

HANDBOOK

for the recipients of the

**Invoice
User Defined File (UDF)**

Effective: February 2010

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PREFACE

This document is intended to assist recipients of the UDF in reading and interpreting the information transmitted to them. The format of the file, including the record types, fields, field lengths etc. has been established by PRIDE and is described in their publications. This document explains how the Department will use that file structure to communicate details of various types of charges. It is intended to answer questions like:

What factors or pieces of information will be provided for a specific type of charge?

What fields will be used to provide these details?

How many decimals of precision will be used for a given piece of information?

What formulas would I use to verify a particular calculation?

DEFINITIONS

"Charge" is used generically in this document to mean a financial transaction. It is **not** meant to be the opposite of "credit", or to differentiate regular charges from "adjustments", or normal charges from "reversals".

"Reversal" charge is used in this document to indicate a charge that reversals fully a previous charge.

"Component" is a part of a charge. Every charge is made up of one or more components. For example, a particular "Crown Royalty" charge may be made up of the components: "Base Royalty", "Vintage Adjustment", and "CAP Adjustment".

1. GENERAL INFORMATION

1.1 File Structure

As indicated by the PRIDE documentation, the Invoice UDF has 5 record types arranged in a hierarchical structure. Every record is preceded by a "record ID" consisting of four identifying fields.

The hierarchical arrangement of the records is a critical part of successful interpretation of the contents. Any sorting or re-arranging of the order of the records could easily sever the implied associations between records, and will likely destroy the usefulness of the file.

Record types 11, 26, 27 and 90 will each appear once in each file. Record type 33 will repeat as often as required. Refer to Appendix B for detail record formats.

1.2 Use of Signed Values

On the Invoice UDF, the net dollar amount for each charge type will appear as a positive number, except in the situation where charge reversals outweigh the normal charges, in which case the amount will appear as a negative number. (The net dollar amount for Prior Period Interest charges is an important exception to this rule. Please refer to Section 3 for details.) The Charge Type (e.g. Crown Royalty, or Injection Credit) will indicate whether the charge should be added or subtracted when determining a net value.

See Appendix A for a list of the Charge Types and their effect on the net invoice amount.

1.3 Numeric Formats

The amount field on record 33 is type "R" (real), which requires an explicit decimal point. The decimal point will be indicated by a period.

Record 90 contains a dollar amount field which has a type of "N2", which indicates a numeric field having two implied decimal places. Therefore this value will appear as an integer, but it must be assumed to have a decimal point before the last two digits.

When the field is marked as "mandatory" (Use¹ = 'M'), a value will always be provided, but that value may be zero where appropriate.

Numeric values will be right justified within the field. When a numeric value does not require the full space available in a field, it will be padded with leading spaces (not zeros).

¹ "Use \cong refers to the PRIDE document column that specifies whether a field is mandatory or optional. Refer to Appendix B.

2. RECORD 33

Record 33 is comparable to a single line item on the printed version of the Invoice. Each Invoice UDF file will contain one record 33 for each Charge Type that appears on the Invoice. (There will be at least one record 33 in each file.) Note that there will not necessarily be a record 33 for every possible Charge Type, and that in some instances there will be a record 33 with a zero dollar amount.

The following is the layout for the Record 33: Invoice Detail Information:

Field	Description
1	charge type
2	charge amount
3	invoice line item number
4	prior periods charge amount
5	current period charge amount

Field 4 is the amount pertaining to prior production periods (the production periods previously invoiced) for the charge type. Field 5 is the amount pertaining to the current production period (the production period being invoiced for the first time) for the charge type. The sum of fields 4 and 5 will equal the amount in field 2.

3. Prior Period Interest

Interest charges are calculated separately on each charge where necessary. Note that in the Crown Royalty Detail, any prior period interest related to a charge is depicted as a component of that charge. However, on the summary Invoice, all of these prior period interest charges are combined and appear as a separate charge type (i.e. as a separate record 33.)

The net amount of the Prior Period Interest charges will be signed according to its effect on the net invoice amount. For example, if the interest charges were all related to original Crown Royalty charges, or to reversals of Injection Credits, the interest dollar amount would be positive. On the other hand, if the interest charges were all related to reversal Crown Royalty charges, or to original Injection Credits, the interest dollar amount would be negative.

