



IMBALANCE RESOLUTION

Training Module

Imbalance Resolution

This module is designed to give you information regarding the managing and resolution of imbalances.

Transco



Table of Contents

Important Information – Please Read	3
Introduction.....	4
Accounting Period vs. Production Month	4
Monitoring Imbalances	4
Viewing Monthly Summary	5
View Aggregated Transactions	6
View Daily Transactions.....	6
View Zone to Zone Imbalances	7
Make-up Transactions.....	8
Make-up Validations	9
Imbalance Trading.....	9
Trading Fees	9
PPA Included Contract Indicator	10
Viewing the PPA Indicator	10
Trade Summary Page.....	11
Create Trade Page.....	13
Create Trade Page Actions.....	14
Creating a Trade	14
Creating a Self Trade	17
Trade Details.....	18
Auto Post Imbalances.....	20
Netting.....	21
Cash Out.....	21
Imbalance Resolution Summary – Cash Out.....	22
Additional Tips	24
Related Reports	24

Important Information – Please Read

The information provided herein is for informational purposes only and does not modify any provision in Transco's FERC Gas Tariff. If a conflict exists between this information and Transco's FERC Gas Tariff, the provisions in Transco's FERC Gas Tariff apply. Transco makes no representation or warranty as to the completeness or accuracy of this information. Transco shall not be liable for any informational errors, incompleteness or delays, or for any actions taken in reliance on this information.

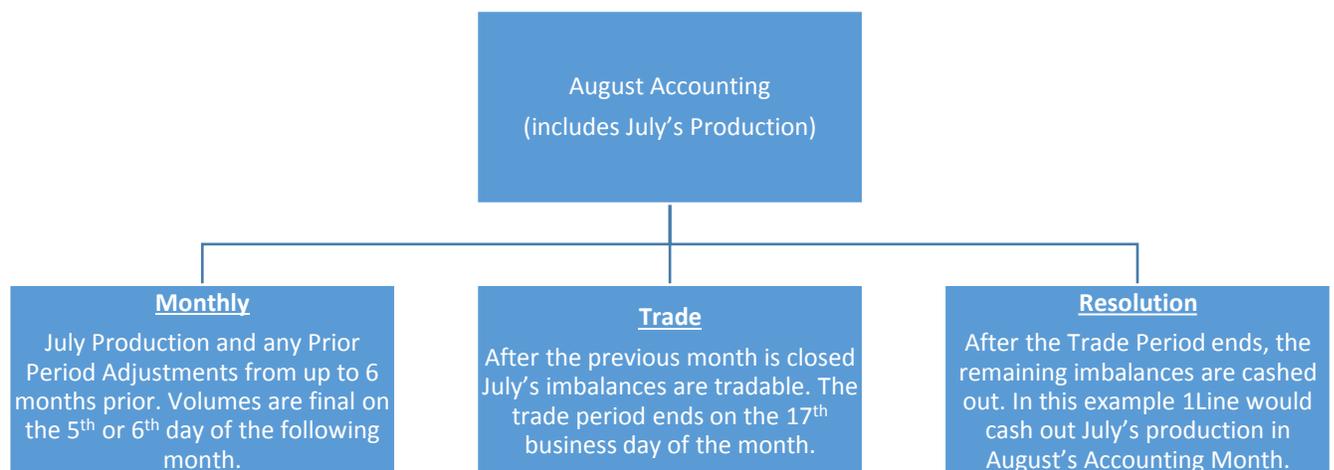
To review the tariff language specific to any topic, go to [Transco's Informational Postings page](#), and select **Tariff** from the left hand navigation menu.

Introduction

This module will discuss 1Line tools available to monitor and then minimize (through makeup and then netting and trading) imbalances on the pipeline, until the final imbalance resolution by cash out is reached.

Accounting Period vs. Production Month

The Production month is the month in which flow occurs. The Accounting month represents when the activity occurred. The balances timeline is a two-month process. The first month is the production month in which the imbalances are created, and the second month is when the resolution of the imbalance occurs. In the current accounting month, you can make-up imbalances that occur during the month. For the first 17 business days of the current accounting period you can trade the previous month imbalances. The imbalances not traded at the end of the 17 business days will be cashed out and shown on the current month invoice. A diagram is shown below of this process.



Monitoring Imbalances

Imbalances occur when the allocated delivery amount is greater or less than the allocated receipt amount. Each day, imbalances are added together and grouped by Contract/ Zone/OIA. They are calculated daily and held at the transaction level. If a party is in a **Due To** position, they are long on the pipeline and the pipeline owes the shipper gas. If a party is in a **Due From** position, they are short on the pipeline and owe the pipeline gas. Imbalances are subject to change until allocations are closed for the production month, generally the 5th or 6th of the following month.

