

Part 1: How to Complete a UT1 (Oil Royalty Reporting) or UT2 (Gas Royalty Reporting) CSV File

University Lands provided reporters with a Microsoft Excel template for use to upload UT1 and/or UT2 data. Note: a user may upload both Original and Rebook (PPA – Prior Period Adjustment) 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 and
 - Columns AD thru AF (Affiliated?, Purchaser, etc.) are in the Compass Purchaser Grid

The screenshot displays the Microsoft Excel interface with the following details:

- Title Bar:** Feb 2014 - Microsoft Excel
- Ribbon:** File, Home, Insert, Page Layout, Formulas, Data, Review, View, Capital IQ, Acrobat.
- Font Group:** Calibri, size 11. Includes options for Bold, Italic, Underline, Text Color, Fill Color, and Font Style.
- Paragraph Group:** Includes options for Bulleted List, Numbered List, Decrease Indent, Increase Indent, and Merge & Center.
- Alignment Group:** Includes options for Left, Center, Right, Justify, and Merge & Center.
- Number Group:** Includes options for General, Currency, Percentage, Date, Time, Text, and Scientific.
- Styles Group:** Includes options for Conditional Formatting, Format as Table, and Cell Styles.
- Cells Group:** Includes options for Insert, Delete, Format, and Clear.
- Editing Group:** Includes options for AutoSum, Fill, Sort & Filter, Find & Select, and Form.
- Table:**
 - Columns:** A (blank), B (blank), C (Product), D (PROD Date), E (RRC Type), F (RRC Distri), G (RRC / Perr Unit #), H (Univ Lse #), I (Beg Inv.), J (8/8 Produ), K (8/8 Dispo), L (End Inv), M (Your Volui), N (8/8 Notes), O (API Gravt), P (Oil Type), Q (BTU Facto), R (Mkt Val), S (Roy Due), T (11842.8), U (Tract LSE), V (Tract RRC), W (Tract No).
 - Header Row (Row 1):** C, D, E, F are highlighted in yellow and labeled "Header Columns". G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V are highlighted in orange and labeled "Property Columns".
 - Data Rows (Rows 2-6):**
 - Row 2: OIL, 22014, O, 8, 45454, 11111, 461, 663, 531, 593, 531, 30, 2, 47371.2, 11842.8
 - Row 3: PROP, OIL, 22014, O, 8, 45454, 11111
 - Row 4: DISP, OIL, 22014, O, 8, 45454, 11111
 - Row 5: DISP, OIL, 22014, O, 8, 45454, 11111
 - Row 6: PURCH, OIL, 22014, O, 8, 45454, 11111
- Status Bar:** Ready, Feb 2014, 90%

- 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 property record.

Header Columns	Property Columns	Tract Columns
Product	PROD Date	Tract LSE
PROP	RRC Type	Tract RRC
DISP	RRC Distri	Tract No
PURCH	RRC / Perr Unit #	
	Univ Lse #	
	Beg Inv.	
	8/8 Produ	
	8/8 Dispo	
	End Inv	
	Your Volu	
	8/8 Notes	
	API Grav	
	Oil Type	
	BTU Facto	
	Mkt Val	
	Roy Due	

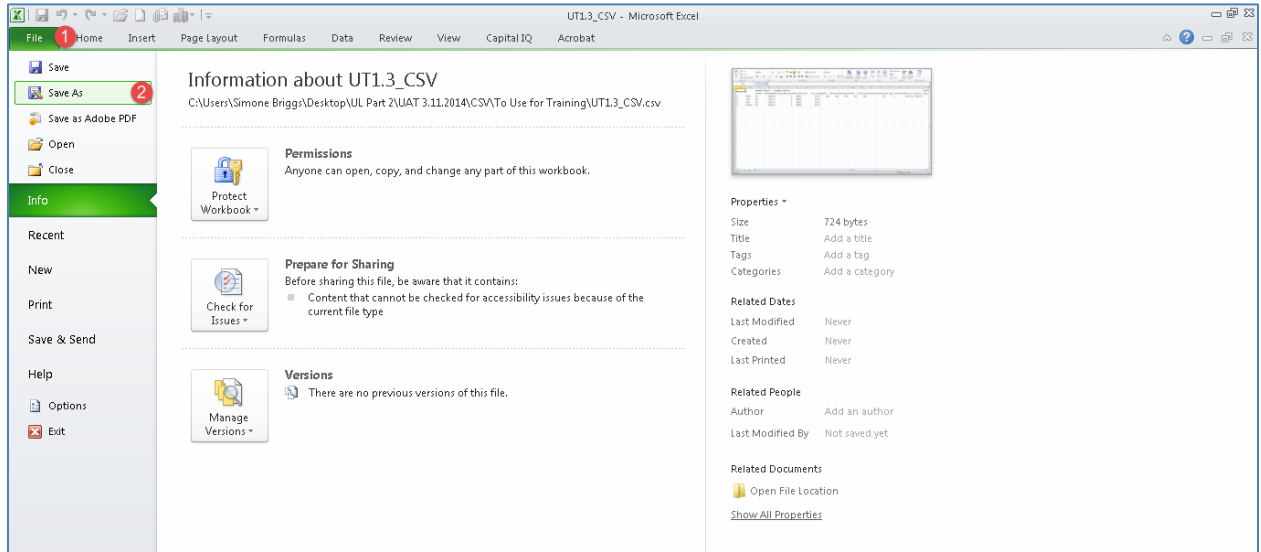
- Enter the Transaction Type in column A. A transaction is either the Original entry or a Rebook entry. Enter "O" for Original or "R" for a Rebook. Note: there is no need to include a Reversal record in the CSV for a PPA. Compass will recognize the "R" type as a Rebook and automatically create a Reversal transaction of the original entry so the operator need only submit the amended record as a normal CSV upload but 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, will also have 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.**

