



PETROCOMP WINDOWS SOFTWARE  
FOR  
MBS SOLOMON ©

CGI

## LAND MANAGEMENT PROSPECT MAINTENANCE OVERVIEW

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Microsoft Business Solutions

## TABLE OF CONTENTS

SECTIONS	PAGES
<b>PROSPECT MAINTENANCE .....</b>	<b>2</b>
PROSPECT/SEGMENT MAINTENANCE (LM.300.00) .....	4
PROSPECT INFORMATION .....	5
SEGMENTS TAB .....	7
SUMMARY TAB .....	10
PROSPECT ACREAGE TAB.....	12
LAND-DIVISION OF INTEREST MAINTENANCE (LM.130.00) .....	13
PROSPECT/SEGMENTS REMARKS (LM.305.00) .....	19
PROSPECT MAP REFERENCE (LM.302.00) .....	21
PROSPECT/SEG CROSS REFERENCES (LM.307.00) .....	24
ADDITIONAL COUNTIES (LM.312.00) .....	27
PROSPECT/SEGMENT SPECIAL OBLIGATIONS (LM.303.00).....	29

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# PROSPECT MAINTENANCE

This section presents in detail the Prospect Maintenance module of the system. This module consists of several screens controlled by the Prospect Maintenance Screens that can be accessed through the Solomon Menu (*figure 1*) or the Land Management LandMan Menu (LM.000.00) (*figure 2*).

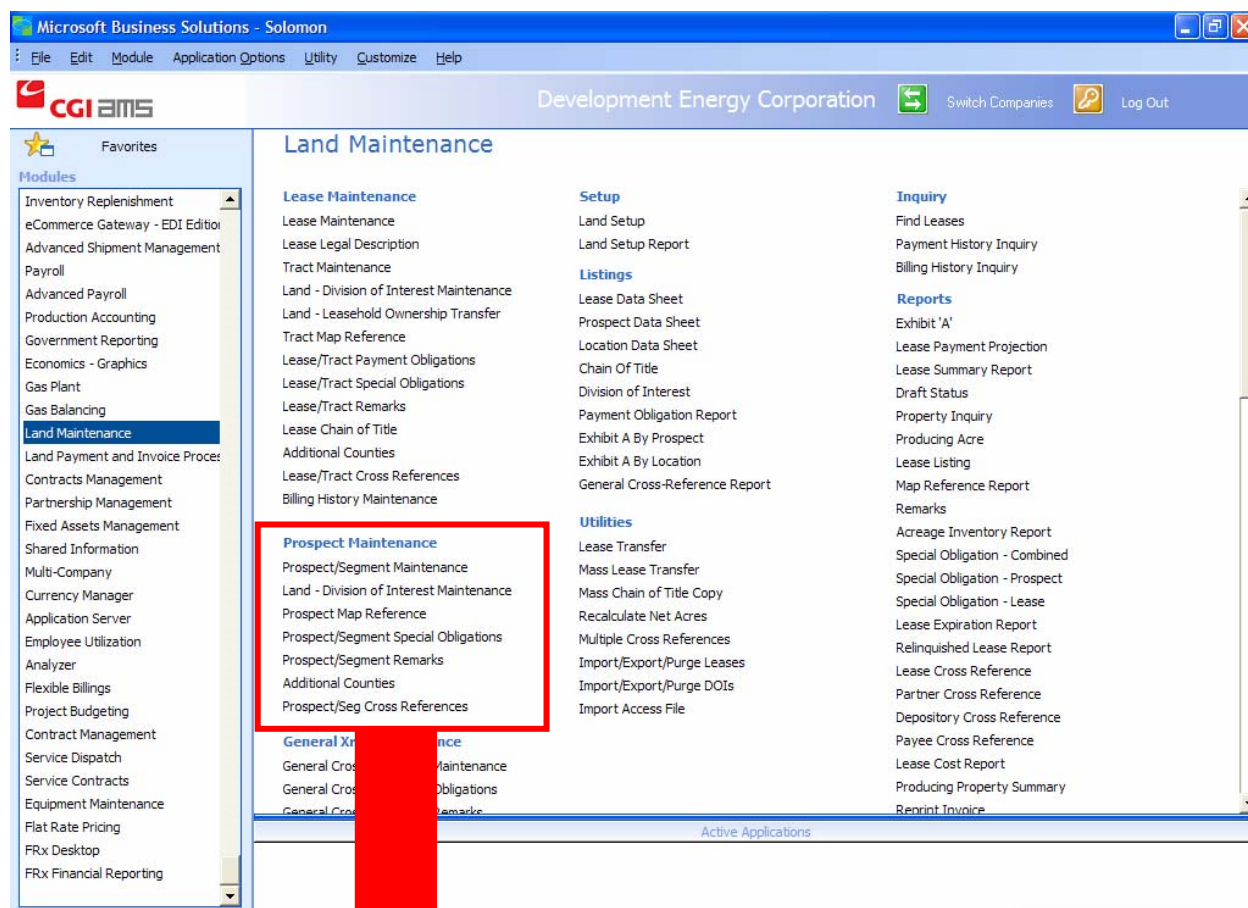
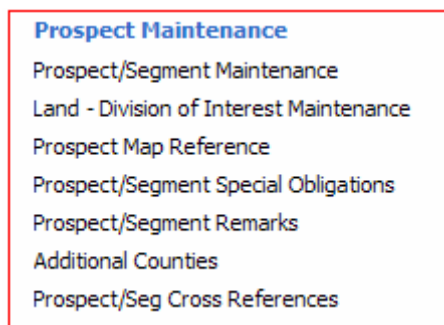


