

— WRITING SAMPLE —  
(user manual)

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## Recording Raw Gas Production and Disposition

This procedure describes how Administrative Support staff enter data about gas production and disposition into PRMS. Forms are grouped, then each group is sorted, culled, batched, and logged before keying in the data in PRMS.

### 1. Grouping the S1/S2 forms

BC S1 and BC S2 forms must be first separated into three distinct groups.

#### To group the forms:

1. Group together all *amendments*—this means anything with a production period earlier than the current period you're about to key in.

**Note:** You may see amendments with zeros throughout the entire form. This is not a mistake. The company is blanking out production for this period because they may have reported it on the wrong FAC or in the wrong period. These "blanked out" amendments must be keyed in.

2. Group together all *current month production*—this means anything within the current production period that has volumes on the S1/S2 form.

**Note:** There may not have been any production from this FAC, just volumes in inventory. These must be keyed in.

3. Group together *current month with no production*—this means no oil, gas, or water production, and no inventories ("shut-ins").

### 2. Sorting and culling the forms

Companies regularly send in amendment forms and duplicate forms. Before keying, you must cull any duplicates and determine which amendments should be keyed in.

**Note:** Putting these forms into Company Alphabetic order also keeps forms from the same company together, which helps people who may be looking at errors later.

#### To sort and cull the forms:

1. For each of the three groups, sort the forms into Company Alphabetic order.
2. Remove all duplicated and amended forms.

### 3. Batching up the forms

We use batches of 20 forms.

#### To batch the forms:

1. Name the batches. For S1/S2 forms we use the letter "B" for the batch designation. February 2005 production data is due by March 25, 2005. You'll be keying in February production in April, which is month 04. So the very first batch in April 2005 would be named **B-2005-04-1**. The second batch would be B-2005-04-2, and so on.
2. Batch the amendment forms. Your first batch must consist of the first 20 amendments, which are already in alphabetical order. The second batch must consist of the next 20 amendments in alphabetical order.

**Note:** Do not mix forms for current month production with forms for amended production periods in the same batch. Batches do not have to be filled with 20 forms—if you have fifty amendments in total, the third batch should have only ten forms.

3. Repeat this batching process with current month production, then with the "shut-ins."

### 4. Logging the forms in each batch

For each batch, enter and print out a logging report.

#### To log a batch:

1. In PRMS go to the S1/S2 logging report. From the main menu select **8 > 1 > 1**.
2. Use **Find/Get** and key in the batch number that you're about to enter.
3. Enter the **Type** of form (1 or 2 for S1 or S2), the **FAC**, and the **Period and Date Received**.
4. Continue until all 20 forms are logged.
5. Hit **F7** and then hit **C** for **Commit**.
6. Hit **L** to laser print this screen.

### 5. Keying the forms

#### To key the forms:

1. In PRMS go to the S1/S2 data entry screen. From the main menu select **3 > 1 > 1 > 1**
2. At the top of the screen enter the **Batch Number**, the **FAC identification**, the **Production Period**, and the **Received Date**.

**Note:** If you enter anything incorrectly, you double your work. The company is sure to call to question the figures. You must then re-enter the form. The receipt date is particularly important. Anything received after the 25th of the month is subject to penalties, and companies do not like to be penalized for something that is not their fault. The penalty will be waived, but we also want to avoid undue stress to the industry.

3. Double check the top part of the screen, then hit **C** for **Commit**.
4. Before keying in the figures, determine whether the form is an S1 or an S2.
5. **For S2 forms:** Enter single-letter designations to fill in the lines. Enter **O** for Oil, **W** for Water, **R** for Receipts, and **D** for Deliveries. Fill in all lines exactly as you see them on the form.

**Note:** The Delivery Type must be a valid two-digit number. If you get an error message, check for a keying mistake and fix it. If the number on the form is invalid, leave Delivery Type blank.

6. When all lines are entered, hit **F7** and **T** for Totals.
7. On the Totals screen, enter in exactly what you see. The total receipts/opening inventories must add up to the total deliveries/closing inventories. Metering differences are automatically subtracted from the production totals. A metering difference with an **N** for Negative or a **"-"** beside the figure is actually a double negative, making a positive.
8. If you receive a message stating that the totals don't match, check your work. If you made a keying error, fix it. If the figures still don't match, then the company may have made a math error or left out a volume. Call the company and ask them to submit an S2 form with figures that add up.
9. **For S1 forms:** Simply key what you see. Enter the 16-digit UWI and the volumes that go alongside that Well.

**Note:** If there is Measured Production, there must also be Hours Produced. If there is Prorated Production, then there must be both Hours Produced and Number of Tests. If any of these are blank, key in 1.

10. Once all the individual UWIs are keyed in, hit **F7** and **T** for Totals.
11. A calculated total will be displayed. Key in *exactly* what you see at the bottom of the S1 under Reported Totals. If the two figures differ, check your work for keying errors.

## 6. Posting a batch

Once all 20 forms are entered, post the batch.

### To post the batch:

1. In PRMS go to the **HDVE Batch Maintenance** screen. From the main menu select **3 > 1 > 4**.
2. Use **Find/Get** and key in the batch number.
3. Hit the **enter** key until the cursor goes all the way to the end of the page. The fields should populate themselves. The word **Open** will display under the **Status** header.
4. Close this batch by hitting **M** for **Modify**. Under the **Status** header, type in **C** (for closed) in place of the word Open. The word **Closed** should now display instead. Hit **F7** and **C** for Commit.
5. Post this batch by hitting **M** again. Under the **Status** header, type in **P** (for post) in place of the word Closed. The word **Post** should now display instead. Hit **F7** and **C** for Commit. This batch is now set to be posted overnight.
6. Repeat for each batch until finished.