

Self-Service EOR Operator’s Returns Industry User Guide

<i>Industry User Guide</i> Publication Date	Notes and Changes Made
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May 3, 2021	Updated to include New EOR Grouping Functionality

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Industry User Guide Overview

This User Guide provides information on:

- How to search for EOR Project Groups
- How to file an ESTIMATE or ACTUAL EOR Operator’s return
- How to retrieve and view EOR Operator’s returns
- How to view EOR rates and completed returns
- EOR reports available
- Security and permission sets required in IRIS to complete an EOR return
- Frequently Asked Questions

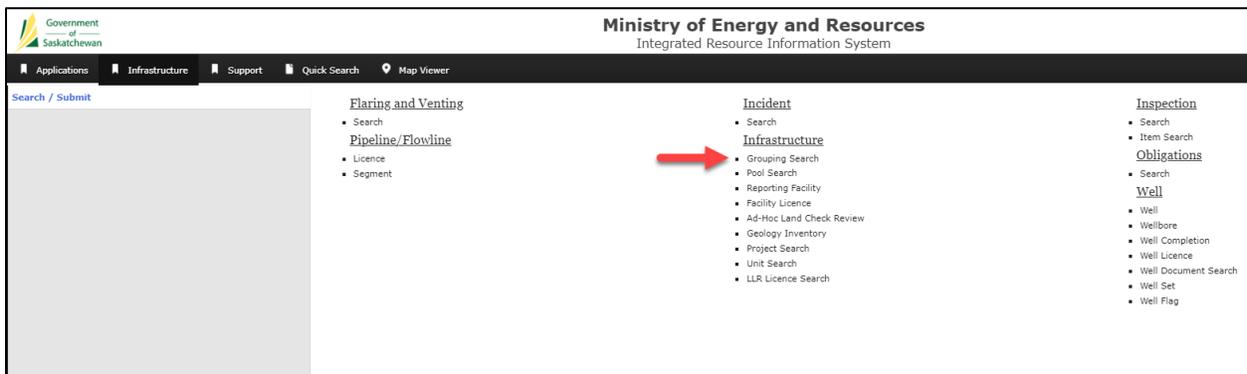
Self-Service EOR Operator’s Return Overview

Self-Service EOR Operator’s return functionality allows Industry to submit and resubmit ESTIMATE and ACTUAL returns for EOR Projects. When an ACTUAL return is filed, a revised ESTIMATE for the same period cannot be submitted. Once an AUDIT has commenced, a revised ACTUAL return can no longer be submitted for that period.

How to search for EOR Project Groups

All the EOR projects within an EOR Group can be viewed from this area. Each EOR Grouping will be assigned an EOR Group Project number (for example “EORRPT 00001”). The EOR Project Group will have a Reporting Project and a Project (Non-Reporting Project).

- 1) Login to IRIS
- 2) Select *Infrastructure* tab
- 3) Select *Grouping Search*



Basic Group Search

The Basic Search allows the user to search for the EOR Group by using the Group Identifier.

Grouping Search

Search Criteria

Basic Search | Advanced Search

Grouping

Identifier

Search

Search for the EOR Group using the Group ID in the form of **EORPT 12345**

Advanced Group Search

If you do not know the Group Identifier, or you would like to see all EOR Grouping Projects, you can use the Advanced Search.

Grouping Search

Search Criteria

Basic Search | Advanced Search

Grouping

Group Type

Group Name

Effective From Effective To

Group Item Type

Search

To view all EOR Groups, select the Group Type of 'EOR Reporting' and press search

Project Page

If you know that an EOR project belongs to a group, you can search for the project through the Project Search function under the Infrastructure Menu in IRIS. The project pages have been updated to include a Group tab which will outline what group the EOR project is currently in (if any) or what groups they have been in. An example of the Group tab on the project page can be found below.

SK PJ 70283 - EOR Test Project (for EOR Group Testing Purposes)

Main | Link To Well Completion | Roy/Tax | Groups | Attachments | Obligations | Work Items | Associated Entities | Project Area | Production/Injection

Detail	Group Type	Group Identifier	Item Count	Group Name	Group Description	Effective From	Effective To	Notes	Actions
▼	EOR Reporting	EORRPT 00015	2	EOR Return Report Testing		2021-01-01	9999-12-31		

Type	Details	Effective From	Effective To	Notes
Reporting Project	SK PJ 70283 - EOR Test Project (for EOR Group Testing Purposes) ¹	2021-01-01	9999-12-31	
Project	SK PJ 70281 - EOR Grouping - Project Creation Test 2 ²	2021-01-01	9999-12-31	

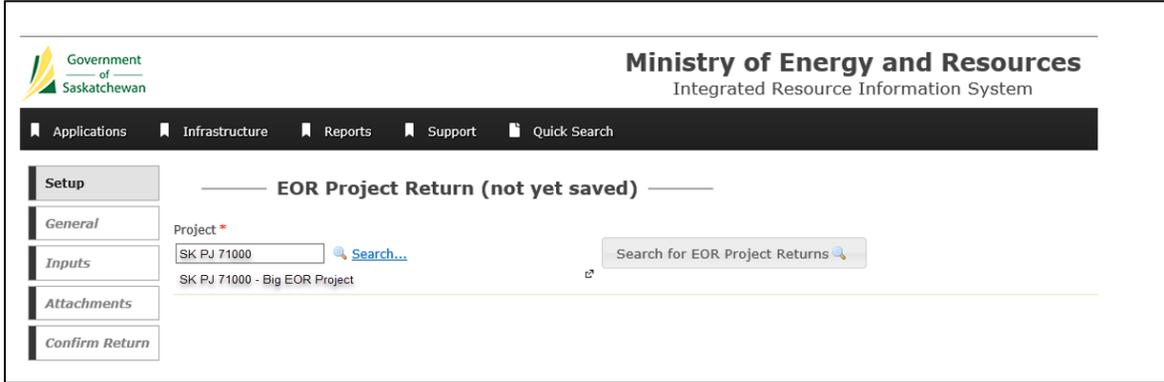
How to File an EOR Project ESTIMATE Return

An *ESTIMATE* return has to be filed before an *ACTUAL* return for the same period can commence.

