

Production & Royalty Reports

Production & Royalty Report

The Production & Royalty Report (P&R) is the tool that solid mineral lessees of Federal and/or Indian property use to report production, sales, royalty owed, and other obligations such as rent, advance royalty, etc. It is also used to make recoupments, and to make adjustments to previous reports. This system was designed to make reporting easier and quicker for you (our reporters), to streamline our business of matching money to reported payments, and as an aid in doing compliance on your properties.

The P&R Reporting System consists of four parts:

- Original P&R Report
- Value Adjustments
- Other Obligations and
- P&R Volume/Value Adjustment Report

This system is an internet-based electronic system that saves both you and us time and therefore money. It does this because of up-front error correction, and less document handling and processing. This system does not let you make a lot of the common mistakes that we spent so much time correcting in the past. The way this works is data that you input into different fields is cross-referenced against our reference data base which is the foundation to the system. When things don't match, an error will occur. Also, being electronic, the reporting does not rely on the mail service, and saves paper.

The P&R Report replaces the paper Form MMS-2014, and parts of the Solid Minerals Operations Report (SMOR), and the Solid Minerals Facilities Report (SMFR) that were used in the past. There are only a few situations where Form MMS-2014 is still required and that will be discussed in a later section. Also, this system does not use codes for products, transactions, etc. as were used in the past.

We now require production and sales reporting of all leases including state and private leases even though we do not calculate royalty owed on state or private leases. We need this additional state and fee lease information so that we can make sure that you have properly calculated your allocations.

The entire foundation of this system is having an accurate reference database. Most of what you input into the system is cross-referenced with our database and that's how many errors are detected prior to submission. We have spent a lot of time ensuring the accuracy of this

data, but every once in a while reporting problems are still traced to inaccurate reference data. In addition, if things change at your mine, such as a new lease addition or royalty rate, you must let us know so we can update the reference data base.

The P&R report for sales must be submitted by the end of the month following the sales month on which you are reporting. **Remember, it is the user's responsibility to report timely and correctly.**

System Access

Security of this system is very important. No one external to MMS, BLM, BIA, STRAC users (State and Tribal), or lessees have access to the website. Of these users, only MMS and lessees have access to the P&R, and company users can only access data associated with their own mines.

The first step in establishing this security is to have new users fill out a System Access Request Form (SARF) and mail it to Cindy Prien of our office at the address listed on the slide (a SARF form and instructions are included at the end of this section). In addition, if you have an authorized system user that you no longer want to be authorized (e.g., they are no longer with the company or have changed positions), you need to mail us a SARF and check the 'Delete User' box.

Cindy will check the information provided, approve it, and send it to our contractor - Accenture. Accenture then sets you up on their system and sends you a User ID and PIN via the mail. You are then instructed to call Accenture at a provided phone number. Accenture will then provide you with a password over the phone. Once you have your User ID and password, you are ready to log on to the P&R System.

Note: each company is limited to three reporters with access to the P&R.

Logging On

- Log onto the internet using Explorer 4.0 or higher, or Netscape 4.0 or higher.
- Go to the web address: **<https://dwportal.mms.gov>**. This is a secure site and cannot be accessed without prior security approval.
- You will come to a page with two buttons or options: one for the P&R and one for Brio. Brio is for accessing previously submitted data. At this time, industry does not have access to these tools, while

STRAC does have access to some of the tools. (Access for industry to these tools may change in the future.)

- Clicking on the P&R button will prompt you for your User ID and Password.
- After authorization, the P&R brings you to your Mine Selection and Report Type Page. You will only see the mine or mines on which you are authorized to report.

Mine Selection and Report Type Page

- Choose the mine name that you want to report on from the drop-down list (if you report on more than one mine) and the report type.
- There are two report types: the Original P&R Report, which incorporates Other Obligations and Value Adjustments, and the P&R Volume/Value Adjustment Report.
- Click on the appropriate report type (P&R Original for this example).
- Click on the [Create Report] button to open the report.

Access Error: This is a common error that intermittently occurs at this point. We do not know why the error intermittently occurs, but just click on the 'Refresh' button on your internet browser up to 4 times to get past the error.

P&R Original Mine-Level Summary Page

There are four tabs or page types at the top of the page: Main Payment page, the P&R Original page, the Value Adjustment page, and the Other Obligation page. The light colored one, the P&R Original, is the page that is open and is the initial default page.

The Main Payment page is where you will submit the report when you are done entering all of your data. The Value Adjustment page is where you can make value adjustments for any previous month. The Other Obligations page is where you will enter data for other obligations (such as rent, advance royalty, recoupments, etc.)

The Sales Month/Year defaults to the month and year for the next report due assuming it has not already been submitted. You can tell this by the note: "This Sales Month has not been submitted". In the facing example, you are ready to report for sales from November 2003. If, for example, you submitted the P&R for November 2003 Sales Month/Year on December 20, 2003 and then went back into the P&R on December 28, 2003, the Sales Month/Year would still read: November 2003, but the note would read: "This Sales Month has been submitted" and you will not be able to report December Sales Month until January 2004.

Following is the Sales Point, Product name or family, and the Summary of input data. The summary data is all zeros at this point, as nothing has yet been entered. If you have remote sales sites they will be listed in separate rows below this row.

In the upper right corner of most of the report pages is a [Help](#) link that will take you to a list of links regarding various aspects of the P&R to help you if you should need it.

Click on the [Open P&R Report] button to open the report at the Lease-Level Detail Page.

Lease-Level Detail Page

The pre-populated data at the top of this page includes the Mine Name, Business Unit, Sales Month/Year, Sales Point, and Product. Other pre-populated data includes the Lease Numbers and the Beginning Inventory, Production Available for Sale, Royalty Rate, and the Land Class

for each lease. The opposite slide shows only one lease, but if there are more you can scroll down to the others.

Lease-Level data input:

The *Inventory Volume Adjustment* field is a way of making small adjustments to inventory (e.g., a year-end stockpile survey). This value may be positive or negative.

Units Produced depends on what you are producing:

- If you sell raw coal (crushed) you report mined coal as produced coal. If you sell clean coal, you report clean coal that comes out of the wash plant as produced coal.
- Sodium, potassium, and gilsonite producers report salable products as produced sodium, potassium, and gilsonite.
- Western phosphate producers report shipped phosphate as produced phosphate since all phosphate is consumed internally.
- Lead, zinc, and copper producers report each concentrate as produced.
- Report Sand and Gravel as per lease terms (tons or cubic yards).

Units Transferred is any volume transferred to a remote sales point.

Units Sold are from each lease.

Gross Proceeds are for each lease.

Allowed Transportation Cost and *Allowed Processing Cost* apply to the allowable transportation and washing costs per lease.

The *Gross Proceeds*, *Allowed Transportation Cost*, and *Allowed Processing Cost* are only required if you have an ad valorem royalty rate.

If you report sales from a remote sales point (instead of the mine) you must enter the same value for 'Units Produced' at the remote site as was entered as 'Units Transferred' at the mine site. The reason for doing this is the two reports are independent; therefore the mine report showing the transfer does not automatically populate the remote sales site report.

