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MENU OPTION

LEASE PROD

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ENTER NEW LEASE

STATE ID #

LEASE NAME

FIELD

WELL #

COMPANY #

COMINGLE #

COUNTY

state

DISTRICT

TOWNSHIP

RANGE

SECTION

FEDERAL ID #

MMS USE #

OIL CODE

GAS CODE

OIL PURCHASER

OIL TRANSPORTER

PUMPER

GAS PURCHASER

OIL/GAS METER #

TIER

CRUDE TYPE

STATUS

NET REV

OIL CUM

GAS CUM

COMMENTS

GROSS STOCK

NET STOCK

FLOWING WELLS

PUMPING WELLS

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TANK #

TANK METER #

TANK PURCHASER

TANK OR LACT

TANK HEIGHT

TANK VOLUME

BELOW GAUGE

INCREMENTS

INVESTOR INFO

INVESTOR #

INVESTOR NAME

INVESTOR LEASES

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WELL INFO

STATE WELL ID #

COMPANY WELL ID #

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WELL GAS METER #

WELL OIL UNIT #

WELL GAS UNIT #

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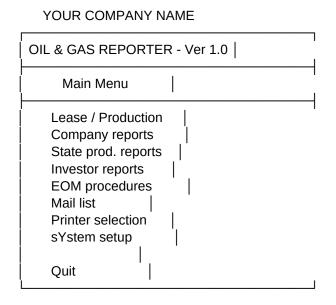
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_____

HOW TO START AND STOP OIL & GAS REPORTER

1. Make sure you are on the correct drive. (We will refer to
    drive C, the hard drive.) If you have the program on another
    hard drive other than C, simply type the drive letter you want
    followed by a colon like this C: then hit the return or enter
    key. You should get a prompt from your computer like this,
    C:> or like this C:\>.

2. Then type the following command. CD\OGR1 and hit your return
    key.
    (Note: it does not matter if you use upper or lower case)

 3 Then type OGR1 followed by a return.

You should now see the following menu on your screen.

YOUR COMPANY NAME

```
┌─────────────────────────────────────┐
│  OIL & GAS REPORTER - Ver 1.0 │      │
├─────────────────────────────────────┤
│        Main Menu         │           │
├─────────────────────────────────────┤
│        Lease / Production   │        │
│        Company reports      │        │
│        State prod. reports  │        │
│        Investor reports     │        │
│        EOM procedures       │        │
│        Mail list         │           │
│        Printer selection    │        │
│        sYstem setup         │        │
│                          │           │
│        Quit              │           │
└─────────────────────────────────────┘
```

Use Up/Down arrow or Letter for position on Menu
          Press RETURN to select option

This is the Main Menu of Oil & Gas Reporter.

To select an option, you may type the Capitalized letter of the option or
you may hit your up or down arrow to high light the option you want and
then hit return. If you type the capitalized letter you will not need to
hit return.
If your arrows do not move the high light bar, strike your num lock key
and then try your arrow keys again.

You should always return here to the main menu and type a Q or high
light the quit option and hit return before turning off your machine.
Damage to your files could result if this procedure is not followed.

If you should get lost in the menus, simply keep hitting an X until you
see the Main Menu.

Below is a brief explanation of the Main menu options and what tasks are
found in each.

 Lease / production
                    Add or edit leases
                    tank tables
                    run tickets
                    well information
                    current production information

history production information

Company reports   All reports for your company use only

State prod. reports   Your state and federal reports

Investor reports   Prod reports to your investors.

EOM Procedures   All the monthly data input to do reports
                    Enter gauge sheets
                    Enter run statements
                    Enter gas statements

Mail List
                    Add or edit investor names, addresses and
                    the leases they are entitled to production
                    information

Printer selection   Choose the type of printer you are using
                    and modify the print styles of your reports

sYstem setup   Change company name, address, and certain
                    operating parameters that Oil & Gas
                    Reporter uses such as screen colors, pass-
                    words, and the current production month and
                    year

Quit   Exit or quit Oil & Gas Reporter

W h a t   t o   D o   F i r s t

Oil & Gas Reporter uses the various information supplied by you, the
operator, to perform enumurable tasks such as :

  Netting of run tickets for verification of oil runs

  Calculating/maintaining production histories

  Printing State, Federal, as well as "In-House" Reports

Printing of production reports for investors.

Other features as listed in Introduction

In order for O&GR to begin these tasks, the pertinent information on
leases, tanks, wells, etc. must be collected in its data base.

The following pages are provided as an aid in gathering all this data
necessary to get the program going so you can get your reports out.

Lease Information Description of Items

* State ID#   State assigned identifying number (ie railroad
                commission number in Texas). There is only one
                entry for each state id#. Each state id# will
                be referred to as a lease in this entire manual.

* Lease   The lease name as it is reported to the state

* Field   The exact field name as it is reported to the state

  Well #   The number of the well if it is required to be
                reported to the state as in gas wells on the Texas
                P2 reports.

  Company #   Your in house assigned number for this lease. If
                there is more than one company # for this lease, use
                the main company number. There is a provision for
                more company numbers on each of the individual wells
                later on.

* Comingle #   A state assigned comingling permit number if required,
                otherwise leave blank. (a dummy number will work)

  County   The county name in which the lease is located.

* State   Two letter postal abbreviation of the state in which
                the lease is located. (you must enter a state)

* District   The district in which this lease is located if there
                is one, otherwise leave blank.

  Township   The township that this lease is located in.

  Range   The Range that this lease is located in.

Section   The section that this lease is located in.

* Federal ID#   The Federal ID# for this lease if it is a federal
               lease. Otherwise leave blank.

* MMS Use #   the Minerals Management number for this lease,
               otherwise leave blank.

* Oil Code   The Oil sales disposition code as it appears on the
               Texas reports, ie 0 for pipeline, 1 for trucked etc.
               If there are no oil sales leave blank.

* Gas Code   The Gas sales disposition code as it appears on the
               Texas reports, ie 3 for processing plant etc. If
               there are no gas sales, leave blank.

