Invoicing

Contents

Viewing Your Invoice

- There will be 1 invoice and it will include all types of service.

- Each contract will be on a separate page within the invoice, alpha ordered by type of service.

- Interruptible on firm contracts is Over-run.

- GST will only be shown on the summary page (by contract).

Preliminary vs Final Invoices

- Customers will be able to run preliminary invoices throughout the month as TransGas receives measurement.

  - These invoices are subject to change.

- Once final measurement is received on all meters, TransGas will finalize invoices and cut off the accounting period.

  - Final invoices cannot be revised.

- Any changes after invoices are finalized will be processed through a PPA.

Account Number: 11111

Invoice Detail - February 2016
PRELIMINARY
Invoice Date: 03/18/2016
Invoice Number: 123456789
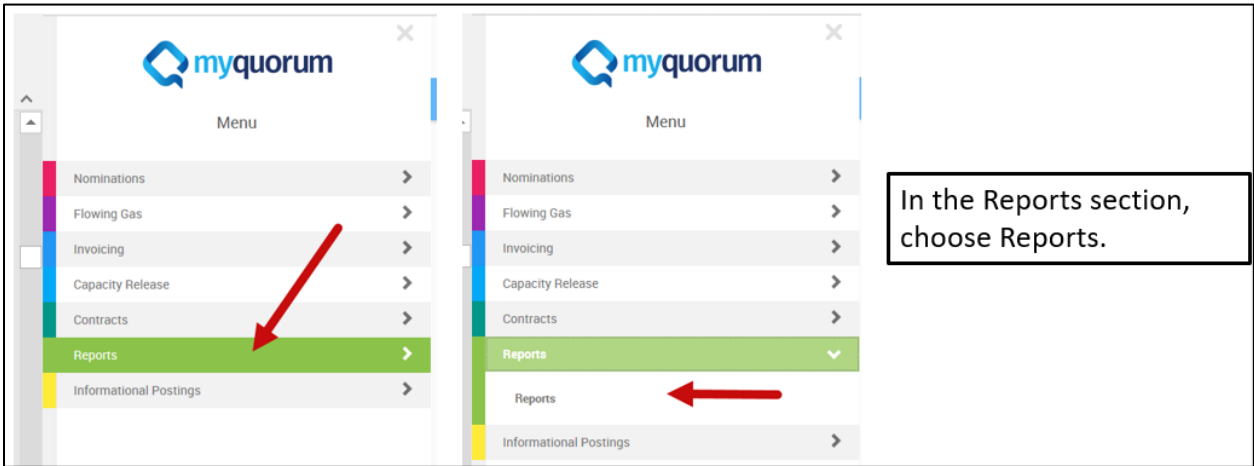
TOS: R11.0
Contract: 15650

Account Number: 11111

Invoice Detail - February 2016
FINAL
Invoice Date: 03/18/2016
Invoice Number: 123456789

TOS: R11.0
Contract: 15650

Finding Your Invoice

In the Reports section, choose Reports.

TransGas

Search

Search

Categories ⌃

CAW ALLOCATIONS	25
CAW BILLING	2
CAW CAPACITY ALLOCATION SCHEDULING	3
CAW CAPACITY RELEASE	3
CAW CONTRACTS	
CAW INVENTORY	
CAW NAESB DOWN	
CAW NOMINATIONS	15
NOMINATIONS	0

BILLING - INVOICE DOCUMENTS - EXTERNAL (RPTBLRX_00)

|◄ ◄ 1 ► ►| 1 - 1 of 1 items

STEP 1
Click on CAW Billing.

STEP 2
In CAW Inventory find the Billing – Invoice Documents (External) (RPTBLRX00). Click on [icon] to enter report parameters so you can run your invoice.

Search

Search

Categories ⌃

CAW ALLOCATIONS	25
CAW BILLING	2
CAW CAPACITY ALLOCATION SCH	
CAW CAPACITY R	
CAW CONTRACTS	
CAW INVENTORY	13
CAW NAESB DOWNLOADS	3
CAW NOMINATIONS	15
NOMINATIONS	0

You can Search for this report as well.