Notice the comment section below each lease. You may write any comments you want to help explain what you did for each lease in this box. The comments will be listed on our Brio data base. In other words, we will see the comments when reviewing any submitted data. The Main Payment page also has a separate comment block for the overall report and those comments are also listed in our Brio database.

Lease-level P&R data input and royalty calculation:

Referring to the example on the facing page:

User Input for lease data:

- Inventory/Volume Adjustment (-25 tons),
- Units Produced (100 tons)
- Units Transferred (0 tons)
- Units Sold (125 tons)
- Gross Proceeds (\$12,500)
- Transportation Cost (\$2,000)
- Processing Cost (\$3,000)

Click on the [Calculate Royalty Due] button to calculate Royalty Before Allowance (\$1,250.00) and Royalty Payment (\$750.00). You can calculate royalty due after you have input data for each individual lease, or you can wait until you have input the data for all the leases.

Again, royalties are only calculated for Federal or Indian leases.

Click on the [Save Before Submitting] button to return to the Mine-Level Summary page.

Volume and Value Allocation Tools:

The P&R has an automated volume and value allocation tool. It uses the rolling weighted average method where the 'Production Available for Sale' equals the 'Beginning Inventory' plus the 'Inventory Adjustment' plus the 'Units produced'.

The Allocation Ratio equals the Lease-level Production Available for Sale divided by the total Production Available for Sale from all leases.

You may use another allocation method such as First In First Out (FIFO) as long as you use it consistently, however you then cannot use the automated P&R allocation tool.

Allocation Option Information:

The advantages of using the built-in allocation tool are that you enter less data. Also, when we conduct a compliance analysis on your property and see that you have used the tool, we won't have to scrutinize your allocation methodology.

You can't use the allocation tool if you have more than one product such as light and dense soda ash, multiple remotes rolled up into one, or more than one royalty rate for any lease during a single sales month.

Note: If you have five or less remotes you cannot roll them up.

Lease-Level data input if using the allocation tools:

The only lease-level data needed for input when using the allocation tools is the Inventory/Volume Adjustment and Units Produced, for each lease. This will allow the Production Available for Sale to be calculated for each lease. The opposite slides show the data input for three leases.

Mine-Level data input if using the allocation tools:

The following mine-level data listed is required to use the volume and value allocation tools:

Total Units Sold
Total Units Transferred (to a remote)
Total Gross Proceeds
Total Allowed Transportation Cost
Total Allowed Processing Cost

For the example on the facing page the Total Units Sold is 500 tons and Total Units Transferred is 50 tons. We then click on the [Allocate Volume] button and the tool will calculate the Units Transferred (30 tons), the Units Sold (300 tons), and the Ending Inventory (570 tons). The volume allocation must be performed before the value allocation.

The total Production Available for Sale from the three leases is $900 + 400 + 200 = 1500$ tons. The Allocation ratio for lease 1 = Ratio 1 = Lease 1 Production Available for Sale/Mine-total Production Available for Sale or $900/1500 = .60$.

Lease 1 Units Sold = Ratio 1 X Total Units Sold ($.6 \times 500$) = 300.

Lease 1 Units Transferred = Ratio 1 X Total Units Transferred ($.6 \times 50$) = 30.

For the Value Allocation, enter the Total Gross Proceeds (\$50,000), Total Allowed Processing Cost (\$10,000), and Total Allowed Transportation Cost (\$5,000). Click on the [Allocate Value] button to have the P&R calculate 'Gross Proceeds', 'Allowed Processing Cost', and 'Allowed Transportation Cost' for each lease. These results are based on the same ratios that were used in the Volume allocation.

Lease 1 Gross proceeds = Ratio 1 X Total Gross Proceeds = $.6 \times \$50,000 = \$30,000$.

Lease 1 Allowed Processing Cost = $.6 \times \$10,000 = \$6,000$.

Lease 1 Allowed Transportation Cost = $.6 \times \$5,000 = \$3,000$.

Click on the [Calculate Royalty Due] button to calculate 'Royalty Before Allowance' and 'Royalty Payment' for each lease. In this case the lease 1 'Royalty Before Allowance' is \$3,000 and the Royalty Payment is \$2,100 based on a 10% royalty rate.

Remember: royalty is calculated only for Federal and Indian leases.

Allocation of Lease nos. 2 and 3:

The allocation ratio for the second lease (Ratio 2) = Lease 2 Production Available for Sale/Mine-total Production Available for Sale or 400/1500 =.2667.

Lease 2 Units Transferred = Ratio 2 X Total Units Transferred (.2667 X 50) = 13.
Lease 2 Units Sold = Ratio 2 X Total Units Sold (.2667 X 500) = 133.

The allocation ratio for the third lease (Ratio 3) = Lease 3 Production Available for Sale/Mine-total Production Available for Sale or 200/1500 =.1333.

Lease 3 Units Transferred = Ratio 3 X Total Units Transferred (.1333 X 50) = 7.
Lease 3 Units Sold = Ratio 3 X Total Units Sold (.1333 X 500) = 67.

After you have completed loading the lease-level data using the allocation tool, click on the [Save Before Submitting] button at the top or bottom of the page, and you will return to the mine-level summary page.

Mine-level summary page

This page shows a summary of all leases input on the P&R from the previous page. The Royalty Payment is only for Federal and/or Indian leases. The Total Allowed Cost is for both processing and transportation allowances.

Notice the Warning message at the top. This tells you that you are reporting production that is at least 50% higher or lower than the amount reported the previous month. We included this warning to help catch mistakes. If this value is correct you can move on, but we would like a comment to explain why the big difference in production. From here we have the option to go to any of the other tabs (pages).

Reporting Financial Obligations

Rent, Minimum Royalty Payable in Advance, and Deferred Bonuses will pre-populate on the Other Obligations Page of the P&R the calendar month before they are due. For example, if rent is due December 1, the first time you open a P&R report during the month of November the rent for December will pre-populate. It will only show up in the Other Obligations Page but the value will show on the Main Payment Page, so if you don't go to the Other Obligations Page or pay attention to the Main Payment Page you could miss the fact that one of these other obligations pre-populated. ***If you submit the report, you will have reported it without paying it.***

If, for some reason, you forget to report during the calendar month that an obligation pre-populates you will miss the ability to report this obligation on the P&R. Similarly, if for some reason the system were to become inaccessible for a month or more and an obligation was to pre-populate during this period you would not be able to report it on the P&R after the system came back up. In either case, you would have to call your MMS contact and they would instruct you on how to report it on a new Form MMS-2014.

Remember, it is your responsibility to know when your other obligations are due, and their amount.

If you have an inactive lease not in a mine, we will continue to send you a Courtesy Notice when rent is due. Please pay the rent using the Courtesy Notice - not the P&R.

