



Reports



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

Gulfstream

REPORTS

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Important Information – Please Read

The information provided herein is for informational purposes only and does not modify any provision in Gulfstream's FERC Gas Tariff. If a conflict exists between this information and Gulfstream's FERC Gas Tariff, the provisions in Gulfstream's FERC Gas Tariff apply. Gulfstream makes no representation or warranty as to the completeness or accuracy of this information. Gulfstream 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 [Gulfstream's Informational Postings page](#), and select **Tariff** from the left hand navigation menu.

REPORTS

Introduction

1Line offers many reports to assist customers in monitoring their business with Gulfstream. 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 ([Gulfstream'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.

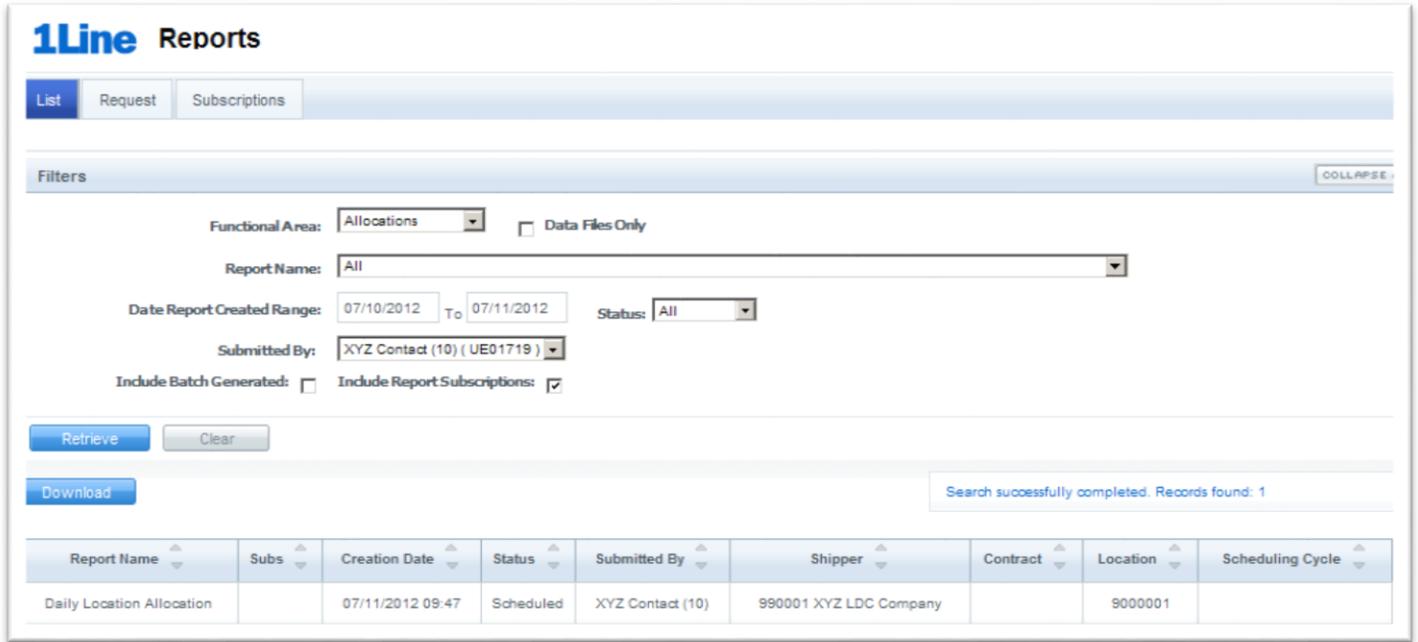
The 1Line Reports page includes the **List, Request, and Report Subscription Tabs**. To use any of these tabs, begin by selecting **Reports** from the Banner Menu on any page in 1Line.

Cycle Indicators	ID-1	TIMELY	ID-2	EVENING
Gas Day	7/17	7/18	7/17	7/18
Nomination Cycle	CLOSED	CLOSED	OPEN	OPEN
Confirmation Cycle	CLOSED	OPEN	CLOSED	CLOSED

Monthly Status

Allocations Data is available through 07/16/2012
Allocations for June are Final
Imbalance data is available through 07/16/2012
Imbalance data for June is Final
Prior Gas Day Changes for JUL,2012 available through 08/02/2012
Prior Gas Day Changes for DEC,2011 - JUN,2012 available through 07/25/2012
Preliminary July Invoices are now available
Monthly Invoices for June are Final
June trading is Open until 11:59 PM on Wednesday 07/25
July trading Opens on Wednesday 08/01

Accessing Previously-Generated Reports (List Tab)



1Line Reports

List Request Subscriptions

Filters COLLAPSE

Functional Area: Allocations Data Files Only

Report Name: All

Date Report Created Range: 07/10/2012 To 07/11/2012 Status: All

Submitted By: XYZ Contact (10) (UE01719)

