

This resource guides you through the process of completing, saving, uploading, and submitting a UT3 (Royalty Payment) CSV template.

Part 1: How to Complete a UT3 (Royalty Payment) CSV Template

CSV stands for "Comma Separated Values." It is a file format used to store data in a structured table of lists. Microsoft Excel allows you to save your file in a CSV format. It is the only file format you can use to upload UT1, UT2, and/or UT3 reports to the Compass Portal.

University Lands provided reporters with a Microsoft Excel template for use to upload UT3 data. The UT3 CSV upload also supports Reallocation records. Please follow these guidelines to create your UT3 CSV file:

- Row 1 in the template identifies to which Compass grid the field columns below correspond. For example:
 - Columns A thru C (Company Number, Total Oil and Total Gas) are in the Compass Header Grid
 - Columns D thru O (University Lease Number, RRC Lease / Permit Number, etc.) are in the Compass Property Grid

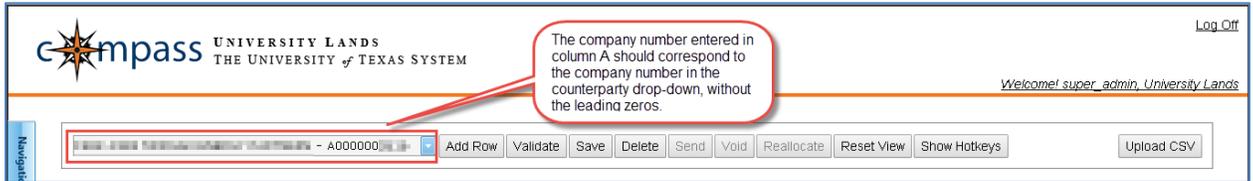
Note: to view full column heading names, expand the column width in Excel.

Header Columns	Check Detail Columns												
Company	Total Oil	Total Gas	Company	Your Prop University	RRC Lease RRC Distri	RRC Type	Unit NumI	Tract Num	UNIT Disp	Productio	Oil Payme	Gas Payment	Detail
342341	602.25		105898	12345	8 O	2592	2		112013	200.75			
342341	602.25		105899	12345	8 O	2592	1		112013	200.75			
342341	602.25		105898	12345	8 O	2592	2		112013	200.75			
342341		900.45	105899	12345	8 O	2592	1		112013		300.15		
342341		900.45	105898	12345	8 O	2592	2		112013		300.15		
342341		900.45	105899	12345	8 O	2592	1		112013		300.15		

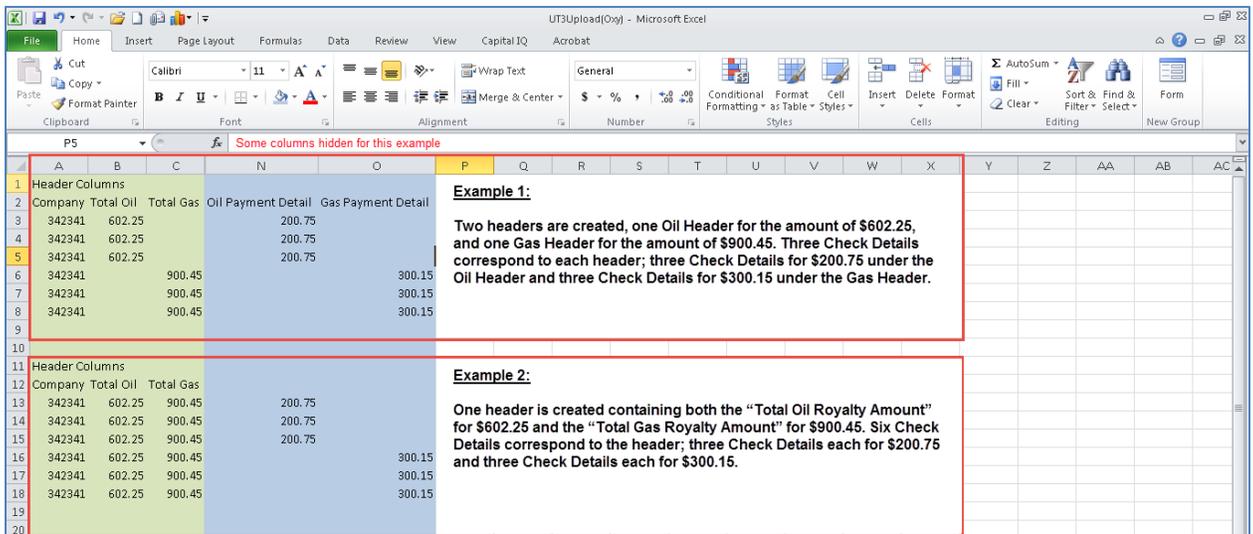
- Row 2 in the template contains the names of the Compass fields.

