



U.S. Department of the Interior

Office of Natural Resources Revenue (ONRR)

Welcome to 2015 ONRR Reporter Training

Presented by:

Lee-Ann Martin, Manager, Reporting and Solid Minerals Services



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U.S. Department of the Interior

Office of Natural Resources Revenue (ONRR)

- Background and Disbursements
- Regulations
- EITI

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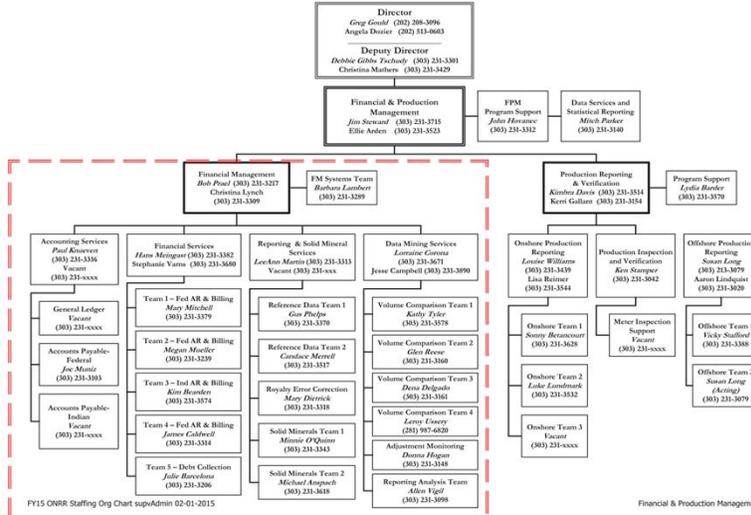
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ONRR Financial & Program Management Organization Chart

Office of Natural Resources Revenue (ONRR)

Organization effective February 2015



PI15 ONRR Staffing Org Chart supadmin 02-01-2015

Financial & Production Management

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U.S. Department of the Interior

Office of Natural Resources Revenue (ONRR)

FY 2014 Disbursements -- \$13.4 Billion

- \$ 7.3 Billion to the U.S. Treasury
- \$ 895.3 Million to the Land & Water Conservation Fund
- \$ 150 Million to the Historic Preservation Fund
- \$ 1.77 Billion to the Reclamation Fund
- \$ 2.2 Billion to 35 States
- \$ 1.1 Billion on behalf of 34 Indian tribes and approximately 30,000 individual Indians

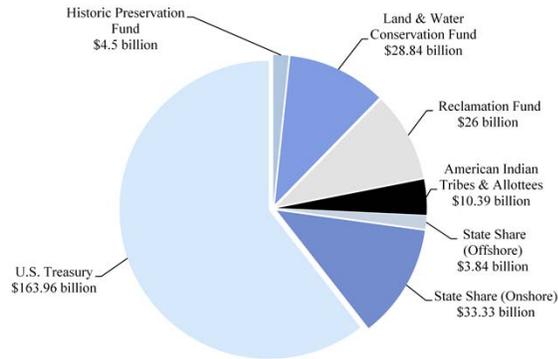
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U.S. Department of the Interior

Office of Natural Resources Revenue (ONRR)

Cumulative Mineral Lease Revenue Disbursement (1982 - 2014)



Note: rounding may affect totals

- Since 1982, ONRR has distributed \$270.8 billion in revenues from onshore and offshore lands to the Nation, states, and American Indians
- The ONRR distribution to the U.S. Treasury is one of the Federal government's greatest sources of non-tax income

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Laws Affecting ONRR

- Federal Oil and Gas Royalty Management Act of 1982 (FOGRMA)
- Royalty Simplification and Fairness Act of 1996
- Energy Policy Act of 2005



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Code of Federal Regulations

Regulations affecting oil & gas leasing and the collection of royalties:

- 25 CFR – Indians
 - Part 200 – 250: Energy and Minerals

- 30 CFR – Mineral Resources
 - Part 1201 – 1243: Royalty Management
 - Part 1250 – 1282: Offshore

- 43 CFR – Public Lands: Interior
 - Part 3100 – 3190: Oil and Gas Leasing
 - Part 3200: Geothermal Leasing



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Reporter Handbook

[Minerals Revenue Reporter Handbook](#)

Release 2.0, dated 7/1/2003

Chapter 7, Release 3.0, dated 11/30/2007



Available online:

<http://www.onrr.gov/ReportPay/PDFDocs/RevenueHandbook.pdf>

We are in the final stages of review for the updated Minerals Revenue Reporter Handbook – should be posted to ONRR.gov early to late April 2015.

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EITI

The Extractive Industries Transparency Initiative, or EITI, is a global standard that promotes revenue transparency and accountability in the extractive sector.

1.



2.



3.



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EITI Video

EITI is best explained in the following video:

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Questions?



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Office of Natural Resources Revenue (ONRR)

Lease and Agreement Training



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Annual Statistics

- Interior's Office of Natural Resources Revenue is the federal agency responsible for collecting, auditing and disbursing revenues associated with mineral leases on federal and American Indian lands and the Outer Continental Shelf. Disbursements are made on a monthly basis from royalties, rents and bonuses collected by the ONRR.
- FY 2013 ONRR disbursed \$14.2 billion

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Reference Data – What do we do?

Establish and maintain lease and agreement database files.

Identify and resolve reporting and database inconsistencies.

Support prompt and accurate distribution of revenues.

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Reference is primarily responsible for maintaining lease and agreement information. This involves the receipt of 1st productions memos, various decision letters and agreement exhibits from the issuing agencies.

These documents allows ONRR to maintain information regarding:

- Status of leases and agreements (terminable versus non-terminable, segregations, suspensions, expired, etc.)
- Financial terms - royalty rates, rent, MR etc.
- Mineral Ownership percentages
- Agreement allocations

Distribution information - state, county, tribal or allotted, fund codes which direct how funds will be distributed.

- For a Federal onshore lease on public lands the distribution is 50% state, 40% Land & Water Conservation Trust Fund & 10% US Treasury.
- For a Federal onshore lease on acquired lands the distribution is normally 100% to the US Treasury



Reference Data Contacts

http://www.onrr.gov/ReportPay/PDFDocs/RS_LeAgAssignments.pdf

Lease/Agreement Maintenance Contacts

Long distance: 1-800-525-9167, option 1, then extension
 Denver local: 303-231-extension

Fax: 303-231-3707

Lee-Ann Martin, Manager, Royalty and Solid Minerals Services3313
 Gus Phelps, Supervisor, Oil & Gas Reference3370
 Candace Merrell, Supervisor, Oil & Gas Reference3517
 Michael Anspach, Supervisor, Solid Minerals & Geothermal Reference3618

Assignments by Topic	Contacts	Extensions
Gas Storage Agreements	Lee-Ann Martin.....	3313
Compensatory Royalty Agreements	Diane Germain.....	3205
Unidentified lines—Indian	George Hutchison.....	3856
Mergers	Joshua Pearson.....	3438
Company name changes	Joshua Pearson.....	3438
Form ONRR-4444, W-9	Niek Valdez.....	3116
New Payor Code assignment	Jessica Bowlen.....	3202

Assignments by Lease Type, and by State or Region	Lease/Agreement Maintenance Contacts	Error Correction Contacts
Solid Minerals Leases— Federal and Indian	Michael Rausch.....	Jeremy Mason.....
	Back-up: Candy Meyer.....	3185
	Hannah Dechant.....	
Geothermal Leases— Federal and Indian	Hannah Dechant.....	Hannah Dechant.....
	Back-up: Michael Rausch.....	3639
Indian Leases	George Hutchison.....	George Hutchison.....
	Curtis Link.....	3856
		Curtis Link.....

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Life of a Lease

	<u>Federal Onshore</u>	<u>Federal Offshore</u>	<u>Indian</u>
• Lease Issued & Bonus Collected	BLM	BOEM	BIA
• 1st Year Rent Collected	BLM	BOEM	BIA
• Subsequent Rent Collected	ONRR	ONRR	BIA
• 1st Production Notice Issued	BLM	BOEM	BLM
• Producing Lease Royalty Reporting	ONRR	ONRR	ONRR
• Lease Expiration	BLM	BOEM	BIA

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This chart details the phases leases move through during their life.

- Federal onshore leases
 - BLM collects first year rental payment and any bonus, responsible for day-to-day operations, inspections and enforcement. They issue 1st productions, decision letters, etc.
 - ONRR primarily collects, accounts for, disburses, establishes value for, and audits royalty payments.
 - Federal Offshore leases
 - BOEM performs same duties for offshore leases as the BLM does for onshore leases.
 - ONRR performs same duties for offshore leases as it does for onshore leases.
 - Indian leases
 - BIA issues leases and collects all rent and administers the lease until the lease becomes producing.
 - BLM issues 1st production memos
 - ONRR collects rents and royalties on producing Indian leases and distributes information to the various BIA offices
- ONRR = Office of Natural Resources Revenue
 •BOEM = Bureau of Ocean Energy Management



Terminable/Nonterminable

- **Terminable Leases**
 - not held by actual or allocated production and not located within a producing agreement.
 - automatically terminate for non-payment of rentals

- **Nonterminable Leases**
 - Onshore - held by actual or allocated production or located within a producing agreement
 - Indian Leases
 - Offshore Leases

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Terminable leases are Federal onshore leases that are not held by actual or allocated production. These leases will automatically terminate for nonpayment of rentals.

Nonterminable leases are Federal onshore leases held by actual or allocated production or leases located within a producing agreement.

In some situations, which we will discuss later nonterminable leases can also be in rental status. In those cases, rental must be paid, or the payor will be billed and charged interest.

NOTE: Leases located in an agreement, but uncommitted to the agreement, will remain in terminable rental status because they are not subject to any benefit from the agreement.



Payor (Customer)

The party that agrees to remit the rent or royalty payment and report the royalty due from the sale of mineral products

Payors may include:

- ★ Lessees
- ★ Operators
- ★ Purchasers
- ★ Interest Owners

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A payor is the party who agrees to report and remit the **rent or royalty** payment due from the sale of mineral products.

Payors may include lessees, operators, purchasers, and working interest owners, but are not restricted to just these parties.

There may be multiple interest owners for a lease or given activity on a lease.

Only one designated payor for rent and minimum royalty is established in our system. Usually the majority interest owner.

Each payor has a unique 5-digit numeric payor code established in our database identifying the company.

This payor code must be included on all reports, payments and correspondence sent to the ONRR.

For multiple interest owners, only one should make rental payments



Lease Number Conversion

ONRR Converts the Alpha-Numeric Agency Assigned Lease Number into a 10-Digit Lease Number

BLM/BIA/BOEM Assigned Number	→	ONRR Converted Number
WYW0308789	→	0483087890
WYW96584	→	0490965840
OCS-G27591	→	0540275910
14-20-H62-6510	→	5090065100

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ONR converts the Alpha Numeric Agency Assigned Lease Number into a 10-Digit Lease Number.

All ONRR lease numbers consist of 10 digits. Due to system constraints and surface management offices, we have to standardize the numbers.

See handout for lease conversion help.



Communitization Agreement Number Conversion

ONRR Converts the Alpha-Numeric Agency Assigned Agreement Number into a 9-Digit Agreement Number for new CA's. Older CA's will have a 10 digit number.

OKNM75212  **NM__75212**

WYW157376  **W__157376**

MTM69248  **6910001440**

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ONRR also converts the agency agreement number into an ONRR number.

Some ONRR agreement numbers issued prior to December 1987 consist of 10 digits. Newer CA's (issued January 1, 1988 and later) consist of 9 digits

See handout for agreement conversion help.



Unit Agreement Number Conversion

ONRR Converts the Alpha-Numeric Agency Assigned Agreement Number into a 10-Digit Agreement Number

Bull Frog Exploratory Unit Sundance PA

WYW109444A



8910160390

Sun Dog Unit PA "A"

WYW152954A



W__152954A

Packsaddle Secondary Recovery Unit

WYW153461X



W__153461X

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See handout for agreement conversion help.



Cross Reference Listings

- <http://www.onrr.gov/ReportPay/CrossRef.htm>

- [Active Agreements - sorted by State and Agreement Name](#) (updated 1/6/2015)
- [Active Agreements - sorted by State and Agency Agreement Number](#) (updated 1/6/2015)
- [Cross-Reference Lease to Agreement Numbers sorted by Agreement Name](#) (updated 3/4/2015)
- [Cross-Reference Lease to Agreement Numbers sorted by Agreement Number](#) (updated 3/4/2015)
- [Cross-Reference Lease to Agreement Numbers sorted by Lease Number](#) (updated 3/4/2015)
- [Downloadable Text Cross-Reference Lease to Agreement Number](#) (updated 3/2/2015)

Agreements Cross-Referenced to former Accounting Identification (AID) Numbers

These cross-referenced files show all former Accounting Identification (AID) Numbers that identified production allocated from an agreement. The AID numbers were used prior to October 1, 2001 and consisted of the 10-digit ONRR lease number and the 3-digit revenue source number. AID Numbers that identified lease-basis

<http://www.onrr.gov/ReportPay/CrossRef.htm>

3/18/2015

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Cross Reference Listings

049	150418	0	W	157351	X	EXPL	IRON HORSE	ALL
049	148472	0	W	157351	X	EXPL	IRON HORSE	ALL
049	158447	0	W	157351	X	EXPL	IRON HORSE	ALL
049	148477	0	W	157351	X	EXPL	IRON HORSE	ALL
048	297048	0	W	157375		COMM	SOUTH KITTY FEDERAL 14-22B	FORT UNION
048	321912	0	W	157376		COMM	NORTH KITTY FEE 31-17S	FT. UNION
048	321912	0	W	157377		COMM	NORTH KITTY FEE 42-17	FT. UNION
048	140280	0	W	157378		COMM	CENTRAL KITTY FED 22-28B	FORT UNION
049	005332	0	W	157378		COMM	CENTRAL KITTY FED 22-28B	FORT UNION
048	192636	0	W	157379		COMM	CENTRAL KITTY FEDERAL 11-32FT.	UNION
048	140280	0	W	157379		COMM	CENTRAL KITTY FEDERAL 11-32FT.	UNION
048	140280	0	W	157380		COMM	CENTRAL KITTY FEDERAL 22-32FT.	FORT UNION
048	192636	0	W	157380		COMM	CENTRAL KITTY FEDERAL 22-32FT.	FORT UNION
048	140280	0	W	157381		COMM	CENTRAL KITTY FED 11-28A	FORT UNION
049	005332	0	W	157381		COMM	CENTRAL KITTY FED 11-28A	FORT UNION
049	107239	0	W	157384		COMM	MARQUISS FED 15W-2	FT UNION/WASATCH
048	197388	0	W	157384		COMM	MARQUISS FED 15W-2	FT UNION/WASATCH
049	125289	0	W	157385	A	PUNT	WIND DANCER	INITIAL ALMOND/LEWIS
049	132369	0	W	157385	A	PUNT	WIND DANCER	INITIAL ALMOND/LEWIS
049	132368	0	W	157385	A	PUNT	WIND DANCER	INITIAL ALMOND/LEWIS
049	132367	0	W	157385	A	PUNT	WIND DANCER	INITIAL ALMOND/LEWIS
049	131838	0	W	157385	A	PUNT	WIND DANCER	INITIAL ALMOND/LEWIS
049	132366	0	W	157385	A	PUNT	WIND DANCER	INITIAL ALMOND/LEWIS

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- <http://www.blm.gov/lr2000/>

A screenshot of a web browser displaying the BLM LR2000 website. The browser's address bar shows "http://www.blm.gov/lr2000/". The website header includes the text "U.S. DEPARTMENT OF THE INTERIOR BUREAU OF LAND MANAGEMENT" and "LR2000 Legacy Rehost 2000". Below the header is a navigation menu with links for "Search BLM", "Go", "LR2000 Home", "About", "Run Reports", "Tutorial", "Help Guides", "Reference Codes", and "Contact Us". The main content area features a "Print Page" link and a paragraph describing the LR2000 system. Below this, a section titled "The following types of reports are available in LR2000:" lists three report types: "Serial Register Page", "Customer Information Reports", and "Geographic Reports". To the right of this list is a "System Requirements" box with three bullet points: "IE 6 or higher", "Enable popups", and "Enable Scripting". At the bottom of the page, there is a "Message Center" section with a link to "BLM Open House Reno, Nevada Thursday Feb. 28th Learn how to use LR2000 For more info". The browser's status bar at the bottom shows "Done" and "Internet".

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BLM Lease and Agreement Info

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Reporting Application

Search BLM Go

LR2000 Home
About
Tutorial
Help Guides
Reference Codes
Contact Us
Report Summaries

REPORTS MENU FOR LR2000 PUBLIC REPORTS
Please Choose a Report

SIMPLIFIED FREQUENTLY REQUESTED QUERIES

- Oil And Gas Leases Due To Expire

PUBLIC ALL SYSTEMS REPORTS

- Pub All Systems Customer Info
- Pub All Systems Geo Report
- Pub All Systems Geo Supp Report

PUBLIC CASE RECORDATION REPORTS

- Pub CR Case Action Info
- Pub CR Case Info
- Pub CR Case Info Cust Land
- Pub CR Duration Of Plans
- Pub CR Geo Report W/Customer
- Pub CR Geo Report w/Land
- Pub CR Serial Register Page
- Pub CR Wind Energy Applications

PUBLIC LEGAL LAND DESCRIPTION REPORTS

- Pub LLD Acreage Report
- Pub LLD Summary Report

Click "Pub CR Serial Register Page".

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BLM Lease & Agreement Info

Address: http://www.blm.gov/landandresourcesreports/rptapp/criteria_select.cfm?rptId=3&APPCD=28

U.S. DEPARTMENT OF THE INTERIOR
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Reporting Application

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[LR2000 Home](#)

[About](#)

[Tutorial](#)

[Help Guides](#)

[Reference Codes](#)

[Contact Us](#)

[CR SRP Guide \(PDF\)](#)

PUB CR SERIAL REGISTER PAGE (LR2000 PUBLIC REPORTS)

Please Choose Which Criteria You Would Like to Filter On [Help](#)

<input type="checkbox"/> Individual Serial Number(s)
<input checked="" type="checkbox"/> New Format Serial Entry
<input type="checkbox"/> Serial Number Range
<input type="checkbox"/> Serial Number(s) from File
<input type="checkbox"/> Daily serial register
<input type="checkbox"/> Other Query Parameters

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BLM Lease & Agreement Info

Report: Pub CR Serial Register Page - Microsoft Internet Explorer

Address: http://www.blm.gov/landandresourcesreports/rptapp/report_filter.cfm#

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Reporting Application

Return to Report Menu Return to Criteria Selection

Search BLM

PUB CR SERIAL REGISTER PAGE (LR2000 PUBLIC REPORTS)
 Please Set the Limits You Would Like to Filter On

NEW FORMAT SERIAL ENTRY

GEO STATE:

LAND OFFICE:

PREFIX:

Serial Number:

SUFFIX:

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Callouts:

- Select "GEO STATE" from drop-down menu.
- Select "LAND OFFICE" from drop-down menu.
- Enter Serial Number
- Click on "Enter Value"

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BLM Lease and Agreement Info

Report: Pub CR Serial Register Page

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Reporting Application

[Return to Report Menu](#) | [Return to Criteria Selection](#) | [Help](#)



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[CR SRP Guide \(PDF\)](#)

PUB CR SERIAL REGISTER PAGE ()

Please Set the Limits You Would Like to Filter On [Help](#)

NEW FORMAT SERIAL ENTRY

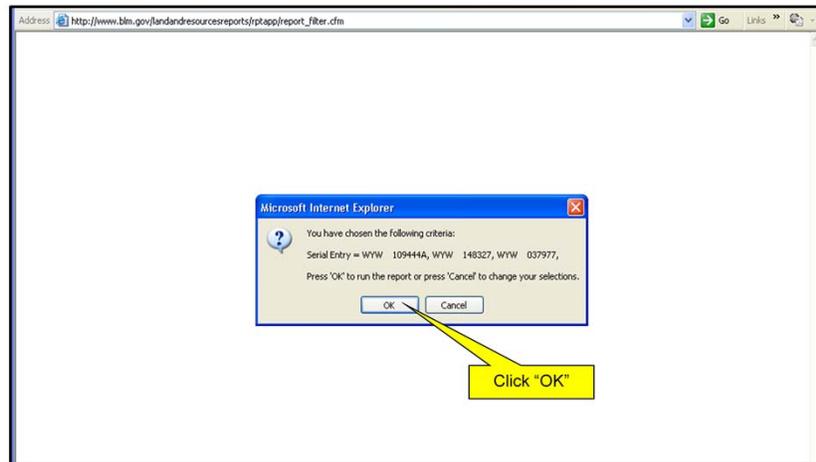
GEO STATE	WY WYOMING	<input type="button" value="Clear All"/>	
LAND OFFICE	W		<div style="font-size: 8px;"> <p>WYW 0308789</p> <p>WYW 096584</p> <p>WYW 157376</p> <p>WYW 109444A</p> <p>WYW 152954A</p> <p>WYW 153461X</p> </div>
PREFIX			
Serial Number	153461		
SUFFIX	x		
<input type="button" value="Enter Value"/> <input type="button" value="Clear"/>			

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BLM Lease & Agreement Info



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BLM Lease & Agreement Info

Address: <http://www.blm.gov/hyperion/html/OpenDoc?DocInstanceID=18&DocLUID=00001096ee658e3-0000-11ac-0a780c388&DocVersion=1&SmartUrl=true>

Serial Register Page



**DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
CASE RECORDATION
(MASS) Serial Register Page**

RunDate/Time: 01/30/08 08:58 AM

In order to print, you must convert the file to .pdf format.

01 02-25-1920;041STAT0437;30USC181ETSEQ Total Acres 80.000 Serial Number WYW-- - 037977
 Case Type 31121: O&G LSE SIMO PUBLIC LAND
 Commodity 459: OIL & GAS L
 Case Disposition: AUTHORIZED

Name & Address		Serial Number: WYW-- - 037977		
		Int	Rel	% Interest
CHEVRON USA INC	PO BOX 1686	HOUSTON TX 77256	LESSEE	0.00000000
LEE MILEY MONCREP 1983 TRST	PO BOX 2546	FORT WORTH TX 76113	LESSEE	0.00000000
MICHAEL J MONCREP GRNTRS TRST	777 TAYLOR ST #619	FORT WORTH TX 76102	LESSEE	0.00000000
MINDY ANNE E MONCREP TRUST	777 TAYLOR ST #619	FORT WORTH TX 761024972	LESSEE	0.00000000
MONCREP C B	369 COMMERCE ST	FORT WORTH TX 761025493	LESSEE	0.00000000
MONCREP W A JR	369 COMMERCE ST	FORT WORTH TX 761025493	LESSEE	0.00000000
MONCREP W A JR	369 COMMERCE ST	FORT WORTH TX 761025493	LESSEE	0.00000000
MORTY BRENNAN MONCREP TRUST	777 TAYLOR ST #619	FORT WORTH TX 761024972	OPERATOR	0.00000000
RICHARD JACKSON MONCREP TRUST	777 TAYLOR ST #619	FORT WORTH TX 761024972	LESSEE	0.00000000
RHM 1983 TRUST	369 COMMERCE ST	FORT WORTH TX 761025493	LESSEE	0.00000000
T O MONCREP TRUST	369 COMMERCE ST	FORT WORTH TX 761025493	LESSEE	0.00000000

Serial Number: WYW-- - 037977

Mer Typ	Ring	Sec	STyp	S/N	Subdivision	District/Resource Area	County	Right Agency
96	0379	00000000		ALR2	DRMC	CASPER FIELD OFFICE	WYOMING	BUREAU OF LAND MGMT

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Actual -vs- Allocated Production

Actual - Lease Basis Production

Royalties based on 100% of production

- ◆ Includes any and all wells located on a lease that are not committed to a pooling agreement.
- ◆ Multiple lease basis wells on a lease with the same royalty rate can be reported together

Federal Lease
WYW12943A



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Actual vs Allocated Production

Allocated

Royalties based on an allocated % of production

- ◆ Unit Participating Areas
- ◆ Communitization Agreements
- ◆ Secondary Recovery Units

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Communitization Agreement

- Onshore federal and Indian leases only
- Result of State spacing requirements
- Usually based on 1 formation
- Allocation schedule based on surface acreage
- Usually just 1 well

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Unitization Agreement

Benefits of Unitizing:

- Allows for the sharing of costs
- Reduced risk to environment
- Efficient drilling of wells
- Allows maximum acreage exception
§43 CFR 3101.2-1

Yates Decision

In short, a well capable of production, completed under the terms of the unit agreement prior to the expiration date of the unitized lease, extends that lease even though the well is handled and reported on a lease, not unit, basis. *Title 30 U.S.C. 226(j)*

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In *Yates Petroleum Corporation et al.*, 67 IBLA 246, (1982), the Interior Board of Land Appeals ruled that a well capable of production, completed under the terms of the unit agreement prior to the expiration date of a unitized lease, extends that lease under Title 30 U.S.C. 226(j), even though the well is handled and reported on a lease, not unit, basis.



Unit Participating Area (PA)

What are PA's and how are they reported?

- Producing portion of Unit agreement
- Usually based on 1 formation
- Allocation schedule based on surface acreage
- Each lease within a PA requires a separate line of reporting
- When reporting on multiple PAs for a lease, a separate line is required for each lease/PA combination

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Reporting Royalties on Lease Basis Production

ONRR needs BLM/BOEM approval document to put the lease in a producing status.

Has proper notification been sent to the managing agency, i.e. BLM or BOEM?

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For wells on Federal property, ONRR needs BLM's first production memo to make the lease producing in our system.

This is a cooperative effort between the operator, BLM and ONRR.

ONRR cannot enter a first production date into our system until we receive the first production memorandum. If you report and the line or lines reject and you have a copy of the first production memorandum – call your lease and agreement analyst, let them know that you have a copy of BLM's first production memorandum and then fax or email that memorandum to ONRR.

In the event that you do not have a copy and ONRR has not yet received a copy of the memorandum and you have reported a royalty line, you may be asked to back this line out until the correct documentation has been received by ONRR.



When do you start Reporting Royalties on Agreements?

Wells located on federal lands should be reported on a lease basis until the CA or PA is approved by the BLM

ONRR needs the approved allocation schedule from BLM to establish the agreement in our system.

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When do you start reporting royalties on agreements:

- Royalties for wells located on Federal lands should be reported on the lease basis until the BLM approves the CA or PA.

NOTE: When the CA or PA is approved royalties will need to be adjusted.

-This is necessary because ONRR is unable to distribute royalties on an agreement without an approved allocation schedule

Royalties on fee or state land wells should not be reported to ONRR until the BLM approves either a CA or PA.

You have until the end of the month following the month of the BLM approval date to report and pay royalties to ONRR and not be charged interest.



Reporting Royalties on Lease Basis Production



Lease Basis well -
100% federal interest

750 barrels oil sold in April 2014

Sales Volume = 750

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We will now cover specific examples of how to report on actual and allocated production.

This is an example of lease basis production

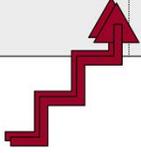
- - The lease is 100% federal
- - 750 barrels of oil are sold in April 2014

REMEMBER: ONRR expects royalties on products removed or sold from a lease



Reporting Royalties on Lease Basis Production

5	6	7			10	11	12	13	14	15
LINE NUMBER	RESERVED FOR PREPARER'S USE	ONRR LEASE NUMBER			PRODUCT CODE	SALES TYPE CODE	SALES MO/YR (MM/CCYY)	TRANSACTION CODE	ADJUSTMENT REASON CODE	SALES VOLUME (Mcf/bbl/gal/long ton)
	8	9								19
	API WELL NUMBER	ONRR AGREEMENT NUMBER								ROYALTY VALUE PRIOR TO ALLOWANCES \$
1	Lease Basis Example	049	012943	A	01	ARMS	042014	01		750 00

100% x 750 bbls sold = 

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Since this is lease basis production, we expect to receive royalties based on 100% of the production removed or sold from the lease. Therefore, the sales volume on the Form ONRR-2014 will be 750.

This slide is a blow up of a portion of the manual Form ONRR-2014, Report of Royalty Remittance.

This slide and the following slides are being used to illustrate how to report volumes on actual and allocated production.

Reporting Royalties based on a Participating Area's Allocation Schedule

Federal Lease
WYW12943A

Dakota
Participating Area
891-001234-C

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This is an example of how to report royalties on production from a PA.

The dark green area is the PA.

PAs usually have multiple wells.

All lands committed to the PA receive an allocated % of production from those wells.

In this example, our Federal lease is receiving an allocated share of the production because the area highlighted in yellow is committed to the PA.

The % of production this lease receives from the PA is based on the acreage committed.

 **Reporting Royalties based on a Participating Area's Allocation Schedule**

WYW12943A receives a 5% allocation from the PA

2000 Barrels Oil Sold April 2014

Sales volume =
 $2000 \times .05 = 100$

Dakota Participating Area
891-001234-C

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In this example, the lease is receiving a 5% allocation from the PA.

- During the month of April 2014, 2000 barrels of oil are sold from the PA
- The lease would receive 5% of the 2000 barrels or 100 barrels.



Reporting Royalties based on a Participating Area's Allocation Schedule

5	6	7		10	11	12	13	14	15
LINE NUMBER	RESERVED FOR PREPARER'S USE	ONRR LEASE NUMBER		PRODUCT CODE	SALES TYPE CODE	SALES MO/YR (MM/CCYY)	TRANSACTION CODE	ADJUSTMENT REASON CODE	SALES VOLUME (Mcf/bbl/gal/long ton)
	8	9							19
	API WELL NUMBER	ONRR AGREEMENT NUMBER							ROYALTY VALUE PRIOR TO ALLOWANCES \$
1	PA Example	049	012943	A	01 ARMS	042014	01		100 00
		891	001234	C					

5% allocation x 2000 bbls sold = 

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100 barrels would be reported on the Form ONRR-2014 as the sales volume for this lease/agreement combination.

NOTE: both the ONRR lease number and ONRR agreement number are entered on the Form ONRR-2014. When the agreement number is entered it tells ONRR to expect royalties based on an allocation schedule.

ONRR maintains all of the allocation schedules in our system. Therefore, when ONRR sees a specific lease/agreement combination on the Form ONRR-2014, we know exactly what allocated percentage to expect.

If you left off the agreement number in this example, we would expect the sales volume to be 100% of the lease basis production (2000 barrels for this example) and it would appear as if you reported an underpayment.

Reporting Royalties based on a Communitization Agreement's Allocation Schedule

CA W-112112

23

Federal Lease WYW12943A

Dakota Participating Area 891-001234-C

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This is an example of reporting royalties on CA production

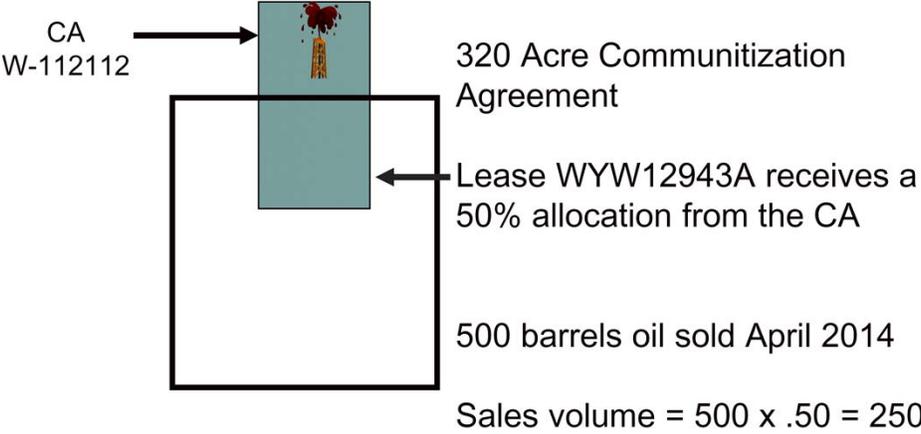
The area with the dashed lines and the number 23 in the center represents Section 23. This is to illustrate a 320 acre CA in a 640 acre section.

The area shaded in blue stripes is the CA.

Notice the well is not even located on our lease, but the lease will still receive an allocated share of production from the well.

The % of production this lease receives from the CA is based on the acreage committed.

 **Reporting Royalties based on a Communitization Agreement's Allocation Schedule**



CA W-112112

320 Acre Communitization Agreement

Lease WYW12943A receives a 50% allocation from the CA

500 barrels oil sold April 2014

Sales volume = $500 \times .50 = 250$

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In this example, the lease is receiving a 50% allocation from the CA.