- 1) Login to IRIS
- 2) Select *Applications* tab
- 3) Select *Self-Service for EOR Royalty /Tax* from the left-hand menu
- 4) Under *Applications* choose *File EOR Project Return* from the right-hand menu
- 5) Enter Project ID [Use the following format: SK PJ 70000 or SK ER E1000]. (**Tip: The search**

 [Search...](#) option allows for search by Province, Type and Identifier).

- a. For a Group Project, the Project ID entered can either be the *Reporting Project* or *Project (Non-Reporting Project)*. If the *Project (Non-Reporting Project)* is used, the return will automatically default the *Reporting Project* for the group.
- 6) Click the *Search for EOR Project Returns* button



The screenshot displays the IRIS web application interface. At the top left is the Government of Saskatchewan logo. The top right features the text 'Ministry of Energy and Resources' and 'Integrated Resource Information System'. A navigation bar contains 'Applications', 'Infrastructure', 'Reports', 'Support', and 'Quick Search'. The main content area is titled 'EOR Project Return (not yet saved)'. On the left, a sidebar menu includes 'Setup', 'General', 'Inputs', 'Attachments', and 'Confirm Return'. The 'General' section contains a 'Project' field with the value 'SK PJ 71000' and a 'Search...' button. Below the field, the text 'SK PJ 71000 - Big EOR Project' is displayed. A 'Search for EOR Project Returns' button is located to the right of the field.

- 7) Click the *Next* button to select the Return Rate Type (ESTIMATE in this case) you would like to complete – a confirmation pop-up will appear. Click the *Confirm* button to proceed.

Single Project

Build: 5.19.0.19113 Environment: QA

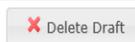
Grouped Project

- The user is able to initiate the Estimate for the group using the Non-Reporting Project ID, however, a warning message will appear to inform the user that the Estimate will be submitted for the Reporting Project.

- 8) The project submission page will be displayed with a submission number. When a Submission Number is displayed, the return is automatically saved and if not completed/submitted, will remain as a draft. You will not be able to commence another submission for that year until you delete the draft; or you can continue to use the saved draft to complete and submit the return (see the Reports guidance on how to retrieve a draft return)

Single Project

Grouped Project



This will allow you to delete the submission created



This will allow you to save the submission with the ability to return later



This will allow you to continue to the next page

9) Click **Next** to continue. The Project Inputs screen will appear

Single Project

EOR Project Return Submission: 121395	
Project Name	Big EOR Project
Project Code	SK PJ 71000
Taxation Year - From	January 1, 2018
Taxation Year - To	December 31, 2018
Rate Type	Estimate
POST2005	
Production (m3)	11521.8
Value of Production (\$)	4019968
Crown + Crown-acquired (%)	49.10316
Freehold (%)	50.89684
Exempt (%)	0.00000
Total Direct Operating Costs (\$)	481038
Current Investment (\$)	12052711
Proceeds of Disposition (\$)	0.00

Grouped Project

EOR Project Return Submission: 179286	
Group	EORRPT 00015
Project Name	EOR Test Project (for EOR Group Testing Purposes)
Project Code	SK PJ 70283
Taxation Year - From	January 1, 2021
Taxation Year - To	December 31, 2021
Rate Type	Estimate
POST2005	
Production (m3)	10000
Value of Production (\$)	3500000
Crown + Crown-acquired (%)	90
Freehold (%)	10
Exempt (%)	0.00000
Total Direct Operating Costs (\$)	1000000
Current Investment (\$)	96000000
Proceeds of Disposition (\$)	0.00

10) Populate the required fields for the ESTIMATE

- Commas, dollar signs or % are not required in these data fields.
- Percentage fields should be entered to 5 decimal places.

11) Click **Next** to navigate to the Attachments screen. This screen allows for file(s) to be uploaded and attached to support the Return Submission.

Attachments can include Schedules B and C, (use the **Other document type** when attaching files). File extensions allowed for upload include: ASF, AVI, DOC, DOCX, DWG, DXF, JPEG, JPG, LAS, MOV, MPF, PDF, PNG, TIF, TIFF, WMV, XLS, XLSX, and ZIP (a zip file can only include one file).

Tenure Applications Infrastructure Reports Security Reports Support Quick Search Map Viewer

EOR Project Return Submission: 179286

General

Inputs

Attachments

Confirm Return

Attachments

Group: EORRPT 00015

Project Name: EOR Test Project (for EOR Group Testing Purposes)

Project Code: SK PJ 70283

Taxation Year - From: January 1, 2021

Taxation Year - To: December 31, 2021

Rate Type: Estimate

Confidential Help

File	Document Type	Is Confidential	Comments	Date
No attachments				

Add Attachments

Click here to upload and attach file(s) to support the Return Submission.

12) Verify the attached documents have been uploaded and press 'Next'.

13) Review your submission inputs to verify that the numbers are accurate.

Single Project

Tenure Applications Infrastructure Reports Security Reports Support Quick Search

EOR Project Return Submission: 121395

General

Inputs

Attachments

Confirm Return

Confirm EOR Project Return

Project Name: Big EOR Project

Project Code: SK PJ 71000

Taxation Year - From: January 1, 2018

Taxation Year - To: December 31, 2018

Rate Type: Estimate

Crown Royalty Rate - Final (%): 0.99998

Freehold Production Tax Rate - Final (%): 0.00000

Attachments

File	Document Type	Is Confidential	Comments	Date
No attachments				

POST2005

Production (m3)	11521.8	Crown + Crown-acquired (%)	49.10316	Total Direct Operating Costs (\$)	481,038.00
Value of Production (\$)	4,019,968.00	Freehold (%)	50.89684	Current Investment (\$)	12,052,711.00
		Exempt (%)	0.00000	Proceeds of Disposition (\$)	0.00

Schedule A Information

Previous Delete Draft Save As Draft Submit

Grouped Project

Tenure Applications Infrastructure Reports Security Reports Support Quick Search Map Viewer

EOR Project Return Submission: 179286

General

Inputs

Attachments

Confirm Return

Confirm EOR Project Return

Group: EORRPT 00015

Project Name: EOR Test Project (for EOR Group Testing Purposes)

Project Code: SK PJ 70283

Taxation Year - From: January 1, 2021

Taxation Year - To: December 31, 2021

Rate Type: Estimate

Crown Royalty Rate - Final (%): 1.00000

Freehold Production Tax Rate - Final (%): 0.00000

Attachments

File	Document Type	Is Confidential	Comments	Date
No attachments				

POST2005

Production (m3)	10000.0	Crown + Crown-acquired (%)	50.00000	Total Direct Operating Costs (\$)	1,000,000.00
Value of Production (\$)	3,500,000.00	Freehold (%)	10.00000	Current Investment (\$)	96,000,000.00
		Exempt (%)	0.00000	Proceeds of Disposition (\$)	0.00

Schedule A Information

SK PJ 70283

SK PJ 70281

If it is a grouped return, a Schedule A will be created for each project contained in the group.

