

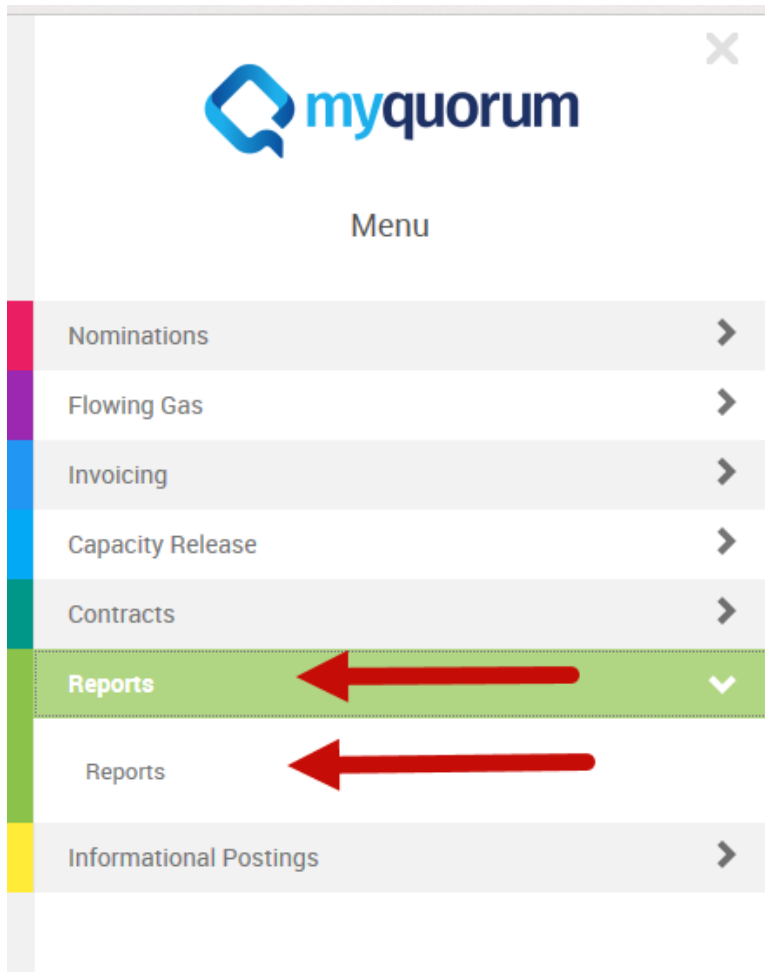


# Inactive Roll Through Report

# Inventory Reconciliation Report

- The Inactive Roll Through report details the amount being transferred from the Monthly TEP account into a customer's Daily TEP account on the last day of the month summarized by meter. PPA's are also split out on this report.
- A 2-step process is required to run this report.

# STEP 1 – Run your Monthly Shipper



In the Reports section,  
choose Reports.

# Find Shipper Balance Report

Search

Search

Categories

- CAW ALLOCATIONS
- CAW BILLING
- CAW CAPACITY ALLOCATION SCHEDULING
- CAW CAPACITY RELEASE 3
- CAW CONTRACTS 2
- CAW INVENTORY 13
- CAW NAESB DOWNLOADS 3
- CAW NOMINATIONS 15
- NOMINATIONS 0

Favorites

View All Favorites

SHIPPER ACCOUNT BALANCE (EXTERNAL) (RPT\_INX63)

**STEP 1**  
Click on CAW Inventory.

**STEP 2**  
In CAW Inventory find the Shipper Account Balance (External) (IN63 Report). Click on [dropdown arrow] to enter report parameters so you can run your shipper balance.

