

## Instructions for completing csv format of form 300 for the new GPRS system

The new Gross Production Reporting System Version 2.0 will provide the capability of uploading a csv, or comma delimited, flat file into the system using a dynamic upload feature. A Microsoft Excel spreadsheet template will be provided for download from the system for those who wish to fill it out manually. The file will need to be in the following format. The first row of the spreadsheet will contain the column titles. The GPRS system will not read this row, however it will expect the data to be in the correct columns.

\*Note: Commas cannot be included in any field as the system counts the columns by comma separators.

\*Note: Null fields need to have a '0' in them.

The columns are as follows:

- Columns 1 -7 header information: Company Reporting Number, FEI/SSN, Type of Report, Report Filed By, Product Code, Date of Production Month, Date of Production Year. You will only need to fill these columns out once per group of PUNs.
- Columns 8-20 PUN detail: Production Unit Number, Purchaser/Producer Report Number, Gross Volume, Gross Value, Qualifying Tax Rate, Exemption Code, Decimal Equivalent, Exempt Code, Exempt Value, Taxable Volume, Taxable Value, Gross Production Tax Due, Petroleum Excise Tax Due. Complete as many rows of these columns as needed for every PUN that is associated with the header information.
- Columns 21-24 Report Totals: Total Taxable Volume, Total Taxable Value, Total Gross Production Tax Due, Total Petroleum Excise Tax Due. Complete these columns on the first row of the report.

The PUNs will need to be grouped by the Report Type, Report Filed by, Product Code, Date of Production Month & Date of Production Year fields. The file should look like the following:

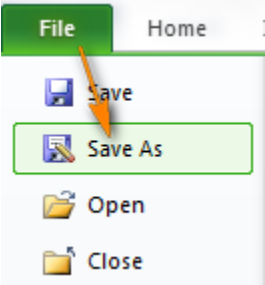
- Row 1: Column Titles
- Row 2: Columns 1-7 header information, Columns 8-20 first PUN detail data, Columns 21-24 report totals
- Row 3 – X: Columns 1-7 null, Columns 8-20 PUN detail data, Columns 21-24 null (complete as many rows necessary for PUNs that have the same header information as columns 1-7 in row 2.)
- Row X1: (New header information, could be a change in Type of Report, Report Filed By, Product Code, Date of Production – Month, Date of Production - Year) Columns 1-7 new group header information, Columns 8-20 first PUN of new header info, Columns 21-24 null
- Row X2 -XX: Columns 1-7 null, Columns 8-20 PUN detail data, Columns 21-24 null (complete as many rows necessary for PUNs that have the same header information as columns 1-7 in row X1.)

Repeat the above groupings as many times as necessary for the report, changing the header information to reflect the different Type of Report, Report Filed By, Product Code, Date of Production Month, and Date of Production Year as needed for the reporting period.

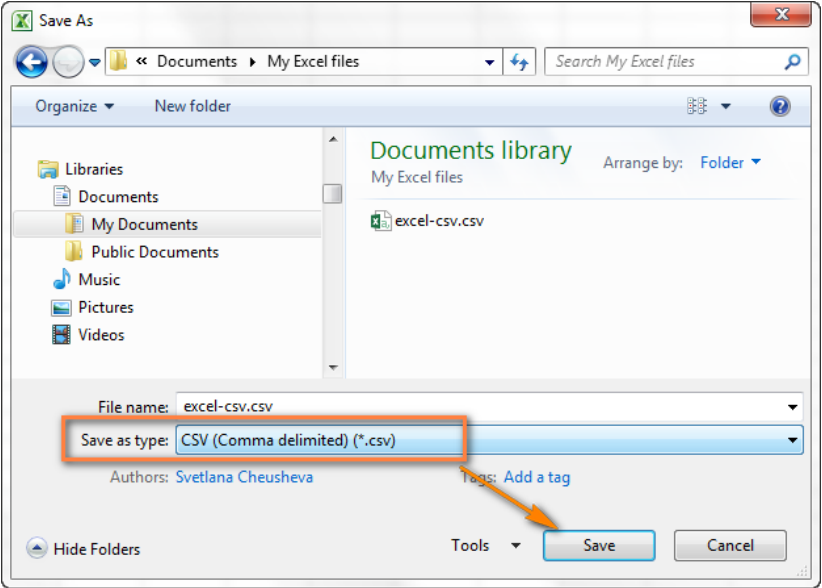
## How to convert Excel file to CSV

Below you will find the step-by-step instructions to export an Excel workbook to the CSV format by using Excel's **Save As** command.

