Electric Quarterly Report
Submission Software
Users Guide

January 1, 2008

TABLE OF CONTENTS

INTRODUCTION

In Order 2001, the Federal Energy Regulatory Commission (FERC) requires that all public utilities (including power marketers) file the Electric Quarterly Report (EQR). In the EQR, which is filed via the internet, companies summarize the contractual terms and conditions in all their jurisdictional service agreements (including market-based power sales, cost-based power sales, and transmission service) and provide detailed transaction information for power sales (and merchant transmission negotiated rate transactions) during the most recent calendar quarter

The EQR webpage is at www.ferc.gov/docs-filing/eqr.asp and FERC's EQR Orders and Notices are at www.ferc.gov/docs-filing/eqr/com-order.asp.

The EQR should be submitted in accordance with the following schedule:

QUARTER	DATES INCLUDED IN FILING	FILING DEADLINE
1st Quarter	January 1 through March 31	April 30
2nd Quarter	April 1 through June 30	July 31
3rd Quarter	July 1 through September 30	October 31
4th Quarter	October 1 through December 31	January 31

If the filing date falls on a weekend or Federal holiday, the next business day is the due date.

DOWNLOADING AND INSTALLING THE EQR SOFTWARE

The file used to install the software application on your workstation can be downloaded from FERC through an Internet connection. Data can be entered into the application manually or it can be imported into the system.

To begin downloading the EQR submission software, select the "**Software**" link (located on the EQR web page at www.ferc.gov/docs-filing/eqr/soft-tools.asp) to obtain the software installation file.

Note: The screen selections described in the Installation portion of this Guide may not appear exactly as presented here, due to Operating System version differences. However, in general the procedures described below are applicable.

If you are installing the EQR application on a single workstation, select "Run this program from its current location" and the system will begin the installation.
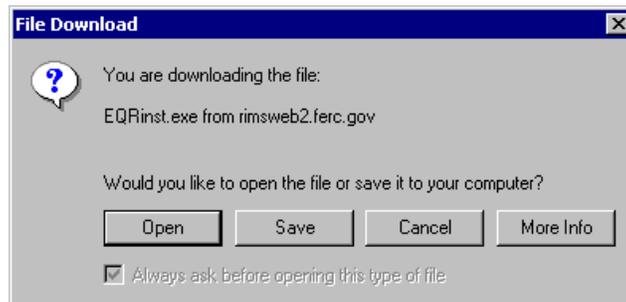
Note: If you want to make multiple installations, select the Save button. The installation file will download to the location you specify and be used to make multiple EQR installations. Be sure to note the location on the storage device to which you saved the file. After download, start the installation process by locating the file "EQRinst.exe" with Windows Explorer and double-clicking on the file name. If you install the EQR on multiple workstations, you can copy the installation file to a network drive and run it from that location for each workstation.

Performing EQR Software Installation

1. When Installation begins, the system displays the Security Warning Dialog box. Select the Yes button. The system then displays a standard Microsoft Software Installation screen with application licensing agreement information.

Note: FERC is authorized to distribute this software free of charge.

2. Select the Next button at the bottom of the screen.
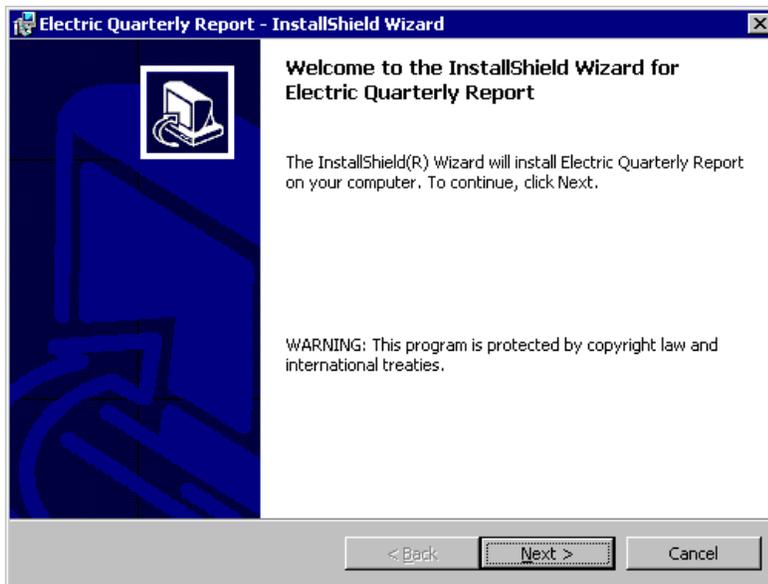
3. The Customer Information screen is displayed. Enter your User Name and Organization.
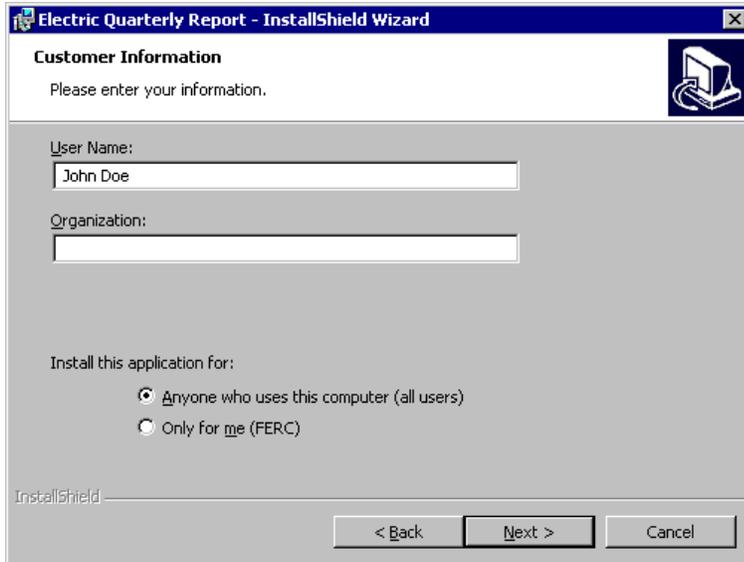
4. Select <u>Anyone who uses this computer</u> as the "Install this application for" value.

Notes: 1.) This may not appear on earlier versions of the Windows Operating system.

2.) For Windows 2000/XP systems, an administrator may be installing the software. Therefore, it should be set up so that other regular users on the PC will be able to run the program.

5. Select the <u>Next</u> button.

The system presents the next InstallShield display, allowing you to designate a download destination. The setup program suggests placement of the application in the FERC/EQR folder on your C drive. If the folder does not exist, setup will ask if you want to create it.

Note: FERC recommends that you not change the folder name or location (this will assist our ability to help resolve operations problems). However, some computer configurations have the C drive 'locked-down', which will not allow the EQR system to function properly, since after installation, files will be created, edited and deleted from the folder where the program is installed. In that case, change the destination to a location where you have complete access to folders.

6. Once you changed or conformed the default <u>Install to</u> location select the <u>Next</u> button.
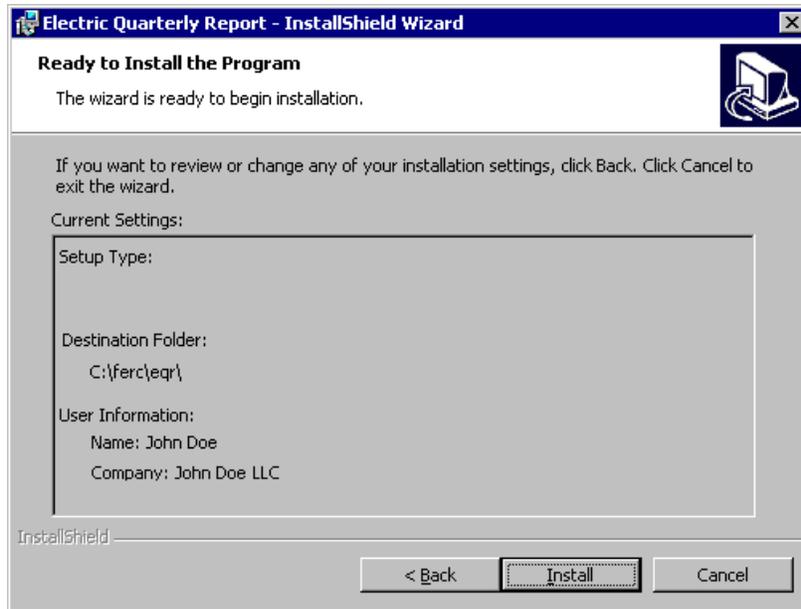
7. After that, the system displays InstallShield display, which summarizes the installation details and allows you to run the installation.   Select the Install button to run the EQR installation program. After the installation is complete, the system displays the InstallShield Wizard Completed message box.

8. Select the Finish button to complete the installation and close the message box.

The installation process creates a program group called FERC Applications and a program item called Electric Quarterly Report.

Notes: 1.) The installation may instruct you to restart your computer. This is necessary for proper registration of certain components of the software.

2.) Once the EQR Submission Software is installed at your site, the installation file is no longer needed and should be deleted. Do not save the installation file for future use.

Initial Operation and Setup of EQR Software

Once the EQR application installation is completed, you must set your communications options (if any) and obtain the initial download of your EQR database information.

Note: This process needs to be performed only once. After the first time the database has been downloaded, all data entered are stored at the user's site (either on a local PC drive or on a network drive).

When you first start the software (by selecting the Electric Quarterly Report program item), the system displays the EQR Application's Splash Screen.

Note: The version number displayed on the screen changes every time updates and changes are downloaded to your workstation.

Downloading your Initial EQR Database

If you are running the EQR application software for the first time, the system displays the Electric Quarterly Report Data Download screen, allowing you to download the appropriate data for the company or companies for which you file EQR information.

Obtaining a Personal Identification Number (PIN)

To have your company included in the list of available companies and to receive a Personal Identification Number (PIN) for your submission, send an Email to eqr@ferc.gov with "PIN Request" in the subject line. Include your company's full legal name and the FERC docket number for your company's Market Based Rate Authority in the body of the message   You will receive an Email with the PIN Code (usually the same day).

To Download Company Data…

If you filed Electric Quarterly Reports in prior quarters using the EQR software, you should have a copy of your EQR database on your network drive (or on your local drive for a single-user setup). You should use this database version instead of attempting to download a new database.1. Determine a location for your EQR database. The box titled "Destination for Data or Location of Existing Data" shows a proposed default location for your Electric Quarterly Report Database.

Notes: FERC Recommends Network Location of EQR Database: It is highly recommended that you choose a directory on a network drive for the Electric Quarterly Report database for the following reasons:

  1.) Storing the database on your network permits multiple users of the EQR software to work at the same time. If you desire having multiple users entering data, the database must be on a shared network drive accessible by all users.

  2.) You will be protected from losing your work should your workstation have a malfunction since most system administrators back up network data regularly.

If you choose not to use a network drive for your database, you are at risk of losing all your work should something happen to the database because of hardware malfunction. Please consider the ramifications of this happening, and take appropriate action to protect your data.
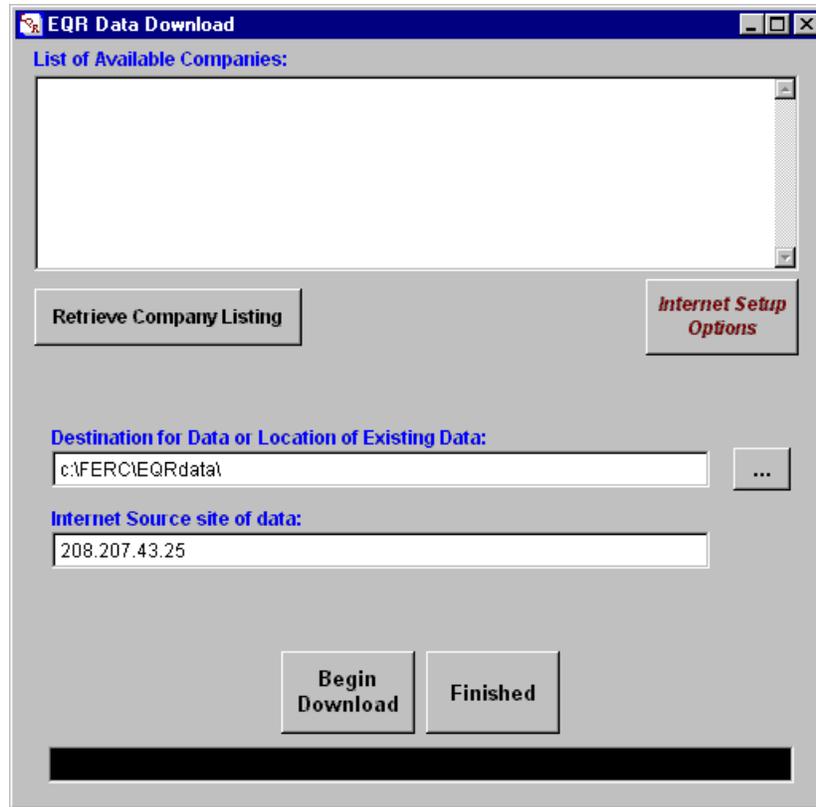
2. Select the Retrieve Company Listing button. The system retrieves a list of companies available for download from the FERC Server.
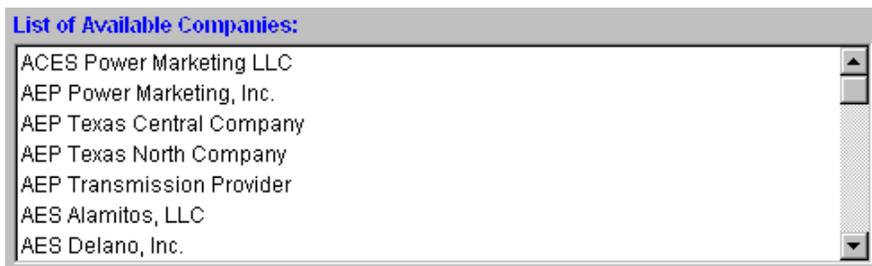
If you do not get the list, select the Internet Setup Options button and set any of the options that apply to your Internet connection. These options can be obtained from your Network/IT Support Personnel. In many cases, no changes are required.

If you still cannot get the List of Available Companies, refer to the EQR Troubleshooting procedures in this Guide.

3. Find and select your company name from the displayed list. The name will be highlighted.

4. Select the Begin Download button. If the system encounters any delays or problems during the download process, a message will be displayed within the darkened display-only field along the bottom of the dialog box.

The system begins the download and notifies you when the download is complete by displaying the Download Complete message box.

Select the OK button.

Download Complete

Data Has been downloaded for:

{Test Company B}

OK

If you file for more than one company, you may now select a different company for download. Repeat the process by selecting another company name and the Begin Download button again. Repeat steps 3 and 4 until you have downloaded company data for each of the companies for which you file. Once you have completed database download(s), select the Finished button. The system resumes the EQR system startup process.

Note: You need to select your company name and download only once. The next time you open the system, if you select your company name again and download, you risk overwriting any changes you may have made to data you previously submitted to FERC.

Internet Setup Options

The Internet Setup Options screen is displayed when you select on the Internet Setup Options button. Leave the boxes blank, unless you are sure of what to place in them. If the software cannot communicate with the FERC Forms Server for updates, contact your network support personnel to determine what values, if any, belong in these boxes.

Note: If you have trouble downloading your EQR data, open the Internet Setup Options screen and ensure that the "Force to normal (non-Passive) FTP only " option is selected. Then restart the restart the EQR application.

Internet Setup Options

These are options that may need to be configured if your Internet access is restricted. Blank these out if they are not needed at your site.

Proxy Settings (if applicable)

Host (Name/IP Address):   Port:

Logon Name/ID: Password:

Authentication (if required)

Authentication Username/ID:

Authentication Password:

FTP Settings (only use if problems occur with standard settings)

☐ Force to normal (non-Passive) FTP only   Force Non-passive via Port:

Note the FTP Server expects only anonymous FTP logons. However, some company FTP Proxy servers may need to make use of these settings.

Remote Host Setting: Remote Port: 0

User Name/ID: Password:

FERC Address (change not recommended):   208.207.43.25

Close

Configuring the EQR Application

The Options menu contains items that allow you to access the following program setup functions:

<u>Set EQR DB Location:</u> The database (DB) location is the same as the "Destination Location" that was specified in the data download screen. If the EQR database has been moved or copied (or perhaps the folder renamed), this option can be used to 'point' to another location. Only a folder that has the expected database files in it can be selected.

<u>FERC Communications Setup:</u> Selecting this item displays the Internet Setup options dialog box. If settings are changed, they will take effect the next time the program is executed.

Starting the EQR Application

Each time you start the EQR application, the system uses your Internet connection to check with the FERC server and determine if updated software is available. These application updates will be automatically downloaded to your workstation and installed during the startup process, ensuring your copy of the EQR software is the most current one.

To Start the EQR Application…

1. Select the <u>Start</u> button on your desktop.

2. Select <u>Programs</u>.

3. Select <u>FERC Applications</u>.

4. Select <u>Electric Quarterly Report</u>.

On initial startup, the system displays a splash screen that identifies the application version. This splash screen is displayed each time the application is started, and contains the system version number in the top left screen corner, as well as the title text "FERC Electric Quarterly Report," the FERC Seal, and a message display area. Pop-up messages are also periodically displayed as balloon text over the top-right corner of the splash screen during the startup process.

Display of Database Location Warning Message Box

If the database is located on a local drive (such as your workstation's C drive), the system displays the EQR Database Location Warning message box in front of the splash screen, with the following message presented as a reminder of the multi-user requirements of the EQR database file location.

In some rare cases, the system at the user site may have significant data problems. The most frequent cause of this is the accidental deletion of important data files. Therefore, it is very important that data be backed up on a regular basis. Network drives usually already have a backup process in place, which is why it is recommended to place the database (e.g. Destination Location) on a network drive.

Startup Message Displays

The splash screen's message display area, in which the messages appear as red text, displays the following information during the startup sequence:

> EQR version [Version Number]
>
> Checking Data Download Status
>
> Scanning for version updates...
>
> Getting FERC version. Please wait...

Note: This is accompanied by a balloon message displaying "[Number of] bytes transferred".
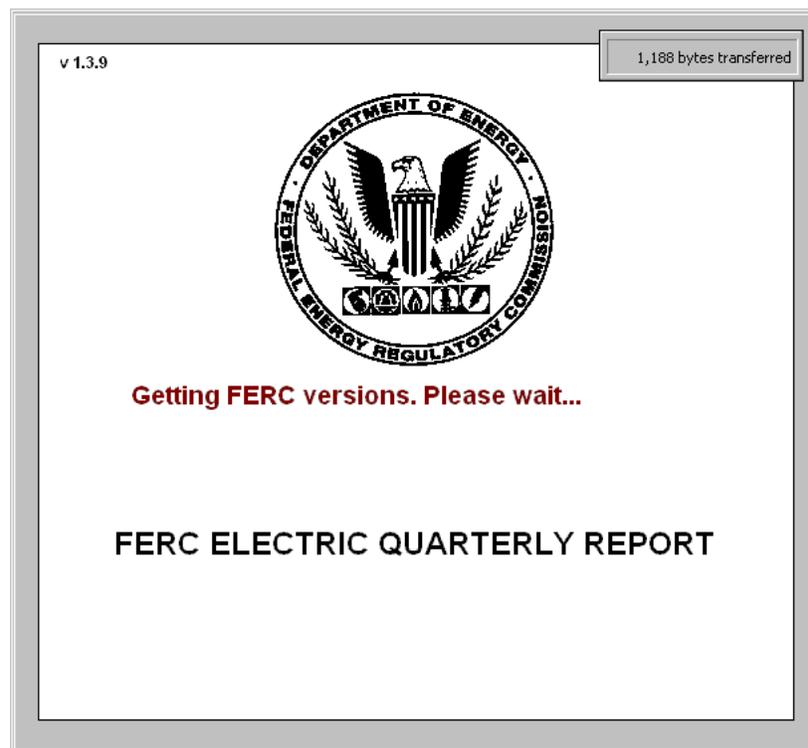
Display of the Options/Data Download button

The EQR Application Splash Screen also displays the <u>Options/Data Download</u> button in the bottom right corner of the screen for several seconds immediately after the user closes the EQR Database Location Warning message box.
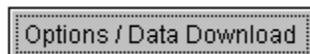
Selecting this button opens the application's EQR Data Download screen dialog box. If not selected, the system continues with the startup process and automatically displays the EQR application window at the end of the startup process.

