

# Reporting Overview

This section covers the basics of reporting, including who must report and pay; which forms to submit; which leases to report; and how, when and where to send your forms and payments.

## **Who Must Report and Pay**

If you are a lessee on any Federal or Indian solid minerals lease, you are responsible for reporting and paying applicable rents, royalties, and other obligations to MMS.

## **Which Leases to Report**

All Federal mineral leases or permits on public domain, acquired, and military lands, regardless of which Federal agency administers the surface activities

All producing leases, permits, and contracts on Indian Tribal and allotted lands.

## **Which Forms to Submit**

### **(1) Form MMS-4430, Solid Minerals Production and Royalty Report**

The Production & Royalty Report (P&R) is the tool that solid mineral lessees of Federal and/or Indian property use to report production, sales, royalty owed, and other obligations such as rent, advance royalty, etc. It is also used to make recoupments, and to make adjustments to previous reports. This system was designed to make reporting easier and quicker for you (our reporters), to streamline our business of matching money to reported payments, and as an aid in doing compliance on your properties.

The P&R Reporting System consists of four parts:

- Original P&R Report
- Value Adjustments
- Other Obligations and
- P&R Volume/Value Adjustment Report

This system is an internet-based electronic system that saves both you and us time and therefore money. It does this because of up-front error correction, and less document handling and processing. This system does not let allow a lot of the common mistakes that we spent so much time correcting in the past. The reason that many of the common mistakes do not occur is because most of the data is pre-populated and cross-referenced against our reference data base which is the foundation to the system. When things don't match, an error will occur. Also, being electronic, the reporting does not rely on the mail service, and saves paper.

The P&R Report replaced the Form MMS-2014, Report of Sales and Royalty Remittance and parts of the obsolete Form MMS-4059, Solid Minerals Operations Report (SMOR), and the

obsolete Form MMS-4060, Solid Minerals Facilities Report (SMFR) that were required prior to September 2001. There are only a few situations where Form MMS-2014 is still required and that will be discussed in a later section. Also, this system does not use codes for products, transactions, etc., as required on Form MMS-2014.

We now require production and sales reporting of all leases including state and private leases even though we do not calculate royalty owed on state or private leases. We require this additional state and fee lease volume information so that we can make sure that you have properly calculated your sales volume and sales value allocations amongst all the leases within the mine.

The entire foundation of this system is having an accurate reference database. Most of what you input into the system is cross-referenced with our database and that's how many errors are detected prior to submission. We have spent a lot of time ensuring the accuracy of this data, but every once in a while reporting problems are still traced to inaccurate reference data. In addition, if things change at your mine, such as a new lease addition or royalty rate, you must let us know so we will contact the Bureau of Land Management or Bureau of Indian Affairs for confirmation and then update the reference data base.

Unless your lease terms specify a different frequency for royalty payments, the P&R report for sales must be submitted by the end of the month following the sales month on which you are reporting. ***Remember, it is the user's responsibility to report timely and correctly.***

**(2) Form MMS-2014, Report of Sales and Royalty Remittance** (special circumstances only)  
This section will be covered in the Financial Viewpoint presentation later today.

- (1) If, for some reason, you forget to report during the calendar month that an obligation pre-populates on the P&R you will miss the ability to report this obligation on the P&R. Similarly, if for some reason the system were to become inaccessible for a month or more and an obligation was to pre-populate during this period you would not be able to report it on the P&R after the system came back up. In either case, you would have to call Supervisor, ART at 303-231-3313 and Supervisor; ART would instruct you on how to report it on Form MMS-2014.
- (2) If you need to make adjustments to previously submitted reports prior to August 2001 and had originally reported on the MMS-2104, the adjustments must be completed on the MMS-2014.
- (3) If you are recouping advance royalty that was originally reported on the MMS-2014, then you must recoup on the MMS-2014.

**(3) Sales Summaries & Facility Data**

This section is discussed in detail in the Other Information Collections Presentation

**(4) Sales Contracts**

This section is discussed in detail in the Other Information Collections Presentation

## **When to Submit Forms and Payments**

Your Forms MMS-2014 (if applicable) and MMS-4430 are due by 4 p.m. mountain standard time or mountain daylight savings time on or before the due date as specified by the lease terms, typically on or before the last day of the month following the sales month or quarter, as applicable. Unless your lease provides otherwise, MMS requires monthly royalty payments and reports.

## **Steps in Accessing the P&R (MMS-4430)**

### **System Access**

Security of this system is very important. Only MMS S&G CAM and lessees have access to the P&R, and company users can only access data associated with their own mines associated to the company's Customer ID.

The first step in establishing this security is that new users complete the External MRM Application Request Form (EMARF) and mail it to the S&G External Account Administrator. In addition, if you have an authorized system user that you no longer want to be authorized (e.g., they are no longer with the company or have changed positions), you need to complete and mail to the S&G External Account Administrator another EMARF and check the 'Delete User' box.

The S&G External Account Administrator will check the information provided, approve it, and send it to our contractors for processing. Within two weeks, you will receive a letter containing your User ID and a Personal Identification Number (PIN). To obtain your password, contact Customer Support toll-free at 1-877-256-6260 or 303-231-3333 and reference your User ID and PIN. At that time your account will be activated and you will have access to the P&R reporting application and Industry Detail Report within twenty-four hours. The P&R application, instructions and Detail Report are located online at the following URLs:

P&R Reporting Application: <https://solids.mms.gov>

P&R Instructions: [http://www.mrm.mms.gov/ReportingServices/Forms/AFSSol\\_Min.htm](http://www.mrm.mms.gov/ReportingServices/Forms/AFSSol_Min.htm)

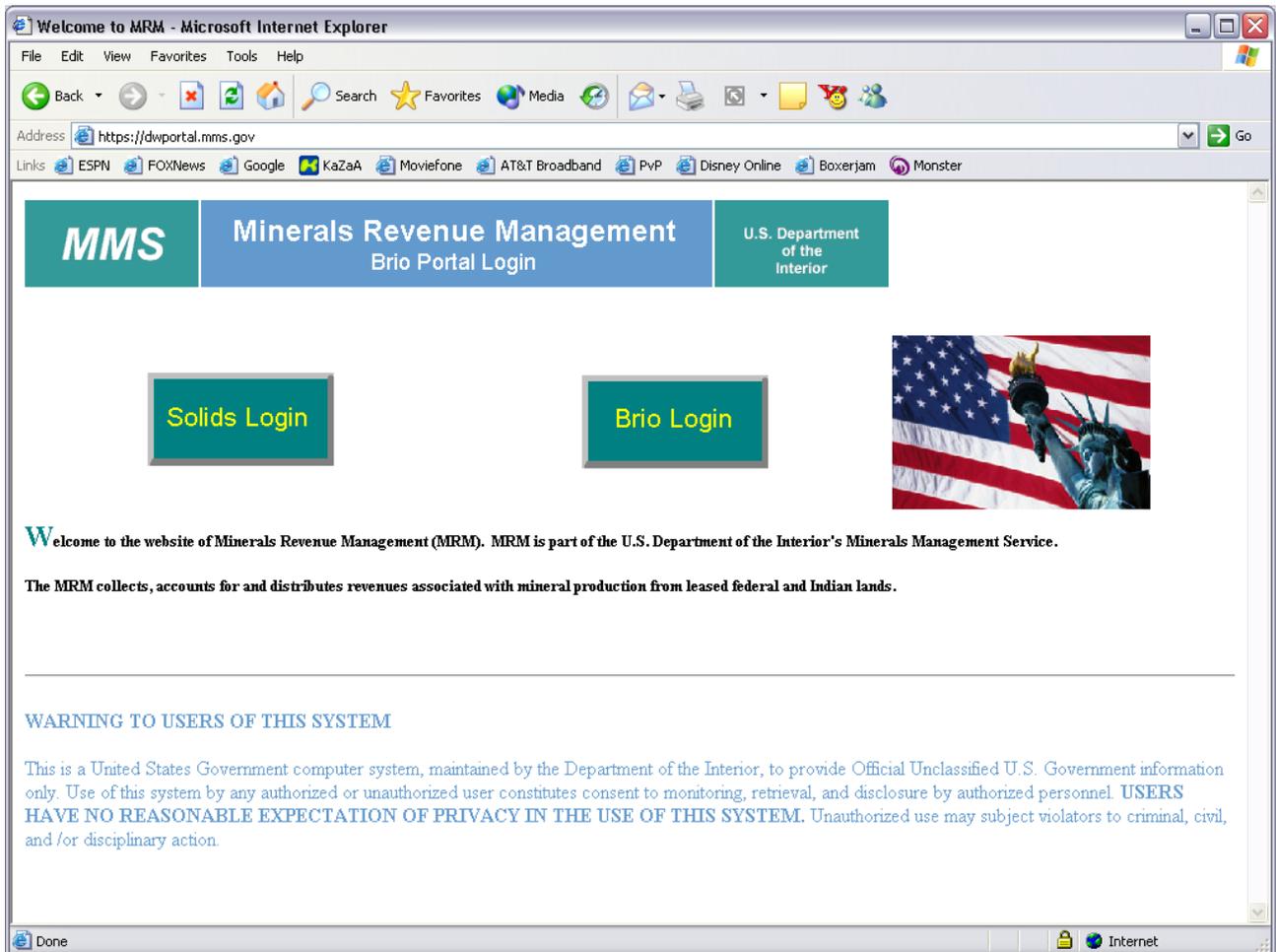
Solids Detail Report: <https://dwportal.mms.gov>

***Note: each company is limited to three reporters with access to the P&R.***

# How to Report on Form MMS-4430 (commonly referred to as the P&R)

## Logging On

- Log onto the internet using Explorer 4.0 or higher, or Netscape 4.0 or higher.
- Go to the web address: **https://dwportal.mms.gov**. This is a secure site and cannot be accessed without prior security approval.
- You will come to a page with two buttons or options: one for the P&R and one for Brio. Brio is for accessing previously submitted data.
- Clicking on the P&R button will prompt you for your User ID and Password.
- After authorization, the P&R brings you to your Mine Selection and Report Type Page. You will only see the mine or mines on which you are authorized to report.



## Mine Selection and Report Type Page

- Choose the mine name that you want to report on from the drop-down list (if you report on more than one mine) and the report type.
- There are two report types: the Original P&R Report, which incorporates Other Obligations and Value Adjustments, and the P&R Volume/Value Adjustment Report.
- The Report Type is defaulted to the Original P&R/Other Obligation/P&R Value Adjustment

- Click on the appropriate report type (P&R Original for this example).
- Click on the [Create Report] button to open the report.

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Welcome, MARTINLE! Please Enter the appropriate Information to begin your Production & Royalty Submission

**Mine Information**

Mine Name:

Federal/Indian Indicator:  Federal/State/Fee  Indian/State/Fee

**Report Type**

Original P & R/Other Obligation/P & R Value Adjustment:

P & R Volume/Value Adjustment:

Disclaimer:  
The Paperwork Reduction Act of 1995 requires us to inform you that this information is being collected by the Minerals Management Service from all Federal and Indian solid mineral lessees. We estimate the burden to average 20 minutes per report per month reporting electronically. Comments on the accuracy of this burden estimate or suggestions on reducing this burden should be directed to the Information Collection Clearance Officer, MS 4230, Minerals Management Service, 1849 C Street, N.W., Washington, D.C. 20240. Information that lessees claim is proprietary may be protected by the Freedom of Information Act (5 U.S.C. 552 (b) (4)), the Trade Secrets Act (18 U.S.C. 1832), and Department regulations (43 CFR part 2). An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a current valid OMB control number.

### P&R Original Mine-Level Summary Page

There are four tabs or page types at the top of the page: Main Payment page, the P&R Original page, the Value Adjustment page, and the Other Obligation page. The light colored one, the P&R Original, is the page that is open and is the initial default page.

The Main Payment page is where you will submit the report when you have completed entering all of your data. The Value Adjustment page is where you can make value adjustments for any previous month submitted on the P&R. The Other Obligations page is where you will enter data or data will pre-populate for other obligations. The other obligations available depending on your lease terms are Minimum Royalty, Minimum Royalty Payable in Advance, Contract Settlements Payment, Indian Recoupable Balance, Rent, Recoupable Rent, Advance Royalty, Deferred Bonus Payments and recoupments of Indian recoupable balances, rental, minimum royalties or advance royalties.

Select Sales Month/Year from the drop down list. The Sales Month/Year defaults to the month and year for the next report due assuming it has not already been submitted. You can tell this by the note: "This Sales Month has not been submitted".

In the example below, you are ready to report for sales from April 2007. If, for example, you submitted the P&R for April 2007 Sales Month/Year on May 20, 2007 and then went back into the P&R on May 21, 2007, the Sales Month/Year would still read: April 2007, but the note would read: "This Sales Month has been submitted" and you will not be able to report May 2007 until June 2007.

[Main Payment](#)
[P&R Original](#)
[Value Adjustment](#)
[Other Obligation](#)
[Log Out of P&R](#)
[Help](#)

**Mine Name**                      **Business Unit**  
 MARTIN COAL MINE              Federal/State/Fee

**P & R Original Summary**

Sales Month/Year:              April    2007             

This Sales Month has not been submitted.

	Sales Point	Product	Units Produced	Units Sold	Gross Proceeds	Total Allowed Cost	Royalty Payment
<input type="radio"/>	Mine	Coal	0	0	\$0.00	\$0.00	\$0.00
		<b>Total:</b>	<b>0</b>	<b>0</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

Following is the Sales Point, Product name or family, and the Summary of input data. The summary data is all zeros at this point, as nothing has yet been entered. If you have remote sales sites they will be listed in a separate row.

Click on the [Open P&R Report] button to open the report.

[Main Payment](#)
[P&R Original](#)
[Value Adjustment](#)
[Other Obligation](#)
[Log Out of P&R](#)
[Help](#)

**Mine Name**                      **Business Unit**  
 MARTIN COAL MINE              Federal/State/Fee

**P & R Original Summary**

Sales Month/Year:              April    2007             

This Sales Month has not been submitted.

	Sales Point	Product	Units Produced	Units Sold	Gross Proceeds	Total Allowed Cost	Royalty Payment
<input type="radio"/>	Mine	Coal	0	0	\$0.00	\$0.00	\$0.00
		<b>Total:</b>	<b>0</b>	<b>0</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>



Click on the [OK] button to continue.

### Lease-Level Detail Page

The pre-populated data at the top of this page includes the Mine Name, Business Unit, Sales Month/Year, Sales Point, and Product. Other pre-populated data includes the Lease Numbers and the Beginning Inventory, Production Available for Sale, Royalty Rate, and the Land Class

for each lease. The below slide shows only two leases but if there are more you can scroll down to the others.

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Mine Name	Business Unit	Sales Month/Year	Sales Point	Product
MARTIN COAL MINE	Federal/State/Fee	April, 2007	Mine	Coal

P & R Original					
Total Units Sold:	<input type="text" value="0"/>	Total Units Transferred:	<input type="text" value="0"/>	<input type="button" value="Allocate Volume"/>	
Total Gross Proceeds:	<input type="text" value="\$0"/>	Total Allowed Processing Cost:	<input type="text" value="\$0"/>	<input type="button" value="Allocate Value"/>	
Total Allowed Transportation Cost:	<input type="text" value="\$0"/>	<input type="button" value="Calculate Royalty Due"/> <input type="button" value="Save Before Submitting"/>			

Lease Number: MTM11112		Royalty Rate/Fixed Rate: 4%		Land Class: FED	
Beginning Inventory:	Inventory/Volume Adjustment:	Units Produced:	Production Available for Sale:	Units Transferred:	Units Sold:
0	<input type="text" value="0"/>	<input type="text" value="1000"/>	<input type="text" value="1000"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Ending Inventory:	Gross Proceeds:	Allowed Transportation Cost:	Allowed Processing Cost:	Royalty Before Allowance:	Royalty Payment:
0	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	\$0.00	\$0.00

Enter your comments here for the above lease:

Lease Number: MTM11112		Royalty Rate/Fixed Rate: 8%		Land Class: FED	
Beginning Inventory:	Inventory/Volume Adjustment:	Units Produced:	Production Available for Sale:	Units Transferred:	Units Sold:
0	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Ending Inventory:	Gross Proceeds:	Allowed Transportation Cost:	Allowed Processing Cost:	Royalty Before Allowance:	Royalty Payment:
0	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	\$0.00	\$0.00

Enter your comments here for the above lease:

**Lease-Level data input:**

The *Inventory Volume Adjustment* field is a way of making small adjustments to inventory (e.g., a year-end stockpile survey). This value may be positive or negative.