  Oil Purchaser   The main oil purchaser for this lease.

  Oil Transp   The Oil transporter for this lease.

  Pumper   The pumper for this lease.

  Gas Purchaser   The main gas purchaser for this lease.

* Meter #'s Oil & GAS
               The purchasers lease number assigned to your lease.
               This number appears on your statements. This number
               must be entered before any production and sales
               information or tank tables can be entered for this
               lease. If you have more than one purchaser, enter
               the major purchaser meter #, there is a provision
               for more meter #'s on each well.

  Tier   The tier of this lease.

  Crude type   I for intermediate, S for sour, W for sweet.

* Status   0 for an Oil well or 1 for a gas well, and A for non-
               active lease,ie sold, P & A, etc.

  Net Rev   The Lease net revenue for this lease.

  Oil Cum   The cumulative oil production to date before start-
               ing Oil & Gas Reporter.

  Gas Cum   The cumulative gas production to date before start-
               ing Oil & Gas Reporter.

Comments   Any comments you wish to keep, such as when opt'd or
                last worked over, etc.

* Gross begin.
   Stock   This is the total beginning stock of all of the tank
                batteries for this lease. If you have common tank
                batteries between leases, this will be the total of
                all stock in tanks having to do with this lease.

* Net begin.
   Stock   This is the share of the beginning stock for this
                lease of the gross beginning stock. Leases that are
                not comingled or do not share a common tank
                battery, will have the same gross and net beginning
                stock figures.

* # of flowing
   wells   The number of flowing wells for this lease.

* # of pumping
   wells   The number of pumping wells for this lease.

                Tank Table Description of Items

* Tank #   The tank number of this tank. This must be a unique
                number. There cannot be another tank with this number
                on another lease.

* Meter #   The purchaser's actual lease number for this lease as
                it appears on the statement. This will usually be the
                same meter # as in the lease information. If it is
                not the same as the lease information sheet, use the
                actual lease number on the statement. This meter
                number must appear in the lease information or well
                information or the program will not accept this tank.
                If you are not sure which number to use, enter the
                meter # as in the lease information and call for your
                particular situation. See meter #'s on page 14 (well
                Info. sheets)

Purchaser   The main purchaser for this tank.

(T)ank or
(L)act   Enter a T for tank or an L for a lact unit.
                Lact units with tanks must have each of the tanks

entered with a T and an entry with an L for the lact
unit itself.

Tank Height   Enter the height of the tank in feet and inches. This is
important as it will be needed later for verification.

Tank volume   The total capacity of this tank in barrels.
(take this barrel reading from the tank at the very
last reading of the tank, you will need this later to
verify that your tank is correct.)

Below Gauge   The amount of oil if any that is not measurable in
the tank. The tanks that will have this are cone
shaped in the bottom and is usually .00499 barrels but
can be as much as 10 or more barrels of oil. See the
increment examples below for more information.

Increments   This is the number of quarter inches from the bottom
of the tank to the actual measurement for each of the
increments. These numbers usually appear at the top
of your tank tables.
They normally appear like this:

	0	.00499 (This is the below gauge)
1st	144	.69185
2nd	480	.69354
3rd	772	.69175

But they can appear like this:

	0' 0"	.00499 (This is the below gauge)
1st	3' 0"	.69185
2nd	10' 0"	.69354
3rd	16' 1"	.69175

Or like this:

	0	.00499 (This is the below gauge)
1st	144	.69185
2nd	336	.69354
3rd	292	.69175

Each of the above examples are the same, however, the first is how
the increments are entered into the program. The last of the inc-
crements is always the very top of the tank.

To convert the second example to be the same as the first do the
following:

3' 0" is 3 time 48 or 144 increments
10' 0" is 10 times 48 or 480 increments
16' 1" is (16 times 48) + (1 * 4) or 772 increments
                768   +   4   = 772
 Each foot is multiplied by 48 (there are 48 quarter
 inches to each foot) and each inch is multiplied by
  4 (there are 4 quarter inches to each inch.)

To convert the third example to be the same as the first do the
following:

144 remains the same so no change is required as this
increment is started from the bottom of the tank.
336 is the next 336 quarter inches from 144, so we add
144 + 336 to get 480 increments. (remember each inc-
rement is total quarter inches from the bottom of the
tank. Last 292 is the next 292 quarter inches from 480
so we add 480 + 292 to get 772 increments. (which is
the total increments from the bottom to the top of the
tank.

A good way to determine if the increments given on a tank table are like
the third example, usually one or more of the increments listed will be
less than the previous increment. If you are still uncertain, the tank
will show about half of the barrels necessary at a given measurement when
entering run tickets or gauges. If you entered the exact tank volume you
can verify that the increments are correct. See Verifying tank tables.

Most tank tables will have only 3 or four increments but there may only
be one increment or there may be eight increments. Enter just how many
you need and leave the rest zero.

If your tank tables do not have any increments like any of the three
examples above you will need to contact your purchaser for these
increments.

Investor Information Item Description

Investor #   We recommend you use characters here for an Investor
                  number instead of numbers. Using characters will
                  keep your list in alphabetical order. To assign
                  each investor a character set for their number use
                  the following example.

Investor name is American Drilling Co.
This assigned number would be AMERDR
We used the first four characters of the first part
of the name and 2 characters from the second.
For an individual's name like in the following:
John G. Doe
We would assign him DOEJOH

The other obvious benefit from this is that an investor number does
not have to be looked up before calling the investor up on the
program. One simply looks at the name and you immediately know what
that investors number is.

Name & Address   Enter the investors name and address. Three lines
           of address information is available.

Attn   Enter the persons name that will receive this
           report.

State ID#   Carefully list all leases (State ID's as in the
           Lease information) that this investor is to
           receive production information on each month. You
           will also want to list the state with each state
           ID #.

