



# REPORTS

## Training Module

### Reports

This module covers the Reports that can be accessed from 1Line to assist customers in monitoring their business on Transco. This module explains the pages related to Reports in 1Line.

*Transco*





# REPORTS

## Table of Contents

<b>Important Information – Please Read.....</b>	<b>3</b>
<b>Introduction.....</b>	<b>4</b>
<b>Reports Page .....</b>	<b>4</b>
<b>Accessing Previously-Generated Reports (List Tab).....</b>	<b>5</b>
<b>Generating Reports - Report Request Tab.....</b>	<b>6</b>
<b>Reports Subscription Service .....</b>	<b>7</b>
<b>Invoice-Related Reports .....</b>	<b>10</b>
<b>Generating Invoices.....</b>	<b>10</b>
<b>Viewing Invoices .....</b>	<b>10</b>
<b>Viewing/Printing Invoice Statements.....</b>	<b>11</b>
<b>Downloading the Invoice Packet.....</b>	<b>14</b>
<b>Other Downloadable Reports .....</b>	<b>17</b>
<b>1Line Reports.....</b>	<b>17</b>
<b>Downloading a RRFC File: .....</b>	<b>18</b>
<b>Downloading a NMST File.....</b>	<b>19</b>
<b>Downloading a SQTS File .....</b>	<b>19</b>
<b>Downloading a PDAL File .....</b>	<b>Error! Bookmark not defined.</b>
<b>Downloadable Report List/Request Tabs .....</b>	<b>20</b>
<b>Public Reports – Info Postings Page .....</b>	<b>21</b>
<b>Critical Notice Postings.....</b>	<b>22</b>
<b>Batch-Generated Reports.....</b>	<b>22</b>

## 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.

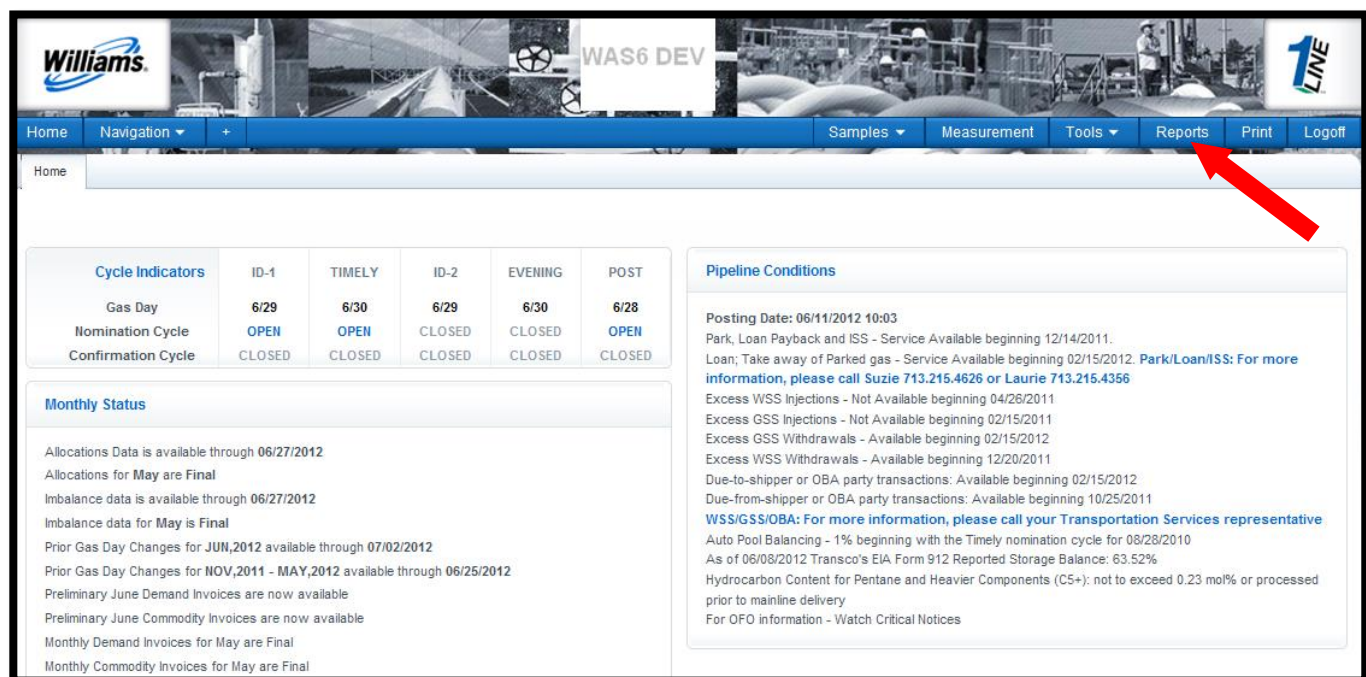
## Introduction

1Line offers many reports to assist customers in monitoring their business with Transco. Reports may be accessed from the following areas: (1) from the Reports page of 1Line (most reports are available here), (2) from within the Invoice Packet, or (3) downloaded from either the Public EBB ([Transco's Informational Postings page](#)) or the related 1Line page. Downloadable Data files are available on the Reports List and Request tabs by selecting the Data file only check box. Each of these areas is described below.

## Reports Page

From the Report page in 1Line, reports may be accessed in the following ways: (1) on an as-needed basis by online customer request, (2) on a regular basis as specified by customers through 1Line's Report Subscription service, or (3) automatically by 1Line via regularly scheduled batch processes. To obtain a report that has already been generated, or to request a report, the starting point will be one of the 1Line Reports page.

The 1Line Reports page includes the **List, Request, and Report Subscription Tabs**. To use any of these tabs, begin by selecting **Reports** from the Banner Menu on any page in 1Line.



