



United States Department of the Interior

MINERALS MANAGEMENT SERVICE

Royalty Management Program
P.O. Box 25165
Denver, Colorado 80225-0165

IN REPLY REFER TO:

ARD/RB
Mail Stop 3132

OCT 29 1998

Dear Reporter:

Each year the Minerals Management Service (MMS) offers a variety of oil and gas reporter training seminars. The enclosed schedule lists the seminars planned through June 1999. They cover topics related to the following areas:

- **Report of Sales and Royalty Remittance (Form MMS-2014)**

How to prepare the Payor Information Form and the Form MMS-2014; how to make adjustments to previously reported data; billing functions; product valuation issues; electronic commerce; and the process of comparing reported sales data in MMS's Auditing and Financial System (AFS) with production data in our Production Accounting and Auditing System (PAAS).

- **Monthly Report of Operations (Form MMS-3160) and/or Oil and Gas Operations Report-OGOR (Form MMS-4054) and related Forms**

How to prepare the forms; how to amend previously submitted data; well confirmation report; missing reports; electronic commerce; and the process of comparing reported sales data in MMS's Auditing and Financial System (AFS) with production data in our Production Accounting and Auditing System (PAAS).

In addition to the topics above, we will present brief overviews of our re-engineering efforts in each session. These overviews will explain proposed changes to reporting.

You do not need to take any action at this time. We will send you an invitation to each training seminar in your area about 6 weeks before the scheduled training date. At that time, we will notify you on how to register. You may attend all or some of the sessions. Except for your own travel and related expenses, this training is provided to you at no charge.

These seminars do not cover topics related to solid minerals. Please call 1-888-201-6416 for information.

We believe this training is a good investment of time and effort for both you and MMS. Proper reporting enables us to disburse revenues to the States and Indians in a timely manner. It allows you to reduce costly follow-up efforts and lessens the possibility of assessment actions. This is your opportunity to gain information from MMS personnel on various topics and to work together with us toward common goals of timely, accurate reporting.

If you have any questions or need additional information on these seminars, please contact one of the following individuals:

Form MMS-2014

Hans Meingast

1-800-525-0309, extension 3382 or (303) 231-3382

Form MMS-3160 and 4054

Linda Whitfield

1-800-525-7922, extension 3807 or (303) 231-3807

We look forward to seeing you at one of these reporter training seminars.

Sincerely,



Michael A. Miller

Chief, Accounting and Reports Division

Enclosures (4)

MMS Reporter Training Schedule

Form MMS-2014 Agenda

Form MMS-3160 Agenda

Form MMS-4054 Agenda

MINERALS MANAGEMENT SERVICE REPORTER TRAINING SCHEDULE

January - June 1999

Reno, Nevada

Wednesday	January 13, 1999	MMS-3160	Silver Legacy Resort Casino 407 North Virginia Reno, Nevada 89501 702/329-4777
Thursday	January 14, 1999	MMS-2014	
Friday	January 15, 1999	MMS-2014	

Houston, Texas

Tuesday	February 2, 1999	MMS-2014	Clarion Inn 500 North Sam Houston Parkway Houston, Texas 77060 281/931-0101
Wednesday	February 3, 1999	MMS-2014	
Thursday	February 4, 1999	MMS-4054	

Dallas, Texas

Tuesday	March 2, 1999	MMS-2014	Comfort Suites 2287 W. Northwest Hwy. Dallas, Texas 75220 214/350-4011
Wednesday	March 3, 1999	MMS-2014	
Thursday	March 4, 1999	MMS-4054	
Friday	March 5, 1999	MMS-3160	

Tulsa, Oklahoma

Wednesday	May 5, 1999	MMS-2014	DoubleTree-Downtown 616 West 7th Street Tulsa, Oklahoma 74127 918/587-8000
Thursday	May 6, 1999	MMS-2014	
Friday	May 7, 1999	MMS-3160	

Denver, Colorado

Tuesday	June 8, 1999	MMS-2014	Sheraton Denver West 360 Union Boulevard Lakewood, Colorado 80228 303/987-2000
Wednesday	June 9, 1999	MMS-2014	
Thursday	June 10, 1999	MMS-3160	

AGENDA

Minerals Management Service Oil and Gas Payor Training Seminar Report of Sales and Royalty Remittance (Form MMS-2014)

