

Imbalance Report

The Daily Imbalances report provides a detailed overview of daily imbalance information related to production month, business associate, and contract.

1. Select the **Main Menu** icon.

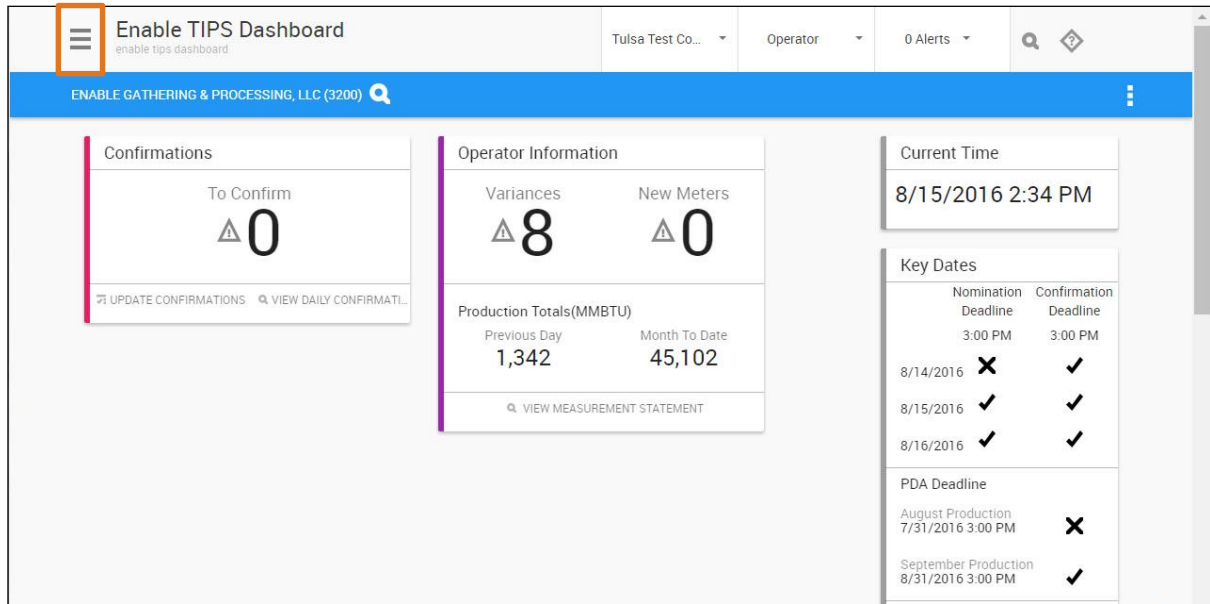


Figure 1: Main Menu icon

2. Select **System**.
3. Select **Reports**.

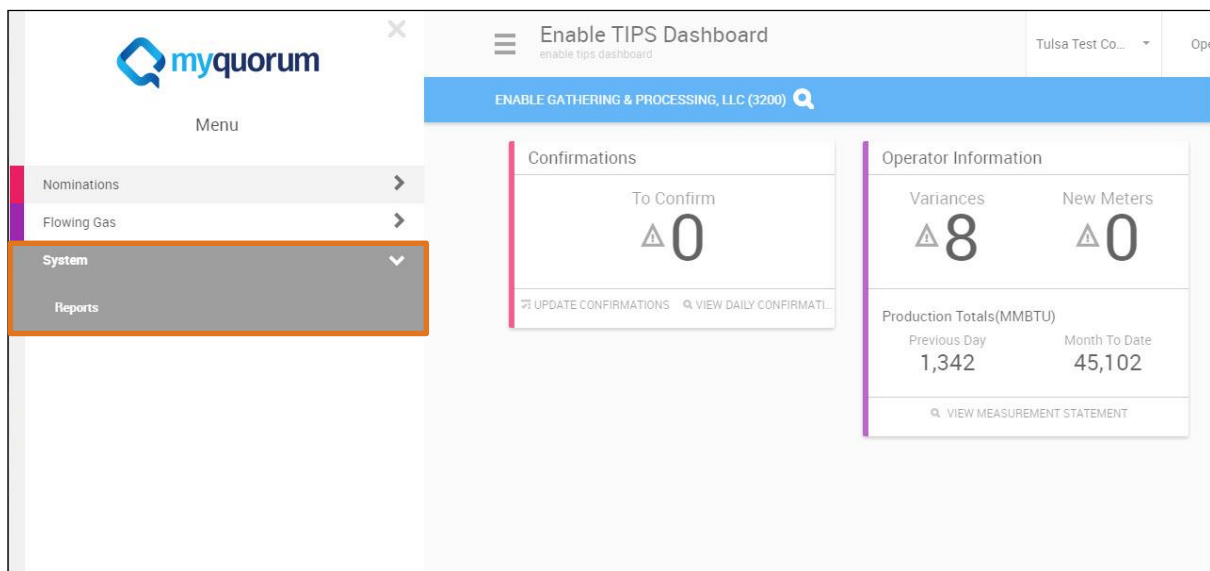


Figure 2: Reports

4. Select **Shipper Reports**.

Note: You could also use the search feature to locate the report.

