Invoicing and Billing

Training Module

This module provides you with information on the components of your Transco invoice.

Table of Contents

Important Information – Please Read 3
Introduction 3
Invoicing 3
- How Invoicing Works 3
- Demand 3
- Commodity 3
- Invoicing Overview 4
- Generating Invoices 4
- Viewing Invoices 4
- Fields and Filters on the Invoice Page 4
- Invoice Status 5
- Parts of the Invoice 5
- Viewing Your Bill 6
- Downloading the Invoice Packet 10

Reports 11
Exhibits 13
- Billing Transaction Types 13
- NAESB Charge Type 15
- Service Codes 17
- Accounting Adjustment Method 18

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 document is broken up into different sections concerning invoices. The purpose of this module is to provide detailed examples to help you to understand Transco's invoicing process.

Invoicing

How Invoicing Works

Invoices are divided into two cycles, **Demand** and **Commodity**. Demand bills apply to customers with firm transportation or firm storage contracts. Demand charges (also called Reservation Charges) are assessed regardless of whether or not any quantities are allocated to the contract during the month. Commodity bills are based on allocated quantities (actual use). The due dates for the two types of invoices are different and can be seen on the top right corner of each page of the invoice.

Demand

Demand invoices are available on 1Line by or on the 1st of the month, and payment is due by the 10th of that month. Although invoices are generated daily, they remain in pending status until the final invoice is generated. The Invoice Packet Status (pending or final) is displayed on the Invoicing 1Line pages and also on Transco's Info Postings page under the **Monthly Status** heading on the 1Line Timelines tab.

Commodity

Commodity invoices are available on 1Line by or on the 10th day of the month, and payment is due by the 20th. Although invoices are generated daily, they remain in Pending status until

the Final invoices are generated. The Invoice Packet Status (pending or final) is displayed on the Invoicing 1Line pages and also on Transco's Info Postings page under the Monthly Status heading on the 1Line Timelines tab.

Invoicing Overview

Transportation charges are allocated and summarized daily, on a month-to-date basis. Charges are calculated at the component level on a daily basis.

Once invoice packets are final and available online, a broadcast message is sent to notify customers of availability. This message is only sent to those who have the **Billing and Invoice Charges View** role *and* have elected to receive the message by email.

To elect to receive email notification:

1. Login to 1Line and Select: **Navigation > Customer Information > Business Associate Contacts**
2. Select radio button for the user > Edit
3. Select the **Billing and Invoice Charges View** role, and the **Email Notification** box next to the role.
4. Select: **Actions > Save**

Invoice packets are available in 1Line for up to three years.

Generating Invoices

Between the 10th and the 25th, customers must submit their invoice from the **Invoice Packets** page in order to view the **Invoice Packet Reports**. To submit the invoice:

1. Select: **Actions > Submit Packet Report**
2. To view the reports, select **Reporting Tool Packet View**.

Viewing Invoices

Login to 1Line and select **Navigation > Invoicing > Invoice**

Between the 25th and 10th, invoice packets are batch generated (automatically by 1Line) and are available to view.

Fields and Filters on the Invoice Page

- **Accounting Period:** Identifies the accounting month of the invoices, a required field

- **Billable Party:** The party that is billed for transportation services (can be agent)
- **Service Requester:** Identifies the party requesting the service
- **Invoice Packet ID:** Unique Identifier assigned by preparer (Transco)
- **Contract/Admin Account ID:** Input the Contract number to see the invoice packet associated with that number
- **Invoice Cycle Type:** Demand, Commodity or Rate Refund
- **Transmission Method:** US Mail, On-line, Express Mail (at customer's expense), EDI/US Mail and EDI On-line

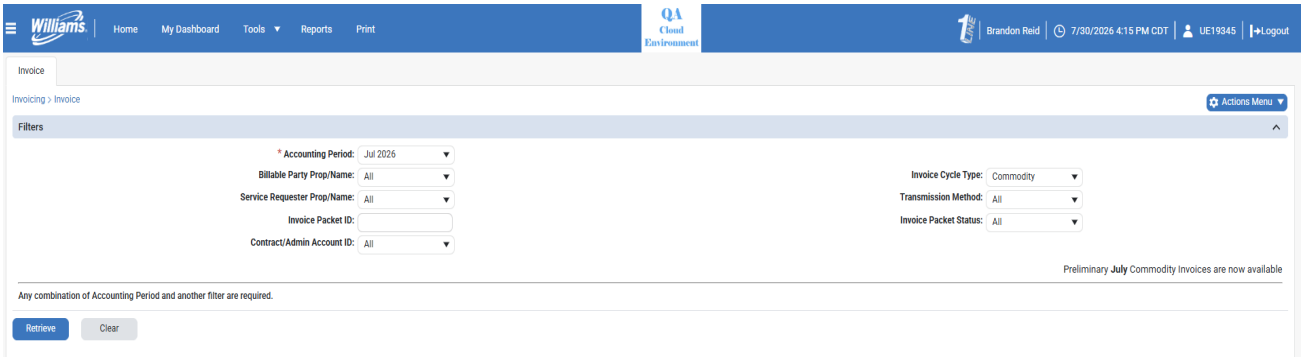
Per Transco's FERC Gas Tariff:

Buyer or OBA Party may change the method by which Seller renders bills to such Buyer or OBA Party upon 10 days prior written notice to Seller; provided however, such change will not become effective until the first day of the month following the expiration of the 10-day notice period.

"Rendered" is defined as postmarked, time stamped, and delivered to the designated site or designated as approved or final on 1Line.

