

# Oklahoma Well Data Management System

## Online Entry of Volume Reports

Empowering Oklahoma  
with Electronic Data Filing

# Choose Your Reporting Method!

**Direct  
Entry  
of Volumes:**

**See Steps  
1 thru 3  
of this guide**

**Import  
Volumes From  
Your Database:**

**See Steps  
4 thru 11  
of this guide**

# Direct Entry: Main Page

Home  
1004  
**1004 Entry**  
1004 Import  
Active Well Maintenance  
Form Search  
PRODUCTION

## Form 1004 Home Page

### Unsubmitted 1004's

	Reporter	Reporter #	Reporting Month	Report
	ANADARKO Y			
7	NATURAL GAS ANADARKO COMPANY	13656	November	2010
7	NATURAL GAS ANADARKO COMPANY	13656	April	2010
7	NATURAL GAS ANADARKO COMPANY	13656	May	2010
7	NATURAL GAS ANADARKO COMPANY	13656	June	2010
7	NATURAL GAS ANADARKO COMPANY	13656	December	2010
7	NATURAL GAS ANADARKO COMPANY	13656	October	2010
7	NATURAL GAS ANADARKO COMPANY	13656	January	2011
<b>7</b>	ANADARKO PETROLEUM CORPORATION	14597	December	2010
7	ANADARKO PETROLEUM CORPORATION	14597	October	2010
7	ANADARKO TRADING CO	18126	November	2010

**STEP  
1**

1. Click "1004 Entry".
2. Click on "7" to open the desired report.

# Direct Entry: Volume Entry

Operator	Well Name	Well #	Formation	Location	API	Code	Amount	Comments	Remove?
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
MERIT ENERGY COMPANY	WILLIAMS "I"	1	CHESTER	9 3N 22E	3500721330	GAS	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
MARLIN OIL CORPORATION	MCFARLAND /C/	2	MORROW	6 4N 23E	3500722503	GAS	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
MERIT ENERGY COMPANY	DORMAN "C"	1	CHESTER LIME	36 5N 21E	3500724318	GAS	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
MERIT ENERGY COMPANY	PURDY HART SU NE (ALCORN A#1)	U-14	HART	5 3N 3W	3504940194	GAS	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
SHERIDAN PRODUCTION COMPANY LLC	DESPAIN "A"	3-19	COMMINGLED VARIOUS FORMATIONS	19 5N 4W	3508721706	GAS	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
ANADARKO PETROLEUM CORPORATION	TUCKER	1-17	PERMIAN	17 5N 12E	3513900112	GAS	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
ANADARKO PETROLEUM CORPORATION	SHAFFER-B	2	PERMIAN	13 4N 12E	3513900214	GAS	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Change page: < 1 2 3 4 5 6 7 8 9 10 > | Displaying page 1 of 10, items 1 to 10 of 98.  
Change page:  Go Page size:  Change

1. Enter your volumes directly into the "Amount" boxes.
2. Don't use "enter" key ... use tab or arrow keys or the mouse.
3. Click "Save 1004", go back to the Main Page, and reopen report.
4. Click "Print 1004" to print or save a copy for your records.
5. Click "Submit 1004" to send it to the OCC.

**STEP**  
**2**

# Direct Entry: Notes

- After you submit your report, you'll be returned to the main screen. We're working on a notification that shows you when we've "Accepted" your report.
- Once submitted, the OCC will "accept" or "reject" your report. If your report is "rejected", the reason(s) for the rejection will be included or emailed to you separately.
- If there are any wells on your report for which you should not be reporting volumes, please leave the volume totals "blank" (not "zero"). The well will be deleted from your next report.

