

This resource guides you through the process of reporting zero production on any oil or gas leases.

How to Report Zero Production

Zero production oil or gas leases are not exempt from Compass Portal Royalty Reporting. If an oil or gas well's production for a month is zero and it does not have any inventory, production, or sales, a submission must be made in Compass indicating zero production for the well for the month. Zero production may be the result of shut-in wells, wells under maintenance, or simply wells that are not producing. While it is not necessary to provide an explanation for the lack of production, you do need to submit a record for the well. You may leave the production volumes null or put in a zero. It is treated the same way as no production volumes for the month. **A zero production lease must include an "Oil Type" selection and at least one Disposition and Purchaser record in order to Validate and Send the record to University Lands.** Please follow these guidelines to report zero production on any oil or gas lease:

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

The screenshot shows the Compass University Lands portal interface. At the top, there is a navigation bar with the logo and text "UNIVERSITY LANDS THE UNIVERSITY of TEXAS SYSTEM". Below this, there is a search bar containing "Company A - 00000011111" and several action buttons: Save, Delete, Add Row, Validate, Send, Reverse/Rebook, Reset View, Show Hotkeys, and Upload CSV. The main content area displays a table titled "UT1 and UT2 Header (1)". The table has columns for Company Number, Company Name, Status, Production Date, and Product. The first row is highlighted in red and contains the following data: Company Number: 00000011111, Company Name: Company A, Status: Incomplete, Production Date: 11/2011, Product: Oil.

	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

2. Select (highlight) the appropriate Property Report record.

The screenshot shows a table titled "Property Report (2)". The table has columns for Trace Number, Status, Lease Number, Lease Name, Permit Number, RRC Number, RRC District, RRC Type, Unit Number, Transaction Type, Beginning Inventory, B/B Production, and B/B Disposition. The third row is highlighted in red and contains the following data: Trace Number: A16271, Status: New, Lease Number: 44444, Lease Name: Compass Port, Permit Number: 78787, RRC Number: 08, RRC District: 0, RRC Type: 29, Transaction Type: Original, Beginning Inventory: 0.00, B/B Production: 0.00, B/B Disposition: 0.00.

	Trace Number	Status	Lease Number	Lease Name	Permit Number	RRC Number	RRC District	RRC Type	Unit Number	Transaction Type	Beginning Inventory	B/B Production	B/B Disposition
1	A16269	New	11111	Compass Port		45454	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

3. In the Property Grid, select an "Oil Type" from the drop-down.

The screenshot shows a detailed view of a Property Report record. The table has columns for 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, and Royalty Percentage. The Oil Type dropdown menu is open, showing options: Sweet / Intermediate and Sour. The first option, "Oil", is selected and highlighted in red. A callout box with a red border and arrow points to the dropdown menu with the text: "Click the drop-down to select the 'Oil Type'".

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	Oil	\$0.00	0.00	25.000000

4. Navigate to the Disposition Grid by clicking the "Disposition" tab.

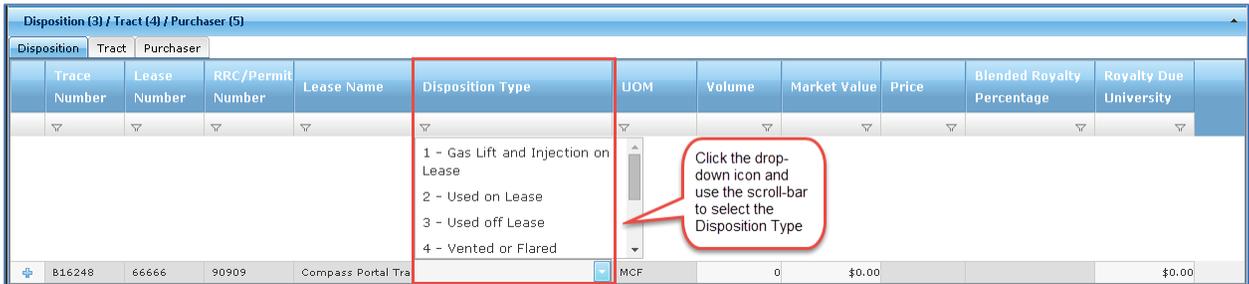
The screenshot shows a software window titled "Property Report (2)". It contains a table with columns: Trace Number, Status, Lease Number, Lease Name, Permit Number, RRC Number, RRC District, RRC Type, Unit Number, Transaction Type, Beginning Inventory, 8/8 Production, and 8/8 Disposition. Below this table is a sub-section titled "Disposition (3) / Tract (4) / Purchaser (5)" with three tabs: "Disposition", "Tract", and "Purchaser". The "Disposition" tab is selected and highlighted with a red box. A callout box with a red border and white background points to the "Disposition" tab with the text "Click here to open the 'Disposition' tab". The "Disposition" grid has columns: Trace Number, Lease Number, RRC/Permit Number, Lease Name, Disposition Type, UOM, Volume, Market Value, Price, Blended Royalty Percentage, and Royalty Due University.

5. 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.

