



Instructions for Generating Pool Summary and Service Summary Reports in Excel

Pool Summary Report

Pool Summary Report Filter

Pipeline

Gas Day :  through 

Schedule Cycle:

Pool :


Group By : Path Gas Day

Lowest Level of Detail : Path Gas Day

Show Quantity : Nominated Scheduled Allocated

Show Zero Quantities :

Show Non-Zero Pool Imbalance

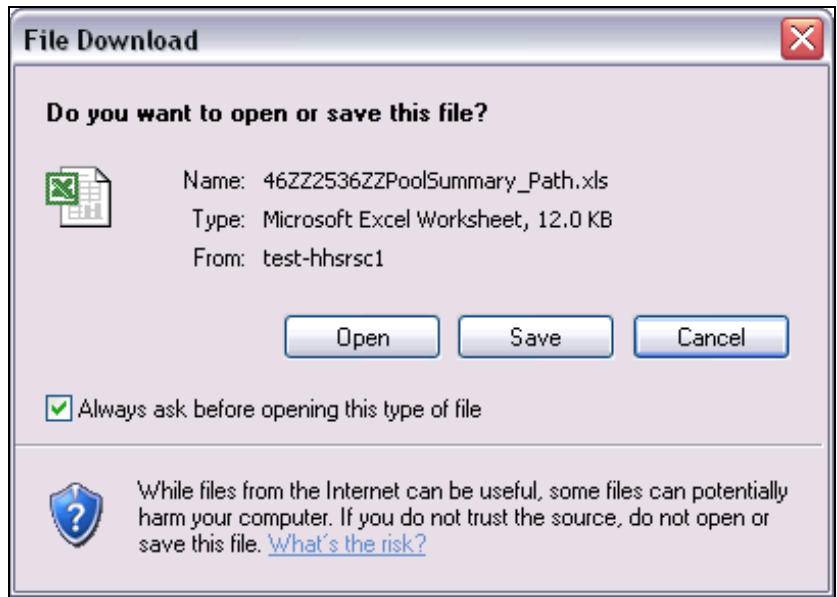
Generate in Excel 

1. Complete the appropriate fields.

Field	Function
Pipeline	Select the pipeline to search.
Gas Day	Select the calendars to select the Gas Day range that you want to view.
Schedule Cycle	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.
Pool	Your supplier pool is the only available choice.
Group by	To sort by Path, click the radio button next to Path. To sort by Gas Day, click the radio button next to Gas Day.
Lowest Level of Detail	If Path is selected above in the Group by section, you can show the lowest level of detail as either Path or Gas Day by selecting the radio button. If Gas Day is selected above in the Group by section, select Gas Day as the lowest level of detail.
Show Quantity	Check the box(es) to select the information to be shown on the report. You can select any combination of Nominated, Scheduled, and/or Allocated.

Field	Function
Show Zero Quantities & Show Non-Zero Pool Imbalance	Select both of these check boxes to show paths with zero quantities and to show pool imbalances. If Non-Zero Pool Imbalance is checked, no number will display if the pool is in balance.
Generate in Excel	Check this box to generate the report in Excel.

2. Click the OK button. The following window will display.



Opening the File

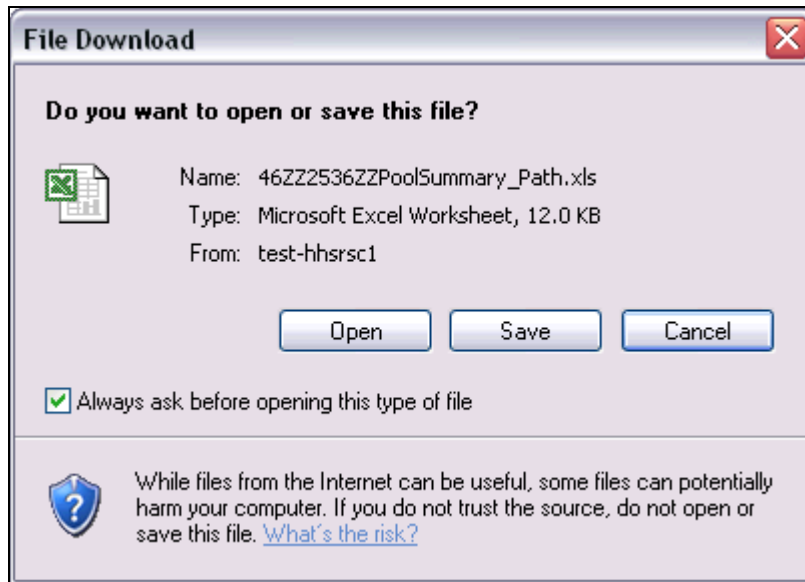
3. To open the file, click the Open button. **Note:** You will not be able to save the file once you open it. You will have to re-run the report and click the Save button.
4. The file will open in Excel.

