

# Royalty Reporting and Control System User Guide



TEXAS GENERAL LAND OFFICE  
COMMISSIONER DAWN BUCKINGHAM, M.D.

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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
- 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.

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Sign In

Username

Password

Sign In

[Need help signing in?](#)

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## 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, 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.

Upload

[Due Date Calendar](#)

**Royalty Reporting and Control System** Upload File

Please visit <http://www.glo.texas.gov/rrac2> for up-to-date information on royalty reporting and payments. If you have any questions, please email [glo123@glo.texas.gov](mailto:glo123@glo.texas.gov) or call (512) 463-6850

**Reminder** Did you remember to remit your royalty payment to support your GLO 3 Royalty Payment Document? Please remember to remit a Royalty Payment, so that we may process it along with your GLO 3. Any oil payment not received by the 5th day of the second month succeeding the month of production and any gas payment not received by the 15th day of the second month succeeding the month of production shall be considered delinquent.

**Late Payment Interest Charges** Per TAC Sec. 9.51, interest for royalties due on or after Feb. 26, 2010, is the prime interest rate on the first business day of the calendar year plus 1%.

**If Paying By TEXNET**

WHEN TO CONTACT THE TEXNET SYSTEM – You must contact the TEXNET System before 6 p.m. (CST) no later than the bank business day before the due date. You will be given a trace number to facilitate tracking your royalty payment. Communication of payment information by this deadline is mandatory to ensure timely posting of your payment. For assistance, call the TEXNET hotline at (800) 531-5441, ext. 3-3010.

If payment information is communicated to the TEXNET System after 6 p.m. (CST) on the bank business day before the due date, the payment will be posted to your account on the next business day AFTER the due date. This will be considered a late payment and could result in the assessment of penalty and interest.

Upload File

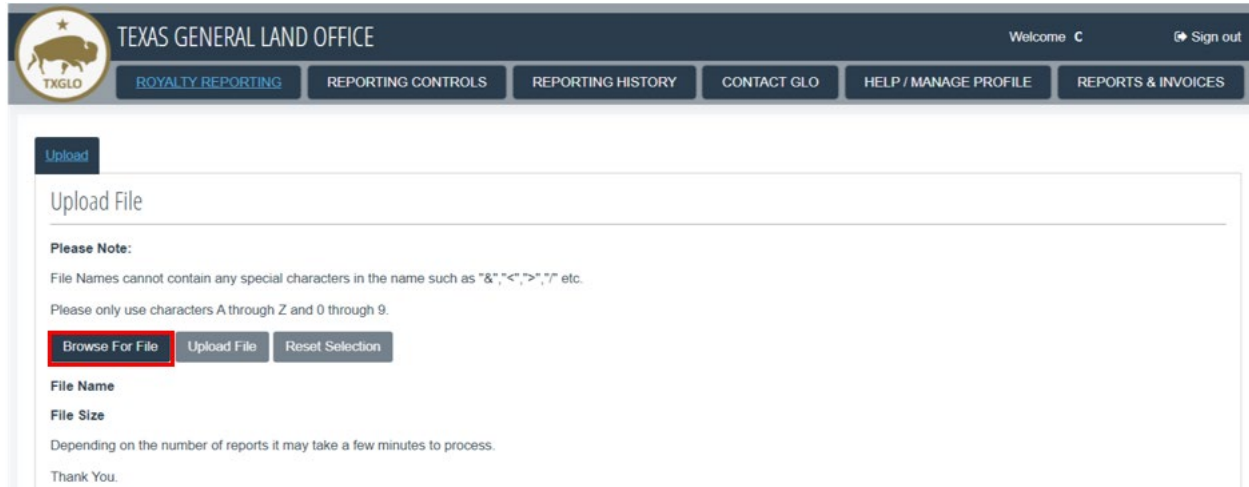
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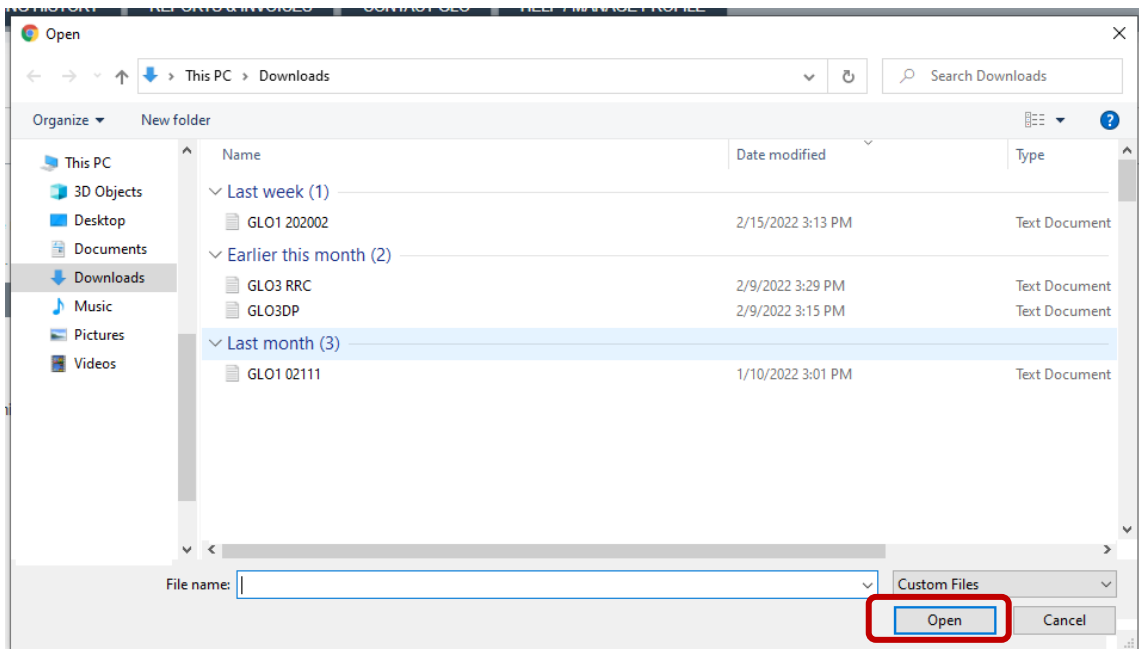
## UPLOADING A FILE

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.