1. In your Excel workbook, switch to the *File* tab, and then click **Save As**. Alternatively, you can press F12 to open the same **Save As** dialog.



2. In the **Save as type** box, choose to save your Excel file as **CSV (Comma delimited)**.



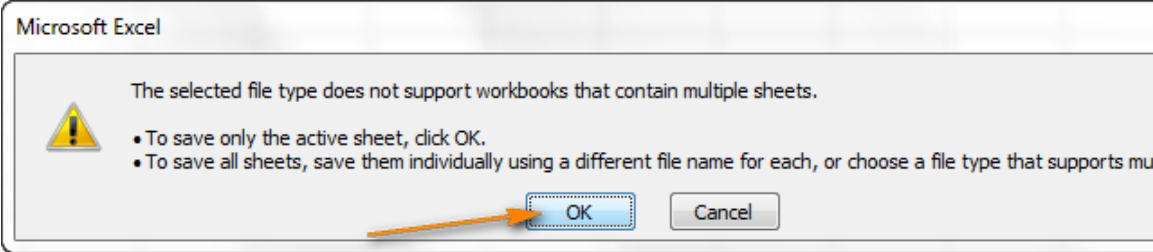
This format saves an Excel file as a comma-separated text that can be used in another Windows program or another version of Windows operating system.

**Note.** The above mentioned formats saves only the **active Excel sheet**. Any additional sheets/tabs will not save.

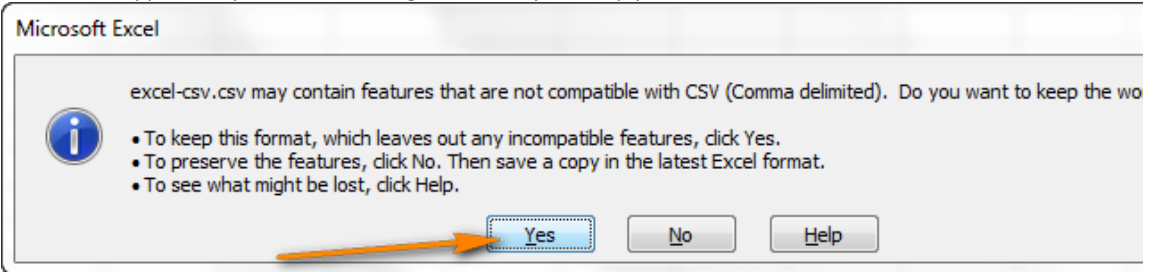
3. Choose the destination folder where you want to save your Excel file in the CSV format, and then click **Save**.

After you click *Save*, Excel will display two dialogs. These are not error messages .

4. The first dialog reminds you that only the active Excel spreadsheet will be saved to the CSV file format. If this is what you are looking for, click *OK*.



5. Clicking *OK* in the first dialog will display a second message informing you that your worksheet may contain features unsupported by the CSV encoding. This is Okay, so simply click *Yes*.