Viewing Monthly Summary

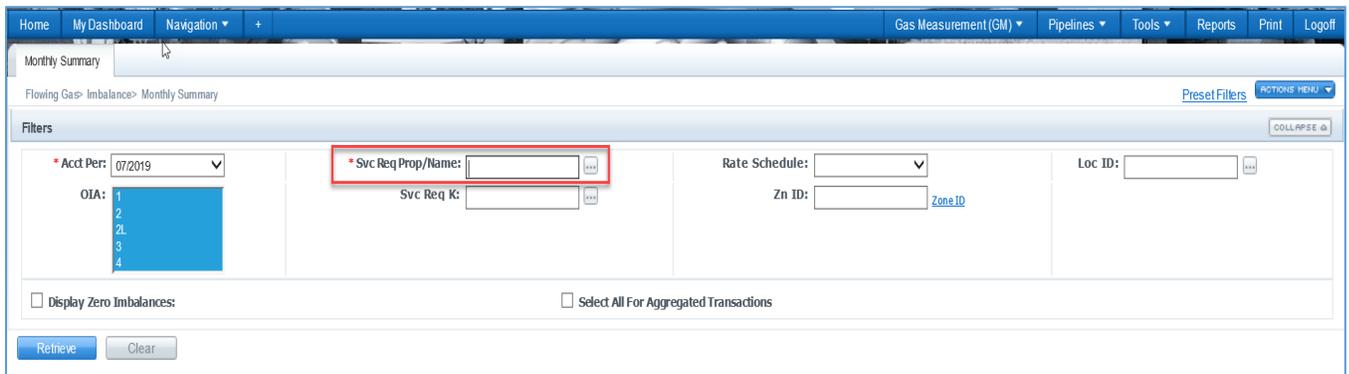
The Monthly Summary page in 1Line is one place where your imbalances may be viewed. This page gives you a snapshot of your current imbalance situation. The Monthly Summary page allows you to view your month-to-date imbalance by Zones and OIAs. You also have the option of looking at your imbalance at the Aggregated level or Daily Transaction level.

To view your current month imbalances:

1. **Select: Navigation > Flowing Gas > Imbalance > Monthly Summary**



2. Fill in the required **Accounting Period** and **Svc Requester** fields.
(select additional filters to refine your search)



3. Click **Retrieve**.

- You will see that your imbalance data is available through the previous gas day. This summary view only displays contracts that have an imbalance.
- If you would like to view your month to-date imbalance on all your contracts, you will need to check the "Display Zero Imbalances" box. Imbalances are grouped by OIA/Zone.

The screenshot shows the 'Monthly Summary' interface. The filters section includes 'Acct Per: 07/2019', 'Svc Req Prop/Name', 'Svc Req K', 'Rate Schedule', 'Zn ID', and 'Loc ID'. A checkbox labeled 'Display Zero Imbalances' is circled in red. Below the filters are 'Retrieve' and 'Clear' buttons, and a 'Download' button. A status message reads 'Search successfully completed. Records found: 4'. The main table displays imbalance data for July 2019, with columns for Rate Schedule, Svc Req ID, Svc Req, Svc Req K, Loc ID, OIA ID (1, 2), Zn ID, Production Month Imbalance, PPA Avail for Trd, Total(1), PPA Subject to Cashout, Production Month Net Deliveries/OBA Allocated Qty, Imbalance Pot% (2), Excluded Deliveries, Net Flow, and OBA Make Up.

Imbalance data is available through 07/28/2019															
July 2019															
Rate Schedule	Svc Req ID	Svc Req	Svc Req K	Loc ID	OIA ID 1	Zn ID 2	Production Month Imbalance	PPA Avail for Trd	Total(1)	PPA Subject to Cashout	Production Month Net Deliveries/OBA Allocated Qty	Imbalance Pot% (2)	Excluded Deliveries	Net Flow	OBA Make Up
							8,504 DF	0	8,504 DF	0	4,453,093	0.19	0		
					2	5	39,791 DF	0	39,791 DF	0	1,816,298	2.19	0		
							62,882 DF	0	62,882 DF	0	1,364,664	4.61	0		
Total by OIA/Zone							111,177 DF	0	111,177 DF	0	7,634,055	1.46	0		

View Aggregated Transactions

To view Aggregated imbalances for a contract from the Monthly Summary page:

Select any row and select **Actions Menu or right click menu to > View Aggregated Transactions**.

- A list of Transactions will populate together with a date range based on the same criteria

View Daily Transactions

To view daily imbalances for a contract from the Monthly Summary page, select **Actions Menu or right click menu to > View Daily Transactions**.

- A list of Transactions will populate by Flow Date.

- You will be able to see the flow date, transaction type, receipt and delivery allocated quantities as well as the ending imbalance quantity amounts.
(select additional filters to refine your search)

View Zone to Zone Imbalances

To view zone to zone imbalances for a transaction from the Monthly Summary page, select **Actions Menu or right click menu to view Zone to Zone Imbalance**. This page will assist you in determining what amount of your imbalance is a no-haul vs. a haul.

- No Haul Imbalance Transaction – Receipt & Delivery combination are at the same milepost (pool to pool transactions at the same milepost)
- Haul Imbalance Transaction – Receipt & Delivery combination are at different mileposts; the pipe will collect fuel on all haul transactions

Monthly Summary > View Zone To Zone Imbalance

Filters COLLAPSE ▾

Contact Name (TS Rep): Judy Hall
Contact Phone: 7132154622
Display Zero Imbalances: Imbalance data is available through 07/25/2019

Download Include Nested

0		Receipt To Delivery Zone DIA		Prod Month Imb			
512.812				40,000 DF			
SVC Req K	SVC Req	Rate Schedule	Haul	Fuel Pot	Gross DF Imbalance	No Haul	
		FT		40,000 DF	0.83%	41,341 DF	0
Total by Zone/DIA: 512				40,000 DF			

In this example, if you want to make-up your Due From imbalance, you must nominate a receipt make-up TT 04. Since the imbalance resides in the zone of receipt, you must source your payback nom in zone 5 (since it is a haul transaction) and use the zone 5 delivery payback location 9006447 (see list below for delivery locations and make-up rules).

