

This resource guides you through the process of completing (entering data, validating, and submitting) a simple lease UT1 (Oil Royalty Report) in the Compass Portal.

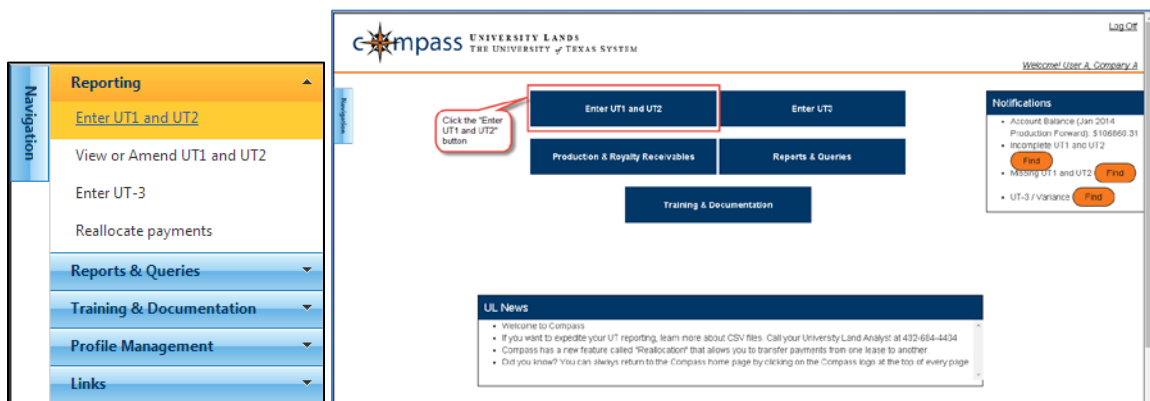
How to Complete a Simple Lease UT1

Oil and condensate Royalty Payments must be deposited on or before the 5th day of the second month after the month of production. If payments are not timely submitted, the lessee will be subject to a penalty and interest.

Royalty is due and payable in accordance with the lease agreement on 100% of the gross production of oil or condensate. Gross production includes skim oil, scrubber oil, condensate, lost oil, and other oil components.

File a separate UT1 for each Railroad Commission Lease Number on each University Lease. Please follow these guidelines to submit a UT1 (Oil Royalty Report) on any simple oil lease:

1. From the Landing Page, navigate to the “Enter UT1 and UT2” Page by clicking the button or click the “Navigate” button on the left-hand side of the screen and select “Reporting” > “Enter UT1 and UT2.”



2. Select (highlight) the appropriate production period for the row where the Product Type is “Oil.”

UT1 and UT2 Header (1)					
	Company Number	Company Name	Status	Production Date	Product
1	00000011111	Company A	Incomplete	11/2011	Oil
2	00000011111	Company A	Incomplete	12/2011	Oil
3	00000011111	Company A	Incomplete	01/2012	Oil
4	00000011111	Company A	Incomplete	02/2012	Oil
5	00000011111	Company A	Incomplete	03/2012	Oil

- Select (highlight) the appropriate Property Report record.

Property Report (2)													
	Trace Number	Status	Lease Number	Lease Name	Permit Number	RRC Number	RRC District	RRC Type	Unit Number	Transaction Type	Beginning Inventory	8/8 Production	8/8 Disposition
1	A16269	New	11111	Compass Port:		45454	08	0		Original	0.00	0.00	0.00
2	A16270	New	22222	Compass Port:		56565	08	0		Original	0.00	0.00	0.00
3	A16271	New	44444	Compass Port:		78787	08	0	29	Original	0.00	0.00	0.00
4	A16272	New	16161	Compass Port:		25252	08	0		Original	0.00	0.00	0.00

- Select (highlight) the “Beginning Inventory” field to enter a value. This is the first editable field in the grid. You can enter the required data into the editable fields in any order. Note: on all grids, the editable fields where data is entered are identifiable as the dark-blue fields. The light-blue fields are pre-populated and read-only. This field is required. Note: the value can be zero.

