Reporting using the CMP-2014

Reporter Training 2025

June 2025

Disclaimer

These training materials are offered in a training scenario to serve as guidance for Federal and Indian oil, gas, and coal lease/agreement operators (onshore and offshore) to assist in determining value for royalties. Because reporting and valuation circumstances vary from lessee to lessee, be advised that these training materials may not precisely reflect your valuation scenario. Accordingly, these general materials should not be construed as setting binding or enforceable policy.

Reliance on this guidance does not prohibit ONRR from future compliance activities or auditing of your reporting based on your use of the information contained within or from directing you to report and pay in a different manner based on an application of federal law to your unique factual circumstances. These training materials do not constitute an appealable decision or order under 30 C.F.R. 1290, Subpart B.

Agenda

Overview

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CMP-2014 Use

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Overview

Released to Industry October 27, 2014

Used for ALL compliance-initiated corrections resulting from compliance activities performed by ONRR/States/Tribes

- Data Mining Reviews (added January 1, 2025)
- Compliance Reviews
- Audits

Accessed in eCommerce like the standard Report for Sales and Royalty Remittance (Form ONRR-2014)

Includes same reporting fields and formats as the standard Form ONRR-2014

CMP-2014 Purpose

Provides ONRR/States/Tribes opportunity to review your royalty lines before you submit them

Streamlines the audit and compliance process

- Ensures use of the correct PAD number and Adjustment Reason Code (ARC) for quicker resolution
- Enhances accuracy of corrections
- Ensures compliance reports are not mixed with monthly reports
- Improves efficiency for ONRR Accounts Receivable and Financial Management when processing adjustments

CMP-2014 Use

Always use the CMP-2014 when making royalty adjustments in response to compliance activities

- Applies to data mining reviews, compliance reviews and audits
- Use the PAD Number stated in the compliance communication or provided by the auditor/analyst
- Use the appropriate Adjustment Reason Codes (ARC)

If unclear, reach out to your ONRR/State/Tribe representative

Failure to report compliance-related adjustments using the CMP-2014, may result in delaying resolution of the issues

CMP-2014 Creation

CMP-2014 Creation

ONRR/STRAC or industry may initiate the CMP-2014 when responding to informal communications (e.g., Data Requests and Preliminary Determinations)

ONRR/STRAC initiates the CMP-2014 for all “formal” communications (Order Letters)

When ONRR creates the CMP-2014, ONRR can pre-load some information for Industry

ONRR Initiated CMP-2014

ONRR initiates the CMP-2014 for <u>ALL</u> formal communications

- Required to use for compliance adjustments in response to an order letter
- ONRR may create a single line or multiple lines
- The Royalty Value after Allowances may show $1.00
- The company is responsible for ensuring all information is accurate

Line Commands

Select All | Copy | Copy All | Delete | Add Lines | 1 | Go To | 1 | #Lines to Display: 25 | Line # ASC | Sort

CMP-2014 ONRR Detail Lines

Select Line		Line #	Preparer Use Only	ONRR Lease Number* Search	ONRR Agree Number Search	API Well Number	Product Code	Sales Type	Sales Date (MMYYYY)*	Transaction Code*	Adjustment Reason Code*
☐	>	1		0540058680	754393012A		06-Inlet Scrubber		01 2017	01	17
☐	>	2							02 2025		17

Sales Volume	Gas MMBtu	Sales Value	Royalty Value Before Allowances	Transportation Allowance	Processing Allowance	Royalty Value after Allowance*	Payment Method*	Line #
0.00	0.00	0.00	0.00	0.00	0.00	1.00	03	1

Industry Initiated CMP-2014 (Option 1)

Click on the "**New CMP-2014**" button

CMP-2014 General Report Information

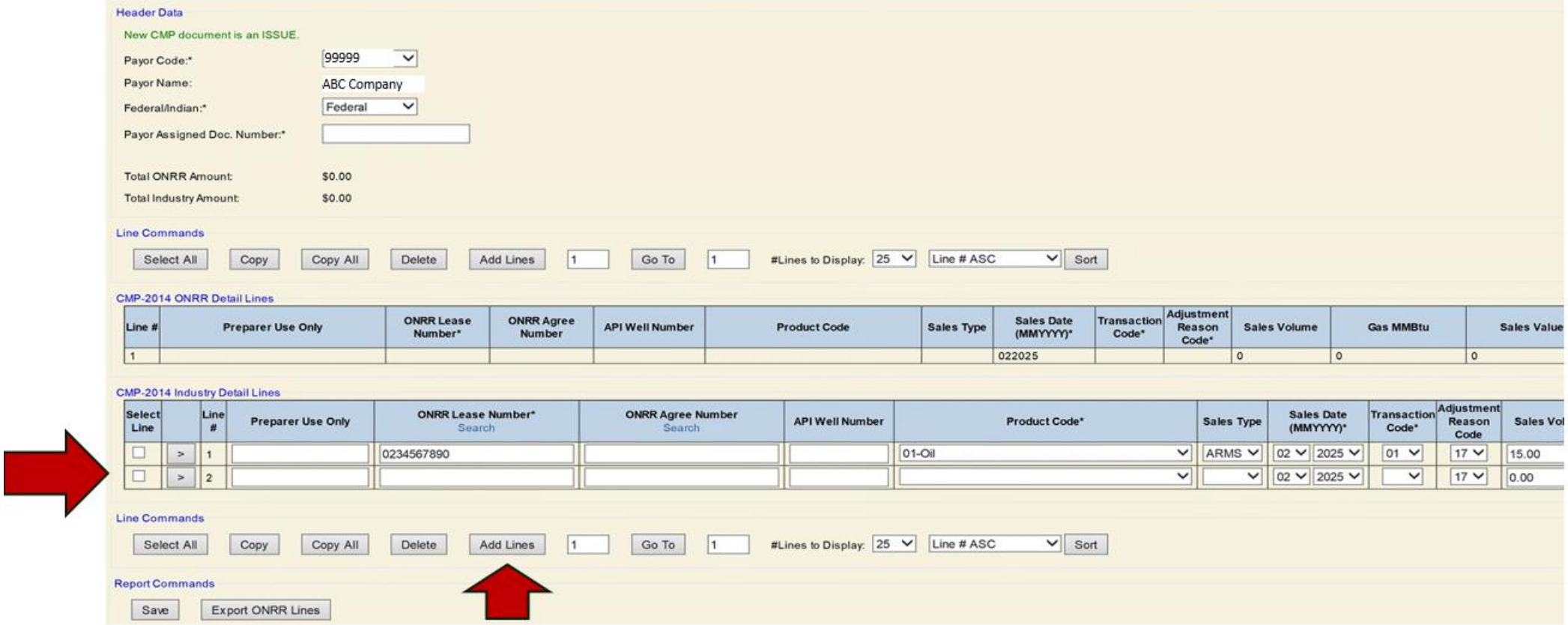
After clicking the "**New CMP-2014**" button, the system creates a Report ID

- This Report ID is available in your Documents List

CMP-2014 Header Data

You can enter the information manually line-by-line

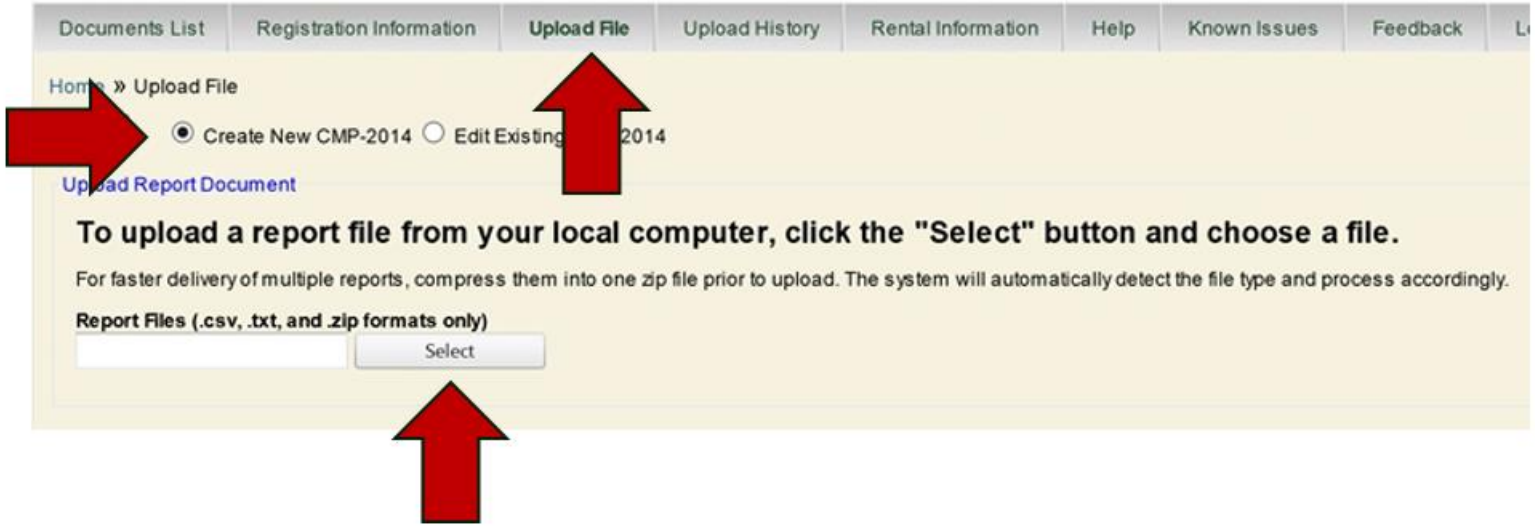
- Click the "**Add Lines**" button to create a new line of data



Industry Initiated CMP-2014 (Option 2)

Click on the "**Upload File**" tab

- Make sure "Create New CMP-2014" is clicked



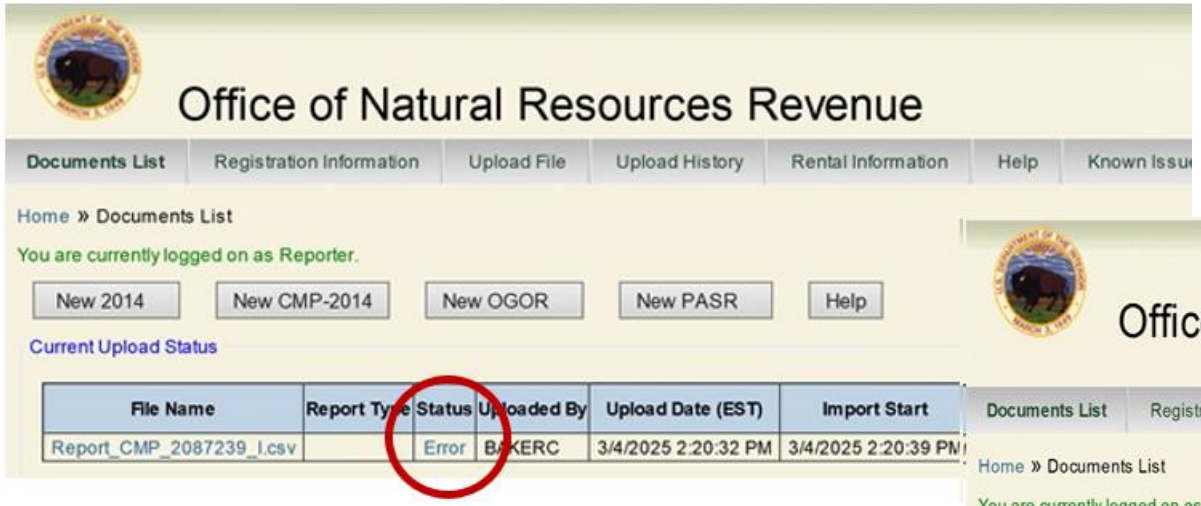
Click "**Select**" and browse for your file

