



PETRINEX
CANADA'S PETROLEUM INFORMATION NETWORK

Learning Aid: Allowable Cost Spreadsheet Upload Specifications



Last Revised: May 2015

By acceptance of the attached material, the requesting party acknowledges that all material released by Petrinex is to be used for the sole purpose as initially stated by the requesting party and as agreed to by Petrinex. This material shall not be used for any other purpose or disclosed to any other party without prior approval by Petrinex.



Table of Contents

Reference Materials	3
Introduction	4
Create and Save Data within a Spreadsheet	5
Allowable Costs Worksheet Format – AC1 Setup	8
Allowable Costs Worksheet Format – AC1 Change	10
Allowable Costs Worksheet Format – FCC Operator Change	12
Allowable Costs Worksheet Format – AC1 Terminate/Unterminate	13
Allowable Costs Worksheet Format – AC2	14
Allowable Costs Worksheet Format – AC2 Delete	17
Allowable Costs Worksheet Format – AC3	18
Allowable Costs Worksheet Format – AC3 Delete	20
Allowable Costs Worksheet Format – AC5	21
Allowable Costs Worksheet Format – AC5 Delete	22



Reference Materials

Before attempting this Learning Aid, it is strongly suggested that you understand the annual allowable cost reporting requirements. The following reference materials will assist you in learning about these reporting requirements.

- Gas Royalty Principles and Procedures (available on the Petrinex Website under Bulletin Board – Ministry of Energy Information Page – DOE Natural Gas Reporting Guidelines)

This Learning Aid is intended as a supplement to the Resource Centre Training Modules. The following training modules will provide you with additional information on Petrinex reporting practices.

- 4.2 - Manage Data Submission – WIP and Batch



Introduction

There are two ways that you can submit data to the Registry. You can submit data:

- **Online.** Petrinex's online functionality allows you to enter data that is reported to Petrinex.
- **Batch upload.** In a batch submission, you create data in your internal system, and then upload it to Petrinex. The standard for batch file submission is XML (Extensible Markup Language). You can also create your data in spreadsheets, and upload this data directly to Petrinex. You can only upload data created within a spreadsheet, if that data is saved as a CSV (Comma Separated Values) file.

You may upload annual data in CSV spreadsheets for the following annual work process:

- Allowable Costs – (AC1 to AC5) you submit mandatory allowable cost information as required by the Department of Energy (DOE). For more information see the following:
 - DOE Gas Royalty Principles and Procedures;
 - DOE Gas Royalty Information Bulletins;
 - Resource Centre Training Modules:
 - 7.01 – Manage AC1: Facility Cost Centre Setup/Change
 - 7.02 – Manage Facility Cost Centre Operator Change
 - 7.03 – Manage AC2: Capital and Operating Cost Allowance
 - 7.04 – Manage AC3: Allowable Cost Reallocations
 - 7.05 – Manage AC5: Custom Processing Fees Paid
 - 7.06 – Request Allowable Cost Reports
 - 7.07 – Query Allowable Costs and Facility Cost Centre

This document provides the information necessary to create the CSV spreadsheets for batch submission to Petrinex for Allowable Costs.

See Job Aid – Spreadsheet Upload Specification for information regarding CSV spreadsheet batch submissions for monthly data submissions.

Each batch upload is considered a "full-form" replacement for the applicable production period. Each upload that you make to the Registry overwrites earlier uploads, so new submissions must include all data for the effected period. If you report additional data after the first submission, then you must resubmit the initial data, along with the new data.



Create and Save Data within a Spreadsheet

You must follow specific rules to create and save data in a spreadsheet for upload to Petrinex. For example, you can only upload data created within a spreadsheet if that data is saved as a CSV (Comma Separated Values) file. Petrinex does not accept data saved as any other format. You may create spreadsheets in any spreadsheet software (such as Microsoft Excel) that can save as a CSV file.

