Integrated Marketplace
Settlements User Interface

September 20, 2017
IT Settlements
## Revision History

<table>
<thead>
<tr>
<th>Date or Version Number</th>
<th>Author</th>
<th>Change Description</th>
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<tbody>
<tr>
<td>1.0</td>
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<td>Initial Draft</td>
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<td>Adam Clemons</td>
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</tr>
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About this Guide

Purpose

The purpose of this document is to provide a Settlements User Interface (UI) reference guide for Market Participants that describes how to submit Meter Data, submit and approve Bilateral Settlement Schedules, register for Event Notifications, and download Meter Reports, Settlement Statements and Invoices. The following functional areas are described in this document.

- Bilateral Settlement Schedules
- Calendars
- Disputes
- Enterprise Notification Registration
- Meter Data
- Public Reports
- Settlement (Private) Reports

This document, along with Marketplace Protocols and the Data Exchange Guides listed below, fully describes the process for submitting Meter Data and Bilateral Settlement Schedules, registering for Event Notifications, and downloading Settlement Reports.
## Related Documents

<table>
<thead>
<tr>
<th>Document</th>
<th>Description</th>
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<tbody>
<tr>
<td>May 2013 SUG Conference Presentation</td>
<td>Settlements User Group training materials</td>
</tr>
<tr>
<td>Marketplace Settlements DEGs and WSDLs</td>
<td>Settlements API specifications and WSDLs/XSDs</td>
</tr>
<tr>
<td>Notification DEG and WSDL</td>
<td>Enterprise Notification API specifications and WSDL/XSD</td>
</tr>
<tr>
<td>Integrated Marketplace Protocols</td>
<td>SPP Integrated Marketplace Protocols</td>
</tr>
<tr>
<td>Marketplace Portal Application Role Reference</td>
<td>Defines the user roles for Marketplace user interfaces, including the Settlements UI.</td>
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</table>
## Terminology

The following acronyms are used in the Settlements User Interface.

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Definition</th>
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<tbody>
<tr>
<td>AO</td>
<td>Asset Owner</td>
</tr>
<tr>
<td>AP</td>
<td>Accounts Payable</td>
</tr>
<tr>
<td>AR</td>
<td>Accounts Receivable</td>
</tr>
<tr>
<td>CBSS</td>
<td>Customer Bilateral Settlements Schedule</td>
</tr>
<tr>
<td>CMD</td>
<td>Customer Meter Data</td>
</tr>
<tr>
<td>DAENERGY</td>
<td>Day-Ahead Energy</td>
</tr>
<tr>
<td>MA</td>
<td>Meter Agent</td>
</tr>
<tr>
<td>MP</td>
<td>Market Participant</td>
</tr>
<tr>
<td>REGDNOBL</td>
<td>Regulation Down Obligation</td>
</tr>
<tr>
<td>REGUOBL</td>
<td>Regulation Up Obligation</td>
</tr>
<tr>
<td>RPT</td>
<td>Report</td>
</tr>
<tr>
<td>RTENERGY</td>
<td>Real-Time Energy</td>
</tr>
<tr>
<td>SPINOBL</td>
<td>Spinning Reserve Obligation</td>
</tr>
<tr>
<td>SUPPOBL</td>
<td>Supplemental Reserve Obligation</td>
</tr>
<tr>
<td>UI</td>
<td>User Interface</td>
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</table>
Introduction

User Access

Market Participants who want to use the Settlements User Interface (UI) must obtain an OATI x.509 digital certificate. The user’s certificate must be registered in the Marketplace Portal by their Local Security Administrator (LSA) with the appropriate Market Settlements roles assigned. A Meter Agent LSA must register certificates for Meter Data roles. A comprehensive list of the Settlements UI user roles is posted in the Marketplace Portal Application Role Reference Guide on SPP.org.

Supported Browsers

The Settlements UI is supported on the following Internet browsers.

- Internet Explorer 11+
- Google Chrome 11+
- Firefox 7+
**User Interface**

**General Layout**

The following illustrates the general layout of the Settlements UI.

1 – **User Name**: User Name associated with user certificate.

2 – **Navigation Tree**: Presents the user with specific options for each Functional tab.

3 – **Content**: Displays view or edit page based on selection in Navigation Tree.
Navigation

To navigate in the Settlements UI, perform the following repeatable steps.

