

Measurement Statement Report

The Measurement Statement report displays the daily measured volume, heat value, and energy quantity for a specific meter in a given month.

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

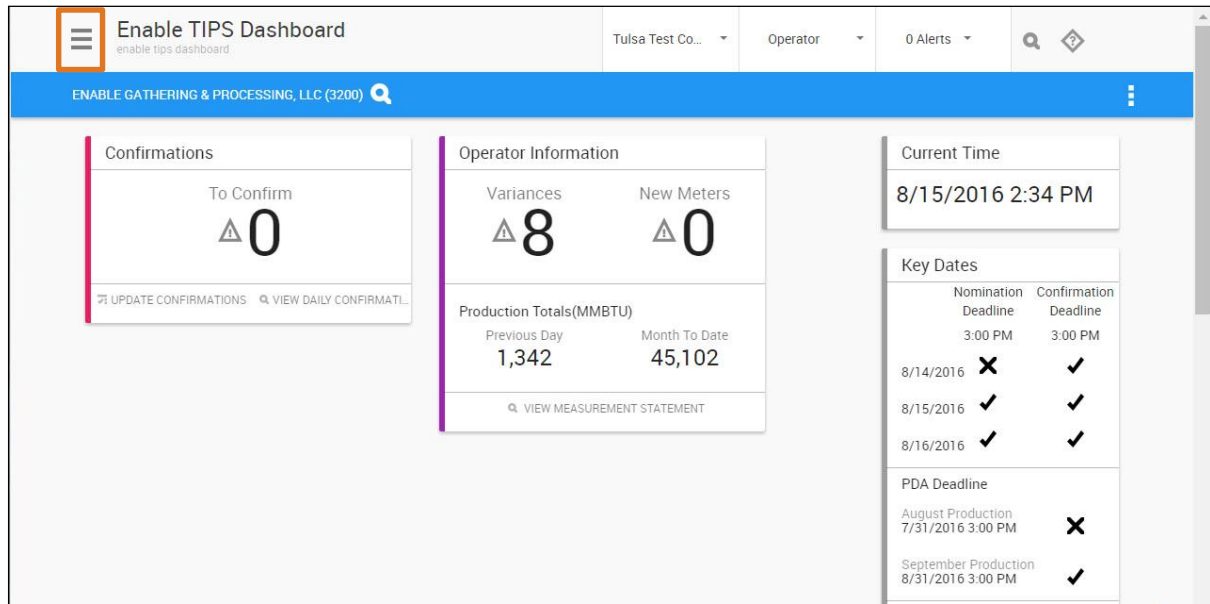


Figure 1: Main Menu icon

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

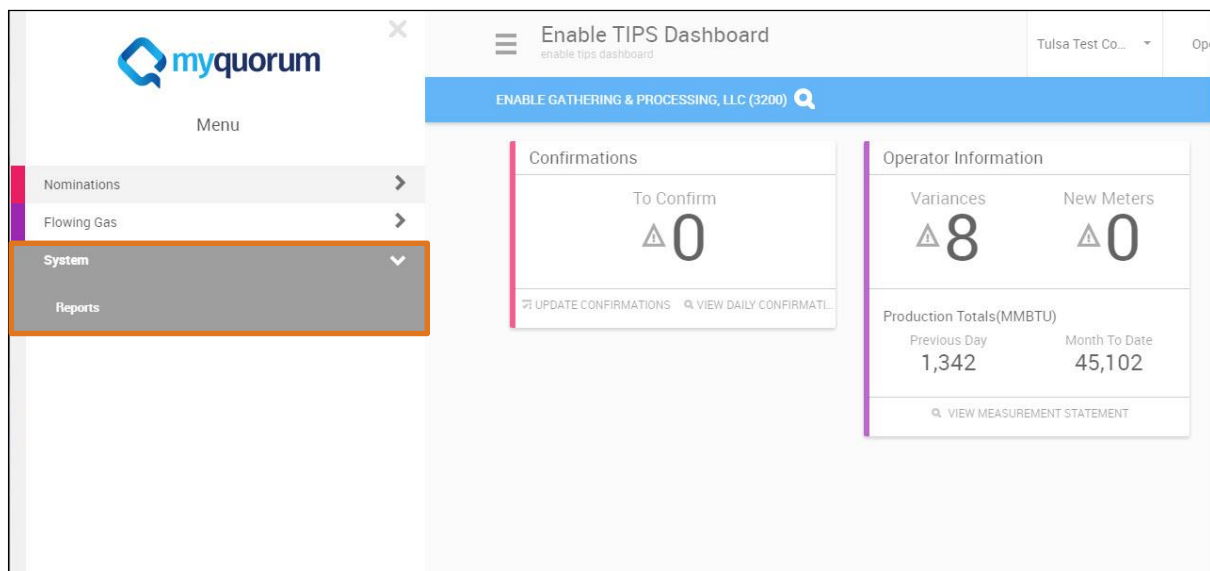


Figure 2: Reports

4. Select **Operator Reports**.

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

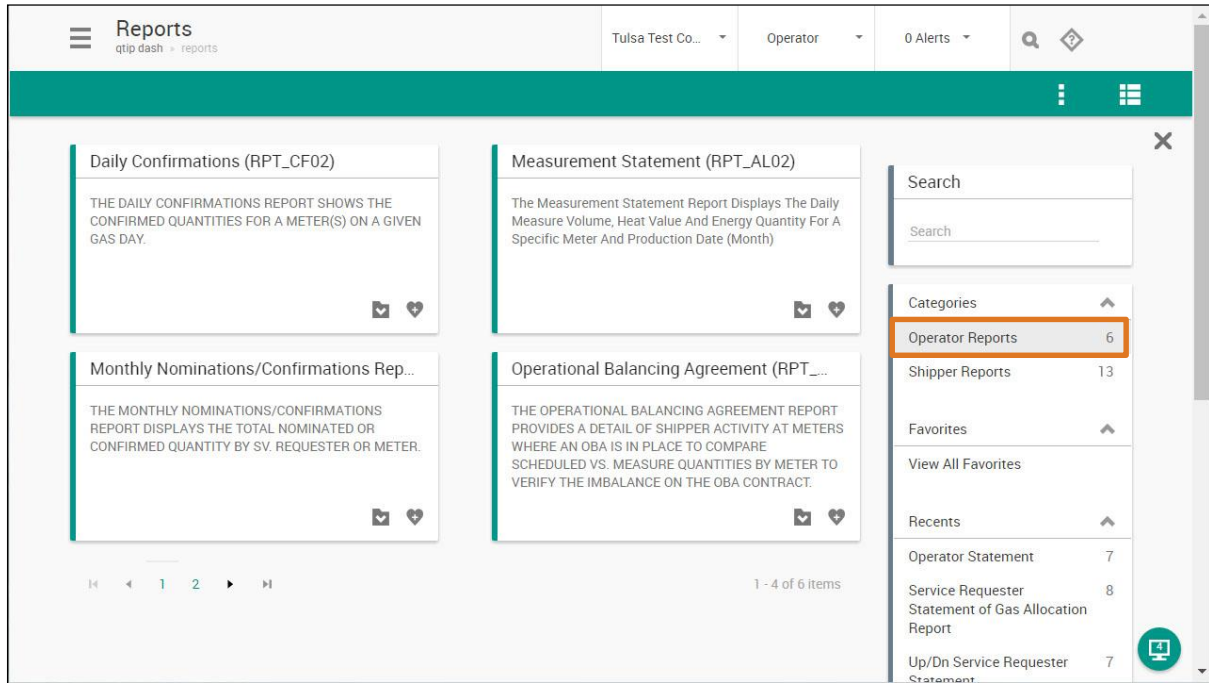


Figure 3: Operator Reports