Nicor Gas Nomination System

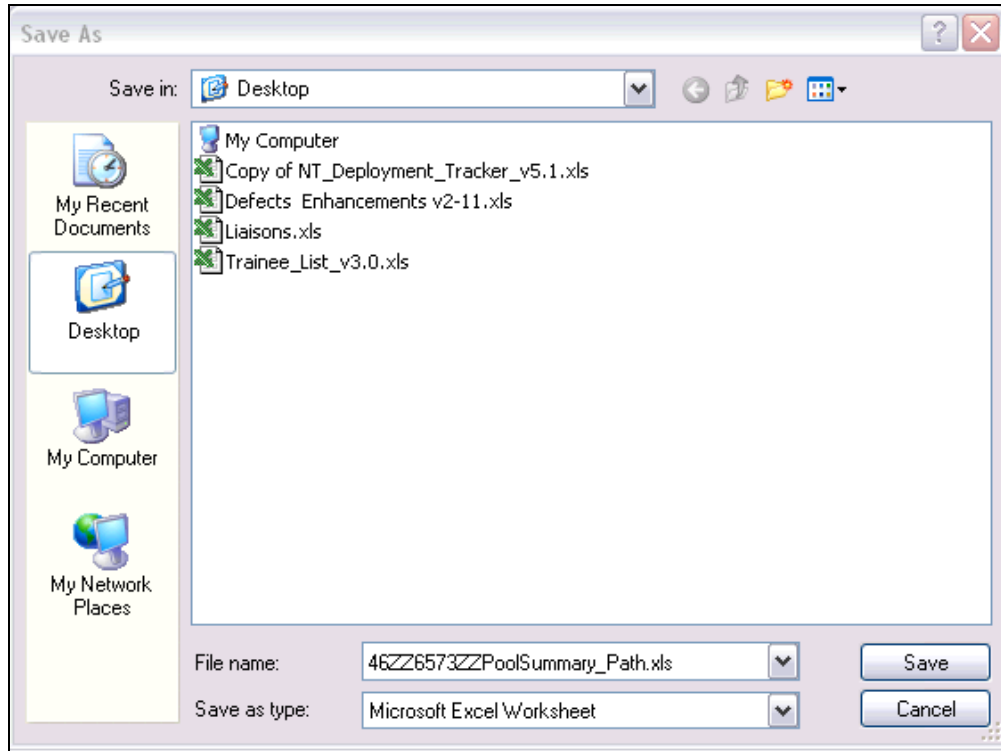
http://test-hhsrc1/gns/scripts/Reports/Export/46/46ZZ14190ZZPoolSummary_Path.xls - Microsoft Internet Explorer - Nicor

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
1	Date :		10/08/2008	Gas Nomination System																
2	Time :		12:58 PM	Pool Summary Report																
3																				Page 1 of 1
4																				
5	Pipeline :		ANR				Pool	2222POOLS												Units: MMBtu
6	Gas Day :		09/29/2008 through 09/29/2008					2222 POOL @ANR												
7	Pool Owner		Pool			Gas Day		Path					Nominate		Scheduled		Allocat			
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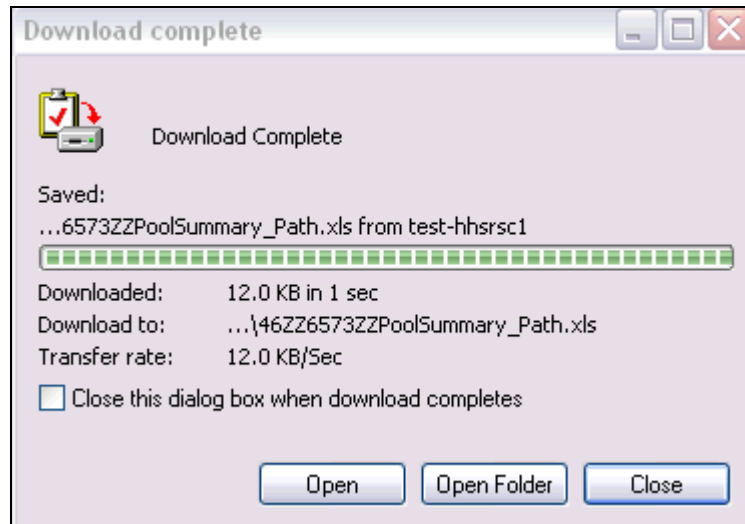
Saving the File



- To save the file, click the Save button.



