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OVERVIEW
The Royalty Reporting and Control System (RRAC) contains an online portal that allows each customer to:

- Link GLO lease and well records for increased data quality
- Provide automated validation of filed reports
- File reports
- View GLO1, GLO2 and GLO3 RRAC reporting history
- View Batch History

LOGIN PAGE
RRAC accounts are created upon completion of an Electronic Reporting Agreement and Blanket Authorization Affidavit. Each customer will use their GLO customer number (Example: C000099999) as a User Name and a Password of their choice to access RRAC. The Login page is shown below.
LANDING PAGE / ROYALTY REPORTING

Upon successful login, you will be directed to the ‘Royalty Reporting’ page. This landing page (also known as the home page) contains three main features.

First, you will be able to read any messages that the GLO has posted for its oil and gas customers and click on the hyperlinks (text in blue) that will direct you to the appropriate location.

Second, upon selecting the ‘Upload File’ button, you will be directed to the ‘Upload’ page (where you can browse and upload your files).

Third, you can navigate to all other modules (Reporting Controls, Reporting History, Contact GLO, or Help/Manage Profile) by clicking on the appropriate tab.

Acceptable formats for uploads are .txt and .xml. Templates are available on the GLO website in the Forms & Helpful Info section located at http://www.glo.texas.gov/energy-business/oil-gas/rrac/forms/index.html. Please note that MS Excel files must be saved to a .txt format, Text (Tab delimited), before being uploaded. We suggest you use the same file name for both the MS Excel and .txt versions to ensure easier corrections if necessary. All file names submitted must be unique; duplicate file names are not accepted. The ‘Royalty Reporting’ landing page is shown below.
UPLOADING A FILE

The ‘Upload’ page is displayed upon selecting the ‘Upload File’ button from the ‘Royalty Reporting’ landing page. Select ‘Browse for File’ and the “Open” dialogue box will be displayed. Search for and select the file to upload. Click the ‘Upload File’ button to upload the selected file. Or, click the ‘Reset Selection’ button to select a different file.

Click on the button labeled “Browse for File”.

Locate the file on the hard drive or network drive and then click “Open”.

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The ‘Upload’ RRAC screen opens with the “Upload File” option now available.

To select a different file, click on the “Reset Selection” option.

**Note:** The ‘Upload File’ or ‘Reset Selection’ options will only be available upon browsing and selecting a file.

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OVERVIEW

After the upload, the “Overview” tab opens with the results of your upload. One of the following messages will display:

- All reports were rejected due to some fatal error(s)
- All the uploaded reports were rejected
- Some of the submitted reports were invalid
- All the uploaded reports were accepted

All reports in the file must be valid. The entire file is rejected until all errors are corrected.

If your file has errors that prohibit the RRAC system from doing basic processes, the screen below will be displayed for GLO1, GLO2 and GLO3 uploads.
If all the GLO1 or GLO2 reports have errors, the file will be rejected, and the screen below will be displayed:

![Screen showing rejected reports]

If any of the GLO1 or GLO2 reports have errors, the file will be rejected and the screen below will be displayed:

![Screen showing invalid reports]

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If all GLO1 and GLO2 reports are valid, the file will be accepted, and the screen below will be displayed:

![Screen showing accepted reports]

**Note:** There is an option to export the ‘Overview’ page details in the desired format when you select the export options available at the top right corner of the screen. This will be the customer “Acceptance Report”.

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If the GLO3 report contains errors, the file will be rejected and payment error details will display:

![Error Details Image]

If the GLO 3 is accepted, the acceptance message below will display:

![Acceptance Message]

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PRODUCTION (GLO1 & GLO2) RESULTS

You can review the details of any report upload by clicking on the “Results” tab in the Royalty Reporting section. This page will display all the details related to the files that were accepted or rejected, including the reason for the rejection.

If one or more GLO1 or GLO2 reports have errors, a summary is displayed with the total number of records and the breakdown of the number of valid and invalid reports.

The valid reports can be seen by clicking on the ‘Valid Reports’ button with a green ‘Check’ and the invalid reports can be seen by clicking on the ‘Invalid Reports’ button with a red ‘X’.
When you click on the ‘Report #’ button below the ‘Valid Reports’ you can view a summary of the individual report as shown below.

![Image of a valid report summary]

When you click on the ‘Report #’ button below the ‘Invalid Reports’, you can view the detail listing of the errors as shown below.

