Prior Day Gas Changes

Training Module

How to resubmit nominations and PDAs after the gas day has ended.

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Important Information – Please Read

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Introduction

A Prior Gas Day change, generally referred to as a "Retro," is a process where nominations and/or PDAs are resubmitted after a gas day has ended. In essence, the gas volumes at a location are scheduled and allocated differently than the original gas day.

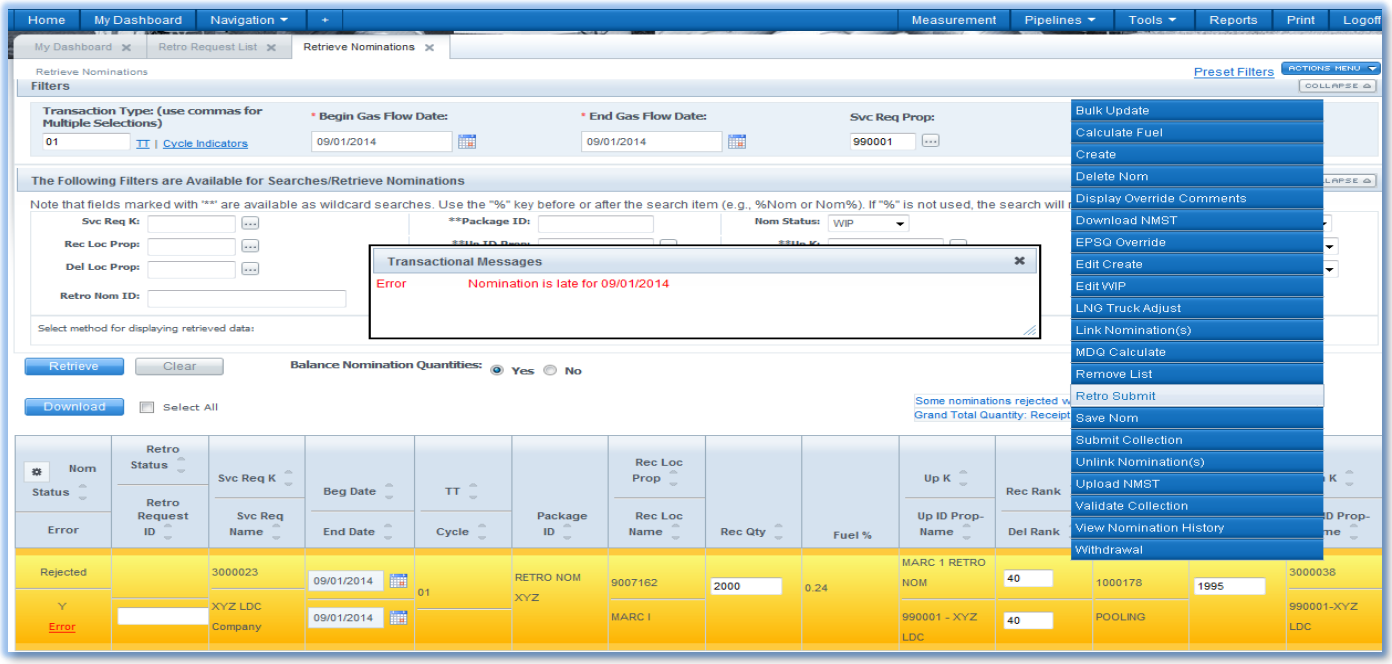
Business Rules

1) Retros can be submitted for prior gas day changes for a current production month up to the second calendar day or 1st business day of the following month, whichever is later. The retro must be scheduled (after obtaining all approvals) by the 5th of the next month.
2) Retroactive changes not made within the month can be resubmitted in a subsequent month, up to seven months from the original flow month. The same business rules will apply in future periods as the original retro month.
3) Prior month retros may be submitted in 1Line for processing in the current accounting month until the last day of the month. After the last day of the month, any prior month retro changes may not be submitted until after the month's allocations close (as posted on 1Line, generally by the 5th of the next month).
4) The same business rules apply to the retro scheduling process as they do during the ID2 cycle (e.g., throughput constraints, MDQ validation, capacity constraints, pool balancing, etc.).
5) Retros are evaluated using the business rules mentioned above even if all parties have not yet submitted their approval.
6) All affected parties must agree to the retro in order for the retro to be scheduled; however, approval of the retro by all the affected parties does not guarantee that the retro will be scheduled. The retro is still subject to the evaluation process.
7) Nomination increases at a location will not be scheduled if the total nominated volumes for a point are greater than the physical measured volume at the point.
8) Zero retro nominations that have not been previously scheduled will automatically be approved by 1Line if the shipper and operator are the same BA.
9) Retro transactions that are submitted during processing, will be held in queue until the next processing time. Retro run times are: 8:00 am; 11:15 am; 3:00 pm; and 9:15 pm.

Creating a Prior Day Nomination

Nominations Page to Submit Retros

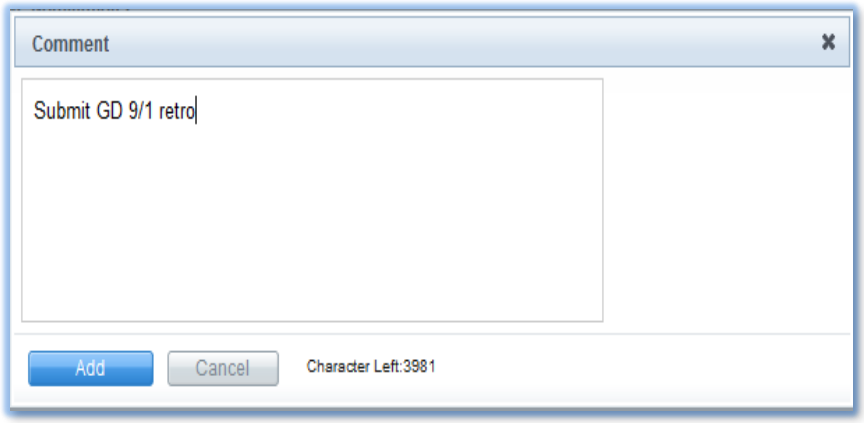
Select: **Navigation > Nominations > Nomination > Retrieve Nominations > Create/Edit/Create >**