Previous Delete Draft Save As Draft Submit

- 14) When you are satisfied with your submission, click *Submit*
A summary page will be displayed

The screenshot shows a web interface for 'EOR Project Return'. At the top is a navigation bar with links for Tenure, Applications, Infrastructure, Reports, Security Reports, Support, and Quick Search. The main content area is titled 'EOR Project Return' and contains a 'Submission details' section with the following information:

Submission Number	121395
Submission Type	EOR Project Return
Classification	Routine
Status	Approved

Below the table, it states: 'Application 121395 submitted as Routine. [View Application...](#)'

Two callout boxes provide additional information:

- A large callout box explains: 'If an application is classified as "Routine" it is automatically filed. A "Non-Routine" is subject to approval by an auditor and is not automatically filed.'
- A smaller callout box points to the 'View Application...' link and says: 'Click View Application to access the return.'

How to File an EOR Project ACTUAL Return

An ESTIMATE must be completed and filed before an ACTUAL return for the same period can commence. Filing an ACTUAL Return prior to an ESTIMATE return will generate an Out-of-Sequence error.

- 1) Login to IRIS
- 2) Select *Applications* Tab
- 3) Select *Self-Service for EOR Royalty /Tax* from the left-hand menu
- 4) Choose *File EOR Project Return* from the right-hand menu
- 5) Enter Project ID [Use following format: SK PJ 70000 or SK ER E1000]
 - a. For a Group Project, the Project ID entered can either be the *Reporting Project* or *Project (Non-Reporting Project)*. If the *Project (Non-Reporting Project)* is used, the return will automatically default to the *Reporting Project* for the group.
- 6) Click the *Search for EOR Project Returns* button
- 7) Click the *Next* button on the return you want to complete – a confirmation page will display.

Production Year	Rate Type	Operator BA	Detail
2020	ESTIMATE		Next →
2019	ESTIMATE		Next →
2018	AUDIT		Next →
2018	ACTUAL		Next →
2017	AUDIT		Next →
2016	AUDIT		Next →

Note: For a Grouping Project, the return setup screen (above) will display the two additional columns as highlighted in the step 7 of the ESTIMATE Returns filing screenshot.

- 8) Click *Confirm* on the pop-up to continue (this creates a draft submission)

The **EOR Project Return Submission** page will appear and will be pre-populated with the Project general information. A submission reference number will be displayed. If you do not complete it at this time it will still be available. Another submission for the year cannot be completed without deleting the draft first.

Note: For a Grouping Project, the Group ID will be displayed above Project Name as seen in Step 8 of the ESTIMATE Returns filing screenshot.

- 9) Click the *Next* button

The Inputs screen is pre-populated with values for this project which is automatically pulled from source data in IRIS. These are highlighted in bold and cannot be over-written.

Note: For a Grouping Project, the Group ID will be displayed above Project Name as seen in Step 9 of the ESTIMATE Returns filing screenshot.

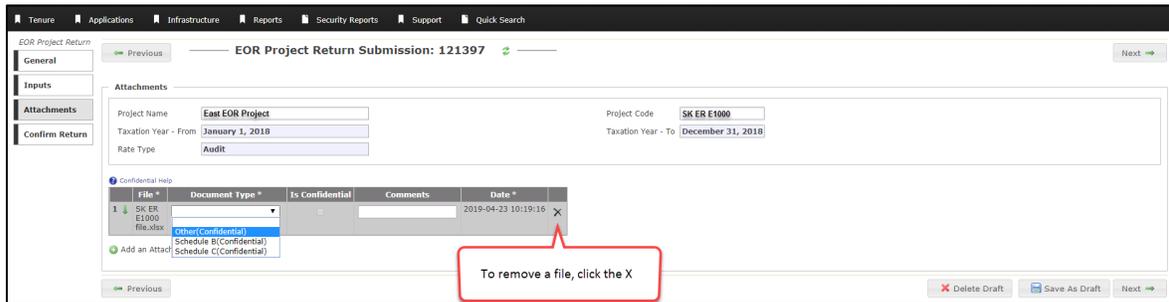
- 10) Populate all the required fields for the ACTUAL
 - Commas, dollar signs or % are not required in these data fields.
 - Percentage fields should be entered to 5 decimal places.

- 11) Click *Next* – This page allows for supporting document(s) to be uploaded and attached

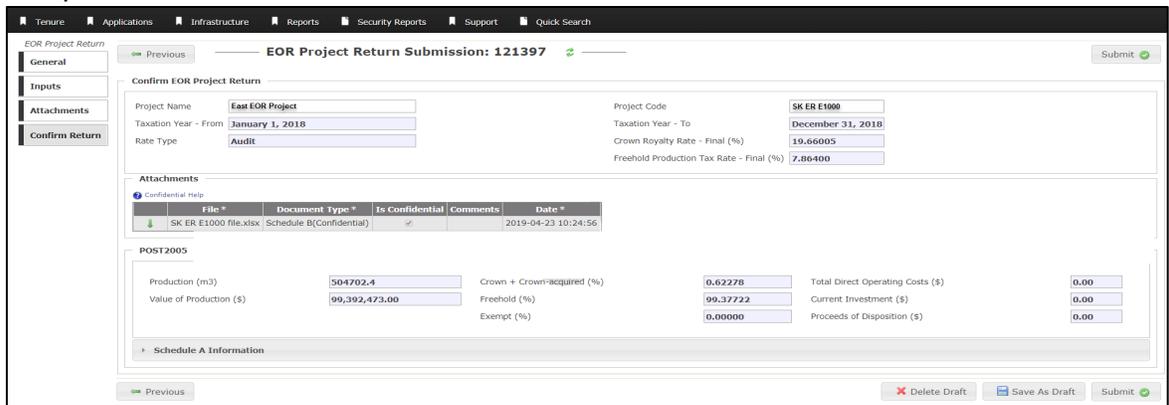
12) Add documents

Attachments can include Schedules B and C, and worksheets, (*use the **Other document type** when attaching files*). File extensions allowed for upload include: ASF, AVI, DOC, DOCX, DWG, DXF, JPEG, JPG, LAS, MOV, MPF, PDF, PNG, TIF, TIFF, WMV, XLS, XLSX, and ZIP (a zip file can only include one file).

