

# **Oracle Utilities Portfolio Management**

User's Guide

Release 1.6.1.22 for Windows

**E18212-23**

November 2017

Oracle Utilities Portfolio Management/Portfolio Management User's Guide, Volume 1, Release 1.6.1.22 for Windows

E18212-23

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# Chapter 1

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## Oracle Utilities Portfolio Management Overview

This chapter provides an overview of the Oracle Utilities Portfolio Management application, including:

- **Introduction**
- **What is this book?**
- **Oracle Utilities Portfolio Management Components and Documentation**
- **International and Multiple Currency Support**
- **What is Oracle Utilities Portfolio Management?**
- **Working with Oracle Utilities Portfolio Management**
- **Oracle Utilities Portfolio Management Glossary**

## Introduction

Oracle Utilities Portfolio Management is a web-enabled application that provides access to Oracle Utilities Portfolio Management functionality via an Intranet/Internet using Microsoft Internet Explorer. Because all Oracle Utilities web applications share a common framework, users can switch between different Oracle Utilities web applications (such as Oracle Utilities Billing Component and Oracle Utilities Quotations Management) without having to open multiple applications.

### **Important Note**

Before you can use this version of Oracle Utilities Portfolio Management, you must ensure that appropriate data and records have been created in the Oracle Utilities Data Repository. The instructions in this user guide assume that these records exist. For more information about creating, updating, or editing records, see the *Oracle Utilities Portfolio Management Installation and Configuration Guide* and the *Data Manager User's Guide*.

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## What is this book?

The *Oracle Utilities Portfolio Management User's Guide* describes the Oracle Utilities Portfolio Management functionality, including the following:

- **Chapter 1: Oracle Utilities Portfolio Management Overview** provides an overview of the Oracle Utilities Portfolio Management application and the documentation provided with it.
- **Chapter 2: Working with the Oracle Utilities Energy Information Platform** describes how users work with the Oracle Utilities Energy Information Platform web interface, including information about general navigation and common controls. It also describes how to run reports.
- **Chapter 3: Matching** describes how users work with the Oracle Utilities Portfolio Management Matching screen.
- **Chapter 4: Forecast Analysis** describes how users work with the Oracle Utilities Portfolio Management Forecast Analysis screen.
- **Chapter 5: Options** describes how users work with the Oracle Utilities Portfolio Management Options screen.
- **Chapter 6: Work Queues** describes how users work with the Oracle Utilities Portfolio Management Work Queues screen.
- **Chapter 7: Batch Menu Administration** describes how users work with the batch menu administration.
- **Chapter 8: Managing Oracle Utilities Portfolio Management Data** describes how users manage data used by the Oracle Utilities Portfolio Management application.
- **Chapter 9: Running and Viewing Oracle Utilities Portfolio Management Reports** describes the reports provided with Oracle Utilities Portfolio Management.

# Oracle Utilities Portfolio Management Components and Documentation

Oracle Utilities Portfolio Management comprises the following application components and documentation.

## Oracle Utilities Portfolio Management

This is the web-enabled Oracle Utilities Portfolio Management application.

The *Oracle Utilities Portfolio Management Web User's Guide* (this book) describes how to use this application. The *Oracle Utilities Portfolio Management Installation and Configuration Guide* describes how to install and configure Oracle Utilities Portfolio Management.

## Data Manager

Data Manager is the tool you use to view, edit, and update records in the Oracle Utilities Data Repository.

The *Data Manager User's Guide* explains how to use Data Manager to view and maintain data in the Oracle Utilities Data Repository.

## Oracle Utilities Rules Language

The Oracle Utilities Rules Language is a powerful command language that defines business rules and specific items such as rate tariffs.

The *Oracle Utilities Rules Language User's Guide* and *Oracle Utilities Rules Language Reference Guide* describe the Oracle Utilities Rules Language and how it is used with Oracle Utilities products.

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# International and Multiple Currency Support

This section outlines international and multiple currency support in the Oracle Utilities Energy Information Platform, including:

- **Locales and Languages**
- **Date and Numeric Presentation**
- **Currency Presentation**
- **Multiple Currency Support**
- **File Formats**
- **Database Support**

## Locales and Languages

Two fundamental concepts underlying international support in Oracle Utilities applications are **languages and locales**. Languages determine the specific language in which text labels and controls of an application appear. Locales determine the specific region or country in which the user is working. Specifically, locales are used to specify display and input formatting for:

- Date/time and numeric presentation, and
- Currency presentation

How a user selects a language and/or locale is determined by the type of application being used.

### Web-enabled Products

For web-enabled products, a user's locale and language are selected from the **Locales** tab of the **Set Preferences** screen. The selected locale and language are stored in the user's security properties. The available locales on this screen are specified in the LOCALES.CFG.XML configuration file (see **Chapter 2: Configuration Files** in the *Oracle Utilities Energy Information Platform Configuration Guide* for more information). Locales included in the LOCALES.CFG.XML file must also be installed on the web server and be accessible from the Regional Settings Control Panel. If a selected locale is not installed on the web server, currency formatting and presentation may be incorrect.

If a user does not select a locale (or selects a locale of "None"), the default locale is the Server System Locale (defined by the operating system installed on the web server). Oracle Utilities recommends that all users specify a locale before using internationalized applications.

### Client/Server Products

For client/server products, the user's locale is determined by the Regional Settings of the client and/or application server machine.

### Languages

The language for client/server products is specified using a command line switch and/or a parameter in the LODESTAR.CFG file. See **Oracle Utilities Application Command Line Parameters** on page 4-11 in the *Oracle Utilities Energy Information Platform Installation Guide* for more information about command line parameters. See **LODESTAR.CFG** on page 2-2 in the *Oracle Utilities Energy Information Platform Configuration Guide* for more information about the LODESTAR.CFG file. At this time, available languages include English, French, German, and Italian.

## Reports

For client/server applications, the locale for reports is determined by the Regional Settings of the machine on which the report is run.

For web-enabled applications, the locale for reports is based on the Server System Locale (defined by the operating system installed on the web server)

## Languages

For client/server applications, the language that appears on reports is determined by the language of the application that generated the report, specified either by a command line parameter or a configuration file parameter.

For web-enabled applications, the language is specified by the Regional Settings of the machine on which the report is run, unless overridden by the LANGUAGE parameter in the LODESTAR.CFG file.

## Date and Numeric Presentation

The display and input of dates and numbers is based on the selected locale.

### Web-enabled products

Display formatting of both numbers and date/times is based on the user's selected locale.

Copy, cut, and paste operations are supported for all input controls. Required fields are identified by asterisks. Null values are represented by blank (empty) controls. Moving the mouse pointer over an input area displays sample formatting for that field.

Number input controls only accept formatting based on the user's selected locale. The only allowable characters include digits, decimal separator, and minus sign. Any other characters are filtered from input.

Date input controls only accept formatting based on the user's selected locale. Dates can either be keyed in or selected from a pop-up calendar control. All times are keyed in and based on 24 hour format (no AM or PM indicator).

Input validation occurs upon data entry.

### Client/Server Products

Formatting for numbers and date/times is based on the locale determined by the regional settings of the client and/or application server machine. Date/time formatting can be overridden from the General Options tab of the Default Options dialog.

### Reports

Display formatting of both numbers and date/times for reports is based on the Server System Locale on the machine on which the reports are run.

## Currency Presentation

Currency information is stored in the LSCurrency table in the Oracle Utilities Data Repository. This table contains one or more currencies, each defined by a currency code, currency symbol, and formatting rules (such as the number of decimal places). Currency codes in this table use ISO-4217 codes. The LSCurrency table also indicates the Default currency for the database. See **LSCurrency** on page 3-3 in the *Oracle Utilities Energy Information Platform Configuration Guide* for more information about setting up the LSCurrency table.

**Note:** Although records in the LSCurrency table are not required, Oracle Utilities strongly recommends that at least one record with all properties specified be created and set as "Default". This will ensure consistent display of currency information.



## Currency Presentation in Oracle Utilities Receivables Component and Oracle Utilities Quotations Management

Currency input and display is identical to that for numbers with two exceptions:

- A currency indicator is also displayed next to currency input controls and currency displays. The specific currency symbol displayed and the manner in which currency is formatted are determined in the following order:
  - a. The currency associated with the account being viewed (from the LSCurrency field in the Account table).
  - b. The default currency in the LSCurrency table. If there is no default currency, the first record in the LSCurrency table (sorted alpha-numerically by Currency Code).
  - b. If the LSCurrency table is not present or does not contain any records, the currency and formatting of the Server System Locale (defined by the operating system installed on the web server), specified in the **HKEY\_USERS\DEFAULT\Control Panel\International** key in the Windows Registry on the web server.
- Currency formatting rules for the user's selected locale are overridden if specific formatting rules for the currency are stored in the LSCurrency table. Typically, the only formatting rules that would be overridden at the currency level would be the ISO code, symbol, and number of decimal places. This applies to Oracle Utilities Receivables Component reports as well, except that the initial locale formatting rules come from the regional settings of the machine on which the report is run.

## Currency Presentation in Other Web-enabled Products

Currently, other web-enabled products do not require input of currency values.

Display of currencies is based on the formatting of the selected locale and of the default currency in the database (currency specific formatting always overrides locale specific formatting).

## Enabling Display of International Currency Symbols

Display of international currency symbols requires the appropriate Encoding option is selected on Internet Explorer.

### How to select encoding options:

1. Select **View->Encoding** from the Internet Explorer menu bar.
2. Select the appropriate option from the list. For example, to enable displaying of the Euro symbol and other Western European currency symbols, select the **Western European (Windows)** option.

## Currency Presentation in Client/Server Products

Client/server products do not require input of currency values.

Display of currencies is based on the formatting of the client machine's regional settings and of the default currency in the database. Currency specific formatting always overrides locale specific formatting. If the default currency in the database does not specify any formatting, the currency symbol is used for formatting. If the currency table does not exist or does not contain any records then the default currency is determined by the Regional Settings on the client/server machine. This applies to reports as well.

## Multiple Currency Support

Multiple Currency Support allows for accounts with different associated currencies. This is accomplished through the presence of the Currency Code column on the Account, Journal Account, and Checking Account tables in the Oracle Utilities Data Repository. This column references records in the LSCurrency table

### Multiple Currency and Oracle Utilities Receivables Component

All input screens which have amount fields on them indicate what currency type is expected as input.

All elements that represent a currency in Oracle Utilities Receivables Component XML structures have a CURRENCY attribute that indicates the corresponding currency type for the amount. The string values used for this attribute are the same as the Currency Code values in the LSCurrency table. On output, the CURRENCY attribute is set for the account as specified in the database. If the account's currency type is not specified in the database, the default currency is used.

A CURRENCY attribute (using the standard stem.tail notation) is supported for Oracle Utilities Receivables Component transaction identifiers to specify the currency type for the account.

On input, the CURRENCY attribute of all Oracle Utilities Receivables Component transactions is checked against the currency value of the account against which the transaction is being posted using the following rules:

1. If a currency type is specified for the account in the database, the transaction must indicate the same currency type or it is an error.
2. If a currency type is not specified for the account in the database, the transaction must indicate either no specific currency type or the default currency type for the database or it is an error.

All transactions that involve two or more accounts (such as Payment and Balance Transfers) validate that the currency types are the same for each account (no currency translation will occur). The credit/debit account pairs for each journal translation record are validated to ensure that they both have the same currency type. Only journal translation records that have credit/debit accounts with the same currency type as the account against which the transaction is being posted are used. Additional currency validations occur for payment files and refund checks.

### Multiple Currency and Oracle Utilities Receivables Component Reports

Where applicable, Oracle Utilities Receivables Component reports are grouped by Currency Code.

### Multiple Currency and Other Oracle Utilities Products

Oracle Utilities Billing Component, Oracle Utilities Rate Management and Data Manager reports display the Currency Code associated with each account where applicable. Reports that contain multiple currency types do not include the Summary Results page.

In Oracle Utilities Rate Management - Revenue Forecasting, the default currency type is used for all presentation of currency amounts, regardless of whether or not a specific currency has been indicated in the database for any accounts.

## File Formats

### Input/Output File Formats

Numbers and date/times in input and output files (such as files used with the PLIMPORT program) are independent from locale settings.

Non-English characters are supported in input/output files.

### XML Formats

All dates, times, and numbers contained in XML files are represented using the standard formatting rules as defined by the W3C XML Schema Recommendation. For backward compatibility, previously accepted formats for dates and times will continue to be accepted on input, however, all output will use the XML Schema representation.

**Note:** XML files created by the SAVE TO XML Rules Language statement are an exception. The date, time, and number formats in Rules Language generated XML files are based on the Rules Language configuration used to create them.

Non-English characters are supported in XML files

## Database Support

In addition to the LSCurrency table and related columns in the Account, Journal Account, and Checking Account tables, database support for internationalization includes the addition of the COUNTRY column in the Address table and the change from ZIP Code to Postal Code on user interfaces.

## What is Oracle Utilities Portfolio Management?

Oracle Utilities Portfolio Management is the systematic matching of load obligations with load purchases to assess volume and financial risk (exposure), to enable more informed buy/sell decisions on the procurement side, and to better ensure profitable price setting on the sales side. The main value offered through Oracle Utilities Portfolio Management is managing the linkage between the wholesale procurement functions and the retail sales functions.

Oracle Utilities Portfolio Management provides functionality in the following areas:

- **Matching**
- **Forecast Analysis**
- **Options**
- **Reports**

### Matching

Matching is the process of comparing load obligations (demand) to procurement (supply) for a future time period to assess probable short and long net positions. This comparison in turn allows users to perform exposure analysis or evaluate risk by determining costs of the net positions based on spot/imbalance prices.

Refer to **Chapter 3: Matching** for more information on matching.

### Forecast Analysis

Forecast Analysis is the process of comparing the accuracy of different forecasts to the actual results for spot prices, load, weather and other factors to systematically check for ways to improve accuracy.

Refer to **Chapter 4: Forecast Analysis** for more information on forecast analysis.

### Options

Options are contracts giving buyers the right, but not the obligation, to buy or sell an asset (in this case energy) at a specific price on or before a certain date.

Refer to **Chapter 5: Options** for more information on options.

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## Reports

Oracle Utilities Portfolio Management includes the following reports:

### **Forecast Accuracy Report**

The Forecast Analysis Accuracy Report is used to compare actual data to forecasted data. This helps users better assess the precision of the various forecasts to help differentiate between errors in forecasts and overbuying/selling.

See **Forecast Accuracy Report** on page 9-2 for more information on this report.

### **Net Position Report**

The Net Position report shows net volume by month and TOU period for a supplied market(s) and its related zone(s).

See **Net Position Report** on page 9-3 for more information on this report.

### **Retail Profit and Loss Month View**

The Retail Profit and Loss - Month View report provides volume and dollar information for procurements, load, and the net position for a supplied market(s) and its related zone(s) for each month within the reporting period.

See **Retail Profit and Loss Month View** on page 9-4 for more information on this report.

### **Retail Profit and Loss Quarterly and Annual View**

The Retail Profit and Loss - Annual and Quarterly View report provides volume and dollar information for procurements, load and the net position for a supplied market(s) and its related zone(s) for each year and quarter within the reporting period.

See **Retail Profit and Loss Annual and Quarterly View** on page 9-5 for more information on this report.

### **Risk Metrics Report**

The Risk Metrics report provides MTM P&L (mark-to-market profit/loss), VaR (value-at-risk) and PaR (profit-at-risk) calculations by month for each confidence level for a supplied market(s) and its related zone(s).

See **Risk Metrics Report** on page 9-6 for more information on this report.

## Working with Oracle Utilities Portfolio Management

This section describes some typical tasks performed when using the Oracle Utilities Portfolio Management application, including:

- **View Matching Data**
- **View Forecast Analysis Data**
- **View Options**
- **View Reports**
- **Set Up and Maintain Batch Processing Data**
- **Maintain Oracle Utilities Portfolio Management Data**

### View Matching Data

Viewing matching data allows users to compare load obligations (demand) to procurement (supply) for a user-specified period. Available matching data includes:

- Aggregations of load volume, procurement volume, net volume, and net financial or profit/loss
- Details concerning available and calculated data.
- Graphical views of available and calculated data.
- Details related to load, procurement, imbalances, and metrics for each interval.
- A matrix of all load/price scenario combinations for each confidence level.
- Options for the time period.

Matching data can be filtered by:

- Estimates (high, low, or base) for load and price
- Specific markets, zones, or delivery points (including both physical and logical groupings)
- Date range

See **Working with the Matching Screen** on page 3-3 for more information on viewing matching data.

## View Forecast Analysis Data

Viewing forecast analysis data allows users to compare the accuracy of different forecasts to the actual results for spot prices, load, weather and other factors. Available forecast analysis data includes:

- A comparison of forecasts vs. actual data for a given time period.
- Details concerning available and calculated data used for forecasting.
- Graphical views of forecasted vs. actual data.
- Details related to dates, forecasted values, actual values, and differences for each forecast span.

Forecast analysis data can be filtered by:

- Estimates (high, low, or base) for load and price
- Specific markets, zones, or delivery points (including both physical and logical groupings)
- Date range

See **Working with the Forecast Analysis Screen** on page 4-4 for more information on viewing forecast analysis data.

## View Options

Viewing options allows users to view contracts giving buyers the right, but not the obligation, to buy or sell an asset at a specific price on or before a certain date.

Options can be filtered by:

- Specific markets, zones, or delivery points (including both physical and logical groupings)
- Date range

See **Working with the Options Screen** on page 5-3 for more information on viewing options.

## View Reports

Viewing reports allows users to produce reports for the following types of data:

- **Forecast Accuracy:** Comparisons of actual data to forecasted data.
- **Net Position:** Net volume summaries by month and TOU period for a supplied market(s) and its related zone(s).
- **Retail Profit and Loss - Monthly:** Volume and dollar information for procurements, load, and the net position for a supplied market(s) and its related zone(s) for each month within a user-specified reporting period.
- **Retail Profit and Loss - Quarterly and Annual:** Volume and dollar information for procurements, load and the net position for a supplied market(s) and its related zone(s) for each year and quarter within a user-specified reporting period.
- **Risk Metrics:** MTM P&L (mark-to-market profit/loss), VaR value-at-risk) and PaR (profit-at-risk) calculations by month for each confidence level for a supplied market(s) and its related zone(s)

Reports can be accessed via the **Matching**, **Forecast Analysis**, or **Options** screens, or the **Run Reports** screen.

See **Run Reports** on page 2-9 for more information on viewing reports.

## Set Up and Maintain Batch Processing Data

The calculations that create the data available through the Oracle Utilities Portfolio Management application are performed via period batch processes. The manner in which this processing is performed is defined in the PM Control table in the Oracle Utilities Data Repository. In addition, several options and features of the Oracle Utilities Portfolio Management screens are defined in other database tables. Occasionally administrators may have to make changes to the settings that control batch processing and screen options.

Refer to **Chapter 7: Batch Menu Administration** for more information on setting up and maintaining batch processing and menu data.

## Maintain Oracle Utilities Portfolio Management Data

The trading points (markets, zone, and delivery points), scenarios, options and imbalance charges, and other data used in the Oracle Utilities Portfolio Management calculations are stored in tables in the Oracle Utilities Data Repository. From time to time, users and/or administrators may have to update or change this data.

Refer to **Chapter 8: Managing Oracle Utilities Portfolio Management Data** for more information on maintaining this data.



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# Oracle Utilities Portfolio Management Glossary

**Batch Window**

The length of time (in days) for which Oracle Utilities Portfolio Management calculations are performed. For example, if calculations were performed for six-month periods, the batch window would be 180 days.

**Call (option)**

An option that gives the owner the right to buy an asset at a specified price (its strike price) for a fixed period of time. For the writer of the call option, the call represents an obligation to sell the asset if the option is assigned.

**Confidence Level**

An assumed level of accuracy, or confidence, which should be placed on the calculations.

**Delivery Point**

A point at which energy is delivered within a zone or region.

**Demand Load**

Energy that is sold via retail contracts (see also **Load**)

**Exposure Analysis**

Determining costs of the net positions from matching based on spot/imbalance prices. This is a mark to market (MtM) calculation as the net positions are being assessed by applying the forward market spot price.

**Forecast**

Estimated values for load, weather, and prices. Forecasts are stored as interval data cuts.

**Forecast Span**

The portion of a forecast interval data cut used in comparisons against actual data on the Forecast Analysis screen.

**Forecast Analysis**

Comparing the accuracy of different forecasts to the actual results for spot prices, load, weather and other factors to systematically check for ways to improve accuracy.

**Group**

Logical groupings of trade points (Markets, Zones, and/or Delivery Point) used when performing Oracle Utilities Portfolio Management calculations. Examples of groups might include grocery stores, retail shops, or other groupings.

**Imbalance Charges**

Charges related to buying or selling energy in the spot market.

**Load**

Energy that is sold via retail contracts (see also **Demand Load**)

**Load Scenarios**

Broadly categorized levels of load volumes, such as High, Low, or Base.

**Mark-to-Market (MtM)**

Assigning a market value to an asset.

**Market**

A market in which energy is bought and sold. Examples of energy markets includes ERCOT, PJM, and CALISO.

**Matching**

Comparing load obligations to procurement for any future time period to assess probable short and long positions.

**Net Financial**

The difference between revenue associated with contracted load (demand) and costs associated with available procurement (supply).

**Net Load**

The difference between contracted load (demand) and available procurement (supply).

**Options**

A contract giving a buyer the right, but not the obligation, to buy or sell an asset at a specific price on or before a certain date.

**Portfolio Management**

The systematic matching of load obligations with load purchases to assess volume and financial risk (exposure).

**Note:** When used in title case (capital ‘P’ and ‘M’), the term refers to the Oracle Utilities Portfolio Management application. When used in lower case, the term refers to the business process of portfolio management.

**Price Scenarios**

Broadly categorized levels of spot prices, such as High, Low, or Base.

**Procurement**

Energy bought via wholesale contracts (see also **Supply Load**)

**Profit-at-Risk (PaR)**

A calculated limit on the potential loss in dollars that will not be exceeded with a certain confidence. For example; a 99% PaR for a small power plant might be \$600,000 for January, \$650,000 for February, etc. This means that, with 99% certainty, the plant won't lose more than \$650,000 in February.

**Put (option)**

An option that gives the owner the right to sell an asset at a specified price (its strike price) for a fixed period of time. For the writer of the put option, the put represents an obligation to buy the asset from the owner if the option is assigned.

**Scenarios**

Broadly categorized levels of load, price, and/or temperature used in Oracle Utilities Portfolio Management calculations.

**Temperature Scenarios**

Broadly categorized levels of temperature, such as High, Low, or Base.