- During the month April, 500 barrels of oil are sold from the CA
- Our lease would receive 50% of the 500 barrels or 250 barrels.
- The portion of the CA outside of our lease would receive the remaining 50%

NOTE: If the remaining 50% portion was a Federal or Indian lease, another line would need to be reported on the Form ONRR-2014.



Reporting Royalties based on a Communitization Agreement's Allocation Schedule

5	6	7			10	11	12	13	14	15
LINE NUMBER	RESERVED FOR PREPARER'S USE	ONRR LEASE NUMBER			PRODUCT CODE	SALES TYPE CODE	SALES MO/YR (MM/CCYY)	TRANSACTION CODE	ADJUSTMENT REASON CODE	SALES VOLUME (Mcf/bbl/gal/long ton)
	8	9								19
	API WELL NUMBER	ONRR AGREEMENT NUMBER								ROYALTY VALUE PRIOR TO ALLOWANCES \$
1	CA Example	049	012943	A	01	ARMS	042014	01		250 00
		W	112112							

50% allocation x 500 bbls sold



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The 250 barrels would be reported as the sales volume on the Form ONRR-2014.

- **Note** the CA agreement number on the Form ONRR-2014. This number tells ONRR to expect to receive royalties on this lease/agreement combination based on 50% of the CA production.

Note the format of the CA number.



Lease Level Payments

Described by the terms of the lease

INCLUDES:

- ◆ Rent
- ◆ Minimum Royalty
- ◆ Well Fees
- ◆ Gas Storage Agreement Fees

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Lease level payments are defined in the lease instrument.

The most common are rent and minimum royalty.

Rent -- The amount of rent due is stipulated in your lease terms and is, except in some circumstances, due on or before the lease anniversary date. Approximately 3 months before the lease anniversary date, we usually send a Notice of Rent Due on Your Lease (courtesy notice) to the payor established in our database. Courtesy notices are sent for Federal leases and geothermal site licenses only. If you do not receive a courtesy notice, do not delay payment, as some leases automatically terminate for nonpayment. For those leases that do not terminate and payment is not received by the due date, we will issue an invoice for the amount due. Interest will be assessed for late payment.

Minimum Royalty -- Some producing Federal and Indian leases require you to pay a minimum amount of royalty each lease year. The amount of minimum royalty is usually determined by the producing acreage in the lease multiplied by a fee per acre (for example, \$2 per acre) and is in addition to any other fees required under regulation or lease terms.

Well Fees -- Lease and contract terms may require you to report and pay fees on wells located on certain Federal and Indian leases.

Gas Storage Agreement Fees -- The Federal Government may charge you to use subsurface storage

NOTE: If you have any questions about what lease level payment you are required to pay, review your lease document.



Rent

- ◆ Amount per Acre
- ◆ May be recoupable
- ◆ Due on or before Anniversary date of Lease
- ◆ Paid on Courtesy Notice, Form ONRR-2014 (designated company only), OR On-line Rental

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Rent is based on an amount per acre.

Federal onshore leases are currently being issued with a rental obligation of \$1.50 an acre with the rent escalating to \$2 in the 6th year. However, rents on older leases range from \$.50 an acre up.

NOTE: Rents can be higher than \$2 an acre on reinstated leases

Indian leases and a few older federal leases have recoupable rental. Rents can be recouped against royalties. Recouping rents will be discussed later.

Rents are due on or before the anniversary date of the lease

Rents can be reported and paid on either a courtesy notice or Form ONRR-2014.

NOTE: If you have reported your rents on Form ONRR-2014, do not remit your courtesy notice. If you have paid your rents via a courtesy notice, do not report your rents on Form ONRR-2014.



ONRR Courtesy Notice

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United States Department of the Interior
Office of Natural Resources Revenue (ONRR)
Notice of Annual Rent Due on your Lease: WYW174002
Due Date: 04/01/2014

As of 06-JAN-2014 our records indicate the following (this may not include recent changes to your lease affecting the annual rent):

Acres:	120.0000	Rental Per Acre: \$	2.00	Annual Rental Amount: \$	240.00
		Balance of Rent Due: \$			240.00

(Retain this portion for your records)

SAMSON RESOURCES COMPANY
SAMSON PLAZA
2 W 2ND ST
TULSA, OK 74103-3123

Inquiries, Contact:
ONRR PHONE NUM 1-800-525-9167
Refer to Customer Number: 48800
ONRR Lease Number: 0491740020

RNT100397783000000002400004012014R48800

United States Department of the Interior
Office of Natural Resources Revenue (ONRR)
Notice of Annual Rent Due on your Lease: WYW174002
Due Date: 04/01/2014

As of 06-JAN-2014 our records indicate the following (this may not include recent changes to your lease

Acres:	120.0000		
Rental Per Acre:	\$	2.00	
Annual Rental Amount:	\$	240.00	
Balance of Rent Due			Enter Amount Paid _____
\$	240.00		

MAKE CHECK PAYABLE AND MAIL TO:
Office of Natural Resources Revenue
P.O. Box 25627
Denver, Colorado 80225

DO NOT FOLD OR MUTILATE

Failure to return this portion with
your payment could result in the
erroneous termination of this lease

RNT100397783000000002400004012014R48800

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Minimum Royalty

- ◆ Amount per Acre
- ◆ Royalties count toward fulfilling obligation
- ◆ Due on or before last day of lease year

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Minimum royalty (MR) is based on an amount per acre.

Federal leases are currently being issued with minimum royalty terms stating MR cannot be less than rent. On new leases that would be \$1.50 an acre with the rent escalating to \$2 in the 6th lease year.

NOTE: MR can be higher than \$2 an acre on reinstated leases

MR is due on or before the last day of the lease year.

Only the difference between the royalties paid during the lease year and the minimum royalty amount is actually due.

- For example: If you have a 200 acre lease with \$1.50/acre MR, the MR amount would be \$300. If you had royalties totaling \$225, the MR due would be \$75. ($\$300 - \$225 = \75). If you had paid royalties totaling \$300 or more, MR would not be due.



Rent and Minimum Royalty – Onshore

- ★ Entire lease in rental status from Anniversary Date until: **it receives actual or allocated production**
- ★ Entire lease will be in a minimum royalty status if:
 - * **the lease contains a lease basis well**
 - * **the entire lease is within a Participating Area**
 - * **the lease is committed to a Sec. Rec. Unit**
 - * **the lease is committed to a CA**
- ★ Lease will be in a split rent/min royalty status when:
 - * **part of the acres are within a PA and the acreage outside of the PA has no production from any other source**

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There are the different situations which affect rent and minimum royalty status.

-Determining rent and minimum royalty status for a lease can be confusing - if you have any questions regarding the status of a lease, first contact your land department (as they may have the information you need). In the event that your land department does not have the information, contact ONRR.



Rent and Minimum Royalty – Offshore

- ★ Entire lease in rental status from Anniversary Date until: **it receives actual or allocated production**
- ★ Entire lease will be in a minimum royalty status if:
 - * **the lease contains a producing lease basis well**
 - * **part of lease is within a Participating Area**

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There are the different situations which affect rent and minimum royalty status.

-Determining rent and minimum royalty status for a lease can be confusing - if you have any questions regarding the status of a lease, first contact your land department (as they may have the information you need). In the event that your land department does not have the information, contact ONRR.

 **Rent and Minimum Royalty – Onshore**


Federal Lease
WYW12943A

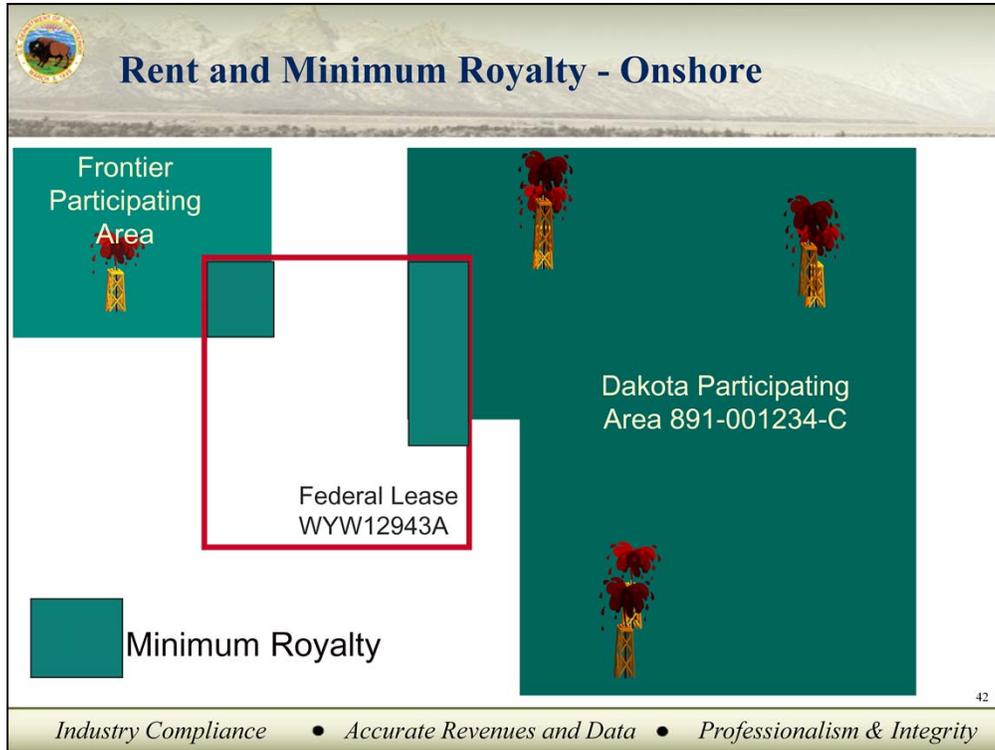
 **Minimum Royalty**

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In this example we have a federal lease with a lease basis well.

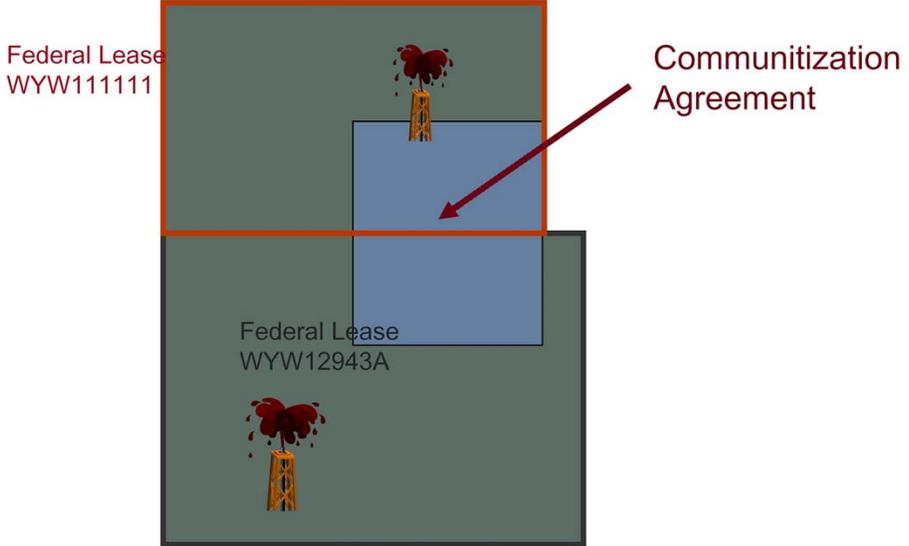
- Leases containing a lease basis well (a well not committed to a pooling agreement) are entirely subject to MR.



In this example, we have a lease committed to the Frontier PA and the Dakota PA.

- The portion of the lease within the PA's is subject to MR, the portion outside of the PA is subject to rent.

 **Rent and Minimum Royalty - Onshore**



Federal Lease
WYW111111

Communitization
Agreement

Federal Lease
WYW12943A

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In this example we have 2 leases committed to a Communitization agreement.

- Both leases would be entirely subject to MR because the rule is that leases committed to CA's, Secondary Recovery Units or have a lease basis well are entirely subject to MR.



Questions???



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U.S. Department of the Interior

Office of Natural Resources Revenue (ONRR)

Reporting on Federal Units and Communitization Agreements



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ONRR Establishment of Agreements

- ✓ ONRR receives and maintains all allocations schedules of approved agreements
- ✓ Reporting is compared to allocations established in ONRR systems
- ✓ Companies cannot report on agreement until approval from BLM is received.
- ✓ Reporting must be adjusted back to effective date of CA, PA or PA revision.

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Where can you get information on Agreements?

- ✓ Cross Reference Listing on website
- ✓ BLM LR2000
- ✓ Your Landman

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Reporting on Federal Units and Communitization Agreements

Properly Allocating Agreement Production

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Allocation Schedule

Leucite Hills Unit, Consolidated Frontier/Dakota PA A

891011626A

EXHIBIT "B" Consolidated Frontier/Dakota Participating Area A

Tract Number	Lease Number or Type of Land	Legal Description	Participating Acreage	Percent of Participation	Working Interest Owners
Federal					
1	W-033566	T22N, R103W Sec. 28, NENW ¹ / ₄ , S ¹ / ₂ NW ¹ / ₄	120.00	937300%	Wex Company 53.2805% Sam Resources 32.4709% Bird Oil 11.5628% Dango Production 2.6858%
2	W-033566-A	T22N, R103W Sec. 28, NWNW ¹ / ₄	40.00	312300%	Wex Company 53.2805% Sam Resources 32.4709% Bird Oil 11.5628% Dango Production 2.6858%
3	W-055514	T22N, R103W Sec. 28, W ¹ / ₂ SE ¹ / ₄ , NENW ¹ / ₄	120.00	937300%	Wex Company 53.2805% Sam Resources 32.4709% Bird Oil 11.5628% Dango Production 2.6858%
4	W-055514-A	T22N, R103W Sec. 28, SE ¹ / ₄ SE ¹ / ₄	40.00	312300%	Wex Company 53.2805% Sam Resources 32.4709% Bird Oil 11.5628% Dango Production 2.6858%
7	W-0265438	T22N, R103W Sec. 28, NENW ¹ / ₄	320.00	25.00000%	Wex Company 53.2805% Sam Resources 32.4709% Bird Oil 11.5628% Dango Production 2.6858%
15	Fee	T22N, R103W Sec. 29, All	640.00	50.00000%	Wex Company 53.2805% Sam Resources 32.4709% Bird Oil 11.5628% Dango Production 2.6858%

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Allocation Schedule

Leucite Hills Unit, Consolidated Frontier/Dakota PA A
891011626A

Exhibit "B"
Consolidated Frontier/Dakota Participating Area A

Summary

	Total Acreage	Committed Acreage	Non Committed Acreage	Percent of Participation
(5) Federal Lands	640.00	640.00	0.00	50.00%
(1) Fee Lands	640.00	640.00	0.00	50.00%
	1280.00	1280.00	0.00	100.00%

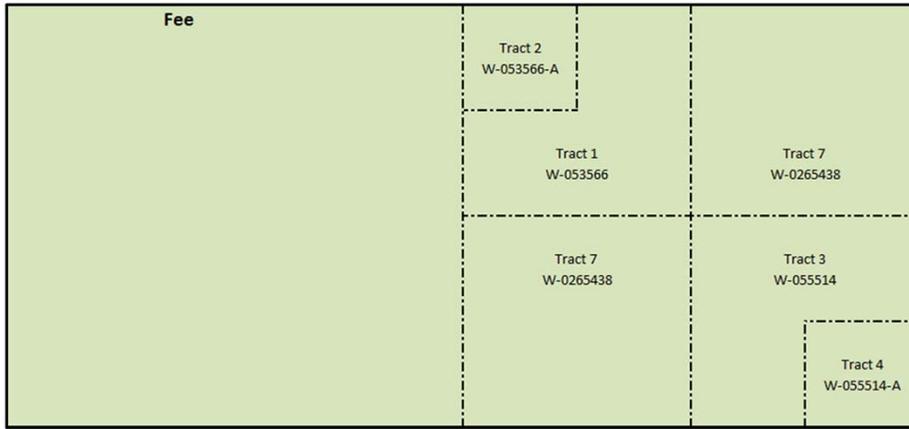
Working Interest Owners	
Wex Company	53.2805%
Sam Resources	32.4709%
Brid Oil	11.5628%
Dango Production	2.6858%
	100.0000%

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Exhibit C

Consolidated Frontier/Dakota Participating Area A



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Tract #1 -- Reporting Royalties 2000 bbls produced and sold

	Tract 1
Line Number	1
API Well Number	
ONRR Lease Number	0480535660
ONRR Agreement Number	891011626A
Product Code	01
Sales Type Code	ARMS
Sales MO/YR	012012
Transaction Code	01
Adjustment Reason Code	
Sales Volume	187.50

2000 bbls sold X 9.375% allocation = 187.50

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Reporting Royalties based on a Participating Area's Allocation Schedule

Tract #2

Lease # 048053566A – 2,000 bbls x 3.125% = 62.50

Tract #3

Lease 0480555140 – 2,000 bbls x 9.375% = 187.50

Tract #4

Lease 048055514A – 2,000 bbls x 3.125% = 62.50

Tract #7

Lease 0482654380 – 2,000 bbls x 25% = 500

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Reporting Royalties based on PA's allocation Schedule – All Federal Leases

	Tract 1	Tract 2	Tract 3	Tract 4	Tract 7
Line Number	1	2	3	4	5
API Well Number					
ONRR Lease Number	0480535660	048053566A	0480555140	048055514A	0482654380
ONRR Agreement Number	891011626A	891011626A	891011626A	891011626A	891011626A
Product Code	01	01	01	01	01
Sales Type Code	ARMS	ARMS	ARMS	ARMS	ARMS
Sales MO/YR	012012	012012	012012	012012	012012
Transaction Code	01	01	01	01	01
Adjustment Reason Code					
Sales Volume	187.50	62.50	187.50	62.50	500.00

Don't forget to include the Agreement Number on the 2014

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Properly Allocating Agreement Production

The following examples demonstrate each working interest owner paying royalties

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Working Interest Ownership 891011626A

Wex Company	53.2805%
Sam Resources	32.4709%
Bird Oil	11.5628%
Dango Production	2.6858%

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Working Interest Ownership 891011626A

Reporting on 2014 by Multiple Payors - Entitlements				
Total Volume Produced and Sold From Participating Area = 2000 bbls				
Federal Portion =	2000*.25=500			
Indian Portion =	2000*.25=500			
Fee Portion =	2000*.50=1000			
Working Interest Owner	Working Interest Owner %	Tract	Tract Allocation	Volume Reported on 2014 = Total volumes X Working interest owner % X Tract Allocation
Wex	53.280500%	1	9.375000%	99.90
	53.280500%	2	3.125000%	33.30
	53.280500%	3	9.375000%	99.90
	53.280500%	4	3.125000%	33.30
	53.280500%	7	25.000000%	266.40
				532.81
Sam Resources	32.470900%	1	9.375000%	60.88
	32.470900%	2	3.125000%	20.29
	32.470900%	3	9.375000%	60.88
	32.470900%	4	3.125000%	20.29
	32.470900%	7	25.000000%	162.35
				324.71
Bird Oil	11.562800%	1	9.375000%	21.68
	11.562800%	2	3.125000%	7.23
	11.562800%	3	9.375000%	21.68
	11.562800%	4	3.125000%	7.23
	11.562800%	7	25.000000%	57.81
				115.63
Dango Production	2.685800%	1	9.375000%	5.04
	2.685800%	2	3.125000%	1.68
	2.685800%	3	9.375000%	5.04
	2.685800%	4	3.125000%	1.68
	2.685800%	7	25.000000%	13.43
				26.86
			Total Federal & Indian Volume	1000.00
			Total Indian Tract 7	500.00



Royalty Reporting by Multiple Payors By Interest Ownership Percentage

	Wex Company
Line Number	1
API Well Number	
ONRR Lease Number	0480535660
ONRR Agreement Number	891011626A
Product Code	01
Sales Type Code	ARMS
Sales MO/YR	012012
Transaction Code	01
Adjustment Reason Code	
Sales Volume	99.90

$$2000 \text{ bbls} \times 9.375\% \times 53.2805\% = 99.90$$

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Royalty Reporting by Multiple Payors Wex Company

Tract #2

Lease 048053566A: 2000 bbls x 3.125% x 53.2805% = 33.30

Tract #3

Lease 0480555140: 2000 bbls x 9.375% x 53.2805% = 99.90

Tract #4

Lease 048055514A: 2000 bbls x 3.125% x 53.2805% = 33.30

Tract #7

Lease 0482654380: 2000 bbls x 25% x 53.2805% = 266.40

{Total production-PA} x {% of Participation} x {Working Interest %}

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Royalty Reporting by Multiple Payors Same Resources

Tract #1

Lease 0480535660: 2000 bbls x 9.375% x 32.4709% = 60.88

Tract #2

Lease 048053566A: 2000 bbls x 3.125% x 32.4709% = 20.29

Tract #3

Lease 0480555140: 2000 bbls x 9.375% x 32.4709% = 60.88

Tract #4

Lease 048055514A: 2000 bbls x 3.125% x 32.4709% = 20.29

Tract #7

Lease 0482654380: 2000 bbls x 25% x 32.4709% = 162.35

{Total production-PA} x {% of Participation} x {Working Interest %}

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Royalty Reporting by Multiple Payors Bird Oil

Tract #1

Lease 0480535660: 2000 bbls x 9.375% x 11.5628% = 21.68

Tract #2

Lease 048053566A: 2000 bbls x 3.125% x 11.5628% = 7.23

Tract #3

Lease 0480555140: 2000 bbls x 9.375% x 11.5628% = 21.68

Tract #4

Lease 048055514A: 2000 bbls x 3.125% x 11.5628% = 7.23

Tract #7

Lease 0482654380: 2000 bbls x 25% x 11.5628% = 57.82

{Total production-PA} x {% of Participation} x {Working Interest %}

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Royalty Reporting by Multiple Payors Dango Production

Tract #1

Lease 0480535660: 2000 bbls x 9.375% x 2.6858% = 5.04

Tract #2

Lease 048053566A: 2000 bbls x 3.125% x 2.6858% = 1.68

Tract #3

Lease 0480555140: 2000 bbls x 9.375% x 2.6858% = 5.04

Tract #4

Lease 048055514A: 2000 bbls x 3.125% x 2.6858% = 1.68

Tract #7

Lease 0482654380: 2000 bbls x 25% x 2.6858% = 13.43

{Total production-PA} x {% of Participation} x {Working Interest %}

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Double Check Totals

	Wex	Sam	Bird	Dango	Total
Tract 1	99.90	60.88	21.68	5.04	187.50
Tract 2	33.30	20.29	7.23	1.68	62.50
Tract 3	99.90	60.88	21.68	5.04	187.50
Tract 4	33.30	20.29	7.23	1.68	62.50
Tract 7	266.40	162.35	57.82	13.43	500.00
	Total	Total	Total	Total	Total
	532.80	324.69	115.64	26.87	1,000.00

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Properly Allocating Agreement Production

The following example demonstrates reporting on a lease that is less than 100%

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Reporting Royalties on a Participating Lease with less than 100% Federal Interest

0482654380 80% Federal Interest

Total Sales X Federal Portion X Allocation = Sales Volume

$$2000 \text{ bbls} \times .80 \times .25 = 400$$

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Reporting Royalties on a Participating Lease with less than 100% Federal Interest

Line Number	1
API Well Number	
ONRR Lease Number	0482654380
ONRR Agreement Number	891011626A
Product Code	01
Sales Type Code	ARMS
Sales MO/YR	012012
Transaction Code	01
Adjustment Reason Code	
Sales Volume	400.00

$$2000 \text{ Bbls} \times .80 \times .25 = 400$$

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Properly Allocating Agreement Production

The following example demonstrates reporting by multiple payors on a lease that is less than 100% Federal

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Reporting Royalties on a Participating Lease with less than 100% Federal Interest

Wex Company 53.2805% interest in lease 482654380

Total Sales X Federal Portion X Allocation X Ownership % = Sales Volume

$$2000 \text{ bbls} \times .80 \times .25 \times .532805 = 213.122$$

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Reporting on Federal Units and Communitization Agreements

Common Reporting Errors

- ✓ **Missing Agreement number** when reporting royalties on production from an agreement.

- ✓ **Incorrect Allocation to leases**
 - ✓ Entire volume of production from the agreement reported as the sales volume on the 2014.

 - ✓ Agreement production reported on one lease when there are several leases receiving an allocation.

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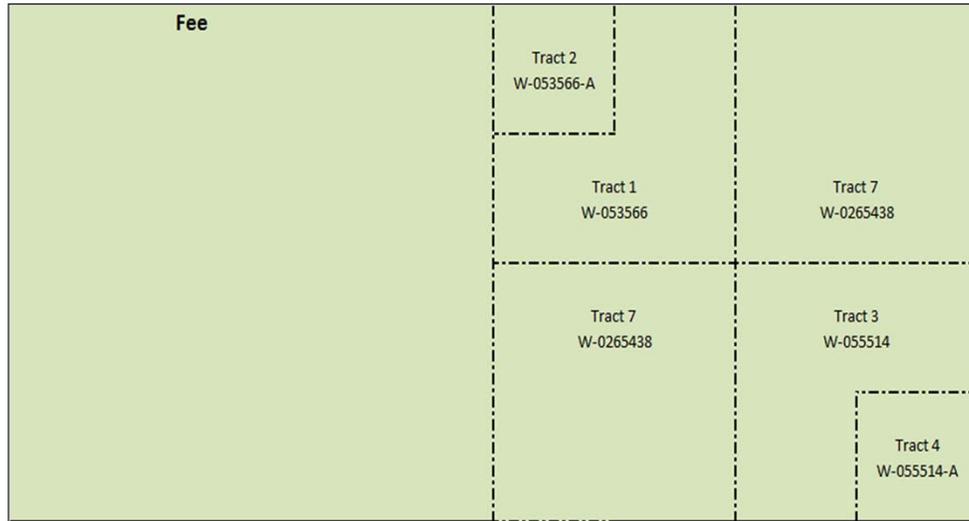
Adjusting Royalty Reporting

PA Revisions

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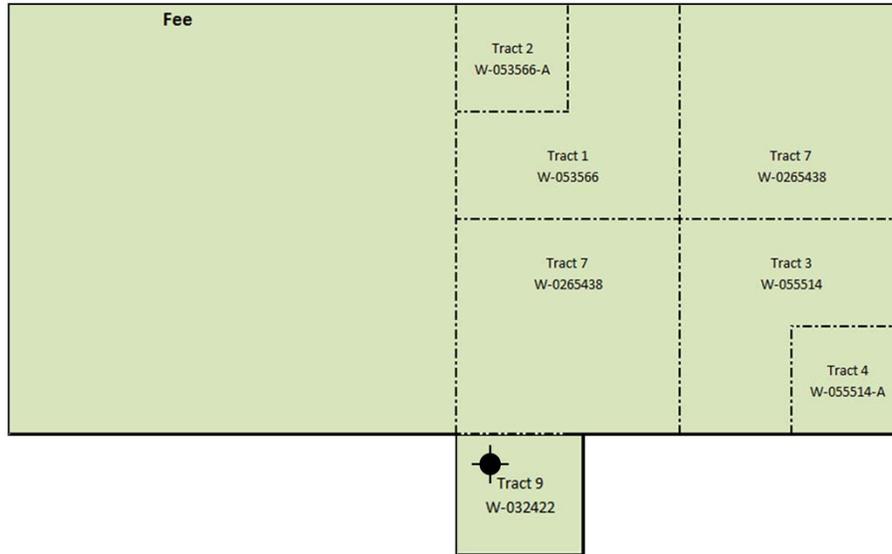
Exhibit C Consolidated Frontier/Dakota Participating Area A



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Exhibit C Consolidated Frontier/Dakota Participating Area A



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Exhibit B

1st Revision Consolidated Frontier/Dakota Participating Area A

EXHIBIT "B"					
Consolidated Frontier/Dakota Participating Area A					
Tract Number	Lease Number or Type of Land	Legal Description	Participating Acreage	Percent of Participation	Working Interest Owners
Federal					
1	W-033566	T22N, R103W Sec 28; NE¼NW¼, S½NW¼	120.00	9.09090%	Wex Company 53.2805% Sam Resources 32.4709% Bird Oil 11.5628% Dango Production 2.6858%
2	W-033566-A	T22N, R103W Sec 28; NW¼NW¼	40.00	3.03030%	Wex Company 53.2805% Sam Resources 32.4709% Bird Oil 11.5628% Dango Production 2.6858%
3	W-055514	T22N, R103W Sec 28; W½SE¼, NE¼SE¼	120.00	9.09090%	Wex Company 53.2805% Sam Resources 32.4709% Bird Oil 11.5628% Dango Production 2.6858%
4	W-055514-A	T22N, R103W Sec 28; SE¼SE¼	40.00	3.03030%	Wex Company 53.2805% Sam Resources 32.4709% Bird Oil 11.5628% Dango Production 2.6858%
7	W-0265438	T22N, R103W Sec 28; NW¼S W¼	320.00	24.24240%	Wex Company 53.2805% Sam Resources 32.4709% Bird Oil 11.5628% Dango Production 2.6858%
9	W-032422	T22N, R103W Sec 28; NW¼S W¼	40.00	3.03030%	Latecomer Inc 100%
15	Fee	T22N, R103W Sec 29; All	640.00	48.48480%	Wex Company 53.2805% Sam Resources 32.4709% Bird Oil 11.5628% Dango Production 2.6858%

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Reversals and Rebooks when moving from Lease to Unit PA

	Reversal	Rebook
Line Number	1	2
API Well Number		
ONRR Lease Number	0480324220	0480324220
ONRR Agreement Number		891011626A
Product Code	01	01
Sales Type Code	ARMS	ARMS
Sales MO/YR	012012	012012
Transaction Code	01	01
Adjustment Reason Code	35	35
Sales Volume	-500.00	75.76

2500 bbls sold X 3.0303% allocation = 75.7575

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Adjusting Royalties based on a Participating Area Revision

	Reversal	Rebook
Line Number	1	2
API Well Number		
ONRR Lease Number	0480535660	0480535660
ONRR Agreement Number	891011626A	891011626A
Product Code	01	01
Sales Type Code	ARMS	ARMS
Sales MO/YR	012012	012012
Transaction Code	01	01
Adjustment Reason Code	35	35
Sales Volume	-187.50	227.27

2500 bbls sold X 9.0909% allocation = 227.2725

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U.S. Department of the Interior

Office of Natural Resources Revenue (ONRR)

Communitization Agreements Scenarios



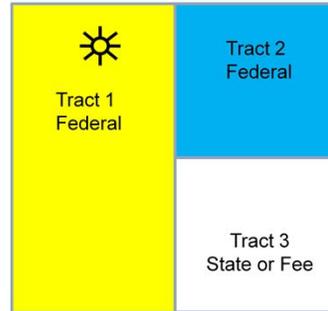
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Scenario 1

Gusher #1 well,
API # 151030086000

Well completed
on Federal lands
after CA approval

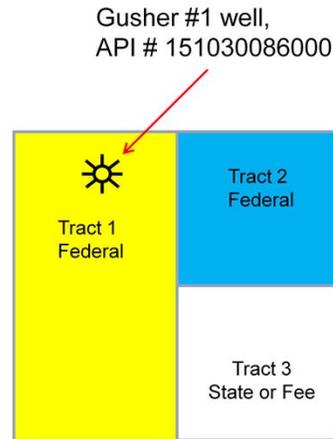


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Scenario 1 – Well Completed on Federal Lands after CA Approval

- ✓ The CA was approved in October 2012.
- ✓ The well was completed and 1st Production occurred in January 2013.
- ✓ 10,000 Mcf was produced with a Btu content of 1,050.
- ✓ No gas was used on the CA for fuel.

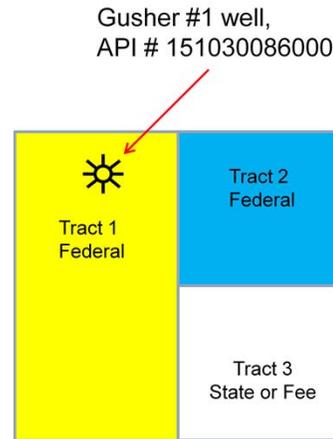


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Scenario 1 – Well Completed on Federal Lands after CA Approval

- ✓ The operator, ABC Company, marketed the production and paid all the royalties.
- ✓ The gas was sold at the wellhead in arm's-length transaction for \$2.50 per MMBtu
- ✓ All leases have a royalty rate of 12.5%.



