



# United States Department of the Interior

## MINERALS MANAGEMENT SERVICE

Royalty Management Program  
P.O. Box 25165  
Denver, Colorado 80225-0165

IN REPLY REFER TO:

ARD/RB  
Mail Stop 3132

**NOV 5 1998**

Dear Reporter:

The Minerals Management Service (MMS) cordially invites you to attend a reporter training seminar in Reno, Nevada on January 13-15, 1999.

The enclosed agenda gives you a brief description of the royalty and production reporting topics we will cover. The training will benefit new reporters, as well as experienced reporters who could use a refresher course or need help with specific problems.

These sessions are informal and designed to provide as much information as possible in a short period of time. Except for your own travel and related expenses, the training is provided to you at no charge.

Location: Silver Legacy Resort Casino  
407 North Virginia  
Reno, Nevada 89501  
702/329-4777

Dates: January 13-14 Report of Sales and Royalty  
Remittance (Form MMS-2014)  
AFS/PAAS Comparison  
Electronic Commerce  
Re-Engineering

January 15 Monthly Report of Operations  
(Form MMS-3160)  
AFS/PAAS Comparison  
Re-Engineering

Time: 8:30 a.m. to 4:30 p.m.

To register: Call MMS at 800-525-0306 or (303) 231-3301 no later than Thursday, December 31, 1998.

During the 3 day seminar, MMS representatives will be available to meet with you to discuss any specific issues or problems you may be encountering. If you wish to schedule a separate appointment, please call the phone number listed above and indicate the topics you wish to discuss. One of our representatives will return your call.

Attendees staying at the Hotel should request the Minerals Management Service room block, group code MINER99.

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,

A handwritten signature in black ink, appearing to read "Michael A. Miller". The signature is fluid and cursive, with a long horizontal stroke at the end.

Michael A. Miller  
Chief, Accounting and  
Reports Division

Enclosures (2)

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)

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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 sources 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 conditions that create them. Includes a discussion of when to report interest calculations on the Form MMS-2014 and what to do with negative interest statements. 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 <b>not</b> explain how to prepare allowance forms).
Electronic Commerce	Presents the various options and benefits for electronic reporting.
Re-Engineering	Explains RMP's review of existing Form MMS-2014 data. Discussion on the proposed modifications to the Form MMS-2014.

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# AGENDA

## Minerals Management Service Oil and Gas Operator Training Seminar Monthly Report of Operations (Form MMS-3160)

(This session is for onshore reporting)

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Session title	Description
Overview	Explains the MMS organization; the Production Accounting and Auditing System (PAAS); and MMS and surface management agency responsibilities.
Reporting Principles	Explains who must report, when to report, where to report, and production reporting methods, including authorized reporting formats, mailing addresses, due dates, editing, and report acceptance.
Form MMS-3160 Preparation	Explains each field on the Form MMS-3160. Includes ideas on where and how to save time and energy on report 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.
Overview of Missing Reports	Explains how missing exceptions are generated for production reports and our compliance efforts.
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]).
Electronic Commerce	Presents the various options and benefits for electronic reporting.
Re-Engineering	Explains RMP's review of existing production reporting. Discussion on the proposed modifications to production reporting.
BLM Overview	Explanation of the Bureau of Land Management leasing process from the planning stage to final production. Includes overview of regulations, oil and gas orders, drilling plans, and surface use plans as they relate to oil and gas operations.

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