Make-up Transactions

One way to mitigate imbalances during the month is using make-up transactions. The make-up nominations use Transaction Type (TT) 03 or 04. To see if the pipeline's operating conditions are currently allowing for the acceptance of make-up transactions, check the [Informational Postings](#) page under the **Pipeline Conditions** heading. Imbalances are held in the zone of receipt; therefore, **make-up transactions also need to be sourced in the zone of receipt.**

Navigation>Flowing Gas>Imbalance>Monthly Summary>View Zone to Zone Imbalance

Due To Shipper (DT)/Transaction Type 03/Delivery Makeup *(Long to the Pipe)*

- Transportation is assessed on delivery makeup transactions
- Delivery makeup transactions will use contract MDQ

Due From Shipper (DF)/Transaction Type 04/Receipt Makeup *(Short to the Pipe)*

When nominating receipt makeup (TT04) haul transaction imbalances, shippers must use one of the delivery payback locations listed below based on the creation of the imbalance path. *(use the "**Receipt to Delivery Zone/OIA**" on the View Zone to Zone Imbalance page to reference nom path for TT03 & TT04).*

Zone	Del Payback Location ID	ShortName	Line
1	9006442	ZONE (1) PAYBACK	Mainline
2	9006443	ZONE (2) PAYBACK	Mainline
3	9006444	ZONE (3) PAYBACK	Mainline
4	9006445	ZONE (4) OIA (1) PAYBACK	Mainline
4	9006446	ZONE (4) OIA (2) PAYBACK	Mainline
5	9006447	ZONE (5) PAYBACK	Mainline
6	9006448	ZONE (6) OIA (3) PAYBACK	Mainline
4A	9006449	ZONE (4A) PAYBACK	Mobile Bay Lateral
4B	9006450	ZONE (4B) PAYBACK	Mobile Bay Lateral
6	9008767	ZONE (6) OIA (4) PAYBACK	Leidy Line
6	9009366	ROCKAWAY FDLS MKUP	DLS Rockaway
6	9009367	DELTA FDLS MKUP	DLS Delta
6	9009368	BAYONNE FDLS MKUP	DLS Bayonne
6	9009369	WOODBIDGE FDLS MKUP	DLS Woodbridge

Make-up Validations

- The cumulative imbalance in the OIA/Zone will be evaluated first at the Service Requester/Billable Party level.
- Shippers can makeup imbalances on each contract that has the imbalance in the OIA/Zone. However, makeup will only be scheduled up to the overall cumulative imbalance in the OIA/Zone. The makeup transaction cannot increase or make the cumulative imbalance position flip in the zone.

Imbalance Trading

Once the production month has ended, customers have the option to trade their eligible imbalances. *Caution: trading prior to the close of allocations may potentially worsen, rather than improve, your imbalance position if changes to allocated quantities occur between the time you trade and when allocations close.* When allocations are final, it will be indicated under the **Monthly Status** tab on the [Informational Postings](#) page. Prior month imbalances can be traded from the 1st of the month until midnight of the 17th business day. Trading can be done across zones but must be within the same OIA. Only users with the **Trade Balances** role can create or edit trades. Once an imbalance has been traded and confirmed, it **CANNOT** be undone.

Trading Fees

When shippers trade across zones within an OIA, the shipper with the **Due To** imbalance will be assessed a trading fee and any applicable fuel. The fees assessed are based on the type of contract (i.e. FT, IT, etc.). If a trade is done within the same zone or is a backhaul, no fee is assessed. For more information on Trading Fees refer to Section 25.4 of the General Terms and Conditions in Transco's FERC Gas Tariff.

PPA Included Contract Indicator

The Prior Period Adjustment (PPA) Included Indicator is an indicator that instructs 1Line how to handle PPAs. The **PPA Included** Indicator indicates when and how imbalances are cashed out. If you have the **View Contract** Role, you may see the PPA Indicator setting.

The PPA Indicator must be set prior to the first of any month in order to be effective for that month. Changes may be requested by sending an e-mail to your Transportation Services Representative. The Indicator setting will apply to any PPAs that are made during that month, regardless of the original production month. *The PPA Indicator is set to Yes by default.* The implications of the PPA Indicator setting are detailed below:

PPA Included Contract Indicator = **YES**

- Rolls any PPAs into the current month's imbalance
- Imbalance can be traded
- Imbalance is cashed out at the end of the 17th business day.
- Imbalance is traded at the contract level.
- Imbalance is cashed out at the current month price.

PPA Included Contract Indicator = **NO**

- PPAs made in the current month are held separately by production month
- Imbalance is not tradable.
- Imbalance is cashed out following the procedures listed below:
 - PPAs that reduce the imbalance will have the imbalance recalculated reducing the highest billed tier first and progressing through lower tiers until the entire difference has been allocated.
 - PPAs that increase the imbalance will be cashed out at the highest priced tier originally billed.
 - PPAs that change the imbalance direction (DF to DT or DT to DF) will have the difference cashed out at the average of the weekly Reference Spot Prices applicable to that month.

Viewing the PPA Indicator

1. Select **Navigation> Contracts> Requests/Contracts**
2. Fill in the Service Requester field or any other fields of your choice, and then select **Refresh**.
3. A list of contracts will be displayed on the bottom half of the screen.
4. Select a **Contract** and then select **Actions> Additional Contract Information**

5. Select Retrieve
6. From the **Contract Indicators** section you will be able to see all the contract indicators for the contract. The PPA indicator will be the third column from the left.

Trade Summary Page

This page shows all information pertaining to managing potential trades and monitoring your postings.

1. To view the **Trade Summary** screen, select **Navigation>Flowing Gas> Imbalance Trade> Trade Summary**.



2. The current or earliest trading period and latest imbalance data available will be displayed. Fill in your **Svc Requester ID** and any other information and then select **Retrieve**.

