



## Registry Tip

# Reporting Crown Oil Inventory

Release/Revision Date	Location of change in this document	Comment
January 22, 2008		Initial Release
March 27, 2008	New Section: Scenarios for Reporting Crown Oil Inventory	New section
May 5, 2008	Background, Procedures and Scenarios	No paper APMC 122 forms as of April 26/08, and new screen change including "Delivered Inventory"

**Audience:** Oil Well/Facility Operators

**Purpose:** This tip is to inform operators who produce crown royalty volume and do not deliver it in the same month that there is new Registry functionality to report Crown Oil held in inventory. Effective February 7, 2008, there are two new functions in the Registry - **Edit Crown Oil Inventory** and **Query Crown Oil Inventory**.

**Background:** Historically oil facility operators who did not deliver all the Crown oil during the current month were required to send a paper APMC 122 form to the APMC. Effective with the production month of January 2008 (reported in February 2008), all Crown Oil Inventory must be reported using the Registry. Effective April 26, 2008 DOE Oil (APMC) will no longer accept paper APMC122 forms via fax or email.

On April 30, 2008 DOE OIL (APMC) sent emails to all operators who had previously submitted paper 122 forms advising them that they will no longer be accepted by the APMC.

**Key Principles:** Oil well/facility operators are required to deliver the Crown's share of oil to a pipeline or terminal each month for the Crown's account. In certain situations it may not be possible to deliver the Crown's share and it is held in inventory at month end. In these situations the Crown needs to be informed of the Crown volume held in inventory.

Effective with January 2008 production month, operators are required to use the Registry's "**Edit Crown Oil Inventory**" functionality to report to the APMC any crown volume held in inventory.



The Crown Oil Inventory information for the current production month will be extracted automatically and sent to the APMC by the Registry on the **Crown Oil Inventory Deadline**. (See the Registry Reporting Calendars on the Registry Bulletin Board for applicable dates.) Crown Oil Inventory volumes reported after the applicable Crown Oil Inventory deadline (prior production month) will not be extracted and you must contact your APMC Oil analyst to ensure they receive the information.

## Procedures:

### Edit Crown Oil Inventory

Once your internal calculations have identified that Crown oil has been left in inventory, or you have delivered Crown oil from a previous month's inventory, you can submit a batch file or follow the steps below to enter your Crown Oil Inventory changes online.

- a) Navigate to:
  - Monthly Reporting**
  - > **Oil/LPG Pipeline Splits**
  - > **Edit Crown Oil Inventory**
- b) Input the **Facility ID** and **Production Month**
- c) Click **Go**
- d) Confirm or Input the **Opening Inventory**
- e) Input the **Delivered Inventory**
- f) Input the **Current Undelivered Volume**
- g) Confirm or Input the **Anticipated Delivery Month**
- h) Click **Submit**.
- i) The Registry will display the successful submission message and the **Closing Inventory** will be updated.

### **Important Notes:**

1. The APMC will receive all Crown Oil Inventory records for the current month automatically at the Crown Oil Inventory deadline.
2. If your Crown Oil Inventory submission is for a prior period you must contact your APMC representative to ensure they are aware of your (late) submission.

### Query Crown Oil Inventory

In order to query/view a Crown Oil Inventory submission you must be the operator of the facility for the applicable production month.

- a) Navigate to:
  - Monthly Reporting**
  - > **Oil/LPG Pipeline Splits**
  - > **Query Crown Oil Inventory**
- b) Input the **Production Month**
- c) Input the **Facility ID** or leave it blank to display all records



- d) Click **Go**
- e) The Registry will display the requested query.

## Scenarios for Reporting Crown Oil Inventory:

### *Case #1 Crown Oil Inventory for the current month*

Enter the current month crown inventory in the **Current Undelivered Volume** box, confirm the **Anticipated Delivery Month** and submit to the Registry. **The Closing Inventory** will be equal to the **Current Undelivered Volume**.

### *Case #2 Opening inventory is delivered in the current month and there is no additional inventory for the current month*

Enter the amount of inventory delivered from the **Opening Inventory** in the **Delivered Inventory** box and submit to the Registry. The **Closing Inventory** will be the sum of the **Opening Inventory** minus the **Delivered Inventory**.

### *Case #3 Opening inventory is not delivered in current month and there is additional inventory for the current month*

If there is additional inventory for the current month input this volume into the **Current Undelivered Volume** box, confirm the **Anticipated Delivery Month** and submit to the Registry. The **Closing Inventory** will be the sum of the **Opening Inventory** plus the **Current Undelivered Volume**.

### *Case # 4 Opening inventory is delivered in the current month and there is new inventory for the current month*

If there is opening inventory from the previous month that has been delivered in the current month and there is new inventory for the current month enter the amount of inventory delivered from the **Opening Inventory** in the **Delivered Inventory** box, enter the current month inventory in the **Current Undelivered Volume** box, confirm the **Anticipated Delivery Month** and submit to the Registry. The **Closing Inventory** will be the sum of the **Opening Inventory** minus the **Delivered Volume** plus the **Current Undelivered Volume**.

## More information:

Please contact the Registry Service Desk.

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