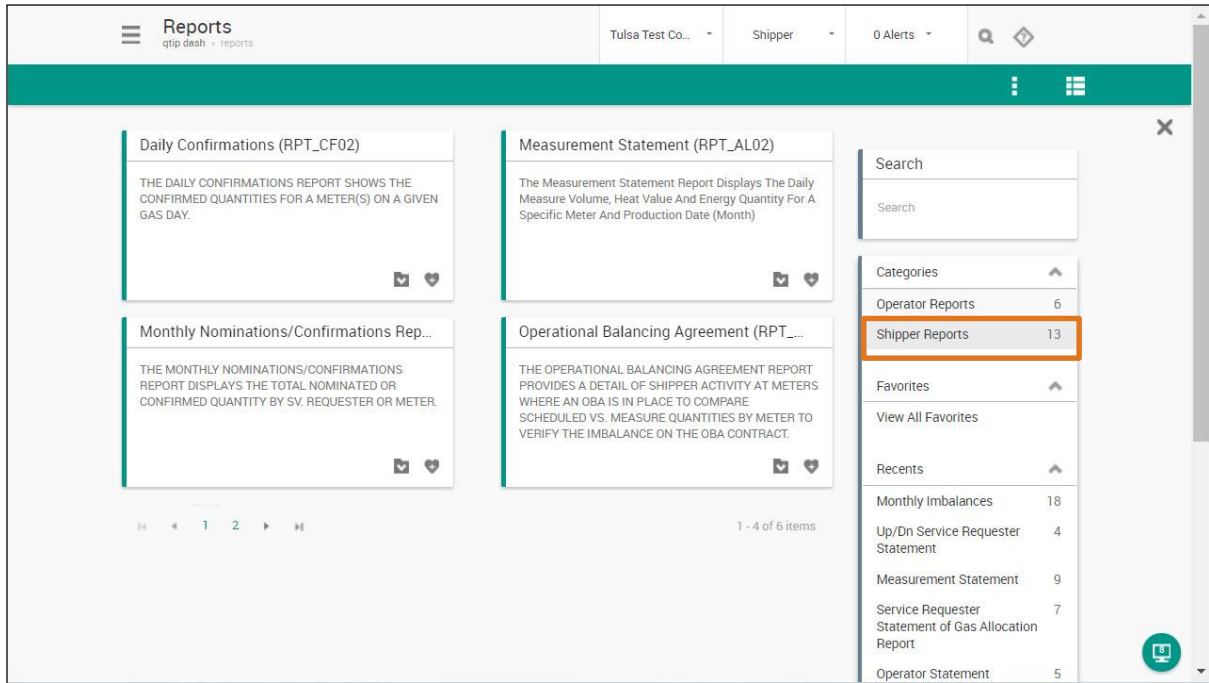


Figure 3: Shipper Reports

5. Select the **Launch Report** icon on the Daily Imbalances report.

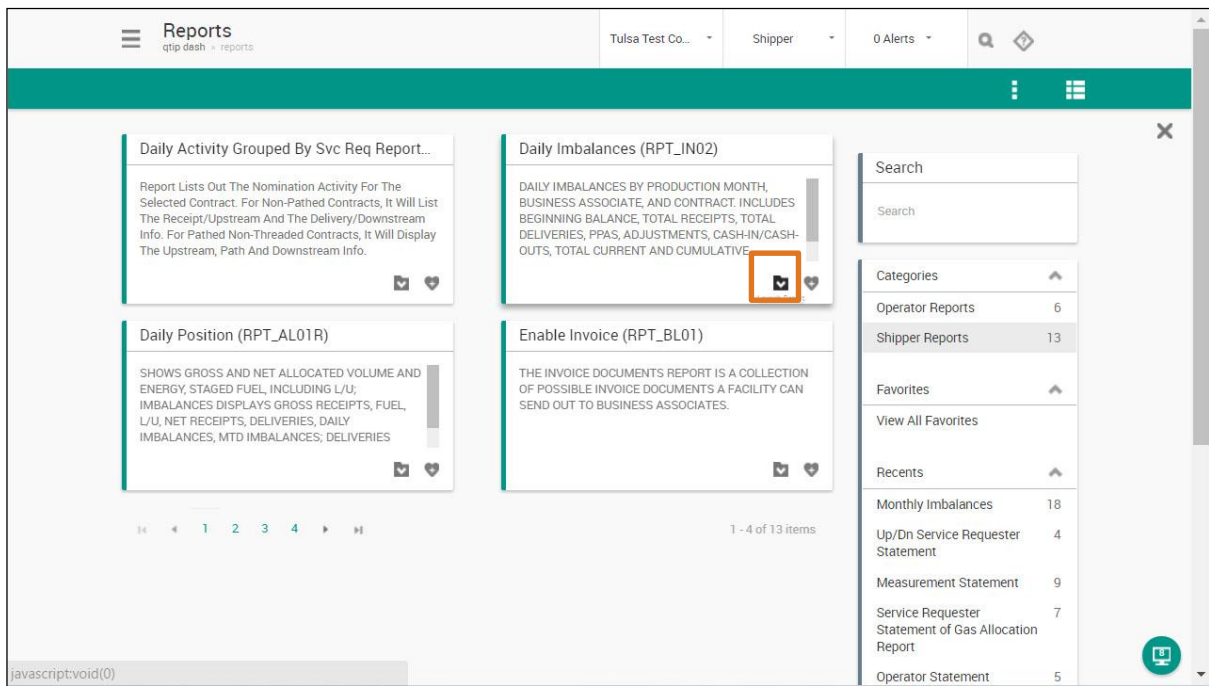


Figure 4: Daily Imbalances

Required parameters are marked with a red asterisk.

6. Select the dropdown arrow by **Company**.
7. Select company.
8. Select the **Contract Party BA** field.
9. Enter contract party BA number, or select it from a list using the picklist icon (magnifying glass).
10. Change the **Report Export File Type** for your report, if needed.
Note: The default file type is PDF.
11. Complete additional fields, such as Account Manager or Account Type, to help narrow your results, if needed.