**Trade Points**

The level(s) (**Market**, **Zone**, or **Delivery Point**) at which energy is traded.

**Supply Load**

Energy bought via wholesale contracts (see also **Procurement**)

**Value-at-Risk (VaR)**

A calculated limit on the potential loss in portfolio value that will not be exceeded with a certain confidence, within a certain period of time. For example; a 5-day 95% VaR might be estimated at \$2.8 million. This means that over any 5-day period, if no action is taken, 95% of the time (or 19 times out of 20) the value of the portfolio will go down no more than \$2.8 million. 5% of the time it will go down more than that, and much of the time it may go up in value.

**Zone**

A region within a market.



# Chapter 2

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## Working with the Oracle Utilities Energy Information Platform

This chapter describes how you work with the Oracle Utilities applications. This includes:

- **Starting the Application and Logging In**
- **Navigating The Energy Information Platform**
- **Searching, Viewing and Entering Data in the Oracle Utilities Energy Information Platform**
- **Run Reports**
- **View Reports**

## Starting the Application and Logging In

You log on to Energy Information Platform using Microsoft Internet Explorer.

### How to log in:

1. Start the application by double-clicking the shortcut icon, or entering the URL for the Oracle Utilities Energy Information Platform in the **Address** field on the Internet Explorer window.

**Note:** Contact your system administrator for the URL for the Oracle Utilities Energy Information Platform.

2. The Login screen appears.
3. Enter your user ID in the **User ID** field, enter your password in the **Password** field, and click **Login**. The Energy Information Platform home dashboard screen appears in the browser.

# Navigating The Energy Information Platform

This section describes the framework of the Energy Information Platform and how to use the menus and icons to navigate between functions including:

- **Framework**
- **Menus**
- **Navigation**

## Framework

The Energy Information Platform is a web-based framework, consisting of the Top menu, the Left menu, and the Main Workspace.







### Top Menu

The Top menu displays a number of menu items, including:

- **Home:** Returns the user to the home dashboard screen.
- **Help:** Expands to display the following:
  - **Content and Index:** Opens **Online Help** window for the current option or function (if applicable).
  - **Online Support:** Opens the Oracle Utilities website in the Main Workspace.
  - **About:** Opens the About dialog, which displays the user’s current preferences and the software version installed.
- **Logout:** Logs the user out of the Energy Information Platform, ends the current session, and returns the user to the Login screen.

### Left Menu

The Left menu displays menu options available to the user. This menu can be set to one of two modes: the Main menu or the Data menu. The bottom of the Left menu displays a number of icons. The meanings of these icons are as follows:

Icon	Description
	<b>Default Menu:</b> Changes the Left menu from the <b>Main Menu</b> to the <b>Data Menu</b> .
	<b>Default Menu:</b> Changes the Left menu from the <b>Data Menu</b> to the <b>Main Menu</b> .
	<b>Current Data Base:</b> Opens the <b>Set Preferences</b> screen. When you hover the mouse over this icon, a tool tip opens, displaying currently selected data source.
	<b>Security Administration:</b> Opens the <b>Security Administration</b> screen.
	<b>Home:</b> Returns the user to the home dashboard screen.
	<b>Change Theme:</b> Opens the Change Theme dialog.

## Main Menu

The Main menu opens by default, and lists the functions available from the Energy Information Platform. Clicking on a menu item displays the corresponding screen in the Main Workspace on the right. A down-pointing arrow at the left of a menu choice indicates that the choice has associated submenu items below it. To open the submenu list, click on the arrow. The arrow becomes a right-pointing arrow, and the submenu options are displayed below the menu item.

**Note:** The options that appear on the Main menu are dependent on the specific set of products licensed and installed.

## Data Menu

The Data menu lists database tables accessible via the Data Navigator, which allows users to search, add, view, and edit database records and tables in the Oracle Utilities Data Repository. See **Chapter 8: Searching and Viewing Data in the Oracle Utilities Data Repository** in the *Oracle Utilities Energy Information Platform User's Guide* for more information about Data Navigator.

## Main Workspace

The center of the window is occupied by the Main Workspace, which holds the screen corresponding to the selected function.

# Menus

As noted above, the Main Menu includes a number of submenus, each relating to a specific activity or product from the Oracle Utilities Energy Information Platform. Oracle Utilities Portfolio Management uses the following menus:

## Oracle Utilities Portfolio Management Menu

The Portfolio Management menu includes the following options:

- **Matching:** Opens **Matching** screen.
- **Forecast Analysis:** Opens **Forecast Analysis** screen.
- **Options:** Opens the **Options** screen.
- **Batch Menu Admin:** Expands to display the Batch Menu Admin menu, which includes the following options:
  - **Control:** Opens the **PM Control** screen. Records in the PM Control table specify parameters for Oracle Utilities Portfolio Management calculation processing.
  - **Run History:** Opens the **Run History** screen. Each time Oracle Utilities Portfolio Management calculations are performed, a record detailing the calculation run is inserted into the Run History table.
  - **Confidence Levels:** Opens the **Confidence Levels** screen.
  - **Market TOU:** Opens the **Market TOU** screen.
  - **Quick Pick Menu:** Opens the **PM Quick Pick Menu** screen. Records in the PM Quick Pick Menu table define the “quick picks” available to users on the Matching, Forecast Analysis, and Options screens.
  - **Time Span:** Opens the **Time Span** screen.
- **Manage PM Data:** Expands to display the Manage PM Data menu, which includes the following options:
  - **Market:** Opens the **LS Market** screen. Records in the LS Market table represent markets in which the Oracle Utilities Portfolio Management application is to be used.



- **Zone:** Opens the **Zone** screen. Records in the Zone table represent zones (or regions) within the markets in which the Oracle Utilities Portfolio Management application is to be used.
- **Delivery Point:** Opens the **Delivery Point** screen. Records in the Delivery Point table represent individual delivery points within a zone (and its parent market) in which the Oracle Utilities Portfolio Management application is to be used.
- **Group:** Opens the **Group** screen. Records in the Group table represent logical groupings of markets, zones, or delivery points used when performing Oracle Utilities Portfolio Management calculations.
- **Load Scenario:** Opens the **Load Scenario** screen. Records in the Load Scenario table represent typical scenarios related to load volumes used when performing Oracle Utilities Portfolio Management calculations.
- **Price Scenario:** Opens the **Price Scenario** screen. Records in the Price Scenario table represent typical scenarios related to prices used when performing Oracle Utilities Portfolio Management calculations.
- **Temperature Scenario:** Opens the **Weather Scenario** screen. Records in the Weather Scenario table represent typical scenarios related to weather used when performing Oracle Utilities Portfolio Management calculations.
- **Options:** Opens the **Option** screen. Records in the Option table represent trading options related to the markets, zones, or delivery points.
- **Imbalance:** Opens the **Imbalance Charge Value** screen. Records in the Imbalance Charge Value table represent imbalance charges related to buying or selling energy in the spot market.
- **Correlation Matrix:** Opens the **Correlation Matrix** screen. Records in the Correlation Matrix table establish relationships a market and a zone, delivery point, load scenario, and price scenario over a specified date range. Each Correlation Matrix record has one or more Correlation Matrix Value child records that specify the correlation for the combination of time-of-use periods.
- **Volatility:** Opens the **Volatility Transpose** screen. Records in the Volatility Transpose table specify the volatility for a market, zone or delivery point for a combination of TOU period, load scenario, and price scenario over a specified date range.
- **Work Queue Types:** Opens the **Work Queue Type** screen, which displays the work queue types configured in the Oracle Utilities Data Repository.
- **WQ Items:** Opens the **Work Queue Item Search Result** screen displaying open work queue items with a Product code of “PM” (Portfolio Management).
- **My WQ Items:** Opens the **My Work Queue** screen (Groups tab).
- **Run Reports:** Opens the **Run Reports** screen, displaying reports associated with Portfolio Management (Product code “PM”).
- **View Reports:** Opens the **View Reports** screen, listing previously run reports associated with Portfolio Management (Product code “PM”).

## Navigation

Oracle Utilities recommends using links and menu options when moving between screens in the Energy Information Platform. Use of the Internet Explorer **Forward** and **Back** buttons can produce unexpected results.

# Searching, Viewing and Entering Data in the Oracle Utilities Energy Information Platform

This section describes how users search, view, and enter data in the Energy Information Platform, and includes:

- **Searching and Viewing Data**
- **Entering Data**

## Searching and Viewing Data





This section provides specific information about searching and viewing data in the Energy Information Platform, including:


### Searching

When searching records, users enter data in each of the fields they wish to use in their search. See **Entering Data** below for more information about how to enter specific types of data. If a search returns only one record, the record itself is displayed instead of the list screen.


### Specifying How Results are Sorted

To specify how search results are sorted, click the **Sort by** plus (“+”) sign. This opens a pop-up window that lists the fields that can be used to sort the search results.

To sort by a specific field(s), check the corresponding checkbox(s). By default, records are sorted in ascending order (denoted by the  arrow). To sort records in descending order, click the  arrow. The  arrow will be replaced by the  arrow.

To change the order by which the search results are sorted, click on the  area and move the field to the appropriate position in the list.

After specifying how the results are to be sorted, click the **Sort by** minus (“-”) sign to close the list.

For example, if a user were searching accounts and wanted to sort the results first by Customer ID in ascending order, and then by Start Time in descending order, the user would first check the Customer ID checkbox, then check the Start Time checkbox and click the  arrow.

Note that sorting settings are reset each time you perform a search.

### Viewing Search Results

Search results appear on a list screen that displays the records that match the search criteria. Each item on the list contains the entire record. Use the horizontal scroll bar to view columns that appear to the right of the list screen.

### Sorting Search Results

Search results are sorted as specified by the user (see **Specifying How Results are Sorted** above). The direction (ascending or descending) in which each column is sorted is displayed at the top of each column.

Columns sorted in ascending order display a blue arrow pointing up.



Columns sorted in descending order display a red arrow pointing down.



To change the direction in which the results are sorted, click the up (ascending) or down (descending) arrow at the top of the appropriate column on the list screen.

To continue the above example, if a user had searched accounts and sorted the results first by Customer ID in ascending order, and then by Start Time in descending order, the Customer ID column would display a blue arrow pointing up (▲) and the Start Time column would display a red arrow pointing down (▼).

### Locking Columns

Some columns on search results list screens can be locked, or “pinned” in place, keeping the identity of the search results visible at all times. As the user scrolls to the right using the horizontal scroll bar, locked columns remain in place, while non locked columns scroll “beneath” the locked column(s).

Columns that can be locked have a pin button (📌) on them.



To lock a column, click the pin button (📌). This rotates the pin button, indicating that the column is locked.



To unlock a column, click the pin button (📌) again.

## Entering Data

This section provides specific information about entering data in the Energy Information Platform screens, including:

- **Entering Date and Date/Time Values**
- **Entering Lookup Values**
- **Selecting Values from Drop-Down Lists**
- **Specific Data Formats**

### Entering Date and Date/Time Values

Date and Date/Time fields store dates and/or datetimes, such as Start Date, Start Time, and Bill Month values. To enter date/time values, either type the date and time manually, or click the arrow button (▼) to the right of the field and select the date using the calendar control.

The calendar control displays the current month when opened. Click the appropriate day to select it. To change the month, click the arrows on either side of the month displayed. To change the year, click the arrows on either side of the year displayed. To select the current date, click **Today**. To clear the date value, click **Clear**.

**Note:** When entering dates manually, use the four digit format (i.e. “2004”).

**Note:** When you select a date using the calendar control, the time defaults to 00:00:00.

### Entering Lookup Values

Lookup values are references to records in other tables in the Oracle Utilities Data Repository, including both lookup records such as Operating Company and Jurisdiction records, and parent records such as Customer or Account records. When populated, lookup fields display the identity of the referenced record. To select a lookup, click the **Browse** button (...). This opens a dialog window that lists all the records in the corresponding table in the Oracle Utilities Data Repository.

If there is more than one page of records, you can move between pages using the ◀ and ▶ buttons. Use the ⏪ button to return the first page, and the ⏩ button to navigate to the last

page. To change the number of results that appears on each page, enter the number in the **Rows** field and press the **Enter** key.

To search for a specific record, click **Search**. The dialog displays a search screen.

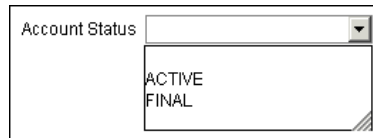
Enter the appropriate parameters for your search and click **Search**. The dialog will display a list of records that match the search criteria.

Click the [...] link to select the appropriate record. The lookup field is automatically populated.

### Selecting Values from Drop-Down Lists

Drop-down lists allow users to select a value from a pre-populated list, and can contain either pre-set values or values from tables in the Oracle Utilities Data Repository.

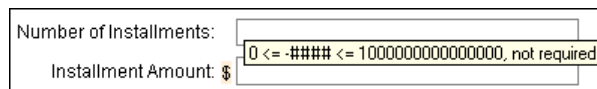
To select a value from a drop-down list, click the arrow next to the field. This opens a lists that includes all the values available.



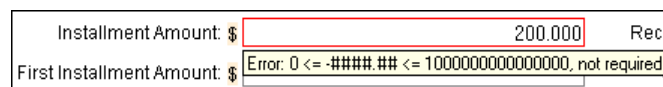
If one or more of the values is longer than the default size of the list, click the lower right corner of the list and resize the list as necessary.

### Specific Data Formats

Some fields on some screens of the Energy Information Platform require that data be entered in a specific format. This most often applies to currency and date fields, but can also apply to other number fields and other types of data. Moving the mouse pointer over the icon displays a tooltip that contains the correct format for the field.



If data is entered in an incorrect format, the border of the field turns red indicating that there is an error in the data in the field. Moving the mouse pointer over the field displays a tooltip that describes the correct format for the field.



### Required Fields

Fields that are required are indicated by an asterisk (\*).

### Currency Fields

Currency fields are indicated by a currency symbol to the left of the field.

# Run Reports

The **Run Reports** option displays reports available through the Energy Information Platform Reporting Framework. From this screen, users can select and run reports. Each product has its own **Run Reports** option that displays reports associated with that product. For example, the Oracle Utilities Billing Component list displays billing reports, while the Oracle Utilities Receivables Component reports list displays its reports.

## How to run reports:

1. Select the **Run Reports** option from the appropriate menu (Tools and Utilities, Work Queues, Billing, Financials, etc.). The Run Reports screen opens.

The Run Reports screen displays the following information for each report:

- **Report Name:** The name of the report.
- **Description:** A description of the report.
- **Priority:** The priority of the report (High, Medium, or Low).
- **Type:** The type of report (PLBX, LSRate (Oracle Utilities Rules Language), Active, or BIPublisher).
- **Output Format:** The output format for the report (applies to reports of type “BIPublisher” only).
- **Creation Date:** The date the report template was created.
- **User:** The User ID who created the report template.
- **Generate ASP:** A flag that indicates if the report framework generates an ASP parameters page for the report.

2. Select the report you wish to run by clicking the **Report Name** link from the list.

The **Enter Report Parameters** screen opens displaying the report parameters for the selected report.

3. Enter the parameters for the report as appropriate.

The **Report Title** field is the title that appears on the **View Reports** screen when the report is run.

4. Select the **Priority** for the report. This determines the priority (High, Medium, or Low) in which the report will be generated.
5. Uncheck the **Shared Report** checkbox if you wish to make the results of the report private. If you leave this checkbox checked, the report results will be available to all users.
6. Click **Run** to run the report. Click **Schedule Report** to schedule the report using the Schedule Process screen (see **Scheduling Reports** below, for more information). When the report is complete, the report opens in the appropriate viewer (Active, etc.). In addition, the report is also listed on the **View Reports** screen.

## How to search reports:

1. Click **New Search** on the Run Reports screen. The Run Reports search screen appears.

You can search based on the Report Name, Report Type, User ID (who created the report or who last updated the report), Output Format, Creation Date, Priority, Report Category, Product, or the report Description.

You can search for reports whose creation dates are Less Than (<), Greater Than (>), Less Than or Equal To (<=), or Greater Than or Equal To (>=) the supplied date by selecting the appropriate operand from the drop-down list.

You can use the percent sign (“%”) as a wildcard character when entering values in any of the text fields. For instance, if you want to search for all reports whose name begins with the letter G, you could enter “G%” in the Name field. You can use this wildcard before or after specified letters or numbers (i.e. you would use %t to search for all reports whose names end with the letter t, etc.).

Note that account Report Names, User IDs, and Descriptions are **case-insensitive**. For example, there is no difference between the “WQAging” and “wqaging” report names.

2. Specify how the search results are displayed.
  - Select the manner in which the results are sorted from the **Sort By:** drop-down list. You can sort the results by Creation Date, Description, Report Name, Report Type, or User ID.
  - Specify how many results should appear on each page in the **Page Length** field.
3. Click **Search** to perform the search. To clear all the search fields, click **Reset**.
4. The search results appear on the Run Reports screen.

## Scheduling Reports

The Schedule Process screen allows users to define a schedule for running processes unattended.

### How to schedule a process:

1. Click **Schedule** (or **Schedule Report**). The Schedule Process screen opens.
2. Enter the **Start Time** for the scheduled process by entering the date and time manually or clicking the arrow and select the date using the calendar control and typing the time manually. See **Entering Date and Date/Time Values** on page 2-8 for more information about using the calendar control.

**Note:** The **Server Time** displayed above the Start Time field is the current time of the web server running the scheduler, including both the location and Time Zone where the server is located. Scheduled processes run based on the server time, not the time on the client machine.

3. Select a **Recurrence Pattern** for the scheduled process. You can select one of the following:

**None:** The scheduled process runs only once at the specified start time. **Note:** Scheduled processes with a recurrence pattern of None ignore Business Calendars and will run on non-business days.

**Intra Daily:** The scheduled process runs multiple times, from as frequent as once every 15 minutes to once every several hours. To base the recurrence on a number of minutes, select the **Every x minutes** radio button and select the number from the **Minutes** drop-down list. To base the recurrence on a number of hours, select the **Every x hours** radio button and enter the number of hours in the text box. Intra Daily processes may run throughout a single day or may span multiple days.

**Daily:** The scheduled process runs once per day or once per number of days. To base the recurrence on a number of days, select the **Every x days** radio button and enter the number of days in the text box. To set the scheduled process to run every weekday, check the **Every weekday** radio button.

**Weekly:** The scheduled process runs once or more per week (or number of weeks) on specified days. Enter the number of weeks in the **Recur every x week(s) on** text box, and check the specific days of the week on which the process should run. For example, to schedule a process to run on Monday and Wednesday every two weeks, you would enter 2 in the **Recur every x week(s) on** text box and check the Monday and Wednesday checkboxes.

**Monthly:** The scheduled process runs once per month or once per number of months. A monthly recurrence can be based on either a specific day of the month (such as the 10th

day of the month), or a specific type of day (such as the 2nd Friday of the month). To base the recurrence on a specific day, select the **Day x of every x month(s)** radio button and enter the specific day and number of months in the text boxes. To base the recurrence on a specific type of day, select the **The x x of every x month(s)** radio button and select the appropriate number (First, Second, Third, Fourth, or Last) and day (Sunday through Saturday) from the drop-down lists and enter the number of months in the text box.

**Important Note:** Each execution of a recurring scheduled process uses the original parameters entered for the process.

4. Set the **Range of Recurrence** for the scheduled process. This specifies how many times the scheduled process will run (based on the specified recurrence pattern). There are three options:
  - **No end date:** To specify no ending date for the recurrence, select the **No end date** radio button.
  - **End after occurrence:** To specify that the recurrence ends after a predetermined number, select the **End after occurrence** radio button and enter the number of recurrences in the text box.
  - **End by:** To specify a date on which to end the recurrences, select the **End by** radio button and enter the date and time by which the recurrence should end. Enter the date and time manually or click the arrow and select the date using the calendar control and type the time manually. See **Entering Date and Date/Time Values** on page 2-8 for more information about using the calendar control.
5. Set any applicable **Recurrence Exceptions** for the scheduled process. Recurrence exceptions define which business calendar, if any, is used in scheduling and how to handle processes scheduled to run on non-business days. There are two options:
  - **Business Calendar:** To schedule the process using a business calendar, click the Browse button (...). This opens a dialog window that lists all the available Business Calendars. Click the [...] link to select the appropriate calendar. The field is automatically populated.
  - **Roll to next business day:** Check this checkbox to specify that a process scheduled to run on a non-business day is rolled forward to the next business day. If the process is already scheduled to run on the next business day, a new process is NOT scheduled.

**Note:** When using a Business Calendar, if the Start Time entered for a process is later than the last date in the Business Calendar, an error will be returned. Also, for scheduled processes with the No End Date option selected, occurrences that would have occurred on dates later than the last date in the Business Calendar will not occur, and do not appear on the View Reports screen.

## View Reports

The **View Reports** option displays previously run reports available through the Energy Information Platform Reporting Framework, including other processes such as uploading data via the Upload Usage option. From this screen, users can view and delete reports. Each product has its own **View Reports** option that displays reports associated with that product. For example, the Oracle Utilities Billing Component View Reports screen displays billing reports, while the Oracle Utilities Receivables Component View Reports screen displays its reports.

### How to view reports:

1. Select the **View Reports** option from the appropriate product menu (Tools and Utilities, Work Queues, Billing, Financials, etc.) The View Reports screen opens.

The View Reports screen displays the following information for each report:

- **Status Icon:** An icon that displays the status of the report. If an output format was specified for the report, the icon indicates the output format. See **Report Icons** for more information.
  - **Run/Schedule Time:** The time the report was run or is scheduled to run.
  - **Report Title:** The title of the report, specified when the report was run. For LSRate (Oracle Utilities Rules Language) reports, this column will display the name of the Report Template used to generate the report, unless specified using the SETREPORTTITLE Rules Language function.
  - **Priority:** The priority of the report (High, Medium, or Low).
  - **Type:** The type of report (PLBX (Oracle Utilities Billing Component), LSRate (Oracle Utilities Rules Language), Active, or BIPublisher).
  - **User:** The user ID of the user who ran the report.
  - **Progress:** The current percentage of the report instance that has been generated, from 0 to 100 percent.
  - **Shared:** A flag that indicates if the report is shared by all users or is accessible only by the user who ran the report.
  - **Base:** A flag that indicates if the report is provided by Oracle Utilities or is a custom report.
  - **Process:** The (machine) name of the server on which the report was executed.
  - **Account Name:** The name of the account associated with the report, if applicable.
  - **Account ID:** The ID of the account associated with the report, if applicable.
2. To view a specific report, click the **Report Title** link for the report. The selected report opens in the appropriate viewer.
  3. To refresh the contents of the screen, click **Refresh Periodically**. To have the screen continually refresh its contents, check the **Refresh Periodically** checkbox.