13) Click Next

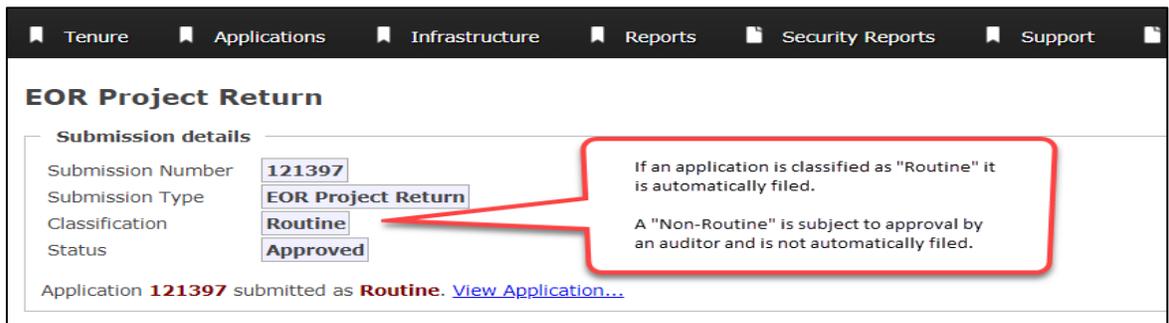


14) Verify information and click Submit



Note: In the Grouping Project Return, a Schedule A will be created for each project contained in the group.

15) You have successfully submitted an **ACTUAL** return - A summary page will display



How to Retrieve a Saved EOR Project Return Application

- 1) Login to IRIS
- 2) Select the *Quick Search* Tab
- 3) Select *My Applications*
- 4) Under ***My Draft Applications*** or ***My Recent Applications*** click ***Open*** under ***actions***.

The screenshot shows the IRIS application interface with a navigation bar at the top containing: Tenure, Applications, Infrastructure, Reports, Security Reports, Support, and Quick Search. Below the navigation bar, there are two sections:

My Draft Applications
Showing Draft Applications created by you. [More....](#)

Application #	Industry Ref.#	Type	Created Date	Created By BA ID	Actions
121396		EOR Project Return	2019-04-23	00000 - MINISTRY OF ENERGY AND RESOURCES.	Open

My Recent Applications
Showing Recent Applications submitted by you in the past 14 days. [More....](#)

Application #	Industry Ref.#	Type	Submitted Date	Status	Created By BA ID	Actions
121397		EOR Project Return	2019-04-23	Approved	00000 - MINISTRY OF ENERGY AND RESOURCES.	Open
121395		EOR Project Return	2019-04-23	Approved	00000 - MINISTRY OF ENERGY AND RESOURCES.	Open

How to View a Submitted EOR Return Application

- 1) Under ***My Recent Applications*** click ***Open*** under ***actions*** (see above screen print). The Submission, Return and Notifications tabs will be available for viewing.

Submission tab

The screenshot shows the IRIS application interface with a navigation bar at the top containing: Tenure, Applications, Infrastructure, Reports, Security Reports. Below the navigation bar, the title is "EOR Project Return #121397 [Approved] @ Notes (0)". There are four tabs: Submission, Return, Notifications, and Work Items. The "Submission" tab is selected and highlighted with a red box. Below the tabs, there is a form with the following fields:

Submission Number	121397
Status	Routine / Approved
Type	EOR Project Return
Created Date	2019-04-23 10:06:03
Created By BA ID	00000 - MINISTRY OF ENERGY AND RESOURCES.
Created By User	Doe, John
Submitted Date	2019-04-23 10:28:18
Submitted By BA	00000 - MINISTRY OF ENERGY AND RESOURCES.
Submitted By User	Doe, John
On Behalf of BA	77777 - ABC Oil Company Limited

Return tab

*Note: Schedule A details at the bottom is automatically attached

Single Project

Submission **Return** Notifications Work Items

EOB Project Return #121397 [Approved] @ Notes (0)

EOB Project Return

Project Name: **East EOR Project** Project Code: **SK ER E1000**
 Taxation Year - From: **January 1, 2018** Taxation Year - To: **December 31, 2018**
 Rate Type: **Audit** Crown Royalty Rate - Final (%): **19.66005**
 Freehold Production Tax Rate - Final (%): **7.86400**

Attachments

File #	Document Type #	Is Confidential	Comments	Date #
SK ER E1000 file.xlsx	Schedule B(Confidential)	<input checked="" type="checkbox"/>		2019-04-23 10:24:56

POST2005

Production (m3): **504702.4** Crown + Crown-acquired (%): **0.62278** Total Direct Operating Costs (\$): **0.00**
 Value of Production (\$): **99,392,473.00** Freehold (%): **99.37722** Current Investment (\$): **0.00**
 Exempt (%): **0.00000** Proceeds of Disposition (\$): **0.00**

Schedule A Information

Well Event ID	Facility/Unit	Oil Volume (\$)	Oil Crown Valuation (\$)	Oil Freehold Valuation (\$)	Oil Exempt Valuation (\$)	Total Oil Valuation (\$)	SRC Valuation (\$)	Crown Royalty Amount (\$)	Freehold Production Tax Amount (\$)
		20,174.30	0.00	3,146,694.00	0.00	3,146,694.00	0.00	0.00	0.00
		10,269.50	0.00	1,708,100.00	0.00	1,708,100.00	0.00	0.00	0.00
		10,168.40	0.00	1,415,385.00	0.00	1,415,385.00	0.00	0.00	0.00
		28,042.80	0.00	5,324,793.00	0.00	5,324,793.00	0.00	0.00	0.00
		29,211.30	0.00	6,455,825.00	0.00	6,455,825.00	0.00	0.00	0.00