Figure 1



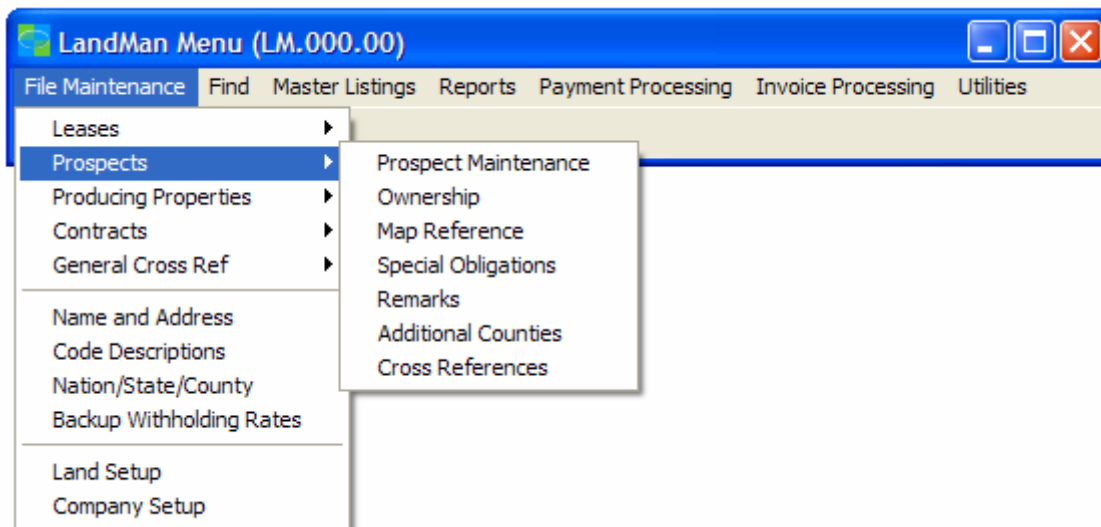


Figure 2

Move directly from one Prospect Maintenance screen to another without returning to the Prospect Menu by selecting the **Menu** button from the top right corner of the *Prospect/Segment Maintenance (LM.300.00)* screen. A dropdown menu will be displayed as presented in figure 3. The menu button can also be found on other maintenance screens.

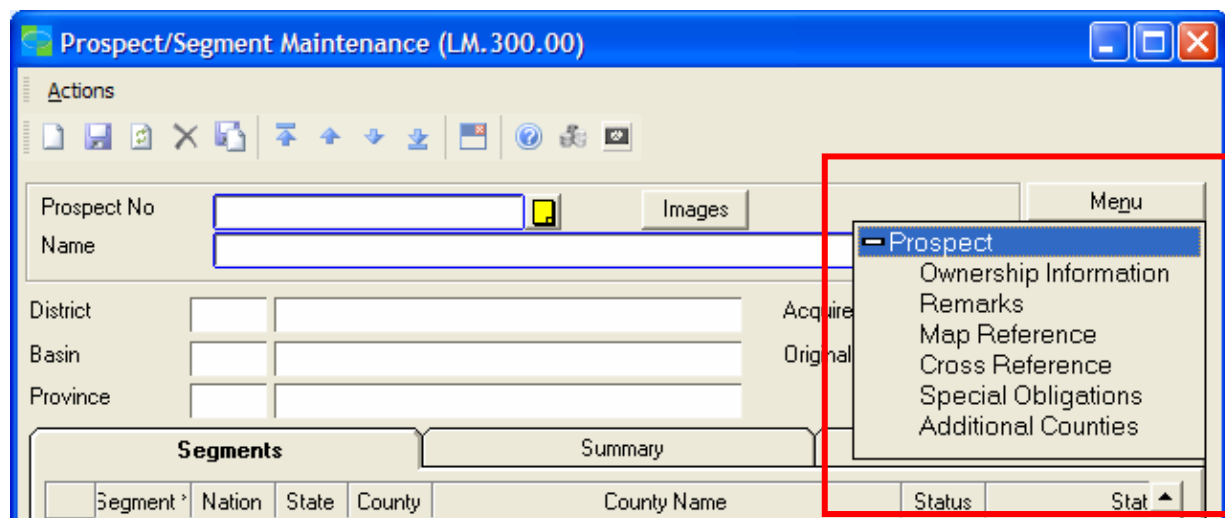


Figure 3

## PROSPECT/SEGMENT MAINTENANCE (LM.300.00)

The basic information for the prospect is maintained with the *Prospect/Segment Maintenance (LM.300.00)* screen, figure 4. A Segment is a subdivision of a Prospect in the same way as a “tract” is to a lease. **It is not necessary to have a Segment record;** however, certain information can only be found on the Segment record. *Refer to Section 2.2.1A in the Manual for additional information.*

Prospect/Segment Maintenance (LM.300.00)

Actions

Prospect No: [ ] Images [ ] Menu [ ]

Name: [ ]

District: [ ] [ ] Acquired Date: [ ] / [ ] / [ ]

Basin: [ ] [ ] Original AFE: [ ]

Province: [ ] [ ] ☐ Multi-County

Segments Summary Prospect Acreage

Segment	Nation	State	County	County Name	Status	Stat
1						
2						
3						
4						
5						
6						

Acreage [ ] Insert DOI [ ]

Print Prospect Data Sheet [ ]

Created: [ ] / [ ] / [ ] Modified: [ ] / [ ] / [ ] Approved: [ ] / [ ] / [ ]

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Figure 4

### PROSPECT INFORMATION

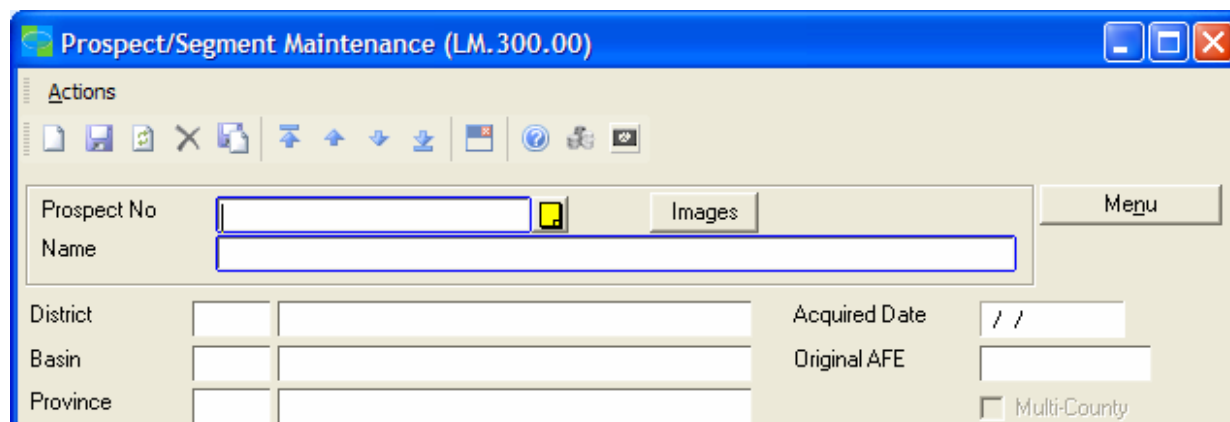




Figure 5

**DATA ITEM DEFINITIONS:** (Note: required fields are highlighted in “blue” on the screen)

**PROSPECT NO:** Enter the 17-character prospect number or use the <F3> table lookup feature for a list of prospects to select from. **Entry is mandatory.**

**NOTE:** Click on the “Yellow” Note icon  to make notes regarding the prospect. Each segment in the grid may also have their own individual note. There is room for 32,000 characters or approximately 8 pages of notes. Blank lines are acceptable. **You may copy data from Word.** If note feature is used, the Note icon will have lines on it,  **Refer to Section 1.2.8 in the Manual for additional information.**

**PROSPECT NAME:** Enter the prospect name. A maximum of 42 characters is allowed. **Entry is mandatory.**

**DISTRICT:** Enter the 17-character geologic district or company district office code or use the <F3> table lookup feature. The description will be displayed in the description field to the right. Alphabetical codes, numerical codes or a combination of alphabetical and numerical codes may be assigned in the *Code Description Maintenance (CM.020.00)*, code 38.

