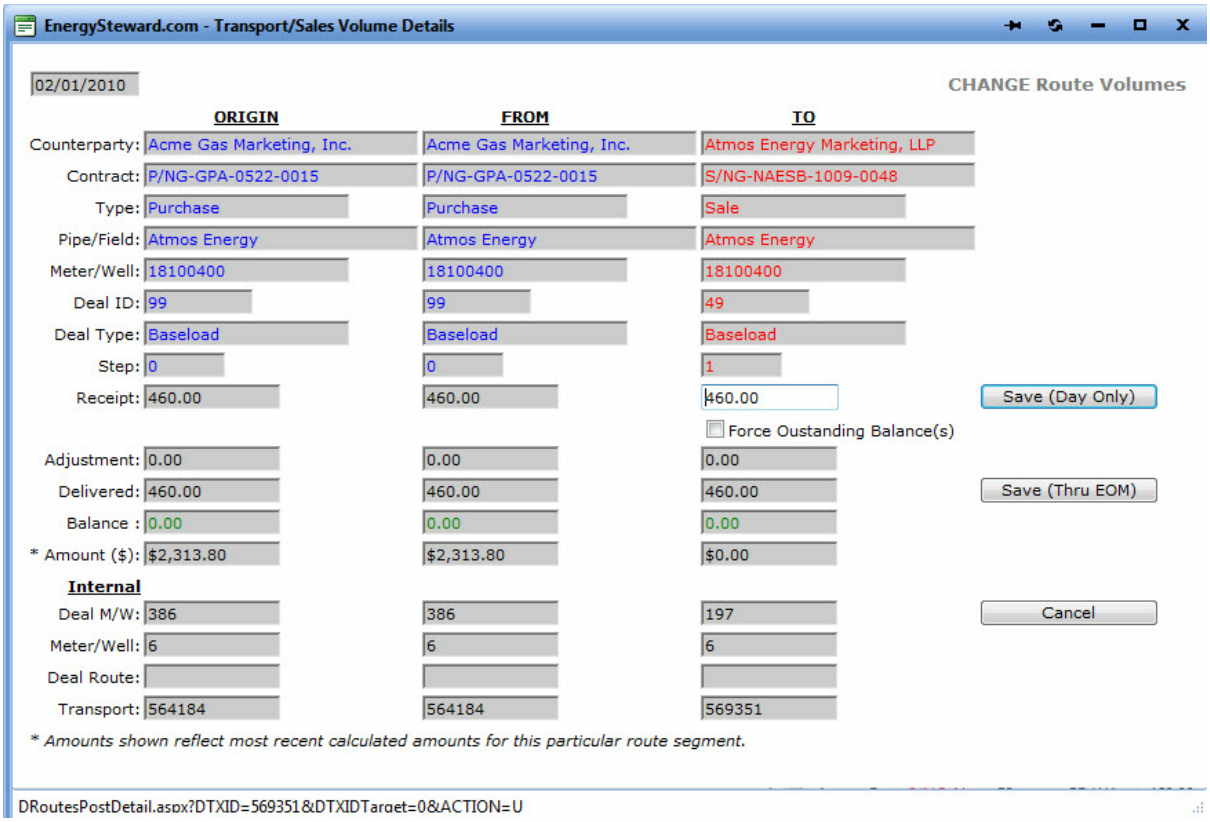
Some relevant information regarding the routing/scheduling of volumes within **EnergySteward.com** :

1. A delivery point on the same transport/gathering contract is a valid TO and/or DELIVERY destination for purchase/receipt volume (if route between the two have been setup on the contract and deal).
2. A receipt point on a different contract where the meter/well matches the meter/well you are transporting from (ie.. "Purchase Contract A / Meter #1" can have volume routed to "Transport Contract Q / Meter #1, etc.). Once the volume is put on the transport contract then the volume can move on the transport contract to different delivery points (dependent on route setup).
3. The origin of the volume is always tracked with the volume. No matter where the volume is routed, it can always be traced back to its origin.

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4. Volumes can be split (half to one contract or sale, half to another, etc.). There are no limits on how many paths a volume can take at any given point.
5. Step '0' volumes are always the place where the volumes were brought on (original purchase meters/wells or the original receipt points (on transport contracts).
6. Step '1' is one route segment from origin, '2' is two route segments from origin, etc. You can tell relatively how far away a given volume is from its origin by looking at the step number for the routing instructions.
7. Volume balancing reports can be run to determine where any imbalances exist.
8. Purchase deals with WASP calculations are critical with the routing/scheduling function.
9. Volume adjustments are automatically calculated and deducted when routing volumes on routes with volume adjustment formulas.

When you click any of the buttons from the routing screen (change posted volumes, delete posted volumes, post new transport/gathering, post new sale) then you will be presented with the following screen:



The above screen shot will show the origin of the volume (ORIGIN area), the most recent receipt point (FROM area) and the new target delivery point (TO area).

Receipt Volume (TO): - Use this field to enter the volume to be routed.

Force Outstanding Balances (checkbox) - When you check (select) this checkbox, then any outstanding balances (greater or lesser) for the current route on the current or any subsequent days will

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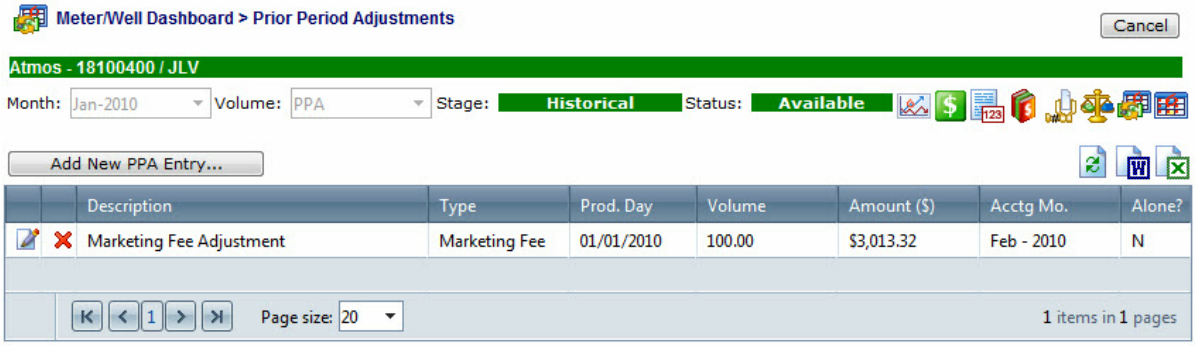
be used for the route.. For example: If you have 100 volume on each day but on last 3 days you have 110. If you are on day one and you select 100 as your volume to route AND check this checkbox. Then select 'Save (Thru EOM)'. All of the 100 volume days AND the last 3 110 volume days will have their entire outstanding balances routed (not limited to initial 100). This can be useful when you have varying daily volumes yet you want to make sure that all volumes on that day get the same route instruction.

Save (thru EOM) (button) - Click this button to save your volume routing instructions for the selected production day AND for all subsequent production days thru the end of the month.

Save (Day) (button) - Click this button to save your volume routing instructions for the selected production day only.

3.5.1.4.7 Prior Period Adjustments

The screen below is accessible from the deal meter/well dashboard and shows the prior period adjustments which are associated to the meter/well. A meter/well does not have to have any prior period adjustments. Conversely, a meter/well can be assigned multiple prior period adjustments. These prior period adjustments can only be posted on historical/PPA volume types AND the monthly status for that volume type must be marked 'Available'. Therefore, you will not be able to post PPA's on production months which are still available for nominations and/or actual changes, etc.

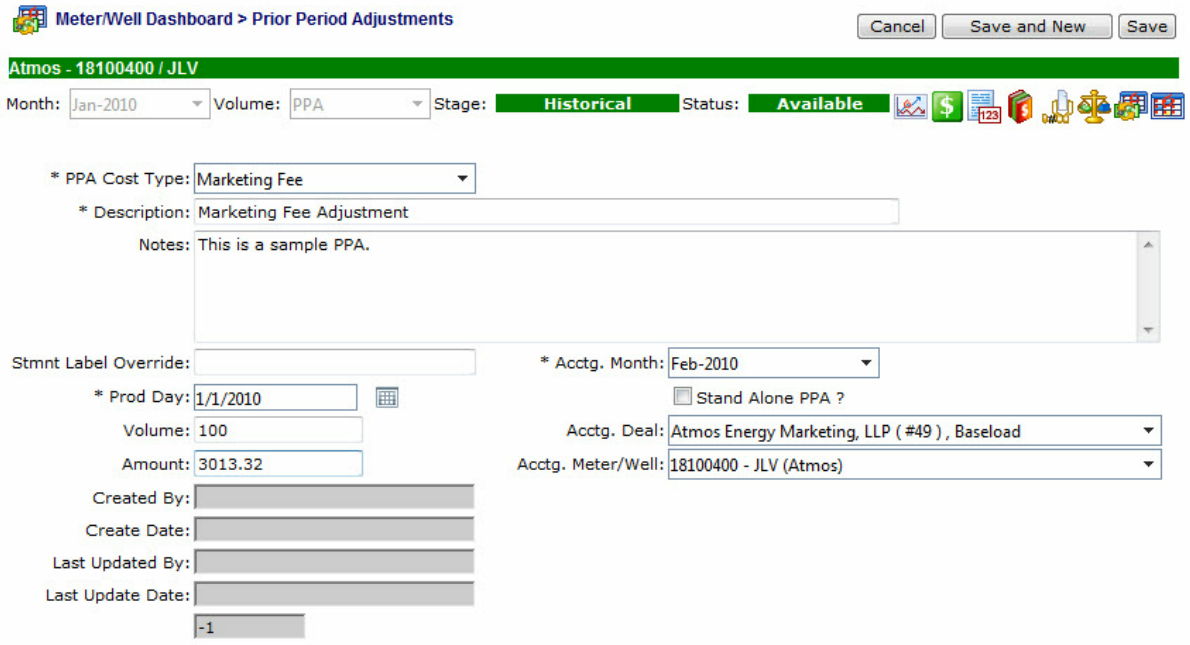


Add New PPA Entry (button) - Click this button to add a new PPA entry for the meter/well. When adding a PPA entry, you will post it to the production month where it is applicable. On the PPA detail screen (show below) you will have the option to specify the accounting month information (future month) where this is suppose to show on statements/etc.

Delete Grid Button (single red x) - Click this next to the applicable deal meter/well prior period adjustment entry to remove it. Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion. Also, if the PPA has already been posted to your accounting system (marked accordingly behind the scenes) then a deletion will not be available. You can enter a corresponding reversal entry in those situations.

The following screen is presented when you are adding a new prior period adjustment to a meter/well.

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PPA Cost/Adjustment Type (drop down list box) - This represents the cost type association for the prior period adjustments. These types can be setup thru the 'Other Cost Components' list of the system. These cost types are product specific. Therefore, gas components are only available on gas PPA's, etc. This is a required field.

Description - This allows you to specify a brief description for the PPA. Important Note: This will show up on some statements & screens. It is good to be descriptive of the PPA entry.

Notes - This provides for any notes which you might want to record about the PPA. This is an optional field.

Statement Label Override - This is optional. If entered, then this label will be used on remittance and invoice reports in the applicable accounting month.

Prod Day - This is a required field and represents the specific day to apply the volume & amount.

Volume - This represents the volume adjustment. This is optional. You do not need to enter anything IF the volumes did not change in any way. For example, enter 100 to add 100 volume units on the specific date. You can enter a minus sign to reduce the current volume (a -50 will reduce the existing volume on that day by 50). Important note: You are entering an incremental transaction to what is already there, on that production day. So the number you specify here will be added to the existing number.

Amount - This represents the dollar amount adjustment. This is optional. You do not need to enter anything IF the amounts require not adjustment. For example, enter 100.21 to add 100.21 dollars on the specific date. You can enter a minus sign to reduce the current amount (a -50.45 will reduce the existing amount on that day by 50.45). Important note: You are entering an incremental transaction to what is already there, on that production day. So the number you specify here will be added to the existing number.

Acctg Month (drop down list) - This is a required field. It indicates the future month which will be used (for accounting purposes) to recognize this PPA.

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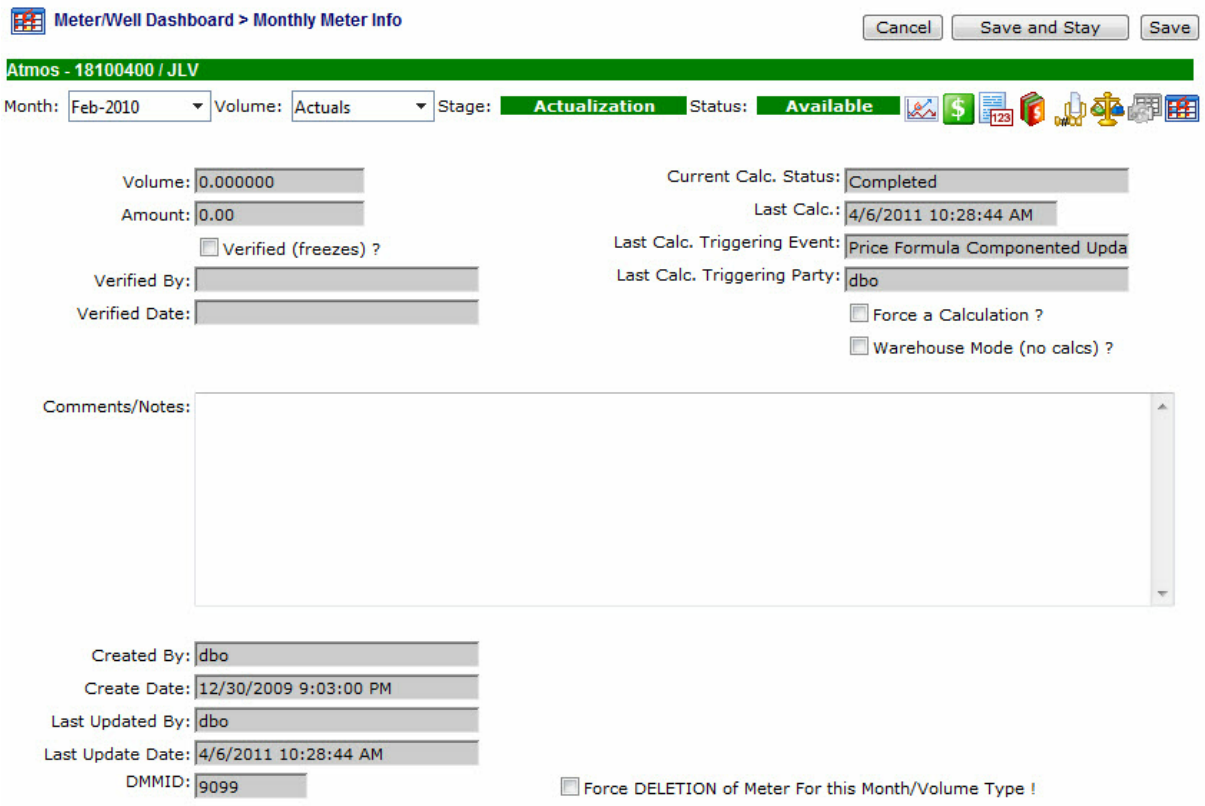
Stand Alone PPA ? (checkbox) - This is required. A stand alone PPA is a PPA which will not be associated to a future deal and meter. THerefore a 'stand alone' invoice or remittance will need to be printed for this particular adjustment (to the counterparty). This normally only checked in those situations where future deals are no longer taking place yet you still have a PPA for the counterparty. A stand alone statement is the preferred method for communicating and settling the adjustment. Important note: if you check this, then you will not be specifying the future accounting month deal or meter.

Acctg. Deal (drop down list) - If this is not a stand along PPA then this is required. You are presented with a list of deals for the given accounting month. Only those deals for the same product type (oil, gas, etc) AND only those deals of he same contract type (purchase, sale, etc.) will show up in this list.

Acctg. Meter/Well (drop down list) - This is the list of specific meters/wells for the accounting deal specified. This is a required field IF this is not a stand alone PPA.

3.5.1.4.8 Meter Monthly Details

The screen below is accessible from the deal meter/well dashboard. Most of this information is read only and informational. This screen shows information relative to the meter/well for the specific production month AND volume type.



Verified (freeze) (check box) - If checked, then this meter/well has been verified and is therefore frozen (even though the month might still be available). This is used during actualization process to indicate that the meter/well has been addressed.

Comments/Notes - You can incorporate any free form text you want, concerning the meter/well, for the production month and volume type selected.

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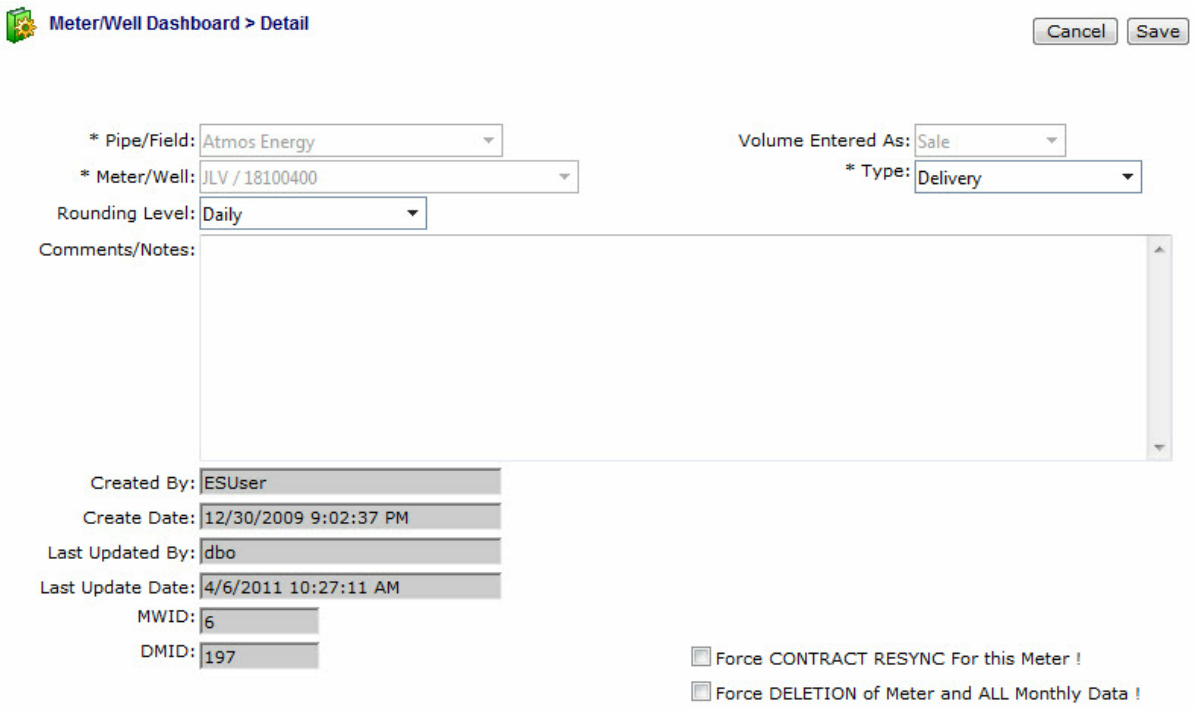
Force a Calculation ? (checkbox) - Check this and hit the save button in order to force a calculation for this meter/well within the selected production and volume type.

Warehouse Mode (no calcs) ? (checkbox) - When this option is checked, it means that this monthly meter is in 'Warehouse Mode'. No calculations will be processed against this particular deal meter/well. Warehouse mode enables external deal information to be stored within **EnergySteward.com** for purposes of reporting and web portals, etc.

Force DELETION of Meter For this Monthly/Volume Type ! (checkbox) - Check this and hit save button in order to force **EnergySteward.com** to remove the monthly meter/well from the deal (must have appropriate security AND the meter/well should have been removed from contract prior to this removal).

3.5.1.4.9 Meter Information

The screen below is accessible from the deal meter/well dashboard. Most of this information is read only and informational. This screen shows information relative to the meter/well on the deal.



Force CONTRACT RESYNC For this Meter ! (checkbox) - Check this and hit save button in order to force **EnergySteward.com** to resynchronize contract settings to the meter/well. This is normally done any time a change is done on the contract (automatically). This checkbox provides a forced override to cause the system to reconfirm/resynchronize contract settings.

Force DELETION of Meter and ALL Monthly Data ! (checkbox) - Check this and hit save button in order to force **EnergySteward.com** to remove the meter/well from the deal (must have appropriate security AND the route should have been removed from contract prior to this removal).

Rounding Level (drop down list) - This indicates how calculations are performed against the meter/well. The possible values and their explanations are listed below:

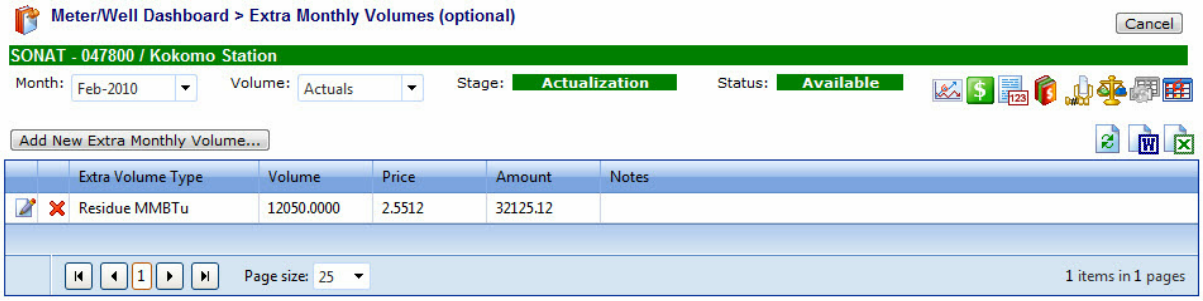
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- **Daily** - Price & cost formulas are applied to the daily volumes, each day, producing a daily total. The monthly total is then the sum of all days (this is the default).
- **Monthly** - Price & cost formulas are applied to the total monthly volume producing a monthly total. Then the monthly volume is prorated back to each day. The total for the month will always equal the monthly volume total times the respective rate. Important Note: Any 'daily rate' formula will continue to calculate based on daily rates.

3.5.1.4.10 Extra Volume Details

The screen below is accessible from the deal meter/well dashboard and shows the optional other cost extra volumes associated to the meter/well. A meter/well does not have to have any additional volume entries. However, in some situations showing these additional sets of numbers (residue, etc.) are needed on invoice and remittance statements. Most of the standard counterparty related reporting (for invoices and remittance) will automatically show these additional/extra volumes, if entered.

When you enter a volume, that volume should represent the monthly volume. The volume will auto propagate to all subsequent volume types for the month of entry. For example, if entered for 'Noms', then that same volume will automatically be posted for actuals and PPA's volumes types (if applicable). This allows for storing and tracking modifications to these extra volumes just as is done with the standard volumes associated on the deal.



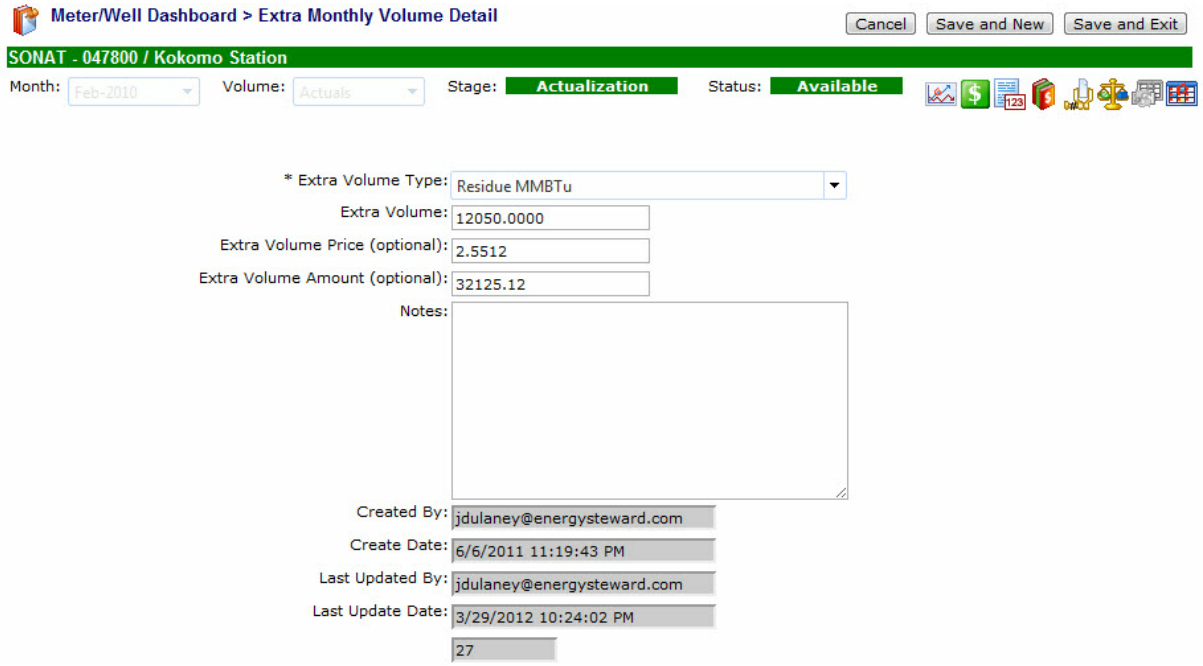
Add New Extra Monthly Volume (button) - Click this button to add a new extra volume entry for the meter/well.

View/Update Extra Monthly Volume (pencil) - Click this button to view/update an existing extra volume entry for the meter/well.

Delete Grid Button (red x) - Click this next to the applicable extra monthly volume entry to remove it from the selected production month. Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.

The following screen is presented when you are adding a new extra volume item to a meter/well.

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Extra Volume Type (drop down list box) - Select the applicable extra volume type in order to assign the 'kind' of volume you will be entering. to assign to the meter/well here. These extra volume types can be setup in the deal configuration extra volume area, enabling an ability to store an unlimited number of additional volumes. Important Note: The extra volume type name is the name that is used to display this volume on invoices/remittance (if entered). Therefore, make sure the volume name you assign to the type is the name as you want it to appear when your counterparties receive their statements.

Extra Volume - This is where the actual volume should be entered.

Extra Volume Price (optional) - This is informational only, and provides you a place to store price related information for the extra volume. Important Note: This is not a calculated field by the system, it is informational only and must be manually populated.

Extra Volume Amount (optional) - This is informational only, and provides you a place to store amount related information for the extra volume. Important Note: This is not a calculated field by the system, it is informational only and must be manually populated.

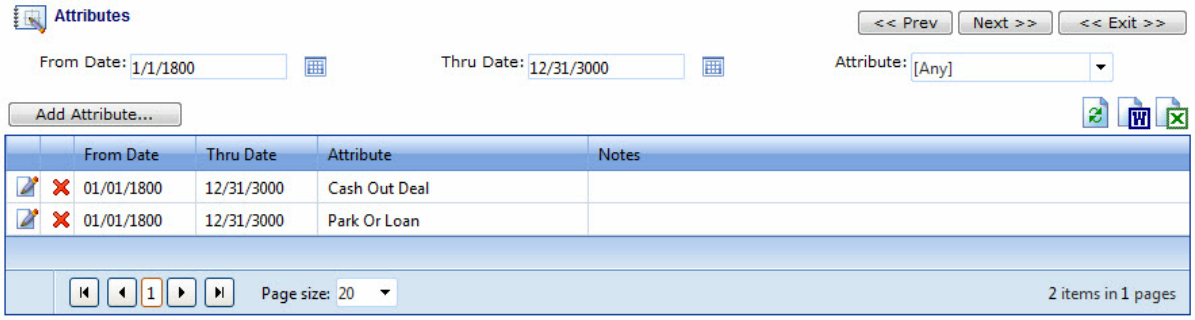
Notes - This area allows you to post any additional notes pertaining to this extra volume.

3.5.1.5 Attributes

Deals within **EnergySteward.com** can optionally have specific attributes created and assigned. These attributes can be anything about the deal which you feel you would be beneficial at 'tagging' the deal. For example, you can setup an attribute called 'Park & Loan' and post this attribute on just thos deals that are park and loan deals. You can setup 'Backfill' as an attribute and tag those deals which should be considered 'Backfill' deals. Basically, the deal attributes provides you a mechanism to define new fields to categorize and identify your deals. Deal attributes can be setup within the deal attribute

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configuration area. The following screen is where you add, browse, update and delete attributes on deals.

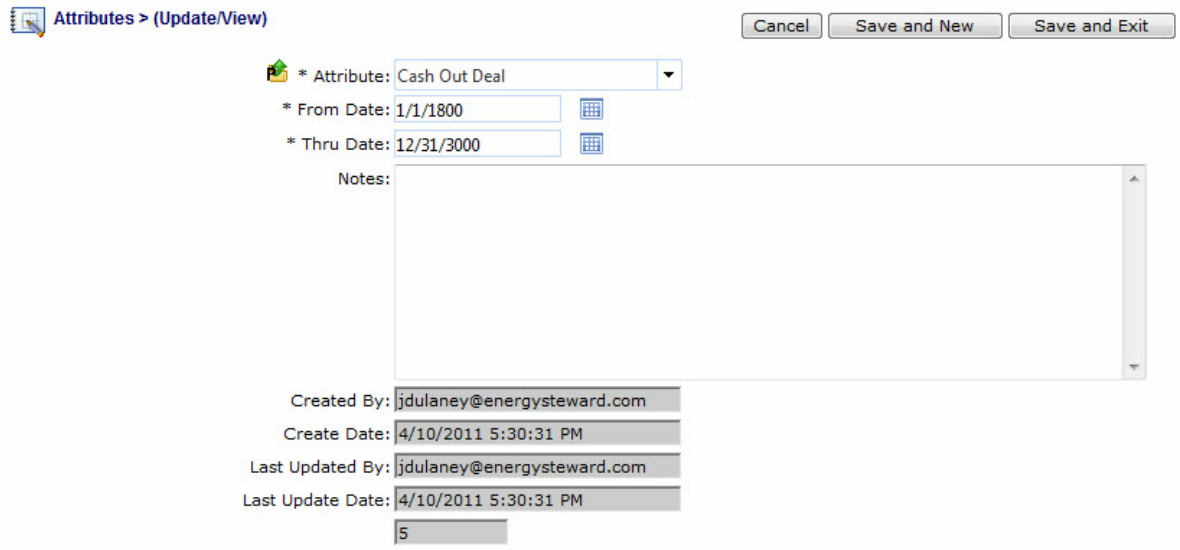


Add Attribute (button) - Click this button to add a new attribute entry for the deal.

View/Edit Grid Button (pencil) - Click this next to the applicable attribute entry in order to change any of the information relevant to the deal attribute.

Delete Grid Button (red x) - Click this next to the applicable attribute that you want to permanently delete. When you delete an attribute, then all information relevant to that deal attribute will be permanently deleted. Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.

The following shows the type detail which you are presented with when adding or updating a deal attribute entry.



Attribute (drop down list box) - Select the attribute from the list of available attributes. See the configuration deal attributes area for creating/updating deal attribute entries. This item also includes a quick add icon for setting these attributes up directly from this screen (if you have appropriate security).

Effective From (popup calendar) - This is a required field. It will default to '01/01/1800'. This should

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be left at the default value unless date effectiveness for this attribute is important.

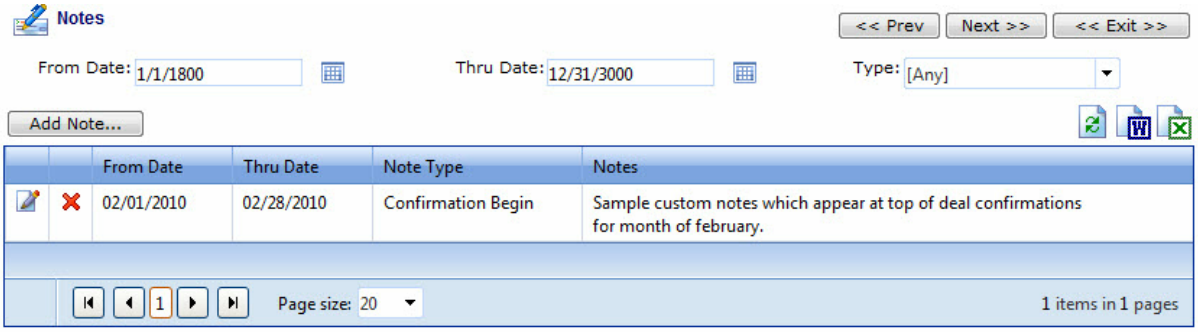
Effective Thru (popup calendar) - This is a required field. It will default to '12/31/3000'. This should be left at the default value unless date effectiveness for this attribute is important.

Notes - Optional. You can specify any comments relative to this attribute assignment in this area.

3.5.1.6 Notes

Deals within **EnergySteward.com** can have an unlimited number of notes associated with them. These notes can be notes which communicate information between departments (marketing messages about a deal to accounting, etc.). In addition, many of the standard reports provide for pulling in custom notes for confirmations, invoices and remittance statements.

Deal notes can be setup by effective dates. In addition, the deal note is assigned a note type. These note 'types' can be setup in the configure deal note types area within this manual.
The following screen shows a sample list of some notes that have been attached to a deal.