1. Click on the button labeled “**Browse for File**”.



2. Locate the file and click “**Open**”.



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3. The “Upload” screen opens with the “**Upload File**” option now available.

The screenshot shows the 'Upload File' interface. At the top, there is a navigation bar with the TXGLO logo and the text 'TEXAS GENERAL LAND OFFICE'. To the right, it says 'Welcome C' and 'Sign out'. Below the navigation bar are several menu items: 'ROYALTY REPORTING', 'REPORTING CONTROLS', 'REPORTING HISTORY', 'CONTACT GLO', 'HELP / MANAGE PROFILE', and 'REPORTS & INVOICES'. The main content area is titled 'Upload File' and contains a 'Please Note' section with instructions on file naming. Below the instructions are three buttons: 'Browse For File', 'Upload File', and 'Reset Selection'. The 'Upload File' button is highlighted with a red box. Below the buttons, it says 'File is Ready to Upload' and provides details for the file: 'File Name: 5.20GLO1\_01.xml' and 'File Size: 3.75 KB'. It also includes a note about processing time and a 'Thank You' message.

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

This screenshot is identical to the previous one, showing the 'Upload File' interface. However, in this version, the 'Reset Selection' button is highlighted with a red box, indicating the action to be taken to select a different file.

**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.

The screenshot shows the Texas General Land Office (TXGLO) Royalty Reporting and Control System interface. The header includes the TXGLO logo, the text "TEXAS GENERAL LAND OFFICE", and a "Welcome" message with a "Sign out" link. The main navigation bar contains buttons for "ROYALTY REPORTING", "REPORTING CONTROLS", "REPORTING HISTORY", "CONTACT GLO", "HELP / MANAGE PROFILE", and "REPORTS & INVOICES". The "Overview" tab is selected, and the "Export" button is visible. The main content area displays the message "All Reports were rejected due to a fatal file error(s)". Below this message, the "Batch Number" is 520857 and "Valid Reports" is 0. A table lists the errors:

Report Number	Item	Description	Resolution
File Error	12	Invalid Date Value	Date Prepared (Line Number 12) cannot be post dated and cannot be more than four months prior to the current date.
File Error	12	Invalid Date Value	Date Prepared (Line Number 12) must be entered in the format: MM/DD/YYYY
File Error	42	Submitter Access Denied	The submitter does not have access to file under the particular filer ID. Check the filer ID to ensure it is correct.



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

The screenshot shows the TXGLO Royalty Reporting and Control System interface. The header includes the TXGLO logo, the text "TEXAS GENERAL LAND OFFICE", and a "Welcome" message with a "Sign out" link. The navigation menu contains "ROYALTY REPORTING", "REPORTING CONTROLS", "REPORTING HISTORY", "CONTACT GLO", "HELP / MANAGE PROFILE", and "REPORTS & INVOICES". The main content area has tabs for "Upload", "Overview", and "Results". The "Overview" tab is active, displaying the message "All Reports were rejected." Below this, a table shows the following data:

Batch Number	520861
Total Number of Reports	3
Valid Reports	0
Invalid Reports	3

Click on the Results tab for error details

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

The screenshot shows the TXGLO Royalty Reporting and Control System interface. The header includes the TXGLO logo, the text "TEXAS GENERAL LAND OFFICE", and a "Welcome" message with a "Sign out" link. The navigation menu contains "ROYALTY REPORTING", "REPORTING CONTROLS", "REPORTING HISTORY", "CONTACT GLO", "HELP / MANAGE PROFILE", and "REPORTS & INVOICES". The main content area has tabs for "Upload", "Overview", and "Results". The "Overview" tab is active, displaying the message "Some of the submitted reports were invalid". Below this, a table shows the following data:

Batch Number	520866
Total Number of Reports	66
Valid Reports	9
Invalid Reports	57

Click on the Results tab for error details





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

The screenshot shows the 'Overview' page of the Royalty Reporting system. At the top, there is a navigation bar with the TXGLO logo and the text 'TEXAS GENERAL LAND OFFICE'. Below this is a menu with options: ROYALTY REPORTING, REPORTING CONTROLS, REPORTING HISTORY, CONTACT GLO, HELP / MANAGE PROFILE, and REPORTS & INVOICES. The main content area has tabs for 'Upload', 'Overview', and 'Results', with 'Overview' selected. A message states 'All Reports were accepted.' Below this, summary statistics are shown: Batch Number 520869, Total Number of Reports 3, Valid Reports 3, and Invalid Reports 0. A table lists the accepted reports with columns for Report ID, Report Number, Lease Number, Production Year Month, RRC Number, Accepted Date, and Royalty Due.

Report ID	Report Number	Lease Number	Production Year Month	RRC Number	Accepted Date	Royalty Due
AFrbOb	0001	MF085186	202005	03-266215	12/28/21 11:19 AM	
OalasE	0002	MF085187	202005	03-266215	12/28/21 11:19 AM	
1JNEVF	0003	MF094956	202005	8A-69888	12/28/21 11:19 AM	\$0.89

**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:

The screenshot shows the 'Results' page of the Royalty Reporting system. The navigation bar is the same as in the previous screenshot. The main content area has tabs for 'Upload' and 'Results', with 'Results' selected. A message indicates 'Payment Errors (24)'. A sidebar on the left lists line items from Line Item-20 to Line Item-29. The main area is titled 'Payment Error Details' and shows a table with columns for Item, Element, Error Description, and Error Resolution. The table lists multiple errors for 'Royalty Payment Amount' with various error descriptions and resolutions.

Item	Element	Error Description	Error Resolution
3005	Royalty Payment Amount	Invalid GLO3 Line Item Payment Amount	if payment type is 1301-Gas Roy. or 1302-Oil Roy. The Royalty Payment Amount must be positive or zero .
3005	Royalty Payment Amount	Invalid GLO3 Line Item Payment Amount	if payment type is 9301-Gas Roy. (Credit) or 9302- Oil Roy. (Credit). Royalty Payment Amount must be negative.
3005	Royalty Payment Amount	Invalid GLO3 Line Item Payment Amount	Royalty Payment Amount must be a valid dollar amount.
3005	Royalty Payment Amount	Invalid GLO3 Line Item Payment Amount	if payment type is 1301-Gas Roy. or 1302-Oil Roy. The Royalty Payment Amount must be positive or zero .
3005	Royalty Payment Amount	Invalid GLO3 Line Item Payment Amount	if payment type is 9301-Gas Roy. (Credit) or 9302- Oil Roy. (Credit). Royalty Payment Amount must be negative.
3005	Royalty Payment Amount	Invalid GLO3 Line Item Payment Amount	Royalty Payment Amount must be a valid dollar amount.
3005	Royalty Payment Amount	Invalid GLO3 Line Item Payment Amount	if payment type is 1301-Gas Roy. or 1302-Oil Roy. The Royalty Payment Amount must be positive or zero .