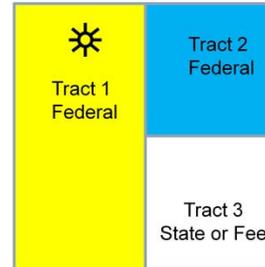
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Scenario 1 – Well Completed on Federal Lands after CA Approval

Reporting on the ONRR-2014 – Federal CA Tracts 1 & 2

	Tract 1	Tract 2
Line Number	1	2
API Well Number		
ONRR Lease Number	0481234560	0489876540
ONRR Agreement Number	W 135246	W 135246
Product Code	04	04
Sales Type code	ARMS	ARMS
Sales MO/YR	012013	012013
Transaction Code	01	01
Adjustment Reason Code		
Sales Volume	5000.00	2500.00
Gas MMBtu	5250.00	2625.00
Sales Value	13125.00	6562.50
Royalty Value Prior to Allowances	1640.63	820.31
Transportation Allow. Deduction		
Processing Allowance Deduction		
Royalty Value Less Allowances	1640.63	820.31
Payment Method Code	3	3



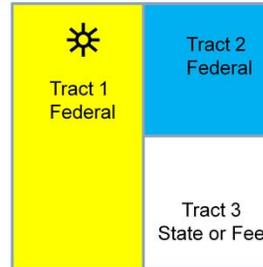
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Scenario 1 – Well Completed on Federal Lands after CA Approval

Key Points

- **OGOR** – Report the total production from the CA on the OGOR
- **ONRR-2014** – Do not report all of the production from the well on Tract 1 to Tract 1. Instead, allocate the production from that well (i.e., the total production from the CA) to each tract based upon the tract allocation percentages.



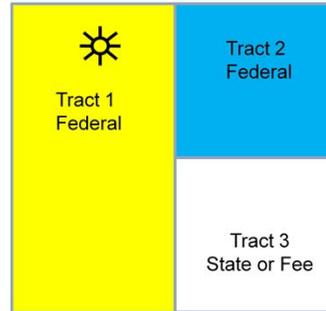
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Scenario 2

Gusher #1 well,
API # 151030086000

Well completed
on Federal lands
before CA
approval

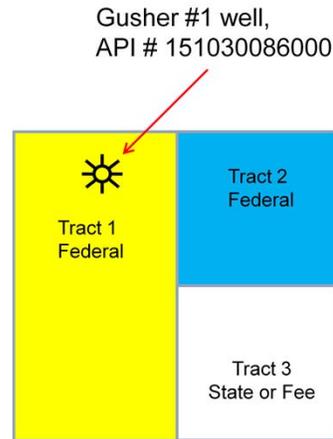


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Scenario 2 – Well Completed on Federal Lands before CA Approval

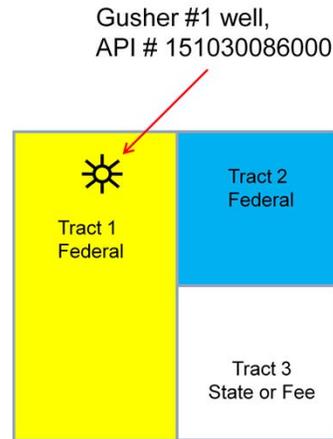
- ✓ Well is completed on Federal lease WYW0123456 and first production occurred in January 2013.
- ✓ 10,000 Mcf was produced with a Btu content of 1,050.
- ✓ No gas was used on the CA for fuel.





Scenario 2 – Well Completed on Federal Lands before CA Approval

- ✓ The operator, ABC Company, marketed the production on behalf of all working interest owners and paid all the royalties.
- ✓ The gas was sold at the wellhead in arm's-length transaction for \$2.50 per MMBtu
- ✓ All leases have a royalty rate of 12.5%.



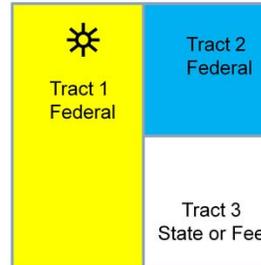
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Scenario 2 – Well Completed on Federal Lands before CA Approval

Reporting on the ONRR-2014 – Federal Lease WYW0123456

Line Number	1
API Well Number	
ONRR Lease Number	0481234560
ONRR Agreement Number	Leave Blank
Product Code	04
Sales Type code	ARMS
Sales MO/YR	012013
Transaction Code	01
Adjustment Reason Code	
Sales Volume	10000.00
Gas MMBtu	10500.00
Sales Value	26250.00
Royalty Value Prior to Allowances	3281.25
Transportation Allowance Deduction	
Processing Allowance Deduction	
Royalty Value Less Allowances	3281.25
Payment Method Code	3



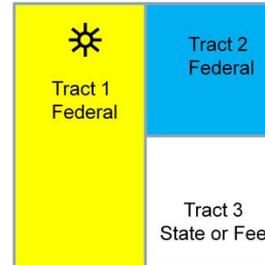
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Scenario 2 – Well Completed on Federal Lands before CA Approval

Key Points

- **OGOR** – Report as lease basis until CA approval
- **ONRR-2014** – Report as lease basis until CA approval

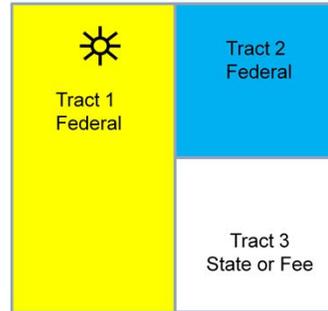


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Scenario 2a

CA Approved to
be Effective
Retroactive to
Well Completion

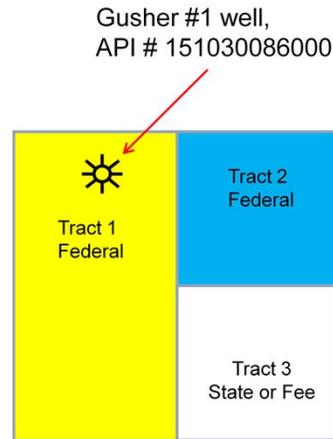


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Scenario 2a – CA Approved to be Effective Retroactive to Well Completion

- ✓ The CA is approved in March 2013.
- ✓ The CA is effective retroactive to the well completion date, January 1, 2013.
- ✓ Since the operator marketed the production and paid the royalties, they will make all the adjustments.
- ✓ Both Federal leases have a 12.5% royalty rate.

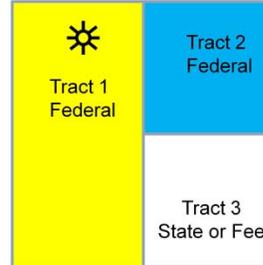


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Scenario 2a – CA Approved to be Effective Retroactive to Well Completion

	Lease Basis Reverse	Tract 1 Rebook	Tract 2 Rebook
Line Number	1	2	3
API Well Number			
ONRR Lease Number	0481234560	0481234560	0489876540
AGENCY Agreement Number		W 135246	W 135246
Product Code	04	04	04
Sales Type code	ARMS	ARMS	ARMS
Sales MO/YR	012013	012013	012013
Transaction Code	01	01	01
Adjustment Reason Code	35	35	35
Sales Volume	-10000.00	5000.00	2500.00
Gas MMBtu	-10500.00	5250.00	2625.00
Sales Value	-26250.00	13125.00	6562.50
Royalty Value Prior to Allowances	-3281.25	1640.63	820.31
Transportation Allowance Deduction			
Processing Allowance Deduction			
Royalty Value Less Allowances	-3281.25	1640.63	820.31
Payment Method Code	3	3	3



Total = -820.31



\$820.31 allocated to State Tract

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Scenario 2a – CA Approved to be Effective Retroactive to Well Completion

- **Key Points-** After CA approval:
- **OGOR – Update Production Reports as follows:**
 - If the well is the only well on the lease, or if all the wells on the lease are being moved to the CA at the same time, contact ONRR to deactivate the prior lease-basis reporting.
 - If there are multiple wells on the lease and this is the only CA well, submit a modify or replace report to remove the prior reporting from the lease.
 - Once the well is removed from the lease, submit original reports for the CA retroactive to the well completion date.

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Scenario 2a – CA Approved to be Effective Retroactive to Well Completion

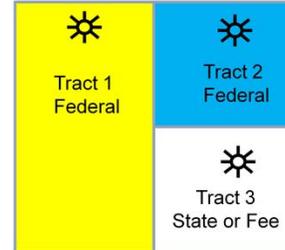
- **Key Points** – After CA approval:
- **ONRR-2014** – Update royalty reports as follows:
 - Submit adjusting entries backing out the lease-basis reporting using ARC 35.
 - Submit reporting for CA retroactive to the well completion date using ARC 35.
 - Include both the applicable lease numbers and the CA agreement number on your report.
 - Report in accordance with the CA allocation schedule.
 - Both adjusting entries backing out lease-basis reporting and new CA reporting should be on the same report.

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Scenario 3

Multiple wells in CA –
Each working interest
owner reports royalties
on its share of
production



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Scenario 3 – Multiple wells in CA; each working interest owner reports on its share of production

Exhibit 'B'
Communitization Agreement WYW135246

Tract Number	Lease Number or Type of Land	Legal Description	Participating Acreage	Percent of Participation	Working Interest Owners	
1	WYW0123456	T22N, R103W Sec 28, W1/2	320	50.00000%	ABC Company	75.0000%
					XYZ Company	25.0000%
2	WYW0987654	T22N, R103W Sec 28, NE1/4	160	25.00000%	ABC Company	100.0000%
3	State 04-111	T22N, R103W Sec 28, SE1/4	160	25.00000%	MNO Company	100.0000%

Summary

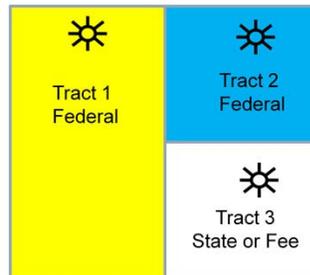
Federal	480.00	75.0000%
State	160.00	25.0000%
	640.00	100.0000%

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Scenario 3 – Multiple wells in CA; each working interest owner reports on its share of production

- In July of 2013, there were three producing wells in the CA:
-
- Tract 1 - Gusher #1, API Number 490050086000
- Tract 2 - Gusher #2, API Number 490050086200
- Tract 3 - Gusher #3, API Number 490050086400



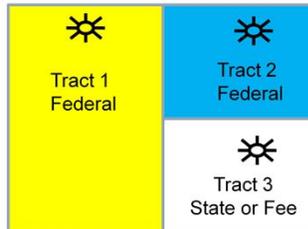
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Scenario 3 – Multiple wells in CA; each working interest owner reports on its share of production

Production was as follows:

<u>Well</u>	<u>Mcf</u>	<u>Btu Content</u>	<u>MMBtu</u>
Gusher #1	10000	1050	10500
Gusher #2	4000	1048	4192
Gusher #3	2000	1054	2108
Total	16000	1050	16800

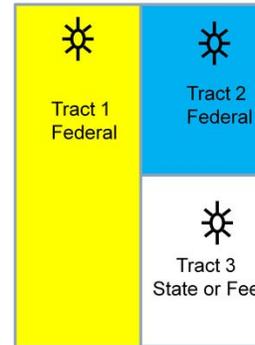


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Scenario 3 – Multiple wells in CA; each working interest owner reports on its share of production

- Each working interest owner takes and sells its share of production from the CA and reports and pays royalties on its own leases.
- No gas was used on the CA for fuel.
- The gas was sold at the wellhead in arm's length transactions.
- All leases have a royalty rate of 12.5%.



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Scenario 3 – Multiple wells in CA; each working interest owner reports on its share of production

Payor Code	12333
Payor Name	ABC Company
Federal/Indian	F
Payor Assigned Doc. Number	20100100

	Tract 1	Tract 2
Line Number	1	2
API Well Number		
ONRR Lease Number	0481234560	0489876540
ONRR Agreement Number	W135246	W135246
Product Code	04	04
Sales Type code	ARMS	ARMS
Sales MO/YR	072013	072013
Transaction Code	01	01
Adjustment Reason Code		
Sales Volume	6000.00	4000.00
Gas MMBtu	6300.00	4200.00
Sales Value	15750.00	10500.00
Royalty Value Prior to Allowances	1968.75	1312.50
Transportation Allowance Deduction		
Processing Allowance Deduction		
Royalty Value Less Allowances	1968.75	1312.50
Payment Method Code	3	3

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Scenario 3 – Multiple wells in CA; each working interest owner reports on its share of production

Payor Code	13579
Payor Name	XYZ Company
Federal/Indian	F
Payor Assigned Doc. Number	20100100

	Tract 1
Line Number	1
API Well Number	
ONRR Lease Number	0481234560
ONRR Agreement Number	W135246
Product Code	04
Sales Type code	ARMS
Sales MO/YR	072013
Transaction Code	01
Adjustment Reason Code	
Sales Volume	2000.00
Gas MMBtu	2100.00
Sales Value	5250.00
Royalty Value Prior to Allowances	656.25
Transportation Allowance Deduction	
Processing Allowance Deduction	
Royalty Value Less Allowances	656.25
Payment Method Code	3

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Scenario 3 – Multiple wells in CA; each working interest owner reports on its share of production

- **Key points:**
 - **OGOR Report:**
 - The unit operator files the OGOR report for the agreement as a whole and reports all production for all interest owners.
 - **Form ONRR-2014:**
 - Each working interest owner files its own ONRR-2014 based on its working interest share (i.e., entitlements share) of the total agreement production allocated to the Federal lease(s) in which they have an interest.

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U.S. Department of the Interior

Office of Natural Resources Revenue (ONRR)

Exploratory Units and Participating Areas Scenarios



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Scenario 1

Reporting on initial
test well drilled within
an approved
Exploratory Unit

1	2	3	4
5	6	7	8
9	10	11	12

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Scenario 1 - Reporting on initial test well drilled within an approved Exploratory Unit

- The interest owners of 12 leases submit a proposal to BLM to form the “RMMLF Unit” and it is approved on January 15, 2010.
- Tracts 1, 5, 7 and 11 are federal leases, tracts 3, 4 and 9 are state leases, and the remaining tracts are fee leases.
- The standard federal exploratory agreement form is used.
- The operator of the unit is XYZ Company.
- All formations are unitized.
- The agreement # is NMNM321234X

1	2	3	4
5	6	7	8
9	10	11	12

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Scenario 1 - Reporting on initial test well drilled within an approved Exploratory Unit

- The initial obligation well is drilled in the San Andres formation on April 1, 2010 on lease #NMNM98789
- The operator submits the necessary paperwork to the BLM and requests a paying well determination (PWD)
- This initial well is API #300395524000
- The 1st month of production is 04/2010
- Initial production is 10000 MCF with a BTU of 1050

1	2	3	4
5	6	7	8
9	10	11	12

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Scenario 1 - Reporting on initial test well drilled within an approved Exploratory Unit

Prior to PWD
Reporting on the ONRR-2014 – Tract 7 is Federal Lease NMNM98789

Line Number	1
API Well Number	
ONRR Lease Number	0300987890
ONRR Agreement Number	
Product Code	04
Sales Type code	ARMS
Sales MO/YR	042010
Transaction Code	01
Adjustment Reason Code	
Sales Volume	10000.00
Gas MMBtu	10500.00
Sales Value	26250.00
Royalty Value Prior to Allowances	3281.25
Transportation Allowance Deduction	
Processing Allowance Deduction	
Royalty Value Less Allowances	3281.25
Payment Method Code	3

1	2	3	4
5	6	7	8
9	10	11	12

Payor Code	13579
Payor Name	XYZ Company
Federal/Indian	F
Payor Assigned Doc. Number	20100200

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Scenario 1 - Reporting on initial test well drilled within an approved Exploratory Unit

Key Points – Before PWD:

- **OGOR Reports** – Report on the exploratory unit agreement until PWD.
- **ONRR-2014** – Report as lease basis until PWD.
- **Note:** *Exploratory unit agreement numbers are never reported on the ONRR-2014.*

1	2	3	4
5	6	7	8
9	10	11	12

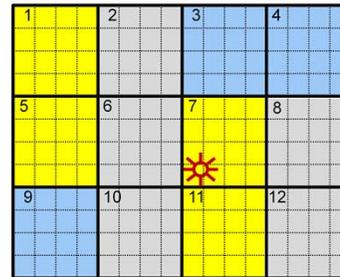
A 3x4 grid of numbered cells. Cells 1, 3, 4, 5, 7, 9, and 11 are highlighted in yellow. Cells 2, 6, 8, 10, and 12 are highlighted in light blue. Cell 11 contains a red sun icon.

62



Scenario 1a

Well Determined to
be Non-Paying



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Scenario 1a - Reporting on initial test well drilled within an approved Exploratory Unit

Key Points – Non-Paying well determination

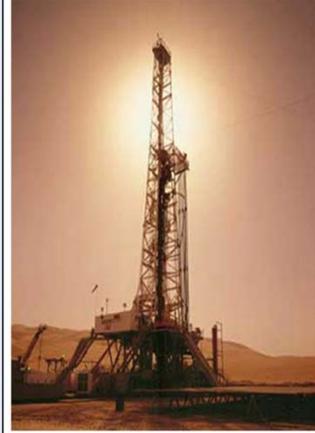
OGOR –

- Contact ONRR to deactivate the prior exploratory unit agreement reporting and then submit an original report for the lease.

ONRR-2014 –

- Continue to report as lease basis.

Note: *Once the well is determined to be a non-paying well it is no longer a unit well and is strictly treated as a lease basis well on both the OGOR and ONRR-2014.*

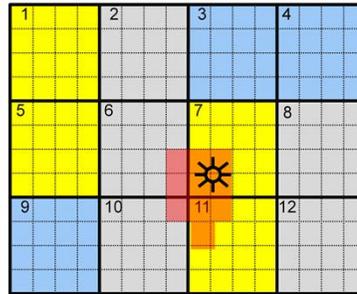


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Scenario 1b

Exhibit B
Well Determined to
be Paying – San
Andres Participating
Area Formed



65

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Scenario 1b – Reporting on an approved Participating Area

Exhibit 'B'
RMMLF Unit, Initial San Andres Participating Area

Tract Number	Lease Number or Type of Land	Legal Description	Participating Acreage	Percent of Participation	Working Interest Owners	
6	Fee	T17S, R29E Sec 21, E1/2SE1/4	80	20.00000%	Big Oil Company	75.0000%
					Red Rig Company	25.0000%
10	Fee	T17S, R29E Sec 28, NE1/4NE1/4	40	10.00000%	Big Oil Company	100.0000%
7	NMNM98789	T17S, R29E Sec 22, SW1/4	160	40.00000%	Big Oil Company	100.0000%
11	NMNM65655	T17S, R29E Sec 27, N1/2NW1/4 SW1/4NW1/4	120	30.00000%	Big Oil Company	50.0000%
					Derrick Inc.	50.0000%
<u>Summary</u>						
		Federal	280.00	70.0000%		
		Fee	120.00	30.0000%		
			400.00	100.0000%		

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Scenario 1b – Reporting on an approved Participating Area

Reporting on ONRR- 2014 for Big Oil Company

Reverse lease basis line and submit new lines in accordance with allocation schedule. Use ARC 35 on both the reversing entries and the rebooks. Net adjustments are not allowed.

	Reverse lease basis	Tract 7	Tract 11
Line Number	1	2	3
API Well Number			
ONRR Lease Number	0300987890	0300987890	0300656550
ONRR Agreement Number		NM 321234A	NM 321234A
Product Code	04	04	04
Sales Type code	ARMS	ARMS	ARMS
Sales MO/YR	042010	042010	042010
Transaction Code	01	01	01
Adjustment Reason Code	35	35	35
Sales Volume	-10000.00	4000.00	1500.00
Gas MMBtu	-10500.00	4200.00	1575.00
Sales Value	-26250.00	10500.00	3937.50
Royalty Value Prior to Allowances	-3281.25	1312.50	492.19
Transportation Allow. Deduction			
Processing Allowance Deduction			
Royalty Value Less Allowances	-3281.25	1312.50	492.19
Payment Method Code	3	3	3

1	2	3	4
5	6	7	8
9	10	11	12

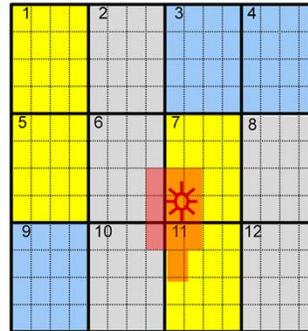
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Scenario 1b – Reporting on an approved Participating Area

Reporting on ONRR-2014 for Derrick Inc.

	Tract 11
Line Number	1
API Well Number	
ONRR Lease Number	0300656550
ONRR Agreement Number	NM 321234A
Product Code	04
Sales Type code	ARMS
Sales MO/YR	042010
Transaction Code	01
Adjustment Reason Code	
Sales Volume	1500.00
Gas MMBtu	1575.00
Sales Value	3937.50
Royalty Value Prior to Allowances	492.19
Transportation Allow. Deduction	
Processing Allowance Deduction	
Royalty Value Less Allowances	492.19
Payment Method Code	3



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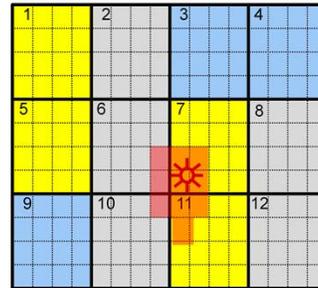


Scenario 1b - Reporting on an approved Participating Area

Key Points –Paying well determination – Initial PA approved

OGOR – Update Production Reports as follows:

- The well in this scenario is the only well in the exploratory unit agreement, so you would contact ONRR to deactivate the prior exploratory unit agreement reporting.
- If there had been multiple wells in the exploratory unit agreement, you would submit a modify or replace report to remove the prior reporting from the exploratory unit agreement.
- Once the well is moved from the exploratory unit agreement, submit original reports for the PA retroactive to the well completion date.



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Scenario 1b - Reporting on an approved Participating Area

Key Points –Paying well determination – Initial PA approved.

ONRR-2014 – Update Royalty Reports as follows:

- Submit adjusting entries backing out the lease basis reporting using Adjustment Reason Code (ARC) 35 retroactive to the PA effective date.
- Submit royalty adjustments rebooking the royalties in accordance with the PA allocation schedule (Exhibit B) retroactive to the PA effective date using ARC 35. Include both the applicable lease numbers and the PA agreement number on your report.
- Both adjusting entries backing out lease basis reporting and new PA royalty reporting should be on the same report.
- Net adjustments are not allowed.

1	2	3	4
5	6	7	8
9	10	11	12

The table is a 3x4 grid. Cells 1, 5, and 9 are yellow. Cells 2, 3, 4, 6, 7, 8, 10, and 12 are light blue. Cell 11 is red and contains a red sun icon. Cell 11 is also highlighted with a yellow border.

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Scenario 2

Reporting on Wells Producing Prior to Exploratory Unit Approval



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Scenario 2 Reporting on Wells Producing Prior to Exploratory Unit Approval

Question:

What if there are producing wells prior to the approval of an Exploratory Unit?

Answer:

Pre-existing wells normally remain lease basis. It is rare that a pre-existing well would ever become a PA well. If it did, the effective date of the PA would need to be considered and the well would be reported as lease basis until the PA effective date. (Again there are exceptions to the rule.)

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Scenario 2 Reporting on Wells Producing Prior to Exploratory Unit Approval

Key Points – Pre-existing Wells

OGOR –

- Continue to report as lease basis unless the well becomes part of a PA.
- If the well becomes part of a PA, adjust OGORs as outlined in Scenario 7 retroactive to effective date of PA.

ONRR-2014 –

- Continue to report as lease basis unless the well becomes part of a PA.
- If the well becomes part of a PA, adjust the ONRR-2014s retroactive to the effective date of the PA.

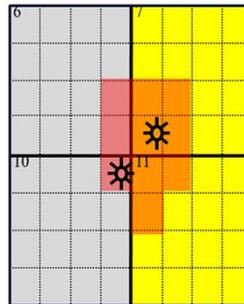


73



Scenario 3

Reporting on additional wells drilled into the same formation of an approved PA



74



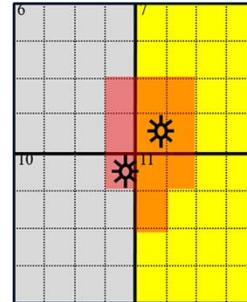
Scenario 3 -- Reporting on additional wells drilled into the same formation of an approved PA

Question:

Once a PA is established, what if additional wells are drilled into the same formation within the PA boundaries?

Answer:

Wells drilled within the PA boundaries and in the same formation after the initial PA is approved are considered PA wells regardless of paying well status. Production should be combined with other PA production and allocated to each PA tract.



75

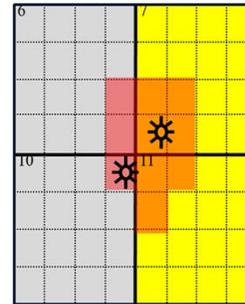


Scenario 3 -- Reporting on additional wells drilled into the same formation of an approved PA

Reporting on the ONRR-2014 - Multiple wells in PA

Reporting for Big Oil Company

	Tract 7	Tract 11
Line Number	1	2
API Well Number		
ONRR Lease Number	0300987890	0300656550
ONRR Agreement Number	NM 321234A	NM 321234A
Product Code	04	04
Sales Type code	ARMS	ARMS
Sales MO/YR	042010	042010
Transaction Code	01	01
Adjustment Reason Code		
Sales Volume	5600.00	2100.00
Gas MMBtu	5908.00	2215.50
Sales Value	14770.00	5538.75
Royalty Value Prior to Allowances	1846.25	692.34
Transportation Allow. Deduction		
Processing Allowance Deduction		
Royalty Value Less Allowances	1846.25	692.34
Payment Method Code	3	3



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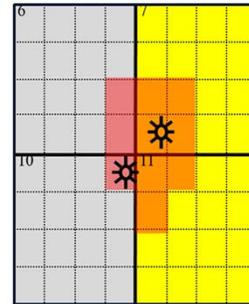


Scenario 3 -- Reporting on additional wells drilled into the same formation of an approved PA

Reporting on the ONRR-2014 - Multiple wells in PA

Reporting for Derrick Inc.

	Tract 11
Line Number	1
API Well Number	
ONRR Lease Number	0300656550
ONRR Agreement Number	NM 321234A
Product Code	04
Sales Type code	ARMS
Sales MO/YR	042010
Transaction Code	01
Adjustment Reason Code	
Sales Volume	2100.00
Gas MMBtu	2215.50
Sales Value	5538.75
Royalty Value Prior to Allowances	692.34
Transportation Allow. Deduction	
Processing Allowance Deduction	
Royalty Value Less Allowances	692.34
Payment Method Code	3



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Scenario 3 -- Reporting on additional wells drilled into the same formation of an approved PA

Key Points

Subsequent wells drilled in the same formation and within the PA boundaries are automatically PA wells.

OGOR –

- Report all wells in PA on OGOR at the PA level.

ONRR-2014 –

- Report all production from the PA according to the PA allocation schedule.



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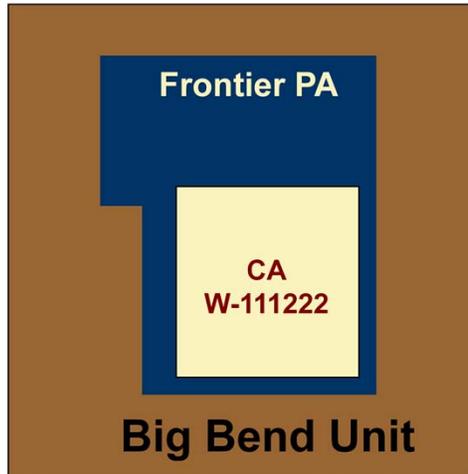
Overlapping Agreements



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Total Overlap

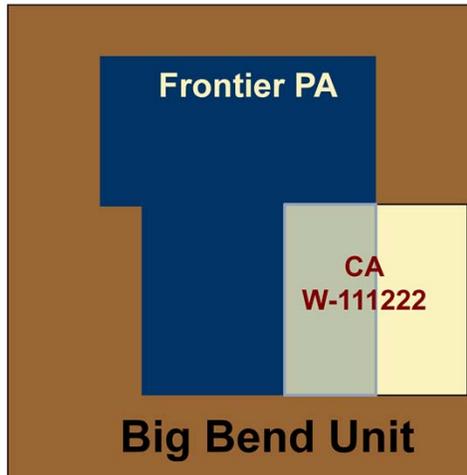


- **CA is entirely within the PA and**
- **The CA and PA are in the same formation**
- **All CA lands are committed to the PA**
- **OGOR – CA is silent and all reporting is done on PA**
- **ONRR-2014 – CA is silent and all reporting is done on PA**

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Partial Overlap

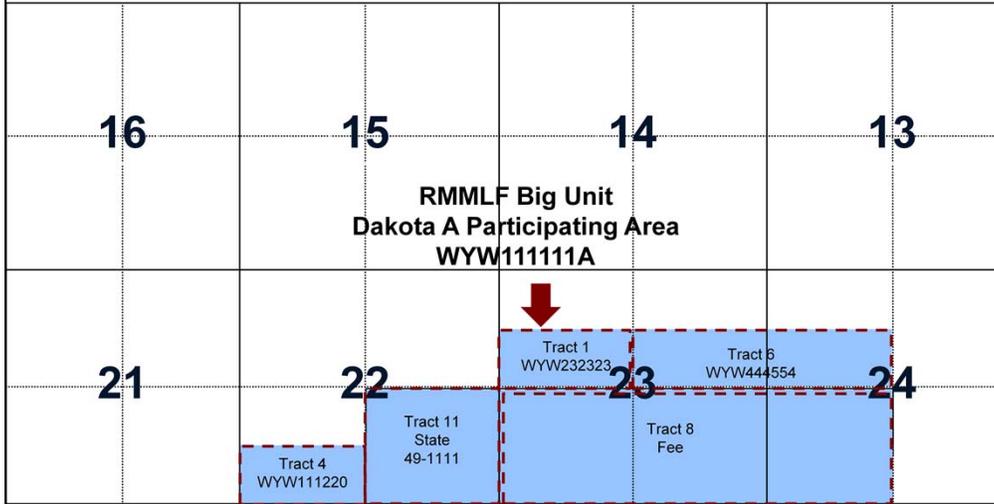


- CA is partially within the PA and
- The PA and CA are in the same formation
- OGOR – All PA production is reported on the PA and all CA production is reported on the CA.
- ONRR-2014 – CA production allocated to the overlapped portion of the CA is allocated to the PA in accordance with the PA allocation schedule.