The screenshot shows the 1Line web interface. The top navigation bar includes links for Home, Navigation, Samples, Measurement, Tools, Reports (highlighted with a red arrow), Print, and Logoff. The main content area is divided into several sections:

- Cycle Indicators:** A table showing the status of various cycles.
- Pipeline Conditions:** A section providing detailed information about pipeline operations, including posting dates and service availability.
- Monthly Status:** A section providing updates on allocations, imbalances, and demand invoices.

Cycle Indicators	ID-1	TIMELY	ID-2	EVENING	POST
Gas Day	6/29	6/30	6/29	6/30	6/28
Nomination Cycle	OPEN	OPEN	CLOSED	CLOSED	OPEN
Confirmation Cycle	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED

**Monthly Status**

- Allocations Data is available through 06/27/2012
- Allocations for May are Final
- Imbalance data is available through 06/27/2012
- Imbalance data for May is Final
- Prior Gas Day Changes for JUN,2012 available through 07/02/2012
- Prior Gas Day Changes for NOV,2011 - MAY,2012 available through 06/25/2012
- Preliminary June Demand Invoices are now available
- Preliminary June Commodity Invoices are now available
- Monthly Demand Invoices for May are Final
- Monthly Commodity Invoices for May are Final

**Pipeline Conditions**

Posting Date: 06/11/2012 10:03

Park, Loan Payback and ISS - Service Available beginning 12/14/2011.

Loan; Take away of Parked gas - Service Available beginning 02/15/2012. [Park/Loan/ISS: For more information, please call Suzie 713.215.4626 or Laurie 713.215.4356](#)

Excess WSS Injections - Not Available beginning 04/28/2011

Excess GSS Injections - Not Available beginning 02/15/2011

Excess GSS Withdrawals - Available beginning 02/15/2012

Excess WSS Withdrawals - Available beginning 12/20/2011

Due-to-shipper or OBA party transactions: Available beginning 02/15/2012

Due-from-shipper or OBA party transactions: Available beginning 10/25/2011

[WSS/GSS/OBA: For more information, please call your Transportation Services representative](#)

Auto Pool Balancing - 1% beginning with the Timely nomination cycle for 08/28/2010

As of 06/08/2012 Transco's EIA Form 912 Reported Storage Balance: 63.52%

Hydrocarbon Content for Pentane and Heavier Components (C5+): not to exceed 0.23 mol% or processed prior to mainline delivery

For OFO information - Watch Critical Notices

## Accessing Previously-Generated Reports (List Tab)

**1Line Reports**

**List** Request Subscriptions

Filters COLLAPSE

Functional Area:  ☐ Data Files Only

Report Name:

Date Report Created Range:  To  Status:

Submitted By:

Include Batch Generated: ☐ Include Report Subscriptions: ☒

Search successfully completed. Records found: 1

Report Name	Subs	Creation Date	Status	Submitted By	Shipper	Contract	Location	Scheduling Cycle
Daily Location Allocation		07/11/2012 09:47	Scheduled	XYZ Contact (10)	990001 XYZ LDC Company		9000001	

Reports that have already been generated, including those generated by automatic batch processes (discussed in more detail in the Batch-Generated Reports section below), are accessed from the **List Tab** in 1Line.

To **view an existing report**:

1. From the 1Line Banner Menu, select **Reports**

- The **List Tab** loads with a list of generated reports for the customer and specified dates.

To refine the list of reports or to search for another report, various filters may be used, including: Functional Area, Report Name, Date Range, Submitted By, Include Batch Generated, Include Report Subscriptions, etc. Batch generated reports are discussed in more detail later.

- The **Status** column on the page indicates whether or not a report has been generated. Status indicators include: All, Success, Scheduled, Processing, Failed, or Archived. If the Status of a report is **Scheduled** or **Processing**, click on the **Retrieve** button periodically until the Status changes to **Success** (or Failed). Also, a Status may be selected from the dropdown list to narrow the search for a report.
- Submitted By** defaults to the customer who is logged on; however, customers may view all reports submitted by employees of their company (same BAID) by selecting another user from the dropdown list.

2. Once desired filters are populated, select **Retrieve**.

- A list of all existing reports that meet the filter criteria loads. *Note: Parameters used in generating a report can be viewed by **hovering** over the report name in the list.*
- To sort by any column of information, click on the column heading.

3. Select the **report name** to view or to print (for reports with the status of **Success**).

- The report will load in a new window.

*Note: If a report is selected but no window opens, make sure that your popup blocker is turned off, and that you have the most recent version of Adobe. For more information, click on the **Minimum System Requirements** link on the 1Line Login page.*

4. Select the **Print** icon to print a copy of the report.

- The Print window will open.

5. Select the desired report format properties, and click **OK**.

## Generating Reports - Report Request Tab

The **Report Request Tab** allows the customer to request that a report be generated. In addition, the customer may opt to receive Email notification when the report is available.

To access the **Report Request Tab**, begin on the **Reports** page:

1. Select the **Report Request Tab**

The screenshot shows the '1Line Reports' interface with the 'Request' tab selected. The form includes the following fields and options:

- Functional Area:** Allocations (dropdown menu)
- Data Files Only:** ☐
- Report Name:** Daily Location Allocation (dropdown menu)
- Report Format:** Acrobat PDF (dropdown menu)
- User Defined Report Name:** Daily Location Allocation (text field)
- Email Address:** (text field)
- Notify Availability Via Email:** ☐
- \* Flow Period:** Jun 2012 (dropdown menu)
- \* Business Associate:** 990001 - XYZ LDC Company (dropdown menu)
- \* Location Id:** 9000001 (text field)
- Accounting Period:** (dropdown menu)
- \* Sort Option:** By Contract (dropdown menu)
- Ppa Option:** (dropdown menu)
- Contract ID:** (text field)

Buttons: Submit Report, Clear, Report submitted.

The **Report Request** page loads.