5. Select the **Launch Report** icon on the Measurement Statement report.

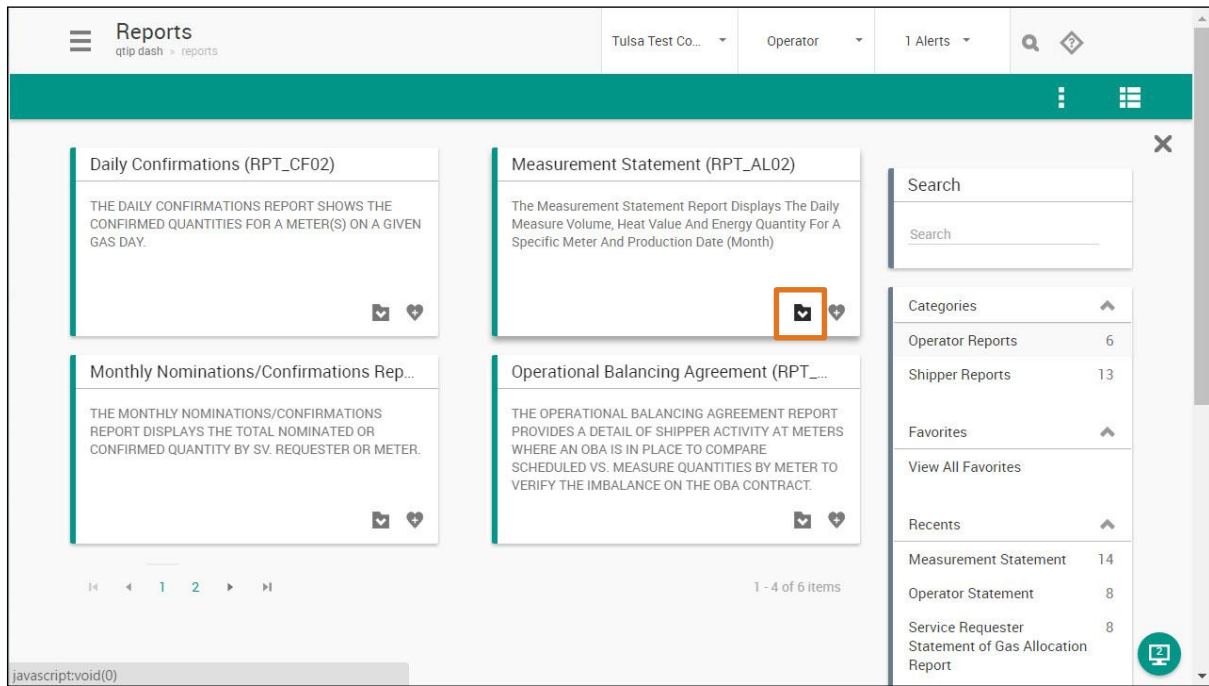


Figure 4: Launch Report

Required parameters are marked with a red asterisk.

6. Select the dropdown arrow by **Company**.
7. Select company.

This report can be run with a production month or an Accounting month, but both are not necessary. If you use Accounting Month the results will include prior period adjustments (PPAs).

8. Update or delete the default **Production Month** as needed.
9. Select the **Accounting Month** field.
10. Enter an accounting month, if needed.