DESIGNATING RESPONDENT AND FILING YEAR/QUARTER

Before you can enter data by manual or import method, you must first designate the Respondent, filing Year and filing Quarter.

The EQR Application window displays the title bar with the application name and version number, the menu bar and the EQR application tool bar.
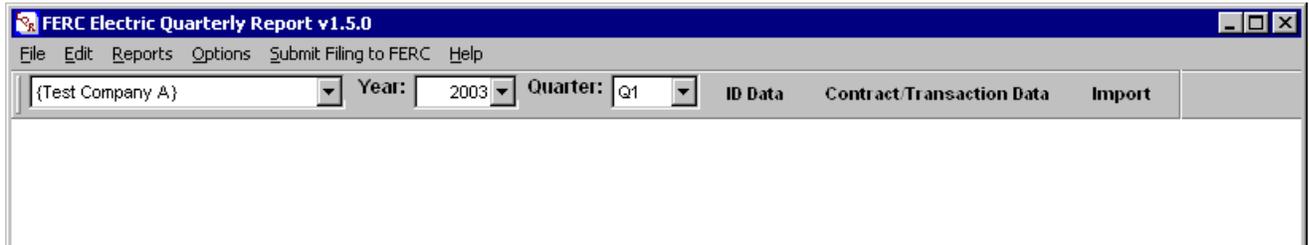
Top portion of EQR Application Window showing menu and tool bars.

To Designate Respondent, Filing Year and Filing Quarter...

1. Select Respondent. Select the Respondent company name from the Respondent list box, the leftmost box displayed on the toolbar.
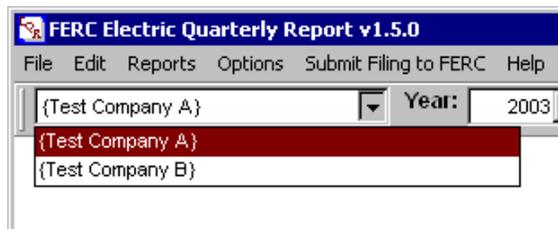
2. Select filing Year. Select the appropriate value for the filing year from the Year list box, displayed in the toolbar to the right of Respondent.

3. Select the filing Quarter. Select the appropriate value for the filing quarter from the Quarter list box, displayed on the toolbar to the right of Year. For each Quarter value (Q1 through Q4), the list box also displays abbreviations for the months included in the quarter.
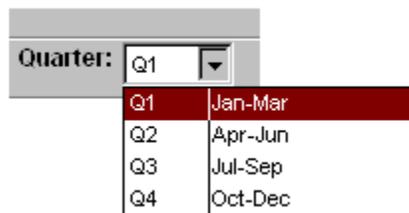
You are now set up to perform ID, Contract, and Transaction data entries. Or you may choose to use the Import function.

Notes: 1.) The system will retain the most recently selected Respondent/Year/Quarter values and will load these the next time you start the application.

2.) To import data, refer to the Importing and Appending instructions.

3.) Be aware that the sequence of data or format may differ between the manual and the import methods of data entry.

PREPARING THE EQR SUBMISSION ON-SCREEN

Entering Respondent/Sellers/Agent Identification and Contact Data

Use the Identification and Contact Data screen to identify the Respondent, Sellers and Agent and to provide contact details.

Respondent- The name of the company taking responsibility for complying with the Commission's regulations related to the EQR.

Sellers- The name of the company that is authorized to make sales as indicated in the company's FERC tariff(s). This name may be the same as the Company Name of the Respondent. The Seller data entered on this screen is also used on the Contract/Transactions Data screens.

Agent- The name of the entity completing the EQR filing. The Agent's Company name need not be the name of the Company under the Commission's jurisdiction

In most cases, the Respondent, Sellers and Agent data will be the same. However, each must be identified. Detailed contact information is required. In many cases, the filing is on behalf of a single Seller, and the Respondent and Seller are the same. Other possibilities include a parent company making the filing for subsidiary companies listed as Sellers, or a service company making a filing on behalf of affiliated Sellers.

To Open the Identification and Contact Data Screen…

Select the ID Data button, located on the tool bar. The system presents the Identification and Contact Data screen with the Respondent tab displayed.

ID Data

The Identification and Contact Data screen includes the Respondent Name as a display-only field, the DUNS number field, and the Contact Information field group. You can select the Copy Data from Previous Period function within the Options tool to fill the ID Data screens with the previous quarter's data. (See the Copy Data from Previous Period section of this Guide.)

DUNS: (REQUIRED). Enter the Respondent Name's 6 to 9 digit DUNS number, with no dashes.

Obtaining a DUNS Number

, You can obtain a DUNS Number using two methods (Please note that it may take up to 30 days to receive a new DUNS number):1. Call the DUNS government dedicated, self-request line at: 1-866-705-5711.2. Register for your DUNS number on the Dun & Bradstreet websitehttps://fedgov.dnb.com/webform

If your company already has a DUNS number, the D&B representative will advise you of that over the phone. If you register via the website, an automatic search will look for a DUNS number based upon the company information that you enter on screen.

Both the Dun & Bradstreet customer service line and the Dun & Bradstreet website indicate that these are registration methods for US Federal Government Contractors and Grantees, but assignment of a DUNS number is also free for all entities required to register with the federal government by a regulatory agency.

Note: Numbers for Customers you list in the EQR are available from Dun and Bradstreet for a fee.

Entering Respondent Contact Information

Enter Contact Information using the fields and controls of the Contact Information field group.

To Enter Respondent Contact Information…

1. <u>Name</u>: Enter the contact's complete Name. (REQUIRED)

2. <u>Title</u>: Enter the contact's Title (such as Contract Administrator and Regulatory Affairs Director).

3. <u>Phone</u>: Enter the contact's Phone number. (REQUIRED)

4. <u>Address</u>: Enter the contact's Address. (REQUIRED)

5. <u>City</u>: Enter the contact's City name. (REQUIRED)

6. <u>State</u>: Enter the contact's two character State or Province abbreviation. (REQUIRED)

7. <u>Zip</u>: Enter the contact's Postal Service ZIP code. (REQUIRED)

8. <u>Country</u>: Select the contact's Country name from the list box. (REQUIRED) See Appendix A for valid values contained in the software pull down. Insert Link to Appendix A

9. <u>Email:</u> Enter the contact's Email address. (REQUIRED)

10. If you select the <u>Save</u> button before completing all three (Respondent, Seller and Agent) tabs a Validation warning appears. You should elect the Save function after entering required data in all three tabs.

11. If you select the <u>Close</u> button, prior to saving, and then select <u>No</u> at the displayed dialog box, the entries made will be canceled.

Entering Sellers Data

To Enter Seller Same as Respondent...

If the Seller is the same entity as the Respondent, select the <u>Seller Same As Respondent</u> button, located at the bottom right corner of the screen. The system loads the values from the Respondent screen into the Seller Name, DUNS and Contact Information fields.

To Add Additional Sellers or a Seller different from the Respondent...

If you have more than one Seller or if the Seller Name is different from the Respondent:

1. Select the <u>New</u> button, located immediately below the Sellers grid. The system highlights the next available Sellers Name field within the grid and activates the Sellers contact information fields.

2. <u>Seller's Name</u>: (REQUIRED). Type the Seller's name in the highlighted Seller Name field.

Note: Duplicate Sellers are not allowed.

3. <u>DUNS</u>: (REQUIRED). Enter the Seller's 6 to 9 digit DUNS number with no dashes.

Note: In the rare instance that a seller has not yet been assigned a DUNS number, you may leave the "0" value that was automatically generated by the system until you receive your requested DUNS number from Dun & Bradstreet. You will get a data validation warning when you select Save, but you can still successfully save and file the data with FERC.

Entering Seller Contact Information

When adding an additional Seller or when a Seller Name is different from the Respondent, enter contact information for that Seller using the following fields, located below the Sellers grid.

Note: Do not use the Seller Same as Respondent button to populate the new or additional Seller's contact information fields, since that action will delete any new or additional Seller's name that you have just entered.

1. Name: Enter the contact's complete Name. (REQUIRED)

2. Title: Enter the contact's Title (such as Contract Administrator, Regulatory Affairs Director). (REQUIRED)

3. Phone: Enter the contact's Phone number. (REQUIRED)

4. Address: Enter the contact's Address. (REQUIRED)

5. City: Enter the contact's City name. (REQUIRED)

6. State: Enter the contact's two character State or Province abbreviation. (REQUIRED)

7. Zip: Enter the contact's Postal Service ZIP code. (REQUIRED)

8. Country: Select the contact's Country name from the list box. See Appendix A for valid values contained in the software pull down. (REQUIRED)

9. Email: Enter the contact's Email address. (REQUIRED)

10. If you select the Save All Data button before entering Agent information, you will get a validation warning that data are missing from the Agent tab.

11. If you select the Close button after entering Seller contact information and then select No at the displayed dialog box, entries made will be canceled.

12. To add additional Sellers, select the New button and repeat the process.

Deleting a Seller from the Sellers Grid

To Delete a Seller from the Grid…

1. Select the desired Seller within the grid.

2. Select the Delete button. The system removes the Seller, DUNS and related contact information for that Seller from the list.

Entering Agent Data

The Agent is the entity completing the EQR filing. Display the Agent screen by selecting the Agent tab. You can then use the screen's fields/controls to add an agent and enter agent data. It is recommended that contact information for the person who actually files the EQR be entered into the application. When an EQR is submitted to FERC, an Email acknowledging receipt is sent to the Respondent and Agent contacts. In addition, from time to time, Emails are sent to EQR filers with notices of interest to submitters. The EQR Email group is created from the Email addresses listed in the EQR group of Respondent and Agent contacts.

Note: If you would like more people to receive notification when your EQRs have been successfully submitted, you may add additional Email addresses in this field, separated by commas. The field is limited to 100 characters in total.

Select the Agent tab in the ID Data.

If the Agent is the same as the Respondent, select the Agent Same as Respondent button on the lower right of the screen. The system loads the contact field values from the Respondent screen into the Agent contact fields.

If the Agent is not the same as the Respondent you will enter the data manually using the fields described below.

Entering Agent Contact Information

1. Agent Company Name: (REQUIRED). Enter the Agent Company's name. Only one agent is allowed.

2. DUNS: Enter the Agent's 6 to 9 digit DUNS number with no dashes.

Enter Agent contact information using the fields and controls of the Contact Information field group, if desired. Agent contact data are not mandatory, but is useful when there are questions about the filing.

Enter data using the following fields, located below the Agent grid:

3. Name: Enter the Agent's complete Name. (REQUIRED)

4. Title: Enter the Agent's Title (such as Contract Administrator, Regulatory Affairs Director). (REQUIRED)

5. Phone: Enter the Agent's Phone number. (REQUIRED)

6. Address: Enter the Agent's Address. (REQUIRED)

7. City: Enter the Agent's City name. (REQUIRED)

8. State: Enter the Agent's two character State or Province abbreviation. (REQUIRED)

9. Zip: Enter the agent's Postal Service ZIP code. (REQUIRED)

10. Country: Select the Agent's Country name from the list box. See Appendix A for valid values contained in the software pull down list. (REQUIRED)

11. Email: Enter the Agent's Email address. (REQUIRED)

12. Save: Select the Save All Data button to retain the ID Data, or select the Close button and then select No at the displayed dialog box to cancel the entries made.

Entering Contract Data

Order 2001 eliminated the need for companies to submit to the Commission, in paper form, all contracts that conform to an approved standard form of service agreement. (Non-conforming contracts and service agreements must still be filed.) In addition, market-based rate service agreements no longer need to be filed on paper. Public utilities are now required to summarize the terms and conditions of all of their contracts and service agreements for all jurisdictional services (including market-based power sales, cost-based power sales, and transmission service) in the EQR.

Use the Contract Data and Transactions screen to enter contract data. A Seller name entered on the ID Data Seller tab is used on the Contract Data and Transactions. You must have entered Seller data on the ID screen before you can enter any contract or transaction data for that Seller.

Notes: 1.) The formatting and data entry instructions given in this section apply only to the manual entry of data.

2.) If you want to Import data, go to the Importing or Appending Data section in this Guide for data formatting and import instructions.

To Add a New Contract to the Contracts Grid…

1. With the EQR application window displayed, select the Contract/Transaction Data button, which is located on the tool bar. The system presents the Contract Data and Transactions screen with the Contract Data tab displayed.

2. Select the <u>New</u> button, located immediately below the Contracts grid. The system highlights the next empty Seller field within the grid. The system generates a new Unique ID for the contract, as displayed in the last field of the new row.

3. <u>Seller</u>: (REQUIRED). Click on the Seller field. Select a value from the displayed list of Sellers that you have entered or imported.

4. <u>Customer</u>: (REQUIRED). Click the Customer field and type the name of the customer.

5. <u>FERC Tariff Reference</u>: (REQUIRED). Select the FERC Tariff Reference field. Type the contract's FERC tariff reference.

Note: The FERC tariff reference should list the tariff and/or rate schedule approved by the Commission. For independent power marketers, this is likely "Rate Schedule No. 1," the rate schedule authorizing sales at market-based rates. A FERC Docket Number is not a valid FERC Tariff Reference.

Entering Contract Data

After the initial filing, most filers will want to copy Contract data from the previous quarter, and then make additions or changes as appropriate. (See the <u>Copy Data from Previous Period</u> section of this Guide.)

To Enter New Contract Data…

Enter data using the following fields:

1. <u>Contract Service Agreement ID</u>: (REQUIRED). This is a unique identifier given to each service agreement that can be used by the filing company to produce the agreement, if requested. The identifier` may be the number assigned by FERC for those service agreements that have been filed with and accepted by the Commission, or it may be generated as part of an internal identification system.

2. <u>Customer</u>: (REQUIRED). Enter the customer's 6 to 9 digit DUNS number, with no dashes.

Note: In the rare instance that a customer has not yet been assigned a DUNS number, you may leave the "0" value that was automatically generated by the system until the DUNS number requested from Dun & Bradstreet has been received. You will get a data validation warning when you select Save, but you can still successfully save and file the data with FERC.

3. <u>Affiliate</u>: (REQUIRED). The customer is an affiliate if it controls, is controlled by or is under common control with the seller. This includes a division that operates as a functional unit. A customer of a seller who is an Exempt Wholesale Generator may be defined as an affiliate under the Public Utility Holding Act and the FPA. If the companies are affiliates, you must answer Yes. See Appendix A for valid values contained in the software pull down. Insert Link to Appendix A

4. <u>Contract Execution Date</u>: (REQUIRED). Enter the Contract Execution Date. The date the contract was signed or materially amended. If the parties signed on different dates, , use the most recent date signed. Use standard date format for manual entry (MMDDYYYY).

5. <u>Contract Commencement Date</u>: (REQUIRED). Enter the Contract Commencement Date. The date the contract was effective. If it is not specified in the contract, the first date of service under the contract. Use standard Date/Time format for manual entry (MMDDYYYY).

6. <u>Contract Termination Date</u>: (REQUIRED IF SPECIFIED IN THE CONTRACT)) Enter the date the contract expires. Use standard date format for manual entry. (MMDDYYYY). If there is no data, leave this field blank.

7. <u>Actual Termination Date</u>: (REQUIRED IF CONTRACT TERMINATED) Enter the date the contract actually terminates. Use standard date format for manual entry (MMDDYYYY). It is not a

projected date and will be completed only after the contract has been terminated. If no termination has occurred, leave this field blank.

8. Extension Provision Description: (REQUIRED). Enter descriptive text. Description of terms that provide for the continuation of the contract. Can be listed as "None", if appropriate.

9. Save: Select the Save button to retain the data. Or select the Close button and then select No at the displayed dialog box to cancel the entries made.


To Amend Contract Data...

Select the field that you want to change and type in the desired data.

Deleting a Contract from the Contract Grid

If a contract has been terminated or has expired during the previous quarter, the Actual Termination Date field should be filled with the termination date. Then, for the following quarter, the contract may be removed from the filing.

To Delete a Contract from the Grid...

1. Select the desired seller name within the grid.

2. Select the Delete button. Once you confirm the delete, the system removes the contract and associated contract products and transactions from the list.
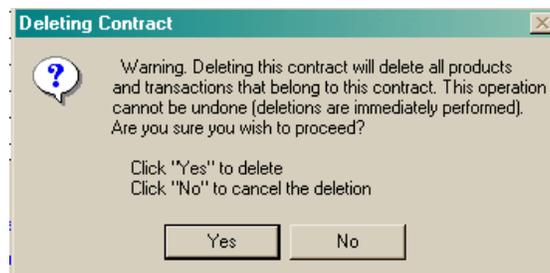
Entering Contract Products Data

The Contract Products area of the EQR describes the commodities or services available for sale or being agreed to in the contract. All contracts must include at least one contract product.

Use the Contract Data and Transactions screen to enter contract products data. However, you must first select a contract from the Contract Data tab.

Notes: 1.) The values entered on the Identification and Contact Data screen's Sellers tab are used on the Contract Data and Transactions screen. Similarly, the values entered on the Contract Data tab are used on the Contract Products tab.

2.) You must have at least one contract product for each contract you list.

To open the Contract Products tab for a specific Contract…

1. With the EQR application window displayed, select the Contract/Transaction Data button, which is located on the tool bar. The system presents the Contract Data and Transactions screen with the Contract Data tab displayed.

2. Select a specific Contract, if more than one exists.

3. Select the Contract Products tab. The system displays the Contract Products screen with the previously selected contract's data loaded into the display fields above the Contract Products grid. These display-only fields describe the currently selected contract and include: Seller, Customer, FERC Tariff Reference, Service Agreement ID, Contract Commencement Date, and Contract Termination Date.
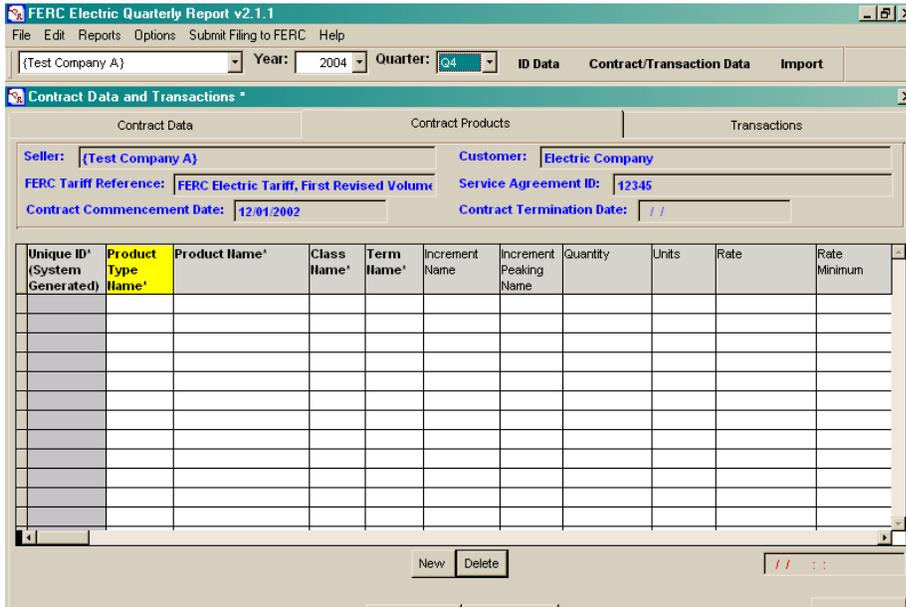
To Add A New Contract Product to the Contract Products Grid…

Select the New button, located immediately below the Contract Products grid. The system highlights the next empty Product Type Name field within the grid. The system generates a new Unique ID for the contract product, as displayed in the first field of the new row.

