



Registry Tip

Granting Users Access to Allowable Costs (AC1-5) Registry Functionality

Release/Revision Date	Location of Change in this Document	Comment
February 11, 2010	Throughout document	Updated information related to current AC Tasks.
October 11, 2005		Initial Release
February 03, 2006		Updated to add AC2-5 information
April 04, 2006		Converted from Alert 95 to Tip 110

Audience: User Security Administrators (USAs)

Purpose: This Tip outlines the steps required to grant Registry Users access to the Allowable Cost data (AC1, AC2, AC3, AC4, and AC5) via functionality that is available in the Registry.

Key Principles: All Allowable Cost tasks will *automatically be included* for those users with the Registry default *Comprehensive* role. The report and query Allowable Cost tasks will automatically be included for those users with the Registry default *Read-Only* role.

USA's will be required to add the appropriate Allowable Cost tasks to any applicable customized role(s) or potentially create a new Allowable Cost only role.

Procedure: When creating a new AC role or adding AC tasks to an existing role, USA's must:

1. Create or Update a Role with the selected AC1-5 tasks
 - a. Access the Manage User Roles task
 - b. Select an existing or create a new role
 - c. Select the Task List button
 - d. Select the Role/Template "Registry - Comprehensive"
 - e. Move the appropriate Allowable Cost tasks* from the Available Tasks box to Assigned Tasks box
 - f. Click Submit to create/update the role with the new Allowable Cost tasks.
 - g. All users with the existing role will be able to perform the additional Allowable Costs tasks.



2. Grant users access to the new role.
 - a. Access the Manage User ID and Access task
 - b. Select or create the user id that needs updating
 - c. Update personal information as necessary
 - d. Move New Role from Available Roles box to the Assigned Roles box
 - e. Click Submit to create/update this user id with the new role.

* Allowable Cost tasks:

- Accept/Decline FCC Operator Change
- Query FCC Operator by EUB Facility
- Query FCC Operator by FCC
- Query FCC Ownership by EUB Facility
- Query FCC Ownership by FCC
- Request FCC Operator Change
- AC1 Setup
- AC1 EDIT
- AC1 Query
- AC2 EDIT
- AC2 QUERY
- AC3 EDIT
- AC3 QUERY
- AC4 EDIT
- AC4 QUERY
- AC5 EDIT
- AC5 QUERY
- AC1 - FCC Setup/Change Report
- AC2 - FCC Capital and Operating Costs Allowance Report
- AC3 - Allowable Costs Reallocations Report
- AC4 - Operating Cost Claim Report
- AC5 - FCC Custom Processing Fees Paid Report

Note: Other tasks that may need to be added to the new and/or updated role but are not exclusive to the AC functions are:

- Batch Upload Task (not applicable for query tasks)
- Manage Ministry Invoices and Statements
- Submit Report Request
- Upload Report Request

More information:

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