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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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

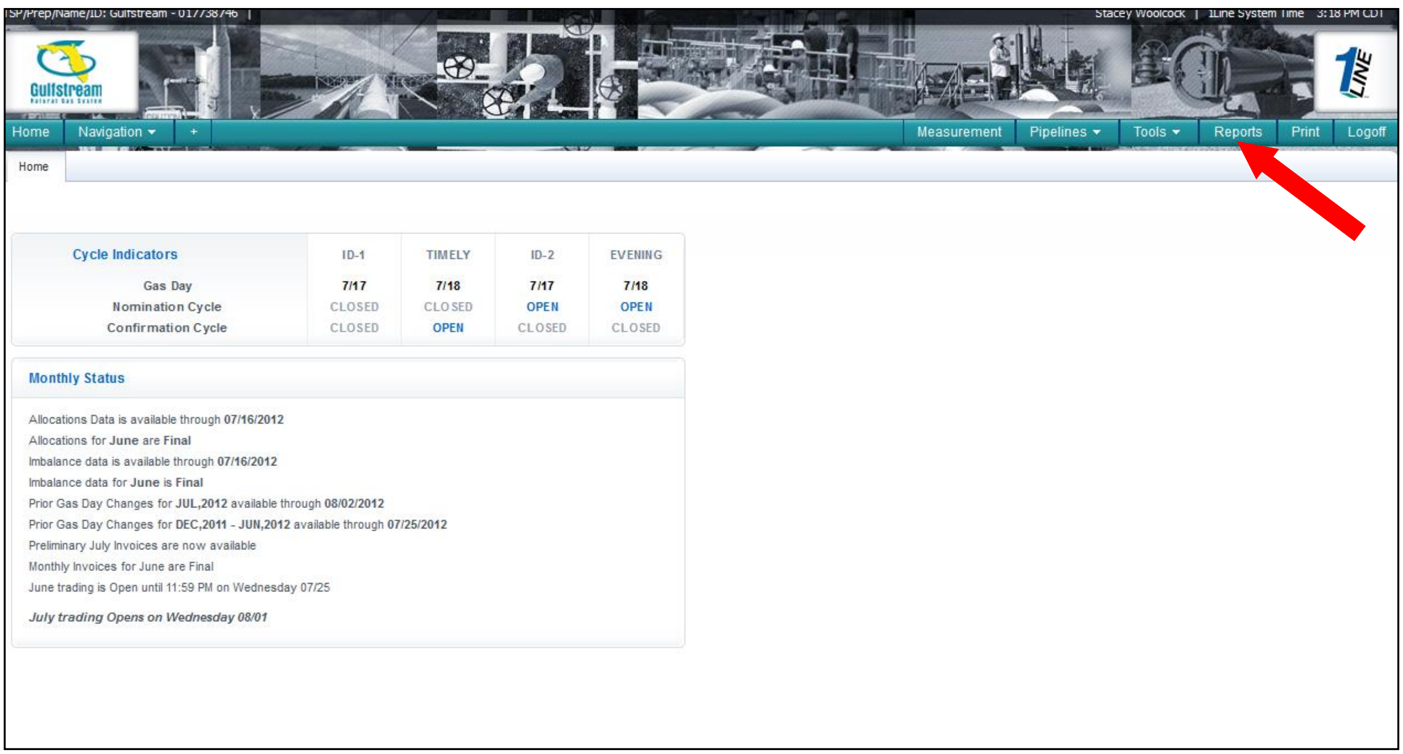
Introduction

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.

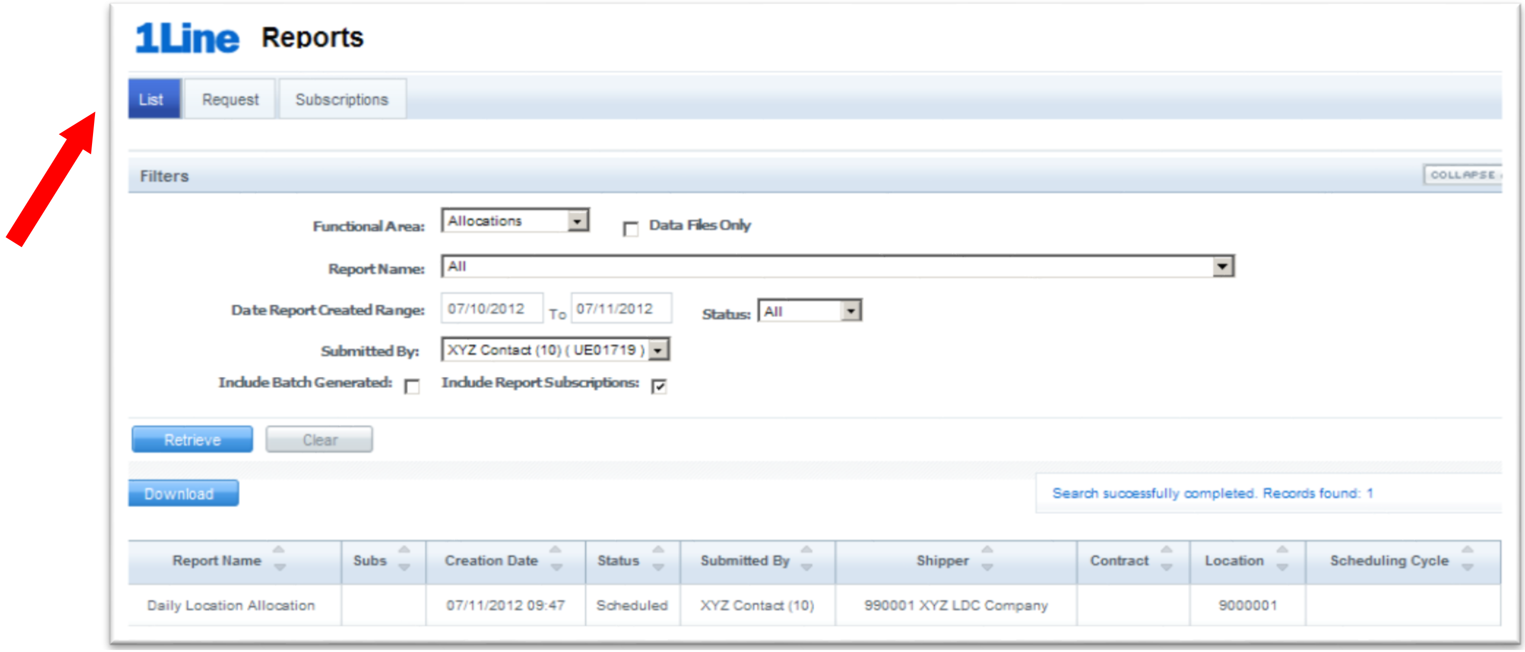
Reports Page

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.



Accessing Previously-Generated Reports (List Tab)