Header Columns	Check Detail Columns												
Company	Total Oil	Total Gas	Company	Your Prop University	RRC Lease RRC Distri	RRC Type	Unit NumI	Tract Num	UNIT Disp	Productio	Oil Payme	Gas Payment	Detail
342341	602.25		105898	12345	8 O	2592	2		112013	200.75			
342341	602.25		105899	12345	8 O	2592	1		112013	200.75			
342341	602.25		105898	12345	8 O	2592	2		112013	200.75			
342341		900.45	105899	12345	8 O	2592	1		112013		300.15		
342341		900.45	105898	12345	8 O	2592	2		112013		300.15		
342341		900.45	105899	12345	8 O	2592	1		112013		300.15		

- Enter your Company Number in column A. This company number should correspond to the Company Number in the UT3 Compass Company drop-down. Agents should enter the Company Number for the company whom they are submitting the UT3. Every row MUST contain the Company Number. Note: it is not necessary to enter the leading zeroes of the Company Number.



- In column B, enter the "Total Oil Royalty Amount." This is the aggregate for all of the Check Details containing Oil Payments. Upon sending, the summation of all oil royalties paid in the detail lines sum to this value. The total amount cannot be negative (but it can be 0, in the case of a Reallocation). This total should match the amount of the payment made to University Lands. Enter values with a maximum of two decimals.
 - See the example of two ways to upload the headers. Example 1 produces two headers, and Example 2 produces one header.



- Example 1 uploads the header as pictured:

UT3 Header (1)						
	Company Number	Company Name	Trace Number	Status	Total Oil Royalty Amount	Total Gas Royalty Amount
9			C234	Saved	\$602.25	\$0.00
10			C235	Saved	\$0.00	\$900.45

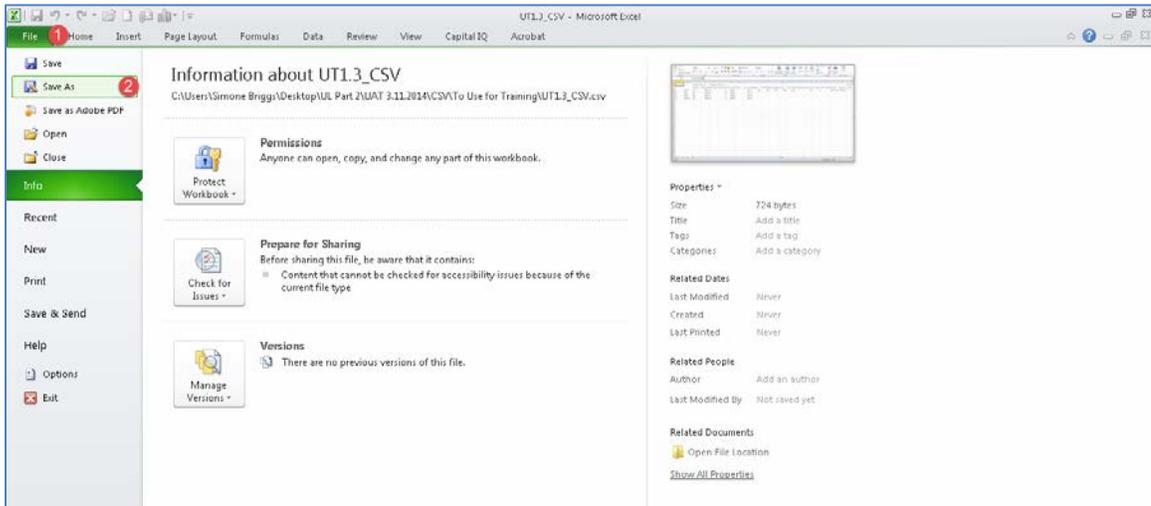
- Example 2 uploads the header as pictured:

UT3 Header (1)						
	Company Number	Company Name	Trace Number	Status	Total Oil Royalty Amount	Total Gas Royalty Amount
9			C234	Saved	\$602.25	\$900.45

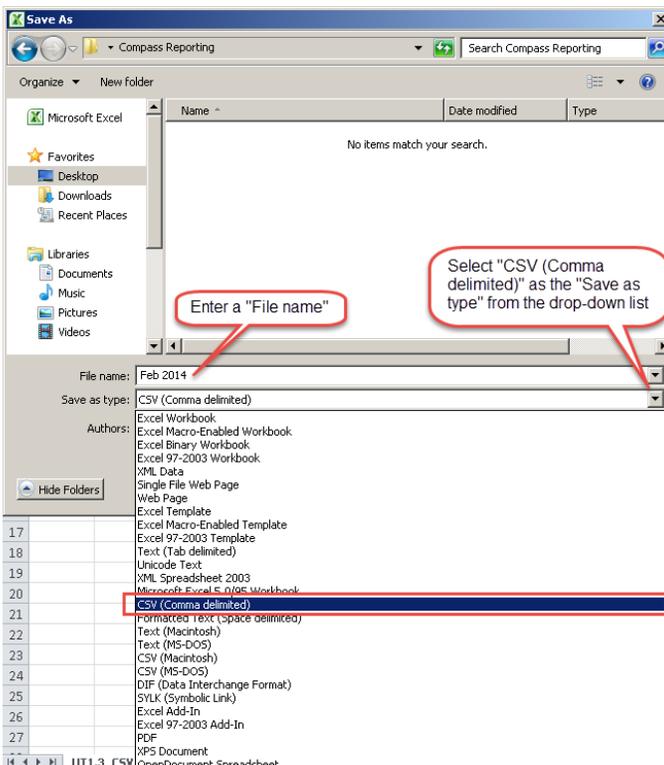
5. In column C, enter the "Total Gas Royalty Amount." This is the aggregate for all of the Check Details containing Gas Payments. Upon sending, the summation of all gas royalties paid in the detail lines sum to this value. Total amount cannot be negative (but it can be 0, in the case of a Reallocation). This total should match the amount of the payment made to University Lands. Enter values with a maximum of two decimals. (Ex. 23.14)
6. Any data entered into Column D and E is not included in the upload to the Compass Portal. These columns are for the Counterparty's exclusive use.
7. Enter the "University Lease Number" in column F. Note: for columns F thru L the property combo in the Check Detail does not need to belong to the Counterparty/Payor submitting the UT3. Any Company can submit a UT3 on behalf of any other Company's properties; however, the payments are only applied to that property if the (remitter of the UT1 or UT2 specifies **that Third-Party Payor** on their UT1 or UT2 report.)
8. Enter the RRC or Permit Number in column G. The Permit Number is used until the RRC Number is assigned. **Once the RRC Number is assigned, you must notify University Lands immediately, so University Lands can make that change in the well files. You will begin reporting with the RRC Number on your next production or UT3 reports. Note: A Third-Party Payor would also have to be notified of that change to correct their UT3 templates from the Permit Number to the new RRC Number.**
9. Enter the RRC District Code in column H. Note: the following format examples are all acceptable entries: 08, 8, or 07C.
10. Enter the RRC Type in column I. Note: this is not the Product Type for which you are reporting. This is the Railroad Commission's designation of the well "type" as either Oil well or Gas well. Enter "O" for Oil or "G" for Gas.
11. If there is a Unit associated with the payment, enter the Unit Number in column J.
12. If a Unit Number is entered in column J, either a Tract Number must be entered in column K, or a Unit-Level Disposition code must be entered in column L. It is not necessary to enter the Disposition description. The following Unit-Level Disposition Codes are options:
 - 5 – Lost
 - 8 – Skim Oil
 - 9 – Scrubber Oil
 - 4 – Vented or Flared
 - 2 – Lease Use
13. Enter the Production Date in column M. The format is *mmyyyy*.
14. Enter the Check Detail "Oil Payment" in column N. Each row **only** has either an Oil Payment Detail or a Gas Payment Detail. Enter values with maximum two decimals. (Ex. 23.14)
15. Enter the Check Detail "Gas Payment" in column O. Each row **only** has either an Oil Payment Detail or a Gas Payment Detail. Enter values with maximum two decimals. (Ex. 23.14)

