Quarterly Production Reporting Horizontal H6A Wells WR-39e File Creation and Details.

Quarterly production reporting will be done using the quarterly WR-39e spreadsheet form. This form has been in use for many years, it has been modified to contain the months of each quarter. There are now four quarterly forms, specific to each quarter.

There is just one main rule on completing these forms: <u>Do it the way we ask</u>.

Our computer system must read the file, it is set up to read the file just the way it is. If you modify the file, the computer will not read the file. Don't change the file format. There are just a few specifics to keep in mind, they are described below.

1. **Filename:** Use this format when creating quarterly production files:

   CompanyName + WR39 + Year + Quarter

   Example: Acme Oil and Gas WR39 2018 Q1

   <u>Miscellaneous Rules</u>:

   a. 50 characters maximum in the file name.
   b. Do not use any special characters in file name, such as "&, %, $, #," etc.

2. **Filling out the WR39e Spreadsheet**: This is self-explanatory. Fill in the year, your unique operator ID, each well API number you are reporting, and the production data.

   <u>Miscellaneous Data Rules</u>:

   a. Only numbers in data file, no letters anywhere.
   b. Use only whole numbers. We do not want decimals, or fractions of units of the product. Many accounting programs may export production numbers to several decimal places. We do not want these fractions of units. Please truncate these numbers to contain no decimals.
   c. No negative numbers. If you have a negative production value, replace it with a zero.
   d. <u>DO NOT ADD ANY OTHER COLUMNS.</u> Some operators want to add their well names to this file. Please do not do that. You may want to have a working spreadsheet where you have your well names, or any other well information. If you do that, learn to "cut and paste" just the information we request in the spreadsheet.
   e. <u>API numbers are the 10-digit format.</u>

3. **Sales or Purchase of Existing Wells**. When a well, or wells, changes ownership, each respective company will report the production that occurred while they owned the well.

4. **File Condition, Best Practices, and Rare Occurrences**.

   a. It is a best practice to start with a "new" WR39e file for each reporting period. When files are overwritten, deleted, or used several times, sometimes "invisible" formatting is left behind in the file. This will sometimes cause strange behavior when uploading the file.
   b. <u>Do not leave blank rows.</u> It is better to not have blank rows within the data. The data will load with blank rows within the middle of the file, but for consistency, it is better not to have blank rows.
   c. <u>Blank Cells are Zero.</u> Cells with no value will be interpreted as zero. You may leave cells blank or enter zero.
   d. <u>Column Headers.</u> Do not alter the column headings. These direct what the computer reads and where the data goes. If these are altered, the file will not be read.
   e. <u>"No Records Found".</u> If you get a "No Records Found" error message after uploading the file, you may have altered the heading row, or there is something strange with your file with strange formatting. You can try to cut and paste your data into a new file, or go to the first blank rows below your data, highlight 50 rows below that, and hit "Delete". There sometimes is hidden formatting below your data, this may clear it.
   f. <u>Paste as Values(V).</u> If you move data around between software programs, it may bring unique formatting features. A best practice is to use the option of "Paste as Values(V)" when pasting data into a file. This will ensure other formatting or equations are not copied into your new file.