2. From the **Report Request** page, select a **Functional Area**; or, if the report name is known, it can be selected directly from the **Report Name** dropdown list.

- After the Functional Area is selected, a list of available reports from that area is shown under **Report Name**.

3. Select a **Report Name** from the list.

- A **What's This?** hyperlink is provided next to the Report Name filter. Clicking this link will open a separate browser and display a [Reports Cross Reference](#) which provides a list of all reports available along with a brief description of each.
4. **Input report parameters**; based on the selected report, certain report parameters will be required (marked with an asterisk) while others are optional.
- **User Defined Report Name** may be input to assist the customer in identifying the report, and will be the name shown on the Report List page.
  - **Report Format** – Reports will default to a report format of Acrobat PDF. Other report format choices are available (Excel Spreadsheet, Word Document) from the drop down list titled Report Format.
  - **Email Address** may be provided. If the associated checkbox is selected, then the customer will be notified via email when the report is generated.
  - **Create Data File** checkbox may be selected (when available) to create the report in data file format.
5. Click **Actions>Submit**.
- A success message will alert the customer that the report has been submitted.
6. Select the **Report List** tab to return to the **Report List** page where generated reports may be accessed.

## Reports Subscription Service

Customers that have a need for the same reports on a regular basis may want to use 1Line's Report Subscription Service. This service allows the customer to select from a list of popular reports and to define how often these reports should be generated.

The system will continue to generate the subscribed report as frequently as the subscription defines.

If customers do not access the subscribed reports in 90 days they will be notified via email that they have another 90 days to access the subscribed reports. The subscription can be extended by clicking on the specified report on the report list page, if no action is taken in 90 days or the user that set up the subscription is inactivated, the subscription will be automatically expired.

To set up Report Subscriptions:

1. Select **Reports** from the Banner Menu on any page in 1Line.
2. Select the **Subscription** tab, and the **Report Subscriptions** page loads.

**1Line Reports**

List Request Subscriptions

ACTIONS MENU

Filters

Report: All Created By:

Retrieve Clear

3. The **Created By** filter may be used to see subscriptions created by any/all parties at the company (same BAID) or who serve as agent for your company. To search for subscriptions created by a specific party, enter their 1Line User ID, and select **Retrieve**.
4. To **View** a specific report subscription or a list of **All** current subscriptions, make a selection from the **Report** dropdown list, and select **Retrieve**. (The list below is a representative sample of the reports available. Click the drop down to display the entire list.)

**1Line Reports**

List Request Subscriptions

ACTIONS MENU

Filters

Report: Shipper Imbalance Daily Statement

Created By:

Retrieve

No record meets criteria.

- All
- Allocation Audit LDC/Power Generation(Transco) Report
- Daily Imbalance by Zone
- Daily Location Allocation
- Detail Inventory Balance
- Imbalance By Zone
- Imbalance Summary By OIA/Zone
- Inventory - Month to Date
- OC/OFO Imbalance BA View
- Pool Party Report
- Scheduled and Allocated Volumes at Each Receipt Location by Producer at a Processing Plant
- Shipper Imbalance Daily Statement
- Shipper Imbalance Daily Statement - Data File
- Storage Statement
- Storage Statement - Data File
- Summary Location Allocation

5. To **Add** a new report subscription, select the **Report Name** from the Report dropdown list, and then **Actions>Add**.

**1Line Reports**

List Request Subscriptions

ACTIONS MENU

Filters

Report: Shipper Imbalance Daily Statement

Created By:

Retrieve Clear

Add

Delete

Edit



6. Input desired criteria, including when the report should run (Overnight or Best Available, on which days of the week, whether or not a Monthly Final Report is desired, and whether or not email notification is requested).
  - **Subscription Name** may be customized by typing-in desired name.
  - Selecting the **Best Available** option will result in the report running as soon as new data is available. For example, a report that provides Allocation data will run when allocations data is available during the day (usually after 11:00 am for the previous day's gas flow).

report subscription detail

Report Name: Shipper Imbalance Daily Statement

Subscription Name: Shipper Imbalance Daily Statement

Report Format: Acrobat PDF

Create Data File: ☐

Notify via Email when Report Available: ☐

\* BA: 990001 XYZ Company

Contract ID:

Rate Sched Code:

\* Request Type: By Billable Party

Suppress Zero Imbalances: Yes

Suppress All Zero Activities: Yes

Daily Subtotals: None

Package ID:

When to Run Report: ☒ Overnight ☐ Best Available

Report Frequency: ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday ☐ Daily

Monthly Final Report: ☐

Save Clear Close

- A **Monthly Final** option is available for many reports that are tied to Allocations or Accounting close dates. If this option is selected, the report will be generated automatically when volumes are final for the month.
    - To check to see if Allocations, Imbalances or Invoices are “final” go to either the Customer Activities Home page, or to [Transco's Info Postings page](#), and look under the **Monthly Status** heading.
7. Select **Actions>Save** when the subscription parameters are defined.
  8. **Delete** existing subscriptions by selecting the report, and then **Actions>Delete**.
  9. **Edit** the detailed parameters of any existing report subscription, select the checkbox associated to the report, and then **Actions>Edit**.
  10. Select **Actions>Close** to return to the Report Subscriptions page.

## Invoice-Related Reports

Some statements are available as part of the customer's Invoice Packet. These statements are available both as printable reports and as data files that may be downloaded. The invoice-related statements are:

**Invoice Detail Statement**– provides details of invoice data grouped by service requester contract number.

**Invoice Summary Statement** - Summary report of invoice data. Amounts are summarized at contract level.

**Shipper Imbalance Statement** – reflects volumetric activity for current period and prior period adjustments by contract.

**Storage Statement** – reflects volumetric activity for current period and prior period adjustments by contract.

**Imbalance Statement – Interconnect** - reflects volumetric activity for current period and prior period adjustments by contract.