Invoice Status

- Pending – Draft version of statements
- Approved – Statements are reviewed and ready to be sent to customer
- Unapproved – Signals an invoice that was sent to a customer and needs to be revised
- Reprocessed – Identifies an invoice that has a problem and is being corrected by the batch cycle



Parts of the Invoice

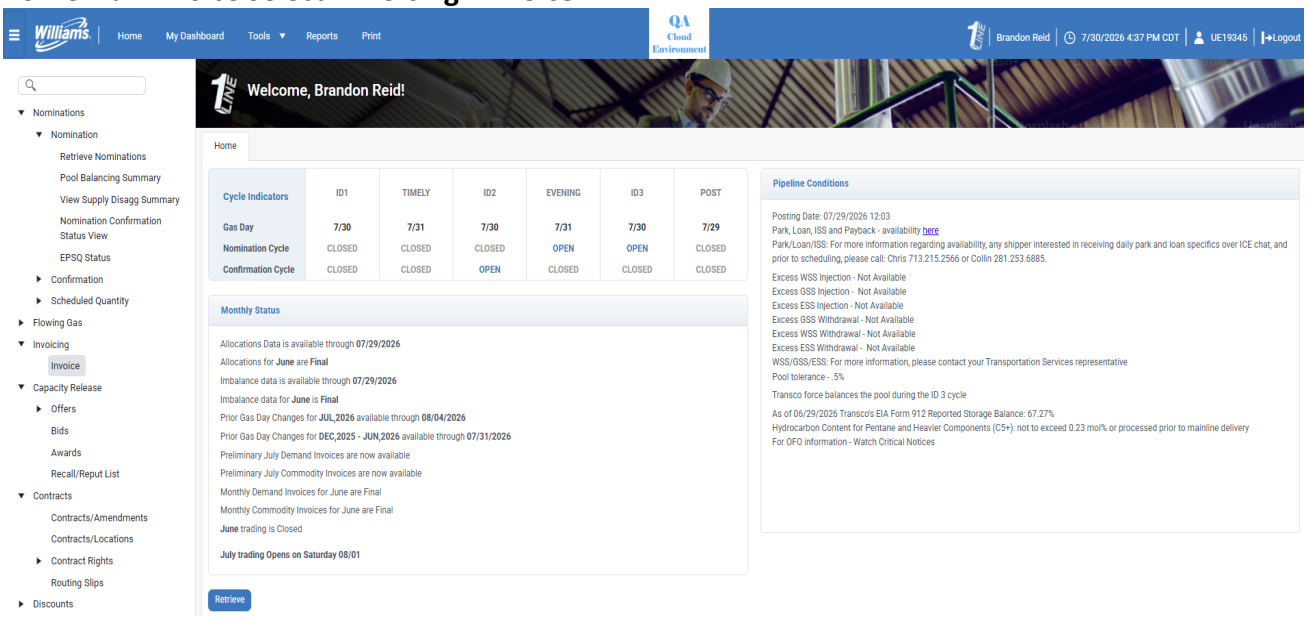
The Invoice consists of the following, if applicable:

- **Banner Page:** contains Invoice Packet ID, Billable Party, Name and Address.
- **Invoice Summary Statement:** Invoice balance due on each contract, Invoice Total amount, and information on how to pay.
- **Invoice Detail Statement:** For each contract, details the activities, the rate charged, and the amount due on each transaction as well as total amount due for the contract.
- **Balance Statements:** A Storage Statement reflects the amount of gas in storage for a specific customer. Park Statement and Loan Statement detail balances of the amount of gas parked or loaned on a specific day.
- **Imbalance Statements:** For Interconnects and Shippers, this statement reflects the imbalance created between receipts and deliveries.
- **Balance Resolution Activity Statements:** Details imbalances for Current and Previous month. This statement supports cash out.

Viewing Your Bill

Customers with the **View Invoice Role** may view invoices as they become available in 1Line.

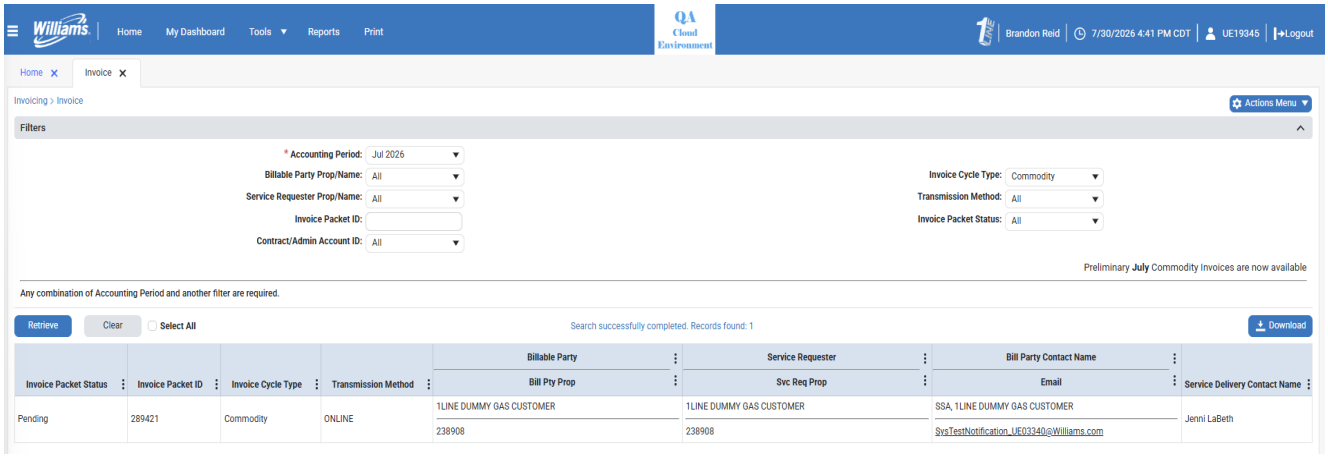
1. To view an invoice Select: **Invoicing >Invoice.**



2. Select the accounting period of interest (it will automatically default to the earliest open accounting period) and the appropriate Billable Party and/or Service Requester.