**BASIN:** Enter the 10-character geologic basin code or use the <F3> table lookup feature. The description will be displayed in the description field to the right. Alphabetical codes, numerical codes or a combination of alphabetical and numerical codes may be assigned in *Code Description Maintenance (CM.020.00)*, code 95.

**PROVINCE:** Enter the 4-character geologic province code or use the <F3> table lookup feature. The description will be displayed in the description field to the right. Alphabetical codes, numerical codes or a combination of alphabetical and numerical codes may be assigned in *Code Description Maintenance (CM.020.00)*, code 36.

**ACQUIRED DATE:** Enter the date the prospect was acquired or generated in a month/day/year (MM/DD/YYYY) format or press <F3> to select a date using the System Date Facility. This field may be left blank.

## Land Management System User Manual – Prospect Maintenance Overview

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**ORIGINAL AFE:** Enter the AFE Number assigned to this prospect authorizing the acquisition or activity generating it. Up to 10-characters are allowed. This field may be left blank.

**MULTI-COUNTY:** If the prospect covers more than one (1) county/parish, check the Multi-County box

**PRINT PROSPECT DATA SHEET BUTTON:** Click on this button at any time to print a Prospect Data Sheet and review your input.

**CREATED DATE:** This field is automatically updated with the current date when the Prospect is initially created and accepted into the computer. **This date cannot be changed, no data entry is allowed.**

**MODIFIED DATE AND USER:** Each time a prospect is accessed and a change is made, these fields are automatically updated with the current date and the first three characters of the ID of the user performing the change. This date and User ID cannot be changed, no data entry is allowed. NOTE: This will reflect the date changes are made to the Prospect Maintenance screen only. IT WILL NOT REFLECT CHANGES TO THE OWNERSHIP, REMARKS, CROSS-REFERENCES, ETC.

## SEGMENTS TAB

Multiple segments may be maintained to describe different acreage and ownership situations in a prospect. A Segment relates to a Prospect as a Tract does to a Lease. It is **not** necessary to have any Segment records in order to associate a Contract to a Prospect; however, a segment **must** first be defined before Remarks, Map References, Special Obligations, etc. may be entered. The default Segment No. will be the same as the Default Tract No. as defined in LANDMAN Parameters.

*Note: To accumulate acreage on the prospect level the prospect must have a defined segment or segments on the tract level of the lease(s). A segment “\*\*\*\*” on the lease tract will not be recognized in prospect acreage totals.*

### Grid View

Segments					Summary	Prospect Acreage	
	Segment	Nation	State	County	County Name	Status	Stat
1							
2							
3							
4							
5							
6							

Figure 6

### Form View

Segments		Summary	Prospect Acreage
Segment No	<input type="text"/>		
Nat/St/County	<input type="text"/>		
Status Type	<input type="text"/>		
Play	<input type="text"/>		
Mineral Intent	<input type="text"/>		
DOI Sub	<input type="text"/>		
Remark	<input type="text"/>		
		Note?	<input type="checkbox"/>

Figure 6a



## Land Management System User Manual – Prospect Maintenance Overview

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**DATA ITEM DEFINITIONS:** (Note: required fields are highlighted in “blue” on the screen)

**SEGMENT:** Enter the 3-digit identifying segment number. **Entry is mandatory.**

**NATION:** Enter the 3-position numeric code of the Sovereign Boundaries within which the segment is located or use the <F3> table lookup feature. The Nation, State and County codes are setup in *Nation, State and County Codes (CM.040.00)*.

**STATE:** Enter the 2-position numeric code of the state or province in which the segment is located or use the <F3> table lookup feature. The Nation, State and County codes are setup in *Nation, State and County Codes (CM.040.00)*.

**COUNTY:** Enter the 3-position numeric code of the county or parish in which the segment is located or use the <F3> table lookup feature. The County and State description will be displayed in the **COUNTY NAME** field to the right for valid Nation, State and County code combinations. The Nation, State and County codes are setup in *Nation, State and County Codes (CM.040.00)*.

**STATUS:** Enter a 4-character code to indicate the current status of the segment or use the <F3> table lookup feature. The description will be displayed in the **STATUS TYPE DESCRIPTION** field to the right. Alphabetical codes, numerical codes or a combination of alphabetical and numerical codes may be assigned in *Code Description Maintenance (CM.020.00)*, code 62.

**PLAY:** Enter the 10-character geological play (basin) code or use the <F3> table lookup feature. The description will be displayed in the **GEOLOGICAL PLAY DESCRIPTION** field to the right. Alphabetical codes, numerical codes or a combination of alphabetical and numerical codes may be assigned in the *Code Description Maintenance (CM.020.00)*, code 37.

**INTENT:** Enter a 4-character code to indicate the mineral intent to which the property covered by this prospect is committed or use the <F3> table lookup feature. The description will be displayed in the **GEOLOGICAL MINERAL INTEREST DESCRIPTION** field to the right. Alphabetical codes, numerical codes or a combination may be assigned in the *Code Description Maintenance (CM.020.00)*, code 35.



EXAMPLES:	01	Oil
	02	Gas
	03	Oil and Gas
	04	Salt Water Disposal

**PROSPECT DOI:** Enter a 14-character Land DOI code to associate with this segment or use the <F3> table lookup feature. To insert a new DOI see **INSERT DOI** below.

**DOI SUB:** Enter a the 3-character Land DOI SUB code associated with the Prospect DOI you selected or use the <F3> table lookup feature. To insert a new DOI/DOI SUB see **INSERT DOI** below.

**REMARK:** Enter a short segment level remark up to 40 characters in length. Longer remarks may be entered using the **NOTE** feature below.