Trade Summary
Flowing Gas> Imbalance> Trade Summary

Filters

* Acct Per: 09/2012 * Svc Req Name/Prop: ABC COMPANY / 9999999 Svc Req IC: Contract Rate Schedule: Posted: Yes/No

OIA: 1 2 Zn ID: Zone ID

Select All For Post/Unpost 100% Imbalance Display Zero Imbalances: Posted Trade Contact: Trader Smith

Retrieve Clear

Download Select All Search successfully completed. Records found: 10

August trading is Open until 11:59 PM Wednesday, 9/26
Imbalance data is available through 08/31/2012

Imbalance Trading Information														Posting Information						
August 2012																				
Rate Schedule	Svc Req K	K Holder Name/ Prop	Svc Req Name/ Prop	OIA ID	Zn ID	Net Flow	Prod Month Imb	PPA Avail for Trd	Beg Trd Imb(1)	OBA Make Up	Conf Trades	Remain Imb	Trd Amt Pending	Amt in WIP Status	Amt Avail For Make Up	Post 100% of Imb for Month	Posted Amt	Posted Date	Auth to Post Imb to EBB	Auto Post On/Off
IT	123456	ABC Company / 9999999	ABC Company / 9999999	1	1		136 OF	0	136 OF		24 OF	112 OF							No	On
IT	123456	ABC Company / 9999999	ABC Company / 9999999	1	2		282 DT	0	282 DT			282 DT						09/05/2012	Yes	On
FT	123457	ABC Company / 9999999	ABC Company / 9999999	1	2		24 DT	0	24 DT		24 DT	0					Posted	0	Yes	Off

Trade Summary Actions:

Create Self Trade – All your contracts with imbalances to trade will carry over to the Create Trade page and match in the opposite direction your own imbalances to offset.

Create Trade – Must select at least one contract with a remaining imbalance which will carry over to the Create Trade page and match in the opposite direction ALL imbalances to offset.

Post/Unpost Imbalance(s) – Gives you the ability to manually post/unpost your imbalances or to post/unpost 100% of your imbalance.

Posted Trade Contact Filter:

There is a drop-down filter for **Posted Trade Contact**. This has been provided to allow any contact with the trade balances role to set anyone else with the same role as the person to contact when posting imbalances. If a Balance Trade Contact has been set, that person's name will appear first in the list and the person who initiated the trade is shown on the [Informational Postings](#) page.

3. To manually post your imbalances select the appropriate row and fill in the **Posted Amount** and the **Posted Date**.
4. Then **Select Post/Unpost Imbalances** from the actions menu or right click .
 - To Post all imbalances, check the **Select All for Post/Unpost 100% of Imbalance** checkbox
 - If you check the Post 100% checkbox the entire amount will be posted

The screenshot shows the 'Trade Summary' interface for 'Flowing Gas - Imbalances'. The filters section includes 'Acct Per: 09/2012', 'Svc Req Name/Prop: ABC COMPANY/999999', and 'OIA: 1, 2'. A checkbox labeled 'Select All for Post/Unpost 100% Imbalance' is circled in red. Below the filters are 'Retrieve', 'Clear', and 'Download' buttons. A message states 'Search successfully completed. Records found: 10'. The main table is titled 'August trading is Open until 11:59 PM Wednesday, 9/26 Imbalance data is available through 08/31/2012' and contains the following data:

August 2012																				
Imbalance Trading Information														Posting Information						
Rate Schedule	Svc Req K	K Holder Name/ Prop	Svc Req Name/ Prop	OIA ID	Zn ID	Net Flow	Prod Month Imb	PPA Avail for Trd	Beg Trd Imb(1)	OBA Make Up	Conf Trades	Remain Imb	Trd Amt Pending	Amt in WIP Status	Amt Avail For Make Up	Post 100% of Imb for Month	Posted Amt	Posted Date	Auth to Post Imb to EBB	Auto Post On/Off
IT	123456	ABC Company / 9999999	ABC Company / 9999999	1	1	136 DF	0	136 DF			24 DF	112 DF				<input type="checkbox"/>			No	On
IT	123456	ABC Company / 9999999	ABC Company / 9999999	1	2	282 DT	0	282 DT				282 DT				Posted	282	09/05/2012	Yes	On
FT	123457	ABC Company / 9999999	ABC Company / 9999999	1	2	24 DT	0	24 DT			24 DT	0				Posted	0		Yes	Off

Create Trade Page

Going to the **Create Trade** page directly from the Navigation bar provides a blank worksheet to build trades and submit them in pending status or save them in WIP status.

It is recommended you go to the **Create Trade** page from the **Trade Summary** page which brings over any imbalances you have to trade.

There are three types of trades:

Self trade – the initiating party is the same as the confirming party.

Pre-arranged – the initiating party must know the confirming party’s contract number. Confirming party’s contract does not have to be posted.

Non-prearranged – the initiating party can choose from a list of imbalances available for transfer, provided that the posted imbalance is greater than or equal to the amount being transferred.

The party with the DT (Long) imbalance is responsible for all fuel and trading fees. Either party can initiate a trade.

On the **Create Trade** page, information populated in the master section of the page will automatically filter for and display imbalances in the opposite direction in the same OIA.

Examples:

- a. Initiating a DT imbalance trade in Zone 1 will yield all DF imbalances in OIA 1
- b. Initiating a DF imbalance trade in Zone 5 will yield all DT imbalances in OIA 2
- c. Initiating a DT & DF imbalance trade in Zone 1 will yield both DT & DF imbalances in OIA 1.
- d. Initiating a DT & DF imbalance trade in Zone 5 will yield both DT & DF imbalances in OIA 2.

Create Trade Page Actions

Calculate Fuel/ Validate – Allows you calculate any fuel percentages.