For illustration purposes only, Microsoft Excel conventions are used in the following step-by-step procedures. In this example, we use the terms spreadsheet and worksheet. A worksheet is an individual page that is organized into columns and rows, and is always stored in spreadsheet. A spreadsheet may contain many worksheets. Note: Microsoft Excel refers to spreadsheets as workbooks.

Follow these steps to create, and save data within a spreadsheet before uploading the data to the Registry.

Step 1. Download the worksheet template for the work process data that you want to upload.

To download the worksheet template, complete the following steps.

- a. Go to the Resource Centre website page
- b. Click the Job Aid – GCA Spreadsheet Upload Templates

Step 2. Create a new worksheet from the template.

- a. Create a new worksheet within your existing spreadsheet.
- b. Copy the Registry-provided template into your new worksheet, or type the header row from the template into your new worksheet. Row 1, the header row, must contain the column descriptions in your new worksheet.

Note: You may only include one work process per worksheet, but you may include multiple Facility Cost Centres/facilities. The order of the header row must match the order that is specified in the templates for each work process.

Header Row

	A	B	C	D
1	Verb	Noun	Format Version	Submitting Facility Province
2				
3				
4				

Step 3. Enter the data from your existing spreadsheet into the new worksheet.

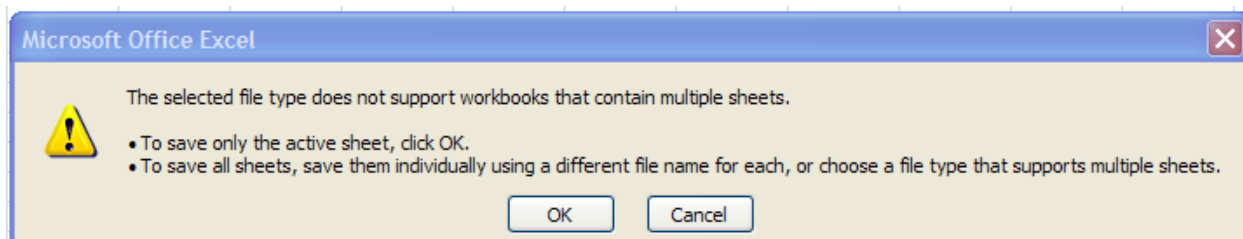
Starting in Row 2, copy, move, paste, or link the appropriate data from your spreadsheet into the new worksheet.

Step 4. Select/highlight all data on the worksheet. Choose Format – Cells – Number (tab) and choose Text. Click OK. All data on the worksheet must be in text format prior to saving in .CSV format.

Step 5. Save your new worksheet. You may only save the worksheet in CSV format for upload to Petrinex. Further, only the active worksheet may be saved as a CSV file. Multiple worksheets, within a single spreadsheet, must be saved as individual CSV files, and uploaded separately.



- a. On the File menu, select **Save As**
- b. Type the file name that you want to use
- c. Select the CSV file type
- d. Click **Save**. The following message appears.



- e. Click **OK** to save your active worksheet.

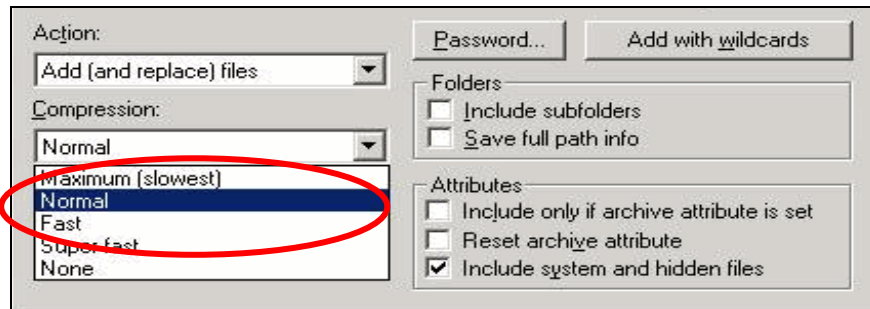
If you were to open this worksheet at this point, you will lose all of the preceding zero's in any of the data. Example BA Code 0123 would show as 123, Facility Identifier 0000123 would show as 123. If you were to upload this document to Petrinex in this manner it would not be accepted as it would not meet the required schema. Therefore we need to create a worksheet in text to upload.