*Units Produced* depends on what you are producing:

- If you sell raw coal (crushed) you report mined coal as produced coal. If you sell clean coal, you report clean coal that comes out of the wash plant as produced coal.
- Sodium, potassium, and gilsonite producers report salable products as produced sodium, potassium, and gilsonite.
- Western phosphate producers report shipped phosphate as produced phosphate since all phosphate is consumed internally.
- Lead, zinc, and copper producers report each concentrate as produced.
- Report Sand and Gravel as per lease terms (tons or cubic yards).

*Units Transferred* is any volume transferred to a remote sales point.

*Units Sold* are from each lease.

*Gross Proceeds* are for each lease.

Allowed Transportation Cost and Allowed Processing Cost apply to the allowable transportation and washing costs per lease.

The Gross Proceeds, Allowed Transportation Cost, and Allowed Processing Cost are only required if you have an ad valorem royalty rate.

If you report sales from a remote sales point (instead of the mine) you must enter the same value for 'Units Produced' at the remote site as was entered as 'Units Transferred' at the mine site. The reason for doing this is the two reports are independent; therefore the mine report showing the transfer does not automatically populate the remote sales site report.

Notice the comment section below each lease. You may write any comments you want to help explain what you did for each lease in this box. The Main Payment page also has a separate comment block for the overall report. Please do not place payment instructions in either comment section. Payment instructions should be emailed to: [leeann.martin@mms.gov](mailto:leeann.martin@mms.gov)

Lease-level P&R data input and royalty calculation example:

Referring to the example below:

User Input for lease data:

- Inventory/Volume Adjustment = -25 tons,
- Units Produced = 100 tons
- Units Transferred = 0 tons
- Units Sold = 125 tons
- Gross Proceeds = \$12,500
- Transportation Cost = \$2,000
- Processing Cost = \$3,000

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Mine Name	Business Unit	Sales Month/Year	Sales Point	Product
MARTIN COAL MINE	Federal/State/Fee	May, 2007	Mine	Coal

**P & R Original**

Total Units Sold:	<input type="text" value="0"/>	Total Units Transferred:	<input type="text" value="0"/>	<input type="button" value="Allocate Volume"/>
Total Gross Proceeds:	<input type="text" value="\$0"/>	Total Allowed Processing Cost:	<input type="text" value="\$0"/>	<input type="button" value="Allocate Value"/>
Total Allowed Transportation Cost:	<input type="text" value="\$0"/>	<input type="button" value="Calculate Royalty Due"/> <input type="button" value="Save Before Submitting"/>		

Lease Number: MTM111112	Royalty Rate/Fixed Rate: 4%	Land Class: FED
Beginning Inventory:	Inventory/Volume Adjustment:	Units Produced:
500	<input type="text" value="-25"/>	<input type="text" value="100"/>
Ending Inventory:	Gross Proceeds:	Production Available for Sale:
450	<input type="text" value="\$12,500.00"/>	<input type="text" value="575"/>
	Allowed Transportation Cost:	Units Transferred:
	<input type="text" value="\$2,000.00"/>	<input type="text" value="0"/>
	Allowed Processing Cost:	Units Sold:
	<input type="text" value="\$3,000.00"/>	<input type="text" value="125"/>
	Royalty Before Allowance:	
	<input type="text" value="\$500.00"/>	
	Royalty Payment:	
	<input type="text" value="\$300.00"/>	

Enter your comments here for the above lease:

Note: The P&R system was developed to acknowledge that Transportation and Processing Costs or Allowances and Units Transferred are a reduction to the Gross Proceeds or volumes; therefore you would input these numbers without a negative sign, or as positive numbers. The P&R system was developed to acknowledge that Inventory/Volume Adjustments can be either an increase or decrease; therefore if you intend to reduce your inventories, you must use a negative sign.

Click on the [Calculate Royalty Due] button to calculate Royalty before Allowance = \$500.00 and Royalty Payment = \$300.00

You can calculate royalty due by pressing the [Calculate Royalty Due] button after you have input data for each individual lease, or you can wait until you have input the data for all the leases. If you have numerous leases and royalty rate combinations, we recommend that you press the [Calculate Royalty Due] button frequently to avoid getting “timed out” from the internet application.

Again, royalties are only calculated for Federal or Indian leases.

Click on the [Save before Submitting] button to return to the Mine-Level Summary page.

#### Volume and Value Allocation Tools

The P&R has an automated volume and value allocation tool. It uses the rolling weighted average method where the ‘Production Available for Sale’ equals the ‘Beginning Inventory’ plus the ‘Inventory Adjustment’ plus the ‘Units produced’.

The Allocation Ratio equals the Lease-level Production Available for Sale divided by the total Production Available for Sale from all leases.

You may use another allocation method such as First In First Out (FIFO) as long as you use it consistently, however you then cannot use the automated P&R allocation tool.

#### Allocation Option Information:

The advantages of using the built-in allocation tool are that you enter less data. Also, when we conduct a compliance analysis on your property and see that you have used the tool, we won’t have to scrutinize your allocation methodology.

You can’t use the allocation tool if you have more than one product such as light and dense soda ash, multiple remotes rolled up into one, or more than one royalty rate for any lease during a single sales month.

***Note: If you have five or less remotes you cannot roll them up as each of the five or less remote sites are required to be established as a separate remote sales point.***

#### Lease-Level data input if using the allocation tools:

The only lease-level data needed for input when using the allocation tools is the Inventory/Volume Adjustment and Units Produced, for each lease. This will allow the

Production Available for Sale to be calculated for each lease. The following slides only show data for one lease.

Mine-Level data input if using the allocation tools:

The following mine-level data listed is required to use the volume and value allocation tools:

- Total Units Sold
- Total Units Transferred (to a remote)
- Total Gross Proceeds
- Total Allowed Transportation Cost
- Total Allowed Processing Cost

For the example below, the Total Units Sold is 500 tons and Total Units Transferred is 50 tons. We then click on the [Allocate Volume] button and the tool will calculate the Units Transferred = 25 tons, the Units Sold = 250 tons, and the Ending Inventory = 500 tons. The volume allocation must be performed before the value allocation.

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Mine Name	Business Unit	Sales Month/Year	Sales Point	Product
MARTIN COAL MINE	Federal/State/Fee	May, 2007	Mine	Coal

**P & R Original**

Total Units Sold:	<input type="text" value="500"/>	Total Units Transferred:	<input type="text" value="50"/>	<input type="button" value="Allocate Volume"/>
Total Gross Proceeds:	<input type="text" value="\$0"/>	Total Allowed Processing Cost:	<input type="text" value="\$0"/>	<input type="button" value="Allocate Value"/>
Total Allowed Transportation Cost:	<input type="text" value="\$0"/>	<input type="button" value="Calculate Royalty Due"/> <input type="button" value="Save Before Submitting"/>		

Lease Number: MTM111112		Royalty Rate/Fixed Rate: 4%		Land Class: FED	
Beginning Inventory:	Inventory/Volume Adjustment:	Units Produced:	Production Available for Sale:	Units Transferred:	Units Sold:
500	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="500"/>	<input type="text" value="25"/>	<input type="text" value="250"/>
Ending Inventory:	Gross Proceeds:	Allowed Transportation Cost:	Allowed Processing Cost:	Royalty Before Allowance:	Royalty Payment:
500	<input type="text" value="\$0.00"/>				

Enter your comments here for the above lease:

Lease Number: MTM111112		Royalty Rate/Fixed Rate: 8%		Land Class: FED	
Beginning Inventory:	Inventory/Volume Adjustment:	Units Produced:	Production Available for Sale:	Units Transferred:	Units Sold:
0	<input type="text" value="0"/>				
Ending Inventory:	Gross Proceeds:	Allowed Transportation Cost:	Allowed Processing Cost:	Royalty Before Allowance:	Royalty Payment:
0	<input type="text" value="\$0.00"/>				

Enter your comments here for the above lease:

The Allocation ratio for Lease 1 = Production Available for Sale for Lease 1 divided by the Mine-total Production Available for Sale = 50%.

Lease 1 Units Sold = Ratio 1 X Total Units Sold (50% X 500) = 250.

Lease 1 Units Transferred = Ratio 1 X Total Units Transferred (50% X 50) = 25.

For the Value Allocation in the example below, enter the Total Gross Proceeds = \$50,000, Total Allowed Processing Cost = \$10,000, and Total Allowed Transportation Cost = \$5,000. Click on the [Allocate Value] button to have the P&R calculate 'Gross Proceeds', 'Allowed Processing Cost', and 'Allowed Transportation Cost' for each lease. These results are based on the same ratios that were used in the Volume allocation.

Lease 1 Gross proceeds = Ratio 1 X Total Gross Proceeds = 50% X \$50,000 = \$25,000.

Lease 1 Allowed Processing Cost = 50% X \$10,000 = \$5,000.

Lease 1 Allowed Transportation Cost = 50% X \$5,000 = \$2,500.

Click on the [Calculate Royalty Due] button to calculate 'Royalty Before Allowance' and 'Royalty Payment' for each lease. In this case the lease 1 'Royalty Before Allowance' is \$1,000 (\$25,000.00 times 4% royalty rate) and the Royalty Payment is \$700.00 (\$30,000 less \$2,500 and less \$5,000 times 4% royalty rate).

**Remember: royalty is calculated only for Federal and Indian leases.**

After you have completed loading the lease-level data using the allocation tool, click on the [Save Before Submitting] button at the top or bottom of the page and you will be navigated back to the mine-level summary page.

### Mine-level summary page

This page (see example below) shows a summary of all leases input on the P&R from the previous page. The Royalty Payment is only for Federal and/or Indian leases. The Total Allowed Cost is for both processing and transportation allowances.

OMB Control Number 1010-0120, Expiration Date: 08/31/2004

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[Help](#)

**Mine Name**                      **Business Unit**  
 Mine No. 1                      Federal/State/Fee

#### P & R Original Summary

Sales Month/Year:                                              

This Sales Month has not been submitted.

	Sales Point	Product	Units Produced	Units Sold	Gross Proceeds	Total Allowed Cost	Royalty Payment
<input checked="" type="radio"/>	Mine	Gilsonite	0	0	\$0.00	\$0.00	\$0.00
		<b>Total:</b>	<b>0</b>	<b>0</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

Notice the Warning message at the top. This tells you that you are reporting production that is at least 50% higher or lower than the amount reported the previous month. We included this warning to help catch mistakes. If this value is correct you can move on, but we would like a comment to explain why the big difference in production. You have the option to navigate to any of the other tabs (pages).

### **Value Adjustment**

Use this page to adjust values for any previously submitted P&R. Volume adjustments cannot be made using the Value Adjustment Page. Volume adjustments must be made on the independent Volume/Value Adjustment Report that is detailed in a later section.

The Value Adjustment Summary Page will have a summary table of all adjustments that have been made in the current adjustment session. The total royalty payment will be the net total payment, which could be negative.

The automated allocation tool is available for your use.

If you want to make adjustments to a month prior to your earliest P&R submittal, you can establish an original P&R for the month you want to adjust. This will not create a receivable; only P&R originals established for sales months October 2001 and forward generate receivables in our system. The day after establishing the new original P&R you can go to the Value Adjustment Page and make adjustments to this month.

Enter the Internet Website Address. Enter Login ID and Password. Select Mine to report on.

Select Report Type – Original P&R/Other Obligation/P&R Value Adjustment.

Press Create Report Button. Press Value Adjustment Tab to display Adjustment Summary Screen.

#### Value Adjustment Summary page:

- Select the month and year of the adjustment.
- Select the product, if there is more than one.
- Select the Sales Point, if there is more than one.
- Click on the [Create New Value Adjustment] button to go to the ‘Value Adjustment Detail Page’

Value Adjustment Detail page

The bottom set of rows is the lease-level data and is repeated for each lease associated with the mine being reported (see example below).

The ‘Current Values’ are the net values of the original and any adjustments currently on the system for this lease. These could be positive or negative entries.

Enter either the Allocation value differences or the lease-level value differences. Notice they are net differences (+/-).

If these adjustments are required due to an MMS or STRAC identified audit or compliance issue, change the Initiated default button of “Customer” to “MMS”.

Enter lease level comments.

Click on the [Calculate Royalty Due] button to determine the net Royalty Payment due for each lease.

Click on the [Save Before Submitting] button to take you back to the ‘Value Adjustment’ Summary page.

OMB Control Number 1010-0120, Expiration Date: 10/31/2007

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Mine Name	Business Unit	Sales Month/Year	Sales Point	Product
MARTIN COAL MINE	Federal/State/Fee	April, 2007	Mine	Coal

**P & R Adjustment**

Interest Bearing Indicator:    Yes  No

Interest From Date:    Day: 31    Month: August    Year: 2001

Initiated:    MMS  Customer

**Allocate New Values**

Total Gross Proceeds Difference:    \$     Total Allowed Transportation Cost:    \$    

Total Allowed Processing Cost:    \$

Lease Number: MTM11112 Land Class: FED	Current Values	Royalty Rate/Fixed Rate: 4.00%	Value Differences
Gross Proceeds:	\$10,000.00	Gross Proceeds Difference:	\$-2,000.00
Allowed Transportation Cost:	\$200.00	Allowed Transportation Cost Difference:	\$-100.00
Allowed Processing Cost:	\$300.00	Allowed Processing Cost Difference:	\$ 200.00
		Royalty Payment:	\$-84.00

Enter your comments here for the above lease:

## Value Adjustment Summary page:

Here you can check the summary of any adjustments you have made during this session. If you want revise an adjustment to any previous adjustment available on the summary, select the same Sales Month/Year, Sales Point and Product combination and click on the [Create New Value Adjustment] button. If you want to make additional adjustments to other months, simply select a new Sales Month/Year, Sales Point and Product combination and click the [Create New Value Adjustment] button.

When you are through making adjustments and are ready to check the summary of the entire report, click on the 'Main Payment' tab at the top of this page.

## Main Payment page

Note the Mine Level Production warning on the below example. Again this is a warning that your production is at least 25% more or less than the previous month. You must acknowledge that you know and accept this as true by checking the box.

OMB Control Number 1010-0120, Expiration Date: 10/31/2007

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**Main Payment**   **P&R Original**   **Value Adjustment**   **Other Obligation**

Mine Name	Business Unit	Sales Month
MARTIN COAL MINE	Federal/State/Fee	May, 2007

**Main Payment**

 **Warning:**  
Your Mine Level Total Production Units has a 25% or more variance when compare to the mine's last reporting period.  
If you accept the fact that there is a variance of 25% or more, please check the checkbox below to by-pass the validation.

<b>Submission ID:</b>	PAR29683
<b>Customer Number:</b>	MA839
<b>Customer Document ID:</b>	<input type="text" value="PAR29683"/>
<b>Payment Method:</b>	<input type="text" value="Electronic Funds Transfer"/>
<b>Federal/Indian Indicator:</b>	FED01
<b>Production &amp; Royalty Total:</b>	\$ 300.00
<b>Other Obligation Total:</b>	\$ 18,000.00
<b>Value Adjustment Total:</b>	\$ 0.00
<b>Sub Total:</b>	\$ 18,300.00
<b>Credit 1 Amount:</b>	<input type="text" value="\$ 0.00"/>
<b>Credit 1 Doc ID:</b>	<input type="text" value="-"/>
<b>Grand Total:</b>	\$ 18,300.00

Enter your comments here for the above Mine Payment:

The Submission ID identifies this document submission. The Customer Document ID defaults to the Submission ID number. This number can be changed, but please do not change it unless

instructed by MMS or STRAC as a result of an identified audit or compliance issue. Identify your accompanying payment with this number.