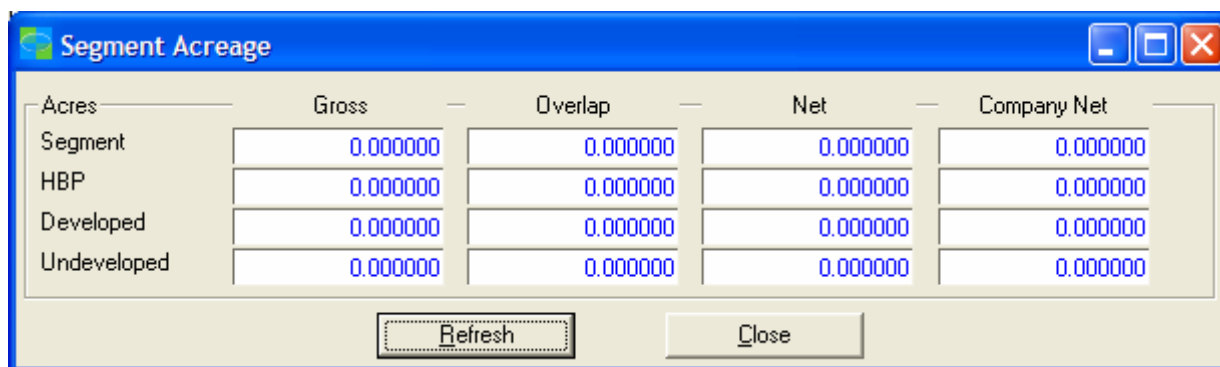
## Land Management System User Manual – Prospect Maintenance Overview

**NOTE?:** This field will display “yes” if a note is present. Click on the “Yellow” Note button  to update or insert notes regarding each segment. There is room 32,000 characters or approximately 8 pages of notes. Blank lines are acceptable and **you may copy from Word**. If the note feature is used, the Note button will have lines on it .

**ACREAGE BUTTON:** While you have a particular segment highlighted, select the Acreage button to display the screen in figure 7 below. This screen presents the Lease/Tract acreage for the Lease/Tract in focus.

There are four categories of acreage that are maintained by the system – Segment, HBP (Held by Production), Developed and Undeveloped. Within each category the following acreage fields are entered on the Lease/Tract Level and summarized on this screen. This screen is display only. Each acreage field has an associated "sign" field. A leading minus sign ("-") indicates the acreage is for informational purposes only and is not to be summed on any reports. Any acreage field tagged with a minus sign will print on reports with a trailing minus sign ("-"). This symbol insures that the acres will not be included in any totals on the report.

- **GROSS ACREAGE:** The total number of acres covered by the lease for the particular category.
- **OVERLAP ACREAGE:** The total number of gross acres covered by the lease that has already been accounted for on another lease for the particular category. **Overlap acres may not exceed gross acres.**
- **NET ACREAGE:** The total of the tracts of the gross acres for each tract multiplied by the lessor mineral interest in the tract for each category.
- **COMPANY NET ACREAGE:** The total of the tracts of the gross acres for each tract multiplied by the lessor mineral interest times the company working interest in the tract for each category.



Acres	Gross	Overlap	Net	Company Net
Segment	0.000000	0.000000	0.000000	0.000000
HBP	0.000000	0.000000	0.000000	0.000000
Developed	0.000000	0.000000	0.000000	0.000000
Undeveloped	0.000000	0.000000	0.000000	0.000000

Figure 7

Select the REFRESH button to display the acreage for the highlighted segment.

**INSERT DOI BUTTON:** Click on the INSERT DOI button to go to the *Land – Division of Interest Maintenance (LM.130.00)* Screen. If the Segment in focus already has a DOI assigned the screen will open with the specified DOI. If no DOI is assigned the DOI Number defaults to the Prospect Number and cannot be changed. This is the recommended DOI numbering scheme.

## SUMMARY TAB

The leases associated with this prospect may be reviewed using this screen. **There is no data entry allowed.**

Grid view

Figure 8

Form View

Figure 8a

Leases and Tracts are associated with Prospects and Segments through the *Tract Maintenance (LM.200.00)* screen, a cut-out of which is presented in figure 9, below. Lease/Tract and Prospect/Segment can also be associated through the *Lease/Tract Cross-Reference (LM.107.00)*, but that relationship is not utilized in this screen.

Figure 9

### DATA ITEM DEFINITIONS – DISPLAY ONLY:

#### EXPIRATION SUMMARY INFORMATION:

- **FIRST EXPIRATION DATE:** The earliest expiration date of any lease in the prospect.
- **LEASE NO:** The lease number and name of the lease associated with the first expiration date.
- **LAST EXPIRATION DATE:** The most recent expiration date of any lease in the prospect.
- **LEASE NO:** The lease number and name of the lease associated with the last expiration date.

**LEASE NO:** The identification number for the lease.

**LEASE NAME:** The name of the lease.

**LEASE DATE:** The date of the lease.

**EXPIRATION DATE:** The date the lease will expire or the end of the primary term is displayed.

**TRACT NO.:** The tract number of the leases that lies within this prospect.

**SEGMENT NO.:** The prospect segment number associated with this lease and/or tract.

**STATUS:** Current status of the lease and/or tract.

**DROP DATE:** The date the lease and/or tract was dropped.

**DROP CODE:** The drop code for the lease and/or tract describing the reason it was dropped.

## PROSPECT ACREAGE TAB

The acreage attributable to the prospect is displayed on this screen. This reflects the total of the acreage input on the segments. **There is no data entry allowed.**

There are four categories of acreage that are maintained by the system – Segment, HBP (Held by Production), Developed and Undeveloped. Within each category the following acreage fields are entered on the Lease/Tract Level and summarized on this screen. This screen is display only. Each acreage field has an associated "sign" field. A leading minus sign ("-") indicates the acreage is for informational purposes only and is not to be summed on any reports. Any acreage field tagged with a minus sign will print on reports with a trailing minus sign ("-"). This symbol insures that the acres will not be included in any totals on the report.

- **GROSS ACREAGE:** The total number of acres covered by the lease for the particular category.
- **OVERLAP ACREAGE:** The total number of gross acres covered by the lease that has already been accounted for on another lease for the particular category. **Overlap acres may not exceed gross acres.**
- **NET ACREAGE:** The total of the tracts of the gross acres for each tract multiplied by the lessor mineral interest in the tract for each category.
- **COMPANY NET ACREAGE:** The total of the tracts of the gross acres for each tract multiplied by the lessor mineral interest times the company working interest in the tract for each category.

Segments		Summary		Prospect Acreage	
	Gross	Overlap	Net	Company Net	
Segment	0.000000	0.000000	0.000000	0.000000	
HBP	0.000000	0.000000	0.000000	0.000000	
Developed	0.000000	0.000000	0.000000	0.000000	
Undeveloped	0.000000	0.000000	0.000000	0.000000	

Figure 11

*NOTE: As changes are made this screen does not refresh automatically. You may have to exit the prospect then reenter the prospect to refresh this screen.*

## LAND-DIVISION OF INTEREST MAINTENANCE (LM.130.00)

For each segment within a prospect it is possible to associate the partners or owners who have an interest in the segment. An unlimited number of partners may be defined for each segment. You may access this screen using the Menu button in the top right corner of the *Prospect/Segment Maintenance (LM.300.00)* screen or click on the INSERT DOI button at the bottom right corner of the Segment screen.