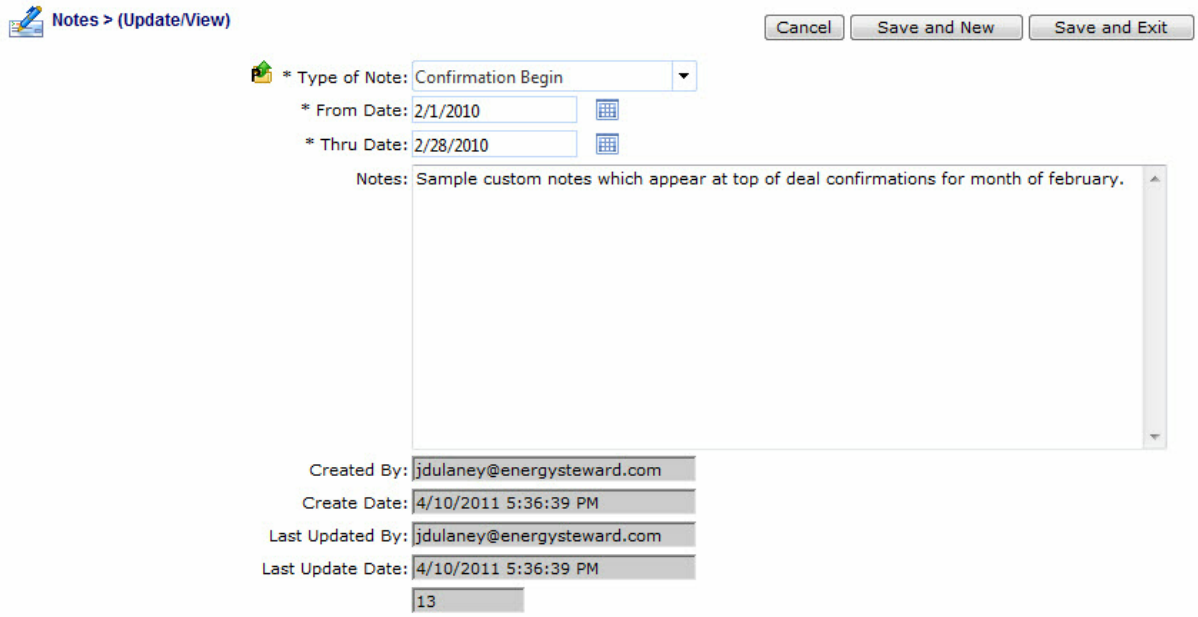
Add Note (button) - Click this button to add a new note to the deal.

View/Edit Grid Button (pencil) - Click this next to the applicable note item in order to change any of the information relevant to the deal note.

Delete Grid Button (red x) - Click this next to the applicable note item that you want to permanently delete. When you delete a note item, then all information relevant to that deal note will be permanently deleted. Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.

The following shows the note detail which you are presented with when adding or updating deal notes.

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Type (drop down list box) - Select the note type from the list of available types. See the configuration deal note types area for creating/updating note types. This item also includes a quick add icon for setting these note types up directly from this screen (if you have appropriate security).

From Date (popup calendar) - This is a required field and represents the date specific to the note item. This will default to your personal default production month setting, but can be changed to any effective from date relevant for the note.

Thru Date (popup calendar) - This is a required field and represents the date specific to the note item. This will default to your personal default production month (end of month) setting, but can be changed to any effective from date relevant for the note. Important Note: A note can span multiple months, you are not limited to single month notes on a deal.

Notes - This is the actual note area. Remember, some notes (based on type) will print on standard reports (confirmation areas, invoice areas, remittance statement areas, etc.). Some notes are simply audit trail notes.

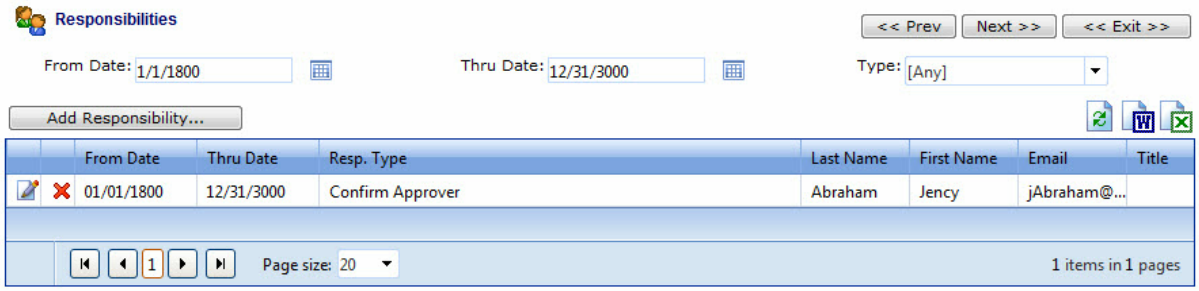
3.5.1.7 Responsibilities

Deals within **EnergySteward.com** can have an unlimited number of responsibilities and users associated with them. These responsibilities indicate which person(s) are responsible for various aspects of the deal (like trader, confirmation approver, etc.). You can have an unlimited number of contact responsibilities assigned to a deal.

Deal responsibilities can be setup by effective dates. In addition, a responsibility type is assigned. These responsibility 'types' can be setup in the configure deal responsibility types area within this manual.

The following screen shows a sample list of some responsibilities assigned to a deal.

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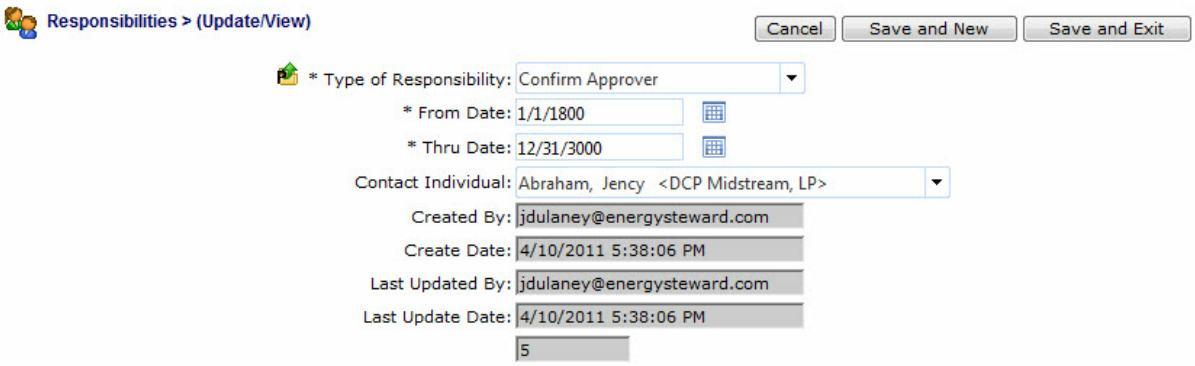


Add Responsibility (button) - Click this button to add a new responsibility to the deal.

View/Edit Grid Button (pencil) - Click this next to the applicable responsibility item in order to change any of the information relevant to the deal responsibility.

Delete Grid Button (red x) - Click this next to the applicable responsibility item that you want to permanently delete. When you delete a responsibility item, then all information relevant to that deal responsibility will be permanently deleted. Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.

The following shows the responsibility detail which you are presented with when adding or updating deal responsibilities.



Type of Responsibility (drop down list box) - Select the responsibility type from the list of available types. See the configuration deal responsibility types area for creating/updating responsibility types. This item also includes a quick add icon for setting these note types up directly from this screen (if you have appropriate security).

From Date (popup calendar) - This is a required field and represents the date specific to the responsibility item.

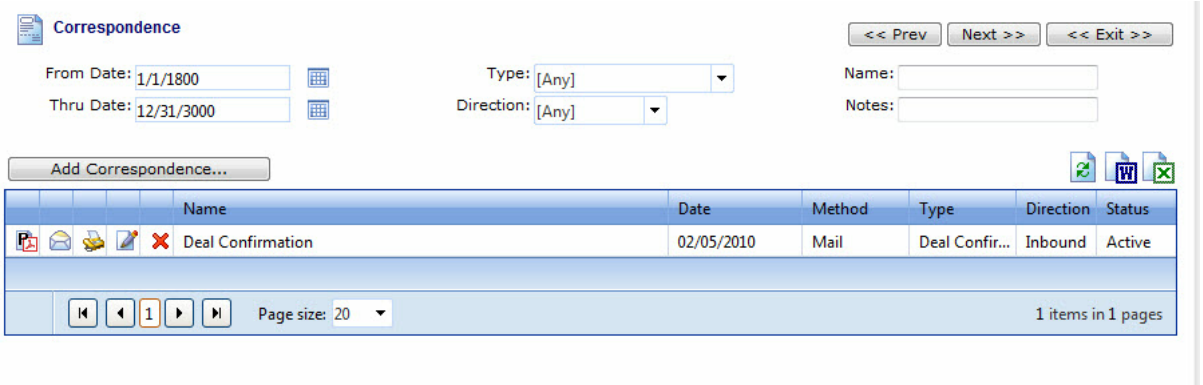
Thru Date (popup calendar) - This is a required field and represents the date specific to the responsibility item. Important Note: A responsibility can span multiple months, you are not limited to single month responsibilities on a deal. If things change, over time, then these effective dates can be updated and new responsible contacts can be setup (preserving history).

Contact Individual (drop down list box) - This is the actual person (contact) which holds the specific responsibility on the deal. The ordered by last name.

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3.5.1.8 Correspondence

Deals within **EnergySteward.com** can have an unlimited number of electronic correspondence (attachments) associated to them. These correspondence items are stored with the deals on the **EnergySteward.com** servers and are readily available for quick online viewing, emailing, faxing. This correspondence feature provides for electronic backups of key deal document artifacts (confirms, invoices, etc.). Appropriate levels of security within **EnergySteward.com** makes these actual documents quickly accessible. More information about deal correspondence types can be found in the configure deal correspondence types area within this manual. Recording these correspondence options are optional, but if entered can provide multiple benefits. Important note: If you already have an electronic documents system to store your artifacts, then this area can store links to your external document system in order to associate these external documents to the deal.



Add Correspondence (button) - Click this button to add a new correspondence item to the deal.

Correspondence Application (grid button) - This represents a graphic image of the type of correspondence which has been saved. This graphic image could represent a PDF report, Excel worksheet,Word document, etc. When you click this grid button you will be prompted to either open/ view the correspondence OR to save it to a local or network drive. Basically, use this button to see the contents of the correspondence. When you click to open/view, then the application (Acrobat Reader, MS Excel, MS Word, etc.) on the client machine will be automatically started and the correspondence will appear when the application opens. Important note: If this is an external URL/Link to a document stored in a 3rd party electronic document system then you will see a GLOBE icon. When you click the GLOBE it will fire off the URL so you can view the correspondence item from its external location.

Email Grid Button (envelope) - Click this next to the applicable correspondence item in order to send this item to someone in your contact list via email.

Fax Grid Button (facsimile) - Click this next to the applicable correspondence item in order to send this item to someone in your contact list via fax. Important note: This option only available if you have the faxing service activated.

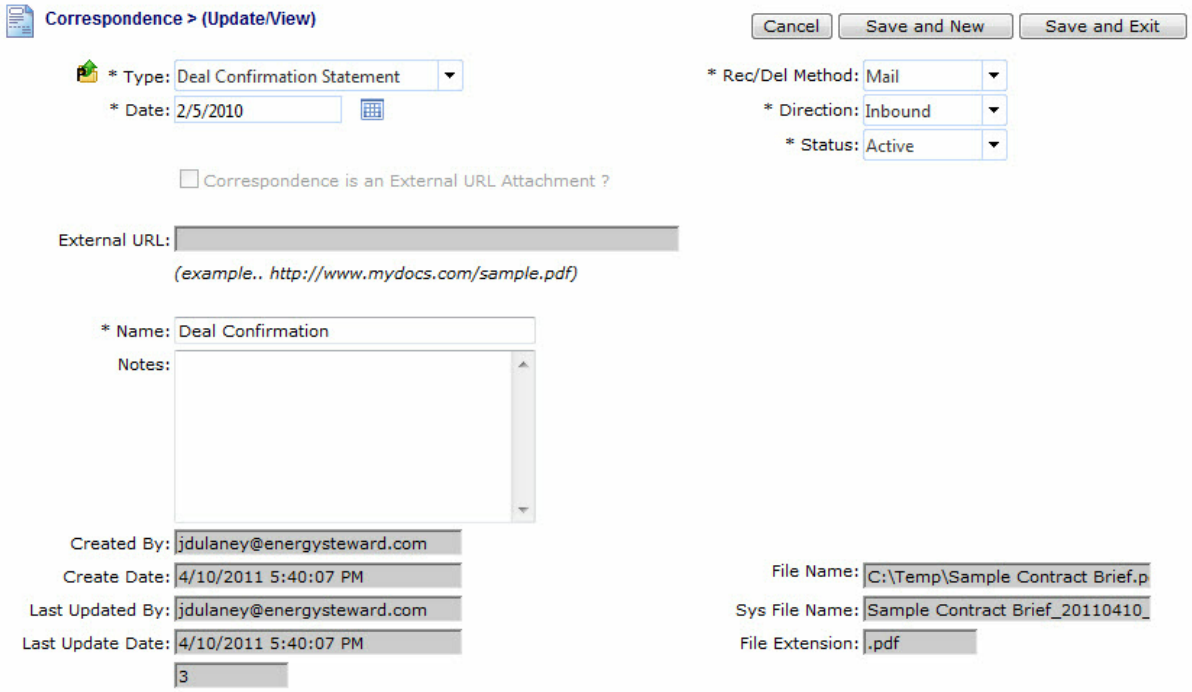
View/Edit Grid Button (pencil) - Click this next to the applicable correspondence item in order to change any of the information relevant to the deal correspondence.

Delete Grid Button (red x) - Click this next to the applicable correspondence item that you want to permanently delete. When you delete a correspondence item, then all information relevant to that deal correspondence will be permanently deleted. Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.

The following shows the correspondence detail which you are presented with when adding or updating

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deal correspondence.



Type (drop down list box) - Select the correspondence type from the list of available types. See the configuration deal correspondence types area for creating/updating correspondence types. This item also includes a quick add icon for setting these correspondence types up directly from this screen (if you have appropriate security).

Date (popup calendar) - This is a required field and represents the date specific to the correspondence item (ie.. if you store a scanned document then you would probably set this date to the document effective date).

Correspondence is an External URL Attachment ? (checkbox) - If this correspondence is a reference to an http or file URL (versus a physical file attachment) then check this box. When unchecked it means that you are planning on uploading a correspondence file/document.

External URL - This area is available to be entered if the "Correspondence is an External URL Attachment ?" is checked. If unchecked, this this field will be grayed out (non enterable).

Name - This is a required field. This is for posting a short name about what you are uploading (or setting up an external link).

Notes - This is optional and can be any related notes about the correspondence which is needed for clarification.

Rec/Del Method (drop down list box) - This is required and is used to indicate how this electronic correspondence was received or delivered. This is informational only.

Direction (drop down list box) - This is required and is used to indicate whether the correspondence was inbound or outbound. This is informational only.

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Status (drop down list box) - This is required and indicates whether or not the correspondence item is active or inactive.

Location (drop down list box) - This indicates the system name where the "Correspondence File" will be (is) located. When you upload the correspondence file it will be stored on system servers within a specific path, referenced by this name. Most of the time this should be left at it's default location. The 'behind the scenes' paths assigned to these names are setup by system administrators.

Correspondence File (file upload area) - This is where you upload the actual electronic file. This file can be graphic image, PDF, Excel, Word, WAV (voice recording), etc. Here are the steps:

1. Click the "Select" button.
2. A file explorer box pops up. Find the file on your local drive or network drive, then select ok.
3. The file name (with local path) will be grayed out, yet appear in the box to the left of the "Select" button.
4. Click the "Send To Server" button.
5. This uploads the file to the appropriate server location (see "Location" description above).
6. The sys file name and extension will appear (protected) directly underneath.
7. Make sure you save and/or exit (to save) once the upload has completed AND the other areas of the screen have been entered.

3.5.1.9 Available

The area within the deal holds all of the various price, other cost and volume adjustment formulas which are utilized by meters/wells and routes on the deal.

3.5.1.9.1 Price Formulas

All available price formulas (for the deal) are setup in this area. The setup up of these formulas is **IDENTICAL** to the setup of the price formulas for the contract. Therefore details about the setup can be obtained from the contract price formulas area within this manual. For the most part, once a formula is setup on the contract, there is seldom a need to set the formula up on the deal (the **EnergySteward.com** contract-to-deal automated synchronization takes care of this). There might be some situations which you might not want to enforce the contract-to-deal synchronization.

There are just a few exceptions/points about the deal price formulas (as compared to contract price formulas) which are different, these include the following:

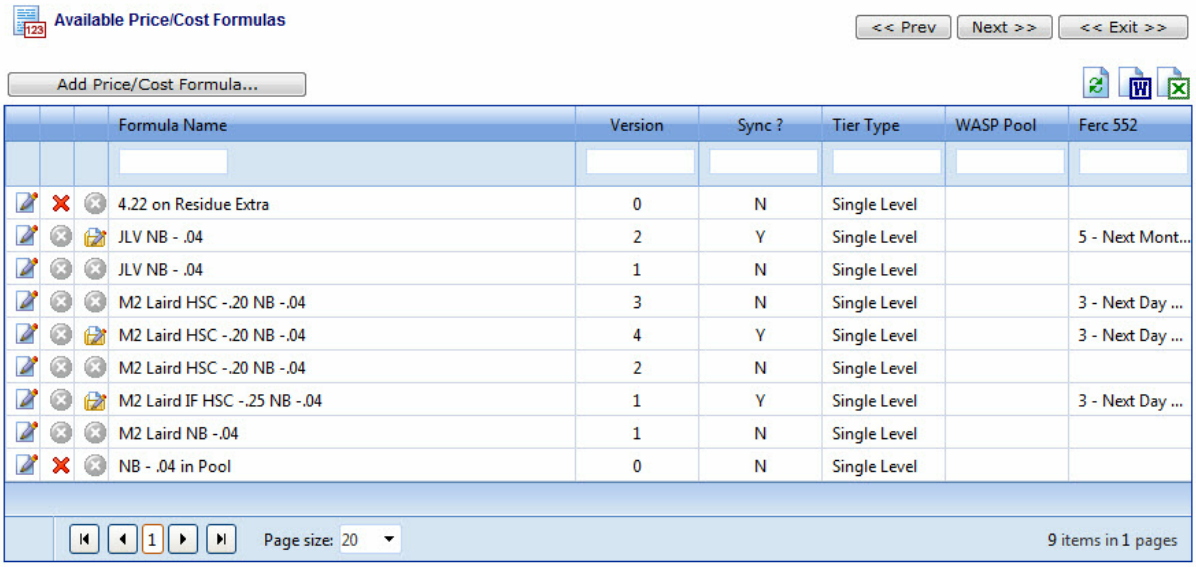
- **Add/Update Formula Restrictions** - The underlying contract for the deal can be setup to only allow changes to the formula from the contract (ie.. no deal level changes). The contract general information area within **EnergySteward.com** contains these settings. If the contract allows for deals to setup their own formulas, then the 'Add Price/Cost Formula' will be available (to add a formula which does not exist on the contract).

- **Version #** - Price formula's on a contract might change, over time. Sometimes these changes are done against a formula which has already been used on a 'Frozen' production month. **EnergySteward.com** will automatically synchronize to a new version (of the contract formula) to the deal(s) AND retaining historical versions which are still associated to the 'Frozen' production months. This provides for automated historical tracking and preservation of pricing rules between the contract and deals. Important note: If the contract price formula changes on the contract AND the corresponding deal price formula has yet to be frozen in a production volume, then the formula will update with no corresponding version increment. The

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synchronization process will only create a new version of the price formula if the previous version is associated with a frozen production volume.

- **Sync ?** - This is a Y or N. The price formulas which are still synchronized with the underlying contracts will show a 'Y'. When a price formula becomes historical (a new version is created) then it's synchronized flag is set to a 'N').



Edit (pencil button) - Click this in order to browse or update (if applicable) the price formula.

Delete (red 'X' button) - Click this in order to delete (if applicable) the price formula.

Transfer To Contract Formula (contract button) - Click this to transfer to the contract price formula which is synchronized to this formula.

3.5.1.9.2 Other Cost Formulas

All available other cost formulas (for the deal) are setup in this area. The setup up of these formulas is **IDENTICAL** to the setup of the other cost formulas for the contract. Therefore details about the setup can be obtained from the contract other cost formulas area within this manual. For the most part, once a formula is setup on the contract, there is seldom a need to set the formula up on the deal (the **EnergySteward.com** contract-to-deal automated synchronization takes care of this). There might be some situations which you might not want to enforce the contract-to-deal synchronization.

There are just a few exceptions/points about the deal other cost formulas (as compared to contract other cost formulas) which are different, these include the following:

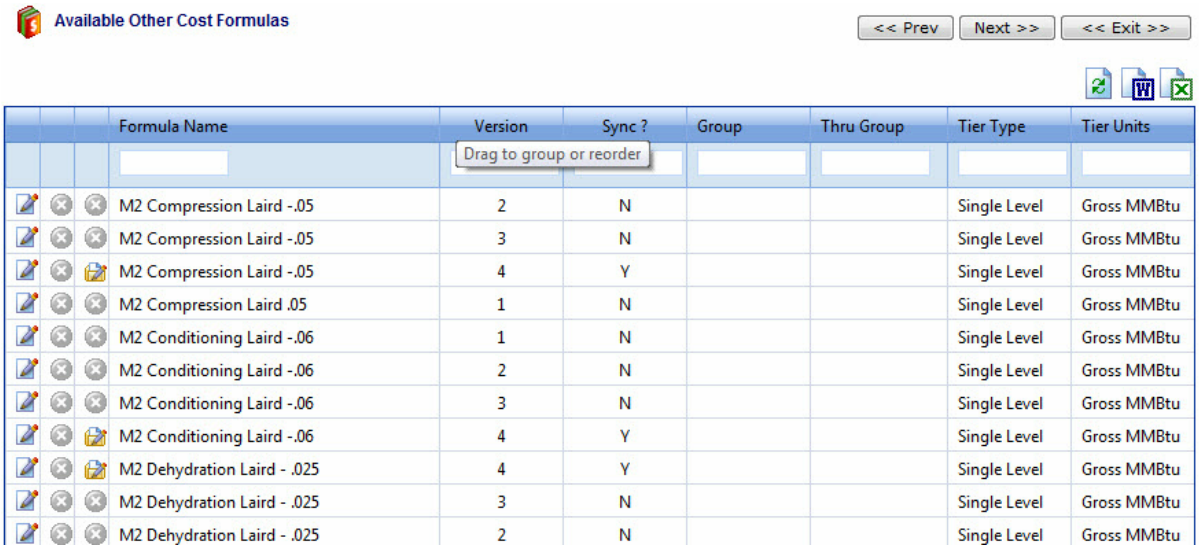
- **Add/Update Formula Restrictions** - The underlying contract for the deal can be setup to only allow changes to the formula from the contract (ie.. no deal level changes). The contract general information area within **EnergySteward.com** contains these settings. If the contract allows for deals to setup their own formulas, then the 'Add Other Cost Formula' will be available (to add a formula which does not exist on the contract).

- **Version #** - Other cost formula's on a contract might change, over time. Sometimes these

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changes are done against a formula which has already been used on a 'Frozen' production month. **EnergySteward.com** will automatically synchronize to a new version (of the contract formula) to the deal(s) AND retaining historical versions which are still associated to the 'Frozen' production months. This provides for automated historical tracking and preservation of other cost rules between the contract and deals. Important note: If the contract other cost formula changes on the contract AND the corresponding deal other cost formula has yet to be frozen in a production volume, then the formula will update with no corresponding version increment. The synchronization process will only create a new version of the other cost formula if the previous version is associated with a frozen production volume.

- **Sync ?** - This is a Y or N. The other cost formulas which are still synchronized with the underlying contracts will show a 'Y'. When a other cost formula becomes historical (a new version is created) then it's synchronized flag is set to a 'N').



Formula Name	Version	Sync ?	Group	Thru Group	Tier Type	Tier Units
M2 Compression Laird -.05	2	N			Single Level	Gross MMBtu
M2 Compression Laird -.05	3	N			Single Level	Gross MMBtu
M2 Compression Laird -.05	4	Y			Single Level	Gross MMBtu
M2 Compression Laird .05	1	N			Single Level	Gross MMBtu
M2 Conditioning Laird -.06	1	N			Single Level	Gross MMBtu
M2 Conditioning Laird -.06	2	N			Single Level	Gross MMBtu
M2 Conditioning Laird -.06	3	N			Single Level	Gross MMBtu
M2 Conditioning Laird -.06	4	Y			Single Level	Gross MMBtu
M2 Dehydration Laird - .025	4	Y			Single Level	Gross MMBtu
M2 Dehydration Laird - .025	3	N			Single Level	Gross MMBtu
M2 Dehydration Laird - .025	2	N			Single Level	Gross MMBtu

Edit (pencil button) - Click this in order to browse or update (if applicable) the other cost formula.

Delete (red 'X' button) - Click this in order to delete (if applicable) the other cost formula.

Transfer To Contract Formula (contract button) - Click this to transfer to the contract other cost formula which is synchronized to this formula.

3.5.1.9.3 Volume Adjustment Formulas

All available volume adjustment formulas (for the deal) are setup in this area. The setup up of these formulas is IDENTICAL to the setup of the other volume adjustment formulas for the contract. Therefore details about the setup can be obtained from the contract volume adjustment formulas area within this manual. For the most part, once a formula is setup on the contract, there is seldom a need to set the formula up on the deal (the **EnergySteward.com** contract-to-deal automated synchronization takes care of this). There might be some situations which you might not want to enforce the contract-to-deal synchronization.

There are just a few exceptions/points about the deal volume adjustment formulas (as compared to contract volume adjustment formulas) which are different, these include the following:

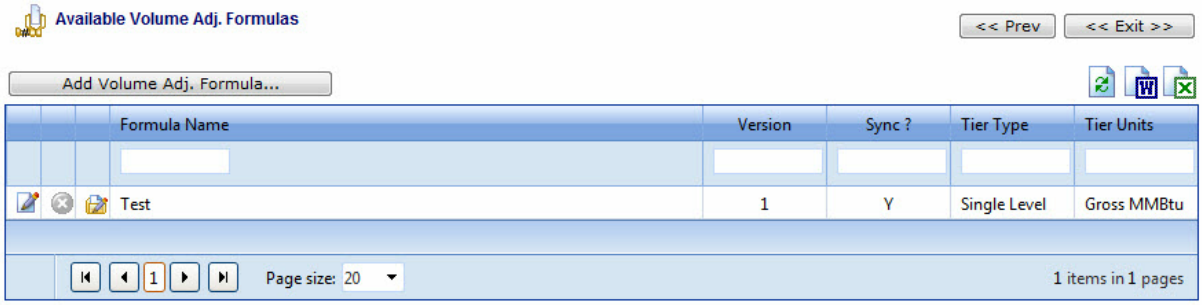
- **Add/Update Formula Restrictions** - The underlying contract for the deal can be setup to only allow changes to the formula from the contract (ie.. no deal level changes). The contract

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general information area within **EnergySteward.com** contains these settings. If the contract allows for deals to setup their own formulas, then the 'Add Volume Adj. Formula' will be available (to add a formula which does not exist on the contract).

- **Version #** - Volume adjustment formula's on a contract might change, over time. Sometimes these changes are done against a formula which has already been used on a 'Frozen' production month. **EnergySteward.com** will automatically synchronize to a new version (of the contract formula) to the deal(s) AND retaining historical versions which are still associated to the 'Frozen' production months. This provides for automated historical tracking and preservation of volume adjustment rules between the contract and deals. Important note: If the contract volume adjustment formula changes on the contract AND the corresponding deal volume adjustment formula has yet to be frozen in a production volume, then the formula will update with no corresponding version increment. The synchronization process will only create a new version of the volume adjustment formula if the previous version is associated with a frozen production volume.

- **Sync ?** - This is a Y or N. The volume adjustment formulas which are still synchronized with the underlying contracts will show a 'Y'. When a volume adjustment formula becomes historical (a new version is created) then it's synchronized flag is set to a 'N').



Edit (pencil button) - Click this in order to browse or update (if applicable) the volume adjustment formula.

Delete (red 'X' button) - Click this in order to delete (if applicable) the volume adjustment formula.

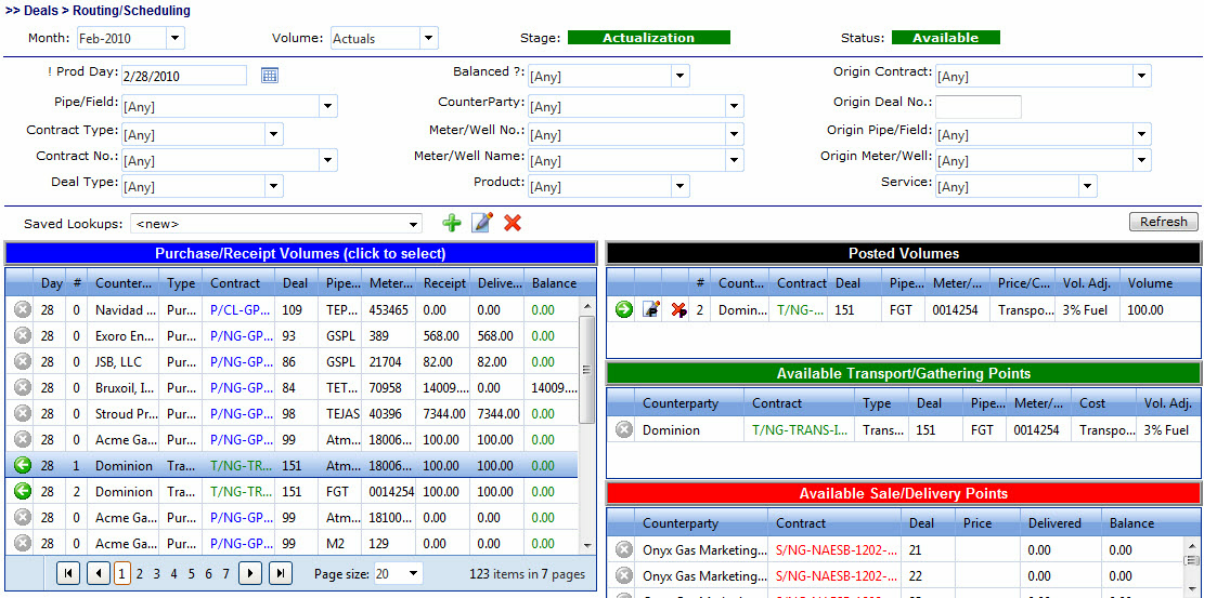
Transfer To Contract Formula (contract button) - Click this to transfer to the contract volume adjustment formula which is synchronized to this formula.

3.5.2 Routing/Scheduling

The screen below represents the primary screen utilized for routing/scheduling of volumes.

The following screen shows, by production day, the volume routing instructions for all deal meter/well volumes which are included within your lookup query. Receipt points show in the left grid ("Purchase/ Receipt Volumes (click to select)"). When you select one of the items in the receipt grid, then any posted routes ("Posted Volumes" grid) will appear AND any available transport/gathering or sales deals appear. Buttons can be clicked on these grids to add new route segments, update existing posted volumes, etc.

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Purchase/Receipt Volumes (click to select) Grid - This grid shows the various volume receipt points. By clicking on a grid item, the right side 3 grids will automatically refresh (posted volumes available transport/gathering points and available sale/delivery points). A left green arrow may be displayed to allow you to click and proceed backwards down the volume path.

Posted Volumes Grid - This will populate with existing destinations (transports, sales, etc.) for the selected receipt volume (left grid). An option exists here to hit the edit (pencil icon) or the delete (red x) icon in order to update or delete the route information. You can click the green right arrow to go forward down the volume path.

Available Transport/Gathering Points Grid - This will populate with any 'available' transport or gathering points where the receipt volume (left grid) can be delivered. Click the route icon next to the segment where you wish to move volume. Important note: The icons will not be able to be pushed IF their is no remaining balance for the selected receipt item (left grid item selected must have an outstanding balance).

Available Sale/Delivery Points Grid - This will populate with any 'available' sales points where the receipt volume (left grid) can be delivered. Click the route icon next to the sales point you wish to move volume Important note: The route icon will no be able to be pushed IF there is no remaining balance for the selected receipt point item (leff grid selected item must have a balance).