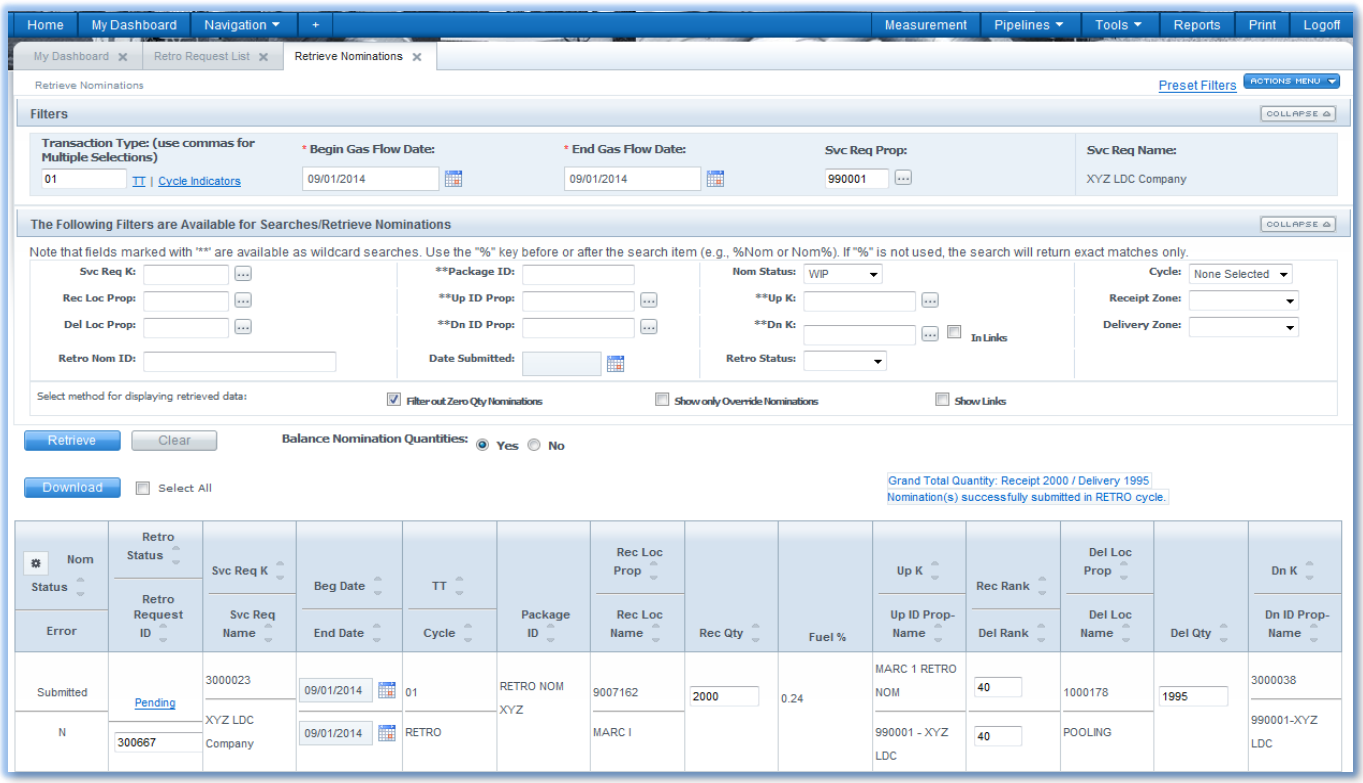
(Nomination Prepared) > Validate.

The path for a retro nom is much the same as the path used to create a nom for the current day or a future date. The primary difference is that the **Actions > Retro Submit** path is used to submit the nom and a comments box appears after the Retro Submit has been selected.

Agents may submit or approve a retro only if they were an agent on the **original gas flow date** and are still an agent on the **retro submittal** and **approval dates**.



Select: **Actions > Add** after entering the desired comments and the retro nom is then submitted.
A blue message will indicate that the retro nom has been submitted successfully. A **Retro Request ID**



(RRID) will be assigned, and the **Retro Status** will be **Pending**. The RRID identifies the submitted retro and can be used to enter with any other retro nom or PDA that should be scheduled together.

Notes on RRIDs

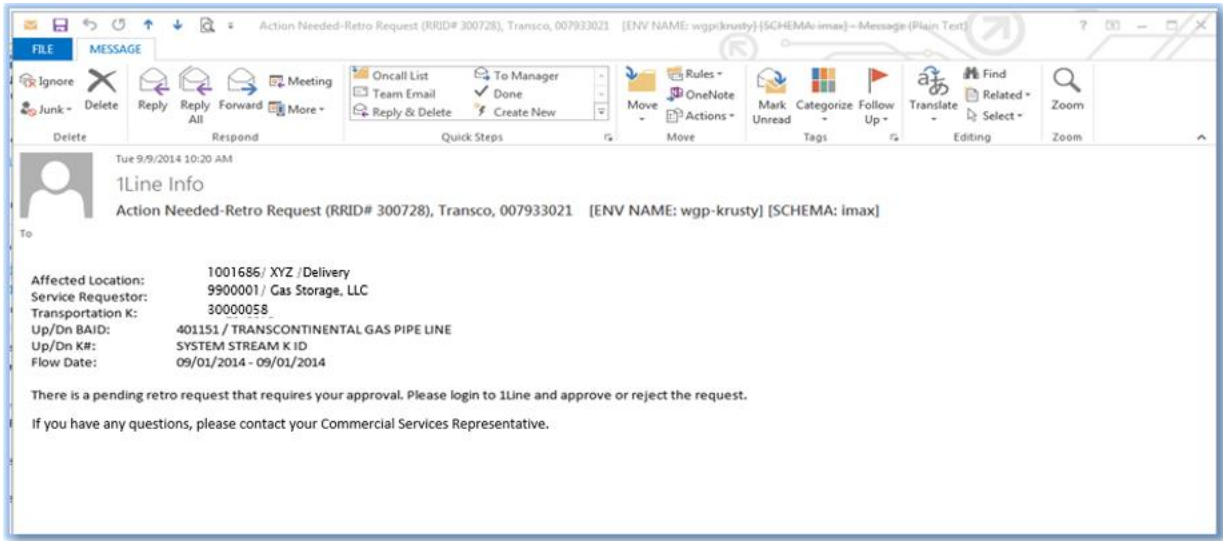
- Retro nominations submitted for a **date range** will have a **separate RRID** for each day.
- RRIDS are provided in 1Line informational emails and online to identify retro transactions.
- A hyperlink to the Retro Request List page is available on the actual RRID or status displayed on any page.

To group retro nominations and/or PDAs together so that they must all be scheduled together, the RRID field of subsequent retro noms or PDAs should be filled in with the same RRID that was assigned upon submittal of the first retro request of the group.

For example, assume a retro change is needed on a scheduled nomination to change only the downstream contract. Two retro requests can be submitted to make this change: (1) a retro nomination taking the volume of the original down to zero, and (2) a retro nomination with the original volume and correct downstream contract.

On the second retro nomination, the RRID from the first retro can be copied into the RRID field on the new nom. This way, the shipper does not risk losing the volume he had previously scheduled since the nominations will be scheduled together.

