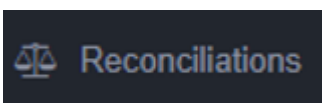


Reconciliations Guide



Scout Reconciliations Guide

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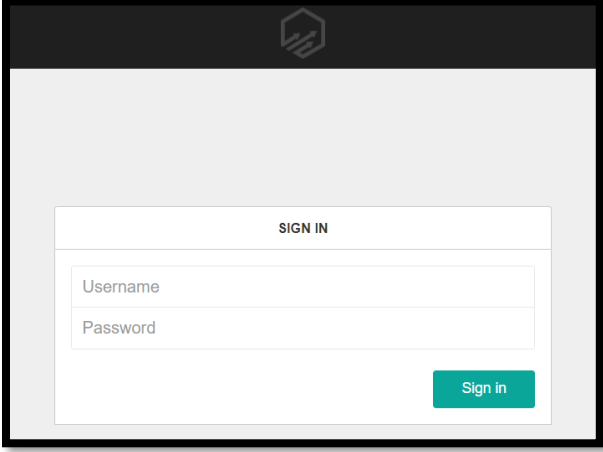
Reconciliations Overview

The Reconciliations module is designed to reconcile volumes between statements and values entered in Scout.

Scout Login

To use the Reconciliations module, the following items are required:

- Use Google Chrome when signing into your web portal.
- The user must be an existing user within Scout, a valid username and password are required.
- A cellular or Wi-Fi internet connection is needed.

A screenshot of the Scout login web portal. At the top, there is a dark header bar with a hexagonal logo on the left. Below the header is a light gray background. In the center, there is a white rectangular box containing the login form. The form has a title "SIGN IN" at the top. Below the title are two input fields: "Username" and "Password". At the bottom right of the form is a green button labeled "Sign in".

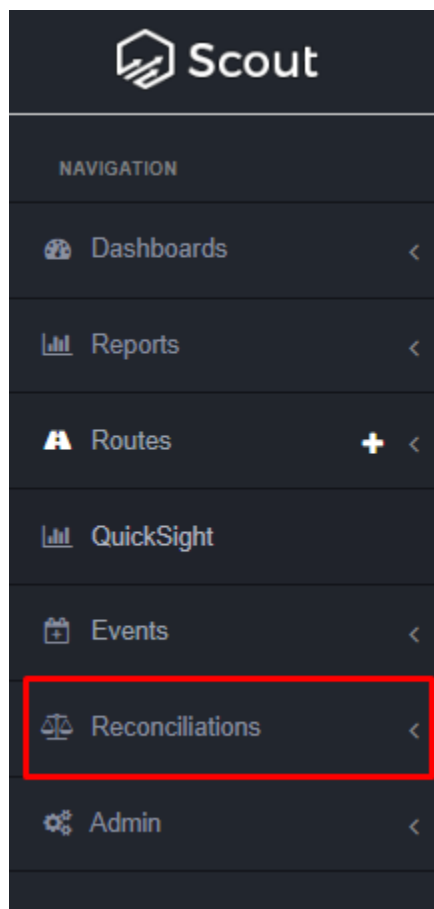
SIGN IN	
Username	
Password	
<button>Sign in</button>	

User Permissions

- The user's profile must have the necessary permissions to enter, view, and edit reconciliation data. Below are the different permissions available:
 - Access to Bulk Imports – Allows users to use the data importer to enter data.
 - Ability to Edit Reconciled Tickets - Gives the user the ability to edit reconciled tickets.

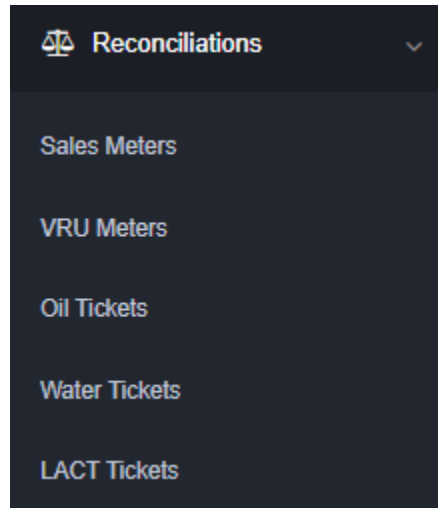
Navigating to Reconciliations Module

Upon logging into Scout, you will see the Navigation screen on the lefthand side of your screen. Reconciliation is a separate module within Scout's WebApp environment.



