

# SLO CSV PACKET

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## Getting Started

Before testing can begin, a filing agreement will need to be filled out in duplicate, signed and sent back to the Agencies you will be exchanging information with.

1. Obtain the appropriate [filing agreements](#) from the Web site. Fill it in and send into the appropriate [Contact](#) listed.
2. Fill out the [Contact Information form](#) and return via e-mail.
3. Obtain the appropriate CSV file layout and create a test file (preferably last month's production).
4. Send your file(s) using the method documented in the CSV Upload Procedures link.
5. An e-mail will be sent to the e-mail addresses you specified in the Contact Information form. The e-mail will disclose if your file was accepted or rejected.

## CSV Requirements

### Recommended System Requirements

- Microsoft Windows XP with Service Pack 2 (SP2) or higher
- Microsoft Mouse or compatible pointing device
- Microsoft Internet Explorer 6 or greater
- Internet access (fees may apply)

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## ABC's of CSV

The CSV reporting format gives Companies with limited resources an easier way to file electronically. The CSV format is widely used by other State Governments and the software industry. The format itself is not proprietary, and is widely used by spreadsheet and database vendors. The format can also be created programmatically using any language that can create a text file. The layout consists of fields separated by commas. The CSV format saves on key entry by **not** requiring fields to be padded with spaces or zeros. It is important to note that commas cannot be used within the field data, as this will introduce extra fields in the record.

First the Companies will need to fill out the appropriate filing agreements and apply for a Sender ID. Then Companies will create a test CSV (text) file based on the appropriate layout. Once all approvals have been achieved you will be able to send the test file using your web browser to our Network for verification. An e-mail acknowledgment will be sent back usually between 15 - 30 minutes with the status of your file and any errors found within.

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## CSV SLO Layout

You will find the layouts for all Royalty record layouts on the left.


Record type header 5 (OGR-1 Summary information) is required for every royalty transaction made with the NM State Land Office.

Record type header 6 (OGR-2 Royalty detail) is required when you are submitting any type of royalty detail line.

Record type header 4 (Royalty notices) is only required when you are actually taking all or a part of a credit/overpayment invoice against a return or submitting a payment to assessment.

Record type 7 (OGR2C) Is required when you are paying self-assessed interest or applying a lease credit (invoice) amount. NGL credit column is no longer applicable.

Please see the Link Descriptions below for more information.

Click on the logo to download Acrobat Reader. 

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**CSV OGR1 Header** - Discloses the layout for the header (summary) record. This record will always go first in your file.

<b>Form: 185 Record Type 5 OGR1 Header Record</b>					
<b>Field Order</b>	<b>Field Name</b>	<b>Field Description</b>	<b>Type</b>	<b>Max Field Length</b>	<b>Validation</b>
1	REC TYP	Record type	Numeric	1	Must be 5
2	RET SUB DTE	Return submit Date	Numeric	8	Format(CCYYMMDD) cannot be future date
3	OGRID	Oil and Gas Reporting Identifier	Numeric	6	Validate Ogrid if registered as an electronic Filer
4	XMIT CTL NBR	Unique Sequential Number used to identify the file transmission per OGRID and transaction type (Recommend starting with 1)	Numeric	9	Must be greater than the last Xmit Ctrl Nbr used in your previous file transmission if your return was accepted
5	SENDER ID	Will be Issued for the Company by Ongard, must be entered by company	Alpha	15	Will be issued by Ongard for Company as validation
6	FINAL RET IND	Final Return or not	Alpha	1	Y ,N or Blank
7	REMIT RET IND	Remit Return Indicator	Alpha	1	Y ,N or Blank
8	ACCEL ROY SALES MMY	Accelerated Sales month/year	Numeric	4	MMYY format
9	ACCEL ROY PMT	Accelerated Royalty Remittance Amount	Numeric	7	Cannot be negative - can be 0 or greater
10	TOT ROY RPT	Total Royalty reported	Numeric	7	Can be negative - can be 0 or greater
11	TOT INT RPT	Total Interest reported	Numeric	7	Cannot be negative - can be 0 or greater
12	TOT ASSMNT PD AMT	Total Amount paid as Assessments	Numeric	7	Cannot be negative - can be 0 or greater

