### Appendix A – EIA-176 Menus

View Company filing Menu

Q

The View EIA-176 Company Menu offers options for controlling the display of individual company filings

🚯 EIA-176 Query System				
Exit	📭 Page Setyp 🔎 🎒	Print 🛅 Close		
E <u>x</u> it	– Closes this application	1		

- Closes this application.

📭 Page Setyp... - Choose a printer and set the page orientation (portrait works best).

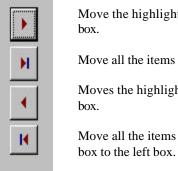
- Changes the magnification of the report.

🚑 Print... - Sends the report to the printer.

Close Closes this report and either shows the next report if more than one has been selected more than one, or returns to the Choose Company screen.

**Choose Company Arrow Functions** 

Below is a summary of what the arrow buttons in the Choose and EIA-176 Company do:



Move the highlighted item in the left box to the right

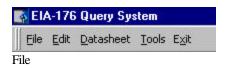
Move all the items in the left box to the right box.

Moves the highlighted item in the right box to the left

Move all the items (highlighted or not) from the right

#### **Query Menu Functions**

Menu items available with the Pre-selected and Custom queries are used to filter output, or export to other data formats.



<u>File E</u> dit <u>D</u> atasheet <u>T</u> ools	
Close Window/Report	<u>Close</u> – Closes the query grid.
Save <u>A</u> s/Export Datafile	<u>Save As/Export</u> –Saves the data to another file
💭 Page Setyp	Page Setup – Choose print settings
Rrint Preview	Print Preview – Shows what a printout will
Close Spreadsheet	look like
	<u>Close Spreadsheet</u> – closes the query grid
🖨 Print	<u>Print</u> – prints the query grid
E <u>x</u> it	Exit – Quits the Query system.

**Close** – Exits the select query window.

Save As/Export - option opens an intermediate box.

ave As	
Save Query 'Qry_AllCon_1'	ОК
To an External File or Database	Cancel
C . Within the <u>C</u> urrent Database as	
New Name: Qry_AllCon_1	

Intermediate output box from the Save As/Export Datafile menu option.

After the Save As/Export option has been selected an initial 'Save As' dialog box opens. Select the 'To an External File or Database' option, and click the OK button.

Next a Windows dialog box will be displayed. Headers may look better with the Save Formatted option.

The File Name can be edited to a unique name.

Gave Query '	Qry_AllCon_1' As		?
Save in: [	ExportedFiles	- 🗈 🖻	
		Text files may save more successfully by checking the Save Formatted box. If you save Excel files with this option the	Export Cancel Ca
File <u>n</u> ame:	Qry_AllCon_1.dbf	<u> </u>	
Save as <u>t</u> ype:	dBASE 5 (*.dbf)	<b>•</b>	
Not all file type Access, Chanç	Microsoft Access (*.mdb;*.m dBASE III (*.dbf) dBASE IV (*.dbf) dBASE S (*.dbf) Microsoft FoxPro 2.0 (*.dbf)		Setup program, click Add/Remove, Data fice 97 ValuPack.

#### Save As/Export dialog box.

Different file type options are available by pulling down the '<u>Save as File Type</u>' list box as shown. By scrolling down the list of available file types different formats can be selected including dBase, Excel and text. To save into a Microsoft Access database the \*.mdb file must already exist.

Once the file has been named and the file type selected click the Export button to finish the operation.

Page Setup

This option sets printer and page settings.