**Note:** The current state of the Refresh Periodically checkbox (selected or not) is stored in the user's settings, and is used as the default setting when subsequently opening this screen.

### How to delete reports:

1. Check the checkbox next to the reports(s) to delete. To select all reports, check the top check box.
2. Click **Delete**.

### How to search reports:

1. Click **New Search** on the View Reports screen. The View Reports search screen appears.



You can search based on the Report Title, Report Type, User ID (who created the report), Output Format, Creation Date, Report Category, or Product.

You can search for reports whose creation dates are Less Than (<), Greater Than (>), Less Than or Equal To (<=), or Greater Than or Equal To (>=) the supplied date by selecting the appropriate operand from the drop-down list.












You can use the percent sign (“%”) as a wildcard character when entering values in any of the text fields. For instance, if you want to search for all reports whose name begins with the letter G, you could enter “G%” in the Name field. You can use this wildcard before or after specified letters or numbers (i.e. you would use %t to search for all reports whose names end with the letter t, etc.).


Note that account Report Titles, User IDs, and Descriptions are **case-insensitive**.

2. Specify how the search results are displayed.
  - Select the manner in which the results are sorted by clicking the **Sort by** plus (“+”) sign. See **Specifying How Results are Sorted** on page 2-7 for more information.
  - Specify how many results should appear on each page in the **Page Length** field.
3. Click **Search** to perform the search. To clear all the search fields, click **Reset**.
4. The search results appear on the View Reports screen.

## Report Icons

The icon listed next to each report indicates the status of the report. The meanings of these icons are as follows:

Icon	Description
	<b>Report Starting:</b> Report processing is starting.
	<b>Report in Process:</b> Report processing
	<b>Report Complete:</b> Report processing is complete.
	<b>Report Complete (Adobe Acrobat format):</b> Report processing is complete.
	<b>Report Complete (Microsoft Excel format):</b> Report processing is complete.
	<b>Report Complete (Microsoft Word format):</b> Report processing is complete.
	<b>Report Complete (Rich Text format):</b> Report processing is complete.
	<b>Report Complete (Comma Separated Values format):</b> Report processing is complete.
	<b>Report Scheduled:</b> Report is scheduled to run at a future time. To view scheduling details, click the  arrow in the far right column. To edit the schedule, click <b>Edit</b> .
	<b>Report Reminder:</b> Indicates that a scheduled report is due to run in 15 minutes or less.

Icon	Description
	<b>Report Error:</b> One or more errors or warnings associated with the report. To view the error, click the Error icon.

## Viewing Oracle BI Publisher Reports

When you select an Oracle BI Publisher Report, the report opens in a viewer based on the output format defined for the report. For the default output formats, this includes:

- Adobe Acrobat
- Microsoft Excel
- Microsoft Word (for MS Word and Rich Text Format reports. If Microsoft Word is not installed, Rich Text Format reports open in the installed application (if any) associated with the \*.rtf file extension).

## Viewing Oracle Utilities Rules Language Reports

When you select a Oracle Utilities Rules Language Report (one with a Type of LSRate), the report opens in the Report view screen.

The **State** section above the top left corner of the report displays the state of the report, including the number of Errors, the number of Pages expected and ready, and the elapsed time (in seconds) it took for the report to run.

State: Errors: 0 Pages: 32 expected, 32 ready, 15 elapsed

The **From:** and **To:** fields above the top right corner of the report show the current pages displayed. The **From:** field displays the current page. The ◀ and ▶ buttons and the field between them are used to navigate the report. The field between the buttons defines how many pages display in the report window at a time. The default is 1. To display more than one page at a time, enter the number of pages you wish to view in the field.

## Emailing Reports

You can also email reports from the View Reports screen. This allows users to distribute reports to other parties via email.

**Note:** The Send Email function requires the presence of the LSRELAY.CFG.XML file in the C:\LODESTAR\CFG directory on the web server computer. Contact your system administrator for more information about this file.

### How to email a report:

1. Select the report (or reports) you wish to send via email and click **Send Email** on the View Reports screen.

The Send Email screen opens.

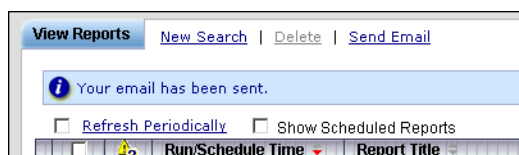
2. Select a **From** address from the drop-down list. This list is based on available records in the From Addresses table. If there are no available records in the From Addresses table, the current user's email address is populated (if provided on the User Overview screen on the Security Administration user interface).
3. Enter an email address in the **To** field, or click Address Book (or the "+" sign) to add a contact or group name. See **Using the Address Book** on page 2-15 for more information about using the Address Book.

4. *Optional.* Enter an email address in the **CC** field, or click Address Book (or the “+” sign) to add a contact or group name. See **Using the Address Book** on page 2-15 for more information about using the Address Book.

To remove the CC field, click **Remove CC**.

5. *Optional.* To add the BCC field, click **Add BCC**, and enter an email address in the **BCC** field, or click Address Book (or the “+” sign). See **Using the Address Book** on page 2-15 for more information about using the Address Book.
6. Enter a subject for the email in the **Subject** field.
7. Enter the email message in the **Message** field.
8. To send the email, click **Send**. To clear all the fields, click **Reset**.

A message will appear at the top of the View Reports screen after your email has been sent.



## Using the Address Book

In addition to entering email addresses manually, you can use the Address Book feature to select email recipients from those defined in the Oracle Utilities Data Repository. The Address Book contains listings of:

- **Contacts**
- **Groups**

### Contacts

Contacts are specific individuals related to parties (such as Service Points or Market Participants) defined in the Oracle Utilities Data Repository.

#### How to select an existing contact from the Address Book:

1. Click **Address Book** (or the “+” sign) on the Send Email screen.  
The Address Book dialog opens on the Contacts tab.
2. Enter the search criteria for the contacts you wish to send email to. You can search by Last Name, First Name, Middle Name, or Company.
3. Specify how the search criteria are to be combined by selecting the appropriate **Combine with** option (**AND** or **OR**), located in the upper right corner of the search screen. The default combine option is **AND**.
4. Specify whether or not the search is Case-sensitive by checking or unchecking the **Case-sensitive** checkbox, located in the upper right corner of the search screen. The default setting is case-sensitive.
5. Specify how the search results are displayed.
  - Select the manner in which the results are sorted by clicking the **Sort by** plus (“+”) sign. See **Specifying How Results are Sorted** on page 2-7 for more information.
  - Specify how many results should appear on each page in the **Page Length** field.
6. Click **Search** to perform the search. To reset the search fields to their previous values, click **Reset**. To clear all the search fields, click **Clear**. To add a new contact to the Address Book, click **Add**.
7. The search results appear on the Address Book dialog.

8. Select the contact(s) you wish to send the email to and click **To**. The selected contact(s) will appear in the To field on the Send Email screen.  
To remove a contact from the To, CC, or BCC field, select the contact and click the Delete Key, or click the right mouse, and select **Remove**.
9. *Optional.* To add a contact to the CC (or BCC) field, select the contact(s) you wish to send the email to and click **CC** (or **BCC** as appropriate). The selected contact(s) will appear in the CC (or BCC) field on the Send Email screen.

#### **How to add a contact using the Address Book:**

1. Click **Add** on the Contacts tab of the Address Book dialog.  
The Edit Contact screen opens.
2. Enter personal information for the contact (First, Middle, and Last Names, Title, etc.) in the **Personal Information** pane.
3. Enter contact methods (phone numbers, email addresses, etc.) for the contact in the **Contact Method** pane.
4. Enter optional address(es) for the contact in the **Address Information** pane.
5. Click **Save** to save the contact.
6. Click **Return to Email** to return to the Send Email screen and Address Book dialog.
7. Select the new contact and click **To**, **CC**, or **BCC** to add the contact to the appropriate field.

See **Contacts** on page 7-2 in the *Oracle Utilities Energy Information Platform User's Guide* for more information about creating contacts.

## **Groups**

Groups are groupings of contacts in the Oracle Utilities Data Repository.

#### **How to select an existing group from the Address Book:**

1. Click **Address Book** (or the “+” sign) on the Send Email screen.  
The Address Book dialog opens on the Contacts tab. Click the **Groups** tab.
2. Enter the search criteria for the contacts you wish to send email to. You can search by Group Name or Description.
3. Specify how the search criteria are to be combined by selecting the appropriate **Combine with** option (**AND** or **OR**), located in the upper right corner of the search screen. The default combine option is **AND**.
4. Specify whether or not the search is Case-sensitive by checking or unchecking the **Case-sensitive** checkbox, located in the upper right corner of the search screen. The default setting is case-sensitive.
5. Specify how the search results are displayed.
  - Select the manner in which the results are sorted by clicking the **Sort by** plus (“+”) sign. See **Specifying How Results are Sorted** on page 2-7 for more information.
  - Specify how many results should appear on each page in the **Page Length** field.
6. Click **Search** to perform the search. To reset the search fields to their previous values, click **Reset**. To clear all the search fields, click **Clear**. To add a new group to the Address Book, click **Add**.
7. The search results appear on the Address Book dialog.
8. Select the group(s) you wish to send the email to and click **To**. The selected group(s) will appear in the To field on the Send Email screen.

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To remove a group name from the To, CC, or BCC field, select the group name and press the Delete key, or click the right mouse, and select **Remove**.

9. *Optional.* To add a group to the CC (or BCC) field, select the group(s) you wish to send the email to and click **CC** (or **BCC** as appropriate). The selected group(s) will appear in the CC (or BCC) field on the Send Email screen.

#### **How to add a group using the Address Book:**

1. Click **Add** on the Groups tab of the Address Book dialog.

The Edit Group screen opens.

2. Enter a name for the group in the **Group Name** field.
3. Enter a description of the group in the **Description** field.
4. *Optional.* Check the **Is Private** checkbox to indicate that the group is private. Private groups can be only be viewed by the user who created the group. Public groups (Is Private unchecked) can be viewed by all users.
5. To add a contact to the group, click **Add** on the Membership title bar, and select the contact from the **Contact ID** drop-down list. Repeat this step for each contact you wish to add to the group.
6. Click **Save** to save the group.
7. Click **Return to Email** to return to the Send Email screen and Address Book dialog.
8. Select the new group and click **To**, **CC**, or **BCC** to add the group to the appropriate field.

See **Groups** on page 7-5 in the *Oracle Utilities Energy Information Platform User's Guide* for more information about creating contact groups.



# Chapter 3

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## Matching

This chapter describes how users work with the Oracle Utilities Portfolio Management Matching screen, including:

- **Overview - What is Matching?**
- **Working with the Matching Screen**
  - **Matching Header**
  - **Summary Tab**
  - **Data Availability Tab**
  - **Graphs Tab**
  - **Tables Tab**
  - **Metrics Tab**
  - **Options Tab**
  - **Matching Actions**

## Overview - What is Matching?

*Matching* is the process of comparing load obligations to procurement (supply) for a future time period to assess probable short and long net positions. This comparison in turn allows users to perform *exposure analysis* or evaluate risk by determining costs of the net positions based on spot/imbalance prices.

As part of the matching process, users can select various criteria by which to filter the matching data. These criteria include:

- **Load Scenario:** Should the data be based on high usage, low usage, or base usage?
- **Price Scenario:** Should the data be based on high prices, low prices, or base prices?
- **Trading Points:** Should the data be based on aggregated supply and demand at the market level, zone level, or delivery point level?
- **Groups:** Should the data be based on logical groups of trading points?
- **Time Period:** What is the date range over which load and procurement are being compared?

Once users filter the data as desired, they can view the following types of data:

- **Summary:** Aggregations of principal values (load volume, procurement volume, net volume, and net financial or profit/loss) for each pair of load/price scenarios.
- **Data Availability:** Details concerning available and calculated data.
- **Graphs:** Graphical views of available and calculated data.
- **Tables:** Details related to load, procurement, imbalances, and metrics for each interval.
- **Metrics:** A matrix of all load/price scenario combinations for each confidence level.
- **Options:** Options for the time period.



## Working with the Matching Screen

The Matching screen allows users to compare load obligations to procurement (supply) for future time periods to assess probable short and long net positions. The screen displays a number of tabs that allow users to view different types and data and different levels of detail concerning the data.

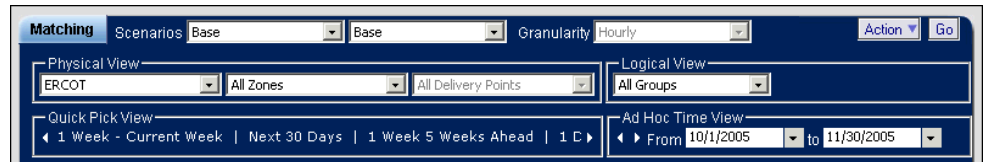
### How to open the Matching screen:

1. Select **Portfolio Management**→**Matching**.

The Matching screen opens. Features of the Matching screen include:

- **Matching Header**
- **Summary Tab**
- **Data Availability Tab**
- **Graphs Tab**
- **Tables Tab**
- **Metrics Tab**
- **Options Tab**
- **Matching Actions**

## Matching Header



The Matching header allows users to view portfolio management calculations according to specified criteria, including:

- **Scenario:** The Load and Price scenarios used to filter the data. The Matching screen displays only the data applicable to the selected load/price scenario combination.

To change the Load or Price Scenario, select the desired scenario from the corresponding drop-down list.

- **Granularity:** The granularity (hourly, daily, weekly) at which the data is displayed. Applies only to the **Graphs Tab** and the **Tables Tab**.

To change the Granularity, select the desired level from the drop-down list.

- **Physical View:** The specific trading points used to filter the data, including (from left to right) the market, the zone(s) within the selected market, and the delivery point(s) within the selected zone. The Matching screen displays only the data associated with the selected market, zone(s), and delivery point(s).

To change the Physical View, select the desired trading point (Market, Zone, or Delivery Point) from the corresponding drop-down list.

- **Logical View:** The logical group(s) used to filter the data. The Matching screen displays only the data associated with the selected group(s).

To change the Logical View, select the desired Group from the drop-down list.

- **Quick Pick Menu:** A set of pre-defined time periods, allowing users to quickly switching between date ranges.

To select a Quick Pick Menu item, click the name of the item. To scroll through available Quick Pick Menu items, click the left and right arrows as appropriate.

- **Ad Hoc Time View:** An ad hoc date range over which to view the data. Note that the dates displayed in Ad Hoc Time View reflect the currently selected Quick Pick Menu item, if applicable. The default (starting) values for the Ad Hoc Time View are based on the Batch Window Start and Batch Window Stop columns in the most recent record in the **Run History** table.

To select an ad hoc time view, enter the start and stop times in the **From** and **To** fields (respectively) or use the calendar control (see **Entering Date and Date/Time Values** on page 2-7 for more information about using the calendar control) and click the **Go** button (top right hand corner of the screen).

**Note:** Not all header options are active for all tabs.

## Summary Tab

The Summary tab displays aggregations of Load Volume, Procurement Volume, Net Volume, and Net Financial (profit/loss) for each pair of Load/Price scenarios. The data displayed on the Summary tab is filtered by the selections on the **Matching Header** on page 3-3.

For each Load/Price scenario pairing, the Summary tab displays the following:

- **Scenarios:** The specific Load and Price scenario in each pairing.
- **Aggregation Result:** The aggregation results for each of the following:
  - **Load Volume:** The aggregated load (demand) volume. This can be based on retail contracts.
  - **Procurement Volume:** The aggregated procurement (supply) volume. This can be based on wholesale contracts.
  - **Net Volume:** The net result of subtracting the Procurement volume from the Load Volume.
  - **Net Financial:** The net financial exposure based on the Net Volume. This includes not only the costs related to the net volume, but also any imbalance charges that may apply.

### Exporting Summary Data

You can export the data on the Summary tab to a Microsoft Excel spreadsheet for use outside of the Oracle Utilities Portfolio Management application.

#### How to export the contents of the Summary tab:

1. Set the criteria on the Matching Header as desired.
2. Select Export to Excel from the Actions drop-down list (top right hand corner of the screen).
3. Select **Open** or **Save** on the File Download dialog, as appropriate.
  - If you select **Open**, the contents of the Summary tab open in an Excel spreadsheet in a new Internet Explorer window.
  - If you select **Save**, the File Download dialog opens. Select a destination and enter a file name for the file.

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## Data Availability Tab

The Data Availability tab display details concerning available and calculated data, including any warnings or error messages generated during processing of the calculations that produced the data displayed. The options available on the **Matching Header** on page 3-3 are disabled when viewing the Data Availability tab.

Data displayed on the Data Availability tab includes:

- **Base Data:** This section displays information about the base data used by the Oracle Utilities Portfolio Management calculations, including:
  - **Available Data:** The date range for which data is available.
  - **Last Updates:** The dates on which data used by Oracle Utilities Portfolio Management was updated, including:
    - **Load:** The date on which load data was last updated.
    - **Procurement:** The date on which procurement data was last updated.
    - **Spot Prices:** The date on which price data was last updated.
    - **Temperature:** The date on which weather data was last updated.
    - **Options:** The date on which options were last updated.
- **Calculation Window:** This section displays information about the calculated data displayed, including:
  - **Current Window:** The date range for the most recent calculations.
  - **Last Run:** The date and time of the last time calculations were processed on the base data.
  - **Messages:** A list of warnings or error messages (work queue items) generated during processing of Oracle Utilities Portfolio Management calculations. Each includes the following:
    - **ID:** The ID (the UID from the Work Queue Open Item table) for the warning or error.
    - **Date:** The date on which the warning or error was generated.
    - **Message:** The actual warning or error message.

## Graphs Tab

The Graphs tab displays calculated data in graphical form, including net volume/financials, total volume/financials, prices, and temperature. The data displayed on the Graphs tab is filtered by the selections on the **Matching Header** on page 3-3.

The Graphs tab can display data for load volumes (net and total), financials (net and volume), and can overlay net financials, costs per unit, or temperature. Users can select the specific data to display from the options in the Display Type and Overlay boxes.

- **Display Type:** The type of data to display. Graphs are displayed for the date range defined on the **Matching Header**. Graphs based on the Display Type use the scale on the **left** side of the graph. Display options include:
  - **Net Volume:** Displays a single graph depicting the net volume. This is the default display type.
  - **Net Financial:** Displays a single graph depicting the net financials.
  - **Total Volume:** Displays two graphs, one depicting Total Load Volume, one depicting Total Procurement Volume.
  - **Total Financial:** Displays two graphs, one depicting Total Load Revenue, one depicting Total Procurement Expense.
- **Overlay:** Additional graphs that can be overlaid with the Display Type. Graphs based on an Overlay use the scale on the **right** side of the graph. Overlay options include the following:
  - **None:** No overlay. This is the default overlay.
  - **Net Financial:** Overlay the Net Financial graph (same as the Net Financial Display Type option). This option is not available if Net Financial is selected under Display Type.
  - **Cost Per Unit:** Overlay a Cost Per Unit graph.
  - **Temperature:** Overlay a Temperature graph.

To change the display, select the desired Display Option and (optional) Overlay and click the **Go** button (top right hand corner of the screen).

## Tables Tab

The Tables tab displays details for each interval in the date range defined on the **Matching Header**, including load, procurement, imbalance, and metrics. The data displayed on the Tables tab is filtered by the selections on the **Matching Header** on page 3-3.

For each interval in the date range, the Tables tab displays the following:

- **Data Interval:** Data related to the interval, including:
  - **Date:** The date and time of the interval.
  - **Interval:** The number of the interval (1-based).
- **Load:** Load data for the interval, including:
  - **MWH:** The load interval value, in mega-watt hours (MWH).
  - **\$:** The revenue associated with the interval, in dollars.
  - **\$/MWH:** The price for the interval, in dollars per MWH.
- **Procurement:** Procurement data for the interval, including:
  - **MWH:** The procurement interval value, in MWH.
  - **\$:** The cost associated with the interval, in dollars.
  - **\$/MWH:** The price for the interval, in dollars per MWH.

- **Imbalance:** Imbalance data for the interval, including:
  - **MWH:** The imbalance interval value (load minus procurement), in MWH.
  - **\$:** The cost associated with the imbalance, in dollars.
  - **\$/MWH:** The imbalance price for the interval, in dollars per MWH.
- **Metrics:** Metrics for the interval, including:
  - **MtM (Mark-to-Market):** The mark-to-market value associated with the interval.
  - **P&L (Profit & Loss):** The profit or loss associated with the interval. This is the load revenue minus the procurement cost, expressed as a negative number.

## Exporting Table Data

You can export the data on the Tables tab to a Microsoft Excel spreadsheet for use outside of the Oracle Utilities Portfolio Management application.

### How to export the contents of the Tables tab:

1. Set the criteria on the Matching Header as desired.
2. Select Export to Excel from the Actions drop-down list (top right hand corner of the screen).
3. Select **Open** or **Save** on the File Download dialog, as appropriate.
  - If you select **Open**, the contents of the Tables tab open in an Excel spreadsheet in a new Internet Explorer window.
  - If you select **Save**, the File Download dialog opens. Select a destination and enter a file name for the file.

## Metrics Tab

The Metrics tab displays the value-at-risk (VaR), profit-at-risk (PaR), Mark-to-Market, and Profit-&-Loss for each pair of Load/Price scenarios. The data displayed on the Metrics tab is filtered by the selections on the **Matching Header** on page 3-3.

For each Load/Price scenario pairing, the Metrics tab displays the following:

- **Scenarios:** The specific Load and Price scenario in each pairing.
- **VaR (value-at-risk):** The value-at-risk for the load/price scenario combination. Note that VaR is calculated for the entire date range (defined in the PM Control table). The VaR value is not affected by changes made on the Matching header.
- **PaR (profit-at-risk):** The profit-at-risk for the load/price scenario combination. This is calculated for each month in the date range. If more than one month is specified on the header, the first month is displayed by default. To move forward or backward in time, click the right or left arrow (respectively).
- **Financial:** Financial metrics for the load/price scenario combination:
  - **MtM:** The Mark-to-Market value for the date range.
  - **P&L:** The profit/loss for the date range.

### Exporting Metrics Data

You can export the data on the Metrics tab to a Microsoft Excel spreadsheet for use outside of the Oracle Utilities Portfolio Management application.

#### How to export the contents of the Metrics tab:

1. Set the criteria on the Matching Header as desired.
2. Select Export to Excel from the Actions drop-down list (top right hand corner of the screen).
3. Select **Open** or **Save** on the File Download dialog, as appropriate.
  - If you select **Open**, the contents of the Metrics tab open in an Excel spreadsheet in a new Internet Explorer window.
  - If you select **Save**, the File Download dialog opens. Select a destination and enter a file name for the file.