Grouped Project

Tenure Applications Infrastructure Reports Security Reports Support Quick Search Map Viewer

Submission **Return** Notifications Work Items

EOB Project Return #179237 [Approved] @ Notes (0)

EOB Project Return

Group: **EOBPT 00005**
 Project Name: **Big EOR Project** Project Code: **SK PJ 70283**
 Taxation Year - From: **January 1, 2019** Taxation Year - To: **December 31, 2019**
 Rate Type: **Actual** Crown Royalty Rate - Final (%): **1.00000**
 Freehold Production Tax Rate - Final (%): **0.00000**

Attachments

No attachments

POST2005

Production (m3): **13056.0** Crown + Crown-acquired (%): **84.92051** Total Direct Operating Costs (\$): **1,800,000.00**
 Value of Production (\$): **4,157,522.00** Freehold (%): **15.07954** Current Investment (\$): **100,000.00**
 Exempt (%): **0.00000** Proceeds of Disposition (\$): **0.00**

Schedule A Information

For a Grouped Return, Schedule A Information will be available for all EOR projects within the group.

SK PJ 70283

Well Event ID	Facility/Unit	Oil Volume (m3)	Oil Crown Valuation (\$)	Oil Freehold Valuation (\$)	Oil Exempt Valuation (\$)	Total Oil Valuation (\$)	SRC Valuation (\$)	Crown Royalty Amount (\$)	Freehold Production Tax Amount (\$)
		1,497.40	464,831.00	0.00	0.00	464,831.00	0.00	4,650.00	0.00
		805.40	256,326.00	0.00	0.00	256,326.00	0.00	2,563.00	0.00
		966.40	292,811.00	0.00	0.00	292,811.00	0.00	2,928.00	0.00
		1,599.30	512,976.00	0.00	0.00	512,976.00	0.00	5,129.00	0.00
		989.50	311,502.00	0.00	0.00	311,502.00	0.00	3,114.00	0.00
		452.30	145,902.00	0.00	0.00	145,902.00	0.00	1,459.00	0.00

SK PJ 70281

- The Schedule A will be displayed for all the projects within the EOR Grouping Project. The Reporting Project Schedule A will appear first in the list. The details for each Schedule A can be viewed by clicking on the dorito to expand the field.

Notifications tab (with an approved status)

There are several notifications that are generated and will provide status feedback on your submission or any changes made by the Ministry to an EOR Project. Some of these include: Return Submission Approval, Royalty/Tax Reason Code Changes, Past Due Submission.

Single Project

Build: 5.19.0.19113 Environment: QA

Category	Type	Notification#	Recipient	Subject	Create Date	Classification	Detail
EOR Project	EOR Project Ministry Submission	242533		EOR Operator's Return AUDIT for EOR Project , for 2018 - Created by ER	2019-04-23	Communication	View

Notification # 242533 Details

Notification

Notification # **242533** Created **2019-04-23 10:28:18**
 Type **EOR Project Ministry Submission** Reference ID **Submission:121397**
 Category **EOR Project**
 Classification **Communication**

Recipient
 Subject
EOR Operator's Return AUDIT for EOR Project , for 2018 - Created by ER

Message
 You are receiving this notification since an EOR Operator's Return AUDIT for EOR Project SK ER , for the 2018 Royalty/Taxation year has been created by the Ministry of Energy and Resources on behalf of you, as of 4/23/2019 10:28:18 AM. Click [here](#) to review the submission.
 If you have any questions or concerns, please feel free to contact ER.ServiceDesk@gov.sk.ca

Recipients
 Recipients: 0

Close

Grouped Project

Notification # 415247 Details

Notification

Notification # **415247** Created **2021-04-16 08:59:29**
 Type **EOR Project Actual Returns not filed by deadline** Reference ID **c61e8dcd-908a-4dd4-1b46-3f4b293c2040**
 Category **EOR Project**
 Classification **Communication**

Recipient
00000 - MINISTRY OF ENERGY AND RESOURCES

Subject
Submission not received - EOR Operator's Returns ACTUAL for 2020

Message
 Please be advised that the 2020 ACTUAL EOR Operator's Return submission for EOR Reporting Project SK PJ is now past due. The deadline to file the EOR Operator's Return ACTUAL for 2020 was March 31, 2021.
 Please make arrangements to file the return as soon as possible.
 This EOR Project Group EORRPT 00002 - Sparky CO2 Injection contains the following EOR Projects:
 - [SK PJ 70283 - EOR Test Project](#)
 - [SK PJ 70281 - New EOR Project](#)
 If you have any questions or concerns, please feel free to contact ER.ServiceDesk@gov.sk.ca

Recipients
 Recipients: 1

Close

How to View Rates and Completed Returns

- 1) Login to IRIS
- 2) Select the *Infrastructure* tab
- 3) Select *Project Search* under Infrastructure group
- 4) Enter Project Identifier
- 5) Click *Search*
- 6) Select the lookup sign under actions
- 7) Under the Roy/Tax tab the rates are displayed

SK ER Notes (9)

Main | Link To Well Completion | **Roy/Tax** | Attachments | Associated Entities

Royalty Project Classification: EOR Project

Royalty Oil Factor

Active From	Active To	Approved ROF	Applied ROF
2014-05	9999-12	100.00	100.00

Rates

[Add Rate](#)

Active From	Active To	Crown Rate	Freehold Rate	Return Type	Audited	Comments	Edit	Delete
2019-01	2019-12	11.42135	4.56853	ESTIMATE [Ⓔ]	<input type="checkbox"/>	See submission 1 ...		
2018-01	2018-12	14.11274	5.64509	ESTIMATE [Ⓔ]	<input type="checkbox"/>	See submission 1 ...		
2018-01	2018-12	12.29878	4.88871	ACTUAL [Ⓔ]	<input type="checkbox"/>	See submission 1 ...		
2018-01	2018-12	19.66005	7.86400	AUDIT [Ⓔ]	<input type="checkbox"/>	See submission 1 ...		
2017-01	2017-12	0.00000	0.00000	ESTIMATE [Ⓔ]	<input type="checkbox"/>	See submission 1 ...		
2017-01	2017-12	19.66005	7.86400	ACTUAL [Ⓔ]	<input type="checkbox"/>	See submission 1 ...		