6. Select the location where you will save the file and click the Save button.
7. The following window will open.



8. To open the file, click the Open button.
9. The file will open in Excel.

Nicor Gas Nomination System

Pool Owner	Pool	Gas Day	Path	Nominate	Scheduled	Allocat
Grand Totals				1,199		
Gas Supplier	2222 POOL5		Pool	1,199	0	0
	2222 POOL @ANR					
Total Receipts				21,199		
		9999 POOL5->2222 POOL5		21,199		
Total Deliveries				-20,000		
		2222 POOL5->G000 @NGEUP		-20,000		

Service Summary Report

Service Summary Report Filter

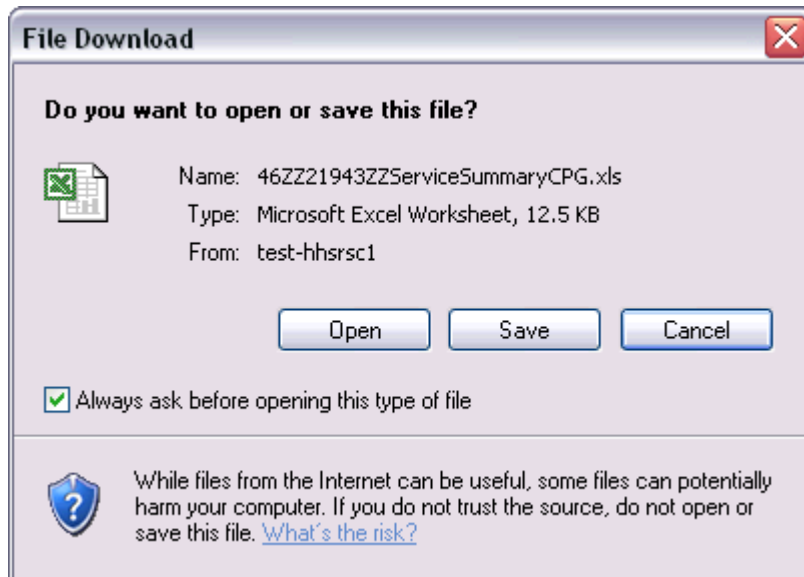
Pipeline : ANR
Gas Day : 04/09/2009 through 04/09/2009
Schedule Cycle: Timely Cycle
Contract Type : Pool to End User @ANR
Contract : Name
Receipt Point :
Delivery Point :
Primary Sort : Contract **Secondary Sort :** Path
Display : All details
Show : Nominated Scheduled Allocated
Show Zero Quantity :
Generate in Excel

1. Complete the appropriate fields.

Field	Function
Pipeline	Select the pipeline to search.
Gas Day	Select the calendars to select the Gas Day range that you want to view.

Field	Function
Schedule Cycle	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.
Contract Type	To filter by contract type, select the contract type from the drop down.
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	Check this box to generate the report in Excel.

2. Click the OK button. The following window will display.



3. Follow the instructions from the Pool Summary Report to open or save the file.
4. When the file is opened, the following Excel file will display.

Nicor Gas Nomination System

http://test-hhsrsc1/gns/scripts/Reports/Export/46/46ZZ21943ZZServiceSummaryCPG.xls - Microsoft Internet Explorer - Nicor

S42

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Gas Nomination System Page 1 of 2

Service Summary Report

Date : 10/3/2008
Time : 1:34:43 PM

Pipeline ANR **Gas Day** 09/29/2008 through 09/29/2008 **Units :** MMBtu

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

Receipt Point : **Delivery Point**

Upstream Contract **Downstream Contract**

Contract / Path	Gas Day	Gross		Net		Fuel			Nominated	Sched
		Nominated	Scheduled	Allocated	Nominated	Scheduled	Allocated			
Grand Totals :		20,000		20,000						
G000222	Contract Totals	20,000		20,000						
2222POOL5-	Rec Point/UpK : 2222POOL5		(null Upk)	Del Point/DnK: NGEUP	G000					
	Path Totals :	20,000	0	0	20,000	0	0	0	0	0
	09/29/2008	20,000			20,000					