



SONRIS On-Line Reporting TIPS

How do I get on-line? You need to go to the Sonris Web site:
www.sonris.com or www.dnr.louisiana.gov

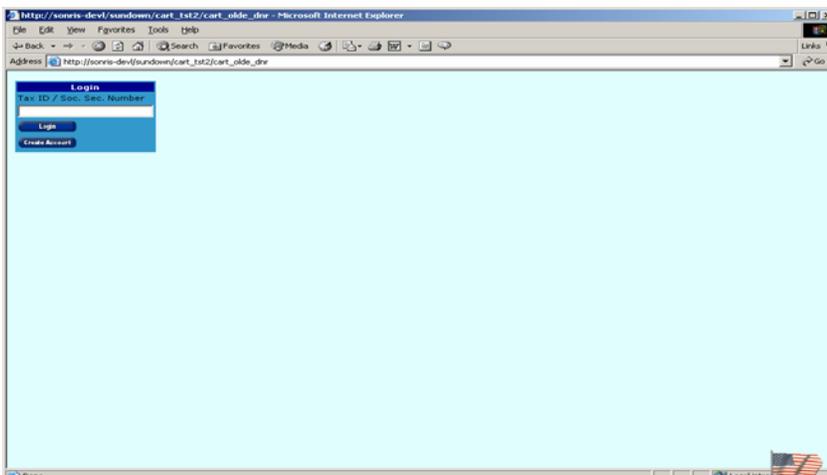
If you use www.sonris.com then you would go to On-Line Reporting under the heading Data Reporting.

If you use www.dnr.louisiana.gov then you would click on SONRIS under Featured Services. Next you would choose On-Line Reporting under the heading Data Reporting.

INSTRUCTIONS TO CREATE AN OLDE ACCOUNT:

Once you have chosen On-Line Reporting, the following screen will appear.

1. Click on the CREATE ACCOUNT button.
(These numbers are not used anywhere else, and are not seen by the public.)



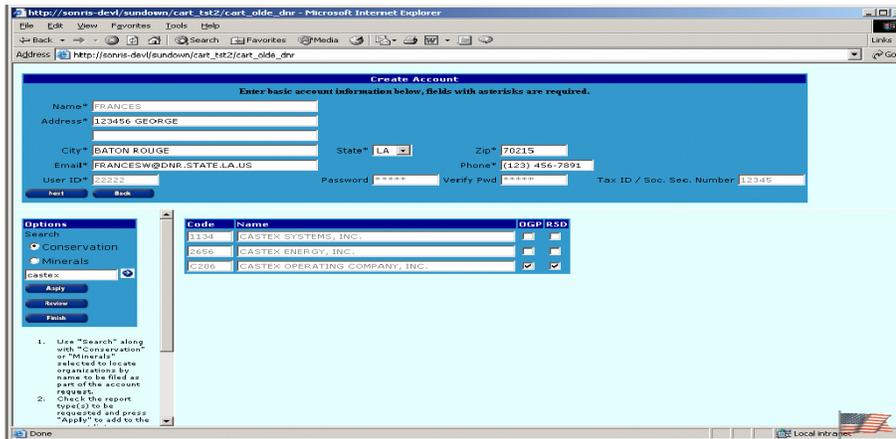
2. Enter the basic account information. Click on the NEXT button.
(User Id and Password can be anything, so make it simple, and remember they are case sensitive)

The screenshot shows a web browser window with the address bar displaying `http://sorris-dev/sundown/cart_142/cart_04d_dir`. The main content area features a blue header with the text "Create Account" and "Enter basic account information below. Fields with asterisks are required." Below this, there is a form with the following fields: Name*, Address*, City*, State* (dropdown menu), Zip*, Email*, User ID*, Password*, Verify Password*, and Tax ID / Soc. Sec. Number*. A "Next" button is located at the bottom left of the form.

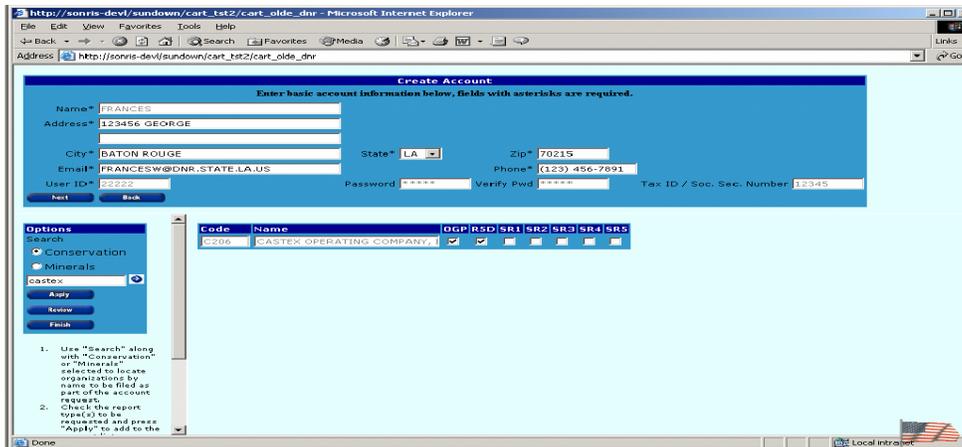
3. Under options choose Conservation. In the blank box type in the Company Name or part of the name you will be filing reports for. Click on the Search button to the right of the name or click the enter button on your keyboard.
(Part of the name is better – if you don't put the punctuation exactly as it should be, the system won't find the company)

