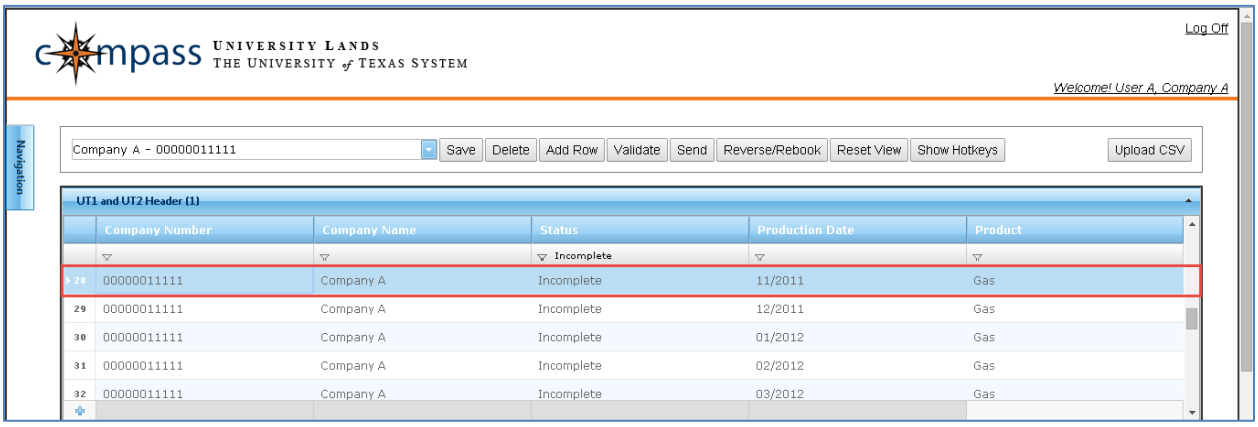
This resource guides you through the process of submitting a Prior Period Adjustment (PPA) to a previously Sent UT1 (Oil Royalty Report) or UT2 (Gas Royalty Report).

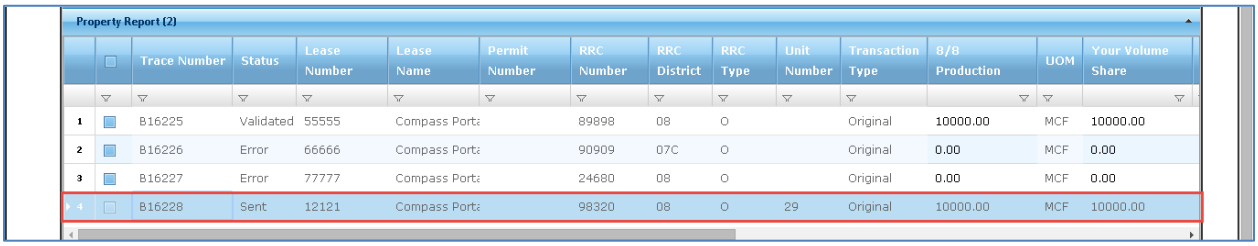
**How to Submit a PPA (Reverse/Rebook)**

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. Note: PPAs can be submitted via CSV uploads. Please follow these guidelines to submit a PPA for a UT1 or UT2 record:

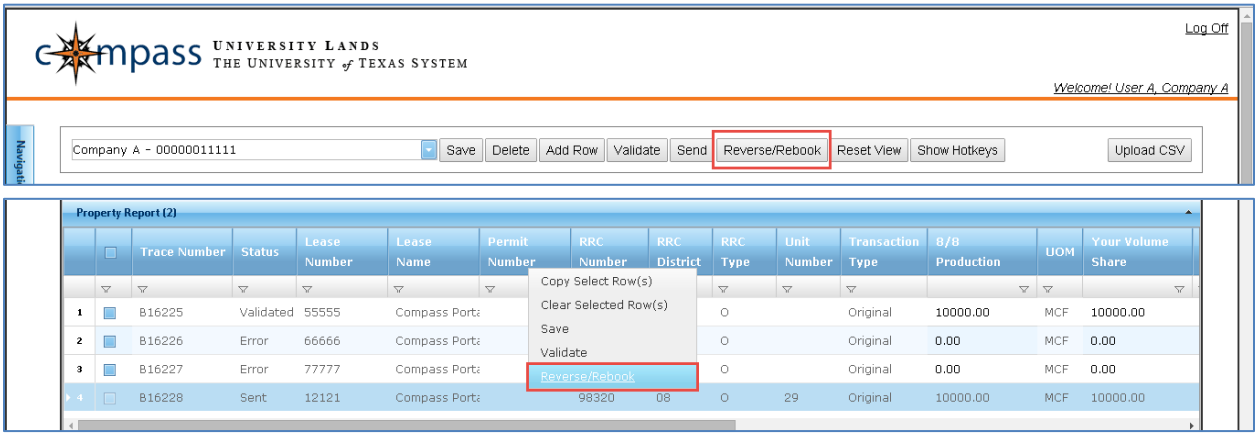
1. Select (highlight) the appropriate UT1 or UT2 Header record.



