USA Instructions for new Drilling and Completion Cost Reporting Tasks in Petrinex

This document is for User Security Administrators (USAs) at Business Associates (BAs) that are required to do reporting for Alberta Energy's Modernized Royalty Framework (MRF) and submit Drilling and Completion Costs (DCC) via Petrinex.

Effective for 2019 Drilling and Completion Cost reporting, the process was changed to be at the license level rather than at the UWI (Unique Well Identifier) level. This change has resulted in new menu tasks and reports being added to the DCC functional processes in Petrinex.

The table below provides a complete listing of tasks and reports for the new enhanced DCC reporting along with the related Pre-2019 tasks and reports. The items listed as Historical are related to Pre-2019 submissions and display the data in the UWI format as originally submitted. The information is sorted by Edit and Read only tasks.

DCC Tasks	Edit Role		Read Role	
Task/Report	**2019**	**Pre 2019**	**2019**	**Pre 2019**
Batch Upload (Schema checking only)	Y	Y	N	N
Batch Upload	Y	Y	N	N
DCC Dashboard	Y	N/A	Y	N/A
Edit DCC Submissions	Y	Y	N	N
Query DCC Historical Submissions	Y	N/A	Y	N/A
Query DCC Submissions	Y	Y	Y	Y
Submit Report Request	Y	Y	Y	Y
DC Cost Error Suppression Report	Y	Y	Y	Y
DCC Historical Submissions Report	Y	N/A	Y	N/A
DCC Non-Compliance Report	Y	Y	Y	Y
DCC Petrinex Licence C* Report	Y	N/A	Y	N/A
DCC Submissions Report	Y	Y	Y	Y

To accommodate these new tasks and reports USAs must either **create** new roles **or add** tasks/reports to an existing DCC role.
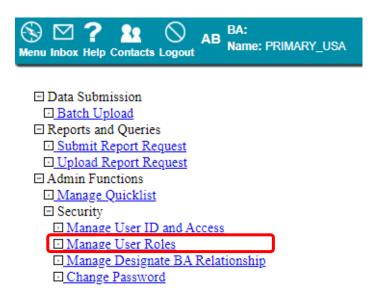
Note: it is quicker and simpler to add the new tasks and reports to an existing role rather than create a new role. Users who already have this existing role assigned to them will be automatically updated with the new tasks/reports once the role is updated.

Below are the instructions describing the process for adding a new role or modifying an existing role.

Initially the Primary or Backup USA must determine if DCC roles exist.

From the menu select Manage User Roles

Click the drop down arrow to find if any DCC roles exist.

Manage User Roles

Current Roles

Select the existing DCC Role and the current tasks will be listed. Please note the DCC Dashboard and other new tasks are missing.

If there is no existing DCC Role Click ADD to open a new screen to name the new role. Then follow the steps below starting with "Click on Task List."

Petrinex Information Bulletin

Click on Task List.

This will open the Add/Modify Tasks window.

Scroll down and find the Petrinex Template called Petrinex DC Cost Submissions Edit (or Read). Select and move all the Available tasks to Assigned Tasks and then click OK.

Add/Modify Tasks

Role Name: DCC Edit Role
Roles &/or Templates

BA	Template or Role Name
Petrinex	BA Administration
Petrinex	Comprehensive
Petrinex	DC Cost Submissions Edit
Petrinex	DC Cost Submissions Read
Petrinex	EPAP

Available Tasks

DCC Dashboard
DCC Petrinex Licence C* Report
DCC Submissions Report
Query DCC Submissions

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Assigned Tasks

Batch Upload
Batch Upload (Schema checking only)
DC Cost Error Suppression Report
DCC Historical Submissions Report
DCC Non-Compliance Report

OK Cancel

This will update the Role with the additional tasks. Click **Submit**.

Menu Inbox Help Contacts Logout   AB BA:
Name: PRIMARY_USA

[Admin Functions] > [Security]

Manage User Roles

Current Roles

DCC Edir Role ▼ Add Delete

Assigned Tasks

Batch Upload (Schema checking only)
Batch Upload
DC Cost Error Suppression Report
DCC Dashboard
DCC Historical Submissions Report
DCC Non-Compliance Report
DCC Petrinex Licence C* Report
DCC Submissions Report
Edit DCC Submissions
Query DCC Historical Submissions
Query DCC Submissions
Submit Report Request

Task List Submit Cancel

[Admin Functions] > [Security]

Manage User Roles

Current Roles

| Select Item ▾ | Add | Delete |

CME0002 Submitted Successfully

All Users with the Original role assigned to them will now have the new tasks and reports automatically added to there menu options.