Royalty Reporting and Control System
User Guide
Revised 7/17/2024

TEXAS GENERAL LAND OFFICE

COMMISSIONER DAWN BUCKINGHAM, M.D.

TABLE OF CONTENTS

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
- View monthly reports and invoices

LOGIN PAGE

Login credentials are issued upon completion of an Electronic Reporting Agreement and Blanket Authorization Affidavit. Each customer will use their GLO customer number (Example: C000099999) as a Username and a Password of their choice to access RRAC. The Login page is shown below.

Sign In

Username

Password

Sign In

Need help signing in?

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 "Validate File" button, you will be directed to the "Validate and Upload" page (where you can browse, validate and upload your files).

Third, you can navigate to all other modules (Reporting Controls, Reporting History, Contact GLO, Help/Manage Profile or Reports & Invoices) 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 "Validate and Upload" page is displayed upon selecting the "**Validate 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 "**Validate File**" button to upload the selected file. Or click the "**Reset Selection**" button to select a different file.

1. Click on the button labeled "**Browse for File**".
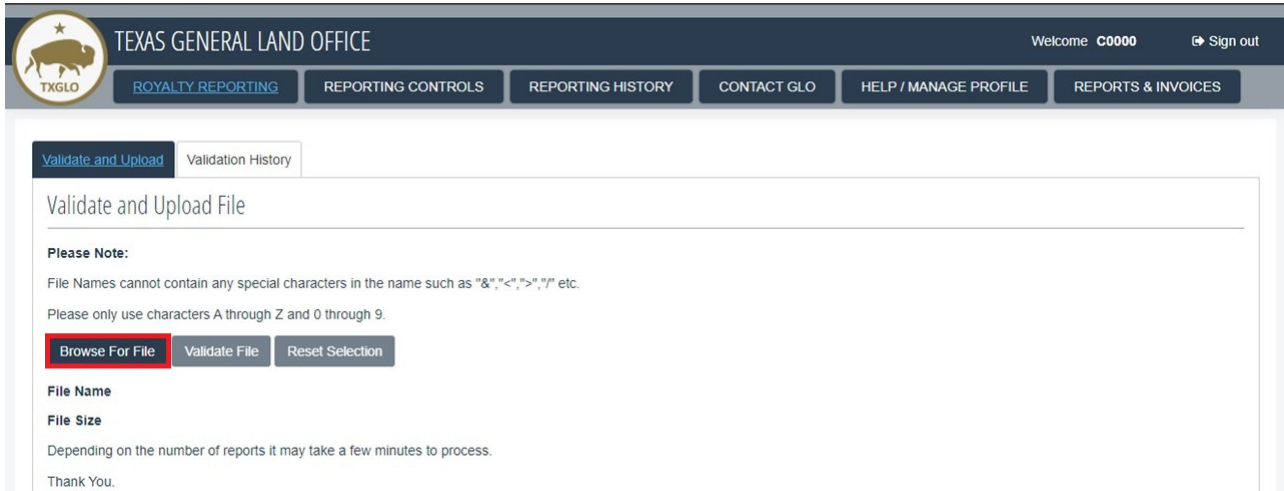
2. Locate the file and click "**Open**".
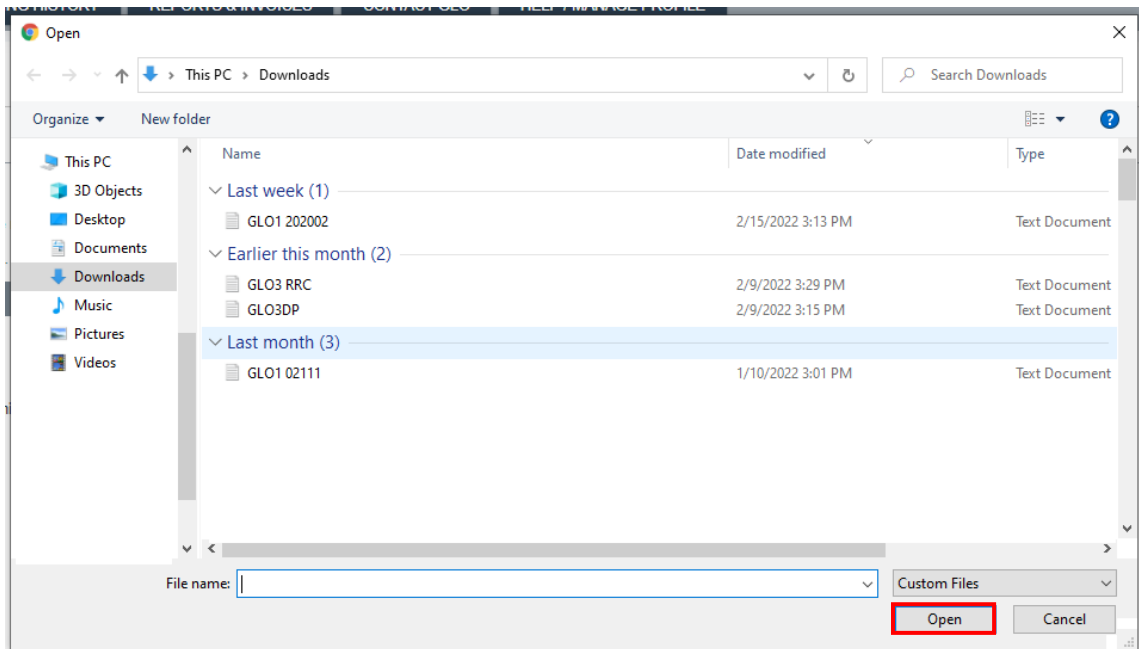
3. The "Validate and Upload" screen opens with the **"Validate File"** option now available.

