

This resource guides you through the process of completing, saving, uploading, and submitting a UT1 (Oil Royalty Reporting) and UT2 (Gas Royalty Reporting) Prior Period Adjustment (PPA) using a CSV template.

Part 1: How to Complete a UT1 (Oil Royalty Reporting) or UT2 (Gas Royalty Reporting) Prior Period Adjustment (PPA) via CSV File

CSV stands for "Comma Separated Values." It is a file format used to store data. Microsoft Excel allows you to save your file in a CSV format. It is the only file format you can use to upload UT1, UT2, and/or UT3 reports to the Compass Portal.

In the event a reporter needs to change a previously submitted UT1 or UT2 record with a status of Sent, the reporter can submit Reversal and Rebook transactions. Reporters can now submit PPAs via CSV upload.

University Lands provided reporters with a Microsoft Excel template for use to upload UT1 and/or UT2 data. These templates are also available on the University Land's Home Page. The CSV upload supports both Original and Rebook (PPA) records at the same time. Please follow these guidelines to create your CSV file:

1. Row 1 in the template identifies to which Compass grid the field columns below correspond. For example:
 - Columns C and D (Product and PROD Date) are in the Compass Header Grid
 - Columns E thru T (RRC Type, RRC District, etc.) are in the Compass Property Grid
 - Columns U thru Y (Tract LSE, Tract RRC, etc.) are in the Compass Tract Grid
 - Columns Z thru AC (Disp Code, Volume, etc.) are in the Compass Disposition Grid
 - Columns AD thru AF (Affiliated?, Purchaser, etc.) are in the Compass Purchaser Grid

1	Header Columns		Property Columns														Tract C		
2		Product	PROD Date	RRC Type	RRC Distri	RRC / Perr Unit #	Univ Lse #	Beg Inv.	8/8 Produ	8/8 Dispo	End Inv	Your Volu	8/8 Notes	API Gravit	Oil Type	BTU Facto	Mlt Val	Roy Due	Tract L
3	R	PROP	OIL	92007	O	8	36471	16207	432.78	235.01	120.01	547.78	235.01	33.7	5	2901.21	725.3		
4	R	DISP	OIL	92007	O	8	36471	16207											
5	R	DISP	OIL	92007	O	8	36471	16207											
6	R	PURCH	OIL	92007	O	8	36471	16207											

- Row 2 in the template contains the names of the Compass fields. Note: there is only one CSV template used to upload both UT1 and UT2 reports. Consequently, fields applicable to both UT1 and UT2 reporting appear on the template, and the user need only enter data in the fields applicable to the type of report they would like to submit.
 - For example, the field BTU Factor (Column R) is only relevant to gas reporting and would contain no value in the UT1 (Oil) property record.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
1	Header Columns			Property Columns																	
2		Product	PROD Date	RRC Type	RRC Distri	RRC / Perr Unit #	Univ Lse #	Beg Inv.	8/8 Produ	8/8 Dispo	End Inv.	Your Volu	8/8 Notes	API Gravit	Oil Type	BTU Facto	Mkt Val	Roy Due	Tract C		
3	R	PROP	OIL	92007	O	8	36471	16207	432.78	235.01	120.01	547.78	235.01				33.7	5	2901.21	725.3	
4	R	DISP	OIL	92007	O	8	36471	16207													
5	R	DISP	OIL	92007	O	8	36471	16207													
6	R	PURCH	OIL	92007	O	8	36471	16207													

- Enter the Transaction Type in column A. A transaction is either the Original entry or a Rebook entry. Enter “O” for Original or “R” for a Rebook. Note: there is no need to include a Reversal record in the CSV for a PPA. Compass recognizes the “R” type as a Rebook and automatically creates a Reversal transaction of the original entry so the reporter need only submit the amended record as a normal CSV upload as a “R” type.