Completing the page:

- Input the correct month/year the obligation is due, Lease Number, Payment Type or obligation, and Payment Amount.
- Pick the correct Payment Type from the drop-down list. The non pre-population obligations are: Minimum Royalty, Recouping Rent, Recoup Minimum Royalty, Recoup Advance Royalty, MMS Settlement, Indian Recoupable Taken, Contract Settlements Payment, and Indian Recoupable Balance. (Remember that recoupments are negative.)
- Click on the [Save/Add a line] button to save the obligation you want to report. This will allow you to enter an additional obligation, or change pages.
- Once you click on the [Save/Add a line] button you cannot clear the obligation. If you make a mistake on an obligation and have clicked on the [Save/Add a line] button you have two options. You can add the same obligation and reverse the numbers, then add the same obligation again and put in the correct values, or you can navigate to the Main Payment Page and Cancel the entire report and start over.
- If you enter anything that does not correspond with our reference data, you will receive an error. For example if you put in a Recoup Advance Royalty, but don't have enough royalty available during the lease year that the Advance Royalty was paid for, you will receive an error and you will not be able to report that obligation.
- Click on the Interest Bearing Indicator if the payment is late and interest is owed. The Interest From Date should be the day after the obligation due date.

Note: Do not use the P&R to report Coal Advance Royalties in Lieu of Continued Operations.

Advance Royalty Obligation:

On the facing page is an example of inputting an Advance Royalty of \$459.00 for September 2003.

After clicking on [Save/Add a line], the default line drops below the saved obligation page.

Value Adjustment

Use this page to adjust values for any previously submitted P&R. Volume adjustments cannot be made using the Value Adjustment Page. Volume adjustments must be made on the independent Volume/Value Adjustment Report that is detailed in a later section.

The Value Adjustment Summary Page will have a summary table of all adjustments that have been made in the current adjustment session. The total royalty payment will be the net total payment, which could be negative.

The automated allocation tool is available for your use.

If you want to make adjustments to a month prior to your earliest P&R submittal, you can establish an original P&R for the month you want to adjust. This will not create a receivable. The day after establishing the new original P&R you can go to the Value Adjustment Page and make adjustments to this month.

Value Adjustment Summary page:

- Input the month and year of the adjustment.
- Input the product, if there is more than one.
- Input the Sales Point, if there is more than one.
- Click on the [Create New Value Adjustment] button to go to the 'Value Adjustment Detail Page'

Value Adjustment Detail page

The bottom set of rows is the lease-level data and is repeated for each lease associated with the mine being reported.

The 'Current Values' are the net values of the original and any adjustments currently on the system for this lease. These could be positive or negative entries.

Enter either the Allocation value differences or the lease-level value differences. Notice they are net differences (+/-).

Click on the [Calculate Royalty Due] button to determine the net Royalty Payment due for each lease. If these adjustments cause a late payment, make sure to click 'Yes' on the interest-bearing indicator and input the correct Interest From Date.

Click on the [Save Before Submitting] button to take you back to the 'Value Adjustment' Summary page.

Value Adjustment Summary page:

Here you can check the summary of any adjustments you have made during this session. If you want to make additional adjustments to other months, simply enter a new Sales Month/Year and click the [Create New Value Adjustment] button.

When you are through making adjustments and are ready to check the summary of the entire report, click on the 'Main Payment' tab at the top of this page.

Main Payment page

Note the Mine Level Production warning on the facing example. Again this is a warning that your production is at least 25% more or less than the previous month. This time, you must acknowledge that you know and accept this as true by checking the box.

The Submission ID identifies this document submission. The Customer Document ID defaults to the Submission ID number. This number can be changed, but please do not change it. Identify your accompanying payment with this number.

The Payment Method defaults to Electronic Funds Transfer (EFT), as it is the most common payment method. If you pay by any other means make sure you use the drop down list and pick the appropriate method. **Note that the default EFT is for wire transfers to MMS only, not other wire transfers.** If you submit a report using the wrong Payment Method, call your MMS contact and they will instruct you on how to correct the situation. Basically, it requires submitting two more reports; one backing out the incorrect report, and a new correct report.

The Production and Royalty Total is the total royalties you are reporting to MMS on this report.

The Other Obligation Total is the sum of all the Other Obligations that you are reporting to MMS on this report. Make sure this is what you were expecting to report for other obligations. If there is a number in here and you didn't go to the other obligations page, you probably have a pre-populated Other Obligation: rent, MRPIA, or a Deferred Bonus. Go back to the Other Obligations Page and check.

The Value Adjustment Total is the sum of all Value Adjustments that you made on this report.

The Sub Total is the sum of the three above totals.

The Credit 1 Amount and Credit 1 Doc ID should not be used. These are not active fields. If you believe you have a credit due, call us and we will work with you on this.

The Grand Total is the same as the Sum Total (if the Credit Amount is not used).

At this point you can still return to any of the other pages and continue to add data. If you are done reporting, go to the bottom of the Main Payment page.

At the bottom of the page are three buttons:

- The [Calculate Royalty] button is no longer needed.
- Clicking the [Submit P&R to MMS] will submit your report to MMS. You will receive a confirmation page informing you that the report has been successfully submitted.
- Clicking the [Cancel Submission] button will cancel everything you have done on this report. You will lose all your data and you will have to start over (but sometimes this is a very important button, and the Main Payment Page is the only place you can find this button on this report).

Copy the Main Payment Page and the confirmation page for your records. If you want to copy other pages of the report you should copy them before you get to the Main Payment page.

Volume/Value Adjustment Report

This report is completely independent from the Original P&R Report (although you access it through the same Mine Name and Report Type Page). Click on the 'P & R Volume/Value Adjustment' button.

You use this report to make volume and any corresponding value adjustments for any previously submitted P&R. Changing the volume of any previous P&R will change its ending inventory and therefore the next month's beginning inventory. This means that all subsequent P&R reports will have to be adjusted as well.

Again, all adjustments are net adjustments. The automated allocation tool for both volume and value adjustments is available.

Completing the earliest month of the Volume/Value Adjustment:

- Enter the Month and Year of the earliest adjustment.
- Enter the Product name (if more than one).
- Enter the Sales Point (if more than one). (August 2003 is used in the facing example.)
- Press the [Populate Volume/Value Adjustment Page] button.

Volume/Value Adjustment Summary Page

In the lower example, the last Original P&R submitted for this company was October 2003. In the first column is a list of the three months that need to be adjusted. You must open each adjustment month in order, from the earliest adjustment to the most recent. The P&R will automatically choose the month you need to adjust next.

- The next column shows whether the month in question has been completed or not.
- The Royalty Payment column will be populated after adjustment data has been entered on the next page.
- Click on the [Open Adjustment] button to open the adjustment detail page for the indicated month.
- Click on the [Create Payment] button when all months have been adjusted and you are ready to submit the report.
- The [Cancel Submission] button is new and allows you to cancel the entire report. No data will be saved.
- Click on [Open Adjustment] again for the next month.

Volume/Value Adjustment Detail page:

The Current Values column shows the current values that the P&R has in the system including any adjustments made on previous reports.

The Computed Differences column shows the net adjustments for any changes made during this session, from previous months.

Adjustments can be made using the allocation tools in which you need to enter the total mine differences and the Units Produced and Inventory/Volume Adjustment for each lease in the User Entered Differences Column. If you don't use the allocation tool then you can enter all adjustments by lease in the User Entered Differences column. The far right column will give the total difference for each category, which is the sum of the Computed Differences and the User Entered Differences.