   Invoice Cycle Type will default to Commodity but may be changed to Demand, if desired.

3. Click **Retrieve** and the invoice(s) will appear on the bottom half of the screen. If you are an agent or Billable Party for more than one customer, those invoices will populate as well.



4. Select the row for the packet(s) displayed at the bottom of the screen.
5. Select: **Actions>View/Print Reports.** A new window will open with a PDF File of your invoice(s).

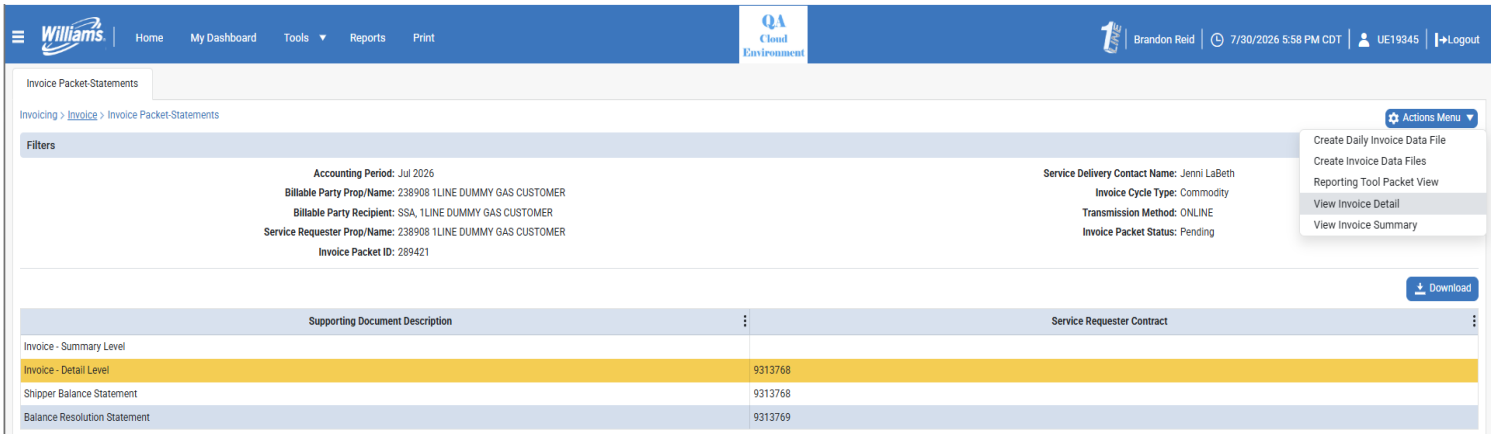
Invoices may also be viewed online through the **Invoice Detail** option. To view invoices online:

1. Select the row of any invoice packet and then go to the **Actions > View Invoice Packet.**

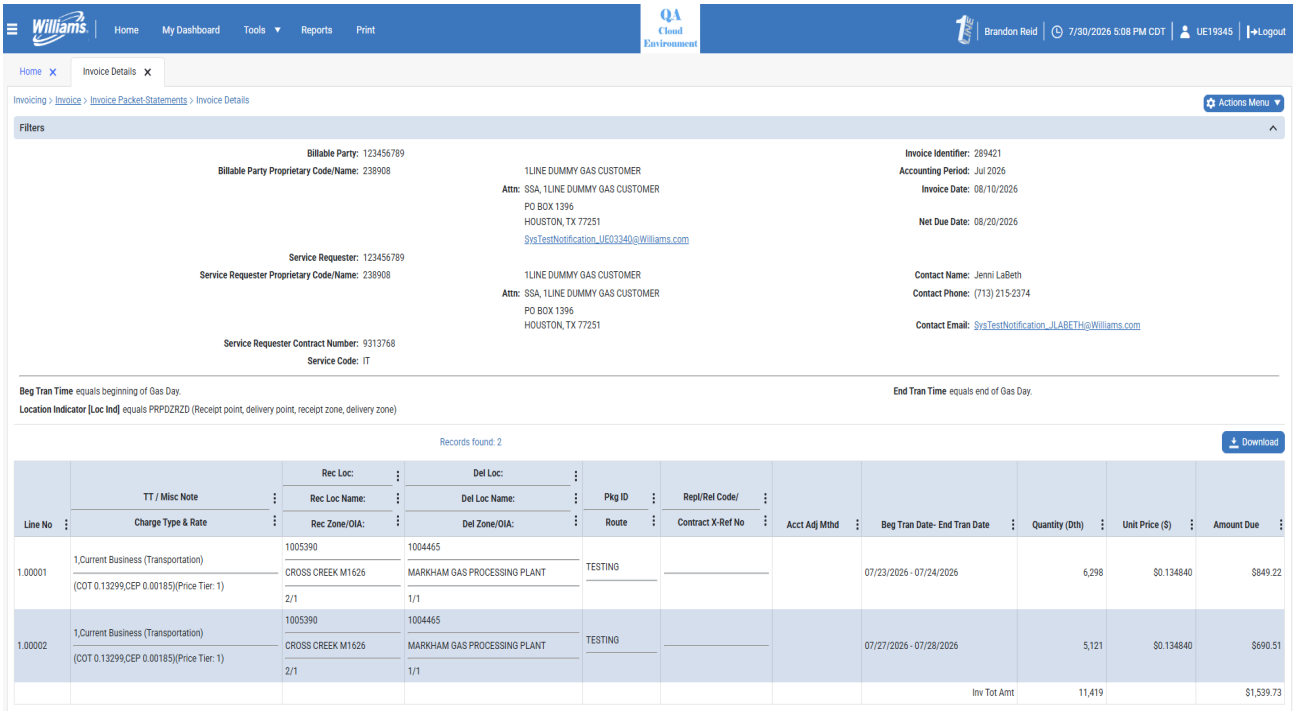
2. You will then see a list of invoice details and a summary level that is specific to your company. Each contract should have a detail level invoice. To see the detail:

3. Select the row of the invoice of choice and Select: **Actions>View Invoice Detail.**

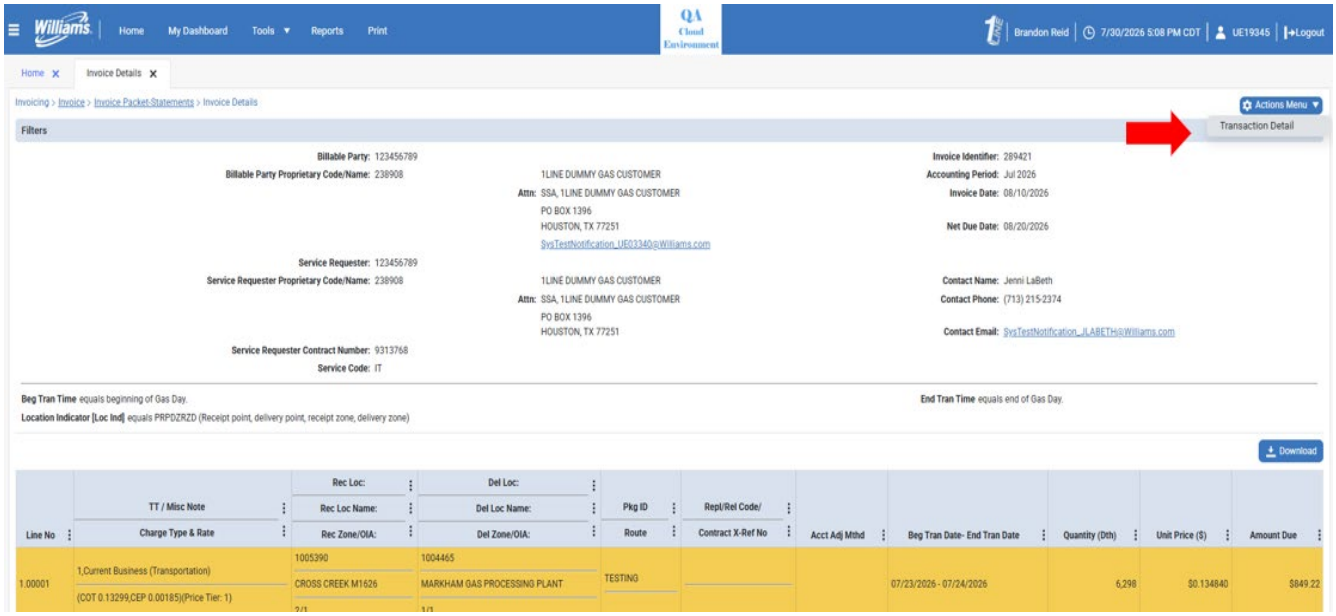
a. The **Invoice – Summary Level** can only be selected by going to **Actions> View Invoice Summary.** Any Balance Statements (grayed- out boxes) will have to be viewed under the Reporting Tool Packet View.



4. Line numbers will appear that correspond to the invoice selected. The page will also show a description of Rates, Receipt and Delivery Locations and Beginning and Ending Transaction Date

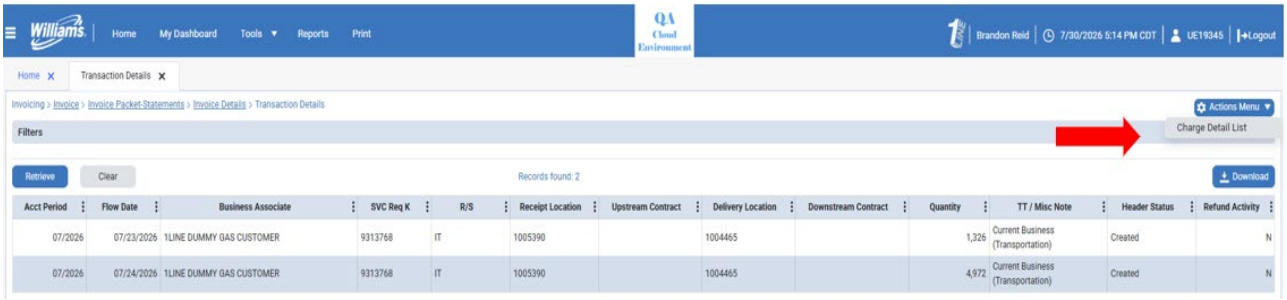


5. To see the individual transaction details associated on the invoice, select the row of the desired Line Number and Select: **Actions > Transaction Detail**