Header Columns	Property Columns	Disposition Columns
Product	PROD Date	Disp Code
PROP	RRC Type	Volume
DISP	RRC Distri	Mkt Val
DISP	RRC / Perr Unit #	ROY Due
PURCH	Univ Lse #	
	Beg Inv.	
	8/8 Produ	
	8/8 Dispo	
	End Inv	
	Your Volu	
	8/8 Notes	
	API Grav	
	Oil Type	
	BTU Facto	
	Mkt Val	
	Roy Due	

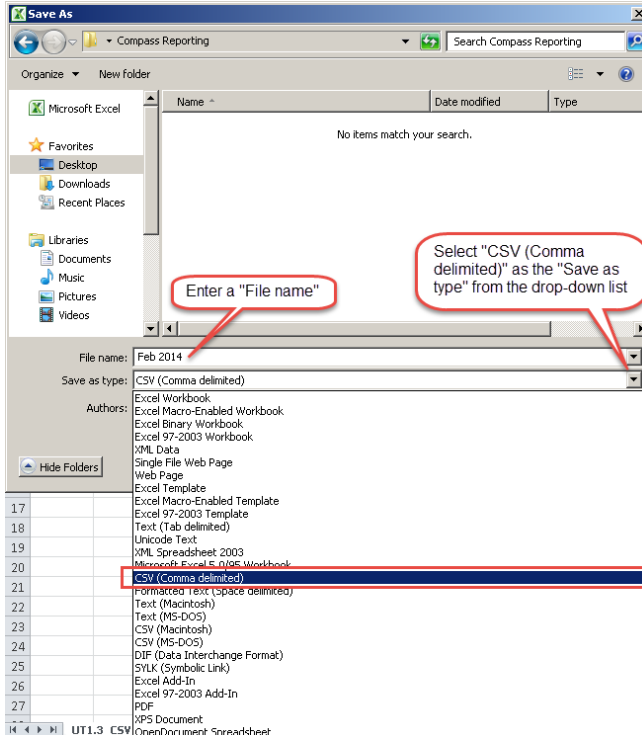
5. Enter the Product type in column C as either "OIL" or "GAS."
6. Enter the Production Date in column D. The format is *mmyyyy*. Note: both 012014 and 12014 for January 2014 are correct.
7. Enter the RRC Type in column E. Note: this is not the Product Type which you are reporting. This is the Railroad 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 the following format examples are all acceptable entries: 08, 8, or 07C.
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 you are reporting Gas, enter the BTU Factor in Column R. It is a number which is multiplied by the volume of gas measured in MCF in order to arrive at the heating value of gas which is measured in millions of British Thermal Units (MMBTU). The value must be between 0.1 and 1.9999.
12. If you are 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 is included in the manual or 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. In the latest versions of Microsoft Excel, you can 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.”