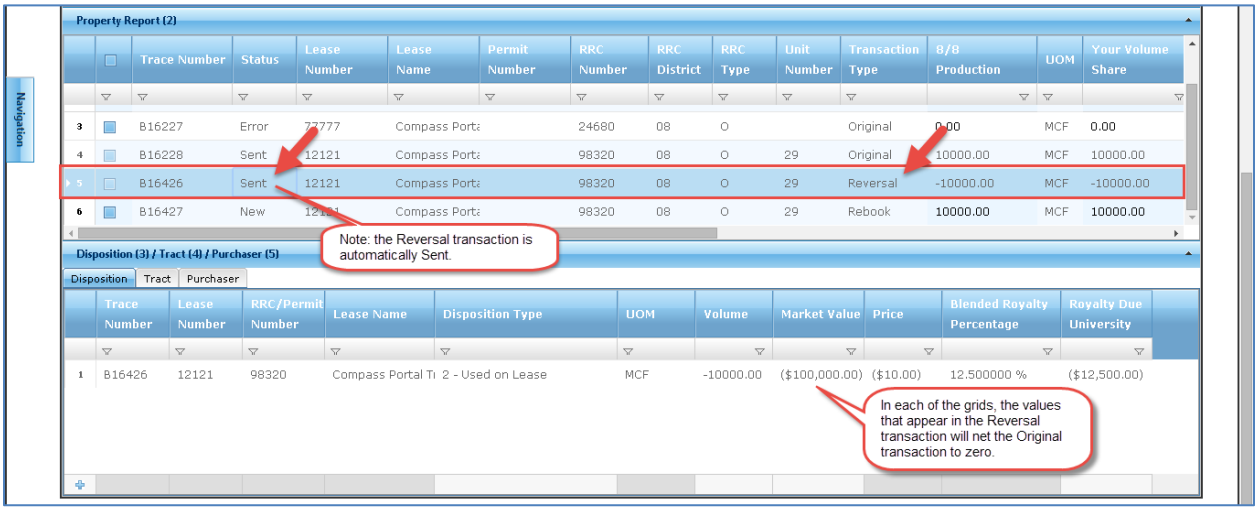

2. Select (highlight) the appropriate row in the Property Grid to adjust. The lease selected must already have a “Sent” status.