Property Report (2)													
	Trace Number	Status	Lease Number	Lease Name	Permit Number	RRC Number	RRC District	RRC Type	Unit Number	Transaction Type	Beginning Inventory	8/8 Production	8/8 Disposition
1	A16269	Error	11111	Compass Port:		45454	08	0		Original	0.00	0.00	0.00
2	A16270	Error	22222	Compass Port:		56565	08	0		Original	0.00	0.00	0.00
3	A16271	Error	44444	Compass Port:		78787	08	0	29	Original	0.00	0.00	0.00
4	A16272	Saved	16161	Compass Port:		25252	08	0		Original	10.00	0.00	0.00

- Select (highlight) with the cursor or use the TAB key to move to the next editable field. The “8/8 Production” field, to enter a value. “8/8 Production” is the gross number of whole barrels produced for the month reported. This field is required. Note: the value can be zero.

Property Report (2)													
	Trace Number	Status	Lease Number	Lease Name	Permit Number	RRC Number	RRC District	RRC Type	Unit Number	Transaction Type	Beginning Inventory	8/8 Production	8/8 Disposition
1	A16269	Error	11111	Compass Port:		45454	08	0		Original	0.00	0.00	0.00
2	A16270	Error	22222	Compass Port:		56565	08	0		Original	0.00	0.00	0.00
3	A16271	Error	44444	Compass Port:		78787	08	0	29	Original	0.00	0.00	0.00
4	A16272	Saved	16161	Compass Port:		25252	08	0		Original	10.00	90.00	0.00

- Select (highlight) with the cursor or use the TAB key to move to the next editable field, the “8/8 Disposition” field to enter a value. “8/8 Disposition” is 100% of the volume sold for the selected production month. This field is required for oil. Note: the value can be zero.

Property Report (2)													
	Trace Number	Status	Lease Number	Lease Name	Permit Number	RRC Number	RRC District	RRC Type	Unit Number	Transaction Type	Beginning Inventory	8/8 Production	8/8 Disposition
1	A16269	Error	11111	Compass Port:		45454	08	0		Original	0.00	0.00	0.00
2	A16270	Error	22222	Compass Port:		56565	08	0		Original	0.00	0.00	0.00
3	A16271	Error	44444	Compass Port:		78787	08	0	29	Original	0.00	0.00	0.00
4	A16272	Saved	16161	Compass Port:		25252	08	0		Original	10.00	90.00	90.00

- Use the scroll bar at the bottom of the grid to reveal additional fields to the right of the grid. Select (highlight) with the cursor or use the TAB key to move to the next editable field, the "Ending Inventory" field to enter a value. "Ending Inventory" is the number of barrels on hand at the end of month being reported. This field is required. Note: the value can be zero.

Property Report (2)												
3 position	Ending Inventory	UOM	Your Volume Share	8/8 Notes	API Gravity	Pressure Base	BTU Factor	Oil Type	Market Value	Price	Royalty Percentage	Royalty Due University
0	0.00	BBL	0.00		0.0	14.65	0.0000		\$0.00	0.00	25.000000 %	\$0.00
0	0.00	BBL	0.00		0.0	14.65	0.0000		\$0.00	0.00	25.000000 %	\$0.00
0	0.00	BBL	0.00		0.0	14.65	0.0000		\$0.00	0.00	25.000000 %	\$0.00
	10.00	BBL	0.00		0.00	14.65	0.0000	Sweet / Intermediate	\$0.00	0.00	25.000000 %	\$0.00

- Select (highlight) with the cursor or use the TAB key to move to the next editable field, the "Your Volume Share" field to enter a value. For oil products, "Your Volume Share" should equal the "8/8 Disposition" field. For oil products, a note is only required if there is a discrepancy between "Your Volume Share" and "8/8 Disposition." This field is required. Note: the value can be zero.