- a. Open a new Excel worksheet, and click on Data to import your saved worksheet into this new worksheet.
- b. Click "From Text" to open the Import Text file window
- c. Highlight the document that you previously saved and click Import.
- d. This opens the Text Import Wizard:
 1. Click the radio button – Delimited and click Next
 2. Change the radio button under Deliminaters from Tab to Comma and click Next.
 3. You will want to change all of the columns to be Text rather than General. To do this – Hold down the Shift Key and using the scroll bar on the bottom bring it as far to the right as you can. This will highlight all of the columns.
 4. Click the radio button Text
 5. Click Finish
 6. You are now asked where you want to put the data? Click the radio button – Existing Worksheet and click OK.
 7. Save the new worksheet in a .csv file format – you can overwrite the original if you choose to ensure that you do not try to upload the wrong version.

Large files may be compressed, using the file compression utilities PKZIP or WinZip, or the built-in compression utility within Microsoft XP (referred to as NTFS compression). When using



WinZip, files must be compressed in the **Normal** compression mode, as shown below. It is recommended that any files over 5Mg should be zipped.



Note: only one file can be included in a zipped file.

Step 6. Submit the saved worksheet (with the .CSV file extension) to Petrinex. You may only upload one file to Petrinex at a time.

- a. Access Petrinex, using your Web browser.
- b. On the Main Menu, select **Data Submission** and then **Batch Upload**.
- c. Type in your CSV file location and name, or use the **Browse** button to locate the file.
- d. Click **Upload**. You will receive an onscreen message indicating if the file is uploaded successfully.
- e. You will receive an e-mail notification detailing the results of the upload when Petrinex has processed the submitted upload.



Allowable Costs Worksheet Format – AC1 Setup

<u>Spreadsheet Column</u>	<u>Data Element</u>	<u>Example Field Content</u>	<u>Format</u>	<u>Required on each row? Y/N</u>	<u>Comment</u>
A	Verb	ADD		Y	ADD is the only valid verb
B	Noun	AC1SETUP		Y	AC1SETUP is the only valid noun
C	Format Version	001	(prefix with 0's)	Y	Current is 001
D	FCCID	N/A		N/A	Must be blank for a setup
E	FCC Name	Pembina Gathering system	Max 60 characters	Y	Name must be supplied when requesting a setup
F	Contact Last Name	Smith		N	Must be supplied
G	Contact First Name	Mary		N	Must be supplied
H	Contact Phone #	4032661234		N	Must be supplied
I	Date Prepared	2013-02-28	YYYY-MM-DD	N	Must be a valid date
J	FCC Start Date	2012-05	YYYY-MM	Y	Must be a valid date
K	FCC End Date	N/A		N/A	This should be left blank for an AC1 setup. Used only when terminating
L	FCC Type	Gathering		Y	Must be field compression, gathering or processing
M	EUB Facility Province/State	AB	2 chars	Y	Must be AB
N	EUB Facility Type	GS	2 chars	Y	Must be GS or GP
O	EUB Facility Identifier	0001001	max 7 digits (prefix with 0's)	Y	Must be a valid EUB facility ID
P	Operator Start Date	2012-05	YYYY-MM	N	Must be a valid date
Q	Operator End Date		YYYY-MM	N	Must be blank for a setup
R	Operator ID	0001001	max 7 digits (prefix with 0's)	Y	Must be a valid EUB facility ID
S	RUL Production Year	2012	YYYY	N	Must be a valid year. Must be filled in if there is a RUL reported
T	RUL	10	Max 2 digits	N	Must have a corresponding RUL production year
U	Status Production Year	2012	YYYY	N	Must be a valid year. Must be filled in if there is a Status reported
V	Status	Active	Active or Shutin	N	Must have a corresponding Status production year