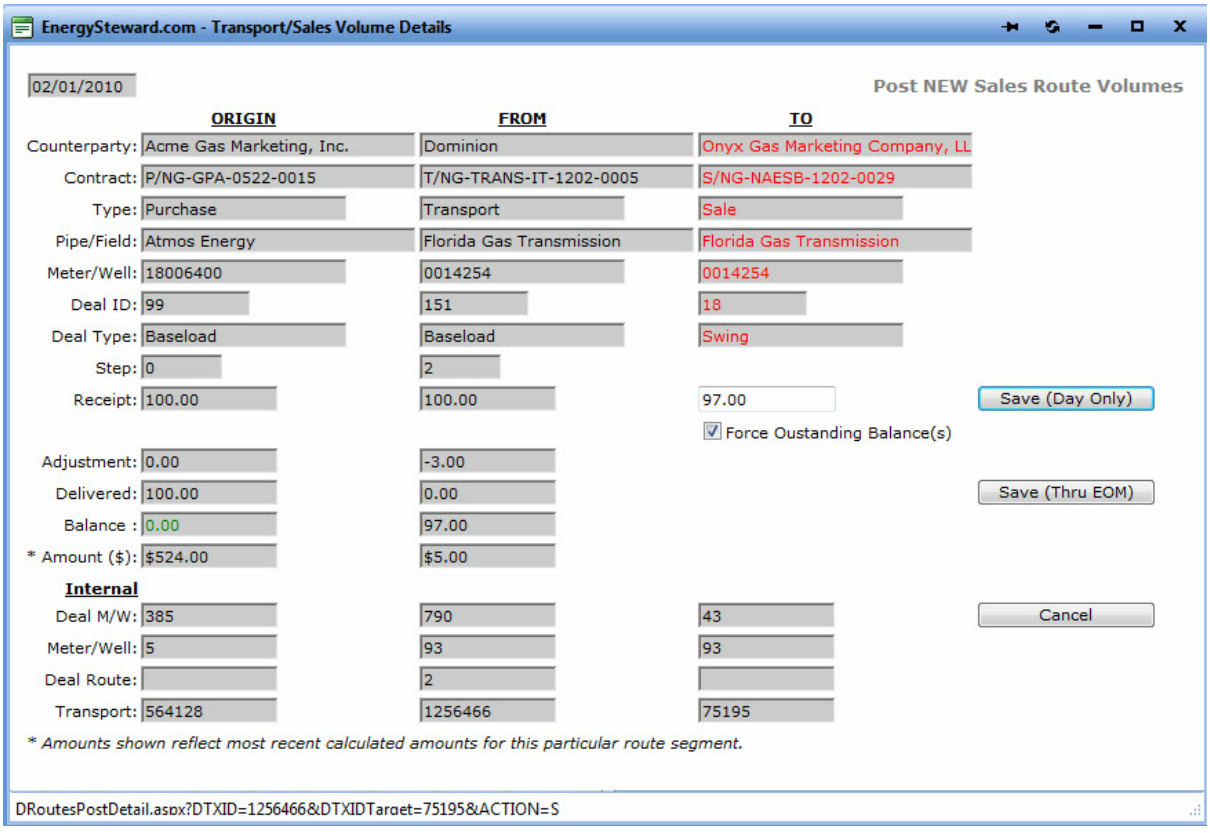
Some relevant information regarding the routing/scheduling of volumes within **EnergySteward.com** :

1. A delivery point on the same transport/gathering contract is a valid TO and/or DELIVERY destination for purchase/receipt volume (if route between the two have been setup on the contract and deal).
2. A receipt point on a different contract where the meter/well matches the meter/well you are transporting from (ie.. "Purchase Contract A / Meter #1" can have volume routed to "Transport Contract Q / Meter #1, etc.). Once the volume is put on the transport contract then the volume can move on the transport contract to different delivery points (dependent on route setup).
3. The origin of the volume is always tracked with the volume. No matter where the volume is routed, it can always be traced back to its origin.

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4. Volumes can be split (half to one contract or sale, half to another, etc.). There are no limits on how many paths a volume can take at any given point.
5. Step '0' volumes are always the place where the volumes were brought on (original purchase meters/wells or the original receipt points (on transport contracts).
6. Step '1' is one route segment from origin, '2' is two route segments from origin, etc. You can tell relatively how far away a given volume is from its origin by looking at the step number for the routing instructions.
7. Volume balancing reports can be run to determine where any imbalances exist.
8. Purchase deals with WASP calculations are critical with the routing/scheduling function.
9. Volume adjustments are automatically calculated and deducted when routing volumes on routes with volume adjustment formulas.

When you click any of the buttons from the routing screen (change posted volumes, delete posted volumes, post new transport/gathering, post new sales route volumes, etc.) then you will be presented with the following screen:



The above screen shot will show the origin of the volume (ORIGIN area), the most recent receipt point (FROM area) and the new target delivery point (TO area).

Receipt Volume (TO): - Use this field to enter the volume to be routed.

Force Outstanding Balances (checkbox) - When you check (select) this checkbox, then any

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outstanding balances (greater or lesser) for the current route on the current or any subsequent days will be used for the route.. For example: If you have 100 volume on each day but on last 3 days you have 110. If you are on day one and you select 100 as your volume to route AND check this checkbox. Then select 'Save (Thru EOM)'. All of the 100 volume days AND the last 3 110 volume days will have their entire outstanding balances routed (not limited to initial 100). This can be useful when you have varying daily volumes yet you want to make sure that all volumes on that day get the same route instruction.

Save (thru EOM) (button) - Click this button to save your volume routing instructions for the selected production day AND for all subsequent production days thru the end of the month.

Save (Day) (button) - Click this button to save your volume routing instructions for the selected production day only.

3.5.3 Tickets

EnergySteward.com includes an ability to automatically store, calculate, and process oil run tickets. These oil run tickets can either be pre calculated (adjusted for API temperature and gravity prior to import into **EnergySteward.com**) OR **EnergySteward.com** can be configured to automatically calculate gross and net barrels (adjusting for API gravity and temperature) during the import/validation process.

The following illustrates the high level processing that **EnergySteward.com** automatically performs on oil run tickets.

1. Automatic electronic import of oil run tickets (pre and/or post net calculated tickets).
2. Handles tanks and/or meter run tickets.
3. Extensive validations to ensure that lease, tanks/meters and delivery injection points exist at time of import.
4. Options to automatically process/post ticket volumes to underlying deals, which:
    - Applies Net Calculated Volumes to Receipt Points (Leases)
    - Transports Receipt Volumes to Delivery Injection Points (on a contract routes)
    - Delivers Transported Volumes off Delivery Injection Points
5. Automatic Calculations Based on **EnergySteward.com** Contract Formulas
6. Transportation Invoice and Crude Transport Statement Generation

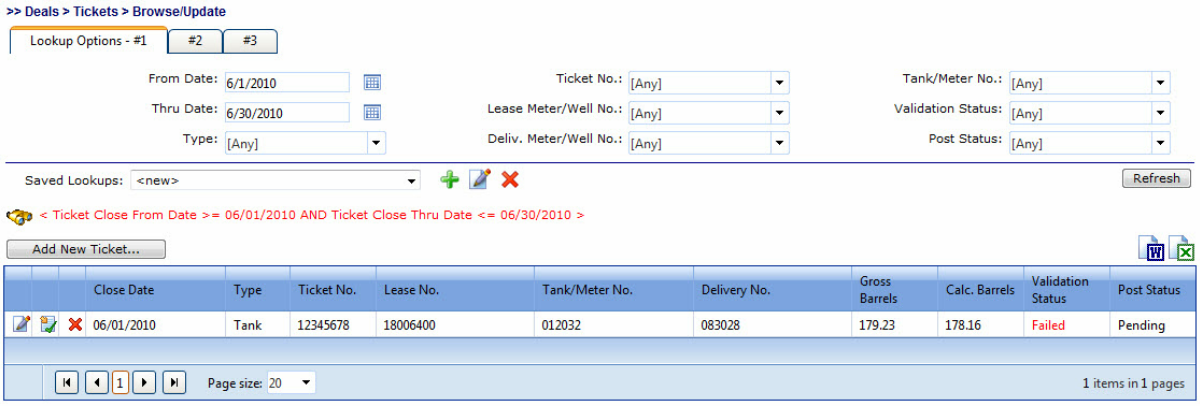
3.5.3.1 Browse/Update

This represents the area where deal oil run tickets are browsed, updated and deleted (manual additions of the tickets can be done here as well).

Important note: The electronic import of tickets can be found in the 'Deal Time Savers' area. Once these tickets are loaded, they will show up in this area and then can optionally be manually worked (if necessary).

The screen shot below shows where you add, update and browse deal run ticket information.

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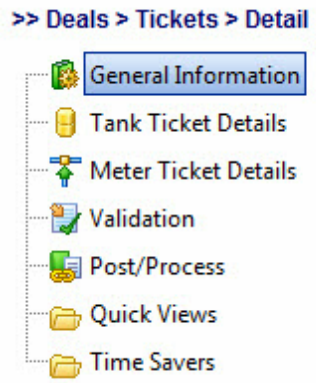
Add New Ticket (button) - Click this button to manually add a new deal run ticket. In most cases the tickets are loaded electronically (see Deal Time Savers area in this manual).

View/Edit Grid Button (pencil) - Click this next to the applicable run ticket in order to browse or change any of the information relevant to the run ticket.

Validation (check button) - Click this button in order to force a ticket validation. This is necessary sometime when tickets load but have setup errors (ie. lease not found, tank not found, injection point not found, no strap tables, etc.). The data within **EnergySteward.com** can be corrected and then the ticket can be revalidated (recalculating gross and net volumes, resolving all receipt, transport and delivery areas, etc.). Tickets normally will attempt to validate when they are initially posted AND when any change is made against them. However, sometimes these tickets are fine, just the reference setup within **EnergySteward.com** needs to be corrected. In those situations, the revalidation button can be clicked once the reference data has been setup correctly.

Delete Grid Button (red x) - Click this next to the applicable run ticket that you want to permanently delete. When you delete a deal run ticket, if the ticket has been processed, then then adjustments will automatically be performed against the deals (volumes reduced from the receipt, delivery and transport routes).

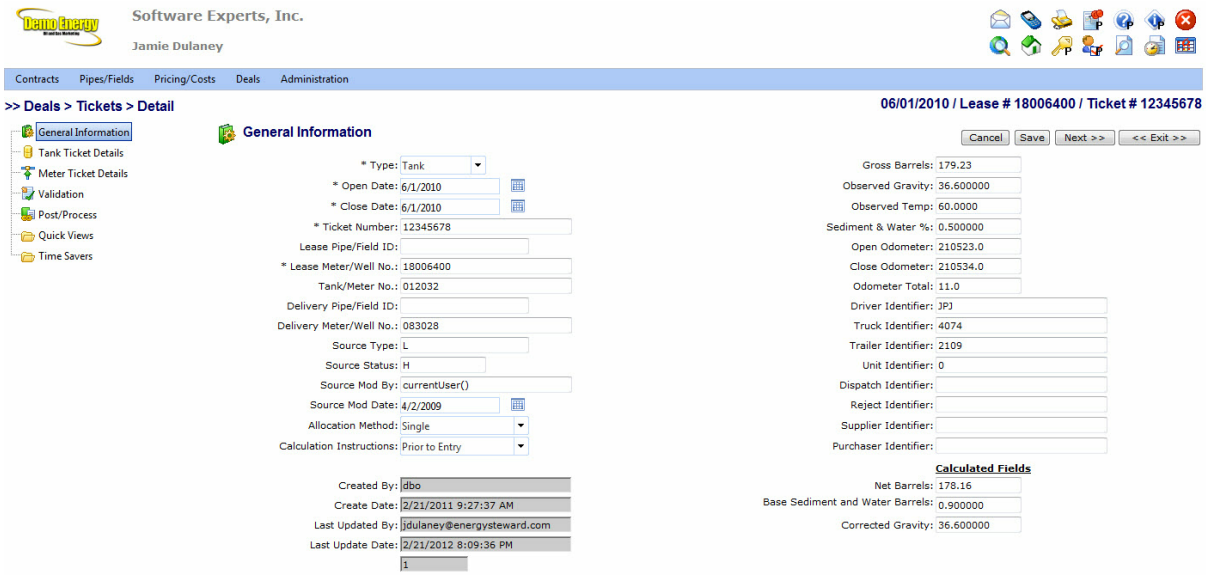
The following lists out the various areas of information relative to a specific run ticket within the system. This is the tree navigation area which you will see when you add, browse or update a run ticket with the initial screen being set to the 'General Information' screen.



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3.5.3.1.1 General Information

This represents the main screen which is used when either adding or updating a deal oil run ticket. This fields on this screen are protected IF the ticket has already been processed to deals. While the ticket is in a pre post status it can be manually updated. Validation of the ticket takes place everytime the ticket is modified.



Type (drop down list box) - Possible values include 'Tank' or 'Meter'.

Open Date - This must be a valid date (with or without time component), indicating when the tank/meter valve was opened.

Close Date - This must be a valid date (with or without time component), indicating when the tank/meter valve was closed. The value here CANNOT precede the open date/time value.

Ticket Number - This represents the ticket number from the ticket.

Lease Pipe/Field ID - This indicates the pipe/field ID (short name) which helps identify the lease well. If not provided then the lease well by itself will be used BUT it must be unique across all pipe/fields.

Lease Meter/Well No. - This represents the meter/well number for this particular ticket lease well. This must match the specific meter/well number on **EnergySteward.com**.

Tank Meter/Well No. - This represents the meter/well number for the particular tank (if tank ticket) OR measurement meter (if meter ticket). This must match an existing meter/well number on **EnergySteward.com**.

Delivery Pipe/Field ID - This indicates the pipe/field ID (short name) which helps identify the delivery point. If not provided then the delivery meter/well number by itself will be used BUT it must be unique across all pipe/fields.

Delivery Meter/Well No. - If provided then full route transactions will be done for this ticket (ie.. Posting receipt volume, transfer to delivery point, post delivery volume). If not provided then the ticket volumes will be posted at the receipt point only. Note, if the delivery pipe/field is not provided then this well number must be unique and match an existing meter/well number on **EnergySteward.com**.

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Source Type - Can be used to store any external source system type code for informational purposes.

Source Status - The ticket source system status information.

Source Mod By - The ticket source system last updated by information.

Source Mod Date - The ticket source system last updated date information.

Allocation Method (drop down list box) - This represents the allocation method to utilize when ultimately posting the corrected ticket volume to contract deals. If this column is not provided then the default (marked with an asterisks) will be used. **Single** - Expect to find only a single instance (single deal with this ticket lease well) to post to deals.

Calculation Instructions (drop down list box) - Corrected volume calculation instructions for dealing with this ticket.

> **Prior to Entry** - meaning corrected/calculated volumes supplied on this ticket.
> **During Entry** - means the load/manual entry should calculate the the volumes as part of the load (during validation step).

Gross Barrels - The gross barrels on the ticket.

Observed Gravity - The ticket observed gravity.

Observed Temp - The ticket observed temperature.

Sediment & Water Percentage - Sediment and water percentage.

Open Odometer - The open odometer reading.

Close Odometer - The close odometer reading.

Odometer Total - The total odometer.

Driver Identifier - The driver identification information can be posted here.

Truck Identifier - The truck identification information can be posted here.

Trailer Identifier - The trailer identification information can be posted here.

Unit Identifier - The unit identification information can be posted here.

Dispatch Identifier - The dispatch identification information can be posted here.

Reject Identifier - Ticket rejection identification can be posted here.

Supplier Identifier - When uploading a ticket, you can specify an identifier to represent the supplier. When this identifier is present then the ticket will be processed as though a supply contract/deal will ultimately have its posted volume. This identifier should MATCH an existing company cross reference which was setup specifically for oil ticket processing. The specific cross reference 'type' is configured as part of your subscription.

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Purchaser Identifier - When uploading a ticket, you can specify an identifier to represent the purchaser (sale). When this identifier is present then the ticket will be processed as though a sales contract/deal will ultimately have its posted volume. This identifier should MATCH an existing company cross reference which was setup specifically for oil ticket processing. The specific cross reference 'type' is configured as part of your subscription.

Important Note: When posting a ticket where the lease and delivery well are the same AND when a supplier and purchaser are specified, then the post process will update supply/purchase deals PLUS sales/delivered deals PLUS a back-to-back route instruction will be posted between the supply and sale.

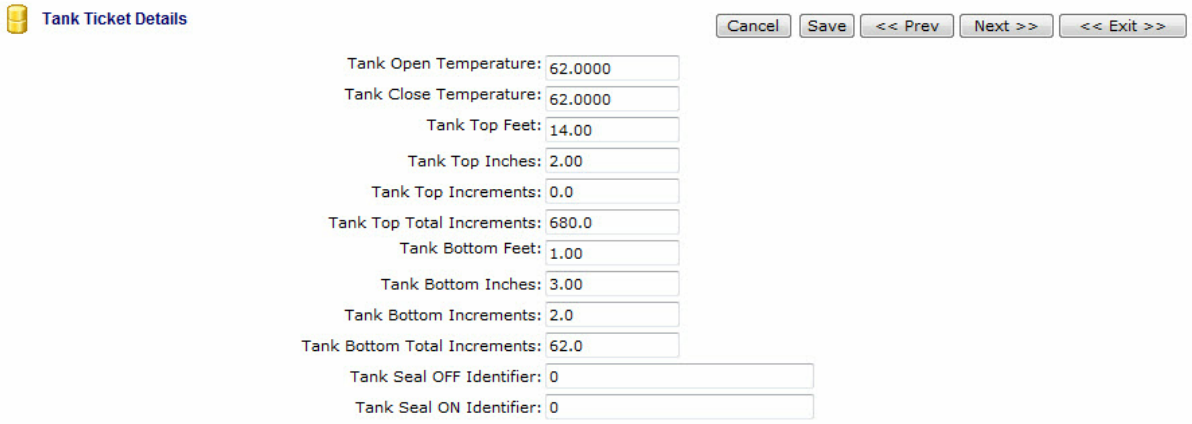
Calculated Net Barrels - If the calculation instructions are 'Prior to Entry' then this is a required field. Otherwise, it is the calculated net barrels.

Base Sediment and Water Barrels - If the calculation instructions are 'Prior to Entry' then this is a required field. Otherwise, it is the calculated BS&W Barrels.

Corrected Gravity - If the calculation instructions are 'Prior to Entry' then this is a required field. Otherwise, it is the calculated corrected gravity.

3.5.3.1.2 Tank Ticket Details

If the ticket is a tank ticket then this screen will list all of the tank specific information from the ticket.



Tank Open Temperature - If ticket type is 'Tank' then required. Should be the open temperature.

Tank Close Temperature - If ticket type is 'Tank' then required. Should be the close temperature.

Tank Top Feet - If ticket type is 'Tank' then required. Should be the feet measurement for top of tank.

Tank Top Inches - If ticket type is 'Tank' then required. Should be the inches measurement for top of tank.

Tank Top Increments - If ticket type is 'Tank' then required. Should be the fractional 1/4" (or 1/8") measurement for top of tank.

Tank Top Total Increments - If ticket type is 'Tank' then required. Should be the total 1/4" (or 1/8") increments measurements for top of tank.

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Tank Bottom Feet - If ticket type is 'Tank' then required. Should be the feet measurement for bottom of tank.

Tank Bottom Inches - If ticket type is 'Tank' then required. Should be the inches measurement for bottom of tank.

Tank Bottom Increments - If ticket type is 'Tank' then required. Should be the fractional 1/4" (or 1/8") measurement for bottom of tank.

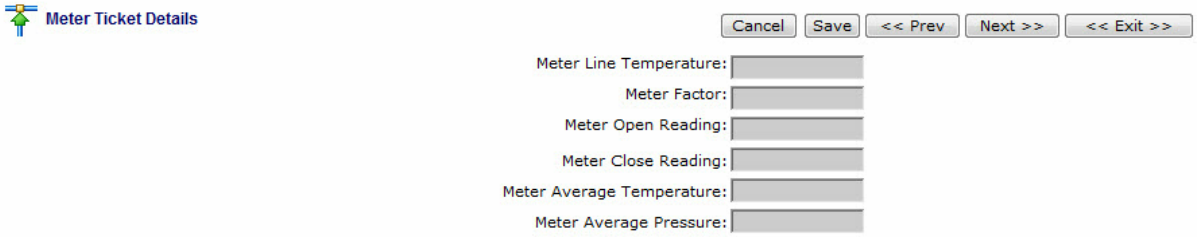
Tank Bottom Total Increments - If ticket type is 'Tank' then required. Should be the total 1/4" (or 1/8") increments measurements for bottom of tank.

Tank Seal OFF Identifier - This indicates the seal off identifier for the tank seal.

Tank Seal ON Identifier - This indicates the seal on identifier for the tank seal.

3.5.3.1.3 Meter Ticket Details

If the ticket is a meter ticket then this screen will list all of the meter specific information from the ticket.



Meter Line Temperature - If ticket type is 'Meter' then required. This indicates the meter line temperature.

Meter Factor - If ticket type is 'Meter' then required. This indicates the factor used when calculating corrected values. Defaults to '1' not provided.

Meter Open Reading - If ticket type is 'Meter' then required. This indicates the open reading on the meter.

Meter Close Reading - If ticket type is 'Meter' then required. This indicates the close reading on the meter.

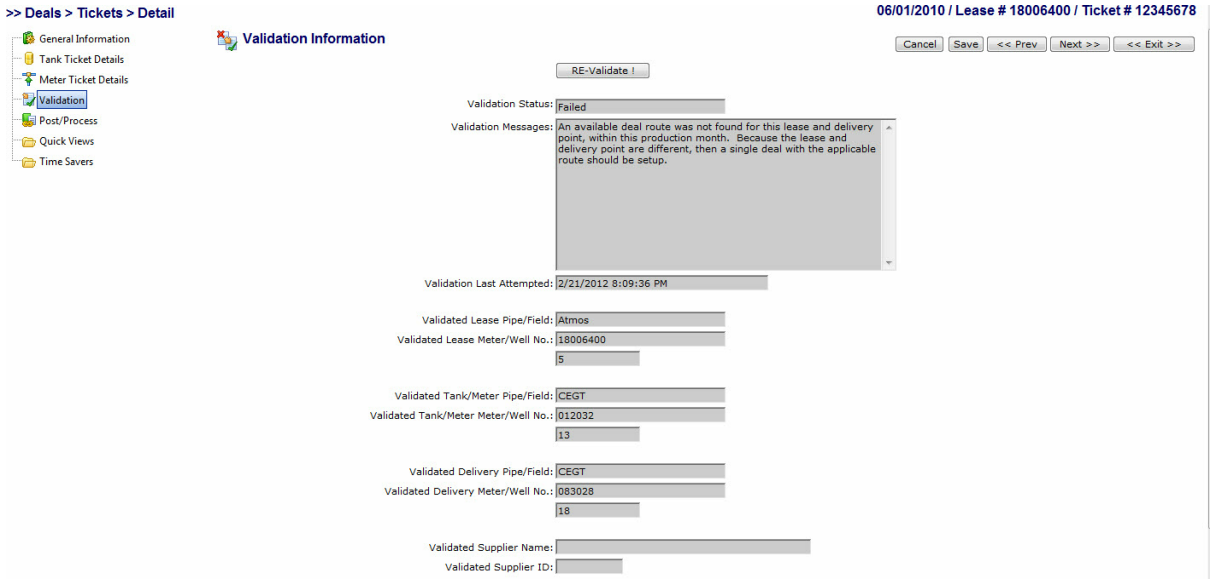
Meter Average Temperature - If ticket type is 'Meter' then required. This indicates the average temperature on the meter.

Meter Average Pressure - If ticket type is 'Meter' then required. This indicates the average pressure for the meter.

3.5.3.1.4 Validation

This screen shows the results of the validation on the ticket. In addition, on this screen, you can optionally "RE-Validate" the ticket. If there are any validation messages (errors encountered during the validation/calculation phase), then they would appear in the validation messages area within this screen.

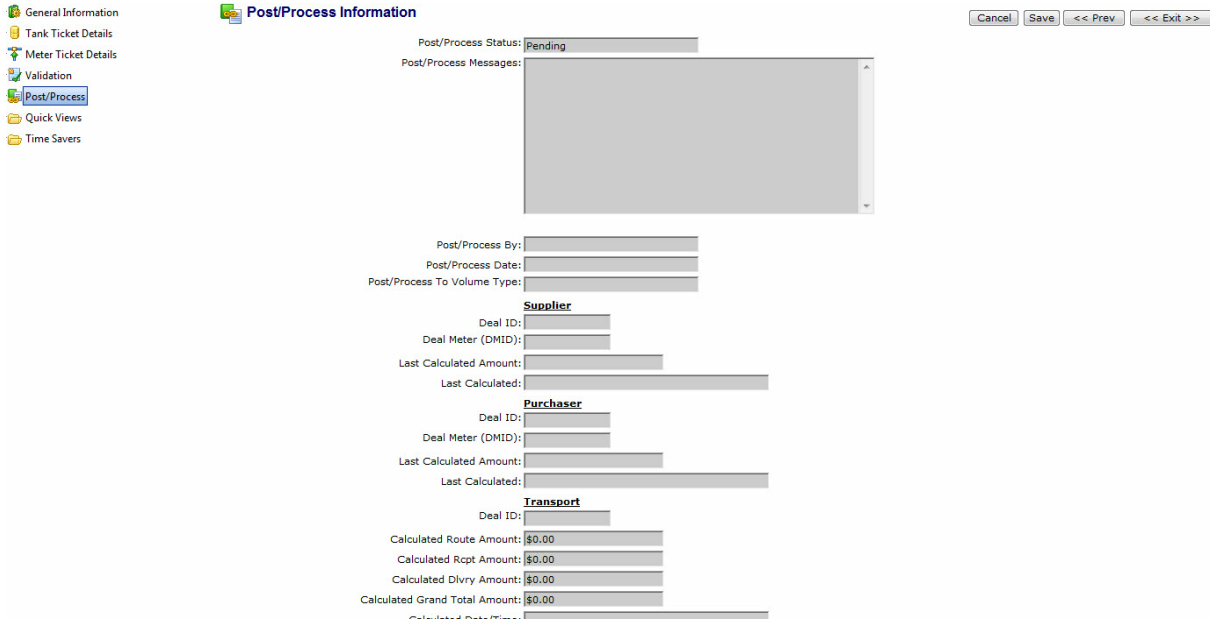
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RE-Validate (button) - Push this button in order to revalidate/recalculate the ticket.

3.5.3.1.5 Post/Process

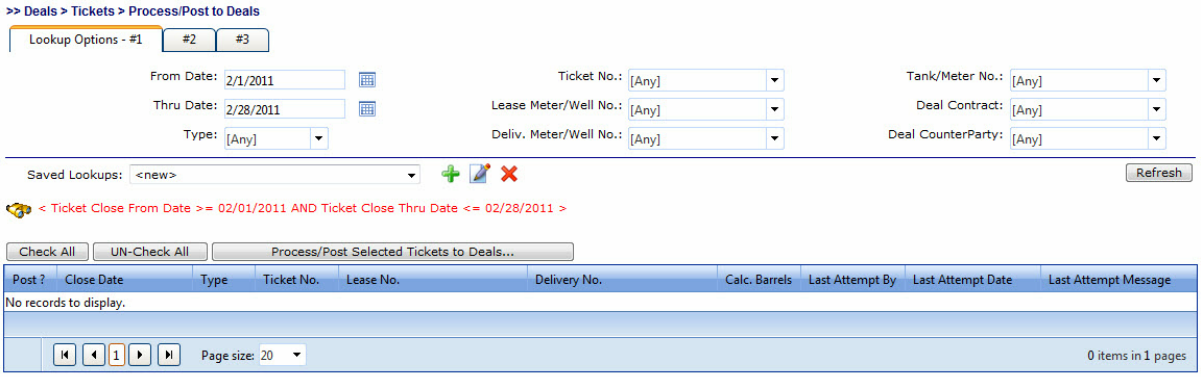
This screen shows the results of the post/process to deal function. Once a ticket has been validated, then the ticket can be processed to deals. It is at this point, where the dollar calculations (for any charges on the receipt, delivery or transport route) is calculated. The ticket calculation totals are stored on this screen (for reference only).



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3.5.3.2 Process/Post to Deals

This represents the screen where validated tickets can be processed/posted to deals. The posting process will post the calculated volumes to the receipt, delivery and transport rate. Only tickets that have not yet been processed will appear in this list. Only validated tickets appear.



Check All (button) - Click this button to check/select all tickets in the ticket list.

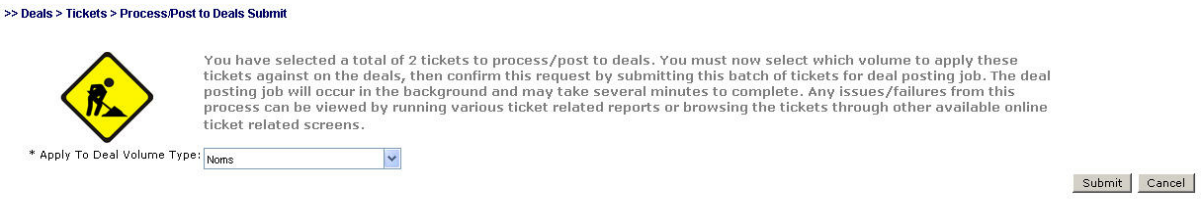
UN-Check All (button) - Click this button to uncheck all tickets in the ticket list.

Process/Post Selected Tickets to Deals (button) - Click this button in order to process/post the tickets which have been selected/checked. You will be taken to a confirmation screen to select the volume type to use when posting the tickets.

Post ? (checkbox's) - You can individually check the 'Post ?' check boxes to select just the tickets you want to process/post to deals.

3.5.3.2.1 Post/Process To Deal Submit

This represents the confirmation screen which you are presented with when posting/processing tickets to deals.



Apply To Deal Volume Type (drop down list box) - You must select the volume type which you want to process the tickets against. This is a required field.

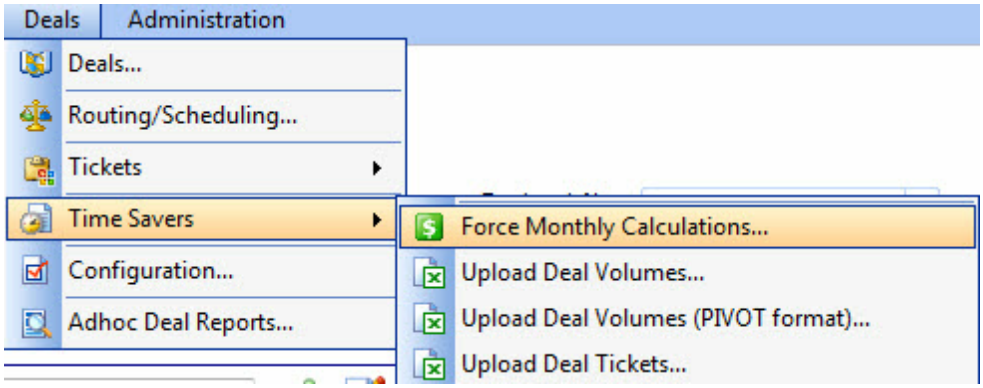
Submit (button) - Click this to confirm/process the tickets. Important note: This will happen as a background task. Could take several seconds to complete even though your screen comes back right away (the system will be working it as a background task).

3.5.4 Time Savers

Deals 'Time Savers' have been created to assist with deal related tasks (deals, tickets,etc.). These 'Time Savers' are simply menu options which allow for you to do many activities in 'bulk' (from a single screen).

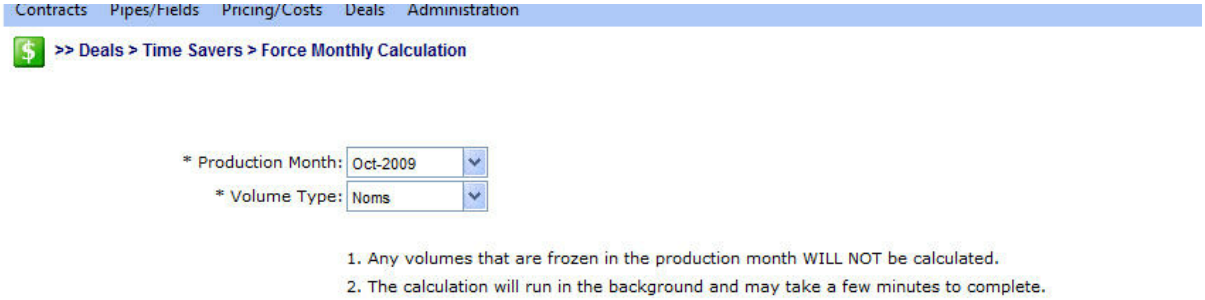
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The following screen shot shows how to get into the deals time saver area from within **EnergySteward.com** .



Upload 'Time Savers' - These time savers provide for uploading the respective information into **EnergySteward.com** . Detail instructions on how to use these excel time saver uploads can be found in the ("Time Saver Excel Uploads" area within this manual).

Force Monthly Calculations - Select this option if you want to force a calculation across all deals for specified volume types. When you select this option, the following screen will appear:



Production Month (drop down list box) - This contains all of the production months that currently have a volume type in an 'Available' status (able to be calculated against). Select the month you want to force a recalc against from this drop down list box.

Volume Type (drop down list box) - This contains all of the volume types (security permitted) that are currently available. Select the volume type you want to force a recalc against from this drop down list box.

Important Note: When you select the production month and volume type, IF it turns out that the volume type you selected is pointing is either in a 'Frozen' status or in a 'Pending' status then the forced calculation will not take place. It will only trigger calculations on production months and volume types in an 'Available' status.

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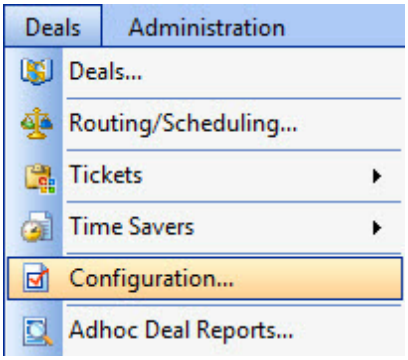
3.5.5 Configuration

EnergySteward.com provides for extensive customizations for how you setup, store and manage your deals. This section of the manual goes through each of the configuration items within the deals module. Most of the items which are setup through the deal configuration area are listed as pull down list box items when working with your deals. In addition, for the most part, the configuration of deals is largely governed by the various underlying contracts (available price formulas, other cost formulas, meters/wells, routes, etc.).

