

Top Ten Mistakes People Make When Filling Out Their EQR:

1. Failure to allow exactly one row of header data at the beginning of an import spreadsheet.
2. Failure to use "C" or "T" to begin the contract Unique ID or transaction Unique ID, respectively when importing. Plain numbers without the C or T prefix will not pass validation checks.
3. Failure to understand that the holder of a tariff is a Seller (even if no sales have been made by that entity) and must be listed on the Sellers ID Data tab.
4. Failure to exactly match Seller, Customer, FERC Tariff Reference, and Contract Service Agreement ID in Transaction template to the Seller, Customer, FERC Tariff Reference, and Contract Service Agreement ID combination in the Contract template.
5. Failure to list a rate for a market-based rate contract. Put "Market Based" in the Rate Description field if there is no set rate.
6. Failure to eliminate extraneous spaces and commas in an import file. They will not allow a perfect match, and your data will not pass validation checks. Space may occur anywhere within your data, while extraneous commas are often found at the end of a row or at the end of CSV files. These errors are difficult, if not impossible, to diagnose in Excel, but often show up easily when viewing the CSV files in Notepad. Open the file in Notepad (or any text editor) and delete the extraneous spaces within the data or commas at the end of rows or after the last line of data.
7. Failure to use only numbers in numeric or date fields. Entering any text, including N/A, in a date field will not allow your data to validate during edit checks. If a field is not required field and your contract does not have info pertinent for that field, leave it blank. The system is looking for a number to parse into a date.
8. Failure to provide disaggregated transactions when selling into an ISO, day ahead/real time transactions, and bookouts.
9. Failure to enter data in any mandatory field. There are options such as N/A, Other, or NA in a two-character field that can be used.
10. Failure to allow adequate time to complete the quarterly report, run validation checks and submit data by FERC established due dates. Beginning preparing your data early in the month and do not wait until the last week or days of the month to submit your data to FERC.