# Shipper Balance Report

Execute SHIPPER ACCOUNT BALANCE (RPT\_IN63)

CUSTOMER BP NUMBER

ACCOUNTING MONTH

MIN DAYS EXCEEDING

PRODUCTION MONTH

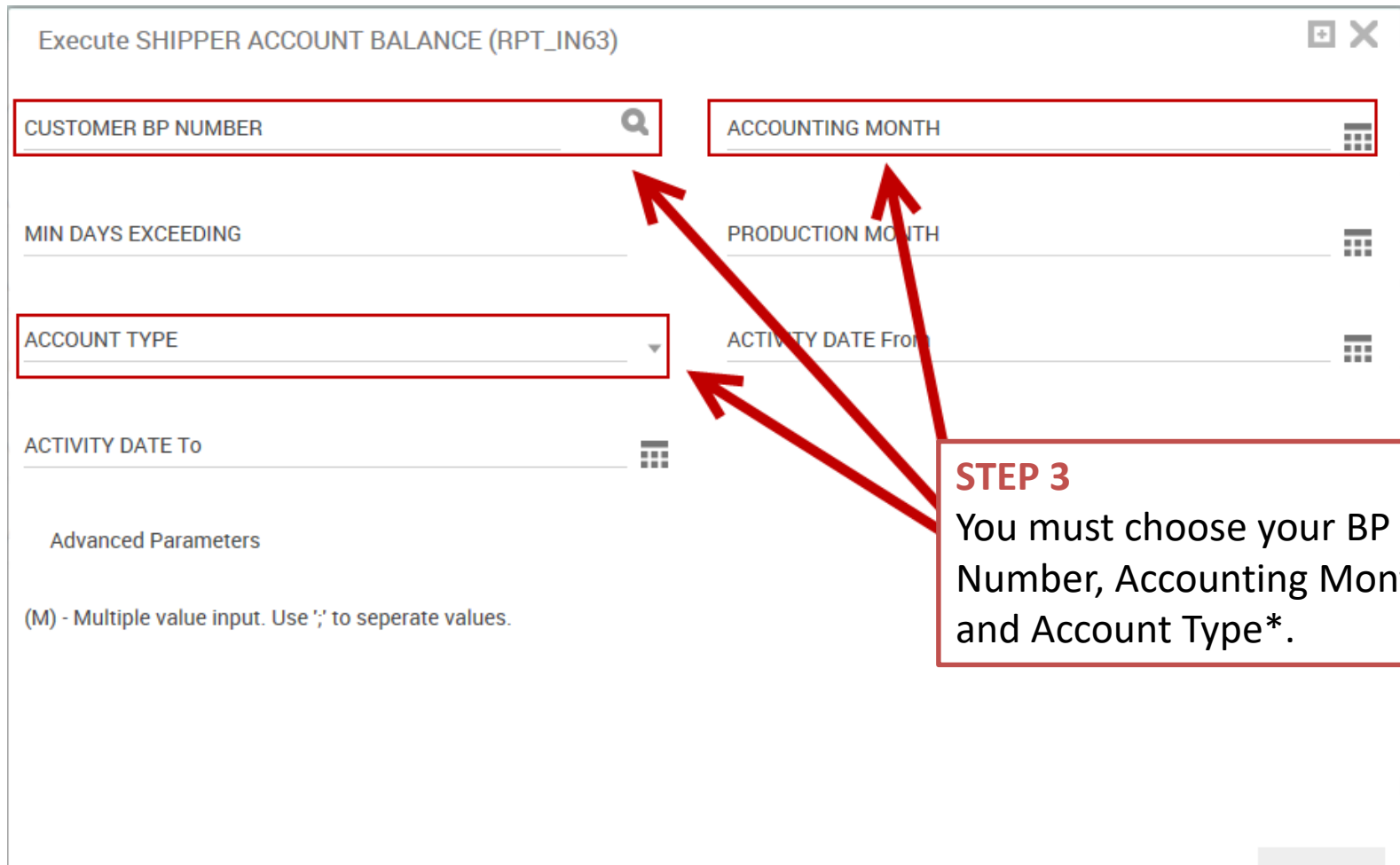
ACCOUNT TYPE

ACTIVITY DATE From

ACTIVITY DATE To

Advanced Parameters

(M) - Multiple value input. Use ';' to separate values.



### STEP 3

You must choose your BP Number, Accounting Month and Account Type\*.

### \*NOTE:

Typically, when running your Shipper Account Balance, you would not choose the Account Type, however it is required for this.


CANCEL


EXECUTE

**TransGas**


# Shipper Balance Report – BP Number

Execute SHIPPER ACCOUNT BALANCE (RPT\_IN63)


CUSTOMER BP NUMBER  


ACCOUNTING MONTH  

MIN DAYS EXCEEDING

PRODUCTION MONTH  

ACCOUNT TYPE


ACTIVITY DATE From  

ACTIVITY DATE To  

Advanced Parameters

(M) - Multiple value input. Use ';' to separate values.