![Image of an invalid report summary]

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ROYALTY PAYMENT (GLO3) RESULTS

View GLO3 upload results under the “Payments” tab. This is considered your “Acceptance Report”. If you would like to keep a copy for your files, download it in Excel or PDF format by using the Export buttons in the upper right corner.

If one or more GLO3 reports have errors, the ‘Payment Errors’ details will be displayed.
Click the ‘Line Item-#’ button under the ‘Payment Errors’ section to the left to view detailed information for each selected line item (see below).

<table>
<thead>
<tr>
<th>Item</th>
<th>Element</th>
<th>Error Description</th>
<th>Error Resolution</th>
</tr>
</thead>
<tbody>
<tr>
<td>3005</td>
<td>Royalty Payment Amount</td>
<td>Invalid GLO3 Line Item Payment Amount</td>
<td>Royalty Payment Amount must be a valid dollar amount.</td>
</tr>
<tr>
<td>3005</td>
<td>Royalty Payment Amount</td>
<td>Invalid GLO3 Line Item Payment Amount</td>
<td>Royalty Payment Amount must be negative if payment type is 9301 or 9302.</td>
</tr>
<tr>
<td>3005</td>
<td>Royalty Payment Amount</td>
<td>Invalid GLO3 Line Item Payment Amount</td>
<td>Royalty Payment Amount must be positive or zero if payment type is 1301 or 1302.</td>
</tr>
<tr>
<td>3010</td>
<td>RRC Number</td>
<td>Invalid RRC Entry</td>
<td>The RRC field is invalid for this State Lease.</td>
</tr>
</tbody>
</table>
REPORTING CONTROLS

The General Land Office requires royalty reports based on Railroad Commission (RRC) ID’s defined as an RRC Oil Lease number, RRC Gas Well ID, or RRC Drilling Permit number. This means that each company will be required to file at least one report for each RRC ID maintained within a GLO lease.

REPORTING CONTROL INVENTORY

The Reporting Control Inventory is a listing of oil and gas production reports that each reporting company expects to file. To access your records, click on the Reporting Controls tab. Each line on this page is a separate record and contains a few key fields within the record. The last column shows the status of any pending change requests. Each reporting company is expected to maintain their records, and must edit, add or delete records as needed.

NOTE:

1. To sort each column for easier viewing of groupings, simply click on the column header of the column you wish to sort.
2. Check in the ‘Show Filter’ checkbox to enter search criteria and filter records.
3. Check in the ‘Show Deleted Record?’ checkbox to display the deleted records.
4. Column order can be changed by dragging the column title.
FIELDS IN EACH REPORTING CONTROL RECORD

a. **RRC Lease Type** - Select either “oil”, “gas”, or “permit.”

b. **Property Alias** - This is not a required field. It is provided for you to add your internal identification of the lease property, if you choose to do so.

c. **GLO Lease #** - Enter the assigned GLO lease number.

d. **GLO Unit #** - Enter the assigned GLO unit number if RRC ID is unitized.

e. **District/RRC #** - Enter the RRC district and ID. Please be sure to properly enter the five-digit oil RRC number or six-digit gas RRC ID number.

f. **Drilling Permit #** - Enter the district and RRC drilling permit number if the RRC has not yet assigned the permanent RRC ID.

g. **Report Status** - Select “Reporting” if this is a RRC ID that is, or is about to be, producing. Select “Not Reporting” if you want to suspend reporting on this RRC ID in your inventory.

h. **Report Form** - Select either GLO1 or GLO2 to signify the type of report. As a reminder, a GLO1 report is for oil and condensate and a GLO2 report is for gas, casing head gas and natural gas liquids (NGLs).

i. **Business Role** - Select your business role for this RRC ID / GLO Lease. Acceptable selections are “Operator”, “WIO” (working interest owner), and “Reporting Company.” We no longer accept paper filers.

j. **Number of Reports Expected** – Enter the number of reports you expect to file for this RRC ID / GLO Lease each reporting period. Generally, this number will be “1.”

k. **Filing Frequency** - Please select either “monthly” or “annually” for your reporting frequency. Most often, the selection will be “monthly.”

l. **First Reporting YYYYMM** – Enter the first reporting year/month.

m. **Suspend Reporting From / Suspend Reporting To** - These two drop down boxes allow you to choose a date range to designate when a record will be “not reporting.” These are not required fields.

n. **Customer Comments** - Insert comments to explain any requested changes.
VIEWING A RECORD

To view a reporting control record in the RRAC system:

1. Double click on the row of the record you wish to view.
2. A new window with the record’s specific details will open as shown below

3. From within this window, you may:
   a. View the record for accuracy, information, etc.
   b. Edit the record by clicking on the “Edit” button.
   c. Submit a request to delete the record by clicking on the “Delete” button.
   d. Undo all pending changes that have not yet been approved or rejected by GLO staff.
   e. View the history of changes to the record by clicking on the “History” button.

