



Learning Aid: Alberta Spreadsheet Upload Specifications  
Reassignment of Royalty Responsibility (RRR)



# **Learning Aid:**

## **Alberta Reassignment of Royalty Responsibility CSV Spreadsheet Upload Specifications**

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## Introduction

There are two main ways that you can submit monthly data to Petrinex. You can submit data:

- **Online.** The Petrinex online forms allow you to enter data that is reported to Petrinex.
- **Batch upload process.** In a batch submission, you create data in your internal system, and then upload it to Petrinex. The standard for batch file submission is XML (Extensible Markup Language). You can also create your data in spreadsheets, and upload this data directly to Petrinex as a CSV (Comma Separated Values) file.

You may upload data in spreadsheets for a variety of processes including:

- **Alberta Assignment of Royalty Responsibility**– submit mandatory information as required by Alberta Energy with regard to reassignment of royalty responsibilities.

**Note:** Each spreadsheet upload is considered a full-facility replacement for the reported month. Each upload that you make to Petrinex overwrites earlier uploads, therefore new submissions must include all data for the month. If you report additional data after the first submission, then you must resubmit the initial data, along with the new data.

## Create and Save Data within a Spreadsheet

You must follow specific rules to create and save data in a spreadsheet for upload to Petrinex. For example, you can only upload data created within a spreadsheet, if that data is saved as a CSV (Comma Separated Values) file. Petrinex does not accept data on a spreadsheet saved as any other format. You may create spreadsheets in any spreadsheet software (such as Microsoft Excel) that can save as a CSV file.

For illustration purposes only, Microsoft Excel conventions are used in the following step-by-step procedures. In this example, we use the terms spreadsheet and worksheet. A worksheet is an individual page that is organized into columns and rows, and is always stored in spreadsheet. A spreadsheet may contain many worksheets. Note: Microsoft Excel refers to spreadsheets as workbooks.

Follow these steps to create, and save data within a spreadsheet before uploading the data to Petrinex.

**Step 1.** Download the worksheet template for the work process data that you want to upload.

To download the worksheet template, complete the following steps.

- a. Go to the Resource Centre website page
- b. Click the Job Aid – Alberta Crown Shippers' Balance Submission Spreadsheet Upload Templates.

**Step 2.** Create a new worksheet from the template.

- a. Create a new worksheet within your existing spreadsheet.
- b. Copy the provided template into your new worksheet, or type the header row from the template into your new worksheet. Row 1, the header row, must contain the column descriptions in your new worksheet.

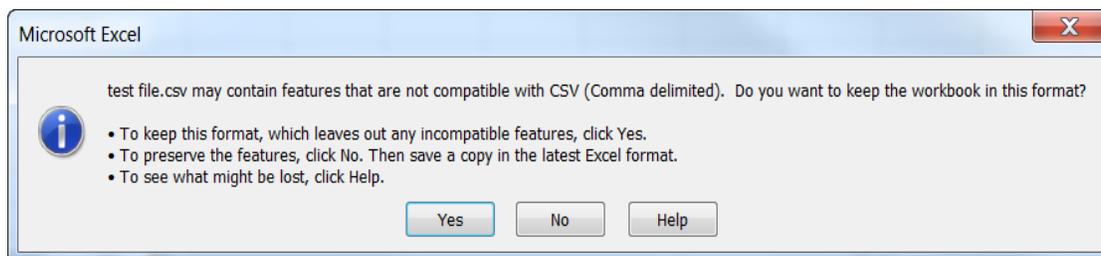


**Note:** You may only include one work process (Alberta Reassignment of Royalty Responsibilities) per worksheet, but you may include multiple facilities (note the data must be sorted by facility) when submitting a file to Petrinex. The order of the header row must match the order that is specified in the templates for Alberta Crown Shippers' Balance Submission work process).