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RMMLF Big Unit, Initial Dakota A Participating Area



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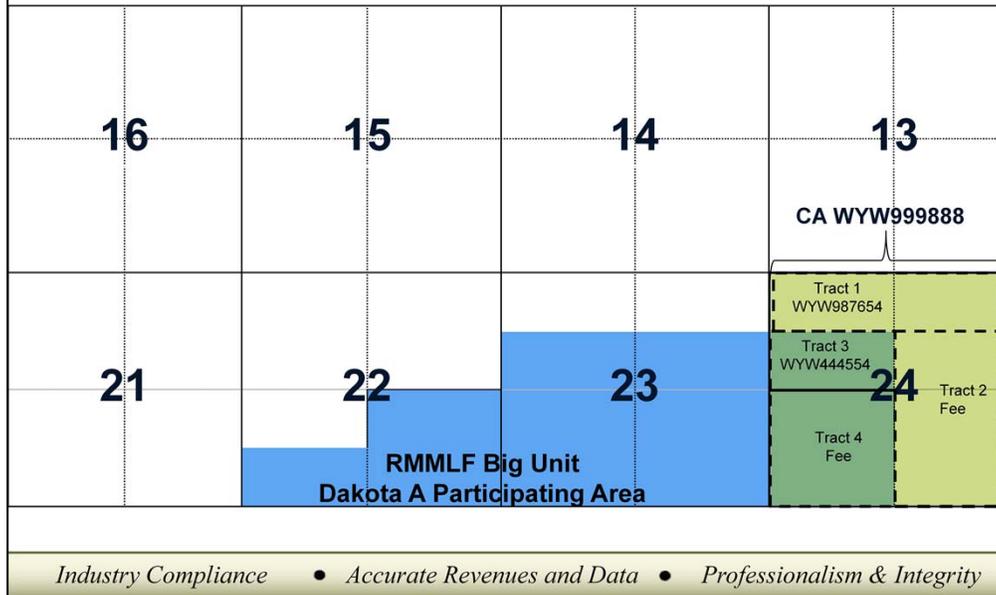
RMMLF Big Unit, Initial Dakota A Participating Area

<u>Exhibit 'B'</u>						
<u>RMMLF Big Unit, Initial Dakota A Participating Area</u>						
Tract Number	Lease Number or Type of Land	Legal Description	Participating Acreage	Percent of Participation	Working Interest Owners	
1	WYW232323	T23N, R46W Sec23, S1/2NW1/4	80	8.3334%	Big Oil Company Red Rig Company	75.0000% 25.0000%
6	WYW444554	T23N, R46W Sec 23, S1/2NE, Sec 24, S1/2NW1/4	160	16.6667%	Big Oil Company	100.0000%
8	Fee	T23N, R46W Sec 23, S1/2, Sec 24, SW1/4	480	50.0000%	Lotta Oil Company	100.0000%
11	State 49-1111	T23N, R46W Sec 22, SE1/4	160	16.6667%	Rodeo Company Derrick Inc.	50.0000% 50.0000%
4	WYW111220	T23N, R46W Sec 22, S1/2SW1/4	80	8.3334%	Derrick Inc.	100.0000%
<u>Summary</u>						
			Federal	320.00	33.3334%	
			Fee/State	640.00	66.6667%	
			960.00	100.0000%		

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CA Partially Overlapped by PA





Communitization Agreement WYW999888

<u>Exhibit 'B'</u> <u>CA WYW999888</u>					
Tract Number	Lease Number or Type of Land	Legal Description	Participating Acreage	Percent of Participation	Working Interest Owners
1	Federal WYW987654	T23N, R46W Sec 24, N1/2N1/2	160	25.00000%	Big Oil Company 50.0000% Red Rig Company 50.0000%
2	Fee	T23N, R46W Sec 24, SE1/4, Sec 24, S1/2NE1/4	240	37.50000%	Big Oil Company 100.0000%
3	Federal WYW111111A	T23N, R46W Sec 24, S1/2NW1/4	80	12.50000%	Big Oil Company 100.0000%
11	Fee WYW111111A	T23N, R46W	160	25.00000%	Lotta Oil 100.0000%
<u>Summary</u>					
			Federal	240.00	37.5000%
			Fee/State	400.00	62.5000%
				640.00	100.0000%

NOTE: 37.5%, Tracts 3 and 11, of the CA is within the RMMLF Big Unit, Dakota A PA, WYW111111A

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How to Report Royalties on Production from the Overlapped CA

Reporting Royalties on Production from CA W-999888 5000 bbls produced and sold from CA wells in April 2012					
	Tract #	Property	Allocation	Allocated volume	
CA	1	WYW987654	0.250000	1250.00	Report with CA #
	2	Fee	0.375000	1875.00	
	3	Federal - OVLP	0.125000	625.00	Total overlapped portion = 37.5% = 1875bbls - Report on PA
	11	Fee - OVLP	0.250000	1250.00	
PA	1	WYW232323	0.083334	156.25	Report with PA #
	6	WYW444554	0.166667	312.50	Report with PA #
	8	Fee	0.500000	937.50	
	11	State	0.166667	312.50	
	4	WYW111220	0.083334	156.25	Report with PA #

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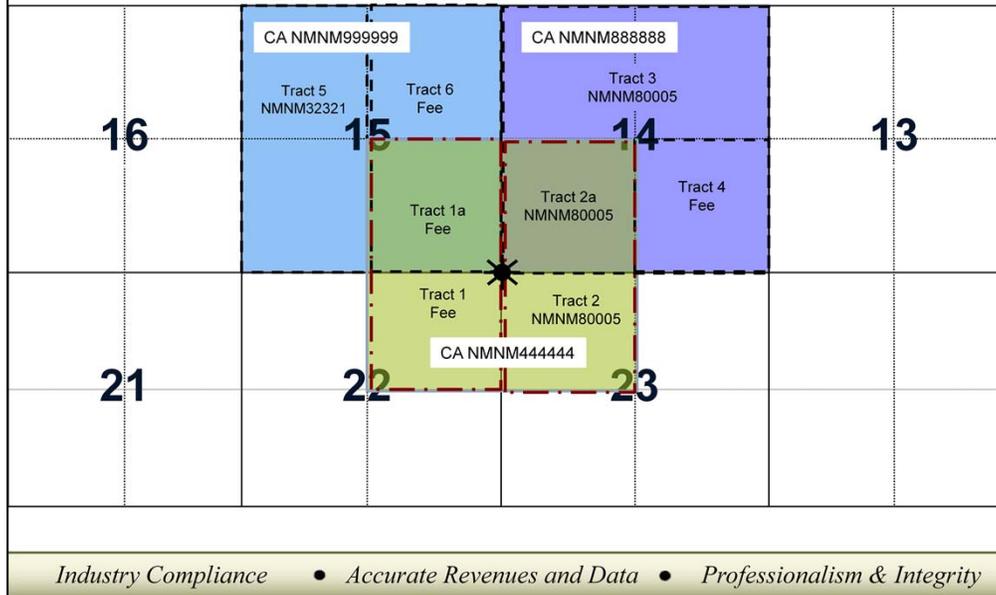
How to Report Royalties on Production from the Overlapped CA

5	6	7			10	11	12	13	14	15
LINE NUMBER	RESERVED FOR PREPARER'S USE	ONRR LEASE NUMBER			PRODUCT CODE	SALES TYPE CODE	SALES MO/YR (MM/CCYY)	TRANSACTION CODE	ADJUSTMENT REASON CODE	SALES VOLUME (Mcf/bbl/gal/long ton)
	8	9								19
	API WELL NUMBER	ONRR AGREEMENT NUMBER								ROYALTY VALUE PRIOR TO ALLOWANCES \$
1		049	987654	0	01	ARMS	042012	01		1250.00
		W	999888							
2		049	232323	0	01	ARMS	042012	01		156.25
		W	111111	A						
3		049	444554	0	01	ARMS	042012	01		312.50
		W	111111	A						
		049	111220	0	01	ARMS	042012	01		156.25
		W	111111	A						

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Multiple CA Overlaps



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Reporting Royalties on Production from a CA overlapped by multiple CAs

Reporting Royalties on Production from CA NMNM-444444					
10,000 bbls produced and sold from CA wells in June 2012					
	Tract #	Property	Allocation	Allocated volume	
CA NMNM444444	1	Fee	0.250000	2500.00	
	2	NMNM80005	0.250000	2500.00	Report on this CA
	1a	Overlapped	0.250000	2500.00	Report on CA NMNM999999
	2a	Overlapped	0.250000	2500.00	Report on CA NMNM888888
CA NMNM999999	5	NMNM32321	0.500000	1250.00	Report on this CA
	6	Fee	0.500000	1250.00	
CA NMNM888888	3	NMNM80005	0.750000	1875.00	Report on this CA
	4	Fee	0.250000	625.00	

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Reporting Royalties on Production from a CA overlapped by multiple CAs

5	6	7	10	11	12	13	14	15
LINE NUMBER	RESERVED FOR PREPARER'S USE	ONRR LEASE NUMBER	PRODUCT CODE	SALES TYPE CODE	SALES MO/YR (MM/CCYY)	TRANSACTION CODE	ADJUSTMENT REASON CODE	SALES VOLUME (Mcf/bbl/gal/long ton)
	8	9						19
	API WELL NUMBER	ONRR AGREEMENT NUMBER						ROYALTY VALUE PRIOR TO ALLOWANCES \$
1		029 080005 0 NM 444444	01	ARMS	062012	01		2500 00
2		029 032321 0 NM 999999	01	ARMS	062012	01		1250 00
3		029 080005 0 NM 888888	01	ARMS	062012	01		1875 00

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Formulas for Reporting on an Overlapped Agreement

Formula for reporting on tracts that are NOT overlapped:

$$\text{Total Volume Sold} \times \text{CA Tract \%} \times \text{Ownership \%} = \text{Sales Volume}$$

Formula for reporting on overlapped tracts:

$$\text{Total Volume Sold} \times \text{CA Tract \%} \times \text{Ownership \%} \times \text{PA Tract \%} = \text{Sales Volume}$$

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How do I identify overlapping agreements?

- ✓ Overlapped agreement (usually CA) exhibits
- ✓ BLM LR2000
- ✓ Agreement Profile

Remember:

- ✓ Royalties are Reported on the lease
- ✓ Production is Reported on the Agreement

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Questions???



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EMARF = Access



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Questions?



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What is the Data Warehouse Portal?

- Gateway to your information
- The DW Portal contains your company reports and queries
- Interfaces with ONRR's Data Warehouse
- Financial Information
- eCommerce Reporting
- eInvoices
- eStatement of Accounts



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Hopefully this presentation will give you a better understanding of this new world we call "Data Warehouse"

Data Warehouse is your gateway to your data that has been reported on a 2014.

It allows you to query your data as well as view and print reports that have been run by ONRR's contractor.

The Data Warehouse interfaces with your data that has been reported. Typically is should be in the Data Warehouse 24 hours after it has been received by ONRR.



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Accessing the DW Portal at ONRR.gov

Office of Natural Resources Revenue
DOI Office of the Secretary

SEARCH

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ONRR Mission:
To collect, disburse, and verify Federal and Indian energy and other natural resource revenues on behalf of all Americans.

ONRR Fiscal Year 2013 Total Disbursements \$14,224,375,454

ONRR Manages Mineral Revenues
The ONRR is responsible for the management of all revenues associated with both federal offshore and onshore mineral leases. The effort is one of the federal government's greatest sources of non-tax revenues.

Press Releases, News, & Current Events

Press Releases | FR Notices | Reporter Letters | Events | Tweets

Interior Announces Improved Valuation Method for Oil Produced on American Indian Lands - Comment Sought on Rule that Would Boost Royalties to Indian Country by \$20 Million a Year
WASHINGTON, D.C. — Following President Obama's historic visit to Indian Country last week where he underscored his commitment to work with tribal leaders to build strong, resilient economies, Secretary of the Interior Sally Jewell announced today that the De[...]
Published June 16, 2014

ONRR Issues \$533,520 Civil Penalty to CEP M Purchase - Company cited for failure to report production
DENVER — The Department of the Interior's Office of Natural Resources Revenue (ONRR) announced today that it assessed a \$533,520 civil penalty to CEP M Purchase, LLC, (CEP) for failure to report production on federal leases.
Published June 12, 2014

ONRR Issues \$81,952 Civil Penalty to Finley Resources - Company cited for failure to report production
DENVER — The Department of the Interior's Office of Natural Resources Revenue (ONRR) announced today that it assessed Enter...

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Accessing the DW Portal from the eCommerce Portal

- Log onto the Data Warehouse at <https://dwportal.onrr.gov> or access from the ONRR eCommerce webpage

Office of Natural Resources Revenue

Grand Teton Mountains - Wyoming
The Office of Natural Resources Revenue is responsible for management of all revenues associated with both federal off-roads and onshore mineral leases. The effort is one of the federal government's greatest sources of revenue.

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Statement of Accounts | Lease Account Balance | EMARS Forms | General Services & History Reports

Last updated 23 August 2013

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Log into the Portal using your username and password.

ORACLE Enterprise Performance Management System Workspace, Fusion Edition

Log On

User Name:

Password:

Log On

ONRR Production Portal

ONRR (NYSE:ADR) (NYSE:NR) The company's revenue, including all mineral equipment, vehicles, and network devices (including Internet access) is provided to the agency or authorized user only in accordance with the User policies of the Office of the Inspector General. All agency equipment is provided for official purposes only. It is not to be used for personal or commercial purposes. Any use of the equipment for non-official purposes is prohibited. Any use of the equipment for non-official purposes may be considered a violation of the agency's policies. Any use of the equipment for non-official purposes may be considered a violation of the agency's policies. Any use of the equipment for non-official purposes may be considered a violation of the agency's policies.

By clicking the "Log On" button, I certify that I have read, understood, and will comply with the ONRR Acceptable Use Policy for users external to ONRR or the Office of the Inspector General.

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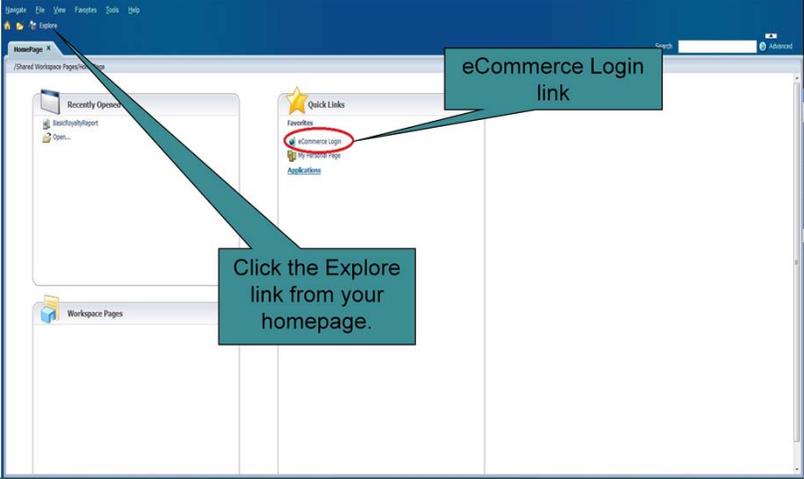
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Individual's User ID. Usually last name, first initial of the person who was granted access.

This is your login screen. This is where you put your "Username" and "Password" that was mailed to you from ONRR. If you have problems, remember that it is case sensitive.

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Office of Natural Resources Revenue (ONRR)

You will see this Homepage screen when you log into the DW Portal.



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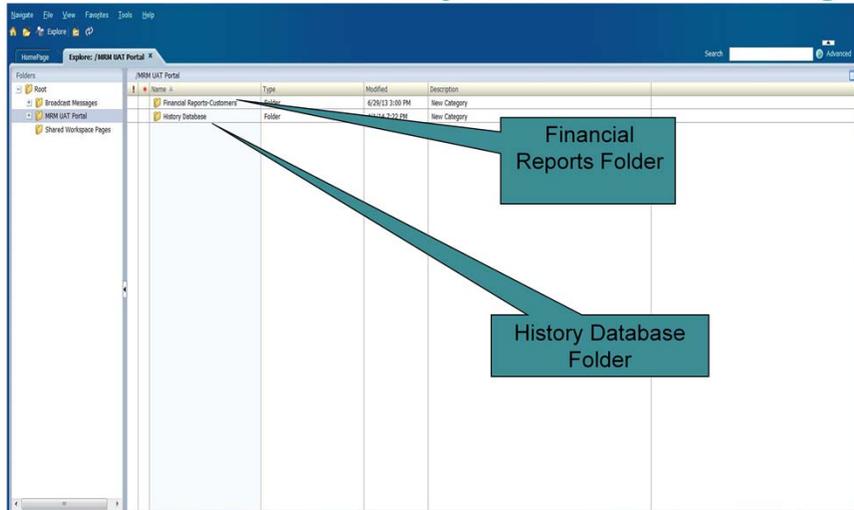
This is the screen you will see when you first log in. Please click the explore button to view available folders.



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Office of Natural Resources Revenue (ONRR)

The two main folders you will be accessing:



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Both of these folders are located within the MRM Portal.



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What Data is Available?

- **Financial Data**
 - Confirmation and Estimate Balance Reports which are posted to DW portal by ONRR weekly or monthly
 - Electronic Invoices
 - Remittance and associated reports

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Next question: What data is available?

There are 2 types of data that you have access to.

First Financial Reports. Currently there are 3 financial reports. The Confirmation Report that used to be sent to you via the mail and 2 estimate balance reports, one with your current balances by leases and second an estimate activity report, showing your balances at the time of transactions.

These reports are run by our contractor monthly for the estimate reports and weekly, once a document has been 100 percent accepted. The reports are then posted to what we call your payor folder. You will see an example of this later in the presentation.

Secondly you have available what is called History Database reports. This has a report name "Basic Royalty Report". It allows you to actually query on specific parameters. The output will show you both accepted and suspended (rejected) royalty detail lines that have been submitted on a 2014.



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What Data is Available?

- **History Database Reports**
 - On Demand Reports
 - Basic Royalty Reports
 - Most up to date company royalty history
 - Query and extract data
- **Minimum Royalty and Rental Information (LAB Link)**
 - Federal Leases
 - Minimum Royalty Amounts – No Detail
- **Electronic Statement of Accounts (eSOA Link)**

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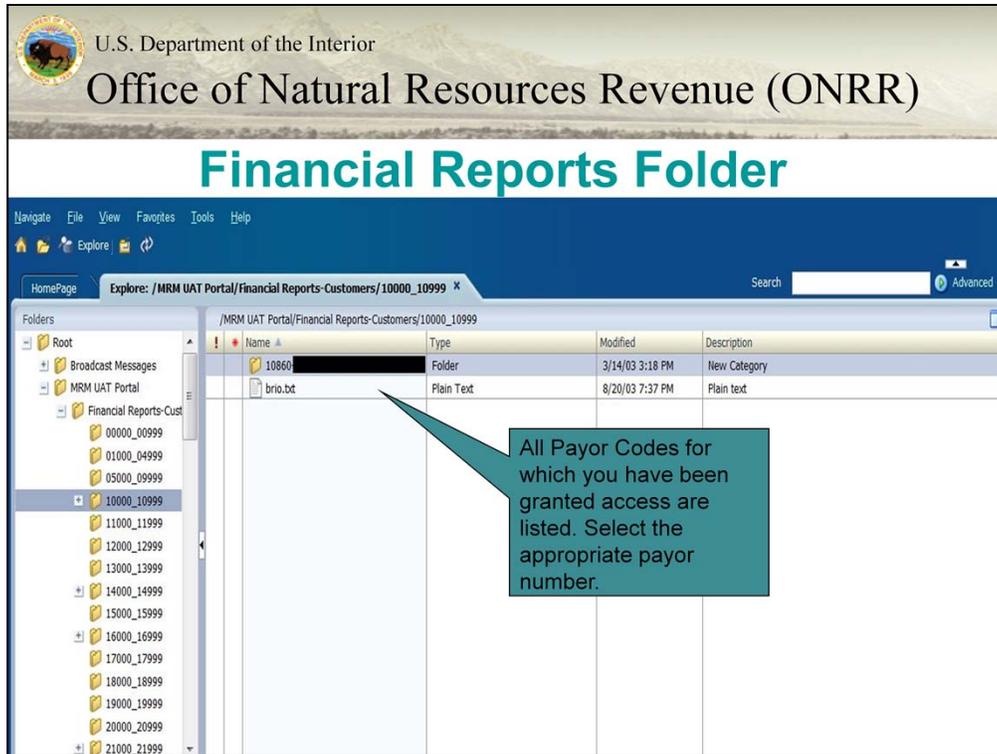
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Financial Reports Folder

The screenshot shows a file explorer window titled "Explore: /MRM UAT Portal/Financial Reports-Customers". The left sidebar shows a tree view with folders like "Broadcast Messages", "MRM UAT Portal", "Financial Reports-Customers", "History Database", and "Shared Workspace Pages". The main pane displays a list of folders with columns for Name, Type, Modified, and Description. A callout box points to the folder "11000_11999".

Name	Type	Modified	Description
00000_00999	Folder	3/14/03 3:17 PM	New Category
01000_04999	Folder	3/14/03 3:17 PM	New Category
05000_09999	Folder	3/14/03 3:17 PM	New Category
10000_10999	Folder	3/14/03 3:18 PM	New Category
11000_11999	Folder	3/14/03 3:18 PM	New Category
12000_12999	Folder	3/14/03 3:18 PM	New Category
13000_13999	Folder	3/19/14 8:33 AM	New Category
14000_14999	Folder	3/14/03 3:19 PM	New Category
15000_15999	Folder	3/14/03 3:19 PM	New Category
16000_16999	Folder	3/14/03 3:19 PM	New Category
17000_17999	Folder	3/14/03 3:19 PM	New Category
18000_18999	Folder	3/14/03 3:20 PM	New Category
19000_19999	Folder	3/14/03 3:20 PM	New Category
20000_20999	Folder	3/14/03 3:20 PM	New Category
21000_21999	Folder	3/14/03 3:20 PM	New Category
22000_22999	Folder	3/14/03 3:21 PM	New Category
23000_23999	Folder	3/14/03 3:21 PM	New Category
24000_24999	Folder	3/14/03 3:21 PM	New Category
25000_25999	Folder	3/14/03 3:21 PM	New Category
26000_26999	Folder	3/14/03 3:22 PM	New Category
27000_27999	Folder	3/14/03 3:22 PM	New Category
28000_28999	Folder	3/14/03 3:22 PM	New Category
29000_29999	Folder	3/14/03 3:22 PM	New Category
30000_30999	Folder	3/14/03 3:23 PM	New Category
31000_31999	Folder	3/14/03 3:23 PM	New Category
32000_32999	Folder	3/14/03 3:23 PM	New Category
33000_33999	Folder	3/14/03 3:23 PM	New Category
34000_34999	Folder	3/14/03 3:24 PM	New Category
35000_35999	Folder	3/14/03 3:24 PM	New Category
36000_36999	Folder	3/14/03 3:24 PM	New Category
37000_37999	Folder	3/14/03 3:24 PM	New Category



Next you will see your payor code number and name. You will then select the folder.

If you have more than one payor code, select the appropriate folder.

Note: You can request access to all your payor codes under one username and password. Be sure to indicate all your payor codes on your System Access Form. You can request both your payor and operator (production data) under one username.

U.S. Department of the Interior
Office of Natural Resources Revenue (ONRR)

Financial Reports Folder

Reports are posted by ONRR weekly or monthly. You can access them by clicking the desired spf link (SQR Production Reporting Document).

Royalty Financial Reports:

- Estimate Activity Report (ZLESTACT)
- Estimate Balance Report (ZLESTBAL)
- Confirmation Report (ZRCNFRPT)

Name	Type	Modified	Descr
briso.txt	Plain Text	8/20/03 4:37 PM	Plain
BIT100047358-20090924_10860.zip	ZIP File	7/9/09 2:51 PM	BIT100047358-20090924-10860.zip
BIT100053230-04212010_10860.zip	ZIP File	4/21/10 4:41 PM	BIT100053230-04212010-10860.zip
BIT100061519-01192011_10860.zip	ZIP File	1/19/11 5:29 PM	BIT100061519-01192011-10860.zip
ZRC100002949-10112011_10860.zip	ZIP File	7/19/11 4:52 PM	ZRC100002949-10112011-10860.zip
ZPWELCF_10860.spf	PDF File	8/13/13 3:28 PM	ZPWELCF_10860.spf
ZPWELCF_10860.spf	SQR Production Reporting Document	10/6/04 8:50 AM	ZPWELCF_10860.spf
ZLESTACT_10860.spf	SQR Production Reporting Document	10/6/04 7:53 AM	ZLESTACT_10860.spf
ZLESTBAL_10860.spf	SQR Production Reporting Document	10/6/04 8:22 AM	ZLESTBAL_10860.spf
zrcnfrpt_10860.spf	SQR Production Reporting Document	12/23/02 12:50 PM	zrcnfrpt_10860.spf
zrcnfrpt_10860.spf	SQR Production Reporting Document	12/23/02 12:50 PM	zrcnfrpt_10860.spf

Once in the financial folder you will see your reports outputs. Just a reminder, the reports are either run weekly or monthly.



U.S. Department of the Interior

Office of Natural Resources Revenue (ONRR)

Sample Notification Email

From: briosutt@mduaaahob.emc.usi.net [mailto:briosutt@mduaaahob.emc.usi.net]
Sent: Wednesday, August 12, 2009 4:52 PM
To: UATE Invoice Notifications
Subject: Subscription notification for folder TESTZ-LAKE ENERGY CO


Hyperion

Created or updated by: administrator

Description: INT10005 555A -01062010_TESTZ.zip

[/MRM UAT Portal/Financial Reports-Customers/TESTZ-LAKE ENERGY CO/INT10005 555A -01062010_TESTZ.zip](#)

To modify the folder subscription: [Click here](#)

Zip file name format

Invoice type and number (INT1000555A)
Invoice run date (01062010)
Customer ID (TESTZ)

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Here is a sample Notification Email:

You can click on the link embedded in the email, and go straight to the data warehouse login. Once you've logged in, you will be taken to the zip file.



U.S. Department of the Interior

Office of Natural Resources Revenue (ONRR)

Invoice and Report Files

Expanded Zip file contains the month's files.

Name	Type	Modified	Size	Ratio	Packed	Path
010100111_ESTEXD1L606_INT100555-12AAA_F_1.t	Text Document	1/11/2010 5:35 PM	270	30%	190	
010100111_INTSCH01_INT100555-12AAA_F_1.t	Text Document	1/11/2010 5:35 PM	11,249	90%	1,084	
010100111_LTPYMTAL03_INT100555-12AAA_F_1.t	Text Document	1/11/2010 5:37 PM	3,030	83%	527	
INV-00111170117-0001B1-INT100555-12AAA.spf	SPF File	1/11/2010 5:32 PM	9,041	79%	1,915	
INV-00111170117-0001B1-INT100555-12AAA.spf	SPF File	1/11/2010 5:32 PM	3,803	70%	1,130	

Report Formats and Abbreviations:

Print Format (spf)-Invoice and Remittance

Delimited Text File - ZEP RPT01- INTSCH01- Interest Schedule

Delimited Text File - ZEP RPT03- LTPYMTAL03-Late Payment Allocation

Delimited Text File - Estimate Exception Bill Details

Delimited Text File - ZEP IOR-IOR-Indian (For Information only- Possible backup report for future invoice)

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Zip files may contain

Invoice

Remittance

Backup reports

All, or none, or any combination of the documents may exist at any given month.

If you have Indian Leases, please pay particular attention to the IOR document. This document is not an invoice. It is for information only. Sometimes a corresponding invoice will be issued at a later date, sometimes there will be no corresponding invoice. This report shows exceptions to general processing, and further research is done on the exceptions. If the exceptions are all resolved, an invoice will not be issued. If an invoice is issued, it will happen at a later date. This is one of the documents that will be mailed in conjunction with all Indian Lease invoices, so at that point, you will also see a printed copy.



U.S. Department of the Interior

Office of Natural Resources Revenue (ONRR)

Downloading Delimited Report Files

- **Delimited (.txt) File Format**

- Pipe(|) Delimited
- File Name Format: MMDDYYYY_Abbreviated Report Name_Invoice #_Cust-ID-F or I (Federal or Indian)

- **Import into a database or spreadsheet** (Note: MS Excel 2003 subject to 65,536 line limitations)

- **Text Fields with Numeric Data**

- Appended with a single apostrophe, to ensure that that leading zeros will not be deleted during the import process.

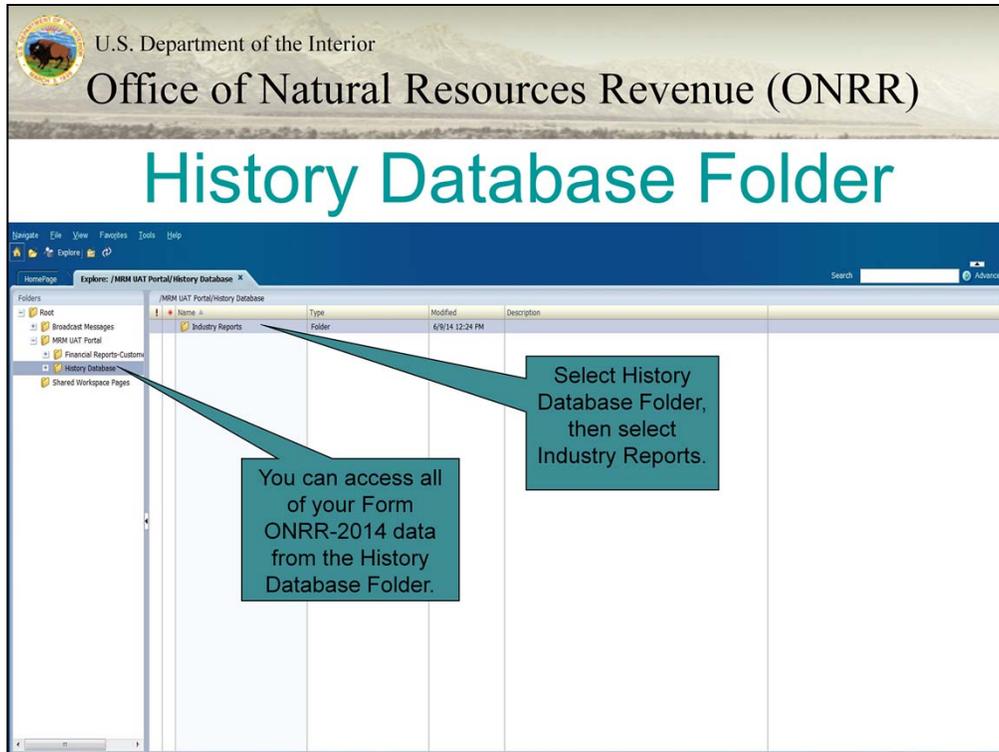
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The Report files are in pipe delimited txt file formats.

The names of the files were carefully chosen to give everyone as much information as possible.

We recommend importing the txt files into a spreadsheet such as MS Excel. (NOTE: If the data exceeds 65,536 lines, it will hit the Excel 2003 line limitation. If that happens, use Excel 2007.)

Text fields that could start with leading 0's will have a single apostrophe preceding the data. This ensures that the leading 0's will not be deleted during the import into a spreadsheet.



When you are wanting to see your 2014 history you will select the folder “History Database” on the left and then “Industry Reports.”

U.S. Department of the Interior
Office of Natural Resources Revenue (ONRR)

History Database Folder (Basic Royalty Report)

Explore: /MRM UAT Portal/History Database/Industry Reports

Name	Type	Modified	Description
e-Statement of Accounts	HTML File	7/10/13 10:12 AM	Oracle 11g - 2013
BasicOGORReport	SQR Production Reporting Job	4/1/14 7:24 PM	
BasicPASR	SQR Production Reporting Job	10/24/13 5:42 PM	
BasicReceivableReport	SQR Production Reporting Job	10/24/13 5:43 PM	
BasicRoyaltyReport	SQR Production Reporting Job	10/24/13 5:44 PM	
LAB Inquiry	HTML File	7/10/13 10:13 AM	Oracle 11g - 2013
OGOR_A_Well_Report	SQR Production Reporting Job	5/29/14 9:35 AM	New OGOR/Reference Report - Industry Version
RejectOGORError	SQR Production Reporting Job	10/24/13 5:46 PM	Oracle 11g - 2013
SolidsDetailReport	SQR Production Reporting Job	10/24/13 5:47 PM	

Select Basic Royalty Report to access Form MMS-2014 data.

Generated Reports will display both accepted and suspended Form MMS-2014 lines.

For today's purposes, the one you are most interested in is the "Basic Royalty Report"

This report will give you your 2014 data that has been processed by ONRR.

Note: If you report production data under the same payor code, you can also run the Basic OGOR Report. As well there is a Basic Receivable Report that shows the status of your reports being applied to payments.

The production demonstration tomorrow will go over the Basic OGOR report, and there are some fine tuning issues that need to be addressed about the Basic Receivable Report.

History reports will be available for 7 days only. If you run numerous reports in a day, you will want to change your versions available to see more outputs.

U.S. Department of the Interior
Office of Natural Resources Revenue (ONRR)

History Database Folder (Basic Royalty Report)

Run Job: /MRM UAT Portal/History Database/Industry Reports/BasicRoyaltyReport

Job Output Properties
Output Directory: /MRM UAT Portal/History

Job Parameters
Define Job Parameters starting with: Publisher Defaults

Set Values

Enter Payer Code: 99999

Enter Payer Assigned Document Number:

Enter 1-5 Leases: separate with, end with:

Enter 1-5 Agreements: separate with, end with:

Enter 1-5 Trans Codes: separate with, end with:

Enter Sales Begin Date (MM/YYYY):

Enter Sales End Date (MM/YYYY):

Enter Report Date (MM/YYYY):

Save as my default
 Save Personal Job Parameter Name:

Run Restore Defaults Cancel

All payer codes for which your User ID has been granted access is listed in the drop down menu. A query can run for one payer code at a time.