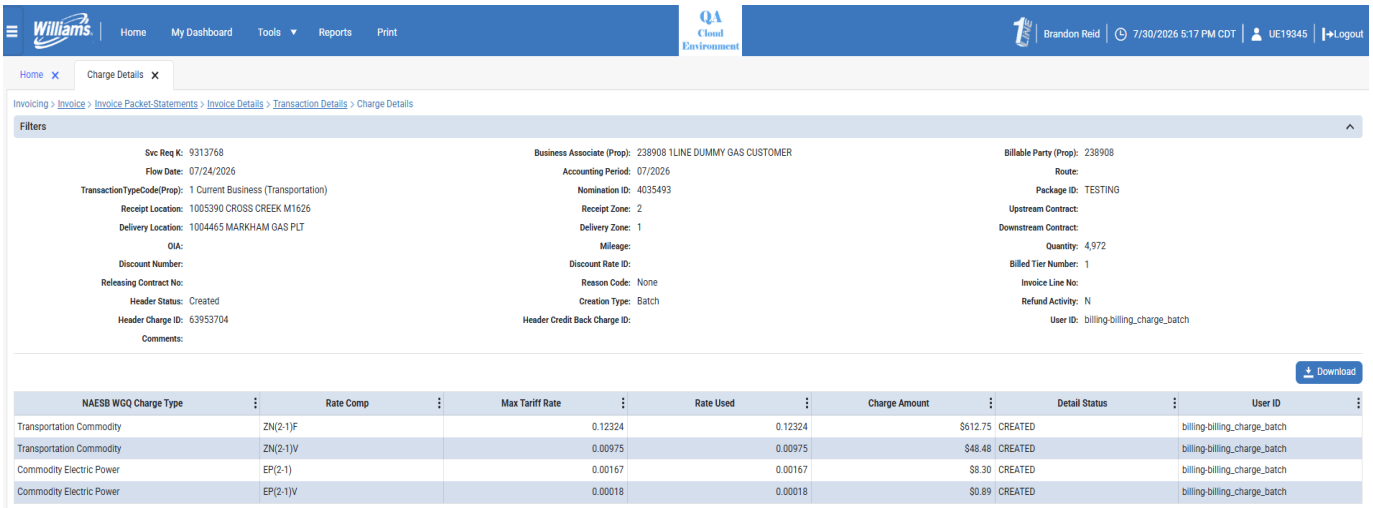


6. A list will populate with the different transactions which will be in order by Accounting Period and Flow Date.

7. To see the detailed charges of a day in question, select the row and then Select: **Actions> Charge Detail List**



a. Here you will be able to see the detail behind the charges on the bill. It tells you the rate used by NAESB WGQ Charge Type. To get the Charge Amount, multiply the rate used by the quantity. If the charges are for different days they will add up to the total amount seen on the bill.



8. To return to the previous screen, select the link to the desired page from the navigation trail beneath the tab.

Downloading the Invoice Packet

To download an Invoice Packet into Excel, follow the following steps:

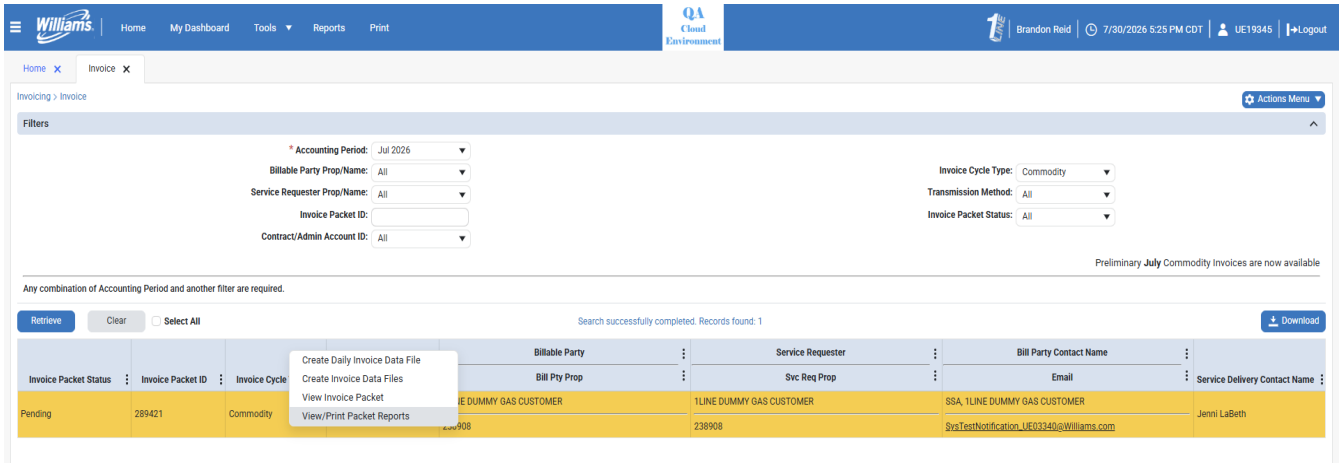
1. Select: **Invoicing >Invoice.**

2. Make sure required fields are populated and click **Retrieve**.

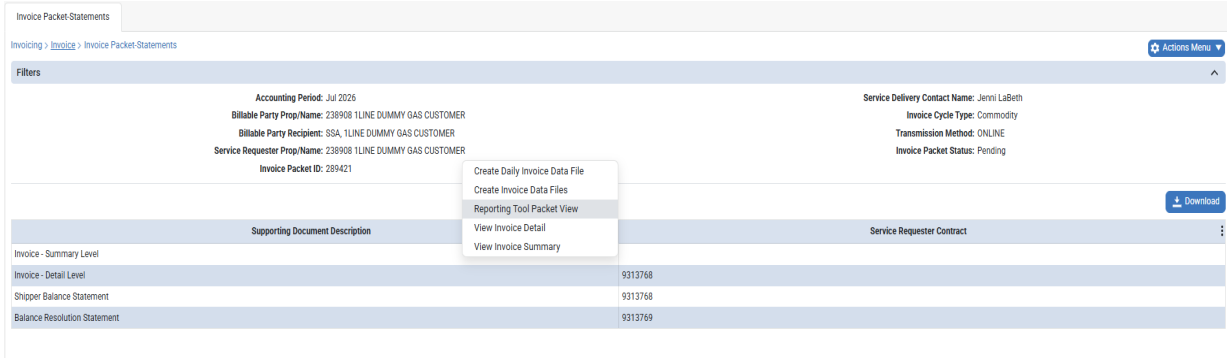
3. Select the Invoice Packet row to download and then go to the **Actions> Create Invoice Data Files or Create Daily Invoice Data File.**

4. A message will appear on the screen stating “Downloadable report request has been submitted.”

5. Then, select the row associated to the Invoice Packet again and Select: **Actions> View Invoice Packet**

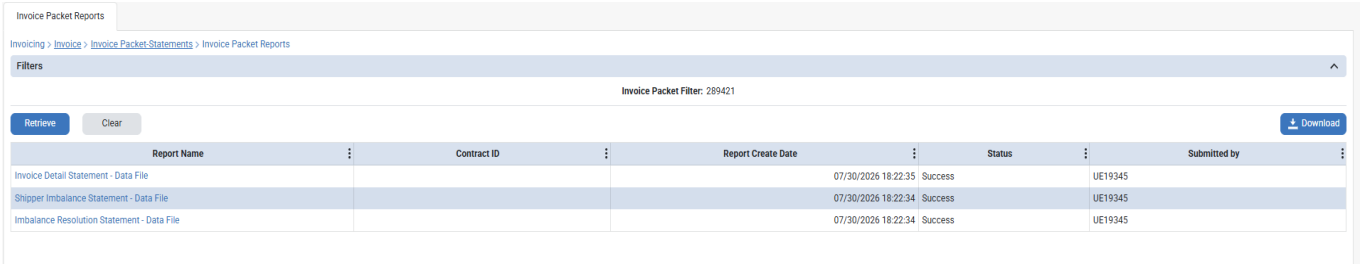


6. **Select:** Actions> Reporting Tool Packet View



7. A PDF link will be created for each individual statement. In addition to that, a Data File Statement will be created for each batch in .csv format. The status will be shown as scheduled or processing.

8. Click **Retrieve** until you see the Data File Status changes to Success.



9. Once the Status is Success, you will be able to open the .csv file and save to Excel.
10. Any hyperlink that has Data File in its name is available to view in a comma delimited (.csv) file.
11. To save the comma delimited file in Excel: Open the .csv file by selecting **File > Save As** and changing the **Save as type** to **Microsoft Excel**.

    - Note that the **Create Invoice Data Files** action creates .csv files for each type of statement with all contracts within the invoice packet such as: Invoice Detail, Shipper Imbalance Statement, Storage Statement and Imbalance Resolution Statement.

    - The **Create Daily Invoice Data File** action creates a .csv file for the Invoice Detail information at a daily level.

Reports

There are a variety of reports that can be used to view more details of invoices. Below is a list of some of the reports that can be generated for your use.

Functional Area	Report Number	Report Name	Report Description	Role Required to Access Report
BALANCES				
Balances	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
Balances	2414	Detail Park and Loan Balances	Detailed view of the PAL balances by contract.	Trade Balances
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
Balances	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
Balances	1908	Shipper Imbalance Daily Statement	Current month daily activities, any prior month adjustments, the prior month's ending balance, and the current Accounting month's ending balance. Included as part of the Invoice Packet.	Billing and Invoice Charges View or Balances View

Balances	1929	Shipper Imbalance Information - Sortable by Receipt or Delivery	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
Balances	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
BILLING				
Billing	1331	Cashout Volume & Dollars by Billable Party	Volumes and dollars cashed out at each percentage tier, by Billable Party.	Billing and Invoice Charges View
Billing	1330	Cashout Volume and Dollars by Customer and Contract	Volumes and dollars cashed out at each percentage tier, by customer and contract.	Billing and Invoice Charges View
Billing	1319	Detail Billing Transactions By Accounting Period & Flow Date	Allows the customer to print 1 day's worth of their billing detail.	Billing and Invoice Charges View
INVOICE PACKET - The following reports are only available through the invoice packet.				
Functional Area	**Report Number**	**Report Name**	**Report Description**	**Role Required to Access Report**
Balances	1909	Imbalance Resolution Activity Statement	Reports all the resolutions applied to OBA, Transportation, PVR, and Receiving Party Imbalance Types. This report shows resolutions involving in-kind make up ,trade, cash out and carryover.	Billing and Invoice Charges View
Balances	1903	Imbalance Statement- Interconnect	The Imbalance/Balance Statement is included in the invoice packet sent out to customers or agents of those customers. This statement will be sent out when the invoice packet is sent. It will reflect the current month's activity and any prior month adjustment.	Billing and Invoice Charges View
Balances	1907	Loan Statement	The loan balance type is used to track all gas loaned by the pipeline to a customer under a PAL agreement. Loaned gas is "colored" so it is known when gas was loaned under the service.	Billing and Invoice Charges View
Balances	1906	Park Statement	The park balance type is used to track all gas parked under a PAL agreement. Parked gas is "colored" so it is known when gas was parked under the service.	Billing and Invoice Charges View
Balances	1904	Shipper Imbalance Statement	The Imbalance/Balance Statement is included in the invoice packet sent out to customers or agents of those customers. This statement will be sent out when the invoice packet is sent. It will reflect the current month's activity and any prior month adjustment.	Billing and Invoice Charges View
Balances	1905	Storage Statement	The Storage Statement is included in the invoice packet sent out to customers or agents of those customers. This statement will be sent out when the invoice packet is sent. This report shows all the injections and withdrawals at point or location for a particular accounting period	Billing and Invoice Charges View
Invoicing	1516	Invoice Detail Statement	Detailed report of invoice data grouped by service requester contract number.	Billing and Invoice Charges View

