

Account Holders may self-report generation data for asset classes I or J. Generation data must be loaded into WREGIS through the Review Data/Self-Report screen or using a .csv file. Self-reporting Account Holders are subject to the same reporting guidelines outlined in the WREGIS Operating Rules and the QRE Interface Control Document (ICD).

To self-report generation data, follow the steps below.

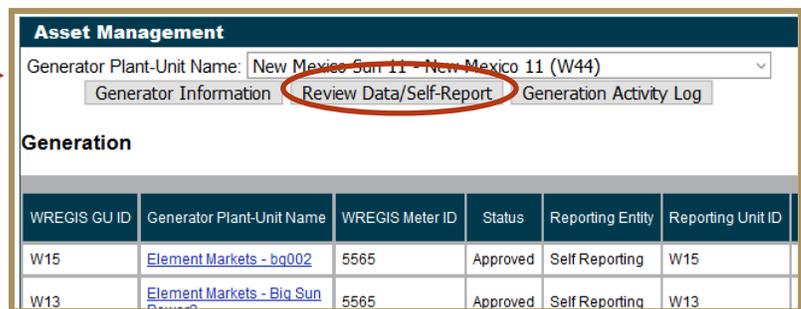
Reporting Generation Data Using the Review Data/Self-Report Screen

Step One:

In the Asset Management module—

Option 1: Select the **Generator Plant Unit Name** from the drop-down and click **Review Data/Self-Report**.

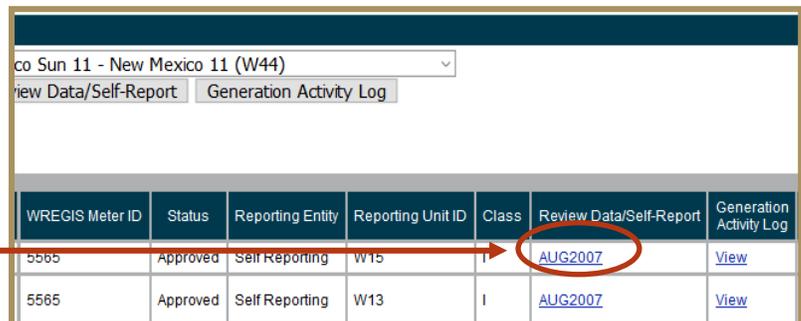
Option 2: Click the current period date in the **Review Data/Self-Report** column.



Asset Management
Generator Plant-Unit Name:
Generator Information **Review Data/Self-Report** Generation Activity Log

Generation

WREGIS GU ID	Generator Plant-Unit Name	WREGIS Meter ID	Status	Reporting Entity	Reporting Unit ID
W15	Element Markets - bq002	5565	Approved	Self Reporting	W15
W13	Element Markets - Big Sun	5565	Approved	Self Reporting	W13

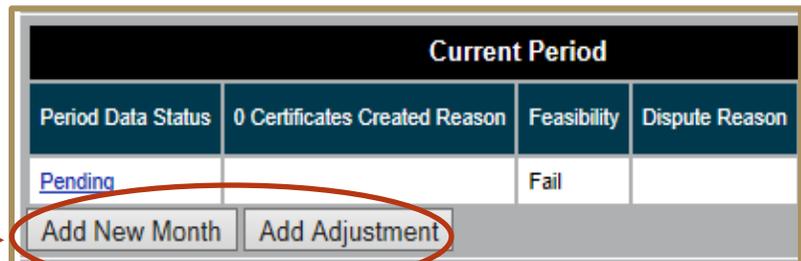


Review Data/Self-Report Generation Activity Log

WREGIS Meter ID	Status	Reporting Entity	Reporting Unit ID	Class	Review Data/Self-Report	Generation Activity Log
5565	Approved	Self Reporting	W15	I	AUG2007	View
5565	Approved	Self Reporting	W13	I	AUG2007	View

Step Two:

On the Review Data/Self-Report screen, click **Add New Month** for current period reporting or **Add Adjustment** for prior-period reporting.



