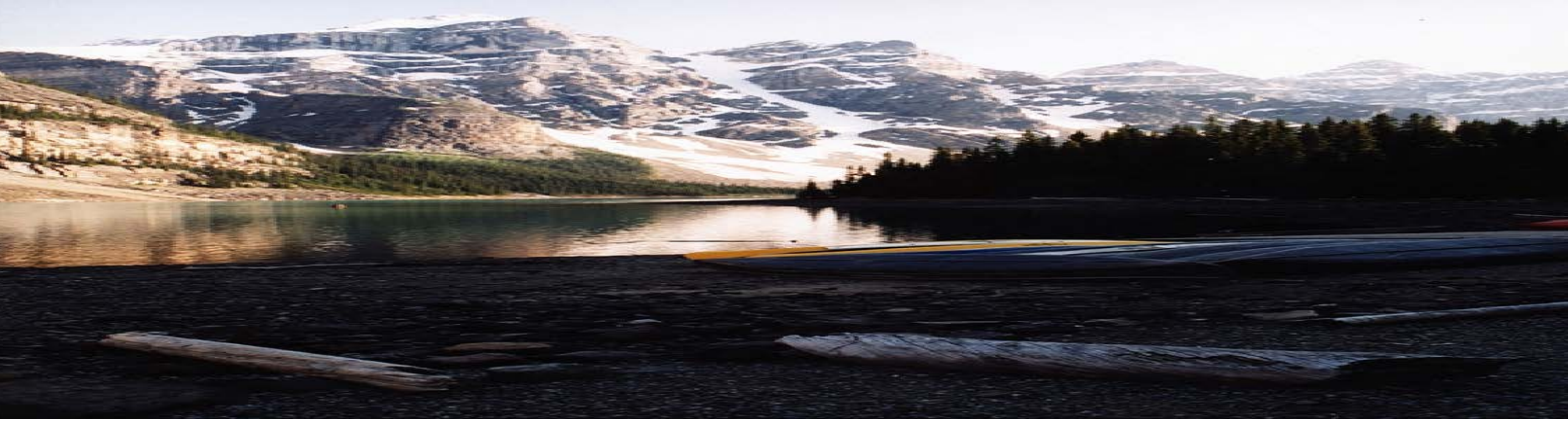


eCommerce Reporting Website

User Guide

Office of Natural Resources Revenue

Contents

How to use this guide

This guide is meant to be used as a reference for reporters using the Office of Natural Resources Revenue (ONRR) eCommerce Reporting Website to enter and send MMS-2014, CMP-2014, OGOR or PASR reports.

Assumptions

- Every Click is a single left click unless otherwise specified.
- This user guide is intended for basic website functionality and navigation. If you have advanced needs such as business process related questions, please work with your ONRR Representative.

Version History

Version	Date	Modified By	Comments
1.00	02/10/2011	Accenture	Version 1 completion
2.00	04/24/2012	Accenture	Added Validation Status Information
3.00	04/17/2013	Accenture	Version 3 completion – prior to eCommerce Enhancements
4.00	05/02/2012	Accenture	Enhancements Updates
5.00	03/24/2014	Accenture	Enhancements Updates
6.00	01/02/2015	Accenture	Enhancements Updates specifically for CMP-2014 and Online Rentals

Overview Section

Login/Logout

To log into the eCommerce Reporting Website:

1. Go to the eCommerce website directly: https://onrrreporting.onrr.gov/ or log on to the ONRR Data Warehouse Portal, navigate to the eCommerce folder, and click on the eCommerce link.
2. Review the End User Agreement and click the “Yes (proceed)” button.
3. Enter assigned Active Directory (AD) User ID into the User ID text box.
4. Enter password into the Password text box.
5. Click the “Login” button.

Note: *If you are unable to log onto the eCommerce Reporting Website, contact the Enterprise IT Service Desk at:*

Direct: 303-231-3333
Toll Free: 877-256-6260
Email: enterpriseitservicedesk@bsee.gov

To log out of the eCommerce Reporting Website:

1. Click the “Log Out” tab located on the Global Navigation Bar at the top of each page.
2. After clicking this button, the user is returned to the End User Agreement page.

Note: *Click the “Save” button before logging out of the website, so that all new changes are saved.*

Session Timeout

After 20 minutes of inactivity, the eCommerce Reporting Website session will timeout. This means that any action performed on the page (after a timeout) will return the user to the End User Agreement page. The user must log in again to return to the action they were trying to perform.

Global Navigation Bar

At the top of most pages within the eCommerce Reporting Website is a Global Navigation Bar. This bar contains 9 different tabs that are used to navigate the website. The following table contains the name and description of what can be found within each tab of the Global Navigation Bar:

Tab Name	Description
Documents List	A list of all documents (including MMS-2014, OGOR, and PASR) updated within the last six months.
Registration Information	Logon and Contact Information pertaining to the user who is currently logged into the reporting website.
Upload File	A function that allows the user to upload a report file that was created offline in another program (.csv, .txt, and .zip formats only).
Upload History	A list containing all files that have been uploaded in the last 10 days.
Rental Information	View, edit, add, or pay rental obligations from reference data or added manually.

Tab Name	Description
Help	High-level help page containing general website information and links to other detailed help information.
Known Issues	A list of all known issues currently being addressed – same as the Known Issues Dialog box. Includes Date, Description, Resolution Status and Affected Function. A Known Issue is a problem or defect in the system that has been documented and made aware to users, but has not yet fixed. ONRR administration users will be able to view all current known issues, the Date, Description, Resolution Status and Affected Function. ONRR administration users will also be able to edit and delete issues.
Feedback	A blank form that allows the user to send feedback to ONRR regarding the eCommerce Reporting Website. Once feedback is submitted, the user will be redirected to the Documents List page.
Log Out	Click this tab to log out of the eCommerce Reporting Website.

Note: *The Global Navigation Bar is not visible in the following pages. The user must click the "Report" button when on these pages to return to the previous page that displays the Global Navigation Bar:*

MMS-2014 – Payment Information and Override Pages

CMP-2014 –Payment Information and Override Pages

OGOR – A, B, and C and Override Pages

PASR – Product and Override Pages

Note: *A map of the user's navigation is available at the top of every page in order for the user to see how far into the tool they are at any given time. The user can click on the pages within this map, except when in a Detail Page. For Example: Home>>Documents List>>MMS-2014>>MMS-2014 Payment.*

Documents List

The Documents List contains any documents a user has created and/or sent to ONRR within the past six months.

Paging Functionality

To navigate between pages in a document and view other lines:

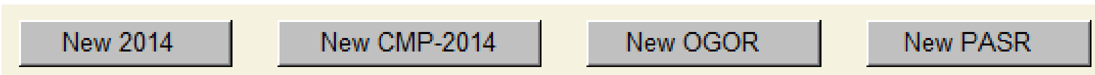
1. Click the next page number to see the next page of lines.
2. Click the previous page number to see the previous page of lines.
3. Click a specific page number to see lines on a specific page.

Note: *If the number of lines to display per page is exceeded, the document will be separated into different pages. Page numbers are displayed at the bottom of the table. The current page number is black and all other page numbers are blue. The blue color indicates the option to navigate to that page number by clicking on it.*

Documents Lists – Action Buttons

Create a New Document

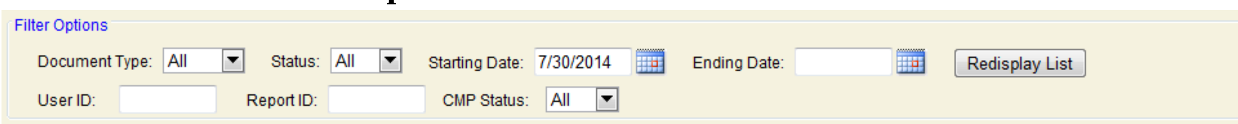
The “New 2014”, “New CMP-2014”, “New OGOR”, and “New PASR” buttons appear at the top of the Documents List page. By clicking any of the three “New” document buttons, the user will create a new document of that type. Once the button is clicked a new document page loads and is ready for input.



For more information regarding each document type, please refer to their sections of the User Guide.

The following sections explain the various features and functions of the Documents List page.

Documents List – Filter Options



The Documents List has a feature that allows the user to filter report documents by Document Type, Status, Starting Date, Ending Date, User ID and Report ID.

Document Type

To filter by document type:

1. Click the drop-down arrow next to “Document Type:”
2. Select the document type to display (All, 2014, CMP, OGOR, PASR).
3. Click the “Redisplay List” button. This will refresh the Documents List based on the criteria selected.

Status

To filter by the status of a document:

1. Click the drop-down arrow next to “Status:”
2. Select the status of documents to be displayed (All, Open, Sent).
3. Click the “Redisplay List” button. This will refresh the Documents List based on the criteria selected.

Starting Date

To filter documents by their starting date:

1. Click on the calendar icon next to “Starting Date:”
2. Select the starting date of the documents to be displayed.
3. Click the “Redisplay List” button. This will refresh the Documents List based on the criteria selected.

Note: *The documents list will only display reports for the last 6 months. However, users are able to use the filter to find a document older than 6 months.*

Ending Date

To filter documents by their ending date:

1. Click on the calendar icon next to "Ending Date:"
2. Select the ending date of the documents to be displayed.
3. Click the "Redisplay List" button. This will refresh the Documents List based on the criteria selected.

Note: *In addition to using the calendar icon, dates can be manually entered into the date fields. If the date is entered manually, the following format must be used in order for documents to be displayed (MM/DD/YYYY).*

User ID

To filter documents by User ID:

1. Click on the User ID textbox next to "User ID:"
2. Enter the User ID in the field.
3. Click the "Redisplay List" button. This will refresh the Documents List based on the criteria selected.

Note: *Users will still only be able to view report documents that are associated with the customer ID to which the user has access.*

Report ID

To filter documents by Report ID:

1. Click on the Report ID textbox next to "Report ID:"
2. Enter the Report ID in the field.
3. Click the "Redisplay List" button. This will refresh the Documents List based on the criteria selected.

CMP Status

To filter by CMP Status:

1. Click the drop-down arrow next to "CMP Status:"
2. Select the document type to display (All, Issue, Order).
3. Click the "Redisplay List" button. This will refresh the Documents List based on the criteria selected.

Note: *Reports displayed will show the reports that have that ID which is also associated with the user's customer ID. The Report ID only consists of numbers; therefore, users can only enter numbers in the Report ID field.*

Redisplay List

Once the user has chosen filters for the Documents List, clicking the "Redisplay List" button reloads the page displaying the new filtered list.

Column Sort Feature

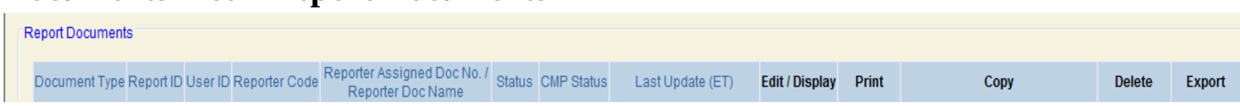
The Documents List also has a sort feature that allows the user to sort document columns in ascending or descending order. This feature applies to the following columns: Document Type, Report ID, User ID, Reporter Code, Reporter Assigned Doc No./ Reporter Doc Name, Status or Last Update (ET).

To sort a column in ascending/descending order in the Documents List:

1. Click a column header name (blue text) in the Report Documents section for any of the columns listed above.
2. The Documents List refreshes in ascending alphabetical or numerical order based on the column chosen in step one.
3. Click the same column header name of the Documents list.
4. The Documents List refreshes in descending alphabetical or numerical order based on the column chosen in step three.

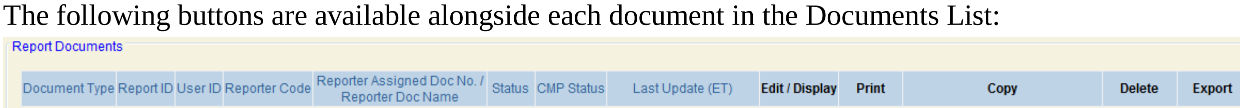
For example: Clicking the "Report ID" header text will sort the documents in ascending order, showing the lowest Report ID at the top of the list. Clicking the "Report ID" header text a second time will sort the documents list in descending order, showing the highest Report ID at the top of the list.

Documents List – Report Documents



Column Name	Description
Document Type:	Identifies the document type (2014, CMP, OGOR, PASR).
Report ID:	A sequential number automatically assigned and incremented with each new report document.
User ID:	ONRR assigned user identification.
Reporter Code:	ONRR assigned Reporter Code.
Reporter Assigned Doc No./Reporter Doc. Name:	For the MMS-2014 and CMP-2014 forms, the Reporter Assigned Document Number will appear. For the OGOR or PASR forms, the Reporter Document Name is displayed.
Status:	Indicates whether the document is "OPEN" or has been "SENT".
CMP Status:	Indicates whether a CMP-2014 document is an "Issue" or "Order". This will be blank if it is not a CMP-2014 document.
Last Update (ET):	Displays the date and time (ET) the Report ID was last updated.

The following buttons are available alongside each document in the Documents List:



Edit/Display

To edit or display a document:

1. Locate the document that needs to be edited or displayed.
2. Click the "Edit" or "Display" button on the line that contains the desired document.

3. A new page loads containing the document, which will either be open for display only, or ready for edits. The “Edit” button is associated with “OPEN” documents, while the “Display” button is associated with "SENT" documents. Therefore, depending on the status of a document (Open or Sent), the user will only see one of the two buttons for that particular line.

Print

To print a document:

1. Locate the document that needs to be printed.
2. Click the “Print” button on the line that contains the desired document.
3. A new browser window opens displaying a printable version of the document.
4. Click the “File” option within that window.
5. Click “Print” within the File menu.
6. Select a preferred printer (may be a default printer already selected).
7. Click “Print” within the print window.

Copy

Copy All

To copy an existing document and use it as a template:

1. Locate the document that needs to be copied.
2. Click the “Copy All” button on the line that contains the desired document.
3. A new page loads containing all contents of that document and is ready for edits...

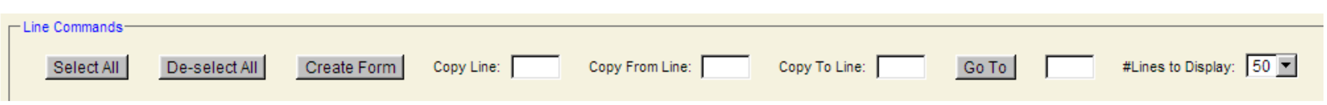
Note: *This functionality allows the user to choose an existing report to use as template for a new report. However, any comments or Reporter Assigned Doc. No. /Reporter Doc Name will not be copied, and a new Report ID will be assigned.*

Copy Specific

To open a summarized view of a document and copy specific lines within that document:

1. Locate the document that contains specific lines to be copied.
2. Click the “Copy Specific” button on the line that contains the desired document.
3. A new page loads containing a summarized list of lines from the document ready to be copied.

Note: *The following line commands are available at the bottom of the summarized list of lines.*



“Select All” button

This option will have the same result as clicking the “Copy All” button in the Documents List. It will produce a copy of the entire document that can then be used as a template for a new document.

To copy the entire document using the “Select All” button:

1. Click the “Select All” button.

2. Once all lines have been selected, click the “Create Form” button.
3. A new document page opens with all copied lines and is now available for edits.

“De-select All” button

This button is used when the user wants to de-select all lines that have previously been selected. Once the “De-select All” button has been click the page is refreshed with no lines selected.

“Create Form” button

This button can only be used once the user has selected the desired lines using the various selection techniques described in this section. Once this button is clicked a new form is created with only the lines selected showing. The form can now be used as a template to create a new document.

Copy Line

To copy a specific line:

1. In the textbox to the right of “Copy Line:” enter the line number to copy.
2. Click the “Create Form” button.
3. A new document page opens containing only the copied line and is now available for edits.

Copy From Line/ Copy To Line

This option allows the user to copy a range of lines from the selected document. To copy a range of lines from the selected document:

1. Enter the beginning line number into the textbox to the right of “Copy From Line:”
2. Enter the ending line number into the textbox to the right of “Copy To Line:”
3. Click the “Create Form” button.
4. A new document page opens containing only the desired range of copied lines and is now available for edits.

“Go To” button

This option is used to quickly navigate to a page containing a specific line but is *not* used to copy any lines. Follow these steps to navigate to a page containing a specific line:

1. Enter the desired line number in the textbox to the right of the “Go To” button.
2. Click the “Go To” button.
3. The page containing the selected line is displayed.
4. Scroll through the page until the desired line is found.

 # Lines to Display

This option allows the user to choose how many lines per page to display. The user has the option to display 1, 5, 10, 25, or 50 lines per page. The list will default to 25 lines per page.

Delete

To permanently delete an entire document from the Documents List:

1. Locate the document to be deleted.
2. Click the “Delete” button on the line containing the desired document.
3. A popup window is displayed with the following message:
   “Are you sure you want to delete report ####?”.
4. Click “OK” to proceed with deleting the selected document.
5. The Documents List is refreshed and the deleted report is no longer displayed.
6. Click “Cancel” to stop the report from being deleted.

Note: *A document cannot be recovered once it has been deleted.*

Export (CSV or Fixed)

To use the Export function:

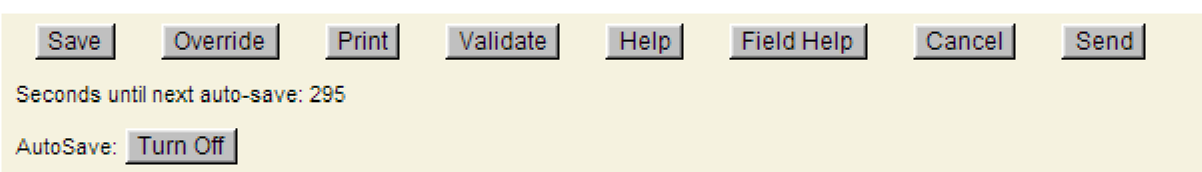
1. Locate the document to be exported.
2. Choose the desired export file format by clicking either the “CSV” or “Fixed” hyperlink on the line that contains the desired document.
3. A popup window is displayed asking the user whether they would like to Open or Save the file.
   a. Selecting the Open option opens the file in CSV or Fixed format, depending on which hyperlink was clicked.
   b. Selecting the Save option saves the file to the desired location in CSV or Fixed format, depending on which hyperlink was clicked.
4. The file can now be viewed and saved for use offline.

Note**:** *Once the selected document has been opened or saved, the user has the ability to view the file offline using other applications, such as Microsoft Excel. To experience the full benefits of Microsoft Excel when working with these file types, the user should save the file before opening.*

Additional information about .csv and .txt file types can be found in section 9 of the Minerals Revenue Reporter Handbook, as well as in the Electronic Reporting section in Appendix A:
http://www.onrr.gov/FM/PDFDocs/RevenueHandbook.pdf

Universal Document Buttons

Regardless of document type, MMS-2014, CMP-2014, OGOR, or PASR, the following commands are available as buttons within each report page.



Note: *MMS-2014 and CMP-2014 report page has one additional button, “Payment Information”. CMP-2014 forms have a “Release” button instead of a “Send” button. More information can be found in the MMS-2014 and CMP-2014 sections.*

Auto-Save Feature

eCommerce auto-saves manually entered data every 300 seconds.

To turn off the auto-save feature, click the "Turn Off" button:

1. Click the "Turn Off" button located beside the AutoSave, and just below the display "Seconds until next auto-save:" message.
2. A warning message is displayed notifying the user that "Your work will not be automatically saved until auto-save is enabled again." The user can select "OK" to turn off auto-save, or "Cancel".
3. Each time a new page is displayed, if the user navigates away from the page, or if the user logs out and logs back in the system, the auto-save will automatically be turned on.
4. If a user moves within a particular report page and its subpages, the information will be saved. For example, if a user is in the MMS-2014 report page and clicks the "Payment Information" button, the data will be saved.

Note: *When the auto-save function is turned off by the button, the only way a user can save their information is to click the "Save" button. If auto-save is off while navigating from OGOR A to B or C, items will not be saved without clicking the "Save" button.*

Save

To save a document for future editing:

1. Click the "Save" button.
2. The document is saved for future use and has *not* been sent.
3. Saved documents can be found in the Documents List and re-opened from that list.

