NM STATE LAND OFFICE

Royalty Management Division

Industry Training 2024

STEPHANIE GARCI

HARD

COMMISSION

Disclaimer

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Royalty Management Division

Estevan Baca Director (505) 827-1218 ebaca@slo.state.nm.us

- Casandra Cano Deputy Director
 - (505) 827-5701
 - <u>ccano@slo.state.nm.us</u>
- Jeri Birge Compliance Manager
 - (505) 827-6634
 - jbirge@slo.state.nm.us

- Dilia Borunda Revenue Manager
 - (505) 827-5738
 - dborunda@slo.state.nm.us
- Kenda Montoya Audit Manager
 - (505) 827-5718
 - <u>kmontoya@slo.state.nm.us</u>

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Compliance Bureau

Industry Training 2024

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Agenda

- Overview Compliance Bureau
- Royalty Detail Research for:
 - Suspense
 - Prior Period Adjustments (PPAs)
 - Computational Notices
 - Web Applications

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Overview

Compliance Bureau Staff

Jeri Birge Compliance Manager

(505) 827-6634

jbirge@slo.state.nm.us

Jimmy Rodriguez Royalty Compliance Auditor III

- (505) 827-5776
- jrodriguez@slo.state.nm.us
- Angel Lujan
 Royalty Compliance Auditor I
 - (505) 827-5884
 - <u>alujan@slo.state.nm.us</u>

- Marlana Berg Royalty Compliance Auditor II
 - (505) 827-3650
 - mberg@slo.state.nm.us
- Marina Romero Royalty Compliance Auditor I
 - (505) 827-5796
 - <u>mmedina@slo.state.nm.us</u>

Compliance Bureau Functions

The Compliance Bureau is responsible for resolving company account reviews, collecting outstanding billings over 90 days old, addressing refund requests and bankruptcy, and administering the advance payment program.

The Compliance Bureau is also responsible for PUN issuance and suspense accounts.



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Suspense



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Suspense

- What is suspense?
- Monthly Suspense Notification
 - Why did a line suspend?
 - How to clear suspense.
 - How to look at the reporting history.
 - Prior Period Adjustments (PPAs)
 - PUN Inquiry website.

What is Suspense?

Suspense occurs when the detail line contains an invalid PUN, lease, or other critical error. The royalty associated with the line cannot be distributed to the appropriate beneficiary until the issue causing the line to suspend has been resolved.

The most common errors that result in suspended lines are:

*Invalid PUN

*Invalid Lease

*Invalid PUN/Lease Combination

*Invalid Sales Period

*Invalid Product Code

*Invalid Transaction Code

On or before the 5th business day of the month, remitters with suspense balances are emailed a spreadsheet identifying all suspended detail lines. Once a remitter has been notified, it is their responsibility to correct those lines as soon as possible.

Communication with the Compliance Team is crucial in clearing suspense account balances.

Suspense Notification

Suspense must be cleared by the <u>end of the</u> <u>current business month</u> or you must communicate your plan of action to us <u>within 3 business days</u> of receipt of the suspense notice.

As a reminder, Compliance Bureau Staff is available to assist remitters in resolving their suspense account balances. <u>State Land Office</u> <u>Royalty Management Division</u> <u>Monthly Royalty Detail Suspense Notification New Mexico</u>

Dear Remitter:

Attached for your **review and action** is your Royalty Detail Suspense Notice outlining each detail suspense item in your company's suspense account as of ______.

Your immediate response with your plan of action to clear this suspense is required, and all suspense must be cleared by the <u>end of the current business month</u>. If the suspense cannot be cleared by the end of the month, please communicate with us your plan of action within <u>3 business days</u>.

Royalty Detail Suspense Lines can be cleared in several ways:

- 1. **OPTION 1 (PREFERRED):** Remitters can clear their Royalty Detail Suspense Line(s) via Online Filing. Log on to the following website and select 'Royalty Suspense':
 - https://secure.slo.state.nm.us/OnlineFiling/OSCOnlinePortal/Login.aspx
 - You must have a Sender ID to use this option. If you need a Sender ID, please contact Dilia Borunda at <u>dborunda@slo.state.nm.us</u> or 505-827-5738.
- 2. **OPTION 2:** Make the corrections on the attached Excel spreadsheet and email it back to me with your written approval. I will clear it online and inform you when it is done.
- 3. OPTION 3: Submit an amended return to reverse line items out. Remitters must submit an amended return to clear items if the original line entry has generated a computational error.
 - The amended return must be submitted separately from any current returns.
 - Remitters can submit an online amended return using the Online Royalty Reporting
 option.

It is highly recommended to use Option #1. By doing this, you can manage your suspense account directly and view the changes immediately.

Pun/Lease errors account for over 90% of the items in suspense. If you have the PUN, Lease or API number, the following website <u>http://web.slo.state.nm.us/Applications/RoyaltyPunInquiry/</u> should be useful during your research for the correct Pun/lease.

If at any time you need technical online assistance, please feel free to call Dilia Borunda at 505-827-5738.

Your immediate attention to your company's suspense account is appreciated. If you need assistance, please feel free to contact us.

Examples of suspended detail lines and the error message indicating why the line suspended

		Track	Return	Report	Sales	PG	LN		Lease	Lease	PROD	Susp. Royalty	
OGRID	OGRID Name	Num	IDN	Mth/Yr	Mth/Yr	Nbr	Nbr	Pun	Prfx	Seq	CDE	Amount	Error Message
		196570	131305	Feb-24	Dec-23	62	2	1550214	LO	6702	7	1167	PUN/LEASE combination does not exist
		191513	127485	Mar-23	Jan-23	20	4	9945538	EO	5229	2	63010	PUN/LEASE combination does not exist
		173331	113127	Mar-19	Sep-18	5	7	2544579	EO	1924	7	2756	PUN/LEASE combination does not exist
		196634	131339	Apr-24	Jan-23	909	1	1367078	EO	5229	1	13	PUN/LEASE combination does not exist
													Vol/Grs Procds/dedns should ALL be +ve
		197637	132125	May-24	Feb-23	136	5	1380045	V0	6803	3	2762	or -ve
													PUN/LEASE combination not valid for
		196634	131339	Apr-24	May-23	1270	3	1222312	EO	5894	2	2243	Sales mth/yr
				5.00									
													PUN/LEASE combination not valid for
		190496	126671	Jan-23	Nov-22	16	12	1380556	VC	699	1	18848	Sales mth/yr
		196079	130930	Jan-24	Nov-22	32	6	1380556	VC	699	3	1966	PUN/LEASE combination does not exist

Royalty Suspense

Compliance Team Staff will assist remitters with clearing their suspended detail lines by:

- Researching the PUN and Lease based on property information provided by the remitter.
- Providing information/instruction on filing amended returns to correct errors and clear the line(s) from suspense. This method MUST be used for suspended detail lines that have computation, product code, or transaction code errors.