- The file type must be CSV or Text file

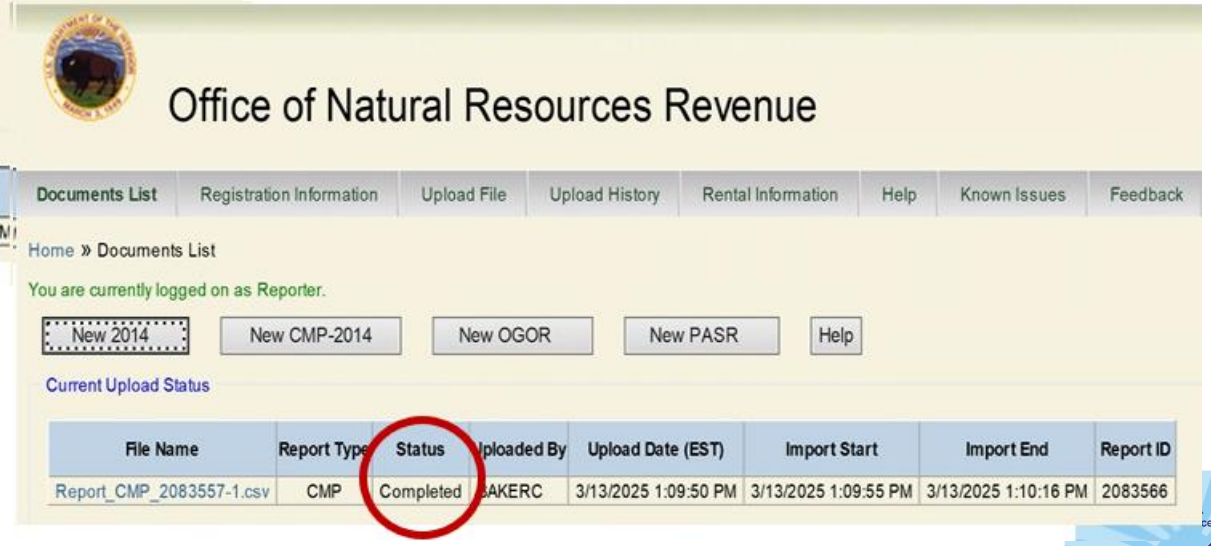
CMP-2014 Upload Status

When you select the file, you will see the Current Upload Status

- If errors are detected, you will see “Error” in the status column

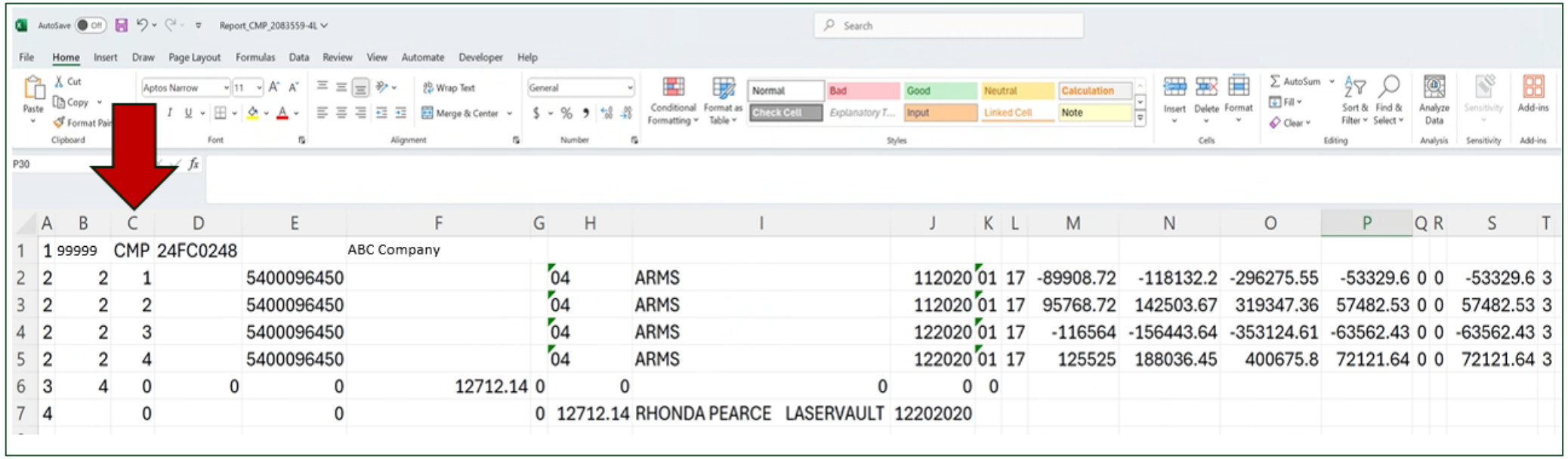


- Shows “Complete” in the status column if upload is accepted



CMP-2014 Example

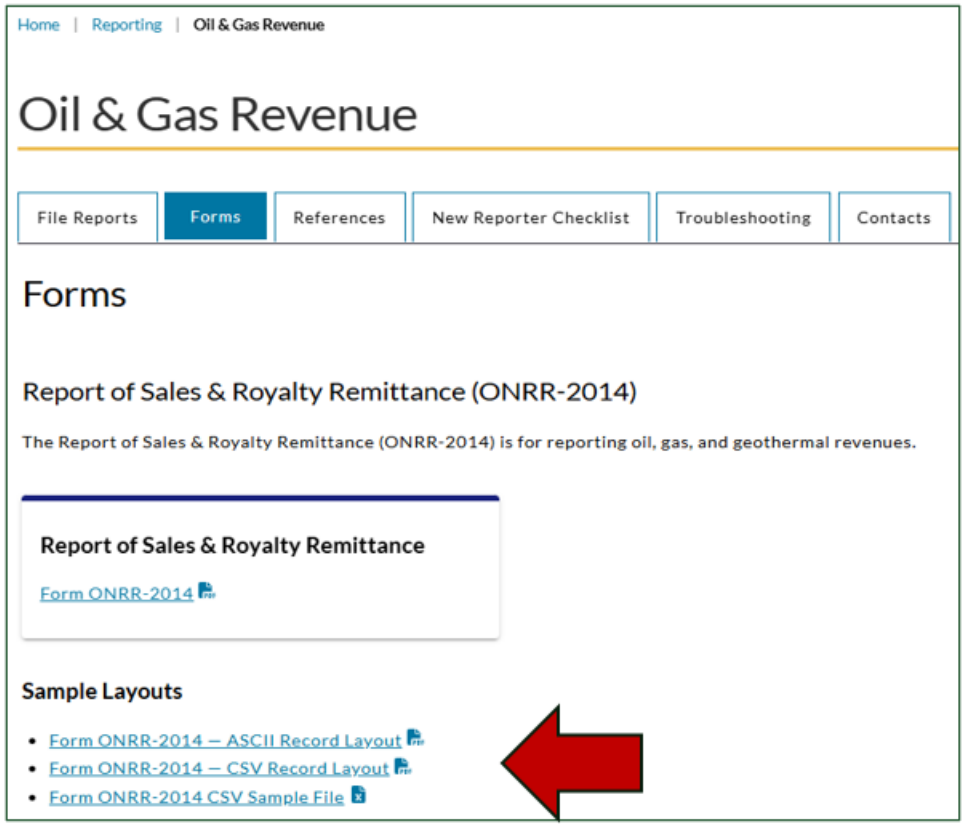
Fields remain the same, but “ROY” is replaced with “CMP”

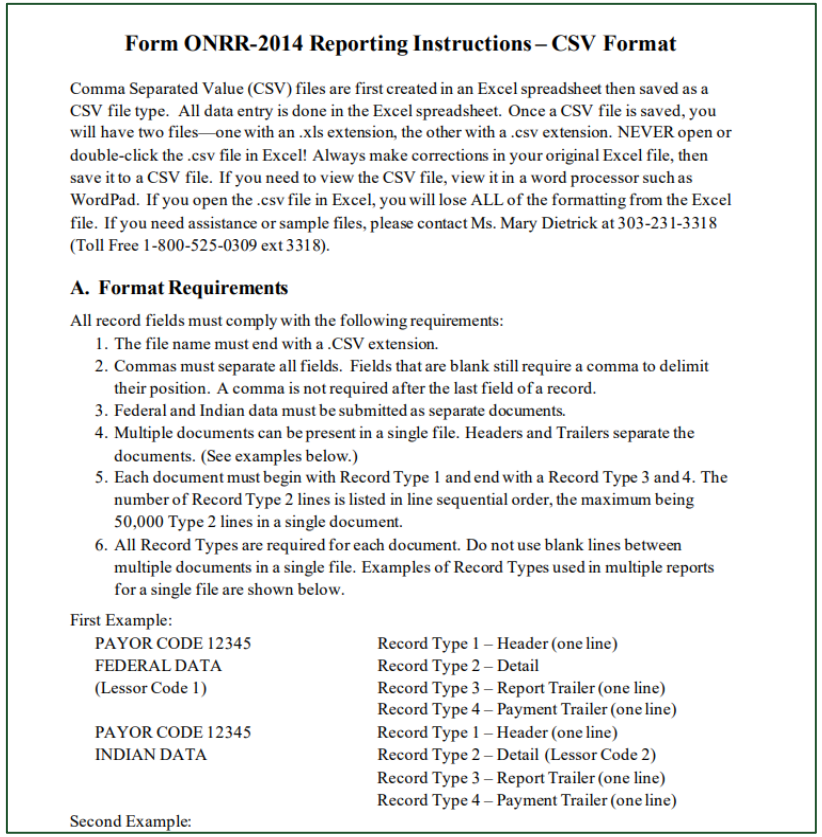


	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
1	1	99999	CMP	24FC0248		ABC Company														
2	2	2	1		5400096450			04	ARMS	112020	01	17	-89908.72	-118132.2	-296275.55	-53329.6	0	0	-53329.6	3
3	2	2	2		5400096450			04	ARMS	112020	01	17	95768.72	142503.67	319347.36	57482.53	0	0	57482.53	3
4	2	2	3		5400096450			04	ARMS	122020	01	17	-116564	-156443.64	-353124.61	-63562.43	0	0	-63562.43	3
5	2	2	4		5400096450			04	ARMS	122020	01	17	125525	188036.45	400675.8	72121.64	0	0	72121.64	3
6	3	4	0	0	0	12712.14	0	0	0	0	0									
7	4		0		0		0	12712.14	RHONDA PEARCE	LASERVAULT	12202020									

CSV Record Layout

CSV formatting rules can be found online at [Oil & Gas Revenue | Office of Natural Resources Revenue]





Form ONRR-2014 Reporting Instructions – CSV Format

Comma Separated Value (CSV) files are first created in an Excel spreadsheet then saved as a CSV file type. All data entry is done in the Excel spreadsheet. Once a CSV file is saved, you will have two files—one with an .xls extension, the other with a .csv extension. NEVER open or double-click the .csv file in Excel! Always make corrections in your original Excel file, then save it to a CSV file. If you need to view the CSV file, view it in a word processor such as WordPad. If you open the .csv file in Excel, you will lose ALL of the formatting from the Excel file. If you need assistance or sample files, please contact Ms. Mary Dietrick at 303-231-3318 (Toll Free 1-800-525-0309 ext 3318).

A. Format Requirements

All record fields must comply with the following requirements:

1. The file name must end with a .CSV extension.
2. Commas must separate all fields. Fields that are blank still require a comma to delimit their position. A comma is not required after the last field of a record.
3. Federal and Indian data must be submitted as separate documents.
4. Multiple documents can be present in a single file. Headers and Trailers separate the documents. (See examples below.)
5. Each document must begin with Record Type 1 and end with a Record Type 3 and 4. The number of Record Type 2 lines is listed in line sequential order, the maximum being 50,000 Type 2 lines in a single document.
6. All Record Types are required for each document. Do not use blank lines between multiple documents in a single file. Examples of Record Types used in multiple reports for a single file are shown below.