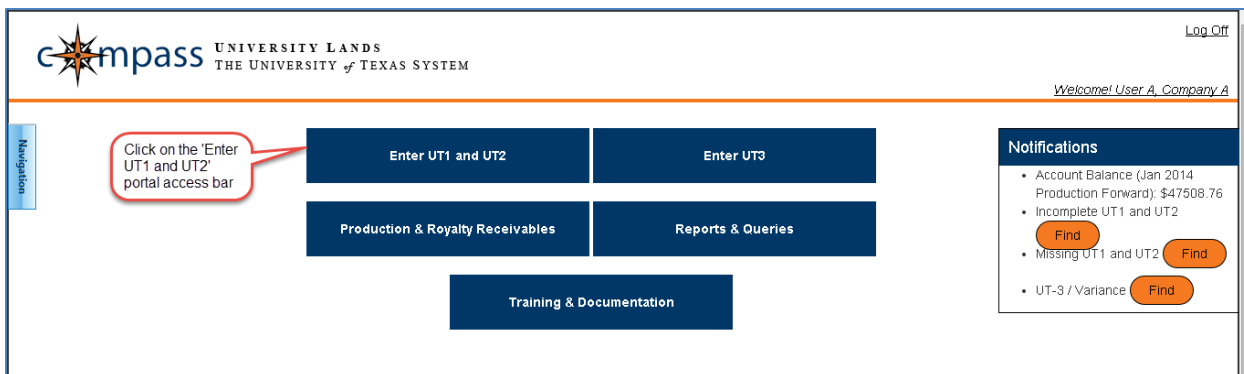
18. Next to the drop-down field “Save as type,” select CSV (Comma Delimited). Name the file, and select “Save.”



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

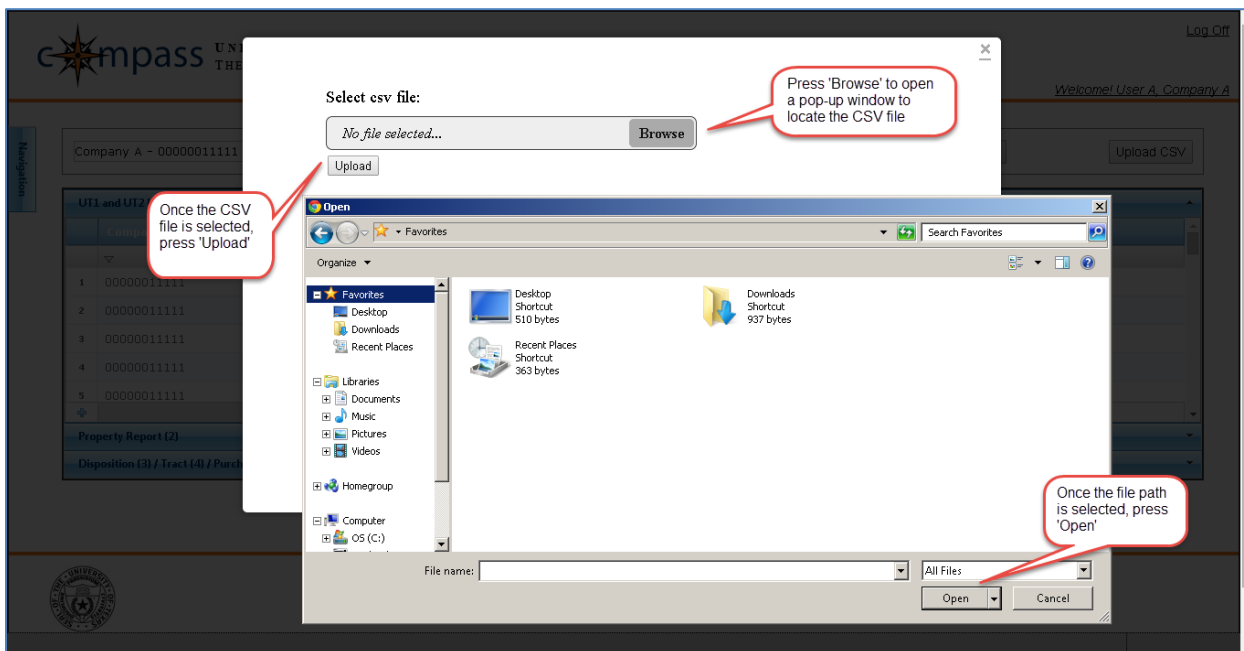
20. From the Compass Portal Landing Page, click the “Enter UT1 and UT2” button.