Wells Information Item Description

State ID# : Railroad Commission number or state assigned number

Company # : Your internal accounting or engineering number up to 10
digits

Status : S - shut in, F - flowing, P - pumping, I - injection

Oil - Meter #: The oil purchasers number (appears on purchasers
statement)
           In most cases this number will be the same as your oil
           meter that was used on the lease information. (could be

different if you get more than one statement on a lease)

Gas - Meter # : Same as Oil above but for Gas Statements instead.

Unit #: (One on oil line, this is a fictitious number assigned by you to
        identify a unit of wells that comprise the 100% in determining
        well percentages for allocation to the well detail.)

Unit #: (One on the gas line, same as oil above but for the gas)

Hint: on the unit numbers, one could and should use one of the state id
      #'s to keep it simple. For example all the wells that comprise the
      100% on oil, would have the same oil unit #. Gas would be the same
      way. Although it is possible to have a different set of wells to
      comprise the 100% of the gas than the oil. (Especially if you
      meter the gas separately and allocate the oil by percentages.)

          ONE FINAL NOTE ON YOUR DATA INPUT

WHEN ENTERING YOUR LEASE NAMES, FIELD NAMES AND DISTRICTS BE CONSISTENT
IN YOUR SPELLING. AN EXTRA COMMA OR SPACE WILL MAKE THE PROGRAM THINK
THAT IT IS A DIFFERENT FIELD OR A DIFFERENT LEASE ETC.

        ENTERING NEW LEASES OR EDITING EXISTING LEASES

From the main menu choose the Lease / production option by typing an L or
moving the high light bar to the option and then hitting return.
remember you do not have to hit the return if you type the L instead of
positioning the high light bar. You will then see the following screen.

If you see this response; No Leases exist would you like to add some ?

Type a Y. You will not have to hit the return key.
(You will see this only on the initial setup. See below for info. on
 adding leases.)

The menu at the bottom of the screen contain your choices. To choose an
option just hit the key enclosed in parenthesis. A return key is not
necessary.
                 Adding a Lease

If you do not get the response mentioned above type an A (Add leases).
You are now ready to start adding the leases. Simply fill in the blanks
on the screen from your data sheets. Once you have filled in the screen,
the lease is saved and you will be prompted to add another lease. Hit a
Y and continue filling in the blanks. It's that easy. When you are
ready to stop simply respond to Add another lease with an N. Then type
an X and you will be back at the main menu.

If you make an error while inputting and the cursor is still on the lease
screen on the lease you want to change, just simply hit an up arrow to
get back to the item you would like to change. A Return key or down
arrow will move you ahead one item at a time.

If the lease has already been saved you must call up that lease and edit
the lease to make a change. To do this just follow the steps below.

Search or Find a Lease

Type an S (search).

Enter the State ID# and State or lease name for the lease you want to find.

Verify that the lease shown is the one you are looking for.

Using Locate

Type an L (locate).

You will now see one of the field headings highlighted.

Use the Up and/or Down arrows to highlight the field you wish to search
and press the return key. A box will appear at the bottom of the screen
prompting you for something to search for. Type something you may expect
to find and press the return key to commence search.

Next and Back

After a successful Locate, type an N for the next occurence and/or a B
for a previous occurence.

Edit a Lease

Type an E (edit)

You will now see the cursor on the lease screen at the state id. You can
now hit the return key or down arrow to move to the item you wish to

change. Make your corrections then press Ctrl W or Ctrl End. This means
to Hold down the control key and press the W or the End key.

Your changes are now saved. You must press the above keys to exit the
edit lease mode before you will see the sub menu shown on page 17.

Delete a Lease

Search for the lease you wish to delete first using the above search or
find a lease or Locate.

Verify that this is the lease you wish to delete.

Press a D.

The program will ask you if you want to delete this lease.

Press a Y.

The lease will not actually be deleted until you press an X to go back to
the main menu. You will be asked once more if you want to delete the
lease or leases that you marked to be deleted earlier.

You do not want to delete a lease if you sell or plug the property.
Instead you will edit the lease and change its status to an A. This will
remove the lease from the reports but you will still be able to look up
the production history for this lease. The only time you will want to
delete a lease is if you get an erroneous lease added that you did not
want to add.

PgUp & PgDn Keys

The page down key will give you the next list of state ID #'s and the
page up key will take you back one list. These keys are generally used
for browsing through the leases. The quicker way to find a lease would
be to use the Search or Locate option.

Up & Down Arrows

The up and Down arrows will move you up or down one lease on the list to
the left of the screen. If you hit the up arrow while on the first lease
on the list, the program will move to the last lease on the list. Like
wise a down arrow on the last lease will take you to the first lease on
the list.

From Lease Screen to Production Screen

At the lease screen type a P and production information is displayed.

Enter the beginning stock

The beginning stock will only have to be entered one time initially as
the program keeps track of the closing stock from the previous month and
automatically updates when production is posted each month. To enter the
BOM you need to get to the production screen. Type a P while on the lease
screen.

Search for the lease you want to add the stock for in the same manner as
the lease screen by typing an S. Locate does not work at the production
screen but Next and Back do.

Press an E to edit the production.

Enter the Net beginning stock, it is the top BOM item. (This is the first
item that the cursor will be pointing at.)

Keep hitting the enter key until you reach the Flwg Wells item and enter
if necessary then enter pmpg wells if necessary.

Press Ctrl W or Ctrl End or PgDn to save changes.

Press a G to edit Gross figures.

Enter the Gross beginning stock for this lease.
Note: both the Net BOM and Gross BOM must be entered for the program
    to work.

Press Ctrl W or Ctrl End or PgDn to save changes.

Press an S to search for the next lease and continue as above for each
lease. If you want to stop, after pressing Ctrl W press an X to go back
to the lease screen, then press another X to go back to the main menu.

Entering Tank Tables

From the main menu, choose Lease/Production to get to the Lease screen.

Press a T for tank tables.

On the first time to the tank tables, the program will tell you that no
tanks exist for the current lease do you wish to add some ?. It does not
make any difference which lease you are currently positioned at. You may
add tanks for any lease.

Type a Y for yes.

Enter the Tank # that you are adding or leave blank to quit.

