

INTENDED AUDIENCE:	Aggregator/Brokers, Residential/Small Businesses, Large Generation Owners.
GATS SKILL LEVEL:	Beginner
AREA	Reporting Generation Data
DATE MODIFIED:	05/28/2019
PREPARED BY:	GATS Administrator

Reporting Data Manually

SUMMARY: This solution aid is intended to support users who are required to upload their data. For those generating systems not interconnected to the [PJM Interconnection grid](#) (this includes residential and small business solar systems, as well as generators connected in other control areas) users have a few options for reporting their data.

For large generating systems interconnected to the [Midwest ISO](#), users may execute a data transfer agreement by completing a [release form](#). This form allows these large facilities to have data that is settled by the Midwest ISO to be automatically sent to GATS for REC creation.

For residential and small business solar, customers are not interconnected to PJM Interconnection. This avails them with one of three options for reporting data. First, if the system's size is within the certifying state's allowable range to use estimates, the subscriber may use production estimates. Please refer to your [state's specific rules](#) to see if your system qualifies for production estimates.

Next, the user may enter their data manually through either "Actual Generation" or "Meter Reading" measures. This solution aid will outline the process for entering data in GATS for these two methods.

Residential and Small Business solar subscribers elect which reporting method they prefer when initially registering for GATS. You may refresh your memory of which method you selected by look at the [ENTRY TYPE](#) column in the "ASSET MANAGEMENT" section of your account. This is located in the upper right section of your account. See the first graphic below for an example.

Entering Monthly Generation - “Actual” Entry Reading

1. Log-in to your account.
2. There are several ways that you can access the “Generation Entry” screen. On the home page of your account, move down to the Asset Management block, and click on the green “Entry,” listed under “Generation.”

Asset Management				
Unit ID	Plant - Unit	Status	Update	Generation
NON84091	ABC Company - Unit 1	■ PEN		
NON34882	ABC Company - Unit 2	■ ACT	UPD	ENTRY
NON35040	ABC Company - Unit 3	■ ACT	UPD	ENTRY
NON35236	ABC Company - Unit 4	■ ACT	UPD	ENTRY
NON35326	ABC Company - Unit 5	■ ACT	UPD	ENTRY

[More >](#)

Another way to access the “Generation Entry” screen is through the Assets tab at the top of the page. From assets move down to the Generation tab and scroll over to “Enter/View Generation.”

pjm EIS Environmental Information Services			Generation Attribute Track	
Accounts	Assets	Certificates		
	Assets >			
	Generation >	Unprocessed Generation		
Unprocessed Activity (MWh)		Enter/View Generation		

Tip - Your reading must be taken between the 1st and 15th of every month if you read a meter. The process is different if you have online monitoring.

- Click on the generator for which you would like to enter kWh generation. You can also search by Generator ID # and click Enter to select.

Type	Units	Unit ID	Facility Name	Missing Gen?	TPR?
Meter	kWh	NON65782	1130 S 19th St Assoc, LTD - 1130 S 19th St Assoc, LTD	Yes	
Meter	kWh	NON43092	1531 Commerce - 1531 Commerce	Yes	
Meter	kWh	NON56311	16 West Fourth St - Kim Auger - 16 West Fourth St - Kim Auger	Yes	
Meter	kWh	NON54890	2611 Philmont Ave. Associates, LTD - 2611 Philmont Ave. Associates, LTD	Yes	
Meter	kWh	NON41243	42 Broad Street LLC - 42 Broad Street LLC	Yes	
Meter	kWh	NON73777	440 Raritan Ave - 440 Raritan Ave	Yes	

- On either side of the Processed and Unprocessed Generation sections, click on the “<” or “>” to scroll forward or backward to enter monthly data.

Selected Generator

Unit ID: NON75707 Facility Name: Gayle's - test Generation Start Date: 12/2012

<< < Processed Generation > >>

No processed generation

<< < Unprocessed Generation Save Cancel > >>

Period	Dec 2012	Jan 2013	Feb 2013	Mar 2013	Apr 2013
Source	Self (Actual)	Self (Actual)	Self (Actual)	Self (Actual)	Self (Actual)
Units	kWh	kWh	kWh	kWh	kWh
Generation	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

When entering data and months are skipped the data will be split out automatically based on the monthly production estimates that are created using your system characteristics. To override the extrapolation of data please delete the last entry and re-enter the data as needed.

