

Declaration List Explorer – User Manual

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2 User interface

2.1 Header

2.1.1 Button functions

Number	Comments
(11)	Prevents or allows changes to be made to entry fields
(12)	Saves the Excel file, opens an email template (only in Outlook) and produces an attachment of the up-to-date declaration list in the target format; the subject line is entered automatically.
(13)	Saves the Excel file and pastes the latest declaration list in the target format to the Windows clipboard. When sending the email the subject line must be entered as follows (observe spaces): Deklarationliste_[DVGW-Netzbetreibernummer (6-digit)]_[Deklarationszeitraum (Format mm.jjjj)] e.g. Declarationlist_77777_10.2008
(14)	Scrolls declaration period backwards/forwards by the month

2.1.2 Input fields (yellow background)

Number	Obligatory field	Comments
(1)	no	Identification takes place in (2)
(2)	yes	13-digit DVGW market participant number (987....) or 6-digit DVGW network operator number
(3)	no	as per (1)
(4)	no	as per (2)
(5)	no	Thyssengas network account number

(6)	no	Balancing group network operator
(7)	no	Balancing group network operator DVGW code
(8)	no	Click button (12) to automatically paste this address in the Send to: box of the email template
(9)	no	Click button (12) to automatically paste this address in the Cc: box of the email template
(10)	yes	Declaration period: make changes to this field to update the number of time series days

2.1.3 Information fields (blue font)

Number	Comments
(15), (16)	Thyssengas type and format are fixed
(17)	Date and time of the spreadsheet update; entered as the date saved when creating the target format file

2.2 Time series

Deklarationsliste (Sub-) BK Nummer	Oktober Kunde (opt.)	01.							02.						
		Entry	RLMoT	RLMNEV	RLMmT	SLPsyn	SLPana	Exitso	Entry	RLMoT	RLMNEV	RLMmT	SLPsyn	SLPana	Exit
(Sub-) BK Code									0	0	0	0	0	0	0

2.2.1 Balancing group entries

The full and correct balancing group code must be entered in the (sub-) BG Code column. Entries here must be made with care since **the Excel spreadsheet does not check the codes!**

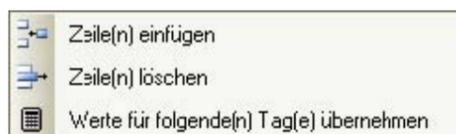
2.2.2 Declaration value entries

Formulas simplify the entry of values. If all balancing group time series types have remained constant for the entire month it is sufficient to make a single entry for the first day of the month. The remaining days are then filled out automatically. To demonstrate that an allocation message is to be sent for a particular group, the field in the appropriate column must be filled out with the value "1". All other values will be treated as "0", meaning no allocation.

The same principle applies to changes that occur during the month: it is sufficient to enter the change on the first day of its occurrence, the remaining days will then be filled out automatically with the changed declaration. Two aspects still need to be taken into account: the **declaration change may only be entered in the list on the effective date** and an **implementation period of one working day prior to the change** must be observed.

2.2.3 Line insertion and deletion

If lines need to be inserted or deleted, right-click with the mouse – ensuring a day field within a declaration series is highlighted – to open a pop-up menu.



This menu also provides users with the option of automatically inserting the same values for the days following the highlighted day. This helps prevent incorrect entries.

2.3 Communication

2.3.1 Message transmission

Messages may currently only be sent by email. The confirmation of receipt is also issued by email, using the sender's address as the return destination.

2.3.2 Receipt confirmation and errors

If the list has been processed without any problem a confirmation of receipt is sent in reply.

Confirmation of receipt takes place before the transmitted data have been checked by our experts. Should a processing problem arise, a Thyssengas employee will get in touch by phone.

Data errors may include an incorrectly typed balancing group code or a declaration period for dates already passed.

Messages are usually processed within 15 minutes of their transmission. Should you fail to receive either a confirmation of receipt or an error message within this time, please contact Thyssengas on +49 231 / 438-3333 or by email at backoffice@thyssengas.com.