Part 2: How to Save a UT3 CSV File

16. In the latest versions of Microsoft Excel, you can save a CSV file by selecting the Microsoft Office icon (earlier versions of Excel require you to select File instead of seeing a icon), then select “Save As.”



17. Next to the drop-down field “Save as type,” select “CSV (Comma Delimited)”. Name the file, and select “Save.”



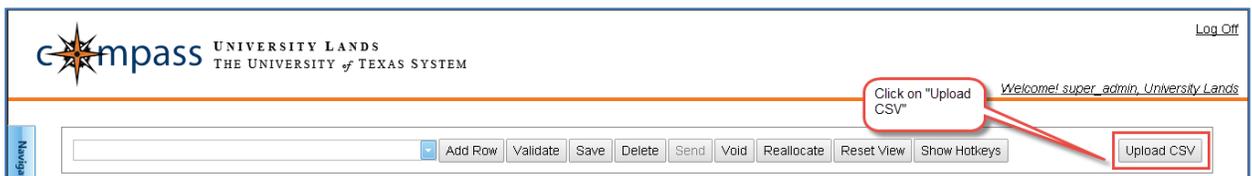
18. A message screen may appear in Excel warning the file contains features that are not compatible with CSV. Disregard the message and select “Yes.”

Part 3: How to Upload a UT3 CSV File

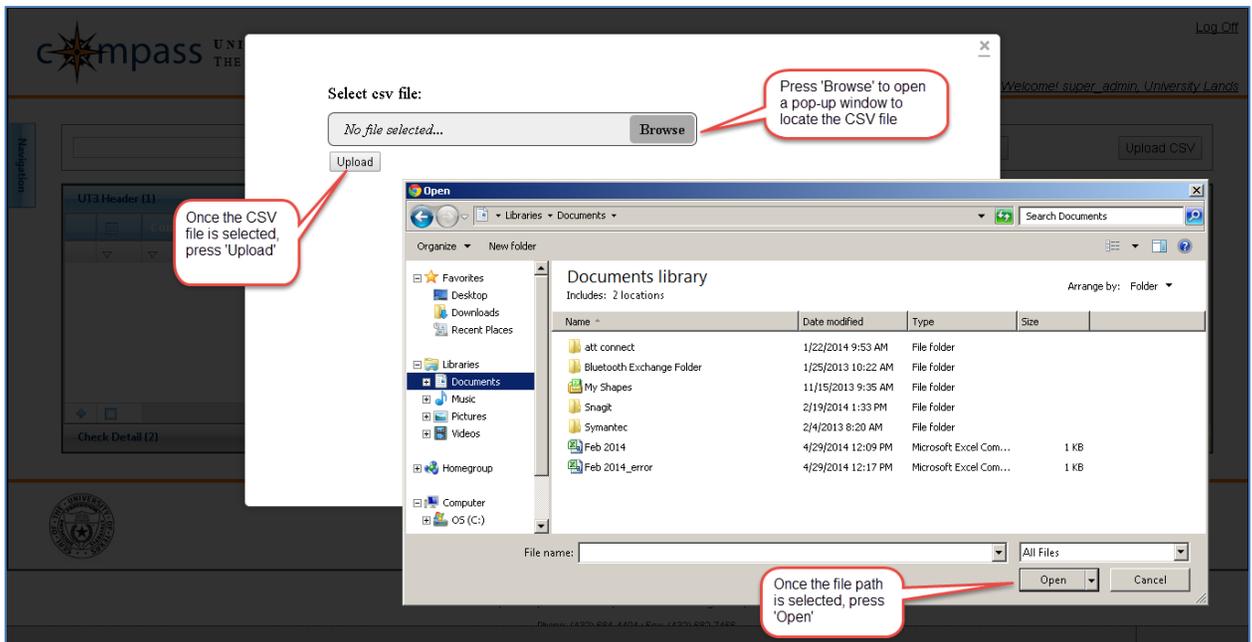
19. From the Compass Portal Landing Page, click the “Enter UT3” button.



