

# Confirmation Report

In this course, we will run the Daily Confirmations report, which provides the confirmed quantities for meters on a given gas day.

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

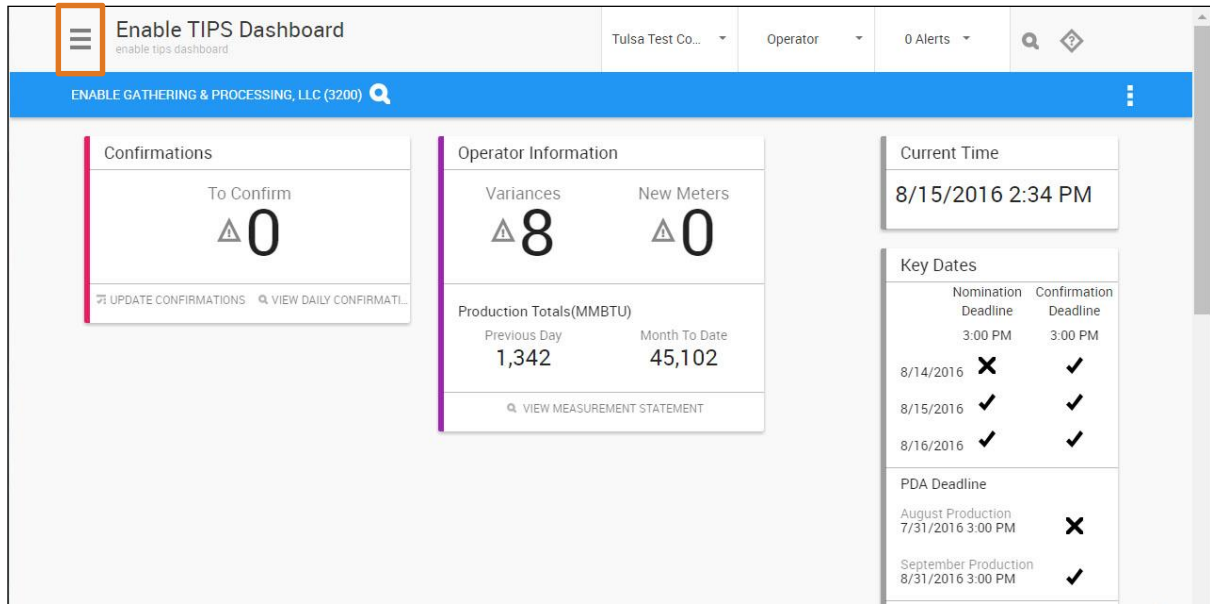


Figure 1: Main Menu icon

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

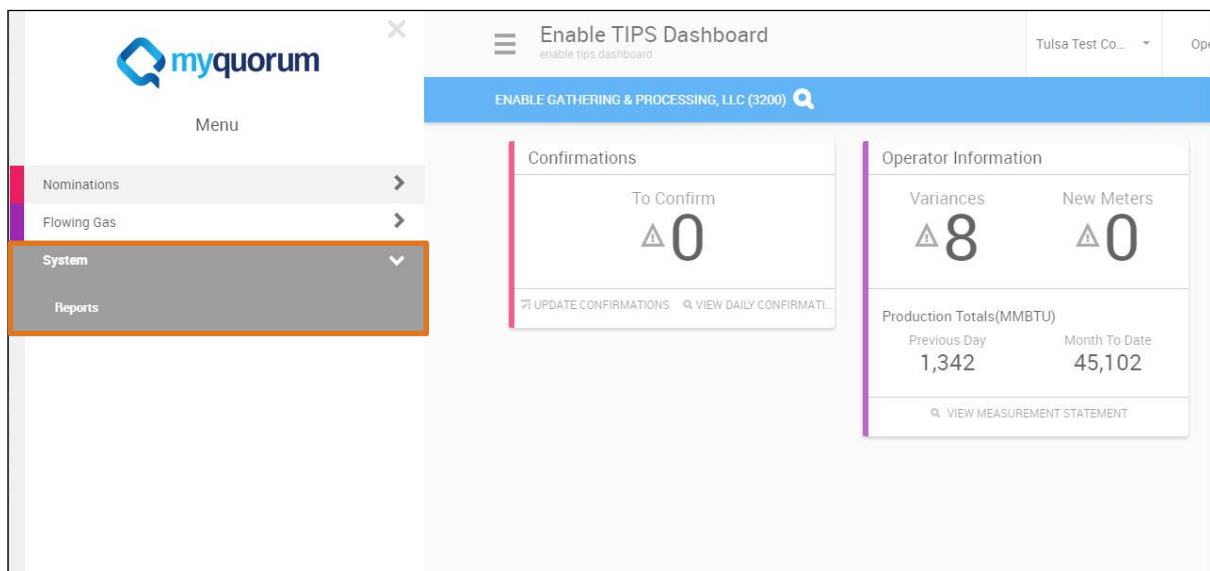


Figure 2: Reports

4. Select **Operator Reports**.

**Note:** To find the report, you may need to look through the report pages. Use the arrows to advance until you find the Daily Confirmations report.