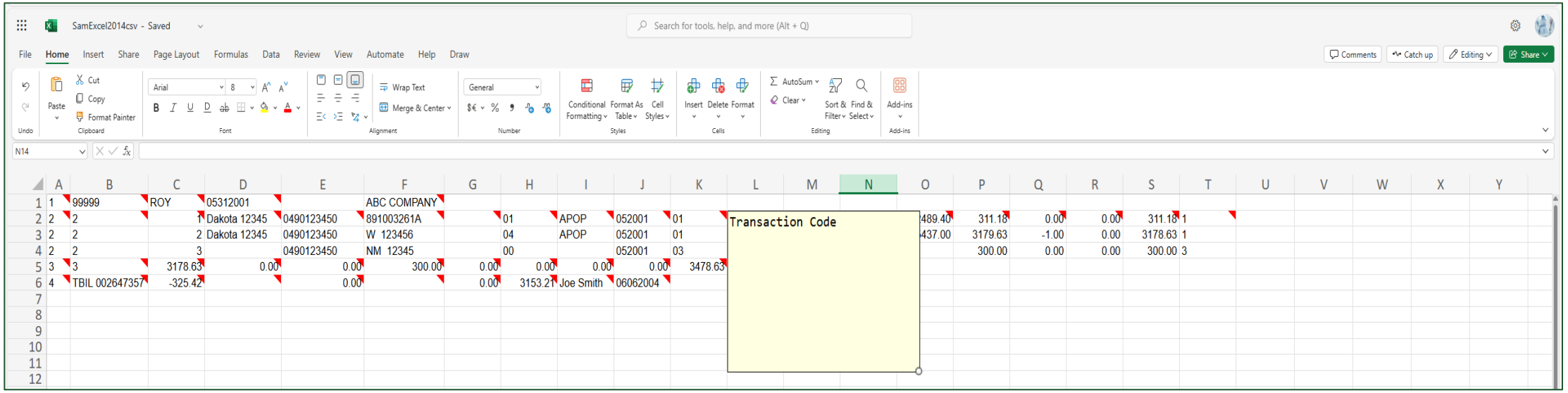
First Example:

PAYOR CODE 12345	Record Type 1 – Header (one line)
FEDERAL DATA	Record Type 2 – Detail
(Lessor Code 1)	Record Type 3 – Report Trailer (one line)
	Record Type 4 – Payment Trailer (one line)
PAYOR CODE 12345	Record Type 1 – Header (one line)
INDIAN DATA	Record Type 2 – Detail (Lessor Code 2)
	Record Type 3 – Report Trailer (one line)
	Record Type 4 – Payment Trailer (one line)

Second Example:

CSV Sample File

Hovering your mouse over the fields with a red tab will show exactly what each cell must contain



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
1	1	99999	ROY	05312001		ABC COMPANY														
2	2	2	1	Dakota 12345	0490123450	891003261A		01	APOP	052001	01				489.40	311.18	0.00	0.00	311.18	1
3	2	2	2	Dakota 12345	0490123450	W 123456		04	APOP	052001	01				437.00	3179.63	-1.00	0.00	3178.63	1
4	2	2	3		0490123450	NM 12345		00		052001	03					300.00	0.00	0.00	300.00	3
5	3	3	3178.63	0.00	0.00	300.00	0.00	0.00	0.00	0.00	3478.63									
6	4	TBIL 002647357	-325.42		0.00		0.00	3153.21	Joe Smith	06062004										

EDITING THE CMP-2014

Editing a CMP-2014

You can edit an existing CMP-2014 by clicking on the "**Edit**" button in the Documents List tab

- This option allows you to edit specific fields and/or lines

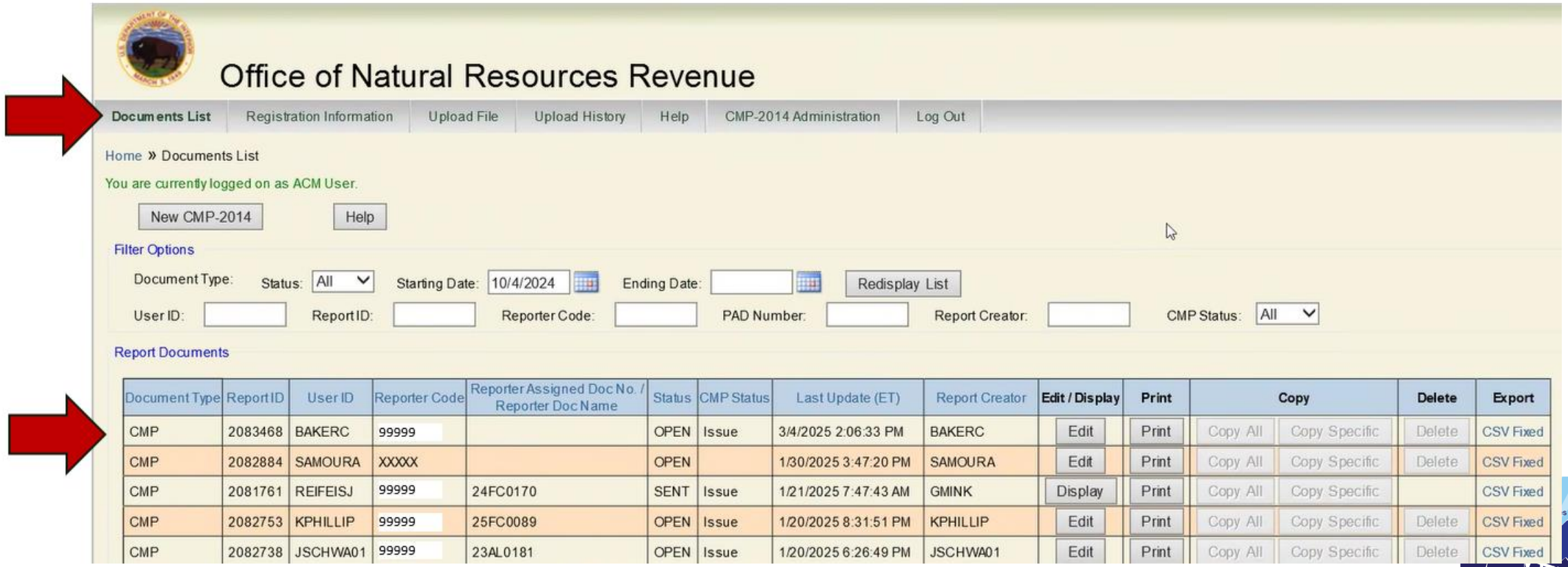
You may edit an existing CMP-2014 from the Upload File tab

- This option requires you to upload a new file

Editing the CMP-2014 from Documents List Tab

Click on the "**Documents List**" tab to see a list of all

- Includes both industry and ONRR initiated CMP-2014s



ONRR Initiated CMP-2014s

ONRR initiated CMP-2014s may be locked or unlocked by ONRR. You cannot edit a locked CMP-2014

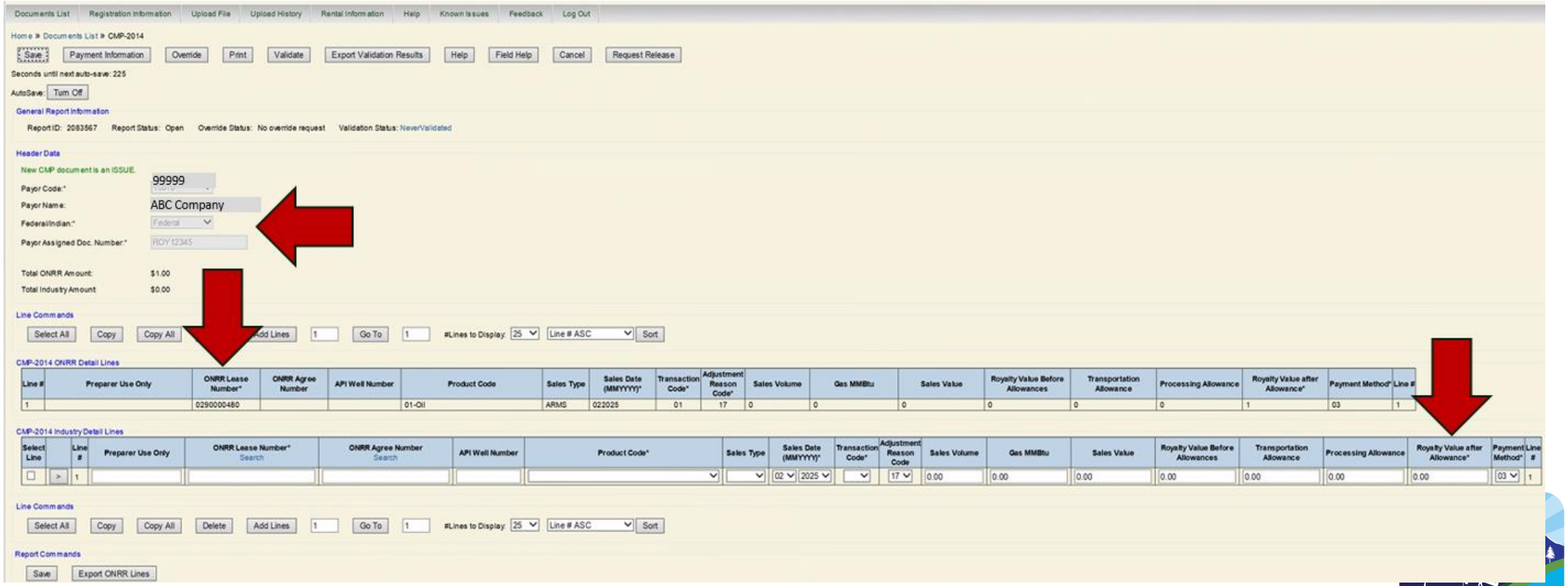
Report Documents

Document Type	Report ID	User ID	Reporter Code	Reporter Assigned Doc No. / Reporter Doc Name	Status	CMP Status	Last Update (ET)	Edit / Display	Print	Copy		Delete	Export
CMP	453452	TIERNEYP	99999		OPEN	Issue	9/17/2015 1:05:25 PM	Edit	Print	Copy All	Copy Specific	Delete	CSV Fixed
CMP	453451	CARVERC	99999		OPEN	Issue	9/17/2015 8:42:07 AM		Print	Copy All	Copy Specific	Delete	CSV Fixed
CMP	453375	LOPEZJA	99999	UPLDTST1	OPEN	Issue	9/4/2015 10:20:11 AM		Print	Copy All	Copy Specific	Delete	CSV Fixed
CMP	453373	TIERNEYP	99999		OPEN	Issue	9/4/2015 9:45:40 AM		Print	Copy All	Copy Specific	Delete	CSV Fixed
CMP	453208	ALLEYJ	99999	TRAIN010	OPEN	Issue	7/9/2015 9:44:23 AM	Edit	Print	Copy All	Copy Specific	Delete	CSV Fixed
CMP	453169	LOCKLERA	99999	74184156	OPEN	Issue	7/8/2015 10:33:42 AM	Edit	Print	Copy All	Copy Specific	Delete	CSV Fixed
CMP	453148	ALLEYJ	99999	20140602	SENT	Issue	7/7/2015 1:27:10 PM	Display	Print	Copy All	Copy Specific		CSV Fixed
CMP	452023	ALLEYJ	99999	TEST1101	OPEN	Issue	7/7/2015 1:12:51 PM	Edit	Print	Copy All	Copy Specific	Delete	CSV Fixed
CMP	448675	ALLEYJ	99999	ONEMORE	SENT	Issue	7/7/2015 11:45:42 AM	Display	Print	Copy All	Copy Specific		CSV Fixed
CMP	453044	ALLEYJ	99999	61980148	SENT	Issue	6/3/2015 10:09:54 AM	Display	Print	Copy All	Copy Specific		CSV Fixed
CMP	453046	ALLEYJ	99999	61980148	SENT	Issue	6/3/2015 9:52:25 AM	Display	Print	Copy All	Copy Specific		CSV Fixed
CMP	453045	LOPEZJA	99999	80399321	OPEN	Issue	6/3/2015 9:36:50 AM	Edit	Print	Copy All	Copy Specific	Delete	CSV Fixed
CMP	452983	CARVERC	99999	43593482	OPEN	Issue	5/18/2015 1:12:52 PM	Edit	Print	Copy All	Copy Specific	Delete	CSV Fixed
CMP	452625	CARVERC	99999	FORMAT	OPEN	Issue	5/14/2015 12:39:19 PM	Edit	Print	Copy All	Copy Specific	Delete	CSV Fixed
CMP	452884	GERMUSKP	99999	training	OPEN	Issue	5/13/2015 11:12:14 AM	Edit	Print	Copy All	Copy Specific	Delete	CSV Fixed

1 2 3 4 5 6

CMP-2014 ONRR Detail Line

ONRR initiated documents will have at least one ONRR Detail Line and will also have some fields locked



Editing the CMP-2014 from Upload File Tab

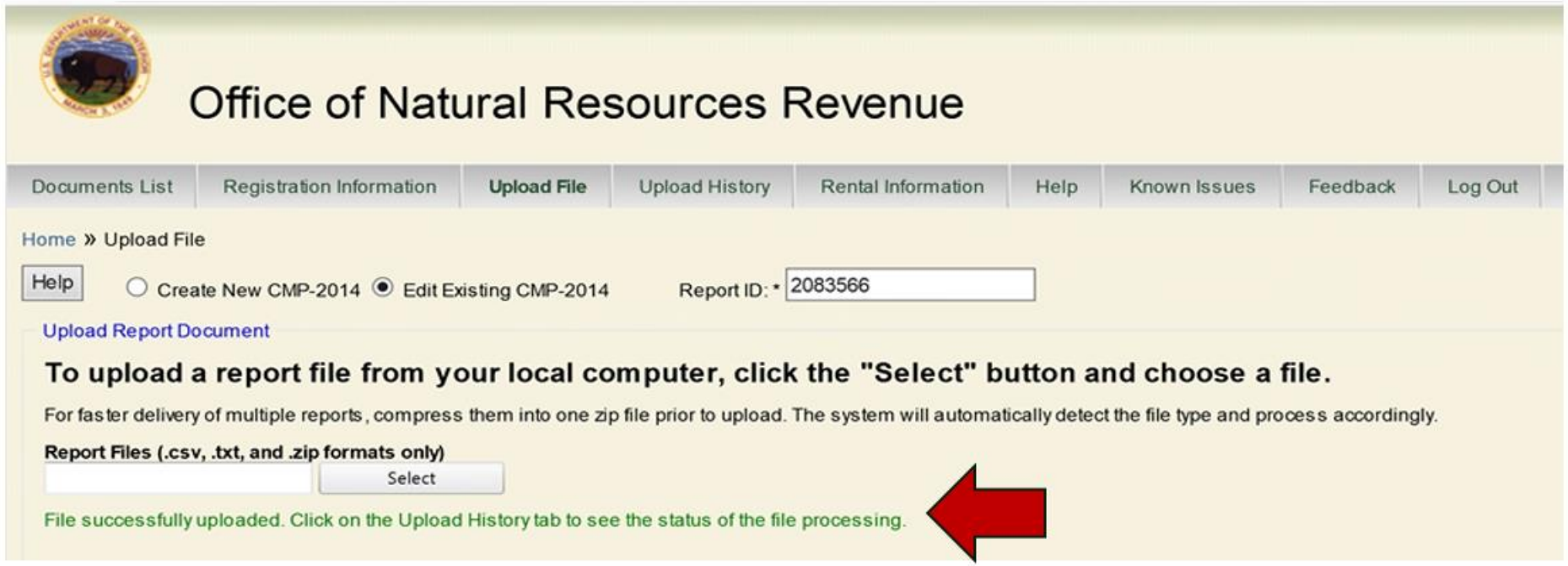
Instead of manually entering your lines into the ONRR initiated CMP-2014, you can upload a file

- Click on "**Edit Existing CMP-2014**" and enter Report ID
- Click the "**Select**" button to browse for your file to upload

Edit Existing CMP-2014

A message shows “File successfully uploaded.”