The Payment Method defaults to Electronic Funds Transfer (EFT), as it is the most common payment method. If you pay by any other means make sure you use the drop down list and pick the appropriate method. **Note that the default EFT is for wire transfers to MMS only, not other wire transfers.** If you submit a report using the wrong Payment Method, call the Supervisor, Accounting and Reference Team at 303-231-3313 and they will instruct you on how to correct the situation. Basically, it requires submitting two more reports; one backing out the incorrect report, and a new correct report.

The Production and Royalty Total is the total royalties you are reporting to MMS on this report.

The Other Obligation Total is the sum of all the Other Obligations that you are reporting to MMS on this report. Make sure this is what you were expecting to report for other obligations. If there is a number in here and you didn't go to the other obligations page, you probably have a pre-populated Other Obligation: Rent, Minimum Royalty Payable in Advance (MRPIA), or a Deferred Bonus. Go back to the Other Obligations Page and check.

The Value Adjustment Total is the sum of all Value Adjustments that you made on this report.

The Sub Total is the sum of the three above totals.

The Credit 1 Amount and Credit 1 Doc ID should not be used. These are not active fields. If you believe you have a credit due, call us and we will work with you on this.

The Grand Total is the same as the Sum Total (if the Credit Amount is not used).

At this point you can still return to any of the other pages and continue to add or revise data, except you cannot remove a pre-populated Other Obligation or add pre-populated Other Obligation that did not pre-populate. The Other Obligation Page will be discussed in greater detail in the section below. If you are done reporting, go to the bottom of the Main Payment page.

At the bottom of the page are three buttons:

- The [Calculate Royalty] button is used when you want to save your Main Payment Page comments or Payment Method choice when you navigate to one of the other pages (Original, Value Adjustment or Other Obligation) and then return to the Main Payment Page.
- Clicking the [Submit P&R to MMS] will submit your report to MMS. You will receive a confirmation page informing you that the report has been successfully submitted.
- Clicking the [Cancel Submission] button will cancel everything you have done on this report. You will lose all your data and you will have to start over (but sometimes this is a very important button, and the Main Payment Page is the only place you can find this button on this report).

Copy the Main Payment Page and the confirmation page for your records. If you want to copy other pages of the report you should copy them before you get to the Main Payment page.

### **How to Report and Pay Lease-Level Obligations**

Recoupable Rent, Rent, Minimum Royalty Payable in Advance, and Deferred Bonuses will pre-populate on the Other Obligations Page of the P&R the calendar month before they are due. For example, if rent is due December 1, the first time you open a P&R report during the month of November the rent for December will pre-populate. It will only show up in the Other Obligations Page but the value will show on the Main Payment Page, so if you don't go to the Other Obligations Page or pay attention to the Main Payment Page you could miss the fact that one of these other obligations pre-populated. *If you submit the report, you will have reported it without paying it.*

MMS highly recommends that payors report the Other Obligations on a separate P&R submission. This requires you to logon and immediately click on the Other Obligations Tab, review, save/add line, and then proceed to the main payment page for submission. You will then have to wait a day in order to submit your P&R royalties. This recommendation is due to (1) leases associated with more than one mine; and (2) pre-population of other obligations one month before they are due triggers late pay interest.

Remember, if, for some reason, you forget to report during the calendar month that an obligation pre-populates you will miss the ability to report this obligation on the P&R. Or if you had previously opened a P&R, but did not submit a report but instead logged out, that P&R session is still active. For example, your Company's policy is that you open, create and submit your royalties on the 25<sup>th</sup> day of each month. On March 25, 2009 you submitted your February 2009 royalties and on March 26, 2009 you logged back into the P&R to review your previous submission, if you log out instead of cancelling the submission, the next time you login to report your March 2009 royalties on April 25, 2009, your May 2009 pre-populated Other Obligations will **not** pre-populate. Similarly, if for some reason the system were to become inaccessible for a month or more and an obligation was due to pre-populate during this period you would not be able to report it on the P&R after the system came back up. In either case, you would have to call Supervisor, Accounting and Reference Team and they would instruct you on how to report it on a new Form MMS-2014.

Remember, it is your responsibility to know when your other obligations are due, and its associated amount.

If you have an inactive lease not in a mine, we will continue to send you a Courtesy Notice when rent is due. Please pay the rent using the Courtesy Notice - not the P&R.

### **Reporting recoupable rent**

The P&R will not permit you to select recouping rent at the same time as recoupable rent is reported. The reason this is not permissible is that our financial system has to have the

recoupable rent established before you can recoup the rent. This requires 2 separate and distinct P&R Submissions.

The recoupable rent provision will pre-populate on the P&R in the Other Obligations one month in advance. For example, April rents would pre-populate in March. Reminder: if you do not open the P&R up in the month prior to when the obligation is due, you have missed the window and you will now need to report on the MMS-2014.

Warning:  
You are not able to recoup the amount entered for the selected lease.

OMB Control Number 1010-0120, Expiration Date: 10/31/2007

Main Payment
P&R Original
Value Adjustment
Other Obligation

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<b>Mine Name</b>	<b>Business Unit</b>
RAUSCH SODIUM MINE	Federal/State/Fee

**Other Obligations**

Sales Month/Year	Lease Number	Payment Type	Interest Bearing Indicator	Interest From Date	Payment Amount
May, 2009	COC333334	Recoupable Rental Payment	Y	N/A	\$ 1,500.00
May, 2009	COC444445	Recoupable Rental Payment	Y	N/A	\$ 540.00
<div style="display: flex; align-items: center;"> <div style="border: 1px solid #4b4b9b; padding: 2px; margin-right: 5px;">May</div> <div style="font-size: 10px;">▼</div> </div>	<div style="border: 1px solid #4b4b9b; padding: 2px; margin-right: 5px;">COC333334</div> <div style="font-size: 10px;">▼</div>	<div style="border: 1px solid #4b4b9b; padding: 2px; margin-right: 5px;">Recoup Minimum Royalty Paid in Advance</div> <div style="font-size: 10px;">▼</div>	Yes <input type="radio"/> No <input checked="" type="radio"/>	<div style="display: flex; align-items: center;"> <div style="border: 1px solid #4b4b9b; padding: 2px; margin-right: 5px;">August</div> <div style="font-size: 10px;">▼</div> </div>	<div style="border: 1px solid #4b4b9b; padding: 2px; width: 100px;">\$ -1,620.00</div>
<div style="border: 1px solid #4b4b9b; padding: 2px; margin-right: 5px;">2008</div> <div style="font-size: 10px;">▼</div>				<div style="display: flex; align-items: center;"> <div style="border: 1px solid #4b4b9b; padding: 2px; margin-right: 5px;">31</div> <div style="font-size: 10px;">▼</div> <div style="margin: 0 5px;">2001</div> <div style="font-size: 10px;">▼</div> </div>	
<b>Total :</b>					<b>\$ 2,040.00</b>

Save/Add a line

Clear

**Reporting rent recoupment**

You cannot recoup your rent until you have paid and/or reported your advance royalty (if applicable) or your minimum royalty payable in advance (if applicable). To recoup your rent, wait one month after reporting the obligations of recoupable rent and minimum royalty payable in advance/advance royalty.

You would again navigate to the Other Obligations page, and once you are at that page you would select the same sales month as you did to report the obligation, the same lease and the obligation type of “recouping rent”. You would enter the rent recoupment amount with a negative sign in front of the amount.

Main Payment		P&R Original		Value Adjustment		Other Obligation	
Mine Name		Business Unit					
RAUSCH SODIUM MINE		Federal/State/Fee					
Other Obligations							
Sales Month/Year	Lease Number	Payment Type	Interest Bearing Indicator	Interest From Date	Payment Amount		
April	COC333334	Recouping Rent	Yes <input type="radio"/>	August	\$-1500.00		
2008			No <input checked="" type="radio"/>	31 2001			
Total:					\$ 0.00		
Save/Add a line		Clear					

### Completing the page:

- Select the Sales Month/Year via the drop down list for a new Other Obligation Payment.
- Select the Lease for a new Other Obligation Payment.
- Select the Payment Type for a new Other Obligation Payment from the drop-down list. (In this case, Recoupable Rent).
- Enter numbers (2 decimal places) in the Payment Amount. Use the minus sign to indicate a negative amount for recoupments.
- Click on the [Save/Add a line] button to save the obligation you want to report. This will allow you to enter an additional obligation, or change pages.
- Once you click on the [Save/Add a line] button you cannot clear the obligation. If you make a mistake on an obligation and have clicked on the [Save/Add a line] button you have two options. You can add the same obligation and reverse the numbers, then add the same obligation again and put in the correct values, or you can navigate to the Main Payment Page and Cancel the entire report and start over.
- If you enter anything that does not correspond with our reference data, you will receive an error. For example if you put in a Recoup Advance Royalty, but don't have enough royalty available during the lease year that the Advance Royalty was paid for, you will receive an error and you will not be able to report that obligation.

After you review and determine that the leases and the amounts are accurate, you would navigate to the Main Payment Page and submit the report. You do not need to submit payment until the obligation is actually due.

### **Recoupable Advance Royalty Obligation/Recouping Advance Royalty**

The P&R will not permit you to select recoup advance royalty at the same time advance royalty is reported. The reason this is not permissible is that our financial system has to have the recoupable advance royalties established before you can recoup that advance royalty. This requires 2 separate and distinct internet P&R submissions.

Warning:  
You are not able to recoup the amount entered for the selected lease.

OMB Control Number 1010-0120, Expiration Date: 10/31/2007

Main Payment
P&R Original
Value Adjustment
Other Obligation

[Log Out of P&R](#)   [Help](#)

Mine Name
Business Unit

MARTIN COAL MINE
Federal/State/Fee

Other Obligations

Sales Month/Year	Lease Number	Payment Type	Interest Bearing Indicator	Interest From Date	Payment Amount
May, 2009	MTM111112	Rental Payment	Y	N/A	\$ 15,000.00
May, 2009	MTM222223	Rental Payment	Y	N/A	\$ 3,000.00
April, 2008	MTM111112	Minimum Royalty Payment	N	N/A	\$ 100,000.00
April <input type="button" value="v"/> 2007 <input type="button" value="v"/>	MTM222223 <input type="button" value="v"/>	Recoup Advance Royalty <input type="button" value="v"/>	Yes <input type="radio"/> No <input checked="" type="radio"/>	August <input type="button" value="v"/> 31 <input type="button" value="v"/> 2001 <input type="button" value="v"/>	<input style="width: 100%;" type="text" value="\$ -100,000.00"/>
Total :					\$ 118,000.00

**Reporting Advance Royalty:**

If this is a Coal Advance Royalty where you received an Order to Pay Advance Royalty, you must submit an on-line P&R to establish the advance royalties as a receivable for the lease or leases.

**Completing the page:**

- Select the Sales Month/Year via the drop down list for a new Other Obligation Payment.
- Select the Lease for a new Other Obligation Payment.
- Select the Payment Type for a new Other Obligation Payment from the drop-down list. In this case, Recoupable Advance Royalty.
- Enter numbers (2 decimal places) in the Payment Amount.
- Click on the [Save/Add a line] button to save the obligation you want to report. This will allow you to enter an additional obligation, or change pages.
- Once you click on the [Save/Add a line] button you cannot clear the obligation. If you make a mistake on an obligation and have clicked on the [Save/Add a line] button you have two options. You can add the same obligation and reverse the numbers, then add the same obligation again and put in the correct values, or you can navigate to the Main Payment Page and Cancel the entire report and start over.
- If you enter anything that does not correspond with our reference data, you will receive an error. For example if you put in a Recoup Advance Royalty, but don't have enough royalty available during the lease year that the Advance Royalty was paid for, you will receive an error and you will not be able to report that obligation.
- If everything is correct, navigate to the Main Payment page and replace the customer document ID Field on the Main Payment Page with the 8 digit number MMS instructed you to insert in that field from the Order to Pay.

If any of these leases were producing you could recoup the Advance Royalty Payment when you report and pay your production royalties. To do this, you would report your production royalties, navigate to the Other Obligation Page, select the Sales Month/Year of the advance royalty, select the appropriate lease, select Recoup Advance Royalty from the drop down Other Obligation Payment Type menu, and enter the amount with a negative sign in front of the amount.

If this is for a non-coal advance royalty and is a monthly/quarterly/yearly obligation, you must submit an on-line P&R to establish the advance royalty.

OMB Control Number 1010-0120, Expiration Date: 10/31/2007

<b>Main Payment</b>	<b>P&amp;R Original</b>	<b>Value Adjustment</b>	<b>Other Obligation</b>	<a href="#">Log Out of P&amp;R</a> <a href="#">Help</a>	
<b>Mine Name</b>		<b>Business Unit</b>			
MARTIN COAL MINE		Federal/State/Fee			
<b>Other Obligations</b>					
Sales Month/Year	Lease Number	Payment Type	Interest Bearing Indicator	Interest From Date	Payment Amount
April, 2009	MTM222223	Rental Payment	Y	N/A	\$ 3,000.00
April, 2009	MTM111112	Rental Payment	Y	N/A	\$ 15,000.00
April, 2007	MTM222223	Advance Royalty Payment	N	N/A	\$ 100,000.00
August 2001	MTM111112	Advance Royalty	Yes <input type="radio"/> No <input checked="" type="radio"/>	August 31 2001	\$ 0
<b>Total:</b>					<b>\$ 118,000.00</b>
<input type="button" value="Save/Add a line"/>		<input type="button" value="Clear"/>			

**Reporting Advance Royalty:**

Minimum Royalties are paid at the end of the year if the production royalties do not exceed the minimum royalty requirement. If there is a recoupable rent along with a minimum royalty requirement, the recoupable rent paid at the beginning of the year cannot be recouped until the end of the year when the minimum royalty payment is reported and/or paid unless you have production royalties during the year.

Main Payment		P&R Original		Value Adjustment		Other Obligation	
Mine Name				Business Unit			
MARTIN COAL MINE				Federal/State/Fee			
Other Obligations							
Sales Month/Year	Lease Number	Payment Type	Interest Bearing Indicator	Interest From Date	Payment Amount		
May, 2009	MTM111112	Rental Payment	Y	N/A	\$ 15,000.00		
May, 2009	MTM222223	Rental Payment	Y	N/A	\$ 3,000.00		
April, 2008	MTM111112	Minimum Royalty Payment	N	N/A	\$ 100,000.00		
August 2001	MTM111112	Advance Royalty	Yes <input type="radio"/> No <input checked="" type="radio"/>	August 31 2001	\$ 0		
<b>Total :</b>					<b>\$ 118,000.00</b>		
Save/Add a line		Clear					

### Completing the page:

- Select the Sales Month/Year via the drop down list for a new Other Obligation Payment.
- Select the Lease for a new Other Obligation Payment.
- Select the Payment Type for a new Other Obligation Payment from the drop-down list. In this case, Minimum Royalty.
- Enter numbers (2 decimal places) in the Payment Amount.
- Click on the [Save/Add a line] button to save the obligation you want to report. This will allow you to enter an additional obligation, or change pages.
- Once you click on the [Save/Add a line] button you cannot clear the obligation. If you make a mistake on an obligation and have clicked on the [Save/Add a line] button you have two options. You can add the same obligation and reverse the numbers, then add the same obligation again and put in the correct values, or you can navigate to the Main Payment Page and Cancel the entire report and start over.
- If you enter anything that does not correspond with our reference data, you will receive an error. For example if you put in a Recoup Advance Royalty, but don't have enough royalty available during the lease year that the Advance Royalty was paid for, you will receive an error and you will not be able to report that obligation.

### Indian Recoupments

You may recoup overpayments on Indian leases (with certain restrictions) depending on the type of lease you have:

- Tribal lease. You can recoup prior overpayments as a credit against the current month's rent or royalties due on the same lease. If you receive Tribal approval, you can recoup against other leases owned by the same Tribe. You must send a written Tribal approval to us and submit Form MMS-2014 if you are recouping against other leases and not the

lease the overpayment occurred. You may recoup up to 100 percent of only the current net royalties. You cannot create a “negative” lease payment.

