**SECTION IV. ELECTRONIC REPORTING INSTRUCTIONS**

**(Current as of August, 2017)**

**OVERVIEW:**

‘Oil’ and ‘Gas’ Royalty and NPSL Reports must be filed electronically. The data must consist of appropriate codes as provided in these instructions. Many formulas are used in the reports especially the NPSL reports so filling them with the formulas is very much advised.

**Instruction For Electronic Reporting:**

Lessees must file ‘Oil’ and ‘Gas’ Royalty and NPSL Reports electronically. Reports must follow the guidelines set forth in this section and the regulations 11 AAC 04 and Article 2 of 11 AAC 83. Section IV-B shows the data field structures for data to be reported on the Royalty Operator, Royalty Valuation, and the Royalty Payment Summary reports.

All electronic filings must use a DO&G designed electronic spreadsheet format with strict format and data entry requirements. The alternate electronic standard is American National Standards Institute (ANSI) standards for Electronic Data Interchange (EDI) formats. A sample mapping of the EDI format can be found in Section IV-C. Lessees should contact the DNR-DO&G for specific requirements and assistance in preparing electronic formats and data transmissions.

Electronic filings must be sent via electronic media approved by the DO&G. All formats and media must be received in accordance with 11 AAC 04, Payment of Oil and Gas Royalties, Rents, and Bonus and Article 2, 11 AAC 83 Net Profit Share regulations.