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

**GLO3 Message** ✕

Your GLO3 file GLO3 201707G2.txt is **Accepted**  
Do not attempt to resubmit the file.  
For any questions please contact the Texas General Land Office  
at "glo123@glo.texas.gov" or call (512) 463-6850

**Ok**



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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 screenshot shows the 'Invalid Reports' summary page. On the left, there are two buttons: 'Valid Reports (9)' with a green checkmark and 'Invalid Reports (2)' with a red X. Below these are buttons for 'Report-10' and 'Report-11'. The main content area displays the following summary:

Batch Number	520873
Total Number of Reports	11
Valid Reports	9
Invalid Reports	2

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”.

The screenshot shows the 'Valid Reports' summary page. On the left, there are two buttons: 'Valid Reports (9)' with a green checkmark and 'Invalid Reports (2)' with a red X. The main content area displays the following summary:

Batch Number	520873	Total Number of Reports	11	Valid Reports	9
Invalid Reports	2	Total Batch Dollar Amount	\$14.88		

Below the summary, there are instructions:
   
\*ALL REPORTS IN THE FILE MUST BE FLAGGED AS "VALID" BEFORE ANY REPORTS ARE ACCEPTED INTO THE GLO SYSTEM
   
\*Click on the "Green Check Mark" on the top left corner to view all valid reports
   
\*Click on the "Red X" on the bottom left corner to view all invalid reports. Then click on each report numbers to see error details and resolutions

Report Id	Report Number	Lease Number	Production Year Month	RRC Number	Accepted Date	Royalty Due
1		MF000000	202111	01-123456	12/28/21 11:49 AM	\$100.00
2		MF000000	202111	02-123456	12/28/21 11:49 AM	\$100.00
3		MF000000	202111	03-123456	12/28/21 11:49 AM	\$100.00
4		MF000000	202111	04-123456	12/28/21 11:49 AM	\$100.00
5		MF000000	202111	05-123456	12/28/21 11:49 AM	\$100.00



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When you click on “**Report #**” below “Valid Reports” you can view a summary of the individual report as shown below.

The screenshot shows the 'Individual Valid Report' page. The header includes the TXGLO logo, 'TEXAS GENERAL LAND OFFICE', and navigation tabs: 'ROYALTY REPORTING', 'REPORTING CONTROLS', 'REPORTING HISTORY', 'CONTACT GLO', 'HELP / MANAGE PROFILE', and 'REPORTS & INVOICES'. The main content area has tabs for 'Upload', 'Overview', and 'Results'. On the left, there is a list of 'Valid Reports (9)' from Report-1 to Report-9, and 'Invalid Reports (2)'. The main area displays the details for an 'Individual Valid Report' with the following information:

Batch Number	520873
Number of Reports	9
Report Form	GLO1
Report Number	1
Report ID	
Lease Number	MF000000
Production Year	202111
Month	
RRC Number	01-123456
Royalty Due	\$100.00

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

The screenshot shows the 'Individual Invalid Reports' page. The header and navigation are the same as the previous screenshot. The main content area has tabs for 'Upload', 'Overview', and 'Results'. On the left, there is a list of 'Valid Reports (9)' and 'Invalid Reports (2)'. The main area displays the details for an 'Individual Invalid Report' with the following information:

Batch Number	520873	Number of Reports	2	Report Form	GLO1
Report Number	10	Possible Number of Errors	4		

Item	Element	Error Description	Error Resolution
29	Original Report	Number of Expected Reports Exceeded	Cannot file more than one report for each Report Control Record.
39	Reporting Control Record	Number of Expected Reports Exceeded	Cannot file more than one report for each Report Control Record.
39	Reporting Control Record	Number of Expected Reports Exceeded	Reports cannot be filed when Control Record for this report is in a suspended status.
39	Reporting Control Record	Number of Expected Reports Exceeded	Reversing reports must be filed before the rebooking report or included in the same file as the rebooking report.



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

**TEXAS GENERAL LAND OFFICE** Welcome Sign out

ROYALTY REPORTING REPORTING CONTROLS REPORTING HISTORY CONTACT GLO HELP / MANAGE PROFILE REPORTS & INVOICES

Upload **Payments** 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: \$77.67 Batch id: 520875 Blanket Authorization # (BAN): 1418

Prepared By: John Doe Royalty Payer Customer ID: C000012345 Date Prepared: 11/22/2021

Royalty Payer Name: John Doe Oil & Gas Telephone #: 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.	\$55.23	MF000000	202109	C000012345		01-123456
1301-Gas Roy.	\$55.23	MF000000	202109	C000012345		01-123456
1301-Gas Roy.	\$55.23	MF000000	202109	C000012345		01-123456
1301-Gas Roy.	\$55.23	MF000000	202109	C000012345		01-123456
1301-Gas Roy.	\$55.23	MF000000	202109	C000012345		01-123456
1301-Gas Roy.	\$55.22	MF000000	202109	C000012345		01-123456
1301-Gas Roy.	\$54.27	MF000000	202109	C000012345		01-123456

If one or more GLO3 reports have errors, the “Payment Errors” details will be displayed.