PREVIOUS RUN PARAMETERS    DEFAULTS    CANCEL    EXECUTE

**STEP 4**  
You can either type in your BP number or click  to search for it.

# Shipper Balance Report – BP

Business Party for External

Viewing all rows.

Business Party	Name
35	123 CORPORATION

**STEP 4 Continued**  
If you search for your BP number, this screen will appear. Find you BP number, highlight it, then click OK.

CANCEL OK

# Shipper Balance Report – Accounting Month

Execute SHIPPER ACCOUNT BALANCE (RPT\_IN63) ⊕ ✕

CUSTOMER BP NUMBER 🔍

ACCOUNTING MONTH 📅

MIN DAYS EXCEEDING

PRODUCTION MONTH 📅

ACCOUNT TYPE ▼

ACTIVITY DATE From 📅

ACTIVITY DATE To 📅

Advanced Parameters

(M) - Multiple value input. Use ';' to separate values.

PREVIOUS RUN PARAMETERS    DEFAULTS    CANCEL    EXECUTE

## STEP 5

Click 📅 to enter the Accounting Month. You must now enter the Accounting month you want to run this for. This would typically be the previous month.



# Shipper Balance Report – Accounting Month

ACCOUNTING MONTH

SEPTEMBER 2016

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1
2	3	4	5	6	7	8

WEDNESDAY, OCTOBER 12, 2016

## STEP 5 Continued

Select the 1<sup>st</sup> day of the month you want to look at.

# Shipper Balance Report – Account Type

Execute SHIPPER ACCOUNT BALANCE (RPT\_IN63) + ×

CUSTOMER BP NUMBER  🔍 ACCOUNTING MONTH  📅

MIN DAYS EXCEEDING  PRODUCTION MONTH  📅

ACCOUNT TYPE  ▼ ACTIVITY DATE From  📅

ACTIVITY DATE To  📅

Advanced Parameters

(M) - Multiple value input. Use ';' to separate values.

PREVIOUS RUN PARAMETERS    DEFAULTS    CANCEL    EXECUTE

## STEP 6

You must enter the Account Type. Click ▼ to get the drop down list with options.

# Shipper Balance Report – Account Type

ACCOUNT TYPE

TEP MONTHLY IMBALANCE

- INK | IN-KIND IMBALANCE
- OBA | OPERATIONAL BALANCING AGREEMENT
- STO | STORAGE
- DLY | TEP DAILY IMBALANCE
- MTH | TEP MONTHLY IMBALANCE**
- TPS | THIRD PARTY STORAGE

## **STEP 6 Continued**

In the drop down, choose TEP Monthly Imbalance.

# Executing your Shipper Balance Report

Execute SHIPPER ACCOUNT BALANCE (RPT\_IN63) + ×

CUSTOMER BP NUMBER 35	ACCOUNTING MONTH 9/1/2016
MIN DAYS EXCEEDING	PRODUCTION MONTH
ACCOUNT TYPE TEP MONTHLY IMBALANCE	ACTIVITY DATE From
ACTIVITY DATE To	

Advanced Parameters

(M) - Multiple value input. Use ';' to separate values.

PREVIOUS RUN PARAMETERS    DEFAULTS    CANCEL    EXECUTE



# Shipper Account Balance – Process Queue ID

Run D/T: 10/12/2016 1:36:15PM

## Shipper Account Balance Report - Details

TSP: 100  
 Customer BP No: 35  
 Account Type: TEP MONTHLY IMBALANCE  
 Minimum Days Exceeding Tolerance to Show Account: 0