## Options Tab

The Options tab displays options available for the time period. The data displayed on the Options tab is filtered by the selections on the **Matching Header** on page 3-3.

For each option listed, the Options tab displays the following:

- **Exercise:** Information about the status of the option, including:
  - **Struck:** Whether or not the option has been struck (Y or N).
  - **Pre-Struck:** Whether or not the option was pre-struck (Y or N).
- **Option:** Information about the option itself, including:
  - **ID:** The option ID
  - **Buy/Sell:** Whether the option is to Buy or Sell
  - **Call/Put:** Whether the option is a Call or a Put.
- **Price:** Information about the price of the option, including:
  - **Price:** The current price of the option.
  - **Strike:** The strike price of the option.

- **Volume:** The volume the option represents.
- **Phy/Fin:** Whether the option is physical or financial.
- **Period:** Information about the time period of the option, including:
  - **TOU:** The Time-of-Use associated with the option.
  - **Start Date:** The start date of the option. Options with start dates prior to the start of the date range defined on the header will not appear on the Options tab.
  - **End Date:** The end date of the option.
- **Physical View:** Information about the trade points to which the option can apply, including:
  - **Market:** The market for which the option is available.
  - **Zone:** The zone for which the option is available.
  - **Delivery Point:** The delivery point for which the option is available.
  - **Group:** The group for which the option is available.
- **Treatment:** Information about the treatment of the option, including:
  - **Option Delta:** The delta associated with the option.
  - **Treatment:** The treatment of the option (Default = Intrinsic).

By default, the Options tab displays only those options that have been struck. To display all available options, check the **Display All Available Options** checkbox just above the options list.

## Exporting Options Data

You can export the data on the Options tab to a Microsoft Excel spreadsheet for use outside of the Oracle Utilities Portfolio Management application.

### How to export the contents of the Options tab:

1. Set the criteria on the Matching Header as desired.
2. Select Export to Excel from the Actions drop-down list (top right hand corner of the screen).
3. Select **Open** or **Save** on the File Download dialog, as appropriate.
  - If you select **Open**, the contents of the Options tab open in an Excel spreadsheet in a new Internet Explorer window.
  - If you select **Save**, the File Download dialog opens. Select a destination and enter a file name for the file.

## Matching Actions

The Actions drop-down list on the Matching screen allows users to run reports using the criteria specified on the **Matching Header**, and initiate other actions, from the Matching screen tabs (except the Data Availability). Matching actions include:

### Net Position Report

Runs the Net Position Report using the criteria specified on the header. See **Net Position Report** on page 9-3 for more information about this report.

### Retail Profit and Loss Month View

Runs the Retail Profit and Loss Month View Report using the criteria specified on the header. See **Retail Profit and Loss Month View** on page 9-4 for more information about this report.

### Retail Profit and Loss Annual and Quarterly View

Runs the Retail Profit and Loss Annual and Quarterly View Report using the criteria specified on the header. See **Retail Profit and Loss Annual and Quarterly View** on page 9-5 for more information about this report.

### Risk Metrics Report

Runs the Risk Metrics Report using the criteria specified on the header. See **Risk Metrics Report** on page 9-6 for more information about this report.

### Export to Excel

Exports the data on the current tab to a Microsoft Excel spreadsheet. This action is available on the Summary, Tables, Metrics, and Options tabs only.

#### How to export the contents of a tab:

1. Set the criteria on the Matching Header as desired.
2. Select Export to Excel from the Actions drop-down list (top right hand corner of the screen).
3. Select **Open** or **Save** on the File Download dialog, as appropriate.
  - If you select **Open**, the contents of the currently selected tab open in an Excel spreadsheet in a new Internet Explorer window.
  - If you select **Save**, the File Download dialog opens. Select a destination and enter a file name for the file.



# Chapter 4

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## Forecast Analysis

This chapter describes how users work with the Oracle Utilities Portfolio Management Forecast Analysis screen, including:

- **Overview - What is Forecast Analysis?**
- **Working with the Forecast Analysis Screen**
  - **Forecast Analysis Header**
  - **Summary Tab**
  - **Data Availability Tab**
  - **Graphs Tab**
  - **Tables Tab**
  - **Forecast Analysis Actions**

## Overview - What is Forecast Analysis?

*Forecast Analysis* is the process of comparing the accuracy of different forecasts to the actual results for spot prices, load, weather and other factors to systematically check for ways to improve accuracy.

As part of the forecast analysis process, users can select various criteria by which to filter the data. These criteria include:

- **Scenario Type:** Should the data be based on Load, Price, or Temperature?
- **Scenario Level:** Should the data be based on high, low, or base volumes?
- **Trading Points:** Should the data be based on forecasts for the market level, zone level, or delivery point level?
- **Groups:** Should the forecasts be based on logical groups of trading points?
- **Time Period:** What is the date range over which forecasts and actual values are being compared?

Once users filter the data as desired, they can view the following types of data:

- **Summary:** A comparison of forecasts vs. actual data for a given time period.
- **Data Availability:** Details concerning available and calculated data used for forecasting.
- **Graphs:** Graphical views of forecasted vs. actual data.
- **Tables:** Details related to dates, forecasted values, actual values, and differences for each forecast span.

## How Oracle Utilities Portfolio Management Uses Overlapping Forecasted Data

Forecasted data, including forecasts for load, spot prices, and weather, is stored as interval data cuts. On occasion, forecast cuts may overlap. That is, the start time of one cut is earlier than the stop time of another cut. When the Oracle Utilities Portfolio Management application obtains forecast cuts for a forecast analysis, the application combines overlapping cuts that fall within the start and stop time to create a cut that comprises portions of all the overlapping cuts. Where overlaps occur, the application uses the forecast cut with the **latest Start Time**.

For example, suppose that you create six-month forecasts each month. Starting with the forecast for July 2005, the date ranges of your forecasts might be as follows:

Forecast	Start Time - Stop Time
Forecast 1	July 1, 2005 - December 31, 2005
Forecast 2	August 1, 2005 - January 31, 2006
Forecast 3	September 1, 2005 - February 28, 2006
Forecast 4	October 1, 2005 - March 31, 2006
Forecast 5	November 1, 2005 - April 30, 2006

If you were to perform forecast analysis for the months of August 2005 through January 2006 using the forecasts outline above, the available forecast data would be as follows:

<b>For Month</b>	<b>Forecasts Data is available in</b>
July 2005	Forecast 1
August 2005	Forecast 1 and 2
September 2005	Forecast 1, 2, and 3
October 2005	Forecast 1, 2, 3, and 4
November 2005	Forecast 1, 2, 3, 4, and 5
December 2005	Forecast 1, 2, 3, 4, and 5
January 2006	Forecast 2, 3, 4, and 5

For the months August 2005 through January 2006, there is forecast data available in multiple forecasts. Because the forecast analysis uses the cut with the latest start time, the forecast data used for each month would be as follows:

<b>Month</b>	<b>From</b>
July 2005	Forecast 1
August 2005	Forecast 2
September 2005	Forecast 3
October 2005	Forecast 4
November 2005 - April 2006	Forecast 5

## Working with the Forecast Analysis Screen

The Forecast Analysis screen allows users to compare forecasted data to actual data to examine the differences for ways to improve forecasting accuracy. The screen displays a number of tabs that allow users to view different types and data and different levels of detail concerning the data.

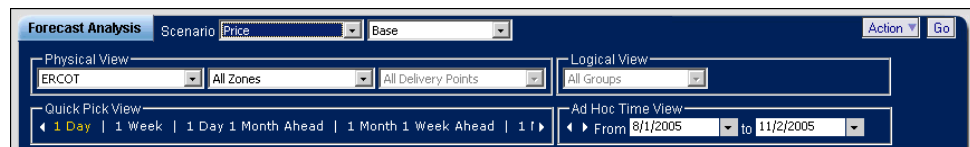
### How to open the Forecast Analysis screen:

1. Select **Portfolio Management**→**Forecast Analysis**.

The Forecast Analysis screen opens. Features of the Forecast Analysis screen include:

- **Forecast Analysis Header**
- **Summary Tab**
- **Data Availability Tab**
- **Graphs Tab**
- **Tables Tab**

### Forecast Analysis Header



The Forecast Analysis header allows users to view forecast data according to specified criteria, including:

- **Scenario:** The type (Load, Price, or Temperature) and level (Base, High, or Low) of the scenarios used to filter the data. The Forecast Analysis screen displays only the data applicable to the selected scenario combination.

To change the scenario type or level, select the desired scenario from the corresponding drop-down list.

- **Physical View:** The specific trading points used to filter the data, including (from left to right) the market, the zone(s) within the selected market, and the delivery point(s) within the selected zone. The Forecast Analysis screen displays only the data associated with the selected market, zone(s), and delivery point(s).

To change the Physical View, select the desired trading point (Market, Zone, or Delivery Point) from the corresponding drop-down list.

- **Logical View:** The logical group(s) used to filter the data. The Forecast Analysis screen displays only the data associated with the selected group(s). Groups are applied only to the **Summary Tab**, **Graphs Tab**, and the **Tables Tab**.

To change the Logical View, select the desired Group from the drop-down list.

- **Quick Pick Menu:** A set of pre-defined time periods, allowing users to quickly switching between date ranges.

To select a Quick Pick Menu item, click the name of the item. To scroll through available Quick Pick Menu items, click the left and right arrows as appropriate.

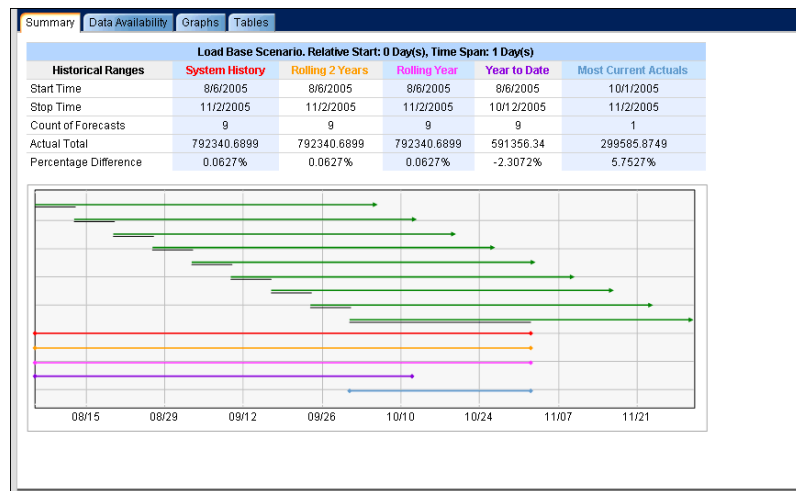
- **Ad Hoc Time View:** An ad hoc date range over which to view the data. Note that the dates displayed in Ad Hoc Time View reflect the currently selected Quick Pick Menu item, if applicable. The default (starting) values for the Ad Hoc Time View are based on the Available Forecast Data Start and Available Forecast Data Stop columns in the most recent record in the **Run History** table.

To select an ad hoc time view, enter the start and stop times in the **From** and **To** fields (respectively) or use the calendar control (see **Entering Date and Date/Time Values** on page 2-7 for more information about using the calendar control) and click the **Go** button (top right hand corner of the screen).

**Note:** Not all header options are active for all tabs.

## Summary Tab

The Summary tab displays the accuracy of forecast data during a relative period of time compared to actual data for the same period of time. It also provides details about the specific forecast data being used in the forecast analysis. The data displayed on the Summary tab is filtered by the selections on the **Forecast Analysis Header** on page 4-4.



The currently selected Scenario type and level, the Relative Start, and Time Span are listed at the top of the screen.

- The Scenario type and level are based on the values selected on the **Forecast Analysis Header**.
- The Relative Start and Time Span are based on the currently selected Quick Pick View.

### Reading the Historical Ranges Table

The History Ranges table displays details about the forecast data used in the forecast analysis, including details regarding the following historical ranges:

- **System History:** Forecast data from the entire lifetime of the system.
- **Rolling 2 Years:** Forecast data from the past 2 years (rolling)
- **Rolling Year:** Forecast data from the past year (rolling)
- **Year to Date:** Forecast data from the past (calendar) year-to-date
- **Most Current Actuals:** Data from the most current actual load and price data stored in the system.

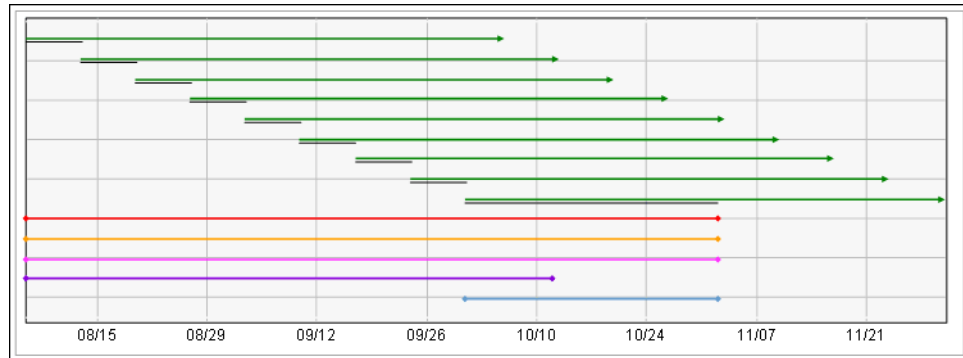
For each of the Historical Ranges listed, the table displays the following:

- **Start Time:** The earliest start time of forecast cuts within the historical range participating in the forecast analysis.
- **Stop Time:** The latest stop time of forecast cuts within the historical range participating in the forecast analysis.

- **Count of Forecasts:** The number of forecast cuts within the historical range participating in the forecast analysis.
- **Actual Total:** The total of actual data for the time range defined by the Start Time and Stop Time.
- **Percentage Difference:** The percentage difference between forecasted and actual data for the time range defined by the Start Time and Stop Time.

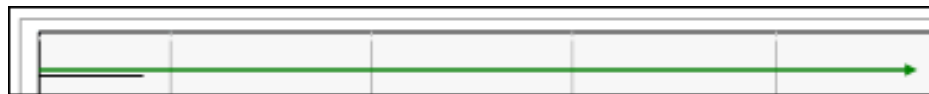
### Reading the Summary Graph

The Summary graph shows the forecasts being used in the forecast analysis, along with the time ranges for the Historical Ranges displayed in the table (System History, Rolling 2 Years, Rolling Year, Year to Date, and Most Current Actuals).



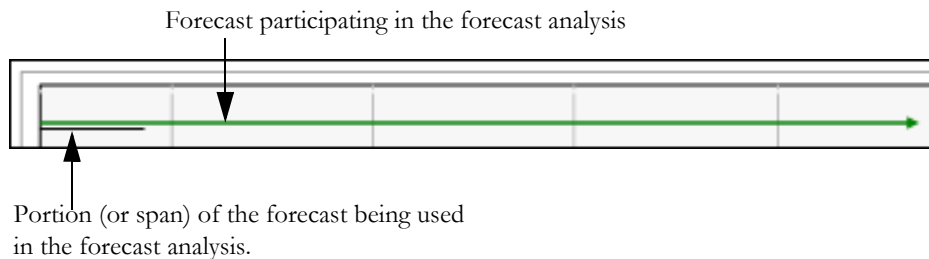
### Forecasts

Each forecast displayed on the graph is represented a green line in the top portion of the graph.



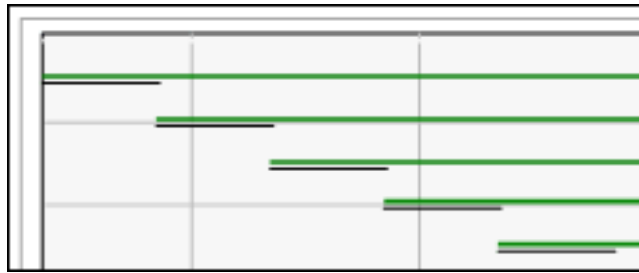
An arrow point at the right end of a forecast line indicates that the forecast is participating in the current forecast analysis. A diamond at both ends of a forecast line indicates that the forecast is NOT participating in the current forecast analysis.

For each participating forecast, the specific portion of the forecast being used in the forecast analysis (also known as the forecast span), is represented by a black line directly beneath the green line.

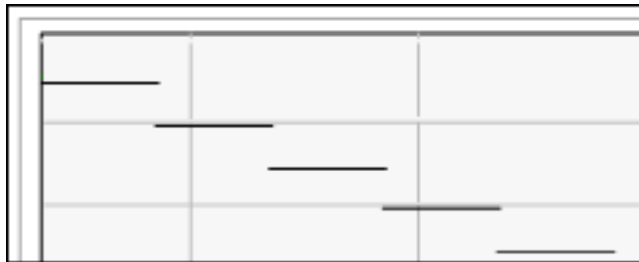


The Oracle Utilities Portfolio Management application concatenates the forecast spans (black lines) and uses the result as the forecasted data against which actual data is compared.

For example, the portion of the graph below displays five forecasts that participate in a forecast analysis (based on parameters specified on the **Forecast Analysis Header**).



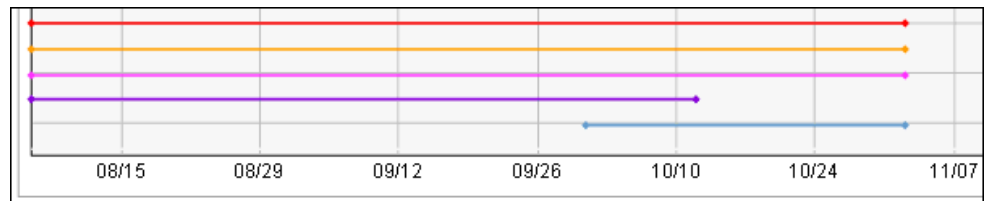
The forecast spans (black lines) in the graph below represent only those portions of the above forecasts that participate in the forecast analysis.



The concatenation of these forecast spans is used as “forecasted data” and compared against actual data as part of the forecast analysis process.

### Historical Ranges

The Historical Ranges listed in the table above the graph are depicted on the bottom portion of the graph as a series as colored lines.



The start and stop of each of the Historical Range are denoted by a diamond on the left and right ends of each line. For each line on the graph, the color and position of the line indicate which historical range it depicts, as following:

- **Red** (first): System History
- **Yellow** (second): Rolling 2 Years
- **Violet** (third): Rolling Year
- **Purple** (fourth): Year to Date
- **Blue** (fifth/last): Most Current Actuals

## Exporting Summary Data

You can export the data on the Summary tab (excluding the graph) to a Microsoft Excel spreadsheet for use outside of the Oracle Utilities Portfolio Management application.

### How to export the contents of the Summary tab:

1. Set the criteria on the Forecast Analysis Header as desired.
2. Select Export to Excel from the Actions drop-down list (top right hand corner of the screen).
3. Select **Open** or **Save** on the File Download dialog, as appropriate.
  - If you select **Open**, the contents of the Summary tab open in an Excel spreadsheet in a new Internet Explorer window.
  - If you select **Save**, the File Download dialog opens. Select a destination and enter a file name for the file.

## Data Availability Tab

The Data Availability tab displays details concerning available and calculated forecast data, including any warnings or error messages generated during processing of the calculations that produced the data displayed. The options available on the **Forecast Analysis Header** on page 4-4 are disabled when viewing the Data Availability tab.

Data displayed on the Data Availability tab includes:

- **Base Data:** This section displays information about the base data used by the Oracle Utilities Portfolio Management calculations, including:
  - **Available Data:** The date range for which data is available.
  - **Last Updates:** The dates on which data used by Oracle Utilities Portfolio Management was updated, including:
    - **Load:** The date on which load data was last updated.
    - **Spot Prices:** The date on which price data was last updated.
    - **Temperature:** The date on which weather data was last updated.
- **Error Messages:** A list of warnings or error messages (work queue items) generated during forecasting calculations. Each includes the following:
  - **ID:** The ID (the UID from the Work Queue Open Item table) for the warning or error.
  - **Date:** The date on which the warning or error was generated.
  - **Message:** The actual warning or error message.



## Graphs Tab

The Graphs tab displays forecasted and actual data in graphical form. The data displayed on the Graphs tab is filtered by the selections on the **Forecast Analysis Header** on page 4-4.

The Graphs tab can display data for Average and Total aggregation types, and can display percentage difference, actual difference, or the absolute value. Users can select the specific data to display from the options in the Aggregation Type and Display boxes.

- **Aggregation Type:** The type of aggregated data to display. Graphs are displayed for the date range defined on the **Forecast Analysis Header**. Aggregation Types include:
  - **Average:** Displays forecasted and actual data using average values.
  - **Total:** Displays forecasted and actual data using total values. This is the default aggregation type.
- **Displays:** The manner in which the difference between forecasted and actual data is displayed on the graph. Display options include the following:
  - **Percentage Difference:** The difference between forecasted and actual data is graphed as a percentage difference. This is the default display type.
  - **Difference:** The difference between forecasted and actual data is graphed as the difference in actual values (from 0).
  - **Absolute Value:** Both the actual values and the forecasted values are displayed as absolute values.

To change the display, select the desired Aggregation Type and Display type and click the **Go** button (top right hand corner of the screen).

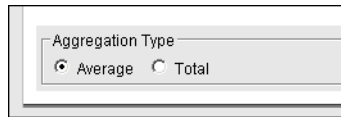
## Tables Tab

The Tables tab displays comparison data between forecasted and actual values for each forecast span in the date range defined on the **Forecast Analysis Header**, including forecast dates, forecast values, actual values, and differences. The data displayed on the Tables tab is filtered by the selections on the **Forecast Analysis Header** on page 4-4.

For each forecast span within the date range specified on the **Forecast Analysis Header**, the Tables tab displays the following:

- **Forecast Start:** The start date of the forecast from which the span comes.
- **Span Start:** The start date of the span.
- **Forecasted Value:** The forecasted value for the span (aggregation of the span subset from the forecast data).
- **Actual Value:** The actual value for the span (aggregation of the span subset from the actual data).
- **Difference:** The difference between forecasted and actual values (calculated as the Actual Value minus the Forecasted Value).
- **Percentage Difference:** The percentage difference (calculated as the Difference divided by the Actual Value, expressed as a percentage).

You can view data on the Tables tab as either Average or Total values. To switch between the two, select the desired option in the Aggregation Type box at the bottom of the Tables tab.



## Exporting Table Data

You can export the data on the Tables tab to a Microsoft Excel spreadsheet for use outside of the Oracle Utilities Portfolio Management application.