Header Row

	A	B	C	D
1	Verb	Noun	Format Version	Submitting Facility Province
2				
3				
4				

- Step 3.** Enter the data from your existing spreadsheet into the new worksheet. Starting in Row 2, copy, move, paste, or link the appropriate data from your spreadsheet into the new worksheet.
- Step 4.** Select/highlight all data on the worksheet. Choose Format – Cells – Number (tab) and choose Text. Click OK. All data on the worksheet must be in text format prior to saving in .csv format.
- Step 5.** Save your new worksheet. You may only save the worksheet in CSV format for upload to Petrinex. Further, only the active worksheet may be saved as a CSV file. Multiple worksheets, within a single spreadsheet, must be saved as individual CSV files, and uploaded separately.
- On the File menu, select **Save As**
  - Type the file name that you want to use
  - Select the CSV (Comma delimited) (\*.csv) file type
  - Click **Save**. The following message appears.



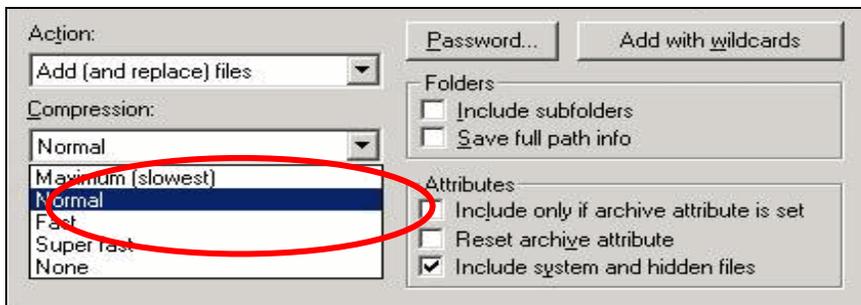
- Click Yes.

If you were to open this worksheet at this point, you will lose all of the preceding zero's in any of the data. Example BA Code 0123 would show as 123, Facility Identifier 0000123 would show as 123. If you were to upload this document to Petrinex in this manner it would not be accepted as it would not meet the required schema. Therefore we need to create a worksheet in text to upload.



- a. Open a new Excel worksheet, and click on Data to import your saved worksheet into this new worksheet.
- b. Click "From Text" to open the Import Text file window
- c. Highlight the document that you previously saved and click Import.
- d. This opens the Text Import Wizard:
  1. Click the radio button – Delimited and click Next
  2. Change the radio button under Delimiters from Tab to Comma and click Next.
  3. You will want to change all of the columns to be Text rather than General. To do this – Hold down the Shift Key and using the scroll bar on the bottom bring it as far to the right as you can. This will highlight all of the columns.
  4. Click the radio button Text
  5. Click Finish
  6. You are now asked where you want to put the data? Click the radio button – Existing Worksheet and click OK.
  7. Save the new worksheet in a .csv file format – you can overwrite the original if you choose to ensure that you do not try to upload the wrong version.

Large files may be compressed, using the file compression utilities PKZIP or WinZip, or the built-in compression utility within Microsoft XP (referred to as NTFS compression). When using WinZip, files must be compressed in the **Normal** compression mode, as shown below. It is recommended that any files over 5Mg should be zipped.



Note: only one file can be included in a zipped file.

- Step 6.** Submit the saved worksheet (with the .csv file extension) to Petrinex. You may only upload one file to Petrinex at a time.
- a. Access Petrinex, using your Web browser.
  - b. On the Main Menu, select **Data Submission** and then **Batch Upload**.
  - c. Type in your CSV file location and name, or use the **Browse** button to locate the file.
  - d. Click **Upload**. You will receive an onscreen message indicating if the file is uploaded successfully. We recommend that you record the file incoming key number. If the batch was to fail, this number will help the Petrinex staff in assisting in determining the cause of the failure.
  - e. You will receive an e-mail notification detailing the results of the upload when Petrinex has processed the submitted upload.