If you have questions or comments, please don't hesitate to contact us:

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# Import Volumes: Export The File

Operator	Well Name	Well #	Formation	Location	API	Code	Amount	Comments	Remove?
<input type="checkbox"/> Y	<input type="checkbox"/> Y			<input type="checkbox"/> Y	<input type="checkbox"/> Y				
MERIT ENERGY COMPANY	WILLIAMS "I"	1	CHESTER	9 3N 22E	3500721330	GAS	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
MARLIN OIL CORPORATION	MCFARLAND /C/	2	MORROW	6 4N 23E	3500722503	GAS	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
MERIT ENERGY COMPANY	DORMAN "C"	1	CHESTER LIME	36 5N 21E	3500724318	GAS	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
MERIT ENERGY COMPANY	PURDY HART SUNE (ALCORN A#1)	U-14	HART	5 3N 3W	3504940194	GAS	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
SHERIDAN PRODUCTION COMPANY LLC	HAMPTON "A"	3	SYCAMORE -HNTN-WDFRD-VIOLA	28 5N 5W	3505122783	GAS	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
SPARTAN RESOURCES LLC	HARRISON B	1-30	DEESE-SYCAMORE	30 5N 3W	3508721486	GAS	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
SHERIDAN PRODUCTION COMPANY LLC	LACY "A"	2-32	SYCAMORE	32 5N 3W	3508721620	GAS	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
SHERIDAN PRODUCTION COMPANY LLC	DESPAIN "A"	3-19	COMMINGLED VARIOUS FORMATIONS	19 5N 4W	3508721706	GAS	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Change page: < 1 2 3 4 5 6 7 8 9 10 > | Displaying page 1 of 10, items 1 to 10 of 98.

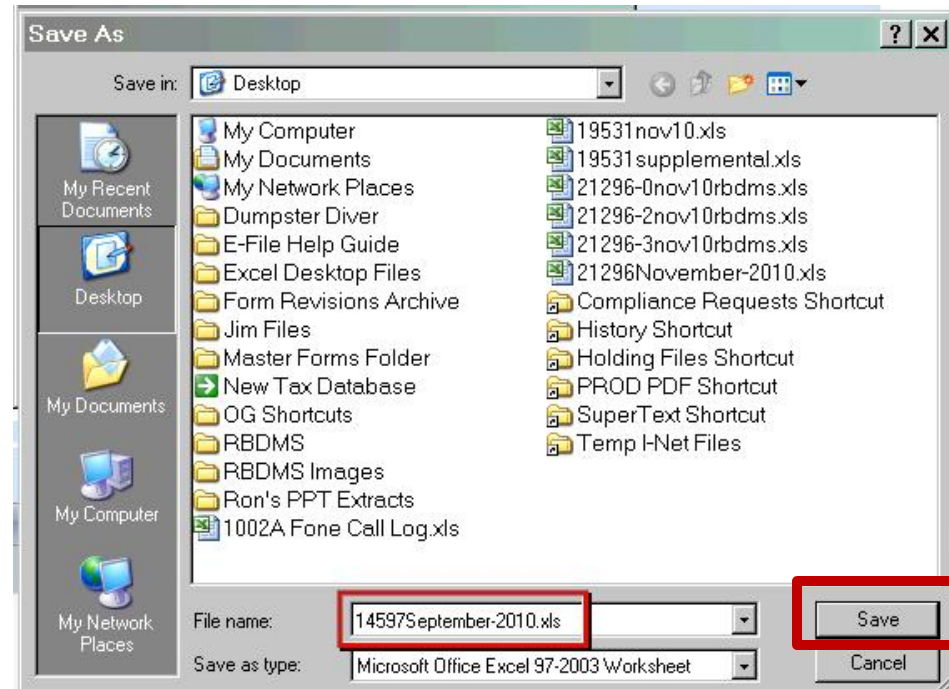
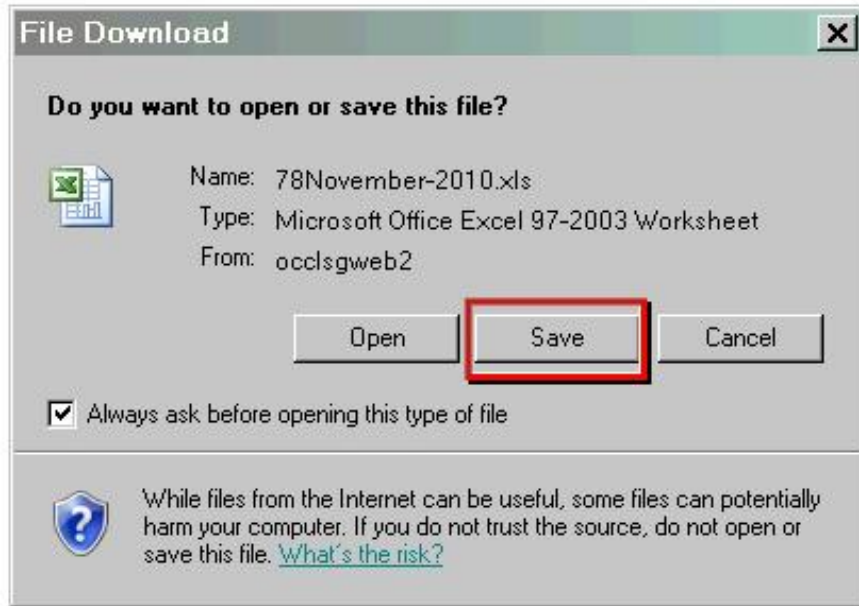
Change page:  Go Page size:  Change