Create Trade – Allows you to conduct trades and view imbalances.

Save Trade as WIP - Allows you to save the trade as a work in progress. Similar to what you do to a nomination.

Self Trade Submit/Confirm – Allows you to submit the trade(s) and confirm at the same time if you are trading with yourself.

Submit Trade - Allows you to submit the trade(s) in pending.

View Available Trades - Allows you to view trades that are in the opposite direction.

Creating a Trade

1. From the **Trade Summary** page, select the imbalance(s) to be traded and either from the Action Menu or right click menu select the action **Create Trade**.

- If you want to change how your imbalance was paired, you may select the contract you want to trade with from the Posted List and select the **Create Trade** action from your right-click menu. Both the initiating party and confirming party will be populated and once you verify your information select the **Submit Trade** action.

Trade Summary X Create Trade X

Flowing Gas> Imbalance> Create Trade

Search successfully completed. Records found for trade list: 9
Search successfully completed. Records found for posted list: 10

Imbalance Period - Initiating Trader (Imb Per - Init Trdr)

Trade List

August trading is **Open** until 11:59 PM Wednesday, 9/26

Initiating Party										Confirming Party						
Init Trdr Name/ Prop/ K Holder	Init Trdr Contact/ Phone	K-Init Trdr	OIA-Init Trdr	Zn ID	Qty Avail	Trdr Qty Req	Fuel	Prearranged Trade	Imb Trd Dir Desc	Conf Trdr Name/ Prop/ K Holder	Conf Trdr Contact	K-Conf Trdr	OIA-Conf Trdr	Zn ID	Imb Trd Dir	Trade Status
ABC COMPANY / 999999	Trader Smith	123456	2	6	1,619 DF	31		Yes	DF	ABC COMPANY	Trader Smith	123456	2	6	DT	
ABC COMPANY / 999999	555-555-5555									ABC COMPANY	555-555-5555					

All Trades Available Self Trades Only

Posted List

K Holder Name/ ID	Svc Req/Svc Req ID	Svc Req Contact	Svc Req Phone	Svc Req K	Posted Imb Qty	Imb Dir	Rate Schedule	OIA ID	Zn ID	Net Flow
XYZ CORP/999990	XYZ CORP/999990	JOHN DOE	888-555-5555	1111100	278	DT	FT	2	6	

- Calculate Fuel/Validate
- Create Trade
- Save Trade As WIP
- Self Trade Submit/Confirm
- Submit Trade
- View Available Trades

- A message will appear at the top of the screen if the trade is successful. You will still need to confirm the trade on the Trade Details page.



Creating a Self Trade

1. From the **Trade Summary** page select the action **Create Self Trade**. This will take you to the Create Trade page and only show you your imbalances in the opposite direction as opposed to all imbalances.

Trade Summary
Flowing Gas> Imbalances> Trade Summary

Filters
 * Acct Per: 09/2012 * Svc Req Name/Prop: ABC COMPANY / 9999999
 OIA: 1 2
 Svc Req K: Contract Zn ID: Zone ID
 Rate Schedule: Posted: Yes, No
 Display Zero Imbalances
 Select All For Post/Unpost 100% Imbalance
 Posted Trade Contact: Trader Smith

Retrieve Clear
 Download Select All
 Search successfully completed. Records found: 10

August trading is **Open** until 11:59 PM Wednesday, 9/26
 Imbalance data is available through 08/31/2012

Imbalance Trading Information													Posting Information							
Rate Schedule	Svc Req	K Holder Name/ Prop	Svc Req Name/ Prop	OIA ID	Zn ID	Net Flow	Prod Month Imb	PPA Avail for Trd	Beg Trd Imb(1)	OBA Make Up	Conf Trades	Remain Imb	Trd Amt Pending	Amt in WP Status	Amt Avail For Make Up	Post 100% of Imb for Month	Posted Amt	Posted Date	Auth to Post Imb to EBB	Auto Post On/Off
IT	123456	ABC Company / 9999999	ABC Company / 9999999	1	1	136 DF	0	136 DF	24 DF	112 DF									No	On
IT	123456	ABC Company / 9999999	ABC Company / 9999999	1	2	282 DT	0	282 DT		282 DT								09/05/2012	Yes	On
FT	123457	ABC Company / 9999999	ABC Company / 9999999	1	2	24 DT	0	24 DT	24 DT	0						Posted	0		Yes	Off

Trade Summary **Create Trade**
 Flowing Gas> Imbalances> Create Trade

Search successfully completed. Records found for trade list: 9
 Search successfully completed. Records found for posted list: 10

Imbalance Period - Initiating Trader (Imb Per - Init Trdr)

Trade List
 August trading is **Open** until 11:59 PM Wednesday, 9/26

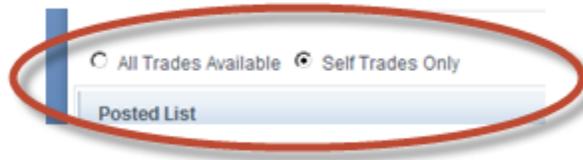
Initiating Party										Confirming Party									
Init Trdr Name/ Prop/ K Holder	Init Trdr Contact/ Phone	K-Init Trdr	OIA-Init Trdr	Zn ID	Qty Avail	Trdr Qty Req	Fuel	Prearranged Trade	Imb Trd Dir Desc	Conf Trdr Name/ Prop/ K Holder	Conf Trdr Contact	K-Conf Trdr	OIA-Conf Trdr	Zn ID	Imb Trd Dir	Trade Status			
ABC COMPANY / 999999	Trader Smith	123456	2	6	1,619 DF	31		No	DF	ABC COMPANY	Trader Smith	123459	2	6	DT				
ABC COMPANY / 999999	555-555-5555									ABC COMPANY	555-555-5555								