- In the row for “**Generation (kWh)**” enter the kilowatt hours generated that month, then click “**SAVE**”.

Entering Actual (kWh) Readings – Total Amount

1. If you do not have the generation data by month, input total kilowatt hours generated in the most recent month. The system will extrapolate the data based on the production estimates.

(See example for month of September 2013)

The page at localhost says:

Extrapolate generation from Dec 2012 through Sep 2013 using the generation of 12,569 kWh you entered for Sep 2013?

Total generation of 12,569 kWh will be assigned as follows:

- ...Dec 2012 = 852 kWh
- ...Jan 2013 = 967 kWh
- ...Feb 2013 = 1,049 kWh
- ...Mar 2013 = 1,438 kWh
- ...Apr 2013 = 1,379 kWh
- ...May 2013 = 1,442 kWh
- ...Jun 2013 = 1,379 kWh
- ...Jul 2013 = 1,359 kWh
- ...Aug 2013 = 1,376 kWh
- ...Sep 2013 = 1,328 kWh

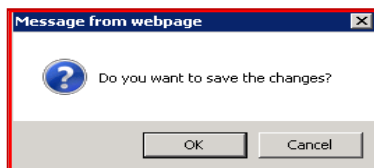
Selected Generator

Facility Name: Gayle's - test Generation Start Date: 12/2012

Unprocessed Generation Save Cancel

Period	May 2013	Jun 2013	Jul 2013	Aug 2013	Sep 2013
Source	Self (Actual)	Self (Actual)	Self (Actual)	Self (Actual)	Self (Actual)
Units	kWh	kWh	kWh	kWh	kWh
Generation					12,569

When entering data and months are skipped the data will be split out automatically based on the monthly production estimates that are created using your system characteristics. To override the extrapolation of data

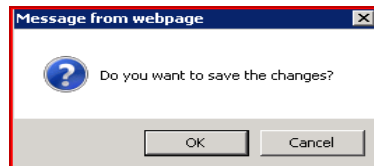


Click OK to save the changes

Entering Monthly Generation - Meter Readings

Period	Jan 2019	Feb 2019	Mar 2019	Apr 2019
Source	Self (Meter)	Self (Meter)	Self (Meter)	Self (Meter)
Units	kWh	kWh	kWh	kWh
Last Read				1,191
Read	<input type="text"/>	<input type="text"/>	<input type="text"/>	2,250
Generation	201	225	300	333
Date (mm/dd/yyyy)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

1. On either side of the Processed and Unprocessed Generation sections, click on the “<” or “>” to scroll forward or backward to enter monthly data
2. In the row for “**Read**” enter the raw read from your meter or the combined total of your meters; whichever is applicable. Click on the “Date” box and accept the extrapolation and enter the “**Date**” the meter was read. You can click on the arrow in the date box to choose the date from the calendar. If you do not know how to read your meter(s), please contact your installer.
3. The system will automatically compare this month’s reading to last month, subtracting the difference and reporting it in the row for “**Generation (kWh)**”.



Click Save & OK

NOTE: READING DATES WILL ONLY BE ACCEPTED UP THROUGH THE 15TH OF THE MONTH

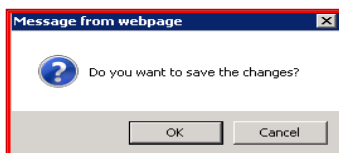
Data Entry Validation

1. Production Estimates will be input into the GATS System by the GATS Administrator.
2. Systems that are using estimates for generation entry will begin with the first full month of generation (1st month after online date or interconnection date depending on state certification).
3. Production Estimates will also be used during the certificate review to evaluate the data that was self-reported.
4. The Subscriber will be notified at the time of data entry if they entered a value that is less than 60% or greater than 130% of its production estimate. This will only be a warning and will not prevent you from saving your generation entry.
5. The GATS Administrator will be notified if a subscriber's entry is less than 30% or greater than 130% of the production estimates. A picture of your meter may be requested to validate your production.