Invoicing	1503	Invoice Summary Statement	Summary report of invoice data. Amounts are summarized at contract level.	Billing and Invoice Charges View
INVOICING				
Invoicing	1518	Customer Measured Recap	Daily report that shows measured volumes; those volumes are shown as allocated for LDC customers.	Billing and Invoice Charges View
Invoicing	1501	Remittance Advice	Payment information form for customer to fill out and send back to Williams with posting instructions.	Billing and Invoice Charges View

Exhibits

Billing Transaction Types

Transaction Type	Transaction Type Code	Rate Charge Basis	Transaction Type	Transaction Type Code	Rate Charge Basis
Current Business (Transportation)	1	COMMODITY	Meter Bounce	31	COMMODITY
Authorized Contract Overrun	2	COMMODITY	Storage Inventory Cycling	41	COMMODITY
Imbalance Payback from TSP	3	COMMODITY	Repayment Penalty	43	PENALTY
Imbalance Payback to TSP	4	COMMODITY	Authorized Point Overrun	48	COMMODITY
Plant Thermal Reduction (PTR)	5	COMMODITY	Gathering	49	COMMODITY
Storage Injection	6	COMMODITY	Unauthorized Overrun	50	PENALTY
Storage Withdrawal	7	COMMODITY	Capacity Release	51	RESERVATION
Pooling	8	COMMODITY	TSP Deficiency Credit	52	COMMODITY
Balance Trade	9	BALANCE	SR Deficiency Credit	53	COMMODITY
Cashout	10	BALANCE	Unauthorized Injection Overrun	55	COMMODITY
Storage Inventory Transfer	11	BALANCE	Unauthorized Withdrawal Overrun	56	COMMODITY
Authorized Injection Overrun	12	COMMODITY	Plant Liquids	60	COMMODITY
Authorized Withdrawal Overrun	13	COMMODITY	Plant Flashgas	61	COMMODITY
No-Notice Balancing	16	COMMODITY	Liquefaction	100	COMMODITY

No-Notice Pre-Injection	17	COMMODITY	Vaporization	101	COMMODITY
Suspense Gas Claim	18	COMMODITY	Demand Makeup	102	DEMAND
Delivery of Claimed Suspense Gas	19	COMMODITY	3rd Party Fuel	103	COMMODITY
SBO Injection	20	COMMODITY	Annual Overrun	104	COMMODITY
SBO Withdrawal	21	COMMODITY	Seasonal Overrun	105	COMMODITY
No-Notice Service	22	COMMODITY	Incremental Transportation	106	COMMODITY
No Notic Due Transp Serv Provd Balancing	24	COMMODITY	No Notice Due Transp Serv Provd Bal	107	COMMODITY
No Notic Due Service Requester Balancing	25	COMMODITY	Sales Commodity	108	COMMODITY
Park	26	BALANCE	Retrograde	109	COMMODITY
Park Withdrawal	27	COMMODITY	LNG	112	COMMODITY
Loan	28	BALANCE	Storage Injection GP Credit	206	COMMODITY
Loan Payback	29	BALANCE			
OC-Scheduling-shortage	700	PENALTY	Reservation Capacity	826	CAPACITY
OC-Scheduling-surplus	701	PENALTY	Storage Demand	827	DEMAND
OC-Imbalance-DueTo	702	PENALTY	Reservation	828	RESERVATION

OC-Imbalance-DueFrom	703	PENALTY	Cashout Minority Buy	829	BALANCE
OFO-Scheduling-shortage	704	PENALTY	Cashout Majority SELL	830	BALANCE
OFO-Scheduling-surplus	705	PENALTY	Cashout Minority Sell	831	BALANCE
OFO-Imbalance-DueTo	706	PENALTY	Demand Credit	832	RESERVATION
OFO-Imbalance-DueFrom	707	PENALTY	Voluntary GRI	833	COMMODITY
Extended Receipt/Delivery Service	800	RESERVATION	Sales Tax	834	COMMODITY
Park Balance	801	BALANCE	Miscellaneous Fee	835	COMMODITY
Loan Balance	802	BALANCE	Imbalance Takeover	836	COMMODITY
Volumetric Transportation Reservation	803	RESERVATION	Suspense Takeover	837	COMMODITY
Transportation Minimum Flow Requirement	804	RESERVATION	Facility Charge	838	COMMODITY
Daily Carryover	808	BALANCE	Auction Gas	839	COMMODITY
Monthly Carryover	809	BALANCE	Miscellaneous Refund	840	COMMODITY