Land - Division of Interest Maintenance (LM.130.00)

Actions

DOI Number  Sub No

Description

Status  Status Date 7/21/2005

Display Options

☒ Current ☐ All Sort By

	Owner ID	Owner Name	Interest Class	Decimal Eff Date	Decimal End Date	Decimal Interest	Bill
1							[
2							[
3							[
4							[
5							[
6							[
7							[
8							[

Balance Date 7/21/2005

Interest Class ALL

Enter a DOI Number OR Use the Navigation Buttons on the Solomon Panel at the top OR Press <F3> to see a list of Possible Values for this Field.

Balance

Created // Modified // Approved //

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Figure 12

## Land Management System User Manual – Prospect Maintenance Overview

### Form View

Owner ID		
Interest Class		
Decimal Eff. Date	7/21/2005	
Decimal End Date	12/31/2078	
Decimal Interest	0.00000000	
Billable	<input checked="" type="checkbox"/> Checked = Yes	
Paid By	<input checked="" type="checkbox"/> Checked = Yes	
Operator	<input checked="" type="checkbox"/> Checked = Yes	
Notify	<input checked="" type="checkbox"/> Checked = Yes	
Short Remark		
Setup Date	/ /	
Setup User		
Update Date	/ /	
Update User		

Figure 12a

### DATA ITEM DEFINITIONS:

**DOI NUMBER:** Enter a 14-character prospect DOI code to associate with this segment or use the <F3> table lookup feature. If called using the INSERT DOI button on the Segment Tab of the *Prospect/Segment Maintenance (LM.300.00)* screen the DOI Number defaults to the Prospect Number and cannot be changed. **Entry is mandatory.**

**SUB NO.:** Enter a the 3-character DOI SUB code associated with the Prospect DOI you selected or use the <F3> table lookup feature. **Entry is mandatory.**

**DESCRIPTION:** Enter the description/name to be used in association with the DOI number. **Entry is mandatory.**

**STATUS:** From the drop down box, select the current status for this DOI, either “Active” or “Inactive”.

**STATUS DATE:** Enter the date the Division of Interest became effective in a month/day/year (MM/DD/YYYY) format or press <F3> to select a date using the System Date Facility. Default is set to the system date.

### DISPLAY OPTIONS:

- **Current** (default) – show only current ownership in the grid based on the system date. Ownership information CANNOT be entered in this display mode.
- **All** – show all ownership for all effective dates. This display mode is used for ownership entry.

**SORT BY:** If desired, select from the combo box a grid sort option – Owner Id, Interest Class or Effective Date.

**OWNER ID:** Enter the 15-character Name/Address ID number of the interest or use the <F3> table lookup feature. If the ID exists on the Name/Address File, the name and address will be displayed. If the Name/Address ID does not exist in the Name/Address File, Edit or Insert can be used to access Name/Address maintenance so that the ID may be added or an existing ID maintained. If a user cannot access Name/Address maintenance with Edit or Insert, it is because the user does not have security in the System Manager Menu to do so. **Entry is mandatory.**





## Land Management System User Manual – Prospect Maintenance Overview

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**OWNER NAME:** Will automatically populate by entry of a valid Name/Address ID number from the Name/Address File.

**INTEREST CLASS:** Enter a valid code (5-character maximum) to indicate the type of interest the partner/owner holds in the segment (i.e. working interest, royalty interest, etc.) or use the <F3> table lookup feature. New lines will default to the entries from the previous line. **Entry is mandatory.**

**EXAMPLE:**

AC	After Casing Point	PP	Production Payment Interest
AP	After Payout	PW	Program Working Interest
BC	Before Casing Point	RI	Royalty Interest
BP	Before Payout	RV	Reversionary Interest
CW	Carried Working Interest	SU	Surface
IN	Investor Working Interest	TE	To Be Earned
NR	Net Revenue Interest	TM	Term Mineral Interest
NY	Non-Participating Royalty Int	WI	WORKING INTEREST
OP	Operating Rights		
OR	Overriding Royalty Interest		

**DECIMAL EFFECTIVE DATE:** Enter the date when this owner's decimal interest became effective in a month/day/year (MM/DD/YYYY) format or press <F3> to select a date using the System Date Facility.

**DECIMAL END DATE:** Enter the date when this owner's decimal interest ended in a month/day/year (MM/DD/YYYY) format or press <F3> to select a date using the System Date Facility.

**DECIMAL INTEREST:** Enter the owner's interest in an eight (8) decimal format.

*NOTE: The following flags for Billable, Paid By and Operator are applicable only for Interest Types WI in the Lease master, although they may be entered for other interest types for information purposes only. These fields have been included in the Prospect master for information purposes only.*

**BILLABLE:** Click the "Billable" box to indicate that your company must invoice the owner for any payments. In the Lease master, this flag applies only to invoices issued through Invoice Processing under LANDMAN. It does not apply to payments billed through the Joint Interest Billing module in Payout, PetroComp's accounting system. It is recommended that it be utilized, regardless of billing method.

**PAID BY:** Click this box to indicate that this interest owner is responsible for payment of rentals and other payment obligations to maintain this segment. Entry must be "Y" (yes) or "N" (no). Only one "Y" is allowed per interest type per segment. *NOTE: If more than one partner is set to PAID BY = Y, the program will ignore both for reporting.*

**OPERATOR:** Click this box to indicate that this interest owner is the operator of any Producing Property on this segment.

**NOTIFY:** Click this box to indicate that this interest owner requires a Payment Inquiry Letter for this segment.

**SHORT REMARK:** Enter up to 40 characters of remarks pertaining to this owner's interest.

**SETUP DATE:** The date the entry is initially made to the DOI will be entered automatically by the system.



## Land Management System User Manual – Prospect Maintenance Overview

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SETUP USER: The User's ID setting up the record will be entered automatically by the system.

UPDATE DATE: The date any changes are made to the entry will be entered automatically by the system.

UPDATE USER: The User's ID changing the record will be entered automatically by the system.

NOTE FEATURE: Click on the “Yellow” Note buttons  to make notes regarding each DOI and/or each owner. There is room 32,000 characters or approximately 8 pages of notes. Blank lines are acceptable and **you may copy from Word**. If note feature is used, the Note button will have lines on it .