Amended returns to clear suspended detail lines must be submitted in a <u>separate</u> report from any other amended reporting or new sales period reporting

• Remitters may use the Royalty Online Filing application to clear suspended detail lines that have <u>only</u> a PUN/lease error and no other error.

Once you have logged into Unified Online Filing:

- Click "Select OGRID" from the left-hand menu;
- Enter OGRID# in the "CHOOSE OGRID" box;
- Select "Royalty Suspense" from the list of activities;
- Click "Go" to display the "Welcome" screen;
- Select "Suspense Lines" from the left side of the Welcome screen; and
- The list of suspended detail lines for your account will be displayed.

enu Options Select OGRID	Welcome - New Mexico Oil and	d Gas Unified Online Filing
Contact Us	Choose an OGRID:	241469 - SLO-RMD HOLDING ACCOUNT
count Options		241469 - SLO-RMD HOLDING ACCOUNT
Aanage Account Info Change Password	Select an Activity:	Upload a Royalty CSV File (Training Mode) Upload a Royalty CSV File Royalty Online Web Filing Royalty Online Web Filing (RPD)
Iministrator Options Jser Accounts Advanced Account Options		Royalty Flaring data from the OCD C115B form Royalty Suspense (View Only) Royalty Suspense Royalty Reported Detail History Royalty Payment History Royalty Outstanding Billing Statement Royalty Remittance Document Request Royalty Status and History
		Go

New Mexico Oil and Gas Unified Online Filing

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Unified Online Filing >> Royalty Suspense Website

Menu	Welcome
Suspense Lines	
	Welcome to the New Mexico State Land Office and the ONGARD Service Center Royalty Suspended Detail website.
ONGARD Portal	
Unified Online Filing	This site allows the user to examine and correct errors causing royalty amounts to be placed in suspense. If you are new to this website, in order to
	access your company's latest suspended detail report, you must obtain a login id and password. Please call the New Mexico State Land Office at
	(505) 827-5747 to obtain your company's login id and password.

Suspended detail lines will be reflected, as seen below, and you will want to look for the appropriate return ID, page and line then click on the red box to be directed to a screen where corrections can be made.

State of Oil and Natural Unified Onl	f New Not State St	lexico	Database Spense Webs	site						
Menu		NE DETAIL								
Suspense Lines	9 detail lines were for	und for OGRID 99999	9							
ONGARD Portal	PUN	LEASE	RPT YR	RPT MTH	SALE YR	SALE MTH	RTN IDN	PG	LN	ROYAMT
Unified Online Filing	1282190	VA - 2133	2013	4	2013	2	88499	76	10	176.00
	1282190	VA - 2134	2013	4	2013	2	88499	76	11	176.00
	1299833	V0 - 5542	2013	6	2013	4	89224	114	9	1356.00
	1299833	V0 - 5543	2013	6	2013	4	89224	114	10	1357.00
	2970802	VB - 1169	2013	6	2013	4	89224	132	7	150962.00
	4645601	VA - 2219	2013	6	2013	4	89224	132	8	8881.00

This screen displays the detail for the line that suspended. Enter the correct PUN or lease information, click "Save" and the line will be removed from suspense.

***This application can ONLY be used on detail lines that have a PUN/Lease error and NO other error.



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Researching Reporting History

Once you have logged into Unified Online Filing:

- Click "Select OGRID" from the left-hand . menu;
- Enter OGRID# in the "CHOOSE OGRID" • box;
- Select "Royalty Reported Detail History" from • the list of activities;
- Click "Go" to display the "Welcome" screen; •
- Select "Detail History" from the left side of . the Welcome screen; and
- The list of suspended detail lines for your • account will be displayed.

New Mexico Oil and Gas Unified Online Filing

Menu Options Select OGRID	Welcome - New Mexico Oil and G	as Unified Online Filing
Contact Us	Hello, There is a new SLO Announc	ement. Analyst Lookup for Onnine Fining (click here)
Account Options Manage Account Info	Choose an OGRID:	
Change Password	Select an Activity: Up Ro Ro Ro Ro Ro Ro Ro	load a Royalty CSV File yalty Online Web Filing (RPD) yalty Suspense yalty Reported Detail History yalty Payment History yalty Outstanding Billing Statement yalty Remittance Document Request yalty Status and History
		Go

Unified Online Filing >> Royalty Reported Detail History

Menu

Welcome

Detail History

ONGARD Portal

Unified Online Filing

Welcome to the Search Screen for Royalty Reported Detail History as accepted by the New Mexico State Land Office. This screen will allow the user to access all processed and accepted oil and gas royalty reported detail history beginning with the sales period January 2002. The data will be updated on a monthly basis after current month reporting has been processed and accepted in our system.

Legal Disclaimer: "This is the most up to date information available to the State Land Office, The State Land Office does not guarantee the accuracy of this report."

If you have questions or need further clarification about the data being presented, please feel free to contact any of our staff members listed on the "FAQ" link at the bottom of the page.

Enter your desired search parameters, click "Search".

Leaving all fields blank will provide a complete history of all reporting since 2002.

Menu	Royalty Detail History Sea	rch
Detail History	OGRID:	
ONGARD Portal	Start Sales Period:	/
Unified Online Filing	(MM/YYYY)	Month Year
	End Sales Period: (MMYYYY)	Month Year
	PUN:	
	Lease Prefix:	
	Lease Sequence Number:	
	Product Type:	All 🗸
		Search

This is how the information will appear after clicking on the search button.