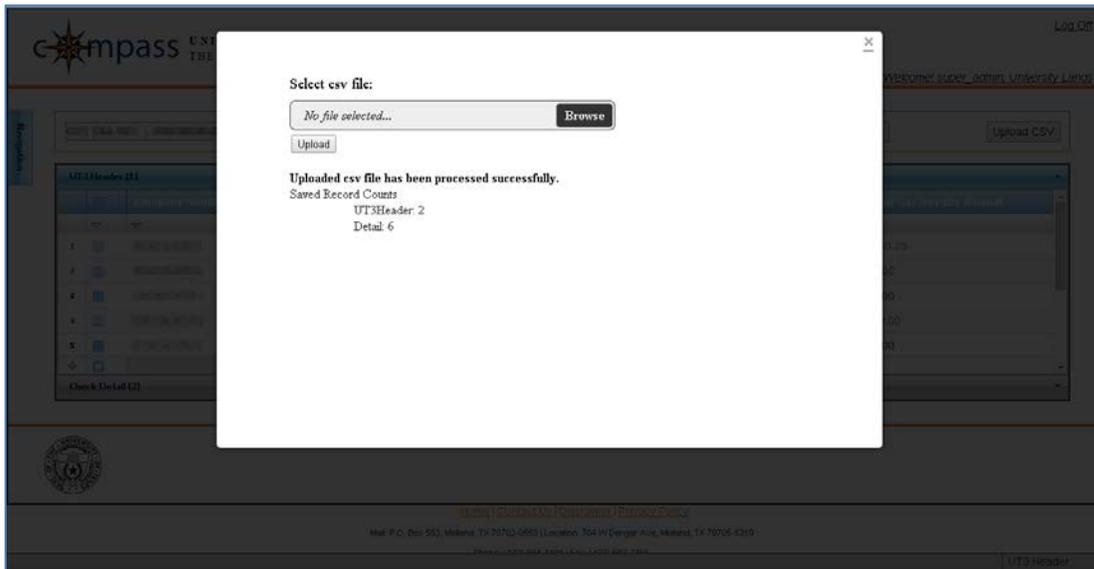
20. Click the “Upload CSV” toolbar button.



21. Once the pop-up displays, click the “Browse” button to select the file location of the CSV file to be uploaded, and click the “Upload” button.