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.*

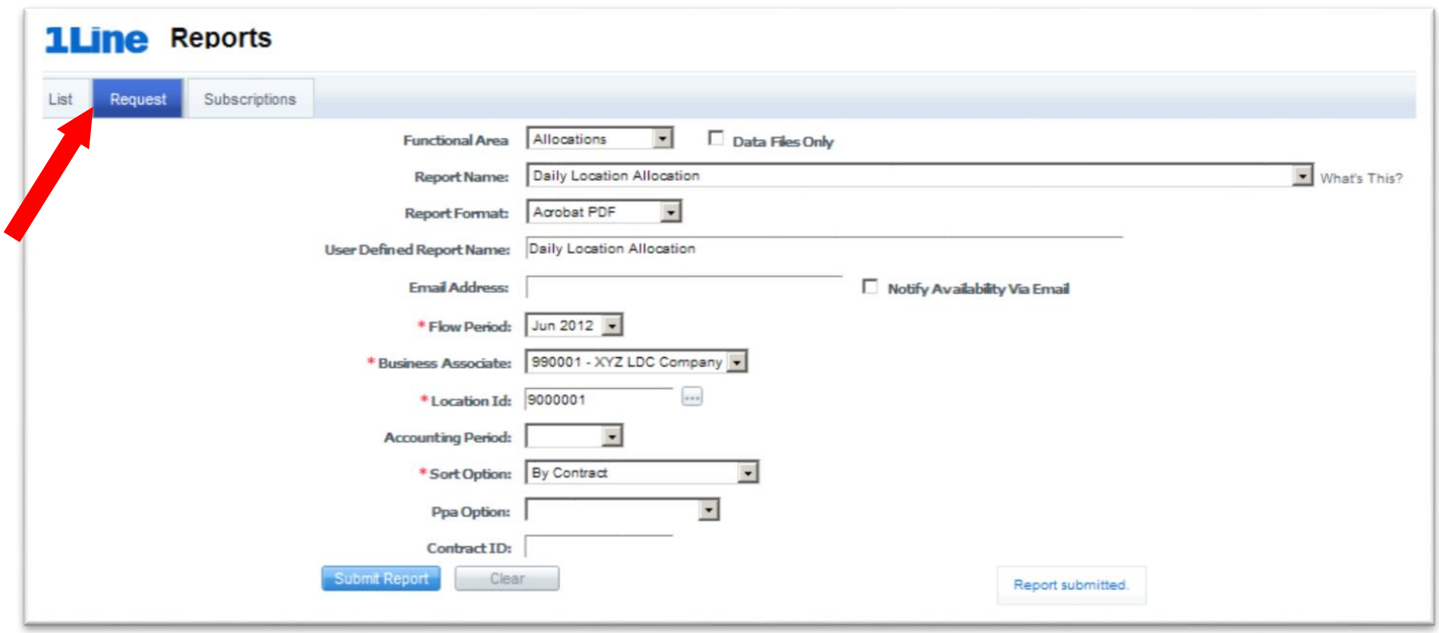
4. Select the **Print** icon to print a copy of the report.
   - The Print window will open.
5. Select the desired report format properties, and click **OK**.

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** T**ab**, begin on the **Reports** page:

1. Select the **Report Request Tab**



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

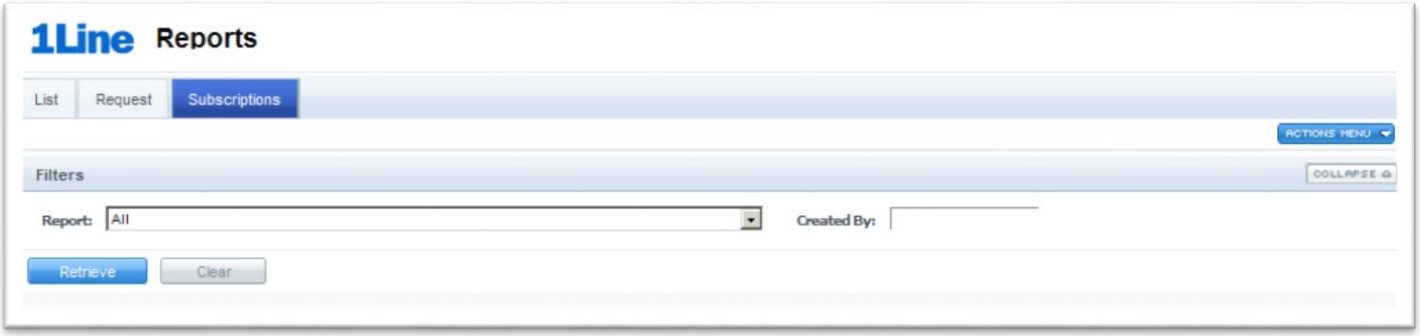
Customers that have a need for the same reports on a regular basis may want to use 1Line's Report Subscription Service. This service allows the customer to select from a list of popular reports and to define how often these reports should be generated.

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

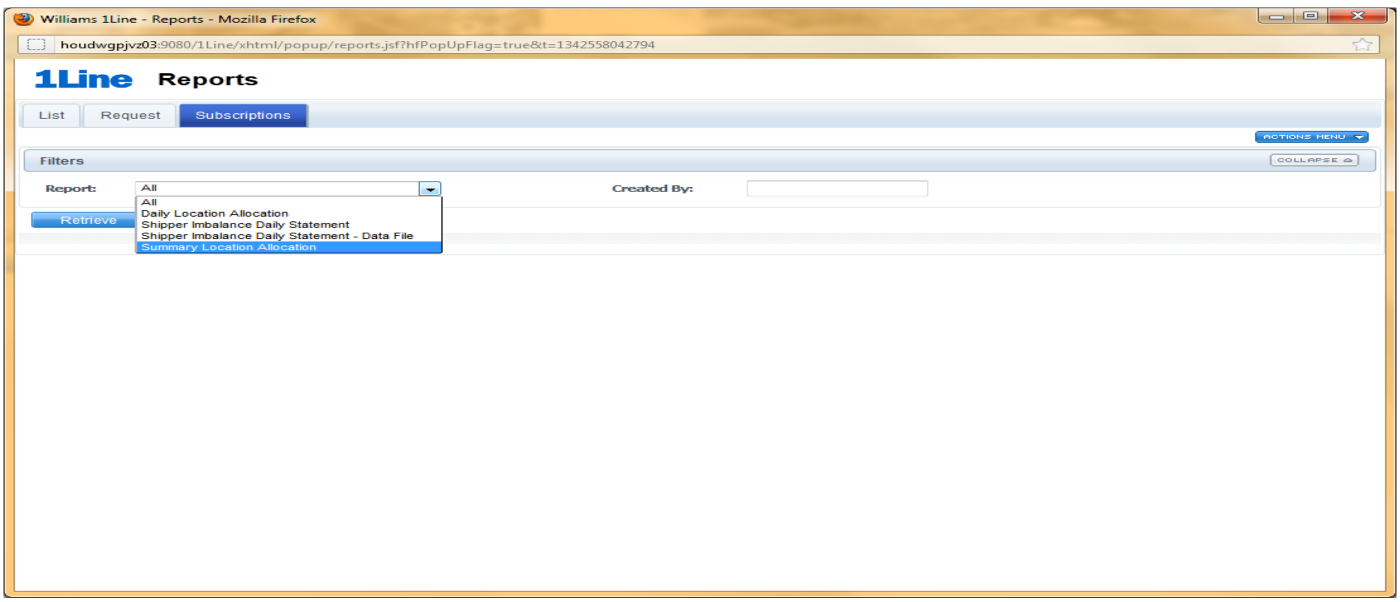
If customers do not access the subscribed reports in 90 days they will be notified via email that they have another 90 days to access the subscribed reports. The subscription can be extended by clicking on the specified report on the report list page, if no action is taken in 90 days or the user that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

To set up Report Subscriptions:

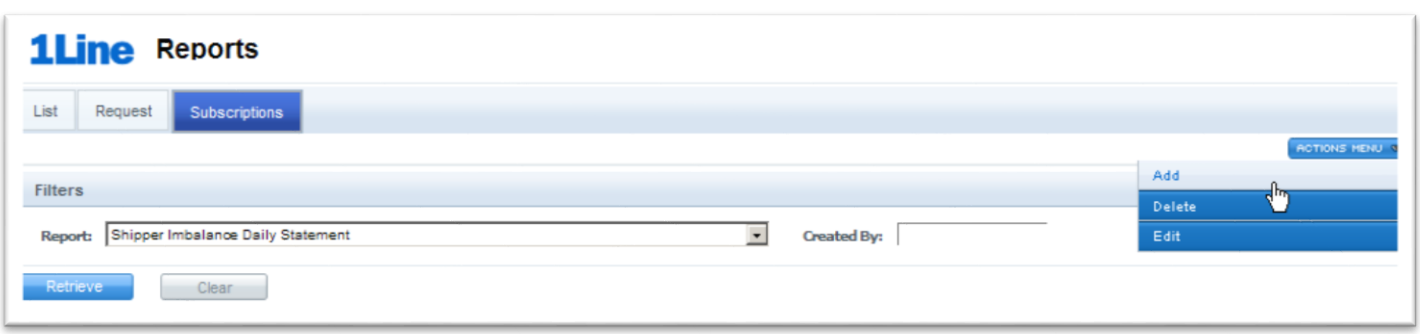
1. Select **Reports** from the Banner Menu on any page in 1Line.
2. Select **Subscription** tab at the **Report Subscriptions** page loads.