Customer Notification When a Retro is Submitted



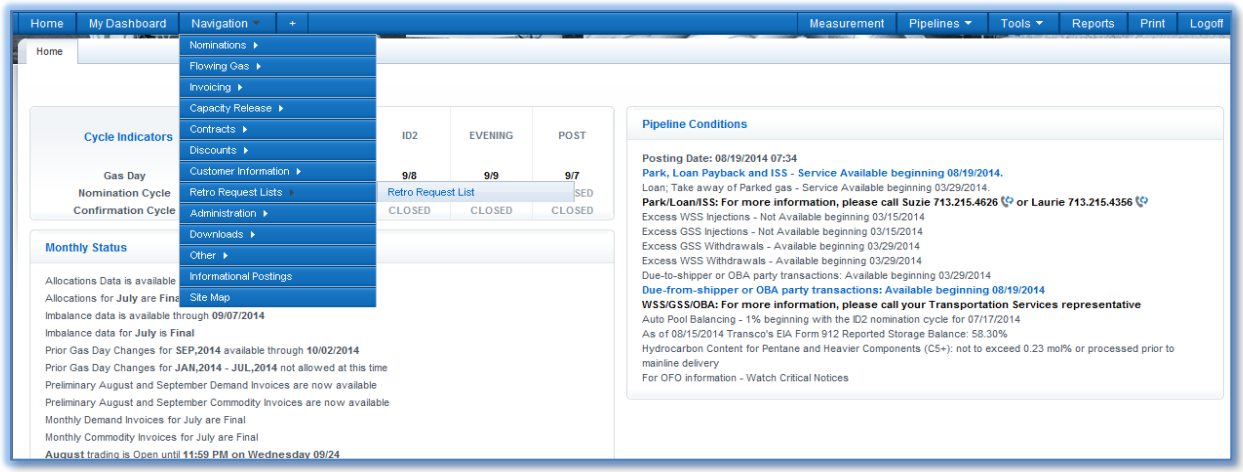
This is an example of the automatic notification that affected parties will receive when a retro nom has been submitted. All customers should have their contact information up- to-date to ensure that they are notified of any retro activity. Emails related to retro changes are sent to customers with the Retro Request Notice and Retro Reminder roles. The email contains the assigned RRID so customers can track the retro.

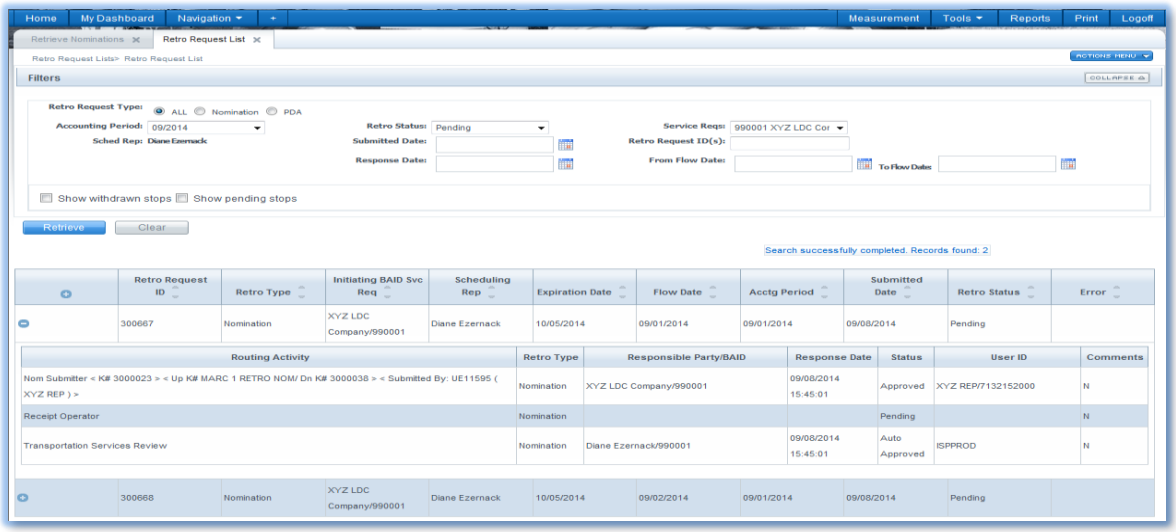
To View/Approve/Reject Retro Requests

Non-Operators

Once a retro nomination has been submitted, the next step is to make sure all affected parties approve the retro. All **non-operators** will approve/reject the retro request from the **Retro Request List** page**.**

1) Select: **Navigation > Retro Request Lists**>**Retro Request List**





2) Fill in desired filters and select Refresh.

To view the list of the parties required to approve the retro noms, click the + to expand the list to show all approval stops. All impacted parties may not be initially identified until after the nightly Retro Scheduling Run.

The Retro Status is initially **Pending**.

The retro process will **validate** noms for MDQ and check to see if the Nom/PDA is operationally feasible. If an **error** is detected, a "Y" will be displayed in the **Error** column. To get more information about the error, hover over the "Y".

Impacted parties (non-operators) may **approve or reject retros** from this page. Select the box for your approval line and select **approve** or **reject**.

Operators

Operators must go to the **desired confirmation level** of the **Confirmations** page to approve or reject a retro request.

1) Select **Navigation>Nominations>Confirmations>Desired Confirmation Level**

3) Enter the appropriate flow Date and Location, select Retro cycle and **Refresh**.

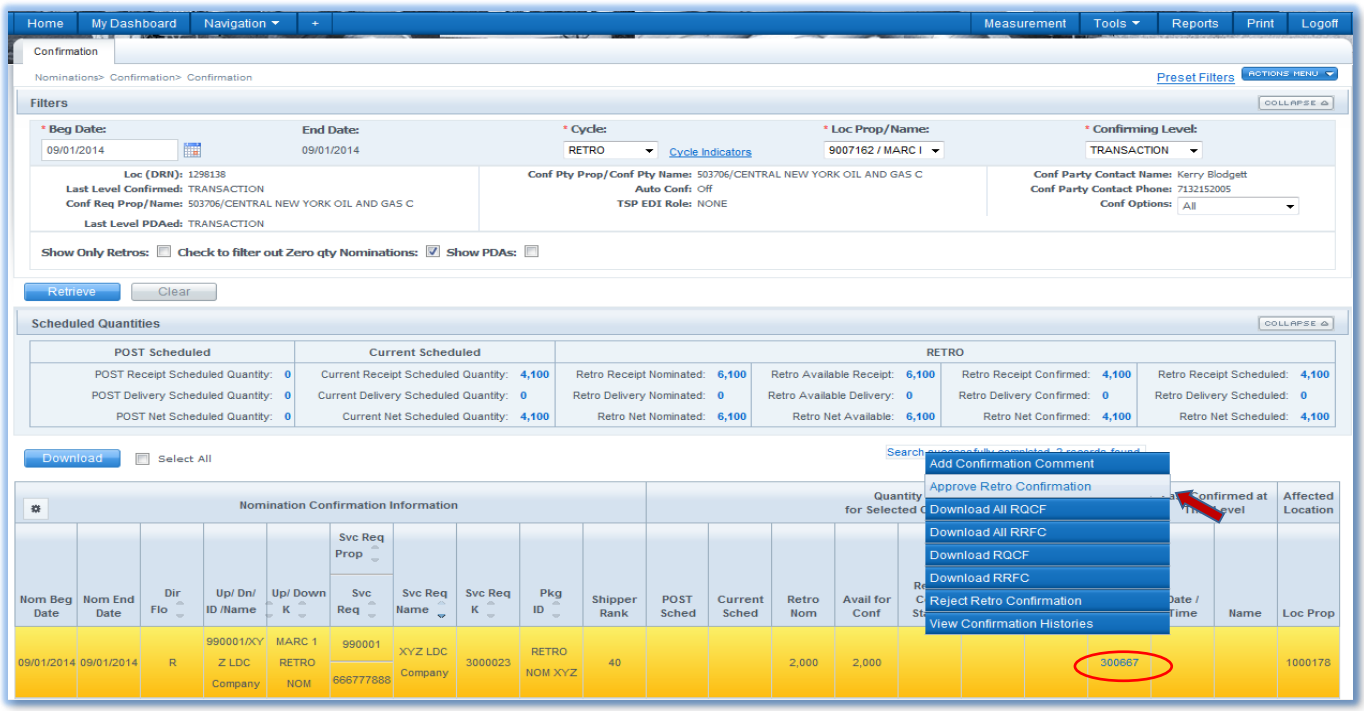
4) Zero noms will be auto confirmed when the shipper is the operator as long as it is not an existing nom being reduced to zero.