### BUTTON DETAILS:

- **VIEW OWNER INFO:** Select this button to open the *Name & Address Maintenance (CM.110.00)* screen for the owner record in focus.
- **COPY FROM DOI FEATURE:** You may copy a previously entered DOI to your new DOI rather than re-enter all the data. After filling out the DOI Number and other header information for your new DOI and before entering any information in the grid, select the COPY FROM DOI button to display the screen below, figure 13:

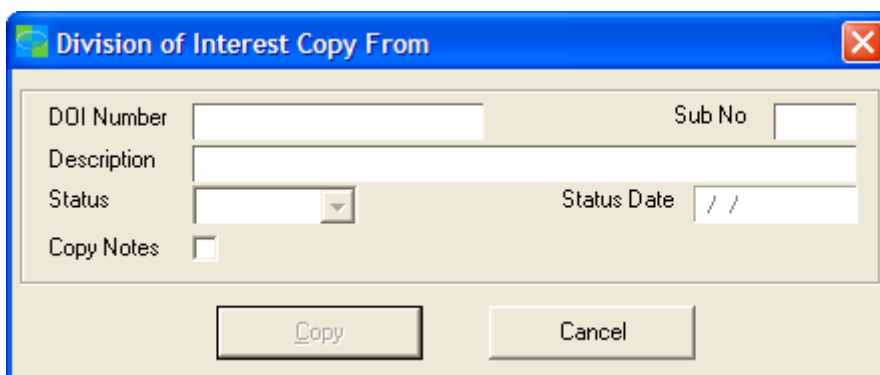


Figure 13

Enter the DOI Number and DOI Sub No. you wish to copy “from” or use the <F3> table lookup feature.

Description, Status and Status Date will automatically be populated from the source DOI. Select whether or not you want to copy the notes from the DOI selected.

Click on the Copy button and the data will be entered into the grid.

## Land Management System User Manual – Prospect Maintenance Overview

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- **COPY TO DOI FEATURE:** You may copy the DOI you have completed to a new DOI / DOI Sub No. or to a different DOI Sub No. within the DOI you are currently working on. Select the **COPY TO DOI** button to display the following screen, figure 14:

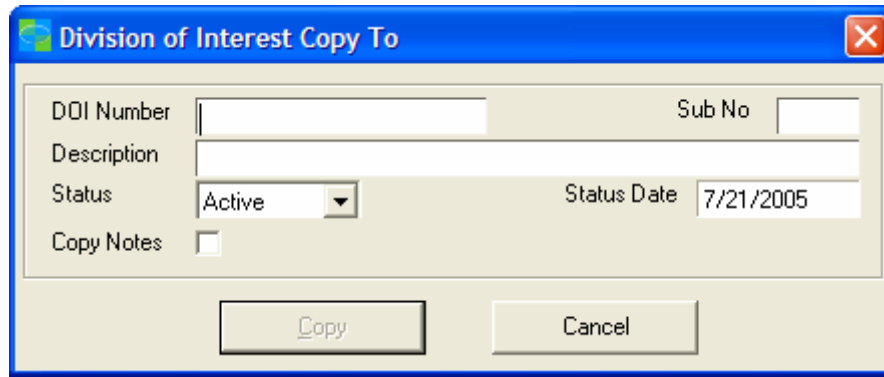


Figure 14

Enter the DOI number and DOI Sub No. you wish to copy “to” or use the <F3> table lookup feature.

Description if not populated will have to be entered. Status and Status Date will automatically populate based on these choices. Select whether or not you want to copy the notes from your current DOI to the new DOI selected.

Click on the **Copy** button and the data will be copied to the new DOI which will be displayed on the screen.

### BALANCE FEATURE:

- **BALANCE DATE:** This date is used as the effective date for the balance feature calculations. The default is the system date or you may enter a specific date in a month/day/year format (MM/DD/YYYY).
- **INTEREST CLASS:** From the drop down box, you have the option to check all interests to see if they total 1.00000000. Alternatively, you may select a particular type of interest (i.e. R – Royalty, NPRI – Non-Participating Royalty, etc.) to determine the total of the chosen interest type.
- **BALANCE BUTTON:** Click on the **BALANCE** button in the bottom right corner of the screen to view a report that will tell you total of the decimal interests based on the parameters you have selected as of the **Balance Date** above.

## PROSPECT/SEGMENTS REMARKS (LM.305.00)

Remarks for each segment in a prospect are entered using this screen. The remarks may be grouped by assigning a remarks code to different types of remarks. Each remark type within a prospect may have up to 32,000 characters, approximately 8 pages, of notes or description.

Prospect/Segment Remarks (LM.305.00)

Actions

Prospect No

Prospect Name

Menu

	Remark Type *	Seg't No *	Applies	Type Description	Note?
1					
2					
3					
4					
5					
6					
7					

Enter a Prospect Number from the Location Master or press <F3> to view existing.

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Figure 15

### DATA ITEM DEFINITIONS:

**PROSPECT NO.:** Enter the 17-character prospect number or use the <F3> table lookup feature for a list of prospects to select from. **Entry is mandatory.**

**NOTE:** Click on the “Yellow” Note icon to make notes regarding the prospect. Each segment in the grid may also have its own individual note. There is room for 32,000 characters or approximately 8 pages of notes. Blank lines are acceptable. **You may copy data from Word.** If note feature is used, the Note icon will have lines on it .

## Land Management System User Manual – Prospect Maintenance Overview

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**PROSPECT NAME:** Displays the prospect name.

**MENU BUTTON:** Move directly from one Prospect Maintenance screen to another without returning to the Prospect Menu by selecting the Menu button from the top right corner of the screen. A dropdown menu with will be displayed as presented in the *Prospect/Segment Maintenance (LM.300.00)* screen documentation. The menu button can also be found on other maintenance screens.

**REMARK TYPE:** Enter a valid 4-character code denoting the category of the remark or use the <F3> table lookup feature. If the code entered is in the Code Description File, the short description will be displayed to the right. Entry of this field is mandatory. Although in the examples below the codes are alphabetical, numerical codes or a combination of alphabetical and numerical codes may be assigned in *Code Description Maintenance (CM.020.00)*, code 15.

EXAMPLE:	DAMG	Damages	PUGH	Pugh - Years
	DEPT	Depth Limitation	RNWL	Renewal
	ESCR	Escalating Rentals	RWK	Rework
	POOL	Pooling		



**SEGMENT NO.:** Enter the identification number for the segment or use the <F3> table lookup feature. **Entry is mandatory.**

**APPLIES:** Select from drop down box list the application of this remark for the tract and type. This feature is most useful if you have a standard list of remarks for all segments ro all segments within a prospect some of which may or may not apply to the segment in question. Your options are:

- No
- Pending
- Special
- Unknown
- Yes

**Entry of this field is mandatory.**

**TYPE DESCRIPTION:** This is automatically populated by the entry of a valid remarks code from the code description file.

**NOTE FEATURE:** Click on the “Yellow” Note buttons  to make notes regarding each prospect and/or each remark. There is room 32,000 characters or approximately 8 pages of notes. Blank lines are acceptable and **you may copy from Word**. If note feature is used, the Note button will have lines o  . Also, “NOTE?” column will reflect *Yes* if note feature is used when you return to the screen after updating.