Storage Balance	810	BALANCE	GSR	841	COMMODITY
Excess Storage Inventory	811	BALANCE	S2 Credit	842	COMMODITY
Storage Depletion	812	BALANCE	Revenue Sharing	843	COMMODITY
Excess Storage Inventory Critical Day	813	PENALTY	Injection Demand	845	DEMAND
Storage Depletion Critical Day	814	PENALTY	Storage Reservation Capacity	846	BALANCE
Emergency Supply Allocation	815	PENALTY	Monthly Imbalance Carrying Fee	847	BALANCE
Repayment Penalty	816	PENALTY	OFO Penalty	848	PENALTY
Injection Minimum Flow Requirement	817	DEMAND	Purchase	900	COMMODITY
Withdrawal Minimum Flow Requirement	818	DEMAND	Sales	901	COMMODITY
Volumetric Storage Demand	819	DEMAND	Daily Netted Storage	902	COMMODITY
Volumetric Storage Injection Demand	820	DEMAND			

Volumetric Storage Capacity	821	CAPACITY			
Cashout Majority BUY	822	BALANCE			
Cashout Minority	823	BALANCE			
Cashout Buy	824	BALANCE			
Cashout Sell	825	BALANCE			

NAESB Charge Type

NAESB WGQ Charge Type	NAESB WGQ Charge Type Code
FERC Published Rate to Recover Admin Cos	ACA
Authorized Overrun Commodity Balancing	ACB
Authorized Overrun Pooled Point	AOP
Authorized Overrun	AOS
Commodity Balancing	CBL
Commodity Electric Power	CEP
Facility Charge	FAC

Transportation Commodity	COT
Commodity Pooled Balancing	CPB
Demand Adjustment	DMA
Demand Make-Up	DMK
Firm Transportation Charge	FTR
Fuel Volumes Retained	FVR
Gathering Charge - Overrun	GAO
Gathering Charge-Reservation	GAR
Gathering Charge - Usage	GAT
Great Plains Credit	GPC
Great Plains Surcharge	GPS
Commodity GRI	GRC
Gas Research Inst Funding Fee-High Load	GRH
Gas Research Inst Funding Fee-Low Load	GRL
Gas Research Inst Funding Fee-Small Cust	GRS
GSR Commodity	GSC
GSR Reservation	GSR
Majority Cash Out BUY	MJB
Minority Cash Out	MIN
LGS rate for LGA Withdrawal (Trucking)	LGS
Miscellaneous Commodity Surcharges	MC1
Maiden Lateral Surcharge	MLS
Miscellaneous Reservation Surcharges	MR1
Non-Performance Penalty	NPP
OFO Penalty rate	OFO
Parking and Loaning Charge	PAL
Reservation Balancing	RBL

Reservation Electric Power	REP
Transportation Reservation	RES
Reservation GRI - High Load	RGH
Reservation GRI - Low Load	RGL
Storage Capacity Charge	SCH
Storage Inventory Charge	SIC
Storage Injection Overrun	SIO
Storage Injections Charge	STI
Storage Reservation Charge	STR
Storage Withdrawal Charge	STW
Storage Withdrawal Overrun	SWO
Unauthorized Overrun Charges	UOS
Voluntary GRI	VCR
Volumetric GRI	VGR
Withdrawal Loss Allowance	WLA
Out Of Balance Charge	COB
System Balancing Charge	SBC
Balancing Cash Out BUY	BCB
Storage Overrun Electric Power	XEP
WSS to Zn 3 Commodity Charge	WSS

Balancing Cash Out SELL	BCS
Majority Cash Out SELL	MJS
Trading Fee	TRF
NORTH PADRE ISLAND GATHERING CHRG- USAGE	NPI
Minority Cashout Buy	CASH MIN BUY
Minority Cashout Sell	CASH MIN SELL

Service Codes

Code Value Description	Code Value Definition	Code Value
7(C) Storage		7S
7(C) Transportation		7C
Advance Deliveries		AD
Advance Receipts		AR
Firm Gathering	A service used to provide gathering on a firm basis.	FG
Firm Sales		FL
Firm Storage		FS
Firm Transportation		FT
Imbalance Settlement	An agreement under which a service requester would reconcile and settle an imbalance.	IB
Interruptible Gathering	A service used to provide gathering on an interruptible basis.	IG
Interruptible Sales		IL
Interruptible Storage		IS
Interruptible Transportation		IT
Limited Firm Transportation	Firm transportation provided on a limited basis	LF
Market Balancing Service	A type of service designed to eliminate imbalances as deliveries are allocated on actual usage.	MB
No-Notice Service Small Customers	A delivery service that can be used to provide traditionally small service requesters a supply of gas without prior notice.	SN
No Notice Transportation		NN
Operational Balancing	An agreement between the service provider and a service requester or between two interconnecting service providers used to establish rules for treatment of differences between actual and scheduled quantities.	OB

Other	Other Services - This code will be used only when a more specific code value does not apply.	OT
Parking and Loaning	A service that provides a service requester flexibility in balancing their receipt and/or deliveries.	PK
Preferred Storage	A type of premium storage service	PS
Plant Thermal Reduction	A service used to accommodate transactions related to liquids extraction, purification, dehydration and/or other types of gas processing.	PT
Pooling		PL
Small Customer Firm Transportation		SF
Transition Costs	A principal/interest type of service charge.	TC

Accounting Adjustment Method

Code Value Description	Code Value Definition	Code Value
Net	Difference between the previously invoiced and the revised line item	NET
Restatement	Presents the revised invoice line item	RES
Reversal	Negates the previously invoiced line item	REV

For assistance with invoicing, please contact your Commercial Services Representative.