Include Batch Generated: Include Report Subscriptions:

Retrieve Clear

Download 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.*

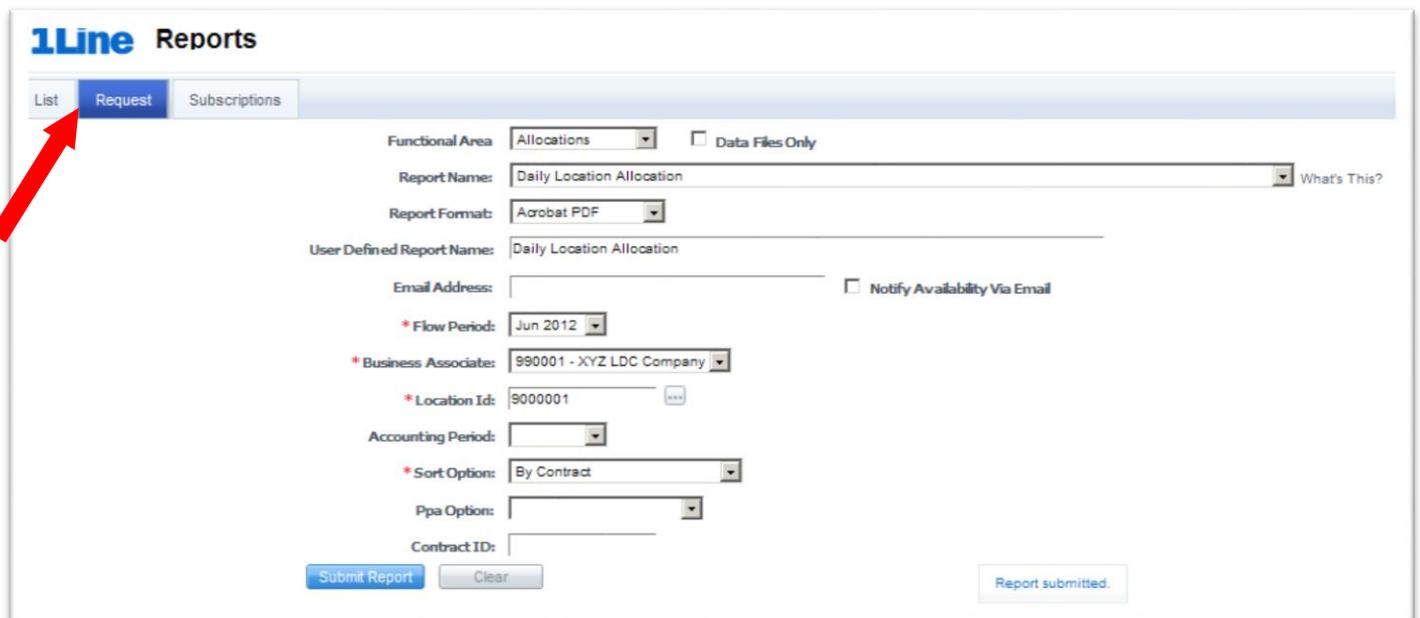
4. Select the **Print** icon to print a copy of the report.
 - The Print window will open.
5. Select the desired report format properties, and click **OK**.

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. At the top left, there are three tabs: 'List', 'Request', and 'Subscriptions'. A red arrow points to the 'Request' tab, which is currently selected. Below the tabs, the 'Request' form is visible. It includes several fields: 'Functional Area' (set to 'Allocations'), 'Report Name' (set to 'Daily Location Allocation'), 'Report Format' (set to 'Acrobat PDF'), 'User Defined Report Name' (set to 'Daily Location Allocation'), 'Email Address' (empty), 'Flow Period' (set to 'Jun 2012'), 'Business Associate' (set to '990001 - XYZ LDC Company'), 'Location Id' (set to '9000001'), 'Accounting Period' (empty), 'Sort Option' (set to 'By Contract'), 'Ppa Option' (empty), and 'Contract ID' (empty). There are also checkboxes for 'Data Files Only' and 'Notify Availability Via Email'. At the bottom, there are buttons for 'Submit Report', 'Clear', and '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.

Note: Information on opening a data file (in .csv format) is available in Gulfstream's Implementation Guides, found at:

[Implementation Guide](#)

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.

