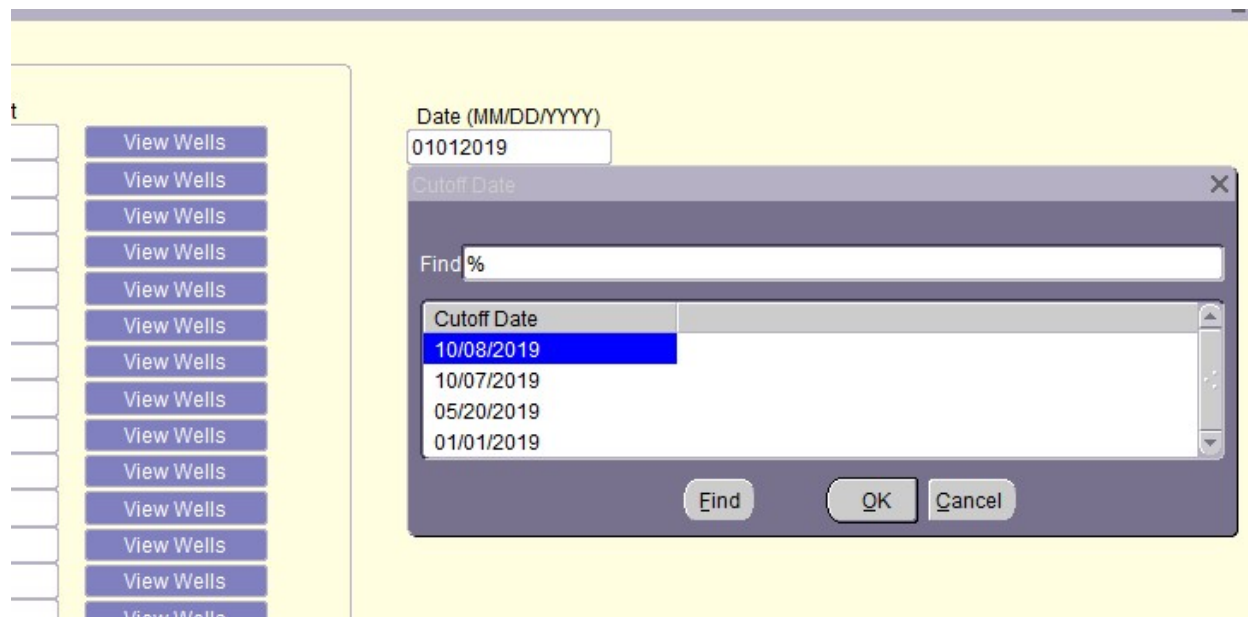


## SONRIS SRCNIWI0200 – Inactive Well Invoicing

Located in SONRIS > Conservation (E and G) > inspections and enforcement > Inactive Well Invoicing

The latest run will display. To toggle between historical records, place the cursor in the Date (MM/DD/YYYY) field; select F9. A drop down list displays.



Select a year of interest; select ok. Select F8 to load the data.

To generate a new list, users must have roles = CON\_ENG\_ENFORCE

Key in "cutoff date" (historically, we've used May 20 of each year- promulgation date of initial rule) to the "Date (MM/DD/YYYY)" field, select "Generate List." Once the well count appears, select "Email Invoices." This will generate invoices for each operator and email all operators.



Users can QA/QC the data with the "Inactive Well IDR."

- Note- the IDR includes ALL inactive wells, not just wells that will be invoiced. Filter results to inactive > 5 years; not on SOA; op code <> 9999.

OPTIONAL NOTE: prior to running query, add end dates to wells with condition code 86 (SOA) yet current status of 28, 29, 30, 90. Updates implemented in 2021 to end condition code 86 records for p&as; op changes. Verify records.

OPTIONAL NOTE: Review APIs that have active SN and multiple operators.

DISCOURAGED BUT AN OPTION: Manual invoices can be keyed into the screen; however, once an invoice is entered, none of the counts can be redone. Locked in for the cutoff date. Note- later updates do not support this functionality well. Ie, well lists will not be saved in the database. Do not recommend one-off invoice creation.