In the facing example, the allocation tool was not used. Fifty tons was entered in Units Produced. This means that 50 more tons were produced than were previously reported. The Inventory/Volume Adjustment is a net decrease of 5 tons. The Production Available for Sale is calculated to be 45 tons. No additional Units were transferred to a remote. The additional units sold were 35. The additional Allowed Transportation Cost entered was \$100.00, the additional Allowed Processing Cost entered was \$200.00 and the additional Gross Proceeds entered were \$1000.00. The Ending Inventory was calculated as a net 10 tons.

There are three buttons at the bottom of this page:

- [Calculate Royalty Due] will calculate the royalty due. In this case an additional \$70.00 is owed.
- [Clear] will clear the data if you have not clicked on the [Save Before Submitting] button.
- [Save Before Submitting] will save all the data and send you back to the Volume/Value Adjustment Summary page. After this you will not be able to clear any data from this month without canceling the entire month.

Volume/Value Adjustment Summary page:

In the facing slide the adjustment for 08/31/2003 is 'completed' with a net royalty payment of \$70.00, and that the adjustment for 09/30/2003 is not completed, but ready to be opened. Click on the [Open Adjustment] button to open the next adjustment.

As stated before, you must at least open the adjustment for each month listed, even if no changes need to be made, so that the inventory can be

carried forward. It is possible that an unchanged month could have net royalty associated with it, because of allocation changes.

After completing the adjustments for all the months, click on the [Create Payment] button, and you will go to the Main Payment Page where you may submit the report.

Volume/Value Main Payment Page:

This page is similar to the P&R Original Main Payment page in that it has the Submission ID, the Customer Document ID, the Payment Method, the totals for this report, the Credit 1 box, and the Grand Total. The only total for this report is the Volume/Value Adjustment Total amount. Again, do not change the Customer Document ID, and use this same number with your associated payment. Also, do not use the Credit 1 Amount box.

The buttons at the bottom are also the same as the P&R Original Report:

- The [Calculate Royalty Due] button is not needed.
- Clicking on the [Submit P&R to MMS] will submit this report to MMS and provide you with a confirmation page.
- The [Cancel Submission] button will again cancel the report and delete all data that may have been submitted.

Logging Out

There are only three ways to log out properly:

- Submit a pending report by clicking on the [Submit P&R to MMS] button on the Main Payment page and close the internet browser.
- Click on the [Save Before Submitting] button and then click on the Log Out of P&R link that is at the top right corner of each page. This method will save any data that you have entered.
- The third way is to navigate to the Main Payment Page and click on the [Cancel Submission] button at the bottom of the page. This will delete any and all data that has been entered, but will not leave an open P&R session out there. (If you just opened the P&R to look at something, you should log out this way. However, if the P&R you are reviewing has not been submitted, and has data in it, you should use the [Save Before Submitting] button.)

Do not click on the “X” in the upper right corner of the page.

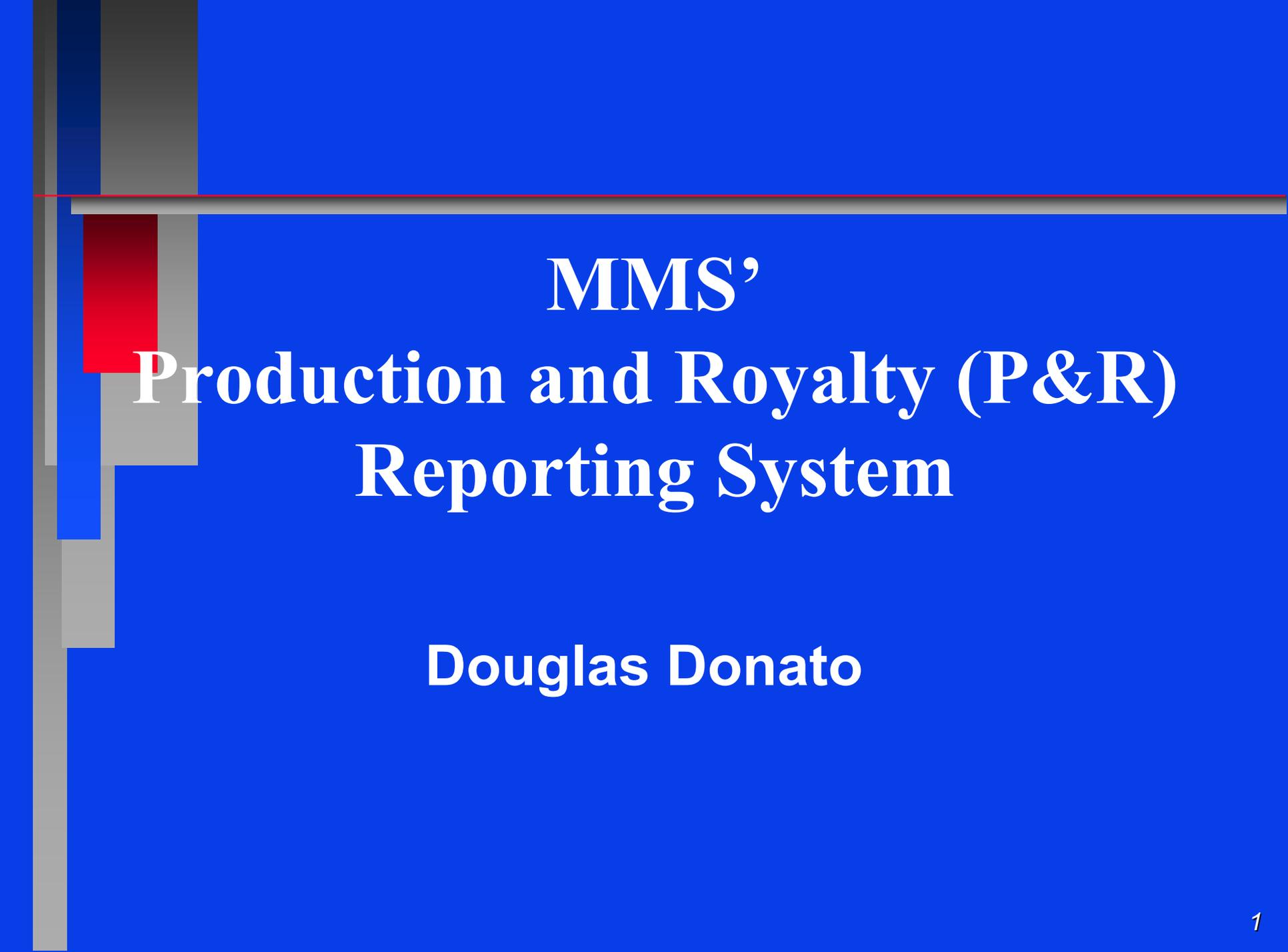
P&R Timeframe:

Only one report can be submitted per mine per day. One reporter can report on more than one mine that he/she is authorized to report on, in a day, but not more than one report for the same mine on the same day. This means only one Original P&R, Value Adjustment, Other Obligation, or Volume/Value Adjustment report can be submitted each day. If the Original P&R is combined with a Value Adjustment and/or an Other Obligation and they are all submitted together as one report then they will all be accepted.