Note: *If on auto-save is on, the application will automatically save the open document every 5 minutes. If the user cancels any modifications to a document, the system will return to the latest saved version. It is a best practice to save an open document by using the "Save" button. This ensures that all new changes have been saved.*

Note: *If there is required data missing from the document, the user will see a message upon clicking "Save" stating what action the user should take.*

Override

A user can submit an override request if a business rule exception is needed for one or more validation errors. It is at the discretion of ONRR to approve or deny this request. To submit an override request, the user must complete the following steps:

1. Click the "Override" button from within a document after the validation button has been clicked.
2. A new Override page loads with the following information pre-populated:

General Report Information

Field Name	Description

Field Name	Description
Report ID:	The ID of the report for which the override request is being made.
Report Status:	The status of the report (Open or Sent).
Override Status:	The override status of the report. (Saved, Approved, Denied, or Pending). ***Note:*** *The user cannot update the override request while the override status is "Pending".*
Validation Status:	The validation status of the report. (Never Validated, Processing, Incomplete, Exception, or Completed). ***Note:*** *Validation status reflects only if the report has been validated (i.e. Completed means that validation completed. It does not mean that the report is ready for submission, because there could be fatal errors that need to be addressed before it is ready to be sent/ submitted).*

3. Complete the appropriate fields in the Override Request section according to the table below:

Override Request

Field Name	Description	Required Field?
Justification:*	Enter the reason for the override request in this text box. Be as specific as possible.	Yes
Requester Name:	This field is pre-populated with the name of the user that is logged in to the website.	N/A
Requester Telephone:*	Enter the phone number of the person who should be contacted regarding this override request.	Yes

4. All lines containing errors are pre-selected. If a pre-selected error can be fixed prior to submitting the override, click the "Report" button to return to the report and fix the error. Error lines are displayed in the Detail Lines section described below:

(Document) Detail Lines

Line Summary (Highlighted in gray) The line containing errors appears in read-only format and displays all input information from the previous page. **Line # and Error Message** The line # and error message/s is displayed beneath the line summary. If the line contains multiple errors, the errors are displayed in a list format.

Note: *When there is more than one line containing errors, the Line Summary and Line#/Error Message for each line is grouped together.*

“Submit” button

Once the user has completed the necessary steps of the override process, the override can be submitted to ONRR for review.

To submit an override request:

1. Click the “Submit” button. A popup message is displayed stating: “Please make sure you have resolved all errors not related to your override request and have made all necessary changes to your document before submitting an override request. If you need to make any changes to your document after you a receive response to your override request, you will need to re-validate your document and re-submit your override request.”
2. Click “OK” to submit the request to ONRR for review. The Override Status changes from “No override request” to “Pending”.
3. Click “Cancel” to return to the Override page without submitting the request.

Additional Buttons

Button	Description
Save	By clicking the “Save” button, the override request is saved and the user is returned to the report page. ***Note:*** *The Override Status changes from “No override request” to “Saved”*.
Print	By clicking the “Print” button, a new window with a simplified print view of the override request is opened. Use the “File” menu option in this new window to print this summarized page. Another option is to use the “File” menu option in the main application window to print a screen shot of the Override Request page. (The screen shot displays all error lines as seen on the page.)
Report	By clicking the “Report” button, a pop-up window opens that asks the user if they want to discard changes and go back to the report page. If the user clicks “OK” they are returned to the report page. If the user clicks “Cancel” they are returned to the Override Request page.
Help	By clicking the “Help” button, a new window opens with information pertaining to the Override Request page.

“Locked Override”

After an override request is submitted to ONRR for review, the document and override request become “locked.” This means that both the document and the override request are read-only and cannot be edited by the user. The document and request remain locked even after ONRR has sent their response. If the document or request must be edited, the user must first unlock them. The “Unlock” button is only visible if a report has an override request status of approved or denied.

Warning: The override request is undone when the “Unlock” button is used. An approved request must be filled out and re-submitted.

For example, if the override request contains five lines that need overrides and ONRR only approves four lines, the user will need to “unlock” the request. After un-locking the request the user must make changes to the document for the un-approved line; validate the document, go back to the Override

Request page and re-submit the request for the remaining four lines. Once the necessary changes have been made, the user can re-submit the request.

*The best way to prevent this re-work is by fixing as many error lines as possible in the report ***before*** submitting an override request, and by submitting override requests only if absolutely necessary.

To unlock an override request:

1. Open the appropriate report from the Documents List.
2. Click the Override button at the top of the page.
3. Click the "Unlock" button.

Print

To print a document:

1. Click the "Print" button.
2. Document opens in a new window as a print preview.
3. Use the "File" menu to print the document.

Note: *Upon clicking the "Print" button, the document will be saved as it is displayed on the screen. The document that prints will be this latest saved version.*

Validate

To validate a document:

1. Click the "Validate" button.
2. Document is processed for validation.
3. A new window displaying the Validation Progress is opened. Upon completion of the validation, the Validation Results are displayed in a read-only format notifying the user of any Warnings or Errors. The table below is an example of how errors are displayed.

General Report Information

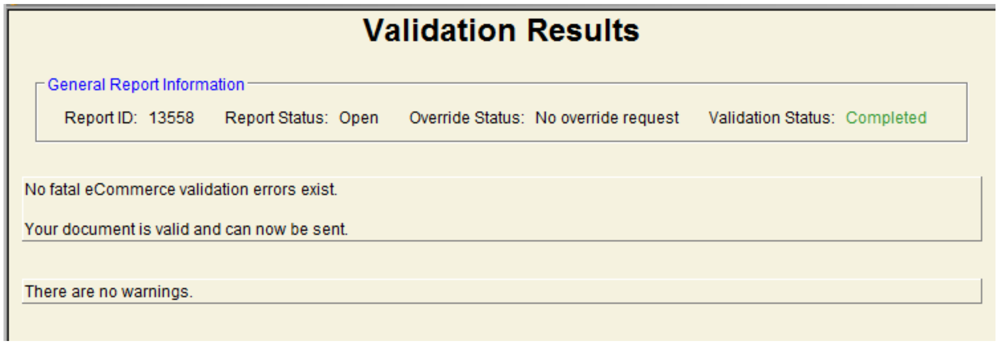
Report ID: 13557 Report Status: Open Override Status: No override request Validation Status: Completed

Date	Lease Number	Location	Error Code	Message
6/30/2013	0	Line #: 1	403	The ONRR Lease Number is a required field.
6/30/2013	0	Line #: 1	406	Transaction Code is a required field.

Date	Lease Number	Location	Error Code:	Message
6/30/2103	0	Line #: 1	9524	Invalid Arc

4. The error list can be printed from this window.
5. Once the Validation Results window is closed, the user is returned to the original data entry page.
6. The user fixes any errors and re-validates.

7. If there are no errors or warnings, the Validation Results will state, “No fatal eCommerce validation errors exist.”, “Your document is valid and can now be sent” and “There are no warnings.”



8. If there are no errors, the document is ready to be sent.

Note: *In addition to the other save functions on this page, clicking the “Validate” button will also save the document before validating.*

Help

The eCommerce Reporting website provides three levels of help: application level, page level and field level.

Application Level- this is available through the Help *tab* on the Global Navigation Bar at the top of most pages within the website. It provides a high level overview of how to navigate through the website. Use this level of help by clicking the “Help” tab.

To use Application Level Help:

1. Click the “Help” tab that is available at the top of most pages within the website.

Page Level- this is available as a “Help” *button* located at the top of each page within the website. To access page help click the “Help” button. A new window opens displaying useful information pertaining to that particular page.

To use Page Level Help:

1. Select the “Help” button on the page that help is needed for.

Field Help

Field Level- this is *only* available in the reports pages: MMS-2014, PASR and OGOR. The “Field Help” button is located at the top of each one of those document pages and will describe each field on the page and note if it is required.

To use field level help:

1. Click on a desired field.
2. Click the “Field Help” button.
3. A new window is opened and displays information pertaining to the particular field in question.

Cancel

To cancel changes made to a document:

1. Click the “Cancel” button.
2. This cancels any changes made since the last save or last auto-save (Auto-save occurs every 5 minutes when auto-save feature is turned on), and the user will be returned to the previous page.

Note: *To permanently cancel or delete an entire document, the user must go to the Documents List and click the “Delete” button beside the desired document.*

Send

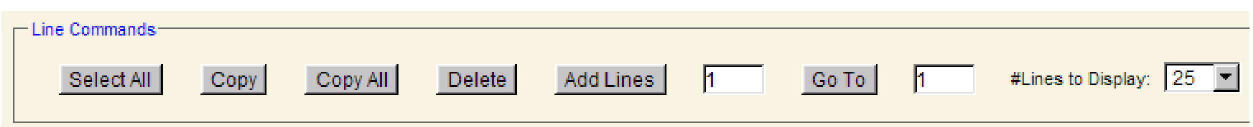
These directions apply once a document is ready to be submitted to ONRR.

To send a document:

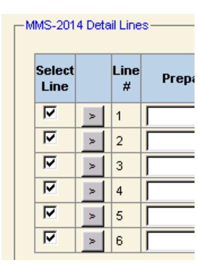
1. Click the “Send” button.
2. A popup is displayed with the following message: “I am authorized to report for this Reporter and certify that the electronic data transmitted is valid, accurate, and complete and accept responsibility for such data as outlined in the ONRR Electronic Reporting Policies under the Enforceability section which can be found at http://www.onrr.gov/FM/ElecComm/ERG.htm.”
3. Click “OK” if the user is authorized to report data. This will return the user to the Document List and the Status of the document will be updated from “OPEN” to “SENT”.
4. If “Cancel” is clicked, the popup window will close and no further action is required.

Note: *If the user has not yet validated the document being sent, a pop-up message will notify the user that the validation status must be “Completed”, and not in “NeverValidated” or “Exception”. If validation errors exist, a pop-up message will notify the user that the errors must be addressed before the document can be sent to ONRR.*

Line Commands



In the MMS-2014, CMP-2014, OGOR, and PASR documents, line commands are displayed above and at the bottom of the Document Detail Lines page. Line commands allow the user to add, copy, delete or navigate through lines of data. Line commands are available when a new document is created or when editing a saved or copied document. See the descriptions below for help using document line commands.



This shows the individual line selection buttons and select all button. More below.

Select All

To select all lines from a document:

1. Click the “Select All” button in the Line Commands section and all the Select Line boxes will be checked.
2. Click the “Select All” button to unselect all the Select Lines.

Insert Line button (>)

To insert a new line:

1. Click the “Insert” (>) button on the line directly below the desired location of the new line.

   Example: If the insert button (>) is clicked on line #2, the previous line #2 will become line #3 and the new line will be inserted as line #2. All subsequent lines will be shifted down by one line number.

Copy

To copy lines within a document:

1. Select the line/s to be copied by clicking the Select Line check box on the left of the desired line.
2. Click the “Copy” button.
3. The selected line/s are copied as new lines and placed at the end of the table.

Copy All

To copy all filled-in lines within a document:

1. Select the line(s) to be copied by clicking the Select Line check box on the left of the desired line
2. Click the “Copy All” button
3. All selected line(s) are copied as new lines and placed at the end of the table.

Delete

To delete lines from a document:

1. Select the line/s to be deleted by clicking the Select Line check box on the left of the desired line.
2. Click the “Delete” button.
3. A pop-up message appears asking “Are you sure you want to delete the selected lines?”
4. Click “OK” to delete the selected line/s or “Cancel” to go back to the table without deleting lines.

Note: *Once a line is deleted there it cannot be recovered.*

Add Lines

To add one or more lines to the end of the table:

1. Type the desired amount of lines to add in the textbox to the right of the “Add Lines” button.
2. Click the “Add Lines” button.
3. The new line/s is added at the end of the table.

Note: *This option is different from the “Insert” (>) button and is best for use in adding more than one line at a time to the end of the document.*

Go To

To navigate to a specific line in the table:

1. Type the desired line number in the box to the right of the “Go To” button.
2. Click the “Go To” button.
3. The page containing the selected line is displayed.
4. Scroll through the page until desired line is found.

Lines to Display

This option allows the user to choose how many lines per page to display. The user has the option to display 1, 5, 10, 25, or 50, or 100 lines per page. The list will default to 25 lines per page.

To select the number of lines to display per page:

1. Click the drop down arrow next to “# Lines to Display:”.
2. Choose the number of desired lines from the drop down list.
3. The document page will re-load with the new amount of lines showing.

MMS – 2014

Form MMS-2014 is designed to allow the user to report royalties, certain rents, and other lease-related transactions. ONRR's financial accounting system relies on this reported data for most of its processing functions.

To create a new MMS-2014 document from the Documents List page:

1. Click the "New 2014" button.
2. A new MMS-2014 document loads with the following information pre-populated from previously entered data:

General Report Information

Field Name	Description
Report ID:	A sequence number automatically assigned and incremented with each new report document.
Report Status:	The status of the report (Open or Sent).
Override Status:	The override status of the report. (No override request, Saved, Approved, Denied, or Pending).
Validation Status:	The validation status of the report. (NeverValidated, Processing, Incomplete, Exception, or Completed). ***Note:*** *Validation status reflects only if the report has been validated (i.e. Completed means that validation completed. It does not mean that the report is ready for submission, because there could be fatal errors that need to be addressed before it is ready to be sent/ submitted).*

3. Complete the Header Data section by entering the correct data according to the table below:

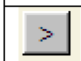
Header Data

Field Name	Description	Required Field?
Payor Code:*	Click the drop down arrow and select the correct Payor Code for the document being created.	Yes
Payor Name:	Automatically populated when the Payor Code is selected.	N/A
Federal/Indian:*	Click the drop down arrow and select the correct Federal or Indian indicator.	Yes
Payor Assigned Doc. Number:*	Enter the payor-assigned doc. number. It is 8 characters and can be alpha-numeric. This number is used to identify each report that is created.	Yes

4. Next, fill in the necessary fields of the MMS-2014 Detail Lines section. Listed in the table below are instructions/descriptions of each field:

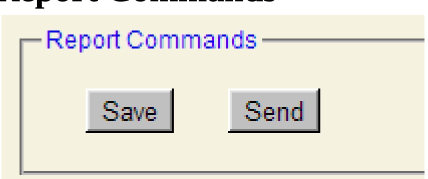
MMS-2014 Detail Lines

Note: *Descriptions of specific MMS-2014 codes can be found either in the appendix of this document or by clicking the "Field Help" button while on the MMS-2014 page.*

Field Name	Description	Required Field?
Select Line:	Check this box or multiple boxes to perform a Line Command.	No
 **:**	Click this button to insert a new line	N/A
Line #:	User will be able to see the line number on the MMS-2014 detail page from the left or right side of each line number.	N/A
Preparer Use Only:	Available for payor comments. 20 character maximum.	No
ONRR Lease Number*:	Enter the ONRR assigned 10 or 11 digit lease number. In most cases, the lease number consists of 10 digits (a 3-digit prefix, 6-digit body and 1-digit suffix). The characters can be alpha or numeric.	Yes
ONRR Agree Number:	Enter the ONRR assigned 10 or 11 digit agreement number. The ONRR agreement number consists of a 3-character prefix, 6-character body, and 1-character suffix. The characters can be alpha or numeric.	No
API Well Number:	Report this number only if required by ONRR on certain Indian properties and offshore deep-water wells under royalty relief. If 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.	No
Product Code*:	Choose the 2 digit product code for the product being reported from the drop down list. A 2-digit code and a short product description are displayed.	Yes
Sales Type:	Choose the sales type code for the reported line from the drop down list.	No
Sales Date (MMYYYY)*:	Choose the correct Month and Year from the drop down list.	Yes
Transaction Code*:	Choose the transaction code for the reported line from the drop down list.	Yes
Adjustment Reason Code:	Choose the adjustment reason code for the reported line from the drop down list.	No
Sales Volume:	Enter one of the following sales volumes for the reported line. Sales Volume should be reported in Mcf/bbls/gal/longtons.	No

Field Name	Description	Required Field?
Gas MMBtu:	Enter the Gas MMBtu sales volume for the reported line. This value is calculated by the user and entered as a decimal.	No
Sales Value:	Enter the result of sales volume multiplied by price for this transaction as a decimal.	No
Royalty Value Before Allowances:	Enter the result of the sales value multiplied by the royalty rate of the current line prior to allowances.	No
Transportation Allowance:	Enter the Transportation Allowance Deduction for the current line, if applicable. This number must be entered as a negative number. This value is calculated by the user and entered as a decimal.	No
Processing Allowance:	Enter the Processing Allowance Deduction for the current line, if applicable. This number must be entered as a negative number. This value is calculated by the user and entered as a decimal.	No
Royalty Value after Allowance*:	Enter the Royalty Value amount after the deduction of transportation and/or processing allowances.	Yes
Payment Method*:	Choose the payment method for the reported line from the drop down list. The Default value is '03' - EFT to MMS.	Yes
Line #	User will be able to see the line number on the MMS-2014 detail page from the left or right side of each line number.	N/A

Report Commands



Field Name	Description	Required Field?
Save	Click the “Save” button to allow data in the document to be saved.	N/A
Send	Click “Send” when a document is ready to be submitted to ONRR.	N/A

MMS 2014 – Payment Information

The Payment Information page can be accessed from the MMS-2014 page by clicking the “Payment Information” button. This page contains a summary of the transaction totals from the details entered into the MMS-2014 fields. Transaction totals are calculated based on values entered for royalty value after allowances and the reported payment method code.

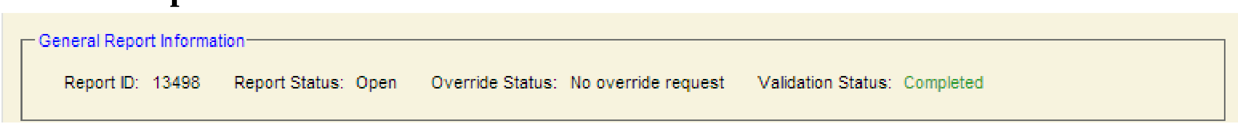
Payment Information Page – Buttons

Notice that the buttons appearing at the top of the Payment Information page are the same as the universal buttons appearing throughout the website. For help using these buttons, please refer to the *Universal Document Buttons* section of this User Guide. In addition to the Universal Document Buttons, there is one extra button, the “Report” button. The “Report” button must be clicked to return to the previous page (MMS-2014). If the “Report” button is clicked and credits entered exceed payments, a pop-up box will warn the user that this error must be corrected before returning to the MMS-2014 document page.

The details below describe the various fields contained within each section of the Payment Information page and instructions for required fields. Each section of the page has its own table.

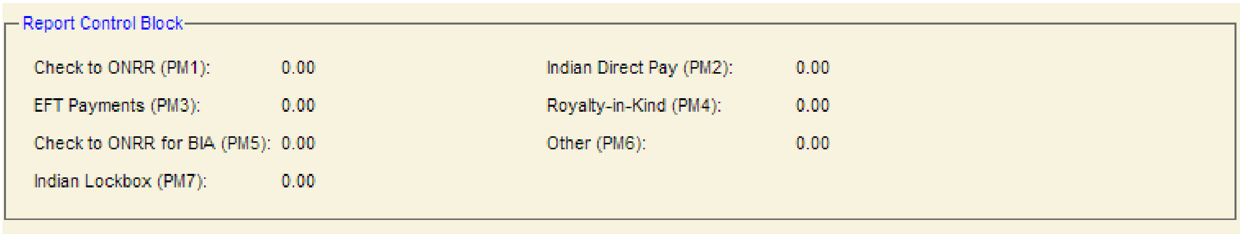
1. Click the “Payment Information” button.
2. The Payment Information page loads with the following information pre-populated from previously entered data:

General Report Information



Field Name	Description
Report ID:	A sequence number automatically assigned and incremented with each new report document.
Report Status:	The status of the report (Open or Sent).
Override Status:	The override status of the report. (No override request, Saved, Approved, Denied, or Pending).
Validation Status:	The validation status of the report. (NeverValidated, Processing, Incomplete, Exception, or Completed). ***Note:*** *Validation status reflects only if the report has been validated (i.e. Completed means that validation completed. It does not mean that the report is ready for submission, because there could be fatal errors that need to be addressed before it is ready to be sent/ submitted).* Users can validate on the Payment Information page or Report page and send the MMS-2014 document on either page. If validation occurs on one page, then the user goes to the other page, the validation needs to occur again before the document can be sent.