1. This is for “**large** reports.” **First**, close any open Excel program.
2. Turn your pop-up blocker “off”.
3. Click on “” to “export” the report to your desktop or other location.

**TIP:** If you do not see “download” and “save” pop-up boxes, click “Cancel” and try again while holding the “CTRL” key down during the **entire export process**.

# Import Volumes: Save The File

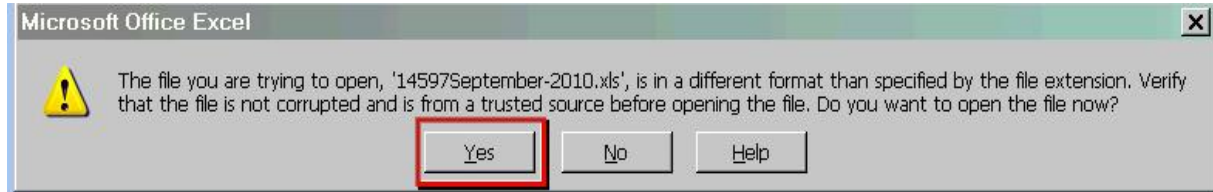
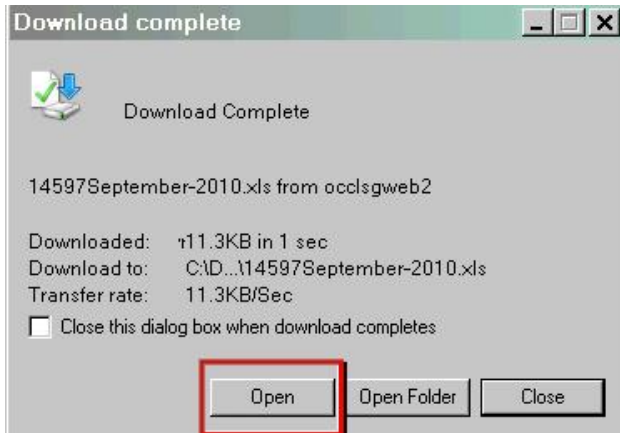


**STEP**  
**5**

1. Click "Save" in the "File Download" pop-up box.
2. Click "Save" in the "Save As" pop-up box.

**IMPORTANT: DO NOT** change anything about the File name!

# Input Volumes: Open The File



	A	B	C	D	E	F	G	H	I
1	Operator	WellName	WellNumb	Formation	Formation	Location	API	Volume	ProductCode
2	MERIT EN	WILLIAMS # 1		CHESTER	354CSTR	9 3N 22E	35 007 21330	0000	0
3	MARLIN O	MCFARLA # 2		MORROW	402MRRW	6 4N 23E	35 007 22503	0000	0
4	MERIT EN	DORMAN # 1		CHESTER	354CRLM	36 5N 21E	35 007 24318	0000	0
5	MERIT EN	PURDY H # U-14		HART	404HART	5 3N 3W	35 049 40194	0000	0
6	SHERIDAN	HAMPTON # 3		SYCAMOF	999SRHW	28 5N 5W	35 051 22783	0000	0

