Form MMS-2014 Reporting Instructions - CSV Format
Effective 02/11/2005

Comma Separated Value (CSV) files are first created in an Excel spreadsheet then saved as a CSV file type. All data entry is done in the Excel spreadsheet. Once a CSV file is saved, you will have two files - one with an .xls extension, the other with a .csv extension. **NEVER open or double-click the .csv file in Excel!** Always make your corrections in your original Excel file, and then resave it to a CSV file. If you need to view the CSV file, view it in a word processor, such as WordPad. If you open the .csv file in Excel, you will lose ALL of the formatting from the Excel file. If you need assistance or sample files, please contact Ms. Georgia DeLong at 303-231-3687 (Toll Free 1-800-525-0309 ext. 3687) or Ms. Mary Dietrick at 303-231-3318 (Toll Free 1-800-525-0309 ext. 3318).

A. Format Requirements:

All record fields must comply with the following requirements:
1. The file name must end with a .CSV extension.
2. Commas must separate all fields.   Fields that are blank still require a comma to delimit their position. A comma is not required after the last field of a record.
3. Federal and Indian data must be submitted as separate documents.
4. Multiple documents can be present in a single file. Headers and Trailers separate the documents. (See examples below.)
5. Each document must begin with Record Type 1 and end with a Record Type 3 and 4. The number of Record Type 2 lines is listed in line sequential order, the maximum being 50,000 Type 2 lines in a single document.
6. All Record Types are required for each document. **Do not use blank lines between multiple documents in a single file.** Examples of Record Types used in multiple reports for a single file are shown below:

First Example:

PAYOR CODE 12345	Record Type 1 – Header (one line)
FEDERAL DATA	Record Type 2 – Detail
(Lessor Code 1)	Record Type 3 – Report Trailer (one line)
	Record Type 4 – Payment Trailer (one line)
PAYOR CODE 12345	Record Type 1 – Header (one line)
INDIAN DATA	Record Type 2 – Detail
(Lessor Code 2)	Record Type 3 – Report Trailer (one line)
	Record Type 4 – Payment Trailer (one line)

Second Example:

PAYOR CODE 23456	Record Type 1 – Header (one line)
FEDERAL DATA	Record Type 2 – Detail
(Lessor Code 1)	Record Type 3 – Report Trailer (one line)
	Record Type 4 – Payment Trailer (one line)
PAYOR CODE 34567	Record Type 1 – Header (one line)
FEDERAL DATA	Record Type 2 – Detail
(Lessor Code 1)	Record Type 3 – Report Trailer (one line)
	Record Type 4 – Payment Trailer (one line)

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B. Format Characteristics:

1. In the Maximum Width column, "X" equates to alpha-numeric characters and "9" equates to numeric digits. The number enclosed in parentheses ( ) is the number of positions allowed for that specific field.
2. Volume/Value fields must contain an explicit decimal and be carried to two places. (e.g., 1299.00 or 0.00, not 1299 or 0).
3. An explicit negative sign will be used to indicate negative values. This sign will be in the leading position with no intervening spaces (e.g., -1299.00).
4. Do not use commas when formatting numeric fields (e.g., 1299.00, not 1,299.00).
5. Do not use dollar signs for value fields.
6. Use MMYYYY formatted as text for dates.
7. Do not use quotation marks (") or apostrophes (').
8. Right justify numeric fields. Do NOT add leading zeros. Leading zeros will be added during the conversion process where needed.
9. When properly formatted, text fields will be automatically left justified, Text fields must be correctly formatted to account for legitimate leading zeros (e.g., Product Code must be "02" not "2")

C. 2014 CSV Record Layout

When working with the layout, regard each Record Type as an individual row of information. The Column field indicates what column on the spreadsheet the data is entered in.

COLUMN	DESCRIPTION	MAXIMUM WIDTH	FIELD REQUIREMENT
HEADER			
A	RECORD TYPE	X(1)	Complete with a literal '1'
B	PAYOR CODE	X(5)	Complete with a valid code
C	FORM TYPE	X(3)	Complete with a literal 'ROY'
D	PAYOR ASSIGNED DOCUMENT NUMBER	X(8)	Complete with a payor-designated numerical identification
E	COMBINED INDICATOR	X(2)	*Complete with blanks or spaces (For MMS use only)*
F	PAYOR NAME	X(30)	Complete or leave blank. If field is used, special characters must be isolated by spaces (e.g., Oil & Gas)
DETAIL			
A	RECORD TYPE	X(1)	Complete with a literal '2'
B	LESSOR CODE	X(1)	Complete with a literal '1' for Federal, or a literal '2' for Indian
C	PAYOR LINE NUM	9(6)	Complete with sequential line numbers. Right justify with leading zeros
D	RESERVED FOR PREPARER'S USE	X(20)	Complete or leave blank. If field is used, special characters must be isolated by spaces (e.g., 1A & 2A)