To select a different file, click on the "**Reset Selection**" option.

Note: The "Validate File" or "Reset Selection" options will only be available upon browsing and selecting a file.

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 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.

Report Number	Item	Element	Description	Resolution
File Error	17	Report #	Invalid Report Number_1	File may not contain more than 500 reports.
File Error	17	Report #	Invalid Report Number_1	Report numbers (Line Number 17) must be unique within each batch of submission file
File Error	17	Report #	Invalid Report Number_1	The file must include at least one production report

If all the GLO1 or GLO2 reports have errors, the file will be rejected, and the screen below will display:

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

If all GLO1 and GLO2 reports are valid, the screen below will display:

If you do not select Upload File, your file will not be submitted. Once the Upload File button is clicked and the file is submitted and accepted, the screen below will display:

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 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. This is your one-time opportunity to download the report.

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

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

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 "**Report #**" below "Valid Reports" you can view a summary of the individual report as shown below.

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

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. This is your one-time opportunity to download the report.

Validate and Upload	Payments	Validation History				Export

Royalty Payment Form:

Texas General Land Office Royalty Payment Document (GLO-3 rev, 05/01/2011)

Disclaimer: This system is made available by the General Land Office, an agency of the State of Texas. Neither the State of Texas, nor any agency thereof, nor any of their employees, makes any warranty, express or implied, directly or indirectly, or assumes any legal liability or responsibility for the accuracy, completeness, or usefulness of any information, apparatus, product or process related to the use of this system.

The entire risk arising out of the use or performance of this system remains with the lessee. Neither the State of Texas, nor any agency thereof shall be liable for any damages of any kind whatsoever arising out of this system.