Setup		? ×
Margins	Page	. I
Orientation		-   -
A	Port <u>r</u> ait A C Landscape	
Paper		
Si <u>z</u> e:	Letter 8 1/2 × 11 in	
<u>S</u> ource:	Auto Select	
Printer for Q	ry_AllCon_1	
🖲 Default P	Printer	-
C Use Spe	cific Printer	
1	OK Cancel	
	Page Setup Menu	option

Г

**Note:** Landscape orientation is recommended for most query outputs, and can be accessed by selecting the "Page" tab.

Print Preview

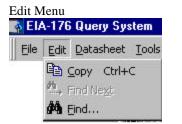
📾 Qry_AllCon_1 : Select Query	
Page: II I I I II	

Print Preview Menu option

The Print Preview button displays what printed output will look like. **Print** 

🙀 Printing	
Now printing page 1 of	<u> </u>
'Qry_AllCon_1' to the	-
HP LaserJet 4M Plus RNGD on \\Oog-f5\rngd-h	np4
Cancel	R
	Print Menu option

The Print button prints the grid off. Some of the queries are large so be ready!



To use the **Copy** option the grid or column needs to be highlighted. The entire grid can be highlighted by clicking in the upper left corner (circled). Individual columns can be highlighted by clicking in the column header.

To use **Find**, select just one column by clicking on the column header. The ST column is highlighted in this example.

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	nd Ne <u>x</u> t		1	1			
🗰 Ein	id 1 : S	· · ^		1			
	CompanyID	Click in the circle to highlight the ent	ire	ST	ResVol	Res	
	17602003AK	grid.			221,971	5	
	17602009AK	UKPEAGVIK ARCTIC SLOPE	AK		0		
1	17602016AK	ALASKA P L CO	AK		0		
1	17602017AK	ENSTAR NAT GAS CO	AK		15,756,589	56,5	
	17613300AK	MARATHON OIL CO	AK		0		
	17617544AK	CHEVRON USA PROD INC	AK		0		
	17617545AK	UNION OIL CO OF CALIFORNIA	AK		0		
	17619863AK	PHILLIPS ALASKA NAT GAS CO	AK		0		
	17622751AK	ARCO ALASKA INC	AK		0		
	17600048AL	FLORALA GAS DEPT	AL		21,680	1	
	· · - · · ·		- Lit Man			-	

Highlight a column or the entire grid to use Edit Menu options

With the column selected pull down the Edit menu and click on the Find option.

-1	Sty_AllCrit_1: 5	and the second se			
	CompanyID	COMPANYNAME		Resval	ResCost
	17618300 IN	OHIO VALLEY GAS INC	N.	440,343	2,858.052.0
	17619004 IN	RENSSELAER GAS UTIL I	DEPT IN	246.028	1.381.073.0
	17619019 N	POSEYVILLE MUN GAS C	0 N	29,650	252,386.0
	17610024 N	WESTFIELD GAS CORP.	IN .	103,846	807,427.0
3	17619633 N	TEXAS EASTERN TRANS	CORP IN	0	0.0
	17619607 IN	SWITZERLAND CTY NAT.	GAS CO IN	49,851	378,3541
10	17619692 IN	BAINBRIDGE MUN GAS	N	25,280	203,595.0
	17619912 N	NAPOLEON TOWN OF	N	13,684	96,340.0
-			D INC IN	481,939	3,571,0591
8	1768060SIN	NAT GAS PL CO OF AME	RICA IN	0	0.0
	17694105IN	SIGCORE ENERGY SERV		0	0.6
-	17694713 IN	VECTOR PIPELINE	IN.	0	0.0
×.	1760003245	ABBYVILLE CITY OF	28	4,515	25.395.0
He	cont sala	518 DE MONT Find in field: 1	5T*		88
Г		ansumption Vol mgd What:			Find Firgt
L		<=Ret ingth [2]		vach gave	End Nort
		Natura M	and the state of t	Search Fields & Egrmated Search Only Current Pield	Class

Find function of Edit Menu

A dialog box will appear. Enter the value to be searched for. After the value has been entered, click either Find First, or Find Next. The grid will advance to the found value.