U.S. Department of the Interior
Office of Natural Resources Revenue (ONRR)

History Database Folder (Basic Royalty Report)

Parameters: Query on a variety of criteria. The better you define your query, the faster your results.

The Lease, Agreement, and Trans Code fields allow you to enter more than one criteria (5 Max). Always separate with a comma and end with a colon. If you enter one criteria in any of these fields, still end with a colon.

Once you have selected “Basic Royalty Report” the parameter screen will display. You have a number of parameters to select from. You can run your request by Payor Assigned Number (specific to report), by lease, by agreement, trans code, begin and ending sales date and/or report date.

The lease, agreement, and trans code field, you can enter more than one criteria. Be sure to separate each criteria with a comma and always end with a colon regardless if you have more than one or just one criteria.

Example, if wanting to see all your trans code 50/51 transaction, you can put in a lease number and then enter in the trans code field 50,51:

You will want to narrow your query so that you will have the best output results. The less define the query the longer it will take for you to receive an output.

U.S. Department of the Interior
Office of Natural Resources Revenue (ONRR)

History Database Folder (Basic Royalty Report)

Name	Description	Size
BasicRoyaltyReport.csv	Comma Separated Value File	347
BasicRoyaltyReport.pdf	PDF File	4967
sqr.log	SQR Production Reporting Log file	39
RoyaltyHDR-ACC_portal_Main_1.csv	Comma Separated Value File	373

Out of the four reporting outputs, the two you will use are the:

- BasicRoyaltyReport.pdf
- RoyaltyHDR-ACC_portal_Main_1.csv

Select the output you want and click open.

Out of the four reporting outputs, the two you will use are the BasicRoyaltyReport.pdf and the RoyaltyHDR-ACC_portal_Main_1.csv

The BasicRoyaltyReport.pdf will generate the queried royalty report as a PDF .

The RoyaltyHDR-ACC_portal_Main_1.csv will generate the queried royalty report in Excel format.

Do not use the BasicRoyaltyReport.csv or the Sqr.log outputs. Both of these outputs are either not user friendly or not usable.

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Office of Natural Resources Revenue (ONRR)

Output: BasicRoyaltyReport.pdf

Home Page | Explore | /MSM UAT Portal/History Database/Industry Reports | **TDC - BasicRoyaltyReport Output** | Search | Advanced

Table of Contents: BasicRoyaltyReport Output
Date: 7/2/14 10:37 AM
Type: SQR Production Reporting Output

Name	Description	Size
BasicRoyaltyReport.csv	Comma Separated Value File	347
BasicRoyaltyReport.pdf	PDF File	4967
sqr.log	SQR Production Reporting Log file	39
royaltyHDR-ACC_portal_Main_1.csv	Comma Separated Value File	

In your output tab, click the BasicRoyaltyReport.pdf, then click the Open button on the bottom right

Help | Open



U.S. Department of the Interior

Office of Natural Resources Revenue (ONRR)

Benefits of saving to CSV (Comma Separated Value) instead of PDF format

- Saving as a CSV gives you the capability of saving the data into Excel
- Excel will allow you to run macros, sort, compare
- Use Excel to place data into the format for an e-commerce 2014 upload as a CSV file

Note: Use Excel 2007 and greater versions to save extremely large amounts of data

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Office of Natural Resources Revenue (ONRR)

Output: How to open RoyaltyHDR-ACC_portal_Main_1.csv in Excel without dropping leading Zeros in fields

The screenshot shows a web application interface with a blue header and a white content area. The header contains the U.S. Department of the Interior logo and the text 'Office of Natural Resources Revenue (ONRR)'. Below the header is a title 'Output: How to open RoyaltyHDR-ACC_portal_Main_1.csv in Excel without dropping leading Zeros in fields'. The main content area displays a table of contents for a report titled 'BasicRoyaltyReport Output'. The table has three columns: 'Name', 'Description', and 'Size'. The rows are: 'BasicRoyaltyReport.csv' (Comma Separated Value File, 347), 'BasicRoyaltyReport.pdf' (PDF File, 4967), 'sqr.log' (SQR Production Reporting Log file, 39), and 'RoyaltyHDR-ACC_portal_Main_1.csv' (Comma Separated Value File, 373). A callout box with a teal background and white text points to the last row, containing the instruction: 'Go to your output tab, click the RoyaltyHDR-ACC_portal_Main_1.csv, then click the Open button on the bottom right'. At the bottom right of the interface, there is a red arrow pointing to an 'Open' button.

Name	Description	Size
BasicRoyaltyReport.csv	Comma Separated Value File	347
BasicRoyaltyReport.pdf	PDF File	4967
sqr.log	SQR Production Reporting Log file	39
RoyaltyHDR-ACC_portal_Main_1.csv	Comma Separated Value File	373

Go to your output tab, click the RoyaltyHDR-ACC_portal_Main_1.csv, then click the Open button on the bottom right

Open

U.S. Department of the Interior
Office of Natural Resources Revenue (ONRR)

Output: How to open RoyaltyHDR-ACC_portal_Main_1.csv in Excel without dropping leading Zeros in fields

The screenshot shows the Oracle Enterprise Performance Management System (EPM) workspace. The browser address bar indicates the user is logged in. The main content area displays a file download dialog box with the following details:

- File Name: RoyaltyHDR-ACC_portal_Main_1.csv
- Type: Microsoft Excel 97-2003 Worksheet
- From: cad@onrr.doi.net

Buttons: Open, Save, Cancel

Warning: While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save the file. (2246.0.100.002)

Callout bubble text: Save the csv file to your computer

How to open RoyaltyHDR-ACC_portal_Main_1.csv in Excel without dropping leading Zeros in fields

In a new Excel document, click on the Data tab and then click From Text. You will then import the csv document you saved previously from the data warehouse.

Text Import Wizard - Step 1 of 3

The Text Wizard has determined that your data is Fixed Width.
If this is correct, choose Next, or choose the data type that best describes your data.

Original data type
Choose the file type that best describes your data:
 Delimited - Characters such as commas or tabs separate each field.
 Fixed width - Fields are aligned in columns with spaces between each field.

Start import at page: 1 File origin: 437 - ODR United States

Preview of file C:\Users\varner\Desktop\RoyaltyHDR-ACC_portal_Main_1.csv

Doc ID	System	Field Index	Date	Region	Data
P00000	ACCOP	77	09/03/09	109	
P00000	ACCOP	77	09/03/09	109	
P00000	ACCOP	77	09/03/09	109	
P00000	ACCOP	77	09/03/09	109	

U.S. Department of the Interior
Office of Natural Resources Revenue (ONRR)

How to open RoyaltyHDR-ACC_portal_Main_1.csv in Excel without dropping leading Zeros in fields

Click on the Delimited File type and then click the Next button.

The screenshot shows the 'Text Import Wizard - Step 1 of 3' dialog box. The 'Original data type' is 'Delimited'. The 'Start Import at row' is 1 and 'File origin' is '437 - OSM United States'. A preview of the data is shown at the bottom of the dialog box. The 'Next >' button is highlighted with a red arrow.

U.S. Department of the Interior
Office of Natural Resources Revenue (ONRR)

How to open RoyaltyHDR-ACC_portal_Main_1.csv in Excel without dropping leading Zeros in fields

Uncheck the Tab box and then check the Comma box in its place. Now click the Next button.

Text Import Wizard - Step 2 of 3

This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

Delimiters

- Tab
- Comma
- Semicolon
- Space
- Other: _____

Treat consecutive delimiters as one

Text qualifier: _____

Data preview

Date ID	Status	Prod Section	Ind	Report Date	Dist Number	Title Number	Report
000000	ACCP	P		03/31/00		511	
000000	ACCP	E		03/31/00		511	
000000	ACCP	E		03/31/00		511	
000000	ACCP	E		03/31/00		511	

Buttons: Cancel, < Back, Next >, Finish



U.S. Department of the Interior

Office of Natural Resources Revenue (ONRR)

How to open RoyaltyHDR-ACC_portal_Main_1.csv in Excel without dropping leading Zeros in fields

Use the scroll bar and scroll to your right until you reach the very last field. Hold the shift button and click on the Payment Method field. This should highlight all your fields. You will then click Text under the column data format. Now click the Finish button.



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Office of Natural Resources Revenue (ONRR)

How to open RoyaltyHDR-ACC_portal_Main_1.csv in Excel without dropping leading zeros in fields

Select the field you want the data to start from and then click on the OK button

Import Data

Where do you want to put the data?

Existing worksheet: -1411

New worksheet

Properties... OK Cancel



U.S. Department of the Interior

Office of Natural Resources Revenue (ONRR)

How to open RoyaltyHDR-ACC_portal_Main_1.csv in Excel without dropping leading zeros in fields

The screenshot shows a Microsoft Excel spreadsheet with a data table. A callout box in the center of the table reads: "Now your report will show all fields with leading zeros correctly." The table has the following columns: Doc ID, Status, Fed Indian Ind, Report Date, PAID Number, Line Number, Report Comment, Contract Number, Agreement Number, API Well Number, Tub Str Cd, Well Compl Cd, Product Code, Sales Type Cd, Sales Date, Trans Cd, Adj Run Cd, ProductSalesVal, Gas MMBTU, Sales Values, and Royalty. The data rows show various report entries with leading zeros in the PAID Number, Line Number, and Report Date columns.

Doc ID	Status	Fed Indian Ind	Report Date	PAID Number	Line Number	Report Comment	Contract Number	Agreement Number	API Well Number	Tub Str Cd	Well Compl Cd	Product Code	Sales Type Cd	Sales Date	Trans Cd	Adj Run Cd	ProductSalesVal	Gas MMBTU	Sales Values	Royalty	
2	ROYALTY	ACC	F	01/31/00	101								01	2999	01/31/00	02					
3	ROYALTY	ACC	I	03/31/00	101								04	2999	01/31/00	01					
4	ROYALTY	ACC	I	03/31/00	102								01	2999	01/31/00	01					
5	ROYALTY	ACC	I	03/31/00	103								04	2999	01/31/00	01					
6	ROYALTY	ACC	I	03/31/00	104								01	2999	01/31/00	01					
7	ROYALTY	ACC	I	03/31/00	105								04	2999	01/31/00	01					
8	ROYALTY	ACC	I	03/31/00	106								01	2999	01/31/00	01					
9	ROYALTY	ACC	I	03/31/00	107								04	2999	01/31/00	01					
10	ROYALTY	ACC	I	03/31/00	108								01	2999	01/31/00	01					
11	ROYALTY	ACC	I	03/31/00	109								04	2999	01/31/00	01					
12	ROYALTY	ACC	I	03/31/00	110								01	2999	01/31/00	01					
13	ROYALTY	ACC	I	03/31/00	101								04	2999	01/31/00	01					
14	ROYALTY	ACC	I	03/31/00	102								01	2999	01/31/00	01					
15	ROYALTY	ACC	I	03/31/00	103								03	2999	01/31/00	01					
16	ROYALTY	ACC	I	03/31/00	104								07	2999	01/31/00	01					
17	ROYALTY	ACC	I	03/31/00	105								01	2999	01/31/00	01					
18	ROYALTY	ACC	I	03/31/00	106								01	2999	01/31/00	01					
19	ROYALTY	ACC	I	03/31/00	107								01	2999	01/31/00	01					
20	ROYALTY	ACC	I	03/31/00	108								01	2999	01/31/00	01					
21	ROYALTY	ACC	I	03/31/00	109								01	2999	01/31/00	01					
22	ROYALTY	ACC	I	03/31/00	110								01	2999	01/31/00	01					
23	ROYALTY	ACC	I	03/31/00	111								01	2999	01/31/00	31					
24	ROYALTY	ACC	I	03/31/00	112								01	2999	01/31/00	01					
25	ROYALTY	ACC	I	03/31/00	201								01	2999	01/31/00	01					
26	ROYALTY	ACC	I	03/31/00	202								01	2999	01/31/00	01					
27	ROYALTY	ACC	I	03/31/00	203								01	2999	01/31/00	01					
28	ROYALTY	ACC	I	03/31/00	204								03	2999	01/31/00	01					
29	ROYALTY	ACC	I	03/31/00	205								07	2999	01/31/00	01					
30	ROYALTY	ACC	I	03/31/00	206								01	2999	01/31/00	01					
31	ROYALTY	ACC	I	03/31/00	207								01	2999	01/31/00	01					
32	ROYALTY	ACC	I	03/31/00	208								01	2999	01/31/00	01					
33	ROYALTY	ACC	I	03/31/00	209								01	2999	01/31/00	01					
34	ROYALTY	ACC	I	03/31/00	210								01	2999	01/31/00	01					
35	ROYALTY	ACC	I	03/31/00	211								01	2999	01/31/00	31					
36	ROYALTY	ACC	I	03/31/00	212								01	2999	01/31/00	01					
37	ROYALTY	ACC	F	05/31/00	102																
38	ROYALTY	ACC	F	02/29/00	1								01	2999	01/31/00	01					
39	ROYALTY	ACC	F	02/29/00	2								04	2999	01/31/00	01					
40	ROYALTY	ACC	F	02/29/00	3								01	2999	01/31/00	01					
41	ROYALTY	ACC	F	02/29/00	4								04	2999	01/31/00	01					

U.S. Department of the Interior
Office of Natural Resources Revenue (ONRR)

Output: Example of RoyaltyHDR-ACC_portal_Main_1.csv without leading zeros

The screenshot shows an Excel spreadsheet with the following data rows (representing the visible content):

Doc ID	Status	Fed Indiar Report Date	PADD	Line Num	Numl Report Co	Contract Number	Agreement Number	API Well	Tub Str	Cd	Well Co	Product	Sales Typ	Sales Dis	Trans Ce	Adj	Ron Ci	ProductSa	Gas MMB	Sales Vals	R	
1	ROY100	ACCP	I	11/30/2010											5							
2	ROY100	ACCP	I	11/30/2010											4							
3	ROY100	ACCP	I	11/30/2010											5							
4	ROY100	ACCP	I	11/30/2010											5							
5	ROY100	ACCP	I	11/30/2010											2							
6	ROY100	ACCP	F	1/31/2011											2							
7	ROY100	ACCP	F	1/31/2011											5							
8	ROY100	ACCP	I	2/3/2011											5							
9	ROY100	ACCP	I	2/3/2011											5							
10	ROY100	ACCP	I	3/3/2011											1							
11	ROY100	ACCP	I	3/3/2011								1	ARMS		1							
12	ROY100	ACCP	I	3/3/2011								3	ARMS		1							
13	ROY100	ACCP	I	3/3/2011								3	ARMS		1							
14	ROY100	ACCP	I	3/3/2011								1	ARMS		1							
15	ROY100	ACCP	I	3/3/2011								3	ARMS		1							
16	ROY100	ACCP	I	3/3/2011								1	ARMS		1							
17	ROY100	ACCP	I	3/3/2011								3	ARMS		1							
18	ROY100	ACCP	I	3/3/2011								1	ARMS		1							
19	ROY100	ACCP	I	3/3/2011								4	ORX		1							
20	ROY100	ACCP	I	3/3/2011								1	ARMS		1							
21	ROY100	ACCP	I	3/3/2011								1	ARMS		1							
22	ROY100	ACCP	I	3/3/2011								1	ARMS		1							



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History Database Folder: Lease Account Balances Link (LAB)

- RENT
- MINIMUM ROYALTY (Federal Leases Only)

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Office of Natural Resources Revenue (ONRR)

LAB INQUIRY (Link)

File Explorer window showing the file structure for 'LAB INQUIRY (Link)'.

Path: /NRM UAT Portal/History Database/Industry Reports

Name	Type	Modified	Description
_e-Statement of Accounts	HTML File	7/10/13 10:12 AM	Oracle 11g - 2013
BasicOGORReport	SQR Production Reporting Job	4/1/14 7:24 PM	
BasicPASR	SQR Production Reporting Job	10/24/13 5:42 PM	
BasicReceivableReport	SQR Production Reporting Job	10/24/13 5:43 PM	
BasicRoyaltyReport	SQR Production Reporting Job	10/24/13 5:44 PM	
BasicRoyaltyReport Output	SQR Production Reporting Output	7/2/14 10:37 AM	Output from BasicRoyaltyReport
LAB Inquiry	HTML File	7/10/13 10:13 AM	Oracle 11g - 2013
OGOR_A_View_Ref_Report	SQR Production Reporting Job	5/29/14 9:33 AM	New OGOR/Reference Report - Industry Version
RoyaltyOGOREmr	SQR Production Reporting Job	10/24/13 5:46 PM	Oracle 11g - 2013
SolidCretaReport	SQR Production Reporting Job	10/24/13 5:47 PM	



U.S. Department of the Interior
Office of Natural Resources Revenue (ONRR)

Lease Account Balance

ONRR Lease Account Balance (LAB)

Office of Natural Resources Revenue

The Office of Natural Resources Revenue is responsible for management of all revenues associated with both federal offshore and onshore mineral leases. The effort is one of the federal government's greatest sources of non-tax revenues.

Grand Teton Mountains - Wyoming

The Office of Natural Resources Revenue is responsible for management of all revenues associated with both federal offshore and onshore mineral leases. The effort is one of the federal government's greatest sources of non-tax revenues.

User ID:
 Password:

Login using your data warehouse user ID and password

For assistance, please call the help desk at 1-877-256-6260
 Or send an email to boemrhelpdesk@ioerre.gov
 For assistance with reporting, please refer to the Electronic Reporting Contacts link on the left.

Department of Interior | Policy, Management and Budget | USA.gov | Accessibility | ONRR Home | Contact Us | Disclaimer | Privacy |
 Ecommerce Statement of Accounts | Lease Account Balance | EMARF Forms | Financial Reports & History Reports
 Last updated 03 May 2011

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U.S. Department of the Interior

Office of Natural Resources Revenue (ONRR)

Select Account Type

LAB Header | LAB Detail

LAB Header Information

LAB Account Type: Agency Number:

*Contract Number:

* When entering a Contract number, be sure the Agency number

- Rent
- Advanced Royalty
- Bonus
- Estimates
- Gas Storage Agreement
- Indian Recoupment
- Minimum Royalty
- Rent
- Right of Way
- Well Fee

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Office of Natural Resources Revenue (ONRR)

Enter Contract or Agency Number

LAB Header LAB Detail

LAB Account Type	Contract Type	Land Class Code	Anniversary Date	Total Open Billed
MINR	LEAS	FED	04/01/1982	\$0.00

LAB Header Information

LAB Account Type: Minimum Royalty

*Contract Number: Agency Number:

* When entering a Contract number, be sure the Agency number field is empty.

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Office of Natural Resources Revenue (ONRR)

Minimum Royalty Header

- Header shows amount reported and amount due

LOG OFF

LAB Header LAB Detail

LAB Account Type	Contract Type	Land Class Code	Anniversary Date	Total Open Billed
MINR	LEAS	FED	04/01/1982	\$0.00

LAB Header Information

LAB Account Type: Minimum Royalty

Agency Number:

*Contract Number: 0540050670

Populate Lab Header

*When entering a Contract number, be sure the Agency number field is empty.

	LAB Date	Reported Amount PM02	Reported Amount Net PM02	Recouped Amount	Summed Amount	Paid Amount	Amount Due	Due Date
1	4/1/1986	\$0.00	\$17,064.00	\$0.00	\$17,064.00	\$17,064.00	\$17,064.00	03/31
2	4/1/1987	\$0.00	\$17,064.00	\$0.00	\$17,064.00	\$17,064.00	\$17,064.00	03/31
3	4/1/1988	\$0.00	\$17,064.00	\$0.00	\$17,064.00	\$17,064.00	\$17,064.00	03/31
4	4/1/1989	\$0.00	\$17,064.00	\$0.00	\$17,064.00	\$17,064.00	\$17,064.00	03/31
5	4/1/1990	\$0.00	\$17,064.00	\$0.00	\$17,064.00	\$17,064.00	\$17,064.00	03/31
6	4/1/1991	\$0.00	\$17,064.00	\$0.00	\$17,064.00	\$17,064.00	\$17,064.00	03/31
7	4/1/1992	\$0.00	\$17,064.00	\$0.00	\$17,064.00	\$17,064.00	\$17,064.00	03/31
8	4/1/1993	\$0.00	\$17,064.00	\$0.00	\$17,064.00	\$17,064.00	\$17,064.00	03/31
9	4/1/1994	\$0.00	\$17,064.00	\$0.00	\$17,064.00	\$17,064.00	\$17,064.00	03/31
10	4/1/1995	\$0.00	\$17,064.00	\$0.00	\$17,064.00	\$17,064.00	\$17,064.00	03/31

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Minimum Royalty is met by royalties being paid on the lease. There is always a possibility of multiple payors on a lease.

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Office of Natural Resources Revenue (ONRR)

You will not be able to access LAB detail

[LOG OFF](#)

LAB Header | LAB Detail

LAB Header Information

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Due to security constraints you will not be able to access detail.

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Office of Natural Resources Revenue (ONRR)

History Database Folder: E-Statement of Accounts (eSOA) Link

The screenshot shows a web application interface with a folder structure on the left and a table of reports on the right. A red arrow points to the 'e-Statement of Accounts' link in the table.

Name	Type	Modified	Description
e-Statement of Accounts	HTML File	7/10/13 10:12 AM	Oracle 11g - 2013
BasicOGORReport	SQR Production Reporting Job	4/1/14 7:24 PM	
BasicPASR	SQR Production Reporting Job	10/24/13 5:42 PM	
BasicReceivableReport	SQR Production Reporting Job	10/24/13 5:43 PM	
BasicRoyaltyReport	SQR Production Reporting Job	10/24/13 5:44 PM	
BasicRoyaltyReport Output	SQR Production Reporting Output	7/2/14 10:37 AM	Output from BasicRoyaltyReport
LAB Inquiry	HTML File	7/10/13 10:13 AM	Oracle 11g - 2013
OGOR_A_Well_Ref_Report	SQR Production Reporting Job	5/29/14 9:55 AM	New OGOR/Reference Report - Industry Version
RejectOGORError	SQR Production Reporting Job	10/24/13 5:46 PM	Oracle 11g - 2013
SolidsDetailReport	SQR Production Reporting Job	10/24/13 5:47 PM	

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Access eSOA through the links provided in the Data Warehouse:

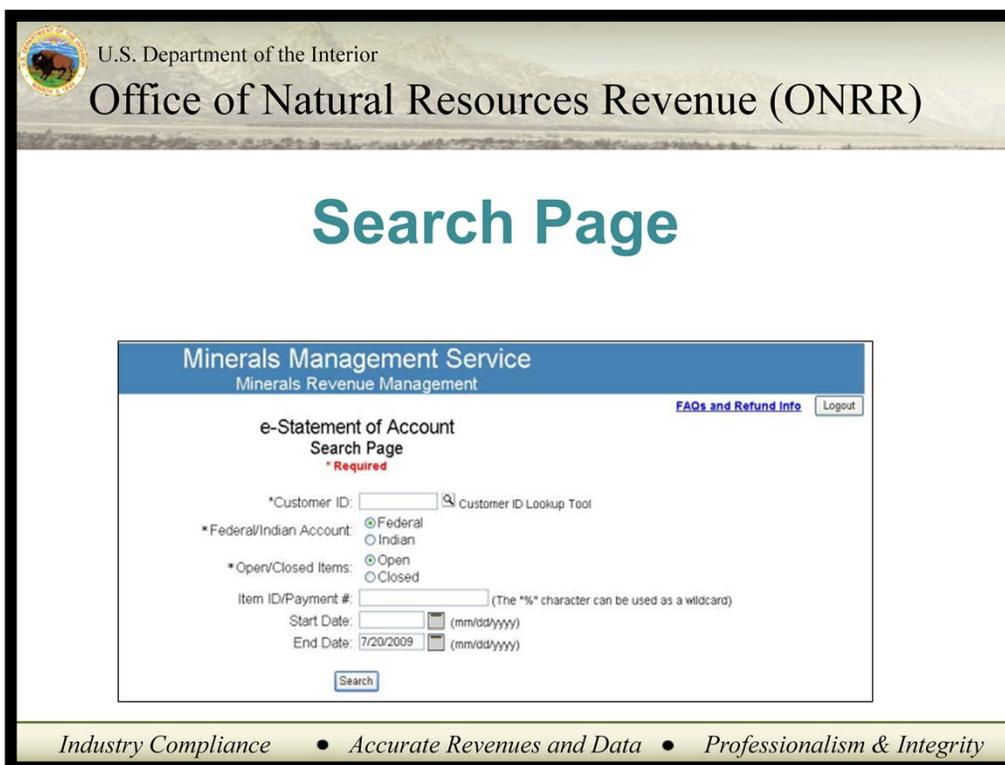
Financial Reports-Customers

Financial Reports->Accounts Receivable

History Database->Industry Reports page



Enter User ID and Password to accept the Rules of Behavior and to enter the eSOA system. It may take a few minutes to bring up this website, especially the first time you log in. Please be patient.



This brings you to the Search page where you enter criteria defining what you would like to see.

The FAQ and Refund link contains much useful information. It includes instructions on requesting a refund, how to avoid debt collection, how to change your company's address, and definitions of all the eSOA fields. We invite you to read through it the first time you enter the system.

Required fields are asterisked "*" .

The first field is Customer ID. If you don't know the ID, you can use the Customer ID Lookup tool, which we will review in the next slide.

Notice that default selections are provided. To change the default dates, enter a new date.



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Office of Natural Resources Revenue (ONRR)

Customer ID Lookup Tool

Minerals Management Service
Minerals Revenue Management

e-Statement of Account
Search Page [FAQs and Refund Info](#) [Logout](#)

Required

*Customer ID: [Customer ID Lookup Tool](#)

*Federal/Indian Account: Federal Indian [Link to Customer ID](#)

*Open/Closed Items: Open Closed

Item ID/Payment #: (The "*" character can be used as a wildcard)

Start Date: (mm/dd/yyyy)

End Date: (mm/dd/yyyy)

Customer ID Lookup - Microsoft Internet Explorer

Customer ID Lookup Tool [FAQs and Refund Info](#)

Enter search criteria. The "*" character can be used as a wildcard:

Customer Name:

Customer ID	Customer Name
15-016	LAKE ENERGY CO

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Do you need help remembering or finding the Customer ID? Use the Customer ID Lookup tool.

You will see all the Customer ID's that are associated with your User ID. If you don't have a list, or if you'd like to find a specific company name rather than choose from the list, we recommend typing the first few characters of the company name and using the wildcard character (%).

Please be aware that it may take some time to bring up the Customer IDs. It's searching through thousands of customer names.

When you find your Customer ID, click on the Customer ID link (the link is the underlined Customer Id) and it will populate the Customer ID textbox back on the Search page.

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Office of Natural Resources Revenue (ONRR)

Statement of Account

(multiple pages possible)

Minerals Management Service
Minerals Revenue Management

As of 8/1/2009 4:48:25 PM (EST) [Return to Search](#) [Logout](#)

Federal Statement of Account - Open Items
LAKE ENERGY CO
From 1/1/2009 to 12/31/2009 [FAQs and Refund Info](#)

Customer ID: 1833Z [Export](#)

To send instructions to your designated contact, click the "Add View" button and submit annotation.

Entry Type	Accounting Issue Date	Item ID / Payment #	Amount Remaining	Original Amount	Dist Code	Hold Code	Document # / Payment Reference	# of Ann	Most Recent Annotation	Annotations History
INV	12/1/2009	FIN000000X	\$400.00	\$400.00	BEH		FINYYYYY	3	Annotation A	Add/View
INV	12/1/2009	INVYYYYY	\$14.00	\$134.00			INTYYYYY	1	Annotation B	Add/View
INV	12/1/2009	FINYYYYY	\$14.00	\$134.00			FINYYYYY	1	Annotation C	Add/View
Total of Above Items:			\$428.00							

Above Item Totals by Entry Type		Debt collection is suspended on the following items per Hold Code.	
INV	\$428.00	INVZZZZ	INVZZZZ
PYMT	\$0.00	ROYAL	ROY00001
ROYAL	\$0.00		
Total	\$428.00	Total Items:	\$98,730.41

For questions call: Servicing Accountant Name
Phone number
Fax
Email

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All items meeting the search criteria will be shown on these pages. If the items brought up by the search criteria exceed 20 lines, the system will create a page break. The links to the multiple page numbers (i.e. 1, 2, etc.) will be at the bottom of the 20 lines of data. Just like in other web pages, you will be able to click the links to go to the additional pages.

The number under the “ # of Ann“ column shows how many annotations exist for this item. The most recent is shown here, and the others are available by clicking the Add/View button.

The “Above Item Totals by Entry Type” section gives subtotals for the INV, PYMT, and ROYAL Entry Types.

The “Debt collection is suspended on the following items per Hold Code section” shows that these items would not be eligible for debt collection because of reasons identified in their HOLD codes. The Hold code definitions can be found in the FAQ.

The “For Questions call:” Section is the servicing accountant contact information.

Export to MS Excel is available for both the items in the main data grid and the Hold area by clicking on the [Export] and [Export Suspended Items] buttons.

Field definitions can be found in the FAQ, available by clicking the “FAQ and Refund Info” link at the top left of the page.

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Office of Natural Resources Revenue (ONRR)

SOA Annotation History Page

Minerals Management Service
Minerals Revenue Management

As of 8/17/2009 10:32:47 AM (EST)
Customer ID: testz

Return to Statement | Logout
FAQs and Refund Info

Annotation History - Item ID (FINXXXXXX)
LAKE ENERGY CO

Item Information:

Entry Type	Accounting/ Issue Date	Item ID	Amount Remaining	Dist Code	Hold Code	Document #/Payment
INV	12/11/2009	FINXXXXXX	\$400.00		BEH	FINXXXXXX

Add Annotation: (127 character limit)

This is your next instruction

Annotation History:

Date Submitted	User ID	Annotation A
8/7/2009	aloman	Annotation A

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This screen shows the Annotation History and provides a space for entering 127 characters for new annotations.

If you remember, I mentioned that your servicing accountant is notified via email when you submit your instructions.

You cannot delete the annotations once they are submitted, but if you have any concerns, you can always call the servicing accountant.

Important--We want you to be aware: The annotations are simply communication between you and our agency. eSOA cannot be used to in any way to document or file a formal appeal or protest. In no way do the annotations in eSOA constitute a formal legal statement or response.



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Office of Natural Resources Revenue (ONRR)

The End



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Office of Natural Resources Revenue (ONRR)

**Report of Sales And Royalty
Remittance
FORM-ONRR 2014 Report**

**ELECTRONIC
REPORTING AND
BASIC REPORTING
PRINCIPLES**

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This section will cover Electronic Reporting and basic information and instructions for ONRR royalty reporters. You should carefully follow reporting instructions to avoid delays in acceptance of reports and payments.



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Office of Natural Resources Revenue (ONRR)

- What We Will Be Reviewing
- eCommerce Website content
- Uploads
- CSV files

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Office of Natural Resources Revenue (ONRR)

How do I start reporting electronically?