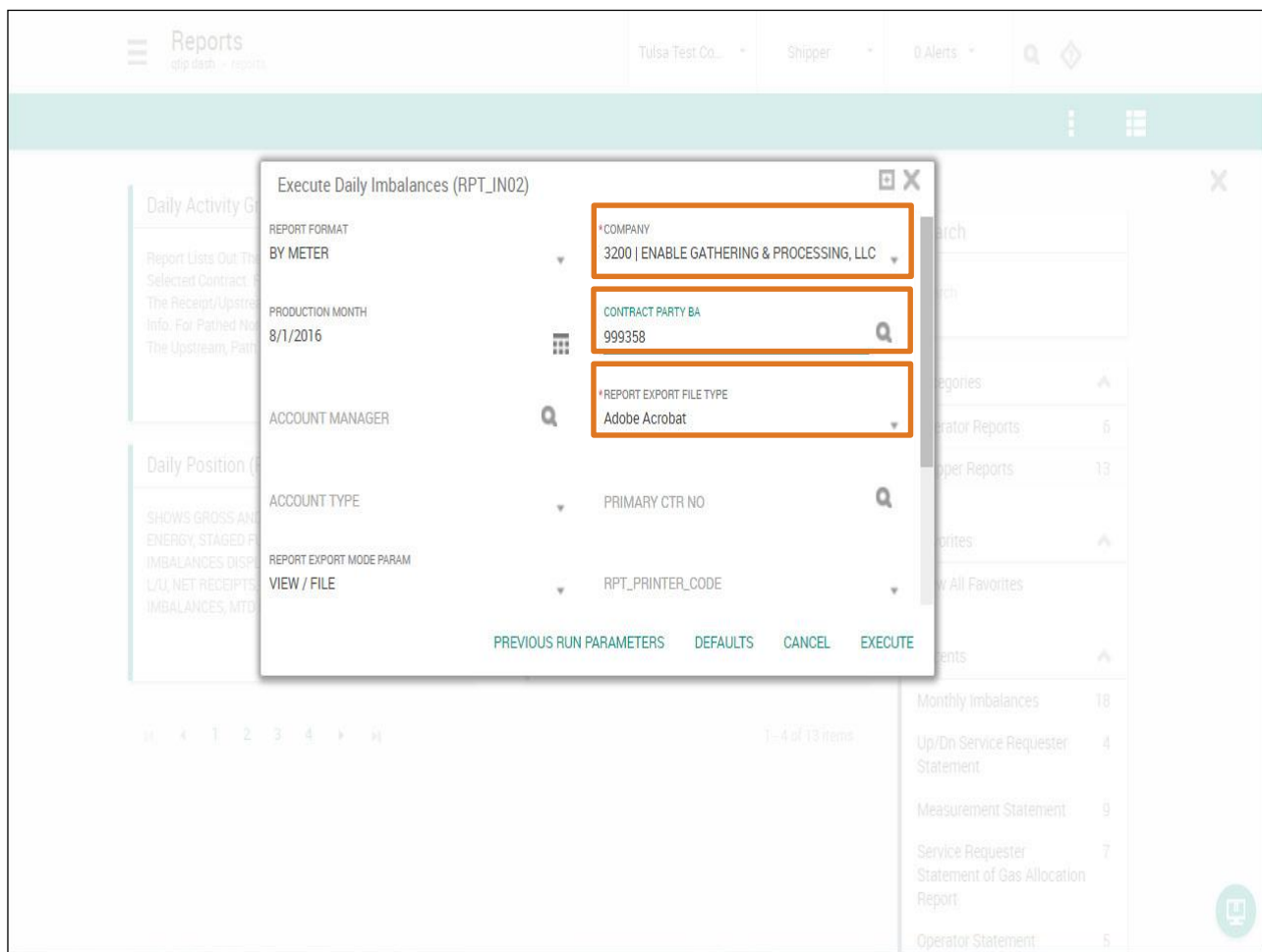


Figure 5: Execute Daily Imbalances

12. Scroll down.
13. Select the dropdown by **Report Table Map CD** field.
 - Note:** Results from the current month are non-posted, while results from the previous month are posted. Results from previous months are considered “posted” because they are closed.