Report Subscription Service

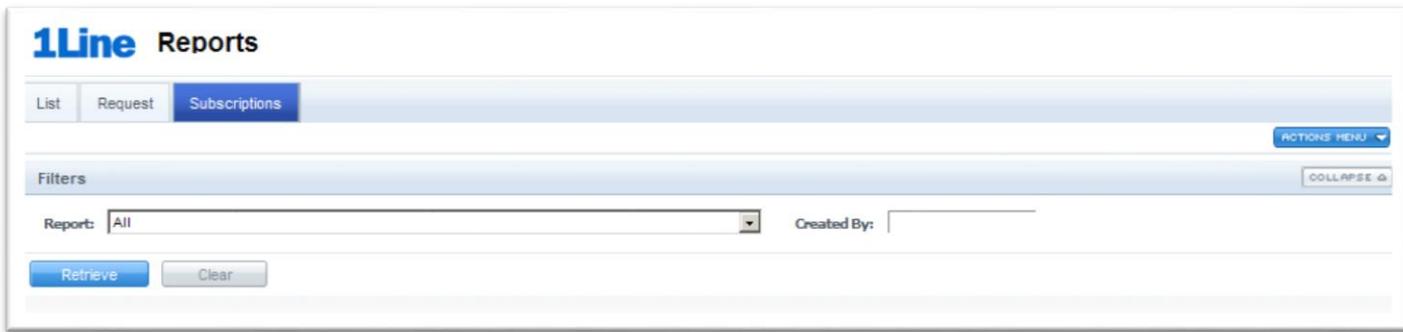
Customers that have a need for the same reports on a regular basis may want to use 1Line's Report Subscription Service. This service allows the customer to select from a list of popular reports and to define how often these reports should be generated.

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

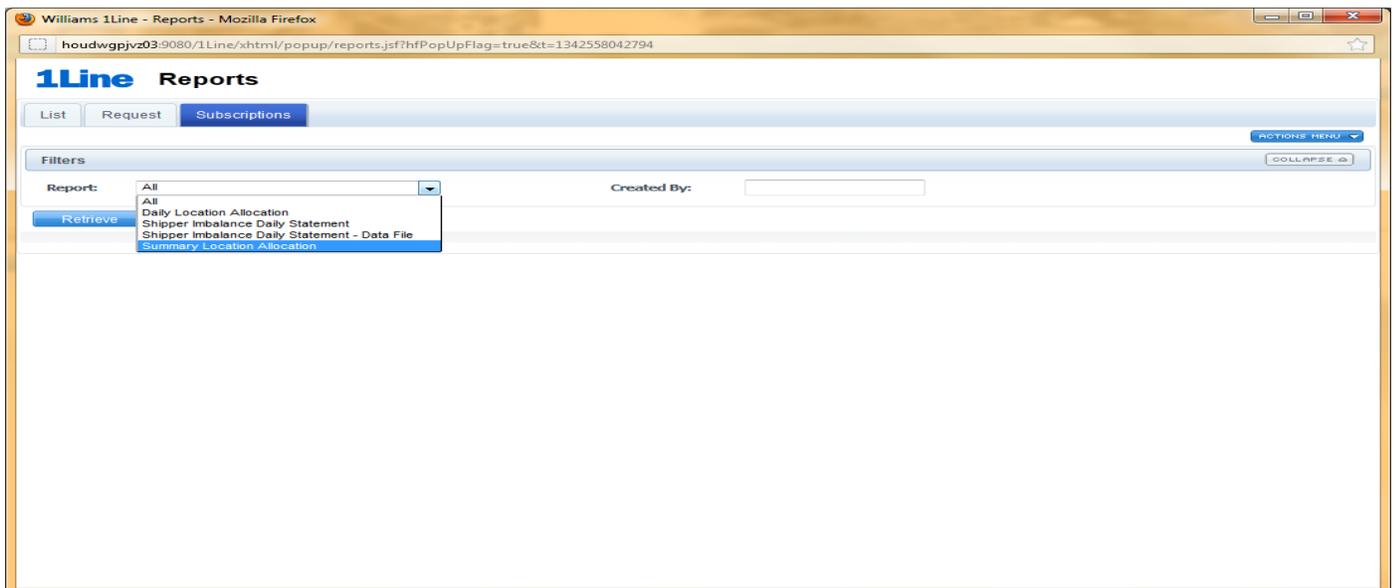
If customers do not access the subscribed reports in 90 days they will be notified via email that they have another 90 days to access the subscribed reports. The subscription can be extended by clicking on the specified report on the report list page, if no action is taken in 90 days or the user that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

To set up Report Subscriptions:

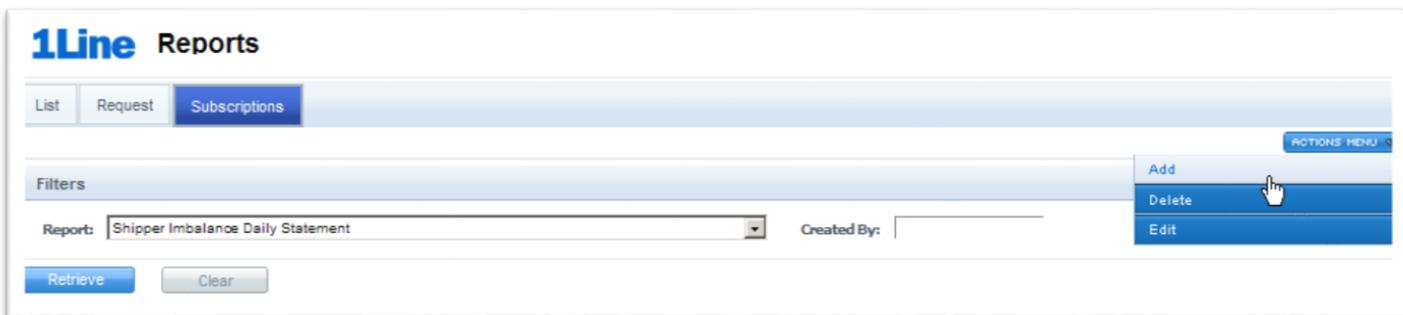
1. Select **Reports** from the Banner Menu on any page in 1Line.
2. Select **Subscription** tab at the **Report Subscriptions** page loads.



3. The **Created By** filter may be used to see subscriptions created by any/all parties at your 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**.



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



report subscription detail

Report Name: Shipper Imbalance Daily Statement

Subscription Name:

Report Format:

Create Data File:

Notify via Email when Report Available:

* BA: XYZ Company

Contract ID:

Rate Sched Code:

* Request Type:

Suppress Zero Imbalances:

Suppress All Zero Activities:

Daily Subtotals:

Package ID:

When to Run Report: Overnight Best Available

Report Frequency: Monday Tuesday Wednesday Thursday Friday Saturday Sunday Daily

Monthly Final Report:

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).
- 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 the either the Customer Activities Home page, or to [Gulfstream'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 Shipper Report Subscriptions page.

The reports generated through Report Subscription appear on the **Report List Tab**, and will be denoted with an "S" in the **Subs** column.

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.

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 25th and 10th 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 (Gulfstream)

Contract/Admin Account ID: Input the Contract number to see the invoice packet associated with that number

Invoice Cycle Type: Single Cycle

Transmission Method: US Mail, On-line, Express Mail (at customer's expense), EDI/US Mail and EDI On-line

"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

The screenshot shows the 1Line software interface for viewing invoices. The top navigation bar includes 'Home', 'Navigation', 'Measurement', 'Pipelines', 'Tools', 'Reports', 'Print', and 'Logoff'. Below this is a search bar for 'Invoice' and an 'Invoicing' dropdown menu. The 'Filters' section contains several input fields and dropdown menus: 'Accounting Period' (Jun 2012), 'Billable Party Prop/Name', 'Service Requester Prop/Name', 'Invoice Packet ID', 'Contract/Admin Account ID', 'Service Delivery Contact', 'Invoice Cycle Type' (Single Cycle), 'Transmission Method' (None Selected), and 'Invoice Packet Status' (None Selected). A message at the bottom of the filters section states: 'Any combination of Accounting Period and another filter are required.' Below the filters are 'Retrieve' and 'Clear' buttons.

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**.

TSP/Prep/Name/ID: Gulfstream - 017738746 | XYZ LDC Company XYZ Contact GS (a) | 1Line System Time 3:49 PM CDT

ID-5	TIMELY	EVENING	ID-12
7/17	7/18	7/18	7/17
CLOSED	CLO SED	OPEN	CLOSED
CLOSED	CLO SED	CLOSED	CLOSED

Monthly Invoicing

- Allocations Data is available through 07/16/2012
- Allocations for June are Final
- Imbalance data is available through 07/16/2012
- Imbalance data for June is Final
- Prior Gas Day Changes for JUL,2012 available through 08/02/2012
- Prior Gas Day Changes for DEC,2011 - JUN,2012 available through 07/25/2012
- Preliminary July Invoices are now available
- Monthly Invoices for June are Final
- June trading is Open until 11:59 PM on Wednesday 07/25
- July trading Opens on Wednesday 08/01

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**.

Filters

- * Accounting Period: May 2014
- Billable Party Prop/Name: All
- Service Requester Prop/Name: All
- Invoice Packet ID: [Empty]
- Contract/Admin Account ID: All
- Invoice Cycle Type: Single Cycle
- Transmission Method: None Selected
- Invoice Packet Status: None Selected

Any combination of Accounting Period and another filter are required.

Retrieve Clear

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.

Invoicing> Invoice

Billable Party Prop/Name: All
 Service Requester Prop/Name: All
 Invoice Packet ID:
 Contract/Admin Account ID: All

Invoice Cycle Type: Single Cycle
 Transmission Method: None Selected
 Invoice Packet Status: None Selected

Any combination of Accounting Period and another filter are required.