Search

Search
invoice

BILLING - INVOICE DOCUMENTS - EXTERNAL | RPTBLRX_00

STEP 1 Continued
In the search box, type invoice. This will populate report options for you to choose from. Click on the Billing – Invoice Documents (External) link.

INVOICE - PARAMETERS

Execute BILLING - INVOICE DOCUMENTS - EXTERNAL (RPTBLRX_00)

*ACCOUNTING MONTH

*INVOICE SORT ORDER
ACCOUNTING MGR/BP NAME

INVOICE CONTACT ID

INVOICE GROUP ID

*INVOICE STMT DISPLAY TYPE
CONFIG

*PRINT STMT OF ACCTS
1

*PRINT INVOICE SUMMARY
1

STEP 3
After you click on the the following screen will appear. Click on ⊞ to select your accounting month.

*PRINT INVOICE DETAIL
1

PREVIOUS RUN PA

INVOICE – PARAMETERS – ACCOUNTING MONTH

ACCOUNTING MONTH
3/1/2016

◄	MARCH 2016					►
Su	Mo	Tu	We	Th	Fr	Sa
28	29	1	2	3	4	5
6	7	8		10	11	12
13	14	15	16		18	19
20	21	22	23	24		26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

TUESDAY, MARCH 22, 2016

1

STEP 4
Select the 1st day of the month you want to run invoice for.

Eg/For March invoice, select March 1

INVOICE – PARAMETERS – INVOICE GROUP ID

Execute BILLING - INVOICE DOCUMENTS - EXTERNAL (RPTBLRX_00)

*ACCOUNTING MONTH

*INVOICE SORT ORDER
ACCOUNTING MGR/BP NAME

INVOICE CONTACT ID

INVOICE GROUP ID

*INVOICE STMT DISPLAY TYPE
CONFIG

*PRINT STMT OF ACCTS
1

*PRINT INVOICE SUMMARY
1

STEP 5

Click on the 🔍 to search for your invoice group ID. If you know this number, type it in the box.

*PRINT INVOICE DETAIL
1

EXECUTE

Invoice Group - External

Viewing all rows.

Invoice Group ID	Invoice Group Name	Business Party #	Business Party Name
572	Star Trek Enterprises	50024	Star Trek Enterprises

STEP 6

If you searched for your invoice group ID, it will populate. Highlight that line then click OK.

CANCEL   OK

INVOICE – EXECUTING

Execute BILLING - INVOICE DOCUMENTS - EXTERNAL (RPTBLRX_00)

*ACCOUNTING MONTH

*INVOICE SORT ORDER
ACCOUNTING MGR/BP NAME

INVOICE CONTACT ID

INVOICE GROUP ID

*INVOICE STMT DISPLAY TYPE
CONFIG

*PRINT STMT OF ACCTS
1

*PRINT INVOICE SUMMARY
1

*PRINT INVOICE DETAIL
1
1

STEP 7
After you have input the accounting month and ID group, click **EXECUTE**.

PREVIOUS RUN PARAMETERS   DEFAULTS   CANCEL   EXECUTE

Invoicing

Invoice Format

SECTIONS OF THE INVOICE

Account Number: 11111

Invoice Detail - February 2016
FINAL
Invoice Date: 03/18/2016
Invoice Number: 123456789

Invoice Number

TOS and Contract Number

TOS: D11.0
Contract: 12345

Meter Number

Line No.	Rec/Del	Location Number	Property Name	Rate Name	Beg Tran End Tran Dates	Adj Type	Fuel %	Fuel GJ	Sched Nom. GJ	Billed GJ	Rate	Invoice Amount
Demand												
Demand												
1	D	1234	Star Trek #1	D11.0 Demand	02/01/2016-02/29/2016		0.00%	0	15000	2000	$5.4916	$10,983.20
					Total Receipts			0	0	0		
					Total Deliveries			0	0	2000		
					Total Current Month DEM							$10,983.20
					Total Demand							$10,983.20
					Total Demand							$10,983.20
Transportation												
Overrun												
2	D	1234	Star Trek #1	D11.0 Demand Overrun	02/01/2016-02/29/2016		0.00%	0	15000	1536	$0.1865	$286.46
					Total Receipts			0	0	0		
					Total Deliveries			0	0	1536		
					Total Current Month OVR							$286.46
					Total OVERRUN CHARGES							$286.46
					Total Transportation							$286.46
					Total Charges for Contract 12345							$11,269.66

Rate Name
If Overrun is incurred, it will be split out on the invoice.