Property Report (2)												
3 position	Ending Inventory	UOM	Your Volume Share	8/8 Notes	API Gravity	Pressure Base	BTU Factor	Oil Type	Market Value	Price	Royalty Percentage	Royalty Due University
0	0.00	BBL	0.00		0.0	14.65	0.0000		\$0.00	0.00	25.000000 %	\$0.00
0	0.00	BBL	0.00		0.0	14.65	0.0000		\$0.00	0.00	25.000000 %	\$0.00
0	0.00	BBL	0.00		0.0	14.65	0.0000		\$0.00	0.00	25.000000 %	\$0.00
	10.00	BBL	90.00		0.00	14.65	0.0000	Sweet / Intermediate	\$0.00	0.00	25.000000 %	\$0.00

- Select (highlight) with the cursor or use the TAB key to move to the next editable field, the "8/8 Notes." For oil products, a note is only required if there is a discrepancy between "Your Volume Share" and "8/8 Disposition."

Property Report (2)												
3 position	Ending Inventory	UOM	Your Volume Share	8/8 Notes	API Gravity	Pressure Base	BTU Factor	Oil Type	Market Value	Price	Royalty Percentage	Royalty Due University
0	0.00	BBL	0.00		0.0	14.65	0.0000		\$0.00	0.00	25.000000 %	\$0.00
0	0.00	BBL	0.00		0.0	14.65	0.0000		\$0.00	0.00	25.000000 %	\$0.00
0	0.00	BBL	0.00		0.0	14.65	0.0000		\$0.00	0.00	25.000000 %	\$0.00
	10.00	BBL	90.00		0.00	14.65	0.0000	Sweet / Intermediate	\$0.00	0.00	25.000000 %	\$0.00

- Select (highlight) with the cursor or use the TAB key to move to the next editable field, the "API Gravity." This is the American Petroleum Institute gravity of production sold or otherwise disposed. The value must be between 22.4 and 80.6. This field is required.

Property Report (2)												
3 position	Ending Inventory	UOM	Your Volume Share	8/8 Notes	API Gravity	Pressure Base	BTU Factor	Oil Type	Market Value	Price	Royalty Percentage	Royalty Due University
0	0.00	BBL	0.00		0.0	14.65	0.0000		\$0.00	0.00	25.000000 %	\$0.00
0	0.00	BBL	0.00		0.0	14.65	0.0000		\$0.00	0.00	25.000000 %	\$0.00
0	0.00	BBL	0.00		0.0	14.65	0.0000		\$0.00	0.00	25.000000 %	\$0.00
	10.00	BBL	90.00		45.7	14.65	0.0000	Sweet / Intermediate	\$0.00	0.00	25.000000 %	\$0.00

11. Select an "Oil Type" from the drop-down.

Transaction Type	Beginning Inventory	B/B Production	B/B Disposition	Ending Inventory	UOM	Your Volume Share	B/B Notes	API Gravity	Oil Type	Market Value	Price	Royalty Percentage
Original	0.00	0.00	0.00	0.00	BBL	0.00		0.0	Sweet / Intermediate	\$0.00	0.00	25.000000%
Original	0.00	0.00	0.00	0.00	BBL	0.00		0.0	Sour	\$0.00	0.00	25.000000%
Original	0.00	0.00	0.00	0.00	BBL	0.00		0.0		\$0.00	0.00	25.000000%

12. Select (highlight) with the cursor or use the TAB key to move to the next editable field, the "Market Value." This is the value for which "Your Volume Share" was sold. This field is required. Note: the value can be zero.