Viewing Previously Reported Data

As an industry user, you can take a quick look at data from a specific month by opening the P&R Original report and going to the P&R Original Summary Page. Select the month and year you want to look at and click on the [Populate P&R Data] button. You will see the summary data from the P&R Original report for that month, but you will not see any data from the 'Other Obligations' page, 'Value Adjustments' page, or the 'Main Payment' page. If you then click on [Open P&R Report] you will see the lease-level P&R Original detail page data. From the P&R Original Summary Page, you can also go to the Other Obligation Page or the Value Adjustment Page if you desire.

Click on the [Back to P&R Summary Page](#) link to select another month or navigate to the Main Payment page and click on the [Cancel Submission] button.



MMS' Production and Royalty (P&R) Reporting System

Douglas Donato

Getting Access to the P&R

- **System Access Request Form (SARF)**
- **Send to: Cindy Prien**
MMS, MRM
P.O. Box 25165, MS 390B2
Denver, CO 80225-0165
- **Checked for accuracy, approved, and sent to our contractor - Accenture**
- **User receives a User ID and PIN via mail**
- **User calls Accenture and is given a PW**

Logging In

- Log onto Internet
- Go to <https://dwportal.mms.gov>
- Option for: P&R Log in or Brio Log in
- Clicking on P&R button prompts you for your User ID and Password
- This brings you to your Mine Selection and Report Type Page

Mine Selection & Report Type Page

OMB Control Number 1010-0120, Expiration Date: 08/31/2004

Welcome, DONATOD! Please Enter the appropriate Information to begin your Production & Royalty Submission

Mine Information

Mine Name:

Mine No. 1

Federal/Indian Indicator:

Federal/State/Fee

Indian/State/Fee

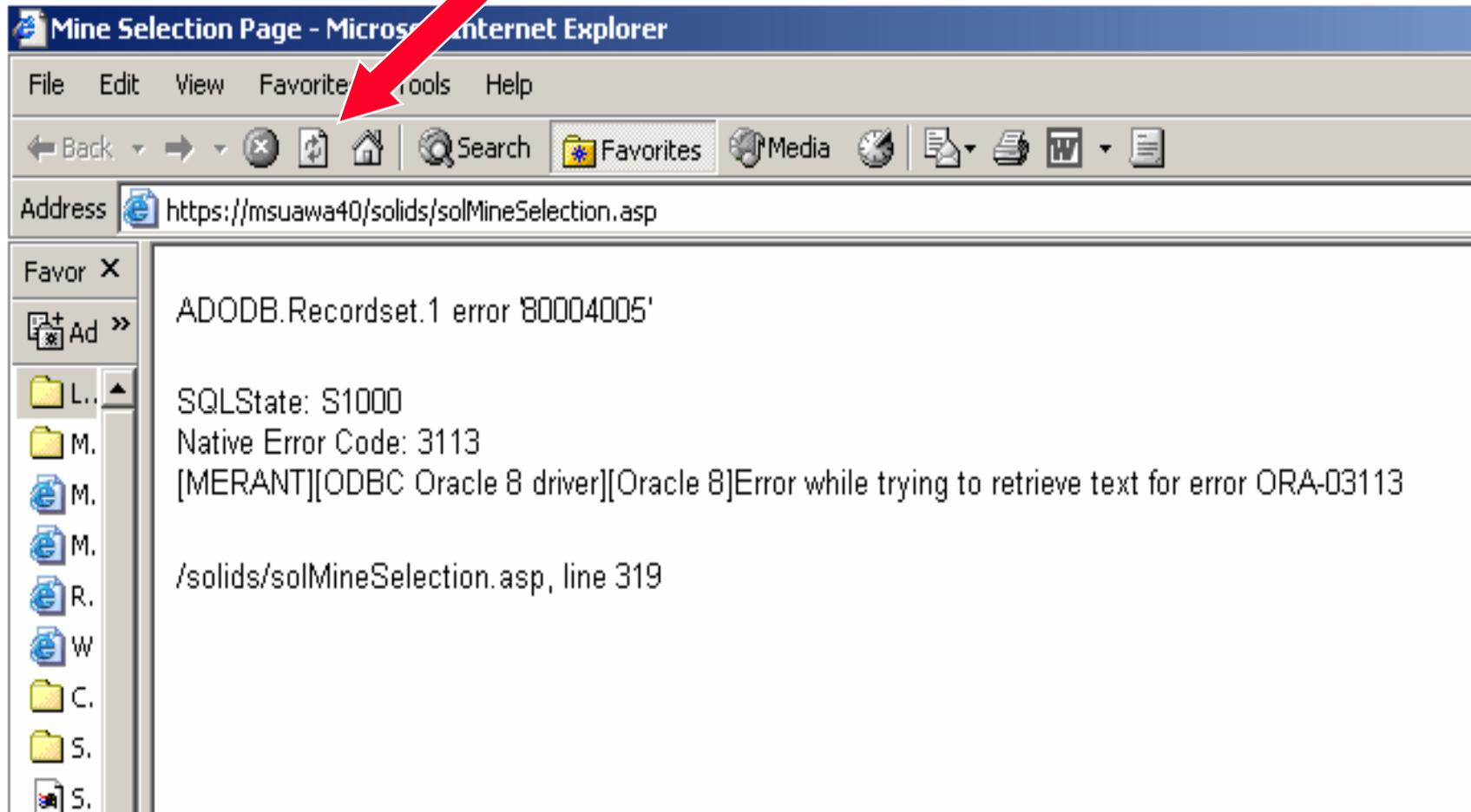
Report Type

Original P & R/Other Obligation/P & R Value Adjustment:

P & R Volume/Value Adjustment:

Create Report

Possible Error Message:



The screenshot shows a Microsoft Internet Explorer browser window titled "Mine Selection Page - Microsoft Internet Explorer". The address bar displays the URL `https://msuawa40/solids/solMineSelection.asp`. The main content area displays the following error message:

```
ADODB.Recordset.1 error '80004005'  
  
SQLState: S1000  
Native Error Code: 3113  
[MERANT][ODBC Oracle 8 driver][Oracle 8]Error while trying to retrieve text for error ORA-03113  
  
/solids/solMineSelection.asp, line 319
```

A red arrow points to the "Favorites" menu item in the browser's menu bar.

P&R Original Page: Mine-Level Summary Data

OMB Control Number 1010-0120, Expiration Date: 08/31/2004

[Log Out of P&R](#)

[Help](#)

Main Payment

P&R Original

Value Adjustment

Other Obligation

Mine Name

Business Unit

Mine No. 1

Federal/State/Fee

P & R Original Summary

Sales Month/Year:

November

2003

Populate P&R Data

This Sales Month has not been submitted.