APPENDIX A

PRIDE Invoice UDF - Charge Types

Charge Types	Add/Subtract to determine the net Invoice Amount
Audit Adjustments	Add
Annual Allowable Cost Restriction Adjustment	Add
Annual Capital Cost Adjustment	Subtract
Annual Co-Generation Contract Adjustment	Subtract
Annual Operating Cost Adjustment	Subtract
Annual Custom Processing Fee Adjustment	Subtract
Allowable Cost Restriction	Add
Monthly Capital Cost Deduction	Subtract
Monthly Custom Processing Fee Deduction	Subtract
Monthly Operating Cost Deduction	Subtract
Condensate Royalty	Add
Crown Royalty	Add
Royalty Deposit Adjustment	Add
Enhanced Oil Recovery Operating Cost Adjustment	Add
Injection Credits	Subtract
Other Financial Transactions	Add
Provisional Royalty Assessment	Add
Penalties	Add
Interest: Prior Period	Add
Monthly Proprietary Waiver	Subtract
Crown Royalty Inventory Settlement	Add
Crown Royalty Paid Bank Settlement	Subtract
Sulphur Emission Control Assistance Program (SECAP)	Subtract
Otherwise Flared Solution Gas	Subtract

APPENDIX B

PRIDE Invoice UDF - File Structure

The intent of this file structure is to assist companies in going from the application to the EDI translator. It is intended that this file could be used as what is often termed the "User Defined File", which is the file used as input to, or output from, the EDI translator. This document has two sections, the first gives the layout of the file and the second provides the mapping to the PRIDE EDI standards.

The file structure for an Invoice document will have the following general form:

Record ID	Generic Data Record
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Record ID

The Record ID will precede every Generic Data Record in the Invoice Detail File document and will have the following format:

		Name	Typ	Lgth	Js	Use	Description	EDITING
	1	Trading Partner ID	AN	1/16 <u>Char</u> <u>Pos</u> 1-16	L	O	Many EDI Translators require a trading partner field to select the appropriate map. This is the recipient's DUNS number with a suffix of the Document ID that appears below.	No editing done on this field.
	2	Record ID	AN	2/2 <u>Char</u> <u>Pos</u> 17-18	L	M	A code identifying the record format. '11' = Document Information '26' = Payee Information '27' = Payer Information '31' = Message Information '33' = Invoice Detail Information '40' = Net Invoice Amount Information	Field must contain a valid code.
	3	EDI/Paper Production/Test Flag	AN	1/1 <u>Char</u> <u>Pos</u> 19-19	L	M	A flag specifying how the document is to be treated. 'A' = Printed only 'B' = Production, EDI direct to Joint Owner or Crown 'F' = Production, EDI copies to both Joint Owner and Crown 'G' = Production, EDI to Fax for Joint Owner and EDI Copy to Crown 'H' = Production, paper for Joint Owner and EDI for Government 'J' = Test, EDI direct to Joint Owner or Crown 'N' = Test, EDI copies to both Joint Owner and Crown 'O' = Test, EDI to Fax for Joint Owner and EDI Copy to Crown 'Q' = Test, paper for Joint Owner and EDI for Government 'X' = EDI to Fax direct to Joint Owner	Field must contain a valid code.
	4	Document ID	AN	2/2 <u>Char</u> <u>Pos</u> 20-21	L	M	A code identifying the document. For this invoice Detail, PRIDE established the code: 'CR' = Corporate Net Royalty	Field must contain a valid code.

Record 11 - Document Information

* All Generic Data Records start at position 22 since the first 21 positions are used for the Record ID.

This record contains all the data from the header section of the document, which is not related specifically to a company or facility. There is only one Document Information Record per document and it is mandatory.

