General Land Office



RRAC Online Ledger User Guide



TEXAS GENERAL LAND OFFICE

Table of Contents

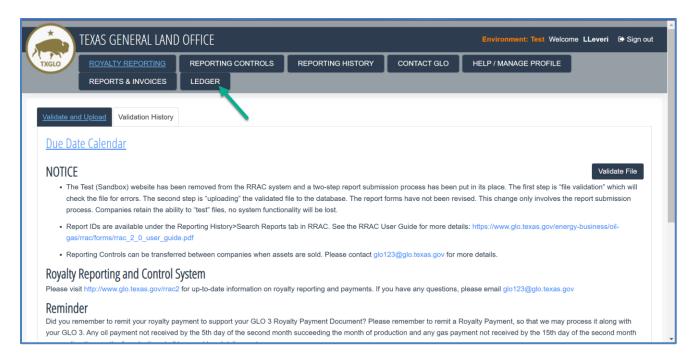
General Overview	2
Due Vs. Paid	3
Lease Payments	
Applied Payments	
Unapplied Payments	
Exporting search results	
Renort Filers	



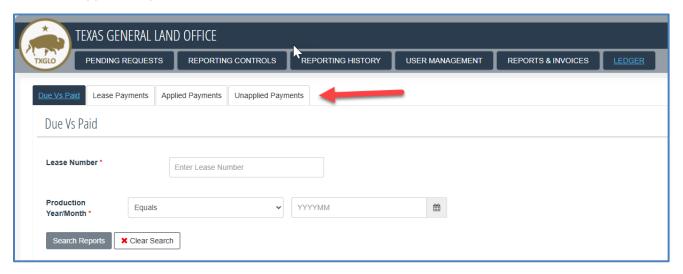
TEXAS GENERAL LAND OFFICE

General Overview

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



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



Red asterisks (*) denote required fields

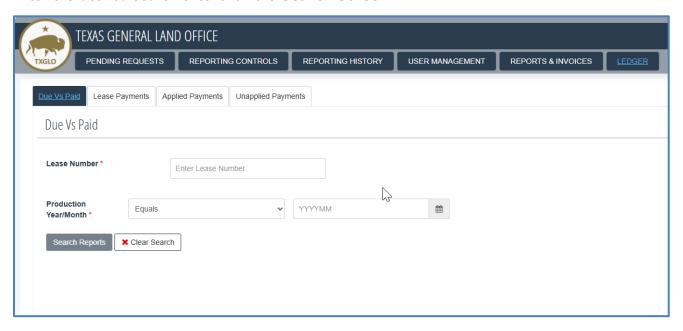
March 2025 Page 2 of 8



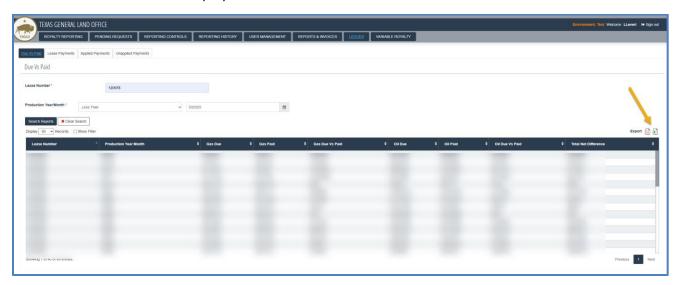
TEXAS GENERAL LAND OFFICE

Due Vs. Paid

Enter the desired search criteria on the Search Screen:



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



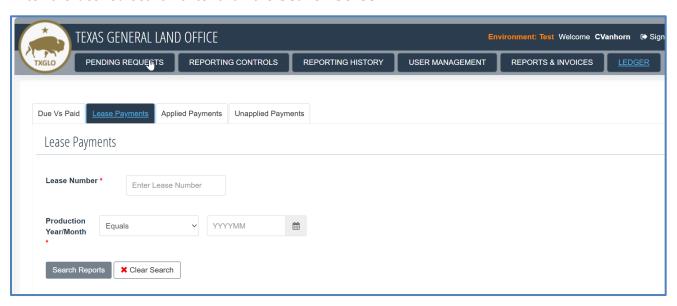
March 2025 Page 3 of 8



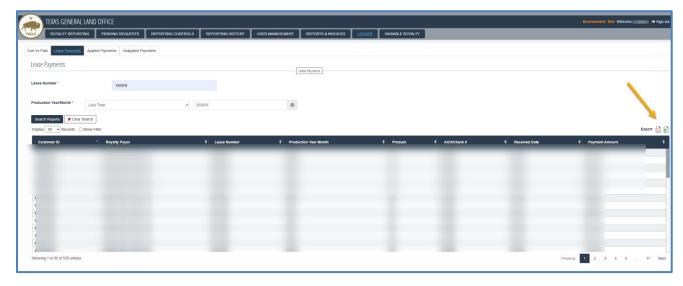
TEXAS GENERAL LAND OFFICE

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.