**.CSV Technical Specifications**

Field Name	Min Length	Max Length	Data Type	Acceptable Values	Required	Description
Company Reporting Number	3	6	Numeric		Y	Company registered reporting number
FEIN or SSN	9	9	Numeric		Y	Company registered FEIN or SSN
Type of Report	1	1	Numeric	1,3	Y	Original or Amended report indicator 1- Original 3- Amended
Report Filed By	1	1	Numeric	1,2	Y	Purchaser or Producer indicator 1 - Producer 2 - Purchaser
Product Code	1	1	Numeric	1,5,6	Y	Product Code: 1 - Oil, 5 - Natural Gas, 6 - Natural Gas Liquids
Date of Production - Month	2	2	Numeric		Y	Production 2 digit month. Ex - January = 01
Date of Production - Year	4	4	Numeric		Y	Product 4 digit year
Production Unit Number	14	14	VarChar		Y	Production Unit Number for well
Purchasers/Producers Report Number	3	6	Numeric		Y	Purchaser or Producer registered reporting number
Gross Volume	1	21	Numeric		Y	Gas to the nearest MCF at 14.65 pressure base Oil to the nearest hundredth barrel Null if Product Code = 6 Use a single 0 for null
Gross Value	1	21	Numeric		Y	The gross proceeds realized from the first sale of such production, including the actual cash value and all premiums otherwise given to, or reserved for, the producer and all interest owners of such production, without any deduction for costs whatsoever

Field Name	Min Length	Max Length	Data Type	Acceptable Values	Required	Description
Qualifying Tax Rate %	4	4	Numeric	1.00, 2.00, 4.00, 7.00	Y	1.00% - Qualified Horizontal Well 2.00% - New Well (beginning July 1, 2015) 4.00% - Qualified Ultra-Deep Well 7.00% - Base Tax Rate
Exempt Code	1	2	Numeric	01, 02 03, 04, 05, 06, 07, 08, 09, 10, 11, 12	Y	Use a single 0 for null Allowable Exempt Codes: 1 - State School Land Commission 2 - Federal 3 - County 4 - City 5 - School District 6 - Restricted Indian Lands 7 - Frac Oil 8 - Gas Lift 9 - OTC Assigned 10 - State 11 - Approved EOR 12 - Other
Decimal Equivalent	1	9	Numeric		Y	Use a single 0 for null Only required IF Exempt Code = 1, 2, 3, 4, 5, 6, 10 Decimal equivalent of exempt interest to 7 decimal places
Exempt Volume	1	21	Numeric		Y	Use a single 0 for null Volume of qualifying exemption for the following exemption codes 1,2,3,4,5,6,7,8,10,11

Field Name	Min Length	Max Length	Data Type	Acceptable Values	Required	Description
Exempt Value	1	21	Numeric		Y	Use a single 0 for null Required if Exempt Code is completed Value of quailfying exemption for the following exemption code 1,2,3,4,5,6,7,8,9,10,11
Taxable Volume	1	21	Numeric		Y	Gross Volume - Exempt Volume
Taxable Value	1	21	Numeric		Y	Gross Value - Exempt Value
Gross Production Tax Due	1	21	Numeric		Y	The gross production tax rate based on the Qualifying tax rate
Petroleum Excise Tax Due	1	21	Numeric		Y	0.00095 * Taxable Value
Report Total Taxable Volume	1	21	Numeric		Y	Total of all Taxable Volume
Report Total Taxable Value	1	21	Numeric		Y	Total of all Taxable Value
Report Total Gross Production Tax Due	1	21	Numeric		Y	Total Gross Production tax due for the entire report
Report Total Petroleum Excise Tax Due	1	21	Numeric		Y	Total Petroleum Excise tax due for the entire report

