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# LOOKING FOR GEMS REPORTS?

Nomination Allocation

Pool Market Confirmation

No-Notice/MBS Imbalance EDI



## CREATE NOMINATION REPORT

Click Nominations/Nomination Inquiries/Nominations Report

- Key in retrieval criteria (i.e. date, contract, trans. type, up/downstream loc.)
- Click Retrieve, Click OK on Pop-up box

## RETRIEVE REPORT

Return to Main Menu

- Click Reports/Batch Reports/Nominations
- Double Click on your report
- Click on Print Icon

## ALLOCATION REPORT

Click Volumes/Allocation Inquiry

- Select Entity Type from drop down box
- Select Production Month and click Retrieve
- Double Click on + sign to drill down to lower level allocations
- Highlight row/right mouse click for either monthly or daily volumes
- Click Print Icon

### To "PRINT ALL"

Click Volumes/Allocation Inquiry

- Select Entity Type from drop down box
- Select Production Month and click Retrieve
- From Tool Bar, select File/Print All

**NOTE:** The Print All option will print ALL of your daily allocations at the lowest level of detail.



### **To “DOWNLOAD ALL”**

Click Volumes/Allocation Inquiry

- Select Entity Type from drop down box
- Select Production Month and click Retrieve
- Select File/Download All from menu bar. Download All dialog box is displayed
- If desired, change selections in the Save File as Type and Drives fields
- Select a directory and a file name for the allocation data
- Select either Receipt or Delivery for Record Type
- Click OK. Allocation data is saved to the designated file

### **NO-NOTICE AND MBS ALLOCATION REPORT**

- Click Volumes/Allocation Reports
- Select type of report from drop down box
- Select accounting/production period
- Enter contract number (MBS customers can enter contract location)
- Click Retrieve
- Click Print Icon

### **POOL MARKET REPORT**

- Click Nominations/Pool Hub Balancing/Pool Market Report
- Select Headstation from drop down box
- Enter contract and select either detail or summary
- Select Print Report



## **CONFIRMATION REPORT**

- Click Nominations/Confirmations/Confirmation Location Maintenance
- **“Location Detail Tab”** populates nominations month to date, click retrieve
- **“Location Summary Tab”** populates daily nomination totals, click retrieve
- “Select Print Detail to Print Report

## **IMBALANCE REPORT**

Click Volumes/Imbalance/Monthly Area/Contr Rte Summary

- Enter Entity and change Area CD to ALL
- Click retrieve to bring up all contracts
- **“Contract Tab”** shows imbalance for each contract
- **“Route Tab”** shows receipt and delivery locations
- Select either print report or print detail icon

## **EDI REPORT**

Click Reports/Batch Reports

- Select EDI – Prod
- Double Click Report
- Click Print Icon