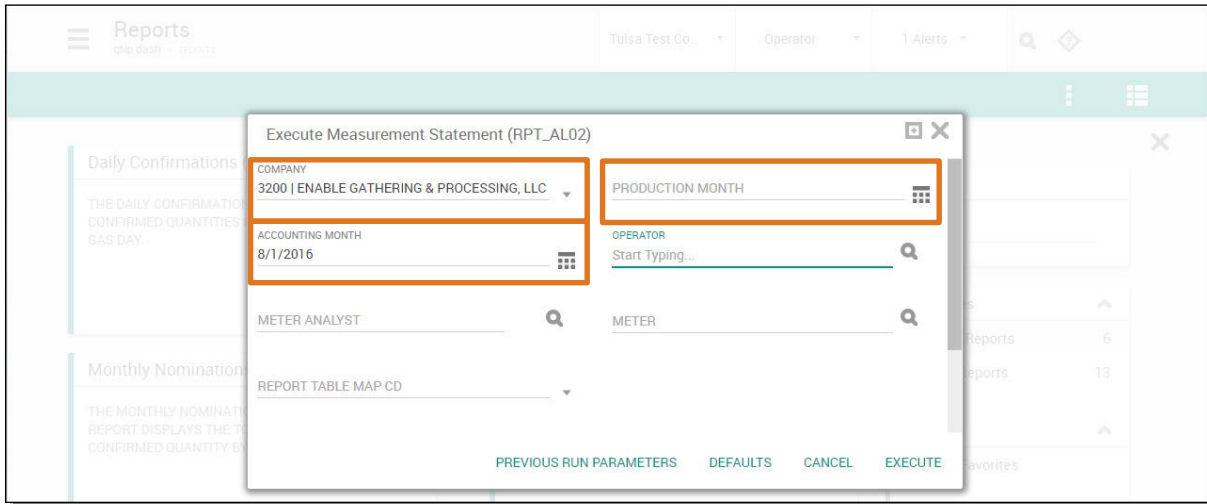


Figure 6: Production and Accounting Month

11. Select the **Operator** field.
 12. Enter operator ID number, or select it from a list using the picklist icon (magnifying glass).
 13. 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.
14. Select the appropriate option.
 15. Complete additional fields, such as Meter Analyst or Meter Number to further narrow your results, if needed.