EIA-176 Query	y System – Appendix A		
D VALLEY G, ISSELAER G, EYVILLE ML STFIELD GAS AS EASTER ITZERLAND ( VBRIDGE ML OLEON TOW	Font Eont: Arial Arial Arial Arial Arial Arial Arial Narrow BakerSignet BellGothic BellGothic Black Bernhard Modern Roma	Font style: Size: Regular 10 Regular 10 Italic Bold Bold Italic 14 Construction 14 C	?X       t         OK       52.0         Cancel       73.0         27.0       86.0         27.0       0.0         54.0       95.0         40.0       40.0
AMUNITY NA GAS P L CC CORE ENER TOR PIPELII YVILLE CIT VILLE CIT VILLE CIT Of 17 nption Vols for	Effects Underline Color: Black This is a TrueType font. This s your printer and your screen.	Sample AaBbYyZz Script: Western 💌	59.0 0.0 0.0 95.0

#### Datasheet Menu – Font option

The Freeze column options always displays a frozen one column on the screen. To freeze columns place the cursor in the desired column. In this example that column is COMPANYNAME.

COMPANYNAME	ST	CompanyID	ResVol	ResCost F
BARROW UTIL & ELEC COOP INC	AK	17602003AK	221,971	514,510.0
UKPRAGVIK ARCTIC SLOPE	AK	17602009AK	0	0.0
ALASKAPL CO	AK	17602016AK	0	0.0
ENSTAR NAT GAS CO	AK	17602017AK	15,756,589	56,585,987.0
MARATHON OIL CO	AK	17613300AK	0	0.0
CHEVRON USA PROD INC	AK	17617544AK	0	0.0
UNION OIL CO OF CALIFORNIA	AK	17617545AK	0	0.0
PHILLIPS ALASKA NAT GAS CO	AK	17619863AK	0	0.0
ARCO ALASKA INC	AK	17622751AK	0	0.0
FLORALA GAS DEPT	AL	17600048AL	21,680	133,170.0
WEST JEFFERSON GAS SYS	AL	17600049AL	25,653	248,993.0
ALABAMA GAS CORP	AL	17600139AL	27,627,365	258,719,088.0
MIDCOAST INTERSTATE TRANS IN	AL	17600141AL	0	0.0
Record: 1 1 1 1 1 792	· · ·	170001000	101 000	

Datasheet menu – Freeze columns option

Pull down on the Datasheet menu item and click Freeze columns. 🔶 El/

EIA-176 Query System	
Eile Edit Datasheet Tools Exit	The COMPANYNAME appears at the left. Even
🛃 🖌 🖕 🗛 Eont	right, COMPANYNAMI
Freeze Columns	(notice that the first data
5 Sort <u>A</u> scending	ComCost instead of Res
Z↓ Sort Descending	COMPANYNAME colu
Advanced Filter/Sort	
N Y Apply Filter/Sort	
✓ 😽 <u>R</u> emove Filter/Sort	

Datasheet Menu – freeze columns example

column always when scrolling to the E stays on the screen: a column is now Vol, yet the mn still shows).

<b></b>	📾 Qry_AllCon_1 : Select Query						
1	COMPANYNAME	ComCost	ComConsumer	Othe			
	BARROW UTIL & ELEC COOP INC	756,030	215				
	UKPEAGVIK ARCTIC SLOPE	507,003	3				
	ALASKA P L CO	0	0				
	ENSTAR NAT GAS CO	21,445,075	12,420				
	MARATHON OIL CO	0	0				
	CHEVRON USA PROD INC	0	0				
	UNION OIL CO OF CALIFORNIA	0	0				
	PHILLIPS ALASKA NAT GAS CO	0	0				
	ARCO ALASKA INC	9,296,911	25				
	FLORALA GAS DEPT	1,305	4				
	WEST JEFFERSON GAS SYS	25,366	22				
	ALABAMA GAS CORP	78,594,955	33,822				
	MIDCOAST INTERSTATE TRANS IN	0	0				
Re	cord: HII 1 1 HIE of 1792	<u>i</u> ^^^^	0.05				

Note: Columns can be 'unfrozen' only by exiting the query grid.