The CMP for the specific Report ID is replaced

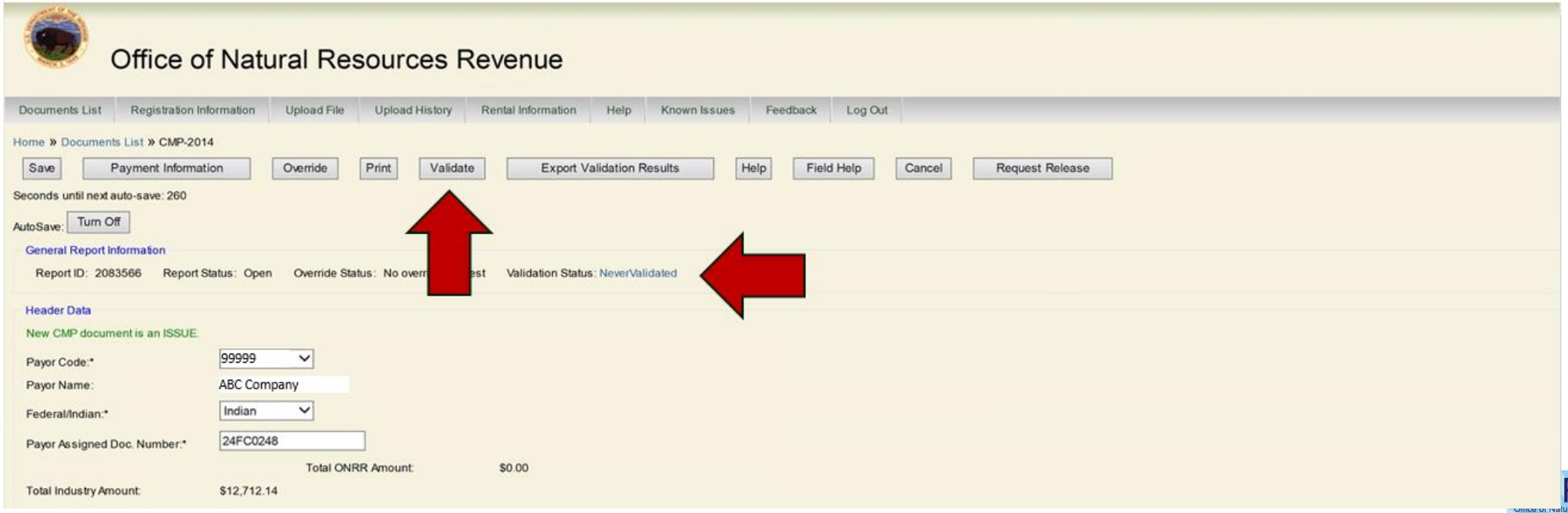


VALIDATING THE CMP-2014

Validating the CMP-2014 (1/2)

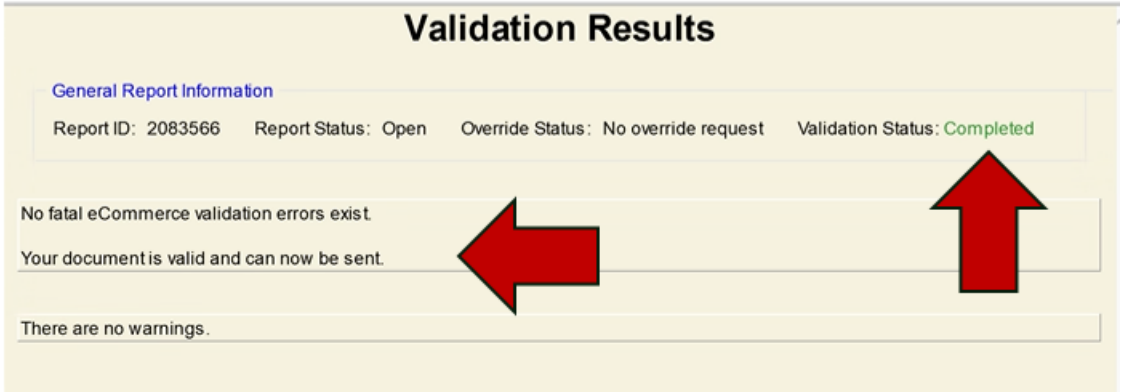
After manually entering lines or uploading a report, you must click the "**Validate**" button to check your submission for up-front Edits

- Validation Status show "NeverValidated" under General Report Information



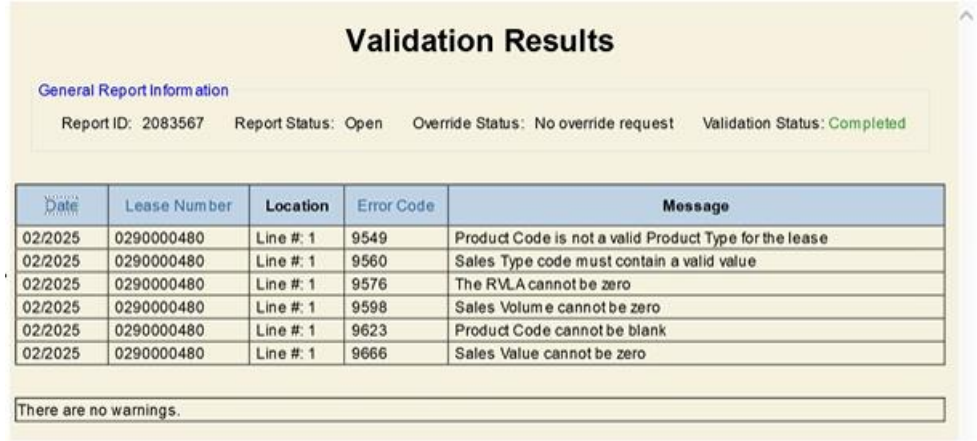
Validating the CMP-2014 (2/2)

After clicking validate, you will see the Pop-Up window



Validation results will show "Completed"

If errors exist, you will see the error message describing the issue



Validation Results

General Report Information

Report ID: 2083567 Report Status: Open Override Status: No override request Validation Status: Completed

Date	Lease Number	Location	Error Code	Message
02/2025	0290000480	Line #: 1	9549	Product Code is not a valid Product Type for the lease
02/2025	0290000480	Line #: 1	9560	Sales Type code must contain a valid value
02/2025	0290000480	Line #: 1	9576	The RVLA cannot be zero
02/2025	0290000480	Line #: 1	9598	Sales Volume cannot be zero
02/2025	0290000480	Line #: 1	9623	Product Code cannot be blank
02/2025	0290000480	Line #: 1	9666	Sales Value cannot be zero

There are no warnings.

Request an Override

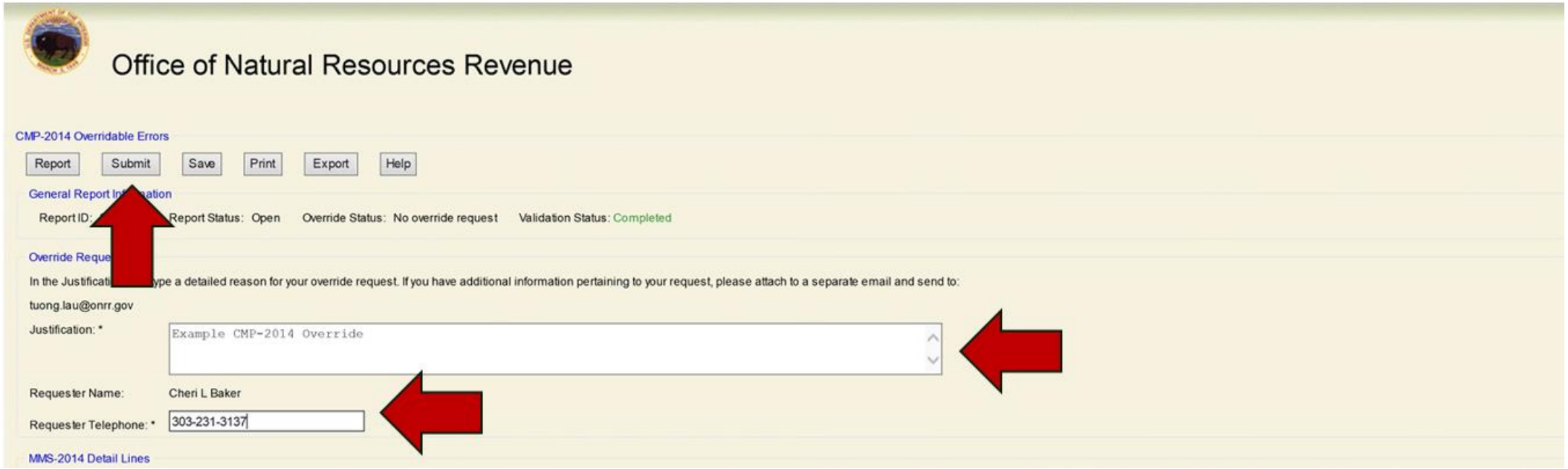
If an error is found when you validate, you may need to request an Override

- Validation Status shows “Completed” under General Report Information
- Click the “**Override**” button

Override Justification

A justification for the Override and your phone number is required

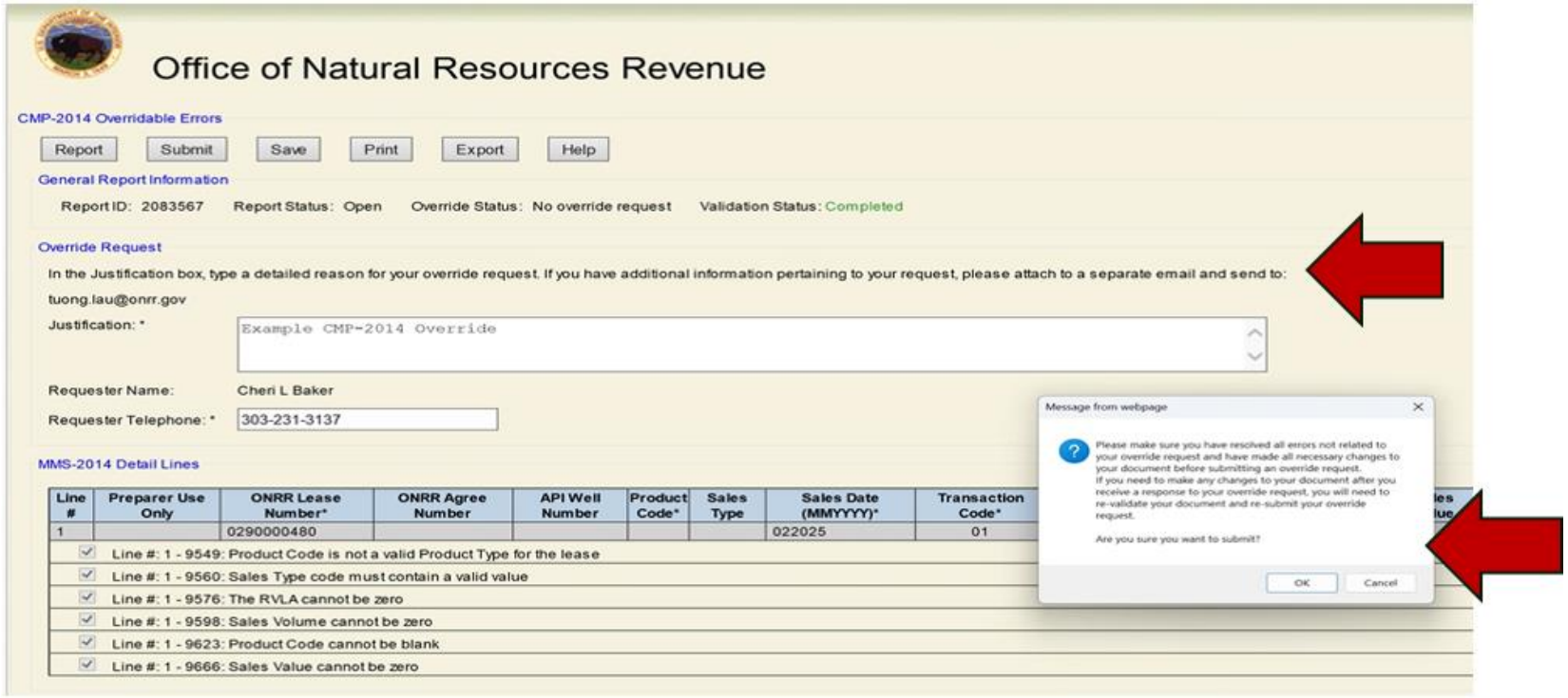
Click submit



Override Pop-Up

A Pop-Up message asks you to confirm that you want to submit a request

Message directs you to send a separate email if attachments are needed



Override Review

The report will become locked as ONRR reviews the override request

Office of Natural Resources Revenue

Documents List | Registration Information | Upload File | Upload History | Rental Information | Help | Known Issues | Feedback | Log Out

Home » Documents List » CMP-2014

Payment Information | Override | Print | Export Validation Results | Help | Field Help | Cancel

AutoSave:

General Report Information

Report ID: 2083567 Report Status: Open Override Status: Pending Validation Status: Completed

Header Data

CMP document is an ISSUE.