1. Click "Open" in the "Download complete" pop-up box (if it appears).
2. Click "Yes" in the "Microsoft Office Excel" pop-up box.
3. In the Excel file, click box in upper left corner above Row 1.
4. Double-click vertical column separator between Columns "B" and "C" to view the "Volume" column.



# Import Volumes: Process The File

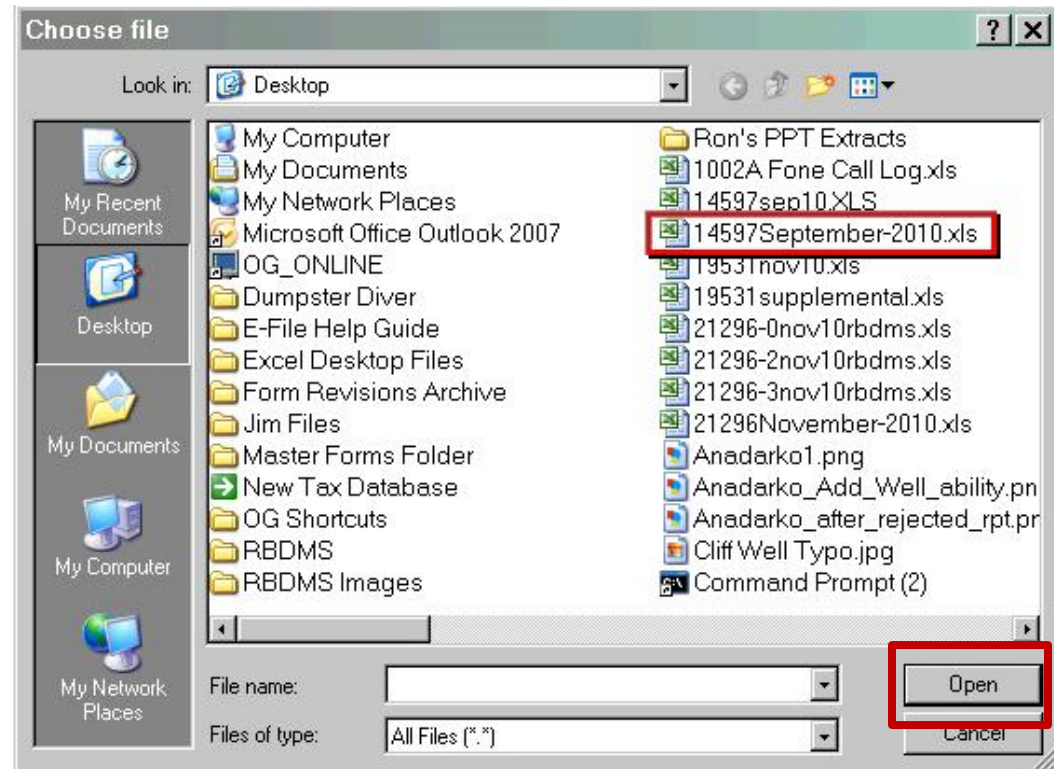
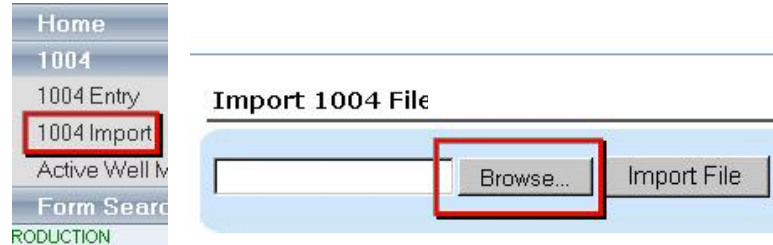
	B	C	D	E	F	G	H
1	WellName	WellNumber	Formation	FormationCode	Location	API	Volume
2	WILLIAMS "I"	# 1	CHESTER	354CSTR	9 3N 22E	35 007 21330 0000	
3	MCFARLAND /C/	# 2	MORROW	402MRRW	6 4N 23E	35 007 22503 0000	
4	DORMAN "C"	# 1	CHESTER LIME	354CRLM	36 5N 21E	35 007 24318 0000	
5	PURDY HART SU NE (ALCORN A#1)	# U-14	HART	404HART	5 3N 3W	35 049 40194 0000	
6	HAMPTON "A"	# 3	SYCAMORE-HNTN-WDFRD-VIOLA	999SRHWV	28 5N 5W	35 051 22783 0000	
7	HARRISON B	# 1-30	DEESE-SYCAMORE	999DSSR	30 5N 3W	35 087 21486 0000	