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

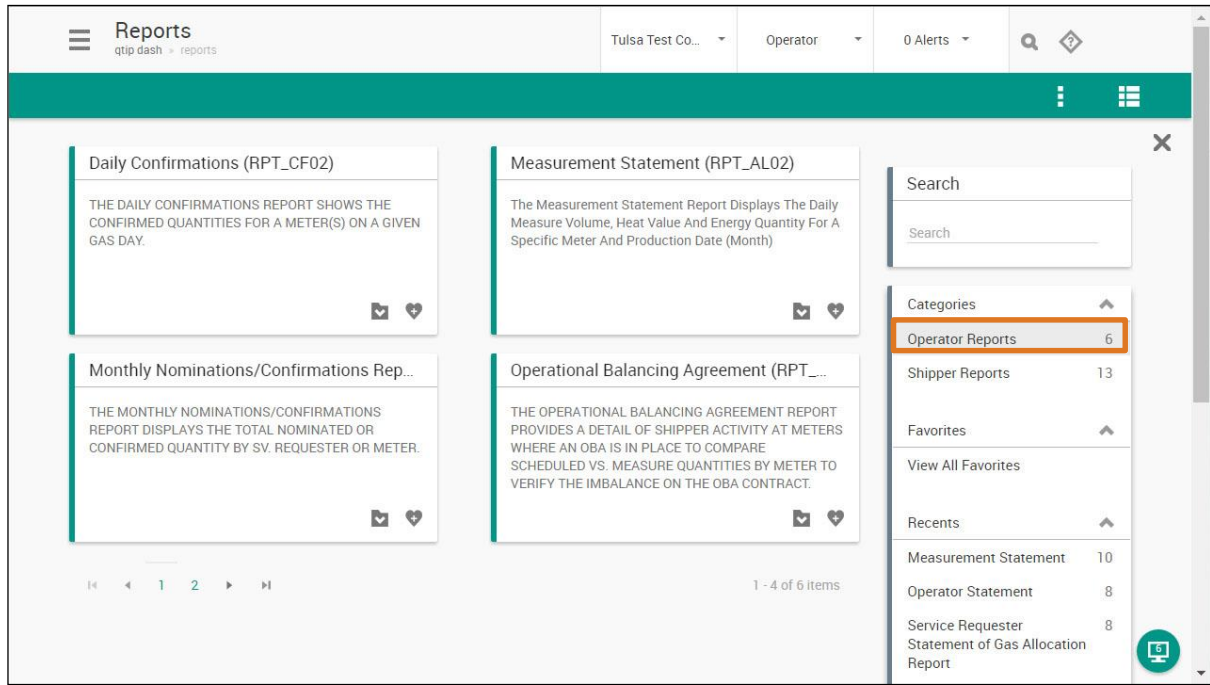


Figure 3: Operator Reports

5. Select the **Launch Report** icon on the Daily Confirmations Report.

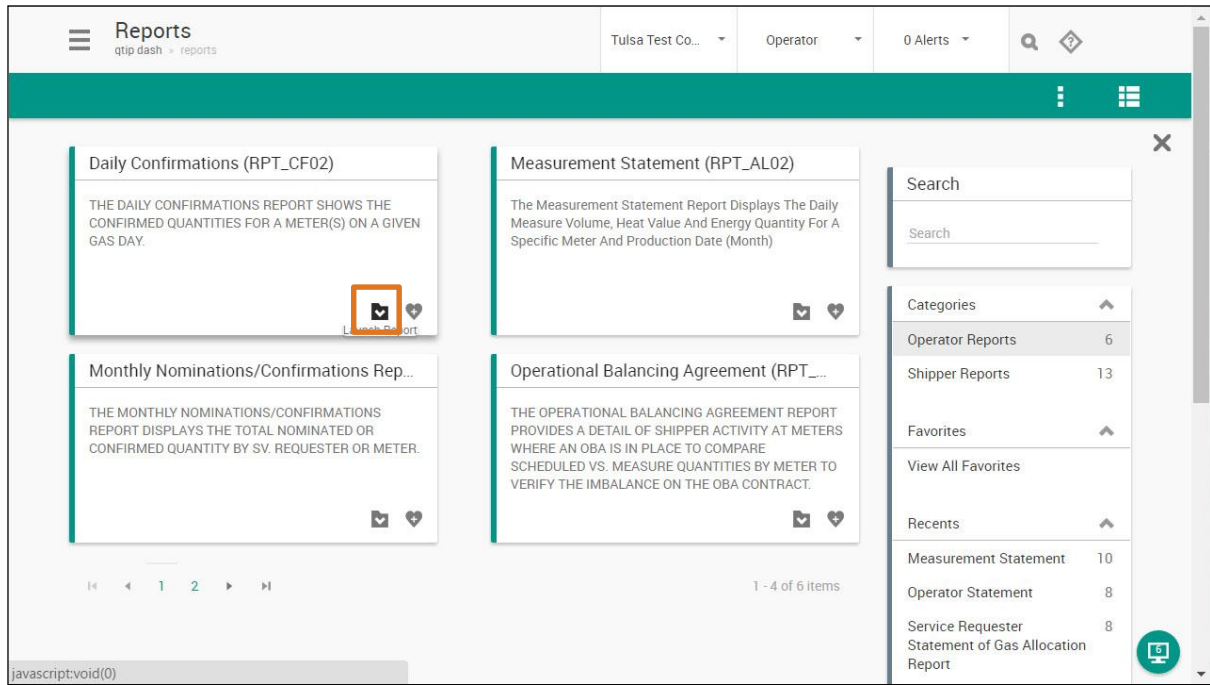


Figure 4: Launch Report

Required parameters are marked with a red asterisk.

6. Select the dropdown arrow by **Company**.
7. Select company.
8. Update the default **Gas Day**, if needed.