Select All

Search successfully completed. Records found: 5

Invoice Packet Status	Invoice Packet ID	Invoice Cycle Type	Transmission Method	Billable Party	Service Requester	Bill Party Contact Name/	Service Delivery Contact Name
				Bill Pty Prop	Svc Req Prop	Email	
Pending	150357	Single Cycle	ONLINE	XYZ LDC Company	XYZ LDC Company	Judy Hall	Diane Ezernack
				990001	990001		

4. Select the row for the packet(s) displayed at the bottom of the screen.

Select All

Search successfully completed. Records found: 5

Invoice Packet Status	Invoice Packet ID	Invoice Cycle Type	Transmission Method	Billable Party	Service Requester	Bill Party Contact Name/	Service Delivery Contact Name
				Bill Pty Prop	Svc Req Prop	Email	
Pending	150357	Single Cycle	ONLINE	XYZ LDC Company	XYZ LDC Company	Judy Hall	Diane Ezernack
				990001	990001		

5. Select **Actions>View/Print Reports**.

A new window will open with a PDF File of your invoice(s).

Invoice Packet Status	Invoice Packet ID	Invoice Cycle Type	Transmission Method	Party	Service Requester	Bill Party Contact Name/	Service Delivery Contact Name
				Prop	Prop	Email	
Pending	150357	Single Cycle	ONLINE	XYZ LDC Company	XYZ LDC Company	Judy Hall	Diane Ezernack
				990001	990001		

Downloading the Invoice Packet

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

1. Select: **Navigation > 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**.

Invoice Packet Status	Invoice Packet ID	Invoice Cycle Type	Transmis Method	Party	Prop	Svc Req Prop	Bill Party Contact Name/ Email	Service Delivery Contact Name
Pending	150357	Single Cycle	ONLINE	XYZ LDC Company	990001	990001	Judy Hall	Diane Ezernack

- Create Daily Invoice Data File
- Create Invoice Data Files
- View Invoice Packet
- View/Print Packet Reports



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

Retrieve Clear

Downloadable report request has been submitted.

Download Select All

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

Invoice Packet Status	Invoice Packet ID	Invoice Cycle Type	Transmis Method
Pending	150357		
Pending	150357		

- Create Daily Invoice Data File
- Create Invoice Data Files
- View Invoice Packet
- View/Print Packet Reports

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

Invoice Packet-Statements
ACTIONS MENU

Invoicing> Invoice > Invoice Packet-Statements
COLLAPSE

Filters

Accounting Period: May 2014

Bilable Party Prop/Name: 990001 XYZ LDC Company

Bilable Party Recipient: Judy Hall

Service Requester Prop/Name: 990001 XYZ LDC Company

Invoice Packet ID: 150357

Service Delivery Contact Name: Diane Ezernack

Invoice Cycle Type: Single Cycle

Transmission Method: ONLINE

Invoice Packet Status: Pending

Download

- Create Daily Invoice Data File
- Create Invoice Data Files
- Reporting Tool Packet View
- View Invoice Detail
- View Invoice Summary

Records found: 2

Supporting Document Description

Invoice - Summary Level

Invoice - Detail Level

Service Requester Contract

3000040

The following is an **Invoice View**. Balance Statements can be viewed through the **Reporting Tool Packet 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.

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**.

Invoice Packet Reports

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

Filters COLLAPSE

Invoice Packet Filter: 150357

Retrieve Clear

Download Search successfully completed. Records found: 2

Report Name	Contract ID	Report Create Date	Status	Submitted by
Invoice Detail Statement - Data File		06/02/2014 10:40:19	Success	UE11407
Invoice Daily Transactions Data File		06/02/2014 10:20:28	Success	UE11407

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

Home Navigation + Measurement Tools Reports Print Logoff

Invoice Packet Reports

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

Filters COLLAPSE

Invoice Packet Filter: 125797

Retrieve Clear

Download Paging Search successfully completed. Records found: 12

Report Name	Contract ID	Report Create Date	Status	Submitted by
Banner Statement		07/18/2012 08:21:43	Success	UE01804
Invoice Summary Statement		07/18/2012 08:21:45	Success	UE01804
Invoice Detail Statement - Data File		07/18/2012 08:31:09	Success	UE01804
Invoice Detail Statement	3000041	07/18/2012 08:21:58	Success	UE01804
Invoice Detail Statement	9126143	07/18/2012 08:21:58	Success	UE01804
Invoice Detail Statement	9126144	07/18/2012 08:21:57	Success	UE01804
Shipper Imbalance Statement - Data File		07/18/2012 08:30:58	Success	UE01804
Shipper Imbalance Statement	3000041	07/18/2012 08:21:52	Success	UE01804
Shipper Imbalance Statement	9126143	07/18/2012 08:21:52	Success	UE01804
Shipper Imbalance Statement	9126144	07/18/2012 08:21:52	Success	UE01804
Imbalance Resolution Statement - Data File		07/18/2012 08:30:57	Success	UE01804
Imbalance Resolution Activity Statement	9126123	07/18/2012 08:21:48	Success	UE01804

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:

1. 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.