### How to export the contents of the Tables tab:

1. Set the criteria on the Forecast Analysis Header as desired.
2. Select Export to Excel from the Actions drop-down list (top right hand corner of the screen).
3. Select **Open** or **Save** on the File Download dialog, as appropriate.
  - If you select **Open**, the contents of the Tables tab open in an Excel spreadsheet in a new Internet Explorer window.
  - If you select **Save**, the File Download dialog opens. Select a destination and enter a file name for the file.

## Forecast Analysis Actions

The Actions drop-down list on the Forecast Analysis screen allows users to run reports using the criteria specified on the **Forecast Analysis Header**, and initiate other actions, from the Forecast Analysis screen tabs (except the Data Availability). Forecast Analysis actions include:

### Forecast Accuracy Report

Runs the Forecast Accuracy Report using the criteria specified on the header. See **Forecast Accuracy Report** on page 9-2 for more information about this report.

### Export to Excel

Exports the data on the current tab to a Microsoft Excel spreadsheet. This action is available on the Summary and Tables tabs only.

#### How to export the contents of a tab:

1. Set the criteria on the Forecast Analysis Header as desired.
2. Select Export to Excel from the Actions drop-down list (top right hand corner of the screen).
3. Select **Open** or **Save** on the File Download dialog, as appropriate.
  - If you select **Open**, the contents of the currently selected tab open in an Excel spreadsheet in a new Internet Explorer window.
  - If you select **Save**, the File Download dialog opens. Select a destination and enter a file name for the file.

# Chapter 5

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## Options

This chapter describes how users work with the Oracle Utilities Portfolio Management Options screen, including:

- **Overview - What are Options?**
- **Working with the Options Screen**
  - **Options Header**
  - **Option Tab**
  - **Options Actions**

## Overview - What are Options?

*Options* are contracts giving buyers the right, but not the obligation, to buy or sell an asset at a specific price on or before a certain date.

When viewing options using the Oracle Utilities Portfolio Management application, users can select various criteria by which to filter the options displayed. These criteria include:

- **Trading Points:** Specifies the level at which the options are filtered, based on availability at the market level, zone level, or delivery point level.
- **Groups:** Specifies the manner in which the options are grouped, based on either logical groups of trading points.
- **Time Period:** The date range for the options to be displayed?

Once users filter the data as desired, they can view the available options.

## Working with the Options Screen

The Options screen allows users to view options stored in the Oracle Utilities Data Repository. The screen displays a tab that allows users to view available options.

### How to open the Options screen:

1. Select **Portfolio Management->Options**.

The Options screen opens. Features of the Options screen include:

- **Options Header**
- **Option Tab**
- **Options Actions**

## Options Header

The screenshot shows the Options screen header with the following controls:

- Physical View:** Three drop-down menus for 'Physical View' containing 'ERCOT', 'All Zones', and 'All Delivery Points'.
- Logical View:** A drop-down menu for 'Logical View' containing 'All Groups'.
- Quick Pick View:** A set of radio buttons for 'Quick Pick View' with options: '1 Day', '1 Week', and '1 Week 3 Weeks Ahead'.
- Ad Hoc Time View:** A date range selector for 'Ad Hoc Time View' with 'From' set to '8/1/2005' and 'to' set to '11/2/2005'.
- Action:** A button labeled 'Action' with a dropdown arrow.
- Go:** A button labeled 'Go'.

The Options header allows users to view options according to specified criteria, including:

- **Physical View:** The specific trading points used to filter the options displayed, including (from left to right) the market, the zone(s) within the selected market, and the delivery point(s) within the selected zone. The Options screen displays only options associated with the selected market, zone(s), and delivery point(s).  
To change the Physical View, select the desired trading point (Market, Zone, or Delivery Point) from the corresponding drop-down list.
- **Logical View:** The logical group(s) used to filter the options displayed. The Options screen displays only those options associated with the selected group(s).  
To change the Logical View, select the desired Group from the drop-down list.
- **Quick Pick Menu:** A set of pre-defined time periods, allowing users to quickly switching between date ranges.  
To select a Quick Pick Menu item, click the name of the item. To scroll through available Quick Pick Menu items, click the left and right arrows as appropriate.
- **Ad Hoc Time View:** An ad hoc date range over which to view the options. Note that the dates displayed in Ad Hoc Time View reflect the currently selected Quick Pick Menu item, if applicable. The default (starting) values for the Ad Hoc Time View are based on the Batch Window Start and Available Base Data Stop columns in the most recent record in the **Run History** table.

To select an ad hoc time view, enter the start and stop times in the **From** and **To** fields (respectively) or use the calendar control (see **Entering Date and Date/Time Values** on page 2-7 for more information about using the calendar control) and click the **Go** button (top right hand corner of the screen).

## Option Tab

The Option tab displays options available based on the criteria defined on the **Options Header**.

For each option listed, the Option tab displays the following:

- **Exercise:** Information about the status of the option, including:
  - **Struck:** Whether or not the option has been struck (Y or N).
  - **Pre-Struck:** Whether or not the option was pre-struck (Y or N).
- **Option:** Information about the option itself, including:
  - **ID:** The option ID
  - **Buy/Sell:** Whether the option is to Buy or Sell
  - **Call/Put:** Whether the option is a Call option or a Put option.
- **Price:** Information about the price of the option, including:
  - **Price:** The current price of the option (also known as the premium).
  - **Strike:** The strike price of the option.
  - **Volume:** The volume the option represents.
  - **Phy/Fin:** Whether the option is physical or financial.
- **Period:** Information about the time period of the option, including:
  - **TOU:** The Time-of-Use associated with the option.
  - **Start Date:** The start date of the option. Options with start dates prior to the start of the date range defined on the header will not appear on the Options tab.
  - **End Date:** The end date of the option.
- **Physical View:** Information about the trade points to which the option can apply, including:
  - **Market:** The market for which the option is available.
  - **Zone:** The zone for which the option is available.
  - **Delivery Point:** The delivery point for which the option is available.
  - **Group:** The group for which the option is available.
- **Treatment:** Information about the treatment of the option, including:
  - **Option Delta:** The delta associated with the option.
  - **Treatment:** The treatment of the option (Default = Intrinsic).

By default, the Options tab displays only those options that have been struck. To display all available options, check the **Display All Available Options** checkbox just above the options list.

### Exporting Options Data

You can export the data on the Option tab to a Microsoft Excel spreadsheet for use outside of the Oracle Utilities Portfolio Management application.

#### How to export the contents of the Options tab:

1. Set the criteria on the Options Header as desired.
2. Select Export to Excel from the Actions drop-down list (top right hand corner of the screen).
3. Select **Open** or **Save** on the File Download dialog, as appropriate.
  - If you select **Open**, the contents of the Option tab open in an Excel spreadsheet in a new Internet Explorer window.

- If you select **Save**, the File Download dialog opens. Select a destination and enter a file name for the file.

## Options Actions

The Actions drop-down list on the Options screen allows users to run reports using the criteria specified on the **Options Header**, and initiate other actions from the Option tab. Options actions include:

### Net Position Report

Runs the Net Position Report using the criteria specified on the header. See **Net Position Report** on page 9-3 for more information about this report.

### Retail Profit and Loss Month View

Runs the Retail Profit and Loss Month View Report using the criteria specified on the header. See **Retail Profit and Loss Month View** on page 9-4 for more information about this report.

### Retail Profit and Loss Annual and Quarterly View

Runs the Retail Profit and Loss Annual and Quarterly View Report using the criteria specified on the header. See **Retail Profit and Loss Annual and Quarterly View** on page 9-5 for more information about this report.

### Risk Metrics Report

Runs the Risk Metrics Report using the criteria specified on the header. See **Risk Metrics Report** on page 9-6 for more information about this report.

### Export to Excel

Exports the data on the Option tab to a Microsoft Excel spreadsheet.

#### How to export the contents of a tab:

1. Set the criteria on the Options Header as desired.
2. Select Export to Excel from the Actions drop-down list (top right hand corner of the screen).
3. Select **Open** or **Save** on the File Download dialog, as appropriate.
  - If you select **Open**, the contents of the currently selected tab open in an Excel spreadsheet in a new Internet Explorer window.
  - If you select **Save**, the File Download dialog opens. Select a destination and enter a file name for the file.





# Chapter 6

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## Work Queues

This chapter describes how users view work queue items associated with Oracle Utilities Portfolio Management processes, including:

- **Overview**
- **Viewing Oracle Utilities Portfolio Management Work Queue Items**

## Overview

When warnings or error messages are generated during processing of Oracle Utilities Portfolio Management calculations, work queue items are generated. Work queue items related to the availability of data can be viewed on the Data Availability tabs of the **Matching** and **Forecast Analysis** screens, but work queue items of other types can be generated as well.

## Viewing Oracle Utilities Portfolio Management Work Queue Items

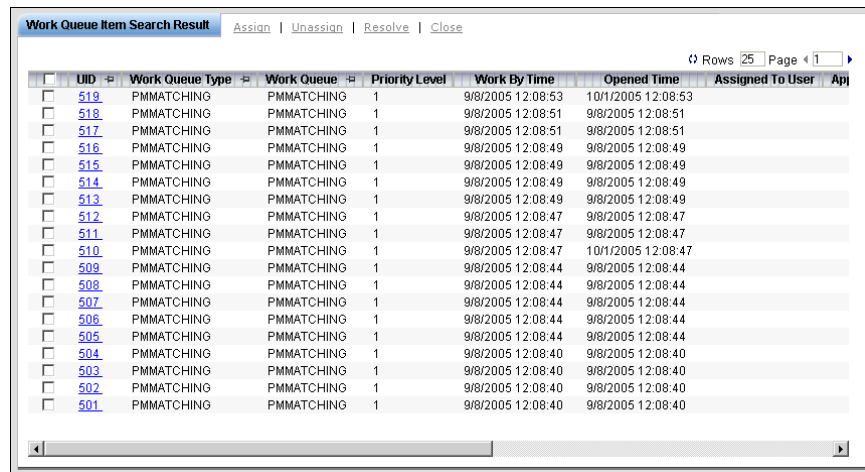
When warnings or error messages are generated during processing of Oracle Utilities Portfolio Management calculations, work queue items are generated. Work queue items related to the availability of data can be viewed on the Data Availability tabs of the **Matching** and **Forecast Analysis** screens, but work queue items of other types can be generated as well.

The Work Queues option on the Portfolio Management menu allows users to view all open work queue items related to Oracle Utilities Portfolio Management.

### How to view Oracle Utilities Portfolio Management Work Queue items:

1. Select **Portfolio Management**→**Work Queues**.

The Work Queue Item Search Result screen opens. This screen lists all the currently open work queue items associated to Portfolio Management.



The screenshot shows the 'Work Queue Item Search Result' screen with a table of work queue items. The table has columns for UID, Work Queue Type, Work Queue, Priority Level, Work By Time, Opened Time, and Assigned To User. The items listed are all of type 'PMMATCHING' with a priority level of 1. The 'Work By Time' and 'Opened Time' columns show various timestamps from 9/8/2005 12:08:40 to 10/1/2005 12:08:47. The 'Assigned To User' column is currently empty for all items.

UID	Work Queue Type	Work Queue	Priority Level	Work By Time	Opened Time	Assigned To User
<a href="#">519</a>	PMMATCHING	PMMATCHING	1	9/8/2005 12:08:53	10/1/2005 12:08:53	
<a href="#">518</a>	PMMATCHING	PMMATCHING	1	9/8/2005 12:08:51	9/8/2005 12:08:51	
<a href="#">517</a>	PMMATCHING	PMMATCHING	1	9/8/2005 12:08:51	9/8/2005 12:08:51	
<a href="#">516</a>	PMMATCHING	PMMATCHING	1	9/8/2005 12:08:49	9/8/2005 12:08:49	
<a href="#">515</a>	PMMATCHING	PMMATCHING	1	9/8/2005 12:08:49	9/8/2005 12:08:49	
<a href="#">514</a>	PMMATCHING	PMMATCHING	1	9/8/2005 12:08:49	9/8/2005 12:08:49	
<a href="#">513</a>	PMMATCHING	PMMATCHING	1	9/8/2005 12:08:49	9/8/2005 12:08:49	
<a href="#">512</a>	PMMATCHING	PMMATCHING	1	9/8/2005 12:08:47	9/8/2005 12:08:47	
<a href="#">511</a>	PMMATCHING	PMMATCHING	1	9/8/2005 12:08:47	9/8/2005 12:08:47	
<a href="#">510</a>	PMMATCHING	PMMATCHING	1	9/8/2005 12:08:47	10/1/2005 12:08:47	
<a href="#">509</a>	PMMATCHING	PMMATCHING	1	9/8/2005 12:08:44	9/8/2005 12:08:44	
<a href="#">508</a>	PMMATCHING	PMMATCHING	1	9/8/2005 12:08:44	9/8/2005 12:08:44	
<a href="#">507</a>	PMMATCHING	PMMATCHING	1	9/8/2005 12:08:44	9/8/2005 12:08:44	
<a href="#">506</a>	PMMATCHING	PMMATCHING	1	9/8/2005 12:08:44	9/8/2005 12:08:44	
<a href="#">505</a>	PMMATCHING	PMMATCHING	1	9/8/2005 12:08:44	9/8/2005 12:08:44	
<a href="#">504</a>	PMMATCHING	PMMATCHING	1	9/8/2005 12:08:40	9/8/2005 12:08:40	
<a href="#">503</a>	PMMATCHING	PMMATCHING	1	9/8/2005 12:08:40	9/8/2005 12:08:40	
<a href="#">502</a>	PMMATCHING	PMMATCHING	1	9/8/2005 12:08:40	9/8/2005 12:08:40	
<a href="#">501</a>	PMMATCHING	PMMATCHING	1	9/8/2005 12:08:40	9/8/2005 12:08:40	

2. To view one of the items in detail, click the **UID** link for the item you wish to view.

See **Viewing and Working with Work Queue Items** on page 10-14 in the *Oracle Utilities Energy Information Platform User's Guide* for more information about viewing open work queue items.



# Chapter 7

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## Batch Menu Administration

This chapter describes how users work with batch menu administration data, including:

- **Batch Processing**
  - Control
  - Run History
- **Header Menu Options**
  - Confidence Levels
  - Market Time-of-Use (TOU)
  - Quick Pick Menu
  - Time Span

# Batch Processing

Batch processing data controls the batch processes that perform the calculations used by the Oracle Utilities Portfolio Management application, and include the following:

- **Control**
- **Run History**

## Control

Records in the PM Control table define parameters used by the Oracle Utilities Portfolio Management calculations.

### How to view PM Control records:

1. Select **Portfolio Management->Batch Menu Admin->Control**.

The PM Control list screen opens. **Note:** If only one record exists in the PM Control table, that record will open instead of the list screen. See **Editing and Viewing PM Control Records** on page 7-3 for more information about viewing individual records.

The PM Control list screen displays the following information for each record:

- **UID:** The unique ID for the record.
- **LS Market:** The market to which the parameters defined in the record apply.
- **Control ID:** An ID for the control record.
- **Contract Trade Point Level:** The trade point level (market, zone, or delivery point) at which load data is stored.
- **Spot Price Trade Point Level:** The trade point level (market, zone, or delivery point) at which spot price data is stored.
- **Batch Window Size:** The length, in number days of the batch window in which calculations are performed.
- **Batch Window Start Offset:** The number of days from the current date to begin the batch window.
- **VaR Holding Period Size:** The number of days for the value-at-risk holding period.
- **VaR Holding Period Start Offset:** The number of days from the current date to begin the start of value-at-risk calculations.
- **PaR Holding Period Size:** The number of days for the profit-at-risk holding period.
- **PaR Holding Period Start Offset:** The number of days from the current date to begin the start of profit-at-risk calculations.
- **Weather Tolerance:** The acceptable tolerance for weather fluctuations.
- **Spot Price Tolerance:** The acceptable tolerance for spot price fluctuations.
- **Load Volume Tolerance:** The acceptable tolerance for load volume fluctuations.
- **Default Matching Graph:** The default graph to display on the Graphs tab of the Matching screen (for future use).
- **Option Calculation:** A user-defined value that can be used to assist in calculating how options are struck.
- **Gap Check:** A flag that indicates (Yes or No) if gap checks are to be performed on load, procurement, and price data during calculations.
- **Zero or Null Check:** A flag that indicates (Yes or No) if zero or null checks are to be performed on load, procurement, and price data during calculations.

- **Negative Check:** A flag that indicates (Yes or No) if negative checks are to be performed on load, procurement, and price data during calculations.
  - **Tolerance Check:** A flag that indicates (Yes or No) if tolerance checks are to be performed on load, procurement, and price data during calculations.
  - **As of Date:** The date as of which the record is in effect.
2. To sort the records by one of the columns, click the appropriate column heading. For example, to sort the records by Market, click the LS Market column heading. If there is more than one page of records, you can move between pages using the ◀ and ▶ buttons. To change the number of records that appears on each page, enter the number in the **Rows** field.
  3. To view a record, click on the corresponding [...] link. The selected record will appear in the PM Control window. See **Editing and Viewing PM Control Records** on page 7-3 for more information about viewing individual records.
  4. To search for PM Control records, click **Search**. See **Searching PM Control Records** on page 7-4 for more information about searching for records. To refresh the contents of the list screen, click the refresh icon.
  5. *Optional.* To delete one or more records, check the check boxes corresponding to the records to be deleted, and click **Delete**. To clear all the checkboxes, click **Clear**.
  6. *Optional.* To add a new record, click **Add**. See **Adding PM Control Records** on page 7-4 for more information about adding new records.

## Editing and Viewing PM Control Records

Users can view and edit individual PM Control records.

### How to edit and view a single PM Control record:

1. Click the [...] link for the record you wish to view.  
The PM Control screen displays the selected record:
2. Edit data in the fields as appropriate. See **Working with Data Types** on page 8-4 of the *Oracle Utilities Energy Information Platform User's Guide* for more information about editing data values.
3. To save changes made to the record, click **Save**. To save the edited record as a new record, click **Save As New**.  
**Note:** The **Save As New** option only works if the identity of the record has been changed.
4. To perform a new search, click **Search**.
5. To open a list of records, click **List**.
6. To delete the current record, click **Delete**.
7. To navigate from the current record to one of its parent or lookup records, click the Name of the parent table on the record. Parent and lookup records appear underlined on the screen. Use the **Back** button to return to the record being viewed.

## Adding PM Control Records

Users can also add PM Control records. **Note:** Only **ONE** PM Control record can be stored in the PM Control table for a single market.

### How to add a PM Control record:

1. Click **Add** on either the PM Control search or list screens. A blank PM Control screen opens.
2. Enter data in the fields as appropriate for the record. See **Working with Data Types** on page 8-4 of the *Oracle Utilities Energy Information Platform User's Guide* for more information about entering data values.
3. To save the record, click **Save**. The new record appears on the screen.

## Searching PM Control Records

Users can also search for specific PM Control records.

### How to search for PM Control records:

1. Click **Search** on either the PM Control list, view, or add screens. The PM Control search screen opens.
2. Enter the search criteria in the appropriate field.

You can search based on any of the fields in the record.

See **Searching Database Tables** on page 8-7 of the *Oracle Utilities Energy Information Platform User's Guide* for more information about searching records, including the use of operands and wildcards.

3. Click **Search** to perform the search. To reset the search fields to their previous values, click **Reset**. To clear all the search fields, click **Clear**. To add a new record, click **Add**. See **Adding PM Control Records** on page 7-4 for more information about adding new records.
4. The search results appear on the PM Control list screen.

## Run History

Records in the Run History table represent individual runs of portfolio management calculations.

### How to view Run History records:

1. Select **Portfolio Management->Batch Menu Admin->Run History**.

The Run History list screen opens. **Note:** If only one record exists in the Run History table, that record will open instead of the list screen. See **Editing and Viewing Run History Records** on page 7-6 for more information about viewing individual records.

The PM Control list screen displays the following information for each record:

- **UID:** The unique ID for the record.
- **Modified Date:** The date on which the record was last modified.
- **Batch Window Start Time:** The start time of the batch window for the calculation run.
- **Batch Window Stop Time:** The stop time of the batch window for the calculation run.
- **Batch Window Last Run:** The date on which the batch window was last run.
- **Available Base Data Start:** The start date for available base data.
- **Available Base Data Stop:** The stop date for available base data.
- **Base Load Last Update:** The date on which load data was last updated.
- **Base Spot Price Last Update:** The date on which spot price data was last updated.



- **Base Temperature Last Update:** The date on which weather (temperature) data was last updated.
  - **Base Procurement Last Update:** The date on which procurement data was last updated.
  - **Base Option Last Update:** The date on which options data was last updated.
  - **Available Forecast Data Start:** The start date of available forecast data.
  - **Available Forecast Data Stop:** The stop date of available forecast data.
  - **Forecast Load Last Update:** The date on which forecasted load data was last updated.
  - **Forecasted Spot Prices Last Update:** The date on which forecasted spot price data was last updated.
  - **Forecasted Temperature Last Update:** The date on which forecasted weather (temperature) data was last updated.
  - **VaR Holding Period Start Time:** The start time of the value-at-risk holding period for the calculation run.
  - **VaR Holding Period Stop Time:** The stop time of the value-at-risk holding period for the calculation run.
  - **PaR Holding Period Start Time:** The start time of the profit-at-risk holding period for the calculation run.
  - **PaR Holding Period Stop Time:** The stop time of the profit-at-risk holding period for the calculation run.
  - **Contract Trade Point Level:** The trading point level (market, zone, or delivery point) at which load data is stored.
  - **Spot Price Trade Point Level:** The trading point level (market, zone, or delivery point) at which spot price data is stored.
  - **PaR As of Date:** The date as of which the profit-at-right is applicable.
  - **Gap Check:** A flag that indicates the status of the gap check (Pass, Fail, or Not Run) performed during the calculation run.
  - **Zero or Null Check:** A flag that indicates the status of the zero or null check (Pass, Fail, or Not Run) performed during the calculation run.
  - **Negative Check:** A flag that indicates the status of the negative check (Pass, Fail, or Not Run) performed during the calculation run.
  - **Tolerance Check:** A flag that indicates the status of the tolerance check (Pass, Fail, or Not Run) performed during the calculation run.
2. To sort the records by one of the columns, click the appropriate column heading. For example, to sort the records by Modified Date, click the Modified Date column heading. If there is more than one page of records, you can move between pages using the ◀ and ▶ buttons. To change the number of records that appears on each page, enter the number in the **Rows** field.
  3. To view a record, click on the corresponding [...] link. The selected record will appear in the Run History window. See **Editing and Viewing Run History Records** on page 7-6 for more information about viewing individual records.
  4. To search for Run History records, click **Search**. See **Searching Run History Records** on page 7-6 for more information about searching for records. To refresh the contents of the list screen, click the refresh icon.