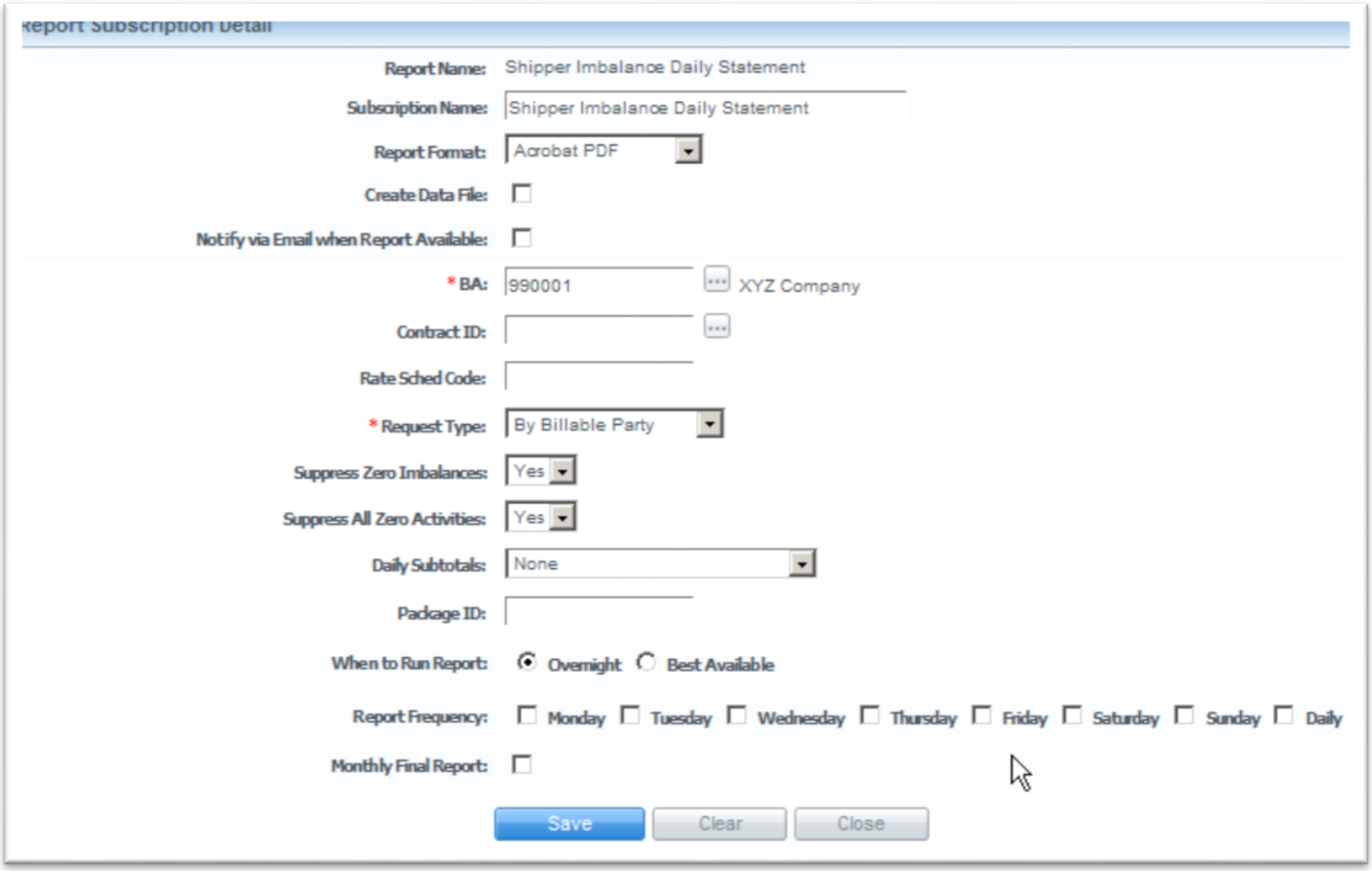


3. The **Created By** filter may be used to see subscriptions created by any/all parties at your company (same BAID) or who serve as agent for your company. To search for subscriptions created by a specific party, enter their 1Line User ID, and select **Retrieve**.
4. To **View** a specific report subscription 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**.





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 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