Payor Code: 99999

Payor Name: ABC Company

Federal/Indian: Federal

Payor Assigned Doc. Number: ROY12345

Total ONRR Amount: $1.00

Total Industry Amount: $0.00

CMP-2014 ONRR Detail Lines

Line #	Preparer Use Only	ONRR Lease Number*	ONRR Agree Number	API Well Number	Product Code	Sales Type	Sales Date (MMYYYY)*	Transaction Code*	Adjustment Reason Code*	Sales Volume	Gas MMBtu	Sales Value	Royalty Value Before Allowances	Transportation Allowance	Processing Allowance	Royalty Value after Allowance*	Payment Method*	Line #
1		0290000480			01-Oil	ARMS	022025	01	17	0	0	0	0	0	0	1	03	1

CMP-2014 Industry Detail Lines

Line #	Preparer Use Only	ONRR Lease Number*	ONRR Agree Number	API Well Number	Product Code*	Sales Type	Sales Date (MMYYYY)*	Transaction Code*	Adjustment Reason Code	Sales Volume	Gas MMBtu	Sales Value	Royalty Value Before Allowances	Transportation Allowance	Processing Allowance	Royalty Value after Allowance*	Payment Method*	Line #
1		0290000480					022025	01	17	0	0	0	0	0	0	0	03	1

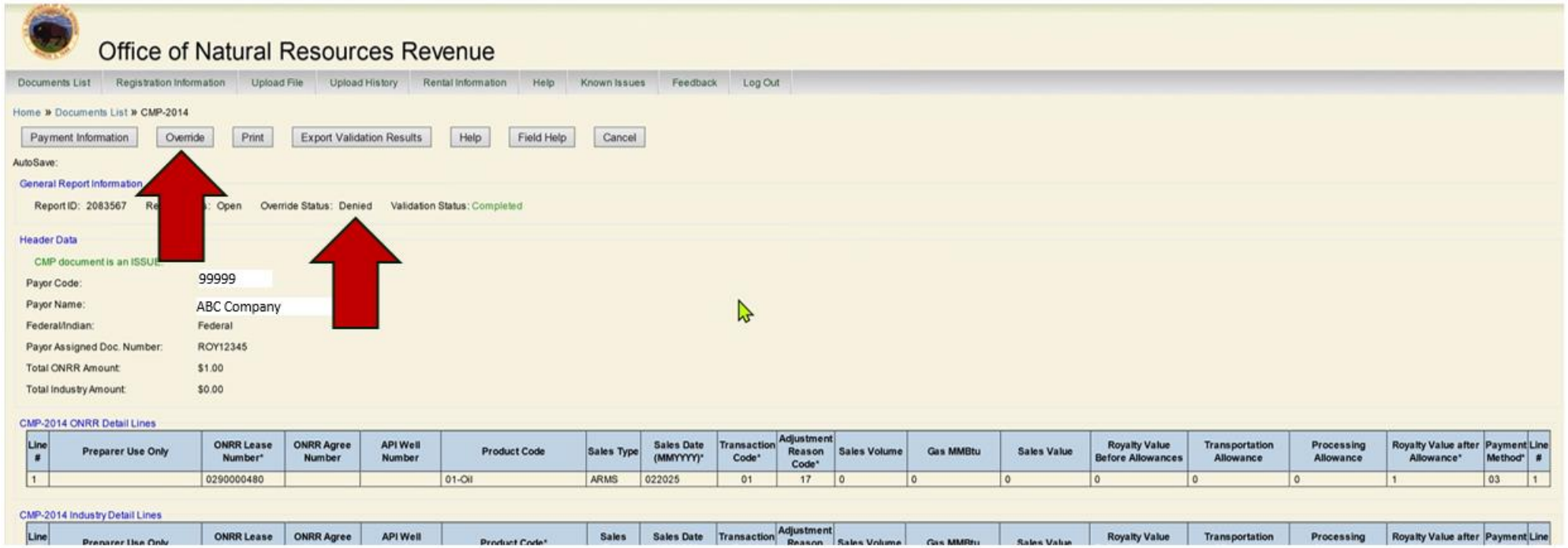
Report Commands

Export ONRR Lines

Override Denied

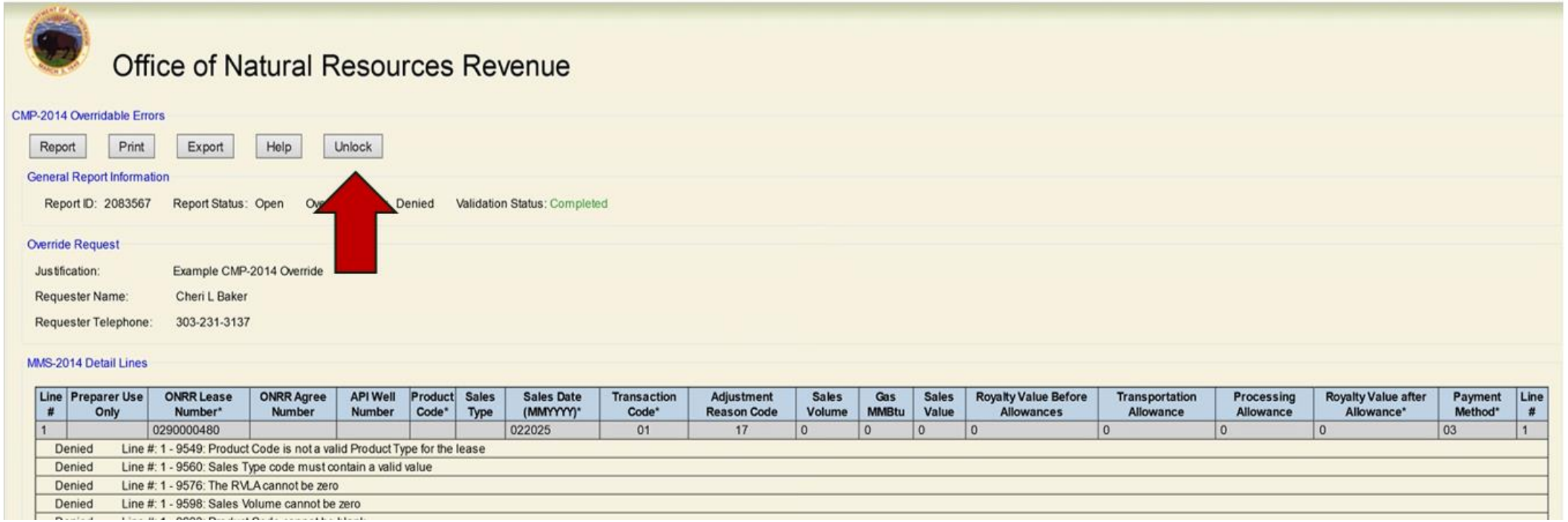
If the Override is denied, you must unlock the report before making changes.

Click the “**Override**” button



Override Unlocked

Click the “**Unlock**” button



Office of Natural Resources Revenue

CMP-2014 Overridable Errors

Report | Print | Export | Help | Unlock

General Report Information

Report ID: 2083567 Report Status: Open Denied Validation Status: Completed

Override Request

Justification: Example CMP-2014 Override

Requester Name: Cheri L Baker

Requester Telephone: 303-231-3137

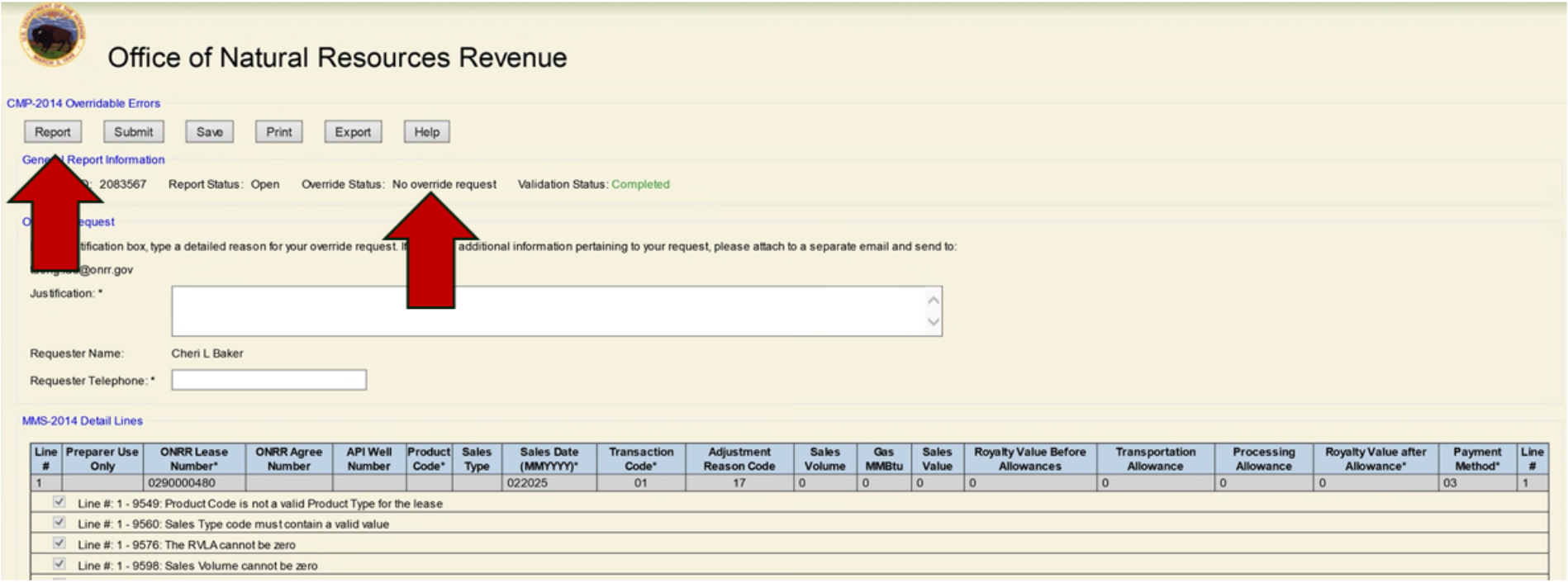
MMS-2014 Detail Lines

Line #	Preparer Use Only	ONRR Lease Number*	ONRR Agree Number	API Well Number	Product Code*	Sales Type	Sales Date (MMYYYY)*	Transaction Code*	Adjustment Reason Code	Sales Volume	Gas MMBtu	Sales Value	Royalty Value Before Allowances	Transportation Allowance	Processing Allowance	Royalty Value after Allowance*	Payment Method*	Line #
1		0290000480					022025	01	17	0	0	0	0	0	0	0	03	1
Denied	Line #: 1 - 9549: Product Code is not a valid Product Type for the lease																	
Denied	Line #: 1 - 9560: Sales Type code must contain a valid value																	
Denied	Line #: 1 - 9576: The RVLA cannot be zero																	
Denied	Line #: 1 - 9598: Sales Volume cannot be zero																	

