

# General Land Office



## RRAC Online Ledger User Guide



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## General Overview

1. Log into RRAC Production Site: <https://rrac.glo.texas.gov>
2. Click the "Ledger" top-level tab

Environment: Test Welcome LLeverri Sign out

ROYALTY REPORTING REPORTING CONTROLS REPORTING HISTORY CONTACT GLO HELP / MANAGE PROFILE

REPORTS & INVOICES LEDGER

Validate and Upload Validation History

[Due Date Calendar](#)

NOTICE Validate File

- The Test (Sandbox) website has been removed from the RRAC system and a two-step report submission process has been put in its place. The first step is "file validation" which will check the file for errors. The second step is "uploading" the validated file to the database. The report forms have not been revised. This change only involves the report submission process. Companies retain the ability to "test" files, no system functionality will be lost.
- Report IDs are available under the Reporting History>Search Reports tab in RRAC. See the RRAC User Guide for more details: [https://www.glo.texas.gov/energy-business/oil-gas/rrac/forms/rrac\\_2\\_0\\_user\\_guide.pdf](https://www.glo.texas.gov/energy-business/oil-gas/rrac/forms/rrac_2_0_user_guide.pdf)
- Reporting Controls can be transferred between companies when assets are sold. Please contact [glo123@glo.texas.gov](mailto:glo123@glo.texas.gov) for more details.

Royalty Reporting and Control System

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)

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

3. There are 4 sub-tabs within the Ledger tab:
  - Due Vs. Paid
  - Lease Payments
  - Applied Payments
  - Unapplied Payments

TEXAS GENERAL LAND OFFICE

PENDING REQUESTS REPORTING CONTROLS REPORTING HISTORY USER MANAGEMENT REPORTS & INVOICES LEDGER

Due Vs Paid Lease Payments Applied Payments Unapplied Payments

Due Vs Paid

Lease Number \*

Production Year/Month \*

Red asterisks (\*) denote required fields



## Due Vs. Paid

Enter the desired search criteria on the **Search Screen**:

The screenshot shows the 'Due Vs Paid' search interface. At the top, there is a navigation bar with the TXGLO logo and the text 'TEXAS GENERAL LAND OFFICE'. Below this are several menu items: 'PENDING REQUESTS', 'REPORTING CONTROLS', 'REPORTING HISTORY', 'USER MANAGEMENT', 'REPORTS & INVOICES', and 'LEDGER'. The 'LEDGER' menu item is highlighted. Below the navigation bar, there are four tabs: 'Due Vs Paid', 'Lease Payments', 'Applied Payments', and 'Unapplied Payments'. The 'Due Vs Paid' tab is selected. The main content area is titled 'Due Vs Paid' and contains the following search criteria:

- Lease Number \***: A text input field with the placeholder text 'Enter Lease Number'.
- Production Year/Month \***: A dropdown menu currently set to 'Equals', followed by a date input field with the placeholder 'YYYYMM' and a calendar icon.

At the bottom of the search area, there are two buttons: 'Search Reports' and 'Clear Search'.

The **Results Screen** will display the results based on the search criteria:

The screenshot shows the 'Results Screen' for the 'Due Vs Paid' search. The interface is similar to the search screen, but the search criteria are populated: 'Lease Number' is '120975' and 'Production Year/Month' is 'Less Than' with a date of '202503'. The search results are displayed in a table with the following columns: 'Lease Number', 'Production Year Month', 'Gas Due', 'Gas Paid', 'Gas Due Vs Paid', 'Oil Due', 'Oil Paid', 'Oil Due Vs Paid', and 'Total Net Difference'. The table is currently empty, and a yellow arrow points to the 'Export' button in the top right corner of the table area. The bottom of the screen shows a pagination bar with 'Previous', '1', and 'Next' buttons.



## Lease Payments

Enter the desired search criteria on the **Search Screen**:

The **Results Screen** will display the results based on the search criteria:

**Note:** When searching on a "Lease Number" for a "GLO3 Adjustment" payment type that nets to \$0, the "Check Number" will appear as "NA" in the report. This is because there is no check number for Net-Zero GLO3 Adjustments.