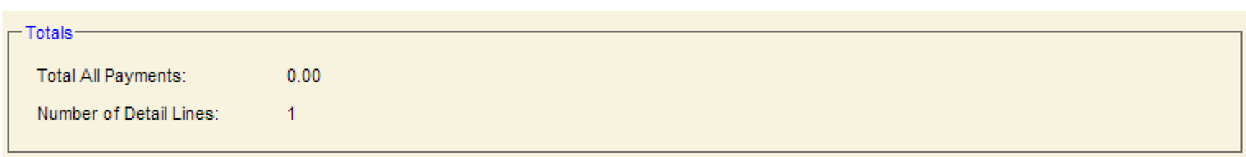
Report Control Block



Field Name	Description
Check to ONRR (PM1):	The Total Royalty Value after Allowances with the payment method “1” from the transaction level of the MMS-2014 report.
Indian Direct Pay (PM2):	The Total Royalty Value after Allowances with the payment method “2” from the transaction level of the MMS-2014 report.
EFT Payments (PM3):	The Total Royalty Value after Allowances with the payment method “3” from the transaction level of the MMS-2014 report.
Royalty-in-Kind (PM4):	The Total Royalty Value after Allowances with the payment method “4” from the transaction level of the MMS-2014 report.
Check to ONRR for BIA (PM5):	The Total Royalty Value after Allowances with the payment method “5” from the transaction level of the MMS-2014 report.
Other (PM6):	The Total Royalty Value after Allowances with the payment method “6” from the transaction level of the MMS-2014 report.
Indian Lockbox (PM7):	The Total Royalty Value after Allowances with the payment method “7” from the transaction level of the MMS-2014 report.

***Note:** Clicking the “Calculate Total” button will automatically populate totals for the seven payment options shown above.*

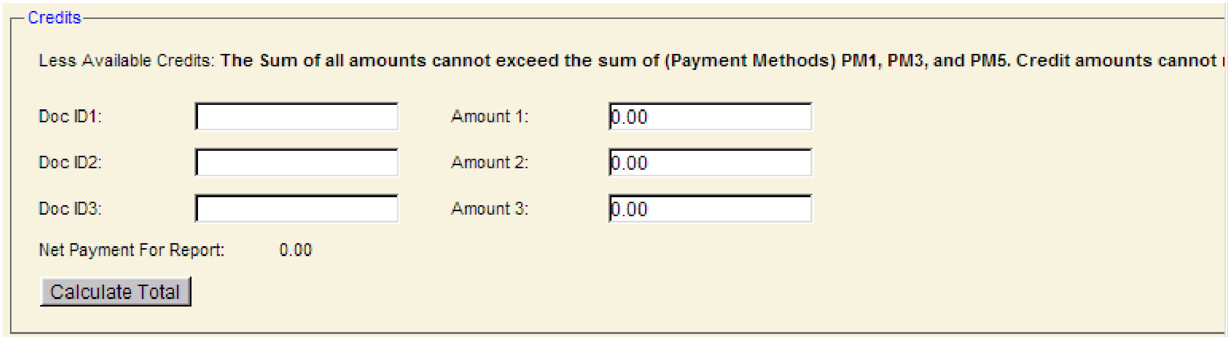
Totals



Field Name	Description
Total All Payments:	The sum of all payments displayed in the Report Control Block.
Number of Detail Lines:	This is the number of lines listed in the MMS-2014 report page under the MMS-2014 Detail Lines section. Populated automatically by the application.

3. Complete the appropriate fields in the Credits section according to the table below:

Credits

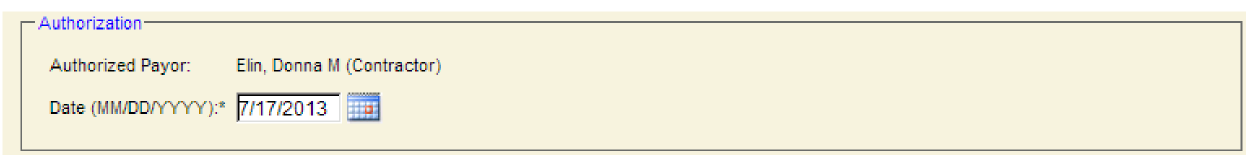


The information in the following table is in the Credits section:

Field Name	Description
Doc ID 1:	Enter the ONRR bill number or ONRR royalty document number related to the credit being taken. A maximum of three credits can be taken per report.
Doc ID 2:	
Doc ID 3:	
Amount 1:	Enter the amount for the credit being taken *as a **negative** amount*. Credits may not exceed the sum of Payment Methods PM1, PM3 and PM5. A maximum of three credits can be taken per report.
Amount 2:	
Amount 3:	
Net Payment for Report:	Click the "Calculate Total" button to calculate this number. The net payment due for this report equals the sum of the following Payment Methods: Checks to ONRR (PM1), EFT Payments and Checks (PM3) to ONRR for BIA (PM5) less Available Credit Amounts.

4. Complete the date field in the Authorization section according to the table below:

Authorization



Field Name	Description	Required Field?
Authorized Payor:	This field is pre-populated with the AD full name of the user that is logged in to the website.	N/A
Date (MM/DD/YYYY):*	Enter the date the report was authorized and completed.	Yes

CMP-2014

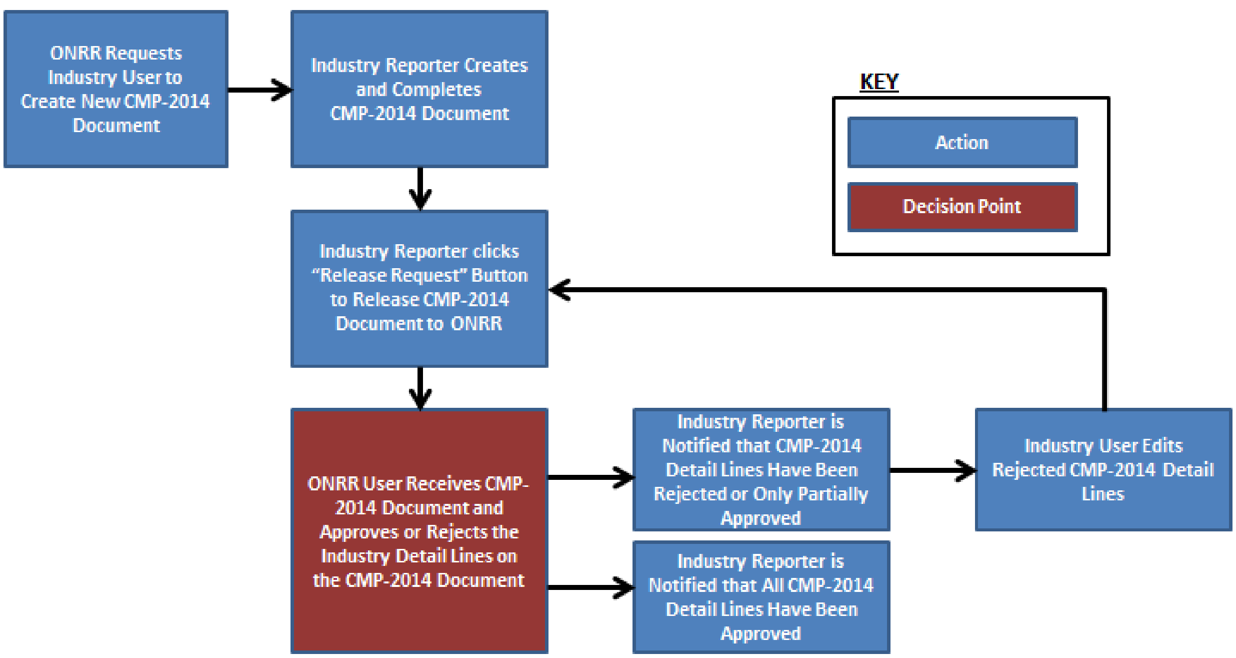
A CMP-2014 document is a compliance document used to compare and reconcile CMP-2014 Industry submitted Detail Lines and CMP-2014 ONRR Detail Lines. An Industry user submits a CMP-2014 document through eCommerce in response to a request from ONRR. An ONRR ACM user can also submit a CMP-2014 document on behalf of an Industry user.

In order to better understand the creation and submission process for CMP-2014 documents, using eCommerce, it is crucial to view the scenarios involving submission by both Industry users and ONRR users.

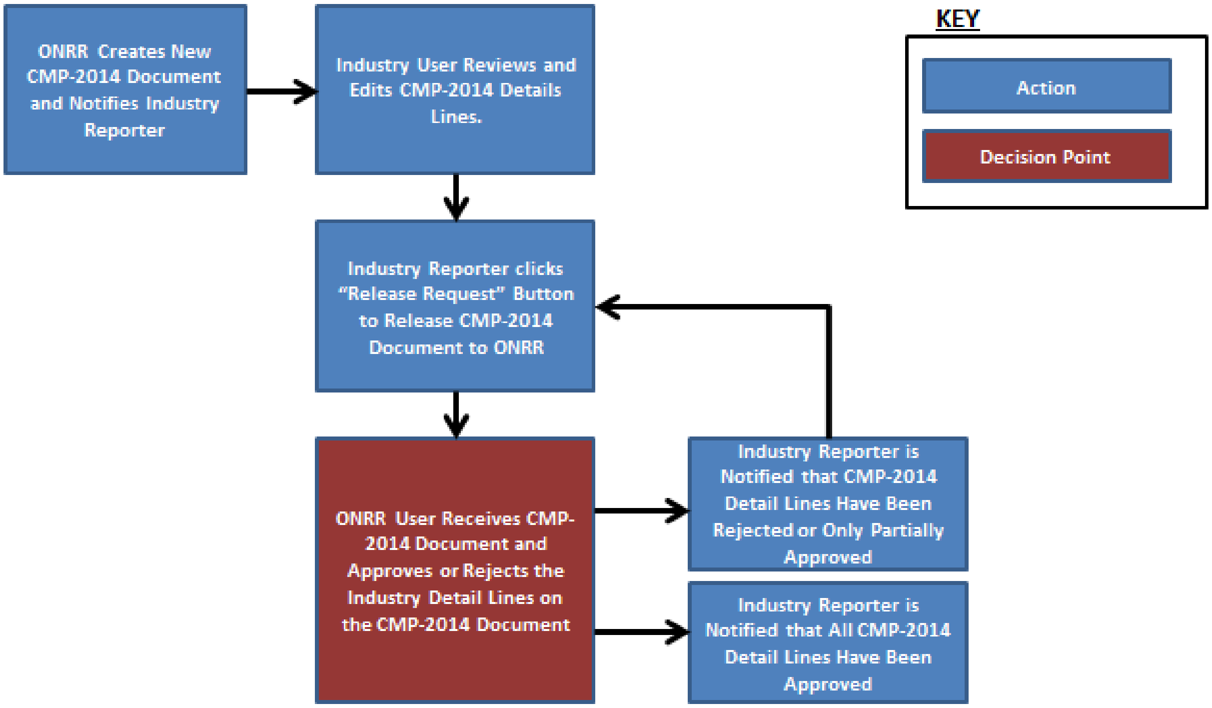
Industry User Processes

When ONRR requires a CMP-2014 document from an Industry Reporter, ONRR will request a new CMP-2014 document be created by the Industry Reporter using eCommerce **OR** an ONRR ACM user will create a new CMP-2014 document on the Industry Reporter's behalf. Each of these processes occurs as follows:

Industry Reporter Creates a New CMP-2014

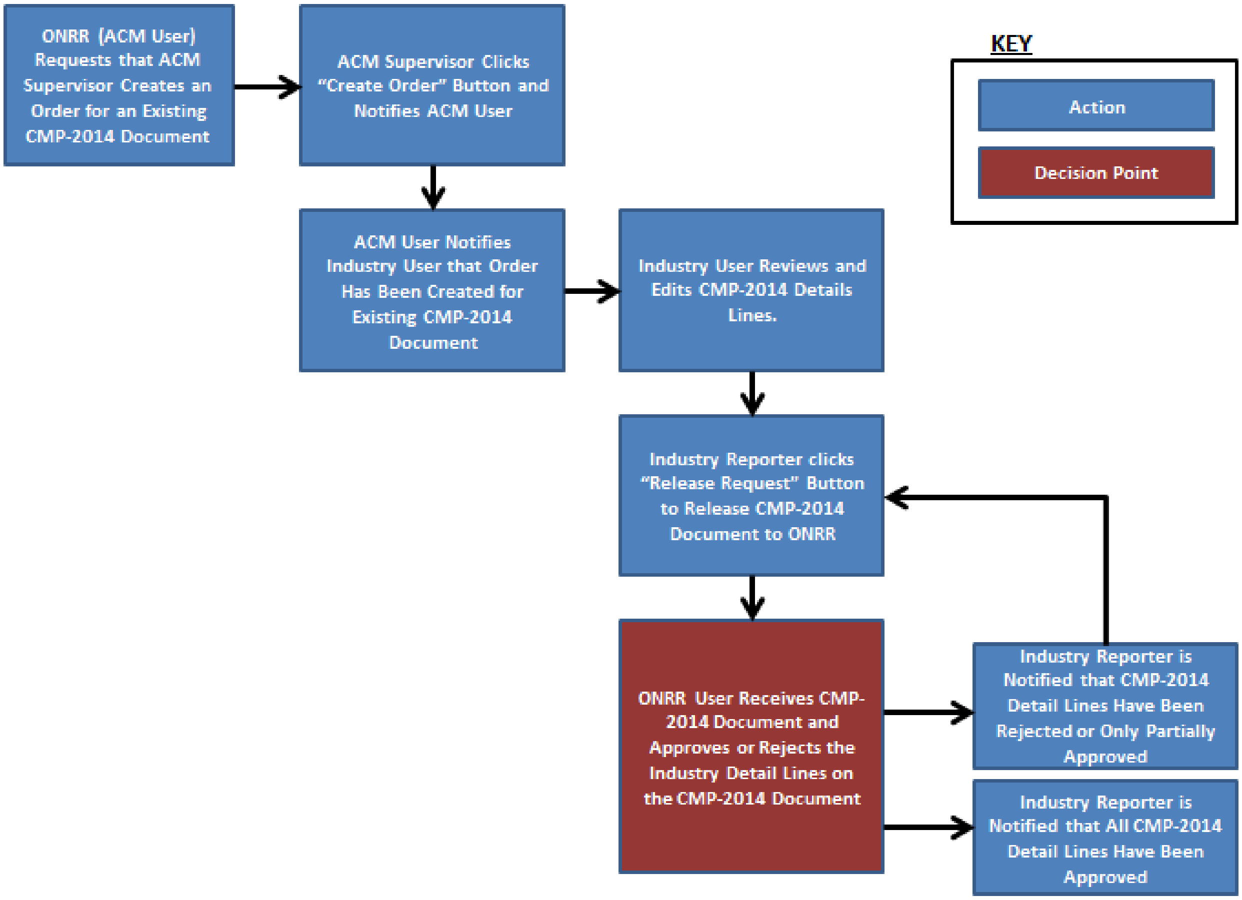


ONRR Creates a New CMP-2014 on behalf of an Industry Reporter



ONRR may mandate that a CMP-2014 document be made into an Order. The following diagram shows the workflow for a CMP-2014 in Order status.

ONRR Creates an "Order" for a CMP-2014 Document



The following is detailed instruction to carry out the high level processes detailed in the “Industry User Processes” section above.

Creating a New CMP-2014 Following a request from ONRR

In order to create a New CMP-2014 document an Industry Reporter should follow the following steps:

1. Click on the “New CMP-2014” button at the top of the “Document List” page.

New 2014 | New CMP-2014 | New OGOR | New PASR | Help

A new CMP-2014 page will load with multiple action buttons at the very top of the page and a “General Report Information” section:

Action Buttons – CMP-2014

Button Name	Description
Save	Click the “Save” button to allow data in the document to be saved. The user can return later to complete the document.
Payment Information	Click on the “Payment Information” button to go to the Payment Information Page. More information about this page can be found in the “CMP-2014 – Payment Information” section of the “eCommerce Reporting Website User Guide”.
Override	Click on the “Override” button to override validation errors. This button will bring the user to the “Overridable errors” page and will allow him or her to submit a justification to ONRR to override errors.
Print	Click this button to open a popup window with a printer-friendly version of the CMP-2014 document page.
Validate	Click on this button to validate the information (header data and CMP-2014 Detail Lines) entered into the CMP-2014 document. A popup box will appear giving “Validation Progress” and “Validation Results”. Following this the “Validation Status” of the report will change.
Help	Click on the “Help” button for help using this portion of the eCommerce website.
Field Help	Click on “Field Help” for help using the fields on the CMP-2014 document page.
Cancel	Click on the “Cancel” button to cancel the creation of the CMP-2014 document.
Release	Click on the “Release” button to release the CMP-2014 document to ONRR for review.

Note: *For more information on these buttons please see the “Universal Document Buttons” sections of the “eCommerce Reporting Website User Guide”.*

General Report Information

Field Name	Description
Report ID	The “Report ID” number of the specific release request report.
Report Status	The “Report Status” of the specific release request report. The “Report Status” can be “Sent”, “Open”,
Override Status	The “Override Status” of the specific release request report. The “Override Status” can be “No override request”, “Approved”, “Denied”
Validation Status	The “Validation Status” of the specific release request report. The “Validation Status” can be “Completed”, “Exemption”, “Not Validated”, or “Incomplete”.

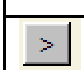
2. Fill in the “Header Data” fields. At the top of the “Header Data” section the CMP-2014 document will be identified as an “ISSUE” or an “ORDER”.

Header Data

Field Name	Description
Payor Code*	This is a required field. The payor code is a drop down menu with all of the payor codes available to the Industry user. The user can select only one payor code.
Payor Name	This field automatically populates using the Industry user’s data.
Federal/Indian*	This is a required field. The Federal/Indian is a drop down menu from which the user can select “Federal” or “Indian”.
Payor Assigned Doc. Number	This is a required field. This is a free form text field in which the Industry user can enter any Payor Assigned Doc. Number.
Total ONRR Amount	The sum of the RVLA of the ONRR detail lines section.
Total Industry Amount	The sum of the RVLA of the Industry detail lines section.