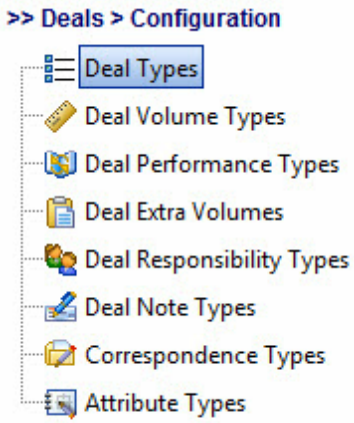
A few examples of these deal configuration items include:

- Deal Types
- Deal Volume Types
- Correspondence Types

To get into the deal configuration area you select the following:



The next screen presented shows a list of all deal module configuration areas listed within a tree view (see below and also refer to the section on tree navigation within this manual for more info on navigating the tree). When you click these tree items then the other side of the screen will display the applicable contents. The following screen shot shows a sample of the deal configuration tree.



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3.5.5.1 Deal Types

EnergySteward.com allows you to configure and store multiple deal types. These deal types are simply ways to allow you to categorize/classify the deals. For instance, you may have 'Swing' deals and 'Baseload' deals. These are two common deal types for marketing companies. A deal can be assigned a single deal type and a deal type code is required on all deals.

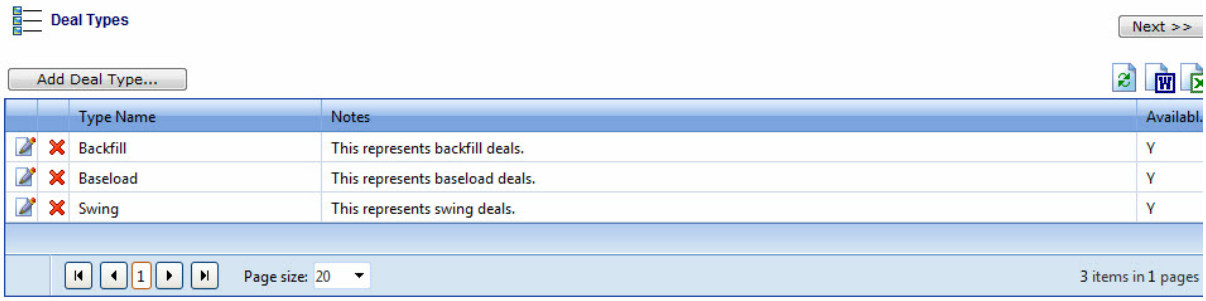
Reporting and spreadsheet analysis of the deals data within **EnergySteward.com** can be aggregated to these various deal types.

Deals are also assigned for specific product types and service types, these are controlled at the contract level.

This configuration screen provides you with a method to setup deal types. When working with your deals, these types will be listed in a pull down list boxes when adding or updating a deal. You can have an unlimited number of deal types within the system. You can run queries and reports based on this deal type (ie.. pull up a list (then maybe export to Excel) for instance).

Important note: These configuration screens provide you with the mechanism for populating a standardized list for the actual deal setup screen. You assign these types to various deals at the time you add or update the deal within **EnergySteward.com**.

The screen shot below shows the initial screen which lists out your available deal types:

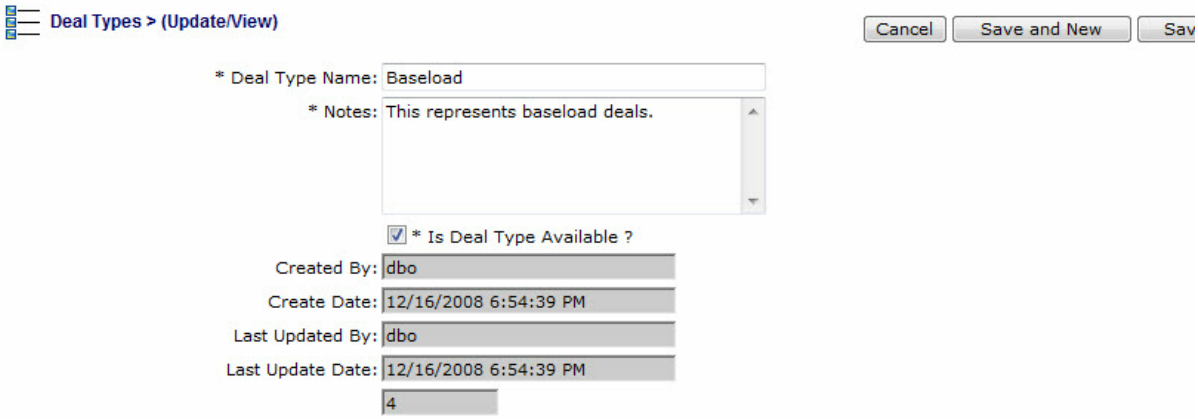


Add Deal Type (button) - Click this button to add a new deal type.

View/Edit Grid Button (pencil) - Click this next to the applicable deal type in order to change the information about this type.

Delete Grid Button (red x) - Click this next to the applicable deal type that you want to permanently delete. When you delete a deal type, then all deals with this type **WILL BE PERMANENTLY REMOVED**. Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.

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Deal Type Name - This can be any name for the deal type which you want to define. It is suggested that you make this name relatively descriptive for the deal type in question. The name you post here is what will show up within the pull down list box when setting up a deal.

Notes - This is required and should just be a brief description for indicating when the deal type is to be utilized.

Is Deal Type Available (checkbox) - If checked, then this deal type is considered active and will therefore show up in the pull down list boxes when setting up a deal. If unchecked then historical deal type information is maintained BUT when setting up new deals, the item will be unavailable (will not show up in the pull down list box).

3.5.5.2 Deal Volume Types

EnergySteward.com allows for you to have an unlimited number of 'volume buckets' associated with your deals. An initial set of volume types will be pre-configured (see screen shot below). However, you can add, delete, update this list at your leisure. Important note: Careful thought should be taken in how many you will actually use. If you think you might use a bucket some day, but not immediately, then it is recommended you go ahead and set it up when you initially configure your system for deal processing.

These deal volume types should all follow a specific 'relative order' for a given production, for example....

Volume Name	Typically Updated	Represents This Type Of Volume
Supply Planning	Pre Month Of Flow	Estimated Volumes
Noms	Month of Flow	Updated Throughout Month, Better Estimates
Confirmed (Measured)	Month of Flow	Updated Throughout Month,
Actuals	Post Month Of Flow	Actual Volumes (pipeline statements/ etc.)
PPA	Post Settlement	Post Settlement Updates

When volumes are updated on deals, within a given production month for **EnergySteward.com,** then the daily volumes are always propagated to subsequent volume buckets for the same production month. For example, when an update is done to each day for 'Supply Planning' (typically pre month) then the same volumes, on same days, will be propagated to all subsequent volume type buckets, automatically. This provides for the best volume (in the specified order) always carrying forward.

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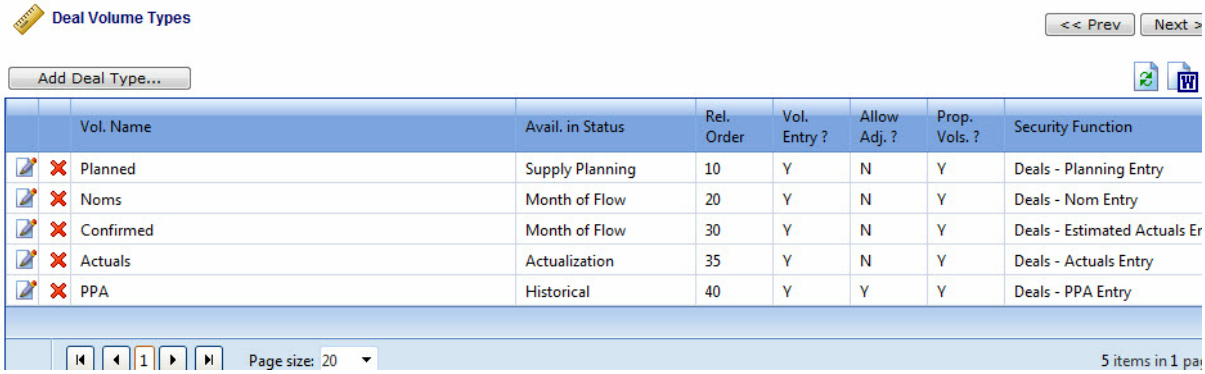
Later, when month of flow starts, your 'Noms', 'Confirmed', 'Actuals' and 'PPA' numbers all match your initial supply planning (assuming volume types as defined in the screen shot below).

Then as the month of flow progresses, you might be entering both 'Noms' and 'Confirmed' volumes. These would update forward volumes (Actuals and PPA).

With this approach, **EnergySteward.com** is able to preserve all the volume and pricing/cost information relative to these volumes and provide for future variance reporting and analysis. Volumes are always propagated forward (never backward). So your best volumes as you go thru the process are always carried thru each volume bucket to the end of the production month (usually the PPA bucket is your final volume type).

Important note: These volume types, within specific production months belong to a specific monthly status. This monthly status can be set by an appropriate individual in order to 'freeze' any updates to the deal information for that volume type and production month.

The screen shot below shows the initial screen which lists out your available deal volume types:

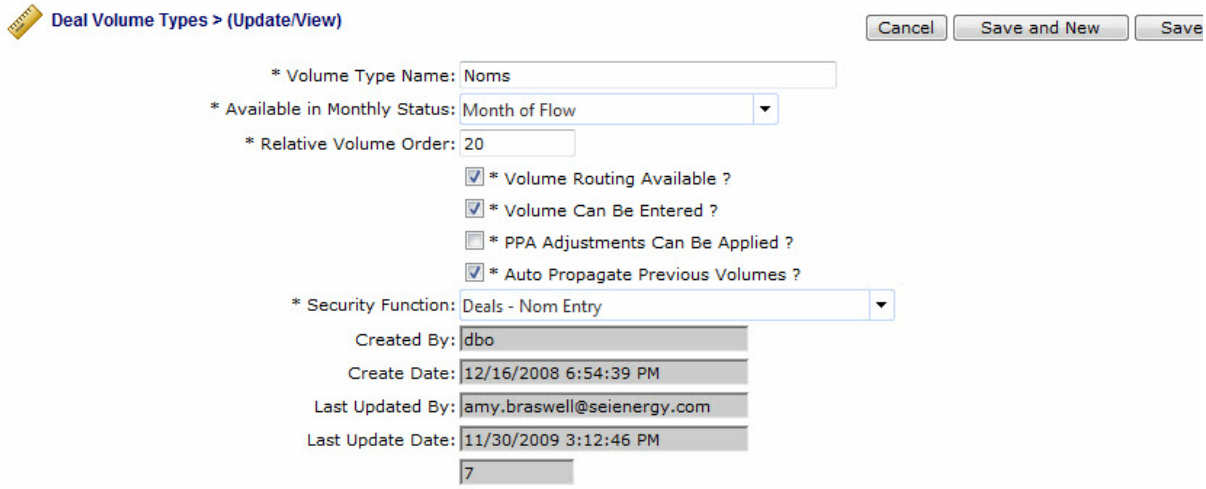


Add Deal Type (button) - Click this button to add a new deal volume type.

View/Edit Grid Button (pencil) - Click this next to the applicable deal volume type in order to change the information about this volume type.

Delete Grid Button (red x) - Click this next to the applicable deal volume type that you want to permanently delete. When you delete a deal volume type, then all deal volumes with this type **WILL BE PERMANENTLY REMOVED**. Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.

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Volume Type Name - This can be any name for the deal volume type which you want to define. It is suggested that you make this name relatively descriptive for the deal volume in question. The name you post here is what will show up within various pull down list boxes for setting up and reporting on deals.

Available in Monthly Status (pull down list box) - This is required and represents which 'phase' of a given production month these volumes are typically updated & calculated upon. Typical values include 'Supply Planning' (represents a PRE month of flow), 'Month of Flow', 'Actualization' (for accounting processing), etc.

Relative Volume Order - This is a numeric value which indicates the relative order by which volumes are posted against deals. This is an important designation. Any volumes posted against volume types early will propagate to subsequent volumes BASE ON THIS ORDER NUMBER. If the relative order number is the same or greater, then a volume entered will propagate to it from a previous volume type.

Is Volume Routing Available (checkbox) - If checked, then this deal volume type can be routed (for scheduling & balancing).

Can Volume Be Entered (checkbox) - If checked, then volume can be posted within this volume type. This can be relevant for PPA and any other historical volume types.

PPA Adjustments Can Be Applied (checkbox) - If checked, then PPA transactions can be applied to this deal volume type. Typically, this one is relevant for PPA (historical) volume buckets only.

Auto Propagate Previous Volumes (checkbox) - If checked, then volumes entered in previous volume types (based on relative volume order) will overlay the volumes for this volume type (this is the default behavior). It is possible, that you might not want to carry forward volumes from a previous phase of the month. If that is the case, then uncheck this box and the volumes will not propagate automatically.

Security Function (pull down list box) - Many times, only certain individuals within a company can update specific volumes (schedulers & deal makers on supply planning, noms while maybe accountants update the actualization and PPA volumes). This drop down lets you associate a 'security function' to be associated with the volume type. Only individuals that have at least READ/UPDATE for the specific security rule will be allowed to update the deal volumes for this deal volume type (price formulas, other costs & volume adjustment updates against this volume type are governed by this rule).

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3.5.5.3 Deal Performance Types

EnergySteward.com provides you with an ability to setup multiple performance obligation types. Typically, these include 'Firm' and 'Interruptible', but additional can also be established and assigned to deals.

Important note: These configuration screens provide you with the mechanism for populating a standardized list for the actual deal setup screen. You assign these performance obligations to various deals at the time you add or update the deal within **EnergySteward.com**.

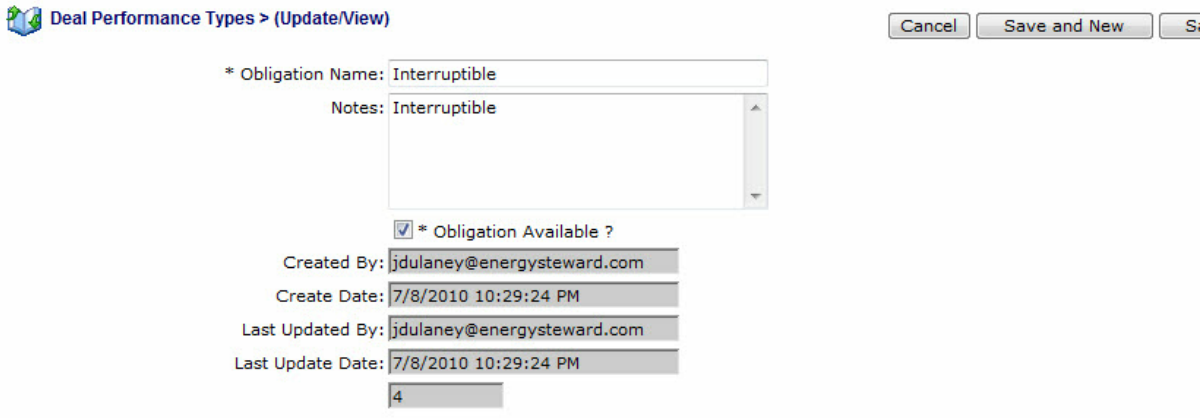
The screen shot below shows the initial screen which lists out your available deal performance types:



Add Deal Performance Type (button) - Click this button to add a new deal performance obligation type.

View/Edit Grid Button (pencil) - Click this next to the applicable deal performance type in order to change the information about this type.

Delete Grid Button (red x) - Click this next to the applicable deal performance type that you want to permanently delete. When you delete a deal performance type, then all deals within this type **WILL HAVE THE PERFORMANCE OBLIGATION ASSIGNMENT REMOVED**. The deal(s) will still exist, they just will not have an assigned performance obligation. Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.



Obligation Name - This can be any name for the deal performance obligation which you want to define.

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Notes - This is a brief description for this performance obligation type.

Obligation Available (checkbox) - If checked, then this deal performance type is considered active and will therefore show up in the pull down list boxes when setting up a deal. If unchecked then historical deal performance information is maintained on historical deals BUT when setting up new deals, the item will be unavailable (will not show up in the pull down list box).

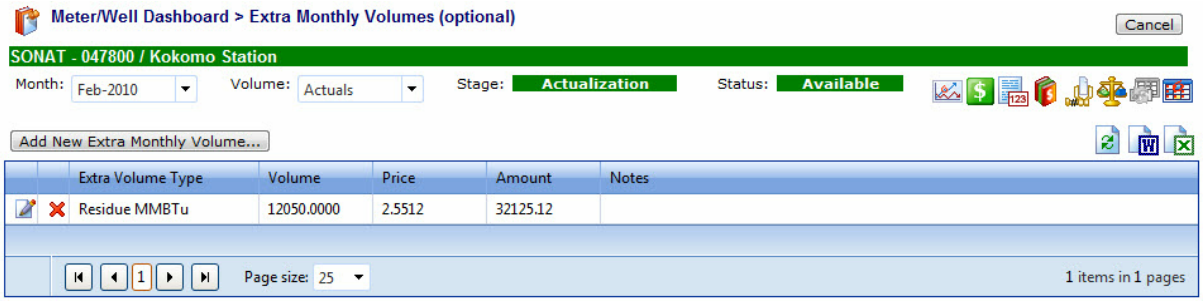
3.5.5.4 Deal Extra Volumes

EnergySteward.com automatically provides methods for capturing and valuing volumes (as measured and validated AND/OR as calculated on deals). Sometimes, it is necessary to capture and show (on remittance/invoice statements) additional volumes for specific meters/wells on a deal. These screens provide a method for setting up the names of these optional extra volumes which you might want to enter and store.

These 'extra volumes', if required, can be entered for any/all meters/wells on your deals for any production month and volume type. Most remittance and invoice statements provide an option to display this 'optional extra volumes' if your counterparties require.

Important note: These configuration screens provide you with the mechanism for populating a standardized list for the actual deal monthly volume entry screen. You assign these volumes when updating your deal information thru your deal meter/well dashboard (each month).

The screen shot below shows the initial screen which lists out your optional extra volumes:

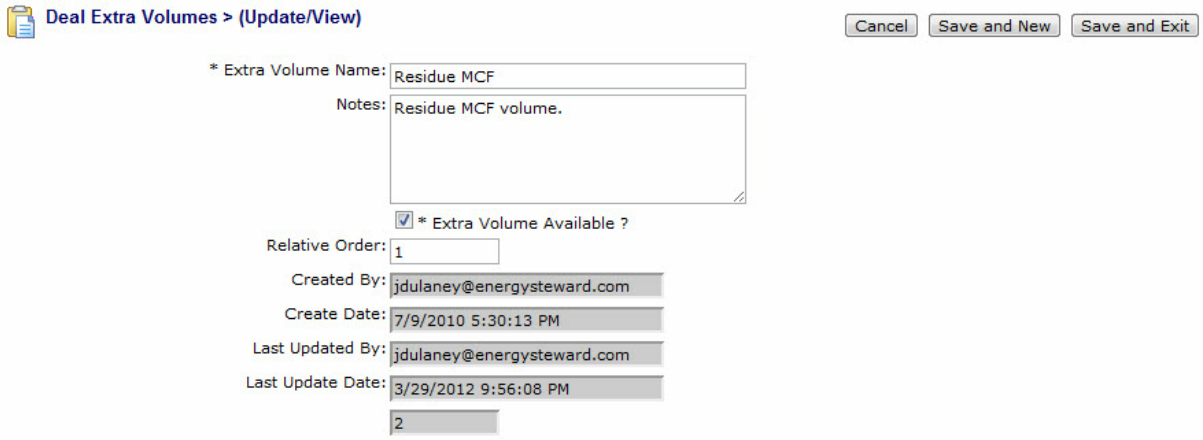


Add Deal Extra Volume (button) - Click this button to add a new deal extra volume type.

View/Edit Grid Button (pencil) - Click this next to the applicable deal extra volume in order to change the information about this extra volume.

Delete Grid Button (red x) - Click this next to the applicable deal extra volume that you want to permanently delete. When you delete a deal extra volume type, then all past, present, and future volumes which might exist for this type (on your various deals) **WILL BE PERMANENTLY DELETED**. The deal(s) will still exist, just any extra volumes which were assigned to them that matches this volume type will be removed (for the various production months). Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.

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Extra Volume Name - This can be any name for the deal extra volume which you want to define. Note: the names you establish here are the 'labels/names' which this volume will be presented as on various invoice/remittance statements.

Notes - This is a brief description for this deal extra volume.

Extra Volume Available (checkbox) - If checked, then this deal extra volume is considered active and will therefore be available when entering these optional extra volumes on deals. If unchecked then historical deal extra volume information, for this type, will be maintained on historical deals BUT when setting up new deal extra volumes, the item will be unavailable (will not show up in the pull down list box).

Relative Order - This is a number which can optionally be setup, which is used to order this particular extra volume on invoices, remittance statements, etc. This field is primarily used on reporting statements AND is only relevant when printing multiple different extra volumes on the same statement. It offers a mechanism for you to always force a specific ordering of the lines (based on extra volume type) within each of these statements.

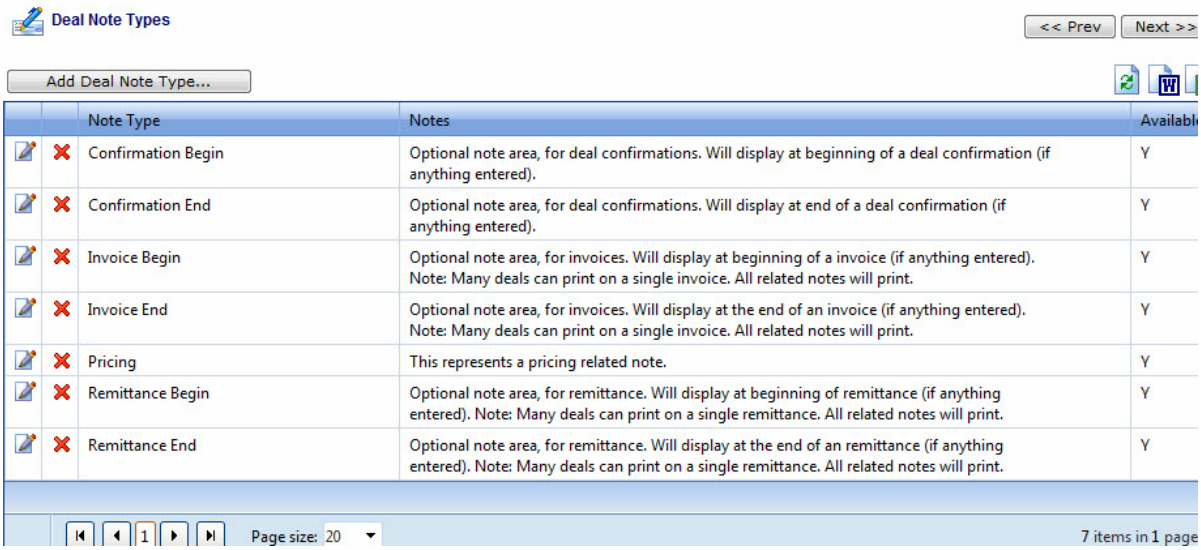
3.5.5.5 Deal Note Types

Deals within **EnergySteward.com** can contain an unlimited set of notes and peripheral information relevant to a deal. Many times, needs exist to capture notes as an audit trail to identify why certain pricing was used, volume anomalies, etc. In some situations it is valuable for one department to leave notes on a deal so that an individuals in a subsequent department (accounting for example) can understand certain aspects of why/how the deal is configured. The deal notes features provides this audit trail and communication capability.

In addition, Many of the reports (confirmations, invoices, remittance) within **EnergySteward.com** are setup to print out any optional notes which might exist on a deal, to convey to your counterparties. If any information is setup on these deal notes, for a specified type, then these notes will automatically print on these documents.

The screen shot below shows the initial screen which lists out your available deal 'types' of notes which can be attached to your deals:

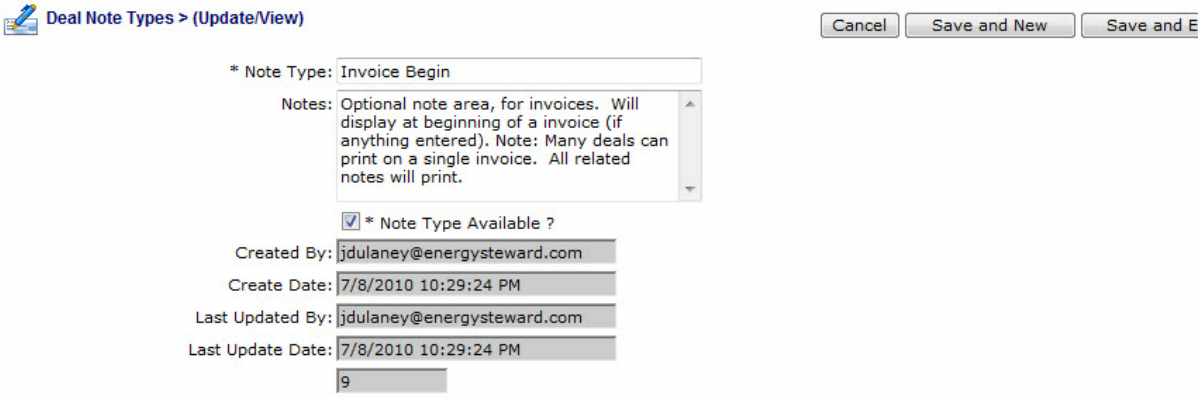
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Add Deal Note Type (button) - Click this button to add a new deal note type.

View/Edit Grid Button (pencil) - Click this next to the applicable deal note type in order to change the information about this type.

Delete Grid Button (red x) - Click this next to the applicable deal note type that you want to permanently delete. When you delete a deal note type, then all past, present, and future deal notes which might exist for this type (on your various deals) **WILL BE PERMANENTLY DELETED**. The deal (s) will still exist, just those notes which were assigned to them that matches this type will be removed. Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion



Note Type - This can be any name for the deal note type which you want to define. Note: These names are sometimes referenced on standard reports like confirmations, invoices and remittance statements. Therefore, care should be taken when renaming the type of note to ensure that it is not being referenced in various processes.

Notes - This is a brief description for this deal note type (typically how this deal note is expected to be used).

Note Type Available (checkbox) - If checked, then this deal note type is considered active and will therefore be available when entering these optional deal notes on deals. If unchecked then historical deal notes, for this type, will be maintained on historical deals BUT when setting up new deal notes, the

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item will be unavailable (will not show up in the pull down list box).

3.5.5.6 Correspondence Types

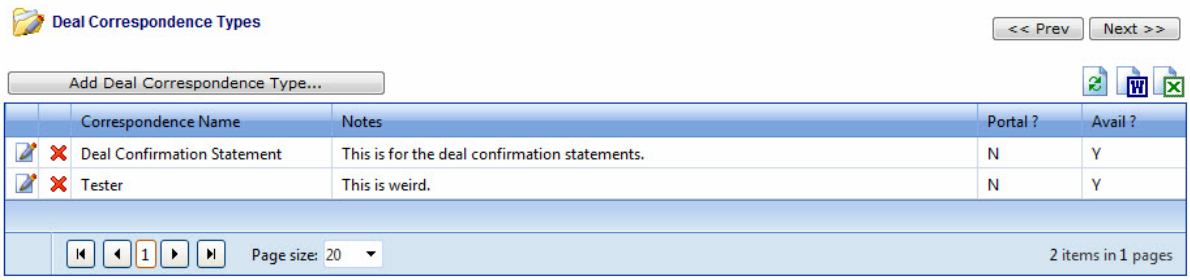
Within **EnergySteward.com** you are provided the capability of storing unlimited electronic correspondence (like scanned deal confirmations, invoices, vouchers, remittance reports, etc.) on each deal.

Any electronic attachment related to a deal can be directly stored as a correspondence item on the deal (including WAV (voice mail files), etc.).

This configuration screen provides you with a method to setup deal correspondence types. When working with your deals, these correspondence types will be listed in various pull down list boxes when adding or updating deal information into **EnergySteward.com**. You can have an unlimited number of correspondence items associated to any given deal within the system. Assigning a correspondence 'type' will define what the correspondence item represents. In addition, you can run queries and reports based on this correspondence type (ie.. pull up a list (then maybe export to Excel) of all "Deal Confirmation" correspondence items across all deals, for instance).

Important note: These configuration screens provide you with the mechanism for populating a standardized list for the various deal screens. You assign these correspondence type associations to various deals at the time you setup and do updates to deals within **EnergySteward.com**.

The screen shot below shows the initial screen which lists out your available correspondence types:

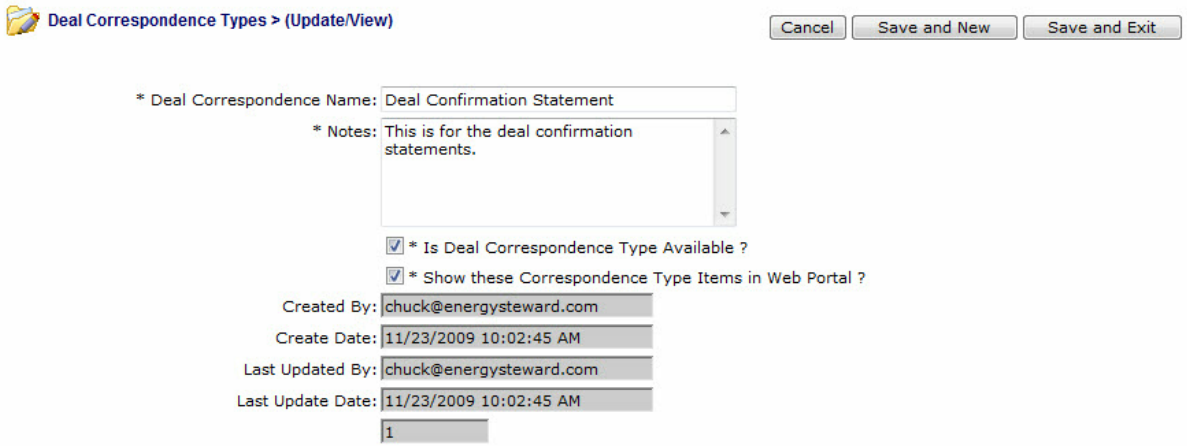


Add Deal Correspondence Type (button) - Click this button to add a new correspondence type.

View/Edit Grid Button (pencil) - Click this next to the applicable correspondence type in order to change the information about this type.

Delete Grid Button (red x) - Click this next to the applicable correspondence type that you want to permanently delete. When you delete a correspondence type, then all deal correspondence items associated to this type WILL BE REMOVED (deals will still be there, just those specific correspondence items will be permanently deleted). Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.

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Deal Correspondence Name - This can be any name for the correspondence type which you want to define. It is suggested that you make this name relatively descriptive for the correspondence in question. The name you post here is what will show up within the pull down list box when setting up an additional correspondence items on these deals.

Notes - This is required and should just be a brief description for indicating when the correspondence type is utilized.

Is Deal Correspondence Type Available (checkbox) - If checked, then this correspondence type is considered active and will therefore show up in the pull down list boxes when setting up deal information. If unchecked then historical correspondence type information is maintained BUT when assigning new correspondence items to deals, the item will be unavailable (will not show up in the pull down list box).

Show these Correspondence Type Items in Web Portal ? (checkbox) - If checked, then correspondence items attached to a deal, with this type, will be available for viewing thru the optional web portal. **EnergySteward.com** includes an optional web portal interface for outside counter parties. The web portal must be enabled AND individuals must have applicable contract company security (to see deal correspondence items available).

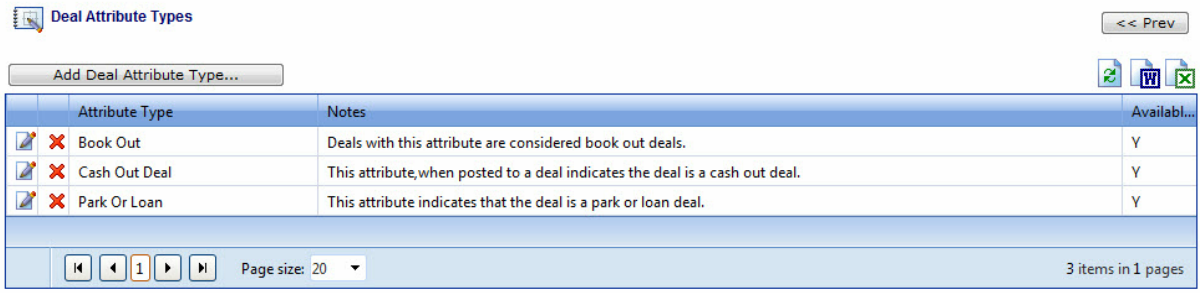
3.5.5.7 Attribute Types

EnergySteward.com provides you with an ability to setup various 'attributes' which can be tagged on select deals. For example, you could setup your own list of 'attribute types' through these configuration screens. Then, these attributes can be assigned to specific deals to aid in reporting, querie/lookups.

Important note: These configuration screens provide you with the mechanism for populating a standardized list for the actual deal setup screen. You assign these attributes to various deals at the time you add or update the deal within **EnergySteward.com**.