By selecting any of the Return Types the details of the return can be viewed.

EOR Reports

There are three reports available to industry that can be downloaded. The EOR Project Return reports, Well Completion Linked to EOR Projects Report and EOR Project Return Well Events Report can be found in IRIS under the Applications tab, Self-Service for EOR Royalty/Tax or under the Reports tab and then select Billing. See below for more information on each of these reports.

EOR Project Return Report

This report provides details of all submissions and returns for a specified date range or production year, for one or more EOR project(s).

- 1) Login to IRIS
- 2) Under the *Applications* tab select *Self-Service for EOR Royalty/Tax* from the left-hand menu
- 3) Select *EOR Project Return* to the right of the screen
- 4) Complete Report criteria as required, i.e.:
 - a. Enter date of *Production Year* (from & to) or *Returns Filed* date
 - b. EOR Project ID is no longer a required field
- 5) Click *View Report*
- 6) Click *Download Report* on the *Report Result* screen

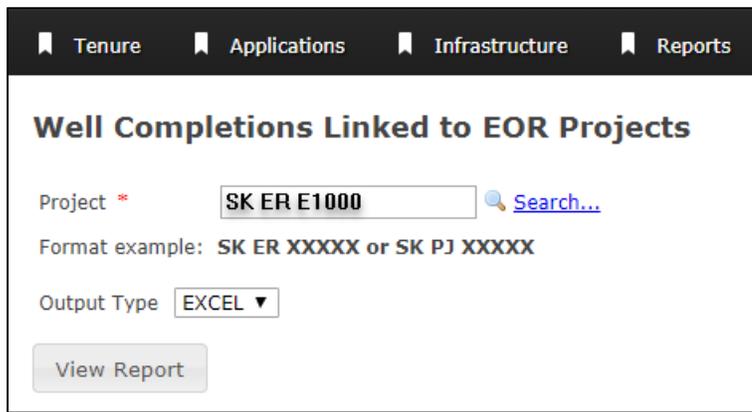
The screenshot shows the 'EOR Project Return Report' form in the IRIS system. The form is titled 'EOR Project Return Report' and includes a note: 'Note: You must provide either a "Production Year From and Production Year To" or "Returns Filed From Date and Return Filed To Date"'. The form contains several input fields and dropdown menus:

- Production Year From ***: Input field with placeholder 'yyyy-mm'
- Production Year To ***: Input field with placeholder 'yyyy-mm'
- OR**: A small box containing the text 'OR'
- Returns Filed From ***: Input field with placeholder 'yyyy-mm-dd' and a calendar icon
- Returns Filed To ***: Input field with placeholder 'yyyy-mm-dd' and a calendar icon
- BA ID**: A table with one row containing a search input field, a 'Search...' button, and a close 'X' button. Below the table is an 'Add a row' button.
- EOR Reporting Project ID**: A table with one row containing a search input field, a 'Search...' button, and a close 'X' button. Below the table is an 'Add a row' button.
- Rate Type**: A dropdown menu with options: All, Actual, Audit, Estimate.
- Approval Type**: A dropdown menu with options: All, Non Routine, Routine.
- Approval Status**: A dropdown menu with options: All, Approved, Denied, Draft, Submitted.
- Filed By**: A dropdown menu with options: All, Ministry, Industry, System.
- Final Returns Only**: A checkbox that is currently unchecked.
- View Report**: A button at the bottom of the form.

Well Completions Linked to EOR Projects Report

This report provides detail of all the well completions linked to an EOR Project from the inception of the Project.

- 1) Login to IRIS
- 2) Under the *Applications* tab select *Self-Service for EOR Royalty/Tax* from the left-hand menu
- 3) Select *Well Completions Linked to EOR Projects* under the Reports section
- 4) Enter Project ID
- 5) Select Output Type: CSV or EXCEL
- 6) Click *View Report* to download the report



Tenure Applications Infrastructure Reports

Well Completions Linked to EOR Projects

Project * [Search...](#)

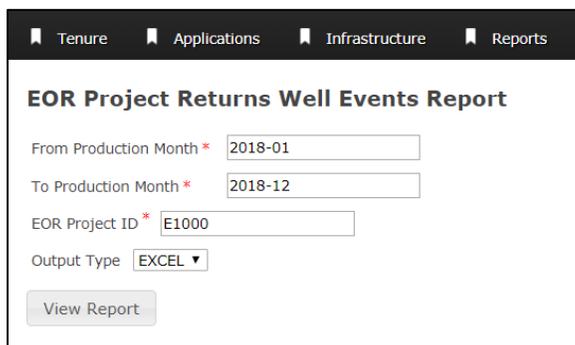
Format example: SK ER XXXXX or SK PJ XXXXX

Output Type

EOR Project Return Well Events Report

This report provides detailed information such as, production volume and valuation by mineral ownership (for oil and gas), Saskatchewan Resource Credit (SRC) valuation, water volume, Crown royalty and freehold production tax for all wells linked to an EOR project, for a specified date range.

- 1) Login to IRIS
- 2) Under the *Applications* tab select *Self-Service for EOR Royalty/Tax* from the left-hand menu
- 3) Select *EOR Project Return Well Event Report* under the Reports section
- 4) Enter Production Month and EOR Project ID
- 5) Select Output Type: EXCEL or PDF
- 6) Click *View Report* to download the report



The screenshot shows a web interface with a navigation bar at the top containing 'Tenure', 'Applications', 'Infrastructure', and 'Reports'. Below the navigation bar, the title 'EOR Project Returns Well Events Report' is displayed. The form contains the following fields and controls:

- 'From Production Month *' with a text input field containing '2018-01'
- 'To Production Month *' with a text input field containing '2018-12'
- 'EOR Project ID *' with a text input field containing 'E1000'
- 'Output Type' with a dropdown menu currently set to 'EXCEL'
- A 'View Report' button at the bottom left of the form area.

Security and Permission Sets

New IRIS EOR permission sets have been added as shown below.