9. Select the **Meter No** field.
10. Enter meter number, or select it from a list using the picklist icon (magnifying glass).
11. Select the dropdown arrow by **Report Table Map CD** field.

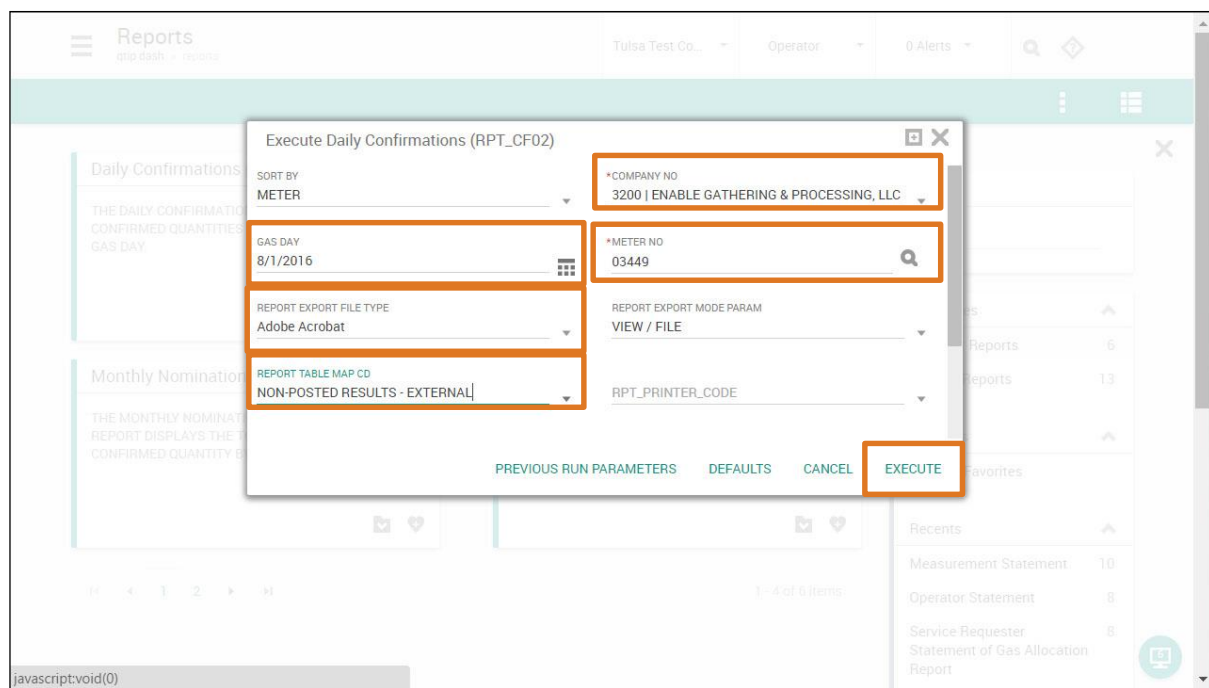
**Note:** Results from the current month are non-posted, while results from the previous month are posted. Results from previous months are considered “posted” because they are closed.

