



LandTrack Systems

by v-biz.net

Software tools that take the nightmare out of tenement compliance and land acquisition - Quadruple your productivity or your money back.

Mineral Titles Audit Training Webinar #2:

Auditing Your Tenement Schedule

Monday 24th October 2011



Mineral Titles Audit – Auditing Overview

- What can Mineral Titles Audit actually audit?
- What is the procedure for auditing your internal tenement schedule (using the “Audit Spreadsheet Details” section on the Main Form)

Audit Spreadsheet Details

Map

Last Audit:

- How do I analyse, interpret and use the audit results?
- Question and Answer Session



What can Mineral Titles Audit actually audit?

Mineral Titles Audit has the capability to audit the following single record fields:

- Status
- Current Area and Type
- Applied Area
- Granted Area
- Current Year Commitment
- Current Year Rent
- Next Year Rent
- Date of Next Rent Due (Anniversary +30 days)
- Date of Next Form 5 Due (Anniversary + 59 days)
- Date of Next Technical Report Due (Anniversary + 30 days)
- Date of next Partial Surrender Due (Anniversary – 30 days)
- Grant Date
- Expiry Date
- Relinquished Date
- Group Report Number
- Total Shares



Auditing Procedure

- Create a new dataset of tenements to be audited
- Load the list of tenements into Mineral Titles Audit
- [Scan All] tenements in the list
- Create a new audit Map
- Run the audit



Sample Audit Map

The Audit Map is used to match spreadsheet fields to internal fields of MTAudit.

Seq	colName	Label	intField	conversion	options	enable
11	A	Lease	tenID	tenid		<input checked="" type="checkbox"/>
12	B	Name				<input type="checkbox"/>
13	C	Type				<input type="checkbox"/>
14	D	Locality				<input checked="" type="checkbox"/>
15	E	Status	Status	leaseStatus		<input checked="" type="checkbox"/>
16	F	Internal Status				<input type="checkbox"/>
17	G	Current Area	Area	area		<input checked="" type="checkbox"/>
18	H	Area Units	Area	leaseAreaType		<input checked="" type="checkbox"/>
19	I	Mineral Field				<input type="checkbox"/>
20	J	Commodity				<input type="checkbox"/>
21	K	Applied Date	LodgeDate	Date		<input checked="" type="checkbox"/>
22	L	Govt Office				<input type="checkbox"/>
23	M	Granted Area	areaGranted	area		<input checked="" type="checkbox"/>
24	N	Applied Area	areaApplied	area		<input checked="" type="checkbox"/>
25	O	Surveyed				<input type="checkbox"/>
26	P	Current Commitment	commitmentCur	money		<input checked="" type="checkbox"/>
27	Q	Next Year Commitment	commitmentNext	money		<input checked="" type="checkbox"/>
28	R	Current Rent	rentLast			<input checked="" type="checkbox"/>
29	S	Next Year Rent	rentNext	money		<input checked="" type="checkbox"/>
30	T	Expiry Date	termTo	Date		<input checked="" type="checkbox"/>
31	U	Grant Date	termFrom	Date		<input checked="" type="checkbox"/>
32	V	Relinquished Date	DeathDate	Date		<input checked="" type="checkbox"/>
33	W	Group Report Number	combNumber	leaseGroup		<input checked="" type="checkbox"/>

Column	Description
Seq	Sequence number of the fields set the order
colName	Excel column reference in the spreadsheet
Label	Column heading in the spreadsheet
intField	Internal field loaded from MTO to audit against
Conversion	Conversion to apply to that field to match to the spreadsheet.
Options	Space for any modifiers to the conversion
Enabled	Indicates if the field should be audited or not
Optional	Whether the field is always required in the spreadsheet.



Audit Map: Internal Field Mapping

The Audit Map is used to compare values in the columns of the spreadsheets to internal fields of Mineral Titles Audit.

See below for the mapping between spreadsheet and internal fields.

NOTE: You will need to select tenlist from the Source Table drop-down

Spreadsheet Item	Internal field	Spreadsheet Item	Internal field
Tenement	tenID	Date of Next Form 5 Due	nextForm5Due
Status	Status	Date of Next Technical Report Due	nextTechDue
Current Area	Area	Date of Next Partial Surrender Due	nextPSDDue
Area Type	Area with conversion	Grant Date	termFrom
Applied Area	areaApplied	Expiry Date	termTo
Granted Area	areaGranted	Relinquished Date	DeathDate
Current Year Commitment	commitmentCur	Group Report Number	combNumber
Next Year Commitment	commitmentNext	Total Shares	sharesTotal
Date of Next Rent Due	nextRentDue		



Audit Map: Example of How Internal Field Mapping Works

The Audit Map is used to compare values in the columns of the spreadsheets to internal fields of Mineral Titles Audit.

