



Learning Aid: Drilling and Completion Cost Submissions 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.** 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 in a XML (Extensible Markup Language) format and then upload it to Petrinex. You can also create your data in spreadsheets, and upload this data directly to Petrinex as a CSV (Comma Separated Values) file.

You may batch upload data in spreadsheets for the following Drilling & Completion Cost Submission processes:

- **Edit Drilling & Completion Cost Submissions** – submit initial and/or updated data submissions to drilling & completion information as required.
 - Add Drilling & Completion Cost Submission
 - Delete Drilling & Completion Cost Submission

Note:

- Attachments are required to be submitted supporting the reported costs. However CSV does not support attachments to be included in the file, therefore users must edit the submitted (by csv) D&C Costs online to attach the appropriate attachments. Attachments are supported in XML format. IT departments or system vendors can contact the Petrinex Business Desk (petrinexsupport@petrinex.ca for further details.
- On the upload spreadsheets the activities **Drilling** and **Completion** are only allowed one line/row, however **Re-completion** and **Re-entry** can be reported in multiple rows with the activity dates creating unique rows.

Be Aware:

- The Drilling and Completion Cost submission (csv uploads) data fields include some columns that do not always require data, however all the columns must be in the submission.
- Depending on what is being submitted (i.e. Drilling, Completion, Recompletion, Re-entry or Voluntary Costs) some data fields could be left blank.
- In some cases data may not be submitted in some fields, however if the column is not included then the file will fail.
- See the comments sections in the Worksheets on pages 8 & 9 where this applies.

Note: Each spreadsheet upload is considered a full-form replacement for the Drilling, Completion Costs data section. Each upload that you make to Petrinex overwrites earlier uploads, therefore new submissions must include all data for the drilling and completion costs section. However the attachments and voluntary costs (if no new data is applicable) will be automatically carried forward from the last submission for the Drilling and Completion Cost submission. If you report additional Drilling and Completion Cost section data after the first submission, then you must resubmit the initial data along with the new data.



Learning Aid: Drilling & Completion Cost Submissions CSV Specifications

For examples of other processes that include CSV upload functionality see the Job Aids on the Petrinex Website – Learning Centre – Learning Job Aids – Spreadsheet Upload Specifications and Templates.

These include, but not limited to:

- AB Volumetrics, Allocations, Pipeline Splits, Waste Plants, Mineable Oil Sands
- SK Volumetrics, Pipeline Splits, Valuation, Royalty/Tax Payer, Waste Plant
- AB Crown Shippers' Balance
- APMC Report Submissions
- DOE Natural Gas Liquids Pricing
- Enhanced Production Audit Program (EPAP) – EPAP Declaration Theme
- AB Cost Allowance
- Oil Forecast Submissions



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 Petrinex Website - Resource Centre – Training Job Aids- Spreadsheet Upload Specifications and Templates*
- b. Click the Job Aid – Drilling and Completion Costs Submissions Spreadsheet Upload Templates.**

* The template document can also be accessed from the Petrinex Website – Initiatives – Drilling and Completions Project – Job Aid – Drilling and Completion Cost Submissions 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 (Drilling and Completion Cost Submissions) 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 Drilling and Completion Cost Submissions work processes.

Header Row

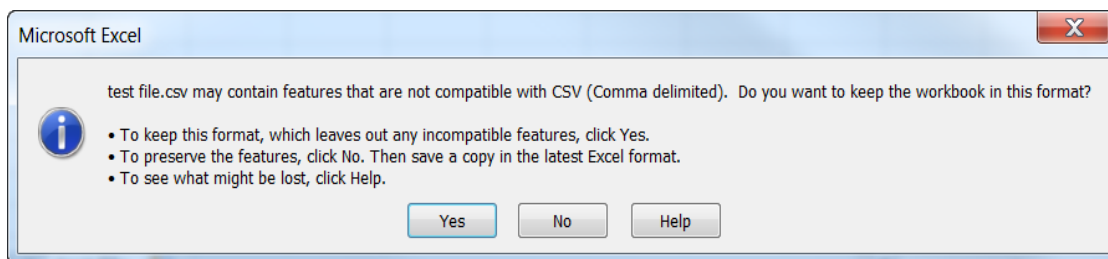
	A	B	C	D
1	Verb	Noun	Format Version	Submitting Facility Province
2				
3				
4				

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.