Production Month: All  
 Accounting Month: Sep 2016  
 Activity Dates: All

Customer: 123 CORPORATION

Inventory Account ID: 483045

Primary Contract Number: 3523

Account Type: TEP MONTHLY ACCOUNT

Prod Month	Acctg Month	Activity Date	PPA	TOS	Rec Loc	Del Loc	Beg Bal	Receipts	Deliveries	Net Imbalance	Trades	Adjust	Ending Balance
08/2016	09/2016	8/1/2016	Y	D		1688			8		0	0	
08/2016	09/2016	8/1/2016	Y	D		7042			9		0	0	
8/1/2016							0	17	(17)	0	0	(17)	
08/2016	09/2016	8/2/2016	Y	D		1688			6		0	0	
08/2016	09/2016	8/2/2016	Y	D		7042			9		0	0	
8/2/2016							(17)	15	(15)	0	0	(32)	
08/2016	09/2016	8/3/2016	Y	D		1688			7		0	0	
08/2016	09/2016	8/3/2016	Y	D		7042			8		0	0	
8/3/2016							(32)	15	(15)	0	0	(47)	
08/2016	09/2016	8/4/2016	Y	D		1688			10		0	0	
08/2016	09/2016	8/4/2016	Y	D		7042			9		0	0	
8/4/2016							(47)	19	(19)	0	0	(66)	

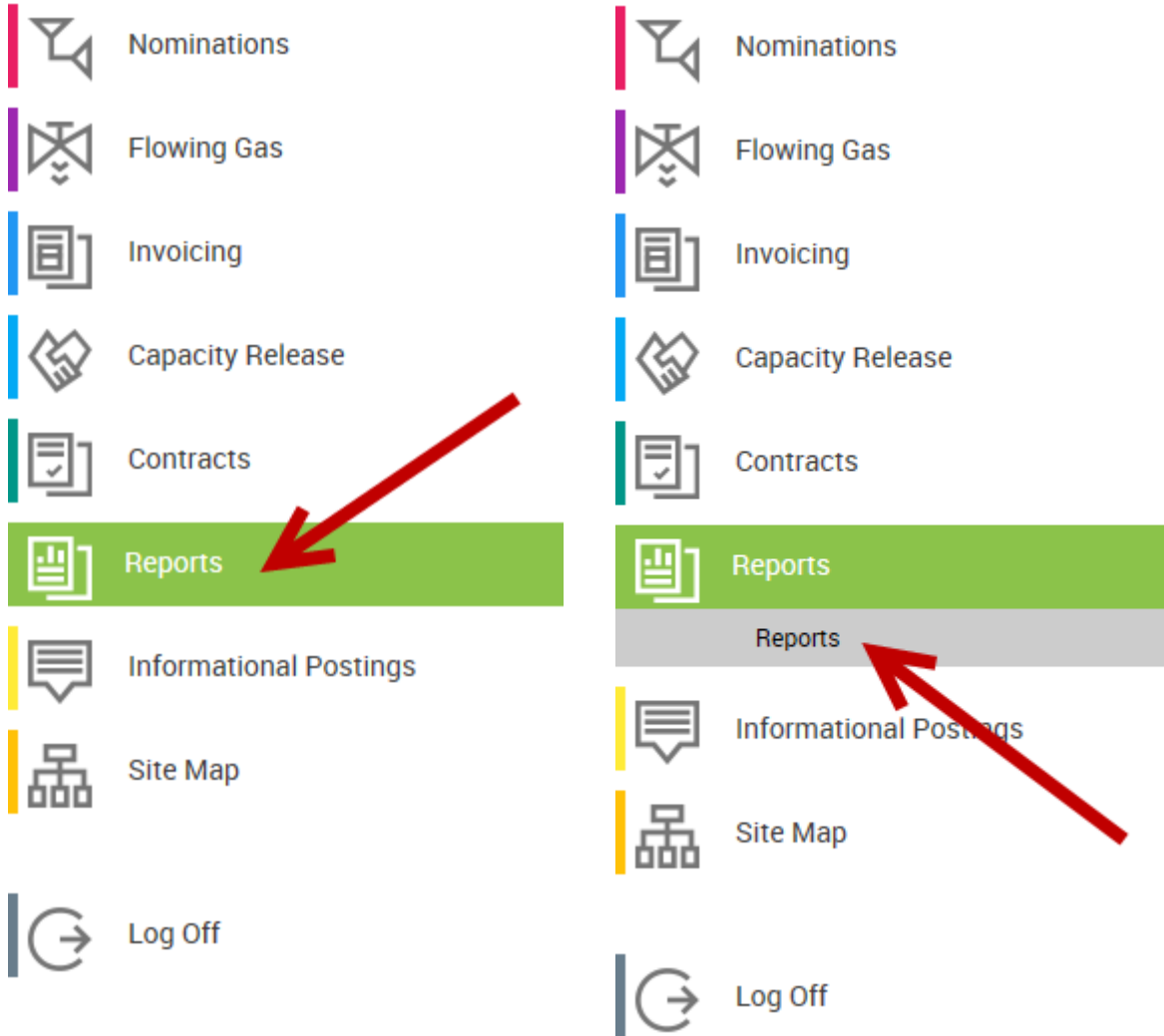
Page 1 of 18  
 Report ID: RPT\_IN63 Process Queue ID: 836099