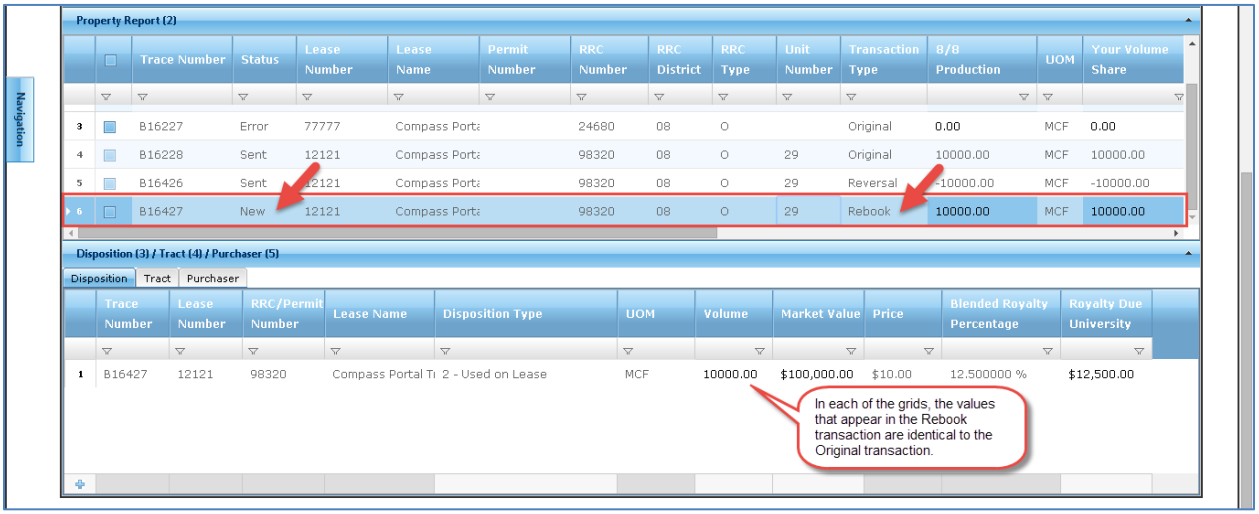

3. Press the Reverse/Rebook button in the toolbar or right-click over the row and select “Reverse/Rebook.”



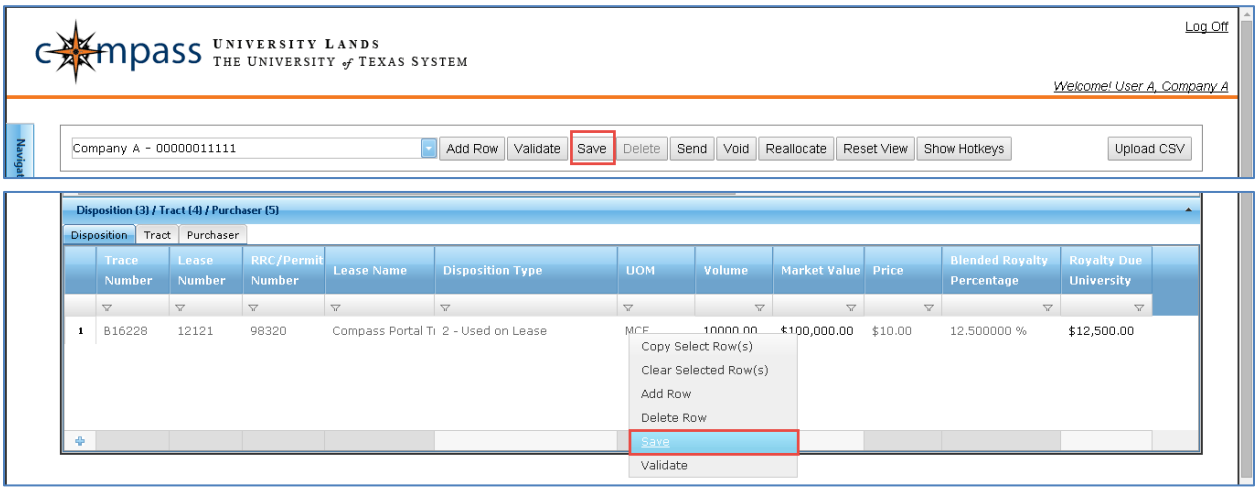
4. Upon pressing the “Reverse/Rebook” button the current Header record is deselected. Return to the record by reselecting the Header. Two new transaction records are created. The Reversal record is automatically Sent to University Lands to negate the values throughout each grid, so fields net to zero against the original transaction.



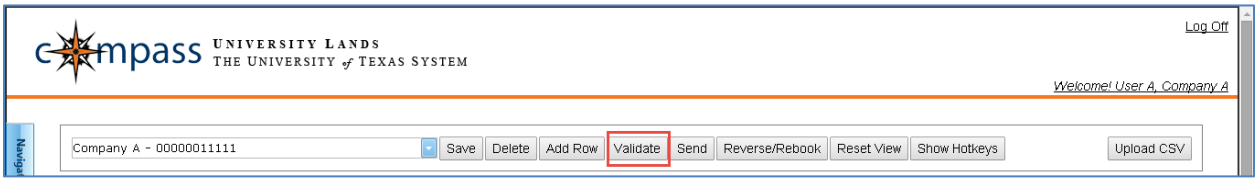

5. The Rebook record is a duplicate of the Original transaction, allowing you to make changes to specific fields without having to re-enter all of the data throughout each grid. Be sure changes made in the Property Grid are reflected in the Disposition and Tract Grids as well, so all validation requirements are met.
    - For example, if the “Market Value” field is adjusted in the Property Grid, the Disposition and Tract Grid “Market Value” summations need to reflect the adjustments to validate successfully.