01 – Mailing and 03 – Compliance Correspondences contacts used for email addresses top operators. CC group are constants – 1406 (Eng Admin Director) and 1358 (Shut in contact).

Failure email - If an email fails to send, an error message will display on the screen and an email will be sent to SONRIS Constant **SURVEY PLAT MANAGERS** with the subject "Inactive Well Invoicing error for [org\_id]." In most cases, this will be due to lack of email in the OR-1 screen. In this case, manually print and send the invoice. **Functionality did not work 2023. Ticket 2669624 submitted to address and correct email to shut-in constant. VERIFY IMPLEMENTED BEFORE EXECUTING FOR 2024.**

The data is in the tables as INACTIVE\_WELL\_INVOICING\_OPER and INACTIVE\_WELL\_INVOICING.

Sample email is below.



Note – email modified Sept 2021 to include a [link to inactive wells that do not have FS](#).

Outstanding invoice IDR is a button on the screen. It is very useful for blast emails to operators to remind them to pay.

Followup process- note all adjustment requests, relief requests, and payment plans in invoice (Reference field) and locally.

In SONRIS Forms, select Accounting Services > Accounting Screen > Invoices and Payments

IPS\_0010 - INVOICE 01/05/2024 04:15 PM  
Strategic Online Natural Resources Information System  
LOUISIANA DEPARTMENT OF NATURAL RESOURCES  
INVOICE  
Revenue Category Code  Office of Conservation Invoice Number  Inv Date   
Customer  
Customer Code  Customer Name  Address1   
Address 2  Attention  City  State   
Zip   
Old Invoice Number  Userid  Comments   
Reference   
PRODUCT

After 1 month, send courtesy email with 1 additional month to remit payment with threat to escrow R4s for those who have not reached out with a request (see the "Make an email list" tutorial to determine how to get emails from all operators, and join to inactive well assessment invoice query in DODA with outstanding balance and no notes in invoice reference field). Can be more strict at 1-month mark if entities are saying "we aren't paying" (ie, proceed to escrow- example, A161). Then, approach one at a time, descending order in amount. Place E on OR1. If operator has production, escrow highest earning LUW. If operator has no production, once invoices reach \$1000, send memo to Enforcement for pay or p&a compliance order. Document escalation of enforcement by noting in invoice 1) placed e on OR1 then 2) note any escrow or p&a requests on E of OR1.

Any invoice adjustments need to be well documented and processed by Accounting with the exception of well status corrections- we have the authority to change the quantity in the invoice form.

NOTE FOR 2024- inactive well tiers changed per October 2023 rule promulgation, LAC 43:XIX.137.A.1.b and LAC 43:XIX.137.A.2.b. Consult with Commissioner to determine IF tiers should be addressed for 2024 invoicing, or if different path will be pursued in lieu of inactive well assessments.

Save any payment plans and evaluation of invoice reduction in the following folder:

F:\OoC\Eng\Engineering\RegulatorySection\PermitsSection\FinancialSecurity\Inactive wells - financial security

Monitor payment plans weekly and escalate if non-compliant (ie, same process as above- escrow R4s; request pay or p&a Order from Enforcement).

General Methodology- steps conducted when executing process manually- obsolete due to automated process

Step 1: Identify all wells with current status = 16, 18, 20, 31, 32, 33, 34, 35, 36, 37

Step 2: Remove fictitious SN, wells sharing API with SOA SN (condition code 86), then active duals

Well # = 9999

SN with CC86 and end date null, plus associated API

Non 00000 API with at least one SN status = 09, 10, 11

Review 0000 API by “hand” – ie, if “D” in well number, review associated SN by GIS

Step 3: Pull well histories

Step 4: Identify records as inactive or active

Status considered active if 01, 02, 09, 10, 11, 21, 24, 46, 49, 64, 73, 74, 78; else, inactive

Step 5: Identify first inactive date since previously active

Step 6: Compare SN inactive dates for duals, triples (excluding 0000 API, of course) and use the latest as the inactive date for the wellbore