Position	Ending Inventory	UOM	Your Volume Share	B/B Notes	API Gravity	Pressure Base	BTU Factor	Oil Type	Market Value	Price	Royalty Percentage	Royalty Due University
0	0.00	BBL	0.00		0.0	14.65	0.0000		\$0.00	0.00	25.000000%	\$0.00
0	0.00	BBL	0.00		0.0	14.65	0.0000		\$0.00	0.00	25.000000%	\$0.00
0	0.00	BBL	0.00		0.0	14.65	0.0000		\$0.00	0.00	25.000000%	\$0.00
10.00	BBL	90.00			45.7	14.65	0.0000	Sweet / Intermediate	\$9,000.00	0.00	25.000000%	\$0.00

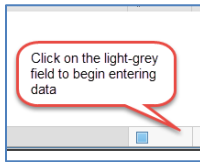
13. The "Price" and "Royalty Percentage" fields are automatically populated. Select (highlight) with the cursor or use the TAB key to move to the next editable field, the "Royalty Due University." This must equal the "Market Value" multiplied by the "Royalty Percentage." This field is required. Note: the value can be zero.

Position	Ending Inventory	UOM	Your Volume Share	B/B Notes	API Gravity	Pressure Base	BTU Factor	Oil Type	Market Value	Price	Royalty Percentage	Royalty Due University
0	0.00	BBL	0.00		0.0	14.65	0.0000		\$0.00	0.00	25.000000%	\$0.00
0	0.00	BBL	0.00		0.0	14.65	0.0000		\$0.00	0.00	25.000000%	\$0.00
0	0.00	BBL	0.00		0.0	14.65	0.0000		\$0.00	0.00	25.000000%	\$0.00
10.00	BBL	90.00			45.7	14.65	0.0000	Sweet / Intermediate	\$9,000.00	0.00	25.000000%	\$2,250.00

14. Make sure the lease is highlighted in the Property Grid. Navigate to the Disposition Grid by clicking on the "Disposition" tab.

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

- To add a disposition, either click on a light-grey field in the grey bar at the bottom of the grid or right-click anywhere on the grey bar and select “Add Row” from the drop-down.



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

Trace Number	Lease Number	RRC/Permit Number	Lease Name	Disposition Type	UOM	Volume	Market Value	Price	Blended Royalty Percentage	Royalty Due University

Right-click on the grey bar and select "Add Row"

- Copy Selected Row(s)
- Clear Selected Row(s)
- Add Row**
- Delete Row
- Save
- Validate

Disposition Grid

- Click the light-grey bar under the “Disposition Type” field heading and select from the Disposition Types in the drop-down menu.

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

Trace Number	Lease Number	RRC/Permit Number	Lease Name	Disposition Type	UOM	Volume	Market Value	Price	Blended Royalty Percentage	Royalty Due University

Click the drop-down icon and use the scroll bar to select the Disposition Type

- 1 - Gas Lift and Injection on Lease
- 2 - Used on Lease
- 3 - Used off Lease
- 4 - Vented or Flared

B16248 66666 90909 Compass Portal Tra MCF 0 \$0.00 \$0.00

- Enter values in the remaining disposition fields: “Volume,” “Market Value” and “Royalty Due University.” The summation of the “Volume,” “Market Value” and “Royalty Due University” for all dispositions in the Disposition Grid should tie to the Property Grid record.

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

Trace Number	Lease Number	RRC/Permit Number	Lease Name	Disposition Type	UOM	Volume	Market Value	Price	Blended Royalty Percentage	Royalty Due University

A16272 16161 25252 Compass Portal Tra 1 - Trucks BBL 90 \$9,000.00 \$100.00 25.000000 % 2250

18. After entering a value in the last field, press the ENTER key to move the row of data from the grey bar into the body of the grid. To add additional dispositions, repeat step 15.

