

eCommerce Reporting Website

Electronic Reporting, Edits, Override, and Uploading



Office of Natural Resources Revenue

How do I start reporting electronically?

Need a Payor ID or Operator ID, please contact:

- Karen Witt-Harper for Payor ID at 303-231-3463 or <u>karen.witt-harper@onrr.gov</u>
- Janice Lopez for Operator ID at 303-231-3684 or janice.lopez@onrr.gov
- Fill out EMARF form located: http://www.onrr.gov/FM/Forms/default.htm



Enter Search Term(s):

 $\hat{\theta}$

Search

Grand Teton Mountains :- Wyoming

The Office of Natural Resources Revenue is responsible for management of all revenues associated with both federal offshore and onshore mineral leases. The

effort is one of the federal gove	AssetManagement	non-tax revenues,						
	Audit& Compliance	In Resources Revenue (ONRR)						
About ONRR	Management	Office of Natural Resources Revenue (ONRR)						
Program Areas	Financial							
Contacts & Offices	Management しょう	ler the Assistant Secretary for Policy, Management and Budget within the Department of the						
Fod & Indian Dricor	Civil Penalties	sponsible for the efficient, timely, and accurate collection and disbursement of all royalty as fines penalties assessments and other revenue due the Federal Government Indian						
red & Indian Prices	State & Indian	tes and the American people from the leasing and production of natural resources from onshore and the Outer Continental Shelf.						
FOIA	Coordination							
Laws & Regulations	Much of what there is t	o know about ONRR is located on this website. Through the website, ONRR is working to provide						
Payors & Reporters	easy access to as much i electronic pages, you c	nformation as possible. By using the topic buttons on the left and browsing through the an learn about ONRR, its functions, operations, history and more.						
IMPORTANT INFO	While much public inf	ormation is already available on the Internet. ONRR is working to provide even more and make						
Attention All Reporters	greater use of this electronic medium. If you need additional information, please contact the ONRR Public Affairs Officer Pat Etchart.							





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CIM (STRAC User):	Role:	▼ Office:	_	Sub-Office:	•
External Auditor (DOJ,	KPMG, OIG)	ONRR Data Wareh	nouse Portal	PeopleSoft	
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5. I will handle sensitive/pro compromised in any way un Trade Secrets Act to unauth sible for prote /or tamperin R intended to the ONR h that system If I am aware of a security I have read, understand, ar this form, I understand that I confirm that the informat	prietary data appropria less necessary for offic orized individuals. acting the integrity of the g with information. My function only. R system is no longer n. y breach (password sh ad will comply with the de t if I violate any portion of ion provided above is acc	Trojans, worms, (etc.) in ately and understand that cial government busines we system environment by access, use of the system required, I or the super maring, use of unauthor etailed ONRR Acceptable f the ONRR Acceptable curate and complete an	to the ONRR syste t this information is is. I agree not to d When u supervise appropr (Cont Vice Pr Managing Ow	ser and sor are the s, use iate title roller, esident, partner, ner)	nged, divulged, or otherwise in covered by the Privacy Act of ation, damage, unauthorized torized use only and must be iately and notify them to dele the Help Desk. /Forms/default.htm. By signin possible criminal prosecution. represented any information.

Three Ways to login to the eCommerce Website

- 1. Type in the url: <u>https://onrrreporting.onrr.gov</u>
- 2. Data Warehouse Portal: <u>https://dwportal.onrr.gov/</u>
- 3. ONRR Financial Management Website: <u>http://www.onrr.gov/FM/default.htm</u> - FM Quick Links – Data Warehouse Portal