The screen shot below shows the initial screen which lists out your available deal attribute types:

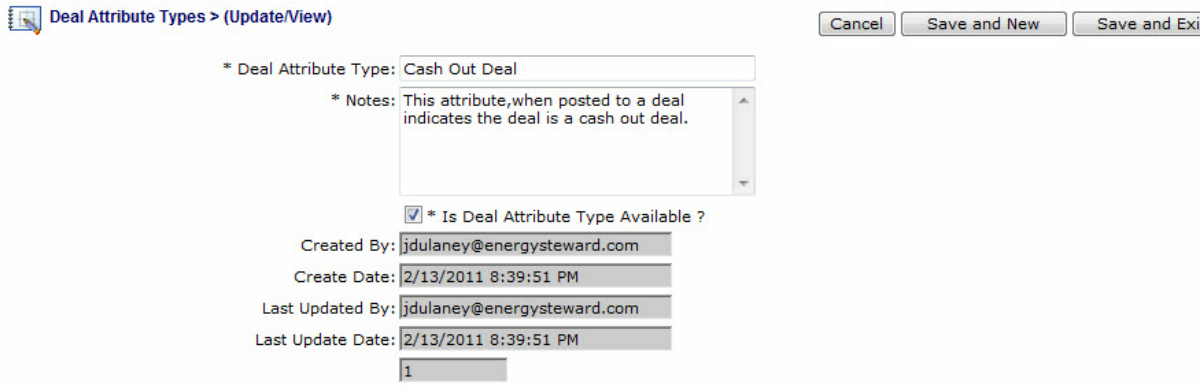
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Add Deal Attribute Type (button) - Click this button to add a new deal attribute type.

View/Edit Grid Button (pencil) - Click this next to the applicable deal attribute type in order to change the information about this type.

Delete Grid Button (red x) - Click this next to the applicable deal attribute type that you want to permanently delete. When you delete a deal attribute type, then all deals within this type **WILL HAVE THE ATTRIBUTE ASSIGNMENT REMOVED**. The deal(s) will still exist, they just will not have an assigned attribute. Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.



Deal Attribute Type - This can be any name for the deal attribute which you want to define.

Notes - This is a brief description for this attribute type.

Deal Attribute Available (checkbox) - If checked, then this deal attribute type is considered active and will therefore show up in the pull down list boxes when setting up a deal. If unchecked then historical deal attribute information is maintained on historical deals BUT when setting up new deals, the item will be unavailable (will not show up in the pull down list box).

3.6 Administration

EnergySteward.com includes an area for managing the overall operation of the system. This area is called the 'Administration' area. Within this area you can configure your report environments (adding new reports, changing reports, setting up schedule groups & reports, managing the entire application report run queue). In addition to reporting, you can also setup your security groups (which get assigned to those whom you want to have login privileges to the system). There are many reports available through the administration reporting menu's that you will not find within the other modules/areas. These

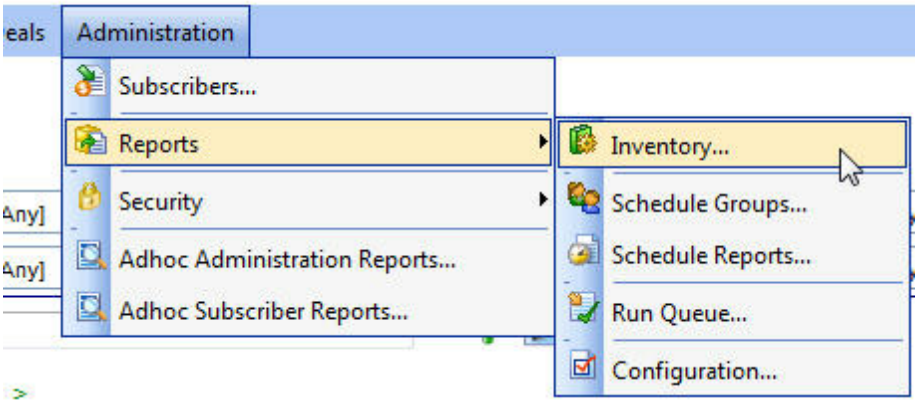
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reports tend to deal with overall system administration and management.

3.6.1 Reports

All reports that exist within **EnergySteward.com** are configured through the administration reporting area. New/Custom reports can be added to the existing inventory AND/OR existing reports can be updated, inactivated or deleted. This is also where the report scheduling (global) of reports can be setup (groups and also the actual reports that get scheduled). Finally, an administrator can quickly view all currently running reports and all recently finished reports (those that have not been rolled off (removed) due to time expirations) via the report run queue.

Below is a screen shot of how you would access these administrative reporting functions:



3.6.1.1 Inventory

This particular lookup screen provides a method to see all reports which are currently published within the **EnergySteward.com** report inventory. Reports that are published within this report inventory are available to be listed within any number of the various 'Ad Hoc' reporting menus throughout the system. Decisions on which report menu to list specific reports are typically made by the administrator after taking into account security sensitivity for the report along with applicable area that he/she believes the report belongs. Currently, the report format supported includes: Crystal Reports (11.5).

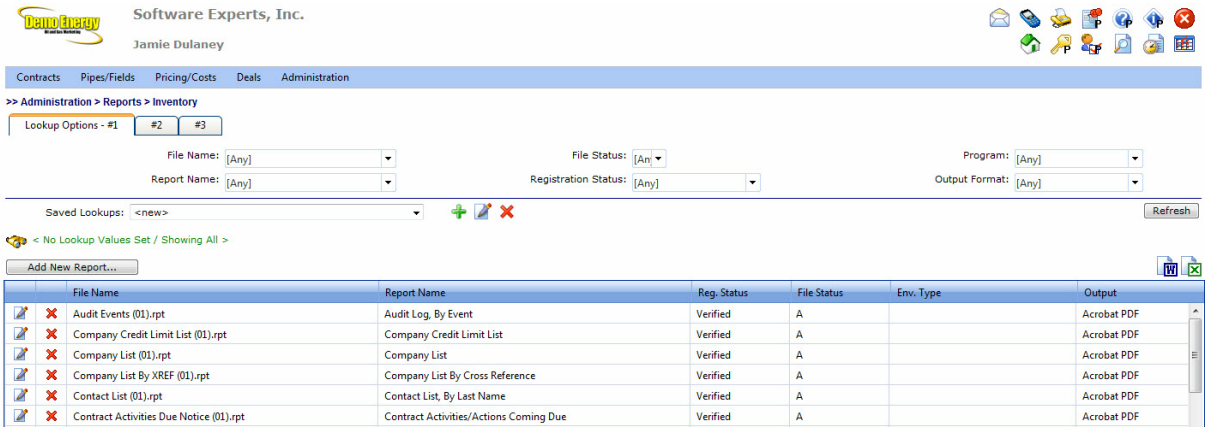
A high level example of what an administrator would do to add a new report would include...

1. Develop the new report with Crystal Reports (certain minimal report standards must be observed here).
2. Come to this screen and click the 'Add New Report' button.
3. Upload the report and screen shot sample along with report name, description, default output, etc. *** *Screen to do this defined later in this section.*
4. Save the report in a 'Submitted' status so that it can be registered by the system.
5. Upon completion of registration, optionally go into the report (clicking edit pencil next to it from list below) and update parameter labels, parameter ordering, which report folder (adhoc menu) & tab it should list under within **EnergySteward.com**, etc. *** *Screens to do all this defined later in this section.*

Upon completion of the above tasks, the report will immediately be available within **EnergySteward.com** for use by users which have security access to the reporting folder (menu) that you assigned.

The screen shot below represents the lookup/query screen for working with the report inventory.

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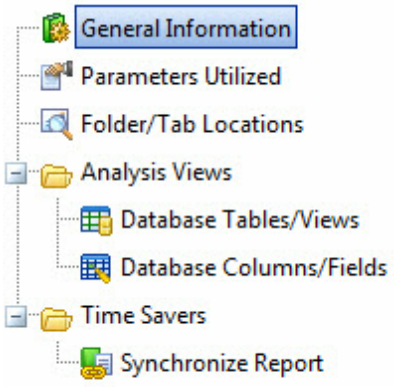


Add New Report (button) - Click this button to add a new report (Crystal Reporting 11.5 "rpt" file).

View/Edit Grid Button (pencil) - Click this next to the applicable report in order to change any of the information relevant to how this report is listing within **EnergySteward.com**.

Delete Grid Button (red x) - Click this next to the applicable report that you want to permanently delete. When you delete a report, then all information relevant to that report, as stored within **EnergySteward.com**, will be permanently deleted. You might consider inactivating a report versus deleting a report. Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.

The following lists out the various areas of information relative to a specific report within the system. This is the tree navigation area which you will see when you add or update a specific report. With the initial screen being set to the 'General Information' screen.



The following sections define each of these areas used when defining a report within **EnergySteward.com**.

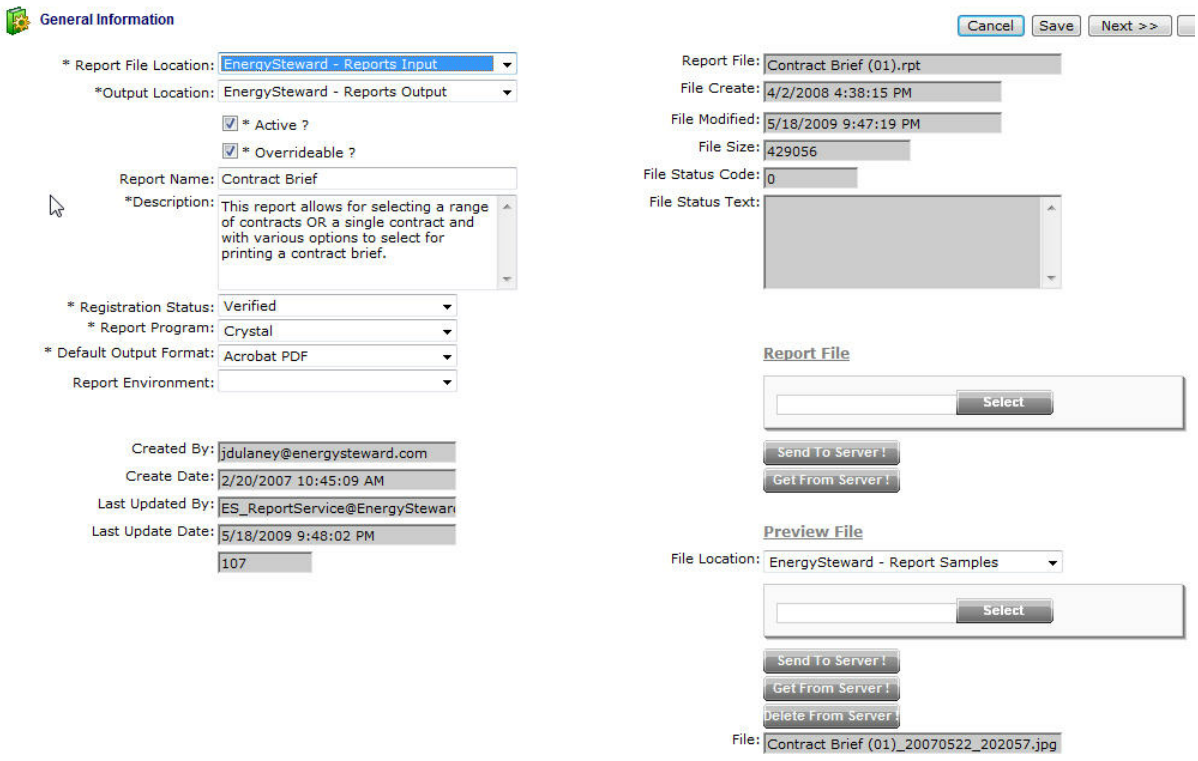
3.6.1.1.1 General Information

This represents the main screen which is used when either adding a new report or when updating an existing report. When adding a new report, those items on the screen which contain default values (like file locations, etc.) are normally left at their default values. This screen allows you to upload files off your local hard drive (or network drive). One file being the actual Crystal Report itself ("Report File", with an

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"rpt" file name extension). The second file being the representative screen shot ("Preview File", with a "jpg" file name extension).

In addition, when posting a new report and/or updating an existing report it is always good to set the "Registration Status" to "Submitted". This will cause the system to re-validate/re-register the file to ensure current parameters are recognized, database connectivity works, resets the tables/views and columns used listings, etc.



Report File Location (drop down list box) - This indicates the system name where the "Report File" (rpt) will be (is) located. When you upload the report file it will be stored on system servers within a specific path, referenced by this name. Most of the time this should be left at it's default location. The 'behind the scenes' paths assigned to these names are setup by system administrators.

Output Location (drop down list box) - This indicates the system name where the output for the report (when submitted and run by users) will be located. When a report gets run, it generates an output file (like a PDF or XLS file), it will be stored on the system servers and specific path, referenced by this name. Most of the time this should be left at it's default location. The 'behind the scenes' paths assigned to these names are setup by system administrators.

Active (checkbox) - If checked, then this report is viewable within report folders and tabs (adhoc menus). If inactive, then it is still in the inventory of the system but it is not available to be run. This should be considered instead of physically deleting a report.

Overrideable (checkbox) - If checked, then this report can be replaced by new versions of the same report if published within a maintenance agreement from **EnergySteward.com**. If un-checked, then it freezes the report from automatic updates from vendor upgrades, etc. Normally, this is left checked unless you have specific CUSTOM reports which require a high level of protection. This allows to get

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any updates/fixes to existing reports (if checked).

Report Name - This is required and is the name of the report as it appears in the menus. Many times, the underlying Crystal Report file ("rpt") does not reflect the correct terminology that users of the report might want to use for a report. This name is what is used. It is best to try and make sure this name matches the report title which prints when a a report is run.

Report Description - This is required and is a brief textual description of what the report covers. This also lists on the reporting menus to help users pick the correct report. Care should be taken to make sure the information listed is relevant to the report and would be something that would help users of the reporting menus in their selections.

Registration Status (drop down list box) - This indicates the status of the report within the system. When adding or changing a report, it is always good to set this status to 'Submitted' prior to saving and exiting. This ensures that the system reporting service will re-evaluate the report and post new parameters, etc. By doing this, it also confirms database connectivity settings within the report, etc. The possible values and what they mean include:

- **Submitted** - This indicates that you have marked this report for registration. A background task will pick any/all 'Submitted' reports up and attempt to register them. This can take a few moments from the time you set the status.
- **Verifying** - This indicates that the background report registration service is currently running (verifying) this report.
- **Verified** - This indicates success. Once a report is verified, it is available in the menus, the parameter list has been updated. The tables/views and columns used information has been made current, etc.
- **Failed** - This indicates a failure with the registration process. Failures are typically related to how you have your database mapping setup (locations within the Crystal report file) AND how those locations map to the report configuration database mapping entries.

Report Program (drop down list box) - This is required. Currently, the only option is 'Crystal'. This setup to potentially enable other report writer integrations in the future.

Default Output Format (drop down list box) - This is required. When a report gets selected by a user, to be run, it allows for them to override the type of output (examples include Acrobat PDF, Excel, Word, Text,etc). This allows you set what the default output format will be (recognizing that a user can override these when they submit a report). It is recommended that 'Acrobat PDF' be used here for all non tabular type reports.

Report Environment (drop down list box) - This is optional. This selection is relevant when you have multiple instances of a certain type of database which the report is setup to run against. If an environment is set here, then when a user submits a report they will be asked to 'pick' which environment they want to run the report against. This allows for a single report to be 'pointed' to multiple databases depending on what the user is attempting to accomplish with his/her report request.

For example, you could have an 'East Coast" and a "West Coast" database. These environments would have been defined by a system administrator within the report environment configuration area and have appropriate database mappings. The report inventory item could then be setup to use the "East/West Environments" (environment type). Then when a user runs a report (from the adhoc menus) they will have to select either "East Coast" or "West Coast" from a drop down list at the time they submit. When the report runs, it will dynamically point to whichever environment selected.

Report File (file upload area) - This is where you upload the Crystal "rpt" file. Here are the steps:

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1. Click the "Select" button.
2. A file explorer box pops up. Find the "rpt" file on your local drive or network drive, then select ok.
3. The file name (with local path) will be grayed out, yet appear in the box to the left of the "Select" button.
4. Click the "Send To Server" button.
5. This uploads the file to the appropriate server location (see "Report File Location" description above).
6. Notice the file size, date/time stamp, file name, etc. in the protected area at top right of the screen. It will reflect this files information.

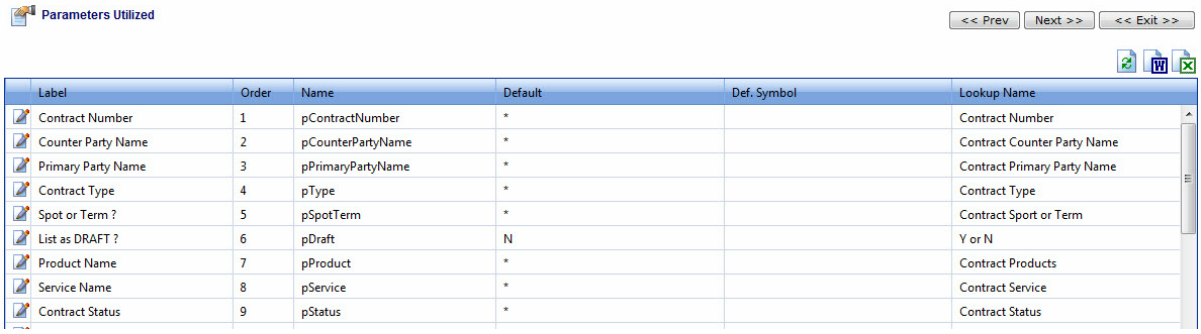
Preview File (file upload area) - This is where you upload the screen shot (jpg) image of some sample output. Here are the steps:

1. Click the "Select" button.
2. A file explorer box pops up. Find the "jpg" file on your local drive or network drive, then select ok.
3. The file name (with local path) will be grayed out, yet appear in the box to the left of the "Select" button.
4. Click the "Send To Server" button
5. This uploads the file to the appropriate server location (see "Report File Location" description above).
6. Notice the file name gets a date/time stamp suffixed when it is stored, this is normal and ensures uniqueness.

Important Note: You can always **RETRIEVE** the current report file or preview file by selecting the "**Get From Server**" button (Crystal "rpt" report file OR the "jpg" report preview file).

3.6.1.1.2 Parameters

This screen lists out all of the parameters that were retrieved from within the report during the registration process (see previous section). From this screen, you have the option of changing the parameter label (name that the user sees when they submit the report), forcing the order to a specific order (ie.. most common parameters for the report normally appear closer to the top) and for assigning an optional 'Lookup' if available (lookups are the drop down lists which appear next to a parameter when a user submits reports).



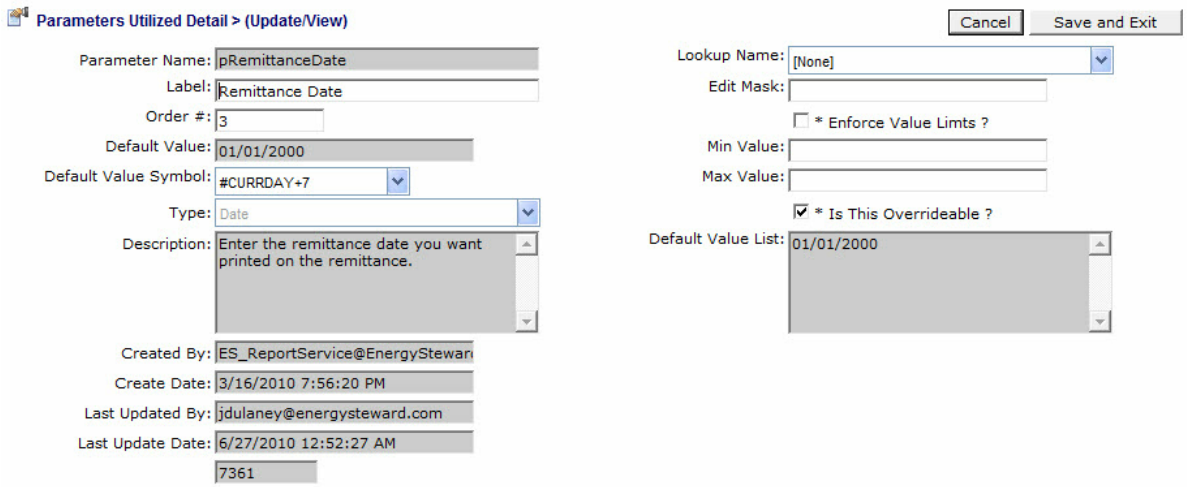
Label	Order	Name	Default	Def. Symbol	Lookup Name
Contract Number	1	pContractNumber	*		Contract Number
Counter Party Name	2	pCounterPartyName	*		Contract Counter Party Name
Primary Party Name	3	pPrimaryPartyName	*		Contract Primary Party Name
Contract Type	4	pType	*		Contract Type
Spot or Term ?	5	pSpotTerm	*		Contract Sport or Term
List as DRAFT ?	6	pDraft	N		Y or N
Product Name	7	pProduct	*		Contract Products
Service Name	8	pService	*		Contract Service
Contract Status	9	pStatus	*		Contract Status

View/Edit Grid Button (pencil) - Click this next to the applicable report parameter you want to change. The only option from this list is to view or edit existing parameters. The reason, is because these parameters are pulled directly out of the report file during the report registration process (when added to the report inventory OR updating, in conjunction with 'Submitting" the report for registration). They way

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to add a new parameter to a report is to first add the parameter to the underlying Crystal "rpt" file. Then upload and register the report file back into the report inventory. At that point it will appear as a new parameter.

The screen shot below indicates what you will see when you click the view/edit pencil for a specific report parameter.



Label - This represents the name of the parameter AS THE USER WILL SEE IT when they submit the report. Sometimes, inside a report, the parameters will have non user friendly names. When registering a report into the system the label will default to the parameter name. But many times this name needs to modified for readability (see example screen shot above for instance).

Order - Normally, it is a good idea to put the most common parameters that will be used by a user at the top. This field allows you to set a numerical sequence for where the parameter should list when the report is run.

Default Value Symbol (drop down list box) - You can optionally specify a special symbol in this field which will be used to override the default values when the initial parameters are displayed, just before a report is submitted by a user. This is useful for parameters like dates (being 'preset' to current user production month), volume type (being 'preset' to current user volume type), etc. All date fields can also use the special date symbols. The following list defines the symbols which can be specified, in order to override the default value with the value defined by the preset:

#CURRDAY - Represents current day date.
#PREVDAY - Represents previous day date.
#NEXTDAY - Represents next day date.
#CURRMONTH - Represents current month date (day 1).
#PREVMONTH - Represents previous month date (day 1).
#NEXTMONTH - Represents next month date (day 1).
#CURREOM - Represents current end of month date.
#PREVEOM - Represents previous end of month date.
#NEXTEOM - Represents next end of month date.
#CURRMMYYYY - Represents current date as MMYYYY (string value).
#PREVMMYYYY - Represents previous date as MMYYYY (string value).
#NEXTMMYYYY - Represents next date as MMYYYY (string value).
#USERPRODMO - Represents users default production month.

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#USERPRODVOL - Represents users default volume type.
#USERDEALTYPE - Represents user default deal type.

A positive (+) or negative (-) offset can be supplied to the date specific symbols above. In addition, for monthly date symbols a specific day can be specified using the (@) character. When specifying these offsets, you can simply append text to the pulldown list box item on the screen.

Examples include:

#CURRDAY+7 (indicates current day + 7 days)
#PREVEOM-3 (indicates previous month - 3 months (day 1)
#NEXTMONTH+3@25 (indicates the 25th day of the next month + 3)
etc.

Lookup Name (drop down list box) - This is an optional field. The system administrator has the capability for creating some pre-canned database lookup routines for report parameter purposes. These lookups are defined in the reports configuration lookups area. These lookups help to provide error free selections of parameters for the users whom runs the reports. If you have a 'contract number' parameter, then you can look and select the 'contract number' lookup. When the user runs the report, instead of a blank text box to type in a contract number they will be presented with a drop down list of contract numbers to select from. If you leave this blank the report parameter will still work, it just will not give them a drop down 'lookup' list to pick from. Important note: even when a lookup is specified for a parameter, the user will still be able to type into the parameter area (for setting up wildcards, etc.).

Edit Mask - Not currently supported.

Min/Max Value and Enforcement Related Fields - Not currently supported.

Is Overrideable (check box) - Under normal conditions this should always be checked. It basically means, can a user change the value of this parameter. There are situations (rare) in which parameters might get used on the report with no intention of a user modifying them. In those rare situations you can uncheck this box.

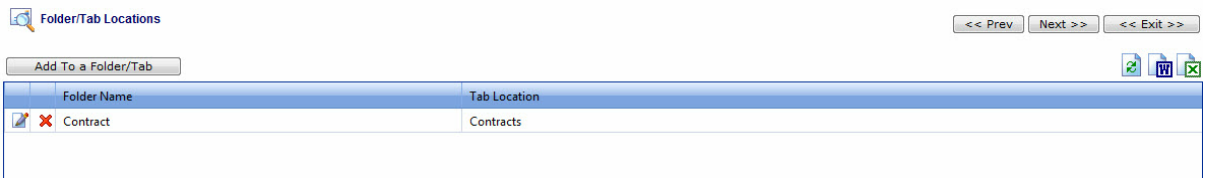
3.6.1.1.3 Folder/Tab Locations

This screen lists out the menu locations within **EnergySteward.com** where this report can be submitted. A single report can be posted to multiple menus within the system.

Some definitions....

Folder Name = Adhoc menu name
Tab Location = Which 'tab' within the menu this report can be found within.

The following screen shot illustrates a list of folders & tab locations for the report being viewed/edited.



Add To a Folder/Tab (button) - Click this button to add the report to another folder and tab area within

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EnergySteward.com. As soon as you add an entry it becomes immediately available in that adhoc menu location, to your users.

View/Edit Grid Button (pencil) - Click this next to the applicable folder and tab entry in order to modify it.

Delete Grid Button (red x) - Click this next to the applicable folder and tab entry in order to permanently delete the entry. When you delete a folder and tab entry then the report will immediately be removed from the adhoc menu location.

The following screen will appear when you select to add or view/edit a report folder/tab location.



Folder | Tab Location (drop down list box) - This indicates the list of specific areas currently defined within the system to post the report. If you do not post a report to a folder/tab then it will not be able to be seen (much less run) by your users. These folder and tab locations are established by your system administrator through the report configuration folder and tab setup areas.

3.6.1.1.4 Quick Views

The report inventory quick view areas provide screens which allow for viewing specific aspects about the registered report within **EnergySteward.com**. For example, what tables/views were referenced by a report, etc. These quick views are more like real time reports for instant access to relative information.

Future quick views under consideration for this area include:

- Execution Statistics Over Time
- Number of Report Submission Over Time
- Number of Report Submissions By User
- etc.

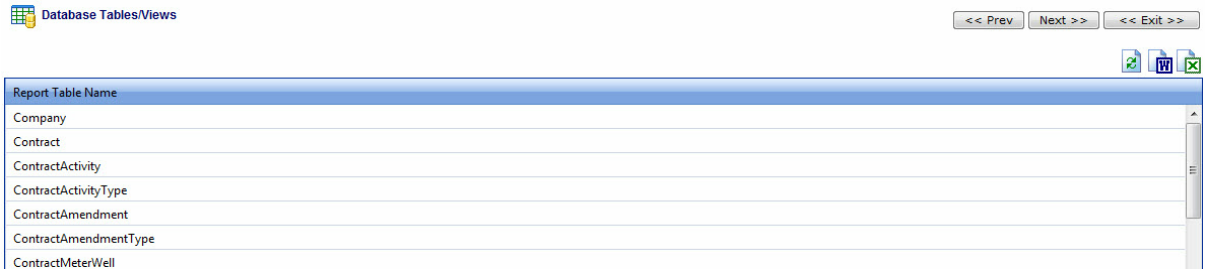
3.6.1.1.4.1 Database Tables/Views

This screen shows the names of all database tables/views, which were detected within the report when the report was registered into the **EnergySteward.com** report inventory. This is a read only list and is derived based on the construction of the actual Crystal "rpt" report. This list can be used to confirm whether or not a report references specific system areas (or not). Capturing information about the reports, at this level, enables system administrators to understand impacts of making changes, etc. This list gets refreshed when a report gets registered within the system.

For example: From the report inventory lookup screen, a query can be run to provide a list of all reports which reference the 'ContractActivity' table/view. This can be very beneficial in situations where

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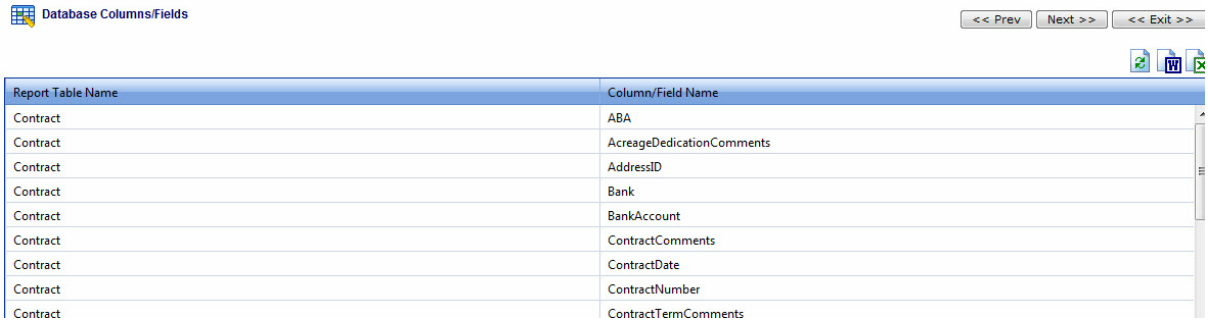
underlying database schema changes are being introduced and a need exists to make sure the reports adhere to the new schema.



3.6.1.1.4.2 Database Columns/Fields

This screen shows the names of all database columns/fields, which were detected within the report, when the report was registered into the **EnergySteward.com** report inventory. This is a read only list and is derived based on the construction of the actual Crystal "rpt" report. This list can be used to confirm whether or not a report references specific system areas (or not). Capturing information about the reports, at this level, enables system administrators to understand impacts of making changes, etc. This list gets refreshed when a report gets registered within the system.

For example: From the report inventory lookup screen, a query can be run to provide a list of all reports which reference the "BankAccount' column/view. This can be very beneficial in situations where underlying database schema changes are being introduced and a need exists to make sure the reports adhere to the new schema.



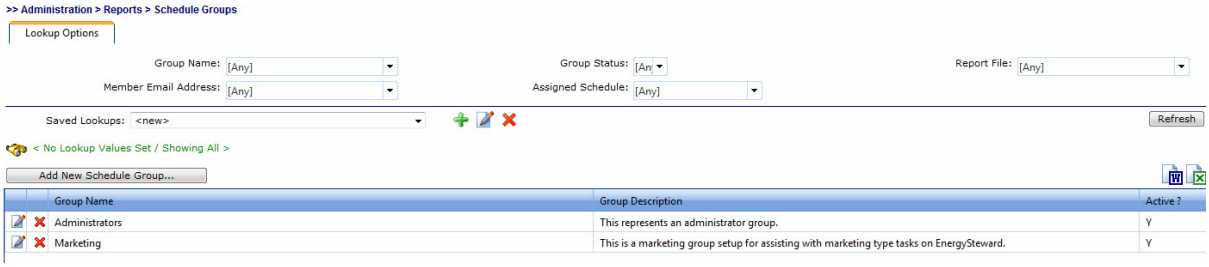
3.6.1.2 Schedule Groups

This particular lookup screen provides a method to list, add, edit, delete and view schedule groups which are currently defined within **EnergySteward.com**. Schedule groups are used for global report scheduling and distribution. Global report scheduling and distribution is where a report can be distributed to multiple individuals (internal to your organization and external to your organization). The other type of scheduling is 'Personal' scheduling, personal scheduling only allows for schedule distributions for the user that sets up the personal schedule (more info on personal schedules can be found here).

All schedule groups are comprised of any contacts currently stored within the contact area. An individual contact can exist in multiple schedule groups. A scheduled report can have multiple schedule groups, as distribution recipients, for the report.

The screen shot below represents the lookup/query screen for working with report schedule groups.

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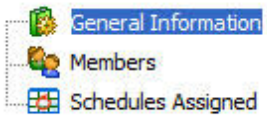


Add New Schedule Group (button) - Click this button to add a new report schedule group within **EnergySteward.com**.

View/Edit Grid Button (pencil) - Click this next to the applicable report schedule group in order to change or view any information relative to that group.

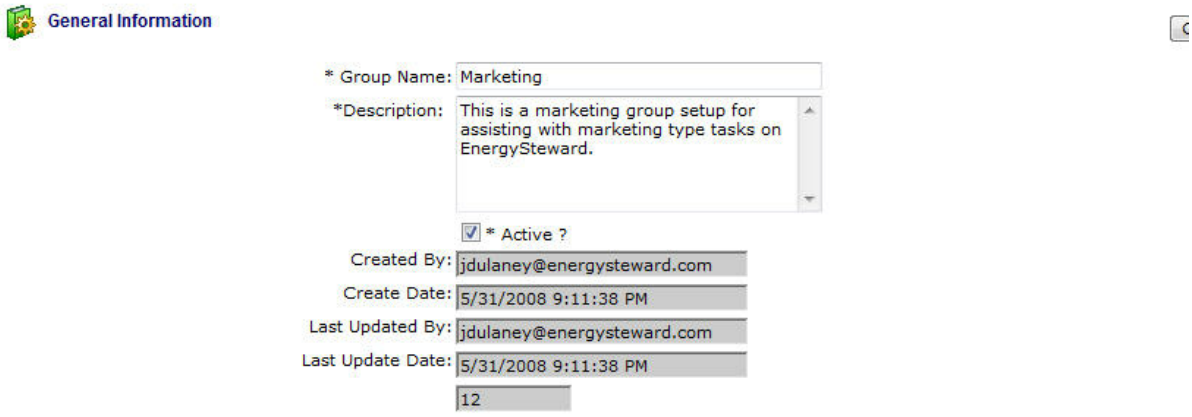
Delete Grid Button (red x) - Click this next to the applicable report schedule group that you want to permanently delete. When you delete a report schedule group, then all information relevant to that report schedule group will be permanently deleted. Important note: This will not delete the individual contacts, just their member relationship to the deleted group.