	Sales Point	Product	Units Produced	Units Sold	Gross Proceeds	Total Allowed Cost	Royalty Payment
<input checked="" type="radio"/>	Mine	Gilsonite	0	0	\$0.00	\$0.00	\$0.00
		Total:	0	0	\$0.00	\$0.00	\$0.00

Open P&R Report

Lease-Level Detail Page:

OMB Control Number 1010-0120, Expiration Date: 08/31/2004

[Log Out of P&R](#)

[Help](#)

Mine Name	Business Unit	Sales Month/Year	Sales Point	Product
Mine No. 1	Federal/State/Fee	November, 2003	Mine	Gilsonite

P & R Original

Total Units Sold: Total Units Transferred:

Total Gross Proceeds: Total Allowed Processing Cost:

Total Allowed Transportation Cost:

Lease Number: <input type="text" value="UTU XXX1"/>		Royalty Rate/Fixed Rate: <input type="text" value="10%"/>		Land Class: <input type="text" value="FED"/>	
Beginning Inventory:	Inventory/Volume Adjustment:	Units Produced:	Production Available for Sale:	Units Transferred:	Units Sold:
<input type="text" value="500"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="500"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Ending Inventory:	Gross Proceeds:	Allowed Transportation Cost:	Allowed Processing Cost:	Royalty Before Allowance:	Royalty Payment:
<input type="text" value="500"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>

Allocation Option

■ Volume and Value Allocation Tools

Rolling weighted average method:

- **Production Available for Sale =
Beginning Inventory + Inventory
Adjustment + Units Produced**
- **The Allocation Ratio = lease-level
Production Available for Sale divided by
the total mine Production Available for Sale**

Allocation Option

- **Advantages of using the allocation tools**
- **Volume allocation tool won't work for:**
 - aggregated products
 - aggregated remotes
 - multiple royalty rates in a lease

Lease-level data input page

Value Allocation:

[Log Out of P&R](#)

[Help](#)

Mine Name	Business Unit	Sales Month/Year	Sales Point	Product
Mine No. 1	Federal/State/Fee	November, 2003	Mine	Gilsonite

P & R Original

Total Units Sold: Total Units Transferred:

Total Gross Proceeds: Total Allowed Processing Cost:

Total Allowed Transportation Cost:

Lease Number: <input type="text" value="UTU XXX1"/>		Royalty Rate/Fixed Rate: 10%		Land Class: FED	
Beginning Inventory:	Inventory/Volume Adjustment:	Units Produced:	Production Available for Sale:	Units Transferred:	Units Sold:
862	<input type="text" value="-10"/>	<input type="text" value="48"/>	<input type="text" value="900"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Ending Inventory:	Gross Proceeds:	Allowed Transportation Cost:	Allowed Processing Cost:	Royalty Before Allowance:	Royalty Payment:
600	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	\$0.00	\$0.00

Lease-level data input page

Value Allocation:

Lease Number: UTU XXX2		Royalty Rate/Fixed Rate: 10%		Land Class: FED	
Beginning Inventory:	Inventory/Volume Adjustment:	Units Produced:	Production Available for Sale:	Units Transferred:	Units Sold:
0	<input type="text" value="0"/>	<input type="text" value="400"/>	<input type="text" value="400"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Ending Inventory:	Gross Proceeds:	Allowed Transportation Cost:	Allowed Processing Cost:	Royalty Before Allowance:	Royalty Payment:
400	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	\$0.00	\$0.00

Enter your comments here for the above lease:

Lease Number: UTU XXX3		Royalty Rate/Fixed Rate: 12.5%		Land Class: FED	
Beginning Inventory:	Inventory/Volume Adjustment:	Units Produced:	Production Available for Sale:	Units Transferred:	Units Sold:
24	<input type="text" value="0"/>	<input type="text" value="176"/>	<input type="text" value="200"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Ending Inventory:	Gross Proceeds:	Allowed Transportation Cost:	Allowed Processing Cost:	Royalty Before Allowance:	Royalty Payment:
200	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	\$0.00	\$0.00

Enter your comments here for the above lease:

Lease-level data input page

Volume and Value Allocation:

[Log Out of P&R](#)

[Help](#)

Mine Name	Business Unit	Sales Month/Year	Sales Point	Product
Mine No. 1	Federal/State/Fee	November, 2003	Mine	Gilsonite

P & R Original

Total Units Sold: Total Units Transferred:

Total Gross Proceeds: \$ Total Allowed Processing Cost: \$

Total Allowed Transportation Cost: \$

Lease Number: <input type="text" value="UTU XXX1"/>		Royalty Rate/Fixed Rate: 10%		Land Class: FED	
Beginning Inventory:	Inventory/Volume Adjustment:	Units Produced:	Production Available for Sale:	Units Transferred:	Units Sold:
862	<input type="text" value="-10"/>	<input type="text" value="48"/>	<input type="text" value="900"/>	<input type="text" value="30"/>	<input type="text" value="300"/>
Ending Inventory:	Gross Proceeds:	Allowed Transportation Cost:	Allowed Processing Cost:	Royalty Before Allowance:	Royalty Payment:
<input type="text" value="570"/>	\$ <input type="text" value="30000"/>	<input type="text" value="3000"/>	\$ <input type="text" value="6000"/>	<input type="text" value="\$3000"/>	<input type="text" value="\$2100"/>

Lease-level data input page

Value Allocation:

Lease Number: L UTU XXX2		Royalty Rate/Fixed Rate: 10%		Land Class: FED	
Beginning Inventory:	Inventory/Volume Adjustment:	Units Produced:	Production Available for Sale:	Units Transferred:	Units Sold:
0	0	400	400	0 13	0 133
Ending Inventory:	Gross Proceeds:	Allowed Transportation Cost:	Allowed Processing Cost:	Royalty Before Allowance:	Royalty Payment:
254	\$13,333.33	\$ 1,333.33	\$ 2,666.67	\$0. \$1,333.33	\$0.0 \$933.33

Enter your comments here for the above lease:

Lease Number: L UTU XXX3		Royalty Rate/Fixed Rate: 12.5%		Land Class: FED	
Beginning Inventory:	Inventory/Volume Adjustment:	Units Produced:	Production Available for Sale:	Units Transferred:	Units Sold:
24	0	176	200	0 7	0 67
Ending Inventory:	Gross Proceeds:	Allowed Transportation Cost:	Allowed Processing Cost:	Royalty Before Allowance:	Royalty Payment:
126	\$6,666.67	\$ 666.67	\$ 1,333.33	\$0. \$833.33	\$0.0 \$583.33

Enter your comments here for the above lease:

Lease –Level Data Input if Not Using the Allocation Tools

Inventory Volume Adjustment Units Produced

- sell raw coal: coal mined, e.g. coal
- sell clean coal: clean coal produced, e.g. coal
- sodium: salable products produced
- potassium: salable products produced
- gilsonite: salable products produced
- western phosphate: phosphate shipped
- Pb/Zn/Cu: each concentrate produced

Lease-Level Data Input if Not Using the Allocation Tools

- **Units Transferred**
- **Units Sold**
- **Gross Proceeds**
- **Allowed Transportation Cost**
- **Allowed Processing Cost**

Lease-level P&R data input and royalty calculation:

Mine Name	Business Unit	Sales Month/Year	Sales Point	Product
Mine No. 1	Federal/State/Fee	November, 2003	Mine	Gilsonite



Warning:
The Production Amount you have entered for one of the leases below has at least a **50%** variance from last month's production amount.