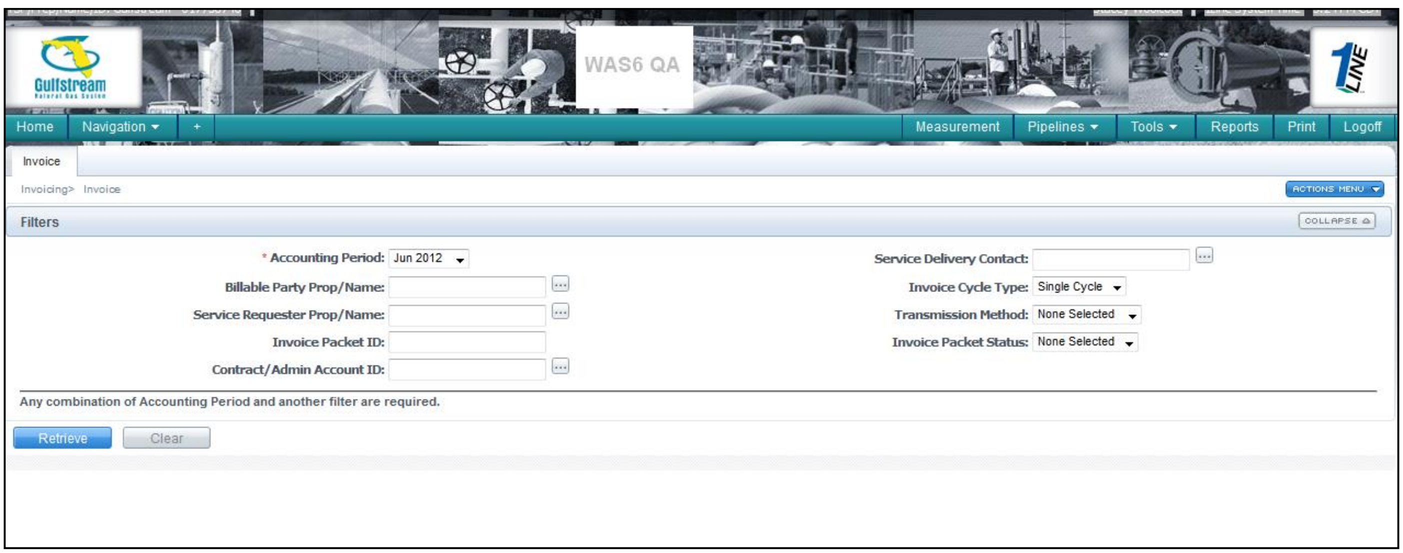
Invoice Cycle Type: Single Cycle

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

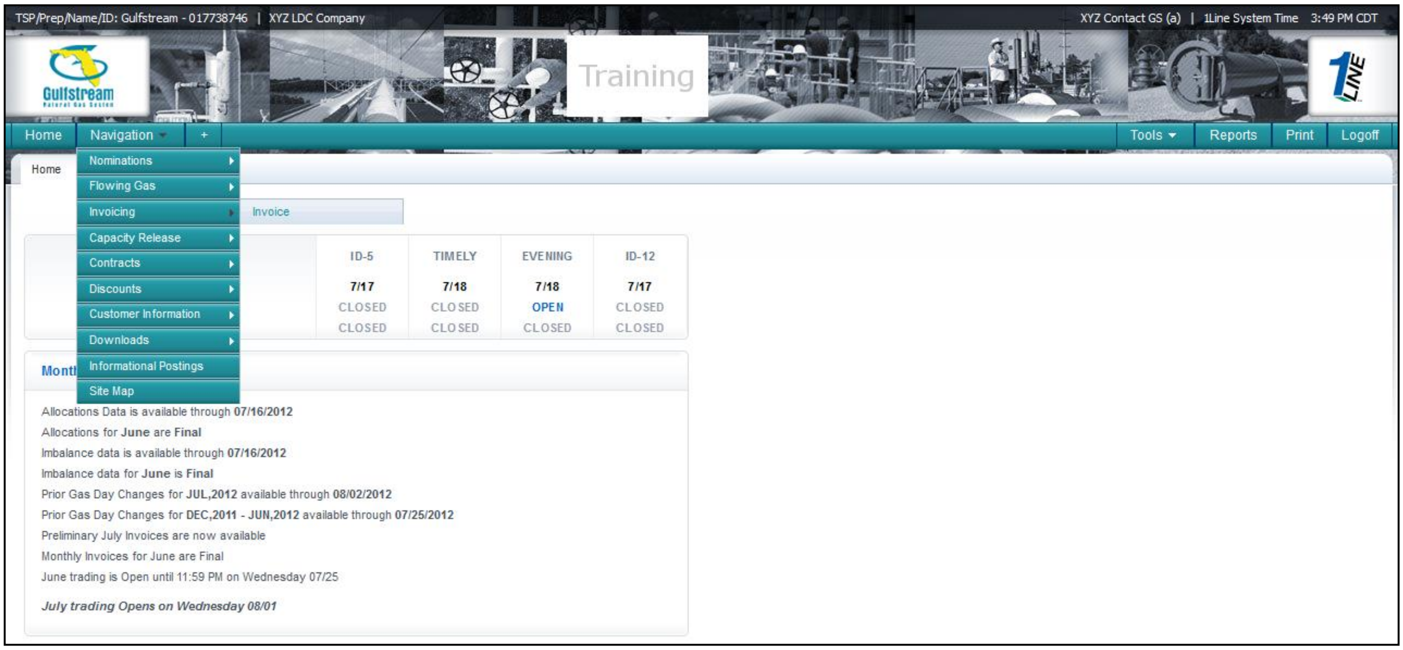
- Pending – Draft version of statements
- Approved – Statements are reviewed and ready to be sent to customer
- Unapproved – Signals an invoice that was sent to a customer and needs to be revised
- Reprocessed – Identifies an invoice that has a problem and is being corrected by the batch cycle



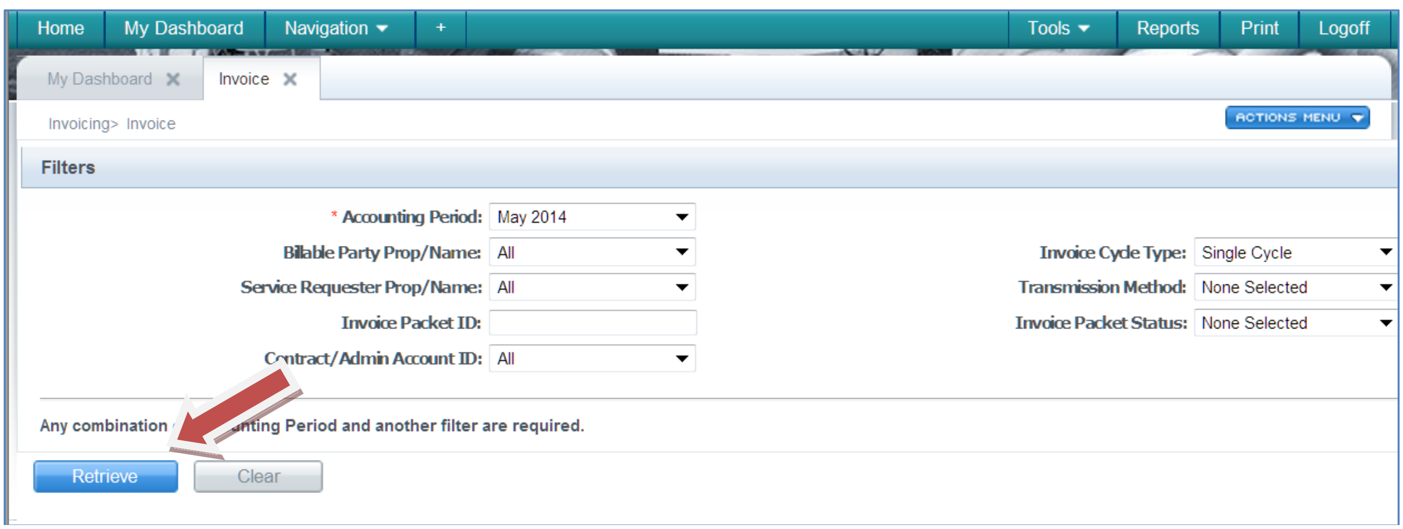
Viewing/Printing Invoice Statements

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

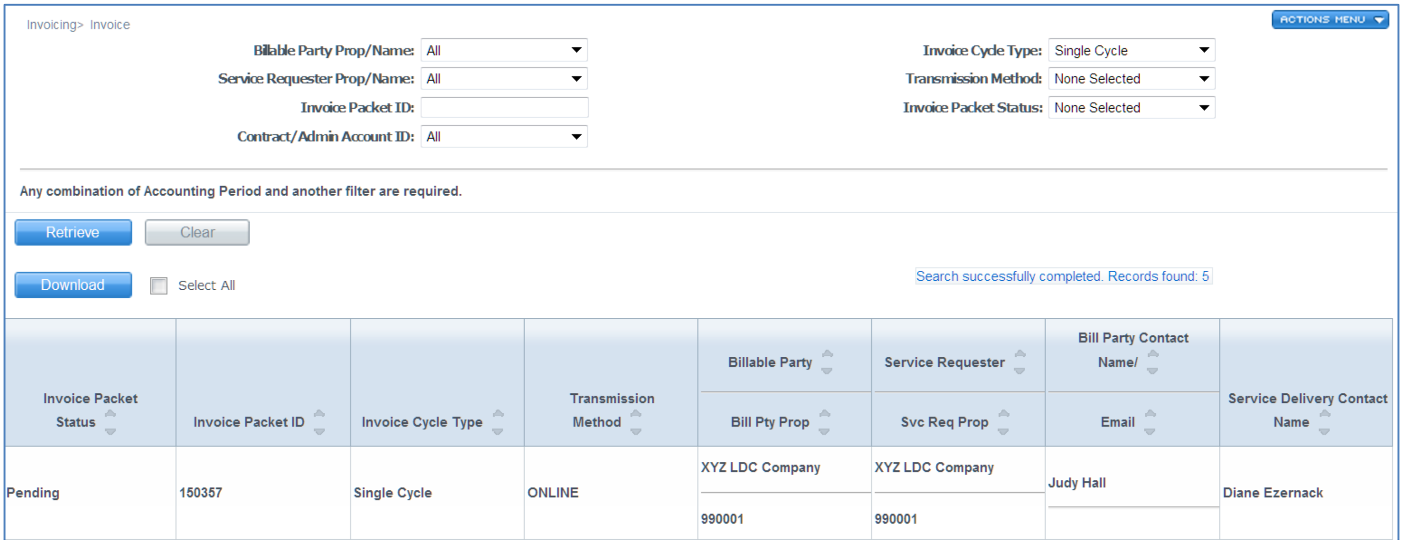
1. To view an invoice select **Navigation > Invoicing >Invoice.**



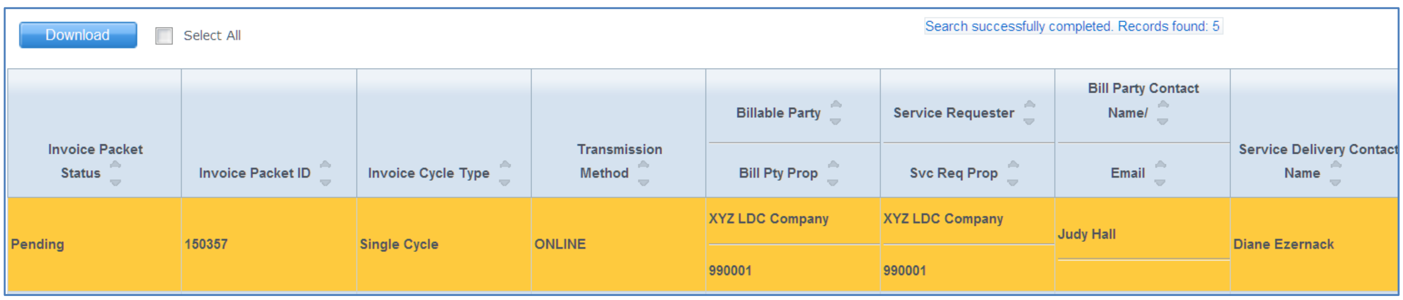
2. Select the accounting period of interest (it will automatically default to the earliest open accounting period) and the appropriate **Billable Party** and/or **Service Requester**.