14. Select the appropriate option.
15. Select the **Execute** button.

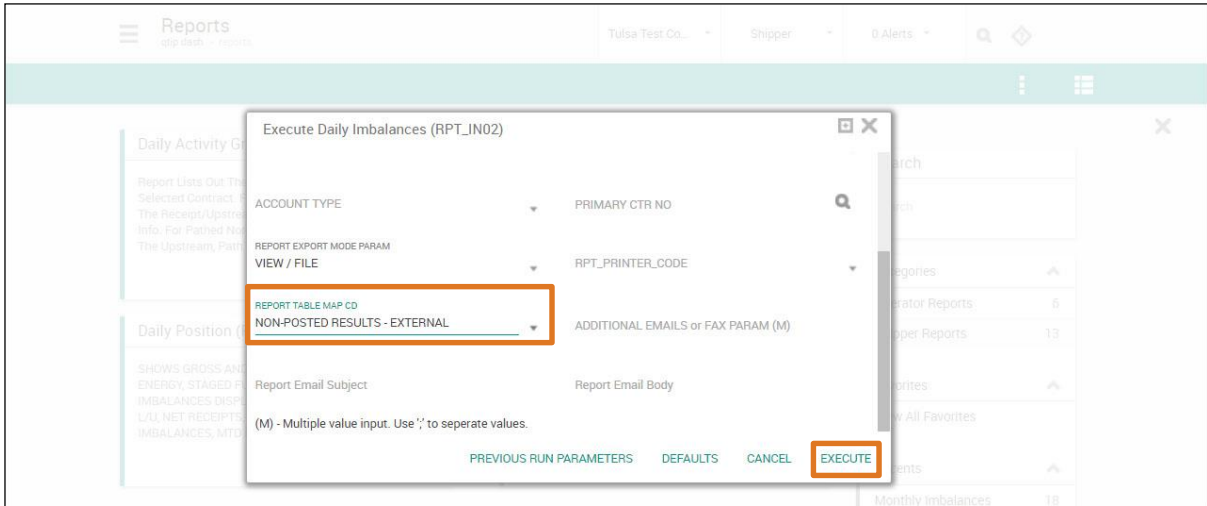


Figure 6: Report Table Map CD

Note: A window appears in the lower right with the status of the report. When the report is complete, an icon will appear in the lower left.

