

## Reports Menu – Service Summary Report

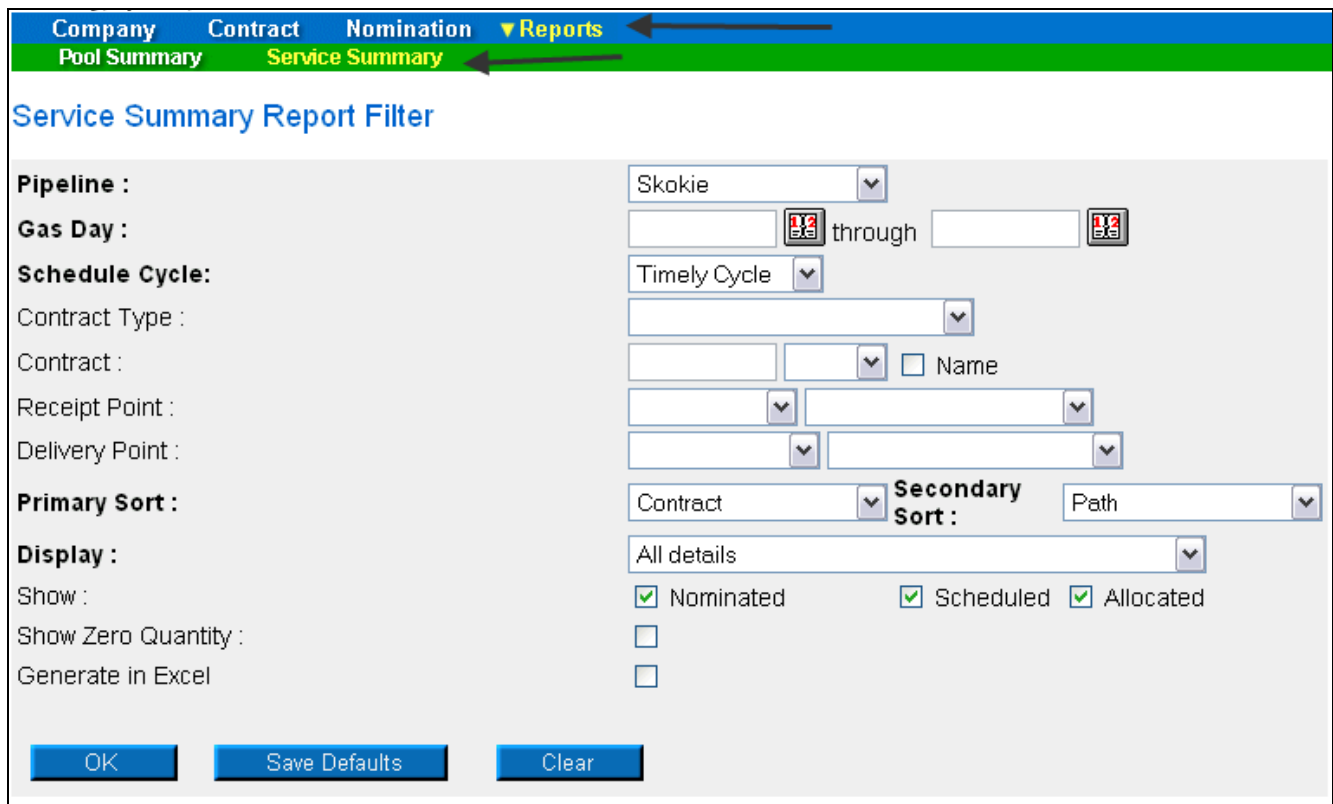
### Purpose:

The purpose of this document is to provide detailed instructions for a Nicor Gas Nomination System user to run a Service Summary Report.

**Note:** If a field is required to be completed, the field name is **bold**.

### Instructions:

1. Select Reports in the Main Menu.
2. Select Service Summary in the Sub-menu. The Service Summary Report Filter will display. Complete the appropriate fields.



Field	Function
<b>Pipeline</b>	Select the pipeline to search.
<b>Gas Day</b>	Select the calendars to select the Gas Day range that you want to view.
<b>Schedule Cycle</b>	Select the Schedule Cycle(s) to view; the choices are Timely Cycle and Evening Cycle. Selecting Timely Cycle will only display the Timely Cycle. Selecting Evening Cycle will display the Evening and Timely Cycles.
<b>Contract Type</b>	To filter by contract type, select the contract type from the drop down.