Office of Natura	l Resources Revenue
Kenai River :- Alaska	
Using sophisticated, computerized accounting system month.	ms, the Office of Natural Resources Revenue processes nearly \$1 billion (mostly via electronic funds transfers) each
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What's new in office of Natural Resources Re	User ID:
Online Standardwith ONRE Recention	Paceword:
Getting Started With ONRR Reporting	
Handbook and Manuals	
Clastracia Reporting Contracto	For assistance, please call the help desk at 1 -877-258-8260.
Electronic Reporting Contacts	Or send an email to boemrenelpdeskigboemre.gov
Electronic Reporting Policies	
ONRR Homepage	
Frequently Asked Questions	
	Warning!
By log	ging on to this site, you accept and agree to abide by the Rules of Behavior.
Before you download Department of the Interior, data encryption and system security. You must specifications regarding these standards and computer system, you acknowledge and consent used for civil, criminal, adminis	DOI), data to a computer or any other device capable of storing electronic data you must comply with DOI standards for also understand and agree to comply with DOI requirements for deleting the data. Contact your IT Security Manager for requirements. Failure to comply may result in criminal, civil and/or disciplinary action. By logging into this agency to the monitoring of this system. Evidence of your use, authorized or unauthorized, collected during monitoring may be trative or other adverse action. Unauthorized or illegal use may subject you to criminal prosecution.
Department of Interior Policy, Manageme	nt and Budget USA.gov Accessibility ONRR Home Contact Us Disclaimer Privacy Email ONRR Web Master
e-Statement of	Accounts Lease Account Balance EMARF Forms Financial Reports & History Reports



LAB Inquiry Tool Login Page

User ID	:
Password	:
L	ogin

For assistance, please call the help desk at 1-877-256-6260

Warning!

By logging on to this site, you accept and agree to abide by the Rules of Behavior

LAB Header LAB Detail									
LAB Header Information									
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*Contract Number:		Populate Lab Header							
* When entering a Contract number, be sure the	* When entering a Contract number, be sure the Agency number field is empty.								

LAB Header LAB Detail

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2 ()	10/13/2005	\$0.00	\$10,289.92	\$0.00	\$10,289.92	\$10,289.92	\$480.00	10/12			
3 ()	10/13/2006	\$0.00	\$67,660.47	\$0.00	\$67,660.47	\$67,660.47	\$480.00	10/12			
4 ()	10/13/2007	\$0.00	\$100,903.81	\$0.00	\$100,903.81	\$100,903.81	\$480.00	10/12			
5 ()	10/13/2008	\$0.00	\$42,983.33	\$0.00	\$42,983.33	\$42,983.33	\$480.00	10/12			
6 ()	10/13/2009	\$0.00	\$39,858.08	\$0.00	\$39,858.08	\$39,858.08	\$480.00	10/12			
7 ()	10/13/2010	\$0.00	\$7,862.31	\$0.00	\$7,862.31	\$5,870.98	\$480.00	10/12			

Open LAB Detail

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	2014	2657	LEESJA	10860	50kNoErr	OPEN	2/23/2011 3:15:41 PM	Edit	Print	Copy All	Copy Specific	Delete	CSV Fixed
	2014	2659	LEESJA	10860	50kNoErr	OPEN	2/23/2011 3:14:06 PM	Edit	Print	Copy All	Copy Specific	Delete	CSV Fixed
	2014	2658	LEESJA	10860	50kNoErr	OPEN	2/23/2011 3:14:06 PM	Edit	Print	Copy All	Copy Specific	Delete	CSV Fixed
	2014	2655	COLEMANA	10860	5000noer	OPEN	2/23/2011 2:13:26 PM	Edit	Print	Copy All	Copy Specific	Delete	CSV Fixed
	2014	2648	LEESJA	10860	5000ln	OPEN	2/23/2011 1:52:17 PM	Edit	Print	Copy All	Copy Specific	Delete	CSV Fixed
	2014	2649	LEESJA	10860	5000ln	OPEN	2/23/2011 1:51:44 PM	Edit	Print	Copy All	Copy Specific	Delete	CSV Fixed
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Office	of Natural Resources Revenue
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Logon Information	
ONRR Reporter/Login ID:	HAYESR
Full Name:	Hayes, Rosalind
Contact Information	
Company Name:	MRM
Address:	Denver Federal Center, 6th & Kipling, Bldg. 85 PO BOX 25165
City:	Denver
State:	со
Zip:	80225-0165
Country:	-
Phone Number:	3032313302
Fax Number:	-
Email Address:	Rosalind.Hayes@onrr.gov