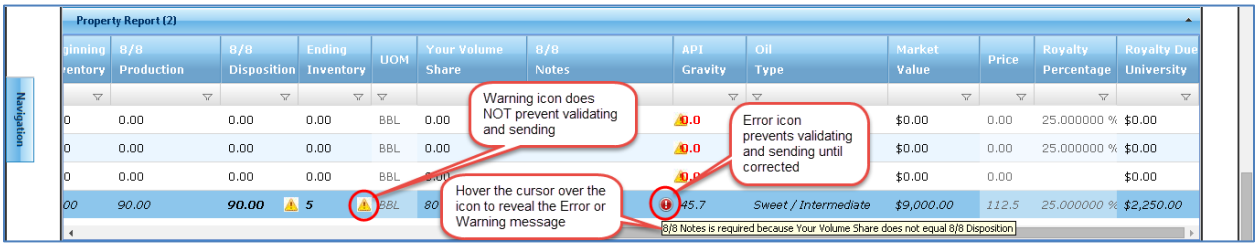
6. Save the entries made in the grids by either pressing the “Save” toolbar button or right-click over a row of data in any grid and select “Save” from the drop-down.



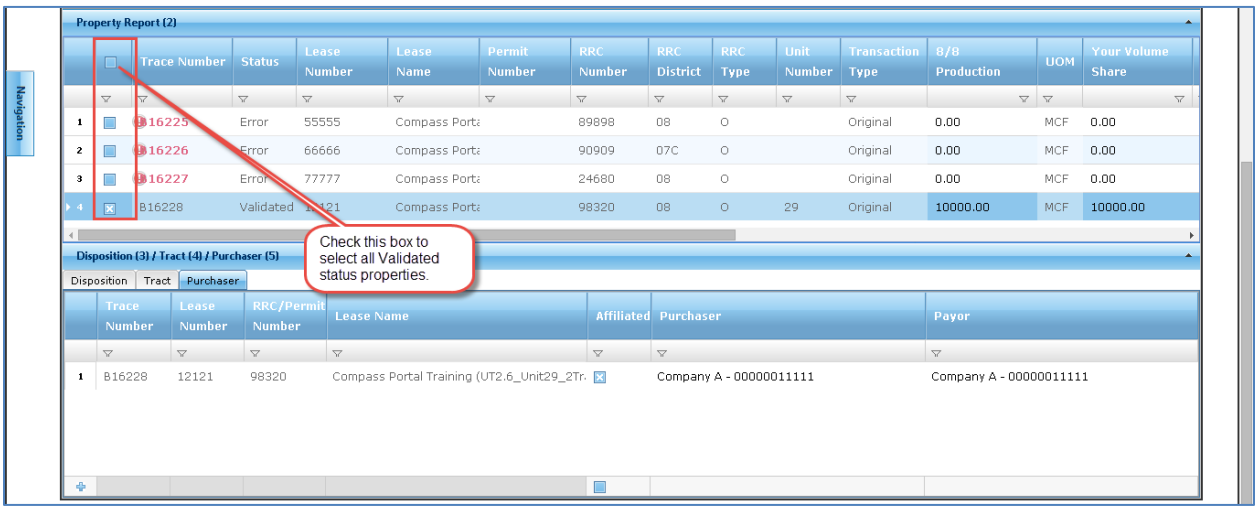

7. Validate the record by pressing the “Validate” toolbar button.




8. If the record returns a status of “Error,” navigate through the grids to identify the errors by the Error or Warning icons. Any errors prevent the record from validating and sending.
    - For example, an error message displays if the “Your Volume Share” value does not equal the “8/8 Production” value and the “8/8 Notes” field remains blank.



9. When the Validation process completes with no errors, click the checkbox field to the left of the property record to Send. If the box is checked, an ‘x’ appears in the field, indicating the record is selected to Send.




10. Click “Send” button to send the Validated Property Report records with checked boxes.