- Allotted lease. You can recoup prior overpayments as a credit against current month’s rent or royalties due on the same lease. Your recoupment cannot reduce the allottee’s current net royalties by more than 50 percent.

If the overpayment you are recovering exceeds the limit for a single report month, you must establish a recoupable balance to carry forward to future months.

You must first establish an Indian Recoupable Balance. This balance can be recouped against royalties. The Indian Recoupable Balance Obligation must be established even if the total amount of the overpayment can be completely recovered in one subsequent month.

OMB Control Number 1010-0120, Expiration Date: 10/31/2007

Main Payment
P&R Original
Value Adjustment
Other Obligation

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[Help](#)

<b>Mine Name</b>	<b>Business Unit</b>
BLACK MESA MINE	Indian/State/Fee

**Other Obligations**

Sales Month/Year	Lease Number	Payment Type	Interest Bearing Indicator	Interest From Date	Payment Amount
April, 2007	142006038580	Indian Recoupable Balance	N	N/A	\$ 10,000.00
August <input type="button" value="v"/> 2001 <input type="button" value="v"/>	142006038580 <input type="button" value="v"/>	Advance Royalty <input type="button" value="v"/>	Yes <input type="radio"/> No <input checked="" type="radio"/>	August <input type="button" value="v"/> 31 <input type="button" value="v"/> 2001 <input type="button" value="v"/>	\$ 0
<b>Total :</b>					<b>\$ 10,000.00</b>

Use Indian Recoupment taken to recoup an overpayment on an Indian lease. Recoupments as mentioned previously may not exceed 50 percent of the net monthly revenues reported if the lease is allotted or 100 percent of the net monthly revenues reported if the lease is tribal. Do not use Indian Recoupment taken unless you have already established the Indian Recoupable Balance.

[Main Payment](#)
[P&R Original](#)
[Value Adjustment](#)
[Other Obligation](#)

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[Help](#)

**Mine Name**                      **Business Unit**  
 BLACK MESA MINE              Indian/State/Fee

#### Other Obligations

Sales Month/Year	Lease Number	Payment Type	Interest Bearing Indicator	Interest From Date	Payment Amount
April, 2007	142006038580	Indian Recoupable Balance	N	N/A	\$ 10,000.00
April, 2001	142006038580	Indian Recoupable Taken	N	N/A	\$ -10,000.00
August 2001	142006038580	Advance Royalty	<input type="radio"/> Yes <input checked="" type="radio"/> No	August 31, 2001	\$ 0
<b>Total :</b>					<b>\$ 0.00</b>

Save/Add a line

Clear

## Contract Settlement

Use Contract Settlement to report royalty due on contract settlement payments between you and the third party. Normally, the settlements reported under this transaction are between lessees and purchasers. Do not report settlements between payors and MMS utilizing this obligation type.

Two types of settlements are reported under Contract Settlement:

**Past pricing disputes.** Royalty is due on settlement payments made to resolve disputes regarding the correct price owed for minerals produced and sold from the lease for periods before the settlement agreement (including but not limited to, reimbursements for production-related costs, tax reimbursements, or nonpayment of contract purchase price by the purchaser, etc.). Payment is due at the end of the month following the month the lessee receives the payment.

**Contract buydowns.** Royalty is due on payments made to reduce the price the original purchaser pays when they take future production under an amended or successor contract. This “buydown” amount of the total settlement must be allocated to ongoing production taken during the remaining term of the original contract.

If you determine royalties are due because settlement payments are allocable to ongoing production, and production has already occurred since the date of settlement, you should report and pay royalties on that production. You should continue to report royalties on future production in the same manner; or alternatively, you may elect to make a lump sum payment.

Sales Month/Year	Lease Number	Payment Type	Interest Bearing Indicator	Interest From Date	Payment Amount
April, 2009	MTM222223	Rental Payment	Y	N/A	\$ 3,000.00
April, 2009	MTM111112	Rental Payment	Y	N/A	\$ 15,000.00
April, 2007	MTM222223	Advance Royalty Payment	N	N/A	\$ 100,000.00
April, 2007	MTM111112	Contract Settlements Payment	N	N/A	\$ 200,000.00
August 2001	MTM111112	Advance Royalty	Yes <input type="radio"/> No <input checked="" type="radio"/>	August 31, 2001	\$ 0
<b>Total :</b>					<b>\$ 318,000.00</b>

Save/Add a line    Clear

### Volume/Value Adjustment Report

This report is completely independent from the Original P&R Report (although you access it through the same Mine Name and Report Type Page). Click on the ‘P & R Volume/Value Adjustment’ button.

You use this report to make volume and any corresponding value adjustments for any previously submitted P&R. Changing the volume of any previous P&R will change its ending inventory and therefore the next month’s beginning inventory. This means that all subsequent P&R reports will have to be adjusted as well.

Again, all adjustments are net adjustments. The automated allocation tool for both volume and value adjustments is available.

#### Completing the earliest month of the Volume/Value Adjustment:

- Enter the Month and Year of the earliest adjustment.
- Enter the Product name (if more than one).
- Enter the Sales Point (if more than one). (April 2007 is used in the below example.)
- Press the [Populate Volume/Value Adjustment Page] button.

Mine Name	Business Unit	Sales Month/Year	Sales Point	Product
MARTIN COAL MINE	Federal/State/Fee	April, 2007	Mine	Coal

In order to create the volume adjustment indicated on the previous page, please complete an adjustment for each of the following months. These adjustments must be completed in order to bring the mine profile up-to-date. Do you wish to continue with this adjustment?

[Click here if you do not wish to continue](#)

	Sales Month/Year	Completed?	Royalty Payment
<input checked="" type="radio"/>	04/30/2007	No	\$ 0
<input type="radio"/>	05/31/2007	No	\$ 0
		<b>Total:</b>	\$ 0.00




### Volume/Value Adjustment Summary Page

In the below examples, the last Original P&R submitted for this company was April 2007. In the first column is a list of the three months that need to be adjusted. You must open each adjustment month in order, from the earliest adjustment to the most recent. The P&R will automatically choose the month you need to adjust next.

- The next column shows whether the month in question has been completed or not.
- The Royalty Payment column will be populated after adjustment data has been entered on the next page.
- Click on the [Open Adjustment] button to open the adjustment detail page for the indicated month.
- Click on the [Create Payment] button when all months have been adjusted and you are ready to submit the report.
- The [Cancel Submission] button is new and allows you to cancel the entire report. No data will be saved.
- Click on [Open Adjustment] again for the next month.
- Select MMS Initiated or Customer Initiated (adjustment reason). If these adjustments are required due to an MMS or STRAC identified audit or compliance issue, change the Initiated default button of "Customer" to "MMS".
- Enter numbers in the volume value fields

- Press the allocate volume button. The allocated volumes are displayed in each lease data entry table based on ratios of inventory before sales (net previous adjustments). The system records that the allocation tool was used or not.
- Press the Allocate Value button. The allocated values are displayed in each lease data entry table based on ratios of inventory before sales (net previous adjustments).
- Press the Calculate Royalty Due button. System will calculate and display the royalty difference for each lease/royalty rate combination based on data entered. System calculates and displays the correct P&R difference total for all leases in an adjustment.

Mine Name	Business Unit	Sales Month/Year	Sales Point	Product
MARTIN COAL MINE	Federal/State/Fee	April, 2007	Mine	Coal

**P & R Adjustment**

Interest Bearing Indicator: Yes  No

Interest From Date: Day: 31 Month: August Year: 2001

Initiated By: MMS  Customer

**Allocate New Values**

Total Sales Volume Difference:  Total Units Transferred Difference:

Total Sales Value Difference: \$  Total Allowed Processing Cost Difference: \$

Total Allowed Transportation Cost Difference: \$

Lease Number: MTM111112 Land Class: FED	Current Values	Computed Differences	User Entered Differences	Total Difference
<b>Beginning Inventory:</b>	0	0	N/A	0
<b>Units Produced:</b>	1,000	N/A	<input type="text" value="0"/>	0
<b>Inventory/Volume Adjustment</b>	0	N/A	<input type="text" value="0"/>	0
<b>Production Available for Sale:</b>	1,000	0	<input type="text" value="0"/>	0
<b>Units Transferred :</b>	0	0	<input type="text" value="0"/>	0
<b>Units Sold:</b>	500	0	<input type="text" value="0"/>	0
<b>Allowed Transportation Cost:</b>	\$ 100.00	\$ 0.00	\$ <input type="text" value="0.00"/>	\$ 0.00
<b>Allowed Processing Cost:</b>	\$ 500.00	\$ 0.00	\$ <input type="text" value="0.00"/>	\$ 0.00
<b>Gross Proceeds:</b>	\$ 8,000.00	\$ 0.00	\$ <input type="text" value="0.00"/>	\$ 0.00
<b>Ending Inventory:</b>	500	0	<input type="text" value="0"/>	0
<b>Royalty Rate/Fixed Rate:</b>	<b>4.00%</b>		<b>Royalty Payment:</b>	<b>\$ 0.00</b>

Mine Name	Business Unit	Sales Month/Year	Sales Point	Product
MARTIN COAL MINE	Federal/State/Fee	April, 2007	Mine	Coal

**P & R Adjustment**

Interest Bearing Indicator: Yes  No

Interest From Date: Day: 31 Month: August Year: 2001

Initiated By: MMS  Customer

**Allocate New Values**

Total Sales Volume Difference:	<input type="text" value="-200"/>	Total Units Transferred Difference:	<input type="text" value="0"/>	<input type="button" value="Allocate Volume"/>
Total Sales Value Difference:	\$ <input type="text" value="-3200"/>	Total Allowed Processing Cost Difference:	\$ <input type="text" value="-250.00"/>	<input type="button" value="Allocate Value"/>
Total Allowed Transportation Cost Difference:	\$ <input type="text" value="-25.00"/>			

Lease Number: MTM111112 Land Class: FED	Current Values	Computed Differences	User Entered Differences	Total Difference
<b>Beginning Inventory:</b>	0	0	N/A	0
<b>Units Produced:</b>	1,000	N/A	<input type="text" value="0"/>	0
<b>Inventory/Volume Adjustment</b>	0	N/A	<input type="text" value="0"/>	0
<b>Production Available for Sale:</b>	1,000	0	<input type="text" value="0"/>	0
<b>Units Transferred :</b>	0	0	<input type="text" value="0"/>	0
<b>Units Sold:</b>	500	0	<input type="text" value="-100"/>	-100
<b>Allowed Transportation Cost:</b>	\$ 100.00	\$ 0.00	\$ <input type="text" value="37.50"/>	\$ 37.50
<b>Allowed Processing Cost:</b>	\$ 500.00	\$ 0.00	\$ <input type="text" value="-225.00"/>	\$ -225.00
<b>Gross Proceeds:</b>	\$ 8,000.00	\$ 0.00	\$ <input type="text" value="6,900.00"/>	\$ 6,900.00
<b>Ending Inventory:</b>	500	0	<input type="text" value="100"/>	100
<b>Royalty Rate/Fixed Rate:</b>	4.00%		<b>Royalty Payment:</b>	\$ 283.50

Volume/Value Adjustment Detail page:

The Current Values column shows the current values that the P&R has in the system including any adjustments made on previous reports.

The Computed Differences column shows the net adjustments for any changes made during this session, from previous months.

Adjustments can be made using the allocation tools in which you need to enter the total mine differences and the Units Produced and Inventory/Volume Adjustment for each lease in the User Entered Differences Column. If you don't use the allocation tool then you can enter all adjustments by lease in the User Entered Differences column.

The far right column will give the total difference for each category, which is the sum of the Computed Differences and the User Entered Differences.

In the examples shown below, the allocation tool was not used. A negative 200 tons was entered in Units Produced. This means that 200 less tons were produced than were previously reported. The Production Available for Sale is calculated to be a negative 200 tons. No additional Units were transferred to a remote. The additional units sold were 300. The additional Allowed Transportation Cost entered was \$75.00, the additional Allowed Processing Cost entered was \$25.00 and the additional Gross Proceeds entered were \$4,200.00. The Ending Inventory was calculated as a net negative 500 tons.

Mine Name	Business Unit	Sales Month/Year	Sales Point	Product
MARTIN COAL MINE	Federal/State/Fee	April, 2007	Mine	Coal

P & R Adjustment				
Interest Bearing Indicator:	Yes <input type="radio"/> No <input checked="" type="radio"/>			
Interest From Date:	Day: 31 Month: August Year: 2001	<input type="button" value="Calculate Royalty Due"/>		
Initiated By:	MMS <input type="radio"/> Customer <input checked="" type="radio"/>	<input type="button" value="Complete Sales Month Adjustment"/>		

Allocate New Values				
Total Sales Volume Difference:	<input type="text" value="0"/>	Total Units Transferred Difference:	<input type="text" value="0"/>	<input type="button" value="Allocate Volume"/>
Total Sales Value Difference:	\$ <input type="text" value="0"/>	Total Allowed Processing Cost Difference:	\$ <input type="text" value="0"/>	<input type="button" value="Allocate Value"/>
Total Allowed Transportation Cost Difference:	\$ <input type="text" value="0"/>			

Lease Number: MTM111112 Land Class: FED	Current Values	Computed Differences	User Entered Differences	Total Difference
Beginning Inventory:	0	0	N/A	0
Units Produced:	1,000	N/A	<input type="text" value="-200"/>	0
Inventory/Volume Adjustment	0	N/A	<input type="text" value="0"/>	0
Production Available for Sale:	1,000	0	<input type="text" value="-200"/>	0
Units Transferred :	0	0	<input type="text" value="0"/>	0
Units Sold:	500	0	<input type="text" value="300"/>	0
Allowed Transportation Cost:	\$ 100.00	\$ 0.00	\$ <input type="text" value="75.00"/>	\$ 0.00
Allowed Processing Cost:	\$ 500.00	\$ 0.00	\$ <input type="text" value="25.00"/>	\$ 0.00
Gross Proceeds:	\$ 8,000.00	\$ 0.00	\$ <input type="text" value="4200.00"/>	\$ 0.00
Ending Inventory:	500	0	<input type="text" value="-500"/>	0
Royalty Rate/Fixed Rate:	4.00%		<b>Royalty Payment:</b>	<b>\$ 0.00</b>

Enter your comments here for the above lease:

---

There are three buttons at the bottom of this page:

- [Calculate Royalty Due] will calculate the royalty due. In this case an additional \$164.00 is owed.
- [Clear] will clear the data if you have not clicked on the [Save Before Submitting] button.
- [Save Before Submitting] will save all the data and send you back to the Volume/Value Adjustment Summary page. After this you will not be able to clear any data from this month without canceling the entire month.