**Park Statement** -reflects volumetric activity for current period and prior period adjustments by contract.

**Loan Statement** -reflects volumetric activity for current period and prior period adjustments by contract.

**Imbalance Resolution Activity Statement** – details the resolution of all Transportation and OBA activity involving make up in kind, trade, cash out and carryover

### Generating Invoices

Between the 10th and the 25th of each month, 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

Between the 10th and 25th of each month, 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

Home Navigation + Measurement Tools Reports Print Logoff

Invoice

Invoicing > Invoice

Filters

\* Accounting Period: Jun 2012

Billable Party Prop/Name: All

Service Requester Prop/Name: All

Invoice Packet ID:

Contract/Admin Account ID: All

Invoice Cycle Type: Commodity

Transmission Method: None Selected

Invoice Packet Status: None Selected

Preliminary June Commodity Invoices are now available

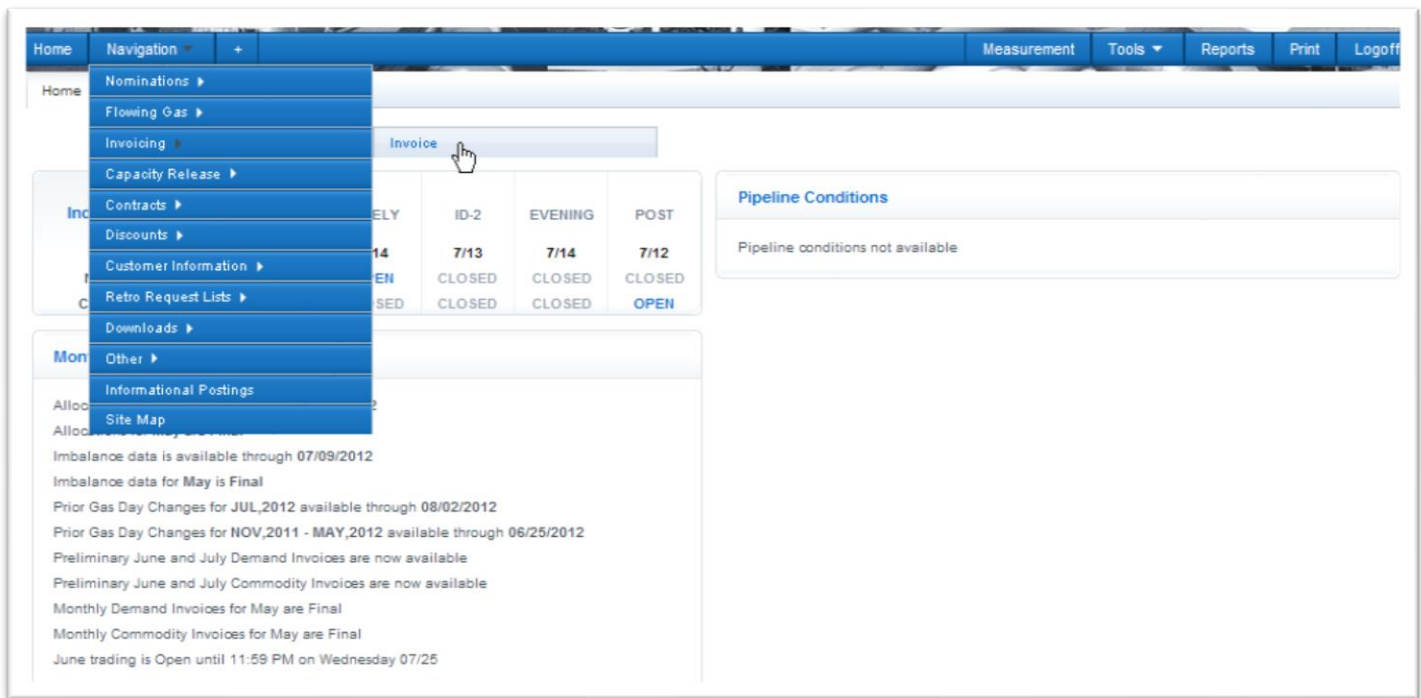
Any combination of Accounting Period and another filter are required.