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)

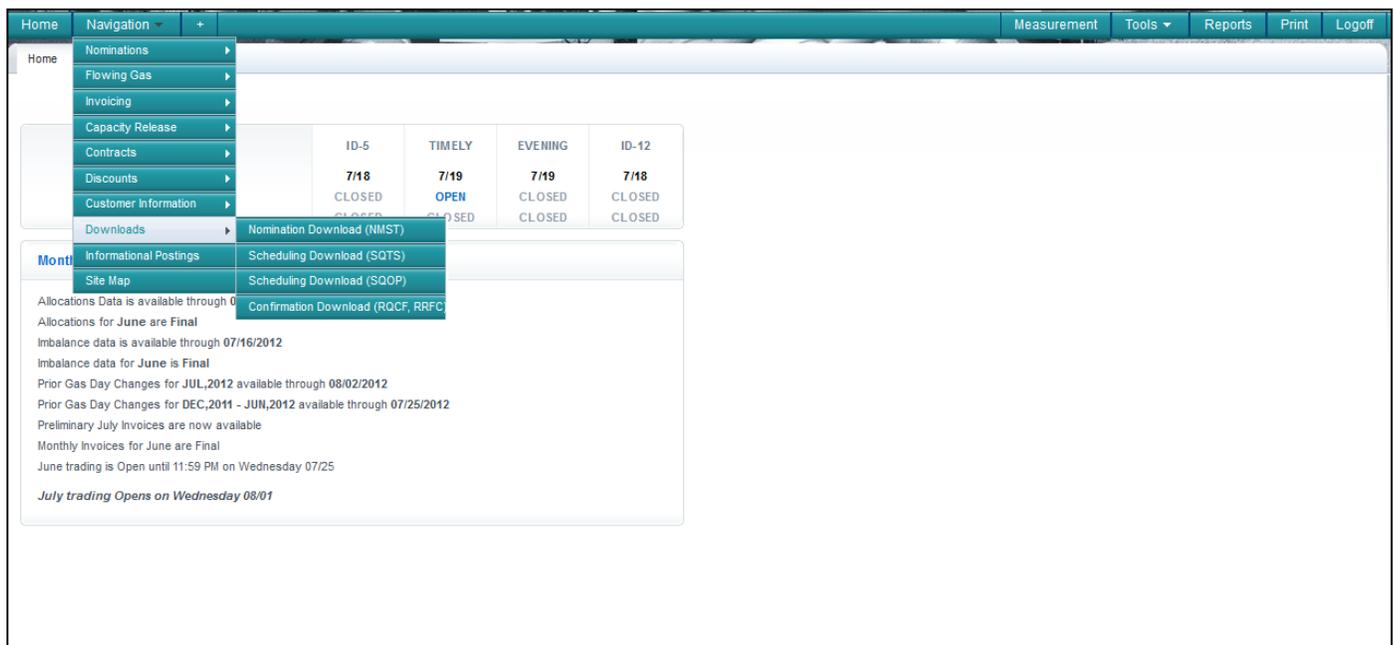
Scheduled Quantity (SQTS)

Scheduled Quantity for Operator (SQOP)

Confirmation Response (RRFC) Request for Confirmation (RQCF)

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.