- In column B, enter the grid name to specify which grid the row of values in each field should be applied. Enter “PROP” for Property Grid, “DISP” for Disposition Grid, “TRACT” for Tract Grid, and/or “PURCH” for Purchaser Grid. When specifying a grid name for the row of data, only populate appropriate fields for the property combo and the given record type.
 - For example, a row with “DISP” entered in column B, also has columns A thru I (property combo columns), and columns Z thru AC (Disp Code, Volume, etc.). **All rows require columns A thru G, and I to be populated for a successful upload.**

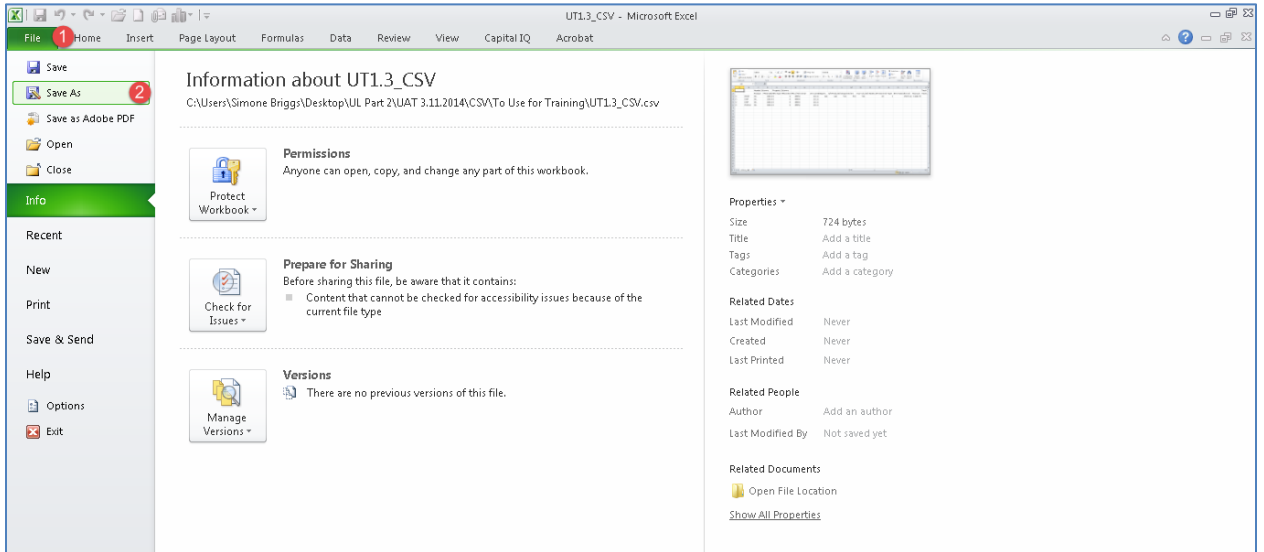
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
1	Header Columns			Property Columns																	
2		Product	PROD Date	RRC Type	RRC Distri	RRC / Perr Unit #	Univ Lse #	Beg Inv.	8/8 Produ	8/8 Dispo	End Inv.	Your Volu	8/8 Notes	API Gravit	Oil Type	BTU Facto	Mkt Val	Roy Due	Tract C		
3	R	PROP	OIL	92007	O	8	36471	16207	432.78	235.01	120.01	547.78	235.01				33.7	5	2901.21	725.3	
4	R	DISP	OIL	92007	O	8	36471	16207													
5	R	DISP	OIL	92007	O	8	36471	16207													
6	R	PURCH	OIL	92007	O	8	36471	16207													

- Enter the Product type in column C as either “OIL” or “GAS.”
- Enter the Production Date in column D. The format is *mmyyyy*. Note: both 012014 and 12014 for January 2014 are correct.
- Enter the RRC Type in column E. Note: this is not the Product Type which you are reporting. This is the Railroad Commission’s designation of the well “type” as either Oil well or Gas well. Enter “O” for Oil or “G” for Gas.