Override Unlocked – Enable Editing

Unlocking the report removes the override request and enables editing

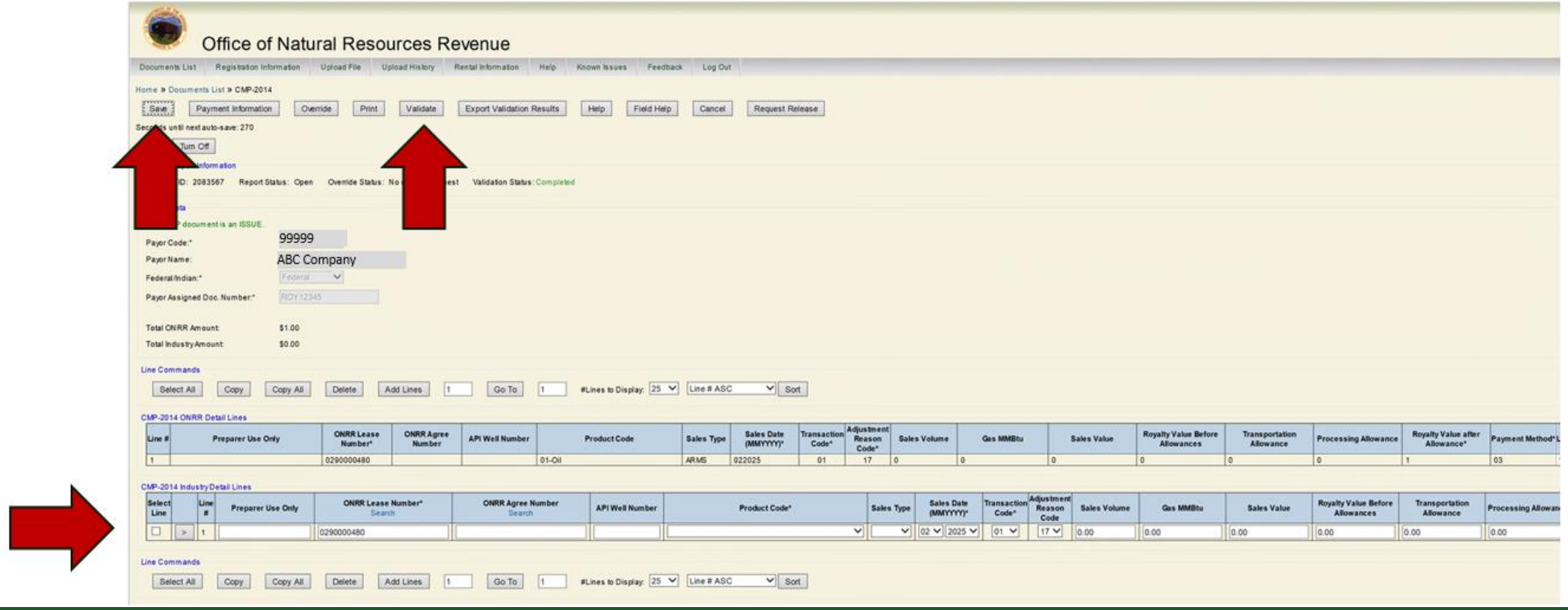
Click the “**Report**” button



Edit Report

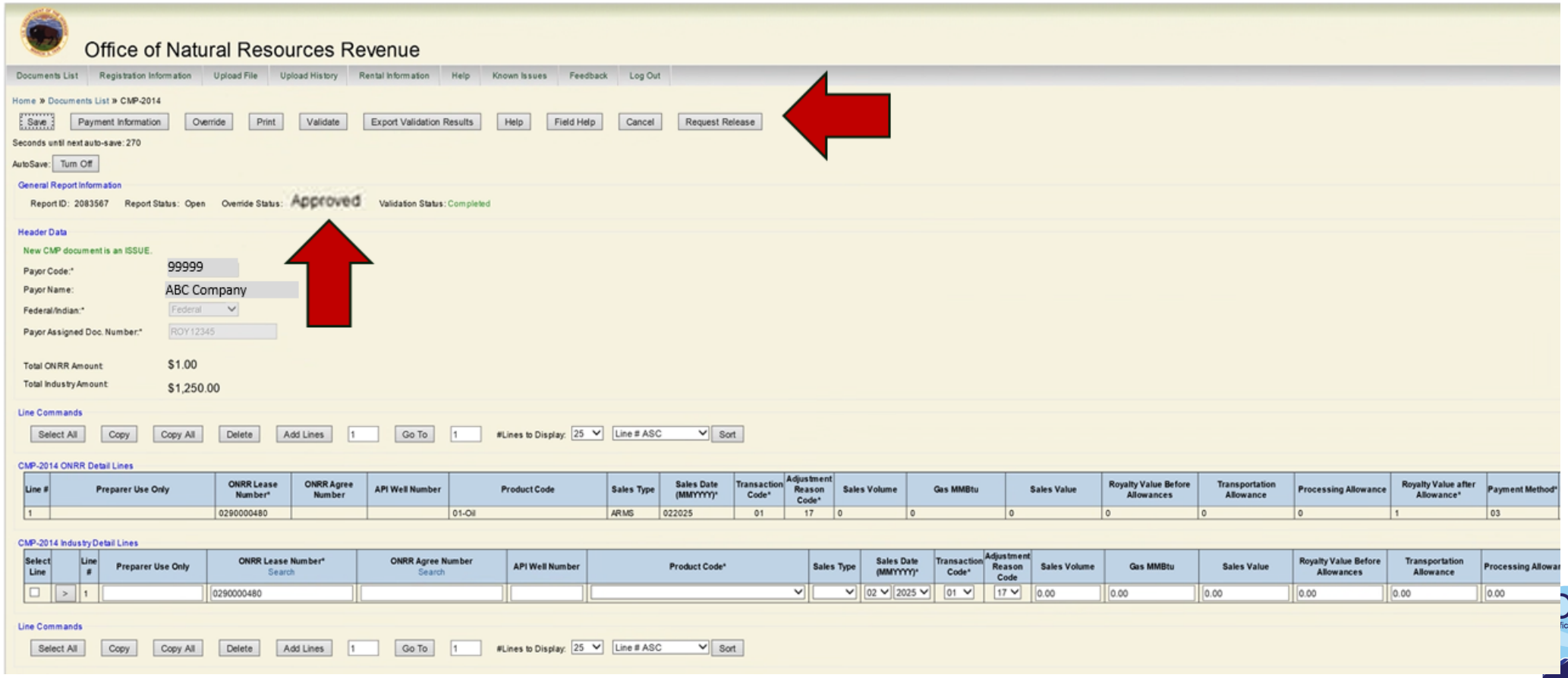
After clicking the “**Report**” button, you are returned to update the document

Complete updates, click the “**Save**” button then click the “**Validate**” button



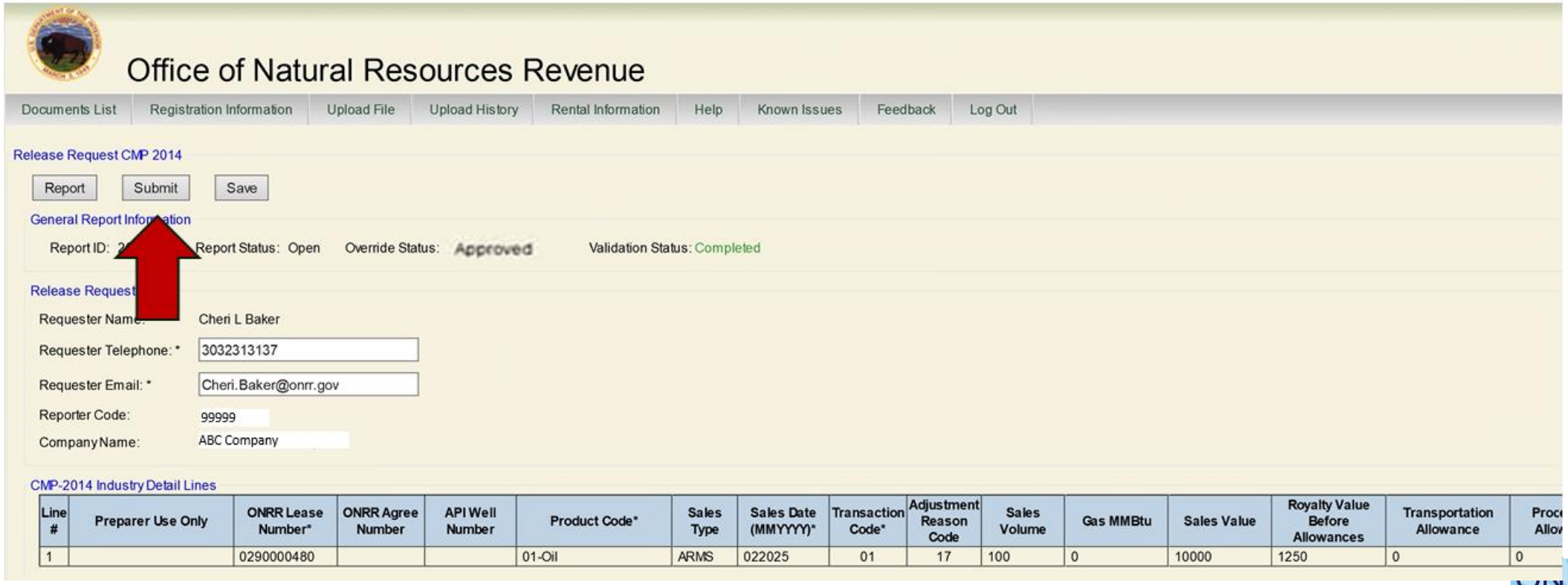
Release a CMP-2014

Release the CMP-2014 to ONRR by clicking the “**Request Release**” button



Submit CMP-2014

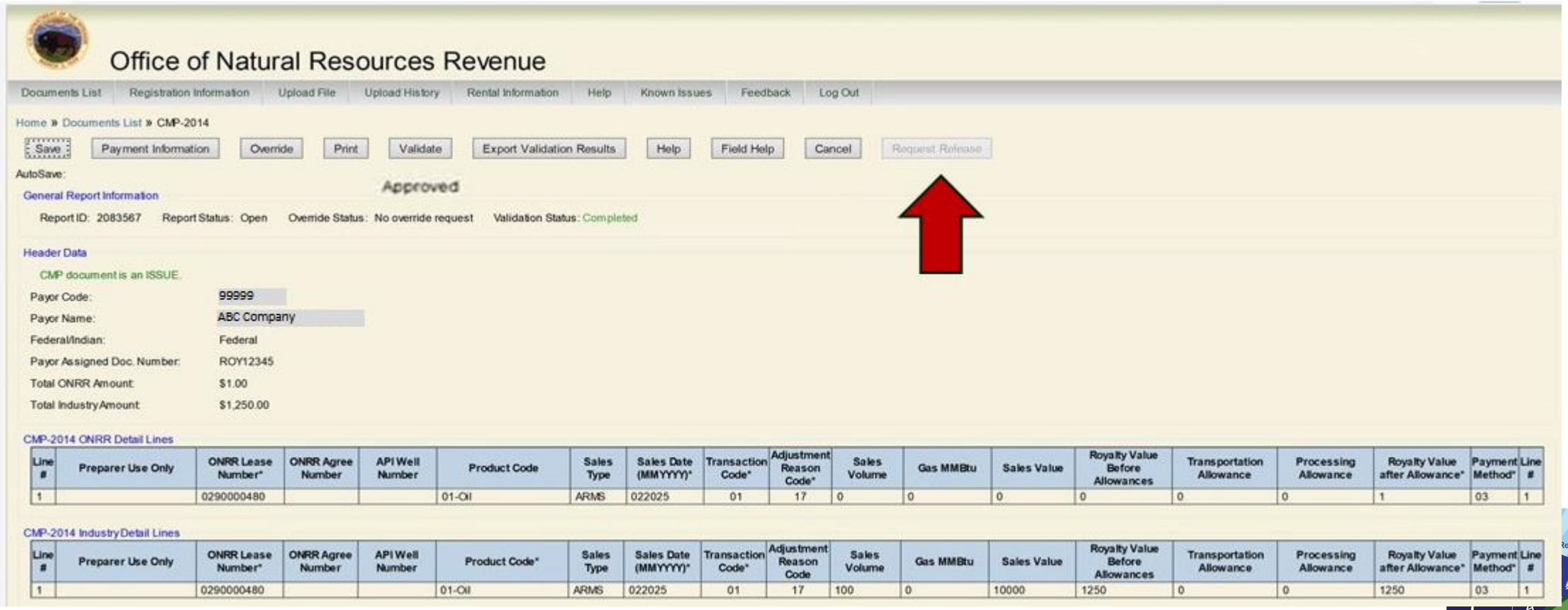
Verify the phone number and email are accurate, and click the “**Submit**” button