All Trades Available Self Trades Only

Posted List

K Holder Name/ ID	Svc Req/Svc Req ID	Svc Req Contact	Svc Req Phone	Svc Req K	Posted Imb Qty	Imb Dir	Rate Schedule	OIA ID	Zn ID	Net Flow
ABC COMPANY / 999999	ABC COMPANY / 999999	Trader Smith	555-555-5555	2345678	1,619 DF	DT	FT	2	6	
ABC COMPANY / 999999	ABC COMPANY / 999999	Trader Smith	555-555-5555	3456789	24 DT	DT	FT	1	2	
ABC COMPANY / 999999	ABC COMPANY / 999999	Trader Smith	555-555-5555	4567890	8,500 DT	DT	IT	1	4	

2. However, if you want to see all trades available select All Trades Available and Retrieve. This applies to the action Create Trade as well if you only want to see Self Trades Only.



3. Select the record of choice as described under steps 3 and 4 under Creating a Trade and then select **Actions> Submit Trade** and put the trade in Pending status or select the action **Self Trade Submit/Confirm**.
 - If Submit Trade was selected, you will still have to confirm the trade on the **Trade Details** page.

Trade Details

The **Trade Details** page allows you to manage and review trades and see all trading transactions in an Accounting Period. From this page you can confirm, submit, edit, reject or withdraw imbalance trades. If you are the Trade Agent you may also conduct trades.

Trade Details Actions

Calculate Fuel/ Validate WIP – Allows you to calculate any costs incurred through trading.

Comments - Allows the trading parties to put comments that can be viewed internally or externally as a tool to communicate. This allows you to put notes on trades.

Confirm Pending – Allows you to confirm a pending trade.

Delete WIP – Allows you to delete any WIP trades that have not yet been submitted.

Edit WIP – Allows you to edit any WIP trades that may have been submitted.

Reject Pending – Allows you to reject a trade prior to being confirmed.

Submit WIP – Allows you to submit a WIP trade but does not confirm it.

Withdraw Pending – Allows you to withdraw a trade that is pending.

Status (filter)– Allows you to zero in on more specific trades. Statuses include: Confirmed, Expired, Pending, Rejected, WIP and Withdrawn

1. To get to the **Trade Details** page select **Navigation>Flowing Gas> Imbalance Trade> Trade Details**
2. Once you arrive at the **Trade Details** Page, you can confirm or reject any pending trades that you have. The confirming party will also go to this page to confirm or reject a trade.

- A Tracking ID (Trk ID) number corresponds with each trade

Trade Summary X Trade Details X
Flowing Gas> Imbalances> Trade Details

Filters

Trade/Acct Per: 09/2012 * Svc Req Name/Prop: ABC COMPANY / Svc Req K: Contract Status: Pending

Retrieve Clear

Download Select All

Search successfully completed. Records found: 2

August trading is **Open** until 11:59 PM Wednesday, 9/26

Initiating Party				Confirming Party				Last Updated												
Imb Trd Trk ID	K Holder Name/ Prop	Init trd Name/ Prop	Init Trdr Contact/ Phone	K-Init Trdr	OIA ID	Zn ID	Imb Trd Dir Desc (1)	K Holder Name/ Prop	Conf Trd Name/ Prop	Conf Trdr Contact/ Phone	K-Conf Trdr	OIA ID	Zn ID	Imb Trd Dir Desc (1)	Trdr Qty Req	Trd Fuel Qty	Imb Trd Rsp Desc	Date	User ID	Comment
83516260	ABC Company / 999999	ABC Company / 999999	Trader Smith / 555-555-5555	123456	2	6	DF	ABC Company / 999999	ABC Company / 999999	Trader Smith / 555-555-5555	123456	2	6	DT	31	0	Pending	2012-09-06	UE00000	N

3. Input comments related to the trade(s), if desired. To input comments, select the row, key in comments of the applicable trades, and select the **Comments** action.

Trade Summary X Trade Details X
Flowing Gas> Imbalances> Trade Details

Filters

Trade/Acct Per: 09/2012 * Svc Req Name/Prop: ABC COMPANY / Svc Req K: Contract Status: Pending

Retrieve Clear

Download Select All

Search successfully completed. Records found: 2

August trading is **Open** until 11:59 PM Wednesday, 9/26

Initiating Party				Confirming Party				Last Updated												
Imb Trd Trk ID	K Holder Name/ Prop	Init trd Name/ Prop	Init Trdr Contact/ Phone	K-Init Trdr	OIA ID	Zn ID	Imb Trd Dir Desc (1)	K Holder Name/ Prop	Conf Trd Name/ Prop	Conf Trdr Contact/ Phone	K-Conf Trdr	OIA ID	Zn ID	Imb Trd Dir Desc (1)	Trdr Qty Req	Trd Fuel Qty	Imb Trd Rsp Desc	Date	User ID	Comment
83516260	ABC Company / 999999	ABC Company / 999999	Trader Smith / 555-555-5555	123456	2	6	DF	ABC Company / 999999	ABC Company / 999999	Trader Smith / 555-555-5555	123456	2	6	DT	31	0	Pending	2012-09-06	UE00000	N

4. Type in comments
5. Set the **Visibility Label**

Note: Comments may be viewable by other parties. Set the Visibility Label to Internal Only if you do not want the Comment to be viewed by the other party to the trade.