3. Enter Detail Line information into the “CMP-2014 Industry Detail Lines” section. The fields are detailed in the table below:

CMP-2014 Industry Detail Lines

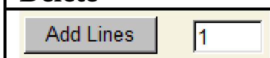
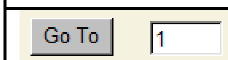
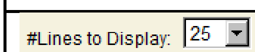
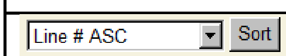
Field Name	Description	Required Field?
Select Line:	Check this box or multiple boxes to perform a Line Command.	No
 **:**	Click this button to insert a new line	N/A
Line #:	User will be able to see the line number on the MMS-2014 detail page from the left or right side of each line number.	N/A
Preparer Use Only:	Available for payor comments. 20 character maximum.	No
ONRR Lease Number*:	Enter the ONRR assigned 10 or 11 digit lease number. In most cases, the lease number consists of 10 digits (a 3-digit prefix, 6-digit body and 1-digit suffix). The characters can be alpha or numeric.	Yes

Field Name	Description	Required Field?
ONRR Agree Number:	Enter the ONRR assigned 10 or 11 digit agreement number. The ONRR agreement number consists of a 3-character prefix, 6-character body, and 1-character suffix. The characters can be alpha or numeric.	No
API Well Number:	Report this number only if required by ONRR on certain Indian properties and offshore deep-water wells under royalty relief. If 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.	No
Product Code*:	Choose the 2 digit product code for the product being reported from the drop down list. A 2-digit code and a short product description are displayed.	Yes
Sales Type:	Choose the sales type code for the reported line from the drop down list.	No
Sales Date (MMYYYY)*:	Choose the correct Month and Year from the drop down list.	Yes
Transaction Code*:	Choose the transaction code for the reported line from the drop down list.	Yes
Adjustment Reason Code:	Choose the adjustment reason code for the reported line from the drop down list.	No
Sales Volume:	Enter one of the following sales volumes for the reported line. Sales Volume should be reported in Mcf/bbls/gal/longtons.	No
Gas MMBtu:	Enter the Gas MMBtu sales volume for the reported line. This value is calculated by the user and entered as a decimal.	No
Sales Value:	Enter the result of sales volume multiplied by price for this transaction as a decimal.	No
Royalty Value Before Allowances:	Enter the result of the sales value multiplied by the royalty rate of the current line prior to allowances.	No
Transportation Allowance:	Enter the Transportation Allowance Deduction for the current line, if applicable. This number must be entered as a negative number. This value is calculated by the user and entered as a decimal.	No
Processing Allowance:	Enter the Processing Allowance Deduction for the current line, if applicable. This number must be entered as a negative number. This value is calculated by the user and entered as a decimal.	No
Royalty Value after Allowance*:	Enter the Royalty Value amount after the deduction of transportation and/or processing allowances.	Yes
Payment Method*:	Choose the payment method for the reported line from the drop down list. The Default value is '03' - EFT to MMS.	Yes

Field Name	Description	Required Field?
Line #	User will be able to see the line number on the MMS-2014 detail page from the left or right side of each line number.	N/A

4. Press the > to continue to add more detail lines.
5. In order to manipulate created “CMP -2014 Industry Detail Lines” use the “Line Commands” section which is detailed below:

Line Commands

Field Name	Description	Required Field?
Select All	Click the “Select All” button to select all of the detail lines, automatically checking all boxes in the “Select Line” portion of the Detail Lines section.	N/A
Copy	Click “Copy” to replicate a selected detail line.	N/A
Copy All	Click “Copy All” to replicate all detail lines in the Detail Lines section.	N/A
Delete	Click “Delete” to delete a selected detail line	N/A
	In order to add new blank lines input a number in the text box to the right of the “Add Lines” button. Then click the “Add Lines” button and the number of blank lines indicated will be added to the Detail Lines section.	N/A
	To navigate to a specific detail line input the Line # into the text box to the right of the “Go To” button. Click on the “Go To” button and the Detail Lines section will navigate to the page that contains the indicated Line #.	N/A
	To limit or expand the number of Detail Lines viewable on a single page use the #Lines to Display dropdown menu. A user may select 1, 5, 10, 25, 50, or 100 lines.	N/A
	To sort Detail Lines by a specific criteria use the dropdown menu to the left of the “Sort” button. A user can choose to sort by “Line # ASC”, “Line # DESC”, “Lease # ASC”, “Lease # DESC”, “Agreement # ASC”, “Agreement # DESC”, “Sales Date ASC”, or “Sales Date DESC”. Once an option has been selected click the “Sort” button and the detail lines will be sorted by that criterion.	N/A

Note: *For more information on the Line Commands section please see the “Line Commands” sections of the “eCommerce Reporting Website User Guide”.*

6. After entering details into the “CMP-2014 Industry Detail Lines” section the Industry Reporter must validate the information. Click on the Validate button in the “Action Buttons” section.

   A popup window will appear and will show “Validation Results”. It will contain the “General Report Information” and a table of errors followed by a list of warnings. All errors must be fixed prior to saving or releasing the document. The error table will appear as follows:

Date	Lease Number	Location	Error Code	Message
02/2014	0	Line #: 1	403	The ONRR Lease Number is a required field.
02/2014	0	Line #: 1	406	Transaction Code is a required field.

Note: *To override any validation errors click on the* Override *button. For more information on overriding please see the “Universal Document Buttons” sections of the “eCommerce Reporting Website User Guide”.*

7. To save changes to the new CMP-2014 document click the button in either the “Action Buttons” or the “Report Commands”:

Report Commands

Field Name	Description
Save	Click the “Save” button to allow data in the document to be saved. The user can return later to complete the document.
Export ONRR Lines	Click the “Export ONRR Lines” to export a CSV document of the “ONRR Detail Lines” section.

Note: *For more information on the “Save” button please see the “Universal Document Buttons” sections of the “eCommerce Reporting Website User Guide”.*

8. Click the “Release” button in the “Action Buttons” to release the newly created CMP-2014 to ONRR for approval.

Editing a CMP-2014 after ONRR has created the document

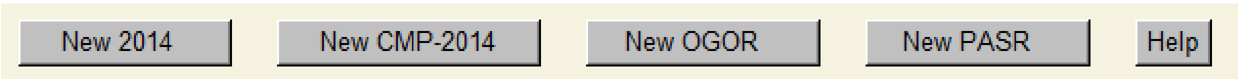
If ONRR has created a CMP-2014 document on behalf of an Industry Reporter the Industry Reporter will be able to review, edit, and release the new CMP-2014 document. Refer to the steps below to review or release a new CMP-2014 document:

	Steps
Reviewing an ONRR created CMP-2014	1, 2, 3
Releasing an ONRR created CMP-2014	7

The following will detail the steps to editing a CMP-2014 after ONRR has created the document:

1. Click on the “Document List” menu item. A new “Document List” page will load with the following features:

Action Buttons - Document List

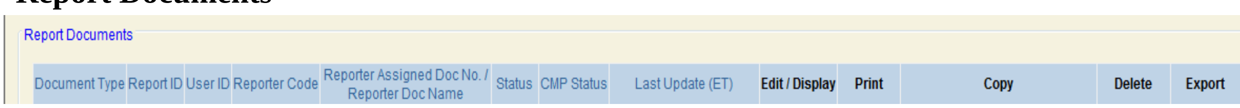


Filter Options

Filter Name	Description
Document Type: All	To filter the “Report Documents” by the Document Type column select “All”, “2014”, “OGOR”, “PASR”, or “CMP” from the dropdown menu.
Status: All	To filter the “Report Documents” by the document Status column select “All”, “Open”, or “Sent” from the dropdown menu.
Starting Date: 10/20/2013	To filter the “Report Documents” by the “Last Update (ET)” column select a starting date range using the calendar prompt.
Ending Date:	To filter the “Report Documents” by the “Last Update (ET)” column select an ending date range using the calendar prompt.
User ID:	To filter the “Report Documents” by the “User ID” column enter a “User ID” into the free form text field.
Report ID:	To filter the “Report Documents” by the “Report ID” column enter a “Report ID” into the free form text field.
CMP Status: All	To filter the “Report Documents” by the “CMP Status” column select “All”, “Issue”, or “Order” from the dropdown menu.
Redisplay List	Click on the “Redisplay List” button to apply the selected filters from the “Filter Options” and retrieve a new “Report Documents” report.

Note: *For more information on the Filter Options please see the “Filter Options” sections of the “eCommerce Reporting Website User Guide”.*

Report Documents



Column Name	Description
Document Type	Identifies the document type (2014, CMP-2014, OGOR, PASR).
Report ID	A sequential number automatically assigned and incremented with each new report document.
User ID	ONRR assigned user identification.
Reporter Code	ONRR assigned Reporter Code.
Reporter Assigned Doc No./Reporter Doc. Name	For MMS-2014 form, the Reporter Assigned Document Number will appear. For the OGOR or PASR forms, the Reporter Document Name is displayed.
Status	Indicates whether the document is “OPEN” or has been “SENT”.
CMP Status:	Indicates whether a CMP-2014 document is an “Issue” or “Order”. This will be blank if it is not a CMP-2014 document.

Column Name	Description
Last Update (ET)	Displays the date and time (ET) the Report ID was last updated.

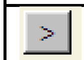
The following buttons are available alongside each document in the Documents List:

Button Name	Description
Edit/ Display	Click on this button and a new page loads containing the CMP-2014 document, which will either be open for display only, or ready for edits. The Edit button is associated with "OPEN" documents, while the Display button is associated with "SENT" documents. Therefore, depending on the status of a document (Open or Sent), the user will only see one of the two buttons for that particular line.
Print	Click "Print" and a new browser window will open displaying a printer-friendly version of the CMP-2014 document. For more detailed instructions please view the "Document List- Report Documents" section of the "eCommerce Reporting Website User Guide".
Copy	Click Copy All to copy an existing document and use it as a template: Click Copy Specific to open a summarized view of a document and copy specific lines within that document.
Delete	Click on this button to delete a specific report. A popup window will appear asking if the user is sure he or she wants to delete the specific "Report ID". The user may click "OK" or "Cancel".
Export	Two links will appear in this field: "CSV" and "Fixed". If the user clicks "CSV" a "File Download" popup window will appear to "Open", "Save" or "Cancel" the exported CMP-2014 CSV file. If the user clicks "Fixed" a "File Download" popup window will appear to "Open", "Save" or "Cancel" the exported CMP-2014 TXT file.

Note: *For more specific information on using this page please refer to the "Document List- Report Documents" section of the "eCommerce Website User Guide".*

2. Enter filter criteria in the "Filter Options" section to limit the content in the "Report Documents" section.
3. Click the "Redisplay List" button.
4. Click "Edit" for the specific "Report ID" associated with the new CMP-2014 document of interest. A new CMP-2014 page will load for that specific "Report ID".
5. Review the detail lines in the "CMP-2014 ONRR Detail Lines" section.
6. Enter any edits to the "CMP-2014 ONRR Detail Lines" into the "CMP-2014 Industry Detail Lines" section. The fields in the "CMP-2014 ONRR Detail Lines" and "CMP-2014 Industry Detail Lines" sections are as follows:

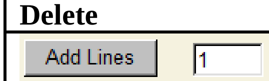
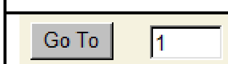
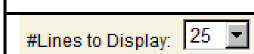
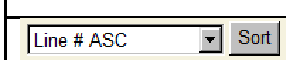
CMP-2014 ONRR Detail Lines & CMP-2014 Industry Detail Lines

Field Name	Description	Section
Select Line:	Check this box or multiple boxes to perform a Line Command.	“CMP-2014 ONRR Detail Lines”
 **:**	Click this button to insert a new line	“CMP-2014 ONRR Detail Lines”
Line #:	User will be able to see the line number on the MMS-2014 detail page from the left or right side of each line number.	BOTH
Preparer Use Only:	Available for payor comments. 20 character maximum.	BOTH but non-editable in “CMP-2014 Industry Detail Lines”
ONRR Lease Number*:	Enter the ONRR assigned 10 or 11 digit lease number. In most cases, the lease number consists of 10 digits (a 3-digit prefix, 6-digit body and 1-digit suffix). The characters can be alpha or numeric.	BOTH but non-editable in “CMP-2014 Industry Detail Lines”
ONRR Agree Number:	Enter the ONRR assigned 10 or 11 digit agreement number. The ONRR agreement number consists of a 3-character prefix, 6-character body, and 1-character suffix. The characters can be alpha or numeric.	BOTH but non-editable in “CMP-2014 Industry Detail Lines”
API Well Number:	Report this number only if required by ONRR on certain Indian properties and offshore deep-water wells under royalty relief. If 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.	BOTH but non-editable in “CMP-2014 Industry Detail Lines”
Product Code*:	Choose the 2 digit product code for the product being reported from the drop down list. A 2-digit code and a short product description are displayed.	BOTH but non-editable in “CMP-2014 Industry Detail Lines”
Sales Type:	Choose the sales type code for the reported line from the drop down list.	BOTH but non-editable in “CMP-2014 Industry Detail Lines”
Sales Date (MMYYYY)*:	Choose the correct Month and Year from the drop down list.	BOTH but non-editable in “CMP-2014 Industry Detail Lines”
Transaction Code*:	Choose the transaction code for the reported line from the drop down list.	BOTH but non-editable in “CMP-2014 Industry Detail Lines”
Adjustment Reason Code:	Choose the adjustment reason code for the reported line from the drop down list.	BOTH but non-editable in “CMP-2014 Industry Detail Lines”
Sales Volume:	Enter one of the following sales volumes for the reported line. Sales Volume should be reported in Mcf/bbls/gal/longtons.	BOTH but non-editable in “CMP-2014 Industry Detail Lines”
Gas MMBtu:	Enter the Gas MMBtu sales volume for the reported line. This value is calculated by the user and entered as a decimal.	BOTH but non-editable in “CMP-2014 Industry Detail Lines”
Sales Value:	Enter the result of sales volume multiplied by price	BOTH but non-editable in

Field Name	Description	Section
	for this transaction as a decimal.	“CMP-2014 Industry Detail Lines”
Royalty Value Before Allowances:	Enter the result of the sales value multiplied by the royalty rate of the current line prior to allowances.	BOTH but non-editable in “CMP-2014 Industry Detail Lines”
Transportation Allowance:	Enter the Transportation Allowance Deduction for the current line, if applicable. This number must be entered as a negative number. This value is calculated by the user and entered as a decimal.	BOTH but non-editable in “CMP-2014 Industry Detail Lines”
Processing Allowance:	Enter the Processing Allowance Deduction for the current line, if applicable. This number must be entered as a negative number. This value is calculated by the user and entered as a decimal.	BOTH but non-editable in “CMP-2014 Industry Detail Lines”
Royalty Value after Allowance*:	Enter the Royalty Value amount after the deduction of transportation and/or processing allowances.	BOTH but non-editable in “CMP-2014 Industry Detail Lines”
Payment Method*:	Choose the payment method for the reported line from the drop down list. The Default value is '03' - EFT to MMS.	BOTH but non-editable in “CMP-2014 Industry Detail Lines”
Line #	User will be able to see the line number on the MMS-2014 detail page from the left or right side of each line number.	BOTH

7. Use the “Line Commands to manipulate created “CMP-2014 Industry Detail Lines”.

Line Commands

Field Name	Description
Select All	Click the “Select All” button to select all of the detail lines, automatically checking all boxes in the “Select Line” portion of the Detail Lines section.
Copy	Click “Copy” to replicate a selected detail line.
Copy All	Click “Copy All” to replicate all detail lines in the Detail Lines section.
Delete	Click “Delete” to delete a selected detail line
	In order to add new blank lines input a number in the text box to the right of the “Add Lines” button. Then click the “Add Lines” button and the number of blank lines indicated will be added to the Detail Lines section.
	To navigate to a specific detail line input the Line # into the text box to the right of the “Go To” button. Click on the “Go To” button and the Detail Lines section will navigate to the page that contains the indicated Line #.
	To limit or expand the number of Detail Lines viewable on a single page use the #Lines to Display dropdown menu. A user may select 1, 5, 10, 25, 50, or 100 lines.
	To sort Detail Lines by a specific criteria use the dropdown menu to the left of the “Sort” button. A user can choose to sort by “Line # ASC”, “Line # DESC”, “Lease # ASC”, “Lease # DESC”, “Agreement # ASC”, “Agreement #

Field Name	Description
	DESC", "Sales Date ASC", or "Sales Date DESC". Once an option has been selected click the "Sort" button and the detail lines will be sorted by that criterion.

Note: *For more information on the Line Commands section please see the "Line Commands" sections of the "eCommerce Reporting Website User Guide".*

8. Use the Report Commands section to save any changes made to the CMP-2014 document:

Report Commands

Field Name	Description
Save	Click the "Save" button to allow data in the document to be saved and released to ONRR.
Export ONRR Lines	Click the "Export ONRR Lines" to export a CSV document of the "ONRR Detail Lines" section.

9. Once new edits have been added to the "CMP-2014 Industry Detail Lines" section, click on the "Validate" button at the top of the page with the other "Action Buttons":

Action Buttons - CMP-2014

Button Name	Description
Save	Click the "Save" button to allow data in the document to be saved. The user can return later to complete the document.
Payment Information	Click on the "Payment Information" button to go to the Payment Information Page. More information about this page can be found in the "CMP-2014 – Payment Information" section of the "eCommerce Reporting Website User Guide".
Override	Click on the "Override" button to override validation errors. This button will bring the user to the "Overridable errors" page and will allow him or her to submit a justification to ONRR to override errors.
Print	Click this button to open a popup window with a printer-friendly version of the CMP-2014 document page.
Validate	Click on this button to validate the information (header data and CMP-2014 Detail Lines) entered into the CMP-2014 document. A popup box will appear giving "Validation Progress" and "Validation Results". Following this the "Validation Status" of the report will change.
Help	Click on the "Help" button for help using this portion of the eCommerce website.
Field Help	Click on "Field Help" for help using the fields on the CMP-2014 document page.
Cancel	Click on the "Cancel" button to cancel the creation of the CMP-2014 document.
Release	Click on the "Release" button to release the CMP-2014 document to ONRR for review.

Note: *For more information on these buttons please see the "Universal Document Buttons" sections of the "eCommerce Reporting Website User Guide".*

10. Click the “Release” button to release the CMP-2014 document for approval by ONRR.
11. Click the “Submit” button with the appropriate “Requester Telephone” and “Requester Email” information filled in

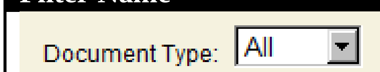
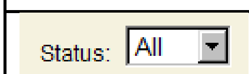
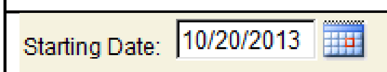
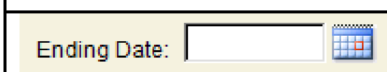
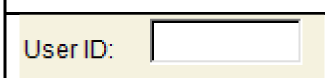
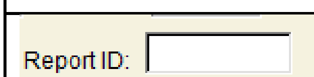
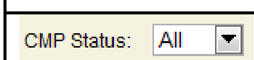
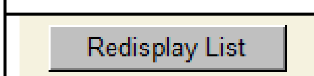
Editing Detail Lines after ONRR has rejected them

If ONRR has rejected CMP-2014 detail lines released by an Industry Reporter the Industry Reporter will be able to review, edit, and re-release the previously rejected CMP-2014 detail lines.

The following will detail the steps to editing a CMP-2014 after ONRR has rejected detail lines:

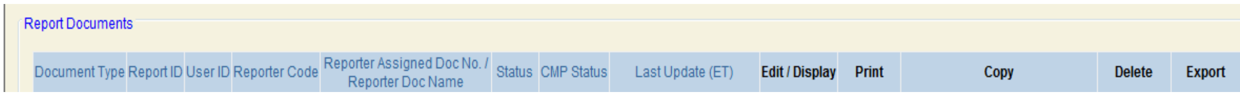
1. Click on the “Document List” menu item. A new “Document List” page will load.
2. Use the “Filter Options” section to filter the “Report Documents” and find the particular “Report ID” that corresponds to the CMP-2014 document with rejected detail lines. This document will have a “Status” of “Open”.

Filter Options

Filter Name	Description
	To filter the “Report Documents” by the Document Type column select “All”, “2014”, “OGOR”, “PASR”, or “CMP” from the dropdown menu.
	To filter the “Report Documents” by the document Status column select “All”, “Open”, or “Sent” from the dropdown menu.
	To filter the “Report Documents” by the “Last Update (ET)” column select a starting date range using the calendar prompt.
	To filter the “Report Documents” by the “Last Update (ET)” column select an ending date range using the calendar prompt.
	To filter the “Report Documents” by the “User ID” column enter a “User ID” into the free form text field.
	To filter the “Report Documents” by the “Report ID” column enter a “Report ID” into the free form text field.
	To filter the “Report Documents” by the “CMP Status” column select “All”, “Issue”, or “Order” from the dropdown menu.
	Click on the “Redisplay List” button to apply the selected filters from the “Filter Options” and retrieve a new “Report Documents” report.

Note: *For more information on the Filter Options please see the “Document List- Filter Options” sections of the “eCommerce Reporting Website User Guide”.*

Report Documents



Column Name	Description
Document Type	Identifies the document type (2014, CMP-2014, OGOR, PASR).
Report ID	A sequential number automatically assigned and incremented with each new report document.
User ID	ONRR assigned user identification.
Reporter Code	ONRR assigned Reporter Code.
Reporter Assigned Doc No./Reporter Doc. Name	For MMS-2014 form, the Reporter Assigned Document Number will appear. For the OGOR or PASR forms, the Reporter Document Name is displayed.
Status	Indicates whether the document is “OPEN” or has been “SENT”.
CMP Status:	Indicates whether a CMP-2014 document is an “Issue” or “Order”. This will be blank if it is not a CMP-2014 document.
Last Update (ET)	Displays the date and time (ET) the Report ID was last updated.

The following buttons are available alongside each document in the Documents List:

Button Name	Description
Edit/ Display	Click on this button and a new page loads containing the CMP-2014 document, which will either be open for display only, or ready for edits. The Edit button is associated with “OPEN” documents, while the Display button is associated with "SENT" documents. Therefore, depending on the status of a document (Open or Sent), the user will only see one of the two buttons for that particular line.
Print	Click “Print” and a new browser window will open displaying a printer-friendly version of the CMP-2014 document. For more detailed instructions please view the “Document List- Report Documents” section of the “eCommerce Reporting Website User Guide”.
Copy	Click Copy All to copy an existing document and use it as a template: Click Copy Specific to open a summarized view of a document and copy specific lines within that document.
Delete	Click on this button to delete a specific report. A popup window will appear asking if the user is sure he or she wants to delete the specific “Report ID”. The user may click “OK” or “Cancel”.
Export	Two links will appear in this field: “CSV” and “Fixed”. If the user clicks “CSV” a “File Download” popup window will appear to “Open”, “Save” or “Cancel” the exported CMP-2014 CSV file. If the user clicks “Fixed” a “File Download” popup window will appear to “Open”, “Save” or “Cancel” the exported CMP-2014 TXT file.