## PROSPECT MAP REFERENCE (LM.302.00)

Map References for each segment may be entered with this screen. The Township/Range/Section (or County/Abstract/State, etc.) for each Map Reference must be entered. An unlimited number of Map References may be entered for each segment. Up to 32,000 characters, or approximately 8 pages, of description may be entered for each Map Reference.

Segment No *	Meridian	Meridian Description	Township	Dir	Range	Dir	Section	Lot Numbers
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								

Figure 16

### DATA ITEM DEFINITIONS:

**PROSPECT NO.:** Enter the 17-character prospect number or use the <F3> table lookup feature for a list of prospects to select from. The prospect name will be displayed to the right. **Entry is mandatory.**

**MAP REFERENCE TYPE:** From the drop down box select the map reference type you wish to use. Your choices are determined by the selections made in the *Map Reference Setup (CM.012.00)* screen, see figure 17. After selecting Map Reference Type, the screen will change to display only fields appropriate for the selected type, as seen in figure 16 for type Jeffersonian.

## Land Management System User Manual – Prospect Maintenance Overview

**SEGMENT:** The first data field for each Map Reference Type is Segment. Enter a valid 3-character segment number or use the <F3> table lookup feature. **Entry is mandatory.**

*For a more detailed explanation of the various Map Reference Types and their usage, please refer to the **Lease Maintenance Overview – Map Reference** section.*

**SUMMARY:** Multiple Map Reference Types may be setup for any one Segment; however, the *Prospect Map Reference (LM.302.00)* can only display one type at a time. Use this button to display multiple Map Reference Types - *Prospect Map Reference (LM.302.10)* screen, figure 18. The Detail button can be used to view the map reference details as shown in figure 18a.

**MENU:** Move directly from one Prospect Maintenance screen to another without returning to the Prospect Menu by selecting the Menu button.

The screenshot shows the 'Map Reference Setup (CM.012.00)' window. It features a toolbar with various icons and a table with four columns: Location, Tract, Prospect, and Contract. The table lists several map reference types, each with a checkbox in the Tract and Contract columns. Below the table, there are fields for 'Setup Date/User' and 'Update Date/User', both showing '9/21/2004' and 'SYSADMIN'. At the bottom, there are buttons for 'DEVELOP', 'SYSADMIN', and a date '7/22/2005'.

Location	Tract	Prospect	Contract
Jeffersonian	<input checked="" type="checkbox"/>	Texas Combined	<input checked="" type="checkbox"/>
Offshore	<input checked="" type="checkbox"/>	Texas Combined without Porcion/Share & League/Labor	<input type="checkbox"/>
Block/Survey/Section	<input checked="" type="checkbox"/>	Latitude/Longitude	<input checked="" type="checkbox"/>
Texas - County/Abstract	<input checked="" type="checkbox"/>	X-Y Co-ordinates	<input checked="" type="checkbox"/>
Texas - Survey/County/Abstract	<input checked="" type="checkbox"/>	Canadian Dominion Land Survey	<input checked="" type="checkbox"/>
Texas - League/Labor	<input checked="" type="checkbox"/>	Canadian National Topographic System	<input checked="" type="checkbox"/>
Texas - Porcion/Share	<input checked="" type="checkbox"/>	Other	<input checked="" type="checkbox"/>

Setup Date/User: 9/21/2004 SYSADMIN    Update Date/User: 9/21/2004 SYSADMIN

DEVELOP    SYSADMIN    7/22/2005

Figure 17

Prospect Map Reference (LM.302.10)

Actions

Menu

Prospect No 00002 PROSPECT # 00002

	Segment No	Map Ref Type	Short Description
1	001	Other	Test of multiple Map Reference Types
2	001	Offshore	
3			
4			

Detail

DEVELOP SYSADMIN 7/22/2005

Figure 18

Detail

Prospect No 00002 PROSPECT # 00002

Segment No 001 Map Ref Type Offshore

OCS Region GC Gulf Coast

OCS Area CNT Central Area

Block/Suffix

Quartering

Nat/State/County 001 | 01 | 003 BALDWIN, ALABAMA

Acres 0.000000

Short Description

Map Ref ID

Close

Figure 18a




## PROSPECT/SEG CROSS REFERENCES (LM.307.00)

All Prospects/Segments defined on the Prospect Master File may be cross-referenced to a Lease/Tract, Contracts, Producing Property (Location) or General Cross-Reference. The *Prospect/Seg Cross References (LM.307.00)* screen may be used to add or review associated cross-references to a prospect/segment. The information will be displayed. An unlimited number of entities may be cross-referenced to a prospect/segment.

Prospect/Seg Cross References (LM.307.00)

Actions


Prospect No.  

Prospect Name

Menu

☒ View All ☐ Lease/Tract ☐ Prospect/Segment ☐ Location ☐ Contract ☐ General Xref

	Segment No	Entity	1st Key Element	2nd Key Element	3rd Key Element	4th Key Element	5th Key Element
1							
2							
3							
4							
5							
6							
7							
8							

 Details

Enter a Lease Number (17 Characters max.) or press <F3> to view existing.

Created    Modify    Approval

DEVELOP SYSADMIN 7/22/2005

Figure 19

## Land Management System User Manual – Prospect Maintenance Overview

### DATA ITEM DEFINITIONS:

**PROSPECT NO.:** Enter the 17-character prospect number or use the <F3> table lookup feature for a list of prospects to select from. The prospect name will be displayed to the right. **Entry is mandatory.**

**DISPLAY OPTIONS:** The grid display is controlled by the buttons highlight by the red box in figure 19a. Click the View All button to see all cross-references for the prospect. To add or edit a record select the type of cross reference to be added/edited. For example, in figure 19a the Lease/Tract option was selected and the grid headings changed to display Lease/Tract appropriate labels.

Prospect/Seg Cross References (LM.307.00)

Actions

Prospect No. 00002

Prospect Name PROSPECT # 00002

Menu

☐ View All ☒ Lease/Tract ☐ Prospect/Segment ☐ Location ☐ Contract ☐ General Xref

	Segment No	Lease No	Tract No	Item Name
1	001	OK1-00020-001	000	LEASE OK1-00020-001
2				
3				

Details

Created 7/20/2005 SYSADMIN Modify 7/20/2005 SYSADMIN Approval / /

DEVELOP SYSADMIN 7/22/2005

Figure 19a

**SEGMENT:** Enter a valid 3-character segment number or use the <F3> table lookup feature. **Entry is mandatory.**

*For a more detailed discussion of cross-references and their usage, please refer to the **Lease Maintenance Overview – Lease Cross Reference** section.*

**DETAILS:** Select the DETAILS button to open the appropriate maintenance screen for the grid line in focus. For example, selecting the DETAILS button while grid line 1 in figure 19a is in focus will open the *Tract Maintenance (LM.200.00)* screen for Lease No. OK-1-00020-001 Tract No. 000

**MENU:** Move directly from one Prospect Maintenance screen to another without returning to the Prospect Menu by selecting the Menu button.