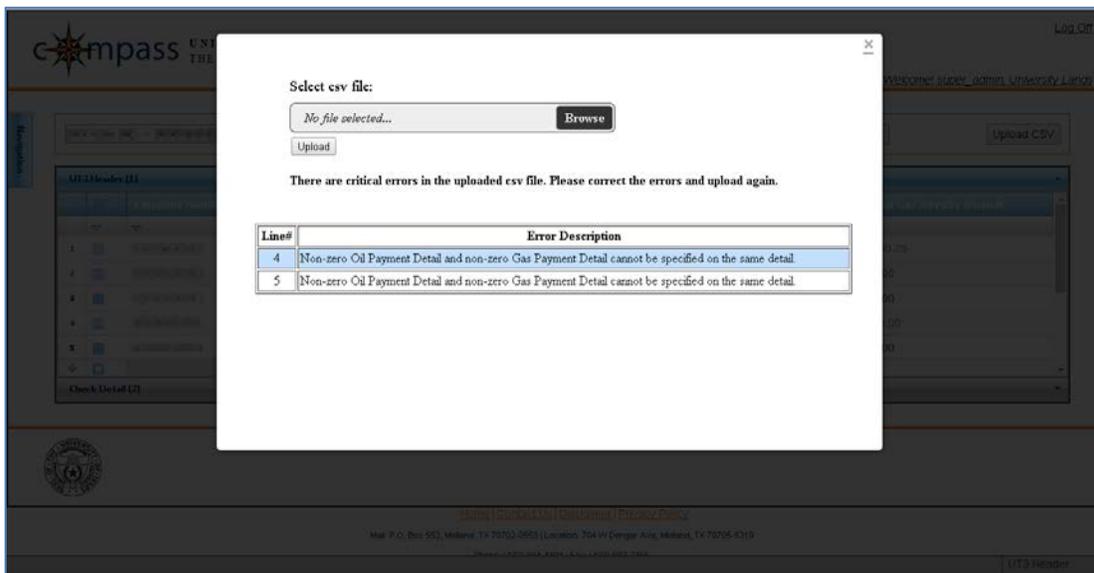


22. If the file upload is successful, the pop-up window displays a count of how many rows of data were uploaded to each grid from the spreadsheet into Compass.

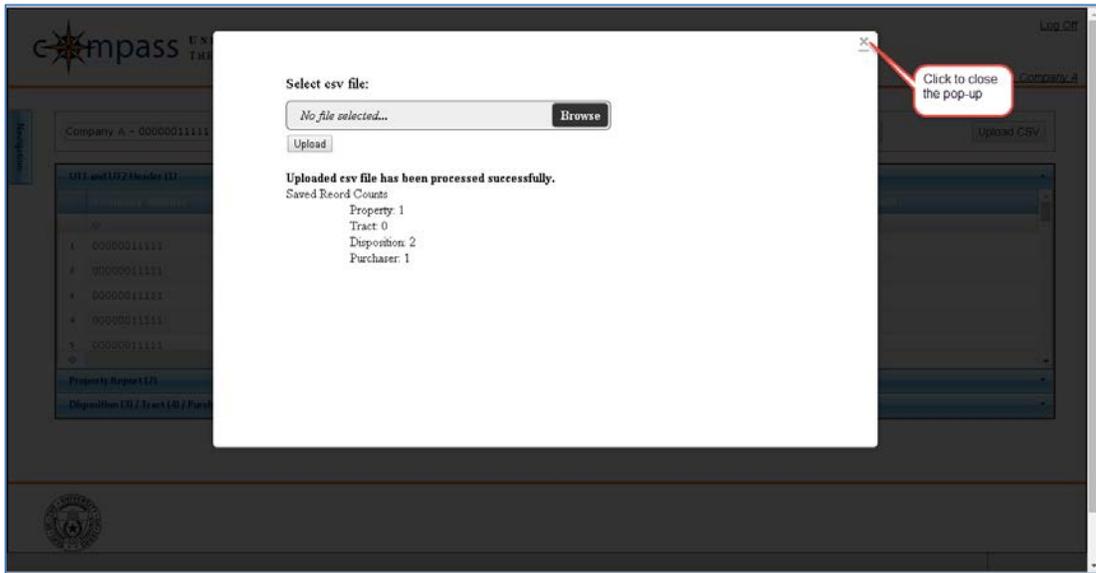


23. If the CSV upload process encounters any critical errors (i.e., the user entered an invalid lease combo), the CSV file is not imported into Compass and an error message displays in the pop-up. The error message first references the row location of the error in the Microsoft Excel workbook, followed by a detailed description of the error.