**TEXAS GENERAL LAND OFFICE** Welcome Sign out

ROYALTY REPORTING REPORTING CONTROLS REPORTING HISTORY CONTACT GLO HELP / MANAGE PROFILE REPORTS & INVOICES

Upload **Results** Export

Payment Errors (24)

Payment Error Details


Batch Number: 520876 Report From: GLO3

Item	Element	Error Description	Error Resolution
3005	Royalty Payment Amount	Invalid GLO3 Line Item Payment Amount	if payment type is 1301-Gas Roy. or 1302-Oil Roy. The Royalty Payment Amount must be positive or zero .
3005	Royalty Payment Amount	Invalid GLO3 Line Item Payment Amount	if payment type is 9301-Gas Roy. (Credit) or 9302- Oil Roy. (Credit). Royalty Payment Amount must be negative.
3005	Royalty Payment Amount	Invalid GLO3 Line Item Payment Amount	Royalty Payment Amount must be a valid dollar amount.
3005	Royalty Payment Amount	Invalid GLO3 Line Item Payment Amount	if payment type is 1301-Gas Roy. or 1302-Oil Roy. The Royalty Payment Amount must be positive or zero .
3005	Royalty Payment Amount	Invalid GLO3 Line Item Payment Amount	if payment type is 9301-Gas Roy. (Credit) or 9302- Oil Roy. (Credit). Royalty Payment Amount must be negative.
3005	Royalty Payment Amount	Invalid GLO3 Line Item Payment Amount	Royalty Payment Amount must be a valid dollar amount.
3005	Royalty Payment Amount	Invalid GLO3 Line Item Payment Amount	if payment type is 1301-Gas Roy. or 1302-Oil Roy. The Royalty Payment Amount must be positive or zero .





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Click the “Line Item-#” button under the “Payment Errors” section to the left to view detailed information for each selected line item.

**TEXAS GENERAL LAND OFFICE**Welcome [Sign out](#)

[ROYALTY REPORTING](#) | [REPORTING CONTROLS](#) | [REPORTING HISTORY](#) | [CONTACT GLO](#) | [HELP / MANAGE PROFILE](#) | [REPORTS & INVOICES](#)

Upload Results Export  

**Payment Errors (24)**

- Line Item-20
- Line Item-21
- Line Item-22
- Line Item-23
- Line Item-24
- Line Item-25
- Line Item-26

**Payment Error Details**

Item	Element	Error Description	Error Resolution
Batch Number: 520876 Report From: GLO3			
3005	Royalty Payment Amount	Invalid GLO3 Line Item Payment Amount	if payment type is 1301-Gas Roy. or 1302-Oil Roy. The Royalty Payment Amount must be positive or zero .
3005	Royalty Payment Amount	Invalid GLO3 Line Item Payment Amount	if payment type is 9301-Gas Roy. (Credit) or 9302- Oil Roy. (Credit), Royalty Payment Amount must be negative.
3005	Royalty Payment Amount	Invalid GLO3 Line Item Payment Amount	Royalty Payment Amount must be a valid dollar amount.



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## 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.

Action	Property Alias	GLO Lease #	GLO Unit #	District & RRC #	Drilling Permit #	RRC Lease	Report Form	Business Role	Request Type
***	Example 2	000009		8A-123456		Gas	GLO2	Reporting Company	Pending Add
***	Example	000001			02-123456	Permit	GLO1	Operator	Pending Add

### 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.





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- 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.





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## 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.

### Update Reporting Control Record

Required Fields\*

GLO Lease #*	<input type="text" value="123456"/> <small>EX: 123456</small>	Report Status*	<input type="text" value="Reporting"/>
GLO Unit #	<input type="text"/> <small>EX: 2832</small>	Report Form*	<input type="text" value="GLO2"/>
Property Alias	<input type="text" value="Example 2"/>	Business Role*	<input type="text" value="Reporting Company"/>
RRC Drilling Permit	<input type="text"/>	Filing Frequency*	<input type="text" value="Monthly"/>
District/Drilling Permit #	<input type="text" value="03"/> <input type="text" value="283261"/> <small>EX: 03 EX: 283261</small>	Suspend Reporting From	<input type="text"/>
Drilling Permit Begin Production Year/Month	<input type="text"/>	Suspend Reporting To	<input type="text"/>
Drilling Permit End Production Year/Month	<input type="text"/>		
RRC Lease Type	<input type="text" value="Gas"/>		
District/RRC #	<input type="text" value="8A"/> <input type="text" value="123456"/> <small>EX: 03 EX: 028326</small>		
RRC Begin Production Year/Month	<input type="text" value="202112"/>		

Comments

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.

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## 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.

The screenshot shows the 'Reporting Controls' landing page. At the top, there is a navigation bar with the TXGLO logo and the text 'TEXAS GENERAL LAND OFFICE'. Below this, there are several tabs: 'ROYALTY REPORTING', 'REPORTING CONTROLS' (which is active), 'REPORTING HISTORY', 'CONTACT GLO', 'HELP / MANAGE PROFILE', and 'REPORTS & INVOICES'. The main content area displays a welcome message for 'C000012345 - John Doe Oil & Gas' and a prominent red-bordered button labeled 'ADD A RECORD'. Below the button, there are options to 'Show Only Records with Unread Messages' and a 'Show Deleted Records?' checkbox. A table of records is shown with columns for Action, Property Alias, GLO Lease #, GLO Unit #, District & RRC #, Drilling Permit #, RRC Lease, Report Form, Business Role, and Request Type. Two example records are visible. At the bottom, it says 'Showing 1 to 2 of 2 entries'.

2. A new window with blank fields will open.

The screenshot shows the 'Add a Reporting Control Record' form. The form is titled 'Add a Reporting Control Record' and has a close button in the top right corner. It contains several required fields, indicated by a red asterisk (\*): 'GLO Lease #', 'GLO Unit #', 'Property Alias', 'RRC Drilling Permit', 'District/Drilling Permit #', 'Drilling Permit Begin Production Year/Month', 'Drilling Permit End Production Year/Month', 'RRC Lease Type', 'District/RRC #', 'RRC Begin Production Year/Month', 'Report Status\*', 'Report Form\*', 'Business Role\*', 'Filing Frequency\*', 'Suspend Reporting From', and 'Suspend Reporting To'. There is also a text area for 'Additional Comments'. At the bottom of the form, there are three buttons: 'Submit', 'Exit', and 'Submit and Copy'. The background shows a dimmed view of the 'Reporting Controls' landing page.

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.

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## 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.”