You will then be asked to add the meter #. (If you enter a bad #, try
again. This meter # must match one of the leases or wells.) Once the
meter # is verified in the lease information, you will see the lease name
appear.

Fill in the information on your sheet. Once you have entered the last
increment and its barrels, press Ctrl W and you will be returned to the
tank number entry for the next tank to add. Continue adding in the above
manner. If you wish to stop, simply hit the return key at the tank
number entry and you will be in the tank screen. Then type an X and you
will return to the lease screen. Press another X and you will return to
the main menu.

To verify a tank table has been entered correctly, do the following;

Stop adding tanks by leaving the tank # blank.

Press a T to enter stock or verify a tank.

You will then see, Enter 1 for stock or 2 for verify.

Press a 2

Enter the tank number you wish to check.

Enter the feet and inches of the top of the tank and see if you get the
tank volume. If you do then the tank is correct. If not, does the
barrel amount appear to be half of what it should be ? If so then the
increments are not cumulative. See the third example of increments on
If the amount is off just a little, check that you entered the correct
increments. The difference should never be more than +-.01 .

It is recommended that you check all of the tanks as you add them. This
will save you alot of trouble in the run tickets section.

You can check as many tanks as you want. When you are ready to stop,
simply hit return at the tank # and you will return to the tank screen.

Entering Investors Names & Addresses

From the main menu press a M or move the high light with the up or down
arrows and hit return to go to the mail list.

On the first time in to the mail list, you will see this:

There are no investors, would you like to add some ?

Press a Y

Fill in the information for the first investor. Then Press Ctrl-W or
Ctrl-End or PgDn to save changes.

Press L for leases.

The program will tell you that there are no leases for this investor,
would you like to add some ?.

Press a Y for yes.

Enter the state ID #'s and states for the investor. When done, leave
state ID # blank (hit return) and you will return to the mail list
screen.

Press an A to add more investors and repeat above steps for each
investor.

Printing Investors Mail List

Press a P to print out a listing of each investor with the corresponding
properties on which they receive a report.

Adding Wells To Leases

There is one well added for each Lease automatically when the lease is
set up. If a lease has more than one well, then more wells need to be
added.

From the main menu select L (Lease). Press "S" to search for the lease
that you are going to add a well to. Enter the state Id # and state.
When the lease is located , press "W" for wells.

You are now ready to select "A" to add a well to this lease.

Checklist for Monthly Steps

Enter tickets

Enter allowables

The next 3 items are one way to obtain the percentages
for allocations. The default % is 100%.

Enter welltests

Calculate well %'s

Merge well %'s

Enter percentages

Enter skim, BSW, etc.

Enter ending stock

Enter days produced

Enter run statements

Enter gas statements

Enter lease use

Calculate production

Print tickets

Print variance (runs)

Post tickets

Print all In house reports

Print state reports

Print Federal reports

Print Investor distribution

Post production

E n t e r i n g   R o u t i n e   D a t a

Entering Run Tickets

Press L from the main menu to select Lease. Then press R for Run tickets. The following screen will appear. This example is for a lease with a LACT unit. If the oil is trucked then the screen will be the same except it will ask you for the feet and inches instead of opening and closing and of course it will not contain a meter factor.

Tank #   Date   Run Tickets for Meter #97854

```
┌──────────────────┐ ┌─────────────────────────────────────────────┐
│ M0872M  08/01/87 │ │ SAMANTHA 7                              │    │
│ M0872M  10/20/87 │ │                                        │    │
│ M0872M  10/29/87 │ │  Tank #: M0872M     Ticket #: 066868   Date:  │
│          │ │      │                                    │          │
│          │ │      │                                    │          │
│          │ │      │   Closing:   226404.00   Opening:  225511.0 │  │
│          │ │    Meter Factor: 1.0033000            │             │
│          │ │    Comp. Factor: 1.0000000     % BSW: 0.0040      │  │
│          │ │     Obsv. Grav.: 42.70     API 60 Deg. Gravity: 42.6│  │
│          │ │     Obsv. Temp.:  61                   │            │
│          │ │      │                                    │          │
│          │ │    Gross bbls:  893.00000      Net bbls:  892.37 │   │
│          │ │      │                                    │          │
│          │ │      Comments:                        │            │
│          │ │      │                                    │          │
└──────────────────┘ └─────────────────────────────────────────────┘
```

Use Up/Down arrows & PgUp/PgDn keys to change Run Tickets
(S)earch, (A)dd, (E)dit, (N)ext meter #, p(R)ev meter #
(D)elete, (P)rint menu, (M)onthly procedures, e(X)it

Now press A to Add tickets. You will then be asked to enter the tank number. After you enter the tank # the lease name will be displayed and at this point you are ready to enter the run ticket.

Note: You must convert the BS&W amount to a decimal figure before entering. If the ticket states .01 % then you would divide that percent

number by 100 (move the decimal point two places to left) and enter .0001
into the program. Below are a few additional examples.

Ticket Reads	Computer Entry
.10 %	.0010
.6 %	.0060
.06 %	.0006
1.10 %	.0110

It would be well to note also that not all transporters show the amount
in a percentage format. Some of them actually use the decimal number.
You must check each transporter ticket carefully to avoid this common
mistake of entering the wrong BS&W percent.

 After you enter the information on the ticket you press "Ctrl-end" to
save and calculate the ticket. The net bbls, gross bbls, as well as API
60 degree gravity will then appear on the screen.

Search for a ticket

Type a S (search)

Enter the ticket number to find and press enter. You also have the
option to use the Up/Down arrows & PgUp/PgDn keys to view tickets for the
same meter number or N for the next meter and R for the previous meter
number.

Edit a run ticket

After locating the ticket, you can press E to edit the information on the
run ticket. Move the cursor to the item needing to be changed and press
"Ctrl-end" to exit the edit mode. When you exit in this manner the
ticket will be calculated and the new figures will be displayed.

Deleting a ticket

Locate the ticket in the manner earlier described and then press D to
delete it. You will be asked if you are sure you want to delete the
ticket. After you press a Y an asterick will be placed beside the ticket
number and then a message stating "This run ticket will be deleted upon
exiting" will appear . When you exit the Run Ticket screen the you will
again be asked to verify your choice to delete the tickets.