Royalty Detail History Search

88 records	8 records were returned by your search criteria. Open Search Criteria (click here)																x Export To Excel (click here)			
<u>OGRID</u>	REPORT MTH/YR	SALES PERIOD	<u>RET IDN</u>	<u>PG</u>	<u>LN</u>	<u>PUN</u>	LEASE	PROD CDE	<u>ARMS LEN</u>	<u>BTU GAS</u>	VOL(BBLS/MCF)	<u>NGL GALN</u>	TRNS CDE	<u>REJ IND</u>	GROSS PROCEEDS	DEDN TRNSP	DEDN OTHER	DEDN PROC	ROYALTY PAID AMT	REPORT TYP
	6/2024	1/2023	132508	70	7	1549433	E0-5229	1	Y	0	-730	0	51	R	-55,473	0	0	0	-6,934	CSV
	6/2024	1/2023	132508	70	8	1549433	E0-5229	1	Y	0	391	0	51	R	29,727	0	0	0	3,716	CSV
	6/2024	1/2023	132508	71	4	1549433	E0-5229	4	Y	0	-501	0	51	R	-1,719	0	0	0	-215	CSV
	6/2024	1/2023	132508	71	5	1549433	E0-5229	4	Y	0	271	0	51	R	924	0	0	0	116	CSV
	3/2023	1/2023	127442	57	5	1549433	E0-5229	1	Y	0	730	0	51	С	55,473	0	0	0	6,934	CSV
	3/2023	1/2023	127442	57	6	1549433	E0-5229	4	Y	0	501	0	51	С	1,903	0	0	0	238	CSV
	4/2023	1/2023	127775	20	9	1549433	E0-5229	4	Y	0	-501	0	51	С	-1,903	0	0	0	-238	CSV
	4/2023	1/2023	127775	20	10	1549433	E0-5229	4	Y	0	501	0	51	С	1,719	0	0	0	215	CSV
	4/2024	1/2024	131977	33	6	1549433	E0-5229	4	Y	0	-18463	0	51	С	-87,431	0	0	0	-10,929	CSV

The is the information as it is presented in Excel

OGRID:																						
Start Per	iod: All																					
End Peri	od: All																					
Pun: 154	9433																					
Lease Pr	efix: All																					
Lease Se	quence Nui	mber: All																				
Product	Code: All																					
Generat	ed On: 7/2/2	2024 11:01	1:54 AM																			
OGRID	RET_IDN	PG	LN	R	REPORT_I	SALES_PEI	PUN	LEASE	PROD_CD	VOL_BBL	S NGLGALN	I BTUGAS	ARMIND	TRNS_CDE	GROSS_PF	DEDN_TR	DEDN_	MK DEDN	_PR(R	OYALTY_	DESC	REJ_IND
	132508	5 7	0	7	Jun-24	Jan-23	1549433	E0-5229	1	-730) () () Y	51	-55473	()	0	0	-6934	CSV	R
	132508	7	0	8	Jun-24	Jan-23	1549433	E0-5229	1	. 391	1 () () Y	51	29727	()	0	0	3716	CSV	R
	132508	7	1	4	Jun-24	Jan-23	1549433	E0-5229	4	-501	1 () () Y	51	-1719	()	0	0	-215	CSV	R
	132508	5 7	1	5	Jun-24	Jan-23	1549433	E0-5229	4	271	1 () () Y	51	924	()	0	0	116	CSV	R
	127442	. 5	7	5	Mar-23	Jan-23	1549433	E0-5229	1	. 730) () () Y	51	55473	()	0	0	6934	CSV	С
	127442	. 5	7	6	Mar-23	Jan-23	1549433	E0-5229	4	502	1 () Y	51	1903	()	0	0	238	CSV	С
	127775	2	0	9	Apr-23	Jan-23	1549433	E0-5229	4	-501	1 () () Y	51	-1903	()	0	0	-238	CSV	С
	127775	2	0	10	Apr-23	Jan-23	1549433	E0-5229	4	501	1 () () Y	51	1719	()	0	0	215	CSV	С
	131977	3	3	6	Apr-24	Jan-24	1549433	E0-5229	4	-18463	3 () () Y	51	-87431	()	0	0	-10929	CSV	С
	131977	3	3	7	Apr-24	Jan-24	1549433	E0-5229	4	18463	3 () (Y C	51	87752	()	0	0	10969	CSV	С
	132510) 2	4	1	Jun-24	Jan-24	1549433	E0-5229	1	-4294	4 () (Y C	51	-311953	()	0	0	-38994	CSV	R
	132510) 2	4	2	Jun-24	Jan-24	1549433	E0-5229	1	2302	1 () (D Y	51	167171	()	0	0	20896	CSV	R

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Prior Period Adjustments (PPAs)

When making adjustments to prior periods already reported, research must be done to ensure that the detail lines being backed out are an <u>exact</u> match to the original reporting and that the rebooked lines are reported correctly.



Submitting an amended return to clear suspense

A remitter may submit an amended return with a reversing entry for the suspended detail line and re-enter the line with the correct information. The amended return must be submitted <u>separately</u> from the remitter's current monthly return.

The detail line must be reversed <u>EXACTLY</u> as it was originally submitted or the reversing line will be rejected by the ONGARD/RAPS system.

Backout/Rebook examples

PUN	LEASE	SEQ	мтн	YR	PRD	TRN	ARM IND	OIL VOL	GAS VOL	NGL (GAL)	BTU (GAS)	GRS PROCD	TRNSP	МКТ	PROC	ROY PAID	ROY COMPUTED
1233521	E1	170	7	2023	2	51	Y	11	0	0	0	762	0	0	0	51	95 original book
1233521	E1	170	7	2023	2	51	Y	-11	0	0	0	-762	0	0	0	-95	-95 <mark>bad backout</mark>
1233521	E1	170	7	2023	2	51	Y	6	0	0	0	411	0	0	0	51	51 rebook with correct gross proceeds reflected
1373387 1373387	V0 V0	8169 8169	11 11	2022 2022	1	51 51	Y Y	794 -794	0 0	0 0	0	61369 -61369	0	0	0 0	10134 -10134	10228 original book-paid to incorrect lease and incorrect royalty rate -10228 good backout
1373387	VO	4094	11	2022	1	51	Y	794	0	0	0	61369	0	0	0	10228	10228 rebook to correct lease and paid at correct royalty rate
1548132	99	9999	1	2024	1	51	Y	12656	0	0	0	922464	3799	0	0	122010	122010 original book
1548132	99	9999	1	2024	1	51	Y	-12656	0	0	0	-922464	-3799	0	0	-122010	-122010 good backout
1398263	VB	489	1	2024	1	51	Y	1582	0	0	0	115308	475	0	0	21531	21531 rebook to assigned PUN and correct leases
1398263	X0	647	1	2024	1	51	Y	6328	0	0	0	461232	1900	0	0	57417	57417 rebook to assigned PUN and correct leases
1398263	X0	647	1	2024	1	51	Y	1582	0	0	0	115308	475	0	0	14354	14354 rebook to assigned PUN and correct leases
1398263	X0	694	1	2024	1	51	Y	3164	0	0	0	230616	949	0	0	28708	28708 rebook to assigned PUN and correct leases