Retrieve Clear

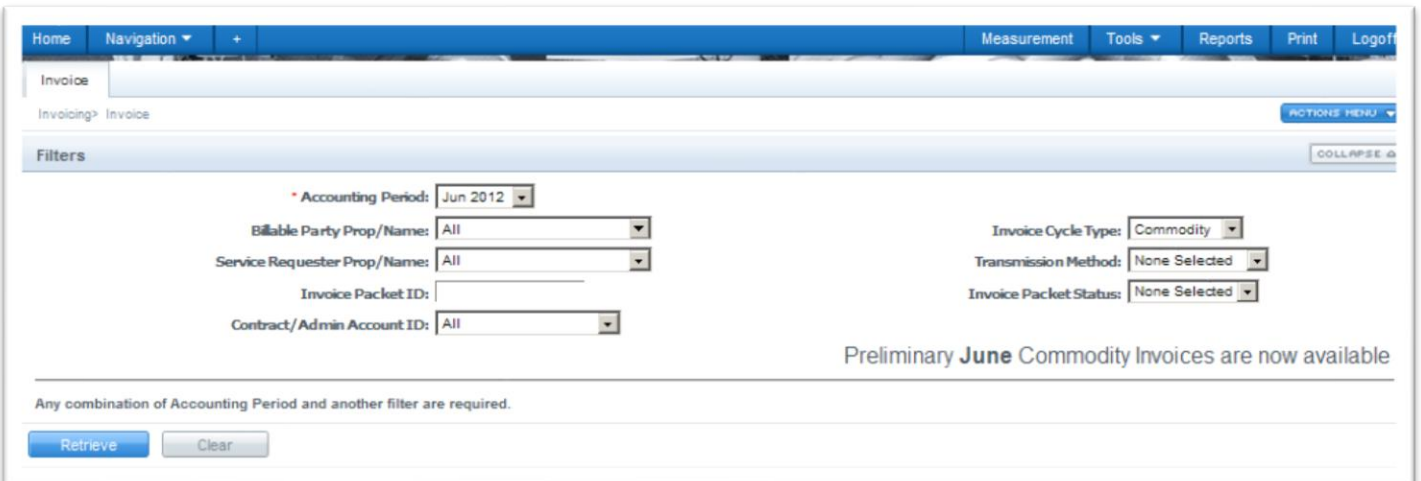
## Viewing/Printing Invoice Statements

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

1. To view an invoice select **Navigation > 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.

Home Navigation + Measurement Tools Reports Print Logoff

Invoicing> Invoice

**Filters**

Accounting Period: Jun 2012

Billable Party Prop/Name: All

Service Requester Prop/Name: All

Invoice Packet ID:

Contract/Admin Account ID: All

Invoice Cycle Type: Commodity

Transmission Method: None Selected

Invoice Packet Status: None Selected

Preliminary **June** Commodity Invoices are now available

Any combination of Accounting Period and another filter are required.

Retrieve Clear

Download ☐ Select All

Search successfully completed. Records found: 1

Invoice Packet Status	Invoice Packet ID	Invoice Cycle Type	Transmission Method	Billable Party	Service Requester	Bill Party Contact Name/	Service Delivery
				Bill Pty Prop	Svc Req Prop	Email	Contact Name
Pending	125598	Commodity	ONLINE	XYZ LDC Company 990001	XYZ LDC Company 990001	Judy Hall	Diane Ezernack

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).

Home Navigation + Measurement Tools Reports Print Logoff

Invoicing> Invoice> Invoice Packet-Statements

**Filters**

Accounting Period: Jun 2012

Billable Party Prop/Name: 990001 XYZ LDC Company

Billable Party Recipient: Judy Hall

Service Requester Prop/Name: 990001 XYZ LDC Company

Invoice Packet ID: 125598

Service Delivery Contact Name: Diane Ezernack

Invoice Cycle Type: Commodity

Transmission Method: ONLINE

Invoice Packet Status: Pending

Download

Supporting Document Description	Service Requester Contract
Invoice - Summary Level	
Invoice - Detail Level	3000029
Shipper Balance Statement	3000029
Balance Resolution Statement	9126086
Balance Resolution Statement	9126087

Create Invoice Data File

Reporting Tool Packet View

Submit Packet Report

View Invoice Detail

View Invoice Summary

## Downloading the Invoice Packet

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

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

The screenshot shows the 'Invoicing - Invoice' page. The top navigation bar includes 'Home', 'Navigation', 'Measurement', 'Tools', 'Reports', 'Print', and 'Logoff'. Below the navigation bar, there's a 'Filters' section with the following fields:

- Accounting Period: Jun 2012
- Billable Party Prop/Name: All
- Service Requester Prop/Name: All
- Invoice Packet ID: (empty)
- Contract/Admin Account ID: All
- Invoice Cycle Type: Commodity
- Transmission Method: None Selected
- Invoice Packet Status: None Selected

Below the filters, there's a message: 'Preliminary June Commodity Invoices are now available'. A note states: 'Any combination of Accounting Period and another filter are required.' At the bottom left, there are 'Retrieve' and 'Clear' buttons. A mouse cursor is pointing at the 'Retrieve' button.

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 File**.

The screenshot shows the 'Invoicing - Invoice' page after the 'Retrieve' button was clicked. The 'Actions' menu is open, showing options: 'Create Invoice Data File', 'View Invoice Packet', and 'View/Print Packet Reports'. A mouse cursor is pointing at 'Create Invoice Data File'. Below the filters, there's a 'Download' button and a 'Select All' checkbox. A message states: 'Search successfully completed. Records found: 1'. Below this, there's a table with the following data:

Invoice Packet Status	Invoice Packet ID	Invoice Cycle Type	Transmission Method	Billable Party	Service Requester	Bill Party Contact Name/	Service Delivery Contact
				Bill Pty Prop	Svc Req Prop	Email	Name
Pending	125538	Commodity	ONLINE	XYZ LDC Company 990001	XYZ LDC Company 990001	Judy Hall	Diane Ezernack

A message at the bottom of the screen will appear stating "Downloadable report request has been submitted."



Home Navigation Measurement Tools Reports Print Logout

Invoicing> Invoice

**Filters**

\* Accounting Period: Jun 2012

Billable Party Prop/Name: All

Service Requester Prop/Name: All

Invoice Packet ID:

Contract/Admin Account ID: All

Invoice Cycle Type: Commodity

Transmission Method: None Selected

Invoice Packet Status: None Selected

Preliminary **June** Commodity Invoices are now available

Any combination of Accounting Period and another filter are required.

Retrieve Clear

Download ☐ Select All

Downloadable report request has been submitted.

Invoice Packet Status	Invoice Packet ID	Invoice Cycle Type	Transmission Method	Billable Party Bill Pty Prop	Service Requester Svc Req Prop	Bill Party Contact Name/ Email	Service Delivery Contact Name
Pending	125598	Commodity	ONLINE	XYZ LDC Company 990001	XYZ LDC Company 990001	Judy Hall	Diane Ezernack

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

Home Navigation Measurement Tools Reports Print Logout

Invoicing> Invoice

**Filters**

\* Accounting Period: Jun 2012

Billable Party Prop/Name: All

Service Requester Prop/Name: All

Invoice Packet ID:

Contract/Admin Account ID: All

Invoice Cycle Type: Commodity

Transmission Method: None Selected

Invoice Packet Status: None Selected

Preliminary **June** Commodity Invoices are now available

Any combination of Accounting Period and another filter are required.