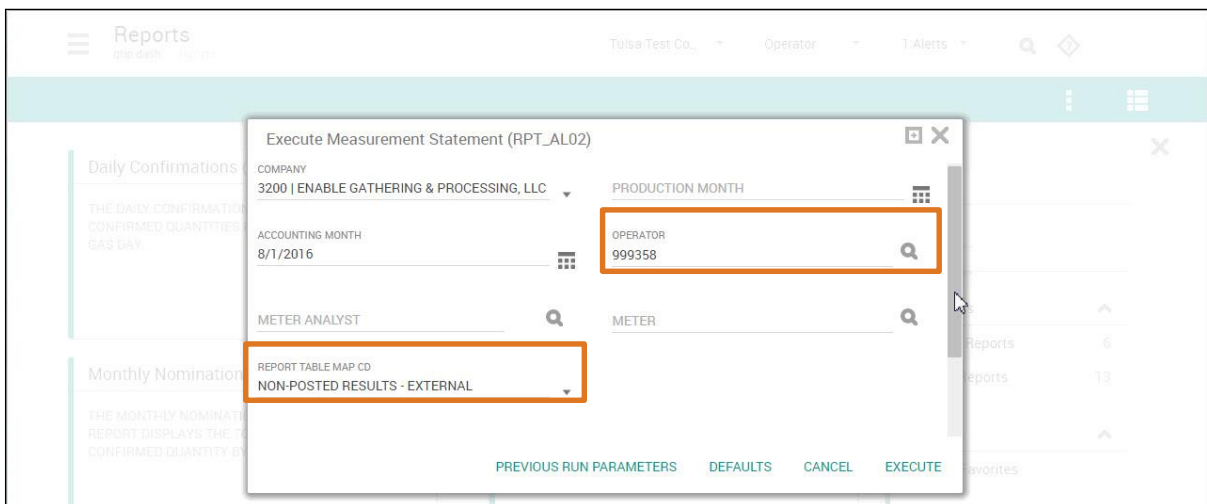


Figure 7: Execute Measurement Statement

16. Scroll down to the **Advanced Parameters** section.
17. Select the arrow to the right of **Show More**.

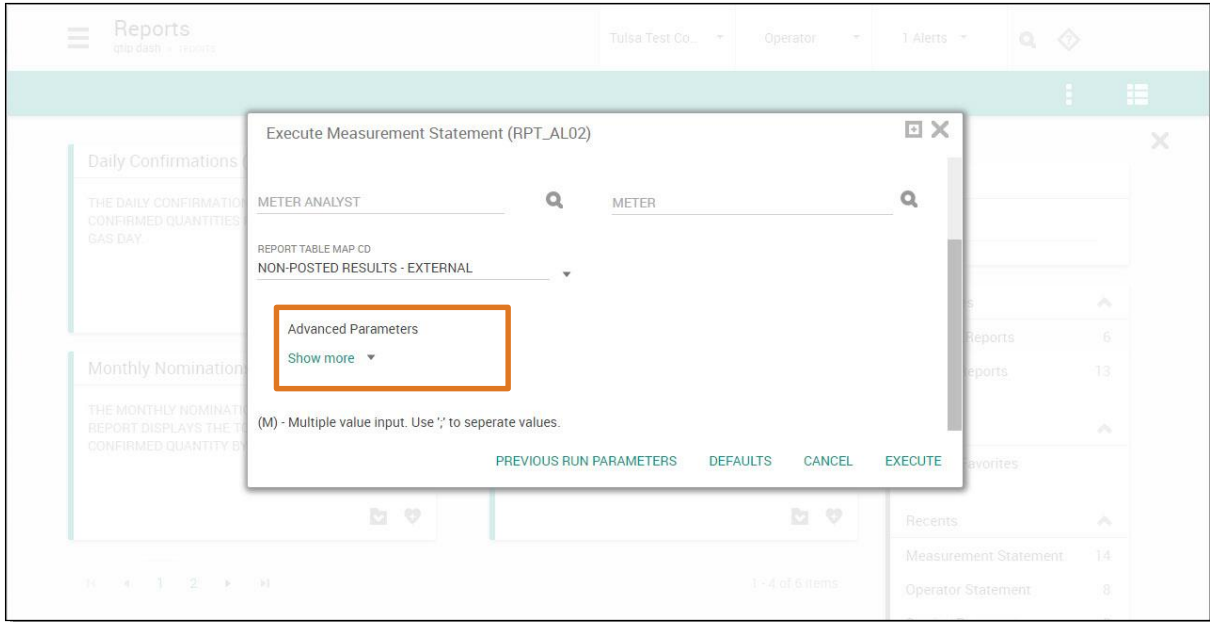


Figure 8: Advanced Parameters