Allowable Costs Worksheet Format – AC1 Setup – Cont'd

<u>Spreadsheet Column</u>	<u>Data Element</u>	<u>Example Field Content</u>	<u>Format</u>	<u>Required on each row? Y/N</u>	<u>Comment</u>
W	Reported Facility Start Date	2012-05	YYYY-MM	N	Date the Set of Reported facilities became associated with this FCC
X	Reported Facility End Date	N/A		N/A	Should be left blank for an AC1 setup
Y	Reported Facility Province/State	AB	2 chars	N	Must be AB
Z	Reported Facility Type	GS	2 chars	N	Must be GS or GP,
AA	Reported Facility Identifier	0004004	max 7 digits (prefix with 0's)	N	Max. 7 digits for a facility.
AB	Ownership Start date	2012-05	YYYY-MM	N	Must be a valid year month. The date this set of owners are effective
AC	Ownership End date	N/A		N/A	Should be left blank for an AC1 setup
AD	Owner ID	XXXX	Max 4 digits	N	Must be a valid BA
AE	Ownership Percentage	10.00000	XXX.XXXXX	N	Must be > 0 < 100. Sum of all owners must add to 100%
AF	Previous FCC	XXXXXXXXXX	Max 10 digits	N	Must be a valid FCC



Allowable Costs Worksheet Format – AC1 Change

<u>Spreadsheet Column</u>	<u>Data Element</u>	<u>Example Field Content</u>	<u>Format</u>	<u>Required on each row? Y/N</u>	<u>Comment</u>
A	Verb	CHANGE		Y	CHANGE is the only valid verb
B	Noun	AC1		Y	AC1 is the only valid noun
C	Format Version	001	(prefix with 0's)	Y	Current is 001
D	FCCID	XXXXXXXXXX	Max 10 digits	Y	Must be supplied when requesting a change
E	FCC Name	Pembina Gathering system	Max 60 characters	N	Only to be completed when requesting a FCC name change
F	Contact Last Name	Smith		N	Must be supplied in each submission
G	Contact First Name	Mary		N	Must be supplied in each submission
H	Contact Phone #	4032661234		N	Must be supplied in each submission
I	Date Prepared	2014-01-01	YYYY-MM-DD	N	Must be a valid date
J	FCC Start Date	N/A		N/A	This should be left blank for an AC1 change. Used only for a setup, unterminate or terminate
K	FCC End Date	N/A		N/A	This should be left blank for an AC1 change. Used only when terminating
L	FCC Type	Gathering		N	Only to be completed if requesting a FCC type change
M	EUB Facility Province/State	N/A		N/A	This should be left blank for an AC1 change. Used only for a setup
N	EUB Facility Type	N/A		N/A	This should be left blank for an AC1 change. Used only for a setup
O	EUB Facility Identifier	N/A		N/A	This should be left blank for an AC1 change. Used only for a setup
P	RUL Production Year	2012	YYYY	N	Must be a valid year. Must be filled in if there is a RUL reported
Q	RUL	10	Max 2 digits	N	Must have a corresponding RUL production year
R	Status Production Year	2012	YYYY	N	Must be a valid year. Must be filled in if there is a Status reported



Allowable Costs Worksheet Format – AC1 Change cont'd

<u>Spreadsheet Column</u>	<u>Data Element</u>	<u>Example Field Content</u>	<u>Format</u>	<u>Required on each row? Y/N</u>	<u>Comment</u>
S	Status	Active	Active or Shutin	N	Must have a corresponding Status production year
T	Reported Facility Start Date	2012-05	YYYY-MM	N	Date the Set of Reported facilities became associated with this FCC
U	Reported Facility End Date	2012-12	YYYY-MM	N	Date the set Reported facilities stop being associated with this FCC
V	Reported Facility Province/State	AB	2 chars	N	Must be AB
W	Reported Facility Type	GS	2 chars	N	Must be GS or GP,
X	Reported Facility Identifier	0004004	max 7 digits (prefix with 0's)	N	Max. 7 digits for a facility.
Y	Ownership Start date	2013-01	YYYY-MM	N	Must be a valid year month. The date this set of owners are effective
Z	Ownership End date	2013-06	YYYY-MM	N	Must be a valid year month. The date this set of owners ends. Note: you cannot include multiple owner sets in one submission.
AA	Owner ID	XXXX	max 4 digits	N	Must be a valid BA
AB	Ownership Percentage	10.00000	XXX.XXXXX	N	Must be > 0 < 100. Sum of all owners must add to 100%
AC	Previous FCC	XXXXXXXXXX	Max 10 digits	N	Must be a valid FCC