Requirements when reporting without a PUN

If you have a well that has generated revenue and are ready to begin paying royalties but do not yet have an assigned PUN, please do the following:

- 1. Contact the Compliance Department to obtain the assigned lease is so that royalties may be paid at the correct royalty rate percentage, and
- 2. Report the royalty by using the last 7 digits of the API number
 - No reporting to dummy leases ie: 99-9999
 - Suspense cannot be cleared if the reporting is not being allocated to the correct lease.
 - When a PUN is assigned, that should be the ONLY thing that needs to be corrected.

PUN/Lease Inquiry Screens

The NMSLO also has a web application to assist royalty remitters with inquiries related to PUNs, Leases, Lease Allocations, Well Completions, etc. for royalty return filing. This application DOES NOT require the user to have an electronic filing user ID and password.

http://web.slo.state.nm.us/Applications/RoyaltyPunInquiry/

PUN Searches PUN Details Information PUN Lease Information PUN Well Completion Information API Pool Inquiry PUN History Inquiry OGRID PUN Inquiry Well Completion to PUN/OGRID Inquiry

Other Options

Allocation Percentages and Beneficiary Information Wells Related to Leases

How to Access PUN Inquiry

The PUN Inquiry website has been added to multiple locations within Online Filing

NEW MEXICO STATE LAND OFFICE Oil Conservation Division State Land Office Tax and Revenue Department	ONGARD	NEV STA	W MEXICO TE LAND OFFICE 1 and Gas Unified Online Filing	
Royalty Online Filing	While Logging In	Menu Options Select OGRID Contact Us	Welcome - New Mexico Oil and Gas Unified Or Choose an OGRID:	nline Filing
Welcome to the new ONGARD Online filing Web Site. This is the unified login process for all F transactions. ONGARD Online Filing Logon Logon to the Updated ONGARD Online Filing (click here) New to Royalty Online Filing? Please view the <u>Royalty Online Filing Getting Started Packet</u> information.	NEW MEXICO STATE LAND OFFICE New Mexico Oil and Gas Unified Online Filing Welcome - Portal Login Page	Account Options Manage Account Info Change Password Administrator Options User Accounts Advanced Account Options	Select an Activity:	A
New to C115B Online Filing? Please view the C115B Online Filing Getting Started Packet (c Need PUN/Lease information? Please view the Royalty PUN Inquiry website (click here). To reset your password or for support Royalty Online Filing Support (click here). Before Logging In	New Mexico Oil and Gas Unified Online Filing Sender Id: Password: Login		Go FAQ User Manua Royalty PUN Inq	uiry website (click here)
	Reset Password? (click here) Get help activating your account? (click here) Need PUN/Lease information? Please view the <u>Royalty PUN Inquir</u>	<u>r website (click here)</u>	After Logging I	n 31

PUN Details Information

Search by PUN: Enter a seven-digit PUN to display PUN data including PUN type, OGRID name (Operator), Property Name, Effective Date, and PUN Status (Active or De-active).

Royalty Pun Inqu	MEX TE LAN	ico ND of	FICE					Royalty Pun Inqu	NEW MEXICO STATE LAND OFFICE Royalty Pun Inquiry						
Contact Information Home PUN Searches PUN Details Information PUN Lease Information	PUN Infor © Search by F Enter PUN: Search 3 records we	mation Detai y PUN O Searce Pun Inquiry 1068296 Cle ere found.	ils ch by OGRID			Export	Grid To Excel (click here)	Contact Information Home PUN Searches PUN Details Information PUN Lease Information PUN Well Completion Information	PUN Inform	mation Detai y PUN © Searc GRID Inquiry D: De-Active De-Active Clea were found.	Is h by OGRID			Export	
PUN Well Completion Information API Pool Inquiry	Pun	Pun Type	OGrid Name	Property Name	Effective Date	Status	Gas Royaity Payment Basis	API Pool Inquiry PUN History Inquiry	Pun	Pun Type	OGrid Name	Property Name	Effective Date	Status	
PUN History Inquiry OGRID PUN Inquiry	1068296	STUNIT2		MESCALERO RIDGE UNIT	11/29/1994	A	ENTITLEMENT	OGRID PUN Inquiry Well Completion to	1005505	STCOMM		FEDERAL CX GAS COM	12/10/2019	A	
Well Completion to PUN/OGRID Inquiry	1068296	STUNIT2		MESCALERO RIDGE UNIT	09/01/2001	А	ENTITLEMENT	PUN/OGRID Inquiry Other Options	1014190	STCOMM		STATE B GAS COM	12/10/2019	A	
Other Options	1068296	STUNIT2		MESCALERO RIDGE UNIT	07/19/2018	D	ENTITLEMENT	Allocation Percentages and Beneficiary Information	1066968	REGLSE		LEAKER CC STATE	12/10/2019	A	

Search by OGRID: Enter the OGRID number and select the Active or De-active Option to display all PUNs associated with the OGRID.

rid To Excel (click f Gas Royalty Payment Basis ENTITLEMENT

TAKES

PUN Lease Information

Enter the PUN to display all leases and lease royalty rates associated with that PUN, or enter the lease and the screen will display all PUNs associated with the selected lease.