Page 1 of 18  
 Report ID: RPT\_IN63 Process Queue ID: 836099

**STEP 8**  
 After your TEP Monthly Shipper opens, you must use the Process Queue ID. Write it down or keep the report open.




# STEP 2 – Run your Inactive Roll Through



In the Reports section, choose Reports.

# Find Inactive Roll Through Report

**STEP 1**  
Click on CAW Inventory.

**STEP 2**  
In CAW Inventory find the Inactive Roll Through report (TGL\_I13). Click on  to enter report parameters so you can run your inactive roll through report.

Search



Search

Categories

- CAW ALLOCATIONS
- CAW BILLING
- CAW CAPACITY ALLOCATION SCHEDULING
- CAW CAPACITY RELEASE 3
- CAW CONTRACTS 2
- CAW INVENTORY 13
- CAW NAESB DOWNLOADS 3
- CAW NOMINATIONS 15
- NOMINATIONS 0

Favorites

View All Favorites

INACTIVE ROLL THROUGH (RPTTGL\_I13)  

# Inactive Imbalance – Parameters

Execute INACTIVE ROLL THROUGH (RPTTGL\_I13)



PROCESS QUEUE ID

Advanced Parameters

(M) - Multiple value input. Use ";" to separate values.

## STEP 3

Type in the Process Queue ID from the bottom of your TEP Monthly Shipper report.

Execute INACTIVE ROLL THROUGH (RPTTGL\_I13)



PROCESS QUEUE ID

836,099

; to separate values.

## STEP 4

After you have typed in your Process Queue ID, click **EXECUTE**.

PREVIOUS RUN PARAMETERS

DEFAULTS

CANCEL

EXECUTE

**TransGas**



# Inactive Imbalance Report

## PPA

This will indicate if these are PPA's or not.

### Inactive Roll Through



PPA: False  
Production Month: September 2016

<u>Location ID</u>	<u>Location Name</u>	<u>Receipt Quantity</u>	<u>Delivery Quantity</u>
1234	Corp 1	0	2,233
5678	Corp 2	0	-7,926
9876	Corp 3	0	3

## Production Month

This will indicate the production month.

PPA: True  
Production Month: August 2016

		0	4,411
		0	10,289
		0	-1,185
		0	-164
		0	-191
		0	50
		0	-2
		0	-1,257
		<u>0</u>	<u>6,261</u>
		0	6,261

-6,261

1234	Corp 1	0	177
8765	Hofstadter 2	0	2
4321	Cooper 12	0	171
		<u>0</u>	<u>350</u>
		0	350

-350

Grand Totals: 0 6,611 = -6,611



# Inactive Imbalance Report

12-Oct-2016 13:39:54

## Inactive Roll Through



PPA: False

Production Month: September 2016

<u>Location ID</u>	<u>Location Name</u>	<u>Receipt Quantity</u>	<u>Delivery Quantity</u>
1234	Corp 1	0	2,233
5678	Corp 2		-7,926
9876	Corp 3		3
5432	Corp 4		4,411
1987	Bazing		10,289
6543	Bazing		-1,185
2198	Spock		-164
7654	Spock		-191
3219	Hofsta		50
8765	Hofstadter 2	0	-2
4321	Cooper 12	0	-1,257
		<u>0</u>	<u>6,261</u>
		0	6,261 -6,261

### Meters

All meters with an imbalance for the previous production month will appear here.

PPA: True

Production Month: August 2016

1234	Corp 1	0	177
8765	Hofstadter 2	0	2
4321	Cooper 12	0	171
		<u>0</u>	<u>350</u>
		0	350 -350
		0	6,611 = -6,611

### Meters

Only meters with PPA's will appear in other production months.



