

The Petroleum Registry of Alberta
Energizing the flow of information

10 Tips to Simplify Your Life on the Petroleum Registry

CAPPA Luncheon, March 22, 2011

10 Tips To Simplify Your Life

*Moving Around
the Registry*

- 1. Registry Tools and Resources
- 2. Registry Navigation

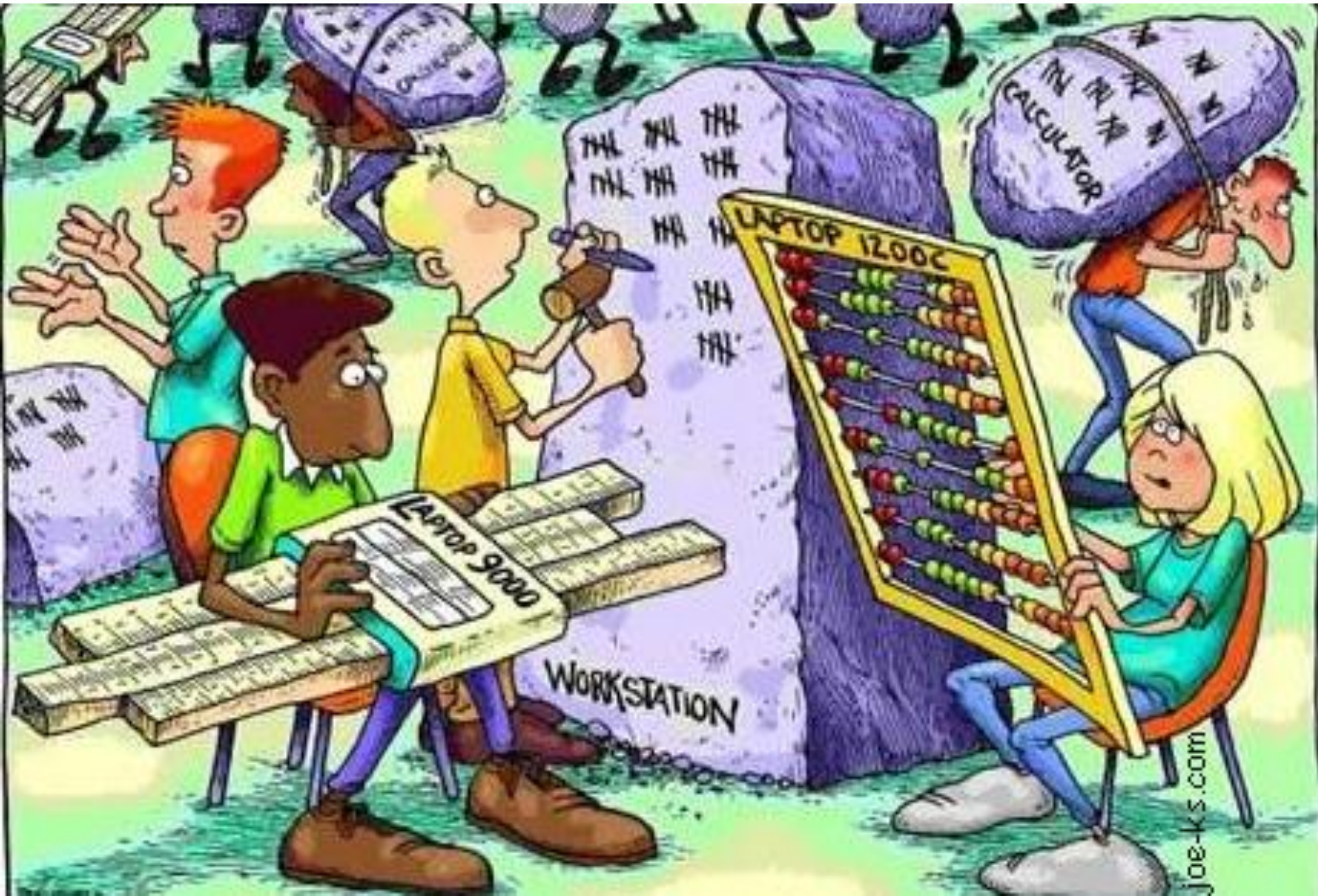
*From a Production
Accountants
Perspective*