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Royalty Pun Inqu	iry				Koyaity Pun Inquiry							
Contact Information	PUN Lease				Contact Information	PUN Lease						
Home	Search Pun Leas	e Information			Home	Search Pun L Enter PUN:	ease Information					
PUN Searches		Active			PUN Searches	Active	De-Active					
PUN Details Information	Lease Prefix: Se	elect			PUN Lease Information	Lease Prefix:	A0 V Lease S	equence: 1320				
PUN Well Completion Information	Search	Clear			PUN Well Completion Information	Search	Clear]				
API Pool Inquiry	2 Active Leases w	vere found.	i Ka	xport Grid To Excel (click here)	API Pool Inquiry	33 Active Leas	ses were found.		K Export Grid To Excel (click here)			
PUN History Inquiry	Pun	Royalty Rate	Lease Information	Property Name	PUN History Inquiry	Pun	Royalty Rate	Lease Information	Property Name			
OGRID PUN Inquiry	1168069	0.12500	A0-1320	VACUUM 31	OGRID PON Inquiry	1059717	0.12500	A0-1320	NEW MEXICO CX STATE			
Well Completion to	1168069	0 16667	V/0-3836	VACHUM 31	Well Completion to	1064381	0.12500	A0-1320	NEW MEXICO AK STATE			
PUN/OGRID Inquiry		0.1000/	10 0000			1117680	0.12500	A0-1320	NORTH HOBBS G/SA UNIT			

PUN Well Completion Information

Search by PUN: Enter the seven-digit PUN and the screen will display information for all well completions attached to the PUN including the API Number, Pool Identification Number, dates for which the well completion was attached to the PUN and the well completion well numbers.

Search by API: Enter the API County Code, API Well IDN and Pool IDN.

If you just search by county code, the screen will display all well completions with that county.

NEW STAT	MEXI E LAN	ico ND O	FFICE									NEW STAT	MEXI TE LAN	CO ID O	FFICE								
Royalty Pun Inqui	rv			/centre	1997 4 10			NO STREET	1253	K GLADINI (KRO		Royalty Pun Inqu	iiry										
												Contact Information	PUN Well (Completio	on Search								
Contact Information	PUN Well	Completio	n Search									Home	O Search by	PUN 💿 Se	arch by API								
Home	Search by	PUN OSea	rch by API									PUN Searches	Search by Al	l Inquiry									
PUN Searches PUN Details Information PUN Lease Information	Search by P Enter PUN: [Search	un Inquiry 1168069	lear									PUN Details Information PUN Lease Information PUN Well Completion Information API Pool Inquiry	API State Cor API County C API Well IDN: Pool IDN:	ie: 30 ode: 5-	Chaves V								
PUN Well Completion Information	One record w	vas found.							X	Export Grid To Exce	el (click here)	PUN History Inquiry											
API Pool Inquiry PUN History Inquiry OGRID PUN Inquiry	Pun	State Code	County Code	Well IDN	Pool ID	Pool Name	Effective Date	Termination Date	Well Number	Property Name	Well Stat Code	OGRID PUN Inquiry Well Completion to PUN/OGRID Inquiry	Search 4825 records	were found. State	Clear	Well	Pool	Pool	Effective	Termination	Well	<u>xport Grid To Exce</u> Property	<u>el (click here)</u> Well
Well Completion to	1168069	30	25	32958	86800	VACUUM;ATOKA-	07/28/1995	12/31/9999	001	VACUUM 31	А	Other Options	Pun	Code	Code	IDN		Name	Date	Date	Number	Name	Stat Code
PUN/OGRID Inquiry						MORROW, NORTH (GAS)						Allocation Percentages and Beneficiary Information	1000079	30	5	62793	41310	LUCKY LAKE;QUEEN	11/29/1994	12/10/2010	001	BOOMER FEDERAL	A

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API Pool Inquiry

Enter the API County Code, API Well IDN and Pool IDN and the screen will display well and pool information for the API as well as the assigned PUN, Effective Date, and Termination Date. If you search only by county code, the screen will display all well completions with that county.

NEW	MEXIC	0					
STAT	E LANE	OFF	FICE				
Royalty Pun Inqu	iry						
Contact Information	API Pool Inqui	ry					
Home	Search Criteria:						
-			API ST CODE	E: 30 - NEW MEXICO			
'UN Searches			API COUNTY CODE	E: 5 - Chaves 🗸			
PUN Details Information			API WELL ID	N: (Optional, 5 dig	gits)		
PUN Lease Information			API POOL IDI	N: (Optional, 5 dig	gits)		
PUN Well Completion Information			POOL NAME	E: Optional, first fe	w characters)		
API Pool Inquiry				Show Printable Version			
PUN History Inquiry							
OGRID PUN Inquiry				Search			
Well Completion to	4194 rows returne	d.				🔀 Ex	port To Excel (click here
PUN/OGRID Inquiry	API	WELL	POOL	POOL NAME	PUN	PUN EFF	PUN TERMN
Other Options	20.005.00022	008	00700	RECOR SLOPE ARO (CAS)	1121225	11/20/4004	0/2/2010
Allocation Percentages	30-000-00023	000	82730	FECOS SLOPE;ABO (GAS)	1131320	11/29/1994	8/3/2010
and Beneficiary Information	30-005-00042	002	6000	BITTER LAKE;SAN ANDRES, WEST	1062224	11/29/1994	12/31/9999

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PUN History Inquiry

Enter a seven-digit PUN and the screen will display PUN data including PUN type, OGRID name (Operator), Property Name, Effective Date, and PUN Status (Active or De-active).

NEW STAT	MEXICO TE LAND	O OFFI	CE			
Contact Information	PUN History Inc	quiry				
Home PUN Searches PUN Details Information PUN Lease Information	Search Criteria:	PUN:	1168069 Show Printable Versio	'n		
PUN Well Completion Information API Pool Inquiry	PUN: 1	168069	PUN TYPE: S	бтсомм	PUN EFFEC	CTIVE 07/28/1995 DATE:
PUN History Inquiry	View V	Vell Completions	<u>s (click here)</u>	Vie	w PUN History (click here)
OGRID PUN Inquiry	Property Na	me:		Property	IDN:	
Well Completion to PUN/OGRID Inquiry	Comm/Unit Na P	me: ool:		Pool	IDN:	
Other Options	Master Opera	ator:		Operator	IDN:	
Allocation Percentages and Beneficiary Information	BLM Agreem 5 rows returned.	ent:		- Pointer	Exp	ort To Excel (click here)
	STATUS	STATUS DATE	OPERATOR	OPERATOR	RNAME	PROPERTY NAME

OGRID PUN Inquiry

Enter your OGRID and the screen will display data for all PUNs where the OGRID is the master operator, including PUN, Effective Date, End Date, and Property ID/Name.