The following lists out the various areas of information relative to a specific report schedule group within the system. This is the tree navigation area which you will see when you add or update a specific report schedule group. With the initial screen being set to the 'General Information' screen.



3.6.1.2.1 General Information

This represents the main screen which is used when either adding or updating a report schedule group.



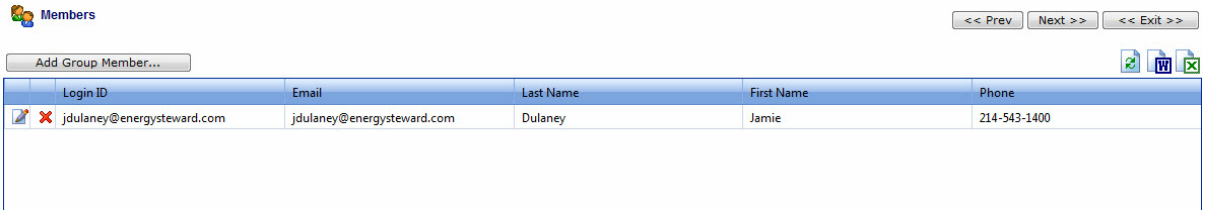
Group Name - This is a required field. This represents the name assigned to identify the report schedule group. This should be a representative and descriptive name, as it will be used within drop down list selections when actually assigning this group to scheduled reports.

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Description - This is a required field. This provides an area to provide a brief description for the report schedule group.

3.6.1.2.2 Members

This represents the list screen for the members which are currently in the report schedule group. These members are all contact individuals within **EnergySteward.com**. A person can be in multiple report schedule groups. This screen is the equivalent of setting up a distribution list. Once this list is setup, it can be used for multiple scheduled reports. The following screen shot shows how members will appear in a report schedule group member listing.



Add Group Member (button) - Click this button to add a new individual contact member to the report schedule group.

View/Edit Grid Button (pencil) - Click this next to the applicable report schedule group member in order to change the information about this member.

Delete Grid Button (red x) - Click this next to the applicable report schedule group member that you want to permanently delete. This will not delete the contact individual, just the member association to this specific group. Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.

The following screen will appear when you select to add or view/edit a report schedule group member.



User (drop down list box) - This is required and represents the contact individual within **EnergySteward.com** which you want to include within this report schedule group.

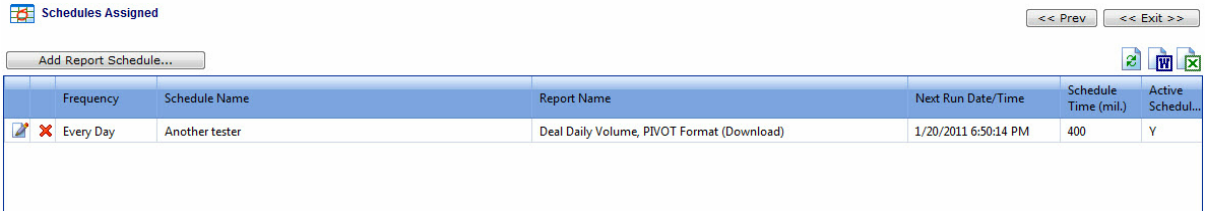
Active (checkbox) - When checked then this member association to this report schedule group is active. When not checked, then the group association is inactive.

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3.6.1.2.3 Schedules Assigned

This screen indicates the specific report schedules that are currently assigned to the report schedule group.

Any given report schedule group can have multiple reports (for example: the "Marketing" schedule group could have 8 daily reports scheduled). The following screen allows you to add/update/view the list of report schedules which are assigned to the report schedule group.

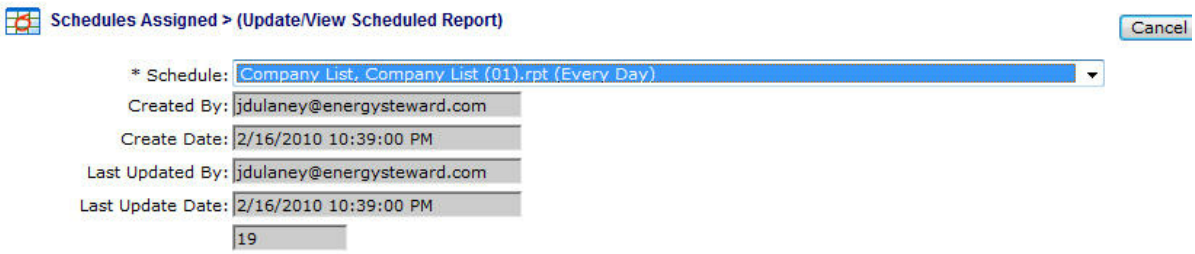


Add Report Schedule (button) - Click this button to add this report schedule group to a scheduled report.

View/Edit Grid Button (pencil) - Click this next to the applicable report schedule in order to change/ view the information about this report schedule group assignment.

Delete Grid Button (red x) - Click this next to the applicable report schedule when you want to permanently delete the group assignment to the scheduled report. This will not delete the scheduled report AND it will not delete the schedule group. Only the association between the group and the report is permanently removed. Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.

The following screen will appear when you select to add or view/edit a report schedule to the schedule group.



Schedule (drop down list box) - This is required and represents the actual schedule that has previously been setup (see schedule reports section for more information on setting up these global report schedules).

3.6.1.3 Schedule Reports

This particular lookup screen provides a method to see all global report schedules which are currently published within **EnergySteward.com** . These are the reports that you have setup to run on a recurring frequency (daily, hourly, monthly, etc.) and are available globally (to any/all report schedule groups). On this screen you can setup a new global report schedule OR you can update or delete an existing schedule report. All scheduled reports which are run within **EnergySteward.com** can be setup to run

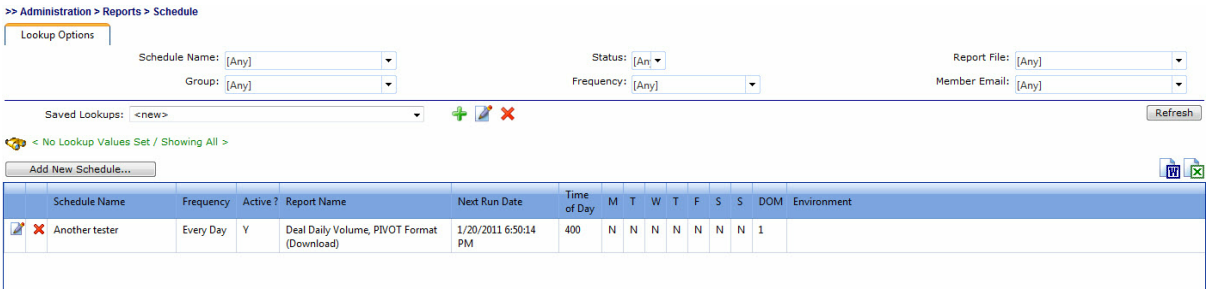
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at any time during the day or the night. Options are available to have it automatically distributed (email, fax, network file copy, FTP, SFTP, FTPS) to the individuals within the report schedule groups.

Examples for scheduled reports might be to run pipeline imbalance reports at end of day for schedulers, price valuation reports in middle of the night (after automated price feeds), etc. This global scheduling feature can save you time in that it can be configured to run automatically to support your daily job activities.

Important note: **EnergySteward.com** also supports **personal** scheduled reports. These are typically setup by each individual user and are run just for that individual.

The screen shot below represents the lookup/query screen for working with report schedules. Notice it shows some limited information pertaining to the schedule (next run date, time of day (military format), day of week scheduled to run (if applicable) and day of month (DOM) if applicable.

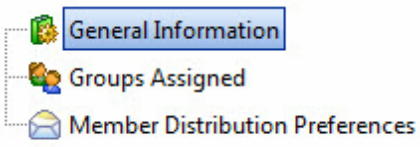


Add New Schedule (button) - Click this button to add a new report schedule.

View/Edit Grid Button (pencil) - Click this next to the applicable report schedule in order to change any of the information relevant to that report schedule.

Delete Grid Button (red x) - Click this next to the applicable report schedule that you want to permanently delete. When you delete a report schedule, then all information relevant to that schedule (group assignments, specific member distribution preferences, etc) will be permanently deleted. You might consider inactivating a report schedule versus deleting. Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.

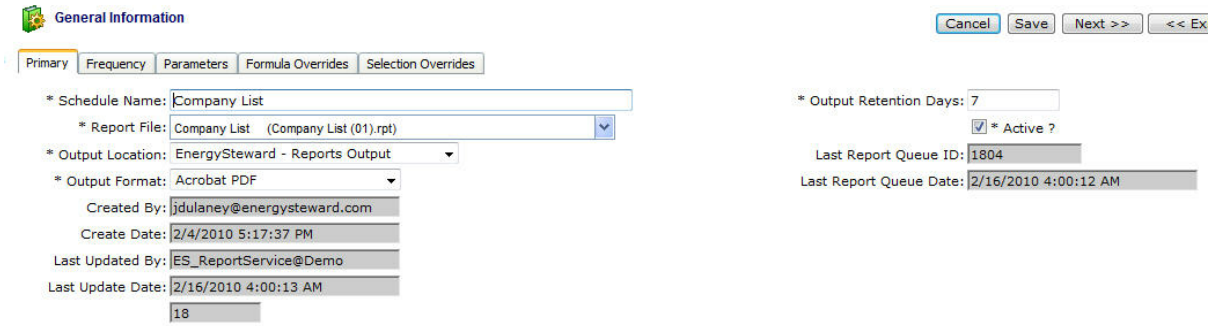
The following lists out the various areas of information relative to a specific report schedule within the system. This is the tree navigation area which you will see when you add or update a specific report. With the initial screen being set to the 'General Information' screen.



3.6.1.3.1 General Information

This represents the main screen which is used when either adding a new report schedule or when updating an existing report schedule. When adding a new report schedule, those items on the screen which contain default values (like file locations, etc.) are normally left at their default values.

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Schedule Name - This is a required field and represents the name you assign to this particular schedule. It is good to use a descriptive name for the actual report being scheduled. This name will ultimately also appear within the subject line for all email distributions.

Report File (drop down list box) - All reports which are currently within the **EnergySteward.com** report inventory will appear in this pull down box. The actual "rpt" file name and the name assigned as it shows on the menus is listed. You must select a report from this list. This will be the report that gets run on the schedule. As you change this selection, then the 'Parameters' tab on this screen resets to the parameters of the new report you select.

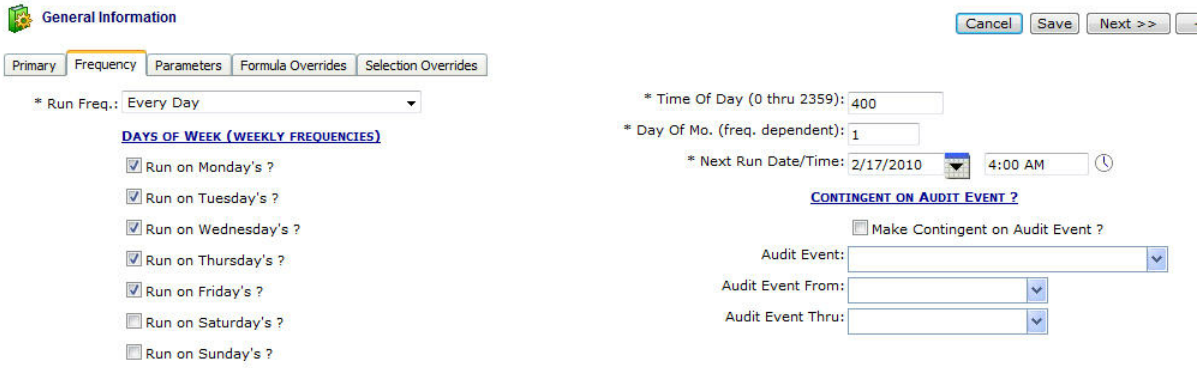
Output Location (drop down list box) - This indicates the system name where the output for the report (when submitted and run by the scheduler) will be located. When a report gets run, it generates an output file (like a PDF or XLS file), it will be stored on the system servers and specific path referenced by this name. Most of the time this should be left at it's default location. The 'behind the scenes' paths assigned to these names are setup by system administrators.

Output Format (drop down list box) - This is required. When this report schedule is run, this will be the output format for the resulting report output file (examples include Acrobat PDF, Excel, Word, Text, etc).

Output Retention Days - This is required. This represents the number of days that a report will 'hang around', after it runs on its scheduled date. When it gets past this number of days it will automatically 'roll off' (be deleted). This can be any value you want (suggest something greater than 0 because it will rolloff soon after it runs). Concerning retention days, it is important to remember, that when these reports are distributed (email, fax, file folder, etc.) they will be retained for an indefinite number of days (years) as correspondence for each individual. Therefore, unless its an unusual circumstance, this value can be set to a reasonably few number of days.

Active (checkbox) - If checked, then this report schedule will actively schedule and distribute. If inactive, then it is still in the report schedule list, it just will not run per it's schedule until re-activated.

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Run Frequency (drop down list box) - This indicates how often you want this report to run on this schedule (daily, monthly, yearly, hourly, etc.).

Days of Week (Monday thru Sunday checkbox's) - Check the appropriate days you want this report to run (applicable on 'Daily' and 'Weekly' frequencies).

Time of Day - Enter the time of day (military format) which this report should run. This is applicable for all report schedule frequencies. (example 400 represents 4 in the morning).

Day of Month (freq. dependent) - This for specifying a day of month to run monthly, bi-monthly, quarterly, etc. type reports. Care should be taken to consider that not all months have the same number of days (ie... 28 thru 31 possible).

Next Run Date/Time - This indicates when the report schedule will next run. Important note: You can force a report to run early/now by entering and saving this information (ie.. set it to run a minute from now for instance). After the report runs, it will automatically reset the 'next run date/time' to its normal schedule.

Make Contingent on Audit Event (checkbox) - **EnergySteward.com** provides a scheduling mechanism to enable the running of a report based on audit event 'triggers'. For instance, when a new meter/well is added within the system an audit event is automatically recorded. You can setup a schedule to run a 'new meters/wells' daily report AND have it contingent on the existence of a specific audit event. The report will then be setup to run everyday BUT will only actually run on just those days that new meters/wells were actually added. This eliminates running reports which might be 'blank'. Even though a report is setup to run 'daily' it will not actually 'run' daily unless there is a corresponding audit event within the specified audit event from and thru timeframes.

Audit Event - This pull down list box will list out all of the currently available audit events which can be used for report triggering purposes. Important note: If you do not see an event in the list AND you feel it can be beneficial, contact **EnergySteward.com** support.

Audit Event From / Thru - These pull down list boxes allow you you to setup a timeframe parameter when looking for a triggering audit event on a report schedule. The values here are listed as special substitution fields. For example... **#CURRDAY** is the day the report schedule is run. **#PREVDAY** is the previous day from the report schedule.

An example on audit event contingent reporting, if you setup the following on a daily report....

Event: **New Meter/Well**

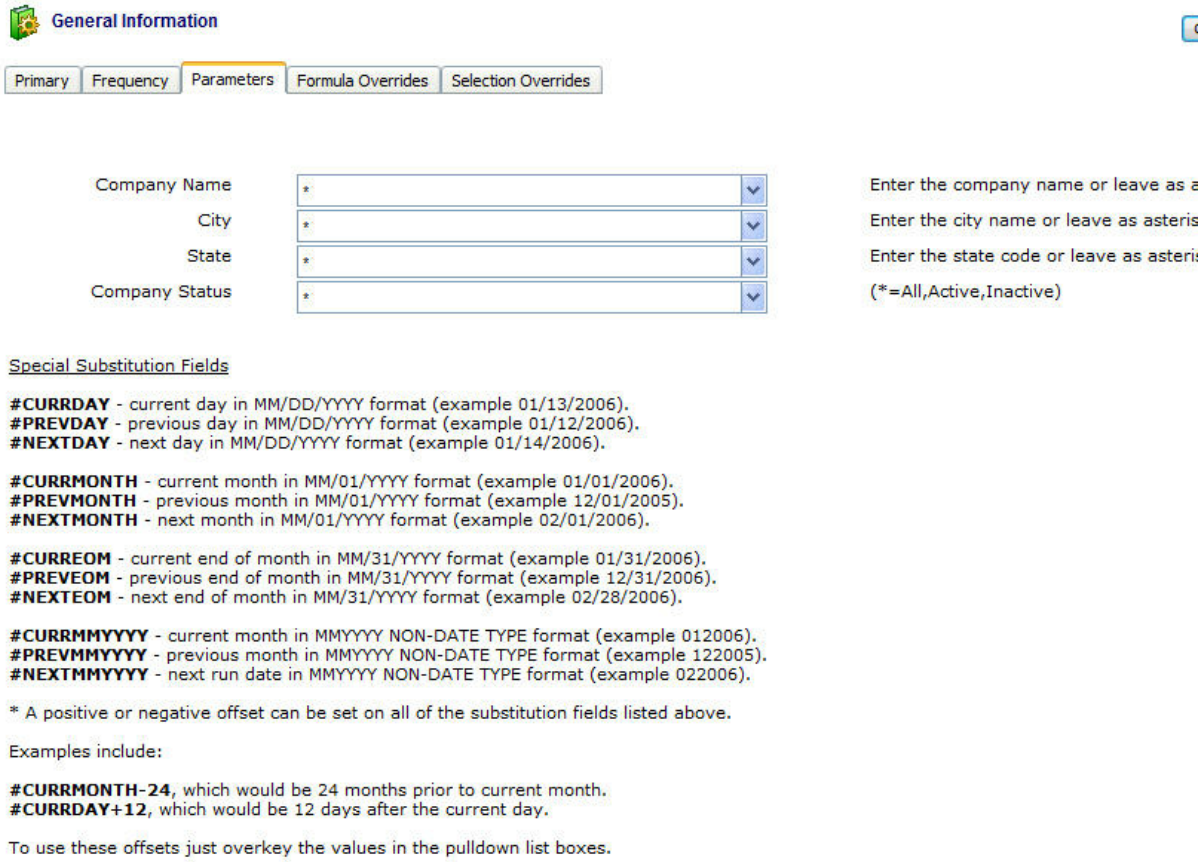
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From: **#PREVDAY**
Thru: **#CURRDAY**

The report would attempt to run daily. It would only actually run if a "New Meter/Well" audit event was posted from previous day to the current day. Important note: Please remember, these dates are based on the date when the report is actually attempted to be run (4:00 AM in the morning, etc.).

Additional capabilities on from/thru substitution fields allow you to put '+' and '-' numeric offsets. For example...

#PREVDAY-7 - Previous day - 7 days.
#CURREOM+3 - Current end of month + 3 months.



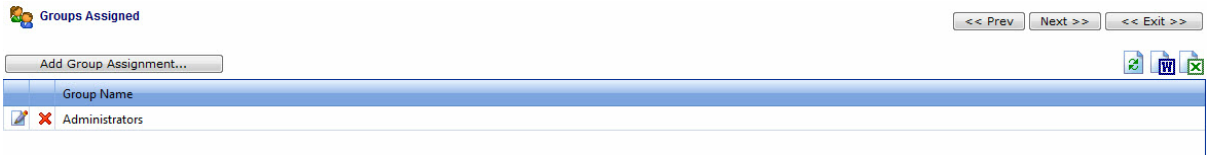
The parameters that list on this screen are unique to each report. These are the parameter values which will be used everytime it runs on it's scheduled frequency. Important note: Notice the special substitution fields (for date related parameters). These should be used in lieu of a specific date. Remember, that these substitution fields will substitute the applicable date based on the date when the report was submitted. Therefore, when setting up these parameters you will need to remember the time of day when the report is being scheduled to run.

3.6.1.3.2 Groups Assigned

This screen shows the report schedule groups which are currently assigned to this report schedule. A report schedule can have multiple group assignments. The following screen allows you to add/update/

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view the list of report schedule groups which are assigned to the report schedule.

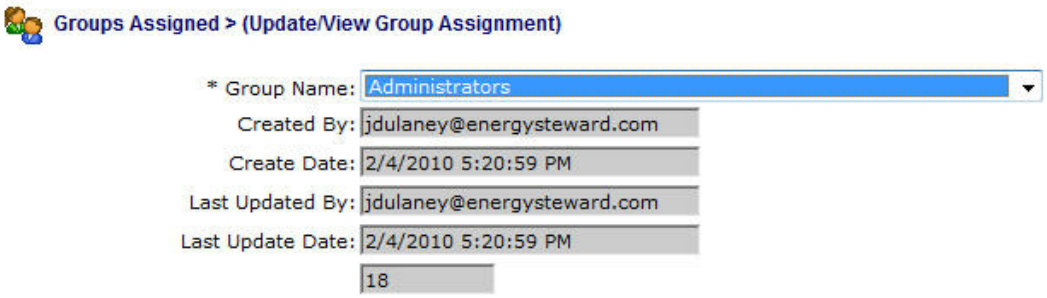


Add Group Assignment (button) - Click this button to add this report schedule group to the scheduled report.

View/Edit Grid Button (pencil) - Click this next to the applicable report schedule group in order to change/view the information about this report schedule group assignment.

Delete Grid Button (red x) - Click this next to the applicable report schedule group when you want to permanently delete the group assignment to this scheduled report. This will not delete the scheduled report AND it will not delete the schedule group. Only the association between the group and the report is permanently removed. Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.

The following screen will appear when you select to add or view/edit a report schedule to the schedule group.



Group Name (drop down list box) - This is required and represents the actual report schedule group that has previously been setup (see schedule report group section for more information on setting up these groups).

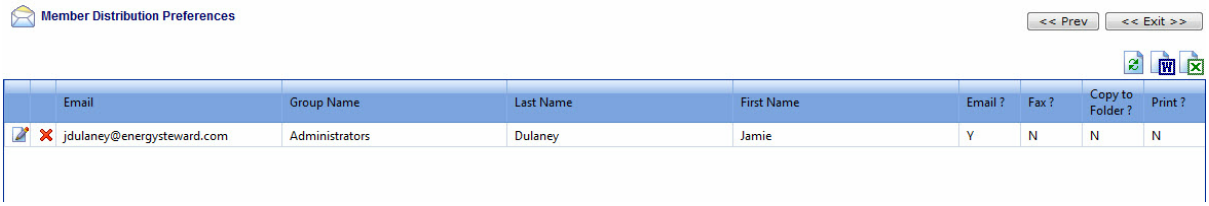
3.6.1.3.3 Member Distribution Preferences

This screen lists out all of the individual contacts which are within the report schedule groups assigned. Here is where you can specify how the report is to be distributed when it runs on its schedule (email, fax, file copy to a folder, etc), for each individual across all report groups assigned.

The way you add individuals to this particular list, is strictly done by adding schedule group associations to the schedule report. The default distribution for all individuals is email.

Important note: An individual could possibly show up twice in this list IF that individual is in two groups and both are assigned to this scheduled report. In those situations it is a good idea to set one of the two, to not distribute at all (otherwise two copies will be sent). This can be done by going into one of the two distribution preference areas and unchecking all distribution options.

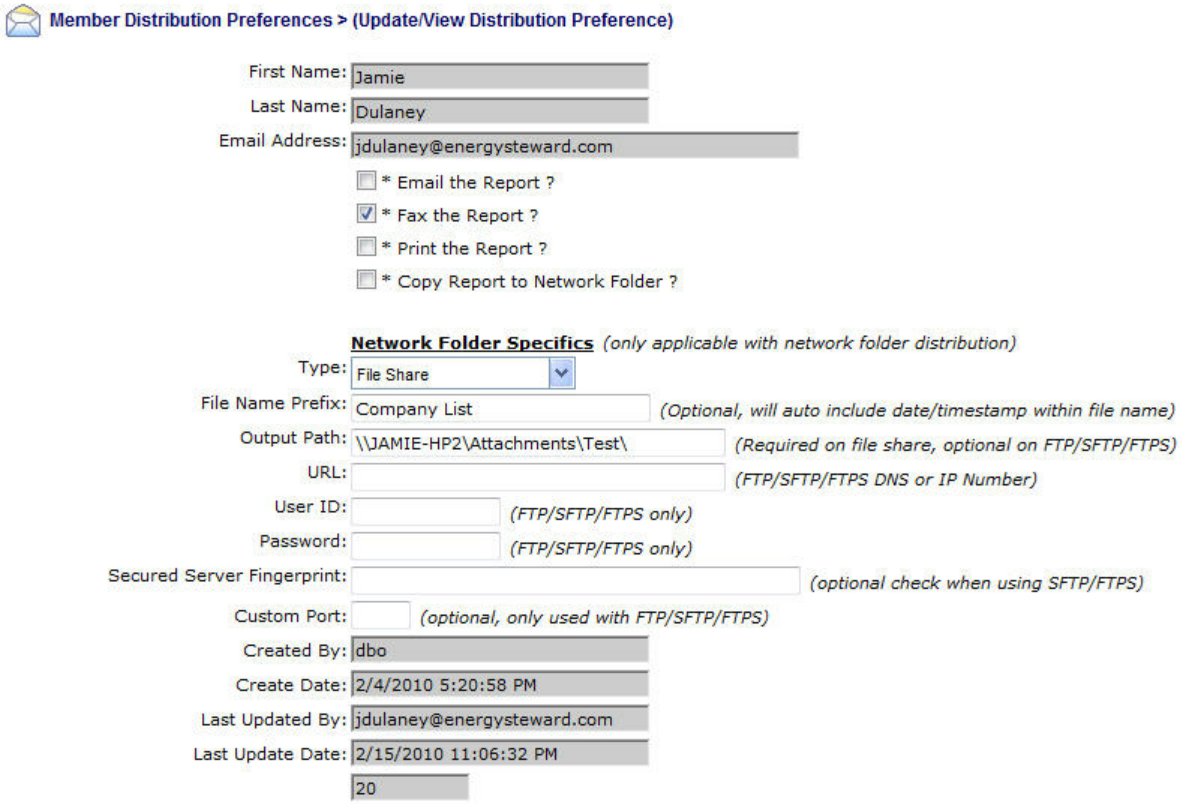
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View/Edit Grid Button (pencil) - Click this next to the applicable individual contact in order to change/ view the distribution options for this report.

Delete Grid Button (red x) - Click this next to the applicable individual contact when you want to permanently delete the distribution assignment to the scheduled report. This will not delete the scheduled report AND it will not delete the individual contact. Only the association between the individual and the scheduled report is permanently removed. You may want to consider simply un-checking the distribution options (versus a physical delete). Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.

This following screen is displayed when you click the view/edit distribution option for a specific contact individual.



Email The Report (checkbox) - Check this to have the report sent via email. If the individual contact does not have a valid email address setup then the report obviously won't be delivered.

Fax The Report (checkbox) - Check this to have the report sent via fax. If the individual contact does not have a valid fax number setup (individual level AND company default level) then the report obviously won't be delivered. In addition, the fax service must be configured for this to be distributed.

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Print The Report (checkbox) - No currently supported.

Copy Report to Network Folder (checkbox) - Check this in order to have the report copied to an available file share on network OR to have it sent via FTP/SFTP/FTPS to a remote network environment over the internet.

Network Folder Specifics *(only if network folder distribution selected)*

Type (pull down list box) - Include File Share, FTP, FTPS and SFTP.

File Name Prefix - This is an optional field. When entered it will name the file it copies with this prefix, followed by a date/time stamp within the name. As an example, if you want to write the report to a specific location always named "Demo Margin Report*.XLS'. Then you would enter "Demo Margin Report" in this prefix box. This ensures that everytime the report posts to the output location it will be named accordingly.

Output Path - This is a required field if you specify 'File Share' as a type. It indicates the specific file share location to post the report output file. If you select an FTP/SFTP/FTPS for a type then you can optionally specify the path (from the FTP root for the login).

URL - Required for any of the FTP types. This is the IP address or DNS name for the ftp site.

User ID - For FTP types, dependent on security setup at target site. This is the user id portion of the credentials to use in order to login and post to the site. Leave blank if anonymous site.

Password - For FTP types, dependent on security setup at target site. This is the password portion of the credentials to use in order to login and post to the site. Leave blank if anonymous site.

Secured Server Fingerprint - For secured FTP types, dependent on security setup at target site. If entered, then this value will be compared to the server value to determine if a connection and transfer can be made (ie.. value must match value presented at target server). Leave blank if you do not wish to ensure fingerprint checks.

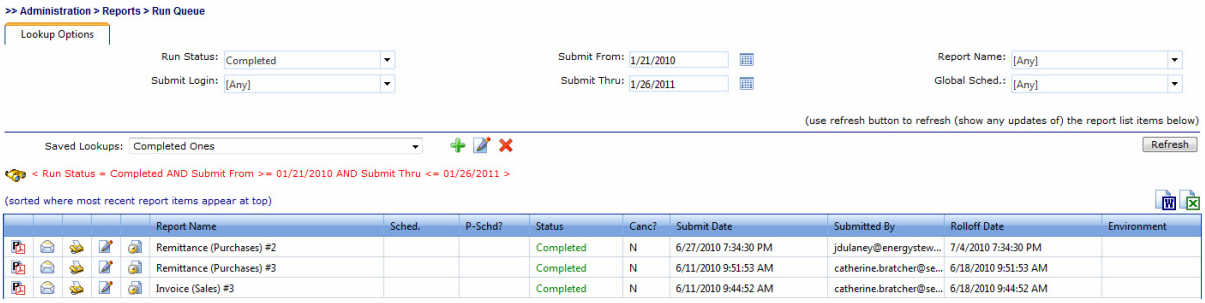
Custom Port - For FTP site delivery only. If you want to override the default FTP/SFTP/FTPS ports then you can specify the port number to use for the FTP communication. Normally left blank.

3.6.1.4 Run Queue

The report run queue represents a list of all reports that either have run, are running OR are submitted to run within the system. The report administration capabilities provided within **EnergySteward.com** allow for viewing (and distributing if needed) any reports that were run within the system.

The following screen will show all these reports (initially ordered descending by submit date, showing most recently submitted at the top).

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Report Application Button - This represents a graphic image of the type of report which has been run. This graphic image could represent a PDF report, Excel worksheet,Word document, etc. When you click this button you will be prompted to either open/view the report OR to save it to a local or network drive. Basically, use this button to see the results of the report. When you click to open/view, then the application (Acrobat Reader, MS Excel, MS Word, etc.) on the client machine will be automatically started and the report will appear when the application opens.

Email Button - Click this in order to email the report using the **EnergySteward.com** email functions. When clicking this button the standard email window will popup and the report will be automatically listed as an attachment.

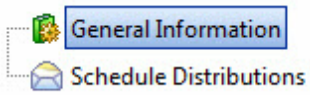
Fax Button - Click this in order to fax the report using the **EnergySteward.com** fax functions. When clicking this button the standard fax window will popup and the report will be automatically listed as an attachment.

View/Edit (pencil) Button - Click this in order to look at the details for this particular report. These report details include items like parameter values, date/times of execution, status code information, etc. See below for sample screen shot on the report view details.

Report Schedule Button - Click this in order to take this particular report (with its current parameter settings, etc.) and set it up on the global report scheduler. This feature allows you to go straight from an adhoc report to the report scheduler with minimal effort (and it carries parameter values).

Cancel Button - Not currently supported.

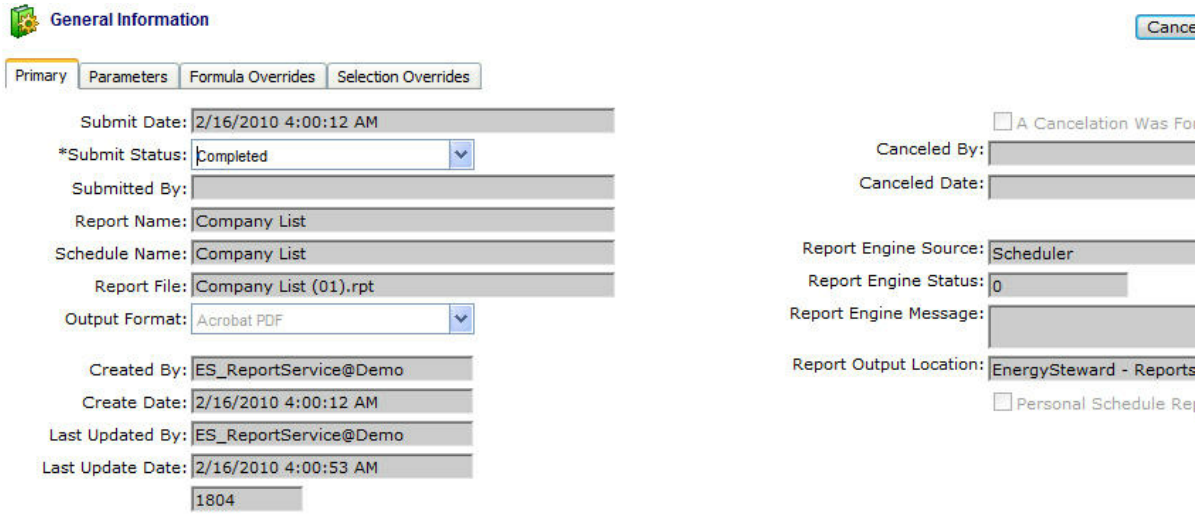
The following lists out the various areas of information relative to a specific report queue item within the system. This is the tree navigation area which you will see when you view a report queue item. With the initial screen being set to the 'General Information' screen.