1. Select Functional area
2. Select Function
Bilateral Settlement Schedules

Create Bilateral Settlement Schedules Contract Header

To create a Bilateral Settlement Schedules Contract Header:
1. In the Navigation tree, select Settlements.
2. Select Bilateral Settlement Schedules.
3. Select Create Contract.
4. Enter the Contract Header information.
5. Click Create Header.

View Bilateral Settlement Schedules Contract Header

To view a Bilateral Settlement Schedules Contract Header:
1. In the Navigation tree, select Settlements.
2. Select Bilateral Settlement Schedules.
4. Click Search Headers.
Update Bilateral Settlement Schedules Contract Header

To update a Bilateral Settlement Schedules Contract Header:

1. In the Navigation tree, select **Settlements**.
2. Select **Bilateral Settlement Schedules**.
3. Under **Search Contract Headers** on the Home tab, enter the Contract Header search criteria.
4. Select a Contract Name.
5. Click **Update Contract**.

Update the existing Contract Header information, and then click **Update Header**.
**Approve Bilateral Settlement Schedules Contract Header**

To approve a Bilateral Settlement Schedules Contract Header:

1. In the Navigation tree, select Settlements.
2. Select Bilateral Settlement Schedules.
4. Click Search Headers.
5. Select a Contract Name

![Bilateral Settlement Schedules](image)

**Deny Bilateral Settlement Schedules Contract Header**

To deny a Bilateral Settlement Schedules Contract Header:

1. In the Navigation tree, select Settlements.
2. Select Bilateral Settlement Schedules.
4. Click Search Headers.
5. Select a Contract Name
Submit Bilateral Settlement Schedules Profile

To submit a Bilateral Settlement Schedules Profile:

1. In the Navigation tree, select **Settlements**.
2. Select **Bilateral Settlement Schedules**.
3. Under **Search Contract Headers** on the Home tab, enter the Contract Header search criteria.
4. Click **Search Headers**.
5. Select a Contract Name
6. Click **Submit Profile Data**.
7. Select an Operating Day.
8. Enter the profile volume for each hourly interval.
   a. If the profile volume is the same for all intervals, enter the profile volume for the first interval, and then click **Copy First Value to All**.
9. Click **Submit Profile Data**.
View Bilateral Settlement Schedules Profile

To view a Bilateral Settlement Schedules Profile:

1. In the Navigation tree, select Settlements.
2. Select Bilateral Settlement Schedules.
3. Under Find Profile Data on the Home tab, enter the Operating Date and Profile Status search criteria.
4. Click Search Profiles.
End Bilateral Settlement Schedules Contract Header

To end a Bilateral Settlement Schedules Contract Header:

1. In the Navigation tree, select Settlements.
2. Select Bilateral Settlement Schedules.
4. Click Header Search.
5. Select a Contract Name
6. Click End Contract.
Calendars

View Settlements Calendar

To view a Settlements Calendar:

1. In the Navigation tree, select Public
2. Select Public Settlements.
3. Select Calendars.
4. Select a year folder.
5. Select calendar file.
Dispute Requests

Submit Dispute Request

To submit a Dispute Request:

1. In the Navigation tree, select **Settlements**.
2. Select **Disputes**.
   a. This will redirect to the SPP Request Management System
3. Log on to the SPP Request Management System.
4. Select **Submit Request**.
5. Select a **Quick Pick**.
6. Enter the **Subject** of the dispute.
7. Enter the **Full Description** of the dispute.
8. Enter the **System Reference #** (optional).
9. Select the **Include Attachment(s)** checkbox (optional).
10. Click **Submit Request**.
11. If **Include Attachment(s)** was selected, click **Browse...** to upload an attachment.
View Dispute Request

To submit a Dispute Request:

1. In the Navigation tree, select **Settlements**.
2. Select **Disputes**.
   a. This will redirect to the SPP Request Management System
3. Log on to the SPP Request Management System.
4. Select **Search Requests**.
5. Enter the Search Criteria.
6. Select Option options.
7. Click **Search**.
Search Requests

Search Criteria:
- Request Status:
- Global Status:
- Request Class:
- Priority:
- Request Type:
- Subtype 1:
- Subtype 2:
- Search All:
  - Keyword search
  - or
  - Subject:
  - Keyword search
  - Notes:
  - Keyword search
  - Solution:
  - Keyword search

Search
Reset
Enterprise Notification Registration

Submit Notification Registration

To submit a Notification Registration:
1. In the Navigation tree, select Settlements.
2. Select Enterprise Notification Registration.
3. Select an Entity.
4. Subscribe to an event:
   a. Select from the list of Available Events.
   b. Click >> to move Available Events to Currently Selected Events.
      i. To move multiple events to the Currently Selected Events, hold down the Ctrl key while selecting events.
5. Enter a valid email address and/or URL to which notifications will be posted for the Currently Selected Events.
6. Click Test to validate the Email Address and URLs (optional)
7. Click Save.
8. The notification(s) will be sent after the day’s charge/credit results are approved and the posted date is reached.

