

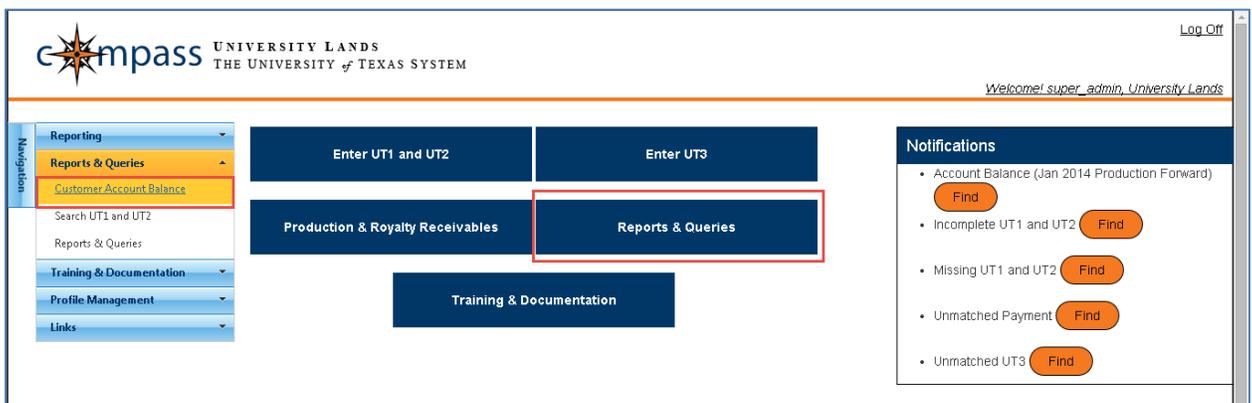
This resource guides you through the process of using (applying Filters) and interpreting the Customer Account Balance Screen.

Understanding the Customer Account Balance Screen

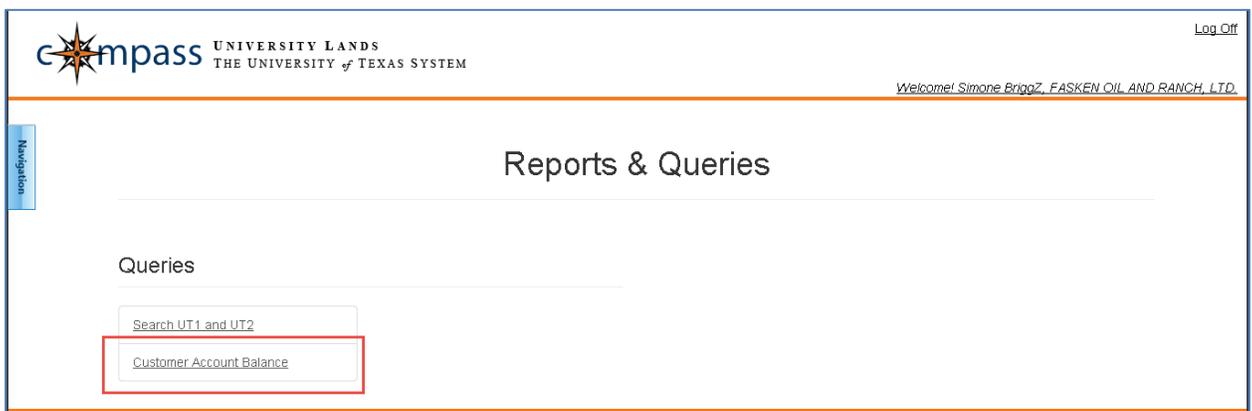
The Customer Account Balance Screen is one of the analytical tools reporters can use to reconcile the imbalances of their account. The Customer Account Balance Screen is accessible through the Compass Portal. The screen allows users within a Company to view applied and matched royalties due and payment balances by each property.

Please follow these guidelines to navigate the Customer Account Balance Screen:

1. From the Compass Landing Page, navigate to the “Reports & Queries” page by clicking the button or click the “Navigate” button on the left-hand side of the screen and select “Reports & Queries” > “Customer Account Balance.”