The screenshot shows a web form titled "Update Reporting Control Record". The form is divided into several sections:

- Left Column:**
  - GLO Lease #: 12345 (EX: 123456)
  - GLO Unit #: (EX: 2832)
  - Property Alias: (empty)
  - RRC Drilling Permit: (dropdown)
  - District/Drilling Permit #: (dropdown) (EX: 03) (EX: 283261)
  - Drilling Permit Begin Production Year/Month: (calendar icon)
  - Drilling Permit End Production Year/Month: (calendar icon)
  - RRC Lease Type: Gas (dropdown)
  - District/RRC #: (dropdown) (EX: 03) (EX: 123456) (EX: 028326)
  - RRC Begin Production Year/Month: 201406 (calendar icon)
- Right Column (Required Fields):**
  - Report Status\*: Reporting (dropdown)
  - Report Form\*: GLO1 (dropdown)
  - Business Role\*: Operator (dropdown)
  - Filing Frequency\*: Monthly (dropdown)
  - Suspend Reporting From: (calendar icon)
  - Suspend Reporting To: (calendar icon)
  - Required Comments\*: (text area)
- Bottom:**
  - Comments: (text area)
  - Buttons: Submit, Exit, Cancel

## 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.

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- 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.

Update Reporting Control Record

GLO Lease # 111111 EX: 123456

GLO Unit # EX: 2832

Property Alias

RRC Drilling Permit Permit

District/Drilling Permit # 01 123456 EX: 03 EX: 283261

Drilling Permit Begin Production Year/Month 202201

Drilling Permit End Production Year/Month

RRC Lease Type Oil

District/RRC # 01 12345 EX: 03 EX: 028326

RRC Begin Production Year/Month 202202

Report Status\* Reporting

Report Form\* GLO1

Business Role\* Operator

Filing Frequency\* Monthly

Suspend Reporting From

Suspend Reporting To

Required Comments\* Added RRC #

Comments

Submit Exit Cancel

- Enter a brief explanation for the changes in the “Required Comments” section.
- Click “Submit.”

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### 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.

The screenshot shows the 'Update Reporting Control Record' interface. It contains several input fields and dropdown menus for record details. On the right side, there are dropdown menus for 'Report Status\*', 'Report Form\*', 'Business Role\*', and 'Filing Frequency\*'. Below these are 'Suspend Reporting From' and 'Suspend Reporting To' fields with calendar icons. At the bottom, a toolbar contains buttons for 'Enter Comment', 'Edit', 'Delete' (highlighted with a red box), 'Exit', 'Undo', 'History', and 'Copy'. A 'Comments' text area is located above the toolbar.

3. Choose “Yes” in the “Delete Confirmation” box that appears (see below).

The screenshot shows a 'Delete Confirmation' dialog box with the text 'Are you sure you want to delete?' and two buttons: 'Yes' and 'No'.

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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.

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## 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.

Action	Property Alias	GLO Lease #	GLO Unit #	District & RRC #	Drilling Permit #	RRC Lease	Report Form	Business Role	Request Type
***		111111			01-123456	Permit	GLO1	Operator	Pending Update

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

Update Reporting Control Record

Comments

02/22/2022 [14:52:15] (GLOadm) - Please provide explanation for why the Drilling Permit Production Year/Month was updated.

02/22/2022 [14:51:06] (C000022871) - Updated Drilling Permit Production Year/Month

Enter Comment Edit Delete Exit Undo History Copy

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3. To respond to the GLO, click the “Enter Comment” button.





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

The screenshot shows the 'Update Reporting Control Record' form. The form contains several input fields and dropdown menus. A modal dialog box titled 'Enter Comment' is open in the center, with a text area for 'ENTER REPLY:' and a 'Send Comment' button. Below the form, there is a 'Comments' section with a list of comments and a row of buttons: 'Enter Comment', 'Edit', 'Delete', 'Exit', 'Undo', 'History', and 'Copy'.

Field	Value
GLO Lease #	111111
GLO Unit #	
Property Alias	
RRC Drilling Permit	Permit
District/Drilling Permit #	01
Drilling Permit Begin Production Year/Month	202209
Drilling Permit End Production Year/Month	
RRC Lease Type	
District/RRC #	
RRC Begin Production Year/Month	
Report Status*	Reporting
Report Form*	GLO1
Business Role*	Operator

**Comments**

- 02/22/2022 [14:51:06] (C000022871) - Updated Drilling Permit Production Year/Month
- 02/22/2022 [14:52:15] (GLOAdm) - Please provide explanation for why the Drilling Permit Production Year/Month was updated.

Buttons: Enter Comment, Edit, Delete, Exit, Undo, History, Copy

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.

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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 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.

TEXAS GENERAL LAND OFFICE

Welcome Sign out

ROYALTY REPORTING REPORTING CONTROLS REPORTING HISTORY CONTACT GLO HELP / MANAGE PROFILE REPORTS & INVOICES

Batch History Search Reports

Home C000012345 - John Doe Oil & Gas

Display 100 Records Show Filter

Batch	Results	Name	Report Type	Date Submitted	Status
19032		GLO2 1114 gas.txt	GLO2	2015-01-20 13:34:15.34	Accepted
18768		GLO1 1114OIL.txt	GLO1	2015-01-05 13:25:37.853	Accepted
182792		GLO2 1014 gas.txt	GLO2	2014-12-03 09:11:48.367	Accepted
182787		GLO1 1014OIL.txt	GLO1	2014-12-03 09:07:03.757	Accepted
180626		GLO2 0814 gas.txt	GLO2	2014-11-13 08:23:31.737	Accepted
179200		GLO1 0814OIL.txt	GLO1	2014-11-04 16:34:02.347	Accepted
176129		GLO2 0814 gas.txt	GLO2	2014-10-13 13:46:35.303	Accepted
176138	Show Results	GLO2 0814 gas.txt	GLO2	2014-10-13 13:45:04.47	Rejected
176135	Show Results	GLO2 0814 gas.txt	GLO2	2014-10-13 13:40:15.423	Rejected
173999		GLO1 0814OIL.txt	GLO1	2014-10-01 15:48:49.67	Accepted
171858		GLO2 0714 gas.txt	GLO2	2014-09-12 08:13:43.957	Accepted
171854	Show Results	GLO2 0714 gas.txt	GLO2	2014-09-12 08:11:32.187	Rejected
169815		GLO1 0714OIL.txt	GLO1	2014-09-03 08:24:22.037	Accepted
169810	Show Results	GLO1 0714OIL.txt	GLO1	2014-09-03 08:22:13.87	Rejected

Showing 1 to 100 of 147 entries

First Previous Page 1 of 2 Next Last

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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.