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[Log Out of P&R](#) [Help](#)

Mine Name	Business Unit	Sales Month/Year	Sales Point	Product
MARTIN COAL MINE	Federal/State/Fee	April, 2007	Mine	Coal
<b>P &amp; R Adjustment</b>				
Interest Bearing Indicator:	Yes <input type="radio"/> No <input checked="" type="radio"/>			
Interest From Date:	Day: 31	Month: August	Year: 2007	<input type="button" value="Calculate Royalty Due"/>
Initiated By:	MMS <input type="radio"/> Customer <input checked="" type="radio"/>		<input type="button" value="Complete Sales Month Adjustment"/>	
<b>Allocate New Values</b>				
Total Sales Volume Difference:	<input type="text" value="0"/>	Total Units Transferred Difference:	<input type="text" value="0"/>	<input type="button" value="Allocate Volume"/>
Total Sales Value Difference:	\$ <input type="text" value="0"/>	Total Allowed Processing Cost Difference:	\$ <input type="text" value="0"/>	<input type="button" value="Allocate Value"/>
Total Allowed Transportation Cost Difference:	\$ <input type="text" value="0"/>			
<b>Lease Number: MTM111112</b> <b>Land Class: FED</b>	<b>Current Values</b>	<b>Computed Differences</b>	<b>User Entered Differences</b>	<b>Total Difference</b>
<b>Beginning Inventory:</b>	0	0	N/A	0
<b>Units Produced:</b>	1,000	N/A	<input type="text" value="200"/>	200
<b>Inventory/Volume Adjustment</b>	0	N/A	<input type="text" value="0"/>	0
<b>Production Available for Sale:</b>	1,000	0	<input type="text" value="200"/>	200
<b>Units Transferred :</b>	0	0	<input type="text" value="0"/>	0
<b>Units Sold:</b>	500	0	<input type="text" value="200"/>	200
<b>Allowed Transportation Cost:</b>	\$ 100.00	\$ 0.00	\$ <input type="text" value="75.00"/>	\$ 75.00
<b>Allowed Processing Cost:</b>	\$ 500.00	\$ 0.00	\$ <input type="text" value="25.00"/>	\$ 25.00
<b>Gross Proceeds:</b>	\$ 8,000.00	\$ 0.00	\$ <input type="text" value="4,200.00"/>	\$ 4,200.00
<b>Ending Inventory:</b>	500	0	<input type="text" value="0"/>	0
<b>Royalty Rate/Fixed Rate:</b>	4.00%		<b>Royalty Payment:</b>	<b>\$ 164.00</b>

Volume/Value Adjustment Summary page:

In the example below the adjustment for 04/30/2007 is 'completed' with a net royalty payment of \$164.00, and that the adjustment for 05/31/2007 is not completed, but ready to be opened. Click on the [Open Adjustment] button to open the next adjustment.

Mine Name	Business Unit	Sales Month/Year	Sales Point	Product
MARTIN COAL MINE	Federal/State/Fee	April, 2007	Mine	Coal

In order to create the volume adjustment indicated on the previous page, please complete an adjustment for each of the following months. These adjustments must be completed in order to bring the mine profile up-to-date. Do you wish to continue with this adjustment?

[Click here if you do not wish to continue](#)

	Sales Month/Year	Completed?	Royalty Payment
<input type="radio"/>	04/30/2007	Yes	\$ 164.00
<input checked="" type="radio"/>	05/31/2007	No	\$ 0
		<b>Total:</b>	\$ 164.00




As stated before, you must at least open the adjustment for each month listed, even if no changes need to be made, so that the inventory can be carried forward. It is possible that an unchanged month could have net royalty associated with it, because of allocation changes.

After completing the adjustments for all the months, click on the [Create Payment] button, and you will go to the Main Payment Page where you may submit the report or cancel the report.

#### Volume/Value Main Payment Page:

The page shown below is similar to the P&R Original Main Payment page in that it has the Submission ID, the Customer Document ID, the Payment Method, the totals for this report, the Credit 1 box, and the Grand Total. The only total for this report is the Volume/Value Adjustment Total amount. Again, do not change the Customer Document ID, and use this same number with your associated payment. Also, do not use the Credit 1 Amount box.

The buttons at the bottom are also the same as the P&R Original Report:

- The [Calculate Royalty Due] button is not needed.
- Clicking on the [Submit P&R to MMS] will submit this report to MMS and provide you with a confirmation page.
- The [Cancel Submission] button will again cancel the report and delete all data that may have been submitted.

Mine Name	Business Unit
MARTIN COAL MINE	Federal/State/Fee

**Main Payment**

Submission ID:	PAR29687
Customer Number:	MA839
Customer Document ID:	PAR29687
Payment Method:	Electronic Funds Transfer
Federal/Indian Indicator:	FED01
Volume/Value Adjustment Total:	\$ -28.00
Sub Total:	\$ -28.00
Credit 1 Amount:	\$ 0.00
Credit 1 Doc ID:	-
Grand Total:	\$ -28.00

Enter your comments here for the above Mine Payment:

## Main Payment Page

Ensure that the correct payment method type is selected. For Federal lessees the only payment method code that should be selected is Checks to MMS or Electronic Funds Transfer,

For Indian lessees the only payment method code that should be selected is Indian Direct Pay or Indian Lockbox.

Currently, the Accounting and Reference Team has a list of 25 P&R's that were submitted using the WRONG payment method code. The Accounting and Reference Team is currently correcting the reports by reversing the originally submitted P&R report and re-entering the data with the correct payment method code. This process can be time consuming; therefore, any new P&R's submitted with the wrong payment method code starting March 1, 2009, will result in a member of the Accounting and Reference Staff contacting you to reverse out the entry and to re-enter.

## Logging Out

There are only three ways to log out properly:

- Submit a pending report by clicking on the [Submit P&R to MMS] button on the Main Payment page and close the internet browser.
- Click on the [Save Before Submitting] button and then click on the Log Out of P&R link that is at the top right corner of each page. This method will save any data that you have entered.

- The third way is to navigate to the Main Payment Page and click on the [Cancel Submission] button at the bottom of the page. This will delete any and all data that has been entered, but will not leave an open P&R session out there. (If you just opened the P&R to look at something, you should log out this way. However, if the P&R you are reviewing has not been submitted, and has data in it, you should use the [Save Before Submitting] button.)

**Do not click on the “X” in the upper right corner of the page.**

**Help Link (See Attachment A)**

In the upper right corner of most of the report pages is a Help link that will take you to a list of links regarding various aspects of the P&R to help you if you should need it.

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[Main Payment](#)
[P&R Original](#)
[Value Adjustment](#)
[Other Obligation](#)
[Log Out of P&R](#)
[Help](#)

---

**Mine Name**                      **Business Unit**  
 MARTIN COAL MINE              Federal/State/Fee

---

**P & R Original Summary**

Sales Month/Year:              April    2007             

This Sales Month has not been submitted.

	Sales Point	Product	Units Produced	Units Sold	Gross Proceeds	Total Allowed Cost	Royalty Payment
<input type="radio"/>	Mine	Coal	0	0	\$0.00	\$0.00	\$0.00
		<b>Total:</b>	<b>0</b>	<b>0</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

**P&R Timeframe:**

Only one report can be submitted per mine per day. One reporter can report on more than one mine that he/she is authorized to report on, in a day, but not more than one report for the same mine on the same day.

This means only one Original P&R, Value Adjustment, Other Obligation, or Volume/Value Adjustment report can be submitted each day. If the Original P&R is combined with a Value Adjustment and/or an Other Obligation and they are all submitted together as one report then they will all be accepted.

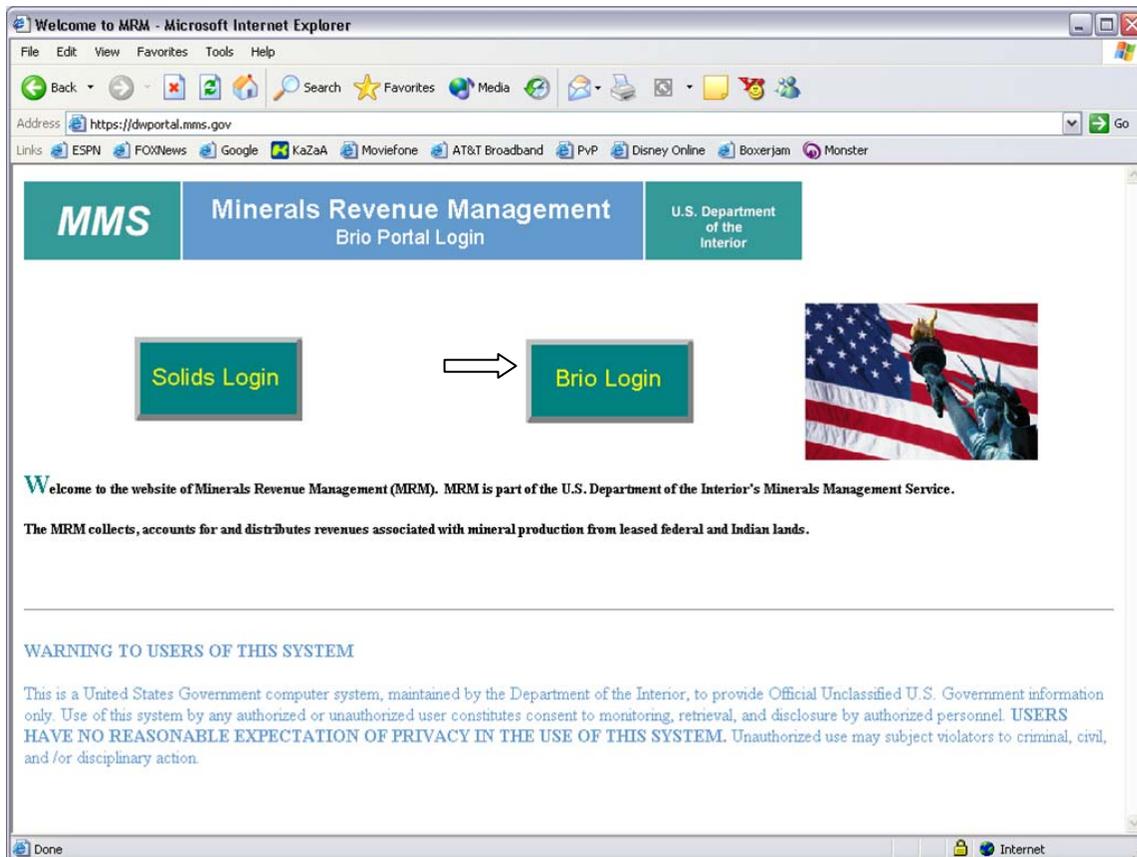
## Viewing Previously Reported Data

Through continuous efforts to provide improved customer service, the MRM completed the development of a new online report that provides solid mineral reporter's access to historical Solid Mineral Production and Royalty (P&R) data via MRM's Brio web portal.

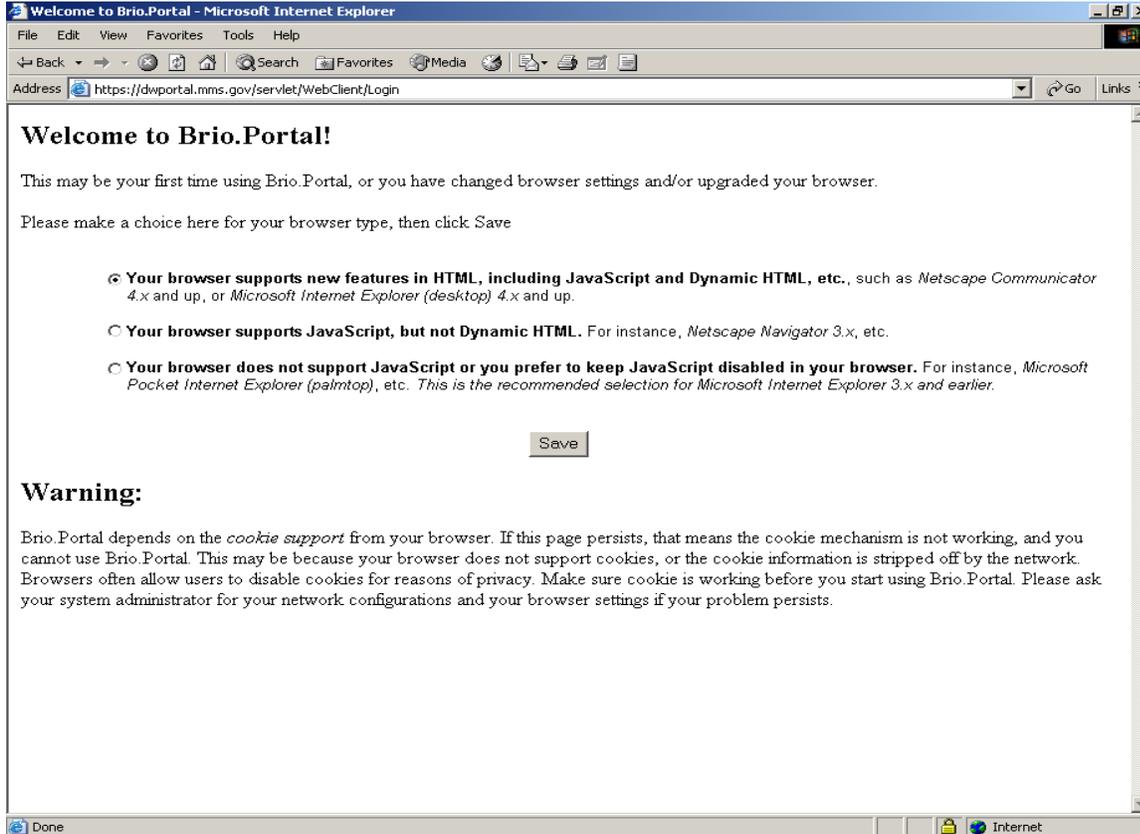
In order to gain access to the new online report identified as the Solids Detail Report, each user (a maximum of two users per Customer ID allowed) must download and complete the External MRM Application Request Form (EMARF).

Within two weeks of mailing the EMARF, you will receive a Personal Identification Letter via regular mail which includes your User ID and a Personal Identification Number (PIN). Please contact the number contained in the letter to report the PIN and provide any requested security information. With 24-48 hours after providing the PIN and the answers to the security information, you will have access to Brio.

To access the Brio web portal and the Solid Details Report, access the MRM Brio web portal (<https://dwportal.mms.gov>) and click on the Brio login button.

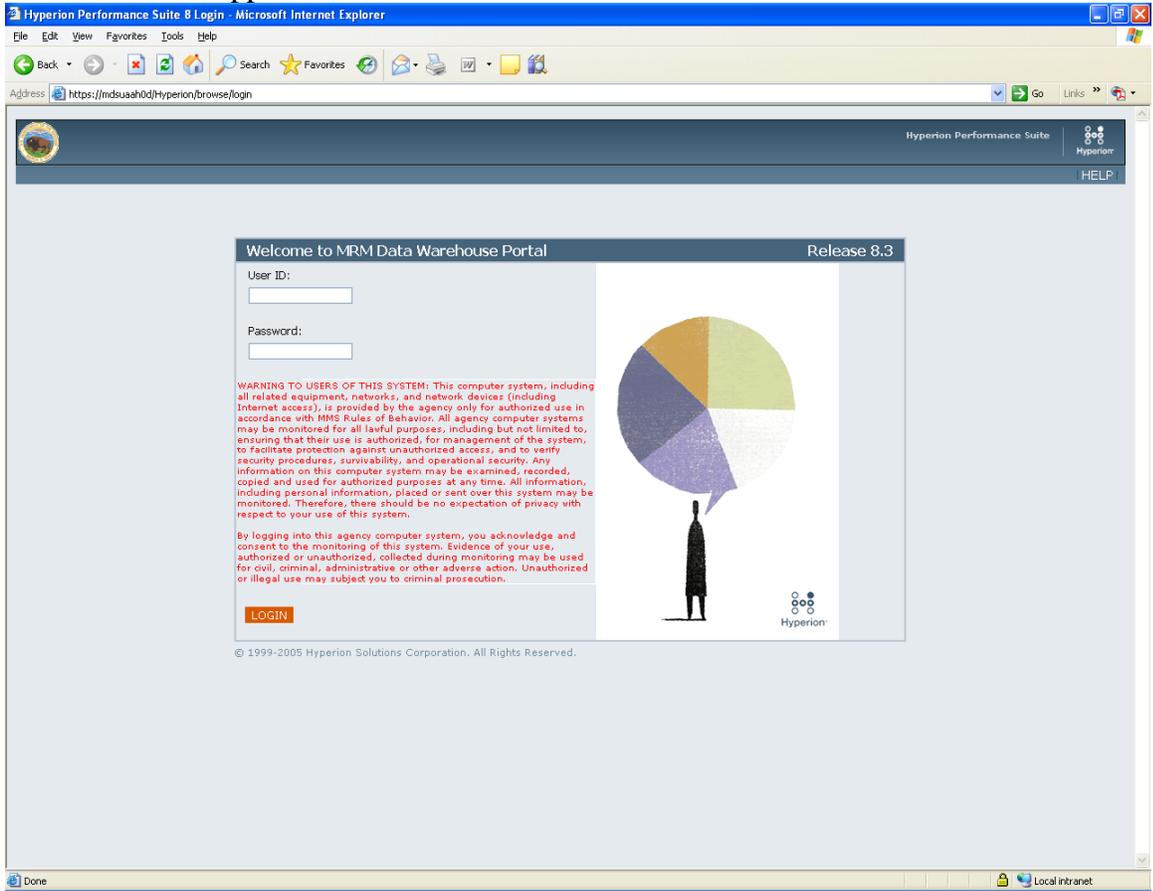


You may receive this message the first time you login.