12. Select the appropriate option
13. Change the **Report Export File Type**, if needed.

**Note:** The default file type is PDF.

14. Select the **Execute** button.

**Note:** If the report does not run, check for errors and correct as needed.



**Figure 5: Execute Daily Confirmations**

A window appears in the lower right with the status of the report.

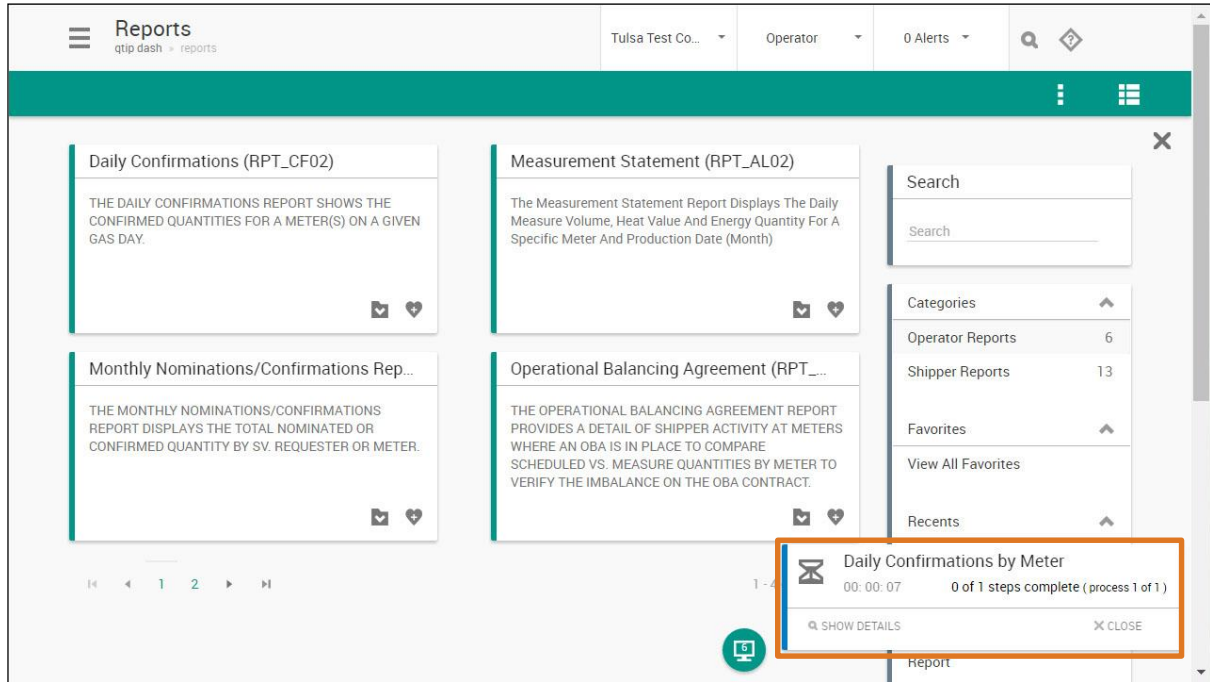


Figure 6: Report status

15. Select the **Report** icon.

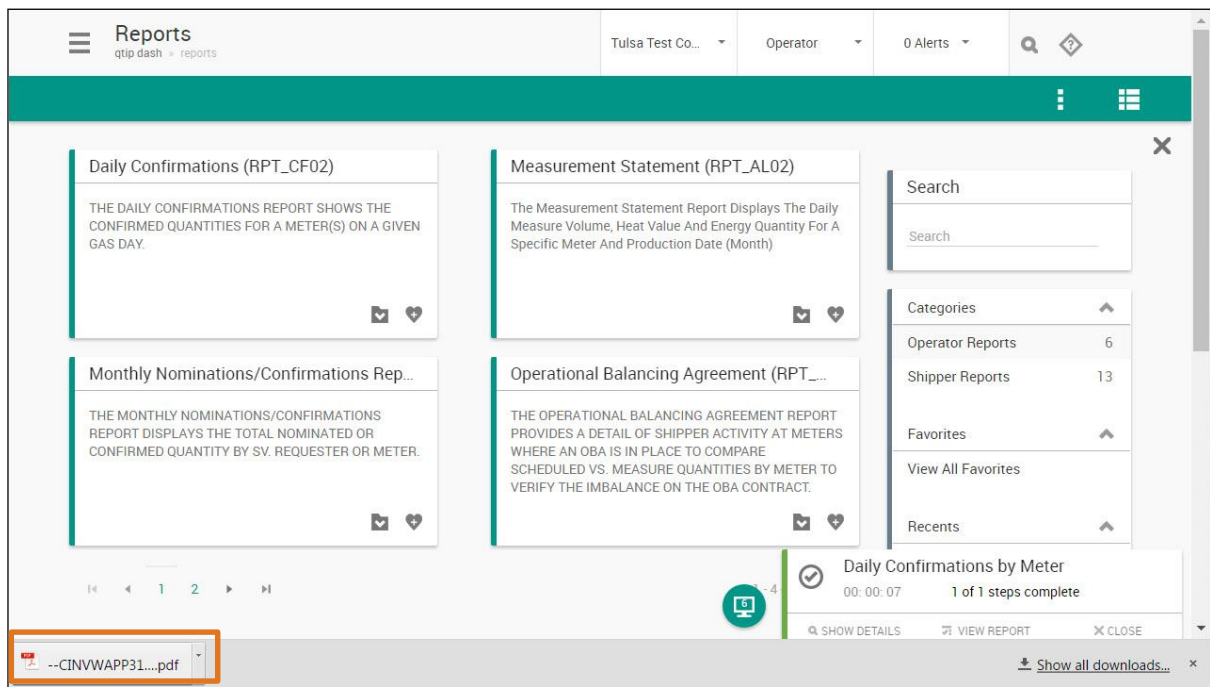


Figure 7: Report icon

The report opens in a separate window.

**Note:** This report shows nominations in place for a given meter, including what is nominated and confirmed. Month-to-date information displays the total confirmation for the month. You can download a copy of the report, or print the report, if needed.

16. Close the **Report** window to return to myQuorum.

| Svc Req BA No.              | Svc Req Name       | Up/Dn | Pkg ID | Nom Rank | Up/Dn Party Name   | Up/Dn Party # | Up/Dn Contract # | Prior Day Conf DTH | Current Day Nom DTH | Current Day Conf DTH | Confirmed Interest % | MTD Conf DTH |
|-----------------------------|--------------------|-------|--------|----------|--------------------|---------------|------------------|--------------------|---------------------|----------------------|----------------------|--------------|
| 999362                      | Agent One Company  | UP    |        | 1        | Bedlam             | 999361        |                  |                    | 1                   | 1                    |                      | 1            |
| 999359                      | COWBOY ENERGY LLC  | UP    |        | 1        | COWBOY ENERGY LLC  | 999359        |                  |                    | 1                   | 1                    |                      | 1            |