Types of Reconciliation

There are five different types of Reconciliations available: Sales Meters, VRU Meters, Oil Tickets, Water Tickets, and LACT Tickets.



Reconciliation Components/Tabs

There are three vital components/tabs to the reconciliation process regardless of the type of reconciliation, and those are: Statement Volumes, Reconciliation, and Reconciled.

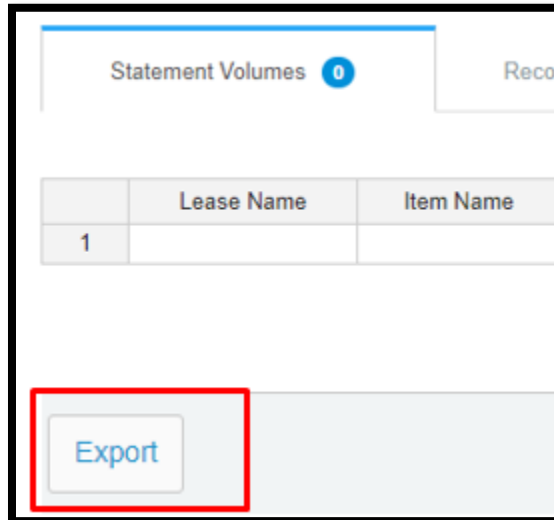


1. Statement Volumes – this tab is where the statement volumes will be loaded/imported into Scout.
2. Reconciliation – this tab shows the comparison between the imported statement data & Scout's data.
3. Reconciled – this tab shows the final reconciled volumes.

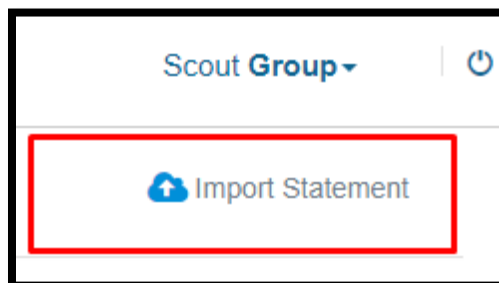
Tab: Statement Volumes

This tab is where the statement volumes will be loaded/imported into Scout.

- The best method to input the statement volumes, is to go to the appropriate reconciliation module (Oil Tickets, Water Tickets, LACT, etc) and on the blank Statement Volumes tab, click Export.

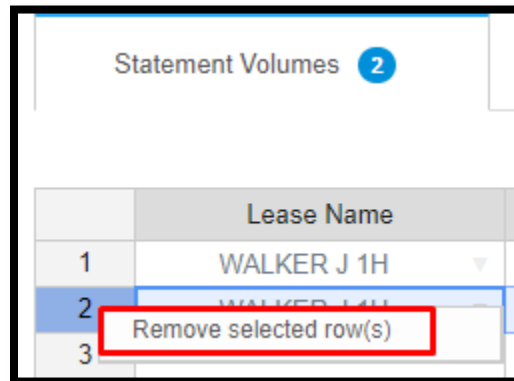


- This export is to be used as a template for you to fill out any statement data you have that you want to import back into Scout to reconcile against (please see the specific reconciliation notes in this guide on which columns are required in an import, i.e., Oil Tickets Reconciliation, etc.)
- Once your statement data has been added into the exported file, utilize the Import Statement button, found in the top right corner of the Reconciliation Module, to load your data into Scout.



Deleting Statement Volumes

- If after loading in your statement volumes you realize a row needs to be removed due to erroneous entry, right click on the row(s), and choose 'Remove selected row(s)'.



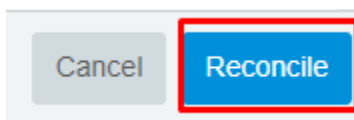
Duplicate Tickets

- Duplicate tickets can be removed from the Statement Volumes tab.
- You can also unreconcile all tickets that are doubling and then remove the duplicate rows from the Statement Volumes tab before reconciling.