Note: ***For more specific information on using this page please refer to the “Document List- Report Documents” section of the “eCommerce Website User Guide”.***

3. Click “Edit” for the specific “Report ID” for the CMP-2014 document. A new page will load with the specific CMP-2014 document.
4. In order to edit the rejected detail lines added and re-release them for approval by ONRR; review the information in the “CMP-2014 ONRR Detail Lines” section.

CMP-2014 ONRR Detail Lines & CMP-2014 Industry Detail Lines

Field Name	Description	Section
Select Line:	Check this box or multiple boxes to perform a Line Command.	“CMP-2014 Industry Detail Lines”
 **:**	Click this button to insert a new line	“CMP-2014 Industry Detail Lines”
Line #:	User will be able to see the line number on the MMS-2014 detail page from the left or right side of each line number.	BOTH
Preparer Use Only:	Available for payor comments. 20 character maximum.	BOTH but non-editable in “CMP-2014 ONRR Detail Lines”
ONRR Lease Number*:	Enter the ONRR assigned 10 or 11 digit lease number. In most cases, the lease number consists of 10 digits (a 3-digit prefix, 6-digit body and 1-digit suffix). The characters can be alpha or numeric.	BOTH but non-editable in “CMP-2014 ONRR Detail Lines”
ONRR Agree Number:	Enter the ONRR assigned 10 or 11 digit agreement number. The ONRR agreement number consists of a 3-character prefix, 6-character body, and 1-character suffix. The characters can be alpha or numeric.	BOTH but non-editable in “CMP-2014 ONRR Detail Lines”
API Well Number:	Report this number only if required by ONRR on certain Indian properties and offshore deep-water wells under royalty relief. If 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.	BOTH but non-editable in “CMP-2014 ONRR Detail Lines”
Product Code*:	Choose the 2 digit product code for the product being reported from the drop down list. A 2-digit code and a short product description are displayed.	BOTH but non-editable in “CMP-2014 ONRR Detail Lines”
Sales Type:	Choose the sales type code for the reported line from the drop down list.	BOTH but non-editable in “CMP-2014 ONRR Detail Lines”
Sales Date (MMYYYY)*:	Choose the correct Month and Year from the drop down list.	BOTH but non-editable in “CMP-2014 ONRR Detail Lines”
Transaction Code*:	Choose the transaction code for the reported line from the drop down list.	BOTH but non-editable in “CMP-2014 ONRR Detail Lines”

Field Name	Description	Section
Adjustment Reason Code:	Choose the adjustment reason code for the reported line from the drop down list.	BOTH but non-editable in “CMP-2014 ONRR Detail Lines”
Sales Volume:	Enter one of the following sales volumes for the reported line. Sales Volume should be reported in Mcf/bbls/gal/longtons.	BOTH but non-editable in “CMP-2014 ONRR Detail Lines”
Gas MMBtu:	Enter the Gas MMBtu sales volume for the reported line. This value is calculated by the user and entered as a decimal.	BOTH but non-editable in “CMP-2014 ONRR Detail Lines”
Sales Value:	Enter the result of sales volume multiplied by price for this transaction as a decimal.	BOTH but non-editable in “CMP-2014 ONRR Detail Lines”
Royalty Value Before Allowances:	Enter the result of the sales value multiplied by the royalty rate of the current line prior to allowances.	BOTH but non-editable in “CMP-2014 ONRR Detail Lines”
Transportation Allowance:	Enter the Transportation Allowance Deduction for the current line, if applicable. This number must be entered as a negative number. This value is calculated by the user and entered as a decimal.	BOTH but non-editable in “CMP-2014 ONRR Detail Lines”
Processing Allowance:	Enter the Processing Allowance Deduction for the current line, if applicable. This number must be entered as a negative number. This value is calculated by the user and entered as a decimal.	BOTH but non-editable in “CMP-2014 ONRR Detail Lines”
Royalty Value after Allowance*:	Enter the Royalty Value amount after the deduction of transportation and/or processing allowances.	BOTH but non-editable in “CMP-2014 ONRR Detail Lines”
Payment Method*:	Choose the payment method for the reported line from the drop down list. The Default value is '03' - EFT to MMS.	BOTH but non-editable in “CMP-2014 ONRR Detail Lines”
Line #	User will be able to see the line number on the MMS-2014 detail page from the left or right side of each line number.	BOTH

5. If the data in the “CMP-2014 ONRR Detail Lines” does not match what the Industry Reporter believes to be the correct data he or she can edit this data in the “CMP-2014 Industry Detail Lines” section.
6. The Industry Reporter can then manipulate the edited “CMP-2014 Industry Detail Lines” using the “Line Commands” section.

Line Commands

Field Name	Description	Required Field?
Select All	Click the “Select All” button to select all of the detail lines, automatically checking all boxes in the “Select Line” portion of the Detail Lines section.	N/A
Copy	Click “Copy” to replicate a selected detail line.	N/A

Field Name	Description	Required Field?
Copy All	Click "Copy All" to replicate all detail lines in the Detail Lines section.	N/A
Delete	Click "Delete" to delete a selected detail line	N/A
Add Lines 1	In order to add new blank lines input a number in the text box to the right of the "Add Lines" button. Then click the "Add Lines" button and the number of blank lines indicated will be added to the Detail Lines section.	N/A
Go To 1	To navigate to a specific detail line input the Line # into the text box to the right of the "Go To" button. Click on the "Go To" button and the Detail Lines section will navigate to the page that contains the indicated Line #.	N/A
#Lines to Display: 25	To limit or expand the number of Detail Lines viewable on a single page use the #Lines to Display dropdown menu. A user may select 1, 5, 10, 25, 50, or 100 lines.	N/A
Line # ASC So	To sort Detail Lines by a specific criteria use the dropdown menu to the left of the "Sort" button. A user can choose to sort by "Line # ASC", "Line # DESC", "Lease # ASC", "Lease # DESC", "Agreement # ASC", "Agreement # DESC", "Sales Date ASC", or "Sales Date DESC". Once an option has been selected click the "Sort" button and the detail lines will be sorted by that criterion.	N/A

Note: *For more information on the Line Commands section please see the "Line Commands" sections of the "eCommerce Reporting Website User Guide".*

7. Save any changes to the edited document by using the "Save" button in the "Action Buttons" or "Report Commands" sections:

Action Buttons - CMP-2014

Button Name	Description
Save	Click the "Save" button to allow data in the document to be saved. The user can return later to complete the document.
Payment Information	Click on the "Payment Information" button to go to the Payment Information Page. More information about this page can be found in the "CMP-2014 – Payment Information" section of the "eCommerce Reporting Website User Guide".
Override	Click on the "Override" button to override validation errors. This button will bring the user to the "Overridable errors" page and will allow him or her to submit a justification to ONRR to override errors.
Print	Click this button to open a popup window with a printer-friendly version of the CMP-2014 document page.
Validate	Click on this button to validate the information (header data and CMP-2014 Detail Lines) entered into the CMP-2014 document. A popup box will appear giving "Validation Progress" and "Validation Results". Following this the "Validation Status" of the report will change.

Button Name	Description
Help	Click on the “Help” button for help using this portion of the eCommerce website.
Field Help	Click on “Field Help” for help using the fields on the CMP-2014 document page.
Cancel	Click on the “Cancel” button to cancel the creation of the CMP-2014 document.
Release	Click on the “Release” button to release the CMP-2014 document to ONRR for review.

Note: *For more information on these buttons please see the “Universal Document Buttons” sections of the “eCommerce Reporting Website User Guide”.*

Report Commands

Field Name	Description
Save	Click the “Save” button to allow data in the document to be saved and released to ONRR.
Export ONRR Lines	Click the “Export ONRR Lines” to export a CSV document of the “ONRR Detail Lines” section.

8. Click the “Validate” button in the “Action Buttons” section to validate the new edited detail lines. The new detail lines must be validated before they can be re-released to ONRR.
9. Click on the “Release” button in the “Action Buttons” section to re-release the new edited detail lines to ONRR for approval.
10. Click the “Submit” button with the appropriate “Requester Telephone” and “Requester Email” information filled in

CMP-2014 – Payment Information

The Payment Information page can be accessed from the CMP-2014 page by clicking the “Payment Information” button. This page contains a summary of the transaction totals from the details entered into the CMP-2014 fields. Transaction totals are calculated based on values entered for royalty value after allowances and the reported payment method code.

Payment Information Page – Buttons

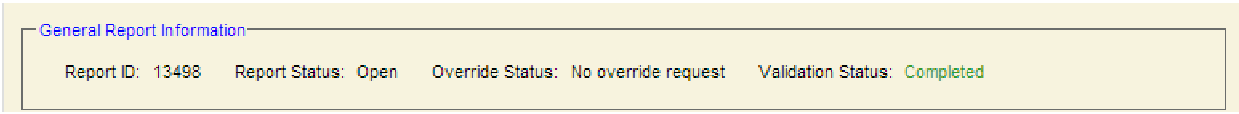
Notice that the buttons appearing at the top of the Payment Information page are the same as the universal buttons appearing throughout the website. For help using these buttons, please refer to the *Universal Document Buttons* section of this User Guide. In addition to the Universal Document Buttons, there is one extra button, the “Report” button. The “Report” button must be clicked to return to the previous page (CMP-2014). If the “Report” button is clicked and credits entered exceed payments, a pop-up box will warn the user that this error must be corrected before returning to the CMP-2014 document page.

The details below describe the various fields contained within each section of the Payment Information page and instructions for required fields. Each section of the page has its own table.

1. Click the “Payment Information” button.

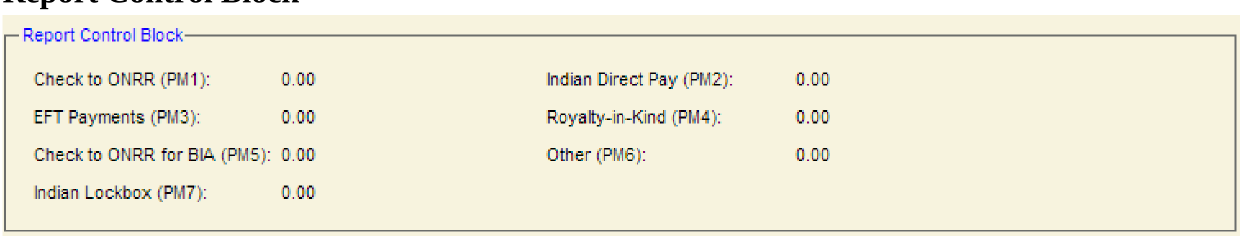
2. The Payment Information page loads with the following information pre-populated from previously entered data:

General Report Information



Field Name	Description
Report ID:	A sequence number automatically assigned and incremented with each new report document.
Report Status:	The status of the report (Open or Sent).
Override Status:	The override status of the report. (No override request, Saved, Approved, Denied, or Pending).
Validation Status:	The validation status of the report. (Never Validated, Processing, Incomplete, Exception, or Completed). ***Note:*** *Validation status reflects only if the report has been validated (i.e. Completed means that validation completed. It does not mean that the report is ready for submission, because there could be fatal errors that need to be addressed before it is ready to be sent/ submitted).* Users can validate on the Payment Information page or Report page and send the CMP-2014 document on either page. If validation occurs on one page, then the user goes to the other page, the validation needs to occur again before the document can be sent.

Report Control Block

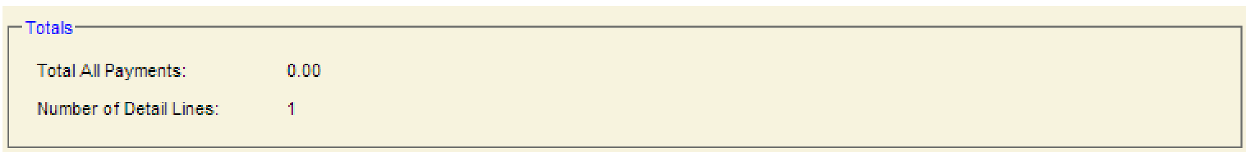


Field Name	Description
Check to ONRR (PM1):	The Total Royalty Value after Allowances with the payment method “1” from the transaction level of the CMP-2014 report.
Indian Direct Pay (PM2):	The Total Royalty Value after Allowances with the payment method “2” from the transaction level of the CMP-2014 report.
EFT Payments (PM3):	The Total Royalty Value after Allowances with the payment method “3” from the transaction level of the CMP-2014 report.
Royalty-in-Kind (PM4):	The Total Royalty Value after Allowances with the payment method “4” from the transaction level of the CMP-2014 report.

Field Name	Description
Check to ONRR for BIA (PM5):	The Total Royalty Value after Allowances with the payment method “5” from the transaction level of the CMP-2014 report.
Other (PM6):	The Total Royalty Value after Allowances with the payment method “6” from the transaction level of the CMP-2014 report.
Indian Lockbox (PM7):	The Total Royalty Value after Allowances with the payment method “7” from the transaction level of the CMP-2014 report.

Note: Clicking the “Calculate Total” button will automatically populate totals for the seven payment options shown above.

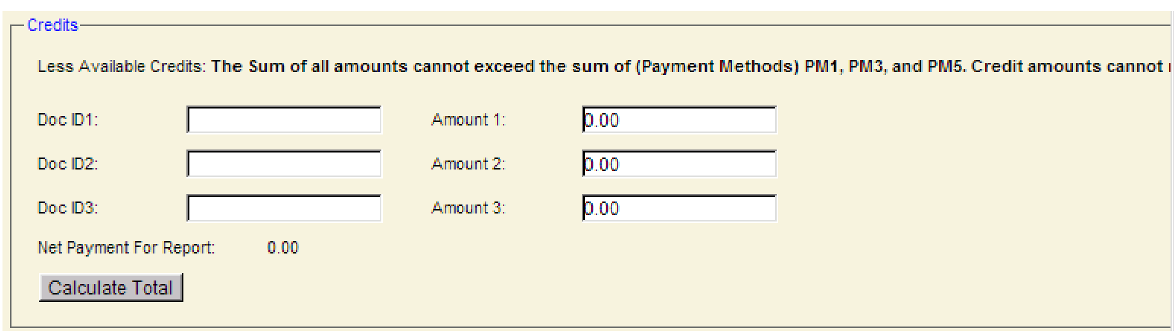
Totals



Field Name	Description
Total All Payments:	The sum of all payments displayed in the Report Control Block.
Number of Detail Lines:	This is the number of lines listed in the CMP-2014 report page under the CMP-2014 Detail Lines section. Populated automatically by the application.

3. Complete the appropriate fields in the Credits section according to the table below:

Credits



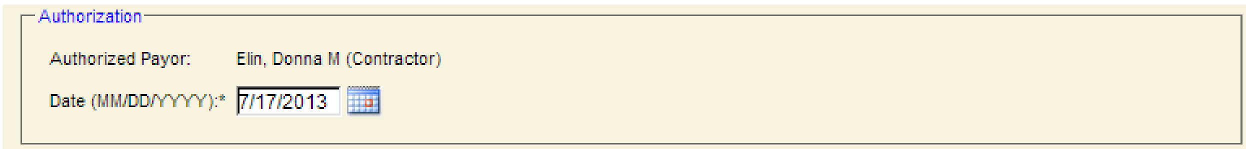
The information in the following table is in the Credits section:

Field Name	Description
Doc ID 1:	Enter the ONRR bill number or ONRR royalty document number related to the credit being taken. A maximum of three credits can be taken per report.
Doc ID 2:	
Doc ID 3:	
Amount 1:	Enter the amount for the credit being taken *as a **negative** amount*. Credits may not exceed the sum of Payment Methods PM1, PM3 and PM5. A maximum of three credits can be taken per report.
Amount 2:	
Amount 3:	

Field Name	Description
Net Payment for Report:	Click the “Calculate Total” button to calculate this number. The net payment due for this report equals the sum of the following Payment Methods: Checks to ONRR (PM1), EFT Payments and Checks (PM3) to ONRR for BIA (PM5) less Available Credit Amounts.

4. Complete the date field in the Authorization section according to the table below:

Authorization



Field Name	Description	Required Field?
Authorized Payor:	This field is pre-populated with the AD full name of the user that is logged in to the website.	N/A
Date (MM/DD/YYYY):*	Enter the date the report was authorized and completed.	Yes

OGOR (Form MMS – 4054)

Oil and Gas Operations Report (Form MMS-4054)

Form MMS 4054, Oil and Gas Operations Report (OGOR), is a three part form that is used by ONRR to track oil and gas from the point of production to the point of first sale or other disposition. This form is used for onshore Federal and Indian lands and for all production reporting on the Outer Continental Shelf (OCS).

To create a new OGOR document from the Documents List page:

1. Click the “New OGOR” button.
2. A new OGOR document loads with the General Report Information section pre-populated:

General Report Information

Field Name	Description
Report ID:	A sequence number automatically assigned and incremented with each new report document.
Report Status:	The status of the report (Open or Sent).
Override Status:	The override status of the report. (No override request, Saved, Approved, Denied, or Pending).

Field Name	Description
Validation Status:	The validation status of the report. (NeverValidated, Processing, Incomplete, Exception, or Completed). ***Note:*** *Validation status reflects only if the report has been validated (i.e. Completed means that validation completed. It does not mean that the report is ready for submission, because there could be fatal errors that need to be addressed before it is ready to be sent/ submitted).*

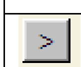
3. Complete the Header Data section by entering the correct data according to the table below:

Header Data

Field Name	Description	Required Field?
ONRR Operator Number:*	Click the drop down arrow and select the correct Operator Number for the document being created.	Yes
Operator Name:	Automatically populated when the Operator Number is selected.	N/A
Operator Assigned Doc. Name:*	Enter the operator-assigned doc. name. . This name is used to identify each report that is created. This field can contain up to 30 characters including lower and uppercase letters, numbers, and the following special characters: @#%&*()-_./=	Yes

4. Next, fill in the necessary fields of the OGOR Report Lease Lines section. Multiple Leases may be entered for a single OGOR report. Listed in the table below are instructions/descriptions for each field:

OGOR Report Lease Lines

Field Name	Description	Required Field?
Select Line:	Check this box or multiple boxes to perform a Line Command.	No
 **:**	Click this button to insert a new line	N/A
Line #:	User will be able to see the line number on the MMS-2014 detail page from the left or right side of each line number.	N/A
Report Type*:	Choose the appropriate report type from the dropdown list. Available options are Original, Modify, or Replace.	Yes

Field Name	Description	Required Field?
ONRR Lease/Agreement Number*:	Enter the ONRR assigned 10 or 11 digit ONRR lease/agreement number. In most cases, the lease/agreement number consists of 10 digits (a 3-digit prefix, 6-digit body and 1-digit suffix). The characters can be alpha-numeric. The "Search" link in the header section can be used to find a lease number, an agency number or an agreement number.	Yes
Agency Lease/Agreement Number*:	Enter the agency lease/agreement number. This number can be up to 11 digits in length and alpha-numeric. Enter the ONRR-assigned Agreement Number if all wells participate in a Federal or Indian Unit/Agreement. The "Search" link in the header section can be used to find a lease number, an agency number or an agreement number.	Yes
Production Month*:	Choose the appropriate production month and year from the dropdown list.	Yes
Operator Lease/AgreeNumber:	Enter the Operator's internal identifier for the Lease or Agreement Number. This field has a maximum size of 20 characters.	No
Operator Lease/Agree Name:	Enter the Operator's internal identifier for Lease or Agreement Name. This field has a maximum size of 30 characters.	No
Print:	Click "Print Lease" to print the header information as well as parts A, B and C for the *selected* lease line item. ***Note:*** *To print all lease lines in the document click the "Print" button located at the top of the OGOR page.*	N/A
Display Part:	Click the "A" button to navigate to the OGOR- A section. For more information on OGOR- A, see the "*OGOR Part A*" section below.	N/A
Display Part:	Click the "B" button to navigate to the OGOR- B section. For more information on OGOR- B, see the "*OGOR Part B*" section below.	N/A
Display Part:	Click the "C" button to navigate to the OGOR- C section. For more information on OGOR- C, see the "*OGOR Part C*" section below.	N/A

Note: *Clicking the "Calculate Totals for All Leases" button will sum all of the individual line items for each OGOR detail page (OGOR A, B and C).*

OGOR Parts A, B, and C

The following three sections (OGOR Part A, B, and C) of this User Guide provide instructions to complete the necessary information for each detail page.

