

## EVALUATING A LAND SYSTEM - QUESTIONS TO CONSIDER

*(The below questions are some suggestions to consider when evaluating a land system. We suggest that you review your internal processes and requirements to add to these suggestions.)*

Category	Question
Acreage	Can the system produce acreage reports by zone, by split, and/or by product?
Acreage	Does the system accommodate contributing acreage (e.g. Production Allocation Unit Agt - PAUA) for wells?
Acreage	Does the system generate acreage reports (e.g. gross/net, developed/undeveloped, producing/non-producing), including how to avoid double-counting of acreage?
Acreage	Does the system track acreage changes and produce reports based on the changes?
Acreage	Will the system allow for acreage conversion rate configuration, based on province/state, landowner type, and module (e.g. Crown, Freehold, Mineral, Surface, etc.)?
Agreement Types	Does the system accommodate different types of agreements for all our business areas – Land Contracts (JOA, Farmout, Pooling, Royalty), Mineral Agreements, Surface Agreements, Fee Title, Easements, Third Party, Road Use, Joint Interest (Units, CO&O, Facility Agreements, Service Agreements), Wells, Pipelines, Facilities?
Amendments	Can the system track the processing of amendments (e.g. Amalgamations, Name Changes, Notices of Assignment, Assignment and Novations, etc.)? Does the system create a title chain for the amendments?
Business Associates	Does the system house Business Associates data (identifier, address, account code), including how active and inactive/historic Business Associates are displayed and ordered?
Cloud or Inhouse	Is this system cloud based? Do I have the option to bring the system in-house or have it hosted?
Code Tables	Does the system allow for the addition of client-defined fields in all modules?
Code Tables	Does the system have client-defined code tables (e.g. Lease Types, Lessor Types, Contract Types, Lease Status, Area, Formations, Well Status, Well Types, etc.)?
Companies	Does the system handle multiple companies? Can you report by different companies separately and/or combined?
DOI	Does the system accommodate different DOI situations through the various life cycle stages (i.e. well asset life cycle management)?
DOI	Does the system accommodate multiple active DOIs in each module?
DOI	Does the system track historical DOI information?
File Numbering	Are the file numbering rules customizable to my filing processes?
File Numbering	Does the system automatically generate file numbers? Invoice numbers? Payment request numbers?
Formations & Substances	Can the system accommodate structured rights/formations and multi-level substances? Can you query and create reports and maps based on specific formations/rights/substances?
Future Development	What is the Road Map for the System for the next 3-5 years? On which platform is it built?

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Historical Data	Does the system handle historical data for CO&Os, Units and Service Agreements including the capability to store, retrieve, and use details from previous revisions?
Implementation	How long will a conversion take for my files?
Implementation	How long will the implementation take to complete?
Implementation	What automated conversion tools have you built from other applications?
Import/Export	Can the system import and export data to/from Excel or other applications?
Integration	Does the system accommodate data for accounting codes (e.g. AFEs, Cost Centres, Major/Minor or Object/Sub, etc.)?
Integration	Is the system able to integrate with other applications? Check your current integration points – Financial Accounting (Business Associations, Cost Centres, Rentals, DOIs), Production Accounting (DOIs, royalty payments), Reporting (SSRS, PowerBI, Optix, etc.), AFE Nav, AFE Link, Internal Hierarchy, EnergyLink, Electronic Files, mapping systems (Accumap, geoSCOUT, etc.).
Linking	Can the system link or house links to external documents (e.g. Livelink, eDocs, etc.)?
Linking	Can the system link/relate shared information between the various types of agreements (contracts, leases, titles)?
Linking	Does the system handle contract-driven (governed) lands/leases? Can you link DOIs and royalties from a contract to all applicable leases, wells?
Mapping	Can the system extract land description data to create map layers or shapefiles for use in different mapping applications? What formats (e.g. shapefiles, csv, dxf, etc.)?
Mass Updates	Can the system do mass updates? If so, what types of data can be updated (e.g. business associates, master codes, file links, file statuses, remarks, amendments, etc.)?
Payments	Does the system handle different methods of payment (e.g. cheques, eft, etc.), rental payment history, accounting interfaces, override coding for monthly payments as needed, etc.?
Payments	Does the system handle payments such as Mineral Rentals, Surface Rentals, Surface Initial Payments, etc.?
Remote Access	Does the system allow for remote access (e.g. web-based, VPN, Citrix, etc.)? Is our IT department able to make the changes to allow for this type of access?
Rentals	Can the system differentiate capital vs. operating expenses through the well status (as it relates to payments - e.g. rentals)?
Rentals	Does the system accommodate running multiple rental runs each month? Can I process rentals from different regulators separately?
Rentals	Does the system have the ability to reconcile crown rental statements to the crown agreements in the system?

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Reports	Can the system schedule time-sensitive functionality like reports and other processes? Can reports be emailed?
Reports	Does the system accommodate ad-hoc report creation?
Royalties	Does the system accommodate Royalties (e.g. lessor, gross overriding royalties) including warnings/error messages? Is the history of changes maintained and managed? Can you link contract royalties to mineral leases?
Security	Are the system password settings configurable by the client?
Security	Does the system have Administration functions including the capability to assign roles based on different business functions or areas?
Splits/Subs	Does the system have Headers and Splits/Subs? If so, does the system accommodate multiples of each at both Header and Split/Sub?
Storage/Size	Can the system handle large amounts of data?
Support	How do I communicate my requests/issues to the vendor?
Survey Systems	Does the system handle all survey systems (e.g. DLS, NTS, FPS, Lat/Long, Metes & Bounds, US, etc.)?
Survey Systems	Is the system cross border - i.e. can it handle both US and Canadian lands? In one system or two?
System Costs	What are the costs associated with: installation & configuration, training, per/seat user licensing or enterprise-based licensing, annual maintenance, database software licensing, upgrades. Can the vendor increase the fees at any time or are they fixed for a specified period?
Templates	Does the system have the capability to store different templates for obligatory industry, governmental/regulatory procedures? Are the templates configurable by users?
Units of Measure	Does the system accommodate different units of measure (acres/hectares, metric/imperial)?
Utilities	Does the system have a mass update utility to terminate files as a result of dispositions? Does it create acreage disposition details? Can you link all files to the disposition agreement? Can you add remarks/amendments to all files?
Utilities	Does the system have a utility that automatically updates well, facility, or pipeline information from an internal or external data source? Can you configure the utility to update specific fields automatically and identify others requiring user review prior to updating?
Wells	Does the system accommodate detailed well information, including the ability to handle commingled and horizontal wells?
Workflow	Does the system have document creation capability (e.g. rental letters, rent review notices, etc.)?
Workflow	Does the system have workflow built in (e.g. electronic routing for continuation/expiry approvals)?