4. Close the window by clicking on the “Exit” button.
ADDING A RECORD

To add a reporting control record in the RRAC system:

1) Click on the ‘Add A Record’ button, on the ‘Reporting Controls’ landing page (see below)

![Image of Reporting Controls landing page]

2) A new window containing the record’s specific details will open as shown below.

![Image of Add a Reporting Control Record window]

3) Enter all the required details and click on the ‘Submit’ button to add a reporting control record. The record will go into Pending Status for GLO review before adding it to your inventory.

**Note:** A red asterisk is associated with the mandatory fields in this window. If any mandatory field(s) are left empty or if invalid data is entered, a message will be displayed to identify the missing or incorrect details.
EDITING A RECORD

To edit a reporting control record in the RRAC system:

1. Open the record in “View” mode as described in the section above titled “Viewing a Record.”
2. Click on the “Edit” button.
3. The only Data fields permitted to be modified are: “Property Alias”, “Report Status”, “Business Role”, “# of Reports Expected”, “First Reporting YYYYMM”, “Suspend Reporting From” and “Suspend Reporting To.”
4. Enter a brief explanation for any changes in the “Customer Comments” section.
5. Click “Submit.”
DELETING A RECORD

To delete a reporting control record in the RRAC system:

1. Open the record in “View” mode as described in the section above titled “Viewing a Record.”
2. Click on the “Delete” button.
3. Choose “Yes” in the “Delete Confirmation” box that appears (see below).
4. Enter the reason for the deletion in the comments section and click “Delete.”

```
Delete a Record

PLEASE LEAVE A COMMENT TO DELETE THIS RECORD.

Comments:

Delete  Cancel
```

**NOTE:** Any change, deletion, or addition that you make will be marked as "Pending" until reviewed by GLO staff. Once reviewed, a submitted request will either be approved and made part of your reporting control inventory or rejected. If rejected, the record will revert to its original state.

**UNDO A PENDING REQUEST**

If you determine that your request for editing, adding, or deleting a record is in error and the request is still pending (not yet accepted/rejected by GLO staff), you can open the record in View mode and click on the “Undo” button to return the record to its original state.

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REPORTING HISTORY

BATCH HISTORY

The ‘Reporting History’ tab, opens to the ‘Batch History’ page by default as shown below. The batch history of all uploaded GLO1, GLO2, and GLO3 files for your company is listed on this page the most recent submission first.

The following functions can be performed from this page:

1. View the “Batch History” for uploaded files.
2. Download the uploaded files by double-clicking on a row.
   a. XML files can be downloaded in XML, HTML and TAB-Delimited .txt files.
   b. Text files can only be downloaded in TAB-Delimited .txt files.
3. Click on the drop-down right next to ‘Display,’ to view specific number of records in the table (default view is 100).
4. Export the table by clicking on an export icon at the top right corner.
5. Click on the ‘Show Results’ hyperlink in the table to view the details for the rejected file.
6. Check the ‘Show Filter’ checkbox if you wish to filter the data in the table. Uncheck the Show Filter checkbox to turn off the filter option.

7. Pagination links are available at the bottom right corner to navigate to the records in the next page.
8. Rearrange columns using drag and drop of the column headers.
9. Sort columns by clicking on the column header.
SEARCH REPORTS

Use this page to search previously submitted GLO1, GLO2, and GLO3 files using several search criteria, see uploaded reports on a displayed table (grid), and export the search results to XML, PDF and/or Excel.

FIELDS IN SEARCH CRITERIA SECTION

1. Radio Button Fields:
   - Report Form (Options: GLO1, GLO 2, GLO 3) -- (required)
2. Data Entry Fields:
   - Batch ID
   - Report ID
   - Lease number
   - RRC number
   - Unit number
3. Date Selection Fields:
   - Date Submission
   - Prod YYMM

SEARCH CRITERIA

The ‘Report Form’ field on the ‘Search Criteria’ page will be selected to GLO1 by default. Change the selection to GLO2 or GLO3, if necessary, by clicking the radio button. In ‘Search Criteria’ section enter the desired criteria and click on the ‘Search Reports’ button to see the results. Criteria must be entered in at least one field. Criteria entered in multiple fields will limit the search results.
Once the ‘Search Reports’ button is clicked it is replaced by the ‘Stop Search’ button. Click on the ‘Stop Search’ button to stop your search, if necessary.