OGOR Parts A, B, and C – Page Buttons

Many of the buttons appearing at the top of each OGOR detail page are the same as the universal buttons appearing throughout the website. For help using these buttons please refer to the *Universal Document Buttons* section of this User Guide. In addition to the Universal Document Buttons there are a few extra buttons, the "Report" button and the detail page buttons (A, B, C). The "Report" button *must* be clicked to return to the main OGOR page. The detail page buttons (A, B, C) can be used to navigate between each detail page.

OGOR Part A – Well Production

The OGOR Part A page can be accessed from the OGOR page by clicking the Display Part "A" button. Part A is used to report production from each well on the lease or agreement. Part A is also used to report all wells no longer in active drilling status until those wells are permanently plugged and abandoned, or the lease is terminated.

1. Click the "A" button.
2. The OGOR Part A page loads with the following information pre-populated from previously entered data:

General Report Information

Field Name	Description
Report ID:	A sequence number automatically assigned and incremented with each new report document.
Report Status:	The status of the report (Open or Sent).
Override Status:	The override status of the report. (No override request, Saved, Approved, Denied, or Pending).
Validation Status:	The validation status of the report. (NeverValidated, Processing, Incomplete, Exception, or Completed). ***Note:*** *Validation status reflects only if the report has been validated (i.e. Completed means that validation completed. It does not mean that the report is ready for submission, because there could be fatal errors that need to be addressed before it is ready to be sent/submitted).*

Lease Information

Field Name	Description
Report Type:	The Report Type previously entered in the OGOR report page. Original, Modify or Replace.
ONRR Lease/Agreement Number:	The ONRR Lease/Agreement Number previously entered in the OGOR report page.
Agency Lease/Agreement Number:	The Agency Lease/Agreement Number previously entered in the OGOR report page.

Field Name	Description
ONRR Operator Number:	The ONRR Operator Number previously entered in the OGOR report page.
Production Month:	The Production Month previously entered in the OGOR report page.
Operator Name:	The Operator Name previously entered in the OGOR report page.
Operator Lease/Agreement Number:	The Operator Lease/Agreement Number previously entered in the OGOR report page.
Operator Lease/Agreement Name:	The Operator Lease/Agreement Name previously entered in the OGOR report page.

3. Complete the appropriate fields in the Well Detail Information section according to the table below:

Well Detail Information

Field Name	Description	Required Field?
Action Code:*	Select “Add” or “Delete” from the drop-down list. Delete can only be used on modified reports.	Yes
API Well Number:*	Enter the 12 digit API Well Number. This number includes a 2 digit state code, a 3 digit county code, a 5 digit sequence number (assigned by state agencies to identify the original well bore) and a 2 digit sidetrack number.	Yes
Prod. Interval:*	Enter the code identifying the number of tubing strings and the producing or injection interval of the well. This is an alpha-numeric field with a maximum of 3 characters.	Yes
Operator Well Number:	Enter the internal identification number for the well. This is an alphanumeric field with a maximum of 15 characters.	No
Well Status:*	Select a Well Status code from the drop-down list. For descriptions of Well Status codes utilize the “Field Help” button or refer to the Appendix of the User Guide.	Yes
Well Shut-in Reason:	Select a Well Shut-in Reason code from the drop-down list to identify why the well is not producing or is temporarily abandoned. This code is used only when the Well Status Code is 12, 13, or 14 and is only required for offshore leases. For descriptions of Well Shut-in Reason codes utilize the “Field Help” button or refer to the Appendix of the User Guide.	No
Well Action:	Select a Well Action code from the drop-down list. This field is required for offshore wells that are not producing. This one digit code is required for offshore wells not producing (Well Status Code 12 and 13). For descriptions of Well Action codes utilize the “Field Help” button or refer to the Appendix of the User Guide.	No
Days Produced:*	Enter the number of days the well was producing or injecting for the report period. **Must be present if:** - The well status code is producing or injection. - Any of the production volumes or injection volume fields is not zero. **Must be zero if:** - The report period frequency is not monthly. - All three production and injection field volume are zero. Exception: Onshore only, if a well status is PGW but the well failed to build enough pressure to bring gas to the surface.	Yes
Oil/Cond Production (BBL):	Enter the number of barrels of oil produced for the report period. A partial barrel is considered 1 barrel. This field must be blank if the Well Status Code indicates no production or injection occurred for the report period. The valid range is -999999999 – 999999999. This field defaults to 0.	No

Field Name	Description	Required Field?
Gas Production (MCF):	Enter the MCF (1000 cubic feet) of gas produced for the report period. This field must be blank if the Well Status Code indicates no production or injection occurred for the report period. The valid range is -999999999 – 999999999. This field defaults to 0. Exception: Onshore only, if a well is PGW and failed to build enough pressure to bring gas to the surface.	No
Water Production (BBL):	Enter the number of barrels of water produced for the report period. Must be a whole number. A partial barrel is considered 1 barrel. This field must be blank if the Well Status Code indicates no production or injection occurred for the report period. The valid range is -999999999 – 999999999. This field defaults to 0.	No
Injection Volumes:	Enter the volume of Oil, Gas, or Water Injected for the report period. This field must be blank if the Well Status Code indicates no production or injection occurred for the report period. The valid range is -999999999 – 999999999. This field defaults to 0.	No

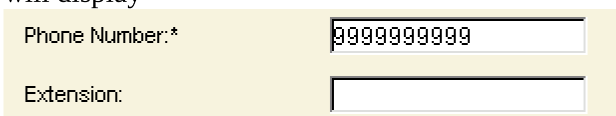
4. Click the “Calculate Totals” button to calculate the totals for the Total Volume section:

Total Volume

Field Name	Description
Total Oil Production Volume:	The sum of all oil volumes in the “Oil/Condensate Production” column.
Total Oil Injection Volume:	The sum of all oil volumes in the “Injection Volume” column based on well status field.
Total Gas Production Volume:	The sum of all gas volumes in the “Gas Production” column.
Total Gas Injection Volume:	The sum of all gas volumes in the “Injection Volume” column based on the well status field.
Total Water Production Volume:	The sum of all water volumes in the “Water Production” column.
Total Water Injection Volume:	The sum of all water volumes in the “Injection Volume” column based on the well status field.
“Calculate Totals” button:	Click the “Calculate Totals” button to sum the individual line items for injections and productions. Totals for each section are displayed.

5. Complete the appropriate fields in the Authorization Contact/Comments section according to the table below:

Authorization Contact/Comments

Field Name	Description	Required Field?
Contact Name:	The full name of the person logged in to the website is pre-populated in this field and cannot be changed.	N/A
Phone Number:*	Enter the phone number of the person who should be contacted regarding this report. If the contact does not have a phone number listed in Active Directory, the following value will display  The user may change the phone number in eCommerce and it will not change the phone number in Active Directory. If the user wants to permanently change the phone number, the user should contact the Enterprise Help Desk to have the Active Directory profile updated.	Yes
Extension:	Enter the extension of the person who should be contacted regarding this report.	No
Date (MMDDYYYY):*	Enter the date the report was authorized/completed. The correct format is MM/DD/YYYY.	Yes
Comments:	Enter any additional comments about the report. This field has a maximum size of 255 characters.	No

OGOR Part B - Product Disposition

The OGOR Part B page can be accessed from the OGOR page by clicking the Display Part “B” button or from OGOR A and C pages by clicking “B.” Part B is used to report any disposition activity for all production/products from the lease or agreement.

1. Click the “B” button.
2. The OGOR Part B page loads with the following information pre-populated from previously entered data:

General Report Information

Field Name	Description
Report ID:	A sequence number automatically assigned and incremented with each new report document..
Report Status:	The status of the report (Open or Sent).
Override Status:	The override status of the report. (No override request, Saved, Approved, Denied, or Pending).

Field Name	Description
Validation Status:	The validation status of the report. (NeverValidated, Processing, Incomplete, Exception, or Completed). ***Note:*** *Validation status reflects only if the report has been validated (i.e. Completed means that validation completed. It does not mean that the report is ready for submission, because there could be fatal errors that need to be addressed before it is ready to be sent/ submitted).*

Lease Information

Field Name	Description
Report Type:	The Report Type previously entered in the OGOR report page. Original, Modify or Replace.
ONRR Lease/Agreement Number:	The ONRR Lease/Agreement Number previously entered in the OGOR report page.
Agency Lease/Agreement Number:	The Agency Lease/Agreement Number previously entered in the OGOR report page.
ONRR Operator Number:	The ONRR Operator Number previously entered in the OGOR report page.
Production Month:	The Production Month previously entered in the report page.
Operator Name:	The Operator Name previously entered in the OGOR report page.
Operator Lease/Agreement Number:	The Operator Lease/Agreement Number previously entered in the OGOR report page.
Operator Lease/Agreement Name:	The Operator Lease/Agreement Name previously entered in the OGOR report page.

3. Complete the appropriate fields in the Product Disposition Information section according to the table below:

Product Disposition Information

Field Name	Description	Required Field?
Action Code:*	Select “Add” or “Delete” from the drop-down list. Delete can only be used on modified reports.	Yes
Disp. Code:*	Select a Disp. Code from the drop-down list to identify the status of the well. Report only one product volume per line. For descriptions of Disposition codes utilize the “Field Help” button or refer to the Appendix of the User Guide.	Yes

Field Name	Description	Required Field?
Metering Point:	Enter the 11 character, alpha-numeric Metering Point number. For Offshore reports use the OMM-assigned metering point number. For Onshore reports this field is optional but we encourage you to report the FMP Number when using Disposition Codes 01, 05, 06, 07, 09, 11, 12, or 16.	No
Gas Plant:	Enter the 11 character, alpha-numeric ONRR-assigned Gas Plant Number. This identifies the gas plant (FMP type 02) where gas was processed before royalty determination.	No
API Gravity (99.9)	Enter the API Gravity for Oil production. The valid range is 10.0 – 70.9. This field should contain 0.0 for Gas and Water Dispositions.	No
BTU (9999):	Enter the BTU content of gas sold or transferred to a facility. A valid entry is a whole number between 300 and 2500. This field should contain 0.0 for Oil and Water Dispositions.	No
Oil/Cond. Disp Vol. (BBL):	Enter the Disposition Volume (barrels) of Oil/Condensate. Only one of these three quantity fields (Oil, Gas or Water) should be non-zero on any line of the OGOR-B. This field defaults to 0. Report only one product volume per line (Oil, Gas or Water) on the OGOR-B.	No
Gas Disp Vol. (MCF):	Enter the Disposition Volume (cubic feet) of Gas. Only one of these three quantity fields (Oil, Gas or Water) should be non-zero on any line of the OGOR-B. This field defaults to 0. Report only one product volume per line (Oil, Gas or Water) on the OGOR-B.	No
Water Disp Vol. (BBL):	Enter the Disposition Volume (barrels) of Water. Only one of these three quantity fields (Oil, Gas or Water) should be non-zero on any line of the OGOR-B. This field defaults to 0. Report only one product volume per line (Oil, Gas or Water) on the OGOR-B.	No

4. Click the “Calculate Totals” button to calculate totals in the Total Volume section:

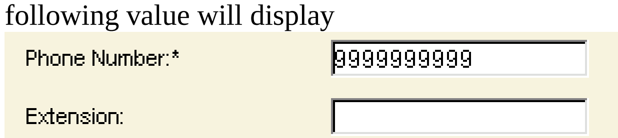
Total Volume

Field Name	Description
Total Oil/Condensate Disposition Volume:	The sum of all oil volumes in the “Oil/Cond. Disp Vol” column.
Total Gas/Condensate Disposition Volume:	The sum of all gas volumes in the “Gas Disp Vol” column.

Field Name	Description
Total Water/Condensate Disposition Volume:	The sum of all water volumes in the “Water Disp Vol.” column.
“Calculate Totals” button:	Click the “Calculate Totals” button to sum the individual line items for the three Production Volumes (Oil, Gas, and Water). Totals for each section are displayed.

5. Complete the appropriate fields in the Authorization Contact/Comments section according to the table below:

Authorization Contact/Comments

Field Name	Description	Required Field?
Contact Name:	The full name of the person logged in to the website is pre-populated in this field and cannot be changed.	N/A
Phone Number:*	Enter the phone number of the person who should be contacted regarding this report. If the contact does not have a phone number listed in Active Directory, the following value will display  The user may change the phone number in eCommerce and it will not change the phone number in Active Directory. If the user wants to permanently change the phone number, the user should contact the Enterprise Help Desk to have the Active Directory profile updated.	Yes
Extension:	Enter the extension of the person who should be contacted regarding this report.	No
Date (MMDDYYYY):*	Enter the date the report was authorized/completed. The correct format is MMDDYYYY.	Yes
Comments:	Enter any additional comments about the report.	No

OGOR Part C – Product Sales from Facilities

The OGOR Part C page can be accessed from the OGOR page by clicking the Display Part “C” button or from OGOR A and B pages by clicking “C.” Part C is used to report product inventory for the lease or agreement.

1. Click the “C” button.
2. The OGOR Part C page loads with the following information pre-populated from previously entered data:

General Report Information

Field Name	Description

Field Name	Description
Report ID:	A sequence number automatically assigned and incremented with each new report document.
Report Status:	The status of the report (Open or Sent).
Override Status:	The override status of the report. (No override request, Saved, Approved, Denied, or Pending).
Validation Status:	The validation status of the report. (NeverValidated, Processing, Incomplete, Exception, or Completed). ***Note:*** *Validation status reflects only if the report has been validated (i.e. Completed means that validation completed. It does not mean that the report is ready for submission, because there could be fatal errors that need to be addressed before it is ready to be sent/submitted).*

Lease Information

Field Name	Description
Report Type:	The Report Type previously entered in the OGOR report page. Original, Modify or Replace.
ONRR Lease/Agreement Number:	The ONRR Lease/Agreement Number previously entered in the OGOR report page.
Agency Lease/Agreement Number:	The Agency Lease/Agreement Number previously entered in the OGOR report page.
ONRR Operator Number:	The ONRR Operator Number previously entered in the OGOR report page.
Production Month:	The Production Month previously entered in the OGOR report page.
Operator Name:	The Operator Name previously entered in the OGOR report page.
Operator Lease/Agreement Number:	The Operator Lease/Agreement Number previously entered in the OGOR report page.
Operator Lease/Agreement Name:	The Operator Lease/Agreement Name previously entered in the OGOR report page.

3. Complete the appropriate fields in the Product Sales from Facilities section according to the table below:

Product Sales from Facilities

Field Name	Description	Required Field?
Action Code:*	Select “Add” or “Delete” from the drop-down list. Delete can only be used on modified reports.	Yes

Field Name	Description	Required Field?
Prod. Code:*	Select a Product code from the drop-down list to identify the product being reported on. For descriptions of Product codes utilize the “Field Help” button or refer to the Appendix of the User Guide.	Yes
Inventory Storage Point:	This field is used to identify inventories retained separately. For Offshore, enter the OEMM-assigned FMP Number identifying the Inventory Point Storage facility at which the oil/condensate is stored before sale. For Onshore reports, this field is optional, but you are encouraged to enter 11-character Inventory Storage Point as an identifying name or number.	No
Metering Point:	Enter the Metering point number. For Offshore reports, use the OMM-assigned Metering Point Number. For Onshore reports, this field is optional, but you are encouraged to report the 11-character Metering Point Number.	No
API Gravity (99.9):	Enter the API Gravity of the oil/condensate that is sold as a decimal, corrected to 60 °F. API Gravity must be less than 100 and has a 4 digit maximum length. Defaults to 0.0.	No
Beginning Inventory (BBL):	Enter the volume of inventory in barrels of oil/condensate that existed in the facility at the beginning of the production month. This must equal the ending inventory submitted for the previous production month. The valid range is -999999999 – 999999999.	No
Production (BBL):	Enter the volume in barrels of oil/condensate produced in the facility during the production month. The valid range is -999999999 – 999999999.	No
Sales (BBL):	Enter the volume in barrels of oil/condensate sold from this facility during the production month. The valid range is -999999999 – 999999999.	No
Adj. Code:	Select an Adjustment code from the drop-down list to identify a reason for the inventory adjustment. For descriptions of Adjustment codes utilize the “Field Help” button or refer to the Appendix of the User Guide.	No
Adj. Volume (BBL):	Enter the volume in barrels of oil/condensate of adjustments made to inventory. The valid range is -999999999 – 999999999.	No
Ending Inventory (BBL):	Enter the volume in barrels of oil/condensate in inventory at the facility for the end of the production month. The valid range is -999999999 – 999999999.	No

4. Click the “Calculate Totals” button to calculate totals in the Total Volume section:

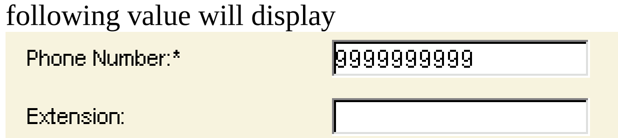
Total Volume

Field Name	Description
Beginning Inventory:	The sum of all volumes in the “Beginning Inventory” column.

Field Name	Description
Production:	The sum of all volumes in the “Production” column.
Sales:	The sum of all volumes in the “Sales” column.
Adjustment Volume:	The sum of all volumes in the “Adjustment Volume” column.
Ending Inventory:	The sum of all volumes in the “Ending Inventory” column.
“Calculate Totals” button:	Click the “Calculate Totals” button to sum the individual line items for Beginning Inventory, Production, Sales, Adjustment Volume, and Ending Inventory.

5. Complete the appropriate fields in the Authorization Contact/Comments section according to the table below:

Authorization Contact/Comments

Field Name	Description	Required Field?
Contact Name:	The full name of the person logged in to the website is pre-populated in this field and cannot be changed.	N/A
Phone Number:*	Enter the phone number of the person who should be contacted regarding this report. If the contact does not have a phone number listed in Active Directory, the following value will display  The user may change the phone number in eCommerce and it will not change the phone number in Active Directory. If the user wants to permanently change the phone number, the user should contact the Enterprise Help Desk to have the Active Directory profile updated.	Yes
Extension:	Enter the extension of the person who should be contacted regarding this report.	No
Date (MMDDYYYY):*	Enter the date the report was authorized/completed. The correct format is MMDDYYYY.	Yes
Comments:	Enter any additional comments about the report.	No

PASR (Form MMS– 4058)

Production Allocation Schedule Report (Form MMS- 4058)

Form MMS– 4058, Production Allocation Schedule Report (PASR), provides allocation information for Federal offshore production that is commingled with production from other sources prior to measurement for royalty determination. PASR also confirms data on operation reports submitted by OCS lease operators.