Batch History Search Reports

Welcome

Display 5 Records  Show Filter

Batch Id	Results	Name	Report Type	Date Submitted	Status
190332		GLO2 1114 gas.txt	GLO2	2015-01-20 13:34:15.34	Accepted
187680		GLO1 1114OIL.txt	GLO1	2015-01-05 13:25:37.853	Accepted
182792		GLO2 1014 gas.txt	GLO2	2014-12-03 09:11:48.367	Accepted
182787		GLO1 1014OIL.txt	GLO1	2014-12-03 09:07:03.757	Accepted
180626		GLO2 0914 gas.txt	GLO2	2014-11-13 08:23:31.737	Accepted

Showing 1 to 5 of 147 entries

List Previous Page 1 of 30 Next List

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

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## 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.*

The screenshot displays the 'Search Criteria' page of the Royalty Reporting and Control System. The page header includes the TXGLO logo, 'TEXAS GENERAL LAND OFFICE', and user information: 'Welcome c000012345' and 'Sign out'. Navigation tabs include 'ROYALTY REPORTING', 'REPORTING CONTROLS', 'REPORTING HISTORY', 'CONTACT GLO', and 'HELP / MANAGE PROFILE'. Below the header, there are tabs for 'Batch History' and 'Search Reports'. The 'Search Criteria' section contains the following fields and controls:

- Report Form:** Radio buttons for GLO1 (selected), GLO2, and GLO3.
- Filer Id:** C000012345
- Filer Name:** TEST REPORTING COMPANY
- Lease Number:** Text input field with placeholder 'Enter Lease Number'.
- Unit Number:** Text input field with placeholder 'Enter Unit Number'.
- Date Submission:** Dropdown menu set to 'Equals' and a date input field with format 'MM/DD/YYYY' and a calendar icon.
- Prod YYYYMM:** Dropdown menu set to 'Equals' and a date input field with format 'YYYYMM' and a calendar icon.
- District/RRC #:** Dropdown menu set to 'Select' and a text input field.
- Report Id:** Text input field with placeholder 'Enter Report Id'.
- Batch Id:** Text input field with placeholder 'Enter Batch Id'.

At the bottom of the search criteria section, there are two buttons: 'Search Reports' (highlighted with a red box) and 'Clear Search'.

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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.

The screenshot shows the 'Search Criteria' form in the 'Search Reports' section. The form includes fields for Report Form (radio buttons for GLO1, GLO2, GLO3), Lease Number, Unit Number, Date Submission, Prod YYYYMM, District/RRC #, Report Id, Filer Id, Filer Name, and Batch Id. At the bottom of the form, there are two buttons: 'Stop Search' (with a magnifying glass icon) and 'Clear Search' (with an 'X' icon). The 'Stop Search' button is highlighted with a red box.

Click on the “Clear Search” button to clear the details entered in the “Search Criteria” section.

This screenshot is identical to the previous one, but the 'Clear Search' button (with an 'X' icon) is now highlighted with a red box, indicating it has been clicked. The 'Stop Search' button is no longer visible.

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## SEARCH RESULTS

The search results will be displayed in a grid.

The screenshot shows the 'Search Reports' interface. At the top, there's a navigation bar with 'ROYALTY REPORTING', 'REPORTING CONTROLS', 'REPORTING HISTORY', 'CONTACT GLO', 'HELP / MANAGE PROFILE', and 'REPORTS & INVOICES'. Below this is a 'Search Criteria' section with various input fields: Report Form (radio buttons for GLO1, GLO2, GLO3), Lease Number, Unit Number, Date Submission (dropdown and date picker), Prod YYYYMM (dropdown and date picker), Filer Id (C000012345), District/RRC # (dropdown), Report Id (input), Filer Name (Garrivinh Oil), and Batch Id (input). There are 'Search Reports' and 'Clear Search' buttons. Below the search criteria is a table with columns: Batch Id, GLO Lease #, District & RRC #, GLO Unit #, Prod YYYYMM, Submitted Date, Report Id, Original Report, Original Report Id, Royalty Due, Report #, and Lease Name. The table contains two rows of data. At the bottom, there are 'Display' (100), 'Records', 'Show Filter', and 'Export' options.

Batch Id	GLO Lease #	District & RRC #	GLO Unit #	Prod YYYYMM	Submitted Date	Report Id	Original Report	Original Report Id	Royalty Due	Report #	Lease Name
30742	123456	01-12345		201110	2011-12-01 17:22:50.773	GwtISM	Yes		\$18,826.99	1	John Doe #1
30742	123456	02-123456		201110	2011-12-01 17:22:50.773	9SNG6J	Yes		\$18,826.99	2	

**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.

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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:

TEXAS GENERAL LAND OFFICE Welcome [Sign out](#)

ROYALTY REPORTING | REPORTING CONTROLS | **REPORTING HISTORY** | CONTACT GLO | HELP / MANAGE PROFILE | REPORTS & INVOICES

Batch History [Search Reports](#) Previous Next Close

#### Heading Information

Lease Number	123456	Unit Number		Tract Participation Factor	0.50000000
RRC Oil District and Lease Number		RRC Gas District and Well ID		RRC Drilling Permit Number	01-123456
Production Report	GLO1	Production YYYYMM	201110	Report Type	Unitized
Gross Production / Disposition Volume Report	No	Original Report	Yes	Original Report ID	
Report Number	1	RRC Lease Name		RRC Field Name	BLOCK 23L (LH-13)
Operator CID	C000012345	Royalty Report Paid by CID	C000012345	Purchaser Tax ID	012345678
Annual Report	No	Sells to an Affiliated Entity	No	GLO Take Oil in Kind	No
Override Code		Does the Royalty Net Barrels Represent the Entire Royalty Obligation?	No	Property Alias	

#### Dispositions

Beginning Stock		Gross Production		Ending Stock	
Disp. Code	Description	Net Volume			
Drip Oil		Royalty Due Net Barrels	835.340000	Unit Value	112.690599
Gross Value	\$94,134.97	API Gravity	50.200000	Royalty Decimal	0.200000
Royalty Due	\$18,826.99				