P & R Original

Total Units Sold: Total Units Transferred:

Total Gross Proceeds: Total Allowed Processing Cost:

Total Allowed Transportation Cost:

Lease Number: UTU XXX1		Royalty Rate/Fixed Rate: 10%		Land Class: FED	
Beginning Inventory:	Inventory/Volume Adjustment:	Units Produced:	Production Available for Sale:	Units Transferred:	Units Sold:
500	<input type="text" value="-25"/>	<input type="text" value="100"/>	<input type="text" value="575"/>	<input type="text" value="0"/>	<input type="text" value="125"/>
Ending Inventory:	Gross Proceeds:	Allowed Transportation Cost:	Allowed Processing Cost:	Royalty Before Allowance:	Royalty Payment:
450	<input type="text" value="\$12,500.00"/>	<input type="text" value="\$2,000.00"/>	<input type="text" value="\$3,000.00"/>	<input type="text" value="\$1,250.00"/>	<input type="text" value="\$750.00"/>

Enter your comments here for the above lease:

Mine-Level summary page:



Warning:
The Production Amount you have entered for one of the leases being reported has at least a **50%** variance from last month's production amount.

OMB Control Number 1010-0120, Expiration Date: 08/31/2004

Main Payment

P&R Original

Value Adjustment

Other Obligation

[Log Out of P&R](#)

[Help](#)

Mine Name

Business Unit

Mine No. 1

Federal/State/Fee

P & R Original Summary

Sales Month/Year:

November

2003

Populate P&R Data

This Sales Month has not been submitted.

	Sales Point	Product	Units Produced	Units Sold	Gross Proceeds	Total Allowed Cost	Royalty Payment
<input type="radio"/>	Mine	Gilsonite	100	125	\$12,500.00	\$5,000.00	\$750.00
		Total:	100	125	\$12,500.00	\$5,000.00	\$750.00

Open P&R Report

Reporting Financial Obligations

Other Obligations Page

- **Rent, Minimum Royalty Payable in Advance (MRPIA), and Deferred Bonuses pre-populate on the P&R**
- **Choose others from the drop-down list**

Reporting Financial Obligations

- **Claim all recoupments using the P&R
(Use negative numbers for recoupments)**
- **If you have an inactive lease not in a mine, we send you a Courtesy Notice when rent is due. Pay using the Courtesy Notice, not the P&R.**

Other Obligations Page:

OMB Control Number 1010-0120, Expiration Date: 08/31/2004

Main Payment **P&R Original** **Value Adjustment** **Other Obligation**

[Log Out of P&R](#) [Help](#)

Mine Name **Business Unit**
Mine No. 1 Federal/State/Fee

Other Obligations

Sales Month/Year	Lease Number	Payment Type	Interest Bearing Indicator	Interest From Date	Payment Amount
November 2003	UTU XXX1	Advance Royalty	Yes <input type="radio"/> No <input checked="" type="radio"/>	August 31 2001	\$0
Total :					\$ 0.00

Save/Add a line Clear

Advance Royalty Obligation

OMB Control Number 1010-0120, Expiration Date: 08/31/2004

[Log Out of P&R](#) [Help](#)

Mine Name **Business Unit**
 Mine No. 1 Federal/State/Fee

Other Obligations

Sales Month/Year	Lease Number	Payment Type	Interest Bearing Indicator	Interest From Date	Payment Amount
September, 2003	UTU XXX1	Advance Royalty Payment	N	N/A	\$ 459.00
August <input type="button" value="v"/> <input type="button" value="2001"/>	UTU XXX1 <input type="button" value="v"/>	Advance Royalty <input type="button" value="v"/>	Yes <input type="radio"/> No <input checked="" type="radio"/>	August <input type="button" value="v"/> <input type="button" value="31"/> <input type="button" value="2001"/>	\$0
Total :					\$ 459.00

Value Adjustment

- Use to adjust values on any previously submitted P&R
- No volume adjustments
- Summary Table of all adjustments made in the current session
- Net total royalty payment (+/-)
- Allocation tool available

Value Adjustment Summary Page:

Main Payment **P&R Original** **Value Adjustment** **Other Obligation** [Log Out of P&R](#) [Help](#)

Mine Name **Business Unit**
Mine No. 1 Federal/State/Fee

P & R Adjustment Summary

Sales Month/Year	Sales Point	Product	Royalty Payment
		Total:	\$ 0.00

Population Information

Sales Month/Year: Month: August Year: 2003 Sales Point: Mine

Product: Gilsonite

~~Create New Value Adjustment~~

Value Adjustment Detail Page:

[Log Out of P&R](#)

[Help](#)

Mine Name	Business Unit	Sales Month/Year	Sales Point	Product
Mine No. 1	Federal/State/Fee	August, 2003	Mine	Gilsonite

P & P Adjustment

Interest Bearing Indicator: Yes No

Interest From Date: Day: Month: Year:

Initiated: MMS Customer

Allocate New Values

Total Gross Proceeds Difference: \$

Total Allowed Transportation Cost: \$

Total Allowed Processing Cost: \$

Lease Number: <input type="text" value="UTU XXX1"/> Land Class: FED	Current Values	Royalty Rate/Fixed Rate: 10.00%	Value Differences
Gross Proceeds:	\$0.00	Gross Proceeds Difference:	\$ <input type="text" value="2000"/>
Allowed Transportation Cost:	\$0.00	Allowed Transportation Cost Difference:	\$ <input type="text" value="200"/>
Allowed Processing Cost:	\$0.00	Allowed Processing Cost Difference:	\$ <input type="text" value="300"/>
		Royalty Payment:	\$150.00

Value Adjustment Summary Page:



Main Payment **P&R Original** **Value Adjustment** **Other Obligation**

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Mine Name **Business Unit**
Mine No. 1 Federal/State/Fee

P & R Adjustment Summary

Sales Month/Year	Sales Point	Product	Royalty Payment
August 2003	Mine	Gilsonite	\$150.00
		Total:	\$150.00

Population Information

Sales Month/Year:	Month: August	Sales Point:	Mine
	Year: 2003		
Product:	Gilsonite		

Create New Value Adjustment

Main Payment Page:

[Log Out of P&F](#)

- Main Payment
- P&R Original
- Value Adjustment
- Other Obligation

Mine Name	Business Unit	Sales Month
Mine No. 1	Federal/State/Fee	November, 2003

Main Payment



Warning:
Your Mine Level Total Production Units has a 25% or more variance when compare to the mine's last reporting period.
If you accept the fact that there is a variance of 25% or more, please check the checkbox below to by-pass the validation.