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13	TOT ROY & INT PD	Total Roy & Int Paid Amount	Numeric	7	Can be negative - can be 0 or greater
14	REG CR AMT	Total Regular Credits Applied	Numeric	7	Cannot be negative - can be 0 or greater
15	LSE CR AMT	Total Lease Credit Amount Applied	Numeric	7	Cannot be negative - can be 0 or greater
16	ACCEL CLAIM SALES MMY	Report month/year	Numeric	4	MMYY format, can be blank
17	ACCEL CLAIM PMT	Dollar Amount of Payment applied	Numeric	7	Cannot be negative - can be 0 or greater
18	TOT CR TAKEN	Total Credit taken	Numeric	7	Cannot be negative - can be 0 or greater
19	TOT ADV PMT	Total Amount paid as Advance	Numeric	7	Can be negative - can be 0 or greater
20	TOT REMIT AMT	Total Remittance Amount	Numeric	7.2	Can be negative - 0 or greater, field must have 2 decimal places 9999999.99
21	PMT TYP	Type of Payment	Numeric	2	Accepted values are 01,02,03,04
22	IO CHK	Check from In or Out of state	Alpha	1	Values are :I or O
23	RET POSTM DTE	Postmark Return	Numeric	8	Overlaid with system timestamp
24	REPORTERS REF	Reporters Use	Alpha	20	Can be blank

**Example for Record Type 1:**

5,20010125,32953,123456789,senderid123,N,Y,0401,0,-1234567,0,0,0,0,0,0801,1234567,1231111,-1234567,-1231112.11,1,O,20010907,John Doe

**Note:** Negative fields accept minus signs - even if max field length is entered.

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**CSV OGR Invoice** - Discloses the layout for the Invoice records. These records will always follow a CSV OGR1 Header record.

<b>Form: 185 Record Type 4 OGR2 Invoice Record</b>					
<b>Field Order</b>	<b>Field Name</b>	<b>Field Description</b>	<b>Type</b>	<b>Max Field Length</b>	<b>Validation</b>
1	REC TYP	Record type	Numeric	1	Must be 4
2	OGRID	Oil and Gas Reporting Identifier	Numeric	6	Must be same as OGR1
3	INVOICE NUM	Royalty Assessment or Credit Invoice Number	Alpha	8	Cannot be negative – can be 0 or greater. Invoice Number must be 8 digits
4	AMT APPLIED/PAID	Amount Applied for the reported invoice	Numeric	9	Cannot be negative – can be 0 or greater.

**Example for Record Type 4:**

4,33953,12345678,1000

**Note:** Negative fields accept minus signs - even if max field length is entered.



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**CSV OGR2 Detail** - Discloses the layout for the detail records. These records follow a CSV OGR1 Header or CSV OGR2 Invoice records.