3.6.1.4.1 General Information

Below is a sample screen of the report queue details. All information on this screen is 'read only' with one exception. The submit status allows for resubmitting a report, if needed. Exiting this screen will take you back to the report queue list.

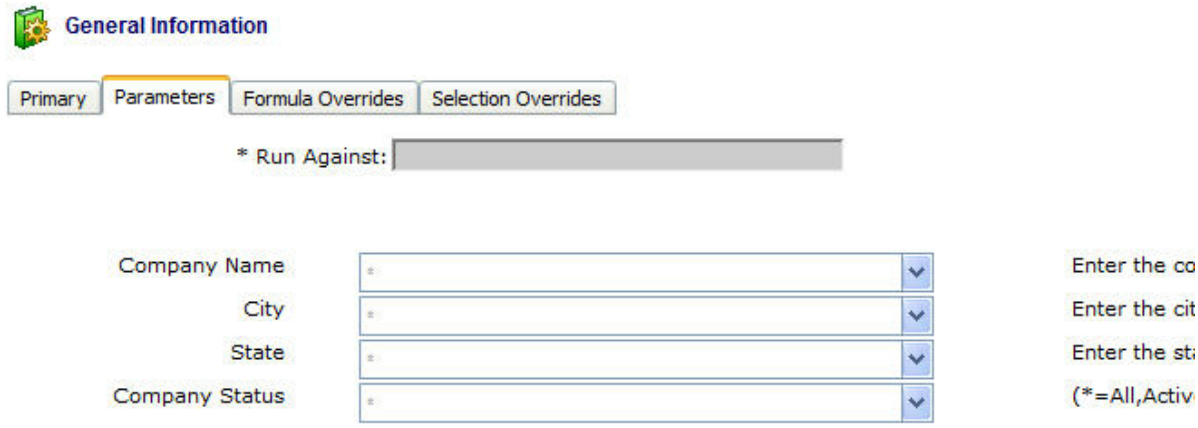
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Submit Status (drop down list box) - Set to 'Submitted' and then save and exit in order to resubmit the report to the scheduler.

The other information presented on this screen indicates audit information about the report which was run.

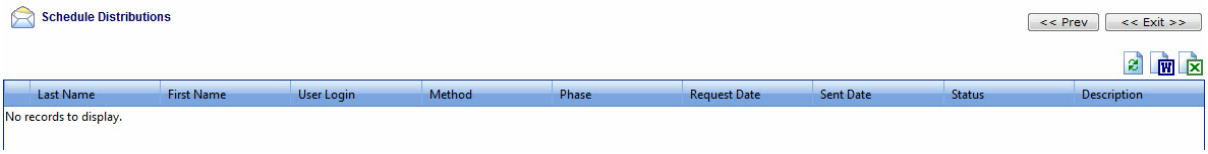
This following screen tab shows the report environment and the parameters which were used when the report was run. These are all read only (historical) settings pertaining to this particular report run queue item.



3.6.1.4.2 Schedule Distributions

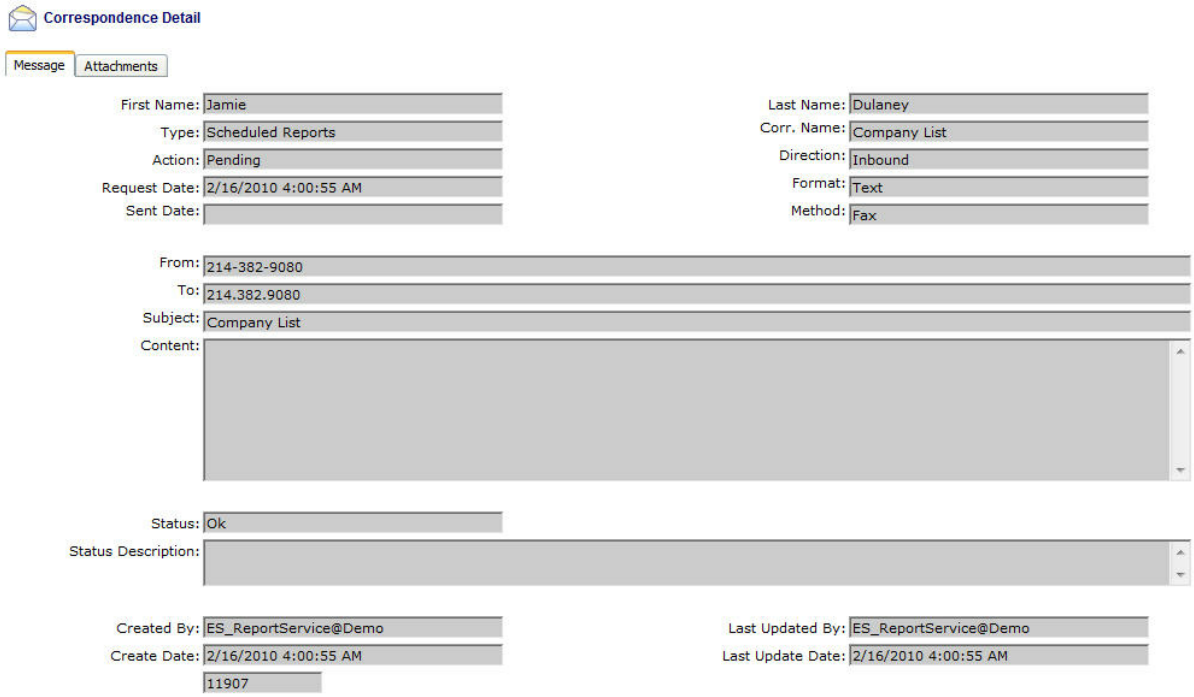
This area shows the results of the most recent report distributions for this scheduled scheduled report run queue item. This is read only information.

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View/Edit Grid Button (pencil) - Click this next to the individual distribution entry to see the details of the distribution.

The screen below is presented when you click the view individual distribution entry item.



This particular area shows the target information relative to how it was distributed. Important note: The actual method for distributing to the service (like fax) is dependent on the service interface. The information represented on this screen shows the fields that were used when invoking the interface.

The following tab shows the 'attachments' which were actually sent. From this screen, the icon can be click to actually view the report which was sent.

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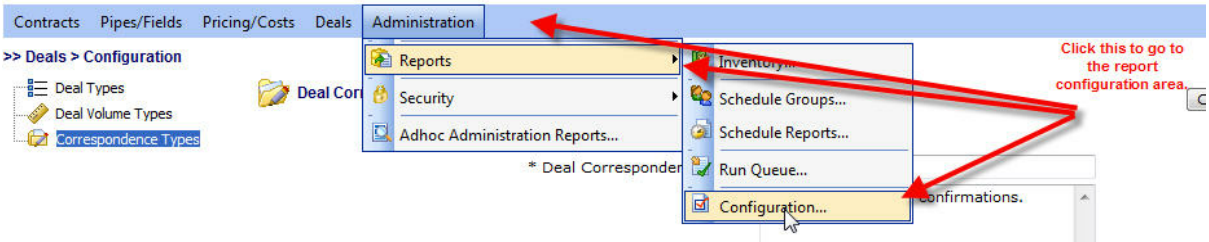
3.6.1.5 Configuration

EnergySteward.com provides for the setup and management of reports. These reports can be 'published' into the system and setup to be available on various reporting menus. Many of the items related to reporting can be configured with the setup of report configuration items. Please note that the configuration area for reporting is an area of the system which will primarily be updated by system administrators. In addition, updates to these configuration items need to be carefully considered prior to making the any changes.

A few examples of these report configuration items include:

- Report Program Types
- Update Status Codes
- Output Formats
- Output Status Codes
- Parameters
- Parameter Types
- Environments
- Database Mappings
- etc.

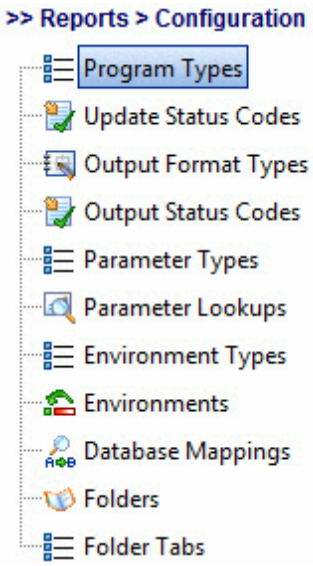
In most cases, these configuration options will have already been pre-configured for your particular environment, in advance. In fact, many of these options should not be removed/updated to retain the full functionality (ie.. if "Adobe Acrobat PDF" is an output type for a report, you probably don't want to delete that as an option). These screens do allow administrators of the system to have an online update capability to these critical configuration settings on reports. To get into the report configuration area you do the following:



The next screen presented shows a list of all report configuration areas listed within a tree view (see below and also refer to the section on tree navigation within this manual for more info on navigating the tree). When you click these tree items then the other side of the screen will display the applicable

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contents. The following screen shot shows a sample of the report configuration tree.

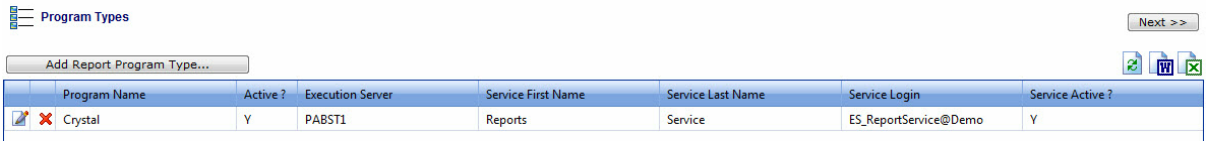


3.6.1.5.1 Program Types

EnergySteward.com was developed to potentially be able to support multiple different report writer tools. Currently, Crystal Reports (11.5) is the report writer tool supported. All reports within **EnergySteward.com** are currently developed with the Crystal Reports toolset.

This configuration screen provides you with a method to setup various report writer program types. Adding a new program type will require updates by system administration staff and development to modify the background (server) services to support the new report program tool.

The screen shot below shows the initial screen which lists out your available report program types:

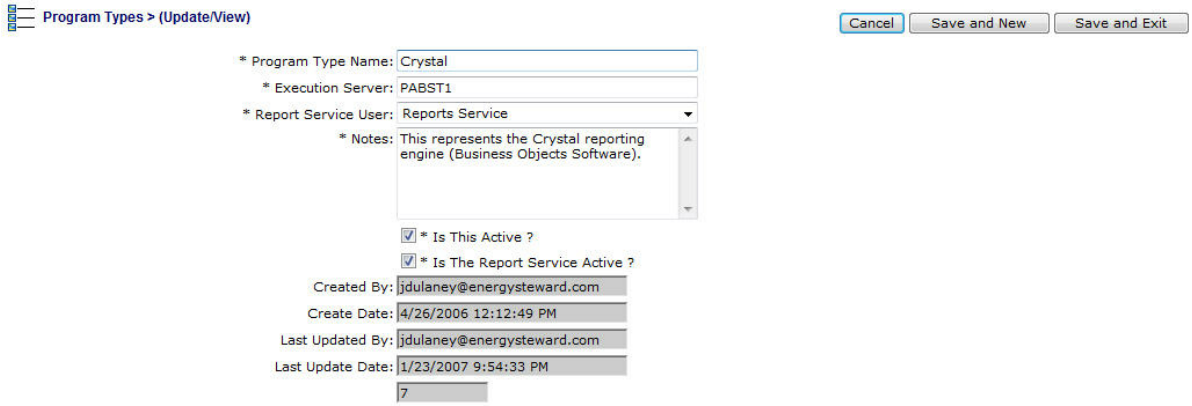


Add Program Type (button) - Click this button to add a new program type.

View/Edit Grid Button (pencil) - Click this next to the applicable report program type in order to change the information about this type.

Delete Grid Button (red x) - Click this next to the applicable report program type that you want to permanently delete. Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.

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Program Type Name - This represents the name of the report program tool.

Execution Server - Multiple background servers can be used to service reporting queue. This represents the server token name which is used to run the reports. System Administrator Note: These server names are stored in the 'config' files for the reporting services on the server. They don't have to match the actual name of a server, just the name specified in the executing instance of the reporting windows service.

Report Service User - User name (selectable from pull down) for running reports within the background service. System Administrator Note: These service user names are also required in the 'config' files for the reporting services on the server.

Notes - This is where you can post any information relative to the report program type.

Is Report Program Type Active (checkbox) - If checked, then this program type is considered active.

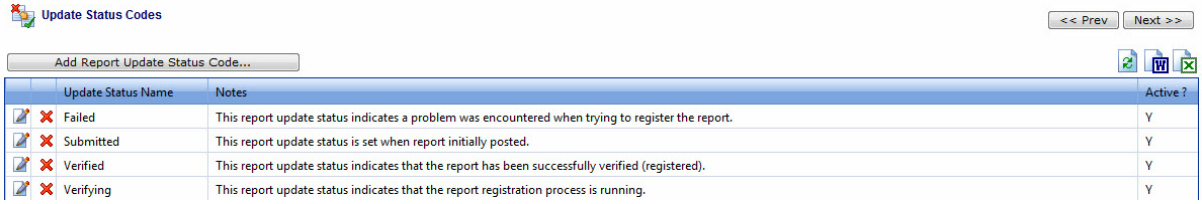
Is Report Service Active (checkbox) - If checked, then this program type service is considered active. System Administrator Note: The service itself should be stopped on the background reporting server.

3.6.1.5.2 Update Status Codes

When you publish a new report into **EnergySteward.com,** the system must verify/register it before it can be used within the reporting menus**.** The report will go thru multiple 'stages' as it gets published. These status codes indicate the available status codes which get set as the system goes through its verification/registration process. Important note: These values should normally never be modified as they are used by the background report program services.

The screen shot below shows the initial screen which lists out your available report update status codes:

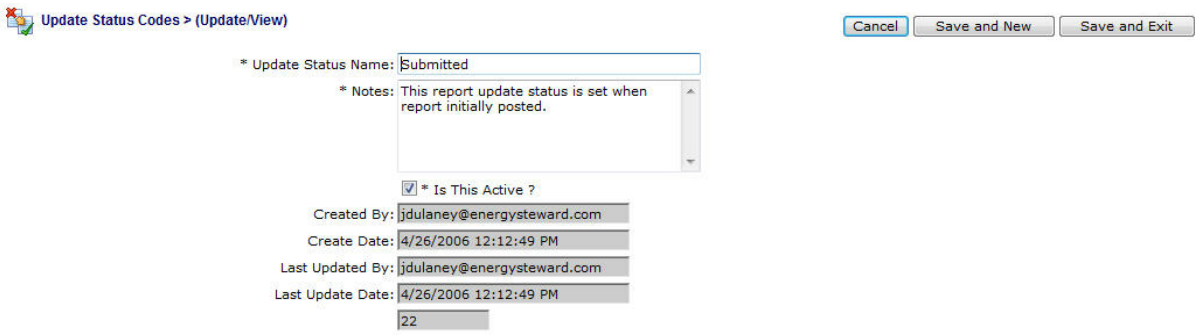
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Add Program Type (button) - Click this button to add a new report update status code.

View/Edit Grid Button (pencil) - Click this next to the applicable report update status code in order to change the information about this code.

Delete Grid Button (red x) - Click this next to the applicable report update status codes that you want to permanently delete. Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.



Update Status Name - This represents the name of the update status names.

Notes - This is where you can post any information relative to the report update status codes.

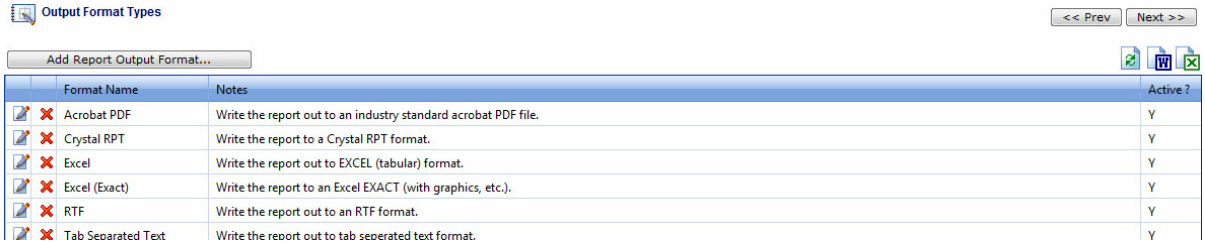
Is Report Status Code Active (checkbox) - If checked, then this program status code is considered active.

3.6.1.5.3 Output Format Types

When you run reports in **EnergySteward.com**, you have the option of having the report create several output format types. These output format types are what displays in the pull down box every time a report gets submitted. In addition, when publishing a new report to the system, a default output format format type is specified in order to provide for the 'normal' output that a report will be generating. All reports can be submitted to any of the following output types (if so desired by the users that run the reports). Important note: These values should normally never be modified as they are used by the front end (online screens) and background report program services.

The screen shot below shows the initial screen which lists out your available report output format codes:

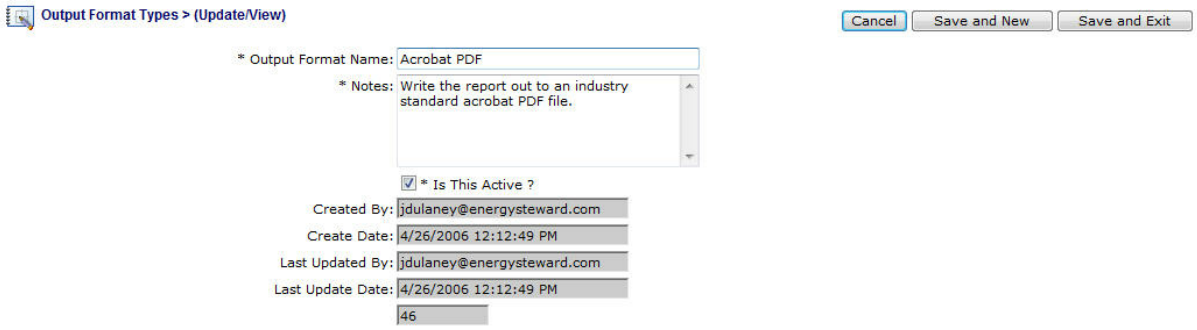
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Add Output Format Type (button) - Click this button to add a new report output format type.

View/Edit Grid Button (pencil) - Click this next to the applicable report output format type in order to change the information about this type.

Delete Grid Button (red x) - Click this next to the applicable report output format type that you want to permanently delete. Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.



Output Format Name - This represents the name of the report output format.

Notes - This is where you can post any information relative to the report output format type.

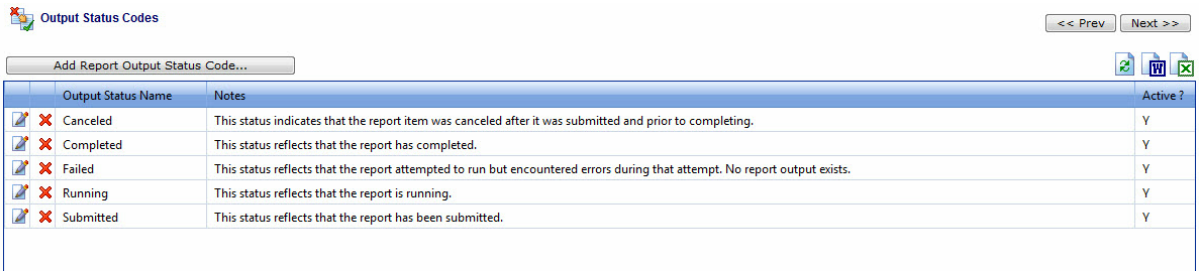
Is Report Output Format Active (checkbox) - If checked, then this report output format type is considered active.

3.6.1.5.4 Output Status Codes

When you run a report in **EnergySteward.com,** the system will post status updates to the reports, as it is running. This way, you can see whether or not the report has been run, if it worked successfully, failed, etc. Important note: These values should normally never be modified as they are used by the background report program services.

The screen shot below shows the initial screen which lists out your available report output status codes:

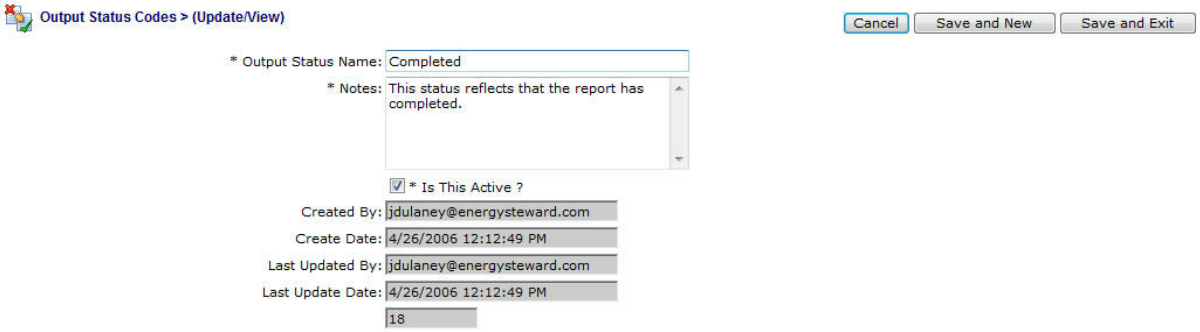
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Add Output Status Code (button) - Click this button to add a new report output status code.

View/Edit Grid Button (pencil) - Click this next to the applicable report output status code in order to change the information about this code.

Delete Grid Button (red x) - Click this next to the applicable report output status codes that you want to permanently delete. Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.



Output Status Name - This represents the name of the output status code.

Notes - This is where you can post any information relative to the report output status codes.

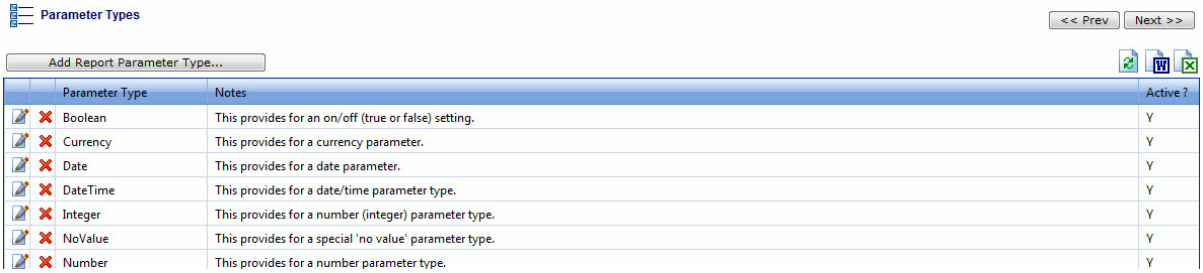
Is Output Status Code Active (checkbox) - If checked, then this output status code is considered active.

3.6.1.5.5 Parameter Types

When you run a report in **EnergySteward.com,** the report may have parameters which you can set, in order to filter the information that the report should show. These report parameters all have basic types (string or character, number, date, etc.). This screen shows the list of all underlying parameter data types which are used by the system when using report parameters. Important note: These values should normally never be modified as they are used by the background report program services.

The screen shot below shows the initial screen which lists out your available report parameter types:

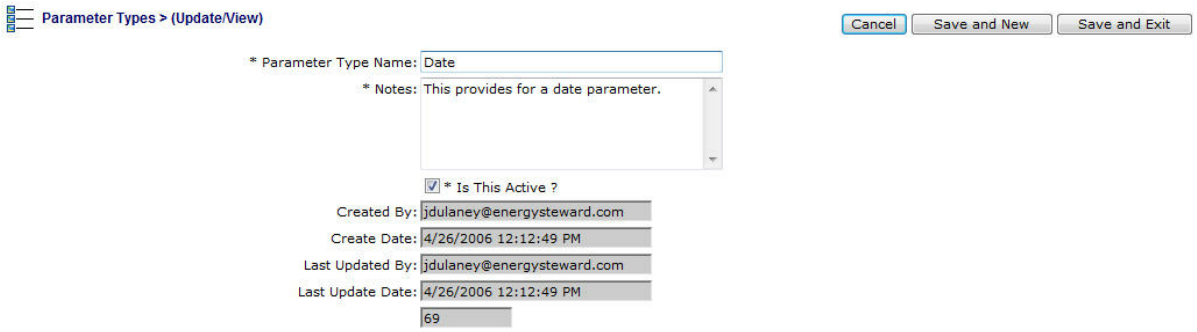
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Add Report Parameter Type (button) - Click this button to add a new report parameter type.

View/Edit Grid Button (pencil) - Click this next to the applicable report parameter type in order to change the information about this type.

Delete Grid Button (red x) - Click this next to the applicable report parameter types that you want to permanently delete. Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.



Parameter Type Name - This represents the name of the report parameter type.

Notes - This is where you can post any information relative to the report parameter type.

Is Parameter Type Active (checkbox) - If checked, then this parameter type is considered active.

3.6.1.5.6 Parameter Lookups

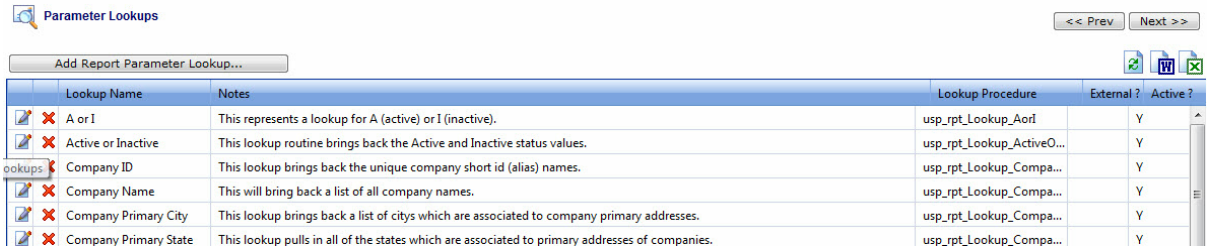
Reports which are run within **EnergySteward.com** provide for a powerful facility for having drop down list boxes for parameter value selections. For example, when running a report with a company name parameter, you can usually click on a drop down list (at time you submit the report) and potentially pick a specific company from this drop down (lookup) parameter list. This particular area within the system is where these common report parameter lookups are setup. These parameter lookups are used when initially publishing new reports within the system. A lookup can be 'assigned' to most report parameters to greatly assist the entry and submission of reports. It is important to note, that report parameters DO NOT require lookups (in fact some seldom used data fields do not have lookup options setup).

Important note: These lookup parameter require the assistance of the system administration group and

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the database group in order to establish the lookup procedures which match the specifications for report lookups within the system.

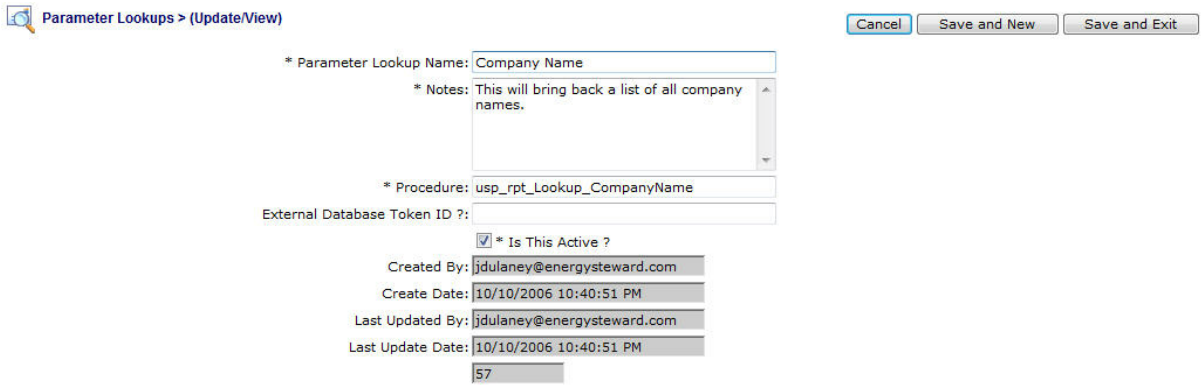
The screen shot below shows the initial screen which lists out your available report parameter lookups:



Add Report Parameter Lookup (button) - Click this button to add a new report parameter lookup.

View/Edit Grid Button (pencil) - Click this next to the applicable report parameter lookup in order to change the information about this lookup.

Delete Grid Button (red x) - Click this next to the applicable report parameter lookup that you want to permanently delete. Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.



Parameter Lookup Name - This represents the name to be assigned to the parameter lookup. This should reflect the underlying values which are returned by the lookup procedure.

Notes - This is where you can post any information relative to the report parameter lookup.

Procedure - This is the name of the procedure (SQL Server stored procedure) which should get invoked to bring back unique values for this lookup. A system/database administrator is required in order to create these procedures and the name here should exactly match the procedure name setup by the system/database administrator. These procedures need to be developed to the correct report lookup specifications in order to work correctly (they can be modeled off of existing lookup stored procedures in the database).

External Database Token ID ? - There are situations where lookup values must sometimes come from external databases. This can be done easily and integrated within **EnergySteward.com** thru this area. Important note: A system/database administrator is required to setup the relationships between these 'token id's' and the underlying database systems.This 'token id' field is a key name is setup in the

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'web.config' file within the **EnergySteward.com** web services root folder. It contains a connection string value which points to the target database. A linked server connection must be setup by the database administrator corresponding to this connection string. In addition, the lookup procedure (SQL Server Stored Procedure) will have to get created and posted to the target database environment to return back the applicable result set.

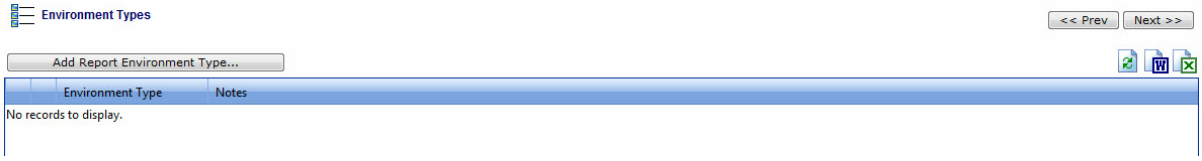
.

Is Parameter Lookup Active (checkbox) - If checked, then this parameter lookup is considered active.

3.6.1.5.7 Environment Types

The reports within **EnergySteward.com** can be configured to run against multiple different databases (same report running against different/same schema databases). This is beneficial in those situations where your company may be managing separate database instances for each of your customers. In addition, sometimes different types of business is put on one database, as opposed to another database (like marketing contracts on database "A" and transportation contracts on database 'B"). With **EnergySteward.com** you can define reporting 'environments' to allow you to point to these various place to run the reports. Thus, allowing a single place to submit reports targeting any of your underlying databases. When a report is published within the system, it can optionally be setup to allow a specific list of 'environments' (or the environment type). Then when the report gets submitted thru the adhoc report menu the individual environments within that type become available as selections (during the report parameter/submission process).

The screen shot below shows the initial screen which lists out your available report environment types (these are OPTIONAL an typically on used in multi database instance type environments):

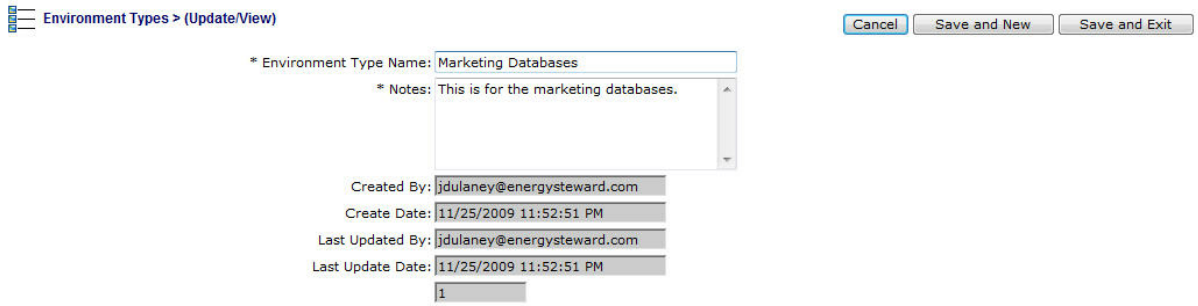


Add Report Environment Type (button) - Click this button to add a new report environment type.

View/Edit Grid Button (pencil) - Click this next to the applicable report environment type in order to change the information about this environment type.

Delete Grid Button (red x) - Click this next to the applicable report environment type that you want to permanently delete. Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.

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Environment Type Name - This represents the name to be assigned to this report environment type. This should reflect the underlying environments which will be setup within this type..

Notes - This is where you can post any information relative to the report environment type.

3.6.1.5.8 Environments

This area is where various database environments are defined for each report environment type. **EnergySteward.com** can easily be configured to be the front end reporting mechanism to database environments on/off network (single point for report submissions, etc). This particular screen provides for defining a list of databases within a given reporting environment type. When setting up environments (within an environment type) you will later be able to setup 'Database Mappings' for each environment. These environments provide for shielding a user of the system from having to know anything about where or how the databases are to be accessed. They simply select (an environment) from a pull down box when they run a report.