Royalty Pun Inqu	MEXICO TE LAND (iiry	OFFICE			
Contact Information	OGRID PUN Inquir	у			
Home PUN Searches	Search Criteria:		(1 - 6 digit number)	(description)	
PUN Details Information				ERS OF THE OGRID NAME for the search	
PUN Lease Information PUN Well Completion Information API Pool Inquiry		Show Printa	able Version		
PUN History Inquiry OGRID PUN Inquiry Well Completion to	PUN Information				
PUN/OGRID Inquiry	for Master Operator:				🐷 Synart To Synal (aliak bara)
ther Options	PUN	OGRID PUN EFF DTE	OGRID PUN END DTE	PROPERTY ID - F	ROPERTY NAME
Allocation Percentages	1003478	10/09/2012	12/31/9999	310698-BRANTLEY	
and Beneficiary Information	1003754	10/17/2012	12/31/9999	311784-CARTER GAS COM	

Well Completion to PUN/OGRID Inquiry

This option allows the user to get PUN Well Completion information by entering the PUN or OGRID number.

<u>Search by PUN</u>: Enter a seven-digit PUN and the screen will display API, Well #, PUN Effective Date and PUN Term Date as well as the Property Name, COM/Unit Name, Pool, Pool ID, Master Operator and OGRID.

Search by OGRID: Enter the OGRID # and the screen will display PUN, API, Well #, S/T/R, Well Type, Status, Prop ID, Property Name, Pool, PUN Type and Land Type.

Well Completion(s) associated	to PUN(s)			Well Com	pletion(s) ass	ociated t	o PUN(s)							
Search Criana: S Sea Duity, 416006	iearch By PUN: 1165069 OR Irch By OGRID: Show Printabl Scarch	le Version		Search Crite	ria:	Sea Search	rch By PUN: OR OR h By OGRID: Sh	ow Printable \	/ersion					
View Well	Completions (click here)	PUN ITPE: SICOMM	View PUN History (pick here)	2828				Search				6	E Success To Suc	al falials base)
Property Name: VA	ACUUM 31	P1	operty IDN: 317224	2000 10WS 1	etumed.								Export to Exc	el (cick nere)
COMMUNIT Name: Pool: VA	CUUM;ATOKA-MORROW, NORT	TH (GAS)	Pool IDN: 65800	PUN	API	NUM	ULSTR	WELL	STATUS	PROP_IDN	PROPERTY	POOL	PUN TYPE	LAND TYPE
Master Operator: BLM Agreement:		0	senator IDN:	1217558	30-005-21160	001	F-36-15S-31E	G	Р	29928	DULCE 36 STATE COM	97085	STCOMM	S
One row returned for the search criteria.	h		Export To Excel	8										-
API	WELLNUM	PUN EFF DTE	PUN TERMN DTE	1335514	30-005-29145	001H	P-1-15S-31E	0	^	310853	NEREID 1 FEDERAL	97715	REGLSE	F
30-025-32958	001	7/28/1995	12/31/0999											



Allocation Percentages

and Beneficiary Information

NEW MEXICO STATE LAND OFFICE

Royalty Pun Inquiry

Contact Information	Search Allocation Percentages/Benefit Information
Home	Enter the seven-digit PUN and check any option box on the screen.
PUN Searches	• If the Lease %'s item is selected, the screen will display for the selected PUN: active lease number(s), the assignment number(s), and the
PUN Details Information	number of acres and associated allocation percentages within each active lease and assignment number.
PUN Lease Information	• If the Lessee of Record %'s item is selected, the screen will display for the selected PUN: the Lessee of record name and their associated
PUN Well Completion Information	allocation percentages. The allocation percentages is computed by totaling for each lessee the allocation percentages of each active lease
API Pool Inquiry	they own within the PUN.
PUN History Inquiry	If the Lessee of Record item is selected, the screen will dis
OGRID PUN Inquiry	the lessee of record name associated with each active lea
Well Completion to	If the Lease/Bene item is selected, the screen will display STATE LAND OFFIC
PUN/OGRID Inquiry	each active lease number.
	Enter PUN: Royalty Pun Inquiry
Other Options	Option:

Lease %'s

Lease/Bene

Search

Lessee of Record %'s

Lessee of Record



Royalty Pun Inquiry

Contact Information	Search Allocation	Percentages/Benefit Inf	ormation	
Home			1	<u> Open Search Criteria (click here)</u>
PUN Searches	2 Record Returned for PUN: 1168069.	Total State Net Interest	: 100% 🔀 🛃	<u>xport Grid To Excel (click here)</u>
PUN Details Information	LEASE	ASSIGNMENT	ACRES IN	PERCENTAGE IN
PUN Lease Information	NUMBER	NUMBER	PUN	PUN
PUN Well Completion Information	A0-1320	0	160	50
API Pool Inquiry	V0-3836	0	160	50

NM STATE LAND OFFICE

Computational Notices

Account Notice

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We've run into a problem

Notices

The NMSLO generates and issues oil and gas royalty notices monthly.

- Notices can be issued for computational assessments/credits, interest assessments, remittance assessments/credits, rejected lines, and suspended detail lines.
- Assessments, rejected lines, and suspended detail lines should be addressed within 30 days of receipt of the notice.
- Credits may be used at the remitter's discretion and as applicable.

Computational Assessments and Computational Credits

Assessments issued by the NMSLO include:

- Remittance Assessment;
- Interest Assessments; and
- Computational Assessment

There is no statute of limitations on Assessments owed.



There are three types of royalty credits:

- Remittance Credit;
- Computational Credit; and
- Lease Credit



A **Computational Assessment is issued for underpaid royalty** based on ONGARD/RAPS's calculation of <u>an individual detail line</u> submitted by the remitter.