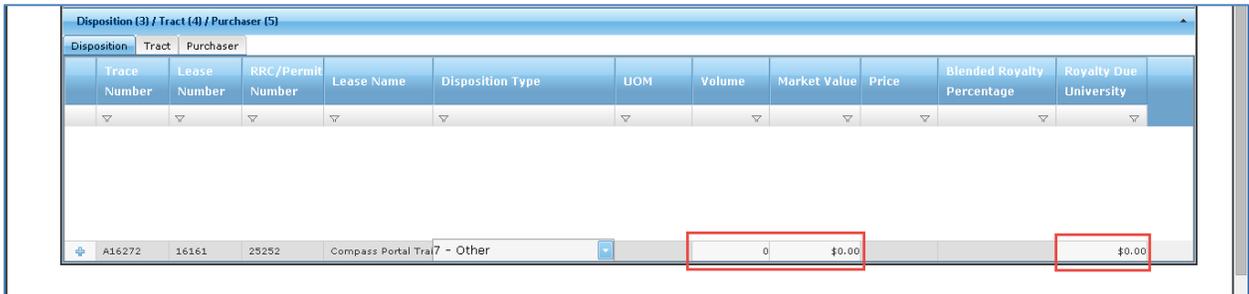
This screenshot shows the "Disposition (3) / Tract (4) / Purchaser (5)" window with the "Disposition" tab selected. The grid is mostly empty, with a grey bar at the bottom. A callout box with a red border and white background points to a light-grey field in the grey bar with the text "Click on a light-grey field to begin to enter data".

This screenshot shows the same "Disposition (3) / Tract (4) / Purchaser (5)" window. A right-click context menu is open over the grey bar. The menu items are: Copy Select Row(s), Clear Selected Row(s), Add Row (highlighted in blue), Delete Row, Save, and Validate. A callout box with a red border and white background points to the context menu with the text "Right-click on the grey bar and select 'Add Row'".

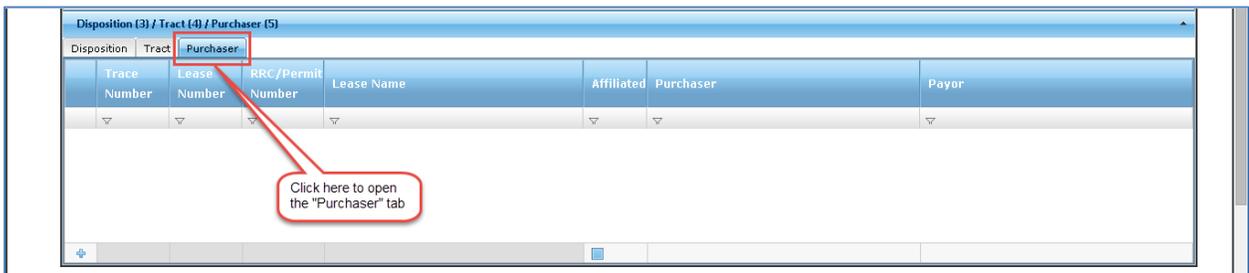
- Click the light-grey bar under the “Disposition Type” field heading and select from the Disposition Types in the drop-down menu.



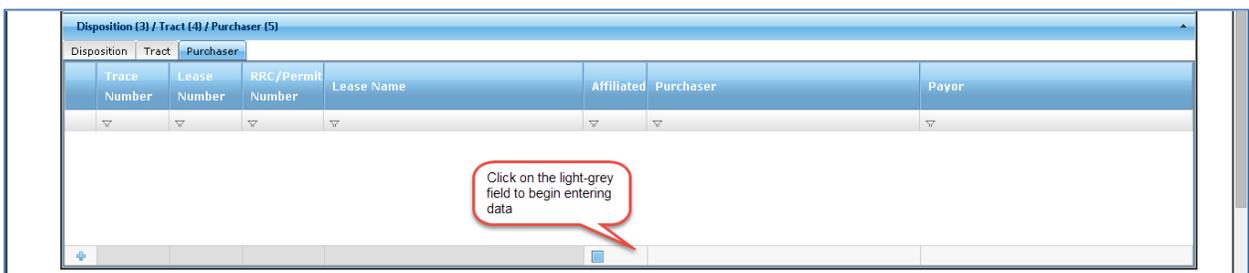
- Enter a value of zero (0) in the remaining Disposition fields: “Volume,” “Market Value,” and “Royalty Due University.” After entering a value in the last field, press the ENTER key to move the row of data from the grey bar into the body of the grid.



- Navigate to the Purchaser Grid by clicking the “Purchaser” tab.



- 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.



- 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 filters accordingly. Repeat to select a “Payor.” Indicate if the two Counterparties are affiliated by checking or unchecking the box in the “Affiliated” field.

- Save the entries by either pressing the “Save” toolbar button or right-click and select “Save” from the drop-down.

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

13. Click the checkbox field to the left of the Property Report record to Send. If the box is checked, an 'x' appears in the field, indicating the record is selected to Send.

The screenshot shows a web application interface with a table titled "Property Report (2)". The table has columns for Trace Number, Status, Lease Number, Lease Name, Permit Number, RRC Number, RRC District, RRC Type, Unit Number, Transaction Type, Beginning Inventory, 8/8 Production, and 8/8 Disposition. Three rows are visible, with the third row (Trace Number A16272) highlighted in blue. A red box highlights the checkbox in the first column of this row, which contains an 'x'. A callout box with a red border points to this checkbox and contains the text: "Check this box to select all properties in the grid in a Validated status". Below the main table is a section titled "Disposition (3) / Tract (4) / Purchaser (5)" with a sub-table showing details for the selected row.

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

14. Click the "Send" button to submit the Property Reports with checked boxes.

The screenshot shows the application toolbar at the top of the page. The logo for "Compass UNIVERSITY LANDS THE UNIVERSITY OF TEXAS SYSTEM" is on the left. On the right, it says "Welcome! User A, Company A". Below the logo is a search bar containing "Company A - 00000011111" and several buttons: Save, Delete, Add Row, Validate, Send(3), Reverse/Rebook, Reset View, Show Hotkeys, and Upload CSV. A red box highlights the "Send(3)" button. A callout box with a red border points to this button and contains the text: "The number in parenthesis indicates how many Header records are selected to 'Send'".