## SAMPLE BASIC PRODUCER'S REPORT

Note Number	Company Reporting Number	FEI or SSN	Type of Report	Report Filed By	Product Code	Date of Production - Month	Date of Production - Year	Production Unit Number	Purchasers/ Producers	Gross Volume	Gross Value	Qualifying	Exempt Code	Decimal Equivalent	Exempt Volume	Exempt Value	Taxable Volume	Taxable Value	Gross	Petroleum	Report	Report Total Taxable Value	Total Gross Production Tax Due	Report Total Excise Tax Due
									Report Number			Tax Rate %							Production Tax Due	Excise Tax Due	Total Taxable Volume			
1	33221	776655443	1	1	1	01	2015	001-123456-0-0000	44044	100.00	9600.00	7.00	0	.00000000	0	0	100.00	9600.00	672.00	9.12	4411	251994.50	4280.62	239.39
2								001-123457-0-0000	44044	200.00	19000.00	4.00	0	.00000000	0	0	200.00	19000.00	760.00	18.05				
3								003-234567-0-0000	44044	10.00	940.00	7.00	0	.00000000	0	0	10.00	940.00	65.80	0.89				
4								003-234568-0-0000	44044	1000.00	97500.00	1.00	0	.00000000	0	0	1000.00	97500.00	975.00	92.63				
5	33221	776655443	1	1	5	01	2015	001-123456-0-0000	30003	1001	4504.50	7.00	0	.00000000	0	0	1001	4504.50	315.32	4.28				
6								003-234568-0-0000	30003	1000	4500.00	1.00	0	.00000000	0	0	1000	4500.00	45.00	4.28				
7	33221	776655443	1	1	1	12	2014	003-234568-0-0000	44044	1100.00	107250.00	1.00	0	.00000000	0	0	1100.00	107250.00	1072.50	101.89				
8	33221	776655443	1	1	6	01	2015	001-123456-0-0000	44044	0	4800.00	7.00	0	.00000000	0	0	0	4800.00	336.00	4.56				
9								003-234568-0-0000	44044	0	3900.00	1.00	0	.00000000	0	0	0	3900.00	39.00	3.71				

Note Number	Type of Report	Filed by:	Product	Month	Year	Notes	Side Note
1	Original	Operator	Oil	January	2015	Original Report at 7% with no Incentives or Exemptions	
2	Original	Operator	Oil	January	2015	Original Report at 4% with no Exemptions	
3	Original	Operator	Oil	January	2015	Original Report at 7% with no Incentives or Exemptions	New County
4	Original	Operator	Oil	January	2015	Original Report at 1% with no Exemptions	
5	Original	Operator	Gas	January	2015	Original Report at 7% with no Incentives or Exemptions	
6	Original	Operator	Gas	January	2015	Original Report at 1% with no Exemptions	New County
7	Original	Operator	Oil	December	2014	Late Filing of Original Report at 1% with no Exemptions	
8	Original	Operator	Liquids	January	2015	Original Report at 7% with no Incentives or Exemptions	
9	Original	Operator	Liquids	January	2015	Original Report at 1% with no Exemptions	

## SAMPLE BASIC PURCHASER'S REPORT

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## SAMPLE OIL PURCHASER'S REPORT