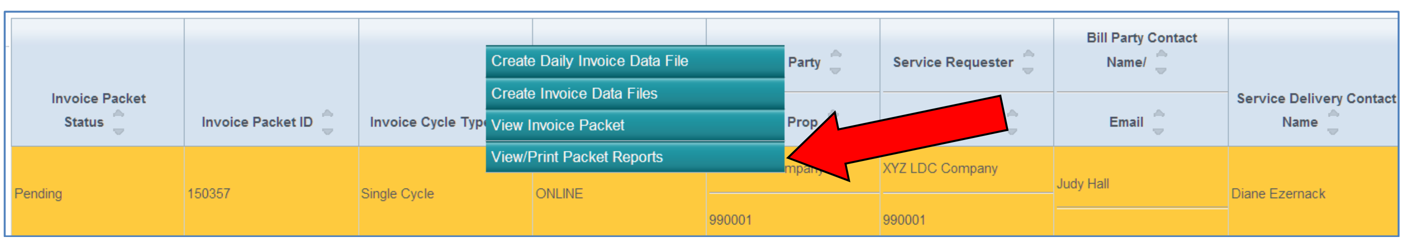
3. Click **Retrieve** and the invoice(s) will appear on the bottom half of the screen. If you are an agent or Billable Party for more than one customer, those invoices will populate as well.



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).

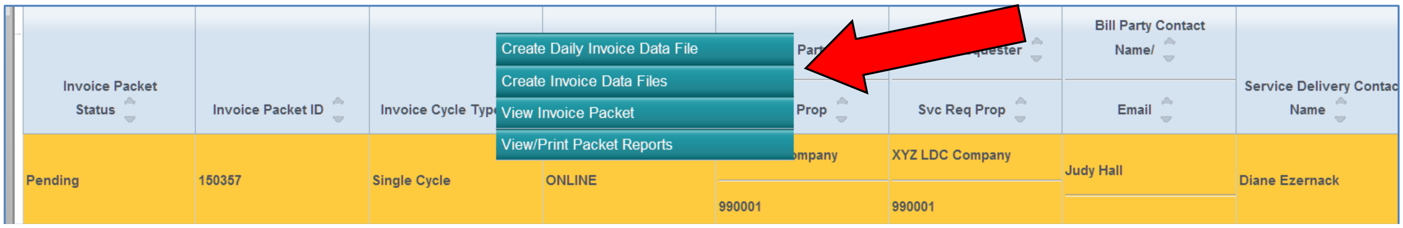


Downloading the Invoice Packet

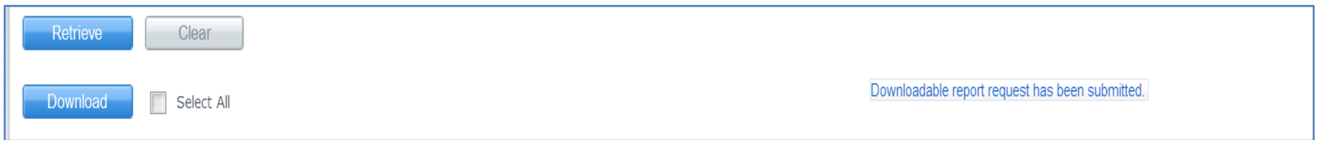
To download an Invoice Packet into Excel, follow the following steps:
1. Select: **Navigation > Invoicing >Invoice.**

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

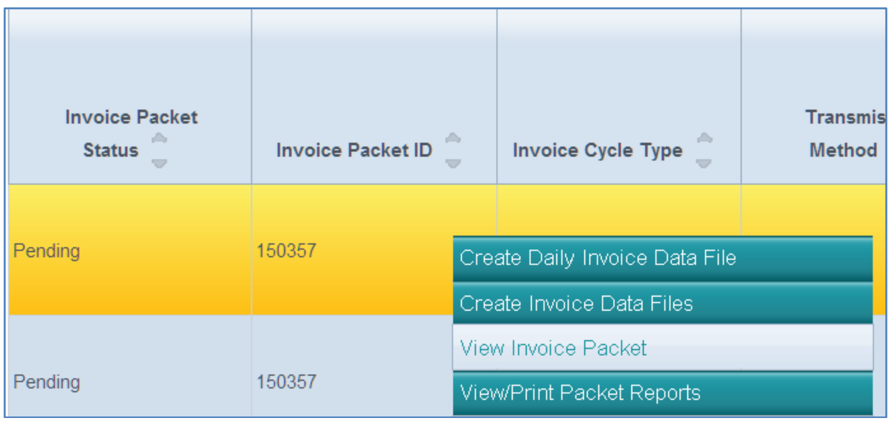
3. Select the Invoice Packet row to download and then go to the **Actions> Create Invoice Data Files or Create Daily Invoice Data File.**



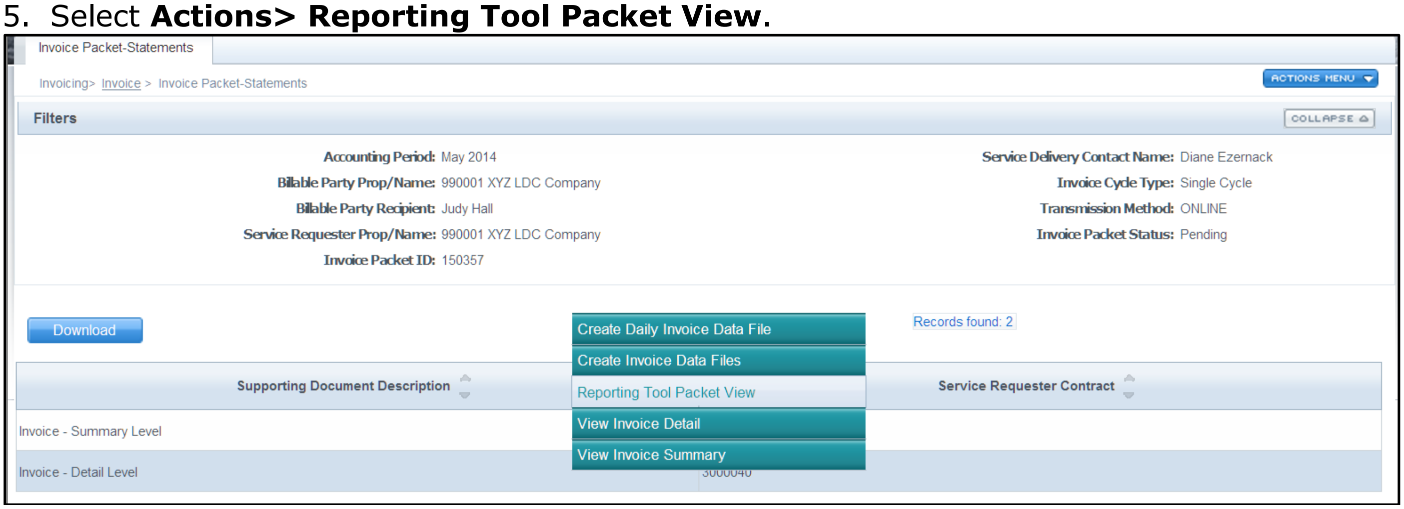
A message at the bottom of the screen will appear stating "Downloadable report request has been submitted."