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COLUMN	DESCRIPTION	MAXIMUM WIDTH	FIELD REQUIREMENT
E	MMS LEASE NUMBER	X(11)	Complete with a valid MMS-converted lease number. Consisting of 10-digits (a 3-digit prefix, 6-digit body, and 1-digit suffix). The field can accommodate 11 digits (a 2-digit suffix for future needs). If lease number has a single-digit suffix, left justify and fill with spaces
F	MMS AGREEMENT NUMBER	X(11)	Complete with a valid MMS agreement number or leave blank. This field accommodates 11 digits. Agreement No. consists of three parts; prefix = X (3) left justify, body. = X (6) right justify, suffix = X (2) left justify. All three parts are upper case alpha/numeric
G	API WELL NO.	X(15)	Complete with a valid API Well Number or leave blank. Report this number only if required by MMS for certain Indian properties and offshore deepwater wells under royalty relief. If you are required to report this number enter a 15-character set that consists of the 12-digit API-assigned well number and the 3-character producing interval indicator (e.g., 490051234500S01)
H	PRODUCT CODE	X(2)	Complete with a valid code or leave blank. If reporting lease level transactions, complete with zeros.
I	SALES TYPE CODE	X(4)	Complete with a valid code or leave blank
J	SALES MO/YR	X(6)	Complete using MMYYYY format (e.g., 012004)
K	TRANSACTION CODE	X(2)	Complete with a valid code
L	ADJUSTMENT REASON CODE	X(2)	Complete with a valid code or leave blank
M	SALES VOLUME	-9(9).99	Complete with valid data or zero
N	GAS MMBtu (Mcf/bbls/gal/long tons)	-9(9).99	Complete with valid data or zero. Must be completed for specific product codes
O	SALES VALUE	-9(9).99	Complete with valid data or zero
P	ROYALTY VALUE PRIOR TO ALLOWANCES	-9(9).99	Complete with valid data or zero
Q	TRANSPORTATION ALLOWANCE DEDUCTION	-9(9).99	Complete with valid data or zero
R	PROCESSING ALLOWANCE DEDUCTION	-9(9).99	Complete with valid data or zero
S	ROYALTY VALUE LESS ALLOWANCES	-9(9).99	Complete with valid data or zero
T	PAYMENT METHOD	X(1)	Complete with a valid code

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COLUMN	DESCRIPTION	MAXIMUM WIDTH	FIELD REQUIREMENT
REPORT TRAILER			
A	RECORD TYPE	X(1)	Complete with a literal '3'
B	REPORT LINE COUNT	9(7)	Complete using the total number of Record Type 2 lines for the document
C	REPORT TOTAL	-9(11).99	Complete with valid data or zero
D	CHECKS TO MMS (PM1) AMOUNT	-9(11).99	Complete with valid data or zero
E	INDIAN DIRECT PAY (PM2)	-9(11).99	Complete with valid data or zero
F	EFT PAYMENTS (PM3)	-9(11).99	Complete with valid data or zero
G	ROYALTY-IN-KIND (PM4)	-9(11).99	Complete with valid data or zero
H	CHECKS TO MMS FOR BIA (PM5)	-9(11).99	Complete with valid data or zero
I	OTHER (FOR FUTURE USE) (PM6)	-9(11).99	Complete with valid data or zero
J	INDIAN LOCKBOX (PM7)	-9(11).99	Complete with valid data or zero
K	TOTAL ALL PAYMENTS	-9(11).99	Complete with valid data or zero
PAYMENT TRAILER			
A	RECORD TYPE	X(1)	Complete with a literal '4'
B	DOC ID 1	X(22)	Complete with valid data or leave blank when DOC ID AMOUNT 1 is zero
C	DOC ID AMOUNT 1	-9(11).99	Complete with valid data or zero when DOC ID 1 is blank. Valid data must be a negative amount
D	DOC ID 2	X(22)	Complete with valid data or leave blank when DOC ID AMOUNT 2 is zero
E	DOC ID AMOUNT 2	-9(11).99	Complete with valid data or zero when DOC ID 2 is blank. Valid data must be a negative amount
F	DOC ID 3	X(22)	Complete with valid data or leave blank when DOC ID AMOUNT 3 is zero
G	DOC ID AMOUNT 3	-9(11).99	Complete with valid data or zero when DOC ID 3 is blank. Valid data must be a negative amount
H	NET PAYMENT FOR THIS REPORT	-9(11).99	Complete with valid data or zero
I	AUTHORIZED NAME	X(30)	Complete with authorized contact name
J	DATE	X(8)	Complete using MMDDYYYY format (e.g., 01312004)