Notes: 1.) The REQUIRED fields are mandatory in all cases. If the contract does not include information pertaining to a required field, enter "N/A" in text fields or a 0 (zero) in a numeric field. See the list of valid values in Appendix A.

2.) If a contract contains pertinent EQR information, entry of the information into the EQR is mandatory for that contract, in accordance with Order 2001, even if a contract product field is not listed as REQUIRED.

3.) If there is no datum for a field and it is not a required field, leave it blank.

To Enter Contract Product Data…

1. Product Type Name: (REQUIRED). Select a Product Type Name. See Appendix A for valid values contained in the software pull down list.

2. Product Name: (REQUIRED). Select a Product Name. See Appendix A for valid values contained in the software pull down list. A list of definitions and historical revisions can be found in Appendix B.

3. Class Name: (REQUIRED). Select a Class Name value using the pop-up list displayed when you select on the field. See Appendix A for valid values contained in the software pull down list.

4. Term Name: (REQUIRED). Select a Term Name. See Appendix A for valid values contained in the software pull down list.

5. Increment Name: (REQUIRED). Select an Increment Name. See Appendix A for valid values contained in the software pull down list.

6. Increment Peaking Name: (REQUIRED). Select an Increment Peaking Name. See Appendix A for valid values contained in the software pull down list.

7. Quantity: Enter a numeric value. Number of units agreed-to in the contract.

8. Units: Select a Units value. See Appendix A for valid values contained in the software pull down list.

Notes: 1.) At least one of the next four rate fields (Rate, Rate Minimum, Rate Maximum, Rate Description) is required and must be completed.

   2.) If there is no set rate because the service agreement is market-based, enter "market-based" in the Rate Description field.

   3.) If a specific rate or a formula rate has been negotiated under a market-based rate schedule or tariff, that rate or formula should be entered in the rate fields.

   4.) If the service does not have a rate, enter N/A in the Rate Description field.

Rate Minimum	Rate Maximum	Rate Description	Rate Units	Point of Receipt Control Area	Point of Receipt Specific Location	Point of Delivery Control Area

9. Rate: Enter a numeric value. (See Notes above.)

10. Rate Minimum: Enter a numeric value. (See Notes above.)

11. Rate Maximum: Enter a numeric value. (See Notes above.)

12. Rate Description: Enter descriptive text. (See Notes above.)

13. <u>Rate Units</u>: Select a Rate Unit. See Appendix A for valid values contained in the software pull down list.

Note: If the rate unit includes the word "CENTS," the price listed should be the number of cents, not dollars. (i.e., 57.2 in the price field and CENTS/KWH in the Rate Units field should describe a rate of $0.572/KWH.)

14. <u>Point of Receipt Control Area</u>: Valid name of a NERC control area or the term "HUB." See Appendix A for valid values contained in the software pull down list.

15. <u>Point of Receipt Specific Location:</u> If "Hub" is used in the Point of Receipt Control Area (PORCA), data are restricted to items listed in Appendix C – Hub Names.

16. <u>Point of Delivery Control Area:</u> Valid name of NERC control area or the term "HUB." See Appendix A for valid values contained in the software pull down list.

Point of Delivery Specific Location	Begin Date	End Date	Time Zone	

17. <u>Point of Delivery Specific Location</u>: If "Hub" is used in the PORCA field, data are restricted to times listed in Appendix C – Hub Names.

Notes: 1.) Begin and End Dates apply to contract products, rather than the whole contract, and are to be used when there are multiple time frames addressed in the contract. If all products listed begin and end on the contract commencement and termination dates, there is no need to list dates in these Begin and End Date fields. Therefore, in most cases, these fields will be left blank. Do not enter N/A in these date fields.

2.) Example of Begin and End Date field(s) use: In a five-year energy sales contract with a different quantity and price specified for each year, the product (energy) would be listed on five lines. Each listing would have a unique begin and end date and the price assigned for each year would be listed on the appropriate line.

18. <u>Begin Date</u>: Use standard Date/Time format for manual entry. (MMDDYYYYHHMMSS) See notes above.

19. <u>End Date</u>: Use standard Date/Time format for manual entry. (MMDDYYYYHHMMSS) See notes above.

20. <u>Time Zone</u>: (REQUIRED). Select a Time Zone. See Appendix A for valid values contained in the software pull down list.

21. <u>Save</u>: Select the <u>Save</u> button to retain the data, or select the <u>Close</u> button and then select <u>No</u> at the displayed dialog box to cancel.

Deleting a Contract Product From The Contract Products Grid

To Delete a Contract Product from the Grid…

1. Select the row containing the desired Contract Product from within the grid.

2. Select the <u>Delete</u> button. The system removes the Contract Product from the grid.

Note: Every contract must have at least one associated contract product before the software will permit a successful submission of the EQR to FERC.

Entering Transaction Data

Transaction data should be filed for all power sales pursuant to 18 CFR Part 35 tariffs on file with the Commission. This includes cost-based and market-based rate sales. Transmission transactions related to power sales (and merchant transmission negotiated rate transactions) must be reported. Traditional transmission sales unrelated to any power sales are not required to be reported.

Enter a new line of data every time the price of a transaction changes. Aggregate or average prices are not permitted in the EQR.

Use the Transactions tab on the Contract Data and Transactions screen to enter transaction data. However, you must first select a contract from the Contract Data tab. The values entered on the Identification and Contact Data screen's Sellers tab are used on the Contract Data and Transactions screen.

To Open the Transactions tab for a specific Contract…

1. With the EQR application window displayed, select the <u>Contract/Transaction Data</u> button, which is located on the tool bar. The system presents the Contract Data and Transactions screen with the Contract Data tab displayed.

Contract/Transaction Data

2. Select a specific contract from the <u>Contract</u> Data tab (if more than one has been entered for the filing).

3. Select the <u>Transactions</u> tab. The system displays the Transactions screen with the selected contract's data loaded into the display fields above the Contract Products grid. These display-only fields describe the currently selected contract and include: Seller, Customer, FERC Tariff Reference, Service Agreement ID, Contract Commencement Date, and Contract Termination Date.
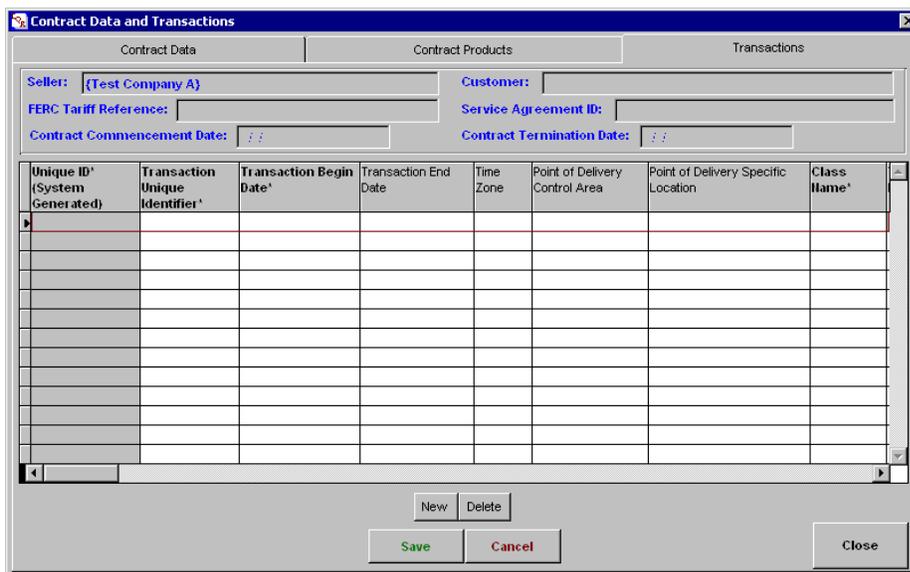
4. Select the <u>New</u> button to begin entering Transaction data.

Entering Transaction Data

The following information pertains only to manually entered data. For instructions on formatting data to be imported, see the Importing or Appending Data section of this Guide.

1. <u>Transaction Unique Identifier</u>: (REQUIRED). Enter an alphanumeric value. Each transaction should be given a unique identifier. All transaction products, sold under a single transaction, should have the same transaction identifier as the rest of the transaction components.

2. <u>Transaction Begin Date</u>: (REQUIRED). Use standard Date/Time format for manual entry (MMDDYYYYHHMMSS).

3. <u>Transaction End Date</u>: (REQUIRED). Use standard Date/Time format for manual entry (MMDDYYYYHHMMSS).

4. <u>Time Zone</u>: (REQUIRED). Select a Time Zone value. See Appendix A for valid values contained in the software pull down list.

5. <u>Point of Delivery Control Area (PODCA)</u>: (REQUIRED). Valid name of NERC Control area. See Appendix A for valid values contained in the software pull down list.

6. <u>Point of Delivery Specific Location (PODSL)</u>: If HUB is selected as the PODCA (above), then the PODSL is REQUIRED and must be selected from the list of valid values. See Appendix A for valid values contained in the software pull down list. Otherwise, the PODSL is a free text, field. While not a mandatory field in the software, from a regulatory standpoint, this field is required if data are available. We believe that data will always be available and expect that this field will be completed.

7. <u>Class Name</u>: (REQUIRED). Select a Class Name. See Appendix A for valid values contained in the software pull down list.

8. <u>Term Name</u>: (REQUIRED). elect a Term Name. See Appendix A for valid values contained in the software pull down list.

9. <u>Increment Name</u>: (REQUIRED). Select an Increment Name. See Appendix A for valid values contained in the software pull down list.

10. <u>Increment Peaking Name</u>: (REQUIRED). Select an Increment Peaking Name. See Appendix A for valid values contained in the software pull down list.

11. <u>Product Name</u>: (REQUIRED). Select a Product Name. See Appendix A for valid values contained in the software pull down list. A list of definitions and revisions can be found in Appendix B.

12. <u>Transaction Quantity</u>: (REQUIRED). Enter a numeric value. The number of units sold.

13. <u>Price</u>: (REQUIRED). Enter a numeric value. The price at which the named product was sold.

14. <u>Rate Units</u>: (REQUIRED). Select a Units value. See Appendix A for valid values contained in the software pull down list.

15. <u>Total Transmission Charge</u>: (REQUIRED). Enter a numeric dollar value. Transmission charges related to power sales are required. Traditional transmission transactions are not required. If none, enter 0 (numeric zero).

16. <u>Transaction Charge</u>: (REQUIRED). Enter a numeric dollar value. A Transaction Charge equals the quantity multiplied times the price plus the total transmission charge, if any. If a transaction spans many lines, each line must total across and should not be the grand total. The sum of all entries should equal the total amount of power sales for the quarter.

Note: In Quarter 4 2004 a Warning Message will be invoked if a total is not entered for each transaction line. Beginning with Quarter 1 2005, the failure to enter a transaction charge for each line will be a critical error and will produce a critical error report.

17. <u>Save</u>. Select the <u>Save</u> button to retain the data. To cancel select the <u>Cancel</u> or <u>Close</u> buttons and then select <u>No</u> at the displayed dialog box.

Deleting a Transaction from the Transactions Grid

To Delete a Transaction from the Grid…

1. Select the row containing Transaction to be deleted.

2. Select the <u>Delete</u> button. The system removes the Transaction from the grid.

USING REPORTS

Select the Reports function from the menu bar to select the type of report you want to view or print.

<u>Validation Report</u>. Select the Validation Report menu item to check the data currently entered in the EQR software for a selected quarter. If errors were found or warnings will be issued, a message is displayed on the EQR screen.

Select the <u>OK</u> button to proceed and view the errors for correction.
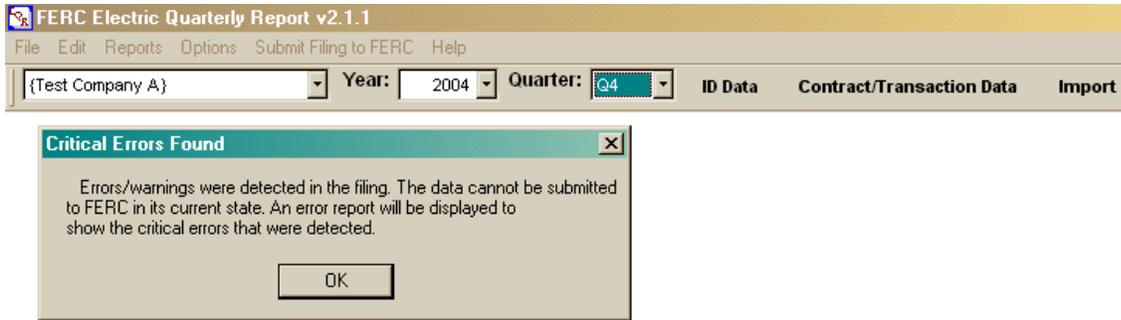
A Data Validation Warnings Report will display. The details will lead you to your data input errors for correction before your report can be submitted to FERC.
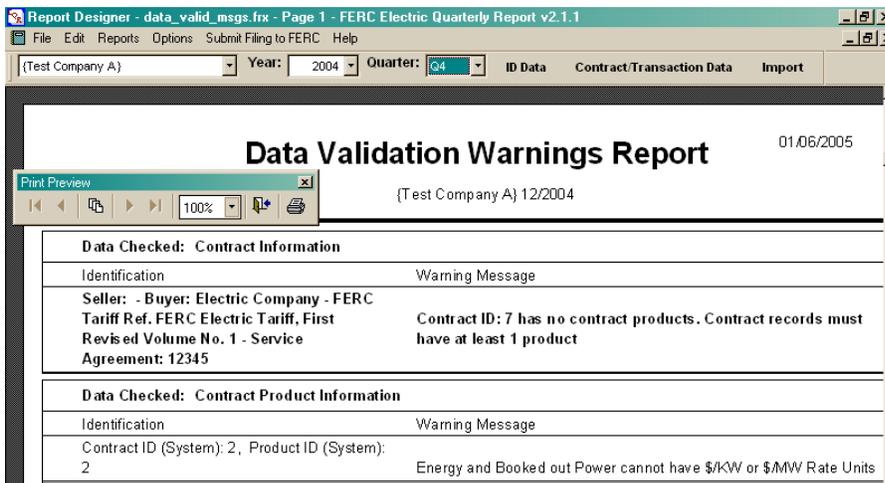
Validation Detail Listing. Select Validation Detail Listing to run a validation check of all contracts, contract products and transactions. The function checks data and presents a screen showing Data Type and Date Item Identification, and a Jump To Item button which will point to specific errors that may be contained within the data. In the example, the report informs that the product ENERGY cannot have a $/MW rate unit.
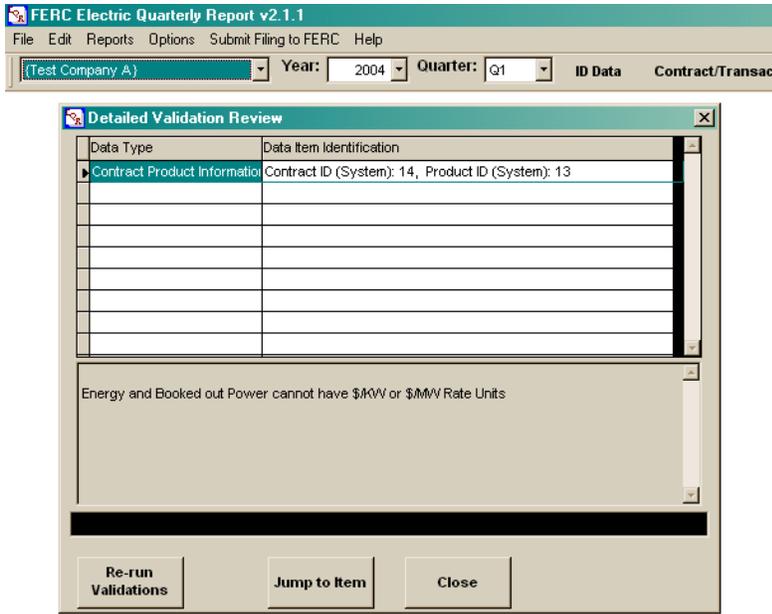
Selection of the <u>Jump to Item</u> button takes the user to the row of data that requires correction before the data can be submitted to FERC.
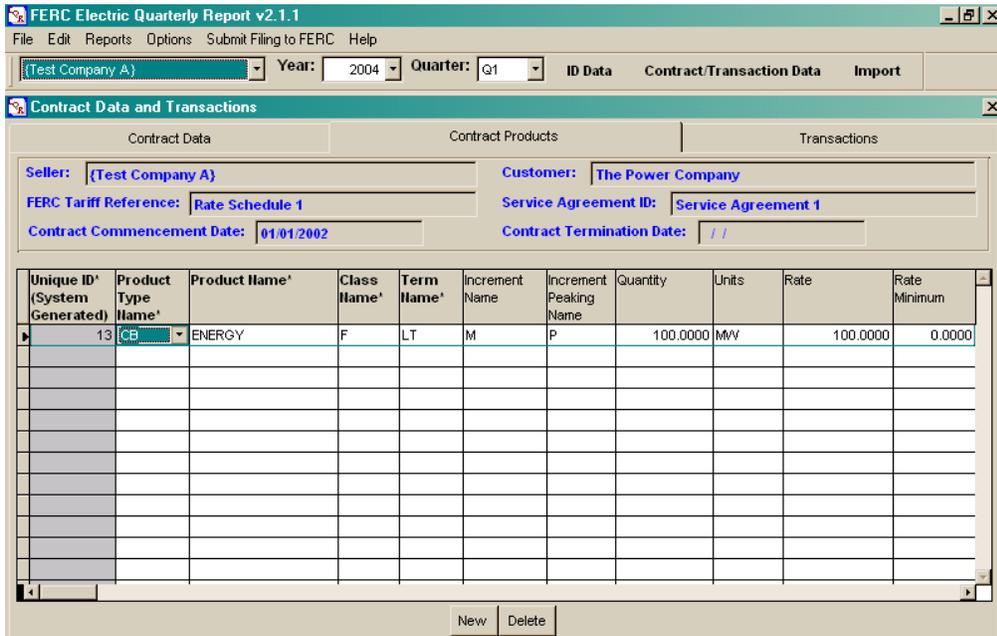
<u>Filing Status Report</u>. If you previously submitted an EQR to FERC for a selected quarter, the status report indicates when the EQR was last filed and what data, if any, has been revised but not submitted since that time.
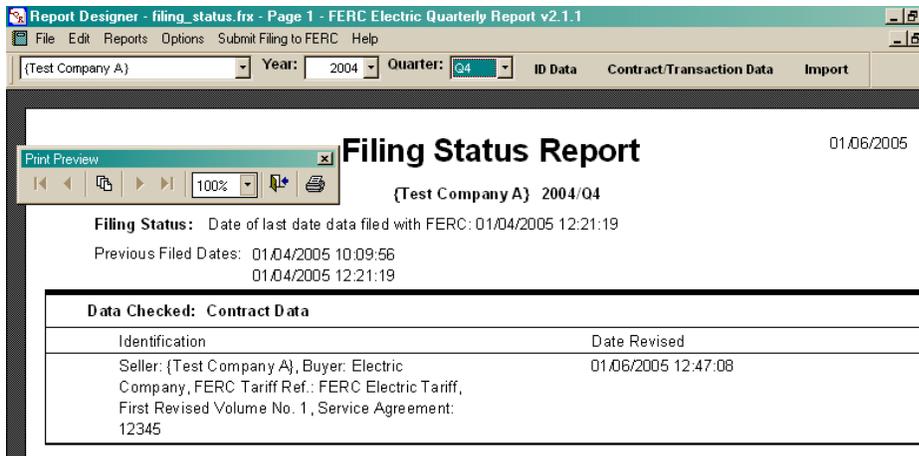
Contract Products Listing. This report enables you to see in a grid format, all contract and contract product data that have been entered into the system for the selected quarter.