## Applied Payments

Enter the desired search criteria on the **Search Screen**:

The screenshot shows the 'Applied Payments' search interface. At the top, the TXGLO logo and 'TEXAS GENERAL LAND OFFICE' are displayed. A navigation bar includes 'PENDING REQUESTS', 'REPORTING CONTROLS', 'REPORTING HISTORY', 'USER MANAGEMENT', 'REPORTS & INVOICES', and 'LEDGER'. The 'Select Company' dropdown is set to 'C000002398 - HUNT OIL CO'. Below this are tabs for 'Due Vs Paid', 'Lease Payments', 'Applied Payments' (selected), and 'Unapplied Payments'. The search criteria section includes: 'Lease Number' (input field: 'Enter Lease Number'), 'ACH or Check #' (input field: 'Enter ACH or Check #'), radio buttons for 'Oil Royalty', 'Gas Royalty', and 'Both Oil and Gas Royalty \*', 'Payment Received Date' (dropdown: 'Equals', date field: 'MM/DD/YYYY'), and 'Production Year/Month \*' (dropdown: 'Equals', date field: 'YYYYMM'). At the bottom are 'Search Reports' and 'Clear Search' buttons.

The **Results Screen** will display the results based on the search criteria:

The screenshot shows the 'Results Screen' for 'Applied Payments'. The search criteria from the previous screen are populated: 'Lease Number' is '112483', 'ACH or Check #' is 'Enter ACH or Check #', 'Payment Received Date' is 'Equals' with date 'MM/DD/YYYY', and 'Production Year/Month \*' is 'Less Than' with date '202501'. An 'Export' button with a download icon is visible on the right. Below the search criteria is a table header with columns: 'Customer ID', 'Royalty Payer', 'Lease Number', 'Production Year Month', 'Product', 'ACH/Check #', 'Received Date', and 'Payment Amount'. A yellow arrow points to the 'Export' button.

**Note:** When searching on a "Lease Number" for a "GLO3 Adjustment" payment type that nets to \$0, the "Check Number" will appear as "NA" in the report. This is because there is no check number for Net-Zero GLO3 Adjustments.



## Unapplied Payments

- **Note:** Unlike the other three tabs, there are no required fields for the search criteria, enabling the user to view all ACH/Check #s for up to 3000 records.

Enter the desired search criteria on the **Search Screen:**

The screenshot shows the 'Unapplied Payments' search interface. At the top, the TXGLO logo and 'TEXAS GENERAL LAND OFFICE' are displayed. A navigation bar includes 'PENDING REQUESTS', 'REPORTING CONTROLS', 'REPORTING HISTORY', 'USER MANAGEMENT', 'REPORTS & INVOICES', and 'LEDGER'. The 'Select Company' dropdown is set to 'C000002398 - HUNT OIL CO'. Below this, there are four tabs: 'Due Vs Paid', 'Lease Payments', 'Applied Payments', and 'Unapplied Payments' (which is selected). The search criteria section includes an 'ACH or Check #' input field, a 'Payment Received Date' dropdown set to 'Equals' with a date input field 'MM/DD/YYYY', and buttons for 'Search Reports' and 'Clear Search'.

The **Results Screen** will display the results based on the search criteria:

The screenshot shows the results screen for 'Unapplied Payments'. It features the same navigation and search criteria as the previous screen. Below the search criteria, there is a table with columns for 'Payment Received Date', 'ACH/Check #', 'Original Amount', and 'Outstanding Amount'. The table is currently empty. A yellow arrow points to an 'Export' button in the top right corner of the table area. At the bottom, it indicates 'Showing 1 to 50 of 3,000 entries' and a pagination control showing 'Previous 1 2 3 4 5 ... 60 Next'.



## Exporting search results

1. Once a search is conducted for Reports on all four tabs, and data is brought back, the application provides an export feature. The export feature allows users to download data in PDF or Excel formats for further analysis or record-keeping.
  - Each section/tab on Ledger provides a detailed table summarizing Report Search Criteria. To facilitate data sharing and offline access, the system includes two export options:
    - **Export to PDF**
    - **Export to Excel**
  - **Exporting to PDF**
    - Locate the **PDF icon** at the top-right corner of the table.
    - Click on the icon labeled "Export to PDF."
    - The system will generate a PDF file containing all visible data from the table.
    - Save or open the file directly from your browser's download manager.
  - **Exporting to Excel**
    - Locate the **Excel icon** next to the PDF export option.
    - Click on the icon labeled "Export to Excel."
    - The system will generate an Excel file (.xlsx) with all visible data from the table.
    - Save or open the file using any compatible spreadsheet software (e.g., Microsoft Excel, Google Sheets).
  - **Tips for Using Exported Files**
    - Ensure that filters are applied before exporting if you need specific data subsets.
    - Verify that your browser settings allow downloads from this system.
    - For large datasets, exporting to Excel is recommended for easier manipulation and analysis.





## Report Filers

Report Filer Users will not have access to the Ledger tab.

Environment: Test Welcome LLeverri Sign out

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External ReportFiler-no access to LEDGER

Validate File

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- Reporting Controls can be transferred between companies when assets are sold. Please contact [glo123@glo.texas.gov](mailto:glo123@glo.texas.gov) for more details.

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