Submission ID:	PAR17422
Customer Number:	MA 111
Customer Document ID:	PAR17422
Payment Method:	Electronic Funds Transfer
Federal/Indian Indicator:	FE001
Production & Royalty Total:	\$ 750.00
Other Obligation Total:	\$ 0.00
Value Adjustment Total:	\$150.00
Sub Total:	\$900.00
Credit 1 Amount:	\$0.00
Credit 1 Doc ID:	
Grand Total:	\$900.00

Main Payment Page

Main Payment

Submission ID:	PAR17569
Customer Number:	MA000
Customer Document ID:	<input type="text" value="PAR17569"/>
Payment Method:	<input type="text" value="Electronic Funds Transfer"/>
Federal/Indian Indicator:	FED01
<u>Production & Royalty Total:</u>	\$ 0.00
<u>Other Obligation Total:</u>	\$ 0.00
<u>Value Adjustment Total:</u>	\$ 0.00
Sub Total:	\$ 0.00
Credit 1 Amount:	<input type="text" value="\$ 0.00"/>
Credit 1 Doc ID:	<input type="text" value="-"/>
Grand Total:	\$ 0.00

Enter your comments here for the above Mine Payment:

Calculate Royalty Due

Submit P&R to MMS

Cancel Submission

Volume/Value Adjustment Report

- This report is completely independent from the Original P&R Report
- Use to adjust volume and value on any previously submitted P&R
- Net changes
- Allocation tool available

P&R Volume/Value Adjustment Report

OMB Control Number 1010-0120, Expiration Date: 08/31/2004

Welcome, DONATOD! Please Enter the appropriate Information to begin your Production & Royalty Submission

Mine Information

Mine Name:

Mine No. 1

Federal/Indian Indicator:

Federal/State/Fee

Indian/State/Fee

Report Type

Original P & R/Other Obligation/P & R Value Adjustment:

P & R Volume/Value Adjustment:

Create Report

Disclaimer:

The Paperwork Reduction Act of 1995 requires us to inform you that this information is being collected by the Minerals Management Service from all Federal and Indian solid mineral lessees. We estimate the burden to average 20 minutes per report per month reporting electronically. Comments on the accuracy of this burden estimate or suggestions on reducing this burden should be directed to the Information Collection Clearance Officer, MS 4230, Minerals Management Service, 1849 C Street, N.W., Washington, D.C. 20240. Information that lessees claim is proprietary may be protected by the Freedom of Information Act (5 U.S.C. 552 (b) (4)), the Trade Secrets Act (18 U.S.C. 1832), and Department regulations (43 CFR part 2). An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a current valid OMB control number.

Volume/Value Adjustment:

First month to be adjusted

OMB Control Number 1010-0120, Expiration Date: 08/31/2004

Welcome, DONATOD! Please Enter the appropriate Information to begin your Production & Royalty Submission

Mine Information

Mine Name:

Federal/Indian Indicator: Federal/State/Fee Indian/State/Fee

Report Type

Original P & R/Other Obligation/P & R Value Adjustment:

P & R Volume/Value Adjustment:

Population Information

Sales Month/Year:	Month: <input type="text" value="August"/>	Sales Point:	<input type="text" value="Mine"/>
	Year: <input type="text" value="2003"/>		
Product:	<input type="text" value="Gilsonite"/>		

Volume/Value Adjustment Summary Page:

Open first adjustment month

[Log Out of P&R](#)

[Help](#)

Mine Name	Business Unit	Sales Month/Year	Sales Point	Product
Mine No. 1	Federal/State/Fee	August, 2003	Mine	Gilsonite

In order to create the volume adjustment indicated on the previous page, please complete an adjustment for each of the following months. These adjustments must be completed in order to bring the mine profile up-to-date. Do you wish to continue with this adjustment?

[Click here if you do not wish to continue](#)

	Sales Month/Year	Completed?	Royalty Payment
<input checked="" type="radio"/>	08/31/2003	No	\$ 0
<input type="radio"/>	09/30/2003	No	\$ 0
<input type="radio"/>	10/31/2003	No	\$ 0
		Total:	\$ 0.00

Open Adjustment

Create Payment

Cancel Submission

Volume/Value Adjustment Detail Page

Allocate New Values

Total Sales Volume Difference:

Total Units Transferred Difference:

Total Sales Value Difference: \$

Total Allowed Processing Cost Difference: \$

Total Allowed Transportation Cost Difference: \$

Lease Number: <input type="text" value="UTU XXX1"/> Land Class: FED	Current Values	Computed Differences	User Entered Differences	Total Difference
Beginning Inventory:	1,322	0	N/A	0
Units Produced:	0	N/A	<input type="text" value="50"/>	50
Inventory/Volume Adjustment	0	N/A	<input type="text" value="-5"/>	-5
Production Available for Sale:	1,322	0	<input type="text" value="45"/>	45
Units Transferred :	0	0	<input type="text"/>	0
Units Sold:	0	0	<input type="text" value="35"/>	35
Allowed Transportation Cost:	\$ 0.00	\$ 0.00	<input type="text" value="100.00"/>	\$ 100.00
Allowed Processing Cost:	\$ 0.00	\$ 0.00	<input type="text" value="200.00"/>	\$ 200.00
Gross Proceeds:	\$ 0.00	\$ 0.00	<input type="text" value="1000.00"/>	\$ 1,000.00
Ending Inventory:	1,322	0	<input type="text" value="10"/>	10
Royalty Rate/Fixed Rate:	10.00%		Royalty Payment:	\$70.00

Volume/Value Adjustment Summary Page

Open second adjustment month

[Log Out of P&R](#)

[Help](#)

Mine Name	Business Unit	Sales Month/Year	Sales Point	Product
Mine No. 1	Federal/State/Fee	August, 2003	Mine	Gilsonite

In order to create the volume adjustment indicated on the previous page, please complete an adjustment for each of the following months. These adjustments must be completed in order to bring the mine profile up-to-date. Do you wish to continue with this adjustment?

[Click here if you do not wish to continue](#)

	Sales Month/Year	Completed?	Royalty Payment
<input type="radio"/>	08/31/2003	Yes	\$70.00
<input checked="" type="radio"/>	09/30/2003	No	\$ 0
<input type="radio"/>	10/31/2003	No	\$ 0
		Total:	\$ 0.00

Open Adjustment

Create Payment

Cancel Submission

Volume/Value Main Payment Page

Mine Name Business Unit
Mine No. 1 Federal/State/Fee

Main Payment

Submission ID:	PAR17571
Customer Number:	MAXXXX
Customer Document ID:	PAR17571
Payment Method:	Electronic Funds Transfer
Federal/Indian Indicator:	FED01
Volume/Value Adjustment Total:	\$ 0.00
Sub Total:	\$ 0.00
Credit 1 Amount:	\$0.00
Credit 1 Doc ID:	-
Grand Total:	\$ 0.00

Enter your comments here for the above Mine Payment:

Calculate Royalty Due

Submit P&R to MMS

Cancel Submission

Logging Out

Only 3 ways to log out properly:

- Click on [Submit P&R to MMS] button on the Main Payment page
- Click on [Save Before Submitting] button and click on Log Out of P&R link at top right of any page. (This will save any data entered)
- Navigate to Main Payment Page and click on [Cancel Submission] button at the bottom of page. (this will delete all data entered)

Other P&R Keys

You can submit only one report per mine per day.

This means only one Original P&R, Value Adjustment, Other Obligation, or Volume/Value Adjustment report can be submitted each day.

P&R Original page: Mine-Level Summary

OMB Control Number 1010-0120, Expiration Date: 08/31/2004

Main Payment

P&R Original

Value Adjustment

Other Obligation

[Log Out of P&R](#)

[Help](#)

Mine Name

Business Unit

Mine No. 1

Federal/State/Fee

P & R Original Summary

Sales Month/Year:

November

2003

Populate P&R Data

This Sales Month has not been submitted.

	Sales Point	Product	Units Produced	Units Sold	Gross Proceeds	Total Allowed Cost	Royalty Payment
<input checked="" type="radio"/>	Mine	Gilsonite	0	0	\$0.00	\$0.00	\$0.00
		Total:	0	0	\$0.00	\$0.00	\$0.00

Open P&R Report



The End

Questions?