Need a Payor ID or Operator ID, please contact:

- Jessica Bowlen for Payor ID at 303-231-3202 or Jessica.Bowlen@onrr.gov
- Denise McGee for Operator ID at 303-231-3627 or denise.mcgee@onrr.gov
- Fill out EMARF form located:
<http://www.onrr.gov/ReportPay/Forms/default.htm>

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U.S. Department of the Interior

Office of Natural Resources Revenue (ONRR)

Leases Reported and Paid To ONRR

Federal Leases (Onshore)

- Royalty (Producing)
- Minimum Royalty
- Rent – 2014 Report

Indian Leases (Tribal & Allotted)

- Royalty (Producing)
- Advance rent
(Producing)
- Rent (Non-producing
leases that committed
to producing
agreements)

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Submit a Form 2014 if you assume responsibility for reporting and paying the following:

- Royalties on production from Federal or Indian leases and agreements
- Rent or minimum royalty
- Royalties on the sale of test production from the initial lease well before the lease is classified as capable of producing
- Fees on a gas storage agreement
- Royalties on compensatory royalty agreements or assessments against
- Federal or Indian lands
- Well fees if stated in the lease terms

***Do not** combine Federal and Indian leases on the same report. A separate report is required for each.*



U.S. Department of the Interior

Office of Natural Resources Revenue (ONRR)

Contact Information

Toll Free
1-800-525-0309 Royalty Team
1-800-525-9167 Reference Team
303-231-3650 Local Denver

FAX
(303) 231-3700 or (303) 231-3608

Electronic Commerce Contacts

For assistance with E-commerce, contact the Error Correction Analyst assigned to your company. The contact list can be found at:
<http://onrr.gov/ReportPay/PDFDocs/royassign.pdf>

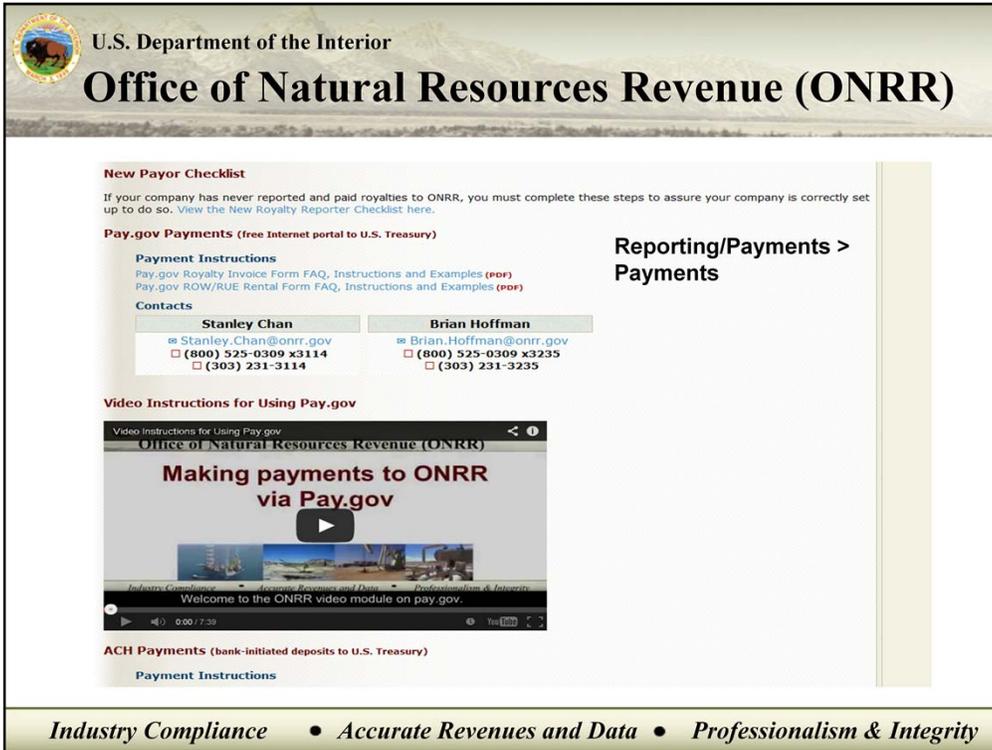
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If you have a problem with reporting or reference actions, please call a member of the Reporting Services team. We are here to help whether it relates to reference actions or with reporting.



The ONRR Website provides a vast array of information for reporters and payors. By clicking on the Reporting/Paying heading – it will provide a drop down box that will direct you to Production Reporting, Royalty Reporting, Solid Minerals Reporting, Payments, Forms, Late Payment Interest, Handbooks, Reporter Letters, and Reporter Training.

The e-commerce Portal tab will be covered later in a separate, more-detailed presentation.



U.S. Department of the Interior
Office of Natural Resources Revenue (ONRR)

New Payor Checklist
 If your company has never reported and paid royalties to ONRR, you must complete these steps to assure your company is correctly set up to do so. [View the New Royalty Reporter Checklist here.](#)

Pay.gov Payments (free Internet portal to U.S. Treasury)

Payment Instructions
 Pay.gov Royalty Invoice Form FAQ, Instructions and Examples (pdf)
 Pay.gov ROW/RUE Rental Form FAQ, Instructions and Examples (pdf)

Contacts

Stanley Chan	Brian Hoffman
✉ Stanley.Chan@onrr.gov	✉ Brian.Hoffman@onrr.gov
☎ (800) 525-0309 x3114	☎ (800) 525-0309 x3235
☎ (303) 231-3114	☎ (303) 231-3235

Video Instructions for Using Pay.gov

Video instructions for Using Pay.gov
 Office of Natural Resources Revenue (ONRR)
Making payments to ONRR via Pay.gov
 Welcome to the ONRR video module on pay.gov.

ACH Payments (bank-initiated deposits to U.S. Treasury)
 Payment Instructions

Reporting/Payments > Payments

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Clicking on the Payment Information subheading will bring you to this page. This webpage is a dedicated to payment information –where to send your check, interest calculation tables, electronic payment information, payment for Indian leases, New Payor checklist, and payment information contacts. The next slide will cover the section Electronic Payment Information.



U.S. Department of the Interior

Office of Natural Resources Revenue (ONRR)

Electronic Payment Methods

- **Pay.gov – Fast! Easy! Free!**
 - Pay.gov is a free, secure, web-based electronic option to make royalty and invoice payments to ONRR. Pay.gov is available 24 hours a day, 7 days a week (holidays included) for customers to submit payments.
- **U.S. Treasury Fedwire Deposit System**
 - The U.S. Treasury Fedwire Deposit System (Fedwire) allows you to submit electronic payments to the Office of Natural Resources Revenue (ONRR) for same-day processing.
 - You must provide specific information to your bank so that a Fedwire message can be transmitted to the ONRR U.S. Treasury account. Your bank may require additional information that is not required by the ONRR. *Required* fields for the transfer message to ONRR, and a description of each item on the funds transfer message, are contained within the instructions.
- **Automated Clearing House (ACH)**
 - You have the ability to remit your payments to ONRR through the Automated Clearing House (ACH) network. Your bank will prepare the ACH payment based on your instructions, and then transfer the funds to ONRR's bank account. ACH payments require overnight batch processing by the banking industry, which will delay the receipt of funds by ONRR. Check with your bank to understand how long it will take for ONRR to receive an ACH payment, and make sure to time your transfers to meet payment deadlines.

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Payments are authorized by 30 CFR 1218.50. ONRR does not accept cash payments.

NOTE: *Include your five-digit, ONRR-assigned payor code and an eight-digit,*

PAD (Payor Assigned Document) number on all payments and reports. Assign a unique PAD number to each separate Form 2014. Your payor code and PAD number must match on your report and corresponding payment.

Electronic payments. Our regulations require the use of electronic funds transfer (EFT), such as Automated Clearing House (ACH) or FEDWIRE or Pay.gov, to the extent it is a cost-effective and practical for payment of any royalty liability.

If you pay by check, please read this.

As of January 1, 2012, you should prepare and send any payments made by check—regardless of different instructions on bills or correspondence—to this address:

***Office of Natural Resources Revenue
PO Box 25627
Denver CO 80225-0627***

The old ONRR PO boxes—**5640, 5760, 5810, 5860, 17110 and 173702**—are now closed. All mail sent to those boxes is being forwarded to our new PO Box, which can add days to its delivery. Please read and follow all instructions regarding payments by mail, as well as general correspondence, in the letter sent to all reporters on *August 29, 2011*, at

<http://onrr.gov/ReportPay/PDFDocs/20110829.pdf>



U.S. Department of the Interior

Office of Natural Resources Revenue (ONRR)

Payment Type	Form that must Accompany Payment		Payment Options							
	Commodities except Solid Minerals	Solid Minerals	Federal				Indian (Tribes with a lockbox, see Instructions)			
			pay.gov	ACH	Fedwire	Check	pay.gov	ACH	Fedwire	Check
Rent (non-Courtesy Notice)	ONRR-2014	ONRR-4430 (P&R)**	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes
Royalty	ONRR-2014	ONRR-4430 (P&R)	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes
FIN, IOR, OTH Invoices**	ONRR-2014	ONRR-4430 (P&R)	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes
INT Invoice**	None	None	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes
Rent	Courtesy Notice	Courtesy Notice	No	No	No	Yes***	No	No	No	NA
ROW/RUE	Courtesy Notice	Courtesy Notice	No	No	No	Yes***	No	No	No	NA
Gas Storage	Courtesy Notice	Courtesy Notice	No	No	No	Yes***	No	No	No	NA
Deferred Bonuses	Courtesy Notice	Courtesy Notice	No	No	No	Yes***	No	No	No	NA
Well Fees	Courtesy Notice	Courtesy Notice	No	No	No	Yes***	No	No	No	NA

*If your payment is for a rental on a Solid Minerals lease that is NOT associated with a mine, it MUST be reported on an ONRR-2014.
 **FIN - Financial Terms, IOR - Indian Over-Recoupment, OTH - Other, INT - Interest
 ***If you are paying rent, fees, or bonus via Courtesy Notice by check, do NOT send an ONRR-2014. You must put the MAXXX customer number, F/I (Federal/Indian) indicator, and lease number on your check. Include both the Courtesy Notice and your check in the envelope provided.

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Chart available on www.ONRR.gov showing what type of payments are acceptable per transaction.

***If you are paying rent, fees, or bonus via Courtesy Notice by check, do NOT send an ONRR-2014. You must put the XXXXX customer number, F/I (Federal/Indian) indicator, and lease number on your check. Include both the Courtesy Notice and your check in the envelope provided.

U.S. Department of the Interior
Office of Natural Resources Revenue (ONRR)

Reporting Information

Office of Natural Resources Revenue
DOI Office of the Secretary

ONRR ABOUT US VALUATION PRICING & GUIDANCE REPORTING/PAYING RESOURCES COMPLIANCE ENFORCEMENT & APPEALS INDIAN SERVICES ALLOTTEES & TRIBES

Home > Reporting & Paying > **Royalty Reporting (except Solid Minerals)**

Royalty Reporting (except Solid Minerals)

Reporter Set-Up and Maintenance

New Royalty Reporter Checklist — If your company has never reported and paid royalties to ONRR, you must complete these steps to assure your company is correctly set up to do so. [View the Royalty Reporter checklist here.](#)

Add/Cancel Users under your Payor Code/Customer ID — Submit completed EMARFs to add/change the status of individuals who report and/or remit payments for your company.

- External MRM Application Request Form (pdf) (EMARF) (as of 10/2010)
- EMARF Instructions (pdf) (as of 10/2013)

Establish/Update Address and/or Addressee Contact Information — You must complete, sign and mail an original Form ONRR-4444 to establish your official mailing address and contact information with ONRR. Changes and updates can only be made via 4444—we cannot update contact information from phone calls, emails, or other correspondence.

- Form ONRR-4444 (pdf)
- Instructions to Payors and Operators for the Form ONRR-4444 (pdf)

Company Name Changes — Company name changes must be initiated by the company through BLM (for onshore Federal leases), BOEM in the Gulf (for offshore leases), or BIA (for Indian leases). ONRR and the company will be notified in writing that the name change is recognized and the effective date. For assistance with this process, please contact Reporting & Solid Minerals Services at ☎ 1-800-525-0309.

- Form ONRR-4444 (pdf)
- Instructions to Payors and Operators for the Form ONRR-4444 (pdf)

File Reports, and Research Prior Data

Log in to the [ONRR Data Warehouse portal](#) to access the eCommerce web site for electronic reporting, and to view your past Form ONRR-2014 reports.

Forms

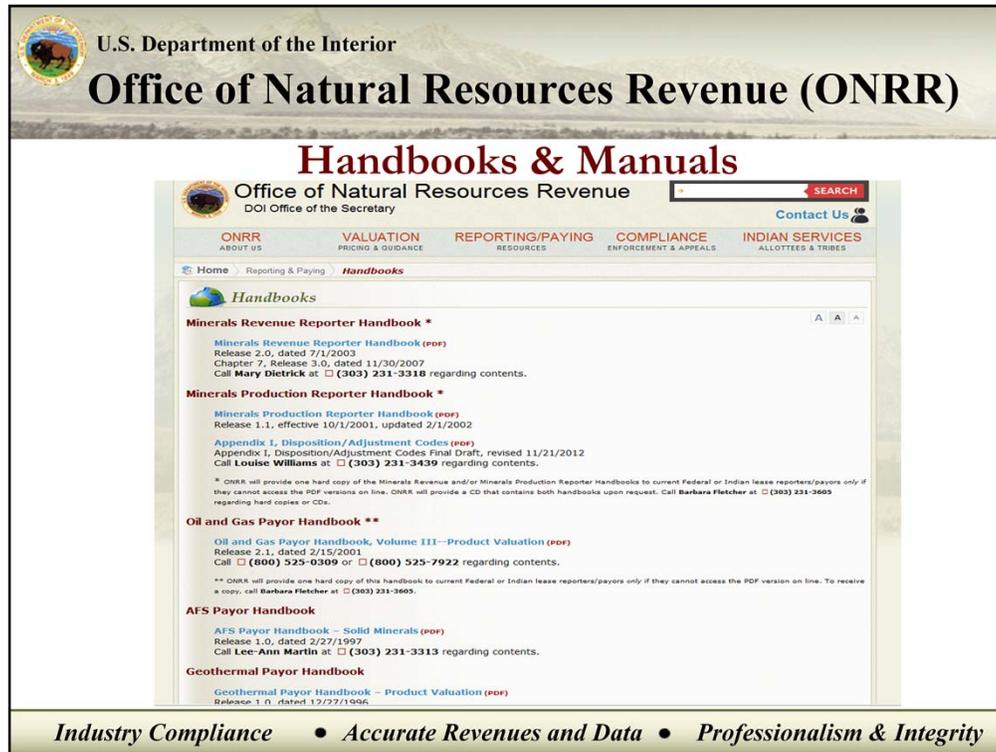
Royalty Reporting

- Form ONRR-2014 (pdf) — Report of Sales & Royalty Remittance (expires 12/31/2015)
- Form ONRR-2014 — ASCII Record Layout (pdf)
- Form ONRR-2014 — CSV Record Layout (pdf)

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The Reporting Information page is where you will find:

1. Checklists
2. Contacts – Production Reporting, Royalty Reporting and Lease and Agreement Maintenance
3. Electronic Reporting Information
4. Cross Referenced Lease and Agreement Lists



The Handbooks and Manual Page lists all handbooks and manuals available for reporters and operators to reference. This page includes:

- The Minerals Revenue Reporter Handbook -- This handbook provides instructions and examples to assist reporters in preparing the Report of Sales and Royalty Remittance (Form 2014), which is required by the Office of Natural Resources Revenue (ONRR) for reporting and paying revenues due on Federal and Indian oil, gas, and geothermal leases. ONRR, a bureau within the Department of the Interior (DOI), is responsible for collecting, accounting for, and disbursing revenues on minerals produced from Federal and Indian lands. ONRR receives and processes these payments through our financial accounting system, using the information reported on the Form 2014.
- The Minerals Production Reporter Handbook – provides detailed instructions on completing an Oil & Gas Operations Report (OGOR).
- The Oil and Gas Payor Handbook, Volume III—Product Valuation provides detailed royalty valuation procedures for Federal and Indian oil and gas leases and information on reporting processing and transportation allowances.

U.S. Department of the Interior
Office of Natural Resources Revenue (ONRR)

Dear Reporter Letters

Office of Natural Resources Revenue
DOI Office of the Secretary

[SEARCH](#)
[Contact Us](#)

[ONRR ABOUT US](#)
 [VALUATION PRICING & GUIDANCE](#)
 [REPORTING/PAYING RESOURCES](#)
 [COMPLIANCE ENFORCEMENT & APPEALS](#)
 [INDIAN SERVICES ALLOTTEES & TRIBES](#)

[Home](#) > **Reporter Letters**

Reporter Letters

ONRR periodically sends Reporter Letters to active payors and reporters regarding important information such as system or procedural changes, deadlines, reporter training schedules, and updates to the Code of Federal Regulations.

The list of Reporter Letters is searchable by date or by word or words in the Subject line—it automatically sorts the list as you type in the Search field.

Note: In order to receive Reporter Letters, you must have at least one signed, original Form ONRR-4444 on file with us. The form and detailed instructions are on the [Forms](#) page.

Select a Reporter Letter to view it.

Show entries Table Search:

Reporter Letter	Date
Oil and Gas Reporter Training sessions for 2014 (pdf)	06/10/2014
Reporting Crude Oil Type for Indian Oil Production (pdf)	03/31/2014
Royalty on Gas Used or Lost Along a Pipeline Prior to the Point of Sales (pdf)	08/08/2013
Geothermal Report -- Generating and Transmission (pdf)	06/19/2013
Geothermal Report -- Sale Type Code (pdf)	06/18/2013
Administrative Cost Assessment for Federal Debt Collection (pdf)	03/21/2013
OGOR B, Form MMS-4054-B, Change to Product Disposition for Certain Gas Sales (pdf)	02/05/2013
Keepwhole Gas Processing Contracts (pdf)	11/21/2012
Indian Leases Dual Accounting, & Sales Beyond First Index Pricing Point (pdf)	08/27/2012
Indian Leases Arm's-Length Contracts, & Paying Royalties for Others (pdf)	08/27/2012

Showing 1 to 10 of 320 entries [First](#) [Previous](#) [1](#) [2](#) [3](#) [4](#) [5](#) [Next](#) [Last](#)

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The Reporter Letter page lists all letters to payors and reporters sent by FM, organized by date and by subject.

U.S. Department of the Interior
Office of Natural Resources Revenue (ONRR)

Interest Tables

Office of Natural Resources Revenue
 DOI Office of the Secretary

ONRR ABOUT US | **VALUATION** PRICING & GUIDANCE | **REPORTING/PAYING** RESOURCES | **COMPLIANCE** ENFORCEMENT & APPEALS | **INDIAN SERVICES** ALLOTTEES & TRIBES

Home > Reporting & Paying > **Late Payment & Overpayment Interest Tables '10-Current**

Late Payment & Overpayment Interest Tables

Years 2010 through Current Year

The Federal Oil and Gas Royalty Simplification and Fairness Act of 1996 (RSFA), requires ONRR to pay interest on federal oil and gas royalty overpayments. The RSFA also allows royalty reporters to calculate interest on royalties and to report this interest on the Report of Sales and Royalty Remittance, Form ONRR-2014.

This reporting option applies solely to federal oil and gas leases and to reports for sales months January 1997 and later. Reporters may begin reporting interest on overpayments and underpayments on Form ONRR-2014 for the October 1997 report month.

Underpayment interest on solid mineral and geothermal leases is calculated as simple interest using the United States Treasury Current Value of Funds Rate. Underpayment interest on oil and gas leases is calculated as compound interest using the Internal Revenue Service underpayment rate for corporate tax payers. Overpayment interest on oil and gas leases is calculated as compound interest using the Internal Revenue Service overpayment rate for corporate tax payers.

The following table contains the interest rates used to calculate underpayment and overpayment interest.

[Interest Calculator \(Excel\)](#) | [CLICK HERE FOR A SAMPLE INTEREST CALCULATION](#)

Interest Table for Years 1997 through 1999
 Interest Table for Years 2000 through 2004
 Interest Table for Years 2005 through 2009

Period	Rates Used to Calculate Interest			Overpayments Federal Oil and Gas Leases
	Late Payments and Underpayments Indian Oil & Gas Leases	Federal and Indian Solid Mineral and Geothermal Leases *	Federal Oil and Gas Leases	
1/1/2010 - 3/31/2010	4.0%	1.0%	4.0%	3.0%
4/1/2010 - 6/30/2010	4.0%	1.0%	4.0%	3.0%
7/1/2010 - 9/30/2010	4.0%	1.0%	4.0%	3.0%
10/01/2010 - 12/31/2010	4.0%	1.0%	4.0%	3.0%
1/1/2011 - 3/31/2011	3.0%	1.0%	3.0%	2.0%
4/1/2011 - 6/30/2011	4.0%	1.0%	4.0%	3.0%

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The Federal Oil and Gas Royalty Simplification and Fairness Act of 1996 (RSFA), requires ONRR to pay interest on federal oil and gas royalty overpayments. The RSFA also allows royalty reporters to calculate interest on royalties and to report this interest on the Report of Sales and Royalty Remittance, (Form 2014).

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Underpayment interest on solid mineral and geothermal leases is calculated as simple interest using the United States Treasury Current Value of Funds Rate. Underpayment interest on oil and gas leases is calculated as compound interest using the Internal Revenue Service underpayment rate for corporate tax payers. Overpayment interest on oil and gas leases is calculated as compound interest using the Internal Revenue Service overpayment rate for corporate tax payers.

This page contains the interest rates used to calculate underpayment and overpayment interest.

U.S. Department of the Interior
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New Payor Checklist

DOI Office of the Secretary

ONRR ABOUT US VALUATION PRICING & GUIDANCE REPORTING/PAYING RESOURCES COMPLIANCE ENFORCEMENT & APPEALS INDIAN SERVICES ALLOTTEES & TRIBES

Home > Reporting & Paying > **New Royalty Reporter Checklist**

New Royalty Reporter Checklist

Perform the following tasks to assure your company is set up to report and remit rental and royalties for Federal and Indian leases/agreements correctly and timely.

Have ONRR assign a Payor Code to your company
Contact Reporting & Solid Minerals Services at ☐ (800) 525-0309.

Establish access to the ONRR Data Warehouse
The ONRR Data Warehouse portal provides secure access to the eCommerce web site, where you report royalties electronically, and to the Data Warehouse, where you can view your reporting history, and to your Statement of Account. Access is granted on an individual basis. Have each individual who will report and/or access your archived data follow these steps:

1. Open and read the [Acceptable Use Policy for External Users. \(pdf\)](#)
2. Open the [EMARF Form \(pdf\)](#) and complete it using the [EMARF Instructions. \(pdf\)](#)

Establish your contact information with ONRR
Complete and mail at least one Form ONRR-4444 to ONRR to establish your official mailing and contact information. ONRR cannot enter or change contact information based on emails, phone calls, or other correspondence.
Form ONRR-4444 establishes address information for one or more correspondence types. Because our system allows one address/addressee for each correspondence type, you must submit separate forms for different addresses/addressees. New information will overwrite current information.

1. Open the [Form ONRR-4444. \(pdf\)](#)
2. Open and follow the [Instructions for Form ONRR-4444 \(pdf\)](#) to complete, print, sign, and mail the form to ONRR.

Send a Form W-9 to ONRR
You must complete, sign and mail a **Request for Taxpayer ID**, Form W-9, to establish your account with ONRR. Please read the instructions carefully.

- [Form W-9 \(pdf\)](#) (Request for Taxpayer ID)
- [Form W-9 Instructions to Payors and Operators \(pdf\)](#)
- [30 CFR citation re how to report a Taxpayer Identification Number \(pdf\)](#)

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The New Payor Checklist page takes you step by step in ensuring that you have requested or submitted the required forms in order to start reporting and paying on Federal/Indian leases and agreements.

It provides answers to the following questions:

- How do I get a payor code?
- How do I get set up for electronic payments and electronic reporting?
- What forms do I need to fill out for reporting?
- What form do I need to fill out to ensure I receive correspondence from ONRR?
- Do I need to submit a W-9?

It also provides information and contacts to support and assist payors.

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Office of Natural Resources Revenue (ONRR)

New Operator Checklist

Office of Natural Resources Revenue
DOI Office of the Secretary

ONRR ABOUT US VALUATION PRICING & GUIDANCE REPORTING/PAYING RESOURCES COMPLIANCE ENFORCEMENT & APPEALS INDIAN SERVICES ALLOTTEES & TRIBES

Home Reporting & Paying **New Production Operator Checklist**

New Production Operator Checklist

Perform the following tasks to assure your company is correctly set up to report production for leases/agreements to ONRR.

Have an ONRR Operator Number Assigned

Offshore Production Reporters

- Contact an adjudicator in any Outer Continental Shelf (OCS) Regional office to apply for an OCS Qualification Number. You need the number before you can become an OCS bidder, lessee, assignee or operator. Qualifying with any OCS Region allows you to operate nationally.

Alaska OCS Region ☐ (907) 334-5200	Gulf of Mexico OCS Region ☐ (504) 736-2436	Pacific OCS Region ☐ (805) 389-7837
--	--	---
- After you receive your OCS Qualification Number, call one of the following contacts to obtain your ONRR Operator Number, set up electronic reporting, and receive an explanation of reporting requirements.

Primary ONRR contact ☐ (303) 231-3627	Secondary ONRR contact ☐ (303) 231-3097
---	---

Onshore Production Reporters

To obtain your ONRR Operator Number, to set up electronic reporting, and to receive an explanation of reporting requirements, call:

Primary ONRR contact ☐ (303) 231-3627	Secondary ONRR contact ☐ (303) 231-3097
---	---

Establish Access to the ONRR Data Warehouse

Establish access to the ONRR Data Warehouse for electronic reporting (eCommerce) and to view prior reporting information. Access is granted on an individual basis. Have each individual who will report production and/or require access to your company's archived data complete, sign, and mail an External MRMS Application Request Form (EMARF) to ONRR.

PRODUCTION RELATED LINKS
Production Reporting
Maintain Your Information
Contacts
References

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The New Operator Checklist page takes you step by step to assure your company is set up correctly to report production for offshore leases/agreements or for onshore Federal and Indian leases/agreements.

It provides answers to the following questions:

- How do I get an operator code?
- What forms do I need to fill out for reporting?
- What form do I need to fill out to ensure I receive correspondence from ONRR?

It also provides information and contacts to support and assist operators.



Office of Natural Resources Revenue

Enter Search Term(s):



Search

ONRR

THE OFFICE OF NATURAL
RESOURCES REVENUE

VALUATION

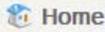
FEDERAL & INDIAN
PRICES/VALUATION

PROGRAMS

A LIST OF ONRR PROGRAMS

CONTACTS

WHO TO CONTACT



Home

Financial Management Division



Financial Management (FM)

The ONRR Financial Management division performs an efficient and accurate process of receiving revenues and related information; performing e-commerce data quickly; ensuring that the revenues received with the recipients within the shortest possible time; and ensuring that payments are timely to recipients. FM manages an accounting function, a production function, and an efficient, state-of-the-art information system.

FM Directory

Identifies who to contact in FM to resolve reporter and payor issues, and provides links to frequently used resources. Directory items are arranged by topic, and contacts are arranged by branch.

Billing and Account Reconciliation

Provides links to billing, account reconciliation, and debt collection contacts.

Reporting Information

Provides links to list of Reporting Services available, and to electronic reporting forms and information.



INDUSTRY

PAYORS & REPORTERS

- [Payment Information](#)
- [Reporting Information](#)
- [eCommerce Portal](#)
- [Handbooks & Manuals](#)
- [Reporter Letters](#)
- [Interest Tables](#)
- [New Payor Checklist](#)
- [New Reporter Checklist](#)

FM QUICK LINKS

- [FM Directory](#)
- [Reporting Information](#)
- [Payment Information](#)
- [Forms](#)
- [Handbooks & Manuals](#)
- [Reporter Letters](#)
- [Data Warehouse Portal](#)
- [Reporter Training](#)

www.ONRR.gov homepage has a "Favorites" section that includes links to eCommerce and Data Warehouse.



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Office of Natural Resources Revenue (ONRR)

Reports and Payments

- Include your five-digit, ONRR-assigned payor code and an eight-digit PAD number on all payments and reports.
- Your payor code and PAD number must match on your report and corresponding payment.
- The payment total and the 2014 report total must match.

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Include your five-digit, ONRR-assigned payor code and an eight-digit PAD number on all payments and reports. Your payor code and PAD number must match on your report and corresponding payment.



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Office of Natural Resources Revenue (ONRR)

Due Dates

- **Royalties are due the last day of the month following the month the product was sold or removed from the lease.**
 - If the last day of the month falls on a weekend or Federal holiday, the royalties are due the next business day.
 - Payments are due by 4 p.m. Mountain Time and are credited when received; postmark does not apply.
- **Minimum royalties Payments** – Reports and payments for minimum royalties are due to ONRR by 4:00 p.m. mountain time on or before the last day of the month and year of the lease year, regardless of whether or not there is an estimate established on the lease.
- **Rental Payments** – Reports and payments for rents are due to ONRR by 4 p.m. mountain time on or before the lease anniversary date.
- **Reports are due by 6 pm Mountain Time if reporting electronically; received by 4 pm Mountain Time if reporting on paper.**

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Royalties. Forms 2014 and related payments are due to ONRR by 4 p.m. mountain time on or before the last day of the month following the month the product was sold or removed from the lease unless lease terms state that royalties are due otherwise

Rentals. Reports and payments for rents are due to ONRR by 4 p.m. mountain time on or before the lease anniversary date.

Minimum royalties. Reports and payments for minimum royalties are due to ONRR by 4:00 p.m. mountain time on or before the last day of the month and year of the lease year, regardless of whether or not there is an estimate established on the lease.

NOTE

If the last day of the month falls on a weekend or Federal holiday, send us the report and payment by 4 p.m. mountain time the next business day.

NOTE

We credit Form 2014 reports and payments when we actually receive. The receipt date is the date we receive the document; the postmark does not apply.



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Office of Natural Resources Revenue (ONRR)

Authorized Reporting Forms

- Paper Form 2014
 - Only to be used if you are not required to report electronically
 - Photocopies must be 8 1/2 inches long by 14 inches wide.
- Electronic Form (e-Commerce)
 - ONRR now requires reporters to submit data electronically

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We now require reporters to submit data electronically. (See Electronic Reporting, Final Rule, 64 FR 38116, July 15, 1999.)

If you are not required to report electronically, you can print copies of Form 2014 from our website. Photocopies must be 8-1/2 inches long by 14 inches wide.

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Electronic 2014 (e-Commerce)

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The information reported on the Form 2014 are:

- Royalties on Federal and Indian leases.
- Minimum royalty on producing leases.
- Rents on producing Indian leases.
- Rents on Federal leases

We will go through each field of the Form 2014. The slides are presented in electronic reporting format so you are able to visually see the separate fields and correct reporting. However, the paper and electronic forms require the same information; the difference between paper and electronic reporting is the way information is input.

This is an example of what the Electronic 2014 (e-Commerce) form looks like.



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PARTS OF THE 2014

HEADER

DETAIL

TRAILER

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The 2014 is divided into 3 sections:

The Header, the Detail and the Trailer.

The following screens will provide detailed information on these 3 sections.

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HEADER SECTION

Header Data

Payor Code:*	<input type="text" value="99999"/>
Payor Name:	Control Customer
Federal/Indian:*	<input type="text" value="Federal"/>
Payor Assigned Doc. Number:*	<input type="text"/>

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We will begin with the Header Section which identifies the report and the company reporting the data. This information is very important as it is repeated on the payment to assure report and payment matching.

The Payor Code field identifies the company who is reporting. The payor code is five digits and is assigned by ONRR. A pull down list will show you all the codes that you are authorized to use.

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Header Data

Payor Code:* 99999

Payor Name: Control Customer

Federal/Indian:* Federal

Payor name is now pre-populated

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Payor Code. (you will click on the down arrow)

If there is more than one code listed, select the payor code that you will be reporting on.

The payor code is a five-digit number assigned by ONRR and identifies the company. We do have edits that will reject the entire report if an invalid payor code is used.

It is vital that your payor code must be on all payments and reports as already stated in the previous section.

Once you have selected the payor code, the Payor Name Field will automatically populate.

Remember: If you report using more than one payor code, you need to prepare a separate report and matching payment for each payor code.



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Header Data

Payor Code:*

x

Payor Name:

Federal/Indian:*

Federal

Payor Assigned Doc. Number:*

- **Report Indicator: Select Federal or Indian from drop down**
- **Separate reports for Federal and Indian leases.**

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Your report must indicate whether it is for Federal or Indian reporting.

Please remember: You must remit separate reports for Federal and Indian leases. You ***cannot*** report Federal and Indian on the same report.



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Office of Natural Resources Revenue (ONRR)

Header Data

Payor Code:*

99999

Payor Name:

Control Customer

Federal/Indian:*

Federal

Payor Assigned Doc. Number:*

The Payor Assigned Doc. Number must be entered.

- **Payor-Assigned Document Number or PAD #:**
- **Assigned by the payor**
- **Eight digit field (numeric, alpha or combination)**
- **Required on all payments and reports**
- **Unique for each payment/report combination**

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The Payor Assigned Doc. Number is an eight-number identifier chosen by the payor. This number must be unique. Note: If you are reporting an audit finding, you must use the UFI (Unique Finding Identifier) as the Payor Assigned Doc Number. The UFI is provided in the Issue Letter or Order that you received from ONRR. Audits are no longer reported on the ONRR-2014 used to report royalties. Audits are reported on the CMP ONRR-2014. More detail is given regarding the CMP later.

This is required on all payments and reports. The same PAD number must be included on the accompanying payment document, including payments made to lockboxes.

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Office of Natural Resources Revenue (ONRR)

Detail Section

Contains the lease information

MMS-2014 Detail Lines

• The Payor Assigned Doc. Number must be entered.