2. Click “Customer Account Balance.”



3. The user utilizes the search Filters at the top of the screen to specify search criteria. The Header contains the following search fields, allowing you to filter the account balances returned:

- Production Date From – The beginning date range for the month and year during which oil or gas was produced. The “Production Date From” must be less than or equal to the “Production Date To.” Click the drop-down to select a date using the calendar selection tool or enter the date. The format is *mm/yyyy*.
- Production Date To – The ending date range for the month and year during which oil or gas was produced. Click the drop-down to select a date using the calendar selection tool or enter the date. The format is *mm/yyyy*.
- UT Lease – The University Lands’ assigned Lease Number.
- RRC Lease – Lease number issued by the Railroad Commission.
- RRC Permit – Permit number issued by the Railroad Commission. The permit number is used until the RRC Number is assigned.
- Unit – The number University Lands assigns to a unit.
- Tract – The Tract Number within a unit.

The screenshot displays the 'Compass' interface for University Lands. At the top, it shows the logo and 'UNIVERSITY LANDS THE UNIVERSITY OF TEXAS SYSTEM'. A 'Log Off' link is in the top right. Below the header, there are search filters for Oil, Gas, and Total Royalty Balances (all \$0.00), and fields for Company Master, Date From, Date To, UT Lease, RRC Lease, RRC Permit, and Tract. A 'Navigation' sidebar is on the left. The main area contains a table with columns: Property, Lease Number, RRC Number, Permit Number, RRC District, RRC Type, Unit Number, TractNumber, Product, Royalty Due, Royalty Paid, and Balance. Below this is a 'Production Date' summary table and a 'Transaction ID' table. Callouts provide instructions: 'Use the filters to define the search criteria.', 'Click the arrow to expand the details of the record.', 'Press "Export" to download an Excel file that contains the data displayed in the grid.', 'Press "Filter" to initiate the search based on the criteria.', and 'Click the link to return to the original UT1 or UT2 report.'

Oil Royalty Balance: \$0.00 Gas Royalty Balance: \$0.00 Total Royalty Balance: \$0.00
 Company Master - A1000019 Date From: Date To: RRC Permit: [Export](#) [Filter](#)

UT Lease: 44444 Unit: 29 RRC Lease: Tract: 0010

Property	Lease Number	RRC Number	Permit Number	RRC District	RRC Type	Unit Number	TractNumber	Product	Royalty Due	Royalty Paid	Balance
44444-R- 78787-08-O- 29-0010	44444	78787		08	O	29	0010	Oil	\$222.00	\$222.00	\$0.00

Production Date	Royalty Due	Royalty Paid	Balance
1/2011	\$222.00	\$222.00	\$0.00

Reference Number	Company	Type	Received Date	Royalty Due	Royalty Paid	Transaction ID
A16062	Company Master	UT1	3/25/2014	\$222.00	\$0.00	107050
652	Company Master	Payment Reallocation	3/25/2014	\$0.00	\$222.00	107097

- Press the “Export” button to download a spreadsheet accessible in Microsoft Excel. The spreadsheet contains the data currently displayed on the screen. The filter criteria are applied to the exported file.

Compass UNIVERSITY LANDS
THE UNIVERSITY of TEXAS SYSTEM

Log Off

Welcome! User A, Company A

Oil Royalty Balance: \$0.00 Gas Royalty Balance: **\$142,526.28** Total Royalty Balance: **\$142,526.28**

Company A - 00000011111 Date From: Date To: RRC Permit:

UT Lease: RRC Lease: Tract:

Unit: 29

Export Filter

Property	Lease Number	RRC Number	Permit Number	RRC District	RRC Type	Unit Number	TractNumber	Product	Royalty Due	Royalty Paid	Balance
12121-R-98320-08-O-29-0011	12121	98320		08	O	29	0011	Gas	\$71,263.14	\$0.00	\$71,263.14
12121-R-98320-08-O-29-0010	12121	98320		08	O	29	0010	Gas	\$71,263.14	\$0.00	\$71,263.14

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Mail: P.O. Box 553, Midland, TX 79702-0553 | Location: 704 W Dengar Ave, Midland, TX 79705-5319
Phone: (432) 684-4404 | Fax: (432) 682-7456

Company A_AccountB...xlsx

Show all downloads...

Click here to open the downloaded file.