



August, 2009 – 100 / 110 Reports

This SNL article focuses on two of the main reports used by Schedulers, the 100 Report and the 110 Report. These two reports are instrumental in determining the status of your nominations for a specific gas day.

At the end of this article is a table showing California Gas Transmission Confirm and Schedule Processing Timelines and availability of the 100 and 110 Reports, for your reference.

Running Reports

To run reports, navigate to *Reports, My Reports*. You will now see a list of reports available to you in *INSIDetracc*. Click the magnifying glass in the Actions column to query your desired report.

Once you have selected your report, you will see the *Report Parameters* screen.

Report Parameters

The *Report Parameters* screen contains fields required to run each report. The specific fields will vary depending on which report is chosen. All required fields are shown in yellow and must be filled in prior to running your report.

The 100 and 110 Reports have two unique parameter fields:

- The "Process" field drop-down selections allow you to choose and see data for a specific nomination cycle. For example, you may want to see only the nomination data as of the Evening cycle for a given gas day.
- The "Code Key" field can be checked if you'd like a listing of all available cut codes printed with your report.

Notice that the "Save Report As" field, which is a required field, has a default report name already entered for you. This field can be changed to a name of your choosing prior to submitting the report, if desired.

Once you have entered the parameter fields, click the Submit button to run the report.

Viewing or Printing Reports

Once your report has been submitted, navigate to *Reports, View/Print Requested Reports* for the option to view or print your report. The Status column will show “Processing” if your report is still running, or “Successful” if it has finished the process.

Reports can be viewed in three formats, as shown by icons in the Actions column: Adobe .pdf (recommended), Excel (if you want to work with the numbers in a spreadsheet), or Actuate (.roi format). The red X will allow you to delete the report.

100 Report – Customer Nomination/PG&E Confirmation

The 100 Report shows nominated and confirmed volumes, reflecting a snapshot of nomination activity after CGT’s *confirm* process has completed.

This report is available for viewing and printing approximately two hours after each nomination deadline. The report displays the Gas Day and Cycle/Process in the header area on the top of each page.

Your Customer Code, Customer Name and DUNS number are displayed in the top left corner of the report. A DUNS number is required by some interconnecting pipelines when PG&E electronically confirms volumes. If the DUNS number given CGT does not match the DUNS number given to the upstream pipeline, the upstream pipeline will cut the nomination to zero in the schedule process.

The 100 report displays transactions in Receipt Point order, listing Interconnect nominations first, followed by Storage nominations and then Citygate nominations. Within each Receipt Point, nominations are grouped by Source ID.

Additional data displayed for each nomination includes the destination name and delivery point, package number, source and destination rankings, and transportation exhibit number.

Nominated and confirmed volumes, along with cut volume data, are shown on the right half of the report. The four volume columns are titled:

- Rec Nom
- Del Nom
- Rec Conf
- Del Conf

The first two volume columns represent the customer’s nominated volumes at the time of the cycle deadline. *INSIDEtracc* will calculate and take into account distribution shrinkage between receipt and delivery volumes, if required. For instance, if a nomination is moving from Malin to Citygate, the Rec Nom volume would display 10,000 Dths and the Del Nom volume would display 9,870 Dths.

The next two volume columns represent the customer’s nomination after CGT has processed the nomination. The confirmed volume can be less than or equal to what the customer nominated depending on *INSIDEtracc* validations, which can include but are not limited to Interconnect or Path Capacity constraints, Contract MDQ limits, or out of balance pools.

If a cut is applied to a nomination during the confirm process, the Rec Conf and Del Conf columns will display the lower volumes. Using the same example as above, if the Rec Conf volume is cut by 2,026 Dths, the Rec Conf volume will display 7,974 Dths and the Del Conf volume will display 7,870 Dths.

If the confirmed volumes are different from the nominated volumes, you will see a volume listed in the Cut Vol column along with an associated Code, or reason, for the reduction. There are two options for viewing cut code descriptions:

- Check the Code Key box in the *Report Parameters* window when running a report to get a full listing of cut code descriptions
- Use the *Query/Replace Processed Nominations* screen and navigate to the *Conf/Sch Cut Msgs* tab to see all confirm and schedule process cut volumes, cut codes, and code descriptions

All confirm cuts derived in the Timely, Evening, or Intraday 1 cycles will be automatically renominated in the next respective cycle's confirm process.

110 Report – Customer Nomination/PG&E Allocation

The 110 Report shows nominated and scheduled volumes, reflecting a snapshot of nomination activity after CGT's *schedule* process has completed.

This report is available for viewing and printing approximately five hours after the Timely cycle deadline. For all other cycles, this report is available approximately four hours after each deadline. The header information on this report is the same as on the 100 Report, displaying the Gas Day and Cycle/Process.

The *Pipeline Schedules Received and Processed by PG&E* box only shows on the first page of the 110 Report. This box shows a quick recap of which pipeline schedules have been received and processed by PG&E. The seven pipelines that interconnect with PG&E are shown along with a column for each of the four nomination cycles, forming a matrix. An "X" is displayed in the appropriate cycle column, next to the interconnecting pipeline, once that pipeline has provided scheduled volumes to PG&E. A blank means that either no nominations exist at an interconnect for a cycle, or the interconnecting pipeline was unable to provide scheduled volumes for a particular cycle.

Your Customer Code, Customer Name and DUNS number are displayed below the *Pipeline Schedules Received and Processed by PG&E* box on the first page of your report, and below the header information on all other pages.

The same sorting order for data on the 100 Report applies to the 110 Report. Nominated and scheduled volumes, along with cut volume data, are shown on the right half of the report. The four volume columns are titled:

- Rec Nom
- Del Nom
- Rec Sch
- Del Sch

The first two volume columns represent the customer's nominated volumes at the time of the cycle deadline. *INSIDEtracc* will calculate and take into account distribution shrinkage between receipt and delivery volumes, if required.