To create a new PASR document from the Documents List page:

1. Click the “New PASR” button.
2. A new PASR document loads with the General Report Information section pre-populated:

General Report Information

Field Name	Description
Report ID:	A sequence number automatically assigned and incremented with each new report document..
Report Status:	The status of the report (Open or Sent).
Override Status:	The override status of the report. (No override request, Saved, Approved, Denied, or Pending).
Validation Status:	The validation status of the report. (NeverValidated, Processing, Incomplete, Exception, or Completed). ***Note:*** *Validation status reflects only if the report has been validated (i.e. Completed means that validation completed. It does not mean that the report is ready for submission, because there could be fatal errors that need to be addressed before it is ready to be sent/submitted).*

3. Complete the Header Data section by entering the correct data according to the table below:

Header Data

Field Name	Description	Required Field?
Operator Code:*	Click the drop down arrow and select the correct Operator Code for the document being created.	Yes
Operator Name:	Automatically populated when the Operator Code is selected.	N/A
Operator Assigned Doc. Name:*	Enter the operator-assigned doc. name. This name is used to identify each report that is created.	Yes

4. Next, fill in the necessary fields for the PASR Report Property Lines section. Listed in the table below are instructions/descriptions for each field:

PASR Report Property Lines

Field Name	Description	Required Field?
Report Type:*	Choose the appropriate report type from the dropdown list. Available options are Original, Modify, or Replace.	Yes
Production Month:*	Choose the appropriate production month and year from the dropdown list.	Yes

Field Name	Description	Required Field?
API Gravity (99.9):	Enter the API Gravity (corrected to 60 °F) of the oil/condensate sold as a decimal. API Gravity is required when a Sales Fac./Measurement Pt. Number is present and sales have occurred. API Gravity must be less than 100.	No
BTU (9999):	Enter the BTU value for gas sold as a whole number. BTU should be corrected for 14.73 absolute psi and 60 °F. BTU is required when a Sales Fac./Measurement Pt. Number is present and sales have occurred. BTU must be reported in a whole number. The max number of digits for this field is 4.	No
Operator Fac. Name/Location:	Enter the Operator's facility name or location. This field is optional.	No
Fac./Measurement Pt.:*	Enter the ONRR-converted FMP number for the first FMP with a commingling code of 3 that is located downstream of the reporting FMP. This could be an allocation type meter or a sales type meter. If the PASR is for the point of sale, leave this field blank.	Yes
Output Fac./Measurement Pt.:	Enter the FMP number for the first FMP with a commingling code of 3 that is located upstream of the reporting FMP. This could be an allocation point or a sales point. If the PASR is not for the point of sale, leave this field blank.	No
Sales Fac./Measurement Pt.:	Enter the FMP number for the FMP where the sales transaction occurs. Only sales type FMP numbers should be used in this field. If the PASR is for the point of sale, leave this field blank.	No
Print:	Click the "Print Property" link to print a report for the selected property.	N/A
PASR Detail:	Click the "Product" button to access the PASR Product Detail page.	N/A

PASR - Product Page

The Product page can be accessed from the PASR page by clicking the "Product" button.

Product Page - Buttons

The buttons appearing at the top of the Product page are the same as the universal buttons appearing throughout the website. For help using these buttons please refer to the *Universal Document Buttons* section of the User Guide. In addition to the Universal Document Buttons, there is one extra button, the "Report" button. The "Report" button *must* be clicked to return to the previous page (PASR).

The details below describe the various fields contained within each section of the Product page and instructions for required fields. Each section has its own table.

1. Click the “Product” button.
2. The PASR – Product page loads with the following information pre-populated from previously entered data:

General Report Information

Field Name	Description
Report ID:	A sequence number automatically assigned and incremented with each new report document.
Report Status:	The status of the report (Open or Sent).
Override Status:	The override status of the report. (No override request, Saved, Approved, Denied, or Pending).
Validation Status:	The validation status of the report. (NeverValidated, Processing, Incomplete, Exception, or Completed). ***Note:*** *Validation status reflects only if the report has been validated (i.e. Completed means that validation completed. It does not mean that the report is ready for submission, because there could be fatal errors that need to be addressed before it is ready to be sent/submitted).*

Property Information

Field Name	Description
ONRR Operator Number:	The ONRR Operator Number previously entered in the PASR Property page.
Production Month (MMYYY):	The Production Month previously entered in the PASR Property page.
Operator Doc Name:	The Operator Doc Name previously entered in the PASR Property Page.
Operator Fac. Name/Location:	The Operator Facility Name/Location previously entered in the PASR Property Page.
Report Type:	The Report Type previously entered in the PASR Property Page. Original, Modify and Replace.
Fac. Measurement Pt:	The Facility Measurement Point previously entered in the PASR Property Page.
Output Measurement Pt:	The Output Measurement Point previously entered in the PASR Property Page.
Sales Measurement Pt:	The Sales Measurement Point previously entered in the PASR Property Page.

3. Complete the appropriate fields in the PASR Product Information section according to the table below:

PASR Product Information

Field Name	Description	Required Field?

Field Name	Description	Required Field?
Action Code:*:	Select “Add” or “Delete” from the drop-down list. Delete can only be used on modified reports.	Yes
Operator/Area/Block:	Enter the Operator, Area, Block and/or location that identifies the property to which the user is allocating production.	No
Injector:	Select “Oil”, “Gas” or “Both” from the injector code drop-down menu. For descriptions of the injector codes, click the “Field Help” button. This field must be blank if ONRR Lease/Agreement Number is filled out.	No
Metering Pt.:	Enter the FMP number for the first FMP with a commingling code of 3. This could be an allocation meter which is located upstream of the sales FMP or a sales type meter. Leave blank if “Other Sources” field is filled.	No
ONRR Lease/Agree Number:	Enter the ONRR Lease/Agreement Number for each federal lease. Up to 11 alphanumeric characters can be entered into this field. The “Search” link in the header section can be used to find a lease number, an agency number or an agreement number. Leave blank if “Other Sources” field is filled.	No
Sales/Transfers:	Enter the sales and/or transfer volume, in whole units (bbl or Mcf), that has been allocated to each source listed.	No
Other Sources:	Enter the Sales and/or Transfer volume that has not been allocated to federal sources in whole units of measure (BBL or MCF); for example, State lease production, other production that has already been measured for royalty determination before entering a facility, and/or terminated/expired/relinquished leases and units with remaining inventory. Leave blank if “Sales/Transfer” field is filled.	No

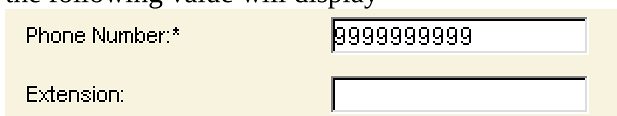
4. Click the “Calculate Total” button to calculate totals in the Total Volume section:

Total Volume

Field Name	Description
Total Sales/Transfers:	Total Sales/Transfers from all lines in the PASR Product Information section.
“Calculate Total” button:	Click the “Calculate Total” button to sum Sales/Transfer and/or Other Sources volumes from the individual detail lines. The total will be displayed in the “Total Volume” section of the page.

5. Complete the appropriate fields in the Authorization Contact/Comments section according to the table below:

Authorization Contact/Comments

Field Name	Description	Required Field?
Contact Name:	The full name of the person logged in to the website is pre-populated in this field and cannot be changed.	N/A
Phone Number:*	Enter the phone number of the person who should be contacted regarding this report. If the contact does not have a phone number listed in Active Directory, the following value will display  The user may change the phone number in eCommerce and it will not change the phone number in Active Directory. If the user wants to permanently change the phone number, the user should contact the Enterprise Help Desk to have the Active Directory profile updated.	Yes
Extension:	Enter the extension of the person who should be contacted regarding this report.	No
Date (MMDDYYYY):*	Enter the date the report was authorized/completed. The correct format is MMDDYYYY.	Yes
Comments:	Enter any additional comments about the report.	No

Registration Information Page

The Registration Information page displays the user's registration information in a read-only format. Contact the ONRR Help Desk at (877)256-6260 or at mailto:enterpriseitservicedesk@bsee.gov if any of the displayed information is incorrect or missing.

The following list describes the content of the User Registration page:

Logon Information

Field Name	Description
ONRR Reporter/Login ID:	The User ID of the user that is currently logged in
Full Name:	The full name of the user

Contact Information

Field Name	Description
Company Name:	The company name of the user
Address:	The address of the user's company
City:	The city where the user's company is located

Field Name	Description
State:	The state where the user's company is located
Zip:	The zip code of the user's company
Country:	The country where the user's company is based
Phone Number:	The user's phone number
Fax Number:	The user's fax number
Email Address:	The user's email address

Upload File Page

The Upload File page allows a user to upload a file that has been created in another offline program. The file must be created as a .csv or fixed-width (.txt) layout in order to comply with ONRR standards and be saved as a .csv, .txt or .zip file. A complete guide for creating these types of files can be found in the Reporter Handbook (Revenue or Production) http://www.onrr.gov/FM/Handbooks/default.htm

To upload a file:

1. Click the "Upload File" tab on the main navigation bar.
2. Click the "Select" button to search for the saved file on a local computer.
3. Select the desired file by double clicking on it.
4. A message appears below the upload text box and states "File successfully uploaded. Click on the Upload History tab to see the status of the file processing."
    a. If an invalid file type is selected a message appears and states "Invalid extension, please choose a .txt, .csv or .zip file."

Note: *Large files may take longer to upload. A progress indicator box will appear and show an estimated time for completion.*

Find Uploaded Reports

Once a report has been successfully uploaded to the website, it can be found in the Documents List. This is where the user must go to edit, validate and send documents to ONRR. For more information regarding reports in the documents list please see the *Documents List* section of this User Guide.

Current Upload Status

If a report has been uploaded within the last 24 hours a "Current Upload Status" section appears at the top of the Documents List. The Current Upload Status table contains the following columns: File Name, Report Type, Status, Uploaded By, Upload Date (EST), Import Start, Import End, and Report ID.

Note: *If a report contains errors, an "Error" hyperlink appears in the "Status" column. Reports containing errors will not be in the Documents List and a Report ID will not be assigned. The errors must be updated offline and the report re-loaded to the website, before the report will be available in the Documents List.*

To see a list of file errors:

1. Click the "Error" link.

2. A new window opens with a list of the file details, errors and a description of each error.
3. Return to the original report file and fix these errors before uploading the file again to the site.

***Note**: Errors found in the Upload process are not validation errors. Rather, they are format errors that do not allow the report to be properly displayed on the website. Once format errors are fixed and the file is uploaded successfully, the user is able to validate and send the report to ONRR. For more details about validation see the Universal Document Buttons section of this User Guide.*

CMP Upload Radio Buttons

Field Name	Description
Create New CMP-2014	Select this option if you want to create a new CMP-2014 document when uploading a file.
Edit Existing CMP-2014	Select this option if you want to overwrite the existing Industry Detail lines for the document with the specified Report ID.
Report ID: *	Enter the Report ID for the CMP-2014 document you want to overwrite the Industy Detail Lines for.

***Note**: If you are not uploading a CMP-2014 document, then leave Create New CMP-2014 as the selected option.*

Upload History Page

The Upload History page displays all files uploaded within the last 10 days and refreshes every 30 seconds. After a file has been displayed for 10 days, it no longer appears on the Upload History page. The following tables contain descriptions of each field within the Upload History page:

Status Legend

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

Upload History

Field Name	Description
File Name	A link to the web version of the uploaded file. If there are errors in this file they must be corrected offline and imported again, after corrections.
Report Type	2014, CMP, OGOR, PASR, and RENT.
Status	Uploaded, Pending, Processing, Completed and Error. The user can click an “Error” status to view all errors for that file.
Uploaded By	The User ID of the person who uploaded the file.
Upload Date (EST)	Date the file was uploaded to the website.
File Size	Size of the uploaded file.
Import Start	Date and time user initiated upload.
Import End	Date and time file upload finished.
Report ID	The assigned Report ID for the uploaded report.

To view a web version of an uploaded file:

1. Click the “File Name” hyperlink on the line that contains that file.
2. A new window opens and displays the uploaded file. The file will display in the same format as it was uploaded. (.csv or fixed)
3. Only the first 100 lines are viewable within the web version.
   a. To see the entire file, download it by clicking on the “Download File” link at the top of the web version of the file.

Rental Information Tab

The Rental Information menu item allows Industry Reporters to search for their existing rental obligations, add new rental obligation information, and pay rental obligations.

The rental information page is displayed in three sections: “Add New Lease”, “Filter Options”, and “Rental Report”. These sections and their functionality are detailed below:

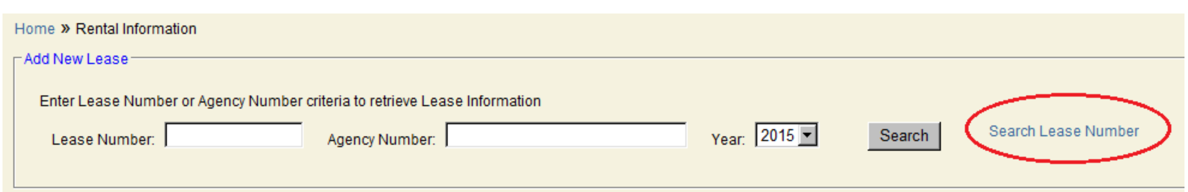
Add New Lease

In order to add an online rental obligation for a specific lease or agency number that is not visible in the “Rental Report” section the Industry Reporter should use the “Add New Lease” section.

Field Name	Description
Lease Number:	Enter a “Lease Number” for a lease that a Reporter knows they have a rental obligation tied to. ***Note:*** *An Industry Reporter can enter* ***ANY*** *“Lease Number” not just his or her own specific “Lease Number”.*
Agency Number:	Enter an “Agency Number” for a lease that a Reporter knows they have a rental obligation tied to. An Industry Reporter can enter ANY “Agency Number” not just his or her own specific “Agency Number”.
Year: 2014	Select the “Year” of the obligation for the lease. The default value is the current year and users are able to select up to 10 years past the current year.
Search	After entering a “Lease Number” or an “Agency Number” the Industry Reporter clicks on the “Search” button and all rental obligations associated with the searched numbers will populate in the “Add New Lease” Section.
Search Lease Number	A popup window appears when this link is clicked. This will help an Industry Reporter search for Lease, Agreement or Agency numbers to use in the “Add New Lease” section. ***Note:*** *For more information please see the “Search Lease Number” section below.*

Search Lease Number

Clicking the “Search Lease Number” link on the Rental Information page will allow users to search for a particular lease or agreement. The link is shown below:



Clicking the Search Lease Number link presents the user with a small popup page allowing for search functionality. The search function looks appears as below:

Functionality is described below:

Field Name	Description
Search For:	An Industry user can enter any Lease Number, Agreement Number, or Agency Number in this freeform text field. The user can enter any number of digits into this field.
Search In: Lease Number	In order to search for the digits entered in the "Search For" freeform text field the user must specify which type of number was entered above. The user must select "Lease Number", "Agreement Number", or "Agency Number" from the dropdown menu.
Search	Click on the "Search" button to search for numbers based on the criteria entered in the "Search For" and "Search In" fields. A set of "Results" will populate below.

Filter Options

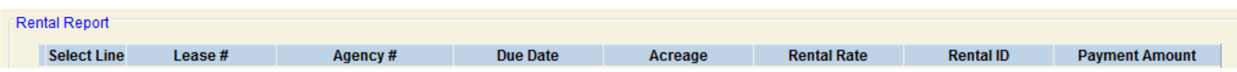
In order to filter the "Rental Report" for specific rental obligations the Industry Reporter can user the "Filter Options" section.

Field Name	Description
Lease Number:	Enter a "Lease Number" to filter by in the freeform text field. This must be a full "Lease Number". ***Note:*** *An Industry Reporter can enter* ***ANY*** *"Lease Number" not just his or her own specific "Lease Number".*
Agency Number:	Enter an "Agency Number" to filter by in the freeform text field. This must be a full "Agency Number". ***Note:*** *An Industry Reporter can enter* ***ANY*** *"Agency Number" not just his or her own specific "Agency Number".*

Field Name	Description
Due Date:	Enter a "Due Date" to filter by in the freeform text field or use the date picker tool to enter a date.
Entry Type: All	Select the "Entry Type" to filter by. The values are "All, "Manual", or "Reference".
Filter	Click the "Filter" button to filter the "Rental Report" section by the "Lease Number" field and/or the "Agency Number" field.
Check/Uncheck All	Click the "Check/Uncheck All" button to toggle the check boxes on the Rental Report grid. If there are existing checkboxes selected then the this button will select the remaining checkboxes.
Save	Click the "Save" button to save any newly added rental obligation information. This will save the new but not submitted rental information in the "Rental Report".
Payment History	Click the "Payment History" button to navigate to the Payment History Report.

Rental Report

The "Rental Report" section displays a report of all of the rental obligations in ONRR's reference system and all rental obligations added by the Industry User that he or she would like to pay. The report has the following contents:



Field Name	Description
☐	This box can be checked to select a rental obligation to pay/ "Checkout".
Lease #	The Lease Number associated with the rental obligation.
Agency #	The Agency Number associated with the rental obligation.
Due Date	The due date of the rental obligation.
Acreage	The acreage that the rental obligation is based upon.
Rental Rate	The rental rate for the rental obligation.
Rental ID	The source of the rental obligation information. If the source is from ONRR reference tables this will say "from reference table" and if the source is an Industry Reporter a number will populate this column.
Payment Amount	This is an editable freeform text field. The field will be prepopulated with the rental obligation data in the ONRR reference system or with the data entered when an Industry Reporter created a new rental obligation. ***Note:*** *This data MUST be entered with two decimal places.*

How to: Filter Rental Obligations

In order to search for and review a rental obligation an Industry Reporter should use the following steps:

1. Enter a “Lease Number” or an “Agency Number” into the “Filter Options” section. If the user is unsure of the specific number to use he or she can use the “Search Lease Number” link in the “Add New Lease” section.
2. Click the “Filter” button. The “Rental Report” section will filter by the criteria entered in the “Filter Options” section.
3. Review the filtered report in the “Rental Report” section.

How to: Add a Rental Obligation

In order to add a rental obligation an Industry Reporter should use the following steps:

1. Enter a “Lease Number” or an “Agency Number” into the “Add New Lease” section.

Note: *If the user is unsure of the specific number to use he or she can use the “Search Lease Number” link in the “Add New Lease” section.*

2. Select a year to search for in the “Year” dropdown list.
3. Click the “Search” button. A new table will populate in the “Add New Lease” box that is the same as the “Rental Report” section but with the ability to the “Payment Amount”.
4. Edit the freeform text fields of the “Payment Amount” columns if necessary.

Note: *Make sure that the “Payment Amount” contains two decimal places.*

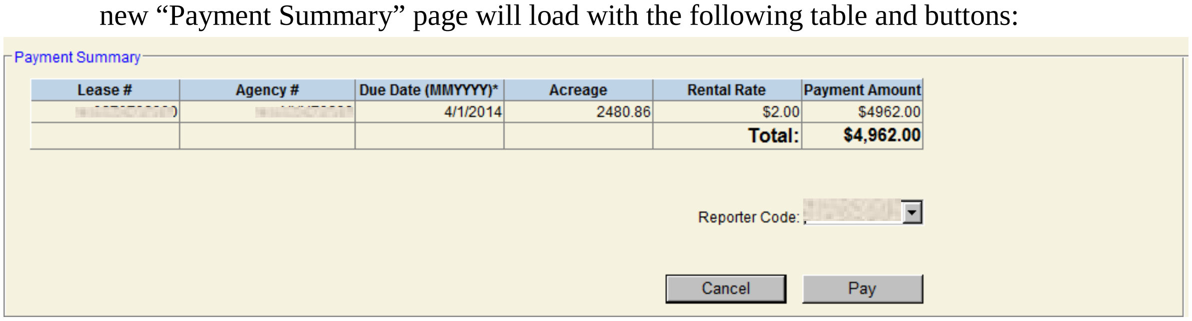
5. Select the next to the rental obligation you wish to add to the “Rental Report”.
6. Click the “Add Lease” button. If the rental obligation already exists in the exact same form in the “Rental Report” the user will be unable to add the row to the “Rental Report” section.
7. The new rental obligation will appear in the “Rental Report” table. The “Rental ID” column will populate with a number and not with “from reference table”.

Note: *If this is a newly added edit to an existing Lease number then the existing line and the new line will both be in the table with different “Rental ID” information.*

How to: Pay Rental Obligations

In order to pay a rental obligation an Industry Reporter should use the following steps:

1. Selected the next to the rental obligations that need to be paid.
2. Click the “Checkout” button at the bottom right hand corner of the “Rental Report” section. A new “Payment Summary” page will load with the following table and buttons:


Payment Summary

Lease #	Agency #	Due Date (MMYYYY)*	Acreage	Rental Rate	Payment Amount
[illegible]	[illegible]	4/1/2014	2480.86	$2.00	$4962.00
				Total:	$4,962.00

Reporter Code:

Cancel Pay

3. Verify that this is the correct “Payment Amount”.
4. If this is not the correct “Payment Amount” or the user is not ready to pay his or her rental obligation, click the “Cancel” button.

