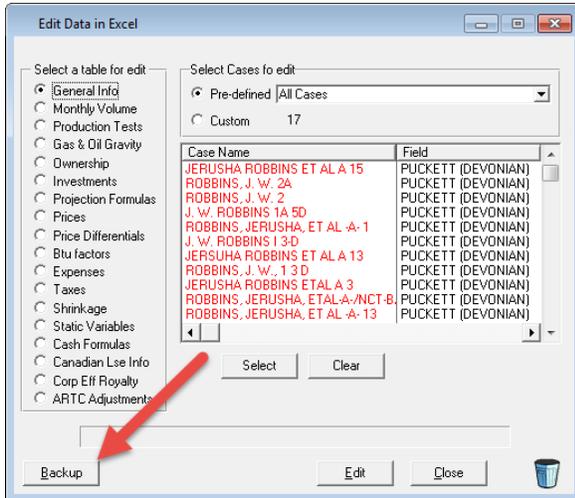


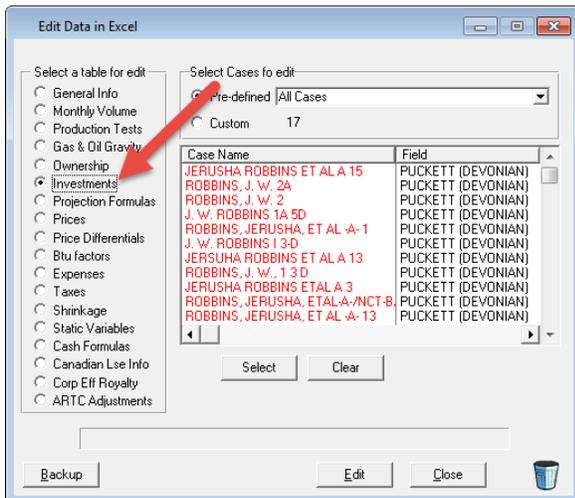
## Managing Investments

### Adding investments with the Edit Data in Excel tool

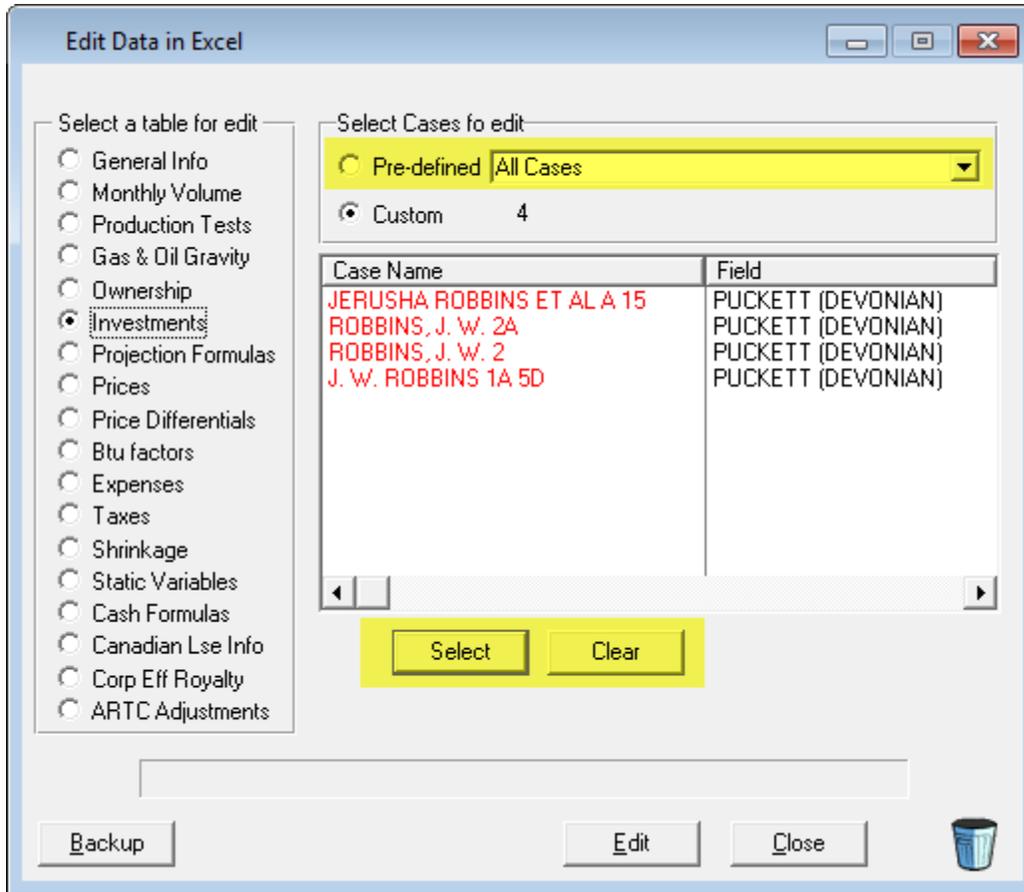
- 1) Select Editor > Edit Data in Excel from the file menu
- 2) Click the Backup button in the Edit Data in Excel window:



