

Attendees staying at the Quality Inn should ask for the Minerals Management Service room block.

If you have any questions or if you will need any special accommodations or auxiliary aids during the training, please let us know when you call to register. We look forward to seeing you at the training.

Sincerely,



Vernon B. Ingraham
Chief, Accounting and
Reports Division

Enclosures

Form MMS-2014 Agenda
Form MMS-3160 Agenda

AGENDA

Minerals Management Service Oil and Gas Payor Training Seminar

Report of Sales and Royalty Remittance (Form MMS-2014)

| Session title | Description |
|---|---|
| Establishing Your Database | Explains how to prepare the Payor Information Form (PIF) that MMS uses to establish your company as a payor in our computer system. Explains revenue source types and their importance in proper reporting. |
| Basic Reporting Principles and Form Preparation | Explains how and when to report and pay royalties, including who reports and pays, payment requirements, due dates, and report acceptance. Explains each section of the Form MMS-2014. |
| Commonly Used Transaction Codes | Explains the coding and specific reporting requirements for royalty due, royalty-in-kind, rent, minimum royalty, and estimated royalty payments. |
| Adjustments, Recoupments, and Refunds | Explains how to report adjustments, recoup overpaid Federal royalties, and establish a balance to recoup Indian, tribal, and allotted overpayments. |
| Billings and Appeals | Explains each type of bill (for example, ABIL, CBIL, IBIL, GBIL, TBIL) MMS generates and the conditions that create them. Explains the appeals process. |
| AFS/PAAS Comparison | Explains how exceptions are generated when there is a discrepancy between the sales/transfer volumes reported by the operator on the production report (to the Production Accounting and Auditing System [PAAS]) and the sales quantity reported by the payor on the royalty report (to the Auditing and Financial System [AFS]). |
| Product Valuation | Gives an overview of MMS's method of determining product value with emphasis on commonly encountered valuation issues. Discusses basic allowance regulations and exceptions under the regulations. (This session does not explain how to prepare allowance forms). |

AGENDA

Minerals Management Service Oil and Gas Operator Training Seminar

Monthly Report of Operations (Form MMS-3160)

(This session is for onshore reporting)

| Session title | Description |
|--|---|
| Overview | Explains the organization of MMS. Explains the Production Accounting and Auditing System (PAAS), MMS, and surface management agency responsibilities. |
| Reporting Principles | Explains who must report, when to report, where to report, and production reporting methods, including whom reports, authorized reporting formats, mailing addresses, due dates, editing, and report acceptance. |
| Form MMS-3160 Preparation | Explains each field on the Form MMS-3160 in detail. Includes ideas on where and how to save time and energy on form preparation. |
| Amended Reporting | Explains how to prepare and submit amended reports. |
| Confirmation Reports | Explains the monthly Well and Form MMS-3160 confirmation reports MMS sends to operators. |
| Assessment/Order to Report/Appeal Overview | Explains why assessments are generated for missing reports and erroneous production reporting and how to prevent them. Explains the appeals process. |
| AFS/PAAS Comparison | Explains how exceptions are generated when there is a discrepancy between the sales/transfer volumes reported by the operator on the production report (to PAAS) and the sales quantity reported by the payor on the royalty report (to the Auditing and Financial System [AFS]). |