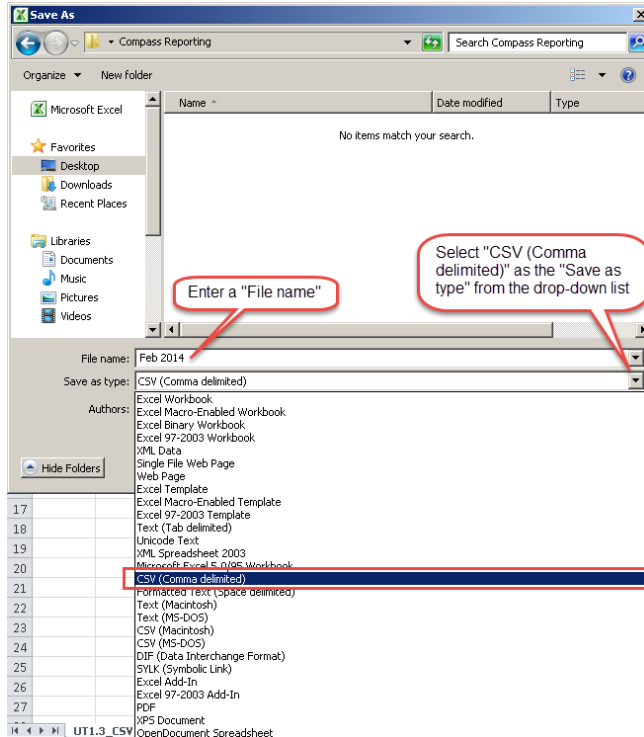
8. Enter the RRC District Code in column F. Note: 08, 8, or 07C format examples are all acceptable entries.
9. Enter the RRC or Permit Number in column G. The Permit Number is used until the RRC Number is assigned. Once the RRC Number is assigned, you must notify University Lands and begin reporting with the RRC Number. If you need to report a Prior Period Adjustment (PPA) to a production period before the RRC number was assigned, the Rebook entry in the CSV must align with the initial reporting.
 - For example, if you reported a production month under a specific Permit Number originally, you must report the Rebook under that same Permit Number. Once a RRC Number is assigned, all reporting and PPA's from that production month forward use the RRC Number.
10. If you are reporting Oil, enter the API Gravity in column P. It is the American Petroleum Institute gravity of production sold or otherwise disposed. The value must be between 22.4 and 80.6.
11. If reporting Gas, enter the BTU Factor in Column R. It is the pressure at which the gas volume was measured. The value must be between 0.1 and 1.9999.
12. If reporting Oil, enter the Oil Type in column Q. 1 = Sweet / Intermediate and 2 = Sour.
13. Enter the Disposition Code in column Z. It is not necessary to enter the Disposition description. Note: there were a few changes made to the Disposition Codes. A list of those codes are available on the "Training and Documentation" Page in the Compass Portal or are available upon request.
14. Report if the Purchaser and Payor are affiliated Counterparties in column AD. Enter "Y" for Yes and "N" for No.
15. Enter the Purchaser's RRC Number in column AE and the Payor's RRC Number in column AF. Note: it is not necessary to enter the leading zeroes of the RRC Number.
16. Enter the remaining applicable fields. Note: for all other fields, values less than \$1.00 should be entered with a leading zero (e.g., 57 cents is 0.57 not .57).

Part 2: How to Save a UT1 or UT2 CSV File

17. The latest versions of Microsoft Excel allow you to save a CSV file by selecting the Microsoft Office icon (earlier versions of Excel require you to select File instead of seeing an icon), then select “Save As.”