5) The request(s) available for approval is the transaction(s) with an RRID number under the Retro Request ID Column.

6) Highlight the row, right click for the menu, and select **Approve Retro Confirmation**.

7) A **comment** box will pop up, type in comment, and select **Add**.

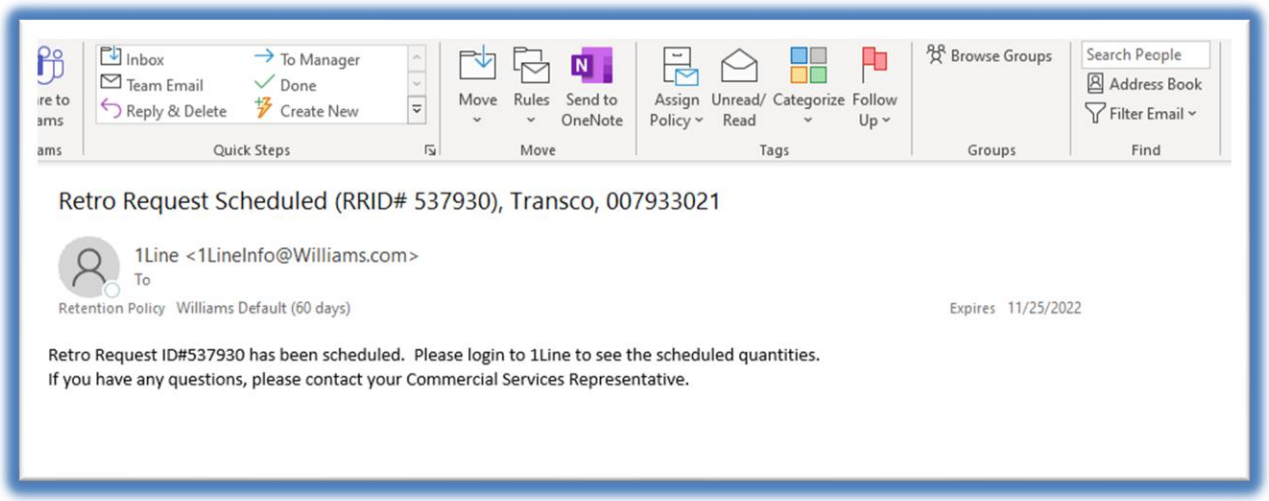
If a RRID needs to be rejected, then you can select **Reject Retro Confirmation**, type in a comment, and select **Add**.



Customer Notification When a Retro is Scheduled

Once all necessary approvals are submitted and there are no errors in the validation process, the request will be processed in the following retro run. If scheduled, the status will change from **Pending** to **Scheduled**.

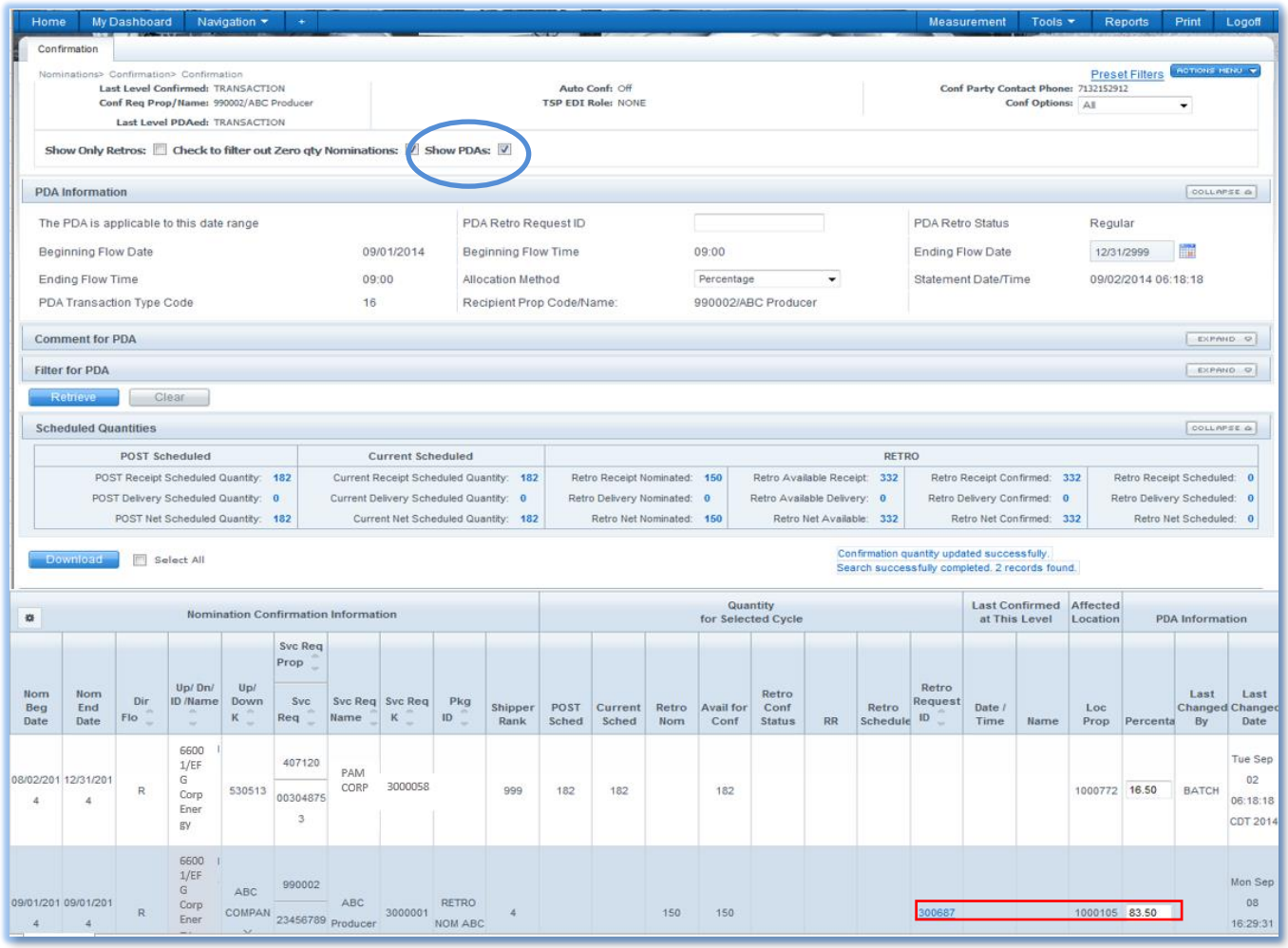
Below is an example of an **email notification** that the affected parties will receive once the retro has been scheduled. Customers should **check their results** using the tools under **Verifying Results of Prior Gas Day Changes.**