Total Contract Charges

CONTRACT WITH MULTIPLE METERS

Account Number: 11111

Invoice Detail - February 2016
FINAL
Invoice Date: 03/18/2016
Invoice Number: 123456789

TOS: D11.0
Contract: 65432

> All meters split out separately.

> Contract Demand split out by meter on the contract.

> Only meters with Overrun will appear here.

Line No.	Rec/Del	Location Number	Property Name	Rate Name	Beg Tran End Tran Dates	Adj Type	Fuel %	Fuel GJ	Sched Nom. GJ	Billed GJ	Rate	Invoice Amount
Demand												
	Demand											
1	D	1234	Star Trek #1	D11.0 Demand	02/01/2016-02/29/2016		0.00%	0	15000	2000	$5.4916	$10,983.20
2	D	1235	Galaxy 1	D11.0 Demand	02/01/2016-02/29/2016		0.00%	0	10000	1500	$5.4916	$8,237.40
3	D	1236	Galaxy 2	D11.0 Demand	02/01/2016-02/29/2016		0.00%	0	17500	1200	$5.4916	$6,589.92
4	D	1237	Galaxy 3	D11.0 Demand	02/01/2016-02/29/2016		0.00%	0	16500	1000	$5.4916	$5,491.60
5	D	1238	Galaxy 4	D11.0 Demand	02/01/2016-02/29/2016		0.00%	0	13000	1400	$5.4916	$7,688.24
					Total Receipts			0	0	0		
					Total Deliveries			0	0	7100		
					Total Current Month DEM							$38,990.36
												$38,990.36
												$38,990.36
Transportation												
	Overrun											
6	D	1234	Star Trek #1	D11.0 Demand Overr			%	0	15000	1536	$0.1865	$286.46
7	D	1236	Galaxy 2	D11.0 Demand Overrun	02/01/2016-02/29/2016		0.00%	0	17500	4201	$0.1865	$783.49
8	D	1237	Galaxy 3	D11.0 Demand Overrun	02/01/2016-02/29/2016		0.00%	0	16500	1352	$0.1865	$252.15
					Total Receipts			0	0	0		
					Total Deliveries			0	0	1536		
					Total Current Month OVR							$1,322.10
					Total OVERRUN CHARGES							$1,322.10
					Total Transportation							$1,322.10
					Total Charges for Contract 65432							$40,312.46

INVOICE WITH BASIC MONTHLY CHARGE

Invoice Detail - February 2016
FINAL
Invoice Date: 03/18/2016
Invoice Number: **123456789**

TOS with a BMC

TOS: **D31**
Contract: **45678**

Other
Other Charges

4	D	4567	Basic Monthly Charge	2/29/2016	0.00%	0	0	1	$250.0000	$250.00
			Total Receipts			0	0	0		
			Total Deliveries			0	0	0		
			Total Current Month OTH							$250.00
			Total Other Chrages							$250.00
			Total Other Chrages							$250.00
										$2,995.12

Indicates how many meters are on the contract that require a BMC.

Line No.	Rec/Del	Location Number	Property Name	Rate Name	Beg Tran End Tran Dates	Adj Type	Fuel %	Fuel GJ	Sched Nom. GJ	Billed GJ	Rate	Invoice Amount

Transportation
Throughput

3	D	4567	Star Trek #2	D31.0 BASIC COMMODITY	02/01/2016-02/29/2016		0.00%	0	4000	3896	$0.7046	$2,745.12
					Total Receipts			0	0			
					Total Deliveries			0	0	3896		
					Total Current Month TPT							$2,745.12
					Total Throughput							$2,745.12
					Total Transportation							
					Total charges for Contract 45678							

Flow at the meter.