Industry Permissions

New Permissions		
Permission Sets ADDED	Permissions	Function
I.BLNG.Reports.SelfServeforEORRoyaltyTax	<ul style="list-style-type: none"> ▪ <u>Billing.Reports.EORProjectReturnsReport</u> ▪ <u>Billing.Reports.WellCompletionsLinkedEORProject</u> ▪ <u>MonitorAnalytics.Reports.EORProjectReturnsWellEventsReport</u> 	View and Run all Self-Serve for EOR Royalty Tax Reports.
I.INF.Notifications.EOR_RT	<ul style="list-style-type: none"> ▪ <u>Infrastructure.Base</u> ▪ <u>Infrastructure.Notification.EOR_PC_NOTF.Receive</u> ▪ <u>Infrastructure.Notification.EOR_RRC_NOTF.Receive</u> ▪ <u>Infrastructure.Notification.EOR_RT_ACT_AVAIL.Receive</u> ▪ <u>Infrastructure.Notification.EOR_RT_ACT_PAST.Receive</u> ▪ <u>Infrastructure.Notification.EOR_RT_ACT_REM.Receive</u> ▪ <u>Infrastructure.Notification.EOR_RT_APPROVED.Receive</u> ▪ <u>Infrastructure.Notification.EOR_RT_DENIED.Receive</u> ▪ <u>Infrastructure.Notification.EOR_RT_EST_AVAIL.Receive</u> ▪ <u>Infrastructure.Notification.EOR_RT_EST_PAST.Receive</u> ▪ <u>Infrastructure.Notification.EOR_RT_EST_REM.Receive</u> ▪ <u>Infrastructure.Notification.EOR_RT_MSUB.Receive</u> 	Subscribe to notifications for EOR Project Returns.
I.INF.SelfServeEORRoyaltyTaxApplications.Administrator	<ul style="list-style-type: none"> ▪ Infrastructure.Base ▪ Infrastructure.GenericAuthorization.View ▪ Notification.User.Preferences.Maintain ▪ Notification.View ▪ WFI.Application.Base ▪ WFI.Application.EOR_PRJ_RT.Administrator.Industry ▪ WFI.Application.EOR_PRJ_RT.Applicant ▪ WFI.Notification.WFIAPPLAPPROVED.Receive ▪ WFI.Notification.WFIAPPLDENIED.Receive ▪ Shared.AssociationGroup.View.EORRPT 	<p>Create, edit, delete draft, and submit applications for 'EOR Project Return'; Receive notifications for the applications initiated.</p> <ul style="list-style-type: none"> ▪ Ability to view common groups of EOR Reporting

Permission Sets ADDED	Permissions	Function
I.INF.SelfServeEORRoyaltyTaxApplications.Applicant	<ul style="list-style-type: none"> ▪ Infrastructure.Base ▪ Infrastructure.GenericAuthorization.View ▪ Notification.User.Preferences.Maintain ▪ Notification.View ▪ WFI.Application.Base ▪ WFI.Application.EOR_PRJ_RT.Applicant ▪ WFI.Notification.WFIAPPLAPPROVED.Receive ▪ WFI.Notification.WFIAPPLDENIED.Receive ▪ Shared.AssociationGroupItems.View.EORRPT 	<p>Create, edit, delete draft, and submit applications for 'EOR Project Return' on behalf of the Business Associate; Receive notifications for the applications initiated.</p> <p>Ability to View EOR Reporting Items</p>
I.Shared.AssociationGroup.View.EORRPT	<ul style="list-style-type: none"> ▪ Shared.AssociationGroup.View ▪ Shared.AssociationGroup.View.EORRPT ▪ Shared.AssociationGroupItems.View.EORRPT 	

Frequently Asked Questions

Q. Why has the Ministry chosen to use Self-Service for EOR Operator's returns?

- A. This online self-service module will streamline the process for EOR Operators to manage and file returns directly into the Ministry's Integrated Resource Information System (IRIS).

Q. When was the EOR Self-Service module effective?

- A. The new module was released on June 5, 2019 (5.20 release) and allowed for the filing of the ACTUAL return for the royalty/taxation year 2019 and the ESTIMATE return for the royalty/taxation year 2020 as per the submission deadlines.

Q. Do I need to use the new EOR Self-Service functionality in IRIS?

- A. Yes. Beginning with the submission of the 2020 ESTIMATE returns, paper/electronic copies of the EOR Operators returns will not be accepted. EOR Operators are expected to file their returns using this new online system commencing with the 2020 ESTIMATE return due by the first business day after November 30, 2019.

Q. What happens if I send in an EOR Operator's return using the former process for filing periods available in the new Self-Service module?

- A. Now that the new Self-Service EOR module is live, EOR Operator's return submissions for years ending after December 31, 2018 will only be accepted through the new module. Any returns submitted using the former process will not be accepted and the EOR Operator will be instructed to file the return using the Self-Service EOR module.

Any amendments/revisions to returns for filing periods not available in the EOR Self-Service module will be accepted using the former process.

Q. What is the purpose of grouping EOR projects?

- A. Grouping of EOR projects allows the EOR project operator to report multiple EOR projects under a single EOR return.

Q. How can I apply for EOR projects to be grouped?

- A. To apply for EOR projects to be grouped, please email petroleumroyalties@gov.sk.ca and indicate what EOR projects you would like to group together and the reason you would like your projects grouped.

Q. What criteria is required for EOR projects to be grouped?

- A. The following criteria must be met for multiple EOR projects to be grouped together under a single EOR return:
- The EOR projects must have the same operator;
 - The EOR projects must have the same regime (e.g. PRE2005 and POST2005);
 - The EOR projects must share facilities and capital costs.

Other considerations may be made when the request is sent to Petroleum Royalties.

Q. When can I apply for projects to be grouped?

- A. You can apply to Petroleum Royalties at any time to group EOR projects. However, grouped projects are usually identified and approved before production commences.

Q. How do I make amendments to EOR Operator's returns?

- A. Any amendments to EOR Operators returns for production years ending prior to and including 2018 will be required to be made on Form 692 (for EOR projects commencing prior to April 1, 2005) or 692A (for EOR projects commencing on or after April 1, 2005).

Any amendments made in prior periods that affect opening carryforward balances under the new system will be entered to the opening balances by the ministry. Any amendments that affect the Crown Royalty or Freehold Production Tax rates will be billed as usual.