Allowable Costs Worksheet Format – FCC Operator Change

Spreadsheet Column	Data element	Example Field Content	Format	Required on each row? Y/N	Comments
A	Verb	CHANGE		Y	CHANGE is the only valid verb
B	Noun	AC1OPR		Y	AC1OPR is the only valid noun
C	Format Version	001	(prefix with 0's)	Y	Current is 001
D	Operator Start Date	2014-01	YYYY-MM	Y	Year Month the new operator will become effective
E	Operator End Date		YYYY-MM	N	Usually left blank
F	Current Operator ID	XXXX	max 4 digits	Y	Must be a valid BA and must be the current FCC operator
G	New Operator ID	XXXX	max 4 digits	Y	Must be a valid BA
H	FCC ID	XXXXXXXXXX	max 10 digits	Y	Must be a valid FCC ID
I	Date Prepared	2014-02-01	YYYY-MM-DD	Y	Must be a valid date

Each file may contain multiple FCC Operator change requests as long as the current operator is the same.



Allowable Costs Worksheet Format – AC1 Terminate/Unterminate

<u>Spreadsheet Column</u>	<u>Data Element</u>	<u>Example Field Content</u>	<u>Format</u>	<u>Required on each row? Y/N</u>	<u>Comment</u>
A	Verb	TERMINATE		Y	TERMINATE is the only valid verb
B	Noun	AC1		Y	AC1 is the only valid noun
C	Format Version	001	(prefix with 0's)	Y	Current is 001
D	FCCID	XXXXXXXXXX	Max 10 digits	Y	Must be supplied when requesting a terminate or unterminate
E	Contact Last Name	Smith		Y	Must be supplied in each submission
F	Contact First Name	Mary		Y	Must be supplied in each submission
G	Contact Phone #	4032661234		Y	Must be supplied in each submission
H	Date Prepared	2014-01-01	YYYY-MM-DD	Y	Must be a valid date
I	FCC Start Date	2012-01	YYYY-MM	Y	The FCC start date must always be supplied.
J	FCC End Date	2013-12	YYYY-MM	N	To terminate enter the End date to unterminate leave blank

One row for each FCC ID Terminate or Unterminate thus there must be a contact person & prepared date for each row



Allowable Costs Worksheet Format – AC2

<u>Spreadsheet Column</u>	<u>Data Element</u>	<u>Example Field Content</u>	<u>Format</u>	<u>Required on each row? Y/N</u>	<u>Comment</u>
A	Verb	ADD		Y	ADD is the only valid verb
B	Noun	AC2		Y	AC2 is the only valid noun
C	Format Version	002	(prefix with 0's)	Y	Version is 002
D	FCCID	XXXXXXXXXX	Max 10 digits	Y	Must be supplied
E	Production Year	2013	YYYY	Y	Must be supplied
F	Contact Last Name	Smith		N	Must be supplied in each submission
G	Contact First Name	Mary		N	Must be supplied in each submission
H	Contact Phone #	4032661234		N	Must be supplied in each submission
I	Date Prepared	2014-04-01	YYYY-MM-DD	N	Must be a valid date
J	Cum Allowable Cap Open	100000	Max 13 digits	N	No decimals
K	Allow Capital Cost Open	100000	Max 13 digits	N	No decimals
L	Capital Additions/Adjustments	100000	Max 13 digits	N	No decimals. Normally this is blank. It should only be used when the FCC is new for a year prior to 2004 and has never submitted an AC2 previously.
M	Land	100000	Max 13 digits	N	No decimals
N	Avg Spare Parts Inventory	100000	Max 13 digits	N	No decimals
O	Cap AddtnAdjustmntTypeDesc	Road Maintenance	Max 40 Characters	N	Description of type of Capital Addition (1997 - 2003 submissions) and/or type of Capital Adjustment (2004 & greater submissions)
P	Cap AddtnAdjustmntFCCID	XXXXXXXXXX	Max 10 digits	N	Used only for 2004 and greater submissions
Q	Cap Addition Type	ADDITIONS	Max 14 Characters	N	Can be ADDITIONS, DISPOSITIONS, RETIREMENTS, STARTUP, TRANSFERS
R	Cap Addition Amt	100000	Max 13 digits	N	No decimals