A **Computational Credit is issued for overpaid royalty** based on ONGARD/RAPS's calculation of <u>an individual detail line</u> submitted by the remitter.

Computational errors occur due to incorrect:

- Gross Proceeds;
- Deductions;
- Transaction Codes;
- Lease royalty rate; and/or
- Mathematical errors

Computational assessments or credits <u>must</u> be cleared through an amended return by reversing the line <u>EXACTLY</u> as originally reported and then reporting the line correctly. Amendments submitted to clear computational notices must be submitted separately from other amended reporting or new sales period reporting.

Computational Assessment

EXA	MPLE	1: Con	nputa	tional	Asse	ssme	nt ger	nerated fo	r underpa	id royalty b	based o	on the cal	culation	n of in	dividu	al detail	lines at an in	correc	t rate
							ARM	OIL	GAS	NGL	BTU	GRS				ROY	ROY		ROY rate
PUN	LEASE	SEQ	MTH	YR	PRD	TRN	IND	VOLUME	VOLUME	(GALLON)	(GAS)	PROCD	TRNSP	MKT	PROC	PAID	COMPUTED	diff	pd
1020421	V0	1697	10	2018	1	51	Y	122	0	0	0	9656	0	0	0	1207	1609	402	0.125
1020421	V0	1697	10	2018	7	51	Y	0	3	112	0	72	2	0	6	8	11	3	0.125
																1215	1620	405	

		EXAN	1PLE 2	: Com	putat	ional	Asse	ssment wo	ould not b	e generate	d as the	e royalty	was calo	culate	d and j	baid at th	e correct rat	е	
							ARM	OIL	GAS	NGL	BTU	GRS				ROY	ROY		ROY rate
PUN	LEASE	SEQ	MTH	YR	PRD	TRN	IND	VOLUME	VOLUME	(GALLON)	(GAS)	PROCD	TRNSP	MKT	PROC	PAID	COMPUTED	diff	pd
1020421	V0	1697	10	2018	1	51	Y	122	0	0	0	9656	0	0	0	1609	1609	0	0.16667
1020421	V0	1697	10	2018	7	51	Y	0	3	112	0	72	2	0	6	11	11	0	0.16667
																1620	1620	0	

Computational Credit

				\$34 Co	mputa	ationa	l Cred	it generate	d for over	paid royal	ty based	l on the ca	lculation	of an	individ	ual detail	line		
							ARM	OIL	GAS	NGL	BTU	GRS				ROY	ROY		
PUN	LEASE	SEQ	MTH	YR	PRD	TRN	IND	VOLUME	VOLUME	(GALLON)	(GAS)	PROCD	TRNSP	MKT	PROC	PAID	COMPUTED	Diff	ROY rate pd
1324875	EO	9055	8	2020	1	51	Y	102	0	0	0	3334	0	0	0	451	417	-34	0.135

									No Com	outational	Credit ge	enerated							
							ARM	OIL	GAS	NGL	BTU	GRS				ROY	ROY		
PUN	LEASE	SEQ	MTH	YR	PRD	TRN	IND	VOLUME	VOLUME	(GALLON)	(GAS)	PROCD	TRNSP	MKT	PROC	PAID	COMPUTED	Diff	ROY rate pd
1324875	5 E0	9055	8	2020	1	51	.Υ	102	0	0	0	3334	0	0	C	417	417	0	0.125

CSV Rate Tool

2023 CSV Template is available on our website!

https://www.nmstatelands.org/divisions/oil-gas-and-minerals/royalty-management-forms/

ROYALTY MANAGEMENT FORMS

Home > Divisions > Mineral Resources > Royalty Management Forms

Forms

2023 CSV Template

Computational Process

A report is available on the Royalty Online Filing website that provides the user with the detail lines attached to a computational notice.

ONGARD Reporting	
Report Menu	
Search Reports: State LAND OFFICE IN SOL, GAS & MINERAL ROYALTY MANAGEN ROYALTY AUDIT F ROYALTY INDUST PRODUCTION UNI ELECTRONIC PAY COMPUTATIONAL Welc In	Go NQUIRIES LS DIVISION MENT DIVISION REPORTS TRY ACCESS IT NUMBER INQUIRY MENT FILING INSTRUCTIONS PROCESS PUTATIONAL INVOICE SEARCH come - Search for Computational Invoice Select nvoice:
	ONGARD Reporting Report Menu Search Reports: STATE LAND OFFICE IN OIL, GAS & MINERA OIL, GAS & MINERA ROYALTY MANAGES ROYALTY INDUST PRODUCTION UN ELECTRONIC PAY COMPUTATIONA Wel In

Computational Process

Select the Invoice Type, Enter the Invoice Number and click Search. The generated report will provide the detail lines associated with the invoice.

If you file using the CSV, use the link provided to generate an amended return file.

Welcome - Search for Computational Invoice															
Select Invoice:	Assessn	nent 🗸		A0042	A0042574 search										
	Invoice Ty	pe		Invoice	Number										
2 detail lines are associate	d with th	e invoice. Us	se the 'C	Generate	Amended	Return File	e' link to ge	nerate a CSV	/ file to an	nend this con	nputational invo	ice.			
Generate Amended Retur	<u>n File (cli</u>	<u>ck here)</u>													
OGRID CDE SALES MTH SALES YR	PUN	LEASE PRFX	PRD_CDE	TRNS_CDE	ARM_LEN_IND	VOL_OIL_BBLS	VOL_GAS_MCF	VOL_NGLS_GALN	AVE_BTU_GAS	GRS_PROCD	ALLOW_DEDN_TRNSP	ALLOW_DEDN_MK1	ALLOW_DEDN_PROC	ROY_RPT_PD_AMT	NGL_CR_AMT
2 2022	1234567	VB	1	51	Y	97	0	0	0	8899.00	68.00	0.00	0.00	1104.00	0.00
2 2022	1234567	VB	1	51	Y	11887	0	0	0	1089716.00	13285.00	0.00	0.00	134554.00	0.00

Computational Process

The generated CSV file ensures that the backout lines are exactly as previously reported to avoid issues with your credit lines.

The user would need to update the appropriate values in the rebook lines to correct the computational error, update the header for the dates, transmit control number, sender ID, and royalty amounts as needed, format for filing and submit.