Note Number	Company Reporting Number	FEI or SSN	Type of Report	Report Filed By	Product Code	Date of Production - Month	Date of Production - Year	Production Unit Number	Purchasers/Producers	Gross Volume	Gross Value	Qualifying	Exempt Code	Decimal Equivalent	Exempt Volume	Exempt Value	Taxable Volume	Taxable Value	Gross Production Tax Due	Petroleum Excise Tax Due	Report	Report Total Taxable Value	Report Total Taxable Value	Report	Report Total Taxable Value	Report Total Excise Tax Due
									Report Number			Tax Rate %									Total Gross Production Tax Due			Total Gross Production Tax Due		
	44044	776655443	1	2	1	01	2015	001-123456-0-0000	33221	100.00	9600.00	7.00	0	.00000000	0.00	0.00	100.00	9600.00	672.00	9.12	3476.48	335100.952	8433.07411	318.345904		
								001-123457-0-0000	33221	200.00	19000.00	4.00	0	.00000000	0.00	0.00	200.00	19000.00	760.00	18.05						
								003-234567-0-0000	33221	10.00	940.00	7.00	0	.00000000	0.00	0.00	10.00	940.00	65.80	0.89						
								003-234568-0-0000	33221	1000.00	97500.00	1.00	0	.00000000	0.00	0.00	1000.00	97500.00	975.00	92.63						
	44044	776655443	1	2	1	12	2014	003-234568-0-0000	33221	1100.00	107250.00	1.00	0	.00000000	0.00	0.00	1100.00	107250.00	1072.50	101.89						
1								001-123457-0-0000	33221	-220.00	-20900.00	4.00	0	.00000000	0.00	0.00	-220.00	-20900.00	-836.00	-19.86						
1								001-123457-0-0000	33221	230.00	21850.00	4.00	0	.00000000	0.00	0.00	230.00	21850.00	874.00	20.76						
2								001-123456-0-0000	33221	-133.00	-12635.00	7.00	0	.00000000	0.00	0.00	-133.00	-12635.00	-884.45	-12.00						
2								001-123456-0-0000	33221	130.00	12350.00	7.00	0	.00000000	0.00	0.00	130.00	12350.00	864.50	11.73						
3	44044	776655443	1	2	1	01	2015	003-233445-0-0000	33221	400.56	38053.20	1.00	01	.0625000	25.04	2378.33	375.53	35674.88	356.75	33.89						
4								003-233446-0-0000	33221	133.55	12687.25	7.00	01	.0625000	8.35	792.95	0	0	0	0						
4								003-233446-0-0000	33221	0	0	7.00	06	.0312500	4.17	396.48	121.03	11497.82	804.85	10.92						
5								003-233446-1-0000	33221	66.77	6343.15	7.00	01	.0625000	4.17	396.45	0	0	0	0						
5								003-233446-1-0000	33221	0	0	7.00	06	.0312500	2.09	198.22	0	0	0	0						
5								003-233446-1-0000	33221	0	0	7.00	10	.0312500	2.09	198.22	58.42	5550.26	388.52	5.27						
6								003-234577-0-0000	33221	220.00	20680.00	7.00	07	.00000000	15.50	1457.00	204.50	19223.00	1345.61	18.26						
7								003-234588-0-0000	33221	225.00	21150.00	7.00	0	.00000000	0.00	0.00	225.00	21150.00	1480.50	20.09						
7								005-234588-0-0000	33221	75.00	7050.00	7.00	0	.00000000	0.00	0.00	75.00	7050.00	493.50	6.70						