Allowable Costs Worksheet Format – AC2, Cont'd

<u>Spreadsheet Column</u>	<u>Data Element</u>	<u>Example Field Content</u>	<u>Format</u>	<u>Required on each row? Y/N</u>	<u>Comment</u>
S	Cap Cost Allowance Alloc BAID	XXXX	Max 4 digits	N	Must be a valid BA
T	Cap Cost Allowance Distribution Percent	100.00000	Max 8 digits including decimals	N	Max 5 Decimal places
U	Cap Cost Allowable Alloc Fac Prov State	AB	2 characters	N	Must be AB
V	Cap Cost Allowable Alloc Fac Type	GP	2 characters	N	Must be valid ERCB facility type.
W	Cap Cost Allowable Alloc Fac Identifier	1234567	Max 7 digits (prefix with 0's)	N	Must be a valid ERCB Facility ID
X	Cap Cost Allowable Fac Distribution Percent	100.00000	Max 8 digits including decimals	N	Max 5 decimal places. The sum of the Cap Cost Allowable Distribution % must equal zero or 100.
Y	Cap CPAF Unit Value	M ³	Max 10 Characters	N	Can be M ³ , 10 ³ m ³ or TONNES
Z	Cap Total FCC Throughput	10000.0	Max 14 digits including decimals	N	Max 1 Decimal place
AA	Cap CPAF BA ID	XXXX	Max 4 digits	N	Must be a valid BA
AB	Cap CPAF Custom Volume	10000.0	Max 14 digits including decimals	N	Max 1 Decimal place
AC	Std Allowable Op Costs	1000	Max 13 digits	N	No decimals
AD	CoGen Utilities	1000	Max 13 digits	N	No decimals
AE	GHG Emission Compliance Cost	100000	Max 13 digits	N	No decimals
AF	Other Allowable Desc	Road Maintenance	Maximum 40 characters	N	
AG	Other Allowable Cost	1000	Max 13 digits	N	No decimals
AH	Op Cost Allowance Alloc BAID	XXXX	Max 4 digits	Y	Must be a valid BA



Allowable Costs Worksheet Format – AC2, Cont'd

<u>Spreadsheet Column</u>	<u>Data Element</u>	<u>Example Field Content</u>	<u>Format</u>	<u>Required on each row? Y/N</u>	<u>Comment</u>
AI	Op Cost Allowance Distribution Percent	100.00000	Max 8 digits including decimals	N	Max 5 Decimal places. The sum of the Op Cost Allowance Distribution % must equal zero or 100.
AJ	Op Cost Allowable Alloc Fac Prov State	AB	2 characters	N	Must be AB
AK	Op Cost Allowable Alloc Fac Type	GP	2 characters	N	Must be valid ERCB facility type.
AL	Op Cost Allowable Alloc Fac Identifier	1234567	Max 7 digits (prefix with 0's)	N	Must be valid ERCB facility ID.
AM	Op Cost Allowable Fac Distribution Percent	100.00000	Max 8 digits including decimals	N	Max 5 Decimal places. The sum of the Op Cost Allowable FAC Distribution % must equal zero or 100.
AN	Op CPAF Unit Value	M ³	Max 10 Characters	N	Can be M ³ , 10 ³ m ³ or TONNES
AO	Op Total FCC Throughput	10000.0	Max 14 digits including decimals	N	Max 1 Decimal place
AP	Op CPAF BAID	XXXX	Max 4 digits	N	Must be a valid BA
AQ	Op CPAF Custom Volume	10000.0	Max 14 digits including decimals	N	Max 1 Decimal place