#### Other Information

Report Id	ABC123	Batch Id	30742	Date Prepared	12/01/2011
Prepared By	John Doe	Reporting Company CID	C000012345	Date Accepted	12/01/2011 17:22:50
Phone	555-123-4567	Reporting Company Name	Garrivinh OilGas	BAN	1000
Email	john.doe@aol.com				
Comments					

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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:

TEXAS GENERAL LAND OFFICE
Welcome [Sign out](#)

ROYALTY REPORTING
REPORTING CONTROLS
REPORTING HISTORY
CONTACT GLO
HELP / MANAGE PROFILE
REPORTS & INVOICES

Batch History
Search Reports

Previous
Next
✖ Close

### Heading Information

Lease Number: <input type="text" value="123456"/>	Unit Number: <input type="text" value="0001"/>	Tract Participation Factor: <input type="text" value="0.50000000"/>
RRC Oil District and Lease Number: <input type="text"/>	RRC Gas District and Well ID: <input type="text" value="01-123456"/>	RRC Drilling Permit Number: <input type="text" value="01-654321"/>
Production Report: <input type="text" value="GLO2"/>	Production YYYYMM: <input type="text" value="201110"/>	Report Type: <input type="text" value="Utilized"/>
Gross Production / Disposition Volume Report: <input type="text" value="No"/>	Original Report: <input type="text" value="No-Reverse"/>	Original Report ID: <input type="text" value="aBc123"/>
Report Number: <input type="text" value="00001"/>	RRC Lease Name: <input type="text"/>	RRC Field Name: <input type="text"/>
Operator CID: <input type="text" value="C000012345"/>	Royalty Report Paid by CID: <input type="text" value="C000012345"/>	Purchaser Tax ID: <input type="text" value="000001234"/>
Annual Report: <input type="text" value="No"/>	Sells to an Affiliated Entity: <input type="text" value="No"/>	GLO Take Gas in Kind: <input type="text" value="No"/>
Override Code: <input type="text"/>	Accounting for 8/8ths: <input type="text" value="No"/>	Property Alias: <input type="text"/>

### Production Volumes

Formation: <input type="text"/>	Non-Formation: <input type="text"/>	Flash Gas: <input type="text"/>
---------------------------------	-------------------------------------	---------------------------------

### Disposition Volumes

Volume type	Volume	Volume type	Volume

### Valuation Accounting

Disposition Code	Description	Net Volume	Unit Value/MMBTU	BTU Factor	Gross Value
3A	Residue Gas Sales	-18,299	3.558069	1.229278	-\$80,037.2
	Flash Gas	-817	3.501699	1.324771	-\$3,790.02
	Ethanes	-32,553	0.887814		-\$28,901.02
	Propanes	-38,813	1.470331		-\$57,067.94
	Normal Butanes	-12,661	1.811864		-\$22,940.01
	Iso Butanes	-14,861	2.146024		-\$31,877.2
	Natural Gasoline	-12,070	2.256706		-\$27,233.14
Gross Value for all products		-\$251,846.53	Additional Value	Additional Value - Keep Whole	
Total Gross Value		-\$251,846.53	Royalty Decimal	0.200000	Total Royalty Due
					-\$50,369.31

### Other Information

Report id: <input type="text" value="3c2b1a"/>	Batch id: <input type="text" value="104112"/>	Date Prepared: <input type="text" value="05/14/2013"/>
Prepared By: <input type="text" value="John Doe"/>	Reporting Company CID: <input type="text" value="C000012345"/>	Date Accepted: <input type="text" value="05/14/2013 10:23:20"/>
Phone: <input type="text" value="555-123-4567"/>	Reporting Company Name: <input type="text" value="Garrivinh OilGas"/>	BAN: <input type="text" value="1000"/>
Email: <input type="text" value="john.doe@aol.com"/>	Comments: <input style="width: 100%;" type="text"/>	

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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:

The screenshot shows the 'Royalty Payment Form' interface. At the top, there is a navigation bar with the TXGLO logo, the text 'TEXAS GENERAL LAND OFFICE', and a 'Welcome' message with a 'Sign out' link. Below this are several menu items: 'ROYALTY REPORTING', 'REPORTING CONTROLS', 'REPORTING HISTORY', 'CONTACT GLO', 'HELP / MANAGE PROFILE', and 'REPORTS & INVOICES' (which has a red notification badge with the number '1').

The main content area is titled 'Batch History' and includes a 'Search Reports' button. In the top right corner of this section, there are three buttons: 'Previous', 'Next', and 'Close' (with a red 'X' icon).

The 'Royalty Payment Form' displays the following information:

- Payment Amount:** \$100.00
- Batch ID:** 338820
- Blanket Authorization # (BAN):** 1000
- Prepared By:** John Doe
- Royalty Payer Customer ID:** C000012345
- Date Prepared:** 01/15/2018
- Royalty Payer Name:** Garrivinh OilGas
- Telephone #:** 555-123-4567
- E-Mail Address:** John.Doe@aol.com

Below this information is a table with the following columns: Payment Type, Royalty Payment Amount, State Lease #, Production Year Month, GLO-1/2 Reporting Company, Property Alias Name, and RRC # (with sub-headers for RRC Well ID and RRC Drilling Permit #).

Payment Type	Royalty Payment Amount	State Lease #	Production Year Month	GLO-1/2 Reporting Company	Property Alias Name	RRC # RRC Well ID RRC Drilling Permit #
1301-Gas Roy.	\$64.61	123456	201708	C000012345		01-123456
1301-Gas Roy.	\$24.57	123456	201710	C000012345		01-123456
1301-Gas Roy.	\$18.50	123456	201711	C000012345		01-123456

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.

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## CONTACT GLO

Click the “**Contact GLO**” tab to view GLO Contact information as shown below.