Entering Monthly Generation - Emissions Data

When logged into your GATS you will hover on “Generation” and from the drop-down box click “Enter/View Emissions”.

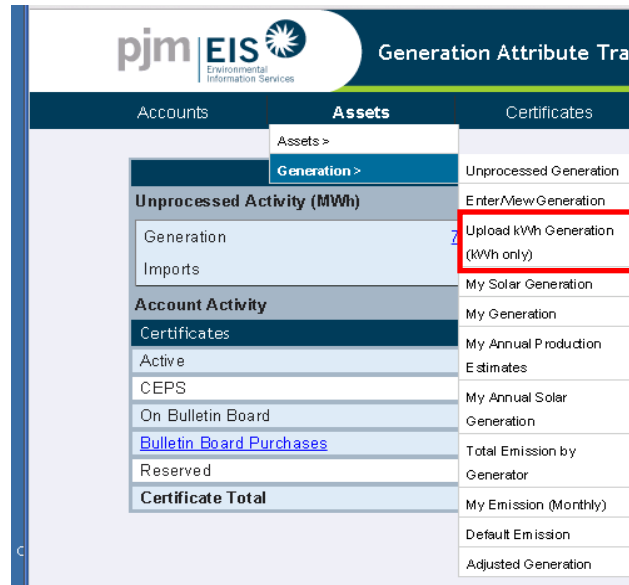
1. Break out generation based on each fuel type is required every month.
2. Note: If the break out is not done on a monthly basis then the certificates for that month will be deemed ineligible for any state programs.
3. Update/change emissions information for each fuel type if necessary.
4. Note: Default emissions information will be prefilled based on fuel type.



Click Save & OK

Uploading kWh Generation – CSV File

- Using the drop down box you will click on “Assets” then choose “Generation” which has its own drop down box.
- Now scroll to “Upload kWh Generation (kWh only)”



- Once you click on the link you will see the below box; here you will choose “Upload generation from a comma-separated (CSV) file”.



- Instructions are then shown to assist you with your upload.

Upload kWh Generation

Upload a CSV (comma separated values) file directly from your computer.

Select file: Browse...

Generation upload will no longer allow skipping of months of generation.
Please be sure that you generate all months readings for your generation.

Only single metered generators can load their generation via Upload kWh Generation.

Maximum number of rows are 1000.

The letters below refer to columns in Excel.

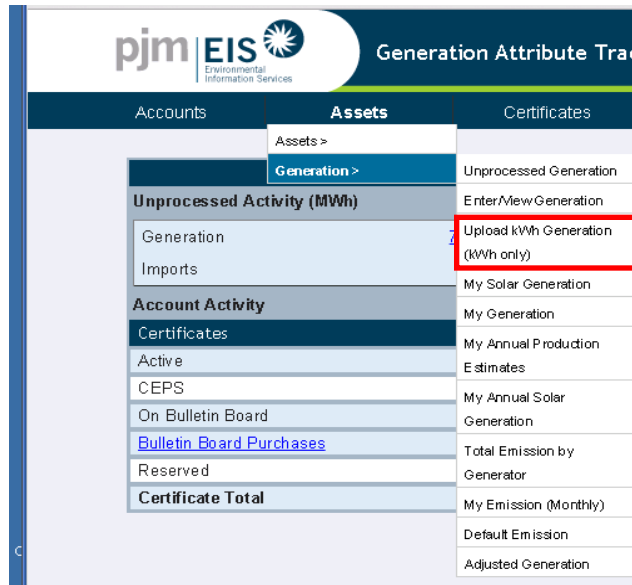
<p>If the facility has been defined to enter their actual generation, enter:</p> <ul style="list-style-type: none"> • A: Facility ID • B: Leave this field blank (enter just a comma) • C: Generation for the month, in kWh • D: Leave this field blank (enter just a comma) • E: Month/year in which the generation occurred (mm/yyyy) <p>For example, to enter two months of generation for facility NCM1234 with 107 and 142 kWh in September and October, and one month of generation for facility NCM5678 with 807 kWh in September:</p> <pre>1234,,107,,09/2008 1234,,142,,10/2008 789A,,807,,09/2008</pre>	<p>If the facility has been defined to enter their generation as monthly meter readings, enter:</p> <ul style="list-style-type: none"> • A: Facility ID • B: Meter reading, in kWh. (Do not include commas in the readings) • C: Leave this field blank (enter just a comma) • D: Meter reading date (mm/dd/yyyy) • E: Month/year in which the generation occurred (mm/yyyy) <p>For example, to enter two months of generation for facility NCM1234 with meter readings of 14023 and 14780 kWh in September and October, and one month of generation for facility NCM5678 with a meter reading of 15068 kWh in September:</p> <pre>1234,14023,,10/01/08,09/2008 1234,14780,,10/31/08,10/2008 5678,15068,,09/30/08,09/2008</pre>
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Save Cancel