18. Change the file type, if needed.

Note: The default file type is PDF.

19. Select the **Execute** button.

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

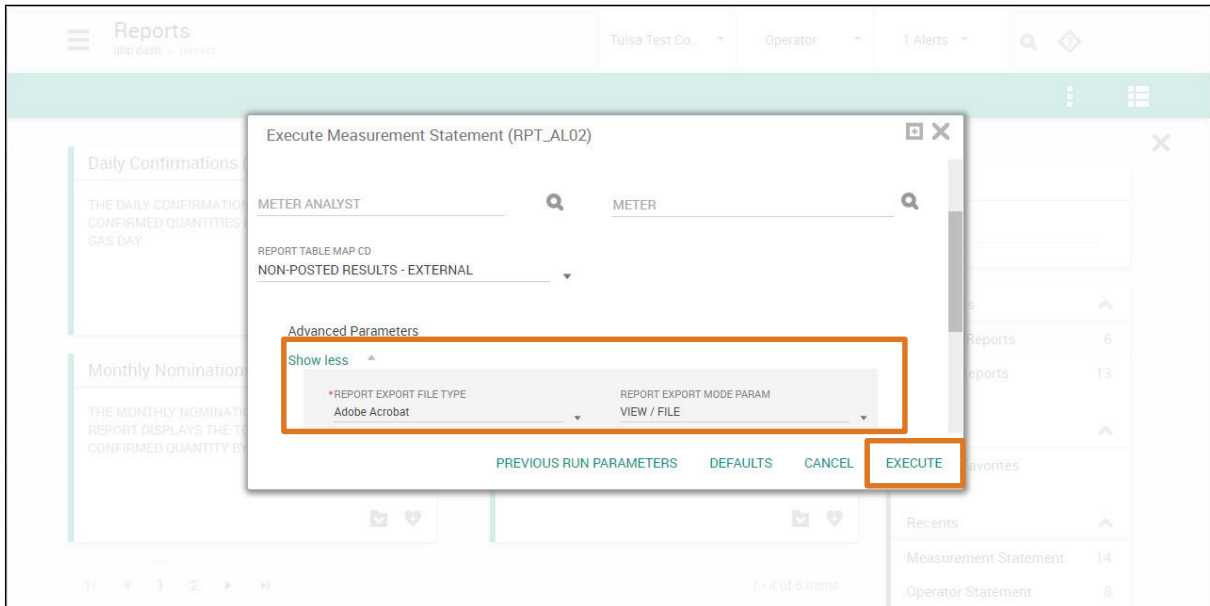


Figure 9: Execute

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.