The next two columns represent what the interconnecting pipeline has scheduled to flow to PG&E on behalf of the customer, on a nomination-by-nomination basis. These volumes are based on confirmed volumes that PG&E sent to each interconnecting pipeline earlier in the day.

If a cut is applied to the customer's nomination by an interconnecting pipeline during the schedule process, the Rec Sch and Del Sch columns will display the lower volumes. Using the same example we used in the 100 Report confirm process, if the Rec Sch volume is cut by 811 Dths, the Rec Sch volume would display 7,163 Dths and the Del Sch volume would display 7,070 Dths.

If the scheduled volumes are different from the nominated volumes, you will see a volume listed in the Cut Vol column along with an associated Code, or reason, for the reduction. There are two options for viewing cut code descriptions:

- Check the Code Key box in the *Report Parameters* window when running a report to get a full listing of cut code descriptions
- Use the *Query/Replace Processed Nominations* screen and navigate to the *Conf/Sch Cut Msgs* tab to see all confirm and schedule process cut volumes, cut codes, and code descriptions

All schedule cuts derived in the Timely, Evening, and Intraday 1 cycles will be automatically renominated in the next respective cycle's confirm process.

Helpful Tips:

1. All confirm and schedule cut volumes are automatically renominated in the next respective cycle's confirm process.
2. When entering a receipt volume for a nomination involving shrinkage, *INSIDEtracc* will determine the delivery volume and round down.
3. When entering a delivery volume for a nomination involving shrinkage, *INSIDEtracc* will determine the receipt volume and round up.
4. A great way to view your Nominated, Confirmed and Scheduled volumes is through the *Query/Replace Processed Nominations* screen. Viewing your cuts as soon as they are derived in the Confirm or the Schedule process gives you the best opportunity to correct nominations prior to the next cycle deadline.
5. All confirmed and scheduled cut volumes, codes and descriptions can be found in the third tab in the *Replace Vol or Rank* screen, found through the *Query/Replace Processed Nominations* screen.

**CGT Confirm and Schedule Processing Timelines
And
100/110 Report Availability***

Gas Day (-1)		Gas Day	
Timely Cycle		Intraday 1 Cycle	
9:30 a.m.	<ul style="list-style-type: none"> Customer submits Timely nomination CGT begins <i>INSIDEtracc</i> Confirm process 100 Report locked (this day only) Replacement Volume field – unavailable 	8:00 a.m.	<ul style="list-style-type: none"> Customer submits Intraday 1 nomination CGT begins <i>INSIDEtracc</i> Confirm process 100 Report locked (this day only) Replacement Volume field – unavailable
10:30 a.m.	<ul style="list-style-type: none"> CGT completes Confirm process 100 Report unlocked (this day only) Replacement Volume field - available 	9:00 a.m.	<ul style="list-style-type: none"> CGT completes Confirm process 100 Report unlocked (this day only) Replacement Volume field - available
1:30 p.m.	<ul style="list-style-type: none"> CGT begins retrieving interconnect Timely allocation reports for scheduled volumes 	11:00 a.m.	<ul style="list-style-type: none"> CGT begins retrieving interconnect Intraday 1 allocation reports for scheduled volumes
2:00 p.m.	<ul style="list-style-type: none"> CGT begins <i>INSIDEtracc</i> Schedule process 110 Report locked (this day only) Replacement Volume field – unavailable 	11:30 a.m.	<ul style="list-style-type: none"> CGT begins <i>INSIDEtracc</i> Schedule process 110 Report locked (this day only) Replacement Volume field – unavailable
2:30 p.m.	<ul style="list-style-type: none"> CGT completes Schedule process 110 Report unlocked (this day only) Replacement Volume field - available 	12:00 p.m.	<ul style="list-style-type: none"> CGT completes Schedule process 110 Report unlocked (this day only) Replacement Volume field - available
Evening Cycle		Intraday 2 Cycle	
4:00 p.m.	<ul style="list-style-type: none"> Customer submits Evening nomination CGT begins <i>INSIDEtracc</i> Confirm process 100 Report locked (this day only) Replacement Volume field – unavailable 	3:00 p.m.	<ul style="list-style-type: none"> Customer submits Intraday 2 nomination CGT begins <i>INSIDEtracc</i> Confirm process 100 Report locked (this day only) Replacement Volume field – unavailable
5:00 p.m.	<ul style="list-style-type: none"> CGT completes Confirm process 100 Report unlocked (this day only) Replacement Volume field - available 	4:00 p.m.	<ul style="list-style-type: none"> CGT completes Confirm process 100 Report unlocked (this day only) Replacement Volume field - available
7:00 p.m.	<ul style="list-style-type: none"> CGT begins retrieving interconnect Evening allocation reports for scheduled volumes 	6:00 p.m.	<ul style="list-style-type: none"> CGT begins retrieving interconnect Intraday 2 allocation reports for scheduled volumes
7:30 p.m.	<ul style="list-style-type: none"> CGT begins <i>INSIDEtracc</i> Schedule process 110 Report locked (this day only) Replacement Volume field – unavailable 	6:30 p.m.	<ul style="list-style-type: none"> CGT begins <i>INSIDEtracc</i> Schedule process 110 Report locked (this day only) Replacement Volume field – unavailable
8:00 p.m.	<ul style="list-style-type: none"> CGT completes Schedule process 110 Report unlocked (this day only) Replacement Volume field - available 	7:00 p.m.	<ul style="list-style-type: none"> CGT completes Schedule process 110 Report unlocked (this day only) Replacement Volume field - available

*All times are shown in Pacific Time and are approximations due to varying processing times.