### **Datasheet** – Sort Ascending

Datasheet Tools Exit				
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🔟 Freeze Columns		1 1		
<mark>≩↓</mark> Sort <u>A</u> scending				
A Sort Des <u>c</u> ending		OT	Deal/al	De
🏼 🖉 Advanced Filter/Sort		ST	ResVol	Re
∑ <sub>≡≡≡</sub> Appl <u>y</u> Filter/Sort	ROW UTIL & ELEC COOP INC	AK	221,971	Ę
🕅 <u>R</u> emove Filter/Sort	PEAGVIK ARCTIC SLOPE	AK	0	
17602016AK	ALASKA P L CO	AK	0	
17602017AK	ENSTAR NAT GAS CO	AK	15,756,589	56,5
17613300AK	MARATHON OIL CO	AK	0	
17617544AK	CHEVRON USA PROD INC	AK	0	
17617545AK	UNION OIL CO OF CALIFORNIA	AK	0	
17619863AK	PHILLIPS ALASKA NAT GAS CO	AK	0	
17622751AK	ARCO ALASKA INC	AK	0	
17600048AL	FLORALA GAS DEPT	AL	21,680	1
17600049AL	WEST JEFFERSON GAS SYS	AL	25,653	2
17600139AL	ALABAMA GAS CORP	AL	27,627,365	258,7
17600141AL	MIDCOAST INTERSTATE TRANS IN	AL	0	
Record: IN A	1 ▶ ▶ ▶ of 1792			

Datasheet Menu – Sort Ascending – highlight a column to sort on

To use the sort ascending feature select a column by clicking on the column heading. Pull down the Datasheet menu and click on Sort Ascending. The query will be sorted according to the values in the selected column.

	CompanyID	COMPANYNAME	ST	ResVol
•	17680806TX	PANENERGY TEXAS INTRASTATE	ΤX	0
	17694747ND	ALLIANCE PIPELINE	ND	0
	17692405FL	SOUTHERN NAT GAS CO	FL	0
	17692327IL	SOUTHWEST GAS STORAGE CO	IL	0
	17692326MI	SOUTHWEST GAS STORAGE CO	MI	0
	17690603MO	KN INTERSTATE GAS TRANSLLC	MO	0
	17690514CA	CPN PIPELINE COMPANY	CA	0
	17690506MS	DESTIN PIPELINE CO LLC	MS	0

In the example above the ResVol values are sorted in ascending order, starting with zero.

Sort descending works the same way.

	CompanyID	COMPANYNAME	ST	ResVol
	17621931CA	SOUTHERN CALIFORNIA GAS CO	CA	251,452,001
	17610322IL	NICOR GAS	IL	221,009,522
1	17610617CA	PACIFIC GAS & ELEC CO	CA	211,181,85
	17617183MI	CONSUMERS ENERGY CO	MI	176,663,60
20	17609432MI	MICHIGAN CONSOL GAS CO	MI	136,124,32
	17611456NJ	PUB SVC ELEC & GAS CO	NJ	132,611,11
1	17670317OH	EAST OHIO GAS CO	9A	131,187,52
	17610960IL	PEOPLES GAS LT & COKE CO	IL.	103,856,14

With sort descending the largest values appear first.

Saving Query Outputs

🔉 EIA-176 Query System					
Eile	Edit	Datasheet	Tools		
	⊆lose				
12	Save g	<u>A</u> s/Export			
	💭 Page Setyp				
D.	Rrint Preview				
	⊆lose				
	🛄 Datasheet View				
9	Print				
	E <u>x</u> it		3		

The File menu provides options over for query output.

<u>Close</u> – closes the query and returns to the selection screen.

When returning to the selection screen company, year and data item selections are still be in place. Any aggregate functions will be cleared.

If you have filtered your output the file will not Save As/Export. In this case select the entire grid and copy it. The output can then be pasted into a spreadsheet application for saving. When the output is pasted it may be necessary to resize the row hights. This is done by selecting the spreadsheet grid and clicking on the Format/Rows menu items.