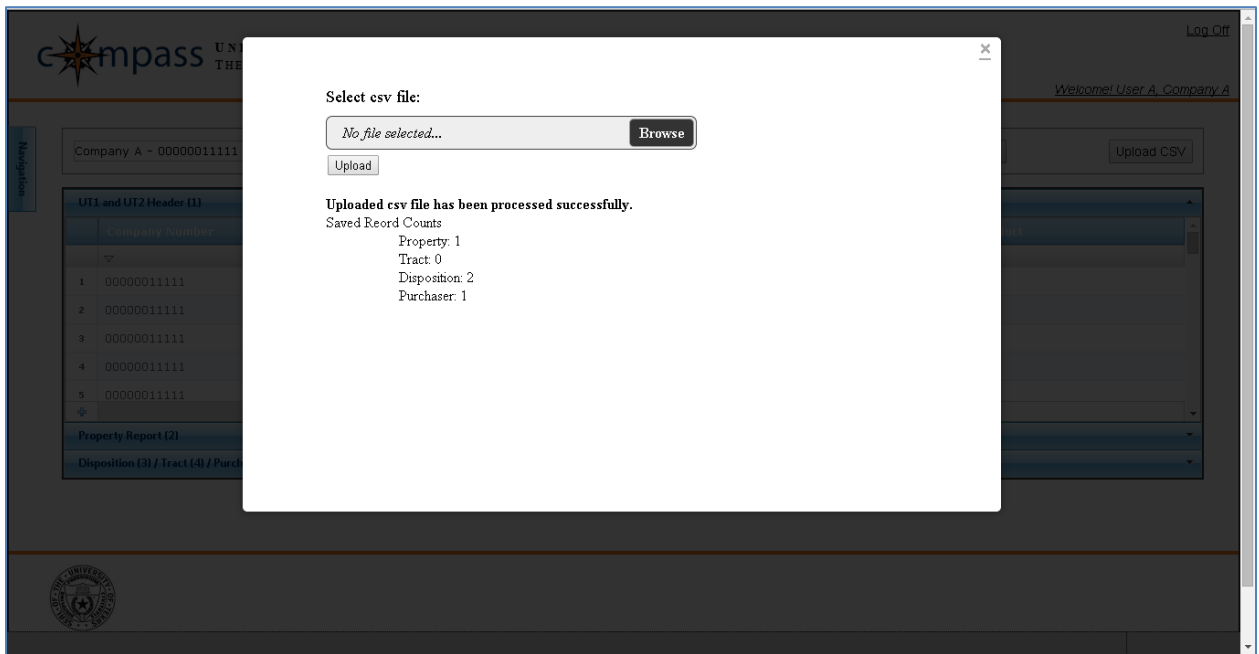
21. Click the “Upload CSV” toolbar button.



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

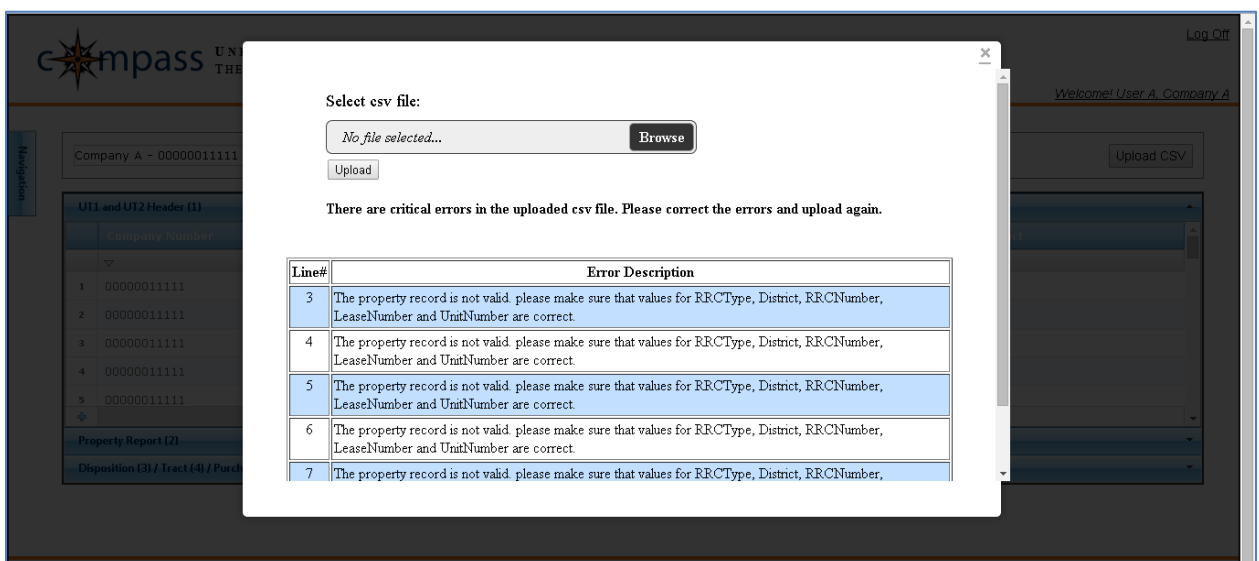


23. If the file upload is successful, the pop-up window displays a count of how many rows of data were uploaded to each grid from the spreadsheet into Compass.