Payment Amount	$35.50	Batch Id	617479	Blanket Authorization # (BAN)	1950
Prepared By	John Doe	Royalty Payer Customer ID	C000012345	Date Prepared	06/29/2024
Royalty Payer Name	John Doe Oil & Gas	Telephone #	555-555-5555	E-Mail Address	John.Doe@aol.com

Payment Type ▲	Royalty Payment Amount ▲	State Lease # ▲	Production Year Month ▲	GLO - 1/2 Reporting Company ▲	Property Alias Name ▲	RRC Lease # RRC Well ID RRC Drilling Permit ▲
1301-Gas Roy.	$2.50	107043	202401	C000016472	Testing	03-271916
1301-Gas Roy.	$3.00	107043	202402	C000016472	Testing	03-271916
1301-Gas Roy.	$4.00	107043	202403	C000016472	Testing	03-271916
1301-Gas Roy.	$5.00	107043	202404	C000016472	Testing	03-271916
1301-Gas Roy.	$6.00	107043	202310	C000016472	Testing	03-271916

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.

REPORTING CONTROLS

The General Land Office requires royalty reports based on Railroad Commission (RRC)
IDs 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 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 Records?" checkbox to display the deleted records.
4. Column order can be changed by dragging the column title.

FIELDS IN EACH REPORTING CONTROL RECORD

a. **GLO Lease #** – Enter the assigned GLO lease number.

b. **GLO Unit #** – Enter the assigned GLO unit number if RRC ID is unitized.

c. **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.

d. **RRC Drilling Permit** – Select Permit if you have an RRC drilling permit number and the RRC has not yet assigned the permanent RRC ID. If you select Permit, you will not be able to enter the RRC Lease Type and District/RRC #; however, once the reporting control has been approved you can edit it to add the RRC Lease Type and District/RRC # once the RRC issues it.

e. **District/Drilling Permit #** – Enter the District and Drilling Permit #. This field will only be active if you select Permit in the RRC Drilling Permit section.

f. **Drilling Permit Begin Production Year/Month** – Enter the year and month the Drilling Permit began production. This field will only be active if you select Permit in the RRC Drilling Permit section.

g. **Drilling Permit End Production Year/Month** – Enter the year and month the Drilling Permit ended production. This field is active and required when you select a RRC Lease Type on an approved reporting control with a Drilling Permit #.

h. **RRC Lease Type** – Select either "oil" or "gas." This field will not be active if you select Permit in the RRC Drilling Permit section.

i. **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.

j. **RRC Begin Production Year/Month –** Enter the year and month production began under the RRC #.

k. **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.

l. **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).

m. **Business Role** – Select your business role for this RRC ID/GLO Lease. Acceptable selections are "Operator", "WIO" (working interest owner), and "Reporting Company."

n. **Filing Frequency** – Please select either "monthly" or "annually" for your reporting frequency. Most often, the selection will be "monthly**".**

o. **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.

p. **Additional 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. Send a comment to the GLO by clicking the "Enter Comment" button.
     c. Edit the record by clicking the "Edit" button.
     d. Submit a request to delete the record by clicking the "Delete" button.
     e. Undo all pending changes that have not yet been approved or rejected by GLO staff.
     f. View the history of changes to the record by clicking the "History" button.
     g. Copy this reporting control and make a new reporting control with the same information by clicking the "Copy" 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.

2. A new window with blank fields will open.

3. Enter all the required details and click on the "**Submit**" or **"Submit and Copy"** button to add a reporting control record.
   a. If you select **"Submit"**, the record will go into Pending Status for GLO review before adding it to your inventory and the Add a Reporting Control window will close.
   b. If you select **"Submit and Copy"**, you will get a message that the reporting control was submitted to the GLO for review. If you select **"Ok"** to close the message, a new Add a Reporting Control window with the information you just entered will open.

Note: Required fields are noted with a red asterisk. If any required 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:

1. Open the record in "View" mode as described in the section above titled "Viewing a Record".
2. Click on the "**Edit**" button.
3. Data fields that can be edited will be enabled.   (See section below for Updating from Permit to RRC Lease Type)
4. Enter a brief explanation for the changes in the "**Required Comments**" section.
5. Click "**Submit.**"

UPDATING FROM PERMIT TO RRC LEASE TYPE

To update a reporting control once the RRC has issued a permanent RRC #:

1. Open the approved record with the Drilling Permit # in "View" mode as described in the section above titled "Viewing a Record".
2. Click on the "**Edit**" button.
3. Select "Oil" or "Gas" in the RRC Lease Type field.