- 3. Early and Right
- 4. Partner Reporting Options
- 5. CSV Files & Reports
- 6. Use All Pipeline Split Reports
- 7. What Other Reports Are Available

*From a Strategic
Perspective*

- 8. Registry Saskatchewan Inclusion Project
- 9. Be a Registry Advocate
- 10. Get involved

Know What Tools & Resources are Available



Know Where to Find Registry Resources & Available Information

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Government of Alberta Energy | ERCB | CAPP | sepac

| PRA Home |

Search GO

Login | **Tips & Alerts** | What's New | **Calendars** | **Bulletin Board** | **Resource Centre** | Service Desk | Overview

Broadcast Messages

DATE	AUDIENCE	MESSAGE
10/3/2011 9:24:01 AM	Allowable Costs Users	As the 2011 GCA Deadlines are quickly approaching, the Registry will be open additional sundays to accomodate GCA se review the March, April and May Registry arations Calendars for these dates.



Job Aids - Reports and Queries

1. [Reports Cross Reference Table](#)
2. [Reports Table](#)
3. [Queries Table](#)
4. [Guidelines for Setting Report Parameters for Running of Reports](#)



BEFORE YOU GET FRUSTRATED CALL THE SERVICE DESK.



Saskatchewan Ministry of Energy and Resources

[CLICK HERE](#) for Communiques & Information regarding the Registry Saskatchewan Inclusion Project

Registry User Resource Centre

A. TRAINING MODULES



Registry Saskatchewan Inclusion Project

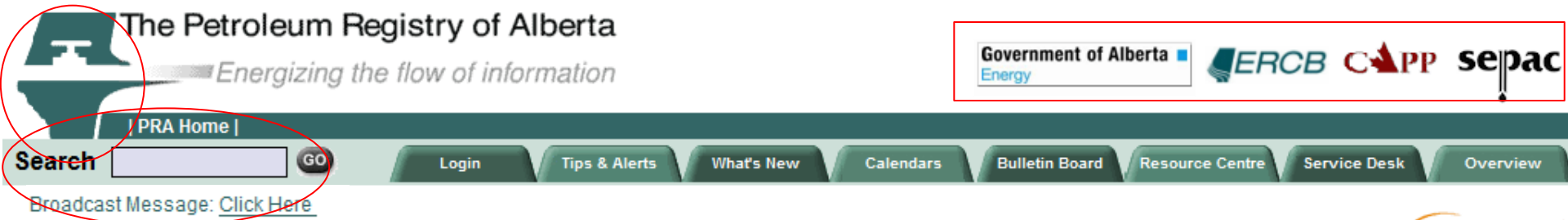
- [Government of Saskatchewan Communiques](#)
- [Registry Saskatchewan Change Leader Communiques](#)
- [Presentations](#)
- [Industry Readiness Handbook](#)