5. Select a “Reporter Code” to use for this rental obligation from the “Reporter Code” dropdown menu.
6. Click the “Pay” button to pay the rental obligations detailed in the “Payment Summary” table. The user will be transferred to Pay.gov.
7. A pop-up box appears asking “Are you sure you want to pay rental for displayed records?” Click “OK” to continue.
8. The Pay.Gov page appears with information about the rental obligation and payment amount. Complete all fields:

Field Name	Description
Agency Tracking ID	This is an ID number assigned to the payment
Payment Amount	Amount of money to be paid to pay.gov for the rental
Account Holder Name	The name listed on the payment account
Account Type	The type of account used for payment. Options are: Business Checking, Business Savings, Personal Checking, Personal Savings
Routing Number	The Routing Number for the payment account
Account Number	The Account Number for the payment account
Confirm Account Number	Re-enter the Account Number for the payment account
Cancel	Link returns user to eCommerce and does not process payment
Continue	Continue to confirm payment

8. The Pay.Gov Review and Submit Payment Page appears.
    a. Confirm all information on the page.
    b. Read the “Authorization and Disclosure—Customers and Business” statement
    c. Once it is read, confirm this by clicking the “I agree to the Pay.Gov authorization and disclosure statement.”
    d. Click the “Submit” button to submit payment

Below is a list of fields on the Pay.Gov review and Submit Payment Page:

Field Name	Description
Agency Tracking ID	This is an ID number assigned to the payment
Payment Amount	Amount of money to be paid to pay.gov for the rental
Payment Method	The type of payment (ex. ACH Debit)
Account Holder Name	The name listed on the payment account
Account Type	The type of account used for payment. Options are: Business Checking, Business Savings, Personal Checking, Personal Savings
Routing Number	The Routing Number for the payment account
Account Number	The Account Number for the payment account
Authorization and Disclosure Statement	Statement of Authorization and Disclosure. Reading of this is required to submit payment
Previous	Link returns user to the previous page and does not process payment

Cancel	Link returns user to eCommerce and does not process payment
	Submit payment

9. After payment has been submitted, the user is returned to the eCommerce “Rental Confirmation” page and a the Pay.Gov Tracking Id will be displayed.

How to Edit and Pay a Rental Obligation

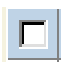
In order to edit an existing rental obligation and pay on the obligation an Industry Reporter can use two different methods:

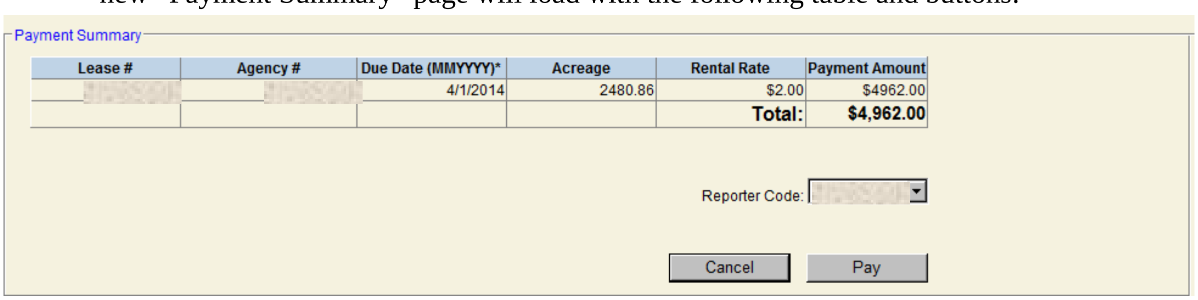
The first method allows the Industry User to edit the “Payment Amount” of the rental obligation. The Industry user can use the steps from “Add Rental Obligation” by adding a Lease Number/Agency Number that already has a line item in the “Rental Report” section and editing the line in the “Add New Lease” section. The Industry user can then use the steps in “Pay Rental Obligations” to pay for the edited rental obligation.

The second method only allows the Industry User to edit the “Payment Amount” and is detailed in the following steps:

1. Use the “Filter Options” section to limit the “Rental Report”.
2. Find the rental obligation of interest and edit the “Payment Amount” column.

Note: *Make sure that the “Payment Amount” contains two decimal places.*

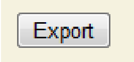
3. Select the  next to the edited rental obligation and all other rental obligations the user wishes to pay.
4. Click the “Checkout” button at the bottom right hand corner of the “Rental Report” section. A new “Payment Summary” page will load with the following table and buttons:



5. Verify that this is the correct “Payment Amount”.
6. If this is not the correct “Payment Amount” or the user is not ready to pay his or her rental obligation, click the “Cancel” button.
7. Select a “Reporter Code” to use for this rental obligation from the “Reporter Code” dropdown menu.
8. Click the “Pay” button to pay the rental obligations detailed in the “Payment Summary” table. The user will be transferred to Pay.gov.

Rental Payment History Report

The Rental Payment History report contains all the previous transactions for the Reporter Code(s) tied to that user. The user can navigate to the “Payment History” page by clicking the “Payment History” button on the “Rental Report” page. Below are the fields of the report and their descriptions:

Field Name	Description
Reporter Code	The Reporter Code associated with the rental obligation
Pay.Gov Tracking ID	The Pay.Gov ID assigned to the transaction. May contain a temporary identifier or be blank if the transaction has not been completed.
Lease Number	The lease number associated with the rental obligation.
Agency Number	The agency number associated with the rental obligation.
Acreage	The acreage associated with the rental obligation.
Rental Rate	The rental rate associated with the rental obligation.
Due Date	The due date associated with the rental obligation.
Amount Paid	The amount paid for the rental obligation in this transaction.
Status	The status of the transaction. Values are “OPEN”, “Cancelled”, or “Success”.
	Click the “Export” button to output the report to a CSV format file. ***Note:*** *There may be issues with leading zeroes not displaying properly in Excel. It is recommended to fix this by using the “Import data from a Text File” wizard in Excel and set the affected columns to “text” format.*

Appendix

MMS-2014 Code Descriptions

The MMS-2014 pages contain a series of drop down menus. These menus contain various codes. The codes are described in the tables below.

Product Code

The Product Code is made up of 2-digits. It is used by ONRR to identify the product sold or removed from the lease or the lease-agreement combination.

ONRR Code:	Description:
01	Oil
02	Condensate
03	Processed (Residue) Gas
04	Unprocessed (Wet) Gas
05	Drip or Scrubber Condensate
06	Inlet Scrubber
07	Gas Plant Products
08	Gas Hydrates
09	Nitrogen
12	Flash Gas
13	Fuel Oil
14	Oil Lost
15	Fuel Gas
16	Gas Lost - Flared or Vented
17	Carbon Dioxide Gas (CO2)
19	Sulfur
20	Other Liquid Hydrocarbons
22	Helium
31	Geo-Electr Gen, KWh (Geothermal Electrical Generation, Kilowatt Hours)
32	Geo-Electr Gen, Thous of LBs (Geothermal Electrical Generation, Thousands of Pounds)
33	Geo-Electr Gen, Mills of BTUs (Geothermal Electrical Generation, Millions of BTUs)
34	Geo-Electr Gen, Other (Geothermal Electrical Generation, Other)
35	Geo-Direct Util, Mills of BTUs (Geothermal Direct Utilization, Millions of BTUs)
36	Geo-Direct Util, Hunds of Gals (Geothermal Direct Utilization, Hundreds of Gallons)
37	Geo-Direct Util, Other (Geothermal Direct Utilization, Others)
38	Geo-Com Demineral H20 (Geothermal Commercially Demineralized H2O)
39	Coal Bed Methane
41	Geothermal - sulfur
42	Geothermal - carbon dioxide
43	Geothermal - silica
44	Other Geothermal byproducts
45	Geothermal-Direct Use, Mills of Gals (Direct Use, Millions of Gallons)
46	Geothermal-Direct Use, Mills of LBs (Direct Use, Millions of Pounds)
50	Wind - Electricity
51	Wind - Hydrogen
52	Solar - Electricity
53	Solar - Hydrogen

ONRR Code:	Description:
54	Current - Electricity
55	Current - Hydrogen
56	Biomass - Electricity
57	Biomass - Hydrogen
58	Hydrogen - Electricity
59	Hydrogen - Hydrogen
60	Other Alternate Use
61	Sweet Crude
62	Sour Crude
63	Asphaltic Crude
64	Black Wax Crude
65	Yellow Wax Crude

Sales Type Code

The sales type code indicates the type of sale reported for the MMS-2014 detail line.

ONRR Code:	Description:
AG01	Future Valuation Agreement
AG02	Future Valuation Agreement
AG03	Future Valuation Agreement
AG04	Future Valuation Agreement
AG05	Future Valuation Agreement
AG06	Future Valuation Agreement
AG07	Future Valuation Agreement
AG08	Future Valuation Agreement
AG09	Future Valuation Agreement
AG10	Future Valuation Agreement
AG11	Future Valuation Agreement
AG12	Future Valuation Agreement
AG13	Future Valuation Agreement
AG14	Future Valuation Agreement
AG15	Future Valuation Agreement
AG16	Future Valuation Agreement
AG17	Future Valuation Agreement
AG18	Future Valuation Agreement
AG19	Future Valuation Agreement
AG20	Future Valuation Agreement
AG21	Future Valuation Agreement
AG22	Future Valuation Agreement
AG23	Future Valuation Agreement
AG24	Future Valuation Agreement
AG25	Future Valuation Agreement
ARMS	Arm’s Length
APOP	Percentage of Proceeds - Arm's-length
GNST	Geothermal No Sales Transaction
NARM	Non-Arm’s-length
NPOP	Percentage of Proceeds - Non-Arm’s-length
OINX	Index

ONRR Code:	Description:
POOL	Pooled Sales - Arm's and Non-Arm’s-length
RIKD	Royalty-In-Kind Deliveries
Z700	Historical POP Conversion
Z999	Historical Conversion

Transaction Code

A transaction code indicates the type of financial obligation being reported.

ONRR Code:	Description:
01	Royalty Due
02	Minimum Royalty Payment
03	Estimated Royalty Payment
04	Rental Payment
05	Advance Rental Credit
06	Royalty In Kind-No Cash Payment to ONRR
07	ONRR Settlement Agreement
08	Royalty-in-Kind
09	Production Incentive Fee
10	Compensatory Royalty Payment
11	Transportation Allowance
12	Tax Credit
13	Gravity Bank and Quality Bank Adjustment
14	Tax Reimbursement Payment
15	Processing Allowance
16	Well Fees
17	Gas Storage Agreement - Flat Fee
18	Gas Storage Agreement - Injection Fee
19	Gas Storage Agreement - Withdrawal Fee
20	Solid - No Sales
21	Interest Amount Due ONRR
22	Interest Amount Owed to Payor
25	Recoup Advance Rental Credit
31	Contract Settlements Payment
32	Advance Royalty (solids coal leases only)
33	Recoup Advance Royalty (solids only)
37	Royalties Due In Lieu Of Severance Tax
38	Additional Royalties Due OCSLA Section 6A9 Leases
39	Net Profit Share - Unprofitable
40	Net Profit Share - Profitable
41	Offshore Deep Water Royalty Relief
42	Net Revenue Share Lease, Allotment for Operating
43	EPA Sec 343 - Marginal Property Royalty Relief (RRR)
44	DWRRA - EPA Sec 344 - Shallow Water Deep Gas Roy Relief (SV)
45	EPA Sec 346 - Alaska Offshore Royalty Relief (SV)
46	EPA Sec 346 - Alaska Offshore Royalty Relief (RRR)
47	EPA Sec 353 - Gas Hydrate Royalty Relief
48	EPA Sec 354 - Carbon Dioxide Injection Royalty Relief

ONRR Code:	Description:
49	EPA Sec 343 - Marginal Property Royalty Relief (SV)
50	Indian Recoupable Balance
51	Indian Recoupment Taken
52	Recoup Minimum Royalty Paid in Advance
53	Effluent Injection Reimbursement
54	Geothermal Field Operation Reimbursement
55	DWRRA - EPA Sec 345 - Deep Water Royalty Relief (SV)
60	Strategic Petroleum Reserve (SPR)
65	Rent
66	Bonus Rentals
67	Bonus Rentals - DEFERRED
70	Bonus Rentals - NEG ACTIVITY
C1	100% Federal Credit Burden
C2	Shared Credit Burden
C3	State In Lieu Of
C4	County In Lieu Of

Adjustment Reason Code

Adjustment reason codes indicate the reasons for adjustments.

ONRR Code:	Description:
00	None
10	Adjustments that do not require a unique ARC code
15	Marginal Property True-up
16	Major Portion-Dual Accounting (Post 1-1-2000 Sales Months only)
17	ONRR Initiated Compliance Adjustment
20	No longer used
21	No longer used
25	Netback Costs True-up (Geothermal)
26	Change Valuation Method (Geothermal)
31	Retroactive Mandatory Price Adjustment (Geothermal)
32	Estimated Adjustment
35	Unit Participating Area/Communal Agreement Adjustment
49	Index Zone/Dual Accounting Price Adjustment (Post 1-01-2000 Sales Months only)
71	Estimate Underpayment/Overpayment Interest
72	Audit Underpayment/Overpayment Interest
86	Debt Currently Not Collectible
87	Small Royalty Write-Off
88	For ONRR Internal Use Only
99	For ONRR Internal Use Only

Payment Methods

The payment method specifies how the payor will pay for their financial obligation or if the amount being claimed is the 1st, 2nd, or 3rd credit.

ONRR Code:	Description:
01	Check to ONRR (PM1) - Federal Only
02	Indian Direct Pay (PM2) - Indian Only
03	EFT Payments (PM3) - Both Federal and Indian

ONRR Code:	Description:
04	Royalty In Kind (PM4) - Both Federal and Indian
05	Checks to ONRR for BIA (PM5) - Indian Only
06	Credits (PM6) - Federal Only
07	Indian Lockbox (PM7) - Indian Only

OGOR A, B and C Code Descriptions

OGOR Part A, B and C pages contain a series of drop down menus. These menus contain various codes. The codes are described in the tables below.

OGOR A

Well Status Code

ONRR Code:	Description:
01-DRG	Actively Drilling
02-DSI	Inactive Drilling
03-GIW	Gas Injection Well
04-WIW	Water Injection Well
05-WDW	Water Disposal Well
06-WSW	Water Source Well
07-MW	Monitoring/Volume Chamber Well
08-POW	Producing Oil Completion
09-GLO	Producing Oil Completion - Gas Lift
10-PLD	Load Oil Injection Well
11-PGW	Producing Gas Completion
12-OSI	Oil Well Shut-In
13-GSI	Gas Well Shut-In
14-TA	Temporarily Abandoned
15-ABD	Completion Abandoned
16-PA	Plugged and Abandoned
17-WWP	Well Work in Progress
18-SIW	Steam Injection Well
22-LO	Load Oil Injected into Gas Well for Treatment

Well Shut-in Reason

ONRR Code:	Description:
30	Gas-Cap Completion
31	Depleted and/or Pending Conversion or Abandonment
32	High Gas/Oil Ratio
33	Watered Out
34	Reservoir or Well Study
35	Testing
36	Waiting on Reservoir Response
37	Low Reservoir Pressure
38	High Water/Oil Ratio of High Water/Gas Ratio
40	Hole in Tubing or Casing

ONRR Code:	Description:
41	Sanded Up
42	Communication with Another Zone
43	Loaded up with Water
44	Collapsed Casing, Tubing or Liner
45	Subsurface Safety Valve Problems
46	Junked Equipment in the Hole
47	Paraffin/Corrosion/Scale Problems
48	Tubing Hanger Leak
49	Gas-Lift Equipment Problems, or Downhole Pump Failure
50	Pumping Rods Parted
60	Compression Problems
61	Production Equipment Problems (Separator, Heater, Treater, Dehydrator, etc.)
62	Electrical
63	Surface Safety Valve Problems
64	Safety Equipment Problems
65	Wellhead Problems
70	Pipeline or Flowline Leaks
71	Pipeline, Flowline or Header Tie-ins
72	No PipeLine-No Market
73	Pipeline or Flowline Maintenance
74	Pipeline Curtailment
75	Check Valve Problems
76	Not Capable or Producing Against Line Pressure
77	Helium and CO2 Wells-No Market Demand
80	Drilling Major Workover or Wireline Operation on Platform
81	Damage to Platform
82	Platform Related Construction
83	Hurricane or Storm
84	Freezing Problems
85	Eliminating Flaring of Oil Well Gas and/or Waste
86	Inspection Enforcement Action
87	Balancing Maximum Efficient Rate (MER) Overproduction
88	Awaiting FERC Approvals
89	Awaiting BLM/ONRR Approvals
90	Ice Advancement

Well Action Code

ONRR Code:	Description:
1	Minor Workover
2	Major Rig Workover
3	Opening Master Valve
4	Surface Maintenance, Repairs, Construction, or Safety Restrictions
5	No Further Action
6	Recomplete

OGOR B

Disposition Code

ONRR Code:	Description:
01	Sales Quantity Subject to Royalty
03	Load Oil
04	Sales-Subject to Royalty-Not Measured
05	Sales Quantity - Not Subject to Royalty - Recovered Injection
06	Non-hydrocarbon Gas Sales Quantity
07	Condensate Sales-Subject to Royalty
08	Spilled and/or Lost-Avoidable-royalty due
09	Sales Quantity Not Subject to Royalty
10	Produced into a Facility Prior to Sales
11	Transferred to Facility
12	Transferred to Facility-Returned to Lease
13	Transferred From Facility
14	Injected On Lease
15	Sales-Buy Back-Measured-No Royalty Due
16	Pipeline Drip/Scrubber Production
17	Water Transferred Off-Lease
20	Lease Use
21	Vented or Flared-Oil Well
22	Vented or Flared Gas Well Gas
23	Spilled or Lost
24	Theft
25	Buy Back Purchased for L/A Use
26	Buy Back Used on Lease
27	Other Water Dispositions
28	Evaporation/Shrinkage
29	Waste Oil/Slop Oil
32	Water Draw-off
42	Differences/Adjustments
43	Sales - Not Subject to Royalty-Not Measured
44	Adjustment of Inventories for Original Lease or Agreement
45	Adjustment of Inventories for Original Reporter
46	Adjustment of Inventories for Receiving Lease or Agreement
47	Adjustment of Inventories for Receiving Reporter
49	Adjustment of Inventories - Lease terminated
51	Other Misc Disposition (for delete lines, modified documents only)
61	Vented Oil Well Gas
62	Vented Gas Well Gas

OGOR C

Product Code

ONRR Code:	Description:
01	Oil
02	Condensate

ONRR Code:	Description:
17	Carbon Dioxide Gas (CO_2)

Adjustment Code

ONRR Code:	Description:
	None
03	Load Oil
04	Sales-Subject to Royalty
05	Sales-Not subject to Royalty, Recovered Injection
08	Spilled and/or Lost-Avoidable-Royalty Due
09	Sales-Not subject to Royalty
11	Transferred to Facility
13	Transferred from Facility
14	Injected on Lease/Agreement
16	Pipeline Drip/Retrograde Scrubber Production
20	Used on L/A-Native Products Only
23	Spilled and/or Lost-Unavoidable Royalty Not Due
24	Theft
28	Evaporation/Shrinkage
29	Waste Oil/Slop Oil
32	Water Drawn-off
42	Differences/Adjustments
43	Sales - Not Subject to Royalty
44	Adjustment of Inventories for Original Lease or Agreement
45	Adjustment of Inventories for Original Reporter
46	Adjustment of Inventories for Receiving Lease or Agreement
47	Adjustment of Inventories for Receiving Reporter
49	Adjustment of Inventories-Lease Terminated
51	Other

Glossary

AD	Active Directory
API	American Petroleum Institute
BBL	Barrel, barrels
BIA	Bureau of Indian Affairs
BTU	British Thermal Unit
CSV	Comma Separated Value
DISP	Display
EFT	Electronic Funds Transfer
ET	Estimated Time
FMP	Facility/Measurement Point
GAL	Gallon, Gallons
ID	Identification
IT	Information Technology
MCF	Thousand Cubic Feet
MM/DD/YYYY or MMDDYYYY	Month/Day/Year

Glossary

AD	Active Directory
MMS	Minerals Management Service
MMS-2014	Minerals Management Service - Form MMS-2014 (Royalty)
OEMM	Offshore Energy and Minerals Management
OGOR	Oil and Gas Operations Report, Form MMS-4054-A,-B, -C
OMM	Offshore Minerals Management
ONRR	Office of Natural Resources Revenue
PASR	Production Allocation Schedule Report, Form MMS-4058
PGW	Producing Gas Completion (Well Status Code 11)
TXT	Text
Vol	Volume