Retrieve Clear

Download ☐ Select All

Create Invoice Data File

View Invoice Packet

View/Print Packet Reports

Invoice Packet Status	Invoice Packet ID	Invoice Cycle Type	Transmission Method	Billable Party Bill Pty Prop	Service Requester Svc Req Prop	Bill Party Contact Name/ Email	Service Delivery Contact Name
Pending	125598	Commodity	ONLINE	XYZ LDC Company 990001	XYZ LDC Company 990001	Judy Hall	Diane Ezernack

5. Select **Actions> Reporting Tool Packet View**.

The following is an **Invoice View**. Balance Statements can be viewed through the **Reporting Tool View**. It can be reached by selecting the following path: Navigation>Invoicing>Invoice>Invoice Packet-Statements, then right click in the bottom area of the page.

Home Navigation + Measurement Tools Reports Print Logoff

Invoice Packet-Statements

Invoicing> Invoice> Invoice Packet-Statements

Filters

Accounting Period: Jun 2012  
 Billable Party Prop/Name: 990001 XYZ LDC Company  
 Billable Party Recipient: Judy Hall  
 Service Requester Prop/Name: 990001 XYZ LDC Company  
 Invoice Packet ID: 125598

Service Delivery Contract N  
 Invoice Cycle T  
 Transmission Met  
 Invoice Packet Sta

ACTIONS MENU

- Create Invoice Data File
- Reporting Tool Packet View
- Submit Packet Report
- View Invoice Detail
- View Invoice Summary

Download

Records found: 5

Supporting Document Description	Service Requester Contract
Invoice - Summary Level	
Invoice - Detail Level	3000029
Shipper Balance Statement	3000029
Balance Resolution Statement	9126086
Balance Resolution Statement	9126087

A .csv link will be created for each individual statement. In addition to that a Data File Statement will be created for each batch. The status will be shown as **scheduled**.

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

Home Navigation + Measurement Tools Reports Print Logoff

Invoice Packet Reports

Invoicing> Invoice> Invoice Packet-Statements> Invoice Packet Reports

Filters

Invoice Packet Filter: 125598

Retrieve Clear

Download

Search successfully completed. Records found: 3

Report Name	Contract ID	Report Create Date	Status	Submitted by
Invoice Detail Statement - Data File		07/13/2012 11:09:49	Success	UE01719
Shipper Imbalance Statement - Data File		07/13/2012 11:09:56	Success	UE01719
Imbalance Resolution Statement - Data File		07/13/2012 11:10:32	Success	UE01719

Once the Status is **Success**, you will be able to open the .csv file and save to Excel

Any hyperlink that has **Data File** in its name is available to view in a comma delimited (.csv) file.

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 File** 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.

## Other Downloadable Reports

### 1Line Reports

In addition to the downloadable (data file) reports that are available from the **Reports Tabs** in 1Line, several data files can be created from their related pages. Most of these downloadable reports are displayed under the **Downloads** option from the Navigation Menu, including the following:

**Nomination (NMST)**

**Scheduled Quantity (SQTS)**

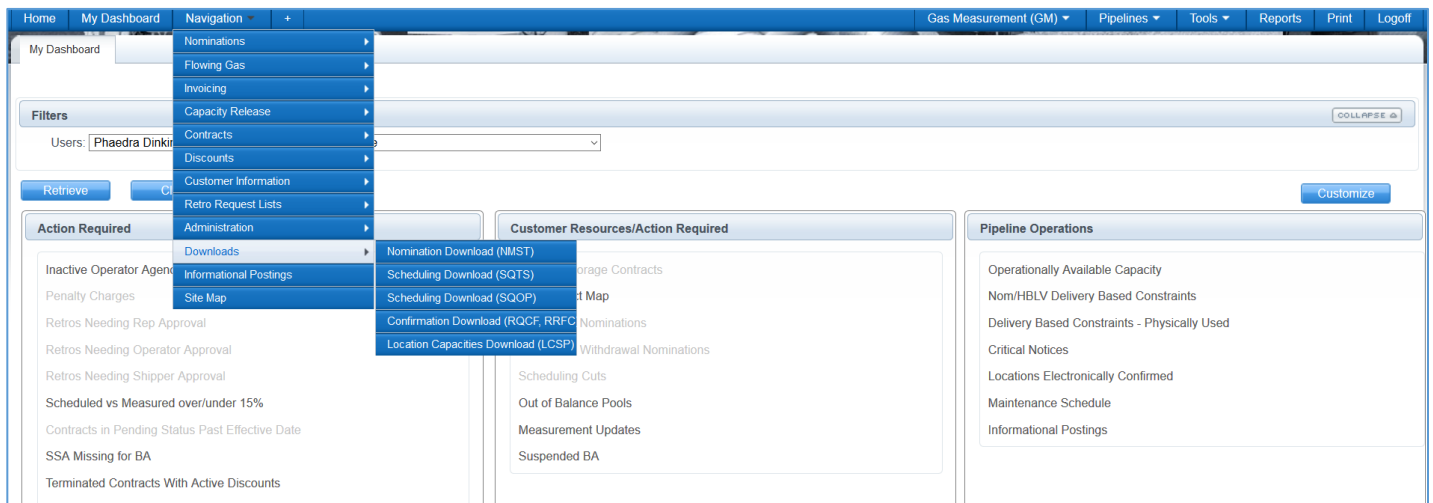
**Scheduled Quantity for Operator (SQOP)**

**Confirmation Response (RRFC) Request for Confirmation (RQCF)**

**Location Capacities Download (LCSP)**

An additional data file, the **Pre-determined Allocation (PDAL)** file may be downloaded from the PDA pages.

To download any of these reports, start at the **Customer Activities Home** page as shown below.



