

Computational Process Instructions

Summary and Expected Processing Events:

This process has been developed to help the user prepare and submit the required amended royalty return to clear up a computational notice. This process works for both the assessment and credit invoices. The process will require the remitter to prepare and submit the amend return in the CSV (comma delimited) format. This process will create the Excel/CSV file.

The royalty reporting value changes must be made by the remitter to insure the computational error has been corrected before uploading the amended return.

Prerequisite: The remitter must be approved to submit CSV files online. If you are not approved to file online please contact:

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for detailed instructions and testing requirements. If you are a CSV approved filer, instructions are as follows:

Step Activity Required Action/Expected Results

1. Login to the Ongard main menu at: www.ongard.state.nm.us
Select: Industry Access, State Land Office, Industry Access, Computational Process.
2. Select Invoice Type (Assessment / Credit) **Click:** on the Selection box –make selection.
3. Enter: Invoice Number **Type:** Invoice Number
4. Select Search **Click on Search Box**– this will allow you to view the detailed lines behind the selected invoice. If this is the correct invoice, then
5. Download CSV file – Search the Invoice Number, then click the ‘**Generate Amended Return File (click here)**’ box.
This process will download to your computer an Excel file (in the CSV format) that contains both the Summary and Detail lines ready for your use. The first detail line will be the reversing entry and the second is the correcting entry. The reversing entries will zero out the computational invoice balance for each reporting detail line. The correcting entry will be the same reporting value (dr. or cr.) as the original entry, and **will require the user to enter the corrected values to insure no computational error exist.**
6. Preparing the Amended Return: Once your CSV file with the detail lines is corrected,
 - A. **Ensure** the file has been formatted in “Text”
 - B. **“Save”** the file in the CSV format. Now, you are ready to upload and submit your file.
7. Uploading the Amended Return: **Login** to the state’s online website and Upload a CSV