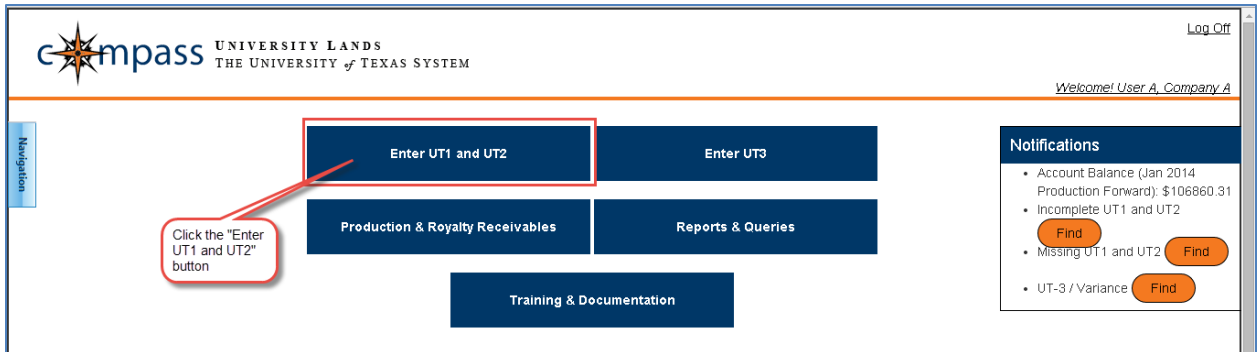
18. Next to the drop-down field “Save as type,” select CSV (Comma Delimited). Name the file and select “Save.”



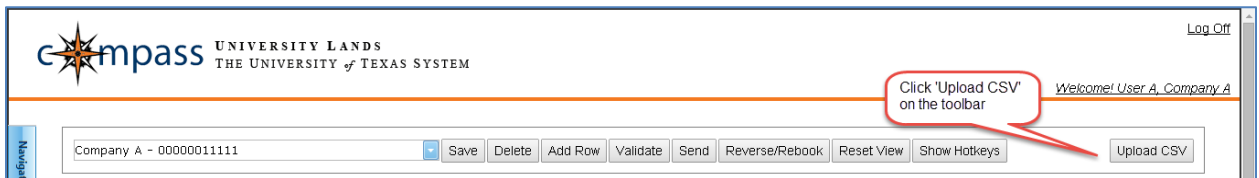
19. A message screen may appear in Excel warning the file contains features that are not compatible with CSV. Disregard the message and select “Yes.”

Part 3: How to Upload a UT1 or UT2 CSV File

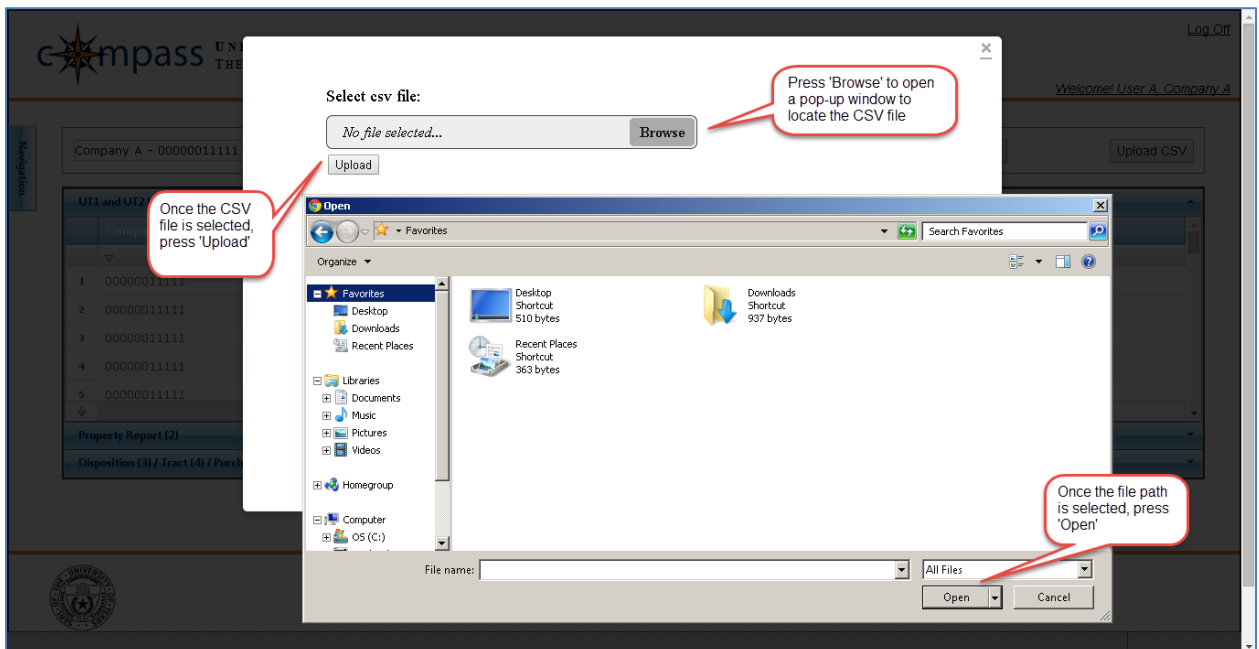
20. From the Compass Portal Landing Page, click the “Enter UT1 and UT2” button.