<b>Form: 185 Record Type 6 OGR2 Detail Record</b>					
<b>Field Order</b>	<b>Field Name</b>	<b>Field Description</b>	<b>Type</b>	<b>Max Field Length</b>	<b>Validation</b>
1	REC TYP	Record type	Numeric	1	Must be 6
2	OGRID	Oil and Gas Reporting Identifier	Numeric	6	Must be same as OGR1
3	SALE MTH/YR NUM	Sales month/year	Numeric	4	MMYY
4	PUN	Number used to report on a distinct property, pool, OGRID	Numeric	7	Must be entered
5	LEASE	Lease Identifier	Alpha	6	Must be entered
6	PRD CDE	Number used to report product type	Numeric	2	Must be entered
7	TRN CDE	Number used to determine status of a transaction	Numeric	2	Must be entered
8	ARMS LEN IND	Arms Length Indicator	Alpha	1	Y or N
9	VOL MCF BBL	Volume of Oil and Gas Production reported as Oil=BBL; Gas=MCF; NGLS=gallons	Numeric	9	Can be negative, 0 or greater
10	NGLS GAL	Volume of NGLS in Gallons	Numeric	7	Can be negative, 0 or greater
11	BTU NUM	BTU/Value	Numeric	5	Can be negative, 0 or greater
12	GROSS PROCEEDS	Report Actual (whole) Dollars received for sale of Product before Deductions	Numeric	7	Can be negative, 0 or greater
13	TRANSP DED	Allowable Transport Deduction	Numeric	7	Can be negative, 0 or greater
14	MKT DED	Allowable Deduction for Market Preparation	Numeric	9	Can be negative, 0 or greater
15	GAS PROCESSING DED	Gas Processing Deduction	Numeric	9	Can be negative, 0 or greater
16	TOT ROY PAID	Total Royalty Paid Amount	Numeric	9	Can be negative, 0 or greater
17	REPORTERS USE	Reporters Use	Alpha	20	Can be blank
18	REPORTERS REF	Reporters Reference	Alpha	20	Can be blank

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**Example for Record Type 6:**

6,32953,0801,1020913,LM2614,2,51,N,19999997,22345670,7770,1111111,22222222,55555555,3333  
33333,111111111,xxxx,yyyy

Note: Negative fields accept minus signs - even if max field length is entered.

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**CSV OGR2C Lease** - Discloses the layout for the Lease Records. Each record will immediately follow a CSV OGR2 Detail record.

<b>Form: 185 Record Type 7 OGR2C Lease Record</b>					
<b>Field Order</b>	<b>Field Name</b>	<b>Field Description</b>	<b>Type</b>	<b>Max Field Length</b>	<b>Validation</b>
1	REC TYP	Record type	Numeric	1	Must be 7
2	OGRID	Oil and Gas Reporting Identifier	Numeric	6	Must be same as OGR1 & OGR2
3	SALE MTH/YR NUM	Sales month/year	Numeric	4	MMYY
4	INT REPT AMT	Self – Assessed Reported Interest Amount	Numeric	9	Cannot be negative – can be 0 or greater
5	NGL CR AMT	Report Actual (whole) Dollars received for Sale of Natural Gas liquids before Deductions	Numeric	9	Can be negative, 0 or greater
6	CR NBR IDN	Credit Number	Alpha	8	Cannot be negative – can be 0 or greater, Invoice Number must be 8 digits
7	LSE CR APPLIED AMT	Lease Credit Amount Applied	Numeric	9	Cannot be negative – can be 0 or greater
8	REPORTERS REF	Reporters Reference Number	Alpha	20	Can be blank
9	REPORTERS USE	Reporters Use	Alpha	20	Can be blank

**Example for Record Type 7:**

7,32953.0801,114431111,-145611111,c2222222,33333333,aaaa,bbbb

Note: Negative fields accept minus signs - even if max field length is entered.

## CSV Upload Procedures

The CSV process uses your browser Internet connection to transfer your CSV 185 (Royalty), 813 (Tax), and 867 (Production) files for processing.

See the CSV SSL Configuration link for information on how to configure your computer to use this option.

### Upload Procedure

Once you have completed the SSL / Web application setup configuration successfully, you will do the following procedure to transfer your file(s) on a monthly basis:

1. From your browser go to <http://web.ongard.state.nm.us/home>. Click on State Land Office - Royalty Online Filing. Click on Login. Enter your User Id (Sender Id), and password.
2. On the bottom of the page, click on the browse button to choose the file you wish to transmit, or enter the file name. **You can only select one file at a time.**
3. Click the Transmit button to transfer the file to the server.
4. Look under the Messages heading on the bottom of the screen, when it is refreshed, to see if your file transferred successfully.
5. If you have more files to transfer, click on the browse and transmit buttons again to transfer your remaining files.

The file can take between 5 to 30 seconds to transmit, depending on the size of the file and how busy the server is.