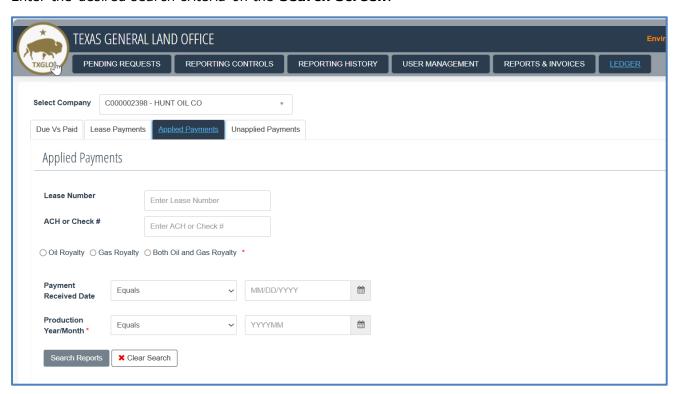
March 2025 Page 4 of 8



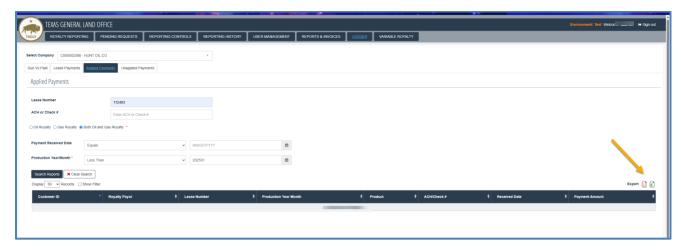
TEXAS GENERAL LAND OFFICE

Applied 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.

March 2025 Page 5 of 8

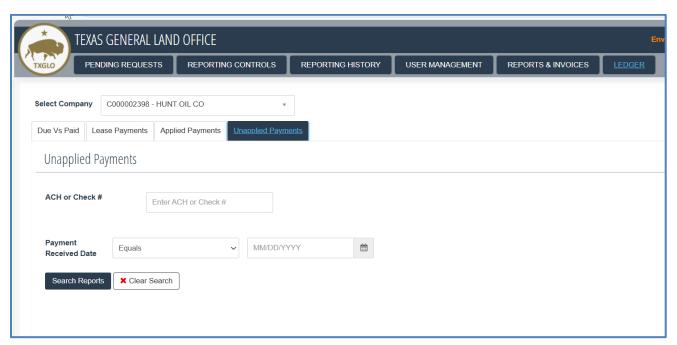


TEXAS GENERAL LAND OFFICE

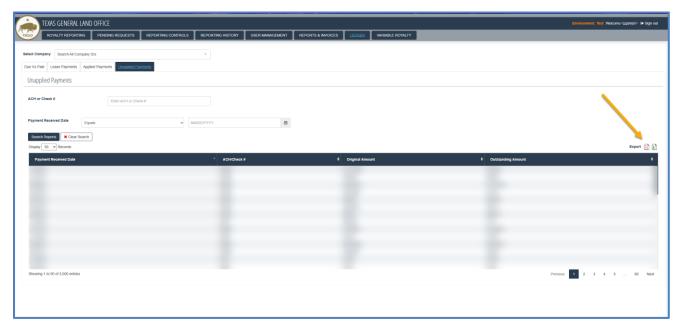
Unapplied Payments

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



March 2025 Page 6 of 8



TEXAS GENERAL LAND OFFICE

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

- o Locate the **PDF icon** at the top-right corner of the table.
- Click on the icon labeled "Export to PDF."
- o 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."
- o 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.

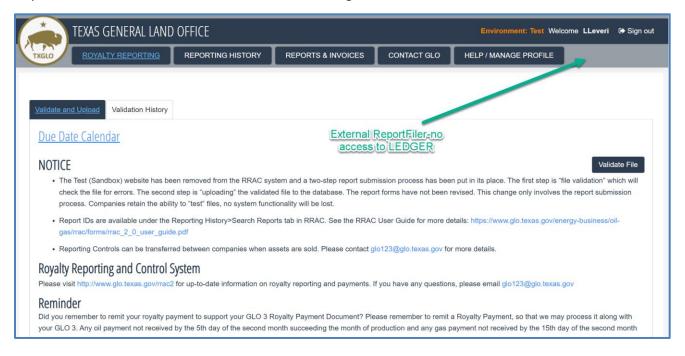
March 2025 Page 7 of 8



TEXAS GENERAL LAND OFFICE

Report Filers

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



March 2025 Page 8 of 8