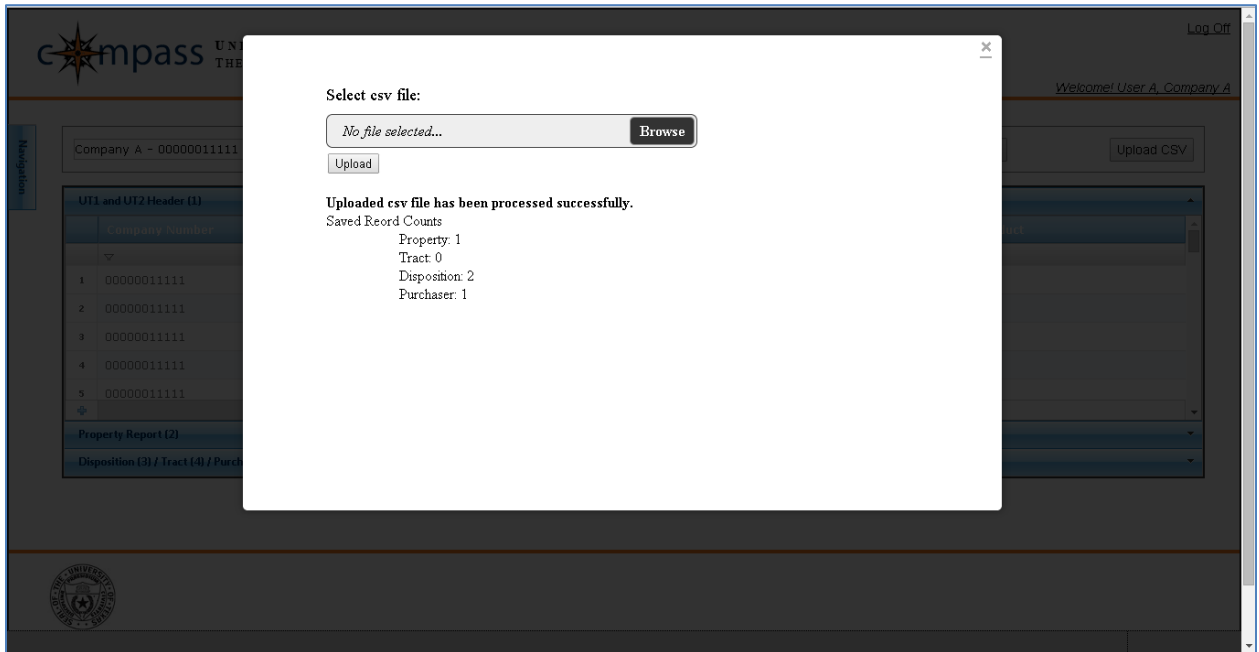
21. Click the “Upload CSV” toolbar button.



22. Once the pop-up displays, click the “Browse” button to select the file location of the CSV file to be uploaded, then click the “Upload” button.