- Correct the errors in the CSV file before attempting to re-upload.
- **There is no override upload function. Successful UT3 CSV uploads always create a new UT3. If you need to edit the UT3 CSV and re-upload for any reason, you must either Delete or Void the old UT3. If the same UT3 is successfully uploaded multiple times (even if there are changes made to the UT3 file), each upload creates a separate UT3.**



24. Once the file is uploaded successfully, close the pop-up window.



Part 4: How to Validate, and Send a UT3 CSV File

25. The CSV is automatically imported into Compass as a “Saved” file. Click the “Validate” button to validate the records. When initiated, this Validates ALL the Header records.

Press the "Validate" button

These are the two headers uploaded from the UT3 CSV.

These are the three check details that correspond to the highlighted oil header.

UT3 Header (1)							
	Company Number	Company Name	Trace Number	Status	Total Oil Royalty Amount	Total Gas Royalty	
12	00000630591	OXY USA INC.	C231	Error	\$200.75	\$500.15	
13	00000630591	OXY USA INC.	C232	Error	\$200.75	\$0.00	
14	00000630591	OXY USA INC.	C233	Error	\$0.00	\$500.15	
15	00000630591	OXY USA INC.	C234	Saved	\$602.25	\$0.00	
16	00000630591	OXY USA INC.	C235	Saved	\$0.00	\$900.45	

Check-Detail (2)																
	Compan	Compan	Trace Number	Status C	Your Pri Number	Universl Number	RRC Lea Permit N	RRC District	RRC Type	Unit Number	Tract Number	Dispositi	Product Month	Oil Payment Detail	Gas Payment Detail	
1	0000063	OXY USA	C234	Saved	734723	105898	39556	08	O	2592	2		11/20	\$200.75	\$0.00	
2	0000063	OXY USA	C234	Saved	399403	105899	39556	08	O	2592	1		11/20	\$200.75	\$0.00	
3	0000063	OXY USA	C234	Saved	734723	105898	39556	08	O	2592	2		11/20	\$200.75	\$0.00	

26. Click the checkbox field on the left of each record to Send. If the box is checked, an ‘x’ appears in the field; indicating that record is selected to Send. All Validated data is Sent and only those header records in Error status are not Sent.

Check this box to select the UT3s that have Validated and are ready to Send.

UT3 Header (1)							
	Company Number	Company Name	Trace Number	Status	Total Oil Royalty Amount	Total Gas Royalty Amount	
12	00000630591	OXY USA INC.	C231	Error	\$200.75	\$500.15	
13	00000630591	OXY USA INC.	C232	Error	\$200.75	\$0.00	
14	00000630591	OXY USA INC.	C233	Error	\$0.00	\$500.15	
15	00000630591	OXY USA INC.	C234	Validated	\$602.25	\$0.00	
16	00000630591	OXY USA INC.	C235	Validated	\$0.00	\$900.45	

27. Click the “Send” button to Submit to UL the UT3’s with checked boxes in the Header Grid.

Send(2)

The Status field indicates that the Header and Check Details were Sent.

Log Off

compass UNIVERSITY LANDS
THE UNIVERSITY of TEXAS SYSTEM

Welcome! User A, Company A

Company A - 00000011111

UT3 Header (1)

	<input type="checkbox"/>	Company Number	Company Name	Trace Number	Status	Total Oil Royalty Amount	Total Gas Royalty Amount
	<input type="checkbox"/>	00000011111	Company A	C323	Sent	\$7,451.25	\$0.00
2	<input type="checkbox"/>	00000011111	Company A	C324	Sent	\$0.00	\$44,000.00

Check Detail (2)

	Compan	Compan	Trace Number	Status C	Your Pr Number	Univers Number	RRC Lea Permit N	RRC District	RRC Type	Unit Number	Tract Number	Dispositi	Product Month	Oil Payment Detail	Gas Payment Detail	Cash Applied
1	0000001	Company	C323	Sent		16161	25252	08	O				03/2014	\$1,500.00	\$0.00	<input type="checkbox"/>
2	0000001	Company	C323	Sent		16161	25252	08	O				03/2014	\$3,750.50	\$0.00	<input type="checkbox"/>
3	0000001	Company	C323	Sent		16161	25252	08	O				03/2014	\$2,200.75	\$0.00	<input type="checkbox"/>