The screenshot shows the same web browser window as the previous image, but now the form is filled out. The fields contain the following data: Name: PRANCE, Address: 12345 GEORGE, City: BATON ROUGE, State: LA, Zip: 70215, Email: PRANCEW@DNR.STATE.LA.US, User ID: 12345, Password: ****, Verify Password: ****, and Tax ID / Soc. Sec. Number: 12345. Below the form, there is an "Options" section with a search box containing "Conservation" and "Minerals". A "Search" button is located to the right of the search box. Below the search box, there are instructions: "1. Use 'Search' along with 'Conservation' or 'Minerals' and the organization by name to be filed as part of the account request." and "2. Click the report topic(s) to be reported and press 'Apply' to add to the".

4. Choose Org Id and click the box under OGP and/or R5D. Click APPLY button.
(If you have another company – key in part of the name, put a check mark in the OGP and/or R5D box and click apply for each company you wish to have approval to file for.)



5. Then click the REVIEW button, this brings back just the companies you chose to file reports.
(This will show you the company (ies) you applied for OLDE filing for.)



6. Click the FINISH button. A report will be generated that lists the fields and operators you just selected. This report must be signed, dated and faxed (FAX: 225/242-3548) to Evelyn Lambert, Production Audit Manager, or it can be mailed to:

Evelyn Lambert, Manager
Conservation Production Audit
P.O. Box 94008
Baton Rouge, La 70804-9008

Once approval is given, an E-mail is sent to telling you that you have been approved to file reports for the selected company in the approved fields.

(This report pops up in a separate window. This is a pop up window; turn off all pop up blockers for the form to generate.)

http://sonris-dev/sonris-dev/dev60cgi/rwcgi60.exe?OLDE0090_TST2+psubmitter_seq_num=24 - Microsoft Internet Explorer

Address http://sonris-dev/sonris-dev/dev60cgi/rwcgi60.exe?OLDE0090_TST2+psubmitter_seq_num=24

Louisiana Department of Natural Resources (DNR)
SONRIS On-Line Data Entry Account Request
SONRIS
Report run on: September 23, 2002 11:10 AM

Account Information

Name FRANCES
Address 123456 GEORGE
BATON ROUGE, LA 70215

Phone Number (123)456-7891
e-mail Address FRANCESW@DNR.STATE.LA.US

Requested Report Detail Information

Description	Effective	
	Date	Organization/Payor Information
OGP - MONTHLY OIL AND GAS PRODUCTION REPORT	09/01/2002	C206 - CASTEX OPERATING COMPANY, INC.
R5D - MONTHLY GAS DISPOSITION REPORT	09/01/2002	C206 - CASTEX OPERATING COMPANY, INC.

SIGNATURE

DATE

7. Once approved, you can go back into the system to enter your report(s).

Enter TAX ID/SOC SEC Number

Click LOGIN button

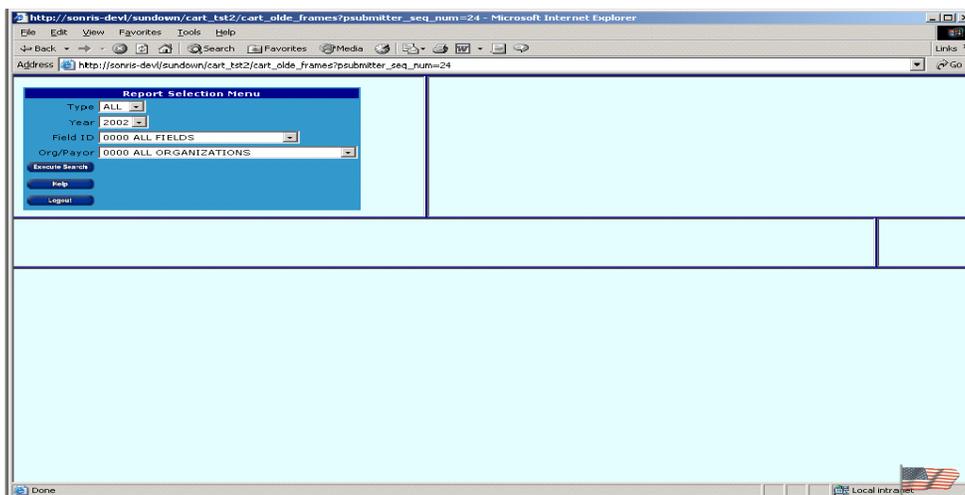
Choose correct ACCOUNT NAME

Enter USERID/PASSWORD

Click LOGIN

INSTRUCTIONS FOR FILING REPORTS ONLINE:

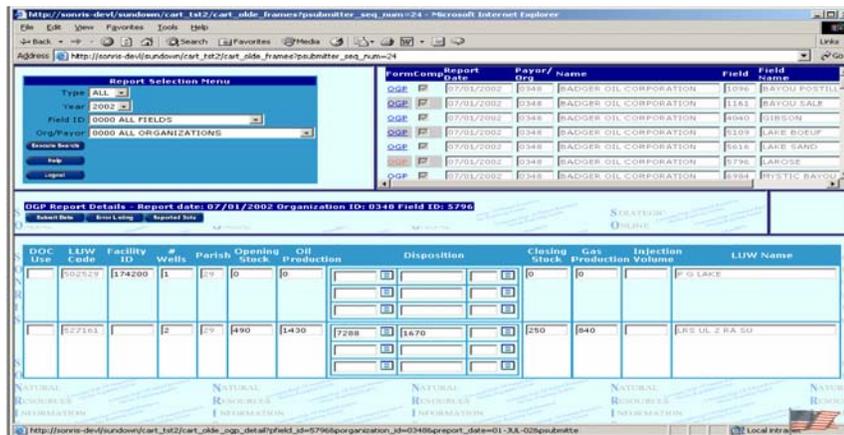
1. In the Report Selection Menu under TYPE, if you choose ALL – you will get all of the Fields for the ORG ID you are approved to file. This will only give you the current months.
(DOC Type Defaults to ALL – ALL is for current months (2). When keying current months, you cannot choose a certain field or operator.)



2. If you choose a certain type report (such as OGP) and choose year 2002 - it will give you the current or You may choose another year and correct a previously filed report.
(To make a correction or to file a report that is delinquent, you have to change the DOC TYPE from ALL to OGP or R5D. Select the year, select the field and operator that you need, and all report for that year, field and operator will be brought up. Choose the month that you wish to correct or key in and fill it out.)

3. Click on form (OGP/R5D) you wish to fill in information. Once you have filled in the report information then Click the SUBMIT DATA Button to save the information to the Database. It will tell you how many rows were updated or inserted.

(Leave the disposition columns blank if you did not sell oil. Do not fill out an R5D if you didn't produce gas.)



4. Click the ERROR Listing Button to see any errors on the report you filed.

(Remember if you have disposition errors, it may be because the Transporter's Monthly Report has not been entered into the system.)



HELPFUL HINTS:

Be sure to remember your taxid, userid and password so you may login to on-line reporting.

Create your account in your name (IN YOUR NAME, NOT THE COMPANY NAME); no matter how many companies you will be filing reports for.

If more than one person in your Company will be filing the Ogp/R5D reports then use the same Company Tax ID for the login and each person will have their own userid and password.

If you need a copy of your report – after you click the ‘Submit Data’ button and it tells you “# rows inserted or updated”, click the ‘Reported Data’ button and you can print it from there. When you make a correction, submit and hit ‘Reported Data’, only the lines you corrected will come up and the report will be a correction. Once you leave that report, you will NOT be able to print your report from here, you will have to view and print it from Document Images.

If you need to print information for another month or year (a previously submitted report) that you will not be making changes on the on-line reporting, the report if previously filed electronically, can be found in document images. Select Office of Conservation for the office type and OGP for the document type.

When filing online OGP/R5D Reports for the current months (two months are available as current) leave TYPE/YEAR/FIELD ID/ORG-PAYOR as they are. Do not change anything. Click ‘Execute Search’, this will bring up the current months.

To correct a prior month report, the ‘Document Type’ has to be changed to the report you need to correct, OGP or R5D. This is the only time you can request a certain field and/or operator.

Error Listings can be pulled once the report has been submitted by clicking on the ‘Error Listing’ button.

If you are delinquent in filing your OGP reports and you need to file Form R5D, you will have to contact the Production Audit Analyst in charge of that field to put the header information for the R5D in the system for you.

Below is a message from Evelyn Lambert, Production Audit Manager, regarding Online Filing:

“The electronic and/or online systems were set up for the purpose of (1) to do away with all the paper filings (2) to streamline the keypunching by PA employees, and (3) to expedite the report filings by the operators. Once and operator is setup for one and/or both systems, paper filings should be ceased. Only in the case of an IT problem, should the operators be allowed to file paper reports and this should only be until the problem is fixed. The systems were designed so the Office could go paperless”

** taken from an email to Billie Parker from Evelyn Lambert, dated 6.15.2006*