Allowable Costs Worksheet Format – AC2 Delete

<u>Spreadsheet Column</u>	<u>Data Element</u>	<u>Example Field Content</u>	<u>Format</u>	<u>Required on each row? Y/N</u>	<u>Comment</u>
A	Verb	DELETE		Y	DELETE is the only valid verb
B	Noun	AC2		Y	AC2 is the only valid noun for deletions
C	Format Version	001	(prefix with 0's)	Y	Current is 001
D	FCCID	XXXXXXXXXX	Max 10 digits	Y	Must be supplied
E	Production Year	2013	YYYY	Y	Must be supplied
F	Contact Last Name	Smith		Y	Must be supplied in each submission
G	Contact First Name	Mary		Y	Must be supplied in each submission
H	Contact Phone #	4032661234		Y	Must be supplied in each submission
I	Date Prepared	2014-04-011	YYYY-MM-DD	Y	Must be a valid date



Allowable Costs Worksheet Format – AC3

<u>Spreadsheet Column</u>	<u>Data Element</u>	<u>Example Field Content</u>	<u>Format</u>	<u>Required on each row? Y/N</u>	<u>Comment</u>
A	Verb	ADD		Y	ADD is the only valid verb
B	Noun	AC3		Y	AC3 is the only valid noun
C	Format Version	002	(prefix with 0's)	Y	Version is 002
D	FCCID	XXXXXXXXXX	Max 10 digits	Y	Must be supplied
E	From BA ID	ABCD	Max 4 digits	N	Must be a valid BA. This is the submitting BA.
F	Production Year	2013	YYYY	Y	Must be supplied
G	Contact Last Name	Smith		N	Must be supplied in each submission
H	Contact First Name	Mary		N	Must be supplied in each submission
I	Contact Phone #	4032661234		N	Must be supplied in each submission
J	Date Prepared	2014-05-01	YYYY-MM-DD	N	Must be a valid date
K	Cap Cost Allowance Realloc From Fac Prov State	AB	2 characters	N	Must be AB
L	Cap Cost Allowance Realloc From Fac Type	GP	2 characters	N	Must be valid ERCB GP or GS.
M	Cap Cost Allowance Realloc From Fac Identifier	1234567	Max 7 digits (prefix with 0's)	N	Must be valid ERCB facility ID.
N	Cap Cost Allowance Realloc To Fac Prov State	AB	2 characters	N	Must be AB
O	Cap Cost Allowance Realloc To Fac Type	GP	2 characters	N	Must be valid ERCB GP or GS.
P	Cap Cost Allowance Realloc To Fac Identifier	1234567	Max 7 digits (prefix with 0's)	N	Must be valid ERCB facility ID.
Q	Cap Cost Realloc to BA ID	EFGH	Max 4 digits	N	Must be a valid BA.
R	Cap Cost Realloc Percentage	50.00000	Max 8 digits including decimals	N	Max 5 Decimal places
S	Op Cost Allowance Realloc From Fac Prov State	AB	2 characters	N	Must be AB
T	Op Cost Allowance Realloc From Fac Type	GP	2 characters	N	Must be valid ERCB GP or GS.
U	Op Cost Allowance Realloc From Fac Identifier	1234567	Max 7 digits (prefix with 0's)	N	Must be valid ERCB facility ID.