To view or print contract and contract products data, select the Contract Products Listing menu item. Select either Screen or Printer as the destination. If you select Screen, you can either view the information or select specific pages to print.
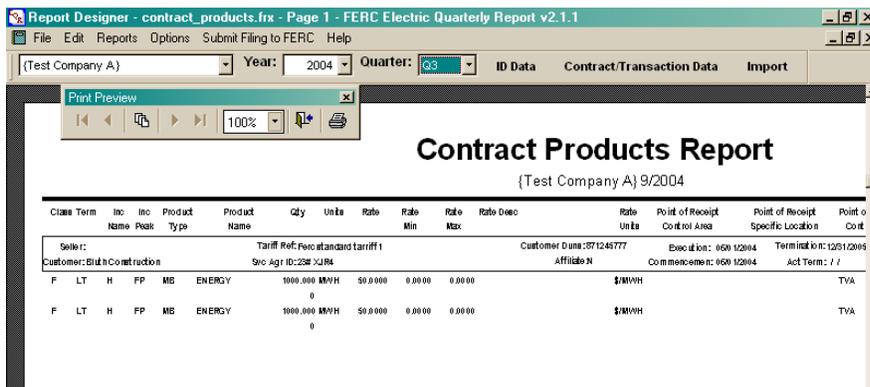
If you select Printer, enter the starting and ending page numbers for the print range (Pages: from and to) and then select the OK button to print or the Cancel button to exit the print function.
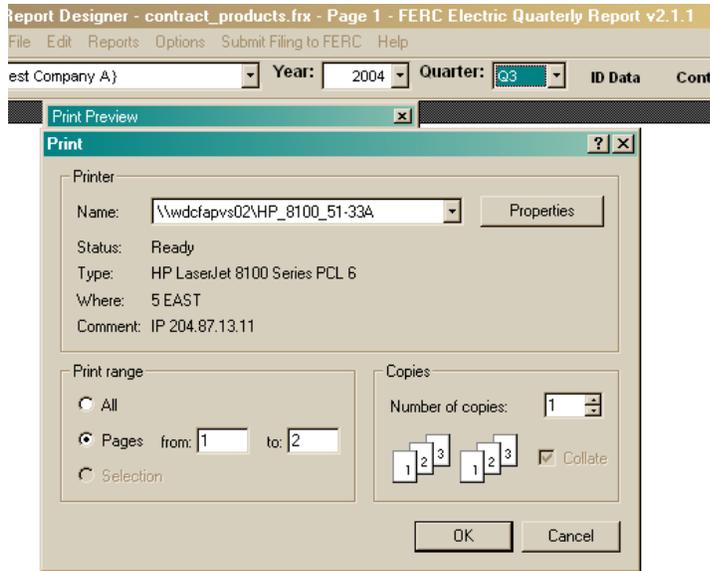
Contract Transactions Listing. This report enables you to see a grid format, all transaction data that has been entered into the system for the selected quarter.

To view or print transactions data, select the Contract Transactions Listing menu item. Select either Screen or Printer as the destination. If you select Screen, you can either view the information or select a specific page to print.
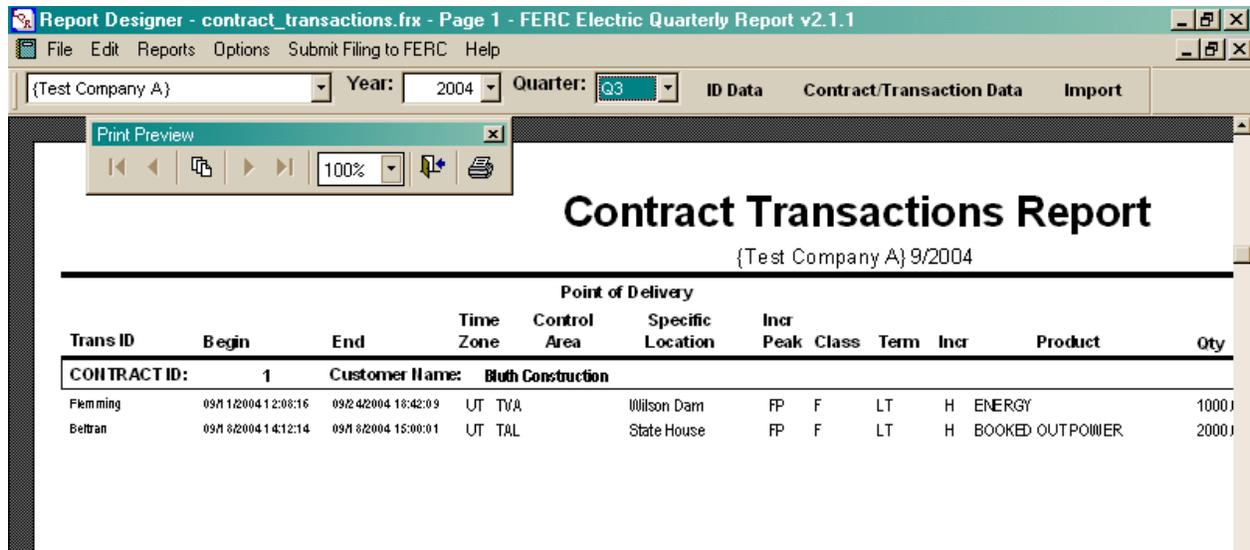
If you select Printer, enter the starting and ending page numbers for the print range (Pages: from and to) and then select the OK button to print or the Cancel button to exit the print function.
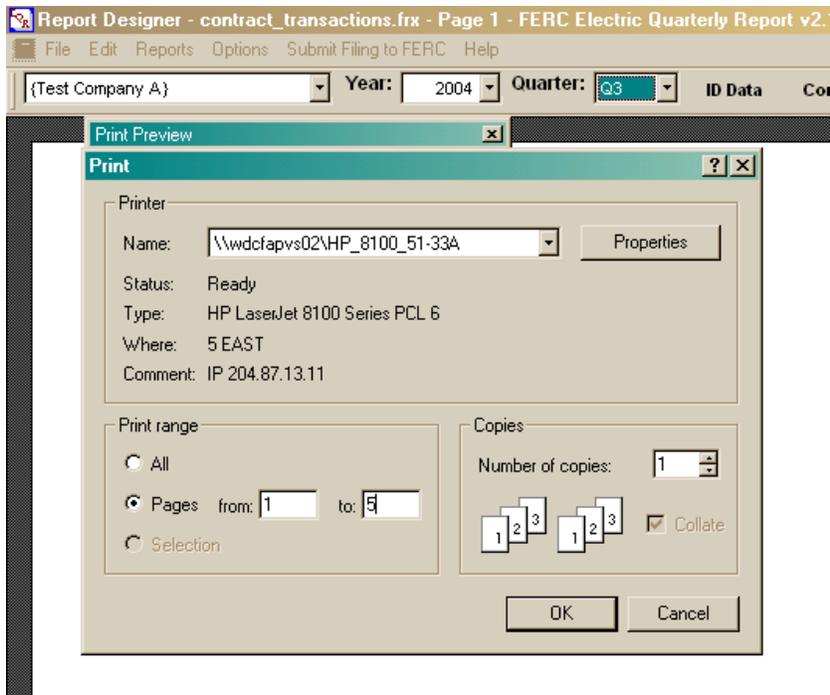
Export Contract Products. This report is similar to the import format for contract and contract products data that has been entered into the system, however the resultant Excel spreadsheet data are not importable into the EQR Submission Software.

To download contract data and contract products data into an Excel spreadsheet format, select the Export Contract Products menu item. A message will show the drive location of the exported file. Make a note of that location, then select the <u>OK</u> button.

To find the exported contact products data, use Windows Explorer to go to the noted drive location.

Export Transactions. This report is similar to the import format for transactions data that has been entered into the system, however the resultant Excel spreadsheet data are not importable into the EQR Submission Software.

To download transactions data into an Excel spreadsheet format, select the Export Transactions menu item. A message will show the drive location of the exported file. Make a note of that location, then select the OK button.

To find the exported contact products data, use Windows Explorer to go to the noted drive location.

Create CSV Exports. This function will copy EQR data from a selected quarter into a .csv file that can be re-imported into the EQR software. The program will create a separate .csv file for each area containing data (Filer, Contracts/Contract Products, Transactions), and provide an option that will allow you to point to a directory into which the files should be saved.
For example: (D:/).

1. Select Create CSV Export.
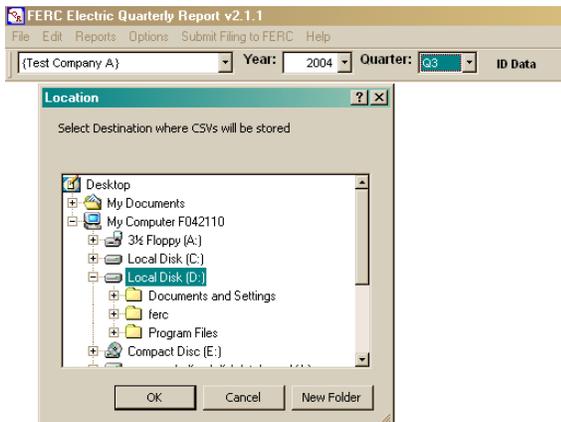
2. Select the OK button. The files will be created and the program will inform you where the files have been created.
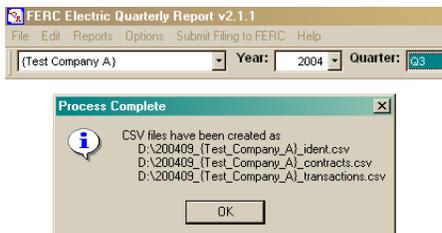
3. The location of each file will be displayed. Make note of their locations.

4. Select the <u>OK</u> button to clear the screen.

5. To create an importable file, go to the drive where the files are located and open the .csv file using Notepad.

6. You can print the files or make any necessary changes to the data.

7. Resave to .csv.

8. To import the changed/corrected file(s), follow the instructions provided in the Importing or Appending Data section of this Guide.

COPY DATA FROM PREVIOUS PERIOD FUNCTION

The Copy Data function allows you to copy into the current quarter, data filed in the previous quarter. It is can be used for Respondent, Agent, Seller, Contract and Contract Products Data. Transactions cannot be copied from a previous quarter and must be either manually entered or imported each quarter.

Notes: 1.) Edit checks have been enabled to ensure that the company name on your Seller tab in the ID Data exactly matches the Seller name in your Contract. If they do not match, the system may not permit the copying of the data from one quarter to another.

2.) If you do not elect to copy your Contract Products to a new quarter, you must enter at least one contract product for each contract to satisfy your EQR obligations and make a successful submission.

To Copy Data from a Previous Period

1. Verify at the top of the application that the year and quarter shown at the top of the application are the current year and quarter for which you are preparing a report.

2. Select <u>Options</u> from the Menu Bar.

3. Select <u>Copy Data from Previous Period</u>.
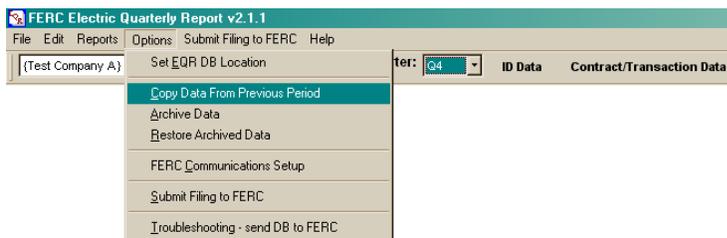
4. Enter year and quarter data in the fields for the period <u>From</u> which you will copy and the period <u>To</u> which you want to copy.
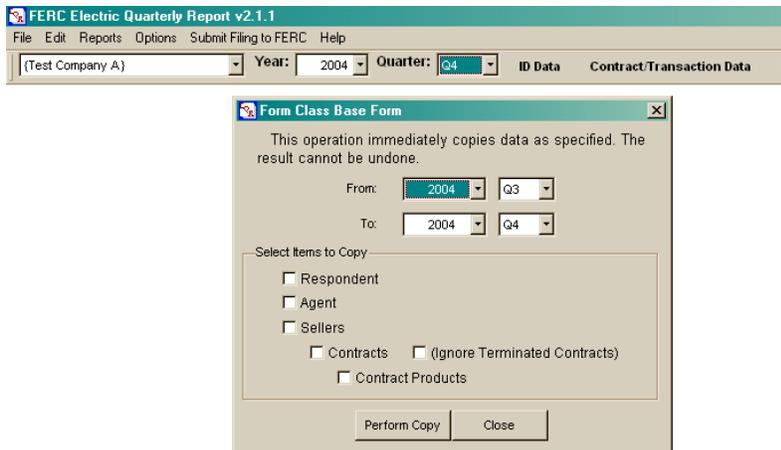
The copy data choices are: Respondent, Agent, Sellers, Contracts, and/or Contract Products. If your Copy selection includes Seller, Contract or Contract Product information, a message will appear informing you that if you have already entered data in the quarter that you choose to Copy Data into, your previously entered data will be overwritten.

5. Select and check the boxes for the types of data to copy.

Note: If the areas you select were blank in the previous quarter, a warning message will appear indicating that data from the previous quarter was not entered. If you continue, the Copy Data function will delete any data you may have already entered into the current quarter and leave all fields blank.

6. Select the Perform Copy button. Data from a previous period will copy to your selected quarter and populate the selected areas.

7. Messages will display regarding the status of data in the period to which you are copying. The copy program will delete any and all data in the new period before copying previous period data forward. Select the Yes and OK buttons to continue.

8. The data will copy forward. A message will inform that the copy process is complete. Select the OK and Close buttons to close the program on screen.

IMPORTING OR APPENDING DATA INTO THE EQR

The EQR System allows the user to import or append formatted .csv files into the system in lieu of manually entering the data using data entry screens. With the exception of formats specifically noted as pertaining only to manual entry, some of the guidance earlier in this document also pertains to imported and appended data when importing. ID Data, Contract/Contract Product, and Transactions data must be prepared in three separate files. CSV files may be generated directly by a utility's internal system or by creating a spreadsheet file and converting it to .csv format. Filers can use more than one method to enter data. For example, ID data may be entered manually while contract and transactions can be imported.

Data Preparation Format

1. At www.ferc.gov/docs-filing/eqr/soft-tools.asp select Excel Import Template. Save the template onto your computer. An excel template will appear with three gray tabs on the bar at
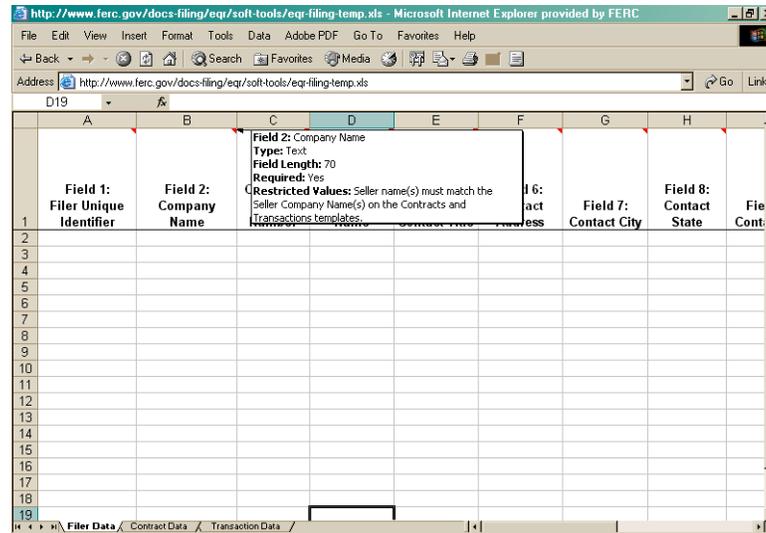
the bottom of the screen.

2. Select a tab - Filer (ID Data), Contract Data, or Transactions Data.

3. The selected spreadsheet includes header data. When your mouse moves over the column heading, the column title, field numbers and other pertinent format information will appear. See the above example.

4. If you do not use the above-described template for preparing your data, ensure that one line of header data are included in every spreadsheet prepared for import. The software program discards this data from each spreadsheet before beginning to load EQR data.

Note: Ensure that the header row contains data in the same number of fields as the actual data. The header row must not be left blank.

5. Informational Templates that show data requirements by import field are available at www.ferc.gov/docs-filing/eqr/soft-tools.asp. The informational templates are designed to be printed and used as a reference tool.

Filer Information

Filer data consists of 13 Fields on at least three rows. Row one is the Agent data and begins with the letters FA as the Filer Unique Identifier in column one. Row two is the Respondent contact information and begins with the letters FR as the Filer Unique Identifier in column one. Row three is the Seller company name and contact information and begins with the letters FS as the Filer Unique Identifier in column one. A second Seller row would be listed on row four and begin with FS2 in column one, etc.

Filer definitions

1. The Agent is the party that physically makes the submission to FERC. (After a successful submission to FERC, a confirmation Email is sent to the Agent's Email address, if different from the Respondent Email address.) The Agent Company Name is required. The other Agent contact information is useful to FERC but is optional to the filer.

2. The Respondent is the public utility taking responsibility for the filing. Complete contact information is required, except for the respondent's title. Enter FR in the first field on this line.

In many cases, the filing is on behalf of a single Seller, and the Respondent and Seller are the same. Other possibilities include a parent company making the filing for subsidiary companies listed as Sellers, a service company making a filing on behalf of affiliated Sellers, or an RTO/ISO making a filing on behalf of its member utilities. (After a successful submission, a confirmation Email is sent to the Respondent's Email address.)

3. Sellers are public utilities that have tariffs and/or rate schedules on file at FERC. Every EQR filer has at least one Seller. It is wrong to enter NONE as a Seller. (To be listed as a Seller, the company need only to have a tariff or rate schedule on file with FERC. It does not need to have actually made any power sales.) The Seller name and DUNS number are required. The other Seller contact information is optional. The first field in a seller line should begin with FS. Enter FS1 in the first field of the first Seller listed and increment it by 1 (i.e., FS2, FS3…) for each additional seller listed.