4. When a selection is made in the RRC Lease Type field, the "Drilling Permit End Production Year/Month", "District/RRC #", "RRC Begin Production Year/Month", and "Required Comments" fields become enabled and required. Enter data into these fields.

5. Enter a brief explanation for the changes in the "**Required Comments**" section.
6. 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 the "**Delete**" button.

Update Reporting Control Record

Required Fields*

GLO Lease #*	000001	Report Status*	Reporting	
	EX: 123456	Report Form*	GLO1	
GLO Unit #		Business Role*	Operator	
	EX: 2832	Filing Frequency*	Monthly	
Property Alias		Suspend Reporting From		
RRC Drilling Permit		Suspend Reporting To		
District/Drilling Permit #				
	EX: 03 EX: 283261			
Drilling Permit Begin Production Year/Month				
Drilling Permit End Production Year/Month				
RRC Lease Type	Oil			
District/RRC #	02 12321			
	EX: 03 EX: 028326			
RRC Begin Production Year/Month	202110			

Comments

Enter Comment	Edit	Delete	Exit	Undo	History	Copy

3. Choose **"Yes"** in the "Delete Confirmation" box that appears (see below).

Delete Confirmation

Are you sure you want to delete?

Yes   No

[Return to Table of Contents](#)

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.

PENDING REPORTING CONTROL COMMENTS

Sometimes the GLO will send you a comment asking for clarification on a reporting control that is pending review with the GLO.

To view and respond to the comments from the GLO:

1. A notification counter will display on the Reporting Controls tab and an opaque comments symbol will display next to the reporting control which has a comment.

2. Click on the reporting control to view the comment. The comment will appear in the "Comments" box

3. To respond to the GLO, click the **"Enter Comment"** button.

4.   Enter your comment and click the **"Send Comment"** button.

5.   Your comment will be sent to the GLO.

6.   If the GLO responds to your comment, you will receive the same notification in Step 1.

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 next to "Display" to view a 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. Verify what report was submitted in the "Report Type" column.

7. 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.

8. Navigate between pages using the pagination links.

9. Rearrange columns using drag and drop of the column headers.
10. Sort columns by clicking on the column header.

Return to Table of Contents

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.

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. 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. *Note: If Report Form "GLO3" is selected, Report ID and Unit Number will be disabled.*

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.

SEARCH RESULTS

The search results will be displayed in a grid.

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 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. Sort each column for easier viewing of groupings, by clicking on the column header of the column you wish to sort.

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:

To see the entire **GLO-2 (Gas) report**, double click on a row in the search results table. The report will be displayed as shown below:

To see the entire **GLO-3 (Payment) 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:
   a.   "Previous" button to view the previous record details.
   b.   "Next" button to view the following record details.
   c.   "Close" button to go back to the "Search Reports" page.

CONTACT GLO

Click 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 email the GLO.
3. View the GLO's contact phone number.

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 email the GLO.
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.
   c. Update the account email contact for the account.

UPDATING THE ACCOUNT EMAIL

1. Click the **"HELP/MANAGE PROFILE"** tab.
2. Click the **"Manage Profile"** button.
3. Click the "**Edit Profile**" button in the top right-hand corner.

4. Enter your password and click **"Verify"**.

5. Update the Primary email and click **"Save"**.

REPORTS AND INVOICES

Click on the Reports and Invoices tab to view and download your company's monthly reports and invoices from the GLO and/or manage who in your company receives automatically generated emails when a new report is uploaded for your company.

If your company has report(s) that have not been downloaded, you will see a notification counter on the main Reports & Invoices tab and on the tab for the specific report you have not downloaded. The notification counter will update as you download your reports. If all reports have been downloaded, you will not see a notification counter.