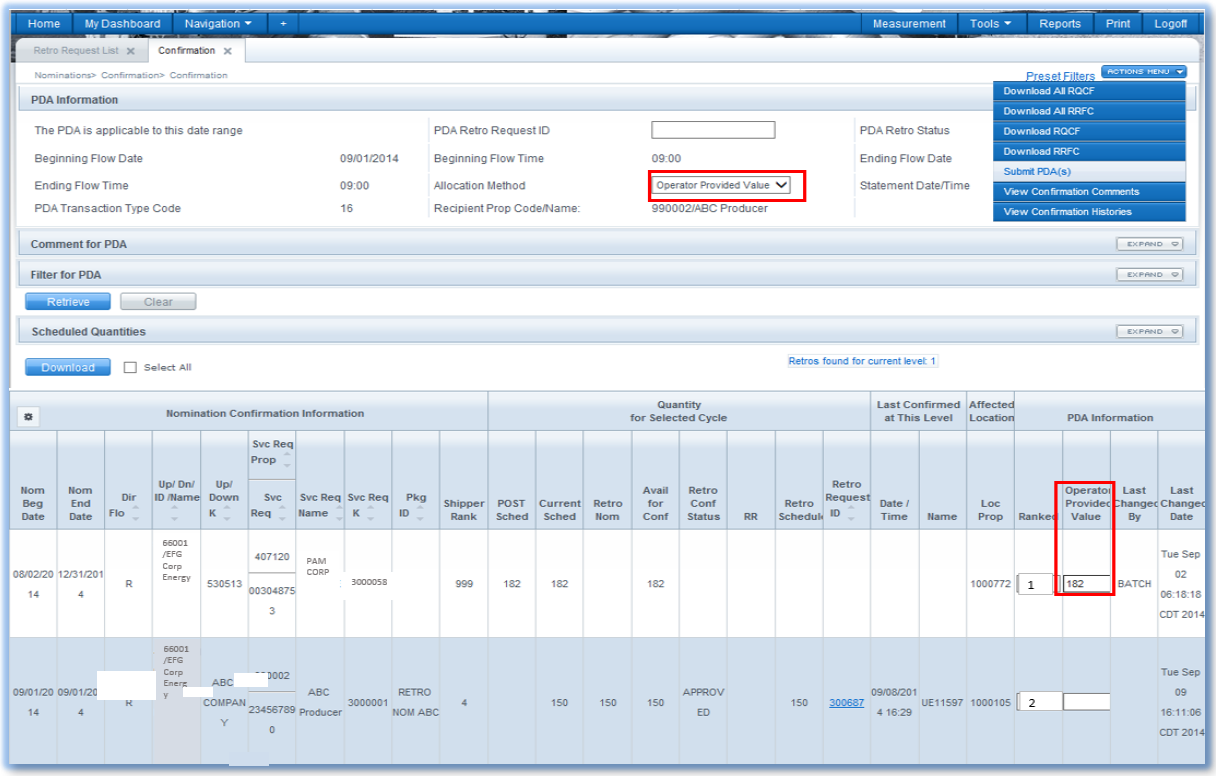


Creating a Prior Gas Day PDA

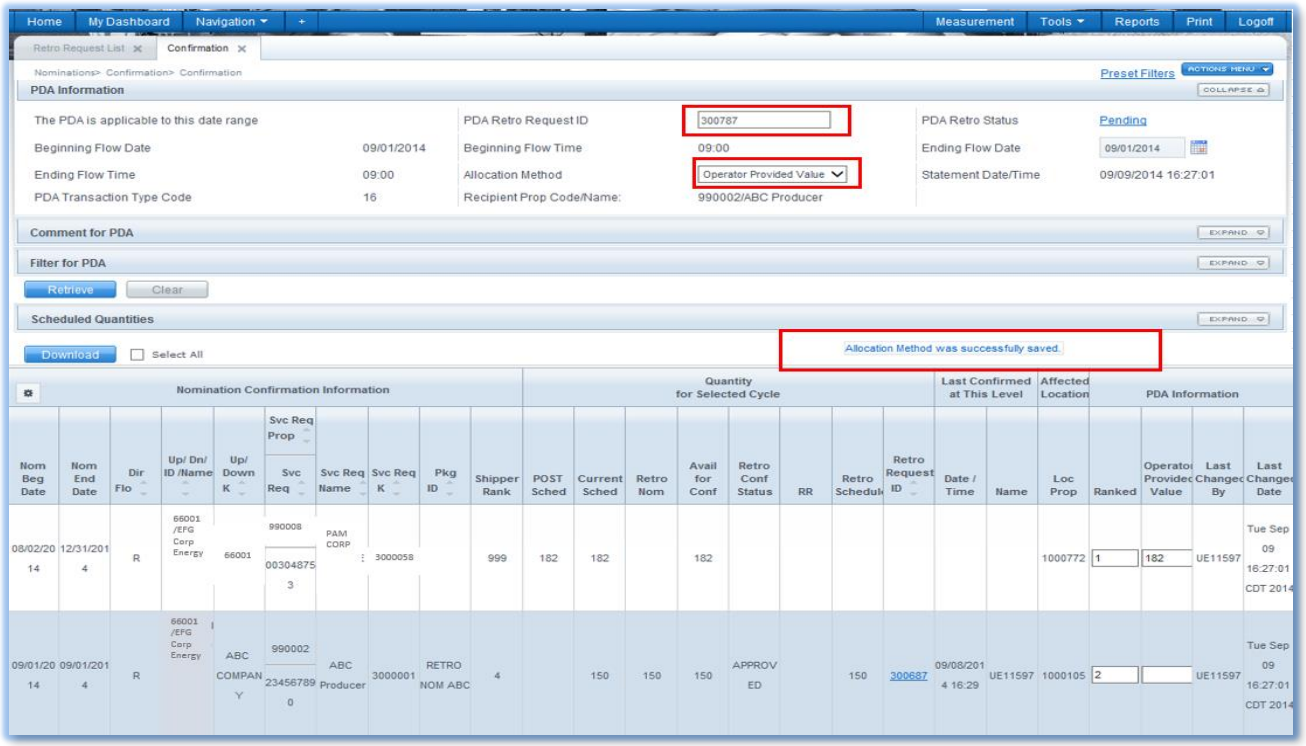
As with current business, making a retro change to the Allocation method resets all PDAs for that date/location. PDA changes to prior gas flow dates can be made from the Transaction Level (or last level confirmed) on the Confirmations page. Click on the **Show all PDAs** checkbox, and then revise the necessary Allocation method and/or the Ranks, Percentage or OPV.