Tab: Reconciliation

This tab shows the difference between the imported statement data & Scout data.

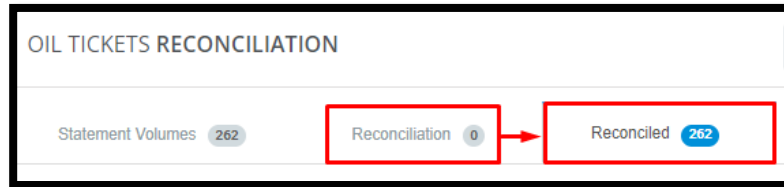
- Before Statement Volumes are loaded/imported into Scout, you will only see ticket or meter data from Scout displayed.
- After the Statement Volumes are loaded/imported, you will see both statement data versus the Scout ticket/meter data on this tab.
 - If the Statement Volumes data differs from the Scout ticket/meter data, you will see this reflected in the Volume Diff column.
 - There is a Threshold per BBLs you can set on this same screen.
 - If the statement versus Scout data is within this threshold, then the statement volume is considered the Final Volume & the Reconcile column will be checked automatically.
- Color Coding:
 - White: There is matching Scout & statement data.
 - Red: Statement data exists but no matching Scout data.
 - Yellow: Matching Scout & statement data, but volume exceeds set threshold.
- Ticket Adjustments – If a ticket needs to be adjusted for any reason, uncheck the Reconcile button FIRST, make the necessary changes, then check Reconcile again.
 - From the Reconciliation tab you can click on the Ticket Number (which is a hyperlink to the ticket) to make changes.
- Once each ticket has been checked Reconcile that you want to include in the current month's reconciliation, you will click the Reconcile button found in the bottom right of your Scout Reconciliation tab screen.



Tab: Reconciled

This tab shows the final reconciled volumes.

- All volumes that were manually checked and reconciled on the Reconciliation tab will show up on the Reconciled tab.
 - Below is an example of when ALL volumes were checked as reconciled and zero volumes were left unchecked.



Import Columns

Oil/Water/LACT Tickets Reconciliation

- Oil/Water/LACT Ticket Statement Volumes must have the following columns filled out for the reconciliation process to work properly:
 - Lease Name
 - Date
 - Statement Number
 - Statement Volume

Sales Meters Reconciliation

- Sales Meters Statement Volumes must have the following columns filled out for the reconciliation process to work properly:
 - Meter ID
 - These purchaser identifiers will need to be provided to Scout for the sales meters to bring in the statement volumes. These identifiers are what tie Scout and the statement volumes together (similar to how ticket & lease name tie Scout to the ticket volumes)
 - Purchaser
 - Statement Volume

How to Add a Meter ID

- To add a Meter ID to each gas sales meter, go to each stop > Configuration > Sales Meter icon > +Add Property > Name it 'Meter ID' & the Meter ID from your statement > Save property > Save Changes.

TEST BATTERY

ACTIVITY TICKETS WELL TESTS **CONFIGURATION** INFO EVENTS

STOP DETAILS

DAILY ☒ FLOWBACK ☐

TEST BATTERY ENABLE METER

TEST BATTERY **SALES METER 1**

Meter ID 12345 Remove

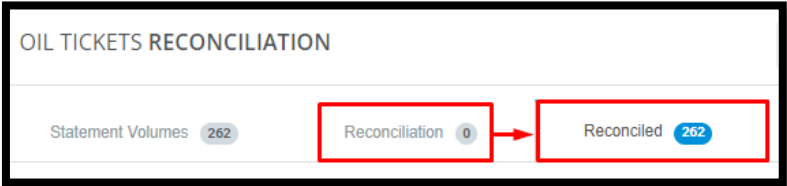
SCADA ID 1234 Remove

Add Property

Delete Cancel Save

Production Report

Reconciled values will not show up in the Production Report until the Reconciliation process is fully completed.



FAQ/Support

- Effective vs. Ticket Dates
 - Ticket Date is the date on the ticket, the day the hauler picked up the load.
 - Effective Date is the date the pumper recorded the change in gauges.
- To submit a support ticket, please email or call:
 - support-production@pakenergy.com
 - 833-725-0725