## ADDITIONAL COUNTIES (LM.312.00)

If required, this screen may be used to define secondary counties that a prospect/segment may cover. For each county, the acres and a description may be maintained.

Grid View

The screenshot displays two overlapping windows of the 'Additional Counties (LM.312.00)' application. The background window is in Grid View, showing a table with columns: Segment, Acres, Nation, State, County, County Name, and Recording Date. The foreground window is in Form View, showing input fields for the same fields. A callout box labeled 'Form View' points to the foreground window.

**Grid View Table:**

	Segment	Acres	Nation	State	County	County Name	Recording Date
1							
2							
3							
4							

**Form View Fields:**

- Prospect No: [Text Box]
- Segment: [Text Box]
- Acres: [Text Box] (Value: 0.000000)
- Nat/St/Cnty: [Text Box]
- Recording Date: [Text Box] (Value: / /)
- Book: [Text Box]
- Page: [Text Box]
- Entry: [Text Box]

**Footer:** DEVELOP SYSADMIN 7/22/2005

Figure 20

## Land Management System User Manual – Prospect Maintenance Overview

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### DATA ITEM DEFINITIONS:

**PROSPECT NO.:** Enter the 17-character prospect number or use the <F3> table lookup feature for a list of prospects to select from. The prospect name will be displayed to the right. **Entry is mandatory.**

**SEGMENT:** Enter a valid 3-character segment number or use the <F3> table lookup feature. **Entry is mandatory.**

**ACRES:** Enter the number of acres of this segment located in this county. A maximum of eleven (11) positions are allowed. This field may be left blank.

**NATION:** Enter a valid nation code or use the <F3> table lookup feature. **Entry is mandatory.**

**STATE:** Enter a valid state code or use the <F3> table lookup feature. **Entry is mandatory.**

**COUNTY:** Enter a valid county code or use the <F3> table lookup feature. **Entry is mandatory.**



**COUNTY NAME:** The county name, state and nation will be displayed based on the county and state selected and if all selections are valid.

**RECORDING DATE:** Enter the date the lease was recorded in the county or parish in a month/day/year (MM/DD/YYYY) format or press <F3> to select a date using the System Facility Date. This field may be left blank.

**BOOK:** Enter the Book or Volume where the Lease is recorded in the county or parish selected on this record. A maximum of 6 characters is allowed. This field may be left blank.

**PAGE:** Enter the page on which the lease is recorded in the county or parish selected on this record. A maximum of 8 characters is allowed. This field may be left blank.

**ENTRY:** Enter the entry number, file receipt number, microfilm number, etc. for the county or parish selected on this record. A maximum of 20 characters is allowed. This field may be left blank.

**NOTE FEATURE:** Click on the “Yellow” Note buttons  to make notes regarding each prospect and/or each segment. There is room 32,000 characters or approximately 8 pages of notes. Blank lines are acceptable and **you may copy from Word**. If note feature is used, the Note button will have lines on it .

## PROSPECT/SEGMENT SPECIAL OBLIGATIONS (LM.303.00)

Special Obligations are defined as non-monetary date dependent obligations of a Prospect/Segment. An unlimited number of obligations per Prospect/Segment may be defined.

**MENU:** Move directly from one Prospect Maintenance screen to another without returning to the Prospect Menu by selecting the **Menu** button.

Grid View

The screenshot displays two overlapping windows of the 'Prospect/Segment Special Obligations (LM.303.00)' application. The background window is in 'Grid View', showing a table with columns: Seg't \*, First Date \*, Type \*, Code Interpretation, Frequency, Frequency type, End Date \*, and Note. The foreground window is in 'Form' view, as indicated by a label 'Form' pointing to it. This form contains input fields for: Prospect No, Prospect Name, Segment No, First Date (formatted as //), Obligation Type, Frequency (set to 0 with a dropdown for Months), End Date (set to 12/31/2078), Note?, and Short Description. Both windows feature a 'Menu' button in the top right corner. The bottom status bar of the foreground window shows 'DEVELOP', 'SYSADMIN', and the date '7/22/2005'.

Figure 21

## Land Management System User Manual – Prospect Maintenance Overview

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### DATA ITEM DEFINITIONS:

**PROSPECT NO.:** Enter the 17-character prospect number or use the <F3> table lookup feature for a list of prospects to select from. The prospect name will be displayed to the right. **Entry is mandatory.**

**SEGMENT:** Enter a valid 3-character segment number or use the <F3> table lookup feature. **Entry is mandatory.**

**FIRST DATE:** Enter the first due date of the special obligation in a month/day/year (MM/DD/YYYY) format or press <F3> to select a date using the System Facility Date. **Entry is mandatory.**

**TYPE:** Enter the 4-character code denoting the type of obligation or use the <F3> table lookup feature. If the code entered is in the Code Description File, the description will be displayed in the description field to the right. Although in the examples below the codes are alphabetical, numerical codes or a combination of alphabetical and numerical codes may be assigned.

EXAMPLES	DRO	Drilling Obligation
	OPT	Option
	MRO	Minimum Royalty Obligation
	RAO	Reassignment Obligation



**Entry is mandatory.**

**CODE INTERPRETATION:** Will automatically populate from the when a valid type code is selected.

**FREQUENCY:** Enter in months, the interval in which the special obligation occurs. The Obligation Date is advanced by this factor to match report selection date. **Leave this field blank if the special obligation occurs only on one specific date.**

**FREQUENCY TYPE:** Select Days, Months, or Years from the drop-down box.

**END DATE:** Enter the last date the special obligation is to be reported in a month-day-year (MM/DD/YYYY) format or press <F3> to select a date using the System Facility Date. **Leave this field blank if the special obligation occurs only on one specific date.**

**NOTE FEATURE:** Click on the “Yellow” Note buttons  to make notes regarding each special obligation and/or segment. There is room for 32,000 characters or approximately 8 pages of notes. Blank lines are acceptable and **you may copy from Word**. If note feature is used, the Note button will have lines on it . Also, “NOTE?” column will reflect *Yes* if note feature is used when you return to the screen after updating.

**SHORT DESCRIPTION:** Enter up to 50 characters to describe this special obligation.

**MENU:** Move directly from one Prospect Maintenance screen to another without returning to the Prospect Menu by selecting the Menu button.