Update Notification Registration

To update a Notification Registration:
1. In the Navigation tree, select Settlements.
2. Select Enterprise Notification Registration.
3. Select an Entity to view existing Notification Registration.
4. To remove to an event:
   a. Select from the list of Currently Selected Events.
   b. Click << to remove from the Currently Selected Events.
      i. To remove multiple events to the Currently Selected Events, hold down the Ctrl key while selecting events.
5. To subscribe to an event:
   a. Select from the list of **Available Events**.
   b. Click >> to move **Available Events** to **Currently Selected Events**.
      i. To move multiple events to the Currently Selected Events, hold down the Ctrl key while selecting events.
6. Modify the email address and/or URL(s) to which notifications will be posted for the Currently Selected Events.
7. Click **Test** to validate the Email Address and URLs (optional)
8. Click **Save**.
9. The notification(s) will be sent after the day’s charge/credit results are approved and the posted date is reached.
**Meter Data**

**View Meter Agent Miscellaneous Files**

To view a Meter Agent Miscellaneous File:
1. In the Navigation tree, select the Settlements.
2. Select Meter Data.
3. Select Meter Agent Miscellaneous.
4. Select a Meter Agent folder.
5. Select a year folder.
6. Select a month folder.
7. Select a file.

![Image of Meter Agent Miscellaneous]  

**View FSE GFA Source Sink Group**

To view a FSE GFA Source Sink Group data:
1. In the Navigation tree, select the Settlements.
2. Select Meter Data.
4. Select Operating Date.
5. Select Market Participant.
7. Click Submit.
8. To view details, click on the row returned.
9. To download the results, click **Export**.

**Submit Meter Data**

To submit Meter Data:

1. In the Navigation tree, select the **Settlements**.
2. Select **Meter Data**.
3. Select **Meter Data Submittal**.
4. Click **Select File for Uploading**…
   a. Browse location of file and select Open (this will begin the upload process)
   b. A popup will display indicating if the upload was successful or not.
5. Click **Refresh Table Data** to view the status of the file uploaded.
View Meter Data Submittal Status

To view the status of a Meter Data submittal:
1. In the Navigation tree, select the **Settlements**.
2. Select **Meter Data**.
3. Select **Meter Data Submittal**.
4. Enter Filter criteria (optional)
5. The table will auto-refresh based on the filter criteria entered.
   a. **Status Reason**:
      i. FAILED – The file was rejected and will need to be corrected and resubmitted. The Message column will provide the details for the rejection.
      ii. PENDING – The file was submitted and accepted, but occurred during a closed meter submittal window. The Message column will provide processing details.
      iii. PROCESSED – The file was accepted and processed.
6. To view the file, click **View Selected File**.

View Meter Data Report Card

To view a Meter Data Report Card:
1. In the Navigation tree, select the **Settlements**.
2. Select **Meter Data**.
3. Select **Meter Data Reports**.
4. Select **ReportCard** from the Report Type drop-down list.
5. Select an **Operating Date**.
7. Select **Meter Agent**.
8. Select **Settlement Area** (optional).
9. Select **Interval** (optional).
10. Click **Submit**.
11. To download, select **HTML** or **XML**.
View Meter Data Interchange Report

To view a Meter Data Interchange Report:
1. In the Navigation tree, select the **Settlements**.
2. Select **Meter Data**.
3. Select **Meter Data Reports**.
4. Select **Interchange** from the Report Type drop-down list.
5. Select an **Operating Date**.
7. Select **Meter Agent**.
8. Select **Settlement Area** (optional).
9. Select **Interval** (optional).
10. Click **Submit**.