| 999358                      | TULSA TEST COMPANY | UP    |        | 1        | TULSA TEST COMPANY | 999358        |                  |                    | 9                   | 9                    |                      | 9            |
| <b>Svc. Rqst. Subtotal:</b> |                    |       |        |          |                    |               |                  |                    | 11                  | 11                   |                      | 11           |
| <b>Meter Total:</b>         |                    |       |        |          |                    |               |                  |                    | 11                  | 11                   |                      | 11           |

Figure 8: Daily Confirmations Report

17. Select the **Close** button.

Reports  
qtip dash - reports

Tulsa Test Co... Operator 0 Alerts

Daily Confirmations (RPT\_CF02)  
THE DAILY CONFIRMATIONS REPORT SHOWS THE CONFIRMED QUANTITIES FOR A METER(S) ON A GIVEN GAS DAY.

Measurement Statement (RPT\_AL02)  
The Measurement Statement Report Displays The Daily Measure Volume, Heat Value And Energy Quantity For A Specific Meter And Production Date (Month)

Monthly Nominations/Confirmations Rep...  
THE MONTHLY NOMINATIONS/CONFIRMATIONS REPORT DISPLAYS THE TOTAL NOMINATED OR CONFIRMED QUANTITY BY SV. REQUESTER OR METER.

Operational Balancing Agreement (RPT...)  
THE OPERATIONAL BALANCING AGREEMENT REPORT PROVIDES A DETAIL OF SHIPPER ACTIVITY AT METERS WHERE AN OBA IS IN PLACE TO COMPARE SCHEDULED VS. MEASURE QUANTITIES BY METER TO VERIFY THE IMBALANCE ON THE OBA CONTRACT.

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Recents

Daily Confirmations by Meter  
00:00:07 1 of 1 steps complete  
SHOW DETAILS VIEW REPORT CLOSE

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 Confirmation Report training module.