Field	Function
Contract	To filter by a specific contract, select the contract from the drop down. To have these fields available, a contract type must be selected in the drop down above.
Receipt Point	Select the Receipt point.
Delivery Point	Select the Delivery point.
Primary Sort	Select the primary way to sort the report. The choices are: Gas Day, Contract, and Path.
Secondary Sort	Select the secondary way to sort the report. The choices are: Gas Day, Contract, and Path.
Display	Select the details to display the choices are: All details Grand Totals Only Each gas day, but don't show each path Each path, but don't show each day Each contract, but don't show each day or each path
Show	Select to show any combination of nominated, scheduled, and/or allocated.
Show Zero Quantity	Select to include paths with a zero quantity.
Generate in Excel	Select if you would like the report generated in excel.

3. Click the **OK** button and the report will open.

**Example 1: Title Transfers - Timely Cycle**

**Service Summary Report Filter**

**Pipeline :** ANR

**Gas Day :** 04/23/2009 through 04/23/2009

**Schedule Cycle:** Timely Cycle

**Contract Type :** Title Transfer @ANR

**Contract :**    Name

**Receipt Point :**

**Delivery Point :**

**Primary Sort :** Contract **Secondary Sort :** Path

**Display :** All details

**Show :**  Nominated  Scheduled  Allocated

**Show Zero Quantity :**

**Generate in Excel**

Nicor Gas Nomination System

Date : 4/22/2009		Gas Nomination System						Page 1 of 1		
Time : 2:59:58PM		Service Summary Report								
Pipeline : ANR		Gas Day : 04/23/2009 through 04/23/2009						Units : MMBtu		
Contract Type : TTT Title Transfer @ANR		Contract :								
Receipt Point :		Delivery Point :								
Upstream Contract :		Downstream Contract :								
Contract / Path Intra-day Cycle	Gas Day	-----Gross-----			-----Net-----			-----Fuel-----		
		Nominated	Scheduled	Allocated	Nominated	Scheduled	Allocated	Nominated	Scheduled	Allocated
<b>Grand Totals for Timely Cycle</b>		<b>6,000</b>	<b>5,000</b>	<b>5,000</b>	<b>6,000</b>	<b>5,000</b>	<b>5,000</b>			
Timely Cycle										
9999TT5	<b>Contract Totals :</b>	6,000	5,000	5,000	6,000	5,000	5,000			
9999POOL5->9135POOL5	<b>Rec Point/UpK :</b> 9999POOL5 (null Upk)				<b>Del Point/DnK:</b> 9135POOL5 (null Dnk)					
	<b>Path Totals :</b>	3,000	2,000	2,000	3,000	2,000	2,000	0	0	0
	04/23/2009	3,000	2,000	2,000	3,000	2,000	2,000			
9999POOL5->9254POOL5	<b>Rec Point/UpK :</b> 9999POOL5 (null Upk)				<b>Del Point/DnK:</b> 9254POOL5 (null Dnk)					
	<b>Path Totals :</b>	1,000	1,000	1,000	1,000	1,000	1,000	0	0	0
	04/23/2009	1,000	1,000	1,000	1,000	1,000	1,000			
9999POOL5->9271POOL5	<b>Rec Point/UpK :</b> 9999POOL5 (null Upk)				<b>Del Point/DnK:</b> 9271POOL5 (null Dnk)					
	<b>Path Totals :</b>	2,000	2,000	2,000	2,000	2,000	2,000	0	0	0
	04/23/2009	2,000	2,000	2,000	2,000	2,000	2,000			

The report above shows all of the title transfer transactions from your supplier pool to other brokers on ANR during the Timely Cycle. Note the Grand Totals section which details the Grand Totals for the Timely Cycle. Timely Cycle will only display after the Nicor Noms Desk Administrator has scheduled and allocated for that cycle.

**Example 2: Title Transfers – Evening Cycle**

**Service Summary Report Filter**

**Pipeline :** ANR  
**Gas Day :** 04/23/2009 through 04/23/2009  
**Schedule Cycle:** Evening Cycle ←  
**Contract Type :** Title Transfer @ANR  
**Contract :**    Name  
**Receipt Point :**    
**Delivery Point :**    
**Primary Sort :** Contract **Secondary Sort :** Path  
**Display :** All details  
**Show :**  Nominated  Scheduled  Allocated  
**Show Zero Quantity :**   
**Generate in Excel**

Date : 4/22/2009 Page 1 of 2  
 Time : 3:12:52PM **Gas Nomination System**  
**Service Summary Report**

---

**Pipeline :** ANR **Gas Day :** 04/23/2009 through 04/23/2009 **Units :** MMBtu  
**Contract Type :** TTT Title Transfer @ANR **Contract :**  
**Receipt Point :** **Delivery Point :**  
**Upstream Contract :** **Downstream Contract :**