Printing tickets

Printing the ticket/s can be accomplished from the Run Ticket screen as
well as the Company Reports screen (see page 37). From the run Ticket

screen press P for print menu. You can choose V to print the Variance report (described on page 38)or T to print the tickets. You will be asked if you want the report to go to a printer. Choose Y if you do want the report to go directly to the printer. You then will be asked if you want to print to a file. Choose N if you do not and Y if you want the report to go to a file. The next print option is to print a specific lease by entering the meter # or all leases by entering an A.

Monthly procedures for tickets

After pressing M on the Run Ticket screen, you are given the options to merge the tickets to the Production file or to Post Run Tickets. These options are also available on the EOM screen.

To merge the tickets to the prod.file as oil runs you press M for merge Merging run tickets should only be done before run statements are entered. The only reason run tickets should be merged is to get a preliminary production report before the actual run statements are received.

To Post the tickets, you press P. This option must be done before inputting new tickets for the following month. This "posting" may or may not be at the same time as the "post production" on the EOM Procedures. Posting should be done after the variance report is printed.

Entering Gauge Sheet Information

Beginning at the main menu you will choose L (lease) and the T (tank tables). You may receive a message here indicating that there are no tank tables for this lease and asking you if you want to add some. You must have tanks entered to do the gauges sheets (see tank tables) Simply press N to by-pass this step and choose G for gauge sheet. You will be asked to enter the first day of the week on that particular gauge sheet. After you verify your input by pressing Y , you must enter the state Id # or tank #.

Entering Misc. Monthly Items

Percentages, Days Produced, Skim-BS&W-Scrubber-Other
Allowables, Vented Gas - Lease Use - Extraction Loss - Dyhd. Fuel

These items will all be accessed through the production screen. You can press L and then P from the main menu to advance to that screen.

New Percentages

Hold down the shift key and press the "%" key. You will then need to enter the State ID# and state. You now will have a section at the bottom of the screen to enter the oil, gas, and water percentages for that lease. Enter in decimal form (ex. 50% = 0.5000 , 5% = 0.050). After you enter the figures then you can enter another State ID# or leave blank and press Return to exit. Please note that the Production screen at the top does not display each new lease as you call it up.

Days Produced

Press D to enter the days produced screen.

Enter State ID# and state.

Enter number of days produced

Enter another State ID or leave blank and press Return to exit

Skim, BS&W, Scrubber, Other

The above items are accessed by pressing a K from the production screen. After you enter the State ID and state, you can enter the volume of each before pressing Return.

These volumes will be calculated into the production (see page 34) and printed on the appropriate reports.

Allowables

Press L to enter the allowable screen.

Enter the State ID and state.

Enter the allowable for that lease.

Enter another State ID or leave blank and hit Return to exit.

Vented Gas, Lease Use, Extraction Loss, Dyhd. Fuel

These items are entered directly into the production screen so you will have to first press S and search (page 18) for the lease.

Press E to edit. Move cursor to item to be entered. Enter the volumes and press Control-W to exit.

It should be noted that Extraction Loss is calculated by the program and should rarely have to be entered. Also, the vented gas will default to

"1" should there be oil sales on an Oil lease but no gas sales. This is
to satisfy State production agencies that insist "Where there is
oil..There is gas!"

E n d   O f   M o n t h   P r o c e d u r e s

Input Well Tests

Beginning at the main menu press E for EOM Procedures. Move the high
light bar to Input Well Tests and press Return.

Enter the State ID# and state.

Enter the Oil bbls, Gas MCF, Water, and hours on test. Each well that is
in that unit will be called up for the tests to be entered. If one is
not called up, then see page 24 for adding wells.

Calculate Well Percentages

Move the high light bar to this option and press enter.

This calculates percentages for each well, based on well tests already
entered. (these percentages stay in wells unless or until merged to
producition screen. see below)

Merge Well Percentages

This option adds up the percentages and merges them to the production
screen for allocating production, sales, and stock by state Id#. for
state and federal reports.

Enter/Verify Stock - Gauge Sheets

This procedure allows you to enter or verify the stock by feet and inches
instead of by bbls. To enter the stock by bbls see page 32.

It is accessed through the Lease screen so Press L from the main menu.
Then press a T for Tank Tables, and another T for Enter Stock.

Choose 1 to enter stock. Then enter the Tank number.

Enter the feet and inches and press enter. The volume will then appear
on the screen. Enter another tank number to continue or leave blank to
exit.

Merge Stock from Tank Tables

This option adds up the stock in all the tanks for each lease and merges
the result into the end of month stock for that lease on the production
screen. You will not be asked to verify your request to merge so be sure
that you are ready to do this. You only want to merge stock if you enter
stock thru the tanks by feet and inches, otherwise omit this step.

Move high light bar to this option and press return. Another method to
enter the EOM stock is mentioned below if you already have the volumes.

Merge Run Tickets

This option can be chosen after entering all the run tickets for the
month. The tickets will be merged directly into production as pipeline
runs for that month. For additional information and ideas see page 27.

Post Run Tickets

This will clear out the tickets for the month. This should be done every
month before entering new tickets. You will be asked to verify your
choice before continuing. Be sure to run the Variance report before
posting.

Enter Ending stock - Gauge Sheets

This menu item prompts you for the State ID# and state. It will display
all State ID numbers connected and the BOM stock. You can enter the EOM

stock here if you already have converted the feet and inches to bbls (if you haven't, see Enter/Verify Stock - page 32). The total runs and gross water can also be entered from this menu.

You will be asked to Replace with the new figures or Add to the above with the new figures. choose R to replace or A to add to the volumes. Enter another State ID# to continue or leave blank to exit. The only time that you need to choose A is if you have more than one sheet for that Lease.

Enter Run Statements

Enter the State ID # or meter #. Enter the State.

All leases connected to that meter number will be displayed along with the runs and gross value currently entered.