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SAMPLE GAS PURCHASER'S REPORT																									
									Purchasers/ Producers												Report Total		Report		
Note	Company		Type of	Report	Product	Date of	Date of	Production Unit	Report	Gross		Qualifying	Exempt	Decimal	Exempt	Exempt	Taxable	Taxable	Gross	Petroleum	Report	Report Total	Report	Report Total	
Number	Reporting Number	FEI or SSN	Report	Filed By	Code	- Month	- Year	Number	Number	Volume	Gross Value	Tax Rate %	Code	Equivalent	Volume	Value	Volume	Value	Production Tax Due	Excise Tax Due	Total Taxable Volume	Taxable Value	Total Gross Production Tax Due	Excise Tax Due	
	30003	731234567	1	2	5	01	2015	001-123456-0-0000	12345	1200	5460.00	7.00	0	.00000000	0	0.00	1200	5460.00	382.20	5.187	449009	2240270.95	77620.50	2128.26	
								001-123457-0-0000	12345	12000	54720.00	4.00	0	.00000000	0	0.00	12000	54720.00	2188.80	51.98					
								003-234567-0-0000	12345	122000	605120.00	7.00	0	.00000000	0	0.00	122000	605120.00	42358.40	574.86					
								003-234568-0-0000	12345	123456	616045.44	1.00	0	.00000000	0	0.00	123456	616045.44	6160.45	585.24					
	30003	731234567	1	2	5	12	2014	003-234568-0-0000	12345	124567	617852.32	1.00	0	.00000000	0	0.00	124567	617852.32	6178.52	586.96					
1	30003	731234567	3	2	5	12	2014	001-123457-0-0000	12345	-1333	-5918.52	4.00	0	.00000000	0	0.00	-1333	-5918.52	-236.74	-5.62					
1								001-123457-0-0000	12345	1344	5967.36	4.00	0	.00000000	0	0.00	1344	5967.36	238.69	5.67					
2								001-123456-0-0000	12345	-1336	-6092.16	7.00	0	.00000000	0	0.00	-1336	-6092.16	-426.45	-5.79					
2								001-123456-0-0000	12345	1306	5955.36	7.00	0	.00000000	0	0.00	1306	5955.36	416.88	5.66					
3	30003	731234567	1	2	5	01	2015	003-233445-0-0000	12345	12521	62605.00	1.00	01	.0625000	783	3912.81	11738	58692.19	586.92	55.76					
4								003-233446-0-0000	12345	13355	66775.00	7.00	01	.0625000	835	4173.44	0	0	0	0					
4								003-233446-0-0000	12345	0	0	7.00	06	.0312500	417	2086.72	12103	60514.84	4236.04	57.49					
5								003-233446-1-0000	12345	6677	33385.00	7.00	01	.0625000	417	2086.56	0	0	0	0					
5								003-233446-1-0000	12345	0	0	7.00	06	.0312500	209	1043.28	0	0	0	0					
5								003-233446-1-0000	12345	0	0	7.00	10	.0312500	209	1043.28	5842	29211.88	2044.83	27.75					
6								003-234577-0-0000	12345	2200	7898.00	7.00	08	.00000000	1555	5582.45	645	2315.55	162.09	2.20					
7								003-234588-0-0000	12345	24975	138611.25	7.00	0	.00000000	0	0.00	24975	138611.25	9702.79	131.68					
7								005-234588-0-0000	12345	8325	55527.75	7.00	0	.00000000	0	0.00	8325	55527.75	3886.94	52.75					
8	30003	731234567	3	2	5	11	2014	003-112233-0-0000	32110	-23456	-156451.52	7.00	09	.00000000	0	0.00	-23456	-156451.52	-10951.61	-148.63					
8								003-112233-0-0000	32110	23456	156451.52	7.00	09	.00000000	0	12900.80	23456	143550.72	10048.55	136.37					
9	30003	731234567	1	2	5	01	2015	003-112233-0-0000	32110	52	190.84	7.00	09	.00000000	0	200.00	52	0.00	0.00	0.00					
10								003-233446-1-0000	33221	2203.00	10794.70	7.00	01	.0312500	68.84	337.33	0	0	0	0					
10								003-233446-1-0000	33221	0	0	7.00	06	.0012500	2.75	13.49	0	0	0	0					
10								003-233446-1-0000	33221	0	0	7.00	10	.00312500	6.88	33.73	0	0	0	0					
10								003-234577-0-0000	33221	0	0	7.00	09	.00000000	0.00	1221.65	2124.52	9188.49	643.19	8.73					
Note Number	Type of Report	Filed by:	Product:	Month	Year	Notes					Topic														
1	Amending	Purchaser	Gas	December	2014	Amending Report at 4% with no Exemptions					Volume Increase														
2	Amending	Purchaser	Gas	January	2015	Amending Report at 7% with no Exemptions					Volume Decrease														
3	Original	Purchaser	Gas	January	2015	Original Report at 1% with School Land Exemption					Single Exemption														
4	Original	Purchaser	Gas	January	2015	Original Report at 7% with School Land & Indian Exemptions					Double Exemption														
5	Original	Purchaser	Gas	January	2015	Original Report at 7% with School Land, Indian & State Exemptions					Triple Exemption														
6	Original	Purchaser	Gas	January	2015	Original Report at 7% with Gas Lift Exemption					Frac Exemption														
7	Original	Purchaser	Gas	January	2015	Original Report at 1% with no Exemption producing 2 Counties					Split County Lease														
8	Amending	Purchaser	Gas	November	2014	Amending Report at 7% with Compression and Gathering Exemptions					Compression and Gathering														
9	Original	Purchaser	Gas	January	2015	Original Report at 7% with Low Meter Exemption (Cannot be negative Taxable Value)					Low Meter Fee														
10	Original	Purchaser	Gas	January	2015	Original Report at 7% with School Land, Indian, State & Comp/Gathering Exemptions					Mixed Exemptions														