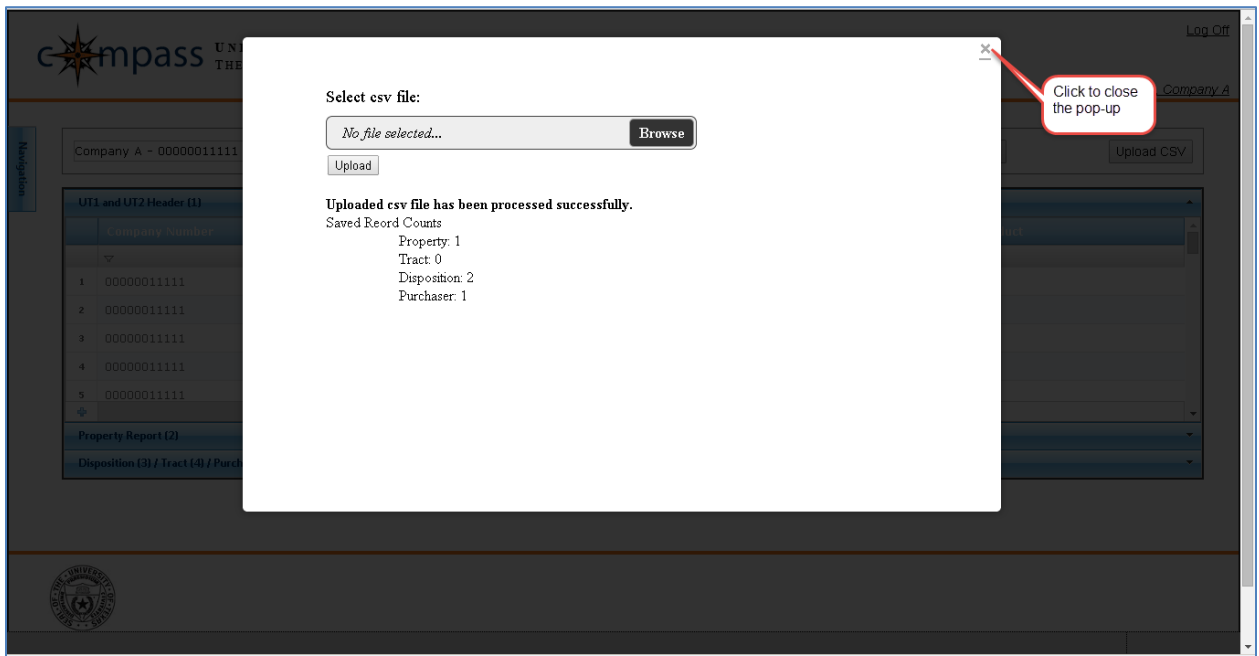


24. If the CSV upload process encounters any critical errors (i.e., the user entered an invalid lease combo), the record is not imported to Compass and an error message displays in the pop-up. The error message first references the row location of the error in the Microsoft Excel workbook, followed by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

Company Z - 00000011136

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

UT1 and UT2 Header (1)					
	Company Number	Company Name	Status	Production Date	Product
	00000011136	Company Z	Incomplete	01/2014	Gas
54	00000011136	Company Z	Incomplete	02/2014	Oil
56	00000011136	Company Z	Incomplete	02/2014	Gas
57	00000011136	Company Z	Incomplete	03/2014	Oil
58	00000011136	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.

Company A - 00000011111

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

UT1 and UT2 Header (1)					
	Company Number	Company Name	Status	Production Date	Product
52	00000011111	Company A	Incomplete	11/2013	Gas
53	00000011111	Company A	Incomplete	12/2013	Gas
54	00000011111	Company A	Incomplete	01/2014	Gas
55	00000011111	Company A	Incomplete	02/2014	Oil
56	00000011111	Company A	Incomplete	02/2014	Gas

Check this box to select all properties in the grid that have been Validated

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	A16237	Validated	11111	Compass Portai		45454	08	0		Original	461.00	663.00	531.00
2	U16238	Error	22222	Compass Porti		56565	08	0		Original	0.00	0.00	0.00
3	U16239	Error	44444	Compass Porti		78787	08	0	29	Original	0.00	0.00	0.00
4	U16240	Error	16161	Compass Porti		25252	08	0		Original	0.00	0.00	0.00

28. Click the “Send” button to Submit to UL the UT3’s with checked boxes in the Header Grid.

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"