Enter the volume and value from the statement. If there is to be more than one statement for that lease you will want to press A for add so that you can add all statements together. Otherwise press R for Replace. (note: be sure that there is a volume in the bottom line if you are going to press R or the current volume will be replaced with a "0")

Enter another State ID or Meter no. to continue or leave blank and press return to exit.

Enter Gas Statements

Same as Entering Run Statements except enter the MCF's.

Enter Water Statements

Same as Entering Run Statements except enter the gross bbls of water.

Calculate Production

This option is usually chosen after all available information is entered and ready to be calculated. It must be performed before state and federal reports can be printed. It may be done more than once without harming the information. It can not be performed on information that has already

been posted to history.

Company Reports (menu)

This option on the EOM screen is just another path to get to the company report menu after you have completed one of the other options on this screen. See page 37 for information on company reports.

State Reports (menu)

Same as above option but this one taking you to the State Report menu. See page 39 for more information on State Reports.

Investor distributions

This option takes you directly to the Investor distrbution Reports Menu. See page 40 for additional information.

Post Production

The final step in the monthly process is to post the current months data to the history files. There are a number of things that need to be checked before this is done;

All Company reports for month have been printed

All State/Federal reports have been printed

The Investors Distribution has been generated for month

A BACKUP HAS BEEN INITIATED FOR CURRENT MONTH AND HISTORY !!
  This check point cannot be under-emphasized ! If for some reason the posting process is interrupted by mistake (a simple "Ctrl-Alt-Del" by someone un-informed or even an accidental trip on the electrical cord) then the process for un-posting is long, tedious, and expensive to everyone envolved! There will be many chances to exit this menu before posting to give you a chance to stop and make your backups.

After these checks have been made you are ready to procede with the posting. Just follow the directions on the screen.

Note: You may also want to use the checklist on page 25 to determine if you are ready to post production.

History Maintenance

Viewing History

To view the history on a particular lease, press L on the Main Menu to choose lease. Then press P for production.

Press S to search for the lease. Enter the State ID# and state.

When located, press H for history. Enter year to look up or leave blank to quit. Use the arrow keys to change months and Page keys to change years.

Edit History

Move the highlight bar to the month to be corrected and press Return.

Make all changes, then press Ctrl-W to save them and exit. Please note that the cumulative figures will be updated automatically when you save your changes.

Press X until you get back to the Main menu.

Printing History

This is found on the Company reports menu.

Printing Reports

Company Reports

Move the highlight bar to the second option on the main menu and press
Return or simply press "C". You will be given an option to print to a
file or have the report go directly to the printer at the beginning of
each report.
Below is a brief description of the company reports. Listed in Appendex
"A" is a sample of each report. This should enable you to get an idea of
what the report consists of before printing it out.

Master List by State ID#

This print out will have the Pertinent lease information such as name,
field, district, county, and state. It also lists the state ID#,
commingling no., company no., oil meter no., and gas meter number. You
will be given a choice to print the active leases only. You also have
the option to have the meter numbers listed on the report.

Well Count

This report lists the leases by company number and provides a count of
the wells for each.

Company Oil Production

The Company Oil Production report allows for printing of the actual or
"estimated" production for each company. It then summarizes the
information by State.

Run Proofs

This option provides a print out for a visual verification of input
verses run statements and gauge sheet information. It prints out the end
of month stock, oil runs, price per bbl, gas sold, and price per MCF.

Zero Production

A list of state ID numbers that had no production for the current month.

Allowable Variance

Provides the percentage variance between the allowable and lease
production.

Oil Percentage Letters

Prints out letters containing the % of sales allocation ready to be
signed and mailed to purchasers.

Gas Percentage Letters

Same as Oil Percentage letters except dealing with Gas.

Well Test Forms

Prints forms for your pumper to fill out for well test data.

Run Tickets Variance

Prints out the difference in runs between your tickets and the purchasers
statements.

Run Tickets List

Provides a listing of the run tickets for each meter number entered for
the current month. Contains opening and closing readings, temperatures,
BS%W readings, as well as gross and net bbls.

Tank Table List

Lists the tanks and their increments for each lease or meter number.

Well Percentages

Prints the percentages for wells used in the allocation process.

Lease History

This report contains all the production history for one or all of the
leases. You can also choose one particuliar year or have all years
printed out.

State Reports

Choose this option by moving the highlight bar or pressing "S" from the main menu.

Texas P1 Reports

This option on the state report menu generates the Texas P1 reports for each district. It can be printed on continuous forms or laser forms depending on the configuration on your system.

Texas P2 Reports

Generates the Texas P2 gas production reports.

Texas P1B/2B Reports

Prints out the Combined P1B/2B report form for Texas leases.

New Mexico C115 Report

Prints out the New Mexico C115 report in a format acceptable to the State of New Mexico.

North Dakota Form 5 Report

This is the Oil Production Report for North Dakota

North Dakota Form 5B Report

This is the Gas Production Report for North Dakota

Colorado Form 7 Report

This is the Oil and Gas Production Report for the state of Colorado

Montana Production Report

Oil and Gas Production report for the state of Montana

Wyoming Production Report

Oil and Gas Production report for the state of Wyoming

Investor Reports

This selection from the main menu allows you to print out a production
report for each investor/interest owner containing all the information
provided the state agencies on the state reports. In most cases this
report will eliminate the need for the copying of P1's, P2's, etc. and
mailing them to interest owners. The report is in a letter format and
may be placed in window envelopes to facilitate faster handling.

You have the options of beginning at one investor number and printing to
the ending investor, or printing all letters at once.

If you need to add/edit an investor or address, or add a property to an
investors list, then select the Mail List option from the main menu (see
page 23). You can also print a listing of the investors and properties
from that menu selection.

O t h e r   O p t i o n s

Printer Options

Press a "P" from the main menu or move the highlight bar to that
selection and press Return.

Selecting your Printer

Use the up/down arrows to highlight your printer. Press "S" to select
that choice.

Changing Print Style on Reports

After highlighting your printer, press "C" to access the configuration
codes.