The numbers below correspond to columns for the ID Data Filer fields for the Agent, Respondent and Seller(s) rows:

1. Filer Unique Identifier: (REQUIRED). Entry must begin with an F. The entry will not be visible after import.

2. Company Name: (REQUIRED). The Seller Company name(s) must match the Seller Company Name(s) on the Contracts and Transactions templates.

3. Company DUNS Number: (REQUIRED for Respondent and Seller(s), not for Agent). Valid 6 to 9 digit number. No Dashes.

4. Contact Name: (REQUIRED only for Respondent).

5. Contact Title: Text field. Not required.

6. Contact Address: (REQUIRED only for Respondent).

7. Contact City: (REQUIRED only for Respondent).

8. Contact State: (REQUIRED only for Respondent). Must be a valid two-character abbreviation of a State or Province.

9. Contact Zip: (REQUIRED only for Respondent).

10. Contact Country Name: (REQUIRED only for Respondent). See Appendix A for valid values.

11. Contact Phone: (REQUIRED only for Respondent).

12. Contact Email: (REQUIRED only for Respondent).

13. Filing Quarter: (REQUIRED). Calendar year and last month of the filing quarter. Import format is YYYYMM.

Contract and Contract Product Information

Fields 14 through 25 on the Contract Template apply to the entire contract/service agreement. Fields 26 through 45 apply to the contract products. Contract Products describe the commodities or services available for sale or being agreed-to in the contract. All contracts must include at least one contract product. If a contract includes multiple products, each product must be listed on a separate row. While 11 of the 32 fields are not required by the system, if your contract includes information for any of those 11 fields, you are obligated to include it in the EQR.

Note: You must enter the Seller company name(s) before Contract data can be imported.

The numbers of the items below relate to the applicable import field.

14. Contract Unique ID: (REQUIRED). The entry must begin with the letter C, and is used in a system import algorithm to relate contract products to the correct contract. Once the contract file has been imported, this C number is replaced by a system generated Unique ID. The first Contract should be listed as C1 in this field, and incremented by 1 (i.e., C2, C3, C4) for each additional contract. If a contract is deleted from an import file, it is not necessary to renumber the remaining contracts, as long as the Contract Unique ID is not repeated within a quarter.

Note: Four fields must match exactly between the Contract and Transactions Templates. They are: Seller Company Name, Customer Company Name, FERC Tariff Reference, and Contract Service Agreement ID.

15. Seller Company Name: (REQUIRED). The Seller Company name must be spelled exactly as listed on both the Filer and Transactions spreadsheets.

16. Customer Company Name: (REQUIRED. The Customer Company Name must be spelled exactly as listed in any applicable Transactions. (REQUIRED).

17. Customer DUNS Number: The DUNS number is a REQUIRED field, as stated in the final rule. Filings that are missing DUNS numbers, for companies that have them, are incomplete. Enter a valid 6 to 9 digit number with no dashes.

18. Contract Affiliate: (REQUIRED). State whether the Seller's contract is with a company affiliate. Enter Y or N. If the same parent owns the Seller and Customer, you must enter Y for Yes.

19. FERC Tariff Reference: (REQUIRED). Enter the tariff and/or rate schedule approved by FERC. For independent power marketers, this is likely to be "Rate Schedule No. 1," the rate schedule authorizing sales at market-based rates.

20. Contract Service Agreement ID: (REQUIRED). This is a unique ID given to each service agreement. It may be the number assigned by FERC for those service agreements that have been filed and approved by the Commission, or it can be an internal numbering system. The filer must be able to readily identify and produce a contract based on the Contract Service Agreement ID.

Note: Dates. There are six date fields in the contract template. The first four relate to the contract itself, and the last two address the contract products. The import format for the first four date fields is YYYYMMDD.

21. Contract Execution Date: (REQUIRED). This is the date the contract was signed. If the parties signed on different dates, or there are different contract amendments, use the latest date signed as the contract execution date.

22. Contract Commencement Date: (REQUIRED). This is the first date the contract was effective - frequently the first date of service under a contract.

23. Contract Termination Date: (REQUIRED). This is the date specified (if any) in the contract that its terms would expire.

24. Actual Termination Date: (REQUIRED). This is the date the contract terminated. It can be the contract termination date, or any other date the parties agree to. It is not a projected date. You will enter data in this field only after the contract has been terminated.

25. Extension Provision Description: (REQUIRED). Enter descriptive text. Can be listed as None, if appropriate.

26. Class Name: (REQUIRED). Enter a Class Name. See Appendix A for valid values.

27. <u>Term Name</u>: (REQUIRED). Enter a Term Name. See Appendix A for valid values.

28. <u>Increment Name</u>: (REQUIRED). Enter an Increment Name. See Appendix A for valid values.

29. <u>Increment Peaking Name</u>: (REQUIRED). Enter an Increment Peaking Name. See Appendix A for valid values.

30. <u>Product Type Name</u>: (REQUIRED). Enter a Product Type Name. See Appendix A for valid values.

31. <u>Product Name:</u> (REQUIRED). Enter a Product Name. See Appendix A for valid values.

32. <u>Quantity</u>: Numeric field. Number of units cited in the agreement. If none is cited, enter 0 (numeric zero).

33. <u>Units</u>: Restricted text field. See Appendix A for valid values.

Notes: 1.) <u>At least one of the next four rate fields is required and must be completed</u>. (Rate, Rate Minimum, Rate Maximum, Rate Description).

2.) If a rate is market-based, enter "market-based" in the Rate Description field.

3) If the service does not have a rate, enter N/A in the Rate Description field.

34. <u>Rate:</u> Enter a numeric value. (See Notes above.)

35. <u>Rate Minimum:</u> Enter a numeric value. (See Notes above.)

36. <u>Rate Maximum:</u> Enter a numeric value. (See Notes above.)

37. <u>Rate Description:</u> Enter descriptive text. (See Notes above.)

38. <u>Rate Units:</u> Enter a rate unit. See Appendix A for valid values.

39. <u>Point of Receipt Control Area:</u> Valid name of a NERC control area or the term "HUB." See Appendix A for valid values.

40. <u>Point of Receipt Specific Location:</u> Enter a valid value. If the term "Hub" is used as the Point of Receipt Control Area (PORCA), then this field is restricted to items listed in Appendix C - Hub Names.

41. <u>Point of Delivery Control Area</u>: Valid name of a NERC control area or the term "HUB." See Appendix A for valid values.

42. <u>Point of Delivery Specific Location</u>: If the term "Hub" is used in Point of Delivery Control Area, then this field is restricted to items listed in Appendix C - Hub Names.

Notes: 1.) Begin and End Dates apply to contract products, rather than the whole contract, and are to be used when there are multiple time frames addressed in the contract.

2.) If all products listed begin and end on the contract commencement and termination dates, there is no need to list dates in these Begin and End Date fields. Therefore, in most cases, these fields will be left blank. Do not enter N/A in numeric date fields.

3.) Example of Begin and End Date field(s) use: In a five-year energy sales contract with a different quantity and price specified for each year, the product (energy) would be listed on five lines. Each listing would have a unique begin and end date and the price assigned for each year would be listed on the appropriate line.

43. <u>Begin Date</u>: Use standard Date/Time format for manual entry. (YYYYMMDDHHMMSS) See notes above.

44. <u>End Date</u>: Use standard Date/Time format for manual entry. (YYYYMMDDHHMMSS) See notes above.

45. <u>Time Zone</u>: (REQUIRED). Enter a Time Zone two-digit value. See Appendix A for valid values.

Transaction Information

Transaction data must be submitted for all power sales pursuant to 18 CFR Part 35 tariffs on file with FERC including cost-based and market-based rate sales.

Pure transmission transactions unrelated to any power sale are not required, unless so specified in authority granted by FERC. Transmission transactions related to power sales (and merchant transmission negotiated rate transactions) must be reported.

Fields 46 through 67 are transaction fields. All twenty-two fields on the transaction import spreadsheet are REQUIRED fields, with one slight exception. The software does not require an entry in the Point of Delivery Specific Location. However, from a regulatory standpoint, if that information is available, you must enter it.

Four of the transaction fields must match exactly with the Contract Template. They are: <u>Seller Company Name</u>, <u>Customer Company Name</u>, <u>FERC Tariff Reference</u>, and <u>Contract Service Agreement ID</u>.

Note: You must enter Contract and Contract Product information before Transaction data can be imported.

The numbers of the items below relate to the applicable import field.

46. <u>Transaction Unique ID</u>: (REQUIRED). The <u>Transaction Unique ID</u> must begin with the letter T, and is used in a system import algorithm to relate transactions to contract and contract products. Once the transaction has been imported, this T number is replaced by a system generated Unique ID. The first Transaction Contract should be listed as T1 in this field, and incremented by 1 (i.e., T2, T3, T4) for each additional transaction. If a transaction is deleted from an import file, it is not necessary to renumber the remaining transactions, as long as the Transaction Unique ID is not repeated within a quarter.

47. <u>Seller Company Name</u>: (REQUIRED). Must be spelled exactly as it appears on the ID Data Seller tab and the Contracts Template.

48. <u>Customer Company Name</u>: (REQUIRED). Must be spelled exactly as it appears on the Contracts Template.

49. <u>Customer DUNS Number</u>: (REQUIRED). The customer company's DUNS number. A numeric field. Enter a valid 6 to 9 digit number with no dashes.

50. <u>FERC Tariff Reference</u>: (REQUIRED). Must be spelled exactly as it appears on the Contracts Template.

51. <u>Contract Service Agreement ID</u>: (REQUIRED). Must be spelled exactly as it appears on the Contracts Template.

52. <u>Transaction Unique Identifier</u>: (REQUIRED). Enter an alphanumeric value. Give each transaction a unique identifier. All transaction products sold under a single transaction should have the same transaction identifier as the rest of the transaction components.

53. <u>Transaction Begin Date</u>: (REQUIRED). If the transaction began before the period started, enter the first hour of the period. Import format is YYYYMMDDHHMMSS.

54. <u>Transaction End Date</u>: (REQUIRED). The ending date/time must be after the beginning date. Midnight may be shown as 2359 or as 0000 of the next day. 2400 is not allowed. If the transaction ends after the period ends, enter the last hour of the period (or 0000 of the day after the period ends). Import format is YYYYMMDDHHMMSS.

55. Time Zone: (REQUIRED). Identify the time zone in which the transaction took place. See Appendix A for valid values.

56. Point of Delivery Control Area (PODCA): (REQUIRED). See Appendix A for valid values.

57. Point of Delivery Specific Location (PODSL): If HUB is selected as the PODCA (above), then the PODSL is required and must be selected from the list of valid values - See Appendix C - Hub Names. Otherwise, the PODSL is a free text field. If PODSL data are available - and it should be - the field is a regulatory requirement.

58. Class Name: (REQUIRED). See Appendix A for valid values.

59. Term Name: (REQUIRED). See Appendix A for valid values.

60. Increment Name: (REQUIRED). See Appendix A for valid values.

61. Increment Peaking Name: (REQUIRED). See Appendix A for valid values.

62. Product Name: (REQUIRED). If a transaction has more than one product, enter each additional product on a separate line. See Appendix A for valid values.

63. Transaction Quantity: (REQUIRED). Enter a numeric value. The number of units sold.

64. Price: (REQUIRED). Enter a numeric value. The price at which the named product was sold.

65. Rate Units: (REQUIRED). See Appendix A for valid values.

66. Total Transmission Charge: (REQUIRED). Enter a numeric value. Transmission charges related to power sales are required. Traditional transmission transactions are not required. If none, enter 0 (numeric zero).

67. Transaction Charge: (REQUIRED). Enter a numeric value. A Transaction Charge equals the quantity multiplied times the price plus the total transmission charge, if any. If a transaction spans many lines, each line must total across and should not be the grand total. The sum of all entries should equal the total amount of power sales for the quarter.

Notes: 1.) In Quarter 4 2004 a Warning Message will be invoked if a total is not entered for each transaction line. Beginning with Quarter 1 2005, the failure to enter a transaction charge for each line will be a critical error and will produce a critical error report.

2.) The system will allow both positive and negative numbers in the Price, Total Transmission Charge and Transaction Charge fields. Parentheses to denote negative numbers are not numeric and are not permitted. Use a minus sign to denote negative numbers.

Converting Data from Excel to CSV Format

Conversion must be done one spreadsheet tab at a time. Therefore, if you plan to import Filer, Contract and Contract Products, and Transactions data, you will step through these procedures three times.

It is critical that each file should have exactly one row of header data above the first row of actual company data to be imported. The header data must reflect the same number of columns as data to be imported. (It does not matter what the data are, since the system discards it in the import process.) In the template provided, these are the column headings. Before you convert the data to .csv format, make sure you have saved it in Excel format first, in case changes are necessary later.

To convert an Excel spreadsheet to CSV format:

1. With the Excel spreadsheet on-screen that you want to convert, choose File from the Menu bar.

2. Select <u>Save as</u> from the file menu.

3. In the <u>Save as Type</u> box at the bottom of the screen, select a .csv (MS-DOS)(*.csv) option. Sample shown is: CSV (Comma delimited) (*.csv)
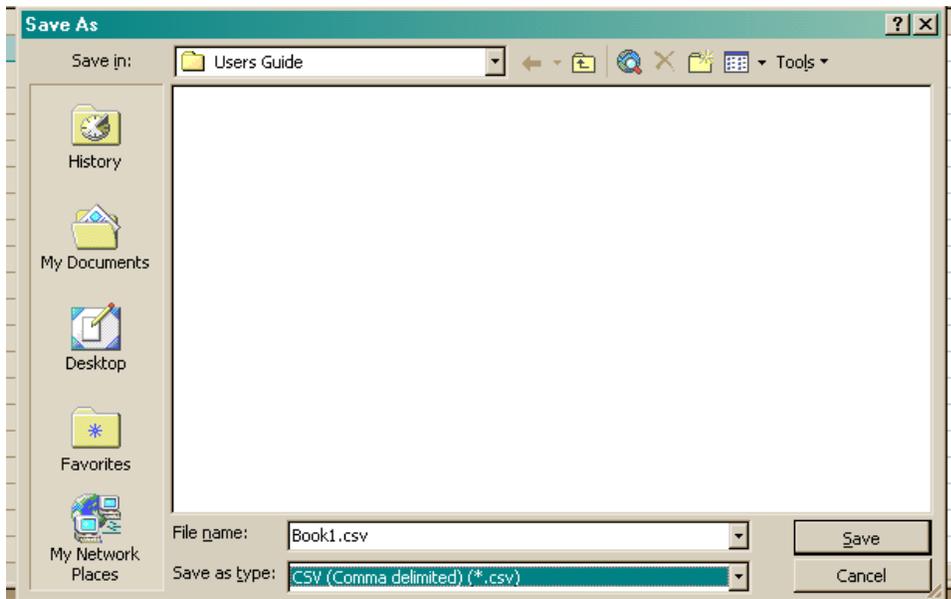
4. Enter a File <u>n</u>ame.

5. Select the <u>Save</u> button.

6. You will get warnings about data formats being lost and being able to save one sheet at a time. Say <u>OK</u> or <u>Yes</u> to both warnings.

7. Your file should be saved as a .csv file. Make note of the name and directory location of the file.

8. If you later have to make any changes to the file, go back to the original Excel file, make changes, resave, and reconvert to .csv. If you must view or work with the .csv file, always do so in Notepad - do not pull the .csv file into Excel.

Note: Working with a .csv file in Excel will cause numeric formatting problems, when you resave in .csv. The problems will not permit a successful import of data.

8. Properly formatted, sample .csv files for viewing can be found at <u>www.ferc.gov/docs-filing/eqr/soft-tools/sample-csv.asp</u>

To Import or Append Data into EQR

The IMPORT function over-writes any existing data that you have entered or imported into a designated database area. (For example, imported contract data will over-write any existing contract data and delete its related transactions.)

The APPEND function does not over-write existing data; it adds to it.
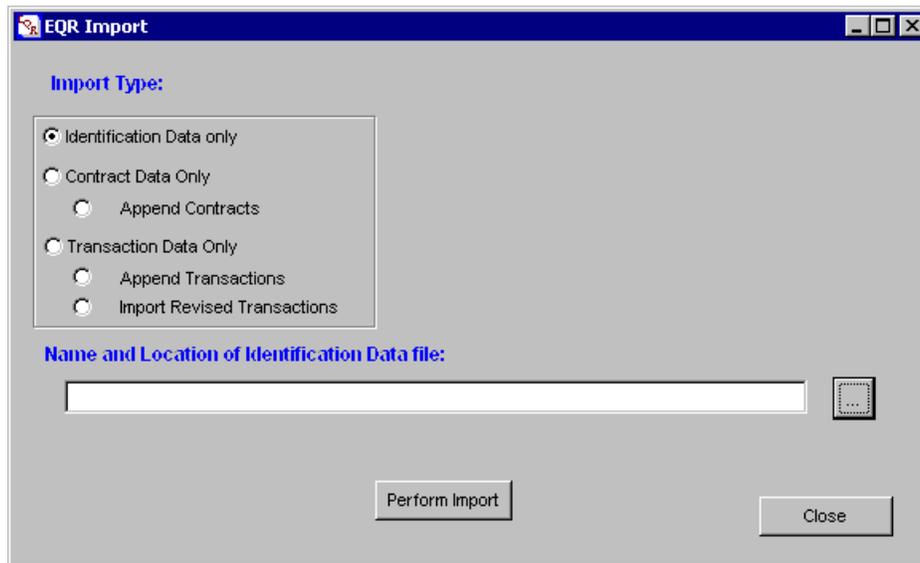
Data to be imported or appended must be saved into three separate files and imported in the following order – ID Data, Contract (and Contract Products) Data, and Transaction Data – representing the three Excel spreadsheets found in the template.

To Import or Append Contract Data, complete Respondent, Seller and Agent ID Data must already have been entered or imported, including Seller Company Name.

To Import or Append Transactions Data, related Contract information must already have been entered or imported.

To Import:

1. Select the Import button to display the EQR Import screen.

2. Use the Import Type fields to select and designate the import type: Identification Data only; Contract Data Only, Append Contract Data, Transaction Data Only, Append Transactions, or Import Revised Transactions (to import corrective transactions and/or update transactions already submitted to FERC).
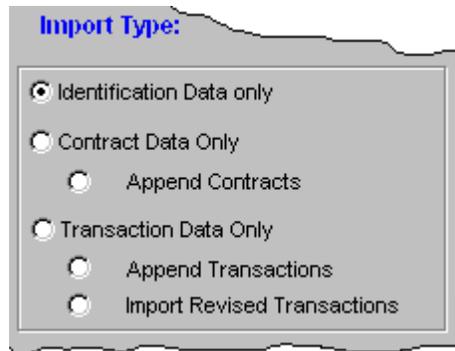
3. Enter the desired file name in the "Name and Location of Identification Data file" field or use the Browse Button (located to the right of that field and labeled with three dots) and dialog box to locate and designate the source file.
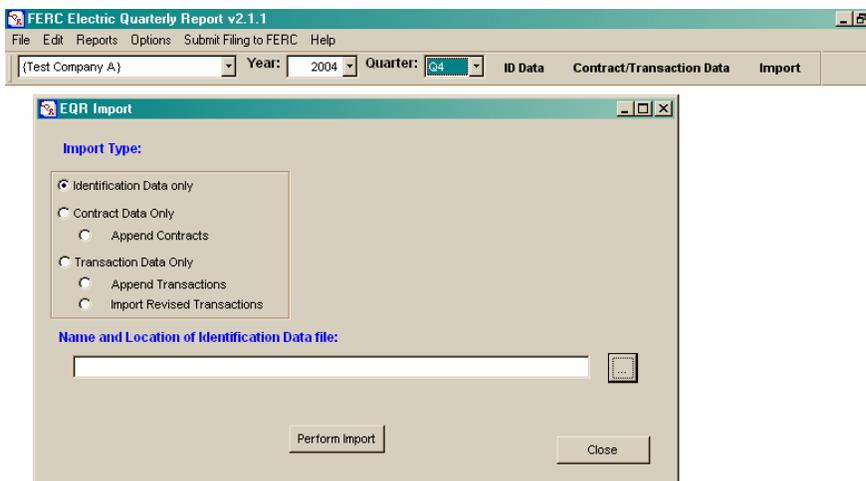
4. Select the Perform Import button to begin the import process.