		Name	Typ	Lgth	Js	Use	Description	EDITING
11	1	Reference Number	AN	1/30 Char Pos 22-51	L	M	A unique number identifying the document. For this Invoice document, this will be the Invoice Number with a suffix of '01'.	Field must contain data.
11	2	Transaction Type Code	ID	2/2 Char Pos 52-53	L	M	A code which specifies whether the document is an original or replacement. '00' = Original '05' = Replacement	Field must contain a valid code.
11	3	Invoice Number	AN	1/22 Char Pos 54-75	L	M	The unique identifier for the invoice as determined by the party producing the invoice.	Field must contain data.
11	4	Invoice Date	DT	8/8 Char Pos 76-83	L	M	The date the invoice was issued. (in YYYYMMDD format).	Field must contain data. The date must be valid.
11	5	Due Date	DT	8/8 Char Pos 84-91	L	M	The date the invoice charges are due to be paid (in YYYYMMDD format).	Field must contain data. The date must be valid.
11	6	Billing Period Date	DT	8/8 Char Pos 92-99	L	M	The production period to which current charges apply (in YYYYMMDD format). I.e. The production period which is being invoiced for the first time.	Field must contain data. The date must be valid.
11	7	Filing Data	DT	8/8 Char Pos	L	M	The date the document was created (YYYYMMDD format). This date is used to determine the most current document when sending amendments.	Field must contain data. The date must be valid.

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11	8	Filing Time	TM	6/6 Char Pos 108-113	L	M	The time the document was created in HHMMSS 24-hour clock format (i.e. 000000-235959). This time is used to determine the most current document when sending amendments.	Field must contain data. The time must be valid.
11	9	Filing Time Zone	ID	2/2 Char Pos 114-115	L	M	Code identifying the time zone for the Filing Time. Options are: 'CT' = Central Time 'ET' = Eastern Time 'MT' = Mountain Time 'PT' = Pacific Time	Field must contain a valid code.
11	10	Trading Partner ID Qualifier	AN	2/2 Char Pos 116-117	L	M	A code specifying what type of code is used in the Trading Partner ID. This typically a DUNS number plus suffix in which case '14' should be used.	No edit test performed.

Record 26: Payee Information

This Record contains all the information associated with the Payee. There is only one Operator Record per document and it is mandatory.

		Name	Typ	Lgth	Js	Use	Description	EDITING
26	1	Payee Agency	ID	2/2 <u>Char</u> <u>Pos</u> 22-23	L	M	Indicates the agency that established the Payee Code. Options are: 'BC' = BC Ministry of Energy Mines and Resources 'DE' = Department of Energy, Government of Alberta 'SD' = Saskatchewan Energy Mines and Resources	Field must contain a valid code.
26	2	Payee Code	AN	2/17 <u>Char</u> <u>Pos</u> 24-40	L	M	Code which identifies the Payee.	Field must contain data.
26	3	Payee Name	AN	1/35 <u>Char</u> <u>Pos</u> 41-75	L	O	Textual name of the Payee which generated the invoice.	No editing done on this field.
26	4	Payee Additional Name	AN	1/140 <u>Char</u> <u>Pos</u> 76-215	L	O	Additional space for the Payee name.	This field cannot contain data unless the Payee Name does.
26	5	Payee Address	AN	1/140 <u>Char</u> <u>Pos</u> 216-355	L	O	Street Address for the Payee.	No editing done on this field.
26	6	Payee City	AN	2/19 <u>Char</u> <u>Pos</u> 356-374	L	O	City of the Payee.	If field contains data, then a minimum of 2 characters is required.
26	7	Payee Province/State	ID	2/2 <u>Char</u>	L	O	Province of state of the Payee.	Field must contain data if Payee City contains data.

				<u>Pos</u> 375-376				If field contains data, then a minimum of two characters is required.
26	8	Payee Postal/Zip Code	ID	<u>5/9 Char Pos</u> 377-385	L	O	Postal or Zip Code of the Payee.	If field contains data, then a minimum of 5 characters is required.
26	9	Payee Country Code	ID	<u>2/2 Char Pos</u> 386-387	L	O	Control Code of the Payee. Options are: 'CA' = Canada 'GB' = Great Britain 'US' = United States	If field contains data, it must contain a valid code.

Record 27: Payer Information

This Record contains all the information associated with the Payee. There is only one Owner Record per document and it is mandatory.