IIRT

Know Your Navigation Tools



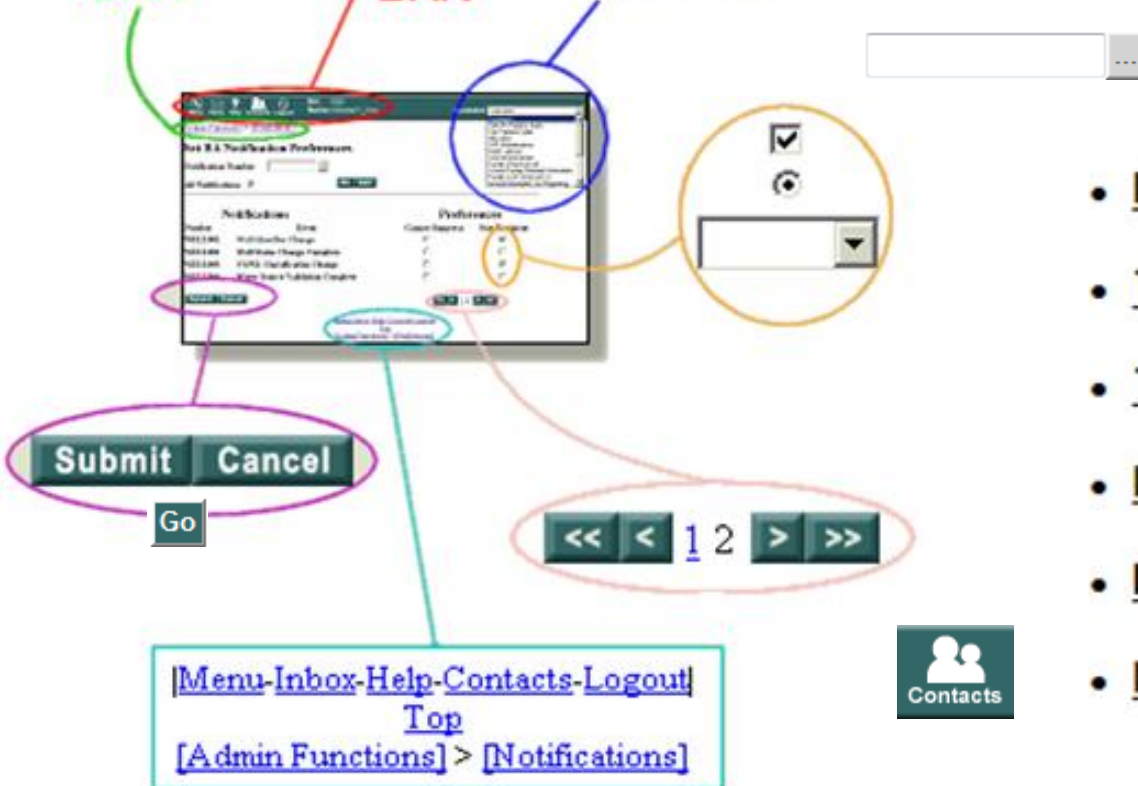
Navigation Tools



Energizing the flow of information



NAVIGATION BAR UTILITY BAR QUICKLIST



Registry Navigation and Screen Controls

- Login
- The Utility Bar
- The Quicklist and Navigation Bar
- Registry Buttons
- Pagination Control
- Form Objects and Footer

Do It Early ! Be Sure It's Right !



Do it Early & Be Sure It's Right

- Do it early – your submission can impact others.
- Be sure it's right for the ERCB - run the ERCB noncompliance reports multiple times until you get no records found or warning items only.
- Be sure it's right for DoE completeness purposes - run the allocation ensure complete (E/C) reports.
- Be sure it's right for partner reporting & DoE balancing purposes - request the Allocation Volume Variance Report.

Understand Partner Reporting Options



Understand Your Partner Reporting Options

- Submitting SAF/OAF for more than the mandatory items can replace mailing or faxing information to your working interest owners.
- Pipeline split data :
 - Must be submitted for the APMC oil share of split volume.
 - Must be submitted identifying all shippers and owners for “Full” participating terminals & pipelines.
 - Can be submitted identifying all shippers and owners for non participating terminals & pipelines.

If submitted, your partners (owners) can request the pipeline split owner report to see their share of the split volume.

Using .CSV Files and Reports



Use CSV Files & Reports

- csv batch files save you time each month.
 - Templates can be found on the Resource Centre under Job aids

Job Aids - Spreadsheet Upload Specifications and Templates

1. [Spreadsheet Upload Specifications \(Volumetrics, SAF, OAF, SAF/OAF, P/L Splits, Waste Plant, Oil Sands\)](#)
2. [Spreadsheet Upload Templates \(Volumetrics, SAF, OAF, SAF/OAF, P/L Splits, Waste Plant, Oil Sands\)](#)
3. [GCA Spreadsheet Upload Specifications](#)
4. [GCA Spreadsheet Upload Templates](#)
5. [BA User Spreadsheet Upload Specifications](#)
6. [BA User Spreadsheet Upload Templates](#)

- csv reports allow easier analysis by using various sorting and filtering tools.

Use Pipeline Splits Reports



Use All Pipeline Split Reports

- Understand and use the various pipeline splits reports when reporting pipeline splits.
- The Oil/LPG Missing/Incomplete report is only for “Full” participating Pembina CTP splits.
- There are multiple pipeline split reports available under Submit Report Request. They include:
 - Pipeline split – CTP report
 - contains summarized data for the Terminal or Pipeline operator
 - Pipeline split – Current report
 - contains information about the current month’s split data including the Volume Requiring split, valid Shipper ids, etc.
 - Pipeline split – Operator report
 - contains detailed split information for the (submitting) delivering facility operator
 - Pipeline split – Owner report
 - contains detailed split information for the specific owner named in a split
 - Pipeline split – Shipper/Purchaser report
 - contains detailed split information for the specific shipper or purchaser named in a split