Current Period

Period Data Status	Certificates Created Reason	Feasibility	Dispute Reason
Pending	0	Fail	

Add New Month **Add Adjustment**

Step Three:
Enter required information:

- Vintage, MWh/kWh, and Begin/End Dates** required for all assets.
- Fuel allocations for multi-fuel assets

Step Four:
Click **Submit**.

Self-Report/Unit Output Data Accept-Dispute

Primary Unit ID - Name:

Vintage:

MWh:

kWh:

Begin:

End:

% Split

W21 - Fuel Type BIM:

W21 - Fuel Type BLW:

W21 - Fuel Type NG1:

W21 - Fuel Type WO1:

Dispute Reason:

Generation data will be placed in 'Account Holder Accepted' status unless the data failed the system feasibility check. See *Feasibility Warnings* on page 4 for more details.

Reporting Generation Data Using a .csv File

Step One:
Create a generation data upload .csv file for each vintage. See *Additional Information for file formatting requirements*.

Step Two:
On the Meter Data Loading module:

- Select **Generation—Current Period** or **Adjustment Period**.
- Select the vintage **Month/Year** from the dropdown.
- Click **Browse** to select the .csv file.
- Click **Upload**.

Meter Data Loading

Generation

Reporting Entity Unit ID	WREGIS GU ID	Generator Plant-Unit Name	Account Holder
1234	W8	KG Hydro 1 - KG Hydro 1	Sun Run Generatio

Month/Year: Generation - Current Period Adjustm

File to upload: No file selected.

Answer the following questions to determine whether the file has uploaded successfully:

- Does the number of lines shown on the confirmation screen match the number of lines in the file?
- Has the last uploaded date changed to the current date in the Meter Data Loading module?
- Have I resolved all the errors?



Additional Information

Generation Data Upload File Format

Column:	REU ID	Vintage	Begin Date	End Date	Total MWh
<i>Format:</i>	<i>Text</i>	<i>MM/YYYY</i>	<i>MM/DD/YYYY</i>	<i>MM/DD/YYYY</i>	<i>Decimal</i>
Example	32000	10/2006	10/01/2006	10/31/2006	4125.75

Reporting Entity Unit ID (REU ID): Unique identifier for the unit assigned by its Reporting Entity.

Vintage: Month and year of generation for any month in the current Reporting Period.

Begin Date: Begin month-day-year of generation output period. (*Must match the Begin Date of the Generation Period.*)

End Date: End month-day-year of generation output period. (*Must match the End Date of the Generation Period.*)

Total MWh: Total MWhs for the Reporting Vintage.

NOTE: Use start and end dates that include a full month when possible; partial month dates are not recommended.

Reporting for Intervals Greater Than Monthly

WREGIS allows, but does not require, generation data for asset class J to be reported less frequently than the monthly intervals required for other classes.

When reporting less than monthly, the vintage included on the certificates must be chosen when uploading or entering the data. Any month within the reported period can be chosen, but WREGIS recommends consistency from one upload to the next (e.g., always choose the first or last month included as the vintage month).

Reporting Data When No Generation Occurs

Generation data must be reported at intervals required by the asset class, even if no generation has occurred. When there is no generation data to report, zeroes must be uploaded. This prevents gaps in reporting that may affect future reporting periods.



Feasibility Warnings

WREGIS uses an algorithm to determine if the MWh reported are within expected norms for the asset. Reported data that falls outside the expected range may receive a soft Feasibility Warning when it is uploaded. Upon receiving a Feasibility Warning, data is posted, but will remain in 'pending' status until approved by WREGIS for certificate creation.

When you receive a Feasibility Warning, it is good practice to double-check that the generation reported and the period listed are correct. If the reported amount and period are correct, you do not need to do anything further unless contacted directly by WREGIS.