## Add Reassignment of Royalty Responsibility (RRR) Worksheet Format

**This is used by the Assignor to create a new RRR**

Spreadsheet Column	Data element	Example Field Content	Format	Required on each row? Y/N	Comments
A	Verb	ADD		Y	ADD is the only valid verb
B	Noun	RRREASSIGN		Y	RRREASSIGN is the only valid noun
C	Format Version	001	(prefix with 0's)	Y	Current is 001
D	StreamID Province State	AB	2 chars	Y	Must be AB
E	StreamID Type	WI	2 chars	Y	Must be a valid StreamID Type (WI, WG, UN, IS)
F	StreamID Identifier	100020100717W400	5-16 digits	Y	Must be a valid identifier
G	Product	ALL	12 chars	Y	Must be Valid Product – See Appendix A Can be specific product or All
H	Start Date	2019-04	YYYY-DD	Y	
I	End Date	2020-03	YYYY-DD	Y	Must be 12 months or less from the Start date
J	Assignor BA Id	5044	20 chars	Y	Must be valid AB BA ID. Name of royalty payer reassigning the royalty.
K	Contact FirstName	James	max 50 digits	Y	
L	Contact LastName	Brown	max 50 chars	Y	
M	Contact Phone	403-321-1234	xxx-xxx-xxxx	Y	
N	Contact Email	jbrown@oilcorp.ca	Max 128 chars	Y	Must be valid email address
O	Assignee BA Id	6014	20 chars	Y	Must be valid AB BA ID. BA identifier where royalty is being reassigned.
P	Royalty Percent	75.0000000	3 digits (7 decimals)	Y	Percentage of the Assignor's royalty the Assignee is assigned



## Terminate Reassignment of Royalty Responsibility (RRR) Worksheet Format

**This is used by both the Assignor and Assignee**

Spreadsheet Column	Data element	Example Field Content	Format	Required on each row? Y/N	Comments
A	Verb	TERMINATE		Y	TERMINATE is the only valid verb
B	Noun	RRREASSIGN		Y	RRREASSIGN is the only valid noun
C	Format Version	001	(prefix with 0's)	Y	Current is 001
D	StreamID Province State	AB	2 chars	Y	Must be AB
E	StreamID Type	WI	2 chars	Y	Must be a valid StreamID Type (WI, WG, UN, IS)
F	StreamID Identifier	100020100717W400	5-16 digits	Y	Must be a valid identifier
G	Product	C5-SP	12 chars	Y	Must be Valid Product – See Appendix A Can be specific product or All
H	Start Date	2019-04	YYYY-DD	Y	
I	End Date	2020-03	YYYY-DD	Y	Must be equal to or less than 12 months from the Start date
J	Assignor BA Id	5044	20 chars	Y	Must be valid AB BA ID



## Delete Reassignment of Royalty Responsibility (RRR) Worksheet Format

### This used by both the Assignor and the Assignee

Spreadsheet Column	Data element	Example Field Content	Format	Required on each row? Y/N	Comments
A	Verb	DELETE		Y	DELETE is the only valid verb
B	Noun	RRREASSIGN		Y	RRREASSIGN is the only valid noun
C	Format Version	001	(prefix with 0's)	Y	Current is 001
D	StreamID Province State	AB	2 chars	Y	Must be AB
E	StreamID Type	WI	2 chars	Y	Must be a valid StreamID Type (WI, WG, UN, IS)
F	StreamID Identifier	100020100717W400	5-16 digits	Y	Must be a valid identifier
G	Product	C5-SP	12 chars	Y	Must be Valid Product – See Appendix A – Can be specific product or All
H	Start Date	2019-04	YYYY-DD	Y	
I	End Date	2019-04	YYYY-DD	Y	Must be equal to the start date.
J	Assignor BA Id	5044	20 chars	Y	Must be valid AB BA ID



## Appendix A – Product Codes

General Information		
Product Code	Unit of Measurement	Description
ALL		All products
C2-MX	m <sup>3</sup>	Ethane Mix
C2-SP	m <sup>3</sup>	Ethane Spec
C3-MX	m <sup>3</sup>	Propane Mix
C3-SP	m <sup>3</sup>	Propane Spec
C4-MX	m <sup>3</sup>	Butane Mix
C4-SP	m <sup>3</sup>	Butane Spec
C5-MX	m <sup>3</sup>	Pentanes Mix
C5-SP	m <sup>3</sup>	Pentanes - Spec
GAS	10 <sup>3</sup> m <sup>3</sup>	Gas
SUL	tonnes	Sulphur

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