

This resource guides you through the process of voiding a UT3 (Oil/Gas Royalty Payment Reporting) record in the Compass Portal.

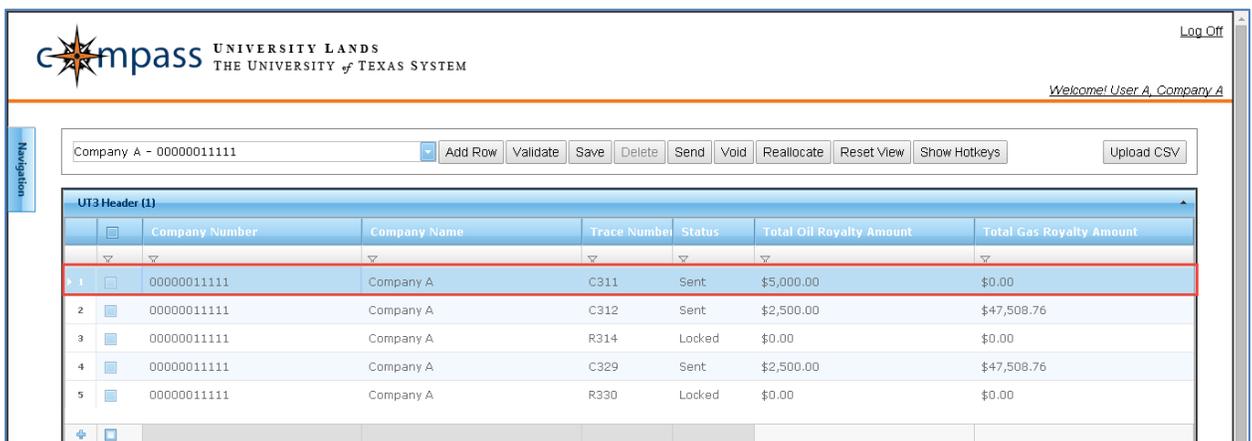
## How to Void a Record

A user voids a UT3 record to reverse the Check Details that were previously sent to University Lands. This option is only available if a form of payment by the counterparty is NOT yet matched to the UT3 record, but has not been Sent. Prior to a record being Sent, use the Delete button to remove it.

- If a record has a status of “Sent” use the “Void” toolbar button.
- If a record has a status of “New,” “Saved,” or “Validated” use the “Delete” button.

Please follow these guidelines to void a UT3 record:

1. Select (highlight) the UT3 Header record.



The screenshot shows the Compass Portal interface for University Lands. The top navigation bar includes the logo, the text "UNIVERSITY LANDS THE UNIVERSITY of TEXAS SYSTEM", and a "Log Off" link. Below the navigation bar, there is a search field containing "Company A - 00000011111" and a toolbar with buttons: "Add Row", "Validate", "Save", "Delete", "Send", "Void", "Reallocate", "Reset View", "Show Hotkeys", and "Upload CSV". The main content area displays a table titled "UT3 Header (1)". The table has the following columns: "Company Number", "Company Name", "Trace Number", "Status", "Total Oil Royalty Amount", and "Total Gas Royalty Amount". The first row is highlighted in red and contains the following data: "00000011111", "Company A", "C311", "Sent", "\$5,000.00", and "\$0.00".

	Company Number	Company Name	Trace Number	Status	Total Oil Royalty Amount	Total Gas Royalty Amount
1	00000011111	Company A	C311	Sent	\$5,000.00	\$0.00
2	00000011111	Company A	C312	Sent	\$2,500.00	\$47,508.76
3	00000011111	Company A	R314	Locked	\$0.00	\$0.00
4	00000011111	Company A	C329	Sent	\$2,500.00	\$47,508.76
5	00000011111	Company A	R330	Locked	\$0.00	\$0.00

2. To void, press the “Void” toolbar button. Once the command is initiated, there is no confirmation; instead, the record is automatically removed from the Header Grid. **There is no option to undo the void.**



The screenshot shows the same Compass Portal interface as the previous one. The "Void" button in the toolbar is highlighted with a red box, indicating it is the button to be clicked to void the selected record.