The **Show Only Retro** checkbox can be selected to only display retros at the location.


Home
My Dashboard
Navigation
Measurement
Tools
Reports
Print
Logoff
Confirmation
Nominations> Confirmation> Confirmation
Preset Filters
ACTIONS MENU
Last Level Confirmed: TRANSACTION
Conf Req Prop/Name: 990002/ABC Producer
Last Level PDAed: TRANSACTION
Auto Conf: Off
TSP EDI Role: NONE
Conf Party Contact Phone: 7132152912
Conf Options: All
Show Only Retros:
Check to filter out Zero qty Nominations:
Show PDAs:
PDA Information
COLLAPSE
The PDA is applicable to this date range
Beginning Flow Date 09/01/2014
Ending Flow Time 09:00
PDA Transaction Type Code 16
PDA Retro Request ID
Beginning Flow Time 09:00
Allocation Method Percentage
Recipient Prop Code/Name: 990002/ABC Producer
PDA Retro Status Regular
Ending Flow Date 12/31/2999
Statement Date/Time 09/02/2014 06:18:18
Comment for PDA
EXPAND
Filter for PDA
Retrieve
Clear
Scheduled Quantities
POST Scheduled
POST Receipt Scheduled Quantity: 182
POST Delivery Scheduled Quantity: 0
POST Net Scheduled Quantity: 182
Current Scheduled
Current Receipt Scheduled Quantity: 182
Current Delivery Scheduled Quantity: 0
Current Net Scheduled Quantity: 182
RETRO
Retro Receipt Nominated: 150
Retro Delivery Nominated: 0
Retro Net Nominated: 150
Retro Available Receipt: 332
Retro Available Delivery: 0
Retro Net Available: 332
Retro Receipt Confirmed: 332
Retro Delivery Confirmed: 0
Retro Net Confirmed: 332
Retro Receipt Scheduled: 0
Retro Delivery Scheduled: 0
Retro Net Scheduled: 0
Download
Select All
Confirmation quantity updated successfully.
Search successfully completed. 2 records found.
Nomination Confirmation Information
Quantity for Selected Cycle
Last Confirmed at This Level
Affected Location
PDA Information
Nom Beg Date
Nom End Date
Dir Flo
Up/ Dn/ ID /Name
Up/ Down K
Svc Req Prop
Svc Req
Svc Req Name
Svc Req K
Pkg ID
Shipper Rank
POST Sched
Current Sched
Retro Nom
Avail for Conf
Retro Conf Status
RR
Retro Schedule
Retro Request ID
Date / Time
Name
Loc Prop
Percenta
Last Changed By
Last Changed Date
08/02/2014
12/31/2014
R
6600 1/EFG Corp Energy
530513
407120
00304875 3
PAM CORP
3000058
999
182
182
182
1000772
16.50
BATCH
Tue Sep 02 06:18:18 CDT 2014
09/01/2014
09/01/2014
R
6600 1/EFG Corp Ener
ABC COMPAN
990002
23456789
ABC Producer
3000001
RETRO NOM ABC
4
150
150
300687
1000105
83.50
Mon Sep 08 16:29:31



A retro PDA is submitted by selecting **Actions > Submit PDAs**. In the above example, the Operator changed the Allocation Method from Percentage to OPV and the rank is also changed so that ABC Producer takes the swing.