11. To download, select **HTML** or **XML**.

View Meter Data Calibration Report

To view a Meter Data Calibration Report:
1. In the Navigation tree, select the **Settlements**.
2. Select **Meter Data**.
3. Select **Meter Data Reports**.
4. Select **Calibration** from the Report Type drop-down list.
5. Select an **Operating Date**.
7. Select **Settlement Area** (optional).
8. Select **Interval** (optional).
9. Click **Submit**.
10. To download, select **HTML** or **XML**.

**View Meter Data MP Reports – Report Card**

To view a Meter Data MP Reports - Report Card:
1. In the Navigation tree, select the **Settlements**.
2. Select **Meter Data**.
3. Select **Meter Data MP Reports**.
4. Select **ReportCard** from the Report Type drop-down list.
5. Select an **Operating Date**.
7. Select **Market Participant**.
8. Select **Settlement Area** (optional).
9. Select **Meter Location** (optional).
10. Select **Interval** (optional).
11. Click **Submit**.

12. To download, click **Export**.
View Meter Data MP Reports – Calibration Report

To view a Meter Data MP Reports - Calibration Report:
1. In the Navigation tree, select the Settlements.
2. Select Meter Data.
3. Select Meter Data MP Reports.
4. Select Calibration from the Report Type drop-down list.
5. Select an Operating Date.
7. Select Market Participant.
8. Select Settlement Area (optional).
9. Select Interval (optional).
10. Click Submit.

To download, click Export.

View Meter Data MP Reports – Calibration Details Report

To view a Meter Data MP Reports – Calibration Details Report:
1. In the Navigation tree, select the Settlements.
2. Select Meter Data.
3. Select Meter Data MP Reports.
5. Select an Operating Date.
7. Select Market Participant.
8. Select Settlement Area (optional).
9. Select Meter Agent (optional).
10. Select Interval (optional).
11. Click Submit.
12. To download, click Export.
View Public Reports

To view a Public Report:
1. In the Navigation tree, select the Settlements.
2. Select Public Reports.
4. Click Open or Save to download the file.
Settlements (Private) Reports

View Determinant Report
To view a Determinant Report:
1. In the Navigation tree, select the Settlements.
2. Select Settlements Reports.
3. Select Determinant Reports.
4. Select Asset Owner.
5. Select Determinant Interval.
6. Select Settlement Run Type.
7. Select Operating Date.
8. Select XML to download report.

View EQR Data
To view EQR Data:
1. In the Navigation tree, select the Settlements.
2. Select Settlements Reports.
3. Select EQR Data.
4. Select Asset Owner.
5. Select Operating Date Start.
6. Select Operating Date End.
7. Select XML to download report.
View Market Participant Miscellaneous Data

To view Market Participant Miscellaneous Data:

1. In the Navigation tree, select the **Settlements**.
2. Select **Settlements Reports**.
3. Select **Market Participant Miscellaneous**.
4. Select a Market Participant Folder.
5. Select a year folder
6. Select a month folder
7. Select a file.

View Settlement Statement

To view a Settlement Statement:

1. In the Navigation tree, select the **Settlements**.
2. Select **Settlements Reports**.
3. Select **Statement**.
4. Select **Market Participant**.
5. Select **Settlement Date**.
6. Click **Submit**.
7. To download, select **HTML** or **XML**.

**View AO Settlement Statement**

To view a Settlement Statement:

1. In the Navigation tree, select the **Settlements**.
2. Select **Settlements Reports**.
3. Select **AO Statements XML**.
4. Select **Asset Owner**.
5. Select **Settlement Date**.
6. Click **Submit**.
7. To download, select HTML or XML.

**View Settlement Invoices - PDF**

To view a Settlement Invoice in PDF format:

1. In the Navigation tree, select the **Settlements**.
2. Select **Settlements Reports**.
3. Select **Invoices**.
4. Select **Invoice PDF**.
5. Select **Market Participant** folder.
6. Select **Year** folder.
7. Select **Month** folder.
8. Select file to download.
View Settlement Invoices - XML

To view a Settlement Invoice in XML format:
1. In the Navigation tree, select the Settlements.
2. Select Settlements Reports.
3. Select Invoices.
4. Select Invoice XML.
5. Select Market Participant.
6. Select Invoice Date.
7. Select XML to download.

View Settlement Payout Report

To view a Settlement Payout Report:
1. In the Navigation tree, select the Settlements.
2. Select Settlements Reports.
3. Select Invoices.
5. Select Market Participant folder.
6. Select **Year** folder.
7. Select **Month** folder.
8. Select file to download.