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

DEC 10 1998

Dear Reporter:

The Minerals Management Service (MMS) cordially invites you to attend a reporter training seminar in Houston, Texas, on February 2-4, 1999.

The enclosed agenda gives you a brief description of the royalty and production reporting topics we will cover. The training will benefit new reporters, as well as experienced reporters who need a refresher course or help with specific problems.

Except for your own travel and related expenses, this training is provided to you at no charge.

Location:	Clarion Inn 500 North Sam Houston Parkway Houston, Texas 77060 281-931-0101	
Dates:	February 2-3	Report of Sales and Royalty Remittance (Form MMS-2014) AFS/PAAS Comparison Electronic Commerce Reengineering
	February 4	Oil and Gas Operations Report (OGOR) (Form MMS-4054) AFS/PAAS Comparison Electronic Commerce Reengineering
Time:	8:30 a.m. to 4:30 p.m.	
Registration:	Call MMS at 800-525-0306 or 303-231-3301 no later than Friday, January 22, 1999.	

During the 3-day seminar, MMS representatives will be available to meet with you to discuss any specific issues or problems you may have. If you wish to schedule a separate appointment,

please call the registration number and indicate the topics you wish to discuss. One of our representatives will return your call.

Attendees staying at the hotel should request the block of rooms reserved for MMS.

If you have any questions or if you will need any special accommodations or auxiliary aids during the training, please let us know when you call to register. We look forward to seeing you at the training.

Sincerely,

Katherine L. Martinez
Chief, Reports Branch

Enclosures
  Form MMS-2014 Agenda
  Form MMS-4054 Agenda

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
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.