The screen shot below shows the initial screen which lists out your available report environments (these are OPTION, but if defined, they must be grouped within an existing environment type):

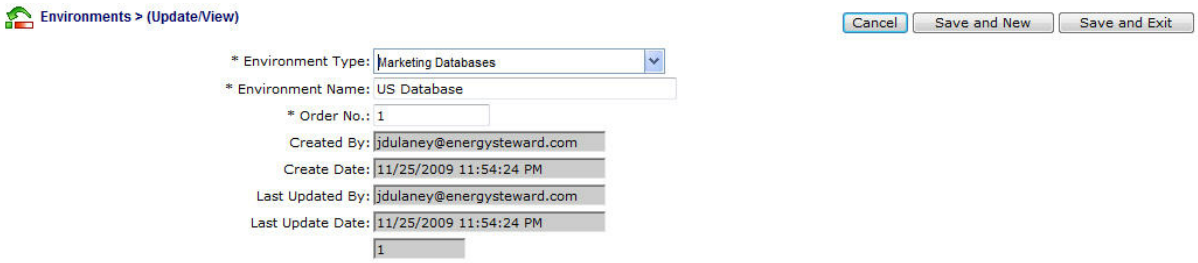


Add Report Environment (button) - Click this button to add a new report environment within an existing report environment type.

View/Edit Grid Button (pencil) - Click this next to the applicable report environment in order to change the information about this environment.

Delete Grid Button (red x) - Click this next to the applicable report environment that you want to permanently delete. Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.

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Environment Type (pull down list box) - Any environments setup on this screen will need to be defined within an existing report environment type. Select the pre-existing environment type (required). Important Note: You can setup these environment types within this report configuration area.

Environment Name - This is where you can place the name of the environment. This name is what will show up to the individuals that submit reports. Therefore, it should represent an understandable name to your users.

Order No - You can force the order by which environments show up in the pull down box when users submit a report. These are system wide defaults (not by user). You would typically put the first item in the list box as being the 'most likely to be used' (order no 1). Adding other environments within the same type would get order no 2..3..4...etc... They will show up to your users in this order.

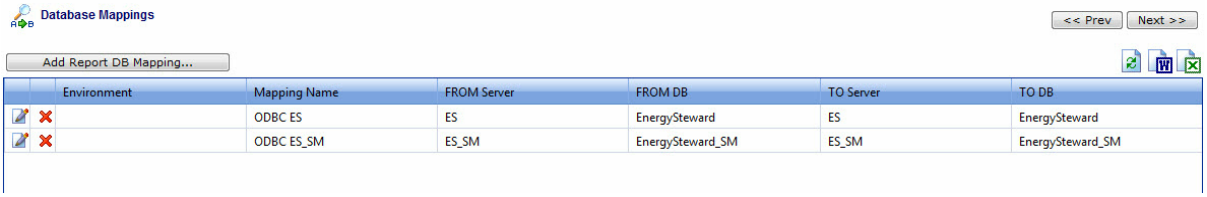
3.6.1.5.9 Database Mappings

This area is one of the more important areas for report configuration within **EnergySteward.com .** This is where actual database connection string information is stored to map between the various databases which the reports can run against. Important note: This is typically done by the system/database administrator.

Inside each Crystal report file contains existing database information (**FROM** information). The report database mapping screens allow you to setup substitution mappings to a different database (the **TO** information).

When a report is run within **EnergySteward.com**, the reporting service (running in the background on a server) will go thru each of the databases setup in the Crystal report (**FROM** information). The server name, database name and owner in the report is matched first to these **FROM** values. Once a **FROM** record is found through this matching process, then the **TO** information stored within this mappings area is substituted within the report, just before it is actually run by the report service.

The screen shot below shows the initial screen which lists out your available report environments (these are OPTION, but if defined, they must be grouped within an existing environment type):

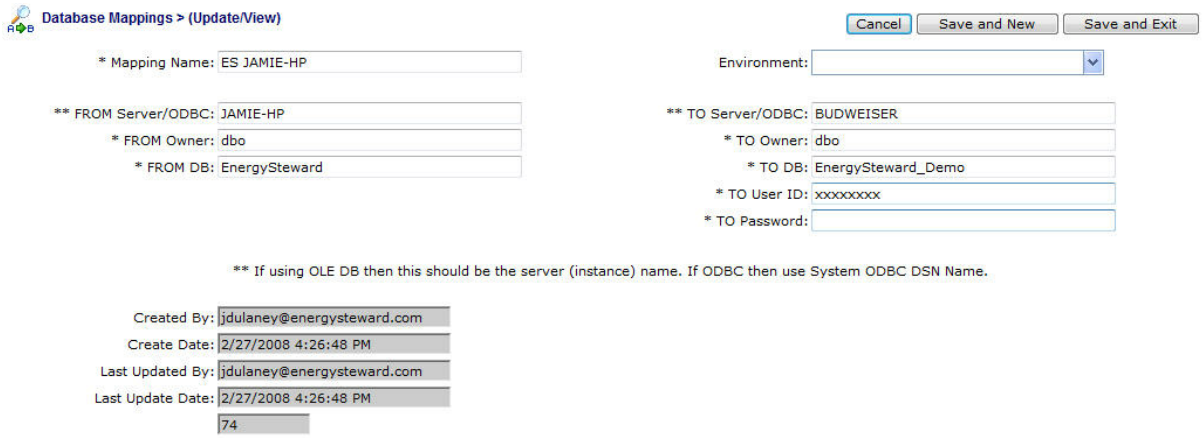


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Add Report DB Mapping (button) - Click this button to add a new report database mapping entry.

View/Edit Grid Button (pencil) - Click this next to the applicable item in order to change the information about this report database mapping.

Delete Grid Button (red x) - Click this next to the applicable report entry that you want to permanently delete. Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.



Mapping Name - This is where you can place any name you want to identify this mapping entry. This name is NOT used during the course of the report server mapping. It is here as a means for you to identify the entry you setup. It is a required field.

FROM Server/ODBC - If you are specifying an ODBC DSN then this is where you indicate the ODBC name. If your reports use OLE/ADO then you will indicate the actual server name. This is the name which is stored in the underlying reports (rpt files) which get published within **EnergySteward.com**.

FROM Owner - With SQL Server this is normally 'dbo' (database owner object). It is possible to have different owners on objects that you want to map. If this is the case, then would specify the applicable owner name here.

FROM DB - This is the underlying database name which is stored in the report for this mapping.

Environment (pull down list box) - This is optional. If you are setting up a mapping for a specific environment, then select the specific environment from the pull down list items. Any environments setup on this screen will need to have already been defined within an existing report environment type. If you leave this blank, then that means this is for the default environment.

TO Server/ODBC - If you are specifying an ODBC DSN then this is where you indicate the target/ substitution ODBC name. If your reports use OLE/ADO then you will indicate the actual target/ substitution server name. This will dynamically replace the respective **FROM** information just before a given report is run for the given report request.

TO Owner - With SQL Server this is normally 'dbo' (database owner object). It is possible to have different owners on objects that you want to map. If this is the case, then would specify the applicable owner name here for the target/substitution database. This will dynamically replace the respective **FROM** information just before a given report is run for the given report request.

TO DB - This is the underlying database name which is to be used for the target/substitution database.

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This will dynamically replace the respective **FROM** information just before a given report is run for the given report request.

TO User ID - This represents the user id which is to be used to connect with when running a report. Typically, this is read only access for all tables/views AND execute access for stored procedures.

TO Password - This represents the password to use for the target/substitution connection.

An Example *(In the example screen shot above... Here is what happens when a report is submitted...)*

1. User submits a report thru the menus within **EnergySteward.com**.
2. The report request is written in a 'Submitted' status in a report queue (database table record entry).
3. The background report service polls every 60 seconds for 'Submitted' reports in the queue, picks up this request to process.
4. The report service finds the applicable 'RPT' file and stores a temporary copy to a temporary folder for execution.
5. The report service then scans the contents of the report looking for all tables, views/ procedures (for each subreport as well).
6. For each database object it finds it pulls out the FROM information (server/odbc, owner & database name).
7. It then looks into this mapping table to find a match for an entry matching all of the FROM items (if report submitted toward a specific environment it will use that to find the correct mapping record).
8. When it finds this DB mapping record, it then takes the all the TO information and swaps out the FROM information in the temporary copy.
9. The report server then runs the report with the TO mapped items, connecting to the database with the TO credentials listed above. Report item gets marked as 'Running' in the queue.
10. The report completes the requests, writes out the report to applicable target location and marks the report as 'Completed'. At which point it is viewable, etc.

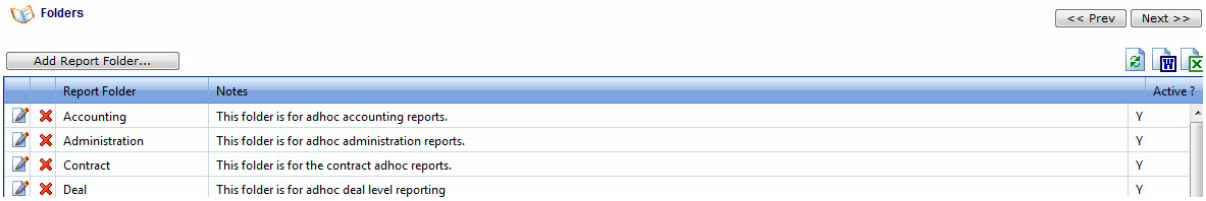
The above list should assist in understanding how not only the database mapping entries get used but also how the report server for **EnergySteward.com** operates. This design allows for the reusability of all reports to any liked schemas on/across any network within the same application environment.

3.6.1.5.10 Folders

Within the **EnergySteward.com** system, there are several 'Adhoc' reporting menus. Each of these 'Adhoc' menu items that appear are actually 'virtual' folders. When reports get published into **EnergySteward.com** they can be placed in one or more of these folders. They are actually placed in 'virtual' tabs within these folders (see folder tab) section.

Important note: Folders are typically setup by the system administrator in conjunction with the developer (to render menus for specific security rules that map to folders).

The screen shot below shows the initial screen which lists out your available report folders:

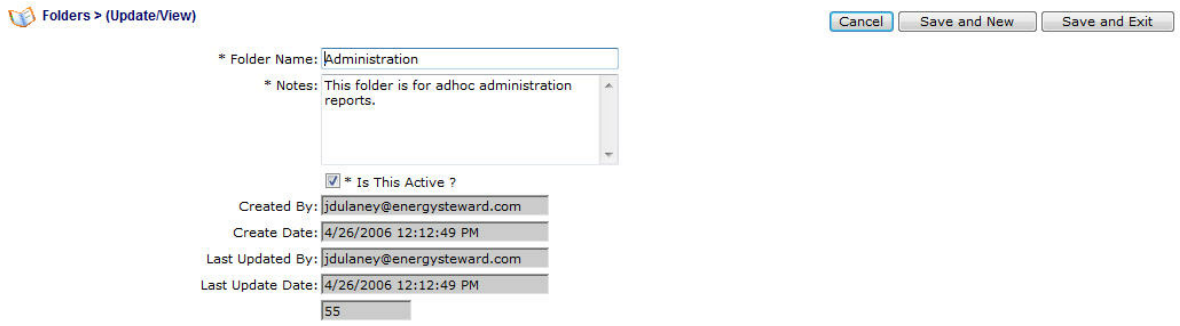


Add Report Folder (button) - Click this button to add a new report folder entry.

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View/Edit Grid Button (pencil) - Click this next to the applicable report folder in order to change the information.

Delete Grid Button (red x) - Click this next to the applicable report folder that you want to permanently delete. Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.



Folder Name - This is where you specify the name of the folder. Note, this name is what security rules and menu builds are dependent upon. Therefore, existing folder names should not be changed unless corresponding application menu names/security rules have been properly modified.

Notes - These notes appear at on the various 'Adhoc' submission screens within **EnergySteward.com** where the folder is available.

Report Folder Active (checkbox) - check this if the report folder is considered active.

3.6.1.5.11 Folder Tabs

Within the **EnergySteward.com** system, there are several 'Adhoc' reporting menus and each of these menus contains 1 or more 'tabs'. These tabs allow for a further categorization of reports. For instance. You might have a 'Deals' folder. Within this folder you might have a 'Profit/Loss' (for margin related reports) tab, a 'Balancing' (for scheduling/balancing reports) tab, etc..

Each of these tabs appear within an 'Adhoc' menu/folders. They are arranged/ordered by tab name (ascending) when a report is run. When reports get published into **EnergySteward.com** they can be placed in one or more tabs across 1 or more folders. Security rules/profiles AND the relevance of the report dictate where the administrator can publish the report within **EnergySteward.com**.

The screen shot below shows the initial screen which lists out your available report folder tabs:

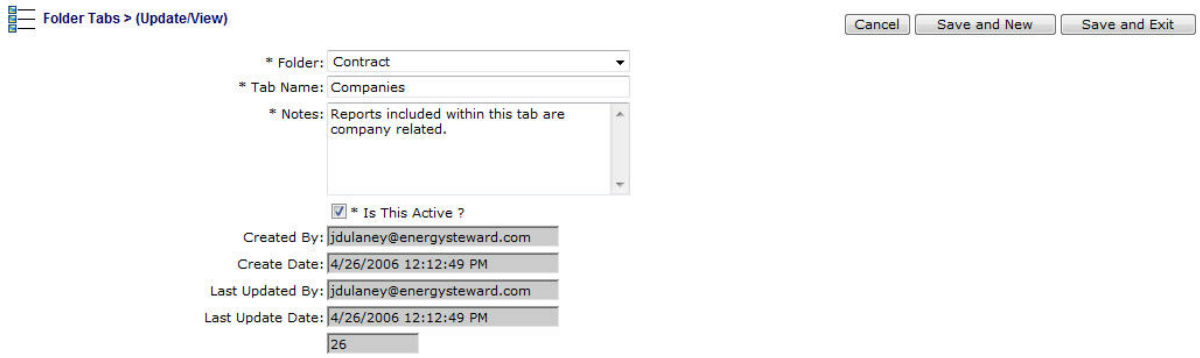


Add Report Folder Tab (button) - Click this button to add a new report folder tab entry.

View/Edit Grid Button (pencil) - Click this next to the applicable report folder tab in order to change the information.

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Delete Grid Button (red x) - Click this next to the applicable report folder tab that you want to permanently delete. Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.



Folder (drop down list) - Select the folder ('Adhoc' menu) where this particular tab is to appear. These folders should have previously been created in the report folder configuration area.

Tab Name - This is the actual 'tab' name which will appear within the 'Adhoc' menu/folder. It is important to remember that the tabs are ordered by name within an 'Adhoc' menu/folder.

Notes - These notes appear on the various tab areas where reports and selected and submitted within **EnergySteward.com**.

Report Folder Tab Active (checkbox) - check this if the report folder tab is considered active.

3.6.2 Security

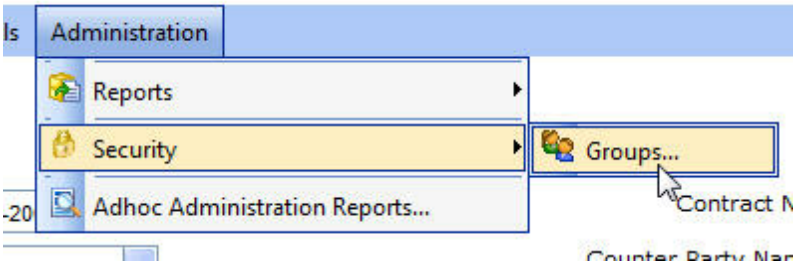
All online access within **EnergySteward.com** is governed primarily through security group assignments to individual contacts. Each of these security groups are comprised of security 'Functions' and the respective authorizations against these functions.

These functions map directly to screens within the system. In addition, these functions (within the respective groups) dictate what each user sees on all the menus/etc.

Once setup, these groups can be assigned to individual contacts allowing them access to those areas within the system.

Below is a screen shot of how you would access these administrative security functions:

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3.6.2.1 Groups

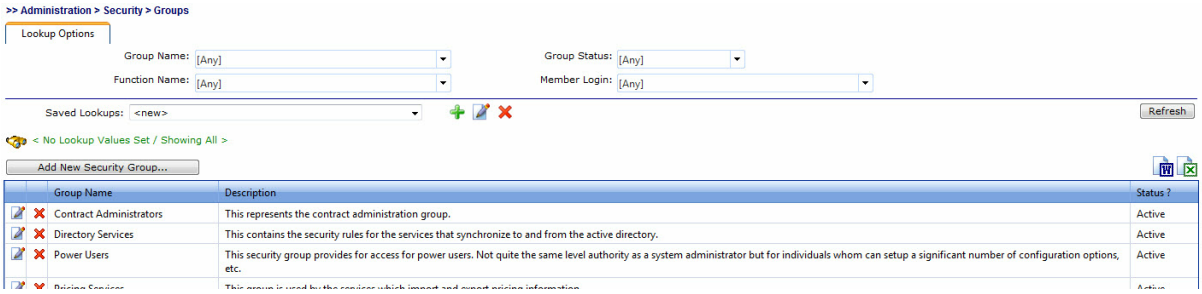
This particular lookup screen provides a method to see all existing security groups which are currently published within the **EnergySteward.com** . Changes made to security assignments within these security groups will affect all individual contacts within the group.

Important Note: Individuals can have overrides to their group security rules. This can be done by a system administrator with security setup privileges in the contact area of the system.

The security functions available for assignment within the groups is set by the developer of the system. These rules are tightly coupled with the various areas they indicate in their name. An individual user can be assigned to a single security group. The individual can then simply use those rules, as is, or have overrides applied to provide customized access.

Important Note: When the security group information is changed, it will take affect on the NEXT LOGIN for users that have the group assignment. Any user which is currently logged into the system will be working with in-memory security rules which is not updated real-time (it gets put into memory on login).

The screen shot below represents the lookup/query screen for working with the security groups.

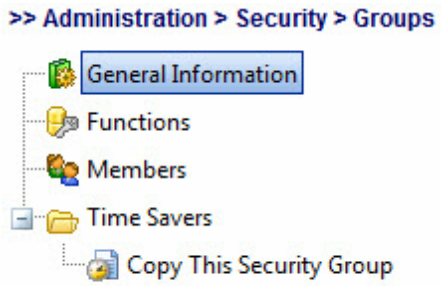


Add New Security Group (button) - Click this button to add a new security group to the system.

View/Edit Grid Button (pencil) - Click this next to the applicable security group in order to change any of the information relevant to this group.

The following lists out the various areas of information relative to a specific security group within the system. This is the tree navigation area which you will see when you add or update a specific group. With the initial screen being set to the 'General Information' screen.

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The following sections define each of these areas used when defining a security group within **EnergySteward.com**.

3.6.2.1.1 General Information

This represents the main screen which is used when either adding or updating a security group.

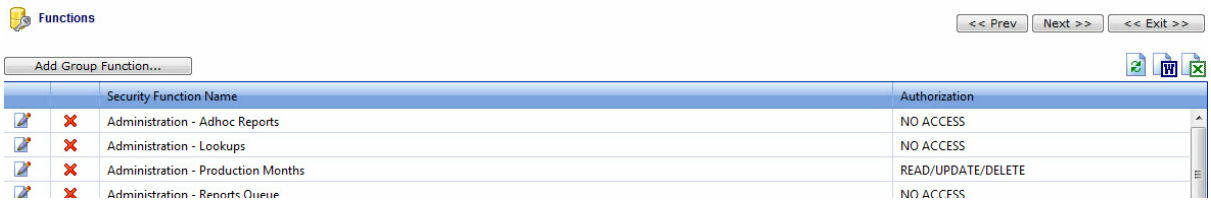


Group Name - This is a required field. This represents the name assigned to identify the security group. This should be a representative and descriptive name, as it will be used within drop down list selections when assigning the groups to the various contact individuals.

Description - This is a required field. This provides an area to provide a brief description for the security group.

3.6.2.1.2 Functions

This represents the list application functions which are currently in the security group. These functions are tightly coupled to the various areas they indicate within their name. The following screen shot shows the list of functions (and their authorizations) within a security group.



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Add Group Function (button) - Click this button to add a new security function name within the group.

View/Edit Grid Button (pencil) - Click this next to the applicable security function name in order to change the authorization information.

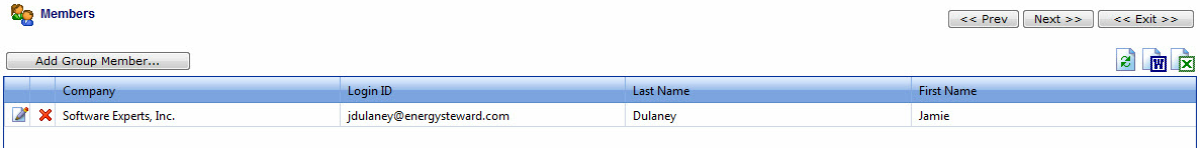
Authorization (Drop Down List) - Select the appropriate authorization for this security function, within this security group. Possible values and their meanings are below:

- **NO ACCESS** - Indicates that individuals with this group assignment will have no access (this is the same as not having the function in the list to begin with).
- **READ ONLY** - Indicates that individuals with this group assignment have read only access in this area (items protected/grayed on screens, etc.).
- **READ/UPDATE** - Indicates that individuals with this group assignment can read/update information in this area.
- **READ/UPDATE/DELETE** - Indicates that individuals with this group assignment can read/update/delete information in this area.
- **SUPER** - This is used of select areas and allows for override type control (above and beyond read/update/delete). Only select areas within the system utilize this feature. Most system administrators will have this on all functions.

After you make a change you can click the green arrow to save the change or the red X to cancel the change.

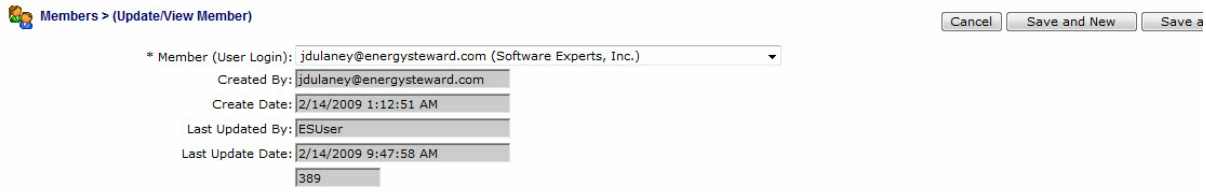
3.6.2.1.3 Members

This represents the list individual members which are currently in the security group.



Add Group Member (button) - Click this button to add a new individual person to the security group. Important Note: When you setup a new contact in the system you can also assign the person to a group from within the contact setup screen (if you have applicable authority).

View/Edit Grid Button (pencil) - Click this next to the applicable member name in order to change information.



Member (User Login) - This is a required field. This represents the contact individual which should be assigned to this security group.

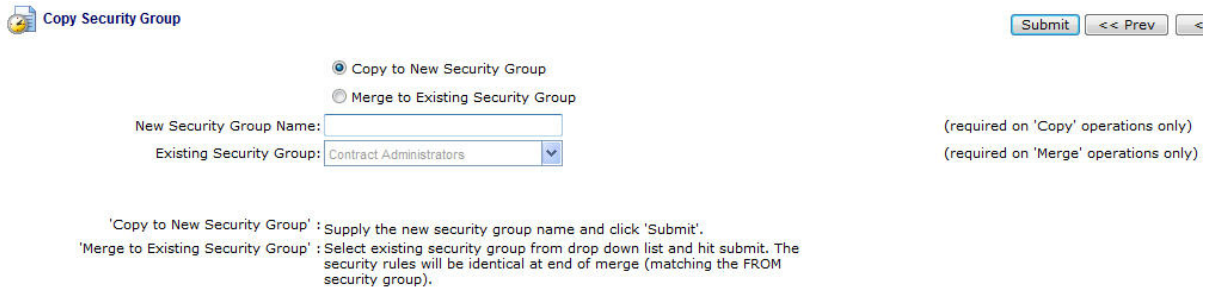
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3.6.2.1.4 Time Savers

This area includes common functions designed to save time when dealing with security groups.

3.6.2.1.4.1 Copy This Security Group

This screen provides a quick way to create a new security group from the current security group. You can also 'merge' the security groups and it will cause the authorizations to merge. This can be beneficial when you want to create a new group which is 99% (or whatever) like another. Use this function to copy/create the new one, then you can go into the new group and tweak the rules to match your requirements.



Copy to New Security Group (radio selection) - select this to create a new security group from this group.

Merge to Existing Security Group (radio selection) - select this to force a matching of rules between this group and a target group. The matching group will get the values from this group.

New Security Group Name - This is a required field (if copy to new). Enter the name of the new group.

Existing Security Group - This is a required field (if merge). Select the group which is to have it's rules merged.

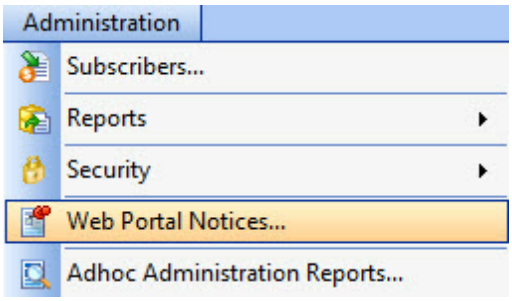
3.7 Web Portal Notices

EnergySteward.com contains a powerful set of web portal access screens to allow your customers (counter parties, investors, vendors, markets, etc.) secured access to information you wish to share. One of the features, in the web portal, is an ability to post notices (messages). These messages can be targeted to all companies, specific companies or to certain groups of companies.

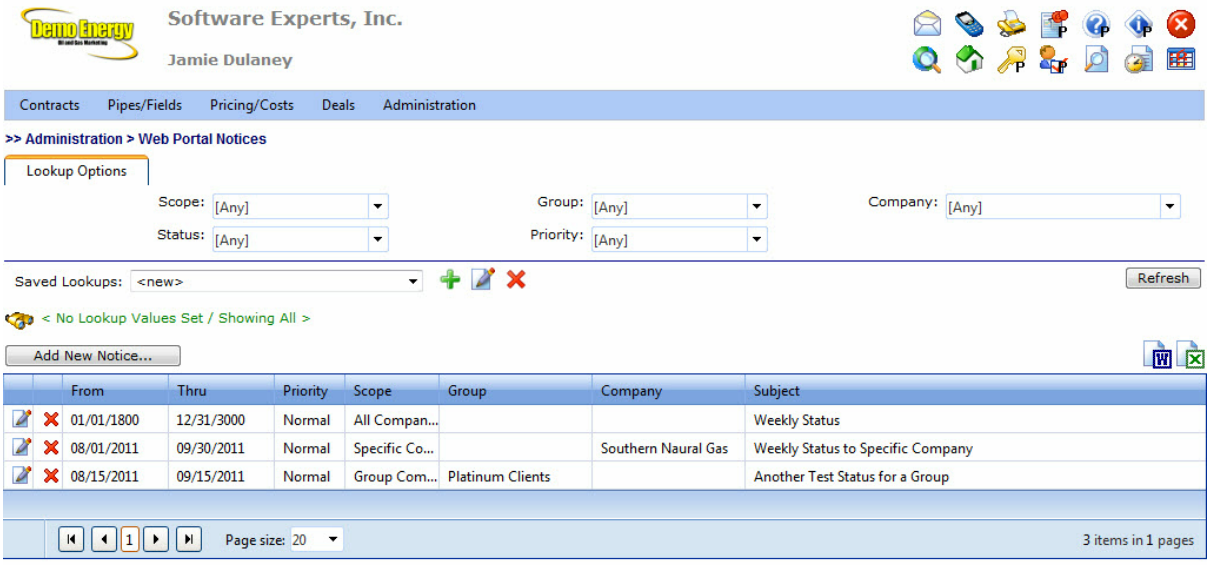
These web portal notices are created in the **EnergySteward.com** back office application (see menu screen shot below). Publishing these notices in the back office makes them available on the web portal.

Below is a screen shot of how you would access web portal notice setup/composition area:

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Once you select the web portal notice menu selection, then the following lookup screen is presented. This lookup screen shows you all of the current AND historical message notices which have been setup and are/have been visible thru the **EnergySteward.com** web portal.



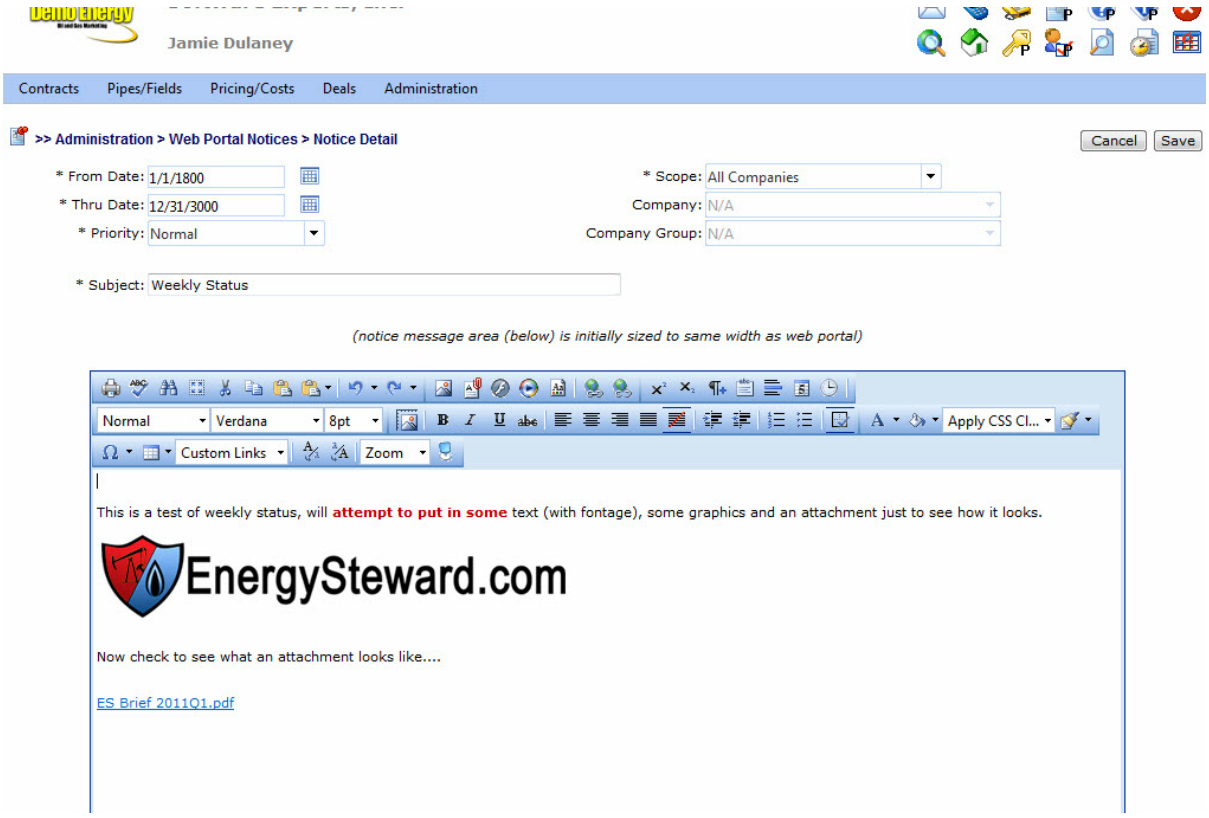
Add New Notice (button) - Click this button to add (compose) a new notice message which will be available thru the web portal.

View/Edit Grid Button (pencil) - Click this next to the applicable notice message (in the grid) in order to change any of the notice information **EnergySteward.com**.

Delete Grid Button (red x) - Click this next to the applicable notice message that you want to permanently delete. When you delete a notice message, then the message will be permanently deleted and no longer available (physically deleted). You might consider setting the 'Thru Date' on a notice to archive it for historical purposes. Important note: You will be presented with a confirmation ("Are you sure...?") dialog box prior to deletion.

The following lists out the various areas of information relative to a specific web portal notice within the system.

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From Date - This represents the from date for when the notice is to appear in the portal. Notices can be setup in the future. This is a required field.

Thru Date - This represents the thru date for when the notice is to appear in the portal. Notices can be setup in the future. This is a required field.

Priority (drop down list box) - Currently, the only option here is 'Normal'. This is a required field.

Scope (drop down list box) - This is a required field and defines the scope of which companies will see this notice. The following options are available:

- **All Companies** - Notices which have this scope will be visible to all companies with individuals that have web portal notice access security privileges.
- **Specific Company** - Notices which have this scope are intended for individuals at a specific company. These individuals must still have web portal notice access security privileges, but the notice is restricted to just the contacts (individuals) at the specified company.
- **Group Companies** - Notices which have this scope are available to all individuals, for all companies, defined in the specified company group. As with the other scope options, the individuals in these companies must still have web portal notice access security privileges.

Company (drop down list box) - If the scope is specified as a 'Specific Company', then this is where you will select which company contacts are to be eligible to view the notice.

Company Group (drop down list box) - If the scope is specified as a 'Group Companies', then this is where you will select the specific company group which is the target of the notice.

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Subject - This is a required field. This represents the subject line for the notice.

Notice Message Area (main content section) - This represents the content area for the notice. Composing a notice message here is identical to how email messages are composed within **EnergySteward.com** . You can upload and embed graphic files, document/attachments, etc. The various buttons and pull down options at the top of this area provide many additional features (similar to MS-Word). There is no limits on the length of a notice message.

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