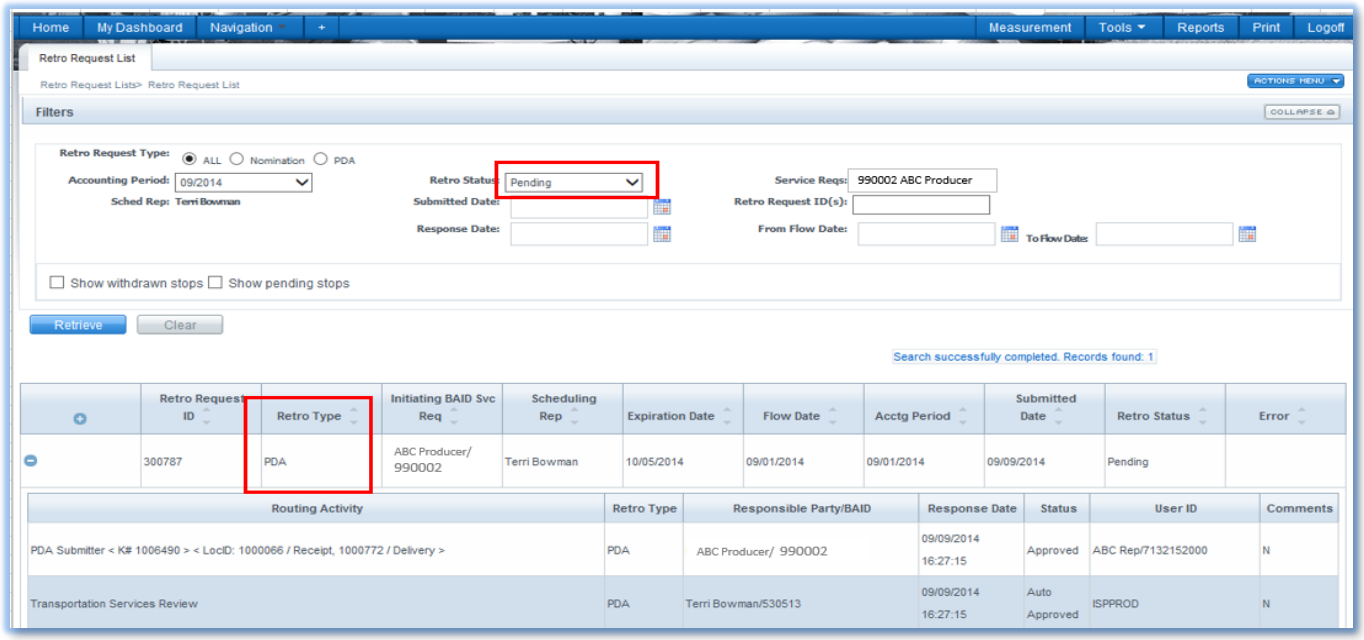


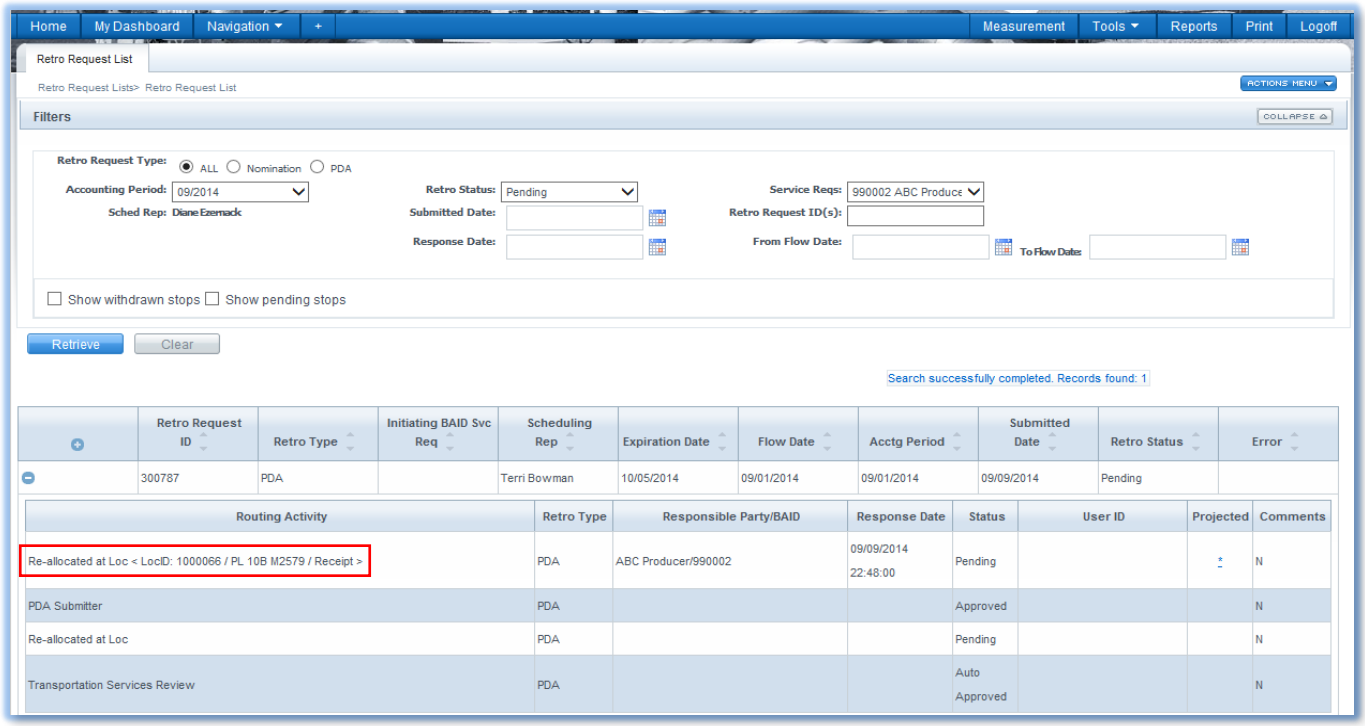
Once submitted, a success message indicates that the Allocation Method was saved. The page updates with the new Ranks and a **PDA Retro Request ID** is assigned.

The Retro request list page(**Navigation>Retro Request >Retro Request list**) shows that the retro request was automatically approved for the submitter(operator). The Transportation Service Review stop will also be auto approved.

Other impacted parties may be identified when the retro scheduling run process completes.

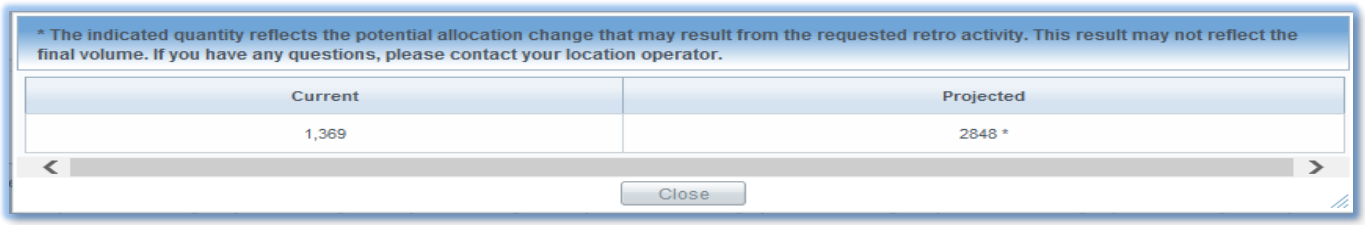
The PDA RRID is in **Pending** status, until the next run of the Retro Scheduling Cycle.





The next Scheduling Run for the retro cycle may identify other parties impacted by the PDA change and they must submit their approval. Parties who are not operators (3rd parties) will approve or reject the PDA change from the above Retro Request List page. The Projected column with the asterisk hyperlink

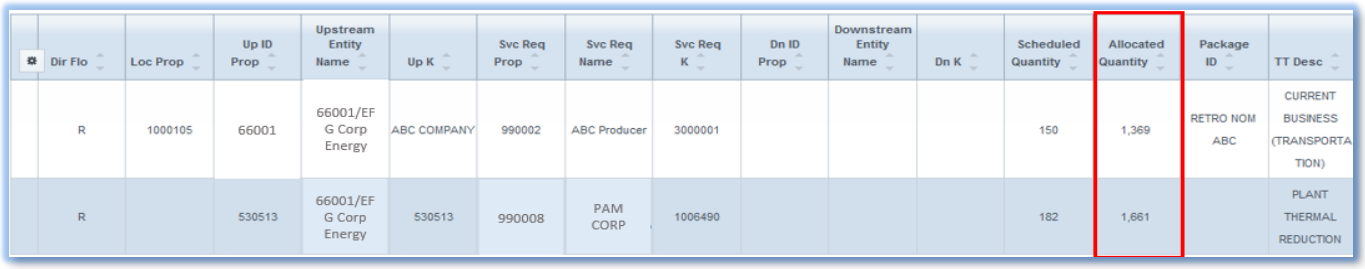
on the Retro Request list will provide more information to the reallocated parties by showing current allocation and projected allocation if the retro is scheduled. 3rd party reallocation can utilize this tool to make a decision on approving or rejecting the retro. Below is an example.



Once all parties agree, the RRID in the Retro Status column will show **Scheduled** as the status.