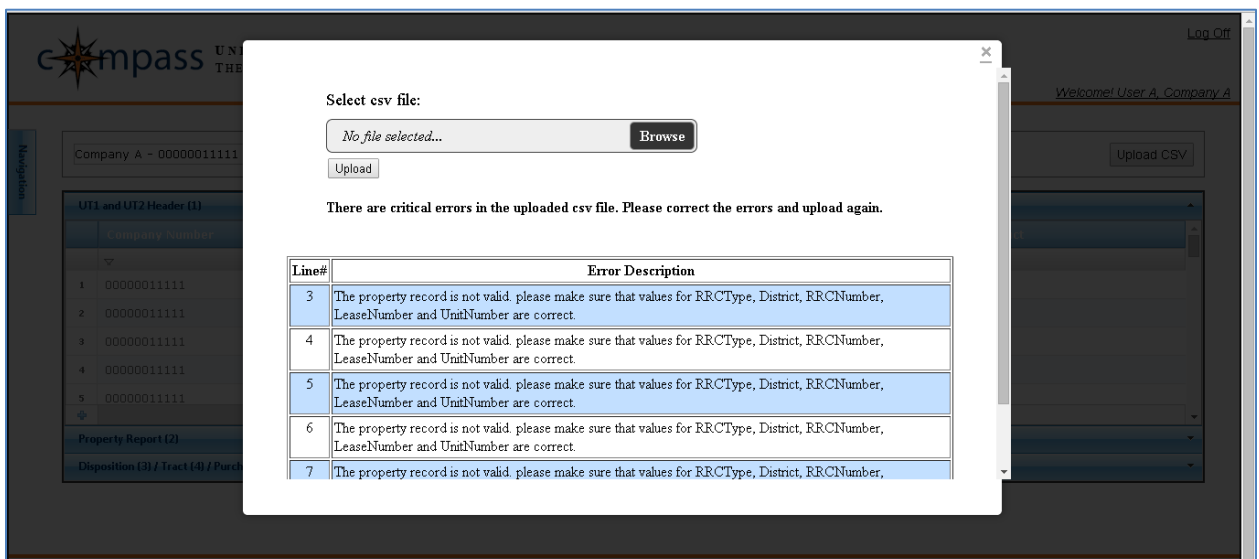
23. If the CSV file upload is successful, the pop-up window displays a count of how many rows of data were uploaded into each Compass.



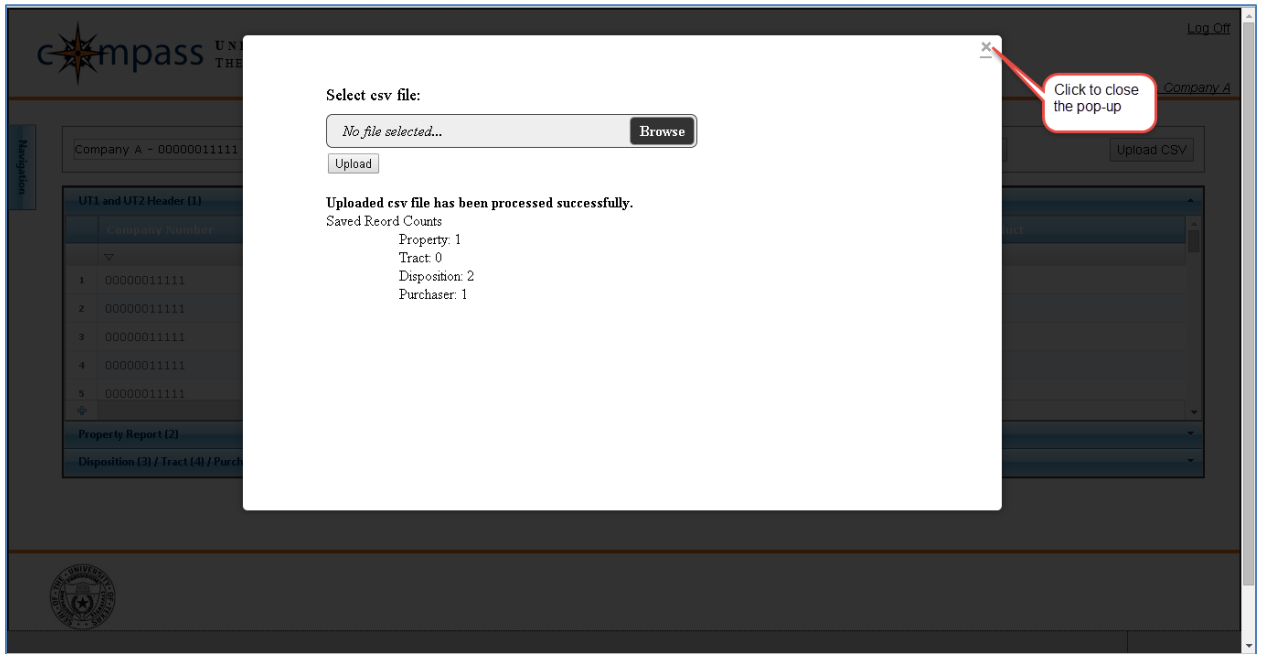
24. If the CSV upload process encounters any critical errors (i.e., an invalid lease combo), the record is not imported to Compass and an error message displays in the pop-up. The error message first references the row location of the error in the Microsoft Excel workbook, followed by a detailed description of the error.