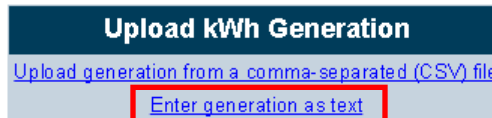
Click [here](#) to download a sample CSV file.

Uploading kWh Generation – Text File

1. Using the drop down box you will on “Assets” then choose “Generation” which has its own drop down box.
2. Now scroll to “Upload kWh Generation (kWh only)”.



3. Once you click on the link you will see the below box; here you will choose “Enter generation as text”.



4. Instructions are then shown to assist you with your upload.

Upload kWh Generation

Enter kWh generation information for each facility on a separate line. Enter five (5) fields, separated by commas. If the field does not apply, leave it blank.

**Generation upload will no longer allow skipping of months of generation.
 Please be sure that you provide all months missing for your generator.**

Only single metered generators can load their generation via Upload kWh Generation

Maximum number of rows are 1000

The letters below refer to columns in Excel.

<p style="font-size: x-small;">If the facility has been defined to enter their actual generation, enter:</p> <ul style="list-style-type: none"> • A: Facility ID • B: Leave this field blank (enter just a comma) • C: Generation for the month, in kWh • D: Leave this field blank (enter just a comma) • E: Month/year in which the generation occurred (mm/yyyy) <p style="font-size: x-small;">For example, to enter two month's of generation for facility NON1234 with 107 and 142 kWh in September and October, and one month of generation for facility NON7654 with 867 kWh in September:</p> <pre style="font-family: monospace; font-size: x-small;">1234,,107,,09/2008 1234,,142,,10/2008 7654,,867,,09/2008</pre>	<p style="font-size: x-small;">If the facility has been defined to enter their generation as monthly meter readings, enter:</p> <ul style="list-style-type: none"> • A: Facility ID • B: Meter reading, in kWh. (Do not include commas in the reading) • C: Leave this field blank (enter just a comma) • D: Meter reading date (mm/dd/yyyy) • E: Month/year in which the generation occurred (mm/yyyy) <p style="font-size: x-small;">For example, to enter two month's of generation for facility NON6754 with meter readings of 14523 and 14798 kWh in September and October and one month of generation for facility NON1989 with a meter reading of 15849 kWh in September:</p> <pre style="font-family: monospace; font-size: x-small;">6754,14523,,10/01/08,09/2008 6754,14798,,10/31/08,10/2008 1989,15849,,09/30/08,09/2008</pre>
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Meter Picture Required

- When a warning is given for high generation readings, you will be asked to submit a current picture of your meter. You can use this feature to upload the picture of your meter. Note: If not requested - pictures of your meter are not required. Please note that the GATS Admin is not notified when you upload a picture. Please email them back and advise you have uploaded a picture.

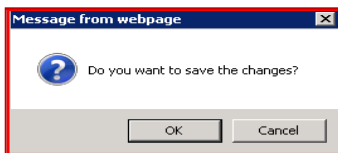
Update	Generation	Documents	Meter Picture
UPD	ENTRY	Documents	Meter Picture

Meter Picture Maintenance

Facility	Account Name	Picture Status	Picture Date	Upload Date	Action	Delete?

New Meter Picture Upload

File:



Click Save & OK

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