16. Select the **Report** icon.

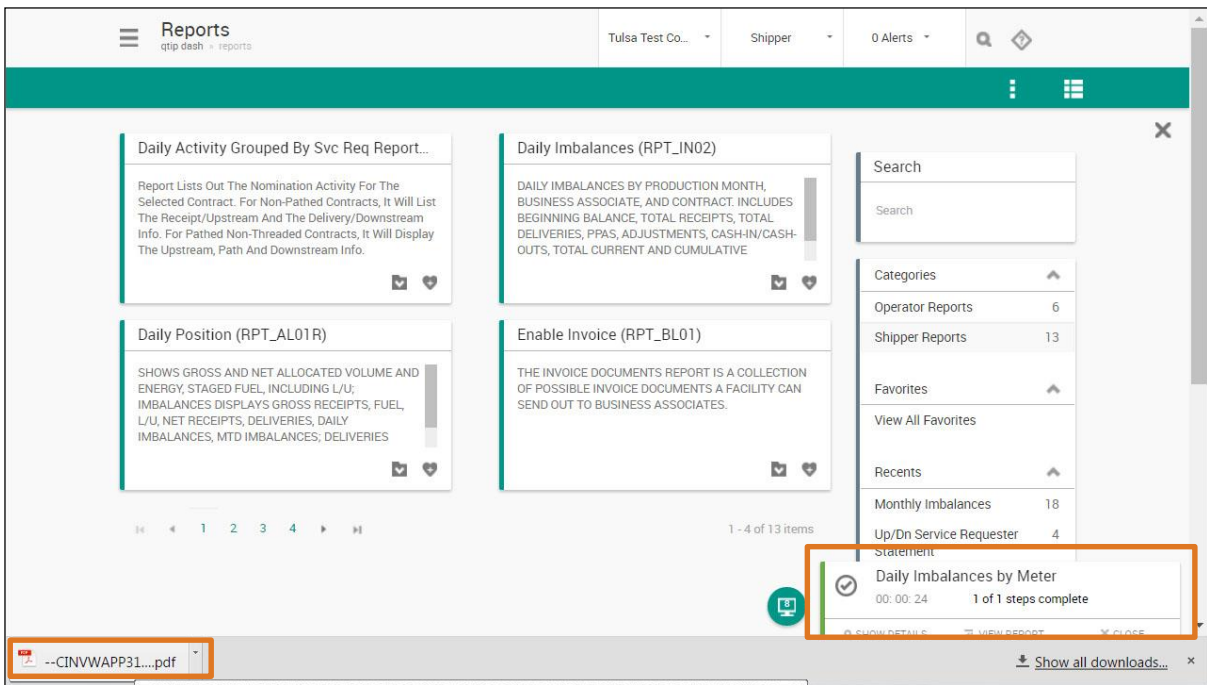


Figure 7: Report icon

Note: The report opens in a separate window. You can download a copy of the report, or print the report, if needed.