Trace Number	Lease Number	RRC/Permit Number	Lease Name	Disposition Type	UOM	Volume	Market Value	Price	Blended Royalty Percentage	Royalty Due University
A16272	16161	25252	Compass Portal Tr: 1 - Trucks		BBL	90	\$9,000.00	\$100.00	25.000000 %	\$2,250.00

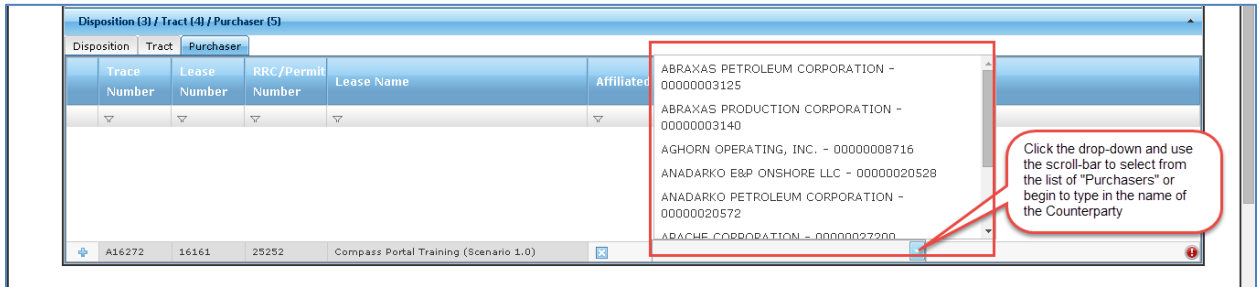
19. Navigate to the Purchaser Grid by clicking on the “Purchaser” tab.

Trace Number	Lease Number	RRC/Permit Number	Lease Name	Affiliated	Purchaser	Payor
--------------	--------------	-------------------	------------	------------	-----------	-------

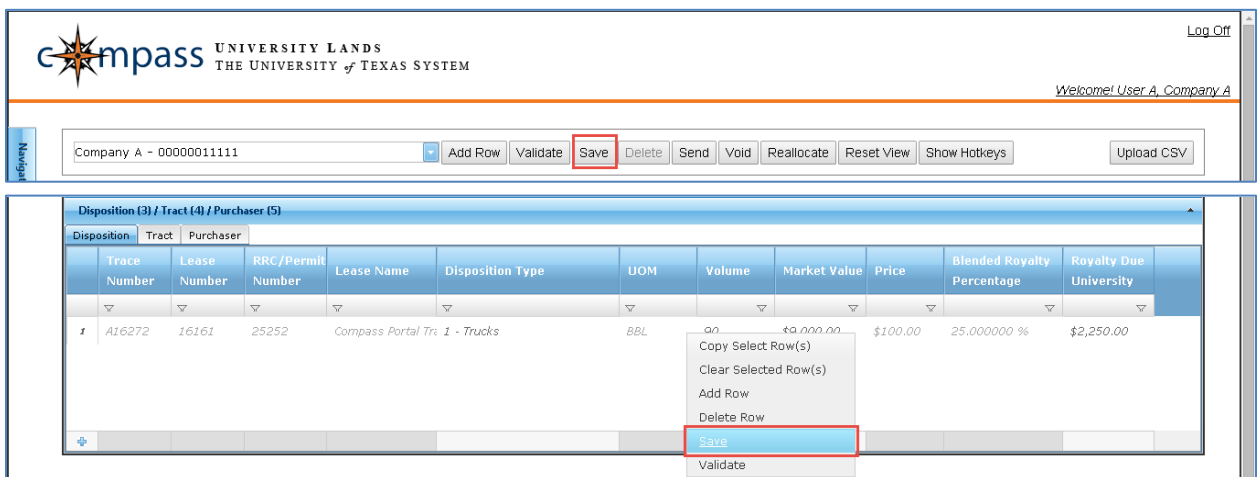
20. To add a Purchaser, either click on a light-grey field in the grey bar at the bottom of the grid or right-click anywhere on the grey bar and select “Add Row” from the drop-down.

