

North Dakota Oil and Gas Royalty Workbook
Current Period & Prior Period Reporting

Form Requirements

Column A	AP/Unit Number	Royalties will be booked on a well level, utilizing the API number. Your company's Land Dept. has a record of the API number for each well. You may also contact the Department of Trust Lands or the North Dakota Industrial Commission for guidance. In reporting Units, refer to the ND Unit Resource Page for a unit number on our website. Format all APIs in common numeric format, with dashes: state-county-well number-xx-xx. No spaces after the API number.
Column B	Property Name	The property name will link to the API number for system verification. Enter the well name that was permitted with the NDIC. In reporting Units, refer to the ND Unit Resource Page for the unit name which will be used in Column B.
Column C	Production Start	Should only be used if paying interest or penalties or an audit settlement covering several months. Not to be used for normal production reporting. Use the numeric format with slashes: mm/dd/yyyy, where "dd" is the first day of the reported calendar month.
Column D	Production End	The production period represents one month. Use one line for one well, one product, and one month of production. Use the numeric format with slashes: mm/dd/yyyy, where "dd" is the last day of the reported calendar month. For Prior Period Adjustments , use two lines for each original item being adjusted; one line for the reverse (back out) and one for the re-book (correction). <i>Each reverse and re-book line will use the original production month date.</i>
Column E	Product Code	If a well reports multiple products, use one line for each product reported for a well each month. Enter the appropriate product code: GRY Natural Gas (Wellhead gas, not processed. Include flared gas) NGL Natural Gas Liquids (plant products) RSD Residue Gas from the processed stream ORY Oil and Condensate INT Interest PEN Penalties For Prior Period Adjustments , use two lines for each original item being adjusted; one line for the reverse (back out) and one for the re-book (correction). <i>Each reporting line must be completely filled out across the form when making adjustments.</i>
Column F	BTU or Gravity	Provide the BTU value for gas and residue reporting. Use the numeric format x.xxx. For NGL's leave blank. Provide the API Gravity for oil production. Use the numeric format xx.x.
Column G	Gross Volume	<i>(Optional now, but required in the future)</i> The gross volume is the amount of product produced from the well measured at the wellhead. Format to two decimal places. No commas or formulas. We verify the produced (wellhead) volume against the monthly production volume reported to the North Dakota Industrial Commission (NDIC). Natural Gas: provide the produced volume (as mcf) at the wellhead. Format to two decimal places. NGLs (Plant Products): provide the volume extracted (as gallons) that entered the gas plant (plant inlet gas mcf). Format to two decimal places. Residue Gas: provide the produced volume (mcf) at the wellhead. Format to two decimal places. Oil & Condensate: provide the produced volume (as bbl) at the well or tank battery. Format to two decimal places. For Prior Period Adjustments , use two lines for each original item being adjusted; one line for the reverse (back out) and one for the re-book (correction). <i>The reverse/back out line reflects the volumes & values originally reported. Use a minus sign for negative adjustments. The correction line is the new data; do not net out volumes/values.</i>
Column H	Royalty Volume	The Royalty Volume is the sales volume reported in accordance with lease terms. No commas or formulas. Do not reduce the Royalty Volume by the state's percentage (decimal interest). The decimal interest is only applied to the Gross Sales Value to calculate the Royalty Due. Natural Gas: Format as mcf to two decimal places. NGLs: provide the plant products as a summary total in gallons. Format to two decimal places. Residue Gas: report the total residue volume sold at the plant as mcf. Format to two decimal places. Oil & Condensate: The Royalty volume equals the oil sales as reported to the NDIC. Format to two decimal places. For Prior Period Adjustments , use two lines for each original item being adjusted; one line for the reverse (back out) and one for the re-book (correction). <i>The reverse/backout line reflects the volumes & values originally reported. Use a minus sign for negative adjustments. The correction line is the new data; do not net out volumes/values.</i>

Column I	Unit Price	Use the weighted average price of the product sold during this month. Do not use formulas. Format to two decimal places. No dollar sign or commas.
Column J	Gross Sales Value	For a Prior Period Adjustment , use two lines for each original item being adjusted; one line for the reverse (back out) and one for the re-book (correction). Report the gross sales value of the product sold. Do not use formulas. Format to two decimal places. No dollar sign or commas.
Column K	Decimal Interest	The decimal interest will match the state's decimal interest and will conform to lease terms. Format to eight decimal places (0.12345678). Use a calculated tract interest for reporting tract royalty in state or federal units. See our ND Unit Resource Page for reporting units.
Column L	Gross Owner Share	Owners share of royalties prior to deductions (Gross Sales Value X Decimal Interest). Do not use formulas. Format to two decimal places. No dollar sign or commas.
Column M	Gathering/Transportation	Enter the net value of gathering and/or transportation being deducted from the gross owner share. Do not use formulas. Format to two decimal places. No dollar sign or commas. Deductions should be positive if being deducted from the Gross Owner Share; if it is being added back to the Gross Owner Share, the deduction should be negative. Please see example.
Column N	Processing	For Prior Period Adjustments , the re-book (correction) line may contain a revised gathering or transportation deduction. Enter the net value of processing being deducted from the gross owner share. Do not use formulas. Format to two decimal places. No dollar sign or commas. Deductions should be positive if being deducted from the Gross Owner Share; if it is being added back to the Gross Owner Share, the deduction should be negative. Please see example.
Column O	Other Deductions	For Prior Period Adjustments , the re-book (correction) line may contain a revised processing deduction. Enter the net value of other deductions being deducted from the gross owner share. Do not use formulas. Format to two decimal places. No dollar sign or commas. Deductions should be positive if being deducted from the Gross Owner Share; if it is being added back to the Gross Owner Share, the deduction should be negative. Please see example.
Column P	Royalty Paid	For Prior Period Adjustments , the re-book (correction) may contain a revised other deduction. The royalty calculation: Gross Owners Share less gathering/transportation, processing, and other deductions. Do not use formulas. Format to two decimal places. No dollar sign or commas. For Prior Period Adjustments , the reverse (back out) line will contain the originally submitted Royalty Paid value; the re-book (correction) will be the revised royalty. Use a minus sign for negative adjustments. The re-book (correction) will be the revised Royalty Paid value.

Ensure there are no imbedded formulas or linking to tables in the report.
Ensure all columns with dollar amounts are to two decimal places (\$34.25).
Ensure there are no blank rows between wells.