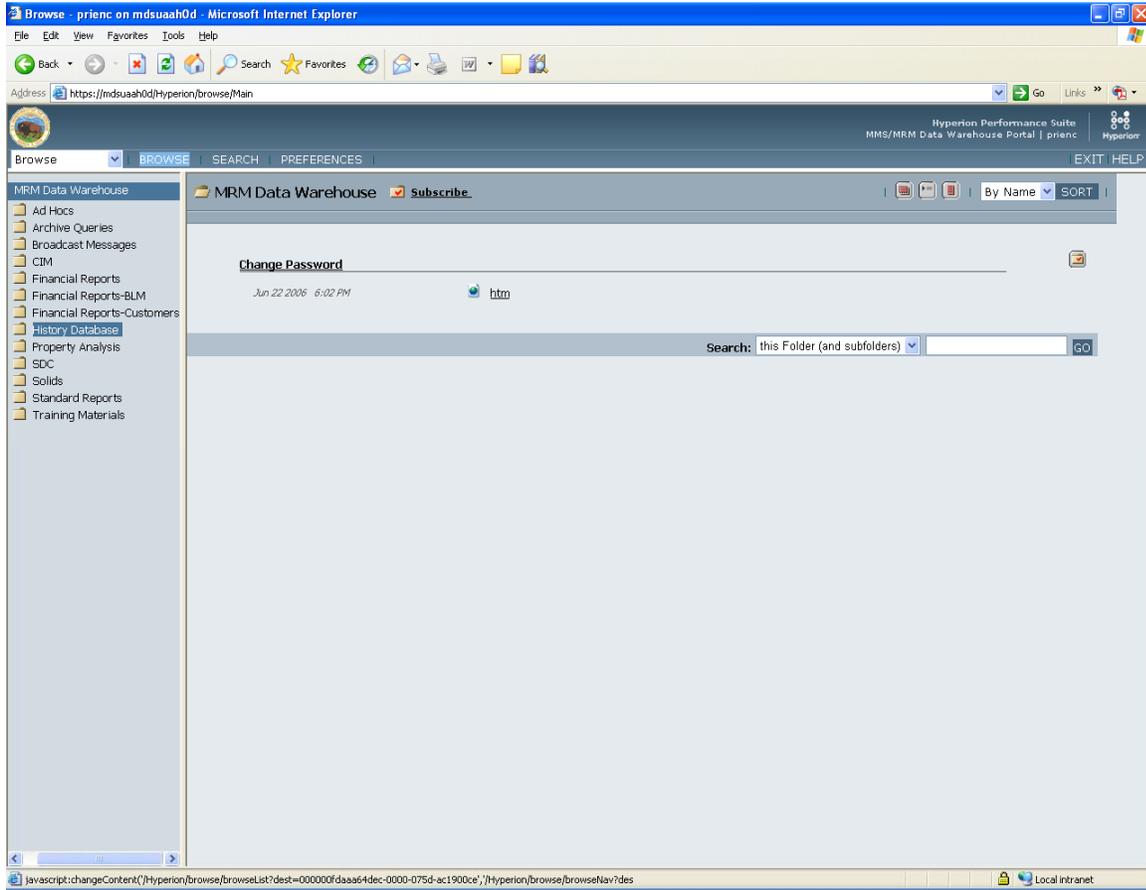
Select “Your browser supports new features in HTML, including JavaScript and Dynamic HTML.....4.x and up” and click Save.

# This screen will appear

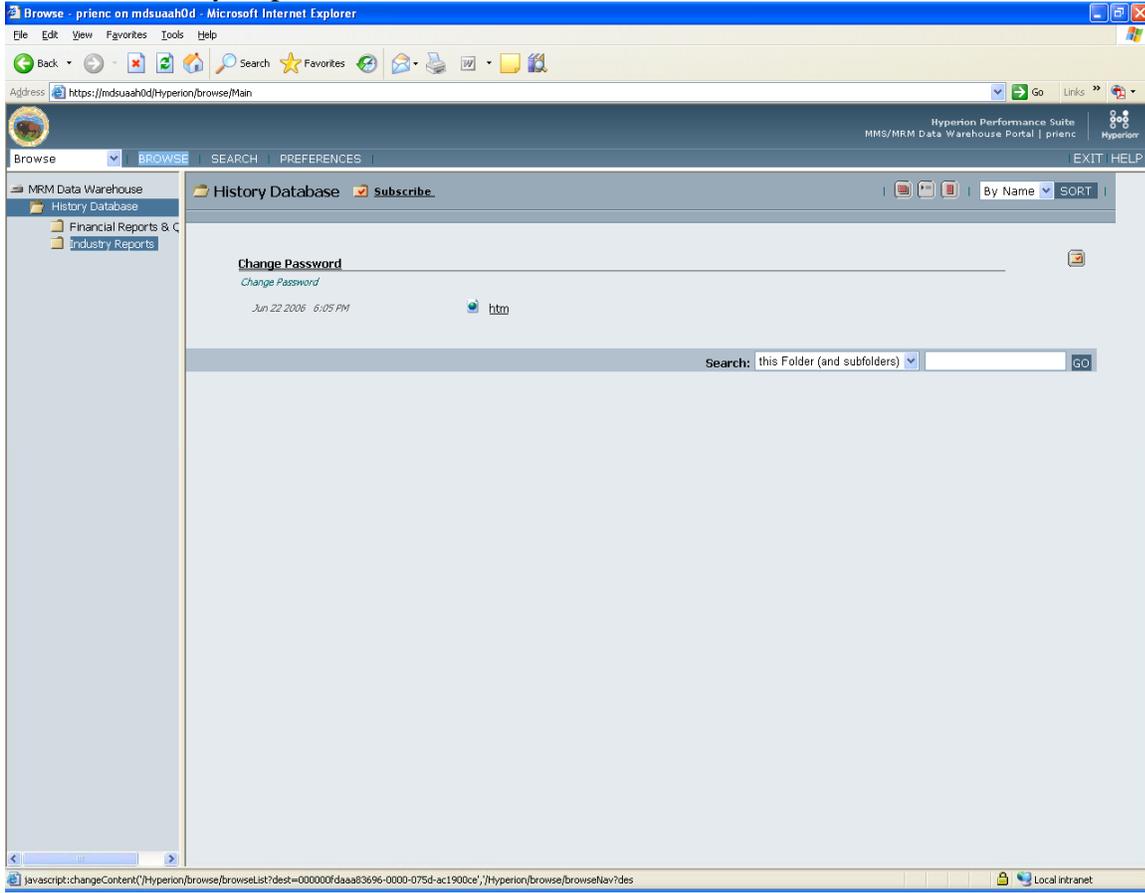


Enter your User Id and Password (different than your P&R credentials) and click login.

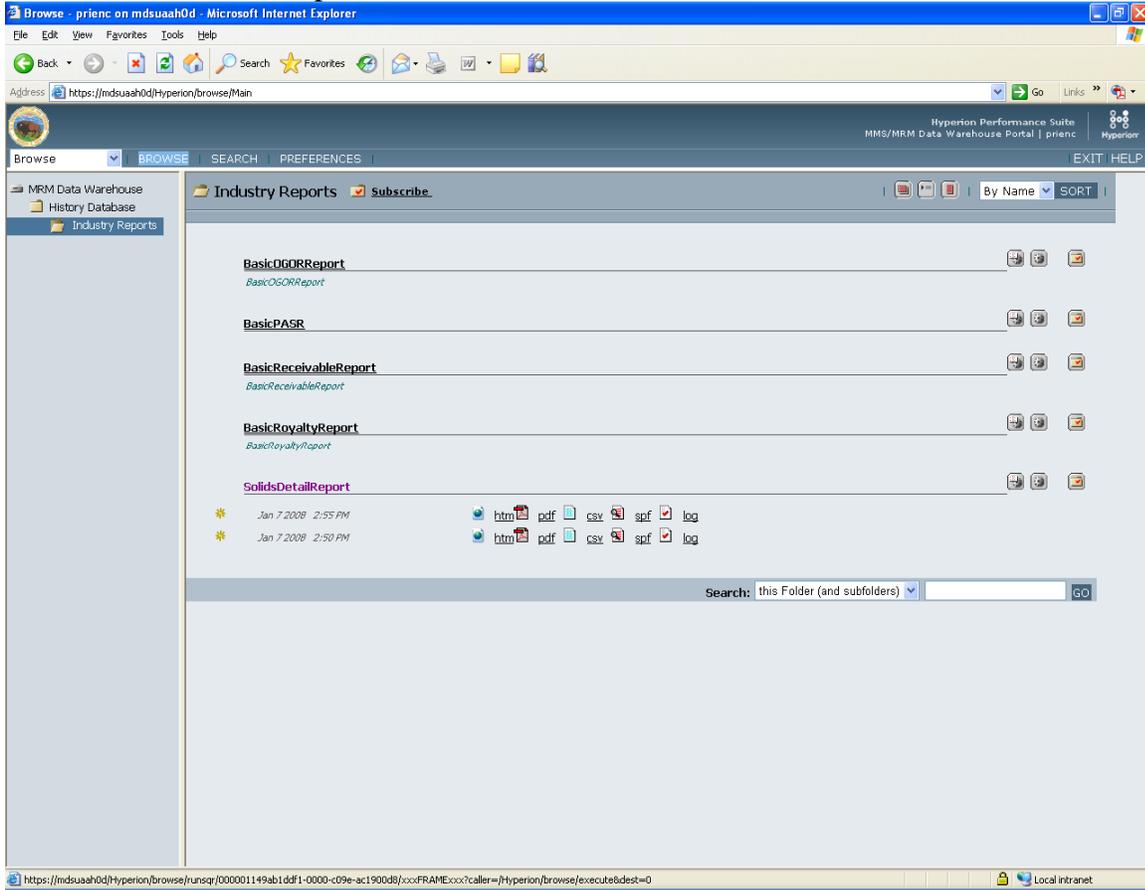
In the left hand menu, click on History Database.



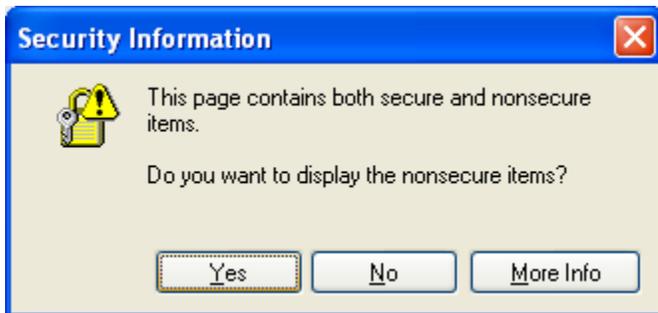
# Click on Industry Reports



Click on SolidsDetailReport title.

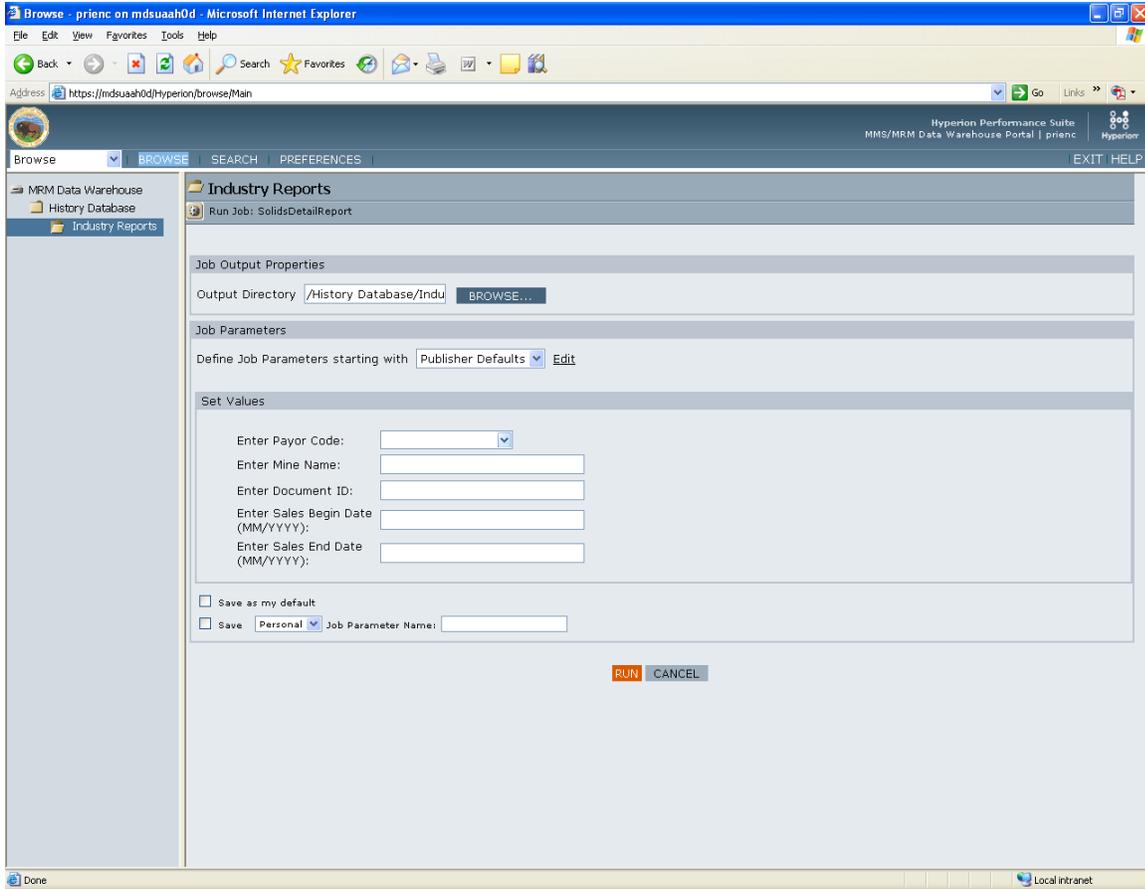


You may receive this message

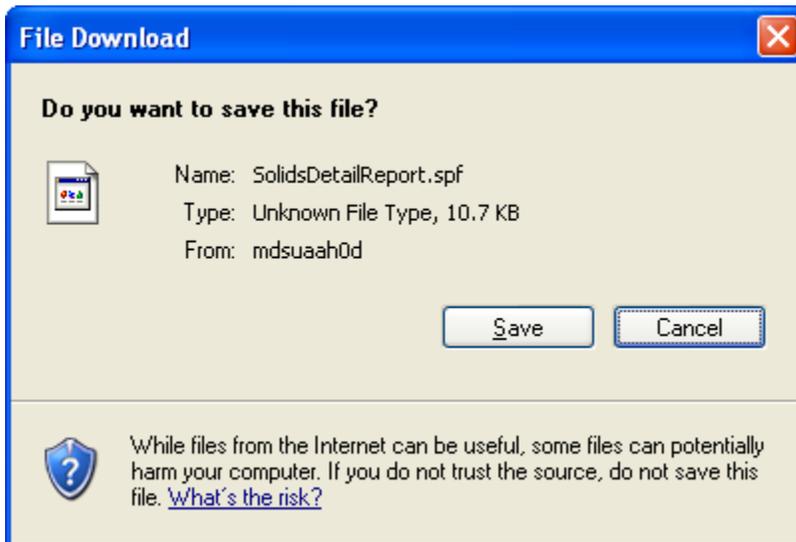


If you receive this message, please select YES.

This is the query selection page. The Enter Payor Code field is mandatory and its dropdown menu is populated with Payor Codes (Customer Id) specific only to your company. You must enter a minimum of two selection criteria (e.g. Payor Code and Sales Begin Date) and click on Run.