5. *Optional.* To delete one or more records, check the check boxes corresponding to the records to be deleted, and click **Delete**. To clear all the checkboxes, click **Clear**.

## Editing and Viewing Run History Records

Users can view and edit individual Run History records.

### How to edit and view a single Run History record:

1. Click the [...] link for the record you wish to view.

The Run History screen displays the selected record:

2. Edit data in the fields as appropriate. See **Working with Data Types** on page 8-4 of the *Oracle Utilities Energy Information Platform User's Guide* for more information about editing data values.

3. To save changes made to the record, click **Save**. To save the edited record as a new record, click **Save As New**.

**Note:** The **Save As New** option only works if the identity of the record has been changed.

4. To perform a new search, click **Search**.
5. To open a list of records, click **List**.
6. To delete the current record, click **Delete**.

## Searching Run History Records

Users can also search for specific Run History records.

### How to search for Run History records:

1. Click **Search** on either the Run History list, view, or add screens. The Run History search screen opens.
2. Enter the search criteria in the appropriate field.

You can search based on any of the fields in the record.

See **Searching Database Tables** on page 8-7 of the *Oracle Utilities Energy Information Platform User's Guide* for more information about searching records, including the use of operands and wildcards.

3. Click **Search** to perform the search. To reset the search fields to their previous values, click **Reset**. To clear all the search fields, click **Clear**.
4. The search results appear on the Run History list screen.

## Header Menu Options

Header Menu Options define values used across the Oracle Utilities Portfolio Management application, and include the following:

- **Confidence Levels**
- **Market Time-of-Use (TOU)**
- **Quick Pick Menu**
- **Time Span**

## Confidence Levels

Records in the Confidence Levels table represent assumed levels of accuracy, or confidence, which should be placed on the calculations.

### How to view Confidence Level records:

1. Select **Portfolio Management**→**Batch Menu Admin**→**Confidence Levels**.

The Confidence Levels list screen opens.

The Confidence Levels list screen displays the following information for each record:

- **Confidence Level:** The confidence level. Confidence levels are presented as percentages.
  - **Alpha:** The value applied to calculations for the confidence level.
2. To sort the records by one of the columns, click the appropriate column heading. For example, to sort the records by Alpha, click the Alpha column heading. If there is more than one page of records, you can move between pages using the ◀ and ▶ buttons. To change the number of records that appears on each page, enter the number in the **Rows** field.
  3. To view a record, click on the corresponding [...] link. The selected record will appear in the Confidence Levels window. See **Editing and Viewing Confidence Levels** on page 7-7 for more information about viewing individual records.
  4. To search for Confidence Level records, click **Search**. See **Searching Confidence Levels** on page 7-8 for more information about searching for records. To refresh the contents of the list screen, click the refresh icon.
  5. *Optional.* To delete one or more records, check the check boxes corresponding to the records to be deleted, and click **Delete**. To clear all the checkboxes, click **Clear**.
  6. *Optional.* To add a new record, click **Add**. See **Adding Confidence Levels** on page 7-8 for more information about adding new records.

## Editing and Viewing Confidence Levels

Users can view and edit individual Confidence Level records.

### How to edit and view a single Confidence Level record:

1. Click the [...] link for the record you wish to view.

The Confidence Levels screen displays the selected record:

2. Edit data in the fields as appropriate. See **Working with Data Types** on page 8-4 of the *Oracle Utilities Energy Information Platform User's Guide* for more information about editing data values.
3. To save changes made to the record, click **Save**. To save the edited record as a new record, click **Save As New**.

**Note:** The **Save As New** option only works if the identity of the record has been changed.

4. To perform a new search, click **Search**.
5. To open a list of records, click **List**.
6. To delete the current record, click **Delete**.

## Adding Confidence Levels

Users can also add Confidence Level records.

### How to add a Confidence Levels record:

1. Click **Add** on either the Confidence Levels search or list screens. A blank Confidence Levels screen opens.
2. Enter data in the fields as appropriate for the record. See **Working with Data Types** on page 8-4 of the *Oracle Utilities Energy Information Platform User's Guide* for more information about entering data values.
3. To save the record, click **Save**. The new record appears on the screen.

## Searching Confidence Levels

Users can also search for specific Confidence Level records.

### How to search for Confidence Levels records:

1. Click **Search** on either the Confidence Levels list, view, or add screens. The Confidence Levels search screen opens.
2. Enter the search criteria in the appropriate field.

You can search based on any of the fields in the record.

See **Searching Database Tables** on page 8-7 of the *Oracle Utilities Energy Information Platform User's Guide* for more information about searching records, including the use of operands and wildcards.

3. Click **Search** to perform the search. To reset the search fields to their previous values, click **Reset**. To clear all the search fields, click **Clear**.
4. The search results appear on the Confidence Levels list screen.

## Market Time-of-Use (TOU)

Records in the Market TOU (Time-of-Use) table represent relationships between markets and time-of-use schedules defined in the Oracle Utilities Data Repository.

### How to view Market TOU records:

1. Select **Portfolio Management->Batch Menu Admin->Market TOU**.

The Market TOU list screen opens. **Note:** If only one record exists in the Market TOU table, that record will open instead of the list screen. See **Editing and Viewing PM Control Records** on page 7-3 for more information about viewing individual records.

The Market TOU list screen displays the following information for each record:

- **Market:** The market for the relationship defined by the record.
  - **TOU:** The time-of-use schedule for the relationship defined by the record.
  - **Start Time:** The start time of the relationship between the market and the TOU period.
  - **Stop Time:** The stop time of the relationship between the market and the TOU period.
2. To sort the records by one of the columns, click the appropriate column heading. For example, to sort the records by Market, click the Market column heading. If there is more than one page of records, you can move between pages using the ◀ and ▶ buttons. To change the number of records that appears on each page, enter the number in the **Rows** field.
  3. To view a record, click on the corresponding [...] link. The selected record will appear in the Market TOU window. See **Editing and Viewing Market TOU Records** on page 7-9 for more information about viewing individual records.
  4. To search for Market TOU records, click **Search**. See **Searching Market TOU Records** on page 7-10 for more information about searching for records. To refresh the contents of the list screen, click the refresh icon.
  5. *Optional.* To delete one or more records, check the check boxes corresponding to the records to be deleted, and click **Delete**. To clear all the checkboxes, click **Clear**.
  6. *Optional.* To add a new record, click **Add**. See **Adding Market TOU Records** on page 7-10 for more information about adding new records.

## Editing and Viewing Market TOU Records

Users can view and edit individual Market TOU records.

### How to edit and view a single Market TOU record:

1. Click the [...] link for the record you wish to view.

The Market TOU screen displays the selected record:

2. Edit data in the fields as appropriate. See **Working with Data Types** on page 8-4 of the *Oracle Utilities Energy Information Platform User's Guide* for more information about editing data values.

3. To save changes made to the record, click **Save**. To save the edited record as a new record, click **Save As New**.

**Note:** The **Save As New** option only works if the identity of the record has been changed.

4. To perform a new search, click **Search**.
5. To open a list of records, click **List**.
6. To delete the current record, click **Delete**.

## Adding Market TOU Records

Users can also add Market TOU records.

### How to add a Market TOU record:

1. Click **Add** on either the Market TOU search or list screens. A blank Market TOU screen opens.
2. Enter data in the fields as appropriate for the record. See **Working with Data Types** on page 8-4 of the *Oracle Utilities Energy Information Platform User's Guide* for more information about entering data values.
3. To save the record, click **Save**. The new record appears on the screen.

## Searching Market TOU Records

Users can also search for specific Market TOU records.

### How to search for Market TOU records:

1. Click **Search** on either the Market TOU list, view, or add screens. The Market TOU search screen opens.
2. Enter the search criteria in the appropriate field.

You can search based on any of the fields in the record.

See **Searching Database Tables** on page 8-7 of the *Oracle Utilities Energy Information Platform User's Guide* for more information about searching records, including the use of operands and wildcards.

3. Click **Search** to perform the search. To reset the search fields to their previous values, click **Reset**. To clear all the search fields, click **Clear**.
4. The search results appear on the Market TOU list screen.

## Quick Pick Menu

Records in the PM Quick Pick Menu table represent pre-defined time periods that allow users to quickly switch between date ranges on the Oracle Utilities Portfolio Management screens.

### How to view Quick Pick Menu records:

1. Select **Portfolio Management->Batch Menu Admin->Quick Pick Menu**.

The PM Quick Pick Menu list screen opens.

The PM Quick Pick Menu list screen displays the following information for each record:

- **Quick Pick:** The name of the quick pick that will appear on the header portion of the Portfolio Management screens.
- **Menu Type:** The screen type to which the quick pick applies (Matching, Forecast Analysis, or Options)
- **Display Sequence:** The position in which the quick pick will appear on the screen. The first quick pick to appear on a screen has a display sequence of 1, the second 2, etc.
- **Detail Granularity:** The granularity associated with the quick pick (Hourly, Daily, or Weekly).
- **Relative Start UOM:** The unit of measure (Daily, Weekly, Monthly, Quarterly, Yearly) associated with the relative start time of the quick pick. For example, a quick pick that allows users to view 1 week of data 3 weeks ahead would have a Relative Start UOM of "Weekly."

- **Relative Start Amount:** The number of units before or after the current date used by the quick pick. For example, a quick pick that allows users to view 1 week of data 3 weeks ahead would have a Relative Start Amount of 3 weeks.
  - **Time Span UOM:** The unit of measure (Daily, Weekly, Monthly, Quarterly, Yearly) associated with the quick pick. For example, a quick pick that allows users to view 1 week of data 3 weeks ahead would have a Time Span UOM of “Weekly.”
  - **Time Span Amount:** The time span of the quick pick, expressed in terms of the Time Span UOM. For example, a quick pick that allows users to view 1 week of data 3 weeks ahead would have a Time Span Amount of 1 week.
  - **Active Flag:** A flag that indicates (Yes or No) if the quick pick is active.
2. To sort the records by one of the columns, click the appropriate column heading. For example, to sort the records by Quick Pick, click the Quick Pick column heading. If there is more than one page of records, you can move between pages using the ◀ and ▶ buttons. To change the number of records that appears on each page, enter the number in the **Rows** field.
  3. To view a record, click on the corresponding [...] link. The selected record will appear in the PM Quick Pick Menu window. See **Editing and Viewing Quick Pick Menu Records** on page 7-11 for more information about viewing individual records.
  4. To search for Quick Pick Menu records, click **Search**. See **Searching Quick Pick Menu Records** on page 7-12 for more information about searching for records. To refresh the contents of the list screen, click the refresh icon.
  5. *Optional.* To delete one or more records, check the check boxes corresponding to the records to be deleted, and click **Delete**. To clear all the checkboxes, click **Clear**.
  6. *Optional.* To add a new record, click **Add**. See **Adding Quick Pick Menu Records** on page 7-12 for more information about adding new records.

## Editing and Viewing Quick Pick Menu Records

Users can view and edit individual PM Quick Pick Menu records.

### How to edit and view a single PM Quick Pick Menu record:

1. Click the [...] link for the record you wish to view.

The PM Quick Pick Menu screen displays the selected record:

2. Edit data in the fields as appropriate. See **Working with Data Types** on page 8-4 of the *Oracle Utilities Energy Information Platform User's Guide* for more information about editing data values.
3. To save changes made to the record, click **Save**. To save the edited record as a new record, click **Save As New**.

**Note:** The **Save As New** option only works if the identity of the record has been changed.

4. To perform a new search, click **Search**.
5. To open a list of records, click **List**.
6. To delete the current record, click **Delete**.

## Adding Quick Pick Menu Records

Users can also add PM Quick Pick Menu records.

### How to add a PM Quick Pick Menu record:

1. Click **Add** on either the PM Quick Pick Menu search or list screens. A blank PM Quick Pick Menu screen opens.
2. Enter data in the fields as appropriate for the record. See **Working with Data Types** on page 8-4 of the *Oracle Utilities Energy Information Platform User's Guide* for more information about entering data values.
3. To save the record, click **Save**. The new record appears on the screen.

## Searching Quick Pick Menu Records

Users can also search for specific PM Quick Pick Menu records.

### How to search for PM Quick Pick Menu records:

1. Click **Search** on either the PM Quick Pick Menu list, view, or add screens. The PM Quick Pick Menu search screen opens.
2. Enter the search criteria in the appropriate field.

You can search based on any of the fields in the record.

See **Searching Database Tables** on page 8-7 of the *Oracle Utilities Energy Information Platform User's Guide* for more information about searching records, including the use of operands and wildcards.

3. Click **Search** to perform the search. To reset the search fields to their previous values, click **Reset**. To clear all the search fields, click **Clear**.
4. The search results appear on the PM Quick Pick Menu list screen.



## Time Span

Records in the Time Span table define thresholds for different units of time (hours, days, weeks, months, and years) used in Oracle Utilities Portfolio Management calculations.

### How to view Time Span records:

1. Select **Portfolio Management->Batch Menu Admin->Time Span**.

The Time Span list screen opens. **Note:** If only one record exists in the Time Span table, that record will open instead of the list screen. See **Editing and Viewing Time Span Records** on page 7-13 for more information about viewing individual records.

The Time Span list screen displays the following information for each record:

- **Time Span:** The name of the time span.
  - **Day Tolerance:** The day tolerance for the time span, expressed as a number of days. Day Tolerance values can be negative.
  - **Week Tolerance:** The week tolerance for the time span, expressed as a number of days. Week Tolerance values can be negative.
  - **Month Tolerance:** The month tolerance for the time span, expressed as a number of days. Month Tolerance values can be negative.
  - **Hour Tolerance:** The hour tolerance for the time span, expressed as a number of hours. Hour Tolerance values can be negative.
  - **Year Tolerance:** The year tolerance for the time span, expressed as a number of years. Year Tolerance values can be negative.
2. To sort the records by one of the columns, click the appropriate column heading. For example, to sort the records by Time Span, click the Time Span column heading. If there is more than one page of records, you can move between pages using the ◀ and ▶ buttons. To change the number of records that appears on each page, enter the number in the **Rows** field.
  3. To view a record, click on the corresponding [...] link. The selected record will appear in the Time Span window. See **Editing and Viewing Time Span Records** on page 7-13 for more information about viewing individual records.
  4. To search for Time Span records, click **Search**. See **Searching Time Span Records** on page 7-14 for more information about searching for records. To refresh the contents of the list screen, click the refresh icon.
  5. *Optional.* To delete one or more records, check the check boxes corresponding to the records to be deleted, and click **Delete**. To clear all the checkboxes, click **Clear**.
  6. *Optional.* To add a new record, click **Add**. See **Adding Time Span Records** on page 7-14 for more information about adding new records.

## Editing and Viewing Time Span Records

Users can view and edit individual Time Span records.

### How to edit and view a single Time Span record:

1. Click the [...] link for the record you wish to view.

The Time Span screen displays the selected record:

2. Edit data in the fields as appropriate. See **Working with Data Types** on page 8-4 of the *Oracle Utilities Energy Information Platform User's Guide* for more information about editing data values.
3. To save changes made to the record, click **Save**. To save the edited record as a new record, click **Save As New**.

**Note:** The **Save As New** option only works if the identity of the record has been changed.

4. To perform a new search, click **Search**.
5. To open a list of records, click **List**.
6. To delete the current record, click **Delete**.

## Adding Time Span Records

Users can also add Time Span records.

### How to add a Time Span record:

1. Click **Add** on either the Time Span search or list screens. A blank Time Span screen opens.
2. Enter data in the fields as appropriate for the record. See **Working with Data Types** on page 8-4 of the *Oracle Utilities Energy Information Platform User's Guide* for more information about entering data values.
3. To save the record, click **Save**. The new record appears on the screen.

## Searching Time Span Records

Users can also search for specific Time Span records.

### How to search for Time Span records:

1. Click **Search** on either the Time Span list, view, or add screens. The Time Span search screen opens.
2. Enter the search criteria in the appropriate field.

You can search based on any of the fields in the record.

See **Searching Database Tables** on page 8-7 of the *Oracle Utilities Energy Information Platform User's Guide* for more information about searching records, including the use of operands and wildcards.

3. Click **Search** to perform the search. To reset the search fields to their previous values, click **Reset**. To clear all the search fields, click **Clear**.
4. The search results appear on the PM Quick Pick Menu list screen.

# Chapter 8

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## Managing Oracle Utilities Portfolio Management Data

This chapter describes how users maintain data used by Oracle Utilities Portfolio Management, including:

- **Market Entities**
  - Markets
  - Zones
  - Delivery Points
  - Groups
- **Scenarios**
  - Load Scenarios
  - Price Scenarios
  - Temperature Scenarios
- **Options and Imbalances**
  - Options
  - Imbalances
- **Correlation and Volatility**
  - Correlation Matrices
  - Volatility
- **Other Data**
  - Work Queue Types

## Market Entities

Market entities include the trade points and groups used to define physical and logical groupings when viewing calculated data in Oracle Utilities Portfolio Management, and include:

- **Markets**
- **Zones**
- **Delivery Points**
- **Groups**

## Markets

Records in the LS Market table represent markets in which the Oracle Utilities Portfolio Management application is used.

### How to view LS Market records:

1. Select **Portfolio Management->Manage PM Data->Market**.

The LS Market list screen opens.

The LS Market list screen displays the following information for each record:

- **UID:** The unique identifier for the LS Market record.
  - **Market ID:** The market ID.
  - **Service Type:** The type of service (electric, gas, water, etc.) associated with the market (from the Market Service Type table).
  - **Market code:** A code that designates the market.
2. To sort the records by one of the columns, click the appropriate column heading. For example, to sort the records by Market ID, click the Market ID column heading. If there is more than one page of records, you can move between pages using the ◀ and ▶ buttons. To change the number of records that appears on each page, enter the number in the **Rows** field.
  3. To view a record, click on the corresponding [...] link. The selected record will appear in the LS Market window. See **Editing and Viewing Markets** on page 8-3 for more information about viewing individual records.
  4. To search for LS Market records, click **Search**. See **Searching Markets** on page 8-3 for more information about searching for records. To refresh the contents of the list screen, click the refresh icon.
  5. *Optional.* To delete one or more records, check the check boxes corresponding to the records to be deleted, and click **Delete**. To clear all the checkboxes, click **Clear**.
  6. *Optional.* To add a new record, click **Add**. See **Adding Markets** on page 8-3 for more information about adding new records.

## Editing and Viewing Markets

Users can view and edit individual LS Market records.

### How to edit and view a single LS Market record:

1. Click the [...] link for the record you wish to view.

The LS Market screen displays the selected record:

2. Edit data in the fields as appropriate. See **Working with Data Types** on page 8-4 of the *Oracle Utilities Energy Information Platform User's Guide* for more information about editing data values.

3. To save changes made to the record, click **Save**. To save the edited record as a new record, click **Save As New**.

**Note:** The **Save As New** option only works if the identity of the record has been changed.

4. To perform a new search, click **Search**.

5. To open a list of records, click **List**.

6. To delete the current record, click **Delete**.

## Adding Markets

Users can also add LS Market records.

### How to add a LS Market record:

1. Click **Add** on either the LS Market search or list screens. A blank LS Market screen opens.

2. Enter data in the fields as appropriate for the record. See **Working with Data Types** on page 8-4 of the *Oracle Utilities Energy Information Platform User's Guide* for more information about entering data values.

3. To save the record, click **Save**. The new record appears on the screen.

## Searching Markets

Users can also search for specific LS Market records.

### How to search for LS Market records:

1. Click **Search** on either the LS Market list, view, or add screens. The LS Market search screen opens.

2. Enter the search criteria in the appropriate field.

You can search based on any of the fields in the record.

See **Searching Database Tables** on page 8-7 of the *Oracle Utilities Energy Information Platform User's Guide* for more information about searching records, including the use of operands and wildcards.

3. Click **Search** to perform the search. To reset the search fields to their previous values, click **Reset**. To clear all the search fields, click **Clear**.

4. The search results appear on the LS Market list screen.

## Zones

Records in the Zone table represent specific regions (or zones) within markets in which the Oracle Utilities Portfolio Management application is used.

### How to view Zone records:

1. Select **Portfolio Management**→**Manage PM Data**→**Zone**.

The Zone list screen opens.

The Zone list screen displays the following information for each record:

- **UID:** The unique identifier for the Zone record.
  - **Zone ID:** The zone ID.
  - **LS Market:** The market (from the LS Market table) in which the zone resides.
  - **Zone code:** A code that designates the zone.
2. To sort the records by one of the columns, click the appropriate column heading. For example, to sort the records by Zone ID, click the Zone ID column heading. If there is more than one page of records, you can move between pages using the ◀ and ▶ buttons. To change the number of records that appears on each page, enter the number in the **Rows** field.
  3. To view a record, click on the corresponding [...] link. The selected record will appear in the Zone window. See **Editing and Viewing Zones** on page 8-4 for more information about viewing individual records.
  4. To search for Zone records, click **Search**. See **Searching Zones** on page 8-5 for more information about searching for records. To refresh the contents of the list screen, click the refresh icon.
  5. *Optional.* To delete one or more records, check the check boxes corresponding to the records to be deleted, and click **Delete**. To clear all the checkboxes, click **Clear**.
  6. *Optional.* To add a new record, click **Add**. See **Adding Zones** on page 8-5 for more information about adding new records.

## Editing and Viewing Zones

Users can view and edit individual Zone records.

### How to edit and view a single Zone record:

1. Click the [...] link for the record you wish to view.

The Zone screen displays the selected record:

2. Edit data in the fields as appropriate. See **Working with Data Types** on page 8-4 of the *Oracle Utilities Energy Information Platform User's Guide* for more information about editing data values.
3. To save changes made to the record, click **Save**. To save the edited record as a new record, click **Save As New**.

**Note:** The **Save As New** option only works if the identity of the record has been changed.

4. To perform a new search, click **Search**.
5. To open a list of records, click **List**.
6. To delete the current record, click **Delete**.

## Adding Zones

Users can also add Zone records.

### How to add a Zone record:

1. Click **Add** on either the Zone search or list screens. A blank Zone screen opens.
2. Enter data in the fields as appropriate for the record. See **Working with Data Types** on page 8-4 of the *Oracle Utilities Energy Information Platform User's Guide* for more information about entering data values.
3. To save the record, click **Save**. The new record appears on the screen.

## Searching Zones

Users can also search for specific Zone records.

### How to search for Zone records:

1. Click **Search** on either the Zone list, view, or add screens. The Zone search screen opens.
2. Enter the search criteria in the appropriate field.

You can search based on any of the fields in the record.