VIEWING AND DOWNLOADING REPORTS

The Reports and Invoices tab has subtabs for the following reports and invoices:
1. Statement of Account
2. Missing Report
3. Late Royalty Billing
4. Late Report Billing
5. Recon Billing
6. Emails

On the **Statement of Account** tab, select the Download link to open a PDF of your most recent Statement of Account.

On the **Missing Report** tab, select the Download link of the Missing Report you would like to view. The Missing Report tab will show a history of all Missing Reports your company has received since August 2021.

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. Column order can be changed by dragging the column title.

On the **Late Royalty Billing** tab, select the Download link to open a PDF of your most recent Late Royalty Billing invoice.

On the **Late Report Billing** tab, select the Download link to open a PDF of your most recent Late Report Billing invoice.

On the **Recon Billing** tab, select the Download link in the Report Link column to open the Recon Billing of your choosing. This tab will have all Recon Billings produced for your company since January 1, 2021. There are also columns for the Invoice #, Invoice Date, and Amount Billed (USD) associated with each Recon Billing on this tab.

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. Column order can be changed by dragging the column title.

MANAGING EMAIL CONTACTS

Except for Recon Billing, when a new report is uploaded to RRAC, the company administrator and any added email contacts will receive an email notifying them of the report upload.

On the Emails tab you can do the following:
1. View the Company Administrator email for the Account
2. Add additional email contacts for different types of reports
3. Edit existing email contacts for different types of reports
4. Delete existing email contacts
5. Check in the "Show Filter" checkbox to enter search criteria and filter records.
6. Change the column order by dragging the column title.

On the Emails tab, you can view or add email addresses for anyone in your company who should receive an email notification when a new report or invoice is uploaded to RRAC. The Company Administrator will automatically receive email notifications for all reports and invoices (except for Recon Billing). The Company Administrator email will be grayed out and you will not be able to edit any email preferences for the Company Administrator.

Company Administrator Email
The Company Administrator email is the first record in the Emails box and will appear grayed out.   This email address can only be changed by the GLO or through the Help/Manage Profile tab (in this guide see – HELP/MANAGE PROFILE - Updating the Account Email).

Adding Email Recipient

1. To add a new email that will receive notification when a report is uploaded, click the **"Add Email"** button.
2. Enter information into the **"Name"** and **"Email Address"** fields. Then select the checkbox(es) for the **"Type of Report"** the recipient should receive notifications for. **NOTE:** If you select **"All Reports"**, the other report options will be grayed out and the recipient will receive notification for all report types.

Add Email   ✕

                                                           Required Fields*

                    Name*   Jane Smith

            Email Address*   Jane.Smith1@aol.com

    Select Type of Report*   ☐ All Reports
                              ☑ Statement of Account
                              ☐ Missing Report
                              ☑ Late Royalty Billing
                              ☐ Late Report Billing

                                    Save   Cancel

3. Select the **"Save"** button to add the new contact.

Editing Email Recipient

NOTE: You will not be able to make changes to the Company Administrator's email address using this page. (See the "HELP/MANAGE PROFILE – Updating the Account Email" section in this guide to update the admin)

1. To edit an existing contact, double click a row on the **"Emails"** tab.

Update Email   ✕

                                                           Required Fields*

                    Name*   Jane Smith

            Email Address*   Jane.Smith1@aol.com

    Select Type of Report*   ☐ All Reports
                              ☑ Statement of Account
                              ☐ Missing Report
                              ☑ Late Royalty Billing
                              ☐ Late Report Billing

                              Save   Delete   Cancel

2. Make necessary changes to the information.
3. Select the **"Save"** button to update the information for the existing contact.

Deleting Email Recipient

1. To delete an existing contact, double click a row on the **"Emails"** tab.
2. Select the **"Delete"** button to delete the existing contact so that they no longer receive email notifications.

3. On the **"Delete Confirmation"** screen, click:
   a. **"Yes"** to delete the contact
   b. **"No"** to return to the Update Email screen