TYPE	RETURN S	OGRID	XMIT CON	SENDER ID	FINAL RTN	REMIT YO	ACCEL SA	LACCEL RO	TOT ROY F	TOT INT R	TOT ASSM	I TOT ROY I	REG CR A	LEASE CR	ACCEL CLN	ACCEL CL	TOT CR T	TOT ADV I	F TOT REM	ΙΡΜΤ ΤΥΡΕ	I-O CHE
5	6/3/2022	123456	0	SENDERID	N	Y	0	0	0	0	0	0	0	0	0	0	0	0	0	1	I
REC TYPE	OGRID	SALES PER	PUN	LEASE	PRD CDE	TRN CDE	ARMS LEN	VOLUME	NGL GAS	BTU NUM	GROSS PR	TRANSP D	MKT DED	GAS PROC	TOTAL RO	REPORTER	REPORTER	R REF			
e	123456	222	1234567	VB2602	1	51	Υ	97	0	0	8899	68	; O	0	1104	0	AMENDE	D-RTN			
E	123456	222	1234567	VB2602	1	51	Υ	-97	0	0	-8899	-68	0	0	-1104	0	AMENDE	D-RTN			
e	123456	222	1234567	VB2602	1	51	Υ	11887	0	0	1089716	13285	0	0	134554	0	AMENDE	D-RTN			
e	123456	222	1234567	VB2602	1	51	Υ	-11887	0	0	-1089716	-13285	0	0	-134554	0	AMENDE	D-RTN			

NM STATE LAND OFFICE

Web Applications

This application allows the royalty filer to search for outstanding notices that have been issued by the NMSLO. A user ID and password is required for electronic filing.

- Log into the Online Filing application and Click "Select OGRID";
- Select the appropriate OGRID from the drop down list; •
- Select "Royalty Outstanding Billing Statement" from the list of . activities;
- Click "Go" to be directed to the welcome screen; .
- Select "Outstanding Billing" from the left side of the welcome • screen; and
- The list of notices and outstanding balances for your account will . be displayed in summary form. For details on the individual notices, click the "detail" button next to each notice balance.

Menu Options	Welcome - New Mexico Oil and Gas Unified Online Filing
Select OGRID	°
Contact Us	Hello, There is a new SLO Announcement: Analyst Lookup for Online Filing (click here)
Account Options	Choose an OGRID:
Manage Account Info	
Manage Account Info Change Password	Select an Activity: Upload a Royalty CSV File Royalty Online Web Filing (RPD) Royalty Suspense Royalty Reported Detail History Royalty Payment History Royalty Outstanding Billing Statement Royalty Remittance Document Request Royalty Status and History
	Go

Unified Online Filing >> Royalty Outstanding Billing Statement

Menu	Welcome
Outstanding Billing	Welcome to the Search Screen for Royalty Outstanding Billing Statement provided by the New Mexico State Land Office
Contact Us	welcome to the Search Screen for Royalty Substanting bining Statement provided by the New Mexico State Land Onice.
ONGARD Portal	Legal Disclaimer: "This is the most up to date information available to the State Land Office.
Unified Online Filing	The State Land Office does not guarantee the accuracy of this report."

If you have questions or need further clarification about the data being presented, please feel free to contact any of our staff members listed on the "Contact Us" in the upper left hand menu.

An example of the display at the summary level is pictured below. Please be sure to reach out to your Revenue Analyst, or the Compliance Bureau, with any questions to help validate these notices.

Royalty Outstanding Billing Statements

						🔀 <u>Export To E</u>	xcel (click here)							
OGRID Name:														
OGRID Id:														
Invoices Issued Prior To: 07/01/2024														
NET O.S.B. BALANCE: (\$38,448.00)														
TOTAL CREDIT INVOICE BALANCE: (\$39,815.00)														
TOTAL ASSESSMENT BALANCE: \$1,367.00														
Notice Type	Notice No.	0 to 30	31 to 60	61 to 90	91 to 120	120 PLUS								
IN	A0045920	7.00					Detail							
IN	A0045884	279.00					Detail							
IN	A0045701		431.00				Detail							
СМ	C0024075					-11962.00	Detail							
IN	A0045187					196.00	Detail							
IN	A0045109					454.00	Detail							
RM	C0023709					-1307.00	Detail							
LC	C0023696					-26546.00	Detail							



Notice Detail

Ogrid Name	
Ogrid Id	
Notice No.: C0024075 Detail	
Notice Type: CM	
Return Id: 130717	
Issue Date: 12/31/2023	
Rpt Mth/Yr: 12/2023	
Orig Amt: (\$11,962.00)	
Balance: (\$11,962.00)	
Back	

Computational Notice Detail

4 detail lin	tail lines were found for the notice number 'C0024075'.														Download	Download as a CSV (click here)		
OGRID	SALES PERIOD	PUN	LEASE	PRD CDE	TRNS CDE	ARM LEN IND	VOL OIL BBLS	VOL GAS MCF	VOL NGLS GALN	AVE BTU GAS	GRS PROCD	ALLOW DEDN TRNSP	ALLOW DEDN MKT	ALLOW DEDN PROC	ROY RPT PD AMT	NGL CR AMT	ROY COMPUTED AMT	Diff
	10/2023	1549988	B09739	1	51	Y	1323	0	0	0	114555.00	0.00	0.00	0.00	19093.00	0.00	14319.00	-4774.00
	10/2023	1549988	B09739	4	51	Υ	0	1031	0	0	2350.00	0.00	0.00	0.00	392.00	0.00	294.00	-98.00
	10/2023	1553163	B09739	1	51	Y	1903	0	0	0	164743.00	0.00	0.00	0.00	27458.00	0.00	20593.00	-6865.00
	10/2023	1553163	B09739	4	51	Y	0	2370	0	0	5402.00	0.00	0.00	0.00	900.00	0.00	675.00	-225.00





Contact Us

As a part of our continued effort towards on-going improvements; should you have any suggestions regarding information covered in this presentation, please do not hesitate to contact any member of our staff



We look forward to hearing from you!

NM STATE LAND OFFICE

Closing

NM STATE LAND OFFICE

Compliance Bureau

THANK YOU!