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

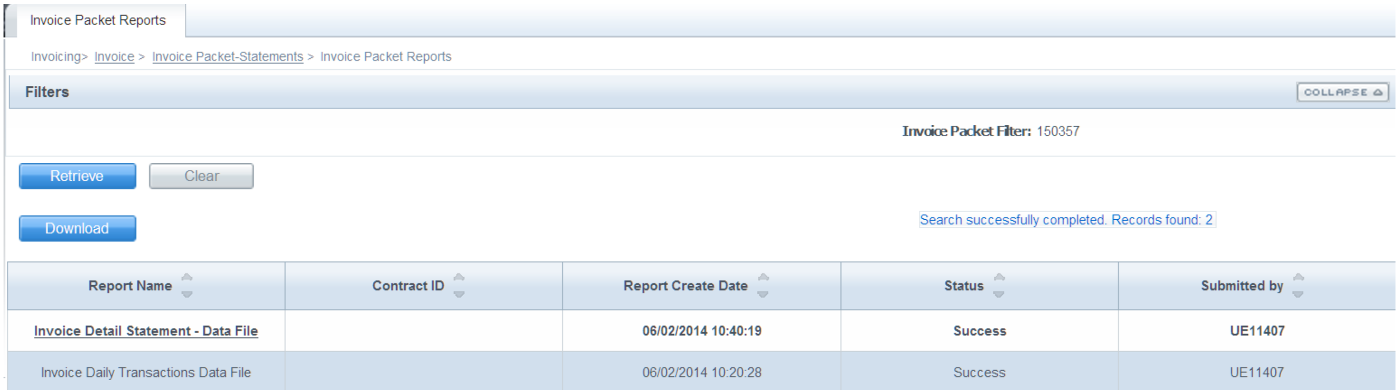


5. Select **Actions> Reporting Tool Packet View**.



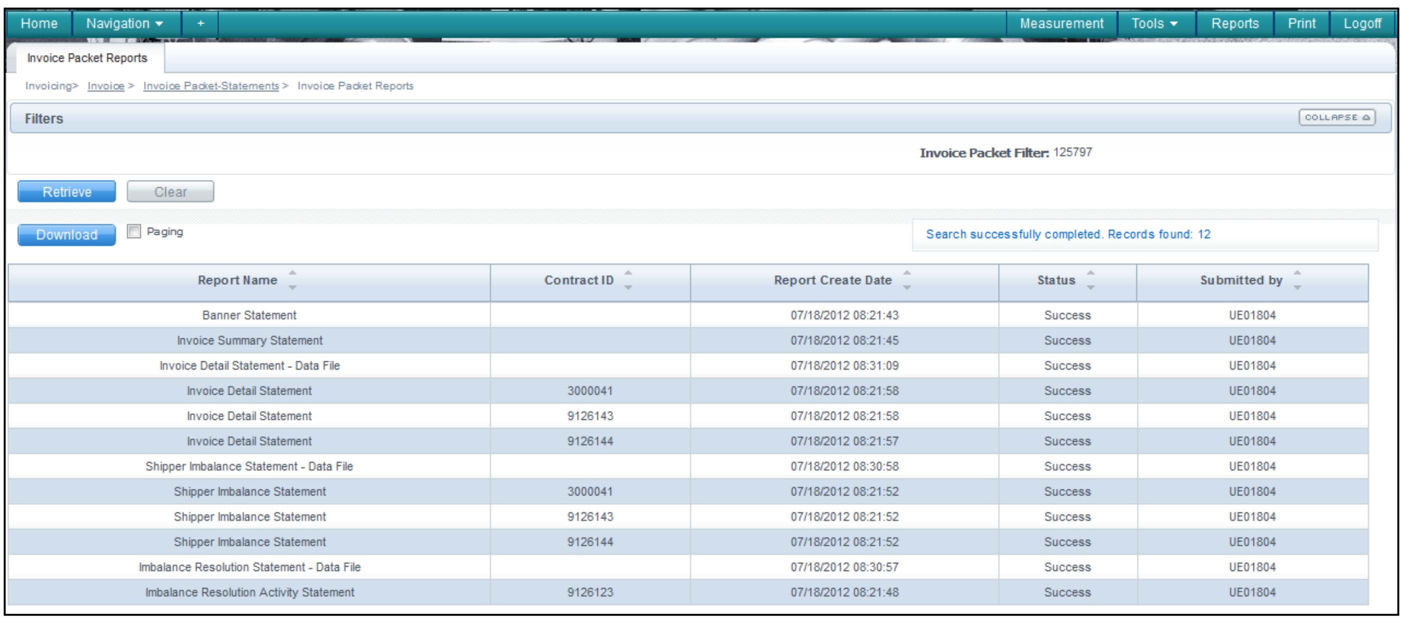
The following is an **Invoice View**. Balance Statements can be viewed through the **Reporting Tool Packet View**. It can be reached by selecting the following path: Navigation>Invoicing>Invoice>Invoice Packet-Statements, then right click in the bottom area of the page.

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**.



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



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)

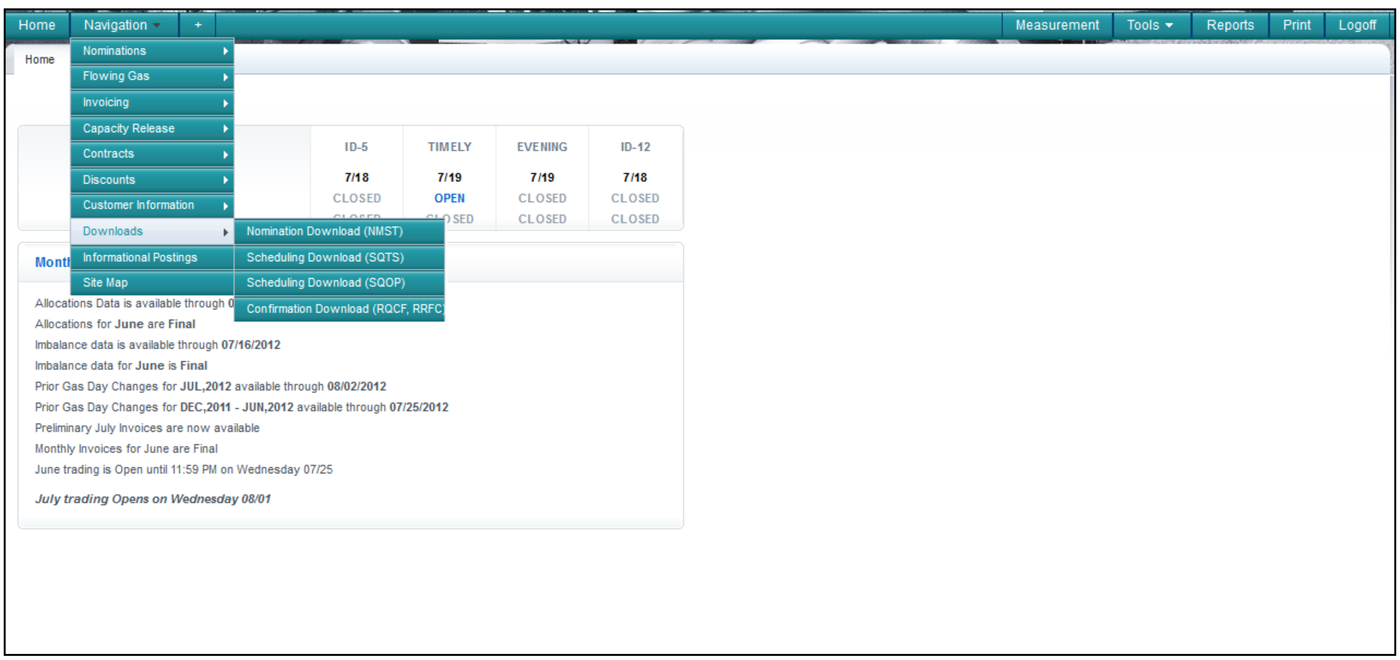
Scheduled Quantity (SQTS)

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.