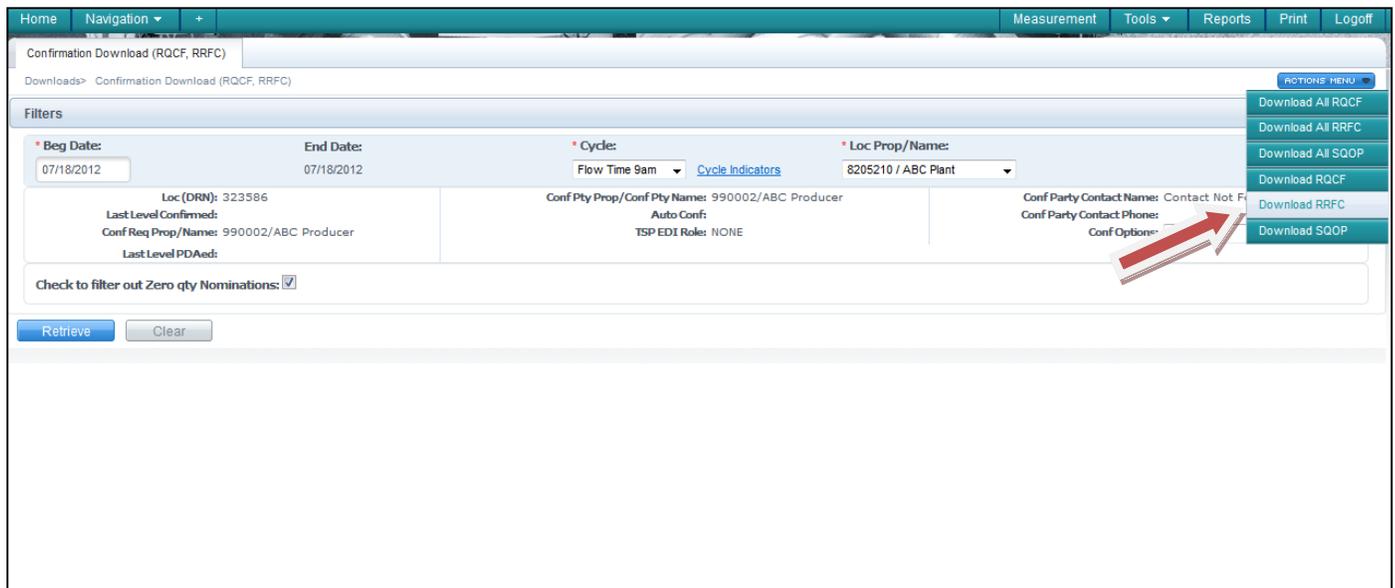
Data File Name	Associated 1Line Page	Navigation Path
Nomination (NMST)	Retrieve Nominations	Navigation > Downloads > Download NMST

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

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.

For example, to **download RRFC data files**:

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**.



4. To **Save** and then **Open** the file, follow the instructions provided in Gulfstream's Implementation Guides, found by clicking the link below:

[**Implementation Guide**](#)

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. As shown in the table above, the **Pre-determined Allocation (PDAL)** file may be downloaded from the **PDA Transaction Level** page.

Downloading an NMST File

Home Navigation + Measurement Tools Reports Print Logoff

Retrieve Nominations

Nominations> Nomination> Retrieve Nominations

Filters

Transaction Type: (use commas for Multiple Selections) 01 [TT](#) | [Cycle Indicators](#) * Begin Gas Flow Date: 07/10/2012 * End Gas Flow Date: 07/10/2012 Svc Req Prop: Svc Req Name:

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

Svc Req K: Beg Time: None Selected Rec Loc Prop: Del Loc Prop: **Package ID: End Time: None Selected **Up ID Prop: **Dn ID Prop: Nom Status: **Up K: **Dn K: Cycle: None Selected

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

Retrieve Clear Download Select All

Grand Total Quantity: Receipt 58405 / Delivery 57760
Search success fully completed. Records found: 6

Nom Status	Retro Status	Svc Req K	Beg Date	Beg Time	TT	Package ID	Rec Loc Prop	Rec Qty	Fuel %	Up K	Rec Rank	Del Loc Prop	Del Qty	Dn K
Error	Retro Request ID	Svc Req Name	End Date	End Time	Cycle		Name			Up ID Prop-Name	Del Rank	Name		Dn ID Prop-Name
Submitted N		3000041 ABC Prod	07/10/2012 07/10/2012	09:00 09:00	01 TIMELY	JK TEST NOM	8205175 Destin	30000	2.15	3000041 990002 - ABC Prod	999 999	9004162 Bartow	29355	3000041 990002 - ABC Prod
Submitted N	Scheduled	3000041 ABC Prod	03/21/2012 07/16/2012	None Selected None Selected	01 Flow Time 8am	JK TEST NOM	8205175 Destin	15000	0.0	3000041 990002 - ABC Prod	999 999	9006822 ABC Pow	15000	3000041 990002 - ABC Prod
Submitted N	Scheduled	3000041 ABC Prod	03/21/2012 07/16/2012	None Selected None Selected	01 Flow Time 8am	BASE GAS TEST JK	8205175 Destin	2500	0.0	3000041 990002 - ABC Prod	999 999	9006822 ABC Pow	2500	JK12345 990002 - ABC Prod

Downloading a SQTS File

Home Navigation + Measurement Tools Reports Print Logoff

Scheduling Runs by Contract

Downloads> Scheduling Download (SQTS)

Business Associates: ABC Producer

* Flow Date: 07/18/2012

* Cycle: Flow Time 9am

* Run Type: Final Confirmation

Viewing Options: View Cuts View All View Non-Zero Noms only

Contract Options: All Contracts

Contract ID: 0

Show PDAs

Version: Flow Time 9am 07/18/2012 08:46:36

Refresh Clear

Contract ID	Contract Type	Shipper Name	Shipper ID	Rec Nom Dth	Rec Sched Dth	Total Rec Contract Cuts	Total Rec Noms Bal Cuts	Total Rec Physical Cuts	Total Rec Operator Cuts	Total Rec Elapsed Prorata Adjust	Total Rec Change	Del Nom Dth	Del Sched Dth	Total Del Contract Cuts	Total Del Noms Bal Cuts	Total Del Physical Cuts	Total Del Operator Cuts	Total Del Elapsed Prorata Adjust	Total Del Change
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Downloading a PDAL File