The system displays the EQR Loading Data Screen with the Processing field and Status display field. The system then displays one of the following displayed prompts:

> - The data can now be loaded into the system (by selecting the Load Data button); OR

> - Data cannot be loaded. There were critical Import errors detected. If you receive this second message, you must correct the errors in the spreadsheet and reconvert to .csv before data can be successfully imported.

During the import or append process, the system performs numerous validation checks to ensure data integrity. If a validation check finds missing or inconsistent data (e.g., a company name spelled differently between contracts and transactions, or transactions occurring outside of the reporting quarter), the import or append will fail. A report will be generated which explains the failure.

5. To view data import errors, select the View Import Errors button. To view the messages resulting from the system's validation of data, select the View Data Validation button.

Note: The error report can be a bit overwhelming if you are trying to decipher problems when importing a large amount of data. In many cases, what looks like numerous problems may be one or two problems repeated on many lines of data, resulting in a large error file. It may be

easier to try to import the first line or two of data rather than the whole file. If that is also unsuccessful, the error report can be printed out and absorbed more easily. Once the error is diagnosed, the solution can frequently be applied to the entire file.

6. Use the <u>Validation Detail Listing</u> function, in the Reports function on the menu bar, if the import is unsuccessful, to specifically detail where your data errors are.

7. Correct any errors found or specified on your Excel spreadsheet. Resave to .csv and begin the import process again (step 1 above).

Note: Do not open your .csv file in Excel and save again into .csv. It will corrupt the data in your date fields. Go back to your original Excel file to make changes. Save as both an Excel file and a .csv file. Use the .csv file for import.

8. Select the <u>Load Data</u> button to complete the Import or Append process.

9. Select the <u>Close</u> button twice to exit the Import/Append process.

AMENDING EQR DATA

It is possible to load data that contains certain omissions or errors. This allows utilities that have automated systems, which may not include all required data elements, to be able to take electronic advantage of what data they do have and requires them to manually enter only the remaining data elements. Even if the data can load, validation errors must be corrected before the EQR can be submitted to FERC.

Note: When revising contract and/or transaction data, it is necessary to resubmit the data to FERC after the changes have been made in order for FERC to receive those changes. (Simply making the changes in your database does not constitute a submission.)

Revising Contract Data

To revise previously filed contract and contract product data, there are two ways to proceed:

On-screen data entry:

1. Open the EQR application and manually make the desired changes and/or additions in the system. This method is best used when there are only a few changes to be made.

2. Select the <u>Save</u> button.

3. If no related transaction data need to be entered, select the "Submit Filing to FERC" function on the menu bar to submit the revised quarter to FERC.

Import function:

In the Import function, use the Append Contracts function to import additional data that were missing from the original filing. This will add contracts (and/or contract products) to your EQR without overwriting the data that exist in your system.

Note: If you import contract data by using the Contract Data Only function (as opposed to using the Append function), the system will over-write any previously entered contracts and delete all previously entered transactions for that quarter. Therefore, it is not advisable to change your .csv file and use the Contract Data Only import function to change contract data. If you do so, you will need to re-import all of your transactions.

1. Select the <u>Import</u> button to display the EQR Import screen.

2. Select the "Append Contract Data" function.
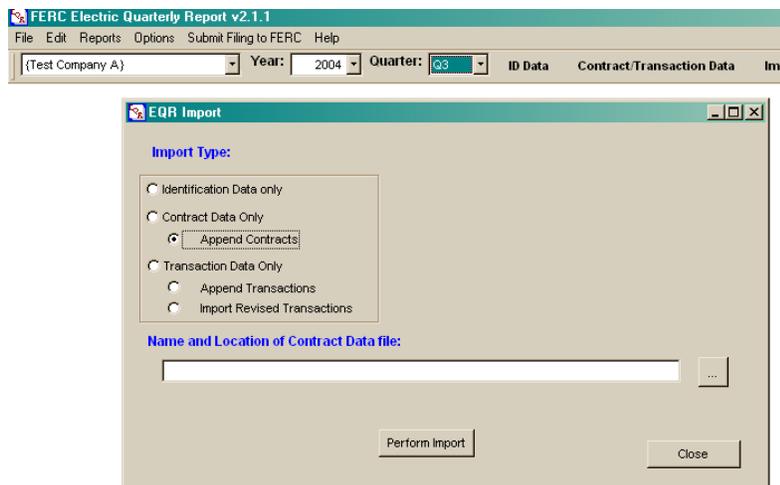
3. Enter the desired file name in the "Name and Location of Identification Data file" field or use the Browse Button (located to the right of that field and labeled with three dots) and dialog box to locate and designate the source file.

4. Select the Perform Import button to append new contract data.

5. If the quarter was previously filed, the system will present a message informing you of that. Select the OK button to proceed or Cancel to cancel the import.

6. The system will check the data to be imported. If they have been properly formatted it will stage the data. Select the highlighted Load Data button to continue.

7. After the data are loaded, select the Close button to return to the import screen.

8. If no additional data need to be entered, select the Close button to close the import screen.

9. Select the "Submit Filing to FERC" function on the menu bar to submit the revised quarter to FERC.

Revised data filed with the Commission are tagged with a new date indicating that the original file has been amended. This tagging is done on a row-by-row basis. When data are resubmitted, the entire file is sent to FERC. Both the original and the new submission are stored in our database. FERC staff can see which records have been changed. Currently, for the purposes of the public Data Dissemination System, the revised filing replaces the previously submitted EQR.

Revising Transaction Data

There are four ways to revise previously submitted Transaction data. On-screen data entry, using the Append Transactions function, using the Import Revised Transactions function, and importing a new overwrite file. Each is explained below.

On-screen data entry:

1. Open the EQR application and manually make the desired changes and/or additions in the system. This method is best used when there are only a few changes to be made.

2. Select the <u>Save</u> button.

3. Select the "Submit Filing to FERC" function on the menu bar to submit the revised quarter to FERC.

Append Transactions:
1. Format the new, additional transactions to be added to the original import in the appropriate .csv format, ensuring that the Transaction Unique Identifiers were not previously used in the original submission

2. Select the <u>Import</u> button from the Menu bar.

3. Select the "Append Transactions" function to import additional data from the .csv file into the application. This function will add transactions to your original EQR submission without overwriting existing original transactions in your application.

4. The system will check the data to be imported. If it has been properly formatted it will stage the data. Select the highlighted <u>Load Data</u> button to continue.

5. After the data are loaded, select the <u>Close</u> button to return to the import screen.

6. If no additional data need to be entered, select the <u>Close</u> button to close the import screen.

7. If Import is successful, select "Submit Filing to FERC" from the Menu bar and follow the instructions on screen. If error messages were received, the data will have to be corrected on the Excel spreadsheet before it can be successfully imported. Correct any errors found or specified on your Excel spreadsheet. Resave to .csv and begin the import process again.

Import Revised Transactions:
1. Format the revised transactions in the appropriate .csv format, ensuring that the Transaction Unique Identifiers (field 52) for the revised data exactly match the Transaction Unique Identifiers for the data you wish to replace. This function will overwrite selected, incorrect data in your original submission.

2. Select the <u>Import</u> button from the Menu bar.

3. Select the "Import Revised Transactions" function to import revised transactions in a .csv file to correct the original filing.

4. Enter the desired file name in the "Name and Location of Identification Data file" field or use the Browse button (located to the right of that field and labeled with three dots) and dialog box to locate and designate the source file.

5. Select the <u>Perform Import</u> button to replace the "bad" transactions with the new data. (It deletes the existing transactions with Unique Identifiers that match the Identifiers in the new data, and inserts the new data. Be aware that all rows of a transaction with the selected Unique Identifiers will be overwritten. Therefore, if you are just changing one row of a transaction, all the unchanged rows with the same Unique Identifiers will need to be included in the revised data import.)

6. The system will check the data to be imported. If it has been properly formatted it will stage the data. Select the highlighted <u>Load Data</u> button to continue.

7. After the data are loaded, select the <u>Close</u> button to return to the import screen.

8. If no additional data need to be entered, select the <u>Close</u> button to close the import screen.

9. Select the "Submit Filing to FERC" function from the Menu bar and follow the instructions on screen.

Note: The Import Revised Transactions function is useful when you have several transactions to revise. (An example of its use would be if a utility sells into a market (such as California) which does not provide detailed price data for the last month of the quarter in time to file the EQR. The initial EQR filed would use price estimates. When the actuals become available, that block of transactions could be revised using the Import Revised Transactions feature.)

Create New Import File:
If there is a problem with all of the transactions previously reported, a new import file can be created, according to the FERC format, and imported just as the initial import was performed. The new data will completely overwrite the previously filed transaction data.

1. Select the <u>Import</u> button from the Menu bar.

2. Select the "Transaction Data Only" function to import transactions from a .csv file.

3. Enter the desired file name in the "Name and Location of Identification Data file" field or use the Browse button (located to the right of that field and labeled with three dots) and dialog box to locate and designate the source file.

4. Select the <u>Perform Import</u> button to overwrite and replace all of the previously entered transactions with the new data.

5. The system will check the data to be imported. If it has been properly formatted it will stage the data. Select the highlighted <u>Load Data</u> button to continue.

6. After the data are loaded, select the <u>Close</u> button to return to the import screen.

7. If no additional data need to be entered, select the <u>Close</u> button to close the import screen.

8. Select the "Submit Filing to FERC" function from the Menu bar and follow the instructions on screen.

Note: In all of these cases, once the original data have been updated, the EQR must be resubmitted to FERC in the same manner as the original submission. (Revising the data in your application on your PC or network does not automatically update your data at FERC. It has to be resubmitted.)

Revised data filed with the Commission are tagged with a new date indicating that the original file has been amended. This tagging is done on a row-by-row basis. When the data are resubmitted, the entire file is sent to FERC. Both the original and the new submission are stored in our database. FERC staff can determine which records have been changed. Currently, for the purposes of the dissemination system, the revised filing replaces the previously submitted EQR.

SUBMITTING THE FILING TO FERC

You must submit or resubmit data to FERC to have it received by FERC and to fulfill the company's regulatory obligation to make a quarterly filing.

1. To submit your EQR filing to FERC, select <u>Submit Filing to FERC</u> on the menu bar at the top of the screen.

The process invokes sending your submission to FERC. The submission is based on the currently selected Respondent, Year, and Quarter. When you select Submit Filing to FERC, the system displays the EQR PIN Validation screen.

Note: You can also select this function by selecting the Submit Filing to FERC item, located in the Options menu.

2. <u>Enter the eight digit PIN code</u> for the Respondent, provided to you by FERC. Without the correct PIN, the system will not send the filing. This ensures that only the appropriate respondents will be able to submit data. The application does not remember your PIN Code from quarter to quarter. For security reasons, you will need to retype your PIN code each time you submit a filing to FERC.
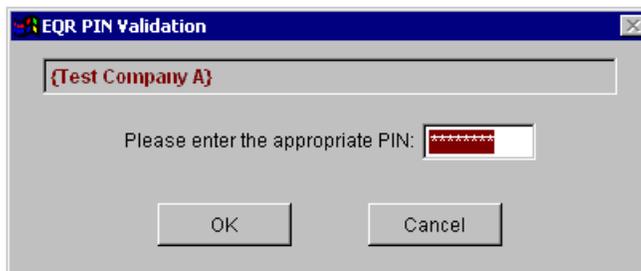
3. After the PIN is entered, select <u>OK</u> or <u>Cancel</u>. If <u>OK</u> is selected, a summary screen is presented displaying the data about to be submitted. A text area will present itself. Leave the text area blank. This text is not likely to be read at FERC. It is merely logged and stored. Therefore, do not use this area to communicate content issues to FERC.

4. Select the <u>Submit Filing</u> button. The system performs a validation check of the data to be submitted for the quarter selected. If Critical Errors are detected you will have to correct the data before submission is possible.

If no error message appears, a status message about the filing will appear. For example, information will be presented about whether it is your first filing for the quarter, etc.

5. If you are ready to proceed, select the <u>Yes</u> button. If your submission is successful you will receive a message on screen stating that FERC has received your filing. The message is an indication that the transfer of the filing has been initiated to FERC. It is not a confirmation that the filing has been received and processed by the FERC server.

6. Filings to FERC are staged and then processed overnight by the server. The Respondent and Agent Email addresses will each receive an Email the next day informing that FERC has received the filing. The Email is verification that the filing has been received. If the Agent and Respondent do not receive a confirming Email, the EQR file should be resubmitted to FERC.

SUBMITTING THE REFILING TO FERC

Order 2001-E, issued 12/23/03, established the EQR refiling policy. A description of the policy and

instructions for implementing it are set forth below, and posted on the Commission's web site at http://www.ferc.gov/docs-filing/eqr/com-order/2003.asp.

Order 2001-E states: "…the Commission is requiring that any additions or changes to an EQR filing must be made by the end of the following quarter, at which time, the public utility is expected to file the best available new data. Thereafter, the utility shall file only material changes, either as a full refiling or as a transaction with the class name "Billing Adjustment." The public utility shall add any billing adjustment transaction to the prior quarter in which the change is applicable and then, refile for that quarter."

Refiling the EQR
Any changes to EQR data within three months of an EQR filing deadline should be made in detail to the previously filed data, and the EQR for that period should be resubmitted to FERC containing the amended data. For example, detailed changes to the third quarter 2004 data must be made by 1/31/05, the filing deadline after the original 11/01/04 deadline.

After the subsequent period filing deadline, only material changes need to be reported. Material changes can be addressed in one of two ways (described below). In either case, after making changes you must then refile your data with FERC by selecting "Submit Filing to FERC" and following the instructions on screen.

To report material changes, open the EQR software for the quarter in which the change is to be made, and either:

1. Make data changes to the detailed EQR filing (as required for the first three months after the original filing deadline); or

2. Add a line (or lines) to the transaction portion of the EQR for the billing adjustment. Select "Billing Adjustment" from the Class Name field pull down list. Enter the amount of the adjustment in the "Transaction Charge" field and complete the other required fields. The billing adjustment data must be entered in the quarter in which the transaction originally occurred.

Notes: 1.) A prior period Billing Adjustment cannot be detailed in a current quarter because the date ranges will not work. By making adjustments to the applicable quarter, FERC's EQR database will more accurately reflect power sales amounts and prices during the proper period.

2.) For example, if in February 2004 you learn that some large transactions made in May 2003 were incorrectly reported on the second quarter 2003 EQR filing, you would go to your EQR software, and open up the Q2 2003 report. From there, you would either: change each transaction to the corrected volumes, rates and charges; or you could add a new transaction with the class name of "Billing Adjustment," show the date range to which the adjustment applied, and enter the product name (i.e., Energy, Capacity, etc.) and all the other required fields. The use of the Billing Adjustment means the inclusion of an incremental positive or negative adjustment that would correct the overall totals in the submission.

3. After completing either of these methods described in No. 1 or 2 above to change the data, resubmit the EQR for that quarter. Select "Submit Filing to FERC" from the Menu bar and follow the instructions on screen.

ARCHIVING AND RESTORING ARCHIVED DATA

For filers with a large volume of data, the archiving function helps improve local system performance.

Archiving Data

1. To archive data, select the Options function on the menu bar.

2. Select the Archive Data function.
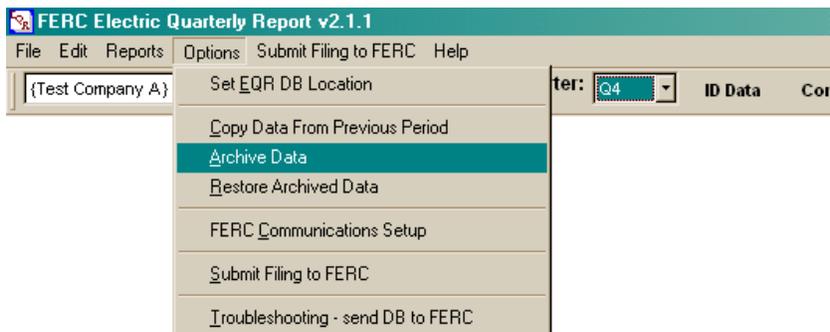
3. The program will request your PIN Code. Enter the Respondent PIN code.

4. Select the OK button.

5. The function will request a date range for the archiving of data. Enter the year and quarter in the From: and To: fields.
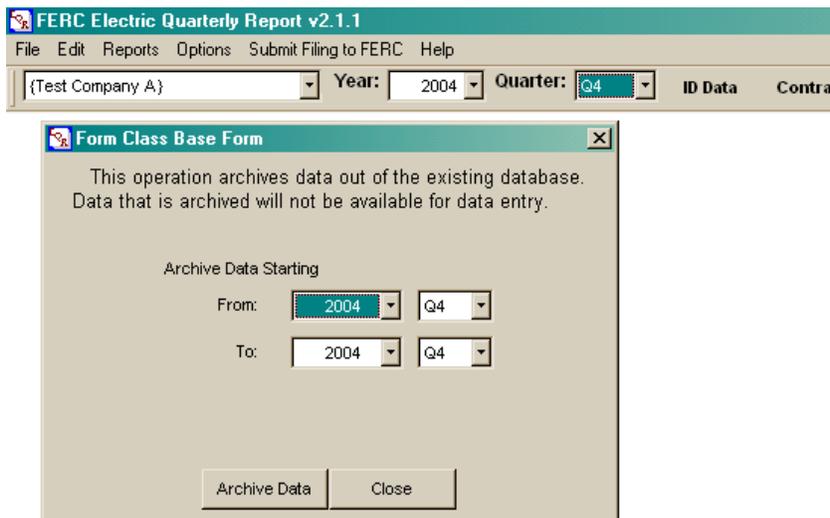
6. To archive the indicated quarter(s), select the Archive Data button. To cancel the operation, select the Close button.

7. If you selected the Archive Data button, when the process is complete a message will display stating that the specified data have been archived.

8. Select the <u>OK</u> button to end the process.
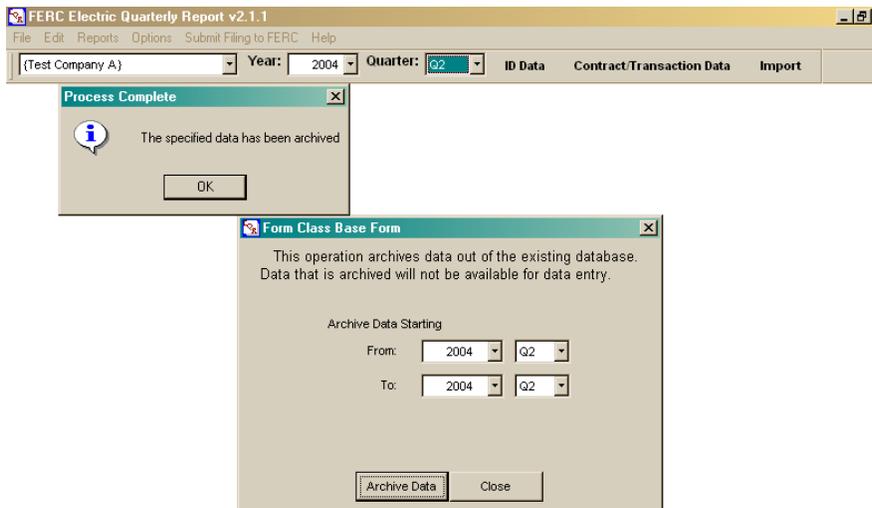
9. Select the <u>Close</u> button at the bottom of program to close the program screen.