- 3) Click the bubble next to Investments from the "Select a table for edit" list:



- 4) Select the cases you wish to add investments to. You can choose from the Pre-defined dropdown list at the top, or you can use the Clear/Select buttons to create a custom selection of cases:



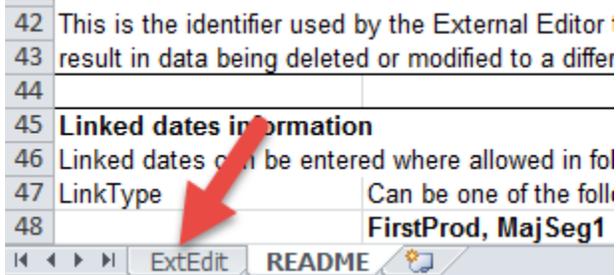
- 5) Click the Edit button. This will force Excel to open and present the README tab. This tab is very useful as a guide for how this tool works and what the text colors indicate on the ExtEdit tab.

**Please note the significance of these text colors:**

**PHDWin External Editor Color Coding:**

- Brown** - Reference Data - **NO CHANGES** will be reflected when data is loaded back into PHDWin
- Blue** - Key Field - Must **always** be populated with proper data in order to load data into PHDWin
- Red** - Auto Key Field - Must be populated with proper data for existing records but leave **blank** when adding new record (Note: New Cases can only be created from the General Information Editor)
- Black** - Any data represented here will be loaded into PHDWin.

6) Click the ExtEdit tab at the bottom of the Excel window to view the investment table:



On the ExtEdit tab, you will see a row containing a sample investment for each of the cases in your case selection. If your cases already have some investments added, you will also see rows for these investments.

Each column in this sheet is expecting a specific type of data to be present. A full guide to each of these columns is found on the README tab and is copied below:

**INVESTMENTS**

Case Name	Reference Data - Any modifications made here will not be imported back into PHDWin.
State	Reference Data - Any modifications made here will not be imported back into PHDWin.
County	Reference Data - Any modifications made here will not be imported back into PHDWin.
Field	Reference Data - Any modifications made here will not be imported back into PHDWin.
Unique Id	Reference Data - Any modifications made here will not be imported back into PHDWin.
PHDWIN Id(Key)	Must be populated - Additional segments added will need to have this field populated in order for changes to be reflected upon import.
Original Partnership(Key)	Must be populated - Additional segments added will need to have this field populated in order for changes to be reflected upon import.
No(Auto key)	<b>DO NOT CHANGE - LEAVE BLANK IF ADDING ADDITIONAL SEGMENTS</b>
Description	Text 40 Characters - Any data after the limitation will be truncated
Category	Abandonment, Completion, Compressor, Development, Drilling, Exploration, Salvage, Workover, and any other user-defined investment category in the Project Properties
Initial Date	Specific or linked date (see Linked date information for detailed instructions)
Cost	N (for Net) or G (for Gross)
Include Amounts	Y (for Yes) or N (for No)
Tangible	Tangible amount (M\$)
Intangible	Intangible amount (M\$)
Risk Tree	Inherited or Compounded
Inv Multiplier	Number
After Tax Treatment	Treat As Expense, CCA Eligible, CDE/CEE/COGPE Eligible, Depreciation, or Add to Depletion Basis
In Service	Offset in days if After Tax Treatment = Depreciation