# Inactive Imbalance Report

12-Oct-2016 13:39:54

## Inactive Roll Through



PPA: False

Production Month: September 2016

<u>Location ID</u>	<u>Location Name</u>	<u>Receipt Quantity</u>	<u>Delivery Quantity</u>	
1234	Corp 1	0	2,233	
5678	Corp 2	0	-7,926	
9876		0	3	
5432		0	4,411	
1987		0	10,289	
6543		0	-1,185	
2198		0	-164	
7654		0	-191	
3219	Hofstadter 1	0	50	
8765	Hofstadter 2	0	-2	
4321	Cooper 12	0	-1,257	
		<u>0</u>	<u>6,261</u>	
		0	6,261	-6,261
1234	Corp 1	0	177	
8765	Hofstadter 2	0	2	
4321	Cooper 12	0	171	
		<u>0</u>	<u>350</u>	
		0	350	-350
<b>Grand Totals:</b>		0	6,611	= -6,611

**Receipt/Delivery Quantity**  
Quantity of the inactive imbalance at each meter.

PPA: True

Production Month: August 2016



# Reconciliation Report

12-Oct-2016 13:39:54

## Inactive Roll Through



PPA: False  
 Production Month: September 2016

<u>Location ID</u>	<u>Location Name</u>	<u>Receipt Quantity</u>	<u>Delivery Quantity</u>
1234	Corp 1	0	2,233
5678	Corp 2	0	-7,926
9876	Corp 3	0	3
5432	Corp 4	0	4,411
1987	Bazinga 1	0	10,289
6543	Bazing 2	0	-1,185
2198	Spock 1	0	-164
7654	Spock 2	0	-191
3219	Hofstadter 1	0	50
8765	Hofstadter 2	0	-2
4321	Cooper 12	0	-1,257
			<b>6,261</b>
			<b>6,261</b> -6,261
1234	Corp 1		177
8765	Hofstad		2
4321	Cooper 12	0	171
		0	<b>350</b>
		0	<b>350</b> -350
		<b>0</b>	<b>6,611</b> =-6,611
	<b>Grand Totals:</b>	<b>0</b>	<b>6,611</b> =-6,611

**Inactive to Active Balance**  
 Inactive balances by production period.

PPA: True  
 Production Month: August 2016



# Reconciliation Report

12-Oct-2016 13:39:54

Inactive Roll Through



PPA: False  
 Production Month: September 2016

Location ID	Location Name	Receipt Quantity	Delivery Quantity	
1234	Corp 1	0	2,233	
5678	Corp 2	0	-7,926	
9876	Corp 3	0	3	
5432	Corp 4	0	4,411	
1987	Bazinga 1	0	10,289	
6543	Bazinga 2	0	-1,185	
2198	Spock 1	0	-164	
7654	Spock 2	0	-191	
3219	Hofstadter 1	0	50	
8765		0	-2	
4321		0	-1,257	
		0	<u>6,261</u>	
		0	6,261	-6,261
		0	177	
		0	2	
		0	171	
		0	<u>350</u>	
		0	350	-350
<b>Grand Totals:</b>		0	6,611	= -6,611

**Inactive to Active Balance**  
 Total inactive balance that will roll into your Daily TEP account on the last day of the month.

PPA: True  
 Production Month: August 2016



# Support

- Customer Service Administrators
  - Email: [Transport@transgas.com](mailto:Transport@transgas.com) (nominations , invoices, allocations)
  - Email: [Custserv@transgas.com](mailto:Custserv@transgas.com) (contracts)
  - Phone: 306-777-9900
- Manager, Customer Services - Sharla
  - Email: [ssparvier@transgas.com](mailto:ssparvier@transgas.com)
  - Phone: 306-777-9805
- Manager, Ebusiness - Shelley
  - Email: [ebusiness@transgas.com](mailto:ebusiness@transgas.com)
  - Phone: 306-777-9579
- Key Account Managers - Alyssa and Wendy
  - Email: [astoeck@transgas.com](mailto:astoeck@transgas.com) or [wuytterhagen@transgas.com](mailto:wuytterhagen@transgas.com)
  - Phone: 306-777-9501 or 306-777-9687
- Online Help documents