



Petroleum Registry of Alberta

## Registry Tip

# Report Request Strategies

Release/Revision Date	Location of change in this document	Comment
April 04, 2003		Initial Release

**Audience:** All Registry users that submit report requests.

**Purpose:** This tip is designed to assist users in being more efficient and effective in retrieving reports from the Registry.

**Principles:** The Submit Request Report functionality of the Registry is designed to be as open and flexible as possible. In this tip, we provide key strategies that you can employ to ensure that you receive exactly what you want – and in a timely manner – when you submit a report request.

**While requesting a report that is too broad in scope can cause that request to fail, recent Registry upgrades have resulted in improved performance and very few failures involving reports. The following provides strategies to simplify client report requests.**

**Strategy by report type:** The following strategies apply to all report types that have operator, facility and production month selections.

1. If you want to specify certain facilities, do you need to specify the operators as well? No. The Registry already contains the relevant operator IDs.

*Strategy:* in this scenario, leave Operators defaulted to “ALL”.

2. If you ask for multiple production months this increases the chance of failure.

*Strategy:* limit your report request to one production month.

Start Production Month:	<input type="text"/>
End Production Month:	<input type="text"/>
Start Submission Date:	<input type="text"/>
End Submission Date:	<input type="text"/>
Operators: <input checked="" type="radio"/> All <input type="radio"/> List	<input type="text"/>
Reporting Facilities: <input checked="" type="radio"/> All <input type="radio"/> List	<input type="text"/>



**The following strategies apply to these report types:**

- Allocation OAF
- Allocation SAF
- Allocation Variance
- APMC Transportation and Over Delivery Claims  
(production month only)
- Gas-Oil-LPG Operator Pipeline Splits  
(production month only)
- Gas-Oil-LPG Owner Pipeline Splits  
(production month only)
- Gas-Oil-LPG Shipper-Purchaser Pipeline Splits  
(production month only)
- Oil-Condensate APMC Volumes  
(production month only)
- Raw Gas Allocation  
(start and end dates refer to start and end production month)
- Volumetric Facility Activity Report
- Well License  
(start and end dates refer to start and end production month)
- Well to Facility Link  
(start and end dates refer to start and end production month)
- Well to Production Entity Links  
(start and end dates refer to start and end production month)

Generally two types of results are required:

1. Amendments since the last time you requested the information.  
  
*Strategy:* be specific with your date range. To get amendments since the last time you requested this information, set the Start Submission Date to the day after the last request you made and leave the End Submission Date defaulted to today.
2. The most current data associated with the production month(s). There are two scenarios associated with this:
  - a) **For current or most recent production** period information, use the defaults. In your request for current, or the most recent production month, leave the Start and End Submission Dates in the default settings.
  - b) **Prior production month(s)** information. If you want originally submitted data, or data associated with a specific submission date, be specific with your date range. Set the Start and End Submission Dates to match the exact timeframe you are interested in. For example, if you want the original submitted data for specific production...



Petroleum Registry of Alberta

Set the Start Submission Date as the first day of the month after the production. (e.g., for May production, the Start Submission Date would be June 1st.)

Set the End Submission Date to match the corresponding EUB deadline. (e.g., for May production, the end date submission date would be June 18th.)

Special notes for reports with Start & End Submission Dates:

The submission date (from the start date to the end date), in a Registry report, is the time period for which data and amendments for a production month(s) are included in the report. This means if there were no submissions (amendments) during that date range the report will return "No Record".

Start and End Submission date defaults:

The Start submission date default is the EUB deadline date two month previous i.e. today is Mar 5 the start default is Jan 22 thus you receive all data submitted since the 2nd last EUB deadline.

The End submission date default is today's date.

**Allocation OAF Report (if report is run by non-operator owner)**

Operators: Remove your BA ID and set to ALL

- (1) **If streams are known, then:**
  - a) Reporting Facility left at ALL
  - b) Products left at ALL
  - c) Activities left at ALL
  - d) Streams should be listed.
  - e) Owners left as your BA ID
  
- (2) **If streams are unknown, then:**
  - a) Reporting Facility left at ALL
  - b) Products left at ALL
  - c) Activities left at ALL
  - d) Streams should be left at ALL
  - e) Owner left as your BA ID

Note: This report can only be run for the BA the client is logged in under. A client cannot list a different BA in the owner field when they are not the operator of the facilities.

**Allocation OAF Report (if report is run by the operator)**



Petroleum Registry of Alberta

Operators: leave your BA ID

- a) Reporting Facility left at ALL or list a specific facility(s)
- b) Products left at ALL or list a specific product(s)
- c) Activities left at ALL or list a specific activity(s)
- d) Streams left at ALL or list a specific stream(s).
- e) Owners can be changed to ALL or list a specific owner(s)

NOTE: If you are a larger operator, or your facility(s) is large with many products and activities, the request could fail when ALL is used. You may need to list a specific facility(s).

**Allocation SAF Report (This report can only be run by the facility operator)**

Operators: leave your BA ID

- a) Reporting Facility left at ALL or list a specific facility(s)
- b) Products left at ALL or list a specific product(s)
- c) Activities left at ALL or list a specific activity(s)
- d) Streams left at ALL or list a specific stream(s).

NOTE: if you are a larger operator, or your facility(s) is large with many products and activities, the request could fail without notification when ALL is used.

**More Information:**

Please contact the Registry Service Desk.