Allowable Costs Worksheet Format – AC3 Cont'd

<u>Spreadsheet Column</u>	<u>Data Element</u>	<u>Example Field Content</u>	<u>Format</u>	<u>Required on each row? Y/N</u>	<u>Comment</u>
V	Op Cost Allowance Realloc To Fac Prov State	AB	2 characters	N	Must be AB
W	Op Cost Allowance Realloc To Fac Type	GP	2 characters	N	Must be valid ERCB GP or GS.
X	Op Cost Allowance Realloc To Fac Identifier	1234567	Max 7 digits (prefix with 0's)	N	Must be valid ERCB facility ID.
Y	Op Cost Realloc To BAID	ABCD	Max 4 digits	N	Must be a valid BA.
Z	Op Cost Realloc Percentage	50.00000	Max 8 digits including decimals	N	Max 5 Decimal places



Allowable Costs Worksheet Format – AC3 Delete

<u>Spreadsheet Column</u>	<u>Data Element</u>	<u>Example Field Content</u>	<u>Format</u>	<u>Required on each row? Y/N</u>	<u>Comment</u>
A	Verb	DELETE		Y	DELETE is the only valid verb
B	Noun	AC3		Y	AC3 is the only valid noun for deletions
C	Format Version	001	(prefix with 0's)	Y	Current is 001
D	FCCID	XXXXXXXXXX	Max 10 digits	Y	Must be supplied
E	From BA ID	ABCD	Max 4 digits	Y	Must be a valid BA. This is the submitting BA.
F	Production Year	2013	YYYY	Y	Must be supplied
G	Contact Last Name	Smith		Y	Must be supplied in each submission
H	Contact First Name	Mary		Y	Must be supplied in each submission
I	Contact Phone #	4032661234		Y	Must be supplied in each submission
J	Date Prepared	2014-06-01	YYYY-MM-DD	Y	Must be a valid date



Allowable Costs Worksheet Format – AC5

<u>Spreadsheet Column</u>	<u>Data Element</u>	<u>Example Field Content</u>	<u>Format</u>	<u>Required on each row? Y/N</u>	<u>Comment</u>
A	Verb	ADD		Y	ADD is the only valid verb
B	Noun	AC5		Y	AC5 is the only valid noun
C	Format Version	002	(prefix with 0's)	Y	Version is 002
D	BA ID	ABCD	4 Characters	Y	Must be a valid BA
E	Production Year	2013	YYYY	Y	Must be supplied
F	Contact Last Name	Smith		N	Must be supplied in each submission
G	Contact First Name	Mary		N	Must be supplied in each submission
H	Contact Phone #	4032661234		N	Must be supplied in each submission
I	Date Prepared	2014-04-01	YYYY-MM-DD	N	Must be a valid date
J	Custom Proc Fees Paid Fac Prov State	AB	2 characters	N	Must be AB
K	Custom Proc Fees Paid Fac Type	GS	2 characters	N	Must be a GS or GP
L	Custom Proc Fees Paid Fac Identifier	0001001	max 7 digits (prefix with 0's)	N	Must be a valid EUB facility ID
M	Custom Proc Fee Paid	100000	Max 13 digits	N	No decimals



Allowable Costs Worksheet Format – AC5 Delete

<u>Spreadsheet Column</u>	<u>Data Element</u>	<u>Example Field Content</u>	<u>Format</u>	<u>Required on each row? Y/N</u>	<u>Comment</u>
A	Verb	DELETE		Y	DELETE is the only valid verb
B	Noun	AC5		Y	AC5 is the only valid noun for deletions
C	Format Version	001	(prefix with 0's)	Y	Current is 001
D	BA ID	ABCD	Max 4 Characters	Y	Must be a valid BA
E	Production Year	2013	YYYY	Y	Must be supplied
F	Contact Last Name	Smith		Y	Must be supplied in each submission
G	Contact First Name	Mary		Y	Must be supplied in each submission
H	Contact Phone #	4032661234		Y	Must be supplied in each submission
I	Date Prepared	2014-05-01	YYYY-MM-DD	Y	Must be a valid date