An attempt to view the archived data will invoke a message informing that the data must be restored before editing (or viewing) of the data can occur.
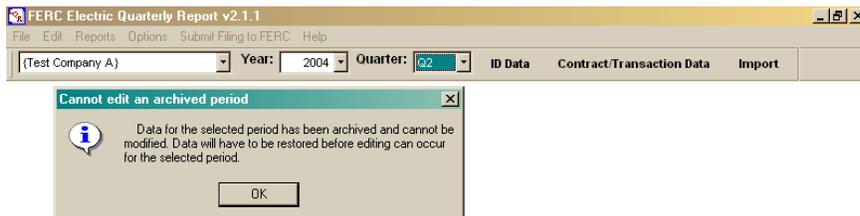
Restoring Archived Data

1. To restore archived data from previously archived periods, select the Options function on the menu bar.

2. Select the function <u>R</u>estore Archived Data.
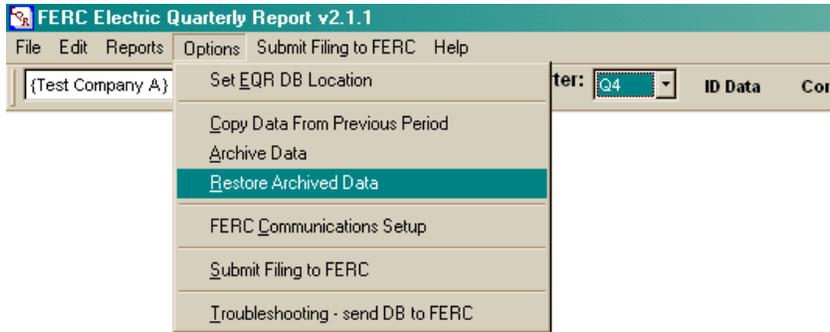
3. The program will request your PIN Code. Enter the Respondent PIN code.

4. Select the OK button to proceed.

5. The program will present each year/quarter that has been archived.

6. In the center display box, click on and highlight the selected year/quarter for restoration.
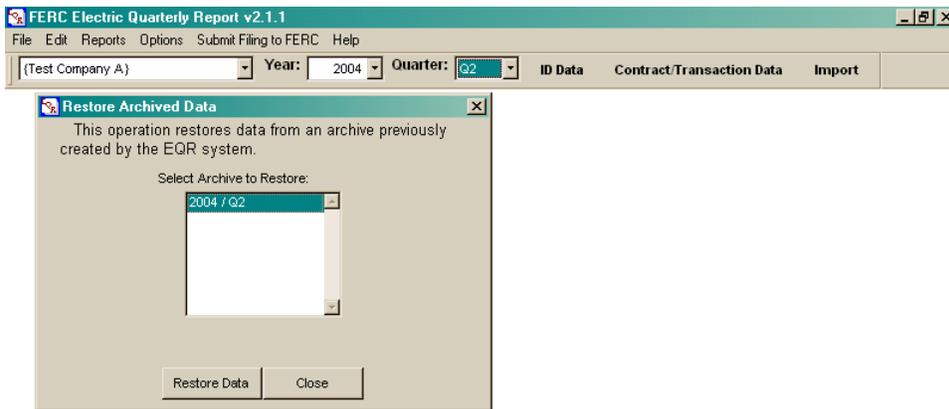
7. Select the Restore Data button at the bottom of the program.

8. Restoration will begin. The system will inform when the restoration process has been completed.

9. Select the OK button to acknowledge the restoration.

10. Select the Close button to close the screen.
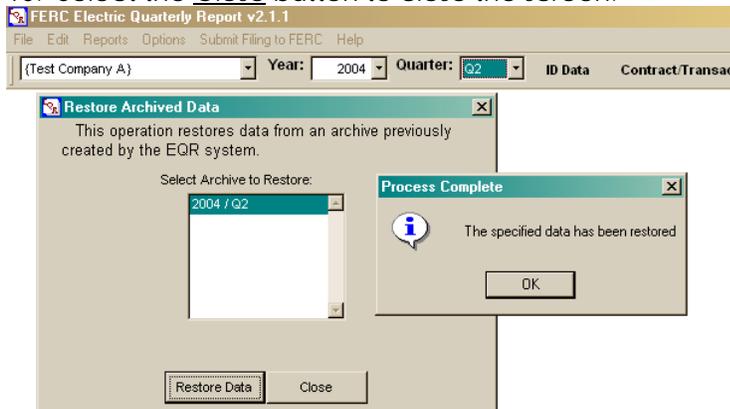
11. The data have been restored.

TROUBLESHOOTING – READ CAREFULLY

Downloading and Automatic Update Problems

Work with your IT staff

The software will work well at most locations. However, you may experience problems:

- downloading your initial database;

- obtaining the automatic software updates (mentioned at the beginning of this document); or

- retrieving the List of Available Companies via the Retrieve Company Listing button in the software. These problems can usually be traced to **your** **Network Firewall** that protects your network from outside interference. If you have a problem with these issues, your only recourse is to contact your Information Technology Specialist to request that an accommodation be made for the FERC EQR application.

Your IT specialist can contact ferconlinesupport@ferc.gov for consultation, or call On-line support staff at 866-208-3676 (or in Washington, DC at 202-502-6652).

Operational Software Problems

Software anomalies

1. If **previously functioning EQR software** quits unexpectedly, returns a system error, or otherwise acts in an abnormal manner, report these problems to FERC EQR staff and we will work to resolve them.

Note: A system error is not a Critical Error or Warning Message that you may get when the system detects improperly formatted data.

2. If FERC finds there is a "bug" in the software, we will fix it and distribute a correctional update to the EQR software that will automatically download to your system when you log on.

Be aware that what appears to be a "bug" is most often user error and import formatting errors.

However, if you find what appears to be a "bug" in the software, contact eqr@ferc.gov to request help.

EQR.log

When you send an Email to FERC regarding any EQR operational software problems, the EQR.log file must be attached. This file is located in the EQR application directory. To send the log:

1. Prepare your Email to eqr@ferc.gov. Describe the problem you are experiencing. Be specific in the body of the Email. Describe the point at which you were in the data entry, import or submission process when the error occurred. Were you entering data manually? Were you importing data? Which file where you working on? Filer? Contracts? Contract Products? Transactions? Did you receive an error message? If so, what did the message say? If possible,

provide a screenshot of the error message in your Email. Describe the steps you have taken to determine or correct the problem. Provide your name, phone number and Email address.

Then attach the EQR.log to the Email. To do so:

2. Select Insert on the Menu bar.

3. Select File from the Menu. This will allow you to navigate your to the local storage device (such as C drive) and directory (**probably C:\ferc\eqr**) in which the EQR software is installed. Find your file entitled "EQR.log". You can also use Windows Explorer to locate this file.

Note: Your company's IT specialists are welcome to review the log file and help diagnose any problems you may be experiencing.

4. Send the Email to eqr@ferc.gov.

Send Database to FERC

Note: You will only use this process when requested by FERC technical support staff via Email or phone.

We will recommend this option when the system cannot be recovered or problems continue to occur after troubleshooting consultation with FERC staff by phone or Email.

Note: Data sent to FERC this way **is not** an EQR submission. Do not use this option to submit your EQR filing to FERC. This option will not process and log your utility's data. It sends your database directly to FERC technical support staff to determine if a database problem can be detected and corrected.

To send your company's database to FERC:

1. Select Options on the menu bar at the top of the screen.

2. Select the Troubleshooting – send DB to FERC option.

3. Enter your name into the Contact Name field.

4. Enter your Email address into the Email field.

5. Enter your telephone number into the Phone field.

6. Enter text describing your problem or specific situation into the Special Notes field, including the name of the FERC staff member with whom you've corresponded or discussed the problem.

7. Select the Send Database button to forward your database to FERC, or select Cancel.
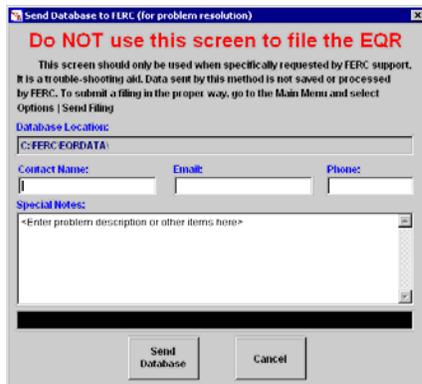
EQR Content Issues

You can contact EQR staff directly to:

1). Request that your Email address be added to or deleted from the EQR informational broadcast list;

2). Suggest possible software application improvements;

3). Request that your company be listed in the software;

4.) Request a PIN code for your company;

5.) Request assistance with the formatting of import data; or

6.) Request other policy or operational information.

Be sure to include your name, company name, phone number and other pertinent subject information in the body of your Email. Send your Email to eqr@ferc.gov.

APPENDIX A - DATA ELEMENTS AND FIELD LENGTHS GUIDE

Screen/ Parent Element	Field/Data Element[1]	Field Length /Data Type	Valid Values/Details
Respondent Data	Respondent Name	70/Char	Not editable
	DUNS (R)	9/Char	A 6 to 9 digit number with no dashes
Respondent Contact Data	Name (R)	50/Char	Respondent Name. Duplicates not allowed
	Title	50/Char	Respondent contact's title (such as Contract Administrator and Regulatory Affairs Director).
	Phone (R)	20/Char	Respondent contact's phone number
	Address (R)	4/Memo	Respondent contact's address
	City (R)	30/Char	Respondent contact's city name
	State (R)	2/Char	Two character state or province abbreviation or NA
	Zip (R)	10/Char	Postal Service ZIP code
	Country Name (R)	20/Char	CA - Canada MX - Mexico US – United States UK – United Kingdom
	Email (R)	100/Char	Respondent contact's Email address
Sellers Data	Seller Name (R)	70/Char	Seller's Name. Name of company with tariff. Duplicates not allowed.
	DUNS (R)	9/Char	A 6 to 9 digit number with no dashes
Seller Contact Data	Name	50/Char	Seller contact's complete name
	Title	50/Char	Seller contact's title (such as Contract Administrator and Regulatory Affairs Director)

---

[1] (R) – Designation that data entry in the field is a software requirement. Data entry in other fields may be required by regulation.

Screen/ Parent Element	Field/Data Element[1]	Field Length /Data Type	Valid Values/Details
	Phone	20/Char	Contact's phone number
	Address	4/Memo	Seller's address
	City	30/Char	Seller's city name
	State	2/Char	Two character state or province abbreviation or NA
	Zip	10/Char	Postal Service ZIP code
	Country Name	2/Char	CA - Canada MX - Mexico US – United States UK – United Kingdom
	Email	100/Char	Seller's contact Email address
Agent Data	Agent Company Name (R)	70/Char	Agent company's name
	DUNS	9/Char	A 6 to 9 digit number with no dashes
	Name	50/Char	Agent's complete Name
	Title	50/Char	Agent's title (such as Contract Administrator and Regulatory Affairs Director)
	Phone	20/Char	Agent's phone number
	Address	4/Memo	Agent's address
	City	30/Char	Agent's city name
	State	2/Char	Two character state or province abbreviation
	Zip	10/Char	Postal Service ZIP code
	Country Name	2/Char	CA - Canada MX - Mexico US – United States UK – United Kingdom
	Email	100/Char	Agent contact's Email address
Contracts	Seller (R)	70/Char	Seller name (from list of entries in ID data)
	Customer (R)	70/Char	Customer name
	FERC Tariff Reference (R)	60/Char	Contract's FERC tariff reference number
Contract Data	Contract Service Agreement ID (R)	30/Char	Alpha-numeric identifier unique to each contract; Given to each service agreement
	Customer DUNS field (R)	15/Char	A 6 to 9 digit number with no dashes
	Affiliate (R)	1/Char	Is contract with a company affiliate? Y or N. If Seller and Customer have the same parent, you must enter Y for Yes.
	Contract Execution Date (R)	8/Date	Date contract was signed. For multiple dates, use most recent date signed. Format for manual entry is (MMDDYYYY). Format for .csv import is (YYYYMMDD).
	Contract Commencement Date (R)	8/Date	First date contract was effective; frequently the first date of service under a contract. Format for manual entry is (MMDDYYYY). Format for .csv import is (YYYYMMDD).
	Contract Termination Date	8/Date	Date specified in contract on which contract would expire. Format for manual entry is (MMDDYYYY). Format for .csv import is (YYYYMMDD).
	Actual Termination Date	8/Date	Date contract actually terminated. Format for manual entry is (MMDDYYYY). Format for .csv import is (YYYYMMDD).

Screen/ Parent Element	Field/Data Element[1]	Field Length /Data Type	Valid Values/Details
	Extension Provision Description (R)	4/Memo	Descriptive Text. Examples include Evergreen or month-to- month. Entry can be listed as NONE.
Contract Product Data	Product Type Name (R)	5/Char	CB - Cost-Based MB - Market-Based Other - Other S - Services T – Transmission
	Product Name (R)	50/Char	BLACK START SERVICE CAPACITY CUSTOMER CHARGE DIRECT ASSIGNMENT FACILITIES CHARGE EMERGENCY ENERGY ENERGY ENERGY IMBALANCE EXCHANGE AGREEMENT FUEL CHARGE GRANDFATHERED BUNDLED INTERCONNECTION AGREEMENT MEMBERSHIP AGREEMENT MUST RUN AGREEMENT NEGOTIATED RATE TRANSMISSION NETWORK NETWORK OPERATING AGREEMENT OTHER POINT-TO-POINT AGREEMENT REACTIVE SUPPLY & VOLTAGE CONTROL REAL POWER TRANSMISSION LOSS REGULATION & FREQUENCY RESPONSE REQUIREMENTS SERVICE SCHEDULE SYSTEM CONTROL & DISPATCH SPINNING RESERVE SUPPLEMENTAL RESERVE SYSTEM OPERATING AGREEMENTS TOLLING ENERGY TRANSMISSION OWNERS AGREEMENT UPLIFT
	Class Name (R)	4/Char	F - Firm N/A - Not Applicable NF - Non-Firm UP - Unit Power Sale
	Term Name (R)	4/Char	LT - Long-Term N/A - Not Applicable ST - Short-Term Power sales contracts: LT= Greater than 1 year; ST=One year or less. Transmission contracts: LT=One year or greater; ST=Less than 1 year.
	Increment Name (R)	4/Char	D – Daily H - Hourly M - Monthly N/A - Not Applicable W - Weekly Y – Yearly

Screen/ Parent Element	Field/Data Element[1]	Field Length /Data Type	Valid Values/Details
	Increment Peaking Name (R)	4/Char	FP - Full Period N/A - Not Applicable, Undefined OP - Off Peak P - On Peak
	Quantity	17/Num	Numeric
	Units	10/Char	FLAT RATE KV KVA KVR KW KW-DAY KW-MO KW-WK KW-YR KWH MVAR-YR MW MW-DAY MW-MO MW-WK MW-YR MWH RKVA
	Rate [2]	17/Num	Numeric
	Rate Minimum	17/Num	Numeric
	Rate Maximum	17/Num	Numeric
	Rate Description	150/Char	Descriptive text. Example - Market Based.
	Rate Units	10/Char	$/KVA $/KW $/KW-DAY $/KW-MO $/KW-WK $/KW-YR $/KWH $/MVAR-YR $/MW $/MW-DAY $/MW-MO $/MW-WK $/MW-YR $/MWH $/RKVA CENTS CENTS/KVR CENTS/KWH FLAT RATE
	Point of	50/Char	If a contract lists a Point of Receipt Control Area, it is regulatory

---

[2] At least one of the next four fields is REQUIRED (Rate, Rate Minimum, Rate Maximum, Rate Description).

Screen/ Parent Element	Field/Data Element[1]	Field Length /Data Type	Valid Values/Details			
	Receipt Control Area		requirement that the information be entered in this field. Use the provided Abbreviation in the data field.			