INVOICE FOR NIT TO TEP

Invoice Detail - February 2016
FINAL
Invoice Date: 03/18/2016
Invoice Number: **123456789**

TOS: **R1105**
Contract: **17536**

Line No.	Rec/Del	Location Number	Property Name	Rate Name	Beg Tran End Tran Dates	Adj Type	Fuel %	Fuel GJ	Sched Nom. GJ	Billed GJ	Rate	Invoice Amount
Demand												
Demand												
52	R	170	NIT Receipt - FIRM	R1105 - NTT ADDITIONAL COST RECOVERY	02/01/2016-02/29/2016		0.00%	0	49380	49380	$4.9170	$242,801.46
					Total Receipts			0	0	49380		
					Total Deliveries			0	0	0		
					Total Current Month ACR							$242,801.46
					Total Additional Cost Recovery							$242,801.46

Two rate codes will apply – R11 as well as ACR costs.

Transportation
Overrun

53	R	170	NIT Receipt - FIRM	R11.0 LONG TERM FIRM	02/01/2016-02/29/2016		0.00%	0	49380	49380	$5.4916	$271,175.21
					Total Receipts			0	0	49380		
					Total Deliveries			0	0	0		
					Total Current Month DEM							$271,175.21
					Total Demand							$271,175.21
					Total Demand							$271,175.21
					Total Charges for Contract 17536							$513,976.67

Total NTT cost
(ACR + Firm Demand)

Invoicing

Statement of Gas Allocations Monthly Report

- Customers will be able to run a Gas Allocation Report throughout the month to view their allocations at each meter.

- Choose monthly report to verify to your invoice.

- This report can be run:

    1. Daily

    2. Daily Summary

    3. Monthly

VIEWING YOUR GAS ALLOCATION MONTHLY REPORT
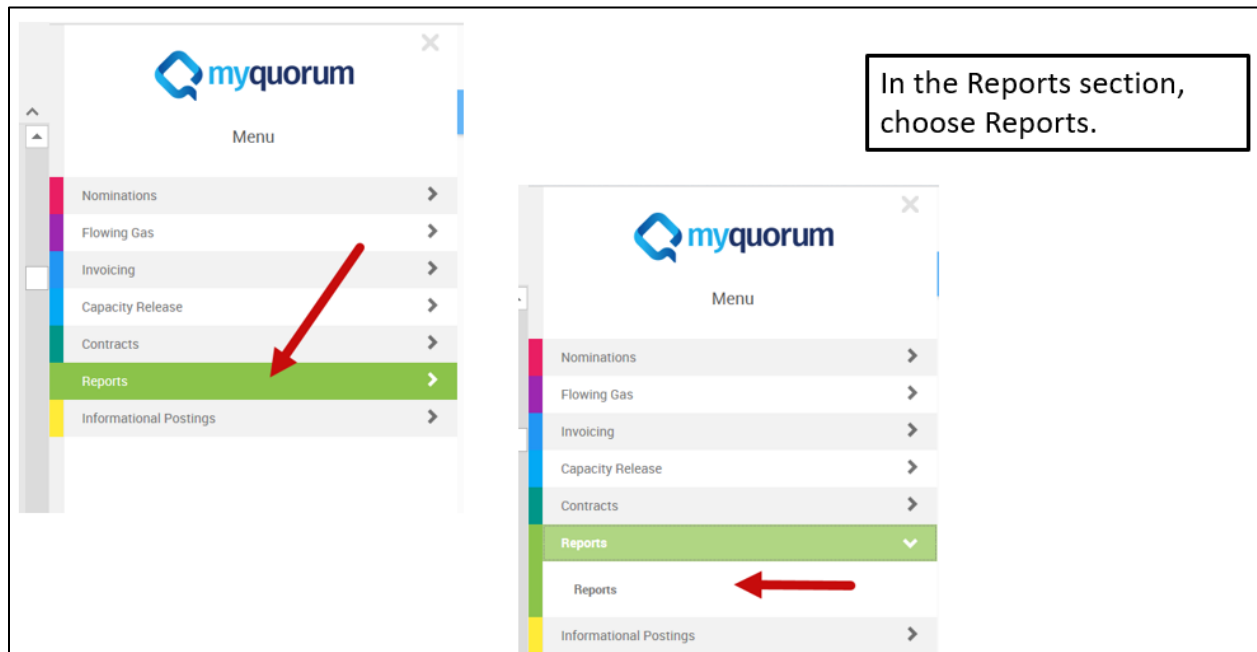
FIND STATEMENT OF GAS ALLOCATIONS MONTHLY REPORT

TransGas

You can Search for this report as well.