Session title	Description
Establishing Your Database	Explains how to prepare the Payor Information Form (PIF) that MMS uses to establish your company as a payor in our computer system. Explains revenue sources and their importance in proper reporting.
Basic Reporting Principles and Form Preparation	Explains how and when to report and pay royalties, including who reports and pays, payment requirements, due dates, and report acceptance. Explains each section of the Form MMS-2014.
Commonly Used Transaction Codes	Explains the coding and specific reporting requirements for royalty due, royalty-in-kind, rent, minimum royalty, and estimated royalty payments.
Adjustments, Recoupments, and Refunds	Explains how to report adjustments, recoup overpaid Federal royalties, and establish a balance to recoup Indian, tribal, and allotted overpayments.
Billings and Appeals	Explains each type of bill (for example, ABIL, CBIL, IBIL, GBIL, TBIL) MMS generates and conditions that create them. Includes a discussion of when to report interest calculations on the Form MMS-2014 and what to do with negative interest statements. Explains the appeals process.
AFS/PAAS Comparison	Explains how exceptions are generated when there is a discrepancy between the sales/transfer volumes reported by the operator on the production report (to the Production Accounting and Auditing System [PAAS]) and the sales quantity reported by the payor on the royalty report (to the Auditing and Financial System [AFS]).
Product Valuation	Gives an overview of MMS's method of determining product value with emphasis on commonly encountered valuation issues. Discusses basic allowance regulations and exceptions under the regulations. (This session does not explain how to prepare allowance forms).
Electronic Commerce	Presents the various options and benefits for electronic reporting.
Re-Engineering	Explains RMP's review of existing Form MMS-2014 data. Discussion on the proposed modifications to the Form MMS-2014.

AGENDA

Minerals Management Service Oil and Gas Operator Training Seminar Monthly Report of Operations (Form MMS-3160)

(This session is for onshore reporting)

Session title	Description
Overview	Explains the MMS organization; the Production Accounting and Auditing System (PAAS); and MMS and surface management agency responsibilities.
Reporting Principles	Explains who must report, when to report, where to report, and production reporting methods, including authorized reporting formats, mailing addresses, due dates, editing, and report acceptance.
Form MMS-3160 Preparation	Explains each field on the Form MMS-3160. Includes ideas on where and how to save time and energy on report preparation.
Amended Reporting	Explains how to prepare and submit amended reports.
Confirmation Reports	Explains the monthly Well and Form MMS-3160 confirmation reports MMS sends to operators.
Overview of Missing Reports	Explains how missing exceptions are generated for production reports and our compliance efforts.
AFS/PAAS Comparison	Explains how exceptions are generated when there is a discrepancy between the sales/transfer volumes reported by the operator on the production report (to the Production Accounting and Auditing System [PAAS]) and the sales quantity reported by the payor on the royalty report (to the Auditing and Financial System [AFS]).
Electronic Commerce	Presents the various options and benefits for electronic reporting.
Re-Engineering	Explains RMP's review of existing production reporting. Discussion on the proposed modifications to production reporting.
BLM Overview	Explanation of the Bureau of Land Management leasing process from the planning stage to final production. Includes overview of regulations, oil and gas orders, drilling plans, and surface use plans as they relate to oil and gas operations.

AGENDA

Minerals Management Service Oil and Gas Operator Training Seminar Oil and Gas Operations Report (OGOR) (Form MMS-4054)

(Although examples focus on offshore situations, onshore OGOR reporters are welcome.)

Session title	Description
Overview	Explains the MMS organization; the Production Accounting and Auditing System (PAAS) and MMS and surface management agency responsibilities.
Reporting Principles	Explains who must report, when to report, where to report, and production reporting methods including what reports, authorized reporting formats, mailing addresses, due dates, editing, and report acceptance.
Reference Data Information	Explains how to use the appendices for assigned numbers and codes of MMS's PAAS Reporter Handbook—Lease, Facility Measurement Point, and Gas Plant Operators. Explains how and why MMS' RMP and Offshore Minerals Management (OMM) Programs work together and exchange data to process your reports. Explains how to interpret the confirmation reports you receive from MMS for your Well Information Forms (WELL) and Facility and Measurement Information Forms (FMIF).
OGOR Preparation/ Amended Reporting	Explains how to prepare and submit both original and amended OGORs. Includes ideas on where and how to save time on report preparation.
Other PAAS Reports	Explains when and how to prepare the Production Allocation Schedule Report (PASR), which MMS uses to verify certain data on the OGOR.
Overview of Missing Reports	Explains missing exception processing for production reports.
AFS/PAAS Comparison	Explains how exceptions are generated when there is a discrepancy between the sales/transfer volumes reported by the operator on the production report (to PAAS) and the sales quantity reported by the payor on the royalty report (to the Auditing and Financial System [AFS]).
Electronic Commerce	Presents the various options and benefits for electronic reporting.
Re-Engineering	Explains RMP's review of existing OGOR data. Discussion on the proposed modifications to the OGOR.