1. Without changing the formatting, populate the volume column from your database in whatever manner you choose (formulas are allowed in the "Volume" column).
2. For wells which should not be on the report, either leave "Volume" cell "blank" or delete the record for that well by deleting the row. Contact the OCC to add wells to the report.

STEP

7

# Import Volumes: **Import The File**



1. Click "1004 Import".
2. Click "Browse".
3. Locate the exported/populated file on your computer.
4. Click the file and then click "Open".

**STEP**  
**8**

# Import Volumes: Import The File

Import 1004 File

C:\Documents and Settings\g89\Desktop\145971

Browse...

Import File

STEP  
9


Wait until the fill-in box turns green,  
then click "Import File".


# Import Volumes: Submit The File

Operator	Well Name	Well #	Formation	Location	API	Code	Amount	Comments	Remove?
MERIT ENERGY COMPANY	WILLIAMS "I"	1	CHESTER	9 3N 22E	3500721330	GAS	1234		<input type="checkbox"/>
MARLIN OIL CORPORATION	MCFARLAND /C/	2	MORROW	6 4N 23E	3500722503	GAS	2345		<input type="checkbox"/>
MERIT ENERGY COMPANY	DORMAN "C"	1	CHESTER LIME	36 5N 21E	3500724318	GAS	3456		<input type="checkbox"/>
MERIT ENERGY COMPANY	PURDY HART SUNE (ALCORN A#1)	U-14	HART	5 3N 3W	3504940194	GAS	4567		<input type="checkbox"/>
ANADARKO PETROLEUM CORPORATION	SHAFFER-B	2	PERMIAN	13 4N 12E	3513900214	GAS	0123		<input type="checkbox"/>

Change page: < 1 2 3 4 5 6 7 8 9 10 > | Displaying page 1 of 10, items 1 to 10 of 98.

Change page:  Go Page size:  Change

**TIP:** Any time you click “Save 1004”, return to the main screen and click on “” to reopen your report.

1. If the import was successful, you’ll see your report with your volumes filled in.
2. Please do not check the “remove” box. The OCC will remove wells with “blank” volumes.
3. After the final review of your report, click “Save 1004”.
4. Return to main screen and click on “” to reopen the report.
5. Click “Print 1004” to print or save a copy for your records.
6. Reopen your report and click “Submit 1004” to send it to the OCC. The report will no longer appear on your screen or in the “Unsubmitted” queue.

**STEP  
10**

# Import Volumes: Notes

- After you submit your report, you'll be returned to the main screen. We're working on a notification that shows you when we've "Accepted" your report.
- Once submitted, the OCC will "accept" or "reject" your report. If your report is "rejected", the reason(s) for the rejection will be included or emailed to you separately.
- If there are any wells on your report for which you should not be reporting volumes, please leave the volume totals "blank" (not "zero"). The well will be deleted from your next report.

If you have questions or comments, please don't hesitate to contact us:

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