See **Searching Database Tables** on page 8-7 of the *Oracle Utilities Energy Information Platform User's Guide* for more information about searching records, including the use of operands and wildcards.

3. Click **Search** to perform the search. To reset the search fields to their previous values, click **Reset**. To clear all the search fields, click **Clear**.
4. The search results appear on the Zone list screen.

## Delivery Points

Records in the Delivery Point table represent specific delivery points (such as transformers or substations) within zones in which the Oracle Utilities Portfolio Management application is used.

### How to view Delivery Point records:

1. Select **Portfolio Management->Manage PM Data->Delivery Point**.

The Delivery Point list screen opens.

The Delivery Point list screen displays the following information for each record:

- **UID:** The unique identifier for the Delivery Point record.
  - **Delivery Point ID:** The delivery point ID.
  - **Zone:** The zone (from the Zone table) in which the delivery point resides.
  - **Delivery Point code:** A code that designates the delivery point.
2. To sort the records by one of the columns, click the appropriate column heading. For example, to sort the records by Delivery Point ID, click the Delivery Point ID column heading. If there is more than one page of records, you can move between pages using the ◀ and ▶ buttons. To change the number of records that appears on each page, enter the number in the **Rows** field.
  3. To view a record, click on the corresponding [...] link. The selected record will appear in the Delivery Point window. See **Editing and Viewing Delivery Points** on page 8-6 for more information about viewing individual records.
  4. To search for Delivery Point records, click **Search**. See **Searching Delivery Points** on page 8-6 for more information about searching for records. To refresh the contents of the list screen, click the refresh icon.

5. *Optional.* To delete one or more records, check the check boxes corresponding to the records to be deleted, and click **Delete**. To clear all the checkboxes, click **Clear**.
6. *Optional.* To add a new record, click **Add**. See **Adding Delivery Points** on page 8-6 for more information about adding new records.

## Editing and Viewing Delivery Points

Users can view and edit individual Delivery Point records.

### How to edit and view a single Delivery Point record:

1. Click the [...] link for the record you wish to view.  
The Delivery Point screen displays the selected record:
2. Edit data in the fields as appropriate. See **Working with Data Types** on page 8-4 of the *Oracle Utilities Energy Information Platform User's Guide* for more information about editing data values.
3. To save changes made to the record, click **Save**. To save the edited record as a new record, click **Save As New**.  
**Note:** The **Save As New** option only works if the identity of the record has been changed.
4. To perform a new search, click **Search**.
5. To open a list of records, click **List**.
6. To delete the current record, click **Delete**.

## Adding Delivery Points

Users can also add Delivery Point records.

### How to add a Delivery Point record:

1. Click **Add** on either the Delivery Point search or list screens. A blank Delivery Point screen opens.
2. Enter data in the fields as appropriate for the record. See **Working with Data Types** on page 8-4 of the *Oracle Utilities Energy Information Platform User's Guide* for more information about entering data values.
3. To save the record, click **Save**. The new record appears on the screen.

## Searching Delivery Points

Users can also search for specific Delivery Point records.

### How to search for Delivery Point records:

1. Click **Search** on either the Delivery Point list, view, or add screens. The Delivery Point search screen opens.
2. Enter the search criteria in the appropriate field.  
You can search based on any of the fields in the record.  
See **Searching Database Tables** on page 8-7 of the *Oracle Utilities Energy Information Platform User's Guide* for more information about searching records, including the use of operands and wildcards.
3. Click **Search** to perform the search. To reset the search fields to their previous values, click **Reset**. To clear all the search fields, click **Clear**.
4. The search results appear on the Delivery Point list screen.



## Groups

Records in the Group table represent logical groupings of markets, zones, and/or delivery points used with the Oracle Utilities Portfolio Management application.

### How to view Group records:

1. Select **Portfolio Management**→**Manage PM Data**→**Group**.

The Group list screen opens.

The Group list screen displays the following information for each record:

- **UID:** The unique identifier for the Group record.
  - **Group Code:** A code that designates the group.
  - **Description:** A description of the group.
  - **Display Sequence:** A number that indicates the sequence in which group records are displayed in drop-down lists on the Portfolio Management screens.
2. To sort the records by one of the columns, click the appropriate column heading. For example, to sort the records by Group Code, click the Group Code column heading. If there is more than one page of records, you can move between pages using the ◀ and ▶ buttons. To change the number of records that appears on each page, enter the number in the **Rows** field.
  3. To view a record, click on the corresponding [...] link. The selected record will appear in the Group window. See **Editing and Viewing Groups** on page 8-7 for more information about viewing individual records.
  4. To search for Group records, click **Search**. See **Searching Groups** on page 8-8 for more information about searching for records. To refresh the contents of the list screen, click the refresh icon.
  5. *Optional.* To delete one or more records, check the check boxes corresponding to the records to be deleted, and click **Delete**. To clear all the checkboxes, click **Clear**.
  6. *Optional.* To add a new record, click **Add**. See **Adding Groups** on page 8-8 for more information about adding new records.

## Editing and Viewing Groups

Users can view and edit individual Group records.

### How to edit and view a single Group record:

1. Click the [...] link for the record you wish to view.

The Group screen displays the selected record:

2. Edit data in the fields as appropriate. See **Working with Data Types** on page 8-4 of the *Oracle Utilities Energy Information Platform User's Guide* for more information about editing data values.
3. To save changes made to the record, click **Save**. To save the edited record as a new record, click **Save As New**.

**Note:** The **Save As New** option only works if the identity of the record has been changed.

4. To perform a new search, click **Search**.
5. To open a list of records, click **List**.
6. To delete the current record, click **Delete**.

## Adding Groups

Users can also add Group records.

### How to add a Group record:

1. Click **Add** on either the Group search or list screens. A blank Group screen opens.
2. Enter data in the fields as appropriate for the record. See **Working with Data Types** on page 8-4 of the *Oracle Utilities Energy Information Platform User's Guide* for more information about entering data values.
3. To save the record, click **Save**. The new record appears on the screen.

## Searching Groups

Users can also search for specific Group records.

### How to search for Group records:

1. Click **Search** on either the Group list, view, or add screens. The Group search screen opens.
2. Enter the search criteria in the appropriate field.

You can search based on any of the fields in the record.

See **Searching Database Tables** on page 8-7 of the *Oracle Utilities Energy Information Platform User's Guide* for more information about searching records, including the use of operands and wildcards.

3. Click **Search** to perform the search. To reset the search fields to their previous values, click **Reset**. To clear all the search fields, click **Clear**.
4. The search results appear on the Group list screen.

## Scenarios

Scenarios represent estimates regarding load volumes (both load and procurement), prices, and weather data, and include:

- **Load Scenarios**
- **Price Scenarios**
- **Temperature Scenarios**

## Load Scenarios

Records in the Load Scenario table represent broad load volume estimates (high, low, or average) used by the Oracle Utilities Portfolio Management application.

### How to view Load Scenario records:

1. Select **Portfolio Management**→**Manage PM Data**→**Load Scenario**.  
The Load Scenario list screen opens.  
The Load Scenario list screen displays the following information for each record:
  - **UID:** The unique identifier for the Load Scenario record.
  - **Load Scenario:** The name of the load scenario.
  - **Description:** A description of the load scenario.
  - **Display Sequence:** A number that indicates the sequence in which load scenario records are displayed in drop-down lists on the Portfolio Management screens.
2. To sort the records by one of the columns, click the appropriate column heading. For example, to sort the records by Load Scenario, click the Load Scenario column heading. If there is more than one page of records, you can move between pages using the ◀ and ▶ buttons. To change the number of records that appears on each page, enter the number in the **Rows** field.
3. To view a record, click on the corresponding [...] link. The selected record will appear in the Load Scenario window. See **Editing and Viewing Load Scenarios** on page 8-9 for more information about viewing individual records.
4. To search for Load Scenario records, click **Search**. See **Searching Load Scenarios** on page 8-10 for more information about searching for records. To refresh the contents of the list screen, click the refresh icon.
5. *Optional.* To delete one or more records, check the check boxes corresponding to the records to be deleted, and click **Delete**. To clear all the checkboxes, click **Clear**.
6. *Optional.* To add a new record, click **Add**. See **Adding Load Scenarios** on page 8-10 for more information about adding new records.

## Editing and Viewing Load Scenarios

Users can view and edit individual Load Scenario records.

### How to edit and view a single Load Scenario record:

1. Click the [...] link for the record you wish to view.  
The Load Scenario screen displays the selected record:
2. Edit data in the fields as appropriate. See **Working with Data Types** on page 8-4 of the *Oracle Utilities Energy Information Platform User's Guide* for more information about editing data values.

3. To save changes made to the record, click **Save**. To save the edited record as a new record, click **Save As New**.  
**Note:** The **Save As New** option only works if the identity of the record has been changed.
4. To perform a new search, click **Search**.
5. To open a list of records, click **List**.
6. To delete the current record, click **Delete**.

## Adding Load Scenarios

Users can also add Load Scenario records.

### How to add a Load Scenario record:

1. Click **Add** on either the Load Scenario search or list screens. A blank Load Scenario screen opens.
2. Enter data in the fields as appropriate for the record. See **Working with Data Types** on page 8-4 of the *Oracle Utilities Energy Information Platform User's Guide* for more information about entering data values.
3. To save the record, click **Save**. The new record appears on the screen.

## Searching Load Scenarios

Users can also search for specific Load Scenario records.

### How to search for Load Scenario records:

1. Click **Search** on either the Load Scenario list, view, or add screens. The Load Scenario search screen opens.
2. Enter the search criteria in the appropriate field.  
You can search based on any of the fields in the record.  
See **Searching Database Tables** on page 8-7 of the *Oracle Utilities Energy Information Platform User's Guide* for more information about searching records, including the use of operands and wildcards.
3. Click **Search** to perform the search. To reset the search fields to their previous values, click **Reset**. To clear all the search fields, click **Clear**.
4. The search results appear on the Load Scenario list screen.

## Price Scenarios

Records in the Price Scenario table represent broad estimates (high, low, or average) of spot prices used by the Oracle Utilities Portfolio Management application.

### How to view Price Scenario records:

1. Select **Portfolio Management->Manage PM Data->Price Scenario**.

The Price Scenario list screen opens.

The Price Scenario list screen displays the following information for each record:

- **UID:** The unique identifier for the Price Scenario record.
- **Price Scenario:** The name of the price scenario.
- **Description:** A description of the price scenario.
- **Display Sequence:** A number that indicates the sequence in which price scenario records are displayed in drop-down lists on the Portfolio Management screens.

2. To sort the records by one of the columns, click the appropriate column heading. For example, to sort the records by Price Scenario, click the Price Scenario column heading. If there is more than one page of records, you can move between pages using the ◀ and ▶ buttons. To change the number of records that appears on each page, enter the number in the **Rows** field.
3. To view a record, click on the corresponding [...] link. The selected record will appear in the Price Scenario window. See **Editing and Viewing Price Scenarios** on page 8-11 for more information about viewing individual records.
4. To search for Price Scenario records, click **Search**. See **Searching Price Scenarios** on page 8-11 for more information about searching for records. To refresh the contents of the list screen, click the refresh icon.
5. *Optional.* To delete one or more records, check the check boxes corresponding to the records to be deleted, and click **Delete**. To clear all the checkboxes, click **Clear**.
6. *Optional.* To add a new record, click **Add**. See **Adding Price Scenarios** on page 8-11 for more information about adding new records.

## Editing and Viewing Price Scenarios

Users can view and edit individual Price Scenario records.

### How to edit and view a single Price Scenario record:

1. Click the [...] link for the record you wish to view.  
The Price Scenario screen displays the selected record:
2. Edit data in the fields as appropriate. See **Working with Data Types** on page 8-4 of the *Oracle Utilities Energy Information Platform User's Guide* for more information about editing data values.
3. To save changes made to the record, click **Save**. To save the edited record as a new record, click **Save As New**.  
**Note:** The **Save As New** option only works if the identity of the record has been changed.
4. To perform a new search, click **Search**.
5. To open a list of records, click **List**.
6. To delete the current record, click **Delete**.

## Adding Price Scenarios

Users can also add Price Scenario records.

### How to add a Price Scenario record:

1. Click **Add** on either the Price Scenario search or list screens. A blank Price Scenario screen opens.
2. Enter data in the fields as appropriate for the record. See **Working with Data Types** on page 8-4 of the *Oracle Utilities Energy Information Platform User's Guide* for more information about entering data values.
3. To save the record, click **Save**. The new record appears on the screen.

## Searching Price Scenarios

Users can also search for specific Price Scenario records.

### How to search for Price Scenario records:

1. Click **Search** on either the Price Scenario list, view, or add screens. The Price Scenario search screen opens.

2. Enter the search criteria in the appropriate field.  
You can search based on any of the fields in the record.  
See **Searching Database Tables** on page 8-7 of the *Oracle Utilities Energy Information Platform User's Guide* for more information about searching records, including the use of operands and wildcards.
3. Click **Search** to perform the search. To reset the search fields to their previous values, click **Reset**. To clear all the search fields, click **Clear**.
4. The search results appear on the Price Scenario list screen.

## Temperature Scenarios

Records in the Weather Scenario table represent broad estimates (high, low, or average) of temperature used by the Oracle Utilities Portfolio Management application.

### How to view Weather Scenario records:

1. Select **Portfolio Management->Manage PM Data->Temperature Scenario**.  
The Weather Scenario list screen opens.  
The Weather Scenario list screen displays the following information for each record:
  - **UID:** The unique identifier for the Weather Scenario record.
  - **Weather Scenario:** The name of the weather scenario.
  - **Description:** A description of the weather scenario.
  - **Display Sequence:** A number that indicates the sequence in which weather scenario records are displayed in drop-down lists on the Oracle Utilities Portfolio Management screens.
2. To sort the records by one of the columns, click the appropriate column heading. For example, to sort the records by Weather Scenario, click the Weather Scenario column heading.  
If there is more than one page of records, you can move between pages using the ◀ and ▶ buttons. To change the number of records that appears on each page, enter the number in the **Rows** field.
3. To view a record, click on the corresponding [...] link. The selected record will appear in the Weather Scenario window. See **Editing and Viewing Temperature Scenarios** on page 8-12 for more information about viewing individual records.
4. To search for Weather Scenario records, click **Search**. See **Searching Temperature Scenarios** on page 8-13 for more information about searching for records. To refresh the contents of the list screen, click the refresh icon.
5. *Optional.* To delete one or more records, check the check boxes corresponding to the records to be deleted, and click **Delete**. To clear all the checkboxes, click **Clear**.
6. *Optional.* To add a new record, click **Add**. See **Adding Temperature Scenarios** on page 8-13 for more information about adding new records.

## Editing and Viewing Temperature Scenarios

Users can view and edit individual Weather Scenario records.

### How to edit and view a single Weather Scenario record:

1. Click the [...] link for the record you wish to view.  
The Weather Scenario screen displays the selected record:

2. Edit data in the fields as appropriate. See **Working with Data Types** on page 8-4 of the *Oracle Utilities Energy Information Platform User's Guide* for more information about editing data values.
3. To save changes made to the record, click **Save**. To save the edited record as a new record, click **Save As New**.

**Note:** The **Save As New** option only works if the identity of the record has been changed.

4. To perform a new search, click **Search**.
5. To open a list of records, click **List**.
6. To delete the current record, click **Delete**.

## Adding Temperature Scenarios

Users can also add Weather Scenario records.

### How to add a Weather Scenario record:

1. Click **Add** on either the Weather Scenario search or list screens. A blank Weather Scenario screen opens.
2. Enter data in the fields as appropriate for the record. See **Working with Data Types** on page 8-4 of the *Oracle Utilities Energy Information Platform User's Guide* for more information about entering data values.
3. To save the record, click **Save**. The new record appears on the screen.

## Searching Temperature Scenarios

Users can also search for specific Weather Scenario records.

### How to search for Weather Scenario records:

1. Click **Search** on either the Weather Scenario list, view, or add screens. The Weather Scenario search screen opens.
2. Enter the search criteria in the appropriate field.

You can search based on any of the fields in the record.

See **Searching Database Tables** on page 8-7 of the *Oracle Utilities Energy Information Platform User's Guide* for more information about searching records, including the use of operands and wildcards.

3. Click **Search** to perform the search. To reset the search fields to their previous values, click **Reset**. To clear all the search fields, click **Clear**.
4. The search results appear on the Weather Scenario list screen.

## Options and Imbalances

Options are contracts giving buyers the right, but not the obligation, to buy or sell an asset at a specific price on or before a certain date. Imbalances are charges related to buying or selling energy in the spot market.

- **Options**
- **Imbalances**

## Options

Records in the Option table represent potential options available to users of Oracle Utilities Portfolio Management application. Options are most often entered via an interface from an external system, but can be viewed, edited, and added manually.

### How to view Option records:

1. Select **Portfolio Management->Manage PM Data->Options**.

The Option list screen opens.

The Option list screen displays the following information for each record:

- **UID:** The unique identifier for the option record.
  - **Option ID:** The option ID.
  - **Start Time:** The start time of the option.
  - **Stop Time:** The stop time of the option.
  - **Create Date:** The date on which the option was created.
  - **Market:** The market for which the option is available.
  - **Zone:** The zone for which the option is available.
  - **Delivery Point:** The delivery point for which the option is available.
  - **Deal Type:** The type of deal the option represents (Default = Option).
  - **Price:** The current price of the option (also known as the premium).
  - **Nominal Volume:** The volume the option represents.
  - **Buy/Sell:** Whether the option is to Buy or Sell.
  - **Physical/Financial:** Whether the option is physical or financial.
  - **Call/Put:** Whether the option is a Call option or a Put option.
  - **Strike Price:** The strike price of the option.
  - **Prestruck:** Whether or not the option was pre-struck (Y or N).
  - **Delta:** The delta associated with the option.
  - **Treatment:** The treatment of the option (Default = Intrinsic).
  - **TOU Period:** The Time-of-Use associated with the option.
  - **Struck:** Whether or not the option has been struck (Y or N).
  - **Group ID:** The group for which the option is available.
2. To sort the records by one of the columns, click the appropriate column heading. For example, to sort the records by Option ID, click the Option ID column heading. If there is more than one page of records, you can move between pages using the ◀ and ▶ buttons. To change the number of records that appears on each page, enter the number in the **Rows** field.



3. To view a record, click on the corresponding [...] link. The selected record will appear in the Option window. See **Editing and Viewing Options** on page 8-15 for more information about viewing individual records.
4. To search for Option records, click **Search**. See **Searching Options** on page 8-15 for more information about searching for records. To refresh the contents of the list screen, click the refresh icon.
5. *Optional.* To delete one or more records, check the check boxes corresponding to the records to be deleted, and click **Delete**. To clear all the checkboxes, click **Clear**.
6. *Optional.* To add a new record, click **Add**. See **Adding Options** on page 8-15 for more information about adding new records.

## Editing and Viewing Options

Users can view and edit individual Option records.

### How to edit and view a single Option record:

1. Click the [...] link for the record you wish to view.

The Option screen displays the selected record:

2. Edit data in the fields as appropriate. See **Working with Data Types** on page 8-4 of the *Oracle Utilities Energy Information Platform User's Guide* for more information about editing data values.
3. To save changes made to the record, click **Save**. To save the edited record as a new record, click **Save As New**.

**Note:** The **Save As New** option only works if the identity of the record has been changed.

4. To perform a new search, click **Search**.
5. To open a list of records, click **List**.
6. To delete the current record, click **Delete**.

## Adding Options

Users can also add Option records.

### How to add an Option record:

1. Click **Add** on either the Option search or list screens. A blank Option screen opens.
2. Enter data in the fields as appropriate for the record. See **Working with Data Types** on page 8-4 of the *Oracle Utilities Energy Information Platform User's Guide* for more information about entering data values.
3. To save the record, click **Save**. The new record appears on the screen.

## Searching Options

Users can also search for specific Option records.

### How to search for Option records:

1. Click **Search** on either the Option list, view, or add screens. The Option search screen opens.
2. Enter the search criteria in the appropriate field.

You can search based on any of the fields in the record.

See **Searching Database Tables** on page 8-7 of the *Oracle Utilities Energy Information Platform User's Guide* for more information about searching records, including the use of operands and wildcards.

3. Click **Search** to perform the search. To reset the search fields to their previous values, click **Reset**. To clear all the search fields, click **Clear**.
4. The search results appear on the Option list screen.

## Imbalances

Records in the Imbalance Charge Value table represent values used in the calculation of imbalance changes related to buying or selling energy in the spot market. Imbalance charge values are most often entered via an interface from an external system, but can be viewed, edited, and added manually.

### How to view Imbalance Charge Value records:

1. Select **Portfolio Management->Manage PM Data->Imbalance**.

The Imbalance Charge Value list screen opens.

The Imbalance Charge Value list screen displays the following information for each record:

- **UID:** The unique identifier for the imbalance charge value record.
  - **Imbalance Charges:** The date range and trade point for which the imbalance charge value applies (from the Imbalance Charges table).
  - **Amount:** The threshold amount when the adder and percentage values will be applied to spot market purchases and/or sales.
  - **Adder:** A fixed amount associated with the imbalance charge value that is applied when the threshold specified in the Amount field is exceeded.
  - **Percentage:** A percentage associated with the imbalance charge value that is applied when the threshold specified in the Amount field is exceeded.
2. To sort the records by one of the columns, click the appropriate column heading. For example, to sort the records by Amount, click the Amount column heading. If there is more than one page of records, you can move between pages using the ◀ and ▶ buttons. To change the number of records that appears on each page, enter the number in the **Rows** field.
  3. To view a record, click on the corresponding [...] link. The selected record will appear in the Imbalance Charge Value window. See **Editing and Viewing Imbalances** on page 8-16 for more information about viewing individual records.
  4. To search for Imbalance Charge Value records, click **Search**. See **Searching Imbalances** on page 8-17 for more information about searching for records. To refresh the contents of the list screen, click the refresh icon.
  5. *Optional.* To delete one or more records, check the check boxes corresponding to the records to be deleted, and click **Delete**. To clear all the checkboxes, click **Clear**.
  6. *Optional.* To add a new record, click **Add**. See **Adding Imbalances** on page 8-17 for more information about adding new records.

## Editing and Viewing Imbalances

Users can view and edit individual Imbalance Charge Value records.

### How to edit and view a single Imbalance Charge Value record:

1. Click the [...] link for the record you wish to view.

The Imbalance Charge Value screen displays the selected record:

2. Edit data in the fields as appropriate. See **Working with Data Types** on page 8-4 of the *Oracle Utilities Energy Information Platform User's Guide* for more information about editing data values.