---

Contract / Path	Gas Day	Gross			Net			Fuel		
		Nominated	Scheduled	Allocated	Nominated	Scheduled	Allocated	Nominated	Scheduled	Allocated
<b>Intra-day Cycle</b>										
<b>Grand Totals for Timely Cycle</b>		6,000	5,000	5,000	6,000	5,000	5,000			
<b>Grand Totals for Evening Cycle</b>		6,000	6,000	6,000	6,000	6,000	6,000			

Timely Cycle ←

9999TT5	<b>Contract Totals :</b>	6,000	5,000	5,000	6,000	5,000	5,000			
9999POOL5->9135POOL5	<b>Rec Point/UpK :</b>	9999POOL5	(null Upk)		<b>Del Point/DnK:</b>	9135POOL5	(null Dnk)			
	<b>Path Totals :</b>	3,000	2,000	2,000	3,000	2,000	2,000	0	0	0
	04/23/2009	3,000	2,000	2,000	3,000	2,000	2,000			
9999POOL5->9254POOL5	<b>Rec Point/UpK :</b>	9999POOL5	(null Upk)		<b>Del Point/DnK:</b>	9254POOL5	(null Dnk)			
	<b>Path Totals :</b>	1,000	1,000	1,000	1,000	1,000	1,000	0	0	0
	04/23/2009	1,000	1,000	1,000	1,000	1,000	1,000			
9999POOL5->9271POOL5	<b>Rec Point/UpK :</b>	9999POOL5	(null Upk)		<b>Del Point/DnK:</b>	9271POOL5	(null Dnk)			
	<b>Path Totals :</b>	2,000	2,000	2,000	2,000	2,000	2,000	0	0	0
	04/23/2009	2,000	2,000	2,000	2,000	2,000	2,000			

Date :		Gas Nomination System				Page 2 of 2				
Time :		Service Summary Report								
Pipeline : ANR		Gas Day : 04/23/2009 through 04/23/2009				Units : MMBtu				
Contract Type : TTT Title Transfer @ANR		Contract :								
Receipt Point :		Delivery Point :								
Upstream Contract :		Downstream Contract :								
Contract / Path	Gas Day	Gross			Net			Fuel		
		Nominated	Scheduled	Allocated	Nominated	Scheduled	Allocated	Nominated	Scheduled	Allocated
Intra-day Cycle										
Evening Cycle ←										
9999TT5	<b>Contract Totals :</b>	6,000	6,000	6,000	6,000	6,000	6,000	6,000		
9999POOL5->9135POOL5	<b>Rec Point/UpK :</b>	9999POOL5	(null Upk)		<b>Del Point/DnK:</b>	9135POOL5	(null Dnk)			
	<b>Path Totals :</b>	3,000	3,000	3,000	3,000	3,000	3,000	0	0	0
	04/23/2009	3,000	3,000	3,000	3,000	3,000	3,000			
9999POOL5->9254POOL5	<b>Rec Point/UpK :</b>	9999POOL5	(null Upk)		<b>Del Point/DnK:</b>	9254POOL5	(null Dnk)			
	<b>Path Totals :</b>	1,000	1,000	1,000	1,000	1,000	1,000	0	0	0
	04/23/2009	1,000	1,000	1,000	1,000	1,000	1,000			
9999POOL5->9271POOL5	<b>Rec Point/UpK :</b>	9999POOL5	(null Upk)		<b>Del Point/DnK:</b>	9271POOL5	(null Dnk)			
	<b>Path Totals :</b>	2,000	2,000	2,000	2,000	2,000	2,000	0	0	0
	04/23/2009	2,000	2,000	2,000	2,000	2,000	2,000			

The report above shows all of the title transfer transactions from your supplier pool to another broker on ANR on the Timely and Evening Cycles. Note the Grand Totals section which details the Grand Totals for the Evening and Timely Cycles. The cycle names are shown at the top of the cycle detail. (See arrows next to Timely Cycle and Evening Cycle.) Timely Cycle and Evening Cycle will only display after the Nicor Noms Desk Administrator has scheduled and allocated for the cycle.

**Example 3: Pool to End User – Timely Cycle**

**Service Summary Report Filter**

**Pipeline :** ANR

**Gas Day :** 05/18/2009 through 05/18/2009

**Schedule Cycle:** Timely Cycle ←

**Contract Type :** Pool to End User @ANR

**Contract :** [ ] [ ]  Name

**Receipt Point :** [ ] [ ]

**Delivery Point :** [ ] [ ]

**Primary Sort :** Contract **Secondary Sort :** Path

**Display :** All details

Show :  Nominated  Scheduled  Allocated

Show Zero Quantity :