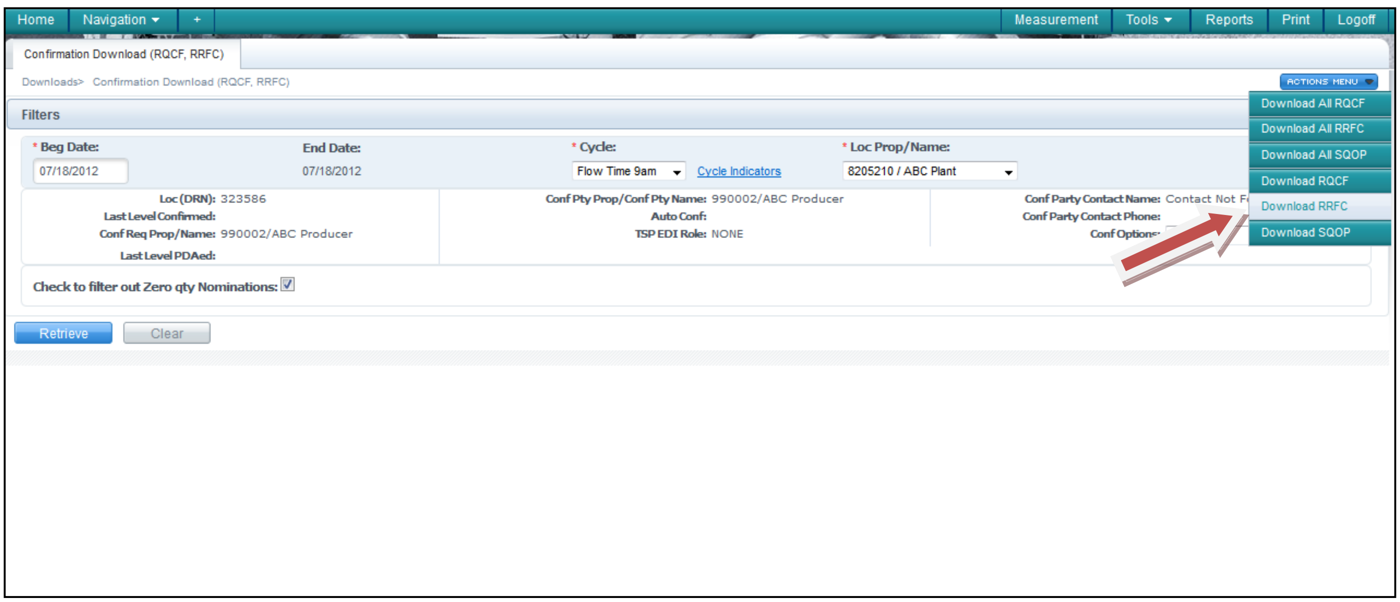
Data File Name	Associated 1Line Page	Navigation Path
Nomination (NMST)	**Retrieve Nominations**	**Navigation > Downloads > Download NMST**

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.**

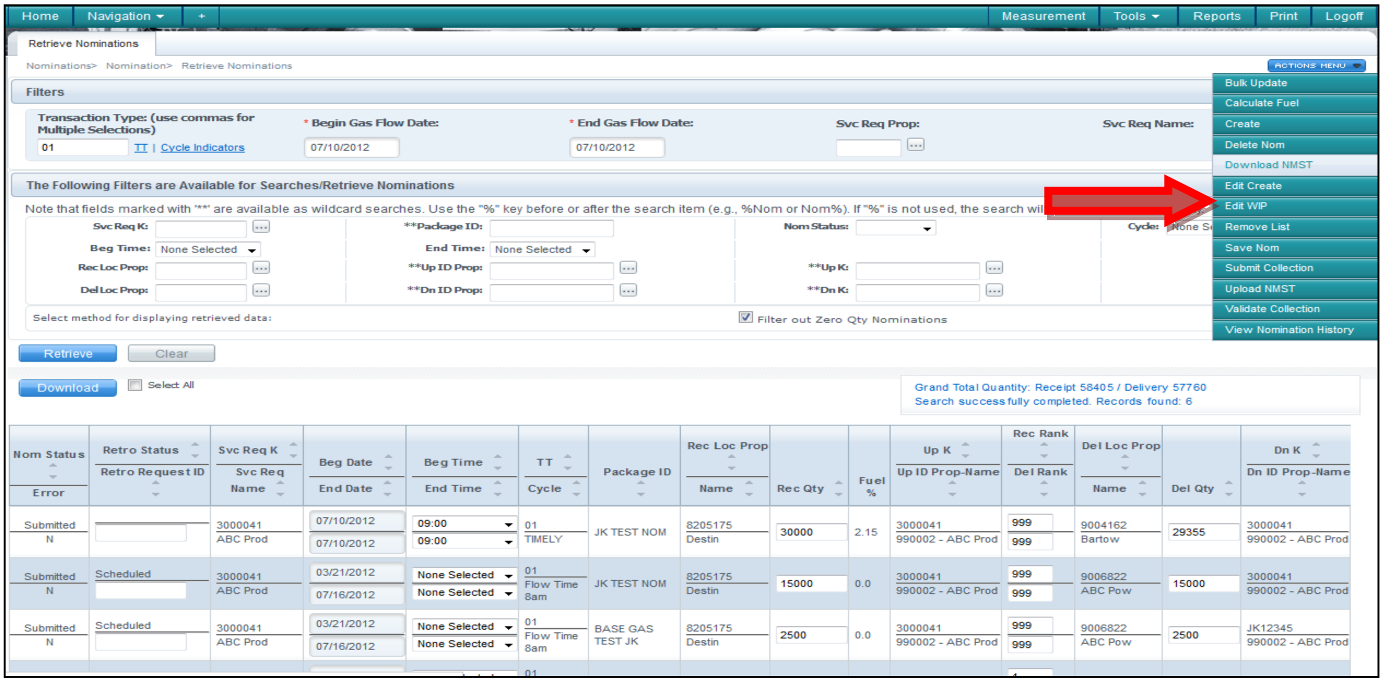


4. To **Save** and then **Open** the file, follow the instructions provided in Gulfstream's Implementation Guides, found by clicking the link below:

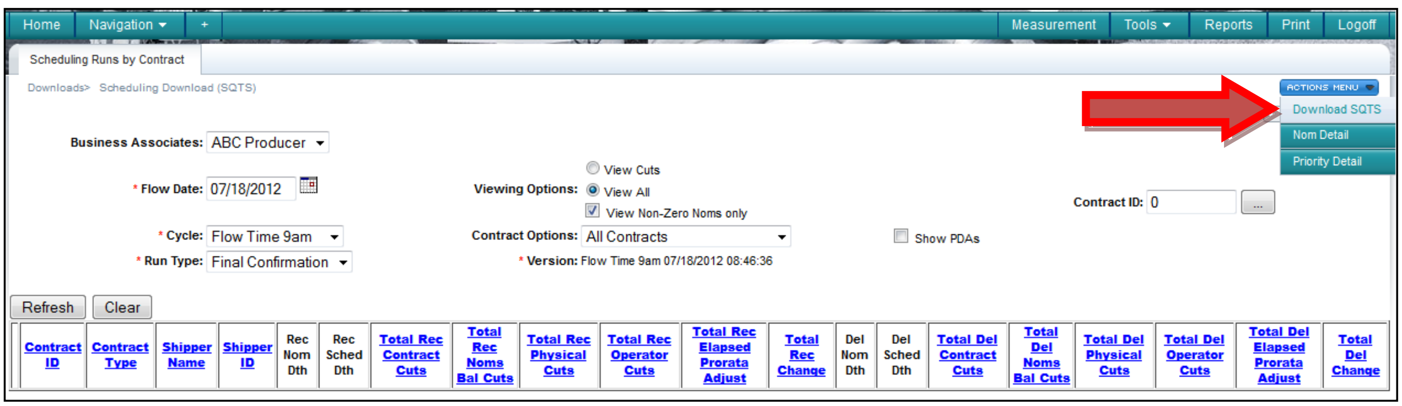
   Implementation Guide

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.