Importing Data Files



Types of Imported Data

All outside data must be formatted in MMS approved layouts

ASCII files can be created by using ext.TXT

CSV files can be created from Microsoft Excel



Types of Imported Data (cont.) ASCII (Text) or CSV files can be

created from other commercial software applications



Electronic Reporting Information – Form MMS-2014 CSV Record Layout

http://www.onrr.gov/FM/RoyRepInfo.htm

ONRR	Home » Financial Management » Royalty Reporting Information	
About ONRR	•	AAA
Program Areas	Royalty Reporting Information	FM OUICK LINKS
Contacts & Offices	Contact Information for Royalty	New Reporter Web
Fed & Indian Prices	Lease and Agreement Maintenance Contacts (effective 6/29/09)	Site Coming
FOIA	Royalty Error Correction Company Assignments	FM Contact and
Laws & Regulations Payors & Reporters Related Sites Statistics	 Contact Information for Billing and Account Reconciliations Financial Services Federal Company Assignments Financial Services Indian Company Assignments 	Information Directory Reporting Information Payment Information Forms Handbooks & Manuals Payor/Reporter Letters Data Warehouse Portal
	Electronic Reporting Information	Parasta Tarisian
	Form MMS-2014 ASCII Record Layout (effective 2/11/2005)	Reporter Training
	Form MMS-2014 CSV Record Layout (effective 2/11/2005)	
	Sample file (effective 2/11/2005)	
	Electronic Data Interchange(EDI) Reporter Handbook	
	A 2014 - Complete List of Edits (effective 5/11/2009)	

Electronic Reporting Information – Form MMS-2014 CSV Record Layout (cont')

Instructions

http://www.onrr.gov/FM/PDFDocs/CSV2014Rev.pdf

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.
- 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

Electronic Reporting Information – Form MMS-2014 CSV Record Layout (cont') Sample CSV File <u>http://www.onrr.gov/FM/RoyRepInfo.htm</u>

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2014	2594	HAYESR	10860	test	OPEN	2/22/2011 2:37:49 PM	Edit	Print	Copy All C	opy Specific	Delete	CSV Fixe
2014	2587	MARTINDA	00571	testtest	OPEN	2/21/2011 6:46:04 PM	Edit	Print	Copy All C	opy Specific	Delete	CSV Fixed
2014	2586	MARTINDA	00571	testtest	OPEN	2/21/2011 6:42:20 PM	Edit	Print	Copy All C	opy Specific	Delete	CSV Fixe
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Why do I have to go through two checks for errors?

•The Import process primarily catches any errors occurring due to improper formatting of imported fields.

•The Validation process identifies improper formatting when entering data directly on a new form, as well as compares the data based on transaction requirements.

Document Upload History

Filename

 Lists the file names of uploaded documents. Click on the file name link to review the contents of the file.

Report Type

Lists the type of document(s) being uploaded.

Original Filename

 If zipping several files together, the original zip file name is listed.

Doc Upload History (cont.)

- Upload Status
 - Shows the status of the document(s) being uploaded. There are four increments.
 - In progress Document is being loaded to the server.
 - Importing Document is going through the edit process.
 - Completed Document has been edited and no errors occurred during the import process.
 - Error Document has been edited and errors occurred during the import process. Click on the ERROR link to see error messages.

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2014	2566	ERNESTA	35189	twtwt	OPEN	2/20/2011 2:43:51 PM	Edit	Print	Copy All C	opy Specific	Delete	CSV Fixe
2014	2565	ERNESTA	28736	test	OPEN	2/20/2011 2:32:12 PM	Edit	Print	Copy All C	opy Specific	Delete	CSV Fixe
2014	2564	ERNESTA	28736	tests	OPEN	2/20/2011 2:16:08 PM	Edit	Print	Copy All C	opy Specific	Delete	CSV Fixed
2014	2563	ERNESTA	58090		OPEN	2/20/2011 2:15:04 PM	Edit	Print	Copy All C	opy Specific	Delete	CSV Fixed
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Upload History