Generate in Excel

Nicor Gas Nomination System

Date :		Gas Nomination System					Page 1 of 1			
Time :		Service Summary Report								
Pipeline :		Gas Day :					Units :			
Contract Type :		Contract :								
Receipt Point :		Delivery Point :								
Upstream Contract :		Downstream Contract :								
Contract / Path	Gas Day	-----Gross-----			-----Net-----			-----Fuel-----		
Intra-day Cycle		Nominated	Scheduled	Allocated	Nominated	Scheduled	Allocated	Nominated	Scheduled	Allocated
<b>Grand Totals for Timely Cycle</b>		<b>185</b>	<b>185</b>	<b>185</b>	<b>185</b>	<b>185</b>	<b>185</b>			
Timely Cycle										
121211556	<b>Contract Totals :</b>	30	30	30	30	30	30			
1556Pool6->12121@NGEUP	<b>Rec Point/UpK :</b>	1556Pool6	(null Upk)		<b>Del Point/DnK:</b>	NGEUP	12121			
	<b>Path Totals :</b>	30	30	30	30	30	30	0	0	0
	05/19/2009	30	30	30	30	30	30			
999991556	<b>Contract Totals :</b>	75	75	75	75	75	75			
1556Pool6->99999@NGEUP	<b>Rec Point/UpK :</b>	1556Pool6	(null Upk)		<b>Del Point/DnK:</b>	NGEUP	99999			
	<b>Path Totals :</b>	75	75	75	75	75	75	0	0	0
	05/19/2009	75	75	75	75	75	75			
G44441556	<b>Contract Totals :</b>	80	80	80	80	80	80			
1556Pool6->G4444@NGEUP	<b>Rec Point/UpK :</b>	1556Pool6	(null Upk)		<b>Del Point/DnK:</b>	NGEUP	G4444			
	<b>Path Totals :</b>	80	80	80	80	80	80	0	0	0
	05/19/2009	80	80	80	80	80	80			

The report above shows all of the end user allocations on NBPL on the Timely Cycle. Note the Grand Totals section which details the Grand Totals for the Timely Cycle. The cycle name is shown at the top of the cycle detail. Timely Cycle will only display after the Nicor Noms Desk Administrator has scheduled and allocated for the cycle.

**Example 4: Pool to End User – Timely Cycle**

**Service Summary Report Filter**

**Pipeline :** ANR  
**Gas Day :** 05/18/2009 through 05/18/2009  
**Schedule Cycle:** Evening Cycle  
**Contract Type :** Pool to End User @ANR  
**Contract :**    Name  
**Receipt Point :**    
**Delivery Point :**    
**Primary Sort :** Contract **Secondary Sort :** Path  
**Display :** All details  
**Show :**  Nominated  Scheduled  Allocated  
**Show Zero Quantity :**   
**Generate in Excel :**

Receipt Point :		Delivery Point :								
Upstream Contract :		Downstream Contract :								
Contract / Path	Gas Day	Gross			Net			Fuel		
		Nominated	Scheduled	Allocated	Nominated	Scheduled	Allocated	Nominated	Scheduled	Allocated
<b>Intra-day Cycle</b>										
<b>Grand Totals for Timely Cycle</b>		500	500	500	500	500	500			
<b>Grand Totals for Evening Cycle</b>		527	527	527	527	527	527			
<b>Timely Cycle</b>										
111119999	<b>Contract Totals :</b>	500	500	500	500	500	500			
9999POOLS->11111@NGEUP	<b>Rec Point/UpK :</b>	9999POOLS	(null Upk)		<b>Del Point/DnK:</b>	NGEUP	11111			
	<b>Path Totals :</b>	500	500	500	500	500	500	0	0	0
	05/18/2009	500	500	500	500	500	500			
<b>Evening Cycle</b>										
111119999	<b>Contract Totals :</b>	500	500	500	500	500	500			
9999POOLS->11111@NGEUP	<b>Rec Point/UpK :</b>	9999POOLS	(null Upk)		<b>Del Point/DnK:</b>	NGEUP	11111			
	<b>Path Totals :</b>	500	500	500	500	500	500	0	0	0
	05/18/2009	500	500	500	500	500	500			
G01019999	<b>Contract Totals :</b>	12	12	12	12	12	12			
9999POOLS->G0101@NGEUP	<b>Rec Point/UpK :</b>	9999POOLS	(null Upk)		<b>Del Point/DnK:</b>	NGEUP	G0101			
	<b>Path Totals :</b>	12	12	12	12	12	12	0	0	0
	05/18/2009	12	12	12	12	12	12			

The report above shows all of the end user allocations on NBPL on the Timely and Evening Cycles. Note the Grand Totals section which details the Grand Totals for the Timely and Evening Cycles. The cycle names are shown at the top of the cycle detail. Timely Cycle and Evening Cycle will only display after the Nicor Noms Desk Administrator has scheduled and allocated for the cycles.