20. Select the **Report** icon.

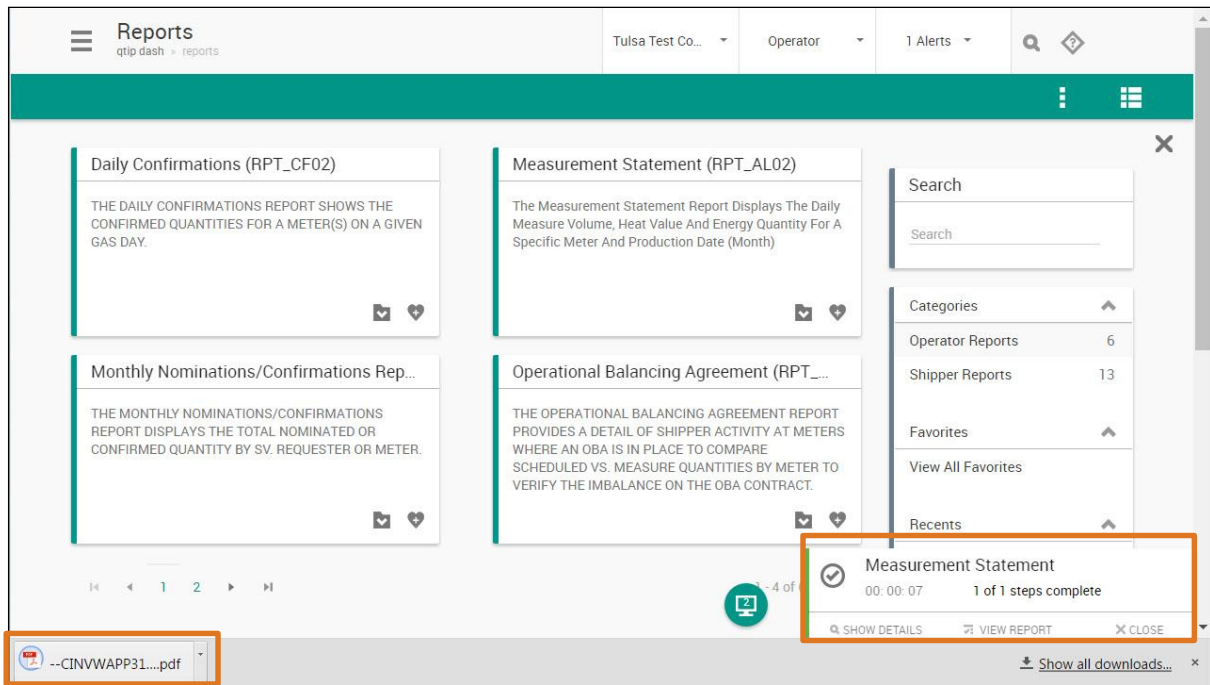


Figure 10: Report icon

Note: The Measurement Statement Report opens in a separate window. This report displays the daily measured volume, heat value and energy quantity for a specific meter, or set of meters, in a given month. You can download a copy of the report, or print the report, if needed.