Move the highlight bar to the report that you want to change the format
on. Press "E" to edit the control codes. (The control codes are decimal
equivalents of escape codes and characters used to format your report.
See your printer information to determine these numbers.)

System Setups

System Setup allows you to view and/or edit the company name, address,
production clerk name, etc. of your working system. Move the highlight
bar to this choice and press Return or press a Y to get the following
screen.

```
┌──────────────────────────────────────────────────────────────────┐
│  Serial #.........: 10000000:                    │                 │
│  Data Drive.......: D:   Path: \OGRS\             │                 │
│                                                  │                 │
│  Company Name.....: Oil & Gas Software, Inc.          │            │
│  Street or PO Box.: 223 W. Wall Street #107           │            │
│  City, State & Zip: Midland, TX   79701                │           │
│  Prod. Clerk......: Bruce Burbridge                   │            │
│  Title............: President                      │               │
│  Phone #..........: (915) 687-0333                 │              │
│  Operator #.......: 178                           │               │
│                                                  │               │
│  Tickets Calculated (I)mmediately or (B)atch : I        │          │
│  Runs Difference Allowance:  1.00 (per ticket)          │          │
│  Normal  Enhanced  Intense  Border  Background           │         │
│  w/n     n/w     n/w                              │              │
│  Passwords........: Admin.:          User:         │             │
│  Calculate Code...: N       Pressure Base: 1.0000        │        │
│  Prod Month.......:  4    Prod Year: 1988             │          │
│  Max. # of Decimals of %'s:  5                    │             │
└──────────────────────────────────────────────────────────────────┘
```

(E)dit, (I)nitialize databases, (C)lean up, e(X)it to Main Menu

Edit System Setup

Press E to edit and change any of the above information. Move the cursor
to the item to be changed, make the changes . Press Ctrl-W to exit.

Initialize Databases

Press an I to initalized databases AFTER reading the following!

This option destroys all the data in the databases so that you can start
with empty files. You shouldn't have to choose this option unless you
are wanting to start over. You will be given a chance to back out of the
menu should you choose not to continue. If you choose to go on with the
initialization, then make sure that you have properly backed up.

Clean Up

This option simply "zero's out" all information in the current month. It
is not however the same as posting production (pg 35). It does not post
the current data to history.

T r o u b l e   S h o o t i n g

Error Messages

Number   Possible cause   Action to be taken

No. 30 - No such record in index.   Go to the main menu and hit a
                          Plus (+) key to reindex.

    - Negative prod. numbers   Check to see if meter #'s are
       on reports.   correct in lease screen. See
                          Page 8 on tips for meter #'s.

                          Also check gross numbers, all
                          properties combined in common
                          tank battery must have the same
                          gross production figures.

                          Check to see that %'s add up to
                          1.00.

    - Reports don't align   Place form at top in your
       properly   printer and turn printer off
                          then back on again. Then start
                          report.

    - A well or lease that was   Go to lease screen and replace
       sold or plugged still   status with an "A".
       prints on reports.

    - I get an error message   Make a copy of the error # and
       not listed here.   call Barker Computer Systems

(915) 687-6419.

S1,	S2,	KWD,C,17	LH	HEADING,C,50
0	0		##	
0	0		##	Table of Contents
0	0		##	Table of Contents
12	33	STARTING OGR1	##	Table of Contents
0	0		##	Table of Contents
12	16	WHAT TO DO	##	Table of Contents
0	0		##	Table of Contents
12	9	MAIN MENU	##	Table of Contents
0	0		##	Table of Contents
12	19	ENTER NEW LEASE	##	Table of Contents
0	0		##	Table of Contents
12	24	ENTER STOCK	##	Table of Contents
0	0		##	Table of Contents
12	18	ENTER TANK TABLES	##	Table of Contents
0	0		##	Table of Contents
12	40	ENTER INVESTORS	##	Table of Contents
0	0		##	Table of Contents
12	22	ADDING WELLS	##	Table of Contents
0	0		##	Table of Contents
12	21	ROUTINE	##	Table of Contents
0	0		##	Table of Contents
12	27	CHECKLIST	##	Table of Contents
0	0		##	Table of Contents
12	20	ENTER TICKETS	##	Table of Contents
0	0		##	Table of Contents
12	32	ENTER GAUGE SHEET	##	Table of Contents
0	0		##	Table of Contents
12	34	MISC MONTHLY	##	Table of Contents
0	0		##	Table of Contents
0	0		##	Table of Contents
12	23	EOM	##	Table of Contents
0	0		##	Table of Contents
12	19	WELL TEST	##	Table of Contents
0	0		##	Table of Contents
12	28	CALC WELL %	##	Table of Contents
0	0		##	Table of Contents
12	24	MERGE WELL %	##	Table of Contents
0	0		##	Table of Contents
12	18	VERIFY STOCK	##	Table of Contents
0	0		##	Table of Contents
12	11	MERGE STOCK	##	Table of Contents
0	0		##	Table of Contents
12	25	MERGE TICKETS	##	Table of Contents
0	0		##	Table of Contents
12	18	ENDING STOCK	##	Table of Contents
0	0		##	Table of Contents
12	39	ENTER RUN STATE	##	Table of Contents
0	0		##	Table of Contents