6. Select **Save**

The screenshot displays the 'Trade Detail Comments' window. At the top, there is a 'Comments History' section with a table containing columns for 'User ID', 'Comment Date', and 'Comments'. A dropdown menu on the right is set to 'Internal'. Below this is the 'New Comment Details' section, which includes the following information:

- Trade id: 83591795
- Comment Date: 09/06/2012
- User ID: UE0XXX
- Visibility: Internal External

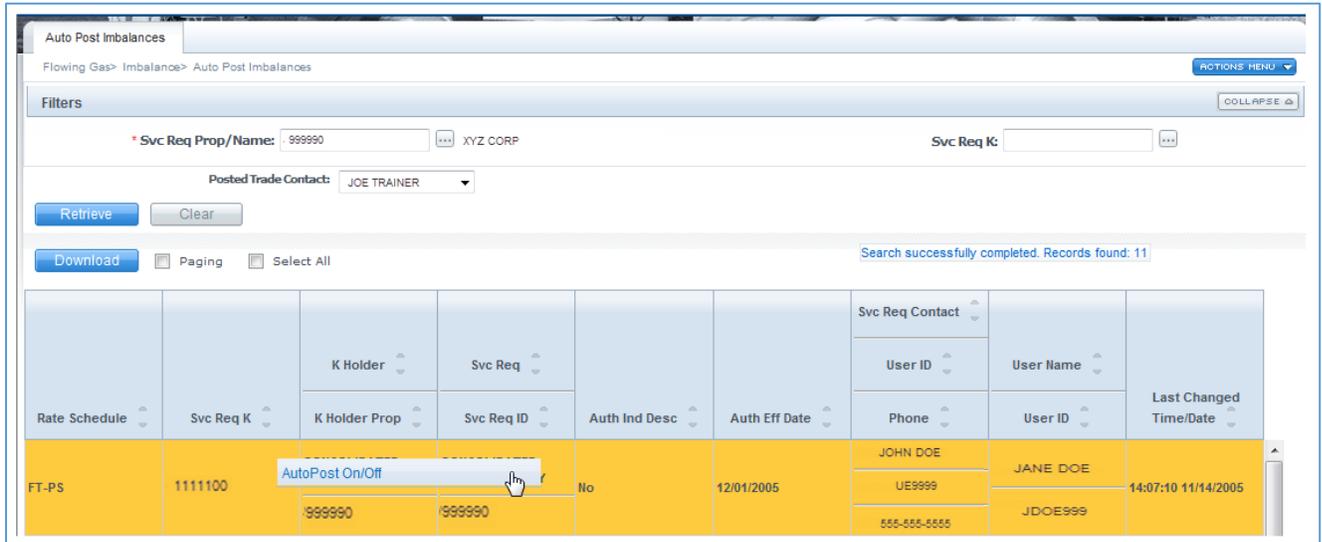
A text area for 'Comments' contains the text 'Helpful comments related to this trade'. At the bottom, there are two buttons: 'Save' and 'Close'. The 'Save' button is circled in red, and a mouse cursor is pointing at it.

Auto Post Imbalances

The **Auto Post Imbalance** page displays the latest auto post indicator for the tradable active contract. The effective date of any changes to this Indicator is always the first of the next calendar month after the indicator is changed. If the Indicator is set to Yes, then on the first of the next month the balances will automatically post to the [Informational Postings](#) page under **Posted Imbalances**. Imbalances can be set up to automatically post each month or to be manually posted/un-posted on a daily basis. Posting your imbalance allows the Public to see your imbalance available for trade. The Contact on the Posted Imbalance defaults to the person who posted the imbalance to the public EBB for trading.

1. To Auto Post your imbalance **Select: Navigation> Flowing Gas> Imbalance> Authorization to Post Imbalances**
2. From this screen you will be able to turn AutoPost On or Off. Select the contract(s) you would like to post or unpost, then right click or go to the Actions

menu on the right top corner and select AutoPost On/Off (it is on until you turn it off or vice versa).



3. You will then see a time stamp with the new information on the right side.
4. To view all Posted Imbalances, go to the [Informational Postings](#) page from the left hand menu and select **Posted Imbalances> Posted Imbalances**.

Netting

TFO (Transport for Others) Imbalances are kept at the contract level during the trading period. Netting by zone occurs once the trade period has ended (at midnight on the 17th business day of the month following gas flow).

Cash Out

Cash out occurs after the trading period has ended for the month (after the 17th business day). Once the trading period has ended, imbalances are cashed out and then reflected on the invoice. The Tariff section associated with cash out Provisions is Section 37.1 of the General Terms and Conditions.

The Cash Out Indices are posted on the [Informational Postings](#) Page in a Non-Critical Notice.

After the trade period ends, then the Minority/ Majority Cashout Indices are posted as non-critical notice on the Informational Postings page.

Majority Sell

If a customer has a **Due From** imbalance in a zone within an OIA, and the aggregate imbalance for all shippers (Buyers) in that zone within an OIA is also Due From, then that customer is defined as a majority shipper. The Majority Sell price will be applied to the imbalance.

Minority Sell

If a customer has a **Due From** imbalance in a zone within an OIA, and the aggregate imbalance for all shippers (Buyers) in that zone within an OIA is Due To, then the customer is defined as a minority shipper. The Minority Sell price will be used for cash out.

Majority Buy

If a customer has a **Due To** imbalance and all the others in the OIA are also in a Due To position, then the customer is defined as a majority shipper. The Majority Buy price will be used for cash out.

Minority Buy

If a customer has a **Due To** imbalance and all the others in the OIA are in a Due From position, then the customer is defined as a minority shipper. The Minority Buy price will be used for cash out.