3. To save changes made to the record, click **Save**. To save the edited record as a new record, click **Save As New**.

**Note:** The **Save As New** option only works if the identity of the record has been changed.

4. To perform a new search, click **Search**.
5. To open a list of records, click **List**.
6. To delete the current record, click **Delete**.

## Adding Imbalances

Users can also add Imbalance Charge Value records.

### How to add an Imbalance Charge Value record:

1. Click **Add** on either the Imbalance Charge Value search or list screens. A blank Imbalance Charge Value screen opens.
2. Enter data in the fields as appropriate for the record. See **Working with Data Types** on page 8-4 of the *Oracle Utilities Energy Information Platform User's Guide* for more information about entering data values.
3. To save the record, click **Save**. The new record appears on the screen.

## Searching Imbalances

Users can also search for specific Imbalance Charge Value records.

### How to search for Imbalance Charge Value records:

1. Click **Search** on either the Imbalance Charge Value list, view, or add screens. The Imbalance Charge Value search screen opens.
2. Enter the search criteria in the appropriate field.

You can search based on any of the fields in the record.

See **Searching Database Tables** on page 8-7 of the *Oracle Utilities Energy Information Platform User's Guide* for more information about searching records, including the use of operands and wildcards.

3. Click **Search** to perform the search. To reset the search fields to their previous values, click **Reset**. To clear all the search fields, click **Clear**.
4. The search results appear on the Imbalance Charge Value list screen.

## Correlation and Volatility

Correlation and volatility data is used in performing Oracle Utilities Portfolio Management calculations, and include:

- **Correlation Matrices**
- **Volatility**

### Correlation Matrices

Records in the Correlation Matrix table represent the correlation between a specific market/zone/delivery point and a specific load scenario and price scenario combination over a specified date range. Each correlation matrix record has one or more Correlation Matrix Value records associated with it that define the correlation value for a specific combination of time-of-use schedules.

#### How to view Correlation Matrix records:

1. Select **Portfolio Management->Manage PM Data->Correlation Matrix**.

The Correlation Matrix list screen opens.

The Correlation Matrix list screen displays the following information for each record:

- **UID:** The unique identifier for the correlation matrix record.
  - **Market:** The market associated with the correlation matrix.
  - **Zone:** The zone associated with the correlation matrix.
  - **Delivery Point:** The delivery point associated with the correlation matrix
  - **Load Scenario:** The load scenario associated with the correlation matrix.
  - **Price Scenario:** The price scenario associated with the correlation matrix.
  - **Start Time:** The start time of the date range during which the correlation matrix is applicable.
  - **Stop Time:** The stop time of the date range during which the correlation matrix is applicable.
2. To sort the records by one of the columns, click the appropriate column heading. For example, to sort the records by Zone, click the Zone column heading. If there is more than one page of records, you can move between pages using the ◀ and ▶ buttons. To change the number of records that appears on each page, enter the number in the **Rows** field.
  3. To view a record, click on the corresponding [...] link. The selected record will appear in the Correlation Matrix window. See **Editing and Viewing Correlation Matrices** on page 8-19 for more information about viewing individual records.
  4. To search for Correlation Matrix records, click **Search**. See **Searching Correlation Matrices** on page 8-20 for more information about searching for records. To refresh the contents of the list screen, click the refresh icon.
  5. *Optional.* To delete one or more records, check the check boxes corresponding to the records to be deleted, and click **Delete**. To clear all the checkboxes, click **Clear**.
  6. *Optional.* To add a new record, click **Add**. See **Adding Correlation Matrices** on page 8-20 for more information about adding new records.

## Editing and Viewing Correlation Matrices

Users can view and edit individual Correlation Matrix records.

### How to edit and view a single Correlation Matrix record:

1. Click the [...] link for the record you wish to view.

The Correlation Matrix screen displays the selected record:

2. Edit data in the fields as appropriate. See **Working with Data Types** on page 8-4 of the *Oracle Utilities Energy Information Platform User's Guide* for more information about editing data values.

3. To save changes made to the record, click **Save**. To save the edited record as a new record, click **Save As New**.

**Note:** The **Save As New** option only works if the identity of the record has been changed.

4. To perform a new search, click **Search**.
5. To open a list of records, click **List**.
6. To delete the current record, click **Delete**.

## Editing and Viewing Correlation Matrix Values

Each correlation matrix record has one or more Correlation Matrix Value records associated with it that define the correlation value for a specific combination of time-of-use periods.

### How to view Correlation Matrix Value records for a Correlation Matrix:

1. Click the **Correlation Matrix Value** button in the Children section of the Correlation Matrix record for which you wish to view values.

The Correlation Matrix Value screen displays the values for the correlation matrix:

The screenshot shows the 'Correlation Matrix Value' screen with a search bar and navigation options. Below the search bar is a 'History' section showing the current record. The main part of the screen displays a table with columns 'y \ x', '77', '80', '94', '95', and 'y'. The rows correspond to the 'y' values 76, 79, 94, and 95. The table shows correlation values at the intersections of 'y' and 'x' TOU periods. Below the main table is a separate table listing the 'UID' and 'x' for each 'y' value.

y \ x	77	80	94	95	y
76	1	0.2	0.3	0.1	ERCOT,OFF_PEAK,SEASON,NOV,00000110,00:00
79	0.2	1	0.1	0.3	ERCOT,OFF_PEAK,SEASON,OCT,00000110,00:00
94	0.3	0.1	1	0.5	ERCOT,ON_PEAK,SEASON,NOV,11111000,06:00
95	0.1	0.3	0.5	1	ERCOT,ON_PEAK,SEASON,OCT,11111000,06:00

UID	x
77	ERCOT,OFF_PEAK,SEASON,NOV,11111000,00:00
80	ERCOT,OFF_PEAK,SEASON,OCT,11111000,00:00
94	ERCOT,ON_PEAK,SEASON,NOV,11111000,06:00
95	ERCOT,ON_PEAK,SEASON,OCT,11111000,06:00

The Correlation Matrix Value screen displays a matrix of values for one or more combinations of time-of-use (TOU) periods, as follows:

- For each combination, one TOU period is designated as “TOU Period X” and the other is designated as “TOU Period Y”.
- The UIDs of the “Y” TOU periods are listed along the left column of the matrix.
- The UIDs of the “X” TOU periods are listed along the top row of the matrix. The names of the “X” TOU periods are listed in the right-most column in the matrix.
- The correlation value for each combination is displayed at the intersection of each pair of TOU periods.
- A listing of the “X” TOU periods is displayed below the matrix.

Users can also view and edit individual Correlation Matrix Value records.

#### How to edit and view a single Correlation Matrix Value record:

1. Click the correlation value (colored number) for the record you wish to view.  
The Correlation Matrix Value screen displays the selected record:
2. Edit data in the fields as appropriate. See **Working with Data Types** on page 8-4 of the *Oracle Utilities Energy Information Platform User's Guide* for more information about editing data values.
3. To save changes made to the record, click **Save**. To save the edited record as a new record, click **Save As New**.  
**Note:** The **Save As New** option only works if the identity of the record has been changed.
4. To perform a new search, click **Search**.
5. To open a list of records, click **List**.
6. To delete the current record, click **Delete**.

#### Adding Correlation Matrix Values

Users can also add Correlation Matrix Value records.

##### How to add a Correlation Matrix Value record:

1. Click **Add** on the Correlation Matrix screen displaying the parent Correlation Matrix. A blank Correlation Matrix Value screen opens.
2. Enter data in the fields as appropriate for the record. See **Working with Data Types** on page 8-4 of the *Oracle Utilities Energy Information Platform User's Guide* for more information about entering data values.
3. To save the record, click **Save**. The new record appears on the screen.

#### Adding Correlation Matrices

Users can also add Correlation Matrix records.

##### How to add a Correlation Matrix record:

1. Click **Add** on either the Correlation Matrix search or list screens. A blank Correlation Matrix screen opens.
2. Enter data in the fields as appropriate for the record. See **Working with Data Types** on page 8-4 of the *Oracle Utilities Energy Information Platform User's Guide* for more information about entering data values.
3. To save the record, click **Save**. The new record appears on the screen.
4. To add child Correlation Matrix Value records, click **Add**. See **Adding Correlation Matrix Values** on page 8-20 for more information.

#### Searching Correlation Matrices

Users can also search for specific Correlation Matrix records.

##### How to search for Correlation Matrix records:

1. Click **Search** on either the Correlation Matrix list, view, or add screens. The Correlation Matrix search screen opens.
2. Enter the search criteria in the appropriate field.

You can search based on any of the fields in the record.

See **Searching Database Tables** on page 8-7 of the *Oracle Utilities Energy Information Platform User's Guide* for more information about searching records, including the use of operands and wildcards.

3. Click **Search** to perform the search. To reset the search fields to their previous values, click **Reset**. To clear all the search fields, click **Clear**.
4. The search results appear on the Correlation Matrix list screen.

## Volatility

Records in the Volatility Transpose table represent the volatility in spot prices associated with a specific time-of-use (TOU) period for a specific market/zone/delivery point for a specific load scenario and price scenario combination over a specified date range.

### How to view Volatility Transpose records:

1. Select **Portfolio Management**→**Manage PM Data**→**Volatility**.

The Volatility Transpose list screen opens.

The Volatility Transpose list screen displays the following information for each record:

- **UID:** The unique identifier for the volatility record.
  - **Market:** The market associated with the volatility.
  - **Zone:** The zone associated with the volatility.
  - **Delivery Point:** The delivery point associated with the volatility
  - **TOU Period:** The time-of-use (TOU) period associated with the volatility.
  - **Load Scenario:** The load scenario associated with the volatility.
  - **Price Scenario:** The price scenario associated with the volatility.
  - **Volatility:** The amount of the volatility.
  - **Start Time:** The start time of the date range during which the volatility is applicable.
  - **Stop Time:** The stop time of the date range during which the volatility is applicable.
2. To sort the records by one of the columns, click the appropriate column heading. For example, to sort the records by *Zone*, click the *Zone* column heading. If there is more than one page of records, you can move between pages using the ◀ and ▶ buttons. To change the number of records that appears on each page, enter the number in the **Rows** field.
  3. To view a record, click on the corresponding [...] link. The selected record will appear in the Volatility Transpose window. See **Editing and Viewing Volatility Records** on page 8-22 for more information about viewing individual records.
  4. To search for Volatility Transpose records, click **Search**. See **Searching Volatility Records** on page 8-22 for more information about searching for records. To refresh the contents of the list screen, click the refresh icon.
  5. *Optional.* To delete one or more records, check the check boxes corresponding to the records to be deleted, and click **Delete**. To clear all the checkboxes, click **Clear**.
  6. *Optional.* To add a new record, click **Add**. See **Adding Volatility Records** on page 8-22 for more information about adding new records.

## Editing and Viewing Volatility Records

Users can view and edit individual Volatility Transpose records.

### How to edit and view a single Volatility Transpose record:

1. Click the [...] link for the record you wish to view.

The Volatility Transpose screen displays the selected record:

2. Edit data in the fields as appropriate. See **Working with Data Types** on page 8-4 of the *Oracle Utilities Energy Information Platform User's Guide* for more information about editing data values.

3. To save changes made to the record, click **Save**. To save the edited record as a new record, click **Save As New**.

**Note:** The **Save As New** option only works if the identity of the record has been changed.

4. To perform a new search, click **Search**.
5. To open a list of records, click **List**.
6. To delete the current record, click **Delete**.

## Adding Volatility Records

Users can also add Volatility Transpose records.

### How to add a Volatility Transpose record:

1. Click **Add** on either the Volatility Transpose search or list screens. A blank Volatility Transpose screen opens.
2. Enter data in the fields as appropriate for the record. See **Working with Data Types** on page 8-4 of the *Oracle Utilities Energy Information Platform User's Guide* for more information about entering data values.
3. To save the record, click **Save**. The new record appears on the screen.

## Searching Volatility Records

Users can also search for specific Volatility Transpose records.

### How to search for Volatility Transpose records:

1. Click **Search** on either the Volatility Transpose list, view, or add screens. The Volatility Transpose search screen opens.
2. Enter the search criteria in the appropriate field.

You can search based on any of the fields in the record.

See **Searching Database Tables** on page 8-7 of the *Oracle Utilities Energy Information Platform User's Guide* for more information about searching records, including the use of operands and wildcards.

3. Click **Search** to perform the search. To reset the search fields to their previous values, click **Reset**. To clear all the search fields, click **Clear**.
4. The search results appear on the Volatility Transpose list screen.



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## Other Data

Other data covers miscellaneous data used by the Oracle Utilities Portfolio Management application, including:

- **Work Queue Types**

### Work Queue Types

Records in the Work Queue Type table represent types of work queue items that can be generated via the work queues functionality of the Oracle Utilities Energy Information Platform.

#### How to view Work Queue Type records:

1. Select **Portfolio Management**→**Manage PM Data**→**Work Queue Types**.

The Work Queue Type list screen opens.

See **Setting Up Work Queue Types** on page 5-12 in the *Oracle Utilities Energy Information Platform Configuration Guide* for more information about work queue types.

2. To sort the records by one of the columns, click the appropriate column heading. For example, to sort the records by Work Queue Type, click the Work Queue Type column heading. If there is more than one page of records, you can move between pages using the ◀ and ▶ buttons. To change the number of records that appears on each page, enter the number in the **Rows** field.
3. To view a record, click on the corresponding [...] link. The selected record will appear in the Work Queue Type window.
4. To perform a search, click **Search**. To refresh the contents of the list screen, click the refresh icon.



# Chapter 9

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## Running and Viewing Oracle Utilities Portfolio Management Reports

This chapter describes the reports provided with Oracle Utilities Portfolio Management, including:

- **Forecast Accuracy Report**
- **Net Position Report**
- **Retail Profit and Loss Month View**
- **Retail Profit and Loss Annual and Quarterly View**
- **Risk Metrics Report**

# Forecast Accuracy Report

The Forecast Analysis Accuracy Report is used to compare actual data to forecasted data. This helps users better assess the precision of the various forecasts to help differentiate between errors in forecasts and overbuying/selling.

## Reported Data

The report displays forecast comparisons for each trading point (market or zone) specified. Each forecast comparison (for a market or zone) appears on its own page in the report, and contains the following information:

- The percentage difference between forecasted and actual values for Load, Spot Price, and Temperature for each scenario (Low, Base, or High).
- For each month within the analysis period:
  - Forecast Start
  - Forecasted Value
  - Actual Value
  - Variance (forecasted value minus actual value)
  - Percentage (percentage of actual value the variance represents)
- Total values for the entire analysis period for each Market/Zone for:
  - Forecasted Value
  - Actual Value
  - Variance (forecasted value minus actual value)
  - Percentage (percentage of actual value the variance represents)

## Parameters

The report uses the following parameters:

- **Analysis Period Start:** The start time of the reporting period.
- **Analysis Period Stop:** The stop time of the reporting period.
- **Market ID:** (optional) The market to be reported on. If supplied, the report automatically provides a forecast comparison for the supplied market and each of the zones under it. If not supplied, the report provides a forecast comparison for each market defined in the Oracle Utilities Portfolio Management application and each of its zones.
- **Zone ID:** (optional) The zone to be reported on. If supplied, the report provides a forecast comparison for the supplied zone only.
- **Load Scenario:** The load scenario upon which the forecast comparison is based. If not supplied, the report provides a forecast comparison for each load scenario defined in the Oracle Utilities Portfolio Management application.

The report can be triggered in one of two methods:

- From the **Actions** drop-down list on the Forecast Analysis screen. See **Forecast Analysis Actions** on page 4-10 for more information. When run from this screen, the report parameters are based on the settings defined in the Header portion of the screen. See **Forecast Analysis Header** on page 4-4 for more information.

**Note:** The Forecast Accuracy report provides forecast comparisons for one-month increments.

- From the **Run Reports** screen. When run from the Run Reports screen, the report parameters are supplied by the user. See **Run Reports** on page 2-9 for more information.

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# Net Position Report

The Net Position report shows net volume by month and TOU period for a supplied market(s) and its related zone(s).

## Reported Data

The report displays net position summaries for each trading point (market or zone) specified. Each summary (for a market or zone) appears on its own page in the report, and contains the following information:

- For each month within the analysis period:
  - Total Load
  - Load per TOU period (On Peak, Off Peak, etc.)
- Total values for the entire analysis period for each Market/Zone for the above (Total Load and Load per TOU period).

## Parameters

The Net Position report uses the following parameters:

- **Analysis Period Start:** The start time of the reporting period.
- **Analysis Period Stop:** The stop time of the reporting period.
- **Load Scenario:** The load scenario upon which the net position is based.
- **Market ID:** (optional) The market to be reported on. If supplied, the report automatically provides a summary for the supplied market and each of the zones under it. If not supplied, the report provides a summary for each market defined in the Oracle Utilities Portfolio Management application and each of its zones.
- **Zone ID:** (optional) The zone to be reported on. If supplied, the report provides a summary for the supplied zone only.

The report can be triggered in one of two methods:

- From the **Actions** drop-down list on the Matching or Options screens. See **Matching Actions** on page 3-10 or **Options Actions** on page 5-5 for more information. When run from the Matching or Options screen, the report parameters are based on the settings defined in the Header portion of the screen. See **Matching Header** on page 3-3 or **Options Header** on page 5-3 for more information.
- From the **Run Reports** screen. When run from the Run Reports screen, the report parameters are supplied by the user. See **Run Reports** on page 2-9 for more information.

## Retail Profit and Loss Month View

The Retail Profit and Loss - Month View report provides volume and dollar information for procurements, load and the net position for a supplied market(s) and its related zone(s) for each month within the reporting period.

### Reported Data

The report displays profit/loss summaries for each trading point (market or zone) specified. Each summary (one per month) appears on its own page in the report, and contains the following information:

- For each Zone:
  - Procurement (MWH and Cost)
  - Load (MWH and Revenue)
  - Net (MWH and P/L, procurement minus load)
- Total values for each Market for the above (Procurement, Load, and Net).
- Total values for all Markets for the above (Procurement, Load, and Net).

### Parameters

The Retail Profit and Loss - Month View report uses the following parameters:

- **Analysis Period Start:** The start time of the reporting period.
- **Analysis Period Stop:** The stop time of the reporting period.
- **Load Scenario:** The load scenario upon which profit/loss is calculated.
- **Price Scenario:** The price scenario upon which profit/loss is calculated.
- **Market ID:** (optional) The market to be reported on. If supplied, the report automatically includes the supplied market and each of the zones under it in each monthly summary. If not supplied, the report includes each market defined in the Oracle Utilities Portfolio Management application and each of its zones in each monthly summary.
- **Zone ID:** (optional) The zone to be reported on. If supplied, the report includes only the supplied zone in each monthly summary.

The report can be triggered in one of two methods:

- From the **Actions** drop-down list on the Matching or Options screens. See **Matching Actions** on page 3-10 or **Options Actions** on page 5-5 for more information. When run from the Matching or Options screen, the report parameters are based on the settings defined in the Header portion of the screen. See **Matching Header** on page 3-3 or **Options Header** on page 5-3 for more information.
- From the **Run Reports** screen. When run from the Run Reports screen, the report parameters are supplied by the user. See **Run Reports** on page 2-9 for more information.

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# Retail Profit and Loss Annual and Quarterly View

The Retail Profit and Loss - Annual and Quarterly View report provides volume and dollar information for procurements, load and the net position for a supplied market(s) and its related zone(s) for each year and quarter within the reporting period.

## Reported Data

The report displays profit/loss summaries for each trading point (market or zone) specified. Each summary (one per year and quarter) appears on its own page in the report, and contains the following information:

- For each Zone:
  - Procurement (MWH and Cost)
  - Load (MWH and Revenue)
  - Net (MWH and P/L, procurement minus load)
- Total values for each Market for the above (Procurement, Load, and Net).
- Total values for all Markets for the above (Procurement, Load, and Net).

## Parameters

The Retail Profit and Loss - Annual and Quarterly View report uses the following parameters:

- **Analysis Period Start:** The start time of the reporting period.
- **Analysis Period Stop:** The stop time of the reporting period.
- **Load Scenario:** The load scenario upon which profit/loss is calculated.
- **Price Scenario:** The price scenario upon which profit/loss is calculated.
- **Market ID:** (optional) The market to be reported on. If supplied, the report automatically includes the supplied market and each of the zones under it in each monthly summary. If not supplied, the report includes each market defined in the Oracle Utilities Portfolio Management application and each of its zones in each monthly summary.
- **Zone ID:** (optional) The zone to be reported on. If supplied, the report includes only the supplied zone in each monthly summary.

The report can be triggered in one of two methods:

- From the **Actions** drop-down list on the Matching or Options screens. See **Matching Actions** on page 3-10 or **Options Actions** on page 5-5 for more information. When run from the Matching or Options screen, the report parameters are based on the settings defined in the Header portion of the screen. See **Matching Header** on page 3-3 or **Options Header** on page 5-3 for more information.
- From the **Run Reports** screen. When run from the Run Reports screen, the report parameters are supplied by the user. See **Run Reports** on page 2-9 for more information.

## Risk Metrics Report

The Risk Metrics report provides MTM P&L (mark-to-market profit/loss), VaR value-at-risk) and PaR (profit-at-risk) calculations by month for each confidence level for a supplied market(s) and its related zone(s).

### Reported Data

The report displays calculation summaries for each confidence level and trading point (market or zone) specified. Each summary appears on its own page in the report, and contains the following information:

- For each month in the reporting period:
  - MTM P&L
  - VaR
  - PaR
- Total values for each Market/Zone for the above (MTM, VaR, and PaR).

### Parameters

The Retail Profit and Loss - Annual and Quarterly View report uses the following parameters:

- **Analysis Period Start:** The start time of the reporting period.
- **Analysis Period Stop:** The stop time of the reporting period.
- **Load Scenario:** The load scenario upon which profit/loss is calculated.
- **Price Scenario:** The price scenario upon which profit/loss is calculated.
- **Market ID:** (optional) The market to be reported on. If supplied, the report automatically includes the supplied market and each of the zones under it in each monthly summary. If not supplied, the report includes each market defined in the Oracle Utilities Portfolio Management application and each of its zones in each monthly summary.
- **Zone ID:** (optional) The zone to be reported on. If supplied, the report includes only the supplied zone in each monthly summary.

The report can be triggered in one of two methods:

- From the **Actions** drop-down list on the Matching or Options screens. See **Matching Actions** on page 3-10 or **Options Actions** on page 5-5 for more information. When run from the Matching or Options screen, the report parameters are based on the settings defined in the Header portion of the screen. See **Matching Header** on page 3-3 or **Options Header** on page 5-3 for more information.
- From the **Run Reports** screen. When run from the Run Reports screen, the report parameters are supplied by the user. See **Run Reports** on page 2-9 for more information.



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