		Name	Typ	Lgth	Js	Use	Description	EDITING
27	1	Payer Agency	ID	2/2 <u>Char</u> <u>Pos</u> 22-23	L	M	Indicates the agency that established the Payer Code . Options are: 'BC' = BC Ministry of Energy Mines and Resources 'DE' = Department of Energy, Government of Alberta 'SD' = Saskatchewan Energy Mines and Resources	Field must contain a valid code.
27	2	Payer Code	AN	2/17 <u>Char</u> <u>Pos</u> 24-40	L	M	Code which identifies the Royalty Payer for which the invoice was generated.	Field must contain data.
27	3	Payer Name	AN	1/35 <u>Char</u> <u>Pos</u> 41-75	L	O	The textual name of the Payer.	No editing done on this field.
27	4	Payer Additional Name	AN	1/140 <u>Char</u> <u>Pos</u> 76-215	L	O	Additional space for the Payer name.	This field cannot contain data unless the Payer Name does.
27	5	Payer Address	AN	1/140 <u>Char</u> <u>Pos</u> 216-355	L	O	Street address for the Payer.	No editing done on this field.
27	6	Payer City	AN	2/19 <u>Char</u> <u>Pos</u> 356-374	L	O	City of the Payer.	If field contains data, then a minimum of 2 characters is required.

27	7	Payer Province/State	ID	2/2 Char Pos 375-376	L	O	Province or State of the Payer.	Field must contain data if Payer City contains data. If field contains data, then a minimum of two characters is required.
27	8	Payer Postal/Zip Code	ID	5/9 Char Pos 377-385	L	O	Postal or Zip Code of the Payer.	If field contains data, then a minimum of 5 characters is required.
27	9	Payer Country Code	ID	2/2 Char Pos 386-387	L	O	Country Code of the Payer. Options are: 'CA' = Canada 'GB' = Great Britain 'US' = United States	If field contains data, it must contain a valid code.
27	10	Payer Account Number	AN	1/11 Char Pos 388-398	L	M	Number identifying the Department of Energy Account for the Payer.	Field must contain data.

Record 33: Invoice Detail Information

This Record contains all the information associated with the various charges and amounts on a Crown invoice.

		Name	Typ	Lgth	Js	Use	Description	EDITING
33	1	Charge Description	ID	3/3 <u>Char</u> <u>Pos</u> 22-24	L	M	The invoice code for the charge category. PRIDE: "010" - Crown Royalty "020" - Monthly Proprietary Waiver "030" - Monthly Capital Cost Deduction "040" - Monthly Custom Processing Fee Deduction "044" - Monthly Operating Cost Deduction "060" - Annual Co-Generation Contract Adjustment "080" - Annual Capital Cost Adjustment "090" - Annual Custom Processing Fee Adjustment "095" - Annual Operating Cost Adjustment "100" - Allowable Cost Restriction "101" - Annual Allowable Cost Restriction Adjustment "110" - Injection Credits "120" - Enhanced Oil Recovery Operating Cost Adjustment "130" - Crown Royalty Paid Bank Settlement "140" - Crown Royalty Inventory Settlement "150" - Audit Adjustments "180" - Sulphur Emission Control Assistance Program (SECAP) "190" - Royalty Deposit Adjustment "200" - Other Financial Transactions "210" - Provisional Royalty Assessment "230" - Penalties	This must be a valid code.

							"240" - Interest: Prior Period "250" - Otherwise Flared Solution Gas (OFSG) "260" - Condensate Royalty	
33	2	Amount	R	1/17 <u>Char</u> <u>Pos</u> 25-41	R	M	The total amount of charges pertaining to the charge category (net of any reversals).	Field must contain data.
33	3	Invoice Line Item Number	AN	¼ <u>Char</u> <u>Pos</u> 42-45	L	M	Line item number used in combination with the Invoice Number to uniquely identify a line item.	Field must contain data.
33	4	Prior Periods Charge Amount	R	1/17 <u>Char</u> <u>Pos</u> 46-62	R	M	The amount pertaining to prior production periods (the production periods previously invoiced) for the charge type.	Field must contain data.
33	5	Current Period Charge Amount	R	1/17 <u>Char</u> <u>Pos</u> 63-79	R	M	The amount pertaining to the current production period (the production period being invoiced for the first time) for the charge type. The sum of fields 4 and 5 will equal the amount in field 2.	Field must contain data.

Record 90: Net Invoice Amount Information

This Record contains all the information associated with the Net Invoice Amount for the Invoice.

		Name	Typ	Lgth	Js	Use	Description	EDITING
90	1	Net Invoice Amount	N2	1/17 <u>Char</u> <u>Pos</u> 22-38	R	M	The net invoice amount due. (The net amount of all charge categories appearing on the invoice).	Field must contain data.