STEP 1 Continued
In the search box, type 'Allocations'. This will populate report options for you to choose from. Click on the Statement of Gas Allocations-Monthly (External) link.

STEP 2 Change view of report options to 'List View'. Top Left corner of green banner

STEP 1
Click on CAW Allocations.

STEP 3
In CAW Allocations find the Statement of Gas Allocations – Monthly (External) (RTGL_AL03X). You may have to click though the pages to find it.

Click on [icon] to enter report parameters so you can run your report.

STATEMENT OF GAS ALLOCATIONS REPORT PARAMETERS

TransGas

Step 4:
Enter or choose your production month and Business Party No (BP No.).
Then click '**EXECUTE**'.

GAS ALLOCATION REPORT – BY MONTH

Run by production month

Location Number	Average Heat Value	Location Name	Contract No	TOS	Demand GJs	Allocated GJs	Fuel GJs	Net Allocated GJs	Firm Allocation	IT Allocation
Delivery										
1254	36.69	Don's Photo								
			8426	D11.0	5,000	6,000	0	6,000	5,000	1,000
			Total Allocation		5,000	6,000	0	6,000	5,000	1,000
1255	36.99	Success-TCPL								
			8427	E11.0	150,000	150,000	0	150,000	150,000	0
			Total Allocation		150,000	150,000	0	150,000	150,000	0
		Total Delivery Allocation			155,000	156,000	0	156,000	155,000	1,000
Receipt										
135	36.71	Cactus Lake #4-CNRL-CT								
			8428	R11.0	1,000	1,200	20	1,180	1,000	180
			Total Allocation		1,000	1,200	20	1,180	1,000	180
9901	36.69	McNeill-Foothills								
			8429	R19.0	0	1,000	15	985	0	985
			Total Allocation		0	1,000	15	985	0	985
		Total Receipt Allocation			1,000	2,200	35	2,165	1,000	1,165