Line #	Preparer Use Only	ONRR Lease Number*	ONRR Agree Number	API Well Number	Product Code*	Sales Type	Sales Date (MMYYYY)*	Transaction Code*	Adjustment Reason Code	Sales Volume	Gas MMBtu	Sales Value	Royalty Value Before Allowances	Transportation Allowance	Proc Allo
1		0290000480			01-Oil	ARMS	022025	01	17	100	0	10000	1250	0	0

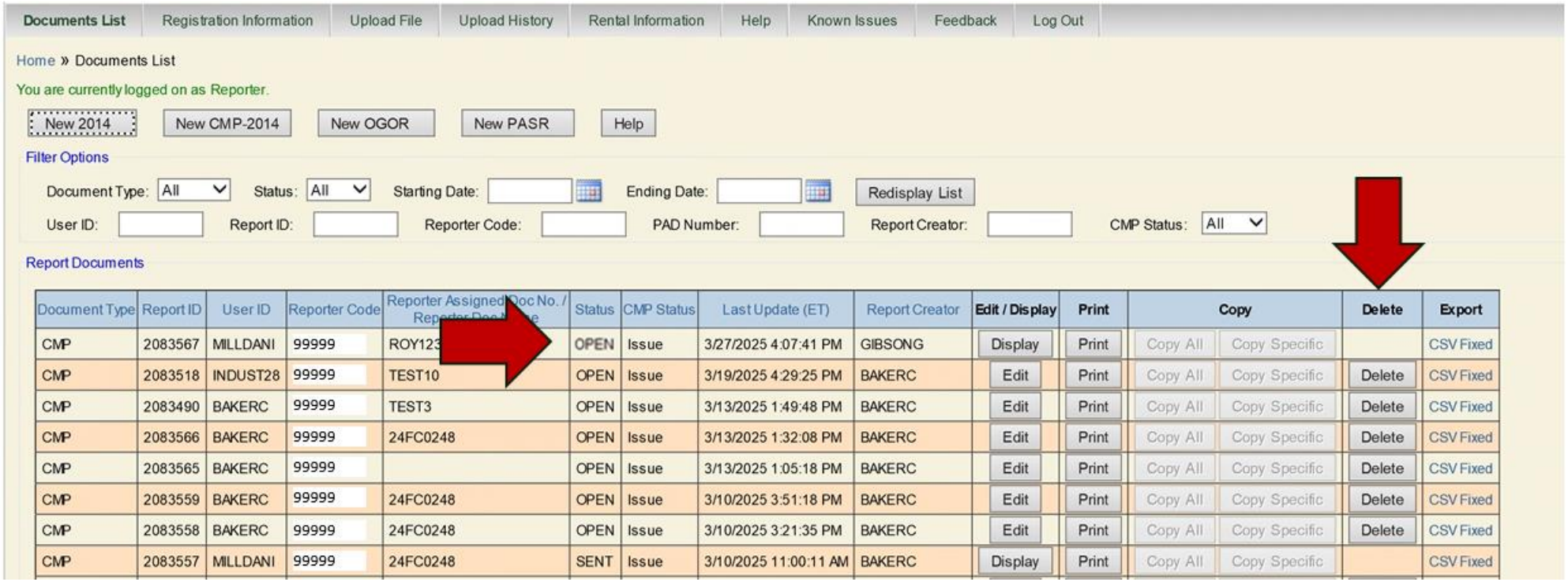
Successful Release of CMP-2014

From the Documents List, select the "**Edit**" button and check the "**Request Release**" button



CMP-2014 Release Process

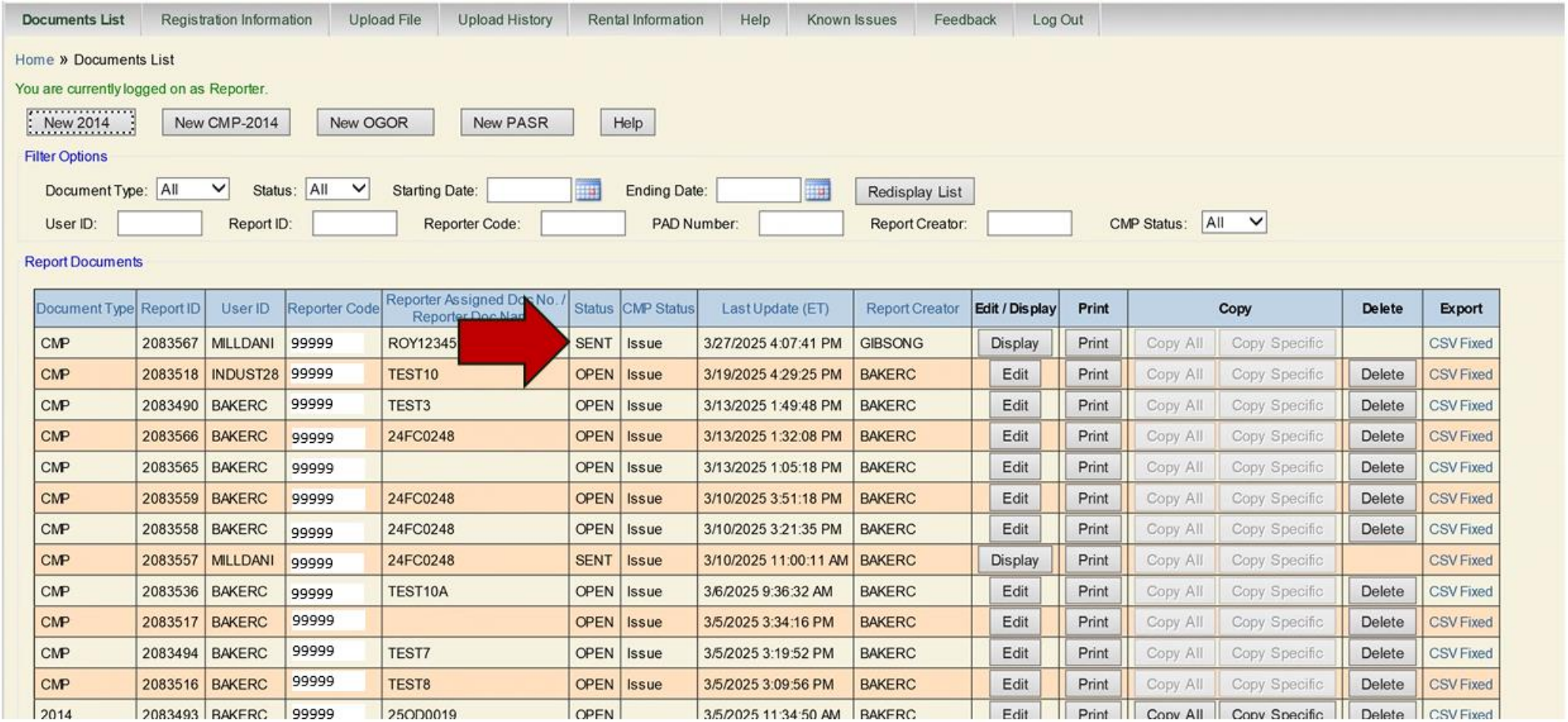
The status will remain OPEN as the report has not actually been accepted yet. Certain features will now be unavailable (Copy/Delete)



Document Type	Report ID	User ID	Reporter Code	Reporter Assigned Doc No. / Reporter Doc Name	Status	CMP Status	Last Update (ET)	Report Creator	Edit / Display	Print	Copy		Delete	Export
CMP	2083567	MILLDANI	99999	ROY123	OPEN	Issue	3/27/2025 4:07:41 PM	GIBSONG	Display	Print	Copy All	Copy Specific		CSV Fixed
CMP	2083518	INDUST28	99999	TEST10	OPEN	Issue	3/19/2025 4:29:25 PM	BAKERC	Edit	Print	Copy All	Copy Specific	Delete	CSV Fixed
CMP	2083490	BAKERC	99999	TEST3	OPEN	Issue	3/13/2025 1:49:48 PM	BAKERC	Edit	Print	Copy All	Copy Specific	Delete	CSV Fixed
CMP	2083566	BAKERC	99999	24FC0248	OPEN	Issue	3/13/2025 1:32:08 PM	BAKERC	Edit	Print	Copy All	Copy Specific	Delete	CSV Fixed
CMP	2083565	BAKERC	99999		OPEN	Issue	3/13/2025 1:05:18 PM	BAKERC	Edit	Print	Copy All	Copy Specific	Delete	CSV Fixed
CMP	2083559	BAKERC	99999	24FC0248	OPEN	Issue	3/10/2025 3:51:18 PM	BAKERC	Edit	Print	Copy All	Copy Specific	Delete	CSV Fixed
CMP	2083558	BAKERC	99999	24FC0248	OPEN	Issue	3/10/2025 3:21:35 PM	BAKERC	Edit	Print	Copy All	Copy Specific	Delete	CSV Fixed
CMP	2083557	MILLDANI	99999	24FC0248	SENT	Issue	3/10/2025 11:00:11 AM	BAKERC	Display	Print	Copy All	Copy Specific		CSV Fixed

CMP-2014 Sent

Status changes to SENT if the CMP-2014 is approved



Documents List | Registration Information | Upload File | Upload History | Rental Information | Help | Known Issues | Feedback | Log Out

Home » Documents List

You are currently logged on as Reporter.

New 2014 | New CMP-2014 | New OGOR | New PASR | Help

Filter Options

Document Type: All Status: All Starting Date: Ending Date: Redisplay List

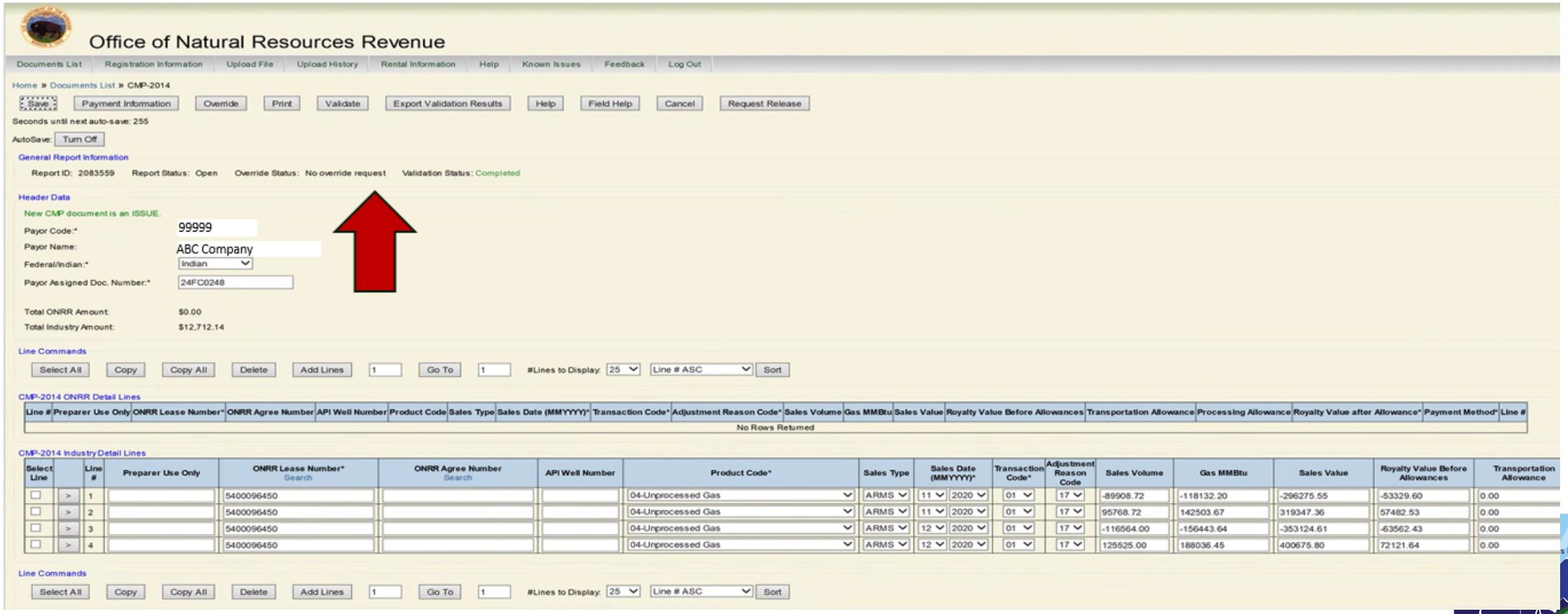
User ID: Report ID: Reporter Code: PAD Number: Report Creator: CMP Status: All