- Correct the errors in the CSV file before attempting to re-upload.
- If a 'corrected or un-sent' Original record is uploaded, the values in the upload replace any data submitted previously.

If an Original record is uploaded, the process verifies a "Sent" Original does not already exist for the given Combo/Production Month/Product. The process also verifies an Original record exists for every Rebook line in the upload.



25. Once the file is uploaded successfully, close the pop-up window.



If the import process encounters any malformed data (i.e., an incorrect value was put in a numeric field), the process imports a blank value. This will not pass validation in Compass, but you have the ability to correct these errors via the UT1 and UT2 screen without resubmitting the CSV.

Part 4: How to Validate and Send a UT1 or UT2 CSV File

26. Select the Header record for each appropriate Production Date and Product to which data was uploaded via the CSV. The CSV is automatically imported into Compass as a “Saved” file. Click the “Validate” button to validate the records. **If a CSV contains data for several production months and products, the user must validate each Production Date – Product Header individually.** The “Validate” button only validates the grid data in the currently selected Header row.

Company Z - 0000011136 [Save] [Delete] [Add Row] [Validate] [Send] [Reverse/Rebook] [Reset View] [Show Hotkeys] [Upload CSV]

	Company Number	Company Name	Status	Production Date	Product
54	0000011136	Company Z	Incomplete	01/2014	Gas
	0000011136	Company Z	Incomplete	02/2014	Oil
56	0000011136	Company Z	Incomplete	02/2014	Gas
57	0000011136	Company Z	Incomplete	03/2014	Oil
58	0000011136	Company Z	Incomplete	03/2014	Gas

27. Click the checkbox field on the left of each record to Send. If the box is checked, an ‘x’ appears in the field; indicating that record is selected to Send. All Validated data is Sent and only those Header records in Error status are not Sent.

	Trace Number	Status	Lease Number	Lease Name	Permit Number	RRC Number	RRC District	RRC Type	Unit Number	Transaction Type	8/8 Production	UOM	Your Volume Share
1	B16225	Validated	55555	Compass Portal		89898	08	0		Original	10000.00	MCF	10000.00
2	B16226	Error	66666	Compass Portal		90909	07C	0		Original	0.00	MCF	0.00
3	B16227	Error	77777	Compass Portal		24680	08	0		Original	0.00	MCF	0.00
4	B16228	Validated	12345	Compass Portal		98320	08	0	29	Original	10000.00	MCF	10000.00

Disposition (3) / Tract (4) / Purchaser (5)

Disposition	Tract	Purchaser

	Trace Number	Lease Number	RRC/Permit Number	Lease Name	Disposition Type	UOM	Volume	Market Value	Price	Blended Royalty Percentage	Royalty Due University
1	B16225	55555	89898	Compass Portal Tr	2 - Used on Lease	MCF	10000.00	\$100,000.00	\$10.00	25.000000 %	\$25,000.00

28. Click the “Send” button to Submit to UL UT1’s or UT2’s with checked boxes in the Header Grid.

Company Z - 0000011136 [Add Row] [Validate] [Save] [Delete] [Send(1)] [Void] [Reallocate] [Reset View] [Show Hotkeys] [Upload CSV]

The number in parenthesis indicates how many Property Records were selected to "Send"