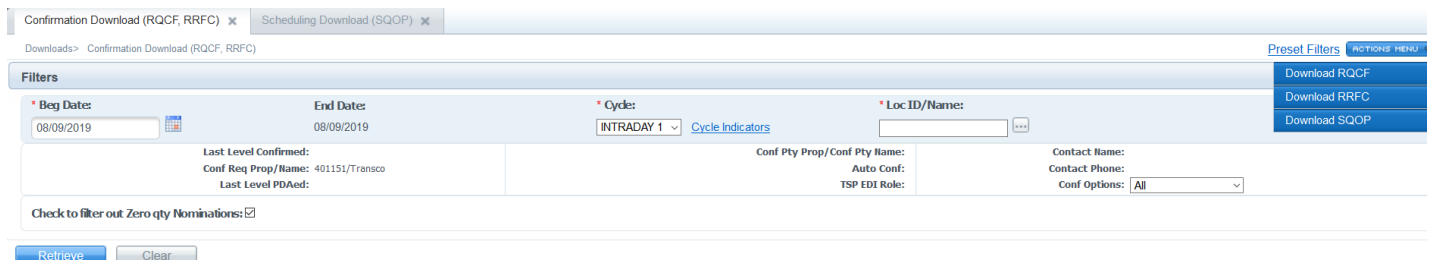
Selecting any of these menu options will take you to the associated 1Line page where the reports may be requested. These reports and the associated 1Line pages are listed in the table below.

Data File Name	Associated 1Line Page	Navigation Path
Nomination (NMST)	Retrieve Nominations	Navigation > Downloads > Download NMST
Scheduled Quantity (SQTS)	Scheduling Runs By Contract	Navigation > Downloads > Download SQTS
Scheduled Quantity for Operator (SQOP)	Confirmation > Up/Dn Contract Level	Navigation > Downloads > Download SQOP
Confirmation Response (RRFC)	Confirmation > Up/Dn Contract Level	Navigation > Downloads > Download RQCF
Request for Confirmation (RQCF)	Confirmation > Up/Dn Contract Level	Navigation > Downloads > Download RRFC

Each of these reports may be requested from the related page by populating the page with data, and then selecting the desired Download action from the **Actions** menu.

## Downloading a RRFC File:

1. Select **Navigation > Downloads > Confirmation Download (RRFC, RQCF)**
2. The **Confirmation > Up/Down Contract Level** page will load. **Fill in applicable filters**, and select **Refresh** to populate the page with data.
3. Select **Actions > Download RRFC**.



Downloading the NMST or SQTS files is done in the same manner, but from the **Retrieve Nominations** and **Scheduling Runs** pages, respectively. Sample pages are shown below.

## Downloading a NMST File

Retrieve Nominations

Nominations> Nominations> Retrieve Nominations

**Filters**

Transaction Type: (use commas for Multiple Selections) [01] **TT** | Cycle Indicators [07/05/2012] [07/05/2012] Svc Req Prop: [ ] Svc Req: [ ]

The Following Filters are Available for Searches/Retrieve Nominations

Note that fields marked with "" are available as wildcard searches. Use the "%" key before or after the search item (e.g., %Nom or Nom%). If "%" is not used, the search will return exact matches only.

Svc Req K: [ ] \*\*Package ID: [ ] Nom Status: [ ]  
 Rec Loc Prop: [ ] \*\*Up ID Prop: [ ] \*\*Up K: [ ]  
 Del Loc Prop: [ ] \*\*Dn ID Prop: [ ] \*\*Dn K: [ ]  
 Retro Nom ID: [ ] Date Submitted: [ ] Retro Status: [ ]

Select method for displaying retrieved data: ☒ Filter out Zero Qty Nominations

Retrieve Clear

Download ☐ Select All

Grand Total Quantity: Receipt 22220 / Delivery 4000  
 Search successfully completed. Records found: 5

om Status	Retro Status	Svc Req K	Beg Date	TT	Package ID	Rec Loc Prop	Rec Qty	Fuel %	Up K	Rec Rank	Del Loc Prop	Dn K
Error	Retro Request ID	Svc Req Name	End Date	Cycle	Package ID	Name	Rec Qty	Fuel %	Up ID Prop-Name	Del Rank	Name	Dn ID Prop-Name
Submitted		3000023	07/05/2012	01	NOM 1	1000065	1000	0.0	3000005	999	1000065	3000037
N		XYZ LDC	07/05/2012	INTRADAY1		POOLING			990002 - ABC Prod	1	POOLING	990001 - XYZ LDC
Submitted		3000024	07/05/2012	01	NOM 1	1000065	1000	2.97	3000037	999	9000001	
N		XYZ LDC	07/05/2012	INTRADAY1		POOLING			990001 - XYZ LDC	1	XYZ LDC	990001 - XYZ LDC

## Downloading a SQTS File

Scheduling Download (SQTS)

Downloads> Scheduling Download (SQTS)

**Filters**

\* Flow Date: [08/08/2019] \* Version: [Please Select a Version] Viewing Options: ☐ Location View ☒ Contract View ☐ View Cuts ☒ View All Transaction Type: (use Selections) [ ] **TT**

Svc Req K: [ ] Service Delivery Rep: [ ] ☒ View Non-Zero Noms only  
 Contract Options: [All Contracts] Svc Req Prop: [ ]  
 Viewing Options: [All]

Retrieve Clear

Commit  
 Download SQTS  
 Nom Detail  
 Nom Priority Detail

## Downloadable Report List/Request Tabs

An additional reporting option, available under the **Navigation > Download** dropdown menu is **Downloadable Report List/Request**.