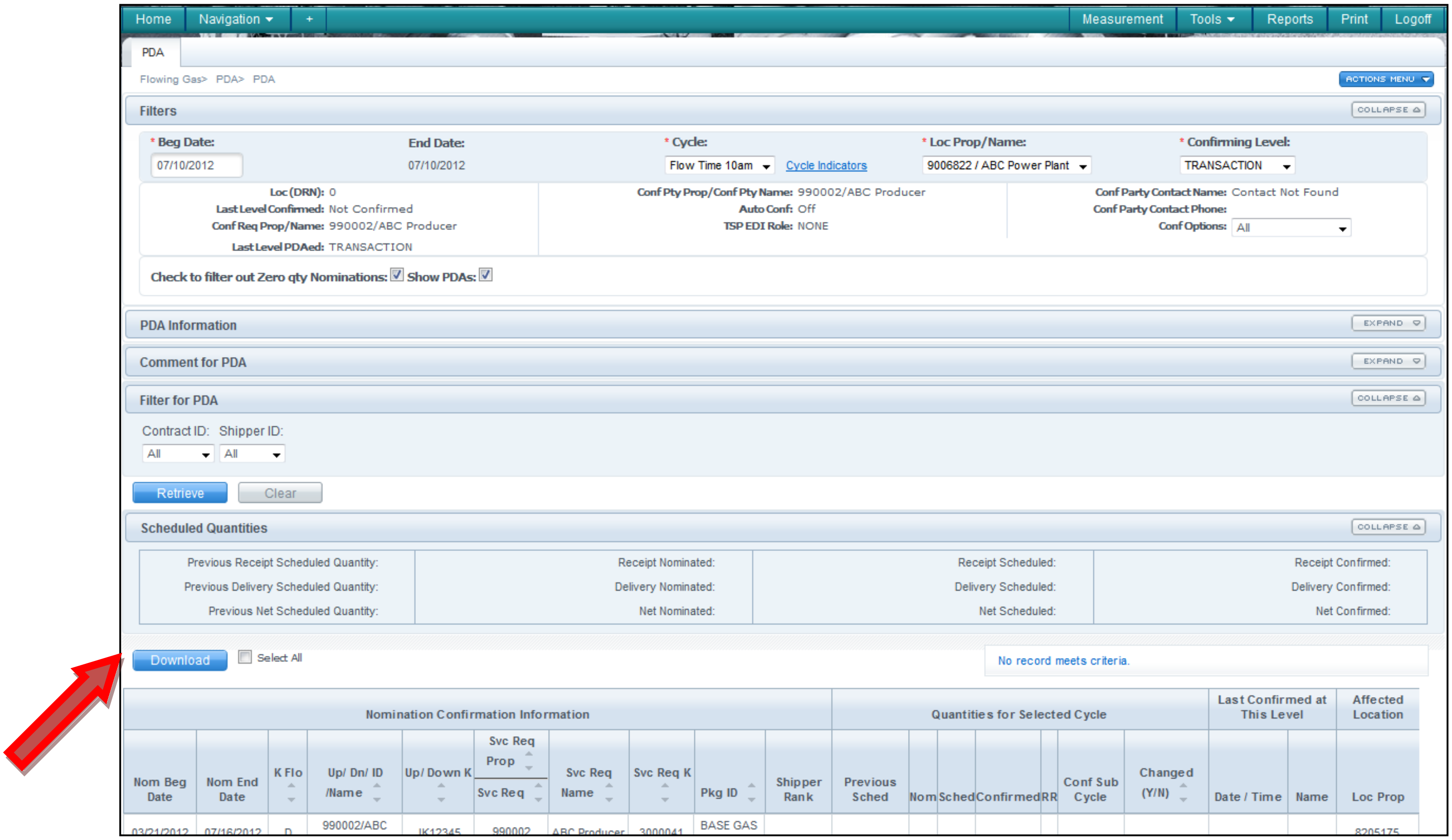
Downloading an NMST File



Downloading a SQTS File

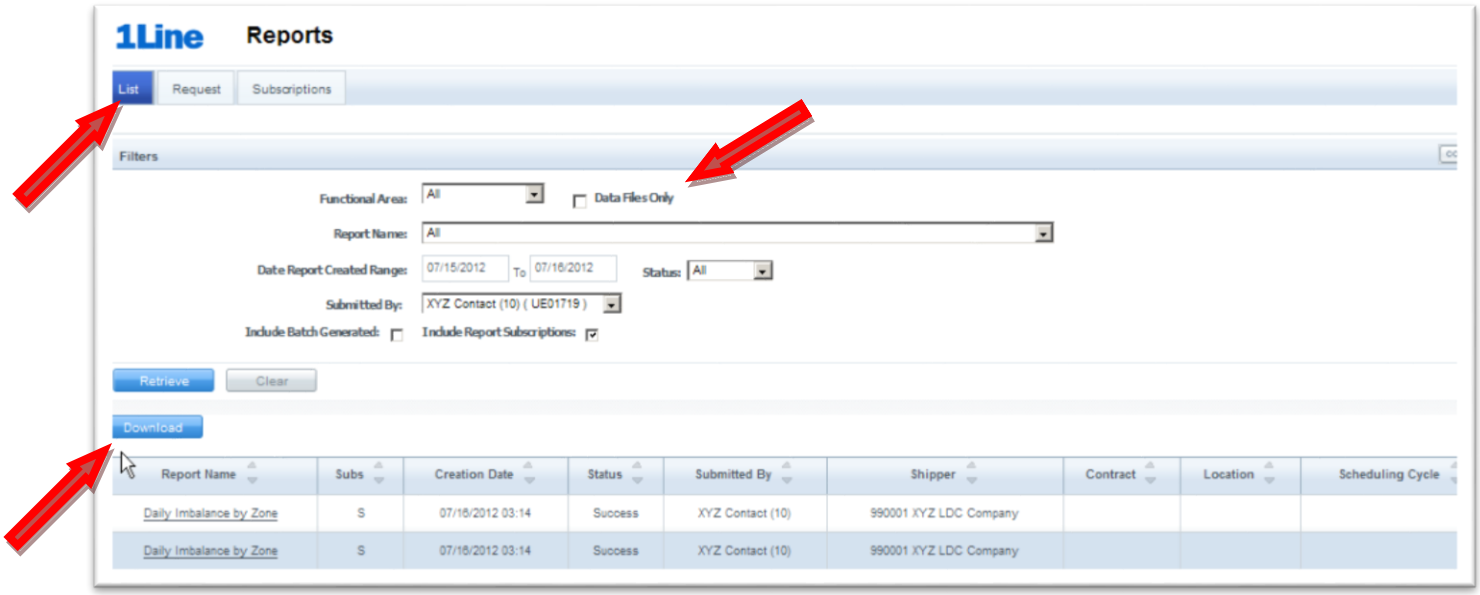


Downloading a PDAL File

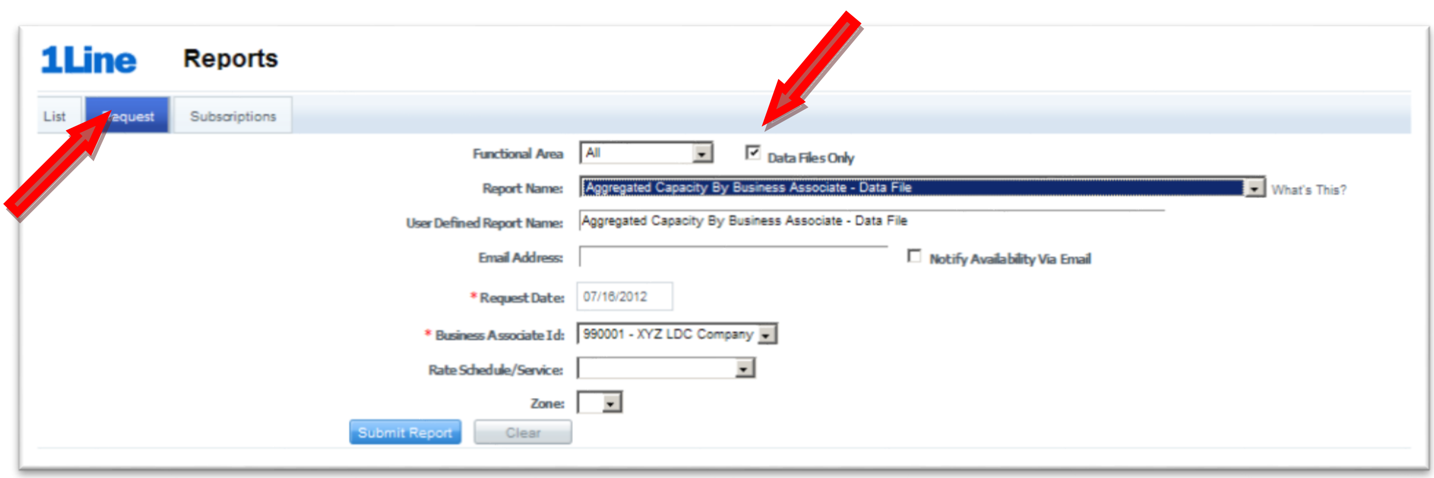


Downloadable Report List/Request Tabs

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



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.



*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 or 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 25th through the 10th 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.