Understand What Other Reports Are Available

- **AC1 – FCC Setup/Change Report**
- **AC2 – FCC Capital and Operating Cost Allowance Report**
- **AC3 – Allowable Costs Reallocations Report**
- **AC4 – Operating Cost Claim Report**
- **AC5 – FCC Custom Processing Fees Paid Report**
- **Allocation – OAF Report**
- **Allocation – SAF Report**
- **Allocation – Static Factor Report**
- **Allocation – Variance Report**
- **Allocation – WIO Report**
- **APMC Transportation and Overdelivery Claims Report**
- **APMC Volume P/L Split Report**
- **Business Associate Report**
- **Facility Infrastructure Report**
- **Facility Operator Report**
- **Production Entity Report**
- **Raw Gas Allocation Report**
- **Royalty Attribute Change Report**
- **Volumetric Facility Activity Report**
- **Volumetric In Stream Component Report**
- **Volumetric Industry Extract**
- **Waste Location Report**
- **Waste Plant Facility Activity Report**
- **Well Infrastructure Report**
- **Well License Report**
- **Well to Facility Link Report**

Understand What Other Reports Are Available

- The Registry contains many reports. Most are listed under Submit Report Request.
 - Reports include data submitted for monthly, infrastructure and allowable cost functionality.
 - Reports are available in multiple formats. These include: csv, pdf and xml.
 - Many report requests can be saved as a csv formatted batch file for reuse the next month or whenever you need similar data, using the Upload Report Request function.
- Depending on either the type of report and/or the size of the report request you may be able to get your report the same day. For a listing of daytime reports, check out the Job Aid under the Resource Centre.

Job Aids - Reports and Queries

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Reasons for Report Failures

- In some cases, the report requested is too large. A request will fail when the generation of the data requires more than 40 minutes of processing time. To avoid this:
 - Request your report in **csv only** if you want a lot of data.
 - Large pdf reports (100's of pages) are often not useable and take up extra processing time.
 - Request multiple smaller reports rather than one large report.
 - Take into account the size of the company if you are looking for all the data from a single company. For larger companies request 1 to 3 months of data at a time, not a full year.
 - Do not cross years when requesting monthly data.
 - Each year's data is stored on a separate table and it requires additional time and processing to collect information that includes multiple years.

Registry Saskatchewan Inclusion Project (RSIP)



Be informed on the Saskatchewan Inclusion Project (RSIP) changes/impacts

- *We are very excited!*
- *Involved with Saskatchewan?*
 - Spend some time with the online RSIP Industry Readiness Handbook. Watch for updates
 - Know and talk with your RSIP Change Leader
- *Not involved with Saskatchewan?*
 - You may still be affected...
 1. Cross border auto-population
 2. Valid Saskatchewan well and facility IDs will be required
 3. Keep up with changes

Be a Registry Booster



Be a Registry Booster

Survey says, “9 out of every 10 PAs absolutely, positively, without reservation **LOVE** the Registry”.

- Tell someone!
 1. Internal PA (Supervisors, Managers, Controllers, VPs)
 2. Internal Other Departments (Engineers, Marketers)
 3. Other Registry Stakeholders (DoE, ERCB, SER)
 4. External (Other Jurisdictions, outside interested parties)
- Why?
 - It’s unique, it’s effective, it’s foundational to other opportunities
 - Sponsoring stakeholders need hear it from you!

Get Involved



Get Involved

Jump in with both feet! You can drive change!

- Know your reps...or be a rep for your company:
 1. IBC
 2. RSIP Change Leader
 3. RAC
 4. RSC
 5. Industry Registry Team
- Why?
 - The Registry was built by and around stakeholder involvement and input.
 - Ultimately users will drive direction and evolution
 - Que cesse esse melior, cesse esse bonus!
“When you cease to be better, you cease to be good!”

Simplify Your Life!

- 1. Registry Tools and Resources**
- 2. Registry Navigation**
- 3. Early and Right**
- 4. Partner Reporting Options**
- 5. CSV Files & Reports**
- 6. Pipeline Split Reports**
- 7. Other Reports**
- 8. Registry Saskatchewan Inclusion Project**
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***Thank you for
your continued
support!***