**1Line Reports**

Filters

Functional Area: All ☐ Data Files Only

Report Name: All

Date Report Created Range: 07/15/2012 To 07/16/2012 Status: All

Submitted By: XYZ Contact (10) ( UE01719 )

Include Batch Generated: ☐ Include Report Subscriptions: ☒

Retrieve Clear

Download

Report Name	Subs	Creation Date	Status	Submitted By	Shipper	Contract	Location	Scheduling Cycle
Daily Imbalance by Zone	S	07/16/2012 03:14	Success	XYZ Contact (10)	990001 XYZ LDC Company			
Daily Imbalance by Zone	S	07/16/2012 03:14	Success	XYZ Contact (10)	990001 XYZ LDC Company			

This page lists reports that are available in Data File format. Reports may be requested from this page, and then retrieved from the **Downloadable Report Tab** page following the same instructions given above for the Report Request and List Tabs.

**1Line Reports**

List Request Subscriptions

Functional Area: All ☒ Data Files Only

Report Name: Aggregated Capacity By Business Associate - Data File

User Defined Report Name: Aggregated Capacity By Business Associate - Data File

Email Address:  ☐ Notify Availability Via Email

\* Request Dates: 07/16/2012

\* Business Associate Id: 990001 - XYZ LDC Company

Rate Schedule/Services:

Zones:

Submit Report Clear

*Note: Reports in data file format that are requested from the **Report Request** page will appear both on the **Report List** page, and on the **Downloadable Report List** page.*

## Public Reports – Info Postings Page

In addition to the reports available from 1Line, many reports are available from the public site ([Info Postings page](#)). Reports available from the Info Postings page include those in the table below.

### Public Reports Available from Transco's Info Postings Page

Report Name	Navigation Path
Operationally Available Capacity	Downloads* > Capacity >
Unsubscribed Capacity	Downloads > Capacity >
No-Notice Activity	Downloads > Capacity >
Gas Quality	Downloads >
Index of Customers	Downloads >
Critical Notices	Downloads > Notices >
Non-Critical Notices	Downloads > Notices >
Planned Service Outages	Downloads > Notices >
Posted Imbalances	Downloads > Posted Imbalances
Posted Storage Imbalances	Downloads > Posted Imbalances
Tariff	Downloads >
Capacity Release	Downloads > Transactional Reporting
Firm Capacity	Downloads > Transactional Reporting
Interruptible Capacity	Downloads > Transactional Reporting
Master Location List	Downloads >
Location Data Download	Downloads >
PAL Points of Service	Resources** > Master Location List >
Receipt/Delivery Points	Resources > Master Location List >
Line Map	Resources > Master Location List >

\* **Downloads** is an option available from the left-hand Navigation Menu.

\*\* **Resources** menu is at the top or the page on the Banner Menu.

## Critical Notice Postings

The Market Area and Production 1Line notice posting has been updated to include the different constraint types that are being utilized in the system.

Example:

**Notice Text:**

**Subject:** Market and Production Constraints

**Subject:** Update - Market and Production Constraints

The available capacity listed below in each section will become effective for gas day **Wednesday, May 1, 2019**. Changes from the previous gas day are highlighted in **bold**.

The following chart reflects the quantity of available transportation capacity including Primary, Non-Secondary Reverse Path (NSRP), Secondary Firm, and Interruptible at various Throughput Section Boundary (TSB) locations or segment constraints. These TSBs are identified as receipt or delivery based.

Loc ID	Location Name	ZN	Del/Rec	Type of TSB	Available Capacity Mdt/d	Highest Priority Included	Flow Dir
9010518	MLV 20A20 MP 207.86	1	DEL	L	0	NSRP	N to S
9008002	Compressor Station 30 258.43	1	REC	L	OPEN		S to N
1000018	Compressor Station 40 MP 389.20	2	REC	L	300	PRIMARY	S to N
9009998	MLV 40-40 MP 438.84	2	DEL	L	OPEN		N to S
9009999	SWMP MP 441		DEL	L	OPEN		S to N

The following chart reflects the quantity of available High Burn Limit Value (HBLV) no-notice swing service including Non-Traditional (NT Swing), Secondary (Sec Swing) and Interruptible (IT Swing) at various location or segment HBLV constraints.

Loc/Seg ID	HBLV Location/Segment Constraint	Zone	Type of HBLV	Available Swing Mdt/d	Highest Priority Included
5000037	Zone 1 Segment	1	S	0	IT
5000038	Zone 2 Segment	2	S	0	IT
5000039	Zone 3 Segment	3	S	0	IT
5000040	Zone 4 Segment	4	S	0	IT
5000043	Zone 5 Segment	5	S	0	IT
5000044	Zone 6 Segment	6	S	0	IT

Location (L); Segment (S)

## Batch-Generated Reports

To assist customers in obtaining frequently used reports, many are generated on a regular basis by recurring "batch" jobs that run in the 1Line system. If a report has already been generated, it may be viewed or printed without being requested or submitted by the customer. Some of these reports are available from the **Report List** page (use the **Include Batch Generated** checkbox), and others are available from Transco's [Info Postings](#) page.

Frequently used reports that are batch-generated are listed in the table below.

**Batch-Generated Reports**

Report Name	Location in 1Line	Frequency Generated
Index of Customers	Info Postings page	Quarterly
Invoice Reports*	Invoice pages in 1Line*	From the 10th through the 25th of the next month*
Master Location List	Info Postings page	Daily
Meter (S) to Nominatable Location	Info Postings page	Daily
No Notice Activity	Info Postings page	Daily
OC/OFO Imbalance View	Report List page	Daily when a Critical Day has been declared
Operationally Available Capacity	Info Postings page	Each Cycle
Scheduled Quantity for Operator	Report List page	Each Cycle
Scheduled Quantity for Shipper	Report List page	Each Cycle
Transactional Contracts (Firm, Interruptible, Capacity Release)	Info Postings page	Daily
Unsubscribed Capacity	Info Postings page	Daily

\* **Invoice report details are provided in the [Invoice Related Reports](#) section of this document.**

Please contact your Transportation Services Representative if you have any questions about Reports.