21. Close report window to return to myQuorum.

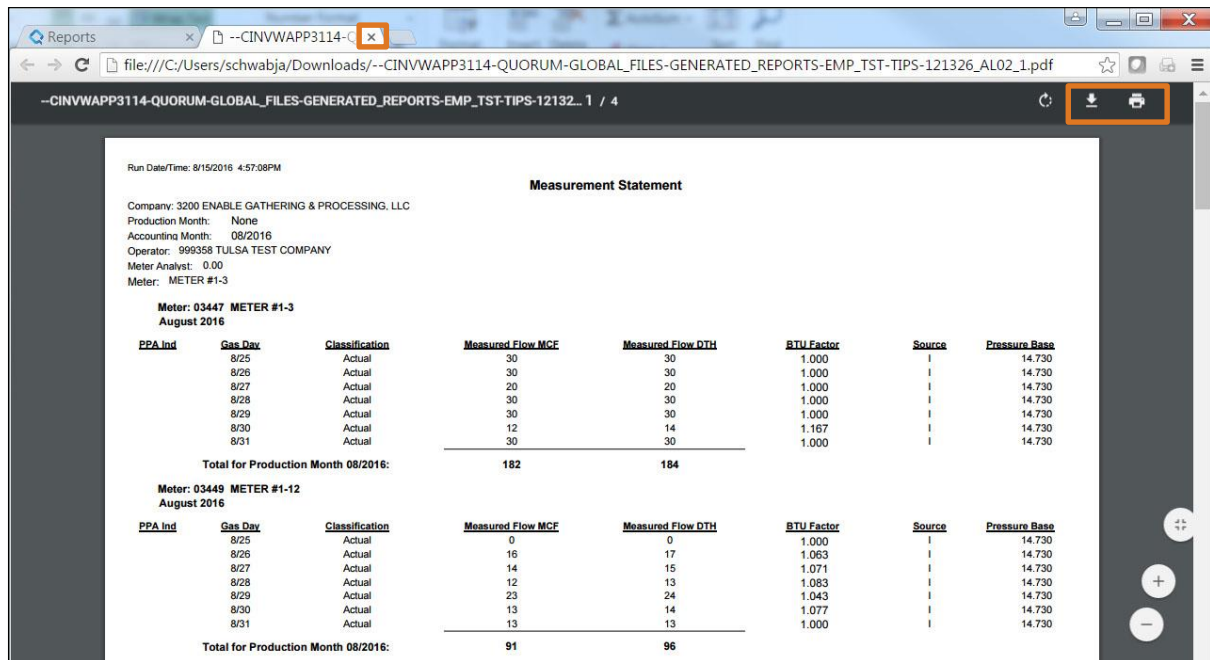


Figure 11: Measurement Statement Report

22. Select the **Close** button.

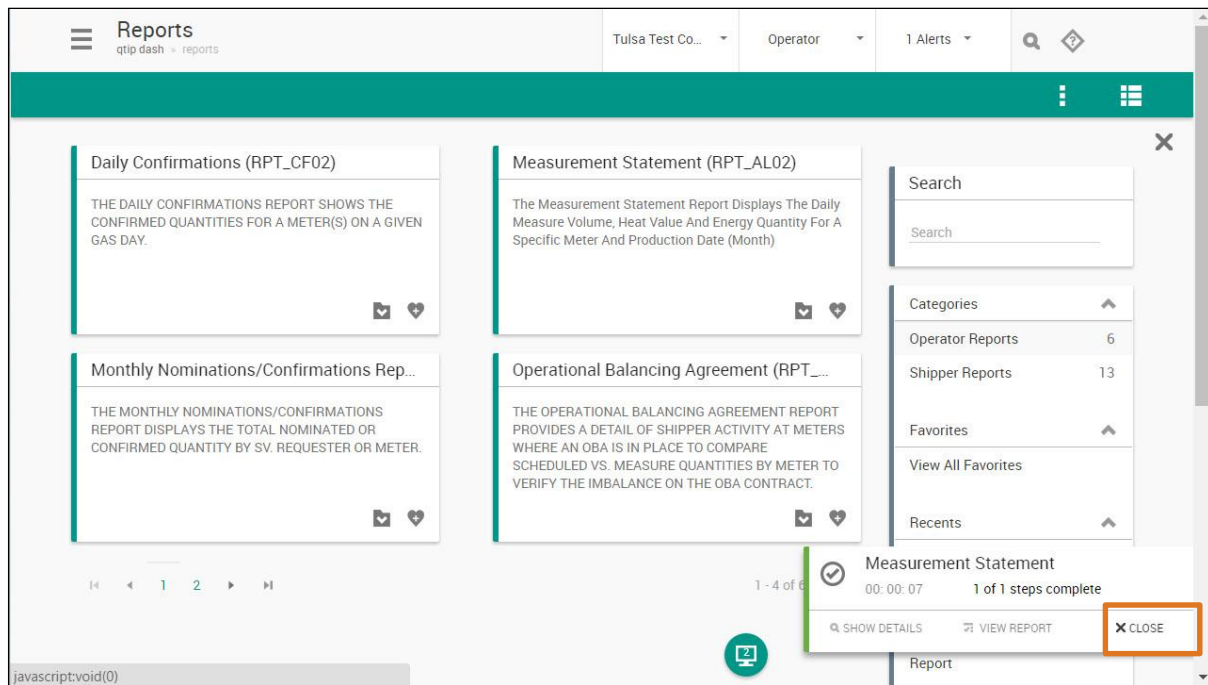


Figure 12: Close

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 Measurement Statement Report training module.