- 7) To add a new investment to a case, working across a blank row, cell by cell, populate each cell with the appropriate information. You can also copy/paste from other rows taking care to populate the **PHDWin Id (Key)** and **Original Partnership (Key)** fields with data relevant to the case you wish to build the investment for.

See next page for an example of how to enter the appropriate data for the following investments:

- \$1.5 mil drilling investment that occurs 30 days before the case's projection starts
  - \$50,000 P&A investment that occurs at the case's ECL date
- 8) Once the investments have been added, simply close Excel and accept the PHDWin prompt to pull the changes back into PHDWin.

Helpful tips:

- When adding a **new** investment, there should be nothing entered in column H: **No (AutoKey)**, If data is present in this column, PHDWin will ignore the row.
- When adding new investments to many cases, it is very helpful to manually create an investment on a single case within PHDWin and then include that case with the case selection made in the EDIE tool. It is much easier to copy/paste the data from column I to Column S onto the other cases without having to change the PHDWin ID (Key) for other cases. You can then simply edit the investment values in the Tangible and Intangible columns as though you would in any Excel file.
- When making several additions or edits to investments, it is wise to copy/paste the data from the ExtEdit tab onto a new Excel workbook prior to pushing the changes back into PHDWin. It does not happen frequently, but in the case that procedure fails upon importing into PHDWin, you'll have a backup of the edits.

Case Name	PHDWIN Id(Key)	Original Partnership(Key)	No(Auto key)	Description	Category	Initial Date	Cost	Include Amounts	Tangible	Intangible	Risk Tree	Inv Multiplier	After Tax Treatment	In Service
JERUSHA ROBBINS ET AL A 15	26	1		Drilling \$1.5m	Drilling	Seg1{MA J} (-30)	G	Y	1125	375	Inherited	0	Treat As Expense	0
JERUSHA ROBBINS ET AL A 15	26	1		P&A	Abandonment	Ecl	G	Y	50	0	Inherited	0	Treat As Expense	0

## Editing investments with the Edit Data in Excel tool

- 1) Follow steps 1-6 from the previous section
- 2) Edit data in columns I – S as you would for any Excel file. Please reference the README tab or page 3 of this guide for field definitions and recognized inputs.
- 3) After the desired changes have been made, simply close Excel and accept the PHDWin prompt to pull the changes into the project.

### Helpful tips:

- When making several additions or edits to investments, it is wise to copy/paste the data from the ExtEdit tab onto a new Excel workbook prior to pushing the changes back into PHDWin. It does not happen frequently, but in the case that procedure fails upon importing into PHDWin, you'll have a backup of the edits.
- This spreadsheet can be sorted in any way desired without any implication on pushing the data back to PHDWin. Additionally, new columns can be added in order to perform calculations, make notes, etc. but the final formatting should match that of the original view.

### Example: Use EDIE tool to increase all capex on selected cases by 25%

From the original view:

N	O
Tangible	Intangible
1125	375
50	0
1275	400
1125	375

Setup for Calculations:

N	O	P	Q
Tangible	*1.125	Intangible	*1.125
1125	1265.63	375	421.875
50	56.25	0	0.000
1275	1434.38	400	450.000
1125	1265.63	375	421.875

Copy/Paste new values back into original columns, delete extra columns

N	O
Tangible	Intangible
1265.63	421.875
56.25	0.000
1434.38	450.000
1265.63	421.875