Imbalance Resolution Summary – Cash Out

The Imbalance Resolution screen provides a summary of the Customer Level Charge Admin contract information at a zonal level. The view externally is based upon the combination of Service Requester, Billable Party, and Balance Trade Agent. To effectuate cash out we have created an admin contract that allows imbalances to net out by zone.

1. To see the Imbalance Resolution Summary select:
Navigation > Flowing Gas > Imbalance > Imbalance Resolution Summary
2. Select the current Accounting Period and Service Requester and then select Retrieve.

- A list of admin contracts by zone with the imbalances that are subject to cash out will be displayed.

3. From your list of admin contracts you can view the details by selecting any line item: **Actions Menu or Right-Click > View Imbalance Details**

Imbalance Resolution Summary

Flowing Gas> Imbalance> Imbalance Resolution Summary

Filters

* Acct Per: 09/2012 * Svc Req: 999990 XYZ CORP OIA(s): 1, 2 Location ID (Prop): Zn ID: Zone ID

Display Zero Imbalances Svc Req K/Admin Acct:

Subject to Cashout Not Subject to Cashout

Retrieve Close

Search successfully completed. Records found: 4

Download

August trading is Open until 11:59 PM Wednesday, 9/26

August 2012													Imbalance Pct%(2)		
Svc Req K/Admin Acct	K Holder Name/K Holder	Svc Req/Svc Req ID	Balance Agent/Bal Agent ID	OIA ID	Zn ID	Loc ID Prop	Beginning Tradable Bal	OBA Make Up	Conf Trades	Trade Fuel	Remaining Imbalance for Cashout	PPA Subject to Cashout	Adjusted Qty	Production Month Deliveries/OBA Allocated Qty	Imbalance Pct%(2)
				1	3		1,881,768 DF	0	0	0	1,881,768 DF	0	0	2,871,986	65.52

4. You will then be able to see the individual contracts that have a balance to cash out. The contract totals are then added together and netted to give one total which is displayed at the bottom.

Imbalance Details

Flowing Gas> Imbalance> Imbalance Resolution Summary> Imbalance Details

Filters

Acct Per: 09/2012 K Holder Name/K Holder: XYZ CORP/999990 Loc ID Prop: OIA ID: 1 Zn ID: 3

Svc Req K/Admin Acct: 1234567 Svc Req /Svc Req ID: XYZ CORP/999990 Balance Agent/Bal Agent ID: XYZ CORP/999990

August 2012											Imbalance Pct%(1)
Svc Req K	Rate Schedule	OIA ID/Zn ID	Loc ID Prop	Beginning Tradable Bal	Conf Trades	Trade Fuel	OBA Make Up	Amount Cashed Out	PPA Subject to Cashout	Production Month Deliveries/OBA Allocated Qty	Imbalance Pct%(1)
1110000	SS-OVT	1/3		824,288 DF	0	0	0	824,288 DF	0	824,288	
1111100	OVR	1/3		1,057,480 DF	0	0	0	1,057,480 DF	0	1,057,480	
1100000	FT	1/3		0	0	0	0	0	0	990,216	
OIA Zone Totals				1,881,768 DF	0	0	0	1,881,768 DF	0	2,871,986	65.52

NOTE: The cash out details ONLY appear AFTER the trade period has ended.

5. To View the Cash out Details you can select the **View Cashout Details** button and it will display the Cashout tiers.

Additional Tips

1. Fuel is assessed on forward haul trades. Backhauls are not charged fuel or trading fees.
2. When calculating fuel on forward haul trades, the zone of receipt is dropped since transportation to the zone has already been collected (i.e. imbalance resides in zone 1 and being traded to zone 3. Fuel is calculated from zone 2 to zone 3).
3. Self-Trades are set up automatically by the 1Line system within the same zone/OIA only. 1Line does not attempt to create trading scenarios which would result in the assessment of trading fees or fuel. The shipper is responsible for setting up these types of trades.
4. Pre-arranged imbalance trading does not require that the imbalances involved in the trade be posted.

Related Reports

Some reports that can be generated to assist with imbalance monitoring and trading are listed in the table below.

Reports tab> Request tab> Functional Area: Balances

Report Number	Report Name	Report Description	Role Required to Access Report
1924	Daily Imbalance by Zone	Customer's imbalance quantity, percent imbalance, and overall imbalance by Zone (volume and percent) for a day, or for a range of days	Billing and Invoice Charges View or Balances View
2414	Detail Park and Loan Balances	Detailed view of the PAL balances by contract.	Trade Balances
1916	Imbalance by Zone	Imbalance quantity, imbalance percentage, and overall imbalance for a customer by zone for both the trading period and the current month.	Balances View or Nominations View or Billable Party Commodity
1930	Imbalance Payback by Zone	Total system net imbalance information for a production month by zone.	Billing and Invoice Charges View
1915	Imbalance Summary By OIA/Zone	Total System net imbalance information after the trading period has closed for a production month; provides the total volumes for <Due To> and <Due From> on an OIA/Zone basis.	Balances View
1908	Shipper Imbalance Daily Statement & Data File	Current month daily activities, any prior month adjustments, the prior month's ending balance, and the current Accounting month's ending balance. Can be run for a day, or for a range of days.	Billing and Invoice Charges View or Balances View
1929	Shipper Imbalance Information - Sortable by Receipt or Delivery & Data File	Net Receipt, Delivery and Imbalance quantities for a production month/accounting period by BA and contract. Sortable by Receipt or Delivery.	Billing and Invoice Charges View
1925	Trade Details	Trade information including Initiating and Confirming party data, contract numbers, quantity traded, fuel quantity, Zone, OIA and dates of the trades.	Trade Balances or Balances View

Please call your Transportation Services representative with any questions on Imbalance Resolution.