Your Internal Spreadsheet

Tenement: E29/644

Next Year Commitment: \$24,000

1

identifies the row for comparison

2

matches values in mapped columns

Mineral Titles Audit's tenlist Table

tenID: E 29/644

commitmentNext: \$36,000



Audit Map: Conversions

Available Conversion	Description	Available Conversion	Description
Date	Converts fields to a standard date format and match them if the dates are the same (ignores time)	leaseAreaType	Matches just the area type (HA, BL, KM2) against MTO (used by Lease Control datasets)
DateCurrent	Converts MTO date to date in current year ie. next anniversary date. Can adjust with date arithmetic as above.	leaseGroup	Matches the Cnnn/yyyy start of a combined reporting group
Month	Extracts just the month from the date and matches that. Often used against the anniversary date to filter for all tenements that need action each month	leaseArea-<C>	Permits matching areas where the area type (ha, bl, km2) is in a separate field. Replace the <C> with the column name that contains the area type.
Money	Converts values to a currency and compares numerically. Can apply a formula in the options field eg. *1.1 for +GST	Format-<str>	Adds <str> to the beginning of the field before matching. Can be used for the combined reporting numbers to add an initial "C"
Number	Converts to real numbers and compares numerically. Can apply a formula in the Options field.	Trim-<x>	Trims the field to <x> characters
Tenid	Converts between the different tenement ID formats	Shire	Removed 'SHIRE' from shire names
tenType	Extracts the tenement type eg. E, M, P	instr	Matches if spreadsheet field contains the value from MTO
tenNumber	Extracts the tenement district and number: eg: 20/1213	Map	Maps one set of values to another. Format options as: 'live=1; pending=p; xmapsto=y' etc
tenDistrict	Extracts the tenement district number	TechDate	Takes combined report date if not null, else anniversary date + adjustments. Needs to be applied to the combined report date to work correctly.
Holder	Matches only on the first work of the holder's names. Useful when abbreviations are used (eg P/L instead of Pty Ltd)	areaTypeMap	Maps the area type (HA, BL, KM2) of an area to other units. Format options as: 'HA=h; BL=G; KM2=K etc
Area-xx	Will attempt to match or convert the different area types: Blocks, Hectares and Square Kilometers (approximates 1 Block = 2.8km2)	isNotNull	Converts to TRUE if field is not black. Useful for SURVEYED flas, applied to the surveydate field
leaseStatus	Converts between the tenement statuses used by MTO and those used by LeaseControl (eg Pending→Applications)		



How to Analyse, Interpret and Use Results

- The “Audit” worksheet
 - Copy of original worksheet containing original data
 - Highlighted cells indicating audit results
 - For mismatched cells, original data is placed in cell’s comment
- Audit Results Form
 - Lists all mismatches and allows updating of original data



“Audit” Worksheet

Audit Codes	
Cells highlighted in GREEN	are matched against MTAudit
Cells highlighted in YELLOW	are different from MTAudit; the value in MTAudit is inserted into the cell and the original value is put into the cell comment
Tenement ID's highlighted in RED	indicate rows that do not match the expected tenement, reload tenement list and re-run the audit
Cells left uncoloured	have not been audited – unmapped or tenement id not recognised
“Audit” and “AuditOld”	when re-running audits, any existing “Audit” sheet is renamed “AuditOld” and a new “Audit” sheet is created





	A	M	N	O	P	Q	R	S	T	U	V	
	Lease	Granted Area	Applied Area	Surveyed	Current Commitme	Next Year Commitmen	Current Ren	Next Year Rent	Expiry Date	Grant Date	Relinquished Date	Group F
1	E 2900560	56 BL	56 BL		\$112,000.00	\$112,000.00	\$13,412.00	\$13,412.00	07-Sep-11	08-Sep-06		C180/2010
2	E 2900561	9 BL	40 BL		\$30,000.00	\$30,000.00	\$1,588.50	\$1,588.50	08-Sep-13	09-Sep-08		C112/2001
3	E 2900642	22 BL	22 BL		\$22,000.00	\$33,000.00	\$3,883.00	\$3,883.00	22-Sep-13	23-Sep-08		C112/2001
4	E 2900644	24 BL	25 BL		\$24,000.00	\$36,000.00	\$4,236.00	\$4,236.00	22-Sep-13	23-Sep-08		C112/2001
5	E 2900680	22 BL	22 BL		\$33,000.00	\$33,000.00	\$3,883.00	\$3,883.00	18-Aug-13	19-Aug-08		
6	E 2900743	34 BL	34 BL		\$34,000.00	\$34,000.00	\$4,117.74	\$3,859.00	08-Apr-15	09-Apr-10		
7	E 2900749	1BL	1BL		\$10,000.00	\$10,000.00	\$291.72	\$273.00	21-Jun-15	22-Jun-10		C175/2010
8	E 2900750	3 BL	3 BL		\$15,000.00	\$15,000.00	\$363.33	\$340.50	21-Jun-15	22-Jun-10		C175/2010
9	E 2900754	5 BL	5 BL		\$15,000.00	\$15,000.00	\$567.50	\$567.50	18-Aug-15	19-Aug-10		C175/2010
10	E 2900761	1BL	1BL		\$10,000.00	\$10,000.00	\$273.00		19-Oct-15	20-Oct-10		C175/2010
11	E 2900764	9 BL	9 BL		\$20,000.00	\$20,000.00	\$1,067.22	\$1,021.50	06-Jan-16	07-Jan-11		C175/2010
12	E 2900777	35 BL	35 BL		\$35,000.00	\$35,000.00	\$4,150.30	\$3,972.50	14-Feb-16	15-Feb-11		C180/2010
13	E 2900803	14 BL	14 BL		\$20,000.00	\$20,000.00	\$1,541.40	\$1,589.00	17-Aug-16	18-Aug-11		
14	E 2900818		10 BL		\$0.00	\$20,000.00	\$1,101.00					