Revisions to the ESTIMATE return for the royalty/taxation year 2019 will have to be filed using the electronic returns and not in the new module.

Q. What do I need to do to file an EOR Operator's return using the Self-Service module in IRIS?

- A. In order to file a return, you must have an IRIS user account. Your business associates (BA) security administrator is responsible for managing all of the IRIS user accounts on behalf of the BA, including assigning permission sets for performing tasks.

Q. As the operator of an EOR project, what returns can I enter?

- A. You will only be able to submit the ESTIMATE and ACTUAL returns for EOR Projects for which you are the Operator. An AUDIT return is submitted by the Ministry but only viewable by the operator of the EOR project.

Q. What are the required inputs for the Self-Service EOR Operator’s return?

- A. For EOR projects commencing prior to April 1, 2005:

Input Category	ESTIMATE Return	ACTUAL Return
Total Production Volume	Yes	No – Prepopulated
Total Value	Yes	No – Prepopulated
Crown Value	Yes	No – Prepopulated
Freehold Value – from other Freehold	Yes	No – Prepopulated
Crown Royalty on Crown Oil	Yes	No – Prepopulated
Freehold Production Tax – on other Freehold Oil	Yes	No – Prepopulated
Net Royalty	Yes	Yes
Freehold Mineral Owner Royalty	Yes	Yes
Total Direct Operating Costs	Yes	Yes
Current Investment	Yes	Yes
Proceeds of Disposition	Yes	Yes

For EOR projects commencing on or after April 1, 2005:

Input Category	ESTIMATE Return	ACTUAL Return
Production	Yes	No – Prepopulated
Value of Production	Yes	No – Prepopulated
Total Direct Operating Costs	Yes	Yes
Crown + Crown-acquired (%)	Yes	No – Prepopulated
Freehold (%)	Yes	No – Prepopulated
Exempt (%)	Yes	No – Prepopulated
Current Investment	Yes	Yes
Proceeds of Disposition	Yes	Yes

Additional supporting documents such as Schedules B and C, D, General Ledger and other EOR Operator’s return details, can be attached to the online EOR submission. Operators of EOR projects are encouraged to complete and upload accompanying schedules when filing their EOR Operator’s returns using the new module.

Q. Can I make amendments to my EOR Operator's returns using this new Self-Service module?

- A. Yes. ESTIMATE returns can be amended until such time as an ACTUAL return becomes available for filing. However, once an ACTUAL return has been filed for an EOR Project for a particular year, the ESTIMATE for that project and year can no longer be amended.

An ACTUAL return can be amended for up to four years since it was due. However, if an AUDIT is commenced on an ACTUAL return filing, that ACTUAL return will no longer be available for amendments.

Q. Are there any changes to the EOR Operator's return due dates?

- A. No. An ESTIMATE EOR Operator's return is to be filed with the ministry one month prior to the beginning of each royalty/taxation year. An ACTUAL EOR Operator's return is to be filed with the ministry no later than three months subsequent to the end of each royalty/taxation year.

Q. What document format will be accepted for attachments to the EOR Operator's return using the Self-Service module in IRIS?

- A. Files with ASF, AVI, DOC, DOCX, DWG, DXF, JPEG, JPG, LAS, MOV, MP4, PDF, PNG, TIF, TIFF, WMV, XLS, XLSX, and ZIP extensions are allowed.

Submissions

Q. Why can't I see my Schedule A information for filing ESTIMATE returns using the Self-Service module?

- A. ESTIMATE returns are submitted for future time periods and Schedule A's generated by the new module are based on monthly submitted production value. This is why Schedule A's are not available for ESTIMATE returns.

Q. Where can I view my Crown Royalty and Freehold Production Tax rates?

- A. Rates can be viewed as previously through IRIS.

Business Apps > IRIS > Infrastructure > Project Search > Identifier (E XXXX or where Type = PJ, XXXXX) > Actions > Roy/Tax

Q. How do I receive notifications through IRIS?

- A. The BA User will select the Support tab in IRIS, click on Notification Preferences to edit and select online or online and email to receive notifications.

Q. When do I receive notifications through IRIS?

- A. ESTIMATE Due notifications will be sent out on April 1 (ESTIMATE window open), September 29 (60 days due) and October 31 (30 days due) notifying EOR Operators that the ESTIMATE returns for the following year are due. The ESTIMATE return period will continue to stay open for amendments/revisions up until the day before the ACTUAL period for that production year opens. In addition, a Past Due notification will be sent out notifying those EOR Operators that they have missed the deadline.

ACTUAL due notifications will be sent out on the date that the ACTUAL return filing period opens (the day after the last successful processing/billing run for the previous year, generally during the first week in February) and March 1 (30 days) notifying EOR Operators that the ACTUAL returns for the past production year are due. In addition, a Past Due notification will be sent out notifying those EOR Operators that they have missed the deadline.

In the case where the Ministry files a return on behalf of an EOR Operator, a notification will be generated to that EOR Operator.

In the case of an AUDIT, a notification to the EOR Operator is triggered after the Ministry files the AUDIT return.

Other notifications will be generated for:

- Project or well changes
- Changes in Royalty/Tax reason codes
- Approved or Denied EOR submissions

Q. How can I print my submissions/return using the Self-Service module in IRIS?

- A. The submissions can be printed by right-clicking on the submission and then selecting Print.

Q. What if I disagree with the Production Volume or Production Values that auto-populate on my ACTUAL submission?

- A. Production volume and values auto-populated on the Self-Service EOR Operator's return is taken from the monthly production volumes and values reported by the EOR Operators in Petrinex/IRIS. Any differences must be reconciled in Petrinex/IRIS and cannot be changed in the EOR Self-Service module.

Q. My submission is Non-Routine. How long until that submission gets approved?

A. Ministry Service Standards will require that the submission be reviewed and the EOR Operator notified of approval or denial (with requirements for resubmission/approval) within 48 hours.

Contact Us

The Ministry of the Energy and Resources Service Desk is available Monday-Friday, 8 AM-5 PM CST, excluding holidays.

For any assistance, please contact:

ER Service Desk

1-855-219-9373 (toll free)

ER.ServiceDesk@gov.sk.ca