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Report_2014_2831.csv	2014	Completed	COLEMANA	2/25/2011 1:46:11 AM	90602	2/25/2011 1:46:19 AM
Report_2014_50000.csv	2014	Completed	LEESJA	2/25/2011 1:02:10 AM	5349510	2/25/2011 1:02:17 AM
Report_2014_2.csv	2014	Completed	LEESJA	2/25/2011 12:37:43 AM	364	2/25/2011 12:37:51 AM
Report_2014_3500.csv	2014	Completed	LEESJA	2/24/2011 7:11:57 PM	374543	2/24/2011 7:11:58 PM
Report_2014_3500.csv	2014	Completed	LEESJA	2/24/2011 7:10:22 PM	374543	2/24/2011 7:10:27 PM
Report_2014_4500.csv	2014	Completed	LEESJA	2/24/2011 7:10:07 PM	481543	2/24/2011 7:10:17 PM
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This is the date the file was uploaded. Files uploaded are retained for 10 days then removed from the History List.

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Application Level Help

The eCommerce Reporting website provides three levels of help: Application Level, Page Level and Field Level.

Help

Application Level-This level of help is available on the main navigation bar and can be accessed at all times.

For help regarding all aspects of the eCommerce Reporting website refer to the links in the following list:

- Document List Help
- Electronic Reporting Contacts
- Electronic Reporting Policies
- Frequently Asked Questions
- MMS-2014 Document Help
- OGOR Document Help
- ONRR Home Page
- ONRR Feedback Page
- PASR Document Help
- Reporter Handbooks
- Upload a CSV or Fixed-Width File
- What's New at ONRR.
- Why Report Electronically?

For more instructions on how to use the eCommerce website, please download a copy of the eCommerce Reporting Website – User Guide. This guide provides step-by-step instructions for each feature of the website. It explains the purpose and function of button commands and how to use any new functions that have been added as updates to the website.

Help	Page Level-this is available as a "Help" button located at the top of many pages within the eCommerce Reporting website. Once the "Help" button is clicked, a new window opens displaying useful information pertaining to that particular page.
	To use Page Level Help:
	1. Click the "Help" button on the page where help is needed.
Field Help docur	Level -this is not available on all pages but is available for all fields within the 2014, PASR and OGOR nents. The "Field Help" button is located at the top of each one of these document pages.
To us	e field level help:

1. Click on a desired field.

- Then click the "Field Help" button.
- 3. A new window opens and displays information pertaining to that particular field.

Update Registration Information:

To update any missing or incorrect registration information you must contact the BOEMRE Help Desk. Information cannot be manually updated in the Registration information page.

```
BOEMRE Help Desk:
Direct 303-231-3333
Toll Free: 877-256-6260
Email: BOEMREHelpDesk@boemre.gov
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LEASE ASSOCIATED ERRORS

- If you are getting errors you have never seen before take a look at the lease number. Lease numbers are now a fatal error.
- Double check your lease number. If your lease number is incorrect then other errors will appear that need a good lease number.
- Don't panic, if you can't figure out what is wrong with the lease number call ONRR Reporting Services.
 We can help you.

Formulas for Pricing, Royalty Rate, and Btu

• For the 99% edit:

It takes the sum of the RVPA x 99% then compares it to the sum of the Transportation + Processing. RVPA x .99 = Sum of Allowances

e.g. 1341.01 x .99 = 1327.5999 The 99% equals 1327.59 on the <u>report</u>.

There is no rounding!

Implied Relationships

Royalty Value PA	2747.00 Rovalty Pato - 125
Sales Value	$\frac{125}{21975.00} = .125$

Monitored for royalty rate verification

Sales Value	- Drice Der Unit	21975.00	_ \$50.00
Sales Volume	= Frice Fer Unit	439.5	= \$50.00

Monitored for reasonable pricing

BTU Relationships

Formula for BTU.

Sales Volume x Btu Factor = Gas MMBTU

If you have Gas Volume and Gas MMBtu the following formula provides Btu factor.

Sales Volume ÷ Gas MMBTU = Btu Factor

HOW TO REQUEST OVERRIDE

- Call your Reporting Services Representative.
- Once they agree an override needs to be done.
- Fill in the justification and telephone number.
- Click on submit.
- Fax or email all of your backup for the override to the Reporting Services Representative.
- Wait for a response from ONRR.

ONRR CALLED YOU REGARDING YOUR OVERRIDE

- Once you get the call or e-mail stating that the error(s) have been overridden, go back into your report.
- Click on the Override Button.
- Print the approval if you want documentation.
- Click on the Report Tab.
- Now you can send your report.

DO NOT USE THE UNLOCK BUTTON, unless you **really** did not want to override the errors!



Home » Documents Lis	t » MMS-2014 » Override
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MMS 2014 Overridable Errors	
Report Submit	Save Print Help
General Report Information	1
Report ID: 236 Repo	ort Status: Open Override Status: No override request
Override Request	
In the Justification box, type	e a detailed reason for your override request. If you have additional information pertaining to your request, please attach to a separate email and send to:
ONRR_eCommerceOverri	ide_Approval-Royalty@onrr.gov
Justification: *	
Requester Name:	Dietrick, Mary
Requester Telephone: *	

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Override Request	Override Request													
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Justification: *	This is wh	nere you	a expla:	in why the li	.nes need	to be over	ridden.				4	~		
												Y		
Requester Name:	Dietrick, Mary													
Requester Telephone: *	303-231-3318	}												
← MMS-2014 Detail Lines-														
Line Preparer # Use Only Number	R ONRR e Agree r* Number	API Well Number	Product Code*	Sales Sales Date Type (MMYYYY)*	Transaction Code*	n Adjustment Reason Code	Sales Volume	Gas S MMBtu V	ales /alue	Royalty Value Before Allowances	Transportation Allowance	Processing Allowance	Royalty Value after Allowance*	Payment Method*
						No Row	s Returne	d						
Line Commands														
Go To	#Lines to Dis	splay: 25	٧											

SEND

- Ready to send.
- If you still have errors, the system will tell you.
- If not, the document will be sent.
- SENT status means your document has been received by ONRR and will be loaded into our tables.
- Documents are loaded by ONRR as soon as you hit send. Documents are not processed until after 6:00 p.m. but will retain today's date.
- The system is <u>not</u> available Saturday and Sunday.

RECONCILED is not a feature on the eCommerce website.

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Some federal lands are lea to a certain percentage of,	ed to individuals a r royalty on, the p	and companies for minerals development. If minerals are found, extracted and sold, th production.	ne federal government is entitled
ONRR	Home » V	Nelcome to the Financial Management Division	
About ONRR	Þ		A A A
Program Areas		inancial Management (FM) Division	
Contacts & Offices	•		
Fed & Indian Prices	The ONR includes:	R Financial Management division performs an end-to-end financial process which receiving revenues and related information; performing edits and other autom	ch ated Site Coming
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Related Sites	mission.		Handbooks & Manuals
Statistics	Who We Describe	Are Are four FM branches and their responsibilities.	Data Warehouse Portal

FM Division Chief – Robert Prael – (303) 231-3217 Division Secretary – Terri M Bennetto – (303) 231-3435

+ Accounting Services

+ Financial Services

+ Production Accounting and Verification Services

Reporting Services

Manager — Lorraine Corona — (303) 231-3671 Secretary — Rebecca Roper — (303) 231-3579

Lease and Agreement Maintenance and Error Correction

List of reference analysts--assigned by topic or state--who maintain and perform error correction on leases and agreements



Lease and Agreement/Error Correction Contacts

Royalty Error Correction

List of royalty report analysts--assigned by company--who help reporters correct Reports of Sales and Royalty Remittance (Form MMS-2014)



Informative Web Locations

- <u>http://www.onrr.gov/FM/PDFDocs/ElectronicE</u> <u>dits.pdf</u> - Has a listing of all the Edits for the 2014.
- *We are in the process of updating the list with our system Edits.

??Questions??