 0   0   ## HOW TO START AND STOP OIL & GAS REPORTER
 0   0   ## HOW TO START AND STOP OIL & GAS REPORTER
 0   0   ## HOW TO START AND STOP OIL & GAS REPORTER
 0   0   ## HOW TO START AND STOP OIL & GAS REPORTER
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26	22	LEASE PROD	### HOW TO START AND STOP OIL & GAS REPORTER
26	22	COMPANY REPORTS	### HOW TO START AND STOP OIL & GAS REPORTER
26	22	STATE REPORTS	### HOW TO START AND STOP OIL & GAS REPORTER
26	22	INVESTOR REPORTS	### HOW TO START AND STOP OIL & GAS REPORTER
26	22	EOM	### HOW TO START AND STOP OIL & GAS REPORTER
26	22	ENTER INVESTORS	### HOW TO START AND STOP OIL & GAS REPORTER
26	22	SELECT PRINTER	### HOW TO START AND STOP OIL & GAS REPORTER
26	22	SYSTEM SETUP	### HOW TO START AND STOP OIL & GAS REPORTER
0	0		### HOW TO START AND STOP OIL & GAS REPORTER
26	22	STARTING OGR1	### HOW TO START AND STOP OIL & GAS REPORTER
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0	0		### HOW TO START AND STOP OIL & GAS REPORTER
15	9	MAIN MENU	### HOW TO START AND STOP OIL & GAS REPORTER
0	0		### HOW TO START AND STOP OIL & GAS REPORTER
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0	0		### HOW TO START AND STOP OIL & GAS REPORTER
0	0		### HOW TO START AND STOP OIL & GAS REPORTER
11	9	MAIN MENU	### HOW TO START AND STOP OIL & GAS REPORTER
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0	0		### HOW TO START AND STOP OIL & GAS REPORTER
0	0		### HOW TO START AND STOP OIL & GAS REPORTER
42	18	EDIT LEASES	### HOW TO START AND STOP OIL & GAS REPORTER
42	11	ENTER TANK TABLES	### HOW TO START AND STOP OIL & GAS REPORTER
42	11	ENTER TICKETS	### HOW TO START AND STOP OIL & GAS REPORTER
42	16	WELL INFO	### HOW TO START AND STOP OIL & GAS REPORTER
42	30	PRODUCTION INFO	### HOW TO START AND STOP OIL & GAS REPORTER

42	30	HISTORY MAINT	##	HOW TO START AND STOP OIL & GAS REPORTER
0	0		##	HOW TO START AND STOP OIL & GAS REPORTER
0	0		##	HOW TO START AND STOP OIL & GAS REPORTER
3	15	COMPANY REPORTS	##	HOW TO START AND STOP OIL & GAS REPORTER
0	0		##	HOW TO START AND STOP OIL & GAS REPORTER
3	19	STATE REPORTS	##	HOW TO START AND STOP OIL & GAS REPORTER
0	0		##	HOW TO START AND STOP OIL & GAS REPORTER
3	16	INVESTOR REPORTS	##	HOW TO START AND STOP OIL & GAS REPORTER
0	0		##	HOW TO START AND STOP OIL & GAS REPORTER
3	14	EOM	##	HOW TO START AND STOP OIL & GAS REPORTER
30	18	ENTER GAUGE SHEET	##	HOW TO START AND STOP OIL & GAS REPORTER
30	20	ENTER TICKETS	##	HOW TO START AND STOP OIL & GAS REPORTER
30	20	ENTER GAS	##	HOW TO START AND STOP OIL & GAS REPORTER
0	0		##	HOW TO START AND STOP OIL & GAS REPORTER
0	0		##	HOW TO START AND STOP OIL & GAS REPORTER
3	9	ENTER INVESTORS	##	HOW TO START AND STOP OIL & GAS REPORTER
30	26	INVESTOR INFO	##	HOW TO START AND STOP OIL & GAS REPORTER
0	0		##	HOW TO START AND STOP OIL & GAS REPORTER
0	0		##	HOW TO START AND STOP OIL & GAS REPORTER
0	0		##	HOW TO START AND STOP OIL & GAS REPORTER
3	17	SELECT PRINTER	##	HOW TO START AND STOP OIL & GAS REPORTER
34	23	CONTROL CODE	##	HOW TO START AND STOP OIL & GAS REPORTER
0	0		##	HOW TO START AND STOP OIL & GAS REPORTER
3	12	SYSTEM SETUP	##	HOW TO START AND STOP OIL & GAS REPORTER
0	0		##	HOW TO START AND STOP OIL & GAS REPORTER
0	0		##	HOW TO START AND STOP OIL & GAS REPORTER
0	0		##	HOW TO START AND STOP OIL & GAS REPORTER
0	0		##	HOW TO START AND STOP OIL & GAS REPORTER
0	0		##	HOW TO START AND STOP OIL & GAS REPORTER
3	4	MAIN MENU	##	HOW TO START AND STOP OIL & GAS REPORTER
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5	6	WELL TEST FORMS	##	Lease Information	Description of Items
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24	10	ENTER TANK TABLES	###	Tank Table Description of Items
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52	22	VERIFYING TANK	### Tank Table Description of Items
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12	9	MAIN MENU	### ENTERING NEW LEASES OR EDITING EXISTING LEASES
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22	6 LOCATE	### Next and Back
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59	12	SEARCHING LEASES	### Delete a Lease
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50	6	STATUS	### Delete a Lease
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17	16	SEARCHING LEASES	### Delete a Lease
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12	9 MAIN MENU		## Entering Tank Tables
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60	10	INCREMENTS	### Entering Tank Tables
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40	11	ENTER TICKETS	### Entering Tank Tables
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62	11	TANK TABLE INFO	### Entering Tank Tables
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3	13	ENTER TICKETS	### Checklist for Monthly Steps
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3	16	MISC MONTHLY	### Checklist for Monthly Steps
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3	15	WELL TEST	### Checklist for Monthly Steps
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3	18	CALC WELL %	### Checklist for Monthly Steps
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3	14	MERGE WELL %	### Checklist for Monthly Steps
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3	17	PERCENTAGES	### Checklist for Monthly Steps
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3	21	MISC MONTHLY	### Checklist for Monthly Steps
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3	18	ENDING STOCK	### Checklist for Monthly Steps
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3	19	MISC MONTHLY	### Checklist for Monthly Steps
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3	20	ENTER RUN STATE	### Checklist for Monthly Steps
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3	20	ENTER GAS	### Checklist for Monthly Steps
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3	15	MISC MONTHLY	### Checklist for Monthly Steps
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3	20	CALC PROD	### Checklist for Monthly Steps
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3	13	PRINT TICKETS	### Checklist for Monthly Steps
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3	12	MERGE TICKETS	### Checklist for Monthly Steps
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