Select Line	Line #	Preparer Use Only	ONRR Lease Number* <small>Search</small>	ONRR Agree Number <small>Search</small>	API Well Number	Product Code*	Sales Type	Sales Date (MM/YYYY)	Transaction Code*	Adjustment Reason Code	Sales Volume
	1							01 2012			0.00

Gas MMERU	Sales Value	Royalty Value Before Allowances	Transportation Allowance	Processing Allowance	Royalty Value after Allowance*	Payment Method*
0.00	0.00	0.00	0.00	0.00	0.00	03

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The Detail Section is the area where you will input your lease information.

When filing electronically, you'll find it all contained in one very long line which you have to scroll through. Because electronic reporting is required, we will be showing the fields as they appear on the website. These fields are stacked on the paper 2014.



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Office of Natural Resources Revenue (ONRR)

Preparer Use Only

**Use this space to communicate
with ONRR**

**Identify property: property name,
company lease number – Up to 20
characters**

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In the Preparer Use Only field, a payor is able to communicate with ONRR. This field is restricted to 20 characters. If special characters are used please make sure there are spaces before and after.

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**ONRR Lease
Number***
Search

0490102700

Valid ONRR converted lease number

Cross Reference table on our website at:
<http://www.onrr.gov/ReportPay/CrossRef.htm>

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Must be completed with a valid ONRR-converted lease number consisting of 10 digits (a 3-digit prefix, 6-digit body, and 1-digit suffix).

If you do not know the ONRR converted lease number, go to
<http://www.onrr.gov/ReportPay/CrossRef.htm>

 U.S. Department of the Interior
Office of Natural Resources Revenue (ONRR)

**ONRR Agree
Number
Search**

**Valid ONRR converted agreement
number
Cross Reference table on our website
at:**

<http://www.onrr.gov/ReportPay/CrossRef.htm>

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When reporting royalties based on production allocated from an agreement, the ONRR converted agreement number should be reported) in addition to the lease number in block 7. The agreement number consists of three parts:

Prefix = 3 characters, left justified

Serial No. = 6 characters, right justified

Suffix = 2 characters, left justified

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API Well Number

90080012300S01

API Well Number

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Complete or leave blank.

Report this number only if required by ONRR on certain Indian properties and offshore deep water wells under royalty relief. If you are required to report this number, enter a 15-character set that consists of the 12-digit API-assigned well number and the 3-character producing interval indicator; for example, 90080012300S01.

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Product Code*

Report the product sold or removed from the lease.

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Report the product sold or removed from the lease. Below we have listed some of the product codes associated to Oil and Gas. For a complete list of product codes, please visit Minerals Revenue Handbook Appendix C. Don't forget to use the new Product Codes for Oil when reporting Indian. We will talk more about this when we cover What is New.

Code	Description
01	Oil
02	Condensate
03	Processed (residue) gas
04	Unprocessed (wet) gas
05	Pipeline condensate, retrograde condensate, drip condensate, drip liquid, scrubber/pipeline drip
06	Plant inlet scrubber
07	Gas plant products
09	Nitrogen
12	Flash gas
13	Fuel oil
14	Oil lost



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Sales Type

Report the disposition of production by contract type Examples

ARMS
NARM
POOL
OINX
APOP
NPOP
AG

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ARMS -- sold under an Arms Length Contract

NARM -- sold under a Non Arms Length Contract

POOL -- Some companies aggregate their volumes in pools and then sell or exchange their product under multiple contracts. In a pooling situation, you will determine value by computing a weighted average of the prices for all ARMS and NARMS sales at all downstream sales outlets.

OINX -- Use OINX to report Federal lease oil production that is valued based on index. Use OINX to report Indian lease gas production that is valued based on index regardless of contract type (POP, NARM etc.).

APOP -- POP contracts are defined as sales of gas prior to processing in which the value of the wet, unprocessed gas is based on a percentage of the proceeds the purchaser receives for the sale of residue gas and gas plant products attributable to processing the lessee's gas. (Use for arm's length)

NPOP -- POP contracts are defined as sales of gas prior to processing in which the value of the wet, unprocessed gas is based on a percentage of the proceeds the purchaser receives for the sale of residue gas and gas plant products attributable to processing the lessee's gas. (Use for non- arm's length)

AG -- only used when audit indicates to use this code.

These will be explained further during the valuation training.

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**Sales Date
(MMYYYY)***

01 ▼ 2012 ▼

**Month and year product
sold or removed from
the lease**

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This indicates the month and year the product was sold or removed from the lease.

- For Royalties: Use the month the product was sold or removed from the lease.
- For Minimum Royalty: Use the last month/year of the lease year that your minimum royalty obligation is due.
- For Rent: Use the first month/year of the lease year that your rent is due.



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**Reason for reporting the line.
Determines which fields on the
line must be completed**

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It identifies the reason for reporting the line. Report the appropriate transaction code listed in the Minerals Revenue Handbook Appendix E. Our edits are transaction code specific so using the correct Transaction Code is important.

Transaction Code Examples:

Code	Description
01	Royalty Due
02	Minimum Royalty Payment
03	Estimated Royalty Payment
04	Rental Payment
05	Advance Rental Payment
11	Transportation Allowance
15	Processing Allowance
25	Recoup Advance Rental Payment



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Use to identify the reason for an adjustment to a previously accepted line or a special reporting situation

Use a valid ARC: 10, 15, 16, 25, 32, 35, 49, (71 for interest)

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This code tells us why you are adjusting a previously reported line or a special reporting situation.

- Adjustments are a two-line entry; report the ARC on both lines.
- Unless instructed otherwise by ONRR, industry can report volume, value, and royalty rate adjustments using ARC 10 - Adjustment.

Here are the codes and descriptions:

Code	Description
10	Adjustment
15	Marginal Property True UP
16	Major Portion/dual accounting – Used on both CMP/ROY
17	ONRR Initiated Compliance Adjustment – Only used on CMP
32	Estimate Adjustment
35	Unit participating/Communitization agreement adjustment
49	Index zone/dual accounting price adjustment – Used on both CMP/ROY
71	Estimate underpayment/overpayment interest
72	Audit underpayment/overpayment interest – Only used on CMP



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**If you receive an Audit or Compliance letter stating to
use ARC17 or ARC72**

**If you are working with an auditor using ARC16 or
ARC49**

**ARC17 and ARC72 MUST be done on the CMP-2014.
ARC16 and ARC49 are allowed on both the 2014 and the
CMP-2014.**

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Sales Volume
 15000.00

**Report the volume for which you will
 need to pay royalty**

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Enter the volume of the product sold or removed from the lease or from the lease-agreement combination that you are reporting and paying royalties.

If reporting royalties you are going to need your contract, gas plant statements, oil run tickets, agreement allocations if required, owners interest. If reporting volumes that are within an agreement, you must report to all royalty bearing leases according to the allocation schedule.

Use the below formulas to report volumes:

Leases not within an agreement:

Amount removed or sold x owners interest

Leases within an agreement:

Amount removed or sold x owners interest x F/I interest x Agreement Allocation

For more information see the Minerals Revenue Handbook and previous presentation on leases and agreements.

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Gas MMBtu

0.00

**Gas MMBtu is required
for product codes 03,
04, 12, 15, 16, or 39.**

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Report a Gas MMBtu for the following gas products: 03, 04, 12, 15, 16, or 39; Otherwise leave the field blank. You need to adjust the gas volume and btu heating value to the standard pressure base of 14.73 psia, standard temperature of 60 degrees F and the same degree of water saturation.

- To calculate: example: $500 \text{ Mcf} \times 1.100 \text{ Btu Factor} = 550 \text{ MMBtu}$; in other words, sales volume x Btu factor= Gas MMBtu).
- The Btu and/or MMBtu should be available to you on your gas plant statement.
- We expect reporters to determine and report the correct Gas MMBtu information on all lines.



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Sales Value

45787.50

For product codes 03, 04, 12, 15, 16, or 39, use MMBtu price:

Sales Value = gas MMBtu x MMBtu price

For other product codes, use bbl, gal, Mcf, or long ton price:

Sales Value = Sales Volume x unit price

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- For gas products 03, 04, 12, 15, 16, or 39, report gas MMBtu x Unit price.
- For all other products, report sales volume times the unit price



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Royalty Value Before Allowances

5723.44

Royalty Value Before Allowances is a mandatory field.

Calculation: Sales Value x royalty rate

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Calculation: Sales value x royalty rate.

It is critical to use the correct royalty rate when calculating your payment to ONRR. The **lease royalty rate** is specified in your lease terms. However, your royalty rate may be modified by various royalty relief programs.

Don't confuse your royalty rate with your division order percentage. The royalty rate is a component of the DOP.



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**Transportation
Allowance**

-750.00

**A transportation allowance is a deduction
from royalty due.**

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Transportation allowance is a deduction from royalty due for the reasonable, actual costs of transporting your production. Make sure you report the allowance with a **negative sign**.

Your transportation allowance may not exceed 50 percent of the “royalty value prior to allowances” of the product without prior ONRR approval.



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Processing Allowance

-50.00

A processing allowance is a deduction from royalty due.

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Processing allowance is a deduction from royalty due for the reasonable, actual costs of extracting and recovering gas plant products from a gas stream (product code 07). You should report the allowance with a **negative sign**.

Your processing allowance may not exceed 66 2/3 percent of the “royalty value prior to allowances minus transportation allowances”** of individual gas plant products without prior ONRR approval. All NGL’s recovered at a processing plant are considered a single gas plant product for ONRR reporting purposes and is product code 07.

**Unless transportation allowances are pre-processing



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**Royalty Value after
Allowance***

4972.94

Royalty Value After Allowances is the royalty value after you deduct transportation and/or processing allowances.

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Royalty Value After Allowance is the royalty value after you deduct your transportation and processing allowance deductions.

Calculation: $RVPA - TA - PA = RVLA$



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**The payment method code identifies how
and to whom payment is made**

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Report a payment method on all lines, even if your line is negative or no payment is made.

- Your payment method identifies how and to whom the payment is made.
- Use Payment Method 03 for all electronic payments. This includes Pay.gov.



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Office of Natural Resources Revenue (ONRR)

PAYMENT SECTION

Report Control Block

Check to ONRR (PM1):	0.00	Indian Direct Pay (PM2):	0.00
EFT Payments (PM3):	4,972.94	Royalty-In-Kind (PM4):	0.00
Check to ONRR for BIA (PM5):	0.00	Other (PM6):	0.00
Indian Lockbox (PM7):	0.00		

Totals

Total All Payments:	4,972.94
Number of Detail Lines:	1

Credits

Less Available Credits: **The Sum of all amounts cannot exceed the sum of (Payment Methods) PM1, PM3, and PM5. Credit amounts cannot reduce or be applied to PM2, PM4, or PM7.**

Doc ID1:	<input type="text"/>	Amount 1:	<input type="text" value="0.00"/>
Doc ID2:	<input type="text"/>	Amount 2:	<input type="text" value="0.00"/>
Doc ID3:	<input type="text"/>	Amount 3:	<input type="text" value="0.00"/>

Net Payment For Report: 4,972.94

Authorization

Authorized Payor: Davis, Christopher A

Date (MM/DD/YYYY)*: 10/8/2014

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Note the calculate button, the authorizer signature space, and the credit id lines.



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Office of Natural Resources Revenue (ONRR)

More about Electronic Reporting

- eCommerce Website content – how do I use the website
- Uploads – Uploading files created by you or your system
- CSV files – How you can create a 2014 file that can be uploaded

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Grand Teton Mountains :- Wyoming

The Office of Natural Resources Revenue is responsible for management of all revenues associated with both federal offshore and onshore mineral leases. The effort is one of the federal government's greatest sources of non-tax revenues.

WARNING TO USERS OF THIS SYSTEM

END USER AGREEMENT: This computer system, including all related equipment, networks, and network devices (including Internet access), is provided by the agency for authorized use only in accordance with the User policies at the below links. All agency computer systems may be monitored for all lawful purposes, including but not limited to, ensuring that their use is authorized, for management of the system, to facilitate protection against unauthorized access, and to verify security procedures, survivability, and operational security. Any information on this computer system may be examined, recorded, copied and used for authorized purposes at any time. All information, including personal information, placed or sent over this system may be monitored. Therefore, there should be no expectation of privacy with respect to your use of this system.

By logging into this agency computer system, you acknowledge and consent to the monitoring of this system. Evidence of your use, authorized or unauthorized, collected during monitoring may be used for civil, criminal, administrative or other adverse action. Unauthorized or illegal use may subject you to criminal prosecution.

I have read, understood, and will comply with the detailed [ONRR Acceptable Use Policy](#) (for users external to ONRR) or [Rules of Behavior](#) (for users internal to ONRR).

YES(proceed)

NO(log off)

[Department of Interior](#) | [Policy, Management and Budget](#) | [USA.gov](#) | [Accessibility](#) | [ONRR Home](#) | [Contact Us](#) | [Disclaimer](#) | [Privacy](#) | [Email eCommerce Feedback](#)

[e-Statement of Accounts](#) | [Lease Account Balance](#) | [EMARF Forms](#) | [Financial Reports & History Reports](#)

Go directly to the site: <https://onrrreporting.onrr.gov>



Log-in with your User ID and Password.
Application that external users must complete, sign and mail to ONRR to establish access to the ONRR Data Warehouse Portal, where they can use the eCommerce web site for royalty and production reporting, and view their archived Royalty (2014), OGOR and PASR reports and Statement of Account. (May also be used by government auditors to establish access to the MRMSS.)

Remember not to share your log-in information, even with co-workers.
 If you do not have log-in information yet, an EMARF must be sent in (the link is available at the bottom of this page).



U.S. Department of the Interior

Office of Natural Resources Revenue (ONRR)

How to Reset Your Password for ONRR Reporting

How to Reset Your Password for eCommerce (ONRR Reporting)

Audience

This document is for all those who access the ONRR Reporting website by starting at the following website: <https://onrrreporting.onrr.gov/>.

Password Expiration

A password for ONRR Reporting is only good for 60 days. If it expires you will need to call the ONRR Help Desk and have them reset it for you. If your password has been expired for 30 days or more, your account will be disabled and you will have to fill out the paperwork again to have it reactivated.

If your password has *not* expired, you can either have it reset by calling the ONRR Help Desk **or** you can reset the password yourself on the Internet through Citrix.

To have the ONRR Help Desk reset it for you, please call 303-231-3333 or 877-256-6260 (toll-free). The Help Desk cannot reset a password via e-mail.

To reset the password yourself, please see the next page.

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Log-in with your User ID and Password.

Application that external users must complete, sign and mail to ONRR to establish access to the ONRR Data Warehouse Portal, where they

Remember not to share your log-in information, even with co-workers.

can use the eCommerce web site for royalty and

If you do not have log-in information yet, an EMARR must be sent in (the link is available at the bottom of this page).

production reporting, and view their archived

Royalty (2014), OGOR and PASR reports and

Statement of Account. (May also be used by

government auditors to establish access to the

MRMSS.)

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Office of Natural Resources Revenue (ONRR)

Office of Natural Resources Revenue

Documents List

Registration Information Upload File Upload History Rental Information Help Known Issues Feedback Log Out

Home » Documents List

You are currently logged on as Reporter

New 2014 New CMP-2014 New OGOR New PASR Help

Filter Options

Document Type: All Status: All Starting Date: 9/10/2014 Ending Date: Redisplay List

User ID: Report ID: CMP Status: All

Report Documents

Document Type/Report ID	User ID	Reporter Code	Reporter Assigned Doc No / Reporter Doc Name	Status	CMP Status	Last Update (ET)	Edit / Display	Print	Copy	Delete	Export
2014	453470	TIERNEPY	10860	OPEN		9/21/2015 3:32:37 PM	Edit	Print	Copy All	Copy Specific	Delete
CMP	453169	TIERNEPY	10860 74184156	OPEN	Issue	9/18/2015 9:31:14 AM	Edit	Print	Copy All	Copy Specific	Delete
CMP	453452	TIERNEPY	10860	OPEN	Issue	9/17/2015 1:05:25 PM	Edit	Print	Copy All	Copy Specific	Delete
CMP	453451	CARVERC	10860	OPEN	Issue	9/17/2015 8:42:07 AM	Edit	Print	Copy All	Copy Specific	Delete
2014	453450	CARVERC	10860 1234	OPEN		9/17/2015 7:06:49 AM	Edit	Print	Copy All	Copy Specific	Delete
2014	453432	LOPEZJA	10860 1234	OPEN		9/8/2015 12:11:15 PM	Edit	Print	Copy All	Copy Specific	Delete
2014	453431	LOPEZJA	10860 TEST498	OPEN		9/8/2015 11:57:29 AM	Edit	Print	Copy All	Copy Specific	Delete
2014	453372	LOPEZJA	10860 UPLDTST1	SENT		9/8/2015 11:31:16 AM	Display	Print	Copy All	Copy Specific	Delete
2014	453412	LOPEZJA	10860 489598	SENT		9/8/2015 11:31:02 AM	Display	Print	Copy All	Copy Specific	Delete
2014	453430	TIERNEPY	10860 01-2012	OPEN		9/8/2015 8:35:42 AM	Edit	Print	Copy All	Copy Specific	Delete
CMP	453375	LOPEZJA	10860 UPLDTST1	OPEN	Issue	9/4/2015 10:20:11 AM	Edit	Print	Copy All	Copy Specific	Delete
2014	453374	TIERNEPY	10860 2160TEST	OPEN		9/4/2015 9:56:16 AM	Edit	Print	Copy All	Copy Specific	Delete
CMP	453373	TIERNEPY	10860	OPEN	Issue	9/4/2015 9:45:40 AM	Edit	Print	Copy All	Copy Specific	Delete
2014	453371	CARVERC	10860 1234A	SENT		9/3/2015 8:29:48 AM	Display	Print	Copy All	Copy Specific	Delete
2014	453370	CARVERC	10860 123456	SENT		9/3/2015 8:26:48 AM	Display	Print	Copy All	Copy Specific	Delete

1 2 3 4 5 6 7 8 9 10 ...

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Documents List shows all the reports for your company.

Filter options to narrow down searches – including new filters for User ID and Report ID



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Create New 2014

Documents List Registration Information Upload File Upload History Rental Information Help Known Issues Feedback Log Out

Home » Documents List » MMS-2014

Save Payment Information Override Print Validate Help Field Help Cancel Send

Seconds until next auto-save: 240

AutoSave:

General Report Information
Report ID: 453473 Report Status: Open Override Status: No override request Validation Status: NeverValidated

Header Data
Payor Code*:
Payor Name:
Federal/Indian*: Federal
Payor Assigned Doc. Number*:

Line Commands
 1 1 #Lines to Display: 25 Line # ASC

MMS-2014 Detail Lines

Select Line	Line #	Preparer Use Only	ONRR Lease Number* Search	ONRR Agree Number* Search	API Well Number	Product Code*	Sales Type	Sales Date (MMYYYY)*	Transaction Code*
<input type="checkbox"/>	1							08 2015	

Transaction Code*	Adjustment Reason Code	Sales Volume	Gas MMBtu	Sales Value	Royalty Value Before Allowances	Transportation Allowance	Processing Allowance	Royalty Value after Allowance*	Payment Method*
<input type="text"/>	<input type="text"/>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	03 <input type="text"/>

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Create New 2014

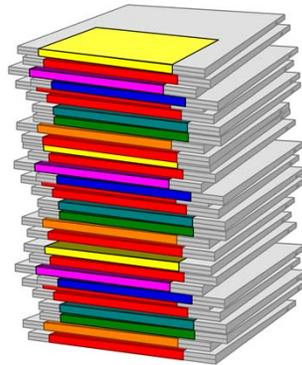
Blank line – manually typing each line in



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Importing Data Files



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Types of Imported Data

**All outside data must be formatted in
ONRR approved layouts**

ASCII files can be created by using
ext.TXT

CSV files can be created from
Microsoft Excel

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Electronic Reporting Information – Form ONRR-2014 CSV Record Layout

Establish/Update Address and/or Addressee Contact Information — You must complete, sign and mail an original Form ONRR-4444 to establish your official mailing address and contact information with ONRR. Changes and updates can only be made via 4444—we cannot update contact information from phone calls, emails, or other correspondence.

- [Form ONRR-4444 \(pdf\)](#)
- [Instructions to Payors and Operators for the Form ONRR-4444 \(pdf\)](#)

Company Name Changes — Company name changes must be initiated by the company through BLM (for onshore Federal leases), BOEM in the Gulf (for offshore leases), or BIA (for Indian leases). ONRR and the company will be notified in writing that the name change is recognized and the effective date. For assistance with this process, please contact Reporting & Solid Minerals Services at ☐ 1-800-525-0309.

- [Form ONRR-4444 \(pdf\)](#)
- [Instructions to Payors and Operators for the Form ONRR-4444 \(pdf\)](#)

File Reports, and Research Prior Data

Log in to the ONRR Data Warehouse portal to access the eCommerce web site for electronic reporting, and to view your past Form ONRR-2014 reports.

Forms

Royalty Reporting

- [Form ONRR-2014 \(pdf\)](#) — Report of Sales & Royalty Remittance (expires 12/31/2015)
- [Form ONRR-2014 — ASCII Record Layout \(pdf\)](#)
- [Form ONRR-2014 — CSV Record Layout \(pdf\)](#)
 - [Sample file \(excel\)](#)
- [Form ONRR-2014 — Complete List of Edits \(pdf\)](#)
- [Form ONRR-4425 \(pdf\)](#) — Designation Form for Royalty Payment Responsibility (expires 1/31/2015)

Allowances

- [Form ONRR-4109 \(pdf\)](#) — Gas Processing Allowance (Instructions and Schedule forms included) (expires 9/30/2015)
- [Form ONRR-4110 \(pdf\)](#) — Oil Transportation Allowance Report (Instructions and Schedule forms included) (expires 9/30/2015)
- [Form ONRR-4295 \(pdf\)](#) — Gas Transportation Allowance Report (Instructions and Schedule forms included) (expires 9/30/2015)
- [Form ONRR-4393 \(pdf\)](#) — Request to Exceed Regulatory Allowance Limitation (expires 12/31/2013)

www.ONRR.gov > Reporting/Paying > Royalty Reporting

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www.ONRR.gov > Reporting/Paying > Royalty Reporting
 Rules on creating both ASCII files and CSV files
 Great example/sample of a CSV file



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Electronic Reporting Information – Form ONRR-2014 CSV Record Layout (cont.) Instructions

<http://onrr.gov/ReportPay/PDFDocs/CSV2014Rev.pdf>

Form ONRR-2014 Reporting Instructions – CSV Format

Comma Separated Value (CSV) files are first created in an Excel spreadsheet then saved as a CSV file type. All data entry is done in the Excel spreadsheet. Once a CSV file is saved, you will have two files—one with an .xls extension, the other with a .csv extension. NEVER open or double-click the .csv file in Excel! Always make corrections in your original Excel file, then save it to a CSV file. If you need to view the CSV file, view it in a word processor such as WordPad. If you open the .csv file in Excel, you will lose ALL of the formatting from the Excel file. If you need assistance or sample files, please contact Ms. Mary Dietrick at 303-231-3318 (Toll Free 1-800-525-0309 ext 3318).

A. Format Requirements

All record fields must comply with the following requirements:

1. The file name must end with a .CSV extension.
2. Commas must separate all fields. Fields that are blank still require a comma to delimit their position. A comma is not required after the last field of a record.
3. Federal and Indian data must be submitted as separate documents.
4. Multiple documents can be present in a single file. Headers and Trailers separate the

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If having troubles with CSV formatting, read the CSV instructions
-Included is small excerpt

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**Electronic Reporting Information – Form
 ONRR-2014 CSV Record Layout (cont.)
 Sample CSV File**

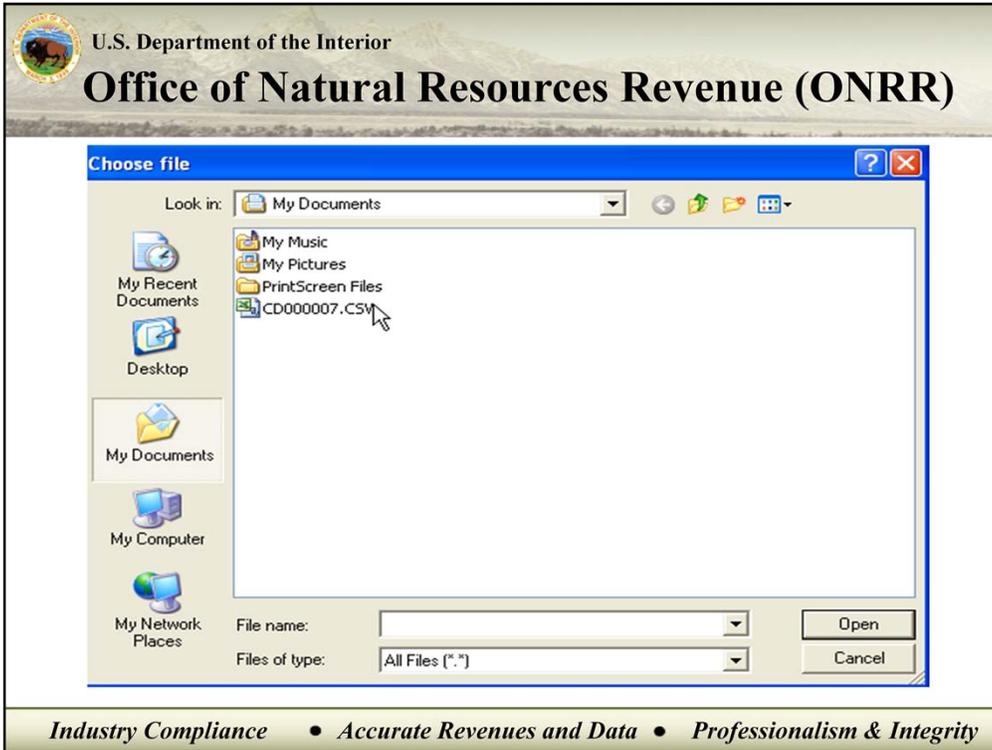
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Sample is a .xls

Changes are made to the .xls, then saved as a .csv

TIPS:

- Save changes to the original Spreadsheet and then Save As a CSV when you are ready to upload (so you will have both the Spreadsheet and the CSV files). If you need to make changes, make changes to the original Spreadsheet and Save As a CSV again (save over your existing CSV). Do not make changes directly to the CSV.
- Leading zeroes must be included. For example, the Sales Date must read 052001, not 52001.
- Decimals must be carried two digits out. For example, values must read 2489.40, not 2489.4.
- Remember to change the “ROY” in cell C1 to “CMP” for CMP-2014 files.
- The PAD number in cell D1 must be 8 characters or less, and should match the UFI the auditor provided.



After the finished document is saved as a .csv, be sure to upload that .csv file in eCommerce.

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Office of Natural Resources Revenue (ONRR)

 Office of Natural Resources Revenue

Documents List | Registration Information | **Upload File** | Upload History | Rental Information | Help | Known Issues | Feedback | Log Out

Home » Upload File

[Help](#) | Create New CMP-2014 | Edit Existing CMP-2014

[Upload Report Document](#)

To upload a report file from your local computer, click the "Select" button and choose a file.
For faster delivery of multiple reports, compress them into one zip file prior to upload. The system will automatically detect the file type and process accordingly.

Report Files (.csv, .txt, and .zip formats only)

Upload File now has 2 options.
Default is "Create New CMP-2014" – this is for any new document, despite the wording

New "Edit existing CMP-2014" option is if AMC/Audit sends a CMP-2014 and you want to upload a file to match that UFI or Issue/Order.

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Office of Natural Resources Revenue

Documents List Registration Information Upload File Upload History Rental Information Help Known Issues Feedback Log Out

Home » Documents List
 You are currently logged on as Reporter.

Current Upload Status

File Name	Report Type	Status	Uploaded By	Upload Date (EST)	Import Start	Import End	Report ID
SamExcel2014.csv	2014	Error	TIERNEY	9/22/2015 3:58:12 PM	9/22/2015 3:58:13 PM	9/22/2015 3:58:35 PM	

Filter Options

Document Type: All Status: All Starting Date: 9/10/2014 Ending Date:

User ID: Report ID: CMP Status: All

Report Documents

Document Type	Report ID	User ID	Reporter Code	Reporter Assigned Doc No. / Reporter Doc Name	Status	CMP Status	Last Update (ET)	Edit / Display	Print	Copy	Delete	Export
2014	453473	TIERNEY	10860		OPEN		9/22/2015 3:44:06 PM	Edit	Print	Copy All Copy Specific	Delete	CSV Fixed
2014	453470	TIERNEY	10860		OPEN		9/21/2015 3:32:37 PM	Edit	Print	Copy All Copy Specific	Delete	CSV Fixed
CMP	453169	TIERNEY	10860	74184156	OPEN	Issue	9/18/2015 9:31:14 AM	Edit	Print	Copy All Copy Specific	Delete	CSV Fixed
CMP	453452	TIERNEY	10860		OPEN	Issue	9/17/2015 1:05:25 PM	Edit	Print	Copy All Copy Specific	Delete	CSV Fixed
CMP	453451	CARVERC	10860		OPEN	Issue	9/17/2015 8:42:07 AM	Edit	Print	Copy All Copy Specific	Delete	CSV Fixed
2014	453450	CARVERC	10860	1234	OPEN		9/17/2015 7:06:49 AM	Edit	Print	Copy All Copy Specific	Delete	CSV Fixed
2014	453432	LOPEZJA	16913	Edi09598	OPEN		9/8/2015 12:11:15 PM	Edit	Print	Copy All Copy Specific	Delete	CSV Fixed
2014	453431	LOPEZJA	10860	TEST498	OPEN		9/8/2015 11:57:28 AM	Edit	Print	Copy All Copy Specific	Delete	CSV Fixed

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This file had an Error, and was not assigned a Report ID



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Document Upload History

- **Filename**
 - Lists the file names of uploaded documents. Click on the file name link to review the contents of the file.
- **Report Type**
 - Lists the type of document(s) being uploaded.
- **Original Filename**
 - If zipping several files together, the original zip file name is listed.

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U.S. Department of the Interior

Office of Natural Resources Revenue (ONRR)

Doc Upload History (cont.)

- Upload Status
 - Shows the status of the document(s) being uploaded. There are four increments.
 - Uploaded – Document is being loaded to the server
 - Pending – Document is uploaded, but hasn't started checking for errors
 - Processing – Document is going through the verification process
 - Completed – Document has been edited and no errors occurred during the import process
 - Error – Document has been edited and errors occurred during the import process. Click on the ERROR link to see error messages

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Doc Upload History (cont.)

- Upload Date
 - This is the date the file was uploaded. Files uploaded are retained for 10 days then removed from the History List.
- Report ID
 - The number given to each document when loaded to the Document List.

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Office of Natural Resources Revenue

[Documents List](#) | [Registration Information](#) | [Upload File](#) | [Upload History](#) | [Help](#) | [Feedback](#) | [Log Out](#)

Home » [Upload History](#)

[Help](#)

Status Legend

Uploaded: The file has successfully loaded onto the servers.
Pending: The file is waiting for format validation processing.
Processing: The file is being validated for format requirements.
Completed: The file successfully passed format validation and a report has been created. The new report can be viewed in the Documents List.
Error: The file has failed format validation. Click on the status to view format errors.

Upload History

File Name	Report Type	Status	Uploaded By	Upload Date(EST)	File Size	Import Start
Report_2014_2831_17202no err.csv	2014	Completed	COLEMANA	2/25/2011 1:51:44 AM	1899122	2/25/2011 1:51:50 AM
Report_2014_2831.csv	2014	Completed	COLEMANA	2/25/2011 1:46:11 AM	90602	2/25/2011 1:46:19 AM
Report_2014_50000.csv	2014	Completed	LEESJA	2/25/2011 1:02:10 AM	5349510	2/25/2011 1:02:17 AM
Report_2014_2.csv	2014	Completed	LEESJA	2/25/2011 12:37:43 AM	364	2/25/2011 12:37:51 AM
Report_2014_3500.csv	2014	Completed	LEESJA	2/24/2011 7:11:57 PM	374543	2/24/2011 7:11:58 PM
Report_2014_3500.csv	2014	Completed	LEESJA	2/24/2011 7:10:22 PM	374543	2/24/2011 7:10:27 PM
Report_2014_4500.csv	2014	Completed	LEESJA	2/24/2011 7:10:07 PM	481543	2/24/2011 7:10:17 PM

Upload History shows a history for all uploaded files under the payor codes you have access to. So, you will see uploads by others that have access to the same payor codes.