Trace Number	Lease Number	RRC/Permit Number	Lease Name	Affiliated	Purchaser	Payor
--------------	--------------	-------------------	------------	------------	-----------	-------

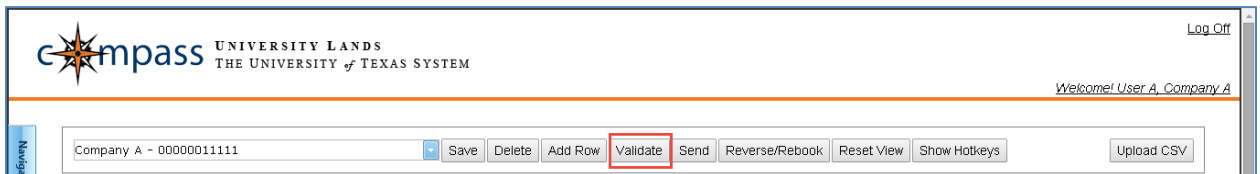
- Click the light-grey bar under the “Purchaser” field heading and select from the counterparties in the drop-down menu. To select a counterparty that does not readily appear on the drop-down, type in the name of the counterparty and the results in the drop-down filter accordingly. Repeat to select a “Payor.” Indicate if the two counterparties are affiliated by checking or unchecking the box in the “Affiliated” field. After entering a value in the last field, press the ENTER key to move the row of data from the grey bar into the body of the grid. To add additional purchasers, repeat step 20.



- 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.



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



24. If the record returns a status of “Error,” navigate through the grids to identify the errors by hovering over the Error or Warning icon. Any errors prevent the record from validating and sending.

- For example, an error message displays if the “Ending Inventory” does not equal “Beginning Inventory” + “8/8 Production” – “8/8 Disposition.”

Property Report (2)

Beginning Inventory	B/B Production	B/B Disposition	Ending Inventory	UOM	Your Volume Share	B/B Notes	API Gravity	Oil Type	Market Value	Price	Royalty Percentage	Royalty Due University
0	0.00	0.00	0.00	BBL	0.00		0.0		\$0.00	0.00	25.000000 %	\$0.00
0	0.00	0.00	0.00	BBL	0.00		0.0		\$0.00	0.00	25.000000 %	\$0.00
0	0.00	0.00	0.00	BBL	0.00		0.0		\$0.00	0.00	25.000000 %	\$0.00
00	90.00	90.00	5	BBL	80		45.7	Sweet / Intermediate	\$9,000.00	112.5	25.000000 %	\$2,250.00

8/8 Notes is required because Your Volume Share does not equal 8/8 Disposition

25. When the Validation process completes with no errors, click on 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.

Property Report (2)

<input type="checkbox"/>	Trace Number	Status	Lease Number	Lease Name	Permit Number	RRC Number	RRC District	RRC Type	Unit Number	Transaction Type	Beginning Inventory	8/8 Production	8/8 Disposition
<input type="checkbox"/>	16269	Error	11111	Compass Port		45454	08	0		Original	0.00	0.00	0.00
<input type="checkbox"/>	16270	Error	22222	Compass Port		56565	08	0		Original	0.00	0.00	0.00
<input type="checkbox"/>	16271	Error	44444	Compass Port		78787	08	0	29	Original	0.00	0.00	0.00
<input checked="" type="checkbox"/>	A16272	Validated	16161	Compass Portal		25252	08	0		Original	10.00	90.00	90.00

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	A16272	16161	25252	Compass Portal Tr	1 - Trucks		BBL	90.00	\$9,000.00	\$100.00	25.000000 %	\$2,250.00	

26. Click the “Send” button to submit the validated Property Reports with checked boxes.

compass UNIVERSITY LANDS THE UNIVERSITY of TEXAS SYSTEM

Log Off

Welcome! User: A, Company: A

Company A - 00000011111

Save Delete Add Row Validate **Send(1)** Reverse/Rebook Reset View Show Hotkeys Upload CSV

The number in parenthesis indicates how many property records have been selected to "Send"