17. Close the report window to return to myQuorum

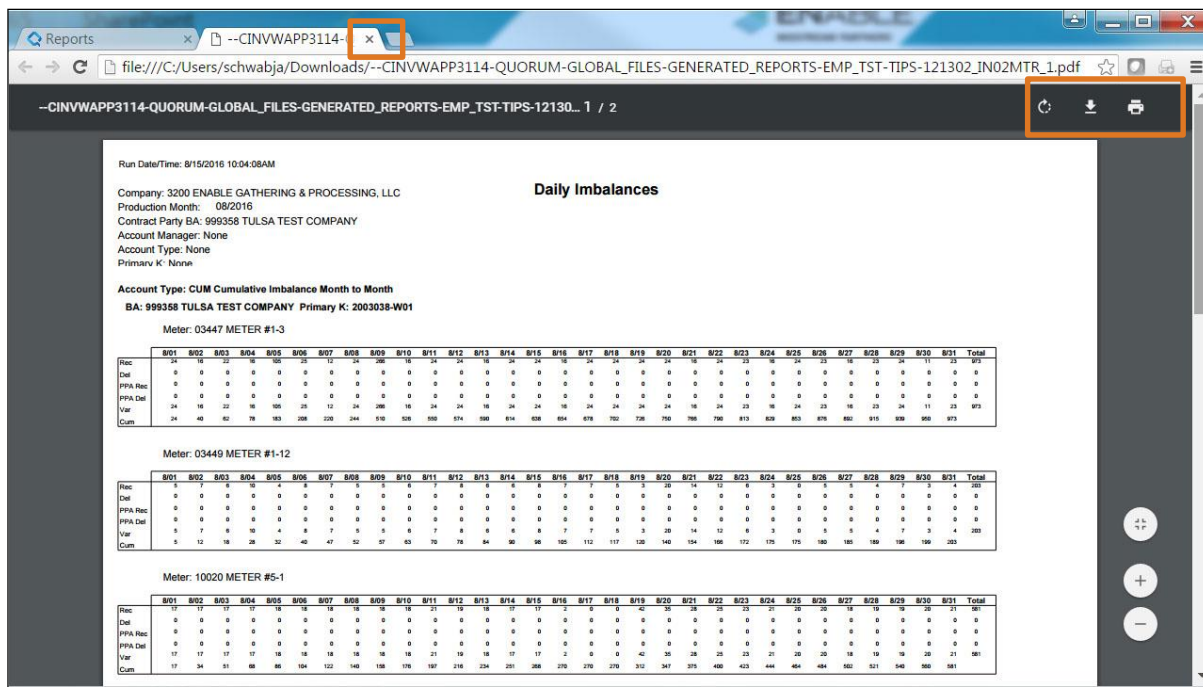


Figure 8: Daily Imbalances

18. Select the **Close** button.

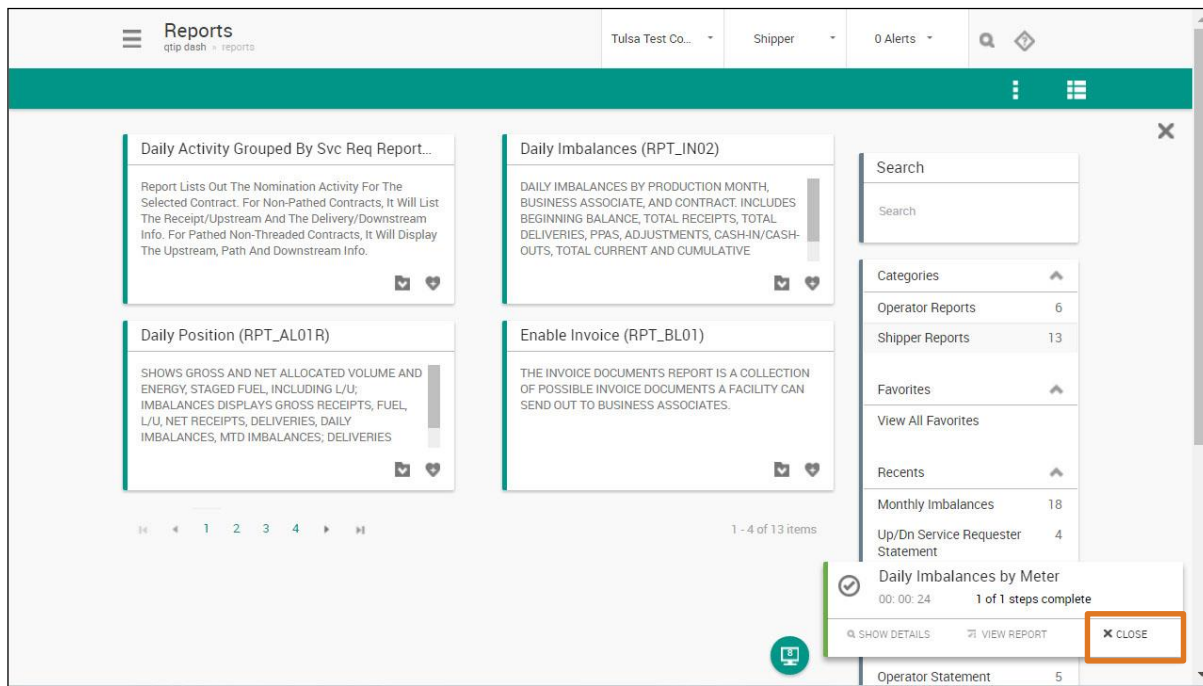


Figure 9: Close

Note: For more information on the reports functionality in myQuorum, or how to run other reports, please view the additional training modules for reporting.

This concludes the myQuorum CAW Imbalance Report training module.