You will be prompted to save or cancel this file. Name and save it to a desired location.



**Minerals Management Service  
Production and Royalty Reports**

**October 2001**

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## 1. General Information

### *1.1 Background*

The Solid Mineral Reporting Section of the Solid Minerals Valuation and Reporting Branch is responsible for processing all information related to Federal and Indian Solid Mineral leases. To aid the processing of Solid Mineral reporting, Accenture developed an Internet reporting tool for capturing Production and Royalty (P&R) data. The information collected by this tool is processed by the MRM Financial System to generate receivables, match and distribute payments and calculate late penalties and Indian over-recoupment exceptions.

The P&R report replaced the Sales and Royalty Remittance Report (MMS-2014) and the Solid Mineral Operation Reports (MMS-4059A and MMS-4059B). Approximately 290 reporters benefit from the Internet reporting process, which enables MRM reporters to submit and maintain Solid Mineral data via the web.

The P&R module is deployed in coordination with the Brio Portal implementation. A system user must have a valid login ID and Password. The P&R Internet Application was developed using Microsoft's Active Server Page (ASP) technology.

#### *1.1.1 Objectives*

The objectives of the P&R Internet Application, in conjunction with the overall objectives of the MRM are as follows:

- Improve data quality.
- Eliminate paper-based reporting processes.
- Eliminate correction tasks by MRM personnel due to incorrect calculations.
- Reduce correction tasks of MRM personnel due to user error.
- Pre-populate reports with accurate and up-to-date reference data.
- Perform up-front electronic edit checks to avoid re-submission and delay.
- Handle complex data calculation to avoid user error and confusion.
- Enforce reporting processes and business rules to help ensure compliance with MMS regulations and guidelines.

## 2. P&R Report Summary

In the P&R Application there are two Report Types, Original P&R/Other Obligation/P&R Value Adjustment and P&R Volume/Value Adjustment. Within the Original P & R there are four main pages: Main Payment, P&R Original, Value Adjustment, and Other Obligation. A user can access these pages by left clicking on a particular tab or once a process has been executed, the user will automatically be taken to another page. Within the Volume/Value Adjustment Report Type, a user navigates from one page to another based on the processes that are executed. Lastly, once an Original P&R Report has been submitted, a user can not update or execute additional processes until 8:00am EST the following day.

## 2.1 Acronyms

<b>Term</b>	<b>Definition</b>
MMS	Minerals Management Service
DOI	Department of the Interior
MRM	Minerals Revenue Management
ASP	Active Server Pages

## 3.0 Screen specifications

The following sections provide detailed descriptions, as well as screen shots of each page within the P&R Internet Application.

### 3.1.1 Mine Selection Page

#### **Screen Description:**

The Mine Selection Page is the first visible page upon entering the Solids Production and Royalty application. On this page the user selects the Mine, Federal - Indian Indicator and the Report Type. The two options for the Federal – Indian Indicator are "Federal/State/Fee" and "Indian/State/Fee". Users report State and Fee leases for both of the Federal – Indian indicators selected on this page. The list of possible mines to choose from is limited to the user's Login ID. If a mine falls under both Business Units, a separate P&R must be submitted for each.

If the user chooses the "Original P&R/Other Obligation/P&R Value Adjustment" option, the user is taken to the P&R Original Summary Page. At this time the system calculates the next P&R Report due for the mine and determines any unsatisfied Financial Term obligations.

If the user chooses the "P&R Volume/Value Adjustment" option, an additional data entry table appears at the bottom of the screen. The user is able to enter the Sales Month, Product and Sales Point for which to make a Volume/Value Adjustment. After pressing the "Populate Volume/Value Adjustment Page" button the user is taken to the Volume/Value Adjustment Summary Page.

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Welcome, CAMP! Please Enter the appropriate Information to begin your Production & Royalty Submission

**Mine Information**

Mine Name:

Federal/Indian Indicator:  Federal/State/Fee  Indian/State/Fee

**Report Type**

Original P & R/Other Obligation/P & R Value Adjustment:

P & R Volume/Value Adjustment:

Disclaimer:  
 The Paperwork Reduction Act of 1995 requires us to inform you that this information is being collected by the Minerals Management Service from all Federal and Indian solid mineral lessees. We estimate the burden to average 20 minutes per report per month reporting electronically. Comments on the accuracy of this burden estimate or suggestions on reducing this burden should be directed to the Information Collection Clearance Officer, MS 4230, Minerals Mangement Service, 1849 C Street, N.W., Washington, D.C. 20240. Information that lessees claim is proprietary may be protected by the Freedom of Information Act (5 U.S.C. 552 (b) (4)), the Trade Secrets Act (18 U.S.C. 1832), and Department regulations (43 CFR part 2). An agency may not conduct or sponsor, and

### 3.1.2 Other Obligation Page

#### Screen Description:

The Other Obligations Page displays pre-populated unsatisfied financial Term Obligations (e.g. Rent, Bonus) as well as all other obligation types already saved during the current submission. It can only be accessed if the user selected the "Original P&R/Other Obligation/P&R Value Adjustment" report type on the Mine Selection Page.

In addition to viewing previously saved data, a user may enter a new Other Obligation type in the bottom row of the table. Every input field on this row is required to properly save the obligation: Sales Month/Year, Agency Assigned Lease Number, Payment Type, Interest Bearing Indicator, Interest From Date, and Payment Amount. All active leases for the given Sales Month/Year are displayed in the Lease Number select box. To recoup from a lease account, the user must enter a negative amount for one of the recouping obligation types. A user must also select the exact month/year of the obligation due date from which they wish to recoup.

To save the obligation, the user presses the "Save/Add a line" button. The page validates that the lease can be recouped and that the amount entered does not exceed the Lease Account Balance. The "Save/Add a Line" button saves the data, and repaints the page with a new entry line added to the bottom of the page.

If a user wishes to make an adjustment to a previously submitted Obligation entry, he/she must first enter a negative line item to back out the full original amount. After that time, the user can re-enter the correct value.

Mine Name		Business Unit			
ENERGY 1 & 2		Federal/State/Fee			
Other Obligations					
Sales Month/Year	Lease Number	Payment Type	Interest Bearing Indicator	Interest From Date	Payment Amount
March, 2001	COD052547	Rental Payment	N/A	N/A	\$ 3,435.00
November, 2001	COC20900	Rental Payment	N/A	N/A	\$ 1,260.00
July, 2001	COC22644	Rental Payment	N/A	N/A	\$ 5,838.00
May, 2001	COC26914	Rental Payment	N/A	N/A	\$ 90.00
November, 2001	COC081330	Rental Payment	N/A	N/A	\$ 7,098.00
July, 2001	COC0128433	Rental Payment	N/A	N/A	\$ 1,425.00
January	COC0128433	Advance Royalty	Yes <input type="radio"/> No <input checked="" type="radio"/>	August	\$0
1995				31 2001	
<b>Total :</b>					<b>\$ 19,146.00</b>
Save/Add a line		Clear			

Mine Name		Business Unit			
Super Idaho Mine		Federal/State/Fee			
Other Obligations					
Sales Month/Year	Lease Number	Payment Type	Interest Bearing Indicator	Interest From Date	Payment Amount
Dec, 2000	AG00 123456	Rent	Yes	12-31-2000	\$ 20,000.00
Dec, 2000	WY 3456	Bonus	Yes	12-31-2000	\$ 10,000.00
Dec, 2000	G1234	Establish Credit Balance	Yes <input checked="" type="radio"/> No <input type="radio"/>	12-31-2000	\$ 250.00
January	AG00 543678	Crow Tribe Severance Tax	Yes <input checked="" type="radio"/> No <input type="radio"/>	January	\$0
1990				1 1990	
<b>Total :</b>					<b>\$ 30,250.00</b>
Save/Add a line		Clear			

### 3.1.3 P&R Original Summary Page

#### Screen Description:

The P&R Original Summary Page lists out all the Sales Point/Product combinations for the selected sales month and year. Each line on this page sums up the Lease number/ (royalty rate/fixed rate) Combinations on the detail page. When the page is first loaded, the Sales Month and Year default to the next P&R due for the mine. The user can view current or historical data by selecting the appropriate Sales Month and pressing the 'Populate P&R Data' button.

In order to view a detailed report or submit data, the user selects the radio button of the desired Sales Point/Product Combination and presses the "Open P&R Report" button. Data must be submitted for each Sales Point/Product combination listed on this page. If the user does not

complete information for a particular Sales Point/Product combination, the system automatically records zeroes for that combination.

Mine Name	Business Unit
Super Idaho Mine	Federal/State/Fee

P & R Original Summary	
Sales Month/Year:	December 2000 <input type="button" value="Populate P&amp;R Data"/>

	Sales Point	Product	Units Produced	Units Sold	Gross Proceeds	Total Allowed Cost	Royalty Payment
<input type="radio"/>	Mine	Coal	40,000	25,000	\$ 125,000	\$ 0	\$ 15,625
<input type="radio"/>	Remote 1	Coal	0	10,000	\$ 70,000	\$ 20,000	\$ 6,250
		<b>Total:</b>	<b>40,000</b>	<b>35,000</b>	<b>\$ 195,000</b>	<b>\$ 20,000</b>	<b>\$ 21,875</b>


### 3.1.4 P&R Original Detail Page

#### Screen Description:

The P&R Original Detail Page displays lease level information for the sales point/product combination selected on the Summary Page. A separate data entry table displays for each lease number/ (royalty rate/fixed rate) combination. Only the agency-assigned lease number displays to the user. Furthermore, a separate data entry table displays for each lease number/calculation method combination. In this way, leases with both fixed rate and royalty rate calculation methods are handled.

Two allocation tools are available to distribute entered values across the lease number/ (royalty rate/fixed rate) combinations. The user enters a value for Total Units Sold and Total Units Transferred, and then presses the "Allocate Volume" button to distribute volume based upon the ratios of Production Available for Sale across the leases. The Units Sold and Units Transferred fields populate when the user presses the "Allocate Volume" button. The Production Available for Sale value is populated anytime a user changes the value of the Inventory/Volume Adjustment or Units Produced fields.

The user can also enter Total Gross Proceeds, Total Allowed Processing Cost and Total Allowed Transportation Cost, then press the "Allocate Value" button. This button distributes values based upon the ratios of the Units Sold across the leases. The Gross Proceeds, Allowed Processing Cost, and Allowed Transportation Cost fields populate when the user presses the "Allocate Value" button.

The system records an indicator to note that the user pressed either or both of the Allocation buttons. Then the system updates those indicators, should the user overwrite the allocation values generated by either of the tools.

To save all information on the page, the user presses the "Calculate Royalty Due" button at the bottom of the screen. This button saves all data to the database after calculating the royalty payments per lease number/ (royalty rate/fixed rate) combination and a payment total for the entire Sales Point/Product combination. The "Save Before Submitting" button will contain the same functionality, but navigates the user back to the P&R Original Summary Page.

Mine Name	Business Unit	Sales Month/Year	Sales Point	Product
ENERGY 1 & 2	Federal/State/Fee	August, 2001	Mine	Unprocessed (Wet) Gas

P & R Original				
Total Units Sold:	<input type="text" value="0"/>	Total Units Transferred:	<input type="text" value="0"/>	<input type="button" value="Allocate Volume"/>
Total Gross Proceeds:	<input type="text" value="\$0"/>	Total Allowed Processing Cost:	<input type="text" value="\$0"/>	<input type="button" value="Allocate Value"/>
Total Allowed Transportation Cost:	<input type="text" value="\$0"/>			
			<input type="button" value="Calculate Royalty Due"/>	<input type="button" value="Save Before Submitting"/>

Lease Number: COD052547		Royalty Rate/Fixed Rate: 8%		Land Class: FED	
Beginning Inventory:	Inventory/Volume Adjustment:	Units Produced:	Production Available for Sale:	Units Transferred:	Units Sold:
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Ending Inventory:	Gross Proceeds:	Allowed Transportation Cost:	Allowed Processing Cost:	Royalty Before Allowance:	Royalty Payment:
<input type="text" value="0"/>	<input type="text" value="\$0.00"/>				

### 3.1.5 P&R Value Adjustment Summary Page

#### Screen Description:

The P&R Value Adjustment Summary Page gives the user the ability to adjust values on any previously submitted P&R report. The page displays a table to show a summary of all adjustments made in the current session along with the corresponding net payment amount required because of this adjustment. The payment amount also serves as a link to the Value Adjustment Detail Page for that particular adjustment.

If the user clicks on the "Create New Value Adjustment" button, a table appears on the bottom of the screen. The user enters information in this table to specify the Sales Month, Sales Point and Product for which to create a value adjustment.

The "Populate Value Adjustment Page" button opens the Value Adjustment Detail page for the selected Sales Month, Sales Point and Product. If no P&R formatted data exists for the specified criteria, the Value Adjustment Summary Page re-loads with a warning message indicating this error.

The user cannot create volume adjustments from this page.

Mine Name	Business Unit		
Super Idaho Mine	Federal/State/Fee		
P & R Adjustment Summary			
Sales Month/Year	Sales Point	Product	Royalty Payment
April, 2000	FOB	Sodium	\$1000.00
		<b>Total:</b>	<b>\$1000.00</b>

Population Information			
Sales Month/Year:	Month: <input type="text" value="January"/>	Sales Point:	Mine <input type="text"/>
	Year: <input type="text" value="1990"/>		
Product:	<input type="text" value="Coal"/>		

### 3.1.6 P&R Value Adjustment Detail Page

#### Screen Description:

The P&R Value Adjustment Detail Page loads according to user selected information from the P&R Value Adjustment Summary Page. The user must specify late interest information for the entire adjustment. A separate data entry table displays for each lease number/ (royalty rate/fixed rate) combination for the selected sales month, sales point and product. Only the agency-assigned lease number is displayed on the data entry table.

The Sales Value Allocation tool is available to distribute Sales Value across the lease number/ (royalty rate/fixed rate) combinations. The user enters a Sales Value and presses the "Allocate Value" button. This button distributes the adjusted sales value based upon the Units Sold ratios across the leases. The Gross Proceeds Difference field populates when the user presses the "Allocate Value" button.

To save all information on the page, the user presses the "Calculate Royalty Due" button at the bottom of the screen. This button saves all data to the database after calculating the royalty payment total for the entire adjustment. The "Save Before Submitting" button contains the same functionality, but navigates the user back to the P&R Value Adjustment Summary Page.

**P & R Adjustment**

Interest Bearing Indicator: Yes  No

Interest From Date: Day:  Month:  Year:

Initiated By: MMS  Customer

---

**Allocate New Values**

Total Sales Volume Difference:  Total Units Transferred Difference:

Total Sales Value Difference: \$  Total Allowed Processing Cost: \$

Total Allowed Transportation Cost: \$

Lease Number: WYW60231 Land Class: FED	Current Values	Computed Differences	User Entered Differences	Total Difference
<b>Beginning Inventory:</b>	0	3,609	N/A	3,609
<b>Units Produced:</b>	20,000	N/A	<input type="text" value="0"/>	0
<b>Inventory/Volume Adjustment</b>	0	N/A	N/A	N/A

### 3.1.7 P&R Volume/Value Adjustment Summary Page Screen Description:

The P&R Volume/Value Adjustment Summary Page displays all required monthly adjustments as a result of the Volume Adjustment selection made on the Mine Selection Page. Required adjustments include the month selected on the Mine Selection page up through and including the month of the last submitted P&R original report. A link allows the user to cancel out of the Volume Adjustment should he/she wish to do so before saving any data. Otherwise, the user is required to submit an adjustment for each month displayed on the summary page.

The "Completed Column" lets the user know whether information has been submitted for that month. A "Yes" next to a particular month indicates that month has already been submitted and the user should proceed to the next required month. The "Royalty Payment" column displays the net royalty payment due across all lease number/ (royalty rate/fixed rate) combinations for that month's adjustment. If the adjustment has not yet been submitted, a zero displays.

In order to view information already submitted or enter new information for submission, the user clicks the radio button of the desired month and presses the 'Open Adjustment' button.