Control Areas (CA) and Specific Locations
Column 1 - Abbreviation for use in the EQR
Column 2 - X = Original CAs effective Q4 2003
            Date = New CA added to EQR
Column 3 - Date = Eliminated as CA - highlighted
Column 4 - Complete name of CA

1. CA Abbrev.	2. Original and Additions	3. Eliminated	4. Control Area Name
01	Q4 04		Ameren Native Load
AEBN	X	Q1 05	AESC, LLC - AEBN
AEC	X		Alabama Electric Cooperative, Inc.
AECI	X		Associated Electric Cooperative, Inc.
AEGL	X	Q1 05	AESC, LLC - Gleason
AELC	X	Q1 05	AESC, LLC - Lincoln
AEP	X	Q1 05	AEP Service Corp. -- Transmission System
AESO	X		Alberta Electric System Operator
AEWC	X		Allegheny Energy Supply Company, LLC
AEWI	X		AESC, LLC - Wheatland IPL
ALEX	X		Alliant Energy - CA
ALTE	X		Alliant Energy - CA - ALTE
ALTW	X		Alliant Energy - CA - ALTW
ALWX	X		Alliant Energy - CA
AMRN	X		Ameren Transmission – legal name Ameren Services Company
AVA	X		Avista Corp.
AZPS	X		Arizona Public Service Company
BCA	X		Batesville Control Area
BCHA	X		British Columbia Transmission Corporation
BERC	X		DECA, LLC
BPAT	X		Bonneville Power Administration Transmission
BREC	X		Big Rivers Electric Corp.
CE	X	Q1 05	Commonwealth Edison
CFE	X		Comision Federal de Electricidad
CHPD	X		Chelan County PUD
CILC	X		Central Illinois Light Co
CIN	X		Cinergy Corporation
CISO	X		California Independent System Operator
CLEC	X		Cleco Power LLC
CONS	Q2 05		Michigan Electric Coordinated System CONS
CPLE	X		Carolina Power & Light Company - CPLE
CPLW	X		Carolina Power & Light Company - CPLW
CSWS	X		Central and Southwest
CWLD	X		Columbia Water & Light
CWLP	X		City Water Light & Power
DEAA	X		DECA, LLC - Arlington Valley
DECO	Q2 05		Michigan Electric Coordinated System- DECO
DEEM	X		DECA, LLC - Enterprise
DEHA	X		DECA, LLC
DELI	X	Q1 05	DECA, LLC - Lee
DELO	X	Q1 05	DECA, LLC
DEMG	X		DECA, LLC
DEMT	X		DECA, LLC - Murray
DENL	X		DECA, LLC - North Little Rock
DERS	Q4 04		DECA, LLC-
DESG	X		DECA, LLC - Sandersville
DESM	X		DECA, LLC
DEVI	X		DECA, LLC - Vermillion
DEWO	X	Q1 05	DECA, LLC - Washington

Screen/ Parent Element	Field/Data Element[1]	Field Length /Data Type	Valid Values/Details			
			DLCO	X	Q1 05	Duquesne Light
			DOPD	X		P.U.D. No. 1 of Douglas County
			DPC	X		Dairyland Power Cooperative
			DPL	X	Q1 05	Dayton Power & Light
			DSK1	X	Q1 05	BridgeCo
			DUK	X		Duke Energy Corporation
			EDE	X		Empire District Electric Co., The
			EEI	X		Electric Energy, Inc.
			EES	X		Entergy
			EKPC	X		East Kentucky Power Cooperative, Inc.
			EPE	X		El Paso Electric
			ERCO	X		ERCOT ISO
			FE	X		American Transmission Systems, Inc.
			FMPP	X		Florida Municipal Power Pool
			FPC	X		Florida Power Corporation
			FPL	X		Florida Power & Light
			GA	X		GridAmerica
			GCPD	X		Grant County PUD No.2
			GRDA	X		Grand River Dam Authority
			GRE	X		Great River Energy
			GREC	X		Great River Energy
			GREN	X		Great River Energy
			GRES	X		Great River Energy
			GRMA	X		DECA, LLC
			GSOC	Q4 04		Georgia System Operations Corporation
			GVL	X		Gainesville Regional Utilities
			HE	X		Hoosier Energy
			HGMA	X		DECA, LLC
			HQT	X		Hydro-Quebec, TransEnergie
			HST	X		City of Homestead
			HUB	X		HUB
			HUB	X		Trading Hub
			IID	X		Imperial Irrigation District
			IMO	X		Ontario - Independent Electricity Market Operator
			INDN	X		City of Independence P&L Dept.
			IP	X		Illinois Power Co.
			IPCO	X		Idaho Power Company
			IPL	X		Indianapolis Power & Light Company
			IPRV	X		Illinois Power Co.
			ISNE	X		ISO New England Inc.
			JEA	X		JEA
			KACY	X		Board of Public Utilities
			KCPL	X		Kansas City Power & Light, Co
			LAFA	X		Lafayette Utilities System
			LAGN	X		Louisiana Generating, LLC
			LDWP	X		Los Angeles Department of Water and Power
			LEPA	X		Louisiana Energy & Power Authority
			LES	X		Lincoln Electric System
			LGEE	X		LG&E Energy Transmission Services
			MCLN	Q3 04	Q1 05	NRG South Central Generating LLC
			MDU	X		Montana-Dakota Utilities Co.
			MEC	X		MidAmerican Energy Company
			MECS	X		Michigan Electric Coordinated System
			MGE	X		Madison Gas and Electric Company
			MHEB	X		MHEB, Transmission Services
			MISO	X		Midwest ISO
			MOWR	X		Westar Energy/Missouri Joint Municipal Electric Utility Commission
			MP	X		Minnesota Power, Inc.
			MPS	X		Aquila Networks - MPS
			MPW	X		Muscatine Power and Water
			NBPC	X		New Brunswick Power Corporation

Screen/ Parent Element	Field/Data Element[1]	Field Length /Data Type	Valid Values/Details			
			NEVP	X		Nevada Power Company
			NHC1	X		New Horizons Electric Cooperative
			NIPS	X		Northern Indiana Public Service Company
			NPPD	X		Nebraska Public Power District
			NSB	X		Utilities Commission, City of New Smyrna Beach
			NSP	X		Northern States Power Company
			NWMT	X		NorthWestern Energy
			NYIS	X		New York Independent System Operator
			OKGE	X		Oklahoma Gas and Electric
			OPPD	X		OPPD CA/TP
			OTP	X		Otter Tail Power Company
			OVEC	X		Ohio Valley Electric Corporation
			PACE	X		PacifiCorp-East
			PACW	X		PacifiCorp-West
			PGE	X		Portland General Electric
			PJM	X		PJM Interconnection
			PNM	X		Public Service Company of New Mexico
			PSCO	X		Public Service Company of Colorado CA&TP
			PSEI	X		Puget Sound Energy Transmission
			PUPP	Q2 2005		Constellation Energy Control and Dispatch - PUPP
			RC	X		Reedy Creek Improvement District
			SC	X		Santee Cooper
			SCEG	X		South Carolina Electric & Gas Company
			SCL	X		Seattle City Light
			SEC	X		Seminole Electric Cooperative
			SECI	X		Sunflower Electric Power Corporation
			SEHA	X		Southeastern Power Administration
			SERU	X		Southeastern Power Administration
			SETH	X		Southeastern Power Administration
			SIGE			Southern Indiana Gas & Electric Co.
			SIPC	X		Southern Illinois Power Cooperative
			SME	X		South Mississippi Electric Power Association
			SMEE	X		South Mississippi Electric Power Association
			SMP	X		Southern Minnesota Municipal Power Agency
			SMUD	X		Sacramento Municipal Utility District
			SOCO	X		Southern Company Services, Inc.
			SPA	X		Southwestern Power Administration
			SPC	X		SaskPower Grid Control Centre
			SPPC	X		Sierra Pacific Power Co. - Transmission
			SPS	X		Southwestern Public Service Company
			SRP	X		Salt River Project
			SWPP	X		Southwest Power Pool
			TAL	X		City of Tallahassee
			TEC	X		Tampa Electric Company
			TEPC	X		Tucson Electric Power Company
			TEST	X		North American Electric Reliability Council
			TIDC	Q4 04		Turlock Irrigation District
			TLKN	X		TRANSLink Management Company
			TPWR	X		Tacoma Power
			TVA	X		Tennessee Valley Authority ESO
			UPPC	X		Upper Peninsula Power Co.
			VAP	X		Dominion Virginia Power
			WACM	X		Western Area Power Administration - CM
			WALC	X		Western Area Power Administration - DSW
			WAUE	X		Western Area Power Administration - UGPR
			WAUW	X		Western Area Power Administration - UGPR
			WEC	X		Wisconsin Energy Corporation
			WFEC	X		Western Farmers Electric Cooperative
			WPEC	X		Aquila Networks - WPC
			WPEK	X		Aquila Networks - WPK
			WPS	X		Wisconsin Public Service Corporation

Screen/ Parent Element	Field/Data Element[1]	Field Length /Data Type	Valid Values/Details
			WR X Q1 05 Western Resources dba Westar Energy
			YAD X Yadkin, Inc.
	Point of Receipt Specific Location	50/Char	One of the following Valid Values is required when HUB is selected as the Point of Receipt Control Area. If HUB is not selected, free form text is allowed. ADHUB AEP (into) AESO BERC COB Cinergy Hub (MISO) Cinergy (into) Comed (into) DOPD Entergy (into) Four Corners GRMA HGMA Illinois Hub (MISO) Mead Mid-Columbia (Mid-C) Michigan Hub (MISO) Minnesota Hub (MISO) NEPOOL (Mass Hub) NIHUB NOB NP15 NWMT PJM East Hub PJM West Hub Palo Verde SOCO (into) SP15 TVA (into) WPEC ZP26
	Point of Delivery Control Area	50/Char	If a contract lists a Point of Delivery Control Area, it must be entered in this field. Use an Abbreviation from the list of Valid Values in this Appendix.
	Point of Delivery Specific Location	50/Char	Use a value from the list in this Appendix. Valid Values are Required when HUB is selected for Point of Delivery Control Area. If HUB not selected, free form text is allowed.
	Begin Date	14/ Date/Time	Date/Time format. Format for manual entry is (MMDDYYYYHHMM). Format for .csv import is (YYYYMMDDHHMM).
	End Date	14/ Date/Time	Date/Time format. Format for manual entry is (MMDDYYYYHHMM). Format for .csv import is (YYYYMMDDHHMM).
	Time Zone (R)	2/Char	AD - Atlantic Daylight AP - Atlantic Prevailing AS - Atlantic Standard CD - Central Daylight CP - Central Prevailing

Screen/ Parent Element	Field/Data Element[1]	Field Length /Data Type	Valid Values/Details
			CS - Central Standard ED - Eastern Daylight EP - Eastern Prevailing ES - Eastern Standard MD - Mountain Daylight MP - Mountain Prevailing MS - Mountain Standard NA - Not Applicable PD - Pacific Daylight PP - Pacific Prevailing PS - Pacific Standard UT - Universal Time
Transaction Data	Transaction Unique Identifier (R)	24/Char	Alpha-numeric
	Transaction Begin Date (R)	14/ Date/Time	Date/Time format for manual entry is (MMDDYYYYHHMMSS). Date format for csv import is (YYYYMMDDHHMMSS).
	Transaction End Date (R)	14/ Date/Time	Date/Time format for manual entry is (MMDDYYYYHHMMSS). Date format for csv import is (YYYYMMDDHHMMSS).
	Time Zone (R)	2/Char	AD - Atlantic Daylight AP - Atlantic Prevailing AS - Atlantic Standard CD - Central Daylight CP - Central Prevailing CS - Central Standard ED - Eastern Daylight EP - Eastern Prevailing ES - Eastern Standard MD - Mountain Daylight MP - Mountain Prevailing MS - Mountain Standard NA - Not Applicable PD - Pacific Daylight PP - Pacific Prevailing PS - Pacific Standard UT - Universal Time
	Point of Delivery Control Area (R)	50/Char	A Point of Delivery Control Area must be entered in this field. Use an Abbreviation from the list of Valid Values in this Appendix (included under "Point of Receipt Control Areas" in the Contract Data Section above).
	Point of Delivery Specific Location	50/Char	Use a value from the list in this Appendix (included under "Point of Receipt Specific Locations" in the Contract Data Section above). Valid Values are Required when HUB is selected for Point of Delivery Control Area. If HUB not selected, free form text is allowed.
	Class Name (R)	4/Char	BA - Billing Adjustment F - Firm N/A - Not Applicable NF - Non-Firm UP - Unit Power Sale
	Term Name (R)	4/Char	LT - Long-Term N/A - Not Applicable ST - Short-Term

Screen/ Parent Element	Field/Data Element[1]	Field Length /Data Type	Valid Values/Details
	Increment Name (R)	4/Char	D - Daily H - Hourly M - Monthly N/A - Not Applicable W- Weekly Y – Yearly
	Increment Peaking Name (R)	4/Char	FP - Full Period N/A - Not Applicable, Undefined OP - Off Peak P - On Peak
	Product Name (R)	50/Char	BLACK START SERVICE BOOKED OUT POWER CAPACITY CUSTOMER CHARGE ENERGY ENERGY IMBALANCE FUEL CHARGE GRANDFATHERED BUNDLED NEGOTIATED RATE TRANSMISSION OTHER REACTIVE SUPPLY & VOLTAGE CONTROL REAL POWER TRANSMISSION LOSS REGULATION & FREQUENCY RESPONSE REQUIREMENTS SERVICE SCHEDULE SYSTEM CONTROL & DISPATCH SPINNING RESERVE SUPPLEMENTAL RESERVE TOLLING ENERGY UPLIFT
	Transaction Quantity (R)	17/Num	Numeric
	Price (R)	17/Num	Numeric, with up to six decimal places
	Rate Units (R)	10/Char	$/KV $/KVA $/KVR $/KW $/KW-DAY $/KW-MO $/KW-WK $/KW-YR $/KWH $/MW $/MW-DAY $/MW-MO $/MW-WK $/MW-YR $/MVAR-YR $/MWH $/RKVA CENTS CENTS/KVR CENTS/KWH FLAT RATE
	Total	17/Num	Numeric (in dollars and cents)

Screen/ Parent Element	Field/Data Element[1]	Field Length /Data Type	Valid Values/Details
	Transmission Charge (R)		(0 = None)
	Transaction Charge (R)	17/Num	Numeric (in dollars and cents)

APPENDIX B - PRODUCT NAMES - DEFINITIONS AND REVISIONS

Order 2001-E, issued on December 23, 2003, refined product names by deleting and/or mapping some previously allowed names to valid product names, by clarifying name usage, and by defining some product names.   An Order issued March 25, 2004 (Docket Nos. RM01-8-005 and ER02-2001-000) provided for future changes to the Electric Quarterly Report Filing Requirements. Updates to the Appendix B have been made.

Product Name	Contract Product	Transaction Product	Definitions and Notes
BACK-UP POWER			USE "ENERGY"
BILLING SERVICE			USE "OTHER"
BLACK START SERVICE	X	X	Service available after a system-wide blackout where a generator participates in system restoration activities without the availability of an outside electric supply (Ancillary Service)
BOOKED OUT POWER		X	Energy or capacity contractually committed bilaterally for delivery but not actually delivered due to some offsetting or countervailing energy trade (Transaction only)
CAPACITY	X	X	A quantity of demand that is charged on a $/KW or $/MW basis
COST-BASED POWER			USE "ENERGY"
CUSTOMER CHARGE	X	X	Fixed contractual charges assessed on a per customer basis that could include billing service
DEMAND CHARGE			USE "CAPACITY"
DIRECT ASSIGNMENT FACILITIES CHARGE	X		Charges for facilities or portions of facilities that are constructed or used for the sole use/benefit of a particular customer
DYNAMIC TRANSFER			DELETE NAME
ECONOMY POWER			USE "ENERGY"
EMERGENCY ENERGY	X		Contractual provisions to supply energy or capacity to another entity during critical situations
ENERGY	X	X	A quantity of electricity that is sold or transmitted over a period of time

ENERGY FURNISHED WITHOUT CHARGE			USE "ENERGY"
ENERGY IMBALANCE	X	X	Service provided when a difference occurs between the scheduled and the actual delivery of energy to a load obligation
EXCHANGE AGREEMENT	X		Transaction whereby the receiver accepts delivery of energy for a supplier's account and returns energy later at times, rates, and in amounts as mutually agreed
FUEL CHARGE	X	X	Charge based on the cost or amount of fuel used for generation
GRANDFATHERED BUNDLED	X	X	Services provided for bundled transmission, ancillary services and energy under contracts effective prior to Order No 888's OATTs
INTERCHANGE POWER			USE "ENERGY"
INTERCONNECTION AGREEMENT	X		Contract that provides the terms and conditions for a generator, distribution system owner, transmission owner, transmission provider, or transmission system to physically connect to a transmission system or distribution system
LOAD FOLLOWING			USE "ENERGY"
MARGINAL PEAKING			USE "ENERGY"
MEMBERSHIP AGREEMENT	X		Agreement to participate and be subject to rules of a system operator
MUST RUN AGREEMENT	X		An Agreement that requires a Unit to run
NEGOTIATED-RATE TRANSMISSION	X	X	Transmission performed under a negotiated rate contract (applies only to merchant transmission companies)
NETWORK	X		Transmission service under contract providing network service
NETWORK OPERATING AGREEMENT	X		An executed agreement that contains the terms and conditions under which a network customer operates its facilities and the technical and operational matters associated with the implementation of network integration transmission service
OTHER	X	X	Product name not otherwise included
PEAKING			USE "ENERGY"
POINT-TO-POINT	X		Transmission service under contract between specified Points of Receipt and Delivery
POWER			USE "ENERGY"
REACTIVE SUPPLY & VOLTAGE CONTROL	X	X	Production or absorption of reactive power to maintain voltage levels on transmission systems (Ancillary Service)
REAL POWER TRANSMISSION LOSS	X	X	The loss of energy, resulting from transporting power over the a transmission system

REGULATION & FREQUENCY RESPONSE	X	X	Service providing for continuous balancing of resources (generation and interchange) with load, and for maintaining scheduled interconnection frequency by committing on-line generation whose output is raised or lowered as necessary to follow the moment-by-moment changes in load (Ancillary Service)
REQUIREMENTS SERVICE	X	X	Firm, load-following power supply necessary to serve a specified share of customer's aggregate load during the term of the agreement Requirements service may include some or all of the energy, capacity, and ancillary service products (If the components of the requirements service are priced separately, they should be reported separately in the transactions tab
RETURN IN KIND TRANSACTIONS BETWEEN CONTROL AREAS			USE "EXCHANGE"
SALE WITH EXCHANGE			USE "EXCHANGE"
SCHEDULE SYSTEM CONTROL & DISPATCH	X	X	Scheduling, confirming and implementing an interchange schedule with other Control Areas, including intermediary Control Areas providing transmission service, and ensuring operational security during the interchange transaction (Ancillary Service)
SPECIALIZED AFFILIATE TRANSACTIONS			USE APPROPRIATE PRODUCT NAME AND MARK COUNTERPARTY AS AN AFFILIATE
SPINNING RESERVE	X	X	Unloaded synchronized generating capacity that is immediately responsive to system frequency and that is capable of being loaded in a short time period (Ancillary Service)
SUPPLEMENTAL POWER			USE "ENERGY"
SUPPLEMENTAL RESERVE	X	X	Service needed to serve load in the event of a system contingency, available with greater delay than SPINNING RESERVE (Ancillary Service)
SYSTEM BLACK START CAPABILITY			Renamed. Use "BLACK START SERVICE"
SYSTEM IMPACT AND/OR FACILITIES STUDY CHARGE(S)			Deleted. Not subject to reporting under the EQR
SYSTEM OPERATING AGREEMENTS	X		An executed agreement that contains the terms and conditions under which a system or network customer shall operate its facilities and the technical and operational matters associated with the implementation of network
TRANSMISSION OWNERS AGREEMENT	X		The agreement that establishes the terms and conditions under which a transmission owner transfers to an ISO operational control over designated transmission facilities.
TOLLING ENERGY	X	X	Energy sold from a plant whereby the buyer provides fuel to a generator (seller) and receives power in return for pre-established fees.
UNIT CAPACITY			USE "CAPACITY"
UNIT POWER SALE			USE "ENERGY" - Note: Unit Power Sale is now a Class Name
UPLIFT	X	X	A make-whole payment by an ISO to a Utility.

APPENDIX C - HUB NAMES

In Order 2001-E	Show in the software	Also Allow
	ADHUB	As of Q4 2004
AEP	AEP	
	AESO	As of Q3 2004
	BERC	As of Q3 2004
COB	COB	
Cinergy (into)	Cinergy (into)	Into Cinergy
	Cinergy Hub (MISO)	CIN Hub, CINHUB, Cinergy Hub, Cinergy.Hub; As of Q2 2005
Comed (into)	Comed (into)	Into Comed
	DOPD	As of Q3 2004
Entergy (into)	Entergy (into)	Into Entergy
Four Corners	Four Corners	
	GRMA	As of Q3 2004
	HGMA	As of Q3 2004
	Illinois Hub (MISO)	ILL HUB, ILLHUB, Illinois Hub, Illinois.Hub; As of Q2 2005
Mead	Mead	
	Michigan Hub (MISO)	MICH HUB, MICHHUB, Michigan Hub, Michigan.Hub; As of Q2 2005
Mid-Columbia (Mid-C)	Mid-Columbia (Mid-C)	Mid-Columbia, Mid-C, Mid-Columbia (Mid-C)
	Minnesota Hub (MISO)	MINN HUB, MINNHUB, Minnesota Hub, Minnesota.Hub; As of Q2 2005
Mass Hub (NEPOOL)	NEPOOL (Mass Hub)	NEPOOL, Mass Hub, Mass Hub (NEPOOL)
	NIHUB	As of Q4 2004
NOB	NOB	
NP15	NP15	
	NWMT	As of Q3 2004
PJM East	PJM East Hub	PJME, PJM-E
PJM West	PJM West Hub	PJMW, PJM-W
Palo Verde	Palo Verde	Palo, PV
SOCO (into)	SOCO (into)	Into SOCO
SP15	SP15	
TVA (into)	TVA (into)	Into TVA
	WPEC	As of Q3 2004
ZP26	ZP26	