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Audit Results Form

Columns:	
Source Label	The column heading in the spreadsheet
Tenement	The ID of the tenement
Status	The tenement status in MTO
MTO Value (adjusted)	The value from MTO after the specified conversion has been performed
Spreadsheet Value	The value that was in the spreadsheet
Action	Shows the action performed – Check, Ignore or Updated

Buttons:	
	Goto button – takes you to relevant tenement/field to decide what to do
	Check button – flags the result as needing further checking
	Ignore button – flags the result as irrelevant
	Update button – places the converted value into the spreadsheet, overwriting the old value

SourceLabel	Tenement	Status	MTO Value (adjusted)	SpreadSheet Value	Action
Current Area	M 3900120	Live	500.9	480 HA	→ ? ✗ +!
Current Area	M 3900652	Live	432.15	479 HA	→ ? ✗ +!
Current Commitment	E 2900560	Live	112000	84000	→ ? ✗ +!
Current Commitment	E 2900561	Live	30000	20000	→ ? ✗ +!
Current Commitment	E 2900680	Live	33000	22000	→ ? ✗ +!
Current Commitment	E 2900754	Live	15000	0	→ ? ✗ +!
Current Commitment	E 2900761	Live	10000	0	→ ? ✗ +!
Current Commitment	E 2900764	Live	20000	0	→ ? ✗ +!
Current Commitment	E 2900777	Live	35000	0	→ ? ✗ +!
Current Commitment	E 2900803	Live	20000	0	→ ? ✗ +!
Current Commitment	E 3100685	Live	30000	26667	→ ? ✗ +!
Current Commitment	E 3100800	Live	30000	20000	→ ? ✗ +!
Current Commitment	E 3100874	Live	36000	0	→ ? ✗ +!
Current Commitment	E 3100918	Live	40000	0	→ ? ✗ +!
Current Commitment	E 3900831	Dead		20000	→ ? ✗ +!
Current Commitment	E 3900950	Live	165000	110000	→ ? ✗ +!
Current Commitment	E 3901016	Dead		15000	→ ? ✗ +!
Current Commitment	E 3901139	Live	30000	34750	→ ? ✗ +!
Current Commitment	E 3901185	Dead		84000	→ ? ✗ +!
Current Commitment	E 3901236	Live	20000	15000	→ ? ✗ +!
Current Commitment	E 3901294	Live	30000	20000	→ ? ✗ +!
Current Commitment	E 3901304	Dead		20000	→ ? ✗ +!
Current Commitment	E 3901350	Live	20000	15000	→ ? ✗ +!
Current Commitment	E 3901490	Live	15000	0	→ ? ✗ +!
Current Commitment	E 3901495	Live	10000	0	→ ? ✗ +!
Current Commitment	E 3901504	Live	15000	0	→ ? ✗ +!
Current Commitment	E 3901515	Live	15000	0	→ ? ✗ +!

Update Leasecontrol Directly **Update ALL**

Record: 1 of 259 No Filter Search



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Question and Answer Session



Next Mineral Titles Audit Training Topics

- Basic Settings, Tenement List Importing, Scanning, Reporting and Support
- Auditing your Tenement Schedule
- Creating Tenement Sets using the MTO Enquiry Source Feature
- Reporting and the "Export to Excel with Template" Feature
- Automating Mineral Titles Audit (Running in Batch Mode)
- Updating Lease Control directly with data from MTAudit



Thank You!

for attending our second Mineral Titles Audit webinar and helping to make it a great success...

Please take the next few minutes to provide us with feedback on this session in the survey you will receive on exit