Click on the ‘Clear Search’ button to clear the details entered in the ‘Search Criteria’ section.

**Note:** If Report Form ‘GLO3’ is selected, the following fields will be disabled:

a. Report ID  
b. Unit Number
SEARCH RESULTS

The search results will be displayed in a grid.

![Search Results Grid](image)

**Note:** You can view the search results for the latest 5000 reports submitted to GLO.

From within this page you may do one of the following:

1. View the “Search Results” in the table that are generated based on the details entered in the ‘Search Criteria’ section.
2. Click on the drop-down right next to ‘Display’ to change the number of records in the table (by default you can view 100).
3. Export the table by clicking on an export icon in the top right corner.
4. Place a check in the ‘Show Filter’ checkbox to filter the data in the table (similar to the ‘Batch History’ section).
5. Use the pagination links in the bottom right corner to navigate to the records in the next page.
6. Double click a row in the table, to be redirected to the detail page. This page is referred to as the ‘Show Results’ page.
7. To sort each column for easier viewing of groupings, simply click on the column header of the column you wish to sort.

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SHOW RESULTS

To see the entire GLO1 (Oil) report, double click on a row in the search results table. The report will be displayed as shown below:
Double click on a row in the search results table (which is displayed upon selecting the ‘Report Form-GLO2’ in the ‘Search Criteria’ section), to display the following.

![Screenshot of the TXGLO User Interface](image)

**Production Volumes**
- **Formation**: 665

**Disposition Volumes**

<table>
<thead>
<tr>
<th>Volume Type</th>
<th>Volume</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lease Fuel Use</td>
<td>51</td>
</tr>
<tr>
<td>Field Fuel Use</td>
<td>0</td>
</tr>
<tr>
<td>Transmission Line</td>
<td>558</td>
</tr>
<tr>
<td>Residue Gas Sales</td>
<td>40</td>
</tr>
<tr>
<td>Plant Shrinkage Volume</td>
<td>16</td>
</tr>
</tbody>
</table>

**Volume Type**
- **Other NGLs**
  - **Volume**: 380

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### Valuation Accounting

<table>
<thead>
<tr>
<th>Disposition Code</th>
<th>Description</th>
<th>Net Volume</th>
<th>Unit Value/MMBTU</th>
<th>BTU Factor</th>
<th>Gross Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other NGLs</td>
<td>380</td>
<td>1.233816</td>
<td></td>
<td></td>
<td>$468.86</td>
</tr>
<tr>
<td>Gross Value for all products</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$468.86</td>
</tr>
<tr>
<td>Total Gross Value</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$468.86</td>
</tr>
</tbody>
</table>

**Other Information**

- **Report Id**: Abc123
- **Batch Id**: 88136
- **Date Prepared**: 01/25/2013
- **Date Accepted**: 01/25/2013 15:52:50
- **Prepared By**: John Doe
- **Reporting Company CID**: C000012345
- **Reporting Company Name**: Acme Oil & Gas
- **Phone**: (512) 463-6250
- **Email**: John.Doe@aol.com
- **Comments**:

**Additional Value**: $468.86
- **Royalty Decimal**: 0.200000
- **Additional Value - Keep Whole**: $93.77
- **Total Royalty Due**: $93.77

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To see the entire GLO3 report, double click on a row in the search results table. The report will be displayed as shown below.

Navigation buttons for all three reports found in the upper right corner include:
- ‘Previous’ button to view the previous record details.
- ‘Next’ button to view the following record details.
- ‘Close’ button to go back to the ‘Search Reports’ page.
CONTACT GLO
Click on the ‘Contact GLO’ tab to view GLO Contact information as shown below.

From this page, you may do the following:

1. View the GLO’s hours of operation.
2. Click on the email address hyperlink (glo123@glo.texas.gov) to send emails.
3. View the GLO’s contact phone number.

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HELP/MANAGE PROFILE

Click on the ‘Help/Manage Profile’ tab to view RRAC Help Documentation as shown below.

From this page, you may do the following:

1. Click on the email address hyperlink (glo123@glo.texas.gov) to send emails.
2. Click on the hyperlink ‘RRAC User Guide’ to view the RRAC User Guide.
3. Click on the ‘Manage Profile’ button to:
   a. Change the account password.
   b. Update the account profile (including email).
   c. View Administration Functions.