

## **New Saskatchewan IOGC Functionality – IOGC Ministry Reporting**

Jurisdiction	Release/Revision Date	Location of Change in this Document	Comment
SK	January 4, 2022		Initial Release

**Audience:** All Saskatchewan IOGC Users

**Purpose:** To inform SK IOGC Industry users that effective January 5, 2022 an enhancement has been made to the Indian Oil and Gas Canada [IOGC] functionality in Petrinex with regard to IOGC Ministry Reports.

**Background:** After the enhancement has been implemented, Industry will begin receiving their IOGC Royalty Details and Royalty Summaries through Petrinex. These reports will be available on the IOGC Reporting menu as IOGC Ministry Reports - Manage IOGC Reporting. As more IOGC data becomes available, it will also be accessible via this menu option in Petrinex.

After January 5<sup>th</sup>, each BA user will require their User Security Administrator (USA) set up a role and the related tasks in Petrinex for their respective users to access this part of the Petrinex IOGC functionality.

Please note that these steps below should be familiar to your USA and are meant as one example to specifically highlight the creation of an IOGC Invoices and Statements role and to assign the role to the applicable BA users.

### **To create an “IOGC Invoices and Statements” role -**

1. From the Petrinex Menu select Admin Functions – Security – Manage User Roles.
2. If the IOGC Ministry Reporting task is to be added to a previously created role, under Current Roles use the drop down arrow and select the appropriate IOGC role and move to Step 4.



## TIP

3. If creating this role for the first time, click ADD and create a user role called **“IOGC Invoices and Statements”**, Click OK.
4. Click Task List.
5. Scroll down under Roles and/or Templates and select the template or role name entitled “Petrinex – IOGC Ministry Reporting”.
6. Select the task “Manage IOGC Reporting” under Available Tasks and move them to Assigned Tasks.
7. Click OK.
8. Click Submit.

Once the role has been created, the USA will need to assign this new role to the appropriate BA Users, using the “Manage User ID” functionality. If the new task was added to a previously created role, any BA User with that role will have access to this new task.

**More information:** Please contact the Petrinex Business Desk.

#	403-297-6111
#	1-800-992-1144 (Toll Free)
E-mail	<a href="mailto:petrinexsupport@petrinex.ca">petrinexsupport@petrinex.ca</a>