The screenshot shows the TXGLO website interface. At the top, there is a navigation bar with the TXGLO logo and the text 'TEXAS GENERAL LAND OFFICE'. To the right of the logo, there is a 'Welcome' message and a 'Sign out' link. Below the navigation bar, there are several tabs: 'ROYALTY REPORTING', 'REPORTING CONTROLS', 'REPORTING HISTORY', 'CONTACT GLO' (which is highlighted in blue), 'HELP / MANAGE PROFILE', and 'REPORTS & INVOICES' (with a red notification badge). The main content area is titled 'General Land Office Contacts' and contains the following text:

**For assistance please contact GLO staff:**  
Hours of operation: 8:00am-5:00pm(CST)  
Email: [glo123@glo.texas.gov](mailto:glo123@glo.texas.gov)  
Phone: (512)463-6850

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](mailto:glo123@glo.texas.gov)) to email the GLO.
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](mailto: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”.

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5. Click the “Edit” button in the Personal Information section.



## Account

Personal Information		Edit
First name	RRAC	
Last name	REPORTING COMPANY	
Okta username	C000012345	

6. Update the Primary email and click **“Save”**.

Personal Information		Cancel
First name	<input type="text" value="RRAC"/>	
Last name	<input type="text" value="REPORTING COMPANY"/>	
Okta username	C000012345	
Primary email	<input type="text" value="newemail@glo.texas.gov"/>	
Secondary email	<input type="text"/>	
Mobile phone	<input type="text"/>	
Display name	C000022871	

Save

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## 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.

The screenshot shows the user interface for the Texas General Land Office Royalty Reporting and Control System. The top navigation bar includes the TXGLO logo, the text 'TEXAS GENERAL LAND OFFICE', and a 'Sign out' link. Below this is a secondary navigation bar with tabs for 'ROYALTY REPORTING', 'REPORTING CONTROLS', 'REPORTING HISTORY', 'CONTACT GLO', 'HELP / MANAGE PROFILE', and 'REPORTS & INVOICES'. The 'REPORTS & INVOICES' tab is highlighted with a red arrow and has a notification counter '1'. Below the navigation bar, the user is logged in as 'C000012345 - Garrivinh OilGas'. The main content area shows a 'Statement of Account' sub-tab, which is also highlighted with a red arrow and has a notification counter '1'. Other sub-tabs include 'Missing Report', 'Late Royalty Billing', 'Late Report Billing', 'Recon Billing', and 'Emails'. Below the sub-tabs, there is a 'Display' dropdown set to '100', a 'Records' checkbox, and a 'Show Filter' checkbox. A 'Report Link' section contains a 'Download' link. At the bottom, it says 'Showing 1 to 1 of 1 entries'.

## 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.

This screenshot is identical to the previous one, showing the 'Statement of Account' sub-tab. The 'Download' link under the 'Report Link' section is highlighted with a red box.

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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.

The screenshot shows the Texas General Land Office (TXGLO) Royalty Reporting and Control System interface. The user is logged in as C000012345 - Garrivinh OilGas. The 'Missing Report' tab is selected, showing a table of reports from August 2021 to December 2021. The 'Download' link for the December 2021 report is highlighted with a red box.

Report Date	Report Link
Dec 2021	<a href="#">Download</a>
Nov 2021	<a href="#">Download</a>
Oct 2021	<a href="#">Download</a>
Sep 2021	<a href="#">Download</a>
Aug 2021	<a href="#">Download</a>

**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.

The screenshot shows the Texas General Land Office (TXGLO) Royalty Reporting and Control System interface. The user is logged in as C000012345 - Garrivinh OilGas. The 'Late Royalty Billing' tab is selected, showing a single 'Download' link for the most recent invoice, which is highlighted with a red box.

Report Link
<a href="#">Download</a>

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

TEXAS GENERAL LAND OFFICE

Welcome [User Name] Sign out

ROYALTY REPORTING REPORTING CONTROLS REPORTING HISTORY CONTACT GLO HELP / MANAGE PROFILE REPORTS & INVOICES

Welcome C000012345 - Garrivinh OilGas

Statement of Account Missing Report Late Royalty Billing **Late Report Billing** Recon Billing Emails

Display 100 Records Show Filter

Report Link

**Download**

Showing 1 to 1 of 1 entries

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.

TEXAS GENERAL LAND OFFICE

Welcome [User Name] Sign out

ROYALTY REPORTING REPORTING CONTROLS REPORTING HISTORY CONTACT GLO HELP / MANAGE PROFILE REPORTS & INVOICES

Welcome C000012345 - Garrivinh OilGas

Statement of Account Missing Report Late Royalty Billing Late Report Billing **Recon Billing** Emails

Display 100 Records Show Filter

Invoice #	Invoice Date	Amount Billed(USD)	Report Link
202110002	Apr 1 2021	\$2,000.01	<a href="#">Download</a>
202110003	Jun 1 2021	\$100.00	<a href="#">Download</a>
202110004	Aug 1 2021	\$2,000.01	<a href="#">Download</a>
202210001	Oct 1 2021	\$100.00	<a href="#">Download</a>
202210002	Nov 1 2021	\$2,000.01	<a href="#">Download</a>
202210003	Dec 1 2021	\$100.00	<a href="#">Download</a>

**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.

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## 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).

Welcome C000012345 - GARRIVINH OILGAS

Statement of Account Missing Report <sup>1</sup> Late Royalty Billing Late Report Billing Recon Billing **Emails**

Add Email

Display 100 Records  Show Filter

Name	Email Address	Report Type
GARRIVINH OILGAS	GV@gmail.com	All Reports
John Doe	John@aol.com	Statement of Account, Missing Report, Late Royalty Billing, Late Report Billing

Showing 1 to 2 of 2 entries

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## 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.

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.

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.

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### 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.

The screenshot shows the 'Update Email' form with the following fields and options:

- Name\***: John Doe
- Email Address\***: john@aol.com
- Select Type of Report\***:
  - All Reports
  - Statement of Account
  - Missing Report
  - Late Royalty Billing
  - Late Report Billing

At the bottom, there are three buttons: 'Save', 'Delete' (highlighted with a red box), and 'Cancel'. A 'Required Fields\*' label is visible in the top right corner of the form.

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

The screenshot shows the 'Delete Confirmation' dialog box overlaid on the 'Update Email' form. The dialog box contains the text: "Are you sure you want to delete this email setting?". Below the text are two buttons: 'Yes' (highlighted with a red box) and 'No'. The 'Update Email' form is partially visible in the background, showing the 'Late Report Billing' checkbox checked and the 'Save', 'Delete', and 'Cancel' buttons at the bottom.

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