Saving your Invoice as a Favourite
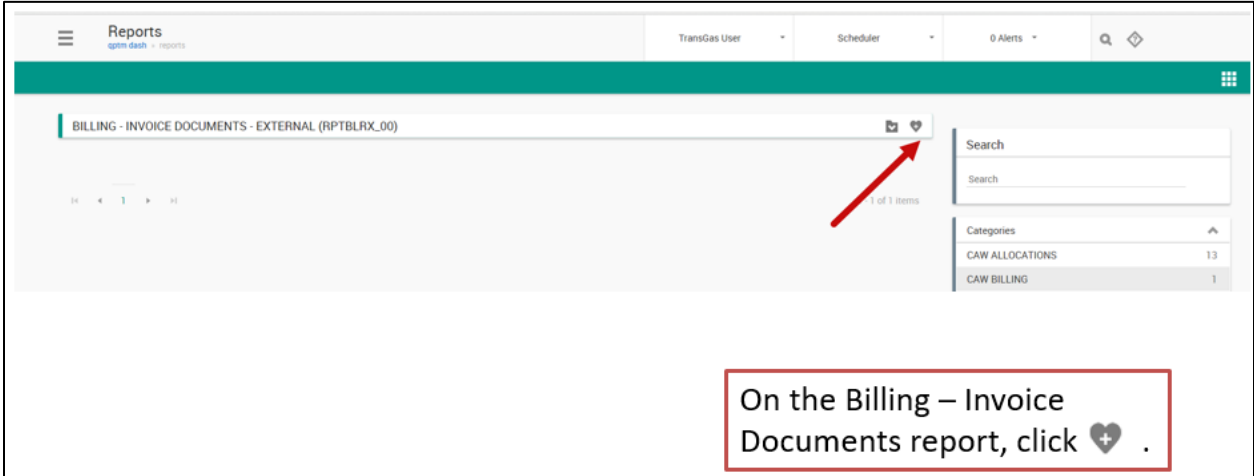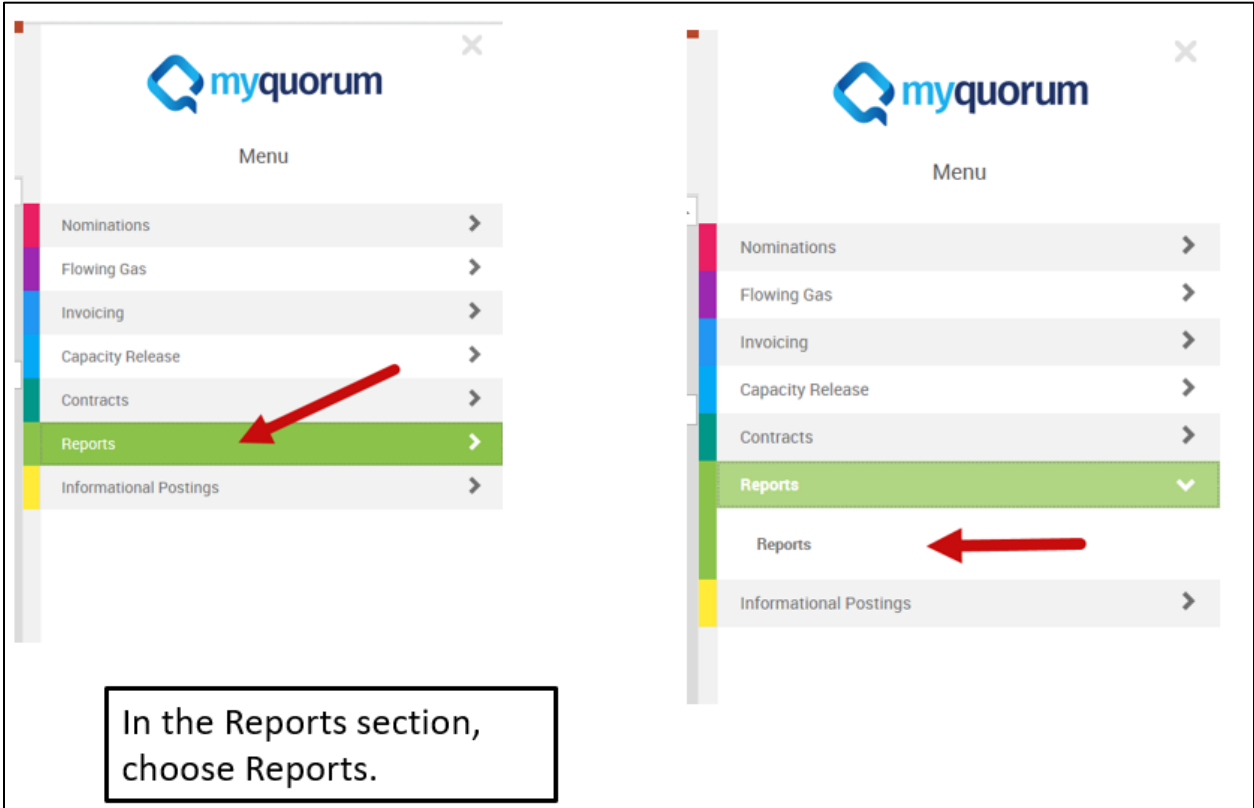
In the Reports section, choose Reports.

On the Billing – Invoice Documents report, click ♥ .

Enter in the name you want to call your invoice report and the Invoice Group ID. You can also add in the accounting month however it will always default to this month. Then click **ADD**.

How to Create a Shortcut to Invoice

While on your Favorites page, click ⭐ .

Click on the down arrow next to "Add to Favorites".

Name your Favorite Link

Change this to Favorites Bar

Click **ADD**.

TransGas

After you favourite is created, to access your invoice quicker, click on the link in Favorites bar this will take you to the QPTM login page.

QUORUM

Username

Password

LOGIN

Enter your Username, Password and click LOGIN.

FORGOT PASSWORD

TGL_DEV

Reports
qptm dash » reports

Nicole Sali

Scheduler

SHIPPER BALANCE (RPT_IN63)

INVOICE (RPT_BLR_00)

This will then bring you to your Favourite Reports.

On your Invoice favourite, click ⌄ to launch your invoice.

Support Contacts

Customer Service Administrators

- Email: Transport@transgas.com (nominations , invoices, allocations
- Email: tglcontracting@transgas.com (contracts)
- Phone: 306-777-9900