Mine Name	Business Unit	Sales Point	Product
Super Idaho Mine	Federal/State/Fee	Mine	Coal

In order to create the volume adjustment indicated on the previous page, please complete an adjustment for each of the following months. These adjustments must be completed in order to bring the mine profile up-to-date. Do you wish to continue with this adjustment?

[Click here if you do not wish to continue](#)

	Sales Month/Year	Completed?	Royalty Payment
<input checked="" type="radio"/>	September, 2000	No	\$ 0.00
<input type="radio"/>	October, 2000	No	\$ 0.00
<input type="radio"/>	November, 2000	No	\$ 0.00
		<b>Total:</b>	<b>\$ 0.00</b>

### 3.1.8 P&R Volume/Value Adjustment Detail Page

#### Screen Description:

The P&R Volume/Value Adjustment Detail Page loads according to user selected information from the P&R Volume/Value Adjustment Summary Page. The user must specify late interest information for the entire adjustment. A separate data entry table is displayed for each lease number/ (royalty rate/fixed rate) combination for the selected sales month, sales point and product. Only the agency-assigned lease number is displayed on the data entry table.

The Current Values column represents the current values retrieved from the database. Previously submitted adjustments are reflected in this value. The Computed Differences column calculates and displays values based on re-allocations of volume across lease number/ (royalty rate/fixed rate) combinations. These re-allocations only trigger if the beginning inventories of the lease number/ (royalty rate/fixed rate) combinations are changed because of something entered on the previous month.

Two allocation tools are available to distribute five entered values across the lease number/ (royalty rate/fixed rate) combinations. The user enters a value for Sales Volume Difference and Units Transferred Difference, and then presses the "Allocate Volume" button to distribute volume based upon the ratios of Inventory before Sales across the leases. The Units Sold and Units Transferred fields in the 'User Entered Difference' column populates when the user presses the "Allocate Volume" button.

The other allocation tool is available to distribute Gross Proceeds Difference, Allowed Transportation Cost Difference, and Allowed Processing Cost Difference across the lease number/(royalty rate/fixed rate) combinations.

The user enters the appropriate values and presses the "Allocate Value" button. This button distributes the adjusted values based upon the Units Sold ratios across the leases. The Gross Proceeds, Allowed Transportation Cost, and Allowed Processing Cost fields in the 'User Entered Difference' column populates when the user presses the "Allocate Value" button.

Both the Value and Volume Allocation tools take into consideration the computed and user entered differences before allocating.

Pressing the "Calculate Royalty Due" button at the bottom of the screen saves all information on the page to the database while still allowing changes to the current adjustment. This button reloads the page and calculates the Total Differences Columns for each lease number/ (royalty

rate/fixed rate) combination. A royalty payment also displays and calculates for each lease number/ (royalty rate/fixed rate) combination. The "Complete Sales Month Adjustment" button contains the same functionality, but navigates the user back to the P&R Volume/Value Adjustment Summary Page.

P & R Adjustment				
Interest Bearing Indicator:	Yes <input type="radio"/> No <input checked="" type="radio"/>			
Interest From Date:	Day: <input type="text" value="31"/>	Month: <input type="text" value="August"/>	Year: <input type="text" value="2001"/>	<input type="button" value="Calculate Royalty Due"/>
Initiated By:	MMS <input type="radio"/> Customer <input checked="" type="radio"/>			
<input type="button" value="Complete Sales Month Adjustment"/>				
Allocate New Values				
Total Sales Volume Difference:	<input type="text" value="0"/>	Total Units Transferred Difference:	<input type="text" value="0"/>	<input type="button" value="Allocate Volume"/>
Total Sales Value Difference:	<input type="text" value="\$0"/>	Total Allowed Processing Cost:	<input type="text" value="\$0"/>	<input type="button" value="Allocate Value"/>
Total Allowed Transportation Cost:	<input type="text" value="\$0"/>			
Lease Number: WYW60231 Land Class: FED	Current Values	Computed Differences	User Entered Differences	Total Difference
<b>Beginning Inventory:</b>	0	3,609	N/A	3,609
<b>Units Produced:</b>	20,000	N/A	<input type="text" value="0"/>	0
<b>Inventory/Volume Adjustment</b>	0	N/A	N/A	N/A

<b>Beginning Inventory:</b>	0	3,609	N/A	3,609
<b>Units Produced:</b>	20,000	N/A	<input type="text" value="0"/>	0
<b>Inventory/Volume Adjustment</b>	0	N/A	N/A	N/A
<b>Production Available for Sale:</b>	20,000	3,609	<input type="text" value="0"/>	3,609
<b>Units Transferred :</b>	0	0	<input type="text" value="0"/>	0
<b>Units Sold:</b>	18,659	0	<input type="text" value="0"/>	0
<b>Allowed Transportation Cost:</b>	\$ 0.00	\$ 0.00	<input type="text" value="\$ 0.00"/>	\$ 0.00
<b>Allowed Processing Cost:</b>	\$ 0.00	\$ 0.00	<input type="text" value="\$ 0.00"/>	\$ 0.00
<b>Gross Proceeds:</b>	\$ 100,221.15	\$ 0.00	<input type="text" value="\$ 0.00"/>	\$ 0.00
<b>Ending Inventory:</b>	1,341	3,609	<input type="text" value="0"/>	3,609
<b>Royalty Rate/Fixed Rate:</b>	12.50%		<b>Royalty Payment:</b>	<b>\$ 0.00</b>

### 3.1.9 Main Payment Page

#### Screen Description:

The Main Payment Page displays all payment information created by the current session and enables the user to save and submit the official submission to MMS. The customer Document ID is pre-populated with the Submission ID of the current session prefixed by 'PAR'. The user is able to enter their own payor-assigned document number into this field, if they do not wish to keep the system generated number. A payment method must also be selected before submitting the final submission.

The page paints differently according to the report type originally selected on Mine Selection page. A link to the appropriate page is available next to the corresponding sub total from that particular page. If the user selected the "Original P&R/Other Obligation/P&R Value Adjustment" option on the Mine Selection page, then totals and links for all three of those pages displays. Otherwise, if the "Volume/Value Adjustment" option is selected, then only the Volume/Value Adjustment link and total is visible.

The user is able to enter up to three credits. However, only one credit can be submitted at a time, and a credit ID must be entered along with a credit amount. If the user wishes to add an additional credit, the "Calculate Royalty Due" button should be pressed. This saves the data to the database, but still allows the user to make additional changes before submitting. It will also output an additional entry line for a subsequent credit amount.

The "Submit P&R to MMS" button saves the data and takes the user to Confirmation Page. If you scroll down to the button of this page you will see the "Cancel Submission" button. The "Cancel Submission" button erases any data already saved for the current submission and allows the user to start a new report from scratch. This button should be used if there are any mistakes or issues with pre-populated reference data like lease numbers, financial terms or royalty rates.

Main Payment		P&R Original	Value Adjustment	Other Obligation
<b>Mine Name</b>	<b>Business Unit</b>	<b>Sales Month</b>		
ENERGY 1 & 2	Federal/State/Fee	August, 2001		
<b>Main Payment</b>				
<b>Submission ID:</b>	PAR10095			
<b>Customer Number:</b>	MA232			
<b>Customer Document ID:</b>	PAR10095			
<b>Payment Method:</b>	Electronic Funds Transfer			
<b>Federal/Indian Indicator:</b>	FED01			
<b>Production &amp; Royalty Total:</b>	\$ 0.00			
<b>Other Obligation Total:</b>	\$ 19,146.00			
<b>Value Adjustment Total:</b>	\$ 0.00			
<b>Sub Total:</b>	\$ 19,146.00			
<b>Credit 1 Amount:</b>	\$ 0.00			
<b>Credit 1 Doc ID:</b>	-			
<b>Grand Total:</b>	\$ 19,146.00			

Figure 10: Main Payment Page

### 3.1.10 Confirmation Page

#### Screen Description:

The Confirmation Page shows the summarized detail of the submitted payment for the current session. All credit amounts and IDs are displayed, regardless of whether a value was entered. This page displays only if the submission was correctly saved to the database. A link titled "Back to Mine Selection" clears all session variables and returns the user to the Mine Selection page.

Mine Name	Business Unit	Sales Month
ENERGY 1 & 2	Federal/State/Fee	August, 2001

Thank You, CAMP. Your submission has been successfully processed. Please record the Customer Document ID for future reference.

[Back to Mine Selection](#)

#### Main Payment Confirmation

Submission ID:	PAR10095
Customer Number:	MA232
Customer Document ID:	PAR10095
Payment Method:	Electronic Funds Transfer
Federal/Indian Indicator:	FED01
Production & Royalty Total:	\$ 0.00
Adjustment Total:	\$ 0.00
Other Obligation Total:	\$ 19,146.00
Sub Total:	\$ 19,146.00
Credit 1 Amount:	\$ 0.00
Credit 1 Doc ID:	-
Credit 2 Amount:	\$ 0.00

Figure 11: Confirmation Page

### 3.1.11 Error Page

#### Screen Description:

The user is directed to the error page whenever an error occurs in the application or a user attempts to access an invalid page. The page receives an error code from the originating page and displays this code along with a textual description of the error. The page also provides a link back to the page where the error occurred. If the user is taken to this page, first read the error in order to try and decipher the problem and then contact the Accenture support desk for additional help in submitting the P&R.



## An error has occurred!

**Error 200: This page is temporarily unavailable. Please try again at a later time.**

[Return to Previous Page](#)

### 3.1.12 Logout Page

#### Screen Description:

The user is directed to the Logout Page whenever he/she uses the logout link on the top right hand corner of every page in the P&R application.

#### Final Screen Layout:

OMB Control Number 1010-0120, Expiration Date: 10/31/2007

[Log Out of P&R](#) [Help](#)

Main Payment	P&R Original	Value Adjustment	Other Obligation
Mine Name MARTIN COAL MINE	Business Unit Federal/State Fee	Sales Month May, 2007	

**Main Payment**

Warning:  
Your Mine Level Total Production Units has a 25% or more variance when compare to the mine's last reporting period.  
If you accept the fact that there is a variance of 25% or more, please check the checkbox below to by-pass the validation.

Submission ID:	PAR29683
Customer Number:	MA839
Customer Document ID:	PAR29683
Payment Method:	Electronic Funds Transfer
Federal/Indian Indicator:	FED01
Production & Royalty Total:	\$ 300.00
Other Obligation Total:	\$ 18,000.00
Value Adjustment Total:	\$ 0.00
Sub Total:	\$ 18,300.00
Credit 1 Amount:	\$ 0.00
Credit 1 Doc ID:	-
Grand Total:	\$ 18,300.00

Enter your comments here for the above Mine Payment:

#### 4. FIELD DEFINITIONS

Field Name	Field Description
Submission ID	Submission ID is generated by the system. It is used as an identifier to a submission.
Contract Number	The Contract Number (MMS Number) is the translated agency-assigned number for all contract types and serves as the unique identifier for a contract record.
Mine Name	The Name of the Mine
Customer ID	The Customer Number that was assigned to the Mine.
PAD Number	The PAD Number is the payor's assigned document number.
Payment Method	Method used to pay the Total Due (e.g. EFT, Check).
Business Unit	Business Unit specifies the financial transaction as Federal or Indian (FED01 or IND01).
Original Payment Amount	The Original Payment Amount is the sum of all subtotal payments for a particular mine before any credit adjustment.
Credit Amount 1	This is the first credited amount authorized by MMS with a credit ID number. It is subtracted from the Original Amount to determine Grand Total.
Credit ID 1	This is a required field if the first credit amount is entered. Used to identify and validate a credit amount.
Credit Amount 2	This is the second credited amount authorized by MMS with a credit ID number. It is subtracted from the Original Amount to determine Grand Total.
Credit ID 2	This is a required field if the second credit amount is entered. Used to identify and validate a credit amount.
Credit Amount 3	This is the third credited amount authorized by MMS with a credit ID number. It is subtracted from the Original Amount to determine Grand Total.
Credit ID 3	This is a required field if the third credit amount is entered. Used to identify and validate a credit amount.

Grand Total	The Grand Total equals to Original payment amount less any credit amount.
Date Submitted	Date submitted field indicates the date that the record was submitted.
Mine Comment	Mine level comments
Sales Activity Period	It stores the value of the Sales Period of the next P&R Due.
Land Class	This field stores the value of the selected Federal/Indian Indicator on the Mine Selection Page.
Sales Month	The sales activity month of the current P&R report. This is used to retrieve the FIN term.
Sales Date	The Sales Date stores the date that the sale occurred.
Related Contract Number	Lease Number.
Agency Number	The Agency Number corresponds to the Agency assigned contract number.
Interest Indicator	This indicates whether the adjustment is Interest Bearing.
Interest From Date	The date from which Interest begins accruing on adjustments must be entered.
Payment Amount	The amount of the payment for the lease for a specific payment type.
Product Name	The name of the product that the mine produces.
Sales Point	Sales Points includes remote, FOB etc.
Production Tons	The Production Tons amount for the reporting period for the specified Product/Lease combination.
Production Tons Net Value	The Production Units Net Value stores the current value of Production Units including current adjustments.
Transfer Units	The Transfer Units from another site (on the same mine).
Transfer Units Net Value	The Transfer Units Net Value stores the current value of Transfer Units including current adjustments.
Sales Volume	The Sales Volume is the Volume of product for which financial obligations are being paid.
Sales Units Net Value	The Sales Units Net Value stores the current value of Sales Units

	including current adjustments.
Gross Proceeds	The proceeds received from the sale of the product for the reporting period for the specified Product/Lease combination.
Gross Proceeds Net Value	The Gross Proceeds Net Value stores the current value of Gross Proceeds including current adjustments.
Allowed Transportation Costs	The transportation costs for the reporting period for the specified Product/Lease combination.
Transportation Allowance Net Value	The Transportation Allowance Net Value stores the current value of Transportation Allowance including current adjustments.
Allowed Processing Costs	The processing costs for the reporting period for the specified Product/Lease combination.
Processing Allowance Net Value	The Processing Allowance Net Value stores the current value of Processing Allowance including current adjustments.
Adjustment Initiate Reason Code	The adjustment initiate reason code indicates whether or not the adjustment is initiated by the payor or MMS.
Adjustment Reason Code	Reason Code for Adjustment.
Calculation Method Code	The Calculation Method Code specifies the method (i.e. rate per, flat amount) used to calculate the amount due for a given financial provision.
Royalty Rate	The Royalty Rate is the rate at which royalty is being charged. This is set in the financial term of the contract.
Beginning Inventory Volume	The Beginning Inventory Volume is the quantity of inventory that existed in the facility at the beginning of the production month.
Ending Inventory Volume	The Ending Inventory Volume is the quantity of inventory that existed at the facility at the end of the production month.
Inventory Adjustment	The incidental changes to the inventory that occurred.
Land Classification Code	The Land Classification Code specifies that a contract is on Federal, Indian, State, and/or Fee land.
Lease Comments	Comments at the Product/Lease level.

#### 4.1 Queried Fields Not Visible Through the P&R

Submit Indicator	This field is used to indicate whether the final payment on the screen was submitted.
Date/Time Stamp	Date/Time Stamp.
IOR Flag	This field determines whether the IOR EP process has reviewed the document yet.
Accounts Receivable Status	Account Receivable Status
LAB Status	Lease Account Balance Status
Session Type	This stores the type of session the user has started (Volume Adjustment vs. Regular).
Submission Type Code	The type of the submission (Rent, Establish Credit Balance etc.).
Product Code	The Product Code is the coded value of a product type. This can be used to identify reporting responsibility for a customer (participant) and to associate products to a contract.
Volume Tool Indicator	This indicator is used to keep check of whether or not the Volume Allocation Tool has been used or not.
Value Tool Indicator	This indicator is used to keep check of whether or not the Value Allocation Tool has been used or not.
Amount To Distribute	Amount To Distribute stores amount that is left for distribution to D&D module.
Amount Been Distributed	Amount Been Distributed stores amount that had already been distributed by D&D module.