Report Documents

Document Type	Report ID	User ID	Reporter Code	Reporter Assigned Doc No. / Reporter Doc Name	Status	CMP Status	Last Update (ET)	Report Creator	Edit / Display	Print	Copy		Delete	Export
CMP	2083567	MILLDANI	99999	ROY12345	SENT	Issue	3/27/2025 4:07:41 PM	GIBSONG	Display	Print	Copy All	Copy Specific		CSV Fixed
CMP	2083518	INDUST28	99999	TEST10	OPEN	Issue	3/19/2025 4:29:25 PM	BAKERC	Edit	Print	Copy All	Copy Specific	Delete	CSV Fixed
CMP	2083490	BAKERC	99999	TEST3	OPEN	Issue	3/13/2025 1:49:48 PM	BAKERC	Edit	Print	Copy All	Copy Specific	Delete	CSV Fixed
CMP	2083566	BAKERC	99999	24FC0248	OPEN	Issue	3/13/2025 1:32:08 PM	BAKERC	Edit	Print	Copy All	Copy Specific	Delete	CSV Fixed
CMP	2083565	BAKERC	99999		OPEN	Issue	3/13/2025 1:05:18 PM	BAKERC	Edit	Print	Copy All	Copy Specific	Delete	CSV Fixed
CMP	2083559	BAKERC	99999	24FC0248	OPEN	Issue	3/10/2025 3:51:18 PM	BAKERC	Edit	Print	Copy All	Copy Specific	Delete	CSV Fixed
CMP	2083558	BAKERC	99999	24FC0248	OPEN	Issue	3/10/2025 3:21:35 PM	BAKERC	Edit	Print	Copy All	Copy Specific	Delete	CSV Fixed
CMP	2083557	MILLDANI	99999	24FC0248	SENT	Issue	3/10/2025 11:00:11 AM	BAKERC	Display	Print	Copy All	Copy Specific		CSV Fixed
CMP	2083536	BAKERC	99999	TEST10A	OPEN	Issue	3/6/2025 9:36:32 AM	BAKERC	Edit	Print	Copy All	Copy Specific	Delete	CSV Fixed
CMP	2083517	BAKERC	99999		OPEN	Issue	3/5/2025 3:34:16 PM	BAKERC	Edit	Print	Copy All	Copy Specific	Delete	CSV Fixed
CMP	2083494	BAKERC	99999	TEST7	OPEN	Issue	3/5/2025 3:19:52 PM	BAKERC	Edit	Print	Copy All	Copy Specific	Delete	CSV Fixed
CMP	2083516	BAKERC	99999	TEST8	OPEN	Issue	3/5/2025 3:09:56 PM	BAKERC	Edit	Print	Copy All	Copy Specific	Delete	CSV Fixed
2014	2083493	BAKERC	99999	25OD0019	OPEN		3/5/2025 11:34:50 AM	BAKERC	Edit	Print	Copy All	Copy Specific	Delete	CSV Fixed

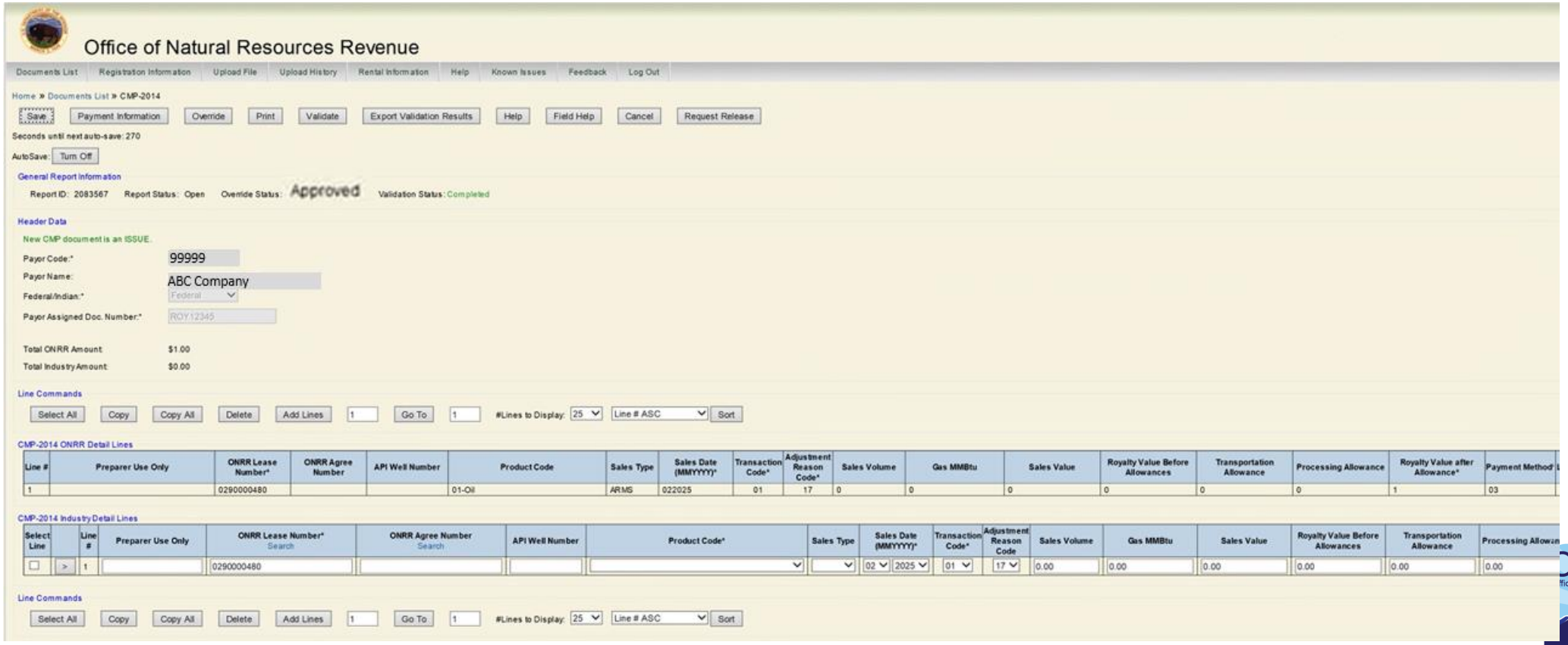
Returned CMP-2014 – no Override

If ONRR denies the report, it will be returned to you (example without an Override)



Returned CMP-2014 – with Override

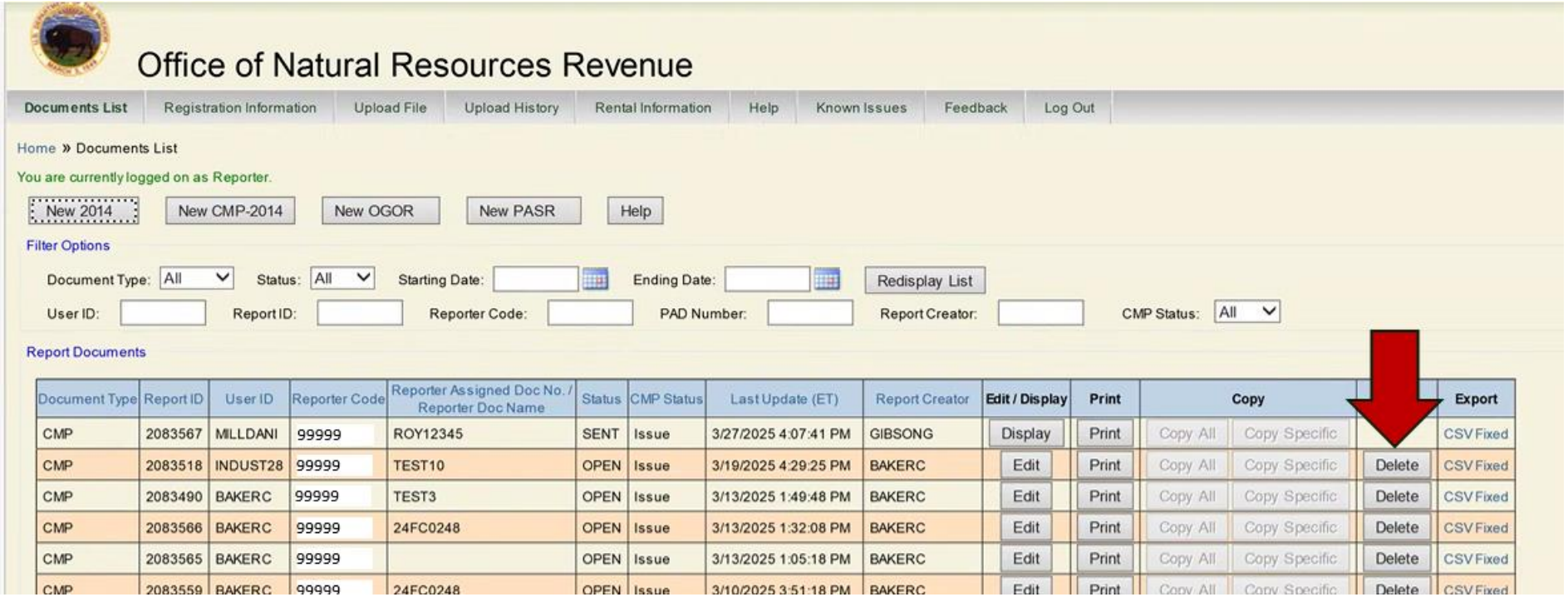
If ONRR denies the report, it will be returned to you (example with an Override – Remember to Unlock!)



Delete CMP-2014

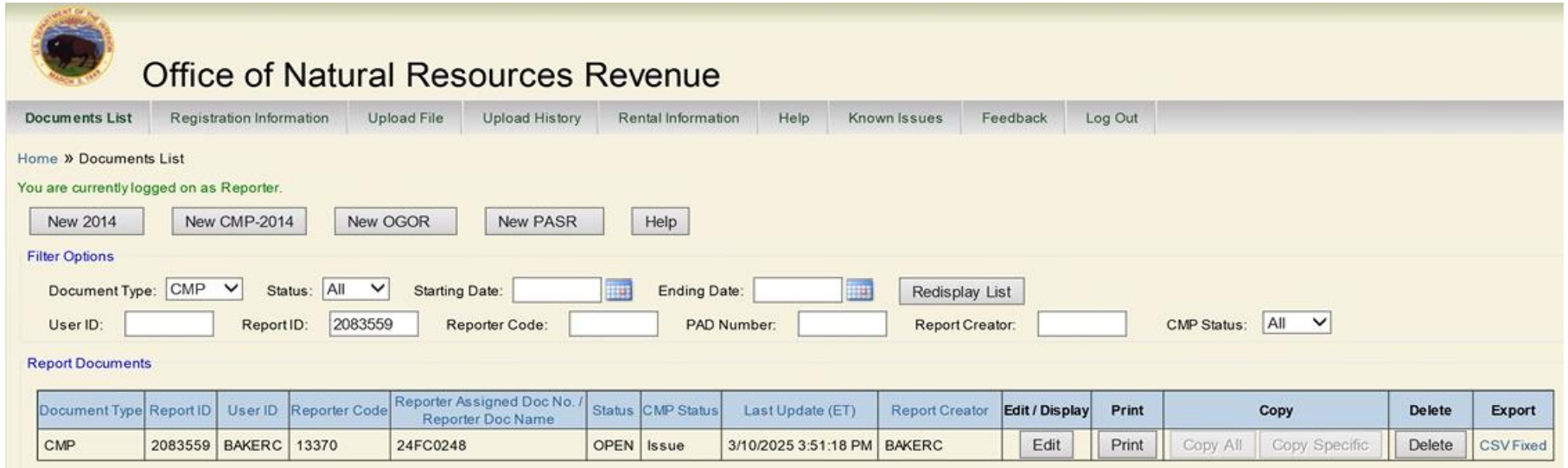
You may delete a New CMP-2014 until it is released

- If already released, contact ONRR to have the report returned to you so you can delete it



Accepted vs Rejected Lines

Accepted lines are “pulled out” and creates a new Report ID for those lines alone



Document Type	Report ID	User ID	Reporter Code	Reporter Assigned Doc No. / Reporter Doc Name	Status	CMP Status	Last Update (ET)	Report Creator	Edit / Display	Print	Copy		Delete	Export
CMP	2083559	BAKERC	13370	24FC0248	OPEN	Issue	3/10/2025 3:51:18 PM	BAKERC	Edit	Print	Copy All	Copy Specific	Delete	CSV Fixed

Lines that were not accepted remain on the original Report ID so that corrections can be made

Document Type	Report ID	User ID	Reporter Code	Reporter Assigned Doc No. / Reporter Doc Name	Status	CMP Status	Last Update (ET)	Report Creator	Edit / Display	Print	Copy		Delete	Export
CMP	2083623	GIBSONG	13370	24FC0248	SENT	Issue	3/27/2025 4:24:24 PM	BAKERC	Display	Print	Copy All	Copy Specific		CSV Fixed

Questions?