Home Navigation + Measurement Tools Reports Print Logoff

PDA
Flowing Gas> PDA> PDA

Filters COLLAPSE

* Beg Date: 07/10/2012 End Date: 07/10/2012 * Cycle: Flow Time 10am [Cycle Indicators](#) * Loc Prop/Name: 9006822 / ABC Power Plant * Confirming Level: TRANSACTION

Loc (DRN): 0 Conf Pty Prop/Conf Pty Name: 990002/ABC Producer Conf Party Contact Name: Contact Not Found
 Last Level Confirmed: Not Confirmed Auto Conf: OFF Conf Party Contact Phone:
 Conf Req Prop/Name: 990002/ABC Producer TSP EDI Role: NONE Conf Options: All

Last Level PDAed: TRANSACTION

Check to filter out Zero qty Nominations: Show PDAs:

PDA Information EXPAND

Comment for PDA EXPAND

Filter for PDA COLLAPSE

Contract ID: Shipper ID:
 All All

Retrieve Clear

Scheduled Quantities COLLAPSE

Previous Receipt Scheduled Quantity:	Receipt Nominated:	Receipt Scheduled:	Receipt Confirmed:
Previous Delivery Scheduled Quantity:	Delivery Nominated:	Delivery Scheduled:	Delivery Confirmed:
Previous Net Scheduled Quantity:	Net Nominated:	Net Scheduled:	Net Confirmed:

Download Select All No record meets criteria.

Nomination Confirmation Information										Quantities for Selected Cycle					Last Confirmed at This Level		Affected Location	
Nom Beg Date	Nom End Date	K Flo	Up/ Dn/ ID /Name	Up/ Down K	Svc Req Prop	Svc Req Name	Svc Req K	Pkg ID	Shipper Rank	Previous Sched	Nom Sched	Confirmed	RR	Conf Sub Cycle	Changed (Y/N)	Date / Time	Name	Loc Prop
07/10/2012	07/16/2012	D	990002/ABC	1K12345	990002	ABC Producer	990004	BASE GAS										8205175



Downloadable Report List/Request Tabs

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

The screenshot shows the '1Line Reports' interface. At the top, there are three tabs: 'List', 'Request', and 'Subscriptions'. The 'List' tab is selected. Below the tabs is a 'Filters' section with the following fields: 'Functional Area' (All), 'Data Files Only' (checkbox), 'Report Names' (All), 'Date Report Created Range' (07/15/2012 to 07/16/2012), 'Status' (All), 'Submitted By' (XYZ Contact (10) (UE01719)), 'Include Batch Generated' (checkbox), and 'Include Report Subscriptions' (checkbox). Below the filters are 'Retrieve' and 'Clear' buttons. A 'Download' button is located below the filters. Below the 'Download' button is a table with the following columns: Report Name, Subs, Creation Date, Status, Submitted By, Shipper, Contract, Location, and Scheduling Cycle. The table contains two rows of data:

Report Name	Subs	Creation Date	Status	Submitted By	Shipper	Contract	Location	Scheduling Cycle
Daily Imbalance by Zone	S	07/15/2012 03:14	Success	XYZ Contact (10)	990001 XYZ LDC Company			
Daily Imbalance by Zone	S	07/15/2012 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.

The screenshot shows the '1Line Reports' interface with the 'Request' tab selected. The 'Functional Area' is set to 'All' and the 'Data Files Only' checkbox is checked. The 'Report Name' is 'Aggregated Capacity By Business Associate - Data File'. The 'User Defined Report Name' is 'Aggregated Capacity By Business Associate - Data File'. The 'Email Address' field is empty. The 'Request Date' is 07/16/2012. The 'Business Associate Id' is 990001 - XYZ LDC Company. The 'Rate Schedule/Service' and 'Zones' fields are empty. 'Submit Report' and 'Clear' buttons are at the bottom.

*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 Gulfstream's Info Postings Page

Report Name	Navigation Path
Operationally Available Capacity	Downloads* > Capacity >
Unsubscribed Capacity	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
Tariff	Downloads >
Capacity Release	Downloads > Transactional Reporting
Firm Capacity	Downloads > Transactional Reporting
Interruptible Capacity	Downloads > Transactional Reporting

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

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

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 Gulfstream'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
Discount Offers	Info Postings page	Daily
Index of Customers	Info Postings page	Quarterly
Invoice Reports*	Invoice pages in 1Line*	From the 25 th through the 10 th of the next month*
Master Location List	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

Report Name	Location in 1Line	Frequency Generated
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.