Clicking the file will allow you to view what was uploaded.



Office of Natural Resources Revenue

Upload Report Documents

[File Details](#)

File Name	Report Type	Status	Uploaded By	Upload Date (EST)	Import Start	Import End	Report ID
CD000007.CSV	2014	Error	HAYESR	2/23/2011 11:15:55 AM	2/23/2011 11:16:00 AM	2/23/2011 11:16:02 AM	

[File Contents](#)

This is the datafile that was submitted

[Download File](#)

```

1,,ROY,CD000007, ,
2,1,1, , ,0480014820, , , ,02,AFOP,012009,01,17,100.00,0.00,1000.00,125.00,0.00,0.00,125.00,1
2,1,2, , ,0480029520, , , ,02,ARMS,012009,01,17,100.00,0.00,1000.00,125.00,0.00,0.00,125.00,1
2,1,3, , ,0480038640, , , ,02,ARMS,012009,01,17,100.00,0.00,1000.00,125.00,0.00,0.00,125.00,1
2,1,4, , ,0480325320, , , ,02,NARM,012009,01,17,100.00,0.00,1000.00,125.00,0.00,0.00,125.00,1
2,1,5, , ,0480325320, , , ,02,POOL,012009,01,17,100.00,0.00,1000.00,125.00,0.00,0.00,125.00,1
2,1,6, , ,0480325320, , , ,01,NPOP,012009,01,17,100.00,0.00,1000.00,125.00,0.00,0.00,125.00,1
2,1,7, , ,0480325320, , , ,02,ARMS,012009,01,17,100.00,0.00,1000.00,125.00,0.00,0.00,125.00,1
2,1,8, , ,0480325320, , , ,01,ARMS,012009,01,17,100.00,0.00,1000.00,125.00,0.00,0.00,125.00,1
2,1,9, , ,0480325320, , , ,01,NARM,012009,01,17,100.00,0.00,1000.00,125.00,0.00,0.00,125.00,1
2,1,10, , ,0490606720, , , ,02,POOL,012009,01,17,100.00,0.00,1000.00,125.00,0.00,0.00,125.00,1

```

Clicking the file name shows what was uploaded and gives an option to Download File.



U.S. Department of the Interior

Office of Natural Resources Revenue (ONRR)



Why do I have to go through two checks for errors?

- The Import process primarily catches any errors occurring due to improper formatting of imported fields.
- The Validation process identifies improper formatting when entering data directly on a new form, as well as compares the data based on transaction requirements.

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Uploading a file only checks the formatting requirements, which helps ensure

the correct data is transferred onto a 2014.

This is not the same as “Validating” the 2014, which is a 2nd check for actual errors with the reporting (not the formatting).

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Editing an Uploaded 2014

Office of Natural Resources Revenue

Documents List Registration Information Upload File Upload History Rental Information Help Known Issues Feedback Log Out

Home > Documents List
 You are currently logged on as Reporter.

Current Upload Status

File Name	Report Type	Status	Uploaded By	Upload Date (EST)	Import Start	Import End	Report ID
SamExcel2014csv.csv	2014	Error	TIERNEY	9/22/2015 3:58:12 PM	9/22/2015 3:58:13 PM	9/22/2015 3:58:35 PM	

Filter Options

Document Type: All Status: All Starting Date: 9/10/2014 Ending Date:

User ID: Report ID: CMP Status: All

Report Documents

Document Type	Report ID	User ID	Reporter Code	Reporter Assigned Doc No / Reporter Doc Name	Status	CMP Status	Last Update (ET)	Edit / Display	Print	Copy	Delete	Export	
2014	453473	TIERNEY	10860		OPEN		9/22/2015 3:44:06 PM	Edit	Print	Copy All	Copy Specific	Delete	CSV Fixed
2014	453470	TIERNEY	10860		OPEN		9/21/2015 3:32:37 PM	Edit	Print	Copy All	Copy Specific	Delete	CSV Fixed
CMP	453169	TIERNEY	10860	74184156	OPEN	Issue	9/18/2015 9:31:14 AM	Edit	Print	Copy All	Copy Specific	Delete	CSV Fixed
CMP	453452	TIERNEY	10860		OPEN	Issue	9/17/2015 1:05:25 PM	Edit	Print	Copy All	Copy Specific	Delete	CSV Fixed
CMP	453451	CARVERC	10860		OPEN	Issue	9/17/2015 8:42:07 AM	Edit	Print	Copy All	Copy Specific	Delete	CSV Fixed
2014	453450	CARVERC	10860	1234	OPEN		9/17/2015 7:06:49 AM	Edit	Print	Copy All	Copy Specific	Delete	CSV Fixed
2014	453432	LOPEZJA	16913	Ed09598	OPEN		9/8/2015 12:11:15 PM	Edit	Print	Copy All	Copy Specific	Delete	CSV Fixed
2014	453431	LOPEZJA	10860	TEST498	OPEN		9/8/2015 11:57:28 AM	Edit	Print	Copy All	Copy Specific	Delete	CSV Fixed

Click Edit to open/modify a 2014 already started or loaded

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Paging Functionality

<input type="checkbox"/>	>	24	<input type="text"/>	(0480325320)	891000333A	<input type="text"/>	02-Condensate	NARM	01	1983	01
<input type="checkbox"/>	>	25	<input type="text"/>	(0480325320)	891000333A	<input type="text"/>	02-Condensate	POOL	01	1983	01

1 2 3 4 5 6 7 8 9 10 ... >> ←

Line Commands

Copy Delete Add Lines Go To #Lines to Display:

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Paging functionality is similar to standard web browsing options:

Click directly on each page

Click on the “...” to view the next 10 pages

Click on the “>>” to view the last few pages only

You can also move directly to a specific line by typing in the line number to the right of “Go To” and then clicking “Go To”.

Users can change how many lines are displayed per page, up to 100. Note this might cause the system to respond slower.



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Payment Information

Home » Documents List » MMS-2014 » MMS-2014 Payment

Seconds until next auto-save: 225

General Report Information
 Report ID: 2898 Report Status: Open Override Status: No override request

Report Control Block

Check to ONRR (PM1):	21,222,363.49	Indian Direct Pay (PM2):	0.00
EFT Payments (PM3):	0.00	Royalty-in-Kind (PM4):	0.00
Check to ONRR for BIA (PM5):	0.00	Other (PM6):	0.00
Indian Lockbox (PM7):	0.00		

Totals

Total All Payments: 21,222,363.49
 Number of Detail Lines: 6

Credits
 Less Available Credits: **The Sum of all amounts cannot exceed the sum of (Payment Methods) PM1, PM3, and PM5. Credit amounts cannot reduce or be applied to PM2, PM4, or PM7.**

Doc ID1: Amount 1:

Doc ID2: Amount 2:

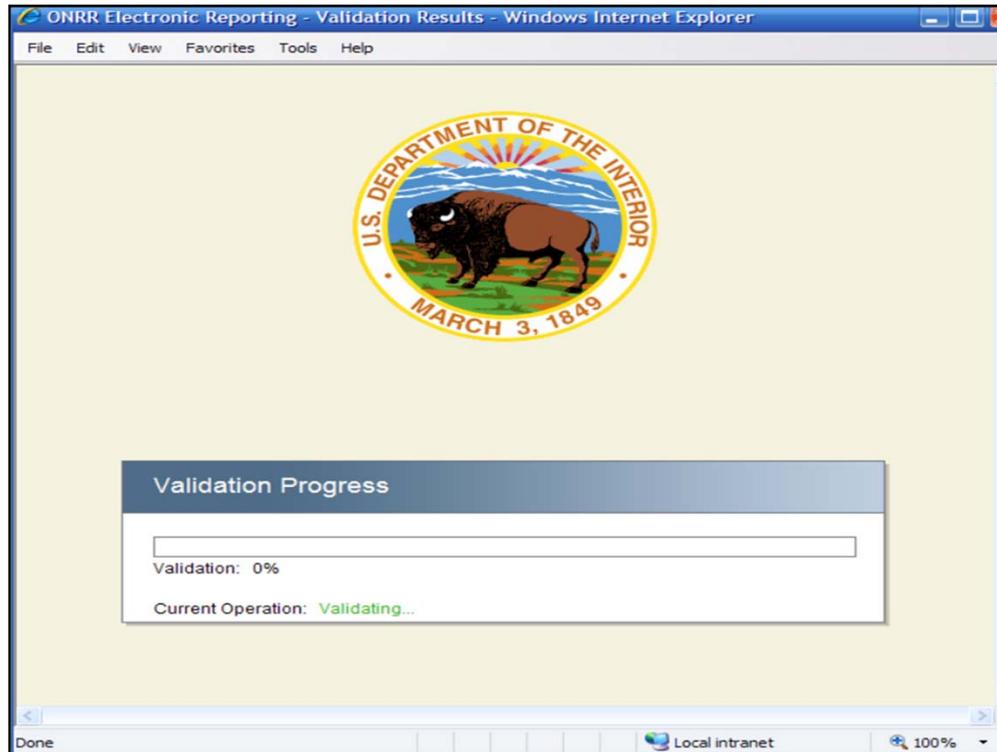
Doc ID3: Amount 3:

Net Payment For Report: 21,222,363.49

Authorization
 Authorized Payor: Hayes, Rosalind
 Date (MM/DD/YYYY): 1/24/2001

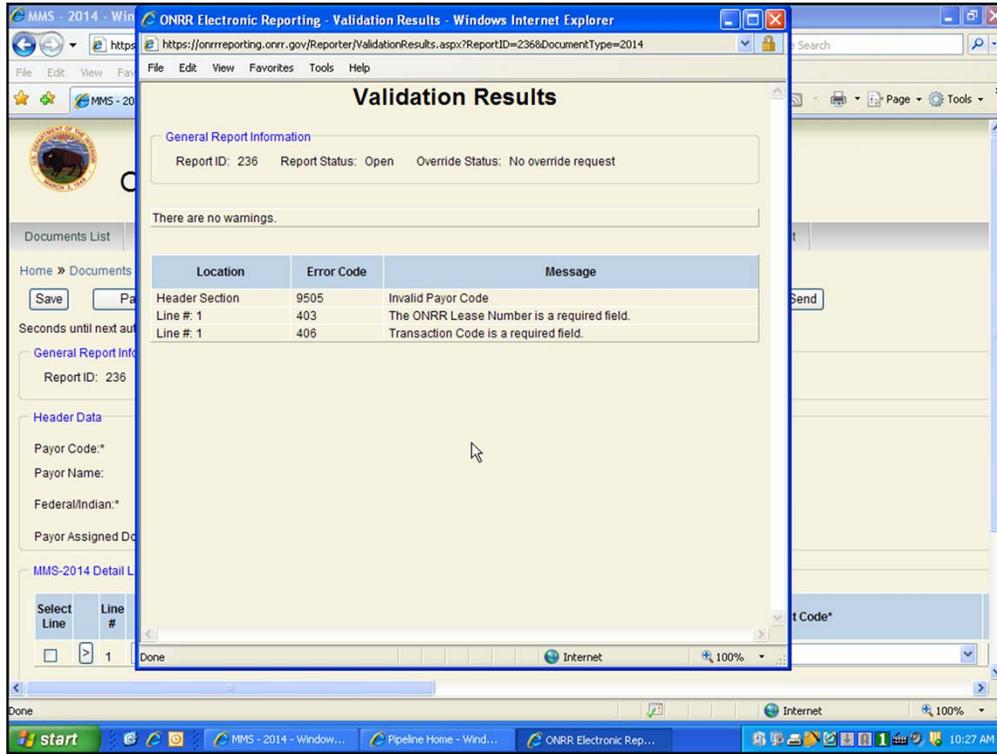
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Before sending the 2014, always check the Payment Information. Make sure the total here matches what you expect it to, and that each payment type matches what you expect it to (in case a PM was mis-typed).



Clicking Validation, allow time for it to process (especially for larger reports)

- Be sure your pop-up blocker is off, otherwise nothing will happen
- This Validation window sometimes “falls behind” eCommerce. If you do not see it, try minimizing the eCommerce window.



Example of Validation – Errors found

Office of Natural Resources Revenue

Documents List Registration Information Upload File Upload History Help Feedback Log Out

Home » Documents List » MMS-2014

Save Payment Information Override Print Validate Help Field Help Cancel Send

Seconds until next auto-save: 300

General Report Information

Report ID: 5836 Report Status: Open Override Status: No override request

Header Data

Payor Code:* 10860
 Payor Name: BF
 Federal/Indian:* Indian
 Payor Assigned Doc. Number:* sendpval

Windows Internet Explorer

The report is not ready to be sent. Please run validation to ensure that the following are true before sending to ONRR:

- The report data has not been changed or updated since the last validation.
- The report has no non-overridable errors.
- The report has no overridable errors that have yet to be approved for override.

OK

MMS-2014 Detail Lines

Select Line	Line #	Preparer Use Only	ONRR Lease Number* Search	ONRR Agree Number Search	API Well Number	Product Code*	Sales Type	Sales Date (MM/YYYY)*	Transaction Code*
<input type="checkbox"/>	> 1	50kNoErr	5240015380	7930000180		39-Coal Bed Methane	ONRX	10 2007	01
<input type="checkbox"/>	> 2	50kNoErr	5240015380	7930000180		39-Coal Bed Methane	ONRX	10 2007	01
<input type="checkbox"/>	> 3	50kNoErr	5240015380	7930000180		39-Coal Bed Methane	ONRX	10 2007	01
<input type="checkbox"/>	> 4	50kNoErr	5240015380	7930000180		39-Coal Bed Methane	ONRX	10 2007	01
<input type="checkbox"/>	> 5	50kNoErr	5240015380	7930000180		39-Coal Bed Methane	ONRX	10 2007	01
<input type="checkbox"/>	> 6	50kNoErr	5240015380	7930000180		39-Coal Bed Methane	ONRX	10 2007	01
<input type="checkbox"/>	> 7	50kNoErr	5240015380	7930000180		39-Coal Bed Methane	ONRX	10 2007	01
<input type="checkbox"/>	> 8	50kNoErr	5240015380	7930000180		39-Coal Bed Methane	ONRX	10 2007	01
<input type="checkbox"/>	> 9	50kNoErr	5240015380	7930000180		39-Coal Bed Methane	ONRX	10 2007	01

The report can't be Sent until the Errors are corrected or an Override is done.



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Lease Associated Errors

- If you are getting errors you have never seen before take a look at the lease number. Lease number is a fatal error.
- Double check your lease number. If your lease number is incorrect then other errors might appear:
 - Sales MO/YR must be after the lease anniversary date
 - Sales MO/YR must be prior to the lease termination date or relinquished date
- Don't panic, if you can't figure out what is wrong with the lease number call ONRR Reporting Services. We can help you.

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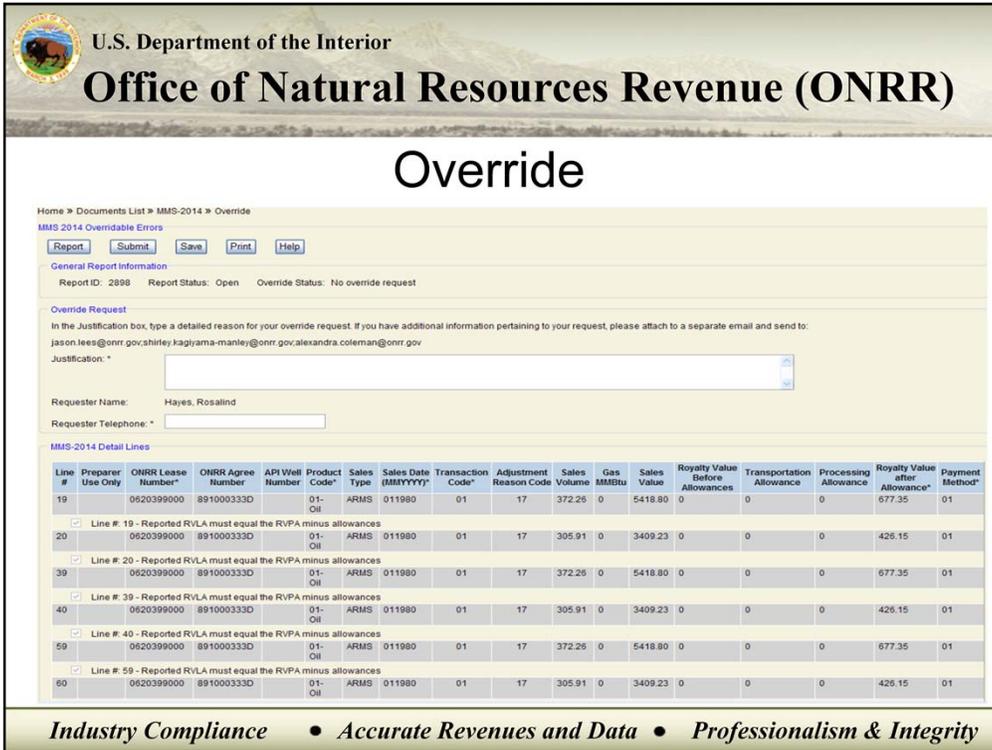
U.S. Department of the Interior

Office of Natural Resources Revenue (ONRR)

HOW TO REQUEST OVERRIDE

- **Call your Reporting Services Representative.**
- Once they agree an override needs to be done.
- Fill in the justification and telephone number.
- Click on submit.
- Fax or email all of your backup for the override to the Reporting Services Representative.
- Wait for a response from ONRR.

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Override

Home » Documents List » MMS-2014 » Override

MMS 2014 Overridable Errors

[Report](#) [Submit](#) [Save](#) [Print](#) [Help](#)

General Report Information
ReportID: 2898 Report Status: Open Override Status: No override request

Override Request

In the Justification box, type a detailed reason for your override request. If you have additional information pertaining to your request, please attach to a separate email and send to: jason.lee@onrr.gov, shirley.kagiyama-manley@onrr.gov, alexandra.coleman@onrr.gov

Justification: *

Requester Name: Hayes, Rosalind

Requester Telephone: *

MMS-2014 Detail Lines

Line #	Preparer Use Only	ONRR Lease Number*	ONRR Agree Number	API Well Number	Product Code*	Sales Type	Sales Date (MM/YYYY)	Transaction Code*	Adjustment Reason Code	Sales Volume	Gas MMBtu	Sales Value	Royalty Value Before Allowances	Transportation Allowance	Processing Allowance	Royalty Value after Allowance*	Payment Method*
19		0620399000	891000333D		01-Oil	ARMS	011980	01	17	372.26	0	5418.80	0	0	0	5418.80	01
<input checked="" type="checkbox"/> Line # 19 - Reported RVL A must equal the RVPA minus allowances																	
20		0620399000	891000333D		01-Oil	ARMS	011980	01	17	305.91	0	3409.23	0	0	0	426.15	01
<input checked="" type="checkbox"/> Line # 20 - Reported RVL A must equal the RVPA minus allowances																	
39		0620399000	891000333D		01-Oil	ARMS	011980	01	17	372.26	0	5418.80	0	0	0	677.35	01
<input checked="" type="checkbox"/> Line # 39 - Reported RVL A must equal the RVPA minus allowances																	
40		0620399000	891000333D		01-Oil	ARMS	011980	01	17	305.91	0	3409.23	0	0	0	426.15	01
<input checked="" type="checkbox"/> Line # 40 - Reported RVL A must equal the RVPA minus allowances																	
59		0620399000	891000333D		01-Oil	ARMS	011980	01	17	372.26	0	5418.80	0	0	0	677.35	01
<input checked="" type="checkbox"/> Line # 59 - Reported RVL A must equal the RVPA minus allowances																	
60		0620399000	891000333D		01-Oil	ARMS	011980	01	17	305.91	0	3409.23	0	0	0	426.15	01

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This is the Override page.

Type in a clear justification – why the report is being submitted, why the lines are rejecting, and who you spoke with at ONRR. Be sure to include a valid phone number as well.

Please note only the rejecting lines are visible, and these are the only lines visible to ONRR when the Override request is being reviewed.



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Office of Natural Resources Revenue (ONRR)

ONRR CALLED YOU REGARDING YOUR OVERRIDE

- Once you get the call or e-mail stating that the error(s) have been overridden, go back into your report.
- [Click on the Override Button.](#)
- Print the approval if you want documentation.
- Click on the Report Tab.
- Now you can send your report.

DO NOT USE THE UNLOCK BUTTON, unless you really did not want to override the errors!

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Send

- Ready to send.
- If you still have errors, the system will tell you.
- If not, the document will be sent.
- SENT status means your document has been received by ONRR and will be loaded into our tables.
- Documents are picked up by ONRR as soon as you hit send. Documents are not processed until after 6:00 p.m., but will retain today's date.
- The system is not available Saturday and Sunday.
RECONCILED is not a feature on the eCommerce website.

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Office of Natural Resources Revenue (ONRR)

Office of Natural Resources Revenue

Documents List | Registration Information | Upload File | Upload History | Rental Information | Help | Known Issues | Feedback | Log Out

Home » Documents List
 You are currently logged on as Reporter.

Current Upload Status

File Name	Report Type	Status	Uploaded By	Upload Date (EST)	Import Start	Import End	Report ID
SamExcel2014csv.csv	2014	Error	TIERNEY	9/22/2015 3:58:12 PM	9/22/2015 3:58:13 PM	9/22/2015 3:58:35 PM	

Filter Options

Document Type: Status: Starting Date: Ending Date:

User ID: Report ID: CMP Status:

Report Documents

Document Type	Report ID	User ID	Reporter Code	Reporter Assigned Doc No / Reporter Doc Name	Status	CMP Status	Last Update (ET)	Edit / Display	Print	Copy	Delete	Export
2014	453473	TIERNEY	10860		OPEN		9/22/2015 3:44:06 PM	<input type="button" value="Edit"/>	<input type="button" value="Print"/>	<input type="button" value="Copy All"/> <input type="button" value="Copy Specific"/>	<input type="button" value="Delete"/>	CSV Fixed
2014	453470	TIERNEY	10860		OPEN		9/21/2015 3:32:37 PM	<input type="button" value="Edit"/>	<input type="button" value="Print"/>	<input type="button" value="Copy All"/> <input type="button" value="Copy Specific"/>	<input type="button" value="Delete"/>	CSV Fixed
CMP	453169	TIERNEY	10860	74184156	OPEN	Issue	9/18/2015 9:31:14 AM	<input type="button" value="Edit"/>	<input type="button" value="Print"/>	<input type="button" value="Copy All"/> <input type="button" value="Copy Specific"/>	<input type="button" value="Delete"/>	CSV Fixed
CMP	453452	TIERNEY	10860		OPEN	Issue	9/17/2015 1:05:25 PM	<input type="button" value="Edit"/>	<input type="button" value="Print"/>	<input type="button" value="Copy All"/> <input type="button" value="Copy Specific"/>	<input type="button" value="Delete"/>	CSV Fixed
CMP	453451	CARVERC	10860		OPEN	Issue	9/17/2015 8:42:07 AM	<input type="button" value="Edit"/>	<input type="button" value="Print"/>	<input type="button" value="Copy All"/> <input type="button" value="Copy Specific"/>	<input type="button" value="Delete"/>	CSV Fixed
2014	453450	CARVERC	10860	1234	OPEN		9/17/2015 7:06:49 AM	<input type="button" value="Edit"/>	<input type="button" value="Print"/>	<input type="button" value="Copy All"/> <input type="button" value="Copy Specific"/>	<input type="button" value="Delete"/>	CSV Fixed
2014	453432	LOPEZJA	16913	Edit9598	OPEN		9/8/2015 12:11:15 PM	<input type="button" value="Edit"/>	<input type="button" value="Print"/>	<input type="button" value="Copy All"/> <input type="button" value="Copy Specific"/>	<input type="button" value="Delete"/>	CSV Fixed
2014	453431	LOPEZJA	10860	TEST498	OPEN		9/8/2015 11:57:28 AM	<input type="button" value="Edit"/>	<input type="button" value="Print"/>	<input type="button" value="Copy All"/> <input type="button" value="Copy Specific"/>	<input type="button" value="Delete"/>	CSV Fixed

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The Help option provides information about each page and section of eCommerce.



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Application Level Help

The eCommerce Reporting website provides three levels of help: Application Level, Page Level and Field Level.

Help **Application Level**-This level of help is available on the main navigation bar and can be accessed at all times.

For help regarding all aspects of the eCommerce Reporting website refer to the links in the following list:

- Document List - Help
- Electronic Reporting Contacts
- Electronic Reporting Policies
- Frequently Asked Questions
- MMS-2014 Document - Help
- OGOR Document - Help
- ONRR Home Page
- ONRR Feedback Page
- PARS Document - Help
- Reporter Handbooks
- Upload a CSV or Fixed-Width File
- What's New at ONRR
- Why Report Electronically?

For more instructions on how to use the eCommerce website, please download a copy of the eCommerce Reporting Website – User Guide. This guide provides step-by-step instructions for each feature of the website. It explains the purpose and function of button commands and how to use any new functions that have been added as updates to the website.

Help **Page Level**-this is available as a "Help" button located at the top of many pages within the eCommerce Reporting website. Once the "help" button is clicked, a new window opens displaying useful information pertaining to that particular page.

To use Page Level Help:

1. Click the "Help" button on the page where help is needed.

Field Help **Field Level**-this is not available on all pages but is available for all fields within the 2014, PARS and OGOR documents. The "Field Help" button is located at the top of each one of these document pages.

To use field level help:

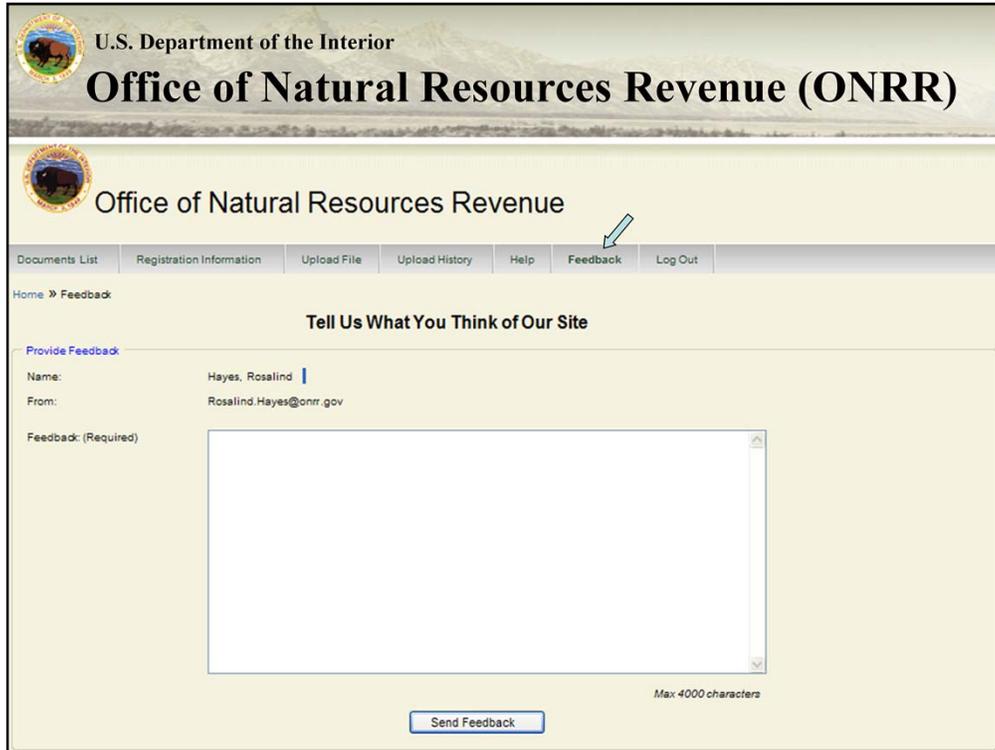
1. Click on a desired field.
2. Then click the "Field Help" button.
3. A new window opens and displays information pertaining to that particular field.

Update Registration Information:

To update any missing or incorrect registration information you must contact the BOEMRE Help Desk. Information cannot be manually updated in the Registration Information page.

BOEMRE Help Desk:
 Direct: 303-231-3333
 Toll Free: 877-236-6260
 Email: BOEMREhelpdesk@boemre.gov

Clicking Help gives useful information about different pages in eCommerce. There is a useful FAQ and links to our contact lists here.



The screenshot shows the feedback form on the ONRR website. At the top, it features the U.S. Department of the Interior logo and the text "U.S. Department of the Interior" and "Office of Natural Resources Revenue (ONRR)". Below this is another "Office of Natural Resources Revenue" header with a logo. A navigation bar contains links for "Documents List", "Registration Information", "Upload File", "Upload History", "Help", "Feedback", and "Log Out". The "Feedback" link is highlighted with a blue arrow. Below the navigation bar, the breadcrumb "Home » Feedback" is shown. The main heading is "Tell Us What You Think of Our Site". Underneath, there is a "Provide Feedback" section with the following fields: "Name:" filled with "Hayes, Rosalind", "From:" filled with "Rosalind.Hayes@onrr.gov", and "Feedback: (Required)" which is an empty text area. A "Send Feedback" button is located at the bottom of the form. A note "Max 4000 characters" is positioned to the right of the text area.

Feedback allows you to send notes about eCommerce; overall problems, suggestions for improvement, etc.

Do not use Feedback if you are having problems with a specific report (Errors, Overrides, etc.). This is for feedback only, and is often not addressed as promptly as when you contact the appropriate person for that problem.



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Formulas for Allowances

For the 99% edit:

It takes the sum of the RVPA x 99% then compares it to the sum of the Transportation + Processing.

$$\text{RVPA} \times .99 = \text{Sum of Allowances}$$

e.g. $1341.01 \times .99 = 1327.5999$

The 99% equals 1327.59 on the report.

There is no rounding!

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Implied Relationships

$$\frac{\text{Royalty Value PA}}{\text{Sales Value}} = \text{Royalty Rate} \quad \frac{2747.00}{21975.00} = .125$$

Monitored for royalty rate verification

$$\frac{\text{Sales Value}}{\text{Sales Volume}} = \text{Price Per Unit} \quad \frac{21975.00}{439.5} = \$50.00$$

Monitored for reasonable pricing

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Transaction code 01 compares volumes and values to determine if your royalty rate and pricing are within established guidelines.

We verify your royalty rate.

- You can verify the royalty rate you reported by taking your royalty value divided by your sales value equals your royalty rate.
- Report a separate line for each different royalty rate. However, when reporting on a lease with a sliding-scale royalty rate and multiple royalty rates are required because of varying qualities, the different rates can be rolled up and reported on one line.
- Many leases are 12 1/2 percent; however, the rates can vary. Check your lease terms to ensure you report the correct royalty rate. Remember to use your royalty rate and not your division order percent. Royalty rate is a component of the DOP.

TRAINER INFORMATION: Royalty rate is a fatal error for Indian oil and gas, and a warning error for all Federal leases; however, MMS does have downstream edits (Compliance).

We monitor for reasonable pricing.

- You can check the pricing you reported by taking the sales value divided by the sales volume equals your price. We will take a more in-depth look at pricing during the Compliance training.

TRAINER INFORMATION: Pricing is a fatal error for Indian/ Federal oil leases, and a warning error for Indian/Federal gas leases; however, MMS does have downstream edits (Compliance).



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Informative Web Locations

- <http://onrr.gov/ReportPay/PDFDocs/2014CLEdits.pdf> - Has a listing of all the Edits for the 2014.

*We are in the process of updating the list with our system Edits.

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CONFIRMATION REPORTS

- Available once all rejected lines are corrected
- Report will display line as reported by payor and as corrected by ONRR
- Companies should use information to make corrections to their history and update any formatting issues for future reporting
- Confirmation reports will be posted in the company folders in the Data Warehouse which is accessed through the internet at <https://dwportal.onrr.gov/workspace/index.jsp>
- ONRR employees can view rejected lines in the Data Warehouse under Financial Reports, Royalty, ZR2014ER. Input Document ID and click Run

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The confirmation report is used to verify corrections made to your report by ONRR.

- This report will show your line as originally reported **AND** how it was corrected by ONRR.
- It will be helpful to use this report to make correct adjustments.
- ONRR used to mail these reports in the past, now you can now access your payor confirmation reports through your payor folder in the Data Warehouse at <https://dwportal.onrr.gov/workspace/index.jsp>



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