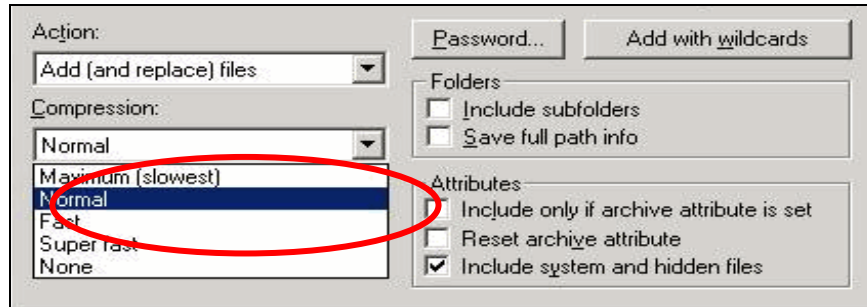


- Click Yes.

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.

- Open a new Excel worksheet, and click on Data to import your saved worksheet into this new worksheet.
- Click "From Text" to open the Import Text file window
- Highlight the document that you previously saved and click Import.
- This opens the Text Import Wizard:
 - Click the radio button – Delimited and click Next
 - Change the radio button under Delimiters from Tab to Comma and click Next.
 - 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.
 - Click the radio button Text
 - Click Finish
 - You are now asked where you want to put the data? Click the radio button – Existing Worksheet and click OK.
 - 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.
- Access Petrinex, using your Web browser.
 - On the Main Menu, select **Data Submission** and then **Batch Upload**.
 - Type in your CSV file location and name, or use the **Browse** button to locate the file.
 - 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.
 - You will receive an e-mail notification detailing the results of the upload when Petrinex has processed the submitted upload.



Add Drilling and Completion Cost Worksheet Format

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	DCCOSTS		Y	DCCOSTS is the only valid noun
C	Revision	002	(prefix with 0's)	Y	Current is 002 Only 002 is valid for 2019 and forward
D	Licence Type	F	1 Chars	Y	Must be W or F
E	LicenceNumber	123456	7 Chars	Y	Must be valid Licence # (numeric and front filled zeros)
F	Activity	DRILLING	16 Chars	Y	Allowable options: Drilling – one row only Completion – one row only Re-completion- multiple rows allowed Re-entry- multiple rows allowed
G	Activity Date	2019-05-01	YYYY-MM-DD	Y	Date activity occurred
H	Actual	150000.75	18 char. 2 dec.	Y	Actual amount of the cost
I	LinkedWellProv	AB	2 char.	Y	Must be AB
J	LinkedWellType	WI	2 char.	Y	Must be WI
K	LinkedWellID	100010200304W500	16 chars.	Y	Valid Well Identifier
L	VolCostCategory		64 chars	N	Voluntary Costs Can be blank
M	VolCostActivityDate	2019-05-01	YYYY-MM-DD	N	Activity date for the voluntary cost. Can be blank if Voluntary Cost Category (Column L) is blank
N	VolCostItem		64 chars	N	Description of the Voluntary Cost. Can be blank if Voluntary Cost Category (Column L) is blank
O	VolCostActual	150000.75	18 chars.2 dec.	N	Actual amount of the Voluntary cost. Can be blank if Voluntary Cost Category (Column L) is blank



Spreadsheet Column	Data element	Example Field Content	Format	Required on each row? Y/N	Comments
P	VolCostDesc		64 chars.	N	Description of Voluntary Cost Can be blank if Voluntary Cost Category (Column L) is blank

Please note: “Required on each row?” applies if the data element is required per the comment section. When submitting D&C Costs by CSV upload you cannot include attachments. Users must login online and add the attachments via the Edit Drilling and Completion Costs screen.



Delete Drilling and Completion Cost Worksheet Format

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	DCCOSTS		Y	DDCOSTS is the only valid noun
C	Revision	002	(prefix with 0's)	Y	Current is 002 Only 002 is valid for 2019 and forward
D	LicenceType	F	2 chars	Y	Must be W or F
E	Licence #	123456	7 Chars	Y	Must be valid Licence # (numeric and front filled zeros)