Viewing Results of a Prior Gas Day PDA Change

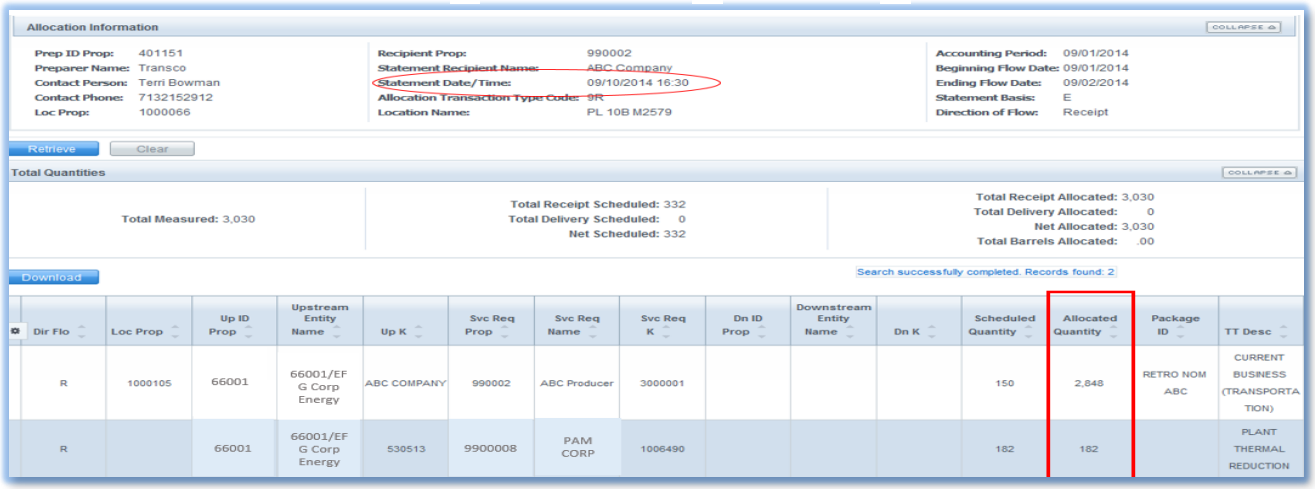
Before reallocation due to prior gas day PDA change:



Dir Flo	Loc Prop	Up ID Prop	Upstream Entity Name	Up K	Svc Req Prop	Svc Req Name	Svc Req K	Dn ID Prop	Downstream Entity Name	Dn K	Scheduled Quantity	Allocated Quantity	Package ID	TT Desc
R	1000105	66001	66001/EFG Corp Energy	ABC COMPANY	990002	ABC Producer	3000001				150	1,369	RETRO NOM ABC	CURRENT BUSINESS (TRANSPORTATION)
R		530513	66001/EFG Corp Energy	530513	990008	PAM CORP	1006490				182	1,661		PLANT THERMAL REDUCTION

After reallocation due to prior gas day PDA change:

The results of the PDA change can be verified on the **Allocated Quantities** page. Notice the change between the allocated volumes by switching from Percentage to OPV.



Dir Flo	Loc Prop	Up ID Prop	Upstream Entity Name	Up K	Svc Req Prop	Svc Req Name	Svc Req K	Dn ID Prop	Downstream Entity Name	Dn K	Scheduled Quantity	Allocated Quantity	Package ID	TT Desc
R	1000105	66001	66001/EFG Corp Energy	ABC COMPANY	990002	ABC Producer	3000001				150	2,848	RETRO NOM ABC	CURRENT BUSINESS (TRANSPORTATION)
R		66001	66001/EFG Corp Energy	530513	9900008	PAM CORP	1006490				182	182		PLANT THERMAL REDUCTION

Verifying Results of Prior Gas Day Changes

The Scheduling Runs for the Retro cycle are: 8:00 am; 11:15 am; 3:00 pm; and 9:15 pm. The results of retro changes will be available on the Review/Select Scheduling Runs after processing. All storage or balances pages and reports will be updated in the afternoon (generally between 2 and 4 PM).

Results or status of a retro can be viewed on the pages or reports listed below:

1Line Pages

- Retrieve Nominations – set filters to: **Retro Status: Scheduled**, and **cycle: Retro.**
- PDA – view level at which the last PDA change was made, or at Transaction level.
- Allocated Quantities
- Storage > Inventory Balances
- Pool Balancing Summary and Pool Balancing Details
- Balances > Monthly Summary
- Scheduling>Scheduling Runs by Contract

1Line Reports

- Scheduled Quantities (SQR) – generate from the Report Request page with **Cycle: Retro**
- Shipper Imbalance Statement (part of Invoice Packet)
- Shipper Imbalance Daily Statement
- Daily Location Allocation
- Allocation Audit LDC
- Storage Statement
- Pool Party Report

FAQs

1. **My retro has been approved by all parties, so why is it still in pending status?**

   - The retro may have been approved by the parties after the retro batch completed.
   - If storage activity is involved, the daily afternoon storage batch job will need to be completed before the retro batch process will update the storage activity. These will generally be picked up by the retro batch during the storage batch job.
   - There may be another retro nomination that is in pending status at the same location as your retro. Your Commercial Services Rep can check this for you.

2. **I submitted a retro to reallocate volumes between two activities on the same contract, and the retro was rejected on the Retro Request List page because of a constraint. Where can I see details of why my retro was cut?**

Check the results of the scheduling run for the Retro cycle for all the activities that were being requested for the change. One of the activities may be flowing on a secondary FT basis or a new activity may have been inadvertently created causing a problem with the MDQ.

3. **I am a shipper and when I checked the Retro Request List page yesterday after I submitted the retro, the stops were all approved, but my retro is still in pending status. How can I find out what is holding up my retro?**

   Check the Retro Request List page again. When the retro process runs, additional impacted parties could have been identified and added to the Routing Activity list. Each impacted party will receive an email notifying them that a retro request requires their attention. Another reason can be that your RRID is tied to a pending RRID. For instance, if your retro is pulling out of a pool, there could be other retros that need to be approved and pass pool validations before the retro schedules. Please contact your Commercial Service Rep for assistance.

4. **I submitted my nom late yesterday and it was rejected last night before the operators had a chance to approve it. They both agreed before I submitted the request that they would approve it, and when I submitted it, it passed the online validations. Why was it rejected?**

   The nom validation from the 1Line page verifies only that the data elements in the nomination are valid. The validation is for the submitted nom only, not for all of the transactions within a segment that the scheduling engine validates. When requests are processed by the Retro Scheduling cycle run, the nomination is validated to determine whether the retro can pass through a capacity constraint and contract MDQ limits. If it is not feasible due to an MDQ issue or a capacity constraint, the request will be rejected.

5. **Last month I was the nominating agent, and I am trying to submit a retro request but 1Line will not allow me to do so.**

   Agents may submit or approve a retro only if they were an agent on the original gas flow date and are still an agent on the retro submittal and approval dates. If you are no longer the agent, you cannot submit nominations even though you were an agent for the gas flow date that the retro covers. The Service Requestor will have to submit the retro request.

Please contact your Commercial Services Representative with any Retro questions.